



AGENDA
Regular Council Meeting

November 27, 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 November 27, 2018 regular Council meeting agenda be accepted as presented.

4. PUBLIC INPUT PERIOD

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

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Retirement presentation to Kevin Hyatt

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - November 13, 2018

6

RECOMMENDATION

THAT the November 13, 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 45-2018 November Monthly Report (Administration and Human Resources) | 14 |
|--------------|---|-----------|

RECOMMENDATION

THAT CAO 45-2018 November Monthly Report (Administration and Human Resources) be received for information.

8.2 Corporate Services

- | | | |
|--------------|---|-----------|
| 8.2.1 | COR 25-2018 November Monthly Report (Corporate Services) | 17 |
|--------------|---|-----------|

RECOMMENDATION

THAT COR 25-2018 November Monthly Report (Corporate Services) be received for information.

8.3 Finance

- | | | |
|--------------|--|-----------|
| 8.3.1 | FIN 20-2018 November Monthly Report (Finance) | 22 |
|--------------|--|-----------|

RECOMMENDATION

THAT FIN 20-2018 November Monthly Report (Finance) be received for information.

8.4 Fire and Emergency Services

- | | | |
|--------------|--|-----------|
| 8.4.1 | FD 18-2018 November Monthly Report (Emergency Services) | 25 |
|--------------|--|-----------|

RECOMMENDATION

THAT FD 18-2018 November Monthly Report (Emergency Services) be received for information.

8.5 Building and Development Services

- 8.5.1 DEV 51-2018 November Monthly Report (Building and Development) 28**

RECOMMENDATION

THAT DEV 51-2018 November Monthly Report (Building and Development) be received for information.

- 8.5.2 DEV 50-2018 560 Water Street South - Site Plan Agreement and Road Widening 30**

RECOMMENDATION

THAT DEV 50-2018 560 Water Street South – Site Plan Agreement and Road Widening be received; and

THAT Council authorize staff to sign the “Release” for removal of the Site Plan Agreement from title of 560 Water Street South; and

THAT By-Law 92-2018 be approved for the purpose of repealing By-law 25 of 2013; and

THAT the area identified as Part 2 on 44R-5066 be transferred to the Town as road widening.

8.6 Community Services

- 8.6.1 DCS-21-2018 November Monthly Report (Community Services) 50**

RECOMMENDATION

THAT DCS-21-2018 November Monthly Report (Community Services) be received for information.

8.7 Public Works

- 8.7.1 PW 63-2018 November Monthly Report (Public Works) 55**

RECOMMENDATION

THAT PW 63-2018 November Monthly Report (Corporate Services) be received for information.

**8.7.2 PW 64-2018 Assumption of Stage 1 and Stage 2 Works –
Diamondridge Subdivision**

58

RECOMMENDATION

THAT PW 64-2018 Assumption of Stage 1 and Stage 2 Works –
Diamondridge Subdivision be received; and

THAT Council enact By-law 91-2018 to approve full acceptance
and assumption of Stage 1 and Stage 2 infrastructure
constructed and installed within the Diamondridge Subdivision,
as outlined in the subdivision agreement.

9. EMERGENT OR UNFINISHED BUSINESS

9.1 Presentation to Outgoing Council

10. NOTICES OF MOTION

11. BY-LAWS

RECOMMENDATION

THAT By-Laws 91-2018 and 92-2018 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 91-2018 Assumption of Stage 1 and Stage 2 Works
Infrastructure in Diamondridge Subdivision**

61

**11.2 By-Law 92-2018 Repeal By-law 25 of 2013 Site Plan Agreement with
2362845 Ontario Inc.**

62

12. UPCOMING MEETINGS

December 4, 2018 - 6:00pm, Inaugural Meeting of Council, Council Chambers

December 18, 2018 - 9:00am, Council Training, Municipal Operations Centre
Board Room

13. CLOSED SESSION

None.

14. CONFIRMATORY BY-LAW

63

RECOMMENDATION

THAT By-Law 93-2018, being a by-law to confirm the proceedings of November 27, 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

November 13, 2018
6:00pm
Council Chambers, Town Hall

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

Staff Present: Brent Kittmer, CAO / Clerk
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2018-11-13-01

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the November 13, 2018 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle inquired about the recycling options for takeout cups and lids.

Councillor Craigmile stated that only certain cups and lids are recyclable.

Frank Doyle asked if the by-law prohibiting the opening of the LCBO on Sundays has been repealed.

Mayor Strathdee stated that the Clerk's Department will follow up with a response.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

None.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - October 30, 2018

Councillor Pope noted that she was absent from the October 30, 2018 regular Council meeting.

Resolution 2018-11-13-02

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT the October 30, 2018 regular Council meeting minutes be approved as amended and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CORRESPONDENCE

None received.

8. STAFF REPORTS

None received.

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 2018-11-13-03

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the October 18, 2018 Bluewater Recycling Association Board of Directors meeting highlights be received.

CARRIED

9.1.2 Library Board - Coun. Osborne, Winter

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

Resolution 2018-11-13-04

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT the September 6, 2018 St. Marys Library Board meeting minutes be received.

CARRIED

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

Resolution 2018-11-13-05

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the September 20, 2018 Municipal Shared Services Committee meeting minutes be received.

CARRIED

9.1.4 Perth District Health Unit - Coun. Osborne

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

Resolution 2018-11-13-06

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT the October 17, 2018 Perth District Health Unit Board meeting partial agenda be received.

CARRIED

9.1.5 Spruce Lodge Board - Coun. Pope, Van Galen

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

Resolution 2018-11-13-07

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the September 19, 2018 Spruce Lodge Board of Management meeting minutes be received.

CARRIED

9.1.6 Upper Thames River Conservation Authority

Resolution 2018-11-13-08

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT the September 25, 2018 Upper Thames River Conservation Authority Board minutes be received.

CARRIED

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

No recent meeting.

9.2.2 Business Improvement Area - Coun. Pope

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

Resolution 2018-11-13-09

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the September 10, 2018 Business Improvement Area meeting minutes be received; and

THAT the October 15, 2018 Business Improvement Area meeting draft minutes be received; and

THAT Council raise minute item 8.3 from the October 15, 2018 draft minutes.

CARRIED

Resolution 2018-11-13-10

Moved By Councillor Winter

Seconded By Councillor Pope

THAT Council proclaim Tuesday, November 27, 2018 as Giving Tuesday in St. Marys.

CARRIED

9.2.3 CBHFM - Coun. Hainer

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

Resolution 2018-11-13-11

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT the September 28, 2018 Canadian Baseball Hall of Fame and Museum Board minutes be received.

CARRIED

9.2.4 Committee of Adjustment

No recent meeting.

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

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

Resolution 2018-11-13-12

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT the October 17, 2018 Community Policing Advisory Committee meeting draft minutes be received.

CARRIED

9.2.6 Economic Development Committee - Coun. Pope

No recent meeting.

9.2.7 Heritage St. Marys - Coun. Pope

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

Resolution 2018-11-13-13

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the October 13, 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 2018-11-13-14

Moved By Councillor Winter

Seconded By Councillor Osborne

THAT the October 17, 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 2018-11-13-15

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT the October 18, 2018 Heritage Conservation District Advisory Committee meeting draft minutes be received.

CARRIED

9.2.11 Senior Services Board - Coun. Craigmile

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

Resolution 2018-11-13-16

Moved By Councillor Hainer

Seconded By Councillor Van Galen

THAT the September 18, 2018 Senior Services Board minutes be received; and

THAT the October 16, 2018 Senior Services Board draft minutes be received.

CARRIED

9.2.12 Huron Perth Healthcare Local Advisory Committee - Coun. Hainer

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

9.2.13 St. Marys Lincolns Board - Coun. Craigmile

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

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

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

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

12.1 By-Law 89-2018 Fees and Charges - Repeal 77-2018

Brent Kittmer spoke to the purpose of the by-law and responded to questions from Council.

Resolution 2018-11-13-17

Moved By Councillor Van Galen

Seconded By Councillor Hainer

THAT By-Law 89-2018, being a by-law to approve fees and charges and repeal By-law 77-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

13. UPCOMING MEETINGS

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

14. CLOSED SESSION

None held.

15. CONFIRMATORY BY-LAW

Resolution 2018-11-13-18

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT By-Law 90-2018, being a by-law to confirm the proceedings of November 13, 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 2018-11-13-19

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourn at 6:58p.m.

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:	27 November 2018
Subject:	CAO 45-2018 November Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 45-2018 November 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	Done – policy adopted.
	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:
 - 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.

- Warden's Task Force on Cannabis: participated in the County led meeting on cannabis legalization on November 8. Key points from the meeting include:
 - Update from the Legalization of Cannabis Secretariat, Ministry of Attorney General. Key take away is that there is more information to come with respect to the process of legalization and impacts to local municipalities.
 - Update from the Health Unit. Consistent with the information already provided to Council re: changes to the Smoke Free Ontario Act. Interestingly, any social media communications related to cannabis is flagged by the platform used and not able to be distributed.
 - Update from police services. To date, the police have not experienced an increase in call volume related to cannabis. This is different than what was experienced in Colorado after legalization.
 - Agreement that the municipalities should jointly send a letter to MPP Randy Pettapiece to explain the financial impact of legalization on local municipalities, and to request additional funding.
- HP Benefits Consortium Meeting held November 14th. Currently in negotiations with the benefits provider to ensure a nominal or no-cost increase for 2019.
- Perth Municipal Day: held on November 21. Keynote speakers were the Warden of Oxford County and Tim Arnold, a leadership consultant, both providing key messages to incoming Councils about leading a municipality.

Policy Development:

- Currently researching: Chicken Coop By-Law and the formal cell phone policy for Council.

Land Sales

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

Other Projects

- Local Planning Appeals Tribunal Hearing (449 Queen Street West): Hearing completed on November 15, 2018. The hearing was completed and the CAO was not required to draw upon Council's delegated authority to take all steps necessary in regards to the hearing. The LPAT member indicated that a decision will be provided prior to yearend.
- All Staff Meetings: Three meetings held over two dates (November 7, and November 16).
- Stratford Police Service (SPS) Delivery Transition:
 - Overall, both the OPP and the Stratford Police Service report a smooth transition.
 - First CPAC meeting held November 22 with the Stratford Police Services.
 - Police Checks: currently the online portal for police checks is not working correctly. Stratford hopes for this to be a short term issue. In the interim, St. Marys residents will need to attend Stratford Police HQ for their checks.
- 2019 Operating Budget:
 - Firehall Facilities Review: is a key part of the budget, and is in progress. This will be completed before the Christmas Break and will form a key report in the first budget meeting agenda on January 15, 2019.
- 2018-2022 Council Orientation:
 - Orientation binder completed ahead of target and distributed on November 9.

- Committee applications closed November 2, and a Nomination Committee meeting was held on November 20 to short list the preferred candidates for 2018-2022 advisory committees.
- 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 one Youth & Child Recreation Programmer and the temporary Corporate Communications Manager.
- Currently recruiting for Early Learning Services supply staff.

Staff Engagement / STEAM Initiatives

- Annual Chili Cook-Off took place November 22.
- 2018 Christmas Party to be held December 1, 2018.
- Successful Bring Your Kid to Work Day.

Payroll

- Canadian Payroll Association – Year-End workshop.
- Benefits Consortium quarterly meeting.
- Preparing for 2018 year end and 2019 set up.
- Updating payroll manual and various work procedures with banking change to BMO.

SPENDING AND VARIANCE ANALYSIS

None.

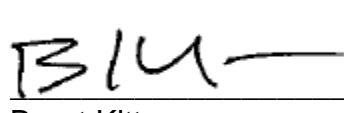
REVIEWED BY

Recommended by the Department



 Lisa Lawrence
 Director of Human Resources

Recommended by the CAO



 Brent Kittmer
 CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	27 November 2018
Subject:	COR 25-2018 November Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 25-2018 November Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Corporate Services

- 2018 Municipal Election – staff have been updating and finalizing the electronic Voter's List to send to MPAC on November 22.
- BIA Election – Due to the number of nomination forms received for the BIA Board, the scheduled election for November 22 will not take place. The 5 nomination forms will come forward to Council for appointment at the December 4, 2018 Council meeting.

Museum

- **Administrative**
 - Volunteers logged 92 on-site hours in October.
 - Better Farming Magazine November 2018 issue includes an article about First World War remembrance in rural Ontario that features photos from the Archival collection. Better Farming is circulated to over 38,500 subscribers.
 - Curator/Archivist presented at the OMA conference in Toronto on October 26. Also attended a full-day meeting and professional development on October 24 for regional museum network chairs, as Chair of the Huron Perth Middlesex Museum Network.
- **Research/Exhibits**
 - "A Memory of War" exhibit opened in the Richard Holt Military Gallery on November 9.
 - Research, printing and mounting well underway for Ink and Imagination exhibit. 39 storefront panels have been delivered to BIA participants in time for the Santa Claus parade on November 16.
- **Programming/Outreach**
 - Staff led outreach programs at Kingsway Fairhill on October 9 and St. Marys VON on November 6.
 - Election Shenanigans seminar on October 18 sold out and moved to a larger venue at the Anglican Church.
 - Staff led Early Settler outreach programs for Grade 2/3 students at Elma Public School on October 17 and 19.
 - Staff led six programs for a grade 6 class from Little Falls Public School between September 26 and October 30.
 - Museum hosted a group tour from Thamesford on October 24.
 - Museum hosted a group of international students from St. Marys DCVI on October 25.
 - Friends of the Museum participated in the Friendship Centre Craft Show on Saturday, November 3. It proved to be a successful and worthwhile day for gift shop sales.

- Grade 3 Early Settler field trips began on November 5 and continue throughout the month of November.
- Supported the Bells of Peace service on Sunday, November 11 with the H.M.C.S. Stone Town bell.
- **Upcoming**
 - Ink and Imagination seminar on November 15 sold out.
 - Participating in Santa Claus Parade with BIA on November 16.
 - Christmas Open House coming up on Sunday, December 2.
 - Planning ahead for Christmas school field trip bookings. Several field trip bookings have already been made for December.

Heritage/Culture

- Met with Sylvie Verwaayen and Cameron Porteous from the Station Gallery to review the Gallery's successes and challenges in 2018 and to discuss the proposal for 2019.
- Heritage Property Tax Rebate Program
 - To date, 2 properties have applied and been approved for Program B – 40% rebate
 - To date, 6 properties have applied and been approved for Program A – 20% rebate
 - The deadline for 2018 applications is February 28, 2019
 - 15 properties received Program A funding in 2017, it is anticipated that the same number of applications will be received in 2018
- Heritage Grant and Façade Grant Summary for 2018
 - 2018 budget included \$40,000 for Façade and Heritage Grant programs and an additional \$10,000 from Main Street funding.

Address	Façade Grant	Heritage Grant
156 Queen St. E	\$3,000	\$5,237
26 Water St. S	\$3,000	\$7,000
127 Queen St. E		\$7,500
159-161 Queen St. E	\$1,575	\$3,875
105 Queen St E	\$1,509	\$1,005
151-153 Queen St. E		\$7,500
35 Water St. S	\$4,500	
34 Wellington St. N	\$3,928	\$371
SUB TOTAL	\$17,512	\$32,488
TOTAL		\$50,000

Corporate Communications

- Corporate Communications Strategy
 - Fourth and final round of 2018 quarterly communications meetings are in progress. First quarter meetings for 2019 are planned for mid-December/early January.
 - The corporate Social Media Policy is currently being rolled-out to all staff by the Senior Leadership Team. Specialized training for social media moderators will be scheduled for late November/early December.
 - Research is underway as part of a plan to update the Town's corporate branding and logo usage guidelines.
- PRC Strategic Business Plan
 - New PRC tagline rolled out during all staff meetings in November.
 - Developed and currently implementing new social media templates for PRC Facebook page to promote key areas of focus.
 - Continuing to plan and test promotions on new PRC televisions.
- Media Relations
 - Distributed 10 media releases between mid-September and mid-October. Topics included the municipal election, Remembrance Week, committee recruitment, Carbon

Monoxide Awareness Week, WinterLights, the Santa Claus Parade and the Museum's Ink & Imagination exhibit.

- Resulted in 21 stories/mentions (18 in the St. Marys Independent, 3 in the Stratford Beacon Herald).
- Social Media
 - The Town's Facebook page currently has 3,858 followers (25 new since mid-October). The most popular unpaid post was about rail safety (reached 3,319 users, prompted 85 reactions, comments and shares).
 - The Town's Twitter page currently has 1,696 followers (14 new since mid-October). The most popular tweet was about the Santa Claus Parade (prompted 1,319 impressions and 29 engagements).
 - The Pyramid Recreation Centre's Facebook page currently has 2,182 followers (25 new since mid-October). The most popular unpaid post was about swimming lesson mass registration, a toonie swim and the Craft Show (reached 1,915 users, prompted 18 reactions, comments and shares).
- Website
 - The website has seen 11,000 users and 19,000 visits since mid-October. Top visited pages included Elections, Library and Employment.
 - Transition from Constant Contact email subscription service to built-in website subscription will be complete by November 19. To date, 26 subscribers have transitioned from Constant Contact to the website. The change will save the department an average of \$60/month, and will make the delivery of municipal information much more efficient.
 - Preparing for launch of new Adult Learning section of website. Its content previously had to be hosted on a separate site.
- Advertising
 - Placed 4 print ads in the St. Marys Independent promoting the Signage & Wayfinding Strategy, the Zoning By-law amendment (accessory apartments), Remembrance Week and the Craft Show. Placed 1 print ad in the Stratford Beacon Herald promoting Christmas events.
 - Placed 3 ads on Facebook promoting the November 14 networking breakfast, committee recruitment and the Craft Show.
- Public Engagement
 - Developed an online survey to collect public comments on the Signage & Wayfinding Strategy. The survey currently has 36 responses.
 - Distributed 13 public notices and service disruptions.
- Publications
 - Production of Spring/Summer 2019 Program Guide is in progress (first content deadline is November 16).
 - In process of updating a rack card and brochure for Senior Services and continuing work on the re-design of their newsletter.

Events

- Remembrance Week (November 3 – 11)
 - Remembrance Week events were extremely successful this year. 537 flags were planted at the cemetery, with almost 190 of them planted by family members; an increase over last year. The municipal service on November 11 also had increased attendance. Bells of Peace was a simple yet moving service, with all of Town Hall square full, plus onlookers on every adjacent street corner.
- WinterLights/Christmas (November 16 – January 9)
 - Working with BX93, the Fire Department and the Kinsmen to ensure they have another great experience in the Santa Claus parade. Coordinating with the BIA to publicize the parade parking ban through traditional and social media.

- There are two new WinterLight displays this season. Sponsorship levels will be on par with 2018.
- Murdoch Mysteries Viewing Party (November 26)
 - Craig Grant, Murdoch Mysteries' prop master, will be giving a presentation during the Viewing Part and bringing some items from the show. There will also be a costume contest for attendees.
 - Staff have been working with CBC on event publicity and obtaining other goodies for the viewing party.

Information Technology/ Geographic Information Systems (GIS)

- Surveillance Policy to be reviewed with Guest Services team at their monthly staff meeting
- Completed Server Hardware migration. Errors with new server hardware have been resolved.
- Disaster recovery site is established and fully functional in case of disaster.
- E-mail migration to Microsoft cloud complete. The migration occurred with minimal downtime and inconvenience to staff.
- Well 1 network errors are being investigated. Monitoring station at Well 2 & 3 failed due to age of hardware. New stations have been configured and implemented.
- Obtained new NVR hardware for cameras throughout the municipality. Server configuration is complete and testing is underway. The current cameras will need to be segmented, which will occur in the upcoming weeks.
- GIS data work for use with the new police services
- Many large format print outs for various Town departments and functions
- Computer setup for auditors
- Computer setup for wells
- E-mail setup for mobile devices on the new mail server
- IT support for Town staff
- Creation of maps for Town staff
- Map creation for various Town departments
- GIS data updating
- 12 municipal consent applications approved

Economic Development

- "It's Your Business" breakfast had 51 attendees. The breakfast was held in partnership with Perth South and was held at the St. Marys Golf Course. Speakers included Al Strathdee, Bob Wilhelm, Deb Hotchkiss from Partners in Employment, Kelly Boudreau from Community Living and Gemma Mendez-Smith from Four County Labour Market Planning Board. The theme was around our labour shortage. We followed up with a short survey to gain feedback.
- Attended a round table meeting hosted by MP John Nater. Discussion was focused on how we can improve the immigration red tape for people coming to work in Canada. And a look at recognizing credentials in other countries.
- Working on a strategy to get our local business list up to date and provide a more accurate number. The current list is not sufficient for any communication targeted at the business community regarding events or grant opportunities. An accurate number has also been requested by the emergency services department.
- Met with the Director of the Centre for Small Business and the Director of Perth Community Futures in the last month to discuss things happening in business development in St. Marys.
- Attending a seminar in Blue Mountain called "Regional Forum: Newcomer Integration" hosted by Perth and Grey Counties at the end of November. Within the seminar there is a bonus session about developing affordable housing in your community.

Tourism

- PRC visitors map is complete and installed.

- Held the public input session for the Town's way-finding strategy. A total of six community members attended. The online survey opened following the public open house. To date we've had 33 responses to the survey.
- Working on a draft tourism plan to put forth in the New Year. Plan will include opportunities, goals, strategies, partnerships, and a work plan to achieve the projected milestones.
- Working on a proposal to revitalize the Junction Station for both economic development and tourism.
- Refreshing pages within our website to reflect a more visual approach to our information.

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
Oct.	275	263	74.9

- Reviewed track safety communication and policy with our VIA Account Representative after an incident witnessed on our tracks. A public service announcement was then sent out from our internal communications team to remind the public about track safety.
- Working to refresh the VIA manual for staff.

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: 27 November 2018

Subject: FIN 20-2018 November Monthly Report (Finance)

RECOMMENDATION

THAT FIN 20-2018 November Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance

- Finalized first draft of 2019 Budget and distributed to Council.
- Auditors on site to complete interim work for 2018 financial statement audit.
- Reviewing general ledger accounts in preparation for year-end. Working with departments to clean up balances where possible.

Procurement and Risk Management

- RFT-DEV-07-2018 Winter Snow Removal & Maintenance Facilities closed Nov 13/18
- RFT-DEV-08-2018 Winter Snow Removal & Maintenance PRC closed Nov 13/18
- Draft Procurement Bylaw being reviewed by staff member

Taxation

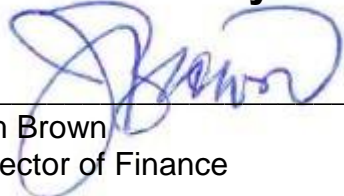
- Final tax bills due October 31st.
- October VIA Rail commission reconciled.
- October internal/external fuel tracking and billing produced.
- Housing market for new and resale homes remains brisk.
- Tax bills mailed to property owners whose taxes are paid by mortgage companies.
- Assisting with issuing parking permits prepared by Public Works.
- Water arrears from Festival Hydro transferred to property tax where applicable
- Sole residential property with three years tax arrears has been registered for tax sale and is now in one year countdown.

SPENDING AND VARIANCE ANALYSIS

November Capital Status Report attached.


REVIEWED BY

Recommended by the Department



Jim Brown
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Town of St. Marys Capital and Special Projects 2018 November 14, 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	41,351	41,351	60,000	(18,649)	X	X	X	X	X	X	Migration of server complete
9053 - REPLACE CAMERA RECORDER	1,800	1,800	12,000	(10,200)	X	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	38,442	38,442	45,000	(6,558)	X	X	X	X	X	X	Project complete
9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	-	-	15,000	(15,000)	X	X					Piggy backing Perth South's tender process
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	X					Tender is being written to be released this year
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	41,372	41,372	250,000	(208,628)	X	X	X	X	X	X	Paving complete, painting to take place in the spring
9146 - MOC SHOP ALARM	10,873	10,873	15,000	(4,127)	X	X	X	X	X	X	Project completed
9147 - MUSEUM INTERIOR PAINTING	4,625	4,625	25,000	(20,375)	X	X	X	X	X	X	Project Completed
9151 - TOWN HALL COUNTER AND WORKSTATION IN LOWER LEVEL	2,334	2,334	15,000	(12,666)	X	X	X				Tender posted Sept 17
9153 - CADZOW SPLASHPAD & PAVILION	450,615	491,115	512,000	(20,885)	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 pointing stone and painting of tank commenced
9210 - FIRE SMALL CAPITAL	37,715	37,715	8,000	29,715							Received the hose on 20 July 18.
9212 - CAPITAL - ELC RELOCATION	27,156	27,156	50,000	(22,844)							In-Progress
9314 - CAPITAL - ANNUAL SIDEWALK/CURBING PROGRAM	30,788	30,788	20,000	10,788	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	100,816	173,070	100,000	73,070	X			X	X	X	Completed
9331 - CAPITAL - WELLINGTON ST S (PARK TO QUEEN)	5,946	5,946	49,000	(43,054)	X				X	X	Draft design completed, submitted for 2019 capital pending funding
9332 - CAPITAL - VARIOUS SIDEWALKS (PTIF FUNDED)	8,585	8,585	96,000	(87,415)	X	X	X	X	X		Deffer to 2019, contractor availability, design modifications req'd
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 contractor availability
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.	24,910	24,910	36,000	(11,090)	X	X	X	X	X	X	Surface Treatment Tender issued
9338 - DOWNTOWN BIKE PARKING AREA	4,727	4,727	10,000	(5,273)	X	X	X	X	X	X	Completed Aug 2018
9340 - SERVICE CLUB ENTRANCES SIGNS	27,349	27,349	24,000	3,349	X	X	X	X	X	X	Signs installed, waiting on final invoicing for landscaping
9341 - HILLSIDE CRT SUB DRAIN	2,749	2,749	35,000	(32,251)	X				X		Waiting on contractor for asphalt restorations ETA weed of Nov 19
9342 - SPARLING BUSH BOUNDARY MARKERS	2,540	2,540	20,000	(17,460)	X	X			X		Signs rec'd, waiting on delivery of post installation tool do to access issues
9343 - ELGIN ST. W- DRAIN REPAIRS	1,149	1,149	10,000	(8,851)	X				X		Completed Internally by PW with ditching bucket received in 2018 capital
9345 - MAXWELL ST. CURB REPLACEMENTS	14,028	14,028	25,000	(10,972)	X	X	X	X	X	X	Waiting on contractor for asphalt restorations
9346 - SARINA GTT BRIDGE PAINT RAILINGS	30,618	30,618	25,000	5,618	X			X	X	X	All railings on GTT completed, project expanded to include Sarina Bridge
9360 - WATER ST. CULVERT REPAIRS	9,546	9,546	162,000	(152,454)	X	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	11,349	11,349	26,000	(14,651)	X	X	X	X	X	X	Design completed , included in 2019 capital plan
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	102,520	111,503	230,000	(118,497)	X	X	X		X		Unsuccessful in funding, See PW 39-2018
9413 - CAPITAL - LANDFILL EA & IMPROVE	24,007	24,007	220,000	(195,993)	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

Town of St. Marys Capital and Special Projects 2018 November 14, 2018		Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
9417 - CAPITAL - EMERGENCY POWER 728 QUEEN ST E		41,480	47,885	70,000	(22,115)	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		8,004	8,004	15,000	(6,996)							
9435 - CAPITAL - ADD'L WATER STORAGE		1,822,292	1,822,292	2,525,000	(702,708)	X	X	X	X	X		Ongoing, Completion Fall/Winter 2018
9436 - JAMES ST S WATERMAIN ALTERATIONS		961	961	65,000	(64,039)	X						Included in 2019 Capital to be bundled with other works
9713 - RECREATION MASTER PLAN		1,383	1,383	-	1,383							
9740 - CAPITAL - LIBRARY (MATERIALS)		50,320	50,320	58,000	(7,680)					X		Purchases made throughout the year
Prior Year Project Carryfoward:												
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		
		3,820,216	3,970,360	6,805,000								

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Emergency Services / Fire Department

Date of Meeting: 27 November 2018

Subject: FD 18-2018 November Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 18-2018 November Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of November (24 October – 16 November 2018) the Fire Department responded to 12 emergency responses most notably:

- Automatic Alarms – 5 (St. Marys)
- Pre Fire Condition – 2 (St. Marys)
- CO Alarms – 2 (St. Marys)
- Fire – 1 (Perth South)
- MVC – 1 (Perth South)
- Unauthorized Open Air Burning – 1 (St. Marys)

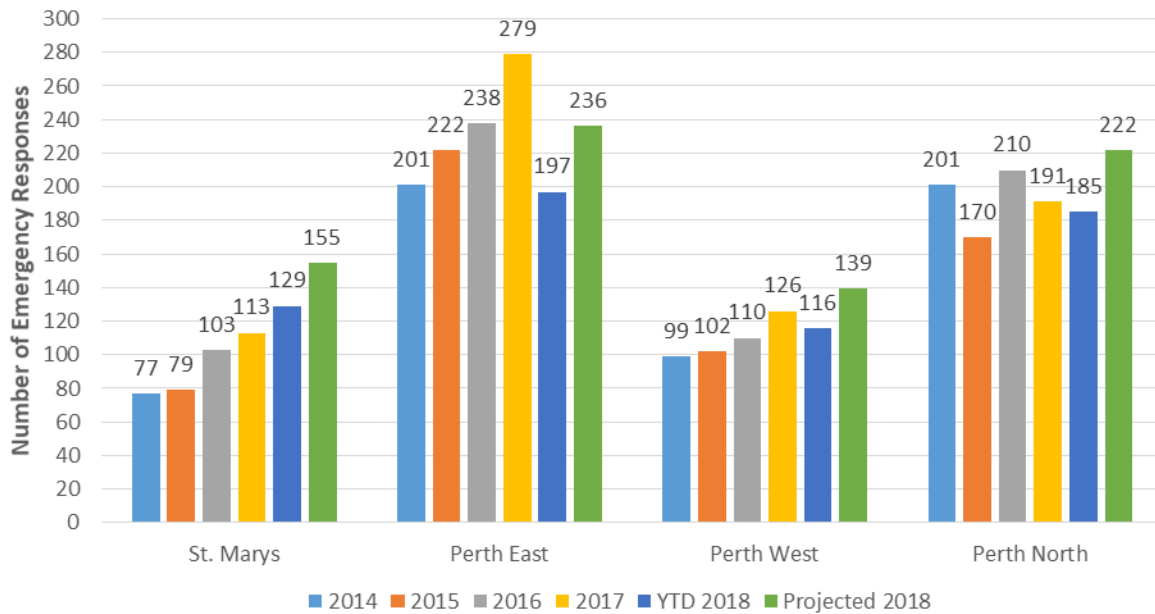
The St. Marys Firefighters have responded to 132 calls for service (1 January – 16 November 2018) compared to 96 emergency responses last year (1 January – 16 November 2017).

Fire Chief consulted with Fire Chief's from Perth North, Perth East and Perth West and requested information and data to compare the number of emergency responses they have had from 2014 until the 31st of October 2018.

The number of emergency responses have increased in all areas of Perth County.

Fire Department	2014	2015	2016	2017	YTD 2018	Projected 2018	% increase of responses since 2014
St. Marys	77	79	103	113	129	155	101%
Perth East	201	222	238	279	197	236	18%
Perth West	99	102	110	126	116	139	41%
Perth North	201	170	210	191	185	222	10%

Perth County Emergency Responses



St. Marys represents data from 1 fire hall
 Perth East represents data from 3 fire halls
 Perth West represents data from 1 fire hall
 Perth North represents data from 3 fire halls
 2018 data is as of October 31 2018

The average number of responders per call - 71.2% or 17 firefighters per call

The average response time from the time of call to the time of arrival - 6:24

Fire Officers and Firefighters received their “Grandfathering” qualifications. This means all firefighters are qualified to the level of the position they held on the 31st of December 2015.

Four recruits were hired with a start date of 14 November 2018. Two firefighters have submitted their letter of retirement for the 31st of December 2018.

During the month of November (24 October – 16 November 2018) Brian Leverton (Fire Prevention Officer) has completed the following:

- 0 Complaint
- 1 Follow up
- 3 Licensing
- 1 Safety Concern
- 2 Fire Drills
- 2 Request
- 3 Routine
- 2 Occupancy Load
- 2 Vulnerable Occupancy inspections
- 49 site visits regarding lock boxes
- 1 Public Education Briefing

Fire Prevention Officer delivered a Public Education (19 November 2018) briefing to the residents of Stoneridge Apartment Building.

Fire department personnel handed out 500 smoke and CO alarm educational pamphlets during the Santa Claus parade.

SPENDING AND VARIANCE ANALYSIS

Nothing significant to report at this time.

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 Strathdee and Members of Council
From:	Building and Development
Date of Meeting:	27 November 2018
Subject:	DEV 51-2018 November Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 51-2018 November Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Planning

LPAT Hearing for appeal of B07-2017 for 449 Queen Street West.

Façade Improvement and Designated Heritage grant applications approved for 34 Wellington Street North.

Planning activity is reduced at this time, due to the transition between Councils. There have been several enquiries about a number of sites, however no formal applications have been submitted to report on. Staff have been able to focus on internal housekeeping tasks at this time.

Building

A total of 14 permits were issued in October 2018 compared to 8 the previous year.

There were 14 new dwelling units issued this month compared to 3 the previous year.

The total construction values were \$2,220,500 compared to \$775,000

The total permit fees were \$27,134.53 compared to \$4861.40

A total of 70 appointments were provided by the Building Department for this time period.

There were two Heritage permits issued for this period.

Facilities Operational

- Facility Snow Removal – Armstrong Paving has won the snow removal contract for the PRC. The Town Facilities snow removal contract is to be determined.
- Dog Park – 150 feet of new fencing has been installed from the north east corner towards the north west corner.
- Cemetery – a new door has been installed in the office building. New flooring has been installed in the office.

- Tennis Courts – all courts have been winterized
- Lind Sportsplex – Lounge area floor stripped and waxed
- MOC – floors stripped and waxed

Facilities Capital

- Capital Plan 20 year – working on document
- Museum Interior Painting project completed
- Water Tower Structural Upgrades - work is in progress- scheduled to be completed prior December 31, 2018.
- Library & Town Hall Window Replacement Project – scheduled to commence on December 7 and last approximately 2 weeks.
- Museum Building Assessment – company being secured to perform the work

PRC Operations


- Sound system for Aquatics Centre operational after repairs made
- HVAC units all serviced and switched to heating mode for upcoming season; having some issues related to their operation within the building automations controls system, with adjustments made to improve customer experience.
- Met with Armstrong Paving regarding plan for PRC parking lot. New this year is an area where snow will be piled southeast of the building due to the upgrades to roadway.
- Spa leak confirmed to main drain pipe under the floor between spa and maintenance room.
 - This contradicted an earlier report that claimed the structure of the spa was the cause because all piping was found not to be leaking. The shell of the spa does not leak whatsoever.
 - The second opinion, while taking more time, proved valuable.
 - Next steps are to use sonar to pinpoint in the floor where the leak is occurring and determine best course of action to repair, then a decision must be made whether to go ahead.

SPENDING AND VARIANCE ANALYSIS

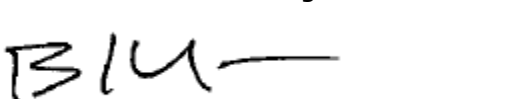
As per budget.

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:	Susan Luckhardt, Planning Coordinator
Date of Meeting:	27 November 2018
Subject:	DEV 50-2018 560 Water Street South - Site Plan Agreement and Road Widening

PURPOSE:

To provide Council with information regarding request for release of 560 Water Street South from the Site Plan Agreement registered on title and request to transfer a road widening along the length of 560 Water Street South to the Town; and further to seek Council's authorization for staff to proceed with these matters.

RECOMMENDATION

THAT DEV 50-2018 560 Water Street South – Site Plan Agreement and Road Widening be received; and

THAT Council authorize staff to sign the "Release" for removal of the Site Plan Agreement from title of 560 Water Street South; and

THAT By-Law 92-2018 be approved for the purpose of repealing By-law 25 of 2013; and

THAT the area identified as Part 2 on 44R-5066 be transferred to the Town as road widening.

BACKGROUND

In about 2013, the property at 560 Water Street South was sold by the Town as vacant development land with the intent that the property would be developed by the purchaser. At that time the purchaser entered into a Site Plan agreement dated July 5, 2013 with the Town for development of the property. Without developing the site the purchaser sold the property as vacant land. The terms of the Site Plan Agreement were never acted upon.

REPORT

The current property owner, 598852 Ontario Limited is in the process of selling the land. To complete the transfer of the property, the current owner is requesting a release from the Site Plan agreement registered on the property as instrument No. PC113222. Further, they are requesting that By-law 25 of 2013, authorizing execution of the said Site Plan Agreement, be repealed.

Second, as shown on the attached Reference Plan 44R-5066, there is an encroachment of Water Street onto the subject property. The current owner proposes to address this issue by transferring to the Town the area identified as Part 2 on the Reference Plan, being the front 4.00 metres along the length of the property. It is understood that a typical road widening would be 5.00 metres; however as a cost saving measure, the current owner prefers to use the existing Reference Plan.

SUMMARY

As the terms of the Site Plan Agreement were never acted upon and the lands remain vacant, there is no benefit to the Town in maintaining the Site Plan Agreement currently on title and as such staff recommends the release of the Site Plan Agreement; and further recommends that By-law 25 of 2013 authorizing the execution of the said Site Plan agreement be repealed. Any future development of the property would come under site plan control and a new Site Plan Agreement would be required at that time to reflect that proposed development.

With respect to the request to transfer a 4.00 metre road widening to the Town, staff accept this as a solution to address the encroachment of Water Street South onto the private property and recommends taking the 4.00 metre road widening at this time.

FINANCIAL IMPLICATIONS

n.a.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Grant Brouwer, Director of Building and Development
Jeff Wolfe, Engineering Specialist

ATTACHMENTS

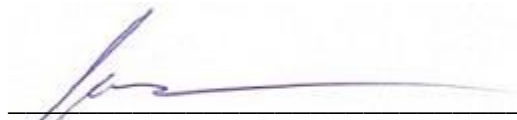
1. Letter of request from 598852 Ontario Limited
2. Release form
3. Site Plan Agreement dated July 5, 2013
4. Reference Plan 44R-5066

REVIEWED BY

Recommended by the Department

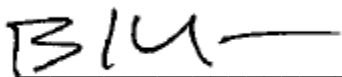


Susan Luckhardt
Planning Coordinator



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

NOTES:

- 1) BEARINGS ARE U.T.M. GRID, DERIVED FROM POINTS A and B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) EPOCH 2002.
- 2) DISTANCES SHOWN ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.99955674.

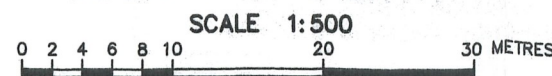
INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING SMARTNET NETWORK AND ARE REFERRED TO UTM 17 (81° WEST LONGITUDE) NAD83 (CSRS) EPOCH 2002
COORDINATE VALUES ARE TO A URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) OF O.REG.216/10

POINT ID	NORTHING	EASTING
A	N: 4788140.681	E: 487613.431
B	N: 4788273.075	E: 487700.980

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

PLAN OF SURVEY OF ALL OF LOTS 3, 4 and 5 (WEST SIDE OF WATER STREET) REGISTERED PLAN No. 235 TOWN OF ST. MARYS COUNTY OF PERTH



NA GEOMATICS INC.
ONTARIO LAND SURVEYORS

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT

DATE JULY 5 2013

Peter G. Moreton
PETER G. MORETON, O.L.S.

PLAN 44R- 5066

RECEIVED AND DEPOSITED

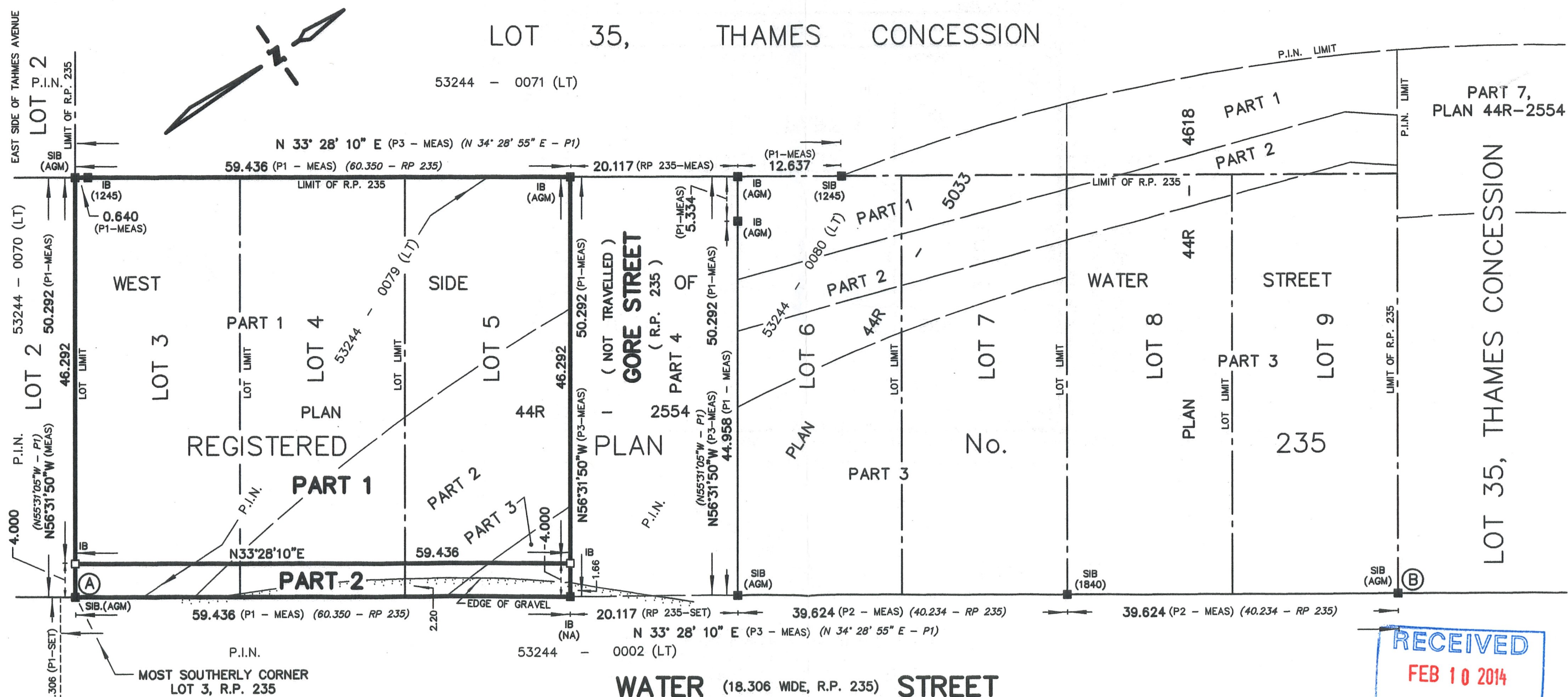
DATE July 5, 2013

Christy Townsend
REPRESENTATIVE FOR THE LAND REGISTRAR FOR THE LAND TITLES DIVISION OF PERTH (No. 44)

PART SCHEDULE

PART	LOT	R.P.	P.I.N.	AREA (m ²)
1	Pt. of 3, 4 & 5	235	Pt. of 53244-0079(LT)	2751.4
2	Pt. of 3, 4 & 5	235	Pt. of 53244-0079(LT)	237.7

PARTS 1 and 2 - COMPRISE ALL OF P.I.N. 53244-0079(LT).



RECEIVED
FEB 10 2014

METRIC:

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

LEGEND:

- DENOTES PLANTED MONUMENT
- DENOTES FOUND MONUMENT
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- MEAS DENOTES MEASURED
- 1245 DENOTES DONALD W.J. McNEIL LIMITED, O.L.S.'s
- 1840 DENOTES McNEIL SURVEYING LIMITED, O.L.S.'s
- 674 DENOTES F.J.S. PEARCE, O.L.S.
- AGM DENOTES ARCHIBALD, GRAY & McKAY, O.L.S.'s
- NA DENOTES NA GEOMATICS INC., O.L.S.'s
- R.P. DENOTES REGISTERED PLAN
- P1 DENOTES PLAN 44R-2554
- P2 DENOTES PLAN 44R-4618
- P3 DENOTES PLAN 44R-5033

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- 1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- 2) THE SURVEY WAS COMPLETED ON THE 18th DAY OF JUNE, 2013.

July 5 2013
DATE

Peter G. Moreton
PETER G. MORETON
ONTARIO LAND SURVEYOR

BLACK ART DRAFTING INC. 519-301-8571 (File: 1610)
1200 O'Loane Ave., Stratford, Ontario, N5A 6S6

NA GEOMATICS INC.

ONTARIO LAND SURVEYORS
107 Erie St., STRATFORD, ONTARIO, N5A 2M5
TEL: 519-273-3205
FAX: 519-273-7133

Cad File: C:\Black Art\1610\13-6040-REF.dwg COGO: 13-6040-GROUND.asc
Drawn By: S. McConnell Checked By: P.G. Moreton, O.L.S. File No. 13-6040

AGREEMENT MADE UNDER SECTION 41 OF THE *PLANNING ACT*,

R.S.O. 1990, c. P.13.

THIS AGREEMENT made this 5th ^{July, Ar.} day of June, 2013

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS

(Hereinafter called the "Town")

OF THE FIRST

PART

AND:

2362845 ONTARIO INC.

(Hereinafter called the "Owner")

OF THE SECOND PART

WHEREAS the Owner represents that it is the owner of the lands described as All of Lots 3, 4 and 5, West Side of Water Street, Registered Plan 235, designated as Parts 1, 2 and 3 on Reference Plan 44R-2554, Town of St. Marys, County of Perth being all of PIN 53244-0075 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the "Lands").

AND WHEREAS the Town has enacted a Site Plan Control By-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended ("*Planning Act*") which By-law affects the Lands;

AND WHEREAS the Owner has applied to the Town for site plan approval under the *Planning Act* for the development on the Lands;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings attached hereto as Schedule "A" pursuant to Subsection 4 of Section 41 of the *Planning Act*,

AND WHEREAS this Agreement shall be registered against the Lands and the Town shall be entitled to enforce the provisions thereof against the Owner and, subject to the provisions of the *Registry Act* and the *Land Titles Act*, any and all subsequent owners of the land, in accordance with Subsection 10 of Section 41 of the *Planning Act*;

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

1. The Owner Agrees that:
 - a) all buildings and structures to be erected on the Lands shall be located in accordance with the building locations as shown on Drawing 1 attached hereto as part of Schedule "A";
 - b) accesses to and from the Lands shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on Drawing 1 attached hereto as Schedule "A";
 - c) internal driveways, vehicle parking areas, and vehicle maneuvering areas and pedestrian ways shall be provided as shown on Drawing 1 attached hereto as part of Schedule "A";
 - d) all services including sanitary sewers and appurtenances, storm sewers and approved storm water management, and

- water main and appurtenances shall be as shown on Drawing 3 attached hereto as part of Schedule "A";
- e) a fire hydrant shall be installed by the Town to achieve compliance under the Ontario Building Code;
 - f) a garbage bin shall be located as shown on Drawing 1 Schedule "A";
 - g) all necessary provisions for service connections on the Lands will be made to the satisfaction of the Town;
 - h) all lighting facilities shall be suitably located and deflected in order to prevent negative impacts on abutting or adjacent properties;
 - i) all hydro cables shall be located underground on the Lands;
 - j) landscaping shall be provided in accordance with details shown on Drawing 1, attached hereto as part of Schedule "A";
 - k) during construction, the Owner shall provide protection for the existing trees on Town property with fencing to the extent of the drip line;
 - l) final grade and elevations shall be established to the satisfaction of the Town and shall be in accordance with the grading and elevations as shown on Drawing 3 attached hereto as part of Schedule "A";
 - m) the areas for this development on the Lands including driveways, buildings, structures, paved areas, landscaping and lot grading shall be maintained at the sole risk and expense of the Owner on an ongoing basis;
 - n) any future development on the Lands shall be to Town standards and the provisions of the Town's Zoning By-law in effect at the time of development;

- o) all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town's Zoning By-law Z1-1997, as amended.
2. Schedule "A", consists of the following drawings:
 - 2.a.1 Drawing One prepared by NA Engineering Associates Inc. dated June 18, 2013 and numbered as SP101 and having a project number as 13-1042 consisting of one page referred to in this Agreement as Drawing 1; and
 - 2.a.2 Drawing Two prepared by NA Engineering Associates Inc. dated June 18, 2013 and numbered as SP102 and having a project number as 13-1042 consisting of one page referred to in this Agreement as Drawing 2; and
 - 2.a.3 Drawing Three prepared by NA Engineering Associates Inc. dated June 18, 2013 and numbered as SP103 and having a project number as 13-1042 consisting of one page referred to in this Agreement as Drawing 3; and
 - 2.a.4 Drawing Four prepared by NA Engineering Associates Inc. dated June 18, 2013 and numbered as SP-101P and having a project number as 13-1042 consisting of one page referred to in this Agreement as Drawing 4.
3. Schedule "A", as described in paragraph 2. above and attached hereto shall form part of this Agreement.
4. The Owner shall enter into a Separate Agreement for electricity with Festival Hydro Inc.
5. The fire routes and entrances to all buildings and structures shall be kept clear of any obstructions including snow accumulation.
6. Outdoor storage shall be permitted on the site as per the Town of St. Marys Zoning By-law.
7. The Town acknowledges that MCC Contracting Inc. shall have access over the unimproved road allowance (Gore Street) for a period of 5 years and can

be renewed in accordance with the Agreement of Purchase and Sale, as per

Section 2 of By-law 01 of 2013 dated January 22, 2013.

8. The Owner agrees to grant to the Town all such easements and rights-of-way as may be required for the installation and supply of municipal services, including an easement as shown on Drawing 3 Schedule "A" for the installation of the municipal watermain upon, under, along, in, on, over and across that portion of the property fronting Water Street for the entire width of the lot to a depth of 4.0m. The Town shall provide the Owner with the easement agreement required for the watermain services and the Town agrees to pay all costs related to the preparation and registration of the registered plan(s) and easement agreement required for the watermain easement. Furthermore, any repair or alteration to the watermain and restoration of the Lands required as a result of works carried out by the Town and related to the watermain shall be the responsibility of the Town.

9. The Owner agrees that the abutting street(s) to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the Owner at his own expense. The Owner acknowledges that he has the responsibility to correct or clean muddied streets used for access during construction. If the Owner fails to complete said work, then the provisions of paragraph 12 of this Agreement shall apply.

10. Minor adjustments to the requirements of this Site Plan Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Town is required before such minor adjustments can be made.

11. Nothing in this Agreement constitutes a waiver of the obligation of the Owner to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any restrictions or regulations lawfully imposed by any other authorities having jurisdiction in connection therewith.

12. In the event of the failure by the Owner to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days notice in writing to the Owner of its intention and forthwith in the case of any emergency, shall at its sole discretion have the right to rectify such failure to comply to its satisfaction and recover the expense incurred by the Town in a like manner as municipal taxes.

13. The Owner agrees to deposit with the Town a refundable security deposit in the amount of Ten Thousand Dollars (\$10,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Owner's architect or engineer provides a certificate to the Town that the conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town. Furthermore, the Owner agrees to deposit with the Town, at the time of application for building permit, a refundable security deposit in the amount of Five Thousand Dollars (\$5,000.00), for landscaping as outlined in paragraph 1(j). The security deposit shall be refunded without interest or penalty when the Owner's Landscape architect or engineer provides a certificate to the Town that the landscaping, for which the deposit covered, has been completed in accordance with this agreement.

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

2362845 Ontario Inc.
c/o Rob Coveny
560 Water Street South
St. Marys Ontario

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

15. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability and shall be severed from the balance of this Agreement, all without affecting the remaining provisions of this Agreement.

16. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Owner. The covenants, agreements, conditions and understandings herein contained on the part of the Owner shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their respective successors, heirs, executors, administrators and assigns.

17. Execution of this Agreement shall be deemed to be authorization by all parties to legal counsel for the Town to register same in the appropriate Land Titles Office without further written authorization.

18. The failure of a Party at any time to require performance by the other Party of any obligation under this Agreement shall in no way affect the first Party's right thereafter to enforce such obligation, nor shall any such waiver be taken or held to be a waiver of the performance of the same or any other obligation hereunder at any later time.

19. The parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this Agreement including any amendments to this Agreement required to effect the registration of this Agreement.

20. The parties hereto acknowledge and agree that this agreement is further to and does not remove any of the Owner's obligations under any prior Agreements.

21. The Owner agrees on behalf of itself and its heirs, executors, administrators, successors and assigns to indemnify the Town from all losses,

damages, costs, changes and expenses which may be claimed or recovered against the Town by any person or persons arising either directly or indirectly as a result or any action taken by the Owner pursuant to this agreement.


22. The Owner hereby covenants and agrees to save harmless the Town from any loss whatsoever arising out of or pursuant to the execution of this Agreement and the issuing of a building permit whether final or conditional for any construction on the Lands. This indemnification shall apply to all claims, demands, costs and expenses in respect to the development of the Lands as set out in this Agreement.

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

Clerk.

JULY RE
Dated this 2 day of ~~June~~, 2013.


2362845 ONTARIO INC.


Per: Rob Coveny

I have the authority to bind the Corporation.

Dated this 5 ^{July} day of ~~June~~, 2013.

THE CORPORATION OF THE TOWN OF ST. MARYS

Per: 
Mayor: Steve Grose

Per: 
Clerk/CAO: Kevin McLlwain

We have the authority to bind the Corporation.

NOTES TO DEVELOPMENT AGREEMENT

1. It is the Owner's responsibility to fulfill the obligations contained in this Development Agreement. It is also the Owner's responsibility to submit a request for the refund of deposits in writing when all of the work has been completed to the standards of this Development Agreement.
2. The Owners shall enter into a separate agreement for electricity with Festival Hydro Inc. Festival Hydro 187 Erie Street, PO Box 397 Stratford, ON N5A 6T5, 519-271-4703.
3. That any sign erected on the subject property shall be in conformity with the Town's current sign by-law. The Owner shall apply for a separate sign permit.
4. That any waste generated at this location shall conform to the Town's current waste by-law.

SCHEDULE "A"

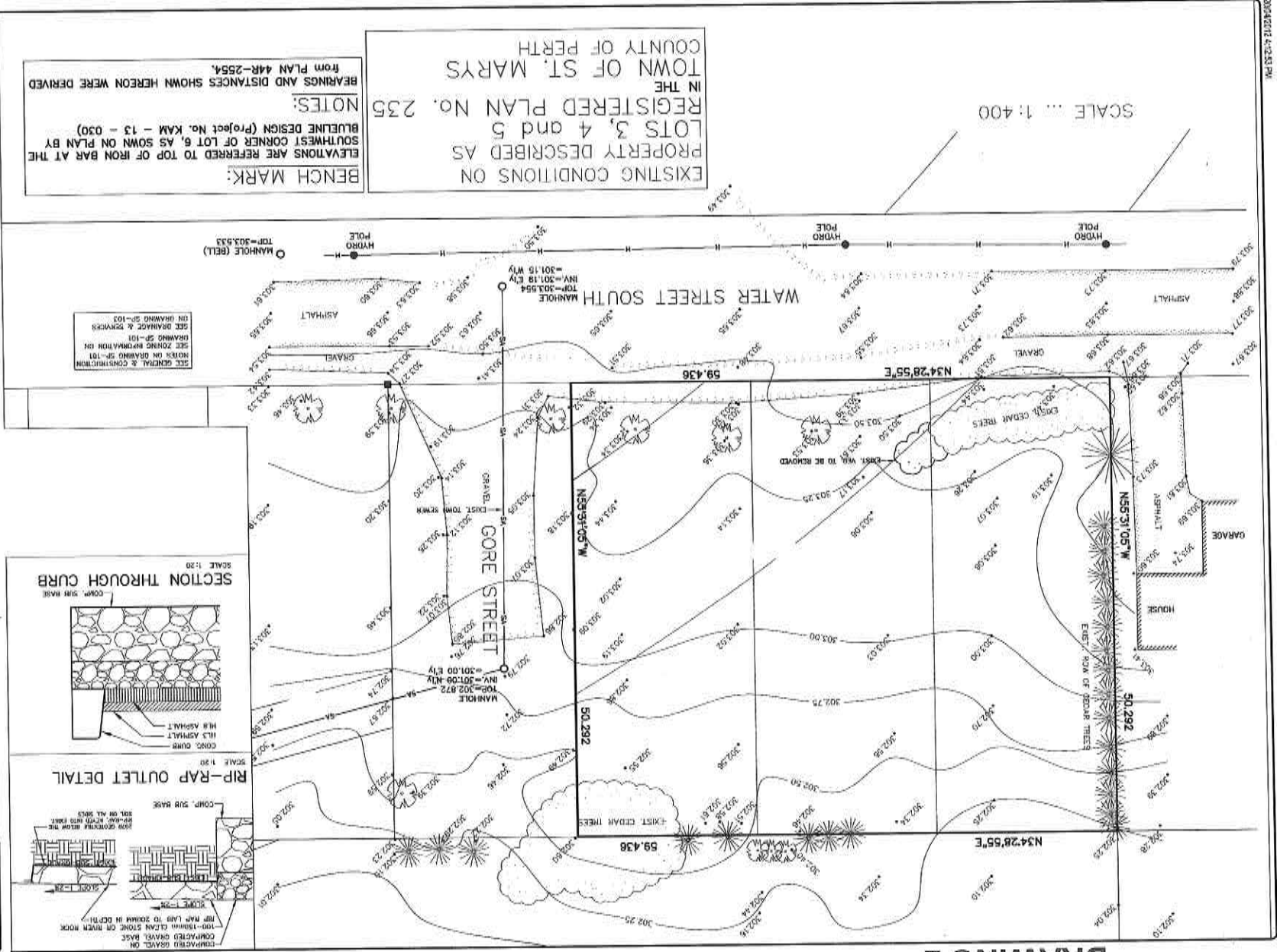
Drawing

Attach Drawings 1, 2, 3, and 4 as per Section 2 of the Development Agreement

[illegible][illegible]

		CONSTRUCTION NORTH	
REVISION 2	DWG NO. SP-101		
CLIENT DWG NO.			
DCN NO.	DWG. CHK.	P.S.S. CHK.	APPD.
DATE OF ISSUE: 2013.06.18			
FILE NO: 13-1042.00.dwg			
SURV DESIGN ENG.			
SCALE: AS SHOWN		SIZE: 11x17	
PROJECT NO: 13-1042		SUB. TYPE: -	
SITE PLAN FOR ZONE PROVISIONS			
DRAWING TITLE			
PROJECT:			
NEW MCG WORKSHOP/OFFICE 560 WATER STREET SOUTH ST. MARYS, ONT. XXXX-XXX (519) 349-2256			
CLIENT:			
485 JAMES ST. S. P.P. BOX 1530 ST. MARYS, ONT. N4X 4B6 (519) 349-2256			
ENGINEERING N A			
107 ERIE ST. Suite 2, STRATHROY, ONT. N4A 2N6 PHONE 519.373.3235 FAX 519.373.110 90 ALBERT ST. PHONE 519.422.8000 FAX 519.413.170 933 QUEEN ST. PHONE 519.399.7000 FAX 519.399.1900			
CONTRACTOR TO CHECK DRAWINGS AND VERIFY DIMENSIONS ON THE JOB.			
IMPORTANT OBSERVATIONS TO THE ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION ON SUCH FACILITIES.			
DO NOT SCALE DRAWINGS.			
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REV	DATE	DESCRIPTION	DWG/CHK APPD
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

SCHEDULE "A"
DRAWING 2



EXISTING CONDITIONS ON
PROPERTY DESCRIBED AS
LOTS 3, 4 and 5
REGISTERED PLAN No. 235
IN THE
TOWN OF ST. MARYS
COUNTY OF PERTH

NOTES:
ELEVATIONS ARE REFERRED TO TOP OF IRON BAR AT THE
SOUTHWEST CORNER OF LOT 6, AS SHOWN ON PLAN BY
BLUELINE DESIGN (Project No. KAM - 13 - 030)

BEARINGS AND DISTANCES SHOWN HEREON WERE DERIVED
FROM PLAN 44R-2554.

TRUE NORTH

REV	DATE	DESCRIPTION	DRAWN	APPD
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

CONTRACTOR TO CHECK DRAWINGS AND VERIFY DIMENSIONS ON THE
JOB. REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING
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ASSOCIATE INC.

ENGINEERING ASSOCIATES INC.
107 BRIDE ST. SUITE 2
ST. CATHARINES, ONT. N3A 2M6
PHONE 910 273 2005 FAX 910 273 7133

90 ALBERT ST.
LONDON, ONT. N6A 1T6
PHONE 519 432 0000 FAX 519 432 1313

CLIENT:
2362845 ONTARIO INC.
485 JAMES ST. S. P. BOX 1530
ST. MARYS, ONT.
N4X 4B6
(519) 349-2256

PROJECT:
NEW MCG WORKSHOP/OFFICE
560 WATER STREET SOUTH
ST. MARYS, ONT.
(519) 333-7777

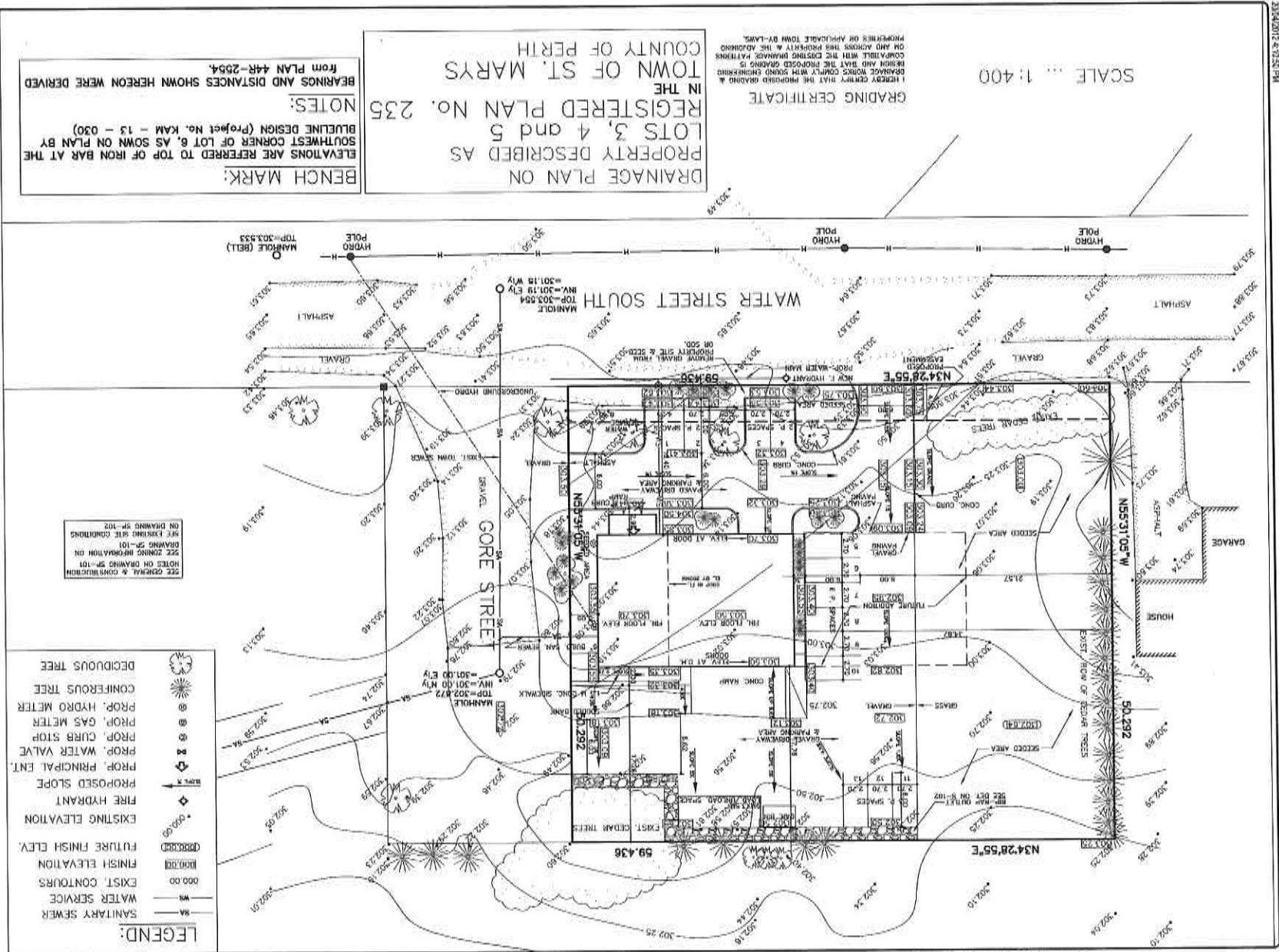
DRAWING TITLE:
SITE PLAN WITH
EXISTING CONDITIONS

APPROVED BY:	CHK:	DWN:	DATE OF ISSUE:	FILE NO.:	DATE OF ISSUE:	SCALE:	AS SHOWN:
APPD	CHK	DWN	2013.06.18	13-1042	13-1042	1:400	1:400

SP-102

DWG NO. 2

SCHEDULE "A"
DRAWING 3



DRAINAGE PLAN ON
PROPERTY DESCRIBED AS
LOTS 3, 4 and 5
REGISTERED PLAN No. 235
IN THE
TOWN OF ST. MARYS
COUNTY OF PERTH

BEARINGS AND DISTANCES SHOWN HEREON WERE DERIVED
FROM PLAN 448-2594.

NOTES:
ELEVATIONS ARE REFERRED TO TOP OF IRON BAR AT THE
SOUTHWEST CORNER OF LOT 6, AS SHOWN ON PLAN BY
BLUELINE DESIGN (Project No. KAM - 15 - 030)

BENCH MARK:

GRADING CERTIFICATE

I HEREBY CERTIFY THAT THE PROPOSED GRADING &
DRAINAGE WORKS COMPLY WITH SOUND ENGINEERING
PRACTICE AND THAT THE PROPOSED GRADING IS
COMPATIBLE WITH THE EXISTING DRAINAGE PATTERNS
ON AND AROUND THIS PROPERTY & THE ADJACENT
PROPERTIES OR APPLICABLE TOWN BY-LAWS.

DWG NO. **SP-103** REV. **2**

CLIENT DWG NO. _____

SCALE:	SIZE:	DATE OF ISSUE:	DATE OF DESIGN ENG.:	APPROVED BY:
1:1	11x17	2013.06.18	13-1042	APPD

PROJECT: **NEW MCC WORKSHOP/OFFICE**
560 WATER STREET SOUTH
ST. MARYS, ONT.
(519) 349-2256

CUSTOMER: **2362845 ONTARIO INC.**
485 JAMES ST. S. P.P. BOX 1530
ST. MARYS, ONT.
(519) 349-2256

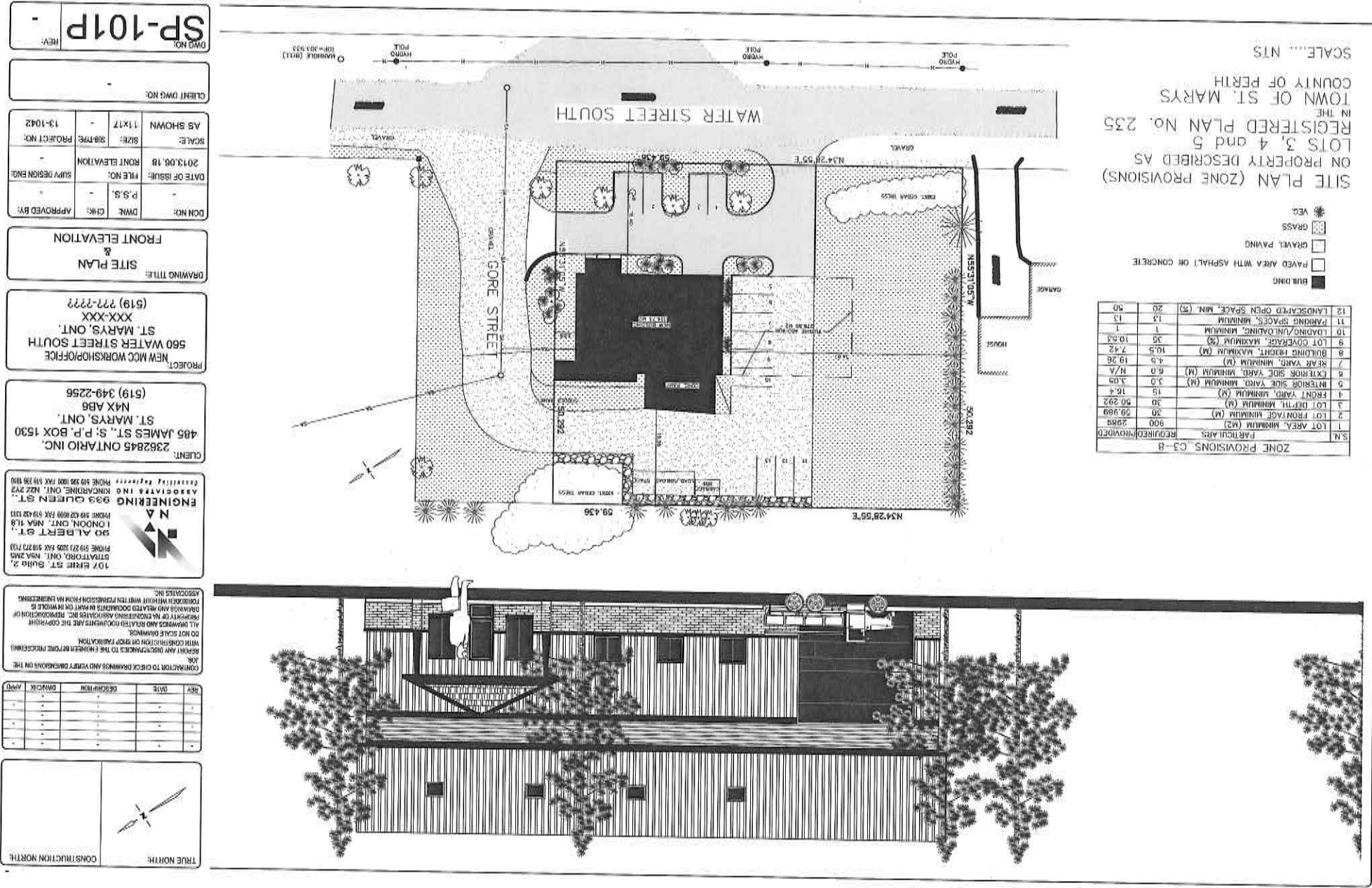
ENGINEERING: **933 QUEEN ST. E.**
KINGSTON, ONT. N2Z 2Y2
PHONE: 519-393-0000 FAX: 519-393-0001

107 ERIC ST. Suite 2,
STRAITON, ONT. N5A 2M5
PHONE: 519-233-5565 FAX: 519-233-7133

REV.	DATE	DESCRIPTION	APPROVED
1	-	-	-
2	-	-	-

TRUE NORTH

SCHEDULE "A"
DRAWING 4



SCALE..... NTS
TOWN OF ST. MARYS
IN THE
REGISTERED PLAN NO. 235
ON PROPERTY DESCRIBED AS
LOTS 3, 4 and 5
SITE PLAN (ZONE PROVISIONS)

ZONE PROVISIONS C3-8		PARTICULARS		REQUIRED/PROVIDED	
S.N.	1	LOT AREA, MINIMUM (M ²)	900	2285	
	2	LOT FRONTAGE MINIMUM (M)	30	59.989	
	3	LOT DEPTH MINIMUM (M)	15	50.292	
	4	FRONT YARD MINIMUM (M)	3.0	16.4	
	5	INTERIOR SIDE YARD MINIMUM (M)	3.0	3.09	
	6	EXTERIOR SIDE YARD MINIMUM (M)	N/A		
	7	REAR YARD MINIMUM (M)	4.5	19.26	
	8	BUILDING HEIGHT, MAXIMUM (M)	10.5	7.42	
	9	LOT COVERAGE, MAXIMUM (%)	35	19.83	
	10	LOADING UNLOADING, MINIMUM	1		
	11	PARKING SPACES, MINIMUM	15		
	12	LANDSCAPED OPEN SPACE, MIN. (%)	20	50	

LEGEND:
■ BUILDING
□ PAVED AREA WITH ASPHALT OR CONCRETE
▨ GRAVEL PAVING
▩ GRASS
● VEG.

TRUE NORTH

CONSTRUCTION NORTH

REV	DATE	DESCRIPTION	DRAWN	APPD
1				
2				
3				
4				
5				

CONTRACTOR TO CHECK DRAWINGS AND VERIFY DIMENSIONS ON THE JOB.
REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION OR SHOP FABRICATION.
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N.A. ENGINEERING ASSOCIATES INC.
933 QUEEN ST. E.
SUITE 200
TORONTO, ONT. M5C 1G8
PHONE: 594-2256 FAX: 594-2257
107 ERRIE ST. SUITE 200
STAMFORD, ONT. N9A 2M5
PHONE: 519-273-3000 FAX: 519-273-7133

CLIENT: 2362845 ONTARIO INC.
485 JAMES ST., S. P.P. BOX 1530
ST. MARYS, ONT. N4X 4B6
(519) 349-2256

PROJECT: NEW MCC WORKSHOP/OFFICE
560 WATER STREET SOUTH
ST. MARYS, ONT. XXX-XXX
(519) 777-7777

DRAWING TITLE: SITE PLAN & FRONT ELEVATION

APPROVED BY: CHIC DWE
DATE OF ISSUE: 2013.06.18
FILE NO.: P.J.S.
SUBV DESIGN ENG. NO.:
PROJECT NO.: 13-1042
SCALE: AS SHOWN
SIZE: 11x17
SUBTYPE: -

CLIENT DWG NO.:
DWG NO.: SP-101P
REV: -

RELEASE

IN FAVOUR OF

598852 Ontario Ltd.

(Herein called the "Current Owner")

WHEREAS the previous Owner, being 2362846 Ontario Inc., entered into certain obligations in favour of the Corporation of the Town of St. Marys under an Agreement registered against the lands hereinafter described as instrument No. PC113222.

AND WHEREAS the previous Owner did not build on the property;

NOW THEREFORE The Corporation of the Town of St. Marys releases the current Owner from the obligations contained in the said Agreement, as amended, and certifies that the provisions of that Agreement, as amended, are no longer binding with respect to the said lands. The lands released hereby are:

560 Water Street, St. Marys, Ontario

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Town of St. Marys, in the County of Perth and being composed of Lots 3, 4 & 5 Lot 235, being Parts 1, 2 & 3, Plan 44R2554, in the Town of St. Marys, in the County of Perth.

~~The Corporation of the Town of St. Marys, has, by by-law 73-89, registered in the said registry office as Instrument Number R147424 provided that this Release shall be executed by its Clerk and sealed with its seal.~~

Dated this day of October, 2018.

CAO/Clerk – Brent Kittmer

WAGHORN, STEPHENS, SIPOS and POULTON
Law Professional Corporation

DOUGLAS H. WAGHORN (1939-1988)

ROBERT G. STEPHENS - retired

HENRY de YOUNG - retired

ERIC J. GROSE - retired

BEN D. WAGHORN

JOHN SIPOS

MARK POULTON

Barristers, Solicitors

and

Notaries Public

Address all Mail to:

21 Wellington St., N.

P. O. Box 610

St. Marys, ON

N4X 1B4

November 12, 2018

St. Marys Town Council

c/o Brent Kittmer

175 Queen St. E.

St. Marys, ON

N4X 1B6

RE: 560 Water Street, Town of St. Marys

Dear Sir:

As per recent discussions with our office, we wish to formally request that St. Marys Town Council consider two proposals that would be necessary for our clients, 598852 Ontario Limited, to complete the transfer of the above noted property to St. Marys Cement Inc. (Canada).

First, we request a release from the Site Plan registered on the property as instrument No. PC113222 per the attached draft and also request that By-law 25-2013, authorizing the execution of the said Site Plan, be repealed.

Second, as shown on the attached Reference Plan 44R-5066, there is an encroachment of Water Street onto the subject property. We propose to address this issue by transferring to the Town the area identified as Part 2 on said Plan, being the front 4 meter along the length of the property. We understand that a typical road widening would be a 5-meter width, but as a cost saving measure, we would much prefer to use the existing Reference Plan rather than commission a new one.

PHONE: (519) 284-3640

FAX: (519) 284-1631

E-MAIL: mark.poulton@waglaw.net

We understand that the next meeting of Council will be on November 23, and would greatly appreciate the Council's efforts to address these issues at that time as the transfer has already been delayed while we attempt to rectify these concerns.

Sincerely,

Waghorn, Stephens, Sipos and Poulton
Law Professional Corporation



Per: Mark Poulton

cc: Susan Luckhardt

PHONE: (519) 284-3640
FAX: (519) 284-1631

E-MAIL: mark.poulton@waglaw.net

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Community Services
Date of Meeting:	27 November 2018
Subject:	DCS-21-2018 November Monthly Report (Community Services)

RECOMMENDATION

THAT DCS-21-2018 November Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Aquatics:

- 3589 swimmers through the pool in October
- 146 swims, under the Y Memberships
- Swim to Survive Plus grant has been approved, staff have added an additional school to grow this program.
- Frank Cowan Home Town Grant was approved for aqua fitness equipment
- DCVI is up and running with their high school swim team
- Submitting first draft of the Spring/Summer Community Guide

Community Services (general):

- Customer Service Development:
 - Updating ice and room agreements
 - Upgrading room set up system, this includes up to date information along with photos of regular room set ups to ensure consistency as staffing changes
 - Sponsorship swims and skates have been popular with our community, both sponsors and attendance
- Policies and Procedures:
 - Guest Service Coordinator is working through the aging report and following up with renters

Child Care:

- The waitlist is just over 60
- Completed licence renewal for the Child Care Centre in November
- Working on the licence renewal for before and after school at Little Falls

Senior Services:

- Friendship Centre
 - The St. Marys Craft Show was held November 1st. Attendance was overwhelming at times. Vendors expressed that this was the best show for attendance yet.

- The Friendship Centre will be hosting a Christmas Social December 18th for members, clients, volunteers and anyone from the community interested. The social will feature a lip syncing team battle.
- The Friendship Centre travel club trips continue to remain popular, selling out almost immediately.
- The Friendship Centre will be hosting a sold out “Paint Night” for the community in November.
- Home Support Services
 - Second Quarter Reports have been completed and submitted to the South West LHIN.
 - The South West LHIN Community Action Planning Submission will be submitted in November. This year’s CAPS budget will be for a three year plan.
 - Staff are currently working to eliminate the Volunteer Visiting waiting list. Three new volunteers have been matched with clients from the waiting list. Staff continue to recruit volunteers for this program
 - Seniors Fitness Testing will be conducted in November.
 - November is Falls Prevention month. Staff and volunteers have been visiting local retirement homes and communities as well as Friendship Centre programs to present education on reducing the risk of falls. To date over 100 participants have heard the presentation. Staff is hopeful to reach 200 by the end of November.

Recreation:

- The second session of Intro to Dance and Hip Hop Dance started in November. The first term had great reviews.
- The second session of Soccer Stars is already booking due to the popularity of the current session

Adult Recreation:

- The new volleyball group is growing weekly. Currently we have around 30 members and hope to continue growing
- Staff will be meeting with the Tennis Club in January to talk about partnering like we did with the badminton club. This partnership has proved a huge success.

Youth Services:

- The first session of “Cooking for Kids” was a huge success. This program is full until March 2019
- We have hired one new staff member and have interviews arranged to hire one additional student team member
- Staff are applying for the ROI (Rural Ontario Institute) Municipal Internship for Youth Engagement Strategies. If successful this would allow us to hire a municipal intern to help execute projects such as the Perth4Youth, the Municipal Youth Engagement Initiative, Youthrex and the Stratford Perth Community Foundation Vital Conservations. The position would also help execute the business plan for the Youth Centre.

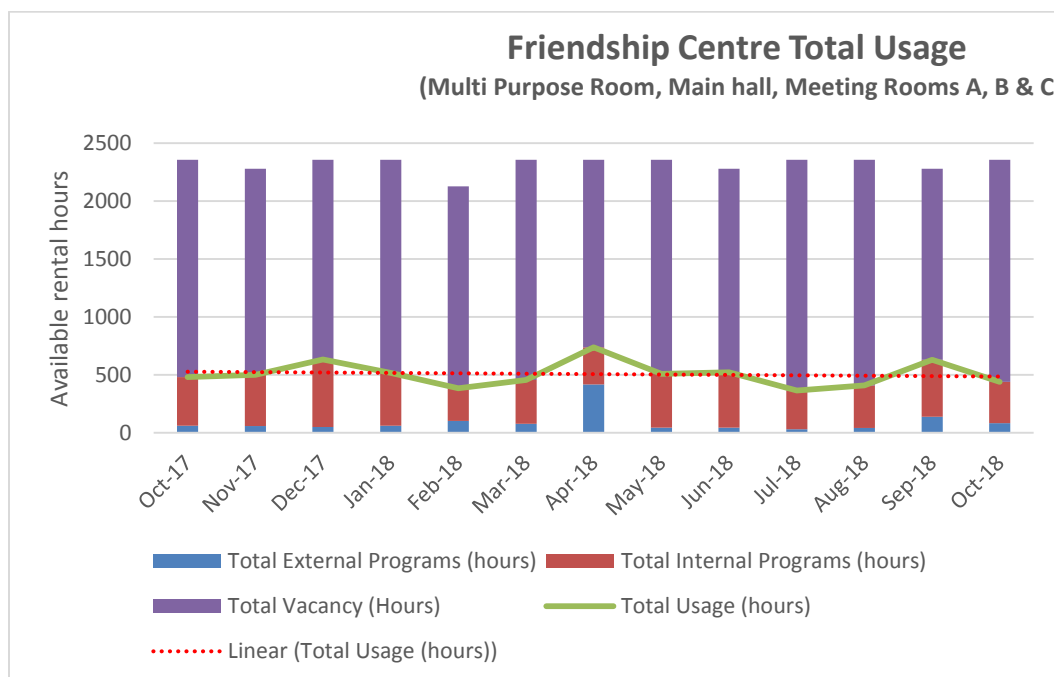
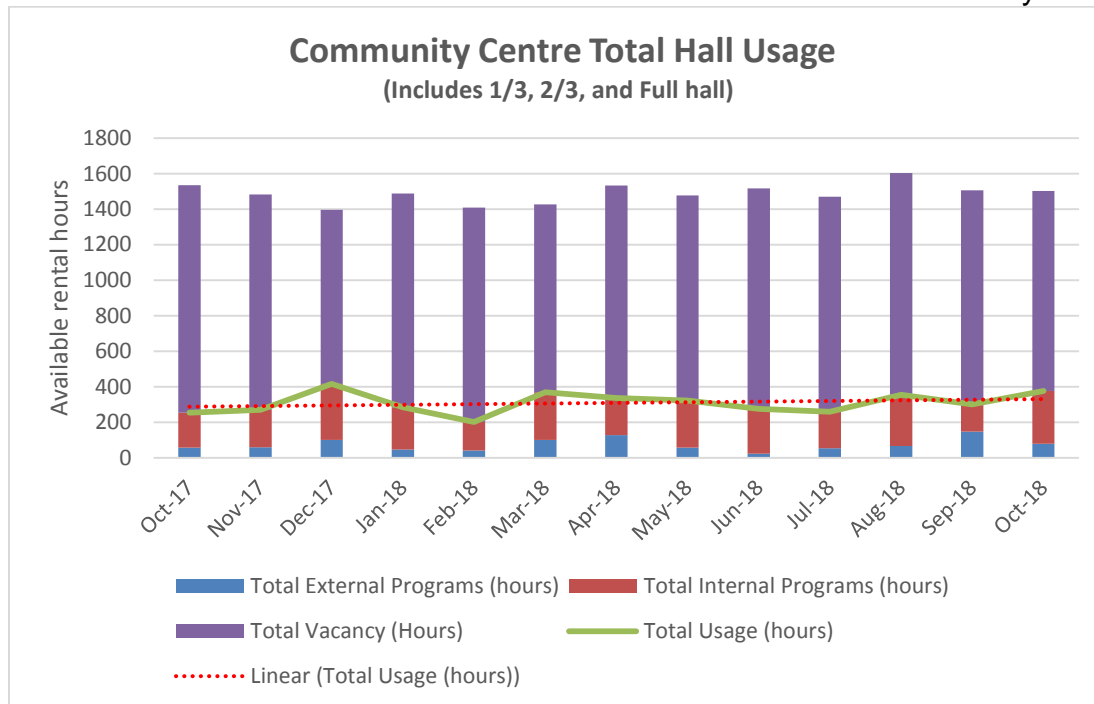
Youth Engagement:

- Currently working on a youth positive ticketing campaign with the new Stratford Police. This campaign would help the police liaise with youth and also break down preconceived notions that police only stop people for negative reasons. The police would issue tickets for any good behavior they see like wearing a seatbelt, wearing a helmet, volunteering and generally any good acts they see in the community. We would

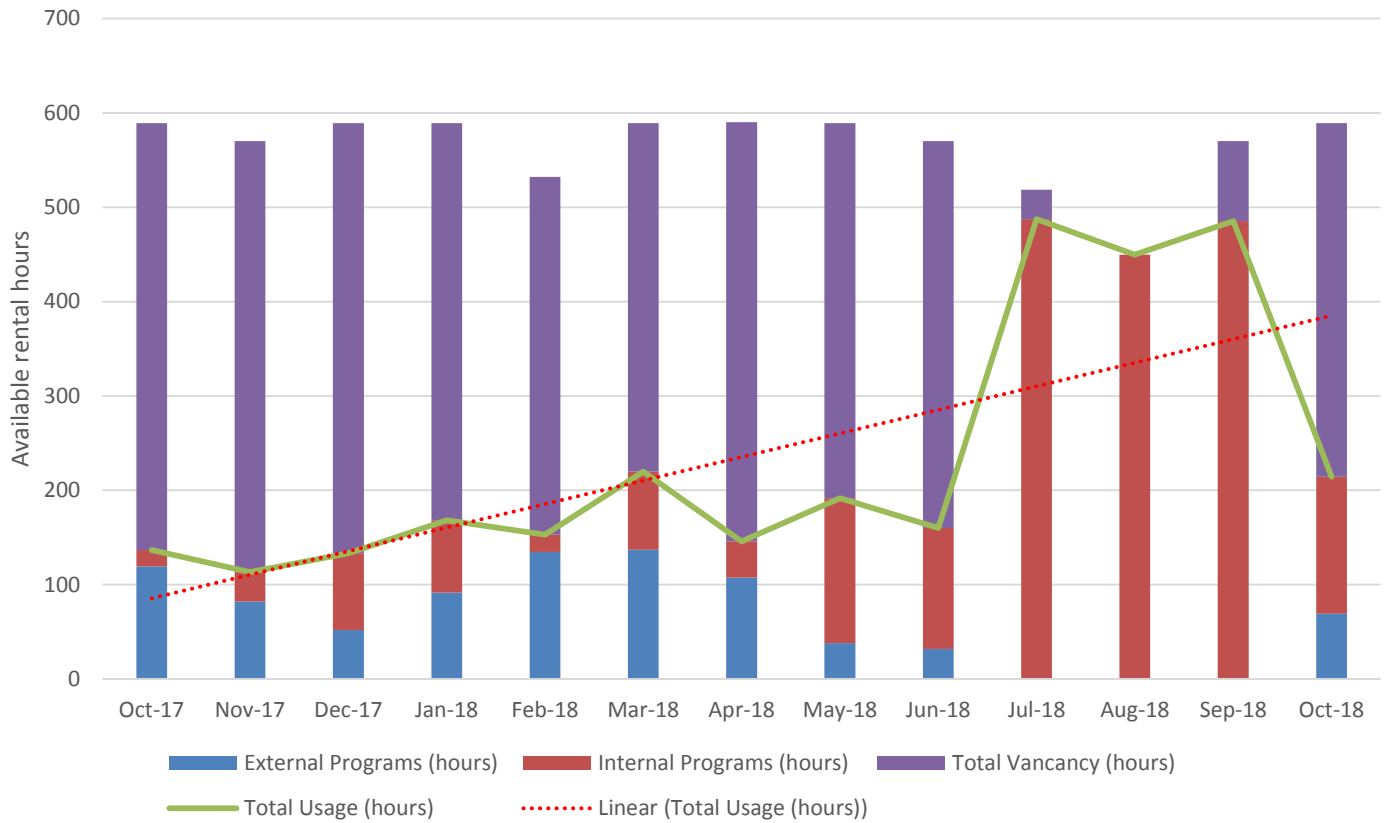
like to partner with local businesses so youth can redeem their ticket for rewards in the community.

Youth Council:

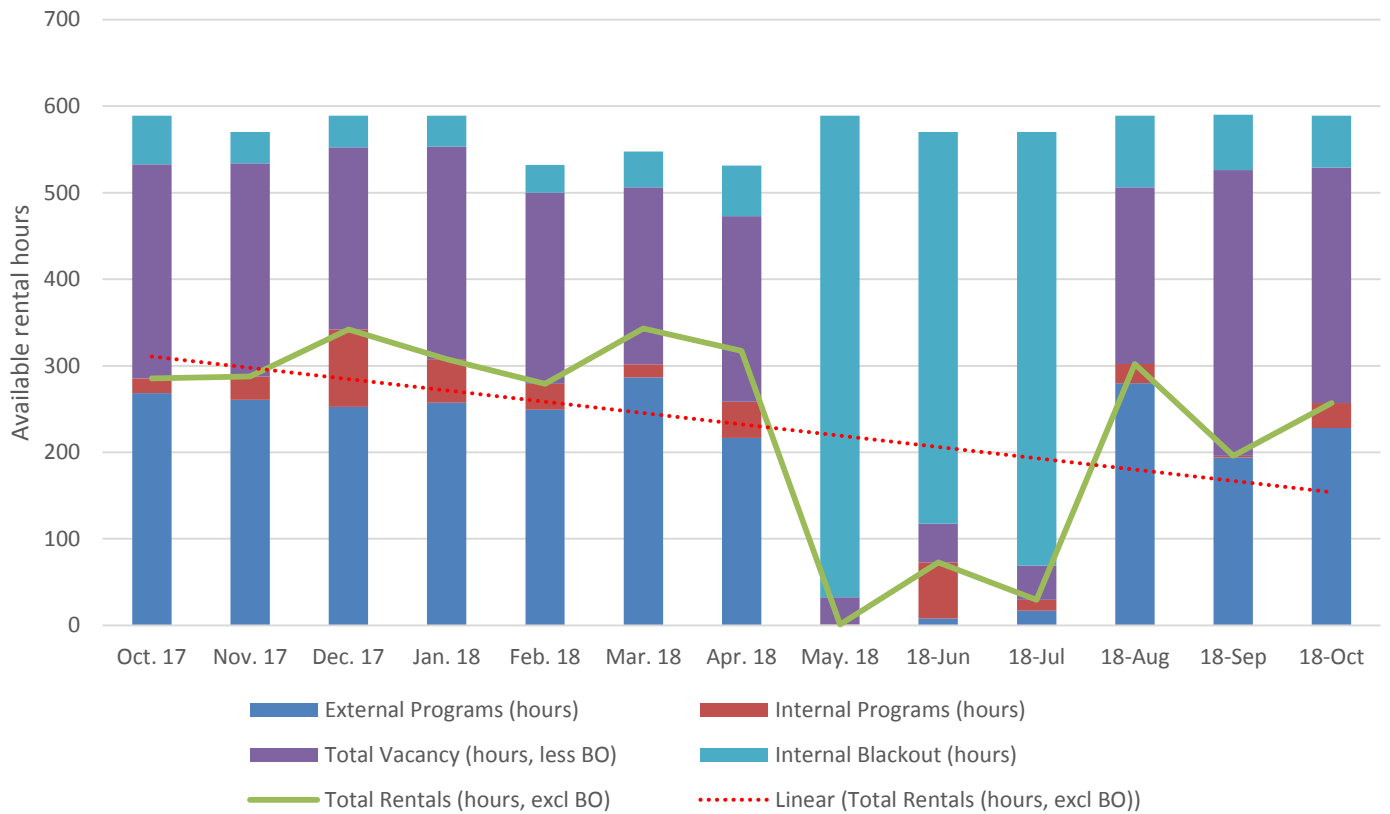
- The Youth Council held its second meeting and appointed two co-chairs. The co-chairs are Sam Truax and Aivery Neal.
- The committee has designed two logos. One will be used on apparel and one is for their letter head.
- The committee is planning their first event, this event is an introduction to the community of who they are and what they want to do. They are planning a Christmas family event at the PRC. This event will offer a free swim / skate followed by a viewing of a Christmas movie in the 2/3 hall. The admission to this event would be a toy donation which the council will then donate to the Canadian Tire Toy Drive.

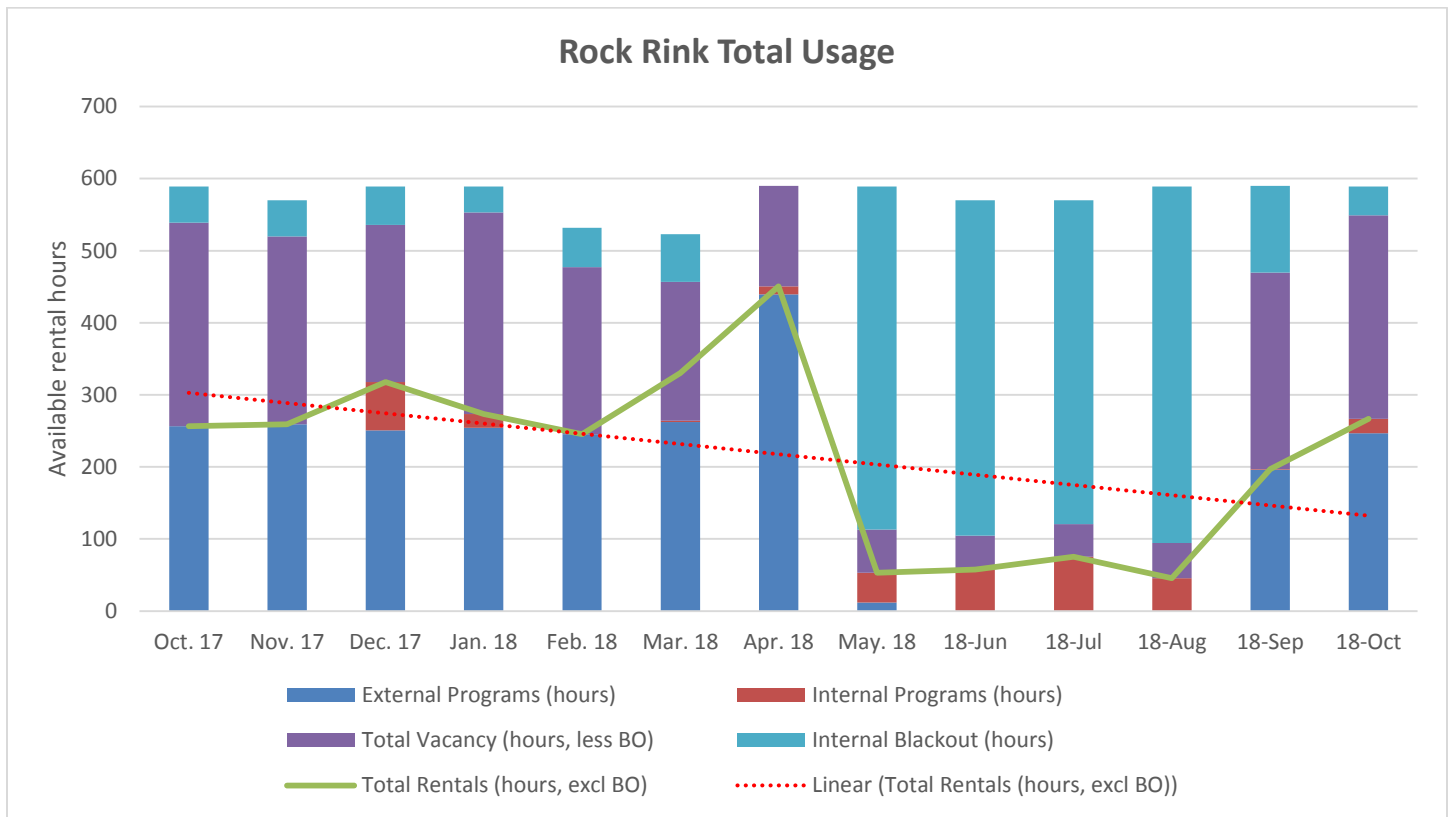


Endzone Room Total Usage



Blue Rink Total Usage



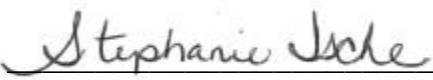


SPENDING AND VARIANCE ANALYSIS

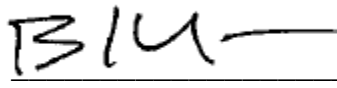
Nothing at this time

REVIEWED BY

Recommended by the Department


 Stephanie Ische
 Director of Community Services

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Public Works

Date of Meeting: 27 November 2018

Subject: PW 63-2018 November Monthly Report (Public Works)

RECOMMENDATION

THAT PW 63-2018 November Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Environmental Services (Water, Wastewater & Solid Waste Management)

- Construction of the reservoir ongoing – Target completion February 1, 2019
- Inlet Works design of the WWTP ongoing – Target completion, November 30, 2018
- Valve exercising and hydrant flushing completed
- Activated Carbon Vessel Replacement at the WWTP ongoing – Target completion, December 21, 2018
- Supernatant Well Replacement Design ongoing – Target Completion, December 21, 2018
- Industrial Waste Surcharge Program transition ongoing – discussions continuing with program users
- Automatic Bar Screen repair – ongoing, pending parts delivery
- Review of Phosphorus loadings at the WWTP – ongoing
- Inlet Pump rebuild at the WWTP - completed

Solid Waste Collection, Management & Landfill

- Technical review meetings on landfill Environmental Assessment scheduled for November 21, 2018
- Landfill Site works related to drainage and internal roads completed
- No odour complaints
- Fall Environmental Sampling of the landfill site completed – results to be presented in Annual Monitoring Report – March 2019

Cemetery

- Retirement of Cemetery Caretaker after 31 years of service – November 30
- Since October 15:
 - 1 traditional burial interments
 - 5 cremation interments
 - 2 interment rights sold

General Public Works Operations – Roads & Sidewalks

- General preparation for winter season – Ongoing

- Filling of salt shed
- Public Works Operator attended Winter Maintenance Training with AORS
- Installation of sidewalk stakes week of November 19
- Santa Claus Parade – November 16
 - Additional signage, and inclusion of 15 minute parking at Wellington intersection, and warming stations
 - Perform closure of parking stalls located along Queen and Water at 1PM
- MOC Storm Pond
 - Cleanout Complete
- Designated Parking Permit System – Ongoing
 - Issued 30+ parking permits for various Town-owned parking lots
 - Ongoing conversations with parking lot stakeholders
 - Clarifying process and developing cross-department standard operating procedures
 - Completed truck parking procedure for PRC
 - Limited to 2 trucks pending space availability, to be determined by PRC staff
 - Overnight truck permits to be administered through Guest Services
- Line Painting
 - Line painting completed at various locations (including stop bars at Church and Station intersection)
 - Painting was not completed due to inclement weather

Parks, Trails & Tree Management

- Stump grinding of 2018 tree removals - Completed
- Winter Lights Program
 - Repair and build new light installations
 - Install light fixtures at the Flats
- Installation of Sparling Bush boundary markers – Pending
 - Signs have been received
 - Awaiting post installation tool & better weather conditions for installation

Engineering, Asset Management & Capital Projects

- Asphalt patching contractor pending for final restorations
 - Hillside Crt Sub Drain works
 - Maxwell St. curb replacements
 - Expected Nov 19-23
 - Weather dependent
- Church St. and Queen St. realignment of Pedestrian signalization
 - To be deferred to 2019 works
 - Would not be completed before Dec 4th cutoff date for capital works
- Strategic Asset Management Policy
 - Currently under development required by O.Reg.588/17 to be adopted by council by July 1, 2019
 - In-house development using the Municipal Finance Officers Association (MFOA) toolkit

SPENDING AND VARIANCE ANALYSIS

General Public Works Operations – Roads & Sidewalks

- **Increased cost to re-fill sand stock pile**
 - Due to majority depletion of stock during 2017/2018 season
 - Previous years relied on prior year sand surplus to offset costs for current year

Engineering, Asset Management & Capital Projects

- Grand Trunk Trail – Railings

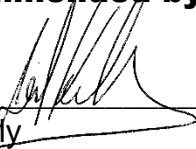
- All railings completed both Sarina Bridge and Emily St Overpass
- GTT Light post refurb included in 2019 capital budget
- Material and weather available to complete all railing in 2018
- Removed 50K in capital costs for railing refurb project from 15yr capital

Environmental Services (Water, Wastewater & Solid Waste Management)

- Water Pollution Control Plant – Automatic Bar Screen
 - Auger system on Automatic Bar Screen broke and required replacement
 - Gear box for Auger seized and required replacement to facilitate full repair and replacement.

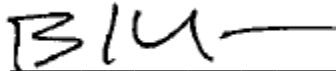
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management and Engineer Specialist
Date of Meeting:	27 November 2018
Subject:	PW 64-2018 Assumption of Stage 1 and Stage 2 Works – Diamondridge Subdivision

PURPOSE

This report presents information related to the assumption of Stage 1 and Stage 2 Works, as defined in the Diamondridge Subdivision Agreement from Meadowridge Properties Ltd.

RECOMMENDATION

THAT PW 64-2018 Assumption of Stage 1 and Stage 2 Works – Diamondridge Subdivision be received; and

THAT Council enact By-law 91-2018 to approve full acceptance and assumption of Stage 1 and Stage 2 infrastructure constructed and installed within the Diamondridge Subdivision, as outlined in the subdivision agreement.

BACKGROUND

The Town of St. Marys and Meadowridge Properties Ltd. entered a subdivision agreement dated January 28, 2014 for the development of land within Registered Plan 44M-48, referred to as the Diamondridge Subdivision. The Town has not previously assumed infrastructure in the subdivision. The developer has requested that Stage 1 and Stage 2 Works, as outlined in the subdivision agreement be assumed by the Town.

REPORT

The Public Works Department has reviewed the completion of Stage 1 and Stage 2 Works and determined the Works are complete and acceptable as per the development agreement. Stage 1 and Stage 2 Works include: underground infrastructure such as watermain, storm and sanitary sewers and above ground infrastructure such as base coat asphalt, concrete curb and gutters, sidewalks, streetlights and the stormwater management pond. The Works went through a 2 year maintenance period and are in a good state of repair.

This assumption does not represent final assumption and release of the subdivision agreement requirements. The developer must have Stage 3 Works (topcoat asphalt, boulevard trees) approved and assumed before the road allowances are handed over to the Town and opened as public highways.

The Town still holds securities for works related to the subdivision that total \$120,000.00

Attachment #1 is a copy of the Registered Plan 44M-48 for reference.

SUMMARY

The developer of the Diamondridge subdivision has met the various requirements of the development agreement and is requesting assumption of Stage 1 and Stage 2 Works. Staff have reviewed the

infrastructure and recommends that Council enact the By-law to approve full acceptance and assumption of the Stage 1 and Stage 2 infrastructure constructed and installed within Registered Plan 44M-48.

FINANCIAL IMPLICATIONS

The Town will become responsible for all operation, maintenance and replacement costs associated with the infrastructure assumed within the Diamondridge Subdivision. The Town's asset database will be adjusted accordingly and future Town budgets will account for this increased level of service.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Meadowridge Properties Ltd.
Johnson Engineering Consultants Ltd.

ATTACHMENTS

Registered Plan 44M-48

REVIEWED BY

Recommended by the Department



Jeff Wolfe
Asset Management / Engineering Specialist



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

PLAN OF SUBDIVISION
OF PART OF
LOTS 35, 36 and 46
REGISTERED PLAN No. 371
AND PART OF
TRACY STREET
(CLOSED BY BY-LAW No. 64-2012, INSTRUMENT No. PC105534)
REGISTERED PLAN No. 371
AND PART OF
LOT 21, CONCESSION 17
(FORMERLY IN THE TOWNSHIP OF BLANSHARD)
TOWN OF ST. MARYS
COUNTY OF PERTH

PLAN 44M-48

I CERTIFY THAT THIS PLAN IS REGISTERED
IN THE LAND REGISTRY OFFICE FOR THE
LAND TITLES DIVISION OF PERTH (No. 44)
AT 11:16 O'CLOCK ON THE 18th DAY OF
August, 2014 AND ENTERED IN THE
REGISTER(S) FOR P.I.N.'s 53245-0177(LT) AND
53245-0179(LT) AND THE REQUIRED CONDITIONS ARE
REGISTERED AS PLAN DOCUMENT No. PC12048

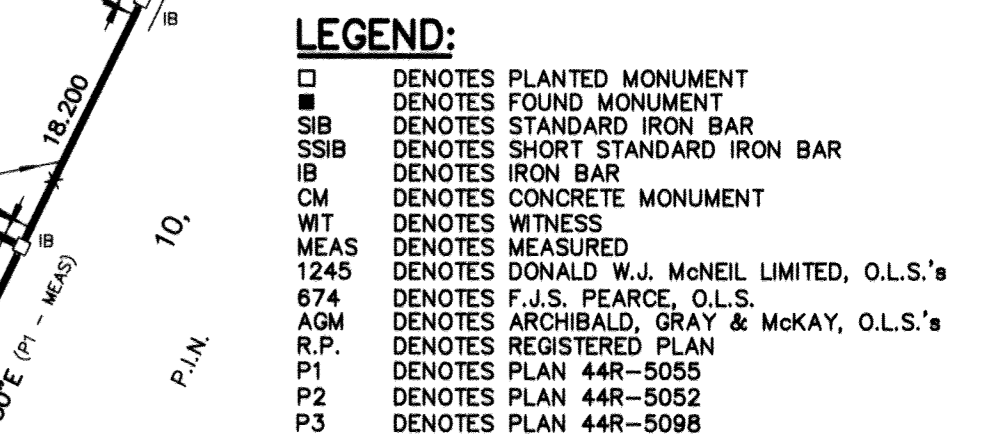
1 KELLY DAUM

REPRESENTATIVE FOR THE LAND
REGISTRAR FOR THE LAND TITLES
DIVISION OF PERTH (No. 44)

THIS PLAN COMPRISES PART OF THE LAND IDENTIFIED BY P.I.N. 53245-0179(LT),
and ALL OF 53245-0177(LT).

METRIC:

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



SURVEYOR'S CERTIFICATE

I CERTIFY THAT:


- 1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- 2) THE SURVEY WAS COMPLETED ON THE 14th DAY OF APRIL, 2014.

July 31 2014
DATE


PETER C. MORETON

DATE _____ OFFICE OF THE REGISTRAR OF LANDS
ONTARIO LAND SURVEYOR

BLACK ART DRAFTING INC. 519-301-8571 (File: 1443)
1200 O'Leane Ave., Stratford, Ontario, N5A 6S6



N A GEOMATICS INC.

ONTARIO LAND SURVEYORS
107 Erie St., STRATFORD, ONTARIO, N5A 2M5
TEL: 519-273-3205
FAX: 519-273-7133

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Drawn By: S. McConnell	Checked By: P.G. Moreton, O.L.S.	File No. 12-6035

BY-LAW 91-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to assume Stage 1 and Stage 2 works infrastructure as described in a Subdivision Agreement with Meadowridge Properties Ltd., Registered Plan 44M-48.

- WHEREAS:** The Council of the Corporation of the Town of St. Marys entered into a Subdivision Agreement with Meadowridge Properties Ltd. by by-law 2 of 2014 for the purpose of developing Diamondridge Subdivision;
- AND WHEREAS:** The owner of Meadowridge Properties Ltd. has applied to St. Marys to assume the Stage 1 and Stage 2 works infrastructure within said subdivision;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys enacts:
1. That the Stage 1 and Stage 2 infrastructure works as listed in Section 5 of the January 29, 2014 Subdivision Agreement with Meadowridge Properties Ltd. be assumed by The Corporation of the Town of St. Marys. For clarity Stage 1 works includes all underground Works including storm sewers and storm water management facilities, sanitary sewers, watermain and the completion of Granular "B" road base and a portion of the Granular "A" for a riding surface. Stage 2 works includes the balance of the road works including granular, curbs and gutter, base asphalt, grading of boulevard areas, sidewalks, walkways, installation of street and traffic signs, conduits, piping and facilities for the completion of electrical servicing, street lighting, and Utilities.
 2. This by-law comes into force on the final passing thereof.

Read a first and second time this 27th day of November, 2018.

Read a third and final time and passed this 27th day of November, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 92-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to repeal By-law 25 of 2013, a by-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and 2362845 Ontario Inc.

- WHEREAS:** The Corporation of the Town of St. Marys entered into a Site Plan Agreement with 2362845 Ontario Inc. by By-law 25 of 2013 for development of property described as All of Lots 3, 4 and 5, West Side of Water Street, Registered Plan 235, designated as Parts 1, 2 and 3 on Reference Plan 44R-2554, Town of St. Marys (hereinafter referred to as the “Lands”);
- AND WHEREAS:** The Site Plan Agreement was registered against the Lands and the Town shall be entitled to enforce the provisions thereof against the Owner, and subject to the provisions of the *Registry Act* and the *Land Titles Act*, any and all subsequent owners of the land, in accordance with Subsection 10 of Section 41 of the *Planning Act*;
- AND WHEREAS:** 2362845 Ontario Inc. has not acted on the terms of said Site Plan Agreement for development of the Lands;
- AND WHEREAS:** 2362845 Ontario Inc. has requested that the Site Plan Agreement be removed from title for the benefit of conveying the Lands;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. That By-Law 25 of 2013 is repealed.
 2. This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 27th day of November, 2018.

Read a third and final time and passed this 27th day of November, 2018.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 93-2018

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 November 27, 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 Corporation of the Town of St. Marys hereby enacts as follows:

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 27th day of November, 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 27th day of November, 2018.

Read a third and final time and passed this 27th day of November, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk