



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

October 9, 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 October 9, 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**

**5.1 Public Meeting for Zoning By-law Amendment regarding Accessory Units**

Please see Staff Report DEV 46-2018 for further information.

**RECOMMENDATION**

**THAT** the October 9, 2018 regular Council meeting be adjourned at \_\_\_\_\_pm to hold a statutory public meeting as required under the *Planning Act*, and

**THAT** a Public Meeting to consider an amendment to the zoning by-law regarding accessory apartments be opened at \_\_\_\_\_pm.

**RECOMMENDATION**

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

**THAT** the October 9, 2018 regular Council meeting reconvene at \_\_\_\_\_pm.

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - September 25, 2018**

**8**

**RECOMMENDATION**

**THAT** the September 25, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

**7. CORRESPONDENCE**

**7.1 Salvation Army St. Marys re: Kettle Kick-Off**

**18**

**RECOMMENDATION**

**THAT** the correspondence from Salvation Army St. Marys regarding the Annual Kettle Kick-Off be received; and

**THAT** Council approve the Salvation Army St. Marys' request.

**7.2 Social Research and Planning Council re: How Much is Enough?**

**19**

**RECOMMENDATION**

**THAT** the correspondence from Social Research and Planning Council regarding community consultation for the impact of low incomes on families and communities be received.

**RECOMMENDATION**

**THAT** the correspondence from Labreche Patterson & Associates Inc. regarding the Official Plan Review be received.

**8. STAFF REPORTS**

**8.1 Corporate Services**

**8.1.1 COR 26-2018 Social Media Policy**

34

**RECOMMENDATION**

**THAT** COR 23-2018 Social Media Policy report be received;  
and

**THAT** Council approve By-law 83-2018, Social Media Policy, for the Town of St. Marys.

**8.2 Building and Development Services**

**8.2.1 DEV 46-2018 Accessory Apartments – Town-wide Zoning By-law Amendment**

47

**RECOMMENDATION**

**THAT** DEV 46-2018 Accessory Apartments –Town-wide Zoning By-law Amendment be received;

**THAT** Council determine that, following the October 9, 2018 public meeting, no further public notice and / or public meeting is required for the Application for Zoning By-law Amendment in accordance with Section 34(17) of the *Planning Act* since a public meeting was held in accordance with the *Planning Act* and the modifications to the proposed By-law are minor in nature; and,

**THAT** Council enact Zoning By-law No. Z130-2018 to permit and regulate accessory apartments in the Town of St. Marys if there are no significant concerns raised by the public or members of Council at the statutory public meeting.

### **8.3 Public Works**

#### **8.3.1 PW 54-2018 Terracycle Cigarette Butt Recycling 71**

##### **RECOMMENDATION**

**THAT** Report PW 54-2018, Terracycle Cigarette Butt Recycling be received; and

**THAT** implementation of a cigarette butt recycling program not be approved at this time.

### **9. COUNCILLOR REPORTS**

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

##### **9.1.1 Bluewater Recycling Association - Coun. Craigmile 86**

##### **RECOMMENDATION**

**THAT** the September 20, 2018 Bluewater Recycling Association Board of Directors meeting highlights be received.

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

##### **9.1.3 Municipal Shared Services Committee - Mayor Strathdee, Coun. Winter**

##### **9.1.4 Perth District Health Unit - Coun. Osborne 110**

##### **RECOMMENDATION**

**THAT** the June 20, 2018 Perth District Health Unit Board minutes be received; and

**THAT** content from the September 19, 2018 Perth District Health Unit Board agenda be received.

##### **9.1.5 Spruce Lodge Board - Coun. Pope, Van Galen 118**

##### **RECOMMENDATION**

**THAT** the June 20, 2018 Spruce Lodge Board of Management meeting minutes be received.



9.1.6	Upper Thames River Conservation Authority	121
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**RECOMMENDATION**

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

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

9.2.1	Accessibility Advisory Committee - Coun. Hainer
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9.2.2	Business Improvement Area - Coun. Pope
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9.2.3	CBHFM - Coun. Hainer
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9.2.4	Committee of Adjustment	133
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**RECOMMENDATION**

**THAT** the September 5, 2018 Committee of Adjustment meeting draft minutes be received.

9.2.5	Community Policing Advisory Committee - Mayor Strathdee, Coun. Van Galen	136
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**RECOMMENDATION**

**THAT** the September 19, 2018 Community Policing Advisory Committee meeting draft minutes be received.

9.2.6	Economic Development Committee - Coun. Pope	140
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**RECOMMENDATION**

**THAT** the September 19, 2018 Economic Development Advisory Committee meeting draft minutes be received.

9.2.7	Heritage St. Marys - Coun. Pope	143
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**RECOMMENDATION**

**THAT** the September 8, 2018 Heritage St. Marys meeting draft minutes be received.

9.2.8	Museum Board - Coun. Winter	149
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**RECOMMENDATION**

**THAT** the September 12, 2018 St. Marys Museum Board meeting draft minutes be received.

9.2.9 Planning Advisory Committee - Coun. Craigmile, Van Galen

9.2.10 Heritage Conservation District Advisory Committee - Coun. Winter 151

**RECOMMENDATION**

THAT the September 17, 2018 Heritage Conservation District Advisory Committee meeting draft minutes be received.

9.2.11 Senior Services Board - Coun. Craigmile

9.2.12 Huron Perth Healthcare Local Advisory Committee - Coun. Hainer

9.2.13 St. Marys Lincolns Board - Coun. Craigmile

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

**10. EMERGENT OR UNFINISHED BUSINESS**

**11. NOTICES OF MOTION**

**12. BY-LAWS**

**RECOMMENDATION**

THAT By-Laws Z130-2018 and 83-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

12.1 Z130-2018 Accessory Apartments 154

12.2 By-Law 83-2018 Social Media Policy 156

**13. UPCOMING MEETINGS**

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

**14. CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

157

**RECOMMENDATION**

**THAT** By-Law 84-2018, being a by-law to confirm the proceedings of October 9, 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.

**16. ADJOURNMENT**

**RECOMMENDATION**

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



## **MINUTES Regular Council**

September 25, 2018  
6:00pm  
Council Chambers, Town Hall

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

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

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

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

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

None.

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

Council agreed to move agenda item 8.5.5 before item 8.5.2.

**Resolution 2018-09-25-01**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

**THAT** the September 25, 2018 regular Council meeting agenda be accepted as amended.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

Victor Labreche, of Labreche Patterson & Associates Inc. addressed in regards to agenda items 8.5.3 and 8.5.4. Mr. Labreche advised Council that he was representing the interests of the Hensel family, had provided a letter earlier in the day for Council to review, and was willing to take any questions Council had. No questions came forward at this time.

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

None.

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - September 11, 2018**

**Resolution 2018-09-25-02**

**Moved By** Councillor Winter

**Seconded By** Councillor Van Galen

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

**CARRIED**

**6.2 Strategic Priorities Committee - September 18, 2018**

**Resolution 2018-09-25-03**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pope

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

**CARRIED**

**7. CORRESPONDENCE**

**7.1 CN re: Lease Agreement Expiry of Tracks**

**Resolution 2018-09-25-04**

**Moved By** Councillor Pope

**Seconded By** Councillor Winter

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

**CARRIED**

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

**Resolution 2018-09-25-05**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

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

**CARRIED**

**7.3 Mary Margaret Driedger re: Hospital Parking Fees**

**Resolution 2018-09-25-06**

**Moved By** Councillor Pope

**Seconded By** Councillor Osborne

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

**CARRIED**

**8. STAFF REPORTS**

**8.1 Administration and Human Resources**

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

Brent Kittmer and Lisa Lawrence spoke to CAO 37-2018 report and responded to questions from Council.

**Resolution 2018-09-25-07**

**Moved By** Councillor Osborne

**Seconded By** Councillor Hainer

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

**CARRIED**

### **8.1.2 CAO 38-2018 CBHFM Operations Agreement**

Brent Kittmer spoke to CAO 38-2018 report and responded to questions from Council.

#### **Resolution 2018-09-25-08**

**Moved By** Councillor Hainer

**Seconded By** Councillor Van Galen

**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.

**CARRIED**

### **8.1.3 CAO 39-2018 Police Transition Update**

Brent Kittmer spoke to CAO 39-2018 report and responded to questions from Council.

#### **Resolution 2018-09-25-09**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

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

**CARRIED**

## **8.2 Corporate Services**

### **8.2.1 COR 22-2018 September Monthly Report (Corporate Services)**

Trisha McKibbin spoke to COR 22-2018 report and responded to questions from Council.

#### **Resolution 2018-09-25-10**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

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

**CARRIED**

### **8.3 Finance**

#### **8.3.1 FIN 18-2018 September Monthly Report (Finance)**

Jim Brown spoke to FIN 18-2018 report and responded to questions from Council.

**Resolution 2018-09-25-11**

**Moved By** Councillor Winter

**Seconded By** Councillor Pope

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

**CARRIED**

### **8.4 Fire and Emergency Services**

#### **8.4.1 FD 15-2018 September Monthly Report (Emergency Services)**

**Resolution 2018-09-25-12**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Van Galen

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

**CARRIED**

### **8.5 Building and Development Services**

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

Grant Brouwer spoke to DEV 42-2018 report and responded to questions from Council.

**Resolution 2018-09-25-13**

**Moved By** Councillor Pope

**Seconded By** Councillor Craigmile

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

**CARRIED**

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



Grant Brouwer spoke to DEV 41-2018 report and welcomed John DeHeer of Quadro Communications Co-operative Inc. to speak to the application.

**Resolution 2018-09-25-14**

**Moved By** Councillor Hainer

**Seconded By** Councillor Van Galen

**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.

**CARRIED**

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

Mark Stone, Planner, spoke to DEV 43-2018 report and responded to questions of Council.

**Resolution 2018-09-25-15**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Winter

**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.

**CARRIED**

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

Mark Stone spoke to DEV 44-2018 report and responded to questions from Council.

Councillor Hainer requested a recorded vote.

**Resolution 2018-09-25-16**

**Moved By** Councillor Osborne

**Seconded By** Councillor Hainer

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

**THAT** Council endorse an annual growth rate of 1.5 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.

Support (7): Mayor Strathdee, Councillor Osborne, Councillor Van Galen, Councillor Winter, Councillor Pope, Councillor Hainer, and Councillor Craigmile

**CARRIED**

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

Mark Stone spoke to DEV 45-2018 report and responded to questions from Council.

**Resolution 2018-09-25-17**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Winter

**THAT** DEV 45-2018 report be tabled; and

**THAT** Staff report back on or before October 30 regarding the cost and timeline to update the natural heritage study to reflect a range of 1 to 4 hectares for significant woodlots; and

**THAT** staff's report include a recommendation for referring the natural heritage study to the Planning Advisory Committee.

**CARRIED**

**8.6 Community Services**

Council recessed at 8:08pm.

Mayor Strathdee called the meeting back to order at 8:15pm.

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

Stephanie Ische spoke to DCS 19-2018 report and responded to questions from Council.

**Resolution 2018-09-25-18**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

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

**CARRIED**

**8.7 Public Works**

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

Jed Kelly spoke to PW 57-2018 report and responded to questions from Council.

**Resolution 2018-09-25-19**

**Moved By** Councillor Pope

**Seconded By** Councillor Van Galen

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

**CARRIED**

**8.7.2 PW 44-2018 SWIFT Network Participation Request**

Jed Kelly spoke to PW 44-2018 report and responded to questions from Council.

**Resolution 2018-09-25-20**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

**8.7.3 PW 56-2018 Westover Subdivision Drainage Concern Follow Up**

Jed Kelly and Grant Brouwer spoke to PW 56-2018 report and responded to questions from Council.

**Resolution 2018-09-25-21**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

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

**CARRIED**

**9. EMERGENT OR UNFINISHED BUSINESS**

None.

**10. NOTICES OF MOTION**

None.

**11. BY-LAWS**

**Resolution 2018-09-25-22**

**Moved By** Councillor Pope

**Seconded By** Councillor Van Galen

**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.

**CARRIED**

**11.1 By-Law 80-2018 Authorize a Site Plan for Quadro Communications Cooperative Inc**

**11.2 By-Law 81-2018 Authorize a Municipal Operation and Maintenance Agreement with Canadian Baseball Hall of Fame and Museum**

**11.3 By-Law Z129-2018 Remove Holding Symbol for 460 Glass Street**

**12. UPCOMING MEETINGS**

Mayor Strathdee highlighted the upcoming meetings as presented on the agenda while making note that October 2 should in fact read October 9, 2018 for a regular Council meeting.

**13. CLOSED SESSION**

None.

**14. CONFIRMATORY BY-LAW**

**Resolution 2018-09-25-23**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

**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.

**CARRIED**

**15. ADJOURNMENT**

**Resolution 2018-09-25-24**

**Moved By** Councillor Van Galen

**Seconded By** Councillor Winter

**THAT** this regular meeting of Council adjourn at 8:40pm.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk



Salvation Army St. Marys  
Box 29  
220 Queen St. East  
St. Marys, ON  
N4X 1A9  
Tel 519- 284- 2760

September 18<sup>th</sup>, 2018

St. Marys Town Council

Hello Members of Town Council,

I am writing to you on behalf of the Salvation Army St. Marys Food Bank requesting your permission to host a Kettle Kick-Off event outside of town hall. The date would be November 27<sup>th</sup>, 2018 in conjunction with Giving Tuesday. The event would take place from Noon until 1:30pm. Stephanie Martin along with Deep Waters Music students will be performing as entertainment. The Salvation Army will be handing out hot chocolate and candy canes. The event would be free to all but we would have a kettle present for anyone wanting to make a donation. I would appreciate it if you could confirm with us that we can go ahead with our event at your earliest convenience. If you have any further questions or concerns regarding our event please do not hesitate to contact our office.

Sincerely,

Jennifer Morris  
Family Service Worker

André Cox  
General

William and Catherine Booth  
Founders

Everett Barrow  
Divisional Commander



# How Much is Enough?

## COMMUNITY CONSULTATION

for the upcoming Social Research and Planning Council research

### How Much is Enough?

### Impact of Low Incomes on Families and Communities in Huron and Perth Counties

Rural 2 Rural Pre-Conference  
Blyth Festival Lower Hall & Art Gallery  
423 Queen Street, Blyth  
Tuesday October 16, 1 pm to 4 pm

Half of the families in Perth and Huron Counties are living on less than a living wage. The Social Research and Planning Council is researching the impact of low incomes on families and communities across Huron and Perth Counties.

There is no cost for this consultation. The SRPC would like your input on the development of this research

**PLEASE RSVP to [srpc@perthhuron.unitedway.ca](mailto:srpc@perthhuron.unitedway.ca)  
Or Call 519-271-7730**

The Rural Talks to Rural 2018 Conference is from October 17-19. Register for the R2R conference at:  
[www.ruralcreativity.org/r2r-conference](http://www.ruralcreativity.org/r2r-conference)



Social Research &  
Planning Council



United Way  
Perth & Huron



## **Labreche Patterson & Associates Inc.**

Professional Planners, Development Consultants, Project Managers

(Sent via e-mail)

September 25, 2018

LPA File: P-1097-18

Mayor Al Strathdee and Council  
Town of St. Marys  
175 Queen Street East, PO Box 998  
St. Marys, ON  
N4X 1B6

Dear Mr. Mayor Strathdee and Council:

**Re: Official Plan Review, Town of St. Marys, Council Agenda Items  
for September 25, 2018 Meeting**

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As you may be aware, we previously provided written comments on the current draft of the proposed Official Plan update for the Town of St. Marys on behalf of John and Velma Hensel who own 555 Emily Street. We have also previously met with the Towns planning consultant Mark Stone and Mark Swallow, Perth County. Please accept this letter as our comments on two agenda items and reports that will be presented and discussed at your council meeting later today. This comment letter is in regards to agenda item '8.5.3, Report DEV 44-2018' (Population Projections) and item 8.5.4, Report DEV 45-2018 (Natural Heritage Systems).

**Agenda item '8.5.3, Report DEV 44-2018' (Population Projections)**

With regard to the first report noted above, the report provides significant over view and population related data that has occurred in the Town of St. Mary's as far back to the 1950's. While the related statistics back 60+ years is interesting we believe it most relevant to consider more current trends in the last 10 years and in particular recent data and projections provided by the Ministry of Finance. The subject report from the Towns consultant and staff does include this data and projection from the Ministry of Finance. In our experience over the last 12+ years with several municipal Official Plan reviews, is that Statistic Canada related population data is relied on as well. We had previously provided that data to the Town but we do not see that referenced in the report you will consider this evening. Attached hereto is the Statistic Canada data which essentially reflects the same that the Ministry provides of a 1.8 % annual growth rate occurring in the Town over the last 5 years. Related projection comments on populations trends from the Ministry are also noted in the Town staff report on pages 5, 6 and the top of page 7 (pages 88, 89 and 90 in your agenda package for Sept. 25/18) that also speak to a 1.8% trend including noted trends in surrounding municipalities of Middlesex and Oxford County that both remain very strong and have dramatically increased.

Based on the foregoing, we request the Town St. Mary Marys endorse a 1.5% annual growth rate going forward and for the purposes of the Town's Official Plan review. We believe all indicators and opportunities are here at the Town that makes it a very attractive place to locate



for future populations to come as strong real estate and employment opportunities continue in the Town and surrounding area. Also, continued trend of persons relocating from more densely populated areas of London, Kitchener/Waterloo and the GTA will add growth pressures to the Town of St. Marys in the coming years.

**Agenda item 8.5.4, Report DEV 45-2018 (Natural Heritage Systems)**

We have previously provided written comments (see that letter attached hereto) to the Town on September 18, 2018 from a qualified specialist in evaluating "Natural Heritage Systems" as it pertains to the 'Woodland Cluster' designation that was included in the last Draft of the Official Plan on the lands owned by John and Velma Hensel at 555 Emily Street. As we have previously indicated to the Town and now specifically supported by the specialist, the existing trees and remnants of a previous plantation existing on part of the Hensel does not qualify as "significant" in accordance with the applicable Provincial criteria and local conservation strategies and therefore we object to the Woodland Cluster designation placed on the subject property. We recognize that this report noted above recommends further consultation in this regard which we support and will actively be part of prior to final determinations on Woodland Cluster designations.

Thank you for your further consideration of our comments herein and we ask the Town Clerk to please reply by email to us to confirm receipt of this letter.

Yours truly,  
**Labreche Patterson & Associates Inc.**



**Victor Labreche, MCIP, RPP  
 Principal, Senior Planner**

VL/

Encl.

cc: Brent Kittmer, CAO/Clerk, Town of St. Marys  
 Grant Brouwer, Director of Building and Development, Town of St. Marys  
 Mark Stone, Town Planning Consultant  
 John and Velma Hensel  
 Mike Hensel

Home → Census Program → Data products, 2016 Census → Census Profile, 2016 Census → Search results for "St. Marys"  
→ St. Marys, T [Census subdivision], Ontario and Ontario [Province]

# Census Profile, 2016 Census

St. Marys, Town [Census subdivision], Ontario and Ontario [Province]

Select a view: All data

☒

Submit

Download

Hierarchies

Related data

St. Marys, T  
Ontario

[Census subdivision]

[Province]

Data quality

Map

Change geography

Total

Male

Female

Total

Male

Female

Population and dwellings

Population, 2016

Population, 2011

Population percentage change, 2011 to 2016

Total private dwellings

Private dwellings occupied by usual residents

Population density per square kilometre

Land area in square kilometres

7,265

6,655

9.2

3,094

3,026

583.5

12.45

...

...

...

...

...

...

...

13,448,494

12,851,821

4.6

5,598,391

5,169,174

14.8

908,699.33

Province

year

## **CUNNINGHAM ENVIRONMENTAL ASSOCIATES**

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*Natural Resources Consultants*

September 12, 2018

Hensel Property - 555 Emily Street, Town of St. Marys  
c/o Mr. Victor Labreche, MCIP, RPP  
Principal, Senior Planner  
Labreche Patterson & Associates Inc.  
330 Trillium Drive, Unit F  
Kitchener, Ontario N2E 3J2

Re: Letter of Opinion – Hensel Property, 555 Emily Street, Town of St. Marys, Perth County

Dear Mr Labreche:

### **1.0 INTRODUCTION**

Cunningham Environmental Associates (CEA) was retained by the John and Velma Hensel (Hensel Family - the "Landowner") in September 2018 to provide a "Letter of Opinion" in regards to a cultural woodland feature (conifer plantation) on the above noted subject property, in the Town of St. Marys. The purpose of this letter is to offer a professional opinion based on a background documents review, as well as a site reconnaissance and inventory conducted on the subject property on September 6, 2018. Appendix A contains our Curriculum Vitae, that outlines our academic, work and professional qualifications as the basis for our professional opinion.

The opinion is related to the proposed re-designation of the conifer plantation located on the property. It is intended to include this feature as part of the Perth County/Town of St. Marys Natural Heritage System (NHS), with a designation as a "Woodland Cluster", as part of a proposed new Official Plan for the Town of St. Marys. It is the position of the Landowner and CEA, that the conifer plantation (cultural woodland feature) does not warrant inclusion into the NHS and re-designation as a "Woodland Cluster", from a natural environment perspective.

Land use to the west is estate residential and to the south is a combination of estate residential and low density subdivision. To the east lies a block of agricultural land (cropland). The cultural woodland feature is part of the Hensel Property, with an as-built detached single-family dwelling, old field and cultural woodland (conifer plantation) to the north, outside of the Town limits (Settlement Area).

Figure 1 shows the general location of the subject property, located along the north edge of Emily Street, at the municipal address of 555 Emily Street. The results of the study methods, background documents review, general findings and conclusion are documented in the following sections.

### **2.0 STUDY METHODS**

The general methods used to identify, map, characterize and evaluate the on-site cultural to-date included: a review of natural environment background data (e.g., planning designations, technical reports, maps, figures, species lists) germane to the subject property and adjacent lands; and a site visit conducted on September 6, 2018. It is to be recognized that the Landowner (Hensel Family) reserves the

**Figure 1. Subject Property Location 555 Emily Street, Town of St. Marys**



right to undertake and provide further justification beyond that currently presented in this Letter of Opinion, as part of the Town's Official Plan Review.

## **2.1 Background Documents Review**

The following documents and data sources were reviewed to-date to provide an understanding of the types, character, structure, composition and quality of the on-site cultural, terrestrial and aquatic features on-site and abutting the subject property.

- Google Earth Pro coloured orthophotography (July 2009, October 2013, May 2018)
- MNR Woodland Improvement Act (WIA) Agreement April 1, 1991
- Town of St. Marys Regular Council Meeting Agenda Package August 28, 2018
- Town of St. Marys Regular Council Minutes August 28, 2018
- Town of St. Marys Regular Council Meeting Agenda Package September 11, 2018
- Perth County Natural Heritage System Study (DRAFT) March 6, 2018
- ***Provincial Policy Statement, 2014***

## **2.2 Site Reconnaissance and Inventory**

A site reconnaissance and inventory was undertaken on September 6, 2018. Weather conditions at the time of the visit were sunny and partly cloudy, with calm winds, air temperature of 22°C, and no precipitation. Given the time of season, vegetative characteristics were used to identify plant species. A catalogue of representative photographs was also compiled.

## **3.0 GENERAL FINDINGS**

The cultural woodland feature (conifer plantation) covers approximately 0.97 hectares (based on Google Earth Pro area calculation) and it is rectangular shaped. This cultural feature is the result of a Ministry of Natural Resources Woodland Improvement Act (WIA) agreement executed with the Landowner on April 1, 1991. Therefore, the approximate overall age of this cultural woodland is 30 years. The WIA was valid for a period of 15 years and has now expired. There has been no silviculture management or woodland improvements undertaken over the intervening years from year of planting (1991) to present day (2018).

The front portion – southern half of the stand is comprised entirely of planted even-aged white pine (*Pinus strobus*). The overall spacing is roughly 9 ft. between rows and 5 ft. between trees in each row (**Photograph 1**). The white pine tree trunk diameters ranged from 10 cm to 25 cm. There is some evidence of beetle infestation (e.g., sawyer beetle), as evidenced by sawdust piles at the base of trunk and at branch nodes with the main trunk (**Photograph 2**). Spindly growth forms (10 -15 cm diameter at breast height – DBH) are also evident, along with dead and dying specimens. There is no natural hardwood regeneration in the form of seedlings or saplings, and the groundcover contains virtually no plant species save and except weeds and pine needle duff.

The north half of the conifer plantation consists of white pine, planted in combination with black walnut (*Juglans nigra*). Based on the WIA, black walnut were planted at a spacing of 18 ft. by 10 ft. between the white pine. Along with the white pine, the overall planted spacing is 9 ft. by 5 ft. (**Photograph 3**). Groundcover is lacking, consisting mainly of weeds and large barren patches. There is evidence of stress on some of the black walnuts, in the form of galls, split trunks and epicormic branches (**Photograph 4**).

The Towns' Woodland/Significant Woodland criteria are similar to those of the PPS, 2014. Based on the review of the Town's criteria and the **Provincial Policy Statement, 2014** definition for Significant





**Photograph 1.** View inside white pine portion of conifer plantation, along property frontage



**Photograph 3.** View inside a portion of the white pine - black walnut portion of the conifer plantation, the north half



**Photograph 2.** Evidence of beetle infestation in the form of sawdust piles at the base of a white pine trunk



**Photograph 4.** View of a typical black walnut tree in the north half of the conifer plantation showing poor growth form, with galls and splitting/shredded bark, along with epicormic branching (signs of stress) on other specimens

Woodland (SW), the following absence or presence of significant criteria contained in the conifer plantation are presented and discussed.

Given the approximate age of the plantation and lack of management for hardwood regeneration, this stand can best be characterized as an “agricultural tree farm” thereby affording minimal ecological functions. The size of the conifer plantation within the Town Boundary is approximately 0.97 ha (2.4 acres) (Figure 2). This differs somewhat from the Town’s Woodland Cluster configuration of 1.28 ha. The Town’s proposed draft size criteria for a “Woodland Cluster” designation is 1.0 ha. It would appear that the conifer plantation (woodland cluster) may only satisfy the Town’s size criteria of 1.0 ha, although the Town’s boundary of this woodland cluster appears somewhat arbitrary and requires clarification. The other Significant Woodland criteria listed below are discussed. In our professional opinion, none of the other Significant Woodland criteria are applicable to the conifer plantation as illustrated on Figures 1 and 2.

The conifer plantation is lacking in terms of overall tree diversity (comprised only of two species), is a relatively young age (approx. 30 years), has low intrinsic wildlife life cycle values (e.g., nesting, breeding, foraging, roosting), particularly for birds. It does not provide quality winter deer yard functions, given the lack of an available food sources (shrub and cedar bush browse). Given the width (70 m) and length (140 m), the stand does not contain or provide any forest interior habitat. There are no unique species (e.g. butternut) in this stand. The conifer plantation is not a unique vegetation community, nor does it contain any other unique vegetation communities. This cultural feature is also isolated and only tenuously connected to another conifer plantation (on the property) to the northwest. There is no definitive or obvious linkage or corridor in this regard, only scattered planted black walnut and white pine, along with a patch of old field (grassland), which has been planted in the past with soy bean.

#### **4.0 CONCLUDING REMARKS**

The following conclusions regarding the white pine plantation/white pine-black walnut plantation situated at 555 Emily Street, in the Town of St. Marys have been reached, based on the background documents review and site reconnaissance and inventory conducted on September 6, 2018, along with our professional experience on this matter of woodland significance.

- The conifer plantation is the result of an MNR Woodland Improvement Act (WIA) agreement with the Landowner, that was in effect from April 1, 1991 for a period of 15 years, which has now expired;
- Based on the WIA, there are no encumbrances for the removal of this cultural plantation;
- In terms of age and structure, the conifer plantation is considered relatively young;
- The conifer plantation consists only of planted white pine on the south half and planted white pine and black walnut on the north half;
- The conifer plantation has never been managed based on standard silviculture practices, and as such there is no evidence of hardwood regeneration
- The lack of hardwood regeneration has resulted in a cultural feature that is lacking in terms of attributes and concomitant ecological functions, it is essentially an “agricultural tree farm feature”;
- The conifer plantation is relatively small (approximately 0.97 ha) and isolated given the as-built residential lands uses to the west, south and north, along with agricultural cropland uses to the east;
- The conifer plantation is not a unique vegetation community and contains no unique flora or fauna



**555 Emily Street, St. Marys**

0.97 hectares - White Pine/Black Walnut Plantation (1991-2018)

**Figure 2. Conifer Plantation**  
(approx. 0.97 hectares)

Google Earth



Based on the lack of "Significant Woodland" criteria exhibited by the conifer plantation, its relatively small size and its isolation within adjacent as-built residential lots and proposed future residential to the east (agricultural cropland), it is our professional opinion that this feature does not warrant designation as a "Woodland Cluster", nor does it warrant inclusion in the proposed Perth County Natural Heritage System.

Sincerely,

*CUNNINGHAM ENVIRONMENTAL ASSOCIATES*

A handwritten signature in cursive script that reads "David G. Cunningham".

David G. Cunningham, Spec. Hons. B.Sc.  
Senior Ecologist/Principal

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## APPENDIX A CURRICULUM VITAE

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# CUNNINGHAM ENVIRONMENTAL ASSOCIATES

Natural Resources Consultants

**DAVID G. CUNNINGHAM, Spec. Hon. B.Sc.**  
**Senior Ecologist/Principal**

- EDUCATION**
- Honours Bachelor of Science (BSc.) Environmental Sciences (1978)  
York University, Toronto, Ontario
- MEMBERSHIPS**
- The Field Botanists of Ontario
  - The Canadian Society of Environmental Biologists
  - Ontario Nature
  - Ontario Field Ornithologists
  - Society for Ecological Restoration
- CERTIFICATIONS**
- International Open Water Diver (PADI) Certification - 1980
  - Certification for Ministry of Natural Resources and Forestry Ontario Wetland Evaluation System (Southern and Northern Ontario). 1<sup>st</sup> Edition to 3<sup>rd</sup> Edition.
  - Ministry of Natural Resources & Forestry Environmental Impact Study (EIS) Training Session
  - MNRF Ecological Land Classification Certification (2009)
  - Butternut Health Assessor Certification (#177)
  - NHIC Species At Risk Data Sensitivity Training

## AREAS OF PROFESSIONAL EXPERIENCE

### *General*

Mr. Cunningham has 38 years experience in the natural environment profession, which includes 32 years as an environmental consultant. He specializes in environmental evaluations and impact assessments related primarily to natural resources, with expertise in terrestrial vegetation, wetlands and wildlife. David has managed and/or participated in a variety of projects dealing with natural heritage features and functions, including their significance and sensitivity. He has managed multi-disciplinary studies pertaining to the identification and evaluation of terrestrial, aquatic and wetland resources, from a watershed and subwatershed perspective. This has included the formulation of natural environment policies, standards and targets for natural heritage systems.

Mr. Cunningham regularly identifies and assesses the impacts of various land use development proposals on existing terrestrial and wetland resources. Development proposals have included infrastructures such as oil, gas, water and sewer pipelines, roads, sewage treatment plants, storm water facilities, and landfills. Other projects have included airports, parkland, golf courses, subdivisions, pits, quarries and mines, transportation corridors, coal-fired electric and small-head hydroelectric facilities including transmission line route selection. Many of these projects have been completed under Federal and Provincial Environmental Assessment statutes, the "*Provincial Policy Statement*", "*Greenbelt Plan*", "*Oak Ridges Moraine Conservation Plan*", "*Lake Simcoe Protection Plan*", regional/municipal/township/town Official Plans, Secondary Plans and other Federal and Provincial acts.

David has participated in watershed, subwatershed and master drainage studies throughout Ontario. In these studies, he was responsible for the collection and review of natural environment background information, site inventories and evaluations, as well as liaising with resource management agencies and public interest groups.

He has qualified as an expert witness (biologist/ecologist) before the Ontario Municipal Board (OMB). He has prepared evidence and participated in mediation sessions before the Board, Ontario Mining & Lands Division Commissioner, Regional-Municipal and Township Councils, Federal Court (Criminal Division) and Provincial Court.

### *Terrestrial Vegetation and Wildlife Studies*

David has extensive experience in botanical evaluations including species inventories, vegetation community mapping and is certified in Ecological Land Classification (ELC) protocol. Inventories and after-construction monitoring programs have been undertaken using a variety of qualitative, and quantitative sampling techniques. Species habitat identification, utilization and Species At Risk (SAR) are a critical component of all studies. He has managed/participated in the evaluation of Environmentally Significant/Sensitive Areas (ESAs) as a part of Natural Heritage Systems (NHS), Secondary Plans, Master Drainage Plans and Master Environmental Servicing Plans.

David has also worked extensively on wildlife studies including habitat evaluations and management plans, population assessments and impact mitigation from land uses. He has managed projects dealing with the inventory and control of nuisance animals, particularly bird and mammal species in the vicinity of waterfront parks, airports and construction sites. Wildlife habitat evaluation and management projects have included mapping, as well as the identification and assessment of movement corridors and habitat linkages. These projects were conducted using small mammal trapping and tagging techniques, bird banding, and provincial breeding bird survey protocols. David was a volunteer participant in the 1981-1985 and 2001-2005 Ontario Breeding Bird Atlas (OBBA) project. He regularly utilizes the bird and amphibian survey protocols of the Ontario Marsh Monitoring Program (MMP).

#### *Wetland Studies*

Mr. Cunningham has participated in over 100 wetland evaluations throughout Ontario using the standard Canadian Federal and the Ontario Provincial Evaluation System for Wetlands - Southern Ontario and Northern Ontario (OWES). He has managed and prepared Environmental Impact Studies (EIS)/Natural Heritage Evaluations (NHE) for various land use development proposals on wetland features, attributes and functions. Developments involving wetland issues have included housing, industrial, commercial, roads, utility corridors, storm water facilities, landfills, golf courses, hydroelectric facilities and aggregate/mineral/ore extraction.

Mr. Cunningham has formulated and provided mitigation measures and recommendations, site selection and compensation criteria, and restoration/rehabilitation management plans as compensation for land use development proposals in and adjacent to wetlands and shoreline features, within the context of both the Federal and Provincial wetland policies. He has been involved in the research and testing of wetland buffers, including enhancement/restoration planting plans within buffers adjacent to various wetland features. He has worked extensively with the MNRF, Parks Canada, Conservation Authorities and the Trent-Severn Waterway (TSW) on wetland and shoreline issues and is a certified wetland evaluator under the MNRF 1st, 2nd and 3rd editions of the OWES for both Southern and Northern Ontario.

#### *Woodland/Woodlot Studies*

David has experience in evaluating woodland/woodlot ecosystems in relation to other identified natural resources. These evaluations have included the integration of information on woodland ecology, soils, surface drainage, flora and fauna. Woodland assessment projects have included the use of quantitative sampling techniques (tree tagging, basal sweeps) to determine species dominance, age, height, health and community structure. All of these projects have involved due diligence pertaining to flora and fauna Species At Risk (SAR) and the ranking of wooded areas and individual trees for preservation or integration into proposed developments and natural heritage systems. This also involves appropriate buffer restoration/enhancement naturalization planting plans. He has participated in the preparation of managed forest plans using the Managed Forest Tax Incentive Program (MFTIP) guidelines in conjunction with a certified Forest Plan Approver. He has prepared reports related to tree compensation issues under Forest Conservation and Tree-Cutting By-laws. He is also an MNRF certified Butternut Health Assessor (#177).

#### *Aquatic Studies*

Mr. Cunningham has participated in studies that focus on aquatic environs, fish and fish habitat evaluations. He has assessed the potential impacts of dredged sediment disposal, hydroelectric facilities, sewage disposal and water supply facilities on fish, fish habitat and water quality. He has prepared plans and drawings, and supervised the construction of MNRF fisheries enhancement projects - FEP (riparian shoreline restoration, fencing, cattle watering stations, spawning shoals). Most of these projects have included using an array of fish and water quality sampling equipment. Equipment has included a dissolved oxygen/temperature meter, secchi disk, Van Doren bottle, backpack electro-shocker, beach seine net, gill net, trap net, portable HACH kit, ponar, dome sampler, and depth sounder.

#### *Federal, Provincial and Conservation Authority Acts, Statutes, Regulations, Policies & Guidelines*

He has extensive knowledge of the regulations pertaining to Species At Risk (SAR) for both the Federal "*Species At Risk Act*" (SARA) Schedule 1-3 listed species, as well as the Province of Ontario "*Endangered Species Act, 2007*" and the Species At Risk in Ontario (SARO) list. He regularly reviews updates for both Acts and their applicability to a proposed development project. He is very familiar with the Ontario "*Oak Ridges Moraine Act*" - Oak Ridges Moraine Conservation Plan (ORMCP) having completed numerous ORM Compliance reports and Natural Heritage Evaluations (NHE). He has also addressed natural environment issues related to the Ontario "*Greenbelt Plan*", "*Lake Simcoe Protection Act*" - Lake Simcoe Protection Plan, and Conservation Authorities Ontario Regulations, planning and development policies and/or guidelines.

**PROFESSIONAL HISTORY**

<b>Principal</b>	
Cunningham Environmental Associates, Lindsay, Ontario	1985 to Present
<b>Associate Ecologist</b>	
Hensel Design Group, Collingwood, Ontario	2009 to Present
<b>Associate Ecologist</b>	
Michael Michalski Associates, Bracebridge, Ontario	2007 to Present
<b>Associate Ecologist</b>	
Bird and Hale Limited, Toronto, Ontario	2000 to Present
<b>Associate Ecologist</b>	
Michalski Nielsen Associates Limited, Bracebridge, Ontario	1998 to 2007
<b>Associate Ecologist</b>	
Ecologistics Limited, Waterloo, Ontario.	1995 to 1998
<b>Associate Ecologist/Senior Ecologist</b>	
Niblett Environmental Associates Inc., Bethany, Ontario	1987 - 1995
<b>Biologist</b>	
Toronto Region Conservation Authority (TRCA), Downsview, Ontario	1986
<b>Resource Technician</b>	
Ontario Ministry of Natural Resources, Maple District Office, Maple, Ontario	1985
<b>Terrestrial Ecologist</b>	
Proctor & Redfern Limited, Toronto, Ontario	1984 - 1985
<b>Resource Technician</b>	
Ontario Ministry of Natural Resources, Maple District Office, Maple, Ontario	1984
<b>Biologist</b>	
Seatech Investigation Services Limited, Halifax, Nova Scotia	1982
<b>Authority Biologist</b>	
Lake Simcoe Region Conservation Authority, Newmarket, Ontario	1982 - 1983
<b>Biologist</b>	
Metropolitan Toronto and Region Conservation Authority, Downsview, Ontario	1979 - 1982

\* References available upon request

# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Brett O'Reilly, Corporate Communications and Events Manager
<b>Date of Meeting:</b>	9 October 2018
<b>Subject:</b>	<b>COR 26-2018 Social Media Policy</b>

## PURPOSE

The purpose of this report is to present Council with a draft Social Media Policy for the Town of St. Marys.

## RECOMMENDATION

THAT COR 23-2018 Social Media Policy report be received; and

THAT Council approve By-law 83-2018, Social Media Policy, for the Town of St. Marys.

## BACKGROUND

In 2017, Council made a formal commitment to improving the Town's internal and external communications practices through the adoption of the *Corporate Communications Plan*. This plan emphasizes the need for more frequent, transparent and open communications to help meet the growing demands of residents and stakeholders.

The plan lays out a wide range of traditional and digital tools the Town should use to achieve its communication goals. Chief among the digital tools is social media – in a survey completed during the plan's development, nearly 900 respondents ranked social media as the most useful online communication tool for the Town. With these results in mind, the *Communications Plan* identifies social media as a critical tool for delivering the Town's message, and provides a number of recommendations and "hard rules" for bolstering the municipality's social media use. The Town's *Strategic Plan Revision and Update* also supports the use of social media as a means of improving two-way communication between the Town and its residents.

Since the approval of the *Corporate Communications Plan*, Town staff have made strides in developing the municipality's social media presence. Following the recommendations of the plan, staff have enhanced the quality of posts through the consistent use of images, graphics and video; maintained a high response rate to inquiries to build trust and transparency; and consolidated low-use accounts to ensure stronger messaging, accountability and consistency. These efforts have not gone unnoticed – the Town's corporate Facebook page has seen a 20% increase in followers over the last year (652 since September 2017).

One of the remaining recommendations of the *Corporate Communications Plan* related to social media is the development and adoption of a fulsome social media policy. The need for such a policy is echoed in the *Strategic Plan Revision and Update*, and is reflected in industry best practices. Today, most municipalities using social media have a formal policy to protect them from the inherent risk and exposure that comes with highly-interactive, public communications platforms like Facebook and Twitter.

Attached to this report is a draft Social Media Policy. The policy has been developed to meet the recommendations laid out above, to bring the Town in line with industry trends, and to establish protocols, criteria and courses of action for:

- The acceptable professional and personal use of social media by Town employees and members of Council
- The creation, use, monitoring and maintenance of social media accounts
- Providing timely, accurate and effective information and responses
- Addressing controversial or contentious issues in an online, public platform
- Leveraging social media tools during emergencies

Finally, creating a crisis communications strategy was identified as a priority for 2018 by Council. The policy has been developed to achieve Council's goal by setting out the Town's approach to using social media during emergency situations.

## **REPORT**

As dictated by the *Corporate Communications Plan*, this policy aims to be a fulsome, go-to guide for how Town employees and members of Council should use social media in the workplace and outside of it. In that sense, the purpose of the policy is twofold:

1. To provide tactical guidelines for employees who use social media as part of their day-to-day duties
2. To set clear standards and expectations for employees who use social media during their personal time

### **Work-related use of social media**

As mentioned, social media is one of the Town's most preferred and most effective mediums for reaching its audience. The bulk of the social media policy is dedicated to establishing practical rules and parameters for how staff should use it to promote the municipality.

The policy clearly lays out the role of those employees – known as social media moderators – who are responsible for speaking on behalf of the Town through social media. This ensures that all moderators understand the expectations and accountabilities that come with managing a social media account.

Speaking on behalf of the Town also means monitoring and responding to comments and questions from social media users. The policy formalizes the Town's commitment to addressing questions quickly, while also identifying the types of comments that will be hidden, deleted or reported. Similarly, it provides protocols for sharing content from outside individuals and organizations.

The policy also provides a list of tips, tricks and best practices for creating high-quality social media content. This section is intended as a training tool for new employees, a resource for those with less experience, and a helpful reminder for seasoned social media users.

In becoming familiar with the content creation guidelines, all social media moderators should speak on behalf the Town with one, consistent voice. This is especially important in times of crisis, when social media can be used as a portal for public safety information. The policy addresses the use of social media in such moments, providing specific direction for how best to share information during emergencies.

### **Personal use of social media**

Recognizing that most employees use social media outside of work hours, the policy provides clear and enforceable rules around what team members can and cannot say about the municipality online. It reminds staff members of their role as representatives of the organization, and how this should be considered before posting about or commenting on Town-related social media.

In doing so, the policy does not discourage employees from following the Town or sharing its posts, but reinforces the notion that all social media interactions are public, even those on personal, private or third-party pages. Given that reality, employees and members of Council are advised that even posts

related to non-municipal matters are up for scrutiny. The policy aims to ensure that these public interactions remain appropriate, while also giving the Town recourse to discipline employees if they do not.

## **SUMMARY**

Both the *Corporate Communications Plan* and the *Strategic Plan Revision and Update* suggest that the Town implement a comprehensive corporate policy to guide the use of social media. This social media policy has been developed to advance the goals of these two documents and to bring the Town into compliance with industry best practices.

If approved, this policy will act as a set of rules to govern the conduct of employees who use social media during their personal time. In doing so, it will help to shield the Town from the risks associated with social media and provide tools for reprimanding team members who act inappropriately online.

At the same time, the policy will also serve as a useful training resource and tool for employees who use social media to promote the Town. By following the guidelines laid out in the policy, staff can continue to build the Town's burgeoning social media presence and by extension, the municipality's role as a proactive, trusted and transparent organization.

## **FINANCIAL IMPLICATIONS**

None.

## **STRATEGIC PLAN**

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #2 Communication & Marketing:
    - Outcome: The use of social media may be instrumental to an overall communications plan, which can improve public engagement in bilateral communication between the Town and residents, and broaden the reach of the Town in terms of what it can offer, while celebrating its unique heritage.
    - Tactic(s):
      - Develop a comprehensive social media strategy with a view to a centralized function ("same page messaging").
      - Frequent updating and the use of a social media engagement policy. Decide on the social media venues that are most appropriate, with a view to providing rich media content.

## **OTHERS CONSULTED**

Lisa Lawrence, Director of Human Resources  
Stacey Wheal, Corporate Communications Specialist  
Andrea Macko, Events Coordinator  
Senior Leadership Team

## **ATTACHMENTS**

CCM-P-01 Social Media Policy  
CCM-F-003 Social Media Account Request Form



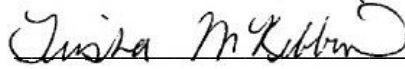
## **REVIEWED BY**

### **Recommended by the Department**



Brett O'Reilly

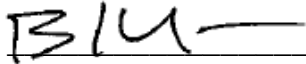
Corporate Communications and Events Manager



Trisha McKibbin

Director of Corporate Services

### **Recommended by the CAO**



Brent Kittmer

CAO / Clerk

## Social Media Policy

### Policy Statement

The Town of St. Marys is committed to providing timely, accurate and consistent communications to its stakeholders through a variety of traditional and digital outlets. Online communication tools, like social media, allow the Town to share information with its audience in a manner that is efficient, interactive and easily accessible.

Recognizing the value of social media as medium for two-way communications, the Town will leverage it to:

- Increase awareness of municipal programs, services, news and events
- Engage directly with residents, build trust and enhance transparency
- Improve customer service by responding quickly to questions and correcting misinformation
- Monitor, prepare for and evaluate trends that may develop into issues
- Offer timely updates and safety messages in the event of an emergency

Town employees who use social media as part of their regular duties will create and share content that is engaging, clear and concise. They will respond quickly to inquiries in friendly and helpful manner. Town employees and members of Council who use social media outside of work will represent the Town positively in all interactions on their personal pages and on private and third-party accounts.

### Scope

This policy applies to Town employees and members of Council.

### Purpose

Both the *Corporate Communications Plan* and the *Strategic Plan Revision and Update* suggest that the Town implement a fulsome policy to guide the use of social media.

The following policy has been developed to meet these recommendations and to establish protocols, criteria and courses of action for:

- The acceptable professional and personal use of social media by Town employees and members of Council
- The creation, use and maintenance of social media accounts
- Providing timely, accurate and effective information and responses
- Addressing controversial or contentious issues in an online, public platform
- Leveraging social media tools during emergencies

### Definitions

#### Social Media

Social media refers to any online social networking platform, including, but not limited to:

- Facebook
- Twitter

- LinkedIn
- YouTube
- Instagram
- Snapchat

### **Town of St. Marys Social Media**

For the purpose of this policy, Town of St. Marys social media refers to the following social media accounts:

- Town of St. Marys Facebook ([www.facebook.com/stmarysontario](http://www.facebook.com/stmarysontario))
- Town of St. Marys Twitter ([www.twitter.com/townofstmarys](http://www.twitter.com/townofstmarys))
- Early Learning Services (ELS) Facebook ([www.facebook.com/stmarysearlylearning](http://www.facebook.com/stmarysearlylearning))
- Pyramid Recreation Centre (PRC) Facebook ([www.facebook.com/pyramid.centre](http://www.facebook.com/pyramid.centre))
- St. Marys Museum Facebook ([www.facebook.com/stmarysmuseum](http://www.facebook.com/stmarysmuseum))

The following accounts are affiliated with the Town of St. Marys, but do not currently fall under the jurisdiction of this policy:

- St. Marys Public Library Facebook ([www.facebook.com/stmaryspubliclibrary](http://www.facebook.com/stmaryspubliclibrary))
- St. Marys Public Library Twitter ([www.twitter.com/stmaryspl](http://www.twitter.com/stmaryspl))
- St. Marys Public Library Instagram ([www.instagram.com/stmaryspl](http://www.instagram.com/stmaryspl))
- St. Marys Youth Centre Instagram ([www.instagram.com/stmarysyouthcentre](http://www.instagram.com/stmarysyouthcentre))

The moderators of these unaffiliated accounts should be familiar with this policy and are encouraged to follow and/or formally adopt its guidelines.

### **Social Media Content**

Social media content refers to any information that is communicated through a social media channel. Content on the Town's social media accounts might include:

- Links to news releases, public notices or service disruptions
- Promotion of a municipal event, program or activity that is open to the public, or support for an external initiative that the Town is involved with or sponsoring
- Information about a change to a municipal service or operation
- Public safety messaging linked to a one-time or annual campaign
- Emergency messaging and notifications

### **Social Media Moderators**

Social media moderators are the employees that manage and provide content for the Town's social media accounts:

- **Town of St. Marys Facebook and Twitter:** Corporate Communications and Events Manager, Corporate Communications Specialist and Events Coordinator
- **Early Learning Services Facebook:** Educator Assistant and Educators
- **Pyramid Recreation Centre Facebook:** Corporate Communications Specialist and Guest Services staff
- **St. Marys Museum Facebook:** Museum Curator and Archivist

## **Responsibilities**

### **Social Media Moderators**

### **Account Administration & Creation**

Social media moderators are responsible for all administrative aspects of the Town's social media accounts. This includes the maintenance and protection of account logins and passwords, which will be shared only among the moderators and stored in a secure location (where applicable).

Social media moderators will also work with team members to determine the feasibility of creating new social media accounts. Team members who wish to establish a new account must first complete the *Social Media Account Request Form* (see Appendix A) and submit a copy to their direct supervisor and the Corporate Communications and Events Manager for review and approval. Any authorized new social media account will operate in accordance with the guidelines established in this policy.

### **Posting & Updating**

Social media moderators are responsible for drafting and posting social media content about municipal programs, events, projects and services on the Town's various Facebook and Twitter pages. Because the Town's Facebook accounts are business pages, moderators cannot post as the Town, ELS, PRC or Museum on any other Facebook page.

It is the responsibility of the moderator to ensure the factual accuracy of the information they are posting. If the post has been requested by another team member, that team member must review and approve the post before it is shared, unless alternative arrangements have been made.

If an error is found in a social media post or new information related to the post becomes available, the moderator that drafted it must take the following actions:

- Facebook: Edit the post, then add a comment to the post to notify users that the error has been corrected/an update has been made. If a significant amount of time has passed since the original post, consider sharing the original post with a comment to acknowledge the update.
- Twitter: Re-tweet the original post, acknowledge the error/update and provide the correct information in the re-tweet.

### **Monitoring & Responding**

All social media moderators will monitor the Town's social media accounts during regular business hours. Moderators will aim to acknowledge appropriate comments within one business day and provide any necessary follow up within two business days (excluding holidays and weekends). This turnaround time may be impacted by staff availability and resources. For more details on how to respond, see the Guidelines section of this policy.

The Corporate Communications and Events Manager will monitor the Town's social media accounts outside of work hours. During this time, only questions or comments of an urgent nature will receive an immediate response. Non-urgent inquiries will be addressed on the next business day.

Social media moderators will not respond to questions or comments that include:

- Profane, inappropriate or defamatory language

- Content that promotes, fosters or perpetuates discrimination on the basis of age, ancestry, colour or race, citizenship, ethnic origin, creed, disability, family or marital status, gender identity or expression, sex or sexual orientation, or record of offenses for which a pardon has been granted
- Sexual content or links to sexual content
- Spam or unsolicited advertising
- Content of a political nature
- Messages that conduct or encourage illegal activity
- Information that violates personal privacy or compromises public safety and security
- Messages that impersonate or misrepresent someone else

The moderators reserve the right to hide, delete or report any content that they deem inappropriate at any time.

Social media moderators who violate this social media policy may face disciplinary action up to and including termination.

## **All Staff**

### **Providing & Approving Content**

Any team member can request to have content posted or shared to the Town's social media pages at any time, as long as it is related to a municipal project or event, or an initiative that the Town is directly or indirectly involved in.

Team members should contact the Corporate Communications and Events team by email ([communications@town.stmarys.on.ca](mailto:communications@town.stmarys.on.ca)) with the information and any applicable links, files, videos or images they would like to have posted or shared. If the content is suitable, one of the social media moderators will draft the post and then send a copy to the team member for approval. The post will not appear on social media until the team member has approved it, unless alternative arrangements have been made.

Once the content has been posted, the social media moderator will monitor it for any follow-up questions or comments. The team member that requested the post will be expected to help draft responses to any inquiries that arise as a result of the post.

### **Monitoring**

While there is no expectation that team members monitor the Town's social media, they can act as "scouts" for compliments, criticisms or questions about the municipality online during their personal time. Team members who discover positive or negative remarks or misinformation about the Town while using social media are encouraged to share their findings with the Corporate Communications and Events team by email ([communications@town.stmarys.on.ca](mailto:communications@town.stmarys.on.ca)) during work hours.

## **All Staff & Council**

### **Personal use of social media**

Employees and members of Council who are not required to use social media for work should not do so during work time. However, employees and members of Council are

encouraged to use social media during their lunch hours, breaks and personal time to stay informed about municipal projects, events and initiatives.

When using social media outside of work hours, employees and members of Council must recognize that they are representatives of the municipality and should conduct themselves accordingly. Whether they are commenting on the Town's social media page, participating in a discussion about the Town on a private account or posting on their personal page, employees and members of Council should not:

- State personal opinions about Town or Council-related matters that could damage the municipality's reputation or relationship with its stakeholders
- Present themselves as a spokesperson for the Town on the Town's social media pages, or any external, third-party or private accounts (including resident groups like St. Marys Life)
- Reveal any sensitive, confidential or proprietary information, as per the Town's *Confidentiality Agreement*
- Make disparaging comments about the Town, fellow Town employees, members of Council or the public
- Disclose personal information about another individual, including fellow Town employees and members of Council
- Post content that violates the *Criminal Code of Canada* or the *Ontario Human Rights Code*
- Behave in a way that contradicts the Town's *Code of Conduct*, *Respect in the Workplace* and *Rzone – Respect and Responsibility* policies, or any other applicable municipal policy

Even if it is unrelated to Town or municipal matters, employees and members of Council should not post or share comments or participate in social media discussions that include:

- Profane, inappropriate or defamatory language
- Content that promotes, fosters or perpetuates discrimination on the basis of age, ancestry, colour or race, citizenship, ethnic origin, creed, disability, family or marital status, gender identity or expression, sex or sexual orientation, or record of offenses for which a pardon has been granted
- Sexual content or links to sexual content
- Content that conflicts with their role in the municipality
- Messages that conduct or encourage illegal activity
- Information that violates personal privacy or compromises public safety and security
- Messages that impersonate or misrepresent someone else

Employees and members of Council who violate this social media policy may face disciplinary action up to and including termination.

## Guidelines

### Creating Content

Posting meaningful, high-quality social media content helps to ensure that municipal information reaches the maximum number of users. Social media moderators are encouraged to consider the following tips when creating content for all platforms:

- **Make it engaging:** Content should spark interest, drive conversation and encourage users to share their opinions. Always include a call to action (“Click this link; share this post; tell us what you think,” etc.) to prompt further interactions. When using links, always provide a shortened link or a friendly URL.
- **Be clear:** Always use plain language and avoid technical jargon. Edit content carefully for spelling and grammar errors. If mistakes are made, acknowledge them and correct them quickly to maintain credibility.
- **Mix it up:** When drafting multiple posts about one initiative, vary the length, language and multimedia content to keep the message fresh. Always tailor the style and tone of posts to the specific social media platform that is being used.
- **Be brief:** Social media users tend to have short attention spans. Make posts as concise as possible, without sacrificing essential details. Use links or graphics to share further details.
- **Use visuals:** An eye-catching image or short video can make a post stand out from the rest. Always include a visual to maximize engagement. When sharing images, use a non-stock high-resolution photo, where possible. If stock imagery is required, download it from a reputable website and follow any terms of use.
- **Respond quickly:** To encourage two-way dialogue and build trust, try to acknowledge direct questions as soon as possible. (“Thank you for your comment. We’re looking into it.”) Follow up within two days to provide the answer and any further information.
- **Take it offline:** Encourage frustrated users to send the Town a direct message to deal with issues, instead of ignoring them or entering into an argumentative, public dialogue.
- **#Hashtag:** Whether it’s #stmaryson, #stonetown or another trending option, use hashtags to organize content and make it searchable, especially on Twitter. Before using a new hashtag, search to ensure it is not affiliated with any conflicting messages.

## Sharing Content

The focus of the Town’s social media is on municipal news, events and activities, but occasionally, social media moderators will share content from other organizations. In most cases, moderators will share third-party posts that include information about or direct references to the Town. When doing so, moderators should always include a comment with the shared post to provide context.

The Town regularly receives requests from outside organizations and individuals to share information about programs, events or initiatives that do not directly involve the municipality. Social media moderators will consider sharing the information if the program, event or initiative is open to the public, occurs in St. Marys and/or:

- It is being funded in full, in part or sponsored by the Town of St. Marys or another level of government;
- It is being organized by a government-funded agency or board, or a Town board or committee;
- It is being organized by a service club or registered charitable organization operating within the Town of St. Marys; or
- Is deemed appropriate for another reason by the social media moderators

Requests to have content shared should be sent by email to the Corporate Communications and Events team (communications@town.stmarys.on.ca). The team will evaluate the request and will



follow up when a decision has been made. Any questions that arise from the shared post will be directed back to the individual or organization that made the request. Social media moderators reserve the right to approve or deny requests for shares at any time.

### **Social Media during Emergencies**

Given the high level of audience engagement and immediacy of social media, moderators will use the Town's Facebook and Twitter accounts as portals for public safety information during local emergencies.

In the event of an emergency, moderators will post crucial information to social media as a first step toward educating the public about the developing situation. These social media postings will then be supplemented by longer, more detailed media releases and service disruptions. If the emergency develops into a long-term disaster, a webpage may be created to provide a place where moderators can point social media users for in-depth information.

When developing social media content during an emergency, moderators should consider the following guidelines:

- Stick to the facts. Only share details that have been provided and approved for distribution by the Emergency Commander (in most cases, the Fire Chief).
- Use short, simple posts to promote public safety messages ("Stay away from the water.")
- Always include a visual. Have graphics on hand that will help illustrate the message. Simple maps of the affected area are another good tool for providing context and helping to keep residents away from harm.
- Record short videos of the Town's spokesperson (in most cases, the Mayor) explaining the developing situation to ensure a high-level of engagement from users. Videos are eye-catching and easy to share, and will help the message reach a wider audience.
- Create or use a familiar hashtag (e.g. #ONstorm) from the beginning to help users follow along with and search for updates.
- Monitor posts very closely and be prepared to respond quickly to questions or calls for help. Acknowledge comments immediately to reassure the public that they are being heard. Stay in close contact (or proximity, when possible) to the Emergency Commander throughout the situation to confirm details before answering inquiries.
- Seek out and share information from strategic partners – nearby municipalities, higher levels of government, emergency services, and environmental authorities – throughout the emergency to ensure users are receiving the full scope of information. Use the Town's affiliated social media accounts as additional channels for sharing key messages.

The Corporate Communications and Events Manager will act as the social media manager during an emergency. The Corporate Communications Specialist and Events Coordinator may also be utilized, depending on the severity and length of the situation. In extreme or long-term events, other social media moderators and team members from other departments who have experience using social media may be called upon to provide assistance.

### **Social Media Disclaimer**

- Social media users should only consider posts published on the Town's corporate Facebook and Twitter accounts as authentic Town posts. Other social media pages/accounts that have "St. Marys" in their name or reference the Town are not official Town-administered pages. The posts and/or discussions on these pages are not monitored by Town staff and do not



reflect the views or corporate identity of the Town of St. Marys. Questions and comments about municipal matters posted to such pages will not be seen by Town staff and therefore, will not be answered by Town staff.

- A link between the Town's social media pages and any other website does not imply an endorsement or sponsorship by the Town of that website or the creator of that website.
- The Town is not responsible for the authenticity or suitability of content posted to its social media pages by members of the public. A comment posted by a member of the public on any Town social media is the opinion of the poster only, and does not imply endorsement of, or agreement by the Town of St. Marys, nor do such comments necessarily reflect the opinions or policies of the municipality.
- By using the Town's social media pages, users acknowledge and consent that their comments or messages may become part of the public record and used in official Town of St. Marys documentation. It is the Town's sole discretion as to which comments will be archived or used.

## Communication

A copy of this policy will be posted on the Town website, saved to the Company drive and included in the Team Member Handbook.

## Training

Team Members will receive training on this policy during new hire orientation. It will also be reviewed with new, full-time hires during the Communications 101 training that is conducted by the Corporate Communications and Events Manager.

## References

- Corporate Communications Plan
- HRS-P-009 Code of Conduct
- COR-P-004 Respect in the Workplace Policy
- COR-P-005 Rzone – Respect and Responsibility Policy
- HRS-F-005 Confidentiality Agreement
- Criminal Code of Canada
- Ontario Human Rights Code

## End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
0	September 18, 2018	Inception	Communications		



## Social Media Account Request Form

Town of St. Marys team members who would like start a new social media account must complete this form and submit it to their direct supervisor and the Corporate Communications and Events Manager for approval.

If the request is approved, the team member must then meet with the Corporate Communications and Events Manager to discuss the creation and administration of the account. Any new social media account must operate in accordance with the Town's *Corporate Social Media Policy*.

Question	Team Member Response
What is the purpose of this new account?	
Which social media platform are you considering?	
What are your communications objectives? Can they be accomplished using the Town's current channels?	
How will this new account add value to or complement the Town's current communications practices?	
Who is your target audience? Do they use this social media platform?	
How will you promote this new account to your target audience? How will you build a base of engaged followers?	
Do you have previous experience using this social media platform for professional or business purposes?	
How are you going to evaluate the effectiveness of this social media account?	
Who will manage the account? Who will monitor the site in your absence?	
How long will the account be active?	
Does the account align with or further the Town's strategic goals?	

Team member name:

Signature:

Supervisor name:

Signature:

Corporate Communications and Events Manager signature:

# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Mark Stone, Planner
<b>Date of Meeting:</b>	9 October 2018
<b>Subject:</b>	<b>DEV 46-2018 Accessory Apartments – Town-wide Zoning By-law Amendment</b>

## PURPOSE

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

## RECOMMENDATION

THAT DEV 46-2018 Accessory Apartments –Town-wide Zoning By-law Amendment be received;

THAT Council determine that, following the October 9, 2018 public meeting, no further public notice and / or public meeting is required for the Application for Zoning By-law Amendment in accordance with Section 34(17) of the *Planning Act* since a public meeting was held in accordance with the *Planning Act* and the modifications to the proposed By-law are minor in nature; and,

THAT Council enact Zoning By-law No. Z130-2018 to permit and regulate accessory apartments in the Town of St. Marys if there are no significant concerns raised by the public or members of Council at the statutory public meeting.

## BACKGROUND

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

- 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;
- Engage in discussions with the development industry with respect to opportunities and potential issues related to implementing inclusionary zoning in St. Marys;
- Explore opportunities for pre-zoning certain lands for affordable housing following completion of the Official Plan review;
- Consider alternative development standards, following completion of the Official Plan review, through an update to the Town's Zoning By-law;
- Support the recommendations of the Official Plan review to consider options to permit standalone residential uses (e.g. low-rise apartment buildings) in the periphery parts of the Central Commercial area, provided such uses do not impact the primary commercial, service and tourism function of the downtown;

- f) Staff report back on the financial implications of:
- i. Proposed development charges discounts for new multi residential units constructed for a sale price of \$265,650 or rentals of approximately \$850 per month.
  - ii. Amending the multi-residential tax ratio from 1.1 to 1.0 for newly constructed rental apartments of 7 or more units
- g) Continue to provide land for affordable housing through the sale or leasing of surplus or underutilized municipally owned land, and consider maintaining a publicly accessible database to assist potential developers seeking to construct affordable housing and tenants seeking affordable housing vacancies.

At the August 28, 2018 meeting, Council authorized staff to proceed with a public open house and 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.

## COMMUNICATIONS

The public open house was held on September 18, 2018 between 3:30 and 7:00 p.m. at the Municipal Operations Centre. The open house was a drop-in format with information boards and Town staff from the Building/Development and Fire Departments were available to answer questions and receive input on the proposed amendments to the Zoning By-law. Copies of the display boards presented at the open house are provided as Attachment 1 of this report. Notice of the September 18 open house and October 9 public meeting appeared in the St. Marys Independent and was promoted via social media on September 6, 2018. The notice also appeared on the Town's website.

Approximately 15 to 20 people attended the open house. The vast majority of people stated that they attended out of general interest, a number of people expressed support for the proposed changes to the Zoning By-law, and one or two attendees stated that they were interested in establishing an accessory apartment in their homes.

One public submission was received from Vicky and Bill Vine, 202 Widder Street East, via email dated September 17, 2018, a copy of which is provided in Attachment 2. Comments and questions identified in the submission include:

- Concerned how the community will react to more renters residing in neighbourhoods
- Prefer that the Town acknowledge the pros and cons of renting with reference to the *Landlord Tenant Act* (i.e. unable to evict someone during winter months, failure to pay one's rent, damage to owner's property, etc.)
- What provision is there to prevent an owner from becoming an absentee landlord after subdividing his or her residence into an accessory apartment and then renting the balance of the residence to another party?
- Will this amendment allow the owner to apply for an accessory apartment designation on which would allow six separate apartments to exist on the same piece of property?
- Recommends that:
  - accessory apartment permissions should only be granted to property owners who will reside in no less than 60% of said residence
  - absentee landlords should not be permitted to apply for nor be granted an accessory apartment designation
  - only a designated number of accessory apartments be allowed in any one neighbourhood

Community Living St. Marys and Area submitted a letter dated October 1, 2018 (see Attachment 2) in support of the proposed amendments to the Zoning By-law stating that permitting accessory apartments will: expand available options for safe, affordable and supportive housing; allow persons

with developmental disabilities to live close to others in well-establishment neighbourhoods; allow people to live closer to the downtown and essential services such as healthcare and food; and provide opportunities for supportive living spaces for adult children, and aging parents, relatives and friends.

The following table provides a summary of Town department and agency comments received to date. Copies of correspondence are attached to this report (Attachment 2).

Department / Agency	Date	Summary of Comments
Upper Thames River Conservation Authority	October 1, 2018	<ul style="list-style-type: none"> <li>No objection to proposed amendment but recommend addition of following provision: <i>"The accessory apartment is not located within hazard lands, as identified by the Town and the Upper Thames River Conservation Authority"</i>.</li> </ul>

## REPORT

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

Strategic Pillar 6, Housing, states that "the recent County labour market survey indicates an acute shortage of skilled workers, particularly in the 'blue collar' and agricultural sectors. The one barrier to supplying that labour is housing options. There need to be housing options that are affordable, attainable and even include rentals. This solution might also partially encourage youth and cultural practitioners to consider St. Marys as the place to live, work and play". A Strategic Priority under Pillar 6 is exploring alternative forms of housing and this may include accessory apartments in accessory buildings.

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

### 3.1.2.12 Accessory Apartments

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

- a) *An accessory apartment shall only be permitted within a single-detached, semi-detached or rowhouse dwelling if no building or structure ancillary to the single-detached, semi-detached or rowhouse dwelling contains a residential unit;*
- b) *An accessory apartment shall only be permitted within a building or structure ancillary to a single-detached, semi-detached or rowhouse dwelling if the single-detached, semi-detached or rowhouse dwelling contains a single residential unit;*
- c) *A maximum of one accessory apartment is permitted per primary dwelling unit. Where other supplementary housing (e.g. a garden suite) exists that complements the primary dwelling, an accessory apartment is not appropriate*

*and shall not be permitted. An accessory apartment shall only be created and used in accordance with the zoning provisions as set out in the Zoning By-law, as amended;*

- d) The Zoning By-law shall contain regulations to permit accessory apartments and shall govern matters such as dwelling unit size for both the primary dwelling and the accessory apartment, and parking;*
- e) An accessory apartment shall be connected to municipal water and sanitary services. Such services shall be adequate in the immediate area of the accessory apartment location to accommodate the accessory apartment in terms of supply, pressure, and capacity;*
- f) An accessory apartment shall comply with all applicable health and safety standards, including but not necessarily limited to those set out in the Ontario Building Code and Ontario Fire Code;*
- g) An accessory apartment shall comply with Ontario Regulation under the Conservation Authority Act as they relate to development within lands affected by flooding; and,*
- h) An accessory apartment cannot be the host of a home occupation.*

A copy of proposed Zoning By-law No. Z130-2018 is provided under the By-law headings of the agenda and would add the following definition for 'accessory apartment' to the Town's Zoning By-law:

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

By-law No. Z130-2018 would also have the effect of permitting a maximum of one accessory apartment per single detached, semi-detached or townhouse dwelling in the Town of St. Marys provided that:

- The maximum floor area of the accessory apartment not exceed 40 percent of the floor area of the main dwelling (including the floor area of the accessory apartment) and shall not exceed 100 square metres (1,076 ft<sup>2</sup>)
- One parking space is provided for any accessory apartment, in addition to the requirement for the principal dwelling unit
- A home occupation is prohibited in any accessory apartment
- An accessory apartment is not permitted on a lot where a garden suite exists
- The lot is serviced by municipal water and sanitary sewer services

Zoning By-law No. Z130-2018 also contains specific provisions to regulate accessory apartments in accessory buildings on a lot:

- The minimum lot size is 1,000 m<sup>2</sup> (0.25 acres)
- The accessory building must comply with minimum front, rear, interior side and exterior side yard requirements for the main dwelling in the applicable zone
- The accessory building must comply with the height and coverage requirements of the Accessory Use section of the Zoning By-law

Section 5.8 of the Town's Zoning By-law, Dwelling Units Below Grade, states that:

*No dwelling unit shall, in its entirety, be located in a cellar. If any portion of a dwelling unit is located in a cellar, such portion of the dwelling unit shall be used only as a furnace room, laundry room, storage or utility room, recreation room, bedroom subject to applicable Building Code requirements,*

*or for a similar use. However, a dwelling unit, in its entirety, may be located in a basement subject to applicable Building Code requirements.*

A provision has been added to proposed By-law No. Z130-2018 to exempt accessory apartments from Section 5.8 of the Town's Zoning By-law to allow for such units to be located in a cellar, however any apartment will still be subject to any applicable Ontario Building Code and Fire Code requirements. In addition, a modified version of the provision recommended by the Upper Thames River Conservation Authority has been included in the proposed by-law:

*An accessory apartment is not permitted within the Regulated Area as identified by the Upper Thames River Conservation Authority unless a permit is issued by the Authority to permit such use and/or development.*

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

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

To implement Section 5.3.8, the proposed by-law also includes a provision prohibiting the creation of any new accessory apartment on any lot located east of the CNR tracks and north of Trout Creek until a secondary means of access to these lands is available.

In response to the concerns expressed by Vicky and Bill Vine, staff note the following:

- Potential impacts of rental units on neighbourhoods – The regulations in the proposed Zoning By-law amendment are intended to maintain the residential nature of lots and neighbourhoods. In addition, the Town's Property Standards By-law No. 48-2014 requires property owners to: repair or correct the condition of properties to comply with the minimum standards of the By-law (1.13); maintain yards including keeping free of rubbish and debris (3.1); ensure yards are kept free from excessive growth of grasses and any noxious weed (3.4); and screen external containers and receptacles from neighbouring properties (3.7).
- Concerns with absentee landlords and recommendation that accessory apartments only be permitted where property owners reside in no less than 60% of said residence - Section 35(2) of the Planning Act states that there shall be no distinction on the basis of relationship:

*35(2) The authority to pass a by-law under section 34, subsection 38 (1) or section 41 does not include the authority to pass a by-law that has the effect of distinguishing between persons who are related and persons who are unrelated in respect of the occupancy or use of a building or structure or a part of a building or structure, including the occupancy or use as a single housekeeping unit. 1994, c. 2, s. 43.*

On the basis of the above, there can be no restrictions requiring owner occupancy.

Concern was also expressed with the potential for multiple units on a single property as a result of the proposed amendments to the Zoning By-law. The effect of the proposed amendments would be to limit the number of units per lot to two (the main dwelling unit as permitted in the applicable Zone and one accessory apartment).

Staff is of the view that the requirement for one additional parking space per accessory apartment is appropriate and such parking space should be independently accessible at all times (i.e. not restricted by tandem parking in a driveway). Tandem parking is defined in the Town's Zoning By-law as the arrangement of two parking spaces such that it is necessary to traverse one space to gain vehicular access to the other from a public lane or street. Section 5.21.5 of the Zoning By-law, Parking Space Access, states in part that tandem parking shall be permitted for a single-detached dwelling, for one

unit of a semi-detached dwelling, street front townhouse dwelling, and for bed and breakfast establishments. Section 5.21.5 does not allow tandem parking for an accessory apartment thus ensuring that the one parking space required for an accessory apartment is independently accessible.

## **SUMMARY**

It is recommended that Council determine that no further public notice and/or public meeting is required for the Application for Zoning By-law Amendment since a public meeting was held in accordance with the Planning Act and the two modifications to the proposed by-law are minor in nature. Further, it is recommended that Council enact By-law Z130-2018 as it supports the Town's Strategic Plan and Official Plan, and will streamline the process required to provide this form of affordable housing in St. Marys by eliminating the need for property-specific amendments to the Zoning By-law.

## **FINANCIAL IMPLICATIONS**

Not known at this time.

## **STRATEGIC PLAN**

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

## **OTHERS CONSULTED**

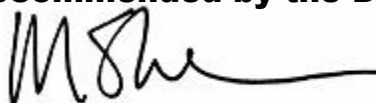
N/A

## **ATTACHMENTS**

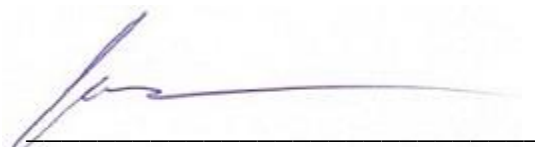
- 1) Display boards from September 18, 2018 public open house
- 2) Correspondence

## **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 Initiated Zoning By-law Amendment to permit Accessory Apartments

Open House  
September 18, 2018

ATTACHMENT 1



# Accessory Apartments - Background



## Planning Act requires:

- official plans to authorize second units in:
  - detached, semi-detached and row houses if an ancillary building or structure does not contain a second unit; and
  - in a building or structure ancillary to these types provided that the primary dwelling does not contain a second unit.
- that each local municipality ensure that it's zoning by-law gives effect to these official plan policies.

## St. Marys Strategic Plan

- Pillar 6 (Housing) – Strategic Priority: Exploring alternative forms of housing

# Accessory Apartments - Benefits



- Provide an additional housing option in the community
- Helps provide affordable housing and meet intensification requirements
- Make more efficient use of the existing housing stock
- Create jobs in the construction/renovation industry
- Provides opportunities for additional income for homeowners
- Allow seniors to live independently while still being close to family or friends
- Second units can help pay the mortgage and maintenance costs for first time buyers

ATTACHMENT 1

# Accessory Apartments

- Basement apartment created within an existing or newly constructed dwelling
- Second unit incorporated through an addition above an attached garage
- Side yard addition to accommodate second unit



Orange shading identifies location of example Second Residential Unit

Source: City of Kingston Public Information Guide (May 2013)

# Accessory Apartments – Official Plan



## St. Marys Official Plan:

- Residential designation - permits a wide a range of dwelling types from single detached dwellings to low rise apartments, and this would include secondary suites.
- Draft new Official Plan – recommended policies include:
  - *maximum of one accessory apartment per primary dwelling unit and not permitted where other supplementary housing exists*
  - *accessory apartment shall comply with all applicable health and safety standards, including but not necessarily limited to the Ontario Building Code and Ontario Fire Code*
  - *an accessory apartment shall be connected to municipal water and sanitary services.*
  - *an accessory apartment shall comply with Ontario Regulation under the Conservation Authority Act*
  - *An accessory apartment cannot be the host of a home occupation*

ATTACHMENT 1

# Accessory Apartments – Proposed Zoning By-law Amendment



- Accessory apartment definition - *a separate dwelling unit, which is located within and subordinate to a single-detached, a semi-detached, or row or townhouse dwelling.*
- A maximum of one accessory apartment is permitted per lot in any single-detached, semi-detached or row or townhouse dwelling provided that:
  - maximum gross floor area of an accessory apartment shall not exceed 40% of the gross floor area of the main building (including the gross floor area of the accessory apartment) and shall not exceed 100 m<sup>2</sup> (1,076 ft<sup>2</sup>)
  - a home occupation is prohibited in any accessory apartment
  - an accessory apartment is prohibited on any lot where a garden suite dwelling exists
  - the lot is serviced by municipal water and sanitary sewer services
  - establishment of a new accessory apartment on any lot located east of the CNR tracks and north of Trout Creek is prohibited until a secondary means of access to these lands is available

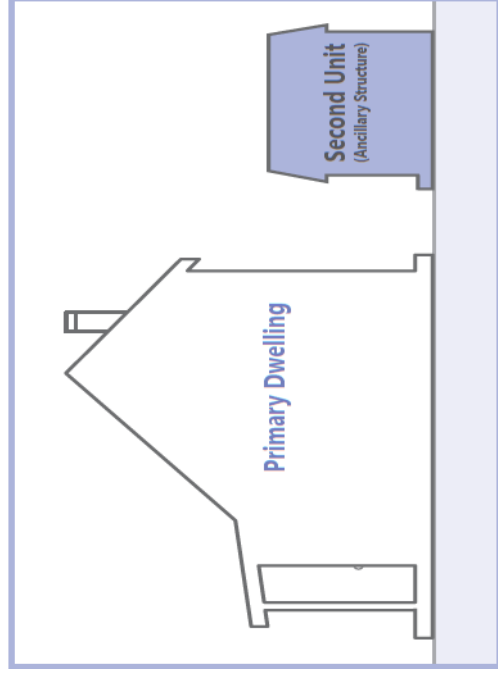


# Accessory Apartments – Proposed Zoning By-law Amendment

Alternatively, an apartment may be permitted in an accessory building or structure provided that:

- there is an existing single-detached, semi-detached or row or townhouse dwelling on the lot
- the size of the lot is a minimum of 1,000 m<sup>2</sup>
- the accessory building or structure complies with minimum front, rear, interior side and exterior side yard requirements for the main building in the applicable zone
- the accessory building or structure complies with the building height and lot coverage requirements the Zoning By-law

Parking requirement for any accessory apartment – 1 parking space per apartment (in addition to parking requirement for main building)



Source: Province of Ontario Second Units Information Sheet (Spring 2017)

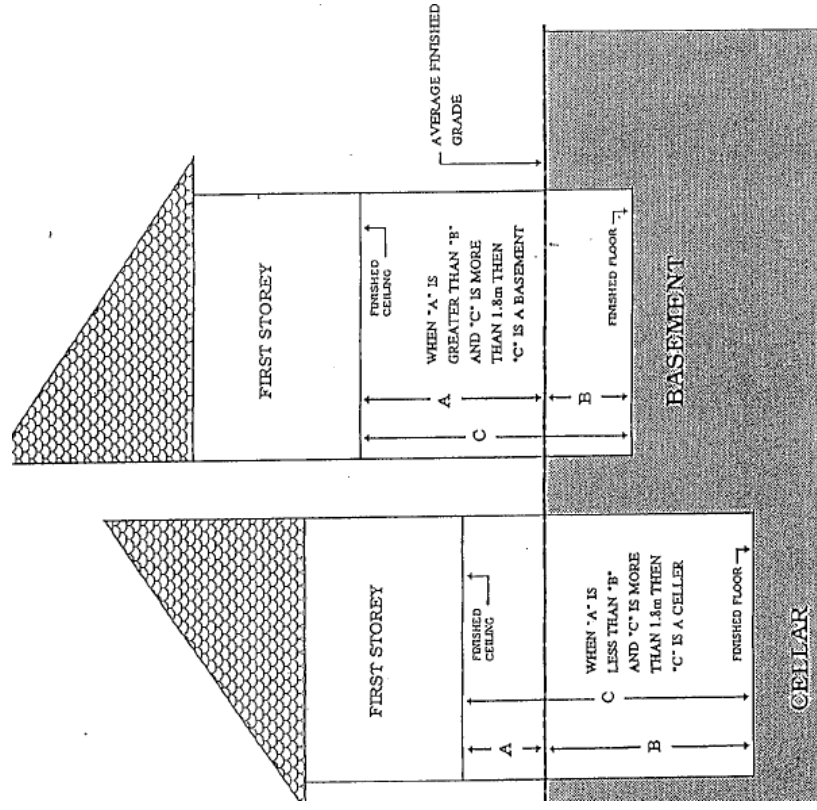
ATTACHMENT 1

# Accessory Apartments

Maximum gross floor area of an accessory apartment shall not exceed 40% of the gross floor area of the main building (including the gross floor area of the accessory apartment) and shall not exceed 100 m<sup>2</sup> (1,076 ft<sup>2</sup>).

Gross floor area does not include the floor area of a cellar or areas used for parking and loading within the building or structure.

Basement and Cellar Definitions Diagram  
from St. Mary Zoning By-law No. Z1-1997



Note:

The above illustrations are for clarification and convenience and do not form part of this By-law.



# Accessory Apartments – Unit Size

Maximum gross floor area of an accessory apartment shall not exceed 40% of the gross floor area of the main building (including the gross floor area of the accessory apartment) and shall not exceed 100 m<sup>2</sup> (1,076 ft<sup>2</sup>).

- Gross floor area does not include the floor area of a cellar or areas used for parking and loading within the building or structure.

## Sample maximum apartment unit size calculations

Example 1	Example 2
Two storey single detached dwelling with cellar	Bungalow with basement
Main floor area 140 m <sup>2</sup> Second floor area 140 m <sup>2</sup> Cellar floor area 140 m <sup>2</sup> (n/a) <u>Attached garage floor area 40 m<sup>2</sup> (n/a)</u> Gross floor area = 280 m <sup>2</sup> 40% of gross floor area = 112 m <sup>2</sup>	Main floor area 110 m <sup>2</sup> Basement floor area 110 m <sup>2</sup> <u>Attached garage floor area 20 m<sup>2</sup> (n/a)</u> Gross floor area = 220 m <sup>2</sup> 40% of gross floor area = 88 m <sup>2</sup>
In this example, the maximum permitted floor area of the accessory apartment is 100 m <sup>2</sup> (not 112 m <sup>2</sup> )	In this example, the maximum permitted floor area of the accessory apartment is 88 m <sup>2</sup>

# Thank you for attending



- Please provide your comments and/or suggestions
- Public meeting – October 9, 2018 in the Town Council Chambers

# TOWN OF ST. MARYS

## ACCESSORY APARTMENTS



September 2018

### Do I need a building permit?

Any construction within your house requires a building permit, including the construction of a new “accessory apartment.”

### Things to keep in mind:

Accessory units have some restrictions.

**Q: What are the size restrictions for a unit?**

A: Zoning restricts you to 40% of the gross floor area of the existing house, to a maximum of 1076 square feet. The Ontario Building Code requires a minimum of 300 square feet to meet the requirements of the code for a unit.

**Q: Do I need a separate entrance to the unit?**

A: Yes, a separate entrance is needed for the new accessory apartment.

**Q: Do I need a separate furnace for the separate apartment?**

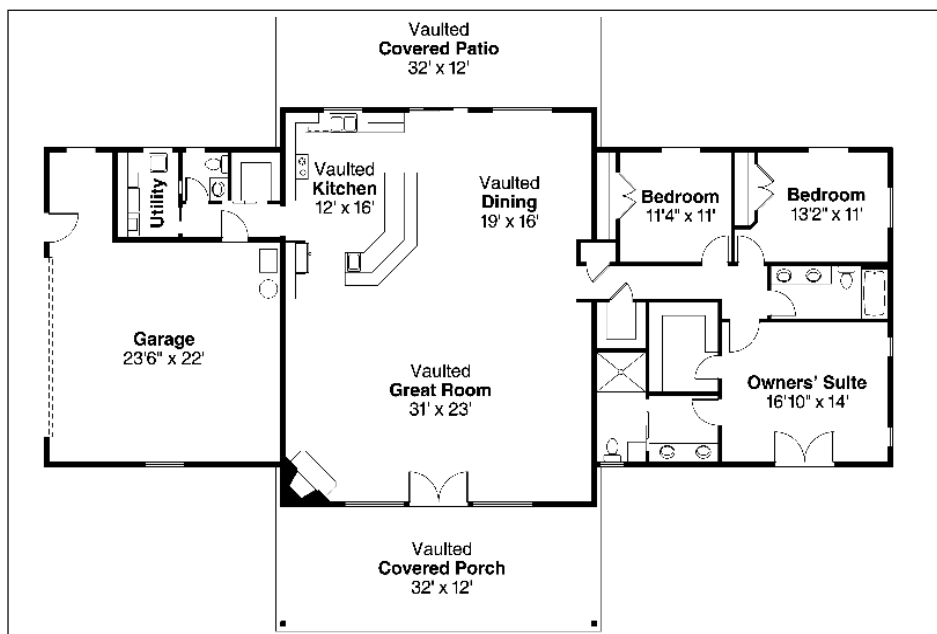
A: It depends on the age of your house.

**Q: Can I add an addition to create an accessory apartment?**

A: Yes, of course.

*“You can design and create, and build the most wonderful place in the world. But it takes people to make the dream a reality.”*

- Walt Disney



Floor Plan

### Contact Info:

**Grant Brouwer**

Chief Building Official

519-284-2340, ext. 215

gbrouwer@town.stmarys.on.ca

**Jason Silcox**

Building Inspector

519-284-2340, ext. 242

jsilcox@town.stmarys.on.ca



Accessory Apartments

## Requirements for accessory apartments in houses that are less than five years old

When creating an accessory apartment in a house that is less than five years old, the Ontario Building Code requires you to meet all the requirements as if you were building it new.

### The top items to consider are:

- A full kitchen and bathroom will be required in the new unit.
- All bedrooms will require windows for ventilation and escape.
- All new apartments will need a fire separation of a minimum of 45 minutes between units.
- A separate entrance will be required to the new unit.
- A separate furnace will be required for the new unit. The Ontario Building Code does allow for the interconnection of the existing furnace, but you will need to install a smoke detector in the return plenum that will be able to shut down the furnace upon activation.
- You will need to meet the sound resistance requirements of the Ontario Building Code.
- All new penetrations through the fire separation will need to be fire stopped.
- All other standard requirements of the Ontario Building Code still apply to the new construction.

## Designers make easy sense of Building Code requirements

When thinking of adding a accessory unit to your home, it is required that a qualified designer complete the drawings that will be submitted for the building permit application.

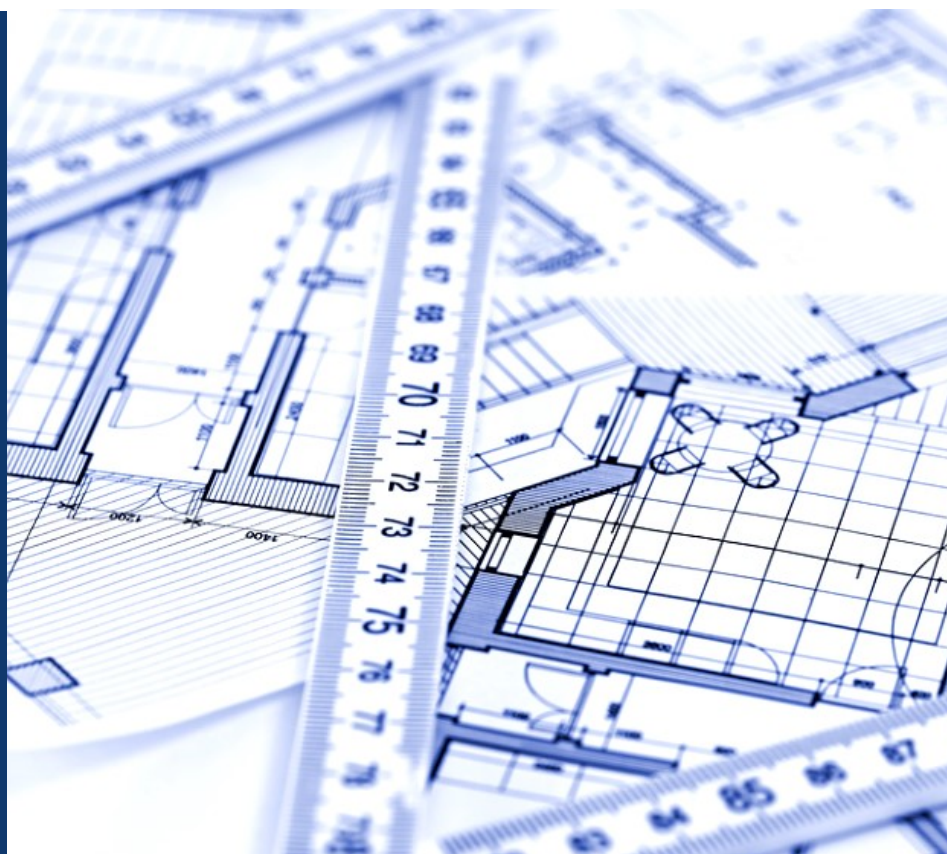


Building Inspection

## Shared furnace for both units

There are a few things that need to be kept in mind when thinking of interconnecting furnaces to both units:

- One unit will have no control over the settings of the thermostat
- Noise will travel through the ductwork
- Smell tends to travel between units



## Requirements for accessory apartments in houses that are more than five years old

When creating an accessory apartment in a house that is more than five years old, the Ontario Building Code allows for some reductions in the requirements.

### The top items to consider are:

- The fire separation between units is required to be a minimum of 30 minutes. It can be further reduced to 15 minutes if both units have hardwired smoke detectors and both units are also interconnected. You can waive the fire separation if the total building is sprinklered.
- You will need a separate entrance.
- You will need to meet the requirements for bedroom windows for escape and ventilation.
- You are able to have an interconnected furnace system, but the Ontario Building Code requires that you have a smoke detector in the return plenum that will be able to shut down the furnace upon activation.



**From:** Vicky and Bill Vine

**Sent:** Monday, September 17, 2018 5:31 PM

**To:** Brent Kittmer <bkittmer@town.stmarys.on.ca>; Al Strathdee <astrathdee@town.stmarys.on.ca>

**Subject:** By-Law Amendment to permit ACCESSORY APARTMENTS in the Town of St. Marys

Hello Brent and Al,

Unfortunately, I am unable to make the public open house on Tuesday, September 18th. I will be in Toronto until the 23rd. I take it that the town's recommendation to amend the current by law is due to the need for affordable housing for persons who might not be able to afford to live and work in St. Marys without community support. Moreover, it seems that local industry needs town assistance in filling many low paying entry level jobs which are currently available in St Marys. Brent, you are to be commended on attempting to solve these current problems which plague most small towns in South Western Ontario (let alone, St. Marys). If I have any reservation to this amendment it has more to do with how the community will react to more rental and non stake holders (renters) residing in our neighbourhoods. In all honesty I would have preferred to have the town acknowledge the pros and cons of renting with reference to the landlord tenant act (i.e. unable to evict someone during winter months, failure to pay one's rent, damage to owner's property, etc.).

Also, what provision is there to prevent an owner from becoming an absentee landlord after subdividing his or her residence into an accessory apartment and then renting the balance of the residence to another party. An example which I can offer is a residence across the street from where I live. It is a two story residence which has two separate main entrances, ideally one for the ground floor apartment and the other for a second floor walk up flat. The size of the lot is identical to my property although it has on the same lot a separate fourplex with a parking pad between the two structures. The property is owned by an absentee landlord who has recently been stopped from renting the top floor of his two story residence by some of the neighbours along with the town's building and fire inspectors. Will this amendment allow the owner to apply for an accessory apartment designation which would allow six separate apartments to exist on the same piece of property?

In conclusion I would like to recommend to town council that:

1. Accessory apartment designation should only be granted to property owners who will reside in no less than 60% of said residence.
2. Absentee landlords will not be permitted to apply for nor be granted an accessory apartment designation.
3. Only a designated number of accessory apartments be allowed in any one neighbourhood.

On a personal note, I like to live in a community consisting of property owners who are not only neighbours but friends. Please consider and protect property owners who do not want to become landlords to transient renters.

Respectively yours,

Bill Vine

202 Widder Street East



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P.O. Box 1618, 300 Elgin Street East, St. Marys Ontario N4X 1B9  
Tel: 519-284-1424 Fax: 519-284-3120

Monday, October 1, 2018

Brent Kittmer  
CAO/Clerk  
Town of St. Marys  
175 Queen St. E.  
PO Box 998  
St. Marys  
ON N4X 1B6

Mr. Kittmer,

Please accept this letter of support from Community Living St. Marys and Area to approve the zoning by-law amendment to permit accessory apartments in the Town of St. Marys. Representatives from our organization attended the public open house on Tuesday, September 18, 2018 at the Municipal Operations Centre.

Community Living St. Marys and Area has a vision of a community where everyone belongs. We believe all people should live in a community they choose and close to family and friends if desired. The approval to permit accessory apartments would support people and families to expand available options of safe, affordable and supportive housing in the Town of St. Marys.

As you know, we support people who have a developmental disability. These are some of the most vulnerable people in our community. We strive to always listen to people and promote independence while ensuring people are safe. Accessory apartments will give people an opportunity to live close to others in well-established neighbourhoods. We know when people live in community; with people who know them, they are safer. We see that accessory apartments will give the opportunity to provide natural support to people with a developmental disability by being included in neighbourhood activities and the positive social effects of living in a neighbourhood brings. Therefore lessening the likelihood of isolation and the negative impacts that come from isolation.

Accessory apartments will enable people to live closer to the downtown. When neighbourhoods sprawl, transportation and access to essential services such as healthcare and food are a barrier.

Our Mission: To nurture the ability and willingness in our community to welcome and support people as valued and contributing citizens.

The County of Perth including the Town of St.Marys has a shortage of affordable housing options for people. We support people and families to find affordable long-term housing on an ongoing basis. We see accessory apartments as one solution to this ongoing problem. Ideally, secondary apartments will be an affordable option to people therefore eliminating the need to apply for housing benefits from the Social Services department all together.

Accessory apartments can offer people and families the option to explore how they can support their family members through transitional times while maintaining autonomy and independence. Accessory apartments can provide supportive living spaces for adult children, aging parents or other relatives or friends. There is much literature available to the public regarding the social benefits of living in a supportive neighbourhood space.

In conclusion, Community Living St. Marys and Area is in support of the zoning by-law amendment.



Stephanie Lee  
Facilitator  
Community Living St.Marys and Area  
300 Elgin Street East  
P.O. Box 1618  
St.Marys, ON  
N4X 1B9

Cc:

Marg McLean, Executive Director, Community Living St.Marys and Area  
Grant Brouwer, Director of Building and Development, Town of St.Marys  
Al Strathdee, Mayor Town of St.Marys  
Jim Craigmile, Deputy Mayor  
Bill Osborne, Councillor  
Carey Pope, Councillor  
Don Van Galen, Councillor  
Lynn Hainer, Councillor  
Tony Winter, Councillor

Our Mission: To nurture the ability and willingness in our community to welcome and support people as valued and contributing citizens.





*"Inspiring a Healthy Environment"*



October 1, 2018

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

**Attention: Susan Luckhardt, Planning Coordinator**  
(via email: [sluckhardt@town.stmarys.on.ca](mailto:sluckhardt@town.stmarys.on.ca))

Dear Ms. Luckhardt,

**Re: Town Initiated Zoning By-law Amendment to Permit Accessory Apartments in the Town of St. Marys (Town-wide), County of Perth, ON**

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The Town of St. Marys is considering an amendment to its municipal Zoning By-law in order to permit accessory apartments throughout the Town. The purpose and effect of which is to add:

- A definition of "accessory apartment"
- Provisions to permit one accessory apartment per lot in any single-detached, semi-detached or row or townhouse dwelling provided that:
  - The maximum gross floor area of the accessory apartment shall not exceed 40% of the gross floor area of the main building or 100m<sup>2</sup>,
  - A home occupation is prohibited in any accessory apartment,
  - An accessory apartment is prohibited on any lot where a garden suite exists or on any lot located east of the CNR tracks and north of Trout Creek until a secondary means of access to these lands is available; and,
  - The lot is serviced by municipal water and sanitary sewer services.
- Provisions to, alternatively, permit one accessory apartment in an accessory building or structure on the lot provided that:
  - The size of the lot is a minimum of 1000m<sup>2</sup>,
  - The accessory building or structure complies with the minimum front, rear, interior and exterior side yard requirements for the main building; and,
  - The accessory building or structure complies with the building height and lot coverage requirements of the Zoning By-law.

### **UTRCA REGULATORY ROLE**

The UTRCA regulates development within the Regulation Limit in accordance with Ontario Regulation 157/06 made pursuant to Section 28 of the *Conservation Authorities Act*. This regulation requires the landowner to obtain written approval from the UTRCA prior to undertaking any development or site alteration in the **regulated area** which includes filling, grading, construction,

alteration to a watercourse and/or interference with a wetland. Further, the *Conservation Authorities Act* provides a definition of “development” which means:

- (a) *the construction, reconstruction, erection or placing of a building or structure of any kind,*
- (b) *any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,*
- (c) *site grading, or*
- (d) *the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere; (“aménagement”)*

The UTRCA can advise that many existing buildings and structures within the Town of St. Marys fall within a Regulated area (floodplain, erosions/slope hazards, etc.). The provision added to the recommendation below intends to ensure future accessory apartments are not being proposed within these regulated areas.

### **RECOMMENDATION**

While the UTRCA does not object to the Town initiated amendment to the Zoning By-law, we would request that the following provision be added to the list of those noted above:

- *“The accessory apartment is not located within hazard lands, as identified by the Town and the Upper Thames River Conservation Authority”.*

We note that the Provincial guidance document titled “Second Units Info Sheet – Spring 2017” as well as the Provincial Policy Statement, (PPS, 2014) provides similar direction to support such a provision in order to ensure that these secondary units, or “accessory apartments” are not being located in lands which may “not be appropriate given other planning considerations and policies, particularly relating to health and safety or the natural environment.” – Second Units Info Sheet, 2017.

Thank you for the opportunity to comment. If you have any questions, or would like to discuss the provision we have asked to be included as part of the amendment, please contact the undersigned at extension 228.

Yours truly,  
 UPPER THAMES RIVER CONSERVATION AUTHORITY



Spencer McDonald  
 Land Use Planner  
 SM/sm

c.c. Mark Stone, Planner (via email: [mark@mlsplanning.ca](mailto:mark@mlsplanning.ca))  
 Tracy Annett, UTRCA (via email: [annett@thamesriver.on.ca](mailto:annett@thamesriver.on.ca))  
 Karen Winfield, UTRCA (via email: [winfieldk@thamesriver.on.ca](mailto:winfieldk@thamesriver.on.ca))

# FORMAL REPORT

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

**Prepared by:** Dave Blake, Environmental Services Supervisor

**Date of Meeting:** 9 October 2018

**Subject:** **PW 54-2018 Terracycle Cigarette Butt Recycling**

## PURPOSE

This report presents Council with information related to the Terracycle Cigarette butt recycling program as well as a Staff recommendation related to its potential implementation for consideration.

## RECOMMENDATION

THAT Report PW 54-2018, Terracycle Cigarette Butt Recycling be received; and  
THAT implementation of a cigarette butt recycling program not be approved at this time.

## BACKGROUND

On July 24, 2018, Council received correspondence regarding a potential cigarette butt recycling program offered through a third party company known as Terracycle. The following recommendation was accepted by Council:

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

Additionally, the Terracycle Cigarette Butt Recycling Program was also identified in the “**Waste Reduction and Diversion Assessment**”, dated August 2018 for the Town of St. Marys as a potential new diversion stream. The *Near Term* initiative identified in the Assessment stated the following:

*“Consideration should be given to investigating the potential adoption of the Terracycle program. A thorough review of the program as well as review of case studies where the program has been adopted elsewhere should be completed and presented to Council for consideration”.*

This report presents information related to the proposed cigarette butt recycling program through Terracycle and presents options for Councils consideration.

## REPORT

Cigarette butts, when not properly disposed of, create a form of litter which can be unsightly and problematic. Terracycle is a New Jersey based company which aims to provide recycling solutions for waste products and packaging that are difficult to recycle, including cigarette butts. Funding is typically provided by product manufacturers to enable Terracycle to offer recovery and recycling services.

The program is designed so that individuals, groups or municipalities can sign up to participate in the program and may purchase receptacles to facilitate material collection. The cost of receptacles is approximately \$100.00/ea. Cigarette butts are then collected from the stations, stored for a period of time until a suitable volume is reached, then packaged and shipped to a consolidation centre. The butts are then sent to processing sites which separate filters, paper and plastic components. Terracycle advertises that plastic is repurposed into plastic pallets, with paper and tobacco being composted. Please refer to *Attachments 1 through 6* for more information regarding the program.

Program delivery varies by location and municipal partnership, however larger programs within city centres are typically delivered in some form by local Business Improvement Areas (BIA).

As cigarette butt recycling has increased in popularity over recent years, there are several municipal examples to draw experience from.

Larger centres such as Vancouver and Toronto have established collection programs of this nature, although with varying degrees of municipal involvement. More locally, the City of Stratford has recently launched a cigarette butt recycling program in partnership with their local BIA. What program delivery in other centres have identified is that, although the program may improve cigarette butt litter around receptacles, it does not fix the issue and comes with its own challenges. Some of the challenges identified by other program implementations include, but are not limited to the following:

- The program adoption, and receptacle placement can be seen by the general public as supporting smoking;
- Improper material being deposited in receptacles contaminating the collection program;
- Increased fire risk due to improperly smothered cigarette butts;
- Material recovery from receptacles can be cumbersome and time consuming for staff, while also exposing them to increased nicotine, ash and second hand smoke;
- Receptacle placement is limited or restricted due to Municipal or Provincial smoking restrictions which can limit collection effectiveness; and,
- Receptacle placement can increase gatherings and exposure to nicotine and second hand smoke to the general public in the receptacle vicinity.

Some additional factors that Council may wish to consider before implementing a cigarette butt recycling program are discussed below:

#### *Smoke Free Ontario Act and the Town's Smoking By-law:*

As noted above, issues can arise with receptacle placement in relation to smoking-by-laws. The Town's Smoking By-law (23—2003) and the *Smoke Free Ontario Act* regulate smoking within the Town and place limitations on smoking, and / or collection and disposal options.

The By-Law was enacted on July 1, 2004 and includes the following restrictions:

*3.1 No person shall smoke in any public place within the Town whether or not a No Smoking sign is posted.*

Public Place is defined as:

*“public place” means any building, structure, vessel, vehicle or conveyance, or part thereof, whether covered by a roof or not, to which the public has access as of right or by invitation, express or implied, whether or not a fee is charged for entry but does not include an outdoor patio or a street, road or highway.*

By-law 23-2003 was amended by by-law 20-2012 which added the following restrictions on smoking areas:

*3.3 No person shall smoke on or within 9 meters of any playground area or splash pad as listed in Schedule B [Cadzow Park, East Ward Park, Kin Park, Meadowridge Park, Milt Dunnell Park, Solis Park, West Ward (Watt) Park, PRC Splash Pad]*

Presently, the Town does not permit smoking at any Town park but does allow for smoking on the street. The *Smoke Free Ontario Act* provides an additional layer of restrictions and makes it illegal to smoke on and within 20 metres of children's playgrounds and publicly owned sport fields and surfaces.

Although the By-Law and legislation restricts smoking, or the placement of ashtrays or like paraphernalia in certain locations such as workplaces, public spaces, etc. it does not specifically

restrict such a program deployment on municipal streets such as in the downtown core. However, such a program deployment, can often be viewed by the general public as the municipality promoting smoking, which has been noted in various other City deployments.

While considering whether or not to implement this program, Council should also consider if there is a chance that the Town's smoking by-laws may be updated in the future as a result of cannabis legalization. The Provincial Government has announced that they will permit cannabis consumption in any area that tobacco consumption is permitted by the *Smoke Free Ontario Act*. Preliminary responses from the public and some municipalities is that they may consider banning the consumption of cannabis in downtown areas. If the Town were to consider banning cannabis consumption on downtown streets would this ban extend to the consumption of tobacco on downtown streets? If yes, then any receptacles that were installed in the downtown would need to be removed.

#### Material Handling

Further to the above smoking by-law(s), another consideration of the program is material handling. As designed, the program collects material in receptacles which are periodically collected and stored before final shipment to ensure sufficient quantities. However, such disposal, handling and packaging would result in the program administration body being exposed to nicotine, second hand smoke, etc. which could be viewed as a health and safety concern by those individuals providing collection services.

#### Program Costs

Although the program is noted as free to join, a collection program on a municipal level would result in intangible costs that would need to be considered. Staff time would be required to install, inspect, maintain and empty receptacles on a periodic basis as well as vehicle considerations for staff members. The program would also require administrative efforts related to storing, packing, shipping and tracking the material in addition to the cost of the collection receptacles. It is estimated that up to two (2) hours per week could be anticipated to properly deliver and maintain a program of this nature due to receptacle placement options. *Please refer to the Financial Implications section for more information.*

Two options for Council to consider for the Terracycle cigarette butt recycling program:

#### Option 1 – Approve Program Adoption

The first option for consideration would be to approve a cigarette butt recycling program for municipal implementation. Programs of this nature have been adopted in other major centres with varying levels of success that demonstrate an increase in material collection and a decrease in litter where these types of programs are managed. Although adoption of the program would not eliminate cigarette butt litter within the Town, it would help to reduce the levels of litter on the ground while working to send some material to recycling or recovery centres to be repurposed.

#### Option 2 – Decline Program Adoption

The second option for consideration would be to decline to implement a municipal program of this nature at this time. Although the program is advertised as free to join, intangible costs would still remain to implement such a program on a municipal level. Coupled with the challenges associated with this type of recycling program and the level of resources required to properly deliver and maintain the program. Consideration could instead be given to private collection site, or increased litter prevention measures within the Town.

Based on information detailed within this report, Staff recommends that Option 2 – Decline Program adoption be approved at this time.

## SUMMARY

Based on the information detailed within this report, Staff recommends that implementation of a cigarette butt recycling program not be approved at this time. This recommendation is a result of a detailed review of the proposed program while weighing the benefits and challenges, while also being mindful of the existing waste management streams within the Town and the potential for enhanced diversion initiatives on larger volume materials within the Town.

## FINANCIAL IMPLICATIONS

The following financial implications could be anticipated based on the options noted herein:

### Option No. 1 – Approve Program Adoption:

With a municipal implementation of a cigarette butt recycling program, even though there is no cost to participate in the program, intangible costs remain related to labour and vehicles. With a weekly collection schedule, it is estimated to cost up to \$5,200.00 per year in program delivery plus the initial costs of the recycling receptacles of \$100.00/ea.

### Option No. 2 – Decline Program Adoption:

There would be no financial implications related to this option.

## STRATEGIC PLAN

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

- Pillar # 1 – Infrastructure, Waste Management Plan:
  - Outcome: With anticipated proactive measures for growth (residential, commercial and industrial), there will be a need for active consideration of optimizing landfill services, but with a view to controlled costs and forward thinking environmental initiatives.
  - Tactic(s): "...Explore alternatives to status quo waste management with a view to reduction and recycling initiatives for all residential, commercial and industrial properties".

## OTHERS CONSULTED


Jed Kelly, Director of Public Works  
Morgan Dykstra, Public Works Coordinator  
John Hahn, Park Operator A  
Todd Thibodeau, Public Works Supervisor

## ATTACHMENTS


Attachment No. 1 – How Cigarette Butts are Recycled  
Attachment No. 2 – Cigarette Recycling Instructions  
Attachment No. 3 – Accepted Materials  
Attachment No. 4 – Receptacle Specifications  
Attachment No. 5 – Recycling Fact Sheet  
Attachment No. 6 – Municipal Information Sheet

## REVIEWED BY

**Recommended by the Department**



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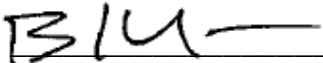


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Dave Blake, C.E.T.  
Environmental Services Supervisor

Jed Kelly  
Director of Public Works

**Recommended by the CAO**

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

Brent Kittmer  
CAO / Clerk

# HOW ARE CIGARETTE BUTTS RECYCLED?

If you are a member of the Cigarette Waste Recycling Program, then you've probably asked yourself at one point or another: how in the world do you recycle a cigarette butt? Well, the answer may surprise you! Cigarettes are comprised of multiple components, and require a unique process for recycling.

## Collection

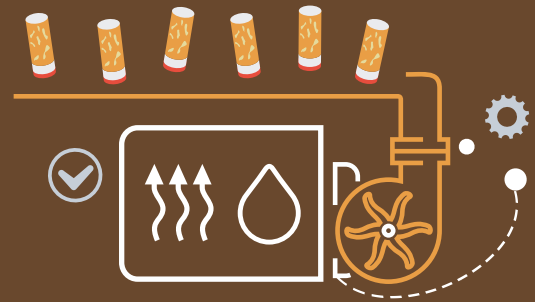
Cigarette butts are collected and shipped to TerraCycle by organizations and individuals like you. The collected butts are aggregated and stored in our local warehouse where they are prepared for processing.



## Processing

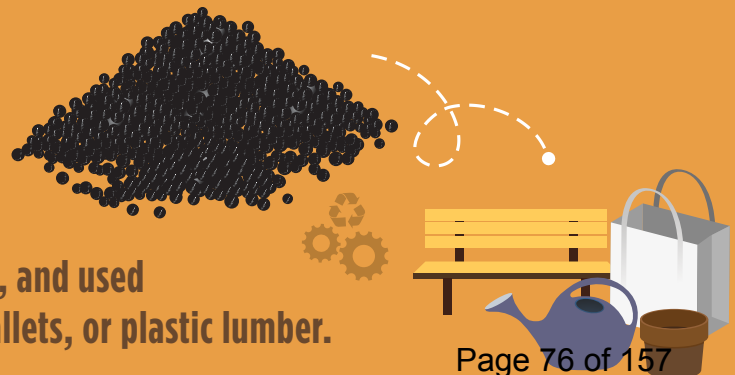
Cigarettes butts are comprised of residual tobacco, paper, and a filter.

- The residual tobacco and paper are separated out and composted.
- The filter, which is made of a white synthetic fiber called cellulose acetate, is thoroughly cleaned, melted, and pelletized using a method called extrusion.



## Conversion

The cellulose acetate pellets are then combined with other plastics, such as polyethylene or polypropylene, and used for new plastic products such as ashtrays, shipping pallets, or plastic lumber.





# CIGARETTE RECYCLING INSTRUCTIONS



## STEP 1

**Sign Up:** Go to [www.terracycle.ca](http://www.terracycle.ca) to create a free TerraCycle account and sign up for the Cigarette Waste Recycling Program. From here, you may also purchase cigarette receptacles to facilitate your collections.



## STEP 2

**Collect:** Place your collection bins or cigarette receptacles in areas where people smoke.



## STEP 3

**Pack for Shipping:** Empty cigarette waste into an appropriately sized box for shipping. If you are using your own collection bin, make sure they are **FIRST** placed in a durable plastic bag, not directly into the box. Tape up your shipping box securely.



## STEP 4

**Ship to TerraCycle:** Download a free UPS label from your TerraCycle account and affix it to your box. Have your shipment picked up or dropped off for UPS servicing.

TerraCycle sterilizes the cigarette waste and then shreds and separates it by material type. Tobacco and paper are composted and filters are turned into plastic pellets. These pellets can then be used in a wide variety of industrial applications including the creation of plastic shipping pallets.



Strategic Partnerships Canada  
[partners@terracycle.ca](mailto:partners@terracycle.ca)

# CIGARETTE WASTE RECYCLING PROGRAM

## ACCEPTED WASTE



See the picture above for what you can send in through this program. Then, every time your ash tray or ash receptacle is full, save your cigarette waste and send it in to TerraCycle.

### Cigarette Waste Recycling Program accepted waste:

1. Extinguished cigarettes
2. Cigarette filters
3. Loose tobacco pouches
4. Outer plastic packaging
5. Inner foil packaging
6. Rolling paper
7. Ash



# RECEPTACLE SPECIFICATIONS

## RECTANGULAR POLE-MOUNTED RECEPTACLE

**Capacity:**

~ 700 cigarette butts

**Dimensions:**

3 1/8" x 3 1/8" x 19" high

**Construction:**

- Fire-safe aluminum
- 100% rust-resistant

**Security:**

Lockable

**Ash Liner:**

No

**Installation:**

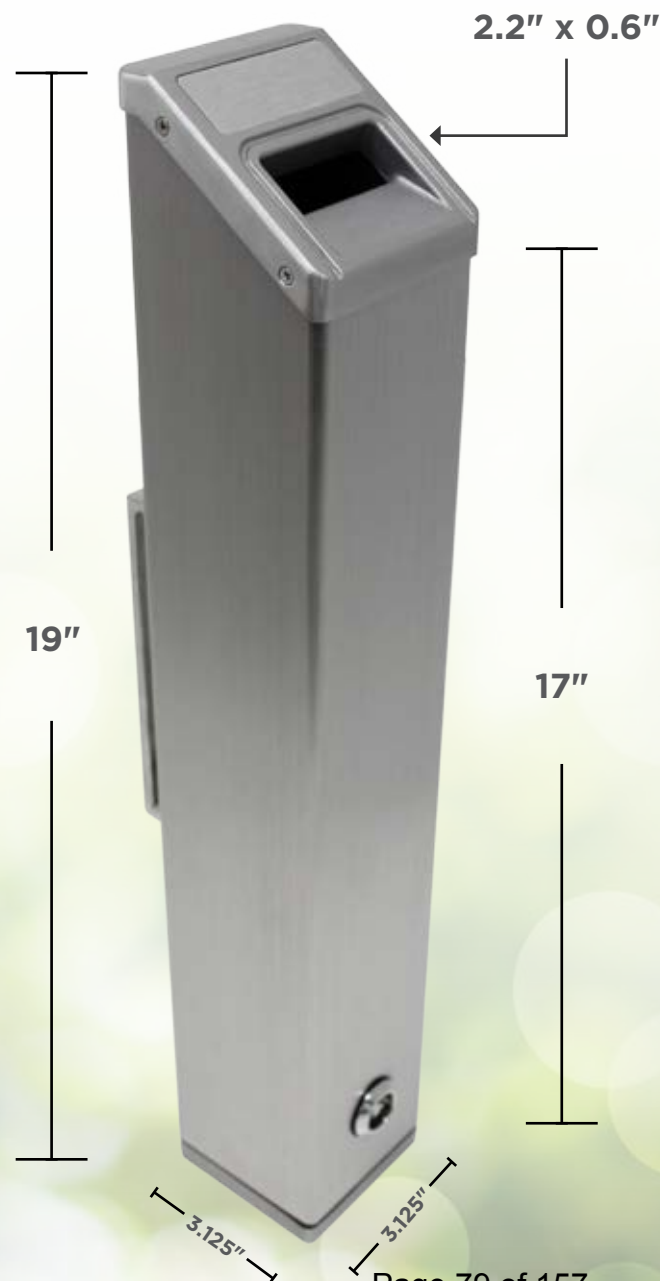
- Bolted (included)
- Steel-banded  
(recommended, and instructions included)

**Special Features:**

- Rain gutter to reduce rain water into the unit
- Easy installation and servicing
- Weather resistant
- Customization available (vinyl stickers)

**Purchase:**

- To order a receptacle visit <https://zerowasteboxes.terraCycle.ca/products/cigarette-waste-recycling-receptacle>
- For custom orders please email [partners@terraCycle.ca](mailto:partners@terraCycle.ca)







## PURCHASING OPTIONS

### STANDARD ORDER:

- Includes one (1) standard sticker for each receptacle purchased

### CUSTOM ORDER:

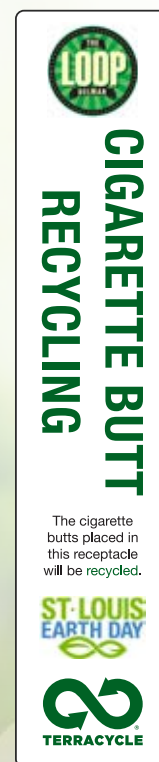
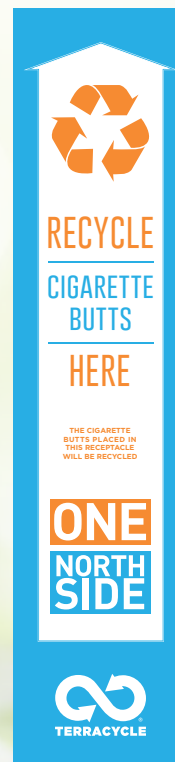
- Custom sticker orders for minimum order quantity of ten (10) stickers, with additional cost

## STICKER OPTIONS:

### STANDARD:

### CUSTOM:

- Please email [partners@terracycle.ca](mailto:partners@terracycle.ca)





# STEEL-BANDING INSTALLATION

## MATERIALS NEEDED:

**Purchasable:** [https://www.uline.ca/BL\\_2905/Stainless-Steel-Strapping](https://www.uline.ca/BL_2905/Stainless-Steel-Strapping)

ITEM #	DESCRIPTION	QUANTITY
S-14377	5/8" Stainless steel banding	Varies depending on number of receptacles and width of post
S-14378	5/8" Banding seals	Two seals per receptacle
H-1273	Tensioner to tighten bands around post	Varies on number of individuals installing

## INSTALLATION INSTRUCTIONS:

1. One or three vinyl stickers should be applied to each receptacle (these stickers are customizable).
2. Check each lamp pole or post against the installation map (varies per location).
3. Measure 40 inches from ground level. The bottom of the receptacle should be 40 inches from ground level when installed.
4. Ensure that the receptacle is vertically level and the front faces the sidewalk.
5. Measure the stainless steel band on the circumference of the pole.
6. Pass the band through the top portion of the mounting bracket.
7. Tighten the band.
8. Repeat the steps above with the lower band.
9. Check that the receptacle is tightly mounted by alternately placing light pressure against the sides of the receptacle.
10. Cut off the excess banding.





# SERVICING INSTRUCTIONS

## INSTRUCTIONS:

1. Receptacles must not reach a fill rate of more than 85% (safety precaution).
2. Receptacles must be closed securely after emptying.
3. Place a bag or bucket beneath the receptacle, raising the rear edge at least two inches behind the receptacle between the receptacle and the pole.
4. Hold the bag/bucket with one hand.
5. With the other hand unlock the receptacle door with the receptacle key. Please note that the servicer will be required to keep and safeguard the receptacle keys.
6. Tap the side of the receptacle gently to dislodge any material lodged inside.
7. Close and lock the receptacle.
8. Aggregate all collected cigarette waste and seal in trash bags.





# RECEPTACLE IN-USE EXAMPLES



Pole-mounted receptacle secured with bolts vs. bands



A bottom latch of the receptacle opens using a skeleton key for easy servicing



Pole-banded receptacle installed for the Vancouver Cigarette Recycling Program (Customized receptacle sticker)



Pole-banded receptacle installed for the New Orleans Cigarette Recycling Program (Customized receptacle sticker)







# THE CIGARETTE RECYCLING PROGRAM

*The World's First Global Solution for Tobacco-Related Waste*

## The Problem

**“1 cigarette butt can contaminate 1 litre of water”**

- Jacob, Gina. "Cigarette Butts Toxic to Marine Life." San Diego State University (May 1st, 2009)

**“Only 10% of cigarette butts are disposed of in ash receptacles.”**

- iQ Research & Consulting, Keep America Beautiful Pocket Ashtray Study (January 2008)

**“1.69 billion pounds of cigarette butts wind up as litter worldwide per year.”**

- Carlozo LR. "Cigarettes: 1.7 billion pounds of trash." Chicago Tribune. (June 18th, 2008)

**“1 in 3 cigarettes end up as litter.”**

- preventcigarettelitter.org

The Cigarette Waste Recycling Program is completely free and recycles all tobacco-related waste (i.e. used filters, foil, ash, and plastic packaging). Instead of being thrown out, this waste will then be recycled into new plastic products and industrial compost. Additionally, for shipments that weigh over 3 pounds, \$1.00 per pound of waste can be donated to any non-profit organization.

**Start recycling today by visiting [www.terracycle.ca](http://www.terracycle.ca).**

Since the launch of the program in May 2012, more than 335 billion cigarette butts have been collected worldwide. There are an estimated 10,000,000 people currently collecting cigarette waste through the TerraCycle program at more than 13,000 locations across Canada, Switzerland, Japan, and the US.

## The Solution



**1.** Sign up to send cigarette waste to TerraCycle® (for free).



**2.** Filters are sterilized by gamma radiation, which is followed by bioburden testing to ensure the waste is clean and safe.



**3.** Filters are then shredded.



**4.** Tobacco is separated and removed from the shredded filters.



**5.** The tobacco is then used in non-food composting.



**6.** The remaining filter shreds are blended with other recycled material and then turned into plastic pellets to be used for injection molding or extrusion.





# CIGARETTE RECYCLING PROGRAM MUNICIPAL

## —Litter Prevention—

Although it's one of the smallest pieces of litter, communities report that cigarette butts, including cigar tips, are the top item collected during local cleanups. Without recycling, anti-litter messaging is typically viewed as negative; as it focuses on the toxic and pervasive nature of butts as litter. Further, this type of messaging is not novel, thus making it less effective.

In contrast, recycling is new and positive. It can create buzz around a program that drives engagement and reduces litter by encouraging proper disposal through recycling. Recycling strengthens anti-litter messaging and it has been proven to drive litter reduction.

## —Incentive—

For shipments that weigh over 3 pounds, TerraCycle® will credit your account with \$1.00 per pound of waste, which can be donated to any non-profit organization.

**1LB=\$1\***

**DONATION  
TO ANY NON-PROFIT  
ORGANIZATION**

\*for shipments over 3 pounds

## how to get involved



### 1 sign up

Collecting agencies can sign up for the cigarette recycling program at [www.terracycle.ca](http://www.terracycle.ca).



### 2 collect

Participants collect the cigarette waste with designated cigarette receptacles or any available container.



### 3 download & ship

When the container is full, the participant downloads a prepaid shipping label, affixes it to the shipping box and ships it to TerraCycle for recycling.

## —Quick Facts—

**65%** of all cigarette butts are littered. Tobacco products make up **38%** of all roadway litter.

For every additional ash receptacle, the littering rate for cigarette butts decreases by...

**9%**

Most cigarette butts are littered on the ground (**85%**),



**41.8%** smokers who work, report that they do not have receptacles for cigarette butts at their work location.

## —Success Stories—

### New Orleans, LA -

TerraCycle partnered with the City of New Orleans to launch the first city-wide cigarette recycling program in the USA. After the first year of the program, the total cigarette litter was reduced by 13%. Receptacles on Canal Street, located adjacent to large hotels and street fronts, had a 75-95% fill rate. The city has now recycled over 500,000 cigarette butts that would otherwise be littered on the streets.



**Pittsburgh, PA -** TerraCycle partnered with Pittsburgh Downtown Partnership to launch their cigarette recycling program in August of 2015. With over 100 receptacles installed around the downtown area, more than 75,000 packs worth of cigarettes have been recycled. Leigh White, vice president of marketing and communications for the PDP explained that cigarette butts had been collected for four of five years before TerraCycle partnership, but they were merely thrown in with the rest of the trash; however, now all of the butts are sent to TerraCycle to be recycled.

**Board of Directors Meeting Highlights  
Held on September 20, 2018 at 9:00 AM  
at the MRF Board Room**



**RPRA sets 2019 Blue Box Steward Funding Obligation**

The Resource Productivity and Recovery Authority (RPRA) has set the 2019 Blue Box Steward Funding Obligation at \$126.4 million. The Blue Box Steward Funding Obligation is the total amount that stewards must pay to municipalities for the Blue Box Program.

Despite strong, long-standing documented protests from municipal governments, RPRA has again used a theoretical model of municipal costs as a key input into the calculation of the Obligation. This model discounts verified municipal costs for 'inefficiency' under the "Cost Containment" heading. This deduction from reported verified costs from the datacall has increased to \$23.8M from \$15.8M last year. We have continued to advocate for payment to be calculated as per the decision in the 2014 Arbitration between AMO/City of Toronto and Stewardship Ontario where municipalities were paid 50% of our net verified cost from the Datacall (i.e. actual municipal costs). RPRA (formerly WDO) used the Arbitrator's method in 2015 to determine the Steward Obligation. If the Steward Obligation had been calculated this year using the Arbitrator's method it would have been \$131.2M – a difference of \$4.8M.

Attached below is a summary of the Steward Obligation calculation from RPRA:

<b>2019 Steward Obligation (2017 Data Year)</b>	
<b>Reported Gross Cost</b>	<b>\$355,134,163</b>
<b>Plus 55% of InKind Linage</b>	<b>\$2,156,414</b>
<b>Less Non-Obligated</b>	<b>-\$221,770</b>
<b>Less Cost Containment</b>	<b>-\$23,800,135</b>
<b>Total Gross Cost</b>	<b>\$333,268,672</b>
<b>Less 3 Year Average Revenue</b>	<b>-\$95,697,012</b>
<b>Plus 100% of Prior Year Adjustments</b>	<b>\$865,415</b>
<b>Total Net Costs</b>	<b>\$238,437,075</b>
<b>50% of Net Costs</b>	<b>\$119,218,537</b>
<b>Plus Steward Cost Containment</b>	<b>\$7,153,112</b>
<b>2019 Steward Obligation</b>	<b>\$126,371,650</b>

AMO, Toronto, RPWCO and MWA will be reviewing RPRA's decision on the Obligation to determine if a formal dispute process should be invoked.

## Blue Box Program Update

Transitioning the Blue Box program to full producer responsibility remains a key priority for municipal governments.

As you know, Stewardship Ontario did not submit the amended Blue Box Program Plan to then Minister of the Environment and Climate Change. In light of the concerns raised with the Plan by a broad range of stakeholders, Stewardship Ontario instead requested further time to re-work the Plan.

We have met with Stewardship Ontario several times to discuss some of the operational items that needed to be resolved. An area of focus has been terms and conditions for collection contract standards.

Additionally, the Municipal Resource Recovery and Research Collaborative (M3RC) has continued to work on a regulatory framework for paper products and packaging under the Resource Recovery and Circular Economy Act, 2016 (RRCEA). A draft framework will be made available early this fall for feedback.

## WEEE Update

As a reminder in February 2018, then Minister of the Environment and Climate Change issued direction to Ontario Electronic Stewardship to wind-up the Waste Electrical and Electronic Equipment (WEEE) Program on June 30, 2020. We are in the process of drafting comments on the new regulation for municipal feedback. More information will be provided shortly.

It is our understanding that some producers may be advocating that the government rescind this wind-up letter as they see no concerns with the current program. Municipalities remain committed to ensuring all of these programs are transitioned to the RRCEA as soon as possible to ensure better oversight, increase efficiencies and improve outcomes.

## Used Tires

The Used Tire Program continues on-target to wind-up on December 31, 2018 with the new regulation coming into force on January 1, 2019. The RPRA Registry is now operational and PROs and producers have begun to register. Here are the timelines for registration:

Activity	Deadline
Tire producers must register with the Authority and pay the required registry fee.	August 31, 2018
PROs are required to register and pay the required registry fee within 30 days of being retained by a producer. PROs are encouraged to register in advance of producers so that a producer can identify its PRO when the producer registers.	
Service providers, including tire collectors, haulers, retreaders and processors, must register with the Authority. Service providers will not pay registry fees in 2018.	October 31, 2018
Producers must report: <ul style="list-style-type: none"><li>• The collection sites in their system</li><li>• The tire haulers, retreaders and processors in their tire collection or management system</li></ul>	November 15, 2018

AMO will be establishing a webinar in September to allow the various PROs to provide municipalities with information on what to expect under the new framework.

## MHSW Update

As a reminder, in April 2018, then Minister of the Environment and Climate Change issued direction to Stewardship Ontario to wind-up the Municipal Hazardous or Special Waste Program (MHSW) on December 31, 2020. AMO is in the process of drafting comments on the new regulation for municipal feedback. More information will be provided shortly.

In the meantime, we encourage staff from rural and smaller municipalities to provide feedback to the Local Authority Services (LAS) Rural Household Hazardous Waste Survey that went live last week. Responses from this survey (<https://www.surveymonkey.com/r/CXZQ66F>) will assist them in building the research for their feasibility study. For more information, please contact Nicholas Ruder at [nruder@amo.on.ca](mailto:nruder@amo.on.ca).

## Demand the Right

As part of the last legislative session, a private member's bill was put forward titled Bill 16, Respecting Municipal Authority Over Landfilling Sites Act, 2018. Essentially the legislation provides municipalities with the ability to reject proposed landfills' expansions or new landfill developments within their boundaries. Over the last few months, it is our understanding that ~80 resolutions have been approved by municipalities supporting this ability and each of the parties was asked their position during the election (<http://www.ingersolltimes.com/2018/05/29/campaign-for-municipal-say-in-landfill-approval-is-taking-hold-and-has-support-of-pc-leader>).

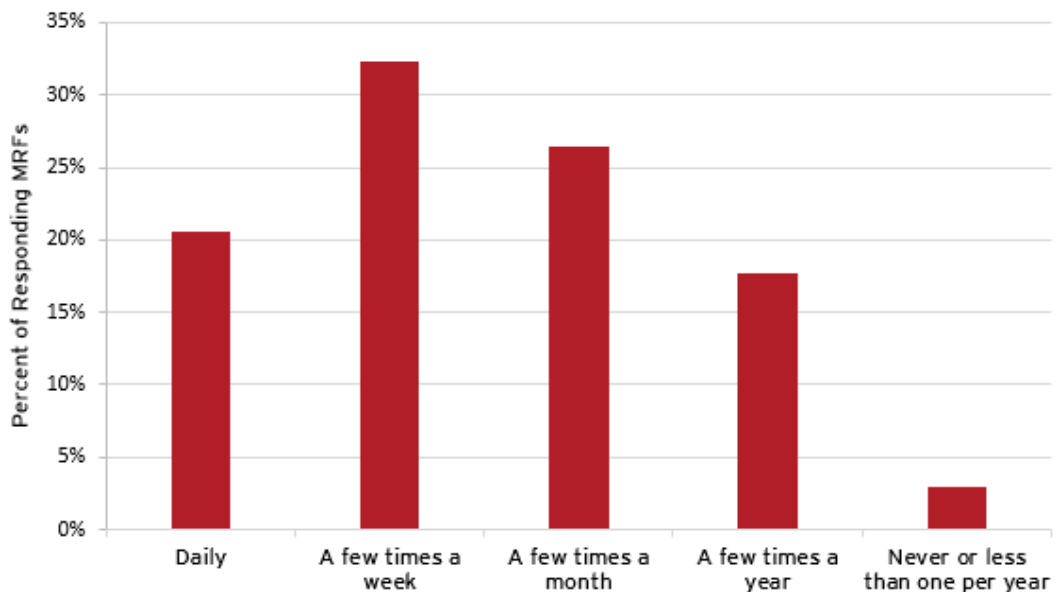
We are looking at how this item is aligning with other municipal interests. It is not clear how the new government might address this issue but we will keep you updated as we have discussions with them.

## EREF Study Suggest That Needles Are Regularly Observed At Mrfs.

Over half of survey respondents (53%) reported seeing needles daily or a few times a week.

Reported  
Frequency of  
Needle  
Observations at  
MRFs

Needlestick  
injuries are a  
serious risk to  
waste industry  
workers,  
especially in  
MRFs where  
sorting  
recyclables on  
picking lines  
and similar  
activities can put  
employees in  
contact with  
sharps and, as a



result, blood borne pathogens. Historically, exposure to these materials and the rate of incidences associated with them at MRFs has not been well documented, though it has been suggested anecdotally in the industry that the rate has increased in recent years.

The Environmental Research & Education Foundation (EREF) and the Solid Waste Association of North America (SWANA) conducted a joint research project to determine and address the issue of needlestick injuries at Material Recovery Facilities (MRFs) in the United States and Canada.

## CIF Explores Curbside Contamination Reduction in Barrie

Curbside contamination consists of unsolicited materials (e. g., a running shoe in the Blue Box) and solicited materials that are too contaminated to process (e. g., newspaper soaked in motor oil). Contamination in single-stream and two-stream collection systems creates processing challenges at the MRF and increases disposal costs, resulting in higher program costs. By contrast, minimizing contamination in loads delivered to a MRF helps reduce processing costs and improves the marketability and revenue for sorted recyclables.

The study undertaken in the City of Barrie included the following steps.

1. Material was collected in a routine manner on a typical two-stream blue box route with the regular driver (Normal Sort).
2. Material collected was sorted and weighed to determine contamination present in fibre and container streams during normal operations. On average the collection vehicle was stopped for 19 seconds at each home.
3. At a later date on the same route and with the same driver, the driver applied additional effort to leave contamination at the curb. On average, stop time increased from 19 seconds to 52 seconds (Additional Sort).
4. Material collected was again sorted and weighed to determine contamination present following the additional sorting effort at the curb. Driver performance was monitored to ensure diligent sorting efforts.

Study findings are summarized below:

Findings	Normal Sort	Additional Sort
Stop time (wheels stopped)	19 seconds	52 seconds
Total contamination set-out <sup>1</sup>	13.7 % (by resident)	10.8% (by resident)
Contamination after sort at curbside	9.3 % (as received at MRF)	5.2 % (as received at MRF)
Contamination removed by driver (%)	4.40%	5.60%

If the driver had collected everything

While it is acknowledged that material composition can vary significantly from week to week even on the same route, it is clear that significantly increasing the time available to remove contamination has only a minor overall impact on reducing the level of contamination present at the curb. Removal of contamination from the fibre stream was far more effective than from the container stream. This finding is reasonable given the lightweight and complex packaging used for food and beverages.

Study findings demonstrate that a gain of only 1.2% (5.6% – 4.4%) was achieved by more than doubling the time spent sorting at each stop. The additional time spent sorting would significantly increase curbside collection costs.

It is concluded that additional curbside sorting is not a cost-effective strategy to reduce contamination and residue levels at MRFs.

The study findings suggest a standardized program coupled with an appropriate level of curbside due diligence and investment in more robust sortation systems in MRFs may ultimately prove to be the most cost effective strategy rather than trying to achieve artificially low curbside contamination levels. As municipalities and contractors work to adjust to new market expectations, perhaps this is the time to start thinking about what our expectations are of drivers at the curb within the challenging time constraints they currently endeavour to operate under.



## Industry Stakeholders Reject Idea of Dual Stream Shift

MRF Summit attendees cited concerns about major system changes, including confusing residents and disrupting existing collection systems.

During a MRF Summit at WASTECON 2018 last month, more than 170 industry stakeholders gathered to gauge whether there was interest in moving away from single stream recycling.

WASTECON is the Solid Waste Association of North America's largest event. This year's conference was held in Nashville.



During the summit discussions, attendees cited concerns about major system changes, including confusing residents and disrupting existing collection systems. According to a Resource Recycling report, the majority of single stream programs use automated trucks, whereas dual stream programs largely use non-automated vehicles. And the automated collection factor brought up some safety implications.

Debates pitting single-stream versus dual-stream recycling have gained steam in recent months. But in a recent gathering of key stakeholders, the consensus was to stick with single-stream systems.

The forum was one of several group discussions at the MRF Summit hosted at WasteCon 2018 last month. Together, breakout groups made up a session titled "Facing the Music – Are We All Listening to Different Tunes?" After the three concurrent discussion sessions, members of each reported on their results to the wider audience.

Facilitated by Nat Egosi of RRT Design & Construction and Michael Timpane of Resource Recycling Systems (RRS), one breakout group sought to gauge whether there was widespread interest in moving away from single-stream recycling. The topic has received more attention in recent months, including in multiple Resource Recycling articles, as communities try to weather the downturn in recycling markets.

Their conclusion? The group responded with "a unanimous no,"

## Vietnam Declines To Issue Permits

Vietnam has seen a major increase in plastics imports this year, but last month, the government there announced it would no longer grant new licenses for waste material imports, according to state media.

The move came shortly after a press conference held by customs officials in the country during which they described backlogs at ports and growing volumes of stalled containers of recyclables.

The country's scrap plastics industry is reeling from the import restrictions. A handful of media reports covered a recent meeting of the Vietnam Plastic Association, where industry representatives expressed major concerns over the recent reduction in import volumes.

Company officials described the shortcomings in domestic collection, which make domestically sourced material harder to use. They also noted quality requirements have increased and that imports have not been able to meet the new demands.

According to notes from another recent Vietnamese government press conference, officials are "also expected to suggest a reduction in the volume of waste imports and a waste import ban in the future."

## Thai Scrap Ban Permanent

Two months after Thailand enacted an immediate prohibition on scrap plastic and e-scrap imports, the country's government has released its longer-term plans.

Thailand has experienced a massive increase in scrap material imports this year, particularly on the plastics side, after many exporters in other countries lost the ability to sell that material into China. When the Thai government took action to stem the influx in June, it also stated that the country would be looking at a long-term policy to permanently ban e-scrap and scrap plastics from import.

Now, that policy appears to be taking shape. The Nation, a Thai news outlet, recently reported on a meeting between a handful of regulatory agencies, at which the long-term ban was discussed. According to the report, the agencies passed a resolution that will completely ban scrap plastic imports within two years.

"I have no doubt that the recycling of plastic waste and used electronic parts are profitable businesses at the moment," Natural Resources and Environment Minister General Surasak Kanchanara said, according to The Nation. "Some business operators may make a lot of profit from the recycling industry, but what will the country gain from their prosperity when our environment becomes polluted and the people suffer?"

Thai plastics recycling companies are concerned that the two-year period is too short a time period for implementation, according to the report. Their concern suggests that, despite the June prohibition, scrap plastic is still entering the country. Industry representatives have noted that imported scrap plastic is of higher quality than domestically generated material, and they say it is cheaper as well.

But the environment minister stated that continuing to import plastic loads will prevent developing a domestic scrap plastics collection system and that without action, "the already-severe waste problem in the country could aggravate."

According to Thai customs data, the country imported 757 million pounds of scrap plastic from January through June, substantially higher than the 118 million pounds it imported during the same period in 2017.

## Taiwan To Regulate Imports

Like other Southeast Asian nations, Taiwan has seen a large increase in scrap material imports this year. But unlike other countries, Taiwan has had a fairly unregulated scrap import system.

But more government attention may be coming, according to the Taipei Times.

The newspaper reported on a Taiwanese news conference held by that country's Environmental Protection Agency on Aug. 13, during which the large-scale import influx was discussed.

According to Taiwanese trade statistics reviewed by Resource Recycling, Taiwan imported 433 million pounds of scrap plastic from all countries during the first half of 2018, up from 171 million pounds during that period in 2017.

According to the newspaper report, officials at the conference explained that "domestic firms do not need to apply for government approval to import waste plastics and paper, because they can be used as industrial materials, but with the increasing volumes, the quality has degraded, while prices for domestic recycled waste have plunged."

To remedy the growing problem, the Taiwan Environmental Protection Agency drafted regulations that will restrict imports.

Under the proposed changes, local firms can only import scrap plastics that originate from their own overseas production processes, the agency said, adding that nothing should be mixed with "other waste." Importers will also need to have proper licensing to bring in material. Scrap plastic imports would be greatly reduced.



## City Of Victoria Pushing For B.C.-Wide Ban On Disposable Plastic Packaging

Victoria introduced its ban on single-use plastic bags at store checkouts on July 1. Shops have until the end of the year to use existing stock.

Victoria is asking the province for a province wide ban on disposable plastic packaging.

“If the province takes a leadership role, each municipality doesn’t have to spend time working through developing their own bylaws,” said Victoria Mayor Lisa Helps.

The city’s resolution on plastic packaging is one of seven Victoria has put to the annual Union of B.C. Municipalities conference, which begins in Whistler on Sept. 10.

“Victoria has been on the leading edge in Canada in terms of the nature of our bylaw but our hope with the UBCM resolution is that that the province can take up the charge,” said Helps.

Victoria banned single-use plastic bags at store checkouts on July 1. Shops have until the end of the year to use existing stock.

Victoria’s ban was intended to try to reduce the approximate 17 million plastic bags that end up annually at the area’s landfill — but “taking care of the environment is a provincial issue,” she said.

The single-use plastics resolution asks the province to work with local governments and retailers, noting Victoria worked with industry for two years before the introduction of its bylaw. “Unrestricted use of disposable plastic packaging is inconsistent with the values of British Columbia residents,” says the resolution, which cites any type of disposable single-use plastic packaging.

Saanich is drafting a report on the next steps toward considering its own ban single-use plastic bags, based on the Victoria model.

On June 8, Prince Edward Island passed legislation to prohibit businesses from handing out single-use plastic bags — a law that resembled the plastic-bag bylaw in Victoria, said the Retail Council of Canada. The law comes into effect next year.

Victoria’s ban was upheld by the B.C. Supreme Court after a challenge by the Canadian Plastic Bag Association which argued the city does not have jurisdiction under the Community Charter to prohibit businesses from providing plastic bags to their customers — suggesting it’s an environmental regulation that needs provincial approval.

## Chile Bans Plastic Bags

On August 3rd, Chile officially promulgated the “Prohibition of Plastic Law”, forbidding all supermarkets and shops in the country to provide plastic bags to customers. Chile will thus become the first country in Latin America to comprehensively ban merchants from supplying plastic bags to shoppers. Chilean President Piniella sent out environmentally friendly bags to pedestrians in the center of the capital Santiago to celebrate the official promulgation of the “Prohibition of Plastic Law”.

Starting from August 3rd, 2018, supermarkets, shopping malls and department stores nationwide will be allowed for a six-month grace period. According to the “Prohibition of Plastic Law”, small and medium-sized micro-businesses will be given a two-year grace period, during which two plastic bags can be supplied to each shopper. Effective August 3rd, 2020, plastic will be comprehensively "banned" in Chile.

## Korea Effectively Bans Plastic Bags

In order to comprehensively solve the problem of rejecting discarded plastics, the Ministry of Environment of Korea will implement a 40-day legislative notice on the relevant legal amendments since August 2, and will comprehensively ban the use of disposable plastic bags in shopping malls and supermarkets from the end of the year, transforming from "prohibiting the free use" to the "completely banning it". More than 11,000 supermarkets and more than 2,000 large-scale shopping malls will only provide customers with garbage bags with measurements, empty paper boxes and green shopping bags in the future.

## New Zealand, Comprehensively Banned The Use Of Disposable Plastic Bags.

According to a report of Singapore's "Lianhe Zaobao", New Zealand announced on the 10th that it will gradually ban the use of disposable plastic shopping bags in 2019, and take a "meaningful step" to reduce pollution.

New Zealand Prime Minister Ardern pointed out that New Zealand uses "hundreds of millions" of disposable plastic bags every year, most of which will eventually harm marine life. If there is no change, it means that by 2050, there may be more plastic than fish in the ocean.

She said: "We have to manage garbage more intelligently. This is a good start... We are gradually phasing out disposable plastic bags to better care for the environment and protect New Zealand's reputation for cleanliness and environmental protection."

It is known that 41 countries around the world have adopted taxation measures to curb the use of disposable plastic bags, including Ireland and South Africa.

## Ocean Plastics-Eating System On Its Way To World's Biggest Waste Hotspot

The Ocean Cleanup system has been deployed 1200 nautical miles off the shore of San Francisco, reports Dutch inventor Boyan Slat. The 24-year old came up with the solution he claims will get rid of 90% plastic waste swirling around in the 'Great Pacific Garbage Patch' by 2040.

"System 001" developed by Dutch eco-pioneer Boyan Slat is currently en-route from the San Francisco Bay to the world's largest marine waste hotspot situated halfway between Hawaii and California. The floating system is being towed by the vessel Maersk Launcher, which will remain at the final destination as an observation post for several weeks.

The Great Pacific Garbage Patch contains an estimated 1.8 trillion pieces of plastic, and covers an area twice the size of Texas. According to Slat, the first plastic will be collected and returned to land within 6 months after deployment.





‘This will mark the first time that free floating plastic will have been successfully collected at sea,’ he comments. The Ocean Cleanup plans to recycle the material into high-end products and use the proceeds to help fund its future clean-up missions.

The young entrepreneur explains that a secondary goal is to collect performance data to improve the design for later deployments. For instance, the system is equipped with solar-powered and satellite-connected sensors, cameras and navigation lights to communicate the position of System 001 to passing marine traffic, and enable extensive monitoring of the system and the environment.

The Ocean Cleanup aims to scale up to a fleet of approximately 60 systems focused on the Great Pacific Garbage Patch over the next two years. Slat believes that the full fleet can remove half of the plastic in the area within five years’ time.

Finally deploying the waste collection system is ‘an important milestone’, Slat realises. ‘But the real celebration will come once the first plastic returns to shore. For 60 years, mankind has been putting plastic into the oceans; from that day onwards, we’re taking it back out again,’ he said at the San Francisco ceremony.

System 001 consists of a 600-meter-long (2000 ft) U-shaped floating barrier with a three-meter (10 ft) “skirt” attached below. Slat emphasises that the system is designed to be propelled by wind and waves, allowing it to ‘passively catch’ plastic debris. Due to its shape, the debris will be funnelled to the center of the system. Moving slightly faster than the plastic, the system will act ‘like a giant Pac-Man’, skimming the surface of the ocean.

More than US\$ 20 million has been invested by various parties to kick-start development of the system. Boyan Slat first came up with the idea in 2013, when he was 18 years-old and was studying at Technical University Delft in the Netherlands.





## Plan To Eliminate Waste Presented To UK Government



A UK university and a group of bottled water and soft drink manufacturers have presented a report to the British government that aims to eliminate plastics packaging waste from the value chain by 2030.

The independent report, which was developed by The University of Cambridge Institute for Sustainability Leadership (CISL) and the Future of Plastic Packaging Working Group\*, is said to be the first of its kind and is set out to encourage other industries and countries to create their own systemic roadmaps and visions to eliminate plastics packaging waste.

Eliot Whittington, director of policy at CISL, said: “It is clear that the bottled water and soft drinks sectors are showing commitment to finding a solution to the plastics packaging waste problem and are grappling with the real challenges of doing so.

“The report we have released today with leading companies from these sectors aims to provide a clear, strategic and ambitious roadmap for transformation of their value chain in the UK, enabling real impact and action on this problem and spurring the sector forward into a new way of operating. We are now seeking to convene working groups to deliver on the four pathways set out in the report and encourage organisations and experts interested in eliminating plastics packaging waste to join them.”

The key actions and aspirations include a commitment from producers to make all bottled water and soft drinks packaging from 100 per cent recyclable or reusable material and aim for at least 70 per cent recycled material by 2025, and for producers and Government to investigate the optimal material for future plastics packaging to eliminate plastics waste, while ensuring the lowest overall environmental impact.

The report also suggests that research be conducted into consumer behaviour to support recycling ambitions towards achieving a ‘circular economy’ for plastics packaging, and for the government to create a consistent nationwide recycling system and reinvest revenue from new policies into UK recycling, sorting and reprocessing capacity.

The roadmap provides a timeline for working towards the goal of transitioning towards a more circular economy for plastics soft drinks packaging, where plastics packaging use is reduced wherever possible and otherwise is reusable or recovered and recycled.

## Many Good Reasons for Liquid Dairy to Switch to PET Packaging

Globally, the use of PET as a packaging material is expected to continuously grow within the liquid dairy sector. Traditionally packaged in carton or HDPE containers, liquid dairy products bottled in PET are forecasted to grow by 4.4 per cent in the period from 2018 to 2020. With 13.7 billion package units today, PET-packaged products are estimated to reach 14.9 billion units worldwide in 2020. The adoption of PET started in Europe nearly 20 years ago and has been deployed worldwide now, for chilled and ambient distribution drinks, for UHT milk, flavoured milk, or soy milk. The trend is even bigger around on-the-go formats than around family formats. In fact, the bottle sizes up to 500 ml represent more than two thirds of those PET packages, meaning 8.3 billion units in 2018, projected to reach 9.6 billion units in 2020.

When packaging liquid dairy products like white milk, flavoured milk, enriched milk, plant milk, soy milk, or drinking yogurt, multiple variables can influence their quality, including microorganisms, light, oxygen, and temperature. The PET growth can be credited especially to this packaging material's 100 per cent recyclability, its excellent barrier properties and its neck and cap tightness that ensures food safety. Moreover, from transparent to opaque solutions, PET packaging alternatives can ensure top product protection and quality, while delivering the expected shelf life without need for aluminium foil for a more sustainable business.

For instance, LSDH France launched its UHT white milk in PET bottle without aluminium foil in 2007. In Brasil, Jussara switched its UHT white and flavoured milk production from carton to PET, for family and on-the-go bottle formats. Later on, this Brazilian company also launched a range of on-the-go, lactose-free products. In China, the world's number one liquid dairy producer, Yili has released its six-month-shelf-life premium drinking yogurt in PET bottles.

It is important to highlight that PET barrier solutions ensure product safety across the supply chain, with good oxygen barrier properties, 15 to 30 times higher compared to monolayer and three-layer HDPE (High Density Polyethylene). Regarding light protection, this is achieved through different preform manufacturing technologies and their light blocking capabilities. One of them is the injection of monolayer preform, using a standard injection tool system, mixing PET material with master batch from various suppliers. The other one is the multi-layer preform, which can be produced using either over-moulding or co-injection technologies. Those barrier solutions are adjustable in terms of additives and weight according to product recipe, bottle size, and the desired extended shelf life to be achieved.

For any product type or package format released on the market, PET packaging gives the opportunity to attract consumers with great brand differentiation, due to the bottle design freedom offered by the Injection Stretch Blow-Moulding (ISBM) technology and by the inherent and geometric properties of the PET raw material itself. Round or square, asymmetric or with specific handling, its high marketing potential opens up virtually unlimited possibilities to design whatever premium or affordable package. While providing a unique communication platform for brands – that are increasingly using labels or the container itself to engage with their consumers – PET bottles are also allowing users to see the content inside, thanks to their transparency. Easy to open and handle, it is a functional and convenient type of package leading to a great consumer experience.

As market demands are quickly changing, shifting from standard bottle size towards smaller packages, PET offers sheer endless possibilities to enhance production flexibility with simple and easy changeovers on the production line, while refreshing the brand of a complete bottle family from large to on-the-go formats to answer every need. Sidel can help in designing a unique and ergonomic bottle in line with dairy brands' requirements. We can evaluate PET bottle strength and performance across the supply chain: through laboratory tests under real production and supply-chain conditions, we determine the most suitable packaging designs, PET barrier solutions, sizes, shapes, caps, and filling volumes.

In this industry, production flexibility is particularly key in terms of product recipes, bottle formats and shapes, cap and label applications: all of that without compromising on high line efficiency over time. Low- and high-acid products can be bottled on the same Sidel Aseptic PET packaging line, from 0.2-litre to two-litre formats. Bottles can be sealed with standard flat caps or sport caps from 28 mm to 38 mm, including the possibility to add specific over-caps, to further differentiate the bottles. To ensure a

reliable and efficient production, the line is designed to offer maximum flexibility with reduced downtime for product changeovers, and a simple three-hour cleaning and sterilization period between bottle-to-bottle productions.

Working as a versatile marketing tool, the PET bottles offer many possibilities when it comes to decoration. On top of roll-fed labels or sleeve labels, a complete sleeve covering the cap can also be used, as such increasing the communication-facing surface. The same bottle shape can be customized with different cap colours and label decorations, in order to easily multiply the SKUs with minor changes in the production process. Adaptable to niche markets or mass production, the Sidel Aseptic PET complete lines are optimized from low- to high-speed outputs, with a range spanning from 10,000 to 60,000 bottles per hour, according to the forecasted production volumes.

Starting from a raw material perspective, PET is the most affordable plastic available on the market, with prices that remained quite stable over the past ten years. In the PET market, the offer exceeds the demand and preform suppliers are available worldwide, both aspects contributing to a competitive supply chain.

It is also notable that the right-weighting potential in PET bottles is huge, as the water industry largely demonstrated. For example, the average weight of a one-litre PET bottle for UHT milk is 24 g, whereas a HDPE bottle for the same application weighs between 28 and 32 g, with no possibility for lightweighting. With the good neck and cap tightness, the sealing does not require aluminium foil; consequently dairy manufacturers have less raw material and less equipment to acquire. Using no water and almost no chemicals, the Sidel Aseptic Combi Predis globally contributed to save seven billion litres of water and 57,000 tons of PET, while producing a staggering 46 billion bottles.

### **Quantifying Environmental Benefits Of Recycled Plastic**

Researchers have calculated substantial upsides from making products out of recycled PET, HDPE and PP instead of prime plastics.

For example, using RPET may generate half the greenhouse gas emissions (GHG) of virgin plastic, according to preliminary data released by Franklin Associates. The reductions may be even greater for recycled polyolefins.

APR on Aug. 21 held a webinar to unveil preliminary results from the research. Initiated about 18 months ago, the project involves updating and expanding on PET and HDPE research Franklin Associates released in 2010. For the 2018 update, Franklin Associates, a division of Eastern Research Group, also looked at recycled PP for the first time.

The research investigated GHG emissions from “cradle to gate,” including collection, transportation, sorting and processing into flake or pellet. Franklin Associates didn’t attempt to study impacts associated with manufacturing finished products because of the wide variety of products made from plastics and their varying environmental impacts.

Bev Sauer, senior project manager estimated that if a food and drink packaging manufacturer ditches virgin plastic in favor of “solid-stated” RPET pellet, it would cut GHG emissions by about half (solid-stated means the plastic has been decontaminated for food contact and its intrinsic viscosity boosted). “And for HDPE and PP, it’s looking like the savings are even greater, in the range of 65 to 70 percent,” Sauer said.

The most important part of the analysis was collecting data from plastics reclaimers, Sauer said. Her company gathered detailed information from seven PET reclaimers, five HDPE reclaimers and three PP reclaimers.

The work found that the majority of greenhouse gases generated within the recycling chain come via the reclaimers. For food-contact PET, nearly 90 percent of their gases were associated with reclaimer operations. For HDPE and PP pellet, 70 to 75 percent were generated by the processing steps. PET was higher because of the additional environmental impacts from the decontamination steps, she said.



## Lego Wants to Completely Remake Its Toy Bricks (Without Anyone Noticing)



At Lego, petroleum-based plastics aren't the packaging, they're the product — and the bricks making up these dinosaurs have barely changed in more than 50 years.

In its research lab, though, Lego is trying to refashion the product it is best known for: It wants to eliminate its dependence on petroleum-based plastics, and build its toys entirely from plant-based or recycled materials by 2030.

The challenge is designing blocks that click together yet separate easily, retain bright colors, and survive the rigors of being put through a laundry load, or the weight of an unknowing parent's foot. In essence, the company wants to switch the ingredients, but keep the product exactly the same.

Consumers worldwide have voiced growing alarm about the impact of plastic waste on the environment, and increasing numbers of companies are trying to use packaging materials that are recyclable or otherwise less polluting. Coca-Cola, for instance, plans to collect and recycle the equivalent of all the bottles and cans it uses by 2030. Unilever, the consumer goods giant, says all its plastic packaging will be recyclable or compostable by 2025. Others, like McDonald's and Starbucks, are doing away with plastic straws in their outlets.

The toymaker's highly automated manufacturing facility is a picture of clock work. At a mammoth factory more than 500 yards long, machines arranged in rows melt plastic pellets into a molten paste and press them into molds. A few seconds later, a batch of colored bricks pops out, and is deposited into driverless carts, taken to be stored for shipment. Each day, the facility churns out about 100 million "elements," the term Lego uses for the bricks, trees and doll parts it sells.

Lego — the company's name is a contraction of the Danish words for "play well" — traces its roots back to the early 1930s, when a carpenter named Ole Kirk Kristiansen began making and selling handsome fire engines and other wooden toys.

By the 1950s, he was experimenting with plastic bricks. His son Godtfred began marketing the distinctive little blocks not just as toys, but as a building system that could be expanded and passed on to later generations. Bricks that date back to 1958 are still compatible with current products, according to Lego.



Today, the company sells its wares worldwide and has secured partnerships with film franchises like Batman and Star Wars to market not just themed brick sets, but movies and video games featuring Lego toys. It brought in 7.8 billion kroner, or about \$1.2 billion, in profit last year, making it larger than its American rivals Mattel and Hasbro. The Kirk Kristiansen family, which still controls Lego, was paid a \$1.1 billion dividend.

But more and more children are using mobile devices for entertainment, pitting Lego not just against toy makers but against technology and gaming companies like Activision Blizzard, Microsoft and Sony. That has put the company under pressure. Lego said last year that it would cut 1,400 jobs after its revenue and profit both fell for the first time in a decade.

Its heft, however, brings with it a substantial carbon footprint. Lego emits about a million tons of carbon dioxide each year, about three-quarters of which comes from the raw materials that go into its factories.

Lego is taking a two-pronged approach to reducing the amount of pollution it causes. For one, it wants to keep all of its packaging out of landfills by 2025 by eliminating things like plastic bags inside its cardboard packaging.

It is also pushing for the plastic in its toys to come from sources like plant fibers or recycled bottles by 2030.

The problem with that target, though, is that virtually all of the plastic used worldwide — including that molded by Lego into toy bricks — is created from petroleum.

Currently, Lego mostly uses a substance known as ABS, short for acrylonitrile butadiene styrene, a common plastic also used for computer keys and mobile phone cases. It's tough, yet slightly elastic, and also has a polished surface.

To wean itself off products like ABS, Lego has begun an exhaustive search for new, sustainable materials.

It is investing about 1 billion kroner and hiring about 100 people to work on these changes. Technicians methodically test promising materials to see whether they can take a whack without breaking, or survive a hard pull. They are checked to see if they withstand the heat of a Saudi Arabian summer, and take on the bright color palette that Lego bricks are famous for. The company's bricks may look simple, but they are made with incredible precision.

Company researchers have already experimented with around 200 alternatives. Among them, Ms. van der Puil said, was a substance called PLA, one of the few bio-based plastics that are readily available. Lego is also already using polyethylene made from sugar-cane husks in flexible pieces like dragon wings, palm trees and fishing rods, but these constitute only 1 percent to 2 percent of its output, and the material is too soft for the company's toy blocks.

Most test materials, both bio-based and recycled, have so far fallen short. Some bricks made with the new materials have broken, leaving sharp edges that could injure a child, or have popped out with ugly, muddled colors. Others have on occasion produced misshapen or pockmarked bricks.

The search for a substitute for petroleum-based plastic could yet take years of work, Mr. Brooks acknowledged. Still, executives argue that, as a company that models itself as a de facto educator as much as a profitable enterprise, it has little option but to keep trying.

## Starbucks Tries To Save 6 Billion Cups A Year From The Trash ... With Help From Mcdonald's



You go to the coffee shop and take your coffee to go. You enjoy your drink, then throw the paper cup in the trash. Or do you put it in the recycling? It's confusing.

A lot of us — people everywhere — are using to-go cups these days.

“A recent report said that there are 600 billion cups — billion with a ‘b’ — that are produced and sold globally on an annual basis. So that’s a lot,” says Christy Slay with The Sustainability Consortium.

Starbucks alone says it contributes 1 percent of those disposable cups: That’s an estimated 6 billion cups a year.

To help reduce those numbers, Starbucks and McDonald’s are launching a three-year project to build a better cup: one that’s both fully recyclable and compostable.

Here’s the big problem with the paper ones you get there and in other coffee shops. They look like paper, but they actually have a thin layer of plastic on the inside.

That plastic coating keeps the cups from leaking. Problem is, it also makes the cups really hard to recycle, and only a few facilities in the world can do it. These cups also can’t be composted.

A few companies have already rolled out compostable coffee cups. But Dylan de Thomas with The Recycling Partnership says there’s a problem with those cups too. Typically they’re compostable in industrial settings, so not your backyard compost that you and I might have, but at fairly technically advanced composting facilities.

The goal of the plan recently rolled out by Starbucks and McDonald’s is to build a paper cup with a plant-based biodegradable liner, a cup that would be more easily compostable and/or recyclable.

Starbucks is calling it a “moon shot” for sustainability, and the coffee giant and McDonald’s are also dangling \$1 million dollar prize to anyone else who can figure it out.

But even with these companies’ vast resources, it’s proving to be a really big challenge. Starbucks has already tried out 13 prototypes in the past year.

Starbucks currently gives people a 10 cent discount in the US for bringing their own cup. Paglia says the coffee giant needs to flip that around and charge extra for a disposable one. He says that's the only way to really change our behavior.

The company has been trying that out in the UK.

Christy Slay says if you buy to-go coffee even a few times a week and bring your own cup, “that could have a large impact. If you do that over multiple years, you’re talking about a lot of cups.”

So as Starbucks and McDonald’s work toward their “moon shot” cup, in the near-term, most agree that bringing your own might be the best solution.

### **Will Carlsberg’s Beer Packaging Solution Stick?**

Danish beer brand Carlsberg has come up with a novel way to reduce up to 76% of plastic packaging used in multi-packs. Their solution is simple yet effective; glue.

Overpackaging has been a problem for many years now. Especially in the alcohol industry, which was worth approximately US\$ 40 billion last year. Analysts believe that secondary packaging market (boxes, multipacks, tubes etc.) will grow at a ‘healthy’ 5.3% during the forecast period 2017-2025.

So why not embrace the ‘less is more’ mindset? That’s exactly what Carlsberg is doing. The beer brand explains that its fitting called “Snap Pack” completely replaces traditional plastic packaging wrapped around Carlsberg multi-packs with a glue. This substance sticks the cans together like Lego blocks until the consumer removes one from the pack.



The Snap Packs have launched on a trial basis in the UK and Norway this month, says Carlsberg’s sustainability director Simon Boas Hoffmeyer. Further rollouts are scheduled for 2019.

Once the packaging solution has been adopted in Carlsberg’s 11 global markets, the brewer’s plastic packaging waste will be reduced by more than 1200 tonnes a year. ‘This is the equivalent to 60 million plastic bags’, Hoffmeyer notes.

He adds that the glue should be placed into recycling bins alongside the cans, rather than separated.

## Norfolk Tops Up Recycling Firm



Norfolk County approved an emergency payment this week to its recycling contractor.

HGC Management recently informed the county that the market for recyclable materials has taken a serious downturn. It's to the point where achieving profitability is a struggle.

Tuesday, Norfolk council agreed to an emergency payment of \$50,000. Mayor Charlie Luke noted there is a 90-day exit clause in Norfolk's contract that either party can trigger at any time. Luke said HGC provides good service and that the county wants to keep it on board.

Chris Baird, general manager of public works, said the recycling market is challenging now that China – the main buyer of recyclable materials from North America – has tightened up the rules on what it will accept. Baird added that prices for specific commodities such as cardboard have softened considerably.

China has raised the bar because of recent concerns over the environmental impacts of processing recyclables. China also insists that shipments are clean and free of impurities.

County clerk Andy Grozelle noted that Norfolk's \$50,000 payment is the maximum council can make now that it has entered a lame-duck phase. Norfolk council's spending power has been curtailed significantly now that one-third of incumbent council members are about to retire. Provincial regulations prevent municipal councils from making major expenditures once they reach this lame-duck threshold.

## Canada Fibers Ltd Seeks Damages From City Of Hamilton

Canada Fibers Ltd. (CFL) has filed a statement of claim with the Superior Court of Ontario asserting damages arising from breach of contract by the City of Hamilton. CFL's decision to file the claim follows over 12 months of negotiations with Hamilton staff that culminated in a recommendation by the City's staff proposing measures to resolve the breach and end the dispute.

Unfortunately, Hamilton City Council has rejected the compromise recommended by staff and made it necessary for CFL to seek a remedy in the courts. CFL said in a press release that it will not be making any further statements concerning the action while it is being heard by the Superior Court.

Canada Fibers Ltd. operates recovery facilities in Canada. Since starting as a Toronto-based paper brokerage in 1990, Canada Fibers now owns and/or operates 13 MRFs in Ontario, serving both municipal and commercial customers.



## Emterra Facing More Non Compliance Fines

The fines are adding up as Emterra, the company that picks up trash in Niagara Region, continues to be plagued by delays.

During a recent region's public works committee meeting, members discussed the chronic problems the company has had this summer picking up garbage and recycling.

Waste management services director, Catherine Habermebl says last Monday, the company had 12 drivers call in sick which affected 12 routes, representing about 1,100 stops each.



She says Emterra has only completed collections, on time, seven days between the middle of March and June.

As a result the company is facing fines of more than \$600,000 dollars for failing to comply with the terms of their contract which states collection must be completed by 5 pm each day.

## Glass And Plastics Being Removed From Recycling Pick Up In Strathcona County

Glass and most plastics are being forced out of blue bag collection in Strathcona County as a result of tightening international recycling markets, even though it means increasing the amount of waste ending up in landfills.

As of Sept. 10, the county will no longer be accepting any glass items, styrofoam, to-go coffee cups and plastic materials — excluding hard plastic containers — in its weekly recycling collection.

This is a response to tougher restrictions on reusable materials accepted globally as spearheaded by China at the end of 2017, said Leah Seabrook, manager of waste management and community energy.

The struggle to meet new marketplace demands conflicts with the global goal to reduce landfill waste where the Strathcona County plastics will now end up.

“It’s not ideal, in the short-term there will be more materials to the landfill,” Seabrook said. “We don’t, unfortunately, have another option.”

But Seabrook said this “crisis” allows for important conversations to make long-term adjustments.

“There’s going to be some solutions that come forward to address how we handle plastics,” she said, noting that many of the county’s 98,000 residents are disappointed in the market changes. “The conversation has shifted to what can we do about it. That’s what we’re focusing on.”

An education campaign was launched in June to notify residents of the impending changes, Seabrook said, and blue bags found with unacceptable or contaminated items will be marked and not collected as of Sept. 10.

Items must be free of food, liquid and any other non-recyclable materials and Seabrook said collectors will be doing quick visual checks to determine if there are noticeable concerns before taking the bags. Glass and large packing styrofoam will only be accepted at the Broadview Enviroservice Station and will no longer be picked up because they are difficult to properly sort if broken.

## Nine Dragons purchases West Virginia mill

A United States-based subsidiary of Hong Kong-based Nine Dragons Paper (Holdings) Ltd. has entered into an agreement with Montreal-based Resolute Forest Products Inc. to purchase Resolute's recycled-content bleached kraft pulp mill in Fairmont, West Virginia.

According to a press release issued by Oakbrook Terrace, Illinois-based ND Paper LLC, Resolute will receive \$55 million "plus certain elements of working capital, payable in cash" for the mill. Nine Dragons says it plans to use "existing cash on its balance sheet" to fund the transaction.

"We are thrilled to add the Fairmont mill to Nine Dragons' global portfolio," says Ken Liu, CEO of ND Paper. "Our acquisition of the Fairmont mill enables us to further our U.S. and global growth, and sustains the momentum commenced by our recent acquisitions of the Biron, Wisconsin and Rumford, Maine, pulp and paper mills acquired from Catalyst Paper in [May] 2018. Not only is this transaction consistent with our long-term strategy of environmentally-sustainable papermaking, but also it further supports Nine Dragons' company-wide fiber sourcing requirements and global growth initiatives."

The Fairmont mill produces recycled-content pulp used in packaging and tissue products. Located in the northern part of West Virginia, the mill has an annual production capacity of nearly 220,000 metric tons and is one of three pulp mills in the world that produces air-dried recycled pulp, according to ND Paper.

Through the acquisition, ND Paper says it will gain access to high-quality recycled pulp and will diversify its manufacturing base. The company also says it intends to make capital investments in the mill that will "expand its current capabilities and inject growth into the West Virginia economy, particularly in the surrounding community."

Nine Dragons operates nine mills and 39 paper machines with total annual production capacity of more than 14 million metric tons. The company was established in 1995.

ND Paper says it expects to close on the acquisition by the end of October, "subject to customary closing conditions and approvals," and that it has agreed to offer employment to the Resolute mill's workers, "effective upon closing of the acquisition."

ND Paper worked in cooperation with New York-based Sonenshine Partners LLC as its financial advisor and Cleveland-based Jones Day as its legal counsel to structure the acquisition. Toronto-based BMO Capital Markets acted as the financial advisor on behalf of Resolute.

The acquisition occurred within days of another U.S. paper or pulp mill being purchased by an Asian company. In late August, China-based investment group Global Win Wickliffe LLC acquired an idled Verso Paper mill in Ballard County, Kentucky, with plans to reopen the facility by the end of 2018 after investing in equipment and technology at the facility. The mill has been idle since mid-2016.

Boston-based forest products information services provider RISI says sources have indicated to it that Global Win Wickliffe is investing on behalf of Shanying International, one of China's five largest containerboard producers. If so, the mill in Kentucky would be Shanying's first pulp and paper production facility in the United States, according to RISI.

According to a news release issued by the office of Kentucky Governor Matt Bevin, Global Win Wickliffe plans to invest about \$150 million to upgrade the mill, following up on its \$16 million acquisition of the facility from Verso.

## **Saskatoon Reveals Potential Costs For 'Pay As You Throw' Garbage Program**

The City of Saskatoon is getting closer to having a pay as you throw garbage program in place as part of their plan to reduce waste headed to the landfill.

City administration is proposing changing to a bi-weekly collection of garbage and organics, with no changes to recycling programs.

While there will be several different options presented to city council, administration is recommending the city implements a three-year, phased waste-diversion rate structure.

For the smallest bin (180 litres), the cost may be \$18 per month with the price staying the same over the following three years. While for a medium bin (240L), the cost would be \$19.70 per month in the first year, increasing to \$22.10 monthly in the second year, and \$24.50 per month in the third year. A large bin (360L), may cost \$22.80 per month in the first year, \$29.50 per month in the second year and \$36.20 per month in the third year.

Costs do not include a monthly fee of \$5.65 for recycling pickup.

The option that administration is recommending is expected to cost the city \$13.6 million for the green and black carts, additional trucks and implementing the program. The money would be borrowed against the waste utility, to be paid back over a 10-year period.

This option would also require the city to hire 23 new staff members, with the annual operating costs expected to increase between \$10.5 million and \$12.7 million above the 2019 submitted budget.

The goal of the program is to reduce waste heading to the landfill by 70 per cent over the next five years.

The city has said if action isn't taken to reduce the amount of waste currently going to the landfill, it would have to be closed and a new one opened at an estimated cost of \$150 million.

These changes would apply mainly to single-family units, and not to apartment or condo buildings.

The recommendations still need to be brought forward at city council and no final decisions have been made yet. The city hopes to implement this program in 2019 and have it fully running by 2020.

## **Ontario to Reduce Cost of Natural Gas**

Ontario Premier Doug Ford today announced the removal of the carbon tax from natural gas bills in Ontario. Removing the carbon tax from the cost of natural gas for all consumers is part of the government's promise to lower energy costs for Ontarians.

### **Removing the Carbon Tax from Natural Gas Pricing**

The Province revoked the cap-and-trade carbon tax regulation and prohibited all trading of emission allowances effective July 3, 2018.

Bill 4, The Cap and Trade Cancellation Act 2018, which aims to repeal the carbon tax, was introduced into the legislature on July 25, 2018.

Removing the carbon tax means a reduction of approximately 3.3 cents per cubic metre on the price of natural gas for Ontario consumers.

As of October 1, 2018, natural gas bills will no longer include the carbon tax. Any overcharges for the cap-and-trade carbon tax will be refunded to customers.

Ontario families will save about \$80 a year.

Small businesses can expect to save about \$285 a year.

The Ontario Energy Board is expected to provide direction to natural gas utilities no later than August 31, 2018, instructing utilities to file new customer rates with the carbon tax charges removed.



## How Tool Sharing Could Become A Public Utility

**The Challenge:** Tools and other equipment have a low frequency use, but are found in many households and therefore represent a high material intensity, underutilised and space occupying item.

**The Solution:** Consolidate tools from many households into one centralised 'library', giving access to the local neighbourhood on a subscription basis.

**What is the unexpected benefits?** The libraries have evolved into innovation hubs gathering communities of makers that share design and knowledge; as well as providing training and mentoring for local youth.

**The Result:** members have access to 7000+ high quality tools; an inspiring and creative workspace and de-cluttered homes.

**Why peer-2-peer sharing doesn't always work**

Here's one you've heard before: the average drill is used for just 13 minutes in its lifetime. Yet many of us possess our own drill. So what if you could see which tools and toys your friends and neighbours owned, and borrowed from them? It sounds great, and has been a promise of the sharing economy. However according to Ryan Dymont, Founder of the Toronto Tool Library and Sharing Depot, it doesn't quite work like that.

When most people are planning a home improvement job, they don't just need a drill. More often than not, they'll need a range of different tools and supplies. For instance, to make and install a home-made shelf you'll potentially need 10 items including a power drill, circular saw, work table, sander, tape measure, level, drill bit, screwdriver bit, safety glasses and perhaps a ladder. With a peer-to-peer model, this would mean visiting a number of different friends and neighbours, coordinating various pickups and returns, increasing the inconvenience and cumulative transactional cost.



This is one reason why the Toronto Tool Library takes a different approach. Opening its doors in 2012, the library holds an inventory of more than 7000 tools, with citizens able to borrow them according to a number of membership options.

With a \$55 annual membership, users can treat the tool library as one stop where they can borrow all the items they need at no extra cost, as well as all manner of nuts and bolts; staples they might need to complete their task. Higher annual tariffs, at \$85 and \$110, offer longer loans, waiving of fees and access to items from the sister organisation The Sharing Depot, Canada's first 'library of things'.

We encourage our members to think of it as 'their garage'

How it all evolved

It all started when Dymant saw a video about one of the first tool libraries, which sprang up in Berkeley in the 70s. Being inspired by this model, he pitched it to his team at the Zeitgeist Movement, and a small non-profit was born.

From there, the Tool Library has inhabited different and bigger spaces, but it's the acquisition of the tools themselves that really highlights the structural waste in the home improvement industry. After moving into an affordable basement property, the first volunteers went around the local neighbourhood looking for tools. The assumption that there were too many unused tools already was proved correct, and the inventory began to grow. Various media attention followed, which stimulated further donations, and Dymant says it got to the point where the phone was ringing off the hook with people saying "please take my tools!" Surprisingly, it wasn't some cash incentive or discount that led to these donations, but instead the prospect of clearing space in the home, getting rid of a device that had been replaced or upgraded, or simply due to an admiration of the Tool Library vision.

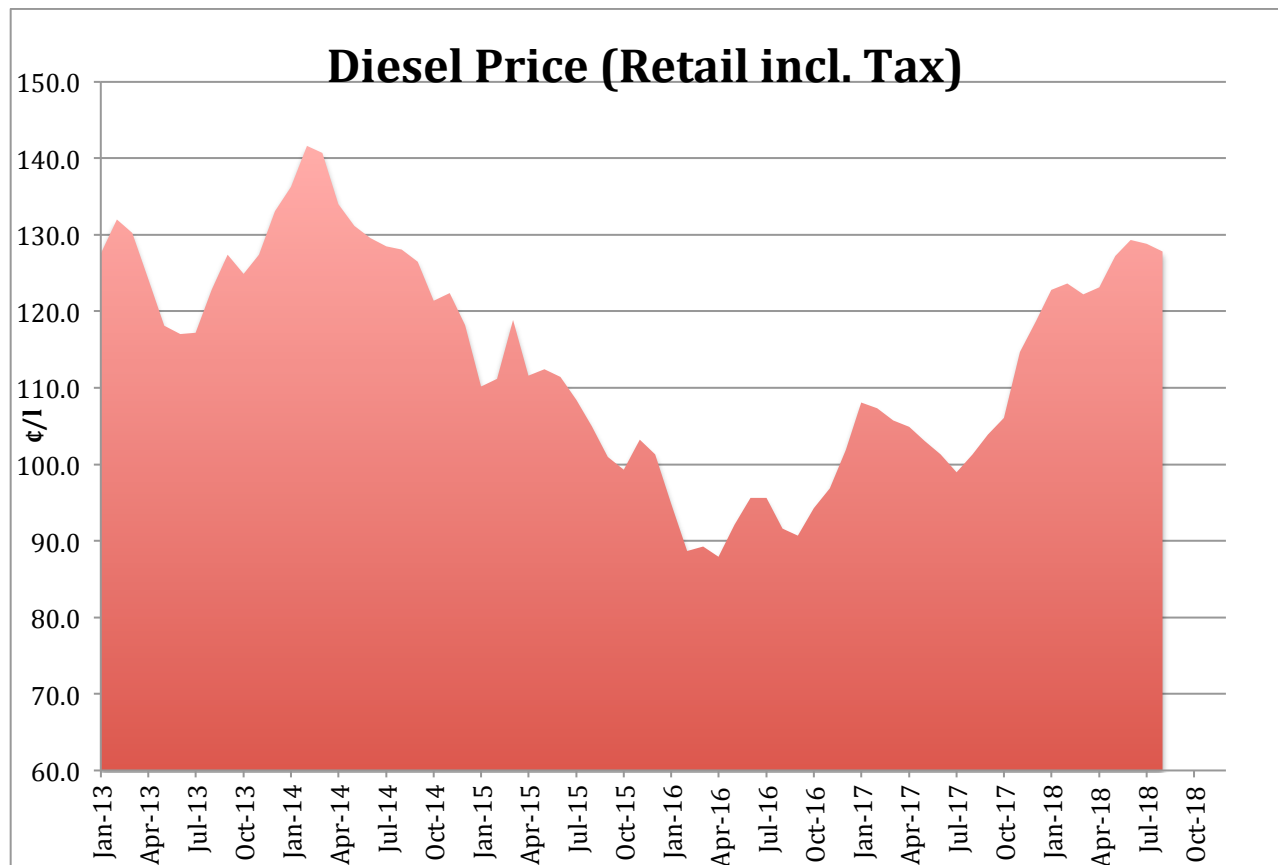
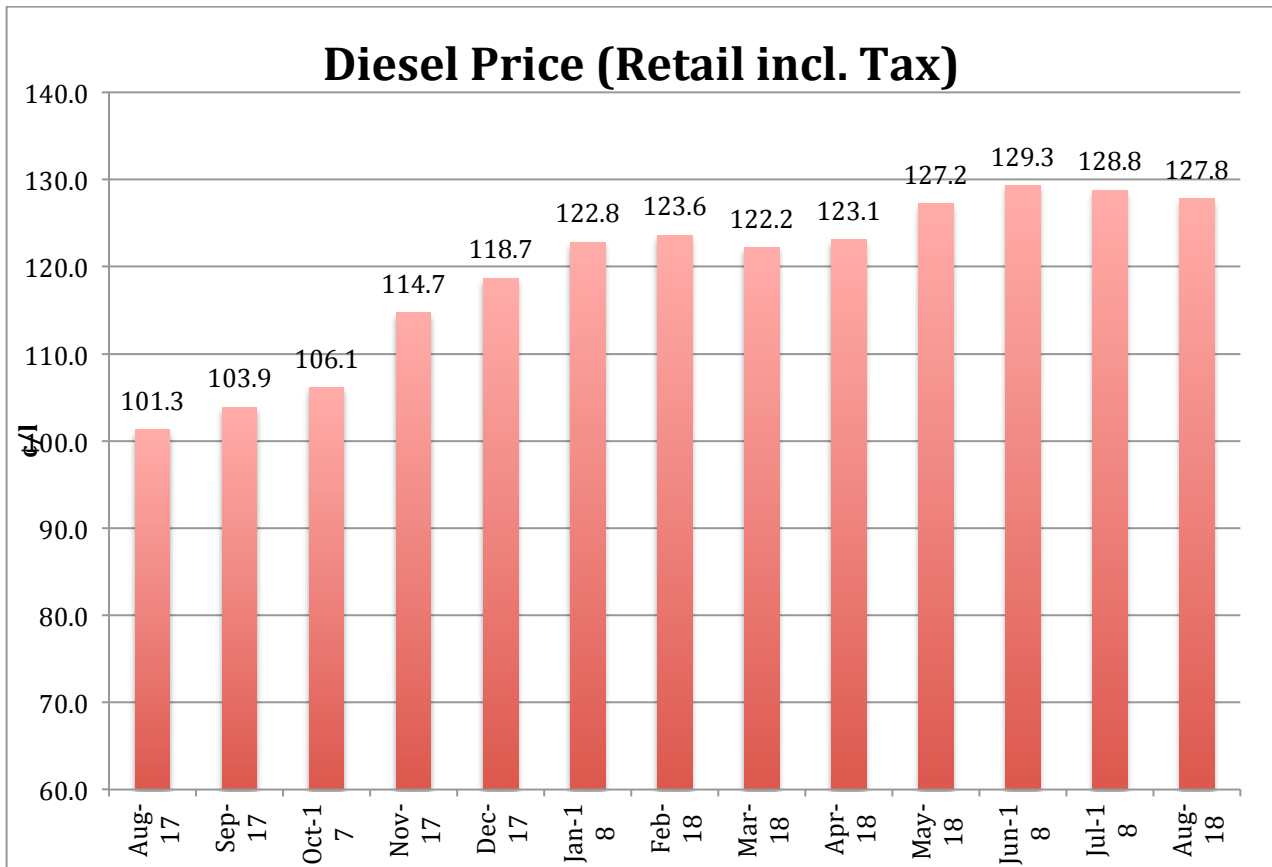
In 2016, the team opened the doors of the Sharing Depot, expanding the type of products available. Here, Torontonians can borrow camping equipment, house party supplies, board games, toys and sports equipment. There's more to life than DIY after all, and the popularity of this new venture shows that some people aren't that concerned about owning their toys, as well as tools.

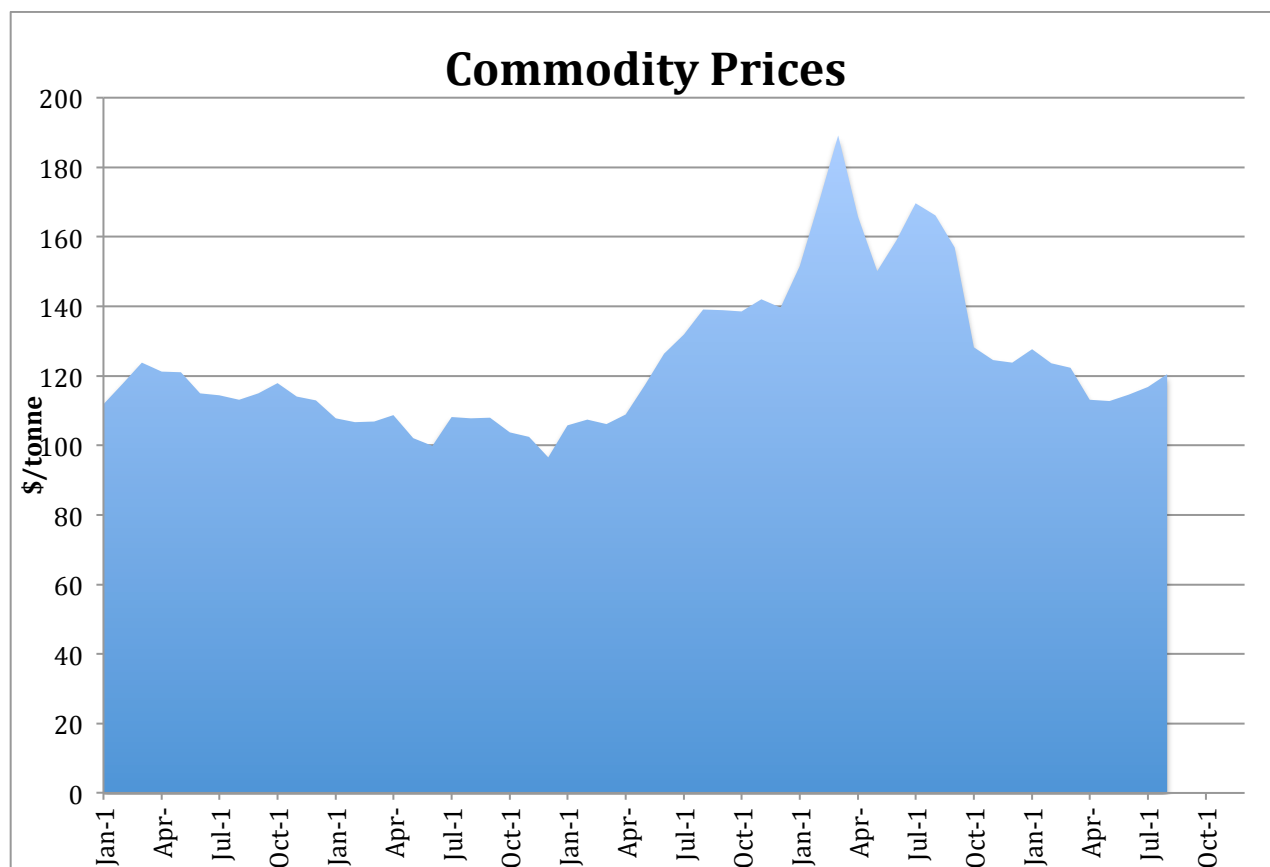
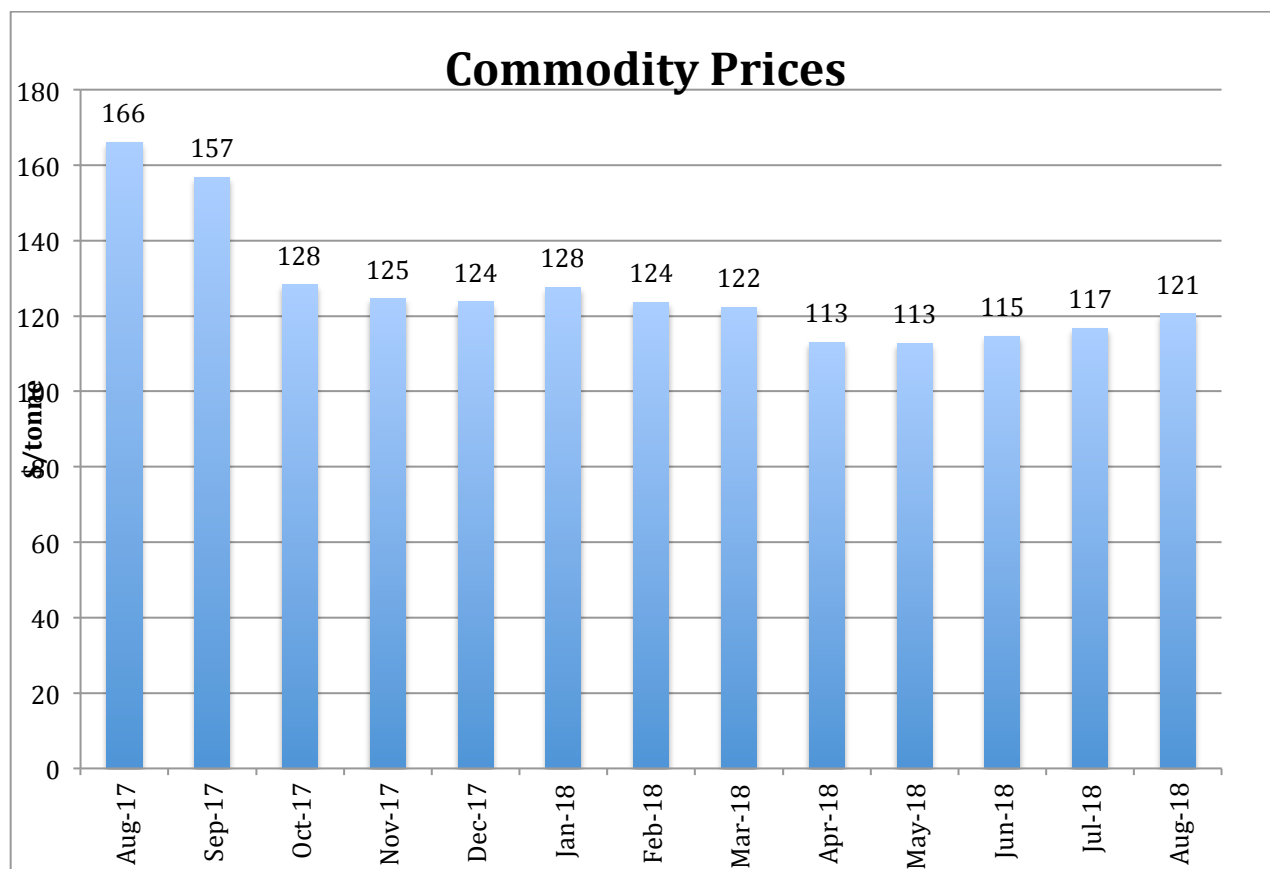
In setting up and scaling the Tool Library, it has been a learning process to find the optimum number of tools required for a community. The team in Toronto need to ask how many jigsaws they need for their members, 80-90% of which live within a 5km radius, to find a balance between reliable availability and overcapacity. So the tool library has 15 jigsaws, and Ryan points out that this is "clearly a small sample of the drills Toronto. There are maybe 1000 times more not being used." It's here that the resource savings become compelling.

If we appreciate that most household tools today are vastly underused, then the other side of the coin is that the tools held in the library endure far more intensive use. Ryan explains that equipment is maintained in the 'tool hospital', where a crew of passionate volunteers clean, tune up or revive struggling devices. Often tools are tough to open up, tricky to diagnose and spare parts difficult to come by, but Ryan says that more often than not, the team find a solution. When a tool can no longer be put back into use, it's disassembled and the components salvaged and stored. This in turn supports product life extension, facilitating the repair of similar equipment.

This whole process could be made easier if tools were designed to be treated in this way, and we can look to popular bike sharing schemes for examples of how shared use business models can influence product design. Bikes like those used in cities like London and Paris might not be the most attractive or high performing, but they are designed for utility and intensive use. This means they might be more durable, have fewer moving parts and require less maintenance such as oiling or puncture repair. This approach could be applied to tools too. Right now, if they need to purchase a tool, Ryan and his team simply look for a long warranty, but it's clear that a better alternative could lie in the application of circular economy thinking at the design phase, with modularity, standardisation and documentation as just some of the opportunities.

It might sound idealistic, but it's happened before: between 1883 and 1929, for example, some 2,500 libraries were built off the back of investment from businessman Andrew Carnegie. Expanding tool libraries in this way - as a public service and therefore free to access - could have a powerful impact on the way that we make, use and share our stuff.





## PERTH DISTRICT HEALTH UNIT BOARD

June 20, 2018

The Board of Health of the Perth District Health Unit met on the above date at 9:30 am at the Perth District Health Unit, Multipurpose Room.

Members present: Teresa Barresi; Helen Dowd; Bonnie Henderson; Walter McKenzie; Anna Michener; Bill Osborne; Paul Robinson; Bob Wilhelm and Kathy Vassilakos

Staff present: Dr. Miriam Klassen, Medical Officer of Health; Julie Pauli, Business Administrator; Tracy Allan-Koester, Director of Community Health; Donna Taylor, Director of Health Protection and Cathie Paulencu (Recorder)

Guest: Dr. Linna Li, Public Health and Preventive Medicine Resident

Teresa Barresi, Chair presiding.

### **Agenda Approval**

Moved by: Helen Dowd

Seconded by: Kathy Vassilakos

**That the agenda for today's meeting be adopted as presented.  
Carried.**

### **Pecuniary Interest**

There were no disclosures of pecuniary interest.

### **Adoption of Minutes**

Moved by: Walter McKenzie

Seconded by: Bob Wilhelm

**That the minutes of the previous meeting dated May 16, 2018 be adopted as presented.**

**Carried.**

Bonnie Henderson arrived at 9:45 am.

### **Business Arising**

#### **a. Transition Team Update**

Dr. Miriam Klassen, Medical Officer of Health, reviewed the minutes of the first two meetings of the Transition Team held on May 18, 2018 and June 18, 2018.

Moved by: Bob Wilhelm

Seconded by: Kathy Vassilakos

**That the Board recommends that the following be communicated to the Board of the Huron County Health Unit and the consultant project manager: due to current responsibilities for Perth District Health Unit and the anticipated work of the Transition Team, the Board recommends that Dr Klassen not take on any additional responsibilities as the interim Acting Medical Officer of Health for Huron County.**

**Carried.**

- b. 2018 alPHa Boards of Health Fitness Challenge  
Dr Miriam Klassen, Medical Officer of Health, reported that a total of ten Boards participated in the 2018 Fitness Challenge. The PDHU Board participation rate was 76%.
- c. 2018 alPHa Annual Conference – June 10-12, 2018  
Dr Miriam Klassen, Medical Officer of Health, noted that all resolutions were successfully passed.

**New Business:**

No new business.

**Business Administrator Report**

- a. Account Transactions – May 2018  
Julie Pauli, Business Administrator presented the accounts for the period ending May 31, 2018.

Moved by: Walter McKenzie  
Seconded by: Bob Wilhelm

**That the accounts totaling \$784,011.49 for May 2018 be adopted as presented.  
Carried.**

- b. Financial Report – May 31, 2018  
Julie Pauli, Business Administrator, presented the financial report for the period ending May 31, 2018.

Moved by: Kathy Vassilakos  
Seconded by: Paul Robinson

**That the Financial Report for May 31, 2018 be adopted as presented.  
Carried.**

**MOH Report**

Dr. Miriam Klassen, Medical Officer of Health presented a written report for June 20, 2018 which included advocating for public health; preparing for possible health system changes; continuing to strengthen focus on social determinants of health and health equity and staff updates as well as the renovated oral health reprocessing room, alPHa Fitness Challenge, school suspensions and the 2017/2018 Outbreak Season. Dr. Klassen also noted that the annual Staff Conference had been held on June 15, 2018.

Moved by: Bonnie Henderson  
Seconded by: Kathy Vassilakos

**That the Board receive the June 20, 2018 Medical Officer of Health report.  
Carried.**

**Correspondence**

- a. Disposition of alPHa June 2018 Resolutions

Moved by: Bob Wilhelm  
Seconded by: Walter McKenzie

**That the Board receive all correspondence for information purposes.  
Carried.**

**Next Meeting**

The next regular meeting of the Perth District Health Unit Board will be held on Wednesday, September 19, 2018 at 9:30 am in the Multipurpose Room.

**Adjournment**

Moved by: Bob Wilhelm

Seconded by: Bill Osborne

**That we now adjourn.**

**Carried.**

Meeting adjourned at 10:20 am.

**Public Announcements**

- none

**Education Session**

Karen Sherwood, IT Manager, presented an Education Session on *Information Technology*.

Attendance: Teresa Barresi; Helen Dowd; Bonnie Henderson; Walter McKenzie; Anna Michener; Bill Osborne; Paul Robinson and Kathy Vassilakos

Respectfully submitted,

Teresa Barresi, Chair



# PERTH DISTRICT HEALTH UNIT BOARD

Multipurpose Rooms – Health Unit

September 19, 2018  
9:30 am

## A G E N D A

1. **Approval of the Agenda.**
2. **Pecuniary Interest.**
3. **Adopt the Minutes** from meeting dated June 20, 2018 - *attached*
4. **Closed Meeting** – labour relations.
5. **Business Arising**
  - a. Transition Team Update
  - b. Electronic Meeting Participation – *attached*
6. **New Business**
  - a. Board Policy 3-20 Rules – *attached*
  - b. Board Policy 4-50 Personnel Files – *attached*
  - c. Board Policy 4-80 Staff Development and Training – *attached*
  - d. Board Policy 5-30 Personal Health Information Protection Act – *attached*
  - e. Board Policy 5-35 MFIPPA – *attached*
  - f. Board Policy 6-20 Use of Meeting Rooms – *attached*
  - g. Board Policy 8-10 Public Information – *attached*
  - h. Board Policy 8-20 Community Partnerships – *attached*
  - i. Board Policy 8-30 Media Relations – *attached*
  - j. alPHA re Municipal Election Policy Priorities – *attached*
  - k. Board Orientation to New OPHS 2018 – Accountability
  - l. Board Policy 2-80 Healthy Eating and Safe Food Handling – *attached*
7. **Business Administrator Report** – Julie Pauli
  - a. Account Transactions – June, July, August 2018 – *attached*
  - b. Financial Report – August 31, 2018 – *attached*
  - c. HBHC and PPNP 2017 Settlements
8. **Medical Officer of Health Report** – Dr. Miriam Klassen – *attached*
9. **Correspondence**
  - a. Grey Bruce re Cannabis Sales Taxation Revenue - *attached*
  - b. Grey Bruce re Oral Health Recommendations and Report - *attached*
  - c. Grey Bruce re Food Literacy Curricula - *attached*
  - d. Grey Bruce re Youth Exposure to Smoking in Movies – *attached*
  - e. Sudbury re Smoke-Free Ontario Act – *attached*
  - f. Peterborough re Smoke-Free Ontario Act – *attached*
  - g. alPHA re Smoke-Free Ontario Act – *attached*
  - h. Simcoe Muskoka re Smoke-Free Ontario Act – *attached*
  - i. Simcoe Muskoka re Drug Policy Reform – *attached*
  - j. Timiskaming re Smoke-Free Ontario Act – *attached*
  - k. coMOH re Congratulations letter – *attached*
  - l. Peterborough re Mandatory Food Literacy Curricula – *attached*
  - m. alPHA re 2018 alPHA Conference Proceedings – *attached*
  - n. Chatham-Kent re Pause in Implementation of the Smoke-Free Ontario Act, 2017 – *attached*
  - o. Grey Bruce re Implement of Smoke-Free Ontario Act 2017 – *attached*
  - p. Toronto re Toronto Overdose Action Plan – *attached*
  - q. Simcoe Muskoka re Ontario Basic Income Pilot – *attached*
  - r. alPHA re Basic Income Guarantee – *attached*
  - s. alPHA re Supervised Consumption Facilities – *attached*
  - t. Opea re Health and Physical Education Curriculum – *attached*
  - u. Toronto re A Public Health Approach to Drug Policy – *attached*
  - v. Peterborough re Ontario Basic Income – *attached*
  - w. Toronto re Student Nutrition Program – *attached*
  - x. Sudbury re Student Nutrition Program – *attached*
  - y. Sudbury re Ontario Basic Income – *attached*
  - z. Timiskaming re Ontario Basic Income – *attached*
  - z-i. HKPR re Basic Income Pilot Project – *attached*
  - z-ii. North Bay Parry Sound re Basic Income Cancellation – *attached*
  - z-iii. Leeds Grenville & Lanark re Ontario Basic Income Research Project – *attached*
  - z-iv. Huron County re Ontario Basic Income Pilot – *attached*
  - z-v. Middlesex-London re Cannabis Sales – *attached*
  - z-vi. Middlesex-London re Smoke-Free Ontario Act 2017 – *attached*
10. **Date of next meeting** – Wednesday, October 17, 2018
11. **Adjournment.**
12. **Public Announcements.**
13. **Education Session** – Mental Health Promotion – presented by Jill Sloan, Public Health Nurse.

RSVP to Irene Louwagie at 519-271-7600 ext. 257, if you are unable to attend this meeting.



## Agenda Item 8

### PERTH DISTRICT HEALTH UNIT REPORT OF THE MEDICAL OFFICER OF HEALTH

September 19, 2018

#### 1. ADVOCATE FOR PUBLIC HEALTH

- Increase the profile of PDHU in targeted ways
- Continue to strengthen relationships with partners/stakeholders

The MOH continues to attend monthly meetings of the Huron Perth Sub Region Integration Table (SRIT), where the members provided input and/or direction into regional initiatives; examples include:

- consideration of sector feedback into ways to "spread and integrate best-practice models to create capacity in all sectors, including primary care, to mitigate the impact of chronic diseases", identifying five areas of focus
- the development of the LHIN's Integrated Health Services Plan (IHSP) for 2019-2022
- the shortage of Personal Support Workers in Ontario (receiving a presentation by Steven Carswell, Director with LHIN Home and Community Care) after which several SRIT members agreed to form a working group to discuss cross-sector opportunities to address this issue in Huron Perth
- a discussion about the Integrated Heart Failure initiative with representatives from CorHealth Ontario and Health Quality Ontario, with the formation of a working group to guide implementation of a new Spoke-Hub-Node model intended to transform the management and coordination of heart failure care in Ontario using evidence-informed practice on how heart failure treatment should be organized across sectors
- a discussion with The Frail Seniors Strategy team, which is seeking ways to engage local providers and experts in collaborative planning.

The Communications department is preparing public health priority information sheets for candidates in the upcoming municipal election to advocate for public health. The priorities are from alPHA and include mental health, alcohol, tobacco, cannabis, food insecurity, oral health, and opioids.

The Perth District Health Unit in partnership with our Road Safety Committee received two \$750 Road Safety Challenge grants. The grants, in addition to in-kind community partner dollars, supported the development and implementation of awareness campaigns to promote the safe use of pedestrian crossovers in North Perth and Perth East. The campaigns included online and print ads, social media promotion, the distribution of postcards, a display and crossover mats at community events and updated information on municipal and health unit websites.

The Health Unit is working in partnership with both Listowel Memorial Hospital and Stratford General Hospital to implement the Healthy Babies Health Children (HBHC) screen electronically. PDHU has signed a data sharing agreement with Better Outcomes Registry & Network (BORN Ontario) as the HBHC electronic screen is integrated into the BORN data registry. We are working with our hospital partners and midwives to establish new processes for managing the postpartum HBHC screens electronically. Go live dates are January and February 2019.

The Perth East Advisory Committee for a Community Hub will share the results of a feasibility study (conducted by the United Way) on development of a community hub in Perth County on Thurs Sept 27 from 230-4 pm at Knollcrest Lodge in Milverton. A community hub would offer benefits to both clients in the community and service providers by making access to service easier. The Health Unit's cultural communities team has been supporting this initiative acknowledging the service gaps in the community

On July 5, we received notification from the Ministry of Health and Long-Term Care that a calf in Mornington Ward had tested positive for rabies. This was the 6<sup>th</sup> confirmed rabid bovine (and 8<sup>th</sup> positive rabid animal – 2 skunks) since 2015 in Perth County. The normal process for submission for rabies testing is for the Health Unit to gather information from the animal owner with respect to demographics, symptoms leading up to death, and exposure to the animal. This information is then submitted electronically to the Ontario Association of Veterinarian Technicians Rabies Response Program via email and they arrange for pick up and submission of the animal. In this case, the animal was not initially suspected to be rabid and was sent to a lab for other testing through the veterinarian's channels. At the laboratory, staff observed something within the specimen that looked suspiciously like rabies and it was then forwarded to the Canadian Food Inspection Agency (CFIA) lab for rabies testing where it was confirmed positive. The CFIA lab contacted the MOHLTC who in turn contacted the Health Unit to follow up with any potential human contact with this calf. The Health Unit contacted the vet and learned they reside in Grey County and that they had a vet from the United States with them at the time of handling and assessing the calf. The vet had since returned to the United States. Both vets had handled the calf. The Health Unit was given the name and a phone number for the vet who was from the United States and this was forwarded to the MOHLTC for them to follow up and ensure they were aware the animal was positive for rabies. Grey Bruce Health Unit followed up with the vet who resided in their county. PDHU followed up with the farmer and potential exposures within the family and farm help. This was a unique investigation since the standard channels were not initially taken for submission of the animal and the Health Unit had not had previous contact with the animal owner so needed to act quickly to gather information regarding who was exposed to the calf and arrange for several people to start rabies prophylaxis.

#### **Blue-Green Algae**

A blue-green algae bloom was detected in Wildwood Reservoir at the end of August. While the Wildwood Conservation Area is in Perth County, the Reservoir extends into Oxford County. After being notified, PDHU held a teleconference with the Upper Thames River Conservation Authority, Ministry of Environment, Conservation and Parks, and Southwestern Public Health. Together, the health units sent out a joint new release on August 29, 2018, to advise the public that the water is unsafe for swimming. The news release was picked up by many local media outlets, including Blackburn News, My Stratford Now, and the Beacon Herald, as well as shared on social media pages, such as CTV London. The water at Wildwood Reservoir continues to be monitored for toxins.

## **2. PREPARE FOR POSSIBLE HEALTH SYSTEM CHANGES**

- **Support all staff through transition**
- **Maintain a healthy and resilient workforce**
- **Ensure effective internal and external communications**
- **Use evidence-informed decision making**

#### **New Regulations Communication Plan**

The Environment Team implemented a communication plan to inform our partners about new regulations under the Health Protection and Promotion Act, which came into effect on July 1, 2018.

- Information packages were sent out to operators of food premises, recreational water facilities, personal service settings, and recreational camps which included a memo from PDHU and a fact sheet from the MOHLTC, outlining the key requirements, including:
  - All food service premises must have a trained food handler on site during operation.
  - Personal Service Settings are newly regulated. PSS now have clear requirements for infection prevention and control practices.
  - Public pools, spas, and splash/spray pads are now covered under the same regulation. There are new requirements for water chemistry testing, safety equipment, and admission and supervision policies.
  - Recreational camps are required to have a camp safety plan that is submitted to the Health Unit each year.

- A letter was mailed to all municipalities in Perth County, summarizing the regulations and the changes that will affect them.
- A new section of the website was created with commonly asked questions and answers about the new regulations, and a question submission form which goes to the public health inspectors.

The team also met with our counterparts from the Huron County Health Unit, to share our approaches for communicating and enforcing the new regulations. There are some pieces still to come that will be a joint effort, including a workshop for PSS operators, and updated information packages for special event organizers.

### 3. CONTINUE TO STRENGTHEN FOCUS ON SOCIAL DETERMINANTS OF HEALTH AND HEALTH EQUITY

- **Build internal capacity and awareness**
- **Be local champions**

On August 29, MOHs and staff from PDHU and Southwestern Public Health, together with a representative from the Old Order community met with senior staff from the Southwest Local Health Integration Network to discuss the challenges faced by self-pay clients from the Cultural Communities in our region. Despite the fact that these families do pay taxes, they do not accept OHIP cards, and therefore may incur large bills when accessing healthcare. There were several recommendations presented that could be implemented on a systemic level and would help address this important social determinant of health. Advocacy efforts will continue on a SRIT level.

The oral health team has been exploring the issue of access to dental care for adults living with low income. Research shows that Perth County residents with lower incomes are less likely to have insurance for dental expenses. The consequences of untreated dental problems can be significant, from poor health and lower self-esteem to missed days of work. The next phase of the project is to collect first-hand stories from adults who have struggled to get dental care. The stories will supplement the data that has been compiled and increase understanding of the issue. The plan is to share the stories online, in reports, presentations, and media interviews.

The Harm Reduction team is looking to expand community sharps disposal kiosks in Perth County. Currently, need has been established in North Perth and we are collaborating with community partners to determine best locations. We are also looking at the addition of more kiosks in Stratford. This program has been successful from both a harm reduction and community safety perspective.

### 4. OTHER

The first round of test shopping was completed with 94% tobacco vendors in compliance; 48 out of 51 vendors did not sell tobacco to someone under the age of 19.

There is a lack of evidence in the literature for using standardized tools for universal screening of children under four for development delays. The community partners involved with Calling All Three Year Olds (CATYO) Junior Kindergarten Registration are participating in a pilot project with the University of Toronto during this November CATYO event. The pilot project will collect feedback from the service providers in Huron and Perth about implementation of a new tool called the *Early Years Check-In*. Parents complete the tool to identify any concerns about their child's development. Parental concerns are followed with further assessments using standardized tools as appropriate. Parents know their children best.

On July 11, the MOH participated in a *Community Dialogue on Cannabis* at the University of Waterloo Campus. This event was presented in partnership by the Stratford Public Library and the Stratford School of Interaction Design and Business at the University of Waterloo. Other speakers included industry representatives and the Stratford Police. The event was well attended and was a good opportunity to discuss the public health approach to cannabis.

5. **STAFFING UPDATES**

- Three casual Peer Leaders hired August 2018
- Temporary full-time Immigrant Advocate hired August 2018 – August 2019
- Temporary full-time Public Health Nurse hired September 4-December 31, 2018
- Casual Registered Nurse hired September 2018
- Permanent full-time Public Health Inspector retiring effective September 14, 2018
- Permanent full-time Public Health Inspector hired effective September 17, 2015
- Administrative Assistant retiring October 15, 2018

Respectfully submitted by  
Dr. Miriam Klassen  
Medical Officer of Health

**SPRUCE LODGE**  
**Board of Management Meeting**  
**June 20<sup>th</sup>, 2018**

**Present:** *Peter Bolland, David Schlitt, and Jennifer Facey*

**Councillors:** *Jim Aitcheson, Rhonda Ehgoetz, Carey Pope, Don Van Galen, Kathy Vassilakos*

**Regrets:** *Councillor Frank Mark*

**Guests:**

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*Chairperson Councillor Ehgoetz brought the meeting to order.*

Moved by Councillor Aitcheson  
Seconded by Councillor Van Galen

**That the agenda for June 20<sup>th</sup>, 2018 be approved as presented.**

**CARRIED**

➤ Declaration of pecuniary interest.

Moved by Councillor Pope  
Seconded by Councillor Vassiliakos

**That the minutes of May 16<sup>th</sup>, 2018 be approved as presented.**

**CARRIED**

**Business Arising:** *None noted.*

**New Business:**

**Ratification of Accounts:**

Moved by Councillor Aitcheson  
Seconded by Councillor Vassilakos

**That the May 2018 accounts in the amounts of \$464,138.02 be ratified.**

**CARRIED**

**Financial Report:**

The Business Manager presented the Spruce Lodge Revenue and Expenses for the 4 month period ending April 30, 2018 for review and discussion.

Moved by Councillor Vassilakos  
Seconded by Councillor Van Galen

**To accept the Spruce Lodge Revenue and Expenses for the 4 month period ending April 30, 2018 as presented.**

**CARRIED**



**SPRUCE LODGE - Continued**  
**Board of Management Meeting**  
**June 20<sup>th</sup>, 2018**

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**Administrator's Report:**

***Medical Assistance in Dying (MAID)***

The Administrator distributed a MAID (decision item) that indicates that Spruce Lodge acknowledges the update to the MAID legislation, and endorses the Spruce Lodge policy.

Moved by Councillor Aitcheson  
Seconded by Councillor Vassilakos

**To accept the recommendation to acknowledge the update related to Medical Assistance in Dying (MAID) legislation and endorse the Spruce Lodge policy as it relates to MAID.**

**CARRIED**

***Medical Marijuana:***

Spruce Lodge has received a request for the use of medical marijuana. The pharmaceutical company is able to supply product. The no smoking policy will remain in effect. The process is still unclear, so we are waiting for details from the pharmacy.

***Funding:***

Funding had been announced as follows:

- \$12,800 (\$100 per bed) for falls and prevention equipment
- 2% increase in funding for therapy services
- \$106,000 annualized to hire a Registered Nurse (RN)

Spruce Lodge currently staffs enough RNs, so is trying to determine if there is any flexibility in the use of funds.

Since government has changed, it is unclear if these funds will be approved.

***Risk Management:***

There were two (2) critical incidents reported. A resident fell and suffered head injury. The resident has been assessed and will wear a helmet for head protection. Another resident fell and broke their leg. No concerns were reported from family.

***RQI:***

There has been no RQI visit from the Ministry of Health yet.

***Ministry of Labour Visit:***

The staff member involved is back to regular duties. The Ministry of Labour advised to post an advisory notice. The policy for footwear was also shared.

***Joint Health & Safety:***

There have been a series of incidents reported where staff feel that two (2) staff should be jointly performing duties currently assigned to only one (1). There continues to be pushback from staff.

Another incident was reported challenging the use of corded equipment. The Environmental Services Manager is looking at cordless equipment options.

## SPRUCE LODGE - Continued

### Board of Management Meeting

June 20<sup>th</sup>, 2018

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#### ***HPNHSS update:***

A HPNHSS meeting took place June 11, 2018. The group plans to meet with the Huron Perth MPP to discuss issues in long-term care breaking them down into monetary and non-monetary.

These issues include:

- Spousal reunification
- Capacity Planning
- Pursuing PSW staffing requirements in LTC
- Additional LTC beds
- PSW wage parity with CSS and hospitals
- LTC bed redevelopment
- Why the Community Support Services program has received only a 1% increase in the last decade.

Moved by Councillor Vassilakos

Seconded by Councillor Pope

**That the Administrator's report be accepted as presented.**

**CARRIED**

#### **Other Business:**

##### ***Correspondence:***

None presented.

##### ***Dress Down Days:***

☺ *For May 2018, the lucky charitable receipt winner is...Jayne Petrie!*

Moved by Councillor Vassilakos

**That the meeting be adjourned.**

**CARRIED**

#### **Date & Time of Next Meeting:**

Wednesday, September 19<sup>th</sup>, 2018 at 5:30 p.m.

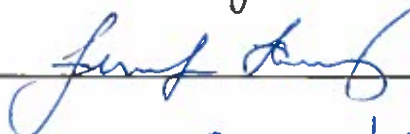
**Councillor Ehgoetz**

*Chairperson*

**Jennifer Facey**

*Secretary*

**Date**



*Sept 19/18*

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, JUNE 26, 2018

Members Present:	M.Blackie	S.McCall-Hanlon
	M.Blosh	H.McDermid
	R.Chowen	A.Murray
	A.Hopkins	M.Ryan
	T.Jackson	J.Salter
	S.Levin	G.Way
	N.Manning	

Regrets:	B.Petrie	T.Birtch
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Solicitor:	G.Kortas
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Staff:	F.Brandon-Sutherland	E.Lounsbury
	D.Charles	B.Mackie
	S.Dunlop	C.Saracino
	C.Harrington	J.Skrypnik
	M.Helsten	C.Tasker
	T.Hollingsworth	K.Winfield

1. Approval of Agenda

T.Jackson moved – M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors  
approve the agenda as posted on the member’s website.”

CARRIED.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Minutes of the Previous Meeting  
May 22, 2018

T.Jackson moved – A.Murray seconded:-

“RESOLVED that the UTRCA Board of Directors approve  
the Board of Directors’ minutes dated May 22, 2018

as posted on the Members' web-site."

CARRIED.

4. Business Arising from the Minutes

- (a) Response letter to St. Marys Council  
(Letter attached)

The letter was circulated to the Board members before being sent to St. Marys. I.Wilcox and C.Tasker will be attending the upcoming St. Marys council meeting in case there are questions.

H.McDermid moved – G.Way seconded:-

"RESOLVED that the Board of Directors  
receive the letter."

CARRIED.

5. Business for Approval

- (a) 2019 Budget Concepts  
(Report attached)

Staff explained that due to more detailed budgeting practices it is more difficult to present an accurate percentage levy increase this early. It was clarified that while the City of London's four year budget plan was approved, their Council still approves the budget annually.

S.Levin moved – S.McCall-Hanlon seconded:

"RESOLVED that the Board of Directors approve  
the recommendation as presented in the report."

CARRIED.

- (b) 20 Year Flood Control Capital Plan  
(Report attached)

S.Levin moved – G.Way seconded:

"RESOLVED that the Board of Directors approve  
the recommendations as presented in the report."

CARRIED.

- (c) Proposed "Expression of Interest (EOI)" Application for the "Disaster Mitigation & Adaptation Fund (DMAF)"  
(Report attached)

S.Levin moved – N.Manning seconded:

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

(d) Board Meeting Transparency Progress Report

S.Levin moved – T.Jackson seconded:

“RESOLVED that the Board of Directors approve the recommendations as presented in the report.”

CARRIED.

6. Closed Session – In Camera

There being property and legal matters to discuss,

G.Way moved – A.Hopkins seconded:-

“RESOLVED that the Board of Directors adjourn to Closed Session – In Camera.”

CARRIED.

Progress Reported

(a) Glengowan Dam Update

H.McDermid moved – A.Hopkins seconded:-

“RESOLVED that the Board of Directors accept the information as presented in the Closed Session – In Camera minutes.”

CARRIED.

(b) Matter Pertaining to FCA Cottage Program

S.Levin moved – A.Hopkins seconded:-

“RESOLVED that the Board of Directors accept the information as presented in the Closed Session – In Camera minutes.”

CARRIED.

(c) City of Woodstock/Pittock Day Use Area Update

H.McDermid moved – G.Way seconded:-

“RESOLVED that the Board of Directors accept the information as presented in the Closed Session – In Camera minutes.”

CARRIED.

M.Ryan left the meeting at 10:43am.

7. Business for Information

(a) Administration and Enforcement – Section 28  
(Report attached)

More information around application 88/18 was requested. The staff involved will be notified and will send the requested information to the Board members.

M.Blosh moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

(b) Pioneer Village Update  
(Report attached)

S.Dunlop explained that at this time of year, the most important portion of the Administration & Marketing Coordinator position is admin support and finance. A part time book keeper has been hired and the position of Administration & Marketing Coordinator will be re-evaluated in the fall/winter.

H.McDermid moved – M.Blosh seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

(c) Oxford County Council Letter Re: Burgess Park  
(Report attached)



R.Chowen moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

- (d) Update for the St. Marys Floodwall Rehabilitation Project Phase 2  
(Report attached)

S.Levin moved – M.Blosh seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

- (e) West London Dyke/Blackfriars Bridge Pending Issue

Staff informed the Board that an e-mail vote may be required before the August meeting regarding the complications with the West London Dyke/Blackfriars Bridge project. Staff are working with the City of London to repair a section of West London Dyke while Blackfriars Bridge is still under construction under a separate contract with the City. Overlapping work sites may require a unique contract arrangement that could necessitate Board approval. The Board will be informed if an email vote or special meeting is required.

8. June FYI  
(Attached)

The attached report was presented to the members for their information.

H.McDermid moved – M.Blosh seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

9. Other Business

The Board was reminded there is no meeting in July. I.Wilcox and M.Blackie attended the Conservation Ontario meeting yesterday. A presentation of the watershed report card program with a provincial snap shot of results was given. The UTRCA was given the credit for starting the program. Board members were asked to advise any Municipalities that may be interested in a presentation on the report card program to contact staff.

There was discussion around the new Provincial Government. The Upper Thames will rely on Conservation Ontario to start the advocacy for our provincially funded programs and contracts. M.Blackie will be sending a letter to the six Members of Provincial Parliament congratulating them and inviting them to visit. Board members asked to be bcc'd on the letters. There was a discussion around the parts of the new Conservation Authorities Act that do not yet have accompanying regulations.

10. Adjournment

There being no further business, the meeting was adjourned at 11:35 p.m on a motion by A.Hopkins.



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Ian Wilcox  
General Manager  
Att.

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, AUGUST 28, 2018

Members Present:	M.Blackie	N.Manning
	M.Blosh	S.McCall-Hanlon
	R.Chowen	A.Murray
	A.Hopkins	B.Petrie
	T.Jackson	J.Salter
	S.Levin	G.Way

Regrets:	M.Ryan	H.McDermid
	T.Birtch	

Solicitor:	G.Inglis
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Staff:	T.Annett	S.Musclow
	F.Brandon-Sutherland	C.Saracino
	D.Charles	A.Shivas
	C.Harrington	J.Skrypnik
	T.Hollingsworth	M.Snowsell
	J.Howley	C.Tasker
	E.Lounsbury	K.Winfield
	S.McDonald	

1. Approval of Agenda

G.Way moved – M.Blosh seconded:-

“RESOLVED that the UTRCA Board of Directors  
approve the agenda as posted on the member’s website.”

CARRIED.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Minutes of the Previous Meeting  
June 26, 2018

S.McCall-Hanlon moved – G.Way seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated June 26, 2018 as posted on the Members’ web-site.”

CARRIED.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Business for Approval

(a) Mid Year Financial Update & Revised Budget  
(Report attached)

C.Saracino reviewed the revised budget. The most significant change is the inclusion of the land transaction with the City of London, which presents a forecasted depletion of reserves. The timeline for the closure of the land transaction was unknown. In the future, if staff are aware of land transactions they will be reflected in the budget, but that is not always the case.

In operating, the surplus is slightly higher than originally forecast, while in capital there is a larger than forecasted deficit.

N.Manning moved – S.Levin seconded:

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

(b) West London Dyke/Blackfriar’s Bridge Project  
(Report attached)

C.Tasker outlined the report. If approved, the work will proceed as soon as possible to keep the Blackfriar’s Bridge project on track. This is the beginning of Phase four of the West London Dykes project. After concerns were raised regarding justifying single sourcing this project, the following resolution was approved.

S.Levin moved – A.Hopkins seconded:

“RESOLVED that the recommendation be amended to include ‘noting the report explains the rationale behind the award’.”

CARRIED.

S.Levin moved – B.Petrie seconded:

“RESOLVED that the Board authorizes UTRCA staff to award the WLD Phase 4 – Blackfriars Bridge Transition work that was deemed acceptable by the project team. This includes the reconstruction of ~25 m of dyke, connecting the south abutment of BF Bridge to the dyke, and connecting this section of the dyke to the northern extent of the Phase 4a reconstruction, noting the report explains the rationale behind the award.”

CARRIED.

- (c) NDMP Intake Five Funding Proposals  
(Report attached)

S.Levin moved – T.Jackson seconded:

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

- (d) Regulations Mapping Updates

T.Annett introduced the two recommendations presented to the Board. Board members discussed and raised concerns regarding the impacts on landowners, the complex implications, a need for direct communications with affected landowners, and the need for better communication and education with Municipal staff. Education with Municipal staff will continue, and happen on an annual basis. It was asked that this be added to the standard annual presentation to the Municipalities.

Board members expressed the need for networking between the legislative pieces in order to reduce the loss of sensitive lands due to reduced options for development.

B.Petrie moved – G.Way seconded:

“RESOLVED that the Board of Directors approve the first recommendation as presented in the report.”

CARRIED.

S.McCall-Hanlon moved – B.Petrie seconded:

“RESOLVED that the Board of Directors amend the second recommendation to include ‘recognizing that education is a key factor’.”

CARRIED.

S.Levin moved – S.McCall-Hanlon seconded:

“RESOLVED that the Board of Directors approve the transition policy approach outlined in this report be implemented by staff, recognizing that education is a key factor’.”

CARRIED.

6. Closed Session – In Camera

There being property and legal matters to discuss,

A.Hopkins moved – B.Petrie seconded:-

“RESOLVED that the Board of Directors adjourn to Closed Session – In Camera.”

CARRIED.

Progress Reported

Staff updated the Board on a property matter regarding the Glengowan lands and a legal matter regarding the Fanshawe Cottages.

7. Business for Information

(a) Administration and Enforcement – Section 28  
(Report attached)

Staff clarified that Storm Water Management ponds now require section 28 permits. It was suggested that education around the function of stormwater management ponds be provided to the public.

S.Levin moved – N.Manning seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

(b) Admin By-Law Best Management Practice  
(Report attached)



T.Annett and M.Viglianti presented the Administrative By-Law Best Management Practice to the Board.

S.Levin moved – B.Petrie seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

A.Hopkins left the meeting at 11:30am

- (c) Financial Modernization Plan  
(Report attached)

T.Jackson moved – A.Murray seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

- (d) Board Meeting Transparency – Audio Recording  
(Report attached)

The Board asked that all staff and presenters use the microphone when addressing the Board.

S.Levin moved – B.Petrie seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

- (e) Conservation Areas – May 1<sup>st</sup> Opening  
(Report attached)

S.Levin moved – T.Jackson seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

- (f) Board of Directors Self Evaluation  
(Report attached)

T.Jackson moved – S.McCall-Hanlon seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

8. August FYI  
(Attached)

R.Chowen moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the August FYI.”

CARRIED.

9. Other Business

There have been no recent updates regarding the announcement of the transfer of Conservation Authorities to the Ministry of Environment, Conservation & Parks. The status quo is being maintained until a transition plan is approved by the Province.

The Management agreement with the city of Woodstock regarding Pittock Conservation Area was approved by Woodstock City Council. Public announcements will occur through the fall and winter, with the changes coming into effect in the spring of 2019.

It was suggested that if the Board tours the Glengowan lands in October, a visit to the Cade property be included.

10. Adjournment

There being no further business, the meeting was adjourned at 11:45 a.m on a motion by B.Petrie.



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Ian Wilcox  
General Manager  
Att.

## **Committee of Adjustment Wednesday, September 5, 2018**

A meeting of the St. Marys Committee of Adjustment was held on Wednesday, September 5, 2018 at 6:30pm in the Board Room, Municipal Operations Centre, 408 James Street South, St. Marys, Ontario, to discuss the following:

- 1.0 Call to order
- 2.0 Declaration of Pecuniary Interest
- 3.0 Approval of Minutes  
Regular Meeting of August 15, 2018  
Motion: Second:
- 4.0 Application for Minor Variance: A02-2018 affecting Lot 35, east side of Thomas Street, Registered Plan 235, St. Marys (271 Thomas Street) by Marg McLean
- 5.0 Other Business
- 6.0 Next Meeting
- 7.0 Adjournment

### **Present:**

- Chairman Steve Cousins
- Member W. J. Galloway
- Member Clive Slade
- Member Steve Ische
- Member Dr. J. H. Loucks
- Mark Stone, Planner
- Susan Luckhardt, Secretary-Treasurer

### **Regrets:**

- Grant Brouwer, Director of Building and Development

### **1.0 Call to Order:**

Chairman Steve Cousins called the meeting to order at 6:30 pm.

### **2.0 Disclosure of Pecuniary Interest:**

None noted.

### **3.0 Approval of Minutes dated August 15, 2018:**

Motion by: Member Clive Clade Slade

Seconded by: Member W. J. Galloway

That the Minutes dated August 15, 2018 be approved as circulated.

MOTION CARRIED

### **4.0 Public Hearing A02-2018**

Application for Minor Variance: A02-2018 affecting Lot 35, east side of Thomas Street, Registered Plan 235, St. Marys (271 Thomas Street) by Marg McLean

Marg McLean, applicant was present for the Public Hearing.

Mark Stone provided an overview of the application. The subject property fronts onto Thomas Street and backs onto the Thames River. The application for Minor Variance is requesting relief from the minimum front yard setback for a single detached dwelling as required by the Town's Zoning By-law No. Z1-1997, as amended, to permit the replacement of an existing non-complying porch (steps) with a roofed porch. The proposed replacement of the porch is intended to renew and enhance the façade of the house, expand the current porch (steps) and add an overhang to cover the new porch.

The minimum front yard setback for the R2-1 Zone which applies to this property is 6.0 metres. The existing non-complying single detached dwelling is setback from the front lot line 1.72 metres (5.63 ft) and the existing non-complying porch (steps) is setback from the front line 0.79 metres (2.58 ft). The depth of the existing steps/porch is approximately 0.94 metres (3.05 ft). The owner wishes to replace the existing non-complying porch (steps) with a roofed porch with a maximum depth of 1.22 metres (4.0 ft) and a width of 5.49 metres (18 ft). Therefore, the owner is requesting relief from the By-law provisions to permit a minimum setback from the front lot line for the new roofed porch of 0.46 metres (1.51 ft).

Comments received in response to the August 24, 2018 circulation of the Notice of Public Hearing:

Department / Agency	Date	Summary of Comments
Town Public Works Department	August 29, 2018	<ul style="list-style-type: none"> <li>Proposed covered porch may make matching grades more difficult in the event of a future road reconstruction project. If approved, the stairs for the covered porch should not be permitted off the front of the porch as the walkway and landing to the stairs would be constructed within the road allowance.</li> </ul>
Upper Thames River Conservation Authority	August 30, 2018	<ul style="list-style-type: none"> <li>No objection</li> </ul>

Marg McLean spoke to the application. With respect to comments from Public Works regarding the location of the steps, Marg McLean stated that the steps will be located at the north end of the porch and referenced the elevation drawing on the overhead screen.

Chairman Steve Cousins asked committee members for questions and comments.

Member Dr. J. H. Loucks had no concerns with the application.

Steve Ische stated concern about the application in that the proposed roof to be constructed over the porch would contribute to the massing of the front of the house and therefore he could not support the application to locate the proposed porch closer to the front property line.

Member Clive Slade had no concerns with the application.

Member W J. Galloway had no concerns with the application.

Chairman Steve Cousins had no concerns with the application.

## **DECISION A01-2018**

**Application for Minor Variance: A02-2018 affecting Lot 35, east side of Thomas Street, Registered Plan 235, St. Marys (271 Thomas Street) by Marg McLean**

MOTION BY: Member Clive Slade

SECONDED BY: Member W. J. Galloway

That the Application for Minor Variance by Marg McLean (Application No. A02-2018) affecting a parcel of land described as 271 Thomas Street, Lot 35, east side of Thomas Street, Registered Plan 235, in the Town of St. Marys to permit:

- the replacement of an existing non-complying porch (steps) with a new roofed porch with a minimum setback from the front lot line of 0.46 metres (1.51 ft) whereas Section 9.2.4 of Zoning By-law No. Z1-1997, as amended, requires a minimum front yard of 6.0 metres,

be APPROVED as the request conforms to the general intent and purpose of the Official Plan and the Zoning By-law, is considered minor in nature, and is desirable for the appropriate development or use of the subject property, subject to the following conditions:

1. This approval is granted only to the nature and extent of this application being relief to permit a new roofed porch with a minimum front yard setback of 0.46 metres from the front property line, and with a maximum width of 5.49 metres.
2. Stairs accessing the porch shall not be located at the front of the porch.
3. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.

MOTION CARRIED.

## **5.0 Other Business**

None.

## **6.0 Next Meeting**

T.B.A.

## **7.0 Adjournment**

Motion by: Member W. J. Galloway

Seconded by: Member Dr. J. H. Loucks

That the meeting adjourn at 6:45 pm.

MOTION CARRIED

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Steve Cousins,  
Chairman COA

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Susan Luckhardt,  
Secretary-Treasurer COA



**MINUTES**  
**Community Policing Advisory Committee**

September 19, 2018  
9:00am  
Council Chambers, Town Hall

Committee Members Present: Peter McAsh  
Mayor Strathdee  
Fred Stam  
Councillor Don Van Galen

Committee Members Regrets: John McGarry

OPP Present: Detachment Commander Rob Scott  
Staff Sgt. Stephane Pilon

Staff Present: Brent Kittmer, Committee Secretary

**1. CALL TO ORDER**

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

**2. DECLARATION OF PECUNIARY INTEREST**

None declared.

**3. ADDITIONS TO THE AGENDA**

**Moved By** Member Stam

**Seconded By** Member McAsh

**THAT** the agenda for September 19, 2018 Community Policing Advisory Committee be accepted as presented.

**CARRIED**

**4. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

**Moved By** Member Stam

**Seconded By** Mayor Strathdee

**THAT** the June 20, 2018 Community Policing Advisory Committee meeting minutes be approved and signed by the Chair and the Secretary.



**CARRIED**

**5. BUSINESS ARISING FROM MINUTES**

None.

**6. DELEGATIONS**

None.

**7. REPORTS**

**7.1 OPP Monthly Statistics**

**7.1.1 July 2018 Monthly Report**

**7.1.2 August 2018 Monthly Report**

Detachment Commander Rob Scott Spoke to the July and August 2018 reports. He noted that petty crime and theft increased over the summer, which is a trend across the region. The police service believes this is a result of the current opioid addiction issue regionally. Property owners are reminded to lock their cars, homes, and out buildings as most theft is a crime of opportunity.

In response to Mayor Strathdee, the OPP continues to train officers in regards to drug use recognition in advance of the pending cannabis legalization. The OPP are waiting to see the final legislation and to receive an opinion from Federal prosecutors before determining how to enforce the new legislation. Once clarity is provided, the necessary field equipment will be purchased.

In response to member Stam, the OPP are forecasting that edible cannabis products will become legal in 2019. Specific to schools, the school boards will need to develop policies in regards to how they address cannabis use on school property.

**Moved By** Member McAsh

**Seconded By** Member Stam

**THAT** the July 2018 and August 2018 OPP monthly reports be received for information.

**CARRIED**

**7.2 Monthly False Alarm Report**

**Moved By** Member Stam

**Seconded By** Member McAsh

**THAT** the June 2018, July 2018 and August 2018 False Alarm Reports be received for information.

**CARRIED**

**8. CORRESPONDENCE**

None received.

**9. OTHER BUSINESS**

**9.1 Update - Stratford Police Transition**

B. Kittmer provided a current status update on the transition to the Stratford Police. The Committee provided input into the proposed communication plan with the public.

Detachment Commander Scott updated the Committee that he has met with the Acting Chief to review transition activities. The OPP will be providing policing and operations related information to Stratford to make the transition go smoothly. This includes assigning an OPP officer to ride along with Stratford Officers after the transition date.

**Moved By** Member McAsh

**Seconded By** Member Stam

**THAT** the September 19, 2018 Stratford Police Transition Update be received for discussion.

**CARRIED**

**10. UPCOMING MEETINGS**

Chair Van Galen announced the upcoming meeting dates.

**11. ADJOURNMENT**

**Moved By** Member Stam

**Seconded By** Mayor Strathdee

**THAT** the September 19, 2018 meeting of the Community Policing Advisory Committee be adjourned at 9:53am.

**CARRIED**

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Chair Don Van Galen

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Brent Kittmer, CAO / Clerk, Board Secretary



## **Minutes**

### **Economic Development Advisory Committee**

#### **Regular Meeting**

September 19, 2018

7:30 am

Council Chambers, Town Hall

Member Present	Chair Andrew Atlin, Carey Pope, Cathy Forster, Matt Staffen, Tammy Adkin, Al Strathdee
Member Absent	Deb Hotchkiss
Staff Present	Kelly Deeks-Johnson

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

The Chair called the meeting to order at 7:35 am.

#### **2. DECLARATION OF PECUNIARY INTEREST**

None

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

**Moved By** Tammy Adkin

**Seconded By** Cathy Forester

THAT the September 19th EDAC agenda be accepted as presented.

**CARRIED**

#### **4. DELEGATIONS**

#### **5. ACCEPTANCE OF MINUTES**

**Moved By** Carey Pope

**Seconded By** Tammy Adkin

THAT the June 13th EDAC minutes be approved and signed by the Chair.

**6. BUSINESS ARISING FROM MINUTES**

NONE

**7. NEW BUSINESS**

**7.1 Immigration to small communities**

Tammy Adkin shared an article about building welcoming communities based on a case study. The committee members feel that this is an important strategy to help build a healthy workforce. K. Deeks-Johnson noted that she has joined a working committee with Perth and Huron County to discuss this topic and develop some strategies.

**7.2 Tourism overview**

K. Deeks-Johnson gave an overview of the highlights in tourism over the past year from events, marketing and partnership initiatives. A. Atlin noted that this was the best summer in regards to community life and activities that he has experienced. K. Deeks-Johnson informed the committee that a tourism plan is in the works as well as some new events next year.

**7.3 Economic Development overview - K. Deeks-Johnson**

Kelly Deeks-Johnson gave an overview of the past year for economic development. Highlights included new businesses setting up in the downtown core, land sales and future development.

**8. OTHER BUSINESS**

NONE

**9. UPCOMING MEETINGS**

The committee decided this would be our last meeting for the term. The Mayor noted that the current Council is reviewing committees of Council and the EDAC is one that this Council has deferred to the next Council. There will not be any active recruitment for new members at this point. Councillor Pope thanked this committee for all of their efforts over the last four years. Chair Atlin suggested that the committee put together some recommendations for the next Council to consider. He will draft something and share in mid-October.

**10. ADJOURNMENT**

**Moved By** Cathy Forester

**Seconded By** Tammy Adkin

THAT this meeting of EDAC be adjourned at 8:54 am.

**CARRIED**

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Chair Atlin





## MINUTES

### Heritage St. Marys

September 8, 2018

9:00am

St. Marys Museum

177 Church Street South

Members Present: Sherri Gropp  
Stephen Habermehl  
Paul King  
Larry Pfaff  
Mary Smith  
Michelle Stemmler  
Carey Pope  
Al Strathdee  
Members Absent: Janis Fread  
Staff Present: Trisha McKibbin  
Others Present: David Cullen  
Peter McAsh

#### 1. CALL TO ORDER

Chair Larry Pfaff called the meeting to order at 9 a.m.

#### 2. DECLARATION OF PECUNIARY INTEREST

None.

#### 3. AMENDMENTS AND APPROVAL OF AGENDA

**Moved By** Stephen Habermehl

**Seconded By** Carey Pope

THAT the September 8, 2018 Heritage Committee agenda be accepted as presented.

**CARRIED**

#### 4. DELEGATIONS

None

**5. CORRESPONDENCE**

None

**6. AMENDMENT AND ACCEPTANCE OF MINUTES**

**Moved By** Mary Smith

**Seconded By** Paul King

THAT the August 11, 2018 Heritage Committee minutes be accepted as presented.

**CARRIED**

**7. BUSINESS ARISING FROM MINUTES**

Within Agenda

**8. REGULAR BUSINESS**

**8.1 Heritage Conservation District Update**

There have been no recent Heritage Permit applications but staff reported that there are several in the planning and discussion stage that will be coming forward in the near future.

**8.2 Municipal Register, Part 1 - Designations/designated property matters**

**8.2.1 Ontario Heritage Trust Register**

It was discovered that a number of designated properties are missing from the Trust's register. The necessary documentation to include these missing properties in the Trust's register have been sent to the Trust once again.

**8.2.2 VIA Station**

The floor refinishing project was successfully completed in time for the installation of the current exhibit, Peter Rice's metal and glass sculptures.

**8.2.3 Junction Station**

The CNR caboose will be repainted as soon as the proper colour match can be determined. Councillor Pope suggested some volunteer contacts that might be helpful.

**8.2.4 McDonald House**

Nothing currently to report although the decision stands to find a buyer for the property. It is a challenging property to sell for a number of reasons.

#### **8.2.5 Andrews Jeweller**

The current owner, Larry O'Hearn, has been very busy with his own professional projects during the summer. Restoration continues inside. The town's Economic Development staff plan to contact him.

#### **8.2.6 Public Library**

The library has temporarily relocated with limited services to the PRC while painting and carpet replacement takes place inside the downtown building.

#### **8.2.8 Town Hall**

Tile replacement in the public washroom is underway. Window replacement will likely begin in October – first at the Library and then the Town Hall.

#### **8.2.7 Old Water Tower**

Restoration work is ongoing.

### **8.3 Municipal Register, Part 2 - List of Significant properties**

The request to have a property removed from the list was officially submitted at the last meeting of Town Council and approved.

### **8.4 Heritage Grant Applications**

No new grant applications at this time.

### **8.5 Properties of interest or at risk (not necessarily designated)**

#### **8.5.1 West Ward School**

Work is underway to provide all necessary services to this site in preparation for construction.

#### **8.5.2 North Ward School site**

The ownership of this site by a numbered company has not changed but Sierra Construction is apparently no longer involved in the project. The Building and Planning Department staff have met with an officer of the numbered company owner and anticipates that a new application will be submitted in the New Year.

### **8.5.3 Repairs to Flood Wall**

Repairs are moving slowly because of recent high water conditions. A tree branch caused considerable damage to the millrace gate. The crew is working to remedy a bulge in the old stone floodwall downstream from the Queen Street Bridge.

### **8.6 CHO Report**

Paul King said that CHO is working with the Heritage Resources Centre (University of Waterloo) to identify better ways to train new members of Municipal Heritage Committees. More information about the results of the work will be forthcoming.

### **8.7 Homeowner/Property owner letters**

Paul had prepared and sent the letters to new owners of these properties suggested at the August meeting. 47 Robinson Street and Dunny's Source for Sports. Letters to the other suggested properties will be sent out soon.

Al Strathdee had also suggested a letter of appreciation to the McConnell Club for sponsoring the restoration of the Weir Fountain. (Note: Paul now has the club's contact information and will prepare a letter.)

Heritage committee members suggested that he could send a letter to the new owner of the stone cottage at 345 Wellington Street South, a listed building.

Also, a letter could be sent to Stephen Clarke to commend him on the success of the replacement of windows in his property at 26 Water Street South, the Theodore Hutton block, within the Heritage Conservation District.

### **8.8 Sign Bylaw**

Nothing to report.

### **8.9 Cultural Planning: Strategic Plan**

Report deferred

## **9. COUNCIL REPORT**

The current council continues to wind up outstanding items in preparation for the end of its term and the election of a new council.

Chair Larry requested an update on the preparation of the RFP for public art. Trisha provided the committee with a brief review of the RFP status and the work to make

the terms as specific and clear as possible. The Finance Department is currently reviewing the document.

## **10. OTHER BUSINESS**

### **10.1 Heritage Interpretive Plaque - VIA Station**

There has been a request to consider the installation of a plaque in the Historic St. Marys series outside the Via Station including not only the history of that building but also significant arrivals and departures through the years.

The Historic St. Marys plaque to be installed at the Quarry is in production.

### **10.2 Self-Guided Tour App**

Trisha has consulted a number of other municipalities that have self-guided tours. Currently, promising software is Esri and its Story Map program. The municipality already is a licensed user of Esri for GIS work. Work on this project continues.

### **10.3 Official Plan**

Council has asked Mark Stone, the planner, to reconsider some portions of the draft OP in light of higher projected population growth figures. The submissions that Paul discussed with the committee at the August meeting have been sent to Mark for consideration. Approval of the updated OP will be the responsibility of next council.

### **10.4 Wellington Street reconstruction**

Although Jeff Wolfe from Public Works was not available to make the presentation, staff, with input from Al and Carey, took the committee through the prepared power point slides. The work to rebuild Wellington Street is scheduled for 2020 in the Strategic Plan. However, as much preliminary work as possible, including consultations, will be done in advance so that the project will be shovel-ready if there are infrastructure grants available. The possible impact on building facades within the HCD means consultation with the Heritage Committee.

### **10.5 Review of the Heritage Committee's activities in the past term**

The October meeting will be the last officially scheduled meeting of this committee ahead of the municipal election. Committee members are asked to prepare their list of “hits and misses” during their term: that is, those projects successfully completed and those that either did not succeed or are still in the

development stage. A summary document will be prepared as a record and as a starting point for the new committee.

**11. UPCOMING MEETINGS**

October 13, 2018, at 9 a.m. at the Museum.

Although it will not be an official meeting, the committee agreed to meet for the last time on Saturday, November 10, for a potluck lunch and farewells. Time will be decided at the October meeting.

**12. ADJOURNMENT**

**Moved By** Michelle Stemmler

THAT this meeting of the Heritage Committee adjourn at 9:55 pm.

**CARRIED**

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Larry Pfaff, Chair



# Meeting Minutes

## St. Marys Museum Board

**Location:** St. Marys Museum

**Date:** Wednesday, September 12, 2018 at 7:00pm

**Committee members in attendance:**

Chet Greason, Doug Fread, Krissy Nickle, Katherine Moffat, Councilor Tony Winter

**Staff in attendance:**

Amy Cubberley, Staff Liaison

### 1.0 Welcome and Call to Order

Krissy Nickle called the meeting to order at 7:00 p.m.

### 2.0 Declaration of Pecuniary Interest

The agenda had been circulated to members. Following review, no member had a disclosure of pecuniary interest.

### 3.0 Correspondence: none

### 4.0 Approval of agenda

**Moved by:** Katherine Moffat

**Seconded by:** Chet Greason

That the Museum Board approve the agenda as presented.

CARRIED

### 5.0 Approval of minutes

The minutes of the June 13, 2018 meeting had been circulated.

**Moved by:** Tony Winter

**Seconded by:** Chet Greason

That the Board approve the minutes of June 13, 2018 as presented.

CARRIED

### 6.0 Old Business: none

### 7.0 New Business

- a. Council report: Verbal report given by Councilor Winter.
- b. Museum Report: A. Cubberley spoke to the Museum report in the agenda package.
- c. Artifact Deaccessioning

**Moved by:** Doug Fread

**Seconded by:** Katherine Moffat

That the St. Marys Museum Board approves the deaccessioning of 973.145.25

CARRIED

**Moved by:** Katherine Moffat

**Seconded by:** Chet Greason

That the St. Marys Museum Board approves the deaccessioning of 973.145.34  
CARRIED

**Moved by:** Katherine Moffat

**Seconded by:** Doug Fread

That the St. Marys Museum Board approves the deaccessioning of 973.145.36  
CARRIED

**Moved by:** Chet Greason

**Seconded by:** Katherine Moffat

That the St. Marys Museum Board approves the deaccessioning of 973.257.1  
CARRIED

The Board suggested that A. Cubberley contact the source of these artifacts and report back to the Board in October with a clear plan for next steps in deaccessioning.

- d. Museum Strategic Plan: A. Cubberley presented the Board with a Strategic Plan timeline and SWOT analysis worksheet, to be completed and returned by the October 17 meeting.
- e. Melodies at the Museum 2019: Staff discussed the possibility of expanding Melodies at the Museum into July in 2019. The Board suggested that staff evaluate the feasibility of expanding the series before making a decision. Staff also requested assistance from the Board in formalizing a process for booking bands in 2019. The Board suggested that an application process be developed. K. Nickle and C. Greason agreed to sit on an application review committee.

## **8.0 Next meeting**

Wednesday, October 17, 2018 at 7:00pm

## **9.0 Adjournment**

**Moved by:** Chet Greason

That the Board adjourns this meeting.

CARRIED

Krissy Nickle adjourned the meeting at 8:15pm.

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Krissy Nickel, Chair St. Marys Museum Board



## MINUTES

### Heritage Conservation District Advisory Committee

September 17, 2018

6:15pm

St. Marys Museum, 177 Church Street S.

Members Present: Stephen Habermehl

Dan Schneider

Barb Tuer

Bill Galloway

Mike Bolton

Member Regrets: Tony Winter

Others Present: Peter McAsh

Craig Jacobs

Staff Present: Trisha McKibbin

#### 1. CALL TO ORDER

Chair Barb Tuer called the meeting to order at 6:18 p.m.

#### 2. DECLARATION OF PECUNIARY INTEREST

None

#### 3. AMENDMENTS AND APPROVAL OF AGENDA

**Moved By** Stephen Habermehl

**Seconded By** Bill Galloway

THAT the September 17, 2018 meeting of the Heritage Conservation District Advisory Committee agenda be accepted as presented.

**CARRIED**

**4. DELEGATIONS**

None.

**5. ACCEPTANCE OF MINUTES**

**Moved By** Bill Galloway

**Seconded By** Mike Bolton

THAT the July 16, 2018 Heritage Conservation District Committee Minutes be accepted as amended.

**6. BUSINESS ARISING FROM MINUTES**

None.

**7. HERITAGE PERMITS**

**7.1 13 Water Street South**

**Moved By** Stephen Habermehl

**Seconded By** Dan Schneider

THAT the HCD Committee recommend the approval of a heritage permit for the application from 13 Water Street South, as submitted.

**7.2 34 Wellington Street North**

Property owner Craig Jacobs was in attendance at the meeting and spoke to the application for the replacement of two doors at 34 Wellington Street North.

The Committee discussed at length the design of the proposed doors, the impact that the doors have on the façade of the building and the transom windows that would be visible with the removal of the two awnings. The Committee reviewed a historic photograph taken shortly after the building was constructed.

The HCD Advisory Committee would also like the current owner to keep the doors on site rather than send them to the landfill so that they may be available for any future renovations to the front doors.

**Moved By** Dan Schneider

**Seconded By** Stephen Habermehl

THAT the Heritage Conservation District Committee recommends the removal of the two awnings and approval of the removal of the right garage doors and the installation of a new door based on the design submitted in the application with modification as required to accommodate the original header.

**Moved By** Stephen Habermehl

**Seconded By** Mike Bolton

THAT the Heritage Conservation District Committee recommends approval of the removal of the left garage doors and the following treatment for the new door:

a) restoration of the transom windows, including the removal of the wood boards and replacement with glass in the transom above the left door.

b) the creation of a horizontal band between the top of the door and the transom mimicking the band as it appears in the historic photograph.

c) side lights located on either side of the door will be the height of the door but will not extend past the horizontal band.

**8. OTHER BUSINESS**

None

**9. UPCOMING MEETINGS**

Monday, October 15, 2018, 6:15pm - St. Marys Museum

**10. ADJOURNMENT**

**Moved By** Mike Bolton

**Seconded By** Dan Schneider

THAT this meeting of the Heritage Conservation District Committee adjourn at 7:30 p.m.

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Barb Tuer, Chair

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

### **BY-LAW NO. Z130-2018**

Being a By-law pursuant to the provisions of Section 34 of the *Planning Act* to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys” affecting all lands in the Town of St. Marys.

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

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

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

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

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

##### **5.1 Accessory Apartments**

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

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

- (a) The maximum **gross floor area** of the **accessory apartment** shall not exceed 40 percent of the **gross floor area** of the **main building** (including the **gross floor area** of the **accessory apartment**) and shall not exceed 100 square metres (1,076 ft<sup>2</sup>);
- (b) A **home occupation** is prohibited in any **accessory apartment**;
- (c) An **accessory apartment** is prohibited on any lot where a **garden suite dwelling** exists;
- (d) The lot is serviced by municipal water and sanitary sewer services; and,
- (e) The establishment of a new **accessory apartment** on any lot located east of the CNR tracks and north of Trout Creek is prohibited until a secondary means of access to these lands is available.

###### **5.1.2 In an Accessory Building or Structure**

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

- (a) There is an existing **single-detached**, **semi-detached** or **row or townhouse dwelling** on the lot;
- (b) The size of the lot is a minimum of 1,000 m<sup>2</sup>;

- (c) The accessory building or structure complies with **minimum front, rear, interior side and exterior side yard** requirements for the **main building** in the applicable zone; and,
- (d) The **accessory building or structure** complies with the **building height** and **lot coverage** requirements of Sections 5.1.4 and 5.1.5.

5.1.3 An **accessory apartment** is not permitted within the Regulated Area as identified by the Upper Thames River Conservation Authority unless a permit is issued by the Authority to permit such **use** and/or **development**.

- 3. That Section 5 of By-law No. Z1-1997 is hereby amended by adding 'Accessory Apartment' to Column 2 of Row D of the table in Section 5.21.1.1 "Parking Requirements".
- 4. That Section 5 of By-law No. Z1-1997 is hereby amended by adding the following sentence at the end of Section 5.8, Dwelling Units Below Grade: "This section shall not apply to an accessory apartment".
- 5. That By-law No. Z1-1997 is hereby amended by updating all cross references in sections accordingly.
- 6. All other provisions of By-law No. Z1-1997, as amended, shall apply.
- 7. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the *Planning Act*, as amended, and to Regulations thereunder.

**Read a first and second time this 9<sup>th</sup> day of October, 2018.**

**Read a third and final time and passed this 9<sup>th</sup> day of October, 2018.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk



**BY-LAW 83-2018**

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

**Being a By-law to adopt the Social Media Policy for the Town of St. Marys.**

**WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it advisable to establish policies and procedures from time to time;

**THEREFORE:** The Council of the Town of St. Marys hereby enacts:

- 1.** That Policy CCM-P-01, being a Social Media Policy for the Town of St. Marys be adopted.
- 2.** This by-law comes into force on the final passing thereof.

**Read a first and second time this 9<sup>th</sup> day of October, 2018.**

**Read a third and final time and passed this 9<sup>th</sup> day of October, 2018.**

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 84-2018**

**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 October 9, 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 9<sup>th</sup> day of October, 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 9<sup>th</sup> day of October, 2018.**

**Read a third and final time and passed this 9<sup>th</sup> day of October, 2018.**

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Mayor Al Strathee

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Brent Kittmer, CAO / Clerk