



AGENDA
Regular Council Meeting

February 26, 2019

6:00 pm

Council Chambers, Town Hall
175 Queen Street East, St. Marys

Pages

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

RECOMMENDATION

THAT the February 26, 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 Retirement Presentation to Rob Wiffen and Jim Siddall

5.2 Public Meeting for Official Plan Amendment Application OP 01-2019 and Zoning By-law Amendment Application Z01-2019

481 Water Street South, St. Marys

RECOMMENDATION

THAT the February 26,2019 regular Council meeting be adjourned at _____pm to hold a statutory public meeting as required under the *Planning Act*, and

THAT a Public Meeting to consider two planning applications for 481 Water Street South be opened at _____pm.

RECOMMENDATION

THAT this public meeting be adjourned at _____pm; and

THAT the February 12, 2019 regular Council meeting reconvene at _____pm.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - February 12, 2019 10

RECOMMENDATION

THAT the February 12, 2019 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

6.2 Special Meeting of Council - February 19, 2019 25

RECOMMENDATION

THAT the February 19, 2019 special meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1 Minister of Municipal Affairs re: Housing Supply Action Plan 30

RECOMMENDATION

THAT the correspondence from the Minister of Municipal Affairs and Housing regarding the Housing Supply Action Plan be received.

7.2	Kathleen Cousins re: Resignation from the Library Board	31
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RECOMMENDATION

THAT the correspondence from Kathleen Cousins regarding her resignation from the St. Marys Library Board be received with regrets; and

THAT Staff be directed to post for the vacancy immediately; and

THAT Staff bring forward a list of eligible candidates as soon as possible.

7.3	Minister of Economic Development, Job Creation and Trade re: Driving Prosperity	32
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RECOMMENDATION

THAT the correspondence from the Minister of Economic Development, Job Creation and Trade regarding driving prosperity be received.

8. STAFF REPORTS

8.1 Building and Development Services

8.1.1	DEV 16-2018 February Monthly Report (Building and Development)	34
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RECOMMENDATION

THAT DEV 16-2018 February Monthly Report (Building and Development) be received for information.

- 8.1.2 DEV 15-2019 OPA (OP01-2019) and ZBA (Z01-2019) for 481 Water Street South** **36**
- RECOMMENDATION**
THAT DEV 15-2019 OPA (OP01-2019) and ZBA (Z01-2019) for 481 Water Street South be received;
- THAT** Council approve the Official Plan and Zoning By-law Amendment Applications for 481 Water Street South given that no significant concerns are raised by the public or members of Council at the statutory public meeting;
- THAT** Council enact By-law 27-2019 to adopt Official Plan Amendment No. 33; and,
- THAT** Council enact Zoning By-law Z132-2019 for 481 Water Street South.
- 8.1.3 DEV 14-2019 St Marys Pyramid Recreation Centre Spa Repair** **56**
- RECOMMENDATION**
THAT DEV 14-2019 St. Marys Pyramid Recreation Centre Spa Repair be received; and
- THAT** report DEV 14-2019 be forwarded to the Recreation and Leisure Advisory Committee for engagement with aquatics users and a recommendation on the future of the Spa at the St Marys Pyramid Recreation Centre.
- 8.1.4 DEV 12-2019 Dog Park Lighting and Water Installation** **60**
- RECOMMENDATION**
THAT DEV 12-2019 Dog Park Lighting and Water Installation be received for information.
- 8.2 Administration and Human Resources**
- 8.2.1 CAO 19-2019 February Monthly Report (Administration and Human Resources)** **62**
- RECOMMENDATION**
THAT CAO 19-2019 February Monthly Report (Administration and Human Resources) be received for information.

8.2.2	CAO 23-2019 Mutual Aid Agreement with the Township of Zorra	65
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RECOMMENDATION

THAT CAO 23-2019 Mutual Aid Agreement with the Township of Zorra be received;

THAT Council approves a mutual aid agreement between the Town of St. Marys and the Township of Zorra;

THAT the CAO be authorized to take all necessary steps to finalize the agreement;

THAT By-law 28-2019, being a by-law to authorize the Mayor and CAO/Clerk to sign a mutual aid agreement with the Township of Zorra, be approved.

8.3 Corporate Services

8.3.1	COR 06-2019 February Monthly Report (Corporate Services)	82
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RECOMMENDATION

THAT COR 06-2019 February Monthly Report (Corporate Services) be received for information.

8.4 Finance

8.4.1	FIN 04-2019 February Monthly Report (Finance)	86
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RECOMMENDATION

THAT FIN 04-2019 February Monthly Report (Finance) be received for information.

8.5 Fire and Emergency Services

8.5.1	FD 03-2019 February Monthly Report (Emergency Services)	88
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RECOMMENDATION

THAT FD 03-2019 February Monthly Report (Emergency Services) be received for information.

8.5.2	FD 04-2019 Emergency Management Program By-law Amendment	90
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RECOMMENDATION

THAT FD 04-2019 Emergency Management Program By-law Amendment be received; and

THAT By-law 26-2019, to Amend By-law 58 of 2007 - Emergency Management Program, be approved.

8.6 Community Services

8.6.1	DCS 05-2019 February Monthly Report (Community Services)	94
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RECOMMENDATION

THAT DCS 05-2019 February Monthly Report (Community Services) be received for information.

8.6.2	DCS 06-2019 Child Care Rates	99
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RECOMMENDATION

THAT DCS 06-2019 Child Care Rates be received; and

THAT Council approve the following rate increases for the Early Learning Services-- Infant Program 2%, Toddler Program 5%, Pre-school Program 5% and Nursery Program 5% with an effective date of April 1, 2019: and

THAT Council approve priority ranking when filling child care spots as follows:

1. A child that is currently enrolled as part time and would like to attend full time.
2. Children on the waitlist that already have a sibling that attends the program.
3. To families that reside in the Town of St. Marys over out of town residents.

8.7 Public Works

8.7.1 PW 13-2019 February Monthly Report (Public Works) 110

RECOMMENDATION

THAT PW 13-2019 February Monthly Report (Public Works) be received for information.

8.7.2 PW 11-2019 Award for RFT-PW-02-2019 Cemetery Turf Maintenance, 2019-2021 112

RECOMMENDATION

THAT PW 11-2019 Award for RFT-PW-02-2019 Cemetery Turf Maintenance, 2019-2021 be received;

THAT the procurement for RFT-PW-02-2019 Cemetery Turf Maintenance, 2019-2021 be awarded to St. Marys Landscaping for the procured price of \$98, 639.85, inclusive of all taxes and contingencies;

THAT Council approve the unbudgeted amount as identified in PW 11-2019 Award for RFT-PW-02-2019 Cemetery Turf Maintenance, 2019-2021; and,

THAT By-Law 30-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

8.7.3 PW 10-2019 Award for RFT-PW-01-2019 Parks Turf Maintenance, 2019-2021 116

RECOMMENDATION

THAT PW 10-2019 Award for RFT-PW-01-2019 Parks Turf Maintenance, 2019-2021 be received; and,

THAT the procurement for RFT-PW-01-2019 Parks Turf Maintenance, 2019-2021 be awarded to St. Marys Landscaping Ltd. for the procured price of \$230, 746.16, inclusive of all taxes and contingencies; and,

THAT By-Law 31-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

RECOMMENDATION

THAT By-Laws 26-2018 through 31-2018 and By-law Z132-2019 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

11.1	By-Law 26-2019 Amending 58 of 2007 Emergency Management Program	120
11.2	By-Law 27-2019 Official Plan Amendment No. 33 - 481 Water Street South	122
11.3	By-Law 28-2019 Authorize Agreement with Township of Zorra	129
11.4	By-Law 29-2019 Council and Staff Relations Policy	130
	As approved by Council at their regular meeting on February 12, 2019	
11.5	By-Law 30-2019 Authorize Agreement with St. Marys Landscaping Ltd.	135
11.6	By-Law 31-2019 Authorize Agreement with St. Marys Landscaping Ltd.	136
11.7	Z132-2019 Zoning By-law Amendment for 481 Water Street South	137

12. UPCOMING MEETINGS

March 5, 2019 - 9:00am, Budget, Council Chambers

March 12, 2019 - 6:00pm, Regular Council, Council Chambers

March 19, 2019 - 9:00am, Budget, Council Chambers

March 26, 2019 - 6:00pm, Regular Council, Council Chambers

13. CLOSED SESSION

14. CONFIRMATORY BY-LAW

140

RECOMMENDATION

THAT By-Law 32-2019, being a by-law to confirm the proceedings of February 26, 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.

15. ADJOURNMENT

RECOMMENDATION

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



MINUTES Regular Council

February 12, 2019
6:00pm
Town Hall, Council Chambers

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

Council Absent: Councillor Edney
Councillor Hainer

Staff Present: Brent Kittmer, CAO / Clerk
Richard Anderson, Director of Emergency Services / Fire Chief
Jed Kelly, Director of Public Works
Dave Blake, Environmental Services Supervisor
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

At the commencement of deliberating agenda item 9.2.10.1 – Recommendation to Proceed to Statutory Public Meeting, Councillor Pridham declared pecuniary interest relating to this agenda item.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2019-02-12-01

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT the February 12, 2019 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Ontario Clean Water Agency - Fourth Quarter Reporting

Renee Hornick of Ontario Clean Water Agency spoke to the fourth quarter report and responded to questions from Council.

Resolution 2019-02-12-02

Moved By Councillor Winter

Seconded By Councillor Luna

THAT the Fourth Quarter Report from Ontario Clean Water Agency be received.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - January 22, 2019

Councillor Pridham noted that minute item 2.1 should read "275 James Street South" rather than "275 Queen Street South".

Resolution 2019-02-12-03

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT the January 22, 2019 regular Council meeting minutes be approved as amended and signed and sealed by the Mayor and the Clerk.

CARRIED

6.2 Special Meeting of Council - January 29, 2019

Mayor Strathdee noted that minute item 5.2 should include the outcome of the recorded vote for resolution 2019-01-29-03.

Resolution 2019-02-12-04

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT the January 29, 2019 special meeting of Council minutes be approved as amended and signed and sealed by the Mayor and the Clerk.

CARRIED

6.3 Special Meeting of Council - February 5, 2019

Resolution 2019-02-12-05

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the February 5, 2019 special meeting of Council minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CORRESPONDENCE

7.1 Minister of Municipal Affairs and Housing re: Bill 66

Resolution 2019-02-12-06

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the correspondence from the Minister of Municipal Affairs and Housing regarding Bill 66 be received.

CARRIED

7.2 Minister of Finance re: Cannabis Legalization Framework

Resolution 2019-02-12-07

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the correspondence from the Minister of Finance regarding the cannabis legalization framework be received.

CARRIED

7.3 Minister of Municipal Affairs and Housing re: Joint and Several Liability

Resolution 2019-02-12-08

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT the correspondence from the Minister of Municipal Affairs and Housing regarding a review of joint and several liability be received.

CARRIED

8. STAFF REPORTS

8.1 Fire and Emergency Services

8.1.1 FD 02-2019 Alternate Fire Coordinator – Perth County

Fire Chief Anderson spoke to FD 02-2019 report and responded to questions from Council.

Resolution 2019-02-12-09

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT FD 02-2019 Alternate Fire Coordinator be received for discussion; and

THAT Council approves Fire Chief Richard Anderson accepting the appointment of Alternate Fire Coordinator for the County of Perth.

CARRIED

8.2 Public Works

8.2.1 PW 07-2019 Water System Financial Plan

Dave Blake spoke to PW 07-209 report and responded to questions from Council.

Mr. Blake welcomed Ryan DeVries from BM Ross and Associates Ltd. to speak to the Financial Plan presentation.

Mr. DeVries spoke to the Water and Wastewater System Financial Plan presentation and responded to questions from Council.

Resolution 2019-02-12-10

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT PW 07-2019, Water System Financial Plan be received; and

THAT Council direct staff to complete the Water System Financial Plan utilizing Option No. 2, 2% Annual Rate Increase from 2019 through 2028.

CARRIED

8.2.2 PW 08-2019 Wastewater System Financial Plan

Resolution 2019-02-12-11

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT PW 08-2019, Wastewater System Financial Plan be received; and

THAT Council direct staff to complete the Wastewater System Financial Plan utilizing Option No. 3, Maintaining the Rate of Replacement at 59 Years at an annual increase of 2.4% annually for the duration of the planning period.

CARRIED

8.3 Administration and Human Resources

8.3.1 CAO 13-2019 Draft Council-Staff Relations Policy

Brent Kittmer spoke to CAO 13-2019 report and responded to questions from Council.

Resolution 2019-02-12-12

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT CAO 13-2019 regarding the draft Council-Staff relations policy be received; and

THAT staff be directed to finalize the policy subject to Council's amendments; and

THAT staff present a final version of the policy for adoption prior to March 1, 2019.

CARRIED

8.3.2 CAO 14-2019 Appoint UTRCA Board Representative

Brent Kittmer spoke to CAO 14-2019 report and responded to questions from Council.

Resolution 2019-02-12-13

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT CAO 14-2019 regarding the UTRCA Board representative appointment be received; and

THAT Tony Jackson be appointed the joint representative for Perth South, South Huron and St. Marys for one year; and

THAT Staff be directed to bring back an amending by-law for the 2018-2022 Committee and Board Appointments reflective of the change; and

THAT a Perth South member of Council be appointed for 2020 through to January 31, 2023 term; and

THAT Council agrees to alternate the UTRCA Board member appointment between Perth South, St. Marys and South Huron Council members for future terms of Council.

CARRIED

8.3.3 CAO 15-2019 Rotary Club of St. Marys Request for Designation as Event of Municipal Significance

Jenna McCartney spoke to CAO 15-2019 report and responded to questions from Council.

Resolution 2019-02-12-14

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT CAO 15-2019 Rotary Club of St. Marys Request for Designation as Event of Municipal Significance be received; and

THAT Council approve the Rotary Club of St. Marys' request to designate the Craft Beer and Food Truck event, to be held on Sunday, June 16, 2019 from 12:00 pm – 6:00 pm at the Canadian Baseball Hall of Fame and Museum, as an event of municipal significance.

CARRIED

8.3.4 CAO 16-2019 Kinsmen Club of St. Marys Summerfest: Designation as Event of Municipal Significance and Noise By-law Exemption

Jenna McCartney spoke to CAO 16-2019 report and responded to questions from Council.

Resolution 2019-02-12-15

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT CAO 16-2019 Kinsmen Club of St. Marys Designation as Event of Municipal Significance and Noise By-law Exemption be received; and

THAT Council declares Summerfest to be a municipally significant event in the Town of St. Marys from Thursday, July 25, 2019 through to Saturday, July 27, 2019; and

THAT Council grant an exemption of the Noise By-law, under Section 6, to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park, for the purpose of Summerfest until the time of 1:00am on July 26, July 27, and 28, 2019; and

THAT Council grant exclusive use of Milt Dunnell Park to the Kinsmen Club of St. Marys between Monday, July 22, 2019 and Monday, July 29, 2019 for the purpose of setting up, running and taking down for Summerfest; and

THAT Council grant an exemption of the Parks By-law, under Section 1 (a), (b), (k), and (l) to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park between July 22, 2019 and July 29, 2019; and

THAT Council grant an exemption of the Traffic and Parking By-law, under Section 3.1.3 (q) and 3.1(6) to the applicant, Kinsmen Club of St. Marys at Milt Dunnell Park between July 22, 2019 and July 29, 2019.

CARRIED

9. COUNCILLOR REPORTS

Council recessed at 7:21pm.

Mayor Strathdee called the meeting back to order at 7:27pm.

9.1 Operational and Board Reports

9.1.1 Bluewater Recycling Association - Coun. Craigmile

Councillor Craigmile spoke to the history of the Bluewater Recycling Association and responded to questions from Council.

Resolution 2019-02-12-16

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT the 2018 acceptable list of recyclable material be received.

CARRIED

9.1.2 Library Board - Coun. Craigmile, Edney and Mayor Strathdee

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

Resolution 2019-02-12-17

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT the October 4, 2018 St. Marys Public Library Board meeting minutes be received; and

THAT the October 25, 2018 St. Marys Public Library Board Annual General Meeting minutes be received; and

THAT the November 1, 2018 St. Marys Public Library Board meeting minutes be received; and

THAT the January 10, 2019 St. Marys Public Library Board meeting minutes be received.

CARRIED

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

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

9.1.4 Perth District Health Unit - Coun. Luna

Councillor Luna spoke to a recent meeting of the Perth District Health Unit and responded to questions from Council.

Resolution 2019-02-12-18

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT the November 23, 2018 Perth District Health Unit Board meeting minutes be received; and

THAT the December 19, 2018 Perth District Health Unit Board meeting minutes be received.

CARRIED

9.1.5 Spruce Lodge Board - Coun. Luna, Pridham

Councillors Luna and Pridham spoke to the recent minutes and responded to questions from Council.

Resolution 2019-02-12-19

Moved By Councillor Craigmile

Seconded By Councillor Luna

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

CARRIED

9.1.6 Upper Thames River Conservation Authority

Nothing to report.

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

Resolution 2019-02-12-20

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the January 21, 2019 Accessibility Advisory Committee meeting draft minutes be received.

CARRIED

9.2.2 Business Improvement Area - Coun. Winter

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

Resolution 2019-02-12-21

Moved By Councillor Winter

Seconded By Councillor Luna

THAT the December 10, 2018 BIA Board meeting minutes be received; and

THAT the January 14, 2019 BIA Board meeting draft minutes be received; and

THAT the January 29, 2019 BIA Board meeting draft minutes be received.

CARRIED

9.2.3 CBHFM - Coun. Edney

Resolution 2019-02-12-22

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT the October 26, 2018 Canadian Baseball Hall of Fame and Museum Board of Directors' meeting minutes be received; and

THAT the November 23, 2018 Canadian Baseball Hall of Fame and Museum Board of Directors' meeting minutes be received; and

THAT the December 21, 2018 Canadian Baseball Hall of Fame and Museum Board of Directors' meeting minutes be received.

CARRIED

9.2.4 Committee of Adjustment

No recent meetings.

9.2.5 Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee

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

Resolution 2019-02-12-23

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT the January 16, 2019 Community Policing Advisory Committee meeting draft minutes be received.

CARRIED

9.2.6 Green Committee - Coun. Craigmile

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

Resolution 2019-02-12-24

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT the January 16, 2019 Green Committee meeting draft minutes be received.

CARRIED

9.2.7 Heritage Advisory Committee - Coun. Pridham

Councillor Pridham spoke to the recent minutes and responded to questions from Council.

Resolution 2019-02-12-25

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT the January 12, 2019 Heritage Advisory Committee meeting draft minutes be received.

CARRIED

9.2.8 Huron Perth Healthcare Local Advisory Committee - Coun. Luna

No recent meetings.

9.2.9 Museum Board - Coun. Hainer

Resolution 2019-02-12-26

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT the January 9, 2019 Museum Board meeting draft minutes be received.

CARRIED

9.2.10 Planning Advisory Committee - Coun. Hainer, Pridham

Councillor Pridham spoke to the recent minutes and responded to questions from Council.

Resolution 2019-02-12-27

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the January 7, 2019 Joint Meeting of the Planning Advisory Committee and the Committee of Adjustment minutes be received; and

THAT the January 21, 2019 Planning Advisory Committee draft minutes be received; and

THAT item 5.0 from the January 21, 2019 minutes be raised for discussion.

CARRIED

9.2.10.1 Recommendation to Proceed to Statutory Public Meeting

Councillor Pridham declared a pecuniary interest related to this agenda item. Councillor Pridham vacated her seat at the Council table.

Resolution 2019-02-12-28

Moved By Councillor Winter

Seconded By Councillor Luna

THAT Council proceeds with the statutory public meeting for Application OP01-2019 and Z01-2019, 481 Water Street South, on February 26, 2019 at 6:00pm.

CARRIED

9.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham

Councillor Pridham returned to her seat at the Council table.

Councillor Pridham spoke to the recent minutes and responded to questions from Council.

Resolution 2019-02-12-29

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the January 24, 2019 Recreation and Leisure Advisory Committee meeting draft minutes be received.

CARRIED

9.2.12 Senior Services Advisory Committee - Coun. Winter

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

Resolution 2019-02-12-30

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the January 15, 2019 Senior Services Advisory Committee meeting draft minutes be received; and

THAT item 4.1 of the January 15, 2019 minutes be raised for discussion.

CARRIED

9.2.12.1 Recommendation to Amend Committee Terms of Reference

Resolution 2019-02-12-31

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT Council direct staff to bring back a report to Council at a future meeting regarding the proposed terms of reference for all committees and boards not yet approved by by-law.

CARRIED

9.2.13 St. Marys Lincolns Board - Coun. Craigmile

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

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

No recent meeting.

9.2.15 Youth Centre Advisory Committee - Coun. Edney

No inaugural meeting at this time.

9.2.16 Youth Council - Coun. Edney

Nothing to report at this time.

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2019-02-12-32

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT By-Laws 22-2019 and 23-2019 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

12.1 By-Law 22-2019 Pregnancy and Parental Leave for Members of Council Policy

12.2 By-Law 23-2019 Authorize a Memorandum of Understanding with 2503778 Ontario Inc.

13. UPCOMING MEETINGS

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

Council recessed at 8:12pm.

Mayor Strathdee called the meeting back to order at 8:13pm.

14. CLOSED SESSION

Resolution 2019-02-12-33

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT Council move into a session that is closed to the public at 8:13pm as authorized under the *Municipal Act*, Section 239(2)(d) labour relations or employee negotiations.

CARRIED

14.1 Minutes of January 8, 2019 CLOSED SESSION

14.2 HR 02-2019 (CONFIDENTIAL) Labour Relations Matter

15. RISE AND REPORT

Resolution 2019-02-12-34

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT Council rise from a closed session at 8:36pm.

CARRIED

Mayor Strathdee reported that a closed session was held. One matter related to labour relations was considered with staff being given direction. There is nothing further to report at this time.

16. CONFIRMATORY BY-LAW

Resolution 2019-02-12-35

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT By-Law 24-2019, being a by-law to confirm the proceedings of February 12, 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.

CARRIED

17. ADJOURNMENT

Resolution 2019-02-12-36

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourn at 8:37pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Special Meeting of Council

February 19, 2019
9:00am
Council Chambers, Town Hall

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

Staff Present: Brent Kittmer, CAO / Clerk
Grant Brouwer, Director of Building and Development
Jim Brown, Director of Finance / Treasurer
Matthew Corbett, Library CEO
Jed Kelly, Director of Public Works
Stephanie Ische, Director of Community Services
Kelly Deeks-Johnson, Economic Development Manager
Matthew Brown, Corporate Communications and Event Manager
Mike Kuttschrutter, IT Network Administrator
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

Councillor Hainer declared a conflict of interest to agenda item 7.2 - Corporate Services with respect to the Museum budget.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2019-02-19-01

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT the February 19, 2019 special meeting of Council agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. CORRESPONDENCE

5.1 Minister of Finance re: 2019 Ontario Municipal Partnership Fund

Resolution 2019-02-19-02

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the correspondence from the Minister of Finance regarding 2019 Ontario Municipal Partnership Fund be received.

CARRIED

5.2 Randy Pettapiece MPP re: 2019 Ontario Municipal Partnership Fund

Resolution 2019-02-19-03

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT the correspondence from Randy Pettapiece, MPP regarding the 2019 Ontario Municipal Partnership Fund be received.

CARRIED

6. DELEGATIONS

6.1 Upper Thames River Conservation Authority re: 2019 Budget

Ian Wilcox of Upper Thames River Conservation Authority (UTRCA) introduced Tony Jackson as the Town of St. Marys' representative for the UTRCA Board of Directors.

Mr. Wilcox spoke to the UTRCAs 2019 draft budget and responded to questions from Council.

Resolution 2019-02-19-04

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the Upper Thames River Conservation Authority 2019 Draft Budget Presentation be received.

CARRIED

7. 2019 DRAFT OPERATING BUDGET REVIEW

7.1 Library

Matthew Corbett, Library CEO and Cole Atlin, Library Board Chair spoke to the Library draft 2019 operating budget, and responded to questions from Council.

Council took a brief recess at 10:44am.

Mayor Strathdee called the meeting back to order at 10:54am.

7.2 Corporate Services

Brent Kittmer provided an overview of today's agenda.

Trisha McKibbin spoke to the 2019 draft operating budget for Corporate Services and responded to questions from Council.

At the point in which Ms. McKibbin spoke to the Museum budget, Councillor Hainer left the Council table having declared a conflict of interest related to this matter.

Councillor Hainer returned to her seat at the Council table upon conclusion of the Museum budget deliberation.

7.3 Public Works

Jed Kelly spoke to the 2019 draft operating budget for Public Works and responded to questions from Council.

Council took a brief recess at 12:11pm.

Mayor Strathdee called the meeting back to order at 12:40pm.

Jed Kelly resumed deliberations of the 2019 draft operating budget for Public Works, specifically focusing on the solid waste operating budget.

7.4 Water and Wastewater

Jed Kelly spoke to the 2019 draft operating budget regarding water and wastewater and responded to questions from Council.

7.5 Facilities and Development

Grant Brouwer spoke to 2019 draft operating budget for facilities and development and responded to questions from Council.

8. RECAP - 2019 DRAFT OPERATING AND CAPITAL BUDGET

8.1 CAO 18-2019 2019 Budget Recap and Next Steps

Brent Kittmer spoke to CAO 18-2019 report and responded to questions from Council.

Council reviewed the proposed tax levy increase. Councillor Edney asked for Councillor Winter to speak to the purpose of summer students at the Museum.

Mayor Strathdee ruled the request out of order as Councillor Winter is no longer the council representative with the Museum Board for this term of Council.

Resolution 2019-02-19-05

Moved By Councillor Hainer

Seconded By Councillor Winter

THAT Council direct staff to target a 2.5% increase for the 2019 year.

CARRIED

Resolution 2019-02-19-06

Moved By Councillor Hainer

Seconded By Councillor Edney

THAT CAO 18-2019 2019 Budget Recap and Next Steps be received for discussion and direction to staff;

THAT Council provides pre-budget approval for Capital Project #28 – Stump Grinder Attachment for Trackless;

THAT Council provides pre-budget approval for Capital Project #31 – T-60 2001 Dump Truck – 1 tonne w/Plow;

THAT Council provides pre-budget approval for Capital Project #32 – St. George Street N Reconstruction; and

THAT Council provides pre-budget approval for Capital Project #7 - Ladder Truck Replacement.

CARRIED

Resolution 2019-02-19-07

Moved By Councillor Hainer

Seconded By Councillor Pridham

THAT Council suggest the Library Board review their 2019 draft operating budget for budget reductions and efficiencies, and to work with other Town departments to achieve the 2.5% corporate budget goal.

CARRIED

9. UPCOMING MEETINGS

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

10. BY-LAWS

Resolution 2019-02-19-08

Moved By Councillor Hainer

Seconded By Councillor Luna

THAT By-Law 25, 2019, being a by-law to confirm the proceedings of the February 19, 2019 special 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

11. ADJOURNMENT

Resolution 2019-02-19-09

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT this special meeting of Council adjourn at 2:05pm.

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 ON M5G 2E5
Tél. : 416 585-7000
Téléc. : 416 585-6470



19-2037

Dear Head of Council:

As the consultation on our government's Housing Supply Action Plan has come to a close, I wanted to draw your attention to one part of that work that is focused on land use planning – the need to increase supply and streamline the development approval process to speed up the time it takes to get the right kind of housing built in the right places. We have received some great suggestions in that consultation that will inform potential changes.

Our Government for the People is going to take swift action to streamline the development approvals system. Earlier this year we introduced proposed changes to the Growth Plan for the Greater Golden Horseshoe. These proposed changes are in response to the implementation challenges our government heard about when we took office. Consultation on these changes closes on February 28, 2019.

Given that land use planning and development approvals are critical to achieving housing and job-related priorities in communities across Ontario, my Ministry is also reviewing the *Planning Act* and Provincial Policy Statement to ensure they are calibrated to achieve our streamlining and housing supply objectives.

My intention is to bring forward legislation and concrete policy changes that would impact planning province-wide in the coming months. I encourage you to consider the context of this streamlining work and its focus on the *Planning Act* and the Provincial Policy Statement, as it may help to inform your local actions. You may wish to consider an interim pause on some planning decisions or reviews of major planning documents such as official plans or comprehensive zoning bylaw updates until this work is completed.

Sincerely,

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

Steve Clark
Minister

February 18, 2019

Dear Ms Atlin,

It is with regret that I am writing to inform you of my decision to resign my position of the Library Board with the Town of St. Marys, effective immediately.

My other commitments have become too great for me to be able to fulfil the requirements of my position on the board, and I feel it is best for me to make room for someone with the time and energy to devote to the job.

It has been a pleasure being part of the Library Board team for this short time. I'm so impressed with the Library's accomplishments and have no doubt the board will continue these successes in the future.

Kindness regards,

Kathleen Cousins



February 20, 2019

Dear Head of Council:

This week our government was pleased to announce our first step in supporting Ontario's automotive industry – Driving Prosperity: The Future of Ontario's Automotive Sector.

As you know, one of the biggest barriers automakers face if they want to build or expand an auto assembly plant is the availability of large-scale sites for manufacturing. The auto sector is generally concentrated in densely populated parts of Ontario where it isn't easy to find the right site.

Automakers have told us they are looking for sites with access to servicing, skilled labour and transportation — and that aren't situated on sensitive lands. In response to this, our plan includes a *Job Site Challenge* which will give municipalities, that wish to participate, the opportunity to propose sites of 500 to 1,500 acres for industrial expansion.

Our goal is to help proponents create competitive shovel-ready sites where an automaker can build a plant and bring thousands of good-paying jobs to the community. Lands that are located in the Green Belt, Oak Ridges Moraine, Ground Water Protection Zones or other sensitive lands are specifically excluded from eligibility.

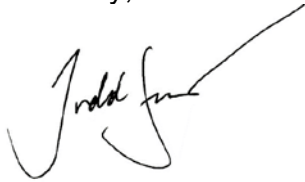
The Job Site Challenge is modelled on successful U.S. projects that have played a major role in attracting auto assembly plants to several southern states. These new plants, along with their extensive supply chains, have created thousands of new jobs.

We look forward to working with municipalities on this. We will partner with the successful proponents to make sure that development opportunities are competitive. This will of course include streamlining the approvals processes for planning, environmental and servicing.

This is an opportunity for us to work together to bring high-quality jobs to your community, helping to drive one of Ontario's key economic sectors forward in the coming decades.

Please feel free to contact either of us with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Smith", with a long, sweeping horizontal stroke extending to the right.

Todd Smith
Minister of Economic Development,
Job Creation and Trade

A handwritten signature in blue ink, appearing to read "Steve Clark", in a cursive style.

Steve Clark
Minister of Municipal Affairs
and Housing

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Building and Development
Date of Meeting:	26 February 2019
Subject:	DEV 16-2018 February Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 16-2018 February Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Planning

- OPA and ZBA for 481 Water St S to Council for consideration
- Appeal period for zoning by-law amendment for 275 James St S has lapsed, no appeals; proponent is now able to proceed with site plan agreement for multi-residential development.
- Applications for Draft Plan Approval and Zoning Amendment received for 187 Wellington St N; staff working with proponent to provide additional information required for complete applications.
- Intake of Heritage Property Tax Rebate applications for 2018

Building

- A total of 8 permits were issued in January 2019 compared to 7 the previous year.
- There was zero new dwelling units issued this month compared to 2 the previous year.
- The total construction values were \$110,500 compared to \$700,000 the previous year.
- The total permit fees were \$1365.31 compared to \$4385.60 the previous year.
- A total of 25 appointments were provided by the Building Department in this time period.
- There were three Heritage permits issued for this period.

Facilities Operational

- Tender Documents – working on writing all potential tenders
- Town Hall – Boiler issue on Feb 4th creating a no heat issue. Replaced water pump on Boiler #1 and a Control board on Boiler #2
- Library – facility staff assisted in the moving of books to the Town Hall Auditorium for the Friends of the Library book sale.
- Child Care Centre – new storage cupboards were installed in two (2) classrooms.
- Performance reviews are being completed

Facilities Capital

- Capital Plan 20 year – working on document
- Facility Condition Assessment – awarded to WalterFedy, template of first facility assessment has been approved by to staff. Facilities to be assessed are the Museum, Lind Sportsplex and the Municipal Operations Centre.

- Water Tower Structural Upgrades – painting of the water tank almost complete, held 2 tours of the site for staff and councilors, pointing to be completed in the spring.
- Library & Town Hall Window Replacement Project – All windows in the Library and Town Hall have been installed. The contractor will begin work on the fascia boards and eaves through installation.
- Fire Hall – Design RFP for Fire Hall Renovation has been written and posted. Survey of property has been completed and Designated Substance Survey has been scheduled for the week of Feb 18.

PRC Operations

- Playoffs ongoing for minor ice sports along with conclusion of Lincoln's season
- Two companies contacted about spa issue; both are looking into possible solutions and pricing on both non-destructive and destructive to the pool deck
- Canadian Armed Forces exercise was a success with very positive feedback about the facility and staff
- Two issues on the roof causing leaks, one is duct work for an HVAC unit for Community Centre; other appears to be wall flashing on east end of Blue rink causing a leak in a hallway and meeting room.
- Some overtime was incurred due to responding to weather events to maintain sidewalks and fire exits as the building remained open for programming during freezing rain and snow.

SPENDING AND VARIANCE ANALYSIS

None to report.

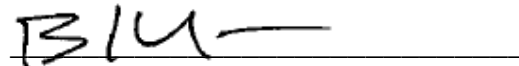
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	26 February 2019
Subject:	DEV 15-2019 OPA (OP01-2019) and ZBA (Z01-2019) for 481 Water Street South

PURPOSE

To provide background information, staff comments and recommended direction for Council's consideration with respect to the Applications for Official Plan and Zoning By-law Amendments (OP01-2019 and Z01-2019) by the Corporation of the Town of St. Marys for 481 Water Street South.

RECOMMENDATION

THAT DEV 15-2019 OPA (OP01-2019) and ZBA (Z01-2019) for 481 Water Street South be received;

THAT Council approve the Official Plan and Zoning By-law Amendment Applications for 481 Water Street South given that no significant concerns are raised by the public or members of Council at the statutory public meeting;

THAT Council enact By-law 27-2019 to adopt Official Plan Amendment No. 33; and,

THAT Council enact Zoning By-law Z132-2019 for 481 Water Street South.

REPORT

The Town has received Applications, submitted by the Town (as owner of the subject property), to amend the Town's Official Plan and Zoning By-law with respect to the subject property, as shown on the General and Specific Location Maps attached to this report as Attachment 2.

The Alexander McDonald House is located on the property and the Town designated the property under the *Ontario Heritage Act* in 2008. The Town has declared the property to be surplus to its needs and is seeking to sell the property. Any development on the subject property would be subject to site plan approval, including the addition of a parking lot ancillary to a use established on the property.

The purpose and intent of the Applications is to change the Official Plan designation of the subject property to "Highway Commercial" and change the zoning of the subject property to "Highway Commercial Zone (C3)" with site specific Official Plan policies and Zoning By-law regulations to specific commercial and light industrial uses, and provide exceptions to certain zoning regulations to recognize the existing building.

At the January 21, 2019 meeting, the Planning Advisory Committee considered a Town Information Report and passed a motion endorsing, in principle, the Applications for Official Plan and Zoning By-law Amendment and recommended that Council proceed to a public meeting to consider the Applications.

SITE CONDITIONS AND CHARACTERISTICS

The subject property fronts onto the east side of Water Street South, south of Washington Street and north of Front Street. The property is 1,539.3 m² (0.15 ha) in size with approximately 58.8 metres of frontage. The Alexander McDonald House is a 2½ storey stone building and was constructed in the early 1850's.

SURROUNDING LAND USES

- North:** recreational uses and open space/wooded areas
- South:** open space/wooded areas and vacant lands
- East:** open space/wooded areas and vacant lands
- West:** Water Street South, and commercial, residential and vacant uses

PLANNING CONTEXT

Provincial Policy Statement

Section 3 of the *Planning Act* requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Policy Statement (PPS) was issued under the authority of Section 3 of the Act. The PPS provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment. The purpose of this section is to identify policies in the PPS relevant to these Applications.

Section 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by:

- promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term
- accommodating an appropriate range and mix of residential, employment, institutional, recreation, park and open space, and other uses to meet long-term needs
- promoting cost-effective development patterns and standards to minimize land consumption and servicing costs

Sections 1.3.1 (a) and (b) of the PPS state, in part, that planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of employment uses to meet long-term needs and by providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses.

Official Plan

According to the Town's Official Plan, the subject property is currently designated "Recreational" (Schedule A) and a "Natural Hazards Constraints Area" is identified on the rear portion of the property (Schedule C). The Recreational designation identifies lands used or intended for active and/or passive recreation uses. The "Natural Hazards Constraints Area" is an overlay that applies "to those lands and watercourses which have been flooded, are susceptible to flooding under severe conditions, or are subject to erosion and which have not been designated as Natural Hazards in this Official Plan".

The purpose and intent of the proposed Official Plan Amendment is to redesignate the subject property to "Highway Commercial" with site specific policies limiting permitted uses to business or professional office, convenience store or variety store, equipment sales and rental business, laboratory or research facility, private club, production studio (premises used for producing motion pictures, or audio or video recordings or transmissions), restaurant, and accessory uses, buildings, and structures.

Section 7.17.4 of the Official Plan states, that in considering an amendment to the Official Plan and/or implementing Zoning By-laws, Council shall give due consideration to the policies of this Plan as well as certain criteria. The following discussion addresses the criteria in Section 7.17.4.

a) the need for the proposed use;

the proposed permitted uses will provide additional opportunities for commercial and industrial uses and the redesignation and rezoning of the subject lands will allow for the revitalization of this property

b) the extent to which the existing areas in the proposed designation or categories are developed and the nature and adequacy of such existing development in order to determine whether the proposed use is premature;

there are other lands designated Highway Commercial in the Town however, the proposal will provide opportunities to use this underutilized property

c) the compatibility of the proposed use with conforming uses in adjoining areas;

- *the area surrounding the subject property is predominantly zoned for industrial and commercial purposes*
- *there are several properties on the west side of Water Street South that are zoned Highway Commercial (C3)*
- *prior to any development of the site, approval of a Site Plan Application will be required to ensure the appropriate layout and design of the site including the location of parking areas, landscaping and buffering*

d) the effect of such proposed use on the surrounding area in respect to the minimizing of any possible depreciating or deteriorating effect upon adjoining properties;

see response to c) above

e) the potential effects of the proposed use on the financial position of the Town;

no negative effects are anticipated

f) the potential suitability of the land for such proposed use in terms of environmental considerations;

any potential environmental considerations will be assessed at the site plan approval stage

g) the location of the area under consideration with respect to the adequacy of the existing and proposed road system in relation to the development of such proposed areas and the convenience and accessibility of the site for vehicular and pedestrian traffic and the traffic safety and parking in relation thereto;

the existing road system in the area is adequate to accommodate the proposed uses

h) the adequacy and availability of municipal services and utilities; and,

existing services and utilities are available to service the property

i) the adequacy of parks and educational facilities and the location of these facilities.

not applicable

A copy of proposed Official Plan Amendment No. 33 is provided in the February 26, 2019 Council agenda.

Zoning By-law

The subject property is currently zoned “Institutional (I-4)” and identified as “Heritage Classified” (for information purposes) in the Town’s Zoning By-law Z1-1997. The purpose and intent of the proposed amendment to the Zoning By-law is to implement the proposed Official Plan Amendment by changing the zoning of the subject property to “Highway Commercial Zone (C3)”, specifying uses permitted and providing the following site specific regulations to recognize the existing building:

- A minimum front yard of 5 metres whereas Section 17.1.2 D of the Zoning By-law requires 10 metres;

- A minimum interior side yard of 2.5 metres whereas Section 17.1.2 E of the Zoning By-law requires 7.5 m or one half the building height, whichever is greater; and,
- A minimum rear yard of 2.5 metres whereas Section 17.1.2 G of the Zoning By-law requires 7.5 m.

A copy of proposed Zoning By-law Z132-2019 is provided in the February 26, 2019 Council agenda.

COMMUNICATIONS

Notice of Public Meeting for the Official Plan Amendment and Zoning By-law Amendment Applications was circulated by first class mail to all land owners within 120 metres of the subject properties, to those agencies as prescribed by Regulation and a sign notice was also posted on the property.

The following table provides a summary of comments received to date. Copies of correspondence are attached to this report (Attachment 3).

Department / Agency	Date	Summary of Comments
Engineering and Public Works Department	January 10, 2019	<ul style="list-style-type: none"> • Utility services (water and sanitary) are present either to, or fronting the property to accommodate servicing. Servicing details to be confirmed at time of Site Plan Agreement. • The Town's Official Plan identifies Water St. S. as an Arterial Road. Arterial Roads are to have a final width of 30 m. A 3.85 m road widening was taken from the property in 2016 at the time of a previous severance. The small dimensions and steep grade of the property are such that the Town had concern that a full 5 m widening to meet the requirements of the Official Plan would unreasonably limit the functionality of the property. The building on the property also has a heritage designation which further limits the options for redevelopment. As such, Public Works is not recommending that any further road widening be taken at this time.
Upper Thames River Conservation Authority	January 15, 2019	<ul style="list-style-type: none"> • Landowner to obtain written approval from UTRCA prior to any development or site alteration in the regulated area. • A woodland is identified by the County as significant. New development and site alteration are not permitted within significant woodlands. Development or site alteration is not permitted on adjacent lands unless an environmental impact study has been completed. • No objection to Applications.
Festival Hydro	February 4, 2019	<ul style="list-style-type: none"> • Appears that existing electrical overhead service for the building would be directly overtop of the proposed parking area. • Recommend that the lowest point of service wire is at least 4.4 m above the

Department / Agency	Date	Summary of Comments
		<p>parking lot area to satisfy CSA clearance requirements. The service may need to be raised or changed to underground if those clearances cannot be met.</p> <ul style="list-style-type: none"> • Prior to any work taking place, Festival Hydro should be contacted to verify the existing height of service.
Union Gas	February 4, 2019	<ul style="list-style-type: none"> • Union Gas has a 6" STL Intermediate pressure gas main in front of this property within the municipal road allowance but Union Gas doesn't have any plant within the property boundaries. • For any development activities requiring excavation, regular utility locates must be obtained through Ontario One Call

PLANNING ANALYSIS

The proposed permitted uses will provide additional opportunities for commercial and industrial uses in the Town, and the redesignation and rezoning of the subject lands will allow for the revitalization of this property. The area surrounding the subject property is predominantly zoned for industrial and commercial purposes. There are several properties on the west side of Water Street South that are zoned Highway Commercial (C3).

Prior to any development on the property, site plan approval will be required to ensure the appropriate layout and design of the site including the location of parking areas and landscaping. Submission of a Heritage Permit Application will also be required prior to any development on this property. The Application is reviewed by the Heritage Advisory Committee and Town staff.

With respect to the comments from the Upper Thames River Conservation Authority, the Town of St. Marys has not yet endorsed the Perth County Natural Heritage System Study (NHSS), and is currently in the process of reviewing the NHSS to determine appropriate policies for significant woodlands as part of the ongoing Official Plan review. Notwithstanding this, any development adjacent to a significant woodland would be considered as part of a site plan application.

FINANCIAL IMPLICATIONS

Not known at this time.

SUMMARY

The proposed Official Plan and Zoning By-law Amendments are consistent with the Provincial Policy Statement and conform to the Official Plan. It is recommended that Council approve the Official Plan and Zoning By-law Amendments if no significant concerns are raised by the public or members of Council at the statutory public meeting.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

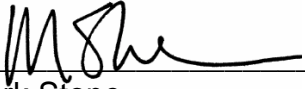
Jeff Wolfe, Asset Management/Engineering Specialist
Susan Luckhardt, Planning Coordinator.

ATTACHMENTS

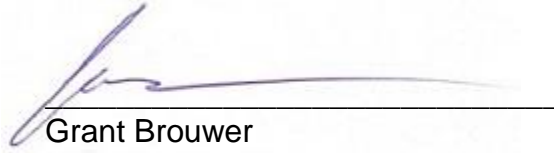
- 1) Applications for Official Plan and Zoning By-law Amendments
- 2) General and Specific Location Maps
- 3) Correspondence

REVIEWED BY

Recommended by the Department

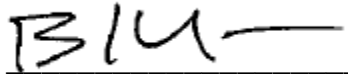


Mark Stone
Planner



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk



Corporation
of the Town of St. Marys

- ☒ Application for Approval of a Official Plan Amendment
(Under Section 22(4) of the Planning Act)
- ☒ Application for Zoning By-law Amendment
(Under Section 34 or 39 of the Planning Act)
- ☐ Application to Remove a Holding Symbol
(Under Section 34 and 36 of the Planning Act)

Instructions

Each application must be accompanied by the application fee in the form of either cash or a cheque payable to the Town. An accurate scaled drawing of the subject land must be submitted.

If the applicant is not the owner of the subject land, a written statement by the owner which authorizes the applicant to act on behalf of the owner as it relates to the subject application, must accompany the application See Section 13.0).

Please bear in mind that additional information may be required by the Town, local and provincial agencies in order to evaluate the proposed Amendment. The required information may include studies or reports to deal with such matters as impacts on: the environment; transportation network; water supply; sewage disposal; and storm water management.

In addition, the applicant may be required to submit a more detailed site plan in accordance with Section 41, of the Planning Act.

Completeness of the Application

The information in this form that must be provided by the applicant is indicated by black arrows (➤) on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 198/96 made under the Planning Act. The mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information is not provided, the municipality will return the application or refuse to further consider the application.

The application form also sets out other information (eg. technical information or reports) that will assist the approval authority and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Approval Process

Upon receipt of an application, the required fee and other information (as required) Council will determine whether there is sufficient merit in processing the application further (i.e. circulation of notice and the holding of a public meeting as required by the Ontario Planning Act). The applicant is encouraged to attend a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Official Plan Amendments and Zoning By-law Amendment are adopted by St. Marys Council. If no notice of appeal is received within twenty days, the Official Plan Amendment and/or Zoning By-law Amendment is in force.

For Help

To help you complete the application form, please consult the Building Department in the Town Hall. You can also call the Building Department at (519) 284-2340.

Please Print and Complete or (✓) Appropriate Box(es)

1.0 Application Information

➤ 1.1 Name of Owner(s) An owner's authorization is required if applicant is not the owner (See Section 12.0)		
Name of Owner(s) The Corporation of the Town of St. Marys	Home Telephone No.	Business Telephone No.
Address 175 Queen Street East	Postal Code N4X 1B6	Fax No.
1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)		
Name of Contact Person (and Firm) Brent Kittmer, CAO/Clerk	Home Telephone No.	Business Telephone No. 519-284-2340 x216
Address 175 Queen Street East	Postal Code N4X 1B6	Fax No. 519-284-3881

➤ 2.0 Location and Size of the Subject Land

Street No. 481	Name of Street/Road Water Street South	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No. 44R-5357	Part Number(s) 2	Concession Number(s) Thames Concession	Lot Number(s) Part Lot 35
Lot Frontage 58.798 metres	Average Width 29.399 metres	Average Depth 26.18 metres	Lot Area 1,539.3 square metres

➤ 2.1 Is there a mortgage or charge in respect of the subject land? ☐ Yes ☒ No If yes, give the names and addresses of any mortgages or charges

➤ 2.2 Are there any easements or restrictive covenants affecting the subject land? ☐ Yes ☒ No If yes, describe the easement or covenant and its effect.

➤ 2.3 When were the subject lands acquired by the current owner?
August 5, 2014

➤ 3.0 Proposed and Current Land Use

➤ 3.1 What is the proposed use of the subject land?
Commercial and light industrial uses - see attachment for additional information

➤ 3.2 What is the current use of the subject land?
Single detached dwelling - vacant

➤ 3.3 How is the subject land currently designated in the Official Plan? Recreational

➤ 3.4 How is the subject land currently zoned in the applicable Zoning By-law? Institutional (I-4)

➤ 3.5 Provide the following details for all buildings, both existing or proposed. (Should be shown on the Site Plan submitted with this Application).

	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
3.5.1 Front yard	5.42 m	none proposed at this time	3.5.5 Height	2.5 storeys	none proposed at this time
3.5.2 Rear yard	2.64 m		3.5.6 Dimensions	+/- 11.4 x 14.9 (irregular)	
3.5.3 Side Yard	3.56 m (north)		3.5.7 Gross Floor Area		
3.5.4 Side Yard	27.4 m (south)		3.5.8 Date Constructed	early 1850's	

➤ 4.0 Official Plan Amendment (proceed to Section 5.0 if a Official Plan Amendment is not proposed)

4.1 Does the Proposed Official Plan Amendment:

- 4.1.1 Add a Land Use designation to the Official Plan?
 4.1.2 Change a land use designation in the Official Plan?
 4.1.3 Replace a policy in the Official Plan?
 4.1.4 Delete a policy from the Official Plan?
 4.1.5 Add a policy to the Official Plan?

Yes

☐
☒
☐
☐
☒

No

☒
☒
☒
☒
☐

If applicable, please provide the policy section number to be changed, and suggested policy wording on a separate page.

See attachment for additional information

4.2 What is the purpose of the Official Plan Amendment and land uses that would be permitted by the proposed Official Plan Amendment?

See attachment for additional information

4.3 Explain how this proposal has regard to the principles of the Provincial Policy Statement issued under the Planning Act (attach a separate page if necessary).

See attachment for additional information

➤ 5.0 Zoning By-law Amendment (proceed to Section 6.0 if a Zoning By-law Amendment is not proposed)

5.1 Does the Proposed Zoning By-law Amendment:

- 5.1.1 Add a Zone Category to the Zoning By-law?
 5.1.2 Change a Zone Category in the Zoning By-law?
 5.1.3 Replace a zoning provision in the Zoning By-law?
 5.1.4 Delete a zoning provision from the Zoning By-law?
 5.1.5 Add a zoning provision to the Zoning By-law?

Yes

☐
☒
☐
☐
☒

No

☒
☐
☐
☒
☐

If applicable, please provide the provision section number to be changed, and suggested provision wording on a separate page.

See attachment for additional information

5.2 What is the purpose of the proposed Zoning By-law Amendment and what are the land uses proposed?

See attachment for additional information

6.0 Previous Industrial or Commercial Uses

6.1 Has there previously been an industrial or commercial use on the subject land or adjacent land? If Yes, specify the uses and dates.
 Railway line transecting the central portion of the property. Refer to Phase 1 and Phase 2 Environmental Site Assessments

☐ Yes ☒ No

6.2 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

☐ Yes ☒ No

6.3 What information did you use to determine the answers to the above questions? See Section 6.4 below. Knowledge of the historic use of the property

6.4 If Yes, to (6.1), (6.2) or (6.3), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed.

Is the previous use inventory attached? ☐ Yes ☒ No

➤ 7.0 Status of Other Applications under the Planning Act

Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, Zoning By-law Amendment or Zoning Order Amendment? ☐ Yes ☒ No If Yes, indicate the type of application, the file number and the status of the application.

➤ 8.0 Servicing

8.1 Indicate the existing/proposed servicing type for the subject land.

Sewage Disposal	Existing	Proposed	Water Supply	Existing	Proposed
a) Public piped sewage system	X	X	a) Public piped water system	X	X
b) Public or private communal septic			b) Public or private communal well(s)		
c) Individual septic system(s)			c) Individual well(s)		
d) Other			d) Other		

Storm Drainage	Existing	Proposed	Road Access	Existing	Proposed
a) Sewers	X	X	a) Arterial Road	X	X
b) Ditches or swales			b) Collector Road		
c) Other			c) Local Road		

9.0 Justification

9.1 Indicate how the proposed use(s)/ zone complies with the relevant portions of the Official Plan - or complete an Official Plan Amendment Application.

See attachment for additional information

9.2 Indicate how the proposed use(s) will be compatible with the surrounding land uses.

See attachment for additional information

10.0 Other Information

11.0 Application Drawing

Please submit an accurate, scaled drawing of the proposal showing the following information:

- The subject land, including its boundaries and dimensions, and the location, and nature of any easement or restrictive covenants which affect the subject land;
- The uses of adjacent and abutting land;
- The location of all existing as well as proposed buildings and their dimensions, uses, and setbacks from lot lines;
- The location of all natural and man-made features on the land and the location of these features on adjacent and abutting lands; and
- Scale and north arrow.

12.0 Affidavit or Sworn Declaration

I, Brent Kittner of the Town of St. Marys in the County/Region of Perth

make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the Town of St. Marys

in the County/Region of County of Perth

this 10th day of January, 2019

Jenna McCartney
Commissioner of Oaths

B. Kittner
Applicant

13.0 Authorization of Owner for Agent to Make the Application

I (we), _____ of the _____ in the County/Region of _____

am the owner of the land that is the subject of this application for an Official Plan Amendment/Zoning By-law Amendment and I hereby

authorize _____ to act as my agent in the application.

Date

Signature of Owner

14.0 Acknowledgement

ACKNOWLEDGEMENT

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the Town of St. Marys regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the St. Marys for legal counsel and other associated costs to represent the Corporation of the St. Marys in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the Town of St. Marys

in the County/Region of Perth

this 10th day of January, 2019

B. Kittner
Applicant

**Additional Supporting Information for Official Plan and Zoning By-law
Amendment Applications 481 Water Street South, St. Marys**

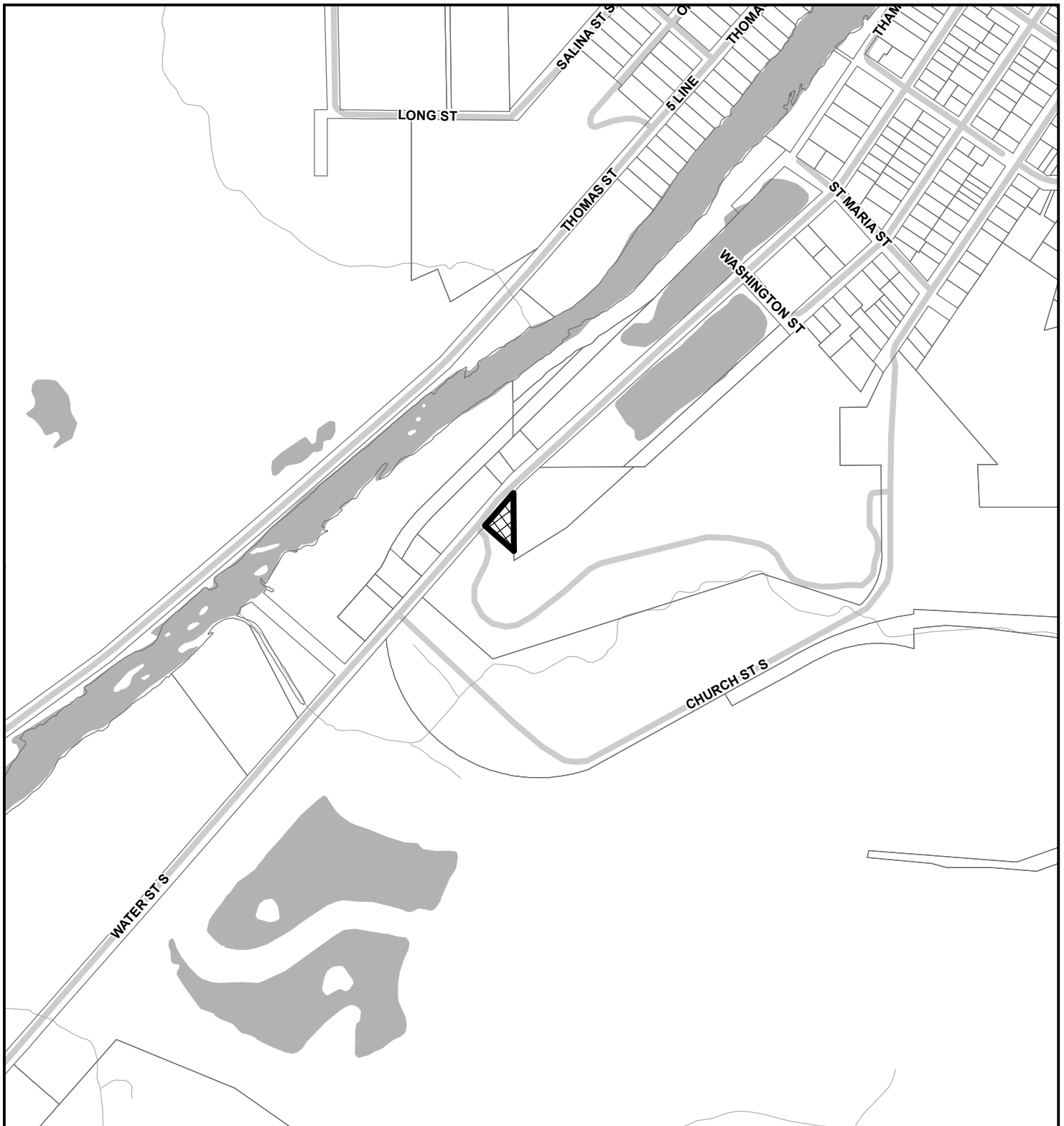
- The proposed Official Plan Amendment would change the land use designation from Recreational to Highway Commercial and the proposed Zoning By-law Amendment would change the zoning of the property from Institutional Zone (I-4) to Highway Commercial Zone (C3), with site specific Official Plan policies and Zoning By-law regulations to permit:
 - the following uses: business or professional office, convenience store or variety store, equipment sales and rental business, laboratory or research facility, private club, production studio (premises used for producing motion pictures, or audio or video recordings or transmissions), restaurant, and accessory uses, buildings, and structures.
 - a minimum front yard of 5 metres whereas Section 17.1.2 D of the Zoning By-law requires 10 metres;
 - a minimum interior side yard of 2.5 metres whereas Section 17.1.2 E of the Zoning By-law requires 7.5 m or one half the building height, whichever is greater; and,
 - a minimum rear yard of 2.5 metres whereas Section 17.1.2 G of the Zoning By-law requires 7.5 m.
- The proposed amendments are consistent with the policies of the Provincial Policy Statement. The proposed uses contribute to the Town's ability to provide for an appropriate mix and range of employment uses, and a diversified economic base to meet long-term needs of the community. The proposal contributes to a sense of place by conserving built heritage resources while integrating employment uses on the property.
- As noted in the August 28, 2018 report to Council (DEV 35-2018) regarding the Town's Official Plan review project, the Town is considering the establishment of a new Highway Commercial – Light Industrial designation to *"support the Town's goals with respect to economic development"* and provide *"additional opportunities to provide a mix of and range of employment options and a range of suitable sites"*. As further noted in the report, *"this new designation would be based on the Highway Commercial designation and would also permit smaller scale light manufacturing, processing and storage/warehouse uses, wholesale establishments, recreational uses, institutional uses, and business offices that are compatible with the surrounding neighbourhood. A requirement of this designation would be that all uses are located indoors and the designation would only apply to lands currently designated Highway Commercial and not abutting residential lands"*. The proposed Highway Commercial designation to be applied to this property will allow for a mix of employment uses in keeping with the proposed new Highway Commercial – Light Industrial designation.
- Section 7.17.4 of the Official Plan states, that in considering an amendment to the Official Plan and/or implementing Zoning By-laws, Council shall give due consideration to the policies of this Plan as well as certain criteria. The following discussion addresses the criteria in Section 7.17.4.
 - a) the need for the proposed use;
the proposed permitted uses will provide additional opportunities for commercial and industrial uses and the redesignation and rezoning of the subject lands will allow for the revitalization of this property
 - b) the extent to which the existing areas in the proposed designation or categories are developed and the nature and adequacy of such existing development in order to determine whether the proposed use is premature;

there are other lands designated Highway Commercial in the Town however, the proposal will provide opportunities to use this underutilized property

- c) the compatibility of the proposed use with conforming uses in adjoining areas;
 - *The area surrounding the subject property is predominantly zoned for industrial and commercial purposes. There are several properties on the west side of Water Street South that are zoned Highway Commercial (C3).*
 - *Prior to any development of the site, approval of a Site Plan Application will be required to ensure the appropriate layout and design of the site including the location of parking areas, landscaping and buffering.*
- d) the effect of such proposed use on the surrounding area in respect to the minimizing of any possible depreciating or deteriorating effect upon adjoining properties;
see response to c) above
- e) the potential effects of the proposed use on the financial position of the Town;
no negative effects are anticipated
- f) the potential suitability of the land for such proposed use in terms of environmental considerations;
any potential environmental considerations will be assessed at the site plan approval stage
- g) the location of the area under consideration with respect to the adequacy of the existing and proposed road system in relation to the development of such proposed areas and the convenience and accessibility of the site for vehicular and pedestrian traffic and the traffic safety and parking in relation thereto;
the existing road system in the area is adequate to accommodate the proposed uses
- h) the adequacy and availability of municipal services and utilities; and,
existing services and utilities are available to service the property
- i) the adequacy of parks and educational facilities and the location of these facilities.
not applicable

General Location Map
481 Water Street South
Part of Lot 35, Thames Concession
Town of St. Marys

ATTACHMENT 2



ONTARIO CANADA
ST. MARYS



Subject Area




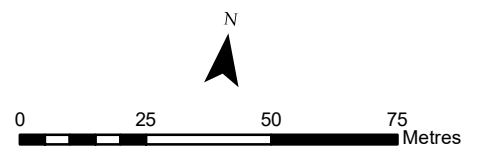
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Specific Location Map
481 Water Street South
Part of Lot 35, Thames Concession
Town of St. Marys

ATTACHMENT 2



 Subject Area





MEMO

Engineering & Public Works

To: Susan Luckhardt

From: Jeff Wolfe

Date: January 10, 2019

File:

☐ For Your Information

☐ For Your Approval

☐ For Your Review

☒ As Requested

Subject: 481 Water St. S. OP & Zoning Bylaw Amendment Application - Comments

In reply to your circulation on January 10, 2019, Public Works staff has the following comments:

1. Utility services (Water and Sanitary) are present either to, or fronting the property to accommodate servicing. Servicing details to be confirmed at time of Site Plan Agreement.
2. The Town's Official Plan identifies Water St. S. as an Arterial Road. Arterial Roads are to have a final width of 30m. A 3.85m road widening was taken from the property in 2016 at the time of a previous severance. The small dimensions and steep grade of the property are such that the Town had concern that a full 5m widening to meet the requirements of the Official Plan would unreasonably limit the functionality of the property. The building on the property also has a heritage designation which further limits the options for redevelopment. As such, Public Works is not recommending that any further road widening be taken at this time.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Wolfe", is written over a horizontal line.

Jeff Wolfe, C.Tech.
Asset Management/Engineering Specialist



"Inspiring a Healthy Environment"



January 15, 2019

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

**Attention: Susan Luckhardt, Planning Coordinator, (via e-mail
sluckhardt@town.stmarys.on.ca)**

Dear Ms. Luckhardt,

**Re: Applications for Official Plan & Zoning By-law Amendment
Owner(s): The Corporation of the Town of St. Marys
Property: 481 Water St. South in the Town of St. Marys, County of Perth**

The Upper Thames River Conservation Authority (UTRCA) has reviewed the subject application with regard for policies contained within the *Environmental Planning Policy Manual for the Upper Thames River Conservation Authority (June 2006)*. These policies include regulations made pursuant to Section 28 of the *Conservation Authorities Act*, and are consistent with the natural hazard and natural heritage policies contained in the *Provincial Policy Statement (2014)*. The Upper Thames River Source Protection Area Assessment Report has also been reviewed in order to confirm whether the subject property is located within a vulnerable area. The Drinking Water Source Protection information is being disclosed to the Municipality to assist them in fulfilling their decision making responsibilities under the Planning Act. We offer the following comments:

PROPOSAL

The purpose of the application for Official Plan Amendment is to change the designation of the property to "Highway Commercial". The associated zoning would also be amended to "Highway Commercial Zone (C3)" with changes also being proposed to allow site specific provisions in the Official Plan and Zoning By-law.

CONSERVATION AUTHORITIES ACT

As shown on the enclosed mapping, the subject property is affected by the Authority's Regulation Limit which includes the erosion hazard associated with existing slopes. The UTRCA regulates development within the Regulation Limit in accordance with Ontario Regulation 157/06 made pursuant to Section 28 of the *Conservation Authorities Act*. This regulation requires the landowner to obtain written approval from the UTRCA prior to undertaking any development or site alteration in the regulated area which includes filling, grading, construction, alteration to a watercourse and/or interference with a wetland.

UTRCA ENVIRONMENTAL PLANNING POLICY MANUAL

The UTRCA's Environmental Planning Policy Manual is available online at
<http://thamesriver.on.ca/planning-permits-maps/utrca-environmental-policy-manual/>
The policies which are applicable to the subject lands include:

3.2.2 General Natural Hazard Policies

These policies direct new development, and site alteration, away from hazard lands. No new hazards are to be created and existing hazards should not be aggravated. Furthermore, the Authority does not support the fragmentation of hazard lands through lot creation. This policy is consistent with the Provincial Policy Statement (PPS, 2014) and is intended to limit the number of owners of hazardous land and thereby reduce the risk of unregulated development etc.

3.2.4 Riverine Erosion Hazard Policies

The Authority generally does not permit development and site alteration in the meander belt or on the face of steep slopes, ravines and distinct valley walls. The establishment of the hazard limit must be based upon the natural state of the slope, and not through re-grading or the use of structures or devices to stabilize the slope.

PERMIT REQUIREMENTS

Prior to any development occurring on the subject property, a permit may be required. For more information regarding permit requirements, please contact Karen Winfield, Regulations Officer, at ext. 237 or via email at winfieldk@thamesriver.on.ca.

NATURAL HERITAGE

3.3.3 Woodland Policies

The woodland located on the subject property is identified by the County of Perth as being significant. New development and site alteration is not permitted within significant woodlands. Furthermore, new development and site alteration is not permitted on adjacent lands (*see note below) to significant woodlands (See note below) unless an Environmental Impact Study (EIS) has been completed to the satisfaction of the UTRCA which demonstrates that there will be no negative impact on the feature or its ecological function.

Note: ADJACENT LANDS *Natural Heritage Reference Manual, Second Edition (OMNR, 2010)

Table 4-2 of the *Natural Heritage Reference Manual Second Edition* (OMNR, 2010) identifies adjacent lands from significant natural heritage features as being 120m from the feature for considering potential negative impacts. The *Natural Heritage Reference Manual* provides technical guidance for implementing the natural heritage policies of the *Provincial Policy Statement*, 2014.

DRINKING WATER SOURCE PROTECTION

Clean Water Act

The *Clean Water Act* (CWA), 2006 is intended to protect existing and future sources of drinking water. The Act is part of the Ontario government's commitment to implement the recommendations of the Walkerton Inquiry as well as protecting and enhancing human health and the environment. The CWA sets out a framework for source protection planning on a watershed basis with Source Protection Areas established based on the watershed boundaries of Ontario's 36 Conservation Authorities. The Upper Thames River, Lower Thames Valley and St. Clair Region Conservation Authorities have entered into a partnership for The Thames-Sydenham Source Protection Region.

The Assessment Report for the Upper Thames watershed delineates three types of vulnerable areas: Wellhead Protection Areas, Highly Vulnerable Aquifers and Significant Groundwater Recharge Areas. We wish to advise that the subject property is within a vulnerable area. Mapping which shows these areas is available at: http://maps.thamesriver.on.ca/GVH_252/?viewer=tsrassessmentreport

UTRCA Comments
OPA & ZBA – 481 Water St. South
Corporation of the Town of St. Marys

RECOMMENDATION

The UTRCA has no objection to the above noted applications for Official Plan Amendment and Zoning By-law Amendment. The foregoing is provided for the information of the applicant, the Planning Department, and the Committee.

UTRCA REVIEW FEES

In June 2006, the UTRCA's Board of Directors approved the *Environmental Planning Policy Manual for the Upper Thames River Conservation Authority*. This manual authorizes Authority Staff to collect fees for the review of Planning Act applications including applications for Official Plan Amendment and Zoning By-law Amendment (\$275.00 each). When submitted concurrently, fees for the second application will be reduced by 50%. An invoice in the amount of \$412.50 will be sent directly to the applicant under separate cover.

Thank you for the opportunity to comment. If you have any questions, please contact the undersigned at extension 228.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Spencer McDonald, MCIP, RPP
Land Use Planner
SM/sm

c.c. Karen Winfield, Regulations Officer (via email: winfieldk@thamesriver.on.ca)

Enclosure: UTRCA Regulation limit mapping (please print on legal sized paper for the scales to be accurate)

Regulation Limit

Regulation under s.28 of the Conservation Authorities Act
Development, interference with wetlands, and alterations
to shorelines and watercourses. O.Reg. 157/06, 97/04.

Legend

- UTRCA Watershed (1:10K)
- Assessment Parcel (St. Marys)
- Watercourse
 - Open
 - Tiled
- Perth NHSS Woodland (Draft 2017)
 - Candidate for Ecologically Important
 - Ecologically Important
 - Significant Ecologically Important
- Flooding Hazard
- Erosion Hazard
- Regulation Limit 2015

The Regulation Limit depicted on this map schedule is a representation of O.Reg. 157/06 under O.Reg. 97/04.

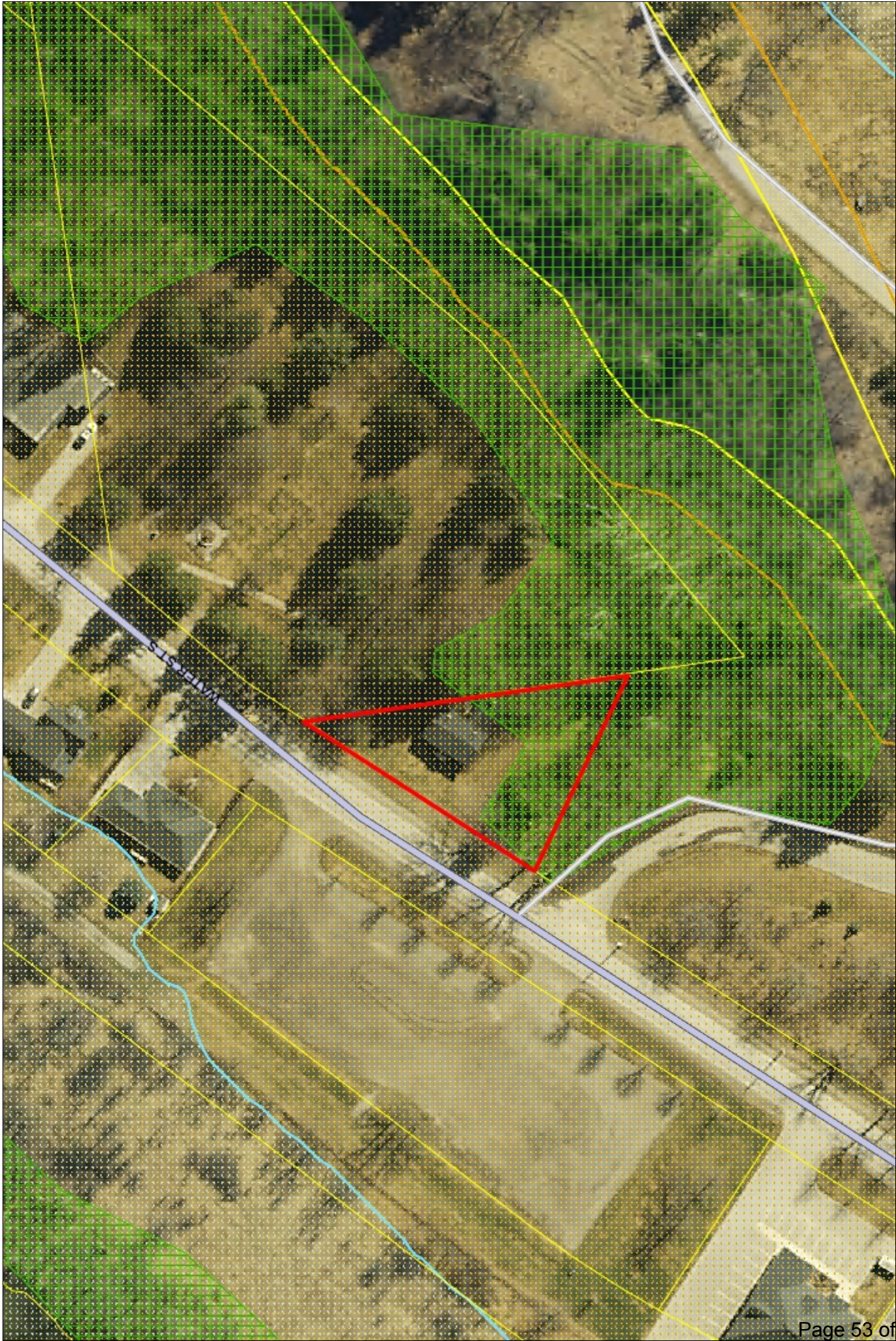
The Regulation Limit is a conservative estimation of the hazard lands within the UTRCA watershed. In the case of discrepancies between the mapping and the actual features on a property, the text of Ontario Regulation 157/06 prevails and the jurisdiction of the UTRCA may extend beyond areas shown on the maps.

The UTRCA disclaims explicitly any warranty, representation or guarantee as to the content, sequence, accuracy, timeliness, fitness for a particular purpose, merchantability or completeness of any of the data depicted and provided herein. The UTRCA assumes no liability for any errors, omissions or inaccuracies in the information provided herein and further assumes no liability for any decisions made or actions taken or not taken by any person in reliance upon the information and data furnished hereunder.

This map is not a substitute for professional advice. Please contact UTRCA staff for any changes, updates and amendments to the information provided.

This document is not a Plan of Survey.

Sources: Base data, 2015 Aerial Photography used under licence with the Ontario Ministry of Natural Resources Copyright © Queen's Printer for Ontario; City of London.



From: Goran Borovickic [mailto:gborovickic@festivalhydro.com]
Sent: Monday, February 4, 2019 10:18 PM
To: Susan Luckhardt <sluckhardt@town.stmarys.on.ca>
Cc: Jeff Wolfe <jwolfe@town.stmarys.on.ca>
Subject: RE: Notice of Public Meeting 481 Water St S

Hi Susan,

I had a look at the first submission and I don't believe I provided any comments as there were no concerns on our end, however in the future I'll reply regardless so that at least you are aware that we've received and reviewed the info.

The document you've sent as part of this e-mail appears to show a proposed parking lot beside the existing building, which was not shown as part of the first submission. I believe the existing electrical overhead service for that building would be directly overtop of the proposed parking area. The only comment I have is that we recommend that the lowest point of service wire is at least 4.4m above the parking lot area to satisfy CSA clearance requirements. The service may need to be raised or changed to underground if those clearances cannot be met. I would recommend that prior to any work taking place Festival Hydro be contacted to verify existing height of service.

Other than that there are no other concerns from our end.

Regards,

Goran

From: Brian Roberts [mailto:brobert@uniongas.com]
Sent: Monday, February 4, 2019 2:18 PM
To: Susan Luckhardt <sluckhardt@town.stmarys.on.ca>
Cc: Jeff Wolfe <jwolfe@town.stmarys.on.ca>; Amanda Zocco <AZocco@uniongas.com>
Subject: RE: Notice of Public Meeting 481 Water St S

Hi Susan,

Thanks for your email.

Union Gas has a 6" STL Intermediate pressure gas main in front of this property within the municipal road allowance but we don't have any plant within the property boundaries. However, for any development activities requiring excavation then regular Utility locates must be obtained through Ontario One Call.

Regards,

Brian

Brian Roberts
Sr. Analyst, New Business Projects
Construction & Growth Department

ENBRIDGE GAS INC. (operating as Union Gas)
TEL: 519-667-4100 (extension 5153453) | CELL: 519-495-8836 | email address: broberts@uniongas.com
109 Commissioners Road W., London, Ontario, N6A 4P1

enbridge.com
Integrity. Safety. Respect.



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Doug LaPointe, Pyramid Recreation Centre Operations Supervisor
Date of Meeting:	26 February 2019
Subject:	DEV 14-2019 St Marys Pyramid Recreation Centre Spa Repair

PURPOSE

To update Council on the Spa at the St Marys Pyramid Recreation Centre.

RECOMMENDATION

THAT DEV 14-2019 St Marys Pyramid Recreation Centre Spa Repair be received; and

THAT report DEV 14-2019 be forwarded to the Recreation and Leisure Advisory Committee for engagement with aquatics users and a recommendation on the future of the Spa at the St Marys Pyramid Recreation Centre.

BACKGROUND

It was determined during the annual shutdown and inspection of the spa in September 2018 that the spa was leaking a significant amount of water and needed to be filled with approximately 1000 litres of fresh water per week. It was not possible to determine where the leak was with visual inspection. This presents a concern to the soil underneath the building, as well as environmental factors due to the salt content in the water. Two conflicting reports were completed by separate contractors to determine the source, specifically by pressure testing on the lines. To resolve the discrepancy, additional sonar testing and exhaustive camera scopes have determined the leak is in a place inaccessible to repair without significant intrusion into the pool deck. (please see attachment)

REPORT

To have the spa repaired, Staff have found two options to have the pipe repaired in place. One is a method called flood grouting. The second is to have the pipe exposed and repaired. Both methods have pros and cons:

Method	Description	Pro	Con	Cost
Flood grouting	A unique system that allows a repair to a damaged pipe without excavating the damaged section of pipe. The damaged pipe will be blocked on the side of the pump, special pipe plugs with hoses will be attached to the outlets in the pool and the pipe system will be flooded with two environmental friendly liquids. The system forms a natural stone around the pipe	Cost effective, no excavation required, minimal disruption to programming	Not a guaranteed fix due to number of bends in the pipe and length from an access point	\$4,000 - \$5,000
Excavation	A hole is dug down from above the break, the broken piece of pipe is replaced, and the hole is refilled and tiles replaced on the pool deck.	Access to pipe to ensure repair is successful, can inspect around pipe for signs of erosion from water leaking	More costly; will need to happen during shut down, or affect programming	\$20,000 - \$25,000

Another option not yet discussed would be to shutter the spa all together. Although this may seem extreme, it would help with the overall operating costs of the PRC. We have spent an average of approximately \$32,000 per year on repairs and maintenance alone over the previous three years to operate the spa. This does not include additional costs of utilities, staffing etc. required to maintain the spa.

FINANCIAL IMPLICATIONS

As identified above.

SUMMARY

To move this matter forward, staff are recommending that Council refer this report to the Recreation Committee to review, for the purpose of engaging aquatics users regarding the possibility of shuttering the spa.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Stephanie Ische, Director of Community Services
Hollandia Pools, (leak detection)
Acapulco Pools, (leak detection)
Robichaud, (flood grouting)
Liquiforce (flood grouting)

ATTACHMENTS

Pool layout show approx. location of leak

REVIEWED BY

Recommended by the Department

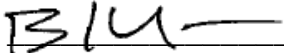


Doug LaPointe
Operations Supervisor, Pyramid Recreation Centre



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

DO NOT SCALE DRAWING. DIMENSIONS ARE TO BE CHECKED AND VERIFIED BY THE CONTRACTOR ON AS SHOWN, AND ALL DIMENSIONS ARE TO BE GIVEN BY THE CONTRACTOR TO THE CONSTRUCTION ON THE BASIS OF THE DIMENSIONS SHOWN ON THE DRAWING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE DIMENSIONS SHOWN ON THE DRAWING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE DIMENSIONS SHOWN ON THE DRAWING.

NO.	DATE	DESCRIPTION
1	JUNE 2014	ISSUED
2	MAY 17/2014	REVISION
3	MAY 17/2014	REVISION
4	MAY 17/2014	REVISION

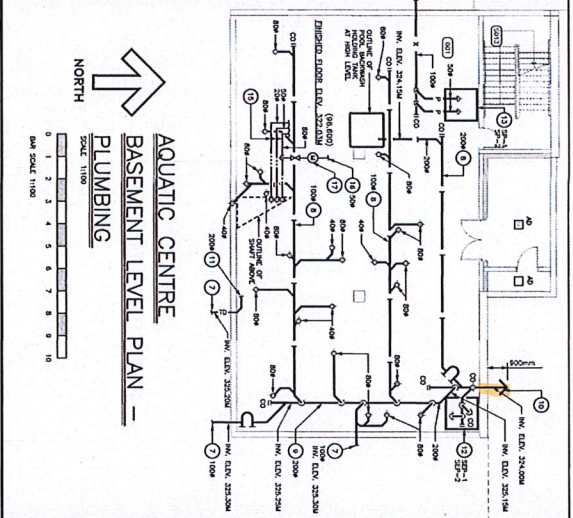
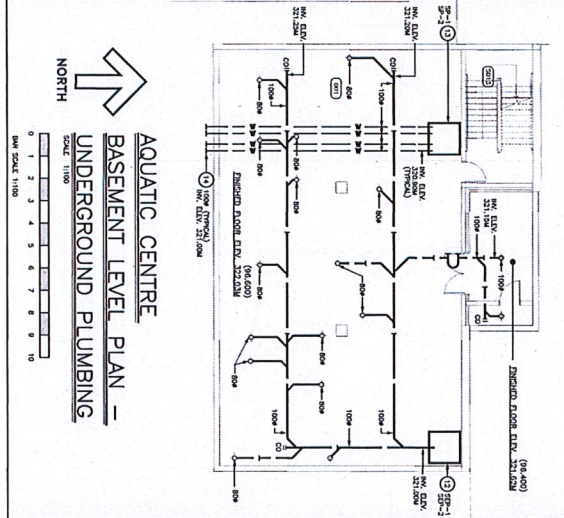
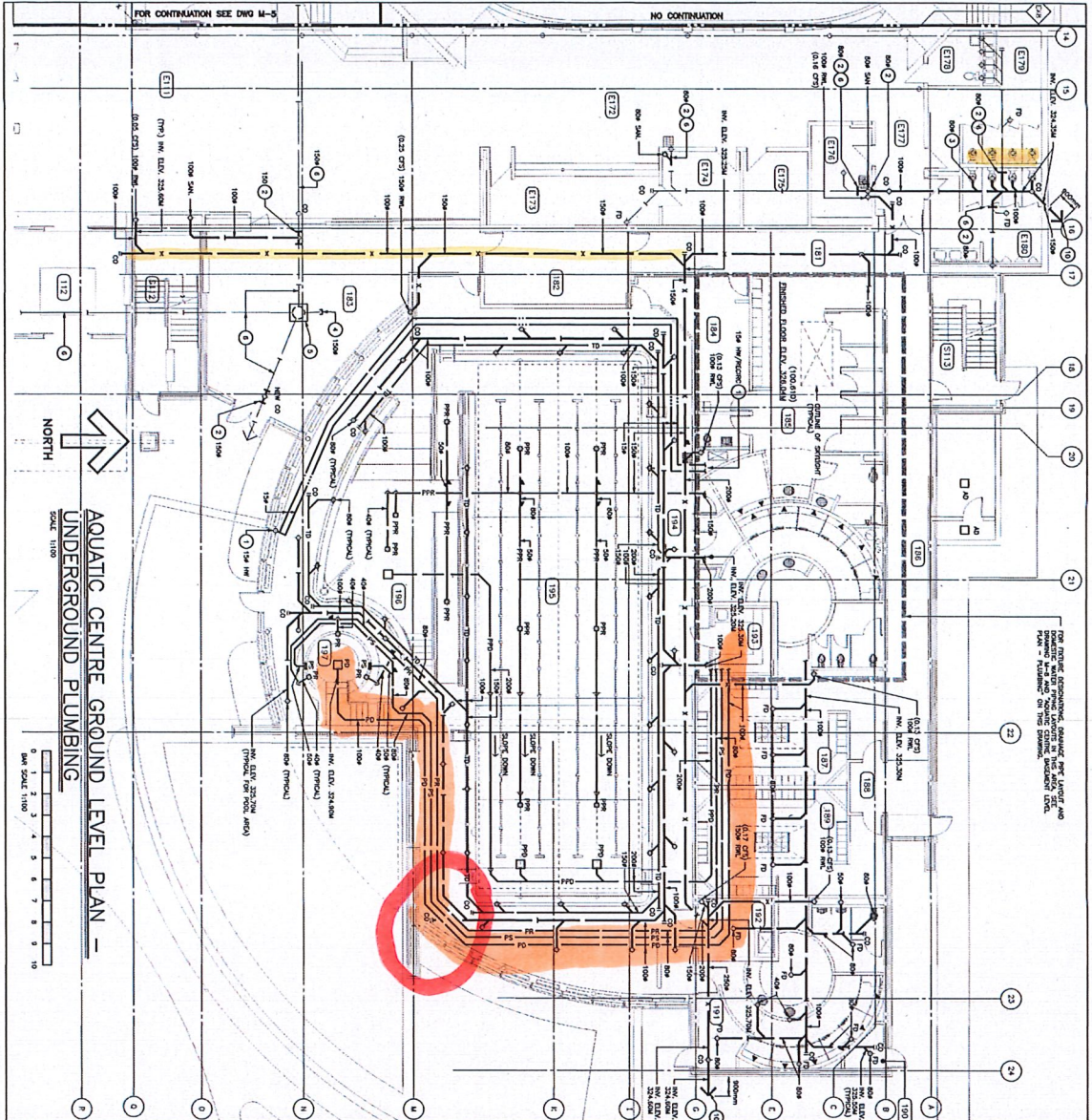
Group B Engineering Limited
 1000 Highway 104, Unit 10
 Scarborough, Ontario M1B 4Y1
 Tel: (416) 291-1100
 Fax: (416) 291-1101
 www.groupb.ca

Professional Engineer
 License No. 10000
 M. W. WOODWARD

GARWOOD-JONES & HANNA Architects
 1100 YONGE STREET, 11TH FLOOR
 TORONTO, ONTARIO M5E 1B5
 TEL: (416) 540-8839
 FAX: (416) 540-8838

PROJECT NAME	THE TOWN OF ST. MARYS AREA AREA & COMMUNITY CENTRE
PROJECT NUMBER	03134
PROJECT TITLE	AQUATIC CENTRE GROUND LEVEL PLUMBING UNDERGROUND PLUMBING
DATE	JUN 2014
SCALE	1:100

M-6



- DRAWING NOTES**
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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INFORMATION REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	12 February 2019
Subject:	DEV 12-2019 Dog Park Lighting and Water Installation

INFORMATION

Town Staff have been approached by the Kinsmen Club of St. Marys to enhance the existing Dog Park by installing a light and water outlet.

RECOMMENDATION

THAT DEV 12-2019 Dog Park Lighting and Water Installation be received for information.

BACKGROUND

The Town Dog Park located at 180 Glass Street, currently consists of a fenced in area with several trees. In 2018, the Lions Club donated a weather and sun shelter for the dog owners to shelter under while allowing their dogs to roam the park.

REPORT

The Kinsmen Club of St. Marys (the “Kinsmen”) have approached the Town proposing to install a light and water outlet at the park. They would like to install a light similar to a street light to allow the dog owners to use the park at night. This will allow the owners to keep a better eye on their dogs and feel safer when attending the park after dark. The Kinsmen will also be installing a water outlet (tap) to allow dog owners to give their dogs water. The electrical and water utilities will be accessed from the Junction Station location.

SUMMARY & IMPLICATIONS

Currently there is no lighting in the area on the Dog Park, and this addition would allow users the ability to use the park during times when there is low light. The addition of water to park would allow users to access water for their pets if needed. The water would be available 12 months of the year with a frost free water hydrant, and the lighting would on a timer so we have the ability to limit the lighting to certain parts of the day if needed.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4: A focused parks strategy
 - Outcome: St. Marys’ parks are not only a prized asset, they are also a natural gathering place that can be optimized and incorporated into enhancing the cultural profile of St. Marys.
 - Tactic(s): Perform an initial assessment of necessary improvements

OTHERS CONSULTED

Kinsmen Club of St. Marys

ATTACHMENTS

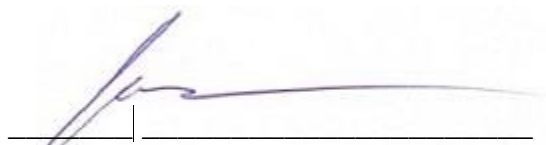
None.

REVIEWED BY

Recommended by the Department

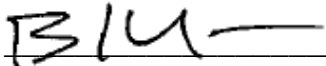


Ray Cousineau
Facilities Supervisor.



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	26 February 2019
Subject:	CAO 19-2019 February Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 19-2019 February Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO & Clerk

Strategic Planning

- 2018 Strategic Plan scorecard created. Currently vetting through the Town's senior leadership team, with a focus on plans for 2019.
- Based on Council's current schedule, plan is to hold the first priority setting session with Council on April 16, 2019 at the inaugural Strategic Priorities Committee meeting.

Intergovernmental Relations

- Transportation Grant Funding
 - The City of Stratford and Perth County have been notified that the Province will honour this funding award.
 - The next step is to negotiate a project partnership agreement ahead of the Ministry's March 19th deadline.
 - Stratford is taking the lead on developing the template for the group.
- FCM Municipalities for Climate Innovation Program
 - The approved grant application is a partnership between all municipalities in geographic Perth County, with North Perth as the lead applicant.
 - Through this grant, a shared staff person will be hired under a 2-year contract to develop Community-wide Greenhouse Gas Emission Reduction Plans for each partnering municipality.
 - FCM funding totalling \$110,400 will be used to support 80% of the grant-funded staff person's salary over two years, with the partnering municipalities cost-sharing the remaining 20% of the salary.
 - Over the two-year contract, each partner will be responsible for approximately \$3,942.86 (\$1,971.43 per year) in salary costs. This will be funded through the normal operating budget.
 - Work will begin shortly amongst the partnering municipalities to develop a Terms of Reference for the Project Oversight Team (comprised of all CAOs) and a Partnership Agreement.
 - This will be followed by the hiring process for the grant-funded staff person.

- UTRCA
 - Perth South requested that the Town participate in a delegation to the Board regarding 2019 budget increases and concerns.
 - The Mayor, Deputy Mayor, and CAO attended the Board meeting on February 21, at 9:30 am.

Policy Development

- Completed: Council-Staff Relations Policy and Pregnancy Leave for Councillors completed
- Currently researching:
 - Policy for waiving of fees for Vulnerable Sector Checks for volunteers.
 - Urban Chickens By-Law
 - Updated Smoking By-Law Direction from Council to have this project completed in Q1 2019.
 - Cannabis Planning Policy Statement
 - Cell phone policy for Council

Land Sales

- 478 Water Street South: Direction was received from Council to proceed with a sale to McLean Taylor. Currently negotiating the land sale agreement.
- 481 Water Street South (McDonald House):
 - Land sale agreement has been delayed by the requirement for St. Marys Cement to approve the land transfer. This is a requirement of the land gifting arrangement between St. Marys Cement and the Town.
 - Approval was received February 14, and the respective legal counsels for the company, the buyer, and the Town are working to finalize a sales agreement.

Human Resources

Recruitment

- Completed the recruitment process for our seasonal Snow Shoveller, a Youth and Child Recreation Programmer and a Facility Operator B.
- Currently recruiting for a contract IT Technician, Custodian, Director of Finance/Treasurer Early Learning Services Staff, contract Adult Learning Instructor and Head Lifeguards.
- Participated in an employer panel at DCVI speaking to approximately 35 students about various topics relating to job search and career development.

Staff Engagement / STEAM Initiatives

- Facilitated 2019 goal setting for the committee.

Training

- Electronic Timesheet & Employee Self-Serve training for new staff

HR Systems

- Met with our HRIS Client Services Representative to learn how to further utilize our current system to ensure consistent tracking and reporting of team member information.

Health and Safety

- Continuing with the work plan for the Ministry of Labour Public Works Ergonomics Initiative. The administrative review is currently underway. Participated in a webinar with Public Works

to gain a better understanding of the scope of the project. Reviewed new hazard identification and risk prioritization tools.

- Prepared a year over year incident/accident report to better identify and understand our health and safety performance.
- Working with the Joint Health and Safety Steering Committee to review Health and Safety training needs across the organization.

Payroll

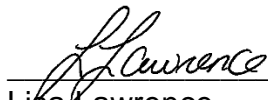
- T4s/T4As were completed and filed with the Canada Revenue Agency and issued to all staff
- Compiled and issued Total Compensation Statements to all staff as a way to help Team Members better understand our compensation practices
- Employer Health Tax (EHT) Year End reporting completed and filed with the Ministry of Finance

SPENDING AND VARIANCE ANALYSIS

None.

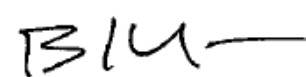
REVIEWED BY

Recommended by the Department



Lisa Lawrence
Director of Human Resources

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	26 February 2019
Subject:	CAO 23-2019 Mutual Aid Agreement with the Township of Zorra

PURPOSE

The purpose of this report is for Council to consider and approve a mutual aid agreement with the Township of Zorra for fire services.

RECOMMENDATION

THAT CAO 23-2019 Mutual Aid Agreement with the Township of Zorra be received;

THAT Council approves a mutual aid agreement between the Town of St. Marys and the Township of Zorra;

THAT the CAO be authorized to take all necessary steps to finalize the agreement;

THAT By-law 28-2019, being a by-law to authorize the Mayor and CAO/Clerk to sign a mutual aid agreement with the Township of Zorra, be approved.

BACKGROUND

A mutual aid agreement allows participating fire departments to request and receive assistance from neighboring fire departments. A fire department may ask for mutual aid assistance when it is at the scene or has information that immediate assistance is required. Fire departments may immediately request a simultaneous response from a participating fire department where distance and/or conditions dictate. When participating in mutual aid, fire departments have a first obligation to emergencies in their municipality or jurisdiction, a second obligation to mutual aid calls, and then to calls in areas covered by fire protection agreements.

Currently, the Town of St. Marys and the Township of Zorra do not have a mutual aid agreement. This means that the Town fire department cannot cross Highway #7 to provide aid to Zorra in the event it is needed. It also means that the Zorra fire department cannot cross into St. Marys if there was a need.

In 2017 the respective fire chiefs met and determined that a mutual aid agreement would be beneficial for both municipalities. For St. Marys, Zorra's fire station located in Uniondale is closer than some of the other fire departments that provide mutual aid. This was seen as a benefit in the event the Town's fire department required aid responding to a large call in the industrial area in the south end of Town.

A concern raised by the CAO is whether or not the Town fire department has the capacity to take on additional responsibilities for fire calls. Council is aware of the Town's escalating call volume, and there is a concern of burn-out of our volunteer firefighters. The Zorra fire chief was asked to provide an estimate of the annual call volume that the Town would experience. The Zorra fire chief was also asked to consider if this volume would increase if the Uniondale had difficulty with firefighters responding due to it being a rural fire station.

Zorra Fire Chief John McFarlan provided the following reply:

“Uniondale station hasn’t had an issue with fire fighter availability. [An estimate of] 10 calls /year would probably be on the high side, primarily the Mutual aid activation would occur for structure fires located in the north end of Uniondale’s response area. Last year there would have been one call where we would have asked for the tanker to assist at a barn fire.

We’d only be calling on St Mary’s for a situation that might require additional resources with a quick response time in the north portion of Uniondale’s response area.

We’ve had a similar agreement with Thames Center to the west of both Uniondale and Thamesford territories for many years and works well for those incidents that occur around and on both our borders.”

Fire Chief Anderson was asked to consider the impact of a new mutual aid agreement on the Town volunteer firefighters. He raised this question with the force at a recent meeting and provided the following report:

“I asked the firefighters about the Zorra Mutual Aid Agreement and they are 100% behind getting this completed. They acknowledged it has been a long time coming and it is needed.”

REPORT

To move this matter forward, a draft mutual aid agreement has been developed. The draft is attached to this report and Council asked to consider its terms and give by-law approval to the mutual aid arrangement.

For Council’s information, the key points of the agreement are:

- The responding department has the right to refuse service if necessary.
- If there is an in-town need, St. Marys has the right to recall its forces to respond in St. Marys.
- All mutual aid responses are reciprocal no charge arrangements. The responding department and municipality is responsible for their own costs and cannot bill the requesting department.
- Both municipalities agree to carry the necessary liability insurance, and to fully indemnify the other.
- There is no liability in the event that the responding department decides to refuse service.
- The term of the agreement is 4 years, and automatically renews on an annual basis unless it is terminated.

FINANCIAL IMPLICATIONS

As noted above, the cost of responding to a mutual aid call is borne by the responding department. Above it is assumed a worst case scenario would be 10 calls per year to Zorra. Practically speaking, the call volume is likely to be far less. The Fire Chief reports that in his 2.5 years serving in St. Marys the fire department has been called out 2 times under the existing mutual aid agreements with other departments.

For information purposes, and the average cost of a mutual aid call is calculated to \$290.43, based on three personnel responding for an average of three hours.

SUMMARY

The Fire Chief is recommending that Council approve a mutual aid agreement with the Township of Zorra. The CAO has negotiated the associated agreement, which is attached to this report. The agreement reflects the common terms found in mutual aid agreements, and provides the necessary protections for the Town.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Richard Anderson, Director of Emergency Services/Fire Chief
John McFarlan, Fire Chief, Township of Zorra

ATTACHMENTS

1. Draft Mutual Aid Agreement with the Township of Zorra

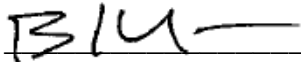
REVIEWED BY

Recommended by the Department



Andy Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

THIS AGREEMENT MADE THIS DAY OF , 2019.

BETWEEN:

**THE CORPORATION OF THE
TOWN OF ST. MARYS**
(hereinafter referred to as the "Town")

OF THE FIRST PART

- AND -

**THE CORPORATION OF THE
TOWNSHIP OF ZORRA**
(hereinafter referred to as "Zorra")

OF THE SECOND PART

WHEREAS Section 2(5) of the Fire Prevention and Prevention Act S.O. 1997, CHAPTER 4 ("The Act") authorizes a municipality to enter into an agreement with another municipality to provide and, or, receive fire protection services;

AND WHEREAS the Town has expressed its intent to provide mutual aid to Zorra, by means of this Agreement, as evidenced by By-law number _____, dated _____;

AND WHEREAS Zorra has expressed its intent to provide mutual aid to the Town, by means of this Agreement, as evidenced by By-law number _____, dated _____.

AND WHEREAS this Agreement reflects the intent of the parties to provide mutual aid fire protection services outside their respective territorial limits as provided for under Section 2(5) of the Act;

NOW THEREFORE, in consideration of the promises and covenants herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

MUTUAL-AID SERVICES

1. The Town agrees to provide fire protection to Zorra on a mutual-aid basis and to dispatch equipment and or personnel at the request of the Fire Chief, or their designate, of the Zorra Fire and Emergency Services.
2. Zorra agrees to provide fire protection to the Town on a mutual-aid basis and to dispatch equipment and or personnel at the request of the Fire Chief, or their designate, of the Town Fire Department.
3. The Department receiving the request for assistance, hereinafter referred to as the "Responding Department", agrees to provide such personnel, apparatus or equipment requested, subject to availability and the provisions of this agreement.
4. The Responding Department may refuse to supply the requested response to an occurrence.
5. The Fire Chief, or his designate, for the Responding Department, may order the return of any personnel, apparatus or equipment dispatched that is responding to, or is at the scene of, an incident if those personnel, apparatus, or equipment is required in the home area or required under the provisions of its respective County Emergency Fire Services Plan.
6. The Fire Chief, or designate, of the party requesting assistance shall have full authority and control over any and all activities of the Responding Department's personnel and/or equipment. Each respective Department shall operate under their own Standing Operating Guidelines.

AREA SERVICED

7. The Mutual-Aid Services provided by the Town to Zorra shall be provided to the area within the geographic boundaries as set out in the Zorra Boundary Schedule attached as Schedule "A" to this Agreement.
8. Zorra agrees to provide a map of the fire service area that clearly indicates all readily accessible hydrants and static sources of water available for firefighting operations, which is attached hereto as Schedule "B".
9. The Mutual-Aid Services provided by Zorra to the Town shall be provided to the area within the geographic boundaries as set out in the Town Boundary Schedule attached as Schedule "C" to this Agreement.
10. The Town agrees to provide a map of the fire service area that clearly indicates all readily accessible hydrants and static sources of water available for firefighting operations, which is attached hereto as Schedule "D".

APPORTIONMENT OF COSTS AND REVENUES

11. All expenses incurred for supplying personnel, apparatus, and equipment for the mutual-aid services described in this agreement shall be deemed as a reciprocal no charge services between the parties and there shall be no fees paid by one party to another for the receipt of Mutual-Aid Services.
12. Expenses incurred as a part of a motor vehicle collision on a Provincial highway may be charged to the Ministry of Transportation of Ontario with all revenue retained by the party within whose territorial limits the highway is located.

INSURANCE

13. The Town shall maintain, throughout the Term of this Agreement, a policy of comprehensive general liability insurance coverage with a limit of not less than five million dollars (\$5,000,000) per occurrence for personal injury, including death, damage to persons, and damage to property, including loss of use thereof, and such policy shall be endorsed to include Zorra as an additional insured with respect to the Mutual-Aid Services as per the signed Agreement.

The policy shall further be endorsed to include:

- (a) cross-liability;
- (b) contractual liability;
- (c) personal injury; and
- (d) non-owned automobile coverage with a limit of not less than fifteen million dollars (\$15,000,000) and shall include contractual non-owned coverage.

14. The Town shall also maintain, throughout the Term of this Agreement, a policy of automobile liability insurance covering third party property damage and bodily injury liability and all statutory coverages as may be required by applicable laws arising out of any licensed vehicle operated in connection with the Agreement with limits not less than fifteen million dollars (\$15,000,000). The policy shall further provide all perils loss or damage coverage with respect to any vehicles used to provide the Mutual-Aid Services pursuant to this agreement.
15. Zorra shall maintain, throughout the Term of this Agreement, a policy of comprehensive general liability insurance coverage with a limit of not less than five million dollars (\$5,000,000) per occurrence for personal injury, including death, damage to persons, and damage to property, including loss of use thereof, and such policy shall be endorsed to include the Town as an additional insured with respect to the Mutual-Aid Services as per the signed Agreement.

The policy shall further be endorsed to include:

- (e) cross-liability;
- (f) contractual liability;
- (g) personal injury; and

(h) non-owned automobile coverage with a limit of not less than fifteen million dollars (\$15,000,000) and shall include contractual non-owned coverage.

16. Zorra shall also maintain, throughout the Term of this Agreement, a policy of automobile liability insurance covering third party property damage and bodily injury liability and all statutory coverages as may be required by applicable laws arising out of any licensed vehicle operated in connection with the Agreement with limits not less than fifteen million dollars (\$15,000,000). The policy shall further provide all perils loss or damage coverage with respect to any vehicles used to provide the Mutual-Aid Services pursuant to this agreement.

LIABILITY AND INDEMNITY

17. Notwithstanding anything otherwise contained in this Agreement, no liability shall attach or accrue to either party for failure or refusal to supply Mutual Aid or Fire Protection Assistance on any occasion, or occasions, as outlined in this Agreement.
18. At all times during the Term of this Agreement the Town, when fulfilling its duties as a Responding Department, agrees to meet the requirements of the Occupational Health and Safety Act.
19. At all times during the Term of this Agreement Zorra, when fulfilling its duties as a Responding Department, agrees to meet the requirements of the Occupational Health and Safety Act.
20. The Town shall exonerate, indemnify and hold harmless Zorra, its members, Councillors, directors, officers, employees, agents, contractors, consultants, assigns and any others for whom Zorra is at law responsible from and against any and all claims, demands, losses, expenses and costs, including but not limited to legal costs on a substantial indemnity basis, damages, actions, suits, judgments or proceedings or any other obligations or liabilities which at any time or from time to time are charged to or recoverable against Zorra (the Claims) to the extent that the Claims:
 - a. are attributable to or result from the Mutual-Aid Services;
 - b. are not covered under the policy of comprehensive general liability insurance;
 - c. are not attributed to Zorra's negligence or willful misconduct; and,
 - d. are not attributed to Zorra's failure to provide the Mutual-Aid Services in accordance with this Agreement and emergency response procedures.

For greater certainty, and without limiting the generality of the foregoing, the Town's indemnity shall extend to indemnifying Zorra for any deductible(s) that may be payable under the terms of the policy of comprehensive general liability insurance and for Claims that exceed the insurance policy coverage limit.

21. Zorra shall exonerate, indemnify and hold harmless the Town, its members, Councillors, directors, officers, employees, agents, contractors, consultants, assigns and any others for whom the Town is at law responsible from and against any and all claims, demands, losses, expenses and costs, including but not limited to legal costs on a substantial indemnity basis, damages, actions, suits, judgments or proceedings or any other obligations or liabilities which at any time or from time to time are charged to or recoverable against the Town (the Claims) to the extent that the Claims:
 - a. are attributable to or result from the Mutual-Aid Services;
 - b. are not covered under the policy of comprehensive general liability insurance;
 - c. are not attributed to the Town's negligence or willful misconduct; and,
 - d. are not attributed to the Town's failure to provide the Mutual-Aid Services in accordance with this Agreement and emergency response procedures.

For greater certainty, and without limiting the generality of the foregoing, the Town's indemnity shall extend to indemnifying the Town for any deductible(s)

that may be payable under the terms of the policy of comprehensive general liability insurance and for Claims that exceed the insurance policy coverage limit.

22. All parties agree to promptly notify the others of any occurrence, incident or event which may reasonably be expected to expose any party to liability of any kind in relation to the Mutual-Aid Services.

TERM

23. This Agreement shall be in force and take effect for a period of four (4) years commencing on the day of , 2019 and thereafter shall be automatically renewed from year to year, unless in any year any Party gives notice to the other Party, as set out in Section 24.
24. This Agreement may be terminated by either the Town or Zorra upon the provision of twelve (12) months' notice in writing.

GENERAL

25. This Agreement shall be governed by and construed and interpreted in accordance with the Laws of the Province of Ontario and the Laws of Canada. The parties hereby irrevocably attorn to the exclusive jurisdiction of the courts of Ontario with respect to any matter arising under or related to this Agreement.
26. This Agreement shall be read with such changes of gender and number as the context requires and all shall be construed to be several as well as joint.
27. Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof.
28. Schedules A, B, C and D, attached hereto, are hereby incorporated into and form part of this Agreement.
29. This Agreement, including the Schedules hereto, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether written or oral. There are no conditions, covenants, agreements, representations, warranties or other provisions, expressed or implied, collateral, statutory or otherwise, relating to the Contracted Services except as provided in this Agreement.
30. No amendment or waiver of this Agreement shall be binding unless executed in writing by the party to be bound. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, even if similar in nature, unless otherwise expressly provided.
31. This Agreement is not transferable or assignable by any party to any third party without the prior written consent of the other party, which consent may be unreasonably withheld.
32. Any notice required to be given to the Town and Zorra under this Agreement shall be sufficiently given if delivered or mailed postage prepaid to the addresses below. Such notice shall be deemed to have been received on the date of its delivery or in the case of mailing, three (3) business days after it was delivered to the post office.

<u>Town's Address</u>	<u>Zorra's Address</u>
Town of St. Marys 175 Queen Street East PO Box 998 St. Marys, ON N4X 1B6 Attention: Clerk	Township of Zorra 274620 27 th Line P.O. Box 306 Ingersoll, ON, N5C 3K5 Attention: Clerk

33. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

[BALANCE OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF each of the parties have affixed their corporate seals attested by the signatures of their duly authorized signing officers.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

THE CORPORATION OF THE
TOWN OF ST. MARYS

Al Strathee, Mayor

Brent Kittmer, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF ZORRA

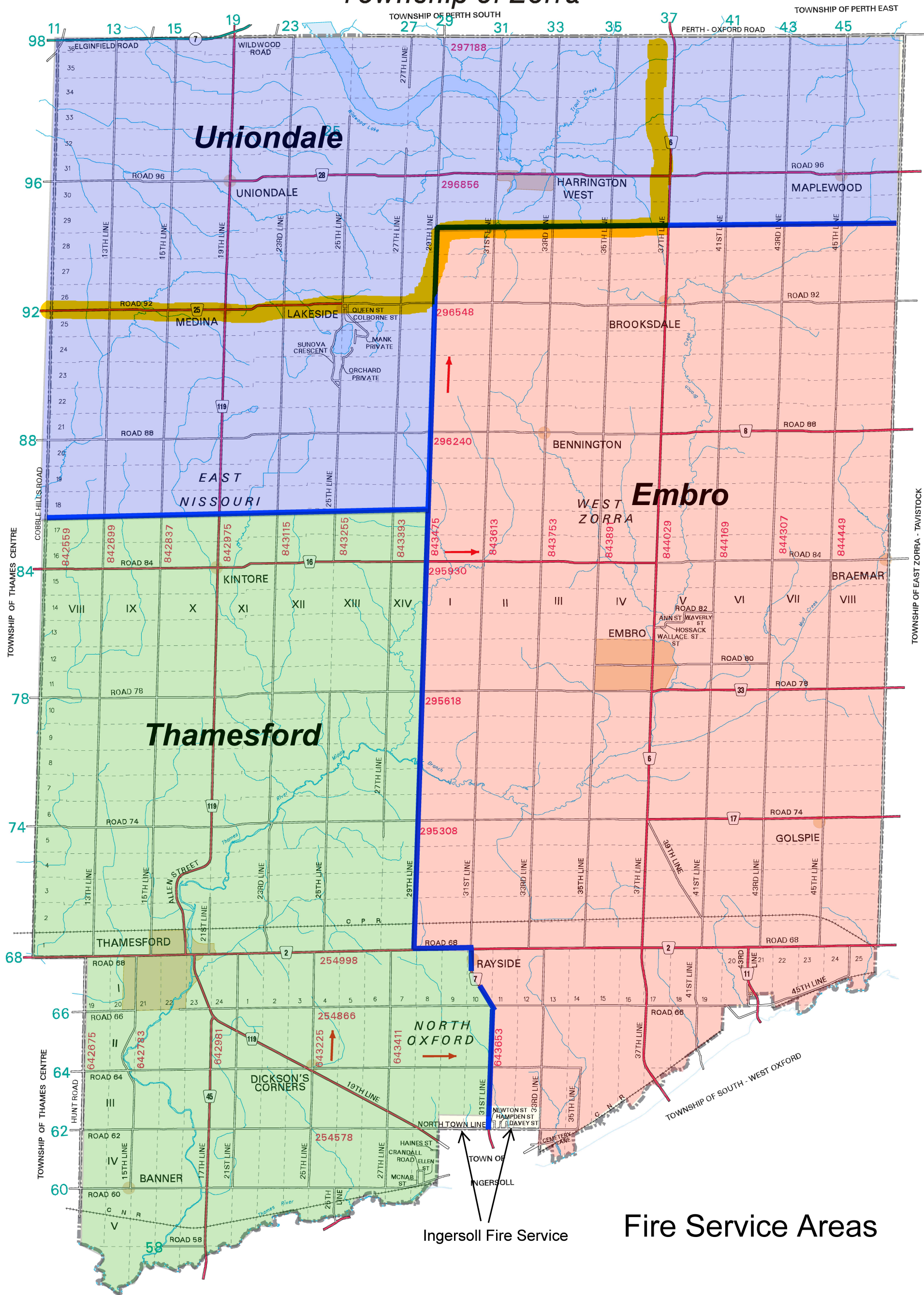
William Semeniuk Jr., Mayor

Donald MacLeod, Chief Administrative Officer

Schedule A

Township of Zorra Fire Service Area

Township of Zorra



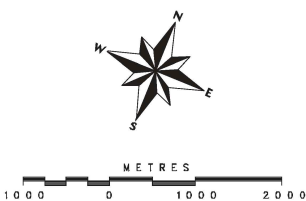
Ingersoll Fire Service

Fire Service Areas



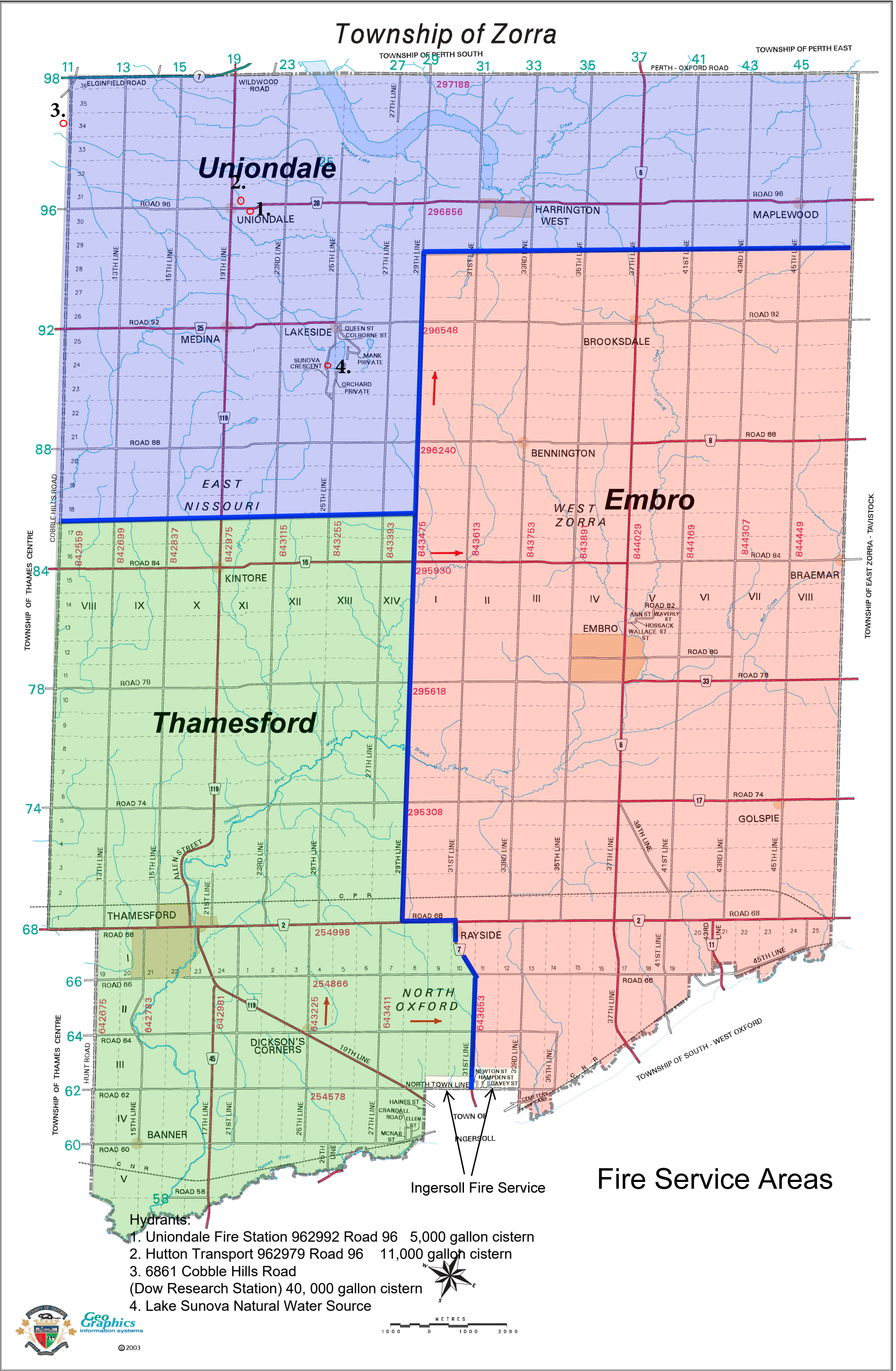
Geo
Graphics
Information Systems

© 2003



Schedule B

Township of Zorra Water Sources



Geo
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Information Systems

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Schedule C

Town of St. Marys Fire Service Area

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St. Marys Boundary



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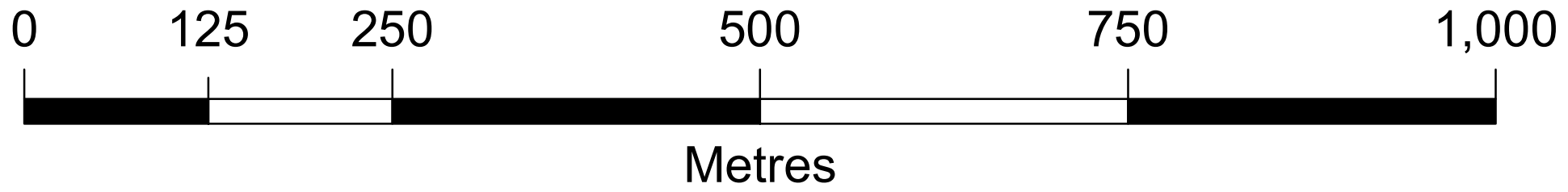
Schedule D

Town of St. Marys Hydrant Locations

DRAFT

TOWN OF
ST. MARYS

2018



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MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Corporate Services

Date of Meeting: 26 February 2019

Subject: COR 06-2018 February Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 06-2019 February Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Museum

- **Administrative**
 - Volunteers logged 35 on-site hours in January.
 - Grant applications submitted for Young Canada Works (Museum), Young Canada Works (Archives) and Canada Summer Jobs funding for student positions. As well as Virtual Museums of Canada Community Stories
 - Most popular Facebook Post: January 29 “Train Tuesday” with a reach of 3418 and 185 reactions/comments/shares.
- **Research/Exhibits**
 - Ink and Imagination extended until Friday, March 1.
 - Newspaper exhibit to be installed at the Legislative Assembly of Ontario during the week of April 8.
- **Upcoming**
 - Stone Homes Seminar, February 14 (sold out)
 - St. Marys Heritage Fair, February 22
 - Stone Homes Seminar, February 27 (sold out)
 - Stained Glass Seminar, March 21

Corporate Communications

- Corporate Communications Plan
 - Town of St. Marys envelopes updated with current logo and brand standards (as opposed to the old corporate crest).
- PRC Strategic Business Plan
 - In process of developing Recreation and Leisure Program Satisfaction Survey, which will be launched with the Spring/Summer Program Guide (see Publications).
 - Supported creation and distribution of communications related to military exercise which took place at the Pyramid Recreation Centre.
 - Helped facilitate professional photography session for aquatics programs.
- Media Relations
 - Distributed seven media releases, eight service disruptions, two emergency alert banners and four public notices between January 1 and February 14. Topics of the media releases included Council’s cannabis decision, the Quadro announcement, and the military training exercise.

- There were 25 stories/mentions in local media (21 in the St. Marys Independent, three in the Stratford Beacon Herald, one on Blackburn News). The most widely covered topic was the cannabis decision (which generated positive feedback on social media).
- Social Media
 - The Town's Facebook page currently has 3,918 followers (34 new since January 17). The most popular post was about the military training exercise (reached 7,248 users).
 - The Town's Twitter page currently has 1,748 followers (16 new since January 17). The most popular tweet was congratulating the Canadian Baseball Hall of Fame inductees (prompted 2,221 impressions).
 - The Pyramid Recreation Centre's Facebook page currently has 2,258 followers (28 new since January 15). The most popular unpaid post was about free swimming and skating dates in February (reached 3,245 users).
- Website
 - 13,166 users and 94,186 page views since January 1. Top visited pages include Home (14% of page views), Library (8%) and Job Opportunities (4%).
 - Research and planning is underway to streamline and update the "Recreation and Culture" and "Discover our Town" sections of the St. Marys website to improve the user experience and help users find relevant content more easily.
- Advertising
 - Placed one print ad in the St. Marys Independent to promote budget meetings.
 - Placed one print ad in the Stratford Recreation and Leisure Guide promoting the Pyramid Recreation Centre.
 - Placed one print ad in the Beacon Herald's Perth County Reflections "Railroad Town" insert promoting the 20th anniversary of the Grand Trunk Trail.
 - Placed print and digital listings in the Ontario Summer Fun Guide to promote the Quarry.
 - Placed two ads on Facebook promoting upcoming St. Marys Craft Show and Child and Youth Dance Classes.
- Publications
 - Spring/Summer 2019 Program Guide will be sent to printers week of February 18. Will be distributed to households via special delivery by the St. Marys Independent during the first week of March; copies will also be made available at Town facilities.
 - In process of updating St. Marys Quarry brochure.
 - In process of updating a rack card and brochure for Senior Services. Newsletter design template complete – working on implementation.
- Event promotions
 - Quadro Announcement
 - Coordinated logistics of Jan. 21 event with Quadro staff, managed day-of set-up, and took photos of announcement for social media.
 - Heritage Festival
 - Building on last year's successes, including the Friday night opening concert, which will be held at Cadzow Park to better accommodate attendees.
 - Reviewing sponsorship package to improve recognition.
 - Reviewing vendor package to ensure liability standards are met and to include a no-show vendor policy.
 - 20 on the Trestle
 - Drafting press release to announce the project, with call to action for community groups to come forward with events. Will be released February 20.
 - Met with relevant departments to confirm liability requirements, potential programming, and signage standards for event. Donor recognition panels will be posted at the east end of the trestle so as to not obstruct the view.

- WinterLights
 - Met with Economic Development/Tourism and Public Works to review this year's program. Donations were on par with last year's efforts. A number of logistical changes will take place next season to improve donation visibility, plus new programming as a first step in creating a winter festival. These new events will help improve WinterLights.

Information Technology/ Geographic Information Systems (GIS)

- Corrected billing issue with hosted e-mail system
- Automated Windows build upgrades to ensure machines are free from known exploits
- Landfill module issue arose, worked with developer for a fix
- Worked with Facilities to resolve multiple camera issues
- Completed rebuild of virtual app server
- Modified MX record for BIA domain
- February 9th call-in portion of Town network dropped including communications to Well 1, Well 2, and Water Tower. Failed Battery backup at Townhall.
- Upcoming: Working with Festival Hydro to create redundancy in network.

Economic Development

- Met with members of the Perth 4 Youth committee and DCVI to regroup and continue our work on this strategy. The committee will expand to include reps from DCVI and the Pathways for Education program through the board.
- Attended the 2019 Economic Developers of Ontario Conference (EDCO) in Toronto. Session topics included using data to drive economic development, the new cannabis legislation, tourism as a driver to economic development and workforce development.
- Working on a more accurate business listing for the Town that includes contact information. The goal is to develop a comprehensive list that gives staff and emergency services important information about the business community that we serve.
- The Stratford Perth Chamber of Commerce has announced their business excellence awards and St. Marys businesses are recognized.
- Worked with staff at Quadro to ensure local business leaders were informed about the public announcement to launch their investment in Fibre Optics in the Town of St. Marys.

Tourism

- Met with colleagues at the Stratford Tourism Alliance to explore ways we can maximize our partnership in 2019.
- Working with Communications to refresh the Quarry brochure for 2019 and getting print quotes.
- Met with the St. Marys Independent to discuss the vision and content for the 2019 Visitors Guide. Town staff will work with staff at the Independent to develop the guide and organize its distribution.
- Developing a distribution plan for brochures.
- Submitted an application for a tourism summer student through the Canada Summer Jobs program.

VIA Services

	Boarding	Arriving	% Printed
January	286	262	75.9

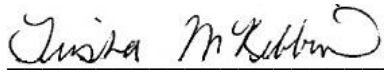
- Currently staff are investigating the possibility of a car charging spot at the Train Station.
- Finance staff initiated a change in reporting to VIA by shifting this responsibility to the Corporate Services Department. Training for this staff member has taken place through the month of January and the new reporting structure is in place and working well.

SPENDING AND VARIANCE ANALYSIS

Nothing to report at this time.

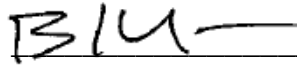
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Finance
Date of Meeting:	26 February 2019
Subject:	FIN 04-2019 February Monthly Report (Finance)

RECOMMENDATION

THAT FIN 04-2019 February Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance

- Last of 2018 payables invoicing has been received and capital projects and reserve transfers have been booked and closed for the year.
- Reconciling last of the balance sheet accounts before start of compiling financial statements.
- Received first payment of Cannabis Funding from the Province \$8,245, second payment to be received shortly to bring total funding to \$18,332.
- Processed the first of parking tickets (22) issued under new policing contract.

Procurement and Risk Management

- The following tender documents have been reviewed and posted on the Bids and Tenders website:
 - Parks Turf Maintenance 2019-2021
 - Cemetery Turf Maintenance 2019 -2021
 - Pruning, Removal And Disposal Of Trees 2019 -2021
 - Design and Construction Administration of Firehall Renovation
- Finalizing request for proposal for General Insurance and Risk Management. To be posted this month.

Property Taxation

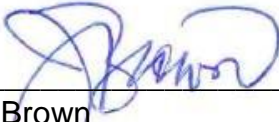
- Closed year end assessment roll, uploaded 2019 assessment roll and verified values with MPAC and OPTA data.
- Interim tax bills mailed out and sent to mortgage companies.
- Researching process to send "357" applications (Tax Relief Due to Sickness or Extreme Poverty) to the Assessment Review Board.
- January fuel billing & VIA Rail commission completed
- Handover of VIA rail commission duties to C. Forman after January's final report
- January building permit information sent to MPAC
- Fuel and I.T. inventory entries posted
- Current tax sale eligible properties for 2019 reduced to one.

SPENDING AND VARIANCE ANALYSIS

Nothing to report.

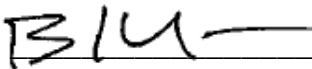
REVIEWED BY

Recommended by the Department



Jim Brown
Director of Finance

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Emergency Services / Fire Department
Date of Meeting:	26 February 2019
Subject:	FD 03-2019 February Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 03-2019 February Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of February (10 January – 15 February 2019) the Fire Department responded to 24 emergency responses most notably:

- Automatic Alarms – 9 (St. Marys) & 1 (Perth South) - 2 frozen pipes, 1 broken sprinkler head, 7 false alarms
- CO Alarms – 5 (St. Marys) 2 false alarms, 3 actual alarms
- Pre Fire Conditions – 3 (St. Marys)
- Fire – 4 (St. Marys) 2 Truck fires, 1 apartment fire, 1 industrial plant fire
- Motor Vehicle Collision – 2 (Perth South)

Fire Chief attended 4 Calls alone (2 CO alarms (false), 1 Ruptured water steam pipe, 1 Alarm system malfunction), Deputy Fire Chief attended 2 calls alone (1 Ruptured water, steam pipe, 1 Alarm system malfunction)

Average attendance of firefighters per emergency call - 20

St. Marys Firefighters have responded to 24 calls for service (1 January – 15 February 2019) compared to 23 emergency responses last year (1 January – 15 February 2018)

During the month of February (10 January – 15 February 2019) Brian Leverton (Fire Prevention Officer) has completed the following:

- Complaint 0
- Follow Up 8
- Safety Concerns 1
- Fire Drills 0
- Request 2
- Routine 12
- Licensing 2
- Site visits 6 (request for clarification regarding Ontario Fire Code, lockbox installation location)

Public Education

Continuing lockbox location and installations for businesses and dwellings

Applied for a grant through Jenny Heroes for fire extinguisher simulator and trailer (Final Results released March 4th 2019)

Public Education briefing to the Friendship Centre 15 February 2019.

Fire Hall tour to Sparks and Beavers 4 February 2019.

Fire Chief delivered two of eight scheduled briefings to Stratford Police 31 January & 7 February 2019.

Firefighters conducted Ice Water Rescue Training in the quarry 26 January 2019.

Firefighters Darcy Robinson and Chad Petrie are completing an Ice Water Rescue Instructor course through Access Rescue in Mississauga 16-17 February 2019.

Fire Chief approved by Council to assume the role of Alternate Fire Coordinator.

SPENDING AND VARIANCE ANALYSIS

4 sets of firefighter gloves, boots, flash hoods, 5 firefighter helmets Total \$2,610.28 this was to outfit the four new recruits with firefighter gear.

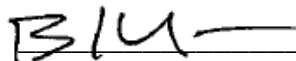
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Richard Anderson, Director of Emergency Services / Fire Chief
Date of Meeting:	25 February 2019
Subject:	FD 04-2019 Emergency Management Program By-law Amendment

PURPOSE

To provide Council with a comprehensive understanding of the current Emergency Management Program By-law 58 of 2007 and how the proposed changes are required to ensure the protection of public safety, health, the environment, the critical infrastructure and property, and to and a disaster-resilient community.

RECOMMENDATION

THAT FD 04-2019 Emergency Management Program By-law Amendment be received; and

THAT By-law 26-2019, to Amend By-law 58 of 2007 -Emergency Management Program, be approved.

BACKGROUND

The proposed amendments to the current Emergency Management Program By-law 58 of 2007 is to ensure the presence of sound governance practices within the organization.

REPORT

The *Emergency Management and Civil Protection Act*, 1990, as amended, requires the development and implementation of an emergency management program which must be adopted by Council. Council passed By-law 58 of 2007 in 2007. Upon recent review by the Office of the Fire Marshal, it became apparent that a number of housekeeping matters needed to be amended in an effort to keep the by-law in good standing.

The by-law has been reviewed by a number of stakeholders. The following is a list of necessary amendments to the by-law:

- Town's police services from OPP Sergeant to Stratford Police Deputy Chief
- Title change from Perth County Land ambulance Director to Director / Chief of Paramedic Services Corporation of the County of Perth
- Content found within the first "whereas" statement be repealed and replaced to include a reference to regulation;
- Content found within the third paragraph listed as "3" be repealed and replaced to remove reference to designated alternatives and to change the name of the control group to the Municipal Emergency Control Group;
- Content be added as the fourth paragraph and to be listed as "4." which includes the listing of members of the Emergency Management Program Committee; and

- Content found within the seventh paragraph listed as “7.” be repealed and replaced to include the necessary members of the Municipal Emergency Control Group.

SUMMARY

The proposed By-law 26-2019, Amend 58 of 2007 - Emergency Management Program needs to be amended to remain current with organization changes and wording.

OTHERS CONSULTED

Drew Maddison Field Officer (Bruce Sector) Office of the Fire Marshal and Emergency Management
Blaine Lucas Director / Chief of Paramedic Services Perth County
Greg Skinner Police Chief Stratford Police

ATTACHMENTS

By-law 58 of 2007

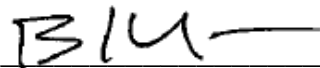
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

BY-LAW NUMBER 58 OF 2007

OF THE

CORPORATION OF THE TOWN OF ST. MARYS

BEING a by-law requiring an emergency management program for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

WHEREAS, the Province of Ontario has passed an Act, which requires the development and implementation of an emergency management program (The Emergency Management and Civil Protection Act, Chapter E9, RSO 1990) by the Council of a municipality;

AND WHEREAS, this Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the five core components of emergency management, namely: mitigation, prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

AND WHEREAS, this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS, the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS, the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

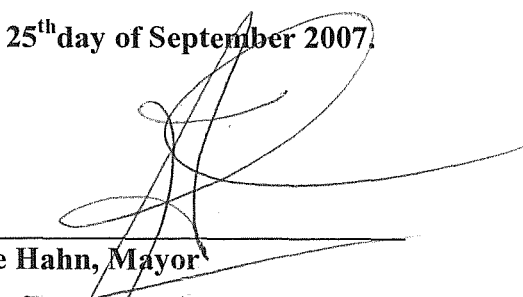
NOW THEREFORE, be it resolved:

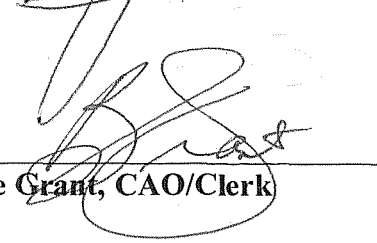
1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan;
3. That certain appointed officials or their designated alternates, as provided in the approved emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in accordance with the emergency response plan where the emergency exists but has not yet been declared to exist;
4. That, the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval; and
5. That the emergency response plan attached hereto as Schedule "A" of this By-Law is hereby adopted with the understanding that Annex 'A' of said schedule shall be updated from time to time under the direction of the CAO/Clerk.

6. That the Fire Chief be designated as the Primary Community Emergency Management Coordinator for the Corporation of The Town of St. Marys.
7. That the members of the Emergency Management Program Committee include the Chief Administrative Officer, Fire Chief, St. Marys OPP Sergeant, Director of Public Works, Supervisor of Public Works, Supervisor of Water Works, Perth County Land Ambulance Director, Perth County Medical Officer of Health, Perth County Director of Social Services and Festival Hydro.
8. That Bylaw 72 of 2004 is hereby repealed.

Read a first and second this 25th day of September 2007.

Read a third time and finally passed this 25th day of September 2007.



Jamie Hahn, Mayor

Bruce Grant, CAO/Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Community Services
Date of Meeting:	26 February 2019
Subject:	DCS 05-2019 February Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 05-2019 February Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Aquatics:

- 3907 swimmers through the pool in January
- 269 swims, under the Y membership
- Booking in Swim to Survive plus schools for the spring
- Streamlining private lessons and developing a procedure to be implemented starting in the fall (ready in June for the community guide)
- Final edits are completed for the spring/summer community guide

Community Services (general):

- Customer Service Development
 - Launching new community guide for all programs and services
 - Working with the Lincolns for the Southerland Cup Champion & the Alumni game
- Policies and Procedures
 - Updating all room rental agreements
 - Working with Communications on PRC advertising
- Legislative Requirement
 - All Community Services staff completed safe food handling course as required by new legislative requirements. All Community Services staff completed their smart serve course in accordance to the AGCO regulations

Child Care:

- Finalizing March Break care
- Organizing summer program for school age children
- Intergenerational program with Wildwood Care Centre & Kingsway

Senior Services:

Home Support

- Home Support Services Multi-Service Accountability Agreement has been submitted to the LHIN for review. It is anticipated that they will be returned to Service Providers within the next few weeks to be signed and returned.
- Has not received any update regarding any changes to funding from the Province.
- Continues to see many referrals for in-home programs such as Personal Shopping Services and Volunteer Visiting. Recruitment of volunteers to provide these services is on-going.

Friendship Centre

- Due to weather the Friendship Centre had to cancelled Euchreama in January and Pepperama in February. The Newly Wed Game and supper was postponed.
- Staff are preparing for the spring and summer programming along with various seasonal events such as St. Patrick's Day and Easter.

Recreation:

- New learn to skate programs for youth are being developed
- New dance lessons have started with full classes
- New session of soccer stars is starting on February 14th with full classes

Adult Recreation:

- New learn to skate programs for adults being developed
- Looking to create a weekly pickup hockey game for adults
- New waiver form in final process. Once complete and approved we will be launching our dodgeball archery events and league.

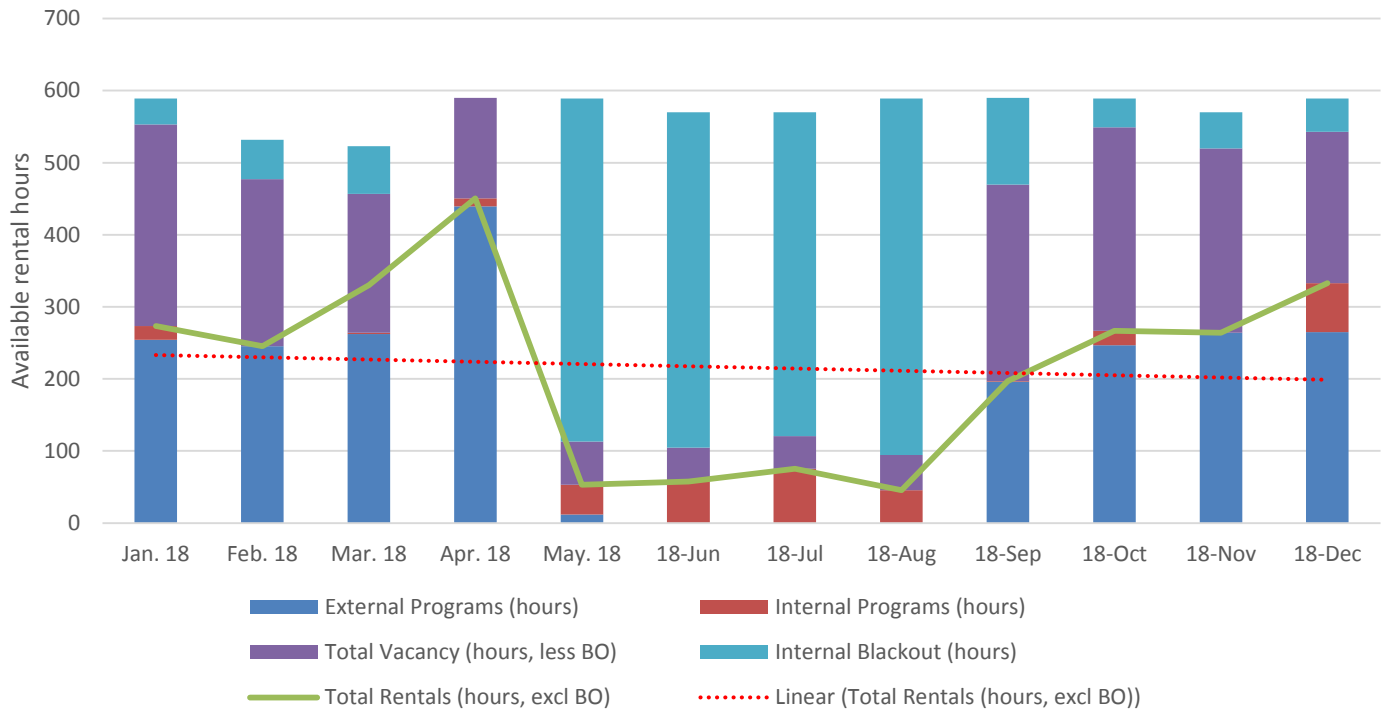
Youth Services:

- New departmental SOP's have been created and all staff have been trained on them
- Received an anonymous donation of \$1,500 for youth services
- Staff have applied for the Stratford Perth Community Foundation Grant

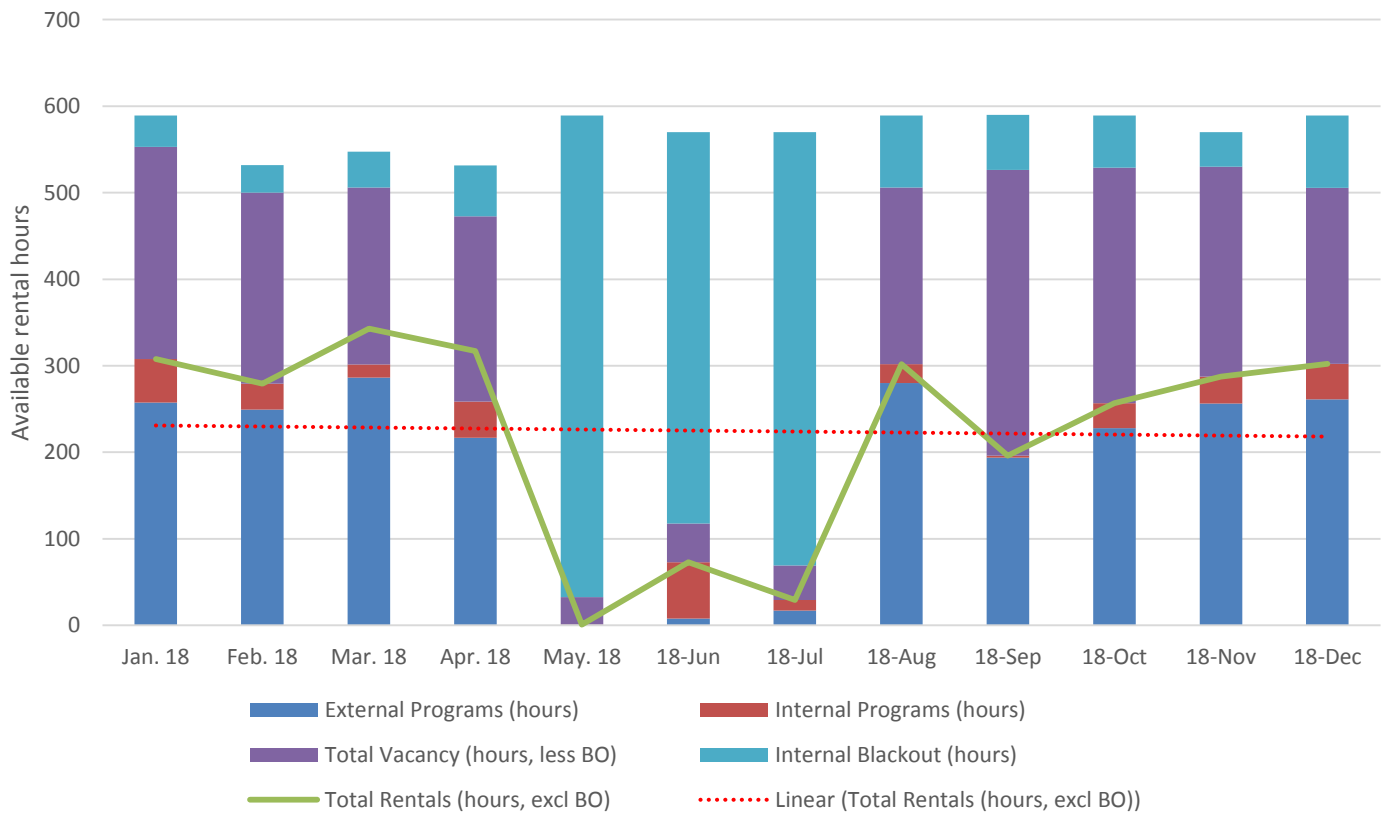
Youth Engagement:

- Participated in OMAFRA meeting for Perth4Youth to discuss how to push forward with project
- Youth Council meeting on February 20th for first official meeting

Rock Rink Total Usage

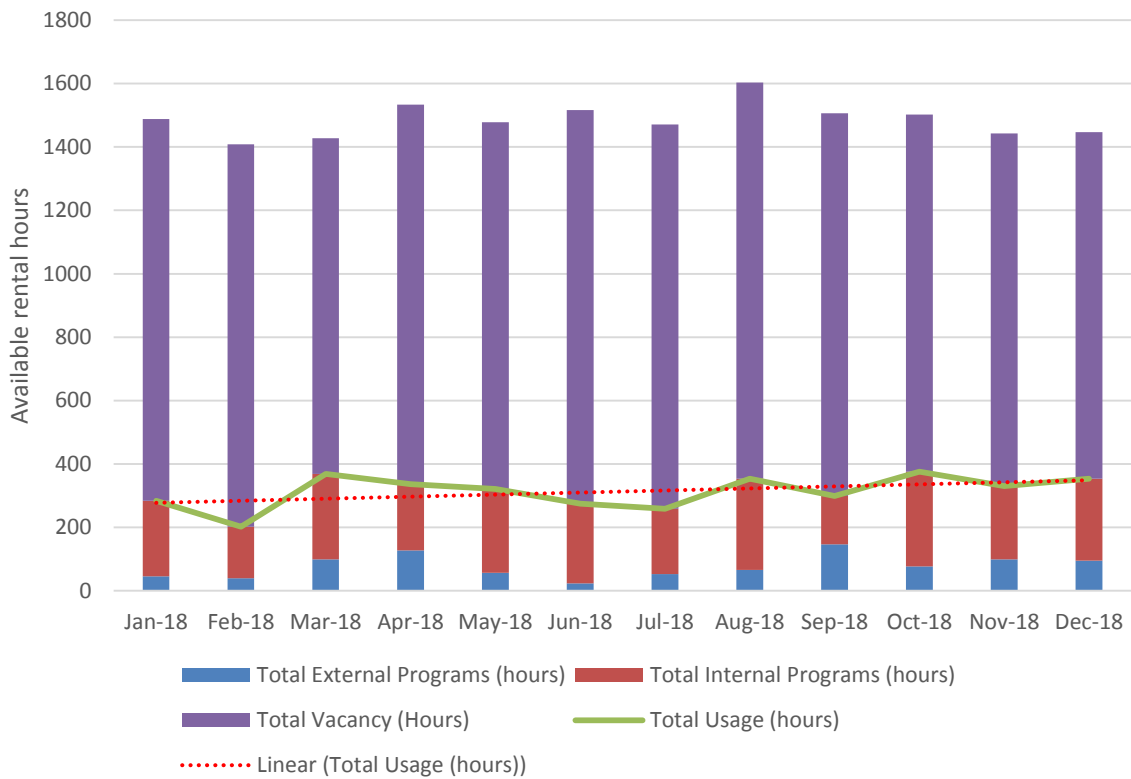


Blue Rink Total Usage



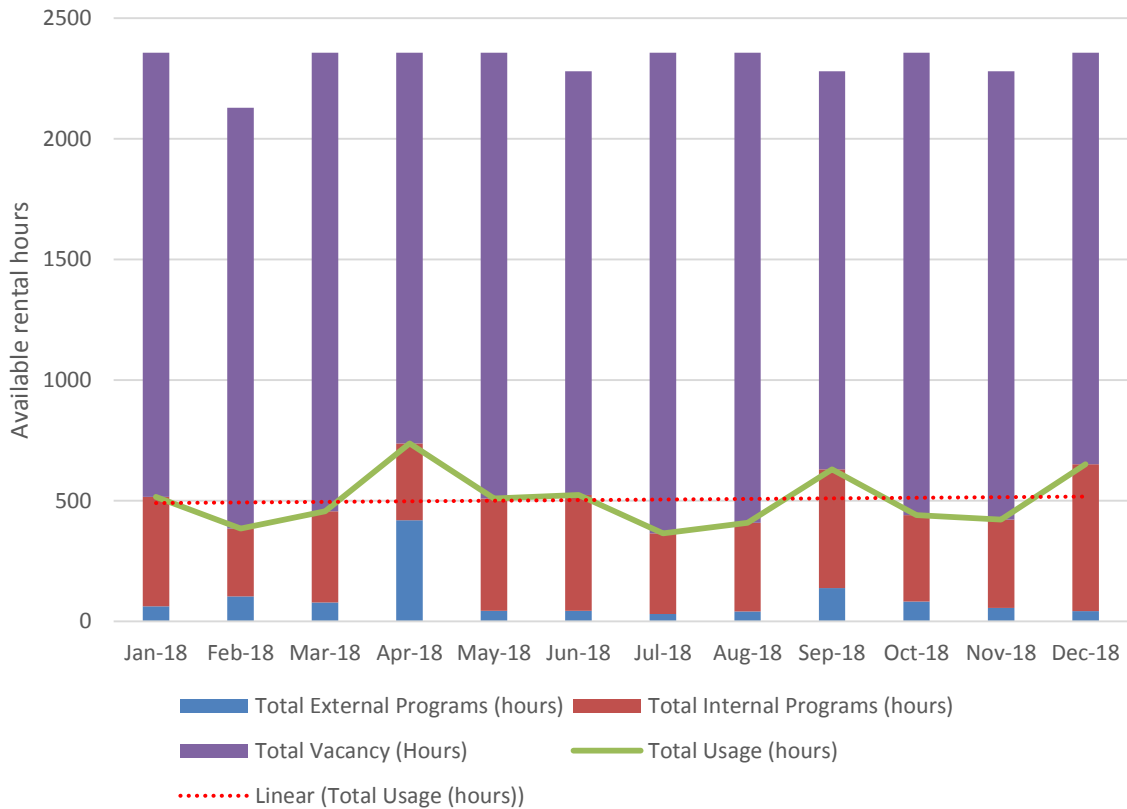
Community Centre Total Hall Usage

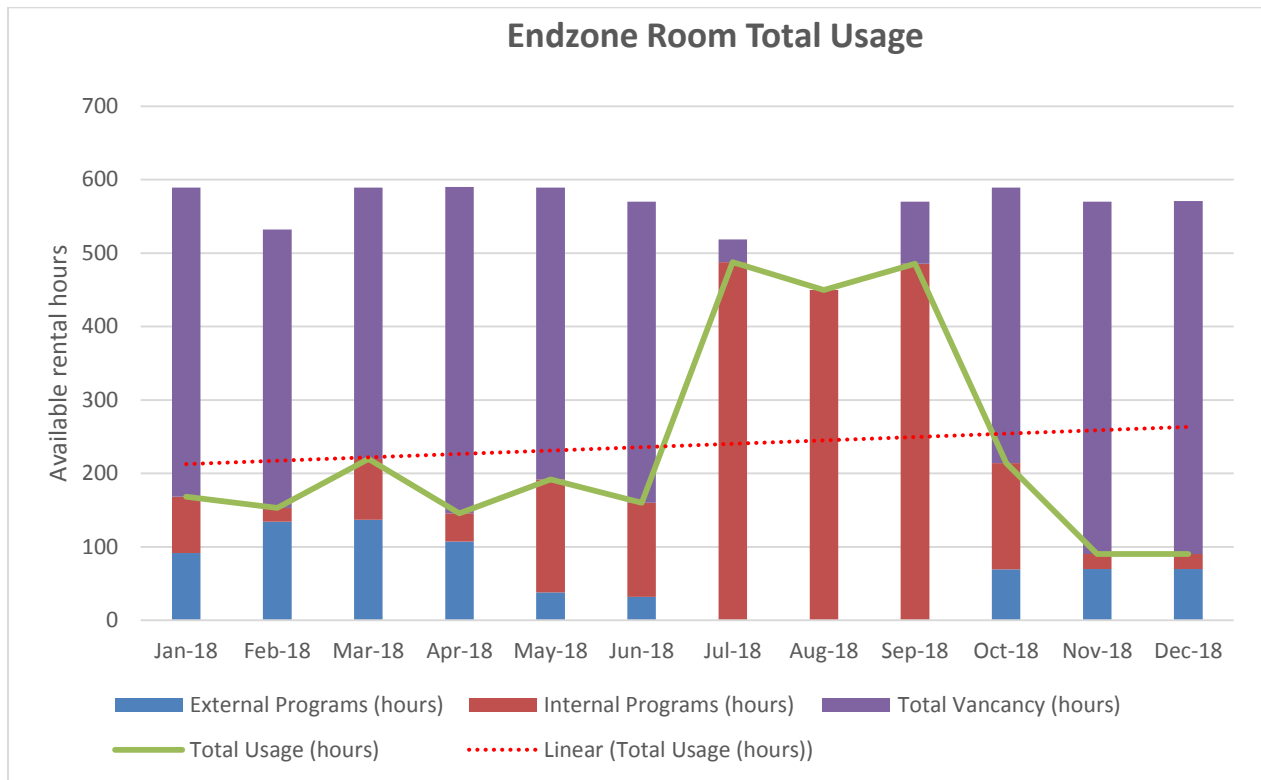
(Includes 1/3, 2/3, and Full hall)



Friendship Centre Total Usage

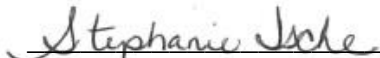
(Multi Purpose Room, Main hall, Meeting Rooms A, B & C)



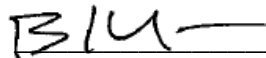


REVIEWED BY

Recommended by the Department


 Stephanie Ische
 Director of Community Services

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk

FORMAL REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: Stephanie Ische, Director of Community Services

Date of Meeting: 26 February 2019

Subject: **DCS 06-2019 Child Care Rates**

PURPOSE

This report presents information to Council regarding the current rates for the Early Learning Services Program as well as staff recommendation for 2019 a rate increase.

RECOMMENDATION

THAT DCS 06-2019 Child Care Rates be received; and

THAT Council approve the following rate increases for the Early Learning Services-- Infant Program 2%, Toddler Program 5%, Pre-school Program 5% and Nursery Program 5% with an effective date of April 1, 2019: and

THAT Council approve priority ranking when filling child care spots as follows:

1. A child that is currently enrolled as part time and would like to attend full time.
2. Children on the waitlist that already have a sibling that attends the program.
3. To families that reside in the Town of St. Marys over out of town residents.

BACKGROUND

Child care rates should be reviewed on an annual basis. The last rate review was completed in 2017. Council may have heard concerns that the Town's child care rates are already too high. Often times, this comparison of rates is made between the Town's licensed child care centre and in-home unlicensed care providers. This is not an apples to apples comparison as the Town's service is highly regulated which increases the costs of operation.

A comparison of rates and the rate review is contained in the "Report" section below. Prior to that discussion, staff have presented background information regarding the Town's operations because this may be helpful when answering questions raised by the public.

Legislation and Licensing:

The Town has operated a licensed childcare centre since 1979. Presently, the main site is located at Holy Name of Mary School. The Town moved to this location in 2017 to modernize its service, and now provides care for infants up to preschool age. The Town also operates licensed before and after school care at Holy Name and Little Falls schools. It is the school board who is legally required to provide this care, and the Board contracts the Town to staff and operate the program. Before and after school care is provided for children aged 44 months – 12 years.

In Ontario, licensed child care programs, including child care centres, nursery schools, before/after school programs and regulated family child care, must operate in accordance with the regulations set out in the *Child Care and Early Years Act*, 2014. The St. Marys Early Learning Centre and the programs that it offers are licenced under this Act. The Early Years Division of the Ministry of Education

				younger than 13 years) 20
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Waitlist Process:

Parents are responsible for finding and obtaining a child care space for their child(ren); there is no entitlement. The Centre uses the City of Stratford Child Care Registry Electronic waitlist when filling spaces in the Centre. There is no fee associated with the waitlist and prior to placement staff look to meet the needs of the families currently registered (transfers between Early Learning Services programs, siblings, and/or moving children from one age group to another). Once we are able to accommodate current registered families then staff move onto the wait list based on a parents requested start date.

The Early Learning Supervisor reviews the waitlist regularly and as spots become available families are contacted in order of application submission date, based on the requested start date and when the ability to meet requested child care needs are available.

The current policy is anyone can put their name on the waitlist for a spot at the Centre no matter where you live. Priority 1 will go to a child that is currently enrolled as part time and would like to attend full time. Priority 2 is given to children on the waitlist that already have a sibling that attends our program. Staff look at both factors when filling any open child care spots in the centre. After priority ranking has been reviewed staff find the next suitable child on the waitlist depending on age at entry of program and preferred start date.

Reviewing the current wait list, there are more children waiting for part time care than there are waiting for full time care. Part time spaces are not guaranteed, meaning children on the wait list that require part time care are not guaranteed to get a spot because full time care are preferred over part time care. The reason is that on their off days, the part time child's spot may sit empty so the Centre loses payment for this spot and costs do not necessarily decrease proportionately. For this reason, most centres do not allow part time care or charge a higher rate for part time care.

In St. Marys, every attempt is made to accommodate part time care. Staff do this by trying to match two part time children who have opposite "off days". This approach then creates one full time equivalent child in the centre from two part time children.

Fees and Subsidy:

Parents are responsible for paying child care fees. A 2017 national survey of child care fees, found that Ontario cities had the highest median full-time regulated child care infant fees in the country at \$1,758 a month, or \$21,096 annually. Fees in rural areas of Ontario tend to be comparable to fees in nearby cities, but the Town's current monthly fees for a child enrolled in full time care fall well below the national average:

- Infant - \$1152/month
- Toddler - \$800/month
- Pre-school - \$765/month

The Ontario Child Care Subsidy Program is administered on behalf of St. Marys by the City of Stratford Social Services. In order to receive subsidy, applications must be made by parents for licensed spaces. Parents do not need to have secured a space in child care to apply for subsidy but cannot use the subsidy without securing a regulated space.

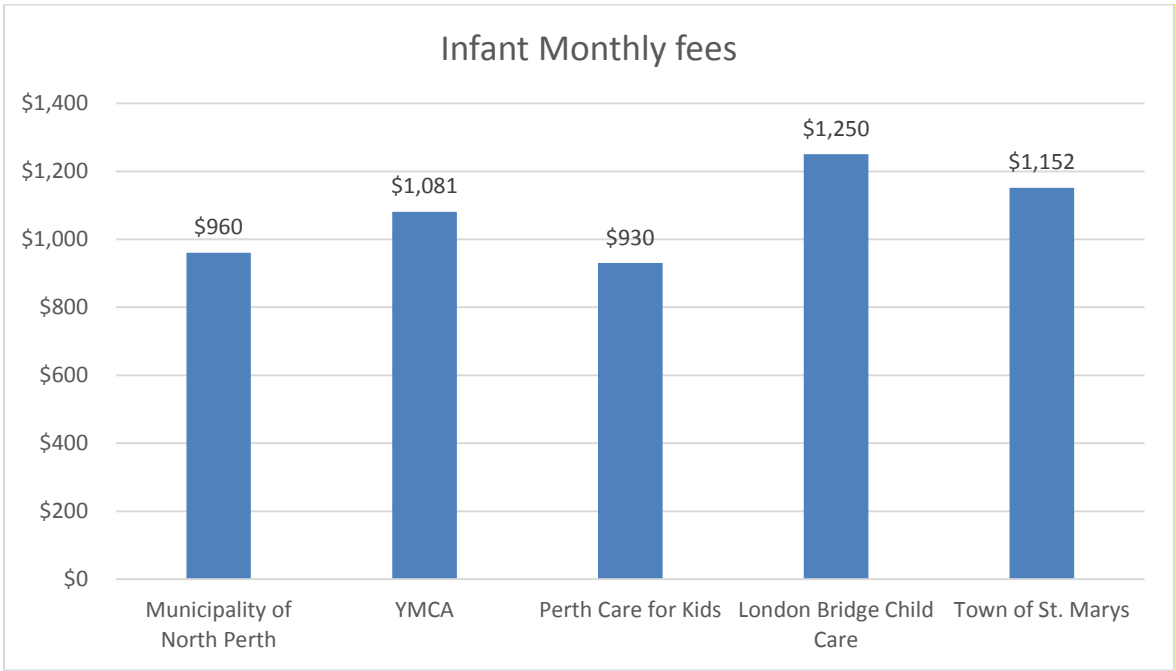
REPORT

The Early Learning Services Child Care Fee Policy states that the Town will provide 30 days notice in writing of any changes to be made to current child care fees. In addition, any changes proposed to child care fees require the approval from the City of Stratford Social Services Subsidy Division.

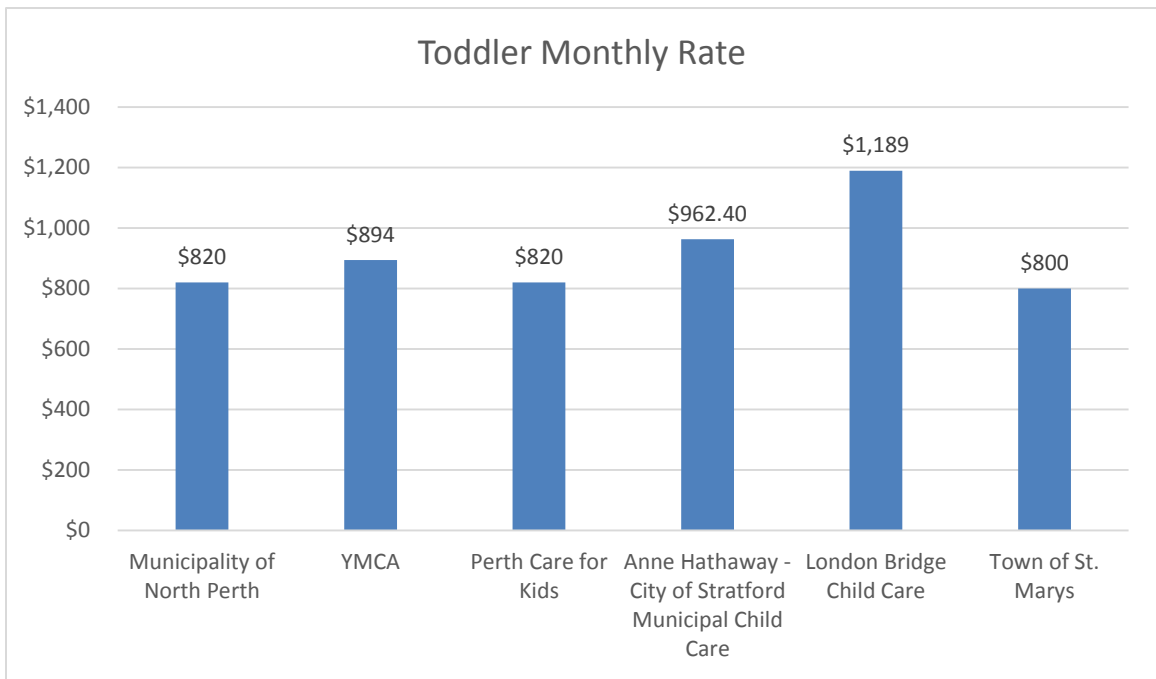
The last fee increase for the Child Care Centre was on April 1, 2017. At that time staff implemented a monthly rate for each program offered and the increases ranged from 3% to 3.6% depending on the program. The last increase for the Before and After school program occurred shortly after this on September 1, 2017. At that time, the rates for the before/after program shifted from an hourly rate to a monthly rate.

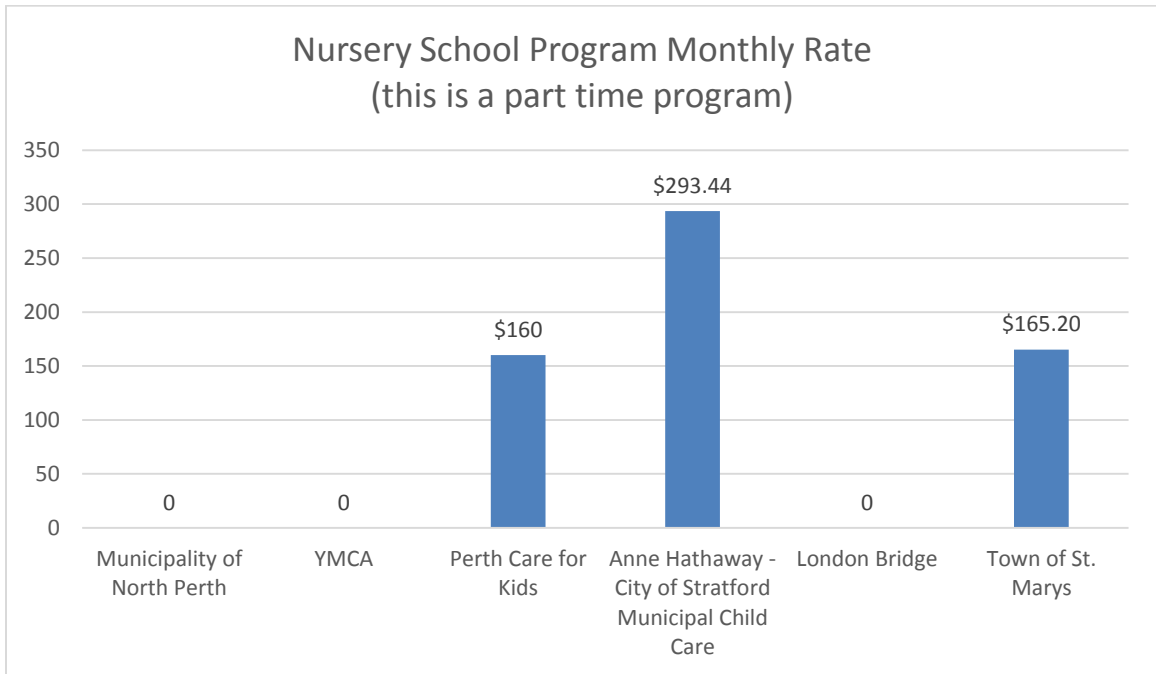
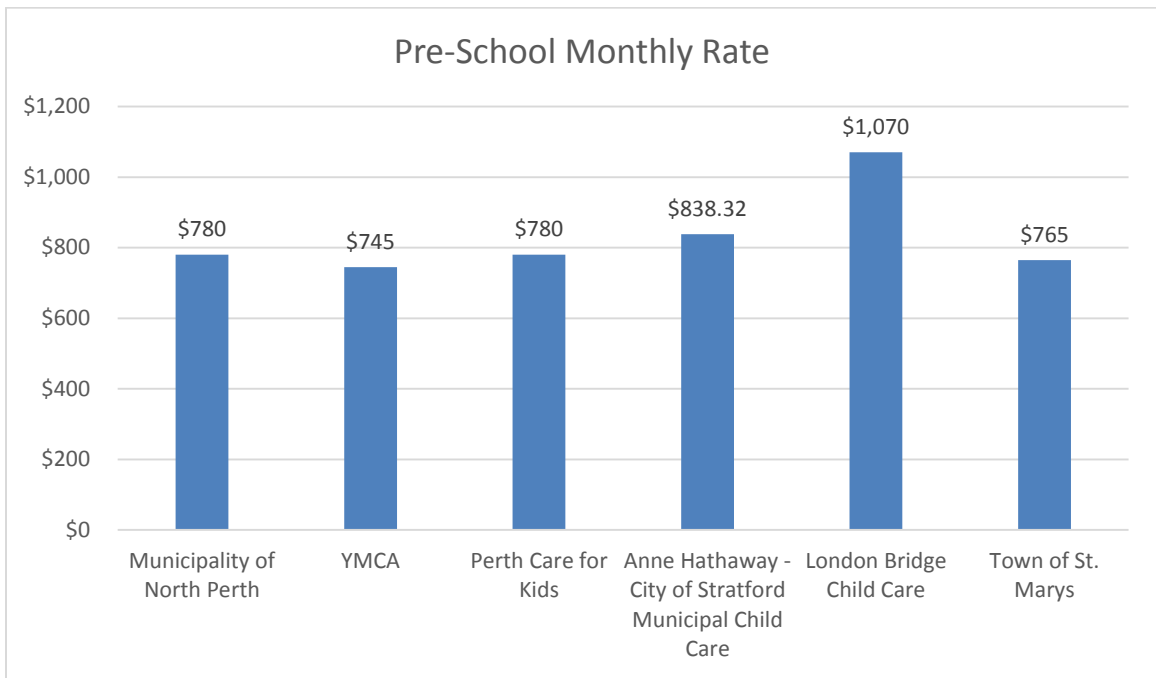
Staff have compared what other organizations are charging as demonstrated in the graphs below. For comparison staff selected other rural centres similar to the Town’s Child Care Centre and added one comparator from an urban centre (London Bridge) to demonstrate different fee structures.

Overall, this comparison shows that all of the Town’s rates (Child Care Centre, Before/After Care) compare favorably to the comparators:

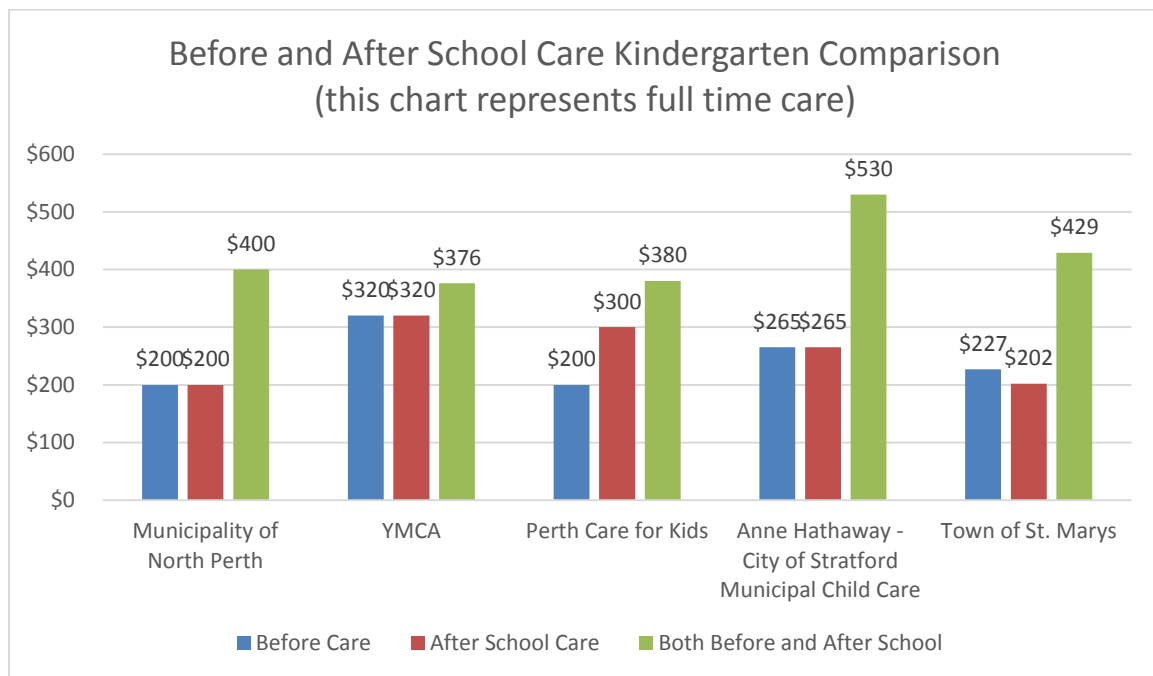


Please note—Anne Hathaway does not offer an infant care program.





Please note—The Municipality of North Perth, YMCA and London Bridge do not offer this program. The current Nursery School Program runs two days a week in St. Marys for 2.5 hours per day and lunch is not provided. The Anne Hathaway program runs 4 hours per day and provides a lunch.



To ensure that the revenues keep up with the costs of services, rates should to be reviewed annually and compared to other child care centres. Following a recent review, staff identified that a rate increase is required to maintain what other municipalities are currently charging, as well as to offset our costs which have inflationary increases.

When developing this report, staff consulted with the Town's case manager from the City of Stratford Social Services department. Although the Town's 2019 draft budget recommends a 3% increase in user fees, the City of Stratford does support a larger increase up to 5%.

At this point in time, rate increases are only proposed for the programs at the Child Care Centre. It is these programs that are currently running at a deficit. At this time, no rate increases are proposed for the Before and After School programs because those programs break even, or generate a modest surplus. However, these rates should be reviewed in 2020.

Below staff have shown the impact on the Town's current fees at the Child Care Centre under the following increase scenarios:

- 2% increase (assumed to be the COLA, or inflationary increase)
- 5% increase
- 8% increase
- Full cost recovery at the Child Care Centre, or 42% rate increase.

Program	Current monthly rate	Option one 2% increase (inflationary increase)	Option two 5% increase (supported by City of Stratford Social Services for Toddler and Pre-school only)	Option three 8% increase	Option four 42% increase (this is full cost recovery option)
Infant	\$1152 a month	\$1175.04 a month (this increase is supported by Stratford Social Services)	\$1209.60 a month	\$1244.16 a month	\$1635.84 a month
Toddler	\$800 a month \$41.25 a day/ part time	\$816 a month \$42.08 a day/ part time	\$840 a month \$42.69 a day/part time	\$864 a month \$44.55 a day/part time	\$1136 a month \$58.58 a day/part time
Pre-school	\$765 a month \$38.50 a day/ part time	\$780.30 a month \$39.27 a day/part time	\$803.25 a month \$40.43 a day/part time	\$826.20 a month \$41.58 a day/part time	\$1086.30 a month \$54.67 a day/part time
Nursery program (this is a part time program only)	\$20.65 a day/ \$165.20 a month	\$21.06 a day/ \$168.50 a month	\$21.68 a day/ \$173.46 a month	\$22.30 a day/\$178.42 a month	\$29.32 a day/\$234.58 a month
School Age Before & After – Kindergarten at Little Falls PS	\$285 a month – Before \$253 a month – After \$538 a month – both Before & After \$13.95 a day/ part time Before \$12.50 a day/ part time After PA Day - \$32.50	No proposed increase	No proposed increase	No proposed increase	No proposed increase
School Age Before & After – Gr. 1 & up at Little Falls PS	\$227 a month – Before \$202 a month – After \$429 a month – both Before & After	No proposed increase	No proposed increase	No proposed increase	No proposed increase

	\$13.38 a day/part time Before \$12.00 a day/part time After PA Day - \$32.50				
School Age Before & After – Kindergarten at Holy Name CS	\$222 a month – Before \$316 a month – After \$538 a month – both Before & After \$11.10 a day/part time Before \$15.35 a day/part time After PA Day - \$32.50	No proposed increase	No proposed increase	No proposed increase	No proposed increase
School Age Before & After – Gr. 1 & up at Holy Name CS	\$176 a month – Before \$253 a month – After \$429 a month – both Before & After \$10.63 a day/part time Before \$14.75 a day/part time After PA Day - \$32.50	No proposed increase	No proposed increase	No proposed increase	No proposed increase

FINANCIAL IMPLICATIONS

The 2019 draft budget reflects a 3% increase in user fees. At a minimum, Council should consider passing a 3% rate increase to have no effect on the 2019 budget.

However, through discussions the City of Stratford does support a larger increase.

Staff are recommending the following increases:

Program	Increase	Annually family increase	Justification	Yearly revenue increase per program based on full capacity for each program
Infant	2% increase	Family impact per child \$1.15 per day/ \$276.48 a year	The program began in 2017 and there has not been a rate increase since opening.	\$2,764.80
Toddler	5% increase	Family impact per child \$2 per day/ \$480 a year	The last increase to this program was in 2017. The rates for this program fall below the normal average in Perth County	\$7,200
Pre-school	5% increase	Family impact per child is \$1.91 per day/ \$459 a year	The last increase to this program was in 2017. The rates for this program fall below the normal average in Perth County	\$22,032
Nursery School	5% increase	Family impact per child is \$1.03 per day/ \$99.12 a year.	The last increase to this program was in 2017.	\$1,585.92
Before and After School	0%	No impact	Rates are in line with other programs in Perth County	0

This recommended increase will help bring the centre into a better financial position for 2019, however all rates will need to be reviewed again for 2020.

Establish an Out of Town Rate?

As of February 2019 there are 170 children enrolled in the Centre's programs. Of the 170, 153 reside in the Town of St. Marys, 8 reside in Lakeside and 9 reside in towns surrounding St. Marys (Granton, Denfield, Thorndale, Embro, Hensall, Mitchell and Stratford). This represents 10% of children enrolled that currently reside outside of town limits.

Recently Council asked staff if the Town should consider establishing an out of Town rate for non-residents. The quick answer to this question is that the City of Stratford case manager is not comfortable with charging an out of town user rates. After consultation with other licensed child care providers in Perth County, it was learned that no one charges an out of town user rate to families that receive child care services in a town they don't reside in. The Child Care Manager at City of Stratford, shared that she has not heard of an out of town user fee for child care centres.

However, the City of Stratford would support a policy change to our waitlist process to create a priority ranking so that children who reside in St. Marys be given priority over out of town users. It is further recommended that the priority rating when filling spots within the centre follow this order:

1. A child that is currently enrolled as part time and would like to attend full time.
2. Children on the waitlist that already have a sibling that attends our program.
3. To families that reside in the Town of St. Marys over out of town residents.

SUMMARY

There is evidence that shows community-based systems of high quality early childhood education and care are part of the backbone of a strong economy. Many times, children are placed in child care because both parents are working.

At present, the Town Child Care Centre is operating at a deficit which impacts the tax levy. Almost all of the costs at the centre are fixed costs directly related to providing care to the children who are enrolled. The largest cost is staffing related costs and the level of staffing that the Town is required to have is legislated by the Province.

Rates need to be reviewed annually and compared to other child care centres. Following a recent review, staff identified that a rate increase is required to maintain what other municipalities are currently charging, as well as to offset our costs which have inflationary increases. For this reason, staff are recommending that the rates at the Child Care Centre be increased anywhere from 2% from 5% depending on the program.

With any rate increase, there is always a risk that enrollment may drop. However, the Town is currently in the position of having a significant waitlist for child care at the centre. It is likely that any loss of children due to the rate increase would be quickly filled by another family needing care.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Strategic Plan.
 - Pillar # 3: Balanced Growth – Scale-based demographic growth & targeted immigration, Youth Recruitment and Retention Strategy
 - Outcomes:
 - One of the only remaining means of growing the population is by attracting newcomers to St Marys.
 - It is important to not only attract youth to the Town, but also to retain existing youth by ensuring there are adequate opportunities. Tactics will focus on youth of all ages and abilities.
 - Tactics:
 - Identify what infrastructure needs should be in place to attract retain this demographic (e.g. housing that's affordable, public services, etc.)

OTHERS CONSULTED

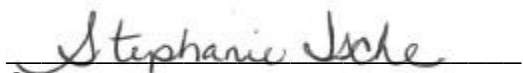
Barb Hobson, Manager of Child Care, City of Stratford
Jim Brown, Treasurer

ATTACHMENTS

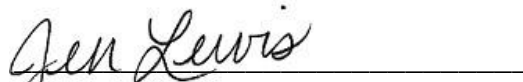
None.

REVIEWED BY

Recommended by the Department

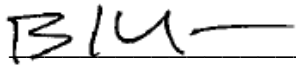


Stephanie Ische
Director of Community Services



Jen Lewis
Supervisor of Early Learning Services

Recommended by the CAO

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Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Public Works

Date of Meeting: 26 February 2019

Subject: PW 13-2019 February Monthly Report (Public Works)

RECOMMENDATION

THAT PW 13-2019 February Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

Environmental Services (Water, Wastewater, & Solid Waste Management)

- Reservoir Construction
 - Target completion date: March 18, 2019
 - Project has been delayed due to weather and concrete repairs
- 2 water main repair and two service repairs
 - Use of contract services for single repair due to frost depth
 - Frost appear to be driving down deeper, more repairs expected in the coming week

Solid Waste Collection, Management & Landfill

- Landfill Environmental Assessment & Expansion
 - Final scope pending MECP acceptance
 - Target completion date: Summer 2019
- Landfill Ditching completed – cleanout of inlet drain into Storm Water Management Pond

General Public Works Operations – Roads & Sidewalks

- Several significant weather events during the month of February utilizing entire fleet
 - Utilizing new GPS system – very helpful with resident inquiries, and road/sidewalk network management , investigation of current level of service
- Perform monthly and weekly patrols as per MMS legislation
- Operators providing excavation assistance to water and wastewater for service and water main repairs
- Operators providing excavation assistance to cemetery
- General fleet maintenance and repairs
- Street light repairs pending
 - Batch approx. 15 work orders to contractor for repairs
 - Effort to minimize mobilization costs
- Host Perth County Road Supervisor's meeting
 - First time hosting in St. Marys in many years
 - Joint tender & training opportunities discussed

Parks, Trails, Cemetery & Tree Management

- Cemetery Operations Jan 15th to Feb 15th
 - 1 Interment Rights sold
 - 3 Traditional burials.
 - Cemetery Office open Monday and Thursday
 - Phone answered M-F 8am-4pm (routed)
- Sparling Bush markers – Pending
 - Markers and post driver received
 - Installation pending weather and staff availability
 - Spring ETA, snow and frost levels make installation not possible at this point
- Parks and Cemetery Turf Maintenance Tenders closed February 19, 2019
 - Presented to Council on February 26, 2019 for award
- Forestry Maintenance Tender released, closing on March 5, 2019
- Preparation of revised tree species list
 - Revised list presented to Green Committee February 20, 2019
- Operators performing bench repairs along Grand Trunk trail
- Winter tree pruning is ongoing

Engineering, Asset Management & Capital

- Development application review completed for various locations
- 2019 Asset reconciliation – ongoing
 - Asset record modifications, additions and deletions based on 2018 capital works
 - Required for financial year end
- Strategic Asset Management Policy – ongoing
 - Currently under development – required by O.Reg.588/17 to be adopted by Council by July 1, 2019
 - In-house development using the Municipal Finance Officers Association (MFOA) toolkit
- St. George St. N
 - Prepping of tender pending for release
- Discussion & Planning ongoing with Quadro Communications and Weber contracting

SPENDING AND VARIANCE ANALYSIS

None at this time.

REVIEWED BY

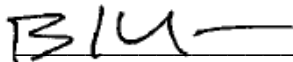
Recommended by the Department



Jed Kelly

Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	26 February 2019
Subject:	PW 11-2019 Award for RFT-PW-02-2019 Cemetery Turf Maintenance, 2019-2021

PROJECT DETAILS

RFT-PW-02-2019 covers the provision of turf maintenance at the Town of St. Marys Cemetery located at 150 Cain St. The Proponent shall maintain approximately 11 hectares of area, abiding by the specified grass length guidelines, and picking up all excessive grass clippings from all areas during high growth periods. The Proponent shall also provide spring and fall clean ups and weed control services. Furthermore, the Proponent and their staff will respect the solemn dignity of the Cemetery, and prevent damage to tombs, stone and monuments at the site.

Turf maintenance shall be performed by the Proponent for the duration of three years between April 1 and October 31 of each contract year.

RECOMMENDATION

THAT PW 11-2019 Award for RFT-PW-02-2019 Cemetery Turf Maintenance, 2019-2021 be received;

THAT the procurement for RFT-PW-02-2019 Cemetery Turf Maintenance, 2019-2021 be awarded to St. Marys Landscaping for the procured price of \$98, 639.85, inclusive of all taxes and contingencies;

THAT Council approve the unbudgeted amount as identified in PW 11-2019 Award for RFT-PW-02-2019 Cemetery Turf Maintenance, 2019-2021; and,

THAT By-Law 30-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

Procurement Information	Details and Results
Tender Closing Date:	Tuesday, February 19, 2019
Number of Bids Received:	One (1)
Successful Proponent:	St. Marys Landscaping Ltd.
Approved Project Budget:	\$84,000 (3-Year Term) \$28,000 (Annually)
Cost Result – Successful Bid (Inclusive of HST):	\$98 639.85
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$88,828.24
Project Over-budget	\$4,828.24 (over 4 years)

The procurement document submitted by St. Marys Landscaping was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to St. Marys Landscaping Ltd.

FINANCIAL IMPLICATIONS

The funding sources for the above noted project are as follows:

Name and Number of Account (budgeted)	01-5400-6990 Cemetery Contracted Services
Total	\$98,639.85 (3-Year Contract Pricing)
Tender over-budget (if needed)	\$1,021.95 (in 2019)

The 2019 proposed budget for Cemetery Contracted Services is \$28,000. The Contract price listed for annual maintenance is a cost of \$32, 227.60 in 2019, net of the HST rebate \$29, 021.95. Staff propose that Council allow for a 1, 021.95 variance for 01-5400-6990. Future operating budget submissions will reflect the annual cost increases for turf maintenance at the Cemetery.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

John Hahn – Parks Operator A – Town of St. Marys
Todd Thibodeau – Supervisor of Public Works – Town of St. Marys

ATTACHMENTS

1. Bid Summary

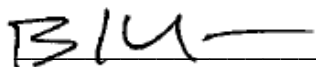
REVIEWED BY

Recommended by the Department


Jed Kelly
Director of Public Works


Morgan Dykstra
Public Works Coordinator

Recommended by the CAO

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Brent Kittmer
CAO / Clerk



ATTACHEMENT NO. 1 – SUMMARY TABLE

Tender No. RFT-PW-02-2019 Cemetery Turf Maintenance, 2019-2021

The following provides a summary of the submission received for the above noted tender.

TURF MAINTENANCE COSTS

ITEM	2019	2020	2021
Tender Price	\$ 28, 520.00	\$ 29, 095.00	\$ 29, 676.90
HST	\$ 3, 707.60	\$ 3, 782.35	\$ 3, 858.00
Total	\$ 32, 227.60	\$ 32, 877. 35	\$ 33, 534.90

WEED CONTROL

ITEM	2019	2020	2021
Hourly Pesticide Cost (Labour and Materials)	\$ 100.00	\$ 102.00	\$ 105.00
HST	\$ 13.00	\$ 13.26	\$ 13.65
Total	\$ 113.00	\$ 115.26	\$ 118.65

Costs not included in total tender price as weed control will be based on an occurrence basis.

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	26 February 2019
Subject:	PW 10-2019 Award for RFT-PW-01-2019 Parks Turf Maintenance, 2019-2021

PROJECT DETAILS

The Request For Tender (RFT) covers the provision of turf maintenance for approximately 27 hectares inclusive of various municipal parks and open spaces within the Town of St. Marys. Turf maintenance is performed between April 1 and November 14 of each contract year. The Proponent will provide finish cut maintenance services.

The Proponent is required to maintain specific grass lengths according to the guidelines set out in the Tender, pick up all excessive grass clippings from all areas during rapid growth periods, provide spring cleanup (leaf raking, removal of brush and winter debris), perform weed control, provide fall clean up (fall mulching), and boulevard sweeping.

In addition to the Proponent's prescribed works, the Public Works Department (Parks Division) also performs some turf maintenance activities throughout various locations (rough cut and finish cut).

RECOMMENDATION

THAT PW 10-2019 Award for RFT-PW-01-2019 Parks Turf Maintenance, 2019-2021 be received; and,

THAT the procurement for RFT-PW-01-2019 Parks Turf Maintenance, 2019-2021 be awarded to St. Marys Landscaping Ltd. for the procured price of \$230, 746.16, inclusive of all taxes and contingencies; and,

THAT By-Law 31-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

Procurement Information	Details and Results
Tender Closing Date:	Tuesday, February 19, 2019
Number of Bids Received:	One (1)
Successful Proponent:	St. Marys Landscaping Ltd.
Approved Project Budget:	\$210, 000 (3-Year Term) \$70,000 (Annually)
Cost Result – Successful Bid (Inclusive of HST):	\$230 746.16
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$207, 794.06

The procurement document submitted by St. Marys Landscaping Ltd. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to St. Marys Landscaping Ltd.

FINANCIAL IMPLICATIONS

The funding sources for the above noted project are as follows:

Name and Number of Account (budgeted)	01-7110-6990 Parks Administration Contracted Services
Total	\$230, 746.16

The 2019 proposed budget for Parks Administration Contracted Services is \$70,000. The Contract price listed for annual maintenance in 2019 is \$77, 416.38, net of the HST rebate \$69, 715.85. When factoring in the HST rebate, the 2019 cost falls within the proposed budget. Future operating budget submissions will reflect the annual increases for turf maintenance at parks.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

John Hahn – Parks Operator A
Todd Thibodeau – Supervisor of Public Works

ATTACHMENTS

1. Bid Summary

REVIEWED BY

Recommended by the Department

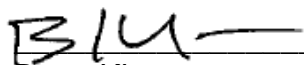

Jed Kelly

Director of Public Works


Morgan Dykstra

Public Works Coordinator

Recommended by the CAO

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Brent Kittmer
CAO / Clerk



ATTACHEMENT NO. 1 – SUMMARY TABLE

Tender No. RFT-PW-01-2019 Parks Turf Maintenance, 2019-2021 summary of submission.

TURF MAINTENANCE COSTS

ITEM	2019	2020	2021
Tender Price	\$ 68, 510.07	\$ 69, 845.43	\$ 71, 207.47
HST	\$ 8, 906.31	\$ 9, 079.91	\$ 9, 256.97
Total	\$ 77 416.38	\$ 78, 925.34	\$ 80, 464.44

WEED CONTROL

ITEM	2019	2020	2021
Hourly Pesticide Cost (Labour and Materials)	\$ 100.00	\$ 102.00	\$ 105.00
HST	\$ 13.00	\$ 13.26	\$ 13.65
Total	\$ 113.00	\$ 115.26	\$ 118.65

Costs not included in total tender price as weed control will be based on an occurrence basis.

BOULEVARD SWEEPING

ITEM	2019	2020	2021
Hourly Sweeping Cost (Labour and Materials)	\$ 175.00	\$ 180.00	\$ 185.00
HST	\$ 22.75	\$ 23.40	\$ 24.05
Total	\$ 197.75	\$ 203.40	\$ 209.05

Costs not included in total tender price as boulevard sweeping will be based on an occurrence basis.

BY-LAW 26-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to amend by-law 58 of 2007, to establish an emergency management program for the Town of St. Marys.

WHEREAS: *The Emergency Management and Civil Protection Act, Chapter E9, RSO 1990 and O. Reg 380/04 require the development and implementation of an emergency management program by the council of a municipality;*

AND WHEREAS: The Council of the Corporation of the Town of St. Marys deems it expedient to enact a by-law to amend by-law 58 of 2007 as a standard housekeeping practice;

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

1. That the content found within the first “whereas” statement be repealed and replaced with the following content:

“WHEREAS, the Province of Ontario has passed an Act and Regulation which requires the development and implementation of an emergency management program (The Emergency Management and Civil Protection Act, Chapter E9, RSO 1990) by the Council of a municipality;”

2. That the content found within the third paragraph listed as “3” be repealed and replaced with the following content:

“That certain appointed officials as provided in the approved emergency response plan are empowered to cause an emergency notification to be issued to members of the Municipal Emergency Control Group, and to respond to an emergency in accordance with the emergency response plan where the emergency exists but has not yet been declared to exist;”

3. That the following content be added as the fourth paragraph and to be listed as “4.”:

“That the following persons are appointed to the Emergency Management Program Committee which will be chaired by the Town of St. Marys Chief Administrator Officer / Clerk:

- Community Emergency Management Coordinator (CEMC) or Alternate
- Director of Public Works or Alternate

4. That the content found within the seventh paragraph listed as “7.” be repealed and replaced with the following content:

“That the members of the Municipal Emergency Control Group (MECG) include the Chief Administrative Officer, Fire Chief,

Stratford Police Deputy Chief, Director of Public Works, Public Works Supervisor, Environmental Services Supervisor, Director / Chief of Paramedic Services Corporation of the County of Perth, Perth County Medical Officer of Health, Stratford Social Services and Festival Hydro.”

5. That the paragraph listed as “4.” be changed to “5.”.
6. That the paragraph listed as “”5.” be changed to “6.”.
7. That the paragraph listed as “6.” be changed to “7.”.
8. That the paragraph listed as “7.” be changed to 8.”.
9. That the paragraph listed as “8.” be changed to “9.”.
10. This by-law comes into force on the final passing thereof.

Read a first and second time this 26th day of February, 2019.

Read a third and final time and passed this 26th day of February, 2019.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk



AMENDMENT NO. 33

TO THE

TOWN OF ST. MARYS OFFICIAL PLAN

Prepared by:
Council of the Corporation of the Town of St. Marys
February 26, 2019

THE CORPORATION OF THE TOWN OF ST. MARYS
BY-LAW NO. 27-2019
TO ADOPT AMENDMENT NO. 33 TO THE TOWN OF ST. MARYS OFFICIAL PLAN

The Council of the Corporation of the Town of St. Marys in accordance with the provisions of Sections 17 and 21 of the *Planning Act*, R.S.O. 1990 hereby enacts as follows:

1. Amendment No. 33 to the Town of St. Marys Official Plan, consisting of the attached explanatory text and schedule, is hereby adopted.
2. That the Clerk is hereby authorized and directed to proceed with the giving of written notice of the Town's decision in accordance with the provisions of the *Planning Act*, R.S.O. 1990.
3. 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 26th day of February, 2019.

Read a third and final time and passed this 26th day of February, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

THE CONSTITUTIONAL STATEMENT

PART A - THE PREAMBLE does not constitute part of this Amendment.

PART B - THE AMENDMENT, consisting of the following text and map (designated Schedule "A-33"), constitutes Amendment No. 33 to the Town of St. Marys Official Plan.

Also attached is **PART C - THE APPENDICES** which does not constitute part of this Amendment. These appendices (I through V inclusive) contain the background data, planning considerations, and public involvement associated with this Amendment.

PART A - THE PREAMBLE

Purpose

The purpose of this Amendment is to set forth specific policies within the “Highway Commercial” designation which will apply only to the area affected by this Amendment, as shown in hatching on the attached Schedule “A-33”.

Location

This Amendment consists of two parts which shall be referred to as Items (1) and (2):

Item (1)

The land that is affected by this Amendment is described as 481 Water Street South, Part of Lot 35, Thames Concession in the Town of St. Marys, as shown in bold outline on the attached Schedule “A-33”.

Items (2)

Specific policies, in the form of an exception, governing only the land affected by this Amendment, will be added to Section 3.3.3 of the Town Official Plan.

Basis

The subject property fronts onto the east side of Water Street North, between Church Street South and Washington Street. The property is 1,539.3 m² (0.15 ha) in size with approximately 58.8 metres of frontage.

The Town designated the subject property under the Ontario Heritage Act in 2008. The Alexander McDonald House is located on the property. The Town currently owns the property and submitted the Applications to amend the Town’s Official Plan and Zoning By-law with respect to the property. The Town has declared the property to be surplus to its needs and is seeking to sell the property.

The proposed Official Plan Amendment would change the land use designation from Recreational to Highway Commercial with site specific policies to permit the following uses: business or professional office, convenience store or variety store, equipment sales and rental business, laboratory or research facility, private club, production studio (premises used for producing motion pictures, or audio or video recordings or transmissions), restaurant, and accessory uses, buildings, and structures.

PART B - THE AMENDMENT

All of this document entitled “Part B - The Amendment” consisting of the following text and attached Map, designated Schedule “A-33” (Land Use Plan), constitutes Amendment No. ___ to the Town of St. Marys Official Plan.

DETAILS OF THE AMENDMENT

The Town of St. Marys Official Plan is hereby amended as follows:

Item 1

Schedule “A”, being the Land Use Plan for the Town of St. Marys Official Plan, is hereby amended by changing the land use designation from Recreational to Highway Commercial labelling the land use designation of lands described as 481 Water Street South, Part of Lot 35, Thames Concession in the Town of St. Marys as shown in bold outline on Schedule “A-33” attached hereto as subject to the policies of Section 3.3.3 f).

Item 2

By adding a new clause to Section 3.3.3 - Exceptions to the Town of St. Marys Official Plan which reads as follows:

- “f) Within the lands described as 481 Water Street South, Part of Lot 35, Thames Concession, in the Town of St. Marys, permitted uses are limited to the following:
 - i) Business or professional office
 - ii) Convenience store or variety store
 - iii) Equipment sales and rental business
 - iv) Laboratory or research facility
 - v) Private club
 - vi) Production studio (premises used for producing motion pictures, or audio or video recordings or transmissions)
 - vii) Restaurant
 - viii) Accessory uses, buildings, and structures

PART C - THE APPENDICES

The following appendices do not constitute part of Amendment No. 33 to the Town of St. Marys Official Plan, but are included as information supporting the Amendment.

APPENDIX I - BACKGROUND TO THE AMENDMENT

The owner of the subject property has made application to amend the Official Plan in to permit a range of commercial and light industrial uses.

APPENDIX II - LAND USE SURVEY

Land uses in the vicinity of the subject property described in the attached Town Staff Report DEV 15-2019.

APPENDIX III - SERVICES

There are existing services and utilities available to the property.

APPENDIX IV - PLANNING CONSIDERATIONS

Refer to planning considerations in attached Town Staff Report DEV 15-2019.

APPENDIX V - PUBLIC PARTICIPATION

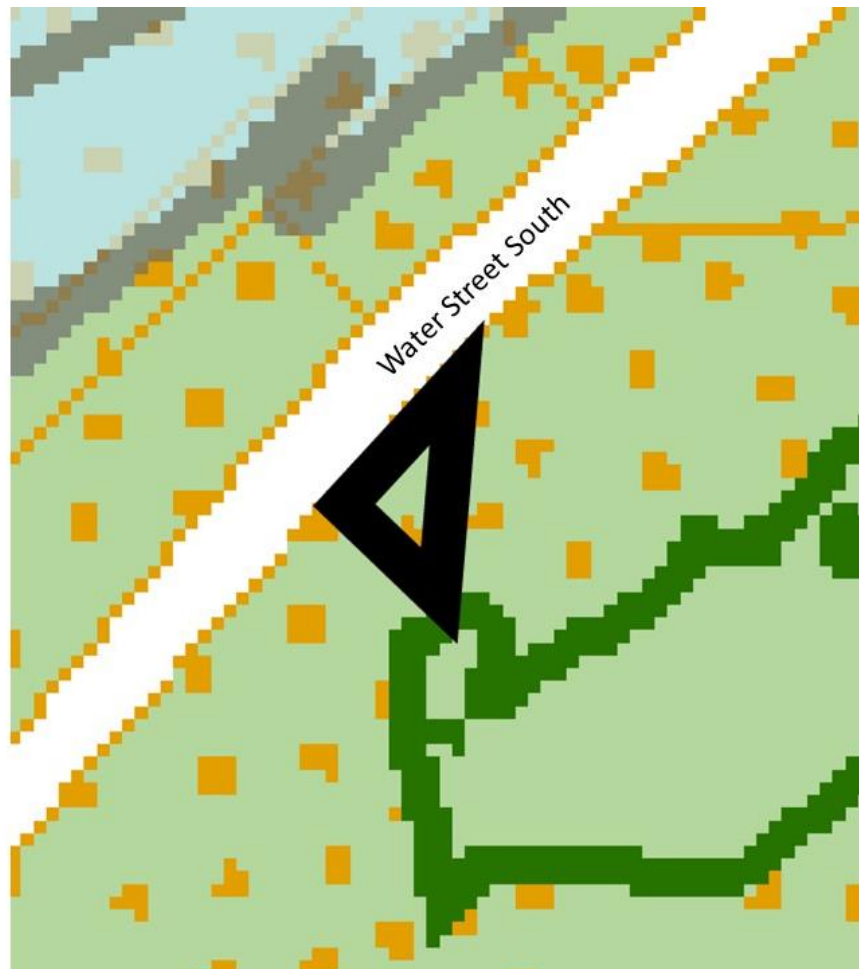
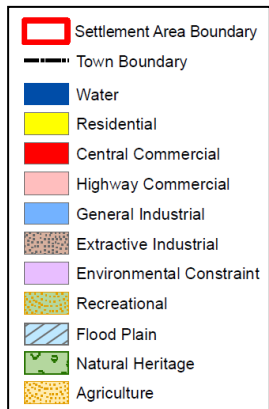
Includes the following:

- a) Notice of Complete Applications and Planning Advisory Committee (January 10, 2019);
- b) Agency comments summarized in Town Staff Report DEV 15-2019; and,
- c) Notice of Public Meeting at Council (dated February 4, 2019).

Schedule “A-33” – Land Use Plan

AMENDMENT NO. 33

to the Town of St. Marys Official Plan



Lands subject to OPA 33 [Land use designation changed from Recreational to Highway Commercial and subject to policies of Section 3.3.3 f)]

BY-LAW 28-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize for the participation of The Corporation of the Town of St. Marys in a Mutual Aid Plan with the Township of Zorra.

WHEREAS: Section 2(5) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 provides a municipality may, under such conditions as may be specified in the agreement, enter into an agreement to,

- a) Provide such fire protection services as may be specified in the agreement to lands or premises that are situated outside the territorial limits of the municipality; and
- b) Receive such fire protection services as may be specified in the agreement from a fire department situated outside the territorial limits of the municipality.

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into a Mutual Aid Agreement with the Corporation of the Township of Zorra for the purpose of clarifying and delineating the respective rights and obligations of and for the delivery of the Agreement;

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

1. That the Corporation of the Town of St. Marys is hereby authorized to participate in the Fire Protection Mutual Aid Plan with the Corporation of the Township of Zorra attached hereto, as amended from time to time.
2. That the Corporation of the Town of St. Marys' Fire Department be authorized to leave the limits of the municipality or fire area, at the discretion of the Fire Chief or designate to respond to calls for assistance from the Corporation of the Township of Zorra.
3. This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 26th day of February, 2019.

Read a third and final time and passed this 26th day of February, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 29-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to establish a Council and Staff Relations Policy.

- WHEREAS:** Section 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires municipalities to adopt and maintain policies with respect to the relationship between members of council and the officers and employees of the municipality by March 1, 2019;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Council of the Town of St. Marys does hereby adopt the Council – Staff Relations policy.
 2. That a copy of the said policy is attached hereto this By-law.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 26th day of February, 2019.

Read a third and final time and passed this 26th day of February, 2019.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

Town of St. Marys Council-Staff Relations Policy

Policy Statement

The Corporation of the Town of St. Marys will promote a respectful and harassment-free relationship and workplace between Members of Council and the officers and employees of the Corporation, guided by the Code of Conduct for Members of Council and Local Boards, the Team Member Handbook, the Respect in the Work Place Policy, and the Procedure By-Law.

Scope

This policy applies to all members of Council, and all officers and employees of the Corporation (referred to as “staff” and “Team Members” within the body of this policy, and included volunteers working for the Town).

Purpose

Section 270 of the *Municipal Act* legislates that Town Council must adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the corporation. The Council-Staff Relations Policy identifies the legislation, policies, procedures and practices that the Town complies with in order to promote a respectful and harassment-free relationship and workplace between Members of Council and the officers and employees of the Corporation.

Responsibilities

Members of Council and officers and employees of the Corporation are required to adhere to this policy and its guiding documents, including the Code of Conduct for Members of Council and Local Boards, the Team Member Handbook, the Respect in the Workplace Policy, and the Procedure By-Law.

Guidelines

The relationship between Members of Council and the officers and employees of the Corporation is guided by the following established policies and by-laws of the Town:

1. Code of Conduct for Members of Council and Local Boards

The Code of Conduct for Members of Council and Local Boards (“The Code of Conduct”) establishes the ethical behavior expected of Members of Council and local boards. The Code of Conduct establishes the following requirements regarding Members of Council’s conduct respecting staff:

- a. No Member shall be permitted to individually direct the actions of staff, except and only as authorized by Council, given that only Council as a whole has the authority to direct staff, approve budgets, policies, processes and other matters.

- b. A Member shall respect the fact that staff carry out the directions of Council and administer the policies of the Town under the direction of the Chief Administrative Officer, and serve Council as a whole.
- c. A Member shall respect the role of staff which is to:
 - i. provide advice and recommendations based on their professional expertise and corporate perspective, and
 - ii. provide advice and recommendations with political neutrality and objectivity and without any undue influence from any individual Member or group of Members.
- d. No Member shall publicly criticize staff, individually or collectively, or maliciously or falsely injure the professional or ethical reputation of staff, in such a way that calls into question the professional competence or credibility of staff.
- e. No Member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities.
- f. No member shall use, or attempt to use, his or her authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

In addition, the Code of Conduct sets out the following expectations for members of Council as it relates to workplace harassment:

- a. A Member has a duty to treat the public, other Members and staff in an appropriate manner without abuse, bullying or intimidation. A Member shall ensure that his or her work environment is free from discrimination and of harassment.
- b. A Member shall abide by the provisions of the *Human Rights Code*, and shall treat every person, including other Members, staff, individuals providing services on a contract for service and the public, with dignity, understanding and respect.
- c. No Member shall discriminate against any person on the basis of that person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.

2. Team Member Handbook

The Team Member Handbook includes a staff Code of Conduct which informs team members about the required standards of ethical and professional conduct as it applies to their employment with Town of St. Marys.

Team Members are expected to perform their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the Town. Trust and mutual respect are the cornerstones of any relationship between the public and its government. Furthermore, as an organization entrusted with public funds, the Town is obligated to ensure the protection and appropriate use of all its resources and assets.

In addition to the expectations included in the Team Member Handbook, the following requirements apply regarding team members' conduct towards Members of Council:

- a. Team Members shall recognize that they serve Council as a whole, and treat all Members equally in an impartial manner.
- b. Team Members shall not provide information to one Member of Council that is not shared with all Members. Team Members shall provide appropriate follow-up to Council inquiries and keep all Members of Council up-to-date and informed, as appropriate.
- c. Team Members shall recognize that Council Members are responsible for the establishment of policy. Team Members shall faithfully implement the directions of Council as a whole, under the direction of the Chief Administrative Officer.
- d. Team Members shall not publically criticize the decisions or actions of Council and shall not make comments that disparage the reputation of the Town. This provision does not remove the Team Member's right as a private citizen of the Town to comment generally on matters of public interest. In exercising this right, Team Members are not speaking as Town Team Members and should not identify themselves as such.

3. Respect in the Workplace Policy

The Respect in the Workplace Policy establishes the Town of St. Marys' commitment to providing and maintaining a working environment that is positive and professional where all Team Members are treated fairly and with dignity and respect.

The Respect in the Workplace policy establishes the following requirements for Members of Council and the officers and employees of the Corporation:

Managers, Supervisors and Members of Council

- Managers and Supervisors are expected to provide leadership and set a positive example in creating a respectful workplace and to immediately contact Human Resources if they receive a complaint of workplace harassment or witness harassing or violent behavior.
- When made aware of disrespectful situations they must promptly address the situation and advise Human Resources.
- When they become aware of any issues of domestic violence that has the potential and or probability of causing physical injury to Team Members at the workplace; shall consult with Human Resources and or the Chief Administrative Officer on how to proceed.
- When they become aware of a Team Member who has a violent history or behaviour which may affect other Team Members within the workplace; shall consult with Human Resources on how to proceed.

Team Members

- Must ensure that their behaviour does not violate the policy.

- Foster a work environment that is based on respect and is free of bullying, harassment, violence, and discrimination.
- Report incidents of work-related disrespect that impacts the workplace to their Supervisor and or Manager or Human Resources.

4. Procedure By-Law (as amended from time to time)

The Procedure By-law establishes rules, procedure and conduct within Council and its committees and local boards. The Procedure By-Law establishes the following requirements regarding Members of Council's conduct respecting staff:

- Members of Council are encouraged to contact the appropriate Department Head (Manager or Supervisor) prior to a meeting to raise questions or clarify issues relevant to a matter on the Council and Committee' Agenda; however, a member of Council shall not give direction to staff except through majority vote of Council.
- Referral of items, and/or requests for reports, to Staff or a committee shall only be done upon a resolution of Council and shall include an expected timeline for a return of the report.

Complaints Procedure

The CAO/Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern:

- In the case of officers and employees of the Corporation, notify the Supervisor, Manager, or Director responsible for the employee and the Director of Human Resources; or
- In the case of Council, notify the Integrity Commissioner.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council or the team member Code of Conduct, the language of the respective Code prevails.

References

- Code of Conduct for Members of Council and Local Boards
- Town of St. Marys Team Member Handbook
- Town of St. Marys Respect in the Work Place Policy
- Procedure By-Law (as amended from time to time)

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved

BY-LAW 30-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and St. Marys Landscaping Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys released RFT-PW-02-2019 for the purpose of obtaining a firm to supply the necessary labour, equipment and services to complete turf maintenance at the St. Marys Cemetery (the “Project”);
- AND WHEREAS:** A tender for the Project was submitted by St. Marys Landscaping Ltd. which was subsequently approved by Council on February 26, 2019;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with St. Marys Landscaping Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- 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 St. Marys Landscaping Ltd.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 26th day of February, 2019.

Read a third and final time and passed this 26th day of February, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 31-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and St. Marys Landscaping Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys released RFT-PW-01-2019 for the purpose of obtaining a firm to supply the necessary labour, equipment and services to complete turf maintenance on a number of municipal properties (the "Project");
- AND WHEREAS:** A tender for the Project was submitted by St. Marys Landscaping Ltd. which was subsequently approved by Council on February 26, 2019;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with St. Marys Landscaping Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- 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 St. Marys Landscaping Ltd.
 - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 26th day of February, 2019.

Read a third and final time and passed this 26th day of February, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z132-2019

BEING a By-law pursuant to the provisions of Section 34 of the Planning Act, to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys” affecting land located at 481 Water Street South, Part of Lot 35, Thames Concession, in the Town of St. Marys.

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

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

1. The area shown in horizontal hatching pattern on the attached map, Schedule “A”, and described as 481 Water Street South, Part of Lot 35, Thames Concession, in the Town of St. Marys shall be removed from the “Institutional (I-4) Zone” of By-law No. Z1-1997 and shall be placed in the “Highway Commercial (C3-12) Zone” of By-law No. Z1-1997. The zoning of this land shall be shown as “C3-12” on Key Map 19 of Schedule “A” to By-law No. Z1-1997, as amended.
2. That Section 17.4 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

17.4.12 C3-12
 - a) Location: 481 Water Street South, Part of Lot 35, Thames Concession, Key Map 19
 - b) Notwithstanding the provisions of Section 17.1, permitted uses are limited to the following on those lands zoned “C3-12”:
 - (i) business or professional office;
 - (ii) convenience store or variety store;
 - (iii) equipment sales and rental business;
 - (iv) laboratory or research facility;
 - (v) private club;
 - (vi) production studio;
 - (vii) restaurant;
 - (viii) accessory uses, buildings, and structures.
 - c) For the purpose of those lands zoned “C3-12”, a production studio means premises used for producing motion pictures, or audio or video recordings or transmissions.
 - d) Notwithstanding the provisions of Sections 17.2 D, 17.2 E and 17.2 G, the following provisions shall apply to those lands zoned “C3-12”:
 - (i) Front Yard, Minimum 5 metres
 - (ii) Interior Side Yard, Minimum 2.5 metres
 - (iii) Rear Yard, Minimum 2.5 metres
 - e) All other provisions of this By-law, as amended, shall apply.
3. Schedule “A”, attached hereto, shall form part of this By-law.
4. All other provisions of By-law No. Z1-1997, as amended, shall apply.
5. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.

6. When no notice of appeal is filed pursuant to the provisions of the Planning Act, and when Official Plan Amendment No. 33 comes into full force and effect, this By-law shall be deemed to have come into force on the day it was passed.

Read a first and second time this 26th day of February, 2019.

Read a third and final time this 26th day of February, 2019.

Mayor Al Strathee

Brent Kittmer, CAO / Clerk

THIS IS SCHEDULE "A"
TO BY-LAW NO. Z132-2019
OF THE CORPORATION OF THE TOWN OF ST. MARYS
PASSED THIS 26th DAY OF FEBRUARY, 2019

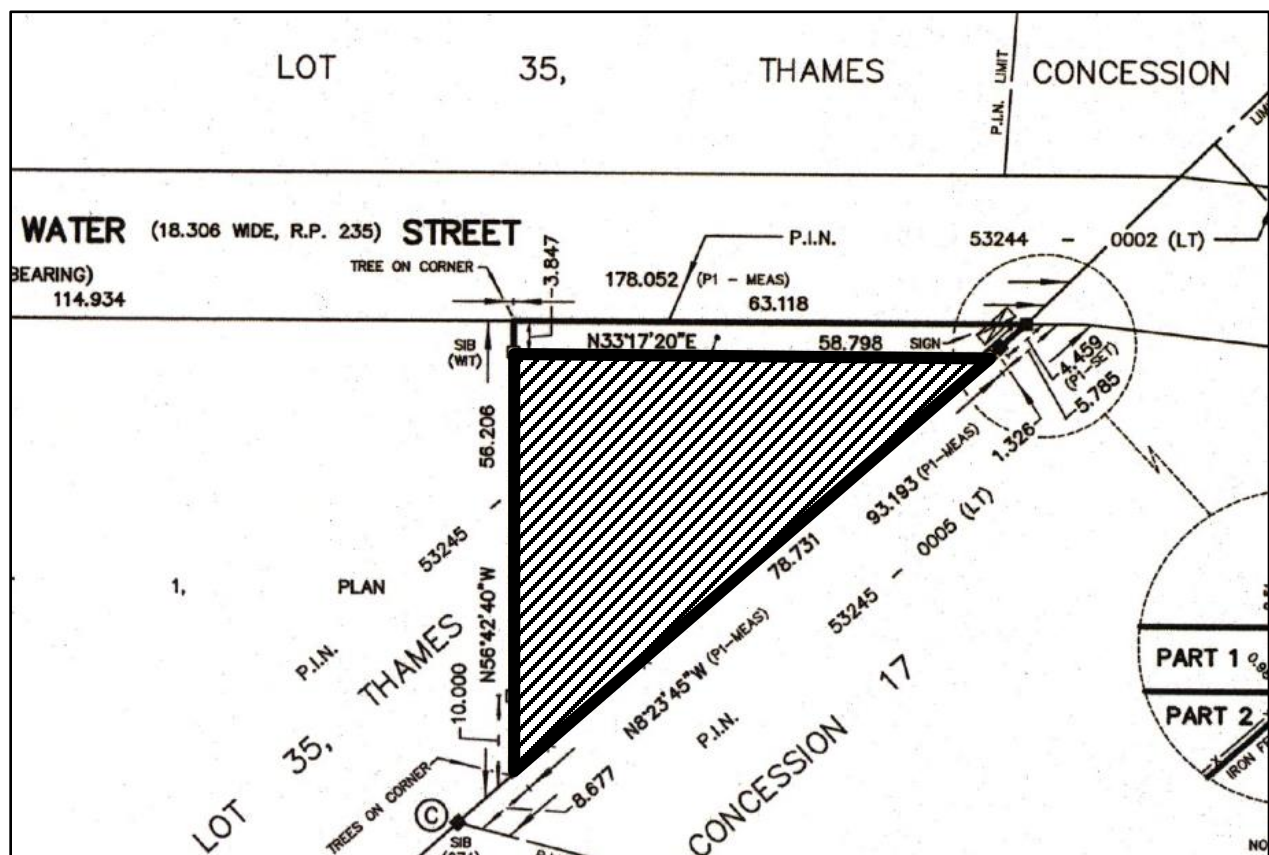
Al Stratthdee, Mayor

Brent Kittmer, CAO-Clerk

AREA AFFECTED BY THIS BY-LAW



Removed from the "Institutional (I-4) Zone" and placed in the "Highway Commercial (C3-12) Zone" of By-law No. Z1-1997.



BY-LAW 32-2019

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 February 26, 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 26th day of February, 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 26th day of February, 2019.

Read a third and final time and passed this 26th day of February, 2019.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk