



AGENDA
Regular Council Meeting

January 8, 2019

6:00 pm

Municipal Operations Centre
408 James St. South, St. Marys

Pages

1. **CALL TO ORDER**
2. **DECLARATIONS OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

THAT the January 8, 2019 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 **Ontario Clean Water Agency re: 25 Year Service Acknowledgement**

RECOMMENDATION

THAT the 25 year service acknowledgement presentation from Ontario Clean Water Agency be received.

| | | |
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| 5.2 | Ontario Clean Water Agency re: 3rd Quarter Reporting | 11 |
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RECOMMENDATION

THAT the 3rd Quarter Reporting by the Ontario Clean Water Agency be received.

6. ACCEPTANCE OF MINUTES

| | | |
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| 6.1 | Nominating Committee - November 20, 2018 | 34 |
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RECOMMENDATION

THAT the November 20, 2018 Nominating Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

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| 6.2 | Regular Council - November 27, 2018 | 36 |
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RECOMMENDATION

THAT the November 27, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

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| 6.3 | Inaugural Meeting of Council - December 4, 2018 | 43 |
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RECOMMENDATION

THAT the December 4, 2018 inaugural meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.

| | | |
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| 6.4 | Special Meeting of Council - December 18, 2018 | 48 |
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RECOMMENDATION

THAT the December 18, 2018 special meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

| | | |
|-----|---|----|
| 7.1 | Ministry of Municipal Affairs and Housing re: Council Greetings | 51 |
|-----|---|----|

RECOMMENDATION

THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding Council greetings be received.

| | | |
|------------|---|-----------|
| 7.2 | Ministry of Municipal Affairs and Housing re: Municipal Reporting Burden | 52 |
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RECOMMENDATION

THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding municipal reporting burden be received.

| | | |
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| 7.3 | Royal Canadian Legion Perth Regiment Veterans Branch 236 re: Remembrance Day 2018 | 53 |
|------------|--|-----------|

RECOMMENDATION

THAT the correspondence from Royal Canadian Legion Perth Regiment Veterans Branch 236 regarding Remembrance Day 2018 be received.

8. STAFF REPORTS

8.1 Administration and Human Resources

| | | |
|--------------|--|-----------|
| 8.1.1 | CAO 01-2019 Committee Priorities for 2019 | 55 |
|--------------|--|-----------|

RECOMMENDATION

THAT CAO 01-2019 regarding Committee Priorities for 2019 be received; and

THAT the Committee projects for the Recreation and Leisure Committee, Green Committee, and Heritage Committee be approved as outlined in report CAO 01-2019

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| 8.1.2 | CAO 02-2019 Cannabis Legalization: Municipal Policy Implications and Retail Store Options | 60 |
|--------------|--|-----------|

RECOMMENDATION

THAT CAO 02-2019 regarding the municipal impact of cannabis legalization be received; and

THAT Council not opt-out of provincially licensed cannabis retail stores in St. Marys; and

THAT Staff report back on a draft 'Municipal Cannabis Retail Policy Statement' for the March 27, 2019 Council meeting.

- 8.1.3 CAO 03-2019 Assign Functions to the Integrity Commissioner 77**
- RECOMMENDATION**
- THAT CAO 03-2019 regarding the functions of the Integrity Commissioner be received; and
- THAT Council approves by-law 04-2019, being a by-law to assign certain functions to the Integrity Commissioner.
- 8.1.4 CAO 04-2019 Establish and Open Public Highway (560 Water Street South) 79**
- RECOMMENDATION**
- THAT CAO 04-2019 Establish and Open Public Highway (560 Water Street South) be received; and
- THAT Council approve By-law 03-2019 for the purpose of establishing and opening all of Lots 3, 4 and 5 (west side of Water Street), Registered Plan 235, being Part 2 on Reference Plan 44R-5066 as public highway.
- 8.1.5 CAO 06-2019 Request for Liquor License Approval (Canadian Baseball Hall of Fame and Museum) 81**
- RECOMMENDATION**
- THAT CAO 06-2019 regarding the CBHFM liquor license request be received; and
- THAT Council approve of a permanent liquor license for the CBHFM Museum Building; and
- THAT staff be authorized to sign the required AGCO forms; and
- THAT the CAO be authorized to sign a Café/Patio agreement with the CBHFM as required by the AGCO.
- 8.1.6 CAO 07-2019 Constitute a Committee of Adjustment by By-law 89**
- RECOMMENDATION**
- THAT CAO 07-2019 Constitute a Committee of Adjustment by By-law be received; and
- THAT Council approve By-law 07-2019 for the purpose of constituting a Committee of Adjustment and delegating authority to the committee.

8.2 Corporate Services

8.2.1 COR 02-2019 Bylaw to Establish the Board of Management for the Business Improvement Area 91

RECOMMENDATION

THAT COR 02-2019 regarding a Bylaw to establish the Board of Management for the Business Improvement Area for the 2018-2022 Term of Council be received; and

THAT By-Law 43-2003 be repealed; and,

THAT By-Law 06-2019, being a by-law to establish the Board of Management for the Business Improvement Area for the 2018-2022 Term of Council, be approved.

8.3 Community Services

8.3.1 DCS 01-2019 Lease Renewals for the Train Station 95

RECOMMENDATION

THAT DCS 01-2019 Lease Renewals for Train Station report be received; and,

THAT Council approve By-Law 01-2019 authorizing the Mayor and the Clerk to execute the associated agreement with Mr. Cameron Porteous; and,

THAT Council approve By-Law 02-2019 authorizing the Mayor and the Clerk to execute the associated agreement with Mr. Reed Needles.

8.4 Building and Development Services

- 8.4.1 DEV 01-2019 Site Plan Agreement, 95 South Service Road, 2144015 Ontario Inc. 102**

RECOMMENDATION

THAT DEV 01-2019 Site Plan Agreement, 95 South Service Road, 2144015 Ontario Inc. be received; and

THAT Council authorize the Mayor and Clerk on behalf of the Town of St. Marys to enter into a Site Plan Agreement between the Town of St. Marys and 2144015 Ontario Inc; and

THAT Council enact By-law 05-2019 authorizing the Mayor and Clerk to sign a Site Plan Agreement with 2144015 Ontario Inc.

- 8.4.2 DEV 03-2019 Request to Waive Fees – Consent to Sever 299 Queen Street West 114**

RECOMMENDATION

THAT DEV 03-2019 Request to Waive Fees – Consent to Sever 299 Queen Street West be received; and

THAT Council approves an adjustment to the application fees for 299 Queen Street West to ensure all third party costs are covered by the fees, such that no costs are borne by the Town of St Marys.

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

- 9.1.1 Bluewater Recycling Association - Coun. Craigmile**

- 9.1.2 Library Board - Coun. Craigmile, Winter and Mayor Strathdee**

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

- 9.1.4 Perth District Health Unit - Coun. Luna 118**

RECOMMENDATION

THAT the October 17, 2018 Perth District Health Unit be received.

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| 9.1.5 | Spruce Lodge Board - Coun. Luna, Pridham | 122 |
| | RECOMMENDATION THAT the October 17, 2018 Spruce Lodge Board meeting minutes be received; and THAT the November 21, 2018 Spruce Lodge Board meeting minutes be received. | |
| 9.1.6 | Upper Thames River Conservation Authority | 128 |
| | RECOMMENDATION THAT the October 23, 2018 Upper Thames River Conservation Authority Board meeting minutes be received. | |
| 9.2 | Advisory and Ad-Hoc Committee Reports | |
| 9.2.1 | Accessibility Advisory Committee - Coun. Hainer | |
| 9.2.2 | Business Improvement Area - Coun. Edney | 134 |
| | RECOMMENDATION THAT the November 19, 2018 Business Improvement Area meeting minutes be received. | |
| 9.2.3 | CBHFM - Coun. Edney | |
| 9.2.4 | Committee of Adjustment | |
| 9.2.5 | Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee | 137 |
| | RECOMMENDATION THAT the November 22, 2018 Community Policing Advisory Committee meeting minutes be received. | |
| 9.2.6 | Green Committee - Coun. Craigmile | |
| 9.2.7 | Heritage Advisory Committee - Coun. Pridham | |

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| 9.2.8 | Museum Board - Coun. Hainer | 141 |
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RECOMMENDATION

THAT the November 14, 2018 St. Marys Museum Board meeting minutes be received.

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| 9.2.9 | Planning Advisory Committee - Coun. Hainer, Pridham | |
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| 9.2.10 | Senior Services Advisory Committee - Coun. Winter | 143 |
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RECOMMENDATION

THAT the November 20, 2018 Senior Services Board meeting minutes be received.

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| 9.2.11 | Huron Perth Healthcare Local Advisory Committee - Coun. Luna | |
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| 9.2.12 | St. Marys Lincolns Board - Coun. Craigmile | |
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| 9.2.13 | St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter | |
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| 9.2.14 | Youth Centre Advisory Committee - Coun. Edney | |
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| 9.2.15 | Youth Council - Coun. Edney | |
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10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

RECOMMENDATION

THAT By-Laws 01-2019 through 07-2019 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

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| 12.1 | By-Law 01-2019 Single Tenant Industrial Lease Agreement with Cameron Porteous | 146 |
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| 12.2 | By-Law 02-2019 Single Tenant Industrial Lease Agreement with Reed Needles | 147 |
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| 12.3 | By-Law 03-2019 Open, Establish and Assume Public Highway (Water Street South) | 148 |
| 12.4 | By-Law 04-2019 Assign Functions to the Integrity Commissioner | 149 |
| 12.5 | By-Law 05-2019 Site Plan Agreement with 2144015 Ontario Inc. for 95 South Service Road | 151 |
| 12.6 | By-Law 06-2019 Constitute and Designate Business Improvement Area and repeal 43-2003 | 152 |
| 12.7 | By-Law 07-2019 Constitute Committee of Adjustment and Delegate Authority to Committee | 156 |

13. UPCOMING MEETINGS

January 15, 2019 - 9:00am, Budget, Council Chambers

January 22, 2019 - 6:00pm, Regular Council, Council Chambers

January 29, 2019 - 9:00am, Budget, Council Chambers

14. CLOSED SESSION

RECOMMENDATION

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

14.1 Minutes of September 11, 2018 CLOSED SESSION

14.2 Minutes of November 20, 2018 CLOSED SESSION

14.3 COR 01-2019 Information Technology (IT) Policies

14.4 CAO 05-2019 CONFIDENTIAL Request to Purchase Town Owned Land (481 Water Street South, McDonald House)

15. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at ____pm.

16. CONFIRMATORY BY-LAW

159


RECOMMENDATION

THAT By-Law 08-2019, being a by-law to confirm the proceedings of the January 8, 2019 Regular Council Meeting, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

17. ADJOURNMENT

RECOMMENDATION

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



Town of St. Marys Water Operations Report 2018 THIRD QUARTER

Submitted by:
Ontario Clean Water Agency
Date: January 1 – September 30, 2018

Facility Description

Facility Name: St. Marys Water Treatment Plant
Senior Operations Manager: Renee Hornick (519) 274-0997
Business Development Manager: Jackie Muller (519) 643-8660
Facility Type: Municipal
Classification: Class 2 Water Distribution and Supply
Title Holder: The Corporation of the Town of St. Marys

Service Information

Area(s) Serviced: Separated Town of St. Marys
Population Serviced: 7,200

Capacity Information – Well No. 1

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2017 Data): 400,530.82 (m³/year)
Average Day Flow (2017 Data): 1,098.9 (m³/day)
Maximum Day Flow (2017 Data): 3,172.84 (m³/day)

Capacity Information – Well No. 2A

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2017 Data): 409,278.8 (m³/year)
Average Day Flow (2017 Data): 1,119.97 (m³/day)
Maximum Day Flow (2017 Data): 3,214.38 (m³/day)

Capacity Information – Well No. 3

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2017 Data): 181,068.52 (m³/year)
Average Day Flow (2017 Data): 495.19 (m³/day)
Maximum Day Flow (2017 Data): 3,044.95 (m³/day)

Operational Description

Each of the Pump Houses No. 1, 2A and 3 houses a vertical turbine pump, each rated at 60L/s capacity. These draw water from the three wells. Water passes through the air release valves, a backflow check valve, pressure gauges, the primary UV light disinfection unit, flow meter, the chlorine gas injection point, and actuator control valve and then into the contact chamber piping located underground.

COMPLIANCE AND EXCEEDANCES SUMMARY:

There have been no compliance or exceedance issues to date.

OCCUPATIONAL HEALTH & SAFETY:

There have been no health and safety issues to date.

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

General maintenance includes monthly generator tests, greasing equipment and preventative maintenance.

FIRST QUARTER

January

- 02: Booster Station – ESA inspection
- 17: Well 2A – Electrician onsite working on surge protection
- 23: Well 2A – Replaced sample tap
- 24: Well 2A – Replaced ballast on overhead lights
- 24: Well 3 – Replaced plunger for chlorine regulator
- 26: Well 3 – Installed new toilet

February

- 08: Well 2A – Regular heater regulator maintenance
- 16: Well 1 – Electrician onsite troubleshooting chlorine vacuum

March

- 13: Well 1 – Electrician onsite to troubleshoot alarm system. Changed control relay in PLC

SECOND QUARTER

April

- 03: Well 3 – VFD failure for pump. VFD was re-built and was under warranty.
- 03-09: Well 2A – IWS onsite for well pump rehabilitation. Well put back into service.
- 16: All 3 wells – Chlorine “A” kit training
- 22: All 3 wells – H2Flow onsite for bi-annual UV maintenance
- 25: Well 3 – Repairs to turbidity meter lines. Replaced ball valves and fittings

May

- 03: Water Tower – Replaced UPS
- 07: Well 3 – Failure of HMI screen for UV system. New unit was installed on May 18.
- 17: All 3 wells – Annual backflow preventer testing completed
- 31: All 3 wells – Received chlorine cylinders

June

- 06: Well 1 – Servicing regulator for chlorine system
- 13: Water Tower – Sommers onsite servicing generator
- 15: All 3 wells – Hetek onsite for annual calibrations of Cl₂ detectors
- 19: All 3 wells – Pierce Services onsite for annual flow meter and analyzer calibrations
- 22: Water Tower – Switch repairs for communication tower
- 26-27: Well 2A – Repairs to HVAC system at well. Re-built the motor and replaced wiring and relays

THIRD QUARTER

July

- 05: Well 3 – Communication failure; well was not running. All ok.
- 09: Well 1 – Cleaned chlorine regulators

18: Well 1 – Pipe failure causing water to spray on computer from chlorine feed line – damage caused to SCADA computer
 18: Well 2A – Communication failure – manually took chlorine residuals until issue was resolved
 20: Well 3 – Sommers onsite to hook up portable generator
 20: Water Tower – Sommers onsite doing generator testing

August

27: Well 1 – Replaced battery for emergency lighting
 28: Well 3 – Alarm due to low chlorine – contact time was met – all ok

September

04: Well 3 – UV sensor failure – sent away for repairs
 14: Well 1 – Removed cooling fan for UV – sourcing new fan
 20: Booster Station – Shur-Gain doing test
 25: Booster Station – Inoac onsite doing test
 26: Booster Station – Shur-Gain doing booster test

| PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED | | | | | | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
| 51 | 37 | 40 | 46 | 39 | 46 | 46 | 35 | 38 | | | | 378 |

All work orders were completed on schedule.

DISTRIBUTION WORK:

| Location | Date |
|---|------------------|
| 2' piece of pipe replaced at James Street South Contractor directionally bored through the pipe | January 28, 2018 |
| Hydrant replacement at Station Street and Church Street | February 1, 2018 |
| Service replacement at 116 Jardine Street | March 12, 2018 |
| Curb stop replacement at 428 Queen Street West | April 17, 2018 |
| Installation of new meter pit for Cadzow Park | June 13, 2018 |
| Valve box replacement at Water Street and Park Street | June 14, 2018 |
| Curb stop replacement at 27 Water Street | June 21, 2018 |
| Installation of 6" riser on hydrant on the corner of Church Street and Station Street | June 28, 2018 |
| Replaced 10" valve on Widder Street East and Church Street north, and 6" valve on Widder Street East, and King Street North | July 12, 2018 |
| Replaced 6" valve on James Street South | July 26, 2018 |

| | |
|---|--------------------|
| Removed hydrant at Park Street (Skate Park) | July 26, 2018 |
| Emergency repair of curb stop at 144 Queen Street West | August 1, 2018 |
| Valve nut replacement at Peel Street and Elgin intersection | September 27, 2018 |

ALARMS / CALL-INS:

FIRST QUARTER

January

23: Well 3 – Received a call for a low chlorine alarm – it was determined it was caused by a faulty regulator

March

04: Water turn off/turn on at 146 Victoria Street

08: Water leak at 573 Queen Street East – it was determined that the issue was on the private side of the service

08: Water leak at 116 Jardine Street – chlorine residual was taken (0.64 mg/l) and the repair took place on March 12

13: Well 3 – Received a call for a high turbidity alarm

16: Well 1 – Received a call for a low chlorine alarm

28: Emergency locate at Emily Street for Rogers

29: Well 3 – Received a call for a UV alarm

SECOND QUARTER

April

26: Water turn on at 186 Ardmore

27: Well 1 – Received a call for a UV critical alarm

May

13: Well 2A – Received a call for a low chlorine alarm – reported as an adverse.

13: Well 1 – Received a call for a door alarm

18: Booster Station – Received a call for an alarm caused internally at Shur Gain

June

08: Booster Station – Received a call for a power failure

THIRD QUARTER

August

06: Well 1 – Received a call for a UV alarm

09: Well 1 – Received a call for a door alarm

26: Booster Station – Received a call for a generator fault alarm

September

02: Water shut off at 52 Ontario Street North

COMPLAINTS & CONCERNS:

There have been no complaints or concerns reported to date.

DWQMS UPDATE:

Management Review – May 8, 2018

Internal Audit – April 26, 2018

External Audit – Scheduled for October 26, 2018

Risk Assessment – March 13, 2018

Accreditation Status – Full Scope Entire Accreditation Expires December 31, 2019

REGULATORY INSPECTIONS:

The last MOECC Inspection occurred on June 14, 2018

APPENDIX A – PERFORMANCE ASSESSMENT REPORT:

See attached.

APPENDIX A

PERFORMANCE ASSESSMENT REPORT

**Ontario Clean Water Agency
Performance Assessment Report Water**

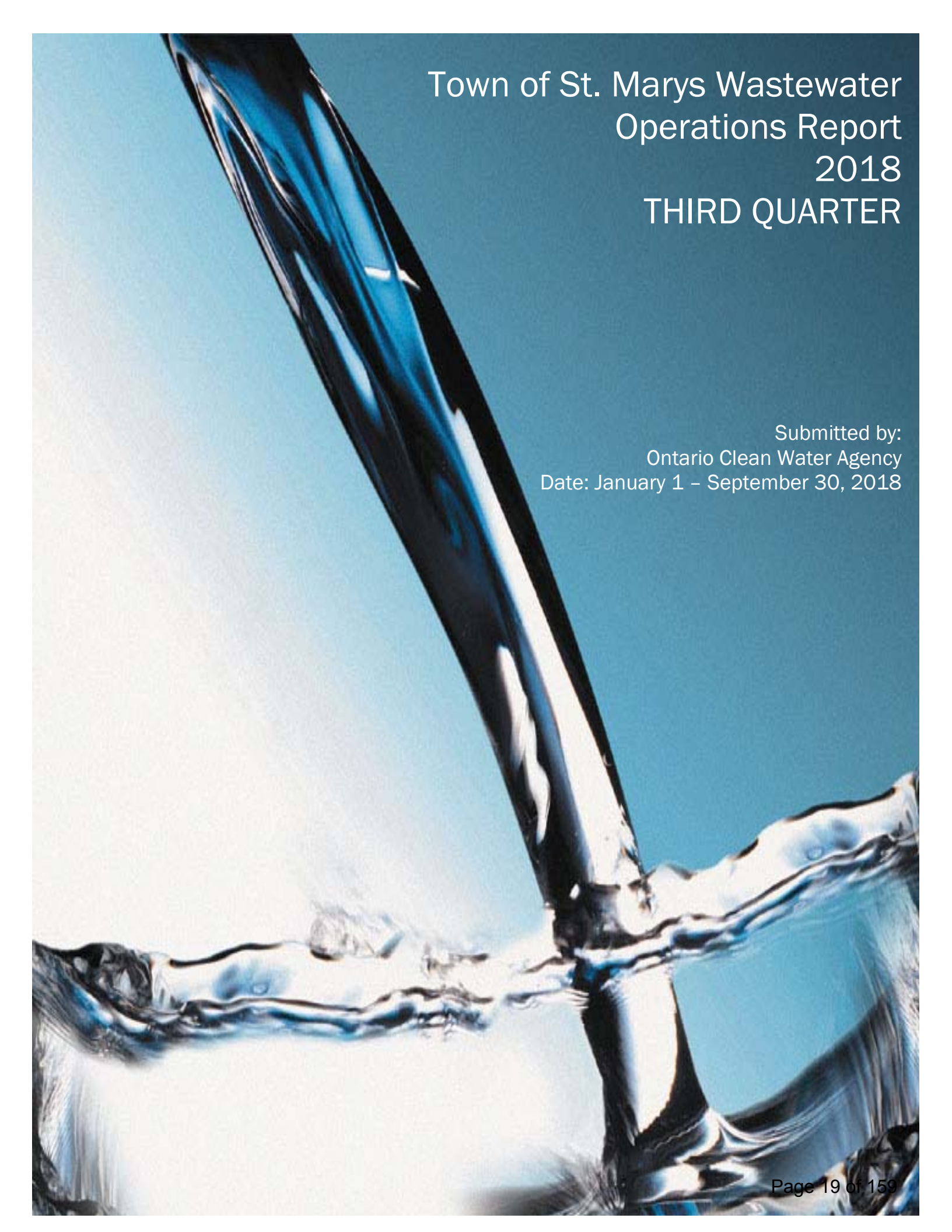
Report extracted 12/18/2018 10:03

From: 01/01/2018 to 30/09/2018

Facility: [1262] ST MARYS DRINKING WATER SYSTEM

Works: [220000521]

| | 01/2018 | 02/2018 | 03/2018 | 04/2018 | 05/2018 | 06/2018 | 07/2018 | 08/2018 | 09/2018 | <--Total--> | <--Avg.--> | <--Max.--> | <--Min.--> |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|------------|------------|------------|
| Flows: | | | | | | | | | | | | | |
| Raw Flow: Monthly Total - Well #1 (m³) | 39417.85 | 32695.61 | 47966.84 | 22007.7 | 9466.69 | 13293.59 | 11855.47 | 23645.12 | 18442.72 | 218791.59 | | | |
| Raw Flow: Monthly Avg - Well #1 (m³/d) | 1271.54 | 1362.32 | 1713.1 | 1294.57 | 631.11 | 949.54 | 740.97 | 1244.48 | 1084.87 | | 1143.61 | | |
| Raw Flow: Monthly Max - Well #1 (m³/d) | 2748.44 | 2549.17 | 2655.09 | 2856.24 | 1191.21 | 2388.42 | 2272.57 | 2677.14 | 2780.94 | | | 2856.24 | |
| Raw Flow: Monthly Total - Well #2 (m³) | 27211.39 | 21449.46 | 1192.96 | 32209.43 | 67940 | 44496.12 | 36483.67 | 35025.32 | 45400.76 | 311409.11 | | | |
| Raw Flow: Monthly Avg - Well #2 (m³/d) | 877.79 | 1191.64 | 596.48 | 1342.06 | 2264.67 | 1779.84 | 1403.22 | 1592.06 | 1816.03 | | 1429.31 | | |
| Raw Flow: Monthly Max - Well #2 (m³/d) | 2363.51 | 2451.65 | 970.43 | 2607.93 | 3049.08 | 3002.1 | 3130.18 | 3018.82 | 2680.27 | | | 3130.18 | |
| Raw Flow: Monthly Total - Well #3 (m³) | 17464.68 | 18942.6 | 35201.93 | 27983.62 | 15156.53 | 32788.84 | 49750.25 | 32995.13 | 21039.37 | 251322.95 | | | |
| Raw Flow: Monthly Avg - Well #3 (m³/d) | 563.38 | 996.98 | 1676.28 | 1399.18 | 1165.89 | 1639.44 | 1715.53 | 1571.2 | 1001.87 | | 1303.31 | | |
| Raw Flow: Monthly Max - Well #3 (m³/d) | 1888.84 | 2079.79 | 3011.42 | 2701.28 | 3071.67 | 3349.98 | 3487.82 | 3229.16 | 3094.02 | | | 3487.82 | |
| Raw Flow: Monthly Total - Total Raw Flow (m³) | 84093.92 | 73087.67 | 84361.73 | 82200.75 | 92563.22 | 90578.55 | 98089.39 | 91665.57 | 84882.85 | 781523.65 | | | |
| Raw Flow: Monthly Avg - Total Raw Flow (m³/d) | 2712.71 | 2610.27 | 2721.35 | 2740.03 | 2985.91 | 3019.29 | 3164.17 | 2956.95 | 2829.43 | | 2860.01 | | |
| Raw Flow: Monthly Max - Total Raw Flow (m³/d) | 3981.63 | 3211.92 | 3096.44 | 3089.91 | 3639.95 | 3476.34 | 3921.2 | 3446.15 | 3152.82 | | | 3981.63 | |
| Turbidity: | | | | | | | | | | | | | |
| Raw: Max Turbidity - Well #1 (NTU) | 0.3 | 0.52 | 0.14 | 0.21 | 0.17 | 0.2 | 0.42 | 0.3 | 0.24 | | | 0.52 | |
| Raw: Max Turbidity - Well #2 (NTU) | 0.16 | 0.22 | 0.18 | 0.45 | 0.27 | 0.31 | 0.37 | 0.24 | 0.46 | | | 0.46 | |
| Raw: Max Turbidity - Well #3 (NTU) | 0.77 | 0.43 | 0.1 | 2 | 0.24 | 0.22 | 0.37 | 0.34 | 0.56 | | | 2 | |
| Chemical Parameters: | | | | | | | | | | | | | |
| Treated: Max Nitrite - Treated Water #1 (mg/L) | < 0.003 | | < 0.003 | | | < 0.003 | | | | | < 0.003 | | |
| Treated: Max Nitrate - Treated Water #1 (mg/L) | 1.47 | | 3.05 | | | 2.32 | | | | | 3.05 | | |
| Treated: Max Nitrite - Treated Water #2 (mg/L) | < 0.003 | | < 0.003 | | | < 0.003 | | | | | < 0.003 | | |
| Treated: Max Nitrate - Treated Water #2 (mg/L) | 0.634 | | 1.22 | | | 1.06 | | | | | 1.22 | | |
| Treated: Max Nitrite - Treated Water #3 (mg/L) | < 0.003 | | < 0.003 | | | < 0.003 | | | | | < 0.003 | | |
| Treated: Max Nitrate - Treated Water #3 (mg/L) | 0.526 | | 0.867 | | | 0.872 | | | | | 0.872 | | |
| Distribution: Max THM - Distribution System (µg/l) | 13 | | 16 | | | 16 | | | | | 16 | | |
| Chlorine Residuals: | | | | | | | | | | | | | |
| Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L) | 0.85 | 0.76 | 0.75 | 0.76 | 0.79 | 0.88 | 0.99 | 1.01 | 0.93 | | | | 0.75 |
| Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L) | 1.26 | 1.3 | 1.35 | 1.34 | 1.35 | 1.45 | 1.35 | 1.37 | 1.32 | | | 1.45 | |
| Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L) | 0.67 | 0.81 | 0.88 | 0.9 | 0.98 | 0.97 | 1.01 | 0.9 | 0.88 | | | | 0.67 |
| Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L) | 1.19 | 1.38 | 1.32 | 1.42 | 1.39 | 1.35 | 1.38 | 1.32 | 1.45 | | | 1.45 | |
| Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L) | 0.85 | 0.88 | 0.87 | 0.91 | 1 | 1.13 | 0.81 | 0.79 | 0.97 | | | | 0.79 |
| Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L) | 1.28 | 1.36 | 1.45 | 1.38 | 1.37 | 1.44 | 1.49 | 1.49 | 1.49 | | | 1.49 | |
| Bacti Samples Collected: | | | | | | | | | | | | | |
| Raw Bacti: # of samples - Well #1 | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Raw Bacti: # of samples - Well #2 | 5 | 4 | 1 | 5 | 5 | 4 | 5 | 4 | 4 | 37 | | | |
| Raw Bacti: # of samples - Well #3 | 5 | 4 | 4 | 4 | 4 | 4 | 5 | 4 | 4 | 38 | | | |
| Treated Bacti: # of samples - Treated Water #1 | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Treated Bacti: # of samples - Treated Water #2 | 5 | 4 | 1 | 3 | 5 | 4 | 5 | 4 | 4 | 35 | | | |
| Treated Bacti: # of samples - Treated Water #3 | 5 | 4 | 4 | 4 | 4 | 4 | 5 | 4 | 4 | 38 | | | |
| Dist Bacti: # of samples - Distribution System | 20 | 16 | 16 | 16 | 20 | 16 | 20 | 16 | 16 | 156 | | | |
| Treated Bacti: # of TC exceedances - Treated Water #1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Treated Bacti: # of EC exceedances - Treated Water #1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Treated Bacti: # of TC exceedances - Treated Water #2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Treated Bacti: # of EC exceedances - Treated Water #2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Treated Bacti: # of EC exceedances - Treated Water #3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Dist Bacti: # of TC exceedances - Distribution System | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| Dist Bacti: # of EC exceedances - Distribution System | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |



Town of St. Marys Wastewater Operations Report 2018 THIRD QUARTER

Submitted by:
Ontario Clean Water Agency
Date: January 1 – September 30, 2018

Facility Description

| | |
|-------------------------------|--|
| Facility Name: | St. Marys Wastewater Treatment Plant & Collection System |
| Senior Operations Manager: | Renee Hornick (519) 274-0997 |
| Business Development Manager: | Jackie Muller (519) 643-8660 |
| Facility Type: | Municipal |
| Classification: | Class 3 Wastewater Treatment & Collection System |
| Title Holder: | The Corporation of the Town of St. Marys |

Service Information

| | |
|--------------------|-----------------------------|
| Area(s) Served: | Separated Town of St. Marys |
| Population Served: | 7,200 |

Capacity Information

| | |
|-------------------------------------|----------------------------------|
| Total Design Capacity: | 5,560 (m ³ /day) |
| Total Annual Flow (2017 Data): | 1,542,384 (m ³ /year) |
| Average Day Flow (2017 Data): | 4,228.26 (m ³ /day) |
| Average Daily Capacity (2017 Data): | 76% |
| Maximum Day Flow (2017 Data): | 13,055 (m ³ /day) |

Operational Description

Treatment Process

Raw sewage flows by gravity throughout the system to the wastewater treatment plant. Where gravity flow is not possible due to elevation restrictions, raw sewage flows to one of the three pump stations.

Inlet Works:

Sewage flows from the collection system and pump stations into the wet well through automatic bar screens then through a grit tank and communitor, the grit is conveyed to a bin which is then sent to a landfill. Sewage then flows by gravity to the anoxic tanks.

Anoxic Tanks:

Sewage is split between two circular tanks with submersible mixers.

Aeration Tanks:

Sewage enters an inlet chamber where flows are split to three distribution chambers which feed three aeration basins operating in parallel.

Phosphorus Removal:

Aluminum sulphate is added to the channel of the outlet of the aeration tanks in order to reduce the phosphorus.

Secondary Clarifiers:

Sewage is split in to four centre feed round clarifiers. Waste activated sludge collected here can be transferred from the clarifiers to the aeration, anoxic tanks or waste activated equalization tanks.

Disinfection and Discharge:

Effluent passes through two ultraviolet banks containing a total of 112 lamps. A sodium hypochlorite liquid feed system is provided for backup chlorination in the event of UV failure.

Final effluent is discharged via pipe to a concrete structure on the bank of the Thames River.

Sludge Handling:

Waste activated sludge is transferred to one of the two sludge storage tanks on site. Currently one of the storage tanks is out of service. Digester supernatant can be directed to the aeration or anoxic tanks inlet.

The sludge is dosed with polymer and passes through a rotary drum thickener prior to transfer to the sludge storage tank. The sludge storage is the holding tank for the centrifuge. The dewatered sludge produced by the centrifuge is then run through the Lystek process. Sludge is mixed with potassium hydroxide in a heated mixing tank and processed. Product from the mixing tank is pumped to a sludge storage tank equipped with an odour control system. Sludge is then loaded to a tanker from an overhead fill pipe.

COMPLIANCE AND EXCEEDANCES SUMMARY:

The Daily limit for Phosphorus is 1.00mg/l and the result was 1.61mg/l for the June 15, 2018 sample results.

Investigative efforts were made to ascertain the source of elevated phosphorus, but was not conclusive. Third party services were retained to review phosphorus loadings to the facility in an effort to identify and resolve the issue.

The Aluminum Sulphate dosage was increased from 104 kg/d Up to as high as 980kg/d in order to correct the issues.

OCCUPATIONAL HEALTH & SAFETY:

There have been no health and safety issues reported to date.

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

General maintenance includes monthly generator tests, greasing equipment and preventative maintenance.

FIRST QUARTER

January

- 03: Unplugged thickened waste activated sludge line which was frozen
- 05: Thawed frozen alum line
- 17: Installed an emergency stop button on the generator to prevent vandalism
- 17: Annual inspections for fire extinguishers completed
- 18: Annual inspection of lifting devices completed
- 24: Repairs to the heater in the digester building
- 24: Ongoing painting of pipes in wet well

February

- 07: Installed emergency exit signs at doors in digester building as noted from an H&S inspection
- 14: Hauled Lystek out of storage tank
- 18: High level wet well due to heavy rain – monitored the system closely
- 18: Robinson Street Pump Station close to overflowing – pumped sewage out using Vac truck
- 18: Re-built unit heater for garage and re-installed
- 22: Re-installed baffle in aeration tank cell
- 23: Issues with Lystek mixer resolved by OCWA IT department
- 28: Cleaned out sludge tank to repair broken line

March

- 15: Connected discharge pipe flange in sludge loading tank
- 23: Replacement pump head on polymer pump for centrifuge

SECOND QUARTER

April

- 03: Electrician replaced electrical cord for mixer for anoxic tank
- 04: Communication failure – cables replaced on the computer and issue resolved
- 17: Welded Detroiter grit arm
- 17: Replaced diaphragm on centrifuge polymer pump

May

- 03: Installed control breaker, wiring for Lystek boiler due to on-going issues
- 04: Waterloo Manufacturing on site completing annual inspection on boiler
- 10: Installed a filter on DO controller to minimize the electrical spikes affecting the DO reading
- 14: Cleaning out clarifier chambers
- 23: Steam valve on boiler pre-heat tank not working – replaced on June 11

June

- 04: Fixed check valve at Emily St. Pump Station
- 14: Pierce Services onsite completing annual flow meter calibrations
- 19: Repairs to broken water line in WAS pumping room
- 26: Replaced solenoid valve for RTD
- 27: Check valve for raw sewage pump #3 not shutting properly – installed new guides for the flap and issue resolved

THIRD QUARTER

July

- 04: Waterloo Manufacturing was onsite to service the Lystek boiler
- 06: Old generator was removed from the UV building
- 07: Installation of grit arm couplings
- 07: Installation of cooling fan in the VFD cabinet
- 07: Replaced batteries on the Lystek UPS
- 16: Repaired cooling waterline on clarifier pump
- 24: Installed new grit rakes on grit arm
- 26: Replaced control transformer on supernatant pump
- 27: Installed new digester door

August

- 08: Re-built supernate pump P23
- 09: Replaced WAS flow meter
- 09: Replaced new bearing in the centrifuge polymer pump
- 27: Repairs to check valve for supernate pump

September

- 05: Installed waterlines on TWAS pumps to prevent pumps from plugging up
- 20: Raw sewage pump #1 taken to be re-built
- 20: Replaced broken circuit for outdoor lighting
- 28: Installation of new electrical panel for supernate pumps

| PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED | | | | | | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
| 42 | 34 | 34 | 35 | 39 | 51 | 42 | 45 | 38 | | | | 360 |

All work orders were completed on schedule.

ALARMS / CALL-INS:

FIRST QUARTER

JANUARY

06: Operator received two generator running alarms at the WPCP due to a turbo blower fault which was related to the air intake freezing over due to extreme cold temperatures

10: Operator received a high level alarm at Robinson Street PS

21: Operator received a call for a broken gate lock at the WPCP

FEBRUARY

08: Operator received a power failure and a generator running alarm at the WPCP

23: Operator received a call for high water levels at Robinson Street PS and the WPCP

SECOND QUARTER

APRIL

14: Operator received a call for a SCADA computer malfunction at the WPCP

18: Operator received a call for a power failure at the WPCP

28: Operator received a call for a high level wet well alarm at the WPCP

MAY

04: Operator received a call for a power failure at the WPCP

27: Operator received a call for a power failure at the WPCP

JUNE

03: Operator received a call for high levels/pump faults at the Emily Street PS

09: Operator received a call for a power failure at the WPCP

THIRD QUARTER

JULY

05: Operator received a call for a communication failure at the WPCP

08: Operator received a call for a high level alarm at the Emily Street PS

SEPTEMBER

08: Operator received a call for a communication fault alarm at the WPCP

12: Operator received a power outage alarm at the WPCP

COMPLAINTS & CONCERNS:

There have been no complaints or concerns reported to date.

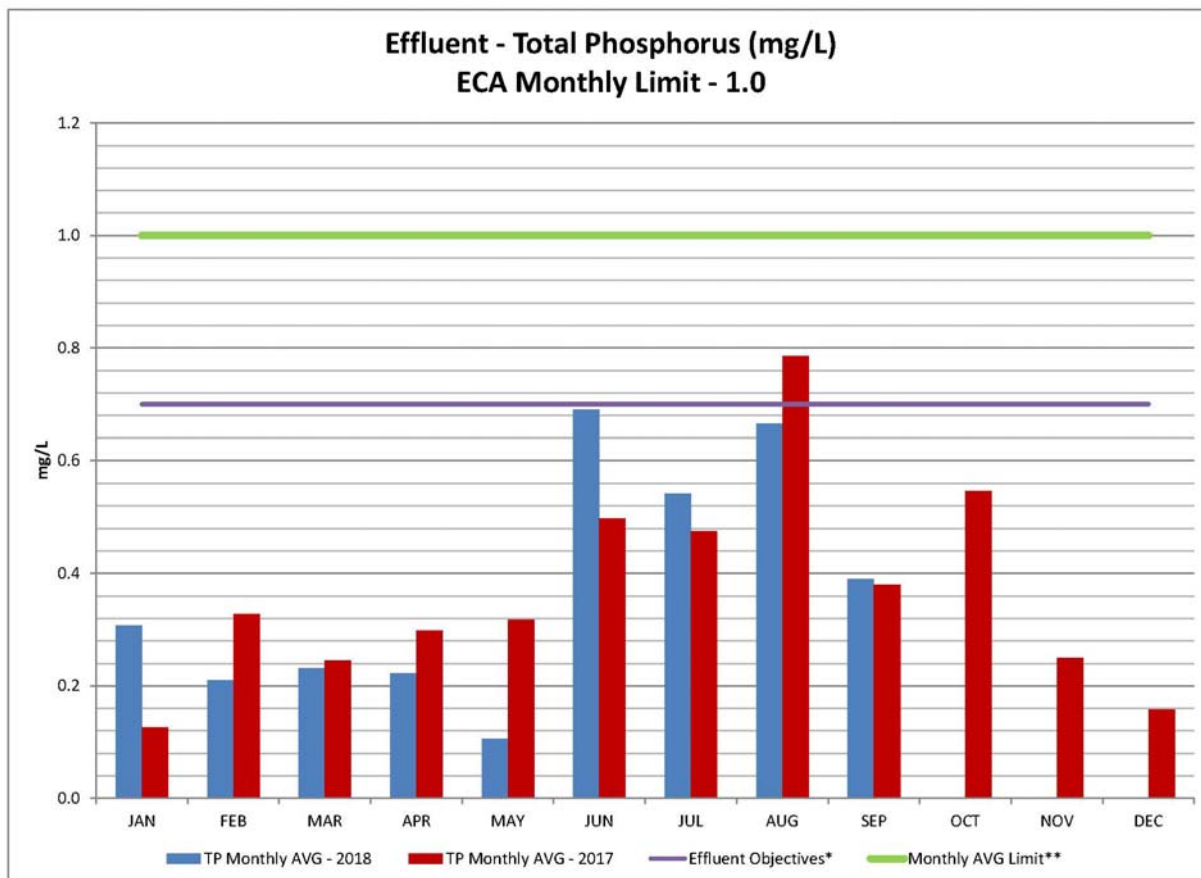
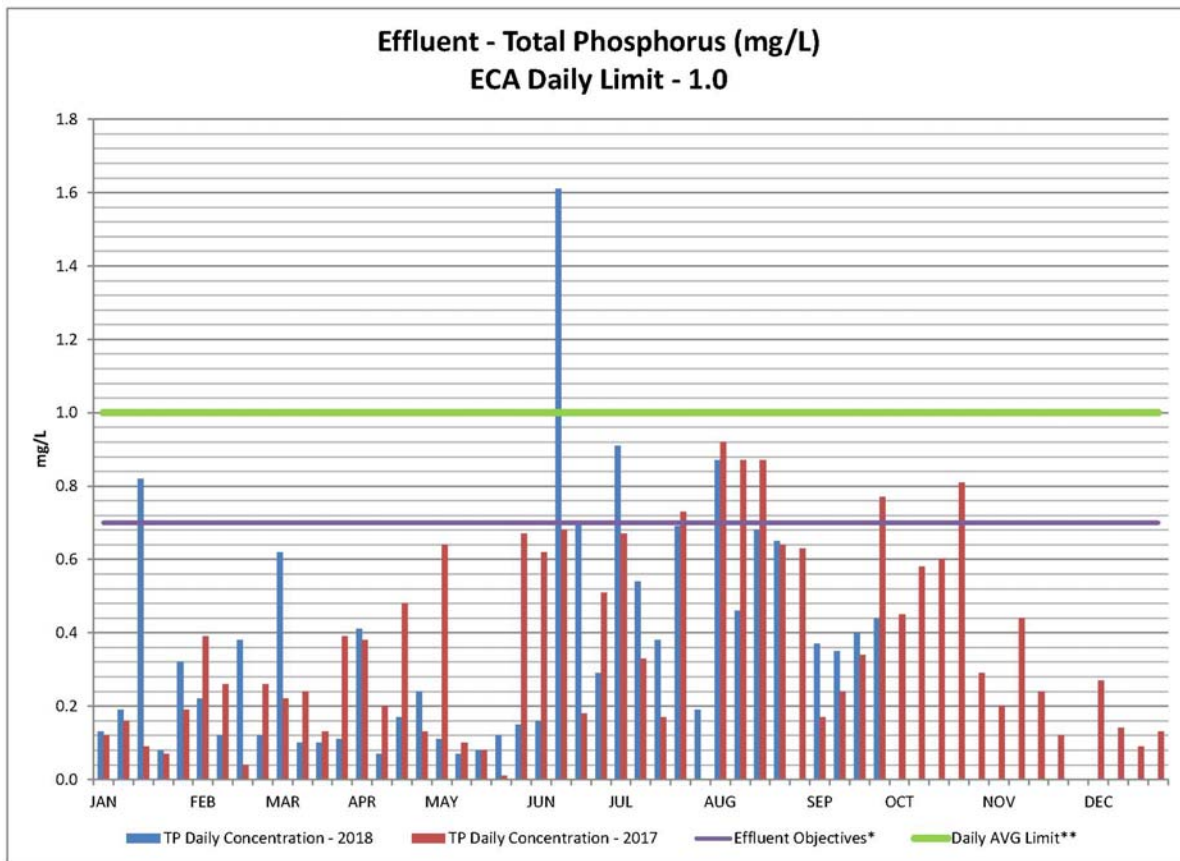
REGULATORY INSPECTIONS:

The last MOECC Inspection occurred on December 7, 2017.

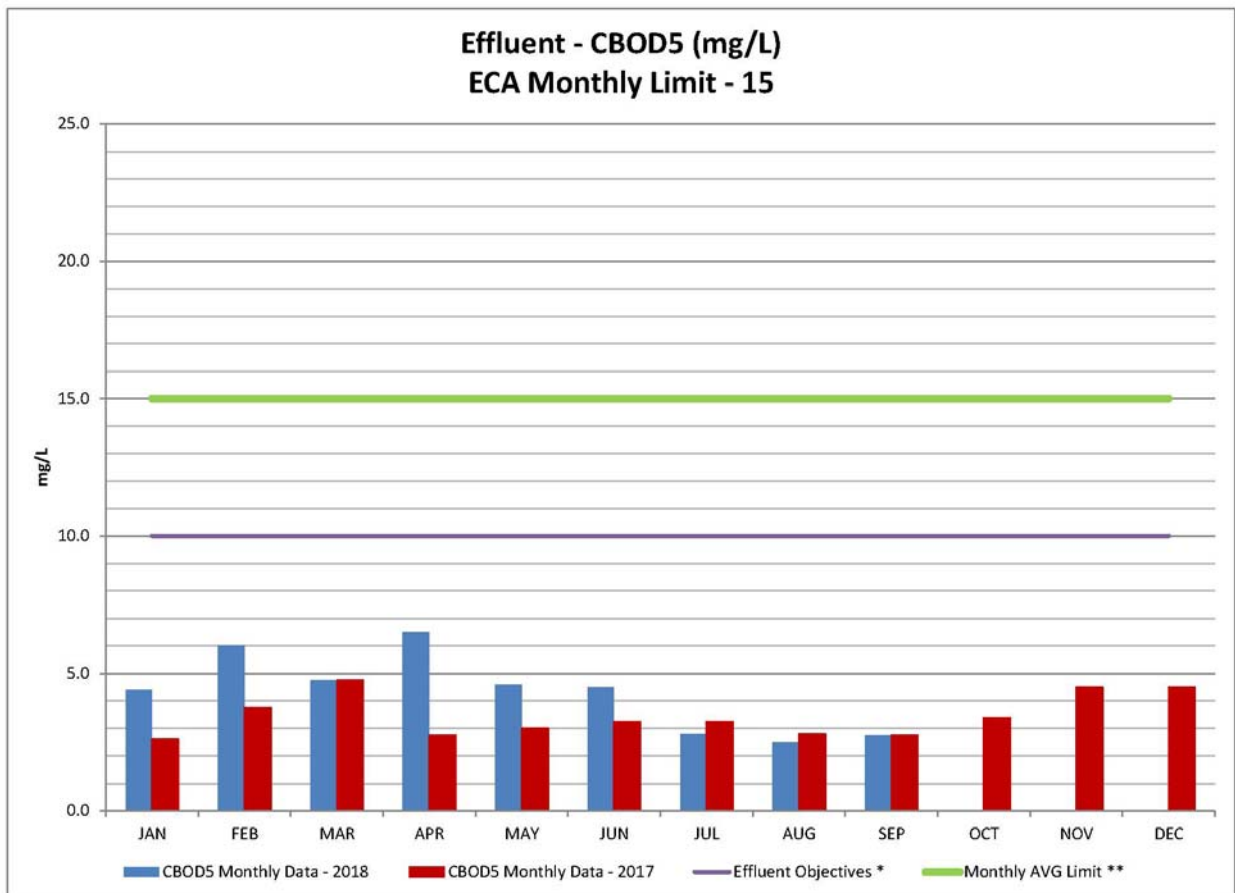
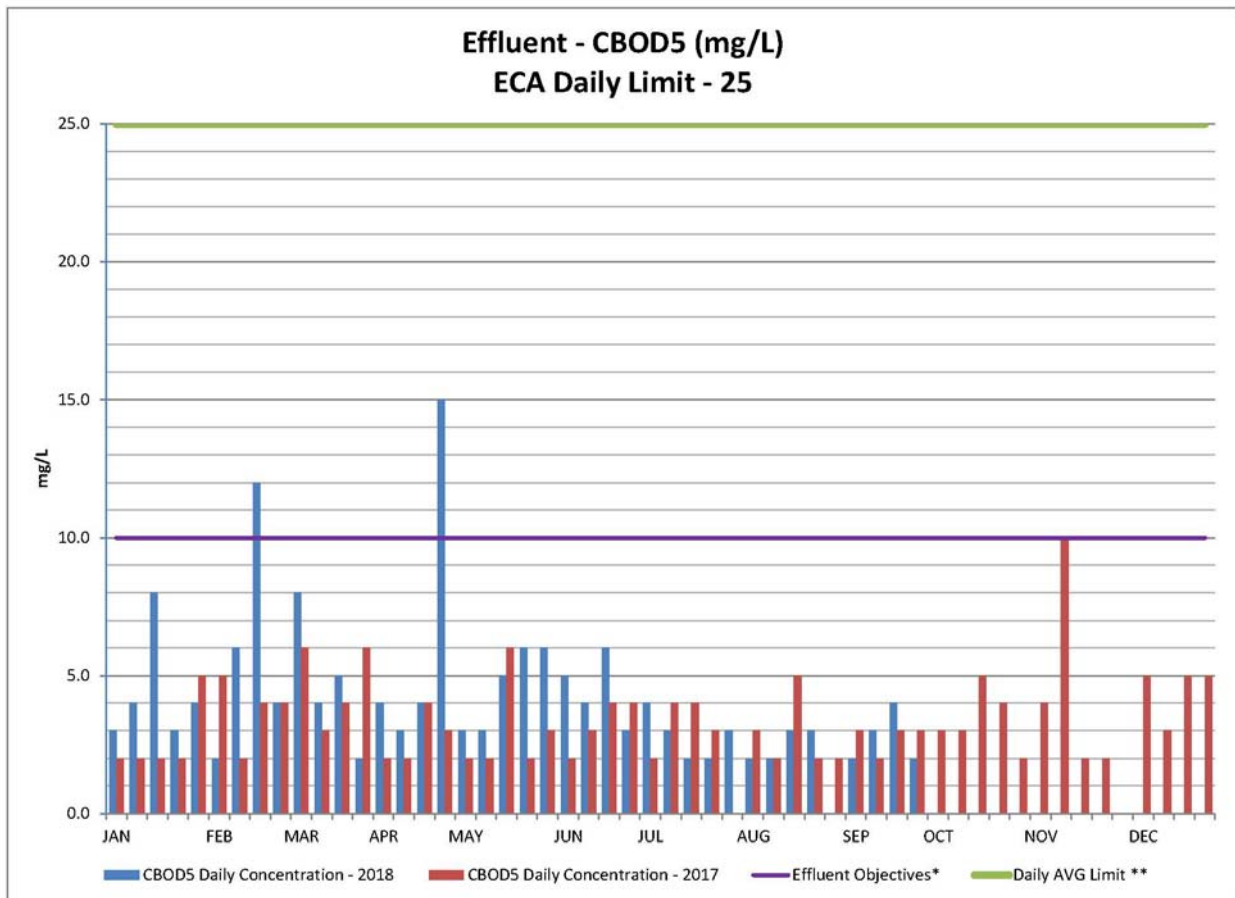
PERFORMANCE ASSESSMENT REPORT:

The average daily flow in 2018 for the January to September reporting period is 4,335.55 m³/day.

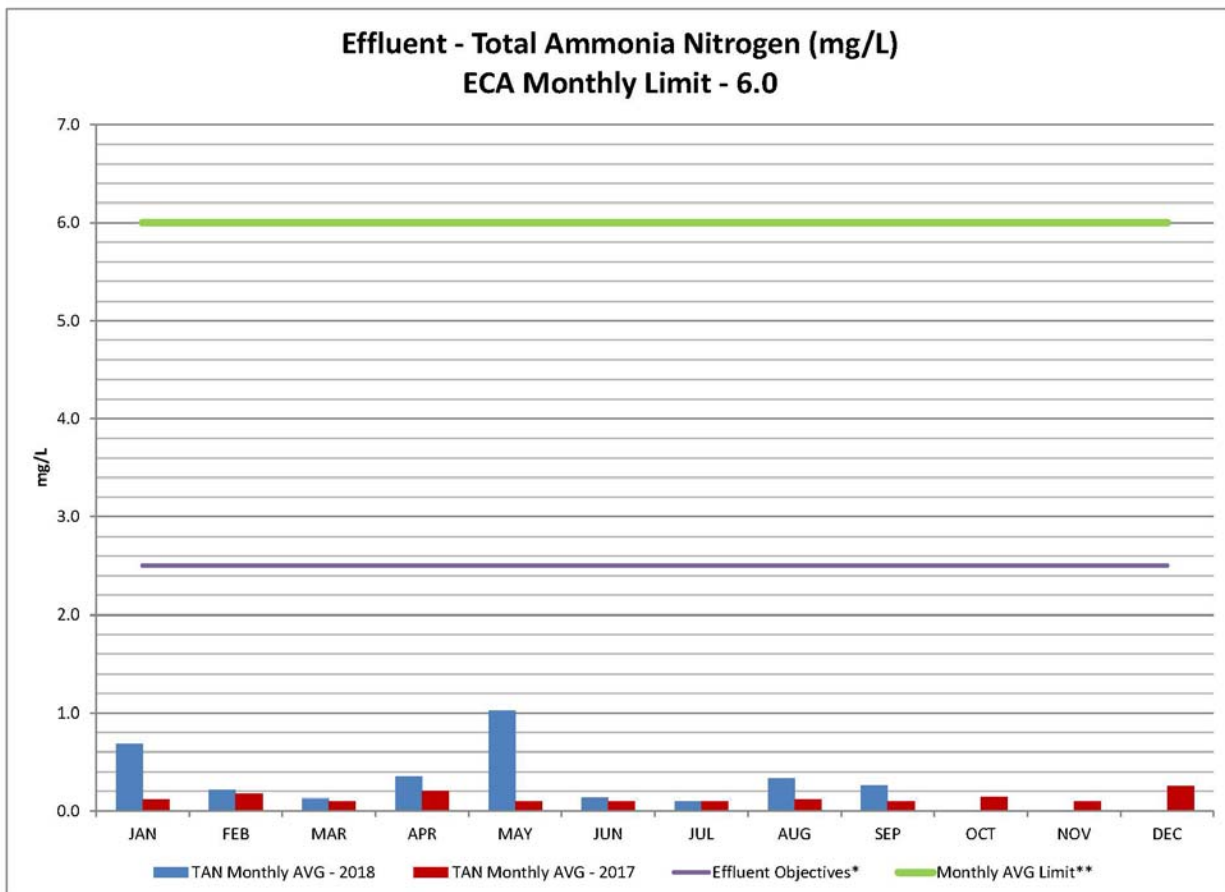
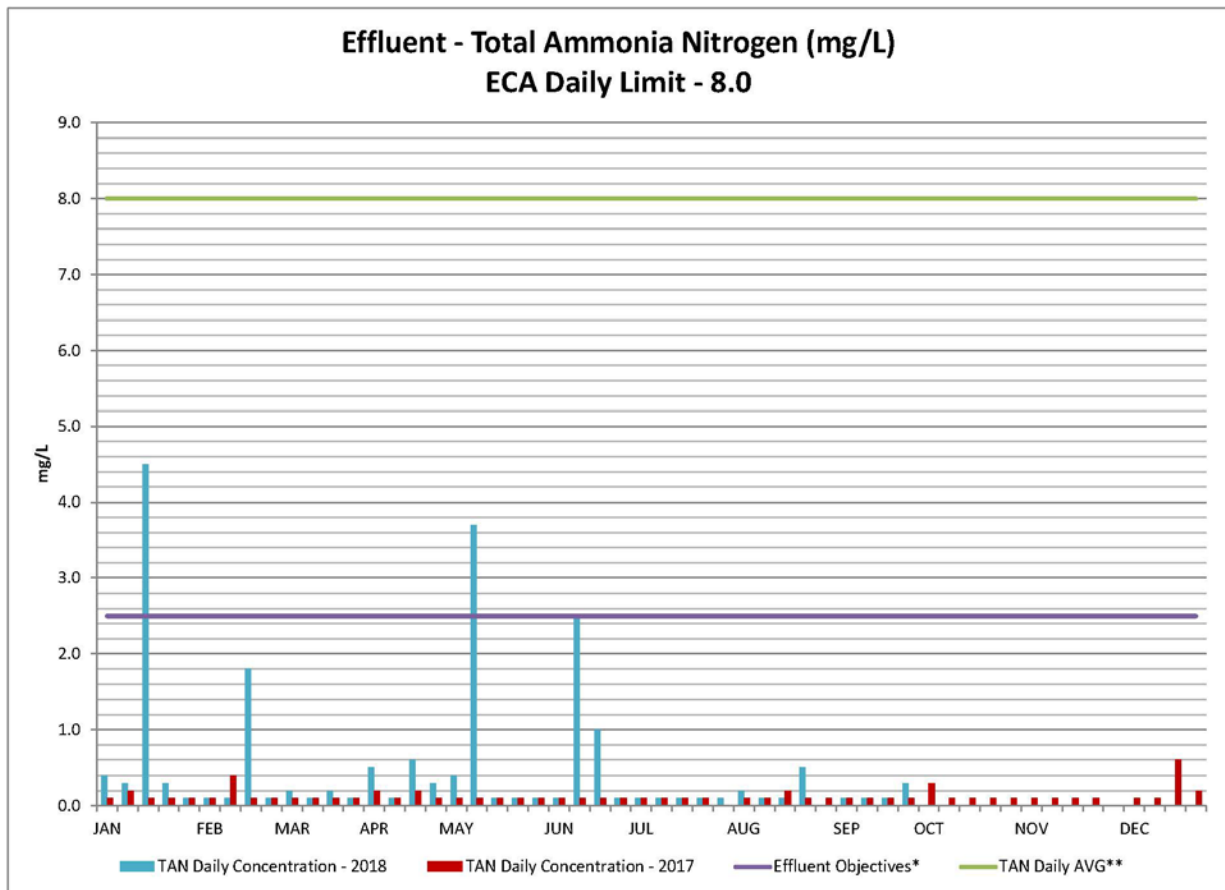




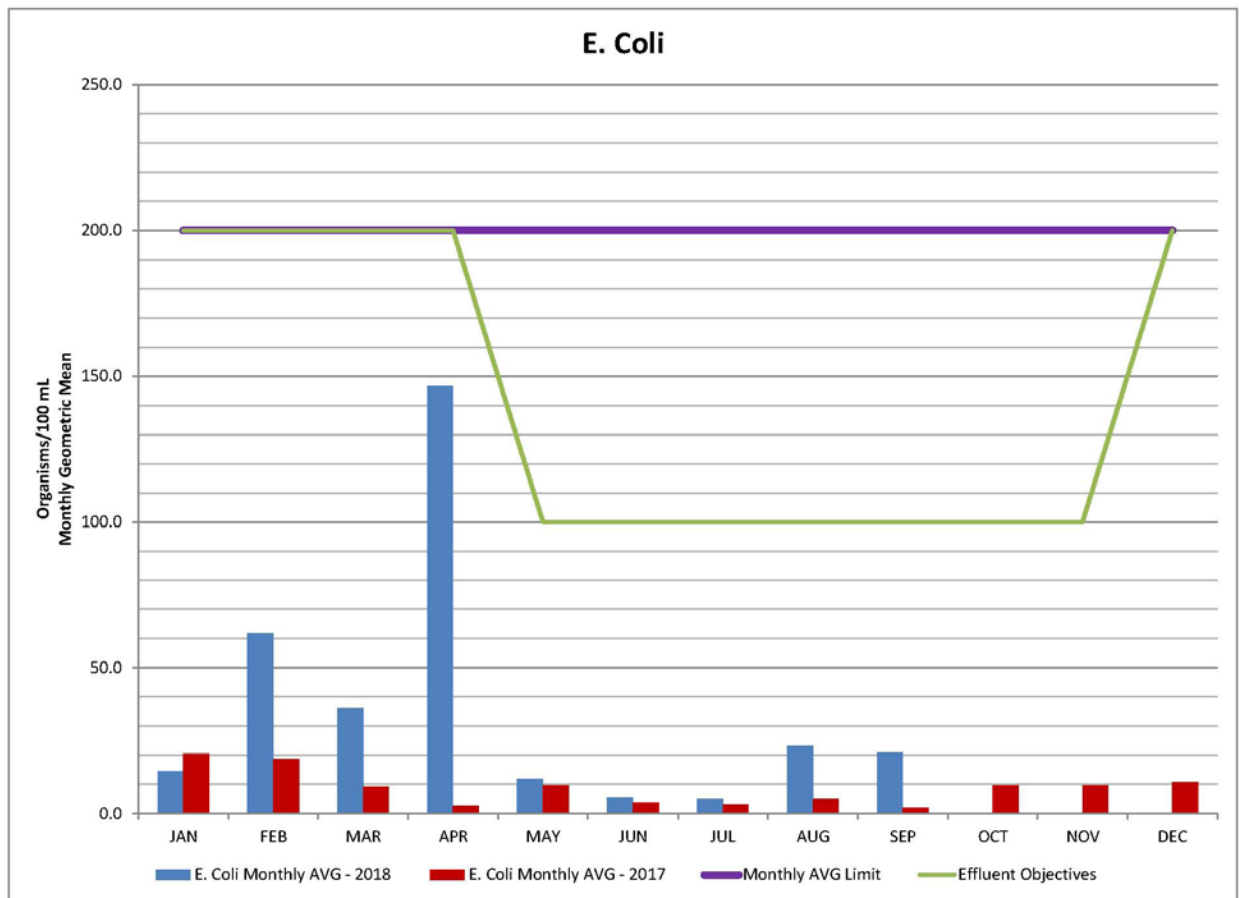
The daily limit for total phosphorus was exceeded on June 15th, 2018.
The monthly average for total phosphorus is in compliance for the third quarter.



The monthly average cBOD5 is in compliance for the third quarter.



The monthly average for total ammonia nitrogen is in compliance for the third quarter.



The monthly geometric mean is in compliance for the third quarter.

APPENDIX A – PERFORMANCE ASSESSMENT REPORT:

See attached.

APPENDIX B – FLOW REPORT:

See attached.

APPENDIX A

PERFORMANCE ASSESSMENT REPORT

**Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon**

Report extracted 12/18/2018 09:34

From: 01/01/2018 to 30/09/2018

Facility: [5520] ST MARYS WASTEWATER TREATMENT FACILITY

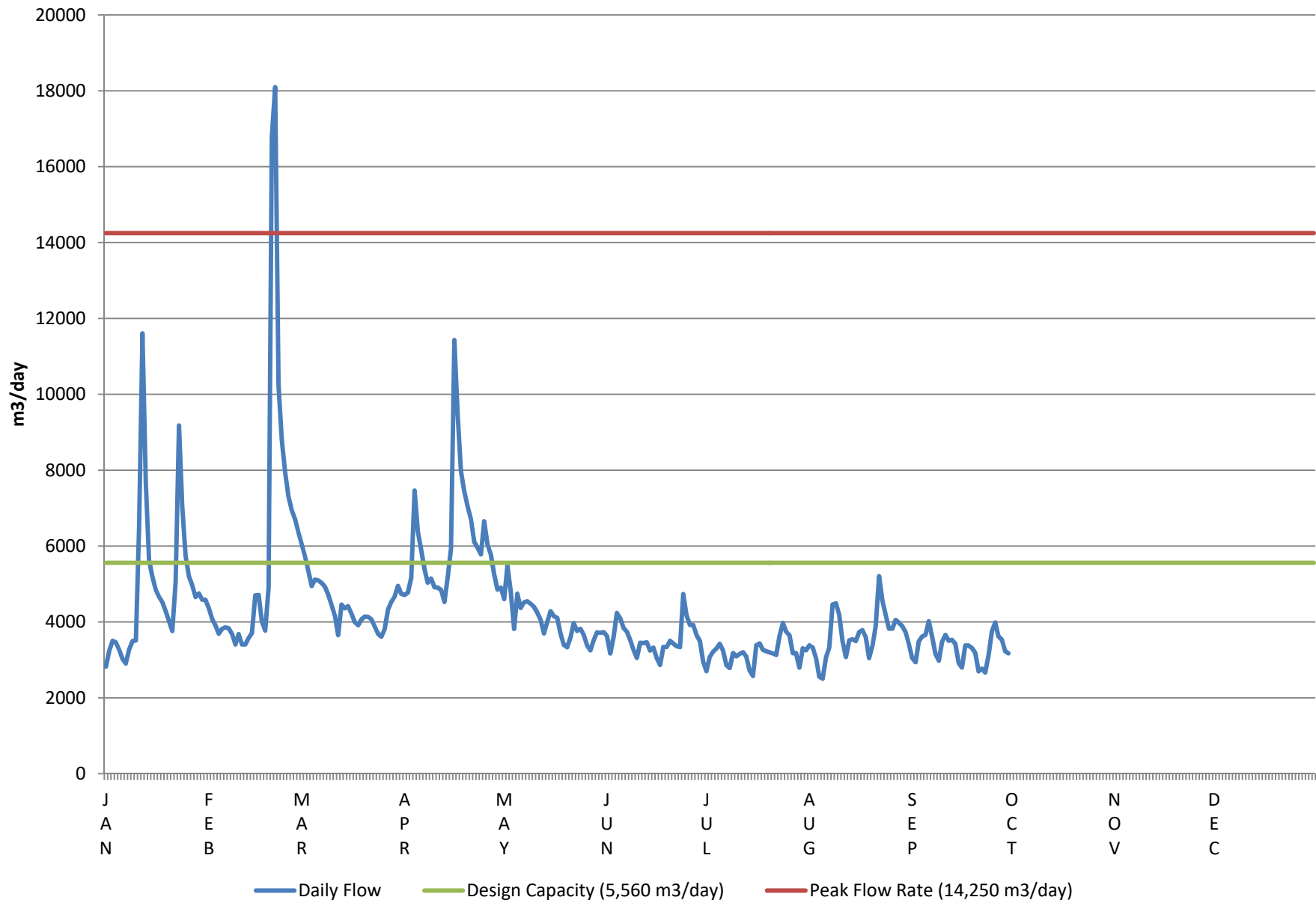
Works: [110001275]

| | 01/2018 | 02/2018 | 03/2018 | 04/2018 | 05/2018 | 06/2018 | 07/2018 | 08/2018 | 09/2018 | <--Total--> | <--Avg.--> | <--Max.--> | <--Criteria--> |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|------------|------------|----------------|
| Flows: | | | | | | | | | | | | | |
| Raw Flow: Total - Raw Sewage (m³) | 150967.56 | 163947.17 | 139181.83 | 181682.16 | 124891.00 | 106150.81 | 99128.00 | 113571.00 | 99618.00 | 1179137.53 | | | |
| Raw Flow: Avg - Raw Sewage (m³/d) | 4869.92 | 5855.26 | 4489.74 | 6056.07 | 4028.74 | 3538.36 | 3197.68 | 3663.58 | 3320.60 | | 4335.55 | | |
| Raw Flow: Max - Raw Sewage (m³/d) | 11604.05 | 18093.50 | 6041.24 | 11430.05 | 5483.00 | 4735.00 | 3974.00 | 5207.00 | 4018.00 | | | 18093.50 | |
| Eff. Flow: Total - Final Effluent (m³) | 162198.00 | 165898.00 | 170352.00 | 203534.00 | 114674.00 | 120675.39 | 138698.00 | 191015.00 | 103321.00 | 1370365.39 | | | |
| Eff. Flow: Avg - Final Effluent (m³/d) | 5232.19 | 5924.93 | 5495.23 | 7269.07 | 3699.16 | 4022.51 | 4474.13 | 6161.77 | 3444.03 | | 5080.34 | | |
| Eff. Flow: Max - Final Effluent (m³/d) | 23575.00 | 33848.00 | 15010.00 | 22339.00 | 4124.00 | 4743.00 | 5675.00 | 45478.00 | 5092.00 | | | 45478.00 | |
| Carbonaceous Biochemical Oxygen Demand: CBOD: | | | | | | | | | | | | | |
| Eff: Avg cBOD5 - Final Effluent (mg/L) | 4.400 | 6.000 | 4.750 | 6.500 | 4.600 | 4.500 | 2.800 | 2.500 | < 2.750 | | < 4.311 | 6.500 | |
| Eff: # of samples of cBOD5 - Final Effluent (mg/L) | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Loading: cBOD5 - Final Effluent (kg/d) | 23.022 | 35.550 | 26.102 | 47.249 | 17.016 | 18.101 | 12.528 | 15.404 | < 9.471 | | < 22.716 | 47.249 | |
| Biochemical Oxygen Demand: BOD5: | | | | | | | | | | | | | |
| Raw: Avg BOD5 - Raw Sewage (mg/L) | 260.000 | 153.250 | 300.000 | 135.000 | 230.800 | 343.000 | 388.600 | 269.250 | 292.500 | | 263.600 | 388.600 | |
| Raw: # of samples of BOD5 - Raw Sewage (mg/L) | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Eff: Avg BOD5 - Final Effluent (mg/L) | 6.000 | 7.000 | < 5.000 | 7.750 | 4.600 | < 3.750 | < 2.800 | 2.750 | 2.750 | | < 4.711 | 7.750 | 15.0 |
| Loading: BOD5 - Final Effluent (kg/d) | 31.393 | 41.475 | < 27.476 | 56.335 | 17.016 | < 15.084 | < 12.528 | 16.945 | 9.471 | | < 25.303 | 56.335 | |
| Percent Removal: BOD5 - Raw Sewage (mg/L) | 97.692 | 95.432 | 98.333 | 94.259 | 98.007 | 98.907 | 99.279 | 98.979 | 99.060 | | | 99.279 | |
| Total Suspended Solids: TSS: | | | | | | | | | | | | | |
| Raw: Avg TSS - Raw Sewage (mg/L) | 183.200 | 93.500 | 175.750 | 122.750 | 191.200 | 222.500 | 368.400 | 287.250 | 337.000 | | 220.172 | 368.400 | |
| Raw: # of samples of TSS - Raw Sewage (mg/L) | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Eff: Avg TSS - Final Effluent (mg/L) | 8.400 | 10.250 | 7.750 | 10.750 | 9.600 | 9.500 | 8.200 | 9.250 | 6.750 | | 8.939 | 10.750 | 15.0 |
| Eff: # of samples of TSS - Final Effluent (mg/L) | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Loading: TSS - Final Effluent (kg/d) | 43.950 | 60.731 | 42.588 | 78.143 | 35.512 | 38.214 | 36.688 | 56.996 | 23.247 | | 46.230 | 78.143 | |
| Percent Removal: TSS - Raw Sewage (mg/L) | 95.415 | 89.037 | 95.590 | 91.242 | 94.979 | 95.730 | 97.774 | 96.780 | 97.997 | | | 97.997 | |
| Total Phosphorus: TP: | | | | | | | | | | | | | |
| Raw: Avg TP - Raw Sewage (mg/L) | 2.908 | 2.968 | 3.768 | 1.723 | 3.418 | 4.853 | 5.864 | 3.968 | 4.843 | | 3.812 | 5.864 | |
| Raw: # of samples of TP - Raw Sewage (mg/L) | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Eff: Avg TP - Final Effluent (mg/L) | 0.308 | 0.210 | 0.232 | 0.223 | 0.106 | 0.690 | 0.542 | 0.665 | 0.390 | | 0.374 | 0.690 | 1.0 |
| Eff: # of samples of TP - Final Effluent (mg/L) | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Loading: TP - Final Effluent (kg/d) | 1.612 | 1.244 | 1.278 | 1.617 | 0.392 | 2.776 | 2.425 | 4.098 | 1.343 | | 1.865 | 4.098 | |
| Percent Removal: TP - Raw Sewage (mg/L) | 89.409 | 92.923 | 93.829 | 87.083 | 96.899 | 85.781 | 90.757 | 83.239 | 91.946 | | | 96.899 | |
| Nitrogen Series: | | | | | | | | | | | | | |
| Raw: Avg TKN - Raw Sewage (mg/L) | 23.440 | 18.700 | 24.675 | 14.900 | 23.820 | 33.000 | 35.160 | 26.625 | 34.900 | | 26.136 | 35.160 | |
| Raw: # of samples of TKN - Raw Sewage (mg/L) | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Eff: Avg TAN - Final Effluent (mg/L) | < 1.120 | < 0.525 | < 0.150 | < 0.375 | < 0.880 | < 0.925 | < 0.100 | < 0.225 | < 0.150 | | < 0.494 | < 1.120 | |
| Eff: # of samples of TAN - Final Effluent (mg/L) | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Loading: TAN - Final Effluent (kg/d) | < 5.860 | < 3.111 | < 0.824 | < 2.726 | < 3.255 | < 3.721 | < 0.447 | < 1.386 | < 0.517 | | < 2.427 | < 5.860 | |
| Eff: Avg NO3-N - Final Effluent (mg/L) | 7.666 | 5.948 | 7.030 | 4.810 | 3.898 | 3.585 | 4.228 | 5.228 | 6.120 | | 5.390 | 7.666 | |
| Eff: # of samples of NO3-N - Final Effluent (mg/L) | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Eff: Avg NO2-N - Final Effluent (mg/L) | 0.616 | < 0.285 | 0.213 | < 0.130 | < 0.084 | < 0.033 | < 0.030 | < 0.188 | < 0.030 | | < 0.179 | 0.616 | |
| Eff: # of samples of NO2-N - Final Effluent (mg/L) | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |
| Disinfection: | | | | | | | | | | | | | |
| Eff: GMD E. Coli - Final Effluent (cfu/100mL) | 14.562 | 61.941 | 36.074 | 146.662 | 11.846 | 5.305 | 4.919 | 23.230 | 20.863 | | 36.156 | 146.662 | 200.0 |
| Eff: # of samples of E. Coli - Final Effluent (cfu/100mL) | 5 | 4 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 39 | | | |

APPENDIX B

FLOW REPORT

2018 Flows





MINUTES
Nominating Committee

November 20, 2018
9:00am
Council Chambers, Town Hall

Council Elect Present: Mayor Strathdee
Councillor-Elect Craigmile
Councillor-Elect Edney
Councillor-Elect Luna
Councillor-Elect Hainer
Councillor-Elect Pridham
Councillor-Elect Winter

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

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF THE AGENDA

Resolution 2018-11-20-01

Moved By: Councillor-Elect Hainer

Seconded By: Councillor-Elect Edney

THAT the November 20, 2018 Nominating Committee agenda be accepted as presented.

CARRIED

4. CLOSED SESSION

Resolution 2018-11-20-02

Moved By: Councillor Elect Hainer

Seconded By: Councillor Elect Pridham

THAT the Nominating Committee move into a session that is closed to the public at 9:08am as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

4.1 CAO 44-2018 Committee Appointments for 2018-2022 Council Term

5. RISE AND REPORT

Resolution 2018-11-20-03

Moved By: Councillor Elect Edney

Seconded By: Councillor Elect Winter

THAT the Nominating Committee rise from a closed session at 12:06pm.

CARRIED

Mayor Strathdee reported that a closed session was held for the purpose of considering applications for advisory committees and boards. The Nominating Committee has made a number of recommendations to Council for the appointments for the 2018-2022 Council term. The appointment by-law will be considered on December 4, 2018.

6. ADJOURNMENT

Resolution 2018-11-20-04

Moved By: Councillor Winter

Seconded By: Councillor Pridham

THAT this meeting of the Nominating Committee adjourn at 12:06pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES Regular Council

November 27, 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
Richard Anderson, Director of Emergency Services / Fire Chief
Grant Brouwer, Director of Building and Development
Jim Brown, Director of Finance / Treasurer
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Trisha McKibbin, Director of Corporate Services
Jeff Wolfe, Asset Management and Engineering Specialist
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Mayor Strathdee provided a brief update on the Maple Leaf plant closure and actions that are developing in an effort to support the affected workers.

Resolution 2018-11-27-01

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

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

CARRIED

4. PUBLIC INPUT PERIOD

Mr. Bruce Grant commended Council on the work that has been completed over the past term of Council.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Retirement presentation to Kevin Hyatt

Jed Kelly brought forward congratulations to Kevin Hyatt on his 30+ years of service to Town and provided best wishes from the Public Works Department.

Brent Kittmer brought forward thanks to Kevin for his years of service to the Town and wished him the best in his retirement.

Mayor Strathdee, on behalf of Council, thanked Kevin for his hard work and many contributions to the Town over his years of service.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - November 13, 2018

Resolution 2018-11-27-02

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT the November 13, 2018 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

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)

Brent Kittmer spoke to CAO 45-2018 report and responded to questions from Council.

Resolution 2018-11-27-03

Moved By Councillor Pope

Seconded By Councillor Craigmile

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

CARRIED

8.2 Corporate Services

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

Trisha McKibbin spoke to COR 25-2018 report and responded to questions from Council.

Resolution 2018-11-27-04

Moved By Councillor Pope

Seconded By Councillor Craigmile

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

CARRIED

8.3 Finance

8.3.1 FIN 20-2018 November Monthly Report (Finance)

Jim Brown spoke to FIN 20-2018 report and responded to questions from Council.

Resolution 2018-11-27-05

Moved By Councillor Osborne

Seconded By Councillor Van Galen

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

CARRIED

8.4 Fire and Emergency Services

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

Chief Richard Anderson spoke to FD 18-2018 report and responded to questions from Council.

Resolution 2018-11-27-06

Moved By Councillor Craigmile

Seconded By Councillor Winter

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

CARRIED

8.5 Building and Development Services

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

Grant Brouwer spoke to DEV 51-2018 report and responded to questions from Council.

Resolution 2018-11-27-07

Moved By Councillor Pope

Seconded By Councillor Craigmile

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

CARRIED

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

Grant Brouwer spoke to DEV 50-2018 report and responded to questions from Council.

Resolution 2018-11-27-08

Moved By Councillor Osborne

Seconded By Councillor Winter

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.

CARRIED

8.6 Community Services

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

Stephanie Ische spoke to DCS 21-2018 report and responded to questions from Council.

Resolution 2018-11-27-09

Moved By Councillor Hainer

Seconded By Councillor Pope

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

CARRIED

8.7 Public Works

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

Jed Kelly spoke to PW 63-2018 report and responded to questions from Council.

Resolution 2018-11-27-10

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT PW 63-2018 November Monthly Report (Public Works) be received for information.

CARRIED

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

Jeff Wolfe spoke to PW 64-2018 report and responded to questions from Council.

Resolution 2018-11-27-11

Moved By Councillor Pope

Seconded By Councillor Osborne

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.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

9.1 Presentation to Outgoing Council

Brent Kittmer provided parting words to the 2014-2018 Council.

Mayor Strathdee thanked Council for their work during the last four years.

Mayor Strathdee thanked Councillor Van Galen for his 18 years of service to the Town of St. Marys in his elected role.

Mayor Strathdee thanked Councillor Pope for her 8 years of service to the Town of St. Marys in her elected role.

Mayor Strathdee thanked Councillor Osborne for his 15 years of service to the Town of St. Marys in his elected role.

10. NOTICES OF MOTION

None.

11. BY-LAWS

Resolution 2018-11-27-12

Moved By Councillor Hainer

Seconded By Councillor Pope

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.

CARRIED

**11.1 By-Law 91-2018 Assumption of Stage 1 and Stage 2 Works
Infrastructure in Diamondridge Subdivision**

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

12. UPCOMING MEETINGS

Regular Council - November 27, 2018

6

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

13. CLOSED SESSION

None.

14. CONFIRMATORY BY-LAW

Resolution 2018-11-27-13

Moved By Councillor Van Galen

Seconded By Councillor Winter

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.

CARRIED

15. ADJOURNMENT

Resolution 2018-11-27-14

Moved By Councillor Osborne

Seconded By Councillor Van Galen

THAT this regular meeting of Council adjourn at 7:35p.m.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Inaugural Meeting of Council

December 4, 2018
6:00pm
Council Chambers, Town Hall

Council Present: Mayor Strathdee
Councillor Craigmile
Councillor Edney
Councillor Hainer
Councillor Luna
Councillor Pridham
Councillor Winter

Staff Present: Brent Kittmer, CAO / Clerk
Richard Anderson, Director of Emergency Services / Fire Chief
Grant Brouwer, Director of Building and Planning
Matthew Corbett, Library CEO
Jim Brown, Director of Finance / Treasurer
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Trisha McKibbin, Director of Corporate Services
Kelly Deeks-Johnson, Economic Development Manager
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER OF INAUGURAL MEETING

Brent Kitmer, CAO / Clerk called the meeting to order at 6:00pm.

2. O CANADA by RACHEL STRATHDEE

Rachel Strathdee sang O Canada.

3. INVOCATION by REV. GWEN AMENT

Rev. Gwen Ament provided the invocation for the inaugural meeting of Council.

4. DECLARATION OF OFFICE BY MAYOR

Mayor Strathdee provided his declaration to office.

5. PRESENTATION OF CHAIN OF OFFICE

Brent Kittmer bestowed upon Mayor Strathdee the chain of office.

6. DECLARATION OF OFFICE BY THE MEMBERS OF COUNCIL

Councillors Craigmile, Edney, Luna, Hainer, Pridham and Winter provided their declaration of office.

7. PERFORMANCE by RACHEL STRATHDEE

Rachel Strathdee performed *Photograph* by Ed Sheeran.

8. INAUGURAL ADDRESS BY MAYOR STRATHDEE

Mayor Strathdee congratulated Amie and Dan Troyer on their 3rd anniversary.

Mayor Strathdee made his inaugural address to the Town of St. Marys.

9. COUNCILLORS INTRODUCTORY REMARKS

Councillors acknowledged their guests and provided introductory remarks.

10. GREETINGS FROM INVITED GUESTS

Warden Walter McKenzie brought congratulations from the County of Perth to the 2018-2022 term of Council.

Mayor Robert Wilhelm brought congratulations from the Township of Perth South to the 2018-2022 term of Council.

Mayor Strathdee read aloud the greetings provided by MP John Nater and MPP Randy Pettapiece.

Mayor Strathdee stated that Mayor Mathieson was delayed on other matters.

11. INTRODUCTION OF ADMINISTRATION

Brent Kittmer introduced the Town of St. Marys municipal administration.

12. DECLARATIONS OF PECUNIARY INTEREST

None declared.

13. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2018-12-04-01

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the December 4, 2018 Council meeting agenda be accepted as presented.

CARRIED

14. STAFF REPORTS

14.1 CAO 46-2018 Adopt 2019 Council Meeting Schedule

Brent Kittmer spoke to CAO 46-2018 report and responded to questions from Council.

Resolution 2018-12-04-02

Moved By Councillor Hainer

Seconded By Fern Pridham

THAT CAO 46-2018 regarding the 2019 Council meeting schedule be received; and

THAT the 2019 Council meeting schedule be accepted as amended.

CARRIED

14.2 CAO 47-2018 Committee Appointments for the 2018-2022 Term

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

Resolution 2018-12-04-03

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT CAO 47-2018 Committee Appointments for the 2018-2022 Term be received; and

THAT By-Law 94-2018, being a by-law to appoint members to a BIA Board of Management, be approved; and

THAT By-Law 95-2018, being a by-law to make committee appointments for the 2018-2022 Council term, be approved.

CARRIED

14.3 CAO 48-2018 Appoint Deputy Mayor for Year 1 of Council's Term

Brent Kittmer spoke to CAO 48-2018 report and responded to questions from Council.

Mayor Strathdee opened the floor to nominations for Deputy Mayor.

Councillor Edney nominated Councillor Luna. Councillor Craigmile seconded.

Mayor Strathdee called for further nominations. None were received.

Mayor Strathdee closed nominations.

Resolution 2018-12-04-04

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT report CAO 48-2018 regarding the appointment of a Deputy Mayor be received; and

THAT Councillor Luna be appointed Deputy Mayor effective December 4, 2018 through to December 10, 2019.

CARRIED

15. BY-LAWS

Resolution 2018-12-04-05

Moved By Councillor Hainer

Seconded By Fern Pridham

THAT By-Laws 94-2018 and 95-2018 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

15.1 By-Law 94-2018 Appoint BIA Board of Management Members

15.2 By-Law 95-2018 Appoint Committee and Board Members

16. UPCOMING MEETINGS

Mayor Strathdee announced the meetings as presented on the agenda.

17. CONFIRMATORY BY-LAW

Resolution 2018-12-04-06

Moved By Councillor Luna

Seconded By Councillor Edney

THAT By-law 96-2018, being a by-law to confirm the proceedings of December 4, 2018 inaugural meeting of Council, be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

18. ADJOURNMENT

Mayor Strathdee thanked the honoured guests, families and residents for attending tonight's inaugural meeting of Council.

Resolution 2018-12-04-07

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT this regular meeting of Council adjourn at 6:45pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Special Meeting of Council

December 18, 2018

9:00am

Municipal Operations Centre, Board Room

Council Present: Mayor Strathdee
Councillor Craigmile
Councillor Edney
Councillor Hainer
Councillor Luna
Councillor Pridham
Councillor Winter

Staff Present: Brent Kittmer, CAO / Clerk
Richard Anderson, Director of Emergency Services / Fire Chief
Matthew Corbett, Library CEO
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Lisa Lawrence, Director of Human Resources
Trisha McKibbin, Director of Corporate Services
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2018-12-18-01

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT the December 18, 2018 special meeting of Council agenda be accepted as presented.

CARRIED

4. SPECIAL MATTERS OF COUNCIL

4.1 Council Training - Roles and Responsibilities (Nigel Bellchamber and Fred Dean, Amberley Gavel)

Mayor Strathdee welcomed Mr. Bellchamber and Mr. Dean to the special meeting of Council.

Nigel Bellchamber and Fred Dean spoke to the roles and responsibilities of Council.

Councillor Luna arrived at 10:00 am

Council took a brief recess at 10:10am.

Mayor Strathdee called the meeting back to order at 10:18am.

Council took a brief recess for lunch at 12:35pm.

Mayor Strathdee called the meeting back to order at 1:00pm.

4.2 Council Training - Code of Conduct (John Mascarin, Integrity Commissioner, Aird Berlis LLP)

Mayor Strathdee introduced John Mascarin to speak to the code of conduct.

Mr. John Mascarin spoke to the code of conduct and the role of the Integrity Commissioner.

Council took a brief recess at 2:45pm.

Mayor Strathdee called the meeting back to order at 3:02pm.

5. UPCOMING MEETINGS

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

6. CONFIRMATORY BY-LAW

Resolution 2018-12-18-02

Moved By Councillor Luna

Seconded By Councillor Hainer

THAT By-Law 97-2018, being a by-law to confirm the proceedings of December 18, 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

7. ADJOURNMENT

Resolution 2018-12-18-03

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT this special meeting of Council adjourn at 3:55pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M5G 2E5
Tél. : 416 585-7000
Télec. : 416 585-6470



November 30, 2018

Al Stratthdee
Mayor
Town of St. Marys
bkittmer@town.stmarys.on.ca

Dear Mayor Stratthdee and Council:

Please accept my congratulations on your success in the recent municipal elections. I want to thank you for your decision to serve the public, and I look forward to working with you in the years ahead.

As a former mayor, I know firsthand that municipal government is closest to the people and delivers important services every day. I also know your constituents expect local government to be effective and responsive, and you expect the same in the provincial-municipal relationship.

At the AMO conference this year, I was proud to sign a renewed Memorandum of Understanding one year before it expired. The MOU signals our government's commitment to consult when introducing measures that affect municipalities.

There is much work ahead of us. Our government is working hard to remove red tape that stands in the way of job creation and development in communities across the province. We will be working together to increase housing supply and find efficiencies by reducing the reporting burden you face when dealing with the province. Our goal is to ensure that local governments are working well and supporting future economic prosperity.

As we work together to serve the people of our great province, I want to hear about the challenges you face. I know that local representatives understand their communities and that you can help us ensure that local government is working harder, smarter and more efficiently. Best wishes to you and to council for success over the next four years.

Sincerely,

A handwritten signature in blue ink that reads 'Steve Clark'.

Steve Clark
Minister

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
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DEC 05 2018

RE: Municipal Reporting Burden

Dear Heads of Council,

As you have heard me say, reducing the provincial reporting burden affecting the municipal sector is a priority for the government. I addressed municipal concerns about the reporting burden at the Association of Municipalities of Ontario (AMO) conference in Ottawa this past summer. I have heard from municipalities that the province asks for too many reports, which impacts the ability of municipalities to focus on local priorities.

I have struck a team in my ministry to lead the reduction of the municipal reporting burden across government. In addition to reducing the number of reports, we must make sure any remaining information collected is necessary for the province's work. We must confirm the information requested is not duplicative, and that the reporting requirements for small municipalities are appropriate.

To address these goals, my ministry will be convening a cross-government working group to bring together ministries with municipal reporting requirements. This group will be tasked with reducing reporting and undertaking the work to meet the aforementioned commitments.

In addition to our cross-government working group, in 2018, my team will be convening a stakeholder working group of various municipal associations with a shared common interest in municipal reporting requirements.

I invite you to share your thoughts on what changes can be made to municipal reporting directly to my office, as well.

Thank you for your support.

A handwritten signature in black ink, appearing to read 'Steve Clark'.

Steve Clark
Minister, Ministry of Municipal Affairs and Housing

c: Laurie LeBlanc, Deputy Minister, MMAH

Royal Canadian Legion
Perth Regiment Veterans Branch 236 St Marys
66 Church Street North
Box 1036
St Marys, Ontario
N4X 1B7



12 November 2018

Mayor Strathdee
175 Queen Street East
Box 998
St Marys, Ontario
N4X 1B6

Mr. Mayor;

The Remembrance events for 2018 have now come and gone.

From the placing of flags on the graves of veterans on 03 November, to the Legion parade and cenotaph service on 04 November, to the busy day of November 11th that saw the Town of St Marys Remembrance Day Ceremony, the Bells of Peace commemoration, and the veterans dinner at our Branch – it was extremely rewarding for us to see very large crowds for every event.

Rest assured that we are very much aware of all the support our organization received from the Town of St Marys to make these occasions so successful. While there's no doubt that many staff members contributed to the cause, we would like to draw your attention to the outstanding efforts of the town's Events Coordinator, Andrea Macko.

Andrea did a great job of ensuring the public was aware of all the events. She ensured all necessary paperwork and approvals were obtained so that our parade could go off without a hitch. Her contacts with the churches, museum, and local businesses were invaluable in creating our plan for executing the Bells of Peace commemoration. As you saw, the event drew a very large crowd, went off smoothly, and was very well received.

Please pass along a very well deserved "BRAVO ZULU" to Andrea for a job well done.

Thanks also go to you, Mr. Mayor, for all of your support. Your attendance at all of the events, including our veterans supper, was a strong endorsement for ensuring that acts of remembrance continue to be seen as important observances for our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Jenkins', with a stylized flourish at the end.

Tom Jenkins

President

Royal Canadian Legion

Perth Regiment Veterans Branch 236 St Marys

226 661-0057

FORMAL REPORT

| | |
|-------------------------|--|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Brent Kittmer, CAO/Clerk |
| Date of Meeting: | 8 January 2019 |
| Subject: | CAO 01-2019 Committee Priorities for 2019 |

PURPOSE

The purpose of this report is for Council to consider interim priorities and projects to be assigned to the Heritage, Green, and Recreation and Leisure Advisory Committees. Determining priorities and projects for these committees now will allow the committees to meet and complete work in advance of Council's more thorough consideration of the priorities for the Corporation. This more fulsome review is anticipated to occur at the first Strategic Priorities Committee meeting for 2019, tentatively scheduled for April 16, 2019.

RECOMMENDATION

THAT CAO 01-2019 regarding Committee Priorities for 2019 be received; and

THAT the Committee projects for the Recreation and Leisure Committee, Green Committee, and Heritage Committee be approved as outlined in report CAO 01-2019.

BACKGROUND

On December 4, 2018 Council appointed members to committees for the 2018-2022 term. The Recreation and Leisure Committee and the Green Committee are new for the term. The terms of reference for these two committees establish them as strategic level committees that focus on projects assigned by Council. The committees were designed this way to be a resource to both staff and Council as we advance the priorities of the Strategic Plan, the Recreation and Leisure Master Plan, and the Pyramid Recreation Centre Strategic Business Plan. The CAO is planning to work with Council to establish a set of 2019 priorities for the Corporation early in the term. This work will occur at the first Strategic Priorities Committee meeting of Council, currently delayed to April 2019 to accommodate the 2019 draft budget deliberation. To allow these two committees to begin their work the CAO is recommending that Council consider assigning interim projects for them to work on.

One committee that was not appointed on December 4, 2018 was the Heritage Conservation District Advisory Committee. Council made this decision to allow some time for the Heritage Advisory Committee to review the functions of both committees to determine if having two committees was still relevant in the context of 2019, to determine where duplication between the two committees may exist, and to recommend where process efficiencies could be implemented. To allow this review to have various perspectives, the current membership of the Heritage Advisory Committee consists of individuals who applied for both committees.

REPORT

Appreciating the fact that Council is newly seated, the CAO met with the staff liaisons for the respective committees to review potential projects that the committees could work on in the interim period. Based on these discussion, projects recommended for each committee are outlined below:

Recreation and Leisure Committee

To develop scoped projects for the Recreation and Leisure Committee staff reviewed the current progress in implementing the Recreation and Leisure Master Plan and the PRC Business Plan. The projects suggested below represent key considerations and research that will assist staff with the current projects that are underway for each plan.

The project scopes that staff recommends Council assign to the Recreation and Leisure Committee are:

1. The Strategic Plan, Recreation and Leisure Master Plan, and the PRC Business Plan each call on the Town to provide scale appropriate and cost efficient recreation services. A key tactic in seeing through this strategy will be the development of a core services list. As a part of this evaluation, the Town will need to consider if providing “shoulder season” ice is a core service. The cost of operating ice in July and August is higher than the rest of the year, and is offered at a significant loss. March and April ice sees a higher than normal vacancy rate, and represents an area where cost savings could be achieved if the Town removed one ice pad.

The Committee is tasked with reviewing the Town’s current approach to providing ice in the shoulder seasons. The Committee is asked to review and understand operating costs, usage and vacancy rates, and to make a recommendation to Council if shoulder season ice should be a core service. The Committee’s recommendation should include preferred operating schedules for shoulder season ice, and a strategy to engage and inform users of any proposed changes.

2. The Town’s swimming quarry is a gem of the community, and represents a tourism draw with great potential. Within the last 4 years the Town has invested in new attractions at the swimming quarry, including a new cliff dive and inflatable amenities. For the 2019 season, the Town’s Stand-Up paddleboard provider has relocated to British Columbia, and the Town is now faced with determining what services and amenities should be provided at the Quarry to keep it attractive.

The Committee is tasked with developing an overall vision for the swimming quarry that is sympathetic to its importance as a recreation amenity and tourist attraction. The Committee is asked to review the current slate of services at the quarry, determine if these are still relevant, and consider if new attractions and services should be added. Any recommendation’s the Committee makes to Council should be supported by a business plan to demonstrate how the overarching goals of scale appropriate recreation and cost efficiency will be maintained.

3. The Strategic Plan, Recreation and Leisure Master Plan, and the PRC Business Plan each call on the Town to provide cost efficient recreation services and to implement proactive maintenance practices. The salt water pool at the PRC has strong support from its users, but comes at a greater cost to the Town when compared to a chlorine pool. Operating costs are higher, and equipment wears out more quickly due to the corrosive environment that a salt water pool creates.

The Committee is tasked with reviewing the Town’s current approach to providing a salt water pool and compare this against the provision of a chlorine pool. The Committee is asked to review and understand the costs and user experience of providing a salt water pool, and to compare those against the costs of providing a chlorine pool. The Committee’s recommendation present the preferred type of pool, rationale to defend the recommendation, and a strategy to engage and inform users of any proposed changes.

Green Committee

The projects suggested below represent key considerations and research that will assist staff with the current projects that are underway related to the Town’s Forestry Management Plan, the Recreation and Leisure Master Plan, and the ongoing waste diversion Environmental Assessment.

1. The Strategic Plan calls for the Town to investigate and implement a forestry and tree management policy. In October 2018, Council adopted a Forestry Management Plan, at this time Staff were directed to revise the species list and better determine tree suitability and placement in 2019. More research needs to be undertaken regarding which species are better suited for developed and natural areas. In addition, Council tasked the proposed Green Committee to pursue engagement and education opportunities regarding the urban forest to ensure its continued health.

The Committee is tasked with recommending a revised forestry species list, tree placement, and pursuing engagement and education opportunities regarding the urban forest.

2. The Recreation and Leisure Services Master Plan recommends the possible naturalization of select parklands, including Meadowridge Park and Southvale Park and encourages the naturalization of other municipal lands. The Forestry Management Plan discusses the need for a separate Naturalization Plan to establish and manage natural Town-owned land. A naturalization approach is beneficial for two reasons. First, restores ecological lifecycles, and second, reduces park maintenance service levels and thus grass cutting, water, fertilizing and other parks maintenance costs.

The Committee is tasked with undertaking public engagement related to park naturalization, and recommending areas where naturalization practices may be implemented, inclusive of select parklands including Meadowridge Park and Southvale Park. The Committee shall recommend policies to establish natural areas and how to maintain natural areas.

3. The Recreation and Leisure Services Master Plan calls for the preparation of an Active Transportation Master Plan to assist with long-term implementation of a transportation network. This plan should include a review of the active transportation network, develop a trail hierarchy, explore opportunities to enhance active transportation connections to the existing trail system, and provide direction on the provision of trail amenities.

The Committee is reviewing the Town's current active transportation network, collecting public feedback on needs and wants for an expanded Active Transportation network, and recommending an Active Transportation Master Plan for Council's consideration.

4. In 2018 a Waste Reduction and Diversion Assessment (WRDA) was completed to review the Town's current programs and to assess opportunities for improvement and / or potential new diversion streams. The Town operates eight (8) existing programs, and the WRDA identifies an additional eight programs, or opportunities for increased waste reduction or diversion in addition to various potential enhancements of the existing programs. The Town expects an Environmental Assessment approval for the expansion of the St. Marys Landfill Site. During the Environmental Compliance Approval (ECA) process the Town will need to consider current diversion practices and potential new diversion streams so that the Town will be better positioned to consider end-of-life materials as resources rather than waste, resulting in fewer raw materials being used and working to maximize the life expectancy of the landfill site.

The Committee is tasked with considering and evaluating the implementation of the proposed opportunities for improvement and / or potential new diversion streams outlined in the WRDA during the Environmental Compliance Approval phase of the landfill site expansion.

Heritage Advisory Committee

To develop a scoped project for the Heritage Advisory Committee, internal staff review surrounding the Heritage and HCD Committees focused on feedback gathered in the previous term of Council from applicants, Council members and staff. So Council is aware, it is the Heritage Advisory Committee that holds the authority under the *Ontario Heritage Act* to make recommendations to Council. A separate committee for the HCD was originally created to build trust in the system and to create transparency.

For Council's information, the following observations were identified:

- Overlap in approvals processes:

- In some instances, such as a Part IV designations in the Heritage District, the same project would have to be reviewed by both committees. This is a duplication of process.
- Sign permits in the HCD were reviewed by both committees, again a duplication of process.
- Depending on when meetings fell, it could be a month between when the application was reviewed by one committee and then the other. The result was that there were instances where a business was delayed by 30 days in being able to install a sign because they had to wait for approval from one committee or the other. To address these delays, later in the 2014-2018 term joint meetings between the Heritage and HCD Committee were becoming regular so that approvals would be received in a timely manner.
- Confusion of applicants:
 - For Heritage permits within the HCD, the proposed work would be approved by the HCD committee, but grant funding would be approved by the Heritage Advisory Committee.
 - Applicants were confused as to which committee reviewed which application.
 - Applicants had to attend two different meetings on occasions, and were not always invited to remain at the meeting to observe the decision making process. In at least one instance, had the applicant remained at the meeting to observe the debate, he could have provided further information to the committee to assist in their review. Because he was excused key information was not shared, the decision was not in his favor, and he had to go through an appeal process. The appeal ultimately revealed the further contextual information he could provide. The final disposition was an approval of the application by Council.
- Staff workload:
 - Staff are completing two sets of agendas, minutes and staff reports and attending two meetings to review/discuss the same applications.

The project scope that staff recommends Council assign to the Heritage Advisory Committee is:

1. In the context of 2019, the HCD is functioning as it should - it is managing and guiding the conservation, protection and enhancement of the area's special character. It provides guidance for change so that it contributes to the architectural and historic character of the area. The HCD has now matured and there is a better understanding of what an HCD is, and the heritage permit and granting process is well established.

Within this context, is there still a need for separate Heritage and HCD Committees? Or can one committee structure, which includes member representation from within the HCD, adequately serve the community's heritage and culture interests?

If two committees are still relevant, what process amendments does the Heritage Committee recommend to eliminate overlap and duplication to provide a timelier and clearer service to applicants for sign permits, heritage permits, and heritage grants?

SUMMARY

Staff is recommending that Council approve the committee projects as outlined above for the Recreation and Leisure Committee, the Green Committee, and the Heritage Advisory Committee. Each of the proposed projects will assist staff in advancing projects and priorities that are underway from the Strategic Plan, the Recreation and Leisure Master Plan, and the PRC Strategic Business Plan respectively.

Determining priorities and projects for these committees now will allow the committees to meet and complete work in advance of Council's more thorough consideration of the priorities for the Corporation.

FINANCIAL IMPLICATIONS

None.

STRATEGIC PLAN

☒ This initiative is supported by the Strategic Plan, the Recreation and Leisure Master Plan, and the PRC Strategic Business Plan as outlined within the body of the report.

OTHERS CONSULTED

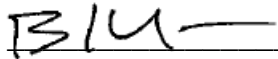
Trisha McKibbin, Director of Corporate Services, staff liaison to the Heritage Committee
Stephanie Ische, Director of Community Services, staff liaison to the Recreation and Leisure Committee
Grant Brouwer, Director of Building/Development, staff liaison to the Recreation and Leisure Committee
Jed Kelly, Director of Public Works, staff liaison to the Green Committee

ATTACHMENTS

None

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

| | |
|-------------------------|--|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Brent Kittmer, CAO/Clerk |
| Date of Meeting: | 8 January 2019 |
| Subject: | CAO 02-2019 Cannabis Legalization: Municipal Policy Implications and Retail Store Options |

PURPOSE

This report is being provided to facilitate Council's discussion on whether or not to allow private cannabis retail stores to be located in the Town of St. Marys. The Town has until January 22, 2019 to opt out of the retail cannabis program via Council resolution. If Council does not opt out as per Ontario Regulation 468/18 s.22, private cannabis retail stores will be allowed in the Town beginning 1 April 2019.

Please note, a separate staff report will be tabled in the first quarter of 2019 to facilitate Council's consideration of further public smoking prohibitions in response to cannabis legalization.

RECOMMENDATION

THAT CAO 02-2019 regarding the municipal impact of cannabis legalization be received; and

THAT Council not opt-out of provincially licensed cannabis retail stores in St. Marys; and

THAT Staff report back on a draft 'Municipal Cannabis Retail Policy Statement' for the March 27, 2019 Council meeting.

BACKGROUND

Under the Cannabis Act, as of October 17, 2019, subject to provincial or territorial restrictions, adults who are 18 years of age or older are able to legally:

- Possess up to 30 grams of legal recreational cannabis, dried or equivalent in non-dried form in public;
- Share up to 30 grams of legal cannabis with other adults;
- Buy dried or fresh cannabis and cannabis oil from a provincially-licensed retailer;
- Grow, from licensed seed or seedlings, up to 4 cannabis plants per residence for personal use;
- Make cannabis products, such as food and drinks, at home as long as organic solvents are not used to create concentrated products.

Please note that initially, adults are able to legally purchase fresh or dried cannabis, cannabis oil, and seeds and plants for cultivation. Other products, such as Cannabis edible products and concentrates will be legal for sale approximately one year after the Cannabis Act came into force.

Provinces and territories are responsible for developing, implementing, maintaining and enforcing systems to oversee the distribution, sale, growth and consumption of recreational cannabis. The Government of Ontario has created the following regulations with regard to the purchase and consumption of cannabis:

- **Minimum age:** 19 years of age to buy, possess, grow, or consume cannabis;
- **Where to consume:** Generally, cannabis can be consumed in public anywhere that tobacco smoking is allowed, with the exception of vehicles;
- **Growing your own:** Up to 4 plants permitted per household;
- **Where to buy:** Government-run online sales (ocs.ca); Privately-run retail storefronts beginning 1 April 2019.

On November 14, 2018, the Government of Ontario introduced Ontario Regulation 468/18 under the Cannabis License Act, 2018. The following are proposed regulations governing the private operation of cannabis retail stores in Ontario:

- Cannabis stores will be owned and operated by private sector;
- Retailers will not be permitted to allow anyone under the age of 19 to enter their stores;
- All private recreational cannabis retail storefronts will be stand-alone stores only; that is, they cannot be a part of a store or added to stores that sell other products, including pharmacies and stores selling alcohol;
- Private retail recreational cannabis stores will be permitted to open between 9:00 a.m. and 11:00 p.m. on any day of the week and are only permitted to sell legally-sourced cannabis and cannabis accessories;
- All cannabis retail stores must be located a minimum of 150 metres (approximately 500 feet) from schools. Please note that schools are the only facilities with a required distance separation, and municipalities cannot pass a bylaw requiring a greater distance buffer for schools or any other facility;
- Retail stores will be permitted to sell cannabis products, accessories and shopping bags;
- As recreational cannabis is a legal, controlled and regulated product, cannabis stores will be considered the same as any other type of retail and as such, no zoning changes are needed. A cannabis store site must be zoned for retail, and a municipality cannot create another class of retail for cannabis;
- Individuals with a store authorization, cannabis retail managers, and all retail employees will be required to complete the approved training to ensure that any individual who works in the cannabis retail market is trained in the responsible sale of cannabis;
- The private retail store model will be tightly regulated and strictly enforced by the Alcohol and Gaming Commission of Ontario (AGCO), establishing a zero-tolerance approach for any retailer who provides cannabis to anyone under the age of 19;
- A market concentration limit of 75 stores per operator has been set to prevent a high degree of market consolidation, promote opportunities for small businesses, and promote investment in the cannabis retail sector;
- The Ontario Cannabis Store will be the exclusive wholesaler to any private retail cannabis stores;
- Licensed producers of Cannabis are permitted to establish one factory outlet cannabis store for recreational cannabis purchases at the same address as their licensed site in municipalities that allow the operation of retail cannabis stores.

Cannabis retail stores are also subject to restrictions on promotion and display set out in the federal Cannabis Act. Amongst other things, the Cannabis Act does not permit cannabis, cannabis packaging, or cannabis accessories to be displayed in such a way that may be seen by a young person.

In addition to the above, regulations under the Cannabis Licence Act, 2018 prescribe specific conditions with which retailers must comply to keep their licence or authorization. For example, retailers are required to verify the age of customers upon entry, to conspicuously display their store authorization,

and to display a notice of suspension, if applicable, in a conspicuous place that is visible from the exterior of the store's public entrance.

Private cannabis stores will be licensed and regulated by the ACGO. The ACGO currently licenses, regulates, and ensures compliance in the alcohol, gaming, and horse racing industries in Ontario. The AGCO has also indicated that it will be releasing details on additional standards for retail store operations.

The licensing regime will have three parts:

- Operator approval;
- Retail site location approval; and
- Store management licensing.

The AGCO will provide a 15-day window for public and municipal government comments for each store site proposed by an approved operator. Per the legislation, municipal comments on store locations should focus on whether a proposed storefront location is in the public interest, as defined in the regulation (i.e. – in the Regulation, “public interest” is defined as public health or safety, protecting youth, and eliminating the illegal market). Please note that there is no regulatory requirement for the AGCO to act on municipal input.

On December 14, 2018 the Province announced that, due to a national shortage in cannabis supply, the Ontario government has decided to take a phased approach for the number of retail stores and locations in the province. The Alcohol and Gaming Commission of Ontario (AGCO), the Province's cannabis regulator, will only award 25 store licenses in the initial phase of private recreational cannabis retail starting April 1, 2019.

The AGCO will be taking applications from potential store operators from January 7-9, 2019. AGCO operator licenses will be decided by lottery that will be overseen by a third-party fairness monitor. Proposed store location approvals for individual retail sites will come after councils have made decisions by January 22, 2019. The ACGO's Cannabis retail infographic is attached for reference.

REPORT

Within the province's existing legislative and licensing framework the Town plays a limited role. Municipalities cannot zone for cannabis stores specifically, or create a licensing system for the sale of cannabis, or pass a bylaw that distinguishes land or building use for cannabis from any other kinds of use.

The Town's role within the legislative and licensing framework is to decide whether cannabis stores will be allowed to open in our community.

The provincial government has committed to allowing private recreational cannabis retail stores throughout Ontario beginning on 1 April 2019. Municipalities have a one-time opportunity to opt out of allowing retail cannabis stores in their communities. As mentioned, the Town has until January 22, 2019 to opt out of the retail cannabis program via Council resolution. If Council does not opt out as per Ontario Regulation 468/18 s.22, private cannabis retail stores will be allowed within this jurisdiction beginning April 1, 2019.

The question before Council today is whether cannabis stores will be allowed to open in our community. To assist Council with this deliberation, staff have collected the following information.

Impact on Provincial Funding:

Opting out of allowing cannabis retail stores will affect provincial funding allocations from the Ontario government and any surplus cannabis revenue sharing:

- The province has committed to providing \$40 million over two years to help municipalities with the implementation costs of recreational cannabis legalization, with each municipality receiving at least \$10,000 in total;

- In early January 2019, the first payment of \$15 million will be distributed to all Ontario municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality;
- The province would then distribute a second \$15 million payment following the opt-out deadline, January 22, 2019:
 - Municipalities that have not opted-out as of that date would receive funding on a per household basis;
 - Municipalities that have opted-out would only receive a second \$5,000 each;
- The province has set aside an additional \$10 million in municipal funding for unforeseen circumstances, and priority would be given to municipalities that have not opted-out;
- If Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the province would provide 50% of the surplus only to municipalities that have not opted-out as of 22 January 2019.

Please note that any municipality that opts out of having cannabis stores will forfeit the funding distributed on a per household basis as well as a share of the federal excise duty, even if the municipality opts back in to allowing cannabis stores at a later date. The Minister of Finance's letter to Mayor Strathdee is attached for reference. This restricts the Town's ability to opt out now then opt back in at a future date in a "wait and see how cannabis retail works out for other municipalities" approach because the Town would not have access to future funding from the province.

Stratford Police Recommendations:

Staff consulted with the Stratford Police department regarding the potential presence of cannabis retail stores in our community. Stratford's Police Chief offered the following opinion:

- Not having retail stores in St. Marys will do little to limit the accessibility of cannabis. Mobility allows people who want cannabis to attend other municipalities to get it lawfully;
- To date, we have not seen any significant issues with regard to cannabis legalization;
- Allowing retail stores and governing them to our community standards would be the preferred route;
- Stratford Police do not foresee any significant enforcement related issues with respect to allowing cannabis retail stores.

Please note that at present, there are no illegal cannabis dispensaries operating in St. Marys.

AMO Recommendations:

Given the pace at which the cannabis laws changed, AMO has represented the collective voice of municipalities.

AMO has supported private cannabis retail approach to create jobs and income locally in Ontario communities. If Council chooses to accept cannabis retail stores, AMO suggests that a 'Municipal Cannabis Retail Policy Statement' be adopted by Council. Such a policy statement would allow Council to identify significant issues with respect to cannabis store locations (e.g. consider proximity to sensitive areas, identify concerns regarding store concentration in certain areas of the community). This would give municipal staff direction in responding to the 15-day window during the commentary process. If Council is supportive of private cannabis retail in St. Marys, staff will bring back a report to facilitate the development of this policy.

Other Key Considerations:

Council may be interested in how other communities are addressing the question of whether to opt out or not. Courtesy the City of Stratford, attached to this report is an inventory of the approach other municipalities have taken (as at December 10, 2018),

Based on the information reviewed to date, staff have developed the following pros and cons list for consideration:

| Pros of Opting Out of Cannabis Retail Stores | Cons of Opting Out of Cannabis Retail Stores |
|--|---|
| <ul style="list-style-type: none"> • Can opt back in any time – if we do not opt out prior to 22 January, we can never opt out; • Opting out would give us more time to consult with the community; • The full impact of cannabis legalization and storefronts are not yet known. Opting out may allow us to see impacts of cannabis stores in other communities before making a decision; • Municipalities are not able to license or zone cannabis stores ourselves, and the ACGO is not obligated to consider municipal input when approving cannabis store licensing applications. • Some municipalities have expressed concern that cannabis stores will be targets for break ins/criminal activity, may encourage cannabis consumption, or may have other public health and safety impacts. • Research has shown that increased availability and exposure of substances, such as alcohol and tobacco, results in increased consumption, which can lead to significant health and social harms and costs. | <ul style="list-style-type: none"> • We would not receive the second round of provincial funding or any future share of the federal excise duty, even if we decide to opt back in at a later date; • It is possible that not having cannabis retailers in town may drive sales to the illegal cannabis market or may contribute to the continued proliferation of the illegal market. • Cannabis obtained through the OCS (online and from private retail stores) has product safety measures in place regarding packaging, product information, and controls related to the cultivation and handling of the product. • This is an economic development and job creation opportunity – there is interest in this community (and others) in opening cannabis businesses. These businesses, while privately run, will also be highly regulated; • Cannabis is now a legal product; not allowing cannabis in our community is not a possibility. Therefore, there may not be a clear benefit to opting out of having cannabis storefronts. • Some municipalities have expressed concerned that communities that opt out will be stigmatized as “conservative,” which may impact youth retention and talent attraction. |

SUMMARY

Within the province’s existing legislative and licensing framework the Town plays a limited role. The Town’s is to decide whether cannabis stores will be allowed to open in our community.

Based on the research to date, staff is recommending that Council not oppose strictly regulated private cannabis retail to occur in St. Marys.

This recommendation recognizes that cannabis is a legal substance, and retail within the borders of St. Marys would be strictly licensed and should be treated no differently than other legal substances. Provincial licensing is intended to ensure that operators conduct their business in a responsible and accountable manner, and would support the goals of preventing youth from accessing cannabis and eliminating the illegal cannabis market.

This recommendation also recognizes the fact that even if private retail was not allowed, residents would still have access to legal cannabis delivered to them through online retail or through the illegal market which exists in St. Marys. Opting in ensures that there is provincially-licensed regime that would provide a government-regulated alternative to the illegal market. The Province’s licensing approach intends to implement regulatory controls that are designed to minimize social harms and address safety issues. Provincially-licensed retail stores would be required to have strict controls in place to prevent access and sales to minors and ensure that cannabis products are sourced from federally-inspected, Licensed Producers that adhere to federal health and safety standards. This is an important step towards achieving the objectives of protecting youth and combatting the illegal market.

Finally, this recommendation recognizes that by opting out, the Town’s access to provincial funding will be restricted meaning that any costs of cannabis legalization over and above \$10,000 will be fully borne

by the Town. As noted, the “opt out to wait and see approach” is not a viable approach because it will restrict the Town’s access to Provincial funding moving forward.

If Council supports this recommendation, the next step will be for staff to bring forward a report so that Council can frame a ‘Municipal Cannabis Retail Policy Statement’. The purpose of the policy statement will be to outline the Town’s position on any cannabis retail license application received by the AGCO for St. Marys.

In addition, within the first quarter of 2019 a separate staff report will be tabled in the first quarter of 2019 to facilitate Council’s consideration of further public smoking prohibitions in response to cannabis legalization.

FINANCIAL IMPLICATIONS

All municipal governments will receive at least \$10,000 to help transition to legal recreational cannabis in our communities. Communities that decide to allow retail storefronts will receive \$10,000, plus per household funding, and will be eligible for a share of 50 per cent of the surplus funding if the province’s share of federal excise tax exceeds \$100 million in the first two years. Municipal governments must track additional expenditures related to legalized recreational cannabis.

Please note that while opting out of cannabis retail stores can be reversed after January 22, 2019, the municipality will not gain any more funding from the Ontario Cannabis Legalization Implementation Fund (OCLIF) than it had as of January 22, 2019 beyond the minimum second payment of \$5000.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

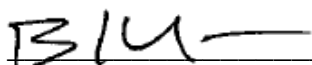
Other local Perth County municipalities

ATTACHMENTS

1. AGCO - Ontario's Cannabis Retail Regulation Landscape
2. November 20, 2018 Ministry of Finance Letter to Mayor Stratthdee
3. Inventory of Opt-Out Decisions of Other Municipalities (compile by the City of Stratford on December 14, 2018. See <https://www.agco.ca/cannabis/list-ontario-municipalities-prohibiting-or-allowing-cannabis-retail-stores> for the up to date AGCO listing)

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk



AGCO

Alcohol and Gaming
Commission of Ontario

Ontario's Cannabis Retail Regulation Landscape

Legal Cannabis Supply Chain



Health Canada regulates the cultivation and processing of cannabis and licenses producers, called "Licensed Producers".



Licensed Producers are the only legal growers/producers of cannabis products in Ontario.



The Ontario Cannabis Store is a Crown agency of the Government of Ontario and is the only legal supplier (wholesaler) of cannabis for private retail stores in Ontario. The OCS operates the only legal online store for recreational cannabis sales in Ontario. The AGCO does not regulate the OCS.

The Licences and Authorizations you need from the AGCO



RETAIL OPERATOR LICENCE

To be able to legally open a retail store to sell recreational cannabis, you must get a Retail Operator Licence. To get this licence, you must meet all of the eligibility criteria set out in the *Cannabis Licence Act* and its regulations.

A Retail Operator Licence allows you to operate one or more retail stores in Ontario. However, you must have a separate Retail Store Authorization for every store you wish to operate.

RETAIL STORE AUTHORIZATION

You must have a Retail Store Authorization for each one of your stores because the *Cannabis Licence Act* and its regulations require that each store meet certain requirements. Requirements relate to such matters as the store layout and location. The regulations also give residents of the municipality in which the proposed store would be located the opportunity to provide their input.

CANNABIS RETAIL MANAGER LICENCE

In order to ensure the responsible sale of cannabis, there must be at least one licensed manager for each authorized store location. The *Cannabis Licence Act* and its regulations set out eligibility criteria for the person who will have management responsibilities in authorized stores. This includes having responsibility for the cannabis inventory, for hiring and managing employees, and for ensuring the store operates with honesty and integrity at all times.

If you are a sole proprietor, and will be both the licensed operator and performing the duties of the retail store manager for a particular store, you do not need to get a Cannabis Retail Manager Licence for your store.

The Local Community

MUNICIPALITIES AND FIRST NATIONS RESERVES

Ontario municipalities have a one-time option to opt out of having cannabis retail stores in their communities. Municipalities have until January 22, 2019 to inform the AGCO if they wish to opt out. Municipalities that choose to opt out can opt back in at any time—but once they are in, they may no longer opt out.

A cannabis store can only be located on a First Nations Reserve if it has the approval of the Band Council.

RESIDENTS

Residents in the municipality of a proposed cannabis store location have an opportunity to share their views with the AGCO before a retail store is authorized. The Registrar may refuse to authorize the store if it is in the public interest to do so.

The only areas of public interest the Registrar can consider, as defined by the regulations, are related to public health and safety, protecting youth and restricting their access to cannabis, and preventing illegal activities in relation to cannabis.

For more information, visit us online www.agco.ca or call (416) 326-8700 or toll free 1 (800) 522-2876



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Toronto ON M7A 1Y7
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Téléphone: 416-314-6331

November 20, 2018

Dear Head of Council (elect):

Recently, Ontario's Government for the People moved to a new cannabis retail model to meet our key priorities of combatting the illegal market and keeping our children and communities safe.

Today, the Province is beginning the fulfillment of its commitment to provide \$40 million in funding over two years to municipalities to help with the implementation costs of recreational cannabis legalization.

The Ontario Cannabis Legalization Implementation Fund (OCLIF) will be distributed as follows:

- In early January, the first payment of \$15 million will be made to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This will enable all municipalities to proceed with their planned legalization activities.
- A second payment of \$15 million will then be distributed following the deadline for municipalities to opt-out under the *Cannabis Licence Act*, which is January 22, 2019.
 - Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This funding will support initial costs related to hosting retail storefronts.
 - Municipalities that have opted-out will receive only a second \$5,000 each.
- The Province is setting aside \$10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out. Further details will be provided at a later date.

.../cont'd

- Finally, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the Province will provide 50 per cent of the surplus only to municipalities that have not opted-out as of January 22, 2019.

Our government is committed to respecting taxpayers and their hard-earned money. We believe municipalities have an obligation to do likewise.

As such, municipalities must use this funding to address the costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include:

- increased enforcement (e.g. police, public health and by-law enforcement, court administration, litigation);
- increased response to public inquiries (e.g. 311 calls, correspondence);
- increased paramedic services;
- increased fire services; and
- by-law / policy development (e.g. police, public health, workplace safety policy).

Lower-tier and upper-tier municipalities will receive a 50/50 split of the allocation. The household numbers will be split between the upper- and lower-tier, and the allocation calculated accordingly. Decisions to adjust the split in allocation and transfer funding can be made at the local level as needed. Upper-tier municipalities will receive funding in relation to opt-out decisions made by the lower-tier municipality.

The Deputy Minister of Finance will write to your Treasurer with further details on the administration of this funding and attach each municipality's specific allocation notice.

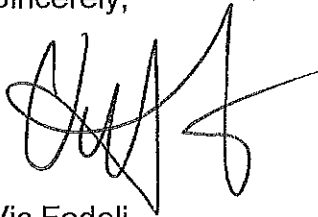
To assess the impact of the funding, the Association of Municipalities of Ontario and the City of Toronto have been asked to work with the Ministry of Finance to establish a process by which a sample group of municipalities can assess the use and impact of these funds. More information on this process will be provided at a later date.

Our government is committed to building a retail system for cannabis sales that will help eliminate the illegal market and is safe and reliable with rules that keep cannabis out of the hands of children and youth, while keeping our roads safe. Complementary to this municipal funding, the Province continues to do the following:

- Increase the capacity of law enforcement to help detect drug impaired driving through training. The Province has also created a specialized legal team to support drug impaired driving prosecutions, increased capacity at the province's Centre of Forensic Sciences, and has created a Cannabis Intelligence Coordination Centre.
- Support local boards of health (public health units) by providing a suite of tools and resources for enforcement of the *Smoke-Free Ontario Act, 2017*, which includes rules for smoking and vaping of cannabis.
- Conduct an integrated public awareness campaign to communicate the rules and regulations for recreational cannabis and educate Ontarians about the health and safety measures in place to protect them.

We appreciate the efforts of municipalities in the implementation of the federal government's legalization of cannabis and look forward to continuing to work together.

Sincerely,



Vic Fedeli
Minister of Finance

c: The Honourable Caroline Mulroney, Attorney General
The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Paul Boniferno, Deputy Attorney General
Greg Orenacsak, Deputy Minister of Finance
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of Attorney General
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project, Ministry of Finance
Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning Policy Division, Ministry of Municipal Affairs and Housing
Dan Miles, Chief of Staff

Cannabis Store Opt-Out – Best Practice Research

City Staff have consulted with other Ontario municipalities to gain perspective on opting out of cannabis storefronts. Responses received are below.

The AGCO is keeping a current list of municipalities have opted out for the public to access on their website: http://agco.ca/cannabis/list-ontario-municipalities-prohibiting-or-allowing-cannabis-retail-stores?utm_medium=email&utm_campaign=Cannabis-

| Municipality | Recommending Opting Out? | Rationale |
|---------------------|---------------------------------|--|
| Ajax | Undecided | Currently in lame duck; waiting for council inauguration to make a decision. |
| Brampton | Undecided | Consulting the public with a 2-question survey through the month of November to determine public interest. |
| Guelph | No | Staff recommendation 17 December: That staff be directed to inform the Alcohol and Gaming Commission of Ontario that retail cannabis storefronts are permitted to operate within the City of Guelph and that the Delegation of Authority Bylaw (2013)-19529, be amended to authorize staff to provide comments to the Alcohol and Gaming Commission of Ontario, on behalf of the City Council, with respect to any store license application that does not meet the public interest of the City of Guelph. |
| Halton Hills | Undecided | Conducting public consultation using online engagement tool with Bang the Table; Proposing to ask questions related to retail sales and zoning for production facilities. |
| Hamilton | Undecided | Conducting public consultation focused on specific stakeholder groups: BIAs, Chamber of Commerce and people involved in the illegal dispensary industry. |

| Municipality | Recommending Opting Out? | Rationale |
|--------------|--------------------------|---|
| King | Yes | Council passed an opt-out resolution on 10 September to limit youth exposure to cannabis, because of health concerns, and because of the unknown impacts of cannabis legalization. |
| London | No | Will report to Council in November recommending having storefronts. Previous Council supported storefronts, and there is substantial community interest; The City has been contacted by at least 12 interested companies/individuals who wish to operate private retail cannabis stores in London. |
| Markham | Yes | Council already opted out of retail cannabis sales in August 2018 due to public opinion expressed at a council meeting. New council reconfirmed this decision on 12 December 2018. |
| Mississauga | Yes | Council chose to opt out on 12 December, stating that there are too many unknowns at this time, and not enough municipal control over store locations/the number of stores. They have stated that they may opt in later. Their public consultation revealed that 68% were in favour of store fronts. |
| North Perth | Undecided | Currently undecided and will be taking a report to Council before the deadline in January. |
| Oakville | Undecided | Previous council was not supportive of cannabis stores because of the unknowns; not enough information and residents are not properly informed. Staff are starting public consultation efforts in December via online questionnaire. |

| Municipality | Recommending Opting Out? | Rationale |
|-----------------|---|---|
| Orillia | Undecided | Reported to Council for information in November prior to the regulations being finalized. Will report to Council on 14 January to ask for a decision without making a staff recommendation; will survey other area municipalities and include in the report. There has been push back against cannabis stores in the community. |
| Oshawa | Undecided | Online survey through the month of November; In-person forum to follow. Consultation will focus on potential funding from the province, potential issues/current questions due to absence of regulations so far, and benefit of opting-in vs. opting out. |
| Ottawa | Undecided | Public consultation is taking place in November, including a thorough online survey. |
| Perth County | 2 undecided; 3 will not recommend opting out | Perth County municipalities are working together as part of the Warden's Task Force on the Legalization of Cannabis, along with Stratford and St. Marys. The Task Force has recommended drafting a joint letter to our MP and MPP requesting additional funding. |
| Perth East | Undecided | Participating in Warden's Task Force, will report to Council with information prior to the deadline. |
| Perth South | No | Staff sees no benefit to opting out, as opting out will impact funding allocations and will eliminate an economic development opportunity. As a small rural municipality, Perth South also has few urban centers that would be significantly impacted by cannabis stores. |

| Municipality | Recommending Opting Out? | Rationale |
|---------------|-----------------------------|--|
| Richmond Hill | Yes | Council passed a bylaw to regulate the use of cannabis in public on 18 October. Staff plan to report to Council in December to provide an update on the new legislation and, specifically, the opt-out option for private retail locations. No further consultation is planned, however, public opinion has been expressed to council that parents don't want their children thinking cannabis consumption is acceptable and they don't want to make it available. |
| St. Marys | No | Will be considering the question on 8 January. Staff's recommendation will be consistent with the advice of AMO, that St. Marys will not opt out due to the impact on the allocation of the excise tax and the fact that retail stores do come with a local economic benefit of jobs, taxes, etc. St. Marys staff also view this as the sale of a legal substance no different than alcohol or cigarettes. St. Marys will also be considering a ban on all smoking on public property. |
| St. Thomas | No | Will report to council in the coming weeks, will likely recommend that council not opt out of stores because issues to do with cannabis will still be present; not having stores will not get rid of enforcement issues (etc); therefore the municipality will need the provincial funding to help handle these issues. |
| Toronto | No | It is anticipated that prohibiting legal cannabis retail stores would encourage the illegal market to continue to operate, either through storefronts selling illegal products or by driving illegal cannabis sales underground. This would undermine efforts by all levels of government to prevent youth access to cannabis and would require increased municipal and police enforcement to address illegal operations. Prior to legalization, there were at least 92 |

| Municipality | Recommending Opting Out? | Rationale |
|--------------|-----------------------------|---|
| | | <p>illegal cannabis stores operating in Toronto. After 17 October, 56 closed. As of 30 November, approximately 11 illegal cannabis dispensaries were still operating. Council agreed to allow retail cannabis stores on 13 December 2018.</p> |
| Waterloo | No | <p>Staff is working with the three major regional cities on this to create the same framework (Cambridge and Kitchener are also undecided). Reporting to council on 10 December. Staff is planning to recommend not prohibiting storefronts; the product is otherwise legal, it can't be kept out of a community, and the City receives daily expressions of interest in opening stores in the community.</p> |
| West Perth | No | <p>Staff will report to Council on 17 December and will not recommend not opting out, as consumption itself is legal. It would not be beneficial to the municipality to eliminate funding and potential economic development. West Perth has also received several expressions of interest in opening cannabis stores.</p> |
| Woodstock | No | <p>Staff will report to council in January recommending that cannabis stores be allowed to operate in the community. There have not been any complaints in the community; there are currently two cannabis accessory stores operating in Woodstock, and interest in opening a supply facility in town has received enthusiastic support. Staff will ask that council delegate authority to Staff to comment to ACGO on any store license applications to ensure the 15-day timeline is met.</p> |

FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Strathdee and Members of Council |
| Prepared by: | Brent Kittmer, CAO/Clerk |
| Date of Meeting: | 8 January 2019 |
| Subject: | CAO 03-2019 Assign Functions to the Integrity Commissioner |

PURPOSE

This is a housekeeping report to present by-law 04-2019. The purpose of the by-law is to assign the functions set out in Section 223.3(1) of the *Municipal Act* to the Integrity Commissioner.

RECOMMENDATION

THAT CAO 03-2019 regarding the functions of the Integrity Commissioner be received; and

THAT Council approves by-law 04-2019, being a by-law to assign certain functions to the Integrity Commissioner.

BACKGROUND

Section 223.2(1) of the *Municipal Act* requires the Town to have adopted a Code of Conduct by March 19, 2019. This task has been completed as Council adopted a Code of Conduct on September 11, 2018 through by-law 74-2018.

Also, as of March 1, 2019, a Council must assign all of the functions under amended s. 223.3(1) of the *Municipal Act* to its Integrity Commissioner. A list of the statutory functions is set out below:

Integrity Commissioner

223.3(1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.

7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.

The functions may be assigned in advance of March 1, 2019 to take effect immediately or as of March 1, 2019.

REPORT

Attached to the January 8, 2019 agenda is by-law 04-2018. This by-law assigns all of the functions noted above to the Town's Integrity Commissioner (John Mascarin, Aird & Berlis). This is an important action to take to ensure that all members of Council have access to the Integrity Commissioner if they need advice while exercising their duties.

This assignment of duties does not require an amendment to the service contract the Town has with Aird & Berlis. Mr. Mascarin was contacted on this question, and he responded that the scope of work refers to "such functions as Council may assign and that the legislation may permit" and thus an amendment is not required.

SUMMARY

Staff are recommending that Council enact by-law 04-2019 to ensure that the Integrity Commissioner can perform all of the functions as provided for in the *Municipal Act*.

FINANCIAL IMPLICATIONS

If/when the Town needs to access the Integrity Commissioner's services the payment is on a time and disbursements basis.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

John Mascarin, Aird & Berlis, Town Integrity Commissioner

ATTACHMENTS

1. See By-Law 04-2019

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Strathdee and Members of Council |
| Prepared by: | Jenna McCartney, Deputy Clerk |
| Date of Meeting: | 8 January 2019 |
| Subject: | CAO 04-2019 Establish and Open Public Highway (560 Water Street South) |

PURPOSE

To seek approval of Council to establish and open a parcel of property along Water Street South as public highway.

RECOMMENDATION

THAT CAO 04-2019 Establish and Open Public Highway (560 Water Street South) be received; and
THAT Council approve By-law 03-2019 for the purpose of establishing and opening all of Lots 3, 4 and 5 (west side of Water Street), Registered Plan 235, being Part 2 on Reference Plan 44R-5066 as public highway.

BACKGROUND

Many years ago the St. Marys Cement Plant (the “Cement Plant”) consulted the Town of St. Marys regarding the turning radius along Water Street South affecting heavy trucks that exit the Cement Plant. As an outcome of the consultation, a turning lane was constructed resulting in a wider road and a gravel shoulder encroached on 560 Water Street South to aid in widening the turning radius.

In 2018, 598852 Ontario Limited, the owner of 560 Water Street South initiated a sale of the property. The Cement Plant was the successful purchaser and during the sales negotiations the company contacted the Town to offer a 4.0 metre frontage of the property as road allowance. This matter was discussed in staff report “DEV 50-2018 560 Water Street South – Site Plan Agreement and Road Widening”. Council authorized the transfer to the Town on November 27, 2018.

REPORT

There are a few situations in which land is transferred to the municipality for a road allowance. The situations include during a minor variance application (Committee of Adjustment process), consent to server application (Committee of Adjustment process) and site plan agreement (staff initiated, Council approved). Council has the authority during these situations to ask the land owner for a strip of land that abuts the municipal road for future road widening activity. The Official Plan outlines which roads in St. Marys are classified as arterial and secondary. Both classes of roads have a provincial standard regarding structure, including width. During the situations listed above, the municipality has the authority to ask the property owner for a designated strip of property if the road abutting the property owner’s is not at the current provincial standard. To be clear, although the land is transferred to the municipality, it does not mean that the municipality must improve the road within any period of time.

Once the land has been legally transferred through the Land Registry Office to the municipality, it is legally known to belong to the municipality but a by-law should be passed by the municipality to create the transferred land as a part of the public highway. Technically, in the absence of the by-law the

property owner is landlocked (no navigable route to public highway) and could be considered trespassing in order to access the public highway.

Following amendments made in 2003 to the *Municipal Act*, 2001, (the "Act") municipalities are now responsible to establish a highway by virtue of a by-law (section 32(2)). While Water Street South was established a public highway well before the amendment to the Act, the land to be transferred will become public highway (road allowance) and it should be acknowledged as such by by-law.

Therefore, at this time, staff is recommending that a by-law be approved by Council that the strip of land fronting 560 Water Street South is established and opened as public highway.

SUMMARY

St. Marys Cement Plant wishes to transfer legal ownership of a 4.0 metre strip of land along 560 Water Street South, abutting the public highway, to the Town as road allowance. In order for the property owner to be able to access Water Street South, the Town must pass a by-law for the purpose of establishing and opening the parcel of land as public highway.

FINANCIAL IMPLICATIONS

All legal costs will be the responsibility of the property owner.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

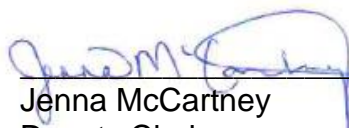
Susan Luckhardt, Planning Coordinator
Kelly Nenniger, Solicitor

ATTACHMENTS

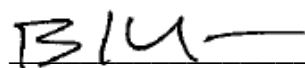
None

REVIEWED BY

Recommended by the Department


Jenna McCartney
Deputy Clerk

Recommended by the CAO


Brent Kittmer
CAO / Clerk

FORMAL REPORT

| | |
|-------------------------|--|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Brent Kittmer, CAO/Clerk |
| Date of Meeting: | 8 January 2019 |
| Subject: | CAO 06-2019 Request for Liquor License Approval (Canadian Baseball Hall of Fame and Museum) |

PURPOSE

The purpose of this report is to present a request received from the Canadian Baseball Hall of Fame and Museum (CBHFM) for approval of a permanent liquor license for the Museum Building.

Council's approval of this request is required because the Town is the owner of the lands where the CBHFM is located, and because of terms and conditions set out in the lease agreement the Town has with the CBHFM.

RECOMMENDATION

THAT CAO 06-2019 regarding the CBHFM liquor license request be received; and

THAT Council approve of a permanent liquor license for the CBHFM Museum Building; and

THAT staff be authorized to sign the required AGCO forms; and

THAT the CAO be authorized to sign a Café/Patio agreement with the CBHFM as required by the AGCO.

BACKGROUND

Attached to this report is a letter of request received from the CBHFM. The CBHFM is requesting the Town's approval of their application to the Alcohol and Gaming Commission of Ontario (AGCO) for a permanent liquor license at the museum building. Attached to this report is the letter of request and the proposed layout received from the CBHFM. The CBHFM is applying for a permanent liquor license to eliminate the need to secure multiple special occasion permits for the facility, and to enable them to hold additional events in the newly expanded museum facility.

REPORT

The Town is required to approve the liquor license application because it is the owner of the lands where the museum is located. In addition, the Town and the CBHFM have a number of agreements that describe the operating relationship between the two organizations. This includes a Municipal Capital Facility Agreement, a Lease Agreement and an Operations and Maintenance agreement.

Specifically, the Lease agreement sets out:

14. The CBHFM agrees not to do, store or keep on the Lands anything that may be a nuisance or which may cause damage to or interfere with normal usage of any adjoining property. The Town acknowledges that using the Lands in a manner consistent with past practice and in a manner consistent with similar facilities in the Province of Ontario does not constitute a nuisance.

15. The CBHFM shall comply with all federal, provincial and municipal laws, by-laws, rules and regulations affecting the Lands, including obtaining all necessary permits and licences and to save the Town harmless from any liability or cost suffered by it as a result of failure of the CBHFM to do so.

It is staff's view that Council's approval of the permanent liquor license is also required as a result of Section 14 of the lease agreement. A new permanent liquor license for the facility complete with new or additional events through the year means the CBHFM's operations will be changed and will not be "in a manner consistent with past practice".

Staff have reviewed the request for the permanent liquor license and not flagged any concerns. The CBHFM has run a number of events at the facility where liquor sales have occurred and there have not been any significant concerns raised by the neighbours, except for parking. In these instances, the concerns have been raised with the CBHFM and they have actively worked to correct them.

SUMMARY

Staff is recommending that Council grant the CBHFM's request for approval for a permanent liquor license for the museum building and authorize staff to sign all of the associated AGCO documents.

FINANCIAL IMPLICATIONS

None.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

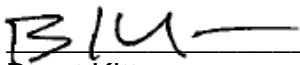
Scott Crawford, Director of Operations, CBHFM

ATTACHMENTS

1. December 12, 2018 Letter of request and associated documents

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk



**THE CANADIAN BASEBALL HALL OF FAME AND MUSEUM
LE MUSÉE ET TEMPLE DE LA RENOMMÉE DU BASEBALL CANADIEN**

December 12, 2018

Dear Mayor Stratthdee and Town Council

We would like to apply for a permanent liquor license at the Canadian Baseball Hall of Fame and Museum.

With the addition to the museum and renovations to the older part of the museum we will be a fully functioning museum with event space. A liquor license will allow for us to host more events, socials and groups with additional options for these groups.

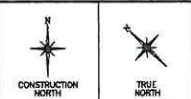
Also having a permanent license will stop the need for a special occasion permit (SOP) and the work associated with each permit (paperwork, council approval, etc...), therefore saving time and effort in several departments.

The AGCO needs to have approval letters from the clerk's office, building department and fire department stating that you approve the license idea for the museum and outside deck before they can move forward with the application.

Please let me know if you have any question or concerns.

Yours truly

Scott Crawford
Director of Operations



GENERAL NOTES:

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4. DO NOT SCALE DRAWINGS.
5. SITE CHECK ALL DIMENSIONS PRIOR TO CONSTRUCTION.
6. NOTHING ON THESE DRAWINGS SUPERSEDES THE REQUIREMENTS OF THE GOVERNING CODES INCLUDING THE ONTARIO BUILDING CODE.
7. THESE DRAWINGS ARE NOT INTENDED TO SHOW MECHANICAL, ELECTRICAL, STRUCTURAL OR CIVIL INFORMATION.
8. NOTIFY THE ARCHITECT OF ALL CONFLICTS AND DISCREPANCIES PRIOR TO CONSTRUCTION.
9. CONTRACTOR TO COORDINATE ARCHITECTURAL, STRUCTURAL, MECHANICAL AND ELECTRICAL DRAWINGS BEFORE CONSTRUCTION AND NOTIFY THE ARCHITECT OF ANY DISCREPANCIES.
10. UNLESS NOTED OTHERWISE, ALL PARTITION WALLS ARE TO EXTEND TO THE UNDERSIDE OF THE STRUCTURE ABOVE.

| | | |
|--------------|-------------------------------|------------|
| 3 | | |
| 2 | REVISED ISSUED FOR SPA | OCT 06/17 |
| 1 | ISSUED FOR SITE PLAN APPROVAL | SEPT 15/17 |
| NO. REVISION | | DATE |



518 HURON STREET, STAMFORD, ONTARIO N5A 5T7
TEL: 519 271 8230 FAX: 519 271 8550
E-MAIL: info@marklevitz.com

THESE DRAWINGS ARE AN INSTRUMENT OF SERVICE AND ALL INFORMATION WITHIN IS THE SOLE PROPERTY OF MARKLEVITZ ARCHITECTS INC.

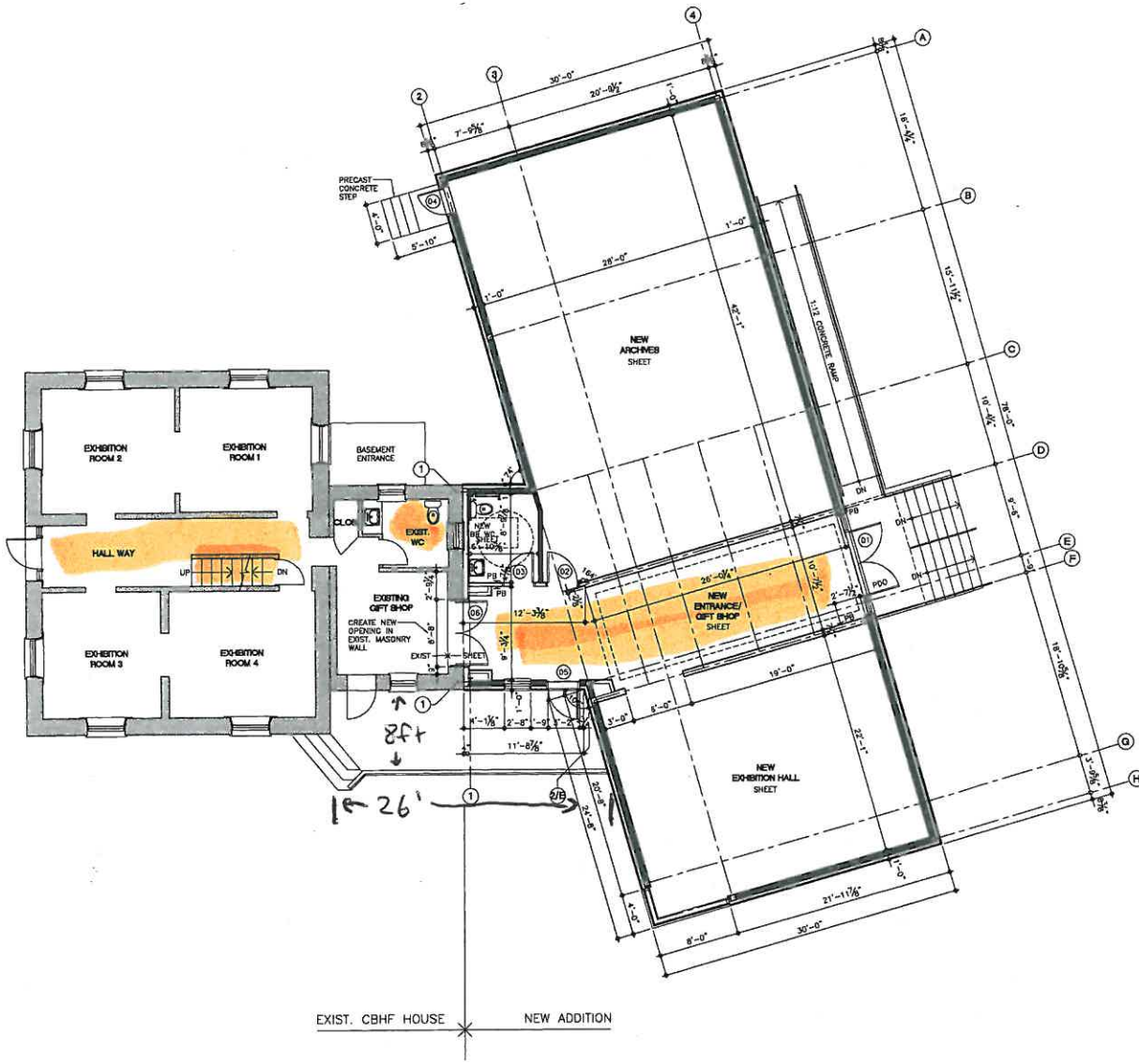
| | |
|----------|--|
| PROJECT | Addition to the Canadian Baseball Hall of Fame |
| LOCATION | 386 Church St. S. St. Marys, Ont. |
| FOR | Canadian Baseball Hall of Fame |
| DRAWING | Construction Plan Proposed Addition |

A1

PROJECT NO. 2863-12

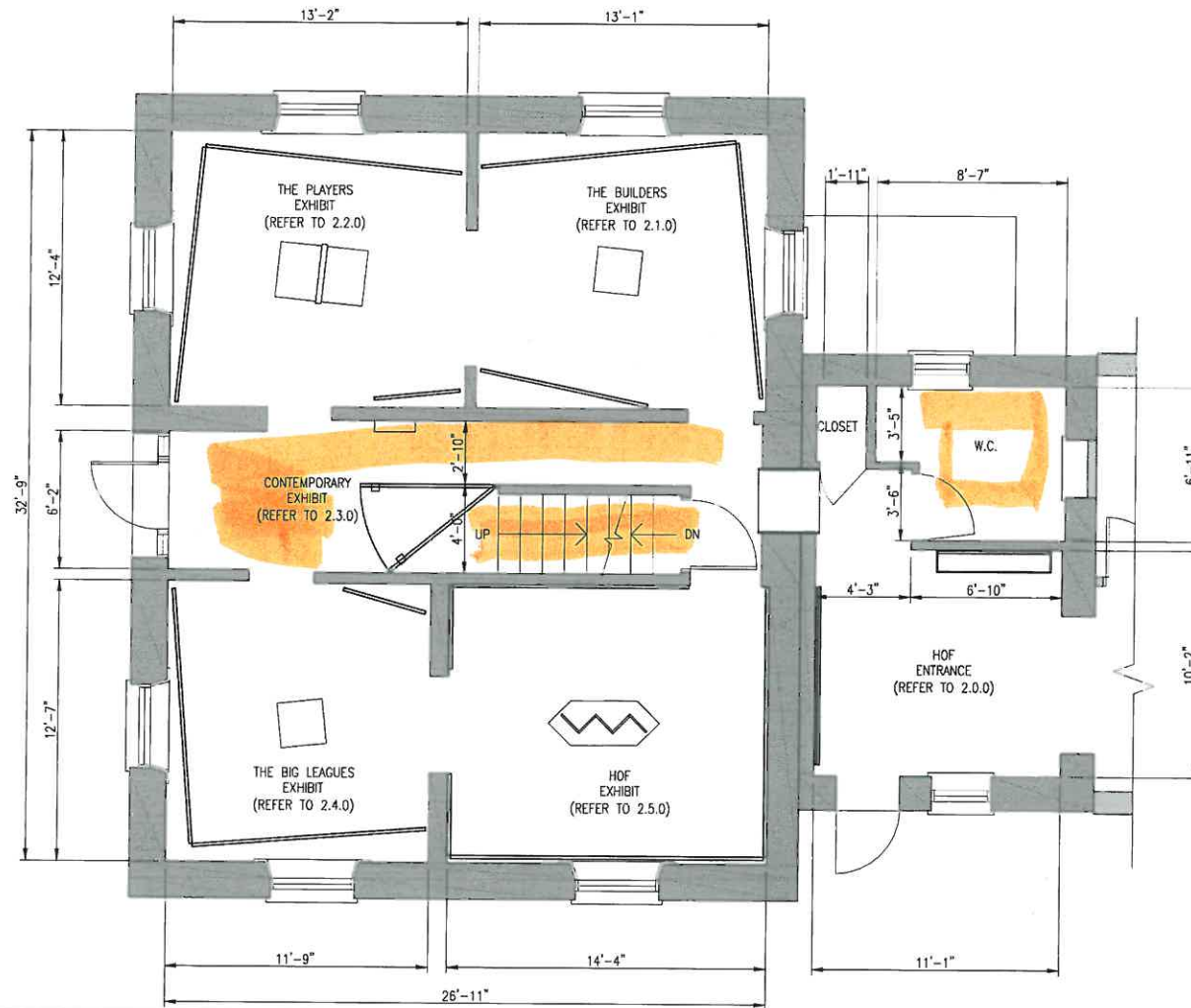
DATE September 15, 2017

FILE 2863-12 1004



1 Preliminary Plan
A1 SCALE: 3/16"=1'-0"

FLOOR PLAN - ORIGINAL BUILDING





Alcohol and Gaming Commission of Ontario
Licensing and Registration
90 SHEPPARD AVE E SUITE 200
TORONTO ON M2N 0A4
Fax: 416-326-8711
Tel: 416-326-8700 or 1-800-522-2876 toll free in Ontario

Municipal Information

The information requested below is required in support of all applications for a new Liquor Sales Licence or outdoor areas being added to an existing Liquor Sales Licence.

Section 1 - Application Details

| | | | |
|---|---|---|-------------------------------|
| Premises Name <i>Canadian Baseball Hall of Fame + Museum</i> | Premises Telephone Number <i>519 284 1838</i> | | |
| Contact Name <i>Scott Crawford</i> | Contact's Telephone Number <i>519 284 1838</i> | Email Address <i>scott@baseballhalloffame.ca</i> | |
| Address <i>386 Church St. S. PO Box 1838</i> | City/Town <i>St. Marys</i> | Province / State <i>ON</i> | Postal Code <i>N4X 1C2</i> |

Does the application for a Liquor Sales Licence include:

- ☒ Indoor areas
☒ Outdoor areas

Section 2 - Municipal Clerk's Official Notice of Application for a Liquor Sales Licence in your Municipality

Municipal Clerk:

Please confirm the "Wet/Damp/Dry" status below.

| |
|---|
| Name of village, town, township or city where taxes are paid: (If the area where the establishment is located was annexed or amalgamated, provide the name of the Village, Town, Township or City was known as) |
|---|

Is the area where the establishment is located:

- ☒ Wet (for spirits, beer, wine) ☐ Damp (for beer and wine only) ☐ Dry

Note:

Specific concerns regarding zoning or non-compliance with by-laws must be clearly outlined in a separate submission or letter within 30 days of this notification.

| | |
|---------------------------------|------------------------|
| Signature of Municipal Official | Title |
| Address of Municipal Office | Date YYYY MM DD |



Alcohol and Gaming Commission of Ontario
Licensing and Registration
90 SHEPPARD AVE E SUITE 200
TORONTO ON M2N 0A4
Fax: 416-326-8711
Tel: 416-326-8700 or 1-800-522-2876 toll free in Ontario

Agency Letter of Approval

Note: A separate letter is required from Building, Fire and Health authorities.

THIS FORM IS NOT REQUIRED FOR CHANGES IN OWNERSHIP ONLY.

Attention: Approving Agency

This form is supplied for the convenience of approving authorities.

Any individual agency may choose to utilise their own specific correspondence.

| | | | |
|--------------------------|-------------|------------------|-------------|
| Name of Approving Agency | | | |
| Address | City / Town | Province / State | Postal Code |

Re:

| | | | |
|--|---------------------------------|---|-------------------------------|
| Name of Premises <i>Canadian Baseball Hall of Fame + Museum</i> | | Municipality <i>Perth</i> St. Marys | |
| Address <i>PO Box 1838</i> <i>386 Church St. S</i> | City / Town <i>St. Marys</i> | Province / State <i>ON</i> | Postal Code <i>N4X 1C2</i> |

Please indicate: ☐ New Building **OR** ☐ Alterations
☒ Indoor Areas **OR** ☒ Outdoor Areas

- ☐ Agency has no objections to the use of this facility as a licensed premises under the *Liquor Licence Act*. No determination or assessment has, or will be made, at this time with respect to the occupant load.
- ☐ Agency has no objections to the use of this facility as a licensed premises under the *Liquor Licence Act*. A total occupant load has been established at Indoor 175 Outdoor 47.
Note: If the total occupant load should be segmented into specific areas, please define below or provide appropriate attachment.
- ☐ Agency has no objections to the use of this facility as a licensed premises under the *Liquor Licence Act* following compliance with the identified requirements. *Note conditions below or provide appropriate attachment.*

☐ See attachment

| | | |
|---|-----------------------------|------------|
| Name of Approving Official (please print) | Title of Approving Official | Date |
| Signature of Approving Official | Telephone number | Fax number |



Alcohol and Gaming Commission of Ontario
Licensing and Registration
90 SHEPPARD AVE E SUITE 200
TORONTO ON M2N 0A4
Fax: 416-326-8711
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| | | | |
|--------------------------|-------------|------------------|-------------|
| Name of Approving Agency | | | |
| Address | City / Town | Province / State | Postal Code |

Re:

| | | | |
|--|---------------------------------|--|-------------------------------|
| Name of Premises <i>Canadian Baseball Hall of Fame & Museum</i> | | Municipality <i>Perth</i> <i>St. Marys</i> | |
| Address <i>PO Box 1838</i> <i>386 Church St. S</i> | City / Town <i>St. Marys</i> | Province / State <i>ON</i> | Postal Code <i>N4X 1C2</i> |

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☐ See attachment

| | | |
|---|-----------------------------|------------|
| Name of Approving Official (please print) | Title of Approving Official | Date |
| Signature of Approving Official | Telephone number | Fax number |

FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Jenna McCartney, Deputy Clerk |
| Date of Meeting: | 8 January 2019 |
| Subject: | CAO 07-2019 Constitute a Committee of Adjustment by By-law |

PURPOSE

This is a housekeeping report to seek Council's approval to repeal by-laws 53-83 and 52 of 2014 and pass by-law 07-2019 for the purpose constituting the Committee of Adjustment.

RECOMMENDATION

THAT CAO 07-2019 Constitute a Committee of Adjustment by By-law be received; and

THAT Council approve By-law 07-2019 for the purpose of constituting a Committee of Adjustment and delegating authority to the committee.

BACKGROUND

Council concluded a review of its committees and boards in September 2018. At that time a number of draft terms of reference were placed before Council that had been amended in an effort to create common criteria amongst the committees and boards.

During that review, staff noted that the by-law constituting the Committee of Adjustment could benefit from some minor housekeeping updates.

REPORT

A Committee of Adjustment is a quasi-judicial committee that can be made up of Council, or it can be an arms-length committee that is appointed by Council but receives no direction from Council. The mandate of the Committee is to review minor variances (under Section 45(1) of the *Planning Act*); permissions (under Section 45(2) of the *Planning Act*); and consents to sever (under Section 53 of the *Planning Act*). The Committee makes decision on these applications based on conformity to the Town of St. Marys Official Plan and Zoning By-law.

In 1983 Council passed a constituting by-law for the Committee of Adjustment. Based on the time gap between then and today's legislation, staff felt that it may be beneficial for Council to repeal the previous by-law and update it to include references to the current procedure by-law, code of conduct and the authority delegated to the Committee of Adjustment under the *Planning Act* of 1990.

It is the intention of By-Law 07-2019 (attached to this agenda) to be the constituting by-law for the current term of the Committee and those terms going forward.

SUMMARY

Staff are proposing that Council repeal by-law 53-83 and 52 of 2014 and replace it with by-law 07-2019 for the purpose of constituting a Committee of Adjustment and delegating certain authority to the Committee.

Upon Council's approval of the by-law, a copy will need to be forwarded to the Minister for acknowledgement.

FINANCIAL IMPLICATIONS

None.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED


Susan Luckhardt, Planning Coordinator and Secretary – Treasurer of Committee of Adjustment
Grant Brouwer, Director of Building and Planning
Brent Kittmer, CAO / Clerk
Ken Strong, Solicitor

ATTACHMENTS

By-law can be found in By-law Section of agenda

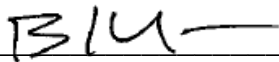
REVIEWED BY

Recommended by the Department



Jenna McCartney
Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Strathdee and Members of Council |
| Prepared by: | Trisha McKibbin, Director of Corporate Services |
| Date of Meeting: | 8 January 2019 |
| Subject: | COR 02-2019 Bylaw to Establish the Board of Management for the Business Improvement Area |

PURPOSE

The purpose of this report is to provide Council with an updated Bylaw to establish the Board of Management for the Business Improvement Area.

RECOMMENDATION

THAT COR 02-2019 regarding a Bylaw to establish the Board of Management for the Business Improvement Area for the 2018-2022 Term of Council be received; and

THAT By-Law 43-2003 be repealed; and,

THAT By-Law 06-2019, being a by-law to establish the Board of Management for the Business Improvement Area for the 2018-2022 Term of Council, be approved.

BACKGROUND

Section 2004 of *The Municipal Act, 2001*, “provides that the Council of a local municipality may pass by-laws designating an area as an improvement area and may by by-law establish for any such area so designated a Board of Management to which may provide, the improvement, beautification and maintenance of municipally-owned lands, buildings and structures in the area, beyond such improvement, beautification and maintenance as is provided at the expense of the municipality generally, and the promotion of the area as a business or shopping area”.

During the 2018 BIA election, Town staff reviewed Bylaw 43-2003 which designates an area as an improvement area. Upon this review it was determined that the bylaw contained outdated and incorrect information. It is recommended that in order to complete the necessary housekeeping corrections, the bylaw should be repealed and that a new bylaw be adopted by Council.

REPORT

Upon review of By-law 43-2003, which designated an area as a business improvement area, a new bylaw was drafted which addresses the following issues:

1. Repeals By-law 43-2003
2. References the current *Municipal Act*
3. Clearly states that the Central Commercial District is the area which is being taxed by the levy
4. References the current map of the Central Commercial District and has the map appended to the bylaw

5. Updates the number of members who may sit on the BIA Board from 6 members to 5-7 members creating greater flexibility in resolving elections which are acclaimed as well as vacancies on the Board
6. That the Board must appoint a Chair and Vice Chair and Secretary on an annual basis
7. That the Board must provide an “estimate” (Budget) to the Town on an annual basis

These seven items are all requirements found within Section 204 of *The Municipal Act, 2001* and the new bylaw would ensure that the Town, and BIA, are in compliance with the Act.

SUMMARY

Upon review of bylaw 43-2003 which designated an area as a business improvement area it was determined by staff that the bylaw contains outdated information as well as errors. As a housekeeping item, a new bylaw has been drafted which would repeal the By-law 43-2003 and provide updated information and reference current legislation.

FINANCIAL IMPLICATIONS

N/A

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Jenna McCartney, Deputy Clerk
Kelly Deeks-Johnson, Manager of Economic Development
Jim Brown, Treasurer

ATTACHMENTS

Bylaw 43-2003

REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Corporation of the Town of St. Marys
By-Law No. 43-2003

BEING a By-Law to designate an area as an Improvement Area within the Town of St. Marys.

WHEREAS provision is made for the establishment of an Improvement Area under authority of Section 220(1) of the Municipal Act, R.S.O. 1990 and amendments thereto;

AND WHEREAS there are no objections to the notice of intention to establish an Improvement Area;

NOW THEREFORE, BE IT RESOLVED THAT the Corporation of the Town Of St Marys enacts as follows:

1. That all lands within the following described boundaries be designated an Improvement Area subject to all conditions as set out in Section 220 of the Municipal Act;
 - All lands within the Central Commercial (C.C.) Designation of the Town Of St Marys Official Plan passed by Council on September 22, 1987, plus the property located on the southeast corner of Queen and Thomas Streets.
2. That minimum levy within the Improvement Area shall be \$100.00. The levy shall be as detailed in Schedule "A".
3. That a seven member Board of Management shall be composed of:
 - a). one or more directors appointed directly by the municipality; and
 - b). the remaining directors selected by a vote of the membership of the Improvement Area and appointed by the municipality.
4. Members of the Improvement Area consist of persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in the designated Improvement Area and tenants of such property.
5. That for the purposes of the Board of Management of the Downtown St. Marys Business Improvement Area the sum of \$40,000.00 be raised for 2003 by applying the rate of 0.003256852 against the commercial current value assessment within the designated area.
6. That By-Law 42 of 2002 be repealed.

Read a first and second time this 24th day of June 2003.

Read a third and final time and passed this 24th day of June 2003.

MAYOR

C.A.O. / CLERK

Schedule 'A'
43-2003**BUSINESS IMPROVEMENT AREA - Minimum & New Maximum for 2003 + Multi Unit Provision**

| ROLL # | NAME | ADDRESS | ASSMT | 2002 | ASSMT | 2003 | MIN ** | ASSESSMENT | TOTAL |
|-----------|------------------------|-----------------|-----------|------------|-----------|-------------|--------|------------|----------|
| | | | | TOTAL | | TOTAL | | UP/DOWN | UP/DOWN |
| | | | | 0.00296740 | | 0.003256852 | MAX* | | |
| 020 00100 | CARR JAMES | 75 QUEEN E | 94,720 | 281.07 | 97,000 | 315.91 | | 2,280 | 34.84 |
| 020 00300 | MACPHERSON JOAN | 83 QUEEN E | 186,505 | 553.43 | 193,000 | 628.57 | * | 6,495 | 75.14 |
| 020 00400 | 947582 ONT LTD | 6 WATER N | 141,520 | 419.95 | 146,000 | 475.50 | | 4,480 | 55.55 |
| 020 00500 | BALL MARJORIE | 10 WATER N | 102,735 | 304.86 | 106,000 | 345.23 | | 3,265 | 40.37 |
| 020 06900 | THE CREAMERY COUNTRY | 120 PARKVIEW | 199,000 | 590.51 | 209,000 | 680.68 | * | 10,000 | 90.17 |
| 020 07200 | MCLEAN TAYLOR CONSTR | 25 WATER N | 349,000 | 600.00 | 365,000 | 700.00 | * | 16,000 | 100.00 |
| 020 07500 | BALL FRANKLIN | 95 QUEEN E | 247,400 | 600.00 | 247,000 | 700.00 | * | (400) | 100.00 |
| 020 07600 | BALL MARJORIE | 97 QUEEN E | 61,720 | 183.15 | 63,000 | 205.18 | | 1,280 | 22.03 |
| 020 07700 | SCHOELIER HENRY | 103 QUEEN E | 101,240 | 300.42 | 104,000 | 338.71 | | 2,760 | 38.29 |
| 020 07800 | 1025091 ONT LTD | 105 QUEEN E | 94,460 | 280.30 | 97,000 | 315.91 | | 2,540 | 35.61 |
| 020 07900 | 990468 ONT LTD | 109 QUEEN E | 83,260 | 247.07 | 86,000 | 280.09 | | 2,740 | 33.02 |
| 020 08000 | HUMPHRYS MARTIN | 115 QUEEN S | 157,000 | 465.88 | 165,000 | 537.38 | * | 8,000 | 71.50 |
| 020 08100 | SCHOELIER MARIANNE | 117 QUEEN E | 121,530 | 360.63 | 126,000 | 410.36 | | 4,470 | 49.74 |
| 020 08200 | 361665 ONT LTD | 121 QUEEN E | 70,885 | 210.34 | 73,000 | 237.75 | | 2,115 | 27.41 |
| 020 08300 | BROVI INVESTMENTS LTD | 125 QUEEN E | 246,000 | 600.00 | 259,000 | 700.00 | * | 13,000 | 100.00 |
| 020 08400 | MCPHAILS FEED SERVICE | 127 QUEEN E | 142,000 | 421.37 | 149,000 | 485.27 | | 7,000 | 63.90 |
| 020 08500 | NATIONAL TRUST | 131 QUEEN E | 422,000 | 600.00 | 438,000 | 700.00 | * | 16,000 | 100.00 |
| 020 08700 | 961506 ONTARIO LTD | 26 WELLINGTON N | 12,690 | 100.00 | 13,100 | 100.00 | ** | 410 | - |
| 020 08800 | TAPLEY HOLDINGS | 34 WELLINGTON N | 128,000 | 379.83 | 124,000 | 403.85 | | (4,000) | 24.02 |
| 020 11400 | HOLICO ENTERPRISES | 63 WELLINGTON N | 175,000 | 519.30 | 184,000 | 599.26 | * | 9,000 | 79.97 |
| 020 11500 | MATTIUSSI BONNIE | 33 WELLINGTON N | 39,650 | 117.66 | 37,890 | 123.40 | | (1,760) | 5.74 |
| 020 11800 | M G W MANAGEMENT | 19 WELLINGTON N | 118,300 | 351.04 | 123,000 | 400.59 | | 4,700 | 49.55 |
| 020 11900 | SMIBERT LINDA | 11 WELLINGTON N | 76,000 | 225.52 | 79,000 | 257.29 | | 3,000 | 31.77 |
| 020 12000 | GLOBE REALTY HODLINGS | 133 QUEEN E | 236,000 | 600.00 | 245,000 | 700.00 | * | 9,000 | 100.00 |
| 020 12100 | ANDREWS BRUCE | 135 QUEEN E | 171,000 | 507.43 | 180,000 | 586.23 | * | 9,000 | 78.81 |
| 020 12200 | SMITH ROBERT THOMAS | 139 QUEEN E | 144,280 | 428.14 | 149,000 | 485.27 | | 4,720 | 57.13 |
| 020 12300 | CHUNG IVY | 141 QUEEN E | 96,255 | 285.63 | 99,000 | 322.43 | | 2,745 | 36.80 |
| 020 12400 | LATHAM WALLACE | 145 QUEEN E | 122,000 | 362.02 | 128,000 | 416.88 | | 6,000 | 54.85 |
| 020 12500 | RATH HOMER | 147 QUEEN E | 141,000 | 418.40 | 148,000 | 482.01 | | 7,000 | 63.61 |
| 020 12600 | 23 QUEEN ST HOLDINGS | 151 QUEEN E | 288,000 | 600.00 | 303,000 | 700.00 | * | 15,000 | 100.00 |
| 020 12800 | SAGE APOTHECARY | 155 QUEEN E | 108,140 | 320.89 | 111,000 | 361.51 | | 2,860 | 40.62 |
| 020 12900 | GREGORY VERDA | 159 QUEEN E | 89,090 | 264.37 | 92,000 | 299.63 | | 2,910 | 35.26 |
| 020 13000 | JOHNSTON PETER | 163 QUEEN ST E | 123,535 | 366.58 | 127,800 | 416.23 | | 4,265 | 49.65 |
| 020 13100 | PENLIM ENVESTMENTS | 4 CHURCH N | 108,315 | 321.41 | 111,000 | 361.51 | | 2,685 | 40.10 |
| 020 13300 | 356569 ONTARIO LTD | 30 CHURCH N | 167,000 | 495.56 | 175,000 | 569.95 | * | 8,000 | 74.39 |
| 030 00200 | SKUBOWIUS ANN | 31 CHURCH N | 88,000 | 261.13 | 92,000 | 299.63 | | 4,000 | 38.50 |
| 030 00300 | BELL CANADA | 25 CHURCH N | 188,000 | 557.87 | 229,000 | 700.00 | * | 41,000 | 142.13 |
| 030 00700 | 619203 ONTARIO LTD | 201 QUEEN E | 473,000 | 600.00 | 473,000 | 700.00 | * | - | 100.00 |
| 030 01000 | SIEGNER REBECCA | 28 PEEL N | 10,000 | 100.00 | 10,300 | 100.00 | ** | 300 | - |
| 030 05400 | 619203 ONT LTD | 184 STATION | 121,000 | 359.06 | 127,000 | 413.62 | | 6,000 | 54.56 |
| 060 00100 | FRANCIS EUGENE | 176 QUEEN E | 46,305 | 137.41 | 48,000 | 156.33 | | 1,695 | 18.92 |
| 060 00200 | FRANCIS EUGENE | 180 QUEEN E | 46,940 | 139.29 | 48,500 | 157.96 | | 1,560 | 18.67 |
| 060 00300 | BECKER MILK | 190 QUEEN E | 220,000 | 600.00 | 231,000 | 700.00 | * | 11,000 | 100.00 |
| 060 00400 | HAYES JAMES | 196 QUEEN E | 69,500 | 206.23 | 73,000 | 237.75 | | 3,500 | 31.52 |
| 060 00500 | GENE WAYNE | 202 QUEEN E | 116,955 | 347.05 | 121,000 | 394.08 | | 4,045 | 47.03 |
| 060 03700 | RINN JOHN | 21 CHURCH S | 99,820 | 296.21 | 103,000 | 335.46 | | 3,180 | 39.25 |
| 060 03800 | TUER MARGARET | 45 CHURCH S | 9,305 | 100.00 | 9,865 | 100.00 | ** | 560 | - |
| 070 00100 | PELLOW JOHN | 174 QUEEN E | 120,000 | 356.09 | 124,000 | 403.85 | | 4,000 | 47.76 |
| 070 00200 | WILLIAM HANLY | 22 CHURCH S | 49,250 | 146.14 | 49,250 | 160.40 | | - | 14.26 |
| 070 00700 | 584170 ONT INC | 66 CHURCH S | 60,135 | 178.44 | 60,000 | 195.41 | | (135) | 16.97 |
| 070 05000 | GALLOWAY SYLVIA | 170 QUEEN E | 129,160 | 383.27 | 134,000 | 436.42 | | 4,840 | 53.15 |
| 070 05100 | MUSTARD BETTY ANNE | 166 QUEEN E | 75,220 | 223.21 | 77,000 | 250.78 | | 1,780 | 27.57 |
| 070 05200 | STONEWALL HOLDINGS LTD | 162 QUEEN E | 64,195 | 190.49 | 66,000 | 214.95 | | 1,805 | 24.46 |
| 070 05300 | 361665 ONT LTD | 158 QUEEN E | 99,440 | 295.08 | 102,000 | 332.20 | | 2,560 | 37.12 |
| 070 05400 | DUNDAS BRIAN | 156 QUEEN E | 89,965 | 266.96 | 93,000 | 302.89 | | 3,035 | 35.93 |
| 070 05500 | GRAND CENTRAL INC | 150 QUEEN E | 140,280 | 416.27 | 145,000 | 472.24 | | 4,720 | 55.98 |
| 070 05600 | DIAMOND BINGO | 144 QUEEN E | 234,245 | 600.00 | 242,000 | 700.00 | * | 7,755 | 100.00 |
| 070 05700 | GRAND CENTRAL INC | 140 QUEEN E | 138,000 | 409.50 | 145,000 | 472.24 | | 7,000 | 62.74 |
| 070 05800 | 533497 ONT LTD | 138 QUEEN E | 101,300 | 300.60 | 106,000 | 345.23 | | 4,700 | 44.63 |
| 070 05900 | BANK OF MONTREAL | 136 QUEEN E | 218,000 | 600.00 | 226,000 | 700.00 | * | 8,000 | 100.00 |
| 070 06100 | SASS ROBERT | 47 WELLINGTON S | 177,000 | 525.23 | 177,000 | 576.46 | * | - | 51.23 |
| 070 14400 | ST MARYS STONETOWN PL | 84 WELLINGTON S | 1,665,000 | 600.00 | 1,725,000 | 1,800.00 | * | 60,000 | 1,200.00 |
| 070 14600 | SHERWIN CLAIRE | 72 WELLINGTON S | 40,000 | 118.70 | 41,500 | 135.16 | ** | 1,500 | 16.46 |
| 070 14700 | ANDREWS SHEILA | 64 WELLINGTON S | 322,000 | 600.00 | 337,000 | 700.00 | * | 15,000 | 100.00 |
| 070 15000 | LARMER GEORGE | 48 WELLINGTON S | 58,635 | 173.99 | 59,660 | 194.30 | | 1,025 | 20.31 |
| 070 15100 | 533497 ONT LTD | 32 WELLINGTON S | 334,000 | 600.00 | 351,000 | 700.00 | * | 17,000 | 100.00 |
| 070 15200 | 314304 ONT LTD | 20 WELLINGTON S | 137,400 | 407.72 | 142,000 | 462.47 | | 4,600 | 54.75 |
| 070 15300 | CROSTHWAITE JACK | 132 QUEEN E | 130,000 | 385.76 | 134,000 | 436.42 | | 4,000 | 50.66 |
| 070 15400 | CROSTHWAITE JACK | 132 QUEEN E | 75,740 | 224.75 | 79,000 | 257.29 | | 3,260 | 32.54 |
| 070 15600 | BARNES BRUCE | 126 QUEEN E | 102,520 | 304.22 | 106,000 | 345.23 | | 3,480 | 41.01 |
| 070 15700 | LEE TERI | 124 QUEEN E | 72,500 | 215.14 | 75,000 | 244.26 | | 2,500 | 29.13 |
| 070 15800 | WAGHORN-LANGFORD | 122 QUEEN E | 66,150 | 196.29 | 68,000 | 221.47 | | 1,850 | 25.17 |
| 070 15900 | STACEY DONNA | 118 QUEEN E | 74,000 | 219.59 | 76,000 | 247.52 | | 2,000 | 27.93 |
| 070 16000 | GALLOWAY WM DOUGLAS | 116 QUEEN E | 89,100 | 264.40 | 92,000 | 299.63 | | 2,900 | 35.24 |
| 070 16100 | WARD PATRICK & LIDA | 112 QUEEN E | 102,500 | 304.16 | 106,000 | 345.23 | | 3,500 | 41.07 |
| 070 16200 | RINN JOHN | 102 QUEEN E | 263,785 | 600.00 | 274,000 | 700.00 | * | 10,215 | 100.00 |
| 070 16600 | 552596 ONT LTD | 100 QUEEN E | 93,880 | 278.58 | 97,000 | 315.91 | | 3,120 | 37.34 |
| 070 17000 | DAMEN BURT | 17 WATER S | 191,720 | 568.91 | 201,000 | 654.63 | * | 9,280 | 85.72 |
| 070 17100 | 361665 ONT LTD | 19 WATER S | 90,275 | 267.88 | 93,000 | 302.89 | | 2,725 | 35.01 |
| 070 17200 | BLACK PETER | 23 WATER S | 32,945 | 100.00 | 33,500 | 109.10 | | 555 | 9.10 |
| 070 17300 | HOLM ELVA | 27 WATER S | 39,600 | 117.51 | 41,000 | 133.53 | | 1,400 | 16.02 |
| 070 17400 | CLARKE ANN | 35 WATER W | 147,520 | 437.75 | 152,000 | 495.04 | | 4,480 | 57.29 |
| 070 17600 | PELLIZZARI GILDO | 47 WATER S | 211,000 | 600.00 | 218,000 | 700.00 | * | 7,000 | 100.00 |
| 070 18200 | NIGHTINGALE RANDOLPH | 117 WATER S | 71,000 | 210.69 | 74,500 | 242.64 | | 3,500 | 31.95 |
| 070 24800 | R BRUCE GRAHAM LTD | WATER S | 50,000 | 148.37 | 48,500 | 157.96 | | (1,500) | 9.59 |
| 070 24900 | DOWNIE MUTUAL INS. | 84 WATER W | 51,480 | 152.76 | 53,000 | 172.61 | | 1,520 | 19.85 |
| 070 24915 | DILL THOMAS | 60 WATER S | 153,900 | 456.68 | 153,000 | 498.30 | | | |
| 070 25000 | EEDY LORNE | 48 WATER S | 99,200 | 294.37 | 102,000 | 332.20 | | 2,800 | 37.83 |

FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Stephanie Ische, Director of Community Services |
| Date of Meeting: | 8 January 2019 |
| Subject: | DCS 01-2019 Lease Renewals for the Train Station |

PURPOSE

To renew the 2 separate Lease Agreements with our current tenants Reed Needles and Cameron Porteous from January 1, 2019 to December 31, 2019 within the St. Marys Train Station.

RECOMMENDATION

THAT DCS 01-2019 Lease Renewals for Train Station report be received; and,

THAT Council approve By-Law 01-2019 authorizing the Mayor and the Clerk to execute the associated agreement with Mr. Cameron Porteous; and,

THAT Council approve By-Law 02-2019 authorizing the Mayor and the Clerk to execute the associated agreement with Mr. Reed Needles.

BACKGROUND

In the summer of 2015 the Town, through the Building and Development Department, leased space in the St. Marys Train Station to Reed Needles and Charles Sharun, both leases were renewed January 1, 2016 for another year. They occupied the sitting area/North office (Needles) and South office (Sharun).

At the November 3, 2015 Committee of the Whole meeting Council approved the use of the St. Marys Train Station as a cultural rental space and the additional rooms were then leased. These spaces were leased to Cameron Porteous and Don Corby for year ending December 31, 2016.

In December 2016 an agreement was brought forward to Council to renew the leases for Reed Needles, Charles Sharun and Cameron Porteous ending December 31, 2017. Don Corby's lease was not renewed as he outgrew the space and needed to move to a larger venue. Council approved and the leases were renewed for another year. In March 2017 Charles Sharun cancelled his lease as he decided to work out of his home.

In November 2017 an agreement was brought forward to Council to renew the leases for Reed Needles and Cameron Porteous ending December 31, 2018. Council approved and the leases were renewed for another year.

REPORT

With the success of Reed Needles and Cameron Porteous they have asked that their leases be renewed. Because of their success, and their connections with culture, they have had nothing but positive comments.

There are currently no issues with the existing agreements and no reason not to extend these leases.

SUMMARY

Staff has presented this report to renew two lease agreements at the St. Marys Train Station with Reed Needles and Cameron Porteous.

FINANCIAL IMPLICATIONS

Rental revenue - \$8,000 annually

STRATEGIC PLAN

☒ This initiative supports several tactics within the Strategic Plan related to leveraging the cultural experience of the Town.

OTHERS CONSULTED

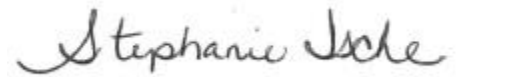
Reed Needles
Cameron Porteous

ATTACHMENTS

Draft lease agreement

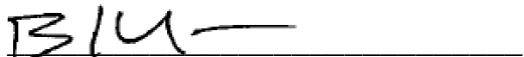
REVIEWED BY

Recommended by the Department



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk



THIS LICENSE AGREEMENT is made the 1 st day of January, 2019

BETWEEN

THE CORPORATION OF THE TOWN OF ST.MARYS

(Hereinafter called the “Municipality”)

OF THE FIRST PART

AND

(Hereinafter called the “Tenant”)

OF THE SECOND PART

WHEREAS the Tenant is desirous of using the a rental space on 5 James Street, St. Marys known as The Via Station (“Licensed Premises”) for the purposes of an art studio;

AND WHEREAS: It is deemed expedient to outline the roles and responsibilities of each of the parties:

NOW THEREFORE WITNESSETH that for an in consideration of the premises and mutual covenants hereinafter set forth, the parties agree as follows:

1. The Municipality hereby grants leave and license and full permission and authority to the Tenant to enter upon, occupy, use and enjoy the licensed premises for the specific purposes of as Art Studio in accordance with the terms set out herein.
 - a. Rentable area of premises: 235 square feet (as shown in Schedule “A”)

2. TERM OF LICENSE

The term of this License shall be for one (1) years, commencing January 1, 2018 and expiring December 31, 2018, with an option to renew, subject to approval of both parties.

3. UTILITY AND CLEANING COSTS

All utility cleaning costs will be borne by the Municipality. Cleaning of the common areas will be the responsibility of the Municipality.

Every effort will be made by the Tenant to minimize utility costs by reducing consumption.

4. RENTAL FEE

The license fee for 2019 for the use of the licensed premises is XXXX (\$XXX) plus applicable taxes per month. The License fee is to offset the annual utility costs.

5. INSURANCE

The Municipality shall provide liability insurance on the building and appurtenances. The Tenant shall provide insurance on all equipment and furniture for which it claims exclusive use. The Tenant shall carry liability insurance in an amount not less than \$2 million which includes the Municipality as an additional named insured, and will provide a copy of the policy to the Municipality at the time of the signing of the Agreement.

6. BUILDING MAINTENANCE

The Municipality will be responsible for all external and internal maintenance necessary to protect the integrity of the building.

7. SIGNAGE

The Municipality must approve all signage prior to it being erected on the building or elsewhere on the property. Any signage must be consistent with the Town of St.Marys current by-law.

8. POSSESSORY INTEREST

It is the intention of the parties to this Agreement that the agreement between the two parties for occupancy by the Tenant does not create a possessory interest or any other interest in real property and the property shall remain the sole property of the Municipality.

9. MODIFICATIONS TO THE BUILDING

No modifications to the building or rental space will be allowed.

10. GENERAL CONDITIONS

- a) The Tenant acknowledges that the facility is owned by the Municipality, and as the owner; the Municipality has the right to use the facility when required. The Municipality reserves the right to use any portion of the licensed premises for municipal purposes provided a minimum of seven (7) days notice is given to the Tenant. The seven days notice requirement will be waived in the case of an emergency, at which time no notice will be required to be provided to the Tenant;
- b) Requests to utilize any space habitually not being used by the Tenant will be discussed between the Municipality and the Tenant;
- c) The Tenant acknowledges that the Municipality is not responsible for lost, stolen or damaged equipment belonging to the Tenant.

11. ADDITIONAL RENTAL SPACE

Should anytime throughout your lease you wish to utilize additional space above your leased area the following must take place:

- 1) Notify Director of Community Services 30 days prior to the event taking place
- 2) Additional insurance may be required for some events
- 3) An additional fee for this space may apply

12. NOTICE OF TERMINATION

If either the Tenant or the Municipality wishes to terminate this license prior to the end of the term created by this Agreement, notice to that affect will be given in writing NOT LESS THAN SIXTY (60) DAYS prior to the anniversary date or to the termination date. The Tenant agrees and acknowledges that a notice to terminate the license as described above shall be delivered or mailed to the offices of the Municipality at:

The Town of St. Marys
317 James Street South
St. Marys, ON N4X 1B6

Attention: Stephanie Ische, Director of Community Services

The Municipality agrees that a notice to terminate the Agreement as described above shall be delivered or mailed to:

XXXXXXXXXX

EXCEPTION: In the case that the "licensed premises" is required by the Municipality for municipal purposes, the Municipality can give notice of termination of the agreement to the Licensee, providing LESS THAN SIXTY (60) DAYS notice.

13. INDEMNITY

The Tenant agrees to indemnify and save the Municipality harmless from any claims, prosecutions, actions, proceedings and judgments of any type relating to the use of the licensed area by the Tenant. The Tenant shall respond to any such matter by engaging legal counsel to represent the Municipality's interest and will promptly satisfy any settlement amount, fine, bill of costs or judgment imposed with respect to same.

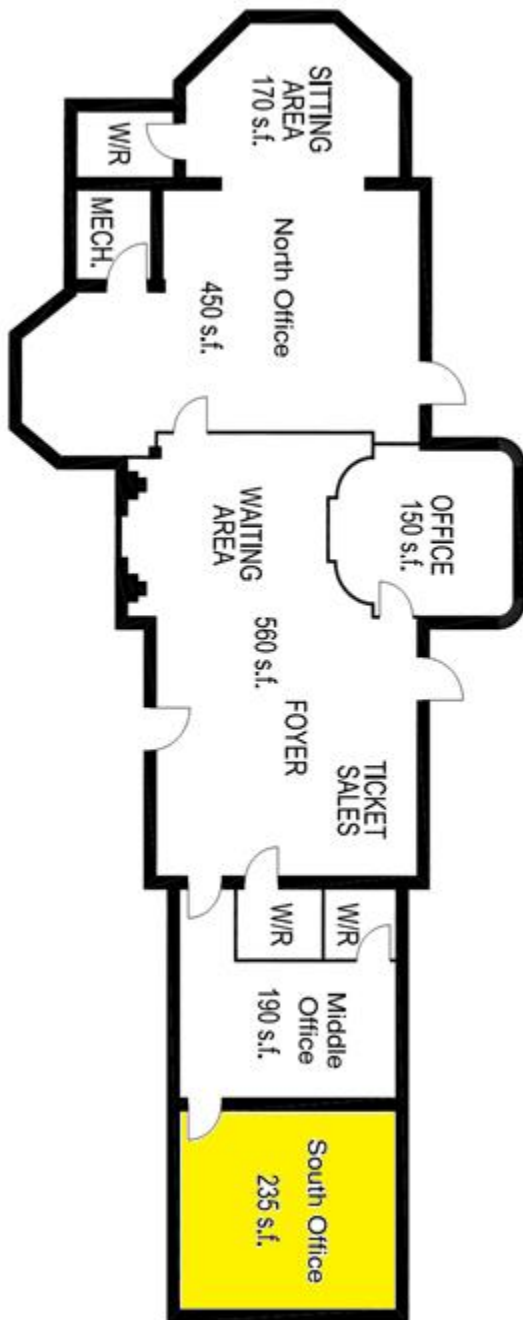
IN WITNESS WHEREOF the Parties hereto have hereunto caused to be affixed their respective seals, attested by the hands of their proper officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED
In the presence of

THE CORPORATION OF THE
TOWN OF ST. MARYS

Mayor Al Strathdee

CAO/Clerk, Brent Kittmer



FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Susan Luckhardt, Planning Coordinator |
| Date of Meeting: | 8 January 2019 |
| Subject: | DEV 01-2019 Site Plan Agreement, 95 South Service Road, 2144015 Ontario Inc. |

PURPOSE

To provide information and to seek Council authorization for the Mayor and Clerk to enter into a Site Plan agreement on behalf of the Town of St. Marys with 2144015 Ontario Inc. for lands described as Part Lot 21, Concession 17, Blanshard, as Part 2 on 44R-3554, Perth S; in the Town of St. Marys and having the municipal address of 95 South Service Road.

RECOMMENDATION

THAT DEV 01-2019 Site Plan Agreement, 95 South Service Road, 2144015 Ontario Inc. be received; and

THAT Council authorize the Mayor and Clerk on behalf of the Town of St. Marys to enter into a Site Plan Agreement between the Town of St. Marys and 2144015 Ontario Inc; and

THAT Council enact By-law 05-2019 authorizing the Mayor and Clerk to sign a Site Plan Agreement with 2144015 Ontario Inc.

BACKGROUND

The property is the site of an existing industrial building constructed under the terms of a site plan agreement dated Sep 21, 1998 between the previous owner of the property and the Town. The property has recently been purchased by 2144015 Ontario Inc. to be additional to the operations of Ulch Transport (Stonetown Transport Limited) which is located on the adjacent property to the west. The property is designated "General Industrial" in the Town Official Plan and is zoned "General Industrial Zone – M2" in the Town Zoning By-law. The proposed use of the property as a transportation terminal for trucking is a permitted use in the General Industrial Zone.

REPORT

The new owners propose to make site alterations to convert the property to better serve their use as part of their trucking company, including personal vehicle parking for employees as well as an area for trailer storage. The building footprint will remain the same.

Because of the change in ownership and the age of the existing site plan agreement, Town staff and the new owner have opted to enter into a new site plan agreement with the Town rather than to amend the 1998 agreement drafted with the previous owner. According to the Registry Office parcel register, the 1998 agreement does not appear on the property title.

Town staff has reviewed the proposed site alterations and a site plan agreement has been drafted to the satisfaction of Town staff and the new owner. The site plan agreement attached to this report is being presented to Town Council for its consideration.

FINANCIAL IMPLICATIONS

The proponent is responsible for all costs.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #3 Balanced Growth – Industrial Strategy:
 - Outcome: Industry has played – and continues to play – a key role in the life of the Town in providing employment and economic stability. Seeking new opportunities to attract small, medium and large industry is in the Town’s best interests as part of its growth and strategy. Increased focus on industry retention as part of the overall strategy.
 - Tactic(s): Build a retention plan, identify elements needed to ensure businesses stay and grow in the community.
 - Pillar #5 Economic Development – Industrial Strategy:
 - Outcome: Industry has played – and continues to play – a key role in the life of the Town in providing employment and economic stability. Seeking new opportunities to attract small, medium and large industry is in the Town’s best interests as part of its growth and strategy. Increased focus on industry retention as part of the overall strategy.
 - Tactic(s): Build a retention plan, identify elements needed to ensure businesses stay and grow in the community.

OTHERS CONSULTED

Jeff Wolfe, Asset Management/Engineering Specialist
Jason Silcox, Building Inspector

ATTACHMENTS

1. Site Plan Agreement with Schedule “A”

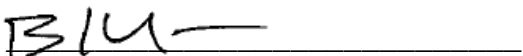
REVIEWED BY

Recommended by the Department



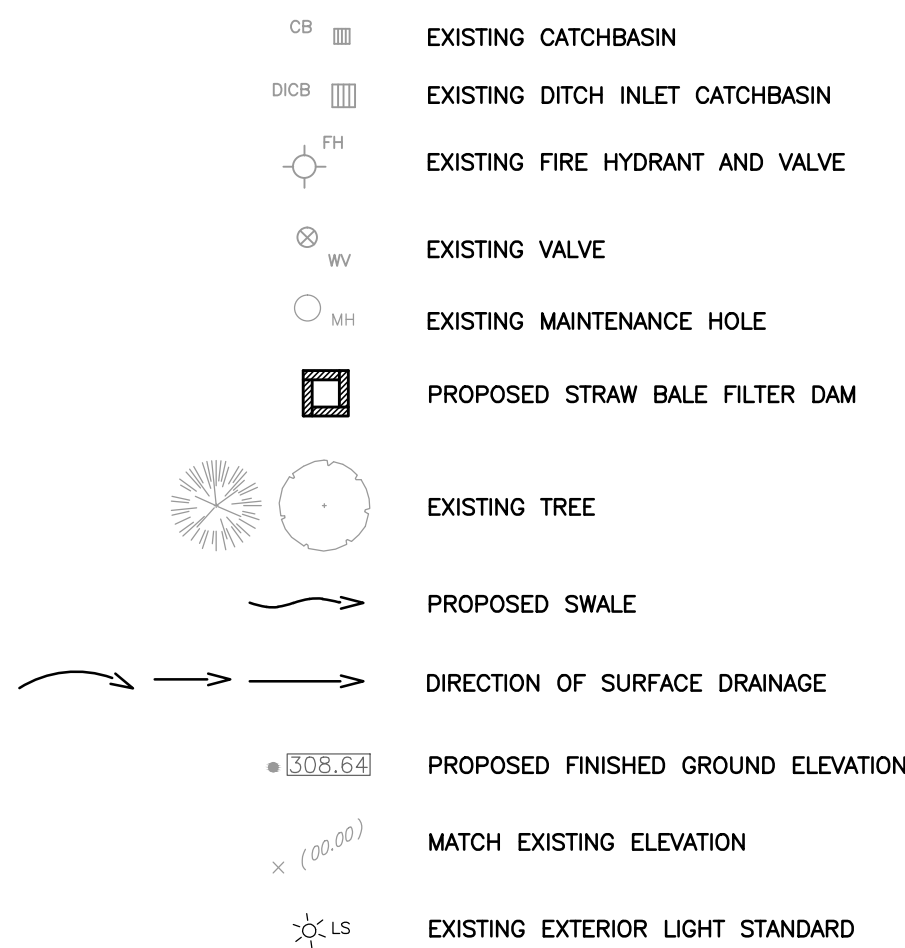
Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

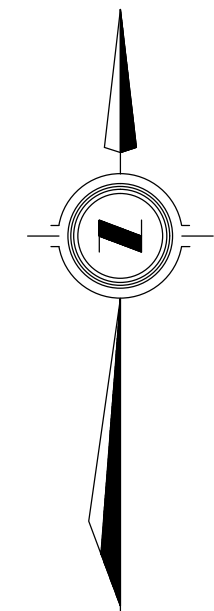
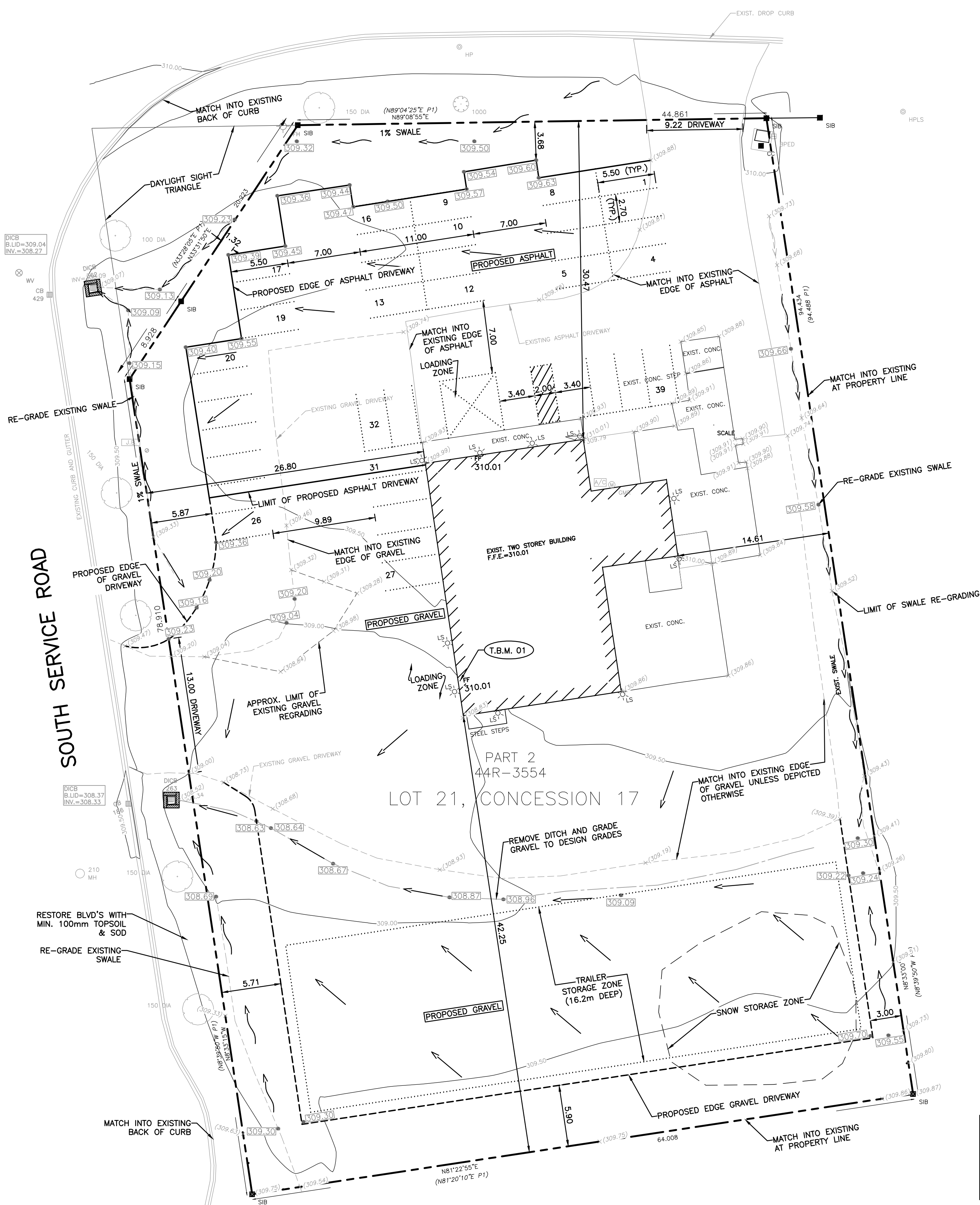
LEGEND



SITE DATA

| 1. GROSS SITE AREA: 6085.99 m ² | | | |
|---|---|--|------------------------|
| 0.61 ha. | | | |
| 2. BUILDING AREA: 427.24 m ² | | | |
| 0.04 ha. | | | |
| ITEM | A | REQUIREMENTS | PROPOSED |
| 3. ZONES | | M2 | M2 |
| 4. PERMITTED USES | | SEE SECTION 20 OF THE TOWN OF ST. MARY'S ZONING BY-LAW | WAREHOUSE AND DISPATCH |
| 5. LOT AREA (MINIMUM) | | 1350 m ² | 6085.99 m ² |
| 6. LOT FRONTAGE (MINIMUM) | | 30.000 m | 44.881 m |
| 7. LOT DEPTH (MINIMUM) | | 45.000 m | 94.434 m |
| 7. FRONT & EXTERIOR SIDE-YARD DEPTH (MINIMUM) | | 15.00 m | 26.80 m |
| 8. INTERIOR SIDE YARD SETBACK(MINIMUM) | | 3.00 m | 14.61 m |
| 9. REAR YARD SETBACK (MINIMUM) | | 7.50 m | 42.25 m |
| 10. LOT COVERAGE (%) MAXIMUM | | 60.0% | 11.8% |
| 10. PLANTING STRIP | | SECTION 5.25 | NOT REQ'D |
| 10. OPEN SPACE (%) MINIMUM | | 20.0% | 20.3% |
| 11. HEIGHT (MAXIMUM) | | 20.0 m | EXISTING BLDG |
| 12. PARKING SPACES | | 1.25 PER EMPLOYEE | 39 |

SOUTH SERVICE ROAD



PLAN OF SURVEY

PART OF
LOT 21, CONCESSION 17IN THE
TOWN OF ST. MARYS
COUNTY OF PERTH

CONSTRUCTION NOTES:

- THE SUBDIVIDER/DEVELOPER IS TO MEET ALL THE REQUIREMENTS OF THE OWNERS OF THE UTILITIES ON THIS PLAN, AND MUST MAKE SATISFACTORY ARRANGEMENTS WITH THE UTILITY COMPANIES FOR CROSSING THEIR INSTALLATIONS AND FOR PROVIDING ADEQUATE PROTECTION DURING CONSTRUCTION.
- BOULEVARDS TO BE RESTORED WITH NURSERY SOD ON 100mm TOPSOIL.
- TREES THAT WILL NOT BE REMOVED MUST BE PROTECTED FROM CONSTRUCTION DAMAGE

LOT GRADING NOTES:

- EXISTING DRAINAGE OF ABUTTING LANDS IS NOT TO BE DISTURBED.
- GROUND ELEVATIONS AT BUILDINGS ABUTTING OVERLAND FLOW ROUTES ARE TO BE 225mm ABOVE OVERLAND FLOW ROUTE ELEVATIONS.
- IF AN EXISTING DRAIN IS ENCOUNTERED DURING CONSTRUCTION CONTACT THE PUBLIC SERVICE DIVISION OF THE CITY'S ENVIRONMENTAL SERVICES DEPARTMENT.
- SUMP PUMP DISCHARGE MUST BE DIRECTED AWAY FROM DRIVEWAYS AND SIDEWALKS.
- BUILDING OPENINGS TO BE 450mm ABOVE OVERLAND FLOW ROUTES.

SEDIMENT CONTROL MEASURES:

- PROTECT ALL EXPOSED SURFACES AND CONTROL ALL RUNOFF DURING CONSTRUCTION.
- ALL EROSION CONTROL MEASURES TO BE IN PLACE BEFORE STARTING CONSTRUCTION, AND REMAIN IN PLACE UNTIL RESTORATION IS COMPLETE.
- MAINTAIN EROSION CONTROL MEASURES DURING CONSTRUCTION.
- ALL COLLECTED SEDIMENT TO BE DISPOSED OF AT AN APPROVED LOCATION.
- MINIMIZE AREA DISTURBED DURING CONSTRUCTION.
- ALL DEWATERING TO BE DISPOSED OF IN AN APPROVED SEDIMENTATION BASIN.
- PROTECT ALL CATCH BASINS, MAINTENANCE HOLES, AND PIPE ENDS FROM SEDIMENT INTRUSION WITH STRAW BALE FILTERS AND GEOTEXTILE (TERRAFIX 270R).
- KEEP ALL SUMPS CLEAN DURING CONSTRUCTION.
- PREVENT WIND-BLOWN DUST.
- STRAW BALES TO BE USED IN LOCALIZED AREAS AS SHOWN AND AS DIRECTED BY THE ENGINEER DURING CONSTRUCTION FOR WORKS WHICH ARE IN, OR ADJACENT TO FLOODLINES, FILL LINES AND HAZARDOUS SLOPES.
- STRAW BALES TO BE TERMINATED BY ROUNDING BALES TO CONTAIN AND FILTER RUNOFF.
- ALL SILT FENCING AND DETAILS ARE AT THE MINIMUM TO BE CONSTRUCTED IN ACCORDANCE WITH THE MINISTRY OF NATURAL RESOURCES GUIDELINES ON EROSION AND SEDIMENT CONTROL FOR URBAN CONSTRUCTION SITES.
- ALL OF THE ABOVE NOTES AND ANY SEDIMENT AND EROSION CONTROL MEASURES ARE AT THE MINIMUM TO BE IN ACCORDANCE WITH THE MINISTRY OF NATURAL RECOURES GUIDELINES ON EROSION AND SEDIMENT CONTROL FOR URBAN CONSTRUCTION SITES.

SITE BENCHMARK:


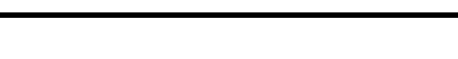

T.B.M. 01 SOUTH WEST CORNER OF BUILDING
AS DEPICTED
Elevation=310.01m

NOTE:

DIMENSIONS ARE TO EDGE OF GRAVEL UNLESS SHOWN OTHERWISE.

SCHEDULE "A" DRAWING 1

| | |
|---------------------------------|-------|
| ASPHALT DRIVEWAY STRUCTURE | |
| HL3 | 40mm |
| HL8 | 50mm |
| GRAN. 'A' | 100mm |
| GRAN. 'B' | 300mm |
| COMPACTED TO 100% OF S.P.M.D.D. | |
| OR MATCH EXISTING STRUCTURE | |
| GRAVEL DRIVEWAY STRUCTURE | |
| GRAN. 'A' | 300mm |
| COMPACTED TO 100% OF S.P.M.D.D. | |

| | | | | | | | | | | | | | | | | |
|-------------------------|--|------------|-----|----------------------------------|---------------|-----|------------------------|--|--|---------------------------|--|-------|---------------|--|--|--|
| AS CONSTRUCTED SERVICES | | COMPLETION | No. | REVISIONS | DATE | BY | CONSULTANT OR DIVISION |  <div>ARCHIBALD, GRAY & McKay ENGINEERING LTD. 3514 WHITE OAK ROAD, LONDON, ON, N6E 2Z9 PHONE: 519-685-5300 FAX 519-685-5303 EMAIL info@agm.on.ca WEB www.agm.on.ca</div> |  <div>ENGINEER S. P. BROWN 90553702 SEPT. 21/18 PROVINCE OF ONTARIO</div> | <div>ULCH TRANSPORT</div> | <div>SCALE - 1 : 250 </div> | TITLE | PROJECT No. | | | |
| DESIGN | | GVB | 1. | REVISIONS PER MUNICIPAL COMMENTS | SEPT. 7, 2018 | LRG | SOUTH SERVICE ROAD | | | | | | 1000-120 | | | |
| DRAWN | | GVB | 2. | ADD ASPHALT TO DRIVEWAY | SEP. 20, 2018 | LRG | SHEET No. | | | | | | 01 | | | |
| CHECKED | | DTW | | | | | | | | | | | PLAN FILE No. | | | |
| APPROVED | | SPB | | | | | | | | | | | | | | |
| DATE | | JULY 2018 | | | | | | | | | | | | | | |

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

THIS AGREEMENT made this _____ day of _____, 2019.

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS

(Hereinafter called the “Town”)

OF THE FIRST PART

AND:

2144015 ONTARIO INC.

(Hereinafter called the “Owner”)

OF THE SECOND PART

WHEREAS the Owner is the owner of the lands described as Part Lot 21, Concession 17, Blanshard, as Part 2 on 44R-3554, Perth S; in the Town of St. Marys in the County of Perth hereto being all of PIN 53245-0110 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the “Lands”).

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

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

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

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

1. The Owner Agrees:

- (a) that all buildings and structures to be erected on the Lands shall be located in accordance with the building locations as shown on Drawing 1 attached hereto as Schedule “A”;
- (b) that 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 1 attached hereto as Schedule “A” and shall be maintained by the Owner at its expense on an ongoing basis;
- (c) that if required all utility services to the property line including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and appurtenances be installed under the authority and supervision of the Town of St. Marys. Utility service installations shall be facilitated by the Town, at the request of the proponent. The proponent shall be responsible for any and all costs associated with the required utility services. Utility services shall be according to Drawing 1 attached hereto as Schedule “A”;
- (d) that all necessary provisions for service connections on the Lands shall be made to the satisfaction of the Town;
- (e) that access to and from the Lands shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on Drawing 1 attached hereto as Schedule “A”;
- (f) that the internal driveways, vehicle parking areas, vehicle maneuvering areas and pedestrian walkways shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on Drawing 1 attached hereto as Schedule “A”;

- (g) that vehicle parking areas and walkways shall be designed to have regard for accessibility for persons with disabilities;
- (h) that landscaping shall be provided in accordance with Drawing 1 attached hereto as Schedule “A”. All landscaped materials shall be maintained by the Owner on an ongoing basis;
- (i) that during construction, the Owner shall provide protection for existing trees with temporary fencing to the extent of the drip line;
- (j) that erosion and sediment controls shall be provided for the site during construction to the satisfaction of the Town;
- (k) that final grades and elevations shall be established to the satisfaction of the Town and shall be in accordance with the grading and elevations as shown on Drawing 1 attached hereto as Schedule “A”;
- (l) that all lighting facilities to be used and/or provided shall be of a type, location, height, intensity and design to ensure illumination and shall not glare onto any adjacent or abutting properties and further to this shall be suitably located and deflected in order to prevent negative impacts on abutting or adjacent properties;
- (m) that all hydro cables be located underground on the Lands;
- (n) that all loading facilities shall be provided and be located in accordance with Drawing 1 attached hereto as Schedule “A”;
- (o) that any waste storage facilities located on the site shall be to the rear of the front wall of the existing building and further to this shall be suitably located in order to prevent negative impacts on abutting or adjacent properties;
- (p) that snow storage shall be on the property as shown on Drawing 1 attached hereto as Schedule “A”;
- (q) that the existing development on the property pre-dating this agreement as shown on Drawing 1 attached hereto as Schedule “A”, shall come under the terms and conditions of this site plan agreement;

- (r) that the development on the Lands including but not limited to driveways, buildings, structures, paved areas, landscaping and lot grading shall be maintained at the sole risk and expense of the Owner on an ongoing basis;
 - (s) that any and all development on the Lands shall be to Town standards and the provisions of the Town's Zoning By-law in effect at the time of development;
 - (t) that all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town's Zoning By-law Z1-1997, as amended.
2. Schedule "A" consists of the following drawing:
 - a) Drawing One prepared by Archibald, Gray & McKay Engineering Ltd. dated July 2018, revised on September 20, 2018, having a project number as 1000-120, being sheet number 01.
 3. The Owner shall enter into a Separate Agreement for electricity with Festival Hydro Inc.
 4. Entrances to the buildings shall be kept clear of any obstructions including snow accumulation at the responsibility of the owner.
 5. The owner shall be responsible for the cost of any signage and the installation of said signage required for this site.
 6. The Owner agrees that the abutting street to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the owner at his own expense. The owner acknowledges that he has the responsibility to correct or clean muddied streets used for access during construction. If the owner fails to complete said work, then the provision of paragraph 9 of this Agreement shall apply.
 7. 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.

8. 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.
9. 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.
10. The Owner agrees to deposit with the Town a refundable security deposit in the amount of Five Thousand Dollars (\$5,000.00) at the time of signing of the Agreement 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.
11. If any notice is required to be given by the Town to the Owner in respect to this Agreement, such notice shall be sent by registered mail, registered courier or delivered personally by the Town employee or its agent to:

Joe Wilhelm
2144015 Ontario Inc.
c/o Ulch Transport
100 South Service Road
St. Marys ON N4X 1A9

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.

12. 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.

13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. The Owner agrees on behalf of itself and its heirs, executors, administrators, successors and assigns to indemnify the Town from all losses, damages, costs, changes and expenses which may be claimed or recovered against the Town by any person or persons arising either directly or indirectly as a result of any action taken by the Owner pursuant to this agreement.
19. 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.

2144015 ONTARIO INC.

Per: _____
Joe Wilhelm

(I have authority to bind the Corporation.)

THE CORPORATION OF THE TOWN OF ST. MARYS

Per: _____
Mayor: Al Strathdee

Per: _____
CAO/Clerk: Brent Kittmer

(We have the authority to bind the Corporation.)

NOTES TO SPA

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

Schedule “A”

Attach Drawing 1.

FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Strathdee and Members of Council |
| Prepared by: | Susan Luckhardt, Planning Coordinator |
| Date of Meeting: | 8 January 2019 |
| Subject: | DEV 03-2019 Request to Waive Fees – Consent to Sever 299 Queen Street West |

PURPOSE

To provide Council with information regarding a request to waive the application fee for a consent to sever application affecting 299 Queen Street West; and further to seek Council's direction and authorization for staff to respond to the request.

RECOMMENDATION

THAT DEV 03-2019 Request to Waive Fees – Consent to Sever 299 Queen Street West be received; and

THAT Council approves an adjustment to the application fees for 299 Queen Street West to ensure all third party costs are covered by the fees, such that no costs are borne by the Town of St Marys.

BACKGROUND

The property at 299 Queen Street West has been developed for residential use with one semi-detached dwelling having been constructed under building permit 117-2016. The semi-detached dwelling is part of the affordable housing program operated by KLM Properties and falls under their Rent to Own Program. The proponents are now wishing to sell one half of the semi-detached dwelling to the current occupant. The semi-detached dwelling is currently one property. Prior to transfer of the property, consent to sever is required to divide the property and the semi-detached dwelling along the common party wall.

REPORT

Consent to Sever application B03-2017 affecting 299 Queen Street West was given conditional approval by Committee of Adjustment on May 17, 2017 for the purpose of dividing the semi-detached dwelling along the common party wall. The conditions of approval were not completed within the prescribed period of one year from the date of mailing of the Notice of Decision, being May 23, 2017 as KLM Properties was working with the neighbor to relocate an encroaching shed on the their property. As such under the provisions of the Ontario Planning Act the severance has lapsed. The proponents are required to re-apply for consent to sever and have provided a request to the Town that the application fee for this be waived.

The fee for a consent to sever application is \$1,500 as provided by By-law 11 of 2013. A breakdown of processing costs is outlined in the following table for the application and for the re-application.

| Description | Application Cost Estimate | Re-application Cost Estimate |
|--|----------------------------------|-------------------------------------|
| Town Planner: review of application; review of Notice prepared by internal Town staff; preparation of staff reports and maps; attendance at Public Hearing. | \$495-\$585 | \$375-\$465 |
| Internal Town Staff: preparation of Notice; circulation of Notice to property owners within 60m and agencies prescribed under Planning Act; posting of signs on site; preparation of meeting agenda; preparation of motions; attend meeting; post-meeting follow up; confirmation of Conditions; provide Certificate of Official. | \$700 | \$575 |
| Circulation and posting of Notice: Supplies; printing and postage | \$115 | \$115 |
| Committee of Adjustment: remuneration for attendance at Public Hearing. | \$20/mtg X 5 members=\$100 | \$20/mtg X 5 members=\$100 |
| Total estimated costs | \$1,500 | \$1,255 |

SUMMARY

Application fees are calculated based on actual costs, including staff review of the application; circulation of the meeting Notice to property owners and agencies; drafting of staff reports; staff attendance at the Public Hearing; remuneration to committee members; and staff follow-up upon approval, as well as supplies, printing and postage.

Although estimated costs to process a re-application are reduced from those of a new application, actual costs expected to be incurred for re-application are shown to be approximately \$1,255.

FINANCIAL IMPLICATIONS

Approximately \$1,255 in actual costs if Council opts to waive the fee for re-application.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #6 Housing:
 - Outcome: Attainable & mixed-use housing
 - Tactic(s): Investigate the prospect of medium density housing in the downtown and surrounding areas (infill and new development spaces: “building in and building up”).
 - Pillar #6 Housing:
 - Outcome: Explore alternative forms of housing
 - Tactic(s): Align land use policy to encourage new housing types and approaches.

OTHERS CONSULTED

Mark Stone, Planner;

ATTACHMENTS

1. Letter of request from KLM Properties

REVIEWED BY

Recommended by the Department

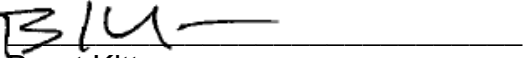


Grant Brouwer
Director of Building and Development



Susan Luckhardt
Planning Coordinator

Recommended by the CAO



Brent Kittmer
CAO / Clerk



December 7th, 2018

Mr. Grant Brouwer
Town of St. Marys
Municipal Operations Center
408 James Street South
St. Marys, ON.

I am writing to you on behalf of 2398315 Ontario Ltd., operating as KLM Properties, in the hope of having the second set of severance fees waved in our affordable housing program. Subsequently we have a for sale agreement on 297 Queen St. West, which has been part of our Rent to Own Program partnered with Libro Credit Union Stratford. We have an agreement closing March 1st on this side of the semis.

In an effort to satisfy the last remaining condition of severance being the moving of the neighbors shed which encroached on the subject property. Due to oversight, the severance approval lapsed as the conditions were not completed as outlined on the Notice of Decision. Last spring while we were in the process of finding the most amicable means to do this we missed the deadline.

It is our hope that it is recognized that there was no malice intended between any parties and the date was simply missed, therefore we are requesting the second fee required be waved by the Town of St. Marys in good faith.

Sincerely

Geoff Loucks

PERTH DISTRICT HEALTH UNIT BOARD

October 17, 2018

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

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

Member regrets: Bonnie Henderson and Anna Michener

Staff present: Dr. Miriam Klassen, Medical Officer of Health; Julie Pauli, Business Administrator; and Irene Louwagie (Recorder)

Staff regrets: Tracy Allan-Koester, Director of Community Health and Donna Taylor, Director of Health Protection

Teresa Barresi, Chair presiding.

Agenda Approval

Moved by: Kathy Vassilakos

Seconded by: Bob Wilhelm

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

Carried.

Pecuniary Interest

There were no disclosures of pecuniary interest.

Adoption of Minutes

Moved by: Kathy Vassilakos

Seconded by: Helen Dowd

That the minutes of the previous meeting dated September 19, 2018 be adopted as presented.

Carried.

Closed Meeting

No Closed meeting.

Business Arising

a. Transition Team Update

Dr. Miriam Klassen, Medical Officer of Health gave an update on the Transition Team meeting from October 15, 2018 and presented the Transition Team Risk Report.

Moved by: Helen Dowd

Seconded by: Paul Robinson

That the Board receive the Transition Team Risk Report as presented.

Carried.

b. Electronic Meeting Participation

Dr. Miriam Klassen, Medical Officer of Health presented Board Policy 1-140 Standing Rules for Board of Health Meetings, Minutes and Reports for review and discussion. The Board gave direction to staff in regards to the Board of Health Self Evaluation.

Moved by: Kathy Vassilakos
Seconded by: Paul Robinson

That the Board approve Board Policy 1-140 Standing Rules for Board of Health Meetings, Minutes and Reports as presented.

Carried.

- c. Cannabis – Presentation and Staff Report
Dr. Miriam Klassen, Medical Officer of Health and Janet Jackson, Public Health Manager presented a staff report entitled “A Public Health Approach to Cannabis Legalization and Retail.
- d. Blue-Green Algae – Staff Report
Miriam Klassen, Medical Officer of Health presented a staff report entitled “Blue-Green Algae Bloom in Wildwood Reservoir”.

New Business:

- a. Baby Friendly Initiative (BFI) Training
Glenda Blair, Public Health Nurse presented training to Board members on Baby Friendly Initiative (BFI).

Paul Robinson left at 11:08 am.

- b. Ontario Public Health Standards: Requirements for Programs, Services and Accountability (Standards) – 2018
Renate van Dorp, Epidemiologist presented the 2018 Ontario Public Health Standards on Foundational Standards.
- c. Report of the Finance & Personnel Committee dated October 17, 2018

Moved by: Walter McKenzie
Seconded by: Kathy Vassilakos

That the report from the Finance & Personnel Committee dated October 17, 2018 be adopted.

Carried.

- d. 2018 Mileage Comparison
Julie Pauli, Business Administrator presented a written report entitled “Comparison of Mileage Rates”.

Moved by: Kathy Vassilakos
Seconded by: Helen Dowd

That the Board retain the current mileage rate of 49¢ per kilometer until March 31, 2019 pending further review in 6 month’s time.

Carried.

- e. Board Luncheon
The Board Staff Luncheon will be held on Wednesday, December 19, 2018 at 12:00 noon at River Gardens Retirement Residence.

Business Administrator Report

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

Moved by: Kathy Vassilakos
Seconded by: Bob Wilhelm

That the accounts totaling \$763,633.94 for September 2018 be adopted as presented.
Carried.

b. Financial Report – September 30, 2018

Julie Pauli, Business Administrator, presented the financial report for the period ending September 30, 2018.

Moved by: Bob Wilhelm
Seconded by: Kathy Vassilakos

That the Financial Report for September 30, 2018 be adopted as presented.
Carried.

MOH Report

Dr. Miriam Klassen, Medical Officer of Health presented a written report for October 17, 2018 which included advocating for public health; preparing for possible health system changes; continuing to strengthen focus on social determinants of health and health equity and staff updates.

Staff updates:

- Dental Advisor – contract as of October 2018
- Temporary full-time Public Health Promoter – October 3, 2018 to May 10, 2019
- Two casual Student Public Health Inspectors – October 4 to December 31, 2019

Moved by: Walter McKenzie
Seconded by: Bob Wilhelm

That the Board receive the October 17, 2018 Medical Officer of Health report.
Carried.

Correspondence

- a. HKPR re Implementation of the Smoke-Free Ontario Act, 2017
- b. Durham re Oral Health
- c. Peterborough re Smoke-Free Ontario Act
- d. Southwestern Public Health re Ontario Basic Income
- e. Southwestern Public Health re Repeal of Section 43 of the Criminal Code of
- f. KFL&A re Prevention Matters: Why Ontario Needs a Chronic Disease Prevention Strategy
- g. KFL&A re Drug Policy Reform

Moved by: Kathy Vassilakos
Seconded by: Bob Wilhelm

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

Next Meeting

The next Finance & Personnel Committee meeting will be held on Wednesday, November 28, 2018 at 9:00 am in the Multipurpose Room.

The next regular meeting of the Perth District Health Unit Board will be held on Wednesday, November 28, 2018 at 9:30 am in the Multipurpose Room.

Adjournment

Moved by: Bob Wilhelm
Seconded by: Bill Osborne

That we now adjourn.

Carried.

Meeting adjourned at 11:27 am.

Public Announcements

- International Day for the Eradication of Poverty – October 17 (Kathy Vassilakos)

Respectfully submitted,

Teresa Barresi, Chair

SPRUCE LODGE
Board of Management Meeting
October 17th, 2018

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*
Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Frank Mark, Carey Pope*
Regrets: *Councillor Kathy Vassilakos, Councillor Don Van Galen*
Guests:

Chairperson Councillor Ehgoetz brought the meeting to order.

Moved by Councillor Pope
Seconded by Councillor Mark

That the agenda for October 17th, 2018 be approved as presented.

CARRIED

➤ Declaration of pecuniary interest.

Moved by Councillor Aitcheson
Seconded by Councillor Pope

That the minutes of September 19th, 2018 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Aitcheson
Seconded by Councillor Mark

That the September 2018 accounts in the amounts of \$223,519.65 be ratified.

CARRIED

Financial Report:

The Business Manager presented the Spruce Lodge Revenue and Expenses for the 8 month period ending August 31, 2018 for review and discussion. No expenditures have been applied to the funding received to date.

Moved by Councillor Mark
Seconded by Councillor Pope

To accept the Spruce Lodge Revenue and Expenses for the 8 month period ending August 31, 2018 as presented.

CARRIED

Administrator's Report:

RQI:

There has been no RQI visit from the Ministry of Health to date. The Ministry has been visiting facilities to close critical incidents.

Annual Evacuation Drill:

Spruce Lodge is in the process of preparing for its annual fire evacuation drill. Equipment has been tested.

SPRUCE LODGE - Continued

Board of Management Meeting

October 17th, 2018

PSW Recruitment:

Spruce Lodge is struggling with PSW recruitment. Of nineteen (19) new hires, eleven (11) are still with the organization, six (6) of which were in the last month alone. There is currently one (1) vacant full-time line, one (1) part-time line, and one (1) temporary part-time line. We don't currently have many casual employees on staff, and have been offering a lot of overtime over the last few months. We are using agency staff from the organization Plan A to aide in filling vacant shifts. We attempted to partner with Greenwood and Fanshawe to offer the PSW course but couldn't fill the class. We will attempt again to offer the program in January. The problem with PSW recruitment is being felt across the province. It is difficult work with not a lot of young people aspiring to enter the field. Hospitals are not having the same issues with recruiting due to higher compensation levels.

Moved by Councillor Pope
Seconded by Councillor Mark

**To enter closed session at 5:43 p.m. to discuss an identifiable individual
CARRIED**

Moved by Councillor Mark
Seconded by Councillor Aitcheson

**To enter open session at 5:48 p.m.
CARRIED**

Moved by Councillor Aitcheson
Seconded by Councillor Mark

**That the Administrator's report be accepted as presented.
CARRIED**

Other Business:

HPNHSS:

The HPNHSS meeting took place on October 15, 2018 at Ritz Lutheran Villa in Mitchell. Discussion took place with regard to long term care beds in Perth County, Ritz Lutheran Villa and Knollcrest Lodge have not heard any news about their redevelopment, and there has been no word on the status of beds at People Care. The meeting with the MPP determined that there is no movement on this front.

Regarding spousal unification, our intention is to contact the MPP every time the situation arises to impact the need.

The impact of cannabis in long term care was also a topic of discussion. Spruce Lodge has one resident with a prescription. The Pharmacy is developing a policy on the supply. A notice has been posted for staff about the new legislation.

Funding:

The new Registered Nurse funding will be used to implement an RPN on nights.

Accreditation:

The HPHA, Knollcrest Lodge, Ritz Lutheran Villa, and two (2) branches of the Alzheimer societies are combining together to receive joint accreditation.

SPRUCE LODGE - Continued

Board of Management Meeting

October 17th, 2018

Hospice:

The hospice footings are in with hopes to have the walls and roof constructed before winter with completion by April.

Correspondence:

None presented.

Dress Down Days:

☺ *For September 2018, the lucky charitable receipt winner is...Jenn Smith!*

Moved by Councillor Mark

That the meeting be adjourned.

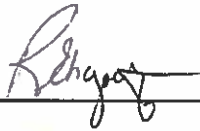
CARRIED

Date & Time of Next Meeting:

Wednesday, November 21st, 2018 at 5:30 p.m.

Councillor Ehgoetz

Chairperson



Jennifer Facey

Secretary



Date

Nov 22/18

SPRUCE LODGE
Board of Management Meeting
November 21st, 2018

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*
Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Frank Mark, Carey Pope, Don Van Galen*
Regrets: *Councillor Kathy Vassilakos*
Guests:

Chairperson Councillor Ehgoetz brought the meeting to order.

Moved by Councillor Aitcheson
Seconded by Councillor Van Galen

That the agenda for November 21st, 2018 be approved as presented.

CARRIED

➤ Declaration of pecuniary interest.

Moved by Councillor Mark
Seconded by Councillor Pope

That the minutes of October 17th, 2018 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Van Galen
Seconded by Councillor Aitcheson

That the October 2018 accounts in the amounts of \$219,015.13 be ratified.

CARRIED

Financial Report:

The Business Manager presented the Spruce Lodge Revenue and Expenses for the 9 month period ending September 30, 2018 for review and discussion. Expenditures are starting to be applied to the funding received earlier in the year.

Moved by Councillor Mark
Seconded by Councillor Pope

To accept the Spruce Lodge Revenue and Expenses for the 9 month period ending September 30, 2018 as presented.

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

November 21st, 2018

Administrator's Report:

RQI Ministry Visit:

The Ministry of Health Critical made an incidents and complaints visit. They looked at eleven (11) critical incidents and two (2) complaints. The complaints were not verified so resulted in no orders, although the critical incidents resulted in three (3) written notifications to address. A medication error has been remedied by the purchase of prefilled insulin pens. A resident involved with intimate relations with several female residents wasn't reported to the ministry in a timely manner. Although we have a policy in place, more detail is needed.

Annual Evacuation Drill:

Spruce Lodge will have its annual fire evacuation drill tomorrow.

PSW Recruitment:

PSW recruitment continues to be a challenge with five (5) vacant part-time lines. Supply is not keeping up with demand. Hospitals and a new local temp agency are not having the same issues with recruiting due to higher compensation levels and variable hours.

Moved by Councillor Aitcheson
Seconded by Councillor Van Galen

**To enter closed session at 5:38 p.m. to discuss an identifiable individual
CARRIED**

Moved by Councillor Pope
Seconded by Councillor Mark

**To enter open session at 5:55 p.m.
CARRIED**

Nursing Department Positions:

Christine Johnstone has been awarded the Director of Resident Care Position, along with Kayla Bancroft accepting the Assistant Director of Resident Care position. Kayla is a younger nurse from Stratford area. A consultant will be meeting with Nursing staff to come up with direction for the coming year for the Nursing department at a cost of \$5000.00.

Cannabis Policy:

The cannabis policy has been received from the pharmacy.

ONE Care Agreement:

An agreement struck with ONE Care to provide care to residents in Woodland Towers at a set hourly rate. We applied to Supportive Housing and received four (4) additional spots with funding of approximately \$150,000.00. Although we expected these spots to be out in the community, as the service goes to those most in need, they happen to all be residents living in Woodland Towers.

Moved by Councillor Aitcheson
Seconded by Councillor Van Galen

**That the Administrator's report be accepted as presented.
CARRIED**

SPRUCE LODGE - Continued

Board of Management Meeting

November 21st, 2018

Correspondence:

Long Term Care Accountability Planning Submission (LAPs):

The Administrator presented the LAPs 2019-2022 Description of Homes and Services, and 2019-2022 Service Plan Narrative for approval.

Moved by Councillor Mark
Seconded by Councillor Pope

**That the Long Term Care Accountability Planning Submission (LAPs)
report be approved as presented.**

CARRIED

Risk Management Report:

The Risk Management report was attached for information.

Dress Down Days:

☺ *For October 2018, the lucky charitable receipt winner is...Christine Johnstone!*

Other Business:

Board Members:

Thanks to Frank Mark, Don Van Galen, and Carey Pope for their many combined years of service on the Board. We are grateful for the participation on, and contributions to their respective Boards.

Moved by Councillor Mark
That the meeting be adjourned.
CARRIED

Date & Time of Next Meeting:

Wednesday, December 19th, 2018 at 5:30 p.m.

Councillor Ehgoetz
Chairperson



Jennifer Facey
Secretary



Date

Dec 19/18

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, OCTOBER 23, 2018

| | | |
|------------------|-----------|-----------------|
| Members Present: | M.Blackie | S.McCall-Hanlon |
| | M.Blosh | H.McDermid |
| | R.Chowen | A.Murray |
| | A.Hopkins | M.Ryan |
| | T.Jackson | J.Salter |
| | S.Levin | G.Way |
| | N.Manning | |

| | | |
|----------|----------|----------|
| Regrets: | B.Petrie | T.Birtch |
|----------|----------|----------|

| | |
|------------|----------|
| Solicitor: | G.Inglis |
|------------|----------|

| | | |
|--------|--------------|-------------|
| Staff: | T.Annett | A.Shivas |
| | C.Harrington | C.Tasker |
| | J.Howley | S.Taylor |
| | B.Mackie | M.Viglianti |
| | C.Quinlan | I.Wilcox |
| | C.Saracino | |

1. Approval of Agenda

M.Blackie congratulated those who were successful in the elections yesterday, and welcomed the Mayor of St. Marys, Al Strathdee, to the meeting.

G.Way moved – seconded by N.Manning:-

“RESOLVED that the UTRCA Board of Directors
approve the agenda as posted on the member’s website.”

CARRIED.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Minutes of the Previous Meeting
September 25, 2018

N.Manning moved – seconded by T.Jackson:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated September 25, 2018 as posted on the Members’ web-site.”

CARRIED.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Business for Approval

(a) 2019 Draft Budget Approval
(Report attached)

I.Wilcox introduced the draft budget, based on the direction given to staff by the Board in June 2018. He explained that the four percent which was not included in the June report, was for on-call payments as required by Bill 148. C.Saracino reported that the change in net wage and benefit costs between 2018 and 2019 was zero, despite the increase from Bill 148. There is uncertainty if Bill 148 will get repealed, but until it is confirmed, it will be included in the draft budget. The CVA has changed, which has hurt the rural municipalities.

The report noted a budgeted reduction from Provincial contract revenues. If staff receive new information before the Annual General Meeting, it will be included as part of a budget update.

C.Saracino explained how budgeted capital deficits work and their long term impacts. She also explained that the capital budget is still being refined; at the moment they are rough estimates. R.Chowen raised concerns around the number of Watershed Conservation Centre capital projects in the budget. Staff explained that the capital budget is a rough estimate at this time and many of the projects in questions will not happen. This will be clarified in November.

If approved, the draft levy number can be sent out immediately. The draft budget will be formatted and sent to the Municipalities for comment as soon as possible.

T.Jackson asked that the draft budget clearly show the levy separated with and without Bill 148 and if a way is not found to offset on-call, the four percent needed for Bill 148 be taken away from the strategic plan levy increase. An extra couple years would be needed to completely implement the strategic plan.

M.Ryan was concerned that if the phase-in is postponed for a year in favour of Bill 148, the current Municipal support and momentum may be lost. S.Levin was concerned that the loss of

levy funding for the strategic plan could mean the loss of funds from other sources as well, since the levy portion of the strategic plan funding is only one small part of a larger picture.

The City of London's finance department is very aware of the four year phase-in plan. They have a separate fund to deal with increases to budgets due to Bill 148. There are no anticipated levy increases for the strategic plan beyond 2020.

M.Ryan asked that staff provide previous years budget data for context for future Board members, and asked that staff develop a strategic plan filter for the budgets, suggesting that the projects which fall outside of the scope of the strategic plan would be postponed for a year. I.Wilcox will work on improving the strategic plan progress reporting and will follow up on the filter.

T.Jackson moved – seconded by M.Blosh:-

“RESOLVED that the following friendly amendment
‘have the levy amount broken down’ be added to the
recommendation.

CARRIED.

M.Ryan moved – seconded by S.Levin:-

“RESOLVED that the Board of Directors accepts the
following amended recommendation, ‘That the Board of
Directors approve the attached 2019 UTRCA draft budget
projections, for the purpose of circulation to member
municipalities for their review and comment, and that the
levy amount be broken down.”

CARRIED.

- (b) Cade Tract – Hunting Opportunities
(Report attached)

Staff clarified that the proposed hunt is deer, and would take place the first week of December. The property would be closed to the public during that time. The Board requested to see the criteria and evaluation used by staff to determine if a property will be open to hunting, when it would be open, and for what type of hunting. Staff will provide this information at the November Board meeting.

Concerns were raised that hunting on the property would reduce public access to the property and work against the re-naturalization. Support for the motion was raised, citing the history of hunting on the property and its importance to the surrounding community.

S.Levin moved – seconded by T.Jackson:-

“RESOLVED the Board of Directors approves recreational hunting within the boundaries of the Cade Tract, 4695 Line 5 Road, Perth South - WMU 86B.”

CARRIED.

Questions around illegal hunting on UTRCA property were raised. Staff explained that routine patrols are done on all UTRCA properties, and staff can issue trespassing charges. Conservation Officers with the Ministry of Natural Resources and Forestry have more enforcement powers and UTRCA staff have a good working relationship with the local office.

6. Closed Session – In Camera

At the time of agenda posting, all parties in the Auditor selection process had not been notified of the recommendation of the Finance & Audit Committee. Until that time, this matter will be dealt with in camera.

G.Way moved – seconded by N.Manning:-

“RESOLVED that the Board of Directors adjourn to Closed Session – In Camera.”

CARRIED.

Progress Reported

(a) Recommendation for Auditor Selection

H.McDermid moved – seconded by T.Jackson:-

“RESOLVED that the Board of Directors accepts the recommendation of the Finance and Audit Committee to appoint Deloitte as the Authority’s audit firm.”

CARRIED.

The meeting broke for lunch.

7) Business for Information

(a) Administration and Enforcement– Section 28
(Report attached)

S.Levin moved – seconded by G.Way:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

(b) House Rental Rates

H.McDermid moved – seconded by T.Jackson:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

8) October FYI

T.Jackson moved – seconded by G.Way:-

“RESOLVED that the Board of Directors receive the October FYI.”

CARRIED.

9) Other Business

M.Blackie and I.Wilcox congratulated Board members on the results of the election and reminded them their terms continue until the Annual General Meeting in February 2019.

I.Wilcox reminded Board members that the recording of this meeting will be posted online.

The last meeting of the year will be in November, there is no December meeting. The January 2019 meeting will be an orientation session for incoming and outgoing members. All current members are invited to the February Annual General Meeting where the changing of the Board will happen.

There was a discussion around the use of Cannabis on UTRCA properties. Conservation Area staff have met to discuss how it will be dealt with in the parks. Other UTRCA lands, rental houses and cottages will be discussed in the near future. Human resources staff are currently drafting a policy for UTRCA staff that will be shared with the Board of Directors when it is complete.

10) Adjournment

There being no further business, the meeting was adjourned at 12:20 p.m on a motion by N.Manning.



Ian Wilcox
General Manager
Att.

St. Marys Business Improvement Area (BIA) Board Meeting Minutes

Date: Monday, November 19, 2018

Location: Town Hall, Council Chambers, 2rd floor, 175 Queen Street East, St. Marys, ON

Time: 6:30 p.m.

Agenda Items

1.0 Call to order and confirmation of Quorum

Called to order at 6:32pm

2.0 Declarations of Pecuniary / Conflict of Interest

3.0 Additions to the Agenda (to be added in Section 9.0 Other Business)

-Discuss a possible Christmas parade parking survey

4.0 Approval of Agenda

Motion: Cathie

Second: Cindy

Carried

5.0 Approval of Meeting Minutes from October 15, 2018 BIA Board Meeting (attached)

THAT the Meeting Minutes from the October 15, 2018 BIA Board Meeting are approved.

Motion: Carey

Second: Cathie

Carried

6.0 Delegations

None

7.0 New Business

7.1 Next BIA Board

Five names were put forward, they will go to council on December 4, 2018 for approval.

8.0 Project Updates & Committee Reports

8.1 Governance Committee- BIA Constitution

MOTION that the draft Constitution that was approved at the July 9, 2018 meeting serve as the Constitution until which time as the legal recommendations can be incorporated into the document for the new board to review and present to the membership for final approval.

Motion: Cathie

Second: Cindy

8.2 Christmas Committee

Merchants Open House is Sunday, November 25, 12-5pm. Highlights of the day include carollers, Lincolns, Farmers Market, free gift wrapping courtesy of the Pathfinders. Illustrations are up in business window. Christmas Crackers are being reused and the cracker contains a ballot for people to put down their name, phone number and favourite illustration which can be dropped off at any downtown business for a chance to win one of the books. Businesses are encouraged to stay open until 5pm.

8.3 Giving Tuesday Committee

The launch on October 23, 2018 was attended by 50 to 60 people and packages given to charity, business, non-profit, education group. Six charities came to set up their booths around the room. There are currently 39 partners. Cards and stickers are still available for pick up for participants. The Town of St.Marys made a proclamation at the last council meeting that November 27 is Giving Tuesday in St.Marys.

9.0 Other Business

Carey would like feedback from businesses and recommends a survey on Christmas parade parking be sent to members.

10.0 Agenda Items for Future Meetings & Date of Next Board Meeting

11.0 Adjournment

Motion: Cathie

Second: Carey

Adjourned at 7:14pm

2018 BIA Board Meeting Dates

| | | | |
|-------------------------|------------------------|--------------------|--------------------|
| January 8 | February 15 | March 5 | April 9 |
| May 14 | June 11 | July 9 | |
| September 10 | October 15 | November 19 | December 10 |

BIA Board: Julie Docker-Johnson (Chair), Sue Griffiths, Councillor Carey Pope, Cathie Szmon (Treasurer), Cindy Taylor

BIA Staff: Esther DeYoung

Town of St. Marys Staff: Kelly Deeks, Economic Development Manager

For Information: Brent Kittmer (CAO/Clerk)



MINUTES
Community Policing Advisory Committee

November 22, 2018
9:00am
Council Chambers, Town Hall

Committee Members Present: Peter McAsh
Mayor Strathdee
Fred Stam
Chair Don Van Galen

Committee Members Present: John McGarry

Stratford Police Services Board Present: Chief Greg Skinner
Deputy Chief Gerald Foster
Community Resources Officer Nick Keating

Staff Present: Brent Kittmer, Secretary

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. ADDITIONS TO THE AGENDA

The committee reviewed the agenda as circulated.

4. ADOPTION OF MINUTES FROM PREVIOUS MEETING

Moved By Fred Stam

Seconded By Peter McAsh

THAT the October 17, 2018 Community Policing Advisory Committee meeting minutes be approved and signed by the Chair and the Secretary.

CARRIED

5. BUSINESS ARISING FROM MINUTES

None.

6. DELEGATIONS

None received.

7. REPORTS

7.1 OPP MONTHLY STATISTICS

7.2 OPP FALSE ALARM REPORT

Moved By Peter McAsh

Seconded By Fred Stam

THAT the October 2018 OPP monthly report be received for information;
and

THAT the October 2018 False Alarm Report be received for information.

CARRIED

7.3 STRATFORD POLICE MONTHLY REPORT

Chief Greg Skinner distributed a summary of the St. Marys contract statistics over the first two weeks of Stratford having policed the Town. He reviewed the transition activities, and noted that by all accounts the transition went smoothly. He further reported that the Stratford Police Service and the OPP collaborated on the first day with Stratford having officers start shift at 7:00 pm on November 4 and the OPP having officers finishing shift at 7:00 am November 5. The Committee members reported that they had received only positive comments regarding the transition.

Deputy Chief Gerry Foster reviewed the calls for service received by the police over the first two weeks of the contract. In total, 159 calls for service were received over the two week period. This is comparable, but slightly lower than a regular Stratford patrol zone.

Officer Nick Keating reviewed his activities at the local schools, as well as his efforts to walk through the downtown to meet with business owners.

Moving forward, the CPAC requested that the monthly report include a general update on the activities/initiatives/campaigns the police were undertaking in Town and a report on the activities at local schools.

Moved By Fred Stam

Seconded By Peter McAsh

THAT the Stratford Police Monthly Report verbal update be received for information.

CARRIED

8. CORRESPONDENCE

8.1 Wanda Mossey re: Skateboard Park Patrol

Moved By Peter McAsh

Seconded By Fred Stam

THAT the correspondence from Wanda Mossey regarding skateboard park patrol be received for information.

CARRIED

9. OTHER BUSINESS

9.1 Discussion - Amend Traffic By-Law to Prohibit Scooter Use on Town Streets

The Committee members discussed the recent public concerns of scooters using the roadways. Officer Keating clarified that the recent accident involving a scooter was not a result of the scooter operator's fault. The driver was at fault in that situation.

The Committee provided direction to staff to collect further information on this topic and to report back to the Committee for review. The committee would like to know what advice is provided by medical suppliers to scooter users, how a scooter is defined in the *Highway Traffic Act*, the recommendation of the Accessibility Advisory Committee and the Senior Services Board.

9.2 Discussion - Police Check Fees for Volunteers

The Committee discussed the possibility of the Town foregoing police check revenue to allow for volunteer positions to continue to receive checks free of charge. Staff was given direction to collect historical stats and report back on police checks so that the financial impact can be determined.

10. UPCOMING MEETINGS

Chair Van Galen announced the upcoming meetings as listed on the agenda.

11. ADJOURNMENT

Moved By Peter McAsh

Seconded By Fred Stam

THAT this meeting of the Community Policing Advisory Committee be adjourned at 9:40am.

CARRIED

Chair Don Van Galen

Brent Kittmer, CAO / Clerk, Secretary

Meeting Minutes

St. Marys Museum Board

Location: St. Marys Museum

Date: Wednesday, November 14, 2018 at 7:00pm

Committee members in attendance:

Chet Greason, Doug Fread, Katherine Moffat, Krissy Nickle, Councilor Tony Winter

Staff in attendance:

Amy Cubberley, Staff Liaison

1.0 Welcome and Call to Order

Krissy Nickle called the meeting to order at 7:08 p.m.

2.0 Declaration of Pecuniary Interest

The agenda had been circulated to members. Following review, no member had a disclosure of pecuniary interest.

3.0 Correspondence

None

4.0 Approval of agenda

Moved by: Chet Greason

Seconded by: Doug Fread

That the Museum Board approve the agenda as presented.

CARRIED

5.0 Approval of minutes

The minutes of the October 17, 2018 meeting had been circulated.

Moved by: Chet Greason

Seconded by: Tony Winter

That the Board approve the minutes of October 17, 2018 as presented.

CARRIED

6.0 Old Business

- a. Artifact Deaccessioning Procedures: A. Cubberley updated the Board on best practices for deaccessioning procedures
- b. Museum Strategic Plan: Board members reviewed SWOT analysis results and created a list of recurring strengths, weaknesses, opportunities and threats to be included in the strategic plan.

7.0 New Business

- a. Council report: Verbal report given by Councilor Winter.
- b. Museum Report: A. Cubberley spoke to the Museum report in the agenda package.

8.0 Next meeting

Tentatively scheduled for January 9, 2019 at 7:00pm

9.0 Adjournment

Moved by: Tony Winter

That the Board adjourns this meeting.

CARRIED

Krissy Nickle adjourned the meeting at 8:44pm.

Krissy Nickle, Chair St. Marys Museum Board



MINUTES

Senior Services Advisory Committee

November 20, 2018

3:30 pm

Pyramid Recreation Centre

317 James Street South, St. Marys

Board Present: Councillor Craigmile
Isa Rabbets
Donna Simmons
Joyce Vivan
Rick Lyons
Owen O'Brien
Jane Cousineau
Don Vanstone

Council Regrets: Donna Kurchak

Staff Present: Jenny Mikita, Secretary

1. CALL TO ORDER

Chair Isa Rabbets call the meeting to order at 3:30p.m.

2. DECLARATION OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2018-11-20-01

Moved By: Rick Lyons

Seconded By: Owen O'Brien

That the November 20, 2018 Senior Services Board meeting agenda be accepted as presented.

Carried

4. ACCEPTANCE OF MINUTES

Resolution 2018-11-20-02

Moved By: Don Vanstone

Seconded By: Joyce Vivian

That the October 16, 2018 Senior Services Board meeting minutes be approved and signed by the Chair and the Secretary.

Carried

5. BUSINESS ARISING FROM MINUTES

5.1 New Ideas/Program Feedback/Suggestions

A suggestion to install benches in the washrooms for people to sit while changing was received. Staff will following with the facilities department to investigate the viability.

5.2 Provincial Funding Update

Staff reported that both the second quarter report as well as the CAPS budget have been submitted to the South West Local Health Integration Network.

6. NEW BUSINESS

6.1 Senior Services Program Report

Jenny Mikita spoke to the Senior Service program report and responded to questions from the Board.

6.2 Senior Services Board Bank Account Closure

Jenny Mikita brought forward the topic of the Senior Services community bank account to the Board to discuss and give direction.

Resolution 2018-11-20-03

Moved By: Jane Cousineau

Seconded By: Donna Simmons

That on the premise that the Senior Services community bank account remains open, up to \$1000 in fundraised dollars may be used for program and service subsidies by Senior Services staff. Reporting back to the committee as needed.

Carried

7. OTHER BUSINESS

None discussed.

8. LIAISON REPORTS

8.1 Travel Club

Chair Isa Rabbets informed the Board of upcoming trips and answered questions from the Board.

8.2 Fundraising

None to report.

8.3 Town Council

Councillor Craigmile update the group on various Town of St. Marys initiatives and answered questions.

9. NEXT MEETING

Pending the appointment of the new term.

10. ADJOURNMENT

Moved By: Joyce Vivian

That the November 20, 2018 meeting of the Senior Services Board be adjourned

Carried

Chair

Secretary

BY-LAW 01-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of a single tenant industrial lease agreement between The Corporation of the Town of St. Marys and Cameron Porteous.

WHEREAS: The Corporation of the Town of St. Marys has leased space to Cameron Porteous at 5 James Street North since 2016 on an annual basis;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into a one-year Single Tenant Industrial Lease Agreement with Cameron Porteous;

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

- 1.** That the Mayor and the CAO / Clerk are authorized to execute a Single Tenant Industrial Lease Agreement on behalf of the Corporation of the Town of St. Marys between the Corporation of the Town of St. Marys and Cameron Porteous; and further
- 2.** That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-law, and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
- 3.** This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 8th day of January, 2019.

Read a third and final time and passed this 8th day of January, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 02-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of a single tenant industrial lease agreement between The Corporation of the Town of St. Marys and Reed Needles.

- WHEREAS:** The Corporation of the Town of St. Marys has leased space to Reed Needles at 5 James Street North since 2015 on an annual basis;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into a one-year Single Tenant Industrial Lease Agreement with Reed Needles;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows;
- 1.** That the Mayor and the CAO / Clerk are authorized to execute a Single Tenant Industrial Lease Agreement on behalf of the Corporation of the Town of St. Marys between the Corporation of the Town of St. Marys and Reed Needles; and further
 - 2.** That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-law, and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 8th day of January, 2019.

Read a third and final time and passed this 8th day of January, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 03-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to open, establish and assume as public highway to be known as Water Street South, lands legally described as Lots 3, 4, and 5 (west side of Water Street), Registered Plan 235, being Part 2 on Reference Plan 44R-5066.

- WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 31(2), provides that land does not become a public highway unless established by a by-law of the municipality having jurisdiction;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys entered into an agreement with the property owner for the transfer of a parcel of land abutting the extant public highway of Water Street South as a road allowance for road widening purposes;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts:
- 1.** That the lands legally described as Part of Lots 3, 4, and 5 (west side of Water Street), Registered Plan 235, being Part 2 on Reference Plan 44R-5066 (the Lands), are hereby opened, established and assumed as a public highway.
 - 2.** Enactment of this By-law shall be deemed to be authorization to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
 - 3.** This by-law comes into force on the final passing thereof.

Read a first and second time this 8th day of January, 2019.

Read a third and final time and passed this 8th day of January, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 04-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to assign functions to the Integrity Commissioner.

- WHEREAS:** Section 223.3 of the *Municipal Act*, as amended, authorizes the Town of St. Marys to appoint an Integrity Commissioner who performs functions with respect to the application of the Code of Conduct for members of Council and other procedures, rules or policies governing their ethical behaviour;
- AND WHEREAS** The Town Of St. Marys appointed Aird & Berlis LLP as the Town of St. Marys Integrity Commissioner through by-law 110-2017 on December 12, 2019
- AND WHEREAS** As of March 1, 2019, a council must assign all of the functions under amended s. 223.3(1) of the *Municipal Act* to its Integrity Commissioner.
- NOW THEREFORE:** The Council of the Town of St. Marys hereby enacts as follows:
- 1.** That the following functions be assigned to the Integrity Commissioner effective January 8, 2019:
 - i. The application of the code of conduct for members of council and the code of conduct for members of local boards.
 - ii. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
 - iii. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council and of local boards.
 - iv. Receiving and responding to requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
 - v. Receiving and responding to requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
 - vi. Receiving and responding to requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
 - vii. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.

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

Read a first and second time this 8th day of January, 2019.

Read a third and final time and passed this 8th day of January, 2019.

Mayor Al Strathee

Brent Kittmer, CAO / Clerk

BY-LAW 05-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and 2144015 Ontario Inc.

WHEREAS: 2144015 Ontario Inc. intends to develop, under site plan agreement, the lands legally described as Part Lot 21, Concession 17, being Part 2 on Reference Plan 44R-3554, Perth S and having the municipal address of 95 South Service Road;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into a site plan agreement (the "Agreement") with 2144015 Ontario Inc. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the site plan development;

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

- 1.** That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and 2144015 Ontario Inc.
- 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
- 3.** Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
- 4.** This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 8th day of January, 2019.

Read a third and final time and passed this 8th day of January, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 06-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-Law to constitute a board of management for the Business Improvement Area and to designate an area as an improvement area within the Town of St. Marys.

WHEREAS: Pursuant to Section 204(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, the municipality may designate an area as an improvement area and may establish a board of management to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally, and to promote the area as a business or shopping area;

AND WHEREAS: Pursuant to Section 204(10) of the *Municipal Act, 2001*, the term of Directors of the Business Improvement Area Board of Management is the same as the term of Council that appointed them but continues until their successors are appointed;

AND WHEREAS: Section 208 of the *Municipal Act, 2001* provides that a local municipality shall annually raise the amount required for the purposes of a board of management, including any interest payable by the municipality on money borrowed by it for the purposes of the board of management;

AND WHEREAS: Subsection 208(2)(a) of the *Municipal Act, 2001*, provides that a municipality may establish a special charge for the amount to be raised by levy upon rateable property in the improvement area that is in a prescribed business property class;

AND WHEREAS: The Council of The Corporation of the Town of St. Marys deems it advisable to establish such a Committee and to provide for the appointment of the members thereto; and to delegate the authority of Council with respect to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area, and to promote the area as a business or shopping area;

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

- (1) A Board of Management is established under the name 'St. Marys Business Improvement Area' Board.
- (2) That the number of directors should be no less than five (5) members and no more than seven (7) members and that the Board of Management shall be selected by

vote of the members and then appointed by Council each term of Council to administer the improvement area and consist of one member of Council.

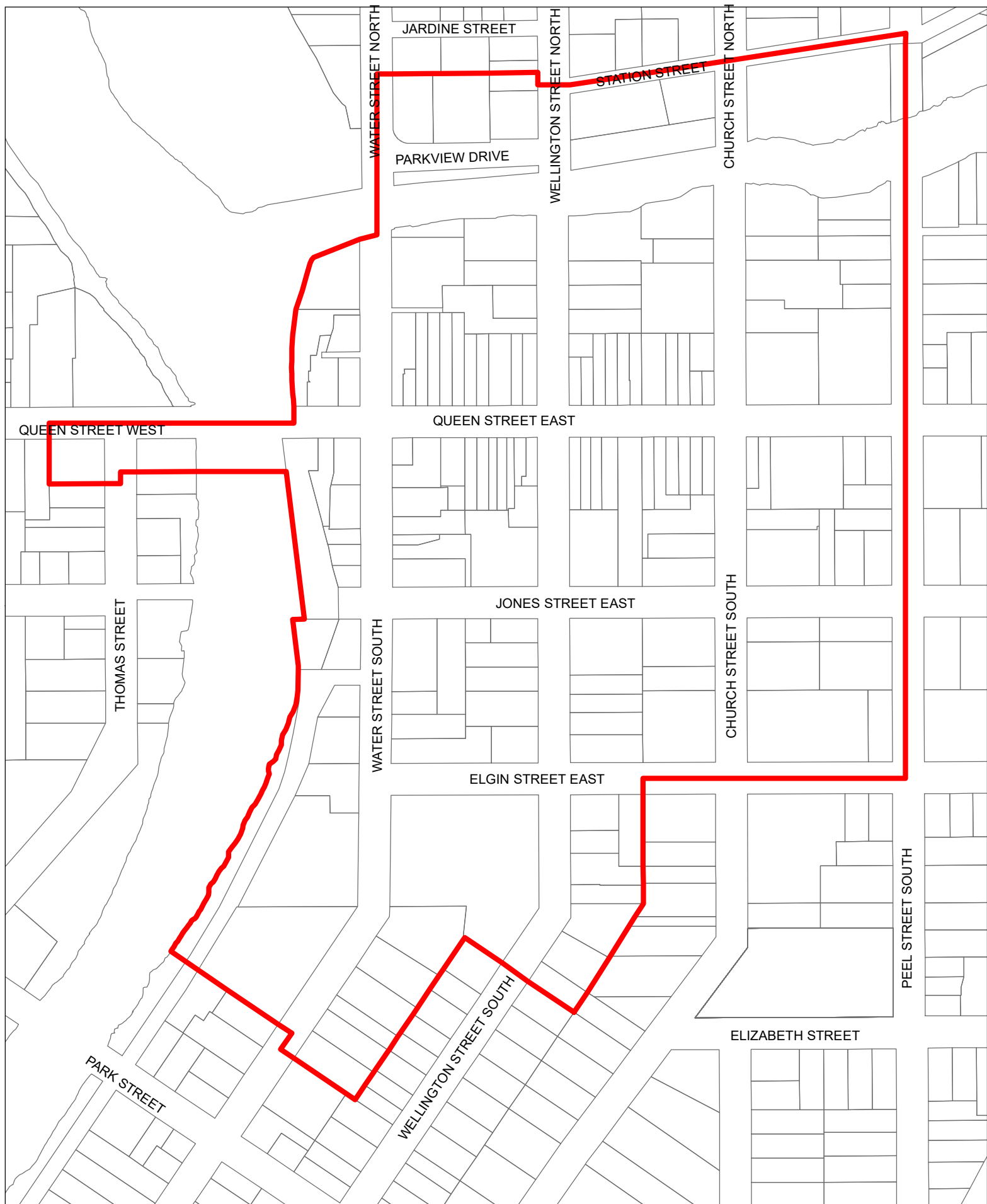
- (3) That Council shall appoint one director who may be a representative of the current term of Council.
- (4) Council may refuse to appoint a member selected under section (2) in which case Council may leave the position vacant, or direct that an election be held to select another candidate for Council's consideration.
- (5) That the Board shall, in each year, elect a Chairperson, a Vice-Chairperson, who are a members of the Board.
- (6) That the Board shall elect or employ a Secretary who may or may not be a member of the Board.
- (7) That the Secretary of the Board shall keep proper minutes of every meeting of the Board and shall be responsible for keeping all records of the Board with the exception of the accounting records.
- (8) Directors shall serve without remuneration.
- (9) The proceedings and authority of the St. Marys Business Improvement Area Board shall be exercised in accordance with:
 - a. The *Municipal Act*;
 - b. Any regulations under the *Municipal Act*;
 - c. Criteria established by Council of the Town of St. Marys, from time to time;
 - d. Terms of reference established by Council of the Town of St. Marys from time to time;
 - e. Any applicable code of conduct;
 - f. any applicable rules of process and procedure;
 - g. this By-law.
- (10) That all the lands within the Central Commercial (C.C.) Designation of the Town of St. Marys consolidated Official Plan, as amended from time to time, be designated an improvement area subject to all conditions as set out in Section 217 of the *Municipal Act*, 2001; These lands being further set out in Schedule A attached to and forming part of this by-law.
- (11) That the Board shall submit to the Council its annual estimates in a form satisfactory to the Director of Finance of the Town of St. Marys.
- (12) That By-Law 43-2003 be repealed.
- (13) This by-law comes into force on the final passing thereof.

Read a first and second time this 22nd day of January, 2019.

Read a third and final time and passed this 22nd day of January, 2019.

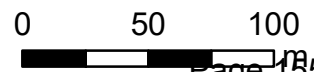
Mayor Al Strathee

Brent Kittmer, CAO / Clerk



— Central Commercial District

**By-Law No.06-2019
Schedule A**



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BY-LAW 07-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to constitute a Committee of Adjustment and to delegate to it the Authority to Grant Minor Variances and Consents.

- WHEREAS:** The *Planning Act*, R.S.O. 1990, c.P.13, as amended, (the “*Planning Act*”) Section 44(1), provides that the council of a municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not few than three, as the council considers advisable;
- AND WHEREAS:** Pursuant to Section 44(3) of the *Planning Act* the members of the committee who are members of a municipal council shall be appointed annually;
- AND WHEREAS:** Pursuant to Section 44(3) of the *Planning Act* the members of the committee who are not members of municipal council shall hold office for the term of the council that appointed them;
- AND WHEREAS:** Pursuant to Section 45(1) of the *Planning Act*, the committee of adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under section 34 or 38, or a predecessor of such sections, or any person authorized in writing by the owner, may, despite any other Act, authorize such minor variance from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained;
- AND WHEREAS:** Pursuant to Section 45(3) of the *Planning Act* the Council may by by-law empower the committee of adjustment to grant minor variances from the provisions of any by-law of the municipality that implements an official plan, or from such by-laws of the municipality as are specified and that implement an official plan;
- AND WHEREAS:** Pursuant to Section 54(5) of the *Planning Act*, the Council of the Corporation of the Town of St. Marys has the authority to delegate the authority of the council to give a consent under Section 53, or any part of that authority, to a committee of adjustment;
- AND WHEREAS:** The Council of The Corporation of the Town of St. Marys deems it advisable to establish such a Committee and to provide for the appointment of members thereto, and to delegate to the said committee the authority of Council with respect to minor variances and consents.
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:

Establishing the Committee

1. A Committee of Adjustment for the Town of St. Marys is hereby established.

Empowerment, Delegation, and Limitations

2. Subject to section 3 and 4 of this By-law, the Committee of Adjustment is hereby empowered to and delegated authority to hold hearings and to decide whether to:
 - (a) grant minor variances to zoning by-laws and interim control by-laws in accordance with section 45(1) of the *Planning Act*;
 - (b) discharge its powers under the provisions of section 45(2) of the *Planning Act* regarding non-conforming uses and interpretation of permitted uses;
 - (c) grant minor variances from the provisions of any by-law of St. Marys that implements the Official Plan, pursuant to section 45(3) of the *Planning Act*;
 - (d) give consents under section 53(1) of the *Planning Act* in respect of land situate within St. Marys; and
 - (e) impose conditions.
3. The proceedings and authority of the Committee of Adjustment shall be exercised in accordance with:
 - (a) the *Planning Act*,
 - (b) any regulations under the *Planning Act*;
 - (c) criteria established by Council of the Town of St. Marys, from time to time;
 - (d) terms of reference established by Council of the Town of St. Marys from time to time;
 - (e) any applicable code of conduct;
 - (f) any applicable rules of process and procedure; and
 - (g) this By-law.
4. Council of the Town of St. Marys reserves its right to appeal a decision of the Committee of Adjustment.

Appointments

5. The Committee of Adjustment shall consist of five members to be appointed by Council from time to time.

Notice

6. The Committee of Adjustment shall provide Town Council with written notice of each decision of the Committee made pursuant to the powers delegated or assigned hereunder.

Remuneration

7. Any remuneration of the members of the Committee of Adjustment shall be as set from time to time by St. Marys Council.
8. By-law 53-83 and By-law 52 of 2014 are hereby repealed.

9. This By-law shall come into force and take effect on the day of the final passing thereof.

Read a first and second time this 8th day of January, 2019.

Read a third and final time and passed this 8th day of January, 2019.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 08-2019

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 January 8, 2019.

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 8th day of January, 2019 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 8th day of January, 2019.

Read a third and final time and passed this 8th day of January, 2019.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk