



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

July 23, 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 July 23, 2019 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

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

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

5.1 **Retirement Presentation to Carol Sproat and Yvonne Thompson**

5.2 **Seebach & Company re: 2018 Audited Financial Statements**

12

Refer to FIN 14-2019 staff report for further information

**RECOMMENDATION**

**THAT** the Seebach & Company presentation regarding the 2018 audited financial statements be received.

### **5.3 Public Meeting - Thames Crest Farms**

Refer to DEV 43-2019 staff report for further information

#### **RECOMMENDATION**

**THAT** the July 23, 2019 regular Council meeting be adjourned at \_\_\_\_\_ pm to hold a statutory public meeting as required under the *Planning Act*, and

**THAT** a Public Meeting to consider a planning application for Thames Crest Farms be opened at \_\_\_\_\_ pm.

#### **RECOMMENDATION**

**THAT** this Public Meeting be adjourned at \_\_\_\_\_ pm; and

**THAT** the July 23, 2019 regular Council meeting reconvene at \_\_\_\_\_ pm.

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Joint Meeting with Council and St. Marys Library Board - May 28, 2019 15**

#### **RECOMMENDATION**

**THAT** the May 28, 2019 Joint Meeting with Council and the St. Marys Library Board meeting minutes be received by Council, and signed and sealed by the Mayor and the Clerk.

### **6.2 Regular Council - June 25, 2019 19**

#### **RECOMMENDATION**

**THAT** the June 25, 2019 regular Council meeting be approved by Council, and signed and sealed by the Mayor and the Clerk.

### **6.3 Strategic Priorities Committee - July 16, 2019 31**

#### **RECOMMENDATION**

**THAT** the July 16, 2019 Strategic Priorities Committee meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**6.4 ADHOC CAO Performance Appraisal - July 16, 2019**

**34**

**RECOMMENDATION**

**THAT** the July 16, 2019 ADHOC CAO Performance Appraisal meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**7. CORRESPONDENCE**

**7.1 St. Marys Public Library Board re: Library Space and Service Needs Study Resolution**

**36**

**RECOMMENDATION**

**THAT** the correspondence from the St. Marys Public Library Board regarding the Library Space and Needs Study resolution be received.

**8. STAFF REPORTS**

**8.1 Finance**

**8.1.1 FIN 13-2019 July Monthly Report (Finance)**

**37**

**RECOMMENDATION**

**THAT** FIN 13-2019 July Monthly Report (Finance) be received for information.

**8.1.2 FIN 14-2019 Audited Financial Statements for the Year Ended December 31, 2018**

**41**

**RECOMMENDATION**

**THAT** FIN 14-2019 Audited Financial Statements for the Year Ended December 31, 2018 be received; and

**THAT** the 2018 Surplus of \$305,960 be transferred to the Working Reserve; and

**THAT** the Audited Financial Statements for the Year Ended December 31, 2018 be approved.

## **8.2 Building and Development Services**

### **8.2.1 DEV 42-2019 July Monthly Report (Building and Development) 71**

#### **RECOMMENDATION**

**THAT** DEV 42-2019 July Monthly Report (Building and Development) be received for information.

### **8.2.2 DEV 43-2019 Applications for Plan of Subdivision (STM 01-2019) and Zoning By-law Amendment (Z03-2019) by Thames Crest Farms Limited, Part Lots 15 and 16, Concession 17 and Part Lot 15, Thames Concession, Town of St. Marys 73**

#### **RECOMMENDATION**

**THAT** DEV 43-2019 Applications for Plan of Subdivision (STM 01-2019) and Zoning By-law Amendment (Z02-2019) by Thames Crest Farms Limited be received; and

**THAT** the comments received at the Public Meeting be addressed in a report presented at a subsequent Council meeting outlining staff recommendations on the disposition of these Applications.

## **8.3 Corporate Services**

### **8.3.1 COR 21-2019 July Monthly Report (Corporate Services) 208**

#### **RECOMMENDATION**

**THAT** COR 21-2019 July Monthly Report (Corporate Services) be received for information.



**8.3.2 COR 22-2019 Stratford & District Chamber of Commerce  
Request for Permission to Hold Licensed Event on Municipal  
Property**

212

**RECOMMENDATION**

**THAT** COR 22-2019 Stratford & District Chamber of Commerce Request for Permission to Hold Licensed Event on Municipal Property be received; and

**THAT** Council approve the request from Stratford & District Chamber of Commerce to hold an alcohol related event on the Trestle for Wednesday, August 21, 2019 from 5:00 pm until 7:00 pm with the following conditions placed on the permission:

- Notice of the event be circulated to all property owners within a 150 m radius of the Trestle
- Notice provided to the public that the Trestle will be closed to public access between 4:30 pm and 7:00pm on the date of the event (service disruption posted on the municipal website and notice be posted at both entrances to the Trestle)
- The conditions of the Municipal Alcohol Policy be met including obtaining liability insurance that lists the Corporation of the Town of St. Marys as an additional insured for \$5,000,000 and indemnifies and saves harmless the Town
- The conditions of the Special Occasion Permit be met

**8.4 Fire and Emergency Services**

**8.4.1 FD 15-2019 July Monthly Report (Emergency Services)**

217

**RECOMMENDATION**

**THAT** FD 15-2019 July Monthly Report (Emergency Services) be received for information.

**8.5 Community Services**

**8.5.1 DCS 19-2019 July Monthly Report (Community Services)**

219

**RECOMMENDATION**

**THAT** DCS 19-2019 July Monthly Report (Community Services) be received for information.

## 8.6 Public Works

### 8.6.1 PW 44-2019 July Monthly Report (Public Works) 222

#### **RECOMMENDATION**

**THAT** PW 40-2019 July Monthly Report (Public Works) be received for information.

### 8.6.2 PW 41-2019 Award for RFT-PW-13-2019 James Street Watermain Alteration 225

#### **RECOMMENDATION**

**THAT** PW 41-2019 Award for RFT-PW-13-2019 James Street Watermain Alteration be received; and,

**THAT** the procurement for RFT-PW-13-2019 James Street Watermain Alteration be awarded to 598424 Ontario Ltd. O/A Russell Construction for the tender price of \$65,069.86, inclusive of all taxes and contingencies; and,

**THAT** By-Law 67-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

### 8.6.3 PW 43-2019 Textile Recycling Program (Waste Diversion) 229

#### **RECOMMENDATION**

**THAT** PW 43-2019 Textile Recycling Program (Waste Diversion) be received; and

**THAT** Council authorize staff to proceed with a waste reduction and diversion program for textiles at the St. Marys Landfill Site; and

**THAT** Council directs Staff to complete a Request for Proposal for textile recycling at the St. Marys Landfill Site in accordance with Municipal By-law 36 of 2012.

## **8.7 Administration and Human Resources**

- 8.7.1 CAO 45-2019 July Monthly Report (Administration and Human Resources) 233**

### **RECOMMENDATION**

**THAT** CAO 45-2019 July Monthly Report (Administration and Human Resources) be received for information.

- 8.7.2 CAO 46-2019 Adoption of Committee Terms of Reference 236**

### **RECOMMENDATION**

**THAT** CAO 46-2019 Adoption of Committee Terms of Reference be received;

**THAT** Council approve the amalgamation of the Heritage Conservation District Advisory Committee and the Heritage Advisory Committee;

**THAT** Council approve the disbandment of the St. Marys Museum Board and the instatement of the Museum Advisory Committee;

**THAT** Council approve the disbandment of the Senior Services Board and the instatement of the Senior Services Advisory Committee;

**THAT** Council approve the disbandment of the Youth Centre Advisory Board; and

**THAT** Council direct staff to prepare the necessary by-law to constitute all committees of Council and return it to a subsequent meeting for consideration.

- 8.7.3 CAO 47-2019 Open Public Highway for Parcel on Maxwell Street 276**

### **RECOMMENDATION**

**THAT** CAO 47-2019 Open Public Highway for Parcel on Maxwell Street be received; and

**THAT** Council approve By-law 68-2019 for the purpose of opening, establishing and assuming a parcel on Maxwell Street as public highway.

## **9. COUNCILLOR REPORTS**

### **RECOMMENDATION**

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

#### **9.1 Operational and Board Reports**

- 9.1.1 Bluewater Recycling Association - Coun. Craigmile 278**

June 20, 2019 Highlights

- 9.1.2 Library Board - Coun. Craigmile, Edney, Mayor Strathdee 312**

May 2, 2019 Minutes

June 13, 2019 Minutes

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

- 9.1.4 Perth District Health Unit - Coun. Luna 320**

May 15, 2019 Minutes

- 9.1.5 Spruce Lodge Board - Coun. Luna, Pridham 324**

May 15, 2019 Minutes

- 9.1.6 Upper Thames River Conservation Authority 327**

May 28, 2019 Minutes

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

- 9.2.1 Accessibility Advisory Committee - Coun. Hainer**

No recent meeting

- 9.2.2 Business Improvement Area - Coun. Winter 334**

May 13, 2019 Minutes

June 10, 2019 Minutes

<b>9.2.3</b>	<b>CBHFM - Coun. Edney</b>	<b>353</b>
	May 24, 2019 Minutes	
<b>9.2.4</b>	<b>Committee of Adjustment</b>	<b>357</b>
	June 20, 2019	
<b>9.2.5</b>	<b>Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee</b>	<b>360</b>
	June 19, 2019 Minutes	
<b>9.2.6</b>	<b>Green Committee - Coun. Craigmile</b>	<b>365</b>
	June 19, 2019 Minutes	
<b>9.2.7</b>	<b>Heritage Advisory Committee - Coun. Pridham</b>	<b>370</b>
	June 10, 2019 Minutes	
<b>9.2.8</b>	<b>Huron Perth Healthcare Local Advisory Committee - Coun. Luna</b>	
<b>9.2.9</b>	<b>Museum Advisory Committee - Coun. Hainer</b>	<b>376</b>
	July 10, 2019 Minutes	
<b>9.2.10</b>	<b>Planning Advisory Committee - Coun. Craigmile, Hainer</b>	
	No recent meeting	
<b>9.2.11</b>	<b>Recreation and Leisure Advisory Committee - Coun. Pridham</b>	<b>380</b>
	June 20, 2019 Minutes	
<b>9.2.12</b>	<b>Senior Services Advisory Committee - Coun. Winter</b>	<b>383</b>
	May 27, 2019 Minutes	
	June 24, 2019 Minutes	
<b>9.2.13</b>	<b>St. Marys Lincolns Board - Coun. Craigmile</b>	
<b>9.2.14</b>	<b>St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter</b>	

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

June 19, 2019 - No quorum

**9.2.16 Youth Council - Coun. Edney**

June 19, 2019 - No quorum

**10. EMERGENT OR UNFINISHED BUSINESS**

**11. NOTICES OF MOTION**

**11.1 Councillor Hainer re: Provincial Legislation of 40 km/h Speed Limit**

**RECOMMENDATION**

**THAT** staff research and report on the new provincial rules regarding 40 km/h speed limits in urban areas; and

**THAT** the report be shared with Community Policing Advisory Committee for a recommendation back to Council on areas in St. Marys where a 40 km/h speed limit may be appropriate.

**12. BY-LAWS**

**RECOMMENDATION**

**THAT** By-Laws 67-2019 through 68-2019 be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

<b>12.1 By-Law 67-2019 Authorize an Agreement with 598424 Ontario Ltd. O/A Russell Construction</b>	<b>389</b>
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<b>12.2 By-law 68-2019 Open, Establish and Assume Parcel as Public Highway</b>	<b>390</b>
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**13. UPCOMING MEETINGS**

August 13, 2019 - 9:00am, Strategic Priorities Committee, Council Chambers

August 20, 2019 - 9:00am, Strategic Priorities Committee, Council Chambers

August 27, 2019 - 6:00pm, Regular Council, Council Chambers

**14. CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

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**RECOMMENDATION**

**THAT** By-Law 69-2019, being a by-law to confirm the proceedings of July 23, 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.

**16. ADJOURNMENT**

**RECOMMENDATION**

**THAT** this regular meeting of Council adjourn at \_\_\_\_\_ p.m.

**CORPORATION OF THE TOWN OF ST. MARYS**  
**REPORT TO COUNCIL**  
**For the year ended December 31, 2018**

The financial statements are presented on a consolidated basis and, therefore, include the proportional share of the assets, liabilities, operating revenues and expenditures of the various joint boards which the Town of St. Marys belongs to.

<b>Financial Indicators</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Cash	4,345,133	4,407,921	7,399,362	6,210,018	7,851,227
Investments	9,651,570	9,771,800	7,492,618	7,581,818	4,376,409
Taxes receivable (note 1)	555,529	576,784	755,492	705,622	668,447
Accounts receivable	1,823,665	1,780,432	1,499,054	1,128,599	2,357,526
	<u>16,375,897</u>	<u>16,536,937</u>	<u>17,146,526</u>	<u>15,626,057</u>	<u>15,253,609</u>
Accounts payable	3,532,807	3,452,495	3,759,288	1,745,323	2,419,568
Deferred revenue (gas tax and development charges reserves)	1,778,045	1,431,238	1,546,503	1,543,283	2,207,346
Landfill closure and post closure liability	650,821	650,821	583,492	559,397	415,063
Municipal debt	8,731,141	9,568,496	9,304,859	10,086,180	10,833,556
	<u>14,692,814</u>	<u>15,103,050</u>	<u>15,194,142</u>	<u>13,934,183</u>	<u>15,875,533</u>
Net financial assets (note 2)	<u>1,683,083</u>	<u>1,433,887</u>	<u>1,952,384</u>	<u>1,691,874</u>	<u>(621,924)</u>
Tangible capital assets					
Net book value beginning of year	81,348,048	76,465,347	73,560,369	72,923,263	74,109,652
Purchases	7,232,276	8,511,390	5,448,051	2,866,267	1,823,771
Disposals and adjustments	(258,587)	(1,401,490)	(301,174)	(4,916)	(758,823)
Amortization	(2,301,120)	(2,227,199)	(2,241,899)	(2,224,245)	(2,251,337)
Net book value end of year	<u>86,020,617</u>	<u>81,348,048</u>	<u>76,465,347</u>	<u>73,560,369</u>	<u>72,923,263</u>
Inventory and prepaid expenses	<u>37,444</u>	<u>41,515</u>	<u>37,452</u>	<u>44,766</u>	<u>43,135</u>
Accumulated surplus (note 3)					
Net investment in capital assets less LTD	77,289,476	71,779,552	67,160,488	63,474,189	62,089,707
Unfunded landfill liabilities	(650,821)	(650,821)	(583,492)	(559,397)	(415,063)
Reserves	10,797,397	11,155,078	11,750,026	11,894,158	9,926,466
Other surplus	305,092	539,641	128,161	488,059	743,364
	<u>87,741,144</u>	<u>82,823,450</u>	<u>78,455,183</u>	<u>75,297,009</u>	<u>72,344,474</u>
Note 1: Taxes receivable	-	-	-	-	-
Current year taxes receivable as percentage of total levy for year	2.5%	2.8%	2.5%	2.1%	
Total taxes receivable as percentage of total levy for year	3.8%	4.0%	5.3%	5.0%	
The Town has maintained a low rate of arrears throughout the comparison period.					

**Note 2: Net financial assets**

Net financial assets indicates the extent of resources available to finance future operations.  
The Towns net financial assets have decreased from the prior year.

**Note 3: Accumulated surplus**

Total accumulated surplus indicates the resources available to provide future services.  
Adequate reserves are an indicator of flexibility and ability to deal with contingencies.



**CORPORATION OF THE TOWN OF ST. MARYS**  
**REPORT TO COUNCIL**  
For the year ended December 31, 2018

**Five Year Comparison of Operating Revenue Expenses**

	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>	<b>2014 Actual</b>
<b>Revenue</b>						
Taxation	11,876,866	11,925,274	11,577,230	11,327,234	11,159,352	10,640,135
Grants						
OMPF grant	535,500	535,300	512,000	506,700	557,600	691,800
Gas tax grant	257,000	257,000	485,000	633,000	1,460,632	473,901
Clean Water Wastewater Fund	455,000	347,839				
Other capital grants	48,000	4,292	180,030	432,211	140,771	138,700
Home Support grants	421,158	427,850	429,030	436,470	431,097	441,738
Library grants	138,282	173,064	143,284	211,319	180,980	213,725
Daycare funding	219,540	366,370	373,008	416,576	426,295	373,167
PDHU	624,515	663,473	635,738	623,235	650,998	631,596
Spruce Lodge	474,042	486,403	463,931	482,643	471,246	477,718
Other government grants	84,240	129,951	92,404	98,142	126,399	114,530
Other municipal transfers	401,950	377,876	415,325	341,572	343,271	265,153
User fees						
Water and sewer	3,324,950	3,572,446	3,413,243	3,669,536	3,204,862	3,013,005
Garbage collection and disposal	775,039	790,286	788,193	745,300	711,088	825,851
Friendship Centre/ Home Support	167,700	194,826	172,365	160,913	169,647	139,994
Daycare	938,476	958,517	776,107	652,988	585,928	569,412
Recreation	1,135,700	1,214,137	1,258,932	1,221,216	1,436,823	1,292,921
Building department	153,000	143,342	173,774	138,094	129,857	131,560
PDHU	57,374	35,683	42,111	43,329	48,369	10,546
Spruce Lodge	283,974	284,581	279,551	275,670	271,539	264,886
Capital	65,000	132,650	1,833,014	301,682	166,375	50,582
Other fees and charges	289,419	451,437	504,437	583,326	501,571	600,051
Other income						
Bank interest and penalties on taxes	181,231	360,293	273,906	279,760	280,834	282,809
Gain on sale of capital assets		(154,192)	(311,773)	(248,965)	(3,864)	(378,601)
Developer and Parkland charges	477,400	2,440,025	454,002	104,031	27,996	18,477
Total revenue per financial statements	<u>23,385,356</u>	<u>26,118,723</u>	<u>24,964,842</u>	<u>23,435,982</u>	<u>23,479,666</u>	<u>21,283,656</u>
<b>Expenditures</b> (line items exclude depreciation and capital)						
Council	126,982	130,081	122,102	122,895	135,926	130,335
Other general government	1,855,837	1,770,913	1,963,415	1,970,756	2,283,497	2,030,936
Fire	445,902	439,755	402,464	341,944	292,787	300,844
Policing	1,432,302	1,394,507	1,155,549	1,155,599	1,181,047	1,191,890
Conservation authority	95,920	98,499	94,454	87,011	85,290	81,283
Building, water quality, and other protective serv	209,566	198,822	206,916	202,132	198,953	246,993
Roads and streetlights	1,569,873	1,698,663	1,722,481	1,673,092	1,764,499	1,578,029
Water and sewer	2,263,786	2,283,688	2,227,238	2,324,032	2,210,838	2,177,985
Waste collection and disposal	723,619	716,072	696,420	729,202	681,498	707,353
PDHU	718,671	675,012	665,513	660,197	685,778	644,946
Spruce Lodge	753,899	717,237	685,364	703,355	679,083	689,641
Aged Persons	777,749	840,924	803,944	763,428	767,241	698,801
Childcare	1,393,027	1,488,226	1,338,078	1,265,468	1,078,953	1,083,945
Cemeteries and other health and social services	1,440,187	1,390,589	1,395,254	1,387,966	1,595,851	1,228,806
Parks	323,695	488,884	478,426	427,375	413,942	328,918
Recreation programs, facilities and cultural	2,708,793	2,854,139	2,738,864	2,665,077	2,608,113	2,740,834
Libraries	662,063	670,442	621,023	633,748	603,402	579,950
Museums	166,911	176,602	181,298	148,464	255,271	249,758
Planning and development	853,276	866,854	803,244	750,073	636,583	647,950
Capital expenditures	6,805,000	7,232,276	8,511,390	5,448,051	2,866,267	1,823,771
Debt repayments	904,606	-	-	-	-	-

	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>	<b>2016 Actual</b>	<b>2015 Actual</b>	<b>2014 Actual</b>
Net transfers to (from) reserves	(2,813,874)	(1,908,144)	(1,932,957)	(581,919)	285,292	(622,473)
Total expenditures	23,417,790	24,224,041	24,880,480	22,877,946	21,310,111	18,540,495
Less: capital expenditures	(6,805,000)	(7,232,276)	(8,511,390)	(5,448,051)	(2,866,267)	(1,823,771)
debt repayments	(904,606)	-	-	-	-	-
net transfers to (from) reserves	2,813,874	1,908,144	1,932,957	581,919	(285,292)	622,473
Add: amortization and writedowns	2,227,199	2,301,120	2,227,199	2,241,899	2,224,245	2,251,337
Add: increase (decrease) in landfill post-closure liability		-	67,329	24,095	144,334	35,348
Total expenditures per financial statements	20,749,257	21,201,029	20,596,575	20,277,808	20,527,131	19,625,882
<b>Net surplus (deficit) per financial statements</b>	2,636,099	4,917,694	4,368,267	3,158,174	2,952,535	1,657,774



**MINUTES**  
**Special Meeting of Town Council and Library Board**

May 28, 2019

9:30am

St. Marys Public Library, Upstairs

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

Board Present: Chair Atlin  
Lynda Hodgins  
Joyce Vivian

Staff Present: Brent Kittmer, CAO / Clerk  
Grant Brouwer, Director of Building and Development  
Matthew Corbett, Library CEO  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
Lisa Lawrence, Director of Human Resources  
Trisha McKibbin, Director of Corporate Services  
André Morin, Director of Finance / Treasurer  
Rebecca Webb, Library Service Coordinator  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

Mayor Strathdee called the meeting to order at 9:30 am.

**2. DECLARATION OF PECUNIARY INTEREST**

None declared.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

Mayor Strathdee welcomed the Members of the Library Board and the Members of Council. Mayor Strathdee stated that Chair Atlin and Mayor Strathdee will be co-chairing this meeting.

Mayor Strathdee explained that he will need to depart the meeting briefly and Deputy Mayor Luna will step in as Co-Chair at that time.

Mayor Strathdee explained the process for today's meeting and that no decisions of the group will be binding at this time.

Deputy Mayor Luna arrived at 9:32 am.

Mayor Strathdee asked that everyone introduce themselves around the table and within the gallery.

**Resolution 2019-05-28-01**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** the May 28, 2019 special meeting of Town Council and St. Marys Public Library agenda be accepted as presented.

**CARRIED**

**4. REPORT**

**4.1 LIB-DCS 01-2019 Library Space Exploration**

Matthew Corbett, Library CEO provided the Library Space Exploration presentation to the Board and Council.

Stephanie Ische, Director of Community Services, presented the Board and Council with the options that are presented in the staff report.

Mayor Strathdee informed Council that the Library Board has not endorsed any of the options before the joint committee today.

Option 1, new build. The joint committee discussed alternative methods in which the library service could be delivered such as partnerships. Staff explained the partnerships that are in place at the present time.

Mayor Strathdee departed at 10:19am.

Deputy Mayor Luna assumed the role of co-chair.

Option 2, space needs renovation. The joint committee stated that parking at the current library can be problematic at present due to limited accessible parking stalls near by. However, there is also a strong belief that the library is an anchor for the community and situating it in the downtown core maintains vitality to the core.

The joint committee discussed the situation of the basement. Staff stated that due to costing, staff have not thoroughly investigated what it would take to rectify. However, many remediation efforts have been implemented in the past.

The joint committee was of the consensus that option 2 is a viable option.

Option 3a, meeting room D. The joint committee was of the immediate consensus that this option is off the table as there is not enough space to fulfill the long-term needs of the facility.

Option 3b, End Zone. During discussion, the joint committee discussed how adult learning could be complimented at the Pyramid Recreation Centre.

The joint committee decided that option 3b is off the table as there is not enough space to fulfill long-term needs of the facility.

The joint committee took a brief recess at 10:59 am.

The Chairs called the meeting back to order at 11:11 am.

Ms. Ische resumed the presentation of options.

Option 3c, build onto PRC. The consensus of the joint committee is that this is a viable option.

Option 3d, community centre. The joint committee was hesitant to eliminate current service expectations in favour of operating a library from the space.

Mayor Strathdee returned at 11:37 am and resumed the role of Co-Chair.

Option 3e, ice pad. The joint committee was of the consensus that this option is off the table.

The joint committee returned to option 3d, community centre and was of the consensus that the option is off the table.

Option 4, satellite location within the community. The joint committee discussed alternative options.

Councillor Pridham departed at 11:57 am.

Chair Atlin summarized for the joint committee the order of preference for options presented.

1. Space Needs Renovation

1a) One story

1b) Two story

2. PRC Addition

2a) Is it a satellite?

2b) Is it whole operation?

The joint committee also discussed the need for a 10 year operational plan for library.

Mayor Strathdee suggested that Council be given a formal direction on the Library Board's wishes related to this matter at a future date.

Staff confirmed they will research the options as recommended by the joint committee and report back at a future date with more information.

## **5. ADJOURNMENT**

**Resolution 2019-05-28-02**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

THAT this special meeting of Town Council and St. Marys Public Library Board adjourn at 12:06 pm.

**CARRIED**

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Al Strathdee, Mayor

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Cole Atlin, Library Board Chair

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Brent Kittmer, CAO / Clerk



## **MINUTES Regular Council**

June 25, 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  
Richard Anderson, Director of Emergency Services / Fire Chief  
Grant Brouwer, Director of Building and Development  
Matthew Corbett, Library CEO  
Jed Kelly, Director of Public Works  
Lisa Lawrence, Director of Human Resources  
Trisha McKibbin, Director of Corporate Services  
André Morin, Director of Finance / Treasurer  
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 declared.

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

Mayor Strathdee asked that agenda items 5.1 and 5.2 be switched.

**Resolution 2019-06-25-01**

**Moved By** Councillor Pridham

**Seconded By** Councillor Edney

**THAT** the June 25, 2019 regular Council meeting agenda be accepted as amended.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

None.

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

**5.2 Retirement Presentation to Kay Sands and John Donnelly**

Mayor Strathdee, Council and Staff thanked Kay Sands and John Donnelly for their years of service to the Town of St. Marys.

**5.1 Upper Thames River Conservation Authority re: Role of UTRCA in St. Marys**

Sandy Levin, Chair of Upper Thames River Conservation Authority and Ian Wilcox, General Manager of Upper Thames River Conservation Authority spoke to the UTRCA's role in flood management specific to St. Marys presentation.

Council took a brief recess at 7:35 pm.

Mayor Strathdee called the meeting back to order at 7:44 pm.

**6. ACCEPTANCE OF MINUTES**

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

**Resolution 2019-06-25-02**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

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

**CARRIED**

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

**Resolution 2019-06-25-03**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna



**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.

**CARRIED**

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

**Resolution 2019-06-25-04**

**Moved By** Councillor Winter

**Seconded By** Councillor Edney

**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

**CARRIED**

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

**Resolution 2019-06-25-05**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**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**

**7. CORRESPONDENCE**

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

**Resolution 2019-06-25-06**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

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

**CARRIED**

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

**Resolution 2019-06-25-07**

**Moved By** Councillor Pridham

**Seconded By** Councillor Winter

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

**CARRIED**

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

**Resolution 2019-06-25-08**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

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

**CARRIED**

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

**Resolution 2019-06-25-09**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

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

**CARRIED**

**7.5 St. Marys Public Library Board re: Provincial Funding**

**Resolution 2019-06-25-10**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

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

**CARRIED**

**Resolution 2019-06-25-11**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**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 the 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)**

Brent Kittmer and Lisa Lawrence spoke to CAO 43-2019 report and responded to questions from Council.

**Resolution 2019-06-25-12**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** Council direct the St. Marys Library Board to conduct a theoretical exercise of reducing the 2019 budget by 4%, as all St. Marys departments are doing.

CARRIED

**Resolution 2019-06-25-13**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

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

CARRIED

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

Brent Kittmer spoke to CAO 44-2019 report and responded to questions from Council.

**Resolution 2019-06-25-14**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**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.

**CARRIED**

## **8.2 Corporate Services**

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

Trisha McKibbin spoke to COR 18-2019 report and responded to questions from Council.

**Resolution 2019-06-25-15**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

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

**CARRIED**

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

Trisha McKibbin spoke to COR 19-2019 Public Art Concept report and responded to questions from Council.

**Resolution 2019-06-25-16**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**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.

**CARRIED**

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

Trisha McKibbin spoke to COR 20-2019 report and responded to questions from Council.

#### **Resolution 2019-06-25-17**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

## **8.3 Finance**

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

Andre Morin spoke to FIN 10-2019 report and responded to questions from Council.

#### **Resolution 2019-06-25-18**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

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

**CARRIED**

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

Andre Morin spoke to FIN 11-2019 report and responded to questions from Council.

#### **Resolution 2019-06-25-19**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**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.

**CARRIED**

#### **8.4 Fire and Emergency Services**

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

Fire Chief Anderson spoke to FD 13-2019 report and responded to questions from Council.

**Resolution 2019-06-25-20**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

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

**CARRIED**

##### **8.4.2 FD 14-2019 Proposed Creation of Fire Lieutenant Positions**

Fire Chief Anderson spoke to FD 14-2019 report and responded to questions from Council.

**Resolution 2019-06-25-21**

**Moved By** Councillor Pridham

**Seconded By** Councillor Winter

**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.

**CARRIED**

#### **8.5 Community Services**

##### **8.5.1 DCS 18-2019 June Monthly Report (Community Services)**

Brent Kittmer, on behalf of Stephanie Ische, spoke to DCS 18-2019 report and responded to questions from Council.

**Resolution 2019-06-25-22**

**Seconded By** Councillor Edney

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

**CARRIED**

**8.6 Building and Development Services**

**8.6.1 DEV 41-2019 June Monthly Report (Building and Development)**

Grant Brouwer spoke to DEV 41-2019 report and responded to questions from Council.

**Resolution 2019-06-25-23**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

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

**CARRIED**

**8.7 Public Works**

**8.7.1 PW 39-2019 June Monthly Report (Public Works)**

Jed Kelly spoke to PW 39-2019 report and responded to questions from Council.

**Resolution 2019-06-25-24**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

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

**CARRIED**

**8.7.2 PW 33-2019 Forestry Management: Revised Tree Species List**

Jed Kelly spoke to PW 33-2019 report and responded to questions from Council.



**Resolution 2019-06-25-25**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**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.

**CARRIED**

**9. EMERGENT OR UNFINISHED BUSINESS**

None.

**10. NOTICES OF MOTION**

None.

**11. BY-LAWS**

**Resolution 2019-06-25-26**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**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.

**CARRIED**

**11.1 By-law 64-2019 Authorize an Agreement with The 2020 Homecoming Committee**

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

**12. UPCOMING MEETINGS**

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

**13. CLOSED SESSION**

None.

**14. CONFIRMATORY BY-LAW**

**Resolution 2019-06-25-27**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**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.

**CARRIED**

**15. ADJOURNMENT**

**Resolution 2019-06-25-28**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** this regular meeting of Council adjourn at 9:35 pm.

**CARRIED**

---

Al Stratthdee, Mayor

---

Brent Kittmer, CAO / Clerk



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

July 16, 2019  
9:00 am

Municipal Operations Centre, Boardroom

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

Staff Present: Brent Kittmer, CAO / Clerk  
Lisa Lawrence, Director of Human Resources

**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 Craigmile requested that an agenda item be added regarding Murdoch Mysteries prior to the closed session.

**Resolution 2019-07-16-01**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Luna

**THAT** the July 16, 2019 Strategic Priorities Committee agenda be accepted as amended.

**CARRIED**

**4. MURDOCH MYSTERIES FILMING**

Councillor Craigmile advised the Committee that he had received questions from residents regarding the recent Murdoch Mysteries filming. The Committee requested that staff report back on July 23 to the following questions:

1. How much staff time goes into each filming session?
2. Does the Town receive any compensation (i.e.: do we charge fees, or have our costs been covered?)
3. Does the community capitalize on the filming? (i.e.: economic development)

**5. CLOSED SESSION**

**Resolution 2019-07-16-02**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Craigmile

**THAT** the Committee move into a session that is closed to the public at 9:04 am as authorized under the Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 239(2)(d) labour relations or employee negotiations.

**CARRIED**

**6. RISE AND REPORT**

**Resolution 2019-07-16-03**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Luna

**THAT** the Committee rise from a closed session at 10:36 am.

**CARRIED**

Mayor Strathdee reported that one item was considered in closed session regarding employee relations and identifiable individuals with staff being given direction.

**7. NEXT MEETING**

Chair Strathdee noted the upcoming meetings as presented on the agenda.

Council discussed the process of the corporate service delivery review, and agreed to extend the August 20, 2019 meeting until 2:00 pm.

**8. ADJOURNMENT**

**Resolution 2019-07-16-04**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Luna

**THAT** this meeting of the Strategic Priorities Committee adjourn at 10:42 am.

**CARRIED**

---

Al Strathee, Mayor

---

Brent Kittmer, CAO / Clerk



**MINUTES**  
**ADHOC CAO Performance Appraisal Committee**

July 16, 2019

10:45 am

Municipal Operations Centre, Boardroom

Council Present: Mayor Strathdee  
Councillor Craigmile  
Councillor Luna

Staff Present: Lisa Lawrence, Director of Human Resources (delegated Clerk)

**1. CALL TO ORDER**

Mayor Strathdee called the meeting to order at 10:45 am.

**2. DECLARATION OF PECUNIARY INTEREST**

None.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** the July 16, 2019 ADHOC Committee for CAO Performance Appraisal agenda be accepted as presented.

**CARRIED**

**4. CLOSED SESSION**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** the ADHOC Committee for CAO Performance Appraisal move into a session that is closed to the public at 10:47 am as authorized under the Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

**CARRIED**

**5. RISE AND REPORT**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** the ADHOC Committee for CAO Performance Appraisal rise from a closed session at 11:20 am.

**CARRIED**

Mayor Strathdee reported that a closed session was held where one matter related to CAO Performance Appraisal was considered.

There is nothing further to report at this time.

**6. ADJOURNMENT**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** this ADHOC Committee for CAO Performance Appraisal meeting adjourn at 11:25 am.

**CARRIED**

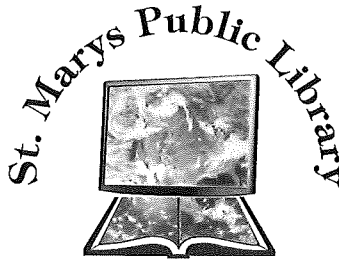
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Al Strathdee, Mayor

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Lisa Lawrence, Director of Human Resources (delegated Clerk)

519.284.3346  
www.stmarys.library.on.ca  
library@town.stmarys.on.ca



P. O. Box 700  
15 Church Street North  
St Marys ON Canada N4X 1B4

July 16, 2019

Brent Kittmer, Chief Administrative Officer  
Town of St. Marys  
175 Queen Street East  
St. Marys, Ontario N4X 1B6

**RE: Motion of the St. Marys Public Library regarding the Library Space and Service Needs Study**

Dear Mr. Kittmer

As you are aware, the St. Marys Public Library has been working through the Library Space and Service Needs Study to explore options, and develop strategies to move forward, in order to address the current space concerns at the St. Marys Public Library. In doing so, the Board formally recognized and agreed there was a deficit in library space, preventing the Board from adequately meeting the needs of the serviced communities

At the Special Meeting of the Library Board on July 15<sup>th</sup>, 2019, the St. Marys Library Board made the following motion:

**THAT the Board in principal endorse the recommendations of the Space and Service Needs study to do an expansion to and renovation of the existing Carnegie building, while acknowledging that the two main recommendations are to restore the Carnegie library and rebuild the addition.**

This motion was requested as a recorded vote and carried with a 5 to 4 vote in favour of the motion.

The Board wishes to thank Council for their support during the May 28<sup>th</sup> joint meeting, as it was an important element in determining what options were available, and helped formulate the Board's decision on what they believe is the best path forward for the Library, the Town, but more importantly, the community. The Board is excited to work with Council to develop a strategy to explore options associated with the aforementioned motion.

Should you require more information or clarification in regards to the St. Marys Public Library Board's motion, please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink, appearing to be "Matthew Corbett".

Matthew Corbett  
Chief Executive Officer, Library Services



# MONTHLY REPORT

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

**From:** Finance

**Date of Meeting:** 23 July 2019

**Subject:** FIN 13-2019 July Monthly Report (Finance)

## RECOMMENDATION

THAT FIN 13-2019 July Monthly Report (Finance) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### 2020 Budget

- Draft 2020 budget schedule prepared and being discussed with Senior Management Team
- Staff will begin budget input in July and August

### Finance

- Processed approximately 300 EFTs and cheques
- Reconciled June Childcare payments, awaiting additional funding from Stratford for May and June
- Reconciled 12 bank accounts for the month of June
- Mailed out Childcare arrear notices
- Finalized the HST audit – Four adjustments were found totaling \$15,467.55.
- Met with new Bank of Montreal Senior Relationship Manager

### Procurement and Risk Management

- 5 Parking Tickets issued for the month of June
- 4 Parking Tickets sent to Ontario Court Of Justice - Certificate Requesting Conviction
- Schedule E completed for the Monthly Report done for June for MTO Parking Tickets
- 2 Proposals uploaded on bids & tenders – RFQ-IT-01-2019 Network Switches and Wi-Fi AP Replacement and RFT-PW-13-2019 James Street Watermain Alteration
- The Town has added Shared Network Service Agreement and Data Sharing Endorsement to our Cyber Coverage with Frank Cowan Company

### Property Taxation

- Processed final vacancy rebate for 2018 (20%), 2019 Vacancy rebates will be 10% and phased out completely for 2020.
- Met with MPAC to review 2019 growth forecast and discuss our review of potential omitted assessment, one property identified which MPAC will assess this year. Also discussed web page enhancements for the Town's property tax page – links to MPAC information/videos etc.

- In 2019, three properties are included in the tax sale process. One property has had the cancellation price paid and the file is closed. The remaining two properties are in the early stages of the process with potential tax sales occurring in 2020 if required.
- Property sales and tax certificates increasing, property market remains strong. June building permit information sent to MPAC.
- Monthly penalty & interest applied to property tax accounts.
- Fuel billing and internal allocations processed for June.
- Final tax bills will be mailed by the middle of July

<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	-14,883
July		
August		
September		
October		
November		
December		
<b>TOTAL</b>	<b>\$177,860</b>	<b>-\$33,813</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**

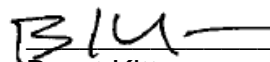
Capital Status Report attached

### **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 July 8, 2019		Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
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	X	X			Awarded, waiting on product. Awaiting product release for specific hardware, second RFQ will be released.
Corp	9057 - WIRELESS MESH NETWORK PRC	-	-	21,000	(21,000)	X	X	X	X			Awarded, awaiting product
Fac	9108 - LIBRARY CARPET REPLACEMENT & PAINTING OF INTERIOR	-	-	-	-							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	(22,500)	-	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	7,327	7,327	8,000	(673)	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		X	Completed
Fac	9174 - JUNCTION STATION	-	-	6,000	(6,000)	X						
Fac	9175 - PRC GENERATOR	-	-	25,000	(25,000)	X						
Fac	9176 - CHILDCARE CTR OUTDOOR TURF	8,549	8,549	15,000	(6,451)	X	X		X	X	X	Completed
FIRE	9211 - CAPITAL - FIRE MAJOR EQUIP	3,098	3,098	11,000	(7,902)							Water rescue equipment order and 98% delivered. Waiting for two more
FIRE	9214 - FIRE LADDER TRUCK	-	-	875,000	(875,000)	X	X	X	X	X		Truck to be delivered by the end of August
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	8,411	8,411	502,000	(493,589)	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 -scheduled September
PW	9366 - EGAN AVE RECONSTRUCTION	(2,850)	2,939	35,000	(32,061)	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						Wont issue RFP until Fall.
PW	9370 - MUNICIPAL TREE INVENTORY	-	-	7,500	(7,500)	X						
PW	9372 - DAM SPILLWAY REPAIRS	1,824	1,824	190,000	(188,176)	X	X					Test Area to ensure work can be completed with high water
PW	9373 - VICTORIA BRIDGE OUTLET REPAIRS	-	-	8,000	(8,000)	X	X	X				Waiting for receipt of quote
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				Retendered. Award report to July Council Meeting.
PW	9390 - CAPITAL - ANNUAL RESURFACE PROGRAM	-	-	145,000	(145,000)	X	X	X				August 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

Town of St. Marys Capital Projects 2019 Dept. July 8, 2019		Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
PW	9414 - CAPITAL - SANITARY PRE CONSTRUCTION	-	-	25,000	(25,000)							
PW	9421 - CAPITAL - STORMWATER MGMT/WATERCOURSE IMPROVE	102,000	102,000	102,000	-	X	X	X	X	X		WECI Funding received , UTRCA project, Starting mid July
LIB	9740 - CAPITAL - LIBRARY (MATERIALS)	19,180	19,180	58,000	(38,820)							
<b>Prior Year Project Carryforward:</b>												
Fac	9106 - TOWN HALL & LIBRARY WINDOWS	167,911	167,911	-	167,911	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	29,854	29,854	-	29,854							
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	9327 - WARNER/JONES RECONSTRUCTION	2,799	2,799	-	2,799						X	Holdback release
PW	9329 - EMILY ST. RECONSTRUCTION	10,834	10,834	-	10,834						X	Engineering invoice from 2018 work.
PW	9416 - CAPITAL - WWTP EMERGENCY STANDBY POWER	(3,209)	-	-	-							
PW	9435 - CAPITAL - ADD'L WATER STORAGE	418,342	418,342	-	418,342							
		871,927	903,425	4,261,500								

Prior Year Project Carryforward Cumulative Expense		Prior Year Expense	Total Expense *	Budgeted Expense	Variance Over (Under)
Fac	9106 - TOWN HALL & LIBRARY WINDOWS	351,361	519,272	503,233	16,039
PW	9411 - WWTP INLET WORKS , ODOR CONTROL DESIGN	117,835	129,929	230,000	(100,071)
PW	9413 - CAPITAL - LANDFILL EA & IMPROVE	38,825	68,679	220,000	(151,321)
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	9327 - WARNER/JONES RECONSTRUCTION	51,823	54,621	63,000	(8,379)
PW	9329 - EMILY ST. RECONSTRUCTION	173,070	183,904	100,000	83,904
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	2,839,720	2,857,042	(17,322)



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	André Morin, Director of Finance / Treasurer
<b>Date of Meeting:</b>	23 July 2019
<b>Subject:</b>	<b>FIN 14-2019 Audited Financial Statements for the Year Ended December 31, 2018</b>

## PURPOSE

To present to Council the 2018 Audited Financial Statements and to recommend the allocation of the 2018 surplus.

## RECOMMENDATION

**THAT** FIN 14-2019 Audited Financial Statements for the Year Ended December 31, 2018 be received; and

**THAT** the 2018 Surplus of \$305,960 be transferred to the Working Reserve; and

**THAT** the Audited Financial statements for the Year Ended December 31, 2018 be approved.

## BACKGROUND

In accordance with the *Municipal Act*, a municipality shall prepare annual financial statements in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB). Staff is responsible for preparing and fairly presenting the financial statements in accordance with the above standards. An independent auditor, licensed under the *Public Account Act, 2004*, is responsible to provide an opinion based on obtaining reasonable assurance about whether the financial statements are free from material misstatement.

The consolidated financial statements include the assets, liabilities, revenues, expenses and surplus of the Town, local boards (Library Board, Police Services Board and Business Improvement Area) as well as the Town's proportionate share of the Perth District Health Unit and Spruce Lodge.

## REPORT

Seebach & Company Chartered Professional Accountants performed the independent audit for 2018 and their Audit Report and management letter are attached. Paul Seebach, CPA, CA will present the financial statements to Council.

There are two important aspects of the Financial Statements that differ from the annual budget and how the Town sets its property tax levy:

*Consolidation* - means that the Town must consolidate its portion of the financial information from the Perth District Health Unit (9%) and Spruce Lodge (7%) – for budget purposes, only the annual levy to these outside boards is recorded;

*Accrual basis* – the financial statements are based on an accrual accounting basis – meaning that revenue is recognized when it is earned and expenses are recognized when the liability occurs; not

necessarily when cash is received or paid. The annual budget is prepared on a modified accrual basis. The main difference is that capital items are fully budgeted in the year they are constructed/purchased, while for financial statement purposes, assets are amortized (depreciated) over time.

As such, the 2018 annual surplus reported in the Financial Statements is \$4,917,694 and the annual surplus for budget (modified accrual) purposes is **\$305,960**.

It is recommended that the 2018 surplus be transferred to the Working Reserve which can be utilized to fund future deficits and/or future priorities.

## **FINANCIAL IMPLICATIONS**

Attached to this report is a summary which identifies the main contributors to the 2018 surplus. The attached report summarizes the 2018 revenue and expenditures leading to the surplus. Total revenues exceeded budget by 12% - many of which leading to corresponding expenditures or transfers to reserve. Expenditures exceeded budget by 2% overall, contracted services, materials and repairs and maintenance being largest overages. Reserve transfers were 15% higher than budget due to transfers from additional one-time or project revenues, transfers to cover appropriate expenditures from reserve, and transfers for higher than expected self-funded surplus.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

CAO and Senior Management Team

## **ATTACHMENTS**

Financial Statements for the Year Ended December 31, 2018  
2018 Audit Management Letter  
2018 Budget vs Actual Variance Summary Report for 2018 Surplus

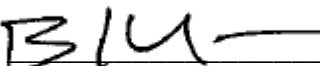
## **REVIEWED BY**

### **Recommended by the Department**



André Morin,  
Director of Finance/Treasurer

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

**TOWN OF ST. MARYS  
FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**SEEBACH & COMPANY**  
*Chartered Professional Accountants*

## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers  
of the Corporation of the Town of St. Marys

### *Opinion*

We have audited the accompanying financial statements of Corporation of the Town of St. Marys ("the Town"), which are comprised of the statement of financial position as at December 31, 2018 and the statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAB).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAB, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



## INDEPENDENT AUDITOR'S REPORT (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Seebach & Company*

Chartered Professional Accountants  
Licensed Public Accountants

Clinton, Ontario  
May 24, 2019

**CORPORATION OF THE TOWN OF ST. MARYS**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**

<b>As at December 31</b>	<b>2018</b>	<b>2017</b>
<b>FINANCIAL ASSETS</b>		
Cash	4,345,133	4,407,921
Investments	9,651,570	9,771,800
Taxes receivable	555,529	576,784
Trade and other receivables	1,823,665	1,780,432
	<u>16,375,897</u>	<u>16,536,937</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	3,532,807	3,452,495
Deferred revenue - obligatory reserve funds (note 5)	1,778,045	1,431,238
Landfill closure and post-closure liability (note 6)	650,821	650,821
Municipal debt (note 7)	8,731,141	9,568,496
	<u>14,692,814</u>	<u>15,103,050</u>
<b>NET FINANCIAL ASSETS</b>	<b>\$ 1,683,083</b>	<b>\$ 1,433,887</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets, net (note 8)	86,020,617	81,348,048
Inventory and prepaid expenses	37,444	41,515
	<u>86,058,061</u>	<u>81,389,563</u>
<b>ACCUMULATED SURPLUS (note 9)</b>	<b>\$ 87,741,144</b>	<b>\$ 82,823,450</b>

The accompanying notes are an integral part of this financial statement

**CORPORATION OF THE TOWN OF ST. MARYS  
CONSOLIDATED STATEMENT OF OPERATIONS**

<b>For the year ended December 31</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>
<b>Revenue</b>			
Taxation for municipal purposes	11,876,866	<b>11,925,274</b>	11,577,230
User fees, licences, permits, and donations	7,190,632	<b>7,777,905</b>	9,241,727
Government transfers - Canada	695,392	<b>442,012</b>	475,650
Government transfers - Ontario	2,351,146	<b>2,591,763</b>	2,484,462
Government transfers - other municipalities	611,249	<b>735,643</b>	769,638
Investment income	97,671	<b>285,032</b>	188,543
Penalties and interest on taxes	85,000	<b>75,261</b>	85,363
Developer charges earned	477,400	<b>477,400</b>	454,002
Parkland reserve funds earned	-	<b>100,000</b>	-
Gain (loss) on sale of tangible capital assets	-	<b>(154,192)</b>	(311,773)
Diamondridge Park subdivision assumed by Town	-	<b>1,862,625</b>	-
	<u>23,385,356</u>	<u><b>26,118,723</b></u>	<u>24,964,842</u>
<b>Expenditure</b>			
General government	2,053,358	<b>1,982,511</b>	2,156,055
Protection to persons and property	2,255,757	<b>2,204,740</b>	1,931,450
Transportation services	2,242,319	<b>2,412,044</b>	2,394,930
Environmental services	3,579,813	<b>3,586,083</b>	3,583,393
Health services	1,654,223	<b>1,617,427</b>	1,582,837
Social and family services	3,127,209	<b>3,267,613</b>	3,034,716
Social housing	398,608	<b>342,086</b>	367,108
Recreation and cultural services	4,566,046	<b>4,902,372</b>	4,724,194
Planning and development	871,924	<b>886,153</b>	821,892
	<u>20,749,257</u>	<u><b>21,201,029</b></u>	<u>20,596,575</u>
<b>Annual surplus (deficit)</b>	2,636,099	<b>4,917,694</b>	4,368,267
<b>Accumulated surplus, beginning of year</b>	<u>82,823,450</u>	<u><b>82,823,450</b></u>	<u>78,455,183</u>
<b>Accumulated surplus, end of year</b>	<u><u>\$ 85,459,549</u></u>	<u><u><b>\$ 87,741,144</b></u></u>	<u><u>\$ 82,823,450</u></u>

The accompanying notes are an integral part of this financial statement

**CORPORATION OF THE TOWN OF ST. MARYS**  
**CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**

<b>For the year ended December 31</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>2017 Actual</b>
Annual surplus (deficit)	2,636,099	<b>4,917,694</b>	4,368,267
Amortization of tangible capital assets	2,227,199	<b>2,301,120</b>	2,227,199
Net acquisition of tangible capital assets	(6,805,000)	<b>(7,127,881)</b>	(7,421,673)
Loss (gain) on disposal of tangible capital assets	-	<b>154,192</b>	311,773
Decrease (increase) in inventory and prepaid expenses	-	<b>4,071</b>	(4,063)
	<u>(1,941,702)</u>	<u><b>249,196</b></u>	<u>(518,497)</u>
<b>Net financial assets, beginning of year</b>	<u>1,433,887</u>	<u><b>1,433,887</b></u>	<u>1,952,384</u>
<b>Net financial assets, end of year</b>	<u><u>(\$ 507,815)</u></u>	<u><u><b>\$ 1,683,083</b></u></u>	<u><u>\$ 1,433,887</u></u>

The accompanying notes are an integral part of this financial statement

**CORPORATION OF THE TOWN OF ST. MARYS**  
**CONSOLIDATED STATEMENT OF CASH FLOW**

<b>For the year ended December 31</b>	<b>2018</b>	<b>2017</b>
<b>Operating activities</b>		
Annual surplus (deficit)	4,917,694	4,368,267
Amortization expense not requiring cash outlay	2,301,120	2,227,199
Loss (gain) on disposal of tangible capital assets	154,192	311,773
Decrease (increase) in taxes receivable	21,255	178,708
Decrease (increase) in accounts receivable	(43,233)	(281,378)
Increase (decrease) in accounts payable and accrued liabilities	80,312	(306,793)
Increase (decrease) in deferred revenue	346,807	(115,265)
Increase (decrease) in landfill closure & post-closure liability	-	67,329
Decrease (increase) in inventory and prepaid expenses	4,071	(4,063)
Cash provided by (used for) operating activities	<u>7,782,218</u>	<u>6,445,777</u>
<b>Capital activities</b>		
Net disposals (purchases) of tangible capital assets	<u>(7,127,881)</u>	<u>(7,421,673)</u>
Cash provided by (used for) capital activities	<u>(7,127,881)</u>	<u>(7,421,673)</u>
<b>Investing activities</b>		
Decrease (increase) in investments	<u>120,230</u>	<u>(2,279,182)</u>
Cash provided by (used for) investing activities	<u>120,230</u>	<u>(2,279,182)</u>
<b>Financing activities</b>		
Proceeds from long-term debt issued	-	1,080,500
Net principal proceeds (repayments) on long-term debt	<u>(837,355)</u>	<u>(816,863)</u>
Cash provided by (used for) financing activities	<u>(837,355)</u>	<u>263,637</u>
<b>Increase (decrease) in cash position</b>	<b>(62,788)</b>	<b>(2,991,441)</b>
<b>Cash (overdraft) beginning of year</b>	<b>4,407,921</b>	<b>7,399,362</b>
<b>Cash (overdraft) end of year</b>	<b><u>\$ 4,345,133</u></b>	<b><u>\$ 4,407,921</u></b>

The accompanying notes are an integral part of this financial statement

**THE CORPORATION OF THE TOWN OF ST. MARYS**  
**NOTES TO FINANCIAL STATEMENTS**

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**For the year ended December 31, 2018**

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**1. Accounting policies**

The consolidated financial statements of the Corporation of the Town of St. Marys are the representation of management prepared in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada as prescribed by the Ministry of Municipal Affairs and Housing for municipalities and their related entities.

Significant aspects of accounting policies adopted by the municipality are as follows:

**a) Reporting entity**

The consolidated financial statements reflect the financial assets, liabilities, operating revenues and expenditures, reserves, reserve funds, and changes in investment in tangible capital assets of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their financial affairs and resources to the Town and which are owned or controlled by the Town. In addition to general government tax-supported operations, they include any water and sewer systems operated by the municipality and the municipality's proportionate share of joint local boards.

These financial statements include the following municipal controlled local area boards:

- St. Marys Public Library Board
- St. Marys Police Services Board
- St. Marys Business Improvement Area

The following boards and municipal enterprises owned or controlled by Council have been proportionately consolidated:

Perth District Health Unit	8.9%
Spruce Lodge	7.2%

Inter-departmental and inter-organizational transactions and balances are eliminated.

The statements exclude trust funds that are administered for the benefit of external parties.

**b) Accrual Basis of accounting**

Sources of financing and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable, and recognizes expenditures as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

**c) Long-term investments**

Investments are recorded at cost plus accrued interest less amounts written off to reflect a permanent decline in value.

1. Accounting policies (continued)

d) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

- Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Category	Amortization Period
Land	not applicable
Land improvements	10 - 50 years
Buildings and building improvements	25 - 40 years
Library books, videos and CD's	10 years
Vehicles	5 years
Machinery and equipment	4 - 15 years
Water and wastewater infrastructure	30 - 100 years
Roads infrastructure - base	100 years
Roads infrastructure - surface	15 - 50 years
Streetlights	20 - 30 years
Signage	10 years
Bridges, dams & water structures	50 - 100 years

Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

The municipality has a capitalized threshold of \$1,000 - \$100,000, so that individual tangible capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons.

- Contribution of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

- Works of arts and historical treasures

The Town has a museum collection, a historical water tower and other treasures which have not been valued.

- Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

- Inventories

Inventories held for consumption are recorded at the lower of cost or net realizable value.

**1. Accounting policies (continued)**

e) Reserves for future expenditures

Certain amounts, as approved by Council, are set aside in reserves for future operating and capital expenditure. Transfers to or from reserves are reflected as adjustments to the respective appropriated equity.

f) Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates can be made.

g) Deferred revenue

Amounts received and required by legislation, regulation or agreement to be set aside for specific, restricted purposes are reported in the statement of financial position as deferred revenue until the obligation is discharged.

h) Landfill Site Closure and Post-Closure Care

Landfill site closure and post-closure care costs are recognized over the operating life of the landfill site, based on capacity used. The liability is recorded at its discounted value, based on the average long-term borrowing rate of the municipality.

i) Pensions

The municipality is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The municipality has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. The municipality records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the plan for past employee service.

j) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, the reported amounts of revenues and expenditures during the period, and the accompanying notes. Due to the inherent uncertainty in making estimates, actual results could differ from those estimates.

**2. Operations of school boards**

Taxation levied for school board purposes are not reflected in the financial statements. The amounts transferred were:

	2018	2017
School Boards	\$ 2,621,146	\$ 2,699,346



**3. Trust funds**

Trust funds administered by the municipality amounting to \$ 584,290 (2017 : \$ 569,805) have not been included in the statement of financial position nor have their operations been included in the consolidated statement of operations.

**4. Pension agreements**

The municipality makes contributions to a multi-employer pension plan on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The amount contributed for 2018 was \$445,498 (2017 : \$432,371) for current services and is included as an expenditure on the consolidated statement of operations.

The contributions to the Ontario Municipal Employers Retirement System ("OMERS"), a multi-employer defined benefit pension plan, are expensed when contributions are due. Any pension surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit.

**5. Deferred revenue**

Deferred revenue is comprised of obligatory reserve funds. The use of obligatory funds, together with earnings thereon, is restricted by legislation. These funds are recognized as revenue in the period they are used for the purpose specified.

**6. Landfill closure and post-closure cost liability**

Closure and post-closure care requirements are defined in accordance with industry standards and include final covering and landscaping of the landfill site, removal of ground water and leechates, and ongoing environmental monitoring, site inspections and maintenance. These costs will be incurred when the landfill site stops accepting waste, with the post-closure care expected to continue for an additional 25 years.

At December 31, 2018, the municipality has recognized a liability of \$650,821 (2017 : \$650,821). This represents the present value of the total estimated costs, and is based on a discount rate of 3.32% and assuming an annual inflation rate of 1.56%. The liability is recorded based on the capacity of the landfill used to date.

The reported liability is based on estimates and assumptions with respect to events extending over a long-term period using the best information available to management. Future events may result in significant changes to the estimated total expenditures, capacity and liability. Any changes in these estimates would be recognized in the year the change is identified.

The closure and post-closure care costs are expected to be funded in the year incurred.

## 7. Municipal debt

The balance of the long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	2018	2017
Ontario Infrastructure Projects Corporation (OIPC) loan payable, 5.09% interest, \$100,347 blended payment payable semi-annually, due November 2027 (for Municipal Operations Centre building)	1,434,741	1,557,693
Ontario Infrastructure Projects Corporation (OIPC) loan payable, 4.88% interest, \$276,043 blended payment payable semi-annually, due May 2028 (for Pyramid Recreation Centre)	4,157,329	4,494,160
Ontario Infrastructure Projects Corporation (OIPC) loan payable, 5.34% interest, \$102,463 blended payment payable semi-annually, due November 2028 (for Pyramid Recreation Centre)	1,571,955	1,688,260
Ontario Infrastructure Projects Corporation (OIPC) loan payable, 3.81% interest, \$115,135 blended payment payable semi-annually, due May 2021 (for wastewater treatment plant upgrades)	544,185	747,883
Ontario Infrastructure Projects Corporation (OIPC) loan payable, 3.1% interest, \$90,621 blended payment payable semi-annually, due December 2032 (for Wellington Street bridge replacement)	<u>1,022,931</u>	<u>1,080,500</u>
	<u>\$ 8,731,141</u>	<u>\$ 9,568,496</u>

Principal payments for the next five years are as follows:

2019: \$876,300    2020: \$917,000    2021: \$844,600    2022: \$767,500    2023: \$805,200

## 8. Tangible capital assets

The municipality's policy on accounting for tangible capital assets is as follows:

- i) Contributed tangible capital assets  
The municipality records all tangible capital assets contributed by external parties at fair value.
- ii) Tangible capital assets recognized at nominal value  
Certain assets have been assigned a nominal value because of the difficulty of determining a tenable valuation.

For additional information, see the Consolidated Schedule of Tangible Capital Assets information on the tangible capital assets of the municipality by major class and by business segment, as well as for accumulated amortization of the assets controlled.

## 9. Accumulated surplus

The accumulated surplus consists of individual fund surplus/(deficit) amounts and reserve and reserve funds as follows:

	2018	2017
General revenue accumulated surplus		
and invested in tangible capital assets	\$ 77,594,568	\$ 72,319,193
Unfunded landfill closure costs	(650,821)	(650,821)
Reserves and reserve funds	<u>10,797,397</u>	<u>11,155,078</u>
	<u>\$ 87,741,144</u>	<u>\$ 82,823,450</u>

For additional information, see the Consolidated Schedule of Continuity of Reserves, Reserve Funds, and Deferred Revenue.

## 10. Segmented information

The Town of St. Marys is a diversified municipal government institution that provides a wide range of services to its citizens such as recreational and cultural services, planning and development, fire, and transportation services. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

### General Government

This segment relates to the general operations of the municipality itself and cannot be directly attributed to a specific segment.

### Protection to Persons and Property

Protection is comprised of fire protection, policing, court services, conservation authorities, protective inspection and control, building permit and inspection services, emergency measures and other protection services.

### Transportation Services

Transportation services include road maintenance, winter control services, street light maintenance, parking lots, equipment maintenance and other transportation services.

### Environmental Services

Environmental services include the sanitary sewer system, storm sewer system, waterworks, waste collection, waste disposal and recycling.

### Health Services

This service area includes public health services, hospitals, ambulances, cemeteries and other health services.

### Social and Family Services

This service area includes general social assistance, assistance to aged persons, childcare and other social services.

### Social Housing

This service area includes public housing and other social housing services.

### Recreational and Cultural Services

This service area provides public services that contribute to the provision of recreation and leisure facilities and programs, the maintenance of parks and open spaces, library services, museums and other cultural services.

### Planning and Development

This segment includes matters relating to zoning and site plan controls, land acquisition, development initiatives, agriculture and reforestation, municipal drainage and tile drainage.

For additional information, see the schedule of segmented information.

## **11. Financial instrument risk management**

### **Credit risk**

The municipality is exposed to credit risk through its cash, trade and other receivables, loans receivable, and long-term investments. There is the possibility of non-collection of its trade and other receivables. The majority of the municipality's receivables are from ratepayers and government entities. For trade and other receivables, the municipality measures impairment based on how long the amounts have been outstanding. For amounts outstanding considered doubtful or uncollectible, an impairment allowance is setup.

### **Liquidity risk**

Liquidity risk is the risk that the municipality will not be able to meet its financial obligations as they fall due. The municipality has a planning and a budgeting process in place to help determine the funds required to support the municipality's normal operating requirements on an ongoing basis. The municipality ensures that there are sufficient funds to meet its short-term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and cash equivalents. To achieve this aim, it seeks to maintain an available line of credit balance as approved by the appropriate borrowing bylaw to meet, at a minimum, expected requirements.

### **Market risk**

Market risk is the risk that changes in market prices, such as foreign exchange rates or interest rates will affect the municipality's income or the value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing return on investments.

### **Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The municipality is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the variable rate of temporary borrowings and long-term liabilities and the value of fixed rate long-term liabilities.

There has been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure risks.

## **12. Contingent liability**

The municipality has been notified of liability claims. Because the claims are within the municipality's insurance coverage, no provision has been made for the contingency in the financial statements.

The municipality has guaranteed a line of credit for The Canadian Baseball Hall of Fame & Museum with a limit of \$100,000, secured by guarantees from the Town of St. Marys and from several current and former directors of The Canadian Baseball Hall of Fame & Museum.

**13. Budget amounts**

Under generally accepted accounting principles, budget amounts are to be reported on the consolidated statement of financial activities for comparative purposes. The 2018 budget amounts for the Corporation of the Town of St. Marys approved by Council are unaudited and have been restated to conform to the basis of presentation of the revenues and expenditures on the consolidated statement of activities. Budget amounts were not available for certain boards consolidated by the municipality.

Approved budget annual surplus (deficit)	\$ -
Acquisition of tangible capital assets	6,805,000
Amortization of tangible capital assets	(2,227,199)
Debt financing proceeds	-
Debt principal repayments	904,606
Net reserve, reserve fund, and surplus transfers	(2,813,874)
Perth District Health Unit proportionate net budget	(36,551)
Spruce Lodge proportionate net budget	<u>4,117</u>
Budgeted surplus (deficit) reported on consolidated statement of operations	<u>\$ 2,636,099</u>

**CORPORATION OF THE TOWN OF ST. MARYS**  
**Consolidated Schedule of Tangible Capital Assets**  
For the Year Ended December 31, 2018

	Land	Land Improvements	Buildings	Vehicles, Machinery and Equipment	Roads and Transportation Improvements	Environmental Networks	Work in Process	TOTAL Net Book Value 2018	TOTAL Net Book Value 2017
<b>Cost</b>									
Balance, beginning of year	1,954,718	4,535,283	25,525,465	6,372,869	31,745,792	42,421,715	4,683,117	<b>117,238,959</b>	110,866,709
Add: Additions during the year		539,341	379,805	483,204	2,149,928	4,052,937	3,240,151	<b>10,845,366</b>	8,511,390
Less: Disposals during the year		(86,076)	(41,400)	(131,061)	(302,351)	(215,307)	(3,613,090)	<b>(4,389,285)</b>	(1,279,467)
Other: donations and transfers								-	(859,673)
Balance, end of year	<u>1,954,718</u>	<u>4,988,548</u>	<u>25,863,870</u>	<u>6,725,012</u>	<u>33,593,369</u>	<u>46,259,345</u>	<u>4,310,178</u>	<b><u>123,695,040</u></b>	<u>117,238,959</u>
<b>Accumulated Amortization</b>									
Balance, beginning of year	-	2,423,770	7,188,486	3,112,281	12,324,623	10,841,751	-	<b>35,890,911</b>	34,401,362
Add: Amortization during the year		150,410	638,281	416,850	536,843	558,736		<b>2,301,120</b>	2,227,199
Less: Accumulated amortization on disposals		(84,210)	(32,690)	(115,556)	(223,102)	(62,050)		<b>(517,608)</b>	(737,650)
Balance, end of year	<u>-</u>	<u>2,489,970</u>	<u>7,794,077</u>	<u>3,413,575</u>	<u>12,638,364</u>	<u>11,338,437</u>	<u>-</u>	<b><u>37,674,423</u></b>	<u>35,890,911</u>
<b>Net Book Value of</b>									
<b>Tangible Capital Assets</b>	<u>1,954,718</u>	<u>2,498,578</u>	<u>18,069,793</u>	<u>3,311,437</u>	<u>20,955,005</u>	<u>34,920,908</u>	<u>4,310,178</u>	<b><u>\$ 86,020,617</u></b>	<u>\$ 81,348,048</u>

**CORPORATION OF THE TOWN OF ST. MARYS**  
**Consolidated Schedule of Tangible Capital Assets**  
For the Year Ended December 31, 2018

	General Government	Protection	Transportation	Environmental	Health	Social and Family	Recreation and Cultural	Planning and Development	Work in Process	<b>TOTAL Net Book Value 2018</b>	<b>TOTAL Net Book Value 2017</b>
<b>Cost</b>											
Balance, beginning of year	1,806,931	1,630,506	36,956,781	43,846,115	492,370	2,162,330	24,732,764	928,045	4,683,117	<b>117,238,959</b>	110,866,709
Add: Additions during the year	114,480	37,713	2,380,155	4,008,340	26,767	90,441	902,860	44,459	3,240,151	<b>10,845,366</b>	8,511,390
Less: Disposals during the year	(15,550)	(38,000)	(302,351)	(215,307)	(13,549)	(140)	(191,298)		(3,613,090)	<b>(4,389,285)</b>	(1,279,467)
Other: donations and transfers	(8,180)		8,180							<b>-</b>	(859,673)
Balance, end of year	<u>1,897,681</u>	<u>1,630,219</u>	<u>39,042,765</u>	<u>47,639,148</u>	<u>505,588</u>	<u>2,252,631</u>	<u>25,444,326</u>	<u>972,504</u>	<u>4,310,178</u>	<b><u>123,695,040</u></b>	<u>117,238,959</u>
<b>Accumulated Amortization</b>											
Balance, beginning of year	656,256	890,064	13,884,249	11,533,549	229,934	789,691	7,739,272	167,896	-	<b>35,890,911</b>	34,401,362
Add: Amortization during the year	81,520	73,157	713,381	586,323	19,280	95,858	712,305	19,296		<b>2,301,120</b>	2,227,199
Less: Accumulated amortization on disposals	(15,755)	(32,268)	(222,896)	(62,050)	(13,549)		(171,090)			<b>(517,608)</b>	(737,650)
Balance, end of year	<u>722,021</u>	<u>930,953</u>	<u>14,374,734</u>	<u>12,057,822</u>	<u>235,665</u>	<u>885,549</u>	<u>8,280,487</u>	<u>187,192</u>	<u>-</u>	<b><u>37,674,423</u></b>	<u>35,890,911</u>
<b>Net Book Value of</b>											
<b>Tangible Capital Assets</b>	<u>1,175,660</u>	<u>699,266</u>	<u>24,668,031</u>	<u>35,581,326</u>	<u>269,923</u>	<u>1,367,082</u>	<u>17,163,839</u>	<u>785,312</u>	<u>4,310,178</u>	<b><u>\$ 86,020,617</u></b>	<b><u>\$ 81,348,048</u></b>

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

**Consolidated Schedule of Continuity of Reserves, Reserve Funds and Deferred Revenue**

For the Year Ended December 31, 2018

	Balance, beginning of year	Revenues and contributions			Transfers and expenditures		Balance, end of year
		Interest	From Operations	Other	Utilized During Year	Other	
<b>Reserves and reserve funds</b>							
Reserves							
for general government	2,889,254		2,119,028		(1,396,581)		<b>3,611,701</b>
for protection services	475,523		-		-	(475,523)	-
for transportation services	1,276,306		205,150		(657,323)		<b>824,133</b>
for environmental services	2,396,688		1,631,148		(2,685,095)		<b>1,342,741</b>
for social and family services	96,002		-		(27,156)		<b>68,846</b>
for recreation and cultural services	495,634		67,782		(50,779)		<b>512,637</b>
for planning and development	3,000		292,238		(3,000)		<b>292,238</b>
	<u>7,632,407</u>	<u>-</u>	<u>4,315,346</u>	<u>-</u>	<u>(4,819,934)</u>	<u>(475,523)</u>	<u><b>6,652,296</b></u>
Reserve funds							
PUC Reserve Fund	3,522,671	73,562			(60,845)		<b>3,535,388</b>
Fire Capital Reserve Fund	-	10,190	124,000			475,523	<b>609,713</b>
	<u>3,522,671</u>	<u>83,752</u>	<u>124,000</u>	<u>-</u>	<u>(60,845)</u>	<u>475,523</u>	<u><b>4,145,101</b></u>
Total reserves and reserve funds	<u>11,155,078</u>	<u>83,752</u>	<u>4,439,346</u>	<u>-</u>	<u>(4,880,779)</u>	<u>-</u>	<u><b>10,797,397</b></u>
<b>Deferred revenue</b>							
Development charges	1,235,557	23,449		394,157	(477,400)		<b>1,175,763</b>
OCIF infrastructure funding	-	2,168		182,842			<b>185,010</b>
Mainstreet funding	-	300		44,073	(10,000)		<b>34,373</b>
Parkland	106,057	1,772		-	(100,000)		<b>7,829</b>
Provincial Gas Tax Funds	67,377	2,755		112,946	(80,000)		<b>103,078</b>
Federal Gas Tax Funds	22,247	2,809		423,936	(177,000)		<b>271,992</b>
	<u>1,431,238</u>	<u>33,253</u>	<u>-</u>	<u>1,157,954</u>	<u>(844,400)</u>	<u>-</u>	<u><b>1,778,045</b></u>
<b>Total</b>	<u><b>\$ 12,586,316</b></u>	<u><b>117,005</b></u>	<u><b>4,439,346</b></u>	<u><b>1,157,954</b></u>	<u><b>(5,725,179)</b></u>	<u><b>-</b></u>	<u><b>\$ 12,575,442</b></u>



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

**Segmented Information**

**For the Year Ended December 31, 2018**

	General Government	Protective Services	Transportation Services	Environmental Services	Health Services	Social and Family Services	Social Housing	Recreation and Culture	Planning and Development	<b>Total 2018</b>	Total 2017
<b>Revenue</b>											
Taxation	11,925,274	-	-	-	-	-	-	-	-	<b>11,925,274</b>	11,577,230
User charges, licences, donations	210,372	176,822	87,923	4,362,731	125,174	1,137,595	284,581	1,344,294	48,413	<b>7,777,905</b>	9,241,727
Government transfers	356,953	187,162	315,514	115,946	663,472	1,360,029	487,867	280,795	1,680	<b>3,769,418</b>	3,729,750
Interest and penalties	336,907	-	-	9,273	12,650	1,463	-	-	-	<b>360,293</b>	273,906
Other	<u>2,285,833</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b><u>2,285,833</u></b>	<u>142,229</u>
	<u>15,115,339</u>	<u>363,984</u>	<u>403,437</u>	<u>4,487,950</u>	<u>801,296</u>	<u>2,499,087</u>	<u>772,448</u>	<u>1,625,089</u>	<u>50,093</u>	<b><u>26,118,723</u></b>	<u>24,964,842</u>
<b>Operating expenditure</b>											
Wages, salaries and benefits	1,329,286	424,437	583,796	412,801	837,346	2,264,360	-	2,171,043	529,215	<b>8,552,284</b>	8,060,022
Contract services	291,861	1,418,123	431,651	1,725,285	618,869	179,382	-	314,678	151,081	<b>5,130,930</b>	5,986,504
Supplies, materials and equipment	279,844	289,023	683,217	861,674	141,933	729,740	342,086	1,702,617	186,561	<b>5,216,695</b>	4,322,850
Amortization	<u>81,520</u>	<u>73,157</u>	<u>713,380</u>	<u>586,323</u>	<u>19,279</u>	<u>94,131</u>	<u>-</u>	<u>714,034</u>	<u>19,296</u>	<b><u>2,301,120</u></b>	<u>2,227,199</u>
	<u>1,982,511</u>	<u>2,204,740</u>	<u>2,412,044</u>	<u>3,586,083</u>	<u>1,617,427</u>	<u>3,267,613</u>	<u>342,086</u>	<u>4,902,372</u>	<u>886,153</u>	<b><u>21,201,029</u></b>	<u>20,596,575</u>
<b>Net revenue (expense)</b>	<u>13,132,828</u>	<u>(1,840,756)</u>	<u>(2,008,607)</u>	<u>901,867</u>	<u>(816,131)</u>	<u>(768,526)</u>	<u>430,362</u>	<u>(3,277,283)</u>	<u>(836,060)</u>	<b><u>4,917,694</u></b>	<u>4,368,267</u>

## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers  
of the Corporation of the Town of St. Marys

### *Opinion*

We have audited the accompanying financial statements of trust funds of the Corporation of the Town of St. Marys ("the Town"), which are comprised of the balance sheet as at December 31, 2018 and the statements of continuity of trust funds for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAB).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAB, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## INDEPENDENT AUDITOR'S REPORT (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Seebach & Company*

Chartered Professional Accountants  
Licensed Public Accountants

Clinton, Ontario  
May 24, 2019

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

**STATEMENT OF FINANCIAL POSITION**

As at December 31, 2018

	<b>Cemetery Care and Maintenance Fund</b>	<b>St. Marys Public Library Trust Fund</b>	<b>2018</b>	<b>2017</b>
<b>Assets</b>				
Cash	16,083	49,763	<b>65,846</b>	63,924
Investments (note 2)	527,417	-	<b>527,417</b>	516,059
Accounts receivable	2,604	-	<b>2,604</b>	306
	<u>\$ 546,104</u>	<u>\$ 49,763</u>	<u><b>\$ 595,867</b></u>	<u>\$ 580,289</u>
<b>Liabilities</b>				
Accounts payable and accrued liabilities	11,577	-	<b>11,577</b>	10,484
<b>Fund balance</b>	<u>534,527</u>	<u>49,763</u>	<u><b>584,290</b></u>	<u>569,805</u>
<b>Trust fund balances</b>	<u>\$ 546,104</u>	<u>\$ 49,763</u>	<u><b>\$ 595,867</b></u>	<u>\$ 580,289</u>

**STATEMENT OF CONTINUITY**

For the Year Ended December 31, 2018

	<b>Cemetery Care and Maintenance Fund</b>	<b>St. Marys Public Library Trust Fund</b>	<b>2018</b>	<b>2017</b>
<b>Receipts</b>				
Donations	-	1,571	<b>1,571</b>	-
Investment income	11,577	933	<b>12,510</b>	11,023
Revenue from interment rights	11,981	-	<b>11,981</b>	20,169
	<u>23,558</u>	<u>2,504</u>	<u><b>26,062</b></u>	<u>31,192</u>
<b>Expenditures</b>				
Contributions to operating fund	11,577	-	<b>11,577</b>	10,484
	<u>11,577</u>	<u>-</u>	<u><b>11,577</b></u>	<u>10,484</u>
<b>Excess of receipts over expenditures for the year</b>	<u>11,981</u>	<u>2,504</u>	<u><b>14,485</b></u>	<u>20,708</u>
<b>Fund balance, beginning of year</b>	<u>522,546</u>	<u>47,259</u>	<u><b>569,805</b></u>	<u>549,097</u>
<b>Fund balance, end of year</b>	<u>\$ 534,527</u>	<u>\$ 49,763</u>	<u><b>\$ 584,290</b></u>	<u>\$ 569,805</u>

**THE CORPORATION OF THE TOWN OF ST. MARYS**  
**TRUST FUNDS**  
**NOTES TO FINANCIAL STATEMENTS**

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**For the Year Ended December 31, 2018**

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**1. Accounting Policies**

Significant aspects of accounting policies adopted by the municipality are as follows:

a) Management responsibility

The financial statements of the Trust Funds are the representations of management. They have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada as prescribed by the Ministry of Municipal Affairs and Housing for municipalities and their related entities.

b) Basis of consolidation

These trust funds have not been consolidated with the financial statements of the Town of St. Marys.

c) Basis of accounting

Sources of financing and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

d) Investments

Investments are recorded at cost less amounts written off to reflect a permanent decline in value.

e) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates.

**2. Investments**

Trust fund investments have a market value equal to cost of \$ 527,417 (2017 : \$ 516,059).

# Seebach & Company

Chartered Professional Accountants

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41 Ontario Street  
Clinton, Ontario N0M 1L0  
Tel: (519) 482-7979  
Fax: (519) 482-5761  
vbs@vbsca.ca

June 18, 2019

Members of Council and Management  
The Corporation of the Town of St. Marys  
175 Queen Street East, PO Box 998  
St. Marys, Ontario  
N4X 1B6

Dear Members of Council and Management:

## Re: Audit Findings

This letter has been prepared to assist you with your review of the financial statements of The Corporation of the Town of St. Marys for the period ending December 31, 2018. We look forward to meeting with you and discussing the matters outlined below.

## Audit Status

We have completed the audit of the financial statements, with the exception of the following items:

1. Receipt of a signed representation letter by management;
2. Completing our discussions with Management;
3. Obtaining evidence of Council's approval of the financial statements
4. Subsequent events review through to financial statement approval date

Once these items have been completed, we will date and sign our auditor's report.

## Significant Risks

The following is a list of the significant risks that we identified during the engagement as well as our audit responses:

#	Description of each significant risk	Audit response
1	Revenue recognition	Completed analytical procedures and substantive testing Reviewed revenue recognition policies and cut-off
2	Management override	Conducted inquiries of management Reviewed journal entries, related party transactions and management expenses

## Significant Matters Arising

### Changes to Audit Plan

There were no changes to the audit plan.

### Other Matters

We have not identified any other significant matters that we wish to bring to your attention at this time.

## Significant Difficulties Encountered

There were no significant difficulties encountered during our audit other than the following

- a. Delays in management providing required information, specifically related to tangible capital assets. Our audit team returned at a later date to complete the required audit procedures.

## **Comments on Accounting Practices**

### ***Accounting Policies***

The significant accounting policies used by the entity are outlined in Note 1 to the financial statements.

- a. There were no significant changes in accounting policies.
- b. We did not identify any alternative accounting policies that would have been more appropriate in the circumstances.
- c. We did not identify any significant accounting policies in controversial or emerging areas.

### ***Significant Accounting Estimates***

The following significant estimates/judgments are contained in the financial statements:

- a. Landfill site closure and post-closure care;
- b. Allowance for doubtful accounts;
- c. Estimated useful lives of tangible capital assets and amortization periods.

Based on audit work performed, we are satisfied with the estimates made by management.

### ***Significant Financial Statement Disclosures***

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

### **Uncorrected Misstatements**

We accumulated uncorrected misstatements that we identified during our audit and communicated them to management. We then requested that management correct these misstatements. All uncorrected misstatements for the current period have been corrected.

### **Significant Deficiencies in Internal Control**

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the of TCWG.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies, apart from those outlined below:

#	Nature of the significant deficiency	Implication for the financial statements	Recommendation
1	Electronic fund transfers: there is the risk that the accounts payable clerk could independently initiate new vendors or make changes to existing information	Misappropriation of funds could occur	Periodic random testing and review of vendor information or changes

#	Nature of the significant deficiency	Implication for the financial statements	Recommendation
	<b>Management response:</b> Vendor information forms are completed and signed by vendors; these forms are kept by the accounts payable clerk for review at any time.		

### Written Representations

In a separate communication, as attached, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian public sector accounting standards.

### Other Audit Matters of Governance Interest

We did not identify any other matters to bring to your attention at this time.

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of TCWG of The Corporation of the Town of St. Marys to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,



Seebach & Company

Chartered Professional Accountants



# Operating Budget vs. Actual - Groupings 2018

## CONSOLIDATED DEPARTMENTS

	2018	2018	\$		
	December	December	Variance		% of Annual
	YTD Actuals	YTD Budget	Fav (Unfav)		Budget Used
<b>TAX LEVY</b>					
TAX LEVY	-11,812,534	-11,812,540	-6		100%
<b>TOTAL TAX LEVY</b>	-11,812,534	-11,812,540	-6		100%
<b>REVENUE</b>					
DONATIONS	-67,688	-24,000	43,688	1	282%
FEES, CHARGES & PROGRAM REVENUE	-2,417,023	-2,210,222	206,801	2	109%
GRANTS	-1,301,739	-1,176,180	125,559	3	111%
INTERNAL (REVENUE) EXPENSE	-2,255	-	2,255		
INVESTMENT INCOME	-189,471	-96,000	93,471	4	197%
LANDFILL & DIVERSION REVENUE	-402,707	-379,000	23,707		106%
RENT ICE	-468,342	-483,500	-15,158		97%
RENT & LEASES	-118,737	-99,912	18,825		119%
REVENUE FROM MUNICIPALITIES	-740,118	-648,990	91,128	5	114%
SALE OF LAND & EQUIPMENT	-104,255	-	104,255	6	
SALES	-225,829	-215,700	10,129		105%
TAXATION SUPPLEMENTAL REVENUE	-321,296	-227,625	93,671	7	141%
WATER & SEWER REVENUE	-3,558,744	-3,324,950	233,794	8	107%
<b>TOTAL REVENUE</b>	-9,918,204	-8,886,079	1,032,125		112%
<b>EXPENSE</b>					
ADVERTISING, MARKETING & PROMOTION	84,074	114,600	30,526		73%
ASSESSMENT SERVICES (MPAC)	93,194	93,000	-194		100%
COMMUNICATIONS	122,939	128,100	5,161		96%
CONFERENCES, SEMINARS & TRAINING	103,090	124,751	21,661		83%
CONTRACTED SERVICES	2,343,736	2,192,837	-150,899	9	107%
DEBENTURE PAYMENT	1,352,304	1,360,788	8,484		99%
FOOD COSTS	201,989	183,000	-18,989		110%
FUEL/OIL	122,314	108,650	-13,664		113%
INSURANCE	258,862	293,909	35,047		88%
MATERIALS & SERVICES	747,273	582,955	-164,318	10	128%
POLICING CONTRACT	1,391,613	1,421,097	29,484		98%
OTHER TRANSFERS	1,634,407	1,674,012	39,605		98%
PROFESSIONAL FEES	176,373	212,700	36,327		83%
PROGRAM EXPENSE	237,224	191,450	-45,774	11	124%
RECYCLING CONTRACT	170,453	169,500	-953		101%
REPAIRS & MAINTENANCE	624,690	463,695	-160,995	12	135%
SALARIES, WAGES & BENEFITS	7,171,427	7,104,530	-66,897	13	101%
SAND & SALT	216,112	199,500	-16,612		108%
SUPPLIES	136,754	158,100	21,346		86%
TAXATION EXPENSE	262,157	233,299	-28,858		112%
UTILITIES	893,728	999,420	105,692	14	89%
COST ALLOCATION	-	-	-		
<b>TOTAL EXPENSE</b>	18,344,713	18,009,893	-334,820		102%
<b>RESERVE TRANSFERS</b>					
TRANSFER TO (FROM) RESERVES	3,080,065	2,688,726	-391,339	15	115%
<b>TOTAL RESERVE TRANSFERS</b>	3,080,065	2,688,726	-391,339		115%
<b>TOTAL</b>	<b>-305,960</b>	<b>-</b>	<b>305,960</b>		

## REVENUE

<b>1 Donations</b>	Donations exceeded budgets in various accounts, the most significant being with Fire (\$22,596)
<b>2 Fees &amp; Charges</b>	Excess mostly made up from receipt of health care premium refund (transferred to reserve) and Day care fees
<b>3 Grants</b>	Several one-time grants with corresponding expenditures
<b>4 Investment Income</b>	Higher interest rates lead to increased investment returns
<b>5 Revenue from Municipalities</b>	Extra revenue mostly attributed to daycare transfers from City of Stratford
<b>6 Sale of Land/Equipment</b>	Various equipment sales and one land sale
<b>7 Taxation</b>	Supplemental tax billings were higher than expected; an industrial addition being a large contributor
<b>8 Water/Sewer Fees</b>	Water and Wastewater user fees exceeded budgeted revenue; corresponding increase in transfer to reserve

## EXPENSE

<b>9 Contracted Services</b>	Large portion due to repairs due to 2018 flooding (Flats), also wastewater and facilities overages
<b>10 Materials &amp; Service</b>	Various items were over budget; software, fleet/vehicle repairs, park maintenance
<b>11 Program Expense</b>	Various overages, many covered by corresponding one-time funding
<b>12 Repairs &amp; Maintenance</b>	Mostly overages on facilities which are covered by new Facilities maintenance reserve
<b>13 Salaries</b>	Salaries are within 1% of budget
<b>14 Utilites</b>	Utility costs continue to be below budget due to efficiencies, stable rates, and weather

## RESERVE TRANSFERS

<b>15 Reserve Transfers</b>	Reserve budget discrepancies mostly due to increased revenue - \$71k Equitable Health, \$233k W/WW
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# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Building and Development</b>
<b>Date of Meeting:</b>	<b>23 July 2019</b>
<b>Subject:</b>	<b>DEV 42-2019 July Monthly Report (Building and Development)</b>

## RECOMMENDATION

THAT DEV 42-2019 July Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Planning

- Thames Crest Farms Plan of Subdivision and Zoning By-law Amendment Applications - open house held on June 26 at MOC and statutory public meeting scheduled for July 23
- Application for Minor Variance (10 Maxwell Street) received for relief from lot coverage maximum for construction of detached garage
- Application for Minor Variance (553 Jones East) approved by Committee of Adjustment on June 19 to permit extension of legal non-conforming residential use to permit above ground pool and deck

### Building

- A total of 17 permits were issued in June compared to 23 the previous year.
- There were 8 new dwelling units issued this month compared to 4 the previous year.
- The total construction values were \$ 2,178,800 compared to \$ 1,887,100 the previous year.
- The total permit fees were \$16,148.48 compared to \$15,651.59 the previous year.
- A total of 48 appointments were provided by the Building Department for this time period.
- There was one Heritage permit issued for this period.

### PRC Operations

- UV/Chlorine project awarded to Water & Ice of Cambridge, came in under budget.
- Several issues with food cooling equipment in the Friendship Centre, with reports from contractors recommending replacement of equipment. Pricing has been obtained and funding assistance has been applied for as it is not budgeted
- Core service reviews are ongoing
- Recruitment process for an operator B replacement for a retiree has started and to be complete by September 1

### Facilities Operational

- Quarry – open for the season.

- IT Department – a new alarm system has been added for the IT department offices and server rooms. Installation complete
- Quarry – Balcony railing, staircase and emergency stairwell have been painted
- Cadzow Park – water fountain has been installed
- DCVI – staff repaired a damaged net

### **Facilities Capital**

- Capital Plan 20 year – working on document
- Water Tower Structural Upgrades – project completed
- Library & Town Hall Window Replacement Project –project has been completed awaiting minor deficiencies to be completed
- 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 Advisory Committee recommendations have been incorporated into the Cadzow walkways, and Lind washroom projects
- Town Hall Service Desk Project – adjusted desk top to be installed by July 31. This will complete the project.
- Child Care Center – artificial turf installed in playground
- Cenotaph Walkway Project – project completed
- Cemetery Washroom Project – drawings of layout are being designed

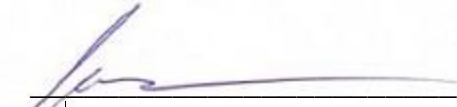
## **SPENDING AND VARIANCE ANALYSIS**

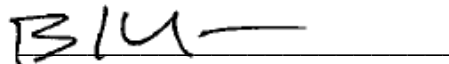
As per budget.

### **REVIEWED BY**

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

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

  
Grant Brouwer  
Director of Building and Development

  
Brent Kittmer  
CAO / Clerk

# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Mark Stone, Planner
<b>Date of Meeting:</b>	23 July 2019
<b>Subject:</b>	<b>DEV 43-2019 Applications for Plan of Subdivision (STM 01-2019) and Zoning By-law Amendment (Z03-2019) by Thames Crest Farms Limited, Part Lots 15 and 16, Concession 17 and Part Lot 15, Thames Concession, Town of St. Marys</b>

## PURPOSE

This report describes the proposed Applications and supporting information, summarizes issues identified to date, and includes an overview of relevant policies and regulations to be evaluated in a future recommendation report.

## RECOMMENDATION

**THAT** DEV 43-2019 Applications for Plan of Subdivision (STM 01-2019) and Zoning By-law Amendment (Z02-2019) by Thames Crest Farms Limited be received; and

**THAT** the comments received at the Public Meeting be addressed in a report presented at a subsequent Council meeting outlining staff recommendations on the disposition of these Applications.

## BACKGROUND

The lands subject to these Applications are approximately 19.8 hectares in size. Additional lands owned by the applicant, located north and south of Glass Street, are not being considered as part of these Applications. The proposed draft plan of subdivision is provided as Attachment 3 of this report and shows:

- 170 single-detached residential lots (with frontages generally ranging from 10.7 to 20.1 metres) on 9.86 hectares;
- 3 medium density blocks for approximately 55 street townhouse units (Block 171 – 0.42 ha, Block 172 – 0.41 ha and Block 173 – 0.78 ha);
- Park block 174 (0.64 ha) located north of the proposed townhouse blocks with partial frontage onto James Street North;
- Park block 175 (0.29 ha) is a proposed parking area for trail users with access from James Street North;
- Park block 176 (0.65 ha) located northeast of where Wellington Street will extend into the subject lands;
- 3 storm water management blocks; and,
- new roads including the Wellington Street North extension and new local roads.

The net residential density of the proposed plan is approximately 19.6 units per hectare.

The purpose and intent of the proposed Zoning By-law Amendment Application is to amend the Town's Zoning By-law No. Z1-1997 to change the zoning of the subject property to permit the proposed plan of subdivision.

The following reports were submitted in support of the Plan of Subdivision and Zoning By-law Amendment Applications and are available on the Town's Current Planning / Development Applications webpage for review:

1. Planning Justification Report prepared by Thames Crest Farms received April 3, 2019;
2. Scoped Environmental Impact Study by BioLogic Incorporated dated March 21, 2019;
3. Preliminary Stormwater Management and Servicing Report by MTE Consultants Inc. dated March 11, 2019; and,
4. Review of 2004 Traffic Impact Study by F.R. Berry & Associates dated April 1, 2019.

A copy of the Planning Justification Report is provided as Attachment 4 to this report. An overall master concept plan is provided in the Planning Justification Report with the proposed phasing approach (see Phasing Plan).

At the June 3, 2019 meeting, the Planning Advisory Committee (PAC) considered a Town Information Report regarding the Applications. Approximately 50 residents attended the meeting and the PAC provided the opportunity to attendees to identify concerns and pose questions to the applicant and Town staff. The PAC passed a resolution:

- endorsing the Applications in principle;
- recommending to St. Marys Town Council that it proceed with a public meeting to consider the Applications, following an open house to be held by the applicant; and
- recommending to Council that a traffic study be commissioned to inform the future of Emily, Wellington and James Street North traffic loads and options for traffic patterns when all proposed development – Thames Crest Farms, Arthur Meighen and Egan Street developments in the north area of the Town of St. Marys are fully built out.

At the June 11, 2019 meeting, Council considered the PAC recommendation with respect to the commissioning of a traffic study and passed a resolution stating 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".

On June 26, 2019, an informal public open house was held at the Town's Municipal Operations Centre from 6:00 to 8:00 p.m. The applicant was in attendance along with staff from various Town departments. There were approximately 10 attendees at the open house.

## **REPORT**

### **PLANNING CONTEXT**

#### **Provincial Policy Statement**

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment. The following is a summary of PPS policies relevant to these applications.

Section 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by: avoiding development and land use patterns which may cause environmental or public health and safety concerns; promoting cost-effective development patterns and standards to minimize land consumption

and servicing costs; and promoting development and land use patterns that conserve biodiversity and consider the impacts of a changing climate.

Section 1.5.1 of the PPS states that healthy, active communities should be promoted by: planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity; and planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources.

Infrastructure, which includes transportation corridors and sewage and water systems, shall be provided in a coordinated, efficient and cost-effective manner that considers impacts from climate change while accommodating projected needs (Section 1.6.1). In addition, planning for infrastructure shall be coordinated and integrated so that they are available to meet current and projected needs. Section 1.6.4 states that “infrastructure and public service facilities should be strategically located to support the effective and efficient delivery of emergency management services”.

Section 1.6.7.1 states that “transportation systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs” and section 1.6.7.2 states that efficient use shall be made of existing and planned infrastructure, where feasible.

Based on a preliminary review, the proposed development appears to be generally consistent with the PPS.

### **Official Plan**

The Thames Crest Farms lands are designated Residential and Recreational in the Official Plan permitting the development of these lands for a range of residential dwelling types, and recreational uses such as parks and trails. Relevant excerpts from the Residential (3.1), Recreational (3.7), Plans of Subdivision (4.1), and Roads (5.3) sections of the Official Plan are provided as Attachment 5 of this report.

The objectives of the Residential designation include encouraging the provision of an adequate supply and choice of housing for residents in terms of quality, type, location and cost (3.1.1.1) and encouraging a diversification and inter mixing of different housing types and forms (3.1.1.8).

Section 3.1.2.5 of the Official Plan states that “when reviewing development or redevelopment proposals, Council shall consider following density targets:

- a) Single-detached dwellings 10-15 units per hectare
- b) Semi-detached, duplex dwellings 15-25 units per hectare
- c) Townhouse dwellings 25-40 units per hectare
- d) Low rise apartments 40-75 units per hectare

Council may moderately increase or decrease these densities dependent upon specific site circumstances, provision of on-site amenities, and capabilities of municipal servicing systems to accommodate any increase. Council will favour those developments with a mixture of lower and higher densities of development over those consisting of only low densities of development”.

The residential density of the proposed single detached dwellings is 17.2 units per net hectare and 34.2 units per net hectare for the proposed townhouses.

Section 3.1.2.7 states that “in reviewing proposals for residential development with a net density of more than 18 units per hectare, Council shall consider the impact on municipal capacity, hard services and utilities including sanitary sewer, municipal water supply, storm drainage, service utilities and

roadways. Council shall take the following into account prior to enacting an amendment to the Zoning By-law:

- a) That the development will not involve a building in excess of three full stories above average finished grade and designed to be in keeping with the general character of the area;
- b) That the net density of development shall not exceed 75 units per hectare;
- c) That the development is serviced by municipal water supply and sewage disposal facilities and that the design capacity of these services can accommodate such development;
- d) That the proposed development is within 100 metres of an arterial or collector road as defined in Schedule “B” of this Plan; and
- e) That sufficient on-site parking is provided and adequate buffering, screening or separation distance is provided to protect adjacent areas of lower density housing.

Section 3.1.3.8 of the Official Plan states that “proponents of townhouse and apartment developments are encouraged to provide on-site recreational facilities in keeping with the proposed development”.

Schedule B of the Town’s Official Plan identifies a proposed collector road to extend from the current terminus of Wellington Street at the Grand Trunk Trail, northward to the east-west Glass Street collector road connecting Emily Street and James Street North.

Section 3.7.2.3 – Park Classification of the Official Plan sets out the Town’s current hierarchy of service levels for the park system in the Town. The Recreation and Leisure Services Master Plan (RLSMP) provides a summary of the current and recommended park classification system to be implemented through the Official Plan update (refer to RLSMP excerpts in Attachment 5).

Section 3.9 of the Official Plan sets out natural heritage policies to “assist in identifying environmentally significant features, functions, and linkages within the Town”. The Official Plan contains policies respecting fish habitats, woodlands and significant woodlands.

Schedule C of the Town Official Plan identifies a Natural Hazards Constraint Area along part of the Grand Trunk Trail. The Natural Hazards Constraint Area is an overlay that applies to “those lands and watercourses which have been flooded, are susceptible to flooding under severe conditions, or are subject to erosion and which have not been designated as Natural Hazards” in the Official Plan. As an overlay, the policies related to the Natural Hazards Constraint Area apply in addition to the policies of the underlying designation and the boundaries are considered general in nature.

## **Zoning By-law**

The subject lands are currently zoned Development (RD) and Open Space (OS), with a very small portion along the southern boundary of the subject lands identified as Upper Thames River Conservation Authority Regulation Limit.

According to Section 28.3 of the Town’s Zoning By-law, only existing uses are permitted on lands zoned RD and the RD symbol “indicates that some form of residential development is contemplated in the future” but that “timing for development and development standards (i.e. housing type and density) have yet to be determined”.

The Upper Thames River Conservation Authority Regulation Limit is not a Zone but is shown on the Town’s Zoning By-law maps for information purposes, representing the approximate location of the boundaries of those lands that may be subject to flooding, erosion and unstable slopes. The provisions of the Regulation Limit are applied in conjunction with the zone provisions for underlying zones.

The purpose and intent of the proposed Zoning By-law Amendment Application is to amend the Town’s Zoning By-law No. Z1-1997 to change the zoning of the subject property as summarized below and as shown on the draft Zoning Schedule provided in Attachment 8.



1. Residential Zone Three (R3 - X) to permit one-single detached dwelling on one lot and accessory uses, buildings and structures, with the following exceptions:

a) Lot Area Minimum	
Interior Lots	315 square metres
Corner Lots	450 square metres
b) Lot Frontage Minimum	
Interior Lots	10.5 metres
Corner Lots	15.0 metres
c) Lot Depth Minimum	30.0 metres
d) Front Yard Minimum	6.0 metres to garage and 4.5 metres to dwelling or front porch
e) Interior Side Yard Minimum	1.2 metres on both sides
f) Exterior Side Yard Minimum	4.5 metres
g) Rear Yard Minimum	6.0 metres
h) Lot Coverage Maximum	45 percent
i) Gross Floor Area Ratio Maximum	80 percent
j) Landscaped Open Space Minimum	25 percent

2. Residential Zone Three (R3 - XX) to permit one-single detached dwelling on one lot and accessory uses, buildings and structures, with the following exceptions:

a) Lot Depth Minimum	29.5 metres
b) Front Yard Minimum	4.5 metres to dwelling or front porch
c) Interior Side Yard Minimum	1.2 metres for one storey and 1.8 metres for two storeys
d) Exterior Side Yard Minimum	4.5 metres
e) Rear Yard Minimum	6.0 metres for lots with depths less than 35 metres
f) Lot Coverage Maximum	45 percent

3. Residential Zone Three (R4 - X) to permit one-single detached dwelling on one lot and accessory uses, buildings and structures, with the following exceptions:

a) Lot Frontage Minimum	
Corner Lots	13.0 metres
b) Interior Side Yard Minimum	1.2 metres on both sides
c) Exterior Side Yard Minimum	4.5 metres
d) Rear Yard Minimum	6.0 metres for lots with depths less than 35 metres
e) Lot Coverage Maximum	45 percent

4. Residential Zone Five (R5 - X) to permit row or townhouse dwellings and accessory uses, buildings and structures, with the following exceptions:

Requirements for Row or Townhouse Dwellings

a) Lot Depth Minimum	30.0 metres
b) Front Yard Minimum	6.0 metres to garage and 4.5 metres to dwelling

c) Interior Side Yard Minimum	2.5 metres
d) Exterior Side Yard Minimum	3.5 metres
e) Rear Yard Minimum	6.0 metres
f) Building Height Maximum	12.0 metres
g) Lot Coverage Maximum	50 percent

#### Requirements for One Dwelling Unit of a Row or Townhouse Dwelling on One Lot

a) Lot Area Minimum	
Interior Lot	180 square metres
End Unit	255 square metres
Corner Lot	285 square metres
b) Lot Frontage Minimum	
End Unit	8.5 metres
Corner Lot	9.5 metres
c) Lot Depth Minimum	30.0 metres
d) Interior Side Yard Minimum	2.5 metres
e) Exterior Side Yard Minimum	3.5 metres
f) Rear Yard Minimum	6.0 metres
g) Building Height Maximum	12.0 metres
h) Lot Coverage Maximum	N/A

## COMMUNICATIONS

On May 17, 2019, Notice of Receipt of a Complete Applications for the Plan of Subdivision and Zoning By-law Amendment Applications and review by the Planning Advisory Committee was circulated by first class mail to all land owners within 120 metres of the subject lands and any agencies that may have an interest in the Applications. Sign notices were also posted on the property.

The following table provides a summary of comments received from Town Departments and agencies to date (also refer to Attachment 6).

Department / Agency	Date	Summary of Comments
<b>Town Public Works Department</b>	May 7, 2019	<ul style="list-style-type: none"> <li>The Public Works Department has provided technical comments on the submission (refer to memorandum).</li> </ul>
<b>Hydro One Networks</b>	May 22 and June 20, 2019	<ul style="list-style-type: none"> <li>No comments or concerns.</li> </ul>
<b>Upper Thames River Conservation Authority</b>	May 23, 2019	<ul style="list-style-type: none"> <li>The UTRCA has provided technical comments on the Preliminary Stormwater Management and Servicing Report and has also identified requirements at the detailed design stage (refer to letter).</li> </ul>
<b>Perth County</b>	June 20, 2019	<ul style="list-style-type: none"> <li>Resolution of County Council: "That the Manager of Planning be directed to advise the Town of St. Marys that the County of Perth has concerns with respect to the level of affordability within the proposed Plan of</li> </ul>

Department / Agency	Date	Summary of Comments
		Subdivision STM 01-2019 and no concerns with the proposed Zoning By-law Amendment Z02-2019 located at Part Lots 15 and 16, Concession 17 and Part Lot Thames Crest Farms Ltd.”

The Upper Thames River Conservation Authority has also reviewed the Scoped Environmental Impact Study and is satisfied with the submission.

Prior to passing the above referenced resolution, a Planning Department report to County Council was considered (copy provided in Attachment 6). In the report, there is reference to the estimated selling prices provided by the applicant (i.e. \$340,000 to \$650,000 for single detached dwellings and \$290,000 to \$325,000 for townhouses) and the estimated affordable freehold housing threshold of \$265,650 in the draft St. Marys Official Plan Review Residential Paper. Based on the above, County staff is concerned that “none of the proposed single-detached or townhouse residential units possess an estimated selling price range which meets the economically attainable housing target”. Notwithstanding the above, County staff have no concerns with the Application for Zoning By-law Amendment and “are of the opinion that the proposed Plan of Subdivision is consistent with St. Marys’ Official Plan”.

Copies of public submissions received to date are provided in Attachment 9 of this report.

## COMMENTS

The following is a summary of some of the comments and issues identified thus far through the consultation process, with preliminary staff responses.

### Roads and Traffic

1. Concern with respect to the need for Wellington Street North extension and suggestion that the crossing of the Grand Trunk Trail should only be for emergency access.

*Preliminary comments: The Town’s Official Plan has identified future development in this area and the extension of Wellington Street North for many years. The Wellington Street North extension was identified in the 2005 update of the Official Plan. See Item 2 below for discussion regarding need.*

*The Wellington Street extension will provide an important additional access point for emergency services. Time trials have shown emergency response times to the proposed development via Wellington Street to be 1:51 – 2:13 minutes faster than alternative routes. The Fire Chief qualifies this difference as “significant” given how quickly modern homes can become engulfed.*

2. Traffic studies do not reflect full build out and ultimate population of the north ward

*Preliminary comments: The 2004 traffic impact study measured existing traffic volumes at peak hours considered historic traffic volumes provided by the Town to establish the existing background traffic, and projected the future traffic condition considering a number of assumptions. Traffic volumes at full build out consider the full build in areas north of GTT between Emily and James Streets (at the time in 2004, 315 single family dwellings and 60 low rise condos), plus 40 units East of James Street, plus a commercial development at the southwest corner of James and Glass Streets, plus an overall increase in background traffic of 2% per year. Of note, the 2004 Traffic Impact study points out that the traffic volume estimates from the 60 low rise condos is conservatively overstated. The purpose of the assumed 2% increase in background traffic is to account for any new development that may occur in the areas surrounding the Thames Crest development and traffic increases in the downtown core. The 2%*

assumed growth in background traffic is greater than the Town's actual growth rate of 1.0% experienced from 1996-2016, and is greater than Council's growth target of 1.5%.

The baseline traffic counts conducted in 2004 included traffic counts which captured peak traffic volumes from an operational school (Arthur Meighen) and traffic from an active industrial factory (Dresden Industries). Although both of these uses have discontinued, these former uses would have produced comparable peak traffic to the proposed and future residential developments on the same properties (Egan Ave and 151 Water St.). The assumed 2% growth in background traffic acts as a failsafe to ensure that traffic volumes in excess of the historical peak volumes is fully captured.

These assumptions were tested by F.R. berry & Associates – Transportation Planning Consultants in their April 1, 2019 letter supporting the Thames Crest Phase II submission. In their report, F.R. Berry compared the assumed 2021 (full build out) peak hour traffic assumptions from the 2004 traffic study to actual traffic volumes collected by the Town in September 2017. It was F.R. Berry's conclusion that "The comparison suggests that the projections made in 2004 are still valid and thus the assessments of traffic impacts are still valid".

Overall, the 2004 traffic impact study captures a representative to conservatively high estimate of future build out traffic volumes.

3. Concerns with increased traffic currently on Emily Street and associated safety risks

Preliminary comments: The Wellington Street extension will assist with current and future traffic on Emily Street, provide for more direct access and quicker response times for emergency services, and provide for a more direct connection to the south.

4. Need for traffic calming measures and reduced speed limits along Wellington Street extension

Preliminary comments: Current design includes pedestrian refuge island for traffic calming. The applicant provided a proposed design for the Wellington Street North / Grand Trunk Trail crossing as part of the original applications submission and a revised design based on comments from the community and Town staff (refer to Attachment 7).

Council will have opportunity to review speed limits as required with future traffic by-law amendments post construction and observation of crossing use / operation.

## **Erosion/Flooding Impacts**

5. Concern that the development will worsen existing erosion and flooding issues along the Grand Trunk Trail and to the south

Preliminary comments: The development will result in less water being directed to the ravine on the south side of the Grand Trunk Trail, especially during heavy rain events. Based on submitted calculations, the ravine would receive 8 to 21 times (depending on the size of storm) more water from the site in the pre-development conditions compared to the post development conditions.

## **Natural Heritage**

6. Concerns with the impact on natural heritage in the area

Preliminary comments: UTRCA has reviewed the Scoped Environmental Impact Study and is satisfied with the submission. Clearance from the Ministry of Natural Resources and Forestry has been obtained with recommendations that tree removal occur outside of the bat activity period from April 1 to September 30. BioLogic also notes that it will be conducting spring and summer plant and breeding bird surveys to support the completion of draft plan conditions with respect to planting plans, habitat features and tree preservation.

7. There should be an animal crossing under Wellington Street North

Preliminary comments: No specific habitat or corridor has been identified in this area.

8. How will trees that are to remain be protected?

Preliminary comments: A tree inventory and preservation report/plan will be required for review, approval and implementation.

### **Density of Development**

9. Concerns that the proposed development is too dense

Preliminary comments: The Town is required to meet certain minimum density standards and ensure that new development is compact and uses infrastructure efficiently. The first phases of development are considered low density (i.e. 10 to 25 units per net hectare), consisting of a range of lots sizes for single detached dwellings and three townhouse blocks, with a net density of approximately 19.6 units per net hectare.

### **Affordable Housing**

10. Concern that insufficient affordable housing is being provided

Preliminary comments: The draft Residential Paper referenced by the County was prepared in March of 2018 and based on available data from 2015-2016. Town staff periodically reviews the affordability threshold for St. Marys based on new income data, posted bank rates, etc. Based on estimated household income levels to 2019 and recent posted mortgage rates, staff estimates that there has been an increase of at least 2.7 percent in the affordability threshold for St. Marys for 2019 (as compared to the figure in the latest draft Residential Paper). In addition, the proposed townhouses will not be occupied until 2020 when it is estimated there could be another 1.8 percent increase in the affordability threshold for freehold housing in St. Marys. It is noted that these estimates are based on posted closed 5-year fixed term mortgage rates and mortgages are often provided to customers below these posted rates.

It is also noted that this area in the north part of Town will represent the main supply of new single detached lots in the Town for the next few years. There are a number of other approved or anticipated development projects in the Town that will increase the supply of housing options in terms of form, tenure and price points in the near future (e.g. apartments at 121 Water, Meadowridge Phase 2 towns and semis, Paola towns - 275 James, Lang towns and semis - 187 Wellington). Also, the Town is moving forward with policies to allow for intensification on Highway Commercial properties in the form of apartment units, and accessory apartments are now permitted as-of-right Town wide.

In addition, Town staff is engaged in discussions with the applicant about future phases and the Town's desire to see a continuation of a mix of housing types and a focus on providing affordable housing opportunities. As part of the Official Plan review, staff is discussing policy options with the applicant to ensure that there is the provision of housing on the higher end of the density spectrum. Options being discussed include applying a special residential designation to certain lands that would limit permitted building forms to low to mid rise apartments, stacked or back-to-back townhouses and similar medium density development.

### **Parkland**

11. Concern that insufficient parkland is being provided

Preliminary comments: A parkland dedication of 5% is required by the Planning Act. Park blocks 174 and 176 equate to an approximate 6.5 percent parkland dedication and this does not include the 0.29 hectares in park block 175 to provide parking for users of the Grand Trunk Trail.

### **Fire Services**

12. Will the new development result in the need for a second fire hall?

*Preliminary comments: A 5-year historical study was completed by the Fire Chief to determine the best location for the Fire Hall. After review it was determined that the existing property was the preferred location. With an average emergency response time of 6 minutes and 24 seconds to anywhere in St. Marys and Perth South the Fire Department meets and, in some instances, exceeds the standards as determined by the National Fire Protection Association. Based on this information, the construction of a second Fire Hall in the North End is unnecessary. However, Council has approved the renovation of the current Fire Hall to address the numerous upgrades and repairs that were previously identified. Tendering will be finalised in November 2019 with a Spring 2020 construction start.*

## **FINANCIAL IMPLICATIONS**

Not known at this time.

## **SUMMARY**

Following the public meeting, staff will review all comments received, consider a set of conditions of draft approval and prepare a recommendation report for Council's consideration.

## **STRATEGIC PLAN**

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #6 Housing:
    - Outcome: In order to get the 'right demographic mix' for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities.

## **OTHERS CONSULTED**

Jed Kelly, Director of Public Works  
Jeff Wolfe, Engineering and Asset Management Specialist  
Dave Blake, Environmental Services Supervisor  
Richard Anderson, Director of Emergency Services / Fire Chief  
Brian Levertton, Fire Prevention Officer

## **ATTACHMENTS**

- 1) Applications for Plan of Subdivision and Zoning By-law Amendment
- 2) General Location Map
- 3) Proposed Draft Plan of Subdivision
- 4) Planning Justification Report
- 5) Official Plan and Recreation and Leisure Services Master Plan excerpts
- 6) Agency and department comments
- 7) Proposed design for the Wellington Street North / Grand Trunk Trail crossing
- 8) Draft zoning schedule
- 9) Public comments and submissions

## REVIEWED BY

### Recommended by the Department

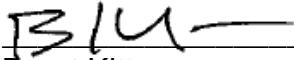


Mark Stone  
Planner



Grant Brouwer  
Director of Building and Planning

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk



Corporation  
of the Town of St. Marys



Application for Approval of a Plan of  
Subdivision

(Under Section 51 of the Planning Act)



Condominium Description

(Under Section 50 of the Condominium Act)

**Note to Applicants:** This form is to be used if the Town of St. Marys is the approval authority for the proposed plan of subdivision or condominium description. In this form, the term "subject land" means the land that is the subject of this application.

### Instructions

Become familiar with the Provincial Policy Statement before completing this form and submitting the application.

Table B (Significant Features Checklist) is intended to assist the Town to determine whether significant provincial features or circumstances may be affected by a plan amendment which proposes to change the use of a specific site. It describes potential information needs.

### Completeness of the Application

The information in this form that must be provided by the applicant is indicated by black arrows (➔) on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 196/96 made under the Planning Act. The mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information, including the draft plan and fee are not provided, the Town will return the application or refuse to further consider the application.

The application form also sets out other information (eg. technical information or reports) that will assist the Town and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application.

In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

### Submission of the Application

The Town of St. Marys needs:

- 5 copies of the completed application form, and
- 20 copies of the draft plan, and
- 2 copies of the draft plan on 8½" x 11" paper, and
- 5 copies of the information/reports if indicated as needed when completing the relevant sections of this form. The nature of the information/reports varies with the type of land uses proposed and the existing land use and topographic features,
- **Digital Mapping Information** - Submit 1 computer disk containing the digital plotting of the draft plan, including the textual description of file format, map standards used, scale, contact person and location information such as Lot & Registered Plan No. (AutoCAD .dxf format);
- The applicable fee as indicated on the Town's Fee Schedule; and
- The required plan review fee payable to the Upper Thames River Conservation Authority.

### For Help

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

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

### 1. Application Information

➔ 1.1 Name of Owner(s) An owner's authorization is required in Section 11.1 if applicant is not the owner

Name of Owner(s) <b>THAMES GUEST FARMS LIMITED</b>	Home Telephone No. <b>519 673 1421</b>	Business Telephone No. <b>519 672 4011</b>
Address <b>14361 MEDWAY ROAD P.O. Box 199 ARLVA, ON</b>	<b>NOMICO</b>	Fax No.

1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner.  
(This may be a person or firm acting on behalf of the owner.)

Name of Contact Person <b>CRAIG LINTON, VORWAY DEVELOPMENTS LIMITED</b>	Home Telephone No.	Business Telephone No. <b>519 672 4011</b>
Address <b>301-100 WEXLINGTON ST. LONDON ON</b>	Postal Code <b>N6B 2K6</b>	Fax No. <b>519 672 1150</b>

### 2. Location of the Subject Land (Complete applicable boxes in section 2.1)

➔ 2.1 Street No. **TOWN OF ST. MARYS, COUNTY OF KENT** Street/Road **(FORMERLY BLANSHARD TWP)**

Concession Number(s) <b>17</b>	Lot Number(s) <b>15</b>	Registered Plan No.	Lot(s)/Block(s)
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➔ 2.2 Are there any easements or restrictive covenants affecting the subject land? ☐ Yes ☒ No If yes, describe the easement or covenant and its effect.

2.3 Is a copy of the deed or the PIN description for the subject land attached? ☐ Yes ☒ No

### 3. Proposed and Current Land Use

➔ 3.1 Check whether this application is for approval of: ☒ A plan of subdivision or, ☐ A condominium description

➔ 3.2 Complete Table A on Proposed Land Use

Table A - Proposed Land Use

Proposed Land Use	Number of Units	Number of Lots and/or Blocks on the Draft Plan	Area (ha)	Density (Units/Dwellings per ha)	Number of Parking Spaces
Residential Single-Detached	dwelling units	<b>170</b>	<b>9.78</b>	<b>17.4</b>	<b>2+ /unit (1)</b>
Semi-Detached	dwelling units	—			(1)
Multiple Attached	dwelling units	<b>55(max)</b>	<b>1.62</b>	<b>34.0</b>	<b>2+ /unit</b>
Apartment	dwelling units	—			
Seasonal	dwelling units	—			
Mobile Home	dwelling units	—			



Other (specify)	dwelling units				
Proposed Land Use	Number of Units	Number of Lots and/or Blocks on the Draft Plan	Area (ha)	Density (Units/Dwellings per ha)	Number of Parking Spaces
Commercial	—				
Industrial	—				
Park, Open Space		3	1.58		
Institutional (specify)					
Roads			5.04		
Other (specify) <i>SUMPS</i>		2	2.86		
Totals					

(1) Complete only if for approval of condominium description

3.3 What is the current use of the subject land? *AGRICULTURAL FARM FIELD*➤ 3.4 How is the subject land currently designated in the official plan? *RESIDENTIAL AND RECREATIONAL*3.5 Has there been an industrial or commercial use, or an orchard on the subject land or adjacent land? ☐ Yes ☒ No If Yes, specify the uses.

3.6 Has the grading of the subject land been changed by adding earth or other material? ☐ Yes ☒ No ☐ Unknown

3.7 Has a gas station been located on the subject land or adjacent land at any time? ☐ Yes ☒ No ☐ Unknown

3.8 Has there been petroleum or other fuel stored on the subject land or adjacent land? ☐ Yes ☒ No ☐ Unknown

3.9 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☒ No ☐ Unknown

3.10 What information did you use to determine the answers to the above questions? *DISCUSSIONS WITH OWNERS, AERIAL PHOTOS*3.11 If Yes, to (3.5), (3.6), (3.7), (3.8) or (3.9), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. Is the previous use inventory attached ☐ Yes ☒ No

## 4. Additional Information for Condominium Applications Only

➤ 4.1 Has a site plan for the proposed condominium been approved? ☐ Yes ☒ No

➤ 4.2 Has a site plan agreement been entered into? ☐ Yes ☒ No

➤ 4.3 Has a building permit for the proposed condominium been issued? ☐ Yes ☒ No

➤ 4.4 Has construction of the development started? ☐ Yes ☒ No

➤ 4.5 If construction is completed, indicate the date of completion \_\_\_\_\_

➤ 4.6 Is this a conversion of a building containing rental residential units? ☐ Yes ☒ No

If Yes, indicate the number of units to be converted: \_\_\_\_\_ units. (If the building to be converted includes one or more rental residential units, this application must be submitted to the Town, as required by the Rental Housing Protection Act.)

## 5. Status of Other Applications under the Planning Act

➤ 5.1 Has the subject land ever been the subject of a previous application for approval of a plan of subdivision or a consent? ☐ Yes ☐ No ☒ Unknown If Yes and If Known, indicate the application file number and the decision made on the application.➤ 5.2 Is the subject land also the subject of a proposed official plan or plan amendment that has been submitted for approval? ☐ Yes ☒ No ☐ Unknown If Yes and If Known, indicate the file number and the status of the application➤ 5.3 Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, zoning by-law or zoning order amendment? ☒ Yes ☐ No ☐ Unknown If Yes and If Known, indicate the type of application, the file number and the status of the application.➤ 5.4 If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number? *NO*

➤ 5.5 Are the water, sewage or road works associated with the proposed development subject to the provisions of the Environmental Assessment Act? ☐ Yes ☒ No

If Yes, will the notice of public meeting for this application be modified to state that the public meeting will address the requirements of both the Planning Act and the Environmental Assessment Act? ☐ Yes ☒ No

## 6. Provincial Policy

6.1 Briefly explain how this proposal has regard to the principles of the Provincial Policy Statement issued under the Planning Act. (Attach separate sheet)

*PLEASE SEE ATTACHED PLANNING JUSTIFICATION REPORT*

6.2 Table B below lists the features or development circumstances of interest to the Province. Complete Table B and be advised of the potential information requirements in noted section.

**Table B - Significant Features Checklist**

Features or Development Circumstances	(a) If a feature, is it on site or within 500 metres OR (b) If a development circumstance, does it apply?		If a feature, specify distance in metres	Potential Information Needs
	YES (✓)	NO (✓)		
Non-farm development near designated urban areas or rural settlement area		✓		Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban or rural settlements
Class 1 Industry <sup>1</sup>		✓	_____ m	Assess development for residential and other sensitive uses within 70 metres
Class 2 Industry <sup>2</sup>		✓	_____ m	Assess development for residential and other sensitive uses within 300 metres
Class 3 Industry <sup>3</sup>		✓	_____ m	Assess development for residential and other sensitive uses within 1000 metres
Land Fill Site		✓	_____ m	Address possible leachate, odour, vermin and other impacts
Sewage Treatment Plant		✓	_____ m	Assess the need for a feasibility study for residential and other sensitive uses
Waste Stabilization pond		✓	_____ m	Assess the need for a feasibility study for residential and other sensitive uses
Active railway line		✓	_____ m	Evaluate impacts within 100 metres
Controlled access highways including designated future ones		✓	_____ m	Evaluate impacts within 100 metres
Operating mine site		✓	_____ m	Will development hinder continuation or expansion of operations?
Non-operating mine site within 1000 metres		✓	_____ m	Have potential impacts been addressed? Has mine been rehabilitated so there will be no adverse effects?
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater		✓		Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted
Electric transformer station		✓	_____ m	Determine possible impacts within 200 metres
High voltage electric transmission Line		✓	_____ m	Consult the appropriate electric power service
Transportation and Infrastructure corridors		✓		Will the corridor be protected?
Prime agricultural Land	✓			Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated
Agricultural operations	✓		_____ m	Development to comply with the Minimum Distance Separation Formulae
Mineral aggregate resource areas		✓		Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations		✓	_____ m	Will development hinder continuation of extraction?
Mineral and petroleum resource areas		✓		Will development hinder access to the resource or the establishment of new resource operations
Existing pits and quarries		✓	_____ m	Will development hinder continued operation or expansion?
Significant wetlands south and east of the Canadian Shield		✓	_____ m	Development is not permitted
Significant portions of habitat of endangered and threatened species		✓	_____ m	Development is not permitted
Significant: fish habitat, woodlands south and east of the Canadian Shield, valley lands, areas of natural and scientific interest, wildlife habitat		✓	_____ m	Demonstrate no negative impacts
Sensitive groundwater recharge areas, headwaters and aquifers		✓		Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected
Significant built heritage resources and cultural heritage landscapes		✓		Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources		✓		Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or where appropriate, removed, catalogued and analysed prior to development
Erosion hazards		✓		Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams
Floodplains		✓		Where one-zone flood plain management is in effect, development is not permitted within the flood plain Where two-zone flood plain management is in effect, development is not permitted within the floodway Where a Special Policy Area (SPA) is in effect, development must meet the official plan policies for the SPA
Hazardous sites <sup>4</sup>		✓		Demonstrate that hazards can be addressed
Rehabilitated mine sites		✓		Application for approval from Ministry of Northern Development and Mines should be made concurrently
Contaminated Sites		✓		Assess an inventory or previous uses in areas of possible soil contamination

1. Class 1 industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazard. These hazards may include unstable soils (sensitive marine clays (Leda), organic soils) or unstable bedrock (Karst topography).

6.3 For applications that include permanent housing complete Table C - Housing Affordability. For each type of housing and unit size, complete the rest of the row. If lots are to be sold as vacant lots, indicate the lot frontage. If additional space is needed, attach on a separate page.

Table C - Housing Affordability

For example: Semi-detached - 10 dwelling units; 93 metres<sup>2</sup>/6.5 metres, \$119,900

Housing Type	# of dwelling units	Unit Size (m <sup>2</sup> ) and/or Lot Frontage	Estimated Selling Price/Rent
Single-Detached	46	35 - 40' Lot Frontage	\$340,000 - 400,000
	124	40' - 65' Lot Frontage	\$380,000 - 650,000
Semi Detached			
Row or Townhouse	50 (approx)	1400 sq. ft. / unit	\$290,000 - 325,000
Apartment Block			
Other Types or Multiples			

6.4 Is there any other information which may relate to the Affordability of the proposed housing, or the type of housing needs served by the proposal

☒ Yes ☐ No

If Yes, explain in Section 8.1 or attach on a separate page.

## 7. Servicing

7.1 Indicate in a) and b) the proposed servicing type for the subject land. Select the appropriate servicing type from Table D. Attach and provide the name of the servicing information/reports as indicated in Table D.

a) Indicate the proposed sewage disposal system

PUBLIC PIPED SEWAGE SYSTEM

b) Indicate the proposed water supply system

PUBLIC PIPED WATER SYSTEM

c) Name of servicing information/reports

PRELIMINARY SERVICING REPORT, MTE LTD.

Table D - Sewage Disposal and Water Supply

Sewage Disposal	a) Public piped sewage system	Municipality should confirm that capacity will be available to service the development at the time of lot creation or rezoning
	b) Public or private communal septic	Communal systems for the development of more than 5 lots/units: servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup> , and indication whether a public body is willing to own and operate the system <sup>3</sup> Communal systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report <sup>2</sup>
	c) Individual septic system(s)	Individual septic systems for the development of more than 5 lots/units: servicing options statement <sup>1</sup> and hydrogeological report <sup>2</sup> . Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report <sup>2</sup>
	d) Other	To be described by applicant
Water Supply	a) Public piped water system	Municipality should confirm that capacity will be available to service development at the time of lot creation or rezoning
	b) Public or private communal well(s)	Communal well systems for the development of more than 5 lots/units: servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup> and indication whether a public body is willing to own and operate the system <sup>3</sup> Communal well systems for non-residential development where water will be used for human consumption: hydrogeological report <sup>2</sup>
	c) Individual well(s)	Individual wells for the development of more than 5 lots/units: servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup> Individual wells for non-residential development where water will be used for human consumption: hydrogeological report <sup>2</sup>
	d) Communal surface water	A "water taking permit" under Section 34 of the Ontario Water Resources Act is necessary for this type of servicing
	e) Individual surface water	Servicing options report
	f) Other	To be described by applicant

Notes: 1. Confirmation that the Town concurs with the servicing options statement will facilitate the review of the proposal

2. Consult with the Town about the type of hydrogeological assessment that is expected given the nature and location of the proposal

3. Where communal services are proposed (water and/or sewage), these services must be owned by the Town

Table E - Storm Drainage, Road Access and Water Access

Storm Drainage	a) Sewers	A preliminary stormwater management report is recommended, and should be prepared concurrent with any hydrogeological reports for submission with the amendment. A storm water management plan will be needed prior to final approval of a plan of subdivision or as a requirement of site plan approval
	b) Ditches or swales	
	c) Other	
Road Access	a) Arterial Road	Detailed road alignment and access will be confirmed when the development application is made
	b) Collector Road	Detailed road alignment and access will be confirmed when the development application is made
	c) Local Road	Subdivision or condominium development is not usually permitted on seasonally maintained roads
	d) Right-of-way	Access by right of ways on private roads are not usually permitted, except as part of condominium

7.2 Indicate in a) and b) the proposed type of storm drainage and access for the subject land. Select the appropriate type from Table E. Attach and provide the servicing information as indicated in Table E.

- a) Indicate the proposed storm drainage system SEWERS
- b) Indicate the proposed road access COLLECTOR AND LOCAL ROADS
- c) Is the preliminary stormwater management report attached? ☐ Yes ☐ No If not attached as a separate report, in what report can it be found?

#### 8. Other Information

8.1 Is there any other information that may be useful to the Town in reviewing this development proposal (e.g. efforts made to resolve outstanding objections or concerns)? If so, explain below or attach on a separate page.

PLEASE SEE PLANNING JUSTIFICATION REPORT

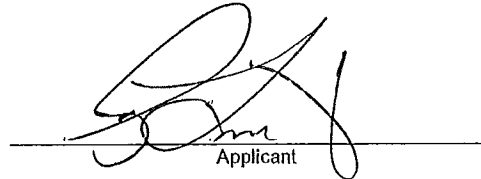
#### 9. Affidavit or Sworn Declaration

- I, Craig Linton of the City of London in the County of Middlesex make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the City of London  
in the County of Middlesex  
this 29<sup>th</sup> day of March, 2019

  
Commissioner of Oaths  
Barbara + Solicitor

  
Applicant

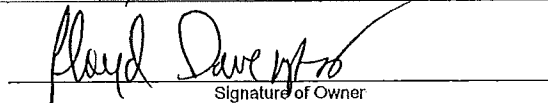
#### 10. Authorizations

10.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed

#### ► Authorization of Owner for Agent to Make the Application

- I, Lloyd Davenport am the owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and I authorize CRAIG LINTON to make this application on my behalf.

March 28, 2019  
Date

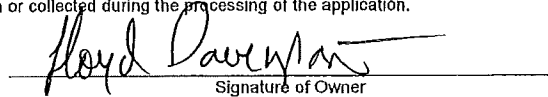
  
Signature of Owner

10.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below

#### Authorization of Owner for Agent to Provide Personal Information

- I, Lloyd Davenport am the owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize CRAIG LINTON, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

March 28, 2019  
Date

  
Signature of Owner

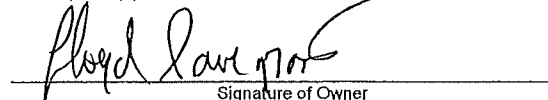
#### 11. Consent of the Owner

11.1 Complete the consent of the owner concerning personal information set out below.

#### Consent of the Owner to the Use and Disclosure of Personal Information

- I, Lloyd Davenport, am the owner of the land that is the subject of this application for approval of a plan of subdivision (or condominium description) and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

March 28, 2019  
Date

  
Signature of Owner

**12. Acknowledgement**

12.1 Complete the acknowledgement concerning third party appeal costs.

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

Dated at the City of LondonIn the County/Region of MIDDLESEXthis 29<sup>th</sup> day of March, 2019


Signature of Applicant

The Town will assign a File Number for complete applications and this should be used in all communications with the Town.

**Applicant's Checklist:** Have you remembered to attach:

- |  | Yes                                 |  | Yes                                 |
|--|-------------------------------------|--|-------------------------------------|
| • 5 copies of the completed application form?<br>(Ensure you have a copy for yourself)   | <input checked="" type="checkbox"/> | • 5 copies of the information/reports as<br>Indicated in the application form?   | <input checked="" type="checkbox"/> |
| • 20 copies, at a minimum, of the draft plan?  | <input checked="" type="checkbox"/> | • The required fee, either as a certified cheque or money<br>order, payable to the Corporation of the Town of St. Marys? | <input checked="" type="checkbox"/> |
| • 2 copies of the draft plan on 8½" by 11" paper?  | <input checked="" type="checkbox"/> | • The required plan review fee payable to the Upper Thames<br>River Conservation Authority.                              | <input checked="" type="checkbox"/> |
| • <u>Digital Mapping Information</u> - Submit 1 computer disk containing the digital plotting of the draft plan, including the textual description of file<br>format, map standards used, scale, contact person and location information such as Lot & Registered Plan No. (Autocad .dxf). <input checked="" type="checkbox"/> |                                     |  |                                     |

St. Marys Town Hall  
175 Queen Street East  
PO Box 998  
St. Marys, Ontario N54X 1B6  
Telephone (519) 284-2340 FAX (519) 284-2881



Corporation  
of the Town of St. Marys

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

#### Instructions

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

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

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

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

#### Completeness of the Application

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

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

#### Approval Process

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

#### For Help

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

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

#### 1.0 Application Information

➔ 1.1 Name of Owner(s) An owner's authorization is required if applicant is not the owner (See Section 12.0)		
Name of Owner(s) <b>THAMES GUEST FARMS LIMITED</b>	Home Telephone No. <b>519 673 1421</b>	Business Telephone No. <b>519-672-4011</b>
Address <b>14361 MIDWAY ROAD P.O. Box 199 ARUA ON</b>	Postal Code <b>N8M 1C0</b>	Fax No.
1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)		
Name of Contact Person (and Firm) <b>CRAIG LINTON, NORQUAY DEVELOPMENTS LIMITED</b>	Home Telephone No.	Business Telephone No. <b>519 672 4011</b>
Address <b>301-100 WELLINGTON ST. LONDON ON</b>	Postal Code <b>N6B 2K6</b>	Fax No. <b>519 672 1150</b>

➔ 2.0 Location and Size of the Subject Land <b>TOWN OF ST. MARY, COUNTY OF PETER, FORMERLY BLANSHARD TWP</b>			
Street No.	Name of Street/Road	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Concession Number(s) <b>17</b>	Lot Number(s) <b>15</b>
Lot Frontage	Average Width	Average Depth	Lot Area

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

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

➔ 2.3 When were the subject lands acquired by the current owner? **20 + YEARS AGO**

#### ➔ 3.0 Proposed and Current Land Use

➔ 3.1 What is the proposed use of the subject land? **RESIDENTIAL PLAN OF SUBDIVISION**

➔ 3.2 What is the current use of the subject land? **AGRICULTURAL**

➔ 3.3 How is the subject land currently designated in the Official Plan? **RESIDENTIAL AND RECREATIONAL**

➔ 3.4 How is the subject land currently zoned in the applicable Zoning By-law?

**R0 - RESIDENTIAL**

**OS - OPEN SPACE**



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

	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
3.5.1 Front yard	—	4.5 m	3.5.5 Height	—	12.0 m
3.5.2 Rear yard	—	6.0 m	3.5.6 Dimensions	—	VARIES
3.5.3 Side Yard	—	1.2 m	3.5.7 Gross Floor Area	—	130m <sup>2</sup> +
3.5.4 Side Yard	—	1.2 m	3.5.8 Date Constructed	—	—

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

4.1 Does the Proposed Official Plan Amendment:	Yes	No
4.1.1 Add a Land Use designation to the Official Plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.1.2 Change a land use designation in the Official Plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.1.3 Replace a policy in the Official Plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.1.4 Delete a policy from the Official Plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.1.5 Add a policy to the Official Plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

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

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

5.1 Does the Proposed Zoning By-law Amendment:	Yes	No
5.1.1 Add a Zone Category to the Zoning By-law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.2 Change a Zone Category in the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.3 Replace a zoning provision in the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.4 Delete a zoning provision from the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.5 Add a zoning provision to the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

TO ENSURE ZONING IS CONSISTENT WITH SIZES OF LOTS PROPOSED IN CONCURRENT DRAFT PLAN APPLICATION

6.0 Previous Industrial or Commercial Uses

6.1 Has there previously been an industrial or commercial use on the subject land or adjacent land? If Yes, specify the uses and dates. ☐ Yes ☒ No

6.2 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☒ No

6.3 What information did you use to determine the answers to the above questions? DISCUSSIONS WITH OWNERS, REVIEW OF AERIAL PHOTOS

6.4 If Yes, to (6.1), (6.2) or (6.3), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. Is the previous use inventory attached? ☐ Yes ☒ No

➤ 7.0 Status of Other Applications under the Planning Act

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

CONCURRENTLY FILED DRAFT PLAN APPLICATION

➤ 8.0 Servicing

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

Sewage Disposal	Existing	Proposed	Water Supply	Existing	Proposed
a) Public piped sewage system	—	<input checked="" type="checkbox"/>	a) Public piped water system	—	<input checked="" type="checkbox"/>
b) Public or private communal septic	—		b) Public or private communal well(s)	—	
c) Individual septic system(s)	—		c) Individual well(s)	—	
d) Other	—		d) Other	—	

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

#### 9.0 Justification

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

PLEASE SEE DRAFT PLAN APPLICATION SUPPORTING DOCUMENTATION AND DOCUMENT ATTACHED TO THIS APPLICATION

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

SURROUNDING LAND USES ARE RECREATIONAL (GTI) AND LOW DENSITY RESIDENTIAL HOUSING. ZBA CONTEMPLATES SIMILAR USES

#### 10.0 Other Information

#### 11.0 Application Drawing

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

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

#### 12.0 Affidavit or Sworn Declaration

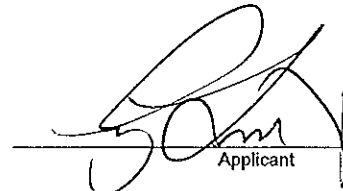
I, Craig Hinton of the City of London in the County/Region of Middlesex make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the City of London

in the County/Region of Middlesex

this 29 day of March, 2019

  
Commissioner of Oaths

  
Applicant

#### 13.0 Authorization of Owner for Agent to Make the Application

I (we), Lloyd Davenport of the City of London in the County/Region of MIDDLESEX

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

authorize CRAG HINTON

March 28, 2019  
Date

act as my agent in the application.

  
Signature of Owner

#### 14.0 Acknowledgement

##### ACKNOWLEDGEMENT

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

Dated at the CITY OF LONDON

in the County/Region of MIDDLESEX

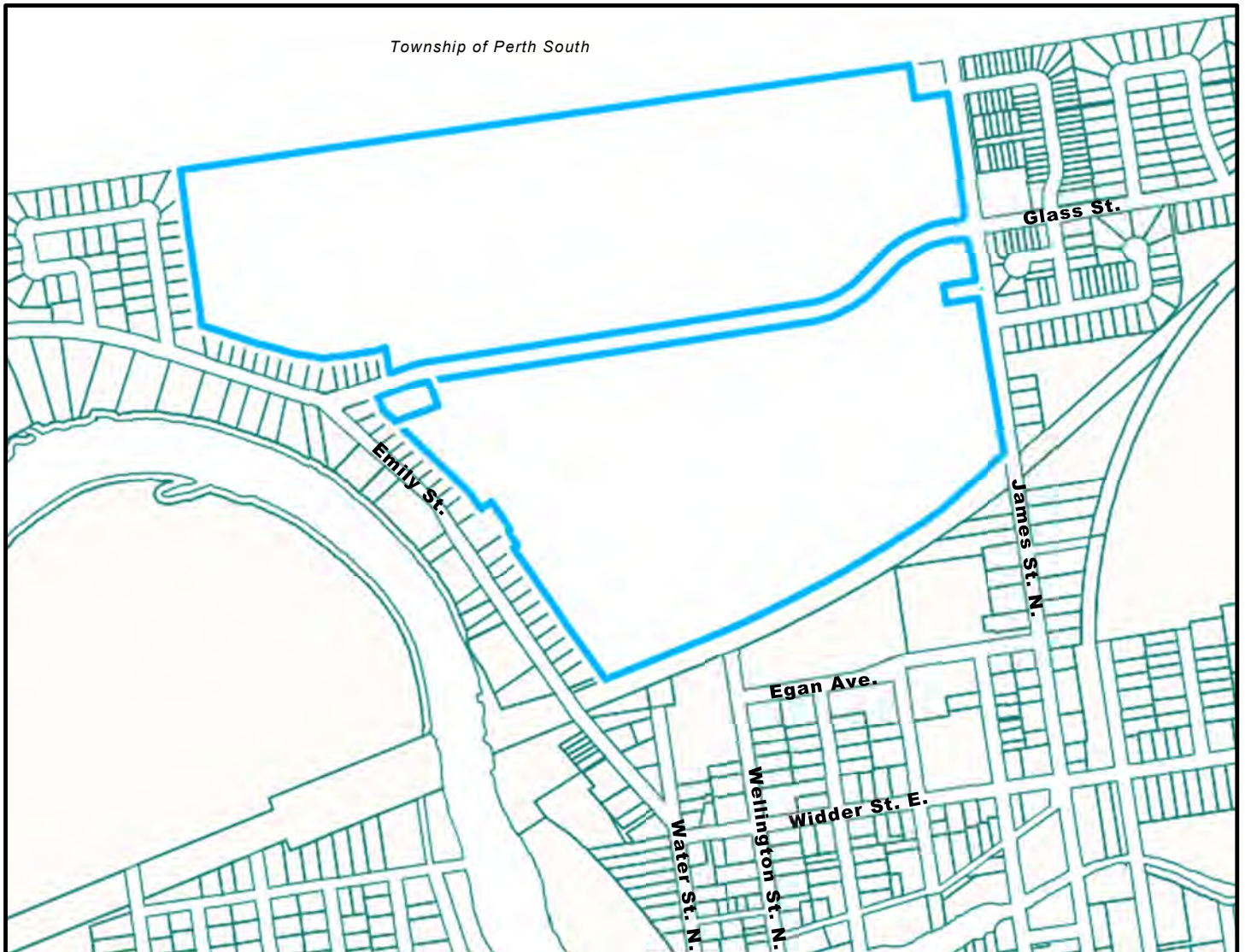
this 29th day of MARCH, 2019

  
Applicant



# GENERAL LOCATION MAP

Part Lots 15 and 16, Concession 17  
and Part Lot 15, Thames Concession  
Town of St. Marys

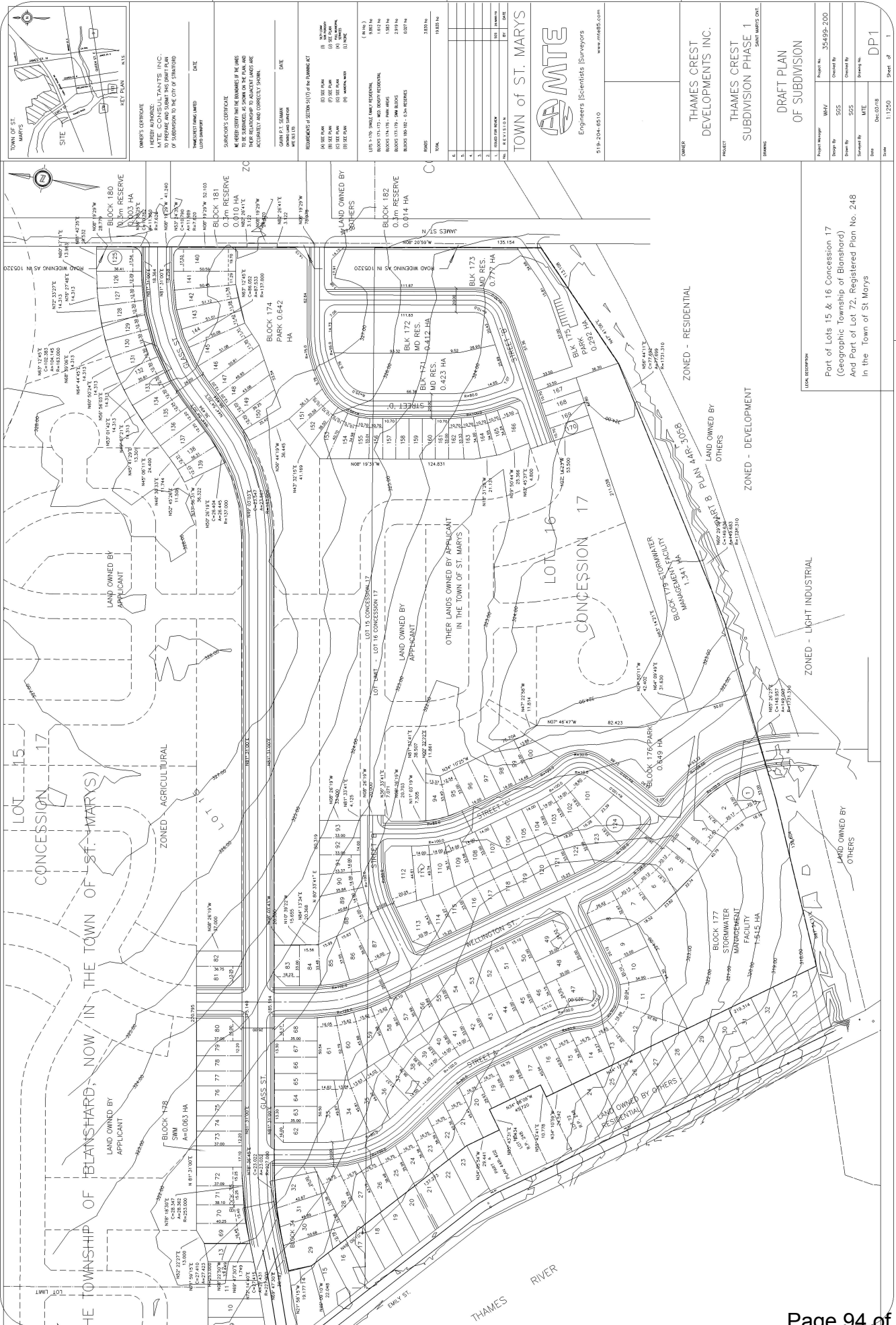


Total Landholding



May 14, 2019





Last Saved by: Steele, Date: Mon 27/19

**Thamescrest Farms – Phase 2 Draft Plan  
Planning Justification Report**



## Index

- 1.0 Introduction**
- 2.0 The Subject Lands**
- 3.0 Surrounding Land Uses**
- 4.0 Draft Plan Details**
- 5.0 Parkland Conceptual Plan Discussion**
- 6.0 Residential Market Discussion**
- 7.0 Zoning By-Law Details**
- 8.0 Upper Thames River Conservation Authority**
- 9.0 Provincial Policy Statement (PPS) Discussion**
- 10.0 Summary**



**1.0 Introduction:**

Thamescrest Farms Ltd, located in the “North Ward” of St. Marys owns nearly 200 acres of land, most of which is currently used for agricultural purposes. Much of this land is within the Settlement Boundary of St. Marys and is identified as “residential” or “recreational” in the St. Marys Official Plan Schedule ‘A’ Land use Plan.

The draft plan area is 20.9 hectares (51.6 acres), and contains a variety of residential housing forms, ranging from street fronting townhomes to single family lots up to 20 metres in width.

A zoning by-law amendment (ZBA) application is also being filed concurrently with the application for draft plan approval. The ZBA will assist the draft plan application process as it will provide clarity and detail with respect to all forms of residential housing proposed.

At this time, no Official Plan Amendment (OPA) is being filed, as the Town of St. Marys has initiated their own OP review, and as part of that process will be amending the land use designations to ensure consistency with this draft plan. Changes to existing land use designations will be relatively minor in nature, as the application generally conforms to the current recreational and residential land uses shown in the Official Plan.

## **2.0 The Subject Lands:**

The subject lands are primarily used for agricultural purposes, as the land is cash-cropped as it has been for many years. The west side of the subject lands (generally the area of Block 185 SWMF) are not agricultural, as that area was the location of the previously existing house and barns related to the agricultural uses. The buildings have long since been removed, and there only remains a gravel driveway and some trees.

The existing topography is gently rolling with elevation falling generally from the north to the south. A gentle knoll is present on the west side of the subject lands. The new development minimizes the amount of earthwork required to adequately service the area and results in the SWMF's in the south and south west areas, along with adjacent parks to enhance the GTT, and attempt to preserve as many trees as possible.

### 3.0 Surrounding Land Uses:

The subject lands are bounded in the north west by the Settlement Area Boundary which identify lands outside of the boundary to be designated as agricultural in the OP and are currently farmed. Lands in the north east of this plan are bound by farm land inside the settlement boundary and are identified as recreational in the current OP.

To the east lies James Street North, which is identified as an arterial road in Schedule 'B' of the Official Plan (Road Classifications). To the immediate east of James Street are numerous existing residential homes (single family and semi-detached in form), some fronting onto James Street itself, while other homes back onto James Street. There is also one commercial property at the north east corner of Glass Street and James Street north.

Along the south side of the subject lands lies the Grand Trunk Trail (GTT). The GTT is a recreational trail that runs from Glass Street (near Millson Crescent) westerly across the Thames River and terminates at Thames Road. The GTT will be addressed in more detail in a subsequent section.

To the west of the subject lands are single family homes that front onto Emily Street. Four of the houses along this section of Emily Street are older homes (pre-dating the reconstruction of Emily Street), while the remaining houses were recently constructed as part of the first phase of development by Thames Crest Development Corp. There are some vacant lots remaining at this time.

#### 4.0 Draft Plan Details:

The draft plan is effectively divided into two halves, connected by a linear storm water management facility (SWMF) which runs parallel to the Grand Trunk Trail (GTT). The westerly half sees Wellington Street connected from the existing north limit (at the GTT) to Glass Street which is consistent with the Town of St. Marys Official Plan, Schedule 'B' (Road Classifications). It is also consistent with a staff report to Council in June 2018 which provided Council and members of the public with clear justification for the northerly extension of Wellington Street.

The easterly half of the draft plan extends from the GTT northerly to Glass Street and provides for one additional road connection to James Street North at Trailside Court.

One hundred and seventy (170) single family lots are contemplated and range from 10.7 to 20 metres in width (35 – 66 feet). Three medium density blocks are also shown in the south east section of the plan and can accommodate approximately 50 multi-story townhomes. Also proposed are two storm water management facilities and three park blocks.

The largest single family lots are located in the south-west corner of the draft plan. As you move north easterly, we see the lot sizes gradually decrease in size. The differentiation in lot sizes provides a wide range of housing options for people. This is very important to ensure St. Marys is accommodating a wide variety of new housing forms which makes St. Marys an attractive place to call home.

In the south east corner of the draft plan, we have proposed street fronting multi-story townhomes and thirty-five-foot-wide single family detached lots. The provision for lots smaller than what has previously existed in St. Marys is part of a long-term strategy to provide new housing forms at a more affordable price point. It is generally felt by the local home builders that a small lot single family home would be a popular choice for those families who want a single-family home but are finding the larger 40+ foot wide lots out of their price range. In addition to the small lot single family homes, the smaller multi-story townhome units provide a lower cost alternative for families. It is anticipated that these units would be ultimately sold for prices close to what is calculated to be "affordable" as defined in the Provincial Policy Statement (2014) (PPS).

There are two SWMF's servicing the plan. The first is shown as Block 177 and is in the far south west corner of the subject lands. Its location provides for an enhancement to the GTT by ensuring no residential development is immediately adjacent to the GTT, and effectively allows for the natural environment to have a larger buffer to new development. Block 179 is a long linear SWMF servicing the easterly half of the subject lands. This linear facility was designed with the primary objective of separating the residential land uses from the GTT, again also providing a buffer for the existing trees along the GTT to the residential development.



## 5.0 Parkland Conceptual Plan Discussion

A total of three park blocks are also shown on the draft plan. Block 176 is located just north of the GTT on the east side of Wellington Street and is approximately 0.65 hectares in size. The seemingly odd shape to this park block is designed to accommodate the existing tree line and provides a natural entrance feature to the development for those travelling northerly on Wellington Street. This block is also large enough to accommodate a small playground structure, should the Town of St. Marys decide to incorporate an active use at this location. This park can also be extended into a future phase of development to enhance pedestrian connectivity.

The second park block shown on the plan is Block 175, located at the far south east corner of the subject lands and is 0.29 hectares in size. The Town of St. Marys indicated a small park block was required at this location to accommodate a small parking lot to serve as the “head of trails” for the GTT. The draft plan shows a conceptual parking lot layout. Additionally, it is thought the most logical vehicular access to the SWMF located on Block 179 is through this park block rather than through the local street network.

The third park block is in the north east section of the subject lands. Block 174 is approximately 0.64 hectares in size. This size of park block is such that it is considered a “neighbourhood” park providing an active use park for the surrounding residents, typically within 500 metres. This block will have an asphalt pathway connecting Glass Street to Street ‘D’. This will enhance pedestrian connectivity and serve as a maintenance access as sewers and a watermain will have to run through this block.

## 6.0 Residential Market Discussion:

Section 1.4.3 of the PPS requires that planning authorities provide an appropriate range of housing types and densities to meet requirements of current and future residents by establishing minimum targets for provision of housing which is affordable to low- and moderate-income households.

In Discussion Paper #4 of the Town of St. Marys presented to the Town of St. Marys PAC on March 19, 2018, it was calculated that the price of an affordable house is approximately \$265,000. It was also noted that the average residential sale price was approximately \$280,000 between 2015 and 2017. By the time this draft plan of subdivision is approved, and residential units are actually available for sale or rent, it is assumed that the affordability calculation would result in a higher value than what is noted above.

When talking about “affordability” we must consider all of the existing housing stock and its “value” along with the projected values of housing being contemplated in any application. It should be noted that recent searches (October 2018, January 2019) of real estate listings in St. Marys reveal there are typically several single-family homes for sale in the range of \$280,000 to \$325,000, and some semi-detached homes many of which are listing for less than \$300,000. These re-sale homes must also be factored into the discussion around affordability. Also, to be factored into this discussion is the availability of rental units and smaller condominium apartment units that may be for sale.

Given that new homes are constructed to higher standards than homes of the past (higher insulation values, new building codes etc.), it is increasingly more difficult to construct new residential units which meet the standard of “affordability”, regardless of form (i.e. single family, apartment building, townhome). However, by providing for a range of housing, we meet a wide variety of potential purchasers wishes, from the starter home (townhome and 35-foot-wide lot single) to the move-up home (think 40 – 46-foot-wide lot) to the larger lots accommodating larger well-established families and those seeking their retirement dream homes.

Within the context of new development, I would consider the two story townhomes and the thirty-five-foot-wide lots to generally meet the criteria set for “affordability”, as I would estimate the sale prices for a 1,200 square foot two story townhome to be less than \$300,000, and the price of a single family home on a 35 foot wide lot to be in the mid \$300,000 range. Out of a total of approximately 220 new homes proposed in this application, more than 70 of them (+30%) are “affordable”.

It should be noted also that 34 of the houses constructed here would be on lots larger than 50 feet in width. These homes would be in the highest price range (over \$550,000), and only comprise approximately 15% of the total residential homes in the proposed plan.

The remaining 55% of the homes in this plan are “mid-market” in terms of value with an estimated range in value of \$375,000 to \$550,000. Additionally, the future draft plan connecting the two halves of this plan can accommodate a wide variety of housing forms. We have ensured the road design provides for good connectivity and will ultimately work well in terms of grading and sewer designs.

**Housing Market Summary:**

- 30% “affordable”
- 55% “mid-range”
- 15% “high-end”

The “mid-range” price of housing in St. Marys appears to be \$375,000 - \$450,000, while what I consider to be the “high-end” of the St. Marys market is typically over \$550,000. From the summary above, we can see that the majority of our proposed housing units will be in the affordable and mid-range price points.

## 7.0 Zoning By-Law:

As noted previously, a concurrent zoning by-law amendment (ZBA) is required to ensure what is being contemplated in terms of housing forms can be constructed. Currently, the subject lands are zoned RD (Residential Development) and OS (Open Space).

The Official Plan of the Town of St. Marys provides a general guide for land uses and what forms of development are permitted in certain areas. Zoning By-Laws provide a higher level of detail than can be contemplated in an Official Plan and are much more prescriptive in nature. Detailed information such as building setbacks, maximum building coverage, minimum landscaped area, and maximum heights are all stipulated in the Zoning By-Law.

The current RD zoning "...indicates that some form of residential development is contemplated in the future for the lands...". The OS zone permits a wide variety of uses, including (but not limited to) dog parks, hiking trails, public park, passive recreation and multi-use trails.

Now that a draft plan is created, we can more definitively determine the exact delineation between OS and specific residential zones. It should be noted that the phase 1 development on Emily Street (lots in 44M-64) have the R3 zone, which permits single detached dwellings on a lot no less than 15 metres in width and 37 metres in depth. We are proposing to utilize the R3 zone provision for approximately 42 lots, albeit with reductions in the minimum rear yard depth, lot area and lot coverage. These lots are generally located on the westerly side of the subject lands and apply to our largest lots.

The R4 zone provision will be utilized for 108 lots ranging in width from 40 feet to 50 feet. These lots are generally located in the westerly half of the proposed draft plan, and the lots on Glass Street adjacent to James Street North.

Currently, the Zoning By-Law in St. Marys does not contemplate any single-family lot to be less than 12 metres (39 feet) in width. As noted in the Residential Market Discussion section of this report, requirements to accommodate more affordable housing forms dictate a move towards smaller single-family homes on lots as narrow as 32 feet. It is contemplated that we can utilize the R4 zone framework, albeit with changes to minimum lot widths (10 metres), setbacks (6 metres rear, 1.2 metres interior side yard for both 1 and 2 story homes) and coverage (45%). This new R4 zone would apply to the all 20 of the single-family home lots on the easterly side of the proposed draft plan, except the 40-foot-wide lots on Glass Street.

There are three medium density blocks shown on the proposed draft plan. In anticipation of modest two-story townhomes being constructed, the existing R5 framework is proposed to be utilized. Reductions to lot depth, setbacks are requested, along with increases to maximum lot coverage.

The modifications and additions to the existing Zoning By-Law framework are vital to facilitate creation of housing forms new to St. Marys.

## **8.0 Upper Thames River Conservation Authority (UTRCA):**

The UTRCA mapping for the Town of St. Marys indicates the subject lands are not within the regulated area, except for a very small area in the south west limit of the subject lands, where the Block 185 SWMF is located. The UTRCA regulation limit is consistent with the drainage feature located on the south side of the GTT, west of Wellington Street.

Currently, the subject lands do drain through this drainage feature via a series of farm tile drains leading to twin CSP's (corrugated steel pipe) which convey storm water flow under the GTT. The post development condition contemplates diverting this uncontrolled pre-development flow to the SWMF's. Detailed engineering designs will determine what (if any) flow will continue to the existing drainage feature on the south side of the GTT. It may be that some portion of base water flow should continue to outlet to the south side of the GTT to maintain any ecological functions that exist there. In general, the post development storm water flows to this feature will be more regulated and will not contribute to an accelerated rate of erosion.

While there may be virtually no UTRCA regulated lands within most of the subject lands, we do however have a duty to consult with the UTRCA pertaining to the ecological functions of the wooded areas surrounding the GTT. To that end, we did convene a site meeting with a UTRCA planner (Spencer McDonald, Land Use Planner), and an appropriate course of action was followed to provide an inventory of the existing conditions in the area to ensure existing ecological functions are maintained in the post development condition.

We have supplied a Stage One Information Request to the MNRF (in Alymer) related to the UTRCA consultation process as part of the draft plan application submission requirements. Numerous site visits were undertaken to make note of man-made structures, natural vegetation, wildlife features and aquatic features. Environmental Land Classifications were applied based upon the field visits. In short, there are no suitable habitats for Species At Risk (SAR).

## 9.0 Provincial Policy Statement (PPS)

The PPS provides the policy foundation that guides land use and development in Ontario. All municipal planning documentation (such as the Official Plan) must be consistent with the PPS, and all development applications must be consistent with both Official Plans and the PPS. The following provides a brief example of how this application is consistent with the PPS.

### Section 1.1.1

- a) Promotes efficient development and land use patterns by creating lots which are reasonable in size for a green field development that allows gross densities to be at a level which is sustainable over the longer term.
- b) Provides a range and mix of housing ranging from entry level street fronting townhomes to larger single-family lots.
- c) The draft plan does not cause environmental or public health concerns
- d) Proposed draft plan allows for and contemplates expansion of settlement boundary
- e) The proposed draft plan makes good use of available lands by creating smaller lots and ensuring overall density is acceptable
- f) Connection to and celebration of the Grand Trunk Trail provides active recreational opportunities for everyone in the community
- g) All infrastructure is designed to accommodate current and future needs
- h) Biodiversity is conserved and enhanced by the strategic location of park blocks and storm water management facilities that are also designed to accommodate changing climate.

### Section 1.1.3.6

The proposed draft plan is adjacent to existing built up areas and provides for a variety of housing forms promoting the efficient use of land and existing infrastructure.

### Section 1.5

The proposed draft plan supports healthy active communities by ensuring pedestrian access to public spaces and existing active transportation activities are viable and numerous.

### Section 2.0

Natural Heritage features are identified and protected and enhanced along the Grand Trunk Trail. Development is not contemplated in (or adjacent to) any significant wetland, woodland, wildlife habitat and is not in general a detriment to any ecological functions of the area.

## 10.0 Summary

This draft plan represents one of the largest development applications in the Town of St. Marys. Typically, development plans are smaller in nature primarily because land parcels are smaller, and previous applications likely did not have the wide variety of housing forms contemplated. We strongly feel this draft plan will provide for much-needed new forms of housing which has currently not been constructed – that being single family lots smaller than 40 feet in width, and street fronting entry-level two-story townhomes.

The Grand Trunk Trail (GTT) is a wonderful east west pedestrian corridor through the North Ward which is celebrated and strengthened by this draft plan. No residential development is planned to be immediately adjacent to the GTT. We have located the Storm Water Management Facilities (SWMF's) and two of the three park blocks adjacent to the GTT, which will not only enhance the natural state of the GTT, but provide for more passive recreational opportunities adjacent to the GTT.

The northerly extension of Wellington Street where it crosses the GTT will have enhanced design features (pedestrian island, extra street lights, reduced pavement width and pavement markings) to ensure users of the GTT will have a safe Wellington Street crossing.

From an engineering perspective, this development makes use of existing sanitary sewer capacity on James Street North, and on Emily Street. Storm water management has been thoughtfully considered and designed to act as a natural heritage enhancement to the existing vegetation on the north side of the GTT. Modern standards require both quality and quantity control for all development related storm run-off, so the storm water flowing into the Thames River will mimic the pre-development condition.

Water servicing to this site will also provide additional benefits to the Town of St. Marys, primarily by connecting the existing watermains on both Glass Street and Wellington Street. This provides a “looped” system which is more resilient to failures. Water can be routed more effectively in the event of required maintenance and minimizes disturbances to existing users.

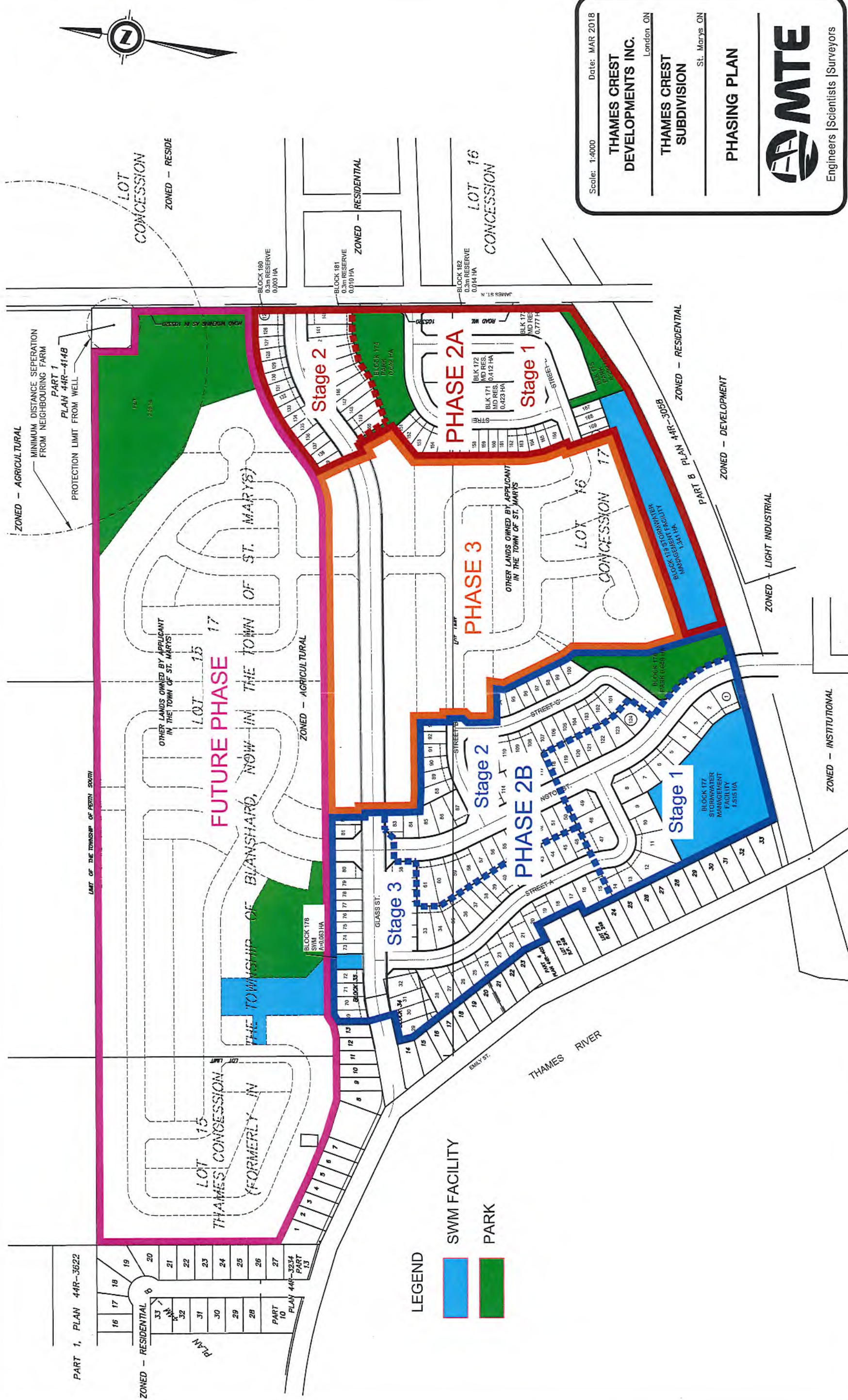
## **Appendices:**

- **Proposed Draft Plan**
- **Proposed Phasing/Master Concept Plan**
- **Proposed Zoning By-Law Amendment Details**
- **Proposed Zoning Map**
- **Thames Crest Preliminary Storm Water Management and Servicing Report (MTE)**
- **Stage 1 Information Request (Biologic Incorporated)**











## Zoning By-Law Amendment Details

### Zone parameters for lots where frontage is 9.7m - 12.0m:

#### Permitted Uses, Buildings, Structures

- One single detached dwelling on one lot
- Accessory uses, buildings and structures

#### Requirements for single detached dwelling on one lot:

- Lot area (interior lot) 290m<sup>2</sup> (9.7 by 30)
- Lot area (corner lot) 390m<sup>2</sup> (13.0 by 30)
- Lot Frontage (interior lot) 9.7m
- Lot Frontage (corner lot) 13.0m
- Lot depth 30 m
- Front Yard 6.0m to garage, 4.5m to main house/front porch
- Interior side yard 1.2m for 1 and 2 stories, both sides
- Exterior side yard 4.5m
- Rear yard 6m
- Building height 10.5m
- Lot coverage 45%
- GFAR 80%
- GFA 65m<sup>2</sup>
- Landscaped open space 25%
- Parking as per 5.21 (2 per unit)

### R3-18 (as per R3, except for the following)

#### Permitted Uses, Buildings, Structures

- One single detached dwelling on one lot
- Accessory uses, buildings and structures

#### Requirements for single detached dwelling on one lot:

- Front Yard setback (to garage) 6.0m
- Front Yard setback (to main house) 4.5m
- Exterior Side Yard setback 4.5m
- Interior Side Yard setback 1.2m for one story, 1.8m for two story
- Rear Yard setback 6.0m
- Lot coverage 45%

**R4-11 (as per R4, except for the following)**

## Permitted Uses, Buildings, Structures

- One single detached dwelling on one lot
- Accessory uses, buildings and structures

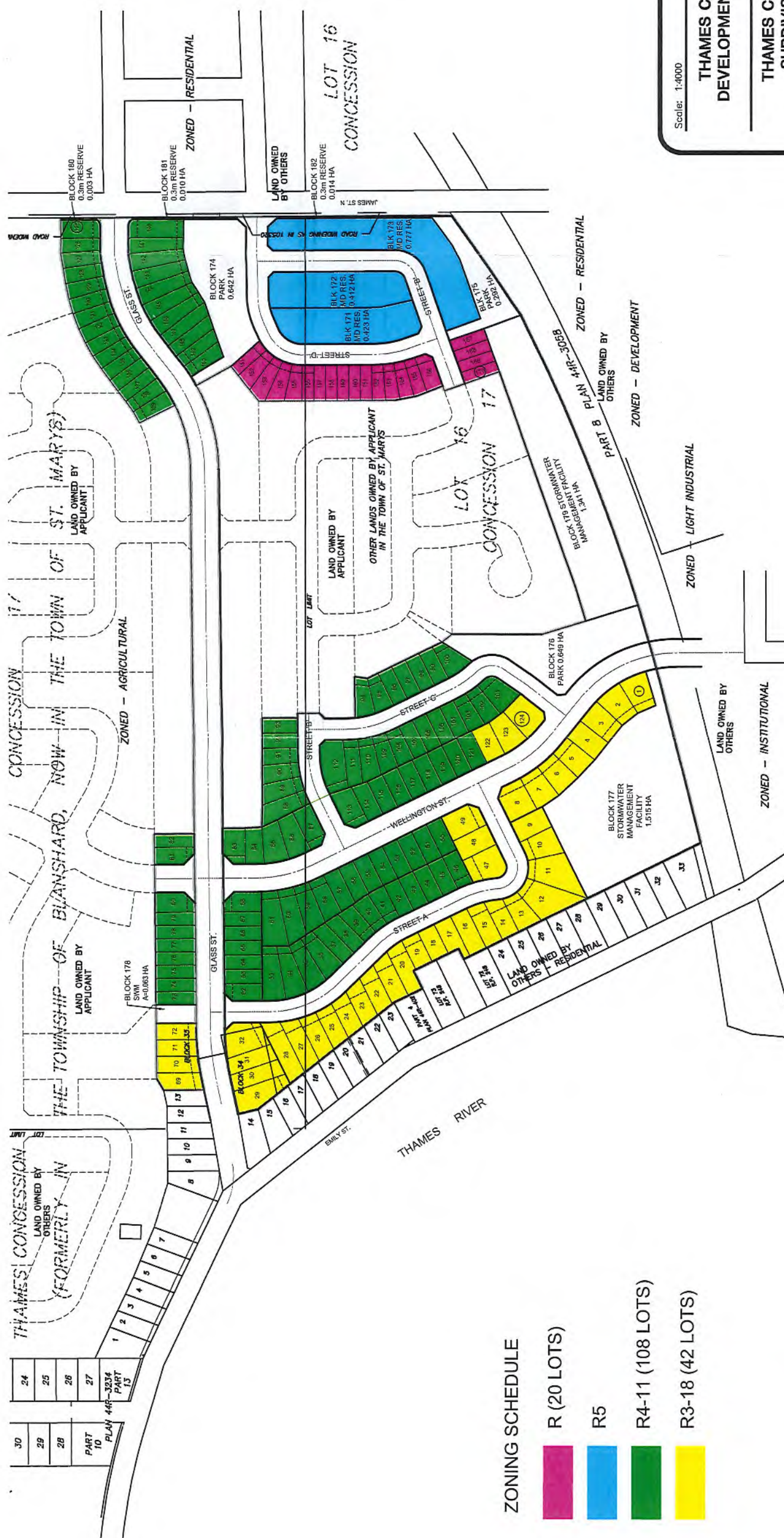
## Requirements for single detached dwelling on one lot:

- Front Yard setback (to garage) 6.0m
- Front Yard setback (to main house) 6.0m
- Exterior Side Yard setback 4.5m
- Interior Side Yard setback 1.2m for one and two story
- Rear Yard setback 6.0m
- Lot coverage 43%

**R5 per 12.4, except for the following:**

## Requirements for street fronting row or townhouse dwellings:

- Front Yard setback (to garage) 6.0m
- Front Yard setback (to main house) 4.5m
- Exterior Side Yard setback 3.5m
- Interior Side Yard setback 2.5m
- Rear Yard setback 6.0m
- Lot coverage 45%
- Height 12.0m
- Lot Depth Minimum 30.0m
- Lot Coverage Maximum 45%

Scale: 1:4000  
Date: MAR 2018

**THAMES CREST  
DEVELOPMENTS INC.**

London ON

THAMES CREST  
SUBDIVISION

St. Marys ON

## ZONING SCHEDULE



Engineers | Scientists | Surveyors

Project No.: 35499-200



### 3.0 SECTION 3 – LAND USE POLICIES

The following chapter provides the detailed requirements for each of the following land use categories: Residential, Central Commercial, Highway Commercial, General Industrial, Extractive Industrial, Environmental Constraint, Recreational, Natural Hazards, Natural Heritage, and Agricultural. The policies are intended to be read in conjunction with Schedules “A”, “B” “C” and “D” attached to the Official Plan. Schedule “A” delineates the land use areas, Schedule “B” identifies road classification, Schedule “C” delineates the Natural Hazards (Flood Plain Areas) and Natural Hazard Constraint Areas, and Schedule “D” delineates the Community Improvement Areas and Heritage Conservation Sites. The permitted uses and matters to be considered by Council are contained in the text of this Plan.

#### 3.1 RESIDENTIAL

*Historically, St. Marys developed as a rural service centre augmented by the quarry industry. St. Marys has been successful in attracting additional industry to broaden the economic base. In addition, existing industries have been successful in expanding their own operations, thereby adding to the overall stability of the Town.*

*Over the last 50 years, the Town has experienced a steady increase in population in spite of fluctuations in the annual growth rates. Continued growth at a moderate rate of 1.0 % per annum is expected. The Official Plan must be able to guide development effectively during both normal and high growth levels. Within the overall population a higher than normal (Provincially) percentage is made up of Senior Citizens, less than normal percentage of in school age population and a higher percentage of working age people. These trends will be important to monitor in the future to ensure that the planning policies are adequate to achieve fulfillment of the needs of the entire population.*

*St. Marys continues to thrive as a community. Development activities averaging only 11 dwelling units per year in the mid 1980's has swelled to over 40 dwelling units per year over the last 15 years. Council has also been successful in providing a mixture of dwelling types with the number of single-detached dwellings accounting for less than 50% of the new dwelling units created and the number of semi-detached dwelling units and apartment dwelling units each accounting for 20% of the new stock.*

*The residential areas of the Town are well maintained and relatively free from conflicting land uses. Intensive livestock operations that previously hindered the expansion of urban type uses have, for the most part, ceased; providing opportunities to release the development potential for many areas in the Town.*

*The following goals and policies are designed to encourage development and redevelopment in keeping with the character of St. Marys and which will guide public and private sector activities.*

### 3.1.1 OBJECTIVES

- 3.1.1.1 To encourage the provision of an adequate supply and choice of housing for the existing and future residents of St. Marys in terms of quality, type, location and cost.
- 3.1.1.2 To promote creativity and innovation in new residential development in accordance with current design and planning principles and constantly evolving energy-saving measures and construction techniques.
- 3.1.1.3 To maintain and improve the existing housing stock and character of residential areas.
- 3.1.1.4 To prevent the location of non-compatible land uses in residential areas.
- 3.1.1.5 To continue to provide an attractive and enjoyable living environment within the Town.
- 3.1.1.6 To promote housing for Senior Citizens; the handicapped and low income families.
- 3.1.1.7 To encourage and promote additional housing through intensification and redevelopment.
- 3.1.1.8 To encourage a diversification and inter mixing of different housing types and forms.
- 3.1.1.9 To maintain at least a 10 year supply of land that is designated and available for residential uses and land with servicing capacity to provide a 3 year supply of residential units zoned to facilitate residential intensification and redevelopment, and in draft and registered plans.

### 3.1.3 POLICIES

- 3.1.2.1 Council shall designate sufficient land within the “Residential” designation to meet the housing needs of the community for up to 20 years. Council will encourage residential development and redevelopment by designating sufficient land to provide the marketplace with sufficient alternatives to accommodate growth for a minimum of 10 years and Council will make available sufficient servicing to provide at least a 3 year supply of residential units.
- 3.1.2.2 Within the “Residential” designation on Schedule “A”, the primary use of land shall be for a range of dwelling types from single-detached dwellings to walk-up type apartments, parks and open spaces, as well as the institutional uses

provided for in Section 3.1.2.17 of this Plan. The various types of residential uses shall be controlled through the application of the Town's implementing Zoning By-law.

3.1.2.3 Residential infilling type development is generally permitted throughout the "Residential" designation where such development is in keeping with the attributes of the neighbourhood in terms of building type, building form, and spatial separation. When evaluating the attributes of the neighbourhood, regard shall be given to lot fabric (i.e., area, frontage, and depth), and built form (i.e., setbacks, massing, scale, and height). In cases where one or more of the existing zone provisions are not met, an amendment or a minor variance to the zone provisions may be considered to permit the proposed development provided that the spirit of this Section is maintained.

3.1.2.4 Council will favour residential intensification and redevelopment over new green land residential development as a means of providing affordability and efficiencies in infrastructure and public services.

3.1.2.5 When reviewing development or redevelopment proposals, Council shall consider following density targets:

- |                                    |                          |
|------------------------------------|--------------------------|
| a) Single-detached dwellings       | 10-15 units per hectare; |
| b) Semi-detached, duplex dwellings | 15-25 units per hectare; |
| c) Townhouse dwellings             | 25-40 units per hectare; |
| d) Low rise apartments             | 40-75 units per hectare. |

Council may moderately increase or decrease these densities dependent upon specific site circumstances, provision of on-site amenities, and capabilities of municipal servicing systems to accommodate any increase. Council will favour those developments with a mixture of lower and higher densities of development over those consisting of only low densities of development.

3.1.2.6 Proposals involving mixed densities of residential types shall also be reviewed under the policies of Section 3.1.2.7.

3.1.2.7 In reviewing proposals for residential development with a net density of more than 18 units per hectare, Council shall consider the impact on municipal capacity, hard services and utilities including sanitary sewer, municipal water supply, storm drainage, service utilities and roadways. Council shall take the following into account prior to enacting an amendment to the Zoning By-law:

- a) That the development will not involve a building in excess of three full stories above average finished grade and designed to be in keeping with the general character of the area;



- b) That the physical condition of land proposed for development will not present a hazard to buildings structures and residents;
  - c) That the net density of development shall not exceed 75 units per hectare;
  - d) That the development is serviced by municipal water supply and sewage disposal facilities and that the design capacity of these services can accommodate such development;
  - e) That the proposed development is within 100 metres of an arterial or collector road as defined in Schedule “B” of this Plan; and
  - f) That sufficient on-site parking is provided and adequate buffering, screening or separation distance is provided to protect adjacent areas of lower density housing.
- 3.1.3.8 Proponents of townhouse and apartment developments are encouraged to provide on-site recreational facilities in keeping with the proposed development.
- 3.1.3.9 Proposals for apartment development shall not be considered by Council unless a proposed site plan has been submitted with the application addressing the matters contained in Section 41 of the Planning Act, RSO1990.
- 3.1.3.10 The conversion of older single-detached residences to multiple residential use may be permitted through an amendment to the Zoning By-law. In considering an amendment to convert a single-detached residence to multiple residential use, Council may consider the following:
- a) the conversion would be in keeping with the adjacent residential area;
  - b) the conversion would not result in changes to the existing exterior of the building proposed for conversion;
  - c) the site can accommodate adequate parking for the proposed dwelling units so as not to detract unduly from adjacent single detached residential development, or alternatively, such required parking area can be effectively buffered;
  - d) the municipal services are adequate in the immediate area to accommodate the proposed conversion; and
  - e) conversions which propose basement residential units will generally be discouraged.
- 3.1.3.11 Mobile Homes and Mobile Home Parks are not permitted within the municipality. Mobile Homes are defined as a “single wide” factory built single-detached dwelling unit which is designed to be transported on its own wheels,

whether later removed or not, and connected to service utilities so as to be suitable for long-term occupancy. The preceding definition excludes prefabricated “double wide” single-detached residential units where each half of the unit is transported separately to the site and subsequently joined.

3.1.2.12 Council intends to monitor the need and demand for various types of housing, including the need for additional senior citizen facilities and those with special needs through bi-annual review of relevant statistical information related to demographics, building permits and types of dwellings constructed.

3.1.3.13 If sufficient demand is demonstrated, Council may endeavour to encourage the provision of senior citizen and assisted family housing through participation in various programs of the senior governments.

Council, seeking to provide a balanced mix of housing types, has established targets of 60% lower density single-detached dwellings, 20% medium density attached dwellings and 20% higher density dwellings. These targets are holistic to the Town and it is not Council’s intention that every development will meet these objectives.

3.1.2.14 Council will encourage the development of affordable housing with 30% of the new housing units created being considered by Council as affordable to households with incomes in the lowest 60 per cent of income distribution for Perth County households.

3.1.2.15 Council shall encourage the maintenance, conservation, and rehabilitation of the existing building stock by maintaining existing community infrastructures, assisting residents with Federal and Provincial funding programmes, and the development and enforcement of a Property Standards By-law, Demolishing Control By-law, Signage By-law, and Noise By-law.

3.1.3.16 Group Homes

a) Group Homes shall be considered a normal residential use of land and shall be permitted only within the “Residential” designation of this plan. Following types of Group Homes shall be permitted as a matter of right within any residential Zone in the Zoning By-law:

- accommodation services for the developmentally handicapped
- satellite residence for seniors
- homes for physically disable adults.

The following types of Group Homes may be permitted based on the merits of each application and subject to an amendment to the Zoning By-law:

- approved homes (psychiatric care)

- homes for special care (psychiatric care)
- supportive housing programmes, adult community mental health programme (psychiatric care)
- children's residences.

Any other type of Group Home shall only be considered based on the merits of each application and shall require an amendment to the Zoning By-law and Official Plan.

- b) A Group Home is defined as a single housekeeping unit in a residential dwelling in which three to ten persons (excluding supervisory staff or receiving family) live as a family under responsible supervision consistent with the particular needs of its residents. The Home is licensed or approved under Provincial Statutes and in compliance with Municipal By-laws. The Zoning By-law may further restrict the maximum number of residents in any Group Home.
- c) The following policies also apply to group homes:
  - i) The establishment of a group home must be based on local need for the particular type of group home to serve the population of the Town and the immediate surrounding rural area. In determining the need and suitability of each type of group home and the number of residents per group home, the size and general character of the Town together with the merits of each specific application must be given consideration.
  - ii) Existing group homes which do not comply with the provisions of the Zoning By-law will be allowed to continue in operation and may only be permitted to expand by amendments to the Zoning By-law, based on the merits of each application.
  - iii) Group homes may only operate subject to the provisions of this section, the provisions of the implementing Zoning By-law, and all necessary provincial approvals. All group homes must be registered with the Town pursuant to Section 236 of the Municipal Act, RSO 1980.
  - iv) No group home shall be located within 450 metres of another group home.
  - v) All group home applications shall be reviewed by the local municipality and Provincial agencies, and any locally based monitoring agency as may be established.

### 3.1.2.17 Institutional uses

Institutional uses of land such as hospitals, churches, schools, parks, senior citizen homes etc. are permitted in the “Residential” designation on Schedule “A” of this Plan except where prohibited by the policies of Section 3.8 of this Official Plan.



### 3.1.2.18 Home occupations

Home occupations that comprise a secondary use carried on entirely within a single-detached dwelling or a semi-detached dwelling only by the person or persons residing in the dwelling may be permitted. Such home occupation shall be clearly secondary to the main use of the dwelling as a private residence such that it does not change the character of the dwelling as a private residence. The implementing Zoning By-law shall contain provisions to regulate matters such as the scale of use, the types of activities to be permitted, parking, and signage.

### 3.1.2.19 Garden Suites

Garden Suite development consists of a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary to an existing residential structure and is used for the temporary housing of individuals associated with the host dwelling. Council will permit the establishment of garden suites in all residential areas subject to the following:

- a) The host lot needs to be sufficiently large enough to accommodate the garden suite uses. Provisions for on-site amenity areas, parking, and buffering for abutting property shall be considered factors to determine the appropriateness of the use;
- b) The use must be serviced with full municipal services, including water and sanitary services;
- c) Council shall require a temporary use By-law be adopted to permit the use. Such By-law may be for any period of time as determined by Council but initially not exceed ten years. Any subsequent temporary use By-law may be for any period of time as determined by Council but shall not exceed three years; and
- d) The owner of the subject property and the occupant(s) of the garden suite shall enter into an Occupancy Agreement and a Site Plan Agreement with the Town.

#### 3.1.2.20 Bed and Breakfast Establishments

Bed and breakfast establishments carried on entirely within a single-detached dwelling may be permitted. Where permitted, the bed and breakfast establishment must be clearly secondary to the main use of the dwelling as a private residence and not change the character of the dwelling as a private residence. The implementing Zoning By-law shall contain provisions to regulate matters such as the scale of use, parking, and signage.

#### 3.1.2.21 Brownfield Redevelopment

Applications to re-develop existing or previously used industrial lands for residential uses shall include best available information about the present and past uses of the property sufficient to identify the likelihood of site contamination. Where this preliminary information indicates the likelihood of contamination, further investigation will be required to determine the extent of contamination and any measures necessary to clean up the site in accordance with Ministry of Environment requirements. The proponent's professional engineer shall affirm that the necessary remedial/clean-up measures have been fully carried out and that the site is suitable for the proposed use prior to Council permitting any such redevelopment.

#### 3.1.2.22 Neighbourhood Commercial Uses

Neighbourhood commercial type uses may be permitted in the "Residential" designation provided that such uses service the immediate neighbourhood, are located and have access on an Arterial or Collector Road, are small scale in nature, and take a form which is compatible to the character of the areas. An Amendment to the implementing Zoning By-law that shall regulate matters such as scale of use, parking, and building locations shall be required along

with a Site Plan Agreement pursuant to Section 41 of the Planning Act, RSO 1990 prior to any neighbourhood commercial uses being established.

### 3.1.2.23 Zoning By-law

The implementing Zoning By-law shall be the principle tool to execute the policies of this designation through the establishment of zones classification to regulate the development of the various forms of housing types. The Zoning By-law shall address matters such as types of uses, lot characteristic (i.e., lot size, lot area, and lot depth), building form (i.e. yard setbacks, floor area, and height).

### 3.1.3 EXCEPTIONS

- a) The 15.8 acre parcel being part of Lot 20, Concession 10, also described as part of Lots 9, 22 and 27, Registered Plan No. 210, north side of Queen St. West, part of which is designated “Residential”, shall be provided street access for residential development from Queen Street West through that portion of the lands designated “Highway Commercial”.
- b) In addition to the uses permitted within the “Residential” designation, the permitted uses on the lands described as:
  - i) Lots 4, 5 and 6 and part of Lot 3, south side of Queen Street, Registered Plan No. 209;
  - ii) Lot 14 and part of Lot 15, south side of Queen Street, Registered Plan No. 207;
  - iii) Lot 16 and part of Lot 15, south side of Queen Street, Registered Plan No. 207;
  - iv) part of Lot 15, south side of Queen Street, Registered Plan No. 207 and Lot 23 and part of Lots 21 and 22, south side of Queen Street, Registered Plan No. 211;
  - v) part of Lot 15, south side of Queen Street, Registered Plan No. 235; and
  - vi) part of Lots 3, 4 and 5, south side of Queen Street, Registered Plan No. 217.

shall include those uses legally existing on this land on the date of adoption of this Official Plan and a limited range of uses permitted by the Town’s implementing Zoning By-law. (Explanatory Note: The Town’s implementing Zoning By-law No. Z1-1997 has zoned these parcels “C4-1”.)

### 3.7 RECREATIONAL

*The Recreational land use designation shown on Schedule “A” includes land used or intended for active and/or passive recreation uses*

#### 3.7.1 OBJECTIVES

- 3.7.1.1 To promote a healthy, active community by providing a range of recreational activities.
- 3.7.1.2 To recognize and promote existing recreational facilities and the establishment of new facilities.
- 3.7.1.3 To integrate recreational uses with all designations within the Town.
- 3.7.1.4 To promote community festivals, celebrations, and gatherings.
- 3.7.1.5 To recognize the Town’s “Recreational” areas as an instrument to promote economic development, tourism, and education/awareness programmes.

#### 3.7.2 POLICIES

- 3.7.2.1 The Town completed a Community Services Master Plan in 1994 to identify important long term planning needs for the community. Council will continue to implement its recommendations and, from time to time, initiate updates to this Master Plan.
- 3.7.2.2 Council will encourage the development of an open space system to extend throughout the Town. Where possible, existing recreational uses, parks and open spaces will be connected to the overall open space system. In the “Central Commercial” area, an integrated system of walkways along the riverfront will be developed to serve pedestrian traffic.
- 3.7.2.3 **Park Classification**  
The Town has established a hierarchy of service levels for the park system in the Town. The system is based on the park’s purpose, its size, its service area, and its intended use and not on the park’s importance to the Town. In some cases, the parks described below may be located in other land use designation (i.e., “Residential”, “Natural Hazards”).
  - a) **Town Park**  
These uses are generally designed to primarily serve the Town population and on a more limited basis the surrounding rural areas. They generally consist of large lighted sports fields, ball diamonds, arenas, golf courses, and community centres. Ancillary uses including



concession stands, washrooms and bleachers are also common to these type of facilities. Organized sports teams and community programmes are also common. These uses are often serviced with water, sanitary sewers, and electricity.

These facilities range from 10 ha to 50 ha in size, service 1,500 to 10,000 people and attract people from across the community.

b) Neighbourhood Parks

These uses are generally smaller than Community Facilities as they are designed to provide recreational areas and open space to serve that nearby neighbourhood community. Playground equipment, benches, green spaces are generally found in these parks. A water fountain may be the only type of service to these uses.

These facilities range from 0.5 ha to 4.0 ha in size, service 1,000 to 2,000 people who are generally located within 2 kilometres of the site.

c) Parkette/Tot Lots

These facilities are generally the smallest form of open space in the community, being 1 to 2 building lots in size. They are designed to serve the population in immediate proximity to the facility. Passive recreation uses with little or no playground equipment and no infrastructure are common.

These facilities service 50 to 100 people who are generally located within 500 metres of the site. Due the type of user (younger children), physical barriers such as busy roadways and train tracks often define the service boundary.

d) Other Open Spaces

Passive open spaces and parks including, walking, and biking trails, natural areas, gardens, storm water management area, cemeteries, elementary and secondary school open space areas also function as community facilities. Although the Town does not have direct influence over these uses, they are important as an open space resource.

These facilities are not directly driven by population demand.

e) Canadian Baseball Hall of Fame and Museum

The Canadian Baseball Hall of Fame and Museum is located toward the south end of Church Street, east of the Quarry. The Hall of Fame and Museum provides a unique recreational experience including active baseballs fields, a museum housing some of Canada's great baseball artefacts and memorabilia, and passive open spaces. The Hall of Fame and Museum is permitted in the "Recreational" designation and other



### 3.7.2.4 Trails

Council recognizes that need for the establishment of a new Town Wide park in the north Ward. Opportunities to develop such a facility, in conjunction with private land developers, will be explored when considering any new development applications.

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- due consideration by Council. Any proposal or application for redevelopment shall conform with the policies and intent of this Plan.
- 3.7.2.8 While public ownership is a satisfactory way of maintaining “Recreational” areas, the “Recreational” designation shall not be construed to imply that all lands thus designated will be purchased by public authorities.
- 3.7.2.9 **Implementation**  
It is intended that the creation and/or improvement of parks within the Town shall be guided by the policies of Section 7.15 of this Official Plan.
- 3.7.2.10 **Zoning By-law**  
The implementing Zoning By-law shall be the principle tool to execute the policies of this designation through the establishment of zones classification to regulate the development of the various types of recreational uses. The Zoning By-law shall address matters such as types of uses, lot characteristic (i.e., lot size, lot area, and lot depth), building form (i.e. yard setbacks, floor area, and height).

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## 4.0 SECTION 4 – POLICY FOR THE DIVISION OF LAND

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*Policy for the division of land in the Town of St. Marys is contained in this section of the Plan. These policies shall be adhered to by the Town Council, the St. Marys Committee of Adjustment and any other agency that may be involved with the creation of new lots in the Town.*

*The division of land within the Town will occur by either plan of subdivision or individual applications for consent (severance applications). The method of division employed will depend upon the circumstances of each individual situation.*

*Council will encourage all forms of condominiums including, Standard Condominiums, Amalgamated Condominiums, Phased Condominiums, Vacant Land Condominiums, and Leasehold Condominiums.*

### 4.1 PLANS OF SUBDIVISION

#### 4.1.1 Policy for Plans of Subdivision

In cases where consents are considered to be unacceptable as a means of dividing land for the purposes of future development within the Town, the plan of subdivision process shall be used to create parcels of land. It is anticipated that the plan of subdivision process will be used in newly developing areas of the Town where the extension of the municipal water, sewage, storm sewer and road systems will be required.

Council and any other reviewing agency when reviewing development proposals involving the division of land by plan of subdivision shall consider the following policies:

- 4.1.1.1 All information required under the Planning Act, RSO 1990 or the Condominium Act 1998, in connection with draft plans of subdivision shall be submitted by the developer.
- 4.1.1.2 All proposed plans of subdivision will be carefully examined as to whether they will preclude the satisfactory use, development, or redevelopment of surrounding lands. Any plan of subdivision which precludes the satisfactory use, development, or redevelopment of surrounding lands shall not be approved.
- 4.1.1.3 All proposed plans of subdivision will be carefully examined as to whether or not they will adversely affect existing amenities and the predominant character of the area in which such proposed subdivision is located. Where there is a potential for conflict between adjoining land uses, adequate

landscaping, screening, and buffering provisions may be required in order to alleviate and/or eliminate any conflict.

- 4.1.1.4 The social aspects of residential development, including the mix of housing types and the density of the development, shall be reviewed.
- 4.1.1.5 All proposed plans of subdivision will be carefully examined as to their suitability for the intended purposes and their effect on public facilities, utilities, and services.
- 4.1.1.6 All proposed plans of subdivision shall be designed in a manner which is sensitive to the contour of the land.
- 4.1.1.7 All unique natural assets, including topographic features of vegetation such as groves of trees, and mature individual trees, should be preserved to the greatest extent possible.
- 4.1.1.8 The Town shall enter into subdivision agreements with proponents of plans of subdivision or the owner of the lands as a condition of the approval of the plan of subdivision, and these agreements shall pertain to the internal and external services that must be provided by the proponent or owner to the specifications established by the Town as well as any other items of construction or development which may not be regulated by the Zoning By-law.
- 4.1.1.9 Council shall require that the developer pay a development charge fee for each lot created to offset the capital cost of trunk services such as sanitary sewer lines and sewage treatment plant, water lines and water treatment plant, storm sewers, roadways, recreational, and administrative facilities.
- 4.1.1.10 Before approving a plan of subdivision/condominium, Council shall be satisfied that adequate services such as schools, municipal recreation facilities, fire protection, water supply, sewage disposal, storm drainage facilities, solid waste disposal facilities, and road maintenance are or can be supplied and that the provision of these services will not adversely affect the financial position of the Town. Consideration will also be given to all matters outlined in Section 51(4) of the Planning Act, RSO 1990.
- 4.1.1.11 Council should consider energy related factors in its review of proposed plans of subdivision.
- 4.1.1.12 Council will approve only plans of subdivision/condominium that conform to the policies and land use designation of this Plan. Before making a decision, Council may seek professional planning advice regarding the various aspects of the proposed subdivision.

#### 4.1.2 STAGING OF PLANS OF SUBDIVISION

It is the intent of this Plan that development by plan of subdivision in the Town be phased in accordance with the provision of full municipal services. Council shall assess the measured capacity of the municipal service system and take into account general conditions and financial implications when determining the number of new residential units to be permitted in each phase of a plan of subdivision. The same factors shall be considered by Council when deciding on the general phasing of plans of subdivision for residential development in the Town as a whole.

Proponents of plans of subdivision shall indicate their proposed staging and the facilities to be provided with each stage, when required by Council. If for some reason the first stage of any plan of subdivision approved by Council is not satisfactorily completed with respect to the facilities to be provided, the condition of the development or the maintenance of the open or landscaped areas, the next stage may not be allowed to proceed until the suitable conditions or works have been completed to the satisfaction of Council.

As part of a subdivision agreement, proponents may be required to stipulate the time in which each stage will be completed, in conjunction with the cost of the services. The Subdivision Agreement will also address the issue of sewage capacity and will require the subdivider to relinquish allocated sewage capacity if the subdivision is not completed within certain specified time periods as may be determined appropriate by Council.

#### 4.2 CONSENTS

Consents will generally be discouraged and will be recommended to the Committee of Adjustment only when it is clear that a plan of subdivision is not necessary in the public interest. Where a consent is deemed to be appropriate, the following criteria shall be adhered to, as well as the other applicable policies of this Plan when the application for consent is reviewed.

##### 4.2.1 GENERAL CONSENT POLICIES

###### 4.2.1.1 Application

An applicant must submit an application form that is completed to the satisfaction of the Committee of Adjustment. The plan or sketch accompanying the application must show the location of existing and proposed buildings on the subject lands and adjacent lands and applicable yard distances (i.e. front, side, and rear yards) to enable the reviewing agencies to determine whether the application complies with the policies of this Plan, and with the Zoning By-law.

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## 5.0 SECTION 5 – TRANSPORTATION & SERVICES

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*This section contains the transportation and servicing policies for St. Marys. Policies are included with regard to roads, water supply, sanitary waste disposal, storm drainage, solid waste, and electric power. The policies are established within the framework provided by the following goals.*

### 5.1 OBJECTIVES

- 5.1.1 To establish a transportation system capable of providing for the safe and efficient movement of people, goods, and services including the collection of garbage, the removal of snow, and the movement of emergency vehicles.
- 5.1.2 To provide a system of municipal services and public utilities capable of satisfying the various needs of the community while at the same time taking into consideration the Municipality's financial capacity, the avoidance of any adverse environmental impacts, and the use of innovative techniques and efficiency in design.

### 5.2 POLICIES

- 5.2.1 Buildings and structures related to the provision of public utilities and services are permitted in any designation in this Plan.
- 5.2.2 Existing and future pipelines above the ground, or at grade, will be permitted in all zones in the Town's Zoning By-law.

### 5.3 ROADS

The Road policies are to be read in conjunction to the information shown on Schedule "B" to this Official Plan.

#### 5.3.1 ROAD CLASSIFICATIONS

Each road classification has different functions and as a result will have different characteristics. The importance of classifying roads accurately is to keep the movement of traffic within the Town efficient and safe for pedestrians and vehicular traffic. Any changes to traffic patterns may require new road developments to occur and/or updates to existing roads to meet the demands and pressures that the traffic will place on the road network. In the Town of St. Marys there are three relevant road classifications: Arterial Roads, Collector Roads, and Local Roads.

#### 5.3.1.1 Arterial Roads

Arterial Roads are the major routes in the road network that are designed to carry high volumes of traffic from one area of Town to another. (Schedule “B” illustrates the roads that are classified as Arterial Roads.)

Arterial Roads connect to other Arterial Roads, Collector Roads, and some Local Roads. As a principal route in the road network, an Arterial Road has the capacity to carry the largest amounts of traffic and acts as a connector to the residential, industrial and commercial centres. All types of vehicles travel along Arterial roads with a larger amount of transports using these roads over Local or Collector. The right-of-way for Arterial Roads is generally 30 metres, with direct access limited and on street parking prohibited, except within the Downtown Core. Generally, sidewalks are provided on both sides of the road.

#### 5.3.1.2 Collector Roads

The Collector Roads collect traffic from the Local Roads and distribute it to the other Local Roads and to the Arterial Roads. (Schedule “B” of the Official Plan illustrates the roads that are currently classed as Collector Roads.)

Collector roads connect to all other roads. All types of traffic utilize these roads although trucks are typically service types. Traffic flow is interrupted by stop conditions and turning at land access points. The right-of-way for Collector Roads is generally 26 metres, with direct access and on street parking regulated. Generally, sidewalks are provided on both sides of the road.

#### 5.3.1.3 Local Roads

The Local Roads collect traffic from lands that are adjacent to the roads. They carry low volumes of traffic (with not set standard) since most of the traffic on a local road will have its origin or destination to be to the lands that lie alongside the road. (Schedule “B” of the Official Plan illustrates the roads that are currently classed as the Local Roads.)

Local roads connect primarily Collector roads and other local roads. The traffic flow is interrupted frequently as vehicles are turning into driveways. The right-of-way for Local Roads is generally 20 metres with direct access and on street parking both being permitted. Generally, sidewalks are provided on one side of the road.

- 5.3.2 The Municipality will continue to improve and upgrade the existing road network in accordance with a five-year program. Priority for road improvements may be given where local residents are prepared to assist the Municipality under The Local Improvement Act, or where it is desirable to undertake improvements in conjunction with other public works projects.



- 5.3.3 Road alignments, widths, layout and construction standards will be appropriate to the functional classification of the road, projected traffic volumes, and emerging design guidelines and safety standards. Restrictions to on-street parking and access may be imposed on roads to protect their primary traffic function and to increase their traffic carrying capacity.
- 5.3.4 The Municipality may establish standards and regulations with respect to minimum setbacks from roads, off-street parking, off-street loading, and driveways in its Zoning By-law.
- 5.3.5 Development on private roads shall not be permitted unless such roads meet the requirements of the Municipality and satisfy Provincial Policy and are registered as private roads under the provisions of the Condominium Act, R.S.O. 1998.
- 5.3.6 Development of new roads will generally occur through plan of subdivision/condominium with new roads created as a result of a plan of subdivision/condominium or land severance being constructed to the standards of the Municipality prior to their assumption by the Municipality. Any new Local, Collector or Arterial Roads must meet the applicable minimum road standards, except when permitted by Council.
- 5.3.7 When a road allowance does not meet minimum Town's standards, it may, through plan of subdivision/condominium, consent, site plan agreement or other legislative means, be improved. Where additional land is required for roadway widenings, extensions or Right of Ways such land will be obtained through Plan of subdivision/condominium, Consents, and/or Site Plan Agreements.
- 5.3.8 All new developments must front on and have access to a public road, which is constructed to meet the minimum standards established by Council. New development or redevelopment proposals of more than thirty (30) dwelling units shall incorporate at least two points of public road access. Council will not approve infilling development in areas served by only one public road if those areas currently exceed thirty (30) dwelling units or where such infilling development will increase the number of dwelling units beyond thirty (30) dwelling units.
- 5.3.9 Access driveways should not create traffic hazards. The driveways should be limited in number and designed to minimize dangers to pedestrians and vehicles. Council may regulate the number of driveway access as a function of the road classification.



#### 5.3.10 Bridge Improvements

It is intended that as traffic and safety conditions warrant, improvements shall be made to existing bridges requiring upgrades and that these improvements will meet the appropriate current or forecasted road classification. Any Bridge that is in need of repair may be subject to studies to evaluate the cost to improve or replace. Decisions will be made in the public best interests.

In those cases where a bridge has been designated under the Ontario Heritage Act or is subject to an easement agreement with the Ontario Heritage Trust, a heritage impact study may be required to be completed prior to the commencement of any bridge improvement project.

#### 5.3.11 Intersection Improvements

Road widening in excess of road allowance may be necessary at major intersections, for any planned road realignments, future road corridors, regulation of turning movements, signage, and marking of travelling lanes or where other physical conditions necessitate, will be undertaken at those intersections that require these improvements.

#### 5.3.12 Future Roads

To meet the needs for the growing community, Council may need to extend existing roads or construct new roads or bridges. The location of new or extended roads and proposed roads are shown on Schedule "B". The locations shown on Schedule "B" are to be considered as approximate and not absolute.

#### 5.3.13 Sidewalks

In consideration of pedestrian safety, Council had developed guidelines for sidewalk development in the Town. Generally, sidewalks are included on both sides of Arterial and Collector Streets and on one side for Local Streets and cul-de-sacs with higher lot/unit counts.

#### 5.3.14 Trails

As an alternative to motorized conveyance, opportunities to integrate walking, hiking and cycling trails with the road network is encouraged.

#### 5.3.15 Wayside Pits

Wayside pits and quarries, portable asphalt plants, and portable concrete plants used on public authority contracts shall be permitted, without the need for an official plan amendment, rezoning, or development permit under the Planning Act, RSO 1990 in all areas, except those areas of existing development or particular environmental sensitivity which have been determined to be incompatible with extraction and associated activities.

## Recreation and Leisure Services Master Plan Excerpts

Table 11: Existing and Recommended Parkland Classification System, Town of St. Marys

Existing	Recommended
<b>Town Park</b>	
<ul style="list-style-type: none"> <li>Designed to serve the Town and surrounding areas (1,500 to 10,000 residents).</li> <li>Permitted recreation uses include lit sports fields, golf courses, community centres, concessions, washrooms, seating, and more.</li> <li>May be serviced by water, sanitary, and hydro.</li> <li>Size generally ranges between 10 hectares to 50 hectares in area.</li> </ul>	<ul style="list-style-type: none"> <li>Designed to serve the Town and surrounding areas.</li> <li>Generally drive to parks that are accessible by motorized and non-motorized forms of transportation.</li> <li>Located along an arterial or collector road.</li> <li>Permitted recreation uses may include lit sports fields, community centres, playgrounds, and more.</li> <li>Supporting amenities may include pavilions, parking, concessions, washrooms, seating, and more.</li> <li>May include unique natural and physical features and support special events and sports tournaments.</li> <li>May be serviced by water, sanitary, and hydro.</li> <li>Varies in size depending on its intended function. Town Parks may have the largest land area of parkland, although they can be much smaller if, for example, a cenotaph is the main focus.</li> </ul>
<b>Neighbourhood Park</b>	
<ul style="list-style-type: none"> <li>Designed to provide recreational areas and open space to serve residents within a 2 kilometre service area (or 1,000 to 2,000 residents).</li> <li>Permitted recreation uses includes playground equipment, seating, green space, and water fountain.</li> <li>Size generally ranges between 0.5 hectares to 4 hectares in area.</li> </ul>	<ul style="list-style-type: none"> <li>Intended to serve local residential areas within a larger settlement area.</li> <li>Designed to provide recreational areas and open space to serve residents within a 10 minute walking distance (approximately 800 metre service radius), without obstruction of physical boundaries, preferably on the corner of two intersecting local roads.</li> <li>Permitted recreation uses include unlit sports fields, hard surface courts, playgrounds, and other neighbourhood-level recreation facilities.</li> <li>Supporting amenities may include seating and open space.</li> <li>Size generally ranges between 0.5 hectares to 4 hectares in area. Larger park sizes are also acceptable.</li> </ul>
Existing	Recommended
<b>Parkette / Tot Lot</b>	
<ul style="list-style-type: none"> <li>The smallest form of open space to serve residents within 500 metres (or 50 to 100 residents), without obstruction of physical boundaries.</li> <li>Permitted recreation uses include a playground</li> <li>Smaller than 0.5 hectares in area</li> </ul>	<ul style="list-style-type: none"> <li>The smallest form of open space to serve residents within 500 metres (or 50 to 100 residents), without obstruction of physical boundaries.</li> <li>Permitted recreation uses include a playground.</li> <li>Supporting amenities include seating and open space.</li> <li>Smaller than 0.5 hectares in area.</li> <li>The development of parkettes/tot lots smaller than 0.5 hectares should be discouraged, except in instances that may be advantageous to the Town to reconcile gap areas and to address shortages in parkland.</li> </ul>
<b>Open Space</b>	
<ul style="list-style-type: none"> <li>Passive open spaces and parks, including walking and biking trails, natural areas, gardens, storm water management area, cemeteries, elementary and secondary school open space.</li> </ul>	<ul style="list-style-type: none"> <li>Passive open spaces and parks, including walking and biking trails, natural areas, gardens, storm water management area, cemeteries, elementary and secondary school open space. (NO CHANGE)</li> </ul>



## MEMO

### Engineering & Public Works

To: Mark Stone

From: Jeff Wolfe

Date: May 7, 2019

File:

☐ For Your Information

☐ For Your Approval

☐ For Your Review

☒ As Requested

**Subject: Thames Crest Farms Phase 2 – Draft Plan Application Comments**

Public Works has reviewed the draft plan submission for the above subdivision and provide the following comments:

#### **Planning Justification Report**

- Section 6 “Residential Market Discussion” there should be some sort of estimate on the time to full build out so that the Town can properly manage its sewage treatment capacity allocations and prepare for timely upgrades in the future, as required.

#### **Functional Services Report**

##### ***General***

- Report provides verbal description but should include a visual representation of the General Servicing Plan showing proposed municipal servicing and their connection to existing systems with direction of flow indicated for sewers.
- Report needs to include a Conceptual Grading Plan for the subdivision.
- The FSR needs to confirm that the proponent has held preliminary discussions with the various utility providers to confirm that sufficient infrastructure and capacity is available to service the development.
- James Street North is an arterial road and the Town’s Official Plan calls for arterial roads to be 30m wide. The Town’s policy is to split the widening between both sides of the road, which requires a widening of 5m along each side of James Street North. An instrument was previously registered on the property that appears to have widened the road by 3m from the subject property. An additional 2m widening is required. A full 5m is required from the frontage where the 382 James St. N parcel used to exist.
- The west side of James Street North adjacent to the subject property is constructed to a rural cross section with granular shoulder. The section of road adjacent to the development will need to be improved to an urban cross section with curb and sidewalk improvements.
- The phasing plan naming convention will over-complicate the verbiage in the subdivision agreement. The phasing should be modified to eliminate the stage

## MEMO

Thames Crest Farms Phase 2 – Draft Plan Application Comments

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hierarchy. For example, rather than having phase 2A, stage 1,2,3 and phase 2B, stage 1,2, use a phasing naming convention such as: Phase 2 A,B,C,D,E,F

### ***Drinking Water***

- The FSR uses the 2012 Burnside report for review of water system impact. The size of the current phase of development application (Phase 2) is not consistent with the phasing in that 2012 study. This will suffice for the review of the overall impact of Phases 2 & 3 but the proponent needs to identify the anticipated water consumption from the development for the proposed Phase 2.
- The proponent will need to carry out hydrant flow testing and update water system modelling during the detailed design phase and should consult with the Town on any planned water system upgrades in the vicinity of the proposed development that may impact the overall modelling.
- Development along Glass Street is subject to the front-ending agreement between the proponent and the Town where the developer will be responsible for paying back the proportionate share of the original capital cost of the watermain.
- The FSR did not contain a conceptual servicing drawing for the proposed development. The Developer should ensure that the water system is to be constructed in such a way during phased build-up to prevent or limit any dead-ends within the water system and ensure that the system is sufficiently looped to existing service locations.

### ***Sanitary Sewer***

- The proposed development requires a large portion of the Town's uncommitted reserve capacity at the Town's sewage treatment facility. Based on the development's proposed size and the Town's historical and desired growth rates, it will take several years to build out and the full committed sewage capacity will sit underutilized. As a result the development could impact other development in Town if the sewage capacity allocations are not properly managed. The proponent shall identify the anticipated wastewater generated from the development. This should be broken down into the different phases/stages of development. The developer shall also identify the order in which the phases will be constructed and how many phases will be constructed concurrently. The subdivision agreement is to include criteria for the developer to move on to the next phase. For example, 70% of units are to be built out in Phase 2A prior to starting phase 2B. Sewage capacity for subsequent phases shall be released as these criteria are met.

### ***Storm Water Management***

#### ***Initial Comments:***

- In some locations the pond side slopes are less than the preferred 5:1. This should be reviewed as the preferred flatter slopes may impact the area required for the SWM facility.
- Water budget calculations have not been provided. The requirement for this review is referenced in the St. Marys Guidelines and should be a consideration.



## MEMO

Thames Crest Farms Phase 2 – Draft Plan Application Comments

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We understand that the nature of the underlying soil is “tight” but we suspect that the UTRCA will be interested in seeing the calculation.

- Comment should be provided related to the ability to drain the ponds without pumping.
- Further discussion on phasing/staging should be provided (i.e., will the storm sewer outlet from Pond 2 to Emily Street be installed as part of the pond construction).
- Consideration should also be given as how the undeveloped lands will be conveyed to their outlet location (i.e., how will the future phase continue to be drained and will it be directed to Pond 1). The Town does not want ponding issues created as development proceeds to the north.
- Consideration should be given to how the interim hydrographs will develop during the phasing (i.e., will the net hydrograph impact the existing outlets). The primary concern with this relates to outlet capacity and downstream erosion impacts.

### *Comments for Future Submissions:*

- In preparation of the above a cursory review of the technical modelling was undertaken. It would be appropriate to review the models again as part of the detailed design submission to confirm that the final grading corresponds to the modelling assumptions.
- Full sediment and erosion control plans will be required. Consideration for temporary sediment ponds in the upper portions of the development should be given in preparing the plans.
- A full O&M report for the SWM facilities will need to be submitted prior to acceptance of the final design.

### ***Wellington Street/Grand Trunk Trail Pedestrian Crossing***

- Town Council has previously discussed the various Level 2 crossings from Book 15 and they were not supportive of the Class D. Suggest to use a minimum of Class C.

### **Environmental Impact Study**

- The scoped EIS does not include a Tree Inventory and Preservation Report. The reports alludes to this being completed in 2019. An updated EIS with a Tree Inventory and Preservation Report is necessary.

### **Traffic Impact Study**

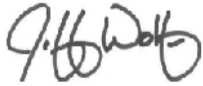
- The traffic study memo confirms that the original traffic study completed for the development is still valid and that there are no external improvements such as lane additions or improved traffic control devices are required to accommodate the development.

## MEMO

Thames Crest Farms Phase 2 – Draft Plan Application Comments

---

Respectfully submitted,

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

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



*"Inspiring a Healthy Environment"*



May 23, 2019

Town of St. Marys  
408 James Street South  
P.O. Box 998,  
St. Marys, ON, N4Z 1B6

**Attention: Mark Stone, RPP, Planner**  
(via e-mail: [mark@mlsplanning.ca](mailto:mark@mlsplanning.ca))

Dear Mr. Stone:

**Re: Thames Crest Farms - Draft Plan of Subdivision - Stormwater Management Review**  
**Property Description: Lot 15, Thames Concession and Lots 15 & 16, Concession 17,**  
**Town of St. Marys, County of Perth**

The Upper Thames River Conservation Authority (UTRCA) has reviewed the following submission to support the above noted plan of subdivision:

- The Preliminary Stormwater Management and Servicing Report, dated March 11, 2019, *Thames Crest Phases 2 & 3*, by MTE Consultants Inc.

Based on our review of the above noted submission, we offer the following comments:

1. Please ensure no sediment from the "undeveloped" future phases in the north end of the site will be received into the proposed pond (Pond 1). At the detailed design stage of this development, sediment and erosion control drawings, complete with staging, will be required;
2. Please provide details outlining how the major flows (under major storm events) will be conveyed from the North side of Glass street to the south, and into the proposed stormwater facility, without causing any localized flooding;
3. Please submit conveyance capacity calculations of the existing 1400 CSP culvert;
4. Please clarify how the time to peak ratio (assumed to be 0.4) was determined;
5. Please ensure the most recent IDF parameters from the City of Stratford are being used. Those referenced in the report are not representative of the most recent IDF parameters from the City;
6. The groundwater level reported suggests that groundwater was only measured in the month of December. Given that groundwater levels will fluctuate seasonally, this range (0.4m to 3m) may not be entirely representative;
7. Please provide a cross section of the existing ditch under the post-development conditions showing both the 100 and 250 year storm event water surface elevations;
8. The UTRCA requires that the 24 hour, 250 year storm be used for the volumetric assessment of the ponds to ensure the ponds have sufficient volume;
9. The report mentioned that future lands to the north will be controlled by pond 3 (draining area 300) while the supporting drawing shows this same area as being 203. Please confirm which is accurate;

10. Please provide inlet and outlet hydrographs for the proposed facilities 1 and 3 to confirm that routing will not cause any flooding issues when the two facilities are operating simultaneously and that Pond 1 has enough capacity to accommodate all flows eventually being received by Pond 3;
11. The UTRCA recommends assessing the conveyance capacity of the Grand Trunk Ditch system to prevent sediment, erosion and conveyance problems (if any) will result from point source control flows from the pond outlet;
12. Please check the unit area storage volume of  $241.7\text{m}^3/\text{ha}$  as per the MECP 2003 SWM manual for a total area of 22.9ha and 60% imperviousness for Pond 1. Further, please check the calculations (unit area storage volume) of  $91.6\text{m}^3/\text{ha}$  as per the MECP 2003 SWM manual for total area of 12.5ha and 44% imperviousness for the wet pond.

#### **DETAILED DESIGN COMMENTS**

- Detailed Sediment and Erosion Control drawings, complete with details and notes (and a staged, multi-barrier approach) will be required;
- A landscaping plan for SWM Pond 1 and the proposed man-made wetland feature (SWM 2) will be required;
- Design drawings including cross sections for the pond, pond inlets and outlets will be required to they match the modeling and design sheets provided;
- Please submit cleaning frequency calculations for the proposed pond

#### **SUMMARY**

Thank you for the opportunity to comment on this technical submission. In an effort to provide greater clarity, comments have been separated into those required to be addressed at this stage, and those which are to be addressed at the detailed design stage. We trust this is beneficial to those addressing the above noted comments.

If you have any questions, please do not hesitate to contact the undersigned at ext. 228. If your comments are specific to Stormwater Management, please contact Imtiaz Shah, at [shahi@thamesriver.on.ca](mailto:shahi@thamesriver.on.ca) or at ext. 287.

#### **UTRCA REVIEW FEES**

The UTRCA's Board of Directors approved the fee schedule for the *Environmental Planning Policy Manual for the Upper Thames River Conservation Authority* which authorizes Authority Staff to collect fees for the review of technical submissions, including Stormwater Management Reports. The fee for review of technical submissions is \$1075.00 per report. An invoice in the amount of **\$1075.00** will be invoiced directly to the applicant under separate cover.

Yours truly,  
 UPPER THAMES RIVER CONSERVATION AUTHORITY



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

c.c. UTRCA, Imtiaz Shah (via e-mail: [shahi@thamesriver.on.ca](mailto:shahi@thamesriver.on.ca))  
 MTE, Bill Veitch (via e-mail: [bveitch@mte85.com](mailto:bveitch@mte85.com))  
 Norquay Developments Ltd, Craig Linton (via e-mail: [Clinton@ndev.ca](mailto:Clinton@ndev.ca))



From: lwona.Lipowski@HydroOne.com [mailto:lwona.Lipowski@HydroOne.com]  
 Sent: May 22, 2019 2:08 PM  
 To: Brent Killmer <bkillmer@town.stmarys.on.ca>  
 Subject: St.Marys. STM 01-2019

Hello,

We are in receipt of your Plan of Subdivision application, STM 01-2019 dated May 17<sup>th</sup>, 2019. We have reviewed the documents concerning the noted Plan and have no comments or concerns at this time. Our preliminary review considers issues affecting Hydro One's 'High Voltage Facilities and Corridor Lands' only.

For proposals affecting 'Low Voltage Distribution Facilities' the Owner/Applicant should consult their local area Distribution Supplier. Where Hydro One is the local supplier the Owner/Applicant must contact the Hydro subdivision group at [subdivision@Hydroone.com](mailto:subdivision@Hydroone.com) or 1-866-272-3330.

To confirm if Hydro One is your local distributor please follow the following link:

<http://www.hydroone.com/StormCenter3/>

Please select "Service Territory Overlay" and locate address in question by entering the address or by zooming in and out of the map



If you have any further questions or inquiries, please contact Customer Service at 1-888-664-9376 or e-mail [CustomerCommunications@HydroOne.com](mailto:CustomerCommunications@HydroOne.com) to be connected to your Local Operations Centre

If you have any questions please feel free to contact myself.

Thank you,

**Iwona Lipowski**

Real Estate Clerk - Real Estate Services

Hydro One Networks Inc.

185 Clegg Road

Markham, ON L6G 1B7

[Iwona.Lipowski@HydroOne.com](mailto:Iwona.Lipowski@HydroOne.com)

On behalf of,

**Dennis De Rango**

Specialized Services Team Lead, Real Estate Department

Hydro One Networks Inc.

Tel: (905)946-6237

Email: [Dennis.DeRango@HydroOne.com](mailto:Dennis.DeRango@HydroOne.com)

This email and any attached files are privileged and may contain confidential information intended only for the person or persons named above. Any other distribution, reproduction, copying, disclosure, or other dissemination is strictly prohibited. If you have received this email in error, please notify the sender immediately by reply email and delete the transmission received by you. This statement applies to the initial email as well as any and all copies (replies and/or forwards) of the initial email

----- Original message -----

From: Iwona.Lipowski@HydroOne.com  
 Date: 2019-06-20 12:56 PM (GMT-05:00)  
 To: Brent Kittmer <bkittmer@town.stmarys.on.ca>  
 Subject: Town of St. Marys, STM-01-2019

Hello,

We are in receipt of your Plan of Subdivision application, STM-01-2019 dated June 14<sup>th</sup>, 2019. We have reviewed the documents concerning the noted Plan and have no comments or concerns at this time. **Our preliminary review considers issues affecting Hydro One's 'High Voltage Facilities and Corridor Lands' only.**

For proposals affecting 'Low Voltage Distribution Facilities' the Owner/Applicant should consult their local area Distribution Supplier. Where Hydro One is the local supplier the Owner/Applicant must contact the Hydro subdivision group at [subdivision@Hydroone.com](mailto:subdivision@Hydroone.com) or 1-866-272-3330.

To confirm if Hydro One is your local distributor please follow the following link:

<http://www.hydroone.com/StormCenter3/>

Please select "Service Territory Overlay" and locate address in question by entering the address or by zooming in and out of the map





If you have any further questions or inquiries, please contact Customer Service at 1-888-664-9376 or e-mail [CustomerCommunications@HydroOne.com](mailto:CustomerCommunications@HydroOne.com) to be connected to your Local Operations Centre

If you have any questions please feel free to contact myself.

Thank you,

**Iwona Lipowski**

Real Estate Clerk - Real Estate Services

Hydro One Networks Inc.

185 Clegg Road

Markham, ON L6G 1B7

[Iwona.Lipowski@HydroOne.com](mailto:Iwona.Lipowski@HydroOne.com)

On behalf of,

**Dennis De Rango**

Specialized Services Team Lead, Real Estate Department

Hydro One Networks Inc.

Tel: (905)946-6237

Email: [Dennis.DeRango@HydroOne.com](mailto:Dennis.DeRango@HydroOne.com)

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## Report to Council

To: Warden McKenzie and Members of Council  
 Date: Thursday, June 20, 2019  
 Prepared By: Mark Swallow, Manager of Planning;  
 Hanna Holman, Planning Student  
 Subject: Town of St. Marys Proposed Plan of Subdivision  
 STM 01-2019 and Zoning By-law Amendment Z02-  
 2019: Part Lots 15 and 16, Concession 17 and Part  
 Lot 15, Thames Concession (PL-06-2019) by  
 Thames Crest Farms Ltd.

### Recommended Action:

THAT County Council receives “Town of St. Marys Proposed Plan of Subdivision STM 01-2019 and Zoning By-law Amendment Z02-2019: Part Lots 15 and 16, Concession 17 and Part Lot 15, Thames Concession (PL-06-2019) by Thames Crest Farms Ltd.” report; and

THAT the Manager of Planning be directed to advise the Town of St. Marys that the County of Perth has concerns with respect to the level of affordability within the proposed Plan of Subdivision STM 01-2019 and no concerns with the proposed Zoning By-law Amendment Z02-2019 located at Part Lots 15 and 16, Concession 17 and Part Lot Thames Crest Farms Ltd.

### Background Information:

As part of the regular planning process, the Town of St. Marys has circulated the proposed Plan of Subdivision and Zoning By-Law Amendment (ZBA) to various persons and agencies, including the County of Perth, for comment. The Town’s Planning Advisory meeting has passed but St. Marys Town Council has yet to deal with the matter and the comment period is still open. The Town’s Planning Advisory meeting has passed but St. Marys Town Council has yet to deal with the matter and the comment period is still open.

### Comments:

The proposed Plan of Subdivision is a residential development with a total of 225 residential units: 170 single-detached residential units and 55 townhouse residential units. Of the 170 single-detached residential units, 46 units will have lot frontages ranging from 10.6 metres to 12.2 metres and 124 units will have lot frontages ranging from 12.2 metres to 19.8 metres. The proposed Plan of Subdivision also includes 3 park blocks, 3 storm water management blocks, and new roads. The subject property is designated as ‘Residential’ and ‘Recreational’ in the Town of St. Marys Official Plan.

With respect to the proposed Plan of Subdivision the net residential density is 17.2 units per net hectare for the proposed residential single-detached residential lots and 34.7 units per net

This document is available in alternate formats, upon request.

hectare for the proposed residential townhouses. Both of these densities are within the respective mid-range density targets contained within the Town's Official Plan for single-detached dwelling and townhouse dwellings.

With respect to the proposed Plan of Subdivision application the estimated selling prices of the units are as follows. The 46 single-detached residential units with lot frontages ranging from 10.6 metres to 12.2 metres have an estimated selling price range of \$340,000 to \$400,000. The 124 single-detached residential units with lot frontages ranging from 12.2 metres to 19.8 metres have an estimated selling price range of \$380,000 to \$650,000. The 55 townhouse residential units have an estimated selling price range of \$290,000 to \$325,000.

A 2018 Discussion Paper draft report prepared as part of the Official Plan Review for the Town of St. Marys outlined that the economically attainable housing target for St. Mary's is \$265,650. As demonstrated, none of the proposed single-detached or townhouse residential units possess an estimated selling price range which meets the economically attainable housing target.

The ZBA will regulate the uses and physical location of dwelling units on the lots and as such the County should have no interest in the particulars of the ZBA.

Planning staff are of the opinion that the proposed Plan of Subdivision is consistent with St. Marys' Official Plan (as amended). However, planning staff have concerns about the estimated selling price of the proposed units as none of the proposed residential units meet the aforementioned economically attainable housing target. Planning staff recommend that the Council advise the Town of St. Marys that the County of Perth has concerns regarding the affordability with the proposed Plan of Subdivision and that the County of Perth has no concerns regarding the proposed ZBA.

**Financial Implications:** None.

### **Connection to Strategic Plan:**

Mission Statement: The County of Perth, in partnership with its lower tiers, provides efficient, effective quality services to its residents, businesses and visitors, fostering strong communities and development across the County.

GOAL 1: Ensure residents are being served by an efficient, cohesive, accessible and comprehensive service delivery model.

**Attachments:** Notice of Public Meeting.

### **Reviewed by:**

Renato Pullia, Chief Administrative Officer



175 QUEEN STREET EAST  
PO BOX 998  
ST. MARYS, ONT. N4X 1B6  
PHONE (519) 284-2340  
FAX (519) 284-3881  
[www.townofstmarys.com](http://www.townofstmarys.com)

**NOTICE OF RECEIPT OF COMPLETE APPLICATIONS  
CONCERNING PROPOSED PLAN OF SUBDIVISION  
AND ZONING BY-LAW AMENDMENT**

**TAKE NOTICE** that the Corporation of the Town of St. Marys has received Applications for Plan of Subdivision and Zoning By-law Amendment (by Thames Crest Farms Limited, Files STM 01-2019 and Z02-2019) pursuant to Sections 34 and 51 of the Planning Act R.S.O. 1990 and have deemed same to be complete pursuant to the provisions of the Planning Act R.S.O. 1990.

The Town's Planning Advisory Committee (PAC) will be reviewing the Applications at its regular meeting scheduled on **Monday, June 3, 2019 at 6:00 p.m.** in the Municipal Operations Centre (408 James Street South) and you are invited to attend this meeting. The Applications affect lands generally described as Part Lots 15 and 16, Concession 17 and Part Lot 15, Thames Concession in the Town of St. Marys, and as shown on the General Location Map provided with this Notice. Please note that the PAC meeting is not the required public meeting under the Planning Act. At this meeting, the PAC will: review the Applications; consider information and comments provided by the applicant, Town staff and the public; and make recommendation(s) to Council with respect to the further processing of the Applications.

A copy of the proposed Plan of Subdivision is also provided with this Notice and shows 170 single-detached residential lots (with frontages generally ranging from 10.7 to 20.1 metres), 3 medium density blocks for approximately 55 street townhouse units, 3 park blocks, 3 storm water management blocks and new roads on approximately 19.8 hectares of the subject lands. The purpose and intent of the proposed Zoning By-law Amendment Application is to amend the Town's Zoning By-law No. Z1-1997 to change the zoning of the subject property to permit the proposed Plan of Subdivision.

**ANY PERSON** may attend a public meeting and/or make written or verbal representation either in support of or in opposition to the proposed plan of subdivision or zoning by-law amendment.

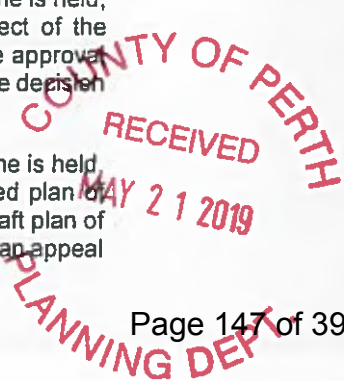
**Please note:** Comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a Planning Report and will be included in the Council agenda and minutes. Council agenda and minutes are published on the Town of St. Marys website at [www.townofstmarys.com](http://www.townofstmarys.com).

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the Town of St. Marys to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Town of St. Marys before the proposed by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the Town of St. Marys before the proposed by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the Council of the Town of St. Marys in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body is not entitled to appeal the decision of the Town of St. Marys to the Local Planning Appeal Tribunal.

If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the Town of St. Marys in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body may not be added as a party to the hearing of an appeal





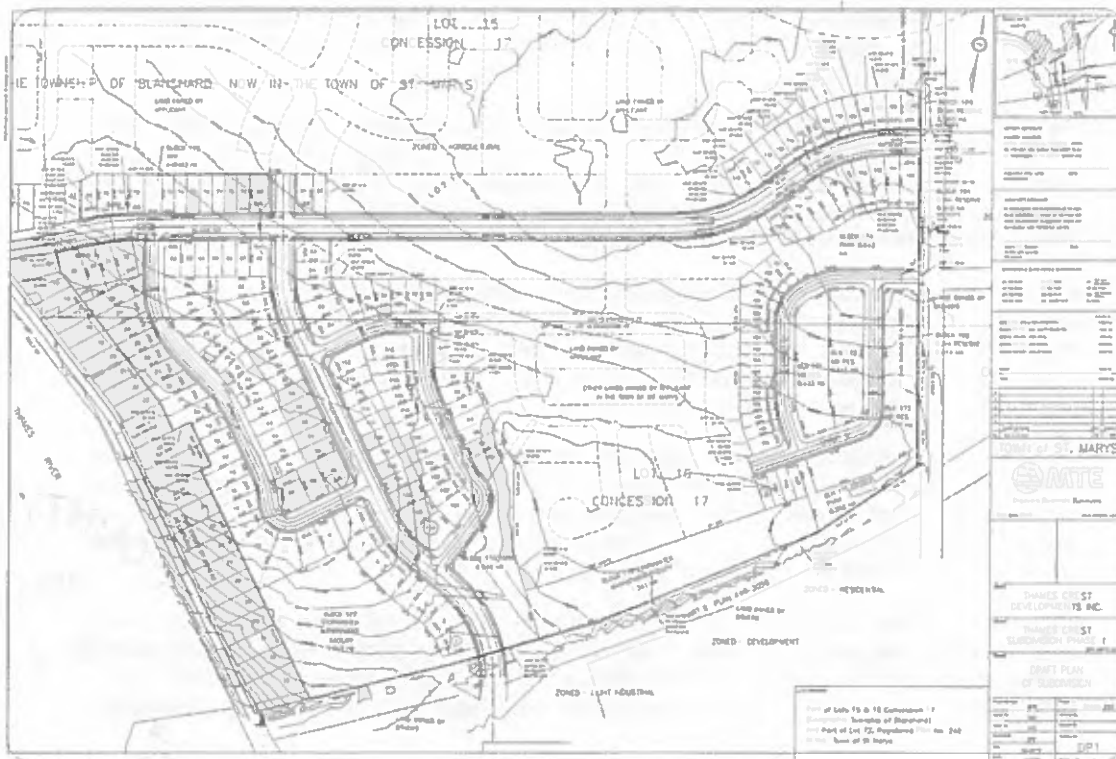
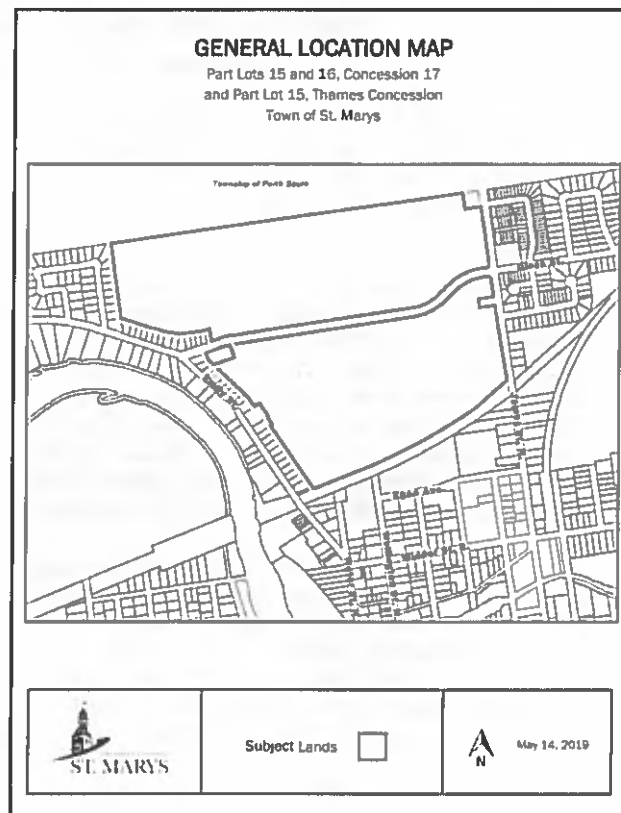
If you wish to be notified of the decision of the Town of St. Marys in respect of the proposed plan of subdivision and/or zoning by-law amendment, you must make a written request to Brent Kittmer, CAO-Clerk of the Town of St. Marys (175 Queen Street East, PO Box 998, St. Marys, Ontario N4X 1B6 Telephone: 519-284-2340; Fax: 519-284-3881; Email: [bkittmer@town.stmarys.on.ca](mailto:bkittmer@town.stmarys.on.ca)).

**FOR ADDITIONAL INFORMATION** about this matter, including information about preserving your appeal rights and how to review materials relating to the proposed plan of subdivision and zoning by-law amendment, please contact Grant Brouwer (see contact information below) or visit the Town of St. Marys Municipal Operations Centre (408 James Street South) during office business hours. Note that information can be provided in an accessible format upon request.

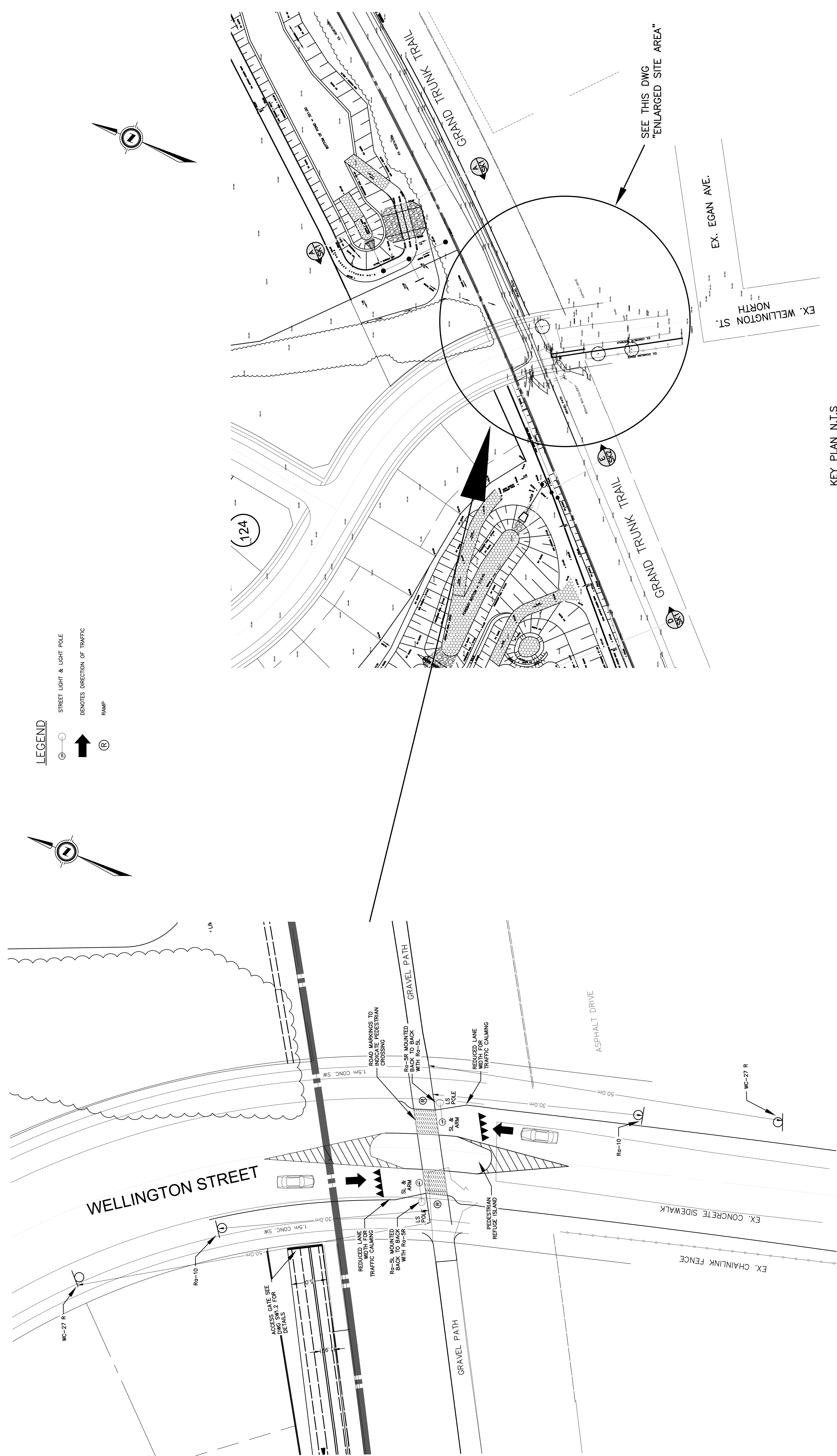
**DATED AT THE TOWN OF ST.  
MARYS THIS 17<sup>th</sup> DAY OF MAY,  
2019.**

**Grant Brouwer, Director of Building and Development, Town of St. Marys, 408 James Street South, P.O. Box 998, St. Marys, ON, N4X 1B6.**

Telephone: 519-284-2340 ext. 215;  
Fax: 519-284-0902.  
(gbrouwer@town.stmarys.on.ca)





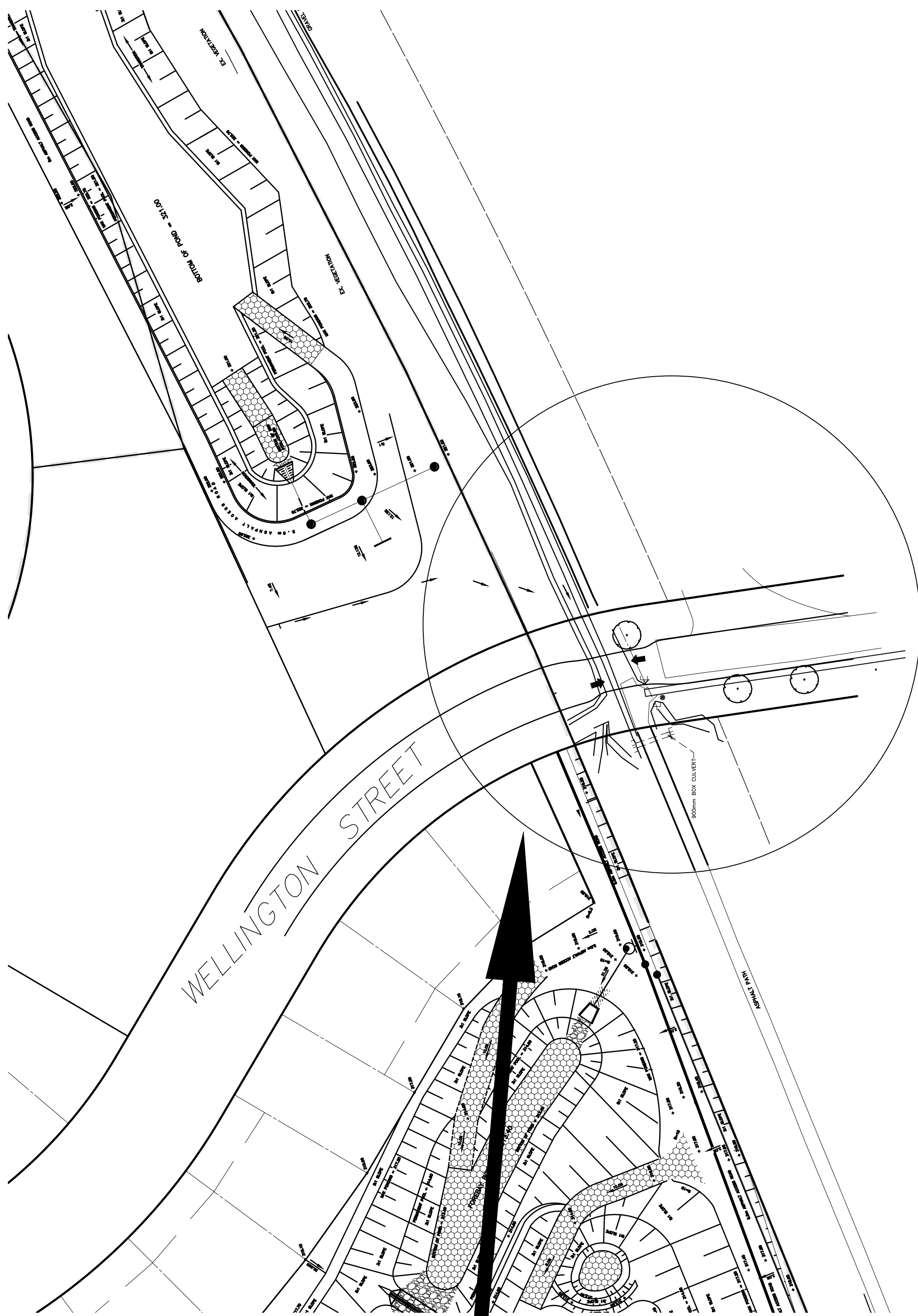
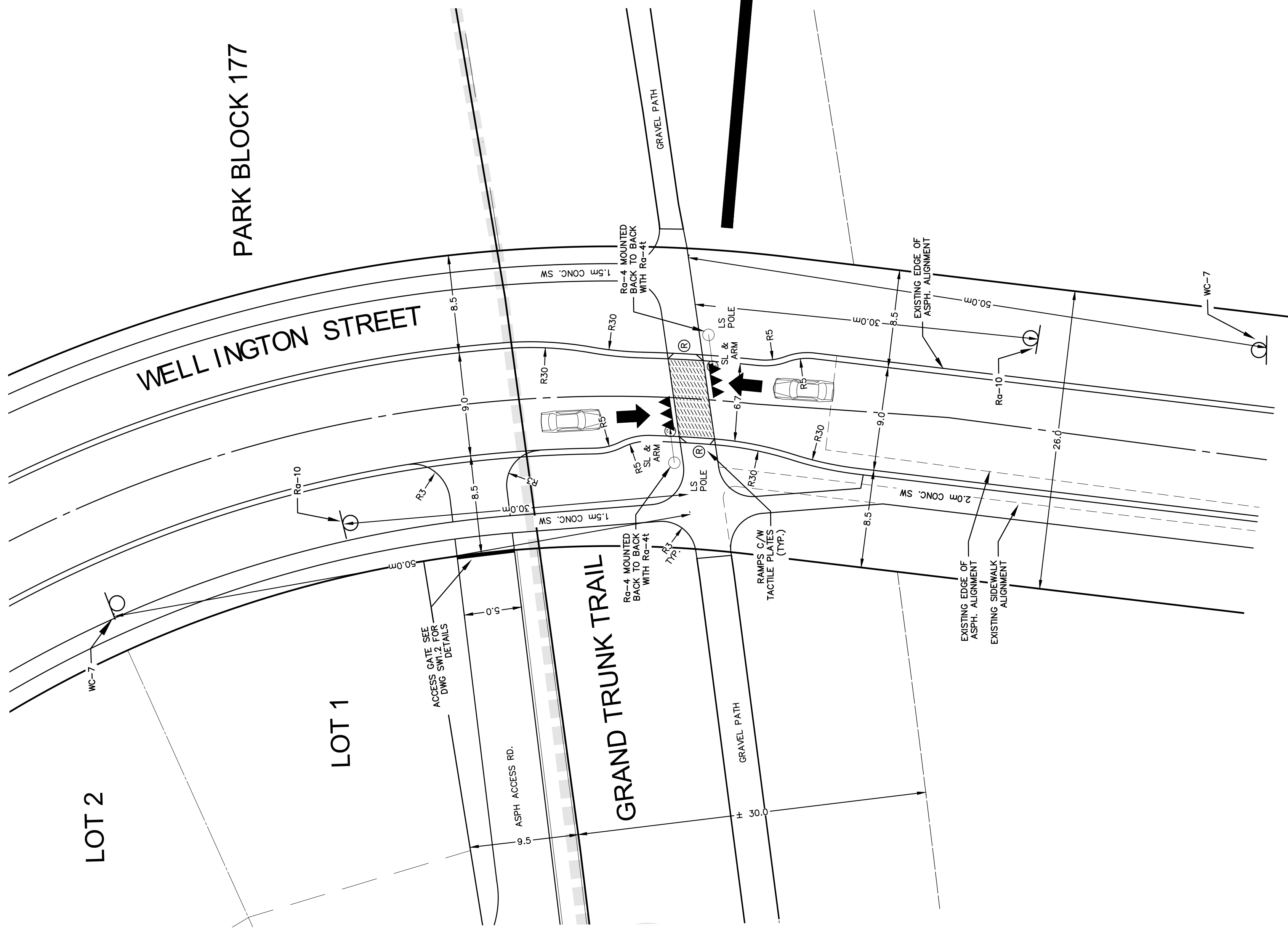


KEY PLAN N.T.S

ENLARGED SITE AREA N.T.S

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## KEY PLAN



WC-7



Ra-4



Ra-10

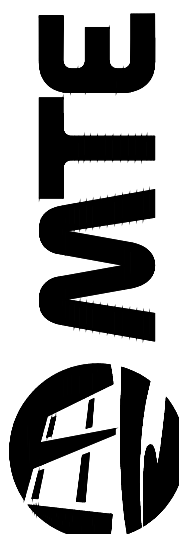


Ra-4t

KEY PLAN N.T.S.	
GEODETIC BM	ELEV. = m
SITE BENCHMARK	ELEV. = m

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TOWN of ST. MARYS



Engineers | Scientists | Surveyors  
44-6510 [www.mte85.com](http://www.mte85.com)


OWNER  
THAMES CREST  
FARMS LIMITED

PROJECT THAMES CREST  
SUBDIVISION

DRAWING

GRAND TRUNK TRAIL  
CROSSING SKETCHES

Project Manager	WHV	Project No.	35499.200
Design By		Checked By	
Drawn By		Checked By	
Surveyed By	MTE	Drawing No.	SK5
Date	Jun.19/19		
Scale		Sheet	of





CROSSING IMAGE #2

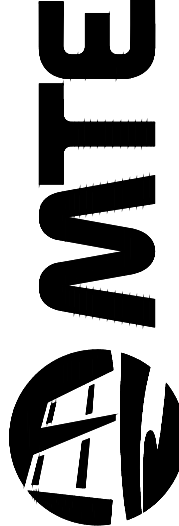


### CROSSING IMAGE #3

KEY PLAN	N.T.S.
GEODETIC BM	ELEV. = m
SITE BENCHMARK	ELEV. = m

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TOWN of ST. MARYS

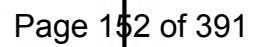


Engineers | Scientists | Surveyors

519-204-6510 [www.mte85.com](http://www.mte85.com)

OWNER	THAMES CREST FARMS LIMITED	
PROJECT	THAMES CREST SUBDIVISION	
DRAWING	EXAMPLE CRACKING IMAGES	
Project Manager	WHV	Project No. <b>35499.200</b>
Design By		Cracked By
Drawn By		Cracked By
Surveyed By	MTE	Drawing No.
Date	Jun. 19/19	SK1
Scale		Sheet of





**From:** Nancy Vermond  
**Sent:** May 28, 2019 5:52 AM  
**Subject:** Protect St. Marys' natural beauty

Dear Mr. Kittmer and Mr. Brouwer,

I am concerned about the new development application for the north end of town and its impact on the Grand Trunk Trail. Please consider the preservation of the natural beauty of special areas of this town in reviewing this application.

Thank you,

Nancy Vermond

On May 29, 2019, at 6:07 PM, Ione Grover wrote:

Dear Mr Brouwer:?? I was disturbed to learn of the proposed plan for a subdivision in the land north of the Grand Trunk Trail.?? My friends and those visiting me have enjoying walking, hiking and bird watching on the trail.?? It is what makes St Marys very unique and distinguishes it from other towns of the same size.?? My concern is that the subdivision proposal will destroy much of the wild life and many of the trees that make the trail such a beautiful place to visit.?? It is the natural beauty of St Marys including the trail that attracts people to this town.?? It is important that the town adopt a vision for the town which includes the inhabitant of this green space and the many people that want to preserve it.?? I hope you will re-consider this plan.?? Yours sincerely???????? Ione Grover

-----Original Message-----

From: Ione Grover

Sent: May 29, 2019 5:55 PM

To: Brent Kittmer

Subject: Proposed plan for subdivision neighbouring the Grand Trunk Trail

Dear Mr Kittmer:?? It has come to my attention that there is a proposed plan of subdivision for the land neighbouring the Grand Trunk Trail on the north between Emily St. and James St. N.?? This is very concerning since this development cannot help but have a destructive impact on the trail, its trees and its wild life. What drew me to St Marys in the first place when I moved here in 2003 was the natural beauty of the town which includes the trail. The trail is a distinctive landmark of St Marys, a place where many people love to stroll, hike, bicycle and bird watch.?? It would be a grave mistake to destroy something so beautiful and unique, one of the things that has made St Marys the town worth living in. Without it, I fear it will be just like any other town.?? I hope you will re-consider such a plan.?? Yours sincerely???????????????????? Ione Grover

June 3, 2019

Memo to the Planning Advisory Board

Memo from Henry Monteith

The following are my comments in respect of Application for Plan of Subdivision (STM 01-2019).

Buffer set-back from Grand Trunk Trail: I believe there should be a sufficient buffer set-back from the Grand Trunk Trail to preserve the enjoyment of the hikers, and the general width of Block 179 would appear to be appropriate. Given this case, Lots 1 and 2 of Stage 1, Phase 2B should be removed and that land become part of Block 177, and Block 175 should be widened somewhat at the east end.

Seniors Apartments: There should be provision now in these Phases for seniors apartments. Over the Census Period 2011 to 2016, the St. Marys population, 55 and over, grew by an average of 4% per year (2,240 to 2,705). As this group ages, there will be significant demand for appropriate accommodation, which, to a large part, would include independent-living, apartment-style residences.

Affordable/Attainable Housing: There is an abundance of literature supporting the creation of affordable housing, from the Planning Act (Inclusionary Zoning), Provincial Planning Statement (1.1.1 b), the St. Marys Official Plan, The St. Marys Strategic Plan, and the Planner's Report on Building Heights presented to the Strategic Priorities Committee meeting on May 21, 2019. In the Developer's Application, the bottom end of the townhouse price range is \$290,000. Town Council has established the affordable price point at \$265,000. It does not appear the Planner's contention that the proposal somehow satisfies affordability, is convincing. If the Planner is of the opinion that affordable/attainable housing does not need to be included in these Phases, I feel he should state his reasoning.

Regards,  
Henry Monteith  
111 Widder Street East

St. Marys

From: Henry MOntheith  
Sent: June 3, 2019 4:24 PM  
Subject: Comment on Thames Crest Development Proposal

After conversation with a neighbour on this proposed development, we would like to add our voices of strong opposition to the extension of Wellington Street across the Grand Trunk Trail (GTT). We are in agreement that the area needs two access roads, but suggest Emily Street, and not Wellington Street, should be the second street. The Emily Street underpass would have to be widened to two lanes, but we think that would be preferable to the disruption, and danger, to the hikers, by having Wellington Street cross the GTT. It may even be less costly. Traffic south along Emily Street now turns east on Widder Street East if it wishes to bypass the downtown area. This would not have to change as a result of developing the Thames Crest Farm lands.

Regards, Henry Monteith & Marilyn Cassels



**From:** Alexander Best  
**Sent:** June 3, 2019 10:54 AM  
**Subject:** Grand trunk trail & green space

To Whom it may concern

We are unable to attend the public meeting today as we are out of province.

We would have stated our strong objection to the over development of the proposed subdivision.

Its intrusion into the existing public way, trail and green space undermines the very reason people move to and buy property in St Marys. Such over development is always self-defeating.

It is the responsibility of the Town of St Marys to protect our town's unique and attractive quality. It seems the Town must also protect developers from themselves.

A new road has been created for access to the new development and this and this alone should be used for construction traffic. This will minimise disruption to the large historic residential neighbourhood around Wellington St North, the school and two churches.

And beyond that, the Town needs, I believe, to insist on a good setback of development from the Grand trunk public trail and resist the proposal to breach the trail at the top of Wellington. By doing so it will preserve this unique, beautiful and historic legacy not just for St Marys current residents but for those who come to live on this new development, and join us in enjoying this wonderful neighbourhood.

Many of the visitors to St Marys and its many retail businesses come precisely to enjoy this. Why risk the livelihoods of those depend on St Marys for the sake of a few extra metres of development?

Unless there is a determination to preserve natural beauty and shared public space, St Marys will be ruined for all.

*Alexander & Lorraine*

**From:** Heather Fenz  
**Sent:** June 3, 2019 10:55 AM  
**Subject:** Grand Trunk Trail

Hello,

I am unable to attend tonight's meeting but I wanted to submit my concern about the proposed subdivision of 170 single homes and 55 townhouses that is being discussed tonight.

I live on Church Street North and this will not add to our property value and it will make the neighborhood noisy with all the construction and increased traffic.

This project will go on for years.

I am concerned about the Grand Trunk Trail and do not want it to be destroyed for Wellington Road to be go thru it. I enjoy the trail and that will destroy the tranquility of it.

Heather Fenz

**From:** Kayla H  
**Sent:** June 3, 2019 10:57 AM  
**Subject:** A letter regarding the Grand Trunk Trail

Good morning Brent,

My name is Kayla Hotson, I have grown up within the town of St. Marys all my life. I am writing to you, as I unfortunately, am unable to attend the council meeting being held this evening, on June 3rd. Two years ago, there was a proposal that began talk of construction through the Grand Trunk Trail (reference "GTT" for the remaining email). I expressed my thoughts and concerns then, and would like to reiterate the same ones today.

I understand that our town is expanding, and from the new proposed plans, it is exciting to have not only new housing, but opportunity for low income housing, and for seniors as well. We need that; and being a small town, it's important everyone is able to work together and support one another, as we always have. I hope we are able to do the same still, as we discuss the fate of the proposed area. What makes St Marys unique? Many features, one would argue. From historic limestone buildings, to the quarry, to green space - the most popular being the GTT. I don't know the facts, but I would argue the GTT since it's initiation, has made St Marys an icon in southwestern Ontario, because it's simply unlike any other. It provides not only tranquility, but scenic views wherever you go, whether it's looking downtown, or beyond the river, into farm country, or even just being surrounded by the forestry; no matter what season, there is always something to marvel at on this trail.

To propose roads through this trail, would be the end of this serenity. You would be tearing down trees that have been there for years, disrupting the ecosystem of the area, and the continuity of the trail. I understand, over the years, the trail has expanded past James St N, and has functioned well in those new areas - but most people I talk to from town, walk the GTT beginning at either James St N, or beginning at Wellington and continue on through the trail, until Ingersoll St. Why? Because of the tree coverage, and how long the trail extends, with NO interruptions. It's a family safe environment, where you can walk, bike or run with your kids, and not be worried about traffic. I for one, have done all of these activities over the years, including training for DCVI sports along this trail.

If the floor was open for ways to improve the trail, it'd be to create a safer stairway down towards the Flats - I know it is very steep, and risky for many to walk. People choose not to enter at the Flats, because of how aggressive the hill is. I understand that's the way the hill is, but to provide easier stairs to climb, and support, may prove better. We have a growing seniors population, but also younger families. To try and scale that hill - with a stroller - is less than ideal.

All in all, I love the GTT; I think it makes our St. Marys unique. I am happy our town is growing, but lets not forget our roots, and what makes us the Stonetown. I do not wish to become like every other town that grows larger; forcing changes to abide by new subdivisions. To keep our trail, is the best way to attract new people - it is one of the main reasons people love our little town. Lets not become just like every other town, or city, that had to succumb to commercialism. You see other towns throughout Ontario, that grew beyond their means, and they simply do not

have that feeling of "home" anymore. The best way to preserve that, is to keep the GTT as it is. Thank you for your consideration, and the ability to express my thoughts freely. I sincerely hope you take these ideas into mind, when deciding the future of our town.

Wishing you all the best,

Kayla Hotson

**From:** melissa barton  
**Sent:** June 3, 2019 12:01 PM  
**Subject:** Thamescrest Farms Development - comments

Hi Brent and Grant:

I am unable to make tonight's meeting, but would like to register some comments about the plans.

Overall, it looks like the developers are taking great care to reflect back concerns that many town residents have about protecting the natural and heritage benefits of the GTT. However, there are a few adjustments that in my opinion could strengthen this.

1. In Section 4.0 of their plan, they speak of providing for "an enhancement to the GTT by ensuring no residential development is immediately adjacent to the GTT, and effectively allows for the natural environment to have a larger buffer to new development. Block 179 is a long linear SWMF servicing the easterly half of the subject lands. This linear facility was designed with the primary objective of separating the residential land uses from the GTT, again also providing a buffer for the existing trees along the GTT to the residential development." **However, they have identified lots 1 and 2 in Block 177 that in my opinion, do not provide an adequate buffer and are not in line with their own assertions.**
2. I would like to see more details of their plan to protect the tree line along the GTT while building the storm water facilities. The canopy over the GTT in that area is truly something that I think is worth protecting as it really adds to the user experience on the trail. In the City of Toronto, there are specifications for construction near protected trees that I think would be useful to consider. <https://www.toronto.ca/data/parks/pdf/trees/tree-protection-specs.pdf>

Thank you for your time,

Melissa Barton

**From:** George Allan Tucker  
**Sent:** June 3, 2019 12:14 PM  
**Subject:** Future of Grand Trunk Trail

Greetings: As a former resident of St Mary's, still a frequent visitor and one who continues to praise the quality of life offered by this unique Town, I am dismayed to learn that there is serious consideration being given to an extension of Wellington St. that would sever the Grand Trunk Trail.

It would only take an extra few minutes for residents in the proposed new subdivision to access the town centre via existing roadways to the West and East.

Giving new residents 'ACCESS' to the Trail would make far more sense and would perhaps be a POSITIVE & SAFER attraction to home buyers and their children.

In terms of the cost of such an accommodation to the developer, surely there is insufficient justification to expend so much money simply for the convenience of a handful of residential property owners. Traffic studies don't tell the whole story either.

Please leave the Grand Trunk Trail intact!

With genuine concern  
G.A. (Al) Tucker



**From:** Alizon Sharun

**Sent:** June 3, 2019 12:24 PM

**Subject:** Thames Crest Farms proposed encroachment of Grand Trunk Trail

Dear Mr Brouwer,

I urge you to turn down Thames Crest Farms proposed plans for subdivision of land neighbouring the Grand Trunk Trail.

It makes no sense for this hard won and beautiful stretch of nature trail with stunning river view, to lead to what would be an urban sprawl, with irreparable damage to the trees, plants, animals and humans who use the area.

The infrastructure alone, to service this level of development - roads, sewers, water and power supply, would be devastating to the environment.

A high level of anxiety already exists for young people in their concerns for the environment. Please do not allow this free source of benefit in nature, be spoiled for their future.

Twenty years ago the Town Council had a vision for a beautiful natural trail, free to all. Please continue and develop this vision for this heritage town, not the vision of the For Profit developers.

We moved from Toronto to get away from such development.

Thank you for your attention,

Sincerely,

Alizon Sharun

From: Paul  
Sent: June 3, 2019 3:04 PM  
Subject: Thamescrest Development Proposal

Brent,

I have the following preliminary comments on the proposed development:

1. It is not totally clear about how much water will flow down the south side of the Grand Trunk Trail. With the potential development of the Arthur Meighen School site and the north side of Egan Street plus this Thamescrest development, will some form of stabilization be necessary (e.g. gabions, bury the stream)? This is not addressed in the Thamescrest proposal although an MTE engineer may be able to give a full explanation. It would be unfortunate if an appropriate and effective solution ended up being quite invasive and destructive along the south side of the Grand Trunk Trail. This needs to be analyzed properly taking into consideration all three development properties so that the problems experienced elsewhere in St. Marys with runoff, plus potential erosion, do not happen.
2. It would be useful to have a clear sketch showing the south boundary of the Thamescrest development plus the location of existing physical features, trees, etc. so that we can clearly see the effect of this development on the Grand Trunk Trail. This would assist in reviewing the developer's intent to have a buffer along the Grand Trunk Trail and to preserve as many trees as possible.
3. It appears that there are no proposed commercial buildings such as gas stations or variety stores for this development. This should be confirmed for all phases of the development. Commercial operations would potentially compete with and weaken downtown businesses.
4. Is the proposed parking at the southeast corner of the development adequate for visitors to the Grand Trunk Trail? Will there be any parking at the north end of Wellington Street North?
5. In spite of the discussion in Section 6.0 (Residential Market Discussion) of the Thamescrest Planning Justification Report about affordable housing, this development proposal does not include any affordable housing. This should be a concern for the Town.
6. The pedestrian crossing along the Grand Trunk Trail at Wellington Street North appears to be well designed. A presentation explaining the details would be helpful to the public.

Regards,

Paul King

From: Lauren O'Keefe  
Sent: June 3, 2019 3:25 PM  
Subject: Trail and tonight's meeting I cannot attend

Hi , I've lived in St.Marys my entire life and very few of our locations of solitude are quickly disappearing eg. ( lovers lane).I care about the future of St.Marys and our lovely tressel trail walkway I feel that it the walkway should have no traffic crossing except were it already exists on James street N. The walkway is a safe, quiet, stress-free place for the people of St.Marys young and old to use and enjoy with out interference eg. (Traffic flow that crosses at James St.) I feel any access to the new building development, should be accessed off James st. only and therefore does not cross this peaceful trail and this quiet restful asset we have in St.Marys.

Thank you  
Lauren O'Keefe  
Sent from my iPad

From: Emily Wunder  
 Date: 2019-06-03 4:46 PM (GMT-05:00)  
 Subject: Grand Trunk Trail: Please Preserve It

Hi there,

I live at 196 Widder St East. My parents purchased an old home in 1990 that needed to be completely renovated. Over the past 29 years they have done just that and I feel they have added to the historical aesthetic of this town. Every year we have many tourists taking pictures and asking us about our house and the many other historical houses in my neighbourhood. I feel proud to live where I do and I have always thought that this truly is the town worth living in. However, I am sickened and disturbed to know that one of St Mary's most treasured landmarks is under threat due to the new subdivision proposed. It makes me very upset to know that this even needs to be discussed and that I have to write to you as another voice hoping to save this trail before it's too late.

The Grand Trunk trail is not just a trail, it is a historically important landmark of the town we know today. It is also a place for artists to paint and people to exercise and for some people who need some peace of mind in the depths of nature. I myself have taken many new friends to this trail and each one always comes away enjoying this hidden gem.

It saddens me to know that this new subdivision will take away what we all know and love about this trail. It has always held magic for me as a young girl to early adulthood and it holds so many great memories.

I know this subdivision will go through and that there is nothing that can be done to stop it, but I beg of you to think about the impact this will have on future generations and the people who currently live in this historic neighbourhood.

I fear the day that developers dictate how green space and historical places will be preserved, as we have seen time and time again that they have no interest in the town only to fill their own pockets.

As the years go on I fear that all the things that make our town unique will vanish, and then the question needs to be asked, will this still be the town worth living in? One that is focused on development instead of treasuring the things that make us so unique.

The health of our town should be based off of preserving our buildings and green spaces. No tourist comes to a town to visit a subdivision. They come to view beautiful spaces that they can photograph and enjoy for years to come.

I am asking you to reconsider the extension of Wellington Street through the Grand Trunk Trail and into the new subdivision. This new road will not only have a major environmental impact on the nature and animals that rely on the wetland located there but it will also become a busy thoroughfare that will ultimately cut my neighbourhood in half. The traffic will increase substantially and it saddens me that our quiet, peaceful and beautiful neighbourhood will turn into a busy and noisy space just so the people in the subdivision can easily access downtown.

Children play on these quiet streets and this busy road will completely change this.

I am writing to you as a young person, hoping to eventually set up roots in this town with my own family. I have always been proud of this town and the beauty it holds wherever you look. Please do not let developers dictate how our town will change. I can promise you it will not be in the best interest of the people who reside here. You have the ability to stop this and help keep

this town beautiful for now and future generations. Please just make the right choice and look at all the benefits that this trail holds for everyone.

Sincerely

Emily Wunder

# Places to Live: Sustainable trailside development *is possible*

Presentation to St. Marys  
Planning Advisory Committee  
June 3 2019  
Dr. Emily Kelly, MD, MSc



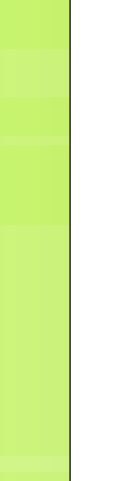


# About Myself



- Lived in St. Marys for 7 years
- Coordinated a petition expressing concern about building roads over existing trail network.
- Passionate about encouraging healthy, active lifestyles.
- I work in the emergency room. I recharge in nature.

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The real thing



## St. Marys cares about this trail

- o In June 2017, Council received a petition with **676 signatures**, asking that the Grand Trunk Trail not be bisected by an aggressively expanded Wellington St. North.
- o In June 2019, we still care.

From above





# Putting it together





## Prioritize Current Users: This plan affects public space

- All proposed plans of subdivision will be carefully examined as to whether or not they will adversely affect existing amenities and the predominant character of the area in which such proposed subdivision is located. Where there is a **potential for conflict between adjoining land uses, adequate landscaping, screening, and buffering provisions may be required** in order to alleviate and/or eliminate any conflict (**OP 4.1.1.3**)

## Two steps to preserve current amenities

Any proposed plan of subdivision must include these **two elements** :

- An adequately **protected green space** protected from heavy equipment in order to preserve the stream and slope stability.
- **Appropriate road design** to enhance active transportation and ensure public safety

# Protected Green Space

Not all m<sup>2</sup> of ground are created equal

The land in question is currently alive. It's grasses, trees and animal life constitute valuable natural heritage that cannot be replaced.

This is the groundwater recharge area for the stream running parallel to the trail.

No groundwater = No stream

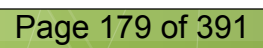
Erosion is a major hazard that has not been addressed by the current plan of subdivision

# Trees, Water, Birds, Frogs



## **The site where Wellington Street meets the Grand Trunk trail features:**

- Twenty-five healthy, mature maples
- Dozens of young black walnuts
- Bird habitat, including golden flicker, song sparrow, and eastern bluebird
- Turtle and frog habitat in the pond and streams



No Source = No Stream





# Undeclared Significant Features

	on site or within 500 metres OR if a development circumstance, does it apply?		specify distance in metres	
	YES (✓)	NO (✓)		
Significant portions of habitat of endangered and threatened species	✓		_____ m	Development is not permitted
Significant fish habitat, woodlands south and east of the Canadian Shield, valley lands, areas of natural and scientific interest, wildlife habitat	✓		_____ m	Demonstrate no negative impacts
Sensitive groundwater recharge areas, headwaters and aquifers	✓			Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected
Significant built heritage resources and cultural landscapes	✓			Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources	✓			Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or where appropriate, removed, catalogued and analysed prior to development
Erosion hazards	✓			Determine feasibility within the 1:100 year erosion levels of rivers, river valleys and streams
Floodplains	✓			Where one-zone flood plain management is in effect, development is not permitted within the flood plain Where two-zone flood plain management is in effect, development is not permitted within the floodway Where a Special Policy Area (SPA) is in effect, development must meet the

# Undeclared Significant Features

	on site or within 500 metres OR (b) if a development circumstance, does it apply?		specify distance in metres	
	YES (✓)	NO (✓)		
Significant portions of habitat of endangered and threatened species	✓		_____m	Development is not permitted
Significant fish habitat, woodlands, trees and wetlands, riparian areas, wetlands, areas of the Canadian Shield, riparian lands, areas of natural and scientific interest, wildlife habitat	✓		<b>No wildlife habitat?</b>	Demonstrate no negative impacts
Sensitive groundwater recharge areas, headwaters and aquifers	✓			Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected
Significant built heritage resources and cultural heritage landscapes	✓			Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources	✓			Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed, catalogued and analysed prior to development
Erosion hazards	✓			Determine feasibility within the 1:100 year erosion limits of reviews, their valleys and streams
Floodplains	✓			Where one-zone flood plain management is in effect, development is not permitted within the flood plain Where two-zone flood plain management is in effect, development is not permitted within the floodway Where a Special Policy Area (SPA) is in effect, development must meet the

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	on site or within 500 metres OR if a development circumstance, does it apply?		specify distance in metres	
	YES (✓)	NO (✓)		
Significant portions of habitat of endangered and threatened species	✓		_____ m	Development is not permitted
Significant: fish habitat, woodlands, wetlands and east of the Canadian Shield, riparian lands, areas of natural and scientific interest, wildlife habitat	✓		No wildlife habitat?	Demonstrate no negative impacts
Specialty greenlander recharge areas, headwaters and aquifers	✓		No groundwater protection?	Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected
Significant built heritage resources and cultural heritage landscapes	✓			Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources	✓			Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or where appropriate, removed, catalogued and analysed prior to development
Erosion hazards	✓			Determine feasibility within the 1-100 year erosion limits of ridges, their valleys and streams
Floodplains	✓			Where one-zone flood plain management is in effect, development is not permitted within the flood plain Where two-zone flood plain management is in effect, development is not permitted within the floodway Where a Special Policy Area (SPA) is in effect, development must meet the

# Undeclared Significant Features

	on site or within 500 metres OR if a development circumstance, does it apply?		specify distance in metres	
	YES (✓)	NO (✓)		
Significant portions of habitat of endangered and threatened species	✓			Development is not permitted
Significant fish habitat, woodlands, wetlands and east of the Canadian Shield, wetland, areas of natural and scientific interest, wildlife habitat	✓		No wild life habitat?	Demonstrate no negative impacts
Sensitive groundwater recharge areas, headwaters and aquifers	✓		No ground water protection?	Demonstrate that good quality recharge areas, headwaters and aquifers will be protected
Significant built heritage resources and cultural heritage landscapes	✓			Development should conserve significant built heritage resources and cultural heritage landscapes
Significant archaeological resources	✓			Assess development proposed in areas of medium and high potential for significant archaeological resources. These resources are to be studied and preserved, or where appropriate, removed, catalogued and analyzed prior to development
Erosion hazards Floodplains	✓		No erosion hazard within 500m?	Determine feasibility within the 1-100 year recession levels of rivers, their valleys and floodplains Where one-zone flood plain management is in effect, development is not permitted within the flood plain Where two-zone flood plain management is in effect, development is not permitted within the floodplain Where a Special Policy Area (SPA) is in effect, development must meet the SPA requirements

## The URTCA's voice

- No anticipated impacts to Natural Heritage functions ***that cannot be addressed though the draft plan development process***
- Notably silent on the impact on the ravine stream



# Suggestions

- **Enlarge the proposed park block 176** to replace housing units 1, 2, and 3. This creates a welcoming, vital greenspace, and preserves the groundwater recharge function at the head of the stream.
- **Temporary barriers** around the proposed park blocks to ensure the natural heritage is protected from construction



## Two steps to preserve current amenities

Any proposed plan of subdivision must include these **two elements** :

- An adequately **protected green space** protected from heavy equipment in order to preserve the stream and slope stability.
- **Appropriate road design** to enhance active transportation and ensure public safety

# Appropriate Road Design

- This proposed plan of subdivision relies on an Official Plan that is not yet finalized.
- What is Wellington St. North going to be?

## “A Collector Road”

- o All types of traffic utilize these roads although **trucks** are typically service types. Traffic flow is interrupted by stop conditions and turning at land access points. The right-of-way for Collector Roads is generally **26 metres**, with direct access and **on street parking** regulated. Generally, sidewalks are provided on both sides of the road. (OP 5.3.1.2)

Nobody needs that road

# Nobody needs that road

- The proposed plan indicates a meandering throughfare through single detached residential lots...

# Nobody needs that road

- The proposed plan indicates a meandering throughfare through single detached residential lots
- ...that already has the two points of public road access demanded by OP 5.3.8



# Nobody needs that road

- The proposed plan indicates a meandering throughfare through single detached residential lots
- ...that already has the two points of public road access demanded by OP 5.3.8
- ...that connects to a heritage neighbourhood

# Nobody needs that road

- The proposed plan indicates a meandering throughfare through single detached residential lots
- ...that already has the two points of public road access demanded by OP 5.3.8
- ...that connects to a heritage neighbourhood
- ...where downstream road design is inadequate to handle heavier traffic (especially at Wellington/Station/Parkview)

# Pedestrians and cyclists are not part of the Transportation Assessment

## **E.R. Berry & Associates** TRANSPORTATION PLANNING CONSULTANTS

660 Inverness Avenue  
London, Ontario N6H 5H4  
Tel: (519) 474-2327 Toll Free: 1 800 665-9152 Email: tyden@erberry.com

April 1, 2019

Our Ref: 1821

Thames Crest Development Corp.  
100 Wellington Street  
London ON  
N6C 4M8

Attn: Mr. C. Linton

Dear Mr. Linton:

RE: THAMESCREST SUBDIVISION  
JAMES STREET ACCESS

In November, 2018, I submitted an assessment of a proposed access to the Thamescrest Subdivision from James Street at a location just north of the Grand Trunk Trail. This assessment dealt primarily with the available sight distances to the north and south on James Street.

I understand that the draft plan has now been revised and the proposed access has been moved north to align with Trailside Court. The revised plan of subdivision is shown in Figure 1. I also understand that the Town of St. Mary's has asked for confirmation that the findings and conclusions of the traffic impact study carried out for the proposed subdivision in 2004 are still valid. It should be noted, however, that the 2004 study did not include an access opposite Trailside Court. All traffic accessing the subdivision from James Street was assigned to Glass Street.

In order to respond to the Town's request, I considered the peak hour traffic projections and the 2004 traffic study. Figure 2 summarizes the projected 2021 background and total traffic projections for the proposed access to James Street north of Trailside Court. The report contains referenced in Figure 1 are contained in Appendix A. The 2001 peak traffic projections show morning peak hour volumes of 144 vehicles southbound and 113 vehicles northbound on James Street south of Trailside Court. The corresponding afternoon peak hour volumes are 189 vehicles and 209 vehicles respectively. These projections would be applicable whether or not a subdivision access was available opposite Trailside Court.

# Recipe for disaster

- A 26 meter wide road
- with truck traffic travelling at “50” kph
- intersecting with dozens of pedestrian and cyclist crossings every hour.

# Consequences



# Suggestions

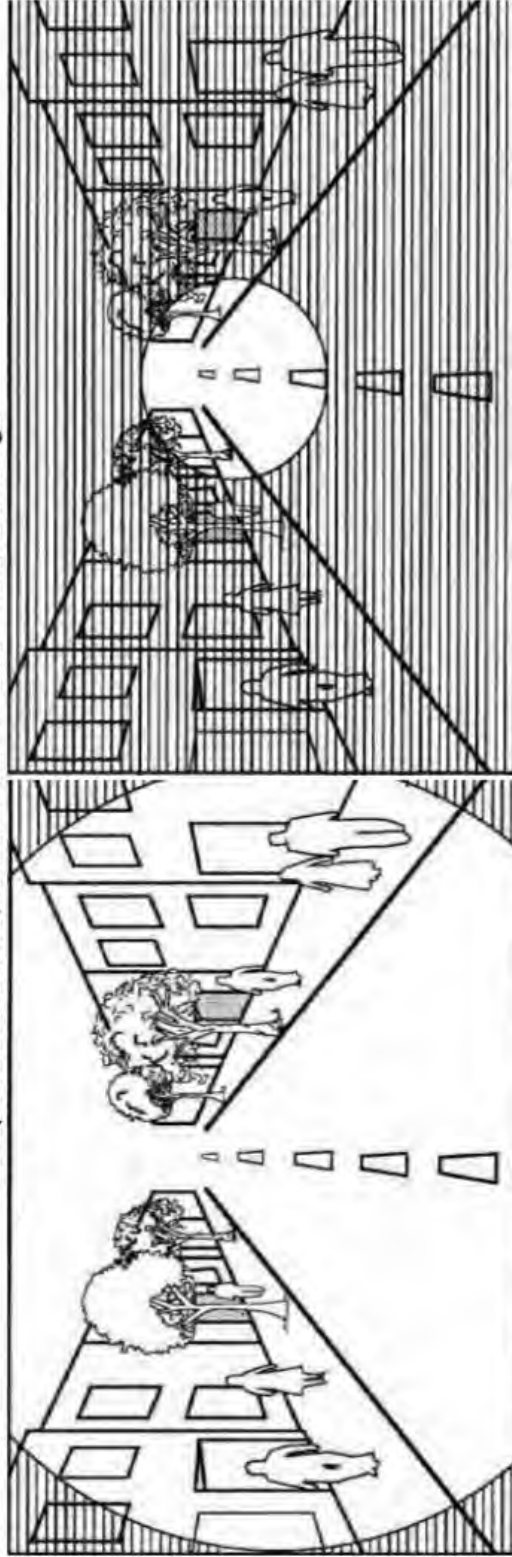
- Simplest: Create road access for emergency vehicles only
- Challenging: Implement appropriate traffic calming and crossing signage, with a max speed of 20 km/h. The pedestrian island is a mistake.
- Any plan **MUST** align with the Official Plan's emphasis on prioritizing Active Transportation and impact on current users



# 20 km/h? That's ridiculous!

## Exhibit 6: Effect of Speed on Field of Vision

As speed increases, driver focuses less on surroundings



At 20 km/h nearby pedestrians are within field of vision

At 50 km/h nearby pedestrians are outside field of vision

\_\_\_\_\_



Shaping the road to the  
space: the “curve” option



## Two steps to preserve current amenities

Any proposed plan of subdivision must include these **two elements** :

- An adequately **protected green space** protected from heavy equipment in order to preserve the stream and slope stability.
- **Appropriate road design** to enhance active transportation and ensure public safety



We can do better



We can do better





Thank you for listening!



# Comment Form

Thames Crest Farms Limited Open House (June 26, 2019)  
Applications for Plan of Subdivision (STM 01-2019) and Zoning By-law Amendment (Z02-2019)

The proposed plan and request for zoning includes 177 single detached houses and only 55 units for high density semi and townhouses. The town is already suffering from a crisis shortage of semi and townhouses and affordable housing. The planning committee should consider changing the zoning provided there are more high density units in the neighbourhood. The location is right next to the Holy name School which should ideally cater to young families and not retirees. The houses on Emily Street on stay is tasked to preserve the appeal of the neighbourhood but we really need more housing units and even multi-unit apartment and condo unit should be considered by the planning committee before changing zoning.

Name: AKSHAY KUMAR Email: akumar@athina.com  
Address: 52 EDISON STREET, ST. MARYS, ON N4X 1B6  
Phone #: 647-533-5483 Date: June 26, 2019

Please submit this form to: Brent Kittmer Clerk/CAO, Town of St. Marys  
Mailing address: 175 Queen Street East, PO Box 998, St. Marys, Ontario N4X 1B6  
Telephone: (519) 284-2340; Fax: (519) 284-3881.  
Email: bkittmer@town.stmarys.on.ca



**From:** George Allan Tucker  
**Sent:** June 30, 2019 1:37 PM  
**To:** Brent Kittmer  
**Cc:** Grant Brouwer  
**Subject:** Thames Crest Farms Development

Greetings Brent: First of all I wish to thank St Mary's for the invitation to attend the recent Open House related to the above subject development.

My attendance provided me the opportunity to discuss a number of concerns that I have for this development in its current form. I do appreciate the fact that such new developments come with restrictions and guidelines as laid out in the 'Official Plan'. Nevertheless, I would offer the opinion that such plans should never be "Cast in Stone". A lot has happened since the 2007 Consolidation.

My ties to Stonetown and future plans with respect to a return to St Marys have prompted my interest in the future of this unique town.

I differ with the utilization of this particular property in terms of its density, the type/cost of living accommodation and its accessibility to the downtown via the extension of Wellington Street. Sacrificing such valuable farm land to construct a Circa 1970's style subdivision just doesn't fit with the needs for affordable (not subsidized) housing for young families today. To attract new commercial enterprises to St Marys requires an assortment of reasonable living choices for employees. Prices of homes in the \$250-\$350,000+ range pretty much eliminates that choice for young working families. Trying to raise the 20% down payments is simply out of reach. Rentals in town are also in very short supply.

I don't want to continue my rant in a negative way at this point realizing that my concerns are most likely too little too late having moved out of town a few years ago. As one who tries to see the future that might already be here, I offer the following items that might help to demonstrate that other opportunities might still be available to make St Marys newest development a unique green environmental showplace in Ontario.

### **Drake Landing Solar Community**

The Drake Landing Solar Community (DLSC) in Okotoks, Alberta is a planned community of 52 detached single-family houses that is also a global pioneer in heat storage technologies. An expansive and complex system of rooftop solar collectors and underground heat storage units supplies the community with over 90% of its space heating year-round – even during cold Alberta winters. Footnote 4 The DLSC was completed in 2007 and has received national and international recognition related to sustainable housing and solar thermal technology.

<https://www.thefifthestate.com.au/energy-lead/energy/hydrogen-heating-homes/>

<http://www.chapmanplumbers.com/heating-services/fuel-cell-technology-vitavalor/>

I hope that my comments are received in good faith and solely for the purpose of supporting a vision that includes many 'Citizen Beneficial Innovations' that will continue to make St Marys "The Town Worth Living In"!

With Kindest regards

AI Tucker

## MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Corporate Services</b>
<b>Date of Meeting:</b>	<b>23 July 2019</b>
<b>Subject:</b>	<b>COR 21-2019 July Monthly Report (Corporate Services)</b>

### RECOMMENDATION

THAT COR 21-2019 July Monthly Report (Corporate Services) be received for information.

### DEPARTMENTAL HIGHLIGHTS

#### Culture

- General
  - Filming – The CBC program Murdoch Mysteries filmed in Town for a week in June. Filming occurred in multiple locations in the downtown as well as on Peel Street South. St. Marys saw the economic return of being a film location including increased tourist traffic, hotel bookings, shopping in the downtown and unsolicited media coverage. Murdoch Mysteries returned for a second week of filming in July, which was confined to one location – the Auditorium of Town Hall.
  - Two meetings of the Public Art Committee were held and a concept for the first public art project has been determined. RFP to be released in July.

#### Museum

- Administrative/Funding
  - Exhibits and Events Assistant began summer position on June 3. This position is funded through Canada Summer Jobs.
  - Most popular Facebook Post in June: June 27 post regarding Firefighters exhibit opening with a reach of 2993 and 209 reactions/comments/shares.
  - Curator attended the Stratford-Perth Community Foundation celebration on June 26. The Museum's application to the Foundation for a Heritage on Wheels program was successful.
  - Community Museum Operating Grant submitted on June 28.
  - Museum received a generous anonymous donation on June 28.
  - Curator and volunteers hosted a pancake brunch and butter tart sale in Cadzow Park on July 1. More than \$750 was raised for the Museum.
  - Secured a grant through the Canadian Space Agency to host an upcoming exhibit, winter 2020.
  - The Museum was successful in receiving a grant from Young Canada Works to pay 75% of the wages for a Museum Intern.
- Programming
  - Staff led outreach programs at Kingsway Lodge on June 18.
  - Staff led the Kids Corner booth at the Farmers' Market on June 22 with crafts, activities and material promoting upcoming events at the Museum and in the Town of St. Marys

- Staff hosted an opening reception for the HEROES exhibit on June 26. 50 current and retired firefighters, along with their partners, attended.
- Research/Exhibits/Collections Management
  - The grand opening of the HEROES exhibit took place on July 1. 272 people visited the Museum during the Canada Day festivities.
  - Textile storage audit continuing with the help of summer staff and volunteers. Approximately 300 textiles were photographed, condition reported and updated in PastPerfect software in June.
  - Archives received a donation of all ledger books from Andrews Jewellers business.
- Upcoming
  - Museum is a stop on the Horticultural Society Garden Tour on July 14.
  - Melodies at the Museum begins July 17 with Corduroy Gordon. It continues every Wednesday evening until August 28.
  - Working with Mobility Services to implement Heritage on Wheels program.

## **Corporate Communications**

- PRC Strategic Business Plan
  - Spring/Summer program feedback survey is ongoing (94 responses so far)
  - Rentals satisfaction survey complete and will be emailed to future customers
  - PRC/Friendship Centre Communications Survey now live (98 responses so far)
- Media Relations
  - Distributed seven media releases, nine service disruptions, and one public notice between June 15 and July 11. Topics included Heritage Festival, Melodies at the Museum, Canada Day and Murdoch Mysteries.
  - There were 31 stories/mentions in local media between June 15 and July 11 (26 in the St. Marys Independent and five in the Stratford Beacon Herald). 10 of those stories (including Canada Day, Heritage Festival, Murdoch Mysteries, and 20 on the Trestle, etc.) were the direct result of media releases by the Town.
- Social Media
  - The Town's Facebook page currently has 4,274 followers (31 new since June 15).
  - The Town's Twitter page currently has 1,858 followers (25 new since June 15). The most popular tweet was about Murdoch Mysteries filming (4,650 impressions).
  - The Pyramid Recreation Centre's Facebook page currently has 2,417 (9 new between June 12, 2019 and July 9, 2019). The most popular post was about the Friendship Centre's July / August newsletter (2,088 users).
- Website
  - 17,348 users and 86,423 page views since June 15. Top visited pages include Quarry (16,005 page views), Home (8,197) and Library (4,588).
  - Updates made to Quarry, water billing, employment, zoning by-law pages, etc.
- Publications
  - Fall and Winter Recreation and Leisure Program Guide in final stages. Print deadline in July, hard-copies expected to arrive August 2, 2019.
- Advertising
  - Camp PRC / Swimming Lesson ¼ page colour ad in Independent; Water Safety feature ad in Beacon Herald
  - Boosted 2 posts on Facebook: PRC Communications Survey, Swimming Lessons
- Public Engagement
  - Spring/Summer Program feedback survey (open until September 30, 2019)
  - PRC/Friendship Centre Communications Survey (open until July 31, 2019)
- Event promotions

- Canada Day was a great success, with an estimated 1,000 people attending. The weather was ideal and the inclusion of our Indigenous history was appreciated. The new amenities at Cadzow work excellent for events.
- The 20 on the Trestle donor wall is up and events see at least 20-25 people attending each one. Working with Tourism and Economic Development, the window of the Andrews Building has been repainted with a 20 on the Trestle mural and a full list of events, in time for Heritage Festival. This comes at no charge to our department thanks to the generosity of the owner of the Andrews Building. See the full list of events at [www.townofstmarys.com/20onthetrestle](http://www.townofstmarys.com/20onthetrestle)
- Heritage Festival will be a busy weekend, with more vendor booths than usual and a full day of activities on Saturday. Dick and Joan MacPherson to receive the Heritage Festival award at the opening night concert. Post festival, surveys will be sent to vendors, businesses and attendees to research how to improve the festival in future years, in light of next year's collaboration with Homecoming.

### **Tourism Marketing**

- Advertising
  - Half-page, full-colour Summer Fun in St. Marys ad highlighting a wide range of events, camps and activities ran in the Stratford Beacon Herald on June 22.
  - Large banner created for Stratford Tourism Alliance display in Stratford.
- Social Media
  - The Town's tourism-focused Instagram page currently has 414 followers (184 new since June 15). The top post was Canada Day cutting of the cake (83 likes).

### **Tourism**

- Began developing a plan for new photography of Town assets such as the Quarry, trails and parks, as well as a shoot to highlight the downtown experience. The BIA will share in the cost for that portion of photography so they have access to the photos for their own digital and print marketing.
- Volunteered for the day at the Canadian Baseball Hall of Fame (CBHF) Induction weekend golf tournament. Followed up with ideas on how to enhance the welcome from the Town for guests, Inductees and their families. Met with the CBHF staff to review these ideas and work on a plan for next year.
- Welcomed the tourism summer student. Planned an orientation week that involved meeting the Museum and CBHF summer students, touring the Museum, CBHF, Town Hall and the Town in general highlighting tourism spots. A tour of the Quarry along with a paddle boarding lesson to help highlight the Quarry programming. Introduced her to downtown stores and restaurants.
- Worked with staff in communications to design a suitable display for our scheduled take up of the Stratford Perth Tourism counter at their York Street location. We had the counter for a two week time frame. An image of the display was posted on our Instagram page. We included the theme of summer fun in St. Marys and highlighted events and the Farmers Market as part of the overall display.
- Staff met with retail business owners in the downtown to review the Town's marketing plans for the season and discuss ways we can work together to further promote downtown as a destination.
- Met with members of the Ambassador Volunteer program to discuss the future of the program. The BIA has opted to not take any leadership over the group.

### **Economic Development**

- Began developing an implementation strategy for the wayfinding project.
- Attended the Annual General Meeting for Community Futures on behalf of St. Marys.
- Met with the new owner for 6 Water St. South and reviewed plans for the future of the site with the Building & Planning and Public Works team.



- Attended my first PREP meeting – Partners in Resources for Employment. The group was established with the mission: To co-ordinate employment services in Perth County, so that they are available, accessible and easy to use. Members consist of representatives from the school boards, Library, Ontario Works, Invest Stratford, Perth County, Partners in Employment and Conestoga Career Centre.
- Attended a Skills Advance Ontario Advisory Committee meeting, thus far the program isn't getting a lot of take up. We discussed ways to further promote the program in our areas and how the program could adapt with other employees not specifically in Manufacturing.

## VIA Services

	Boarding	Arriving	% Printed
January	286	262	75.9
February	253	242	69.2
March	280	306	74.3
April	277	277	74
May	226	266	75.7
June	262	325	71

- Boarding is up 12% from 2017, but down 5% from last year.
- Interviewed for the VIA Attendant position and successfully hired one new staff member to replace an existing employee.

## Information Technology


- 31 ticket assigned, with 28 closed, including:
  - Deployed two new library computers
  - Summer Tourism student reactivation and computer/phone setup
  - Improved performance on town laptops/desktops computers (1 PRC/1 library/2 MOC)
  - Increased quota for Library storage and shared excel sheet with duplicate or large files to review
  - Restored tax roll database for testing payment calculations
- Non-ticket items:
  - Testing replacement Library public workstations
  - Continued investigating Cellular plans, contacted Bell VOR Rep.
  - Enabled dual factor authentication for Exchange admin accounts.
  - Added External warning for emails originating outside of the organization
  - Enhanced physical security at MOC for datacenter and IT rooms.
  - Completed install for Reservoir card access
  - Decommissioned old Mail server. Removed from datacenter. Next step, use freed up storage to increase file server capacity.

## SPENDING AND VARIANCE ANALYSIS

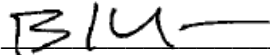
Nothing to report at this time.

## REVIEWED BY

### Recommended by the Department

  
 Trisha McKibbin  
 Director of Corporate Services

### Recommended by the CAO

  
 Brent Kittmer  
 CAO / Clerk

## FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Trisha McKibbin, Director of Corporate Services
<b>Date of Meeting:</b>	23 July 2019
<b>Subject:</b>	<b>COR 22-2019 Stratford &amp; District Chamber of Commerce Request for Permission to Hold Licensed Event on Municipal Property</b>

### PURPOSE

The Stratford & District Chamber of Commerce is seeking permission from Council to hold an alcohol related event on the Trestle, being municipal owned property, as per the requirements of the Town of St. Marys Municipal Alcohol Policy.

### RECOMMENDATION

**THAT** COR 22-2019 Stratford & District Chamber of Commerce Request for Permission to Hold Licensed Event on Municipal Property be received; and

**THAT** Council approve the request from Stratford & District Chamber of Commerce to hold an alcohol related event on the Trestle for Wednesday, August 21, 2019 from 5:00 pm until 7:00 pm with the following conditions placed on the permission:

- Notice of the event be circulated to all property owners within a 150 m radius of the Trestle
- Notice provided to the public that the Trestle will be closed to public access between 4:30 pm and 7:00pm on the date of the event (service disruption posted on the municipal website and notice be posted at both entrances to the Trestle)
- The conditions of the Municipal Alcohol Policy be met including obtaining liability insurance that lists the Corporation of the Town of St. Marys as an additional insured for \$5,000,000 and indemnifies and saves harmless the Town
- The conditions of the Special Occasion Permit be met

### BACKGROUND

Town Council approved the 2019 Municipal Alcohol Policy by resolution at its regular Council meeting on June 11, 2019. The expectation within the Policy is that if an event organizer wishes to apply for a Special Occasion Permit (SOP) on municipal property that is not already identified within the Policy, the organizer must seek Council's approval to hold the licensed event on municipal property.

In April 2016 the St. Marys Hospital Foundation made a request to the Town to host a licensed event on the trestle. Staff investigated and presented Council with information and a number of conditions recommended by the Town's insurer and Building Official. The Hospital Foundation successfully delivered the event on June 24, 2016.

## REPORT

The Town is in receipt of a request from the Stratford & District Chamber of Commerce (the “Chamber”) to approve the Chamber’s use of the municipally owned Trestle for a private alcohol licensed event on Wednesday, August 21, 2019 between 5 and 7 pm. The purpose of the event is an invite-only Business After 5 gathering. The event will not be open to the public and as such the Chamber wishes to cordon off the bridge so that only guests can access the space during the event time.

According to the 2019 Municipal Alcohol Policy, there are a number of suitable municipal properties designated as acceptable locations for SOPs. The Trestle is not on the predetermined list and therefore, Council must review the request of the event organizer to determine if it wishes to approve the request.

As a matter of reference, Council approved a Hospital Foundation alcohol licensed event on the Trestle in 2016. During the event organizer’s process of acquiring a SOP for that event, the organizer was required to provide security, food options, fencing and washroom facilities. Based on the recommendations and requirements from the 2016 event and based on staff’s review of this event the operational and risk management plan recommendations would be as follows:

1. **Parking:** It is estimated that there will be between 15-30 cars requiring parking. Drivers will be encouraged to park on the North side of Egan and the West side of Wellington St. N.
2. **Access:** Access to the event will be from the Wellington Street trail entrance. Located on the south side of the trail in this area is a steep slope leading to a deep ravine. Located on the north side of the trail is a steep slope leading to a progressively deeper drainage ditch. With the event serving alcohol the risk is that someone could stumble down either of these steep slopes. This is a key risk identified by the insurer. To manage this risk, it is recommended that the event organizer be required to publish on all invitations and materials “please wear sensible footwear – i.e. flats or wedges (no heels)”.
3. **Entrance:** The ticket table and entrance to the site will be at Wellington Street Entrance to the trail, adjacent to the parking lot. It will be manned at all times as an additional form of security to keep non-invitees out and redirect people who may not know the trail is closed.
4. **Security:** Gates meeting the requirements of 36 inches in height will be placed at either end of the bridge to restrict alcohol consumption to the designated area. Security staff will be required. They will also deter/redirect trail users at the west end of the bridge. There is a need for a barrier to be placed at both ends of the stairway leading from Milt Dunnell Field to the trail. Event attendance is by invite, and registration will be taken upon entry.
5. **Alcohol:** Volunteers serving liquor will have Smart Serve Certification as per the SOP and MAP requirements.
6. **Insurance:** Will be provided by and held in the name of the Stratford Chamber of Commerce.
7. **Emergency plan:** Kelly Deeks-Johnson will be the emergency contact, and in charge of calling 911 should an emergency arise. If the Trestle needs to be evacuated, guests can use either end, though preferably the East end as it will be closer to the parking lot.
8. **Notice of closure:** Municipal staff will erect advance signs notifying of closure. The actual closure will take place from 4:30pm until 7:00pm on Wednesday, August 21. Notice of Service Disruption will be posted on the Town website and media and social media will also be used to notify the town of closures.
9. **Washrooms:** For up to 50 people consuming alcohol, the event will need two washrooms per sex based on the Ontario Building Code. Portable washrooms will be brought on site for this event and will be removed following the event.

Other requirements or conditions may be imposed by the Alcohol & Gaming Commission of Ontario and therefore, not the responsibility of the Town to impose but will be monitored by the Town.

A requirement of the municipality is to ensure that the event organizer is provided with written information outlining the conditions of the Municipal Alcohol Policy and to ensure the organizer complies with the Policy. Kelly Deeks – Johnson and Erica Martin will act as the Town liaisons with the Chamber as the event progresses. The event organizer will file the necessary Policy paperwork with Guest Services to ensure compliance.

## **FINANCIAL IMPLICATIONS**

The Town will be supporting the event through staff time as well as by funding the following expenses:

- Catering: \$500 to \$700
- Non-alcoholic beverages, glassware rental, ice: \$150
- Napkins, miscellany: \$50
- 2 portable washrooms, one accessible: \$300
- Security fencing: McLean Taylor is an in-kind 20 on the Trestle sponsor and has verbally agreed to provide equipment as required

**Total: \$1,200**

## **SUMMARY**

Stratford & District Chamber of Commerce is seeking permission from Council to hold an alcohol related event on the Trestle, being municipal owned property, as per the requirements of the Town of St. Marys Municipal Alcohol Policy. The event is scheduled for Wednesday, August 21, 2019 from 5 – 7 pm.

## **STRATEGIC PLAN**

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

- Pillar #2 Communication and Marketing:
  - Establish St. Marys as an ideal setting for tourism
  - Community Events Promotion

## **OTHERS CONSULTED**

Jed Kelly, Director of Public Works  
Stephanie Ische, Director of Community Services  
Erica Martin, Guest Services Department  
Grant Brouwer, Director of Development Services  
Jason Silcox, Building Official

## **ATTACHMENTS**

Stratford & District Chamber of Commerce Request

## **REVIEWED BY**

**Recommended by the Department**



Trisha McKibbin  
Director of Corporate Services

**Recommended by the CAO**

BK—

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Brent Kittmer  
CAO / Clerk

July 9th, 2019

Attn: To whom it may concern,

Re: A liquor license for a *Business After 5* event in partnership with the Town of St. Marys to be hosted on the St. Marys Trestle as part of the **20 on the Trestle** event series.

When: Wednesday, August 21

Time: 5:00 - 7:00pm

We are writing to ask Town of St. Marys Council for permission to apply for a liquor license for a Stratford and District Chamber of Commerce *Business after 5* event to be held on the trestle in honour of the **20 on the Trestle** event series.

The Trestle will be blocked off to the public for the duration of the event, and there will be a registration list to monitor guest entry. Our hope is host this as a licensed event, alcohol will not be for sale. The proper liquor license, once obtained will be secured and available to view at any time. We have been working with the Town of St Marys to ensure we minimize any disruption caused during the event.

The Scheduled Event is as follows:

- Date - Wednesday, August 21st 2019
- Host - Stratford & District Chamber of Commerce in partnership with the Town of St Marys
- Event Name - 20 on the Trestle *Business after 5*
- End time - 7:00 p.m.
- Estimated Attendees - Approximately 50 attendees

If you have any questions or concerns, the following contact may be of assistance:

- Stratford & District Chamber of Commerce, Office Manager, Jennifer Smith, 519-273-5250

Sincerely,

Eddie Matthews  
General Manager  
Stratford & District Chamber of Commerce





# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>23 July 2019</b>
<b>Subject:</b>	<b>FD 15-2019 July Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 15-2019 July Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the Month of July (14 June – 12 July 2019) the Fire Department responded to 14 emergency responses most notably:

- Automatic Alarms – 8 (St. Marys) 1 malicious, 1 ruptured steam line, 6 activated by high humidity and by personnel working on sprinkler systems
- Unauthorized Open Air Burns – 2 (Perth South)
- Medical – 1 (St. Marys)
- Pre Fire Condition – 2 – 1 (St. Marys), 1 (Perth South)
- Fire – Truck Fire - 1 (Perth South)

Fire Chief attended 04 calls alone.

Average attendance of firefighters per emergency response call –14

St. Marys Fire Department have responded to 69 calls for service (1 January – 12 July 2019) compared to 89 emergency responses last year (1 January – 12 July 2018).

During the month of July (14 June – 12 July 2019) Brian Leverton (Chief Fire Prevention Officer) has completed the following:

- Complaints 0
- Requests 7
- Follow ups 8
- Fireworks 3
- Routine 8
- Site Visits 5
- Safety concerns 1

## Public Education

Continuing lockbox location and installations for businesses and dwellings

To date 31 buildings have installed lockboxes

Met with St James Anglican Church to discuss their Fire Safety Plan and setup fire drill

15 personnel from Cascades received fire extinguisher training from SMFD.

### **Operations**

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

Grand opening of the Firefighter Exhibit at the museum (26 June 2019)

Canada Day Parade (1 July 2019)

Live Fire Training Trailer exercise (10 July 2019).

### **SPENDING AND VARIANCE ANALYSIS**

Genesis E-Force 2.0 E-Tools services – A.J. Stone \$844.11

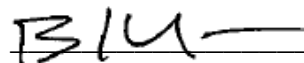
### **REVIEWED BY**

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



Richard Anderson  
Director of Emergency Services/Fire Chief

#### **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>Community Services</b>
<b>Date of Meeting:</b>	<b>23 July 2019</b>
<b>Subject:</b>	<b>DCS 19-2019 July Monthly Report (Community Services)</b>

## RECOMMENDATION

THAT DCS 19-2019 July Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Community Services:

- Customer Service Development:
  - Core services continuation, to be presented at SPC in August
- Legislative Requirements:
  - Guest Services Coordinator and the Supervisor of Recreation & Youth Services attended the Legal Awareness training June 17-20, a meeting is set to share knowledge and best practices with PRC supervisors

### Aquatics:

- 3701 swimmers went through the pool in the month of June
- 235 swims, under participant Y memberships
- Held a Bronze Medallion and Bronze Cross May/June. 27 participants were registered.
- Middlesex swim club alongside Canaqua held a successful open water swim June 1, they were very happy with the facilities.
- Waterfront examiner from Grand Bend recertified lifeguards at the Quarry on June 2
- Outcome from the Recreation and Leisure Committee have approved the following additional items to be purchased for the Quarry: dock, lockers, floating mat, kayaks, and SUP boards.

### Guest Services:

- 33 parks bookings to date, events ranging from Front Porch Show, family gatherings to Lion's Club Car show.
- Ice allocation meeting took place and staff are working through ice requests and tournaments
- Working with Homecoming 2020

### Child Care:

- Child Care Centre is busy this summer with 3 additional school age programs running through the summer months. We have a "Get Ready for Kindergarten" program for those little ones from our preschool and nursery school program that are off to Kindergarten in the fall. We

have both a kindergarten and Grade 1&2 summer camp program that are full and have many field trips and special activities planned for the children.

- The new artificial turf on the two playgrounds was completed mid-June and the children and teachers are really enjoying how it feels and looks. The infants and toddlers are able to crawl around and explore on the turf making outdoor learning so much more enjoyable. Many parents have made comments on how much it looks like real grass.
- Our school age program at Little Falls for Sept 2019 is doing very well with enrollment at 90% capacity. We will have 26 Kindergarten and 30 Grade 1+ utilizing our program in both the before and after school programs.
- September enrollment is in the process of being completed. In September staff changes will take place which will promote professional growth and development.

#### Recreation:

- Youth Recreation:
  - Tennis camp ran July 2<sup>nd</sup> – 5<sup>th</sup> was full and got great reviews from all campers
  - The kitchen camp is full for the month of July with 3 weeks of camp. Registration numbers of 15 youth per week. Due to the demand staff are looking at adding more camps at either a later time or new weeks as we currently have a growing wait list.
  - Camp PRC has started and is going very well. Youth are giving great reviews and because of this we are still seeing the participant numbers grow.
  - The summer Hockey Camp will be offered again in August and it is starting to fill up. Once again this summer we have partnered with Trestle Fitness (formally Bob's Fitness) to deliver this camp
  - The new equipment from the Canadian Tire Jumpstart grant is arriving on July 12<sup>th</sup>
  - Staff are looking to partner with Sportball about delivering programs in St Marys. This would be a partnership to involve Sportball delivering the programs and the Town would help advertise and provide space. This strategy perfectly complements the Recreation and Leisure Master Plan/PRC Business Plan as we are looking to do a profit share.

#### Youth Services:

- Youth Centre:
  - The Youth Centre is open this summer and because of this we are still getting new members. Parents have been very appreciative of it being open as it offers a safe, fun environment that youth can attend at their leisure.
- Perth 4 Youth:
  - All of the core groups came together and are going to create a new action plan using all the current strategic plans as a guideline. The reason the group decided on creating an action plan in place of a new strategic plan is because each area can add in milestones to help achieve baseline results of youth's needs then how to implement them.

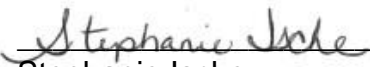
#### Senior Services:

- Home Support Services
  - There has been no update with regard to the status of the joint Self-Assessment submitted by Huron and Perth providers. Staff will be meeting with fellow partners in the Self-Assessment to discuss governance.

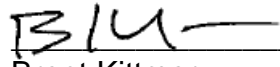
- Staff have submitted for the New Horizon's Seniors Grant. The stream that was choose was Volunteerism. If successful these funds will aid in supporting and further developing the Corporate Volunteer program which was noted in the Recreation and Leisure Master Plan as a recommendation
- Friendship Centre
  - The Friendship Centre hosted High Five Principles of Healthy Aging for programming staff, and volunteers. Implementation of this program was a recommendation of the Recreation and Leisure Master Plan. Friendship Centre staff will participate in the Quest 1 and Quest 2 modules when they are released this year.
  - The Friendship Centre Seniors Active Living Centre Grant was submitted the beginning of June. Staff submitted a special grant request to replace the condenser unit for the PRC kitchen's walk in fridge. This unit is 15 years old and has had 3 major repairs. If the grant is successful it will prevent this item from hitting the 2020 Capital plan.

## REVIEWED BY

### Recommended by the Department

  
 Stephanie Ische  
 Director of Community Services

### Recommended by the CAO

  
 Brent Kittmer  
 CAO / Clerk

# MONTHLY REPORT

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

**From:** Public Works

**Date of Meeting:** 23 July 2019

**Subject:** PW 44-2019 July Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 40-2019 July Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### General Administration

- Coordinate and implement needs for Murdoch Mystery Filming in late June (streetlight fixtures, road signs, road occupancy requests)
- No Green Committee meeting in July
- Process parking permit requests for various public parking lots in the downtown core
  - Review of the current process to take place in early August, 2019-2020 renewals to occur in late October
- Review of current internal processes (electronic and paper records, forms etc.)
- Continue utilizing work order system
  - 86 work orders issued between June 17, 2019 to July 8, 2019

### Environmental Services (Water & Wastewater)

- Policy review for various programs (new, and update current programs)
- Curb Stop repair and installation at 47 James Street South scheduled for July 11, 2019
- Noise complaint received regarding reservoir ventilation system during hot and humid conditions.
  - Currently assessing options with project engineering
- Annual valve repair program to begin later in July (Intersection of James and Elgin)
- Annual sewer flushing program commenced. Dead ends and routine sections first followed by quadrant flushing.
- Riverview Walkway fountain has been returned to service.
- Cadzow Park fountain (generously donated by OCWA) has been installed and commissioned.

### Solid Waste Collection, Management & Landfill

- Investigate possible waste diversion opportunities as per the Waste Diversion Report to Green Committee
  - Transfer brush grinding, yard waste, and gravel from the MOC depot's to the Landfill Site



- Solid Waste Management By-Law and fees are under review
  - Green Committee members are to submit comments regarding the Solid Waste Management By-Law review by July 12, 2019

### **Public Works Operations (Roads & Sidewalks)**

- Concrete repairs – ongoing
- Road surface repairs at various locations
- Installation of new streetlight globes on Homefield Crt. – Pending
  - New supplier for globes, testing the new globes on Homefield Crt. to determine suitability in other areas
- Repairs scheduled for Given Road on July 16 & 17<sup>th</sup>
  - Road will be closed for the duration of the repairs
  - Requires drainage and base improvements in small section
- Placement of asphalt millings on various parking areas and low traffic roads
  - Delay application of dust control on gravel sections
- Sign reflectivity inventory completed

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

- Delivery and pickup of picnic tables and other amenities from various locations for various events: various family reunions at Town parks, Farmer's Market, Canada Day festivities, ShurGain, Joe's Diner, Car Show, Army & Navy, Heritage Festival
- Ongoing refurbishment of benches and picnic tables
- Forestry Management: quadrant pruning, tree inspections, and watering new trees
- Meeting with UTRCA to discuss options for invasive species management within the bush and on perimeter
  - UTRCA to engage TD Tree Days program for additional tree planting at Sparling Bush
- Rough cut grass areas ongoing
  - Delayed due to wet spring
- Cemetery (June 15-30, 2019)
  - 2 traditional burials
  - 2 cremations (Columbarium)
  - 1 interment right sold for 2 plots in St. Patricks

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


- Development of Asset Management Plan 2019 Update – to be presented to Council Aug 2019
- Quadro Fiber installation
  - Contractor moving into stage E
  - Working with contractor on some restoration complaints
- See Finance Monthly report for capital project status

### **SPENDING AND VARIANCE ANALYSIS**

- Operational challenges at the Robinson Street Sewage Pumping Station
  - Internal check valve failed and has been replaced
  - External isolation valve (1 of 2) broke in closed position. McLean Taylor has been retained to complete emergency repairs to replace external valves. Repairs pending.
  - To be operational by July 24<sup>th</sup>
  - Cost variance of \$15,853 (+HST) can be absorbed in the approved repairs budget.

## REVIEWED BY

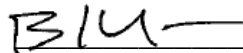
### Recommended by the Department



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Jed Kelly  
Director of Public Works

### Recommended by the CAO



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Brent Kittmer  
CAO / Clerk

# PROCUREMENT AWARD

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

**Prepared by:** Jeff Wolfe, Asset Management and Engineer Specialist

**Date of Meeting:** 23 July 2019

**Subject:** **PW 41-2019 Award for RFT-PW-13-2019 James Street Watermain Alteration**

## PROJECT DETAILS

Contractor to provide construction services to alter the watermain on James Street South in front of St. Marys D.C.V.I. The purpose of the project is to replace the existing 250 mm dia. asbestos cement watermain that does not have proper clearance above or below the existing storm sewer, as well as associated surface restoration. The project will also correct ponding occurring just north of the excavation area with the removal and replacement of 35m of curb and gutter and associated asphalt and sod restoration.

During the course of the project the Contractor will attempt to ensure that at all times of construction, a minimum of one lane for traffic shall be open (flagging will be required while any lanes of traffic are closed). Furthermore, two lanes of traffic will be restored to grade with gravel and calcium chloride when construction related activities are not taking place at the site, including overnight.

The project was previously tendered with a requirement for summer construction in order to avoid the school year. However, that tender (RFT-PW-09-2019) did not receive any bids at the time of closing and after discussion with contractors it was determined that the local construction industry did not have the capacity to complete the work during the summer months. As a result, the project was retendered to allow for fall construction in 2019. The project is anticipated to take approximately 3 weeks.

## RECOMMENDATION

**THAT** PW 41-2019 Award for RFT-PW-13-2019 James Street Watermain Alteration be received; and,

**THAT** the procurement for RFT-PW-13-2019 James Street Watermain Alteration be awarded to 598424 Ontario Ltd. O/A Russell Construction for the tender price of \$65,069.86, inclusive of all taxes and contingencies; and,

**THAT** By-Law 67-2019 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

## PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Tender Closing Date:	Tuesday, July 9, 2019
Number of Bids Received:	Three (3)
Successful Proponent:	598424 Ontario Ltd. O/A Russell Construction
Approved Project Budget:	\$70,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$65,069.86
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$58,597.43
Project Under-budget Projection	\$5,000.00

The procurement document submitted by 598424 Ontario Ltd. O/A Russell Construction was found to be complete, contractually acceptable, and ultimately provided the best value for the Town. As such, staff recommends award of the project to 598424 Ontario Ltd. O/A Russell Construction.

## FINANCIAL IMPLICATIONS

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

James St. Watermain Alteration (budgeted)	<b>\$70,000.00</b>
Tender under-budget	<b>\$11,402.57</b>
Total	<b>\$58,597.43</b>
Estimated Transfer to Capital Reserve	<b>\$5,000</b>

The project is anticipated to incur a variance of -\$5,000.00 from the 2019 TYPE budget. The variance will be transferred back to the Water Reserve.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

Reference Checks for Contractor

## ATTACHMENTS

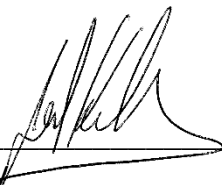
1. Bid Summary

## REVIEWED BY

### Recommended by the Department

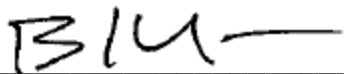


Jeff Wolfe  
Engineering & Asset Management Specialist



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.

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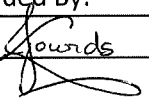
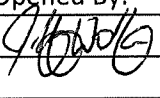
Brent Kittmer  
CAO / Clerk

## VENDOR OPENING SUMMARY SHEET

CONTRACT NO: RFT-PW-13-2019

TITLE: James Street Watermain Alteration

July 9/ 19 2:30 PM MOC

NO	VENDOR	DATE TIME	AMOUNT
1	598424 Ontario Ltd. o/a R. Russell Construction	July 9/19 2:00 pm	\$65,069.86
2	Armstrong Paving and Materials Group Ltd.		
3	Atlantis Underground Services LTD.		
4	Blackstone Paving & Construction Limited		
5	GVCA		
6	LABE		
7	McLean Taylor Construction Limited	July 9/19 2:20 pm	\$104,501.10
8	Stone Town Construction Limited		
9	The London & District Construction Association		
10	Toronto Construction Association		
11	WCA		
12	1926705 Ontario Inc. O/A AAR-Con Excavating	July 9/19 2:13 pm	\$82,829.00
13	Recorded By:                      Opened By:		
14	 		
15			
16	Jo-Anne Lounds                      Jeff Wolfe		
17			





# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	23 July 2019
<b>Subject:</b>	<b>PW 43-2019 Textile Recycling Program (Waste Diversion)</b>

## PURPOSE

To present Council with information and a recommendation from the Green Committee regarding a potential textile recycling program for consideration at the St. Marys Landfill Site.

## RECOMMENDATION

**THAT** PW 43-2019 Textile Recycling Program (Waste Diversion) be received; and

**THAT** Council authorize staff to proceed with a waste reduction and diversion program for textiles at the St. Marys Landfill Site; and

**THAT** Council directs Staff to complete a Request for Proposal for textile recycling at the St. Marys Landfill Site in accordance with Municipal By-Law 36-2012.

## BACKGROUND

On September 11, 2018 Town staff presented Council with a Waste Reduction and Diversion Assessment. The Report identified the various waste reduction and diversion programs currently being administered by the Town as well as potential diversion programs that were not currently implemented within the Town (see Appendix B of the Waste Reduction and Diversion Assessment). According to the Value Village, approximately 85% of textiles are disposed into landfill. Most of these textiles that are disposed of could avoid the landfill entirely by being recycled or reused by industries and consumers. The vast majority of which can be diverted for recycling or reuse.

Appendix B7 identified Textile Recycling as a potential Waste Reduction and Diversion Program and identified Near Term, Mid-Term and Long-Term initiatives for consideration. The Mid-Term initiative stated the following:

*“Consideration should be given to developing a textile diversion program to collect and divert material that is not suitable for donation. The Town should seek municipal partnerships and or public private partnerships for an economically sustainable program delivery”.*

## REPORT

In February of 2019, Town Staff were contacted by Diabetes Canada about their desire to implement a textile diversion program at the St. Marys Landfill Site. Diabetes Canada is currently running textile diversion programs in neighbouring municipalities such as, but not limited to, Bruce County, Oxford County, City of London, and the City of Stratford.

As part of the investigation into a potential program, Staff also contacted the Salvation Army Thrift Store regarding the installation of a textile recycling bin in the downtown area. The Salvation Army Thrift Store

responded that the installation of a bin in the downtown may take away donations from their location, and expressed interest in providing a bin or program partnership at the Town's Landfill Site.

Based on staff's research to date, there are multiple parties who have expressed interest in developing a textile recycling program at the Town's landfill site or in public areas. On June 19, 2019 Staff presented information regarding a Textile Recycling Program to the Green Committee with the following Resolution being carried:

***Resolution: GC-2019-06-03***

***THAT*** Report PW 36-2019, Textile Recycling be received; and,

***THAT*** the Green Committee recommend to Council that a Textile Recycling program at the St. Marys Landfill Site be adopted; and,

***THAT*** the Green Committee recommend to Council to direct Staff to complete a Request for Proposal for textile recycling at the St. Marys Landfill Site in accordance with Municipal By-Law 36-2012.

As such, Staff recommend that the Town issue an RFP, whereas any interested party can outline their proposed vision of a textile diversion program. Issuing an RFP will ensure a fair and open process as per the Town's procurement policy. The Proponent's submissions would outline how they propose storing the materials at the Site, possible secondary locations for storage, materials accepted, cost (if any), and where the materials would be taken for reuse. Each submission would be evaluated and the submission that is deemed most appropriate for the Town would be recommended.

The intent is to implement a textile diversion program to help reduce the amount of waste being disposed of at the landfill to improve the Site's longevity, while simultaneously pursuing greener options.

## **FINANCIAL IMPLICATIONS**

There are no known financial implications related to textile diversion at the St. Marys Landfill Site at this time. Actual financial implications, if any would be determined through the completion of the proposal submission process.

## **SUMMARY**

The Waste Reduction and Diversion Assessment suggests the Town adopt a textile recycling program to reduce the amount of textiles disposed of at the St. Marys Landfill Site. Multiple parties have expressed an interest that they would like to implement a textile diversion program at the Town's Landfill Site and possibly at other locations within the Town. Staff is recommending that a Textile Diversion program be implemented at the St. Marys Landfill Site through a request for proposal process to ensure an open and fair process.

## **STRATEGIC PLAN.**

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

- Pillar # 1 – Infrastructure, Waste Management Plan:
  - Outcome: With anticipated proactive measures for growth (residential, commercial and industrial), there will be a need for active consideration of optimizing landfill services, but with a view to controlled costs and forward thinking environmental initiatives.
  - Tactic(s): Plan for a new long-term review of waste management, taking account of new and more prescriptive provincial standards. Explore alternatives to status quo waste management with a view to reduction and recycling initiatives for all residential, commercial and industrial properties.

## **OTHERS CONSULTED**

Morgan Dykstra, Public Works Coordinator – Town of St. Marys  
Green Committee – Town of St. Marys  
Kim Vanstone, Territory Manager Western Ontario – Diabetes Canada  
Salvation Army and Thrift Store  
City of Stratford

## **ATTACHMENTS**

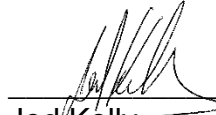
None.

## **REVIEWED BY**

### **Recommended by the Department**

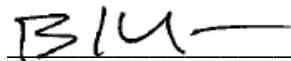


Dave Blake, C.E.T  
Environmental Services Supervisor



Jed Kelly  
Director of Public Works

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

## Textile Recycling

According to Value Village, approximately 85% of textiles are disposed into the landfill. Most of these textiles that are disposed of could avoid the landfill entirely by being recycled or reused by industries and consumers.

There are already multiple locations within the Town of St. Marys where one can donate their clothing for reuse. Places include the downtown Thrift Store in association with the Salvation Army as well as red bins which are provided by the Canadian Diabetes Association. In addition, the Canadian Diabetes Association periodically contacts the residents of the Town to ask for any unwanted or used clothing. Donating clothing is at no cost to residents and textiles will be picked up at their doorstep within a few days.

Through these donation programs, various textiles, such as but not limited to the following can be donated:

Accessories and bags, clothing, curtains, blankets, towels, sheets, shoes, sleeping bags, etc.

However, donating material is only addressing one stream of textile waste, and the question becomes what to do with material that is not in a condition to be donated. A recently launched program in the neighbouring City of Stratford aims to tackle the textile material that is not in a condition for donation. The Town should consider such a program for its own waste management programs for increased diversion.

## Opportunities for Improved Waste Reduction & Diversion:

Initiatives (Near Term)	Initiatives (Mid Term)	Initiatives (Long Term)
Education and Outreach programs should be developed and implemented to ensure residents are aware of reduction and diversion programs for enhanced utilization.	<p>Consideration should be given to developing a textile diversion program to collect and divert material that is not suitable for donation.</p> <p>The Town should seek municipal partnerships and or Public Private Partnerships for an economically sustainable program delivery.</p>	<p>Consideration should be given to banning the disposal of textiles at the landfill.</p> <p>Look for and implement more programs to recycle textiles.</p>

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Administration and Human Resources</b>
<b>Date of Meeting:</b>	<b>23 July 2019</b>
<b>Subject:</b>	<b>CAO 45-2019 July Monthly Report (Administration and Human Resources)</b>

## RECOMMENDATION

THAT CAO 45-2019 July Monthly Report (Administration and Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### CAO and Clerks

#### **Municipal Efficiency and Modernization Review**

- First draft of the overall corporate review, the recreation and leisure services review, and the museum review have been completed as of July 12, 2019.
- Final review and editing is underway, with a goal to provide all content to Council the week of August 6 in binder format.
- Meetings for Council to consider the various services reviews have been scheduled for August 13 (9:00 am – 12:00 pm) and August 20 (9:00 am – 12:00) pm.
- Given the scope of this effort, Council may want to consider at least one additional date for review.

#### **Strategic Planning**

- Serviced Land – scope of work provided to BM Ross to begin a servicing review.

#### **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.
  - The Town's participation in the FCM Partners for Climate Change Program has been confirmed, and work on the community greenhouse emissions plan is in the preliminary staged.

#### **Public and Community Engagement**

- June 27, 2019 – the CAO and Deputy Clerk provided a webinar for the Ministry for Seniors and Accessibility as a part of their series of webinars to give orientation to Accessibility Advisory

Committee members. The focus was on the plans review process for municipal projects, and the Town's process of review for the Cadzow Park revitalization was used as a case study.

- July 4, 2019 – The Canadian Institute of Planners conference presented a panel on designing age friendly streetscapes, with a focus on the Town's 2016 downtown reconstruction project. Due to a personal matter, the CAO was not able to attend but a recorded webinar from March was shared to communicate the Town's successes.

## **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 are contained in CAO 46-2019
- Municipal Election Compliance Audit Committee – no requests for audit were received by the legislated deadline. There should be no need for the Joint Compliance Audit Committee.
- Updated Smoking By-Law – work on this project is in its preliminary stages. The CAO has collected best practices and sample by-laws from the PDHU for reference.

## **Land Sales**

- 481 Water Street South (McDonald House):
  - Expression of interest document is posted, with submissions due 2:00 pm on August 2, 2019.
- Junction Station
  - Expression of interest document is posted, with submissions due 2:00 pm on August 2, 2019.
  - Staff have been able to confirm that the Town has clear title to the property, and that the building is wholly located on Town owned lands.
- Jones Street Road Allowance
  - Council direction being implemented.
- 478 Water Street South
  - Former Town owned lands sold to McLean Taylor have now been listed for sale.
  - The CAO has communicated with company to remind them of restrictive covenants affecting the land and any proposed resale of the land.

## **Human Resources**

### **Recruitment**

- Completed the recruitment process for a VIA Attendant
- Currently recruiting for a Planning and Development Coordinator and a Facility Operator B

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

- Hosted the annual Mayor/CAO BBQ on June 27, 2019 at Cadzow Park
- Forwarded the draft Team Member Handbook to the Committee to allow them to read the document and discuss with staff. The Committee discussed staff feedback and made recommendations for edits.
- Met with United Way Perth-Huron representatives to start initial planning for the 2019 workplace campaign.

### **Training**

- New Hire orientation, electronic timesheet and employee self-serve training completed for ten new staff.



## HR Systems

- Completed the Draft 2019 Team Member Handbook. The process included:
  - removing some content from the current version to create six new policies that will be rolled out to staff alongside the Handbook
  - consulting with the STEAM Committee and the Senior Management Team
- Participated in the Job Vacancy and Wage Survey for Statistic Canada
- Assisted various departments in calculating cost savings analysis for the upcoming 2020 budget
- Attended a Golden Triangle meeting (Southwestern Ontario Municipal Human Resources Association). Discussed municipal best practice in dress code trends, telecommuting/working from home policies, performance management tools and trends and the reliability and legality of pre-placement medicals for staff.
- Continuing to work on staffing/wage strategies for recruiting and retaining supply staff for the Early Learning Services.

## Health and Safety

- Updated and distributed the 2019 Workplace Violence Risk Assessment to be completed in August. Assessment results and recommendations will be presented to the Senior Leadership Team Meeting at the September meeting.
- 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 2020 Payroll budget spreadsheets and forwarded on to Finance
- Attended a Benefit Consortium meeting in Clinton
- Completed and filed the Absenteeism Reporting of second quarter to Consortium Consultant
- Provided the monthly Report on Hiring to Service Canada
- Completed and filed the Record of Employments for contracts which ended at the end of school year

## SPENDING AND VARIANCE ANALYSIS

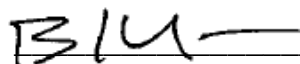
None of note

## 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>	Jenna McCartney, Deputy Clerk
<b>Date of Meeting:</b>	23 July 2019
<b>Subject:</b>	<b>CAO 46-2019 Adoption of Committee Terms of Reference</b>

## PURPOSE

To provide Council with a thorough review of its Committee's Terms of Reference now that they have been in effect for six months since Council's appointment.

## RECOMMENDATION

**THAT** CAO 46-2019 Adoption of Committee Terms of Reference be received;

**THAT** Council approve the amalgamation of the Heritage Conservation District Advisory Committee and the Heritage Advisory Committee;

**THAT** Council approve the disbandment of the St. Marys Museum Board and the instatement of the Museum Advisory Committee;

**THAT** Council approve the disbandment of the Senior Services Board and the instatement of the Senior Services Advisory Committee;

**THAT** Council approve the disbandment of the Youth Centre Advisory Board; and

**THAT** Council direct staff to prepare the necessary by-law to constitute all committees of Council and return it to a subsequent meeting for consideration.

## BACKGROUND

Council sat as a Nomination Committee in November 2018 to review applications from community members who wished to advise Council through a number of Committees and Boards.

At Council's inaugural meeting on December 4, 2018, it appointed an individual community members to the following Committees and Boards:

- St. Marys Museum Board
- St. Marys Public Library
- Accessibility Advisory Committee
- Committee of Adjustment
- Community Policing Advisory Committee
- Green Committee
- Heritage Advisory Committee
- Planning Advisory Committee & Property Standards Committee
- Recreation & Leisure Advisory Committee

- Senior Services Board
- Youth Centre Advisory Board
- Youth Council
- St. Marys Business Improvement Area

At Council's regular meeting on January 8, 2019, the St. Marys Business Improvement Area has been constituted by by-law. Nothing further is required for this Committee.

The Committees and Boards have been in effect for more than six months. The members and staff liaisons have had an opportunity to review the draft terms of reference and to begin acquiring exposure to projects. At this time, staff are bringing forward recommendations from some of the Committees and Boards while others are recommending that the terms of reference be adopted by Council as is.

Once Council decides the state of the committees and boards, Council should pass a by-law to constitute each and to set the approved terms and conditions for the current term of the committees and boards.

## **REPORT**

### **Committee of Adjustment**

This is a newly drafted TOR because one previously did not exist. It holds similar boilerplate content as the others.

### **Heritage Advisory Committee**

Council directed staff and the Heritage Advisory Committee (HAC) to review the original mandate of the Heritage Conservation District Advisory Committee to determine if one Committee could efficiently manage the mandate of both Committees. Staff and the HAC have completed the review and have come to the conclusion that one Committee can accomplish the legislated requirements under the *Heritage Act* in a more effective and efficient manner.

Staff and the HAC are recommending that the number of public members be changed from "up to 10" to "minimum of 5 members of the public as per the *Heritage Act*, and up to 10 members of the public".

Additionally, to accommodate the suggested amalgamation of the two Committees' specific goals and responsibilities of the HAC have been included as items # 6, 7, 8, 9, 10 and 11.

### **Museum Board**

The members and staff reviewed St. Marys Museum Board By-law 1-2008 which provides for the governance of proceedings of the Board. It was determined that there is no legislation that requires this group to be a governance board and therefore, a recommendation to Council that the St. Marys Museum Board be reappointed as the St. Marys Museum Advisory Committee is coming forward. As such, the members have prepared the Terms of Reference based on the role as an advisory committee.

If Council agrees with the member's recommendation to reinstate the members as an advisory committee rather than a board of governance, By-law 1978-11 must be repealed.

### **Senior Services Board**

The members and staff reviewed the Board's Terms of Reference which was created upon the amalgamation of the Friendship Centre Board and Home Support Services Board in 2011. A concern arose that an advisory committee may be more appropriately aligned with the mandate of the group than a governing board. Staff and the members are recommending to Council that the Board be disbanded and replaced with the Senior Services Advisory Committee.

A recommendation was also provided that the number of members be reduced from 9 to 7+. It should be noted that there are only six members of the public currently appointed to the Board and the standard for most committees is 5 members of the public.

## **Youth Centre Advisory Board**

The Youth Centre Advisory Board originated as the Youth Centre Board many years ago as a requirement of United Way funding. During this period of time, the Youth Centre was an independent entity located at Cadzow Park in the old Friendship Centre building. Due to financial struggles within the Youth Centre, it was determined by Town Council in 2011 that it would take over the management and operation of the Youth Centre as a core service in cooperation with Perth – Huron United Way. Staff of the day worked on a terms of reference for a Youth Centre Advisory Board that would advise staff on broad operational matters and assist with the ownership / management transition. The Advisory Board has been in place ever since and has assisted with Youth Centre events such as Canada Day and Halloween Haunted House. While there was the TOR in place, it was rarely referred to and often not followed. Meetings frequently took place without quorum as a compliment of members was often not consistent.

In 2015, due to lack of interest and support from the Board members, it lost its charitable status.

Since the new term of this Advisory Board, 2 meetings have been cancelled due to lack of quorum, 2 meetings have been held and 2 times meetings were rescheduled at least twice in an attempt to accommodate member's schedules.

While the Advisory Board made two recommendations at their April 24<sup>th</sup> meeting to Council regarding committee mandate and structure, it is staff's recommendation at this time to disband the Youth Centre Advisory Board. Staff suggested that as the Town wades further into the Perth 4 youth project, working groups will be created which would benefit from the expertise of the Committee members. These members would be called upon by the Recreation Supervisor to collect comment on the number of recommendations with the project.

## **Youth Council**

This is a newly formed Committee and a newly drafted TOR. It holds similar boilerplate content as the others.

## **No Recommended Changes to TOR**

Accessibility Advisory Committee  
Community Policing Advisory Committee  
Green Committee  
Planning Advisory Committee  
Recreation & Leisure Advisory Committee

## **FINANCIAL IMPLICATIONS**

While the purpose of the review was not based on financial merits, there will be some realized financial benefits if Council chooses to implement the recommendations to disband the Heritage Conservation District Advisory Committee and the Youth Centre Advisory Board.

## **SUMMARY**

At this time, the following recommendations are before Council:

1. To finalize the concept of amalgamating the Heritage Conservation District Advisory Committee with the Heritage Advisory Committee by approving the Heritage Advisory Committee's Terms of Reference.
2. To disband the St. Marys Museum Board and instate the Museum Advisory Committee.
3. To disband the Senior Services Board and instate the Senior Services Advisory Committee.
4. To disband the Youth Centre Advisory Board and flow youth matters to the appropriate channels. For existing members of the Board, offers should be made to accommodate their participation on the Recreation & Leisure Advisory Committee.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

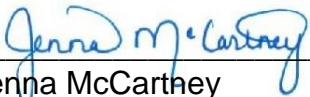
Ciaran Brennan, Staff Liaison to Youth Centre Advisory Board and Youth Centre  
Amy Cubberley, Staff Liaison to St. Marys Museum Board  
Morgan Dykstra, Secretary to Green Committee  
Grant Brouwer, Secretary – Treasurer to Committee of Adjustment  
Stephanie Ische, Staff Liaison to Recreation & Leisure Advisory Committee  
Brent Kittmer, Staff Liaison to Community Policing Advisory Committee  
Trisha McKibbin, Staff Liaison to Heritage Advisory Committee  
Jenny Mikita, Staff Liaison to Senior Services Board

## ATTACHMENTS

Terms of Reference for Accessibility Advisory Committee, Committee of Adjustment, Community Policing Advisory Committee, Green Committee, Heritage Advisory Committee, Museum Advisory Committee, Planning Advisory Committee, Recreation & Leisure Advisory Committee, Senior Services Advisory Committee, Youth Council


## REVIEWED BY

### Recommended by the Department



Jenna McCartney  
Deputy Clerk

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

## **Accessibility Advisory Committee Terms of Reference**

### **MANDATE**

The St. Marys Accessibility Advisory Committee (“the Committee”) recommends and advises Town Council on matters to improve opportunities for persons with disabilities and to provide for involvement in the identification, removal and prevention of barriers to full participation in the community.

The Committee will advise and may assist the Municipality in promoting and facilitating a barrier-free Municipality for citizens of all abilities including persons with disabilities. The Committee may promote accessibility within the community to increase education and awareness.

The Committee’s responsibilities include:

1. Provide input on the Town’s Annual Accessibility Plan Update;
2. Advise Council on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
  - a. That Council purchases, constructs or significantly renovates;
  - b. For which Council enters into a new lease; or
  - c. That a person provides as municipal capital facilities under an agreement entered into with the Council in accordance with section 110 of the *Municipal Act*, 2001.
3. Conduct research on accessibility issues, including liaising with third party agencies and support groups for individuals with disabilities.
4. Perform functions that are specified in the Accessibility regulations
5. Review matters referred to the Committee by Council and make recommendations as appropriate
6. Review, at least every 3 years the Town’s Accessibility Plan and recommend changes. Changes require the approval of Council

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Town.
- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Town’s closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

### **COMMITTEE STRUCTURE**

- 1 Elected Official as appointed by Council.
- 5 members of the public appointed by Council.



- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).
- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.
- Eligible members of the public include youth (under 18 years of age) who reside in the Town of St. Marys.
- Eligible members of the public include parents or caregivers or a person with a disability.
- It is preferred that a majority of the members shall include persons with disabilities representing the interests of citizens with varying disabilities. These committee members shall reflect the cross disability nature of the Accessibility for Ontarians with Disabilities Act.

## **GENERAL RULES OF OPERATION**

The Committee is subject to the control and direction of Council. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

## **ROLE OF COUNCIL REPRESENTATIVES**

- The Council Representative is a participating voting member of the Committee
- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law

## **ROLE OF COMMITTEE CHAIR**

A Committee Chair and Vice-Chair will be elected yearly from Committee members to preside over meetings and Committee business.

That Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

## **ROLE OF COMMITTEE MEMBERS**

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests and conflict of interest per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

## **ROLE OF STAFF**

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary and give notice of meetings and prepare all associated correspondence.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.

## **REPORTING REQUIREMENTS**

Committee minutes are to be provided to the CAO/Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

## **FINANCIAL PLANNING**

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of Committee duties will be paid in accordance with the Town's policies.



Any financial requirement of the Committee shall be approved by Council prior to expenditure.

## **FREQUENCY OF MEETINGS**

The Committee will meet a minimum of quarterly, with the actual frequency to be determined by the Committee once it is seated.

## **TERM**

The term of the Committee shall coincide with the term of the appointing Council.

## **Committee of Adjustment Terms of Reference**

### **MANDATE**

This Committee considers applications for minor variances from the Zoning By-law, applications for land division (consent to sever land), and variances to the fence by-law and any other specified by Council that implements the Official Plan. It is the responsibility of the Secretary-Treasurer to accept all applications for processing, upon submission by the applicant.

Applications to the Committee of Adjustment will be processed in accordance with the requirements of Sections 45 and 53 of the *Planning Act*, applicable regulations (O.Reg. 200/96 and 197/96 as amended) the *Statutory Powers Procedures Act* and Committee of Adjustment procedure.

The Committee is authorized by the *Planning Act* to consider applications for:

- Minor variances from the provisions of the Zoning By-law
- Extensions, enlargements or variations of existing legal non-conforming uses under the Zoning By-law
- Land division (severing a new lot from an existing lot, adding land to an existing lot, easements, mortgages or leases in excess of 21 years)
- Determine whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, buildings or structures permitted in the by-law are defined in general terms

### **COMMITTEE STRUCTURE**

- 5 members of the public appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the *Municipal Elections Act*. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).
- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.

### **GENERAL RULES OF OPERATION**

The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

## **ROLE OF COMMITTEE CHAIR**

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

## **ROLE OF COMMITTEE MEMBERS**

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests and conflict of interest per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

## **ROLE OF STAFF**

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Secretary-Treasurer, including meeting package preparation.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Give notice of meetings and prepare all associated correspondence.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.

- Act as a resource personnel for Town policies and procedures.

## **REPORTING REQUIREMENTS**

Committee minutes are to be provided to the CAO/Clerk for insertion on the Council agenda.

## **FINANCIAL PLANNING**

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of Committee duties will be paid in accordance with the Town's policies.

Any financial requirement of the Committee shall be approved by Council prior to expenditure.

## **FREQUENCY OF MEETINGS**

The Committee will meet as applications for Consent to Server are marked complete by the Secretary / Treasurer. Meetings will generally be held at the Municipal Operations Centre, located at 408 James Street South, St. Marys.

## **TERM**

The term of the Committee shall coincide with the term of the appointing Council.



## **Community Policing Advisory Committee Terms of Reference**

### **MANDATE**

The Community Policing Advisory Committee (“CPAC”) shall advise and assist Council and the citizens of the Town of St. Marys on matters relating to community policing.

The CPAC’s responsibilities will be analogous to Section 10(9) (b), (c), and (e) of the Police Services Act, including:

- Meeting on a monthly basis, or more frequently if necessary, to advise the Chief of police, or his/her designate, in regards to the needs, objectives and priorities for police services in the Town.
- Establishing, after consultation with the Chief of Police, or his/her designate, any local policies with respect to police services.
- Receiving monthly reports from the Chief of Police, or his/her designate.
- Monitoring the performance of the police services.
- Receiving regular reports from the Chief of Police, or his/her designate on disclosures and decisions made under Section 49 Police Services Act (secondary activities).
- Reviewing the Chief of Police’s administration of the complaints system under Part V of the Police Services Act and receive regular reports from the Detachment Commander or his or her designate on his or her administration of the complaints system.

Further, the responsibilities of the CPAC shall also include:

- Reviewing the annual policing budget submission and recommending to Council to adopt or dispute the annual budget. This includes working with the contract police service provider to resolve any budget concerns prior to making a recommendation to Council to proceed with formal dispute resolution.
- Conducting reviews of the state of the Town’s police service, on such terms of reference as the CPAC may adopt. The first such review shall be after the contract policing has been in effect for one (1) year, and periodically thereafter. The CPAC shall report its findings to Council. At a minimum, the purpose of the review(s) shall be:
  - To evaluate the success of the contract police services in providing adequate and effective police services to the Town;
  - To assess the cost impacts of this contract police services on the Town; and
  - To make any recommendations to the Town and the Police Services Board for the contract services provider as may be appropriate in light of the findings.
- Researching and making recommendations to Council on how best to improve police services in the Town. This includes, but is not limited to, making recommendations to Council in regards to any preferred amendments to the police services agreement when periodic reviews of the contract policing services are completed.
- Selecting one member to represent the Town of St. Marys during Police Service Board meetings of the contract policing service provider. Such attendance will be to advise

the Board with respect to objectives and priorities for the police services in the Town. The representative of the CPAC shall be a non-voting attendee.

The CPAC will **not** be responsible for the following:

- In accordance with Section 31(4) of the Police Services Act, the CPAC cannot interfere with day-to-day operations of the police services. Neither the CPAC as a body, nor any individual member of the CPAC, shall give orders or directions to the Chief of Police, his/her designate, or any member of the police force including administrative or civilian staff.
- Undertaking, supervising, or directing the day to day operations of any Town department;
- Administrative matters including giving directions to any member of Town staff.
- Reviewing the Town's or the police services' staff structure, staff compensation, or other staffing related matters.
- Approving budgets and capital projects.
- Performing project and program implementation.
- Reviewing any matter that may be subject to the Town's closed meeting provisions that is not within the mandate of the CPAC.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

## COMMITTEE STRUCTURE

The composition of the CPAC is designed to reflect Section 27 (6) of the *Police Services Act* and shall consist of:

- The Mayor, or if the Mayor chooses not to be a member of the CPAC, another member of the Council appointed by Council.
- One further member of the Council appointed by Council.
- 3 members of the public appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).
- Employees of the Town of St. Marys and members of the police services are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.

## GENERAL RULES OF OPERATION

The St. Marys Community Policing Advisory Committee is subject to the control and direction of Council. All meetings of the CPAC are open to the public, and the Procedure By-Law governing the procedures for Council meetings shall be observed by the CPAC. The closed meeting provisions of the *Municipal Act* and the *Police Services Act* apply to meetings of the CPAC.

All appointed CPAC members will be voting members, and a quorum of the CPAC shall be the majority of those appointed by Council as members of the CPAC.

At the first meeting, the members shall determine the preferred day and time for CPAC meetings.

If the CPAC refuses or neglects to give due consideration to any matter assigned to it or before it, it may, by Council resolution, be discharged of its responsibilities.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

## **APPOINTMENT OF CHAIR AND VICE CHAIR**

The CPAC shall appoint a Chair and Vice Chair in accordance with the procedure set out in Section 28(1) and (2) of the *Police Services Act*. The members of the CPAC shall, at the first meeting held in January of each year, select from amongst its members, a Chair and Vice-Chair for a term of one year.

- The election of the Chair shall be conducted by the Town staff liaison to the CPAC.
- The election of the Vice-Chair shall be conducted by the Chair.
- Any votes required under this section shall be taken as described by the provision of Section 61(1) and (2) of the *Municipal Act*, which requires that each member of the CPAC present shall indicate his or her vote openly, and that no vote be taken by ballot or any other method of secret balloting.

## **ROLE OF CPAC CHAIR**

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the CPAC and of the police services to Council as required.

## **ROLE OF CPAC MEMBERS**

The CPAC members shall:

- Report to the Chair any issues that they feel should be addressed by the CPAC.
- Attend and participate in CPAC meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the CPAC's mandate and report their concerns and issues to the CPAC.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests and conflict of interest per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the CPAC.

- Be considered to be voting members of the CPAC.

## **ROLE OF TOWN ADMINISTRATIVE STAFF**

The CAO/Clerk, or his/her designate, shall be the staff liaison to the CPAC.

The staff liaison's responsibilities include:

- Corresponding with members of the CPAC.
- Acting as the CPAC Secretary and give notice of meetings and preparing all associated correspondence.
- Preserving all records and correspondence in accordance with the Town Records Retention By-law.
- Acting as a resource personnel for Town policies and procedures.

## **REPORTING REQUIREMENTS**

CPAC minutes are to be provided to the CAO/Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in an appropriate format under signature of the CAO/Clerk.

## **FINANCIAL RESOURCES OF THE COMMITTEE**

Members of the public serving on the CPAC will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the CPAC.

Reimbursement for travel and other expenses incurred in the performance of CPAC duties will be paid in accordance with the Town's policies.

Any financial requirement of the CPAC shall be approved by Council prior to expenditure.

## **FREQUENCY OF MEETINGS:**

The CPAC will meet a minimum of monthly, with the exception of the months of July, August and December.

## **TERM**

The term of the CPAC shall coincide with the term of the appointing Council.

## **Green Committee Terms of Reference**

### **MANDATE**

The Green Committee is committed to educating the residents of St. Marys, advising the municipality and researching issues of environmental importance to the community.

The Committee' focus will be strategic level projects assigned to it by Council. The role of the Committee is to assist in advancing Council's strategic priorities as outlined in the 2017 Strategic Plan and the Recreation and Leisure Master Plan.

Specific duties of the Committee may include:

1. Advise the Municipality of St. Marys on pertinent environmental issues that are within the jurisdiction of the Town, including trails and green spaces.
2. Support approved municipal initiatives with respect to the education of the citizens and to facilitate public perspective on how particular environmental and sustainability issues impact on the community.
3. To review, comment on and provide input during the preparation and implementation of environmental and sustainability plans, strategies and initiatives.
4. To advise on short-term, intermediate and long-term environmental and sustainability strategic initiatives.
5. To raise new, relevant, unexplored environmental/sustainability issues to be considered by the Town.
6. Undertake other environmental projects assigned by Council from time to time.

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Town.
- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Town's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

### **COMMITTEE STRUCTURE**

- 1 Elected Official as appointed by Council.
- 5 members of the public appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).

- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.
- Eligible members of the public include youth (under 18 years of age) who reside in the Town of St. Marys.

## **GENERAL RULES OF OPERATION**

The Committee is subject to the control and direction of Council. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

## **ROLE OF COUNCIL REPRESENTATIVES**

- The Council Representative is a participating voting member of the Committee
- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law.

## **ROLE OF COMMITTEE CHAIR**

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

## **ROLE OF COMMITTEE MEMBERS**

The Committee Members shall:



- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests and conflict of interest per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

## **ROLE OF STAFF**

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary and give notice of meetings and prepare all associated correspondence.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.

## **REPORTING REQUIREMENTS**

Committee minutes are to be provided to the CAO/Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

## **FINANCIAL PLANNING**

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of Committee duties will be paid in accordance with the Town's policies.

Any financial requirement of the Committee shall be approved by Council prior to expenditure.

## **FREQUENCY OF MEETINGS**

The Committee will meet a minimum of monthly, with the actual frequency to be determined by the Committee once it is seated.

## **TERM**

The term of the Committee shall coincide with the term of the appointing Council.

## Heritage Advisory Committee Terms of Reference

### MANDATE

Originally created in 1977 as the St. Marys Local Architectural Conservancy Advisory Committee (LACAC) under the authority of the Ontario Heritage Act, Section 28, this committee was renamed Heritage St. Marys following review and revisions of the Ontario Heritage Act in 2005. Town of St. Marys Official Plan 1987 (consolidated 2007) provides additional authority in Section 2.3.2: Policies including:

2.3.2.1 Council has established and will continue to maintain a citizen's heritage advisory committee known as "St. Marys Heritage Committee" to advise and assist Council on heritage matters. Council shall continue to consult with the St. Marys Heritage Committee on all matters and development application that pertain to heritage resources.

2.3.2.2 The "Heritage Conservation" policies shall apply throughout the Town, where applicable.

Heritage St. Marys is a committee appointed by Town Council to advise and make recommendations to Council about St. Marys' built heritage and other heritage features. The committee has a statutory role which is set out in legislation as the following:

- Designations under Part IV of the Ontario Heritage Act
- Repeals, Amendments of Designations
- Alterations or Demolition of heritage structures
- Easements or Covenants
- Heritage Conservation Districts under Part V of the Ontario Heritage Act
- Other heritage matters as directed by the Municipal Council

More specifically, the goals and responsibilities of the committee include:

1. To identify and record the community's significant heritage features including: built heritage resources, cultural heritage landscapes, heritage conservation districts, archaeological resources and/or areas of archaeological potential that have cultural heritage value or interest.
2. To recommend steps to preserve the local heritage features identified in 1.
3. To interpret this heritage to residents and to visitors to increase appreciation and understanding of these community assets.
4. To provide a pool of expertise to Town Council on all matters relating to built heritage and to the features identified in 1.
5. To maintain and expand reference materials – photographs, reference books, periodicals, catalogues, documents such as deeds, abstracts – that provide resource material for research into St. Marys' heritage.
6. Recommend properties for heritage designation to Town Council. This includes preparing and reviewing research of properties proposed for designation, statements of designation and text for heritage designation plaques.

7. To advise and consult with the applicant of a heritage permit of any applicable objectives, policies and guidelines set out in the HCD Plan which will ensure the maintenance of the cultural heritage value or interest of the HCD.
8. To review, provide comments, recommendation and any terms or conditions to the Chief Building Official, or successor or designate, within sixty (60 days) of receipt of heritage permit applications based on the objectives, policies and guidelines set out in the HCD Plan.
9. To refer the heritage permit application to the St. Marys Town Council where the Committee deems appropriate.
10. To review, provide comments, recommendation and any terms or conditions to the Chief Building Official, or successor or designate, of heritage permit applications for the renovation, restoration, alteration and demolition of Part IV designated properties as they concern external features of designated buildings and internal features if identified through designation.
11. To review, provide comments, recommendation and any terms or conditions to the Chief Building Official, or successor or designate, on development and site alterations on adjacent lands to protected heritage property to ensure that the heritage attributes of the protected heritage property are conserved.
12. Maintain the Municipal Register of Cultural Heritage Properties that includes all designated properties and a list of significant, non-designated heritage properties. This includes creating a digital photographic inventory of these properties, including historic photographs.
13. Undertake long term strategic planning, especially regarding the implications of the Heritage District.
14. Develop or support interpretive activities such as exhibits, newspaper articles and architectural walking tours on occasions such as Doors Open and the Heritage Festival.

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Town.
- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Town's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

## COMMITTEE STRUCTURE

- 1 Elected Official as appointed by Council.
- Minimum 5 members of the public as per the *Heritage Act*, and up to 10 members of the public appointed by Council.

- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).
- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.

## **GENERAL RULES OF OPERATION**

The Committee is subject to the control and direction of Council. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

## **ROLE OF COUNCIL REPRESENTATIVES**

- The Council Representative is a participating voting member of the Committee
- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law.

## **ROLE OF COMMITTEE CHAIR**

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

## **ROLE OF COMMITTEE MEMBERS**

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests and conflict of interest per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

## **ROLE OF STAFF**

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary and give notice of meetings and prepare all associated correspondence.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.

## **REPORTING REQUIREMENTS**

Committee minutes are to be provided to the CAO/Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

## **FINANCIAL PLANNING**

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of the Committee's duties will be paid in accordance with the Town's policies.

Any financial requirement of the Committee shall be approved by Council prior to expenditure.

## **FREQUENCY OF MEETINGS**

The Committee will meet a minimum of monthly, with the actual frequency to be determined by the Committee once it is seated.

## **TERM**

The term of the Committee shall coincide with the term of the appointing Council.



## **St. Marys Museum Advisory Committee Terms of Reference**

### **MANDATE**

The St. Marys Museum Advisory Committee (“the Committee”) recommends and advises Council and the citizens of the Town of St. Marys on matters related to the St. Marys Museum.

The Museum Advisory Committee is established to advise St. Marys Town Council, leveraging volunteer input and expertise to address issues and opportunities for the St. Marys Museum. The Museum Advisory Committee is guided by the Mission, Vision, Values and Objectives of the St. Marys Museum, the Town of St. Marys Strategic Plan and the Ministry of Tourism, Culture and Sport Standards for Community Museums.

The Committee’s responsibilities include:

- Provide input into the museum’s strategic plan;
- Advise Council on any issues relating to the Museum or historical collections, and any other future Museum-related projects;
- Provide feedback on Museum policies relating to the Ministry of Tourism, Culture and Sport Standards for Community Museums;
- Encourage and support the Museum and Archives to meet or exceed recognized professional standards and ethical behavior in all operational areas, including administration, research and dissemination of information, collection acquisition, development and management, conservation/preservation, exhibition, education and programs, and visitor services;
- Liaise with the community including individuals, groups, and organizations to get input and encourage support for the Museum and Archives;
- Encourage the Museum and Archives to provide programs and services that are affordable, accessible, and inclusive;
- Advise on any significant artifact donations, as well as any artifact deaccessions as per the St. Marys Museum’s Collections Management Policy;
- Formation of, and participation in, sub-committees, such as event planning and collections management, when deemed necessary;
- Promoting public appreciation of the rich history of the Town of St. Marys;
- Undertake projects assigned to the Committee by Council from time to time.

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Museum or Town.
- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.

- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Town's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

## **COMMITTEE STRUCTURE**

- 1 Elected Official as appointed by Council.
- 5 members of the public appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).
- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.

## **GENERAL RULES OF OPERATION**

The Committee is subject to the control and direction of Council. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

## **ROLE OF COUNCIL REPRESENTATIVES**

- The Council Representative is a participating voting member of the Committee
- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law.

## **ROLE OF COMMITTEE CHAIR**

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

That Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

## **ROLE OF COMMITTEE MEMBERS**

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests and conflict of interest per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

## **ROLE OF STAFF**

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary and give notice of meetings and prepare all associated correspondence.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.

## **REPORTING REQUIREMENTS**

Committee minutes are to be provided to the CAO/Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

## **FINANCIAL PLANNING**

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.



Reimbursement for travel and other expenses incurred in the performance of Committee duties will be paid in accordance with the Town's policies.

Any financial requirement of the Committee shall be approved by Council prior to expenditure.

## **FREQUENCY OF MEETINGS**

The Committee will meet at least every other month, with the actual frequency to be determined by the Committee once it is seated.

## **TERM**

The term of the Committee shall coincide with the term of the appointing Council.

## **Planning Advisory Committee Terms of Reference**

### **MANDATE**

The Planning Advisory Committee is appointed by Council as required by Section 8(1) of the Planning Act, 1990 for the purposes of providing Council with recommendations specific to community planning matters, development and policies. The mandate of the Planning Advisory Committee (PAC) is to provide Council and staff with recommendations and guidance in areas related to land use planning.

The functions and duties of the Planning Advisory Committee are:

1. To review from time to time the provisions of the Official Plan and Zoning Bylaw and related municipal policies, and to recommend to Council amendments which would be in the best interests of the Town;
2. To review and provide Council with recommendations on applications for Official Plan Amendment;
3. To review and provide Council with recommendations on applications for Zoning Bylaw Amendment.
4. To review and provide Council with recommendations on applications for approval of Draft Plans of Subdivision.
5. To review and provide recommendation to Council on any other planning matters as requested by Council, the Director of Building and Development, or the CAO; and
6. Any other planning matters as requested by Council by resolution.

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Town.
- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Town's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

### **COMMITTEE STRUCTURE**

- 2 Elected Officials as appointed by Council.
- 3 members of the public appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).

- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.

## **GENERAL RULES OF OPERATION**

The Committee is subject to the control and direction of Council. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

## **ROLE OF COUNCIL REPRESENTATIVES**

- The Council Representatives are participating voting members of the Committee.
- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law.

## **ROLE OF COMMITTEE CHAIR**

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

## **ROLE OF COMMITTEE MEMBERS**

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.



- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests and conflict of interest per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

## **ROLE OF STAFF**

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary and give notice of meetings and prepare all associated correspondence.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.

## **REPORTING REQUIREMENTS**

Committee minutes are to be provided to the CAO/Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

## **FINANCIAL PLANNING**

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of Committee duties will be paid in accordance with the Town's policies.

Any financial requirement of the Committee shall be approved by Council prior to expenditure.

## **FREQUENCY OF MEETINGS**

The Committee will meet on an as required basis, determined upon the volume of planning applications received.

This Committee has traditionally met on the First and Third Monday of the month at 6:00 pm.

## **TERM**

The term of the Committee shall run concurrent with the term of Council.

## **Recreation and Leisure Advisory Committee Terms of Reference**

### **MANDATE**

The Recreation Advisory Committee shall advise and assist Council and the citizens of the Town of St. Marys on matters relating to recreation and Leisure.

The Committee' focus will be strategic level projects assigned to it by Council. The role of the Committee is to assist in advancing Council's strategic priorities as outlined in the 2017 Strategic Plan, the Recreation and Leisure Master Plan, and the Pyramid Recreation Centre Strategic Business plan.

Specific duties of the Committee may include:

1. Review and understand the Town of St. Marys current inventory of recreation and leisure programs, including the costs to deliver the programs and the revenue generated from these programs;
2. Research and make recommendations to Council on strategies to maximize user participation in existing programs/services, increase usage of municipal recreation facilities, and increase overall participation in recreation and leisure programs;
3. Research and make recommendations to Council for new revenue generating strategies related to recreation and leisure;
4. Research and make recommendations to Council on how best to improve the overall user experience at the Town's recreation facilities;
5. Research and make recommendations to Council regarding how to increase existing partnerships and develop new recreation and Leisure partnerships.

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Town.
- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Town's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

### **COMMITTEE STRUCTURE**

- 1 Elected Official as appointed by Council.
- 5 members of the public appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).

- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.
- Eligible members of the public include youth (under 18 years of age) who reside in the Town of St. Marys.

## **GENERAL RULES OF OPERATION**

The Committee is subject to the control and direction of Council. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

## **ROLE OF COUNCIL REPRESENTATIVES**

- The Council Representative is a participating voting member of the Committee
- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law.

## **ROLE OF COMMITTEE CHAIR**

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

## **ROLE OF COMMITTEE MEMBERS**

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests and conflict of interest per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

## **ROLE OF STAFF**

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary and give notice of meetings and prepare all associated correspondence.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.

## **REPORTING REQUIREMENTS**

Committee minutes are to be provided to the CAO/Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

## **FINANCIAL PLANNING**

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of Committee duties will be paid in accordance with the Town's policies.

Any financial requirement of the Committee shall be approved by Council prior to expenditure.

## **FREQUENCY OF MEETINGS**

The Committee will meet a minimum of monthly, with the actual frequency to be determined by the Committee once it is seated.

## **TERM**

The term of the Committee shall coincide with the term of the appointing Council.

## **Senior Services Advisory Committee Terms of Reference**

### **MANDATE**

The mandate of the Senior Services Advisory Committee is to advise on all aspects of the provision of senior services and programming in St. Marys, and to promote and maintain communication with the public on senior services' needs. It operates under the direction of the municipality of the Town of St. Marys.

The Senior Services Advisory Committee shall be responsible for:

1. Providing a conduit for citizens to raise issues and concerns regarding senior programs and services issues;
2. Providing feedback on matters pertaining to policies, practices and programs;
3. Conducting advocacy on behalf of senior services users in the Municipality;
4. Reviewing and advising on the senior services needs of the community;
5. Assist with the coordination of community efforts necessary for the development and implementation of senior services facilities and programs;
6. Becoming thoroughly acquainted with services, facilities and activities coordinated and funded by senior services;
7. To promote volunteerism and participation through supporting of projects, programs and services related to senior services programs.
8. Undertaking projects as assigned by Council from time to time.

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Town.
- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Town's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

### **COMMITTEE STRUCTURE**

- 1 Elected Official as appointed by Council.
- 9 members of the public appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not

necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).

- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.

## **GENERAL RULES OF OPERATION**

The Committee is subject to the control and direction of Council. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

## **ROLE OF COUNCIL REPRESENTATIVES**

- The Council Representative is a participating voting member of the Committee
- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law.

## **ROLE OF COMMITTEE CHAIR**

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

## **ROLE OF COMMITTEE MEMBERS**

The Committee Members shall:



- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests and conflict of interest per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

## **ROLE OF STAFF**

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary and give notice of meetings and prepare all associated correspondence.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.

## **REPORTING REQUIREMENTS**

Committee minutes are to be provided to the CAO/Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

## **FINANCIAL PLANNING**

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of Committee duties will be paid in accordance with the Town's policies.

Any financial requirement of the Committee shall be approved by Council prior to expenditure.

## **FREQUENCY OF MEETINGS:**

The Committee will meet a minimum of monthly, with the actual frequency to be determined by the Committee once it is seated.

The traditional meeting time of this Committee is the third Tuesday of the month at 3:30 pm.

## **TERM**

The term of the Committee shall coincide with the term of the appointing Council.



## **Youth Council Terms of Reference**

### **MANDATE**

The St. Marys Youth Council (the “Council”) recommends and advises Town Council on matters related to youth.

The Council’s responsibilities include:

- a) promoting public awareness of local youth issues;
- b) creating, organizing and putting on events they feel help the local community; and
- c) act as a local youth voice.

### **COUNCIL STRUCTURE**

- 1 Elected Official as appointed by Town Council;
- 10 youth who live in or are associated with the community

### **GENERAL RULES OF OPERATION**

The Council is subject to the control and direction of Town Council. All meetings of the Council are open to the public, and rules governing the procedure for Town Council meetings shall be observed by the Council insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Council shall be the majority of those appointed by Town Council as members of the Council.

At the first meeting, the members shall determine the preferred day and time for Council meetings.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

### **ROLE OF TOWN COUNCIL REPRESENTATIVES**

- The Town Council Representative is a participating voting member of the Committee
- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law.

### **ROLE OF YOUTH COUNCIL CHAIR**

A Chair and Vice-Chair will be elected yearly by members to preside over meetings and business.

The Chairs’ role is to:

- Preside at all meetings in accordance with the Town Procedure By-law.

- Control proceedings and discussion to ensure smooth transition of the business as listed on the agenda
- Work co-operatively with staff representative in the preparation of the agenda.
- Vote on all matters requiring a formal motion.

## **ROLE OF YOUTH COUNCIL MEMBERS**

The Youth Council Members shall:

- Report to the Chair any issues that they feel should be addressed by the Council;
- Attend and participate in Council meetings;
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Council's mandate and report their concerns and issues to the Council;
- Abide by the procedural decisions made by the Chairperson;
- Agree to disclose any pecuniary interests and conflict of interest to the Chair in advance of a discussion on matters for which there may be financial gain for him/herself, partners or spouses or minor children.
- Shall actively participate in carrying out the responsibilities of the Council.

## **ROLE OF STAFF**

- Corresponding with members of the Council.
- Is without voting privileges.
- Act as the Council Secretary and give Notice of Meetings and prepare all associated correspondence.
- Prepare meeting packages in co-operation with the Chair.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.

## **REPORTING REQUIREMENTS**

Council minutes are to be provided to the Clerk's Department for insertion on the Town Council agenda. Recommendations for Town Council's consideration are to be presented to Town Council by way of the minutes of the Council.

## **FINANCIAL PLANNING**

Members of the public serving on the Council will receive remuneration in the amount of \$250.00 per year given they attend a minimum of 15 meetings in a calendar year. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of the Council's duties will be paid in accordance with the Town's policies.

Any financial requirement of the Council shall be approved by Town Council prior to expenditure.



## **FREQUENCY OF MEETINGS**

The Council will meet bi-monthly with added meetings as deemed necessary

## **TERM**

The term of the Council shall be two years.



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Deputy Clerk
<b>Date of Meeting:</b>	23 July 2019
<b>Subject:</b>	<b>CAO 47-2019 Open Public Highway for Parcel on Maxwell Street</b>

## PURPOSE

To seek approval of Council to establish and open a parcel of property within St. Marys as public highway.

## RECOMMENDATION

THAT CAO 47-2019 Open Public Highway for Parcel on Maxwell Street be received; and

THAT Council approve By-law 68-2019 for the purpose of opening, establishing and assuming a parcel on Maxwell Street as public highway.

## BACKGROUND

As legal counsel went about registering By-law 05-2019 it was found that an additional parcel along Maxwell Street needed to be opened, established and assumed by the Town of St. Marys.

## REPORT

A number of 1 foot reserves were established, opened and assumed by the Town of St. Marys under by-law 05-2019 at Council's regular meeting held on January 22, 2019. Upon legal counsel's registration process of the by-law it was determined that an additional parcel needed to be opened, established and assumed by the Town of St. Marys in order to ensure egress from properties created within the subdivision agreement.

## FINANCIAL IMPLICATIONS

Approximately \$500 to register a by-law on title.

## SUMMARY

Staff are seeking Council's approval to open, establish and assume a parcel as public highway to be known as Maxwell Street.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

None.



## **ATTACHMENTS**

By-law 68-2019 (found within By-law section of agenda)

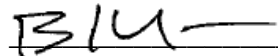
## **REVIEWED BY**

### **Recommended by the Department**



Jenna McCartney  
Deputy Clerk

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

**Board of Directors Meeting Highlights  
Held on June 20, 2019 at 8:30 AM  
at the Material Recovery Facility Board Room**



### **More Automated Conversions Planned for 2020**

It did not take long after the recent municipal election for the wish of the voters to resonate with the new councils. The Association is pleased to announce that plans are currently underway to expand automated serviced in three municipalities in 2020.

Lambton Shores adopted automated collection in 2014 but a small area in the old Village of Grand Bend was exempted and it has continued to receive manual service because it was initially thought to be too dense to convert. With 34% of those residents requested automated service anyway over the last 5 years, it is clear that we service them without any issues. As such the old village will fully convert in 2020.

The Municipality of Bluewater had converted the old Village of Hensall to automated collection in 2016. After many deliberations, council has asked for the conversion of the rest of the municipality to occur as soon as possible under one unified agreement. Details are still being worked on, but we are anticipating a launch in the spring.

The Township of Warwick has been offering the wheelie bin service for the recycling collected in the old village of Watford since 2016. After doing a resident survey and an open house, council has chosen to expand the service to the entire community and add waste collection to the program. Urban areas will receive weekly service of waste and recycling while the rural area will be on a biweekly frequency.

When in place, 97% of our households will be served with wheelie bins.

### **Meet Brighten, Our Community Outreach Summer Student**

With the recent changes in acceptable materials, the Association has hired a summer student that will be dedicated to attend local fairs, farmer's market, and other community events to spread the word on the new recycling requirements and answer general waste diversion questions your residents may have.

If you want Brighten to attend your event, please contact her at [Brighten@bra.org](mailto:Brighten@bra.org) or call 226-385-9149. She is booking fast.



## Bluewater Recycling Association Certifies as a Living Wage Employer

Huron Park, ON - Bluewater Recycling Association has a reason to rejoice. They are one of the first employers to be officially certify as a Living Wage Employer in Huron County.

“At Bluewater Recycling Association we believe in affording our employees with more than just putting a roof over their heads. We want to provide them the flexibility to pay for dance lessons for their children, a plane ticket to visit relatives and admission to the music festival they've always dreamed of attending,” says Jillian Elliott, Human Resources Generalist of the Bluewater Recycling Association. “It’s important to invest in people’s futures, not just their bills.”

Now calculated annually by the Social Research and Planning Council, the Living Wage is a calculation based on the living expenses of a family of four with both adults working full-time for 35 hours a week, once government transfers and deductions are taken into account. Everyday expenses included in the calculation are food, housing, utilities, childcare and transportation. Huron-Perth Counties’ Living Wage is \$17.44 per hour.

“It’s a wonderful step for Bluewater Recycling Association to take,” says United Way Perth-Huron (UWPH) Executive Director Ryan Erb. “Paying a living wage supports employees and helps strengthen the local community. Workers have the chance to live a better life and employers get a more committed, skilled and happy workforce.”

The Bluewater Recycling Association was founded by its member municipalities in 1989 as a non-profit corporation when local rural communities had a desire to provide blue box recycling services to its residents. They provide the tools to maximize waste diversion, whether it is the free replacement recycling bins, award winning newsletters, an informative website with locally relevant information, a toll-free number with knowledgeable staff - not a call centre, composters, digesters, Christmas tree chipping, and so much more. The Bluewater Recycling Association lobby on behalf of the municipalities, report to authorities waste initiatives, report to members their progress to meet their environmental commitments, and provide the most innovative, effective, and efficient programs available. For more information on the Bluewater Recycling Association, contact Jillian Elliott at 519-228-6678 or [jillian@bra.org](mailto:jillian@bra.org).



United Way Perth-Huron is 100% local and supports almost 50 organizations and services across Perth and Huron Counties that address #unignorable issues in our communities like poverty, domestic violence, isolation and youth mental health. To help United Way support these local services, donations are gladly accepted. Call 519-271-7730 or 1-877-818-8867, mail to 32 Erie Street, Stratford, ON N5A 2M4 or visit [perthhuron.unitedway.ca](http://perthhuron.unitedway.ca)

## **Facilitator Appointed to Help Transition the Blue Box Program to Full Producer Responsibility**

On Friday, June 7th, the Minister of Environment, Conservation and Parks announced that David Lindsay has been retained to facilitate a process between municipal governments, producers and other stakeholders to transition the Blue Box program to full producer responsibility.

David Lindsay currently serves as President and CEO of the Council of Ontario Universities and previously served as President and CEO of the Forest Products Association of Canada, a provincial Deputy Minister (Energy & Infrastructure, Northern Development, Mines & Forestry, Culture and Tourism), President and CEO of Colleges Ontario, President of the Ontario SuperBuild Corporation, and Principal Secretary and Chief of Staff to the Premier of Ontario.

The facilitator's work is to be guided by the following policy objectives:

- Standardization across the province of what can be recycled in offices, parks, public spaces and homes;
- Improve diversion rates and increase what materials can be recycled;
- Reduce litter and waste in communities and parks;
- Improve Ontario's Blue Box program by requiring producers to pay for the recycling of the products they produce, through achieving producer responsibility; and,
- Maintain or improve frequency of Blue Box collection.

The role of the facilitator is two-fold:

1. A mediation role to foster discussion and help producers, municipalities and other stakeholders to move closer to or reach agreement on key issues; and,
2. An advisory role to provide the Minister with advice on how these issues may be best addressed to ensure Ontario's recycling system is more consistent, reliable and cost-effective for Ontarians.

The facilitator's report is due to the Minister by July 20, 2019.

We do not have details yet on how we will be engaged in the process but expect them shortly. AMO has been assured that municipal governments will be involved, and AMO will be reporting out regularly.

## **The Federal Government Announces Plans to Hold Companies Responsible for Plastic Waste and Seek Bans Where Necessary**

Today the Government of Canada announced that it will work with governments and businesses across Canada to:

- work with provinces and territories to introduce standards and targets for companies that manufacture plastic products or sell items with plastic packaging so they become responsible for their plastic waste; and,
- ban harmful single-use plastics as early as 2021 (such as plastic bags, straws, cutlery, plates, and stir sticks) where supported by scientific evidence and warranted and take other steps to reduce pollution from plastic products and packaging.

## **Proposed Municipal Hazardous and Special Waste (“MHSW”) Wind-Up Plan by Stewardship Ontario**

Municipal governments operate MHSW collection services and sites across the province and are eager to ensure issues of service disruptions and backlogs of material management, as experienced with the used tire program wind-up, do not occur.

Municipalities are fully supportive of the Minister’s direction on April 2, 2019 that surplus funds be used in a manner that is beneficial to Ontario consumers. As with other programs, municipalities would support the use of surplus funds to run the program at no cost and to ensure consumer facing fees are eliminated. Some of these surplus funds could also be utilized by SO or by the Resource Productivity and Recovery Authority (“RPRA”) instead to ensure that recycling fees are not being improperly levied to consumers.

Municipal governments support programs that continue to ensure Ontarians understand that they have the ability to properly manage these materials. It is recommended that these programs also ensure consumers understand that they should not be charged environmental handling fees and be provided direction on remedies if they are charged these fees.

We would also request that municipal governments have access to any communication materials, studies, reports and market information when the program ceases to operate.

Municipal governments are supportive of the two-month period for submission of final billings for Event Days following the conclusion of the battery and pressurized container program. While the document includes discussion of amending municipal contracts for depot hours to coincide with program termination dates, there is no specifics regarding timelines to reconcile final billings for collection services provided. The wind-up plan should ensure that current timelines for reconciliation of billing are maintained for MHSW at municipal depots.

Municipal governments support the transition to an individual producer responsibility (IPR) model under the RRCEA. We recommend that RPRA ensures there are no barriers created by SO as a result of the wind-up which could affect competition when the program is transitioned to IPR.

## **Proposed Waste Electrical and Electronic Equipment Program Wind-Up Plan by Ontario Electronic Stewardship**

While municipal governments want to see the transition of all the current waste diversion programs over to the Resource Recovery and Circular Economy Act, 2016 (RRCEA), we also want to ensure these programs transition smoothly. We are concerned that given a draft regulation has not been posted yet that the transition of the WEEE program to the RRCEA could be rushed. Municipalities would support the use of OES surplus funds to extend the transition deadline to ensure the program transitions smoothly.

Some of these surplus funds could also be utilized by OES or by the Resource Productivity and Recovery Authority in its stead to ensure that recycling fees are still not being improperly levied to consumers.

Municipalities are fully supportive of the Minister’s direction on April 2, 2019 that any surplus funds be used in a manner that is beneficial to Ontario consumers.

Municipal governments support programs that continue to ensure Ontarians understand they have the ability to recycle these materials. It is recommended that these programs also ensure consumers



## Canada Seeks to Ban Single-use Plastics by 2021

Canada's government is looking to ban single-use plastics beginning in 2021.

The full list of plastics to be banned by the federal government will follow the model chosen by the European Union, which voted in March to ban products made of oxo-degradable plastics, such as bags, the report notes. In addition, fast-food containers and cups made of expanded polystyrene also will be banned.



At the G7 in Charlevoix, Quebec, Canada, last June, Canada's Prime Minister Justin Trudeau announced the Canada-led Ocean Plastics Charter. Canada, France, Germany, Italy, the U.K. and the European Union immediately signed on to find ways to deal with marine plastics pollution.

Plastic straws, cotton swabs, drink stirrers, plates, cutlery and balloon sticks are just some of the single-use plastics that will be banned in Canada.

### SWANA issues Canadian Recycling Myths vs Facts sheet

In response to misleading and confusing information reported about the state of recycling in Canada, the Solid Waste Association of North America (SWANA) has developed a flyer that provides current and accurate data on this important topic.

According to SWANA, the challenges facing Canadian recycling increased when China imposed restrictions on the import of recovered plastics and paper in 2018. These restrictions have highlighted areas for improvement but have not changed the importance of recycling in Canada. Unfortunately, misinformed stories about the futility of recycling have been published, leading to unnecessary confusion. SWANA's "Recycling: Myths vs. Facts" flyer addresses some of the common misconceptions, including that recycling is "failing" or "collapsing" and that it isn't worth the effort anymore.

According to David Biderman, SWANA CEO and Executive Director, "there are abundant reasons to be optimistic about the future of recycling in Canada. Additional domestic processing capacity is coming on line over the next few years in North America that will help correct the current imbalance between supply and demand for recovered paper and plastic. Also, many communities are focused on reducing contamination and recycling facilities are upgrading their equipment and slowing down their lines to produce higher quality material."

The flyer addresses one of the most persistent myths surrounding recycling, which is that no one knows how to address the challenges that the industry is currently facing. SWANA wants to make it clear that although it's not simple, solutions are being implemented. Public education and enforcement of local rules motivate people to recycle right. Recycling facilities are embracing new technologies such as robotics to keep up with changing market requirements and material streams. New facilities are opening, and existing ones are expanding, providing more demand for recyclables. Organizations are considering redesign, reuse and repair to address hard-to-recycle items.





# Recycling: Myths vs. Facts

## MYTH

Recycling in Canada is in crisis.

## FACT

In thousands of communities nationwide, including those with **Extended Producer Responsibility (EPR)**, recycling continues to be collected on a regular basis. Every day, thousands of bales of paper, plastic, and metal are generated at recycling facilities and sent to domestic and foreign buyers. Only a limited number of communities are sending some plastics or paper to landfills or waste-to-energy facilities.

## MYTH

China has stopped accepting any recyclables or scrap from Canada.

## FACT

Although China has imposed import bans on certain recycled paper and plastic, Canada continues to export a lot of recyclables and scrap to China. **In 2018, around 1/4 of all Canada's exported paper went to China.**

## MYTH

The contamination rate for recyclables in Canada is 25%.

## FACT

Contamination rates vary widely by community. **According to information gathered by the CBC, contamination rates can range from 3-26%.** Contamination is a problem. Local governments that have educated residents about how to recycle right have seen reductions in contamination rates.

## MYTH

Recycling isn't worth the effort anymore.

## FACT

**The market for materials may vary, but recycling has major benefits.** These include extending landfill life so new ones don't need to be built, reducing greenhouse gas emissions, saving energy, reducing water use, protecting natural resources, and supporting thousands of local jobs.

## MYTH

No one knows how to fix the challenges facing recycling.

## FACT

**Though it's not simple, solutions are being implemented.** Public education and enforcement of local rules motivate people to recycle right. Recycling facilities are updating equipment and adding new technologies to keep up with changing material streams. New facilities are opening and existing ones are expanding, providing more demand for recyclables. Organizations are considering redesign, reuse and repair to address hard-to-recycle items.

**For more information visit [SWANA.org/Recycle](https://www.swana.org/Recycle)  
@SWANA | #RecycleRight**

## Reduce, Reuse, Recycle, Rejected: Why Canada's Recycling Industry Is In Crisis Mode

For decades, Canadians tossed their recyclables into blue bins and never looked back. But with China cutting its imports of scrap plastic by 96 per cent, Canada's recycling industry is struggling

Desperation had set in. For more than a year, officials in Calgary's department of waste and recycling services had been unable to find a buyer for truckloads of used plastic.

Recyclers in Canada had balked. And shipping the unwanted material overseas was no longer an option. By March, the officials appealed to Sims Municipal Recycling in Brooklyn, N.Y. – a last-ditch bid to clear a backlog of hard-to-recycle packaging that had swelled to 1,400 tonnes, the equivalent of seven blue whales, stranded, in this case, in trailers at a local landfill.

But even that Hail Mary pass proved futile. “Frankly, even if they deliver it to me for [free], which is a very expensive route for them, given all the freight costs, we would not take it today,” says Sims General Manager Tom Outerbridge, who's had to recycle a similar version of this bad news more than a few times over the past while.

The extended holding pattern the scrap was forced to endure is a symptom of a much wider emergency engulfing the global recycling industry. It followed on China's decision, one year ago, to ban the import of 24 types of recyclable commodities. The hard-line new policy, dubbed National Sword, was a response to environmental and health concerns, and also to the “contaminated” state in which recyclables arrived: often in filthy condition, and with random materials lumped into single bales.

Almost overnight, a thriving global trade in recyclable scrap dried up.

A Globe and Mail analysis of international trade data shows that Canadian exports of scrap plastic dropped by one-fifth last year, with especially steep reductions in the amounts sent to Hong Kong and China – 72 per cent and 96 per cent, respectively. (Chinese imports of Canadian used paper also plunged, by 65 per cent; that drop poses less of a challenge – paper is a homogeneous commodity and generally easier to recycle).

The data analysis, together with dozens of interviews with city officials across Canada, as well as landfill operators, private waste haulers and processors, brokers and others, paints a portrait of an industry in full-scale crisis, stung by rising costs – and inundated by a mountain of trash no one wants to buy, or even, in many cases, take for free.

China's crackdown, in turn, is creating new limits on everyday household recycling a half a world away, while casting into relief our addiction to cheap plastics and other consumer packaging.

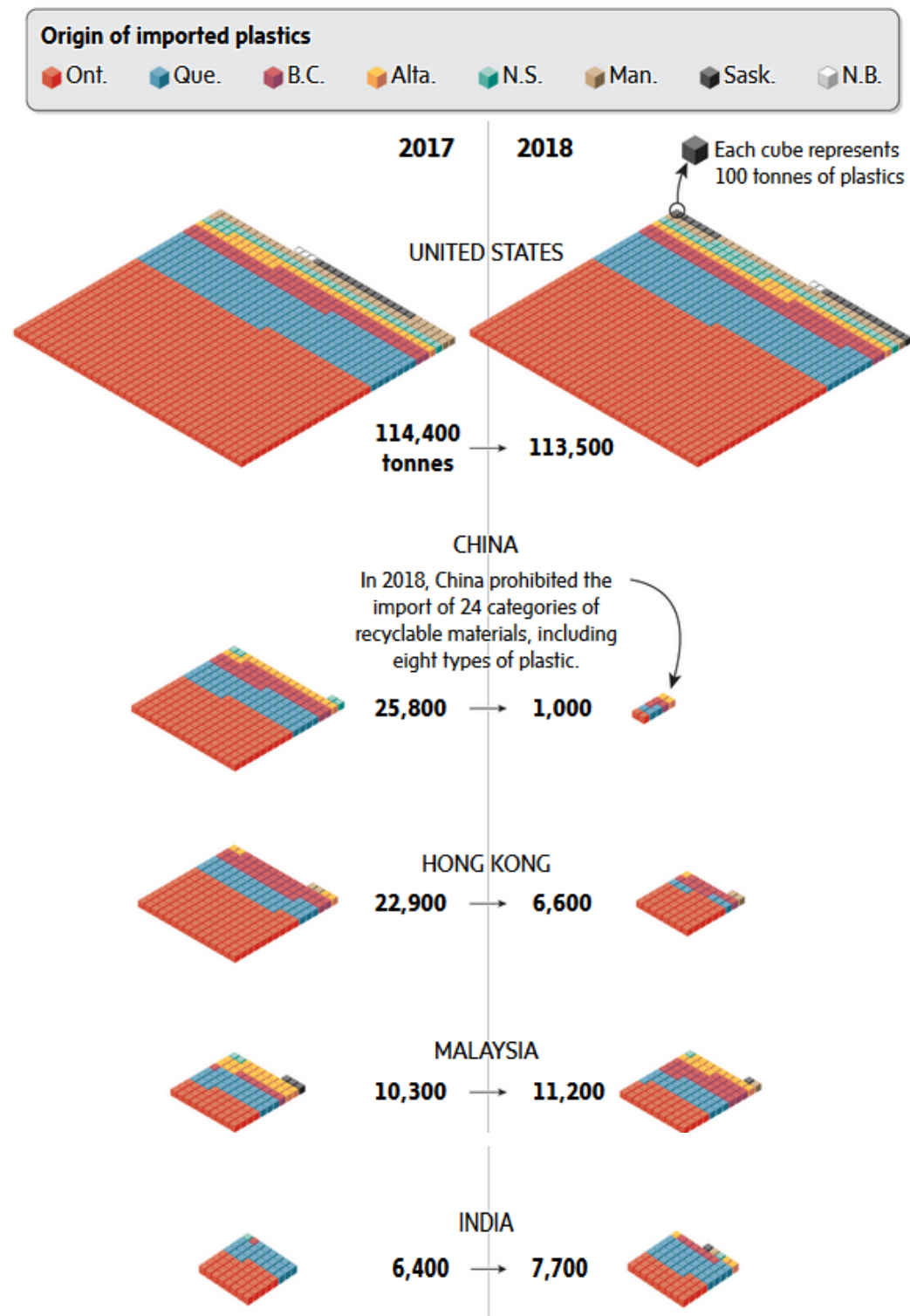
China's refusal to continue its role as the world's biggest recycling bin has pushed up recycling costs by as much as 40 per cent, pulling back the curtain on the shaky economics that underpin curbside recycling.

To cope, cities and companies have been scrambling to upgrade equipment and add labour to sort, handle and prepare paper and plastic cast-offs. There is also a movement to transfer more recycling costs onto the mostly multinational companies that sell packaged consumer goods.

A recent study by Deloitte for Environment and Climate Change Canada shows there is much room for improvement: Only 9 per cent of the 3.2 million tonnes of plastic waste generated each year in Canada is recycled. As much as 2.8-million tonnes – the weight of 24 CN Towers – ends up in Canadian landfills.

## How the top 5 importers of Canadian plastics changed after China's ban

Tonnes of imported plastic waste, by province of origin



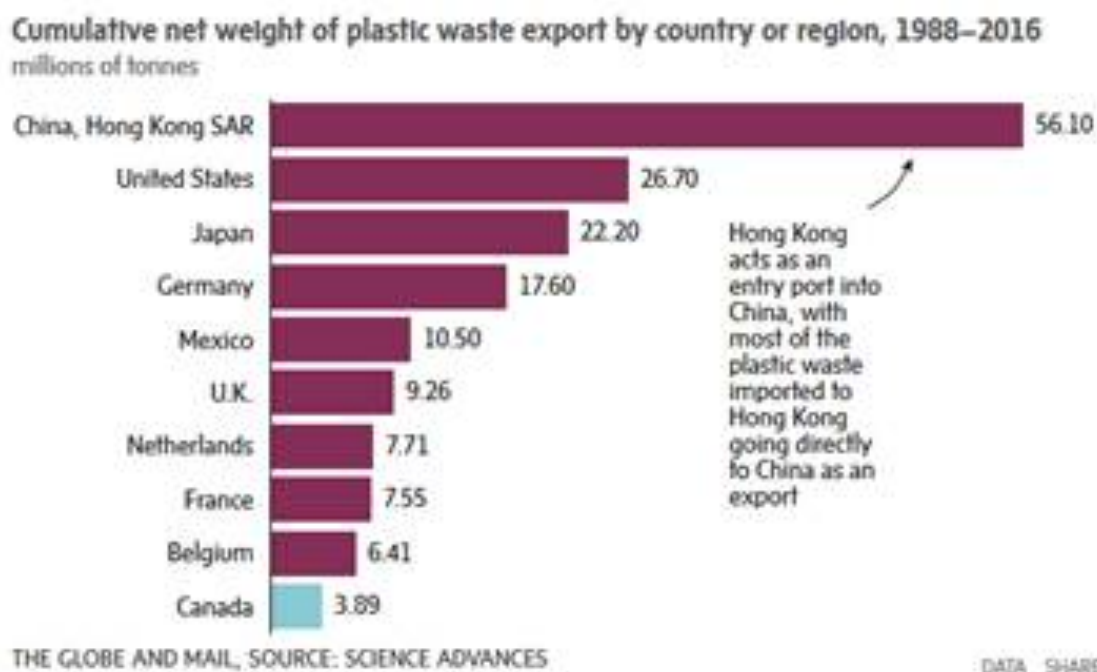
MURAT YÜKSELİR / THE GLOBE AND MAIL, SOURCE: STATISTICS CANADA; GREENPEACE

Ever since Canada's first curbside program launched in Kitchener, Ont., in 1981, spreading the new gospel of recycling hinged in large measure on making the process convenient. And so, over time, more stuff got the green light to go into the same blue bin, yielding a jumble of waste called "single-stream." Participation rates soared. But so did contamination.

It was a side effect that mattered less and less as China opened its doors to the world's recyclables. Although a small Canadian recycling sector emerged, exports to China surged, from Canada and elsewhere. In turn, ships returned from China laden with the consumer goods by which the country was also making its name, many of those cocooned in layers of new packaging.

"All mixed paper – all of it – went to China," says Al Metauro, executive vice-president at Ontario-based Cascades Recovery, which processes and markets materials on behalf of major Canadian cities.

And so did a lot of plastic. In 2016, around half of all plastic waste intended for recycling was traded internationally, according to a 2018 study published in the journal *Science Advances*. China and Hong Kong alone imported US\$81-billion worth of scrap plastic between 1988 and 2016, the authors said.



But there was a hitch. Bales of used cardboard were frequently so soiled with grease and food waste that they were effectively garbage. And not all plastic was equally recyclable, either, owing to its complex chemistry and other factors. For instance, labels and adhesives used on certain plastics – clamshells that hold berries are a prime offender – can yield a lower-quality resin that makes them harder to convert into new products.

China was "importing all this material, hand-sorting it, and then just burning what wasn't valuable to them," says Lorenzo Donini, a senior executive at waste hauler GFL Environmental Services in Edmonton. "It was a charade."

In 2016, 36 per cent of all plastic waste collected for recycling in Canada was exported. That fell to 29 per cent last year, after China's restrictions took effect. Exports of low-grade paper also dropped.

A recent paper in the journal *Science Advances* predicted that China's hardened policy could displace more than 100 million tonnes of plastic waste by 2030. Some Canadian exports have merely shifted to other countries, including Vietnam, Thailand and Taiwan, *The Globe's* analysis shows. Even those

countries, however, are clamping down. In March, India, another large market, signalled that it would tighten plastic scrap imports.

Those restrictions come at a time when Canada is being caught out for shipping junk under the guise of recyclables. This spring, Ottawa agreed to take back dozens of shipping containers that have languished in two Philippine ports for nearly six years. The cargo arrived in 2013 and 2014 labelled as plastics, but the containers actually held trash.

For two consecutive winters now, Gerry Moore and his staff at Island Waste Management Corp. (IWMC) on Prince Edward Island have resorted to burning plastic bags. “We had no other option,” he says.

Come July, the bags will be banned entirely in PEI – a first for a Canadian province, although some towns and cities have imposed similar restrictions. Mr. Moore, IWMC’s chief executive, says the cost of collecting recyclables has jumped by 40 per cent in the last year because the province’s contractor is having a harder time finding a home for some of the material.

Some Alberta municipalities have nixed select plastic packaging from blue-bag collection, opting to send it to landfills. In Fort Saskatchewan, just outside Edmonton, fees paid for dropping recyclables at a sorting centre have tripled in the last year. Now, the company that sorts the city’s recyclables wants only those plastics that it can easily sell, such as clear pop bottles and laundry-detergent jugs.

In North Glengarry, Ont., meanwhile, residents have been given a new rule: If it “crinkles,” it’s not recyclable. In other words, no chip bags, multilayer pouches or candy wrappers. “Stretchy” items such as grocery or sandwich bags are out, too.

Once a source of revenue for the community, the municipally owned and operated local material-recovery facility – known as a MRF (and pronounced “murf”) – lost money last year. In order to further minimize contamination, officials had to cut processing speeds in half, driving up costs for an already expensive service.

In January, the town moved to a dual-stream system (meaning that paper and plastic collection has been staggered, to keep the materials separate) in a further attempt to keep contamination rates down. So far, they say, it’s working. But it’s less convenient for residents. “It’s a Canada-wide problem. There’s no place in Canada that’s not feeling the effects of the China ban,” says Linda Andrushkoff, general manager of the town’s MRF.

In Winnipeg, Mark Kinsley, supervisor of waste diversion, says the city was safely locked into a domestic contract for plastics when the restrictions in China hit. But when it comes to paper – which they still largely ship overseas – they have lost a lot of money.

He says part of the problem is that many Canadians think there’s no shortage of room in this country to simply dump what other countries now don’t want. “Sometimes it’s hard to convince people when you’ve got so much space.”

That attitude has led to another problem. Canada does not regulate the distance waste can travel, notes Cassandra Kuyvenhoven, a PhD candidate at Queen’s University who is studying the transportation of waste: “We haven’t had that kind of catalyst moment of saying, ‘We can’t do this anymore, because we’re running out of space.’”

Baling recyclables is dirty work. As Mark Badger stood on a catwalk of the Canada Fibers materials-recovery facility in Vaughan, just north of Toronto, in March, an alarm sounded and the maze of conveyor belts below him ground to a halt.

“Uh oh, somebody’s committed a blue-box sin,” the company’s executive vice-president says, smirking. Usually, Mr. Badger explains, the offending item is a hose or electrical cord that gets wrapped around the machinery.

It takes staff only a few minutes to get everything back up and running, and soon water bottles, newspapers, detergent jugs and cat-food cans continue their journey through the system, to be sorted and compacted into bales.

Blue-box sins are frequent, and often glaring. In this day’s pile alone, Mr. Badger points out a giant teddy bear, a broken playpen, a pair of gloves, a briefcase.

And then there are the less flagrant offenders, many of which have only recently joined the ranks of the unrecyclable: oil-soaked pizza boxes and food-caked plastics.

That has driven up costs, as processors try to reduce the offending items, although dollar figures are difficult to pin down; recycling in Canada is highly fragmented and plagued by spotty data. Much also depends on a municipality’s size and whether it sorts and markets its own rubbish or pays a private company to do so.

Canada Fibers, which processes recycling at its Vaughan facility, just north of Toronto, says its investments in technology – such as optical sorters – have put it in a better position to churn out high-quality bales of used paper and plastic for further processing. As a result, the company has been able to find buyers.

But it is still costing Toronto millions more dollars to process. And revenues generated by selling recyclables last year were half what the city had been expecting. “It’s a buyer’s market now,” says Nadine Kerr, the manager of processing operations for Toronto’s solid-waste-management services program. “The people buying can demand a higher quality [product] and pay less for it.”

Take plastic film, for example, used to make grocery, bread and dry-cleaning bags. It’s long been a difficult material to offload. “If you got one bidder,” Ms. Kerr says, “you were happy.” In fact, Toronto’s most recent call for plastic-film bids garnered a final price of negative-\$40 a tonne: Canada’s largest city has to effectively pay someone to cart away what it once charged good money for.

Such lopsided math threatens to undermine global efforts – led in part by Canada – to reduce plastic pollution.

Last week, 187 countries reached a deal to make the global trade in plastic waste more transparent and better regulated, while ensuring its management is safer for human health and the environment.

Canada and others agreed to amend the Basel Convention controlling the international trade and disposal of hazardous goods, with the aim of reducing the amount of plastic in the world’s oceans and forcing developed countries to deal with their own waste, rather than simply exporting it.

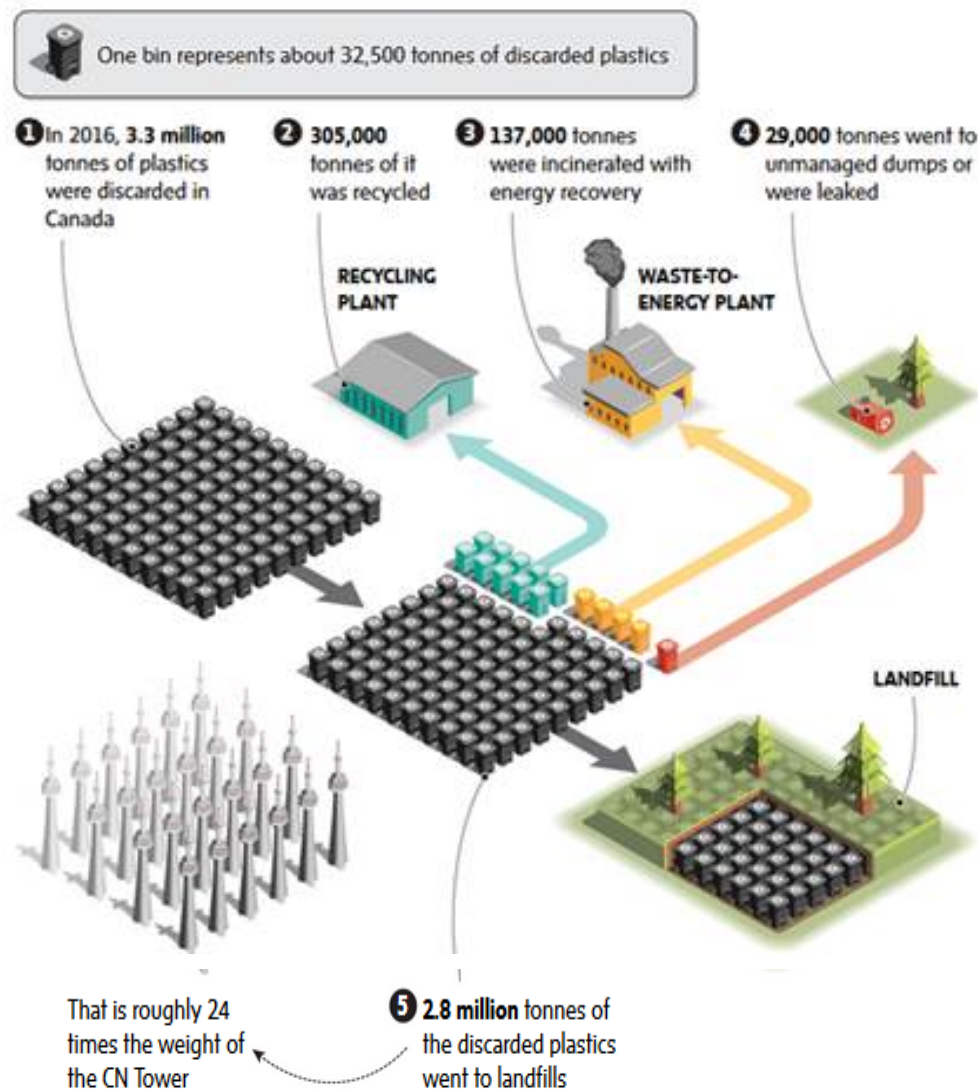
In June, the federal government will unveil the first phase of a zero-plastics-waste strategy and has also touted an accord among Group of Seven countries to reduce plastics in the world’s oceans. But neither the United States nor Japan have signed on, and many of the strategy’s targets – including a goal to recycle and reuse at least 55 per cent of plastic packaging by 2030, and 100 per cent of all plastics by 2040 – are voluntary.

Globally, some 6.3 billion tonnes of plastic waste have been generated since the 1950s, most of it in the past two decades, reflecting the widespread adoption of single-use plastic packaging, according to a recent academic paper in the journal *Science Advances*.



One way to reverse current trends, those in the industry say, is to make large consumer-packaged-goods companies pay for and manage recycling. Packaging, after all, accounts for one-third of the Canadian plastics market, and the theory is that Unilever (which manufactures a broad range of food and personal-care products), Walmart and others are more likely to design recyclable products when they are the ones on the hook for disposal costs.

### Plastics discarded in Canada (2016)



MURAT YÜKSELİR / THE GLOBE AND MAIL, SOURCE: DELOITTE, CNTOWER.CA

“There’s some basic business logic to this, quite frankly,” says John Coyne, vice-president, legal and external affairs at Unilever Canada. Shifting more of the onus to large companies would help fund the overhaul he says is needed to improve recycling rates. “We need brand-new infrastructure that is going to process this material on a local basis, because it’s not going away,” he adds.

B.C. has already adopted such a system, known as extended-producer responsibility (EPR). That means recycling costs are borne by multinational packaged-goods companies and food retailers, rather than municipalities. The share of plastic in Metro Vancouver’s waste stream actually decreased in the past two years.

The region has also been less affected by import bans by the likes of China, owing to a more developed local market for used plastics, officials say. B.C.-based Merlin Plastics is the largest plastic-bottle recycler in Canada and is fed by a steady supply harvested from depots across the West.

Calgary and Edmonton, keen to unburden strained municipal-tax bases at an economically rocky time for Alberta, are now pushing the province to adopt an EPR system.

The amount that producers pitch in for recycling varies by province. In Saskatchewan, it's 80 per cent of the municipal bill; in Manitoba, 75 per cent; in Ontario, half.

Ontario Environment Minister Rod Phillips says the province is now looking at "how, not if" to implement a full EPR program, meaning companies would pay full freight. The idea is to create financial incentives to make easier-to-recycle packaging. "It just makes sense [for] the people producing the waste to be accountable for it," Mr. Phillips says.

In theory, everyone agrees. But there are concerns that costs could simply be downloaded onto consumers. And a yet bigger stumbling block looms: Even if large companies foot the bill, it's not clear where packaging might go. Canada's plastics-recycling industry is dwarfed in size by a petrochemical sector that churned out \$10-billion worth of virgin resin in 2016, according to Deloitte figures.

That mismatch has given rise a hodgepodge of policies and approaches aimed at reducing plastic pollution.

Plastic still accounts for a large share of garbage incinerated at a waste-to-energy facility in Burnaby, B.C. Concrete-manufacturing giant Lafarge Holcim also plans to burn more of the region's plastic waste to fuel its concrete kiln in Richmond.

Environmental groups such as Greenpeace have called for outright bans on single-use plastics while pushing for national standards around packaging and recycling.

Lawmakers in the European Union voted in March to ban single-use plastic items such as straws, cutlery, cotton swabs and Styrofoam containers by 2021.

Canada has so far been reluctant to adopt such measures at the federal level. In fact, Ottawa has joined the United States, Japan and others in opposing China's National Sword import restrictions at the World Trade Organization.

In an interview, federal Environment Minister Catherine McKenna said that Ottawa is studying possible targets – and bans – to reduce single-use products in government operations. Last year, the Liberals also prohibited the manufacture, import and sale of toiletries that contain plastic microbeads.

Still, Ms. McKenna called China's crackdown a wake-up call that points to a need for better waste-management systems. "We can't just be shipping our recycling to other countries," she says.

Even plastics recyclers are grappling with the trade-offs inherent in modern packaging.

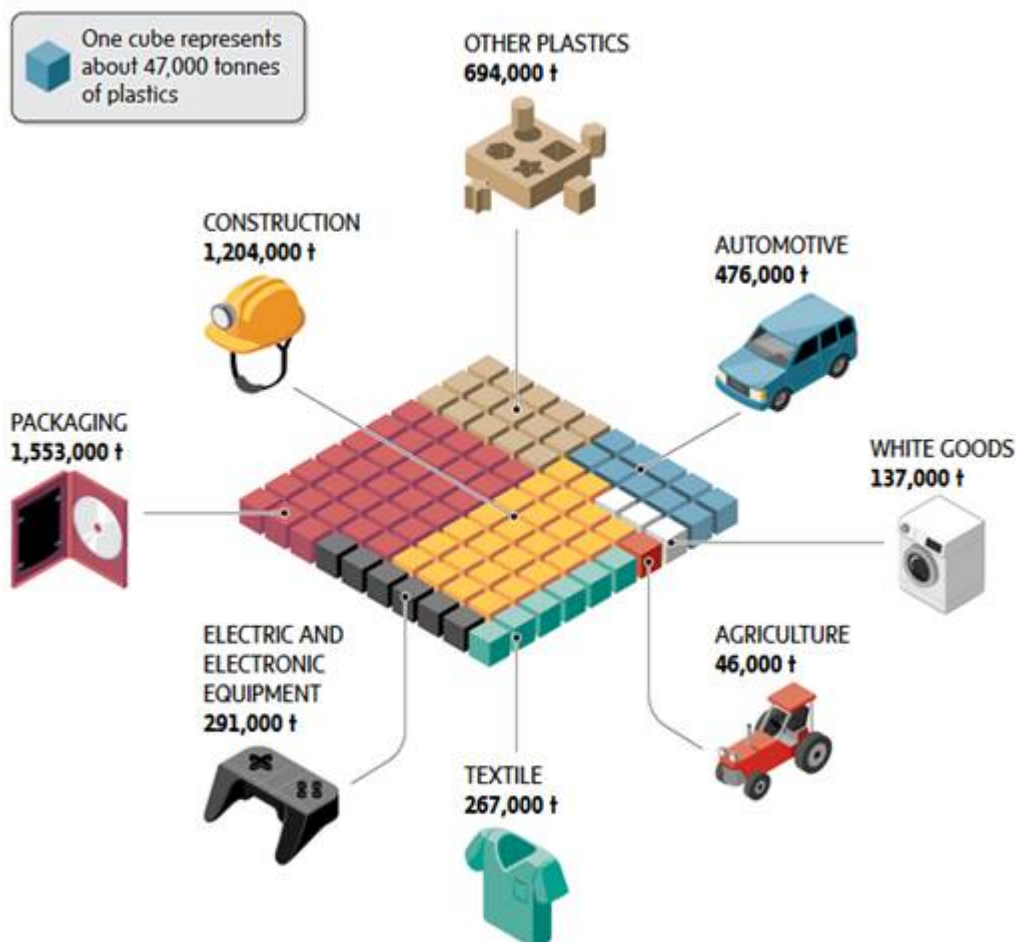
Both consumer demand and technology are accelerating a shift toward smaller, lighter products and packaging. That's good for consumers who prize convenience. Lighter packaging also lowers transport-related greenhouse-gas emissions.

Yet, such packaging is not always recyclable.

Consider those multilayer stand-up pouches used to package an array of goods, from croutons to baby food.

“They’re kind of an amazing product. They increase shelf life. They’re extremely lightweight, so they have a low carbon footprint,” says Eadaoin Quinn, director of business development and procurement at EFS-plastics Inc., which operates plants in Listowel, Ont. and Hazleton, Penn., that convert used plastic into mouldable pellets for resale. “But right now,” she says, “there’s no large-scale, industrial way of recycling them.”

**Plastics in products staying in Canada, per end-use market (2016)**



MURAT YÜKSELİR / THE GLOBE AND MAIL, SOURCE: DELOITTE

EFS and other companies are urging Ontario and other jurisdictions to adopt a standard by which plastic bags would contain 15-per-cent recycled content by 2020.

Ms. Quinn and others say there is a strong market for certain kinds of plastic waste, provided incentives are in place. Roughly 70 per cent of EFS’s customers for plastic film are selling into the California market, for example, where, by law, trash bags must contain 10-per-cent recycled content.

Advocates say measures such as that could help support Canada’s small plastics-recycling sector, which operates in the shadow of a much larger petrochemical industry.

Alberta has in recent years showered the industry with subsidies, highlighting what critics say is a fundamental problem in waste management: the taxpayer-funded underwriting of new plastic creation in an era when governments are scrambling to find ways to recycle plastic.

## Dear Plastics Industry: We are Headed for a Divorce



The plastics industry needs to make some serious changes to save its relationship with recyclers.

The marriage between the plastics industry and the recycling industry has never been a happy one. Arranged marriages hardly ever are. And was it ever really a marriage or even a partnership? It takes two to be in a successful relationship, but it hasn't really felt like we've ever been working as a team.

Let's recap the past few decades: You designed products that we couldn't recycle without talking first about how we could make it work. Then, you threw the recycling symbol on there and let us deal with all the confused and frustrated consumers. You fought us when we asked you to use more recycled content and to buy back your products. You lobbied against proven strategies like bottle bills and extended producer responsibility policies to increase collection efficiencies. You put marketing gimmicks like shrink sleeves above recycling quality, every ... single ... time. Now, as we should have expected, you have found someone else, the solution to your problems—the younger, sexier model of us you call “chemical recycling.” Put it all together and it's not a surprise that our partnership is unfolding.

Admittedly, relationships are hard work, and I'm sure the plastics industry has a few grievances it would like to air as well. However, as recyclers, we know that our relationship doesn't have to be this way. We partner much more collaboratively with other industries like glass, steel, aluminum and cartons, which have all treated recycling with respect and actively worked with us to create end markets for their materials.

### What Will it Take to Save Our Relationship?

I'll admit, as a recycler, we can be faulted for being too optimistic. After all, we set out to do nothing short of “save the planet” and still keep trying every day. We weather bad markets brought on by China, low oil prices, trade tariffs, etc., but we keep truckin' because we believe recycling is the foundation of a regenerative circular economy that sustains both people and our planet. But the mounting problems with plastics have pushed our limits too far. This partnership can't be saved unless you make some serious changes. Here's where we need to start:



**Replace Nos. 3, 6 or 7 plastics with more recyclable, less toxic resins.** There are no viable, long-term markets for these materials, now or realistically on the horizon. The changes need to start with product design.

**Phase out avoidable, single-use plastics most likely to cause marine litter.** The European Union just banned 10 single-use plastics. Stop making them globally.

**Buy back your products and increase recycled content.** The Recycle Demand Champions initiative is a good move in that direction, but we need to think bigger, bolder and faster. Unilever committed to 50 percent post-consumer recycled content in its North American packaging by the end of this year. Let's take that industry-wide and keep growing.

**Recommit on collecting Nos. 1 and 2 bottles.** We need a real commitment to use more recycled content, build more U.S. remanufacturing facilities and support programs that collect materials. Invest in bottle-to-bottle recycling, not chemical recycling.

**Scale up polypropylene (PP) market development and more collection programs for No. 5 plastics,** such as yogurt cups. PP is a relatively safe plastic and a good alternative to less recyclable, more toxic resins.

**Stop concentrating on chemical recycling as the magical technical solution.** These low-value plastics cannot be sustained. It's not a full-scale solution, it's a distraction.

**Invest substantially in reusable packaging as a business model.** Projects such as Loop that use refillable, reusable containers are a game changer. We need innovative solutions that reject disposable as the default.

Lastly, **a public apology would go a long way.** Our reputation in the recycling industry is suffering with headlines like “Is This the End of Recycling?” in major news outlets because China is no longer accepting plastics for recycling. The recycling industry has our fair share of blame on this market collapse, but meanwhile the plastics industry has been silently standing on the sideline, letting us take all the blame.

Partnerships are hard work, and we don't take the subject of divorce lightly. Plastic has brought tremendous benefits and innovations over the past 50 years. But the damages are mounting, and the recycling industry can no longer stand by as your scapegoat as you poison our planet. The bottom line is that the plastics industry makes products that no one, not even you, wants to buy back for recycling. The recycling industry can't change this—only you can.



## Recycling Works Better if We Work Together



Kim Holmes of the Plastics Industry Association looks at why companies in the mechanical recycling value chain are owed credit for giving plastics a positive end-of-life story.

In a recent opinion piece titled “Dear Plastics Industry: We are Headed for a Divorce,” Kate Bailey, Eco-Cycle policy and research director, laid out real frustrations about the disconnect between the plastics industry and the recycling industry, which has been creating new value out of discarded plastic items for decades. However, there are a few points made that need more context and clarity. Those companies in the mechanical recycling value chain are owed the credit for giving plastics a positive end-of-life story, and it is the reality that many of these recyclers have suffered in the downturn with China.

When I read the article, I actually found myself getting excited because a number of the opportunities outlined in the op-ed are areas where the plastics industry already has made significant investment and commitments:

- Buy back products and increase recycled content.

We have seen a change in brand owner commitment to using recycled content. Nearly every major consumer packaged goods (CPG) company has publicly committed to aggressively increasing percentages of recycled content in packaging. This has been well documented by the Sustainable Packaging Coalition. Retailers like Walmart and Target have joined the effort to drive recycled content in their products, as have durable goods manufacturers, like Ford and GM, that are striving to use recycled content in vehicles. The pull through for recycling content is materializing at an astonishing rate.

- Recommit to collecting Nos. 1 and 2 bottles.

Companies are also working to advance the collection of packaging by funding efforts like The Recycling Partnership, which is showing what success at scale looks like to improve the quantity and quality of recyclables. In fact, there is currently not enough supply of food-contact post-consumer resin (PCR) available to meet the ever-growing targets of major CPGs, so companies are forced to look at a wider range of technologies that will be able to supply food-grade quality materials. That includes



chemical recycling technologies, like the one being commercialized by Loop Industries, which will support the growth of bottle-to-bottle recycling. Chemical recycling is another way of enabling bottle-to-bottle recycling from bottles that might not otherwise be eligible for food contact. Chemical recycling is not a distraction—like mechanical recycling, it can help us create small loops of circularity, returning a material back into a similar product, or very big circles, making polymers available for entirely new applications and opportunities. Economics will help us determine the most efficient pathways for moving materials, and any technology that enables circularity in an environmentally efficient way should be considered an option.

- Scale up polypropylene (PP) market development.

Industry-funded efforts to do just that are in play in both the U.S. and Europe. LyondellBasell, a supplier of prime PP, has made investments in Europe in both Suez and Quality Circular Polymers (QCP). These investments afford LyondellBasell the vertical integration opportunity with assured supply and quality that will enable that company to offer recycled-content grades to its customers. Making shopping for recycled content as easy as shopping for prime resin is now a goal of most resin suppliers. This is perhaps the best example of how prime resin suppliers are helping to entirely shift the ecology of the plastics industry, and there is plenty of room for mechanical recyclers to participate in that.

And domestically, the much-anticipated PureCycle technology is coming online this year, which will transform how and where post-consumer recycled (PCR) PP can be used. This is a technology that comes to market with the backing of Procter & Gamble. This is a solvent extraction technology, not full chemical recycling. I expect we will see a whole spectrum of technologies, including chromatography, being used to create value from streams of plastics once cast aside.

As the industry continues to move to integrate recycled content into its portfolio throughout the supply chain, there will be a place for all forms of plastics recycling technologies.

With chemical recycling in the news as of late, there may be concern about why the industry is looking at these technologies as options, as Bailey's column suggests. But mechanical recycling clearly has its limitations. Colorants, additives and heat histories all limit the potential end markets for PCR or the amount of PCR that can be used to displace virgin resin in a given application. This could have been a large contributing factor to why demand for PCR remained stagnantly low for the past decade. It has been the dawn of these new recycling technologies—like chemical recycling—that has the potential to vastly expand the horizons of PCR usage in all applications.

Chemical recycling also will make recovery of difficult-to-recycle materials, like multilayer products, possible. We should not stop advancing packaging forms that offer sustainability benefits upstream, particularly those that help companies reach greenhouse gas reduction goals. Practically, we cannot limit the universe of packaging to rigid Nos. 1 and 2. Instead of stifling packaging designs that bring significant environmental benefits based on lifecycle analysis, doesn't it make more sense to embrace an expanding range of technologies to create value from our existing waste streams?

We are at a very exciting moment in time, where I believe the plastics industry is leading on many of these opportunities. And with emerging technologies and the expansion of our mechanical recycling capacity and capability, we will see the delta between the available supply of PCR and quality requirements of the industry narrow. The result is that both plastics and recycling industries are charting a practical roadmap of strategies and investments to make PCR a pillar of manufacturing at every level of the supply chain—and doing so together, to each industry's mutual benefit.

## It's a Circular World: AI, Robotics and Chemical Recycling are Redefining a \$110 Billion Industry

Recycling continues to be the most cost-effective option for the vast majority of American cities. The economics are simple. Cities have two choices when it comes to disposal: recycle or landfill. While the value of recycling is generally reported as the amount that a city can be paid for its recyclables, the core economic value of recycling is actually the opportunity for a city to avoid costly landfill disposal fees.

New York City, the largest market in the United States, is an example of how advanced recycling infrastructure and strong local markets create long-term profits. New York has a long-term public-private partnership with Pratt Industries that converts all of its recycled paper locally into new paper products sold back into the local market. Via its contract with Pratt, New York is paid for every ton of paper its residents recycle, as opposed to a cost of over \$100 per ton to send paper, or anything else, to a landfill.

Minneapolis offers another good example. Eureka Recycling and the city of Minneapolis invested in local community outreach focused on keeping their recycling stream clean of contamination, defined as non-recyclable material. The result is one of the lowest contamination rates of any municipal recycling program in the country. With a clean stream of valuable recyclables, Eureka consistently shares with Minneapolis the profits earned from the sale of their recyclables. In many other cities, unfortunately, about 15 percent of the material that arrives at the municipal recycling facility is considered contaminated.

Municipal recycling programs that keep contaminants out of the recycling stream via strong community outreach or enforcement realize lower costs and better revenue opportunities. Municipalities that recognize that recycling is part of the commodities industry, not the waste industry, generate value.

Along with the examples of Pratt Industries in New York and Eureka Recycling in Minneapolis, Lakeshore Recycling Systems in Chicago, Recology in San Francisco and Seattle, Rumpke in Ohio, First Star Recycling in Omaha and Balcones in Austin, Texas, among others, continue to provide their municipal and commercial customers robust recycling services. In addition, municipalities such as Pensacola, Florida, and Davenport, Iowa, that manage their own best-in-class recycling facilities consistently reduce landfill disposal costs and create local economic value for their constituents.

The value of recyclable commodities continues to fall into a wide range. The cost to process municipal recyclables at a recycling facility was on average \$70 per ton last year. That means that for a recyclable commodity to have value, it must have a market that pays the recycling facility over \$70 per ton. A sample of the commodities that are profitable to recycle include PET plastic (beverage containers), high-density polyethylene (HDPE) plastic (laundry and soap detergent bottles), rigid polypropylene (bottle caps, some yogurt containers), cardboard and aluminum.

In 2019, three innovations are driving the increased profit potential of recycling in America and the development of a circular economy. First, the introduction of robotics and artificial intelligence (AI). The future of the industry will be led by the facilities that produce the highest quality commodity bales.

## Municipalities Suspend Curbside Recycling Programs

New Orleans; Louisiana; and Perryville, Missouri, scale back or suspend curbside recycling because of falling commodity prices.

New Orleans will no longer accept Nos. 3-7 plastics through curbside collections or at the recycling drop-off center, the city has announced.

Mayor LaToya Cantrell's administration says in a news release that the curbside program will continue, but the city is reducing the amounts and types of items accepted in the bin to "simultaneously improve the marketability of recycled items and reduce contamination."

Recyclables cut from the program include low-density polyethylene (LDPE) plastics and polypropylene (PP) containers. The city will continue to collect No. 1 plastics, aluminum and steel cans, newspapers, electronics and organics for composting.

The announcement follows a notice from Phoenix-based Republic Services that it will no longer accept residential, single-stream and curbside collections at its recycling center in Metairie, Louisiana, effective May 17. Republic cited rising costs as a result of China's ban on scrap imports and changes in contamination level requirements in the global market as the reason for the "indefinite suspension." The city has worked with collections contractor Metro Services Group to find another processor and continue the curbside program in New Orleans.

Global market conditions and an influx of low-quality material labeled as "nonrecyclable" entering material recovery facilities (MRFs) has caused municipalities to suspend or scale back curbside programs across the country as recyclers try to find solutions and expand recycling infrastructure in the U.S.

Perry County Solid Waste Committee, Missouri, has also suspended its residential curbside recycling program. The city says its decision to end curbside services are due to "rising operational costs and global decreases in recyclable commodity values."

The city placed stickers with additional information about the cancellation of the curbside program on the sides of blue totes residents were issued to collect their plastics, paper and glass.

According to Waste Management Supervisor Sheila Schnurbusch, one-third of households in Perryville participate in the curbside recycling program. She says the recycling center has struggled to find a market for the recyclables the county is collecting, and estimates the curbside service was operating at a more than \$45,000 annual deficit, in part, because of the "rising operational cost and a decrease in the resale price the center gets for the recyclable goods they collect."

Issues began two years ago with the announcement of China's National Sword Policy. Another factor is the rising cost of oil involved in the transportation, the city notes. Commenting on the city's choice to suspend the program, Commissioner Mike Sauer, who also serves as a member of the Perry County Solid Waste Committee, says, "Our goal with the recycling center has never been to make a lot of money, but we do need to operate without a substantial loss. Continuing to operate the curbside service at a loss was bad business practice."

He adds, "A couple of years ago, we started charging a \$1 monthly fee to city residents participating in the curbside collection, but with the decreased value of the materials, this only covers a fraction of the actual cost to provide the service. The true number needed would be closer to \$5 or \$6 a month just to break even."

The city encourages residents to continue recycling by keeping their blue totes and bringing recyclables to the city's recycling center.

## **New Poll: Canadians Trust Municipal Governments Most To Deliver Better Quality Of Life**

A new nation-wide poll confirms that Canadians view municipal governments as the most trusted order of government to improve quality of life in their communities.

The research, conducted by Abacus Data and commissioned by FCM, revealed that 61% of Canadians feel their municipal government best understood the challenges facing their communities, compared to the provincial or federal orders of government. More than half of respondents also said municipal governments were the order of government best placed to improve the quality of life of residents in their community.

"This compelling new data overwhelmingly demonstrates that Canadians want to see their municipal governments better empowered to address the challenges and opportunities that families face in their communities."

When asked for their views on allowing municipal governments greater control to manage local infrastructure projects, 86% of respondents agreed it was a good idea. Eighty-three percent also agreed that municipal governments should have greater control in choosing those projects.

"What's clear is Canadians believe that their local government understands their daily challenges and is best positioned to deliver solutions," said David Coletto, Abacus Data CEO. "We also found a deep well of support, across the country, in favour of providing municipal governments with the more robust tools needed to deliver on those expectations."

Finally, in a hypothetical scenario wherein a federal political party promised a permanent and dedicated fund that allowed municipalities to decide how the money was spent, Canadians overwhelmingly supported the idea regardless of political affiliation or demographic.

## **OTA Working With Facility Association**

The Ontario Trucking Association (OTA) says it is working with the Facility Association (FA) to work out problems with the system and to review its national strategy.

The FA insures commercial fleets that are unable to get insurance through traditional insurers. It operates in nine jurisdictions, including Ontario

The OTA wants to know why there's a growing number of trucking fleets being insured with the FA. It has also learned that there is some abuse within the system, which raises the costs for other fleets.

"When applied for and issued properly, insurance with Facility Association has a legitimate and important role in supporting the trucking industry," said Stephen Laskowski, president of OTA. "Our goal in partnering with the Facility Association is not to eliminate these legitimate uses, but rather to review with insurance regulators the existing Commercial Residual Market insurance policy framework and ensure the proper rating of carriers that reflects road safety and fleet responsibility in this market. We are grateful for the opportunity to work with Facility Association and insurance regulators to address such matters."

The OTA says the Facility Association has expressed shared interest and support for OTA's goals.

"The trucking industry looks forward to working with the Facility Association Insurance Working Group to ensure all fleets are properly assessed and rated from a road safety perspective and that a level playing field is maintained in the commercial insurance industry," said OTA chairman David Carruth.



## Malaysia Returns Tons Of Plastic Scrap To Exporting Countries



Malaysia will send back 3,000 tons of “contaminated” plastic scrap to exporting countries “illegally” imported, will be shipped back to the place of origin once they are fully inspected, Yin tries, including the United States, United Kingdom, Canada and China. The announcement was made by Malaysian Energy, Science, Technology, Environment and Climate Change Minister Yeo Bee Yin during a press conference in late May.

The country will return 450 tons of plastic scrap from 10 containers “immediately” and the remaining 50 containers, which were “ille said.

Port Klang, Malaysia, has inspected 123 containers originating from the U.S., U.K., Japan, China, Spain, Canada, Saudi Arabia, Norway and France. The ongoing investigation uncovered a U.K.-based recycling firm that has exported more than 50,000 tons of plastic scrap in 1,000 containers to Malaysia over the past two years. Yin said the government is compiling and will release a list of recycling companies in different countries that are “dumping” scrap in Malaysia.

Yin said the containers are being declared as containing recyclable plastic; however, inspections from Malaysia and other Southeast Asian countries have revealed the contents of the containers include household and electronic scrap. The Philippine government also is shipping back dozens of containers of what it considers non-recyclable materials that were shipped to the country from Canada between 2013 and 2014.

Yin called the Malaysian companies who are illegally importing to the country “traitors to the country’s sustainability.”

“Malaysians and [people in] other developing countries have a right to clean air, clean water, sustainable resources and a clean environment to live in just like citizens of developed nations,” she said. “That is why we urge the developed countries to also review their management of plastic [scrap] and stop shipping garbage out to the developing countries. If they are shipped to Malaysia, we will return it back without mercy.”

## Canada Takes Next Step To Bring Abandoned Waste Back From The Philippines

Canada values its deep and longstanding relationship with the Philippines and continues to work with that country to ensure a swift resolution to this important issue of promptly repatriating waste exported to the Philippines by a Canadian company.

The Minister of Environment and Climate Change, Catherine McKenna, announced that the Government of Canada awarded a contract to Bolloré Logistics Canada to safely bring the waste back to Canada as soon as possible.

The company will begin preparation for shipping in the coming days. The removal will be complete by the end of June, as the waste must be safely treated to meet Canadian safety and health requirements. The safe and environmentally sound disposal in Canada of the waste material will take place before the end of summer 2019. The costs associated with the preparation, transfer, shipment, and disposal of the waste will be assumed by the Government of Canada.

In 2016, Canada amended its regulations to prevent future exports of such material without a permit. Canada is also looking at ways to hold the responsible parties to account.

The Government of Canada maintains ongoing discussions with the Government of the Philippines to ensure a positive outcome to this issue in a timely fashion. The Minister of Foreign Affairs, Chrystia Freeland, spoke to her counterpart Secretary of Foreign Affairs, Teodoro Locsin, last week to reiterate Canada's firm commitment to promptly repatriate the waste to Canada.

### Quick Facts

In 2013 and 2014, a Canadian company, Chronic Inc., exported containers labelled as recyclable plastics to two importers in the Philippines; the shipment contained a mixture of plastics, metals, and paper, as well as household waste.

While the export of such material was allowed under Canadian regulations at the time, the import of mixed plastics and household waste is prohibited under Philippines regulations.

In 2016, courts in the Philippines ordered the importers to ship the containers back to Canada at their expense; the importers did not comply with the court order.

Recently, Canada and the Philippines established a joint technical working group to examine options for managing the waste; officials from both countries had a successful meeting in March in Ottawa.

On May 10, 2019, the Government of Canada issued a request for proposals to bring the waste back to Canada. Following the competitive process, a contract was awarded to Bolloré Logistics Canada.

Preparation and transportation from the Philippines, and handling and disposal of the waste material in Canada, will be carried out in accordance with Canadian requirements, including those of the Canadian Food Inspection Agency's International Waste Directive.

To prevent future exports of such material, Canada amended the Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations in 2016. The amendments now apply to waste that is controlled or prohibited in the country of import; consequently, the shipment sent to the Philippines in 2013 and 2014 would be prohibited today.

The garbage issue has been the latest strain in Philippine relations with Canada under Duterte. Last year, he cancelled a multimillion-dollar agreement to buy 16 helicopters from Canada after Trudeau's government decided to review the deal due to concerns that the Philippine military might use the aircraft in counterinsurgency assaults.



## Government Of Yukon To Change Waste Management System

At the Association of Yukon Communities' Annual General Meeting in Haines Junction, Minister of Community Services John Streicker announced that the government is moving forward on implementing several key recommendations from the Ministerial Committee on Solid Waste regarding tipping fees, regionalization, landfill liability and user pay. The changes will make Yukon's solid waste management system more financially and environmentally sustainable.



The government will enter into agreements with municipal landfills to help them better serve their regions. As these agreements are reached, the Government of Yukon will close down the smallest, most expensive (per capita) transfer stations and concentrate savings into regional landfills. At the same time, tipping fees will be introduced at all landfills to move from tax-base funding to user pay and eliminate “dump shopping.” Fines for illegal dumping will also increase.

The Ministerial Committee on Solid Waste's next priority is to assess recycling programs and find sustainable solutions to recycling in the North.

### Quick Facts

Tipping fees will be introduced through a phased approach starting with landfills in the Whitehorse area by the end March 2020. Tipping fees will be based on fees at the nearest municipality.

Funds collected through tipping fees will help offset the costs of running a landfill or transfer station and staffing the site.

Fines for illegal dumping will increase to up to \$10,000. Currently, the fine for illegal dumping is up to \$200.

Landfills will close at Braeburn, Silver City, Keno and Johnson's Crossing if and when Regional Agreements are signed with the closest municipalities. Closure will help reduce the environmental footprint of waste and keep costs of waste management reasonable.

Regional landfills are commonly used in other jurisdictions and prevent municipal taxpayers from being overburdened with the cost of managing waste from unincorporated areas.

Solid waste management costs the territorial and municipal governments about \$11 million each year. Waste management costs have increased dramatically over the last 10 years.

The Ministerial Committee on Solid Waste consists of representatives from the Association of Yukon Communities, Yukon municipalities, and the Government of Yukon.

The Ministerial Committee on Solid Waste has been meeting regularly since 2017 and produced a report with recommendations in April 2018.

## Improving Canada's Recycling Output Will Take 'Radical Changes': Report

A report suggests Canada could get to the point where 90% of plastic avoids landfill by 2030 with an investment of between \$4.3 billion and \$8.6 billion



Almost 90% of the plastic that is recycled in Canada is from packaging.

OTTn analysis of Canada's plastic industry shows the industry producing plastic dwarfs the industry trying to recycle it.

The report, completed by consulting firms Deloitte and ChemInfo Services, was commissioned by Environment and Climate Change Canada to guide its plan to cut the country's plastics waste to zero.

It found the plastics-manufacturing industry is a significant economic driver in Canada, worth \$35 billion in sales of resins and plastic manufactured goods in 2017 and supporting about 93,000 jobs across more than 1,900 companies.

By comparison, there were fewer than a dozen recycling companies, employing about 500 people and generating about \$350 million in revenue.

In 2016, 3.3 million tonnes of plastic ended up in the trash, 12 times the amount of plastic that was recycled. A small amount of plastics is burned for energy at five Canadian waste-to-energy plants. Almost 90% of the plastic that is recycled in Canada is from packaging.

Generally, the analysis says, it is cheaper and easier to produce new plastic, use it and then throw it away than it is to recycle, reuse or repair it. The voluntary standards for contents of plastic products,

and additives like glues and labels, mean there is a lack of consistency in the plastic materials available for recycling. That in turn makes them more expensive to recycle.

Canada also has very little demand for recycled plastic, which is why so much plastic has been shipped overseas. But the markets for recycled plastic are falling apart all over the world, leading shipments of Canadian plastics to be dumped in landfills or burn piles on foreign soil as well.

Environment Minister Catherine McKenna says Canada is throwing out billions of dollars of plastic every year and is working on a plan to have Canadians reuse or recycle all plastics or burn them for energy within 20 years. That plan is supposed to be unveiled this month.

“We’re literally throwing in the garbage, \$120 (billion) to \$150 billion in value,” she said last week. “We can do a lot better.”

The Deloitte report shows getting to zero plastic waste will require “radical changes” in consumer behavior, an explosion in the number of recycling facilities in Canada, investments in recycling technology, and a litany of government policies such as landfill taxes or requiring products to include a certain proportion of recycled material. Requiring more recycled content would help create market demand in Canada for recycled plastic, regardless of the cost of new plastic.

The report suggests Canada could get to the point where 90% of plastic avoids landfill by 2030 with an investment of between \$4.3 billion and \$8.6 billion, the addition of 167 new sorting and recycling facilities, a lot of government regulation and consumer willpower. That would increase revenues in the recycling industry from \$500 million to \$3 billion and create 42,000 new direct and indirect jobs.

Sarah King, head of the oceans-and-plastic program for Greenpeace Canada, said the report is so focused on increasing recycling it avoids almost any discussion of cutting down how much plastic we use in the first place.

King said her fear is that Canada is not having the hard conversation about banning certain plastic products entirely—everything from plastic grocery bags and black garbage bags to plastic cups and take-out containers. Several municipalities in Canada are looking at such bans and the whole province of Prince Edward Island is set to ban plastic grocery bags on July 1.

King said the leadership has to come from Ottawa.

Canadians produce so much plastic that recycling just can’t handle the volume and “the only way to address an endless flowing tap is to turn it off,” she said.

She also is concerned that Deloitte’s zero-plastic-garbage outline includes burning one-fifth of plastic waste for energy. Burning facilities are less picky about what is in the plastic they are taking than recyclers are, which reduces the burden on consumers to properly sort their items and allows for a wider variety of items to be collected.

But King said, burning plastic produces ash and other toxic pollutants along with any energy.



## A Broken Link In The Circular Economy

Scott Sherman, a former official with the EPA and Texas Commission on Environmental Quality, outlines why he believes renewed talk about WTE over landfills is ill-advised.

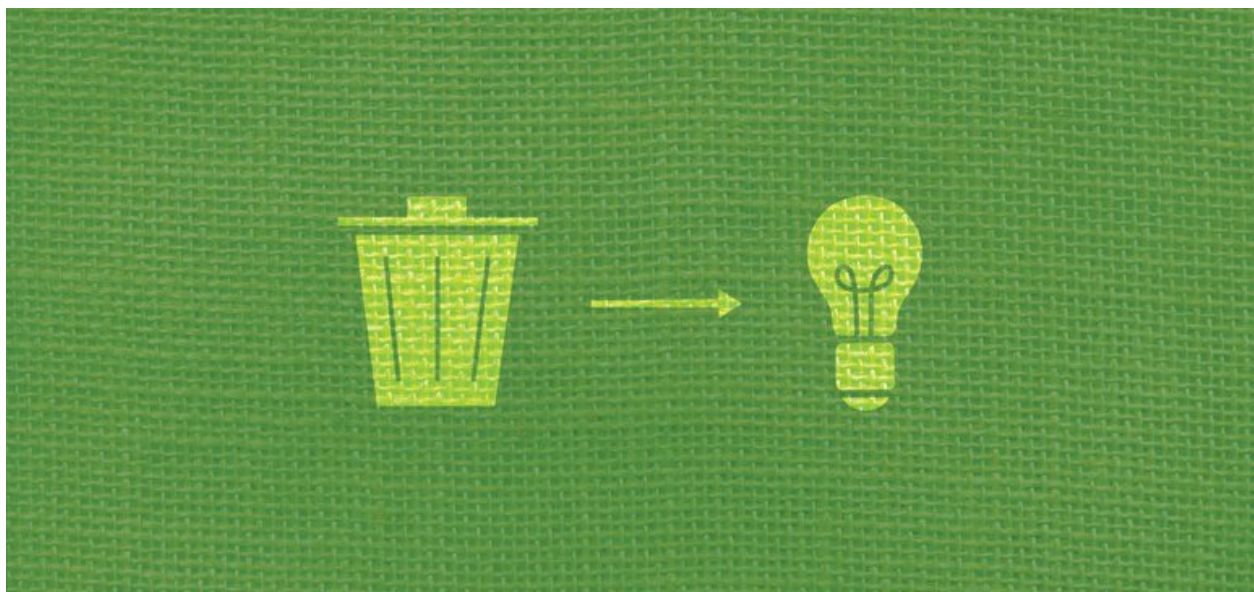
Last week's gathering of industry representatives, community leaders and policymakers at WasteExpo 2019 undoubtedly led to considerable discussion on the global recycling crisis. But a byproduct of this condition – the recent push for incineration (also referred to as waste-to-energy) at the recent North American Waste-to-Energy Conference as a sound solution for municipal waste – must be part of the conversation.

Prompted by the current disruption in recycling end markets, this development has put a spotlight on a broken link in the circular economy. Indeed, the incineration of solid waste or recoverable materials has long been considered by the environmental community and government policymakers to be effectively on par with landfilling by this metric. Whether buried or burned, potentially valuable materials are effectively lost forever. As we grapple with recyclables that do not currently have clear end markets, local decision-makers should view the issue before them not simply as a financial one, but also as a materials management challenge.

While pricing may migrate within the menu of landfill and recycling services, a systemic shift to incineration will lead to an increase in environmental effects. WTE embodies an archaic view of materials management and exposes communities and local governments to a variety of risks, including toxic air emissions and environmental justice concerns.

In contrast, recycling and reuse fundamentally reduces net environmental impacts and tops the EPA's waste management hierarchy, while incineration is at best a disposal practice with a wink and a nod to renewability. Incineration practices do not actually enhance sustainability, but rather leave behind a lasting and negative environmental footprint that necessitates strict regulation under the Clean Air Act, the Clean Water Act, and the Resource Conservation and Recovery Act.

Moreover, the WTE business model is fundamentally at odds with diversion, as its revenues are dependent on maximizing the volume of material to burn. Looking to increase incineration market share at a time of temporary disruption smacks of exploitation of local communities who may feel they are facing a Hobson's choice.



While the same could be said for wholesale landfilling, cities have long sought to develop recycling programs as a means to reduce their reliance on landfills, not increase them. An uptick in landfill utilization at this time does not pose the risk of backsliding that a systemic shift to incineration would. On the contrary, some cities have been able to work with integrated materials management companies to find acceptable, albeit painful, interim accords that preserve gains made in the collection and diversion of recyclable materials.

Further, the argument that incineration yields renewable power is misdirected. In fact, it casually demeans the more widely accepted sources of renewable energy (wind, water and sunshine), while itself relying on human detritus. Such "renewability" implicitly promotes waste generation and does little to signal research and development stakeholders to push forward.

So, while there are serious challenges affecting the industry today as a result of global recycling conditions, communities should be moving away from incineration as a materials management practice – not backsliding into more of it.

Fortunately, some states and municipalities have already figured this out. The New York state legislature passed an initiative in March to restrict the construction of new incinerators, and a controversial incinerator recently shut down in Detroit. And Baltimore's imposition of strict air requirements – intended to lead to the closure of incinerators and which has prompted a legal challenge – could necessarily prompt stakeholders to develop reuse and recycling programs in order to more prudently manage existing landfill capacity.

Hopefully this trend will continue – but in the interim, it is important for community leaders to recognize that the potential harm of incineration is real, and that the risks extend well beyond the immediate concerns of neighbors living near a facility. The practice of incineration, like landfilling, sacrifices any effort to extract maximum value from materials by removing those materials from the stream of commerce. This loss deprives manufacturers from contributing to America's vision for a circular economy, and it compromises the ability of local governments to legitimately achieve their sustainability goals.

It is also critical that community leaders recognize a return to incineration as a solid waste management solution ultimately disincentivizes collective innovation in materials management that is needed in order to move closer to a complete circular economy loop. Of course, innovation cannot occur without history or a foundation to build upon. As such, industry leaders should reflect on the U.S. Environmental Protection Agency's original goals for its resource conservation and recovery programs.

Now in its 25th year, EPA's WasteWise program adopted a materials management hierarchy, placing recycling at the top just after reuse. In doing so, the agency recognized the importance of creating networks among business, government and NGOs in support of both collecting recyclables and fostering markets for recycled content products.

EPA's programs and models have long sought to inform and empower communities and industry to be sound stewards of their waste streams through innovation and partnerships. This approach was envisioned by Congress and continues to guide EPA to this day. That is why the agency's consistent rationale for rulemaking, guidance documents and outreach efforts has focused on defining and understanding the lifecycle impact of the use of our natural resources.

In contrast, the permanent loss of otherwise recoverable materials constitutes a setback for – and even an unraveling of – all that has been achieved to date. And it reveals a broken link in all that we might achieve going forward in America's path toward a circular economy.

## ENVIRONMENTAL ACTIVIST ORGANIZATION OPPOSE ALL FORMS FOR THERMAL TREATMENT FOR WASTE



In a recent response to the Ontario Environment Ministry's Reducing Litter and Waste in Our Communities: Discussion Draft, a coalition of seven environmental activist organization spelled out their opposition of thermal treatment in all its forms as a means for managing waste in Canada.

With respect to thermal treatment of waste, the letter reads:

In our view, all forms of thermal treatment (e.g. waste incineration, energy-from-waste (EFW) facilities, pyrolysis, plasma gasification, industrial burning of waste as “alternative fuel”, etc.) should not be considered as diversion measures. Instead, these kinds of projects are – and must remain closely regulated as – waste disposal activities under Ontario's environmental laws.

The coalition of environmental activist organization that signed the letter are as follows: the Canadian Environmental Law Association, the Citizens' Network on Waste Management, the Grand River Environmental Network, the Toronto Environmental Alliance, Environment Hamilton, and the Citizens Environment Alliance.

The opposition by these organization to all forms of thermal treatment of waste should be discouraging news to companies that have developed innovative thermal treatment technologies and advanced air pollution control technologies. It means that there will be continued pressure for more lengthy and costly permitting processes across the country.

The letter should also be discouraging to companies that utilize waste as feedstock in the production of recycled products. In the letter, the authors state that they reject alternative or streamlined environmental approvals process for proven technologies that recover value from waste. In the view of the authors, there is no “red tape” that needs to be cut when it comes to the environmental approval process.

Proponents and involved in the environmental approvals process in Ontario for innovative waste management technologies including waste-to-fuel, waste-to-products, and waste-to-energy often complain about the byzantine, expensive, and lengthy approvals process in Ontario compared to other North American jurisdictions.

As an environmental professional with over 25 years of experience working in Ontario, I see innovative environmental technologies that are being development to help with the waste management problems facing Canadians. I have also seen my share of bad actors and snake oil salesman that have hurt the environment industry.

I believe there is a need for environmental activist organizations and proponents of innovative waste technologies to become educated about each others concerns in an effort to bridge the divide that appears to exist to the environmental risks associated with various technologies.



## Russia Shows How To Recycle Military Batteries

Submarines and military fighters are powered by large alkaline batteries weighing almost 14 tonnes. Although such batteries last for up to 12 years, scientists from Moscow believe they have a future after recycling.

The National University of Science and Technology (NUST) in Russia has developed a method to recover silver from bulky end-of-life batteries serving military applications. The precious metal can be used to create new high-grade batteries for submarines as well as aircraft.

The Russian scientists say ‘heavy-duty’ batteries contain roughly seven tonnes of pure silver plates. In the last decade, local manufacturers of silver-zinc batteries started adding 10-15% lead to the silver. ‘This lowers the costs and does not affect the performance of the product but almost completely blocks the process of subsequent recycling,’ the NUST specialists point out.

The university says its ‘innovative cascade method’ for purifying silver from lead-containing batteries now allows secondary use that can save millions of dollars for each one produced. Tests have been successfully conducted at the JSC Shchelkovo Plant of Secondary Precious Metals. Here, the silver was melted in a two-stage process, after which lead was removed and a commercial product of 99.99% purity is obtained from raw materials with 85% silver content. ‘The pure product corresponds to all state standards,’ it is reported. Very little new equipment has had to be installed at the facility, apart from a low-cost, high-speed, melt cooling unit.



## Two Ontario (Canada) Municipalities Resume Foam Polystyrene Recycling Program

Residents and businesses in the Ontario municipalities of Brockton and Hanover now have the opportunity to recycle polystyrene foam, thanks to a \$9,700 grant from the Foam Recycling Coalition. The municipalities began collecting post-consumer polystyrene foam in 2007, but the popular recycling program was suspended 10 years later due to changing markets for the material. The recycling services will resume with the help of a polystyrene densifier, which compacts collected materials into condensed polystyrene bricks. End markets then recycle the bricks into new products.

“The discontinuation of the agreement to transport materials in 2017 was sudden and unexpected. With this grant from the Foam Recycling Coalition, we found a solution that allows us to begin collecting polystyrene again and bring back this service to our residents,” said Ron Cooper, director of public works for the Town of Hanover, Ontario.

Brockton and Hanover’s waste management departments will operate the program through the use of community drop-off depots. Businesses and residents can bring foam cups, take-out containers, egg cartons and meat trays, as well as protective foam packaging often found around shipped electronics. The material will then be sent to a central location for densification and turned into new products as varied as crown molding, picture frames and receipt spools.

The Canadian Plastics Industry Association provided assistance in connecting the municipalities with the Foam Recycling Coalition’s grant program and is helping with the official kick-off event at the Brockton Recycling Centre on Friday, May 31.

The municipalities anticipate they will receive material from approximately 17,000 residents. In time they plan to offer access to foam collection to the neighboring communities, too, which will bring access to a total exceeding 63,000 residents.

Lynn Dyer, president of the Foodservice Packaging Institute, which houses the coalition said, “We congratulate both municipalities for their never-give-up focus to once again find a solution for foam recycling. Everyone benefits when these valuable materials are recycled in the communities they serve, instead of going to landfills.”

The grant is made possible through contributions to the FRC, which focuses exclusively on increased recycling of post-consumer foam polystyrene. Its members include Americas Styrenics; Cascades Canada ULC; CKF Inc.; Chick-fil-A; Dart Container Corp.; Dyne-A-Pak; Genpak; Hawaii Foam Products; INEOS Styrolution America LLC; NOVA Chemicals Corp.; Pactiv Foodservice/Food Packaging; Republic Plastics; and TOTAL Petrochemicals & Refining USA.

Brockton/Hanover is the 11th grant recipient to receive FRC funding since 2015. Over 3 million additional residents in the U.S. and Canada can recycle foam as a result of FRC grants.

## Washington State Legalizes 'Human Composting'

Washington state Governor, Jay Inslee, signed legislation to become the first state to legalize “human composting,” an alternative to conventional burial and cremation that produces topsoil suitable for gardening.

The practice is described by proponents as an eco-friendly form of final disposition. Inslee, a Democrat, is making climate change the focus of his presidential campaign, and advocates calculate that natural organic reduction — as composting is more delicately termed — will save about a ton of carbon emissions for each body.

The law, set to take effect May 1, 2020, paves the way for a Seattle business to build the nation’s first funeral home offering the service. The company, called Recompose, will place bodies in steel vessels with wood chips, alfalfa and straw, enabling microbes to break down bodies into soil in about a month.

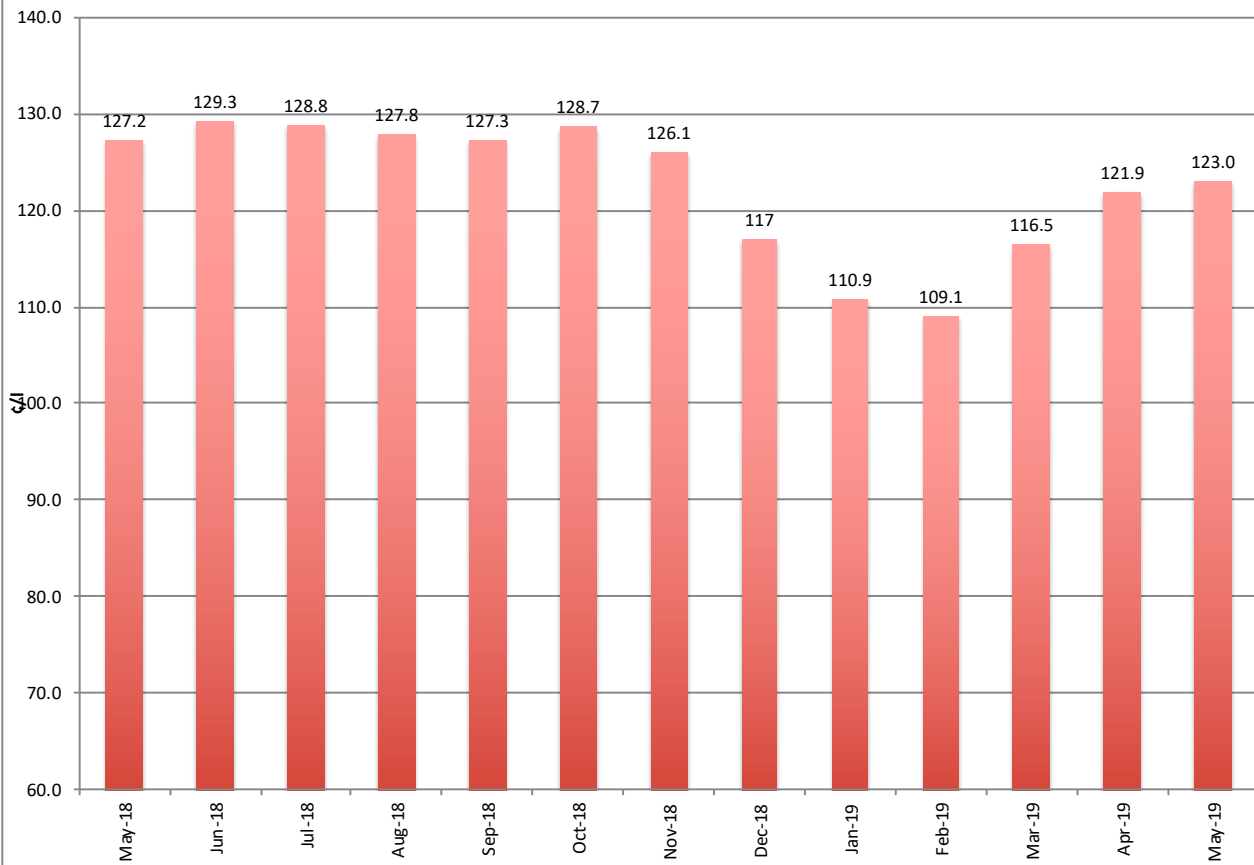
Recompose plans to charge about \$5,500, more than no-frills cremation and less than burial in a casket. The company’s chief executive, Katrina Spade, said that she hoped to open a Seattle outlet by the end of next year. “This will be the first place that we know of in the world where this option will be offered to people,” she said.

The bill authorizing the practice passed Washington’s legislative chambers with bipartisan majorities. But the Catholic Church opposed the measure, maintaining that composting did not show sufficient respect for the deceased.

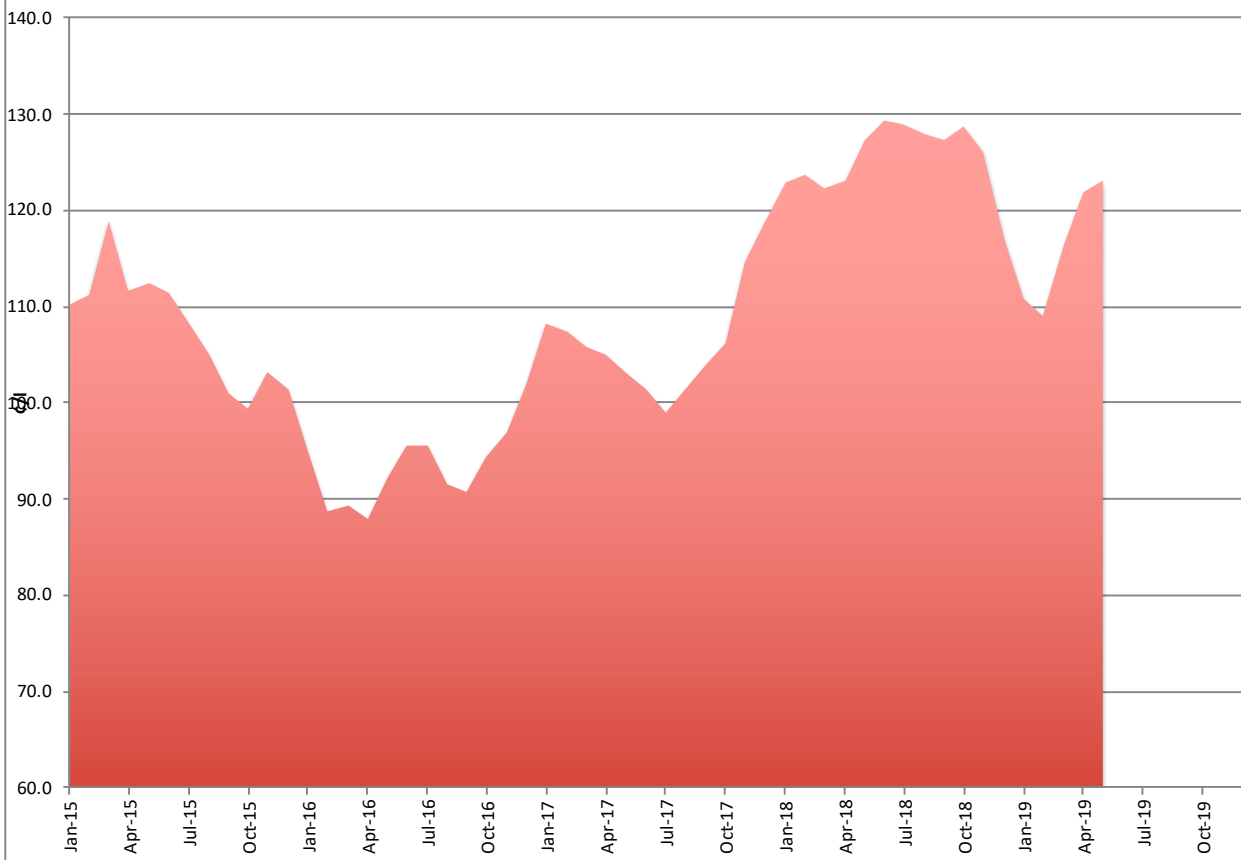
Washington’s funeral industry is split concerning the practice, but history has shown that undertakers can change their views. Nationally, many funeral businesses traditionally opposed cremation, but the practice of reducing bodies to ashes began gaining acceptance during the 1960s and now accounts for about half of dispositions.

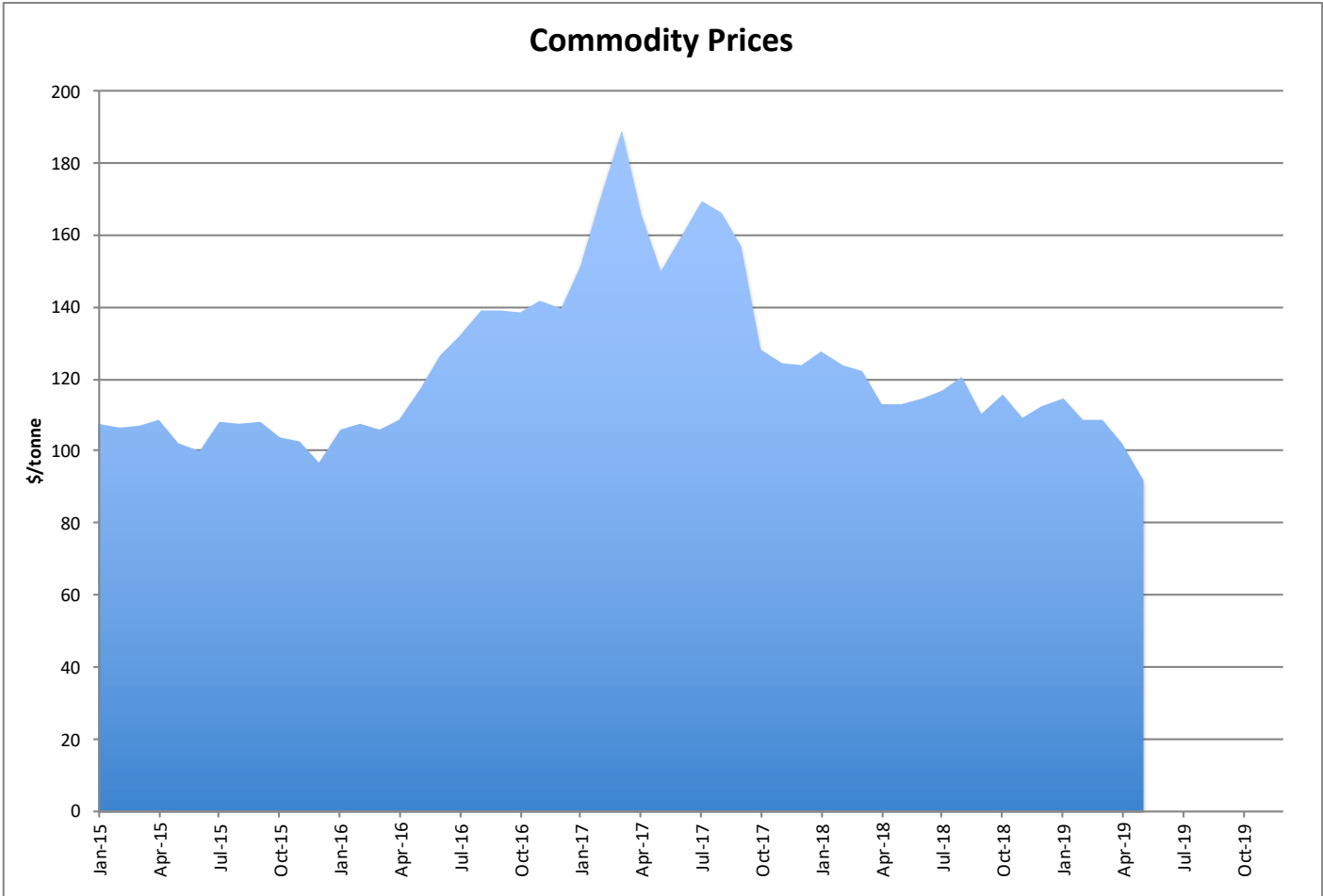
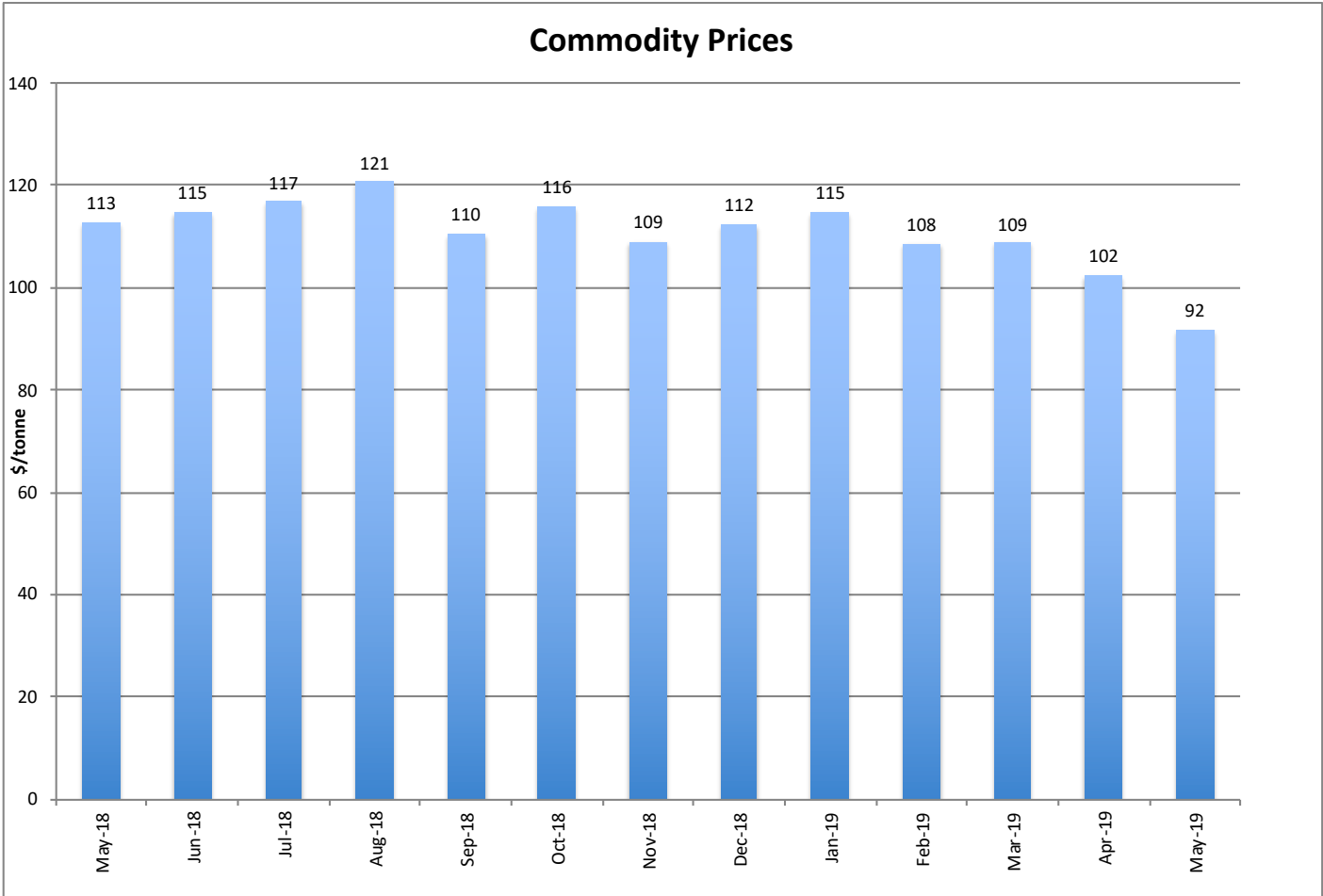
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**Diesel Price (Retail incl. Tax)**



**Diesel Price (Retail incl. Tax)**







## **Minutes of a Regular Meeting of the St. Marys Public Library Board**

**Meeting Location:** St. Marys Public Library

**Meeting Date:** May 2, 2019

**Meeting Time:** 6:45pm

**Meeting Attendance:**

**Present:** Board Chair, C. Atlin, J. Craigmille, R. Edney, L. Hodgins, R. Quinton, B. Tuer, J. Vivian, M. Zurbrigg

**Staff Present:** CEO M. Corbett, Library Services Coordinator R. Webb

**Regrets:** A. Strathdee, B. Tuer

1. Call to order

Meeting was called to order at 6:49pm

2. Approval of the agenda

**Motion:**

**That the May 2<sup>nd</sup>, 2019 regular meeting of the St. Marys Public Library Board agenda be approved as presented with correspondence added at items at 6.2. and 6.3 and 7.3 addition about Adult Learning.**

**Moved by: R. Quinton**

**Seconded by: J. Vivian**

**Result: Carried**

3. Declarations of Conflict and/or Pecuniary interest

None declared.

4. Welcome guests or delegations

None present.

5. Consent agenda

Question was raised about the statistics from February. A typo was observed and corrected.

**Motion:**

**That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board.**

**Moved by: L. Hodgins**

**Seconded by: R. Edney**

**Result: Carried**

5.1. Minutes of the April 11<sup>th</sup>, 2019 Regular Library Board meeting

**Motion:**

**That the minutes of the April 11<sup>th</sup>, 2019 Regular Library Board Meeting be approved.**





## 5.2. CEO Report

### **Motion:**

**The CEO Report be received.**

## 5.3. Library Statistics

### **Motion:**

**That the Library statistics report be approved.**

## 5.4. Financial Report

### **Motion:**

**That the Library Financial report be approved.**

## 6. Correspondence to the Board

6.1. Letters to Minister and MPP from PCIN

6.2. Letter from Minister Tibollo

6.3. Letter, Training, Education and Colleges

## 7. Discussion items

### 7.1. CEO Report on PCIN/SOLS budget

Library CEO M. Corbett explained some of the effects of the budget cuts such the elimination of inter-loan and intra-loan. PCIN has begun an RFQ process for a courier system to potentially replace the circulation of items between Perth County libraries.

### **Motion:**

**That the Library Board receive the report as information**

**Moved by: M. Zurbrigg**

**Seconded by: R. Quinton**

**Result: Carried**

Board Member M. Zurbrigg entered the meeting at 7:23pm.

### 7.2. Advocacy for Library Services

Members of the Board made the decision to create an ad-hoc committee that was consider the best avenues for advocacy on behalf of the Board.

### **Motion**

**That the Board will strike an ad-hoc Committee to go over advocacy materials and that members would consist at this point in time of R. Quinton, C. Atlin and R. Edney.**



**Moved by: L. Hodgins**  
**Seconded by: J. Vivian**  
**Result: Carried**

**Motion:**

**That the CEO and Chair draft a letter to the Minister of Culture, Tourism and Sport and the MPP R. Pettapiece and Premier Ford and that it be sent before the next regular Board meeting after approval from Board members.**

**Moved by: R. Quinton**  
**Seconded by: R. Edney**  
**Result: Carried**

**7.3. Adult Learning**

CEO M. Corbett suggested to the Board that it may be proactive to consider potential options for Adult Learning facility space. The Board gave direction to the CEO to explore potential alternatives for space to operate in.

**8. Friends of the Library report**

The Friends of the Library minutes will henceforth be included in the Board consent agenda and Friends of the Library Board representatives will speak to them as needed.

**9. Round table discussion**

There is a joint meeting of Board and Council on May 28<sup>th</sup> to receive a report from CEO M. Corbett regarding options for Library space. Library circulation desk is scheduled to be installed in September.

**10. Date of next meeting—Tuesday May 28<sup>th</sup>, 2019 @ 9:30 am**

**11. Adjournment**

**Motion:**

**That the May 2<sup>nd</sup>, 2019 regular meeting of the St. Marys Library Board be adjourned.**

**Moved by: M. Zurbrigg**  
**Seconded by: R. Edney**  
**Result: Carried**

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Cole Atlin, Chair

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Matthew Corbett, Secretary



## Minutes of a Regular Library Board

**Meeting Location:** St. Marys Public Library, 15 Church St. N., St. Marys, ON

**Meeting Date:** June 13, 2019

**Meeting Time:** 6:45pm

**Meeting Attendance:**

**Present:** Board Board Chair, C. Atlin, J. Craigmille, L. Hodgins, R. Quinton, A. Strathdee, B. Tuer, J. Vivian, M. Zurbrigg

**Staff Present:** CEO M. Corbett, Library Services Coordinator R. Webb

**Regrets:** R. Edney

1. Call to order

Meeting was called to order at 6:46pm by Board Chair C. Atlin

2. Approval of the agenda

**Motion:**

**That the June 6<sup>th</sup>, 2019 regular meeting of the St. Marys Public Library Board agenda be approved as presented with date changed and item 7.4. changed to Advocacy Committee rather than Adult Learning.**

**Moved by: L. Hodgins**

**Seconded by: B. Tuer**

**Result: Carried**

3. Declarations of pecuniary interest

None declared.

4. Welcome guests or delegations

None present.

5. Consent agenda

**Motion:**

**That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board.**

**Moved by: R. Quinton**

**Seconded by: J. Craigmille**

**Result: Carried**

5.1. Minutes of the May 2<sup>nd</sup>, 2019 Regular Library Board meeting

**Motion:**

**That the minutes of the May 2<sup>nd</sup>, 2019 Regular Library Board Meeting be approved.**

5.2. CEO Report

**Motion:**

**The CEO Report be received.**



### 5.3. Library Statistics

**Motion:**

**That the Library statistics report be approved.**

### 5.4. Financial Report

**Motion:**

**That the Library Financial report be approved.**

## 6. Correspondence to the Board

### 6.1. Letter from Mr. Pettapiece, MPP

### 6.2. Fire inspection

Fire drill took place on May 14<sup>th</sup>, 2019. The fire drill was completed in 2 minutes and 24 seconds. No fire code violations were found.

### 6.3. Correspondence from Perth South

Contract for the Library agreement between Perth South and St. Marys Library Services. This is an annual contract.

## 7. Discussion items

### 7.1. Interlibrary Loan

CEO M. Corbett explained that this report was created to give information to members of the Board in order to be able to make a decision regarding inter-library loans going forward. At current, the St. Marys Library is not lending out materials via inter-library loan.

**Motion:**

**THAT the Library Board receive the report as information.**

**Moved by: L. Hodgins**

**Seconded by: J. Vivian**

**Result: Carried**

M. Zurbrigg entered the meeting at 7:03pm.

### 7.2. Policy Committee Meeting Report

**Motion:**

**THAT the Library Board, with the recommendation from the Policy Committee, receive the report as information;**

**THAT OP-01AL Training Support policy be accepted and approved as presented;**

**THAT GOV-03 Standard Policy Practices be accepted and approved as presented; and**



**THAT BL-01 Constitution and Terms of Reference be accepted and approves as presented.**

**Moved by: L. Hodgins  
Seconded by: B. Tuer  
Result: Carried**

#### **7.3. Adult Learning Report**

**Motion:  
THAT the Library Board receive the report as information.**

**Moved by: M. Zurbrigg  
Seconded by: J. Craigmille  
Result: Carried**

#### **7.4. Advocacy Committee Report**

The Advocacy committee drafted letters to all three parties mentioned below. The letters will be edited and sent as discussed by members of the Board.

**Motion:  
That the Library Board, receive the report as information AND**

**That the Board approve mailing letters to the MPP, Minister of Tourism, Culture and Sport, and the Ontario Premiere.**

**Moved by: B. Tuer  
Seconded by: R. Quinton  
Result: Carried**

**Motion:  
That the Library Board send correspondence to the Town of St. Marys Council for the next Town Council meeting, requesting the support represented 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.

**Moved by: R. Quinton**

**Seconded by: M. Zurbrigg**

**Result: Carried**

#### 7.5. Technology Plan

**Motion:**

**THAT** the Library Board approve and adopt the Technology Plan Strategy for the St. Marys Public Library with suggested amendments.

**Moved by: J. Vivian**

**Seconded by: M. Zurbrigg**

**Result: Carried**

#### 7.6. Library Board-Council Joint Meeting

Four recommendations came out of the Joint meeting as stated in the below motion. It was suggested that a meeting take place in July 2019 to decide whether to pursue an expansion at the PRC or at the Library.

**Motion**

**That** the Board approach the Town Council to decide to put money aside \$100,000 annually to contribute to possible expansion or relocation.

**Moved by: L. Hodgins**

**Seconded by: B. Tuer**

**Result: Carried**

**Motion**

**That** the previous motion not be presented to the Town Council until such a time that the Board has a clear direction of which option they intend to pursue.

**Moved by: B. Tuer**

**Seconded by: R. Quinton**

**Result: Carried**

**Motion**





**That the Library make a decision about what option they intend to pursue as a long term solution to the St. Marys Public Library space deficiency by the end of July 2019.**

**Moved: B. Tuer**

**Seconded by: M. Zurbrigg**

**Result: Carried**

**8. Friends of the Library report**

**8.1. Minutes attached**

**9. Round table discussion**

Mayor Strathdee noted that the year 2020 will be a homecoming year for St. Marys and may be a good opportunity for programming, fundraising. It was also suggested that the Library do something to celebrate pride month next year.

**10. Date of next meeting—July 15th, 2019**

**11. Adjournment**

**Motion:**

**That the June 6<sup>th</sup>, 2019 regular meeting of the St. Marys Library Board be adjourned.**

**Moved by: M. Zurbrigg**

**Seconded by: R. Quinton**

**Result: Carried**

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Cole Atlin, Chair

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Matthew Corbett, Secretary

## PERTH DISTRICT HEALTH UNIT BOARD

May 15, 2019

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

Members present: Bonnie Henderson; Daryl Herlick; Todd Kasenberg; Marg Luna; Anna Michener; Paul Robinson; Kathy Vassilakos; and Bob Wilhelm

Staff present: Dr. Miriam Klassen, Medical Officer of Health; Julie Pauli, Business Administrator; Donna Taylor, Director of Health Protection  
Tracy Allan-Koester, Director of Community Health; and Melissa Rintoul (Recorder)

Kathy Vassilakos, Chair presiding.

### **Agenda Approval**

Moved by: Bob Wilhelm  
Seconded by: Todd Kasenberg

**That the agenda for today's meeting be adopted as amended.  
Carried.**

### **Pecuniary Interest**

There were no disclosures of pecuniary interest.

### **Adoption of Minutes**

Moved by: Paul Robinson  
Seconded by: Anna Michener

**That the minutes of the previous meeting dated April 17, 2019 be adopted as presented.  
Carried.**

### **Closed Meeting**

Moved by: Darryl Herlick  
Seconded by: Marg Luna

**That the Board enter into Closed Meeting at 9:35 am to discuss personal matters and labour relations.  
Carried.**

The Board reconvened in open meeting at 10:20 am.

The Board gave direction to staff related to legal matters.

Moved by: Bob Wilhelm  
Seconded by: Bonnie Henderson

**That the Board ratify the ONA contract as presented by Julie Pauli in Closed session.  
Carried.**

### **Business Arising**

#### **a. Transition Team Update**

Dr. Miriam Klassen, Medical Officer of Health updated members on the work of the Transition Team.

- b. alPha Fitness Challenge  
Kathy Vassilakos to lead walk after the Board meeting and members may report 30 minutes of fitness participation to Irene up to May 29<sup>th</sup>.

**New Business**

- a. Ontario Public Health Standards – Program Standards at PDHU  
Jennifer Duffin, Public Health Manager of Communicable Disease presented the Ontario Public Health Standards on Infectious Diseases and Immunization.
- b. 2019 alPHa Resolutions

Moved by: Marg Luna  
Seconded by: Bob Wilhelm

**That the Board agrees to endorse resolutions and approves Dr. Miriam Klassen, Medical Officer of Health and other delegates to vote on behalf of the Board of Health of the Perth District Health Unit supporting resolutions 1, 2, 3, 4, 5 and 8, 9 10.**  
**Carried.**

**Business Administrator Report**

- a. Account Transactions  
Julie Pauli, Business Administrator presented the accounts for the period ending April 2019.

Moved by: Paul Robinson  
Seconded by: Bonnie Henderson

**That the accounts totaling \$829,929.52 for April 2019 be adopted as presented.**  
**Carried.**

- b. Financial Report  
Julie Pauli, Business Administrator presented the financial report for the period ending April 30, 2019.

Moved by: Todd Kasenberg  
Seconded by: Anna Michener

**That the Financial Report for April 30, 2019 be adopted as presented.**  
**Carried.**

- c. Potential Impact of New 2019 Budget

Moved by: Marg Luna  
Seconded by: Paul Robinson

**That the Board send a letter to Minister Elliott, reflecting a lack of clarity in the Provincial Government's recent announcements and the frustration this is bringing to our Municipalities and copy Premier, Chief MOH, Heads of Council and Local Members of parliament.**  
**Carried.**

**Medical Officer of Health Report**

Dr. Miriam Klassen, Medical Officer of Health presented a written report for May 15, 2019 which included advocating for public health; preparing for possible health system changes; continuing to strengthen focus on social determinants of health and health equity and staff updates.

Moved by: Darryl Herlick  
Seconded by: Bonnie Henderson

**That the Medical Officer of Health report be adopted as presented.  
Carried.**

**Correspondence**

- a. Middlesex-London re HIV Case Management, Undetectable=Untransmittable
- b. KFL&A re Restructuring Ontario's Public Health System
- c. Sudbury re Support for Bill -228, Child Health Protection Act
- d. Thunder Bay re Public Health Restructuring
- e. Simcoe Muskoka re Modernization of Alcohol Retail Sales in Ontario
- f. MOHLTC re Provincial Representative
- g. Haliburton, Kawartha, Pine Ridge re 2019 Budget
- h. Haliburton, Kawartha, Pine Ridge re Support for Bill 60
- i. Leeds, Grenville & Lanark re 2019 Budget
- j. KFL&A re Endorsement of the Children Count Task Force Recommendations
- k. KFL&A re Minimizing Harms Associated with the Announced Expansion of the Sale of Beverage Alcohol in Ontario
- l. KFL&A re Endorsement of the Ontario Dietitians in Public Health Letter on Bill 60
- m. Minister of Justice re Repeal of Section 43 of the Criminal Code
- n. Premier of Ontario re Strengthening SFOA, 2017
- o. Hastings Prince Edward County re 2019 Budget
- p. alpha re PH Modernization 2019 Budget
- q. Renfrew re 2019 Budget
- r. Peterborough re Modernization of Alcohol Retail Sales Ontario
- s. Peterborough re Managed Opioid Programs
- t. Grey Bruce re Health Inequities, Food Security and Bill 60
- u. Grey Bruce re Support for alpha Report – Improving and Maintaining the Health of the People
- v. Grey Bruce re Bill 60
- w. Peterborough re Bill S-228 the Child Health Protection Act
- x. alPHa 2019 Annual Conference – Moving Forward with Public Health
- y. alPHa 2019 Annual Conference – Registration Information
- z. alPHa Update to BOH Members – 2019May10
- aa. alPHa Distinguished Service Award – Barresi

Moved by: Bob Wilhelm  
Seconded by: Anna Michener

**That the Board receive correspondence items for information purposes.  
Carried.**

**Next Meeting**

The next meeting of the Perth District Health Unit Board will be held on Wednesday, June 19, 2019 at 9:30 am in the Multipurpose Room.

**Adjournment**

Moved by: Bob Wilhelm  
Seconded by: Bonnie Henderson

**That we now adjourn.**

**Carried.**

Paul Robison left the meeting at 11:42 am.

Meeting adjourned at 11:47 am.

**Public Announcements**

- Communities in Bloom Event on May 25<sup>th</sup> at Home Hardware

**Education Session**

Deferred to next meeting.

Respectfully submitted,

Kathy Vassilakos, Chair

**SPRUCE LODGE**  
**Board of Management Meeting**  
**May 15<sup>th</sup>, 2019**

**Present:** *Peter Bolland, David Schlitt, and Jennifer Facey*  
**Councillors:** *Jim Aitcheson, Rhonda Ehgoetz, Marg Luna, Fern Pridham,  
Kathy Vassilakos*  
**Regrets:** *Councillor Danielle Ingram*  
**Guests:**

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*Chairperson Councillor Rhonda Ehgoetz brought the meeting to order.*

Moved by Councillor Aitcheson  
Seconded by Councillor Pridham

**That the agenda for May 15<sup>th</sup>, 2019 be approved as presented.**  
**CARRIED**

➤ Declaration of pecuniary interest.

**Approval of Minutes:**

Moved by Councillor Vassilakos  
Seconded by Councillor Pridham

**That the minutes of April 17<sup>th</sup>, 2019 be approved as presented.**  
**CARRIED**

**Business Arising:** *None noted.*

**New Business:**

**Ratification of Accounts:**

Moved by Councillor Aitcheson  
Seconded by Councillor Luna

**That the April 2019 accounts in the amounts of \$269,677.67 to be ratified.**  
**CARRIED**

**Financial Report:**

The Business Manager presented the financial report for the 3 month period ending March 31<sup>st</sup>, 2019 for review and discussion. We were lead to believe that there would be increases in the CMI increase, but there is no news to date.

Moved by Councillor Vassilkaos  
Seconded by Councillor Luna

**To accept the Spruce Lodge Revenue and Expenses for the 3 month period ending  
March 31<sup>st</sup>, 2019 as presented.**  
**CARRIED**



## **SPRUCE LODGE - Continued**

### **Board of Management Meeting**

**May 15<sup>th</sup>, 2019**

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#### **Administrator's Report:**

##### **Critical incident:**

A critical incident occurred involving a missing resident. The resident who is schizophrenic took a taxi to Kitchener to find another place to live because he was unhappy with the accommodation rates at Spruce Lodge. Police, the taxi company, and hospitals were contacted. He did visit a hospital and was seen in the social work department, where they talked him into coming back. His trip back and forth to Kitchener depleted his spending money as he is on a fixed income and is falling behind on his payments. He prefers to pay cash rather than using the pre-authorized payment method so it is difficult to access the funds before he takes out the cash for spending. Another incident occurred involving abuse between a married couple living at Spruce Lodge. The couple live in different units, he has dementia and she has aphasia. He slapped her twice on the face causing abrasions and bruising. The two were separated for a period of time but are now back together during the day.

There have been no critical incident inspections in the last month.

##### **Improvement:**

Windows in the East wing have been replaced. The new windows are low e with argon increasing energy efficiency, and compliant with standards.

Grease traps in the cottage units are being removed to eliminate trip hazards.

The north kitchen has been completed renovated, and looks great and is functioning well. Every kitchen needs to be replaced with another wing on capital plan for this year.

##### **Smoking issue:**

There are about six (6) in Spruce Lodge who are smokers. The challenge is this group of residents doesn't get along. In the past we've tried to keep resident smokers at the end of the walkway to be compliant with the distance, but now visitors who enter have to walk through the smoking area. The centre courtyard gazebo was used in the past but it is in poor condition and only approximately twenty (20) feet from doors and windows.

Alternatives could include the west side of the building past the nursing station where a square pad and covered area could be installed. Quotes will be obtained.

The city has installed cigarette receptacles from Terracycle who recycles the cigarette butts.

There are containers provided for the smokers, they are just not always being used.

##### **Peoples Health Care Act:**

Regarding the proposed Ontario Health Team, all not for profit long-term care facilities, 80% of for profit long-term care homes, all hospitals, and Community Support Service providers have responding expressing interest in participating.

The readiness assessment document has been completed. There will be a press release today publishing agency names. The group anticipates a response by June. Although there have been no conversations about how it will perform, group anticipates a shared governance structure that deals with funding disbursement, standards, and shared accountability.

Moved by Councillor Pridham

Seconded by Councillor Aitcheson

**To enter closed session at 6:07 p.m. to discuss identifiable individuals.**

**CARRIED**

**SPRUCE LODGE - Continued**

**Board of Management Meeting**

**May 15<sup>th</sup>, 2019**

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Moved by Councillor Luna  
Seconded by Councillor Pridham  
**To enter open session at 6:19 p.m.**  
**CARRIED**

**Long Service Awards:**

The Long Service Awards event will take place this evening for those Board members going to attend.

Moved by Councillor Aitcheson  
Seconded by Councillor Pridham

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

**Correspondence:** *None presented.*

**Dress Down Days:**

☺ *For April 2019, the lucky charitable receipt winner is ....Jen LeSouder*

☺ *For National Denim Day the lucky charitable receipt winner is ...Kim Davidson.*

**Other Business:**

**MSAA Declaration of Compliance:**

Moved by Councillor Vassilakos  
Seconded by Councillor Luna

**To accept the declaration of compliance issued pursuant to the MSAA for the period  
April 1, 2018 to March 31, 2019 as presented.**  
**CARRIED**

Moved by Councillor Luna

<b>That the meeting be adjourned.</b>
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**CARRIED**

**Date & Time of Next Meeting:**

**Wednesday, May 15<sup>th</sup>, 2019 at 5:30 p.m.**

**Councillor Ehgoetz**  
*Chairperson*

**Jennifer Facey**  
*Secretary*

**Date**

*Ehgoetz*  
*Jennifer Facey*  
*June 19/19*

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, MAY 28, 2019

Members Present:	M.Blosh	P.Mitchell
	A.Dale	A.Murray
	D.Edmiston	B.Petrie
	A.Hopkins	J.Reffle
	T.Jackson	J.Salter
	S.Levin	M.Schadenberg
	N.Manning	A.Westman

Regrets: H.McDermid

Solicitor: G.Inglis

Staff:	T.Annett	A.Shivas
	B.Glasman	M.Snowsell
	C.Harrington	C.Tasker
	T.Hollingsworth	S.Taylor
	S.Pratt	B.Verscheure
	C.Saracino	J.Welker
	J.Schnaithmann	

1. Approval of Agenda

B.Petrie moved – seconded by T.Jackson:-

“RESOLVED that the UTRCA Board of Directors  
approve the agenda as posted.”

CARRIED.

2. Declaration of Conflicts of Interest

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

3. Minutes of the Previous Meeting  
April 23, 2019

M.Blosh moved – seconded by P.Mitchell:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated April 23, 2019 as posted on the Members’ web-site.”

CARRIED.

4. Business Arising from the Minutes

(a) Environmental Planning Unit Orientation Presentation

T.Annett gave a presentation on the roles and responsibilities of the Environmental Planning and Regulations Unit. Board members asked staff to circulate or present this information to the member Municipalities. Staff will work on an approach to get the messages presented to Municipal Councils. I.Wilcox, S.Levin and T.Jackson will be giving a similar presentation to the St. Marys Council at the end of June, and are looking to set up a time to present to the Perth South Council.

5. Business for Approval

(a) 2018 Audited Financial Statements  
(Report attached)

S.Levin presented the report and confirmed that the Finance & Audit Committee met with Deloitte. The Committee talked to UTRCA Staff and Deloitte separately. Only positive comments were made by both parties on working together during the Audit.

The UTRCA investments lost money in December, but as of the end of March the portfolio had grown 5.6% since its inception.

T.Jackson moved – seconded by A.Westman:-

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

(b) Appointment of J.Schnaithmann as Office Pursuant to Section 28 of the Conservation Authorities Act  
(Report attached)

T.Annett introduced Jessica Schnaithmann. S.Levin informed the Board that Mark Snowsell, Land Use Regulations Officer, will be retiring at the end of June and J. Schnaithmann will be filling his position.

T.Jackson moved – seconded by A.Hopkins:-

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

(c) Provincial Section 39 Transfer Payment Reduction Recommendation  
(Report attached)

I.Wilcox introduced the report and the three recommendations. A draft levy rate for 2020 will be presented for approval at the June meeting. More detail will be given at that time.

Staff confirmed that the Source Water Protection program funding has been approved with a small reduction. There has been no confirmation of funding for the Water and Erosion Control Infrastructure program. Despite the roll back by the Province of some 2019 cuts, Conservation Authorities are assuming the 50% transfer payment cut is still in place for 2019.

The Board asked if Conservation Authorities can access Municipal development charges. Access to development charges has been investigated in the past by other Conservation Authorities, with no success, however, I.Wilcox will make note to bring it up with Conservation Ontario staff.

It was suggested that recommendations two and three would be more appropriately dealt with at the June meeting, with the presentation of all the principals for consideration to inform the creation of the draft budget.

It was clarified that the use of funds from the investment is to be determined on a yearly basis as need arises. If the investments do not provide enough money to cover the full \$170,000, the money would come out of reserves.

B.Petrie moved – seconded by A.Hopkins:-

“RESOLVED that the Board of Directors amend the first recommendation to include ‘that the Member municipalities be notified.’”

CARRIED.

B.Petrie moved – seconded by A.Hopkins:-

“RESOLVED that the Board of Directors approve the first recommendation as amended.”

CARRIED.

T.Jackson moved – seconded by B.Petrie:-

“RESOLVED that the Board of Directors defer the second and third recommendations as presented in the report to the June Board meeting.”

CARRIED.

B.Petrie moved – seconded by N.Manning:-

“RESOLVED that AMO be notified that an option being considered by this Conservation Authority is a separate, provincially instigated municipal levy as a result of the budget cut.”

CARRIED.

- (d) UTRCA Comments Regarding ERO 013-5018 Modernizing Conservation Authority Operations  
(Report attached)

Sandy spoke to all three reports commenting on Environmental Registry of Ontario (ERO) postings, and commented on the unusual approach of asking for approval after the comments were submitted. He clarified that the short commenting period and staff waiting for direction from Conservation Ontario caused the need to submit comments before they came before the Board for approval.

Due to the volume of ERO postings happening at once, staff were unable to comment on all of them. The three being presented for approval were deemed the most important.

Concerns were raised around the practice of asking for approval after the comments were submitted. Members felt the information should have been circulated electronically for comment. Staff will keep the comments in mind should this situation occur again. Suggestions included calling a special meeting, and using the email voting procedure, including a coordinating cover letter to outline the main points of the report.

B.Petrie moved – seconded by J.Salter:-

“RESOLVED that the Board of Directors approve the recommendations as presented in the reports numbered 5d, 5e & 5f.”

CARRIED.

- (e) UTRCA Comments Regarding ERO Posting 013-4992 Proposed Amendment to Conservation Authorities Regulations for Development Permits  
(Report attached)

The recommendation presented in this report was approved in agenda item 5d.



- (f) UTRCA Comments Regarding Bill 108, Schedule 5, ERO 013-5033 proposed Amendments to Ontario's Endangered Species Act  
(Report attached)

The recommendation presented in this report was approved in agenda item 5d.

6. Closed Session – In Camera

There were no items for discussion in camera.

B.Petrie moved – seconded by J.Reffle:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ closed session minutes dated April 23, 2019 as posted on the Members’ web-site.”

CARRIED.

7. Business for Information

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

N.Manning moved – seconded by M.Blosh:-

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

CARRIED.

- (b) Environmental Targets Strategic Plan  
(Report attached)

- i) Orientation Presentation

S.Levin provided the back ground and history of the Strategic Plan. I.Wilcox gave his presentation, recognizing Cathy Quinlan, Karen Maaskant, Chris Harrington & Shauna Taylor for their work. I.Wilcox clarified that the work plan provided is a summary; the actual work plan provides greater detail. The progress report presented is a narrative, in the future the work plan will be the template for the progress report.

Questions were raised around the impact of the elimination of the 50 million tree program on the Targets. Staff are anticipating the decrease in available stock at nurseries due to the cut as well as fewer large scale plantings. Staff are looking to find other partners to help fund those larger

projects. A Board member suggested reaching out to Scouts Canada to investigate any potential funding opportunities and expanding the existing relationship with the UTRCA.

Tony Jackson and Larry Wight started a Rural Roots roadside planting program funded by West Perth, with help from John Enright. A shift in focus from planting forest habitat to tall grass prairie and pollinator habitat was suggested, given the growing restrictions, costs, and value of land. There was a request from Board members for a presentation on the Alternative Land Use Service (ALUS) program.

A. Westman moved – seconded by M. Schadenberg:-

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

CARRIED.

- ii) Targets 2018 Progress Report  
(Report attached)

The Targets 2018 Progress Report was received in item 7)b)i).

- iii) Work Plan Summary  
(Report attached)

The Work Plan Summary was received in item 7)b)i).

- 8. May FYI  
(FYI attached)

The May FYI was presented for the Member’s information.

- 9. Other Business

D. Edmiston informed the Board the model used for the type of lottery he had been researching would not work for the UTRCA. He will continue his research.

The Children’s Water Festival was held May 14<sup>th</sup> to 17<sup>th</sup> and hosted four thousand students over the four days. There will be a report and presentation about the 2019 Children’s Water Festival at the June Board meeting.

S. Levin has met with the Mayor of St Marys and will be giving a presentation to Council next month. A meeting with the Mayor of Perth South, I. Wilcox, S. Levin and T. Jackson is currently being arranged.

M. Schadenberg announced the Oxford County Trails Council is hosting an open house at the Harrington Mill Pond 10am-4pm on Saturday June 1<sup>st</sup>.

B.Petrie announced the Ingersoll Rotary Club is having their annual kids fishing derby at Smiths pond, and the Safe Cycling Committee of Ingersoll is having their safe cycling day, both on June 1<sup>st</sup>.

D.Edmiston announced Tavistock will be hosting the world Crokinole Championship June 1<sup>st</sup>.

10. Adjournment

There being no further business, the meeting was adjourned at 12:03pm on a motion by A.Westman.



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Ian Wilcox  
General Manager  
Att.

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

Date: Monday, May 13, 2019

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

Time: 6:00 p.m.

General Members in Attendance: Brian Lynch, Bruce Barnes, Wendy Albrecht, Heather Parkinson, Kevin Lagace, Karen Payton

Board members in attendance: Chantal Lynch, Mary Van Den Berge, Councillor Winter, Emily Lagace, Amie Rankin

Regrets: Lanny Hoare

BIA Staff in Attendance: Recording Secretary, Esther DeYoung

Staff in Attendance: Kelly Deeks, Manager of Economic Development

## **Agenda Items**

### **1.0 Call to order and confirmation of Quorum**

Called to order at 6:03 pm

### **2.0 Declarations of Pecuniary / Conflict of Interest**

None

### **3.0 Additions to the Agenda (to be added in Section 11.0 Other Business)**

St.Marys Museum Donation was added to the agenda

### **4.0 Approval of Agenda**

THAT the May 13, 2019 agenda be accepted as amended.

Moved by: T. Winter

Seconded by: A. Rankin

Carried

## **5.0 Approval of Meeting Minutes from the March 11, 2019 Meeting:**

THAT the Meeting Minutes from the March 11, 2019 BIA Board Meeting are approved.

Moved by: M. Van Den Berge      Seconded by: T. Winter

Carried

## **6.0 Public Input Period**

No discussion

## **7.0 Delegations**

None

## **8.0 Council Report**

Councillor Winter reported on the Town's approved budget and noted the Heritage Property Grant rebate and Façade Improvement programs will receive less funding this year. The Town has appointed a new treasurer to replace the retiring Jim Brown. Council recently took a tour of town assets. Report received.

## **9.0 New Business**

### **9.1 Christmas Parade**

L.Hoare met with Kinsmen. The 2019 Christmas Parade date cannot be moved this year. The BIA would like to ask the Town to close the street at 4:00pm. T. Winter will report this to Council for their May 14 meeting.

### **9.2 BIA Constitution**

THAT the December 2018 version of the constitution be accepted as the working constitution in draft form

Moved by: E.Lagace      Seconded by: A. Rankin

Carried

## 10.0 Project & Committees

### 10.1 Treasurer's Report- attached

Nothing has changed from the report

THAT the Treasurer's Report be approved

Moved by: T.Winter

Seconded by: A. Rankin

Carried

### 10.2 Committee Reports/Project Proposal- see attached

**-Welcoming Committee** members are: Amie Rankin, Leanne Riddell, Tanya Buck, Tania Fersoy, and Karen Payton. The committee will meet on May 21, 2019

MOTION to purchase a bench with a plaque for Dick and Joan Macpherson to recognize their years in business

Moved by: A.Rankin

Seconded by: M. Van Den Berge

Carried

Going forward, the committee will look into parameters for the number of years to recognize.

**Art Project Committee:** It was noted that if the art project isn't going to proceed by the end of June, alternate ideas to spend the money need to be put forward. L.Hoare and Councillor Rob Edney are on this committee.

**Blossoms & Benches** members: Brian Lynch, Lanny Hoare. Bruce Barnes, Maggie Richardson, Siobhan Brogan

**Christmas Committee** members: Liz Pache, Shelly Bonnett, Heather Parkinson, Julie Docker-Johnson, Emily Lagace, Sue Griffiths

In response to the Christmas Committee proposal, the board noted they'd like to see the single day Sunday event become a weeklong event. The board also encouraged the use of digital advertising in addition to radio and print. Discussion ensued regarding the proposal. The committee will submit a revised proposal form.

MOTION: To approve funds for the Christmas Committee for Santa and Mrs. Claus, sleigh rides, and carolers.

Moved by: Mary

Seconded by: Emily



Councillor Winter opposed

Carried

Heritage Festival: Discussion ensued on the desire for increased BIA participation in Festival planning for next year and Homecoming 2020. M. Van Den Berge will meet with Town staff member Andrea Macko, who organizes the Heritage Festival.

THAT the BIA board accept the committees and the members of the committees as previously mentioned.

Moved by: E. Lagace

Seconded by: A. Rankin

Carried

## **11.0 Other Business**

St.Marys Museum Donation

The Meet Me in St.Marys shopping event occurred on May 4, 2019. The BIA would like to write a cheque to the museum.

THAT a cheque be written and donation be made to the St.Marys Museum in the amount of \$300 in support of the Meet Me in St.Marys event

Moved by: M. Van Den Berge

Seconded by: E. Lagace

## **12.0 Agenda Items for Future Meetings & Date of Next Board Meeting**

June 10

Andrea Macko will attend to speak about the 20 on the Trestle events.

## **13.0 Adjournment**

Moved by: Tony

Seconded by: Emily

Carried

Adjourned at 7:21pm

## **2019 BIA Board Meeting Dates**

<del>January 14</del>	<del>February 11</del>	<del>March 11</del>	<del>April 8</del>
May 13	June 10	July 8	August 12
September 9	October 21	November 11	December 9

**BIA Board:** Chantal Lynch (Chair), Mary Van Den Berge (Treasurer), Councillor Tony Winter, Lanny Hoare (Vice Chair), Emily Lagace (Committee Liaison), Amie Rankin (Secretary)

**BIA Staff:** Esther DeYoung

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

**For Information:** Brent Kittmer (CAO/Clerk)

DRAFT

**Chequing**  
0376 8995-213

- Make a Payment
- Make a Transfer
- View eStatements
- Stop Payment
- Reorder Cheques
- Change Statement Options
- Download Account Details
- Trace a Cheque
- Service Charge Inquiry

**My Shortcuts**

- My Payment History
- My Security Settings

**Questions?**

- Ask a question
- Book or Manage Appointments
- Locate an ATM or branch
- Send us a message

The current balance shown is as of today's date. Please report any items that do not match your records.

Account No: 0005-213 Financial Institution No: 001 Branch Transit No: 03700  
Account Balance: \$63,873.41 Available Funds: \$63,873.41 Funds on Hold: \$0.00

**Transaction History**

View transactions by selecting a time period or date range, or filter your results by entering a description.

View: last 90 days or show from: MM/DD/YYYY to: MM/DD/YYYY View  
Filter description: Filter

Transaction Date	Code	Description	Debit	Credit	Balance
		Balance Forward			\$63,556.14
Mar 4, 2019	OK	NO 444	\$249.85		\$63,306.29
Mar 6, 2019	OK	NO 434	\$50.00		\$63,256.29
Mar 18, 2019	DB	STMARYSAP AP ICC		\$11,250.00	\$64,506.29
Mar 20, 2019	CHV	INTERAC E-TRANSFER SENT 2019085134635F6AC	\$82.15		\$64,424.14
Mar 20, 2019	SC	INTERAC E-TRANSFER FEE	\$1.50		\$64,422.64
Mar 20, 2019	DB	QUADRO COMMUNIC BRY/FAC	\$76.74		\$64,345.90
Mar 28, 2019	CHV	INTERAC E-TRANSFER SENT 20190871629F439C	\$7.05		\$64,338.85
Mar 28, 2019	SC	INTERAC E-TRANSFER FEE	\$1.50		\$64,337.35
Apr 4, 2019	CO			\$50.00	\$64,407.35
Apr 11, 2019	CHV	INTERAC E-TRANSFER SENT 20191019194C8025	\$97.00		\$64,310.35
Apr 11, 2019	SC	INTERAC E-TRANSFER FEE	\$1.50		\$64,308.85
Apr 18, 2019	OK	NO 447	\$15.07		\$64,293.78
Apr 22, 2019	OK	NO 448	\$410.00		\$63,883.78
Apr 29, 2019	DB	QUADRO COMMUNIC BRY/FAC	\$63.59		\$63,820.19

Date	Ch #	Description	Dr	Cr	Balance	Actual Bank Balance
o/s from 2018						
1-Jan-19	434	Marlene Forman	\$ 50.00			
1-Jan-19		Opening Balance			\$54,395.02	
8-Feb-19	442	St. Marys Canadian Tire	\$ 40.00		\$54,355.02	
8-Feb	443	Esther DeYoung	\$ 220.00		\$54,135.02	
12-Feb	444	OBIAA Membership	\$ 249.53		\$53,885.49	
13-Feb	445	Stratford Tourism Alliance	\$ 452.00		\$53,433.49	
28-Feb-19		Quadro	\$ 126.88		\$53,306.61	\$53,306.61
18-Mar-19		BIA Levy		\$11,250.00	\$64,506.61	\$64,506.61
27-Mar-19		St Marys Independent Newsp	\$ 62.15		\$64,444.46	
27-Mar-19		Bank Fee	\$ 1.50		\$64,442.96	
3/28/2019		St Marys Independent Newsp	\$ 7.05		\$64,435.91	
3/28/2019		Bank Fee	\$ 1.50		\$64,434.41	
3/28/2019		Quadro	\$ 76.74		\$64,357.67	\$64,357.67
4/2/2019	446	Esther DeYoung	\$ 410.00		\$63,947.67	
4/11/2019		St Marys Independent Newsp	\$ 57.00		\$63,890.67	
4/11/2019		Bank Fee	\$ 1.50		\$63,889.17	
4/4/2019		Deposit - Pewter Sales		\$ 50.00	\$63,939.17	
4/15/2019	447	Mary Van Den Berge	\$ 15.07		\$63,924.10	
4/29/2019		Quadro	\$ 50.69		\$63,873.41	\$63,873.41
					\$63,873.41	

## Project Proposal & Funding Request

St. Marys BIA

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**Thank you** for submitting a Project Proposal to the St. Marys BIA, and for your interest in keeping the St. Marys BIA strong and vibrant.

### PROCESS

1. Submit your completed proposal and attachments to **xxx**.
2. Your Proposal will be reviewed for completeness. If it is incomplete, it will be sent back to you with an explanation of what is required. The Board can only review complete Proposals.
3. **xxx** will notify you when your Proposal is scheduled to be discussed at a BIA Board Meeting.
4. Please attend the BIA Board Meeting to present your Project Proposal and answer questions from the Board.

If you have any questions about this form or process, please contact **xxx**.

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Date:	April 15 / 2019
Project Name:	Merchant Open House / Christmas
Project Date(s):	Nov / Dec - 2019
Project Location(s):	Downtown St. Marys
Project Lead:	Julie Docker

## Project Proposal & Funding Request

St. Marys BIA

Email:	johnsonjulie@rogers.com
Tel:	226 921 5401

<b>BIA Board Representative for Project:</b>	
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<b>Project Team:</b>	TBA
	Liz Pache
	Shelley Bonnett
	Heather Parkinson
	Sue Griffith

**Goals, Objectives & Measuring the Impact of your Project:** Please use the following section to explain the goal(s) of your project, objectives (what you are going to do to achieve your goal(s), and how you are going measure the impact of your project.

**A goal is the purpose of the project- why you are doing it.** A goal is usually very simple and straightforward. What are you trying to address with your project?

**Objectives are what you are going to do to reach your goal.** What tools or methods are you going to use to achieve the different parts of your goal? Why are these the best tools or methods? What steps do you need to take to make this project a success?

**Measuring the impact of projects helps the BIA know what is working and why.** Outline what you are going to measure or record to give the BIA an idea of the impact of your project.

### GOAL #1:

No.	Objectives	How will you measure the impact of your objectives?
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## Project Proposal & Funding Request

St. Marys BIA

	To bring people into St Marys over the holidays	# of people downtown - merchants sales

Project Description:	Seasonal Shopping & Visits in
	downtown St-Marys BIA District



## Project Proposal & Funding Request

St. Marys BIA

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Project Type:	COMMUNICATIONS (e.g. newsletter, facebook)	BRINGING PEOPLE DOWNTOWN (e.g. events, activities)	DIRECT BUSINESSES SUPPORT (e.g. education, funding, networking)	IMPROVING PUBLIC SPACE (e.g. benches, art, bicycle racks, planters, trees, flowers)
	KEEPING THE DOWNTOWN SAFE & CLEAN (e.g. clean sweep program, safety audit)	MARKETING (e.g. Buy Local campaign, decorations, umbrella project, logo)	PLANNING FOR THE FUTURE (e.g. Streetscape Plan, Retail Strategy, Design Guidelines)	OTHER

<b>Total Funding Request:</b>	\$ 5,000
<b>Percentage of Project funding required from the BIA:</b>	100%

**Project Budget: Expenses & Revenues:** Please use the format below and submit a separate spreadsheet with all project budget details; please show Expenses and Revenues. Remember to attach estimates and quotations.

### Expenses

ITEM	ESTIMATE	ACTUAL	SUPPLIER
Save the Date	\$ 260.00		
Carollers	\$ 500.00		
Sleighrides	\$ 500.00		
Mr. Mrs Clause	\$ 50.00		
Radio & Print	\$ 2,400.00		
Miscellaneous	\$ 840.00		
<b>TOTAL EXPENSES:</b>			\$ 5,000

### Revenues

REVENUE TYPE	ESTIMATE	ACTUAL	NOTES
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## Project Proposal & Funding Request

St. Marys BIA

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<b>Sponsorship</b>			
<b>In-Kind</b>			
<b>Donations</b>			
<b>BIA Funding</b>			
<b>Grant</b>			
<b>Town of St. Marys</b>			
<b>Other – list</b>			
<b>TOTAL REVENUES:</b>			

The section below will be filled out by the St. Marys BIA Board.

<b>DATE COMPLETED PROPOSAL SUBMITTED TO THE ST. MARYS BIA:</b>
<b>DATE PROPOSAL PRESENTED TO THE BOARD:</b>
<b>PRESENTER(S):</b>
<b>BUDGET REQUESTED:</b>
<b>PERCENTAGE OF BUDGET REQUESTED FROM THE BIA:</b>
<b>ALIGNMENT WITH BIA STRATEGIC PLAN? HOW?</b>

## Project Proposal & Funding Request

St. Marys BIA

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<b>BOARD DECISIONS</b> (project approval/denial, conditions, rationale, etc.):
<b>BUDGET APPROVED:</b>
<b>FOLLOW-UP REQUIRED:</b>

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

Date: Monday, June 10, 2019

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

Time: 6:00 p.m.

General Members in Attendance: Julie Docker-Johnson, Karen Payton, Laura Pieroni, Liz Pache, Bruce Barnes, Heather Parkinson, Angela Patterson

Board members in attendance: Chantal Lynch, Councillor Winter, Lanny Hoare, Amie Rankin

Regrets: Mary Van Den Berge, Emily Lagace

BIA Staff in Attendance: Recording Secretary, Esther DeYoung

Staff in Attendance: Kelly Deeks, Manager of Economic Development

## **Agenda Items**

### **1.0 Call to order and confirmation of Quorum**

Called to order at 6:03pm

### **2.0 Declarations of Pecuniary / Conflict of Interest**

None

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

9.2 -Correspondence from Meet Me in St.Marys

9. 3 Auditors Report

10.5 Pubilc Art report

### **4.0 Approval of Agenda as Amended**

THAT the June 10, 2019 agenda be accepted as amended.

Moved by: L.Hoare

Seconded by: T.Winter

Carried

## **5.0 Approval of Meeting Minutes from the May 13, 2019 Meeting:**

Amendments to 9.1, Christmas Parade- In Lanny's absence Chantal provided a verbal update in regards to the 2019 Santa Claus Parade.

THAT the Meeting Minutes from the May 13, 2019 BIA Board Meeting are approved as amended.

Moved by: L.Hoare

Seconded by: T.Winter

Carried

## **6.0 Public Input Period**

A member asked if the Canadian Flags will be up for Baseball Hall Induction weekend, they will be. A member asked to attend the next meeting concerning the Santa Claus Parade.

## **7.0 Delegations**

Andrea Macko, Town Events Coordinator, sent her regrets so Kelly Deeks reported on her behalf. She is organizing a Nuit Blanche public art event for August 10, 2019. Details are attached. BIA members can submit feedback/participation by the end of June.

## **8.0 Council Report**

T.Winter provided updates from the most recent Council meeting and gave updates on signage, the aquatic centre, the Homecoming Committee, a wedding by-law exemption, the fire hall and noise exemptions, and zoning amendments. There was an inquiry about progress on shipping containers, there has not yet been movement on this.

## **9.0 New Business**

### **9.1 BIA Constitution**

The board chair will report back to see if the membership needs to vote on the draft constitution to finalize it.

### **9.2 Meet Me in St.Marys**

The BIA received a letter of thanks from the Meet Me in St.Marys team, it is attached.

### 9.3 Auditors Report

The report is attached

## 10.0 Project & Committees

### 10.1 Treasurer's Report

THAT the Treasure's Reported be approved

Motion by: T.Winter

Seconded by: A. Rankin

Carried

### 10.2 Marketing Committee Report

Chantal provided a report. She contacted the Upper Thames River Conservation Authority about the St.Marys sign on Highway 7 and is waiting to hear back. The committee received an email from a group to advertise on a Yard Sale website. The committee is looking for more members to develop plans around key dates next year. Discussion ensued on the history of Downtown Dollars and whether they should be brought back. Ideas on social media and the timing of development of the Downtown St.Marys website were also discussed among the members.

### 10.3 Welcoming Committee Report

Amie reported on behalf of the committee. The committee plans to develop a welcome packet for new businesses and policies to recognize business anniversaries. The next meeting is Tuesday, June 18- there will be monthly meetings.

A member spoke about the recent success of bus trips to St.Marys. Town staff will meet with the member to discuss lunch ideas for when large groups come to town.

### 10.4 Christmas Committee Report

The committee submitted a revised proposal to include information on radio pricing and social media opportunities. Chris Swarthout presented a social media plan for Christmas 2019.

THAT the Christmas Committee budget of \$4,180 plus tax be accepted

Motion by: T.Winter

Seconded by: L.Hoare

Carried

## 11.0 Other Business

Public Art project- There has not yet been a meeting. Lanny will meet with Trisha McKibbin to work on request for proposals which can go out after it's been reported to Council. The art group is looking into art projects beyond murals.

## 12.0 Agenda Items for Future Meetings & Date of Next Board Meeting

July 8

## 13.0 Adjournment

Moved by: L.Hoare

Seconded by: T. Winter

### 2019 BIA Board Meeting Dates

<del>January 14</del>	<del>February 11</del>	<del>March 11</del>	<del>April 8</del>
<del>May 13</del>	<b>June 10</b>	July 8	August 12
September 9	October 21	November 11	December 9

**BIA Board:** Chantal Lynch (Chair), Mary Van Den Berge (Treasurer), Councillor Tony Winter, Lanny Hoare (Vice Chair), Emily Lagace (Committee Liaison), Amie Rankin (Secretary)

**BIA Staff:** Esther DeYoung

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

**For Information:** Brent Kittmer (CAO/Clerk)



## BIA meeting notes

-20 on the Trestle events are beginning to happen and buzz is building!

-the donor wall will be going up shortly, with a QR code for all the events to further build excitement.

-one very special event is our Nuit Blanche on **Saturday, Aug. 10** from 8 to 11 p.m. The trail and trestle will be illuminated with 3D sculptures during this time, and will be free for all to enjoy. There will likely also be busker performances featuring light on the trail.

The Nuit Blanche movement is a global one: is an annual all-night or night-time arts festival of a city. A Nuit Blanche will typically have museums, private and public art galleries, and other cultural institutions open and free of charge, with the centre of the city itself being turned into a de facto art gallery, providing space for art installations, performances, themed social gatherings, and other activities. Many Canadian cities, including Toronto, have Nuits Blanches.

-I'd like to make this a "destination event," attracting out-of-town people looking for an interesting summer night. You'll remember what a hit Stratford Summer Music's "Museum of the Moon" was last year, especially on social media. It was an illuminated moon installation in one of the downtown parks.

The Town has recently launched its tourism-oriented Instagram account (@townofstmarys), so the timing is right to have a highly visual event to promote.

-to add to the Nuit Blanche feel, I'd like our BIA businesses to consider decorating their buildings and outdoor spaces for nighttime that week – have fun with it! If you have second- and third-storey windows at your disposal, consider adding lights there as well.

-I will be approaching all our area restaurants and establishments to consider offering specials, etc. that night to give people good reason to linger in St. Marys. Even if you don't offer food, you're welcome to stay open longer, and give residents and day-trippers reason to come into your store with special offers, performances, or anything else you can think of.

-obtaining a critical mass is key for marketing this Nuit Blanche event. If you'd like to participate – by staying open, offering specials, your own special event, or decorating – please let me know. Email is best: [amacko@town.stmarys.on.ca](mailto:amacko@town.stmarys.on.ca), so I have everyone's information in one place. Please let me know by the end of June.

## *Meet Me in St. Marys*

*Celebratestmarys19@gmail.com*

June 7, 2019

Chantal Lynch  
Chair,  
St. Marys BIA

Dear Chantal:

The organizing team of the Meet Me in St. Marys event on May 4 would like to thank the BIA for their support. Although this day was not organized to be a fundraiser but rather a day to celebrate and promote our town, we were very pleased to donate a small profit to the St. Marys Museum. The additional funds provided by the BIA, that were directed to the Museum on our behalf, were very much appreciated.

The wonderful support from the downtown businesses was so generous that we had participants expressing concern that the day just wasn't long enough to take in all that was offered! So, we have listened to the feedback received, our group has met to discuss the results of the day and we have now set the same date next year to plan another Meet Me in St. Marys event in 2020. The format may be different, but we had such fun planning this year that I'm sure we'll generate lots of interesting ideas for next year!

As you can see by the attached financial breakdown, we have kept a small balance in our bank account to get us started in 2020.

Thank you again for your support.

Sincerely,



The Celebrate St. Marys Team  
Janis Fread, Kate Graham, Cathy Atwell, Jan McClelland, Vicky Vine

MEET ME IN ST. MARYS May 4, 2019

Revenue		Expenses	
49 x \$40	\$ 1,960.00	lunch 65 x \$15	\$ 975.00
donation	\$ 126.50	church hall rental	\$ 100.00
		tablecloths, coffee & tea	\$ 154.00
		printing	\$ 175.48
		buttons	\$ 59.58
		decorations	\$ 204.57
	\$ 2,086.50		\$ 1,668.63

**Notes:**

tickets sold	48
free tickets	2
cancelations	-2
cancel ticket sold	1
total tickets sold	49

total revenue                \$    2,086.50

total expenses                \$    1,668.63

Net Profit                        \$      417.87

Disbursement:

donation to Museum	\$      300.00
remain in bank for 2020	\$      117.87
	<u>\$      417.87</u>

BIA donation

directly to Museum	
on behalf of MMISM	\$      300.00



**Canadian Baseball Hall of Fame & Museum**

**P.O. Box 1838 (140 Queen St. E.)  
St. Marys, Ontario, Canada, N4X 1C2**

**T: 519-284-1838 Toll Free: 1-877-250-BALL F: 519-284-1234  
Email: [baseball@baseballhalloffame.ca](mailto:baseball@baseballhalloffame.ca)**

**MISSION: By honouring, preserving, fostering and sharing Canada's living history of baseball, we teach life lessons exemplified by the game**

## **MINUTES**

**CBHFM Board of Directors Meeting – 12 pm, Friday May 24, 2019**

**Canadian Baseball Hall of Fame & Museum 386 Church St. S., St. Marys, ON**

**Present:** Adam Stephens(Chair), Tammy Adkin (Secretary), Jordan Schofield (Treasurer), Bob Stephens, Julie Docker-Johnson, Scott Smith, Liam Scott, Jody Hamade, Mike Wilner, Libby Walker, Derek Aucoin Rob Edney (Council Rep) Ex-Officio: Al Strathdee (Mayor)

**Staff:** Scott Crawford, Director of Operations, Laurie Bannon, Finance & Administration Coordinator

**Regrets/Absences:** Jeremy Diamond (vice-chair), Tony Little, Harry Gundy, Rob Fai

### **Call to Order:**

- Adam Stephens called the meeting to order

### **Declaration of any conflict of interest:**

- None

### **Additions to Agenda:**

- None

### **Approval of Agenda:**

**Moved** by Bob Stephens; **Seconded** by Derek Aucoin:

**THAT** the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting May 24, 2019.

**Carried.**

**Approval of Minutes from April 26, 2019:**

**Moved** by Bob Stephens; **Seconded** by Libby Walker:

**THAT** the CBHFM Board of Directors approves the minutes of the board meeting that was held on April 26, 2019 as circulated by email and distributed before the meeting.

**Carried.**

**Business arising from the minutes April 26, 2019:**

- None

**New Business:**

- None

**Committee Reports:**

**a. Management**

- No report

**b. Finance:**

- Jordan reviews 1<sup>st</sup> quarter income and expense comparison noted there is no museum admission revenue as the museum opened in April
- Scott Crawford reports that weekends are the busiest and that we are tracking activity

**c. Resource Development**

- Scott Smith reports on The Opening Pitch event Thursday June 13 at Left Field Brewery. Tickets are almost sold out.
- The special beer being made for this event will be called "Beachville Cream Ale"
- Jeremy has secured volunteers for the night of the event

**d. Outreach**

- Adam acknowledges the media members of the board for using their platforms for Induction promotion

**e. Nominating**

- No report

#### **f. Governance**

- No report

#### **g. Museum Operations**

- Tammy reports the job posting for a part-time Curator has been written and shared within her Museum network. The position will be posted and hired after Induction and in place by July 2019
- A draft memo of understanding for the Centre for Canadian Baseball Research has been written and shared with Andrew North for his feedback
- Adam presented a proposal from BaAM Productions Inc. for Canadian Baseball Hall of Fame pavilion. The proposal is in four phases , including Phase 1 “Concept Creative”

**Moved** by Tammy Adkin; **Seconded** by Bob Stephens:

**THAT** the CBHFM Board of Directors approves retaining BaAM Productions Inc. for Phase 1, Concept Creative, and the expenditures are limited to \$9900.00, as proposed.

**Carried.**

#### **Operations Report**

##### **Induction**

- Liam Scott reports he has an agenda in place, similar to last year. Hazel Mae will be the emcee
- Scott Crawford is working on confirming volunteers
- This year's Inductees are all set and 12-15 past Inductees are attending, including Fergie Jenkins
- Golf registration is about 70% sold out. We require 10 more teams. Adam suggests that the board members really push to obtain more teams.
- There are 25 celebrities coming this year to golf tournament and the Blue Jays are providing Jesse Barfield and Duane Ward for the weekend

##### **Site**

- Fields are still open, with lots of cancellations due to weather
- Upgrade to Rotary Field hasn't happened yet as Marco Clay cannot get to Rotary Field due to the weather

##### **Museum**

- Museum is open 6 days a week from 10am-5pm
- The office at 140 Queens St. has been vacated which will provide some rent savings

#### **In Camera**

- None

**Motion to Terminate – 12:55 pm** by Julie Docker-Johnson

**Next CBHFM Board Meeting dates:**

***386 Church Street S., St. Marys at 12 pm ET June 28, 2019***





**MINUTES**  
**Committee of Adjustment**

June 19, 2019

6:00 pm

Boardroom, Municipal Operations Centre

Members Present: Chair Cousins  
Bill Galloway  
Stephen Glover  
Paul King  
Jim Loucks

Staff Present: Mark Stone, Planner  
Jenna McCartney, Deputy Secretary - Treasurer

Others Present: Kevin & Angie Currah, Applicants

**1. CALL TO ORDER**

Chair Cousins called the meeting to order at 6:00 pm.

**2. DECLARATION OF PECUNIARY INTEREST**

None declared.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Bill Galloway

**Seconded By** Paul King

**THAT** the June 19, 2019 Committee of Adjustment agenda be accepted as presented.

**CARRIED**

**4. ACCEPTANCE OF MINUTES**

**Moved By** Bill Galloway

**Seconded By** Stephen Glover

**THAT** the May 15, 2019 Committee of Adjustment minutes be approved and signed by the Chair and the Deputy Secretary / Treasurer.

**CARRIED**

## **5. REPORTS**

### **5.1 Minor Variance Application (File A03-2019) by Kevin Currah 553 Jones Street East, Registered Plan 235, Lot 68 and Part L**

Mark Stone provided an overview of the planning application to the Committee. Mr. Stone distributed correspondence received from the Upper Thames River Conservation Authority.

Chair Cousins asked the applicant if he wished to speak to the application.

Kevin Currah stated that he conforms to all side and rear yard requirements of the Highway Commercial Zone. Mr. Currah stated that the property was zoned as Highway Commercial in 1977. Mr. Currah inquired if the Committee would be the body to review the possibility to change the zoning to residential.

Chair Cousins stated that this is not the Committee to review such a matter however, Mark Stone would make note of the information and provide it to the appropriate staff.

Chair Cousins asked if the Committee had any questions.

No questions were asked.

Chair Cousins asked Mr. Stone to provide a recommendation on the application.

Mr. Stone provided the recommendation as outlined in the staff report.

Mr. Stone provided next steps to the applicant and stated that follow up from the Town would be forthcoming.

**Moved By** Bill Galloway

**Seconded By** Jim Loucks

**THAT** the Application for Minor Variance by Kevin Currah (Application No. A03-2019) affecting a parcel of land described as 553 Jones Street East, Registered Plan 235, Lot 68 and Part Lot 67, and Registered Plan 225, Part of Park Lot 3 N/S Jones, in the Town of St. Marys, to expand a legal non-conforming use be **APPROVED**, subject to the following conditions:

1. This approval is granted only to the nature and extent of this Application being the installation of an above ground swimming pool and an attached deck with stairs on the north side of the existing single detached dwelling.
2. The property owner shall obtain a building permit within one (1) year of the Committee's decision.

**CARRIED**

**6. UPCOMING MEETINGS**

Chair Cousins reviewed the upcoming meeting schedule as presented on the agenda.

**7. ADJOURNMENT**

**Moved By** Jim Loucks

**Seconded By** Steve Glover

**THAT** this Committee of Adjustment meeting adjourn at 6:10 pm.

**CARRIED**

---

Steve Cousins, Chair

---

Jenna McCartney, Deputy Secretary - Treasurer



**MINUTES**  
**Community Policing Advisory Committee**

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

Committee Members Present: Councillor Winter  
Mayor Strathdee  
Doug Diplock  
Paul Dunseith  
Jacqueline Hibbert

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

Staff Present: Brent Kittmer, Secretary  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

Chair Winter called the meeting to order at 9:12 am.

**2. DECLARATION OF PECUNIARY INTEREST**

None declared.

**3. ADDITIONS TO THE AGENDA**

**Moved By** Mayor Strathdee  
**Seconded By** Doug Diplock

**THAT** the June 19, 2019 Community Policing Advisory Committee agenda be accepted as presented.

**CARRIED**

**4. ADOPTION OF MINUTES FROM PREVIOUS MEETING**

The Committee asked that minute item 7.1, in the fourth paragraph, the word spending be changed to speeding.

Additionally, minute item 9.1, in the ninth paragraph, the word endure be changed to ensure.

**Moved By** Paul Dunseith

**Seconded By** Jacqui Hibbert

**THAT** the May 15, 2019 Community Policing Advisory Committee minutes be approved as amended by the Committee and signed by the Chair and the Secretary.

**CARRIED**

## **5. BUSINESS ARISING FROM MINUTES**

### **5.1 Staff Update: Police Parking on Queen Street East**

Brent Kittmer confirmed that the request of the Committee to adjust the police parking has been approved by Council and will be painted in the near future.

### **5.2 Committee Discussion: Appoint a Liaison to the Stratford Police Services Board**

Paul Dunseith nominated Doug Diplock to be appointed as the liaison to the Stratford Police Services Board.

Doug Diplock accepted the nomination.

**Moved By** Paul Dunseith

**Seconded By** Mayor Strathdee

**THAT** Doug Diplock be appointed a liaison to the Stratford Police Services Board.

**CARRIED**

### **5.3 Committee Discussion: Finalize Committee Priorities for the Term (continued from last meeting)**

Brent Kittmer sought confirmation from the Committee of their priorities for the term.

Chair Winter stated enforcement, visibility and community engagement should be priorities.

Paul Dunseith stated road and pedestrian safety is a key priority he has for the committee.

Mr. Kittmer will bring back a final list to the Committee for approval.

## **6. DELEGATIONS**

None.

## **7. REPORTS**

### **7.1 Stratford Police Services Monthly Operating Report - May 2019**

Deputy Chief Gerry Foster spoke to the May operating report and responded to questions from the Committee.

The Committee discussed the deterioration of licence plates and inquired about the opportunity to educate the public that such licence plates can be replaced by contacting the licensing office. The Committee suggested that staff share the information with the public.

In response to committee questions the police provided the following answers:

- A local garage door theft involved a local victim and an external suspect.
- For driving complaints, most are distracted driving or out of lane. Most complaints occur in the daytime.
- There are numerous reasons why the police supervisor's truck is deployed to town.
- Seatbelt compliance is above ninety percent, but there are seasonal non compliances.

Police Chief Greg Skinner highlighted the crime stoppers report

Chief Skinner stated that the Perth County Crime Stoppers Board and Huron County Crime Stoppers Board are investigating opportunities to amalgamate.

## **8. CORRESPONDENCE**

None.

## **9. OTHER BUSINESS**

### **9.1 Discussion of Items Raised by Committee Members**

#### **9.1.1 Review/Overview of the Speed Zones Currently Within Town Limits (P. Dunseith)**

Mr. Kittmer stated that staff anticipate a report back to Council on the matter within the coming months.

Paul Dunseith noted that he has heard public concerns that speeding enforcement is a “cash grab”. He inquired about the possibility of the posted limit at the Water Street South entrance to Town be increased to 60 km/h.

Mr. Kittmer provided that the *Highway Traffic Act* states that all in-town speed limits will be 50 km/h. The municipality has the authority to adjust from there. Council receives field analytics that guide Council with their decision of posted speed limits.

Mayor Strathdee stated that as a council representative, he would like to review the pending staff report regarding downtown speed limits before further direction is created from this Committee.

Doug Diplock would like Chair to review the staff report and then determine if a special meeting of the Committee needs to be called throughout the summer months prior to the Council meeting.

## **10. CLOSED SESSION**

**Moved By** Mayor Strathdee

**Seconded By** Doug Diplock

**THAT** the Community Policing Advisory Committee move into a session that is closed to the public at 9:40 am as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and the *Police Services Act*, Section 35(4)(a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

**CARRIED**

### **10.1 Correspondence Received re: Community Safety Concern**

## **11. RISE AND REPORT**

Chair Winter stated that a closed session was held and one item related to a community safety concern was considered. There is nothing further to report at this time.

## **12. UPCOMING MEETINGS**

Chair Winter reviewed the upcoming meetings as presented on the agenda.

## **13. ADJOURNMENT**



**Moved By** Mayor Strathdee  
**Seconded By** Doug Diplock

**THAT** this regular meeting of the Community Policing Advisory Committee be adjourned at 10:10 am.

**CARRIED**

---

Chair Winter

---

Brent Kittmer, CAO / Clerk, Secretary



**Minutes**  
**Green Committee**

June 19, 2019  
5:30 pm  
Municipal Operations Centre  
408 James Street South, St. Marys

**Members Present**

Lynette Geddes, Chair  
Katherine Moffat, Vice-Chair  
Councillor Craigmile  
Fred Stam  
John Stevens  
David Vermeire

**Staff Present**

Jed Kelly, Director of Public Works  
Dave Blake, Environmental Services Supervisor  
Morgan Dykstra, Committee Secretary

**1. CALL TO ORDER**

Chair Geddes called the meeting to order at 5:30 PM

**2. DECLARATION OF PECUNIARY INTEREST**

None declared.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**Resolution: GC-2019-06-01**

**Moved By** Katherine Moffat

**Seconded By** John Stevens

**THAT** the June 19, 2019 regular Green Committee agenda be accepted as presented.

**Carried**

#### **4. ACCEPTANCE OF MINUTES**

4.1 Green Committee Minutes - May 22, 2019

**Resolution: GC-2019-06-02**

**Moved By** Fred Stam

**Seconded By** Katherine Moffat

**THAT** the May 22, 2019 regular Green Committee minutes be approved and signed by the Chair and Committee Secretary.

**Carried**

#### **5. BUSINESS ARISING FROM MINUTES**

F. Stam investigated the possibility of banning plastic bags, three municipalities in Canada legislated against the use of plastic bags. Each municipality has experienced legal ramifications from the banning. Could be a moot point after the Federal Government's announcement about single-use plastics.

#### **6. REPORTS**

6.1 PW 36-2019 TEXTILE RECYCLING

D. Blake spoke to PW-36 2019 Textile Recycling and responded to questions from the Committee.

D. Blake clarified that the Request for Proposal will be general with some conditions. A Request for Proposal will ensure many groups are allowed to provide a textile recycling program submission for the landfill site and possibly a downtown location.

**Resolution: GC-2019-06-03**

**Moved By** John Stevens

**Seconded By** Katherine Moffat

THAT Report PW 36-2019, Textile Recycling be received; and

THAT the Green Committee recommend to Council that a textile recycling program at the St. Marys Landfill Site be adopted; and,

THAT the Green Committee recommend to Council to direct staff to complete a Request for Proposal for textile recycling at the St. Marys Landfill Site in accordance with Municipal By-Law 36-2012.

**Carried**

## 6.2 PW 37-2019 MATTRESS AND BOX SPRING RECYCLING

D.Blake spoke to PW 37-2019 Mattress and Box Spring Recycling and responded to questions from the Committee.

If the Committee, in principle, agrees that the Town needs a mattress and box spring diversion program, then staff will seek Council approval. If Council is also in agreement, staff will develop a framework for the program that considers how the mattresses and box springs will be processed at the Town of St. Marys Landfill Site, possible rate structures and communication to the public.

The Committee discussed possible methods to fund a mattress and box spring diversion program. While developing a framework staff will provide several options for funding, such options may include:

1. Individual charge per mattress and box spring brought to the landfill site (user fee system);
2. Incorporate diversion program costs into the solid waste charge on each tax bill;
3. Fund the program through the landfill, and increase tipping fees to offset program costs (self-funded cost center); and
4. Fund through the general tax rate.

It is the Committee's opinion that incorporating the cost of the diversion program into the solid waste charge may mitigate illegal dumping of mattresses and box springs on public and private property. The goal of the

program should be to encourage waste diversion activities and make them accessible to the general public to ensure a successful impact.

Councillor Craigmile arrived at 6:36 PM.

**Resolution: GC-2019-06-04**

**Moved By** Fred Stam

**Seconded By** John Stevens

THAT Report PW 37-2019 Mattress and Box Spring Recycling be received; and

THAT the Green Committee recommend to Council that a mattress and box spring diversion program be adopted at the St. Marys Landfill Site.

**Carried**

**6.3 PW 38-2019 WASTE MANAGEMENT BY-LAW UPDATE**

D. Blake spoke to PW 38-2019 Waste Management By-law Update and responded to questions from the Committee.

The Committee discussed the items listed in the report, and support transitioning the Landfill Site into a cashless facility and re-configuring Saturday operations to support reduced hours and have two employees on site.

The Committee is to provide any other comments regarding the items outlined in the Report and By-law 71 of 2012 to M. Dykstra by July 12, 2019. Staff would appreciate any type of feedback, technical or from the user/resident perspective to help inform the by-law writing process.

**7. OTHER BUSINESS**

**7.1 SINGLE USE PLASTICS**

The Federal government recently announced its intent to ban single-use plastics by 2021.

In the meantime, the Committee could passively reduce single-use plastics using acknowledgement incentives that encourage the use of alternative products other than plastic. There are various models in the area that the program could emulate. There are businesses in Town who already attempt to mitigate their plastic usage.

**Resolution: GC-2019-06-05**

**Moved By** Fred Stam

**Seconded By** David Vermeire

**THAT** the Green Committee request that staff investigate the feasibility of adopting an organizations recognition program for organizations who exhibit environmental stewardship excellence.

**Carried**

**8. UPCOMING MEETINGS**

September 18, 2019 at 5:30 p.m. - Solid Waste Management By-law

**9. ADJOURNMENT**

**Resolution: GC-2019-06-06**

**Moved By** John Stevens

**Seconded By** Fred Stam

**THAT** this meeting of the Green Committee adjourn at 7:18 PM

**Carried**

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Lynette Geddes, Chair

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Morgan Dykstra, Committee Secretary



## MINUTES

### Heritage Advisory Committee

June 10, 2019

6:15 p.m.

St. Marys Museum

177 Church Street South, St. Marys

Members Present: Clive Slade  
Janis Fread  
Dan Schneider  
Paul King  
Sherri Winter-Gropp  
Stephen Habermehl  
Members Absent: Mayor Al Strathdee  
Michael Bolton  
Michelle Stemmler  
Councillor Fern Pridham  
Barbara Tuer  
Staff Present: Trisha McKibbin

#### 1. CALL TO ORDER

The Chair called the meeting to order at 6:11 p.m.

#### 2. DECLARATION OF PECUNIARY INTEREST

None.

#### 3. AMENDMENTS AND APPROVAL OF AGENDA

**Moved By** Clive Slade

**Seconded By** Janis Fread

THAT the June 10, 2019 meeting agenda of the Heritage Committee be accepted as presented.

**CARRIED**



**4. DELEGATIONS**

None

**5. CORRESPONDENCE**

Notice of a Public Meeting for Stoneridge Phase 2 was circulated to Committee members.

**6. AMENDMENT AND ACCEPTANCE OF MINUTES**

**Moved By** Paul King

**Seconded By** Clive Slade

THAT the Minutes of the May 13, 2019 Heritage Committee meeting be approved as presented.

**CARRIED**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Bill 108, Schedule 11 - Proposed Changes to the Ontario Heritage Act**

Staff provided an update that Bill 108 received Royal Assent on June 6, 2019 and municipalities will be in a transition period until Proclamation of the Bill occurs in the Fall, 2019.

**8. REGULAR BUSINESS**

**8.1 Heritage Conservation District Update**

**8.1.1 Heritage Permits**

**8.1.1.1 11 Wellington Street North**

**Moved:** Clive Slade

**Seconded:** Dan Schneider

THAT DEV 40-2019 Heritage Permit Application – 11 Wellington St N. be received; and

THAT the Heritage Committee support a heritage permit for the installation of a new natural stone veneer to the front of 11 Wellington St N.

Committee member Dan Schneider moved an amendment to the main motion.

**Moved:** Dan Schneider

**Seconded:** Paul King

**THAT** the following paragraph be added as third paragraph to the main motion;

**THAT** the Committee also recommends that a closer inspection of the brickwork be done as it may be cost effective to address any problems with the brick rather than apply the new veneer.

**CARRIED**

Prior to returning to the original motion Committee member Clive Slade moved an additional amendment to the original motion.

**Moved:** Clive Slade

**Seconded:** Paul King

**THAT** the following paragraph be added as fourth paragraph to the main motion;

**THAT** the Committee also recommends an examination of the expansion of the north window to achieve symmetry with the façade instead of utilizing stucco.

**CARRIED**

The Committee returned to the main motion as amended. The chair asked the original mover and seconder if they agreed to the motion as it stands.

Clive Slade and Dan Schneider agreed to the amendment.

**Moved:** Clive Slade

**Seconded:** Dan Schneider

**THAT** DEV 40-2019 Heritage Permit Application – 11 Wellington St N. be received; and

**THAT** the Heritage Committee support a heritage permit for the installation of a new natural stone veneer to the front of 11 Wellington St N; and

**THAT** the Committee also recommends that a closer inspection of the brickwork be done as it may be cost effective to address any problems with the brick rather than apply the new veneer; and

**THAT** the Committee also recommends an examination of the expansion of the north window to achieve symmetry with the façade instead of utilizing stucco.

**CARRIED**

### **8.1.2 Sign Applications**

#### **8.1.2.1 178 Queen Street East**

**Moved:** Clive Slade

**Seconded:** Dan Schneider

**THAT** the St. Marys Heritage Committee does not approve the current heritage permit proposal, but seeks a revised proposal where all sign content is located in the sign board, with the space immediately located above the window remaining uncovered.

**CARRIED**

### **8.1.3 Heritage Grant Applications**

None

## **8.2 Municipal Register, Part 1 - Designations/designated property matters**

### **8.2.1 Heritage Permits**

None.

### **8.2.2 Municipal Register, Part 1 Staff Report - February**

Nothing to report at this time.

## **8.3 Municipal Register, Part 2 - List of Significant properties**

Nothing to report at this time.

## **8.4 Properties of interest or at risk (not necessarily designated)**

#### **8.4.1 Arthur Meighen House**

There was discussion that the Arthur Meighen House, located on Elgin St., should be recommended for addition to the Municipal Register during its next review and update.

#### **8.4.2 McDonald House**

Staff provided an update that an Expression of Interest (EOI) document will be drafted for both the McDonald House and the Junction Station. The EOI documents will be published on the Town website and an accompanying press release will be distributed to surrounding media outlets.

#### **8.4.3 Junction Station**

See 8.4.2 McDonald House for update.

#### **8.4.4 St. Marys Cement Office Building**

There was discussion by the Committee regarding a possible tour of the original 1912 office building at the Cement Plant. Staff will contact the Cement Plant to see if a tour can be arranged.

### **8.5 CHO Report**

Paul King provided an update on the CHO conference that took place in Bayfield and Goderich. Driftscape had a booth at the conference and launched Goderich and Bluewater's use of the App during the conference.

The next publication of CHO News will contain an article on the Stratford property known as the "White House".

### **8.6 Homeowner/Property owner letters**

There was consensus by the Committee that a letter should be sent by the Committee to Town Council and Dave Blake, Environmental Services Supervisor, regarding the sympathetic design of the reservoir building at the Waterworks (Well No. 1) building.

The Committee also felt that a letter should be sent to 162 Queen Street East (Shackleton's Real Estate) for their recent façade refurbishment.

## **9. COUNCIL REPORT**

None.

## **10. OTHER BUSINESS**

### **10.1 Walking Tour App**

Staff confirmed Committee member's willingness to participate in a demo of the Driftscape App. It was confirmed that Clive Slade and Dan Schneider would participate in a conference call with staff.

### **10.2 Doors Open St. Marys Update**

Staff provided an update that the Pump House would be one of the sites on this year's Doors Open. The Upper Thames Conservation Authority were planning on leading an open house for Well No.1 and the new Reservoir in September and it was determined that it would be best if these two events were held on the same day. This is a great addition to Doors Open.

## **11. UPCOMING MEETINGS**

There was consensus by the Committee that if there was pressing business, such as heritage permit or grant applications that required the Committee's attention, that the July meeting would be held as scheduled on Monday, July 8, 2019 at 6:15pm. If there was no immediate business requiring attention the Committee would then meet on an as-needed basis for the month of July.

## **12. ADJOURNMENT**

**Moved By** Sherri Gropp  
**Seconded By** Clive Slade

THAT the meeting of the Heritage Committee adjourn at 7:13 p.m.

**CARRIED**

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Chair

---

Committee Secretary



## **Minutes**

### **Museum Board**

July 10, 2019

6:30 pm

St. Marys Museum

177 Church Street South, St. Marys

Member Present	Councillor Hainer, Doug Fread, Peter McAsh, Scott Crawford
Member Absent	Douglas Craig, Krissy Nickle
Staff Present	Amy Cubberley

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

In the chair, Douglas Fread called the meeting to order at 6:30 p.m.

#### **2. DECLARATION OF PECUNIARY INTEREST**

None declared

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

**Moved By** Councillor Hainer

**Seconded By** Scott Crawford

THAT the July 10, 2019 Museum Advisory Committee meeting agenda be approved as presented.

**Carried**

#### **4. DELEGATIONS**

None.

#### **5. ACCEPTANCE OF MINUTES**

**Moved By** Peter McAsh

**Seconded By** Scott Crawford

THAT the May 8, 2019 Museum Advisory Committee meeting minutes be approved as presented.

**Carried**

## **6. BUSINESS ARISING FROM MINUTES**

Councillor Hainer asked staff whether the Museum Strategic Plan has been approved by Council yet. Staff stated that it will be presented at a Strategic Priorities Meeting in August.

Staff informed the Committee that Douglas Craig has resigned from the Museum Advisory Committee.

## **7. REPORTS**

### **7.1 May Monthly Report**

Staff presented MUS 07-2019 and responded to questions.

**Moved By** Scott Crawford

**Seconded By** Councillor Hainer

THAT MUS 07-2019 May Monthly Report (Museum) be received for information.

**Carried**

### **7.2 June Monthly Report**

Staff presented MUS 09-2019 and responded to questions.

**Moved By** Councillor Hainer

**Seconded By** Peter McAsh

THAT MUS 09-2019 June Monthly Report (Museum) be received for information.

**Carried**

### **7.3 Conservation Policy**

Staff presented MUS 08-2019 and responded to questions.



**Moved By** Councillor Hainer

**Seconded By** Peter McAsh

THAT MUS 08-2019 Museum Conservation Policy be approved as presented.

**Carried**

**Moved By** Councillor Hainer

**Seconded By** Peter McAsh

THAT the St. Marys Museum Advisory Committee direct staff to review the Emergency Response Plan cited in the Collections Management Policy with the St. Marys Fire Chief and bring it to the Museum Advisory Committee for review before the end of the 2022 term.

**Carried**

#### 7.4 Council Report

Councillor Hainer provided a verbal update, highlighting heritage properties for sale and 2020 budget process.

### 8. OTHER BUSINESS

Councillor Hainer suggested that an upcoming meeting take place at the Canadian Baseball Hall of Fame and Museum.

### 9. UPCOMING MEETINGS

Wednesday, September 11, 2019

### 10. ADJOURNMENT

**Moved By** Councillor Hainer

**Seconded By** Peter McAsh

THAT the St. Marys Museum Advisory Committee adjourn at 7:13 p.m.

**Carried**

Chair Doug Fread

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Board Secretary Amy Cubberley



## **Minutes**

### **Recreation & Leisure Advisory Committee**

June 20, 2019

5:30 pm

Pyramid Recreation Centre

317 James Street South, St. Marys

Member Present	Candice Harris, Chelsea Coghlin-Fewster, Darcy Drummond, Councillor Pridham
Member Absent	Mike Morning, Scott Crawford
Staff Present	Stephanie Ische, Andrea Slade

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

Chair Pridham called the meeting to order at 5:30 pm.

#### **2. DECLARATION OF PECUNIARY INTEREST**

None declared.

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

Moved by Candice Harris, Seconded by Darcy Drummond

THAT the Recreation Leisure Advisory Committee agenda be accepted as presented.

**Carried**

#### **4. DELEGATIONS**

None

#### **5. ACCEPTANCE OF MINUTES**

Moved by Chelsea Coghlin-Fewster, seconded by Darcy Drummond

THAT the May 23, 2019 Recreation Leisure Advisory Committee minutes be approved and signed and sealed by the Chair and Director of Community Services.

**Carried**

**6. BUSINESS ARISING FROM MINUTES**

None.

**7. REPORTS**

**7.1 Quarry Features**

Discussion of water features: Discussed the pros and cons of the water inflatables, water mats and renting potential from mats, additional SUP boards and kayaks.

Stephanie Ische will investigate fundraising options and follow up with the Committee.

Moved by Darcey Drummond, seconded by Candice Harris

THAT DCS 19-2019 Quarry Features be received; and

THAT Recreation Leisure Advisory Committee recommend to staff that the following water features be purchased from the 2019 budget;

A) Lockers (\$1500.00)

B) Paddleboards (4 at \$625.00, \$2500.00)

C) Kayaks (one kayak, one tandem) (2 at \$1000.00 \$2000.00)

D) Mats one permanent, one rental (2 at \$750.00)

E) Dock (\$6900.00)

F) \$600.00 hold back

**Carried**

**8. OTHER BUSINESS**

Committee discussed agenda items for a future meeting.

**9. UPCOMING MEETINGS**

The Chair reviewed the upcoming meeting as presented on the agenda.

**10. ADJOURNMENT**

Moved by Chelsea Coghlin-Fewster, seconded by Candice Harris.

THAT this Recreation Leisure Advisory Committee adjourn at 7:02 p.m.

**Carried**

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Chair

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Committee Secretary



## MINUTES

### Senior Services Advisory Committee

May 27, 2019

3:30 pm

Pyramid Recreation Centre - Meeting Room B  
317 James Street South, St. Marys

Member Present	Candice Harris
	Donna Kurchak
	Joyce Vivian
	Owen O'Brien
	Councillor Winter
Member Absent	Richard Lyons
	Donna Simmons
	Marie Ballantyne

**1. CALL TO ORDER**

Meeting called to order at 3:30 p.m. by interim chair Jenny Mikita.

**2. DECLARATION OF PECUNIARY INTEREST**

None declared.

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Donna Kurchak

**Seconded By** Owen O'Brien

THAT the Senior Services Advisory Committee agenda be accepted as presented.

**CARRIED**

#### **4. ACCEPTANCE OF MINUTES**

**Moved By** Joyce Vivan

**Seconded By** Candice Harris

THAT the Senior Services Advisory Committee minutes dated April 29, 2019 be approved and signed by the Chair and staff liaison.

**CARRIED**

#### **5. BUSINESS ARISING FROM MINUTES**

##### **5.1 Proposed Changes to Healthcare**

Senior Services staff continue to meet with Huron and Perth Healthcare providers. The Senior Services Home Support program has signed on to submit a self-assessment to become an Ontario Health Team with over 50 other independent healthcare providers. Self-assessments will be review by the Ministry and successful applicants will be invited to submit an application.

#### **6. REPORTS**

##### **6.1 May Program Report**

Staff presented the May program report.

**Moved By** Candice Harris

**Seconded By** Owen O'Brien

THAT the Senior Services Advisory Committee May Program Report be received.

**CARRIED**

##### **6.2 HIGH FIVE - Principles of Healthy Aging**

Staff presented and answered questions pertained to the HIGH FIVE Principals of Health Aging report.

**DCS 17 2018 HIGH FIVE Principles of Healthy Aging**

**Moved By** Councillor Winter

**Seconded By** Rick Lyons

THAT DCS 17-2019 High Five Principles of Healthy Aging be received for discussion; and



THAT the Senior Services Advisory Committee endorse Staff's commitment to implementing the HIGH FIVE Principles of Healthy Aging for the Town of St. Marys.

**CARRIED**

**7. OTHER BUSINESS**

**7.1 New Horizon's**

Staff informed the committee about the call for New Horizon funding. Senior Services will be submitting an application on behalf of the Town of St. Marys.

**8. TOWN OF ST. MARYS UPDATES**

**8.1 Recreation Committee Update**

Nothing to report at this time.

**8.2 Town Council Update**

Councillor Winter updated the group on various municipal projects.

**9. UPCOMING MEETINGS**

**10. ADJOURNMENT**

**Moved By** Rick Lyons

**Seconded By** Donna Kurchak

THAT this regular meeting of the Senior Services Advisory Committee be adjourned at 4:30 p.m.

**CARRIED**

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Chair

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Committee Secretary



## MINUTES

### Senior Services Advisory Committee

June 24, 2019

3:30 pm

Pyramid Recreation Centre - Meeting Room B  
317 James Street South, St. Marys

Member Present	Donna Simmons Joyce Vivian Marie Ballantyne Owen O'Brien Councillor Winter Richard Lyons
Member Absent	Candice Harris Donna Kurchak

#### 1. CALL TO ORDER

Meeting called to order at 3:30 p.m. by chair Rick Lyons.

#### 2. DECLARATION OF PECUNIARY INTEREST

None declared.

#### 3. AMENDMENTS AND APPROVAL OF AGENDA

**Moved By** Marie Ballantyne

**Seconded By** Owen O'Brien

THAT the Senior Services Advisory Committee agenda be accepted with the following additions;

7.2 Age Friendly Topics and 8. Town of St. Marys Updates, following item 7. Other Business

**4. ACCEPTANCE OF MINUTES**

**Moved By** Owen O'Brien

**Seconded BY** Joyce Vivian

THAT the Senior Services Advisory Committee minutes dated May 27, 2019 be approved and signed by the Chair and staff liaison.

CARRIED

**5. BUSINESS ARISING FROM MINUTES**

**5.1 Proposed Changes to Healthcare**

Staff noted that there is no update on the Ontario Health Team assessment from the Ministry as of yet. Staff are working with fellow providers on how the Community Support Sector in our region will further work together if when the Ontario Health Teams are rolled out to all, including how CSS should and could be governed in the new model.

**5.2 New Horizons Grant**

Staff updated the group that an application for New Horizons has been submitted for the Town of St. Marys. The original thought was to submit to support an Age Friendly Community Plan, however after conversation with the Coordinators of the program it was decided to submit to support the development and enhancement of a volunteer program for the Corporation. The application turnaround is lengthy and it is not expected that a project would start until late in 2020 or early 2021 if the application is successful.

**6. REPORTS**

**6.1 June Program Report**

Staff updated the group and answered questions pertaining to the June Program Report.

**7. OTHER BUSINESS**

**7.1 2019-20 Goals & Projects**

Staff updated the group on a few projects for the Recreation Master Plan that may cross the Senior Services Advisory Committee table. These projects include;

Age Friendly Community

HIGH FIVE Principals of Healthy Aging

Review of fees and pricing as related to the PRC Core Services review.

**7.2 Age Friendly Topics**

The group discussed an incident involving a dog attack. Councillor Winter and staff informed the group on the best practice for reporting this type of incident.

**8. TOWN OF ST. MARYS UPDATES**

**8.1 Recreation Committee Update**

No report.

**8.2 Town Council Update**

Councillor Winter updated the group on various municipal projects.

**9. UPCOMING MEETINGS**

Date; September 23, 2019

Time: 3:30 p.m.

Location: Friendship Centre Meeting Room A

**10. ADJOURNMENT**

**Moved By** Councillor Winter

THAT this regular meeting of the Senior Services Advisory Committee be adjourned.

**CARRIED**

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Chair

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Committee Secretary

**BY-LAW 67-2019**

**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 598424 Ontario Ltd. O/A Russell Construction 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 Corporation of the Town of St. Marys released a RFT for the construction services of altering the watermain on James Street South (the “Project”) and a proposal was submitted by 598424 Ontario Ltd. O/A/ Russell Construction which was subsequently approved by Council on July 23, 2019;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with 598424 Ontario Ltd. O/A Russell Construction (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 598424 Ontario Ltd. O/A Russell Construction.
  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 23<sup>rd</sup> day of July, 2019.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 68-2019**

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

Being a By-law to open, establish and assume as public highway number, a reserve to be known as Maxwell Street, lands legally described as Part of Block 19, Registered Plan 552 being Part 4 on Reference Plan 44R-3177, in the Town of St. Marys.

- WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 31(2), provides that land does not become a public highway unless established by a by-law of the municipality having jurisdiction;
- AND WHEREAS:** At the time that Meadowridge Properties Ltd. developed Meadowridge Subdivision a reserve was created as part of Block 19 on Registered Plan 552, shown as Part 4 on Reference Plan 44R-3177:
- AND WHEREAS:** The lifting of the reserve is required to allow access to various properties;
- AND WHEREAS:** The reserve lands have been conveyed to the Town;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts:
1. That the lands legally described as Part of Block 19, Registered Plan 552 being Part 4 on Reference Plan 44R-3177 are hereby opened, established and assumed as a public highway, known as Maxwell Street.
  2. Enactment of this By-law shall be deemed to be authorization to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
  3. This by-law comes into force on the final passing thereof.

Read a first, 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 69-2019**

**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 July 23, 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 23<sup>rd</sup> day of July, 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 23<sup>rd</sup> day of July, 2019.**

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Mayor Al Stratheed

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Brent Kittmer, CAO / Clerk