



AGENDA
Regular Council Meeting

October 30, 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 30, 2018 regular Council meeting agenda be accepted as presented.

4. PUBLIC INPUT PERIOD

(Information provided during the Public Input Period shall be directed by the public to Council members and shall deal with matters specific to Agenda business. A maximum of two (2) minutes per person is allotted for questions, and the maximum time allotted for the Public Input Period as a whole is ten (10) minutes)

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

None received.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - October 9, 2018

8

RECOMMENDATION

THAT the October 9, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

None received.

8. STAFF REPORTS

8.1 Administration and Human Resources

- 8.1.1 CAO 41-2018 October Monthly Report (Administration and Human Resources) 23**

RECOMMENDATION

THAT CAO 41-2018 October Monthly Report (Administration and Human Resources) be received for information.

- 8.1.2 CAO 42-2018 Council Cell Phone Remuneration and IT Equipment 26**

RECOMMENDATION

THAT CAO 42-2018 Council Cell Phone Remuneration and IT Equipment be received for discussion and direction to staff.

- 8.1.3 CAO 43-2018 Municipal Impacts of Cannabis Legalization 29**

RECOMMENDATION

THAT CAO 43-2018 Municipal Impacts of Cannabis Legalization be received for discussion and direction to staff.

8.2 Corporate Services

- 8.2.1 COR 24-2018 October Monthly Report (Corporate Services) 41**

RECOMMENDATION

THAT COR 24-2018 October Monthly Report (Corporate Services) be received for information.

8.3 Finance

- 8.3.1 FIN 19-2018 October Monthly Report (Finance) 46**

RECOMMENDATION

THAT FIN 19-2018 October Monthly Report (Finance) be received for information.

8.4 Fire and Emergency Services

8.4.1 FD 17-2018 October Monthly Report (Emergency Services) 54

RECOMMENDATION

THAT FD 17-2018 October Monthly Report (Emergency Services) be received for information.

8.5 Community Services

8.5.1 DCS 20-2018 October Monthly Report (Community Services) 56

RECOMMENDATION

THAT DCS 20-2018 October Monthly Report (Community Services) be received for information.

8.6 Building and Development Services

8.6.1 DEV 47-2018 October Monthly Report (Building and Development) 61

RECOMMENDATION

THAT DEV 47-2018 October Monthly Report (Building and Development) be received for information.

8.6.2 DEV 32-2018 Sign By-Law Update 63

RECOMMENDATION

THAT DEV 32-2018 sign By-law Update be received, and

THAT By-law 86-2018 Sign by-law be approved by Council.

8.6.3 DEV 48-2018 Affordable Housing Financial Incentives 70

RECOMMENDATION

THAT DEV 48-2018 Affordable Housing Financial Incentives report be received; and

THAT Council direct staff to prepare a detailed strategy and financial analysis for incentives to encourage affordable housing in St. Marys with the following key attributes:

To encourage the development of rental housing:

- Full or partial development charge exemptions to non-

profit and government bodies that provide affordable housing

- Partial exemptions or deferred payments for development charges on all other affordable apartment type development
- Lower the Town's tax rate for multiple housing from 1.1 to 1.0
- Full or partial planning application fee exemptions for proposed affordable apartment unit development

To encourage the development of more affordable free hold housing:

- Continue to require a mix of housing forms and densities
- Encourage the provision of affordable housing opportunities through the planning approvals process
- Explore options that may be able to fill the gap in affordable freehold housing such as the viability and appropriateness of 'tiny houses', 'tiny apartments' or other forms in St. Marys

To encourage the development of affordable "alternative" freehold housing:

- Partial exemptions or deferred payments for development charges
- Full or partial planning application fee exemptions for proposed affordable unit development

8.6.4 DEV 49-2018 Town of St. Marys Official Plan Review – Natural Heritage System

81

RECOMMENDATION

THAT DEV 49-2018 regarding the Town of St. Marys Official Plan review – Natural Heritage System be received; and,

THAT consideration of the Natural Heritage System Study be lifted from the table; and

THAT Council direct staff to complete an analysis of alternative size thresholds for the identification of significant woodlands in the Town (2 and 4 hectares), present these findings to the Planning Advisory Committee and consult with affected landowners and the community with respect to a proposed natural heritage system in St. Marys.

8.7 Public Works

8.7.1 PW 58-2018 October Monthly Report (Public Works)

90

RECOMMENDATION

THAT PW 58-2018 October Monthly Report (Public Works) be received for information.

8.7.2 PW 59-2018 Santa Claus Parade Parking

94

RECOMMENDATION

THAT PW 59-2018 Santa Claus Parade Parking be received; and

THAT Council approves temporary restriction of on-street parking for the sections of Queen St. and Water St. along the parade route beginning at 1:00 pm on parade day; and

THAT Council approves the temporary changes to on-street parking on Wellington St. North and South abutting Queen St. for short duration 15min parking only to be used for takeout food orders; and

THAT Council approves additional temporary information signage to be placed on the Queen St. corridor in advance of parade day to notify the public of the parade parking restrictions.

8.7.3 PW 60-2018 Service Club Sign Application 98

RECOMMENDATION

THAT PW 60-2018 Service Club Sign Application be received;
and

THAT Council approve the Avon Trail application to install a
logo sign on each of the Service Club Sign structures.

8.7.4 PW 61-2018 Forestry Management Plan 101

RECOMMENDATION

THAT PW 61-2018 Forestry Management Plan be received;
and

THAT Council approve By-Law 85-2018 to adopt a Forestry
Management Plan; and

THAT staff be directed to revise the species list to better
determine tree suitability and placement; and

THAT the proposed Green Committee pursue community
engagement and education opportunities regarding the urban
forest.

**8.7.5 PW 62-2018 Picnic Table Request Science Hill Drifters
Snowmobile Club 129**

RECOMMENDATION

THAT PW 62-2018 Picnic Table Request Science Hill Drifters
Snowmobile Club report be received;

THAT Council approve the agreement between the Corporation
of the Town of St. Marys and Science Hill Drifters Snowmobile
Club, for indoor storage and single use of 35 picnic tables; and,

THAT By-Law 87-2018 authorizing the Mayor and the Clerk to
sign the associated agreement be approved.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

RECOMMENDATION

THAT By-Laws 85-2018, 86-2018, and 87-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk

11.1	By-Law 85-2018 Adopt a Forestry Management Plan	133
11.2	By-Law 86-2018 Sign By-Law	134
11.3	By-Law 87-2018 Authorize an Agreement with the Science Hill Drifters Snowmobile Club	161

12. UPCOMING MEETINGS

November 13, 2018 - 6:00pm, Regular Council, Council Chambers

November 20, 2018 - 9:00am, Nomination Committee (Council Elect), Council Chambers

November 27, 2018 - 6:00pm, Regular Council, Council Chambers

13. CLOSED SESSION

None

14. CONFIRMATORY BY-LAW **162**

RECOMMENDATION

THAT By-Law 88-2018, being a by-law to confirm the proceedings of October 30, 2018 regular Council meeting, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

15. ADJOURNMENT

RECOMMENDATION

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



MINUTES Regular Council

October 9, 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
Grant Brouwer, Director of Building and Development
Jed Kelly, Director of Public Works
Trisha McKibbin, Director of Corporate Services
Brett O'Reilly, Corporate Communication and Events Manager
Mark Stone, Planner
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Councillor Van Galen requested that Council add a discussion under Emergent Business related to the soon to be regulated cannabis legislation.

Resolution 2018-10-09-01

Moved By Councillor Winter

Seconded By Councillor Van Galen

THAT the October 9, 2018 regular Council meeting agenda be accepted as amended.

4. PUBLIC INPUT PERIOD

Frank Doyle of St. Marys Independent asked what the deadline is for a municipality to opt out of cannabis sales.

Brent Kittmer stated that the current date is January 22, 2019.

Frank Doyle asked about the status of the planning applications related to Water Street North.

Grant Brouwer stated the planning applications are expected in the first quarter of 2019.

Frank Doyle asked if the Social Media Policy takes into account that not all residents have access to computers and internet.

Mayor Strathdee stated that the Corporate Communications Department has taken that into account.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

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

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

The purpose of the Public Meeting is to solicit the public's comments with respect to a proposed Zoning By-law Amendment initiated by the Town of St. Marys to permit accessory apartments in the Town.

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

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

Brent Kittmer stated "Notice was provided in the St. Marys Independent on September 6, 2018 and was provided to those agencies as prescribed by Regulation.

Written comments received regarding this Application are summarized as follows:

Upper Thames River Conservation Authority	No objection to proposed amendment but recommend addition of following provision: "The accessory apartment is not located within hazard lands, as identified by the Town and the Upper Thames River Conservation Authority".
Vicky and Bill Vine, 202 Widder Street East	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. What provision is there to prevent an owner from becoming an absentee landlord after subdividing the residence and then renting the balance of the residence to another party? Will this amendment allow the owner to apply for an accessory apartment designation to permit 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 - only a designated number of accessory apartments be allowed in any one neighbourhood
Community Living St. Marys and Area	Supports proposed amendments to the Zoning By-law as permitting accessory apartments will: <ul style="list-style-type: none"> - 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 - provide opportunities for supportive living spaces for adult children, and aging parents, relatives and friends

Mayor Strathdee asked Councillor Van Galen to comment on the Planning Advisory Committee recommendation.

Councillor Van Galen stated "The Planning Advisory Committee made the following recommendation to St. Marys Town Council at its August 7, 2018 meeting:

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

Mayor Strathdee asked Mark Stone, Town Planner, to add additional comments.

Mark Stone stated "The purpose and effect of the proposed Zoning By-law Amendment is to add provision to:

- permit one accessory apartment per lot in any single-detached, semi-detached 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 100 m
 - prohibit a home occupation in any accessory apartment
 - prohibit an accessory apartment on any lot where a garden suite exists
 - require that the lot is serviced by municipal water and sanitary sewer services
- 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 1,000 m²
 - the accessory building or structure complies with minimum front, rear, interior side and exterior side yard requirements for the main building
 - the accessory building or structure complies with the building height and lot coverage requirements of the Zoning By-law

David Cullen, 140 Church Street North, stated that some residents may be interested in creating a heritage designation for an entire street and that the residents he has spoken to feel that accessory apartments would not fit the character within the designated areas.

Councillor Osborne asked how it is communicated to the public that accessory apartments do not necessarily detract from the value of the home or its neighbours.

Mr. Stone has included within the by-law that the structure must be consistent with the standards of the neighbourhood.

Councillor Hainer inquired about the legislation requiring accessory apartments.

Mr. Stone stated that the *Planning Act* requires that all municipal official plans and zoning by-laws permit second units in single detached, semi-detached and townhouse dwellings.

Councillor Winter asked if the property owner needed to live on site.

Mr. Stone stated that the legislation does not permit the municipality to require that the property owner must live on site.

Mayor Strathdee thanked those in attendance for their comments. Should Council proceed with the passage of the Zoning By-law Amendment, notice of passing will be provided as prescribed by the *Planning Act*.

Resolution 2018-10-09-02

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the October 9, 2018 regular Council meeting be adjourned at 6:06pm 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 6:07pm.

CARRIED

Resolution 2018-10-09-03

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT this public meeting be adjourned at 6:17pm; and

THAT the October 9, 2018 regular Council meeting reconvene at 6:18pm.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - September 25, 2018

Resolution 2018-10-09-04

Moved By Councillor Pope

Seconded By Councillor Craigmile

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

CARRIED

7. CORRESPONDENCE

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

Resolution 2018-10-09-05

Moved By Councillor Winter

Seconded By Councillor Craigmile

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.

CARRIED

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

Resolution 2018-10-09-06

Moved By Councillor Pope

Seconded By Councillor Hainer

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

CARRIED

7.3 Labreche Patterson & Associates Inc. re: Official Plan Review

Resolution 2018-10-09-07

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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

CARRIED

8. STAFF REPORTS

8.1 Corporate Services

8.1.1 COR 26-2018 Social Media Policy

Trisha McKibbin and Brett O'Reilly spoke to COR 26-2018 report and responded to questions from Council.

Council would like the policy to be amended to clarify that Council cannot be terminated for their opinion on social media. It was agreed that the amendment should include a reference to the Code of Conduct,

Staff were directed to include the Youth Centre in the policy.

Resolution 2018-10-09-08

Moved By Councillor Hainer

Seconded By Councillor Pope

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 with direction to staff.

Support (6): Mayor Strathee, Councillor Osborne, Councillor Winter, Councillor Pope, Councillor Hainer, and Councillor Craigmile

Oppose (1): Councillor Van Galen

CARRIED

8.2 Building and Development Services

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

Grant Brouwer and Mark Stone spoke to DEV 46-2018 report and responded to questions from Council.

Resolution 2018-10-09-09

Moved By Councillor Pope

Seconded By Councillor Craigmile

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.

Amendment:

Resolution 2018-10-09-10

Moved By Councillor Hainer

Seconded By Councillor Van Galen

THAT Resolution 2018-10-09-09 be amended to include the following paragraph as the third **THAT** statement:

THAT item 5.1.3 in Section 2 of the proposed by-law Z130-2018, which refers to flood plains and hazard lands, be struck.

CARRIED

Mayor Strathdee confirmed for Council that they would now consider the proposed by-law as amended:

Resolution 2018-10-09-09 (AS AMENDED)

Moved By Councillor Pope

Seconded By Councillor Craigmile

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 item 5.1.3 in Section 2 of the proposed by-law Z130-2018, which refers to flood plains and hazard lands, be struck.

THAT Council enact Zoning By-law No. Z130-2018, as amended, to permit and regulate accessory apartments in the Town of St. Marys.

CARRIED

8.3 Public Works

8.3.1 PW 54-2018 Terracycle Cigarette Butt Recycling

Jed Kelly spoke to PW 54-2018 report and responded to questions from Council.

Resolution 2018-10-09-11

Moved By Councillor Winter

Seconded By Councillor Hainer

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.

CARRIED

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

9.1.1 Bluewater Recycling Association - Coun. Craigmile

Councillor Craigmile spoke to the minutes and responded to questions from Council.

Resolution 2018-10-09-12

Moved By Councillor Hainer

Seconded By Councillor Osborne

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

CARRIED

9.1.2 Library Board - Coun. Osborne, Winter

Councillor Winter spoke to a recent meeting of the Library Board and responded to questions from Council.

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

Councillor Winter spoke to a recent meeting and responded to questions from Council.

9.1.4 Perth District Health Unit - Coun. Osborne

Councillor Osborne spoke to a recent meeting and responded to questions from Council.

Resolution 2018-10-09-13

Moved By Councillor Craigmile

Seconded By Councillor Hainer

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.

CARRIED

9.1.5 Spruce Lodge Board - Coun. Pope, Van Galen

Councillor Van Galen spoke to a recent meeting and responded to questions from Council.

Resolution 2018-10-09-14

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

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

CARRIED

9.1.6 Upper Thames River Conservation Authority

Mayor Strathdee spoke to an upcoming Board meeting of the Authority that will be taking place at the Pyramid Recreation Centre on October 23.

Resolution 2018-10-09-15

Moved By Councillor Pope

Seconded By Councillor Craigmile

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

THAT the August 28, 2018 Upper Thames River Conservation Authority Board meeting minutes be received.

CARRIED

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

Councillor Hainer reported that there have not been any recent meetings of the Committee.

9.2.2 Business Improvement Area - Coun. Pope

Councillor Pope spoke to a recent meeting and responded to questions from Council.

9.2.3 CBHFM - Coun. Hainer

Mayor Strathdee spoke to a recent meeting and responded to questions from Council.

9.2.4 Committee of Adjustment

Resolution 2018-10-09-16

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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

CARRIED

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

Councillor Van Galen and Mayor Strathdee spoke to the minutes and responded to questions from Council.

Resolution 2018-10-09-17

Moved By Councillor Pope

Seconded By Councillor Craigmile

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

CARRIED

9.2.6 Economic Development Committee - Coun. Pope

Councillor Pope spoke to the minutes and responded to questions from Council.

Resolution 2018-10-09-18

Moved By Councillor Winter

Seconded By Councillor Craigmile

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

CARRIED

9.2.7 Heritage St. Marys - Coun. Pope

Resolution 2018-10-09-19

Moved By Councillor Pope

Seconded By Councillor Hainer

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

CARRIED

9.2.8 Museum Board - Coun. Winter

Councillor Winter spoke to the minutes and responded to questions from Council.

Resolution 2018-10-09-20

Moved By Councillor Pope

Seconded By Councillor Craigmile

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

CARRIED

9.2.9 Planning Advisory Committee - Coun. Craigmile, Van Galen

No recent meeting.

9.2.10 Heritage Conservation District Advisory Committee - Coun. Winter

Councillor Winter spoke to the minutes and responded to questions from Council.

Resolution 2018-10-09-21

Moved By Councillor Winter

Seconded By Councillor Van Galen

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

CARRIED

9.2.11 Senior Services Board - Coun. Craigmile

Councillor Craigmile spoke to a recent meeting and responded to questions from Council.

9.2.12 Huron Perth Healthcare Local Advisory Committee - Coun. Hainer

No recent meetings held.

9.2.13 St. Marys Lincolns Board - Coun. Craigmile

No recent meetings held.

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

Councillor Hainer spoke to a recent meeting and responded to questions from Council.

10. EMERGENT OR UNFINISHED BUSINESS

Council discussed the pending legalization of cannabis and inquired about a number of impacts to the municipality.

Brent Kittmer provided an update to Council on the matter and distributed a briefing paper authored by the Association of Municipalities in Ontario (AMO). Mr. Kittmer stated that updates from a number of government departments and agencies are ongoing.

Council directed staff to investigate the following items and report back to Council at a future meeting:

- possibility of imposing greater restrictions on areas in town where smoking is permitted

11. NOTICES OF MOTION

None received.

12. BY-LAWS

Resolution 2018-10-09-22

Moved By Councillor Pope

Seconded By Councillor Hainer

THAT By-Laws Z130-2018, as amended 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.

CARRIED

12.1 Z130-2018 Accessory Apartments

12.2 By-Law 83-2018 Social Media Policy

13. UPCOMING MEETINGS

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

Councillor Pope provided regrets.

14. CLOSED SESSION

None held.

15. CONFIRMATORY BY-LAW

Resolution 2018-10-09-23

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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.

CARRIED

16. ADJOURNMENT

Resolution 2018-10-09-24

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT this regular meeting of Council adjourn at 8:30pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	30 October 2018
Subject:	CAO 41-2018 October Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 41-2018 October Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO & Clerk

Strategic Planning:

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

Pillar	Council Priority	Status
<i>Balanced Growth & Housing:</i>	Advance policies to encourage more attainable housing	Report received. Staff working through direction of Council
<i>Communication & Marketing:</i>	Develop a Tourism Action Plan	In progress
	Develop a Crisis Communications Strategy	Done – policy adopted.
<i>Culture & Recreation:</i>	Finalize Recreation and Leisure Master Plan	Done – staff implementing/reporting
	Create a PRC Business Plan	Done – staff implementing/reporting
	Develop a Forestry Management Policy	By-law before Council on Oct. 30
	Redevelop the Community Grant Policy	Done
<i>Infrastructure</i>	Continue with a progressive Infrastructure Plan	2018 capital plan in progress
	Investigate fibre optic build options for the Town	Done – decision not to participate in SWIFT.
	Develop inclusion policy/accessibility standards	In progress – PRC Business Plan
<i>Other 2018 Priorities</i>	Review of Committee system	Done – committee applications open
	Ensure the Town has grant ready projects	In progress

Intergovernmental Relations:

- Transportation Grant Funding:
 - CAO Committee interviewed the sole proponent for the Project Coordinator RFP. Candidate is properly qualified, but decision to hire is pending confirmation that the funding program will be continued.

- No updates from the Province if this funding program will be continued. A special committee has been formed by the Province to review finances, with a report pending in December 2018. We do not expect to have an answer until after the Committee's report is released.
- Perth Municipal Day: CAO is part of the planning committee for the 2018 event. Save the date for November 21, 2018 (Milverton).
- Hosted Third Quarter Perth Administrators meeting. Key takeaways from the meeting were to review and plan joint Council Orientation and discuss the Perth County cannabis task force.
 - Municipality of Perth East has requested that Council give consideration to partnering in a proposal to further research municipal operation of Camp Galbraith.
- AMO Accessibility Task Force: As a result of CAO presentation at the 2018 AMO Conference, CAO was invited to sit on AMO's Accessibility Task Force. The task force held a call on October 10, 2018 with the independent reviewer (David Onley).
- Ministry for Seniors and Accessibility: St. Marys Downtown reconstruction project - the CAO presented the project to a webinar of municipal officials on September 26, 2018.

Policy Development:

- Currently researching Chicken Coop By-Law

Land Sales

- 478 Water Street South: Currently negotiating the land sale agreement.

Other Projects

- CBHFM Operating Agreement: Project complete. Agreement signed by both parties on October 18, 2018.
- Stratford Police Service (SPS) Delivery Transition: continue to hold regular transition discussions with the Stratford Police Services. Media releases have been issued, and public education campaign is underway. Currently forecasting that all transition activities will be completed prior to November 5, 2018 for a smooth transition.
- 2019 Operating Budget: Draft operating budget submissions provided by department heads on August 31, 2018. Currently the CAO and Director of Finance are reviewing the budget submissions. Target is for a budget binder distribution to the Council-elect on November 20, 2018 with the commencement of budget deliberations in January 2019.
- 2018-2022 Council Orientation:
 - Council orientation schedule under development. Target is to provide the Council-elect with their orientation materials and 2019 Q1 meeting schedule on November 20, 2018.
 - Joint orientation with the other geographic Perth municipalities will take place on November 28 at the Stratford Rotary Complex.

Human Resources

Recruitment

- Completed the recruitment process for the Adult Learning Administrative Assistant, Canteen Attendant, interim Early Learning Services Supervisor and volunteer Firefighters.
- Currently recruiting for a Youth and Child Recreation Programmer, Contract Educators, Contract Corporate Communications and Events Manager and Supply Early Learning Services staff.

Staff Engagement/STEAM Initiatives

- United Way Campaign is ongoing with \$250 raised at the Mobile Bake Sale and the second annual Chili Cook-Off scheduled for November.
- Planning for the 2018 staff Christmas party to be held December 1, 2018.

Training

- Conducted Electronic Timesheet training for new hires.
- Finalized the Fit for Duty policy and provided Train the Trainer sessions for the Senior Leadership Team in preparation for the training to be rolled out across the Corporation.

HR Systems and Processes

- Completed a Workplace Accommodation policy.
- First draft of the revised Team Member Handbook is almost complete.
- Finalizing RASCIs for the remainder of Town Departments.
- Conducted one exit interview.

Health and Safety

- The annual review of the Corporate Health and Safety Policy started with the Joint Health and Safety Steering Committee.
- Completed the annual Mid-Year Check-In process with 100% participation of all permanent full and part time.
- Continuing with the work plan for the Ministry of Labour Ergonomics Initiative. A first draft of a Musculoskeletal Disorder Prevention Policy is underway.

Payroll


- Continued support to various departments for 2019 payroll budget.
- Updating payroll manual and various work procedures with banking change to BMO.

SPENDING AND VARIANCE ANALYSIS

None to report.

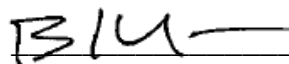
REVIEWED BY

Recommended by the Department



Lisa Lawrence
Director of Human Resources

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	30 October 2018
Subject:	CAO 42-2018 Council Cell Phone Remuneration and IT Equipment

PURPOSE

The purpose of this report is to provide information to Council regarding current Councillor cell phone remuneration practices and to decide upon a standard policy approach for the upcoming term of Council. In addition, staff is seeking direction from Council in regards to standard issue IT equipment for the upcoming term of Council.

RECOMMENDATION

THAT CAO 42-2018 Council Cell Phone Remuneration and IT Equipment be received for discussion and direction to staff.

BACKGROUND

Currently the Town does not have a standardized approach for providing cell phones or remuneration for cell phones to members of Council. The Mayor is provided a corporate cell phone. For Councillors, the approach has varied and only some Councillors submit for cell phone remuneration.

Prior to 2016, some members of Council were advised to purchase a personal cell phone and the Town would remit a monthly payment of \$75. This was during a period of time when the Corporation experimented with "Bring Your Own Device" (BYOD) cell phones for staff. After a period of time, it was decided that the Town could get a better rate and the BYOD experiment was abandoned. The Town purchased any personal device bought by a Councillor who followed the initial advice, and the phone was added to the corporate account. Since 2016, the Town has reimbursed Councillors at a rate \$50/month rate for those who submit cell phone expenses. This amount was arrived at because it is the average monthly bill for a corporate phone.

In addition, the Town does not have a standardized approach for issuing IT equipment to members of Council. For St. Marys Council, the most frequent use of the equipment would be for checking email, and reviewing agendas. In the 2010-2014 term, members of Council were issued iPads. For the 2014-2018 no devices were provided.

Absent standard issue IT equipment, Council continues to use paper agendas, and email can be accessed by logging into the Microsoft Outlook account provided through the Town's webmail service. In some cases, Councillors have their Town of St. Marys email address tethered to their personal cell phone.

With the pending changeover in Council, now is a good time to develop a standardized approach for both cell phone remuneration and standard issue IT equipment for the upcoming term.

REPORT

Council Cell Phone Remuneration

As noted, presently St. Marys does not have a policy or standard approach as it relates to cell phone remuneration for members of Council. To assist Council in deliberating this policy decision, staff have collected information on the practices of other local municipalities. This information is shown in the chart below, and is separated by Mayor and members of Council:

Municipality	Mayor	Members of Council
St. Marys (current practice)	Corporate cellphone issued	Pre-2016 – Remuneration of \$75/month Post-2016: Mix of corporate issue, and remuneration of \$50/month (personal cell)
City of Stratford	Personal cell phone used, remuneration provided for City business	No remuneration provided
Perth East	Corporate cell phone issued	No remuneration provided
West Perth	Corporate cellphone issued	No remuneration provided
Perth South	\$60/month (personal cell)	No remuneration provided

Standard Issue IT Equipment

As noted, the Town has taken a mixed approach to providing IT equipment to Councillors. In the most recent term, no IT equipment was provided.

Staff have contacted the other local municipalities and have determined that all other municipalities in Perth County provide all members of Council with standard IT equipment. The equipment provided has varied between a tablet and a laptop, with most choosing a laptop or a Microsoft Surface as the standard issue equipment for the upcoming term.

For St. Marys Council, the most frequent use of the equipment would be for checking email, and reviewing agendas. With respect to agendas, municipalities who provide IT equipment to councillors are commonly paperless (i.e. no paper agendas are printed by the Corporation for members). The move to paperless agendas is done to offset the costs of providing IT equipment. If a municipality isn't paperless, then it is not common to provide IT equipment.

SUMMARY

Staff is seeking direction from Council on providing remuneration for cell phones. As above, the common practice is for local municipalities to provide their Mayor with a cell phone, or to provide remuneration for corporate use of a Mayor's personal cell phone. Staff recommend that the Mayor continue to be issued a corporate cell phone. Less common is providing remuneration to councillors for corporate use of a personal cell phone. Staff is seeking direction if the Town's current practice of providing remuneration should be maintained or stopped.

Staff is seeking direction from Council whether or not the Town should be providing standard IT equipment for Council. If IT equipment is provided, staff recommends that the Town transition to paperless agendas as a means to offset the costs of the equipment. If IT equipment is not provided, the current practice of paper agendas would continue, and Councillors would need to check their email by logging into their Microsoft Outlook account provided through the Town's webmail service.

FINANCIAL IMPLICATIONS

The cost of a corporate cell phone is approximately \$50/month. Providing all members of Council with a cell phone (or equivalent remuneration) represents a cost of \$350/month, or \$4,200/year, or \$16,800/term of Council.

The cost of standard issue IT equipment would be budgeted at \$2,000 per member of Council. This represents a cost of \$14,000/term of Council.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

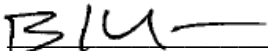
Local Perth County municipalities.

ATTACHMENTS

None.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	30 October 2018
Subject:	CAO 43-2018 Municipal Impacts of Cannabis Legalization

PURPOSE

The purpose of this report is to present Council with information on two key impacts to municipalities resulting from the recent legalization of Cannabis. Council will need to determine if the seated Council is prepared to address the topics of cannabis retail in St. Marys and implementing more restrictive smoking by-law prohibitions.

RECOMMENDATION

THAT CAO 43-2018 Municipal Impacts of Cannabis Legalization be received for discussion and direction to staff.

BACKGROUND

On October 17th, the federal government lifted criminal prohibitions on cannabis subject to certain limits. Under federal legislation, provinces are responsible for establishing wholesale and retail distribution systems. Jurisdiction over rules regarding where individuals can consume cannabis also resides with the provinces.

In Ontario, people will be able to grow, possess and use cannabis as set out in the *Cannabis Act*, and the amending bill is Bill 36. The proposed amendments in Bill 36 are:

- i) to allow private sector retail stores where a municipal government has not opted out of retail sales;
- ii) establish the Alcohol and Gaming Commission of Ontario (ACGO) as the retail store licensing body; and
- iii) align cannabis consumption rules with tobacco places of use under the *Smoke Free Ontario Act*.

To date, St. Marys Council has not advocated for or against cannabis legalization. We have relied on the Association of Municipalities of Ontario (AMO) to represent our municipal interests along with the interests of all other member municipalities. AMO's position is that the Association supports cannabis legalization and a properly managed growth and supply of the product. AMO has advocated for specific changes to Bill 36 to ensure that municipal interests are protected. Unfortunately, AMO has had little success in convincing the Provincial government to amend Bill 36 to better serve municipalities.

Throughout the last month AMO has provided a wealth of information to municipalities on the potential impacts that we can expect from legalization. AMO has also provided advice on how best to manage these impacts. Recent information from AMO is attached to this report.

The province is committing funding to municipalities to help them manage expected cost increases due to cannabis legalization. Individual municipalities will have access to at least \$10,000. Additional funding will be provided to those municipalities who allow cannabis retail in their communities.

Specific to St. Marys, Council has briefly discussed two immediate impacts: cannabis retail in St. Marys, and public consumption of cannabis.

REPORT

Cannabis Retail in St. Marys

Effective October 17, 2018, Ontarians can buy cannabis on-line from the Ontario Cannabis Store (OCS). However, the Province does not plan to construct a bricks and mortar retail system. Rather, they will rely on the private market to sell cannabis, subject to licensing approvals by the Province.

The first legal cannabis retail storefronts will open on April 1, 2019, and will be licensed by the Alcohol and Gaming Commission of Ontario (AGCO). AGCO operator license applications open in December 2018 with store site licenses to follow after councils decide whether to ban sales.

The AGCO will establish processes for Retail Operator Licensing and Retail Store Authorization for cannabis stores in communities where municipal governments have not opted out. There is not a significant amount of detail available about the licensing process. We do know that store locations will need to observe a minimum distance from schools and that this distance will be specified in regulation. Additionally, there is no cap on the number of storefronts, leaving it to market demand to decide locations and the number of stores. However, there is regulatory flexibility in the *Act* to set concentration limits to ensure one or a few operators do not dominate the retail market.

Unfortunately, local municipalities will have little to no influence over the siting of retail stores in their municipality, or the approval of licenses for retail operators. Bill 36 exempts retail stores from municipal business licensing and land use planning. Retail stores can be located in any zone, are not confined to only those locations that are zoned for commercial use, and are exempt from local planning processes.

The AGCO will provide municipal governments and the public with a 15-day notification period of a proposed store site to receive public input and hear concerns from the local community. In the absence of a planning or licensing process, municipal governments can only advise the AGCO on how the property is zoned, whether it is in keeping where retail storefronts are permitted, and if there are other considerations the AGCO should take into account when issuing a store front license or placing condition(s) on its decision and license.

Local municipalities' sole control over siting of cannabis retail stores within their borders is to decide if they wish to host retail stores or not. Municipal governments have a one-time opportunity to opt out of cannabis retail in their communities. To opt out, municipal councils must pass a resolution by January 22, 2019 stating they do not wish to host cannabis retail stores in their communities. The resolution must be sent to the AGCO. The AGCO's receipt of this resolution will automatically cancel any outstanding applications for a storefront in the municipality. The AGCO will keep a public list of communities that have opted out of hosting cannabis retail stores.

A key note about this is that opting out may affect the portion of cannabis excise tax funds a municipal government is eligible to receive.

There is no time period for a local municipality to opt back in via resolution. If the opt out is reversed by a municipal government, that decision is final.

Next Steps:

Council will need to decide if they wish to opt out of having cannabis retail occur in St. Marys by January 22, 2019.

AMO's position on private retail is that enabling strictly regulated private cannabis retail is an economic development opportunity that should contribute investment and jobs to our local economies. It will allow the market to naturally contract and expand as necessary to meet consumer demand while allowing entrepreneurial residents to benefit from this new opportunity.

The advice from AMO is for new councils (post municipal election) to wait to have a full understanding of the legislative authority (once it is passed), the content of regulations (yet to be tabled) and an understanding of the AGCO's process for dealing with retail store licenses and store authorizations before making a decision to opt out

Public Consumption of Cannabis

The Province has chosen to align the rules surrounding the consumption of cannabis with the rules for tobacco consumption. These rules are set out in the *Smoke Free Ontario Act (SFOA)*. People in Ontario can smoke or vape cannabis anywhere they can currently smoke tobacco.

On places of use, AMO is cautiously supportive of the government's new approach. Their position is that the rules proposed by the Liberal government may have unintentionally driven smoking indoors, creating difficulties for parents who may not want to consume in front of their children and tenants living in multi-unit residential buildings. AMO also believes that the more restrictive rules proposed by the former Liberal government would have been difficult to enforce and costly and perhaps result in neighbour-to-neighbour issues for municipal governments to mediate.

The *SFOA* will now include prohibitions on use of cannabis and tobacco in enclosed workplaces, near playgrounds and restaurant and bar patios, among others. Most applicable to municipalities are the restrictions for smoking near playgrounds and sports surfaces. These restrictions do not prevent people from smoking in parks, they simply set a distance limit from playgrounds and sport surfaces. It is illegal to smoke on and within 20 metres of children's playgrounds and publicly owned sport fields and surfaces (e.g., areas for basketball, baseball, soccer or beach volleyball, ice rinks, tennis courts, splash pads and swimming pools that are owned by a municipality, the province or a postsecondary education institution).

Municipal governments are able to set stricter rules for use cannabis (and tobacco if they choose). Currently, Section 115(1) of the *Municipal Act* only authorizes municipal governments to regulate the smoking of tobacco in public places. St. Marys has enacted two by-laws related to smoking in public (#23-2003 and #20-2012).

Presently, the Town's smoking prohibitions are less restrictive than those prescribed in the *SFOA*. Here is a brief summary of the restrictions that are currently in place:

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]

It is worth noting that the Town's by-law does not currently prevent smoking at the swimming Quarry.

Next Steps:

Council will need to consider if the Town's smoking by-law should become more restrictive in response to the potential impacts of cannabis legalization. When making this decision, Council will need to consider community needs along with possible increased enforcement costs when more restrictions occur.

The Perth District Health Unit (PDHU) has recently reported to its board, and has made the following recommendation for municipalities:

"Recommend municipalities enact by-laws or amend existing no-smoking by-laws to include cannabis and increase restrictions on use in outdoor spaces (parks, playgrounds, recreational fields, and municipal entrances/exits"

For further context, the PDHU has offered the following:

"Areas to consider to include but not limited to: 100% smoke-free parks, playgrounds and recreational fields, 100% smoke-free municipal property, or set-backs from municipal, public places and workplace entrances and exits".

Currently, Public Health Units enforce the *SFOA* and deal with places of use for tobacco. If smoking by-laws are amended the PDHU recommends that the Town make it clear in the by-law that the PDHU can enforce all of the restrictions. The PDHU's approach to enforcement is to provide public education as a first step. If new restrictions are put in place the PDHU will work with the Town to develop educational campaigns and signage to help the public understand where smoking is permitted and where it is not. The PDHU does not serve as a call for service enforcement approach (i.e. they do not deploy officers to respond to immediately respond to public complaints). They will enforce the by-law when they visit Town. In conversation with the Public Health Manager, it has been her experience that with a strong education campaign and the passage of time, no smoking areas tend to police themselves as the smoking restrictions become normalized.

Bill 36 includes provisions for municipal government councils to request that the Minister authorize in writing for local by-law enforcement officers to enforce the *Act*. In St. Marys, by-law enforcement would fall to the Stratford Police Service. The CAO contacted the Deputy Chief to inquire if he would have any concerns with more restrict smoking prohibitions (i.e. a ban on smoking on all Town property, excluding streets), and the following response was provided:

"I will say that we rarely (almost never) receive complaints about smoking. I believe this is due to the culture around smoking and good signage in key areas."

A final question to consider is whether or not consumption of cannabis for medical purposes would be exempt from the Town's by-law by Federal or Provincial legislation. In discussion with the Public Health Manager, she has confirmed that smoking of medical cannabis faces the same restrictions under the *SFOA* as recreational cannabis. As such, public consumption of medical cannabis would be subject to any by-laws the Town put in place.

SUMMARY

Unfortunately, there is little in the way of concrete information from the Province about cannabis legalization. At the time of writing this report Bill 36 had not yet received Royal Assent, and no formal guidance has been provided by the Province. AMO has provided useful information, but this is AMO's interpretation of the Province's intent.

Moving forward, Council has until January 22, 2019 to decide if St. Marys will opt out of cannabis retail. As noted, AMO supports enabling strictly regulated private cannabis retail as an economic development opportunity that should contribute investment and jobs to our local economies. If the Town were to opt

out of cannabis retail this is expected to reduce the share of the cannabis excise tax that is provided to the Town to offset the anticipated increased costs of cannabis retail.

Council will also need to decide if the Town wishes to enact stricter no-smoking prohibitions in the Town's smoking by-law in response to cannabis legalization. The caution from AMO is for the Town to consider the impact to enforcement costs. Based on a conversation with the PDHU and the Stratford Police Service, it would appear that in practical application these cost increases may be minimal.

FINANCIAL IMPLICATIONS

The primary cost of increased restrictions is forecasted to be the cost of installing signage (approximately \$1,000). The Town will receive \$10,000 in provincial funding to help offset the costs to the Town of cannabis legalization.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

AMO Guidance Materials

Stratford Police Service

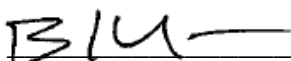
Perth District Health Unit

ATTACHMENTS

1. AMO Brief on the Cannabis Framework

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk



AMO Contact:

Craig Reid, Senior Advisor

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October 3, 2018

Briefing: Municipal Governments in the Ontario Recreational Cannabis Framework

What Ontario Municipal Governments Need to Know About What Has and Has Not Changed

Introduction

In 14 days, it will be legal in Canada to possess or use cannabis subject to certain limits. The federal government amended the Criminal Code to enable Canadians to buy, sell and consume cannabis and cannabis products. Under federal legislation, Health Canada administers the licensing regime for recreational cannabis growers. These licensed producers serve as the sole source of legal recreational cannabis in Canada. The federal framework includes rules regulating grow operations as well as the advertisement and promotion of cannabis, which is strictly controlled to protect youth.

Under federal legislation, provinces are responsible for establishing wholesale and retail distribution systems. Jurisdiction over rules regarding where individuals can consume cannabis also resides with the provinces. ■

Ontario's Approach:

The key proposed amendments in Bill 36 are:

- i) to allow private sector retail stores where a municipal government has not opted out of retail sales;
- ii) establish the Alcohol and Gaming Commission of Ontario (ACGO) as the retail store licensing body and
- iii) align cannabis consumption rules with tobacco places of use under the *Smoke Free Ontario Act*.

For a breakdown of changes proposed by the legislation, [click here](#). ■

Retail Distribution on 17.10.18:

Ontario residents will be able to order cannabis legally from the Ontario Cannabis Retail Corporation (OCRC) starting October 17, 2018. The OCRC will be the only legal distributor for wholesale cannabis to retailers and the on-line retailer to the public. Delivery is conditional on the person ordering and receiving the cannabis product being an Ontario resident and 19 years of age or over. Identification is required. Packages cannot be left unattended in a building or home. ■

Places of Use:

If Bill 36, as proposed, becomes law on October 17, smoking recreational cannabis will be legal where tobacco consumption is permitted under the *Smoke Free Ontario Act*. It is illegal to smoke tobacco in enclosed workplaces, restaurants, bars and patios, schools, near playgrounds and publicly owned sports facilities and other locations. Municipal governments can also enact stricter by-laws on places to smoke in their communities. This allows municipal governments to reflect community preferences for the safety of residents and to balance public enjoyment of the community. However, in considering stricter requirements, municipal governments should also consider the cost of enacting locally determined rules and how they will be enforced. ■

Take Away:

The proposed rules governing where it is legal to smoke cannabis are changing. Public Health Units enforce the SFOA smoking rules. Municipal governments can pass stricter smoking by-laws but will need to consider cost and enforceability.

Provincial Licensing of Retail Stores:

The new legislation authorizes the Alcohol and Gaming Commission of Ontario (AGCO) to license and regulate private cannabis retail in the province.

The AGCO will establish processes for Retail Operator Licensing and Retail Store Authorization for retail cannabis stores in communities where municipal governments have not opted out. The AGCO and police will also be responsible for inspections and enforcement of the Act. Municipal official plans, zoning approvals and licensing by-laws will not apply. The AGCO has three licensing functions:

- The AGCO will be responsible for licensing cannabis Retail Store Operators. Licensing will be subject to criminal and financial eligibility checks. The AGCO is aiming to open the application process for store operator licenses in December 2018.
- Once a specific cannabis retail site has been proposed, the AGCO will be responsible for determining and granting Retail Store Authorization.
- The AGCO will also license Cannabis Store Retail Managers employed in senior positions at retail locations.

The AGCO will charge fees to cover the cost of administering of the licensing and retail store authorization processes.

The AGCO will provide municipal governments and the public with a 15-day notification period of a proposed store site to receive public input and hear concerns from the local community. Under the proposed law, the AGCO will consider comments from both the lower and upper tier municipality. The public notification of a proposed cannabis retail site will also be posted on the building and on the AGCO's website.

Further details as to how the public notification process will work are not yet available. In providing comments, the Bill says municipal governments must have regard to the needs and wishes of residents. AMO is seeking clarity on what this means since cannabis retail siting is exempt from typical land use planning processes.

Store locations will need to observe a minimum distance from schools. This distance will be specified in regulation. AMO is seeking clarity on how other local sensitive uses will be considered by the AGCO in its decision-making process.

There is no cap on the number of storefronts, leaving it to market demand to decide locations and the number of stores. However, there is regulatory flexibility in the Act to set concentration limits to ensure one or a few operators do not dominate the retail market.

It is unclear if a cannabis retail store would need to be located within a municipal commercial zone where retail is a permitted use or in any zone where retail is permitted.

AMO had hoped that municipal governments would have greater opportunity to influence store locations to protect other sensitive sites and the density of stores in their communities. This is an ongoing interest of municipal governments and will form part of AMO's continuing work, including engagement on regulatory development.

The first retail stores are to be operational April 1, 2019, after all licenses and authorizations are in place. It is presumed that all store locations will be required to be compliant with the Ontario Building Code and Fire Code. ■

Take Away:

The AGCO will license operators, approve store sites proposed by licensed operators and license cannabis retail managers to work in retail stores. Where municipal governments have not opted out, a 15-day notice period will allow comments from the public and municipal governments.

Regulations will set minimum distances from schools for retail locations. The government may also pass regulations to control market concentration of a single retail operator or corporation.

At this point it is unknown whether local zoning compliance will be needed for site approval.

AMO will continue to seek opportunities for municipal influence over store locations and density.

Municipal Opt Out of Cannabis Retail:

Municipal governments (defined in the Act as a local municipality) have a one-time opportunity to opt out of cannabis retail in their communities. There is no time period for a local municipality to opt back in via resolution. If the opt out is reversed by a municipal government, that decision is final.

To opt out, municipal councils must pass a resolution by January 22, 2019 stating they do not wish to host cannabis retail stores in their communities. The resolution must be sent to the AGCO. The AGCO's receipt of this resolution will automatically cancel any outstanding applications for a storefront in the municipality. The AGCO will keep a public list of communities that have opted out of hosting cannabis retail

stores. Operators will not be able to propose a store location or locations in those communities. The Minister of Finance will track municipal governments who opt out as this may impact the distribution of funding to help with costs. ■

with additional fines per day that the offence continues). These fines are levied under the *Provincial Offences Act* (POA). If successfully prosecuted and collected, the fine is paid to the municipal government. ■

Take Away:

Municipal governments can opt out of hosting recreational cannabis retail storefronts in their communities by January 22, 2019 by sending a resolution to the AGCO. This opt out can be reversed but any decision to opt in is final.

Opting out may affect the portion of cannabis excise tax funds a municipal government is eligible to receive.

Take Away:

The first legal cannabis retail storefronts will open on April 1, 2019. To be eligible to receive an operator license, current illegal dispensaries must close before October 17. Any stores operating in Ontario without AGCO licenses are illegal and subject to police enforcement and prosecution.

POA fines apply.

Illegal Storefronts - Dispensaries:

Recreational cannabis is illegal until October 17, 2018. In Ontario, cannabis retailers MUST have AGCO operator licenses, site authorizations and employ authorized staff. They must also display a seal. To be eligible for AGCO authorizations, current illegal cannabis retailers will need to shut down prior to October 17, 2018. They may then apply for a retail operator license unless charged under federal or provincial cannabis legislation that comes into effect October 17. This may impact the closure of current illegal dispensaries without police intervention.

Unauthorized sales of cannabis are subject to significant POA fines (up to \$250,000 for individuals and \$1,000,000 for corporations, with additional fines per day that the offence continues) and police can issue closure orders to prevent unauthorized retail sites from reopening. Landlords can also be charged for permitting their property to be used in contravention of the Act (up to \$250,000 for individuals and \$1,000,000 for corporations,

Enforcement:

Police will enforce the federal and provincial cannabis legislation. The federal government has provided funds to police forces for training and the Ontario government has worked with Ontario Provincial Police and municipal police forces to increase the number of officers trained in the Standard Field Sobriety Test and as Drug Recognition Experts.

The AGCO will enforce licensing, renewals and adherence to any conditions. This will include inspections of store operations, the financial practices of the operators, ensuring licensed personnel are working in stores as required and discharging their duties appropriately, ensuring rules regarding sales are followed, etc. Contravention of provincial and federal requirements and laws can result in the revocation of operator licenses.

Public Health Units enforce the SFOA currently and deal with places of use for tobacco. Cannabis use enforcement will be added to these duties since the locations will be the same as now, unless municipal governments pass stricter smoking by-laws. Passing and enforcing stricter local smoking by-laws may increase local public health unit budgets for municipal governments.

Bill 36 includes provisions for municipal government councils to request that the Minister authorize in writing for local by-law enforcement officers to enforce the Act. This may be a preferred option longer term for new councils to consider after learning more about the transition impact of legalization.

The federal *Cannabis Act* strictly controls the operations of licensed growers as well as the advertising and promotion of cannabis. Growers must adhere to strict security requirements and seed to sale tracking of their products under the terms of Health Canada registration. Rules and regulations regarding

promotion and advertising also have the effect of banning cannabis promotion through mass advertisement channels because of youth access to these mediums. Section 23 of the federal *Cannabis Act* also pertains to the display of advertisements and could impact municipal governments who display third party ads. Fines and penalties can be levied against an entity for disseminating prohibited cannabis promotions. Where municipal governments own advertising vehicles (such as transit ads or street furniture, etc.) they may wish to consider prohibiting advertising related to this activity. ■

Take Away:

Police forces will enforce road safety and illegal storefronts. The province has provided training to police officers and is working to expand Drug Recognition Expert training. Public Health Units will enforce smoke free Ontario rules.

AGCO will inspect, investigate and enforce rules for registered operators and stores, including financial practices and illegal activities, if any.

Federal cannabis advertising rules are strict. Municipalities should ensure that their policies for transit and other municipal advertising channels are in line with these requirements.

Municipal Funding:

The transition to legal recreational cannabis will impact local services and municipal government functions including: policing, public health, bylaw enforcement and potentially paramedic services.

To help manage these municipal impacts, the provincial government has confirmed that it will honour its commitment to provide municipal governments with \$40 million of Ontario's portion of the federal excise tax on cannabis with a 50/50 provincial-municipal split if Ontario's revenues exceed \$100 million in the first two years. The commitment is:

- \$40 million over two years to municipal governments.
- At least \$10,000 for each municipal government with \$5,000 distributed to all municipalities as soon as possible. Another \$5,000 will be distributed in 2019.
- For municipal governments allowing stores, additional funding will be distributed on a per household basis. The province will also maintain a contingency fund to support additional and unanticipated costs.

Clearly, the provincial funding provides an incentive to municipal governments to allow private cannabis retail in their communities. There has been a sense that the federal excise tax amount will not cover provincial or municipal costs. Legal recreational cannabis is new to everyone. Some costs may increase such as nuisance calls, while others, such as police enforcement, may decrease. At this point, we do not know the impact. AMO urges municipal governments to track costs for **additional** work relating to the transition to legal recreational cannabis so data is available to protect local finances and services. ■

Take Away:

All municipal governments will receive at least \$10,000 to help transition to legal recreational cannabis in our communities.

Communities that decide to allow retail storefronts will receive \$10,000, plus per household funding, and will be eligible for a share of 50 per cent of the surplus funding if the province's share of federal excise tax exceeds \$100 million in the first two years.

Municipal governments must track additional expenditures related to legalized recreational cannabis.

Licensed Producers and Medical Cannabis:

Cannabis growing operations are licensed by Health Canada for medical and recreational cannabis products. It is also legal for residents to grow up to four plants per residence for personal use.

Medical cannabis users will continue to access cannabis in the same way as they do now. For some, that means that they order from licensed producers and Canada Post delivers their cannabis. Others grow their own for their personal medical use. Others still designate growers to provide the cannabis they need to manage their medical needs. It is anticipated this will continue, though some current and future patients may elect to get their cannabis from the recreational market if their specific requirements are met. The courts have upheld access to medical cannabis, including through designated growers.

As proposed, Bill 36 will also allow cannabis growers licensed by Health Canada to apply to operate one retail facility at a growing location.

This responds to the desire of cannabis producers to have vertically integrated cannabis operations. AMO understands this may function somewhat like retail operations at Ontario wineries and breweries.

AMO's Board has sought greater control for municipal governments over cannabis growers to ensure community concerns can be acted upon, such as through planning and licensing controls. For municipal governments that may be challenged working with some of these growers, we advise continued engagement and monitoring through the transition period. ■

Take Away:

It is illegal to grow more than four plants per residence.

Medical cannabis users are able to continue accessing cannabis in their currently preferred method(s). In some communities, there may be concerns about conflicts between some growers and their neighbours. The courts have upheld this activity as part of a patient's right to access medicine.

Licensed Producers in Ontario will be able to open one store at one location to retail their products.

Next Steps:

Municipal governments do not need to rush to make an opt-out decision. They have until January 22nd at the latest. Our advice is for new councils (post municipal election) to wait to have a full understanding of the legislative authority (once it is passed), the content of regulations (yet to be tabled) and an understanding of the AGCO's process for dealing with retail store licenses and store authorizations before making a decision to opt out. AMO is preparing to present to the Standing Committee reviewing the legislation on municipal concerns and challenges and seek any amendments deemed necessary. Municipal governments that have suggested amendments are urged to get in touch with AMO ASAP.

AMO is committed to advocating for municipal interests and providing as much assistance to members to facilitate local decision-making. Aspects of this will become more apparent over the coming weeks. AMO encourages municipal officials to bookmark the AMO website to keep up to date, and to reference other information. ■

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	30 October 2018
Subject:	COR 24-2018 October Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 24-2018 October Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Museum

- **Administrative**
 - Volunteers logged 70 on-site hours in September.
 - The Museum was once again a successful recipient of the Community Museum Operating Grant in the amount of \$15,810.
 - GasPains TV was at the museum to film an episode about the 1911 CCM motorbike on September 28.
- **Research/Exhibits**
 - "In the Big League" an exhibit about former Lincolns' players who went on the play in the NHL opened during the Lincolns' home opener on September 14.
 - Staff met with the BIA on September 10 to promote and encourage participation in the upcoming Ink and Illustration exhibit. Uptake amongst downtown business has far exceeded expectations.
- **Programming/Outreach**
 - Staff led an outreach program at Kingsway Fairhill on September 4
 - Former Digitization Coordinator led a seminar on early outdoor photography for a sold out crowd on September 13.
 - Staff led two programs for a grade 6 class from Little Falls Public School on September 26 and October 3.
 - Antique Appraisals event took place on Saturday, September 29. Six appraisers volunteered their time for the event.
- **Collections Management**
 - Young Canada Works Intern continuing with textile storage audit that was started by summer students. Photograph, condition report and location verification undertaken for the 2,250 textiles in the Museum's collection.
- **Upcoming**
 - Planning ahead for school field trip bookings. Several field trip bookings have already been made for October and November.
 - Election Shenanigans seminar on October 18 sold out and moved to a larger venue at the Anglican Church.
 - Curator/Archivist presenting at the OMA conference October 26-27. Also attending a full-day meeting and professional development on October 25 for regional museum network chairs, as Chair of the Huron Perth Middlesex Museum Network.

- Museum Board starting to work on a 3-5 year strategic plan for the Museum to meet Ontario ministry requirements for annual funding.

Municipal Elections

- The successful delivery of the 2018 Municipal Election took place on the following Voting Dates:
 - Advance Vote occurred on Saturday, October 6, 2018 – 10:00a.m. to 4:00p.m. at the Pyramid Recreation Centre.
 - Special Voting Places occurred on:
 - Wednesday, October 10, 2018, 9:00a.m. to 11:00am, Kingsway Lodge / Fairhill Residence
 - Thursday, October 11, 2018, 9:00a.m. to 11:00a.m., Wildwood Care Centre
 - Voting Day Monday, October 22, 2018 – 10:00a.m. to 8:00p.m. at the Pyramid Recreation Centre.
- There were twenty-one election officials who assisted with the delivery of the Election. They are to be commended for their dedication of time and effort.
- Staff are reviewing the organization and planning of the election and are filing the review for use in planning the 2022 municipal election.

Corporate Communications

- Corporate Communications Strategy
 - Third round of quarterly communications meetings complete; fourth quarter meetings to begin late October
 - Working with the Town's web provider to update subscription section of site to encourage more uptake on this service;
 - eSolutions completing additional updates to subscription section in October
 - Next step – informing Constant Contact users of transition to web subscription service and executing change; transition tentatively planned for first week of November
 - This will also allow for the transition from using multiple subscription services (Constant Contact and website) to one single source (website), which will improve the efficiency of distributing media releases, service disruptions, etc.
 - Finalized corporate social media policy
 - Policy establishes criteria for the creation, use and maintenance of municipal social media accounts and guidelines for acceptable professional and personal use of social media by Town staff, Council and committees.
 - Draft policy approved by Council in October 2018
 - Next step – staff roll out
 - Senior Management to train all staff of personal use of social media; Communications Manager to train specific staff on workplace use of social media
- Pyramid Recreation Centre Business Plan
 - Introduced available PRC staff to new tagline at September 20 meetings
 - Rest of internal roll-out to be completed at Corporate all-staff meetings
 - PRC brand guidelines drafted and under review
- Media Relations
 - Sent out 15 media releases between mid-September and mid-October
 - Resulted in 23 solicited news stories
- Social Media
 - Facebook (September 19 – October 16):
 - Town of St. Marys
 - 38 new page likes; 44 new page followers
 - Best performing paid post: No paid posts this month

- Best performing non-paid post :Recreated historic photo of firefighters for Fire Prevention Week (reached 7,746 users, prompted 484 reactions, 29 comment and 43 shares)
- Pyramid Recreation Centre (September 11 – October 8)
 - 31 new page likes; 33 new page followers
 - Best performing paid post: Zumba classes (reached 4,374 users, prompted 40 reactions, 5 comments and 7 shares)
 - Best performing non-paid post: “Cooking for kids” classes (reached 2,187 users, prompted 28 reactions, 10 comments and 12 shares)
- Twitter (since September 20):
 - 8 new followers
 - Best performing tweet: Tweet about transition to Stratford Police (garnered 2,787 impressions and 146 engagements)
- Campaigns and Notices
 - General Campaigns
 - Stratford Festival Visitors Guide tourism advertisement
 - Early Learning Services job recruitment (paid advertising in Independent and Beacon)
 - St. Marys Craft Show (postcard and social media event [433 people interested])
 - Alzheimer’s Society Coffee Break (event coordination, media release, social media, paid advertising in Independent)
 - Museum Seminar Series (media release, social media)
 - Pyramid Recreation Centre Campaigns
 - Aquatics Centre annual maintenance closure (media release, service disruption and social media)
 - Scrapbooking Garage Sale (media release, social media and water-bottle “swag” to use as fundraiser at event)
 - Badminton (poster and social media)
 - Notices
 - Fall construction projects
 - Zoning by-law amendment
 - Library re-location

Events

- Remembrance Day (November 11)
 - Event Coordinator is working with the Legion and ANAF on their November 4 Cenotaph service, the Cemetery flag-laying service on Nov. 3, and the national Bells of Peace project, commemorating the 100th anniversary of the end of World War I.
 - There will be 100 rings of bells in St. Marys at dusk on November 11. Town Hall’s bells will be rung, along with other bells at churches, the Andrews building and possibly the HCMS Stonetown. A small service will occur at 4:45 pm in Town Hall square
- Giving Tuesday (November 27)
 - The BIA is again promoting this day of charity and goodwill, on Tuesday, Nov. 27.
 - Event Coordinator working with BIA committee on an informative launch event, taking place Tuesday, Oct. 23, plus other aspects of the day, and media promotion.
- Murdoch Mysteries Viewing Party
 - The “Made in St. Marys” broadcast date has been confirmed as Monday, Nov. 26. A viewing party will be held in the community hall at the PRC. Since the press release has been issued, we have received inquiries from as far away as Michigan and Toronto regarding attendance.
 - Event Coordinator is working with Shaftsbury, MM’s production company, to bring some special, surprise elements to the night.

- WinterLights/Christmas
 - Event Coordinator is working with Public Works on developing a sustainable growth plan for Winterlights in the coming years, in addition to the new displays.
- Miscellaneous
 - Event Coordinator continuing to support other departments – i.e. taking photo recreation for Fire Department, photos for tourism and other promotional materials.

Information Technology/ Geographic Information Systems (GIS)

- Election setup/support
- Completed Server Hardware migration (3 weeks total), wrapping up project with knowledge transfer.
- Began E-mail migration to Microsoft cloud. Expected to complete first week of November (3 week project)
- Obtained new NVR hardware for cameras throughout the municipality. Camera network migration and configuration in upcoming weeks.
- Many large format print outs for various Town departments and functions
- IT support for Town staff
- Creation of maps for Town staff
- Ongoing windows updates on Town computers
- Updated water map for ministry of the environment compliance
- Map creation for various Town departments
- GIS data updating
- 9 municipal consent applications approved

Economic Development

- Asked to join the Newcomer Settlement Huron Perth (NSHP) group by colleagues at Perth County and have confirmed participation. This is a working group formed to identify needs, raise awareness, and collaborate on solutions.
- Community Living St. Marys has hired an Employment Facilitator, this is a new position that will work closely with staff to connect employers with possible employees.
- “It’s Your Business” breakfast is planned for St. Marys and surrounding area on November 14th at the St. Marys Golf Course. This event is a partnership with Perth South and St. Marys.
- Met with the St. Marys United Way committee to discuss the two goals identified and how best to achieve success for the community.
- Met with our website provider to review our current site and discuss what we can do to enhance the site for both Economic Development and Tourism. Discussed owning our own business listing and adding a module to list available lands for sale or rent.
- Working on some immediate changes to website pages and documenting these revisions for the Communications Department to revise.
- Welcomed the new Liquidation Centre to town “Jacobs Liquidation” on Wellington St.
- Met with a representative from Upper Thames regarding potential apartments in the downtown core.
- Held the final EDAC committee meeting and communicated that the committee would be under review with a new council and may take on a new direction. The committee was receptive to this thought.

Tourism

- PRC visitors map is complete and should be installed in the next few days.
- Moving on to the next phase for the way-finding strategy.
- Working on a draft tourism plan with a one-year outlook.

- The Peter Allan Rice exhibit closed and a new exhibit titled “Poppy Art” is opening on October 19th and running until November 16th in partnership with Holy Name of Mary Roman Catholic School and Little Falls P.S.

VIA Services

	Boarding	Arriving	% Printed
January	293	269	71.3
February	246	248	72.8
March	239	283	77.4
April	233	245	75.5
May	234	245	81.2
June	276	279	75.7
July	298	294	72.1
Aug	391	341	69.0
Sept	216	230	81.0


- This month (Sept.) is our lowest this year – in 2017 it was March, but we had the second highest percentage of printed tickets in September.
- Working to refresh the VIA manual for staff.
- Finalized staff mid-year reviews.

SPENDING AND VARIANCE ANALYSIS

Nothing to report at this time.

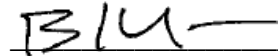
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Finance

Date of Meeting: 30 October 2018

Subject: FIN 19-2018 October Monthly Report (Finance)

RECOMMENDATION

THAT FIN 19-2018 October Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance

- Mid-year staff performance check-ins completed
- 2019 budget submissions have been reviewed and compiled. Further refinements underway with release planned for late November
- Bank of Montreal transition has been completed. Accounting Co-ordinator did site visits to assist staff on banking changes, including issuing new corporate credit cards. RBC accounts will remain open for a short period to allow any direct deposits that have yet to update their records for our banking change.
- Attended quarterly meeting of all Treasurers within Perth County. MPAC was present to report on their performance statistics, assessment changes and discuss any issues municipalities are experiencing. Banking services is a popular item in that Stratford had recently closed their tender and the County and lower tiers was soon to close their joint tender.

Procurement and Risk Management

- Participating in the OPBA (Ontario Public Buyers Association) Teleconference Fall Workshop Oct 22/18
- RFP-PW-15-2018 closed on Sept 11/18– Activated Carbon Vessel and Media Replacement at the St. Marys Water Pollution Control Plant
- Completed MTO reports for parking tickets.
- Continue to have success in collecting outstanding receivables.

Taxation

- Q3 School Board Remittances prepared.
- Q3 BIA Remittance prepared.
- September VIA Rail commission reconciled.
- Notices sent to all mortgage companies and other external stakeholders with new banking information for remitting property tax payments.
- Successfully remitted October 1st monthly pre-authorized tax payment file (800+subscribers) to new bank.

- September internal/external fuel tracking and billing produced
- Tax Collector attended semi-annual Keystone meeting returning with highlights of the next upgrade.

SPENDING AND VARIANCE ANALYSIS

October Capital Status Report attached.

September Interim Financial Report attached.

- The third quarter interim financial review indicates a less than favourable variance position and when projected to the yearend potentially a deficit. There have been a number of unforeseen expenditures during the year such as Milt Dannel Park flood repairs and software licensing costs which at the time were identified to be funded from current year surplus. Further factors being building permit revenue which has slowed and Child Care operations having not met budget have added to the situation.
- To address the possibility of a shortfall cost controls will be put in place for the remainder of the year. A further option available is to fund the unbudgeted expenditures from reserves. This option will be reviewed during the year end process.

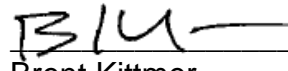
REVIEWED BY

Recommended by the Department



Jim Brown
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk

**Town of St. Marys
Capital and Special Projects 2018
October 16, 2018**

	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9050 - IT ANNUAL EQUIPMENT REPLACEMENT	15,004	15,004	15,000.00	4	X	X	X	X	X	X	Project completed
9052 - PRODUCTION SERVERS & SAN REPLACEMENT	-	-	60,000	(60,000)	X	X	X	X	X	X	Migration of server complete
9053 - REPLACE CAMERA RECORDER	-	-	12,000	(12,000)	X	X	X	X			Equipment received, configuration underway
9054 - ARENA DIGITAL SIGN	-	-	5,000	(5,000)	X	X					Scheduled for the Fall
9055 - PORTABLE PA SOUND SYSTEM	6,657	6,657	5,000	1,657	X	x	X	X	X	X	Complete
9106 - TOWN HALL & LIBRARY WINDOWS	16	16	352,000	(351,984)	X	X	X	X	X		IntegriBuild awarded project windows project to commence Dec 3
9107 - CAPITAL - FACILITIES LIBRARY ROOF	16,654	16,654	18,000	(1,346)	X	X	X	X	X	X	Project completed
9108 - LIBRARY CARPET REPLACEMENT & PAINTING OF INTERIOR	14	14	45,000	(44,986)	X	X	X	X	X	X	Project complete
9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	-	-	15,000	(15,000)	X	X					
9135 - CAPITAL - GUEST SERVICES DESK REBUILD	19,525	19,525	25,000	(5,475)	X	X	X	X	X	X	Project completed
9140 - CAPITAL - REPOINT STONE WALLS	-	-	43,000	(43,000)	X						
9142 - PRC SKATE FLOOR REPLACEMENT	-	-	50,000	(50,000)	X	X	X				Tender has been cancelled
9143 - FIRE HALL ROOF RESTORATION	-	-	45,000	(45,000)	X	X	X				Tender has been cancelled
9144 - PARKING LOT PAVING	2,278	2,278	250,000	(247,722)	X	X	X	X	X	X	Paving complete, painting to take place week of Oct 15
9146 - MOC SHOP ALARM	611	611	15,000	(14,389)	X	X	X	X	X		Georgian Bay onsite. Completion date Sept 14
9147 - MUSEUM INTERIOR PAINTING	-	-	25,000	(25,000)	X	X	X	X	X	X	Project Completed
9151 - TOWN HALL COUNTER AND WORKSTATION IN LOWER LEVEL	-	-	15,000	(15,000)	X	X	X				Tender posted Sept 17
9153 - CADZOW SPLASHPAD & PAVILION	444,101	484,601	512,000	(27,399)	X	X	X	X	X	X	Project completed June 18
9157 - OLD WATER TOWER STRUCTURAL UPGRADES	19	19	300,000	(299,981)	X	X	X	X	X		Robertson Restoration scaffolding has been installed.
9210 - FIRE SMALL CAPITAL	37,715	37,715	8,000	29,715							Received the hose on 20 July 18.
9212 - CAPITAL - ELC RELOCATION	14,779	14,779	50,000	(35,221)							In-Progress
9314 - CAPITAL - ANNUAL SIDEWALK/CURBING PROGRAM	14,277	14,277	20,000	(5,723)	X	X	X	X	X		Ongoing, Subject to contractor availability and weather
9327 - CAPITAL - WARNER / JONES CONSTR	53,470	53,470	63,000	(9,530)	X			X	X	X	Completed
9329 - CAPITAL - EMILY ST RECONSTRUCTION	3,812	3,812	100,000	(96,188)	X			X	X	X	Completed
9331 - CAPITAL - WELLINGTON ST S (PARK TO QUEEN)	5,946	5,946	49,000	(43,054)	X				X		Design in progress C/O from 2017, draft recv'd staff review
9332 - CAPITAL - VARIOUS SIDEWALKS (PTIF FUNDED)	-	-	96,000	(96,000)	X	X	X	X	X		Ongoing, Subject to contractor availability and weather
9333 - CAPITAL - GENERATOR WATER BOOSTER PUMP JAMES ST S.	(0)	10,832	-	10,832	X	X	X	X	X	X	
9335 - ST.MARIA- WATER ST. TO END	-	-	10,000	(10,000)	X	X	X	X	X		Grading and Base coat, top coat pending
9336 - GLASS ST. -EMILY ST. TO JAMES ST. N	43,762	43,762	45,000	(1,238)	X	X	X	X	X	X	Surface Treatment Tender issued
9337 - CARRALL ST. -ARDMORE AVE TO ELGIN ST.	24,299	24,299	36,000	(11,701)	X	X	X	X	X	X	Surface Treatment Tender issued
9338 - DOWNTOWN BIKE PARKING AREA	3,346	3,346	10,000	(6,654)	X	X	X	X	X	X	Completed Aug 2018
9340 - SERVICE CLUB ENTRANCES SIGNS	25,461	25,461	24,000	1,461	X	X	X	X	X	X	Signs installed, waiting on final invoicing for landscaping
9341 - HILLSIDE CRT SUB DRAIN	1,149	1,149	35,000	(33,851)	X				X		Waiting on contractor for asphalt restorations
9342 - SPARLING BUSH BOUNDARY MARKERS	-	-	20,000	(20,000)	X	X			X		Signs Ordered, waiting on Delivery, to be installed PW Staff
9343 - ELGIN ST. W- DRAIN REPAIRS	1,149	1,149	10,000	(8,851)	X				X	X	Completed Internally by PW with ditching bucket received in 2018 capital
9345 - MAXWELL ST. CURB REPLACEMENTS	-	-	25,000	(25,000)	X	X	X	X	X	X	Waiting on contractor for asphalt restorations
9346 - SARINA GTT BRIDGE PAINT RAILINGS	13,464	13,464	25,000	(11,536)	X			X	X		Emily St. Overpass completed, testing sections of Sarina Bridge
9360 - WATER ST. CULVERT REPAIRS	9,546	9,546	162,000	(152,454)	X	X			X		Working with Engineering on repair options, c/o 2019 Capital
9390 - CAPITAL - ANNUAL RESURFACE PROGRAM	1,380	1,380	132,000	(130,620)	X	X	X	X	X	X	Partnered with County Asphalt Tender
9392 - PARKS TRACTOR REPLACEMENT	53,238	53,238	58,000	(4,762)	X	X	X	X	X	X	Received , surplus unit to be placed on Auction
9393 - TRACKLESS SIDEWALK MACHINE REPLACEMENT	148,264	148,264	145,000	3,264	X	X	X	X	X	X	Completed
9394 - BACKHOE DITCHING BUCKET & FORKS	7,990	7,990	10,000	(2,010)	X	X	X	X	X	X	Completed
9401 - LANDFILL LEACHATE COLLECTION SYSTEM CLEANING	15,105	15,105	15,000	105	X	X	X	X	X	X	Completed
9402 - LANDFILL ENTRANCE IMPROVEMENTS	18,499	18,499	19,000	(501)	X	X	X	X	X	X	Completed
9403 - LANDFILL MONITORING WELLS REPAIRS	2,928	2,928	15,000	(12,072)	X	X	X			X	Unrequired, See PW 46-2018
9405 - WWTP SUPERNAT WELL	5,736	5,736	26,000	(20,264)	X	X	X	X	X		Design in progress

Town of St. Marys Capital and Special Projects 2018 October 16, 2018					planning	tender writing	tender issued	awarded	work in process	completed	Comments
	Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)							
9406 - WWTP CENTRIFUGE REBUILD	-	-	45,000	(45,000)	X			X	X		Planning in Progress, BIO Solids Export being confirmed
9411 - WWTP INLET WORKS , ODOR CONTROL DESIGN	86,298	95,281	230,000	(134,719)	X	X	X		X		Unsuccessful in funding, See PW 39-2018
9413 - CAPITAL - LANDFILL EA & IMPROVE	14,630	14,630	220,000	(205,370)	X	X	X		X		MOECC Meeting complete, technical review pending
9414 - CAPITAL - SANITARY PRE CONSTRUCTION	16,027	16,027	25,000	(8,973)						X	Various Sanitary Collection repairs completed
9416 - CAPITAL - WWTP EMERGENCY STANDBY POWER	283,086	294,256	307,000	(12,744)	X	X	X	X	X	X	Completed
9417 - CAPITAL - EMERGENCY POWER 728 QUEEN ST E	36,650	43,055	70,000	(26,945)	X	X	X	X	X	X	Completed
9421 - CAPITAL - STORMWATER MGMT/WATERCOURSE IMPROVE	100,000	100,000	230,000	(130,000)	X	X	X	X	X	X	Works completed for 2018, c/o for 2019 Capital
9430 - CAPITAL - WATER GENERAL	11,904	11,904	15,000	(3,096)							
9435 - CAPITAL - ADD'L WATER STORAGE	1,315,062	1,315,062	2,525,000	(1,209,938)	X	X	X	X	X		Ongoing, Completion Fall/Winter 2018
9436 - JAMES ST S WATERMAIN ALTERATIONS	961	961	65,000	(64,039)	X						Differ to 2019 to be bundled with other works
9713 - RECREATION MASTER PLAN	1,383	1,383	-	1,383							
9740 - CAPITAL - LIBRARY (MATERIALS)	43,792	43,792	58,000	(14,208)					X		Purchases made throughout the year
Prior Year Project Carryforward:											
9133 - CAPITAL - PRC BANQUET HALL SOUND SYS	27,596	27,596	-	27,596	X	X	X	X	X	X	
9138 - ST. MARIA ST / WELLINGTON RECONSTRUCT	8,650	8,650	-	8,650					X		
	2,956,233	3,034,123	6,805,000								

Town of St. Marys Interim Financial Review for the 9 Months Ended September 30, 2018 Tax Levy Funded			\$ Variance Fav (Unfav)	% of Annual Budget Used	2018 Budget
	2018 September YTD Actuals	2018 September YTD Budget			
TAX LEVY	(11,812,710)	(11,812,540)	170	100%	(11,812,540)
REVENUE					
DONATIONS	(31,126)	(10,809)	20,317	130% (1)	(24,000)
FEES, CHARGES & PROGRAM REVENUE	(1,738,711)	(1,726,911)	11,800	79% (2)	(2,190,271)
GRANTS	(923,038)	(848,356)	74,682	80% (3)	(1,159,550)
INTERNAL (REVENUE) EXPENSE	(112,310)	(96,845)	15,465	347%	(32,329)
INVESTMENT INCOME	(97,105)	(67,500)	29,605	101% (4)	(96,000)
RENT ICE	(279,677)	(283,900)	(4,223)	58%	(483,500)
RENT & LEASES	(71,930)	(66,621)	5,309	72%	(99,912)
REVENUE FROM MUNICIPALITIES	(437,203)	(375,977)	61,226	67% (5)	(648,990)
SALE OF LAND & EQUIPMENT	(68,420)	-	68,420	- (6)	-
SALES	(143,713)	(138,322)	5,391	67%	(215,700)
TAXATION SUPPLEMENTAL REVENUE	(255,545)	(181,359)	74,186	112% (7)	(227,625)
TOTAL REVENUE	(4,158,778)	(3,796,600)	362,178	80%	(5,177,877)
EXPENSE					
ADVERTISING, MARKETING & PROMOTION	56,407	79,335	22,928	51% (8)	110,600
ASSESSMENT SERVICES (MPAC)	69,896	69,750	(146)	75%	93,000
COMMUNICATIONS	83,942	80,725	(3,217)	67%	126,100
CONFERENCES, SEMINARS & TRAINING	70,963	87,816	16,853	61%	117,251
CONTRACTED SERVICES	738,435	576,239	(162,196)	79% (9)	929,798
DEBENTURE PAYMENT	477,001	477,506	505	50%	955,734
FOOD COSTS	129,398	118,357	(11,041)	71%	183,000
FUEL/OIL	79,525	67,191	(12,334)	80%	99,150
INSURANCE	228,434	247,562	19,128	85%	267,909
MATERIALS & SERVICES	416,898	299,090	(117,808)	89% (10)	466,765
POLICING CONTRACT	755,960	756,122	162	53%	1,421,097
OTHER TRANSFERS	1,314,458	1,322,890	8,432	79%	1,674,012
PROFESSIONAL FEES	79,256	71,688	(7,568)	58%	137,200
PROGRAM EXPENSE	139,099	102,582	(36,517)	73% (11)	191,450
RECYCLING CONTRACT	127,840	127,125	(715)	75%	169,500
REPAIRS & MAINTENANCE	368,068	269,786	(98,282)	94% (12)	390,695
SALARIES, WAGES & BENEFITS	4,935,235	4,938,757	3,522	74% (13)	6,702,810
SAND & SALT	109,568	124,011	14,443	55%	199,500
SUPPLIES	72,876	107,327	34,451	47% (14)	154,300
TAXATION EXPENSE	123,985	149,637	25,652	53% (15)	233,299
UTILITIES	332,891	359,513	26,622	52% (16)	637,220
TOTAL EXPENSE	10,710,135	10,433,009	(277,126)	70%	15,260,390
RESERVE TRANSFERS	2,014,476	1,955,950	(58,526)	116% (17)	1,730,027
TOTAL	(3,246,877)	(3,220,181)	26,696		-

Town of St. Marys Interim Financial Review for the 9 Months Ended September 30, 2018 Tax Levy Funded		Projected Year End Impact Surplus (Deficit)
(1)	Donations received greater than YTD budget at Museum \$6K and Youth Services \$8K (United Way funding)	14,000
(2)	Includes unbudgeted \$71K from Health Care Benefit Surplus (transfer to reserve therefore no year end surplus impact) offset by \$60K shortfall in all other revenues primarily in building and variance revenue of \$40K. Year end impact based on anticipated shortfall in Building revenue	(30,000)
(3)	Adult Learning \$32K more grant funding than budgeted, received \$22K additional Prov funding for Friendship Centre for vestibule and advertising, none of this will impact 2018 surplus as will be spent	-
(4)	Higher interest rate and higher cash balances than anticipated	30,000
(5)	Funding from Stratford for Child Care received in more timely fashion	-
(6)	Sale of municipal property, will request approval to move to industrial Land Reserve	-
(7)	\$80K ahead in supplemental tax revenue compared to 2017 and already \$30K over 2018 budget	50,000
(8)	In general advertising spending slower than prior year. The largest single account is Corporate Communication which is \$10K underspent	-
(9)	\$22K ahead in payment of surface treatment & asphalt compared to 2017, timing difference will be within annual budget	-
	\$5K unbudgeted transit strategy through County of Perth	(5,000)
	\$9K timing of street light repairs, still within annual budget	-
	\$9K timing of wheelie bin payments, still within annual budget	-
	\$15K timing of landscaping services, still within annual budget	-
	\$38K over on Winter Lights largely from flooding of flats (Council approved)	(38,000)
	\$24K over budget in PRC due to addition of contract cleaning services, offset with savings in payroll	-
	\$13K timing of payment to planning consultant, will end on budget	-
(10)	Computer software licences \$35K not budgeted for (Council approved)	(35,000)
	\$14K of copier charges not reallocated	-
	\$5K purchase of projector not budgeted	(5,000)
	\$16K for vestibule installed at Friendship Centre not budgeted but covered by a grant	-
	\$30K currently Parks Community Garden/Features over budget and will be over at year end	(30,000)
	\$19K over budget for computer equipment at Adult Learning, covered by grant	-
	\$6K over in Recreation Admin for 10th anniversary PRC unbudgeted expenses	(6,000)
(11)	\$12K over budget Travel Club, offsetting revenue no net budget impact	-
	\$11K over budget lease payments Childcare Centre	(11,000)
(12)	\$6K over budget for Train Station R&M	(8,000)
	\$18K over budget Fire Equipment , largest item being \$9K for aerial pump repairs, \$4K for exhaust fan	(10,000)
	\$9K over budget Cadzow Parks mainly due to repair from tree damage of playground equipment, to be offset with transfer from Facilities Reserve	-
	\$52K ahead of YTD budget in PRC building maintenance costs. \$20K of this is for pool filter replacement to be covered by reserve transfer	-
	\$17K ahead of ytd budget, \$14K for unbudget purchase and installation of gas detectors for rink (Council approved) to be funded from Facilities Reserve	-
(13)	In total payroll is on budget. When looking at the details there are two offsetting variances. Facilities is under budget by \$67K as work is being done by contract (see contracted services overage above) and will have no surplus impact. The other is an overage in child care of \$60K which will be a year end variance.	(60,000)
(14)	\$6K less in bar supplies than projected	-
	\$6K less in Pyramid Aquatic pool supplies than projected	-
	A number of office supply and equipment accounts less than ytd budget	5,000
(15)	Taxation adjustments /rebates currently lower than prior year but there are significant outstanding appeals	-
(16)	Utilities costs weather dependant, on track to be favourable at year end	-
(17)	Includes unbudgeted \$71K contribution to reserve from Health Care Benefit Surplus	-
	Sum of non highlighted favorable revenue variances	33,000
	Sum of non highlighted favorable expense variances and cost control	106,000
Projected Surplus (Deficit)		-

Town of St. Marys Interim Financial Review for the 9 Months Ended September 30, 2018 Water/Wastewater/Landfill			\$		
	2018 September YTD Actuals	2018 September YTD Budget	Variance Fav (Unfav)	% of Annual Budget Used	2018 Budget
REVENUE					
FEES, CHARGES & PROGRAM REVENUE	(14,191)	(19,951)	(5,760)	71%	(19,951)
GRANTS	0	(14,680)	(14,680)	0%	(16,630)
INTERNAL (REVENUE) EXPENSE	38,665	36,040	(2,625)	120%	32,329
LANDFILL & DIVERSION REVENUE	(272,703)	(236,438)	36,265	72%	(379,000)
WATER & SEWER REVENUE	(2,045,283)	(1,913,831)	131,452	62%	(3,324,950)
TOTAL REVENUE	(2,293,512)	(2,148,860)	144,652	62%	(3,708,202)
EXPENSE					
ADVERTISING, MARKETING & PROMOTION	240	2,244	2,004	6%	4,000
COMMUNICATIONS	0	1,503	1,503	0%	2,000
CONFERENCES, SEMINARS & TRAINING	1,580	5,671	4,091	21%	7,500
CONTRACTED SERVICES	890,982	863,681	(27,301)	71%	1,263,039
DEBENTURE PAYMENT	242,754	222,052	(20,702)	60%	405,054
FUEL/OIL	13,813	6,403	(7,410)	145%	9,500
INSURANCE	25,440	26,000	560	98%	26,000
MATERIALS & SERVICES	94,443	98,140	3,697	81%	116,190
PROFESSIONAL FEES	23,645	49,336	25,691	31%	75,500
REPAIRS & MAINTENANCE	38,554	31,304	(7,250)	53%	73,000
SALARIES, WAGES & BENEFITS	263,910	297,720	33,810	66%	401,720
SUPPLIES	0	2,262	2,262	0%	3,800
UTILITIES	182,976	216,248	33,272	51%	362,200
TOTAL EXPENSE	1,778,337	1,822,564	44,227	65%	2,749,503
RESERVE TRANSFERS	667,032	583,361	(83,671)	70%	958,699
TOTAL	151,857	257,065	105,208		-

Town of St. Marys
Statement of Financial Position
September 30, 2018

	Operating	Cemetery	Library	PUC Reserve Fund	Development Charges	Parkland	Ontario Transit	Federal Gas Tax	Total
Cash & Bank	3,511,090	11,636	49,472	68,709	198,473	151,532	142,335	235,331	4,368,578
Investments	5,216,932	516,059		3,127,063	1,300,600				10,160,654
Accounts Receivable	261,020								261,020
Property Taxes Receivable	4,007,841								4,007,841
Inventory	27,897								27,897
Accounts Payable	(1,226,823)								(1,226,823)
Due to School Boards	(652,755)								(652,755)
Landfill Post Closure Costs	(650,821)								(650,821)
Long Term Debt	(9,505,048)			323,495					(9,181,553)
Amounts to be Recovered	10,155,869								10,155,869
Reserves	(10,999,760)								(10,999,760)
Reserve Funds			(49,472)	(3,519,267)	(1,499,073)	(151,532)	(142,335)	(235,331)	(5,597,010)
Trusts		(527,695)							(527,695)
Fund Balances									
Tax Levy	(3,246,877)								(3,246,877)
Water/Wastewater/Landfill	151,857								151,857
Capital Fund	2,949,578								2,949,578
	-	-	-	-	-	-	-	-	-

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Emergency Services / Fire Department
Date of Meeting:	30 October 2018
Subject:	FD 17-2018 October Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 17-2018 October Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of October (14 September - 24 October 2018) the Fire Department responded to 8 emergency responses most notably:

- Automatic Alarms – 3 (St. Marys)
- Pre Fire Condition – 3(St. Marys)
- CO alarms - 2 (St. Marys)

The St. Marys Firefighters have responded to 121 calls for service (1 January – 24 October 2018) compared to 80 emergency responses last year (1 January – 24 October 2017). This officially sets St. Marys all-time record for emergency responses that was set last year at 113.

During the month of October (14 September – 24 October 2018) Brian Leverton (Fire Prevention Officer) has completed the following:

- 2 Complaint
- 1 Follow up
- 1 Licensing
- 0 Safety Concern
- 3 Fire Drill observations for schools
- 2 Request
- 8 Routine

Fire Prevention Week (7-13 October 2018), was a success. There were various activities throughout the week with a Public Education display at the Farmers Market & Independent Grocery store, 3 school visits, media releases and an Open House at the Fire Department with approximately 150 attendees. To help promote this year's Fire Prevention Week message: "Look. Listen. Learn" Grade 3 students from Holy Name of Mary and Little Falls Public School were asked to participate in a drawing/coloring contest. Two winners were selected. Alyssa and Charlotte were "Fire Chief for the day" which included spending half the day with the Fire Chief, visit to town hall, ride back to school on a fire truck and pizza party for their class.

Fire Chief, Deputy Fire Chief and HR Manager conducted 4 Job Specific Physical Appraisal assessments for the recruit firefighter positions. They have been given conditional offers and we are awaiting their job specific administrative forms.

Three personnel completed the Fire Officer Level I course held 13 & 14 and 20 & 21 October 2018. Personnel will have to complete the Fire Service Instructor Level I course (which is a pre-requisite) to fully obtain the Fire Officer level I certificate. Once completed we will have 3 current officers (grandfathered) and 6 firefighters fully certified. This will allow the Fire Department to have qualified Fire Officers when officers retire as well as officer development from Level I to Level II.

An anonymous person generously donated \$9,000 towards purchasing a new Thermal Imaging Camera. ITM Instruments provided us with most competitive quote and the Fire Department will be able to purchase two cameras, a top of the line camera with picture and video recording capabilities, a basic thermal imaging camera and a truck battery charger.

SPENDING AND VARIANCE ANALYSIS

Replaced an air compressor on Unit #4 - \$1,946.17

Fire Prevention Week Ad - \$983.10

Fire Officer I Course (three personnel) - \$675

REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Community Services
Date of Meeting:	30 October 2018
Subject:	DCS 20-2018 October Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 20-2018 October Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Services (general):

- Customer Service Development:
 - The Supervisor of Recreation and Youth Services approached the London Training Centre about a partnership. The group came to tour the facility and are looking to operate a satellite location at the PRC. This group would offer various training opportunities for the community.
 - Held second by-annual meeting for PRC all staff.
 - Worked in partnership with communications to develop PRC new tag line.
- Policies and Procedures:
 - Implementing a new procedure for tentative ice/room/pool bookings to increase customers flexibility
 - Updated missing person policy for PRC
 - Working on updating policies and procedures for Child Care program.

Aquatics

- 1722 swimmers through the PRC pool in September
- Fall swim lessons, 317 registered
- The pool was closed for annual maintenance shut down from September 4-16, many positive comments regarding the new partitions in the ladies and men's change rooms.
- Staff training for the lifeguards took place Sunday September 16- focus was situational based, rescues/first aid.
- YMCA partnership is going strong, September usage- 72
- Supervisor of Recreation & Aquatics/GS went to Holy Name to promote recreation and pool programs to all classes.

Child Care

- There are currently 59 children on the waitlist for the program.
- Interim supervisor has started with the program.
- Additional resources ordered for programs.

- Annual playground inspection took place with an outside provider. This inspection needs to be completed once a year by an outside agency.
- Worked on billing for the centre.

Senior Services

Home Support Services

- The LHIN Budget (Community Accountability Planning Submission) is Due mid-November.
- Staff are currently working on LHIN quarterly reports.
- Staff are working with area Volunteer Coordinators to offer training to select volunteers on Confidentiality, Boundaries and support Mental Health needs within our agencies.
- Staff are working on matching Volunteer Visiting clients with newly trained volunteers
- The Living Well with Mental Health education series is currently being offered. Staff have seen a good turn out to the classes.

Senior Services Friendship Centre

- The Friendship Centre has received notification that they will be receiving an increase in the Active Living Centre's grant.
- The Friendship Centre received a Special Grant from the Ontario Senior Secretariat for the purchase of new program supplies.
- The Friendship Centre hosted a Scrap-a-thon event on September 29th. Over 90 participants attended from South-Western Ontario. This event raised \$4000 for Friendship Centre programs.
- The Friendship Centre Craft Show is November 3rd. The show is sold out for vendors. The event has over 700 interested on Social Media.

Youth Services

- Participated in two radio interviews to talk about the youth centre and its partnership with the United Way.
- New 'Cooking for Kids Course' started on Tuesday October 9th. The course was made possible by a grant from the Stratford Perth Community Foundation. All classes are fully booked until March 2019.
- Presented to the Holy Name Parent Council along with Parent Council at South Perth to give information about the youth centre and other opportunities for youth.

Youth Engagement

- Went with Supervisor of Aquatics to speak to Holy Name School and let them know all activities going on. Staff asked for input on things they would like to see for youth.
- The first Youth Council meeting took place.

Recreation

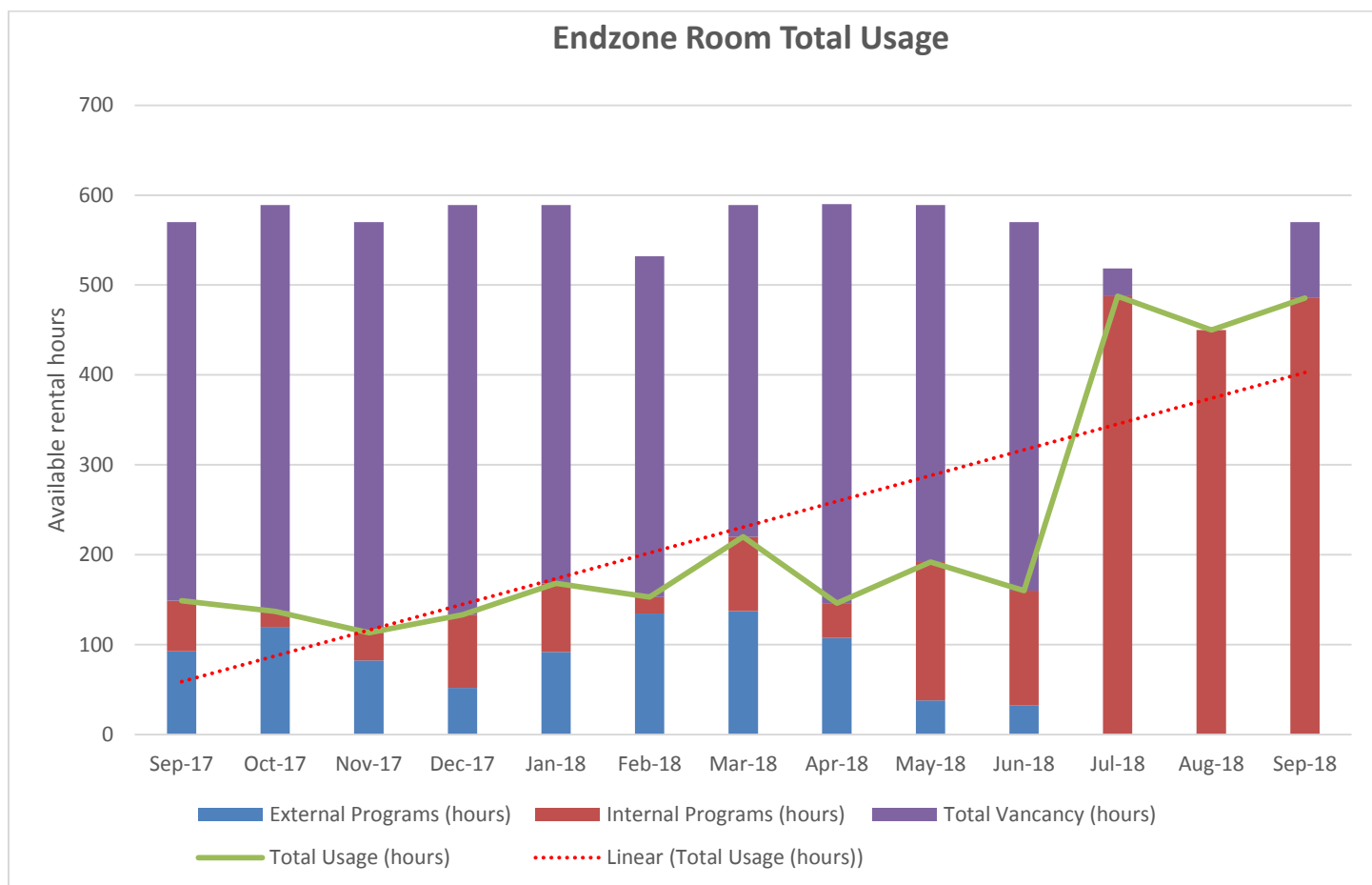
- Soccer Stars program started on October 4th.
- The Summer Camps of 2018 was used 1,306 times. This is between Camp PRC, Tennis Camp, Kitchen camp and the new Hockey camp (partnered with Bob's Fitness).

Adult Recreation

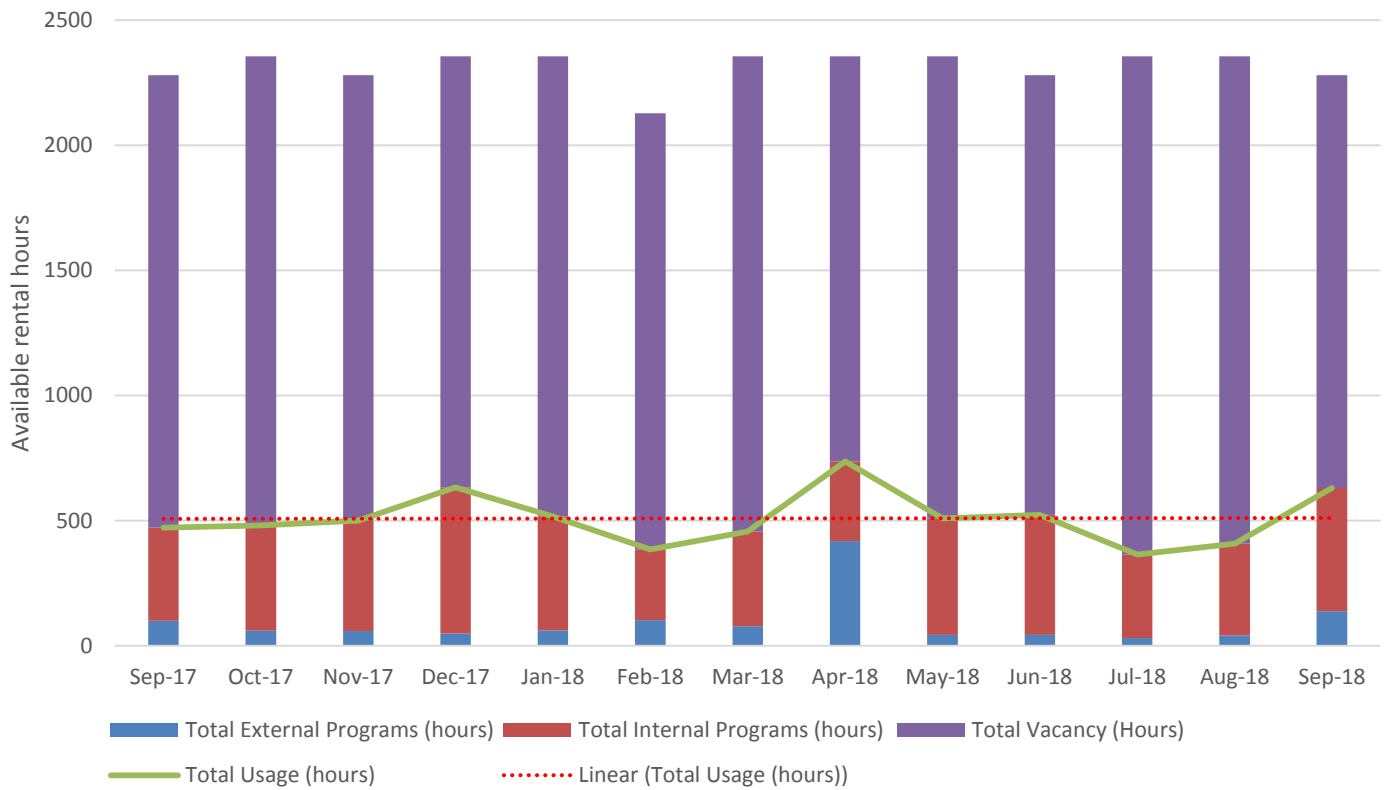
- The partnership with the badminton club has proved very successful so far with the group nearly doubling in members. We have also added on 2 additional hours to cater to this demand
- We have a new co-ed pickup volleyball group on Monday nights at DCVI

Guest Services

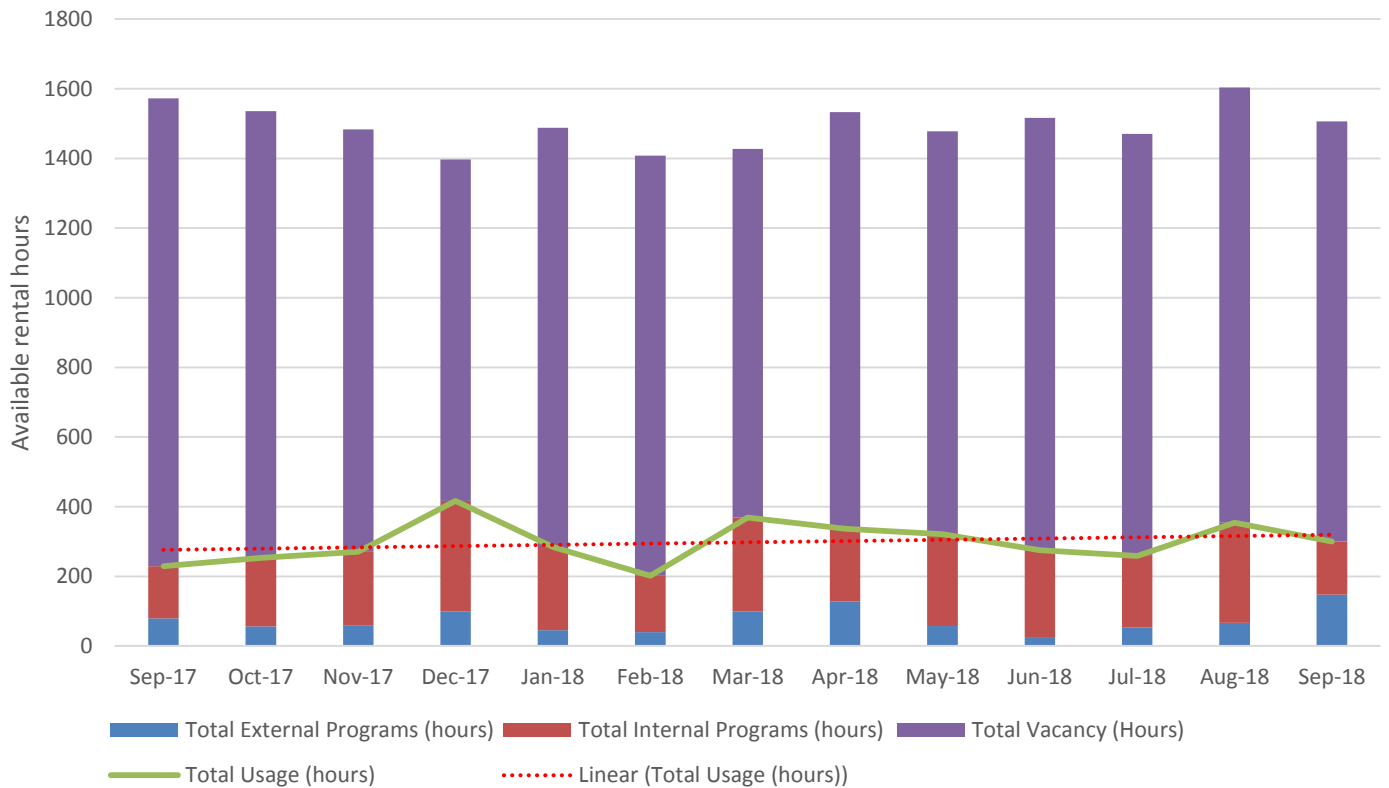
- Onboarding of 4 new team members for the canteen
- New booking, Great Canadian Road Show is coming November 14-17 in the one third hall
- 2018/2019 hockey agreements/schedules and insurance has been confirmed and booked.



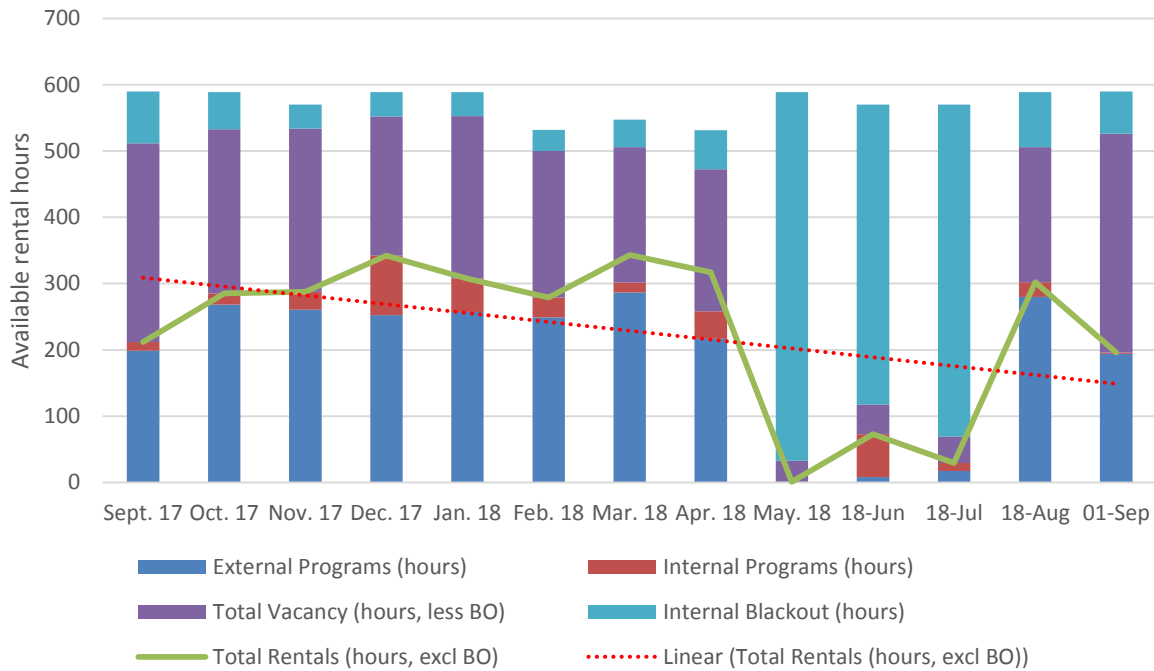
Friendship Centre Total Usage (Multi Purpose Room, Main hall, Meeting Rooms A, B & C)



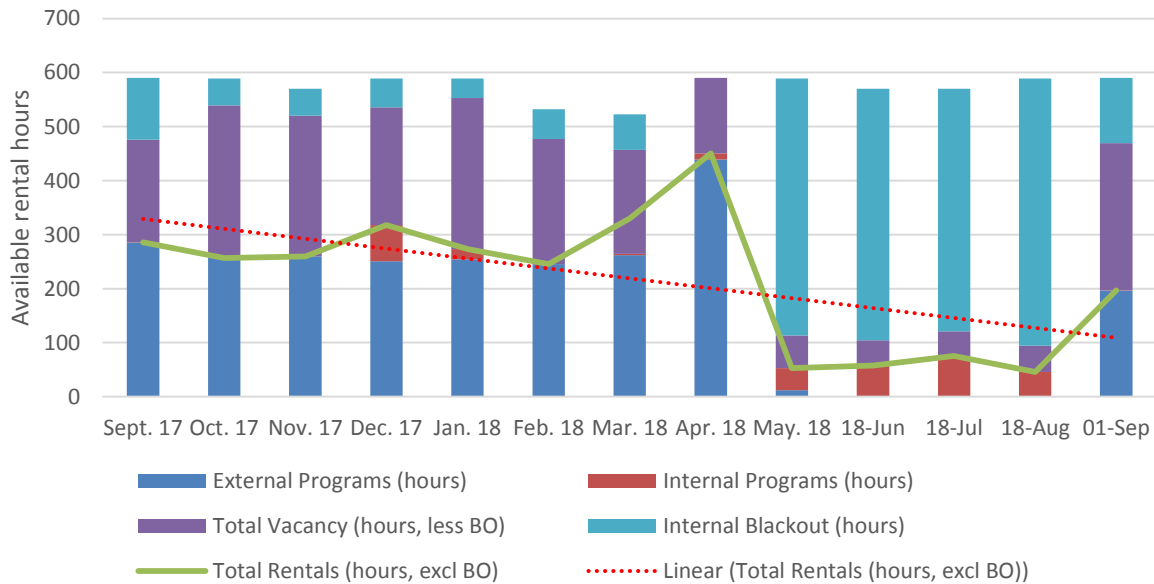
Community Centre Total Hall Usage (Includes 1/3, 2/3, and Full hall)



Blue Rink Total Usage



Rock Rink Total Usage

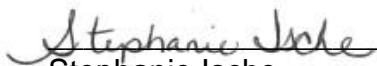


SPENDING AND VARIANCE ANALYSIS

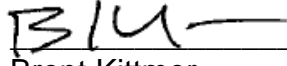
Nothing at this time.

REVIEWED BY

Recommended by the Department


 Stephanie Ische
 Director of Community Services

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Building and Development
Date of Meeting:	30 October 2018
Subject:	DEV 47-2018 October Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 47-2018 October Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Planning

- By-Law Z130-2018 approved by Council to permit accessory apartments in single-detached; semi-detached or row or townhouse dwellings;
- Discussions continuing for 275 James St S (townhouse development)
- Façade Improvement Program and Designated Heritage Grant Program applications being processed

Building

- A total of 21 permits were issued in September 2018 compared to 16 the previous year.
- There were 5 new dwelling units issued this month compared to 3 the previous year.
- The total construction values were \$2,737,450.00 compared to \$1,365,800.00 the previous year.
- The total permit fees were \$12,961.35 compared to \$7,833.03 the previous year.
- There were 42 appointments provided by the Building Department for this time.
- There was one Heritage permit issued for this period.
- The building department was in attendance at the Annual Meeting & Training Sessions held by the Ontario Building Officials this year.

Facilities Capital

- Water Tower Structural Upgrades – work has commenced on the banding of the tower
- Town Hall & Library Window Restoration & Replacement – work to commence on December 3 with work completed within 4 weeks
- Library Carpet and Painting tender – project completed
- Museum Interior Painting – project completed
- Town Hall Lower Level Service Counter – cancelled due to tender over budget
- PRC Laneway – curbs and paving are complete. Line painting to take place week of Oct 15
- Lind Sportsplex Parking lot – paving is complete. Line painting to take place week of Oct 15
- Cadzow Parking Lot - paving is complete. Line painting to take place week of Oct 15
- Holy Name Parking Lot - paving is complete. Line painting to take place week of Oct 15

- MOC – Shop alarm installation has be completed.

Facilities Operational

- Facility Snow Removal – RFQ has been written for the 2018/19 snow removal contract for the Town Facilities and the PRC. RFQ will be posted week of October 15th.
- We have received the engineers report on Library's second floor. We are discussing the report with the engineer to gain some clarity on it. I will have a memo prepared for Council on Tuesday October 30, 2018, outlining the next steps with this space.
- Lind Sportsplex – a new sign has been installed at the Lind Sportsplex/Quarry
- Baseball – all ball diamonds have been winterized
- Soccer – all soccer fields have been winterized.
- Lind Sportsplex – a new front door and frame have been installed and painted.
- Town Hall – Church Street lower level door has been repaired
- Tennis Courts – south courts winterized, north courts will be winterized by Oct 30
- Outdoor washrooms – to be winterized the week of Oct 15
- Caboose – Shur Gain has been painting the caboose at Junction Station as a community project.
- Town Gardens – all annuals have been removed and beds prepared for the winter. All hanging baskets have been removed
- Cadzow Splash pad – has been winterized

PRC Operations

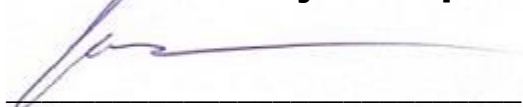
- Sound system upgrades scheduled to be completed prior to November 1st.
 - Sound will be working in Aquatics Centre for programming/PA system.
 - Sound will be working in End Zone for Lincoln's games.
- Score board and controller has been replaced in Rock Rink.
 - Compatible for hockey, including half ice segments, and ringette, lacrosse, basketball.
- Main motor for Aquatics Centre HVAC unit had to be replaced – emergency repair.
- Library moved out from End Zone. Temporary location worked very well for September.
- Spa will be out of service for the foreseeable future. Most likely a leak within the structure itself. Confirmation of this is made complicated by fact there is no access to around the spa without excavating all tiles inside it. Looking into other options prior to having to do this.
- PRC splash pad has been winterized.

SPENDING AND VARIANCE ANALYSIS

As previously noted.

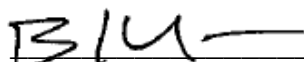
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	30 October 2018
Subject:	DEV 32-2018 Sign By-law Update

PURPOSE

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

RECOMMENDATION

THAT DEV 32-2018 Sign By-law update be received, and
THAT By-law 86-2018 Sign by-law be approved by Council.

BACKGROUND

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

Resolution 2017-03-21-05

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

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

- Unless there is an apparent health and safety concern, staff has historically enforced the Sign By-law through a complaint driven process, and has reacted to these complaints through a written process, much like the Town's Property Standards By-law.
- Staff conducted a tour of the Central Commercial District (CCD) on March 23, 2017 and cataloged all of the current signs. The CCD has approximately 84 signs of different shapes and forms;
 - of the 84 signs, only 33 have had permits issued
 - of the 84 signs, only 11 were installed prior to the sign by-law being in force in 2005
 - With the 51 signs that have no record of permits being issued, approximately 50% of them would pass the current bylaw leaving approximately 25 signs that would need to be replaced or a variance issued by Council. Common issues observed included:
 1. The business owner may have had a sign permit at one location, moved to a different address, and installed the same sign without applying for a permit

2. Signs in, on, or behind windows

3. All sidewalk signs (mainly not entering into an agreement with the Town)

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

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

Resolution 2017-04-25-20

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

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

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

At that meeting the Committee passed the following resolution:

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

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

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

REPORT

At the Strategic Priorities Committee on May 15, 2018, the Committee passed the following Resolution:

Resolution 2018-05-15-04

Moved By: Councillor Pope

Seconded By: Councillor Osborne

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

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

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

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

Two items that were not discussed at Strategic Priorities Committee that still require some dialogue is

1- Variances and appeal:

To streamline the approvals process, it is staff's recommendation that Council delegate authority to the Building Department to approve signs of short duration such as the Quilt

Show, Community Players, and the banner for the Canadian Baseball Hall of Fame and Museum to streamline the approval process.

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

2- Sidewalk signs,

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

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

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

Staff has made the necessary updates to the by-law and has attached a marked-up version of the by-law to this report. The following chart captures the suggested changes:

<u>Title</u>	<u>Wording</u>	<u>Addition or Removal</u>	<u>Reasoning</u>
Definitions	House kept several definition's, removed any that were not required or being used, and adjusted worded	Both	To give overall clarity to the definitions
Sign not Requiring a Permit	sidewalk signs	Removal	to remove the requirement for sidewalk signs not requiring a permit
Sign Permit Information	(xii) evidence of insurance as stipulated in Section 18.0(8), 19.0(2),20.4(4) and 20.9(11),	Adjustment	removing the requirement for an easement sidewalk signs.

Inflatable and Sidewalk Sign Permit Information	removal of "Sidewalk Sign" from the title	Removal	removing the requirement for a permit for sidewalk signs
Central Commercial District	(e) The owners of the existing signs that do not conform to the requirements of this By-law on the date the By-law is passed shall (are encouraged to) bring such signs into conformity with this By-law within five (5) years of the date of passing the By-law or sooner where such sign is altered or requires repair or maintenance;	wording adjusted	to help bring conformity of the bylaw with a specific time frame, remove of encouraged and replaced with shall.
Central Commercial District	(g) All applications for signs shall be reviewed by the Town Heritage committee for comments prior to the issuance of a sign permit.	Removal	only one committee will review sign permit applications, looking to streamline the process.
Central Commercial District	(h) Notwithstanding Sections 13.0 and 15.0, ground signs in the Central Commercial District shall be restricted to 1.4 metre in height by 2.0 metres in width and shall be located a minimum of 3.0 metres behind the property line;	Removal	often not permitted due to location and construction type
Central Commercial District	(i) In addition to 9.0 a-i, those properties within the Central Commercial District which fall within the Heritage Conservation District are required to follow the principles, practices and guidelines contained with the Heritage Conservation District Plan. This includes submitting a heritage permit for all sign relocations, alterations and new signs to the Building and Development Department.	Addition	to help bring clarity to the process

Central Commercial District	(j) In addition to 9.0 a-i, those properties within the Central Commercial District which fall within the Heritage Conservation District are required to follow the principles, practices and guidelines contained with the Heritage Conservation District Plan. This includes submitting a heritage permit for all sign relocations, alterations and new signs to the Building and Development Department.	Addition	to help give clarity to the process
Commercial Signs	removal section 9.1(viii)	Removal	as per item 5
Portable Signs	vi) (g)a portable sign shall not be in colours other than black and white, and sign characters in fluorescent, neon, day glow or day bright colours are prohibited.	Removal	to keep up with the industry standard
Sidewalk Signs	(iii) No person shall erect or maintain any sidewalk sign on any public street without first consulting and entering into an Agreement with Town indemnifying the Town from and against all manner of claims for damage, loss, expense or otherwise, arising from the erection, maintenance, removing or falling of such sign or part thereof.	Removal	removing the requirement for the need for entering into an agreement with the Town.

Sidewalk Signs	(iii) No person shall erect or maintain any sidewalk sign on any public street without obtaining a permit from the Town	Addition	Inserting the requirement for a permit
Variances	A Variance application for a Temporary Sign shall be made on the appropriate form to the Town and shall be accompanied by the appropriate fee, as set out in the Town's Fees and Charges By-law. The application shall be delivered or mailed to the office of the Chief Building Official.	Addition	Gives the staff the authority to issue variances for temporary signs

SUMMARY

The proposed Sign By-Law intends to capture the comments collected internally, and from the public and merchants through the formal open house and subsequent discussions. Staff is seeking Council's approval of the new by-law reflecting the changes noted above.

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

FINANCIAL IMPLICATIONS

None at this time.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar # 3 Balanced Growth:
 - Outcome: A key to growth is to ensure a vibrant and sustainable commercial sector.
 - Tactic(s): Create a welcome wagon program for new businesses; website development; process of downtown revitalization
 - Pillar #4 Culture and Recreation and Pillar #5 Economic Development
 - Priority: Downtown Revitalization Plan

- Tactics:
 - Investigate options for incentivizing or enforcing standards for heritage properties after the review of the HCDP
 - New development should conform to the existing heritage aesthetic as per either the Heritage Conservation District Plan or the new cultural initiatives approach
- Pillar #5 Economic Development
 - Outcome: Emphasize culture as a key economic driver for the community.
 - Tactic(s): Provide an attractive and well-functioning streetscape in the downtown core.

OTHERS CONSULTED

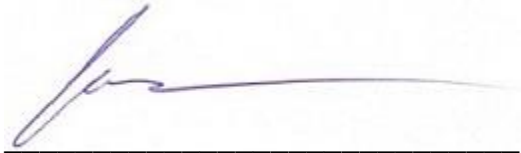
St. Marys Heritage Committee
 St. Marys BIA
 Trisha McKibbin, Director of Cooperate Services
 Jed Kelly, Director of Public Works
 Cowan Insurance

ATTACHMENTS

None.

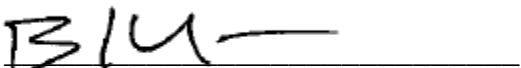
REVIEWED BY

Recommended by the Department



Grant Brouwer
 Director of Building and Development

Recommended by the CAO



Brent Kittmer
 CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	30 October 2018
Subject:	DEV 48-2018 Affordable Housing Financial Incentives

PURPOSE

This report serves as an update on Council's direction to staff to investigate financial incentives the Town can offer to encourage the development of more affordable housing.

This report is an "interim" report to provide Council with background information and preliminary recommendations regarding those financial incentives that staff see as applicable within the context of the current housing market and development climate in the Town.

Staff is seeking Council's acceptance of the proposed approach before completing the detailed financial analysis that will be required for Council to make its final decision on the menu of financial incentives that are recommended for further investigation.

RECOMMENDATION

THAT DEV 48-2018 Affordable Housing Financial Incentives report be received; and

THAT Council direct staff to prepare a detailed strategy and financial analysis for incentives to encourage affordable housing in St. Marys with the following key attributes:

To encourage the development of rental housing:

- Full or partial development charge exemptions to non-profit and government bodies that provide affordable housing
- Partial exemptions or deferred payments for development charges on all other affordable apartment type development
- Lower the Town's tax rate for multiple housing from 1.1 to 1.0
- Full or partial planning application fee exemptions for proposed affordable apartment unit development

To encourage the development of more affordable free hold housing:

- continue to require a mix of housing forms and densities
- encourage the provision of affordable housing opportunities through the planning approvals process
- explore options that may be able to fill the gap in affordable freehold housing such as the viability and appropriateness of 'tiny houses', 'tiny apartments' or other forms in St. Marys

To encourage the development of affordable "alternative" freehold housing:

- Partial exemptions or deferred payments for development charges
- Full or partial planning application fee exemptions for proposed affordable unit development

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:

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

Since the May 15, 2018 Strategic Priorities Committee meeting, the Town has implemented or is in the process of implementing several of these recommendations. On October 9, 2018, Council enacted Zoning By-law No. Z130-2018 to permit accessory apartments as-of-right in single detached, semi-detached and townhouse dwellings, and in detached accessory buildings, subject to unit subject to specified regulations. In addition, through the ongoing Official Plan review, staff is recommending modifications to the Official Plan to provide the policy basis to:

- encourage the pre-zoning of certain lands to permit affordable housing, with holding provisions, following completion of the ongoing Official Plan review;
- implement innovative and flexible design standards through the Town's Zoning By-law to permit more efficient development of affordable housing, and reduced Zoning By-law parking requirements in recognition of lower car ownership rates and/or lower car ownership usage in downtown or more walkable areas;
- permit residential uses on the ground floor of low-rise apartment buildings in parts of the downtown, provided such uses do not impact the primary commercial, service and tourism function of the downtown; and,
- consider affordable housing prior to considering other land uses when evaluating the sale or lease of surplus public lands.

The purpose of this report to provide information and recommendations on the financial implications of:

- proposed development charges discounts for new multi residential units constructed for a sale price of \$265,650 or rentals of approximately \$850 per month; and,
- amending the multi-residential tax ratio from 1.1 to 1.0 for newly constructed rental apartments of 7 or more units.

In addition, this report considers options regarding reductions to or waiving of planning and building permit fees. As part of staff's review, best practices from other municipalities were researched and considered.

REPORT

Town Strategic Plan

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"*.

The following table provides a summary of strategic priorities, outcome statements and initiatives under the Housing Strategic Pillar relevant to the topics discussed in this report.

Strategic Priority	Initiatives (Short-term)	Initiatives (Mid-term)
Outcome Statement		
Attainable & mixed-use housing	<ul style="list-style-type: none"> • Identify in the Official Plan development areas that would be key growth areas among targeted demographics. • Encourage businesses to convert second-storey spaces into rentals. • Investigate the prospect of medium density housing in the downtown and surrounding areas (infill and new development spaces: "building in and building up"). 	<ul style="list-style-type: none"> • Create direct municipal investments to assure that housing that is affordable is created in the community.
<i>In order to get the "right demographic mix" for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities.</i>		
Explore alternative forms of housing	<ul style="list-style-type: none"> • Review municipal policies to allow for non-traditional and alternative housing models, including accessible homes. • Investigate environmentally sustainable housing types as a pilot. 	<ul style="list-style-type: none"> • Align land use policy to encourage new housing types and approaches.
<i>To ensure affordability, new forms of housing styles should be investigated; for example amongst millennials, smaller "tiny houses" are becoming a popular alternative.</i>		
Seek public-private partnership models	<ul style="list-style-type: none"> • Investigate and develop a range of possible approaches to launch a renewed housing strategy, 	<ul style="list-style-type: none"> • Establish policy and budget parameters to enable new approaches to meeting the

Strategic Priority	Initiatives (Short-term)	Initiatives (Mid-term)
<i>Outcome Statement</i>		
<i>New approach to housing may require a different form of initial financial investment to get established.</i>	designed to meet the current affordability and demographic challenges.	housing affordability challenges based on research findings. <ul style="list-style-type: none"> • Seek partnerships from other levels of government to realize this action.
Prioritize Town-owned property assets	<ul style="list-style-type: none"> • Given the large number of Town-owned lands and properties, funding for many of the other initiatives in this revised Strategic Plan may require the sale or lease of these assets. 	<ul style="list-style-type: none"> • Develop a short-list of essential versus non-essential Town-owned assets and make key decisions about their future. • Explore options for those assets deemed non-essential (sale, lease, partnerships, etc.).
<i>Given the large number of Town-owned lands and properties, funding for many of the other initiatives in this revised Strategic Plan may require the sale or lease of these assets.</i>		

Strategic Pillar 3, Balanced Growth speaks to youth and newcomers as two demographic groups that will further the vibrancy and culture of the Town. Short term initiatives to achieve balanced growth includes identifying infrastructure needs (e.g. affordable housing) required to attract/retain these groups.

Potential Incentives

Development Charges

The Development Charges Act provides municipalities with the ability to provide partial or full exemptions from development charges. The deferral of payment development charges is also an option. In the Town of St. Marys former Development Charges By-law, semi-detached dwellings were identified as a separate category with a development charge rate of approximately 85% of a single detached dwelling. In reviewing the history of this discount, the concept of affordability was the rationale for the discount as a policy approach for Council to encourage more affordable housing to be built in St. Marys.

During the review of the updated Development Charges By-law, Council reconsidered providing this discount due to the following observations:

- Council's policy to provide a discount on semi-detached construction resulted in an uptake in the construction of semis, but
- Many semis that are constructed in St. Marys are priced for sale well in excess of \$300,000, and
- There is no means to measure whether the discount is in fact passed onto the initial buyer and, if so, once it is resold the benefit ends.

Upon review, Council questioned if the discount strategy was achieving Council's goal of having more housing on the market that is attainably priced. Council also found that the program was not necessarily targeted to those in need nor was there a target price point for these homes set by Council. Ultimately Council decided to eliminate the discount for semi-detached dwellings in the new Development Charges By-law.

Council has now directed staff to provide recommendations with respect to development charge discounts for new affordable multiple residential units. It has been determined through the ongoing Official Plan review that affordable home ownership in St. Marys equates to approximately \$265,650 and rental housing equates to approximately \$850 per month. Based on this same analysis, the form of housing in St. Marys that would be marketed or rented at or below affordable levels would likely be

limited to townhouses and apartment units. The Town's current development charges are shown below:

Service	Residential: Single and Semi-Detached Dwelling	Residential: Apartments 2 Bedrooms+	Residential: Apartments Bachelor & 1 Bedroom	Residential: Multiple Dwellings	Non-Residential (per ft2 of Gross Floor Area)
Services Related to a Highway	1,425	848	587	974	-
Fire Protection Services	381	227	157	260	-
Police Services	79	47	33	54	-
Library Services	999	594	411	683	-
Administration	203	120	83	139	-
Child Care	83	49	34	57	-
Waste Diversion	7	4	3	5	-
Wastewater Services	4,220	2,511	1,738	2,883	-
Water Services	1,063	632	438	726	-
Total	8,460	5,032	3,484	5,781	-

The City of Hamilton Development Charges By-law provides exemptions to City and GO Transit development charges for certain types of development including a 100% exemption for affordable housing projects receiving senior government or City Housing Hamilton funding. The City of Ottawa provides an exemption from development charges for not-for-profit housing providers or charitable developers who build new affordable rental housing.

The City of Niagara Falls Development Charges By-law provides an exemption for affordable housing projects that receive funding through an agreement with Niagara Regional Housing, provided that the owner of the lands continues to use the lands and buildings for affordable housing. In addition, the By-law provides a 75% residential development charge exemption, in the Downtown Niagara Falls Community Improvement Project Area and the Historic Drummondville Community Improvement Project Area, for the addition of residential units to:

- existing residential, non-residential or mixed use buildings; and/or,
- residential conversion of existing non-residential and mixed use buildings that creates additional residential units; and/or,
- new residential developments on vacant lot/lots; and/or,
- redevelopment of mixed use buildings that creates additional residential units.

In July of 2014, both the Town of Bracebridge and the District Municipality of Muskoka reduced their development charge rates to encourage new development in the community, as summarized in the charts below.

Town of Bracebridge Residential Development Charge Rates

Dwelling Type	Rate per unit prior to July 20, 2014	Current rate per unit	Percent Change
Singles/Semis	\$4,762	\$3,572	-25%
Multiples	\$3,186	\$3,140	-1.5%
Apartments (2+ bedrooms)	\$3,235	\$2,426	-25%
Apartments (1 bedroom or less)	\$2,508	\$1,881	-25%

District of Muskoka Residential Development Charge Rates

Dwelling Type	Rate per unit prior to July 20, 2014	Current rate per unit	Percent Change
Singles/Semis/Duplex	\$18,660	\$9,332	-50%
Town/Row Houses	\$16,421	\$8,334	-50%
Triplex/Quadplex	\$16,421	\$8,334	-50%
High Density (2+bedrooms)	\$12,316	\$6,250	-50%
High Density (1 bedroom or less)	\$8,210	\$4,167	-50%

The Town of Bracebridge Development Charges By-law also includes specific policies to encourage the development of affordable housing. Applications for the deferral and 'potential forgiveness' of development charges are evaluated in sequence in order of receipt and can be approved if Council has budgeted sufficient funds in the applicable year. Schedule C-1 of the By-law (shown below) sets out affordability levels for the purposes of the affordable housing provisions of the By-law.

SCHEDULE "C-1"

Eligibility Limits for Affordable Housing

Singles/Semis/Duplexes	<ul style="list-style-type: none"> i. Building, together with lot, would not have an assessed value greater than that \$235,000 per unit. ii. The premises are for permanent residential occupancy.
Low Density Multiples	<ul style="list-style-type: none"> i. Building, together with lot, would not have an assessed value of greater than \$215,000 per unit. ii. The premises are for permanent residential occupancy.
High Density Residential (more than 2 sleeping areas)	<ul style="list-style-type: none"> i. Building, together with lot, would not have an assessed value of greater than \$180,000 per unit. ii. The premises are for permanent residential occupancy.
High Density Residential (less than 2 sleeping areas)	<ul style="list-style-type: none"> i. Building, together with lot, would not have an assessed value of greater than \$170,000 per unit. ii. The premises are for permanent residential occupancy.

Section 11.5 of the By-law states that *"the determination as to whether or not a person has built affordable housing cannot be made until the housing has:*

11.5.1. Either received an occupancy permit or is occupied by an owner; and/or

11.5.2. Has been assessed by MPAC".

Prior to applying for a building permit, the By-law also permits a person proposing to develop affordable housing make a request to the Town for a deferral of payment of applicable development charges until such time as the development is completed. If approved, a deferral period terminates at the earlier of:

- when a transfer from builder to owner has taken place;
- at the time MPAC assesses the housing unit; or
- 18 months from the date the deferral agreement is entered into.

Permitted deferral amounts are set out in Schedule C-2 of the By-law as shown below.

SCHEDULE "C-2"

Percentages of Development Charges to be Deferred for Affordable Housing Units

Housing Form	Value	Percentage of amount otherwise payable and permitted to be deferred
Singles/Semi/Duplex	\$180,000 or less	100%
	\$180,000 to \$235,000	50%
	over \$235,000	0%
Low Density Multiples	\$180,000 or less	100%
	\$180,000 to \$215,000	50%
	over \$215,000	0%
High Density Residential (2 or more sleeping areas)	\$170,000 or less	100%
	\$170,000 to \$180,000	50%
	over \$180,000	0%
High Density Residential (less than 2 sleeping areas)	\$170,000 or less	100%
	over \$170,000	0%

Multi-residential Tax Rate

Property tax reductions encourage rental apartment development by establishing new tax classes for multiple residential units (generally includes rental apartments with 7 or more units). The tax rate for multiple residential units are generally higher than that of the residential class which includes condominiums and single detached dwellings. In St. Marys, multiple residential units are taxed at 1.1 times the rate of lower density residential units. Other communities (City of Stratford and the County of Perth) have amended their tax ratios so that new multiple residential units are taxed at the 1.0 ratio of single-detached dwellings, and a number of other municipalities surveyed have also established a lower municipal tax rate for multiple type residential development.

Reducing the tax rate for multiple type development provides an added incentive to developers of affordable housing by reducing longer term costs, however such reductions will have some impact on municipal revenues.

Planning and Building Permit Fees

The following chart summarizes the current fees for Planning Act applications in St. Marys.

Planning Fees

Type of Fee	Fee
Official Plan Amendment	\$3,500.00
Zoning Amendment	\$2,300.00
Consent to Sever	\$1,500.00
Minor Variance	\$800.00
Site Plan Agreement	\$2,200.00
Remove Holding Symbol	\$300.00
Part Lot Control	\$550.00
Deeming By-law	\$500.00
Plan of Subdivision	
- Up to 30 lots/units	\$5,000.00
- Over 30 lots/units	add \$200 per lot/unit
- Over 40 lots/units	add \$100 per lot/unit
- Over 50 lots/units	add \$5 per lot/unit

Providing fee reductions or exemptions is another tool that can encourage the development affordable housing in the Town.

The City of Kitchener has instituted a program that allows not-for-profit corporations to request exemptions to development application and building permit fees, and the deferral of development charge payments for new affordable rental housing. The City established an annual budget of \$30,000 for this program, over a five year period. Eligible projects may include a development where affordable rental housing units are managed and operated by a not-for-profit corporation, wherein a minimum of 20 percent of the residential units in the development are affordable rental housing units.

If Council decides to allow for reductions or exemptions to planning application fees for affordable housing, this should only apply to the base fee and should not apply to any additional or other fees such as agency review fees or peer review fees.

Analysis

In preparing this report, there was much deliberation amongst Town staff on the appropriateness and effectiveness of various incentive approaches researched. Given the various options available to the Town, and some constraints identified as part this review, staff presents the following discussion and seeks direction on how to proceed in preparing a strategy for St. Marys.

Rental Housing

Rental housing is critical component of any community's affordable housing stock. Rental apartments provide an affordable housing option to young people and families, seniors, and new immigrants. Also, additional apartment units provide much needed housing for employees of local businesses.

In addition, if there is insufficient rental housing in a community, this can force many to look to home ownership which can be a significant financial hardship to some. Furthermore, there are many empty-nesters who would consider downsizing to an apartment unit for financial, accessibility and/or property

upkeep reasons, thus potentially freeing up more affordable freehold housing units (e.g. a small single detached or townhouse unit to a young family). But this cannot happen if there are insufficient rental opportunities.

Based on this review, it is recommended that the Town implement the following financial incentives to encourage the development of rental housing in the Town:

- Full or partial development charge exemptions to non-profit and government bodies that provide affordable housing
- Partial exemptions or deferred payments for development charges on all other affordable apartment type development
- Lower the Town's tax rate for multiple housing from 1.1 to 1.0
- Full or partial planning application fee exemptions for proposed affordable apartment unit development

Freehold Housing

It is important to not only focus on the rental market in tackling the issue of affordability in St. Marys. Home ownership represents the largest investment for most people and can help to fight the generational cycle of poverty by providing people with the opportunity to create personal equity and wealth for themselves and their families.

Based on a review of recent home sales in St. Marys, it does not seem likely that there could be much in the way of freehold housing coming onto the market for less than \$265,650. Notwithstanding this, it is recommended that the Town still explore options to encourage affordable freehold housing and provide financial incentives when new affordable freehold housing is proposed. As part of the ongoing Official Plan review project, staff is recommending policies to encourage the development of freehold affordable housing in a number of ways including promoting a full range and mix of housing types, affordability, and densities to meet the needs of senior citizens, persons with disabilities and households with lower incomes. In addition, staff is recommending policies that would encourage the implementation of innovative and flexible design standards through the Town's Zoning By-law to permit more efficient development of affordable housing. Lastly, staff is recommending maintenance of the housing targets in the Official Plan: 60% lower density single-detached dwellings, 20% medium density attached dwellings and 20% higher density dwellings.

To encourage more affordable free hold housing choices and supply in St. Marys, the Town should:

- continue to require a mix of housing forms and densities
- encourage the provision of affordable housing opportunities through the planning approvals process
- explore options that may be able to fill the gap in affordable freehold housing such as the viability and appropriateness of 'tiny houses', 'tiny apartments' or other forms in St. Marys

Tiny houses and apartments are considered relatively new sustainable housing forms that reduce land consumption and energy requirements, provide housing options for people who are minimalists (those who believe in living on the basic elements or minimal necessities of life) and perhaps most importantly, provide affordable housing options. While there is no common definition of a tiny house or apartment, tiny houses are often less than 400 square feet in size while tiny apartments can be less than 200 square feet in size.

An alternative to tiny houses and apartments are more compact forms of traditional housing like townhouses. For example, back-to-back townhouses are similar to traditional townhouses except that

the rear wall of each unit backs onto another townhouse unit. As a result, there are no backyards but the front façade of each unit appears the same as traditional units with at grade entrances.

Stacked townhouses are similar to back-to-back townhouses but additional units can be stacked on top. Typically, the lower unit will have an entrance a grade while an upper floor unit is accessed from private stairs, thus maintaining a front door for each unit as opposed to access through internal hallways like an apartment building.

Considering alternative housing forms can provide opportunities to fill the gap in affordable freehold housing by providing smaller units at a slightly higher density than traditional townhouses, without being classified as apartment buildings.

If proposed units are deemed to be affordable, it is recommended that the Town implement the following financial incentives for alternative freehold housing in the Town:

- Partial exemptions or deferred payments for development charges
- Full or partial planning application fee exemptions for proposed affordable unit development

SUMMARY

With Council's direction, staff will prepare a detailed strategy for financial incentives to encourage affordable housing in the Town. In preparing this strategy, it is recommended that staff meet with the development industry and housing organizations to discuss options and the pros and cons of each approach.

Following approval of a strategy, it is also recommended that the Town annually review:

- affordable housing prices and rents in St. Marys
- take-up on available incentives
- changes in affordable housing interest (e.g. pre-consultation meetings), applications and actual unit creation

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


Jim Brown, Director of Finance / Treasurer


ATTACHMENTS

None.

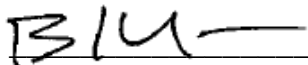
REVIEWED BY

Recommended by the Department


Mark Stone
Planner


Grant Brouwer
Director of Building and Planning

Recommended by the CAO

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

Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	30 October 2018
Subject:	DEV 49-2018 Town of St. Marys Official Plan Review – Natural Heritage System

PURPOSE

To provide Council with information and recommendations with respect to the consideration of alternative criteria for the identification of significant woodlands in St. Marys.

RECOMMENDATION

THAT DEV 49-2018 regarding the Town of St. Marys Official Plan review – Natural Heritage System be received; and,

THAT consideration of the Natural Heritage System Study be lifted from the table; and

THAT Council direct staff to complete an analysis of alternative size thresholds for the identification of significant woodlands in the Town (2 and 4 hectares), present these findings to the Planning Advisory Committee and consult with affected landowners and the community with respect to a proposed natural heritage system in St. Marys.

BACKGROUND

In 2012, the Town commenced a five-year review of the Official Plan in accordance with Section 26 of the Planning Act. The purpose of a Section 26 review is to ensure that the Official Plan conforms with provincial plans (or does not conflict with them), has regard to matters of provincial interest and is consistent with policy statements, such as the Provincial Policy Statement which was updated in 2014.

In the Fall of 2017, the Town reinitiated the Official Plan review project commencing with a Section 26 meeting which was held on October 10, 2017. Under Section 26(3) of the Planning Act, Council is required to consult with the approval authority and prescribed public bodies, and to hold a special meeting of Council, open to the public, to discuss required revisions to the Official Plan.

Between 2012 and 2016, a series of discussion papers were prepared and in late 2017, staff updated the discussion papers and also prepared new papers to address a range of topic areas. Between December 2017 and March 2018, the draft discussion papers were presented to the Town's Planning Advisory Committee (PAC). Following the March 2018 PAC meeting, the draft discussion papers were released for public review and comment, and the Town held two open house sessions on April 12, 2018 at the Municipal Operations Centre. In the Spring of 2018, the Upper Thames River Conservation Authority completed the Perth Natural Heritage Systems Study (NHSS).

Staff report DEV 35-2018 was presented at the August 28, 2018 meeting of Council to provide an update respecting the ongoing Official Plan review project, summarize and respond to comments

received, present a first draft of the new Official Plan, and to discuss next steps in the project. At this meeting, Council raised concerns respecting projected population estimates for the Town, and also potential impacts of the Perth NHSS.

Two staff reports were presented at the September 25, 2018 Council meeting. Staff report DEV 44-2018 focussed on population projections for the Town and at that meeting, Council endorsed an annual growth rate of 1.5 percent, for the 2018 to 2038 planning period, for the purposes of the Town's ongoing Official Plan review. Council also directed staff to update Discussion Papers 1 (Population) and 4 (Residential) based on the revised annual growth rate, and 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. This work is ongoing.

Staff report DEV 45-2018 was also presented at the September 25, 2018 Council meeting respecting the Perth NHSS. Council passed the following resolution:

Resolution 2018-09-25-17

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.

DISCUSSION

Provincial Policy Statement

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

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

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

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

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

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

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

The purpose of EIS to demonstrate that a development proposal will have no negative impact on natural features or areas and adjacent lands. An EIS typically includes an analysis of relevant policies (e.g. Provincial Policy Statement, Official Plan) and previous studies, and is based on field investigations to identify and analyze natural heritage features and functions. An EIS also identifies potential impacts on these features and functions, and provides recommendations with respect to the location of proposed development. An EIS can contain a range of recommendations including conclusions that part or all of an identified feature is or is not significant, and buffer and/or mitigation measures that should be provided as part of the development

Perth Natural Heritage Systems Study

The Perth NHSS provides a landscape level assessment of natural heritage features and functions in Perth County including St. Marys and Stratford, and is intended to assist in the establishment of a local approach for identifying the terrestrial natural heritage system (fish habitat and other aquatic habitat features are not identified in the NHSS) as required by the PPS. The NHSS incorporates the most current information available from the Ministry of Natural Resources and Forestry to identify the natural heritage features and areas that they are responsible for identifying as per the PPS definition of significant (e.g. provincially significant wetlands and Areas of Natural and Scientific Interest).

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

Identification of Vegetation Communities

Four vegetation layers or components are identified in the Perth natural heritage system hierarchy. The smallest unit of delineation is the Vegetation Community. "*The Vegetation Community is a unit of vegetation that is normally visible and consistently interpreted on remotely sensed images. Vegetation Communities are internally homogenous and distinguishable at a 1:2,000 scale by the dominant types of plant forms that characterize the Vegetation Community*".

The UTRCA used 2010 ortho-imagery to identify all vegetation communities that are equal to or greater than 0.5 hectares in size and 30 metres in width. Although the Natural Heritage Reference Manual suggests 0.5 hectares and 40 metres, the width was reduced for the Perth NHS "*to ensure the protection of the roots of some of the tree species. Tree roots often extend out from the core of the tree to a distance of at least the height of the tree, and the average height of a mature tree in Perth County is 30 m*".

Vegetation communities were then merged into vegetation groups and ecosystems. Four types of criteria were used to identify significant and ecologically important vegetation patches: presence of unique features, size, diversity and connectivity. A summary chart from the PNHSS listing identified vegetation groups and the criteria used to identify these groups, is provided in Attachment 1 of this report.

Analysis

The Natural Heritage Reference Manual provides technical guidance for implementing the natural heritage policies of the PPS. The Manual provides direction for the criteria for evaluating the significance of woodlands. In addition to woodland size criterion, other criterion based on functions or characteristics are used in the identification of significant woodlands, and may be obtained only by site inspection, usually completed at later stages in the planning process and on a more area or property specific basis (e.g. as part of applications for official plan amendment, zoning by-law amendment, plan of subdivision, consent and/or site plan approval). An excerpt from Table 7-2 of the Manual, showing the woodland size criteria and standards, is provided below.

Table 7-2: Recommended Significant Woodland Evaluation Criteria and Standards

CRITERIA COMMENTS	STANDARDS
1. WOODLAND SIZE CRITERIA	
<ul style="list-style-type: none"> Size refers to the areal (spatial) extent of the woodland (irrespective of ownership). Woodland areas are considered to be generally continuous even if intersected by narrow gaps 20 m or less in width between crown edges. Size value is related to the scarcity of woodland in the landscape derived on a municipal basis with consideration of differences in woodland coverage among physical sub-units (e.g., watersheds, biophysical regions). Size criteria should also account for differences in landscape-level physiography (e.g., moraines, clay plains) and community vegetation types. 	<p>Where woodlands cover:</p> <ul style="list-style-type: none"> is less than about 5% of the land cover, woodlands 2 ha in size or larger should be considered significant is about 5–15% of the land cover, woodlands 4 ha in size or larger should be considered significant is about 15–30% of the land cover, woodlands 20 ha in size or larger should be considered significant is about 30–60% of the land cover, woodlands 50 ha in size or larger should be considered significant occupies more than about 60% of the land, a minimum size is not suggested, and other factors should be considered <p>Note:</p> <p>The size threshold should be reduced in the absence of information for the other three criteria.</p> <p>As a consideration in addressing the potential loss of biodiversity, the largest woodland in the planning area (or sub-unit) should be identified as significant.</p>

It is important to note that the size a property is not relevant when considering the size of a woodland. Also, the size of a woodland is not affected if the woodland extends across multiple properties or across municipal boundaries. Furthermore, woodland areas are considered to be generally continuous even if intersected by narrow gaps 20 metres or less in width between crown edges.

In 2010, forest cover in St. Marys was in the 6 to 7 percent range. Based on Table 7-2 above, woodlands 4 hectares in size or larger should be considered significant. The Perth NHSS established 1 hectare as minimum size requirement to classify any woodland vegetation group as significant. As noted in the NHSS, the County “*had already defined/established significant woodlands as ≥1ha in their Official Plan*” and “*to ensure the current level of protection is maintained, this PNHSS also adopts the ≥1 ha as the woodland size cutoff*”. At the outset of the NHSS project, a reduced woodland size threshold (less than 4 hectares) was considered appropriate for St. Marys however, local concern has been expressed with the 1 hectare threshold.

It is noted in the Manual that “*in the absence of more complete information, the size threshold should be reduced to include woodlands that otherwise would be missed. For example, where woodland cover*

is between about 15 and 30 per cent of the land base, woodlands closer to 4 hectares, rather than 20 hectares, could be considered significant”.

It is recommended that the Town reassess the Perth NHSS using alternative minimum size thresholds of 2 and 4 hectares for the identification of significant woodlands.

A preliminary analysis of the mapping from the Spring 2018 NHSS reveals that some of the wooded areas currently identified as significant would not meet increased minimum size requirements. It should again be emphasized that woodland size is not the only factor considered when assessing significance. The wooded areas that would not meet increased minimum size requirements may still be considered as a significant woodlands if other criteria are met. For example, significance can be determined if a woodland vegetation group is located within 30 metres of an open watercourse, or within or touching a significant valleyland.

The following chart summarizes the sizes of significant woodlands identified in the Spring 2018 NHSS.

Number of Woodland Vegetation Groups by Size (approximate)

< 1 ha	1-2 ha	2-4 ha	>4 ha	Total
8	5	5	8	26
31%	19%	19%	31%	100%

8 woodland vegetation groups less than 1 hectare in size were identified as significant in the NHSS because:

- 7 are located along or in close proximity of a watercourse
- 1 is located within a significant valleyland

Of the 18 woodland vegetation groups 1 hectare or greater in size, 14 are located along or in close proximity of a watercourse.

SUMMARY

The UTRCA is currently updating components of the NHSS based on a review of 2015 aerial photography (the current study is based on 2010 photography) with completion anticipated soon. Following completion of this mapping, it is recommended that Town staff prepare comparative mapping based on the alternative size thresholds. The analysis should also include an assessment of the criteria used to identify meadows and thickets.

Following completion of this work, it is recommended that:

- staff present the revised data and mapping to the PAC;
- the Town conduct a public open house to provide information to the community with respect to the purpose and methodology of a natural heritage system in St. Marys, to identify any potential issues with mapping accuracy, and discuss implementation options;
- staff report back to PAC on public input received and make recommendations with respect to implementation of natural heritage policies in the Town; and,
- report to Council.

FINANCIAL IMPLICATIONS

The estimated budget to assess the Perth NHSS based on alternative woodlot sizes in St. Marys and prepare additional mapping is between \$3,000 and \$5,000, not including additional meetings with the Planning Advisory Committee, Council, individual landowners and the community (public open house). The need for advice from an environmental consultant will be determined as part of this review however if such advice is required, a preliminary estimate would be between \$1,500 and \$3,000.

STRATEGIC PLAN

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

OTHERS CONSULTED

N/A

ATTACHMENTS

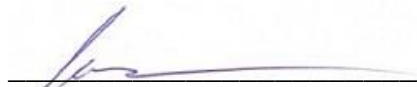
- 1) PNHSS vegetation groups and criteria
- 2) Vegetation groups identified on Schedule A of the Official Plan

REVIEWED BY

Recommended by the Department

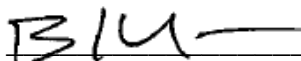


Mark Stone
Planner

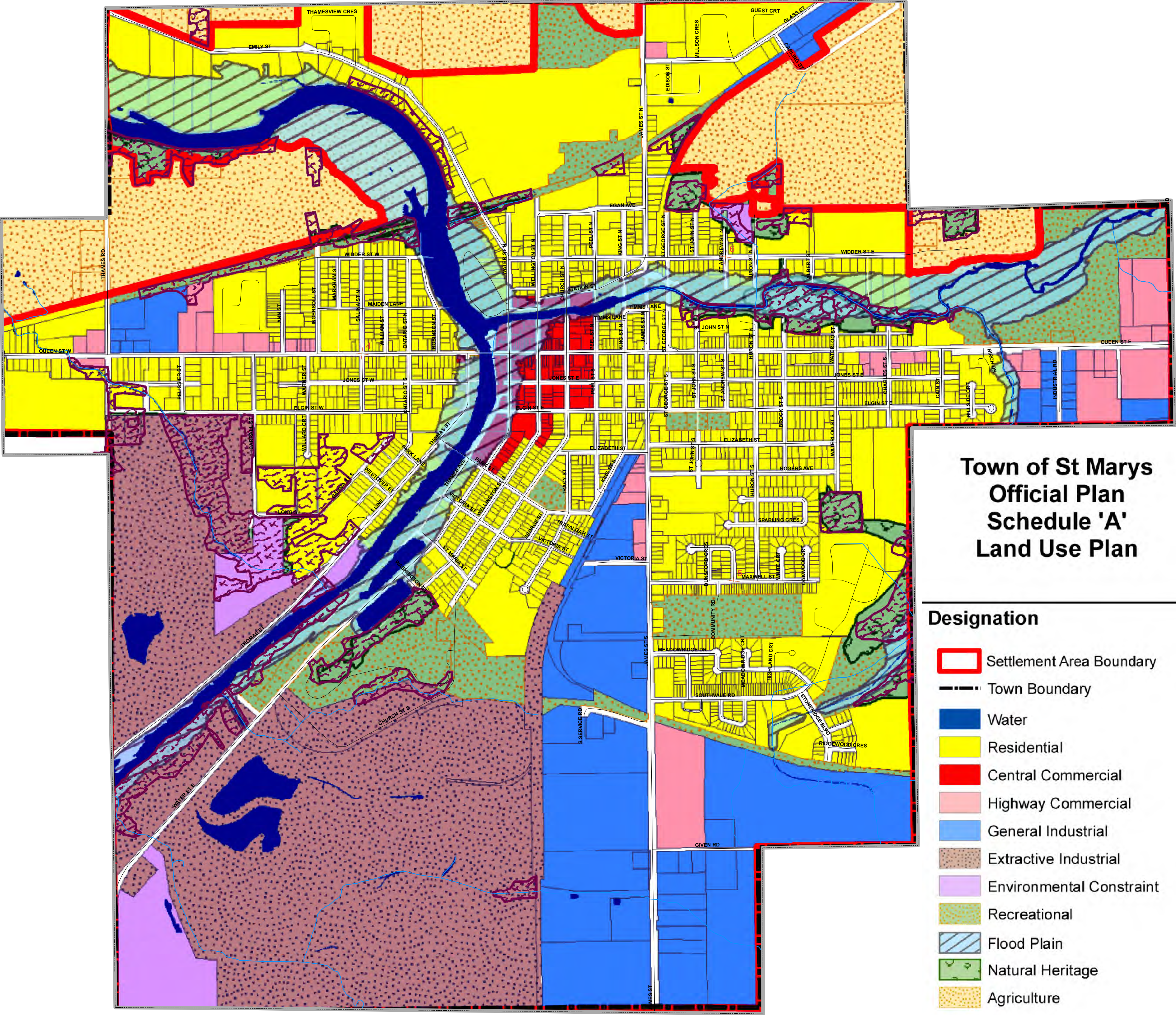


Grant Brouwer
Director of Building and Planning

Recommended by the CAO

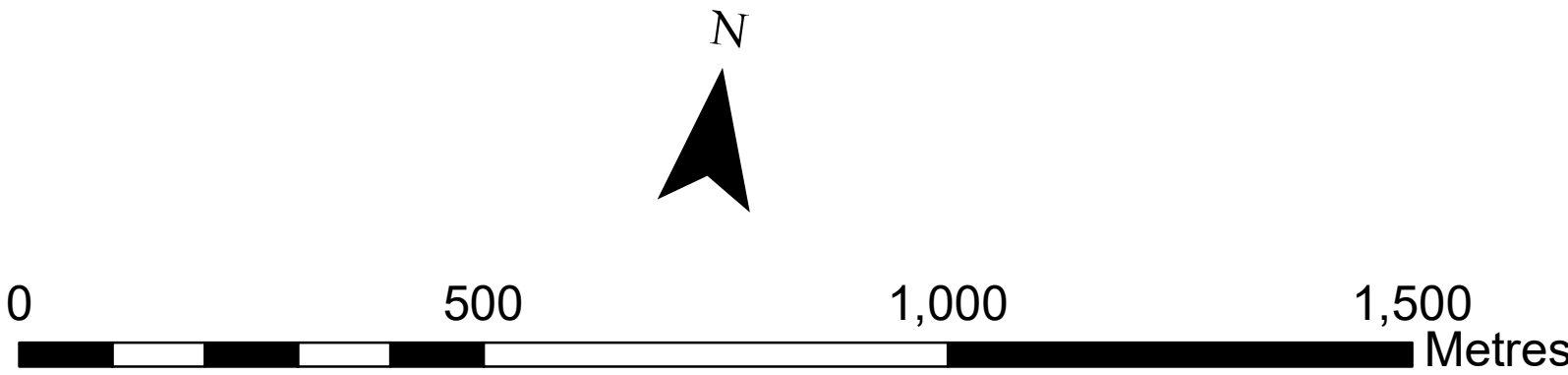


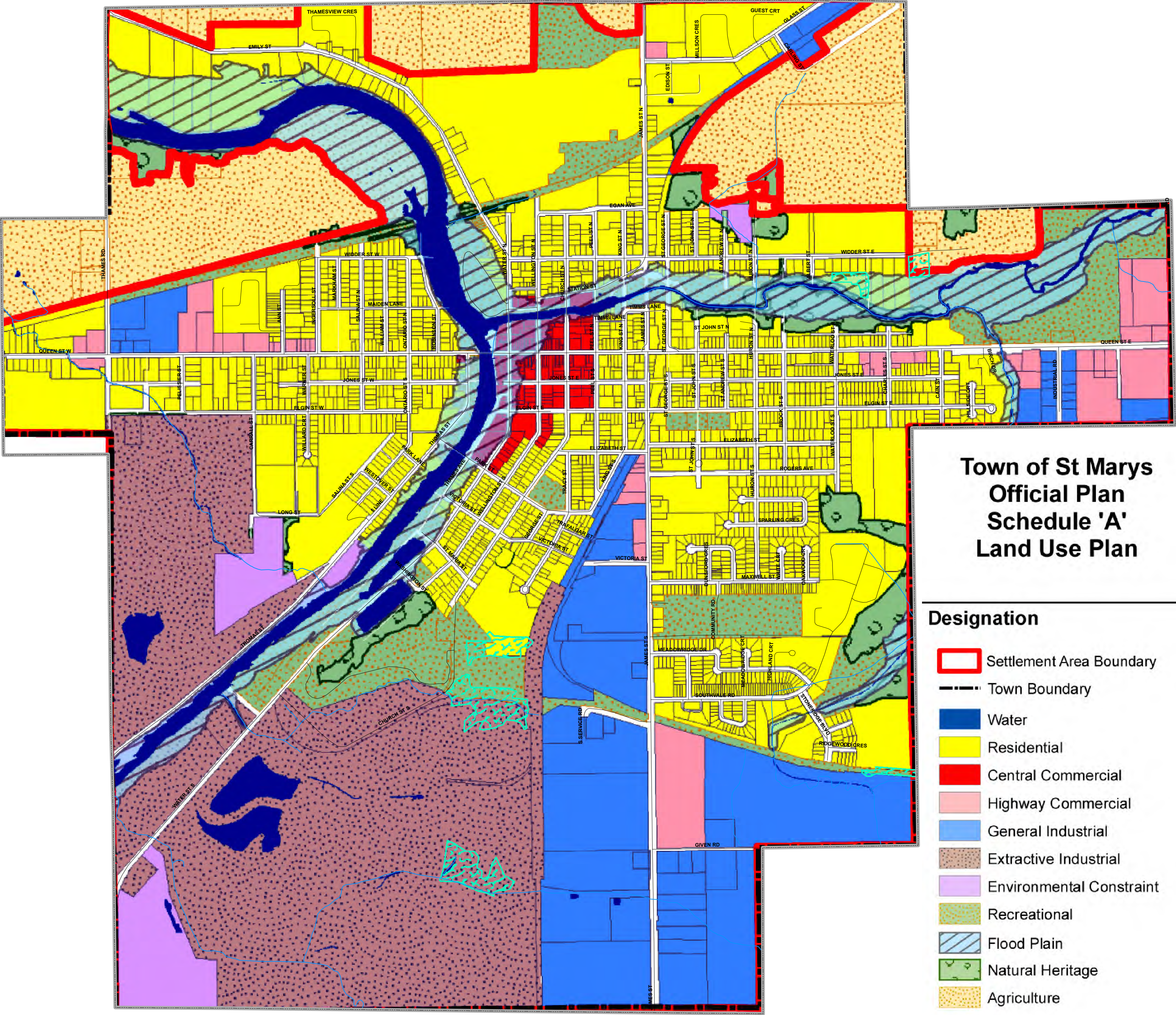
Brent Kittmer
CAO / Clerk



Town of St Marys
NHS Study Data

Legend
Woodland Cluster

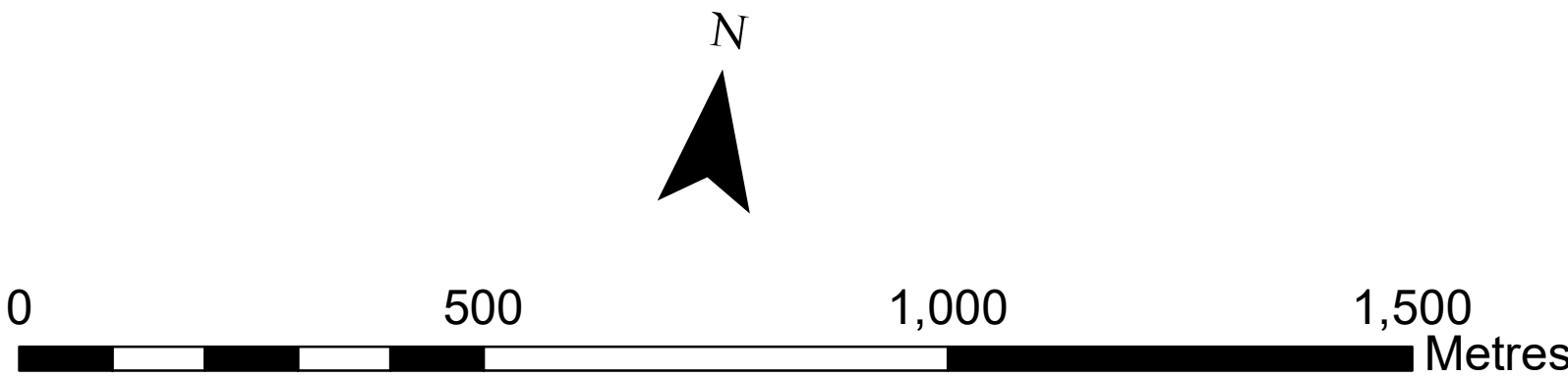


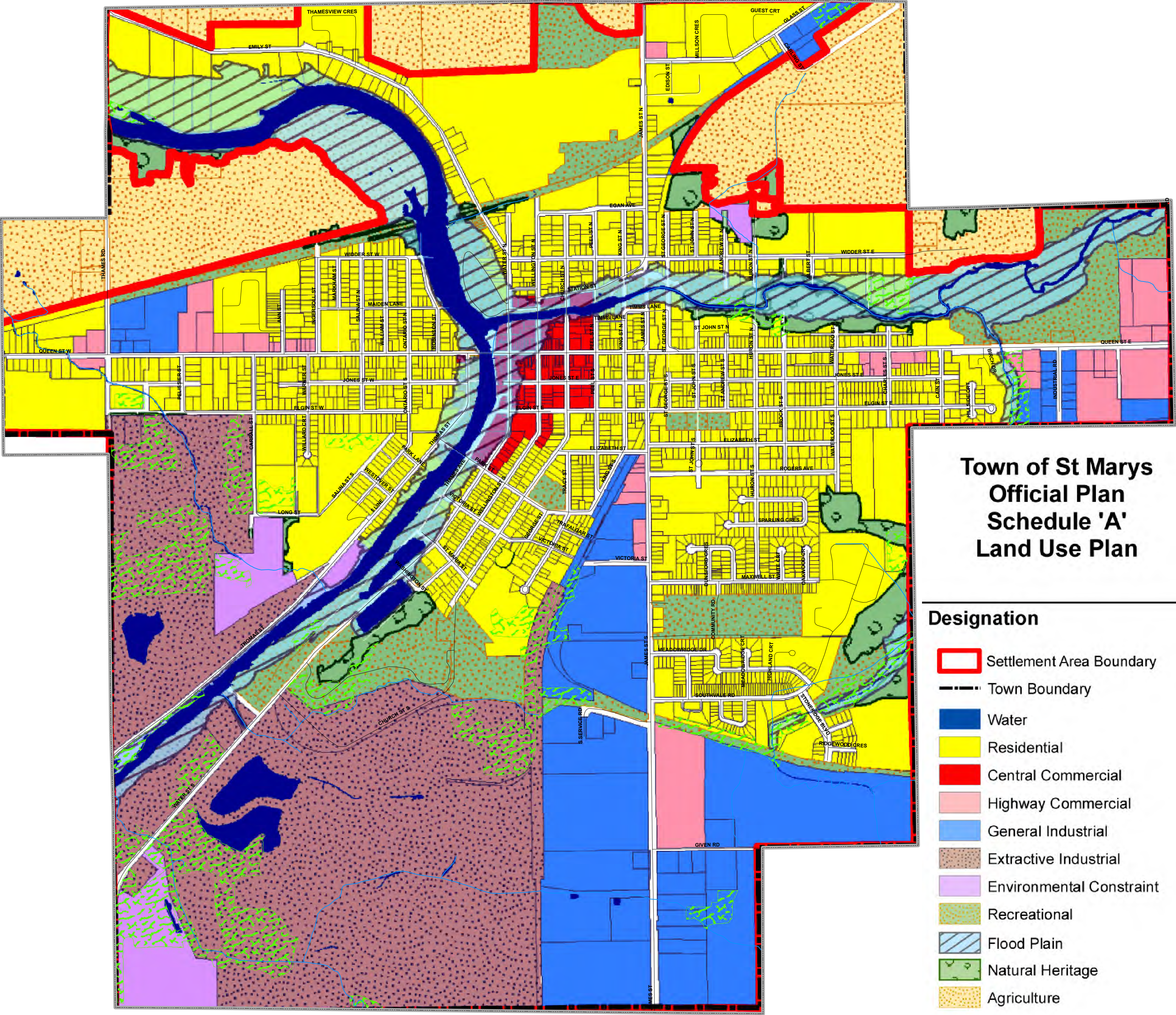


Town of St Marys
NHS Study Data

Legend

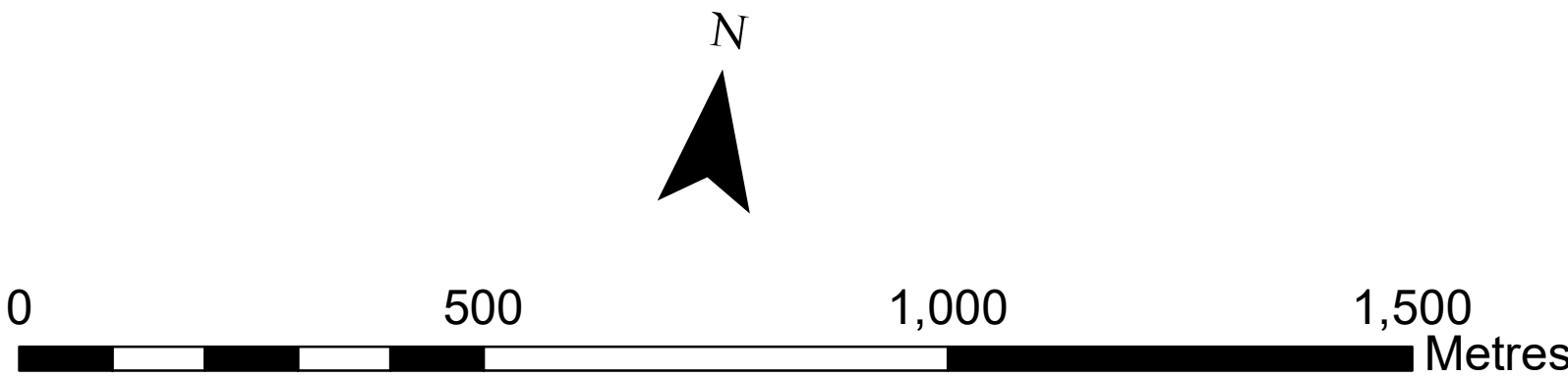
Thicket Cluster





Town of St Marys
NHS Study Data

Legend
Meadow Cluster



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Public Works
Date of Meeting:	30 October 2018
Subject:	PW 58-2018 October Monthly Report (Public Works)

RECOMMENDATION

THAT PW 58-2018 October Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

Water, Wastewater Collection and Treatment (WWTP), Storm Water (Environmental Services)

- New Water Reservoir construction ongoing
- Water Valve Exercising Program and Fall Flushing ongoing
- WWTP Inlet Works Design ongoing
- WWTP Supernat Well design ongoing
- Sanitary sewer flushing completed
- Carbon odour control vessel replacement awarded to Stonetown Construction

Solid Waste Collection, Management & Landfill

- 0 dust complaints – 2 odour complaints
- Landfill Capacity – Application to request one (1) additional year of interim approval submitted
 - Interim Approval received
- Future Solid Waste Disposal Needs Environmental Assessment - Ongoing
 - Meeting with MOECC completed
 - Further Technical reviewer meetings to follow
 - Overall positive progress with path forward established
- Waste Diversion report completed
 - Cigarette Butt recycling review and report submitted to council
 - Investigating Mattress diversion with local Municipal partners

Cemetery

- 1 Cremations & 0 traditional interments
- No interment rights sold
- Pending retirement of Cemetery Caretaker after 31 years of service

General Public Works Operations – Roads & Sidewalks

- Asphalt crack seal program completed
 - Completed with internal staff and rented equipment
 - Approx. 8% of road network completed
 - Program included in 2019 operational budget

- Asphalt Hot patching – ongoing
 - Weather and patch material availability impede progress
 - Approx. 65% of material budget utilized,
 - Additional 35 tonnes of material remaining for patching
- Santa Claus Parade
 - Report to council Oct 30th
- Traffic By-law
 - Signage changes - ongoing
 - Finalizing parking permits for overnight use of municipal parking lots
- Winter preparations
 - Operational plan reviewed with staff
 - Filling of salt shed pending
 - Weather Tracking software fully implemented,
 - Winter operational staff trained
 - Audit reporting tool included in software
 - GPS logging enabled for 2018 / 2019
 - Intended purpose is to augment paper logs
 - Automated tracking of service interval durations
 - Staff to receive computer trouble codes and service alerts
 - Greatly improve customer service, admin staff will have live operational view of winter maintenance operations during heavy events
 - “Has the plow come? When is the plow coming? Are they out now?”
 - Expected salt shortage
 - Existing salt supply contract secure with joint purchasing through Perth municipalities
 - Anticipated outcomes
 - 3rd party contractors will likely inquire about salt purchase from Town
 - Not possible due to limited storage, loading of private trucks, difficult to accurately administer
 - Increased costs for contract snow removal
 - Downtown initial pass on sidewalks to remain internalized
 - Changed from contracted service to internal in 2017/2018 season
- Public Works Fall Newsletter developed and included in October 11th edition of The Independent
 - Based on positive feedback will continue to issue bi-annual newsletters to better inform the public of public works activities
- Continuing use of new road occupancy forms with contractors and event coordinators
 - Increased compliance observed
 - Insurance and traffic control plans approved and stored

Parks, Trails & Tree Management

- Switching to Fall / Winter trails operations
 - Picnic Table and Bench removals ongoing
 - Tables to be painted and stored indoors at Science Hill Drifters snowmobile club
 - Pending council approval, report to council Oct 30th
- Winter lights program
 - Light repairs ongoing
- Sparling Bush property boundary markers ordered
 - Installation early November
 - Proof appended to report
 - Staff reviewed locations, many property lines obstructed due to encroachment
 - Uniform placement of markers not possible without extensive effort
- Forestry Management Plan community input period from September 24 – October 5, 2018

- Portable Toilets removed from parks, Farmers Market to remain until the end of the month

Engineering, Asset Management & Capital Projects

- Asphalt patching contractor pending for final restorations
 - Hillside Crt Sub Drain
 - Maxwell St. curb replacements
 - Expected Late October – Early November
- Church St. and Queen St. realignment of Pedestrian signalization
 - Tentatively scheduled with contractors for late October early November
- Grand Trunk Trail – Railing
 - To be completed in 2019
 - Rust inhibitor coating completed
 - Emily St. overpass railing completed
- Started work on Strategic Asset Management Policy
- 2018/2019 Floodwall repairs
 - Project wrapped up for 2018. Some grout injection and sidewalk remaining to be completed in 2019.
 - Application for additional funding for 2019 works ongoing
- Water Street Culvert Design work continues.
 - Construction planned for 2019
 - Capital Requested included in 2019 budget
 - Design option to maximize service life expectancy
- 121 Ontario Street Servicing planned for late October.
 - Detour for Thomas St. Access , 2-3 day duration
- Stoneridge Phase 2 utility servicing underway
 - Continued map updating for storm water collection drawing set
- Road network re-classification
 - 95% complete
 - Radar sign technology used for vehicle counts
 - Minimal staff costs to required do to remote monitoring and programming of sign technology
 - Used to determine required service level under Minimum Maintenance Standards.

SPENDING AND VARIANCE ANALYSIS

Water, Wastewater Collection and Treatment (WWTP), Storm Water (Environmental Services)

- WWTP – Failure of Washer Auger Compactor – AKA “Muffin Monster”
 - Replacement of auger rotor, shaft and drive spool washer compactor
 - Approx. 35K
 - Priority repair Ongoing
 - To be funded from operational budget , variance expected

General Public Works Operations – Roads & Sidewalks

- Disposed of surplus Equipment
 - Trackless unit via online Auction
 - Final auction price of \$18,500
 - Performed storage clean out
 - Various smaller items sent to Auction
 - Final Auction price \$900
- J05 – Downtown Kubota tractor
 - Cab replacement required

- Required for continued downtown core winter maintenance
- After market cab not intended for extended use
- Continued frame issues, doors unlocking during use
- Variance expected to be offset by surplus equipment sales

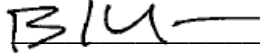
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	30 October 2018
Subject:	PW 59-2018 Santa Claus Parade Parking

PURPOSE

To facilitate discussion and recommend changes to on-street parking in the core during the 2018 annual Kinsmen Santa Claus Parade

RECOMMENDATION

THAT PW 59-2018 Santa Claus Parade Parking be received; and

THAT Council approves temporary restriction of on-street parking for the sections of Queen St. and Water St. along the parade route at 1:00 pm on parade day; and

THAT Council approves the temporary changes to on-street parking on Wellington St. North and South abutting Queen St. for short duration 15min parking only to be used for takeout food orders; and

THAT Council approves additional temporary information signage to be placed on the Queen St. corridor in advance of parade day to notify the public of the parade parking restrictions.

BACKGROUND

The St. Marys Kinsmen Club hosts an annual Santa Claus parade in the evening hours with a route that begins at the Pyramid Recreation Centre, heads North on James Street to Queen Street, turning west onto Queen Street, turning South on Water Street, and ending at the municipal parking lot on Elgin Street.

Prior to 2017, on-street parking in areas with designated parking stalls has been permitted for the duration of the parade. The majority of parade spectators are concentrated on Queen Street, between Church Street and Water Street, and on Water Street South between Queen Street and Jones Street. As a result, some spectators will use their cars parked in on-street parking stalls as a sheltered viewing location for the parade.

In 2017 on-street parking was restricted as a response to safety concerns that were brought forward by local businesses along with other members of the public and formally communicated to the Town via the BIA as explained in staff report PW 60-2017 Santa Clause Parade Parking from Regular Council held on October 24, 2017.

The two main concerns associated with allowing on-street parking along the parade route:

First, the Santa Claus Parade has a high attendance rate among children. As the cars block their view, the children often move between the cars to watch the parade in the downtown area. As a result, there have been incidents where children flow into the parade route close to the parade itself and have been injured by oncoming parade participants.

Secondly, those who view the parade from their vehicles often leave their engine running to remain warm. The exhaust fumes are an irritant to those watching the parade and also pose environmental issues.

Two possible scenarios to mitigate the safety concerns were outlined to Council. Either restrict/regulate Downtown on-street parking during the event or alter the parade route away from areas with defined on-street parking. Staff does not recommend altering the route since it is a signature event in St. Marys with many years of tradition associated with it. Furthermore street lighting has been improved in the core district with recent street light luminaire upgrades, improving the overall illumination levels in the core.

REPORT

Several scenarios were detailed to Council regarding possible implementation of on-street parking restrictions on Queen St. & Water St. See PW 60-2017 Santa Clause Parade Parking.

As this was a new endeavour, staff erred on the side of caution for 2017 and restricted 50% of the available on-street parking at 7am and the remaining spaces after 1pm. This initial implementation worked well and was completed rapidly after 1pm.

Overall many positive comments were received from those in attendance of the event. The general perception was the downtown seemed more open with a much larger buffer zone between parade participants and spectators. No complaints of exhaust fumes from idling vehicles were received.

This approach did create some negative feedback from both downtown merchants and attendees:

- 1) Daily retail sales were noticeably affected and not representative of a Friday in the Christmas shopping season with a hockey tournament at the PRC. This is thought to be attributed to the traffic control signage in the on-street parking areas, visitors had the perception the downtown was in a type of maintenance period and not accessible.
- 2) Takeout food service was affected without on-street parking available leaving patrons without convenient parking to retrieve orders. Food vendors in the core generally experience a surge in orders during parade night.
- 3) No sheltered viewing for the elderly with the removal of on-street parking. A request was made to inquire if the mobility bus could be contracted to provide a sheltered viewing location.

Staff have discussed these comments with key stake holders including the BIA and are recommending changes to the 2018 implementation plan to offset some of the negative aspects identified.

Recommended changes for 2018:

- 1) Parking restrictions could be implemented in a less aggressive manor to help mitigate concerns from local businesses and still accomplish the same end results. Instead of 50% parking closed at 7am, staff believe both sides could be restricted at 1pm and be completed by 5pm. Additional signage before the entry points to the core should be added to inform visitors the downtown is open and not affected by maintenance or construction.
- 2) Fifteen minute pickup areas could be identified via signage for on-street parking areas on Wellington St. North and South directly abutting Queen St. which would make pickup of takeout orders more convenient for patrons.
- 3) Warming centres will be located on both the North and South sides of the street, the owners of Village Craft and Candle and The Flower Shop and More will open their doors during their event for elderly and persons who might be more susceptible to colder weather. The Mobility Bus option was researched by staff and found not to be a viable option for several reasons. Availability of the buses are simply not possible as they are occupied before and after with clients, as well as participating in the parade itself. Additionally, it should be noted the buses would have to run at idle to generate heat and as such generating exhaust in close proximity to attendees.

SUMMARY

Overall the general consensus is that the removal of on-street parking improved the parade experience and increased safety levels for those in attendance. Staff are recommending to maintain the on-street parking restrictions with a modified schedule for implementation, accommodations for takeout food vendors and increased signage for visitors.

FINANCIAL IMPLICATIONS

The modified implementation of parking restrictions during regular working hours will result in minimal labour cost impact and will be absorbed into general public works operational budget. Additional reusable information & short duration parking signage at an estimated cost of \$500-\$800 is to be funded from the Public Works operating budget.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Julie Docker, St. Marys BIA
Jenny Mikita , Senior Services Team Lead/Volunteer Coordinator
St. Marys Mobility Bus

ATTACHMENTS

Parade On-street Parking restriction Map

REVIEWED BY

Recommended by the Department



Jed Kelly

Director of Public Works

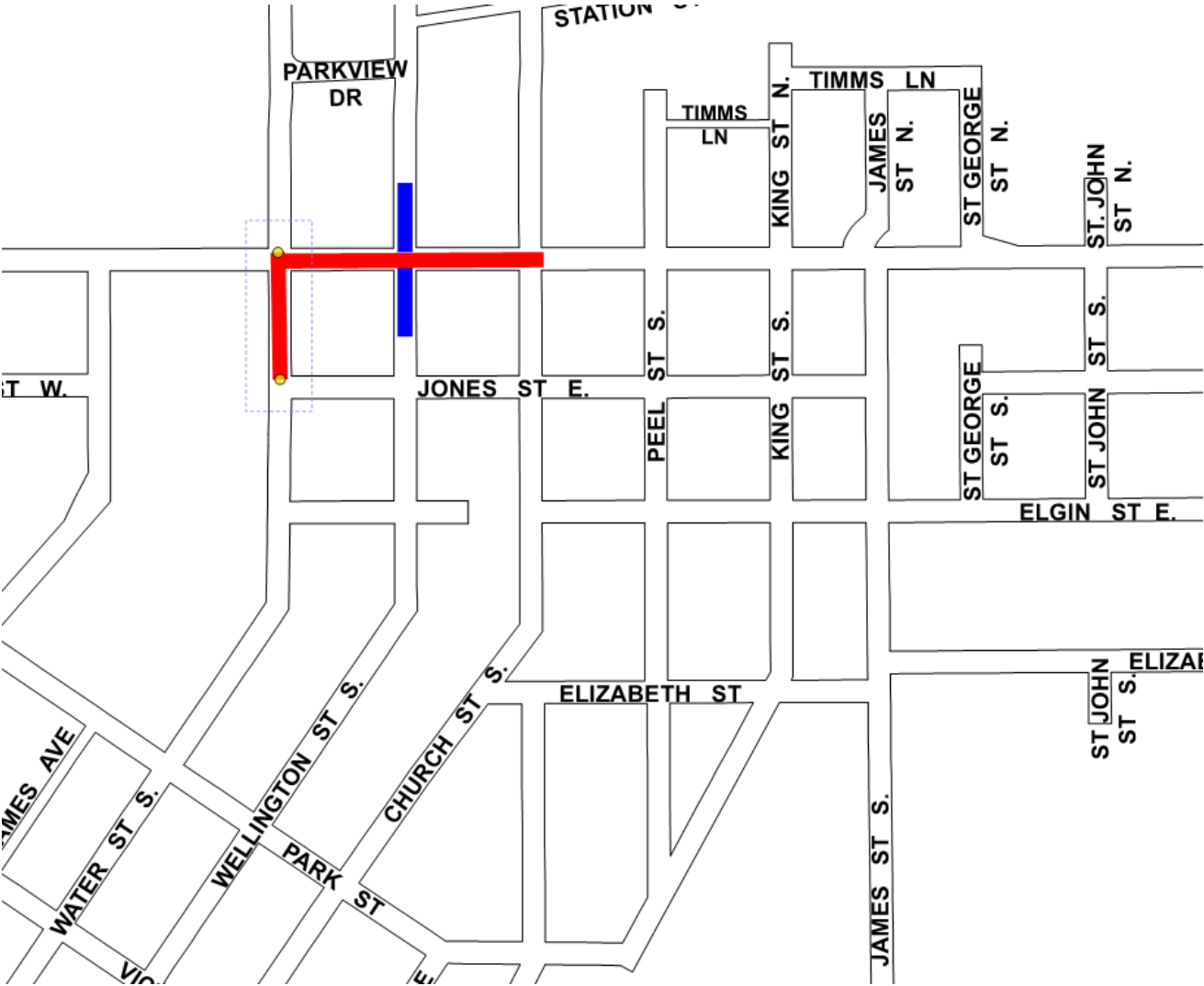
Recommended by the CAO



Brent Kittmer

CAO / Clerk

Santa Claus Parade On Street Parking Restriction Areas



- On-Street Parking Restriction Areas
- 15 Min Park Pickup Areas

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	30 October 2018
Subject:	PW 60-2018 Service Club Sign Application

PURPOSE

To present an application submitted by the Avon Trail seeking approval to install their Service Club's logo on the Town's four Service Club Sign structures.

RECOMMENDATION

THAT PW 60-2018 Service Club Sign Application be received; and

THAT Council approve the Avon Trail application to install a logo sign on each of the Service Club Sign structures.

BACKGROUND

In March 2018, Council passed By-Law 32 of 2018, which regulates the installation and display of Service Club Signs on Town Service Club Sign structures to be located at Town points of entry. Sign eligibility is based on Council's consideration of the content on an application form that is submitted to the Department of Public Works.

Each structure accommodates 15 Service Club Signs which will display the club's logo. Clubs are responsible to provide logo signs and provide replacements as required.

The Avon Hiking Trail was created by a small group of outdoor enthusiasts over 40 years ago. The Avon Trail has grown to include more than 110km across 93 different properties and is one of approximately 25 legacy trails in Ontario, linking the Thames Valley Trail to the Grand Valley Trail beginning in St. Marys and ending in Conestoga. Due to the length of the trail, rural roads and urban pedestrian pathways are included as part of the system at some locations.

Ongoing maintenance is a voluntary non-profit effort with both land owners and volunteers working to maintain and improve the trail. They have created a foot path through woodlots, along the edge of fields, streams and river valleys stretching approximately 113km.

The Avon Trail begins where the Thames Valley Trail ends on the Riverview Walkway near the tennis courts on Water Street South. To complete the link through St. Marys, the Avon Trail directs hikers along the Riverview Walkway and crosses Queen Street to the east of the Victoria Bridge adjacent to the downtown core. North of Queen Street the Avon Trail follows the millrace heading north and crosses the Water Street bridge following the water course through Milt Dunnell park and finally connecting to the Grand Trunk Trail where it shifts direction to the east, extending to James Street North and then following Glass Street out of Town.

In 2016 Council approved the installation of Avon trail markers to officially mark the linkage between the Thames Valley, Riverview walkway and Grand Trunk Trail. There have been no noted operational issues with the trail linkages.

REPORT

Clubs are required to apply to have their signs installed on the Town's structures. Within the application form, each Club must demonstrate their ability to meet the definition of "Service Club" as defined in the By-Law.

The definition is as follows:

"A not-for-profit corporation or group, whose philanthropic principles are to address various community service needs in the Town via direct hands on efforts or by raising money for other organizations. Historical Service Clubs include Rotary International, Kiwanis, and Lions Service Clubs."

It is Council's decision to determine if the applicants conform to the definition. Each application outlines how the Club contributes to the fabric of St. Marys whether it be through fundraising, scholarships, Town events, etc.

The following information has been compiled from the submitted application for Council's consideration.

Applicant	Form Completed	Charity No.	Years of Service	Contribution to Town
Avon Trail	Yes	No	40+	<ul style="list-style-type: none">• Maintains 113km hiking trail that begins in St. Marys and ends in Conestoga• Open to all ages, open daily 365 day• Social Club Events• Community outreach through speakers• Children & Family Hike Events• Promotes Tourism and Visitors to the Town• Promotes Both Physical & Mental Health

SUMMARY

Service Club Sign structures have been installed at Town entry points. Council has already approved the sign applications for eleven (11) St. Marys Service Clubs, they are as follows:

- Royal Canadian Legion Perth Regiment Veterans Branch 236
- Lions Club
- Leo Club
- Order of the Eastern Star St. Marys Chapter #121
- St. Marys Farmers' Market Association
- Rotary Club of St. Marys
- St. Marys Kinsmen Club
- McConnell Club
- St. Marys Community Players
- Army, Navy and Air Force Veterans in Canada
- St. James Masonic Lodge

The approval of the Avon Trail will bring the total to twelve logos. If approved the sign structures will have three remaining spaces.

The Avon Trail has provided information regarding initiatives they have undertaken to provide outreach and support physical and mental health initiatives to the community. Officially St. Marys is listed as the starting point of the Avon trail when transitioning from the Thames Valley trail. Additionally the Town's Strategic Plan has several references to trail development, promotion of Avon trail is expected to have

indirect promotion of the Town parks and existing trail system. It is staff's recommendation the Avon Trail application be approved and their logos added to the Service Club Sign structures.

FINANCIAL IMPLICATIONS

Service Clubs who are approved by Council will have to purchase four signs, a sign for each entry point. A quote has been received by the Town regarding the costs for four signs that meet the dimension and material requirements set out in By-Law 32-2018. The cost per sign is \$75.00 for a total of \$300.00 for four signs.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4 Culture & Recreation:
 - Outcome: St. Marys' parks are not only a prized asset, they are also a natural gathering place that can be optimized and incorporated into enhancing the cultural profile of St. Marys.
 - Tactic(s): Tie the Grand Trunk Trail to Milt Dunnell Park

OTHERS CONSULTED

None.


ATTACHMENTS

None.

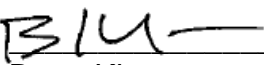
REVIEWED BY

Recommended by the Department


Jed Kelly
Director of Public Works


Morgan Dykstra
Public Works Coordinator

Recommended by the CAO


Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Morgan Dykstra, Public Works Coordinator
Date of Meeting:	30 October 2018
Subject:	PW 61-2018 Forestry Management Plan

PURPOSE

To approve a Forestry Management Plan in accordance with Bill 68 and the Town of St. Marys Strategic Plan and establish next steps regarding forestry management.

RECOMMENDATION

THAT PW 61-2018 Forestry Management Plan be received; and

THAT Council approve By-Law 85-2018 to adopt a Forestry Management Plan; and

THAT staff be directed to revise the species list to better determine tree suitability and placement; and

THAT the proposed Green Committee pursue community engagement and education opportunities regarding the urban forest.

BACKGROUND

The *Modernizing Ontario's Municipal Legislation Act, 2018* (Bill 68) received Royal Assent on May 30, 2017. The *Act*, among other necessities, requires municipalities to adopt a policy to the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality. The policy must be in place by March 1, 2019.

On July 17, 2018 the department brought forth *PW 43-2018 Forestry Management By-law* to the Strategic Priorities Committee. A draft by-law was not presented for review, instead the Committee and staff reviewed a proposed outline for the plan, section by section. The proposed framework was separated into three management sections:

1. Public Trees
2. Naturalized Areas; and
3. Private Trees.

The Committee recommended that the forestry management plan not regulate the protection, removal, and replacement of trees on private property.

In regards to public trees, the Committee made the following recommendations:

1. Establish a five business day response time for tree inspection requests, except during times when the Town is responding to an emergency situation or an adverse weather event.
2. Trees deemed as hazards should be prioritized above trees needing routine maintenance.
3. The tree planting ratio should be set at 1:3 when the Town removes a tree.
4. A tree inventory should be considered in the 2019 draft budget.

After receiving direction from the Strategic Priorities Committee staff drafted a Forestry Management Plan to foster a sustainable urban forest and establish processes to maintain, enhance and protect the urban forest.

Public Consultation:

The Town accepted public comments on the draft Forestry Management Plan from Monday, September 24 to Friday, October 5, 2018 (two weeks). The Town advertised the public input period in the September 20 edition of the St. Marys Independent, and on Town social media platforms. To further increase public awareness the St. Marys Independent made note of the public period on the front page of the September 27, 2018 edition. Interested residents and stakeholders could share their input via an online form, or in person. Hard copies of the plan were made available at all Town facilities.

The Town received 14 comments from the public. Most comments addressed several parts of the draft plan. The comments submitted to the Town varied across nine key themes. Staff applied a combination of “Accepted,” “Recommend to be Rejected” and “Next Steps” actions to the comments and justification for those actions. Many of the rejected comments refer to items that are not within the current scope of the plan or better relate to other Town functions.

The table below identifies common themes, specific comments, and the actions to be undertaken to address those comments.

Theme	Comments	Action
Protection	Remove Section 2.3 provision whereby the Director of Public Works, or their designate may allow for a healthy tree to be removed.	Recommend to be Rejected. The provision is recommended to be maintained as this clause is necessary in the event of unforeseen circumstances. A note has been included in the policy stating that the department is committed to preserving healthy trees and will seldom use this authorization.
Transparency	Section 2.3 states that trees may be removed to install infrastructure, during the pre-construction process staff are to consider alternative approaches limiting the removal of trees. How does the public ensure staff has this conversation?	Accepted. Staff reports for future capital works, Site Plan and Subdivision Agreements require a tree preservation discussion based on project scope.
Inclusion of Natural Capital	A detailed map of all of the Town of St. Marys naturalized capital should be published as part of the Forestry Management Plan.	Recommend to be Rejected. Cross-department comprehensive plan specifically tailored for natural capital and naturalization will be developed in 2019.
	Forest Management Plans often include other values such as wildlife protection and enhancement. Because only Sparling Bush was identified as a natural area, maybe you should try to link up other potential wild areas into migration corridors, rather than having a fragmented ecosystem.	
	Stream bank Management – suggest planting more trees along Trout Creek and the Thames River to protect the stream bank and regular water temperatures. Suggest Cottonwood and Poplar trees.	
Tree Selection	Request that ash species be deterred for a few years.	Accepted. Ash species were included in the species list, however, since the Emerald Ash Borer the Town has not planted new ash trees and does not foresee planting them in the future. Thus, ash species were removed from the species list.
	Removal of walnut and butternut trees from list as the trees release toxins and their nuts can cause damage to Town infrastructure and vehicles near the trees.	

Theme	Comments	Action
		The Town has experienced several instances where falling nuts from walnut and butternut trees have caused damage. Removal of the trees from the species list to deter future damage from new saplings.
	Inclusion of Eastern Redbud (<i>Cersis Canadensis</i>) a native tree with a 5a hardiness zone.	Next Steps. Please see below for more detail.
	Town should seek advice for where species should be planted.	
Control of Invasive Species	Allowances for the removal of invasive species like Green Walnut.	Recommend to be Rejected. Healthy trees are not removed for nuisance complaints.
Young Trees	Suggest pro-active trimming of young trees.	Accepted. The draft plan did not reference the care of young trees outside of watering, Section 2.1 Routine Maintenance Activities was intended to be a “catch-all” section (finer operational activities not included). A section dedicated to the development of younger trees has been added under Section 2.2 “Factor 4: Developing a Young Tree”. This section addresses pruning, wrapping, mulch, staking and watering.
	Recommend protective sleeves at the base of all planted trees to protect the trees from sustaining turf maintenance damage.	
	Newly planted trees should be staked.	
Private Property	Inclusion of private property to ensure those trees are not neglected or removed without good cause.	Recommend to be Rejected. As directed by SPC, the forestry management plan does not include private tree regulation. Town and its contractors to maintain the sole responsibility of public tree maintenance as occupiers of the space they are located on and ensure compliance with the plan.
	Removal of trees should always be permitted by private individuals as long as they are able to replace the trees they cut anywhere on public or other private land agreed upon by all stakeholders who have an interest. Every land owner must be notified individually if they have any restrictions on cutting or removing trees. A tree trunk diameter/ or species guideline should be established that allows for cutting/clearing/pruning without having to obtain permission. This would reduce a lot of burden on Town administration.	
Community Engagement	Have an area on Town property where residents can transplant tender young trees, the trees can grow where planted as a mixed forest or be transplanted to another spot in Town.	Next Steps. Please see below for more detail.
	In park settings, install bronze plates identifying the species to make the public more aware. Create a space similar to an arboretum.	
	Incentives to plant trees.	
OTHER		
	Incorporation of rain gardens, ask developers to incorporate rain gardens to protect the aquifer and do away with retention ponds.	Rejected/Accepted. Not applicable to the scope of this plan. However, staff discussing incorporation into

Theme	Comments	Action
		Town Engineering Design and Specification Policy Storm Water Management sections for low impact development of properties greater than .65 ha.
	Consider replacement of non-native street trees that are poorly suited for the extreme weather events.	Recommend to be Rejected. Due to budget restraints resources are to be allocated to the removal of dead or dying trees, not healthy. As removals occur, native species will be planted as replacements. Remaining funds should be used to purchase new trees or prune existing.
	No goal for tree cover.	Recommend to be Rejected. Cannot adequately ascertain tree canopy cover without a tree inventory plan. As referenced in Section 6. "Moving Forward", the department will seek an inventory during budget considerations.

REPORT

Forestry Management Plan

Based on the comments received at the July Strategic Priorities Committee, public input period, conversations with forestry professionals, and staff knowledge a final policy has been drafted.

The objective of the document is to foster a sustainable urban forest and establish processes to maintain, enhance and protect the forest. The term urban forest refers all trees within a municipality, encompassing trees located on private and public land. The proposed policy considered by Strategic Priorities Committee shall only be for trees located on publicly-owned lands. The urban forest in the Town of St. Marys has been organized into two categories:

- a) "Green Infrastructure" – Trees that grow in modified environments such as street trees, parks and hard surface environments (parking lots). Maintenance and management of such trees are relatively high.
- b) "Natural Capital" – Native trees and understory vegetation such as woodlands, wetlands, and other natural areas that have little to no man-made modifications. Conservation of such lands can be difficult.

The report is composed of six sections intended to meet the policy objective, they are as follows:

1. Background
2. Green Infrastructure
3. Naturalized Areas (Natural Capital)
4. Invasive Species
5. Community Engagement
6. Moving Forward

To review the plan in further detail, please refer to **Attachment A: Town of St. Marys Forestry Management Plan**.

Please note that not all forestry operations have been included in this document, standard operations includes many granular level tasks undertaken by Town staff to maintain the urban forest.

The report addresses how the Town will manage green infrastructure and natural capital which places significant emphasis on green infrastructure in comparison to natural capital. The justification for the

asymmetry of content is the topic of naturalization exceeds the scope of tree management. The naturalization of an area and its continued preservation is multifaceted and will require considerations in regards to the Official Plan, Natural Heritage Studies, Property Standards By-Law, and Recreation and Leisure Services Master Plan. Therefore, staff intend to develop a comprehensive naturalization plan in 2019 that will address natural capital in the Town of St. Marys.

Next Steps

Just like the organisms it manages the Forestry Management Plan will be a living document. The Town anticipates changes will need to be made to this document on a regular basis as the urban forest and its conditions evolve.

Some changes and next steps to be considered in 2019 are:

Redevelop Species List

Based on comments made during the public input period and conversations with forestry professionals, the use of an entirely native species may not be ideal. Consideration of developing a species list for park settings and boulevard trees may be necessary, as some native trees will not thrive in environments that may come in contact with de-icing materials and other snow removal activities or predominant asphalt and concrete areas.

Furthermore, several members of the public recommended trees not on the list that the Town should consider after additional research into those species. Consideration of hardier species may be valuable with the increase in severe weather events that impact the urban forest.

Expanding and delineating the species list between naturalized areas and boulevards will require further investigation as soil type and conditions vary location to location. Therefore it is staff recommendation that **Appendix F: Species List**, be an interim species list until a revised species list is developed in 2019 in conjunction with forestry professionals.

Promote Community Engagement/Education

A crucial component of a successful forestry management plan is an informed and participatory public. Education can help public trees and inadvertently impact those on private land. Currently, the Town offers a memorial tree program, whereby individuals may purchase a tree to be planted in a public location. More engagement and education programs should be adopted or considered, as per the comments submitted during the public input period. This may be a program well suited to be investigated by the proposed Green Committee of Council.

Tree Inventory

At the Strategic Priorities Committee, the Committee recommended that an inventory be referred to the 2019 budget as a capital project consideration.

The proposed inventory audits all trees on public land, providing reliable information on all trees, including location, species, and health assessments. A tree inventory can provide a baseline of data to assist in refining maintenance costs and future risks. The inventory can help determine short-term and long-term urban forest management practices.

Immediate short-term benefit in the inventory would better delineate private and public road allowance, also augment the existing inspection and pruning programs to identify urgent and high priority trees. Long term benefits of a tree inventory could also assist budgets and planning, if a species-oriented disease occurs, the Town knows how many trees are at risk and their locations. The inventory could provide further insight into the number of tree species and what species thrive in certain environments.

The proposed inventory is multi-use and can assist with long-term planning by identifying areas that lack high tree canopy and areas that do, to determine tree planting locations, but also to deter monoculture to combat species specific disease.

SUMMARY

The overarching theme of the Forestry Management Plan is sustainable implementation, ensuring that the forestry options are feasible when considering budget and personnel availability. The draft plan reflects the Town's challenges and expectations in contrast to available resources. As mentioned in "Next Steps" further forestry management considerations will need to be discussed in 2019, in the meantime, a policy is required before March 1, 2019, to ensure compliance with Bill 68. Staff expect future revisions to the document to further expand acceptable tree species list base on outcomes from future naturalization plan and proposed tree inventory

FINANCIAL IMPLICATIONS

Staff are working to improve management of publicly owned trees, with risk management mitigation as the primary budget driver at the moment. Staff are committed to shift the existing programs from reactive to proactive programs, which should provide greater budget stability and projections. Unfortunately with recent irregular weather events, often cleanup costs take priority over maintenance tasks such as pruning and inspection. Already in 2018 weather events such as flooding, ice & wind storms have had a noticeable impact to the forestry operational budget.

An inventory of publicly owned trees has been identified as a key component that would assist with budget and resource planning. Currently the Town has no inventory of trees on public lands, with no metric details such as location, age or health to derive expected maintenance costs. Staff are recommending Council consider an inventory of trees within the road allowance during the 2019 budget process. Ideally the inventory would be completed via contractor and data submitted would be compatible with the Town's existing GIS Mapping, Asset Management & Work order system. This compatibility would also assist in understanding the financial commitments present and future to manage the urban canopy. Depending on datasets and mapping requested the estimated cost could range from \$25,000 to \$40,000.

STRATEGIC PLAN

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

- Pillar #4 Culture and Recreation:
 - Outcome: A focused parks strategy
 - Tactic(s): Investigate implementing a forestry management policy for the Town

OTHERS CONSULTED

John Hahn, Parks Operator A
Todd Thibodeau, Public Works Supervisor
Brett Petrie, St. Marys Landscaping
Tim Holley, Davey Tree Expert Company of Canada Ltd.
Vanni Azzano, Upper Thames River Conservation Authority
Bruce Grant, Legacy Knowledge resource, St. Marys Public Works Director 1992 - 2001


ATTACHMENTS

Attachment A: Town of St. Marys Forestry Management Plan

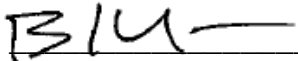
REVIEWED BY

Recommended by the Department


Morgan Dykstra


Jed Kelly

Recommended by the CAO

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

Brent Kittmer
CAO / Clerk

FORESTRY MANAGEMENT PLAN

2018



Forestry Management Plan

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Policy Objective:

Foster a sustainable urban forest and establish processes to maintain, enhance and protect the forest.

1. Background

The Modernizing Ontario's Municipal Legislation Act, 2017 (Bill 68) received Royal Assent on May 30, 2017. The Act requires municipalities to adopt a policy with respect to the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality. Additionally, the Town of St. Marys Strategic Plan defined implementing a forestry and tree management policy as a priority.

The Town of St. Marys Public Works Department is the steward of public trees and is committed to ensuring the preservation and enhancement of the urban forest. The Forestry Management Plan herein identifies how the Town will enhance and protect the urban forest and the actions that the Town will undertake to implement those objectives.

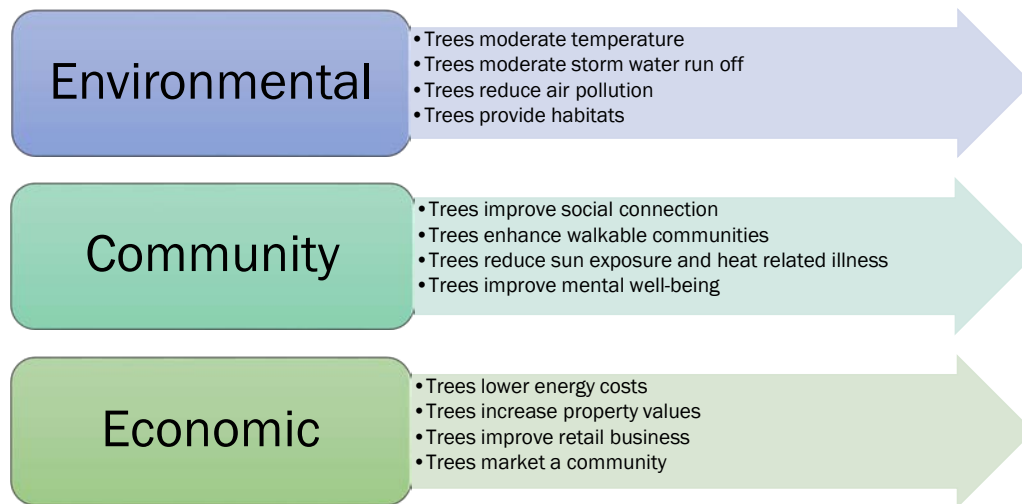
The Urban Forest

The term urban forest refers to all trees within a municipality, encompassing trees located on private and public land, for this policy the application of the term shall only be for trees located on publicly-owned lands. Within the Town of St. Marys boundaries the urban forest is organized into two categories:

- a) "Green Infrastructure" – Trees that grow in modified environments such as street trees, parks, and hard surface environments (parking lots). Maintenance and management of such trees are relatively high.
- b) "Natural Capital" – Native trees and understory vegetation such as woodlands, wetlands, and other natural areas that have little to no man-made modifications. Conservation of such lands can be difficult.

An emerging trend among municipal governments is the consideration of the urban forest as a vital part of the municipal infrastructure as the urban forest significantly contributes to the quality of life in a municipality. Most forestry studies classify those benefits into three sections:

Figure 1.1 Urban Forest Benefits



The combination of environmental, community and economic benefits establish the urban forest as an essential Town asset.

However, the benefits the urban forest provides to its local community is declining due to threats that are harming or destroying green infrastructure and natural capital. Arborists across Ontario identify three risks to the urban forest:

1. Urban intensification;
2. Insects and diseases (Chestnut Blight, Dutch Elm Disease, Asian Long-horned Beetle and the Emerald Ash Borer (EAB)); and
3. Climate change and severe weather events (snow storms, wind storms, ice storms, and rain events).

In recent years insects and diseases, and severe weather events have been detrimental to the St. Marys urban forest, as many processes outlined in this document take those threats into account, ensuring that current practices reduce the devastation of those hazards.

The purpose of this policy is to formalize processes which must be undertaken to maintain, enhance and protect the urban forest on public land. This document shall provide a forestry management blueprint, but does not include minor forestry operations.

2. Green Infrastructure

The Town of St. Marys categorizes the stewardship of green infrastructure into three sections:

1. Maintenance
2. Enhancement
3. Protection

The three-prong approach aligns with the provincial mandate, is comparable to other municipality's procedures and addresses the needs of the Town's urban forest. While developing this approach, emphasis has been placed on sustainable implementation,

ensuring that the forestry operations are feasible when considering budget and personnel availability. Other larger municipalities may have more robust policies. However, the Town of St. Marys is unique and this plan reflects the Town's challenges and expectations.

For a visual representation of the Green Infrastructure three-prong approach, please see **Appendix A**.

2.1. Maintenance

Maintaining existing green infrastructure will remain a central management approach. Most forestry management plan developers assert that a fundamental element of expanding the urban forest is the cultivation of existing trees. Large-stature trees and well-established trees provide a more significant share of benefits. Continuing to enhance the urban forest by planting and not preserving the existing urban forest is not sustainable and will only increase risk and an unhealthy urban forest. Therefore, the Town will allocate resources to maintenance practices. The Town will divide maintenance into three streams.

Stream 1: Quadrant Pruning

Division of the Town into four quadrants (See **Appendix B** for exact locations):

1. Southwest Area
2. Southeast Area
3. North Area
4. West Area

The Town or their designate will review each quadrant on a four-year rotation. The quadrant pruning program will address trees that are larger in stature or require significant pruning. If the inspectors identify a tree that is dead or dying, the inspectors will remove the tree, if a tree has overhanging branches, impedes structures, obstructs traffic signs, sidewalks or sightlines, has dead limbs or pruning will improve the tree structure the inspector will prune the tree accordingly. Per every tree that has been maintained or removed an inspector will fill out a **Tree Maintenance Report (Appendix C)** or **Tree Removal Report (Appendix D)**.

The five-year rotation plan will be as follows:

Year	Quadrant
2016	Southwest Quadrant
2017	Southeast Quadrant
2018	North Quadrant
2019	West Quadrant
2020	Southwest Quadrant
2021	Southeast Quadrant
2022	North Quadrant
2023	West Quadrant

Benefits of a cyclical maintenance schedule include:

- Maximization of life span and associated benefits of the tree;
- Reduce the impact of severe weather events; and
- Lower liability risks associated with hazardous trees that may cause bodily harm or property damage.

After the completion of the first cycle, the department will be able to better determine the effects of the quadrant pruning on the urban forest.

Stream 2: Routine Maintenance Activities

Public Works staff will perform routine maintenance activities throughout Town including:

- Frequent inspections of all Town areas to monitor for dead or dying trees;
- Significant maintenance of young trees including staking, watering, wrapping, and pruning;
- Minor pruning to ensure sightlines and overhead clearances as per the Highway Traffic Act; and
- Storm damage clean up.

Stream 3: Inspection Requests

Residents may also request maintenance activities for trees on Town property. The procedure for inspection requests will be as follows

1. Input the inspection request into the work order system notifying the operators of the request – upon receipt
2. A Town operator inspect the tree to determine location, the health of the tree and if any remedial works are necessary – within five business days
3. Notify the resident who requested the inspection regarding next steps – after inspection
4. Completion of works – when resources are available based on hazard and risk
5. Closure of work-order – upon receipt of tree maintenance or tree removal report

If a tree requires maintenance or removal activities, the Town will add the tree to a working-list. To properly allocate maintenance budgets, the Town will complete maintenance activities on a priority basis. Ongoing systematic pruning should reduce the number of private inspection requests.

2.2. Enhancement

The Town is committed to planting more trees to enhance the canopy but will focus on better planting practices to ensure the quality and longevity of the new trees ultimately fostering a balanced and sustainable urban forest.

The planting of trees on public land is the sole responsibility of the Town and its staff, however, under the following circumstances non-employees of the Town may plant trees on public land:

- Contractors hired by the Town;
- Community volunteers authorized by the Town; and
- Land developers in new subdivisions as per approved subdivision agreements.

The Town restricts the planting of trees on public property to Town employees and those authorized by the Town. The restriction is necessary to ensure planting in appropriate locations, suitable species and inclusion in Town records. Planting seasons may vary as trees are available and favourable weather conditions for planting.

When planting trees, the Town will consider four factors:

Factor 1: Replacement Strategies

Per the removal of every Town-owned tree, the Town will plant three additional trees within the municipality. When considering replacement, overly ambitious tree planting targets can overexert resources. A ratio of 1:3 has been chosen as it is the most feasible when considering the costs of procuring the trees and time spent watering and maintaining the first two years. Therefore, for every tree removed, three will be planted.

Factor 2: Tree Placement

The placement of trees has varied throughout Town, making watering processes during formative years very sporadic and inefficient. The Town has assigned tree planting areas for the next five years, to cultivate neighborhoods that currently lack canopy cover and ensure efficient watering processes. Please see **Appendix E** for planting locations. The plan recognizes there are many alternative areas not recognized in Appendix E require planting. The areas that the plan identifies are to act as a springboard to increasing planting commitments. More areas can be determined when an inventory is completed, and consideration of canopy cover.

Additionally, if the Town removes a tree, staff will determine the location of the replacement tree. Staff cannot guarantee that they will plant a replacement tree in the original tree's place.

When planting the Town will consider the following determinants:

- Tree function;
- Form and size;
- Site conditions; and
- Human activities.

To ensure the success of boulevard trees, the Town will request properties abutting the boulevard help water the tree.

Factor 3: Species

To build the resilience of the urban forest, consideration of species variety is paramount. The urban forest shall be diverse on the macro and micro levels. No single neighborhood shall be homogenous; diversity is necessary to limit possible impact of species specific diseases and invasive insects that can adversely affect the health of trees. Bio-diversity can insulate the urban forest from insects and diseases.

The Town has approved an interim list of species for planting; those species are native to southern Ontario and Upper Thames River watershed, therefore the species are adapted to the local climate. This list matches the Upper Thames River Conservation Authorities recommended native trees, shrubs and, vines. Please see **Appendix F** for approved tree and vegetation species and planting conditions.

Factor 4: Developing a Young Tree

Providing continuous care to young trees is crucial during their formative years. The Town undertakes various methods to ensure young trees will develop into strong and healthy trees in the urban forest.

- Pruning: removal of dead and broken limbs and pruning practices that force the tree limbs toward the desired canopy. Ensure the tree limbs do not cross or intertwine.
- Tree wrapping: use tree wrap to protect the trunks from sun scald or freezing. The wrapping should be wrapped tightly, while ensuring air circulation to the bark is not impeded.
- Mulch: to protect the tree from the growth of weeds which rob the tree of moisture and nutrients and a protective distance from string trimmers and lawn mowers.
- Staking: stake a tree if required, the stake shall be removed after the root structure of the tree has been developed (maximum two years). Usually use two stakes per tree.
- Watering: implement alternative water techniques like water bags (to be trialed in 2019).

2.3. Protection

As mentioned above, the tree canopy is decreasing due to external forces. Because of this, the protection of existing trees is imperative, especially large stature and well-established trees. To protect the existing urban forest, the Town shall only remove trees under the following circumstances

- The tree is dead or dying;
- The tree causes a hazard and needs to be removed to mitigate risk;
- Emergency work;
- Installation or reconstruction of Town infrastructure; or
- At the discretion of the Director of Public Works, or their designate.

The policy allows for trees to be removed to install infrastructure, during the pre-construction process staff are to consider alternative approaches limiting the removal of trees.

Furthermore, the following are not considered valid reasons for tree removals: tree is messy because of fruit or seeds production, number of leaves.

At the discretion of the Director of Public Works the public may request the removal of healthy trees. This clause is necessary in the event of unforeseen circumstances. The Public Works Department is committed to protecting its urban forest and will limit the use of such discretionary authority.

Additionally, only the Town and contractors authorized by the Town shall have the responsibility of removing trees on public land. Limiting removal authorization is to ensure the tree canopy is responsibly managed and to mitigate risk as occupiers of the space.

2.4. Severe Weather Event Policy

During a severe weather event Public Works operators or forestry contractors for the Town will respond to residents and emergency services on a priority basis. Emergency crews will prioritize fallen trees that are blocking main arterial roads, or public trees which have fallen on buildings or hydro lines as soon as crews can be dispatched. Furthermore, Public Works crews may need to leave a site to attend another call; the crew will return at a later date and time to complete the original request. Emergency crews will address and resolve other requests at a later time.

All forestry debris after a weather event may be taken to the following locations:

1. St. Marys Landfill Site (limited hours)

1221 Water St. S

3. Naturalized Areas (Natural Capital)

The Town of St. Marys has various areas that are in a naturalized state, or may become naturalized. It is anticipated that in 2019, a Town policy focused entirely on naturalized areas, their locations and maintenance practices will be created. Currently, the Public Works Department recognizes Sparling Bush as a natural area. The Town will undertake the following actions to protect Sparling Bush and its ecologically important natural features.

1. Limited Maintenance Intervention
 - a. Discontinue turf maintenance including grass mowing, while monitoring for noxious weeds, invasive species and litter.
2. Tree Establishment
 - a. Strengthen the bush by enhancing the perimeter of the bush. Groups of a variety of small tree clusters will be planted at different times to ensure age and species distribution. Eventually, the clusters should mature into a natural ecosystem.
3. Habitat Enhancement

- a. Plant smaller native trees, shrubs and wildflowers to enhance biodiversity to provide resources for wildlife.
4. Prevent Encroachment
 - a. Deter neighboring encroachment
 - b. Maintain property boundary markers

Management of Sparling Bush will follow the recommendations made in “Sparling Bush: Management Recommendations for the Town of St. Marys” prepared by the Upper Thames River Conservation in July 2015.

4. Invasive Species

Invasive species are considered plants that disrupt the natural balance of an ecosystem, often aggressively spreading over a specific area. The Town will monitor and try to prevent the spread of those plants to ensure biodiversity. Different species will require different control mechanisms. Some of the varying methods may include:

- Pulling
- Cutting
- Girdling
- Smothering
- Burning
- Chemical control (may be used for Hogweed removal by professionals)

Invasive species are as determined by the Invasive Species Act, 2015 (Bill 37), and will be addressed as recommended.

5. Community Engagement

Memorial Tree Program

This program allows for the purchase of trees to be planted on public lands in remembrance, observance or acknowledgment of a special event. (See **Appendix G** for the form).

Note: If a tree dies within two years of the plant date, the Town will replace the tree. If the tree dies after the two years, the tree will not be replaced by the Town.

Public Requests for Boulevard Trees

Members of the public may request that the Town plant trees in the boulevard fronting their property, staff attempt to accommodate those requests where resources are available.

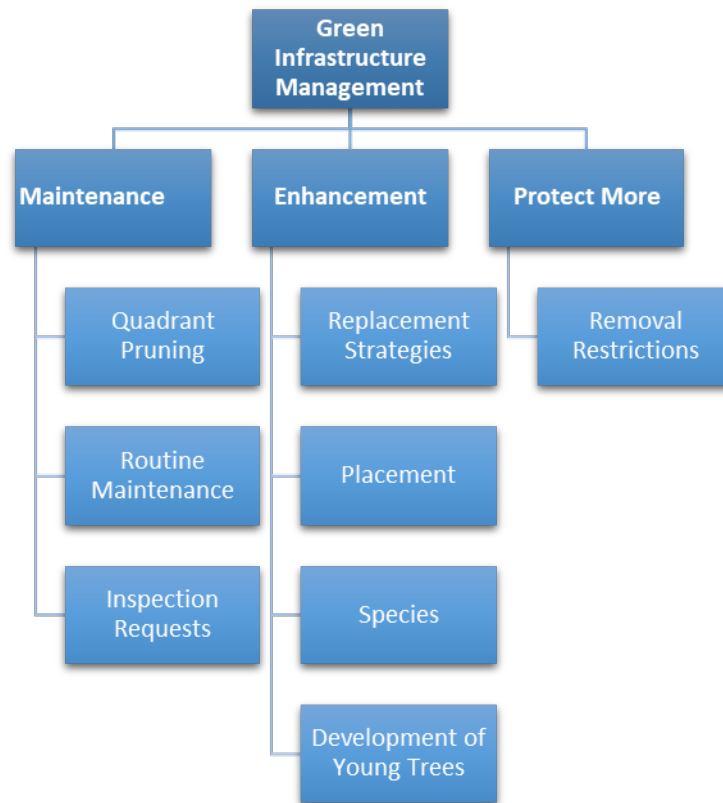
The Public Works Department will strive to foster more community engagement regarding forestry practices and education.

6. Moving Forward

This document provides a basic outline for forestry management for public lands within the Town of St. Marys. The next step is to create specific forestry targets and performance

indicators to maintain, enhance, and protect the urban forest. To complete this task, a tree inventory will be necessary, as the inventory will provide the number of trees, tree locations, tree health, tree risk assessments, and species diversity. A tree inventory can better deduce canopy cover and help set forestry targets, and determine areas lacking sufficient cover. Upon the completion of a tree inventory, the Town of St. Marys Forestry Management Plan will be updated to include the data from the tree inventory to be more comprehensive. This update is anticipated in late 2019 or early 2020.

Appendix A – Green Infrastructure Approach

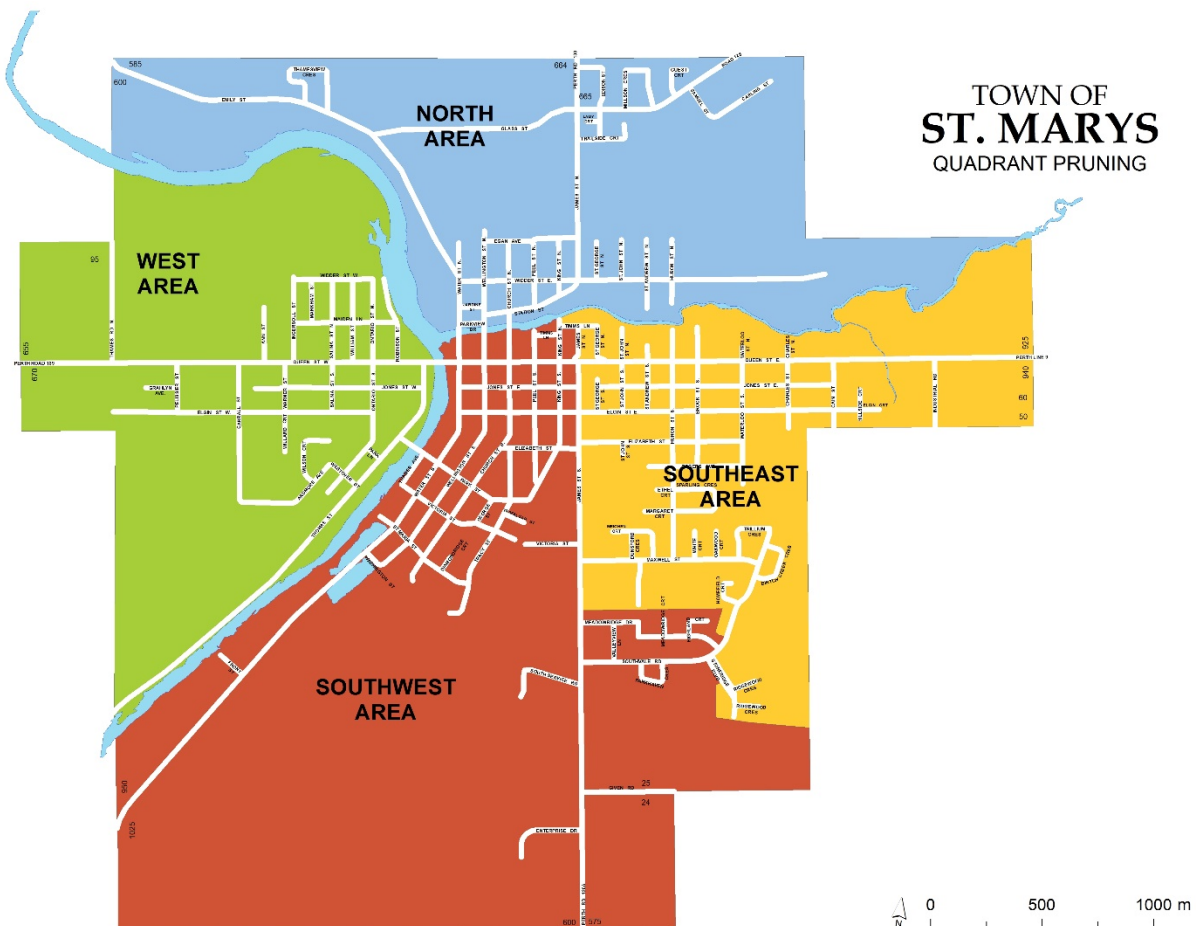


Appendix B – Quadrant Pruning

Division of the Town into four maintenance quadrants, Southwest Area, Southeast Area, North Area and West Area. The quadrants are maintained on a cyclical basis. The five-year maintenance plan will be as follows:

Year	Quadrant
2016	Southwest Quadrant
2017	Southeast Quadrant
2018	North Quadrant
2019	West Quadrant
2020	Southwest Quadrant
2021	Southeast Quadrant
2022	North Quadrant
2023	West Quadrant

The quadrants are divided based on the map below.



Appendix C – Tree Maintenance Report

WORK ORDER:
SPECIE OF TREE:
TREE #:

TREE LOCATION INFORMATION	
Street Address:	
Location on Property:	
Reason for Maintenance: <input type="checkbox"/> Quadrant Pruning <input type="checkbox"/> Inspection Request <input type="checkbox"/> Severe Weather Event	
Homeowner:	Phone:

MAINTENANCE INFORMATION		
Works To Be Completed By: <input type="checkbox"/> Town Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Festival Hydro		
Maintenance Activity	Check all that Apply	
General pruning (thing, shape, deadwood)		
Raise lower branches		
Prune back from utility wire		
Prune back from roof		
Prune to reduce weight on weak branches		
Removal of dead branches		
Follow-up Inspection Required:	Yes	No

Additional Comments

SIGNATURE: _____

Appendix D – Tree Removal Report

WORK ORDER:
SPECIE OF TREE:
TREE #:

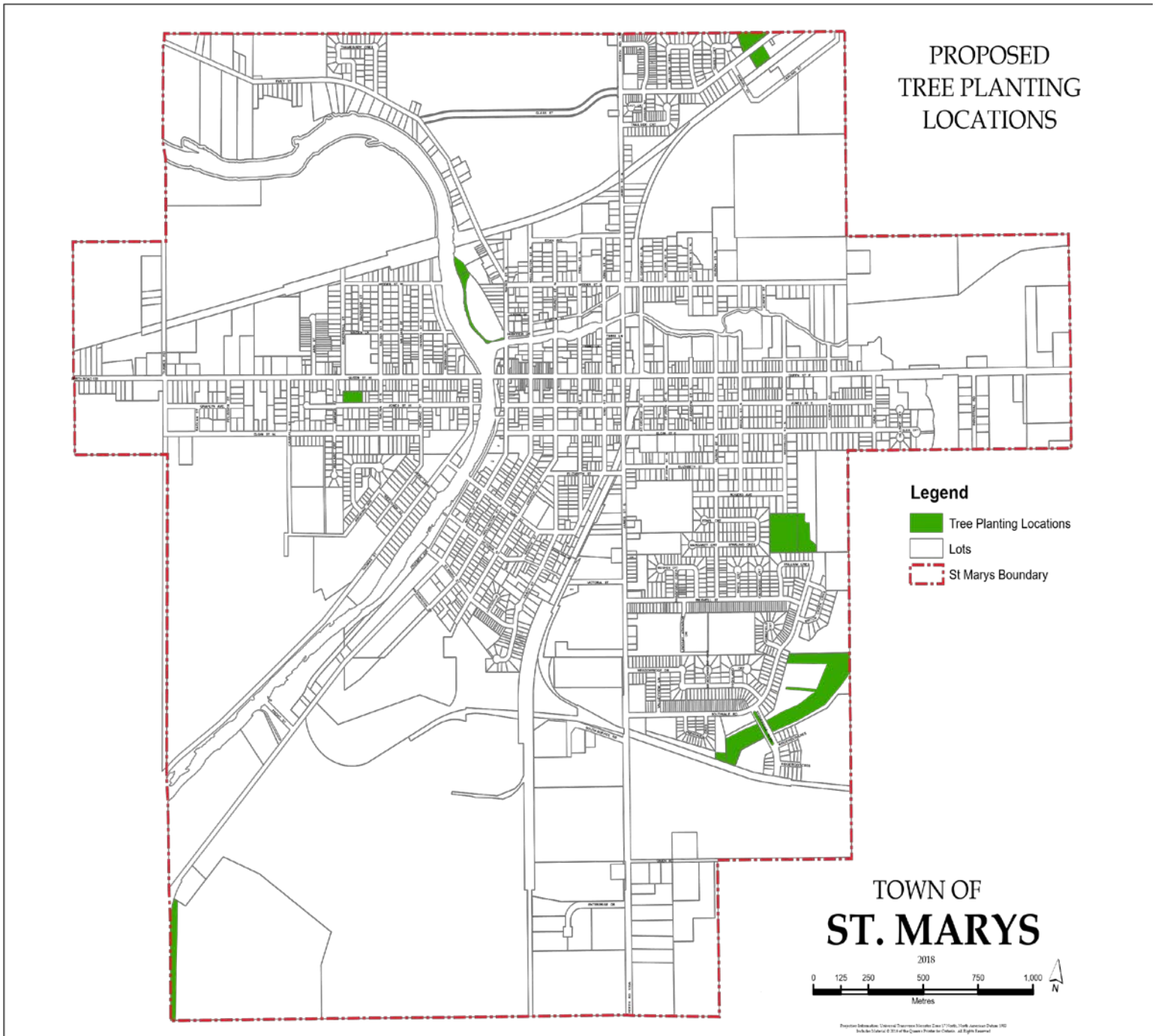
TREE LOCATION INFORMATION	
Street Address:	
Location on Property:	
Reason for Maintenance: <input type="checkbox"/> Quadrant Pruning <input type="checkbox"/> Inspection Request <input type="checkbox"/> Severe Weather Event	
Homeowner:	Homeowner Phone:

REMOVAL INFORMATION	
Works To Be Completed By: <input type="checkbox"/> Town Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Festival Hydro	
Reason for Removal	Check all that Apply
Disease/Insect	
Re-staking or retying	
Utility problems	
Tree location required	
Storm damage	
Age	

Additional Comments

SIGNATURE: _____

Appendix E – Tree Planting Locations



Appendix F –Species List & Planting Conditions

The following are species recommended by the Upper Thames River Conservation Authority for the Upper Thames River watershed. The planting conditions for each species has been included. These species are adapted to the local climate and are more resilient than non-native species.

Some native species have not been included in the list due to availability at local nurseries and vulnerability to disease and insect

NATIVE TREES				
Binomial Nomenclature	Common Name	Light Level	Soil Moisture	Soil Type
<i>Acer rubrum</i>	Red Maple	Part Sun	Wet to Moist	Variety
<i>Acer saccharinum</i>	Silver Maple	Sun	Wet to Moist	Rich
<i>Acer saccharum</i> <i>ssp.nigrum</i>	Black Maple	Shade	Moist	Rich floodplains
<i>Acer saccharum</i> <i>ssp. saccharum</i>	Sugar Maple	Part Sun to Shade	Moist	Rich, well-drained
<i>Amelanchier arborea</i>	Dony Serviceberry	Part Sun	Moist to Dry	Sandy, Rocky
<i>Asimina trilobal</i>	Pawpaw	Shade	Wet to Moist	Rich
<i>Betula alleghaniensis</i>	Yellow Birch	Part Sun	Wet to Moist	Rich
<i>Betula papyrifera</i>	White Birch	Sun	Variety	Variety
<i>Carpinus caroliniana</i>	Blue Beech	Shade	Moist	Deep, Rich
<i>Cary ovata</i>	Shagbark Hickory	Full to Part Sun	Moist	Rich
<i>Celtis occidentalis</i>	Hackberry	Part Sun	Moist	Variety
<i>Cornus alternifolia</i>	Alternate-leaved Dogwood	Part Sun	Moist	Deep, Well-Drained
<i>Cornus florida</i>	Flowering Dogwood	Part Sun	Moist	Variety
<i>Gymnocladus dioicus</i>	Kentucky Coffee-tree	Part Sun	Moist	Deep, Rich
<i>Juniperus virginiana</i>	Eastern Red Cedar	Sun	Moist to Dry	Rocky, Sandy Soils
<i>Larix laricina</i>	Tamarack	Part Sun	Variety	Variety

<i>Liriodendron tulipifera</i>	Tulip Tree	Sun	Wet to Moist	Sand, sand loam, rich
<i>Nyssa sylvatica</i>	Black Gum	Part Sun	Wet	Rich
<i>Ostryia virginiana</i>	Hop-hornbeam or Ironwood	Shade	Moist	Well-drained
<i>Platanus occidentalis</i>	Sycamore	Part Sun	Wet to Moist	Rich, Poorly Drained
<i>Pinus strobus</i>	White Pine	Sun	Moist to Dry	Variety
<i>Populus balsamifera</i>	Balsam Poplar	Sun	Wet to Moist	Rich
<i>Populus deltoids</i>	Eastern Cottonwood	Sun	Moist	Rich
<i>Populus grandidentata</i>	Large-tooth Aspen	Sun	Moist to Dry	Variety
<i>Populus tremuloides</i>	Trembling Aspen	Sun	Moist to Dry	Variety
<i>Populus Americana</i>	American Plum	Sun	Moist	Variety
<i>Prunus nigra</i>	Canada Plum	Sun	Moist	Variety
<i>Prunus pensylvanica</i>	Pin Cherry	Sun	Moist to Dry	Variety
<i>Prunus serotina</i>	Black Cherry	Sun	Moist to Dry	Variety
<i>Quercus alba</i>	White Oak	Full to Part Sun	Moist	Variety
<i>Quercus bicolor</i>	Swamp White Oak	Part Sun	Wet to Moist	Rich
<i>Quercus macrocarpa</i>	Bur Oak	Full to Part Sun	Moist	Variety
<i>Quercus muhlenbergii</i>	Chinquapin Oak	Part Sun	Dry	Sandy, Rocky
<i>Quercus rubra</i>	Red Oak	Full to Part Sun	Moist to Dry	Variety
<i>Quercus velutina</i>	Black Oak	Sun	Dry	Sandy to Clay
<i>Sassafras albidum</i>	Sassafras	Part Sun	Moist	Variety
<i>Thuja occidentalis</i>	Eastern White Cedar	Part Sun	Wet to Dry	Variety over limestone
<i>Tilia Americana</i>	American Basswood	Part Shade	Moist	Rich
<i>Tsuga canadensis</i>	Eastern Hemlock	Shade	Moist (and cool)	Variety

Ulmus Americana	American Elm or White Elm	Part Sun	Wet to Dry	Variety
Ulmus rubra	Slippery Elm or Red Elm	Sun	Moist	Rich

SHRUBS

Binomial Nomenclature	Common Name	Light Level	Soil Moisture	Soil Type
Amelanchier canadensis	Canada Serviceberry	Part Sun	Moist	All
Amelanchier laevis	Smooth Serviceberry	Part Sun	Moist	Well-drained
Aronia melanocarpa	Black Chokeberry	Sun	Wet to Moist	All
Cephalanthus occidentalis	Buttonbush	Part Sun	Wet	Loam
Cornus alternifolia	Alternate-leaved Dogwood	Part Sun	Moist	All
Cornus amomum ssp. obliqua	Silky Dogwood	Sun	Wet	All
Cornus foemina ssp. racemose	Grey Dogwood	Sun	Moist	Sand
Cornus rugosa	Rould-leaved Dogwood	Part Sun	Moist to Dry	Sand
Cornus stolonifera	Red-osier Dogwood	Sun	Wet to Moist	All
Corylus Americana	American Hazlenit	Part Sun	Dry	Sand
Corylus cornuta	Beaked Hazel	Part Sun	Moist	All
Hamaelis virginiana	Witch-hazel	Part Sun	Moist to Dry	All
Ilex verticillata	Winterberry	Part Sun	Wet	Clay, Loam
Juniperus Communis	Common Juniper	Sun	Dry	All
Lindera benzoin	Spicebush	Shade	Wet to Moist	Loam
Physocarpus opulifolius	Ninebark	Part Sun	Most	Loam
Prunus virginiana	Choke Cherry	Part Sun to Shade	Moist	All

<i>Rhus aromatica</i>	Fragrant Sumac	Sun	Moist to Dry	Sand
<i>Rhus glabra</i>	Smooth Sumac	Sun	Moist to Dry	Sandy, Rocky
<i>Rhus typhina</i>	Staghorn Sumac	Sun	Moist to Dry	All
<i>Ribes americanum</i>	Wild Black Currant	Shade	Wet to Moist	All
<i>Ribes cynosbati</i>	Prickly Gooseberry	Part Sun	Moist	All
<i>Rosa blanda</i>	Smooth Rose	Sun	Moist to Dry	Sand
<i>Rosa Carolina</i>	Carolina Rose or Pasture Rose	Sun	Moist to Dry	Sand
<i>Rosa palustris</i>	Swamp Rose	Sun	Wet	Loam
<i>Salix amygdaloides</i>	Peach-leaved Willow	Full Sun	Wet to Moist	Variety
<i>Salix bebbiana</i>	Beaked Willow	Sun	Wet to Moist	All
<i>Salix discolor</i>	Pussy Willow	Part Sun	Wet to Moist	All
<i>Salix eriocephala</i>	Willow	Sun	Wet to Moist	All
<i>Salix exigua</i>	Sandbar Willow	Sun	Wet to Moist	All
<i>Salix lucida</i>	Shining Willow	Sun	Wet to Moist	All
<i>Sambucus canadensis</i>	Common Elderberry	Part Sun	Wet to Moist	All
<i>Sambucus racemosa</i> ssp <i>pubens</i>	Red-barked Elder	Shade	Moist	All
<i>Spiraea alba</i>	Narrow-leaved Meadow-sweet	Sun	Wet to Moist	All
<i>Viburnum lentago</i>	Nannyberry	Part Sun	Moist	All
<i>Viburnum trilobum</i>	Highbush Cranberry	Part Sun	Moist	All

Information Sources:

Recommended Native Trees, Shrubs & Vines for Naturalization Projects in the Upper Thames River Watershed. Information sheet by the Upper Thames River Conservation Authority. [Thamesriver.on.ca/wp-content/uploads/NativeSpecies/Native-trees-shrubs.pdf](https://www.thamesriver.on.ca/wp-content/uploads/NativeSpecies/Native-trees-shrubs.pdf)

Appendix G – Memorial Tree Program

Trees may be planted on public lands in remembrance, observance or acknowledgement of a special event or person.

Estimated Costs: Tree (\$250.00) + Plaque (90.00) + HST

CUSTOMER INFORMATION			
Name			
Street Address		P.O. Box	
Town/City	Province:	Postal Code:	
Phone:			

TREE INFORMATION
Specie of Tree:
Proposed Location of Tree:

If a plaque is required, please fill in the box with the information to be included on the plaque.

--

- Species shall be chosen from the approved species list provided by the Town
- Specie type and location of tree are subject to the Department of Public Works approval
- Costs of the tree may vary due to specie and market values
- A donation receipt will be issued upon receipt of monies
- If the tree dies within two years of planting the Town shall replace the tree, if the tree dies after two years the Town will not replace the tree.

Submit Form: Public Works Coordinator – Town of St. Marys
408 James St. South
St. Marys, ON N4X 1B6
519-284-2340 ext. 213

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	30 October 2018
Subject:	PW 62-2018 Picnic Table Request Science Hill Drifters Snowmobile Club

PURPOSE

To re-engage in an agreement which had been formalized in 2016 and verbally agreed to in previous years for the storage and one time use of 35 Town picnic tables by the Science Hill Drifters snowmobile club during the 2018-2019 winter season.

RECOMMENDATION

THAT PW 62-2018 Picnic Table Request Science Hill Drifters Snowmobile Club report be received;
THAT Council approve the agreement between the Corporation of the Town of St. Marys and Science Hill Drifters Snowmobile Club, for indoor storage and single use of 35 picnic tables; and,
THAT By-Law 87-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

BACKGROUND

The Science Hill Drifters (SHD) were formed in 1993 and are an affiliated member of the Ontario Federation Snowmobile Clubs, with the main clubhouse located 1km North of St. Marys. In peak seasons they have seen as many as 2500 riders use local trails within the 8 week season.

SHD club has been receiving 35 tables for indoor storage during the winter months only to be used one day for their annual BBQ Fundraiser in late January. Discussions with previous Town staff would place the commencement of the verbal agreement approximately in 2005. In December 2016 Council authorized the CAO and Mayor to enter into a formalized agreement for storage and single use of the 35 picnic tables for the 2016-2017 winter season. The benefit for the Town is that the tables are stored indoors which helps to preserve their condition, ultimately requiring less maintenance.

This specific request has long standing history with a positive track record with many members physically residing in St. Marys. No adverse outcomes such as damages or missing tables have been noted to date.

REPORT

The Club is offering secure indoor winter storage for 35 picnic tables, only to be used once for the Club's January BBQ fundraiser. As of 2016, the Club is willing to provide insurance on the tables in case of loss at no cost to the town; this will continue for the 2018-2019 winter season.

Allowing the tables to be rented outside of the Town limits is generally not permitted. However, this request has been granted in prior years and is beneficial for both parties. SHD feels the snowmobile

club, and the sport of snowmobiling represents an economic benefit to the Town by providing support to various local businesses, thus, justifying their usage.

Operationally the agreement is preferable as staff can perform maintenance of the 35 tables in the fall of 2018 and receive secure indoor dry storage at no cost for the winter months, the tables are ready for early spring deployment to municipal parks.

SUMMARY

It is preferable to store the tables indoors for the winter months, to ensure off season maintenance occurs, Public Works intends to execute the maintenance before delivery in December 2018. This maintenance includes painting and replacement of defective components.

FINANCIAL IMPLICATIONS

The Town would receive no monetary compensation for the tables, with the only direct benefit being secure indoor storage for the winter months, consequently reducing the overall life cycle maintenance costs of the tables.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

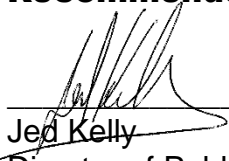
John Hahn, Parks Operator A, Town of St. Marys
Dwayne Lawrence, President, Science Hill Drifters Snowmobile Club,


ATTACHMENTS

1. Draft Agreement Attachment

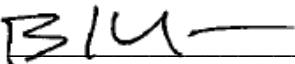
REVIEWED BY

Recommended by the Department


Jed Kelly
Director of Public Works


Morgan Dykstra
Public Works Coordinator

Recommended by the CAO


Brent Kittmer
CAO / Clerk



THIS Rental Agreement made as of this th day of October, 2018.

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS
(hereinafter called the "Town")

OF THE FIRST PART

And

SCIENCE HILL DRIFTERS SNOWMOBILE CLUB
(hereinafter called the "Renter")

OF THE SECOND PART

Article I

USE AND TERMS

- 1.1 The Town hereby rents to the Renter picnic tables to be used at their location in Perth South ("Premises"). The tables shall be delivered by Town staff and inspected by both parties upon delivery and pickup.
- 1.2 To have and to hold the rented picnic tables at their premises for a term of four (4) months from the date of commencement of the Term of this Agreement (Renters Commencement Date) computed from the 1st day of December, 2018 and to be completed on the 1st day of April 2019.

The Renter agrees to indemnify and hold harmless the Town, its servants and agents from all claims of any nature and kind arising out of the use of the picnic tables.

ARTICLE II

REPAIR, DESTRUCTION AND SURRENDER

- 2.1 The Renter shall be responsible for damages that occur to the picnic tables and will be invoiced by the Town for the repairs and or replacements.
- 2.2 Despite anything contained in this Agreement to the contrary, and without limiting Town's rights or remedies hereunder, or if in the Town's opinion any such damage or destruction is caused by any fault, neglect, default, negligence, act or omission of Renter or those for whom Renter is in law responsible or any other person using the picnic tables under express or implied invitation of Renter, the Town may, without obligation or liability to Renter, terminate this Agreement.

ARTICLE III

INSURANCE AND INDEMNITY

3.1 Renter's Insurance

- a) The Renter will take out and keep in force throughout the Term comprehensive general liability insurance against claims for personal injury, death or damage or loss arising out of use of the picnic tables by the Renter, indemnifying and protecting the Town and the Renter to a limit of TWO MILLION DOLLARS (\$2,000,000.00) inclusive, or such other reasonable limit as the Town may require.
- b) The Renter will deliver or cause to be delivered to the Town copies or certificates of the insurance policies if requested.
- c) If the Renter fails to take out or keep in force any policy of insurance referred to in this Agreement the Town may, in its sole discretion, do so and pay the premium, and demand together with interest thereon from date of payment thereof by the Town until the date the same are repaid. If the Town pays such premium the Renter shall be considered in default

of its obligations until such amount and interest thereon have been paid in full by the Renter.

3.2 **Cancellation of Insurance**

If the insurance policy is cancelled or threatened by the insurer to be cancelled, or the coverage thereunder reduced or threatened to be reduced by the insurer, and if the Renter fails to remedy the condition giving rise to cancellation, threatened cancellation, reduction, or threatened reduction of coverage within forty (48) hours, after notice thereof by the Town, the Town may terminate this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

DATED this th day of October, 2018.

Corporation of the Town of St. Marys

Brent Kittmer – CAO/Clerk

Science Hill Drifters Snowmobile Club

Dwayne Lawrence

BY-LAW 85-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to adopt the Forestry Management Plan 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 the Forestry Management Plan for the Town of St. Marys be adopted.
- 2.** That a copy of the said Plan is attached hereto this By-law.
- 3.** This by-law comes into force on the final passing thereof.

Read a first and second time this 30th day of October, 2018.

Read a third and final time and passed this 30th day of October, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 86-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a by-law to prohibit and regulate signs and other advertising devices and the posting of notices on buildings or vacant lots within the Town of St. Marys.

- WHEREAS:** Section 11.1 of the Municipal Act, 2001 S.O. 2001, c.25, (the “Act”) as amended, herein referred to as the “Act”, provides that a single-tier municipality may pass by-laws respecting matters within its spheres of jurisdiction;
- AND WHEREAS:** Structures and signs are within the sphere of jurisdiction of The Corporation of the Town of St. Marys;
- AND WHEREAS:** Section 63 of the Act provides that a by-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing of any object placed or standing on or near a highway;
- AND WHEREAS:** Section 99.2 of the Act provides that a municipality may, by by-law prohibit and regulate the message, content and nature of signs, advertising and advertising devices, including any printed matter, oral or other communication or thing, promoting adult entertainment establishments, and to pass by-laws with respect to any other business or person;
- AND WHEREAS:** Section 99.3 of the Act provides for a municipality to enter land and pull down or remove an advertising device, at the expense of the owner of the advertising device, if it is erected or displayed in contravention of the by-law;
- AND WHEREAS:** Section 99.4 of the Act provides that the By-law does not apply to an advertising device that was lawfully erected or displayed on the day the by-law comes into force if the advertising device is not substantially altered, and the maintenance and repair of the advertising device or a change in the message or contents displayed shall be deemed not in itself to constitute a substantial alteration;
- AND WHEREAS:** Section 99.5 of the Act authorizes a municipality to approve minor variances from the by-law if in the opinion of the municipality the general intent and purpose of the by-law are maintained;
- AND WHEREAS:** Section 445 of the Act provides that a municipality may make an order requiring a person who has contravened a by-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention;
- AND WHEREAS:** Section 446 of the Act provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person’s expense, and that the municipality may recover the costs of doing a matter or thing by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;
- AND WHEREAS:** In the opinion of Council, the power being delegated to authorize minor variances is of a minor nature, having regard to the number of people, the size of the geographic area and the time period affected by an exercise of power;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts the following:

1.0. DEFINITIONS

1.1 For the purpose of this By-law:

“Abandoned Sign” means a sign located on property which becomes vacant and unoccupied for a period of 90 days or more, or any sign that pertains to a time event or purpose that no longer applies;

“Abandoned Non-applicable Sign” means any sign, which advertises or publicizes an activity or business no longer conducted on the property upon which such sign is maintained;

“Address Sign” means a fascia or ground sign on which the copy is limited to the name and addresses of a place, building, business, organization, person, or occupancy of the Property it identifies but does not include a sign that only contains the numerical municipal address;

“Address Sign–Residential Development” means an Address Sign that identifies a residential development including a subdivision, vacant land condominium or townhouse development;

“Advertising Device” means any device or object erected or located so as to attract public attention to any goods or services or facilities or events and includes flags, banner sign, pennants and lights;

“Alter or Alteration” means any change to the sign structure or the sign face with the exception of the re-arrangement of numerals, letters or copy applied directly to the face of a sign and specifically designed and intended to be periodically rearranged, the repair and maintenance of a sign, and a change in sign copy;

“Animated Sign,” means a sign with a sign face that moves in whole or in part and includes a flashing or a rotating sign, but does not include a clock, a time, date or temperature display or an electronic message display;

“Awning” means a space frame system, moveable or fixed, covered with fabric, metal or like material attached and projecting from a building or structure, but not forming an integral part thereof and includes a canopy;

“Awning Sign” means a sign with copy painted or affixed flat to the surface of an Awning, which does not extend vertically or horizontally beyond the limits of such Awning;

“Banner Sign” means a sign or Advertising Device made from cloth, plastic or a similar lightweight non-rigid material;

“Bed & Breakfast Establishment” means a single-detached dwelling where guest room/rooms are made available within the said dwelling for temporary accommodation of the traveling or vacationing public and within which breakfast may be provided to those persons temporarily residing therein. A bed and breakfast use must be clearly secondary to the main residential use of the dwelling;

“Billboard Sign” means an outdoor sign that advertises goods, products, or services that are not sold or offered on the property where the sign is located, and is either single faced or double faced;

“Box Fascia Sign” means an internally illuminated sign attached to a building façade or the sloping portion of a mansard roof;

“Building Code” means the regulation called the Ontario Building Code made under the Ontario *Building Code Act*, as amended from time to time;

“Building Façade” means an exterior building wall facing a public road allowance and any other building wall, which does not face a public road allowance, but through which the main entrance for the public passes or which faces a parking lot;

“Candidate” shall have the same meaning as in the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996, as applicable, and shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law submitted to the electors under Section 8 of the Municipal Elections Act, 1996;

“Chief Building Official” means the Chief Building Official for the Town appointed under the *Building Code Act*;

“Clerk” means the Clerk of the Town of St. Marys, or designate, as appointed by Council;

“Commercial Sign” means a sign erected and maintained by a person, firm, corporation, business commercial service or industrial enterprise upon which space is displayed the name of the business and/or a description of the product or service made, produced, assembled, sold or stored by such business;

“Construction Site Sign” means a temporary sign that:

- a) Includes, in whole or in part, information identifying or promoting a development and may identify component parts of such building or structure and the persons involved in its design and construction; and
- b) relates to or advertises the construction or sale of development or part thereof;

“Copy” means the graphic content of a sign surface in either permanent or removable letter, pictorial, symbolic, or numeric form;

“Council” means the Council of The Corporation of the Town of St. Marys;

“Curb” means the edge of the traveled portion of the highway or roadway;

“Daylight Triangle” means a triangular-shaped area formed by measuring from the point of intersection of lot lines abutting a public road allowance on a corner lot, the distance required in the Town Zoning By-law, along each such lot line abutting the public road allowance and joining such point with a straight line;

“Directional Sign” means a sign on the property that gives directions or instructions for the control of vehicular or pedestrian traffic and shall include an entry and exit sign;

“Double-faced Sign” means a ground sign having two (2) sign faces of equal area and proportions which are located exactly opposite each other on the sign structure;

“Election Sign” means a sign which advertises, promotes or takes a position with respect to:

- a) any Candidate or political party in an election under the Canada Elections Act, Election Act (Ontario), or the Municipal Elections Act, 1996;
- b) an issue associated with a person or political party in an election under Canada Elections Act, Election Act (Ontario), or the Municipal Elections Act, 1996; and
- c) a question, law or by-law submitted to the electors under the Canada Elections Act, Election Act (Ontario), or the Municipal Elections Act, 1996;

“Elector District” means a geographic area represented by a Member of a Municipal Council, Member of School Board, Member of Provincial Parliament in the Legislative Assembly of Ontario, and Member of Federal Parliament in the House of Commons;

“Electronic Media Sign” means a video monitor or other medium for displaying electronic animated images;

“Fascia Sign” means a sign attached to, marked or inscribed on, erected or placed against a Building Façade, or supported by or through a Building Façade and having the exposed face thereof on a plane approximately parallel to the plane of such façade and includes a painted wall and Awning Sign. A fascia sign shall not include any other sign defined in the By-law unless otherwise stated;

“Finished Grade” means the elevation of the finished surface of the ground adjoining the base of all exterior Building Façades or the elevation of the finished surface of the ground at the base of a structure, exclusive of any artificial embankment at the base of such building or structure;

“First Storey” means the storey with its floor closest to the Finished Grade level and having its next floor level 2.0 metres or more above the Finished Grade level;

“Flashing Sign” means a luminous or illuminated sign, fixed or rotating upon which the source or artificial light is not stationary or the intensity or colour is not constant but does not include signs indicating time and/or temperature nor does it include electronic signs;

“Garage Sale Sign” means a sign advertising the sale of personal merchandise in a private garage sale held on a property zoned residential;

“Gas Bar Canopy” means an open and permanent roof structure, free standing or attached to a building, erected for the purpose of sheltering gasoline pumps;

“Ground Sign” means a sign directly supported from the ground without the aid of any other building or structure other than the sign structure;

“Heritage Conservation District” mean the collection of buildings, streets, landscapes and open space that has been designated under Part V of the Ontario Heritage Act and specifically defined within Town of St. Marys Bylaw 62-2012;

“Heritage Conservation District Plan” means the document which provides guidelines for residents and property owners regarding the appropriate conservation, restoration and Alteration activities within the Heritage Conservation District;

“Home Occupation” means an occupation and/or profession conducted entirely within a dwelling unit in a single-detached dwelling or a semi-detached dwelling by a person residing permanently in the unit;

“Industrial Sign” means a sign, which advertise goods or the manufacture of goods;

“Inflatable Sign” means a sign or Advertising Device designed to be airborne and tethered to the ground or any other structure and shall include balloons and any other inflatable Advertising Device;

“Institutional Sign” means any sign pertaining to government departments and agencies, hospital, churches, schools, service clubs and similar organizations;

“Lot” means a parcel of land, described in a registered deed or other document legally capable of being conveyed:

- a) Lot, Corner means a lot where a front lot line and an exterior side lot line intersect at a corner, and may include a through lot;
- b) Lot, Interior means any lot, other than a corner lot, which abuts a street; or
- c) Lot, Through means any interior lot having at least two (2) street lines;

“Lot Frontage” means the horizontal distance between the side lot lines of a lot measured along the front line of the said lot. Where it is corner lot, horizontal distance between the side lot line and the street line;

“Marquee Sign” shall mean a sign attached to any roof-like structure or overhang constructed as a permanent part of a building over the entrance to the building, which structure or overhang projects more than 0.3 metre from the exterior wall of the building;

“Maximum Height” means the actual distance from the Finished Grade to the highest point of the sign;

“Menu Board” means a sign erected as part of a drive-through facility and used to display and order products and services available in association with drive-through business;

“Multi-faced Sign” means a sign having more than two faces;

“Official Sign” means a sign required by or erected under any statute or by-law or other directive of any federal, provincial or municipal government or agency thereof or any board or commission and shall include a permanent sign erected on a public road allowance to inform the public of the location of public buildings, hospitals, public libraries, institutions,

places of worship, parks, recreational or educational facilities, traffic regulations, parking regulations, street identification or Town identification including T.O.D.S. signs;

“On-Property sign” means a sign relating in its Copy to the Property on which it is located;

“Open House Directional Sign” means a temporary Portable Sign intended to direct traffic to a residence for sale or lease;

“Owner” means the registered owner of the property;

“Painted Wall Sign” means any sign painted, applied as paint, or film or any other covering including mural to any Building Façade or other integral part of a building without the use of independent supports or frames;

“Permit” means a document granting permission to do something;

“Person” means an individual, business, firm, corporation, association or partnership;

“Portable Sign” means a sign not permanently affixed to the ground and designed in such a manner as to be capable of being moved from place to place but does not include a sidewalk sign;

“Poster” means a printed notice conveying information intended to be displayed for a temporary period of time and includes but is not limited to a bill, handbill, leaflet, notice, placard and Election Sign;

“Pre-Menu Board” means a sign erected as part of a drive-through facility and only used to display products and services available in association with a drive-through business;

“Projecting Sign” means a type of sign hanging perpendicularly from a Building Façade;

“Property” means a parcel of land including all buildings and other structures thereon having specific boundaries and being capable of legal transfer;

“Property Line” means any boundary that divides a lot from another lot or public road allowance or highway;

“Public Property” means Property owned by any level of the Government;

“Public Road Allowance” means that portion of Public Property allowed for a highway established by the Town;

“Pump Island Sign” means a sign on top of gasoline service pumps or on the columns of a Gas Bar Canopy, on guard posts or freestanding on a gasoline pump apron;

“Real Estate Sign” means a sign that advertising Property for sale, lease or rent;

“Registered Third Party Advertiser” means, in relation to an election in a municipality, an individual, corporation or trade union that is registered in accordance with the Municipal Elections Act, 1996, as amended;

“Religious Institution” means a building or structure used by a congregation or organization dedicated to worship and related religious, social and charitable activities, with or without an auditorium, convent or monastery, or clergy residence as uses accessory thereto;

“Repair or Maintenance” means anything done to preserve the condition of a sign or to prevent the deterioration of the sign and includes the restoration of a sign by removing or replacing worn out, missing, damaged or broken parts;

“Residential Property” means Property zoned residential in accordance with relevant Zoning By-law of the municipality;

“Roof Sign” means a sign, which is erected, constructed or supported on or above a roof of a building;

“Shopping Centre” means a building designed, constructed, operated or maintained as a unit containing at least five (5) physically separate and independent retail stores which may be connected by a common corridor and which is provided with common parking

areas, driveways, landscaped open space and other shared accessory facilities and services and which is held under single ownership, condominium ownership, co-operative or similar arrangement;

“Sidewalk Sign” means a free standing sign placed on but not permanently anchored to the ground, consisting of signs commonly referred to as A-frame, T-frame and sandwich boards but shall not mean or include any other sign defined in this By-law;

“Sidewalk” means that portion of a Public Road Allowance between the Curb and Property Line designed and constructed with the hard surface 'primarily to facilitate the movement of pedestrians;

“Sign” means any surface, structure and other component parts, which are used or capable of being used as a visual medium to attract attention to a specific subject matter for identification, information or advertising purposes and includes an Advertising Device or notice. A window display shall be deemed not to be a sign for the purposes of this bylaw;

“Sign Area” means the number of square metres of the surface of the sign including the border and the frame;

“Sign Face” means that portion of a sign, excluding the sign structure, upon which, as part of, against or through which the message of the sign is displayed;

“Sign Structure” means anything used to support or brace a Sign Face and which is attached to the ground or a building or structure;

“Street Line” means the limit of the Public Road Allowance and is the dividing line between a lot and a street;

“Subdivision Sign” shall mean a sign permitted through a subdivision agreement under Section 51 of the Planning Act, R.S.O. 1990;

“Temporary Sign” means a sign that is not permanently installed or affixed to any structure or building, and erected to advertise a local event, festival, or a gathering for not more than thirty (30) days, and are generally placed on municipal property;

“Town” means The Corporation of the Town of St. Marys;

“Traffic Sign” means a sign, marking or device placed for the purpose of regulating or prohibiting traffic;

“Utility Pole” means a pole that supports utility services such as electricity, telephone or cable T.V;

“Unsafe” when used with respect to a sign or Sign Structure means a condition that is or could be hazardous;

“Visual Obstruction” means a sign which when so erected impairs the views of the public as may be determined by the Town;

“Voting Place” means a place where electors cast their ballots and:

- a) when a Voting Place is located on Public Property, includes any street abutting; or
- b) when a Voting Place is located on private Property, includes any street abutting;

“Window Sign” means a sign posted, painted, placed or affixed in or on a window exposed to public view, and shall include an interior sign that faces a window exposed to public view and located within one (1) metre of a window;

“Writ of Election” means the date as defined in the Canada Elections Act and Election Act (Ontario);

“Zone” means the area of a defined land use zone in the Town Zoning By-law passed under the Planning Act, 1990, R.S.O. 1990, Chapter P.13, or any predecessor or successor thereof;

“Zoning By-law” means any by-law regulating the use of lands or the character, location and the use of the buildings and structures in the Town and passed pursuant to the Planning Act.

2.0. Interpretation

Words importing the singular number or the masculine gender may include more persons, parties or things of the same kind than one, and females as well as males in the converse.

3.0. General Provisions

- (1) No person shall erect, display, Alter or allow the erection, display, or Alteration of any sign within the Town on Property without obtaining a Permit under this By-law, save and except the provisions of Section 3.1 below.
- (2) Except for an Official Sign or a sign otherwise permitted in this By-law or authorized by the Town, no sign is permitted on, over, partly on or over a Public Road Allowance.
- (3) No person shall erect a sign in a location, which may interfere with or damage any above or below ground municipal or utility services, which have been lawfully placed at the location.
- (4) No person shall attach, affix or display any sign or Advertising Device on a vehicle or trailer, which is parked or located for the primary purpose of displaying said sign or Advertising Device.
- (5) No person shall attach, affix or display any sign or Advertising Device on a tree on Public Property.
- (6) Illumination shall be subdued in a manner not to interfere with the quiet enjoyment of any neighbouring properties.
- (7) No person shall hinder, obstruct or interfere with a person duly appointed to enforce this by-law in the exercise of his or her powers and duties.

3.1 Signs Not Requiring a Sign Permit

- (1) Notwithstanding Section 3.0 (1) and (2), a sign Permit is not required for the following signs and all such signs shall comply with all other requirements of this By-law:
 - (a) Official Signs or signs pertaining exclusively to public safety;
 - (b) Election Signs, erected in accordance with Section 20.2;
 - (c) a non-illuminated trespassing, safety or other warning sign not exceeding 0.5 square metres in sign area;
 - (d) an Address Sign not exceeding 0.2 square metres in sign area unless otherwise provided for in this By-law;
 - (e) flags of corporations, government, educational, or religious organizations;
 - (f) emblems or insignia of patriotic, civic, educational, or religious organizations;
 - (g) commemorative plaque or cornerstone of a non-advertising nature;
 - (h) a Directional Sign in accordance with Section 16.0;
 - (i) a Construction Site Sign on a construction site in all Zones in accordance with Section 20.6;
 - (j) a sign other than an On-Premises Ground Sign or Fascia Sign, erected, displayed or stored on the business Property of a sign manufacturer or contractor;
 - (k) a Poster sign;

- (l) a Real Estate Sign in accordance with Section 20.5;
- (m) a Garage Sale sign in accordance with Section 20.7;
- (n) an Open House Directional Sign in accordance with Section 20.8;
- (o) a Banner Sign installed by the Town;
- (p) a sign for a contractor undertaking landscaping, home repairs or renovations, provided such sign is erected no more than 2 days prior to the commencement of the project and is removed from the Property immediately after the project is completed;
- (q) a fund raising sign, for a charitable or non-profit organization provided:
 - i. only one sign is erected per Lot Frontage;
 - ii. the sign is erected only for the duration of the event; and
 - iii. the sign is located on the Property use by the organization;
- (r) a Subdivision Sign in accordance with Section 20.10; and
- (s) a Pump Island Sign.

3.2 Prohibited Signs

- (1) Any sign not expressly permitted by this By-law is prohibited and without limiting the generality of the foregoing, the following signs are specifically prohibited:
 - (a) Abandoned Sign;
 - (b) Abandoned Non-Applicable Sign;
 - (c) a Banner Sign other than a Banner Sign located within a Public Road Allowance and approved by the Town;
 - (d) Flashing or Animated Sign;
 - (e) Projecting Sign except as provided for in Section 18.0;
 - (f) a Marquee Sign;
 - (g) a roof sign;
 - (h) a sign located so as to create a Visual Obstruction for any pedestrian or motor vehicle driver so as to create an Unsafe condition;
 - (i) a sign interfering with or creating a Visual Obstruction of an authorized Traffic Sign, traffic signal, or Official Sign or any sign capable of being confused with such a Traffic Sign, traffic signal or Official Sign;
 - (j) a sign located within a Daylight Triangle;
 - (k) a sign advertising a business, materials and/or services that are not situated on the same Property as the sign;
 - (l) a sign advertising a use that is not permitted under the Town's Zoning By-law as amended;
 - (m) a Billboard Sign; and
 - (n) an Electronic Media Sign.

4.0. Sign Permits

- (1) All signs shall comply with all other applicable Town By-laws and all other applicable law. All signs shall be erected and designed in accordance with the requirements of the Ontario Building Code, as amended.
- (2) Every applicant for a sign Permit shall:
 - (a) complete a sign Permit application provided by the Town;
 - (b) submit all necessary plans and drawings; and
 - (c) pay all applicable fees as set out in the Town's Fees and Charges By-law.
- (3) If the matters mentioned in any application for a Permit, or if the drawings, specifications or plan of survey submitted with the application indicate to the Chief Building Official that the work proposed to be done will not comply in all respects with the provisions of this By-law, the *Building Code Act*, the Zoning By-law and all other applicable regulations, the Chief Building Official shall refuse to issue a Permit, and therefore, no Permit shall be issued.
- (4) Where the sign Permit application meets all the requirements of this By-law and any other applicable laws, a sign Permit shall be promptly issued by the Chief Building Official or his/ her designate.

4.1 Sign Permit Information

- (1) All plans and drawings accompanying a sign Permit application for a permanent sign shall be provided in duplicate and shall contain the following information:
 - (a) a site plan drawn to scale showing all measurements in metric;
 - (b) the municipal address and legal description of the Property;
 - (c) the existing or proposed use of the Property;
 - (d) the zoning category of the Property;
 - (e) the location of all existing buildings and their entrances on the Property;
 - (f) the location of all driveways and parking areas on the Property;
 - (g) the location and dimensions of the frontage and all boundaries of the Property on which the sign is proposed to be erected;
 - (h) the location of the proposed sign on the Property;
 - (i) details of the sign drawn to scale, including dimensions, materials, colours, text, graphics, sign area and any other information as may be required to determine compliance with this By-law;
 - (j) other information as determined by the Chief Building Official with respect to the building including architectural and structural drawings as may be necessary to determine if the building is structurally capable, under the Building Code, of supporting the sign or Advertising Device;
 - (k) authorization of the owner of the Property on which the sign is to be erected or displayed; and
 - (l) evidence of insurance as stipulated in Section 18.0(8), 19.0(2), 20.4(4) and 20.9(11), if applicable.

4.2 Fascia Sign Permit Information

- (1) In addition to the information required under Section 4.1(1), all plans and drawings accompanying an application for a fascia sign Permit shall contain the following information for a building or unit in a multi-unit complex:

- (a) the dimensions of the building, wall or unit on which the Fascia Sign is to be affixed;
- (b) the location of all building or unit entrances;
- (c) the names of the occupants of each unit which is the subject of the application; and
- (d) identification of any existing sign on the building or unit.

4.3 Ground Sign and Construction Site Sign Permit Information

- (1) In addition to the information required under Section 4.1(1), all plans and drawings accompanying an application for a Ground Sign or a Construction Site Sign Permit shall contain the following information:
 - (a) the location of any existing structures, parking areas, walkways, driveways, loading areas, vehicular access and egress points, and existing Ground Signs on the Property;
 - (b) the identification by location, description, dimension and ownership of any existing or proposed easements or rights of way over the land and Property;
 - (c) the location of all landscaped areas adjacent to the sign; and
 - (d) the setback of the proposed sign from the Property Line.

4.4 Inflatable and Sidewalk Sign Permit Information

- (1) In addition to the information required under Section 4.1(1), all plans and drawings accompanying an application for an Inflatable Sign or Sidewalk Sign Permit shall contain the following information:
 - (a) the location of the sign;
 - (b) the dimensions of the sign drawn to scale and the sign area;
 - (c) the distance from the sign to the nearest Street Line, Sidewalk, driveway, Ground Sign, Inflatable Sign, landscaping features, planting beds and/or street furniture; and
 - (d) engineered drawing indicating the method of securing the Inflatable Sign.

5.0. Expiration of a Sign Permit

- (1) Subject to the provisions of Section 6.0 below, every Permit issued by the Town shall be null and void if the sign is not erected or displayed for its intended purpose within six (6) months from the date of issuance.

6.0. Renewal of a Sign Permit

- (1) Where a Permit has been issued and before it has expired, an application may be made to extend the Permit for one further period of six (6) months at no extra charge.

7.0. Revocation of a Sign Permit

- (1) The Chief Building Official may revoke a sign Permit under the following circumstances:
 - (a) where the Permit has been issued in error by the Town;
 - (b) where the Permit has been issued as the result of false, mistaken, incorrect, or misleading statements, or undertakings on the application.
- (2) The Chief Building Official may revoke a

8.0. Central Commercial District

- (1) Notwithstanding any other Section of this By-law, the following provisions shall apply in the Central Commercial District as shown in Schedule “A”.
 - (a) In addition to Section 3.2 the following signs are prohibited in the Central Commercial District:
 - i. Box Fascia Sign;
 - ii. internally illuminated sign; and
 - iii. Inflatable Sign.
 - (b) Sign material such as sheet plaster, Plexiglass, aluminum, vinyl or other synthetic material is discouraged unless the applicant for a Permit can demonstrate that the material application is appropriate to and does not detract from the age and style of the building or neighbouring buildings.
 - (c) No sign shall obstruct the significant architectural features of a building and surrounding buildings, including, but not limited to, windows, brackets, sills, decorative masonry and cornice.
 - (d) Replacement of an existing sign(s) shall conform to the provisions of this By-law.
 - (e) The owners of an existing sign(s) that does not conform to the requirements of this By-law on the date the By-law is passed shall bring such signs into conformity of this By-law within five (5) years of the date of passing the By-law or sooner where such sign is Altered or requires repair or maintenance.
 - (f) Signage variances for signs of historical significance or where precedents exist will be considered for special events.
 - (g) Notwithstanding Sections 12.0 and 14.0, Ground Signs in the Central Commercial District shall be restricted to 1.4 metre in height by 2.0 metres in width and shall be located a minimum of 3.0 metres from the Property Line.
 - (h) Painted Wall Signs may only be Address Signs and must not exceed the size restriction for a Fascia Sign set out in Section 10.0.
- (2) In addition to Section 8.0(1) (a)-(h), those properties within the Central Commercial District which fall within the Heritage Conservation District are required to follow the principles, practices and guidelines contained within the Heritage Conservation District Plan. This includes submitting a heritage permit for all sign relocations, Alterations and new signs to the Building and Development Department.

9.0. Permitted Sign Types by Property Class

- (1) The sign types listed in Column 1 of Table 1 shall only be permitted in the Property class as indicated by an asterisk (*) in Column 3 of Table 1. The By-law section applicable to each sign type listed in Column 1 of Table 1 is shown in Column 2 of Table 1.
- RES:** Residential Signs
COM: Commercial Signs
IND: Industrial Signs
INS: Institutional Signs

TABLE 1 – Permitted Sign Types by Property Class

Column #1	Column #2	Column #3			
Sign Type	Section	RES	COM	IND	INS
Awning Sign	19.0		Central Commercial District Only		
Banner Sign	20.1		*	*	*
Construction Site Sign	20.6	*	*	*	*
Directional Sign	16.0		*	*	*
Election Sign	20.2	*	*	*	*
Fascia Sign	15.0	*	*	*	*
Ground Sign	14.0	*	*	*	*
Inflatable Sign	20.9		*	*	*
Menu Board Sign	12.0		*	Note	
Portable Sign	20.3		*	*	*
Pre-Menu Board Sign	12.0		*	Note	
Projecting Sign	18.0		Central Commercial District Only		
Real Estate Sign	20.5	*	*	*	*
Sidewalk Sign	20.4		Central Commercial District Only		
Subdivision Sign	20.10	*		*	
Window Sign	17.0		*	*	

Note – Menu Board Signs and Pre-Menu Boards Signs for permitted uses in industrial Zones shall comply with the requirements of Section 12.0.

10.0. Residential, Institutional and Park Signs

- (1) No person shall erect, display, Alter, maintain or allow the erection, display, Alteration, or maintenance of any type of sign listed in Column 2 of Table 2 in conjunction with the uses listed in Column 1 of Table 2 unless the sign complies with the regulations and standards applicable to that sign type in Column 2 of Table 2 and with any other provisions of this By-law.

TABLE 2 – Residential, Institutional and Park Signs

Column #1	Column #2				
	Address Sign - Fascia	Address Sign - Ground			Number
	Max Sign Area	Max Sign Area	Max Height	Min St. Line Setback	
Single Detached Dwelling, Semi Detached Dwelling, Duplex Dwelling, Triplex Dwelling, Fourplex Dwelling, Townhouse Dwelling, Street Townhouse Dwelling, Group Home, Home Occupation, Boarding House, Bed & Breakfast Establishment	0.4 m ²	0.4 m ²	1.2 m	2.0 m	1 Address Sign – fascia or 1 Address Sign – Ground Sign per Property 1 business and/or Address Sign for Group Home, Home Occupation, Bed & Breakfast Establishment
Apartment, Senior's Apartment, School, Hospital, Religious Institution, Long-Term Care Facility	1.5 m ²	1.5 m ² for an Address Sign only	2.0 m	2.0 m	1 Address sign – fascia and 1 Address sign – ground per Property
Parks and All Other Uses	1.5 m ²	1.5 m ²	2.0 m	2.0 m	1 Address Sign – fascia or 1 Address Sign – ground per Property

11.0. Address Signs - Residential Development

- (1) A maximum of 1 Address Sign - residential development is permitted per entrance to the development. (see Table 2)
- (2) In instances where an Address Sign – residential development constitutes a Fascia Sign, the sign shall have a maximum face area of 0.4 square metres. Notwithstanding any other Section of this by-law, where an Address Sign-residential development constitutes a Fascia Sign, it shall be permitted on a fence or gate.
- (3) In instances where an Address Sign – residential development constitutes a Ground Sign, the sign shall have a maximum face area of 0.4 square metres, shall have a Maximum Height of 1.2 metre and shall have a minimum of 2.0 metres from the Property Line.

12.0. Commercial Signs

- (1) No person shall erect, display, Alter, maintain or allow the erection, display, Alteration, or maintenance of any type of sign listed in Column 2 of Table 3 in conjunction with the uses listed in Column 1 of Table 3 unless the sign complies with the regulations and standards applicable to that sign type in Column 2 of Table 3 and with any other provisions of this By-law.

- (2) No person shall erect, display, Alter, maintain or allow the erection, display, Alteration, or maintenance of any type of sign listed in Column 2 of Table 4 in conjunction with the uses listed in Column 1 of Table 4 unless the sign complies with the regulations and standards applicable to that sign type in Column 2 of Table 4 and with any other provisions of this By-law.
- (3) No person shall erect, display, Alter, maintain or allow the erection, display, Alteration, or maintenance of any type of sign listed in Column 2 of Table 5 in conjunction with the uses listed in Column 1 of Table 5 unless the sign complies with the regulations and standards applicable to that sign type in Column 2 of Table 5 and with any other provisions of this By-law.

TABLE 3 – Commercial Menu Board and Pre-Menu Signs

Column #1	Column #2					
Land Use		Permitted Sign Type & Specifications				
	Number	Menu Board		Pre-Menu Board		
		Max Sign Area	Max Height	Number	Max Sign Area	Max Height
Restaurant	1 per drive through lane	2.5 m ²	2.5 m	1 per drive through lane	2.0 m ²	2.5 m
Restaurant Accessory to Gas Bar or Motor Vehicle Service Station	1 per drive through lane	2.0 m ²	2.5 m	Not Permitted	N/A	N/A
Car Wash Accessory to a Gas Bar or Motor Vehicle Service Station	1 per car wash	2.0 m ²	2.5 m	Not Permitted	N/A	N/A
Car Wash	1 per car wash	2.0 m ²	2.5 m	Not Permitted	N/A	N/A

TABLE 4 – Commercial Ground Signs

Column #1	Column #2			
Land Use	Permitted Sign Type & Specifications			
	Number	Max. Sign Area	Max Height	Min. Street line Setback
All Commercial Uses except Central Commercial District See Section 8(1)(g)	1 per Lot Frontage	6.0 m ² per Sign Face	7.5 m	1.0 m

TABLE 5 – Commercial Fascia Signs

Column #1	Column #2
Land Use	Permitted Sign Type & Specifications
	Maximum Sign Area
All Commercial Uses save and except for those listed below	20% of the Building Façade of the First Storey for each occupancy
Retail Store or Restaurant Accessory to Gas Bar or Motor Vehicle Service Station	20% of a Building Façade facing a Street Line or gas pumps
Car Wash or Service Bay Accessory to Gas Bar or Motor Vehicle Service Station	15 % of a Building Façade with an entrance and 10% of a Building Façade with an exit or facing gas pumps
Gas Bar Canopy Accessory to Gas Bar or Motor Vehicle Service Station	20% maximum canopy face

13.0. Industrial Signs

- (1) No person shall erect, display, Alter, maintain or allow the erection, display, Alteration, or maintenance of any type of sign listed in Column 2 of Table 6 in conjunction with the uses listed in Column 1 of Table 6 unless the sign complies with the regulations and standards applicable to that sign type in Column 2 of Table 6 and with any other provisions of this By-law.
- (2) No person shall erect, display, Alter, maintain or allow the erection, display, Alteration, or maintenance of any type of sign listed in Column 2 of Table 7 in conjunction with the uses listed in Column 1 of Table 7 unless the sign complies with the regulations and standards applicable to that sign type in Column 2 of Table 7 and with any other provisions of this By-law.
- (3) No person shall erect, display, Alter, maintain or allow the erection, display, Alteration, or maintenance of any type of sign listed in Column 2 of Table 8 in conjunction with the uses listed in Column 1 of Table 8 unless the sign complies with the regulations and standards applicable to that sign type in Column 2 of Table 8 and with any other provisions of this By-law.

TABLE 6 – Industrial Fascia and Directory Signs

Column #1	Column #2				
Land Use	Permitted Sign Type & Specifications				
	Fascia Sign	Directory Sign			
	Max Sign Area for Each Occupancy	Number	Max Sign Area	Max Height	Min. Street Line Setback
Individual Free Standing Industrial Establishment	15% of the Building Façade of the First Storey for each occupancy	N/A	N/A	N/A	N/A
Multi Occupant Industrial Establishment	15% of the Building Façade of the First Storey for each occupancy	1	5.0 m²	4.0 m	7.5 m

TABLE 7 – Industrial Ground Signs

Column #1	Column #2			
Land Use	Ground Sign			
	Max Sign Area	Max Height	Min. Street Line Setback	Number
Individual Free Standing Industrial Establishment with under 30m of Lot Frontage OR Multi Occupant Industrial Establishment with under 30m of Lot Frontage	10.0 m ²	7.5 m	1.0 m	1 per Lot Frontage
Individual Free Standing Industrial Establishment with 30m of Lot Frontage or more OR Multi Occupant Industrial Establishment with 30m of Lot Frontage or more	10.0 m ² per Sign Face	7.5 m	1.0 m	1 per Lot Frontage

TABLE 8 – Industrial Menu Board and Pre-Menu Board Signs

Column #1	Column #2					
Land Use		Permitted Sign Type & Specifications				
	Number	Menu Board		Pre-Menu Board		
		Max Sign Area	Max Height	Number	Max Sign Area	Max Height
Car Wash Accessory to a Gas Bar or Motor Vehicle Service Station	1 per car wash	2.0 m ²	2.5 m	Not Permitted	N/A	N/A
Car Wash	1 per car wash	2.0 m ²	2.5 m	Not Permitted	N/A	N/A

14.0. Ground Signs

- (1) The maximum total sign area for a Ground Sign that is a Double-Faced Sign or a Multi-Faced Sign shall be double the area permitted for one Sign Face. (see Table 4 and Table 7)
- (2) Where a Ground Sign contains up to three (3) Sign Faces but is not a Double-Faced Sign, the maximum total sign area shall be double the area permitted for one Sign Face and each Sign Face shall be attached to the adjacent Sign Face at an angle no greater than 90 degrees. (see Table 4 and Table 7)
- (3) A Ground Sign in a commercial or industrial Zone shall display the municipal address in numerals and letters that are a minimum of 15 cm in height.
- (4) A Ground Sign shall not be located within 3.0 metres of a driveway entrance or exit.

15.0. Fascia Signs

- (1) A Fascia Sign may project out from a Building Façade not more than 15 cm in the Central Commercial District and not more than 30 cm in any other area.
- (2) A Fascia Sign shall be attached to the Building Façade used to calculate the maximum sign area of the sign. (see Table 5)
- (3) A Fascia Sign shall generally be erected no higher than the upper limit of the First Storey of a building, unless otherwise permitted in this By-law, but this shall not apply to an enclosed Shopping Centre.

16.0. Directional Signs

- (1) A Directional Sign shall have a maximum sign area of 0.75 square metres and shall have a Maximum Height of 1.2 metres.

17.0. Window Signs

- (1) The maximum sign area of any permitted Window Sign shall not cover more than 25% of any single window, or 25% of the entire surface area of a group of windows and shall not block the clear view of exits or entrances and shall maintain visibility into the interior of the building at all times.

18.0. Projecting Signs

- (1) A Projecting Sign shall have a minimum clearance of 2.7 metres and the Maximum Height of 3.4 metres to the top of the sign or sign supporting structure above the Sidewalk grade or pedestrian walkway.
- (2) Where the sign projects on to a Public Road Allowance or over a Sidewalk or any other pedestrian walkway, the height to the bottom of the projection shall not be less than 2.5 metres.
- (3) A Projecting Sign including the Sign Structure attached to a building shall not extend more than 1.2 metres beyond such Building Façade.
- (4) The Sign Face excluding the supporting structure shall not be more than 0.6 square metres in area.
- (5) No Projecting Sign shall be constructed as a swing sign.
- (6) Only one sign assembly shall be permitted where two or more businesses share the same entrance.
- (7) Projecting Signs shall be located as close as possible to the horizontal centre of the building, except in the case of a building on a corner lot, in which case a Projecting Sign may be located at the corner of the building in lieu of one sign on each Building Façade.
- (8) No person shall erect or maintain any sign which shall wholly or partially project onto any Public Road Allowance, or any sign that if it were to fall would fall onto any Public Road Allowance, without first entering into an agreement with the Town indemnifying the Town from and against all manner of claims for damage, loss, expense or otherwise, arising from the erection, maintenance, removing or falling of such Projecting Sign or part thereof. Before being issued a Permit for a Projecting Sign, the applicant shall provide confirmation to the Town that a minimum of \$2,000,000.00 of valid comprehensive general liability insurance is in effect.

19.0. Awning Signs

- (1) One (1) Awning Sign per business frontage. Sign Copy shall be restricted to the skirt of the Awning and shall not exceed 0.15 metre in height. The bottom edge of the Awning Sign shall be minimum of 2.0 metres above Finished Grade.
- (2) No person shall erect or maintain any sign which shall wholly or partially project onto any Public Road Allowance, or any sign that if it were to fall would fall onto any public street, without first entering into an agreement with the Town indemnifying the Town from and against all manner of claims for damage, loss, expense or otherwise, arising from the erection, maintenance, removing or falling of such Projecting Sign or part thereof. Before being issued a Permit for a Awning Sign, the applicant shall provide confirmation to the Town that a minimum of \$2,000,000.00 of valid comprehensive general liability insurance is in effect.

20.0. Temporary Signs

20.1. Banner Sign

- (1) No person shall install a Banner Sign sooner than thirty (30) days before the event and shall remove such sign no more than two (2) days after the event.

20.2. Election Signs

- (1) No person shall place or permit to be placed an Election Sign except in accordance with this by-law.
- (2) No person shall place or permit to be placed an Election Sign that:
 - (a) is illuminated;
 - (b) interferes with the safe operation of vehicular traffic or the safety of pedestrians; or
 - (c) impedes or obstructs the Town's maintenance operations.
- (3) No person shall place or permit to be placed an Election Sign that is outside of the Elector District where the Candidate is running for office.
- (4) No person shall place or permit to be placed an Election Sign on or in a Voting Place.
- (5) No person shall display on any Election Sign a logo, in whole or in part, owned or licensed by the Town.
- (6) No person shall place or permit to be placed an Election Sign for a federal or provincial election or by-election earlier than the day the Writ of Election or by-election is issued.
- (7) No person shall place or permit to be placed an Election Sign for a municipal election earlier than nomination day in the year of the regular election, or by-election.
- (8) No person shall fail to remove their Election Sign after the expiry of 72 hours immediately following 11:59pm of the day of the election.
- (9) No Candidate or Registered Third-Party Advertiser shall post content on an Election Sign contrary to the *Municipal Elections Act, 1996*, as amended.
- (10) No person shall Place or permit to be Placed an Election Sign on Property that is owned by the municipality.
- (11) No person shall Place or permit to be Placed an Election Sign:
 - (a) in a Roadway;
 - (b) within 3 metres of a Roadway;
 - (c) between a Roadway and a Sidewalk;
 - (d) that impedes or obstructs the passage of pedestrians on a Sidewalk;
 - (e) less than 3 metres from a crosswalk;
 - (f) on a tree, or a fence, or a wall, or a gate, or a Utility Pole located on Public Property or a Roadway;
 - (g) in a boulevard that abuts a park;
 - (h) within 7 metres of another Election Sign of the same Candidate.
- (12) No person shall injure or foul public structures or permit the injuring or fouling of public structures when Placing an Election Sign.
- (13) The Chief Building Official may remove any Election Sign erected in contravention of this by-law without notice.
- (14) The Chief Building Official may destroy any Election Signs which have been removed and not claimed and retrieved by the Candidate, persons, or owner within the time period as prescribed by the Clerk.

- (15) The Clerk may make regulations under this by-law prescribing the rules and procedures for the retrieval and destruction of Election Signs removed under section 4(1) and 4(2) including, without limitation, the form of and any information required to be provided to the Clerk and / or Chief Building Official to authorize the release of an Election Sign, dates on or by which an Election Sign may be retrieved or destroyed, and the manner in which notice may be given to an owner relating to the retrieval and destruction of an Election Sign.

20.3. Portable Signs

- (1) A Portable Sign shall be located completely on private property.
- (2) Only one Portable Sign may be erected or displayed on a Property at any one time.
- (3) A maximum of six (6) Portable Sign Permits per calendar year may be issued to each business at a municipal address.
- (4) A Portable Sign shall not be erected or displayed for more than twenty-one (21) consecutive days from the date the Permit is issued.
- (5) No business shall be issued a Permit or erect or display a Portable Sign unless a minimum period of twenty-one (21) consecutive days has passed since the expiry date endorsed on a previous Portable Sign Permit issued at a location.
- (6) A Portable Sign shall:
- (a) contain no more than two (2) Sign Faces, and each Sign Face shall have a maximum area of 3.6 square metres;
 - (b) not be located within 1.5 metres of a Sidewalk or Property Line, whichever is greater;
 - (c) not be located within 3.0 metres of a driveway entrance or exit;
 - (d) not be located within 50.0 metres of a traffic signal standard;
 - (e) not be located within 15.0 metres of the paved portion of an intersection;
 - (f) not be located within 10.0 metres of a Ground Sign or 10.0 metres of a Portable Sign on an abutting Property; and
 - (g) a Portable Sign shall not be in colours other than black and white, and sign characters in fluorescent, neon, day glow or day bright colours are prohibited.

20.4. Sidewalk Signs

- (1) Businesses are limited to one (1) Sidewalk Sign per Lot Frontage.
- (2) A Sidewalk Sign:
- (a) shall have a Maximum Height of 1.0 metre, a maximum of two Sign Faces and any Sign Face shall not exceed 0.55 square metres in area;
 - (b) shall be displayed only between sunrise and sunset only on business days and shall be removed at all other times;
 - (c) shall not be located within 3.0 metres of a driveway entrance;
 - (d) shall be located no more than 1.0 metre from the Curb in front of municipal Property nearest and parallel to the Curb in front of the premise being advertised by the said sign; and
 - (e) shall not obstruct pedestrian or vehicle traffic.
- (3) No person shall erect or maintain any Sidewalk Sign on any Public Road Allowance or Sidewalk without obtaining a Permit from the Town.

- (4) Before being issued a Permit for a Sidewalk Sign, the applicant shall provide confirmation to the Town that a minimum of \$2,000,000.00 of valid comprehensive general liability insurance is in effect.

20.5. Real Estate Signs

- (1) One (1) Real Estate Sign for each company shall be permitted for each Lot Frontage of the property on which the sign is erected.
- (2) The Sign Face of a Real Estate Sign shall not exceed 0.5 square metres if erected on a Residential Property and shall not exceed 4.0 square metres if erected on a Property Zoned industrial or commercial.
- (3) The sign shall be located on private Property at a minimum distance of 1.0 metre from the Property Line.
- (4) The sign may be displayed in or on the window.

20.6. Construction Site Signs

- (1) A Construction Site Sign for the development of multiple residential units on one parcel of land shall be non-illuminated with a sign area not exceeding 10.0 square metres, shall be set back 7.5 metres from the Street Line and shall be removed from the construction site within sixty days of substantial completion of the project.
- (2) A Construction Site Sign for the development of a residential unit on one parcel of land shall be non-illuminated with a sign area not exceeding 1.5 square metres, shall be set back 1.0 metre from the Street Line and shall be removed from the construction site within sixty days of the substantial completion of the project.

20.7. Garage Sale Signs

- (1) A Garage Sale sign may be located in the untravelled portion of the Public Road Allowance, but not in a manner as to create a Visual Obstruction.
- (2) No person shall place or locate a Garage Sale sign before 5:00 p.m. of the day immediately before the Garage Sale and all such signs shall be removed by no later than 7:00 p.m. of the same day immediately following the Garage Sale.

20.8. Open House Directional Signs

- (1) An Open House Directional Sign shall have a Maximum Height of 1.0 metre and a maximum sign area of 0.4 square metres per Sign Face.
- (2) An Open House Directional Sign may be erected on that portion of a street located between the Curb or edge of the traveled roadway and the Sidewalk, or where no Curb exists, such sign may be erected on the untravelled portion of the right-of-way closest to the outer edge of the traveled roadway, provided that the sign does not interfere with pedestrian or vehicular traffic and does not create a Visual Obstruction.

20.9. Inflatable Signs

- (1) No person shall erect an Inflatable Signs without a Permit and an Inflatable Sign shall be erected in the specific location as shown on a plan approved for such purposes by the Chief Building Official and Director of Public Works.
- (2) An Inflatable Sign shall only be permitted on a Property with a minimum frontage of 15.0 metres.
- (3) An Inflatable Sign shall be located:
 - (a) a minimum of 3.0 metres from any Property Line;
 - (b) a minimum of 3.0 metres from any driveway entrance and/or exit;

- (c) a minimum of 10.0 metres from any Ground Sign or Portable Sign on the same Property or abutting Property;
 - (d) a minimum of 90.0 metres measured in a straight line from a residential Property; and
 - (e) a minimum of 50.0 metres from a traffic signal standard.
- (4) An Inflatable Sign shall have a Maximum Height of 7.0 metres and a maximum width of 6.0 metres.
 - (5) No more than one Inflatable Sign shall be permitted on a Property at any one time.
 - (6) Sign Permits to erect or display Inflatable Signs shall be issued for periods of a maximum twenty-one (21) consecutive days. No more than three Permits shall be issued for a single business on the Property on which the sign is to be displayed, in a calendar year.
 - (7) No business shall be issued a Permit or erect or display an Inflatable Sign unless a minimum of twenty-one (21) consecutive days has passed since the expiry date endorsed on a previous Inflatable Sign Permit issued on the same Property.
 - (8) Sign Permits for Inflatable Signs shall be issued only for businesses or uses currently on the Property on which the sign is to be displayed.
 - (9) All Inflatable Signs shall be properly secured to the satisfaction of the Chief Building Official.
 - (10) All Inflatable Signs shall require the approval of the Festival Hydro.
 - (11) Before being issued a sign Permit for an Inflatable Sign, the applicant shall provide confirmation to the Town that a minimum of \$2,000,000.00 of valid comprehensive general liability insurance is in effect.

20.10. Subdivision Signs

- (1) A Subdivision Sign shall not exceed 9.0 square metres sign area and must be in good repair.
- (2) Maximum of two (2) signs shall be permitted for each registered subdivision.
- (3) The location of Subdivision Signs shall be determined by the Town through a subdivision agreement.
- (4) Subdivision Signs shall contain the following information:
 - a. the plan of subdivision as registered, including street patterns, and the proposed use of each parcel of land therein; and
 - b. the name and address of the owner.
- (5) Subdivision Signs shall be removed when 85% of lots in the subdivision are sold or leased.

21.0. Maintenance of Signs

- (1) The owner of any sign, shall maintain or cause such sign to be maintained in a proper state of repair, so that such sign remains completely operative at all times and does not become Unsafe, defective or dangerous.
- (2) Maintenance or repairs using materials identical to the materials of the component being maintained or repaired does not constitute an Alteration and does not require a Permit to be issued.

22.0. Penalties and Enforcement

- (1) Every Person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33, as amended.
- (2) Every Person who contravenes any provision of this by-law is guilty of an offence and upon conviction pursuant to Part III of the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33, as amended, shall be subject to the following penalties:
 - (a) Upon a first conviction is subject to a maximum fine of \$5,000.00; and
 - (b) Upon any subsequent conviction, is subject to a maximum fine of \$10,000.00
- (3) Despite Section 22.2 of this By-law, where the Person convicted is a corporation, the corporation is subject to:
 - (a) on first conviction, to a maximum fine of \$10,000.00; and
 - (b) on any subsequent conviction, to a maximum fine of \$25,000.00.
- (4) Where a sign is erected or displayed in contravention of this By-law, the Chief Building Official or his or her designate may immediately pull down or remove any sign that the Chief Building Official or his or her designate determines constitutes a safety hazard or a concern. Such removal is to be at the expense of the owner or the occupant and the expense therefore may be collected in like manner as municipal taxes.
- (5) Where any sign does not comply with this By-law, the Chief Building Official or his or her designate may forward a notice by registered mail or hand delivered to the owner. Such notice shall outline the nature of the contravention and the Section of the By-law so contravened and may require the owner of the sign to:
 - (a) repair the sign;
 - (b) pull down or remove the sign; or
 - (c) make the sign comply with the provisions of this By-law,not later than 14 days from mailing the notice. The notice may advise that if the sign is not so removed or made to comply within the specified period of time, then the Town may remove the sign without any further notice.
- (6) If the notice as set out in Section 22.0 (5) is not complied with within the specified period of time, the Chief Building Official or their designate to enter upon the land or Property to pull down and remove the sign. Such removal is to be at the expense of the owner or the occupant and the expense therefore, may be collected in like manner as municipal taxes.
- (7) Notwithstanding Subsections (1) – (6) of this Section, Portable Signs, Sidewalk Signs, Real Estate Signs, Construction Site Signs, signs, Open House Directional Signs and Inflatable Signs that are Garage Sale erected or displayed contrary to this by-law shall be removed by the Owner immediately after a notice is served from the Town advising that such sign or other Advertising Device is in contravention of this by-law. Such notice shall be served in the manner provided in Subsection (5) of this Section. Such notice shall outline the nature of the contravention and the Section of the By-law so contravened.
- (8) If such sign or other Advertising Device has not been removed by the Owner as required herein, the Chief building Official or his or her designate may cause such sign to be removed at the expense of the Owner of the sign and any costs incurred by the Town may be recovered in like manner as municipal taxes on the Property where the sign was located or may be recovered by action pursuant to the *Municipal Act* 2001, S.O. 2001, c.25. The remedies provided for hereby may be proceeded with prior to and notwithstanding that no prosecution and conviction has been obtained under Section 22 of this by-law.

- (9) Where the Town has removed a sign and stored it for a period of fourteen (14) days and the sign has not been redeemed, the Town may then destroy or otherwise dispose of the sign without notice or compensation to the Owner of the sign or his or her agent.
- (10) Any costs incurred may be recovered by the Town in like manner as municipal taxes.
- (11) Any Banner Sign installed without the approval of the Town will be removed by the Town without notice and, further, may be destroyed or otherwise disposed of without further notice or compensation to the Owner of the Banner Sign or his or her agent.
- (12) Any costs incurred may be recovered by the Town in like manner as municipal taxes.
- (13) Notwithstanding Subsections (1) – (9) of this Section, the removal of Election Signs shall be as follows:
 - (a) the Chief Building Official or his or her designate is authorized to takedown or remove or cause to be removed immediately without notice and at the risk of its Owner, an Election Sign that is placed in contravention of this by-law;
 - (b) an Election Sign removed pursuant to this by-law shall be stored by the Town for a period of fifteen (15) days during which time the Owner or agent may retrieve the Election Sign.
 - (c) Where an Election Sign has been removed by the Town and stored for a period of 15 days and such sign has not been retrieved, the Election Sign may be destroyed or otherwise disposed of by the Town without any notice or compensation to the Owner of the sign or his or her agent.
- (14) Any costs incurred may be recovered by the Town in like manner as municipal taxes.
- (15) None of the foregoing shall limit the Town from enforcing the provisions of this By-law by any other action or remedy permitted in law.

23.0. Variances

23.1. Temporary Signs

- (1) A Variance application for a Temporary Sign shall be made on the appropriate form to the Town and shall be accompanied by the appropriate fee, as set out in the Town's Fees and Charges By-law. The application shall be delivered or mailed to the office of the Chief Building Official.
- (2) In considering an application for a Temporary Sign variance, Staff shall have regard for:
 - (a) Special circumstances or conditions applying to the land, building or use referred to in the application;
 - (b) Whether strict application of the provisions of this By-law in the context of the special circumstances applying to the land, building, or use, would result in practical difficulties or unnecessary and unusual hardship for the applicant, inconsistent with the general intent and purpose of this By-law;
 - (c) Whether the special circumstances or conditions are pre-existing and not created by the Owner or the applicant; and;
 - (d) Whether the sign that is the subject of the variance will Alter the essential character of the area.

23.2. Permanent Signs

- (1) A Variance application for a Permanent Sign shall be made on the appropriate form to the Town and shall be accompanied by the appropriate fee, as set out in the Town's Fees and Charges By-law. The application shall be delivered or mailed to the office of the Chief Building Official.
- (2) The Chief Building Official in consultation with the Director of Public Works shall prepare a report for the consideration of the Council setting out the reasons for the variance and a recommendation.
- (3) The Chief Building Official shall notify the applicant once a Council meeting has been set and if the applicant does not attend at the appointed time and place, the Council may proceed in the absence of the applicant.
- (4) In considering an application for a variance, the Council shall have regard for:
 - (a) Special circumstances or conditions applying to the land, building or use referred to in the application;
 - (b) Whether strict application of the provisions of this By-law in the context of the special circumstances applying to the land, building, or use, would result in practical difficulties or unnecessary and unusual hardship for the applicant, inconsistent with the general intent and purpose of this By-law;
 - (c) Whether the special circumstances or conditions are pre-existing and not created by the Owner or the applicant; and;
 - (d) Whether the sign that is the subject of the variance will Alter the essential character of the area.

24.0. Nonconforming Signs

- (1) Any sign lawfully erected or displayed, before the day this Bylaw shall come into force, may remain and be maintained notwithstanding that it does not conform to this By-law, provided that no such sign shall be substantially Altered, unless the same shall either conform or be made to conform in all respects with this By-law.
- (2) The maintenance and repair of the sign or Advertising Device or a change in the message displayed shall not be deemed in itself to constitute an Alteration.
- (3) The owners of an existing sign(s) that does not conform to the requirements of this By-law on the date the By-law is passed shall bring such signs into conformity of this By-law within five (5) years of the date of passing the By-law or sooner where such sign is Altered or requires repair or maintenance.

25.0. Conflict with other By-laws

- (1) Where there is conflict or contradiction between this By-law and any other By-law of the Town, the provisions of this By-law shall prevail.
- (2) Where there is conflict or contradiction between this by-law and any Provincial Regulations, the provisions of the Regulation shall prevail.

26.0. Materials and Structural Requirements

26.1 Material

- (1) All materials incorporated into a sign shall comply with the relevant requirements of the Building Code.
- (2) Every sign shall comply with all governing requirements of Hydro One and Festival Hydro, whichever has jurisdiction.

26.2 Structural

- (1) Signs and their structural members shall be designed to have structural capacity to resist safely and effectively all effects of loads and influence from

environment to which they may be exposed and shall in any case satisfy the requirements of the Building Code.

27.0. Validity

- (1) If a Court of competent jurisdiction declares any Section or part of a Section of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

28.0. Repealed

By-law 33-2005 and any other By-law, or portion thereof, of the Town of St. Marys addressing the same matters addressed in this By-law are hereby repealed.

29.0. Enactment

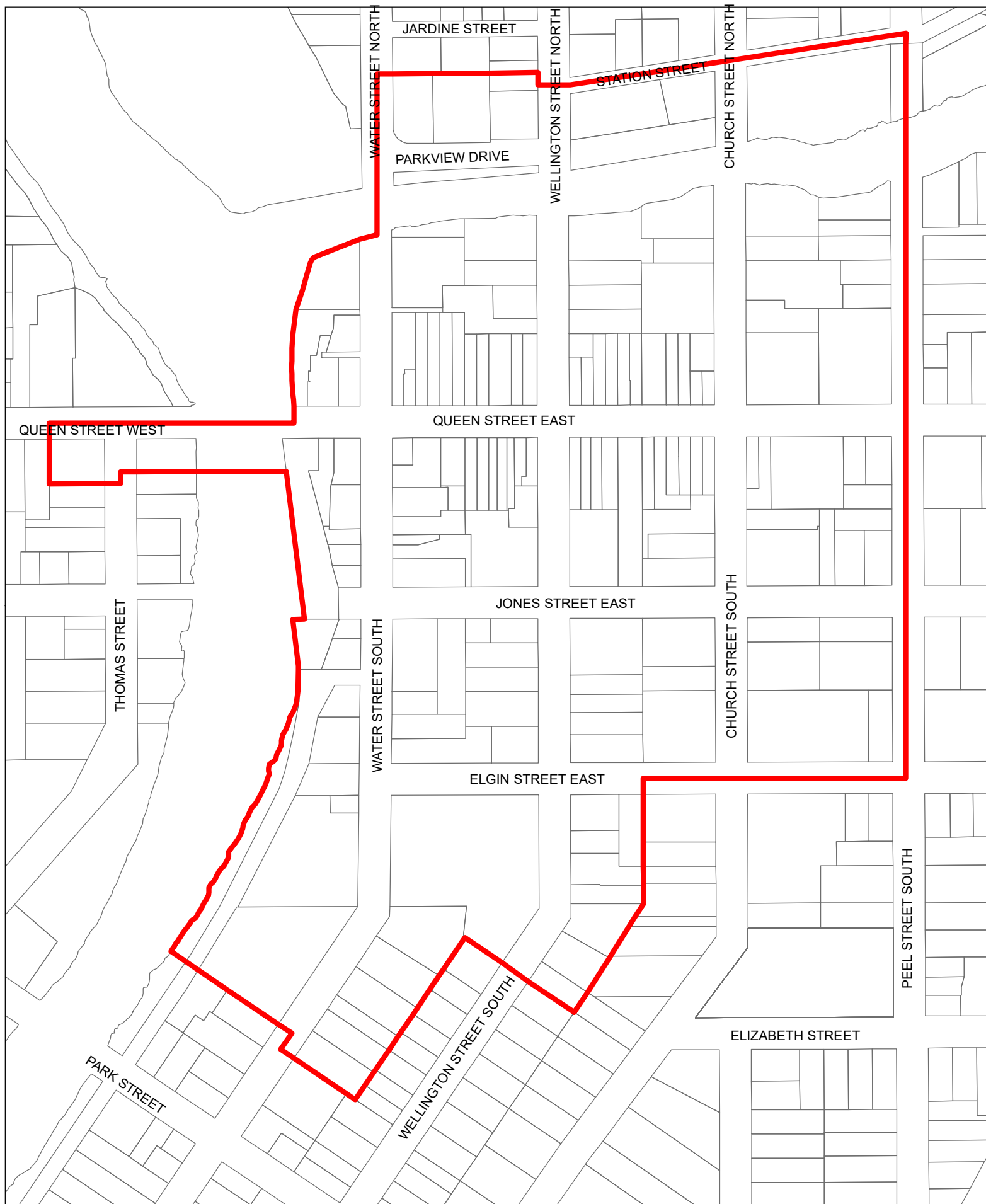
This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 30th day of October, 2018.

Read a third and final time and passed this 30th day of October, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk



Penalties of Infraction

Part I: Provincial Offences Act

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Erect, display, Alter or allow the erection, display, or Alteration of any sign without Permit	3.0(1)	\$150.00
2	Erect a sign in a location, which may interfere with or damage any above or below ground municipal or utility services	3.0(3)	\$150.00
3	Attach, affix or display any sign or Advertising Device on a vehicle or trailer	3.0(4)	\$150.00
4	Attach, affix or display any sign or Advertising Device on a tree on Public Property	3.0(5)	\$150.00
5	Hinder, obstruct or interfere with a person duly appointed to enforce this by-law	3.0(7)	\$300.00
6	Install a Banner Sign sooner than thirty (30) days before the event	20.1	\$150.00
7	Place or permit to be placed an Election Sign	20.2(1)	\$150.00
8	Place or permit to be placed an Election Sign that is outside of the Elector District	20.2(3)	\$150.00
9	Place or permit to be placed an Election Sign on or in a Voting Place	20.2(4)	\$150.00
10	Display a logo owned or licensed by the Town on any Election Sign	20.2(5)	\$150.00
11	Place or permit to be Placed an Election Sign on Property that is owned by the municipality	20.2(10)	\$150.00
12	Erect or maintain any Sidewalk Sign on any Public Road Allowance or Sidewalk without permit	20.4(3)	\$150.00

NOTE: The general penalty provision for the offences listed above is Section 22.0(1) of by-law 86-2018, a certified copy of which has been filed.

BY-LAW 87 OF 2018
THE CORPORATION OF THE TOWN OF ST. MARYS

**Being a By-law to authorize the signing of an agreement between The Corporation of the
Town of St. Marys and Science Hill Drifters Snowmobile Club**

WHEREAS: The Corporation of the Town of St. Marys stores 35 picnic tables indoors at the Science Hill Drifters Snowmobile Club during the winter months in exchange that the Snowmobile Club may use the picnic tables for a single event in January 2019;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Science Hill Drifters Snowmobile Club;

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

1. That the Mayor and the CAO / Clerk are authorized to execute an Agreement on behalf of the Corporation of the Town of St. Marys between the Corporation of the Town of St. Marys and Science Hill Drifters Snowmobile Club; and further
2. That a copy of the said Agreement is attached hereto and designated as Schedule "A" to this By-law, and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
3. This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 30th day of October, 2018

Read a third and final time and passed this 30th day of October, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 88-2018

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 30, 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 30th 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 30th day of October, 2018.

Read a third and final time and passed this 30th day of October, 2018.

Mayor Al Strathee

Brent Kittmer, CAO / Clerk