



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

June 25, 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 June 25, 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 Upper Thames River Conservation Authority re: Role of UTRCA in St. Marys**
- 5.2 Retirement Presentation to Kay Sands and John Donnelly**

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Regular Council - June 11, 2019**

9

#### **RECOMMENDATION**

**THAT** the June 11, 2019 regular Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

### **6.2 Strategic Priorities Committee - June 18, 2019**

19

#### **RECOMMENDATION**

**THAT** the June 18, 2019 Strategic Priorities Committee meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk; and

**THAT** minute item 5.1 and 5.2 be raised for discussion.

#### **6.2.1 DEV 36-2019 Building Height in St. Marys**

##### **RECOMMENDATION**

**THAT** staff be directed to include policies in the Official Plan review to:

- Increase the Maximum Permitted Height for all Residential Areas from 3 to 4 storeys
- Provide clarity how the average height above grade will be defined, with consideration given to defining the 4 storey maximum by the primary vantage point for the development
- Allow for flexibility in the 4 storey maximum for residential developments on green fields and fringe lands of the Town where the impact to the surrounding neighbourhood is limited

**6.2.2 DEV 40-2019 Town of St. Marys Official Plan Review  
Population Projections and Residential Land Demand / Supply**

**RECOMMENDATION**

**THAT** the lands identified and recommended by staff in DEV 40-2019 be included in the Town of St. Marys' residential supply for the purposes of the Official Plan Review and Update; and

**THAT** Council directs the Planner to create a 'special residential designation' that limits permitted building forms to mid-rise apartments, stacked or back-to-back townhouses and similar medium density development, and/or requires a minimum density of development (e.g. 60 units / hectare) for the purposes of identifying appropriate locations for higher density development in new mixed use areas.

**7. CORRESPONDENCE**

- 7.1 Minister of Municipal Affairs and Housing re: More Homes, More Choice, Bill 108 25**

**RECOMMENDATION**

**THAT** the correspondence from the Minister of Municipal Affairs and Housing regarding More Homes, More Choice, Bill 108 be received.

- 7.2 Randy Pettapiece, MPP re: Provincial Cost Sharing Adjustments 29**

**RECOMMENDATION**

**THAT** the correspondence from Randy Pettapiece, MPP regarding the provincial cost sharing adjustments be received.

- 7.3 Veterans Affairs Canada re: Lowering of Flags for Vimy Ridge Day 31**

**RECOMMENDATION**

**THAT** the correspondence from Veterans Affairs Canada acknowledging the Town's lowering of flags for Vimy Ridge Day be received.

- 7.4 Township of Armour re: Opposition to Bill 115 32**

**RECOMMENDATION**

**THAT** the correspondence from the Township of Armour regarding opposition to Bill 115 be received.

**RECOMMENDATION**

**THAT** the correspondence from the St. Marys Public Library Board regarding provincial funding be received.

**RECOMMENDATION**

**THAT** the Town of St. Marys Council considers public libraries as a vital service to community well-being especially in a rural community such as ours; and

**THAT** public libraries such as St. Marys Public Library will be significantly and negatively impacted by the loss of equitable access to information and materials; and

**THAT** public libraries offer much needed support to the very vulnerable members of our society - the children, the seniors, recent immigrants, and the low-income citizens; and

**THAT** the resulting increase of postage costs proposed by the Province will not have been considered in the budget preparation for the current fiscal year and will require lending libraries such as ours to carefully consider whether to fill an interlibrary loan request; and

**THAT** the Town of St. Marys Council strongly requests the Ontario Provincial Government to reconsider the funding cuts for Southern Ontario Library Service and Ontario Library Service—North at a minimum to the previous 2018 funding level; and

**THAT** that this resolution be forwarded to Michael Tibollo, Minister of Culture, Recreation and Sport; Randy Pettapiece, MPP; Doug Ford, Premier of Ontario.

**8. STAFF REPORTS**

**8.1 Administration and Human Resources**

**8.1.1 CAO 43-2019 June Monthly Report (Administration and Human Resources)**

35

**RECOMMENDATION**

**THAT** CAO 43-2019 June Monthly Report (Administration and Human Resources) be received for information.

**8.1.2 CAO 44-2019 Energy Conservation and Demand Management and Partners for Climate Protection (PCP) Milestone Program**

39

**RECOMMENDATION**

**THAT** CAO 44-2019 Energy Conservation and Demand Management and Partners for Climate Protection (PCP) Milestone Program be received; and

**THAT** Council approves the 2019 update to the Town of St. Marys Energy Conservation and Demand Management Plan; and

**THAT** the Town of St. Marys endorse the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

**THAT** the Town of St. Marys review the guidelines on PCP member benefits and responsibilities and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework; and

**THAT** the Town of St. Marys appoints the Mayor and the CAO/Clerk as the climate change leads for the Town of St. Marys.

**8.2 Corporate Services**

**8.2.1 COR 18-2019 June Monthly Report (Corporate Services)**

68

**RECOMMENDATION**

**THAT** COR 18-2019 June Monthly Report (Corporate Services) be received for information.

**8.2.2 COR 19-2019 Public Art Concept**

72

**RECOMMENDATION**

**THAT** COR 19-2019 Public Art Concept be received; and

**THAT** Council approve the concept of the first public art piece be located in the courtyard of Town Hall (Church Street North) and to be a free standing art installation.

### **8.2.3 COR 20-2019 Homecoming Agreement**

88

#### **RECOMMENDATION**

**THAT** COR 20-2019 Homecoming Agreement be received; and

**THAT** Council direct staff to execute the Homecoming Agreement with the 2020 Homecoming Committee; and

**THAT** Council authorize By-law 64-2019 for the purpose of authorizing an agreement between the Corporation of the Town of St. Marys and the 2020 Homecoming Committee.

## **8.3 Finance**

### **8.3.1 FIN 10-2019 June Monthly Report (Finance)**

98

#### **RECOMMENDATION**

**THAT** FIN 10-2019 June Monthly Report (Finance) be received for information.

### **8.3.2 FIN 11-2019 Federal Gas Tax Grant One-Time Increase**

102

#### **RECOMMENDATION**

**THAT** FIN 11-2019 Federal Gas Tax Grant One-Time Increase be received; and

**THAT** Council direct the Treasurer to place the funds into reserve fund when received; and

**THAT** staff bring forward recommendations to Council for the use of the one-time funding during the 2020 budget deliberations.

## **8.4 Fire and Emergency Services**

### **8.4.1 FD 13-2019 June Monthly Report (Emergency Services)**

105

#### **RECOMMENDATION**

**THAT** FD 13-2019 June Monthly Report (Emergency Services) be received for information.

<b>8.4.2</b>	<b>FD 14-2019 Proposed Creation of Fire Lieutenant Positions</b>	<b>109</b>
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**RECOMMENDATION**

**THAT** FD 14-2019 Proposed Creation of Fire Lieutenant Positions be received; and

**THAT** Council approve the creation of five Fire Lieutenant Positions within the 2019 budget year; and

**THAT** Council approve the unbudgeted allocation of \$1,250 for fire department wage adjustments.

**8.5 Community Services**

<b>8.5.1</b>	<b>DCS 18-2019 June Monthly Report (Community Services)</b>	<b>116</b>
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**RECOMMENDATION**

**THAT** DCS 18-2019 June Monthly Report (Community Services) be received for information.

**8.6 Building and Development Services**

<b>8.6.1</b>	<b>DEV 41-2019 June Monthly Report (Building and Development)</b>	<b>119</b>
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**RECOMMENDATION**

**THAT** DEV-41-2019 June Monthly Report (Building and Development) be received for information.

**8.7 Public Works**

<b>8.7.1</b>	<b>PW 39-2019 June Monthly Report (Public Works)</b>	<b>121</b>
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**RECOMMENDATION**

**THAT** PW 39-2019 June Monthly Report (Public Works) be received for information.

<b>8.7.2</b>	<b>PW 33-2019 Forestry Management: Revised Tree Species List</b>	<b>124</b>
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**RECOMMENDATION**

**THAT** PW 33-2019 Forestry Management: Revised Tree Species List be received; and

**THAT** Council approve By-law 65-2019, amending by-law 85-2018, Forestry Management Plan.

**9. EMERGENT OR UNFINISHED BUSINESS**

**10. NOTICES OF MOTION**

**11. BY-LAWS**

**RECOMMENDATION**

**THAT** By-Laws 64-2019 and 65-2019 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 64-2019 Authorize an Agreement with The 2020 Homecoming Committee 133**

**11.2 By-law 65-2019 Amend By-law 85-2018 Forestry Management Plan 134**

**12. UPCOMING MEETINGS**

July 16, 2019 - 9:00 am, Strategic Priorities Committee, Council Chambers

July 16, 2019 - Immediately following SPC, ADHOC Committee for CAO Performance Appraisal

July 23, 2019 - 6:00 pm, Regular Council, Council Chambers

**13. CLOSED SESSION**

None

**14. CONFIRMATORY BY-LAW 135**

**RECOMMENDATION**

**THAT** By-Law 66-2019, being a by-law to confirm the proceedings of June 25, 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 \_\_\_\_\_ pm.





## **MINUTES Regular Council**

June 11, 2019

6:00pm

Town Hall, Council Chambers

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

Staff Present: Brent Kittmer, CAO / Clerk  
Jed Kelly, Director of Public Works  
Jenna McCartney, Deputy Clerk

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

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

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

None.

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

**Resolution 2019-06-11-01**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** the June 11, 2019 regular Council meeting agenda be accepted as presented.

**CARRIED**

### **4. PUBLIC INPUT PERIOD**

Frank Doyle, St. Marys Independent, asked when Council will be voting on the reduction in speed limit along Queen Street.

Brent Kittmer, CAO / Clerk replied that the information will be before Council at their July or August meeting.

Mr. Doyle asked if the Town has abandoned the volunteer of the year program.

Mayor Strathdee stated there has not been a conclusion made about the event at this time.

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

### **5.1 Acknowledgement of Years of Contribution to Business Community - Dick and Joan MacPherson**

Mayor Strathdee and Council provided greetings and thanks to Dick and Joan MacPherson for their years of service and contributions to the community of St. Marys.

Council took a brief recess at 6:09 pm.

Mayor Strathdee called the meeting back to order at 6:17 pm.

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Strategic Priorities Committee - May 21, 2019**

Council requested that page 3, bullet 3 under item 5.3 in the minutes be changed from "Northwest" to "Northeast".

#### **Resolution 2019-06-11-02**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** the May 21, 2019 Strategic Priorities Committee meeting minutes be approved as amended by Council and signed and sealed by the Mayor and the Clerk; and

**THAT** minute items 5.1, 5.2 and 5.3 be raised for discussion.

**CARRIED**

#### **Resolution 2019-06-11-03**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**THAT** Council approve and adopt the Strategic Asset Management Policy.

**CARRIED**

**Resolution 2019-06-11-04**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney

**THAT** Council approve the following:

1. As part of the Official Plan review, remove the secondary public road access policy requirement for new development or redevelopment proposing more than 30 dwelling units or infilling in areas that currently exceed 30 units.
2. Maintain policies in the Official Plan and regulations in the Zoning By-law restricting new development, infilling and intensification in the area north of Trout Creek and bounded by the CNR track until a suitable secondary access point is established.
3. That Staff research and report back on all alternatives the Town could pursue to create a secondary access for Widder Street East.

**CARRIED**

**Resolution 2019-06-11-05**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** Council approve and adopt the 2019 Municipal Alcohol Policy.

**CARRIED**

**6.2 Regular Council - May 28, 2019**

**Resolution 2019-06-11-06**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**THAT** the May 28, 2019 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 Communication from Municipalities Opposing Bill 108, More Homes, More Choice Act**

**Resolution 2019-06-11-07**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** the correspondence from municipalities regarding Bill 108, *More Homes, More Choice Act*, be received.

**CARRIED**

**7.2 Premier of Ontario re: Land Ambulance, Public Health and Child Care Services Cost Sharing Adjustments for 2019**

**Resolution 2019-06-11-08**

**Moved By** Councillor Pridham

**Seconded By** Councillor Edney

**THAT** the correspondence from the Premier of Ontario regarding land ambulance, public health and child care services cost sharing adjustments for 2019 be received.

**CARRIED**

**7.3 Town of Fort Frances re: Funding Cuts to Ontario Library Services - North**

**Resolution 2019-06-11-09**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** the correspondence from the Town of Fort Frances regarding funding cuts to Ontario Library Services in the North be received.

**CARRIED**

**7.4 St. Marys Friends of the Library re: Temporary Sign By-law Permit**

**Resolution 2019-06-11-10**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** the correspondence from St. Marys Friends of the Library regarding the temporary sign by-law permit be received; and

**THAT** Council waive the Temporary Sign By-law Permit fee for this term of Council.

**CARRIED**

**7.5 Architectural Conservancy Ontario re: Ontario Heritage Act Changes to Bill 108**

Council discussed the correspondence and requested that staff report back on Bill 108 changes related to the Heritage Act

**Resolution 2019-06-11-11**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** the correspondence from the Architectural Conservancy Ontario regarding Bill 108 Changes Affecting the *Ontario Heritage Act* be received.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Public Works**

**8.1.1 PW 32-2019 Tender Award for the Replacement of the Supernatant Wet Well at the WPCP**

Jed Kelly spoke to PW 32-2019 report and responded to questions from Council.

**Resolution 2019-06-11-12**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

**THAT** PW 32-2019 Tender Award for the Replacement of the Supernatant Wet Well at the WPCP be received; and,

**THAT** the procurement for Construction Services be awarded to Finnbilt General Contracting Limited for the procured price of \$491,214.39, inclusive of all taxes and contingencies; and,

**THAT** By-Law 61-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

**CARRIED**

**8.1.2 PW 35-2019 Approval to Sole Source Surface Treatment Activities**

Jed Kelly spoke to PW 35-2019 report and responded to questions from Council.

**Resolution 2019-06-11-13**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** PW 35-2019 Approval to Sole Source Surface Treatment Activities report be received; and

**THAT** Council authorize the use of the proprietary FiberMat surface treatment product on Town roads; and

**THAT** Council authorize sole sourcing the contract to NorJohn Contracting; and

**THAT** By-Law 62-2019 authorizing the execution of the agreement with NorJohn Contracting be approved.

**CARRIED**

**9. COUNCILLOR REPORTS**

Each Councillor provided a report on their recent Committee and Board meetings attended.

During her report on the Planning Advisory Committee, Councillor Pridham cited that advice she has received from the Integrity Commissioner has significantly limited her participation in the Committee's business, and that she would like to open up her position. Councillor Pridham informed Council that she will immediately step down from the Planning Advisory Committee with regrets.

Mayor Strathdee asked Council for nominations to the Planning Advisory Committee.

Councillor Edney nominated Councillor Craigmile, and Councillor Craigmile accepted.

Mayor Strathdee asked if there were any further nominations. None were received.

**Resolution 2019-06-11-14**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** Council appoint Councillor Craigmile as a Council representative to the Planning Advisory Committee.

**CARRIED**

**Resolution 2019-06-11-15**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.16 be received; and

**THAT** agenda item 9.2.10 be raised for discussion.

**CARRIED**

**9.1 Operational and Board Reports**

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

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

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

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

**9.1.5 Spruce Lodge Board - Coun. Luna, Pridham**

**9.1.6 Upper Thames River Conservation Authority**

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

**9.2.1 Accessibility Advisory Committee - Coun. Hainer**

**9.2.2 Business Improvement Area - Coun. Winter**

**9.2.3 CBHFM - Coun. Edney**

**9.2.4 Committee of Adjustment**

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

**9.2.6 Green Committee - Coun. Craigmile**

**9.2.7 Heritage Advisory Committee - Coun. Pridham**

**9.2.8 Huron Perth Healthcare Local Advisory Committee - Coun.  
Luna**

**9.2.9 Museum Board - Coun. Hainer**

**9.2.10 Planning Advisory Committee - Coun. Hainer, Pridham**

Mayor Strathdee advised Council that he would introduce the recommendations from the Planning Advisory Committee as two independent recommendations.

Councillors Hainer and Pridham spoke to the minutes of June 3, 2019 Planning Advisory Committee meeting.

Council discussed the future development of the North.

**Resolution 2019-06-11-16**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** Council proceed with a public meeting to consider the Applications for Plan of Subdivision (STM 01-2019) and Zoning By-law Amendment(Z02-2019) by Thames Crest Farms Limited, following the open house to be held by the applicant.

**CARRIED**

Brent Kittmer spoke to the Committee's recommendation to commission a new traffic study. Mr. Kittmer provided an overview of the 2004 Traffic Study and the 2019 updates to the study.

**Resolution 2019-06-11-17**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** Council feels the current study commissioned in 2004 and subsequently updated three times is more than sufficient for information and a further study is redundant and creates unnecessary costs.

**CARRIED**

**9.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham**

**9.2.12 Senior Services Advisory Committee - Coun. Winter**

**9.2.13 St. Marys Lincolns Board - Coun. Craigmile**

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

**9.2.15 Youth Centre Advisory Committee - Coun. Edney**

**9.2.16 Youth Council - Coun. Edney**



**10. EMERGENT OR UNFINISHED BUSINESS**

None.

**11. NOTICES OF MOTION**

None.

**12. BY-LAWS**

**Resolution 2019-06-11-18**

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

**THAT** By-Laws 61-2019 and 62-2019 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 61-2019 Authorize an Agreement with Finnbilt General Contracting Ltd.**

**12.2 By-Law 62-2019 Authorize an Agreement with NorJohn Contracting**

**13. UPCOMING MEETINGS**

Mayor Strathdee reviewed the upcoming meetings as presented on the agenda and noted that the reservoir ribbon cutting is June 12, 2019 and not June 11.

**14. CLOSED SESSION**

None.

**15. CONFIRMATORY BY-LAW**

**Resolution 2019-06-11-19**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** By-Law 63-2019, being a by-law to confirm the proceedings of June 11, 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**

**16. ADJOURNMENT**

**Resolution 2019-06-11-20**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** this regular meeting of Council adjourn at 8:15 pm.

**CARRIED**

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Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk



**MINUTES**  
**Strategic Priorities Committee**

June 18, 2019  
9:00 am  
Council Chambers, Town Hall

Council Present: Mayor Strathdee  
Councillor Craigmile (departed at 10:35 am)  
Councillor Edney  
Councillor Hainer  
Councillor Luna  
Councillor Pridham  
Councillor Winter

Staff Present: Brent Kittmer, CAO / Clerk  
Grant Brouwer, Director of Building and Development  
Jed Kelly, Director of Public Works  
André Morin, Director of Finance / Treasurer  
Mark Stone, Planner  
Dave Blake, Environmental Services Supervisor  
Jeff Wolfe, Asset Management and Engineering Specialist (arrived at 9:29 am)  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

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

**2. DECLARATIONS OF PECUNIARY INTEREST**

None.

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

Councillor Luna requested an addition be made to the agenda to consider recent dog park activity.

**Resolution 2019-06-18-01**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Luna

**THAT** the June 18, 2019 Strategic Priorities Committee agenda be accepted as amended.

**CARRIED**

**4. DELEGATIONS AND PRESENTATIONS**

None.

**5. STRATEGIC PRIORITIES REVIEW**

**5.1 DEV 36-2019 Building Height in St. Marys**

**Resolution 2019-06-18-02**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Luna

**THAT** DEV 36-2019 Building Height in St. Marys staff report be lifted from the table.

**CARRIED**

Mark Stone spoke to DEV 36-2019 report and reviewed the powerpoint presentation with the Committee.

The Committee discussed the options related to building height in St. Marys. The Committee was of the consensus that option 2 "increase the maximum permitted height for all residential areas from 3 to 4 storeys" would provide the best options for future development in St. Marys. The Committee asked staff to define the average height above grade, with consideration given to defining the 4-storey maximum by the primary vantage point of the development.

The Committee asked staff to allow for flexibility in the 4 storey maximum for residential developments on green fields and fringe lands of the Town where the impact to the surrounding neighbourhood is limited.

Chair Strathee suggested that Mr. Stone continue with the next staff report prior to considering the suggested recommendation for DEV 36-2019 staff report.

**5.2 DEV 40-2019 Town of St. Marys Official Plan Review Population Projections and Residential Land Demand/Supply**

Mark Stone spoke to DEV 40-2019 report and reviewed the powerpoint presentation with the Committee.

The Committee discussed the population projections and the opportunity to modify the residential land demand and supply list.

Dave Blake explained the operation of the looping system for watermain within the proposed Thames Crest Farms development.

Mayor Strathdee asked Brent Kittmer to explain development charges as it relates to Thames Crest development.

Brent Kittmer stated that development in PD5 (potential development lands area #5) has been planned for a phased in approach for stock availability which results in a phased in approach for servicing. Mr. Kittmer stated that development pays for development meaning that servicing costs are the responsibility of the developer.

The Committee discussed the type of infrastructure that is included in development charges fees. Mr. Kittmer provided a brief overview of the breakdown of development charges versus Town responsibilities.

The Committee asked when the report back is coming that staff are preparing with respect to the second point of access to PD-13 lands (potential development lands #13, Widder Street east). Mr. Kittmer stated that staff are working on options and costing, and are anticipating to report back to Council by late summer or early fall 2019.

The Committee discussed the process in which property owners have been made aware of the proposed land supply mapping and specifically asked that staff follow up directly with the property owners of PD 7, 8 and 9 and to report back to Council on the outcome of those conversations.

Mr. Stone stated that property owners have received correspondence from the Town regarding the current proposal and that staff will follow up more directly with the property owners as staff work towards presenting the Official Plan in a statutory public meeting forum.

Mayor Strathdee permitted a comment from a member of the gallery who asked to address the Committee.

Dave Hannam of Zelinka Priamo Ltd, stated he was acting on behalf of the owners of PD-9 and clarified for the Committee that the property owners are interested in their land being included in the potential development lands designation.

The Committee further discussed the potential land supply for potential development lands.

Councillor Craigmile departed the meeting at 10:35 am due to a previous commitment.

The Committee agreed to consider a staff recommendation related to agenda item 5.1.

The Committee considered the following staff recommendation:

**Resolution 2019-06-18-03**

**Moved By:** Councillor Hainer

**Seconded By:** Councillor Edney

**THAT** the Strategic Priorities Committee Recommends to Council:

**THAT** Staff be directed to include policies in the Official Plan review to:

- Increase the Maximum Permitted Height for all Residential Areas from 3 to 4 storeys;
- Provide clarity how the average height above grade will be defined, with consideration given to defining the 4 storey maximum by the primary vantage point of the development
- Allow for flexibility in the 4 storey maximum for residential developments on green fields and fringe lands of the Town where the impact to the surrounding neighbourhood is limited

**CARRIED**

The Committee considered the prepared recommendation from the staff report for agenda item 5.2:

**Resolution 2019-06-18-04**

**Moved By:** Councillor Pridham

**Seconded By:** Councillor Luna

**THAT** DEV 40-2019 regarding the St. Marys Official Plan review population projections and residential land demand / supply be received; and,

**THAT** the Strategic Priorities Committee recommends to Council:

**THAT** the lands identified and recommended by staff in DEV 40-2019 be included in the Town of St. Marys' residential supply for the purposes of the Official Plan Review and Update; and

**THAT** Council directs the Planner to create a 'special residential designation' that limits permitted building forms to mid-rise apartments, stacked or back-to-back townhouses and similar medium density development, and/or requires a minimum density of development (e.g. 60 units / hectare) for the purposes of identifying appropriate locations for higher density development in new mixed use areas.

**CARRIED**

Mr. Stone reviewed staff's next steps for advancing the Official Plan Review process.

## **6. EMERGENT ITEM**

### **6.1 St. Marys Dog Park**

Councillor Luna raised a number of concerns related to the St. Marys dog park that have been circulated through social media during the last couple of weeks. Councillor Luna asked how the Town manages liability of the park and if staff were aware of fencing concerns.

Mr. Brouwer stated that staff are reviewing fencing concerns and will be correcting deficiencies in the near future.

Mr. Kelly stated that the Town does hold liability insurance on this space.

Staff will review the concerns and report back to Council.

## **7. NEXT MEETING**

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

## **8. ADJOURNMENT**

**Resolution 2019-06-18-05**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Edney

**THAT** this meeting of the Strategic Priorities Committee adjourn at 10:55 am.

**CARRIED**

---

Al Strathdee, Mayor

---

Brent Kittmer, CAO / Clerk



**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-6500

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-6500



19-3375

June 7, 2019

Dear Head of Council:

On May 2, 2019, I was pleased to release More Homes, More Choice, our government's action plan to tackle Ontario's housing crisis. As you know, this plan is supported by Bill 108, which includes changes to the Planning Act to simplify how municipalities collect funds for community benefits like parks and daycares. Following the introduction of the bill, some municipalities have raised questions about the proposed community benefits authority, and I am pleased to share more information about our government's intent today.

I would like to begin by emphasizing that one of our goals in establishing the new community benefits approach is to maintain municipal revenues. For emphasis, our goal is that municipalities would recover similar revenue from community benefits charges to what they have collected from development charges for discounted services, density bonusing and parkland dedication. While we want to make charges for community benefits more predictable, our intention has never been to reduce the funds available for community benefits and municipalities should not need to choose between parks and other facilities.

We are currently procuring expert advice to ensure that the community benefits framework will achieve these priority objectives. But we also want to hear the important perspectives of the municipal sector. This spring we will start our initial consultation seeking municipal input on the methodology for establishing a formula for a community benefits charge. The formula will be tied to the value of land that is ready for development. Based on the feedback from that consultation, we will again seek your input on a proposed formula before the regulations are finalized.

Municipalities will also have an opportunity to comment on other matters related to community benefits, including the timing of transition to this authority, reporting and types of development that would be exempted from community benefits through regulatory postings this Spring. We will take all feedback into consideration and ensure that there is enough time for municipalities to transition to the new community benefits authority and continue to be able to fund these important benefits.

As a former mayor and CAO, I understand how important it is that municipalities have the resources and tools available to support and build complete communities. I also firmly believe that local residents in growing communities should have a say in how those resources are used. This does not generally happen in today's section 37 negotiations, and we need to take the politics out of planning. Residents living in growing communities need to have an opportunity to share their thoughts, so we are proposing they would have a role in the development of their municipality's community benefits strategy.

We will be consulting with municipalities on the best way to replace the current system with an approach that puts people and communities first. Our proposed community benefits charge and the methodology that underpins it will maintain the principle of growth paying for growth. Libraries will be built. Parkland will be created. Community centres will be opened. As part of Bill 108, we said we would consult with municipalities on this new approach and that's exactly what we plan to do.

We also intend to post proposed directions for other regulatory changes related to the Development Charges Act and the Planning Act on the Environmental Registry this Spring/Summer. Further, we will also convene a teleconference to share this information with all interested municipalities in the near future. We look forward to your participation and suggestions on those proposed directions.

Sincerely,

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

Steve Clark  
Minister

Development Charges Transition Question and Answer

**Q For municipalities that currently levy development charges (DCs) for soft services, what transition provisions are in place if they wish to collect for these services under the community benefits authority?**

**A** Related to the proposed new community benefits charge authority, subsection 2(4) of the DCA is proposed to be amended so that development charges could only be imposed for 'hard services' (i.e., the services for which there is currently no 10% deduction in capital costs in calculating a development charge and waste diversion services). This change will necessarily come into force at the same time as all other changes related to the proposed new community benefits charge authority. However, for municipalities that currently levy DCs for soft services and wish to collect for these services through community benefits charges, transition provisions are proposed in Bill 108.

Existing DC by-laws expiring on or after May 2, 2019

DC by-laws that would otherwise expire on or after May 2, 2019 would remain in force in relation to soft services until the earlier of:

- The day that the DC by-law is repealed by the municipality,
- The day the municipality passes a community benefits charge by-law under the Planning Act, or
- A date that is prescribed in regulation.

Existing DC by-laws expiring after the prescribed date

DC by-laws that would have expired after the prescribed date, would instead expire in relation to soft services on the earlier of:

- The day the municipality passes a community benefits charge by-law, or
- A date that is prescribed in regulation.

Therefore, the bill would not impact the ability of a municipality to establish development charges for soft services until the proposed community benefits charge regime was in effect and would not impact the ability of a municipality to collect development charges for soft services until it passed a community benefits charge by-law or reached the prescribed date. For municipalities with development charge by-laws that would expire before the proposed community benefits charge regime was in effect, it would be for them to determine whether to rely on the proposed transitional extension of by-laws in relation to soft services or prepare a new background study and a new by-law dealing with soft services. In making this determination, they would be aware that the proposed

transitional provisions would provide for a new by-law to be of no force in relation to soft services upon the transition to the community benefits regime.

The transition provisions are not proposed to apply to the current list of fully recoverable services (hard services) or waste diversion services. However, the potential extension of development charge by-laws expiring before the prescribed date would apply to by-laws in relation to ambulance services, which were also added as a fully recoverable service.

Any new DC by-laws passed after proposed amendment to subsection 2(4) of the Development Charges Act, 1997 (DCA) under Bill 108 come into effect would only be able to establish a charge for current hard services and waste diversion (proposed as a fully recoverable service under Bill 108), because soft services would no longer be recoverable under the DCA but instead through the Community Benefit authority.



**Randy Pettapiece, MPP**  
Perth-Wellington

June 3, 2019

Mayor Strathdee and Council  
175 Queen St E  
PO Box 998  
St. Marys ON N4X 1B6

Dear Mayor Strathdee and Council,

On May 27, Minister Steve Clark announced that our government would maintain the in-year cost sharing adjustments for land ambulance, public health and childcare services.

I understand these sudden changes were a deep concern to municipalities in Perth-Wellington. I shared these concerns and many others did in our government caucus as well.

Since my election in 2011, I have always shared your concerns and thoughts with the appropriate Ministers. This has not changed since we formed government almost a year ago. We have many passionate debates in caucus about government policies.

Our government is united behind balancing the budget in a responsible manner, while protecting what matters most. Just as your councils must operate within your fiscal realities, so does the provincial government.

Ontario has a structural deficit. We are spending about \$40 million a day more than we are taking in. As a result, the province now has a debt of \$347 billion. Interest on this debt alone will amount to \$12.5 billion this year, the fourth largest line item in our budget after healthcare, education and social services.

We cannot balance the budget overnight and it will take working with all of our partners to return to a sound fiscal position. Our government is maintaining the in-year cost sharing for 2019 on the understanding that our municipal partners will use the additional time to work with us to find savings.

Earlier this year, I was pleased to announce \$5.5 million in funding for municipalities across Perth-Wellington. The hope is that local municipalities will use this funding to improve service delivery.

...2/



**Randy Pettapiece, MPP**  
Perth-Wellington

-2-

I know many of you have already begun looking at innovative and efficient ways to improve service delivery for your ratepayers. I commend the Town of St. Marys for the action they have taken so far.

My door is always open and I look forward to continuing to work with all municipalities in Perth-Wellington. It is only by working together will we find savings, strengthen frontline services and protect what matters.

Sincerely,

A handwritten signature in black ink, reading "Randy Pettapiece". The signature is written in a cursive, flowing style.

Randy Pettapiece, MPP  
Perth-Wellington

Good afternoon,

A small plaque commemorating the lowering of the flags for Vimy Ridge Day in St. Marys, Ontario, was recently given to us.

We wanted to thank you and the town of St. Marys for ensuring that those who fought and died for our freedom are never forgotten.

As a small token of our appreciation, attached is a photo of one of our young Canadian guides proudly holding up the plaque in front of the monument.

Please feel free to share with members of your community.

Once again, from our team to your town, thank you!

Ocel Dauphinais-Matheson  
Visitor Experience Manager | Gestionnaire de l'expérience du visiteur  
European Operations | Opérations européennes  
Veterans Affairs Canada | Anciens Combattants Canada  
Government of Canada | Gouvernement du Canada  
<http://www.vac-acc.gc.ca>





## DISTRICT OF PARRY SOUND

56 ONTARIO STREET  
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(705) 382-2954

Fax: (705) 382-2068

Email: [info@armourtownship.ca](mailto:info@armourtownship.ca)

Website: [www.armourtownship.ca](http://www.armourtownship.ca)

June 12, 2019

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

The Honourable Christine Elliott  
Deputy Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

The Honourable Steve Clark  
Minister of Municipal Affairs & Housing  
College Park, 17<sup>th</sup> Floor  
777 Bay Street  
Toronto ON M5G 2E5

**Re: Support Resolution**

At its meeting held on June 11<sup>th</sup>, 2019, the Township of Armour passed Resolution #7 opposing Bill 115 and calls upon the Government of Ontario not to enact this legislation.

A copy of Council's Resolution #7 dated June 11<sup>th</sup>, 2019 is attached for your consideration.

Sincerely,

Louise Heintzman  
Administrative Assistant

Enclosure

Cc: Honourable Norm Miller, MPP Parry Sound-Muskoka, Andrea Horwath, MPP, Leader of the New Democratic Party, AMO (Association of Municipalities of Ontario and all Ontario municipalities).





## CORPORATION OF THE TOWNSHIP OF ARMOUR

### RESOLUTION

Date: June 11, 2019

Motion #

7

**WHEREAS** the Province of Ontario is considering approving Bill 115, which would allow beer and wine sale in corner stores;

**AND WHEREAS** corner stores will not verify age and be as safe as the present system in place;

**AND WHEREAS** alcohol retail outlet density has a negative effect on public health and public health costs;

**AND WHEREAS** there is no clear evidence that Ontarians are asking for beer and wine at every corner;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Township of Armour opposes Bill 115 and calls upon the Government of Ontario not to enact this legislation.

**FURTHERMORE**, that a copy of this resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Christine Elliott, Deputy Premier of Ontario, the Honourable Norm Miller, MPP Parry Sound - Muskoka and Andrea Horwath, MPP, Leader of the New Democratic Party.

**AND FURTHERMORE**, that a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

**Moved by:**

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input checked="" type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

**Seconded by:**

Blakelock, Rod	<input checked="" type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

**Declaration of Pecuniary Interest by:**

**Recorded vote requested by:**

Recorded Vote:

Blakelock, Rod  
Brandt, Jerry  
MacPhail, Bob  
Ward, Rod  
Whitwell, Wendy

For	Opposed
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Sent Via Electronic Mail  
June 14<sup>th</sup>, 2019  
Attn: Mayor Strathdee and Council

Sent on behalf of the Library Board

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**RE: Requesting Council support regarding Library cuts**

Mayor Strathdee and Council,

On Thursday June 13, 2019, the Library Board met at a regular meeting to discuss implications to the library funding cuts sustained by the Southern Ontario Library Service (SOLS) organization, and the ramifications of these cuts on our local library. As Council may be aware, library services provide vital services to local communities, providing equitable access to resources and services that others may struggle or are not able to attain without the library. At this time, the Library Board is requesting Council for support in the following resolution:

**WHEREAS** Town of St. Marys Council considers public libraries as a vital service to community well-being especially in a rural community such as ours;

**AND WHEREAS** public libraries such as St. Marys Public Library will be significantly and negatively impacted by the loss of equitable access to information and materials;

**AND WHEREAS** public libraries offer much needed support to the very vulnerable members of our society - the children, the seniors, recent immigrants, and the low-income citizens;

**AND WHEREAS** the resulting increase of postage costs proposed by the Province will not have been considered in the budget preparation for the current fiscal year and will require lending libraries such as ours to carefully consider whether to fill an interlibrary loan request;

**NOW THEREFORE** the Town of St. Marys Council strongly requests the Ontario Provincial Government to reconsiders the funding cuts for Southern Ontario Library Service and Ontario Library Service—North at a minimum to the previous 2018 funding level;

**AND FURTHER** that this resolution be forwarded to Michael Tibollo, Minister of Culture, Recreation and Sport; Randy Pettapiece, MPP; Doug Ford, Premier of Ontario.

Respectively,

Matthew Corbett  
Chief Executive Officer, Library Services  
cc: St. Marys Public Library Board

**St. Marys Public Library**  
**P.O. Box 700, St. Marys, ON. N4X 1B6**

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**Telephone: 519-284-3346 • Fax: 519-284-2630**

# MONTHLY REPORT

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

**From:** Administration and Human Resources

**Date of Meeting:** 25 June 2019

**Subject:** CAO 43-2019 June Monthly Report (Administration and Human Resources)

## RECOMMENDATION

THAT CAO 43-2019 June Monthly Report (Administration and Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### CAO and Clerks

#### Municipal Efficiency and Modernization Review

- In March the Town was notified of a one-time payment from the province of \$672,000.
- The recommendation from the Province was that municipalities use this payment to implement operational efficiencies to reduce long term costs.
- The common assumption in the municipal field is that this funding is being provided to municipalities so that they can prepare for Provincial funding cuts in 2020 and beyond.
- To date, the only allocation of these funds Council has approved is the capital required to complete the conversion of the pool disinfection system to a UV-Chlorine system.
- It is the CAO's recommendation that Council wait for the completion of the staff directed service delivery review until making any further allocations of these funds.

Scope of project approved by Council:

- Complete a Service Delivery Review as a proactive step to develop strategies to manage the impact of expected funding cuts from the province.

Process put in place by CAO:

- Assume a target of a 4% or a \$440,000 reduction to the tax levy (based on Ministerial guidance).
- Recall, in the 2019 budget \$260,000 in positive budget changes were identified.
- Only \$100,000 was reduced from the levy, meaning that a \$160,000 is available at the outset of this effort.
- *Phase 1 – Internally Led – Review of Services Delivered, Internal Efficiencies, and Fees*
  - Working with the CAO, the respective senior managers will evaluate their portfolios to identify service levels changes, new revenues, and internal efficiencies/cost reduction strategies.
  - **Key Date:** August 20 – Council review changes proposed by staff. This will include a comprehensive review core services of recreation and leisure as directed by the

Recreation and Leisure Master Plan. The end result of this review will be clarity on the services, and service levels, that Council wishes to provide.

- **Key Discussion:** Council does not have the ability to review or approve service levels for the Library. Per the Library Act, this role is delegated to the Library Board. Council's authority rests in the approval of the budget. Is it Council's expectation that the current service delivery review and the 4% budget reduction target will apply to Library Services? If yes, staff recommends that Council pass a resolution to that effect.
- *Phase 2 – External Support Hired – Review How Services are Delivered*
  - Once Council has determined the services and service level to be delivered, a review of how the Town provides those services can be completed.
  - The Goal is to complete prior to final draft budget in November so that 2020 is the implementing year.

## **Strategic Planning**

- With Council's adoption of their updated strategic priorities the Strategic Plan will be amended and be brought forward to Council for review and adoption.
- The senior managers are in the process of reviewing the priorities set by Council and establishing timelines for implementation.

## **Intergovernmental Relations**

- Transportation Grant Funding
  - No significant updates since last month. The County and the City are currently working on drafting local partnership agreements for review.
- FCM Municipalities for Climate Innovation Program
  - Energy demand management plan is completed.
  - Next will be the completion of a Community Greenhouse Gas Emissions Plan. This work will begin mid-2019 and be completed by the end of 2020.
  - See CAO 44-2019 for more information.

## **Public and Community Engagement**

- June 27, 2019 – The CAO and the Deputy Clerk will be keynote speakers for a webinar on June 27, 2019 for the Ministry of Seniors and Accessibility. The focus of the webinar is orientation for accessibility advisory committee members, and will cover the Town's approach to reviewing capital projects and plans.
- July 4, 2019 – The CAO will be a keynote speaker on a panel at the Canadian Institute of Planners conference in Ottawa. The topic of the panel will be designing age friendly streetscapes, with a focus on the Town's 2016 downtown reconstruction project.

## **Policy and Governance**

- Policy work of the portfolio has currently been put on hold. The Deputy Clerk has been seconded on a part time basis to support the Director of Building and Development on planning files.
- Review of Committee and Board Terms of Reference – staff have completed a review of all terms of reference now that six months of Council's term is complete. Recommendations for updates will be presented in July.
- Municipal Election Compliance Audit Committee – joint committee members shared between Stratford, lower tiers of Perth County and St. Marys. Members trained and given orientation of expectations of next four years

## **Land Sales**

- 481 Water Street South (McDonald House):

- Expression of interest document is completed, and has been vetted internally. The document will be posted in late June once the website creation is completed.
- Junction Station
  - Expression of interest document is completed, and has been vetted internally. The document will be posted in late June once the website creation is completed.
- Jones Street Road Allowance
  - Council direction being implemented. Abutting landowners notified.

## **Human Resources**

### **Recruitment**

- Completed the recruitment process for a part-time Library Clerk as well as a Program Assistant for Camp PRC and Supply Staff for the Childcare Centre.
- Currently recruiting for a VIA Attendant, Planning and Development Coordinator and a Facility Operator B.

### **Staff Engagement/STEAM Initiatives**

- Preparing for the annual Mayor/CAO BBQ to be held on June 27, 2019 at Cadzow Park.
- Delivered the first edition of “STEAM News” to staff on June 11<sup>th</sup>. Next edition is in the works to be delivered in September.

### **Training**

- New Hire Orientation, Electronic timesheet and employee self-serve training completed for ten new staff.
- Attended a Siskinds Labour and Employment Law Seminar. Topics ranged from day-to-day workplace issues with a significant focus being put on the WSIB Chronic Mental Stress claims and Mental illness and Addiction in the Workplace.

### **HR Systems**

- Continuing to work on staffing/wage strategies for recruiting and retaining supply staff for the Early Learning Services.
- One exit interview scheduled prior to the end of the month.

### **Health and Safety**

- Planning for the 2019 Violence and Harassment Risk Assessment to be completed late summer/early fall.
- Ministry of Labour Ergonomic Initiative
  - The first round of identifying and prioritizing hazards has been completed.
  - Training for the MOC Joint Health and Safety Committee held on April 17, 2019.
  - Train-the-Trainer and Supervisor Responsibilities training held on May 22, 2019
  - Front line staff training still to be arranged.
  - Continuing work on the Musculoskeletal Prevention Policy.

### **Payroll**


- Completed the Volunteer Fireman’s Insurance Services (VFIS) Policy renewal for our first responders.
- Volunteer Firefighter remuneration for first ½ of 2019 compiled and paid out.
- Processed the semi-annual wage enhancement for the early Learning Services.
- Continuing work on the 2020 Payroll budget spreadsheet.

## SPENDING AND VARIANCE ANALYSIS

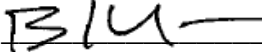
None to report.

### REVIEWED BY

#### Recommended by the Department

  
\_\_\_\_\_  
Lisa Lawrence  
Director of Human Resources

#### Recommended by the CAO

  
\_\_\_\_\_  
Brent Kittmer  
CAO / Clerk

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, CAO/Clerk
<b>Date of Meeting:</b>	25 June 2019
<b>Subject:</b>	<b>CAO 44-2019 Energy Conservation and Demand Management and Partners for Climate Protection (PCP) Milestone Program</b>

### PURPOSE

The purpose of this report is to present an updated Energy Conservation and Demand Management plan for Council's adoption. In addition, staff is seeking Council's endorsement of a resolution related to the Partners for Climate Change program. Enacting this resolution will allow the Town to proceed with the second phase of our shared project with the other municipalities in Perth County.

### RECOMMENDATION

**THAT** CAO 44-2019 Energy Conservation and Demand Management and Partners for Climate Protection (PCP) Milestone Program be received; and

**THAT** Council approves the 2019 update to the Town of St. Marys Energy Conservation and Demand Management Plan; and

**THAT** the Town of St. Marys endorse the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

**THAT** the Town of St. Marys review the guidelines on PCP member benefits and responsibilities and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework; and

**THAT** the Town of St. Marys appoints the Mayor and the CAO/Clerk as the climate change leads for the Town of St. Marys.

### BACKGROUND

In 2018 the Town participated in a collaborative effort between North Perth, West Perth, Perth East, Perth South, Perth County, the City of Stratford and the Town of St. Marys to submit an application to the Federation of Canadian Municipalities' (FCM) Municipalities for Climate Innovation Program - Climate Change Staff Grants. North Perth was the lead on the application, and in December 2018 we were informed that we were successful.

Through this grant, a shared staff person was hired under a 2-year contract. 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, or \$2,000 per year each.

The main tasks of the Climate Change Coordinator are:

- To update each municipality's legislated 5-year Energy Conservation and Demand Management Plan. As per O. Reg. 507/19, all public sector organizations must update their 5-year CDM plans by July 1, 2019.
- To develop Community-wide Greenhouse Gas Emission Plans for each partnering municipality. These plans are a pre-requisite for some Federal funding programs.

## **REPORT**

### **Energy Conservation and Demand Management Plan Update**

O.Reg. 507/18 was created under the Electricity Act, 1998 on December 12, 2018. This Ontario Regulation requires that every municipality update their previous Conservation and Demand Management Plans by July 1, 2019, and update it every five years afterwards. The Town's last plan was completed in 2014

The Conservation and Demand Management (CDM) plans include two sections. The first section should discuss the public agency's annual energy consumption and the emissions associated with their operations. The second section must provide a description of previous, current and proposed ways to conserve or reduce energy that is consumed by the operations of the public agency. This in turn assists in the management of the public agency's demand for energy and will forecast the results of current and proposed measures.

The Climate Change Coordinator has met with the key Town operations staff to collect the information necessary to update the Town's plan. A draft of the plan is attached to this report, and is required to be adopted by Council before July 1, 2019. The draft plan is a simple update of the 2014 plan. On a go forward basis, the Town is committing to an energy conservation target. The target recommended by staff is:

“The Town of St. Marys has developed a target growth rate per year of 1.5%, thus, St. Marys will aim to keep their energy consumption at its current rate between now and 2024.”

In effect, this is a commitment to a 1.5% per year reduction. The Town's goal will be to keep energy usage totals at 2019 levels and ensuring that community growth does not commit to any energy related increases.

### **Partners for Climate Change Protection (PCP) Milestone Program**

The [Partners for Climate Change Protection \(PCP\) Milestone Program](#), from Local Governments for Sustainability Canada and Federation of Canadian Municipalities, has been identified by the Climate Change Coordinator as a key resource to complete the CDM Plan updates and the Community-wide GHG Emission Reduction Plans.

PCP is a network of 350+ Canadian municipal governments that have committed to reducing greenhouse gases (GHGs) and to acting on climate change. PCP membership is free and gives municipalities' access to tools, case studies and other informational resources, as well as support from the PCP Secretariat and Regional Climate Advisors.

The PCP program guides members through a five-step Milestone Framework to help members take action on climate change by reducing emissions in their municipality. The milestones are:

- Milestone 1: Create a Baseline Emissions Inventory and Forecast
- Milestone 2: Set Emissions Reduction Targets
- Milestone 3: Develop a Local Action Plan
- Milestone 4: Implement the Local Action Plan
- Milestone 5: Monitor Progress and Report Results



Through the development of the Community-wide GHG Emission Reduction Plans, Milestone 1-3 will be completed. The implementation of the plans will represent Milestones 4 and 5.

To join the PCP program, a joining resolution must be adopted and signed by Council. One staff member and one elected official must also be appointed to be The Town's main PCP contacts.

## **FINANCIAL IMPLICATIONS**

There is no cost to becoming a member of the Partners for Climate Protection Program.

## **SUMMARY**

Staff are recommending that Council adopt the Energy Conservation and Demand Management Plan. A draft of the plan is attached to this report, and is required to be adopted by Council before July 1, 2019. The draft plan is a simple update of the 2014 plan

Furthermore, staff is recommending that Council approve the Town to join the Partners for Climate Change Protection program. There is no cost for joining, and the program will provide invaluable resources to the Climate Change Coordinator as she completes her second task of developing a Community-wide Greenhouse Gas Emission Plan for St. Marys.

## **STRATEGIC PLAN**

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - **Pillar #1 Infrastructure:** Municipal infrastructure needs in St Marys will require a focus on sustainability and growth, while balancing these activities against anticipated changes in provincial legislation (for example, AODA and the the new climate change plan)....
    - **Strategic Priority:** Meeting and exceeding current and anticipated provincial environmental standards
    - **Outcome:** St. Marys will approach infrastructure needs. (e.g. Future landfill needs) with a proactive plan with a view to environment. An anticipatory approach to addressing infrastructure needs will become the operational norm.
    - **Tactic(s):**
      - Developed a proactive action plan to prioritize immediate and midterm infrastructure needs, including: realistic timelines, funding consequences, operational implications, and delivery options.
      - Develop a transition plan to make all municipal infrastructure structure compliant with external legislation (i.e. AODA, sustainability goals, etc) including requirements and costing.

## **OTHERS CONSULTED**

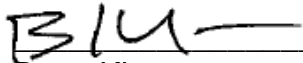
Rebecca Garlick, Climate Change Coordinator

## **ATTACHMENTS**

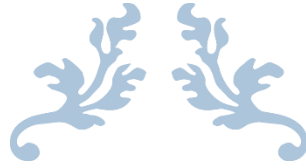
1. July 1, 2019 Updated Energy Conservation and Demand Management Plan
2. FCM Resolution for the Partners for Climate Change Protection Program

**REVIEWED BY**

**Recommended by the CAO**

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

Brent Kittmer  
CAO / Clerk



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# CONSERVATION & DEMAND MANAGEMENT PLAN

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July 2019 – June 2024



JULY 1, 2019  
TOWN OF ST. MARYS  
175 Queen St E., St. Marys

## Contents

Background on O.Reg. 507/18 .....	2
Validity Period .....	2
Commitment .....	3
Declaration .....	3
Vision .....	3
Policy.....	3
Goals.....	3
Target.....	3
Objectives .....	3
Organizational Understanding .....	4
Summary of Energy Consumption .....	4
Renewable Energy Utilized .....	4
Stakeholder Needs .....	4
Resources Planning.....	4
Municipally Owned Operations.....	5
Total Fuel Consumption 2017 .....	5
Consumption Costs 2017 .....	6
Facility Consumption 2017 .....	6
Associated Emissions 2017 .....	7
Energy Consumption and Emissions 2011-2017 .....	8
Municipal Operations Centre .....	10
Cemetery.....	11
Fire Hall.....	12
Early Learning Centre .....	12
St. Marys Museum .....	13
Town Hall.....	14
Lind Sportsplex.....	15
St. Marys Public Library.....	16
Former Youth Centre .....	17
Via Rail .....	17
Pyramid Recreation Centre .....	18
St. Marys Water Pollution Control Plant.....	20
Future plans.....	21

## Background on O.Reg. 507/18

O.Reg. 507/18 was created under the Electricity Act, 1998 on December 12, 2018. It was Filed on December 14, 2018 and Published on e-laws the same day. This Ontario Regulation was developed to replace the revoked O. Reg. 397/11, which was filed under the repealed Green Energy Act, 2009.

This Ontario Regulation requires that every municipality, municipality service board, post-secondary education institution, public hospital and school board (public agencies), update their previous Conservation and Demand Management Plans by July 1, 2019, and update it every five years afterwards.

The Conservation and Demand Management plans should include two sections. The first section should discuss the public agency's annual energy consumption and the emissions associated with their operations. The second section must provide a description of previous, current and proposed ways to conserve or reduce energy that is consumed by the operations of the public agency. This in turn assists in the management of the public agency's demand for energy and will forecast the results of current and proposed measures.

Each report must include:

1. The address at which the operation is conducted
2. The type of operation
3. The total floor area of the indoor space in which the operation is conducted and, in cases where subsection (4) applies, the total indoor floor area of the building or facility in which the operation is conducted
4. A description of the days and hours in the year during which the operation is conducted and, if the operation is conducted on a seasonal basis, the period or periods during the year when it is conducted
5. The types of energy purchased for the year and consumed in connection with the operation
6. The total amount of each type of energy purchased for the year and consumed in connection with the operation
7. The total amount of greenhouse gas emissions for the year with respect to each type of energy purchased and consumed in connection with the operation
8. The greenhouse gas emissions and energy consumption for the year from conducting the operation, calculating,
  - a. The annual mega-watt hours per mega litre of water treated and distributed, if the operation is a water works
  - b. The annual mega-watt hours per mega litre of sewage treated and distributed, if the operation is a sewage works, or
  - c. Per unit of floor space of the building or facility in which the operation is conducted, in any other case

## Validity Period

This report is valid between the dates of July 1, 2019 – June 30, 2024. According to O.Reg. 507/18, it will need to be updated before or on July 1, 2024.

## Commitment

### Declaration

The Council for the Town of St. Marys is committed in allocating necessary resources to develop and implement a five year Energy Conservation and Demand Management Plan as required under Regulation 507/18 of the Electricity Act. The Energy Conservation and Demand Management Plan will strive to reduce our energy consumption and its related environmental impact as outlined in our overall target. Council and Staff will monitor continuous progress towards the objectives set in this plan and will update as required under Regulation 507/18 of the Electricity Act or any subsequent legislation.

### Vision

The Town of St. Marys will strive to continually reduce its total energy consumption and associated greenhouse gases through the integration of energy efficient infrastructures and facilities, operational efficiencies, and building the foundation for a culture of energy awareness and knowledge within the municipality.

### Policy

The Town of St. Marys will incorporate energy efficiency into all areas of our activity including our organizational and human resources management procedures, procurement practices, financial management and investment decisions, and facility operations and maintenance. As a major component of the operating cost of municipal facilities and equipment, energy cost will be factored into the lifecycle cost analysis and asset management analyses and policies of the municipality. All departments have clear links to some or all of the goals and objectives of the Energy Conservation and Demand Management Plan.

### Goals

The Town of St. Marys Energy Conservation and Demand Management Plan will help achieve the following goals

1. Maximize fiscal resources and avoid cost increases through direct and indirect energy savings
2. Reduce the environmental impact of the municipality's operations
3. Increase the comfort and safety of staff and patrons of the municipal facilities
4. Promote a culture of energy conservation within the municipality

### Target

The Town of St. Marys has developed a target growth rate per year of 1.5%, thus, St. Marys will aim to keep their energy consumption at its current rate between now and 2024.

### Objectives

In order to achieve the success of the strategic direction of the Energy Plan, the following objectives are considered:

1. Ensure energy efficiency consistently across municipal facilities
2. Monitor and report on energy consumption at regular intervals. Staff will monitor and verify simple payback (years) to enable reinvestment in energy projects and report on energy consumption on a semi-annual basis

3. Better analyze energy costs and look for savings opportunities. This will include looking at energy commodity procurement options and taking advantage of all available resources and funding for energy projects
4. Raise Council and Staff awareness around energy efficiency. This will include communicating successes to both internal and external stakeholders
5. Strengthen partnerships with external stakeholders such as utility providers for both electricity and natural gas
6. Identify and seize renewable energy generation opportunities

## Organizational Understanding

### Summary of Energy Consumption

The Town of St. Marys energy consumption reduced by approximately 11% from the baseline year of 2011 to 2017's consumption. The energy intensity of St. Marys, however, has increased by about 70% compared to 2011.

### Renewable Energy Utilized

The Town of St. Marys aspires to show leadership in the promotion and development of renewable energy systems that are compatible with our asset management and land use planning objectives. As a result:

1. We encourage a de-lamping campaign by asking employees to identify opportunities to reduce lighting
2. Installed occupancy sensors in all rooms
3. Ensured computer monitor power software is enabled
4. Trained staff on proper HVAC systems and set controls

### Stakeholder Needs

Stakeholders will need the following:

1. An energy management plan with a clear vision, goals and targets to effectively communicate the corporate efficiency commitment
2. Accurate, semi-annual reports to maintain awareness and keep track of progress against targeted reductions of energy consumption
3. Training and support to improve upon the skills and knowledge needed to implement energy management measures and best practices

### Resources Planning

Each facility and the facility managers will be responsible for administration and implementation of the Energy Conservation and Demand Management Plan.

All employees use energy in daily work activities, therefore it is imperative that all municipal staff be aware of their personal energy consumption and reduction methods. Staff training and energy management tools will assist in showcasing efforts for reduction. To ensure that staff continue their efforts for energy reduction, it is crucial to engage staff in an effective education program. All staff should be knowledgeable in energy efficient measures, where possible.

## Municipally Owned Operations

Building Name	Address	Operation Type
St. Marys Water Pollution Control Plant <sup>1</sup>	309 Thomas Street, St. Marys	Facilities related to the treatment of sewage
Municipal Operations Centre <sup>2</sup>	408 James St S., St. Marys	Administrative offices and related facilities, including municipal council chambers
Cemetery <sup>3</sup>	150 Cain St, St. Marys	Administrative offices and related facilities, including municipal council chambers
Fire Hall <sup>4</sup>	172 James St S., St. Marys	Fire stations and associated offices and facilities
Early Learning Centre <sup>5</sup>	121 Ontario St S., St. Marys	Community centres
St. Marys Museum <sup>6</sup>	177 Church St S., St. Marys	Cultural facilities
Town Hall <sup>7</sup>	175 Queen St E., St. Marys	Administrative offices and related facilities, including municipal council chambers
Lind Sportsplex <sup>8</sup>	425 Water St S., St. Marys	Community centres
St. Marys Public Library <sup>9</sup>	15 Church St N., St. Marys	Public libraries
Youth Centre <sup>10</sup>	217 Park St, St. Marys	Community centres
Via Rail <sup>11</sup>	5 James St N., St. Marys	Administrative offices and related facilities, including municipal council chambers
Pyramid Recreation Centre <sup>12</sup>	317 James St S., St. Marys	Indoor recreational facilities

## Total Consumption 2017

Type of Energy Source	Consumed by Municipality?	Supplier	Unit of Measurement	Total Amount of Energy Source Consumed
Water	Yes	St. Marys Water Pollution Control Plant	Mega Litre (ML)	1,542.384
Electricity (Hydro)	Yes	Hydro One	Kilowatt Hour (kWh)	3,835,595
Natural Gas	Yes	Union Gas	Cubic Meter (M <sup>3</sup> )	235,020
Propane	No	N/A	Litre (L)	N/A
Fuel Oil (#1 & #2)	No	N/A	Litre (L)	N/A
Fuel Oil (#4 & #6)	No	N/A	Litre (L)	N/A
Coal	No	N/A	Mega Tonne (MT)	N/A
Wood	No	N/A	Mega Tonne (MT)	N/A
District Heating	No	N/A	Giga Joule (GJ)	N/A
District Cooling	No	N/A	Giga Joule (GJ)	N/A



## Consumption Costs 2017

Energy Type	Total Cost
Hydro	\$747,875
Natural Gas	\$85,828
<i>TOTAL</i>	\$833,703

## Facility Consumption 2017

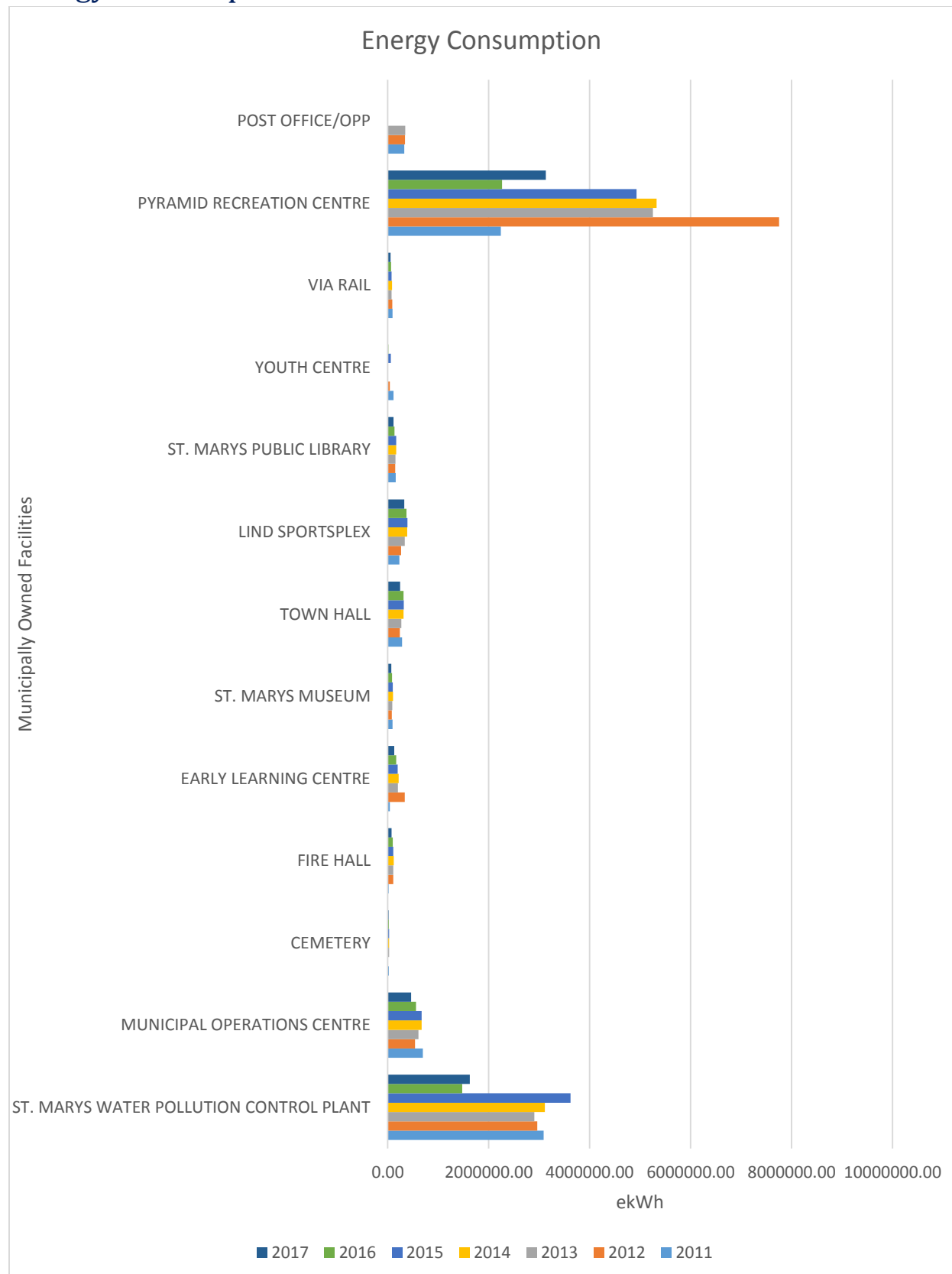
Common Facility Name	Water		Electricity (Hydro)		Natural Gas	
	ML	%	kWh	%	M³	%
St. Marys Water Pollution Control Plant	1542.384	100	1,593,709	42	3,164	1.35
Municipal Operations Centre	0	0	223,589	5.8	23,350	9.94
Cemetery	0	0	7,967	0	879	0.37
Fire Hall	0	0	18,817	0.5	5,426	2.31
Early Learning Centre	0	0	7,499	0	11,850	5.04
St. Marys Museum	0	0	14,837	0.4	5,339	2.27
Town Hall	0	0	67,595	1.8	17,229	7.33
Lind Sportsplex	0	0	162,000	4.2	16,109	6.85
St. Marys Public Library	0	0	72,415	1.9	4,215	1.79
Former Youth Centre	0	0	3,010	0	0	0
Via Rail Station	0	0	16,554	0.4	3,916	1.67
Pyramid Recreation Centre	0	0	1,647,603	43	143,543	61.08
TOTAL	1542.384	100	3,835,595	100	235,020	100

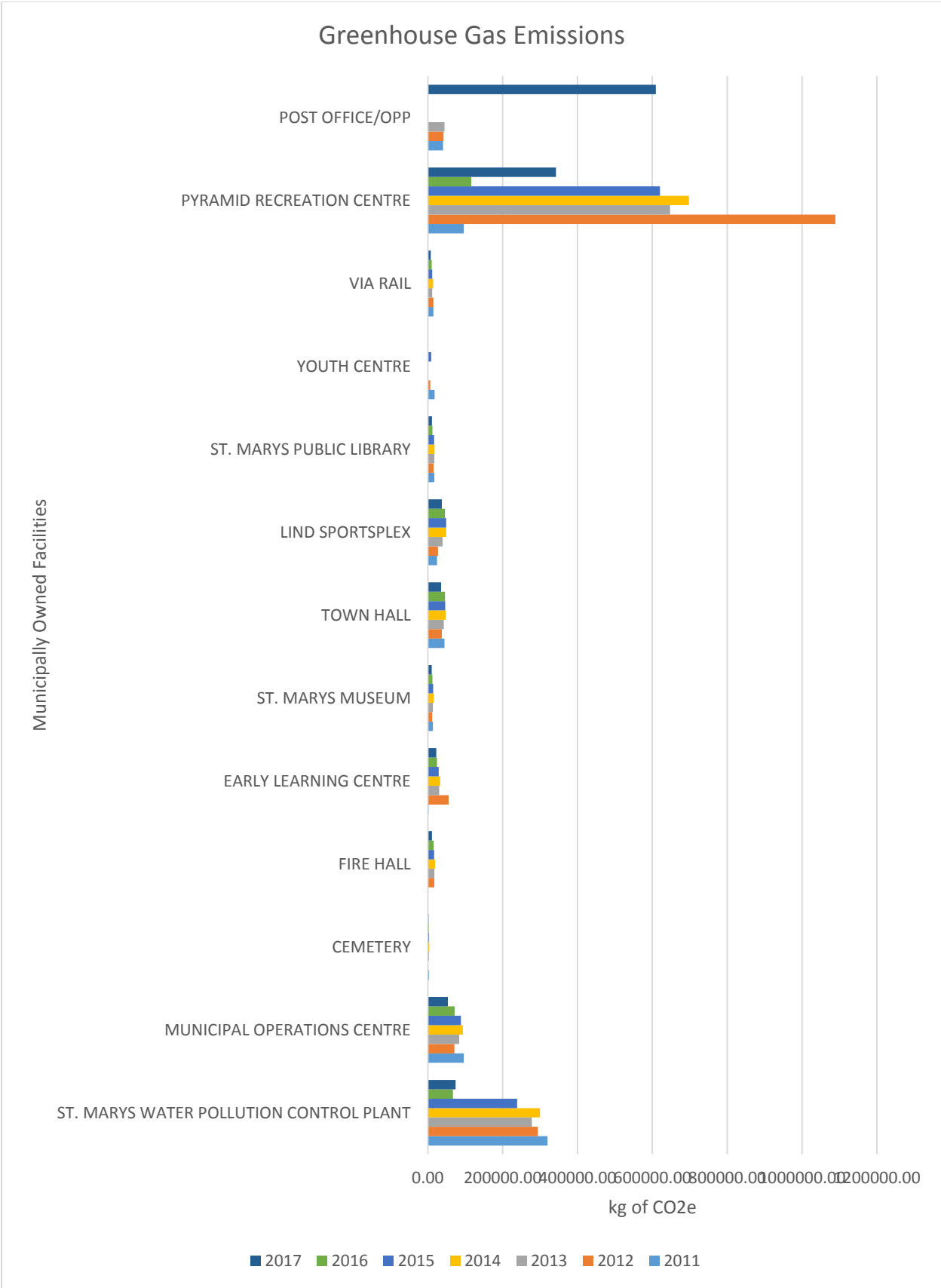
## Associated Emissions 2017

Common Facility Name	Total Floor Area (sq./ft.)	GHG Emissions		Energy Intensity			
		KG CO <sub>2</sub> e	%	ekWh/sq.ft	%	ekWh/ML	%
St. Marys Water Pollution Control Plant	8550	74,512.61	12.228	190.22	45.97	1,054.47	100
Municipal Operations Centre	22,927.32	53,769.18	8.824	21.95	5.3	0	0
Cemetery	1356.26	2,004.77	0.329	18.14	4.38	0	0
Fire Hall	5317.42	11,069.7	1.817	15.93	3.85	0	0
Early Learning Centre	5425.06	22,730.81	3.73	24.14	5.83	0	0
St. Marys Museum	2045.16	10,734.04	1.762	8.66	2.09	0	0
Town Hall	5328.18	35,486.62	5.824	38.98	9.42	0	0
Lind Sportsplex	12,012.62	37,428.12	6.142	23.7	5.73	0	0
St. Marys Public Library	5,005.26	11,084.41	1.819	17.38	4.20	0	0
Youth Centre	3,498.30	129.43	0.021	0.47	0.11	0	0
Via Rail	2,518.78	8,116.98	1.332	22.59	5.46	0	0
Pyramid Recreation Centre	57,716.57	342,286.74	56.172	31.65	7.65	0	0
TOTAL		609,353.41	100	413.8	100	1,054.47	100

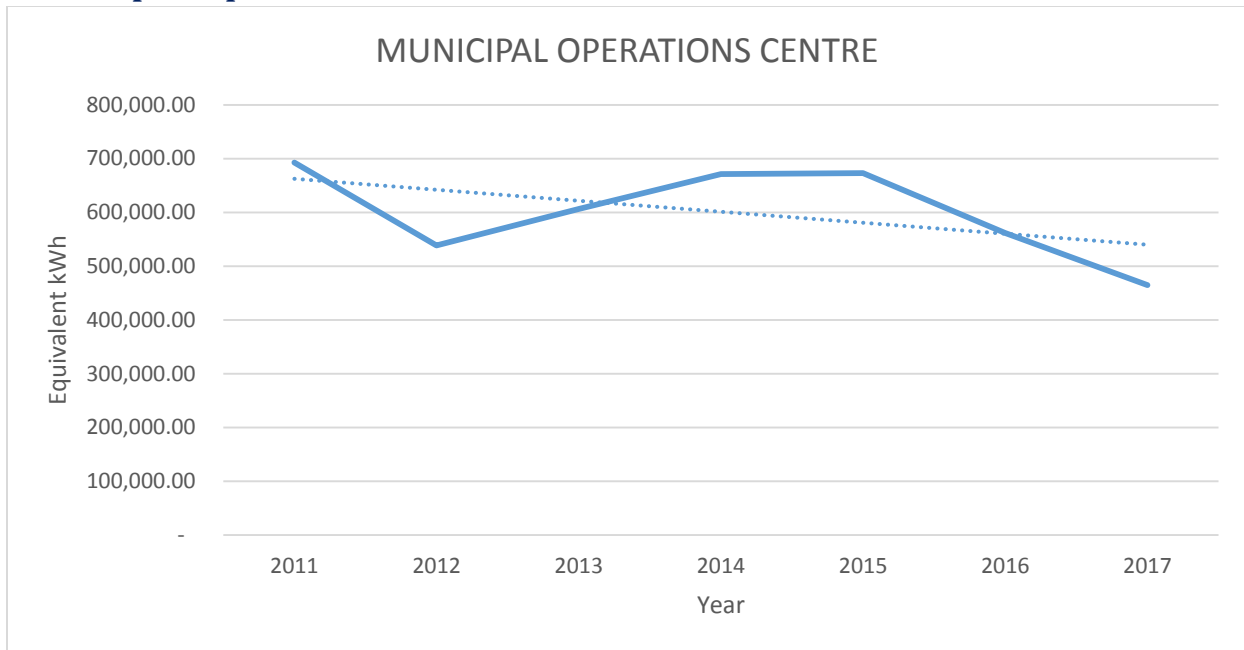
EMISSION FACTORS FROM [Environment Canada \(PCP\)](#) (NATURAL GAS), [NIR](#) (PROPANE, DIESEL, FURNACE OIL) AND [TAF](#) (HYDRO)

## Energy Consumption and Emissions 2011-2017





## Municipal Operations Centre

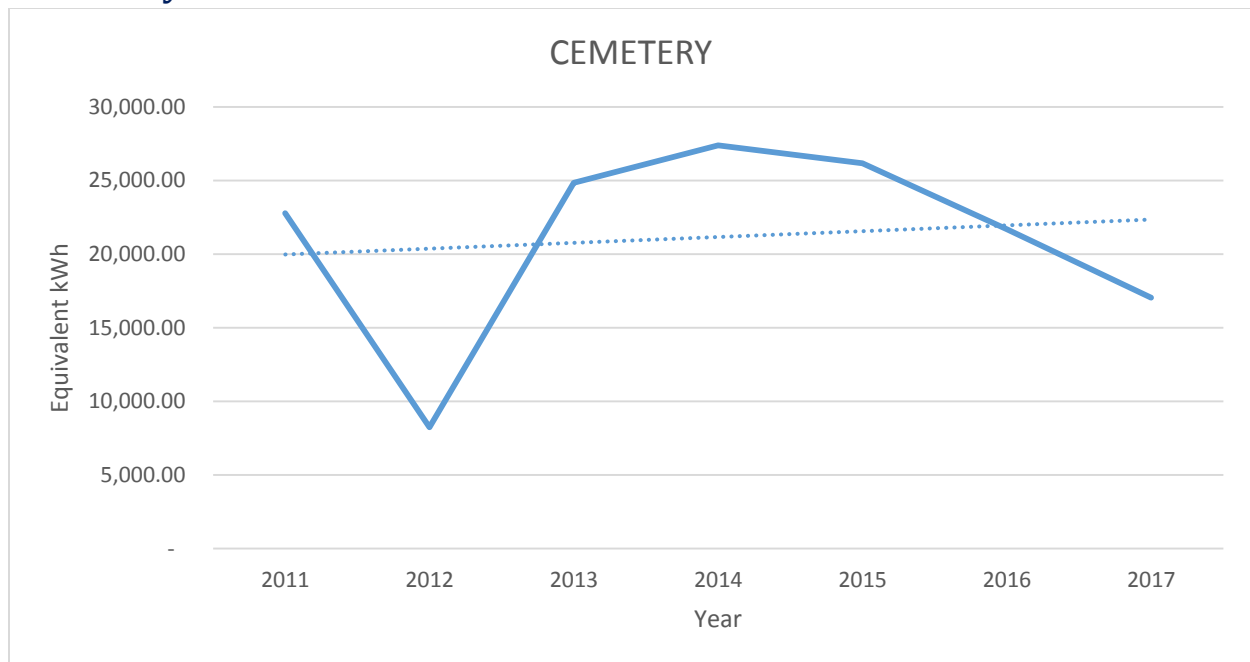


The municipal operations centre's energy reduced by approximately 228,261ekWh from the 2011 baseline, which is an approximate 33% reduction in consumption. The total consumption in 2017, was 464,794.5ekWh, with an associated emission total of 53,769.18 kg of CO<sub>2</sub>e.

The MOC uses 3 boilers, 2 HVAC units with one HVAC pump, and has two Heat Pumps as well. The MOC uses an exhaust hood for welding.

Since 2014, there have been some improvements made, such as a ductless split replacement and new LED outdoor lighting. The building is still a fairly new build, so improvements have not been needed.

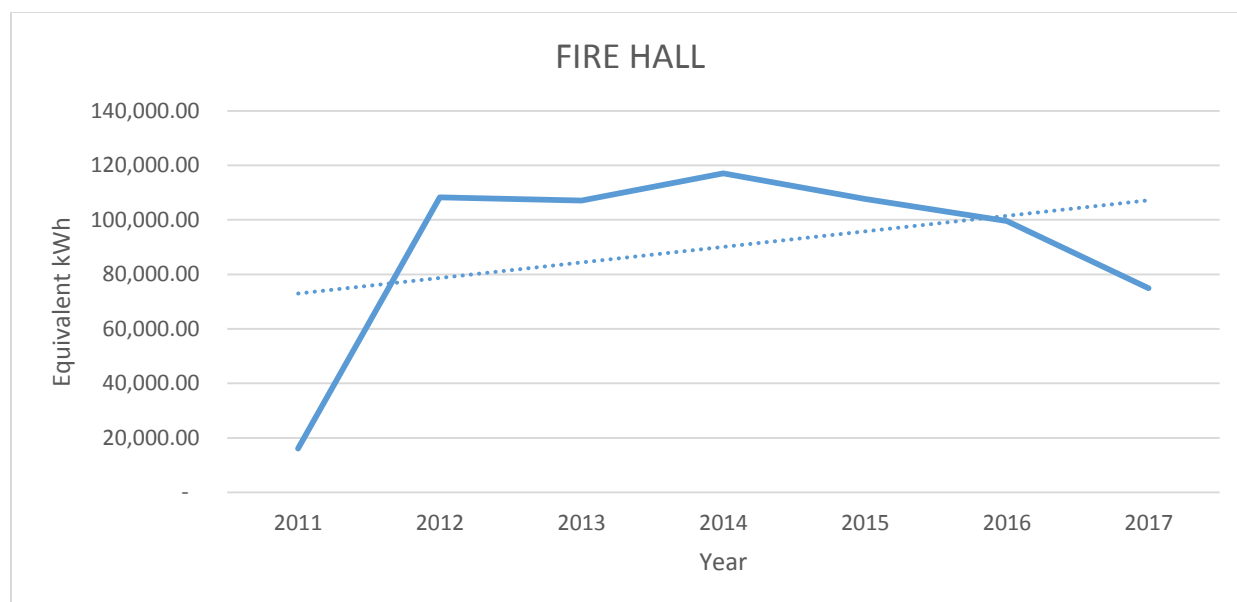
## Cemetery



The cemetery office has reduced its energy consumption by approximately 5,725ekWh from the 2011 baseline year, which is an approximate reduction of 25% over a six year period. The cemetery consumed a total of about 17,047.07ekWh, and had an associated emission total of approximately 2,004.77 kg of CO<sub>2</sub>e.

The cemetery has two space heaters within the facility, one that runs on electricity and the other using gas.

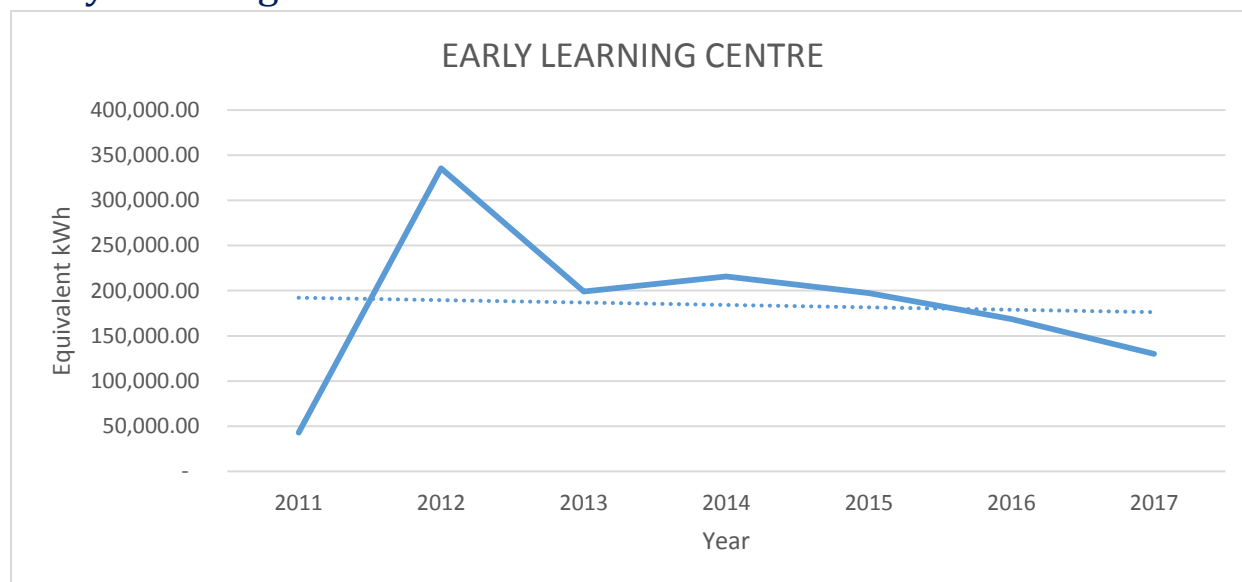
## Fire Hall



The Fire hall's energy has increased by about 58,814ekWh, which is approximately 366% higher than the 2011 baseline consumption. The hall consumed a total of 74,867.58ekWh, and emitted approximately 11069.7 kg of CO<sub>2</sub>e in 2017.

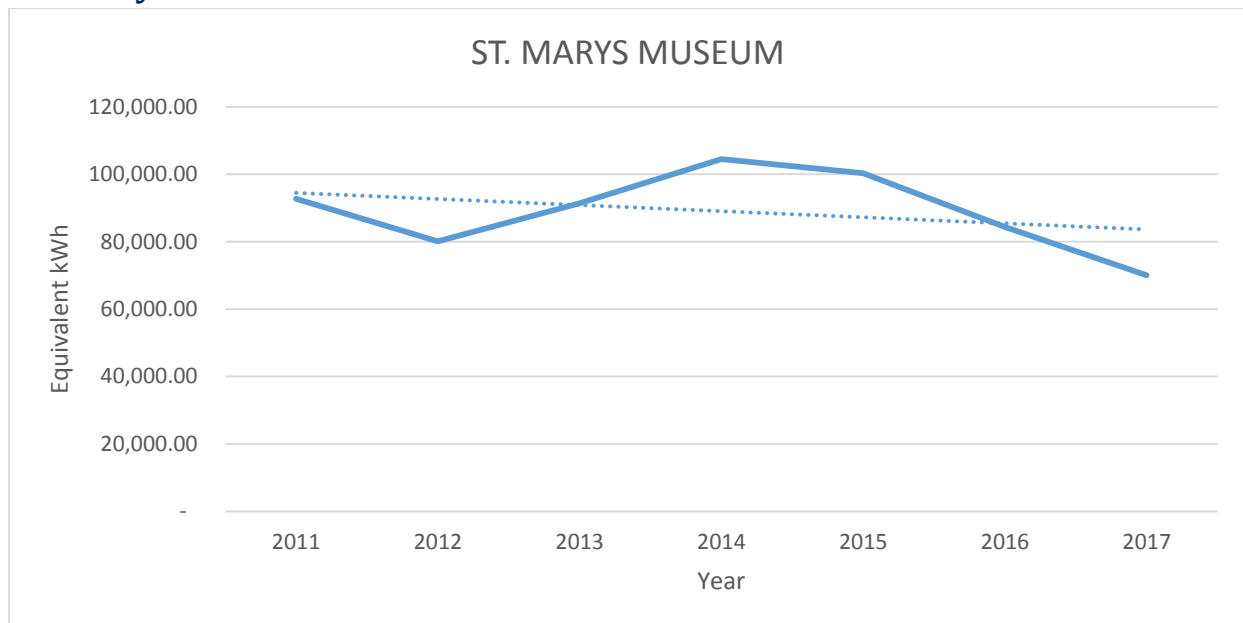
The fire hall uses radiant tube heaters to heat the bay, where the office space is heated using a boiler unit. There are two window A/C units.

## Early Learning Centre



The Early learning centre or daycare has increased its energy consumption by about 86,859ekWh, which is approximately 200% higher than the 2011 baseline. Emissions associated with the 129,909.5ekWh's of energy consumed in 2017, were 22,730.81 kg of CO<sub>2</sub>e. This space has been closed and is now operating in a leased space.

## St. Marys Museum



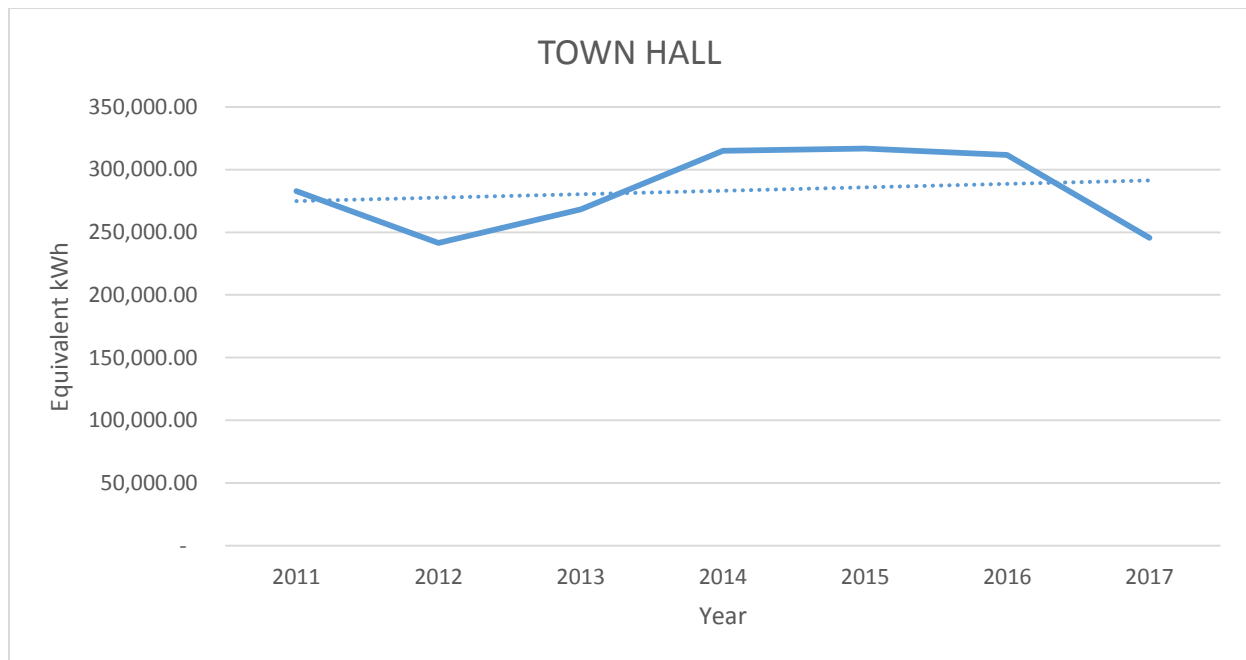
The Museum has reduced its energy consumption by approximately 22,733ekWh, which is about a 25% decrease from 2011's consumption. Consumption of energy within the facility totaled 69,988.87ekWh with an associated 10,734.04 kg of CO<sub>2</sub>e in 2017.

The museum has electric baseboard heaters installed, as well as two furnace units and three A/C units to help regulate the temperature of the building.

At the museum, there have been a few upgrades done, which include projects such as a furnace replacement and new LED upgrades to the interior.



## Town Hall

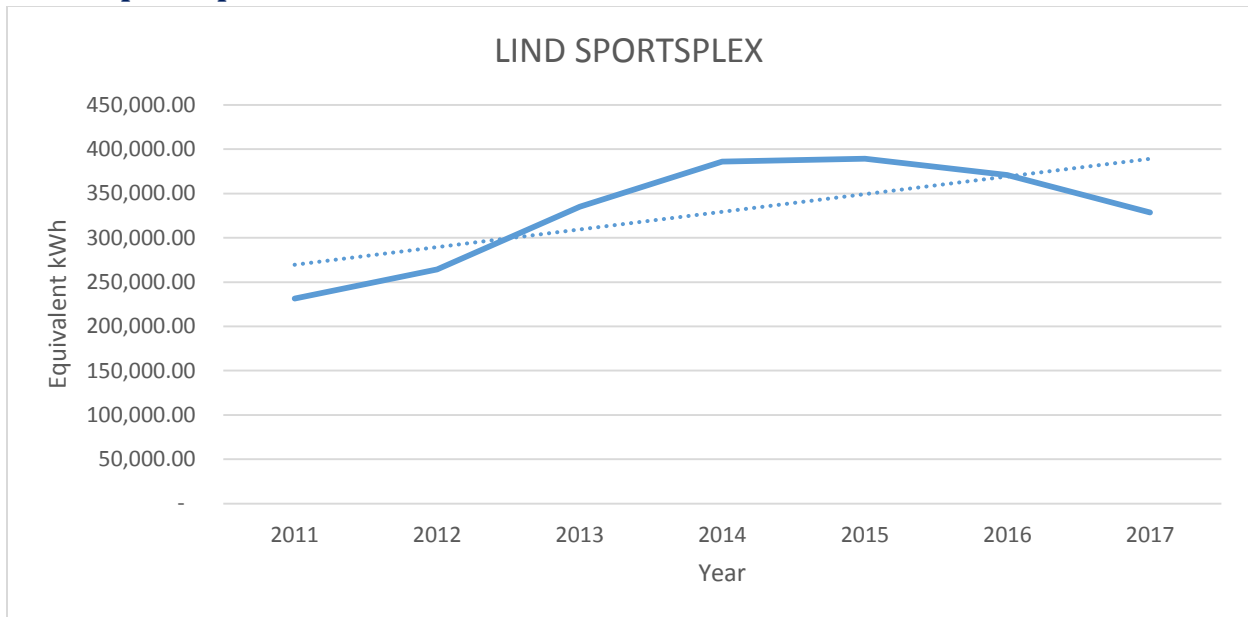


The Town Hall has reduced its energy consumption by about 37,323 kWh, or about 13% compared to 2011's consumption. The 2017's total consumption was about 245,570ekwh, with an associated emissions production of 35,486.62 kg of CO<sub>2</sub>e.

The town hall uses two Dietrich boilers, a condensing unit, two pumps, and has a total of six different carrier units. The Town Hall does also operate an elevator to ensure accessibility standards are met.

The town hall has had a few upgrades added to it since 2014, such as window replacements, a new HVAC unit, and more insulation was added to the roof to reduce heat loss.

## Lind Sportsplex

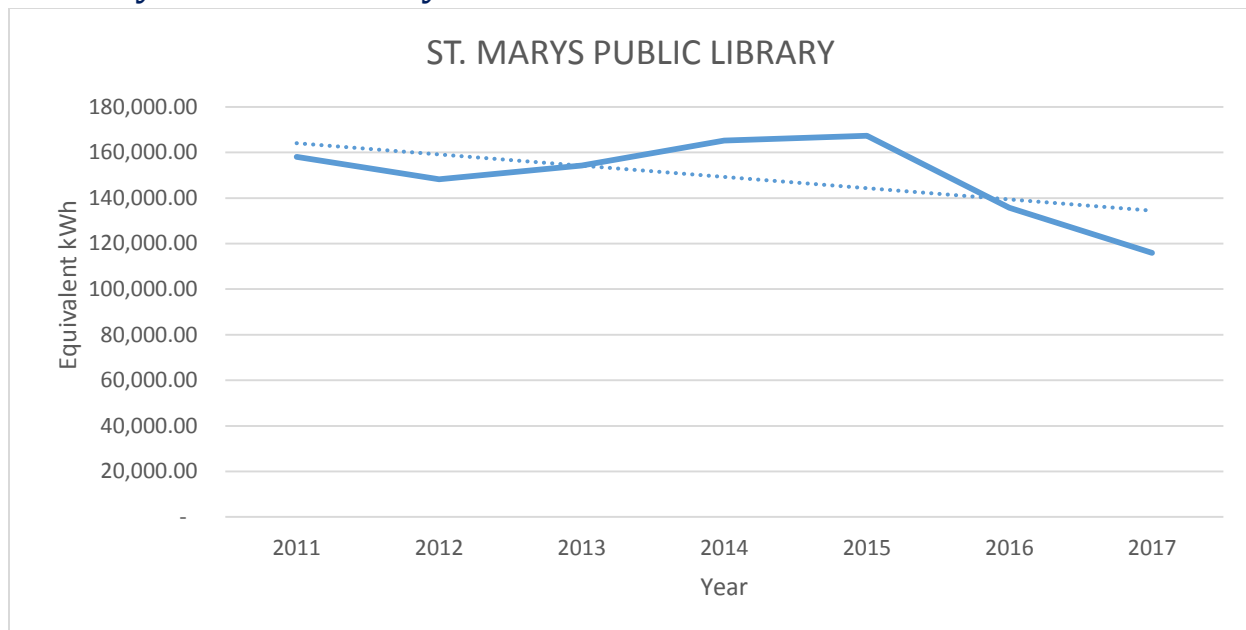


The Sportsplex is the Curling and Quarry facility, and has increased its consumption of energy by 96,837ekWh, or 42% since 2011. The total energy consumption for the Sportsplex in 2017 was about 328,405.97ekWh with an associated emissions total of 37,428.12 kg of CO<sub>2</sub>e.

It uses a single AC unit, and has two furnaces. To ensure that ice remains in the facility, there is an Arctic Ice Compressor, two pumps, as well as a cooling tower installed. The washrooms use exhaust fans. The Sportsplex uses a dehumidifier and a unit heater, as well. The Lind Sportsplex has a lift installed.

The Lind Sportsplex has had a roof replacement, and new outdoor LED lighting has been installed.

## St. Marys Public Library

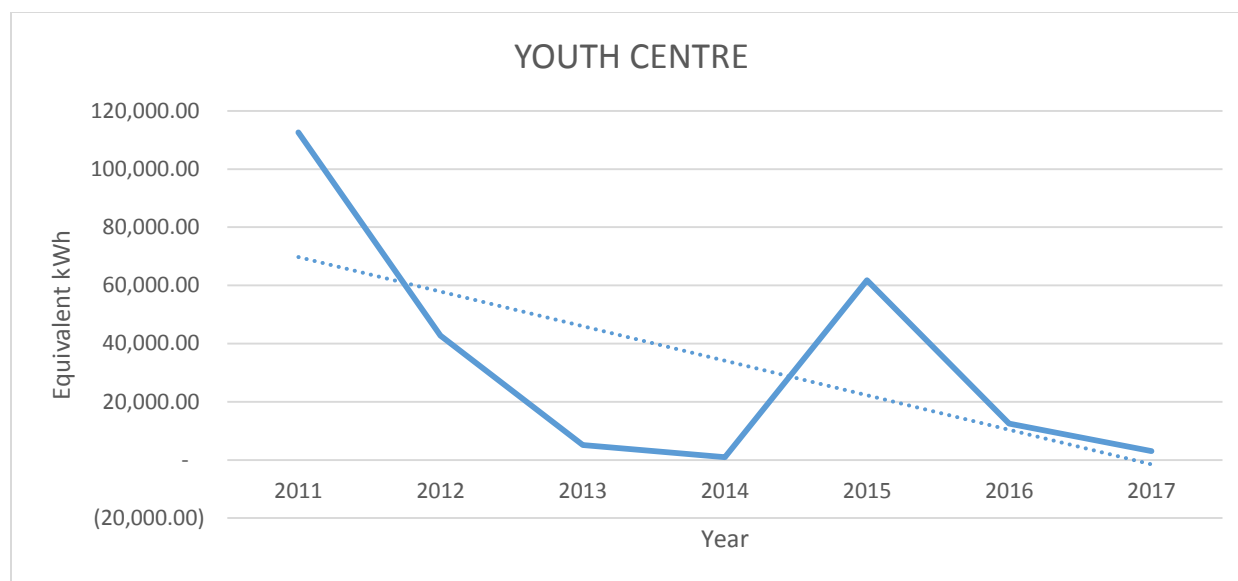


The Public Library has reduced its energy consumption by 42,064 kWh, which equates to approximately a 27% decrease in energy consumption compared to its 2011 consumption baseline. The total consumption for 2017, was 115,955.95kWh, and had an associated emission total of 11,084.41 kg of CO<sub>2</sub>e.

The library uses Lennox cooling and heating units and a variable-speed multi-position air handler, which help to regulate the temperature and humidity levels within the library.

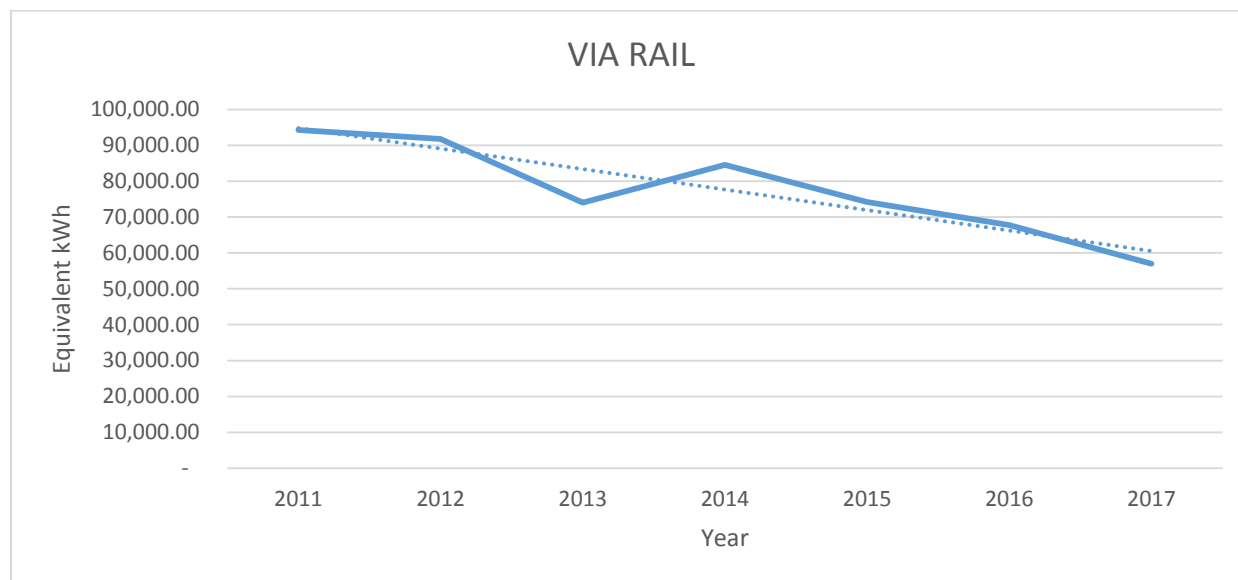
The public library has had a few upgrades added to it since 2014. These include projects such as a roof replacement, window replacement, a new HVAC unit has been installed and the outdoor lighting has been replaced with LED lighting.

## Former Youth Centre



The Former Youth Centre reduced its consumption by 109,554.59ekWh in 2017 compared to 2011, which is approximately a 97% reduction. However, this facility is closing, and soon will no longer be reported upon. Over the previous reporting years, the Youth Centre reduced its energy consumption to be 3,010ekWh, with an emission count of 129.43 kg of CO<sub>2</sub>e.

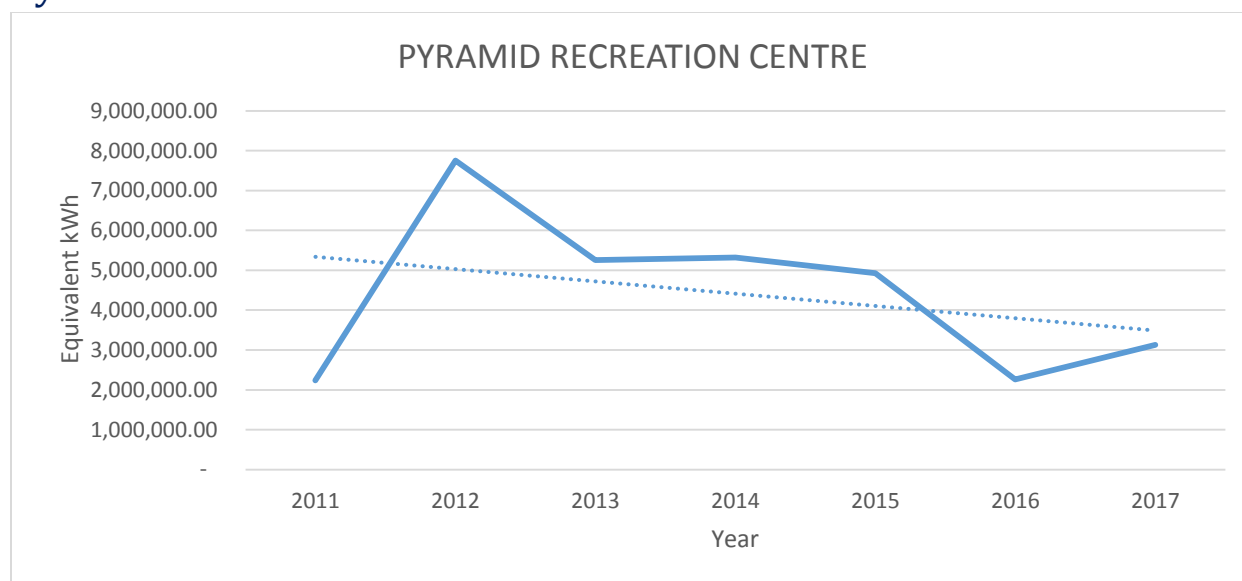
## Via Rail



The Via Rail Station has reduced its energy consumption by 40%, with a decrease in energy of about 37,318ekWh from their 2011 consumption. The VIA Rail station consumed a total of 57,006.28ekWh with an associated emission count of 8,116.98 kg of CO<sub>2</sub>e.

The Via Rail Station is heated using a gas-fired water boiler.

## Pyramid Recreation Centre



The Recreation Facility has increased its consumption by about 40%, with an energy consumption increase of 889,402ekWh from 2011. In 2011, the PRC consumed 2,241,000ekWh. The total consumption for the recreation centre in 2017, was 3,130,402ekWh, and emitted 342,286.74 kg of CO<sub>2</sub>e.

There are many energy consuming mechanical units within the PRC. The pool mechanical room, hosts many of these units which include the main circulation for the pool pump as well as the spa pump, the filtration systems for the pool and the spa, the salt chlorine-generation system, which is going to be converted to a UV system to save on energy, the liquid chlorine automated system, the two spa jet pumps, 2 hot water boilers, an HVAC unit, four booster pumps for the pools circulation, and the heat exchangers for both the pool and spa.

The refrigeration mechanical room hosts 18 mechanical units. The refrigeration room holds four Mycom compressors, a rooftop evaporative condenser, a condenser water treatment system, a low-pressure ammonia receiver, two plate and frame heat exchangers, a low side float expansion valve system, three rink glycol supply pumps, an underfloor heat exchanger, a Doucette heat recovery exchanger and two glycol expansion tanks. The primary refrigerant is ammonia, with a secondary refrigerant of ethylene glycol.

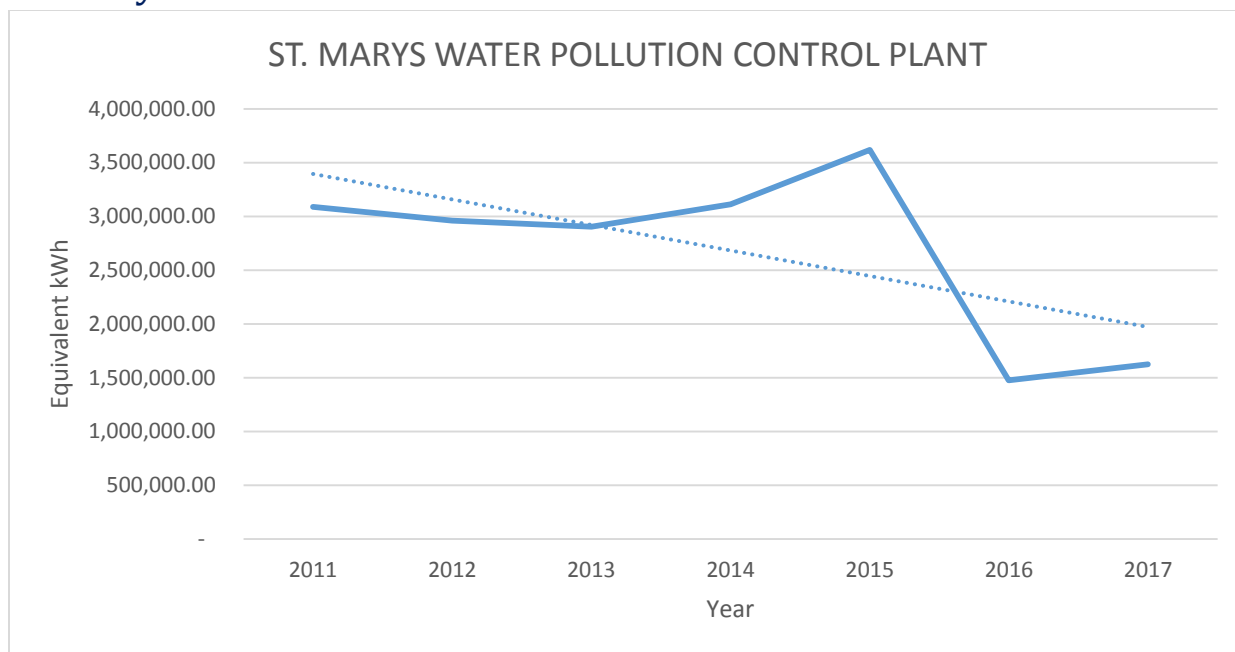
The recreation facility also holds other general equipment which consumes a substantial amount of energy. These include, six hot water tanks, a dishwasher, a kitchen hood system, two Zamboni ice resurfacers, two lasers and one receiver which are part of the laser level ice levelling system, ten gas detection systems for propane and carbon monoxide, a Lennox furnace in the community centre, two battery powered auto-scrubbers, a battery powered ice edger, a Reverse Osmosis and hot water system for ice flooding, six rooftop HVAC units, four engineered air HVAC units, two other HVAC units, a Toromont Cimco Dehumidification Unit, two Armstrong Circulation Pumps for the showers in the change rooms, two walk-in coolers, a walk-in freezer and an elevator.

There have been many upgrades added to the Pyramid Recreation Centre. These include, a roof replacement, upgrading to LED lighting in the aquatic centre, the ice pads, as well as the exterior

lighting, the roof over the pool has also been replaced. The refrigeration equipment has been upgraded to use a new software to regulate the usage. Variable Frequency Drives have been installed for the pool pump as well as the spa pump. New laser level equipment for the ice resurfacers has been installed. There have been improvements made to the building control systems, and one of the HVAC units in the building has been replaced. A vestibule in the friendship centre has also been added to the building, which has significantly helped with heat loss reduction.

Future plans may include completing an energy audit through the assistance of a grant to more thoroughly understand and reduce energy consumption. Other HVAC units will need to be upgraded in the coming future, as well. The PRC is also looking to install tinted windows in the aquatic centre, and replace the water disinfection system.

## St. Marys Water Pollution Control Plant



The Water Pollution Control Plant or the Septage Receiving Station has decreased its consumption significantly compared to the 2011 baseline year. They have seen a decrease of 1,461,623ekWh, or a 47% decrease. In 2017, the consumption of energy was approximately 1,626,393.12ekWh, and emitted 74,512.61 kg of CO<sub>2</sub>e.

The Water Pollution Control Plant has received a few upgrades and changes over the last few years, some of which include a new roof, the decommissioning of a methane gas compressor which used natural gas, and a switch to a high efficiency turbo blower.

While not included in the regular inventory, other efficiencies are being implemented in the water treatment and storage facilities. The pumping station has a new reservoir and booster, and the next steps are for off-peak filling. The James St pumping station also has new insulation and new LED lighting installed.

## Future plans

The Municipality of St. Marys consumes a significant amount of energy. This plan will be used to aid in the reduction of energy and to aid in the implementation of impactful strategies, retrofit management, as well as monitoring and tracking consumption patterns. Future energy plans and goals will be considered on a regular basis. The goals need to be annually established along with the Council's approval of the municipal budget.

St. Marys has plans to roll out LED lighting in all of their buildings, and have successfully installed them in most facilities. There are also plans to install motion sensor lighting to further reduce the usage of lighting.



## **Council Resolution to Join the FCM–ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program**

**WHEREAS** it is well established that climate change is increasing the frequency of extreme weather events and posing other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy;

**WHEREAS** the 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts;

**WHEREAS** local governments are essential to the successful implementation of the Paris Agreement;

**WHEREAS** Canada's cities and communities influence approximately 50 per cent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services;

**WHEREAS** investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses;

**WHEREAS** a number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting;

**WHEREAS** the **Federation of Canadian Municipalities (FCM)** and **ICLEI–Local Governments for Sustainability** have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

**WHEREAS** over 300 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

**WHEREAS** PCP members commit to adopt a community GHG reduction target of 30 per cent below 2005 levels by 2030, in line with the Government of Canada's target, and to adopt a corporate GHG reduction target that is similar or more ambitious, and to consider adopting a deeper community and corporate emissions reduction target of 80 per cent by 2050;

**WHEREAS** the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS



**WHEREAS** PCP members commit to carry out the five-milestone framework within 10 years of joining the program and to report on progress at least once every two years;

**WHEREAS** PCP members accept they can be suspended from the program — subject to prior notice in writing by the PCP Secretariat — in the event of non-submission of progress reports within the established deadlines;

**BE IT RESOLVED** that the municipality of \_\_\_\_\_ endorse the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

**BE IT RESOLVED** that the municipality of \_\_\_\_\_ review the guidelines on [PCP member benefits and responsibilities](#) and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

**BE IT FURTHER RESOLVED** that the municipality of \_\_\_\_\_ appoint the following:

- a) Corporate staff person (Name) \_\_\_\_\_  
(Contact number) \_\_\_\_\_  
(Email address) \_\_\_\_\_
- b) Elected official (Name) \_\_\_\_\_  
(Contact number) \_\_\_\_\_  
(Email address) \_\_\_\_\_

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## **SCIENTIFIC BACKGROUND**

The International Panel on Climate Change (IPCC) says in its 2014 *Fifth Assessment Report* that warming of the Earth's climate system is unequivocal and that "the IPCC is now 95 per cent certain that humans are the main cause of current global warming."

The IPCC concludes this warming is caused primarily by increased atmospheric concentrations of carbon dioxide, methane and nitrous oxide released from burning coal, oil and natural gas and from cutting trees and clearing land for agriculture and development.

The IPCC has a high degree of confidence that the following climate-related impacts are occurring or will occur over the next century in North America:

- More frequent hot and fewer cold temperature extremes, resulting in longer and more frequent heat waves.
- More frequent and intense extreme precipitation events.
- Thawing of permafrost, causing greater emissions of greenhouse gases and leading to disruptions to infrastructure and the traditional ways of life in northern communities.
- Melting of glaciers and polar ice, causing sea level rise in over 70 per cent of coastal communities.
- Increased risk of extinction for a large fraction of terrestrial, freshwater and marine species, undermining food security in many regions.
- In urban areas, increase risks for people, assets, economies and ecosystems including risks from heat stress, storms and extreme precipitation, flooding, landslides, air pollution, drought, water scarcity, sea level rise and storm surges.
- In rural areas, impacts on water availability and supply, food security, infrastructure, and agricultural incomes, including shifts in food production areas.

Under business-as-usual scenarios, the IPCC has high confidence that global surface temperature is likely to exceed two degrees Celsius by the end of the 21st Century.

The IPCC observes that warming resulting from human influences could lead to abrupt or irreversible impacts, depending on the rate and magnitude of climate change, and that the more human activities disrupt the climate, the greater the risks.

Under a stringent emission reduction scenario, the IPCC concludes that surface warming could be kept under two degrees Celsius, which would reduce the risks and impacts of climate change.



# MONTHLY REPORT

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

**From:** Corporate Services

**Date of Meeting:** 25 June 2019

**Subject:** COR 18-2019 June Monthly Report (Corporate Services)

## RECOMMENDATION

THAT COR 18-2019 June Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Culture

#### General

- Information package and application forms for filming in St. Marys have been completed. Information on filming in St. Marys will be made available on the Town website.
- Doors Open will be held on Saturday, September 28. Participating sites, including photographs and information, have been updated on the Doors Open website. Final sites are being confirmed.
- Two meetings of the Public Art Committee were held and a concept for the first public art project has been determined.

#### Heritage

- Staff and members of the Heritage Committee will be participating in a demo of the Driftscape App, which is an App that can be used to highlight cultural and heritage destinations in a community.

#### Strategic Planning

- Museum Strategic Plan - Draft of the St. Marys Museum Strategic Plan presented to the Museum Advisory Committee for adoption at the May 8 meeting. Staff continue to draft a Business Plan for the Museum. Both documents will be presented at the August SPC meeting.

### Museum

- Administrative
  - Volunteers logged 106 on-site hours in May.
  - Most popular Facebook Post in May: May 16 "Victoria Bridge" with a reach of 2,077 and 526 reactions/comments/shares.
  - Sponsorship secured for all Melodies at the Museum concerts in 2019. Staff currently working on promotional poster and media release, to be launched in June.
  - Staff wrote an article about a local historic photographer was published in the May edition of Better Farming magazine. This magazine is circulated to 38,500 subscribers.
- Programming
  - Staff led two Grade 3 heritage walking tours in May.
  - Staff led outreach programs at Kingsway Lodge on May 14 and McCarthy Place on May 30.

- Staff participated in Meet Me in St. Marys on Saturday, May 4. All proceeds from this event were donated to the Museum.
- The Museum hosted a group of 56 historians from Oxford County for a museum tour and heritage bus tour on May 21.
- Staff hosted Stratford Tourism Alliance summer staff for a familiarization tour of the St. Marys Museum on May 30.
- Staff participated in the FM96 Taz Show on May 31 by promoting the Museum and sharing an interesting artifact.
- Research/Exhibits/Collections Management
  - There will be an opening reception for Firefighters on June 26 and the general public on July 1 for the HEROES exhibit.
  - Textile storage audit continuing with the help of summer staff and volunteers. 51 textiles were photographed, condition reported and updated in PastPerfect software in May.
  - Archives Assistant digitized, edited, researched and uploaded approximately 50 historic photos in June.

## **Corporate Communications**

- PRC Strategic Business Plan
  - Program feedback survey is ongoing (87 responses so far)
  - Draft of rentals satisfaction survey sent to PRC staff for review
  - Draft communications audit sent to PRC staff for review
- Media Relations
  - Distributed seven media releases and three public notices between May 15 and June 13.
  - There were 33 stories/mentions in local media between April 15 and May 13 (31 in the St. Marys Independent and two in the Stratford Beacon Herald). 11 of those stories were the direct result of media releases by the Town.
- Social Media
  - The Town's Facebook page currently has 4,243 followers (21 new since May 15). The most popular post was about free yoga classes for 20 on the Trestle (4,700 users).
  - The Town's Twitter page currently has 1,832 followers (31 new since May 15). The most popular tweet was about the Quarry opening (1,429 impressions).
  - The Pyramid Recreation Centre's Facebook page currently has 2,408 followers (9 new since May 15). The most popular post was about the Friendship Centre's Blue Jays trip (2,884 users).
- Website
  - 9,784 users and 57,801 page views since May 15. Top visited pages include Home (7,249 page views), Library (4,389) and Quarry (2,196).
  - Updated school break and day camp pages.
- Publications
  - Sent first draft of Fall and Winter Recreation and Leisure Program Guide to content contributors for review
- Advertising
  - Ad placed in St. Marys Independent to thank FM96 event partners and donors.
  - Boosted 4 posts on Facebook: Specialty Camps, Friendship Centre Blue Jays trip (x2) and Camp PRC.
- Public Engagement
  - Program feedback survey (Ongoing and open until September 30, 2019)
  - Facebook poll helped the Recreation Supervisor determine there was sufficient demand to add another Red Cross Stay Safe class
- Event promotions

- Finalization of plans for Heritage Festival (July 12-13) and Canada Day (July 1). Heritage Festival programming will be fully funded by sponsorships, and Canada Day is funded by a federal grant.
- The launch of 20 on the Trestle was a success, with awareness growing as events and especially social media photos roll out. Yoga has proven especially popular, and the St. Marys Clicks Camera Club show was lovely. Donor wall will be erected soon.
- This year's FM96 Small Town March Madness victory broadcast was a success, with more participation from municipal departments (public works and the fire department). An interesting cross section of St. Marys residents and businesses were interviewed. St. Marys has now been officially retired from the competition.

## **Tourism Marketing**

- Advertising
  - Distributed Town tourism material using CTM media group and Mark Martin distribution services. Staff utilized CTM service this year to promote the Quarry and downtown St. Marys to London and area tourists and the local community.

DISTRIBUTION ROUTE	Quarry Brochure	Stories of Stores	Map Pads	Visitor Guide
Ontario Travel Centres + visitors centres in KW, Bluewater, London & Stratford	3000	0	30	9000
CTM – Local & Recreation Centres for Southwestern Ontario, London/St. Thomas & Area hotels	2000	3000	0	1500

- Social Media
  - Town of St. Marys Instagram account (<https://www.instagram.com/townofstmarys/>) created. Already at 236 followers.
- Publications
  - The Stories of the Stores
  - Updated Quarry brochure printed and distributed.
  - St. Marys Event Card
  - St. Marys Visitors Guide – Partnership with the St. Marys Independent Paper
  - Map Pads – still utilizing the map pads developed in 2017.

## **Tourism**

- The Tourism Assistant position, funded through Canada Summer Jobs, will start in June.
- Working on a plan to revitalize the Town's walking tour brochure.
- Greeted the Stratford Tourism Alliance summer students at the St. Marys Museum to talk about things to do in St. Marys over the summer.

## **Economic Development**

- The 2019 Chamber Gala Awards evening was held in early May. Once again St. Marys had an excellent representation of businesses nominated for awards. St. Marys Independent Newspaper and Snapping Turtle Coffee Roasters were successful award recipients.
- Town staff hosted a Perth4Youth group meeting to discuss the future of the initiative and how best to proceed individually and as a group. Staff are working on a new survey for youth to be launched in the next school year.
- Attended a Newcomer Settlement Huron Perth meeting. Many decisions and progress for this program are stalled due to awaiting funding announcements. We discussed having a member of the program come to a newcomer's coffee at the Library to introduce the local community to the services offered.
- Met with two businesses looking to expand in St. Marys.

- Met with staff at DCVI to discuss connecting the business community with their student scholarship program.

#### **VIA Services**

	<b>Boarding</b>	<b>Arriving</b>	<b>% Printed</b>
<b>January</b>	286	262	75.9
<b>February</b>	253	242	69.2
<b>March</b>	280	306	74.3
<b>April</b>	277	277	74
<b>May</b>	226	266	75.7

- Boarding is up 20% from two years ago, but down 3% from last year.
- Arrivals are up 19% from 2017, and up 8% from last year.
- Currently working on replacing two staff members who have resigned, one due to another job commitment and the other is going away for post-secondary.

#### **Information Technology**

- 27 ticket assigned, with 25 closed, including:
  - Continued to upgraded memory on town laptops/desktops computers (2 MOC/1Town Hall)
  - Increased quota for Friendship Centre storage
- Non-ticket items:
  - Installed touch screen pc for PRC Guest Services
  - Upgraded Kaseya and implemented new Software management strategy
  - Replaced PRC operator station
  - Completed Fiber splicing for redundant network structure
  - Tested solution for public library computers

### **SPENDING AND VARIANCE ANALYSIS**

Nothing to report at this time

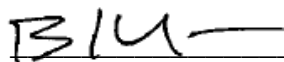
#### **REVIEWED BY**

##### **Recommended by the Department**



Trisha McKibbin  
Director of Corporate Services

##### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# FORMAL REPORT

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

**Prepared by:** Trisha McKibbin, Director of Corporate Services

**Date of Meeting:** 25 June 2019

**Subject:** **COR 19-2019 Public Art Concept**

## PURPOSE

To present information to Council on the proposed concept for the public art project supported through funding received by the Main Street Program and the St. Marys BIA.

## RECOMMENDATION

**THAT** COR 19-2019 Public Art Concept be received; and

**THAT** Council approve the concept of the first public art piece be located in the courtyard of Town Hall (Church Street North) and to be a free standing art installation.

## BACKGROUND

On January 23, 2018 the Minister of OMAFRA and Small Business announced the Main Street Revitalization Initiative, the government's approach to the distribution of \$26 million support for Ontario's main streets / downtown areas and their business communities. All single and lower tier municipal governments (except Toronto) received funding that will enhance and revitalize downtowns and main street areas. The funding allocation for the Town of St. Marys is \$44,072.53.

At the May 8, 2018 Council meeting Council made the following Resolution:

### **Resolution 2018-05-08-08**

**Moved By** Councillor Pope

**Seconded By** Councillor Osborne

**THAT** CAO 15-2018 regarding the Main Street Funding agreement with AMO be received; and

**THAT** Council approves By-law 48-2018 which authorizes a Main Street Funding transfer agreement in the amount of \$44,072.5302 between the Town of St. Marys and the Association of Municipalities of Ontario; and

**THAT** Council distributes the Main Street Funding to the following projects:

\$20,000 to the Downtown St. Marys public art program (Category 2)

\$10,000 to the Community Improvement Plan approved Façade Improvement and Designated Heritage Property Grant programs (Category 1)

\$14,072.5203 to Downtown gateway landscape design and construction projects (Category 2).

**CARRIED**



The 2014-2018 BIA Board initiated the proposal for public art and earmarked funding in their 2018 annual budget to support the initiative. A list of six individuals who would be interested in serving on a Public Art Committee was compiled and shared with Town staff. The current BIA Board has indicated that while they support the project with funding, they do not have the capacity to take the lead on a public art project.

In assistance to the previous BIA Board, staff has researched and gathered information on other municipality's public art projects, committees and documents. From this research, staff drafted two documents, a Public Art Policy and a Public Art Guidelines and Process document to aid in the creation of a Public Art Committee. These documents have been attached to this report.

## **REPORT**

At the April 16, 2019 Strategic Priorities Committee meeting Brent Kittmer spoke to CAO 32-2019 report, and walked Council through a discussion of their priorities for 2019 and the term. At the meeting the following strategic priorities and tactics regarding Public Art were agreed upon:

- Position the Town as the driver of this project, with the BIA as a key supporter.
- By the June 25, 2019 Council meeting, report back on key concepts for Public Art so that the procurement process can begin immediately after.

Staff reached out to those citizens who indicated that they would have an interest in participating in a Public Art Committee and shared documents that staff had drafted for the project. Due to work commitments of the members it was challenging to schedule a meeting time that would accommodate all schedules. As a result, three different meeting dates and times were scheduled. The first meeting was held on Thursday, June 6 at 1 p.m. at Town Hall with two members of the Committee in attendance. A second meeting was held on Monday, June 10 at 2 p.m. at Town Hall with three members of the Committee in attendance. The third meeting was cancelled as confirmation indicated that there would be multiple absences for this meeting as well.

Based on discussion with the three members in attendance at the June 10 meeting it was determined that the 2019 installation would be the first of a much larger process and project. The Committee has an interest in installing a variety of types of public art including sculptures, murals, and banners. The Committee also discussed the opportunity to enhance the alleyways in the downtown with art. Members of the previous BIA Board had reached out to downtown property owners and those who have expressed an interest in their property housing public art will be kept on file for future consideration and conversation. Committee members discussed the budget available for 2019 and what could be accomplished with that budget.

### 2019 Public Art Concept

The Committee discussed the Gateway features, East of the Victoria Bridge and West of Town Hall on Queen Street East as locations for artwork. Based on budget considerations it was determined that the Town Hall courtyard was the first location that could benefit from public art. In 2016, Gateway Landscape Features were identified as a deliverable by the downtown construction stake holders group. The consensus was that this would add a green space element to offset the tree removal from the downtown boulevards that occurred as part of the 2016 Queen Street road reconstruction project. Trees in a downtown core urban environment are faced with limited potential for root development and are subject to de-icing salts and typically have a shortened life span. Due to the bell tower restoration project timing and staging area requirements, design and construction of the gateway landscape features project was deferred to 2017 budget deliberations.

The Gateway features completed in 2017 include the raised planter box and mobile device charging station. The members of the Public Art Committee felt that public art has the potential to soften and enhance the space, while being sensitive to the site, setting and architecture. The members also stated that this is a central, visible location that could gather interest in public art and be a launch to future

projects, including enhancing the alleyways. The Gateway artwork could lead to developing community partnerships, public art donors and a track record for future grant applications.

Key content for the RFP:

- The artwork should achieve a cohesive and unique aesthetic experience that is distinguished from, yet sensitive to, the site and architecture of the area.
- Artwork should be constructed from durable materials capable of withstanding the elements and visitors use for a duration of 20+ years
- The artist may be local, regional, national or international
- The scope and goals of the criteria will be broad in order to allow for creative and diverse submissions.

Next steps:

If Council approves the concept for the project the RFP will be reviewed and confirmed by the members of the Public Art Committee and will be publically posted in early July through the Town's traditional tender format (website) as well as such non-traditional methods such as Creative City Network of Canada. A press release will also be issued to local and regional news organizations announcing the RFP in order to raise the profile of the project.

## **FINANCIAL IMPLICATIONS**

The funding to support this project comes from two separate sources. \$20,000 is from the Main Street Funding with an additional \$10,000 in support from the BIA.

## **SUMMARY**

At the April 16, 2019 Strategic Priorities Committee meeting the following strategic priorities and tactics regarding Public Art were agreed upon:

- Position the Town as the driver of this project, with the BIA as a key supporter.
- By the June 25, 2019 Council meeting, report back on key concepts for Public Art so that the procurement process can begin immediately after.

This report contains information on the Public Art Committee's proposal for the first public art piece to be located in the Gateway Feature to the west of Town Hall. The funding to support this project comes from two separate sources. \$20,000 is from the Main Street Funding with an additional \$10,000 in support from the BIA.

## **STRATEGIC PLAN**

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

- Pillar #4 Culture & Recreation:
  - Outcome: Downtown Revitalization Plan
  - Tactic(s): Investigate opportunities to invest in space in the core to further promote and expand local arts, culture and theatre.
- Pillar #5 Economic Development:
  - Outcome: Emphasize culture as a key economic driver for the community
  - Tactic(s): Provide an attractive and well-functioning streetscape in the downtown core.

## **OTHERS CONSULTED**

Public Art Committee

## **ATTACHMENTS**

1. Public Art Guidelines and Process
2. Public Art Policy
3. Gateway Feature – Town Hall

## **REVIEWED BY**

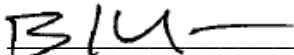
### **Recommended by the Department**



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Trisha McKibbin  
Director of Corporate Services

### **Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk

# Public Art Guidelines and Process

## 1.0 Purpose of these Guidelines

The purpose of these guidelines is to establish procedures for the implementation of the St. Marys Public Art Program.

## 1.0 Integrity

To ensure the integrity of the process of acquiring public art, the following criteria have been developed for reviewing proposed projects, offers of sale and offers to donate to the St. Marys BIA collection. In addition, it is the aim of this policy to ensure assistance is provided to all community members who seek to donate or sell works of art or cultural property to the St. Marys BIA.

## 2.0 Acquisitions

### 2.1 Sources

The Corporation may acquire material for the permanent collection through any of the following methods:

- request for proposals
- gifts/donations;
- bequests;
- trades/exchanges;
- purchases;
- transfers;
- commissions.

### 2.2 Donations

- a) A donation of public art includes:
  - an offer from an individual or organization to donate to the Town an official gift of public art (either an existing art work or funds to purchase or commission a new art work);
  - a commemoration to the Town of St. Marys;
  - or the installation of a public tribute or major public recognition.
- b) Donations of all works of art submitted to the St. Marys BIA will be forwarded to the Public Art Committee. BIA staff will contact the donor and gather any information relevant to the process. BIA staff will also endeavour to provide the donor with an outline of the review process, and any issues that may be associated with the offer.
- c) Donations of funds for the purchase of art or the planning, design, manufacture and installation of outdoor art including memorials will be referred to the Public Art Committee for consultation, review and recommendations for further action as required.

## 2.3 Purchases

All purchases and requests for proposal shall abide by the Town of St. Marys Procurement Policy and Procedures and follow the approval process as described below.

## 2.4 Approval Process

- a) The offer of all material identified from any source for potential acquisition into the permanent collection must be forwarded to the BIA Board for submission to the Public Art Committee. All offers will undergo a complete approval process.
- b) The Public Art Committee will meet to review the request according to the criteria outlined below. A report with the Committee's recommendation to accept or decline the gift will be submitted to the Director Corporate Services for referral to Town Council. Council will then consider the recommendation.
- c) The approval process comprises both consultation and review. Potential acquisitions must meet the scope of the Criteria for Approval of Public Art:
  - I. The work of the artist should be of professional quality; the art itself must also be of exceptional quality and of enduring value for the Town.
  - II. Appropriateness of the visual imagery for all audiences (not reflecting partisan politics or containing sexual or religious content or expressing a commercial aspect etc.), choice of visual imagery that enhances the aesthetic experience within the Town and the character and nature of the site,
  - III. Appropriateness of the design for all view points to the art (by pedestrians, from moving vehicles, seated audiences etc.),
  - IV. Suitability of the location (wall surface, ground, etc.) to receive proposed materials and to enable technical detailing, wall preparation required, and directional exposure of the art to minimize fading of colour, and all installation issues.

## 3.0 Disposition

- a) Disposition includes both the process of deaccessioning material from the collection and its subsequent disposal or physical removal. No art work will be deaccessioned and disposed of without consultation of the Public Art Committee.
- b) Criteria for deaccessioning includes:
  - condition of art work and/or cost of maintenance/conservation;
  - current location of art work is no longer suitable or available;
  - nominated "life span" has expired;
  - art work does not meet the terms of the policy;
  - suitability to the collection;
  - loss of artistic integrity;
  - long term implications including legal ramifications.
- c) Disposal of art work can include any one of the following:
  - return to the donor or artist, or offered to the family if donor or artist is deceased;
  - offer of gift or trade to another cultural institution;
  - sale with the proceeds used for maintenance or collection development;

- destruction of the work with appropriate notification.

## 4.0 Types of Public Art

The following are types of public art to consider in Downtown St. Marys:

1. Banner: Hanging fabric with designs
2. Bust: Realistic head
3. Figure: Realistic or semi-realistic human form(s)
4. Fountain: Sculptural and water components
5. Gateway: Artwork meant to mark or designate an entrance or exit
6. Monument: Artwork which commemorates a person, place or event
7. Mosaic: Surface decoration made of inlaid stone, glass or other material to form a picture or pattern
8. Mural: Painted or decorated surface of a wall
9. Painting: Free-hanging painted surface usually canvas or wood
10. Relic: Historical object or part which was not originally an artwork
11. Relief: A form of sculpture that is carved or cast; design elements project outward in varying degrees from a background plane
12. Sculpture: Three-dimensional representation of an object, abstract design or living thing that is cast, carved, modeled, fabricated, fired, assembled, or a combination thereof
13. Site Work: Artwork which is incorporated into the landscape or the architectural features of a building or complex
14. Tapestry: Fabric wall-hanging

## 5.0 Forms of Public Art Project

The form that public art can take in St. Marys is open. Public art may be:

1. Representational or abstract
2. Integrated with architecture or freestanding
3. Temporary or permanent
4. Placed inside or outside
5. A single work or a whole plaza or park
6. Functional
7. Interactive
8. Educational
9. Symbolic
10. Commemorative

Public art may also:

1. Incorporate landscape elements
2. Employ technology, such as light, sound or motion
3. Be collaborative

4. Be participatory with community

## 6.0 Criteria for Selection of Artists

The Public Art Committee will consider the following criteria when selecting an artist:

1. Artistic merit and quality of past work
2. Relevant experience working on a team
3. Suitability for current project
4. Maintenance issues and technical feasibility
5. Ability to complete the project within the project time line and budget guidelines
6. Diversity among public art forms and styles

When evaluating specific art proposals, the Public Art Committee will use the following criteria:

1. Compliance with competition requirements
2. Appropriateness to the site context
3. Appropriateness to community context
4. Scale and visibility of proposal
5. Distinctive identity
6. Artistic excellence
7. Durability of design and materials
8. Minimum maintenance requirements
9. Maximum resistance to vandalism
10. Budget estimates within scope of competition

## 7.0 Collection Management Guidelines

### 7.1 Inventory

All art work is to be catalogued and included in the inventory along with all information on installation, maintenance schedule, correspondence, contractual agreements and research.

### 7.2 Documentation

All works will be entered in a permanent computerized register which will comprise the art collection database. All documentation is a matter of public record. Venues for public access to the database will be developed.

# Public Art Policy

## 1.0 Purpose

This policy is established to direct the integration of artwork into public spaces in the Town of St. Marys, through a well-administered and appropriately funded public art program. Public art reflects the identity of a town, gives voice to community and builds relationships between diverse groups. Public art gives meaning to place by interpreting the social, historical, cultural and natural environment. The St. Marys BIA acknowledges its commitment to public art as follows:

The St. Marys BIA shall implement a public art strategy to promote and facilitate the incorporation of art into existing public and private spaces by:

- a) establishing requirements for public art and introducing a funding mechanism to meet these requirements;
- b) committing to the incorporation of public art in major public work initiatives; and
- c) developing programs to exhibit temporary art in existing public spaces

A strong policy designed specifically for St. Marys will ensure a public art program that integrates with our environment and is relevant to our Town.

## 1.1 Permanent and Temporary Types of Public Art

This Policy is applicable to both permanent and temporary installations of public art. Permanent works of art include fixed works which, due to their weight and size, become an integral component of any municipally-owned public space, in terms of structure, design context, or neighbourhood. Temporary works of public art include works created for a specific event or place for a specific occasion and timeframe. The Town of St. Marys has the authority to determine the length of time a work of art will be displayed on municipally-owned public space.

## Definitions

### **Professional Artist:**

A professional artist is a person who is critically recognized as an artist: he or she possesses skill, training and/or experience in an artistic discipline, is active in and committed to his or her art practice and has a history of public presentation.

### **Public Art:**

Public Art: artworks created for, or located in, part of a public space and/or accessible to the public. Public art includes works of a permanent or temporary nature located in the public domain and created in any medium. There are three main types of public art that should be



considered based on the unique requirements and characteristics of the site identified for public art.

- a) Independent Sculpture – A freestanding work that was created independent of its site, and that could be moved to another location without losing its meaning and aesthetic qualities.
- b) Site Specific – A work that is created as a response to its immediate context and which would lose its meaning, function or relevance if moved to another location.
- c) Integrated – A work that is a physical part of a building, structure or landscape. If the building were demolished, the site redeveloped or the structure removed, the work would be removed or relocated, if possible.

**Public Space:**

For the purpose of public art projects funded in whole or in part by the St. Marys BIA, public space is defined herein as any space on or within Town property, or any space that is accessible to the general public and approved by the Town as a viable public art project site.

**Artist:**

A person who is critically recognized as an artist, possesses skill, training and/or experience in his or her artistic discipline; is active in and committed to his or her art practice, has a history of public presentation; and who is not exempted by the Conflict of Interest provision contained herein.

**Public Art Committee:**

A volunteer committee of citizens representing the art, design and general communities, which are appointed by the St. Marys BIA Board as well as a Town of St. Marys staff representative who is appointed by the Town of St. Marys Chief Administrative Officer or designate.

**Public Art Program**

A program established and funded by St. Marys BIA to enable the integration of professionally adjudicated public art projects into public spaces throughout the community of St. Marys, for the benefit of residents and visitors.

**Public Art Program Budget:**

A fund established and managed by the St. Marys BIA to account for all moneys contributed to and expended for the Public Arts Program as defined herein.

**Public Art Program Administration Costs:**

Costs incurred by the St. Marys BIA to run the Public Art Program, including staff salaries, office overhead and public relations.

**Public Art Project Administration Costs:**

Costs incurred by the St. Marys BIA to manage a specific public art project, including project development, artist selection, community outreach, artwork dedication and maintenance.

**De-accession:**

The procedure undertaken to permanently remove an artwork from the public art collection.

**Community:**

A group of people brought together by any number of forces including geography, tradition, culture or spirit.

## Program Goals

The Public Art Program strives to:

- a) Spark community participation in the building of our public spaces, encouraging citizens to take pride in public cultural expression;
- b) Provide leadership in public art planning through civic, private developer, community and other public interest initiatives to develop the Town's cultural uniqueness, profile and support of the arts;
- c) Complement and/or develop the character of St. Marys' historic downtown to create distinctive public spaces, which enhance the sense of community, place and civic pride;
- d) Increase public awareness, understanding, and enjoyment of the arts in everyday life, and provide equitable and accessible opportunities for St. Marys' diverse community to experience public art;
- e) Encourage public dialogue about art and issues of interest and concern to St. Marys residents; and
- f) Encourage public art projects that work towards achieving a more sustainable community, environmentally, economically, socially and culturally.

## Program Objectives

The objectives of the Public Art Program are:

- a) Increase opportunities for the community and artists to participate in the design of the public realm;
- b) Develop original site-specific works of art in order to contribute to cultural vibrancy;
- c) Select art through an arms'-length process incorporating professional advice and community input that ensures the quality of art and its relevance to the community and site;
- d) Ensure that a public and transparent process is maintained to develop and accept public art;
- e) Enter into partnerships with private and public organizations to further public art in the Town;

- f) Ensure that public art, and the environs of that art, are maintained in a manner that will allow for continued public access to, and enjoyment of, these artworks in appropriate settings.

## Roles & Responsibilities

### Town of St. Marys

- a) Oversee the Request for Proposals process following the Town of St. Marys Procurement Bylaw.
- b) Review and approve proposed sites for public art projects

### St. Marys BIA

- a) Coordinate the administration, financing and legal requirements necessary to implement the Public Art Policy and program.
- b) Responsible for managing the Public Art Program, including the administration and disbursement of program funds, and selecting public art for approved sites in accordance with prescribed selection criteria.

### Public Art Committee

- a) Reporting to the St. Marys BIA Board, the Public Art Committee shall oversee the selection of public art for approved sites. The Committee shall consist of seven (7) members selected from the following:
  - 1 member of Town Council
  - 2 members of the community
  - 1 business owner (located in the BIA)
  - 1 member of the Heritage Conservation District Advisory Committee
  - 1 member of the Heritage Committee
  - 1 staff person – Director of Corporate Services, or designate
- b) The Committee will advise in the development of the public art projects and any matters related to the development, promotion and use of the art collection.
- c) A Terms of Reference will be developed for the Public Art Committee which will detail process, responsibilities and reporting structure.
- d) Conflict of Interest - All members of the Public Art Committee shall declare a conflict of interest and remove themselves in all cases from a juried selection process where a project comes before the committee in which he or she is involved either directly or indirectly.

## Implementation Details

### Public Art Program Funding

- a) Subject to the annual budget approval process, the Public Art Program shall be funded by the St. Marys BIA.
- b) The St. Marys BIA Board shall be responsible for managing the Public Art Program budget and ensuring that expenditures out of this fund have been made in accordance with this policy. An annual report of receipts and disbursements shall be submitted for review by the Director of Corporate Services or designate, within 90 days of the Town of St. Marys fiscal year-end. The Town of St. Marys shall also have the right to request an audited financial statement of Public Art Program budget expenditures as a condition of the grant agreement.
- c) The Public Art Program Fund shall be used for the acquisition, creation, installation, maintenance and repair of public art, and for costs related to administration and implementation of the Public Art Program, including honourariums.
- d) St. Marys Town Council may, at its discretion, choose to approve Public Art grants during the annual budget process.

## Acquiring Public Art

Public art, collected for municipally-owned public space, may be acquired through:

- purchase, commission or donation; or,
- creation of community art projects.

### Purchase, Commission or Donation of Public Art

All works of public art that are to be purchased, commissioned or donated by the St. Marys BIA will be subject to the terms and conditions of the Public Art Policy. Purchased art is existing artwork that is bought by the St. Marys BIA from an artist, agent, gallery or through another direct method. Commissioned art is a work of art created by a selected artist and for a specific site. Donated art is existing artwork given to the St. Marys BIA in the form of a bequest, a gift, or a sponsored acquisition.

## Public Art Project Selection Process

### Site selection

The St. Marys BIA shall work collaboratively with the Town of St. Marys, community members and property owners to identify, evaluate and recommend potential public art project sites based on specific selection criteria. Consideration should be given to appropriate existing sites as well as the incorporation of public art into major public works projects.

### Artist and Artwork Selection

The St. Marys BIA shall be responsible for administering the Artist and Artwork selection process in accordance with this policy and based on selection criteria.

The St. Marys BIA will establish a Public Art Committee of knowledgeable community representatives.

1. The Public Art Committee will review applications for significant pieces of public art and prioritize the work to be done in that year based on available funding. The Committee will recommend their prioritization of public art projects to Council for approval. The St. Marys Town Council shall have final approval of artist and artwork selection for approved public art project sites.
2. The successful Artist must enter into a contract with the St. Marys BIA. Such contract shall on behalf of the St. Marys BIA, include provisions for licensing and subsequent use of the artwork by the St. Marys BIA, insurance of the artwork prior to installation and warrantee of the artwork upon completion.

## Public Art Collection Management

### Public Art Ownership

Ownership of artwork selected in accordance with this policy shall transfer to the St. Marys BIA upon final installation in the public domain. In accepting ownership of public art, the St. Marys BIA also accepts responsibility for its maintenance, insurance, and for upholding contractual agreements made between the artist and the St. Marys BIA. Copyright privileges in accordance with the Canadian Copyright Act shall remain with the artist.

### Insurance and Liability

The artist in charge of the public art project shall provide and maintain insurance coverage for the duration of the creation, fabrication and installation of the artwork. Upon completion and installation at the prescribed site, the finished artwork shall be insured by the St. Marys BIA until such time as it is de-accessioned from the public art collection inventory.

### Documentation

All public artworks shall be properly documented, and shall be included a Public Art Inventory maintained by the St. Marys BIA.

### Maintenance and Conservation

During the artwork and site selection process, due consideration shall be given to maintenance requirements including structural and surface soundness, inherent resistance to theft, vandalism and weathering as well as to the cost and amount of on-going maintenance and/or repair anticipated. In this regard, the artist shall be responsible for providing any and all requested information regarding maintenance requirements that are unique to a particular public art project. At minimum, 10% of the total cost of approved projects must be set-aside annually from the Public Art Program Budget, to be used by the St. Marys BIA for on-going maintenance of additions to the Public Art Inventory.

## Donations and Gifts

Under exceptional circumstances, and as agreed to by the Town of St. Marys and the St. Marys BIA, donations and gifts of artworks may be accepted into the Public Art Program. Under such circumstances, donated or gifted artworks must be evaluated in accordance with the selection criteria identified in the Public Art Program – Policy Implementation Guidelines prior to acceptance. The St. Marys BIA shall retain the right to accept or decline donations and gifts of other artworks.

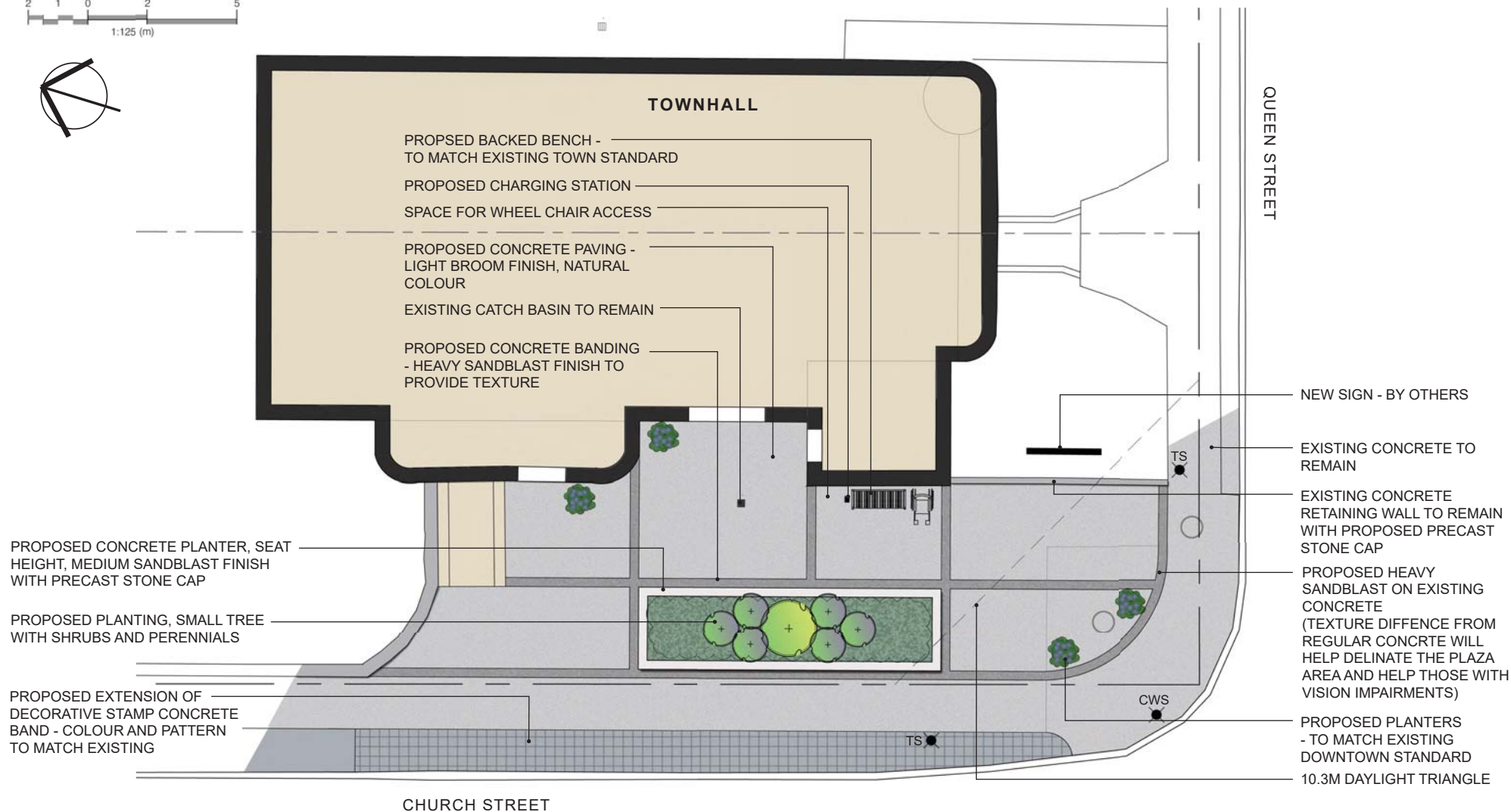
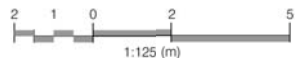
## De-accession

The Public Art Committee shall be responsible for reviewing all proposals for de-accessioning of permanent and temporary public art, based on an artwork meeting one or more of the criteria specified in the Public Art Guidelines. In all cases the rights of the artist shall be upheld in accordance with the Canadian Copyright Act. No public artwork or any portion thereof shall be relocated, removed, or destroyed without the prior notification of the artist or the artist's estate.

## Additional References

This policy shall be implemented according to details provided in the following companion documents:

- a) A 'Public Art Guidelines' document, containing more specific details that are critical to the implementation of an effective Public Art Program. The St. Marys BIA shall be responsible for maintaining the currency and relevance of these guidelines.
- b) The Town of St. Marys Procurement. The Town of St. Marys Chief Administrative Officer and Director of Finance will be responsible for approving and amending this document.



## TOWN HALL ENTRANCE PLAZA CONCEPT - A

TOWN OF ST. MARYS

DATE: 28 MARCH 2017





# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Trisha McKibbin, Director of Corporate Services
<b>Date of Meeting:</b>	25 June 2019
<b>Subject:</b>	<b>COR 20-2019 Homecoming Agreement</b>

## PURPOSE

This report provides Council with a copy of the agreement that will be presented to the Homecoming Committee for execution. This agreement clearly defines the terms of the \$20,000 loan which the Town will provide to the Homecoming Committee for the Homecoming 2020 event.

## RECOMMENDATION

**THAT** COR 20-2019 Homecoming Agreement be received; and

**THAT** Council direct staff to execute the Homecoming Agreement with the 2020 Homecoming Committee; and

**THAT** Council authorize By-law 64-2019 for the purpose of authorizing an agreement between the Corporation of the Town of St. Marys and the 2020 Homecoming Committee.

## BACKGROUND

Homecoming has been a citizen driven event that takes place over a weekend in St. Marys every 10 years. The last Homecoming event took place from July 1 to July 4, 2010. In 2010 the Town provided seed money to the Committee in the amount of \$16,000. No funds were advanced directly to the committee as all transactions ran through the Town's books. The event ended with a surplus of \$1,316 which was returned to the Committee.

The St. Marys Homecoming Committee is organizing the "Hindsight is 2020" Homecoming event scheduled for July 3, 4 and 5, 2020. The Homecoming committee decided in March 2019 to merge with the Heritage Festival to pool the fundraising strength and not duplicate events on successive weekends. The Heritage Festival will be moved one weekend ahead, and will be held on Saturday, July 4, 2019 in Cadzow Park. The Heritage Festival components of the weekend will remain Town driven and led by the Town's Events Coordinator. The Heritage Festival is self-funded through sponsorships and donations, excluding advertising costs.

At the May 14, 2019 Council Meeting a letter from the Homecoming 2020 Committee, and an accompanying staff report, were presented to Council. The letter from the Homecoming Committee requested an interest free loan of \$20,000 from the Town. The Committee projects that total costs for the weekend will be \$35,000 and that the event will breakeven through fundraising and receipts from the weekend.

The following resolution was carried at the May 14, 2019 Regular Council meeting:

**Resolution 2019-05-14-14**

**Moved By Councillor Hainer**



## **Seconded By Councillor Luna**

**THAT** COR 15-2019 Homecoming 2020 – Request for Support be received; and

**THAT** Council approve the Town loaning \$20,000 to the St. Marys Homecoming Committee for the 2020 Homecoming event with this amount being repaid to the Town through fundraising and receipts from the weekend; and

**THAT** Council direct staff to draft an agreement with the Homecoming Committee setting out the terms and conditions of the loan.

## **REPORT**

The Agreement before Council tonight was drafted containing the staff's recommendations presented in the staff report at the May 14, 2019 Council meeting. Section 3 of the Agreement contains the Terms of the Loan. They include:

- The Loan shall be for a term commencing on the date event invoices are forwarded to the Town.
- The Loan shall not bear interest.
- The Homecoming Committee will not hold a separate bank account. All transactions will be processed by the Town.
- No funds will be advanced directly to the Committee.
- All disbursements will require 2 authorized committee signatures and periodic general ledger reports will be provided to the committee.
- Invoices will be forwarded to the Town representatives (Events Coordinator and Director of Corporate Services) who will review, approve and forward onto Finance for payment.
- Deposits will be forwarded to the Town representatives (Events Coordinator and Director of Corporate Services), including HST breakdown, and the Committee will receive a receipt at time off drop off.
- The Town Director of Finance/Treasurer will ensure proper processing of payments and deposits, but financial management and accountability will remain with the Borrower.
- The Committee will need to obtain its own insurance for all activities associated with the event in accordance with section 7 of this agreement.

## **FINANCIAL IMPLICATIONS**

The request from the Homecoming Committee is for a \$20,000 loan from the Town towards support of Homecoming 2020.

## **SUMMARY**

Homecoming has been a citizen driven event that takes place over a weekend in St. Marys every 10 years. The St. Marys Homecoming Committee is organizing "Hindsight is 2020" Homecoming event scheduled for July 3, 4 and 5, 2020. On May 2, 2019 the Town received a letter from John Flanagan, the 2020 Homecoming Secretary requesting an interest free loan of \$20,000 from the Town.

The Committee projects that total costs for the weekend will be \$35,000 and that the event will breakeven through fundraising and receipts from the weekend. The Agreement ensures that the terms and conditions of the loan are clearly defined for both the Town and the Homecoming Committee.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #2 Communications & Marketing:
    - Outcome: Community events and promotion
    - Tactic(s): Actively promoting existing cultural/community events while seeking to establish new or re-branded signature events (such as festivals) may result in broader audiences and increase the appeal of the Town.
  - Pillar #2 Communication & Marketing:
    - Outcome: Community events and promotion
    - Tactic(s): Ensure events retain/promote the Town's unique offerings so that they appeal to residents and visitors.

## OTHERS CONSULTED

Andre Morin, Treasurer

## ATTACHMENTS

1. Homecoming Agreement - Draft

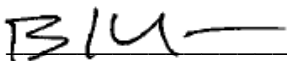
## REVIEWED BY

### Recommended by the Department



Trisha McKibbin  
Director of Corporate Services

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk



## **Loan Agreement**

**THIS AGREEMENT** made (in triplicate) this X day of XX, XXX

### **B E T W E E N:**

**THE CORPORATION OF THE TOWN OF ST. MARYS**

hereinafter called the “TOWN”

- and -

**THE 2020 HOMECOMING COMMITTEE**

hereinafter called the “BORROWER”

**A. WHEREAS** the Borrower desires that the Town loan to the Borrower a sum of money to finance the Borrower’s 2020 Homecoming event expenses.

**B. AND WHEREAS** the Town has determined that the Borrower qualifies for financial assistance has agreed to provide financial assistance to the Borrower for the purpose contemplated herein by means of a loan upon the terms and conditions contained herein.

**C. AND WHEREAS** pursuant to Resolution 2019-05-14-14 of Town Council,

**THAT** COR 15-2019 Homecoming 2020 – Request for Support be received; and

**THAT** Council approve the Town loaning \$20,000 to the St. Marys Homecoming Committee for the 2020 Homecoming event with this amount being repaid to the Town through fundraising and receipts from the weekend; and

**THAT** Council direct staff to draft an agreement with the Homecoming Committee setting out the terms and conditions of the loan.

**CARRIED**

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the mutual covenants contained herein and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the parties agree as follows:

### **1. LOAN**

Subject to Section 3 (“Terms of Loan”) of this Agreement, the Town agrees to lend to the Borrower and the Borrower agrees to borrow from the Town the sum of no more than



\$20,000 of lawful money of Canada upon the terms and conditions of both the Program and as contained herein (the “Loan”).

## **2. PURPOSE**

The Borrower shall use the Loan only to finance the Borrower’s work of planning and delivering the Homecoming 2020 event scheduled for July 3, 4 and 5, 2020.

## **3. TERMS OF LOAN**

- a. The Loan shall be for a term commencing on the date event invoices are forwarded to the Town.
- b. The Loan shall not bear interest.
- c. The Homecoming Committee will not hold a separate bank account. All transactions will be processed by the Town.
- d. No funds will be advanced directly to the Borrower.
- e. All disbursements will require 2 authorized committee signatures and periodic general ledger reports will be provided to the committee.
- f. Invoices will be forwarded to the Town representatives (Events Coordinator and Director of Corporate Services) who will review, approve and forward onto Finance for payment.
- g. Deposits will be forwarded to the Town representatives (Events Coordinator and Director of Corporate Services), including HST breakdown, and the Committee will receive a receipt at time of drop off.
- h. The Town Treasurer will ensure proper processing of payments and deposits, but financial management and accountability will remain with the Borrower.
- i. The Committee will need to obtain its own insurance for all activities associated with the event in accordance with section 7 of this agreement.

## **4. REPAYMENT**

During the Loan Period, the Borrower may repay the Loan, from fundraising and receipts from the Homecoming event weekend.

## **5. EVENTS OF DEFAULT**

- 5.1 The occurrence of any one or more of the following events (each, an “Event of Default”) shall constitute a default under this Agreement:



- a. default in the observance or performance of any of the conditions, covenants or agreements of the Borrower hereunder;

Upon the occurrence of an Event of Default and for so long as the Event of Default shall continue, the Town may by notice to the Borrower declare the Loan to be immediately due and payable.

5.2 The occurrence of any one or more of the following events (each, an “Absolute Default”) shall constitute a default under this Agreement:

- a. use of the Loan for a purpose other than that specified in Section 2 (“Purpose”) and/or Section 3 (Terms of Loan) of this Agreement;
- b. any omission, representation, statement, declaration or information provided to the Town by the Borrower in connection with the Borrower’s application for this credit facility, or in any declaration given to the Town by the Borrower at Closing, is false or erroneous in any material respect as of the time it was made or given; or

Upon the occurrence of an Absolute Default, the Town may by notice to the Borrower declare the principal amount of the Loan to be immediately due and payable.

No express or implied waiver by the Town of any default hereunder shall in any way be or be construed to be a waiver of any future or subsequent default. The Borrower hereby waives any rights now or hereafter conferred by statute or otherwise which may limit or modify any of the Town’s rights or remedies hereunder or under any documents made in connection herewith.

## 6. INDEMNITY

The Borrower shall indemnify, defend, and hold harmless the Town or any of its agents, officers, councillors and employees (each an “Indemnified Person”) against all suits, actions, proceedings, claims, losses, expenses (including without limitation reasonable fees, charges and disbursements of counsel), damages and liabilities (each a “Claim”) that the Town may sustain or incur as a consequence of:

- a. any default by the Borrower under this Agreement or any certificates, instruments, agreements or other documents delivered, or to be delivered to the Town under this Agreement;
- b. any misrepresentation by the Borrower contained in any writing delivered to the Town in connection with this Agreement;
- c. the Town entering into this Agreement; or
- d. the use of the Loan by the Borrower.



## **7. INSURANCE**

The Borrower shall maintain Commercial General Liability Insurance satisfactory to the Town and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- (a) A limit of liability of not less than \$2,000,000/occurrence with an aggregate of not less than \$5,000,000
- (b) Add the Town as an additional insured with respect to the operations of the Named Insured
- (c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- (d) Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96)
- (e) Products and completed operations coverage
- (f) Broad Form Property Damage
- (g) Contractual Liability
- (h) The policy shall provide 30 days prior notice of cancellation

The Borrower shall provide to the Town a copy of all insurance policies or other evidence satisfactory to the Town of all insurance coverages and that the policies are in full force and effect.

## **12. SEVERABILITY**

Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall not invalidate the remaining provisions of this Agreement and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provisions in any other jurisdiction.

## **13. WHOLE AGREEMENT**

This Agreement constitutes the whole agreement between the Town and the Borrower relating to the subject matter of this Agreement, and cancels and supersedes any prior agreements, undertakings, declarations, commitments and representations, written or oral, in respect thereof.

## **14. AMENDMENT**



This Agreement may only be amended by written agreement between the Town and the Borrower.

#### **15. FURTHER ASSURANCES**

The Borrower shall promptly execute and deliver to the Town, all such other and further documents, agreements and other instruments, and do such other and further things, as the Town may require to give effect to this Agreement.

#### **16. SUCCESSORS AND ASSIGNS**

This Agreement shall be binding upon and shall ensure to the benefit of the Town and the Borrower and their respective heirs, executors, successors and permitted assigns. The Borrower may not assign, transfer or otherwise dispose of all or any part of its rights or obligations under this Agreement without the prior written consent of the Town, which may be unreasonably withheld.

The Town may assign or transfer its rights and obligations under this Agreement without the Borrower's consent.

#### **17. GOVERNING LAW**

This Agreement is made pursuant to and shall be governed by and construed in accordance with the laws of Canada and the laws of Ontario applicable therein.

#### **18. CURRENCY**

All amounts referred to herein are in Canadian Dollars.

#### **19. JOINT AND SEVERAL LIABILITY**

The obligations of each of the Borrowers under this Agreement shall be joint and several.

#### **20. JURISDICTION**

This Agreement shall be construed, interpreted and enforced in accordance with, and the rights of the Parties shall be governed by, the laws of the Province of Ontario and the laws of Canada applicable therein (excluding any conflict of law rule or principle of such laws that



might refer such interpretation or enforcement to the laws of another jurisdiction). Each Party irrevocably submits to the non-exclusive jurisdiction of the courts of Ontario with respect to any matter arising hereunder or relating hereto.

## **21. TOWN DISCRETION**

The Borrower hereby acknowledges and agrees that nothing contained in this Agreement and no decision made or action taken by the Town pursuant to this Agreement shall in any manner limit or restrict the normal exercise of discretion by various municipal departments and officials of the Town pursuant to any statute, by-law or regulation, and nothing contained in this Agreement shall in any way require any such municipal department or official(s) acting pursuant to such statute, by-law or regulation to give his, her or its approval in respect of any manner, notwithstanding any provision of this Agreement or any consent, approval or other action of the Town made pursuant to this Agreement.





**IN WITNESS WHEREOF** the Parties hereto have hereunto affixed their corporate seals duly attested by the hands of their proper Officers in that behalf, respectively.

**THE CORPORATION OF THE TOWN OF ST. MARYS**

\_\_\_\_\_  
Name: AL STRATHDEE  
Title: MAYOR

I have the authority to bind the Corporation

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Name: BRENT KITTMER  
Title: CAO/CLERK

I have the authority to bind the Corporation

\_\_\_\_\_  
Date of Signature

**BORROWOR**

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Print Borrower's Name

\_\_\_\_\_  
Date of Signature



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Finance</b>
<b>Date of Meeting:</b>	<b>25 June 2019</b>
<b>Subject:</b>	<b>FIN 10-2019 June Monthly Report (Finance)</b>

## RECOMMENDATION

THAT FIN 10-2019 June Monthly Report (Finance) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Finance

- Auditors have received final consolidation information and will finalize audited financial information soon
- FIR (Financial Information Return) has been completed and will be filed on the Ministry website once the financial statements are finalized
- Processed approximately 355 payments in May
- Reconciled May Childcare payments, awaiting additional funding from Stratford
- Filed May's HST claim
- Reconciled 12 bank accounts for the month of May
- HST Auditor and Federal Gas Tax Auditor completed their reviews and final reports expected by the end of June

### Procurement and Risk Management

- Revisions to the procurement policy have been drafted, being reviewed by our insurance provider for recommendations
- New insurance program received for the June 30, 2019 – June 30, 2019 Term

### Property Taxation

- May building permit information sent to MPAC
- Monthly penalty & interest applied to property tax accounts.
- Fuel billing and internal allocations processed for May
- Treasurer and Tax Collector reviewed building permits
- Calculated and created mail merge for 750 property owners on monthly pre-authorized payment plan; updated amounts for last six months of 2019; mailed June 12/19

<b>2019 Property Tax Adjustments</b>		
<b>Month 2019</b>	<b>Supplementary Taxes *</b>	<b>Write-Offs *</b>
February	nil	-6,696
March	nil	nil
April	nil	nil
May	176,600	-12,234
June	1,260	-2,824
July		
August		
September		
October		
November		
December		
<b>TOTAL</b>	<b>\$177,860</b>	<b>-\$21,754</b>
<b>2019 Annual Budget</b>	<b>\$277,625</b>	<b>-\$174,000</b>

\* Supplementary taxes: municipal portion only. Severances and Apportionments may impact this value.


\* Write-Offs may include Minutes of Settlement (ARB), Vacancy Rebates, Requests for Reconsideration, Section 357 applications, Charity Rebates, Severances and Apportionments. Education amounts not included.

## **SPENDING AND VARIANCE ANALYSIS**

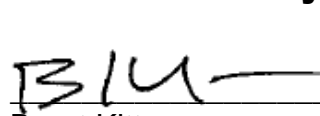
Capital Status Report attached

### **REVIEWED BY**

#### **Recommended by the Department**

  
 André Morin  
 Director of Finance/Treasurer

#### **Recommended by the CAO**

  
 Brent Kittmer  
 CAO / Clerk

Town of St. Marys Capital Projects 2019		Actual Net of	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
Dept.	June 13, 2019	Revenue										
Corp	9002 - SERVICED INDUSTRIAL/COMMERCIAL LAND	-	-	50,000.00	(50,000)							
Corp	9050 - IT ANNUAL EQUIPMENT REPLACEMENT	6,337	6,337	15,000	(8,663)	X				X		Purchased through VOR. Rollouts have begun
Corp	9056 - REPLACE NETWORK SWITCHES	-	-	191,000	(191,000)	X	X					Awaiting Product release. Beginning RFP for available products
Corp	9057 - WIRELESS MESH NETWORK PRC	-	-	21,000	(21,000)	X	X					
Fac	9108 - LIBRARY CARPET REPLACEMENT & PAINTING OF INTERIOR	(12,500)	-	-	-							Completed in September 2018
Fac	9120 - CAPITAL - FACILITIES (ENERGY UPGRADES)	5,779	5,779	-	5,779							
Fac	9158 - FIRE HALL DESIGN & COSTRUCT ADMIN	12,339	12,339	120,000	(107,661)	X	X	X	X	X		Design in progress
Fac	9159 - LIBRARY CIRCULATION DESK	-	-	25,000	(25,000)	X	X	X	X			Project to be completed in September
Fac	9160 - LIBRARY WALL RECONSTRUCTION	-	-	25,000	(25,000)	X						
Fac	9161 - QUARRY TRAMPOLINE REPLACE	7,275	7,275	8,000	(725)	X	X		X	X	X	Trampoline installed
Fac	9162 - QUARRY NEW INFLATABLE	-	-	15,000	(15,000)	X	X					pricing has been acquired awaiting Rec Committee approval
Fac	9163 - LIND BATHROOM RENOVATION	-	-	10,000	(10,000)	X	X					Pricing being acquired
Fac	9164 - CEMETERY WASHROOM	-	-	10,000	(10,000)	X	X					Drawings of project being acquired
Fac	9165 - MUSEUM SECURITY SYSTEM UPGRADE	-	-	8,000	(8,000)	X	X					Approval of camera locations pending
Fac	9166 - MUSEUM BARN WALKWAY	-	-	9,000	(9,000)	X	X		X			To be completed in the fall
Fac	9167 - CADZOW PATHWAYS	-	-	35,000	(35,000)	X	X		X			Pricing being acquired
Fac	9168 - LIQUID CHLORINE SYSTEM	-	-	6,000	(6,000)	X	X					Aquiring pricing
Fac	9169 - AUTO SCRUBBER	12,109	12,109	16,000	(3,891)	X	X		X	X	X	Scrubber has been purchased
Com Serv	9170 - RTAC 3 REPLACEMENT	-	-	45,000	(45,000)	X						
Com Serv	9171 - NEW PROJECTOR PRC	-	-	6,000	(6,000)	X	X		X			Project has been awarded
Fac	9172 - TINT PRC POOL WINDOWS	-	-	12,000	(12,000)	X						
PW	9173 - CENOTAPH WALKWAY	-	-	14,000	(14,000)	X	X		X			Cont. 2018 contract, starting Approx 3rd week June
Fac	9174 - JUNCTION STATION	-	-	6,000	(6,000)	X						
Fac	9175 - PRC GENERATOR	-	-	25,000	(25,000)	X						
Fac	9176 - CHILDCARE CTR OUTDOOR TURF	-	-	15,000	(15,000)	X	X		X	X		Install to happen June 18
FIRE	9211 - CAPITAL - FIRE MAJOR EQUIP	3,098	3,098	11,000	(7,902)							Water rescue equipment on order awaiting delivery
FIRE	9214 - FIRE LADDER TRUCK	-	-	875,000	(875,000)	X	X	X	X	X		Truck to be delivered by the end of July
PW	9314 - CAPITAL - ANNUAL SIDEWALK/CURBING PROGRAM	-	-	85,000	(85,000)	X	X	X	X	X		Cont. 2018 contract, starting Approx 3rd week June
PW	9346 - SARINA GTT BRIDGE REPAIRS	-	-	15,000	(15,000)	X						Demo project testing new LED manufacture, potential for GTT Install
PW	9361 - J-50 WATER TANK ATTACHMENT	4,193	4,193	5,000	(807)	X	X	X	X	X	X	OEM Supplier - Completed and in service - Pending final Invoice
PW	9362 - T-40 DIRECTIONAL BLADE	-	-	10,000	(10,000)	X			X	X		OEM Supplier - Pending Delivery - Pending final Invoice
PW	9363 - T-60 DUMP TRUCK W PLOW	-	-	90,000	(90,000)	X	X	X	X			Awarded pending delivery
PW	9364 - ST. GEORGE ST. N. RECONSTRUCT	7,542	7,542	502,000	(494,458)	X	X	X	X			Awarded Awaiting verification of contractor start date - Aug start
PW	9365 - WATER ST. S. CULVERT REPAIRS	4,470	4,470	287,000	(282,530)	X	X					Waiting Union Gas to complete main works
PW	9366 - EGAN AVE RECONSTRUCTION	-	-	35,000	(35,000)	X	X	X	X	X		Design in Progress
PW	9367 - PEDESTRIAN CROSS OVER JAMES ST S	-	-	26,000	(26,000)	X	X					Finalizing Design works
PW	9368 - ASSET MGMT LEVELS OF SERVICE	-	-	17,000	(17,000)	X						
PW	9370 - MUNICIPAL TREE INVENTORY	-	-	7,500	(7,500)	X						
PW	9372 - DAM SPILLWAY REPAIRS	1,824	1,824	190,000	(188,176)	X						
PW	9373 - VICTORIA BRIDGE OUTLET REPAIRS	-	-	8,000	(8,000)	X						
PW	9374 - PARKS ST.DRAIN REPAIR	-	-	9,000	(9,000)	X						Design in Progress
PW	9375 - BROCK ST. SIDEWALK	-	-	48,000	(48,000)	X						Design in Progress
PW	9378 - LANDFILL EA	-	-	204,000	(204,000)	X			X	X		
PW	9379 - LANDFILL EPA APPROVALS	-	-	200,000	(200,000)							Pending EA Completion
PW	9380 - WATER - VALVE REPAIRS	-	-	15,000	(15,000)	X						
PW	9381 - WATER - BOOSTER STN REHAB	-	-	20,000	(20,000)	X						
PW	9382 - JAMES ST. S. WM ALT.	-	-	70,000	(70,000)	X	X	X				Tender no submission, see PW 39-2019
PW	9390 - CAPITAL - ANNUAL RESURFACE PROGRAM	-	-	145,000	(145,000)	X	X	X				July Council Award
PW	9395 - STUMP GRINDER	13,738	13,738	15,000	(1,262)	X	X	X	X	X	X	
PW	9405 - WWTP SUPERNAT WELL	2,155	2,155	500,000	(497,845)	X	X	X	X			Awarded June 11th
PW	9414 - CAPITAL - SANITARY PRE CONSTRUCTION	-	-	25,000	(25,000)							

Town of St. Marys Capital Projects 2019 June 13, 2019		Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
Dept.												
PW	9421 - CAPITAL - STORMWATER MGMT/WATERCOURSE IMPROVE	102,000	102,000	102,000	-	X						WEIC Funding received , UTRCA project,
LIB	9740 - CAPITAL - LIBRARY (MATERIALS)	18,152	18,152	58,000	(39,848)							
<b>Prior Year Project Carryforward:</b>												
Fac	9106 - TOWN HALL & LIBRARY WINDOWS	160,977	160,977	-	160,977	X	X	X	X	X	X	Project completed awaiting final inspection
PW	9411 - WWTP INLET WORKS , ODOR CONTROL DESIGN	12,094	12,094	-	12,094							
PW	9413 - CAPITAL - LANDFILL EA & IMPROVE	8,623	8,623	-	8,623							
Fac	9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	8,090	8,090	-	8,090	X	X	X	X	X	X	project completed
Fac	9157 - OLD WATER TOWER STRUCTURAL UPGRADES	39,053	39,053	-	39,053	X	X	X	X	X	X	Awaiting final inspection
PW	9416 - CAPITAL - WWTP EMERGENCY STANDBY POWER	(3,209)	-	-	-							
PW	9435 - CAPITAL - ADD'L WATER STORAGE	413,622	413,622	-	413,622							
		827,762	843,470	4,261,500								

		Prior Year Expense	Total Expense *	Budgeted Expense	Variance Over (Under)
<b>Prior Year Project Carryforward Cumulative Expense</b>					
Fac	9106 - TOWN HALL & LIBRARY WINDOWS	351,361	512,338	503,233	9,105
PW	9411 - WWTP INLET WORKS , ODOR CONTROL DESIGN	117,835	129,929	230,000	(100,071)
PW	9413 - CAPITAL - LANDFILL EA & IMPROVE	38,825	47,448	220,000	(172,552)
Fac	9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	-	8,090	15,000	(6,910)
Fac	9157 - OLD WATER TOWER STRUCTURAL UPGRADES	135,644	174,697	165,168	9,529
PW	9416 - CAPITAL - WWTP EMERGENCY STANDBY POWER	261,088	261,088	307,000	(45,912)
PW	9435 - CAPITAL - ADD'L WATER STORAGE	2,421,378	2,835,000	2,857,042	(22,042)

\* Total Expense - 2019 year to date above plus 2018 expenditures



# FORMAL REPORT

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

**Prepared by:** André Morin, Director of Finance / Treasurer

**Date of Meeting:** 25 June 2019

**Subject:** **FIN 11-2019 Federal Gas Tax Grant One-Time Increase**

## PURPOSE

This report is to inform Mayor and Council of 2019 one-time funding through the Federal Gas Tax program in the amount of \$423,936 and to seek direction on its use. Staff recommends to place the funds into reserve funds and determine the use of the funds as part of the 2020 budget deliberations.

## RECOMMENDATION

**THAT** FIN 11-2019 Federal Gas Tax Grant One-Time Increase be received; and

**THAT** Council direct the Treasurer to place the funds into reserve fund when received; and

**THAT** staff bring forward recommendations to Council for the use of the one-time funding during the 2020 budget deliberations.

## BACKGROUND

The Federal Gas Tax program was made permanent in 2011 and provides funding to all Municipalities in Canada. In Ontario, the Federal Gas Tax program is administered by the Association of Municipalities of Ontario (AMO) and the funding agreements are renegotiated every 5 years, the most recent agreement encompasses 2019 – 2022. The funding allocation for the Town of St. Marys is as follows:

2017	2018	2019	2020	2021	2022	2023
\$404,666	\$423,936	\$440,785	\$440,785	\$460,821	\$460,821	\$480,857

This funding can be used for eligible expenditures within 17 funding categories – roads/bridges, public transit, drinking water, wastewater, solid waste, community energy systems, capacity building, short sea shipping, short-line rail, regional and local airports, broadband connectivity, brownfield redevelopment, sport infrastructure, recreational infrastructure, cultural infrastructure, tourism infrastructure, and disaster mitigation.

As part of the 2019 federal budget, the Federal Government committed a one-time transfer of \$2.2 billion through the federal gas tax program to address short term priorities in municipalities and first nation communities.

## REPORT

The one-time funding for St. Marys is expected to be equivalent to the 2018 allocation - \$423,936. This amount was not included in the St. Marys 2019 budget.

Historically, the Town of St. Marys has used Federal Gas Tax funding as follows:

Year	Amount	Category	Project
2015	\$79,749	Recreation	PRC Energy Upgrades
	\$429,300	Roads/Bridges	St. Maria/Wellington S.
	\$650,000	Recreation	PRC Roof
2016	\$553,000	Roads/Bridges	Queen St.
2017	\$405,000	Roads/Bridges	Wellington St. Bridge
2018	\$177,000	Culture	Town Hall Windows
2019 Budget	\$141,000	Roads/Bridges	St. George St. N.

The balance of the Town's Federal Gas Tax fund (not including this one-time grant) is expected to be approximately \$575,000 at the end of 2019. Surplus Federal Gas Tax funding is kept in a separate bank account and accumulates interest at a rate of Prime less 1.55% (currently 2.40%).

The use of the funds will be consistent with the eligibility requirements of the gas tax agreement; no further requirements, if any, have yet been provided. As staff are now beginning to develop budgets and plans for the 2020 Operating and Capital budgets, it is recommended that this one-time funding be placed into the Federal Gas Tax reserve fund and the use of funds to be determined as part of the 2020 Budget deliberations and capital planning.

## FINANCIAL IMPLICATIONS

No net impact to 2019 budget. An increase of approximately \$423,936 to projected balance of Federal Gas Tax reserve fund that can be utilized for priority projects identified in the 2020 budget plan.

## SUMMARY

The Town will receive a one-time Federal Gas Tax grant in the amount of \$423,936 in 2019 to be used for short term priorities.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #1 Infrastructure: Developing a comprehensive and progressive infrastructure plan
    - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance.

## OTHERS CONSULTED

Senior Management Team

## ATTACHMENTS

None

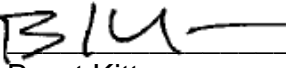
## **REVIEWED BY**

### **Recommended by the Department**



André Morin  
Director of Finance/Treasurer

### **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:** 25 June 2019

**Subject:** FD 13-2019 June Monthly Report (Emergency Services)

## RECOMMENDATION

THAT FD 13-2019 June Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the Month of June (17 May – 14 June 2019) the Fire department responded to 07 emergency responses most notably:

- MVC – 1 (Perth South)
- Fire – 1 (Perth South)
- Pre Fire Conditions – 1 (Perth South)
- Unauthorized Open-air Burning - 3 (Perth South)
- Automatic alarm – False – 1 (St. Marys)

Fire Chief attended 03 calls alone

Average attendance of firefighters per emergency response call – 19

St. Marys Firefighters have responded to 54 calls for service (1 January – 14 June 2019) compared to 74 emergency responses last year (1 January – 14 June 2018).

During the month of June (17 May – 14 June 2019) Brian Leverton (Fire Prevention Officer) has completed the following

- Complaints - 0
- Requests - 4
- Follow ups - 2
- Requests - 4
- Routine - 15
- Site Visits – 6
- Licensing – 0
- Safety concerns – 0
- Fire Drills – 2 with Stratford/Perth housing followed by appreciation BBQ

29 Total

## **Public Education**

Fire Lock Box program ended the 1<sup>st</sup> of June 2019. For businesses that did not purchase a Lock Box were returned to their owner. A total of 31 businesses purchased and installed Lock Boxes.

Fire Extinguisher Training –6 personnel from Ontario Clean Water Agency (12 June 2019)

Fire Extinguisher Training – 15 personnel Cascades (18 June 2019)

Auto extrication/traffic control exercise involving St. Marys Fire Department, Stratford Police and Perth County Paramedics (29 May 2019)

Auto Extrication Course – 12 personnel attended (7-9 June 2019)

Water Safety Day in St. Pauls – Water Rescue Equipment display - 300 children attended the event. (13 June 2019)

Water Rescue training exercise/demo during the Trestle event (19 June 2019)

FD received the Live Fire Training trailer and we are to have it for the month of June. The Trailer is shared amongst the fire departments in Perth County.

Pub Ed display at DCVI – Impact

Met with Rotary to discuss and approve Fire safety Plan

## **Time Trials Fire Hall to Glass Street Extension**

The Fire Department conducted emergency response time trials on Wednesday 5<sup>th</sup> of June 2019 from 1-2 pm. The Fire Department used Unit#1 (Pumper) with emergency lights and sirens.

The reason for this is to see how long it would take an emergency vehicle (during the most heavily vehicle congested time frame in the downtown core) to arrive on the South end of the proposed development area which is North of Wellington Street North/Grand Truck Trail.

Personnel involved in the trial:

Fire Chief Anderson

Fire Prevention Officer Brian Leverton

Captain/Driver Ryan Taylor

Observer: Terry Bridge Multimedia Journalist Stratford Beacon Herald

Time: 1 pm – 1:30 pm

Weather: Cloudy

Temperature: 21 degrees C,

Precipitation: 40%

Humidity: 91%

Wind: 14km/h

Road Surface Conditions: Wet

Vehicle: Unit#1 (Pumper) This vehicle was driven by Captain Ryan Taylor. The driver of the emergency vehicle adhered to all Highway Traffic Act codes and regulations. The driver of the vehicle never exceeded 55 km/h at any point during the trial.

The three selected routes that the trial was conducted were as follows:

1. Travel from the Fire Hall, down James Street South, turn left on Queen Street East, turn right on Wellington Street North and travel to the end of Wellington Street North.
2. Travel from the Fire Hall down James Street South, turn left on Queen Street East, turn right on Church Street North, turn right on Station Street, travel up James Street North, and turn left on the Glass Street extension and stopped in line with the trees that would lead to Wellington Street North .
3. Travel from the Fire Hall, down James Street South, turn left on Queen Street East, turn right on Wellington Street North, turn Left on Widder Street East, turn right on Emily Street, turn right on Glass Street extension, turning south to Wellington Street North/Grand trunk Trail.

#### Results:

1. Travel from the Fire Hall, down James Street South, turn left on Queen Street East, turn right on Wellington Street North and travel to the end of Wellington Street North.

**Total Time: 2:30**

2. Travel from the Fire Hall down James Street South, turn left on Queen Street East, turn right on Church Street North, turn right on Station Street, travel up James Street North, and turn left on the Glass Street extension and stopped in line with the trees that would lead to Wellington Street North.

An additional 37 seconds was added to the time to estimate the amount of time it would take to travel from the Glass Street extension, turning south to Wellington Street North/Grand trunk Trail.

**Total Time: 4:21**

3. Travel from the Fire Hall, down James Street South, turn left on Queen Street East, turn right on Wellington Street North, turn Left on Widder Street East, turn right on Emily Street, turn right on Glass Street extension.

An additional 37 seconds was added to the time to estimate the amount of time it would take to travel from the Glass Street extension, turning south to Wellington Street North/Grand trunk Trail.

**Total Time: 4:43**

Time Trials Fire Hall to Glass Street Extension		
Route	Arrival time	Time difference
Route 1	2 minutes 30 seconds	
Route 2	4 minutes 21 seconds	1 minute 51 seconds
Route 3	4 Minutes 43 seconds	2 minutes 13 seconds

These time trials have provided the Fire Department with vital information on how much time will be saved if the Town constructs the Wellington Street North extension to the proposed housing area off of the Glass Street extension versus travelling two other current routes to get to the Glass Street extension.

## **SPENDING AND VARIANCE ANALYSIS**

Rust Protection all vehicles – Huron-Perth Rust Control - \$920.95

Portable Radio upgrades – MRC wireless - \$331.94

MSA SCBA annual testing – A.J. Stone - \$1,943.88

10 lengths of 2.5" 50' Dura hoses – Darch Fire - \$3,440.17 (Capital budget)

Portable Rechargeable Scene Light – APC - \$1091.15

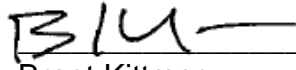
## **REVIEWED BY**

### **Recommended by the Department**



Richard Anderson  
Director of Emergency Services/Fire Chief

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Richard Anderson, Director of Emergency Services / Fire Chief
<b>Date of Meeting:</b>	25 June 2019
<b>Subject:</b>	<b>FD 14-2019 Proposed Creation of Fire Lieutenant Positions</b>

## PURPOSE

The purpose of this report is to provide Council with a review of the Fire Department's current organizational structure and the reason why the current Firefighter to Fire Officer ratio is unsatisfactory. The information provided will help Council to understand the reasons the Fire Chief recommends to create five Fire Lieutenant Positions.

## RECOMMENDATION

**THAT** FD 14-2019 Proposed Creation of Fire Lieutenant Positions be received; and

**THAT** Council approve the creation of five Fire Lieutenant Positions within the 2019 budget year; and

**THAT** Council approve the unbudgeted allocation of \$1,250 for fire department wage adjustments.

## BACKGROUND

The 2019 St. Marys Fire Master Plan was presented to Council during a Strategic Priorities Committee meeting on the 16th of April 2019. The Information Report FD 06-2019 St. Marys Fire Master Plan provided Council the opportunity to review and discuss the Plan in depth. It also allowed Council to provide the Fire Chief direction on how the document was to be amended.

The amended 2019 St. Marys Fire Master Plan was approved by Council during a Regular Council Meeting on the 14<sup>th</sup> of May 2019. The Formal Report provided a recommended timeline implementation of a total of 42 recommendations which had been made.

One of the High Priority 2019 recommended solutions under the heading Fire Department Staffing was the creation of Fire Lieutenant Positions and the Fire Department organizational chart be revised to reflect the organizational model subject to approval by Council.

## REPORT

The St. Marys Fire Department reviewed the staffing model and level for the Fire Department based on the 2016 restructuring and at the time concurred the organizational structure and number of managerial positions (Fire Chief, one Fire Prevention Officer, one Deputy Fire Chief, three Captains) was sufficient to the department. What needed to be reviewed was the creation of Fire Lieutenant Positions and be presented to Council for approval.

In the Fire Master Plan under section 4.8 Fire Department Staffing the ratio of Officers to Firefighters was identified as unsatisfactory.

### *Ratio of Officers to Firefighters*

*Assessing the adequacy or suitability of the officer to firefighter ratio, for this review, has been primarily focused on ensuring there is adequate officer supervision and direction at emergency scenes. The current organizational model for the Fire Department indicates there is a ratio of five officers (one Fire Chief, one Deputy Fire Chief, three Captains) to 21 firefighters. The Fire Chief indicated that these numbers may vary slightly over time or per emergency response. Common fire fighter safety standards recommend a company of four personnel including one officer, or a ratio of one officer to every three firefighters.*

*Adequacy of response by a sufficient number of officers in a paid-on-call Fire Department can be problematic. However, emergency responses are monitored by the Fire Chief and or the Deputy Fire Chief who try and ensure adequate officer response by responding themselves to provide supervision at emergency scenes. The department has also recently introduced an enhanced paging system called "Active 911" which provides immediate feedback on the personnel responding to an emergency call to ensure an officer is responding.*

*The division of responsibilities between the Fire Chief, Deputy Fire Chief and Captain's provides a senior officer for emergency scene oversight and assumption of command by a senior manager when appropriate.*

Recently, there have been emergency responses to structural/Open-air fires/ Motor Vehicle Collisions where only two Senior Officers and up to 20 firefighters have responded to an emergency scene. This has left the department with a 10:1 ratio of firefighters to fire officer. The lack of officers reporting to an emergency scene was due to many factors such as being on leave and out of the area, not being able to leave their place of employment, illness or an officer retired leaving a vacant position with no officers promoted into that position.

To address the lack of qualified Officer Candidates within the Fire Department, firefighters with a National Fire Protection Association NFPA 1001 Fire Fighter Level II qualification (or Grandfathered equivalency) were offered the opportunity to enter the Fire Officer Training program. The Fire Officer Training program ensures a firefighter must complete and pass two 80 hour courses consisting of the NFPA 1041 Fire Service Instructor Level I course and the NFPA 1021 Fire Officer Level I course.

Five firefighters have successfully completed both courses and are qualified as Fire Officer Level I.

To address the unsatisfactory level of Firefighters to Fire Officers ratio, staff is requesting the creation of five Fire Lieutenant Positions. A Fire Lieutenant works under the Fire Captain, and is responsible for supervising other firefighters when working at a fire scene or other emergency. He/she organizes and supervises the tasks at the fire hall, and also provides training on safety procedures and fire equipment to firefighters. When an emergency arises, the Fire Lieutenant is responsible for utilizing the fire and rescue equipment, as well as providing emergency medical treatment to victims as necessary. He/she also assists with employee training and evaluation, and may be responsible for preparing and presenting educational lectures for the public as well.

By creating the Fire Lieutenant positions it will not only help the Fire Department increase the Fire Firefighter to Fire Officer Ratio on an emergency scene which will help ensure the employers' responsibility under the Occupational Health and Safety to take all reasonable steps to protect its workers. In addition, this action will help with succession planning. When Senior Officers (Deputy Fire Chief & Captains) decide to retire they leave with years of experience and knowledge that is not easily replaced. Creating the Fire Lieutenant positions will increase the availability of experienced and capable employees that are prepared to assume these roles when as they become available. Once the Fire Lieutenant positions are implemented a fire officer development plan will be implemented that will allow junior officers to learn from the senior officers and to have them placed into more demanding roles under a supervision.

## FINANCIAL IMPLICATIONS

The financial implications would be an operating variance with an additional \$2,500. This is a result of increasing the standby annual pay from \$1,200 for a Firefighter to \$1,700 for the 5 Fire Lieutenant positions. For the 2019 budget year, the unbudgeted variance will be \$250 (half year variance) x 5 positions = \$1,250.

## SUMMARY

It is the Fire Chief's recommendation for Council to approve the creation of five Fire Lieutenant positions. These positions would be filled by promoting from within the Fire Department the five Firefighters that are qualified Fire Officer Level I.

Approving the creation of Fire Lieutenant positions will ensure the 3:1 Firefighter to Fire Offer ratio is met improving the overall safety on the fire ground. As well it will assist with succession planning for the Fire Department well into the future.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

Lisa Lawrence, Director of HR  
Dorrie Brennenman, Payroll & Benefits Specialist

## ATTACHMENTS

Fire Lieutenant Job Description

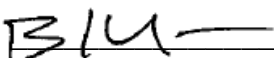
## REVIEWED BY

### Recommended by the Department



Richard Anderson  
Director of Emergency Services/Fire Chief

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

## Job Description

**Job Title:** Fire Lieutenant

**Job Number:** XXX

**Department:** Fire

**Position Type:** Volunteer

### Summary:

A Fire Lieutenant works under the Fire Captain, and is responsible for supervising other firefighters when working at a fire scene or other emergency. He/she organizes and supervises the tasks at the fire hall, and also provides training on safety procedures and fire equipment to firefighters. When an emergency arises, the Lieutenant is responsible for utilizing the fire and rescue equipment, as well as providing emergency medical treatment to victims as necessary. He/she also assists with employee training and evaluation, and may be responsible for preparing and presenting educational lectures for the public as well. This is the first-line supervisor responsible for overseeing and directing the department's day-to-day activities.

### Responsibilities:

1. Adhere to the Occupational Health & Safety Act, all applicable regulations, corporate and departmental health & safety policies, procedures, work instructions and the Corporate Code of Conduct.
2. Plan, coordinate and supervise activities of a fire suppression team during emergency response, training and administrative activities.
3. Command single team responses to fire, traffic accidents, hazardous material, rescue or other emergency situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; make determinations regarding requests for additional personnel, equipment and resources; personally perform a wide variety of fire suppression tasks in emergency situations directly or under the direction of a Captain or Deputy Fire Chief.
4. Take command at fires until arrival of superior officers.
5. Direct the work of firefighters engaged in extinguishing fires.
6. Ensure reasonable standards of workmanship, conduct, and output are maintained and that desired objectives are achieved.
7. Act in the place of a Fire Captain in his/her absence.
8. Keep records and files.
9. Assist in planning, scheduling, assigning and participates in equipment and Fire Hall maintenance, and other operational and administrative functions such as Officers Meetings.
10. Inspect firefighting equipment and apparatus in order to ensure appropriate equipment is available on a regular basis.
11. Inspect all assigned rolling stock on a regular basis.
12. Make recommendations on the replacement and/or repair of equipment.
13. Participate in the department's fire prevention and inspection programs.



14. Assist in overall department planning and administration.
15. Represent the department in meetings, conferences and public events.
16. Communicate and ensure understanding of the department's policies and procedures.
17. Participate in the development and implementation of departmental policies, procedures and standards.
18. Participate in special research projects involving all aspects of the department's operations.
19. Inspect department facilities to ensure proper safety practices; interpret department policies, procedures and safety practices and ensure understanding and compliance; prepare and maintain a wide variety of correspondence, record, file and report related to the activities.
20. Orient firefighters; maintain discipline and develop documentation pertaining to employee performance, provide performance feedback and maintain a high level of morale among firefighters.
21. Participate in the planning, development and implementation of department-wide training programs; Assist with the training and development of personnel to meet the goals and objectives of individuals and the overall goals of the department.
22. Participate in the selection and/or promotion process for firefighters.
23. Respond to and resolves citizens' fire prevention-related complaints.
24. Complete special projects as assigned.

### **Qualifications and Education Requirements:**

- valid Ontario DZ driver's license;
- First Aid Certificate; and Cardiopulmonary Resuscitation certification (CPR)
- Firefighter Level II
- NFPA 472 Hazmat Awareness
- Legislation Course
- NFPA 1021 Fire Officer Level I
- NFPA 1041 Fire Service Instructor Level I

### **Preferred Skills:**

- Leadership skills including the ability to take full command at the scene of a fire;
- Analytical and problem solving skills;
- Decision making skills;
- Negotiations skills;
- Effective verbal, oral and written communication skills;
- Ability to deal effectively with people in difficult situations;
- Effective public relations and public speaking skills; and
- Time and stress management skills.
- Plan, organize, schedule, assign and review the work of others;

- Analyse emergency response and operational problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances;
- Develop and conduct classroom and practical training courses and programs;
- Render emergency medical care at the Standard first aid level (CPR – First Aid);
- Establish and maintain effective working relationships with those encountered in the course of the work;

## **Effort and Working Conditions:**

### **Physical Effort**

- The Fire Lieutenant may be involved in physically draining and exhausting activities which include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations. The Fire Lieutenant will have to carry heavy firefighting equipment while climbing ladders and going through buildings. The Fire Lieutenant will regularly be exposed to water in extreme weather conditions and have to deal with resulting ice build-up in winter months and may also be exposed to hazardous materials.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear.
- The employee must regularly lift and or move equipment and/or persons weighing up to 75 pounds.
- Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

### **Visual and Concentration Effort**

- While performing the assigned duties, Fire Lieutenants are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with municipal staff, other organizations and the public. Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.
- The Fire Lieutenant will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight and will require extreme levels of concentration during a firefighting situation.

### **Working Conditions**

- Work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;

- Work can come at any time, and in different weather.
- No set schedule.

### **Supervision Received:**

Works under the supervision of the Fire Captains and Deputy Chief.

### **Supervision Exercised:**

Supervises the work of the volunteer fire fighters.

Document History				
Revision #	Date of Revision	Change	Reason	Initiated By
0	06-12-2019	Creation	New position	R. Anderson

Team Member: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor or Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources or CAO: \_\_\_\_\_ Date: \_\_\_\_\_

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>25 June 2019</b>
<b>Subject:</b>	<b>DCS 18-2019 June Monthly Report (Community Services)</b>

## RECOMMENDATION

THAT DCS 18-2019 June Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Customer Service Development:

- Assisted in the planning and logistics for the St. Marys Healthcare Foundation Gala.
- Held ice allocation meeting with our 5 top ice users, focus is on working together to maximize open ice, this includes weekends and mornings.
- Final draft of the community guide being edited.
- Core service review and recommendations for all areas of Recreation and PRC services undertaken.

### Legislative Requirement:

- Staff attended the Community Support Services Sector Day in Clinton on June 3. At present there are over 150 self-assessments to become an Ontario Health Team. June 3<sup>rd</sup> was the date initially presented by the Ministry; this date has been pushed back to the end of June. The Huron and Perth team has had a request from the Minister's office to discuss the Huron-Perth Self-Assessment. Regardless of the immediate direction received from the province, players around our table were clear that moving forward was important and as such will begin to putting some structure around our Year 1 Implementation Priorities.

### Policy Development

- Annual review and update of Aquatics policies and procedures (PRC indoor pool and the Quarry) along with the Quarry canteen.

### Aquatics:

- 4608 swimmers through the pool in May
- 284 YMCA members utilized the pool in May
- Held a National Lifeguard waterfront recertification June 2.
- Full time lifeguard is enrolled in the AQX for the love of fitness course, this is a professional development course for both shallow and deep end aquafit, once certified, staff will hold a workshop for the lifeguards.

- The St. Marys Quarry opens June 15/16, 22/23 weekends and daily June 28 to Labour Day.

#### Child Care:

- Staff organized a Father's Day Get Together in each classroom where the fathers were invited to stay a few minutes in the morning or at pickup and share a muffin (that the children baked) and juice with their child in the classroom. It was a great way to further develop that engagement piece with the families and be able to share the program with the father's that may not have ever seen the classrooms.
- Summer program filled very quickly in all 3 programs this year. We are very excited about the numbers of children attending and look forward to a great summer full of exploration, discovery and fun!
- Teaching teams have been reviewed and changes are being made in September to promote professional growth and development
- Staff have been attending many professional development workshops over the past few months and have shared that knowledge gained during our monthly staff meetings so we can all benefit from their experiences.

#### Recreation:

- Youth Recreation:
  - Staff are preparing for summer camps. There are three main camps running this summer - PRC, Tennis Camp and Kitchen Camp
  - Dance and soccer stars classes have come to an end for the summer. Both got good reviews and being planned to launch again in September
  - Staff are once again partnering with Trestle Fitness to put on a Hockey Camp this summer
- Adult Recreation:
  - The new dodgeball archery dates are being worked on as well as a four week league format for the summer months
  - Staff are planning the fall adult badminton and volleyball sessions and also looking to launch basketball and soccer for adults
  - We are hosting a staff party for Little Falls School

#### Youth Services:

- Youth Centre:
  - Staff are preparing for our summer program
  - The grant with the Stratford Perth Community Foundation was approved so we will be able to offer the Red Cross Stay Safe and Cyber Security course for free in September. (Grant total- \$4,000)
- Perth 4 Youth:
  - Hosted a meeting with core members from across Perth and Vicki Lass to discuss the re-launch of the project. Next steps-- to write a new action plan
  - Our first step will be to administer a new survey in late September or early October. This survey will be launched through the AMDSB so we can establish a solid baseline of youth needs.
- Youth Council:

- The Council have decided to spend the grant money from Parks and Recreation Ontario on the OLSC (Ontario Leadership Student Committee) conference in Niagara Falls in November 2019. This needed to be approved by PRO and does not require Town funding.

Senior Services:

Home Support Services:

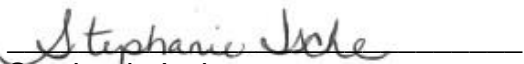
- Home Support Services year end reports have been submitted to the SW LHIN.
- Home Support Services staff will be working fellow community support partners to better align with the goals on the Ontario Health Teams through various facilitated discussions.

Friendship Centre:

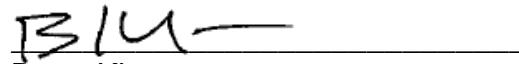
- The Active Living Centre budget is due to the Ministry of Seniors Affairs on June 14<sup>th</sup>.
- June is Seniors Month in Ontario. The Friendship Centre will host the annual Seniors' Month BBQ on June 14.

## REVIEWED BY

### Recommended by the Department

  
Stephanie Ische  
Director of Community Services

### Recommended by the CAO

  
Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Building and Development</b>
<b>Date of Meeting:</b>	<b>25 June 2019</b>
<b>Subject:</b>	<b>DEV 41-2019 June Monthly Report (Building and Development)</b>

## RECOMMENDATION

THAT DEV-41-2019 June Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Planning

- Thames Crest Farms Plan of Subdivision and Zoning By-law Amendment Applications endorsed in principle by Planning Advisory Committee on June 3.
- Thames Crest informal public open house scheduled for June 26 and statutory public meeting scheduled for July 23.
- Application requesting extension of legal non-conforming residential use to permit above ground pool and deck at 553 Jones Street East to be considered by Committee of Adjustment on June 19.

### Building Department

- A total of 13 permits were issued in May 2019 compared to 23 the previous year.
- There were 11 new dwelling units issued this month compared to 5 the previous year.
- The total construction values were \$2,374,500 compared to \$4,461,000 the previous year.
- The total fees were \$20,828.98 compared to \$31,532.04 the previous year.
- A total of 45 appointments were provided by the Building Department for this time period.
- There were two heritage permits issued for this period.

### Facilities Operational

- Quarry – staff have been preparing the quarry for opening June 15.
- Town Gardens – all flowers have been planted in the town flower beds and urns. Hanging baskets have been installed and the Queen Street bridge boxes have been installed.
- Baseball diamonds – Milt Dunnell field has been extremely wet. Staff are having difficulty grading the diamonds due to standing water.

### Facilities Capital

- Capital Plan 20 year – working on document
- Water Tower Structural Upgrades – project to be completed week of June 17.
- Library & Town Hall Window Replacement Project –project has been completed awaiting final Engineering inspection of work.

- Fire Hall Design Project – work on design has commenced.
- Library Circulation Desk Project – Accessibility recommendations have been incorporated in the design, installation to take place in September.
- Accessibility Committee recommendations have been incorporated into the Cadzow walkways, and Lind washroom projects.
- Town Hall Service Desk Project – carpet installation to take place June 14. This will complete the project.
- Child Care Center – artificial turf installation to take place June 18 and 19<sup>th</sup>.
- Quarry trampoline – has been purchased and installed
- Museum Security system upgrades – new camera locations have been identified and are awaiting approval.
- Cenotaph Walkway Project – work to commence the week of June 17<sup>th</sup> weather permitting.
- New Inflatable for Quarry – a new inflatable has been identified for purchase, awaiting Recreation Committee recommendations to proceed.
- Cemetery Washroom Project – drawings of layout are being designed.

### **PRC Operations**

- End Zone and Community Centre ceiling mount projectors being replaced.
- Commercial Pool companies preparing pricing to convert Salt Chlorine-Generation system to Ultra Violet with supporting liquid chlorine. Pricing to be received by June 30 to determine next steps.
- Hospital Foundation hosted their fundraising Gala June 8<sup>th</sup>. Feedback was very positive from all fronts on venue presentation and staffing professionalism.
- An operator has announced his retirement effective June 28<sup>th</sup>. He started with the Town in July 2008.
- Spring and summer maintenance projects such as painting, arena board repairs, Zamboni seasonal maintenance, etc. ongoing

### **SPENDING AND VARIANCE ANALYSIS**

As per budget.

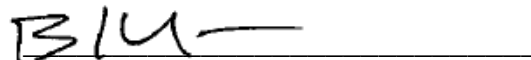
### **REVIEWED BY**

#### **Recommended by the Department**



Grant Brouwer  
Building and Development

#### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Public Works</b>
<b>Date of Meeting:</b>	<b>25 June 2019</b>
<b>Subject:</b>	<b>PW 39-2019 June Monthly Report (Public Works)</b>

## RECOMMENDATION

THAT PW 39-2019 June Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Environmental Services (Water & Wastewater)

- Reservoir Commissioned and Operational.
  - Continued integration into SCADA control system ongoing
- Sanitary Sewer Manhole condition inspections being completed as per operations contract
- Sanitary sewer flushing program commenced
- Design engineering commenced on interim ECA application for continued landfill operations.  
Due to be submitted July 31, 2019

### Solid Waste Collection, Management & Landfill

- Landfill EA progress continues on Response Action Plan items
- Landfill Site works being completed (internal road construction, cover touch ups, grading, etc.)
- Initiate Solid Waste Management By-law review
  - Seeking comments from the Green Committee
  - General review, plus the inclusion of landfill operational practices
- Present possible waste diversion opportunities to the Green Committee as per the Waste Diversion Report
- Transferred brush grinding and yard waste from MOC depot to the Landfill Site

### General Public Works Operations – Roads & Sidewalks

- Utilizing Work Order System with the Operators
  - Ongoing progress efforts to capture operator activities, requests from the public, and any patterns
- Concrete repairs to begin the week of June 17 (weather dependent)
- Crack Sealing of roads to begin week of June 17
  - Local traffic control , some detour setup expected
- Routine maintenance inspections as per MMS and repair of any noted deficiencies
- Signage Retro reflectivity completed
  - Very few deficiencies noted

- Database updated to reflect the testing
- Work with Perth District Health Unit (PDHU) to distribute waivers for annual catch basin larvacide program (to be completed in July 2019)
- Installation of Adult Mosquito Trap locations begins last week of June
  - Program offered by the PDHU – traps will be in St. Marys every other week for 11 weeks
- Receive and process road occupancy requests for various works and community events
- Catch Basing cleaning contract ongoing
- Line Painting
  - Developing plan for daytime installations due to nightly weather conditions

## **Parks, Trails, Cemetery & Tree Management**

- Delivery and Pickup of Picnic tables and other amenities from various locations for several events: Induction Weekend, Horticultural Society, Holy Name of Mary “Fun Fair”, Barbeque events, Masonic Lodge, Army, Navy & Airforce, Farmers Market, Shur-Gain etc.
- Assist Facilities with Annual flower program, hanging baskets, annual beds etc.
- Installation of donated benches at Cadzow Park
- Refurbishment of benches along trail as per BIA request
- Installation of plaques on Grand Trunk Trail Trestle Bridge
- Tree inspection, maintenance and coordination with Contractors to complete annual quadrant pruning process
  - As of June 14, 2019 - 5 trees removed, and 30 trees planted (exceeding 1:3 re-planting ratio)
- Grass cutting – extreme growth due to rainfall
  - Not all rough cut areas completed due to ground conditions with standing water
- Installation of Sparling Bush boundary markers
  - No complaints received
- Cemetery (June 1 to 15<sup>th</sup>)
  - 3 cremations (2 cremation burials and 1 columbarium)
  - 4 traditional burials (2 vault, 2 regular)
  - 2 interment rights sold (1 single plot, and 1 niche in columbarium 2)

## **Engineering, Asset Management & Capital**

- Finance Capital Status report contains each individual project detail
- James Street watermain replacement
  - No bids received due to completion date of September 1
  - Re-issue tender for construction window of September 15 to Nov 1
  - Project duration of 1 week with alternating traffic control and communication with DCVI and bus companies
- Annual Mill and Pave
  - Selected area James St. S from southern DCVI entrance to Victoria Street
  - Tender award pending
- Quadro Fibre Project
  - Limited complaints received
  - Phase C almost completed – moving into Phase D

## **SPENDING AND VARIANCE ANALYSIS**

### **General Public Works Operations – Roads & Sidewalks**

- Elgin St. Railway Crossing Reconstruction
  - Partnering with CN during installation of replacement track to expand asphalt repairs to include larger area
  - Crossing to be closed June 19<sup>th</sup> for several days
  - Approx. cost to Town is \$6500, roughly 50% reduction of cost with partnership agreement due to CN rail control onsite
  - To be funded from capital resurfacing budget
- Annual Asphalt Crack Seal
  - County equipment rental charges applied to 2019 operational budget
  - Approx. 4-5 K variance expected
- Building Repairs and Maintenance – Salt Shed
  - Ongoing maintenance of salt shed doors
- Traffic Control – Signs
  - Variance incurred due to increasing signage presence in Town – approx. \$2000 over budget (purchasing more custom signage)

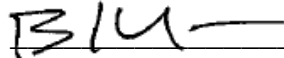
### **REVIEWED BY**

#### **Recommended by the Department**



Jed Kelly  
Director of Public Works

#### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Morgan Dykstra, Public Works Coordinator
<b>Date of Meeting:</b>	25 June 2019
<b>Subject:</b>	<b>PW 33-2019 Forestry Management: Revised Tree Species List</b>

### PURPOSE

To seek Council approval to amend the Forestry Management Plan replacing the existing tree species list with a revised list that considers suitable species for modified environments and natural areas.

### RECOMMENDATION

**THAT** PW 33-2019 Forestry Management: Revised Tree Species List be received; and

**THAT** Council approve By-law 65-2019, amending by-law 85-2018, Forestry Management Plan.

### BACKGROUND

The Modernizing Ontario's Municipal Legislation Act, 2017 (Bill 68) received Royal Assent on May 30, 2017. The act requires municipalities to adopt a policy with respect to how the municipality will protect and enhance the tree canopy and natural vegetation in the municipality by March 2019. Additionally, the Town of St. Marys Strategic Plan defined implementing a forestry and tree management policy as a priority.

Several steps were taken to develop a forestry management policy to comply with provincial legislation and pursue strategic priorities:

1. Strategic Priorities Committee (July 2018): develop the scope (address public lands only) and framework of a forestry management plan.
2. Create a draft forestry management plan (July – August 2018)
3. Public Consult of draft plan (September 14 – October 5, 2018): received 14 comments from the public
4. Seek opinion from local professional forestry contractors & consider public comments (October 2018)

On October 30, 2018, staff presented report PW 61-2018 Forestry Management Plan to Council whereas the following recommendation was carried:

**Resolution: 2018-10-30-17**

*Moved By Councillor Osborne*

*Seconded By Councillor Craigmile*

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

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

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

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

At the meeting, staff recommended to Council that Appendix F – Species List and Planting Conditions of the proposed forestry management plan be an interim species list. The original species list did not consider diverse planting environments– most of the trees on the list are more suitable for natural areas within the Upper Thames River watershed. Therefore, a list that acknowledges tree species that are more suitable for modified environments (i.e., boulevards and parking lots). Modified environments may come in contact with de-icing materials or are pre-dominantly concrete, and asphalt areas that are not suitable for large root structures require more hardy trees

## REPORT

In 2019, staff started to develop a revised species list. Staff intends to retain the original tree species list for natural environments, as the Upper Thames Conservation Authority developed the list specifically for the Upper Thames River watershed. Staff then created a base list for modified environments which considered trees that are commonly accepted as native to the area and trees suitable for urban/modified environments.

On February 20, 2019 staff engaged in a working session with the Green Committee to discuss developing a tree species list. The Committee and staff discussed the following:

- The Green Committee recommended that the content of Appendix F of the Town of St. Marys Forestry Management Plan be retained for natural areas (**Resolution GC-2019-02-03**).
- Evaluate the base list using indicators such as tree hardiness, salt tolerance, nativity and historical experience. Using the indicators divide each species into one of three categories (1) recommended, (2) to be considered, and (3) not recommended. Staff to remove any “not recommended” species and to re-examine the remaining species and contact known professionals.
  - The Committee didn’t recommend tree species that are susceptible to disease (ashes and oaks), coniferous trees as they can inhibit roadway sightlines, and large nut bearing trees like walnut and chestnut trees as they have caused damage in the past.
- The financial implications of tree planting, including the cost per tree, staff were directed to determine the costs per tree when a final species list is brought forth to the Committee.

Post-meeting staff investigated more characteristics regarding the trees remaining on the base list and sought opinions from tree experts and fellow municipalities. During this process, the list was revised.

At the May 22, 2019, Green Committee meeting, staff brought forward a final draft of the tree species list which considers both natural and modified environments and a listing with the cost to purchase a bare root tree for each species. The proposed species list included a variety of species to ensure the urban forest remains diverse and disease resistant.

At the same meeting, the Committee passed the following recommendation:

**Resolution: GC-2019-05-02**

*Moved By Fred Stam*

*Seconded By John Stevens*

**THAT** PW 32-2019 Forestry Management – Species List be received; and

**THAT** the Committee recommend to Council the Proposed Species List.

Since the Committee's resolution, some last minute comments were received from local contractors – as such, the following trees were removed from the modified environments section: Hawthorns (*Crataegus species*), Poplars (*Populus*), Cherry trees (*Prunus species*).

## **FINANCIAL IMPLICATIONS**

The Town has an annual tree planting program, the planting program is a part of the Town's regular operational activities.

Account: 01-7180-5300 (Forestry Program – Tree Planting) - \$7,500

The Town purchases bare root trees for planting (not container) to help reduce the overall costs and increase the number of trees planted.

## **SUMMARY**

The Town of St. Marys adopted a Forestry Management Plan in 2018, at the time Council recognized that staff should create a revised tree species list to address natural and modified environments. Staff and the Green Committee have created a revised species list and recommend that Council adopt the proposed list.

Therefore, the Green Committee and staff recommend that Council consider amending the Forestry Management Plan to include an updated tree species list that considers appropriate species for both natural areas and modified environments. To view the proposed species list please reference: **Attachment A – Proposed Tree Species List.**

## **STRATEGIC PLAN**

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #4 : Culture and Recreation
    - Outcome: A focused parks strategy
    - Tactic(s): Investigate implementing a forestry management policy for the Town.

## **OTHERS CONSULTED**

Johnathan Hahn, Town of St. Marys – Parks Operator A  
Vanni Azzano, Upper Thames River Conservation Authority  
John Enright, Upper Thames River Conservation Authority  
Stephen Smith, Urban Forest Associates  
Nathan Dundas, St. Marys Landscaping

## **ATTACHMENTS**

Attachment A – Proposed Species List

## **REVIEWED BY**

### **Recommended by the Department**

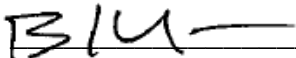
  
Morgan Dykstra

Public Works Coordinator

  
Jed Kelly

Director of Public Works

**Recommended by the CAO**

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

Brent Kittmer  
CAO / Clerk

## Appendix F : Approved Species List & Planting Conditions

The Town has established two types of species list to address the needs of different planting sites. The species lists are as follows: (1) modified environments (2) natural areas. There are a variety of trees that are suitable for both lists, those trees have an asterisk beside their binomial nomenclature. The species' list planting conditions vary in each list to accommodate information that is more relevant for the purpose of planting.

In each list, the attempt is to prioritize native species. Some native species have not been included in the list due to availability at local nurseries or vulnerability to disease and insect.

### MODIFIED ENVIRONMENT SPECIES LIST

MODIFIED ENVIRONMENTS				
Binomial Nomenclature	Common Name	Size	Form	Comments
<b>Acer Campestre</b>	Hedge Maple	Medium	Rounded	Compact form, best on dry alkaline soil
<b>Acer x freemanii</b>	Freeman's Maple	Medium	Oval Rounded	
<b>Acer ginnala</b>	Amur Maple	Small	Rounded	Multi-stem compact form/tends to sucker/specify single stem form
<b>Acer nigrum</b>	Black Maple	Large	Oval	
<b>Acer pseudoplatanus</b>	Sycamore Maple	Large	Oval – Rounded	Very pollution and salt tolerant/cankers cause high maintenance
<b>Acer rubrum</b>	Red Maple	Medium	Oval- Rounded	Tolerates wet soil
<b>Aesculus flava or octandra</b>	Yellow Buckeye	Large		Tree has no leaf scorching in the summer
<b>Carpinus caroliniana</b>	Blue Beech	Medium	Rounded	Likes wet soil,
<b>Catalpa speciosa</b>	Northern Catalpa	Large	Pyramidal - Spreading	
<b>Celtis occidentalis</b>	Hackberry	Large	Vase	Requires pruning for general form/very tolerant
<b>Cladrastis lutea</b>	Yellowwood	Medium	Rounded	Few problems/use local seed sources or stock only/prune early



<b><i>Ginkgo biloba</i></b>	<b>Maidenhair</b>	Large	Pyramidal – Spreading	Tolerant for city conditions and pollution/ slow growing but very large a maturity/ virtually pest and disease free/open branch structure
<b><i>Gleditsia triacanthos</i></b>	<b>Honeylocust</b>	Medium	Spreading	Provides a filtered shade/susceptible to defoliation by leafhopper
<b><i>Gymnocladus dioica</i></b>	<b>Kentucky Coffeetree</b>	Large	Oval	Male variety only/open branch structure
<b><i>Liriodendron tulipifera</i></b>	<b>Tulip Tree</b>	Large	Rounded	Moist and well-drained soil/very large tree most appropriate for lawn areas
<b><i>Ostrya virginiana</i></b>	<b>Ironwood</b>	Medium	Oval	Mainly and understory tree
<b><i>Platanus x acerifolia</i></b>	<b>London Plane-Tree</b>	Large	Spreading	Frost cracks on trunk/attractive peeling bark/fruit can cause problems/very large at maturity
<b><i>Syringa reiculata</i></b>	<b>Japanese Tree Lilac</b>	Small	Rounded	Excellent, small specimen
<b><i>Tilia americana</i></b>	<b>Basswood</b>	Large		Prefers deep moist fertile soil/will grow on drier heavier soil/needs large space
<b><i>Tilia cordata</i></b>	<b>Littleleaf Linden</b>	Medium	Pyramidal	

## NATURAL AREAS

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

NATIVE TREES				
Binomial Nomenclature	Common Name	Light Level	Soil Moisture	Soil Type
<b>Acer rubrum</b>	<b>Red Maple</b>	Part Sun	Wet to Moist	Variety
<b>Acer saccharinum</b>	<b>Silver Maple</b>	Sun	Wet to Moist	Rich
<b>Acer saccharum ssp.nigrum</b>	<b>Black Maple</b>	Shade	Moist	Rich floodplains
<b>Acer saccharum ssp. saccharum</b>	<b>Sugar Maple</b>	Part Sun to Shade	Moist	Rich, well-drained

<b>Amelanchier arborea</b>	<b>Dony Serviceberry</b>	Part Sun	Moist to Dry	Sandy, Rocky
<b>Asimina trilobal</b>	<b>Pawpaw</b>	Shade	Wet to Moist	Rich
<b>Betula alleghaniensis</b>	<b>Yellow Birch</b>	Part Sun	Wet to Moist	Rich
<b>Betula papyrifera</b>	<b>White Birch</b>	Sun	Variety	Variety
<b>Carpinus caroliniana</b>	<b>Blue Beech</b>	Shade	Moist	Deep, Rich
<b>Cary ovata</b>	<b>Shagbark Hickory</b>	Full to Part Sun	Moist	Rich
<b>Celtis occidentalis</b>	<b>Hackberry</b>	Part Sun	Moist	Variety
<b>Cornus alternifolia</b>	<b>Alternate-leaved Dogwood</b>	Part Sun	Moist	Deep, Well-Drained
<b>Cornus florida</b>	<b>Flowering Dogwood</b>	Part Sun	Moist	Variety
<b>Gymnocladus dioicus</b>	<b>Kentucky Coffee-tree</b>	Part Sun	Moist	Deep, Rich
<b>Juniperus virginiana</b>	<b>Eastern Red Cedar</b>	Sun	Moist to Dry	Rocky, Sandy Soils
<b>Larix laricina</b>	<b>Tamarack</b>	Part Sun	Variety	Variety
<b>Liriodendron tulipifera</b>	<b>Tulip Tree</b>	Sun	Wet to Moist	Sand, sand loam, rich
<b>Nyssa sylvatica</b>	<b>Black Gum</b>	Part Sun	Wet	Rich
<b>Ostrya virginiana</b>	<b>Hop-hornbeam or Ironwood</b>	Shade	Moist	Well-drained
<b>Platanus occidentalis</b>	<b>Sycamore</b>	Part Sun	Wet to Moist	Rich, Poorly Drained
<b>Pinus strobus</b>	<b>White Pine</b>	Sun	Moist to Dry	Variety
<b>Populus balsamifera</b>	<b>Balsam Poplar</b>	Sun	Wet to Moist	Rich
<b>Populus deltoids</b>	<b>Eastern Cottonwood</b>	Sun	Moist	Rich
<b>Populus grandidentata</b>	<b>Large-tooth Aspen</b>	Sun	Moist to Dry	Variety
<b>Populus tremuloides</b>	<b>Trembling Aspen</b>	Sun	Moist to Dry	Variety
<b>Populus Americana</b>	<b>American Plum</b>	Sun	Moist	Variety
<b>Prunus nigra</b>	<b>Canada Plum</b>	Sun	Moist	Variety
<b>Prunus pensylvanica</b>	<b>Pin Cherry</b>	Sun	Moist to Dry	Variety
<b>Prunus serotina</b>	<b>Black Cherry</b>	Sun	Moist to Dry	Variety
<b>Sassafras albidum</b>	<b>Sassafras</b>	Part Sun	Moist	Variety

<b>Thuja occidentalis</b>	<b>Eastern White Cedar</b>	Part Sun	Wet to Dry	Variety over limestone
<b>Tilia Americana</b>	<b>American Basswood</b>	Part Shade	Moist	Rich
<b>Tsuga canadensis</b>	<b>Eastern Hemlock</b>	Shade	Moist (and cool)	Variety
<b>Ulmus Americana</b>	<b>American Elm or White Elm</b>	Part Sun	Wet to Dry	Variety
<b>Ulmus rubra</b>	<b>Slippery Elm or Red Elm</b>	Sun	Moist	Rich

## SHRUBS

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

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

Information Sources:

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

**BY-LAW 64-2019**

**THE CORPORATION OF THE TOWN OF ST. MARYS**

**Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and The 2020 Homecoming Committee and to authorize the Mayor and Clerk to execute the Agreement.**

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Council for The Corporation of the Town of St. Marys agreed to provide an interest free loan to the Homecoming Committee for the Homecoming 2020 event planning which was subsequently approved by Council on May 14, 2019;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with The 2020 Homecoming Committee (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW 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 The 2020 Homecoming Committee.
  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, second and third time and finally passed this 25<sup>th</sup> day of June, 2019.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 65-2019**

**THE CORPORATION OF THE TOWN OF ST. MARYS**

**Being a By-law to amend By-law 85-2018, Forestry Management Plan.**

- WHEREAS:** Council for The Corporation of the Town of St. Marys passed By-law 85-2018 for the purpose of adopting a forestry management plan in the Town of St. Marys;
- AND WHEREAS:** Council for The Corporation of the Town of St. Marys deems it expedient to amend By-law 85-2018 at this time;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That Appendix F – Species List & Planting Conditions be repealed in its entirety and replaced with Appendix F – Approved Species List & Planting Conditions hereto attached to this by-law.
  - 2.** This by-law comes into force and takes effect on the final passing thereof.

**Read a first, second and third time and finally passed this 25<sup>th</sup> day of June, 2019.**

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 66-2019**

**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 June 25, 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;

**NOW 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 25<sup>th</sup> day of June, 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, second and third time and finally passed this 25<sup>th</sup> day of June, 2019.**

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Mayor Al Stratheed

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Brent Kittmer, CAO / Clerk