



AGENDA
Regular Council Meeting

November 12, 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 November 12, 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 **Acknowledgement of Years of Contribution to Business Community - Cathy Forster**

5.2 **Friends of the Museum re: 2020 Museum Fees for Service**

14

RECOMMENDATION

THAT the delegation from the Friends of the Museum regarding 2020 Museum Fees for Service be received.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - October 22, 2019

15

RECOMMENDATION

THAT the October 22, 2019 regular Council meeting minutes be approved by Council, and signed and sealed by the Acting Mayor and Deputy Clerk.

7. CORRESPONDENCE

RECOMMENDATION

THAT public health care consistently ranks as the top priority in public opinion polls, and;

WHEREAS Public Health provides vital health promotion and prevention services based on the unique demographic and economic, social, and cultural needs of our communities, and;

WHEREAS the evidence from hospital amalgamation in Ontario and across Canada is that they have cost billions of dollars and have not yielded the promised administrative savings but have taken money away from frontline care, and;

WHEREAS there is no evidence to support the proposed closure of 25 out of 35 local Public Health Units, the closure of 12 of 22 local ambulance dispatch centres, and the closure of 49 out of 59 local ambulance services, and;

WHEREAS there is a deep consensus among virtually all stakeholders that increasing acuity in our long-term care homes requires additional staff and resources, not cancellation of the two special funds and real dollar cuts to per diem funding of our long-term care homes, and;

WHEREAS our local hospitals have been downsized for an entire generation and cannot meet population needs while sustaining real dollar cuts to hospital global budgets.

THEREFORE BE IT RESOLVED that the municipality of the Town of St. Marys calls upon the Ontario government to halt the closures of, broad regional mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes.

RECOMMENDATION

THAT the correspondence from Upper Thames River Conservation Authority regarding the 2020 draft budget be received; and

THAT the Town of St. Marys communicates to the UTRCA Board that the Town maintains its position that continued levy increases are unsustainable, and inappropriate when municipalities are completing service delivery reviews to find cost reductions and efficiencies; and

THAT the Town of St. Marys does not consent to the proposed 2020 UTRCA levy increase; and

THAT the Town of St. Marys calls on the UTRCA Board to follow the direction from the Honourable Jeff Yurek received on August 16 2019 to not increase their levy until updated Provincial legislation regarding conservation authorities has been passed.

7.3 Township of Springwater re: Nottawasaga Valley Conservation Authority Levy

RECOMMENDATION

THAT the correspondence from the Township of Springwater regarding the Nottawasaga Valley Conservation Authority levy be received; and

THAT the Town of St. Marys requests that the Upper Thames River Conservation Authority (UTRCA) provides the following prior to passage of the UTRCA's 2020 budget:

1. The UTRCA's interpretation and understanding of its mandated operations as found in the current *Conservation Authorities Act, 1990, R.S.O., c.C.27* and its prescribed regulations;
2. The costs of each as determined under (1);
3. Detailed definitions and determinations of what can be characterized as non-mandatory programming and service(s);
4. The costs of each as determined under (3); and
5. Detailed definitions and determinations of fee-for-service activities of the UTRCA, the revenues they generate as the activities take place within and / or requests originate from geographic area of the Town of St. Marys.

7.4	Township of Springwater re: Conservation Authorities Levies	39
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RECOMMENDATION

THAT the correspondence from the Township of Springwater regarding Conservation Authorities levies be received.

7.5	Minister Yurek re: Conservation Authorities Review	41
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RECOMMENDATION

THAT the correspondence from Minister Yurek regarding the conservation authorities review be received.

7.6	Grey Sauble Conservation Authority re: Mandatory and Non-Mandatory Programming	43
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RECOMMENDATION

THAT the correspondence from Grey Sauble Conservation Authority regarding mandatory and non-mandatory programming be received.

7.7	Minister of Energy, Northern Development and Mines re: Ontario Electricity Rebate (OER)	45
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RECOMMENDATION

THAT the correspondence from the Minister of Energy, Northern Development and Mines regarding the Ontario Electricity Rebate be received.

7.8	Minister of Municipal Affairs and Housing	48
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RECOMMENDATION

THAT the correspondence from the Minister of Municipal Affairs and Housing regarding regional government review and renewal of funding programs be received.

8. STAFF REPORTS

8.1 Corporate Services

8.1.1	COR 33-2019 Museum Admission Fees	50
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RECOMMENDATION

THAT COR 33-2019 Museum Admission Fees report be received for information.

8.2 Community Services

8.2.1 DCS 33-2019 EarlyON Report

57

RECOMMENDATION

THAT DCS 33-2019 EarlyON Report be received; and

THAT Council accepts the funding to administer the EarlyON program beginning January 1, 2020 to December 31, 2021; and

THAT the Chief Administrative Officer, or his designate, be directed to reply to the City of Stratford Social Services Department to acknowledge the Town's willingness to implement the program; and

THAT Council direct staff to bring back the partnership agreement to a future Council meeting for approval.

8.3 Building and Development Services

8.3.1 DEV 58-2019 Thames Crest Farms (Phase 2) Street Names

65

RECOMMENDATION

THAT DEV 58-2019 Thames Crest Farms (Phase 2) Street Names be received; and

THAT Council approve Carter Avenue, Hooper Street, Allen Street, High Street and Wellington Street as the street names located on the Thames Crest Farms (Phase 2) draft plan of subdivision.

8.3.2 DEV 59-2019 Attainable Housing Financial Incentives

71

RECOMMENDATION

THAT DEV 59-2019 Attainable Housing Financial Incentives report be received; and

THAT staff be directed to develop a by-law and policy to implement the attainable housing financial incentives as recommended in DEV 59-2019 report;

THAT the by-law and policy be presented to Council for approval on or before December 10, 2019;

THAT the Town proceed with a 1-year pilot program in 2020 to determine the effectiveness of the program, with staff reporting back in the third quarter of 2020 with recommendations on how to further refine the program; and

THAT a budget allocation of \$50,000 from reserves be included in the 2020 draft budget for deliberation to fund the pilot program.

8.3.3 DEV 60-2019 Planning Application Fees Review

82

RECOMMENDATION

THAT DEV 60-2019 – Planning Application Fees Review report be received; and,

THAT Council approves the planning application fee increases recommended in DEV 60-2019 to be included in the draft consolidated fee by-law update as presented in FIN 21-2019 Consolidated Fees By-law report.

8.3.4 DEV 61-2019 – Site Plan Approval Process Review

95

RECOMMENDATION

THAT DEV 61-2019 – Site Plan Approval Process Review be received;

THAT Council direct staff to bring forward a draft by-law at a future meeting of Council to amend the Town's Site Plan Control By-law No. 19 of 2011 to implement the recommendations for site plan approval process changes outlined in DEV 61-2019.

8.3.5 DEV 62-2019 Town of St. Marys Official Plan Review – Project Update

108

RECOMMENDATION

THAT DEV 40-2019 regarding the St. Marys Official Plan Review – Project Update be received;

THAT Council direct staff to proceed with revisions to the Discussion Papers and draft Official Plan based on the proposed modified Provincial Policy Statement, including the proposed 25-year planning horizon;

THAT staff present the modified draft Official Plan to Council, circulate the revised Discussion Papers to the Province for review, and proceed with a public open house.

8.4 Public Works

8.4.1 PW 62-2019 Snow Removal – Sidewalks & Trail System

112

RECOMMENDATION

THAT PW 62-2019 Snow Removal – Sidewalks and Trail System report be received; and

THAT Council approve the proposed winter maintenance reductions to specific sidewalks and trails; and

THAT Council approve By-law 96-2019.

8.4.2 PW 70-2019 Santa Claus Parade - Downtown Parking

118

RECOMMENDATION

THAT PW 70-2019 Santa Claus Parade – Downtown Parking report be received.

8.4.3 PW 71-2019 Service Club Sign Applications

122

RECOMMENDATION

THAT PW 71-2019 Service Club Sign Applications be received;
and

THAT Council approve the St. Marys Horticultural Society's application to install a logo sign on each of the Service Club Sign structures;

THAT Council approve the St. Marys Lincoln's application to install a logo sign on each of the Service Club Sign structures;
and

THAT Council reject the Upper Thames Clean Ups', Science Hill Drifters Snowmobile Clubs', St. Marys Clicks', and St. Marys Curling Clubs' applications to install a logo sign on each of the Service Club Sign structures.

8.4.4 PW 72-2019 Waste Management By-law

129

RECOMMENDATION

THAT PW 72-2019 report, Waste Management By-law be received; and,

THAT Council direct staff to bring the Waste Management By-law to a future Council meeting for approval.

8.5 Finance

8.5.1 FIN 21-2019 Consolidated Fees By-Law

164

RECOMMENDATION

THAT FIN 21-2019 Consolidated Fees By-Law report be received; and

THAT Council direct staff to bring the Consolidated Fees By-Law to a future Council meeting for approval; and

THAT Council direct staff to bring forward a report in July 2020 discussing the impact of fee and charges changes and recommendations on any required amendments to the consolidated fees by-law.

9. COUNCILLOR REPORTS

RECOMMENDATION

THAT agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.15 be received.

9.1 Operational and Board Reports

9.1.1	Bluewater Recycling Association - Coun. Craigmile	183
	October 17, 2019 Highlights	
9.1.2	Library Board - Couns. Craigmile, Edney, Pridham (interim)	208
	October 10, 2019 Minutes	
9.1.3	Municipal Shared Services Committee - Coun. Craigmile (interim), Coun. Luna	
	Meeting November 21, 2019, 1:30 pm	
9.1.4	Perth District Health Unit - Coun. Luna	214
	September 18, 2019 Minutes	
9.1.5	Spruce Lodge Board - Coun. Luna, Pridham	219
	September 18, 2019 Minutes	
9.1.6	Upper Thames River Conservation Authority	222
	September 24, 2019 Minutes	

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1	Accessibility Advisory Committee - Coun. Hainer	
9.2.2	Business Improvement Area - Couns. Winter, Hainer (interim)	227
	September 16, 2019 Minutes	
9.2.3	CBHFM - Coun. Edney	232
	August 23, 2019 Minutes	
	September 27, 2019 Minutes	

9.2.4	Committee of Adjustment	
9.2.5	Community Policing Advisory Committee - Coun. Winter, Coun. Edney (interim)	
9.2.6	Green Committee - Coun. Craigmile	239
	October 16, 2019 Minutes	
	*Minute Item 7.1 to be considered during Staff Report PW 72-2019	
9.2.7	Heritage Advisory Committee - Coun. Pridham	242
	October 15, 2019 Minutes	
9.2.8	Huron Perth Healthcare Local Advisory Committee - Coun. Luna	
9.2.9	Museum Advisory Committee - Coun. Hainer	247
	October 9, 2019 Minutes	
	*Minute Item 8.1 included for discussion in Staff Report COR 33-2019 Museum Admission Fees	
	October 30, 2019 Minutes	
	*Minute Item 6.1 included for discussion in Staff Report COR 33-2019 Museum Admission Fees	
9.2.10	Planning Advisory Committee - Coun. Craigmile, Hainer	
9.2.11	Recreation and Leisure Advisory Committee - Coun. Pridham	254
	September 26, 2019 Minutes	
	October 24, 2019 Minutes	
	*October 24, 2019 Minute Item 7.1 to be considered in a future Staff Report	
9.2.12	Senior Services Advisory Committee - Coun. Winter	260
	October 28, 2019 Minutes	

9.2.13 St. Marys Lincolns Board - Coun. Craigmile

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

9.2.15 Youth Council - Coun. Edney

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

RECOMMENDATION

THAT By-Law 96-2019 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Acting Mayor and the Deputy Clerk.

12.1 By-law 96-2019 Sidewalk and Trail Temporary Closure for Winter

264

13. UPCOMING MEETINGS

November 19, 2019 - 9:00 am, Budget Meeting, Council Chambers

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

December 3, 2019 - 9:00 am - 2:00 pm, Budget Meeting, Council Chambers

December 10, 2019 - 6:00 pm, Regular Council, Council Chambers

14. CLOSED SESSION

RECOMMENDATION

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

14.1 COR 32-2019 CONFIDENTIAL Appointment of Members to the BIA Board

15. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____pm.

- 15.1 By-law 97-2019 Appoint Persons to the Board of Management for the Business Improvement Area 266**

RECOMMENDATION

THAT By-law 97-2019, being a by-law to amend by-law 94-2018 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Acting Mayor and the Deputy Clerk.

- 15.2 By-law 98-2019 To Constitute a Business Improvement Area Board of Management 267**

RECOMMENDATION

THAT By-law 98-2019, being a by-law to amend by-law 06-2019 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Acting Mayor and the Deputy Clerk.

- 16. CONFIRMATORY BY-LAW 268**

RECOMMENDATION

THAT By-Law 99-2019, being a by-law to confirm the proceedings of November 12, 2019 regular Council meeting be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Acting Mayor and the Deputy Clerk.

- 17. ADJOURNMENT**

RECOMMENDATION

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

The Friends of the St. Marys Museum
c/o Box 98, St. Marys ON N4X 1A9

November 1, 2019

ATTENTION: Mayor Luna and Members of Council,

A special meeting of the Friends of the St. Marys Museum was held on October 15, 2019 to discuss the proposed 2020 Fees for Service at the Museum and their potential impact on the Friends of the St. Marys Museum's membership structure. At this meeting, the following motion was made:

Moved by Paul King

Seconded by Bob Hough

The Friends of the St. Marys Museum do not agree with charging fixed admission fees to the Museum and are prepared to make up the difference, for the year 2020, between the amount donated at the door and the amount that would be collected through the proposed fee structure.

Carried unanimously

Several members of the Friends Executive felt strongly that admission by donation should be available to all – not just members. Fees should certainly be charged for services, such as educational tours, guided tours, reproduction of photographs, photocopying, etc. but fixed admission charges would lead to reduced, not increased, attendance to the Museum. For our community museum to begin charging admission seems counterintuitive when museums and galleries at the national and provincial levels are currently eliminating or reducing admission fees in order to increase attendance at their institutions. Methods were discussed for increasing donations with suggested amounts posted on “Admission by donation” boxes.

The Friends of the Museum is prepared to finance the difference between what is deposited in the donation box at the Museum, and the revenue that would have been generated if the Museum had charged the proposed 2020 admission fees. This would be done on a trial basis for 2020 with the expectation that if successful, the Friends of the Museum would continue to support this initiative in future years. At this time, there is no limit on the amount the Friends of the Museum is willing to finance. The Friends recognize that the Museum will be striving to increase attendance and revenue in 2020 through a number of higher profile exhibits and other promotional initiatives.

As Chair of the Friends of the St. Marys Museum, I am requesting the opportunity to attend the November 12, 2019 Council meeting as a delegation. I wish to discuss this proposed partnership further and explain how it will allow the Museum to reach its budgeted admission revenue set by Council, while still ensuring that the access to the Museum is available for all.

Sincerely,

Ken Telfer

Chair, Friends of the St. Marys Museum



MINUTES Regular Council

October 22, 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, Fire Chief / Director of Emergency Services
Grant Brouwer, Director of Building and Development
Jed Kelly, Director of Public Works
Lisa Lawrence, Director of Human Resources
André Morin, Director of Finance / Treasurer
Stephanie Ische, Director of Community Services
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

Councillor Pridham declared a pecuniary interest for agenda item 8.1.2 - DEV 55-2019 Site Plan Agreement, 275 James Street South (Paola).

Councillor Pridham provided a disclosure of interest form related to this agenda item. Councillor Pridham cited that "as a realtor I declare potential pecuniary interest on subdivision lots being developed. I will not vote on lot development. I will participate in discussions on topics having interest in common with the electors, generally including infrastructure, roads, density, safety, and all other interests in common."

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2019-10-22-01

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT the October 22, 2019 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle of St. Marys Independent inquired of the average household impact of the proposed water rate increase.

Brent Kittmer stated that he will follow up directly with Mr. Doyle once he has the answer.

Mr. Doyle inquired if Council has ever consider disbanding the Business Improvement Area (BIA) and creating a Chamber of Commerce in St. Marys.

Councillor Winter stated that general research has been conducted in the past but nothing currently.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Adam Stephens, Chair of Canadian Baseball Hall of Fame and Museum re: Request to Partner in ICIP Grant Application for New Pavilion

Adam Stephens, Board Chair of the Canadian Baseball Hall of Fame and Museum, presented the delegation regarding the request to partner with the Town of St. Marys in the ICIP grant application and responded to questions from Council.

Resolution 2019-10-22-02

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT the delegation from the Chair of the Canadian Baseball Hall of Fame and Museum Board regarding a request to partner in an Investing in Canada Infrastructure Program (ICIP) grant application for a new pavilion be received; and

THAT Council support a joint ICIP application between the Canadian Baseball Hall of Fame and Museum and the Corporation of the Town of St. Marys; and

THAT Council commit to a 50 / 50 cost share with the Canadian Baseball Hall of Fame and Museum for costs of the project, not to exceed \$85,000, contingent upon ICIP grant funds being received.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - October 8, 2019

Resolution 2019-10-22-03

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the October 8, 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 - October 15, 2019

Resolution 2019-10-22-04

Moved By Councillor Hainer

Seconded By Councillor Edney

THAT the October 15, 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 be raised for discussion.

CARRIED

6.2.1 Minute Item 5.1 - FIN 16-2019 Treasurer's Fiscal Health Report

Resolution 2019-10-22-05

Moved By Councillor Hainer

Seconded By Councillor Luna

THAT staff be directed to prepare an annual report outlining the latest Town financial ratios and indicators including a 5 year trend and present to Council on an annual basis;

THAT staff be directed to create a reserve policy to guide reserve and reserve fund objectives and goals;

THAT staff be directed to develop an asset management action plan and long term financial strategy to achieve the action plan;

THAT staff be directed to prepare a report in 2020 that analyzes the targeted residential property tax share and strategies to mitigate erosion of the non-residential tax base and present to Council; and

THAT staff be directed to work with the Senior Management Team and Council to identify a group of comparable municipalities and prepare an expenditure benchmarking policy; and

THAT staff be directed to post the Fiscal Health Report on the municipal website.

CARRIED

7. CORRESPONDENCE

7.1 Municipality of Grey Highlands re: Conservation Authorities Support Resolution

Resolution 2019-10-22-06

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT the correspondence from the Municipality of Grey - Highlands regarding Conservation Authorities support be received.

CARRIED

8. STAFF REPORTS

8.1 Building and Development Services

8.1.1 DEV 54-2019 October Monthly Report (Building and Development)

Grant Brouwer spoke to DEV 54-2019 report and responded to questions from Council.

Resolution 2019-10-22-07

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT DEV 54-2019 October Monthly Report (Building and Development) be received for information.

CARRIED

8.1.2 DEV 55-2019 Site Plan Agreement, 275 James Street South (Paola)

Grant Brouwer spoke to DEV 55-2019 report and stated that the applicant was not in attendance at tonight's meeting to speak to the application.

Resolution 2019-10-22-08

Moved By Councillor Edney

Seconded By Councillor Luna

THAT DEV 55-2019 Site Plan Agreement, 275 James Street South (Paola) be received; and

THAT Council approve By-Law 94-2019 and authorize the Mayor and Clerk to sign a Site Plan Agreement between the Town of St. Marys and Adriano Paola.

CARRIED

8.1.3 DEV 56-2019 – Encroachment Agreement for 151 Jones Street West, St. Marys (Fink)

Grant Brouwer spoke to DEV 56-2019 report and responded to questions from Council.

Resolution 2019-10-22-09

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT DEV 56-2019 – Encroachment Agreement for 151 Jones Street West, St. Marys (Fink) be received; and,

THAT Council approve By-law 90-2019 for an encroachment agreement with the property owner, and authorize the Mayor and Clerk to sign the associated agreement respecting 151 Jones Street West, St. Marys.

CARRIED

8.1.4 DEV 57-2019 - Application for Part Lot Control Lot 18, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys

Grant Brouwer spoke to DEV 57-2019 report and responded to questions from Council.

Resolution 2019-10-22-10

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT DEV 57-2019 report regarding the Application for Part Lot Control for Lot 18 of the Meadowridge subdivision (Phase 2) be received; and,

THAT Council approve Part Lot Control By-law 93-2019 affecting Lot 18, Registered Plan No. 44M-70 for a one-year period, ending October 22, 2020.

CARRIED

8.2 Community Services

8.2.1 DCS 30-2019 October Monthly Report (Community Services)

Stephanie Ische spoke to DCS 30-2019 report and responded to questions from Council.

Resolution 2019-10-22-11

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT DCS 30-2019 October Monthly Report (Community Services) be received for information.

CARRIED

**8.2.2 DCS 29-2019 Recreation and Leisure Advisory Committee
Recommended Changes to the Shoulder Ice Schedule**

Stephanie Ische spoke to DCS 29-2019 report and responded to questions from Council.

Resolution 2019-10-22-12

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT DCS 29-2019 Recreation and Leisure Advisory Committee Recommended Changes to the Shoulder Ice Schedule be received; and

- One ice pad be open for rentals beginning in Mid-August and the second ice pad be open for rentals beginning in Mid-September; and
- One ice pad be removed on or near March 31st and the second ice pad remain operational until (a) all minor and junior league playoffs have been completed and/or (b) as long as there are 30 hours of ice rented concurrently each week; and

THAT this operating change take effect for the 2020-2021 ice season to allow for consultation with affected user groups; and

THAT staff be directed to include the revised ice operating procedure as a policy statement in the amended Ice Allocation Policy.

CARRIED

8.3 Corporate Services

8.3.1 COR 31-2020 October Monthly Report (Corporate Services)

Brent Kittmer, on behalf of Trisha McKibbin, spoke to COR 31-2019 report and responded to questions from Council.

Resolution 2019-10-22-13

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT COR 31-2020 October Monthly Report (Corporate Services) be received for information.

CARRIED

8.4 Finance

8.4.1 FIN 19-2019 October Monthly Report (Finance)

André Morin spoke to FIN 19-2019 report and responded to questions from Council.

Resolution 2019-10-22-14

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT FIN 19-2019 October Monthly Report (Finance) be received for information.

CARRIED

8.4.2 FIN 18-2019 Municipal Liability and Insurance Costs

André Morin spoke to FIN 18-2019 report and responded to questions from Council.

Resolution 2019-10-22-15

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT FIN 18-2019 Municipal Liability and Insurance Costs report be received;

THAT Council provide its endorsement and support of AMO's (Association of Municipalities of Ontario) submission and recommendations to the Attorney General of Ontario addressing growing municipal liability and insurance costs; and

THAT a copy of this resolution be forwarded to the Attorney General of Ontario and the Association of Municipalities of Ontario (AMO).

CARRIED

8.4.3 FIN 20-2019 Main St. Funding Grant

André Morin spoke to FIN 20-2019 report and responded to questions from Council.

Resolution 2019-10-22-16

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT FIN 20-2019 Main St. Fund Grant report be received; and

THAT Council give staff direction to utilize the remaining Main St. Funding Grant on the following projects:

1. Pedestrian Crossings enhancements
2. Electronic Vehicle Charging Station at VIA
3. Balance of the grant to the 2019 Facade Improvement Program; and

THAT \$22,905 be placed into reserve from the 2019 operating budget to fund future downtown revitalization projects.

CARRIED

8.5 Fire and Emergency Services

8.5.1 FD 20-2019 October Monthly Report (Emergency Services)

Fire Chief Anderson spoke to FD 20-2019 report and responded to questions from Council.

Resolution 2019-10-22-17

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT FD 20-2019 October Monthly Report (Emergency Services) be received for information.

CARRIED

8.6 Human Resources

8.6.1 HR 10-2019 October Monthly Report (Human Resources)

Lisa Lawrence spoke to HR 10-2019 report and responded to questions from Council.

Resolution 2019-10-22-18

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT HR 10-2019 October Monthly Report (Human Resources) be received for information.

CARRIED

8.7 Public Works

8.7.1 PW 65-2019 October Monthly Report (Public Works)

Jed Kelly spoke to PW 65-2019 report and responded to questions from Council.

Resolution 2019-10-22-19

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT PW 65-2019 October Monthly Report (Public Works) be received for information.

CARRIED

8.7.2 PW 61-2019 Sanitary Sewer Repair for 621 Queen Street East

Jed Kelly spoke to PW 61-2019 report and responded to questions from Council.

Resolution 2019-10-22-20

Moved By Councillor Edney

Seconded By Councillor Luna

THAT Report PW 61-2019 Sanitary Sewer Repair for 621 Queen Street East be received; and

THAT Staff be authorized to procure the services of Festival Hydro Inc. for the estimated amount of \$30,000.00 inclusive of HST, to relocate the on-site hydro pole and supporting equipment and services; and,

THAT Staff be authorized to sole source the required repairs for the sanitary sewer connection to Lavis Contracting Co. Ltd. for the estimated amount of \$32,611.80, inclusive of HST; and,

THAT Council approve the unbudgeted amount and funding sources as identified in PW 61-2019 report;

THAT Council approve By-law 91-2019 and authorize the Mayor and CAO/Clerk to sign the associated Agreement with Festival Hydro Inc.; and

THAT Council approve By-law 92-2019 and authorize the Mayor and the Clerk to sign the associated Agreement with Lavis Contracting Co. Ltd.

CARRIED

8.7.3 PW 63-2019 Award for RFQ-PW-17-2019 Supply and Stockpile of Screened, Coarse and Washed Sand for Winter Application

Jed Kelly spoke to PW 63-2019 report and responded to questions from Council.

Resolution 2019-10-22-21

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT PW 63-2019 Award for RFQ-PW-17-2019 Supply and Stockpile of Screened, Coarse and Washed Sand for Winter Application be received; and,

THAT the procurement for RFQ-PW-17-2019 be awarded to Bossence and McCann Incorporated for the procured price of \$13.45 per tonne, for an approximate total over three years of \$113,988.75, inclusive of all taxes; and,

THAT Council approve the 2019 unbudgeted amount as identified in PW 63-2019 Award for RFQ-PW-17-2019 Supply and Stockpile of Screened, Coarse and Washed Sand for Winter Application report; and,

THAT Council approve By-Law 89-2019 and authorize the Mayor and the Clerk to sign the associated agreement.

CARRIED

8.7.4 PW 64-2019 Sparling Bush Plan, 2020-2022

Jed Kelly spoke to PW 64-2019 report and responded to questions from Council.

Resolution 2019-10-22-22

Moved By Councillor Edney

Seconded By Councillor Luna

THAT PW 64-2019 Sparling Bush Plan, 2020-2022 be received; and

THAT Council approve the Sparling Bush Plan, 2020-2022.

CARRIED

8.7.5 PW 69-2019 Amending Agreement for Municipal Hazardous or Special Waste

Jed Kelly spoke to PW 69-2019 report and responded to questions from Council.

Resolution 2019-10-22-23

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT Report PW 69-2019, Amending Agreement for Municipal Hazardous or Special Waste be received; and,

THAT Council authorize the Chief Administrative Officer / Clerk to sign the associated Agreement with Stewardship Ontario for Municipal Hazardous or Special Waste.

CARRIED

8.8 CAO and Clerks

8.8.1 CAO 57-2019 October Monthly Report (CAO & Clerks)

Brent Kittmer spoke to CAO 57-2019 report and responded to questions from Council.

Resolution 2019-10-22-24

Moved By Councillor Edney

Seconded By Councillor Luna

THAT CAO 57-2019 October Monthly Report (CAO and Clerks) be received for information.

CARRIED

8.8.2 CAO 58-2019 Rotary Club of St. Marys Request for Designation as Event of Municipal Significance in 2020

Jenna McCartney spoke to CAO 58-2019 report and responded to questions from Council.

Resolution 2019-10-22-25

Moved By Councillor Hainer

Seconded By Councillor Edney

THAT CAO 58-2019 Rotary Club of St. Marys Request for Designation as Event of Municipal Significance in 2020 report be received; and

THAT Council approve the Rotary Club of St. Marys' request to designate the Craft Beer and Food Truck event, to be held on Sunday, June 21, 2020 from 12:00 pm to 6:00 pm at the Canadian Baseball Hall of Fame and Museum, as an event of municipal significance.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

None.

11. BY-LAWS

Resolution 2019-10-22-26

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT By-Laws 89-2019, 90-2019, 91-2019, 92-2019, 93-2019 and 94-2019 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

CARRIED

11.1 By-Law 89-2019 Authorize an Agreement with Bossence and McCann Inc.

11.2 By-Law 90-2019 Authorize an Encroachment Agreement with Robin Fink for 151 Jones Street West

11.3 By-Law 91-2019 Authorize an Agreement with Festival Hydro Inc.

11.4 By-Law 92-2019 Authorize an Agreement with Lavis Contracting Co. Ltd.

11.5 By-Law 93-2019 Part Lot Control Exemption Lot 18 44M-70 Plan

11.6 By-Law 94-2019 Authorize a Site Plan Agreement with Adriano Paola for 275 James Street South

12. UPCOMING MEETINGS

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

Council took a brief recess at 7:54 pm.

Mayor Strathdee called the meeting back to order at 7:59 pm.

13. CLOSED SESSION

Resolution 2019-10-22-27

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Council move into a session that is closed to the public at 8:00 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED

13.1 Minutes CLOSED SESSION

13.2 CAO 59-2019 CONFIDENTIAL Report Back on McDonald House and Junction Station Land Sale Process

13.3 CAO 60-2019 CONFIDENTIAL Personal Matter About an Identifiable Individual

14. RISE AND REPORT

Resolution 2019-10-22-28

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT Council rise from a closed session at 8:55 pm.

CARRIED

Mayor Strathdee reported that a closed session was held and two matters were discussed. Staff were given direction related to the land sale process and there is nothing further to report on that matter at this time.

Council will now consider a resolution.

Resolution 2019-10-22-29

Moved By Councillor Hainer

Seconded By Councillor Winter

THAT Council approves Mayor Strathdee's request for an unpaid leave of absence; and

THAT, in accordance with Section 259(1)(c) of the *Municipal Act*, Mayor Strathdee's leave of absence is authorized to extend beyond three months if necessary;

THAT, in accordance with Section 226 of the *Municipal Act*, Mayor Strathdee has consented to Council appointing another member of Council to act as the head of Council during the period of his leave of absence;

THAT Councillor Luna be appointed as the acting Mayor effective October 23, 2019 to serve as the head of Council for the duration of Mayor Strathdee's leave of absence; and

THAT Councillor Craigmile be appointed as the Deputy Mayor effective October 23, 2019 for the duration of Mayor Strathdee's leave of absence; and

THAT the requirement of Procedure by-law 20-2016 to appoint a Deputy Mayor on December 10, 2019 for the 2020 term be considered upon Mayor Strathdee's return to office; and

THAT Councillor Pridham be appointed as an interim member of the Library Board serving as Mayor Strathdee's replacement for the duration of his leave of absence; and

THAT Councillor Edney be appointed as an interim member of the Community Policing Advisory Committee serving as Mayor Strathdee's replacement for the duration of his leave of absence; and

THAT Councillor Craigmile be appointed as an interim member of the Municipal Shared Services Committee serving as Mayor Strathdee's replacement for the duration of his leave of absence; and

THAT Councillor Hainer be appointed as an interim member of the Business Improvement Area Board serving as Mayor Strathdee's replacement until a regular election of the BIA has filled the existing vacancy.

CARRIED

15. CONFIRMATORY BY-LAW

Resolution 2019-10-22-30

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT By-Law 95-2019, being a by-law to confirm the proceedings of October 22, 2019 regular Council meeting be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

CARRIED

16. ADJOURNMENT

Resolution 2019-10-22-31

Moved By Councillor Luna

Seconded By Councillor Edney

THAT this regular meeting of Council adjourn at 8:57 pm.

CARRIED

Marg Luna, Acting Mayor

Jenna McCartney, Deputy Clerk

Briefing Note/Speaker's Notes
Municipal Council Resolution
October 2019

The following can serve as either speakers' notes for local residents who are making deputations to support our Municipal Council Resolution or as a briefing note for Councillors/Mayors who are speaking to it.

Approximately 10 minutes

Introduction

Thank you for giving me the opportunity to present to you today. My name is xxx and I am the co-chair of the xxx Health Coalition. We are a grassroots organization with more than half-a-million members across Ontario and xxx members locally. We are non-partisan and we do not tell people how to vote or endorse any political parties. Our mandate is to protect and improve our public health care system for all and we advocate to protect services as public and non-profit and to protect local accessible services on the principles that underlie our public health care system in Canada, principles of compassion and equity.

I would like to address the planned provincial cuts and closures of public health care services. These changes will lead to the province offloading more of the cost of health care services onto every municipality in Ontario, including our municipality. They also mean cuts to services for which the evidence is overwhelming that capacity is already far short of population need. The cuts and closures are unnecessary, will lead to new costs, will take money away from care and will put the quality and accessibility of public health care services at risk.

We are asking municipalities across the province to pass a motion that calls upon the Ontario government to halt the closures, mergers, and cuts to local health care services that our communities have spent almost a century or more building.

Public Health Units provide the most vital health promotion and disease prevention functions that we have in our health care system. There is no evidence to support cutting them. It is critical that these services remain local because the demographics and needs are unique. Local governance means that public health units have the flexibility to address the specific unique local demographic, socio-economic, environmental and cultural needs of their communities.

In its initial plan, the government of Ontario was planning to cut provincial funding to Public Health by 27 percent and to close 25 of 35 local Public Health Units, merging them down to 10. After significant pushback, the province has cancelled the retroactively of the funding cuts and has reduced the amount of the cut. These are steps in the right direction. But there is no evidence to support any provincial funding cut to Public Health and this is something that can be won. Amalgamating and cutting funding to Public Health Units will jeopardize vital local services including food and water safety, infectious disease tracking and prevention, immunizations, prenatal training and safety, student

breakfast programs, overdose prevention, safe needle and biohazard programs, and much much more. Opposition to these cuts exists across partisan political lines and there is a deep consensus that Public Health Unit functions must be protected. We are sure you see the importance of these services and we hope that you will help to send our clear message to the provincial government, asking them to reconsider. Already hundreds of emergency department doctors, and hundreds of nurses and health professionals are organizing to write open joint letters to the Premier asking him to stop the cuts and restructuring and stating that these changes will place hospitals under more stress, intensifying overcrowding and the hallway medicine crisis that our province is facing.

Ambulance/paramedical services: The provincial government is also planning to close 49 of 59 local paramedic units and 12 of 22 local dispatch centres. The Ontario Paramedics Association has put out an official response expressing their disappointment and grave concern regarding these plans. The centralization of local paramedic units will mean longer travel distances, longer wait times, centralized triage and the centralization of resources over time.

[**To say in rural and northern communities only:* Rural and northern communities such as our own, already suffering from a shortage of services, will be especially hard-hit as dispatch services and the governance of ambulance services would move further away. *To say in larger cities:* Larger hospitals have been required to take more and more patients from surrounding areas as their local services have been cut or closed. Today, there are frequent “code zeroes” across Ontario’s larger cities in which there is one or fewer ambulances available because all others are caught in offload delays at hospitals that cannot keep up with population need.*]

Furthermore, centralizing dispatch centres moves them further away from local communities and may lead to miscommunications regarding directions to be taken by ambulances and dispatchers who have no familiarity with the giant territory to which they would be required to dispatch. Dispatchers tell us that they receive calls from children saying “I’m in the house past the Walmart” or the like, and it makes a huge difference if dispatchers understand the territory to which they are dispatching. In Alberta, when they tried to centralize land ambulance services, complaints of long delays and mistakes and miscommunication in dispatch skyrocketed.

The big issue for paramedic services today is the duration and frequency of offload delays in which paramedics get stuck in emergency departments waiting for hours to transfer patients because the emergency departments are full. This is because the hospitals are full and patients are backlogged into the hallways waiting for a bed to become open. The centralization of paramedical services will cost likely millions in restructuring costs, taking money away from care, worsening wait times and dispatch problems, and doing nothing to address the most pressing problems faced by paramedical services. There is no evidence to support another round of centralization of ambulance and paramedic services and we hope that you will join in sending a message to the province that the people of Ontario want to protect our local governance of these most vital services.

Previous large-scale restructuring in Ontario undertaken by the Mike Harris government involved province-wide hospital restructuring, including hospital mergers and closures of dozens of local hospitals. It ultimately did not reduce administrative costs as was promised. In fact, it cost \$3.9 billion, according to the Provincial Auditor. That is, it cost \$3.9 billion in restructuring costs for mergers, according to the Provincial Auditor General, to cut \$800 million from public hospitals. These were costs to sever staff from one place then rehire them in another, costs to rejig computer

systems and telephone systems and so on in the amalgamated entities, costs for new letterhead and logos, costs for consultants and restructurors, costs for PR, costs for moving, and the list goes on. The evidence is indisputable that those costs were lost to health care and were never recouped. This is not the fault of any particular government. It was an ideology that was tried in various forms across Canada. But we have the data now, we have the results, and they are very clear. Amalgamations cost millions or billions of dollars and the evidence simply is not there that they ever recoup those costs. Moreover, the results are often years of organizational turmoil and serious service impacts. The Canadian Institute for Health Sciences Research Foundation concluded its study of health care amalgamations in Canada by saying:

“....the urge to merge is an astounding, run-away phenomenon given the weak research base to support it, and those who champion mergers should be called upon to prove their case.”

Long Term Care: As of 2020, the provincial government will be cancelling two special funds for long-term care: the High Wage Transition Fund and the Structural Compliance Fund. This amounts to a \$34 million dollar cut in today's dollars, and impacts a number of municipalities significantly. The High Wage Transition Fund in particular targets municipally run long-term care homes. This cancellation will require either increases in local (municipal) funding and/or adverse effects on the quality and quantity of care provided in these homes.

Aside from the cancellation of these two special funds, funding for daily care in long-term care homes is set to increase by only 1 percent which is approximately half the rate of inflation, meaning real dollar cuts. Yet the evidence is overwhelming that current funding and care levels are insufficient to meet the acuity – that is the complexity and heaviness – of the care needs of the residents already. Long-term care cannot take cuts. The Ontario Health Coalition recently pulled together the most recent data on Ontario's long-term care residents. What they found:

- The resident-on-resident homicide rate in Ontario's long-term care homes is higher than that of any city in the country. In many instances, elderly residents with dementia are both the perpetrators and the victims. Ontario's Chief Coroner has highlighted the unacceptable rates of homicide in our long-term care homes repeatedly.
- The acuity of residents has increased dramatically. Ontario has cut hospitals to an extent that is unheard of in Canada and among our international peers. We have the fewest hospital beds per population left of any province and among all OECD countries, only Turkey and Chile have fewer hospital beds per capita. We also have the second fewest number of long-term care beds per population. This means that those people who get into long-term care beds are often hospital patients in other jurisdictions, often psychogeriatric patients, chronic care patients and patients with mental health and behavioural needs that are beyond the scope of the homes' staff to take care of. Overall, resident care needs are very high by every possible measure.
- Yet the actual hands-on care levels in long-term care homes are decreasing, according to provincial government data. Wait lists for long-term care are extraordinary.
- All of this culminates in extraordinary resident-on-resident levels of violence as well as extremely high accident and injury rates for the staff.

The evidence shows irrefutably that levels of care in long-term care are insufficient to be safe, given the complexity of the care needs among Ontario's approximately 80,000 long-term care residents. Homes need to be properly resourced to improve care levels, they cannot safely sustain real-dollar cuts.

Local Public Hospitals: Funding for local hospitals' operating budgets is also set at less than the rate of inflation, let alone population growth and aging. This means real-dollar cuts to operational funding. It means service levels will not keep up with population needs. The Ontario Health Coalition has pulled together the government data on hospital capacity and has found the following:

- By every reasonable measure, Ontario funds its public hospitals at the lowest rate in Canada. (Per capita, as proportion of provincial GDP)
- As a result, capacity has been cut dramatically. Ontario now has the fewest hospital beds per capita of any province in the country. When compared to OECD nations, all our peer countries have almost double or more hospital beds per person. The only countries with fewer hospital beds than Ontario are Turkey and Chile.
- Ontario has the fewest nurses per weighted case (that is, per average patient) of any province in Canada.
- Ontario has the highest readmission rates (that is 30-day readmission in hospitals due to complications) of any province in Canada.
- Ontario has the highest rates of overcrowding that we could find in any jurisdiction.

More cuts mean more services & staff cuts, less services, more centralization of services and the problems with access to care that this causes, including longer waits, and worse health outcomes.

Conclusion

The provincial government is hearing the grave concerns raised across Ontario about these cuts and closures. They have begun to respond. They have rolled back a proportion of the Public Health cuts and cancelled their retroactivity. They have twice delayed the elimination of the two special funds for long-term care. They have promised to consult on the paramedical service restructuring and the public health restructuring. These are steps in the right direction. But they do not resolve the problems. We are planning major stadium events across Ontario in which we will fill four stadiums across the province (or similar type venues) to make visible the broad public support to save these services and stop the cuts and closures. We are asking this municipality to support these efforts by coming out to the event at xxxxx and by passing the municipal council resolution to save our local health care services. In so doing, you will be joining with municipal councils across Ontario. Thank you.

From: WILCOXI@thamesriver.on.ca [<mailto:WILCOXI@thamesriver.on.ca>]

Sent: October 31, 2019 1:25 PM

Subject: Upper Thames River Conservation Authority 2020 Draft Budget

Municipal CAOs, Clerks and Treasurers,

Re: Upper Thames River Conservation Authority (UTRCA) 2020 Draft Budget

Status

Provincial funding and legislative uncertainties have complicated the UTRCA's 2020 budget development. As a result, a draft budget approved by the UTRCA Board of Directors will not be available for circulation to municipalities until early December. However, in the interim, the Board has approved a 2020 draft municipal levy and it is attached for your information and use in developing your own municipal budgets.

The UTRCA Board of Directors deliberated fully the implications of a municipal levy increase for 2020 and worked to balance the objectives and priorities of the UTRCA with attention to the fiscal realities we all face in terms of reduced provincial transfer payments and uncertainties regarding provincial grants. While the Board believes they have been mindful of this balance, the draft municipal levy (and full budget package) is being circulated to you and your Councils for comment. Your feedback is critical to allow the Board of Directors to make a fully informed decision regarding the 2020 budget. Final budget approval will be considered by the Board at their February 2020 Annual General Meeting.

Critical Context

The draft municipal levy has been influenced by the following factors:

Discretionary Increases

1. An inflationary increase of 1.9% is included.
2. An increase in support of the UTRCA's Environmental Targets Strategic Plan is included; however, it has been reduced to 25% of the planned levy amount in light of financial pressures.

Uncontrollable Increases

3. The provincial formula for calculating levy apportionment among municipalities has again caused a significant shift in the funding burden to more rural municipalities. This formula uses changes in current value assessment as a basis for levy allocations and cannot be altered by the UTRCA.
4. The Province has revised the legislative responsibilities of Conservation Authorities through Bill 108. These changes reinforce that Flood Control is a core program for the UTRCA to deliver. At the same time, the Province cut the UTRCA's flood control transfer payment by 50% (\$170,000). This amount has been downloaded to the 2020 municipal levy to maintain the capacity of this core service.

If you have questions regarding the attached information, please contact:

- Ian Wilcox (General Manager) wilcoxi@thamesriver.on.ca 519 451-2800 ext. 259, or
- Christine Saracino (Supervisor, Finance and Accounting) saracinoc@thamesriver.on.ca



Ian Wilcox

General Manager/ Secretary Treasurer

2020 UTRCA Draft Municipal Levy

November 2019

			Current Operations												Capital Investments															
			General Levy		Operating Reserve Levy		Dam & Flood Control Levy		Specific Project Funding		Env Targets Year 4 (reduced)	Total Municipal Operations Funding		Year over Year Increase		Capital Maintenance		Flood Control Capital Levy				Total Municipal Capital Funding		Year over Year Increase		Total Municipal Funding for Operations & Capital		Year over Year Increase		
Municipality	2019 CVA	2020 CVA	2019	2020	2019	2020	2019	2020	2019	2020	2020	2019	2020	\$	%	2019	2020	Structure		2019	2020	2019	2020	\$	%	2019	2020	\$	%	
Oxford County	16.5514	16.6248	638,617	653,636	5,470	5,599	185,042	207,545			12,741	829,129	879,521	50,392	6.1%	28,111	29,114	Pittock Dam, Ingersoll Channel		125,000	125,000	153,111	154,114	1,003	0.7%	982,240	1,033,636	51,396	5.2%	
London City	64.6982	64.4956	2,391,306	2,535,770	21,382	21,721	962,719	995,633	105,000	105,000	49,427	3,480,407	3,707,551	227,144	6.5%	111,675	112,948	Total Structures ¹		1,486,104	2,600,000	1,597,779	2,712,948	1,115,169	69.8%	5,078,186	6,420,499	1,342,313	26.4%	
Lucan Biddulph	0.3179	0.3277	12,266	12,884	105	110	2,018	2,401			251	14,389	15,647	1,258	8.7%	531	574					531	574	43	8.1%	14,920	16,221	1,301	8.7%	
Thames Centre	3.2168	3.2126	124,117	126,310	1,063	1,082	25,585	28,831			2,462	150,765	158,684	7,919	5.3%	5,420	5,626					5,420	5,626	206	3.8%	156,185	164,310	8,125	5.2%	
Middlesex Ctre	2.2866	2.3441	88,225	92,163	756	789	14,501	17,173			1,796	103,482	111,922	8,440	8.2%	3,927	4,105					3,927	4,105	178	4.5%	107,409	116,027	8,618	8.0%	
Stratford	7.2851	7.2473	281,088	284,942	2,408	2,441	96,533	89,080			5,554	380,029	382,017	1,988	0.5%	12,572	12,692	RT Orr Dam		25,000	-	37,572	12,692	(24,880)	-66.2%	417,601	394,709	(22,892)	-5.5%	
Perth East	1.3728	1.4206	52,967	55,854	454	478	11,298	13,045			1,089	64,719	70,466	5,747	8.9%	2,276	2,488					2,276	2,488	212	9.3%	66,995	72,954	5,959	8.9%	
West Perth	1.4187	1.4523	54,739	57,100	469	489	43,583	52,033			1,113	98,791	110,735	11,944	12.1%	2,343	2,543	Fullarton Dam		5,000	5,000	7,343	7,543	200	2.7%	106,134	118,279	12,145	11.4%	
St. Marys	1.5092	1.4767	58,230	58,059	499	497	27,396	31,611			1,132	86,125	91,299	5,174	6.0%	2,631	2,586	Wildwood Dam, St Marys Floodwall		102,000	50,000	104,631	52,586	(52,045)	-49.7%	190,756	143,885	(46,871)	-24.6%	
Perth South	1.1431	1.1961	44,106	47,027	378	403	7,229	8,735			917	51,713	57,081	5,368	10.4%	1,866	2,095					1,866	2,095	229	12.3%	53,579	59,176	5,597	10.4%	
South Huron	0.2002	0.2023	7,725	7,954	66	68	1,265	1,478			155	9,056	9,654	598	6.6%	340	354					340	354	14	4.2%	9,396	10,009	613	6.5%	
Zorra	0	0		-	-	-	8,500	8,500				8,500	8,500	-	0.0%		-	Harrington \$5K Embro \$1.5K		6,500	6,500	6,500	6,500	-		15,000	15,000	-	0.0%	
SW Oxford	0	0		-	-	-	5,610	5,610				5,610	5,610	-	0.0%		-					-	-	-		5,610	5,610	-	0.0%	
TOTAL	100	100	3,753,386	3,931,699	33,050	33,678	1,391,279	1,461,675	105,000	105,000	76,636	5,282,715	5,608,688	325,973	6.2%	171,692	175,126			1,749,604	2,786,500	1,921,296	2,961,626	1,040,330	54.1%	7,204,011	8,570,314	1,366,303	19.0%	

¹Total Structures - City of London

Fanshawe Dam	50,000
Wildwood & Pittock Dams	100,000
Erosion Control	40,000
London Dykes	2,410,000
Total London Structures	2,600,000

October 21, 2019

Nottawasaga Valley Conservation Authority
8195 8th Line
Utopia ON, L0M 1T0

RE: Nottawasaga Valley Conservation Authority Levy

Please be advised that at its meeting of October 16, 2019, Council of the Township of Springwater passed the following resolution:

C457-2019

Moved by: Coughlin

Seconded by: Moore

Whereas the Township of Springwater, like all municipalities in Ontario must confront fiscal limitations and re-evaluate programs, services, and the financial sustainability of each;

And Whereas the Township of Springwater is a constituent municipality in portions of the watershed under the jurisdiction of the Nottawasaga Valley Conservation Authority and is compelled to remit non-negotiable levy funding to the Authority on an annual basis;

And Whereas the Township of Springwater cannot exercise line-item scrutiny of Nottawasaga Valley Conservation Authority's budget and operations nor does the Authority itself provide detailed substantiation of the same to its member municipalities like the Township of Springwater;

And Whereas the Township of Springwater must account for all taxpayer funds it expends within its operations and that it forwards to local agencies and boards;

Therefore Be It Resolved That the Township of Springwater requests that the Nottawasaga Valley Conservation Authority provide prior to passage of its 2020 budget the following:

- (1) Its interpretation and understanding of its mandated operations as found in the current Conservation Authorities Act, 1990, R.S.O. 1990, c.C.27 and its prescribed regulations;
- (2) The costs of each as determined under (1);
- (3) Detailed definitions and determinations of what can be characterized as non-mandatory programming and service(s);

(4) The costs of each as determined under (3);

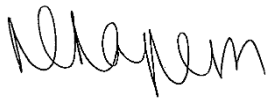
(5) Detailed definitions and determinations of fee-for-service activities of the Nottawasaga Valley Conservation Authority, the revenues they generate as the activities take place within and/or requests originate from geographic area of the Township of Springwater; and

(6) The costs that arise from programs and services enabled through the Memorandum of Understanding with the Severn Sound Environmental Association.

And That this resolution be circulated to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario.

Carried

Sincerely,



Renée Chaperon
Clerk
/cp

cc. Doug Ford, Premier of Ontario
Jeff Yurek, Minister of Environment, Conservation and Parks
The County of Simcoe
Conservation Ontario
Ontario municipalities
Ontario Conservation Authorities

October 21, 2019

Nottawasaga Valley Conservation Authority
8195 8th Line
Utopia ON, L0M 1T0

RE: Conservation Authority Levies

Please be advised that at its meeting of October 16, 2019, Council of the Township of Springwater passed the following resolution:

C456-2019

Moved by: Coughlin

Seconded by: Cabral

Whereas the Township of Springwater supports the objects of balance on conservation, environmental stewardship, and sustainability to anchor its operations, planning, services, and strategic vision;

And Whereas the Township of Springwater understands the need for both the Province and its municipalities to deliver clear, costed, and sustainable programs and services for taxpayers;

And Whereas both tiers of government must assess all programs and services to eliminate duplication and balance costs on tests of affordability, health, safety, and environmental stewardship;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 of a need for conservation authorities to re-focus their operations related to core mandates as currently defined in the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its prescribed regulations;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 that Conservation Authorities should not proceed with any increases to fees or levies;

Therefore Be It Resolved That the Township of Springwater supports any Provincial effort to require its municipal levy only apply to core mandated programs and services;

And That this resolution be forwarded to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario, signaling the Township of Springwater's

support of the Province's review, consultations and development of an updated Conservation Authorities Act and the willingness to participate in all consultations and submissions to the same.

Carried

Sincerely,



Renée Chaperon
Clerk
/cp

cc. Doug Ford, Premier of Ontario
Jeff Yurek, Minister of Environment, Conservation and Parks
The County of Simcoe
Conservation Ontario
Ontario municipalities
Ontario Conservation Authorities



OCT 29 2019

357-2019-2293

His Worship Al Strathdee
Mayor
Town of St. Marys
Email: astrathdee@town.stmarys.on.ca

Dear Mayor Strathdee:

Thank you for your letter expressing the Town of St. Marys' support for our recent announcement about conservation authorities (CAs).

CAs have a role in protecting residents and property from flooding and other natural hazards.

Over the years, CAs have expanded their roles and responsibilities into activities such as ziplining, maple syrup festivals, and photography and wedding permits. Due to the potential for more extreme weather events that could threaten our homes, businesses and infrastructure, it is important that CAs refocus on delivering their core mandate. At the same time, we must ensure we are using taxpayer dollars more efficiently.

Accordingly, our government passed Bill 108, *More Homes, More Choice Act, 2019*, which received Royal Assent on June 6, 2019. Our government is modernizing the *Conservation Authorities Act* by clarifying the core mandate of CAs, updating how they use municipal levies and fees to pay for programs and services, and streamlining the role CAs play in municipal planning to make approvals faster and less costly. Our aim is to ensure that we improve overall governance, oversight and accountability of CAs.

We are giving municipalities greater control and the ability to enter into agreements with CAs to fund any programs and services outside of the core mandate if they choose.

As I made clear in my August 16, 2019 letter to CAs, I will be reviewing all of the relevant legislation and regulations that govern Ontario's CAs with an eye to focusing their efforts on their core mandate.

We have already begun consultations with CAs and will continue to engage with municipalities, Indigenous communities, and other interested parties that are involved with the stewardship of our lands to discuss how we best focus on core mandate.

...2

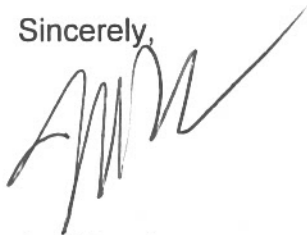
His Worship Al Stratthdee
Page 2.

Bringing CAs back to their core mandate will allow for municipalities to better manage CA budgets and programs. The legislative changes we have made ensure CAs focus on delivering core services and programs that protect communities from natural hazards and flooding while using taxpayer dollars efficiently and effectively.

I appreciate receiving the Town's suggestions, and have shared a copy of your letter with ministry staff for their consideration.

Thank you again for sharing your concerns with me.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Yurek', with a long, sweeping horizontal stroke extending to the right.

Jeff Yurek
Minister of the Environment, Conservation and Parks

c: Mr. Bruce Bateman, Assistant Deputy Minister
Land and Water Division, MECP

Mr. Randy Pettapiece, MPP
Perth-Wellington



237897 Inglis Falls Road, R.R.#4, Owen Sound, ON N4K 5N6
Telephone: 519.376.3076 Fax: 519.371.0437
www.greysauble.on.ca

November 1st, 2019

The Honourable Jeff Yurek
Minister of the Environment, Conservation and Parks
5th Floor 777 Bay Street
Toronto, ON M7A 2J3

sent via email: jeff.yurek@pc.ola.org

RE: Grey Sauble Conservation Authority Board of Directors Resolution FA-19-116

Please be advised that the following resolution was passed at the October 23, 2019 meeting of the Grey Sauble Conservation Authority Board of Directors.

Motion No.: FA-19-116

Moved by: Scott Greig

Seconded By: Marion Koepke

Whereas the Grey Sauble Conservation Authority (GSCA) Board of Directors is comprised of elected representatives from the Municipality of Arran-Elderslie, the Township of Chatsworth, the Township of Georgian Bluffs, the Municipality of Grey Highlands, the Town of Meaford, the City of Owen Sound, the Town of South Bruce Peninsula, and the Town of the Blue Mountains; and,

Whereas the Board of Directors determines the policies, priorities, projects, fees and budget of the GSCA; and,

Whereas the GSCA provides important and valued programs and services to the residents of its member municipalities that include recreation, education, water quality monitoring, forestry services, biodiversity preservation, stewardship, as well as protecting life and property through a variety of measures;

Therefore, be it resolved that the publicly elected and municipally appointed GSCA Board of Directors supports the continuation of the programs and services of the GSCA, both mandatory and non-mandatory, and that no programs or services of GSCA be "wound down" at this time; and,

That the Minister of the Environment, Conservation and Parks give clear direction as to what programs and services are considered mandatory and non-mandatory and how those programs will be funded in the future; and,

That the Minister of the Environment, Conservation and Parks utilize the Conservation Authorities Act regulations to ensure that all programs and projects of the Authority that are consistent with the Objects and Powers of an Authority be considered core programs.

1 of 2



Watershed Municipalities
Arran-Elderslie, Chatsworth, Georgian Bluffs, Grey Highlands
Meaford, Owen Sound, South Bruce Peninsula, Blue Mountains

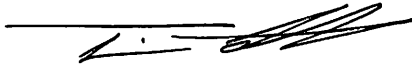
The Honourable Jeff Yurek, MECP
Re: Grey Sauble Conservation Authority Board Support of Authority Programs
November 1st, 2019

That this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Bill Walker, the Association of Municipalities of Ontario, Conservation Ontario, and all Ontario municipalities.

CARRIED

I look forward to hearing from you.

Regards,



Tim Lanthier
Interim General Manager
Grey Sauble Conservation Authority

cc: Premier Doug Ford
MPP Bill Walker
Association of Municipalities of Ontario
Ontario Municipalities
Conservation Ontario



October 31, 2019

Memorandum to: Ontario Municipalities

Subject: Ontario Electricity Rebate (OER)

I am writing to inform you about the upcoming introduction of the new Ontario Electricity Rebate (OER) on November 1, 2019. The Ontario government has made several regulatory changes as part of the transition away from Global Adjustment (GA) Refinancing under the previous government's Fair Hydro Plan to the new, more transparent on-bill rebate. These changes include amendments to Ontario Regulation 363/16 made under the *Ontario Rebate for Electricity Consumers Act, 2016*.

The transition to the OER is a key part of the government's commitment to strengthen transparency, accountability and fiscal responsibility in the electricity sector and respond to the recommendations of the Auditor General of Ontario.

The OER will replace the 8% rebate and the reduction previously provided through Regulated Price Plan (RPP) rates, as well as the GA reduction that was provided to consumers not participating in the RPP. As a result, the Electricity line on bills will rise, the OER will provide an increased percentage rebate, and the average residential bill will increase in line with inflation.

Consumers that were previously eligible for the 8% rebate will be eligible for the OER including low-volume consumers such as households and small businesses, as well as farms, certain long-term care homes, and certain larger multi-unit complexes that are primarily residential (i.e. where at least 50% of the units are "qualifying units" as defined), such as apartment buildings and condominiums (see section 1.1 (1) 5 of O. Reg. 363/16 as amended).

.../cont'd

Under the new rules, certain larger multi-unit complexes that are not primarily residential (as contemplated above), and certain types of multi-unit complexes (see section 1.1 (2) of O. Reg. 363/16 as amended), are not eligible for the OER. This includes, but is not limited to:

- hotels, motels or motor hotels, resorts, lodges, tourist camps, cottages or cabin establishments, inns, campgrounds, trailer parks, tourist homes, bed and breakfast vacation establishments or vacation homes;
- hospitals (as defined under O. Reg. 363/16, as amended);
- living accommodations occupied by a person for penal or correctional purposes, or premises that are subject to the *Ministry of Correctional Services Act* or the *Child, Youth and Family Services Act, 2017*;
- short-term living accommodations provided as emergency shelter;
- universities, colleges of applied arts and technology or other entities that provide post-secondary education; and
- premises that are identified by a NAICS code commencing with digits 21, 22, 23, 31, 32 or 33.

However, consumers that were receiving the 8% rebate on October 22, 2019 but are not eligible for the OER will nevertheless receive the OER until October 31, 2020 if they meet the new notice requirements set out in section 1.3 of O. Reg. 363/16 (as amended) before February 1, 2020. If they don't meet those notice requirements, they will receive the OER until January 31, 2020 (see section 1.2 (2) of O. Reg. 363/16 as amended).

Additional new notice requirements are also being introduced for certain larger multi-unit complexes that are eligible under the new rules (see section 1.3 of O. Reg. 363/16 as amended). These notices are due to Local Distribution Companies (LDCs) before February 1, 2020 (see section 1.1 (4) of O. Reg. 363/16 as amended).

Consumers with inquiries regarding their eligibility or notice requirements should be directed to their LDC.

Note that while this letter is intended to provide useful information about these regulatory changes and Energy, Northern Development and Mines' (ENDM) administrative policy intent, it is not intended as legal advice. You should consult with your legal advisers or with the Ontario Energy Board if you have any questions.

.../cont'd

I hope you find this information helpful. Thank you for your support as the government works to deliver on its commitment to build a fair and efficient electricity system.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Rickford". The signature is fluid and cursive, with the first name "Greg" and last name "Rickford" clearly distinguishable.

The Honourable Greg Rickford
Minister of Energy, Northern Development and Mines

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Téléc. : 416 585-6470



Ontario

November 1, 2019

Dear Head of Council:

Our government understands that municipalities are closest to the people. We also know that each municipality is unique, and one size does not fit all. This approach is reflected in a number of announcements that we have made recently, which are summarized below.

Regional Government Review

After careful consideration of the feedback we heard through the course of the Regional Government Review that was launched in January 2019, and in consultation with my Cabinet colleagues, our government is committed to partnering with municipalities without pursuing a top-down approach. We will work collaboratively and in partnership, and we will not impose any changes on municipalities.

Renewal of funding programs to identify efficiencies

The government has announced \$143 million in funding for municipalities across the province to help lower costs and deliver important services to residents over the long term. The new programs include:

Audit and Accountability Fund

- We will extend funding for 39 large urban municipalities, by providing up to \$6 million annually for three years beginning in fiscal year 2020-21. More information on the application process will follow in the coming months.

Municipal Modernization Program

- Building on Ontario's previous investment to modernize municipal service delivery, 405 small and rural municipalities will have access to an application-based program, which will provide up to \$125 million until 2022-23. The first round of funding under this program will be available in the current provincial fiscal year to support service delivery reviews, similar to the types of reviews eligible under the Audit and Accountability Fund. Details on eligibility and application process for this year's funding are coming soon.

Municipal Fiscal Year

The government is committed to consulting with the municipal sector in 2020 on the alignment of the municipal fiscal year with the Province's. We believe municipalities will be able to provide valuable input regarding how the current budget cycles affect funding allocations for their programs – and if aligning the municipal and provincial budget cycles could enhance public transparency and improve program and service delivery.

Voters' List

Our government is also proposing to work with Ontario's Chief Electoral Officer to eliminate duplication by combining the provincial and municipal voters' lists and giving Elections Ontario the responsibility of managing one voters' list.

Ontario Municipal Partnership Fund

In addition, I would like to highlight that the Minister of Finance recently sent out letters to all Heads of Council regarding the 2020 Ontario Municipal Partnership Fund (OMPF) allocations. This is the earliest that OMPF allocations have ever been announced. As indicated in that letter, the government is maintaining the current structure of the OMPF for 2020.

Thank you for your ongoing commitment to delivering efficient, effective and modern services to the people of Ontario. I look forward to continuing to work together to help the people and businesses in communities across our province thrive.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

c: The Honourable Rod Phillips, Minister of Finance



INFORMATION REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Trisha McKibbin, Director of Corporate Services
Date of Meeting:	12 November 2019
Subject:	COR 33-2019 Museum Admission Fees

INFORMATION

This report provides information to Council on the Museum's current admission by donation structure as well as information on the proposed change to admission by donation.

RECOMMENDATION

THAT COR 33-2019 Museum Admission Fees report be received for information.

BACKGROUND

In the Spring of 2019 Town staff undertook a Core Services Review of all services offered by the Municipality. This involved in-depth analysis of program delivery, services and how they were offered, revenue generation strategies and opportunities for reduction of expenses. The Director of Corporate Services and the Museum Curator worked together to draft a number of recommendations as part of the Core Services Review for the St. Marys Museum. Corporate Services staff brought forward these Museum recommendations to the Strategic Priorities Committee for review and discussion on August 13, 2019 and September 24, 2019.

As revenue generation through fees is one of the recommended strategies, the Museum's current fees for service were reviewed including the current admission strategy. It was determined that in conjunction with several other recommendations, a change from admission by donation to admission by fee is one strategy that could be undertaken to offset the operating costs of the Museum.

At the September 24, 2019 Strategic Priorities Committee, the Committee worked through each of the recommendations that were presented by staff and provided direction to proceed with the new revenue suggestions as presented, and encouraged staff to continue to employ proactive budget management techniques to reduce costs. Part of the direction given by Council was to implement a new admission structure, specifically in the amount of \$4.00 per person/per tour.

The Museum Advisory Committee was presented with the proposed admission by fee strategy at its regular meeting on October 9, 2019. The following recommendation was passed by the Committee in related to the matter.

Moved By Peter McAsh

Seconded By Krissy Nickle

THAT the Museum Advisory Committee requests that Council delay making a decision about the Museum's 2020 Fees for Service until after the November 13 meeting, giving the Museum Advisory Committee adequate time to review the changes and gather input from the Friends of the St. Marys Museum.

and

THAT the Curator/Archivist make arrangements to call a special meeting of the Friends of the St. Marys Museum to review the 2020 Fees for Service as it will impact their membership structure.

The Museum Advisory Committee held a meeting on October 30, 2019 to discussion comments received from the Friends of the Museum. The following recommendation was passed by the Committee:

Moved By Peter McAsh

Seconded By Councillor Hainer

THAT the Museum Advisory Committee has reviewed the 2020 Museum Fees for Service and support the proposed fees with the exception of the changes to admission fees.

AND

The Museum Advisory Committee recommend that the Museum continue with admission by donation, with a more prominent donation box, and a posted suggested donation of \$5.

AND

The Museum Advisory Committee recommend to Council that they accept the Friends of the Museum's offer to finance the difference in admission fees for 2020.

REPORT

There is no consistent admission fee strategy utilized by Museums in Ontario. According to a 2014 survey and report (***Ontario's Museums 2014 Profile***) completed by 184 of Ontario's Museums just over one-half of the museums (56%) charge an admission fee. On the other hand, admission is free in 22% of the responding museums. The remaining 23% of museums accept donations; some with a suggested amount (16% of museums, average suggested amount of \$3.63, ranging from \$2 to \$5) and some with no suggested amount (7% of museums).

Below is the admission fee strategy for National, Provincial and Community Museums as listed on their websites as of November, 2019.

Site	Fee	Notes
Canadian War Museum	Adult - \$17 Senior - \$15 Student - \$13 Child (3-12) - 11 Family (6 pers. – max 2 adults) - \$43 Members - Free	Free admission every Thursday from 5:00p.m. to 8:00p.m., and specific days (Remembrance Day)
Canadian Museum of History	Adult - \$20 Senior - \$18 Student - \$16 Child (3-12) - 12 Family (6 pers. – max 2 adults) - \$50 Members - Free	Free admission every Thursday from 5:00p.m. to 8:00p.m., and specific days (Remembrance Day)
Royal Ontario Museum	Adult - \$23 Senior - \$18 Student - \$18 Child - \$14 Youth (15-19) - \$12 Family (6 pers. – max 2 adults) - \$50 Members - Free	3 rd Tuesday night of the month free general admission from 5:30 to 8:30pm
Art Gallery of Ontario	Under the age of 25 - Free Over the age of 25 - \$25 Annual Pass - \$35	Free admission to those under the age of 25 is a yearlong pilot project that began in May, 2019

Ontario Science Centre	Adult - \$22 Senior - \$18 Student/Youth - \$16 Child - \$13 Members - Free	
Museum of Ontario Archaeology	Adult - \$5 Senior/Student - \$4 Child (under 12) - \$3 Free under 5 Family - \$12 Members - Free	
Canadian Baseball Hall of Fame and Museum	Adult - \$12 Child - \$10 Children under 9 – Free Family - \$35	
Community Museums		
Stratford-Perth Museum	Adult - \$7 Senior/Student - \$6 Child (under 12) - \$5 Free under 5 years Family - \$20	*plus HST
Woodstock Museum	By donation	
Wellington County Museum	By donation Fees for guided tours	
Royal Canadian Regiment Museum (London)	By donation	
Huron County Museum	Adult - \$6 Senior - \$5.50 Student - \$5 Child - \$4.50 Family - \$20	
Annandale House (Tillsonburg)	Adult - \$6 Senior - \$5 Student - \$3.50 Child - \$2.50 Family - \$12	
Castle Kilbride (Baden)	Adult - \$7 Senior/Student - \$6 Child - \$5 Family - \$20	*Prices include HST
Joseph Schneider Haus (Kitchener)	Adult - \$6 Senior/Student - \$5 Child - \$4 Free under 5 Family - \$15	
Ingersoll Museum	By donation	
Banting House (London)	Adult - \$6 Senior/Student - \$5 Child - \$3 Family - \$15	
Beachville Museum	Free – Donations welcome	
Museum London	By Donation	
Elgin County Museum (St. Thomas)	By Donation	
Backus-Page House	Adult - \$5 Student/Child - \$2 Group of 6 or more - \$3 per person	Seasonal Museum.
Strathroy-Carradoc	Free – suggested donation of \$2/per person	
Elgin Military Museum	Adult - \$5	

	Child - \$1	
Gay Lea Dairy Museum	Adult - \$5 Child - \$3	Seasonal Museum
Port Burwell Marine Museum and Lighthouse	Adult - \$3 Children – Free Family - \$8	Seasonal Museum
Port Dover Harbour Museum	By donation	

The vast majority of the museums with a mandatory charge (79%) have dates and times when the public can visit for free. This equates to 44% of all museums. Currently the province of Ontario is proposing to allow free access for children to provincial attractions, museums, galleries and historic sites across the province. The details of the program have yet to be announced.

Currently admission to tour through the St. Marys Museum is by donation. There is a donation box located by the main entrance and visitors can choose to make a donation at the beginning or end of their visit.

St. Marys Museum Admission Statistics

The attendance numbers provided below do not include attendance from group tours, school programs or special events. The donation box revenue includes donations received during special events and from researchers.

Year	Museum Tour Attendance In Town Residents	Museum Tour Attendance Out of Town Residents	Museum Tour Attendance Total	Donation Box Revenue	Average Donation Amount per Visitor	
2019	396	594	990	\$1,923	\$1.94	* year to date numbers
2018	254	511	765	\$1,772	\$2.31634	
2017	238	520	758	\$1,587	\$2.093668	
2016	138	497	635	\$1,720	\$2.708661	
2015	225	507	732	\$2,001	\$2.733607	
2014	146	470	616	\$1,546	\$2.50974	
2013	121	394	515	\$1,043	\$2.025243	
2012	182	565	747	\$1,195	\$1.599732	
2011	181	418	599	\$1,086	\$1.813022	

FINANCIAL IMPLICATIONS

In 2018, the Museum's operating expenditures were \$152,407 with \$69,287 in revenue for a balance of \$83,120 in expenditures over revenues. Expenditures to maintain the facility – heat, hydro, insurance, building repairs, custodial services and maintenance – added \$18,077 to the cost of operating the Museum. These present a net impact on the municipal operating budget in 2018 of \$101,197 to operate the community museum.

It is the expectation that the admission fees, in conjunction with strategies to increase museum visitation, will have a positive impact on revenue generation. Calculations are based on the 2020 Fees and attendance breakdown (adult, senior, child) from 2018.

Year	Attendance #s	Donation Box Revenue	Average amount per person	Proposed revenue based on 2018 Attendance and 2020 proposed fees: Adult - \$4.00 Student/Senior - \$3.25 Child under 5: free Children 5-12 - \$2.50 Family (2 adults and 1-3 children): \$10	Difference b/w donation and admission
2018	765	\$1,772	\$2.31	\$2,295	\$523
2017	758	\$1,587	\$2.09	\$2,315	\$728
2016	635	\$1,720	\$2.71	\$1,916	\$196

The increase in revenue of \$523 is based on the attendance numbers of 2018. While \$523 does not appear to be a large sum of money, it is half a percentage of the Museum's total operating costs. If the Museum were able to increase attendance numbers in 2020, there is an opportunity to off-set operating costs by 1% just in admission revenue alone. Timing for the implementation of an admission fee at the

St. Marys Museum also coincides with the Canada Agriculture and Food Museum's travelling exhibit "Space to Spoon" which will be hosted at the Museum from January 17 to May 7, 2020 which is one of the strategies proposed by staff to increase attendance at the Museum.

It is recommended that the Admission Fee strategy be reviewed after one year to determine if there is an impact on attendance or any other positive or negative implications.

Point of Sale Machine

Whether the Museum implements admission fees in 2019, the installation of a Point of Sale (debit machine) is required for the handling of money transactions at the Museum. The lack of a Point of Sale at the Museum has been an increased barrier for both fees (photocopies, research fees, reproduction fees) and gift shop sales. The cost of this machine is \$36 + hst a month, totaling \$488 per year.

If the Museum were to move to an Admission fees strategy, then an Admission Policy would be drafted. This policy would set out guidelines for free admission times (i.e. Canada Day, special events, etc.) and the basis for when admission fees can be waived.

SUMMARY

One of Council's overarching goals in the recent service delivery review was that the community would be able to continue to enjoy the high level of service that the Town offers. Through the service review, staff were able to identify of 300 recommendations that would result in cost reductions through efficiencies in operations, minor service reductions, and new revenues through fee increases while still closely maintaining historic levels of service across the corporation. Council provided direction staff to bring forward a large number of fee changes which would see additional revenues brought into the budget through fee increases across many departments in the organization.

The Director of Corporate Services and the Museum Curator worked together to draft a number of recommendations as part of the Core Services Review for the St. Marys Museum. These Museum recommendations were brought forward to the Strategic Priorities Committee for review and discussion on August 13, 2019 and September 24, 2019. It was determined that in conjunction with several other recommendations, that a change from admission by donation to admission by fee is one strategy that could be undertaken to offset the operating costs of the Museum.

An admission by fee strategy has not be piloted at the Museum in the past ten years and with the current fiscal constraints facing the municipality, it is staff's recommendation that a fee by admission strategy be undertaken as one tactic to ensure that the service levels at the Museum would remain at or near historic levels. As with all of the changes proposed through the service review, the impact of this proposal and patronage to the museum will be monitored and reported on to Council.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

André Morin, Director of Finance

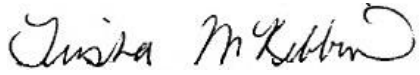
Amy Cubberley, Museum Curator

ATTACHMENTS

N/A

REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Ciaran Brennan, Supervisor of Recreation and Youth Services
Date of Meeting:	12 November 2019
Subject:	DCS 33-2019 EarlyON Report

PURPOSE

The purpose of this report is for Council to consider St. Marys as an EarlyON provider from January 1st 2020 for a two year period.

RECOMMENDATION

THAT DCS 33-2019 EarlyON Report be received; and

THAT Council accepts the funding to administer the EarlyON program beginning January 1, 2020 to December 31, 2021; and

THAT the Chief Administrative Officer, or his designate, be directed to reply to the City of Stratford Social Services Department to acknowledge the Town's willingness to implement the program; and

THAT Council direct staff to bring back the partnership agreement to a future Council meeting for approval.

BACKGROUND

In 2017 the Community Services department was approached by the Stratford Social Services Department to apply for the EarlyON RFP. The Community Services Department took on the project but unfortunately were unsuccessful with the proposal.

In September 2019, the RFP was released again for a two year contract. A new RFP was written and submitted on behalf of the Town. This application was different to the previous application as it was developed as a partnership between the Recreation Department and the Early Learning Services. Staff were informed on October 8th the submission was successful and the Town has been awarded the RFP to deliver the EarlyON program for St. Marys and Perth South for January 1, 2020 to December 31, 2021.

REPORT

What is EarlyON?

In January 2018, the Ministry of Education in Ontario merged their four existing child and family programs to be united under the EarlyON brand. EarlyON Child and Family Centres provide opportunities for children from birth to 6 years of age to participate in play and inquiry-based programs, and support parents and caregivers in their roles. EarlyON centres offer free, high-quality drop-in programs for families and children. You can learn and play with your child, meet people and get advice from early childhood professionals. EarlyON centres are open to all families in Ontario. They're welcoming places that offer a range of services and resources, where you can:

- join fun activities such as reading, storytelling, sing-alongs and games
- get advice from professionals trained in early childhood development
- find out about other family services in your community
- connect with other families with young children

These services are available at any EarlyON Centre in Ontario. Many centres are open weekdays, evenings and weekends to fit the needs of families in their communities. There are nearly 400 EarlyON Child and Family Centres, and an additional 700 locations operating out of libraries, schools, parks and community centres.

EarlyON is a combination of four programs:

- Ontario Early Years Centres
- Parenting and Family Literacy Centres
- Child Care Resource Centres
- Better Beginnings, Better Futures

The EarlyON program for Perth County is managed by the Stratford Social Services Department. This program is currently offered by Perth Care for Kids in St. Marys running out of the Pyramid Centre and occasionally in a variety of parks throughout the Town.

This new EarlyON program as designed in the RFP submission will be a joint partnership in collaboration with the St Marys Early Learning Services Department and the Recreation / Youth Services Department. Jen Lewis is the Early Learning Services Supervisor and is a Registered Early Childhood Educator (RECE). Ciaran Brennan is the Recreation & Youth Services Supervisor. Both staff members will co-lead this project creating a dynamic team that will help push the EarlyON program even further in St. Marys.

The vision for the EarlyON program is to hire one full time staff. As per the requirements of the RFP this full time staff must be a certified RECE and act in a coordinating role.

As part of the Town's Strategic Plan, one of the four pillars is balanced growth. Within this pillar, the Town's priority is Youth Retention. It is not only important to attract youth to the Town, it is also vital to retain existing youth by ensuring there are adequate opportunities. One example of the Town's commitment to this pillar included the moving and expansion of the existing Childcare Centre in 2017. With the new Centre the Town is better able to meet the growing demand in the community while providing the best space possible for children to learn and grow in.

The Town of St. Marys currently offers many programs that support child and youth development within our community; however, staff are always looking for ways to improve our services. As a provider, we offer a variety of locations and opportunities for families, children and youth to participate in a variety of programs. The Town's current locations for programs and services include the Pyramid Recreation Centre, Library, and our existing Child Care Centre. All of these programs and services mentioned meet some of the community needs. Nevertheless, the Town of St. Marys is currently underserved by the Early Years Program, as noted in the Ontario Early Years and Child and Family Centres Needs Assessment and Initial Plan for Perth County, 2017. This puts the Pyramid Recreation Centre and the Early Learning Centre, along with their partnership with the Library, in a unique situation to address these current needs.

Partnerships will be a key component to this program and staff will be working closely with the Library, local school boards, Perth District Health Unit and local parent groups to establish positive relationships and help gauge the needs of the community.

When developing and applying for the RFP, staff were very conscious of all costs to offer a program like this. So, based on all the recent work with the Community Services Department this program was also ran through the same review within the core services to analyze the cost to offer this service.

While there is no cost to the Town to run this program and Stratford Social Services will pay the full costs to operate, staff wanted to be confident nothing would be missed.

As part of the RFP process staff needed to provide a sample timetable of programs that could be offered. This sample will be used as a starting block for the development of programs. Programs will be offered in a variety of locations. As demand grows we will engage the community and users for input on programs.

Table 1: (Sample Program)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<p>9:00 am – 10:00 am 2 can do! (PRC)</p> <p>10.00am - 12:30 pm Open Playgroup Time (PRC)</p> <p>6pm - 7pm 4+ thrust (PRC/Library)</p>	<p>9.45am - 10.45am Sensory Splash Time (PRC POOL)</p> <p>11.30am - 1pm Tinker Toddlers (PRC)</p>	<p>9 am - 10 am Story and rhyme time (PRC/LIBRARY)</p> <p>11 am - 12pm Tummy Time (HUB)</p> <p>5.30pm - 7pm Explore N Grow (PRC)</p>	<p>9.45am - 10.45am Story Splash Fun (PRC POOL)</p> <p>11.30am - 1pm Tinker Toddlers (PRC)</p>	<p>9.30am - 10.30am Explore N Grow (PRC/LIBRARY)</p> <p>11am - 2pm Open Playgroup Time (PRC)</p>	

(PRC = Pyramid Recreation Centre) (HUB = Hub Room at the Early Learning Centre)

(Any programs with two locations means they will alter location on a bi-weekly basis)

*All programs listed are completely drop-in and require no registration.

Programs we will look to develop.

- 1) Tiny Tots—is an opportunity to learn to skate for little ones. Parents can bring their strollers on the ice to take other young children around.
- 2) Baby Massage-- This would be a free 6-week program, however, would require registration to confirm for instructor.
- 3) Parent and I Yoga— this would be a free 6-week program, however, would require registration to confirm for instructor.
- 4) Breast feeding workshop and support group with Perth District Health Unit
- 5) Information night / peer support, once a month with Community Living St. Marys on children with needs
- 6) Play in the Park—a free drop-in for children and their parents. These would take place at Milt Dunnell Field and Cadzow Park. Staff would take equipment to the site for families to run programming. (POP UP)
- 7) Special event Pop ups

FINANCIAL IMPLICATIONS

Listed below is the budget as presented in the RFP. It is important to note that no municipal contribution is required to deliver this program. The only costs that are not allocated is the staff time required from the Supervisors (Jen Lewis and Ciaran Brennan) that will co-lead this project. Over the next two years the Supervisors will track time required to administer this program.

Following the core service review at the PRC and prior to the submission of the RFP this proposal was run through the same analysis as all programs at the PRC. Because of that staff built in funding that will be paid back to the Town for all room usage. This means when any room is occupied the Town will be paid for the usage of this space, similar to a room rental.

There will be a new cost center that will be created for this program under the Community Services Department general ledger.

AGENCY: Town of St. Marys	2020	2021
REVENUE:		
CMSM Grants		
Donations		
GST rebates		
Other		
TOTAL REVENUE	\$0.00	\$0.00
EXPENSES:		
Administrative		
Salaries	\$2,000.00	\$2,500.00
Benefits		
Materials	\$4,000.00	\$2,000.00
Administrative total expenses	\$6,000.00	\$4,500.00
Program		
Salaries	\$49,400.00	\$49,400.00
Benefits	\$13,832.00	\$13,832.00
Materials	\$15,000.00	\$5,000.00
Furnishings	\$10,000.00	\$5,000.00
occupancy	\$20,000.00	\$20,000.00
Supplies	\$4,500.00	\$4,500.00
Training	\$2,500.00	\$2,500.00
Travel	\$1,500.00	\$1,500.00
Equipment	\$5,000.00	\$5,000.00
Other	\$0.00	
Program total expenses	\$121,732.00	\$106,732.00
TOTAL EXPENSES	\$127,732.00	\$111,232.00
REVENUE over EXPENSES		

SUMMARY

As a municipality we have the flexibility to utilize one of the many facilities to offer far more programs and services than the previous provider. The work with the St. Marys Library is priceless when it comes to the synergies between both services and together staff can offer a full range of high-quality inclusive programs. While our immediate draw is local residents, it should be noted that residents of Perth South can also utilize these services. This meets our goal within the Recreation and Leisure Master Plan and PRC Business Plan by creating even more foot traffic throughout the facility.

If Council approves this program it will begin on January 1, 2020 and will operate for a two year period. There is a possibility that if St. Marys proves to be a leader in the EarlyON program the Town could be retained as a service provider to administer the program going forward.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #3 Strategic Pillar 3: Youth Recruitment & Retention Strategy
 - Pillar #4 Culture & Recreation: Repurposing the PRC & Recreation Services Master Plan

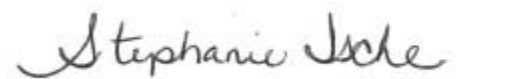
OTHERS CONSULTED

ATTACHMENTS

Letter of approval from City of Stratford Social Services

REVIEWED BY

Recommended by the Department



Stephanie Ische
Director of Community Services



Ciaran Brennan
Supervisor of Recreation & Youth Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk



Social Services Department

82 Erie Street
Stratford, ON N5A 2M4

(519) 271-3773
Fax: (519) 273-7191
www.city.stratford.on.ca

October 8, 2019

Ciaran Brennan
Supervisor of Recreation and Youth Services
Town of St. Marys
519-284-2340 ext. 626

Re: Notice of results of RFP submission for EarlyON Child and Family Centres

Thank you for your proposal to deliver EarlyON Child and Family Centres programs. The City of Stratford Social Services Department is pleased to advise you that you have been selected as the successful proponent for the **Town of St Marys and Perth South for 2020 and 2021**. Other organizations have been selected to provide EarlyON Child and Family Centre programs in the City of Stratford, Township of Perth East, and Municipality of West Perth.

The funding allocation for the Town of St Marys will be \$ 121,732 for 2020 and \$111,232 for 2021. The funds are to be allocated for direct staff delivering programs, with no more than 10% for administrative expenses as detailed in the Appendix B of the RFP submission. There will be a one-time grant of \$5,000 for equipment and program supplies.

The contract of services will commence January 1, 2020. The City of Stratford's Early Years Program Coordinator will assist you with the implementation of service delivery, as well as provide support. A service contract agreement will be prepared which details the program delivery components and other financial considerations.

A letter from the Municipality to confirm acceptance of this award is required to proceed to finalize the contract for services.

Please feel free to contact me if you have any questions.

Sincerely, on behalf of the RFP Review Team,

Barbara B. Hobson
Manager of Early Years and Child Care

cc: Kim McElroy
Director of Social Services

FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	12 November 2019
Subject:	DEV 58-2019 Thames Crest Farms (Phase 2) Street Names

PURPOSE

To seek Council approval of street names for Phase 2 of the Thames Crest Farms draft plan.

RECOMMENDATION

THAT DEV 58-2019 Thames Crest Farms (Phase 2) Street Names be received; and

THAT Council approve Carter Avenue, Hooper Street, Allen Street, High Street and Wellington Street as the street names located on the Thames Crest Farms (Phase 2) draft plan of subdivision.

BACKGROUND

On August 27, 2019, Council issued draft approval of Phase 2 of the Thames Crest Farms development consisting of:

- 168 single detached residential lots;
- 3 medium density blocks for approximately 55 street townhouse units;
- 3 park blocks;
- 3 stormwater management blocks; and,
- roads including the Wellington Street North extension and new local roads.

A copy of the draft approved plan of subdivision is provided as Attachment 1 of this report.

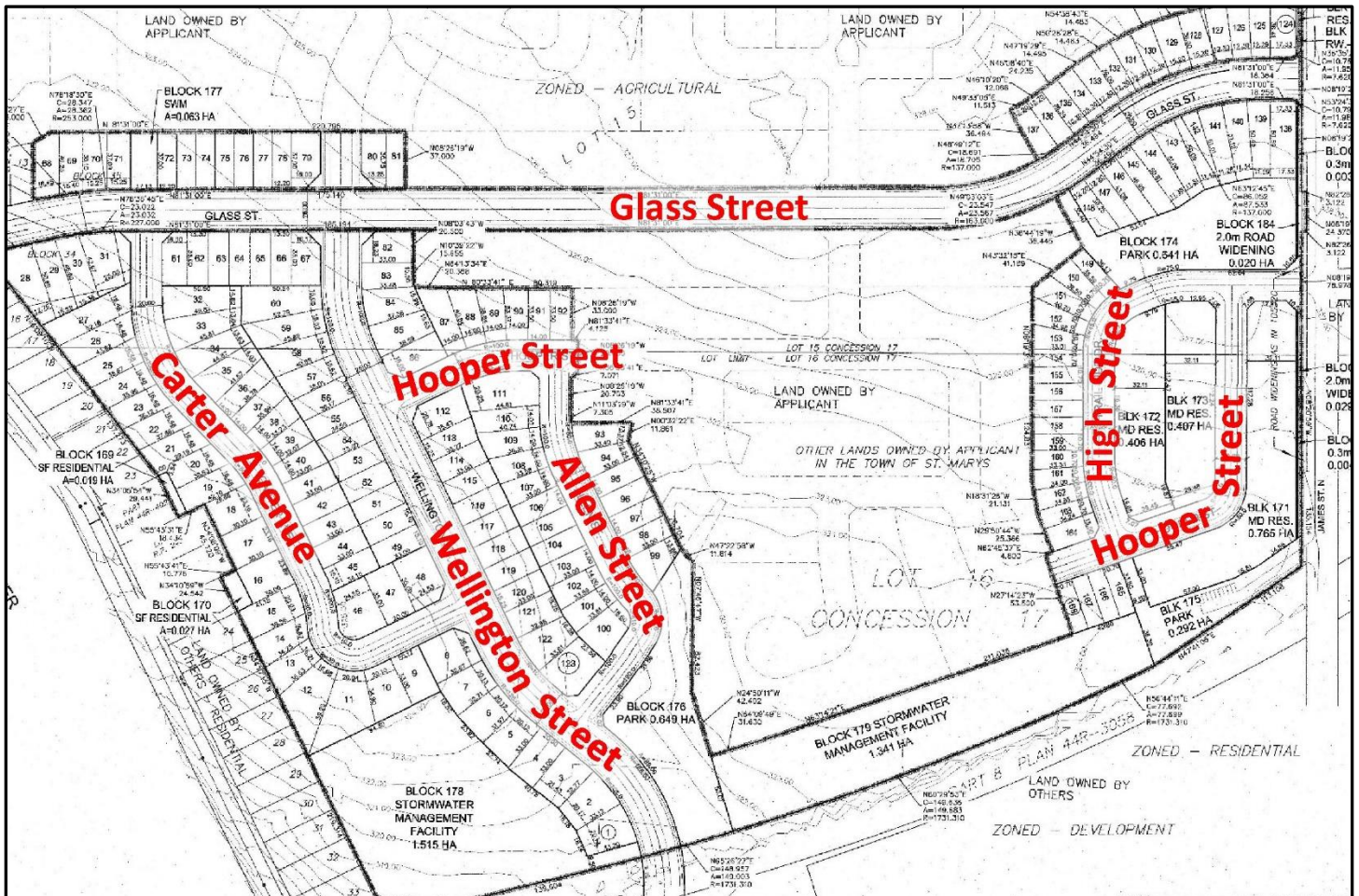
29 conditions of draft approval must be satisfied by the owner prior to the Town considering final approval of the plan, including Condition #2 requiring dedication of all road allowances to the Town and Condition #8 requiring the naming of the roads shown on the draft plan to the satisfaction of the Town.

REPORT

Thames Crest Development Corp submitted a request (dated June 27, 2019) for the Town to apply the following street names to this phase of the development:

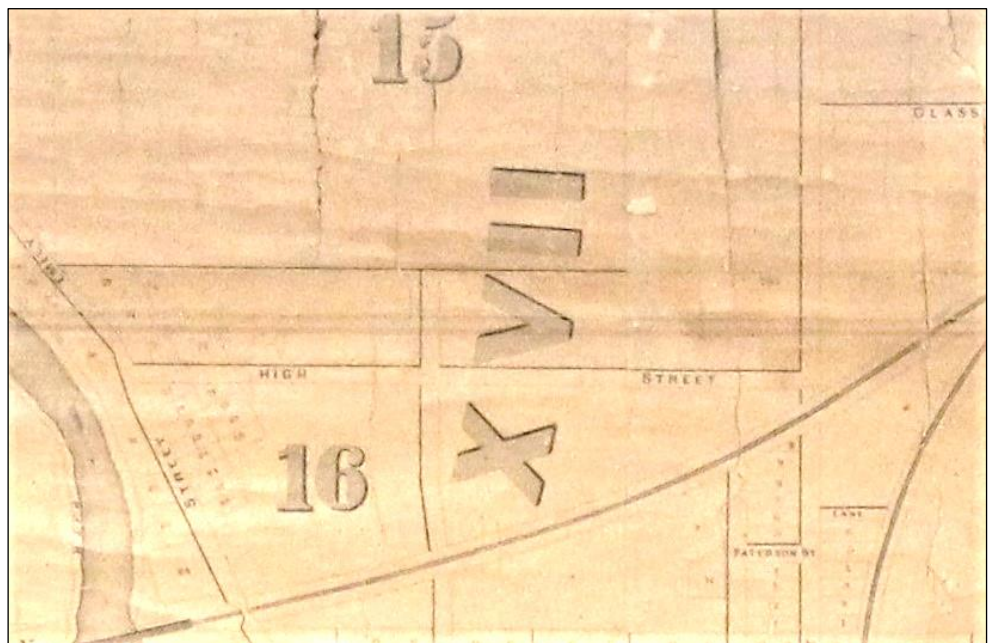
- Carter Avenue
- Hooper Street
- Allen Street
- Trail Side Drive

Although shown on the draft approved plan, these street names were not approved and are typically approved by Council post-draft approval. In addition, concern was expressed with respect to the potential confusion to 911 and delivery services when similar street names are used in the community (existing Trilside Court east of James and proposed Trail Side Drive). In response to these concerns, Thames Crest Development Corp has now suggested “High Street” to replace the proposed Trail Side Drive as shown below.



High Street was proposed as it was shown on a Town map from 1868 (see plan excerpt to the right). Staff also asked the owner for alternative options in case Council would like to consider other street names. The owner has suggested ‘Harrison’ or ‘Catherine’ as alternatives.

At the August 27, 2019 meeting, a member of Council asked if the Carter family had been consulted regarding ‘Carter Avenue’ proposed in the plan of subdivision. The owner has indicated that John



Carter was the administrator of the St. Marys Memorial Hospital for many years and the uncle of Craig Linton.

The owner has indicated that Hooper Street was chosen because they were the former owners of the subject lands. Allen Street was chosen to honour Dr. Hugh Allen who practiced obstetrics and gynecology for many years in several locations, including St. Marys Hospital. Dr. Allen is also one of the current owners of the subject lands.

FINANCIAL IMPLICATIONS

N/A

SUMMARY

It is recommended that Council approve Carter Avenue, Hooper Street, Allen Street, High Street and Wellington Street for **Phase 2 of the Thames Crest Farms development.**

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Jeff Wolfe – Asset Management/Engineering Specialist

ATTACHMENTS

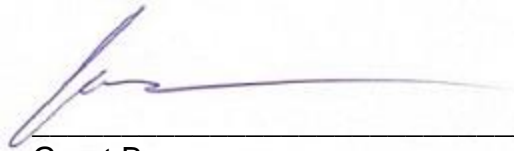
- 1) Draft plan of subdivision
- 2) Street name letter of request

REVIEWED BY

Recommended by the Department



Mark Stone
Planner



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk



Thames Crest Development Corp

#301 - 100 Wellington Street
London, ON N6B 2K6

June 27, 2019

Town of St. Marys

175 Queen Street East,
Mail: P.O Box 998,
St. Marys, ON. N4X 1B6

ATTENTION: Mr. Grant Brouwer, Director, Building and Development

Dear Mr. Brouwer,

Re: Thames Crest Draft Plan Street Names

This letter is to formally request the following street names:

Street 'A' to be named Carter Avenue

Street 'B' to be named Hooper Street

Street 'C' to be named Allen Street

Street 'D' to be named Trail Side Drive

Carter Avenue is in honour of the Carter family of St. Marys. John Carter served as the Administrator of the St. Marys Hospital for three decades and passed away June 3, 2015. His wife Margaret Carter still resides in St. Marys.

Hooper Street was chosen because they were the former owners of the lands which the development is situated.

Allen Street is in honour of Dr. Hugh Allen who practiced Obstetrics and Gynecology for many years in several locations, including St. Marys hospital. Dr. Allen also is one of the current owners of the development land.

Trail Side Drive is simply an extension of Trail Side Court on the east side of James Street North.

Sincerely,

Craig Linton

President
Norquay Developments Limited
519-672-4011
clinton@ndev.ca

FORMAL REPORT

To: Acting Mayor Luna and Members of Council

Prepared by: Mark Stone, Planner

Date of Meeting: 12 November 2019

Subject: **DEV 59-2019 Attainable Housing Financial Incentives**

PURPOSE

This report provides options and recommendations with respect to financial incentives the Town can offer to encourage the development of more attainable housing.

RECOMMENDATION

THAT DEV 59-2019 Attainable Housing Financial Incentives report be received; and

THAT staff be directed to develop a by-law and policy to implement the attainable housing financial incentives as recommended in DEV 59-2019 report;

THAT the by-law and policy be presented to Council for approval on or before December 10, 2019;

THAT the Town proceed with a 1-year pilot program in 2020 to determine the effectiveness of the program, with staff reporting back in the third quarter of 2020 with recommendations on how to further refine the program; and

THAT a budget allocation of \$50,000 from reserves be included in the 2020 draft budget for deliberation to fund the pilot program.

BACKGROUND

Strategic Pillar 6, Housing, states that “the recent County labour market survey indicates an acute shortage of skilled workers, particularly in the ‘blue collar’ and agricultural sectors. The one barrier to supplying that labour is housing options. There need to be housing options that are affordable, attainable and even include rentals. This solution might also partially encourage youth and cultural practitioners to consider St. Marys as the place to live, work and play”.

The following table provides a summary of strategic priorities, outcome statements and initiatives under the Housing Strategic Pillar relevant to the topics discussed in this report.

Strategic Priority	Initiatives (Short-term)	Initiatives (Mid-term)
<i>Outcome Statement</i>		
Attainable & mixed-use housing	<ul style="list-style-type: none"> Identify in the Official Plan development areas that would be key growth areas among targeted demographics. 	<ul style="list-style-type: none"> Create direct municipal investments to assure that housing that is affordable is created in the community.

Strategic Priority	Initiatives (Short-term)	Initiatives (Mid-term)
<i>Outcome Statement</i>		
<i>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.</i>	<ul style="list-style-type: none"> • Encourage businesses to convert second-storey spaces into rentals. • Investigate the prospect of medium density housing in the downtown and surrounding areas (infill and new development spaces: “building in and building up”). 	
Explore alternative forms of housing	<ul style="list-style-type: none"> • Review municipal policies to allow for non-traditional and alternative housing models, including accessible homes. • Investigate environmentally sustainable housing types as a pilot. 	<ul style="list-style-type: none"> • Align land use policy to encourage new housing types and approaches.
<i>To ensure affordability, new forms of housing styles should be investigated; for example amongst millennials, smaller “tiny houses” are becoming a popular alternative.</i>		
Seek public-private partnership models	<ul style="list-style-type: none"> • Investigate and develop a range of possible approaches to launch a renewed housing strategy, designed to meet the current affordability and demographic challenges. 	<ul style="list-style-type: none"> • Establish policy and budget parameters to enable new approaches to meeting the housing affordability challenges based on research findings. • Seek partnerships from other levels of government to realize this action.
<i>New approach to housing may require a different form of initial financial investment to get established.</i>		
Prioritize Town-owned property assets	<ul style="list-style-type: none"> • Given the large number of Town-owned lands and properties, funding for many of the other initiatives in this revised Strategic Plan may require the sale or lease of these assets. 	<ul style="list-style-type: none"> • Develop a short-list of essential versus non-essential Town-owned assets and make key decisions about their future. • Explore options for those assets deemed non-essential (sale, lease, partnerships, etc.).
<i>Given the large number of Town-owned lands and properties, funding for many of the other initiatives in this revised Strategic Plan may require the sale or lease of these assets.</i>		

As a part of the 2019 priorities identification, Council provided strategic direction to staff to “Take all steps within the Town’s authority to create as much housing supply as possible.”

Strategic Pillar 3, Balanced Growth speaks to youth and newcomers as two demographic groups that will further the vibrancy and culture of the Town. Short term initiatives to achieve balanced growth includes identifying infrastructure needs (e.g. affordable housing) required to attract/retain these groups.

The Town has implemented or is in the process of implementing several initiatives to encourage the provision of attainable freehold and rental housing. The ability to provide financial incentives has been a recent question of Council, with the following resolution being passed in October 2018:

Resolution 2018-10-30-12

THAT DEV 48-2018 Affordable Housing Financial Incentives report be received; and

THAT Council direct staff to prepare a detailed strategy and financial analysis for incentives to encourage affordable housing in St. Marys with the following key attributes:

To encourage the development of rental housing:

- Full or partial development charge exemptions to non-profit and government bodies that provide affordable housing
- Partial exemptions or deferred payments for development charges on all other affordable apartment type development
- Lower the Town's tax rate for multiple housing from 1.1 to 1.0
- Full or partial planning application fee exemptions for proposed affordable apartment unit development

To encourage the development of more affordable free hold housing:

- Continue to require a mix of housing forms and densities
- Encourage the provision of affordable housing opportunities through the planning approvals process
- Explore options that may be able to fill the gap in affordable freehold housing such as the viability and appropriateness of 'tiny houses', 'tiny apartments' or other forms in St. Marys

To encourage the development of affordable "alternative" freehold housing:

- Partial exemptions or deferred payments for development charges
- Full or partial planning application fee exemptions for proposed affordable unit development

The purpose of this report to provide information and recommendations on the implications of possible financial incentives to encourage affordable housing.

REPORT

The following is an overview of possible incentives the Town could offer to encourage attainable housing with specific analysis and recommendations.

A) Development Charges

The Town's current development charges are shown below:

Town of St. Marys 2019 Schedule of Development Charges	
Residential	Per unit
Single and semi-detached dwelling	\$8,657
Apartment - Two+ bedroom	\$5,150
Apartment - Bachelor and one-bedroom	\$3,567
Townhouse and other multiple dwelling	\$5,915
Non-Residential	Per foot
Commercial/Industrial/Institutional buildings	Exempt

Secondary Residential Units

Bill 108 amended the Planning Act to introduce new rules requiring municipalities to include policies in Official Plans to permit a secondary unit in any detached, semi-detached or rowhouse, and any ancillary building or structure. Bill 108 also changed the Development Charges Act to exempt the creation of additional dwelling units from the payment of development charges.

The Town's Development Charges By-law already provides specific exemptions, including for:

- (a) an enlargement to an existing dwelling unit;
- (b) one or two additional dwelling units in an existing single detached dwelling; or
- (c) one additional dwelling unit in any other existing residential building.

However, the exemptions do not apply if the:

- total gross floor area of the additional one or two units exceeds the gross floor area of the existing dwelling unit; or,
- the additional unit has a gross floor area greater than
 - in the case of a semi-detached or row dwelling, the gross floor area of the existing dwelling unit; and
 - in the case of any other residential building, the gross floor area of the smallest dwelling unit contained in the residential building

The Town's Development Charges By-law will require updating to ensure all additional dwelling units are exempt in accordance with changes to the Development Charges Act. However, proposed changes to the Development Charges Act Regulation 82/98 have not yet come into effect.

In 2020, the Town will need to consider changes to the Development Charges By-law due to the replacement of bonusing and parkland dedication provisions of the Planning Act with the new community benefits charge approach. These changes will come into effect on January 1, 2020, with a deadline of January 1, 2021 for implementation.

Staff recommends that the Town, in 2020 as part of the required update of the Town's Development Charges By-law review and update, ensure that all additional dwelling units are exempt from development charges in accordance with the Development Charges Act and updated Regulation (still pending).

Reduction for Non-profit Housing

Section 5 of the Development Charges Act provides municipalities with the ability to provide partial or full exemptions from development charges, however resulting shortfalls cannot be made up through higher development charges for other developments. Section 27 of the Development Charges Act also allows a municipality to permit deferred payment of development charges by entering "into an agreement with a person who is required to pay a development charge providing for all or any part of a development charge to be paid before or after it would otherwise be payable".

Council could implement a development charge reduction for non-profit housing development. The owner would be required to enter into an agreement with the Town under Section 27 of the Development Charges Act, notice of which would be registered on title with the intention that the provisions bind future owners of the property. The agreement would require the owner of the property

to immediately pay development charges if the lands/buildings are no longer uses for attainable housing as determined through MPAC.

The following chart provides a sample calculation of what the estimated development charge revenue reduction scenarios would be based on 50 and 30 percent reductions if a total of 20 units were developed in one year. 20 units was selected based on a target of ensuring a minimum of 30 percent of all new housing units are attainable. The Town has estimated that an average of approximately 72 units per year will be created in St. Marys based on a 1.5 percent growth rate.

Development Charge	D/C Reduction per Unit		D/C Revenue Reduction	
	50%	30%	50%	30%
\$5,915 - townhouse & other multiples	\$2,957.50	\$1,774.50	\$59,150	\$35,490
\$3,567 - bachelor & 1-bedroom apartment	\$1,783.50	\$1,070.10	\$35,670	\$21,402

Staff recommends that the Town consider development charge reductions for non-profit housing subject to owners entering into agreements with the Town requiring payment of remaining development charges if lands/buildings are no longer used for attainable housing.

Deferrals for Non-profit Housing and Rental Housing

The Development Charges Act has been amended to permit payments of development charges in annual instalments for:

- (a) non-profit housing development over a 20-year period; and,
- (b) rental housing, institutional, industrial and commercial development over a 5-year period.

Proposed changes to Regulation 82/98 of the Development Charges Act include defining 'rental housing' to include new building construction, building additions and alterations to existing buildings for four or more self-contained rental units. A proposed definition of 'non-profit housing' refers to "construction, erection or placing of one or more buildings or structures for or the making of an addition or alteration to a building or structure for residential purposes by a non-profit corporation".

In 2020, the Town will need to consider changes to the Development Charges By-law due to the replacement of bonusing and parkland dedication provisions of the Planning Act with the new community benefits charge approach. These changes will come into effect on January 1, 2020, with a deadline of January 1, 2021 for implementation. It is recommended that the Town implement the annual installment provisions of the Development Charges Act as part of the required Development Charges By-law review and update in 2020.

Staff recommends that the Town implement the annual installment provisions of the Development Charges Act (20 years for non-profit housing and 5 years for rental housing) as part of the required Development Charges By-law review and update in 2020.

B) Multi-residential Tax Rate

Property taxes for rental apartments containing 7 or more units are taxed within the "Multi-Residential" property tax class. The Town over the last 10 years has phased in decreases to the Multi-Residential tax ratio, and it currently is at 1.1, meaning 1.1 times the residential tax rate.

Other communities (City of Stratford and the County of Perth) have amended their tax ratios so that new multiple residential units (only applies to newly built units) are taxed at the 1.0 ratio of single-detached dwellings, and a number of other municipalities surveyed have also established a lower municipal tax rate for multiple type residential development. The challenge with having different tax ratios for new properties and existing properties is unfairness within the property class. Staff does not recommend creating a “New” Multi-Residential tax class with a different tax rate.

Council can consider reducing the Multi-Residential tax ratio further to provide incentives for attainable housing. Reducing the Multi-Residential tax ratio 1.0 would have a municipal tax impact of approximately \$16,000. The \$16,000 cost would be a tax shift onto the other tax classes, most of which being made up by the residential tax class and as a result, the cost of the reduction would likely outweigh the benefits. The Town of St. Marys has already made a substantial reduction in the multi-residential tax class; further reduction should only be considered once other incentive programs have been properly vetted. Property tax ratios are considered annually as part of the budget property tax policy decisions; options and impacts will continue to be reviewed annually for changes.

Staff recommends that the Town consider changes to the Multi-Residential tax ratio as part of its more comprehensive annual property tax policy decisions.

C) Planning Application Fees

Section 69(1) of the Planning Act provides municipal Councils with the authority to establish a tariff of fees, by by-law, *“for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff”*.

The following chart summarizes the current fees for Planning Act applications in St. Marys.

Type of Fee	Fee
Official Plan Amendment	\$3,500.00
Zoning Amendment	\$2,300.00
Consent to Sever	\$1,500.00
Minor Variance	\$800.00
Site Plan Agreement	\$2,200.00
Remove Holding Symbol	\$300.00
Part Lot Control	\$550.00
Deeming By-law	\$500.00
Plan of Subdivision	
- Up to 30 lots/units	\$5,000.00
- Over 30 lots/units	add \$200 per lot/unit
- Over 40 lots/units	add \$100 per lot/unit
- Over 50 lots/units	add \$5 per lot/unit

It is noted that in Report DEV 60-2019, staff is recommending changes to the current planning application fees as follows.

Application	Proposed Fee (\$)
Official Plan Amendment	3,800
Zoning By-law Amendment	3,800
Zoning By-law Amendment – Minor (e.g. addition of single use)	2,900
Concurrent Official Plan and Zoning By-law Amendments	6,000
Consent to Sever	1,500
Minor Variance	1,000
Site Plan Approval	<ul style="list-style-type: none"> * Site Plan Approval Exemption - \$200 * Minor Site Plan Application - \$1,000 * Major Site Plan Application - \$2,200 plus <ul style="list-style-type: none"> – \$50 per lot/unit over 5 lots/units – \$1/m² of non-residential floor area after the first \$1,000 m²
Remove Holding Symbol	900
Part Lot Control	1,000
Deeming By-law	900
Plan of Subdivision or Condominium	5,000 plus Over 30 lots/units - \$200 per lot/unit Over 40 lots/units - \$100 per lot/unit Over 50 lots/units - \$50 per lot/unit

Non-profit Housing

Section 106 of the Municipal Act does not permit a municipality to directly or indirectly assist “*any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose*” including “*giving a total or partial exemption from any levy, charge or fee*”. However, this does not apply to any government or non-profit entity providing attainable housing.

The following chart provides two scenarios to illustrate possible revenue reduction impacts to the municipality if this incentive is implemented (based on a 50% reduction on planning application fees).

Development Scenario	Planning Applications	50% Reduction	Revenue Reduction
Creation (severance) of lot and 10-unit multi-residential development	1 Official Plan Amendment	\$1,900	\$5,775
	1 Zoning By-law Amendment	\$1,900	
	1 Consent	\$750	
	1 Site Plan Agreement	\$1,225	
Plan of subdivision (20 units)	1 Plan of Subdivision	\$2,500	\$4,400
	1 Zoning By-law Amendment	\$1,900	

Staff recommends that Council amend the Fees By-law to provide a 50% discount to any planning application fee related to proposed attainable housing development by a non-profit organization.

For-profit Housing

With respect to attainable housing projects by the for-profit industry, Section 69(2) of the Planning Act does permit “*the council of a municipality, a planning board, a committee of adjustment or a land division committee in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the council, planning board or committee is satisfied that it would be unreasonable to require payment in accordance with the tariff*”. On this basis, Council could permit a reduction in planning fees for attainable housing projects, with such reductions being considered and approved by the Director of Building and Development at the time of application submission.

As it applies to for-profit developers, the Fees By-law could be amended to state that Council or the Committee of Adjustment may, in the interest of the Town’s attainable housing objectives, reduce any planning application fee by 50 percent. Alternatively, Council could also delegate this decision to the Director of Building and Development.

It should be noted that the reduction should be based on the percentage of units proposed to be attainable. For example, if the calculated base fee is \$5,000, then the Fees By-law would allow for a reduction in the fee by \$2,500. However, if only 40 percent of the proposed units are deemed attainable, then the fee reduction would be less (i.e. $\$5,000 \times 40\% \times 50\% = \$1,000$ fee reduction).

Staff recommends that Council amend the Fees By-law to permit a 50 percent reduction in planning fees for affordable housing projects for affordable housing projects by for-profit developers, with such reductions being considered and approved by at the time of application submission.

D) Sale or Lease of Town Owned Land

Sale or Lease of Land

In 2017, the Town sold 121 Ontario Street South through a public tender process. The Town’s Request for Proposals for the sale of the property set out a vision and development objectives for the site, including:

- residential units will be developed (preferably rental units), with a mix of one and two-bedroom units; and
- attainable price points be achieved for the residential units.

Independent assessments of specific properties will be required but it is recommended that the Town continue to assess opportunities to provide public land for the development of attainable housing.

Staff recommends that the Town continue to explore opportunities and promote the development of affordable housing through the sale or leasing of surplus or underutilized Town owned land.

Municipal Capital Facilities

In accordance with the Municipal Act, Council can pass a by-law under Section 6 of Ontario Regulation 603/06 of the Municipal Act to allow a municipality to enter into an agreement with persons, corporations, or other municipalities respecting municipal capital facilities to provide grants, benefits, and exemptions in the providing of municipal services. The approval may exempt a property from all of the taxes levied on the roll for municipal and school purposes with the exception of the sewer and water special levies restricted under Section 110(15) of the Municipal Act. Agreements can cover a number of matters including the term of the tax exemption, requirement for the by-law to be registered on title, terms of termination including ceasing of the approved use, etc.

In support of the Town's objective to promote the provision of affordable housing through the leasing of Town property, Staff recommends that the Town consider utilizing the municipal capital facilities by-law and agreement option.

E) Heritage Tax Rebate Program

Under the Municipal Act, municipalities can give tax relief to owners of eligible heritage properties by passing a by-law to create a Heritage Property Tax Relief Program ('HPTRP'). A HPTRP provides incentives to owners to make regular investments in the ongoing conservation of their heritage properties. The Province of Ontario contributes to the program by funding the education portion of the property tax rebate program. The education portion of funding is based on the same proportion as the municipal tax rebate.

In 2017, the Town passed By-law 79 of 2017 to establish a heritage tax rebate program in St. Marys. Although the program was defunded for 2019, staff provides this overview of the program as it may be a valuable option for helping to address housing affordability issues in St. Marys.

The province gives municipalities the flexibility they need to adapt their program to local circumstances. For instance, municipalities can set the amount of tax relief they wish to offer (between 10 per cent and 40 per cent) and develop eligibility criteria in addition to those prescribed in the legislation. The Town's HPTRP provided two program option subject to eligibility criteria:

- Program A provided an unconditional 20 percent rebate; and
- Program B provided a 40 percent rebate only for those projects that increased the number of dwelling units within the Heritage Conservation District.

The criteria for each Program are set out in Section 4 of By-law 79 of 2017. Council had previously set annual operating budgets of \$50,000 in 2017 and 2018 to implement the program.

Reviving the Heritage Tax Rebate Program B represents a good opportunity to leverage Provincial dollars to encourage the development of attainable housing in the downtown core. Eligibility under the former program B included heritage properties as defined in the By-law where the work completed represented significant renovations and/or rehabilitation which increases the number of residential dwelling units, or significantly improved existing, residential dwelling units, on one or more upper floors of a heritage property, and, maintains, preserves or restores the cultural heritage value or interest of the property. Heritage property tax rebates were provided in the form of credits applied to the property's tax account for the tax year in which the application was made.

Staff recommends that the Town consider reactivation of the Heritage Property Tax Relief Program B to promote investment in the downtown for the provision of affordable housing.

FINANCIAL IMPLICATIONS

See discussions throughout the report and in the Summary section below.

SUMMARY

Uptake on a new program like this is difficult to estimate. The chart below shows what the financial impact of some of the components of the program could be based on educated estimates, and historical funding levels.

To manage the unknown financial impact, staff is recommending that the Town approve a budget of \$50,000 from reserves to fund a 1-year pilot program in 2020 to implement the incentives listed in the following chart. A pilot program will allow the Town to determine the effectiveness of the program, with staff reporting back in the third quarter of 2020 with recommendations on how to further refine the program. The \$50,000 budget allocation would be funded through tax reserves and included in the 2020 draft budget for deliberation.

Recommended Incentive	Annual Funding Requirement
Update Development Charges By-law to reduce development charges for non-profit housing	50% - ranging from \$35,670 to \$59,150 30% - ranging from \$21,402 to \$35,670
Amend the Fees By-law to permit a 50% discount on planning application fees for proposed attainable housing development	+/- \$10,000 ¹
Reintroduce the Heritage Tax Rebate Program B to encourage the provision of attainable rental housing in the downtown.	\$50,000

¹ – based on the assumption of one plan of subdivision with 20 attainable units and one multi-unit development (10 attainable units) per year

Due to the nature of the incentives summarized in the following chart, staff has set out implementation approaches to allow for further consideration during the Development Charges By-law update in 2020 and through staff analysis and reporting in the first quarter of 2020 regarding possible opportunities on Town-owned surplus or underutilized land.

Recommended Incentive	Implementation
Update Development Charges By-law to exempt all additional dwelling units from development charges	

Recommended Incentive	Implementation
Update Development Charges By-law to permit annual installments for development charges (20 years for non-profit housing and 5 years for rental housing)	To be determined as part of the Development Charge By-law update in 2020.
Explore opportunities and promote the development of attainable housing through the sale or leasing of surplus or underutilized Town owned land.	Staff to present report to Council in 1 st quarter of 2020 to assist in the identification and assessment of potential opportunities to implement this initiative.
Allow for tax exemptions for attainable housing on Town owned land (leased) through the municipal capital facilities provisions of the Municipal Act.	To be assessed and implemented on a case-by-case basis.

Staff will develop a proposed by-law and policy to implement the attainable housing financial incentives as recommended in this report. These documents will define the application and review process including applicable definitions and regulations, and criteria for assessing applications.

STRATEGIC PLAN

- ☒ This initiative is supported by multiple priorities, outcomes, and tactics in the Plan, as summarized throughout the 'Report' section of this report.

OTHERS CONSULTED

André Morin, Director of Finance / Treasurer

ATTACHMENTS

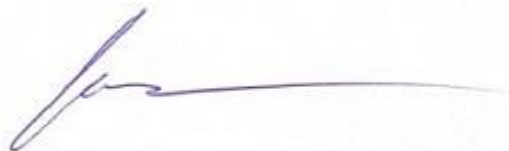
None.

REVIEWED BY

Recommended by the Department

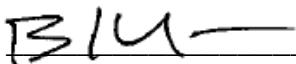


Mark Stone
Planner



Grant Brouwer
Director of Building and Planning

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	12 November 2019
Subject:	DEV 60-2019 Planning Application Fees Review

PURPOSE

To provide information regarding the Town's current planning application fees, discuss the basis for considering changes to certain application fees, provide an overview of fees levied in other municipalities, and make recommendations to Council with respect to an update to the Town's Fees By-law.

RECOMMENDATION

THAT DEV 60-2019 – Planning Application Fees Review report be received; and,

THAT Council approves the planning application fee increases recommended in DEV 60-2019 to be included in the draft consolidated fee by-law update as presented in FIN 21-2019 Consolidated Fees By-law report.

BACKGROUND

Section 69(1) of the Planning Act provides municipal Councils with the authority to establish a tariff of fees, by by-law, *"for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff"*.

Section 69(3) allows any person to pay a fee under protest and file an appeal with the Local Planning Appeal Tribunal *"against the levying of the fee or the amount of the fee by giving written notice of appeal to the Tribunal within thirty days of payment of the fee"*.

The Town collects fees for a variety of Planning Act applications. These fees are intended to cover the costs incurred by the Town in reviewing and processing these applications. Fees currently levied for planning applications are identified in Schedule 'B' of the Town's Tariff of Fees By-law No. 11 of 2013 (By-law excerpts provided in Attachment 1 of this report). A summary of the Town's current fee structure for planning applications is shown on the following page.

Since 2013, when the latest Fees By-law was passed, the planning process in St. Marys has grown in complexity for a number of reasons: changes to Provincial policies, procedures and regulations; increases in infill and intensification projects that often involve complex issues and extensive public consultation; the potential for appeals and litigation; the Town's approach to more inclusive public consultation; and the need to ensure reports regarding planning matters are more detailed and defensible.

It is noted that there are many planning functions that are not recoverable such as general policy work, general customer service duties and pre-consultation as required under the Planning Act.

REPORT

The Planning Act states that fees levied must be based on and not exceed the anticipated cost to the municipality of processing each type of application. When assessing the anticipated costs to a municipality of processing applications, an activity based costing model is often utilized which includes an analysis of direct costs (employee salaries and benefits, committee and consultant costs, office supplies, etc.), indirect costs (e.g. facility maintenance and IT), and capital costs (replacement costs for facilities, computers, etc.). If full or significant cost recovery is achieved through application fees, the assignment of costs to the general tax base is reduced.

Current Planning Application Fees – St. Marys

Type of Fee	Fee
Official Plan Amendment	\$3,500.00
Zoning Amendment	\$2,300.00
Consent to Sever	\$1,500.00
Minor Variance	\$800.00
Site Plan Agreement	\$2,200.00
Remove Holding Symbol	\$300.00
Part Lot Control	\$550.00
Deeming By-law	\$500.00
Plan of Subdivision	
- Up to 30 lots/units	\$5,000.00
- Over 30 lots/units	add \$200 per lot/unit
- Over 40 lots/units	add \$100 per lot/unit
- Over 50 lots/units	add \$5 per lot/unit

Staff has completed a high-level assessment of direct costs for each type of application however, indirect and capital costs were not included in the assessment due to the complexity and cost of such an analysis. A summary of direct costs is provided with each application type discussed in this report and provides a good indication of processing costs (since direct costs are the largest component of costs incurred). To calculate direct costs, staff hours per application were estimated and an average staff/consultant compensation cost of \$70 per hour was used. Administrative costs and reimbursements for attending Committee members were also estimated.

For comparison purposes, a survey of planning application fees levied in other municipalities was also completed including Lucan Biddulph, Niagara-on-the-Lake, North Perth, Perth South, Stratford and Thames Centre.

Official Plan Amendment (OPA)

The Town's current fee for an OPA Application is \$3,500. Direct costs per application was estimated at approximately \$3,700.

Application Type	Time Spent on Typical Application							TOTAL HOURS	TOTAL STAFF COSTS*	Admin, mailings, Committee Member fees, etc.	TOTAL
	Building & Development			Public Works	CAO / Clerk		Fire / FPO				
	Senior Staff	Admin Staff	Planning Consultant	Senior Staff	Senior Staff	Admin Staff					
Official Plan Amendment	4	5	32	1.5	2	3	0.5	48	\$3,360.00	\$340.00	\$3,700.00

The average fee charged for OPA Applications by municipalities surveyed was \$3,410, ranging from a low of \$1,600 to a high of \$7,959.

Based on an assessment of the typical costs of processing OPA Applications in the Town St. Marys and fees levied in other municipalities, Staff are recommending an increase to the current fee to \$3,800. Also, Staff recommends the addition of a provision to the Fees By-law that would allow the Town to recover costs (with any planning application) where additional legal or technical review by Town solicitors and/or consultants is required. For example, the City of Stratford Fees and Charges By-law states that *“where the City requires assistance from its solicitors or other technical or professional consultants in the processing of any of the types of applications listed below, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City’s actual cost. Depending on the amount of such fees which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted”*.

Zoning By-law Amendment (ZBA)

The Town’s current fee for a ZBA Application is \$2,300. Direct costs per application was estimated at approximately \$3,700.

Application Type	Time Spent on Typical Application							TOTAL HOURS	TOTAL STAFF COSTS*	Admin, mailings, Committee Member fees, etc.	TOTAL
	Building & Development			Public Works	CAO / Clerk		Fire / FPO				
	Senior Staff	Admin Staff	Planning Consultant	Senior Staff	Senior Staff	Admin Staff					
Zoning By-law Amendment	4	5	32	1.5	2	3	0.5	48	\$3,360.00	\$340.00	\$3,700.00

The average fee charged for ZBA Applications by municipalities surveyed was \$2,866, ranging from a low of \$750 to a high of \$7,497.

In the Township of Puslinch, there are two types of Zoning By-law Amendment applications: Standard (\$11,200) and Minor (\$5,000) as summarized below:

Note 3: Minor Zoning By-law Amendment

A Minor Zoning By-law Amendment may include, but is not limited, to the following:

- The change in use is compatible with the current zoning designation and does not require the submission of any technical studies;
- Adding a low impact use to an existing zone;
- Temporary use;
- Low impact zone changes involving single or semi-detached dwellings;
- No change in zoning category

Township staff have the discretion to determine whether a zoning by-law amendment application is classified as minor.

Note 4: Standard Zoning By-law Amendment

A Standard Zoning By-law Amendment may include, but is not limited, to the following:

- Change in zoning category;
- Larger commercial/industrial/residential applications;
- A major change of use to an existing building or structure;
- Requirement of technical studies (ie. storm water management, geotechnical, hydrological, environmental impact assessment, etc.)

Many of the municipalities surveyed have ZBA Application fees that are similar or identical to the fee levied for OPA Applications. Part of the reason for this is that the review process for the OPA and ZBA Applications are essentially the same. This is also the case in St. Marys and on this basis, it is recommended that the Town increase the fee for ZBA Applications from \$2,300 to \$3,800. However,

Staff is also recommending that the Fees By-law maintain a lower fee of \$2,900 for simple ZBA Applications (e.g. adding a single use).

Combined OPA and ZBA Applications

Often, OPA and ZBA Applications are processed concurrently and as a result, there can be certain efficiencies realized (e.g. one notice, Planning Advisory Committee and public meeting required for 2 applications). Of the municipalities surveyed where application fees were considerably higher than the average (e.g. London and Stratford), fees for certain applications were reduced when received and processed concurrently. On this basis, it is recommended that the Fees By-law include a combined fee of \$6,000 for OPA and ZBA Applications that can be processed concurrently.

Plans of Subdivision / Condominium

The Town's current fee for Plan of Subdivision Applications is summarized in the table below, along with a summary of fees from other municipalities.

	Base Fee	Additional Fees	Condominium
St. Marys	\$5,000	<ul style="list-style-type: none"> \$200 per lot/unit over 30 lots/units \$100 per lot/unit over 40 lots/units \$5 per lot/unit over 50 lots/units 	
London	\$15,000	<ul style="list-style-type: none"> \$150/single detached residential lot \$300/block (multiple residential, commercial, industrial, institutional or park) 	<ul style="list-style-type: none"> \$4,500 \$7,500 + \$150/unit for vacant land condominium
Niagara-on-the-Lake	\$8,421	<ul style="list-style-type: none"> \$139 per lot/unit over 10 lots/units Final approval - \$1,592 Modification of draft approval - \$4,293 	<ul style="list-style-type: none"> \$8,421 + \$139 per lot/unit over 10 lots/units
North Perth	\$5,000	Deposits <ul style="list-style-type: none"> 1-6 units - \$2,000 7-20 units - \$5,000 21+ units - \$10,000 	
Perth East	\$1,102	Deposits <ul style="list-style-type: none"> Engineering review, legal costs - \$10,000 	
Perth South	\$2,000	<ul style="list-style-type: none"> Additional \$2,000 for applications with between 21 and 50 lots/units Plus an additional \$2,000 for applications with greater than 51 lots/units 	
Stratford		<ul style="list-style-type: none"> \$9,167 + \$1,832 (if more than 50 units) 	<ul style="list-style-type: none"> \$5,043 + \$2,443 (if more than 50 units) Condominium exemption - \$1,218
		<ul style="list-style-type: none"> Revisions to draft conditions - \$1,222 Registration of final plan - \$612 	
Thames Centre	\$3,000		
West Perth	\$2,500	Deposits <ul style="list-style-type: none"> 1-6 units - \$2,000 7+ units - \$5,000 	

Direct costs per application was estimated at approximately \$6,150. For a 35 lot plan of subdivision, the required application fee would be \$6,000 based on the current Fees By-law.

Application Type	Time Spent on Typical Application							TOTAL HOURS	TOTAL STAFF COSTS*	Admin, mailings, Committee Member fees, etc.	TOTAL
	Building & Development			Public Works	CAO / Clerk		Fire / FPO				
	Senior Staff	Admin Staff	Planning Consultant	Senior Staff	Senior Staff	Admin Staff					
Plan of Subdivision	10	7	50	10	2	3	1	83	\$5,810.00	\$340.00	\$6,150.00

Almost all of the municipalities surveyed have established a similar fee structure as St. Marys for plans of subdivision wherein a base fee and charge per lot is levied. Based on a review of other municipalities and an analysis of the costs incurred with typical applications in St. Marys, it is recommended that the Town maintain the current fee structure with one modification. There is a significant drop-off in additional fees when greater than 50 lots are proposed (i.e. from \$100 to \$5 per lot/unit). It is recommended that the Town levy \$50 per lot/unit for every lot or unit in excess of 50. The Tariff of Fees By-law should also clearly apply these fees to plans of condominium.

Site Plan Approval (SPA)

The Town's current fee for Site Plan Applications is \$2,200. The chart below summarizes fees from the survey of other municipalities.

	Base Fee	Additional Fees
St. Marys	\$2,200	
London	\$1,750	<ul style="list-style-type: none"> • Additional \$50/residential unit after the first 5 units • \$1/m² of non-residential floor area after the first 1,000 m²
Lucan Biddulph	\$1,000	
Niagara-on-the-Lake	\$7,343	<ul style="list-style-type: none"> • Site plan agreement not requiring registration - \$3,774 • Minor amendment to existing site plan agreement - \$1,155
North Perth	\$1,500	Deposits <ul style="list-style-type: none"> • Major Application - \$10,000 • Minor Application - \$5,000
Perth East	\$551	Deposits <ul style="list-style-type: none"> • Engineering review, legal costs - \$1,023 • Applications requiring consultation - \$5,063
Perth South	\$400	
Puslinch	\$2,081	<ul style="list-style-type: none"> • Standard Application - \$20,600 • Minor Application - \$10,850
Stratford	\$3,200	<ul style="list-style-type: none"> • Additional \$1,000 for buildings or additions equal to or greater than 3,716 m², or greater than 50 units Amendments to Site Plan Agreements <ul style="list-style-type: none"> • Major - \$2,150 • Minor - \$400 • Applications for infill development - \$1,700
Thames Centre	\$1,000	<ul style="list-style-type: none"> • SPA associated with plan of condominium - \$2,500
West Perth	\$750	<ul style="list-style-type: none"> • Deposit - \$5,000

Direct costs per application was estimated at approximately \$2,310.

Application Type	Time Spent on Typical Application							TOTAL HOURS	TOTAL STAFF COSTS*	Admin, mailings, Committee Member fees, etc.	TOTAL
	Building & Development			Public Works	CAO / Clerk		Fire / FPO				
	Senior Staff	Admin Staff	Planning Consultant	Senior Staff	Senior Staff	Admin Staff					
Site Plan Approval	7	10	5	4	2	1	2	31	\$2,170.00	\$140.00	\$2,310.00

It is recommended that the Town maintain the base fee of \$2,200 but include an additional levy depending on the scale of the proposed development, as follows:

\$2,200 plus

- \$50 per lot/unit over 5 lots/units
- \$1/m² of non-residential floor area after the first \$1,000 m²

Staff is also considering changes to the Town's site plan approval process wherein there would be more than one type of application and/or approval based on the type and scale of development proposed. A report is being presented to Council in this regard and if Council approves proposed changes to the Town's site plan approval process (three-stream approach), the following fees are recommended:

- Site Plan Approval Exemption \$200
- Minor Site Plan Application \$1,000
- Full Site Plan Application \$2,200 plus
 - \$50 per lot/unit over 5 lots/units
 - \$1/m² of non-residential floor area after the first \$1,000 m²

Consents / Severances

The Town's current fee for Consent Applications is \$1,500. Direct costs per application was estimated at approximately \$1,327.50.

Application Type	Time Spent on Typical Application							TOTAL HOURS	TOTAL STAFF COSTS*	Admin, mailings, Committee Member fees, etc.	TOTAL
	Building & Development			Public Works	CAO / Clerk		Fire / FPO				
	Senior Staff	Admin Staff	Planning Consultant	Senior Staff	Senior Staff	Admin Staff					
Consent	1	5	8.5	0.25		1	0.5	16.25	\$1,137.50	\$190.00	\$1,327.50

The average fee charged for Consent Applications by municipalities surveyed was \$1,662, ranging from a low of \$1,350 to a high of \$2,619.

Based on an assessment of the typical costs of processing Consent Applications in Town St. Marys and fees levied in other municipalities, Staff are recommending no changes to the current fee at this time.

Minor Variances

The Town's current fee for Minor Variance Applications is \$800. Direct costs per application was estimated at approximately \$1,397.50.

Application Type	Time Spent on Typical Application							TOTAL HOURS	TOTAL STAFF COSTS*	Admin, mailings, Committee Member fees, etc.	TOTAL
	Building & Development			Public Works	CAO / Clerk		Fire / FPO				
	Senior Staff	Admin Staff	Planning Consultant	Senior Staff	Senior Staff	Admin Staff					
Minor Variance	1	2	12.5	0.25		1	0.5	17.25	\$1,207.50	\$190.00	\$1,397.50

The average fee charged for Minor Variance Applications by municipalities surveyed was \$1,026, ranging from a low of \$500 to a high of \$2,003.

Based on a review of the typical costs of processing Minor Variance Applications, it there would appear to be justification to increase the fee substantially. However, Staff are recommending a more modest increase from \$800 to \$1,000 in recognition that the vast majority of Minor Variance Applications are filed by residents.

Part Lot Control

The Town's current fee for Part Lot Control Applications is \$550. Direct costs per application was estimated at approximately \$980.00.

Application Type	Time Spent on Typical Application							TOTAL HOURS	TOTAL STAFF COSTS*	Admin, mailings, Committee Member fees, etc.	TOTAL
	Building & Development			Public Works	CAO / Clerk		Fire / FPO				
	Senior Staff	Admin Staff	Planning Consultant	Senior Staff	Senior Staff	Admin Staff					
Part Lot Control	0.75	0.75	6.5	0.5	1	2	0.5	12	\$840.00	\$140.00	\$980.00

The average fee charged for Part Lot Control Applications by municipalities surveyed was \$980, ranging from a low of \$400 to a high of \$1,900.

Based on an assessment of the typical costs of processing Part Lot Control Applications in Town St. Marys and fees levied in other municipalities, Staff are recommending a minor increase in the fee from \$550 to \$1,000.

Other Applications

The Town's current fee for Holding Removal and Deeming By-law Applications is \$300 and \$500, respectively. Direct costs per application was estimated at approximately \$892.50 for Holding Removal and \$875.50 for Deeming By-law.

Application Type	Time Spent on Typical Application							TOTAL HOURS	TOTAL STAFF COSTS*	Admin, mailings, Committee Member fees, etc.	TOTAL
	Building & Development			Public Works	CAO / Clerk		Fire / FPO				
	Senior Staff	Admin Staff	Planning Consultant	Senior Staff	Senior Staff	Admin Staff					
Holding Symbol Removal	0.75	1	5	0.5	1	2	0.5	10.75	\$752.50	\$140.00	\$892.50
Deeming By-law	0.75	0.75	5	0.5	1	2	0.5	10.5	\$735.00	\$140.00	\$875.00

The average fee charged for Holding Symbol Removal Applications by municipalities surveyed was \$1,030, ranging from a low of \$200 to a high of \$1,900.

While the process required for the removal of a holding symbol is far simpler than a Zoning By-law Amendment Application, a fee of \$300 hardly covers the costs associated with reviewing and deeming an application complete, preparing a staff report and by-law, and a Council meeting. Based on an assessment of the typical costs of processing these types of applications in Town St. Marys and fees levied in other municipalities, Staff are recommending an increase in the fee from \$300 to \$900.

The average fee charged for ZBA Applications by municipalities surveyed was \$1,200, ranging from a low of \$700 to a high of \$1,900.

Based on an assessment of the typical costs of processing these types of applications in Town St. Marys and fees levied in other municipalities, Staff are recommending an increase in the fee from \$500 to \$900.

FINANCIAL IMPLICATIONS

The following chart provides a comparison of estimated revenue increases based on the proposed changes to the Fees By-law. Because this report was prepared in mid-October, the total number of applications for 2019 was based on the number of applications filed to date (i.e. prorated). Only applications with proposed fee changes and that average at least one per year were included.

Application	Average # of Applications per Year (2017 to 2019)	Current Fee (\$)	Annual revenue based on current Tariff of Fees	Proposed Fee (\$)	Annual revenue based on proposed Tariff of Fees update
Official Plan Amendment	1	3,500	3,500	3,800	3,800
Zoning By-law Amendment	3	2,300	6,900	3,800	11,400
Minor Variance	5	800	4,000	1,000	5,000
Remove Holding Symbol	1	300	300	900	900
Part Lot Control	2	550	1,100	1,000	2,000
TOTALS			15,800		23,100

Based on only the application types in the chart, it is anticipated that revenues will increase by \$7,300 per year.

SUMMARY

The following table summarizes the recommended changes to the Town's planning fees.

Application	Current Fee (\$)	Proposed Fee (\$)
Official Plan Amendment	3,500	3,800
Zoning By-law Amendment	2,300	3,800
Zoning By-law Amendment – Minor (e.g. addition of single use)	2,300	2,900
Concurrent Official Plan and Zoning By-law Amendments		6,000
Consent to Sever	1,500	1,500
Minor Variance	800	1,000
Site Plan Approval *	2,200	<ul style="list-style-type: none"> * Site Plan Approval Exemption - \$200 * Minor Site Plan Application - \$1,000 * Major Site Plan Application - \$2,200 plus <ul style="list-style-type: none"> – \$50 per lot/unit over 5 lots/units – \$1/m² of non-residential floor area after the first \$1,000 m²
Remove Holding Symbol	300	900
Part Lot Control	550	1,000
Deeming By-law	500	900
Plan of Subdivision or Condominium	5,000 plus Over 30 lots/units - \$200 per lot/unit Over 40 lots/units - \$100 per lot/unit Over 50 lots/units - \$5 per lot/unit	5,000 plus Over 30 lots/units - \$200 per lot/unit Over 40 lots/units - \$100 per lot/unit Over 50 lots/units - \$50 per lot/unit

* Fees shown are based on assumption that the Town will move to a 3-stream approach to site plan applications (to be considered in a future report). Under the current site plan approval process, it is recommended that the Town levy a base fee of \$2,200 + \$50 per lot/unit over 5 lots/units + \$1/m² of non-residential floor area after the first \$1,000 m².

It is also recommended that Council add a provision to the Fees By-law allowing the Town to recover costs (with any planning application) where additional legal or technical review by Town solicitors and/or consultants is required.

It is recommended that the new fees take effect on January 1, 2020.

The Town is currently establishing a consolidated fee by-law that will be reviewed annually for fee changes. New fees will be published on the Town's website.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

André Morin, Director – Finance/Treasurer

ATTACHMENTS

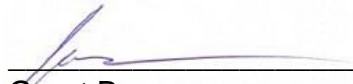
- 1) St. Marys Tariff of Fees By-law No. 11 of 2013 (excerpts)

REVIEWED BY

Recommended by the Department

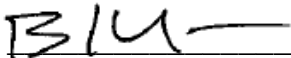


Mark Stone
Planner



Grant Brouwer
Director of Building and Planning

Recommended by the CAO



Brent Kittmer
CAO/Clerk

BY-LAW NUMBER 11 of 2013

THE CORPORATION OF THE TOWN OF ST. MARYS

BEING a by-law to establish fees or charges for services or activities provided or done by or on behalf of The Corporation of the Town of St. Marys.

WHEREAS Section 10 of the revised *Municipal Act 2001 S.O. 2001, c. 25* provides that a single-tier municipality may provide any service or thing that the municipality considers necessary for the public;

AND WHEREAS section 391 of the revised Municipal Act provides that without limiting sections 9, 10, and 11 of the Municipal Act, those sections authorize a municipality to impose fees or charges on persons;

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control

AND WHEREAS Section 69 of the Planning Act, R.S.O. 1990, c. P. 13, as amended, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 7 of the Building Code Act, S.O. 1992, c. 23 as amended, authorizes a municipal Council to pass a by-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

AND WHEREAS the Council for The Corporation of the Town of St. Marys deems it expedient to have a comprehensive user fee by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ST. MARYS hereby enacts as follows:

1. That this By-law shall be known and may be cited as the "Fees By-law", "Fees and Charges By-Law", "Fee Guide" or "Fee Schedule".
2. That Schedules A, B, C, D, E, F, and G attached shall hereto form part of this by-law.
3. That the fees and charges imposed on a person by the Town, as outlined in Schedules A, B, C, D, E, F, and G to this by-law, constitute a debt of the person to the Town.
4. That applicable taxes will be added to the fees where required.
5. The fees and charges imposed on a person by the Town, as outlined in Schedules A, B, C, D, E, F, and G to this by-law, may be increased and decreased or waived completely by the Manager to whose department the fee or charge relates in the following circumstances:
 - a) where there is a material change to the program or service being offered;
 - b) where a large-scale event, such as a conference or trade show, is being held at a Town facility or on Town-owned or Town-operated property and where a negotiated agreement is required;
 - c) where, by imposing a fee or charge, the Town is decreasing access or imposing a barrier to a person with a disability or their support person;
 - d) where a fee is set incorrectly by way of an administrative error; or,


- e) where the waiver of the fee or charge is enacted in compliance with the Town Fee Waiver Policy.
6. A Manager may impose a new fee or charge not outlined in Schedules A, B, C, D, E, F, and G to this by-law, but still under the provisions of the Municipal Act, where a new program or service is being offered by the Town. The new fee or charge imposed by a Manager shall be included in Schedules A, B, C, D, E, F, and G of this by-law, as soon as is practicable.
7. Persons with disabilities will not be charged more to access Town programs or services than that charged for the same program or service to persons without disabilities, in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005- O. Reg. 191-11*.
8. Should any part of this by-law, including any part of any schedule, be determined by a court of competent jurisdiction to be invalid or of no force and effect, it is Council's intention that such invalid part of this by-law shall be severable and that the remainder of this by-law including the remainder of the impugned schedule, as applicable, shall continue to operate and to be in force and effect.
9. That By-law 12 of 2012 is hereby repealed.

Read a first and second time this 26th day of March, 2013.

Read a third time and finally passed this 26th day of March, 2013.



Mayor Steve Grose



Kevin McIlwain, CAO/Clerk

Schedule "B"

Type of Fee	2013 FEES	HST
Development and Facilities - Building and Planning		
<u>Official Plan Amendment</u>	\$3,500.00	N
<u>Zoning Amendment</u>	\$2,300.00	N
<u>Consent to Sever</u>	\$1,500.00	N
<u>Minor Variance</u>	\$800.00	N
<u>Site Plan Agreement</u>	\$2,200.00	N
<u>Remove Holding Symbol</u>	\$300.00	N
<u>Part Lot Control</u>	\$550.00	N
<u>Deeming By-law</u>	\$500.00	N
<u>Plan of Subdivision</u>		
- Up to 30 lots/units	\$5,000.00	N
- Over 30 lots/units,	add \$200 per lot/unit	N
- Over 40 lots/units,	add \$100 per lot/unit	N
- Over 50 lots/units,	add \$5 per lot/unit	N

FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	12 November 2019
Subject:	DEV 61-2019 – Site Plan Approval Process Review

PURPOSE

To provide an overview of the Town's current site plan approval process, identify issues or 'gaps' in the current process, summarize approval processes in other municipalities and make recommendations to enhance the Town's approval process.

RECOMMENDATION

THAT DEV 61-2019 – Site Plan Approval Process Review be received;

THAT Council direct staff to bring forward a draft by-law at a future meeting of Council to amend the Town's Site Plan Control By-law No. 19 of 2011 to implement the recommendations for site plan approval process changes outlined in DEV 61-2019.

BACKGROUND

Section 41 of the Planning Act provides municipalities with the authority to require and approve plans and other supporting information/studies prior to development proceeding. In accordance with Section 41(2) of the Act, the Town passed By-law No. 19 of 2011 to designate all of St. Marys as a site plan control area. A copy of By-law No. 19 of 2011 is provided as Attachment 1 of this report.

The Planning Act and By-law No. 19 of 2011 define 'development' as:

- the construction, erection or placing of one or more buildings or structures on land;
- the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof;
- the laying out and establishment of:
 - a commercial parking lot;
 - sites for the location of three or more trailers;
 - sites for the location of three or more mobile homes; or,
 - sites for the construction, erection or location of three or more land lease community homes.

Section 41(7) of the Act and Section 7 of By-law No. 19 of 2011 state that as a condition of the approval of plans and drawings, a municipality may require the owner of the land to provide for various facilities and improvements including off-street parking and loading facilities, walkway, lighting, walls/fencing, landscaping and garbage storage. Sections 41(7)(c) and (c.1) of the Act, and Section 8 of By-law No. 19 of 2011, provide municipalities with the authority to require the owner to enter into one or more

agreements to ensure the provision of facilities, improvements, easements, etc. and to ensure that the development proceeds in accordance with approved plans and drawings. Section 41(10) of the Act provides municipalities with the authority to register agreements on title and to enforce the provisions of against the owner and all subsequent owners.

The Town's current process for the review of Site Plan Applications is summarized in the following flow chart.



Section 4 of By-law No. 19 of 2011 provides exemptions from site plan approval in the following circumstances:

- (a) development in the form of a residential building or structure containing no more than two separate dwelling units which are constructed, erected or placed for the purpose of a single-detached dwelling, semi-detached dwelling, duplex dwelling, or converted dwelling;
- (b) development in the form of a building or structure accessory to residential buildings and structures mentioned in clause 4(a) above;
- (c) development of buildings or structures used for agricultural, farm related or residential purposes in agricultural zones but not including agricultural-commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments;
- (d) development on land used for licensed mineral aggregate resource operations;
- (e) development in the form of a temporary building or structure that will be erected and used for a maximum of six consecutive months provided the temporary building or structure is incidental to and necessary for the construction work in progress and the existing development has neither been finished nor abandoned; and
- (f) any addition or alteration to an existing building or structure (existing as of the date of passing of this By-law) that does not increase the gross floor area of the existing building or structure by more than 100 square metres or twenty percent (20%) whichever is lesser. In the case of a property governed by an existing site plan agreement, any addition(s) or alteration(s) to an existing building (existing as of the date of passing of this By-law) as previously approved for development in the current site plan agreement provided such addition(s) or alteration(s) do not increase the gross floor area of the building to which the addition(s) is proposed by more than 100 square metres or twenty percent (20%) whichever is lesser.

The site plan approval process in St. Marys is similar to the process in municipalities across the Province and works well for new development projects and major additions to existing developments. Concerns have been raised that the full site plan approval process is too onerous and unnecessary if

minimal or no Town or agency concerns are expected with a particular development proposal, and/or there is a site plan agreement already registered against the lands.

The Town's approach to granting exemptions is also fairly common in other municipalities. However, some concern has been raised with the Town's approach that allows for full exemptions for additions or alterations to existing buildings or structures if equal to or less than 100 m² or 20 percent of the existing gross floor area, and that exemptions can be granted if there is no existing site plan agreement registered against the property.

REPORT

Staff conducted a review of site plan application requirements and processes in several other municipalities. Many municipalities have a similar, single option approach to processing site plan applications. However, a number of municipalities have implemented approval options or 'streams' when dealing with site plan applications.

SECTION 1 – Background Research

Minor Site Plan Applications

The City of Richmond Hill has a minor amendment application process for development proposals for lands already subject to an existing site plan agreement and involving 'minor' additions or alterations. The City determines if an application is minor at the pre-consultation stage based on the following criteria:

MINOR AMENDMENT APPLICATION PROCESS

EVALUATION CRITERIA

Development proposals for lands which are already subject to an existing Site Plan Agreement involving a **MINOR** addition or alteration may be considered under the Town's Minor Site Plan Amendment Application process (refer to Plan Requirements below and the flowchart on page 7 hereto). Subsequent to a Pre-Submission Meeting, the Town's Development Application Review Committee will utilize the following criteria to determine whether a development proposal is considered **MINOR**:

Development Type	Development Proposal
Single Detached Dwellings	No addition, alteration or increase to the approved GFA.
Multiple Residential, Non-Residential and Mixed Use Development proposals	No addition, alteration or increase to the approved gross floor area, OR , an addition or alteration of LESS THAN 10% of the approved gross floor area OR LESS THAN 50.0 square metres (538.2 square feet).
NOTES: (1) NON-RESIDENTIAL DEVELOPMENT PROPOSALS SHALL INCLUDE COMMERCIAL USES, INDUSTRIAL USES, INSTITUTIONAL USES, OUTDOOR PATIOS, SALES TRAILERS/PAVILIONS AND TEMPORARY TENTS/STRUCTURES. (2) ALL SITE PLAN AMENDMENT APPLICATIONS THAT DO NOT MEET THE ABOVE NOTED CRITERIA WILL BE PROCESSED IN ACCORDANCE WITH THE TOWN'S STANDARD SITE PLAN APPLICATION REQUIREMENTS (REFER TO PAGES 3 AND 5 HERETO).	

If the City's Development Application Review Committee determines an application is minor, a letter is issued detailing minor site plan application requirements. The applicant is required to submit a cover letter detailing the extent of modifications to the existing site plan agreement along with proposed revised plans.

The Town of Aurora has a minor site plan approval option that applies to development applications that are relatively straight forward (e.g. where the size and site development issues are considered to be less complex). Minor site plan applications apply in the following circumstances:

- i. Development Applications that, in the opinion of the Director of Planning & Development Services, are clearly within the realm of minor development;
- ii. Minor commercial, industrial or institutional building additions; and
- iii. Parking lots, including additions or modifications.

In Aurora, the minor site plan approval process mirrors the full site plan process but applies a more scoped review and a simplified agreement.

The City of Guelph has a minor site plan approval process for less complex applications. The following types of applications may be subject to this streamlined process:

Minor site plan process

The minor site plan process is a streamlined version of the standard process used for less complex applications. The following types of applications may go through the minor site plan review process:

- Redevelopment of existing buildings proposing to add less than 50 per cent of the existing GFA.
- Amendments to individual drawings for an approved site plan (e.g. landscape plan, elevations, etc.)
- Expansions of existing parking lots where fewer than 50 per cent of the existing parking spaces will be added.
- Sales trailers and sales pavilions for real estate sales.
- Garden centers in parking lots.
- Food vehicles located outside of a defined parking space.
- On-street townhouses.

The Town of Orangeville only requires a minor site plan application for:

- any conversion of a use within an existing building
- additions or alterations of gross floor area not greater than 10 percent of existing building
- the development of a new accessory or temporary building
- revisions to a previously approved site plan or agreement relating to landscaping, paving, servicing, grading or other site works

In the Township of Tay, a minor site plan application applies to:

- a residential development containing two dwellings or less;
- an addition to an existing building less than 200 m²;
- an addition to an existing building that is less than 20 percent of the gross floor area;
- any temporary building; or,
- any change to a site not involving the construction of a new building or building addition.

Exemptions from Site Plan Approval

Where a development proposal does not warrant a full review and site plan agreement in the Town of Aurora, a request may be made to the Director of Planning and Development Services for an exemption from site plan approval. The applicant must submit a site plan exemption application form indicating the type of development proposed and the reasons why an exemption is warranted, along with eight copies of a survey.

In the City of Guelph, certain developments may be exempt from site plan approval, with the general manager being delegated the authority by Council to grant exemptions on a case-by-case basis in the following circumstances:

- Low-density residential developments, including single-detached and semi-detached homes.
- University of Guelph project (subject to the Site Plan Control Bylaw).
- Farm related development including buildings and structures for agricultural use.
- Licensed pits or quarries.
- Portable classrooms on a school board site.
- Buildings or structures used for flood control as defined in the Site Plan Control Bylaw.
- Parking lot resurfacing.
- Construction trailers on a construction site as defined in the Zoning Bylaw.
- Exterior storage tanks, dust collectors and mechanical units.
- Changes to exterior cladding and façade alterations.

Securities to Ensure Completion of Works

The Town's standard site plan agreement includes provisions requiring the owner to submit a deposit to the Town as a refundable security deposit to ensure completion of works contemplated by approved development (e.g. paving, underground services, stormwater management facilities, landscaping, etc.) and to repair any damaged public facilities such as roads, curbs and sidewalks. Typically, the maximum security amount taken by the Town is \$15,000.00. There is concern that this amount is insufficient to cover the potentially significant costs of remedying deficiencies on a site.

A number of municipalities were surveyed and in most municipalities, the amount of the security is based on cost of work estimates from the owner/developer with respect to paving, curbing, landscaping, fencing, stormwater management, lighting, garbage enclosures, required off-site work (e.g. in municipal road allowances), etc. and excludes buildings. Some municipalities like Bracebridge require securities equal to 100 percent of the value of the work estimates. In many municipalities, a letter of credit is required in an amount equal to 50 percent of the cost of internal works and 100 percent for any landscaping and external works.

St. Marys currently requires securities to be provided in the form of a cash deposit but in most municipalities, an irrevocable letter of credit is also acceptable.

SECTION 2 – Recommendations for St. Marys

It is recommended that Council update the Town's site plan approval process by establishing three types of approval streams: Site Plan Approval Exemption, Minor Site Plan Application and Full Site Plan Application. All landowners/applicants are required to pre-consult with Town staff prior to submitting any site plan application. Based on a review of the submission, the Town's Director of Building and Development would determine the type of application that is required, or if an exemption should be granted.

1. Site Plan Approval Exemption

It is recommended that Council modify the Town's site plan approval process to allow for full exemptions for additions or alterations to existing buildings or structures if equal to or less than 25 m² or 10 percent of the existing gross floor area (reduced from 100 m² or 20 percent). The following table outlines the modified site plan approval exemption criteria (with changes to the Town's existing criteria shown).

Proposed Exemption Criteria
No more than 2 dwelling units for the purpose of a single detached, semi-detached, duplex or converted dwelling.
Accessory residential building or structure
Buildings or structures for agricultural, farm related or residential purposes in agricultural zones but not including agricultural-commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments.
Development on land used for licensed mineral aggregate resource operations.
Temporary buildings or structures used for a maximum of 6 months and required for construction work in progress and the development has neither been finished nor abandoned.
Any addition or alteration that does not increase the GFA of an existing building or structure by more than the lessor of 100 25 m ² or 20 10%. This applies to a property with or without an existing site plan agreement.

2. Minor Site Plan Application

The following criteria is recommended for determining if a development proposal can be processed through a Minor Site Plan Application:

Proposed Minor Site Plan Application Criteria
Additions to existing buildings not exceeding the lessor of 100 m ² or 20 percent of the existing floor area.
Expansion of an existing approved parking lot where the expansion does not exceed the lessor of 25 percent of the existing parking area or 10 parking spaces.
Minor amendments to an existing site plan agreement (e.g. minor changes to an approved landscape plan or building elevations).
Temporary buildings that do not qualify for Site Plan Approval Exemption.
Garden centres or sales display areas in parking lots.

The Town's requirements for a Minor Site Application will be tailored to the type and scale of development. For example, for a proposal involving a small addition to the front of an existing building, the Town would not require the submission of all plans typically required with a Full Site Plan Application (i.e. site plan, landscape plan, grading plan, servicing plans, building elevations, etc.). In this example, Town staff would likely only require a modified site plan and elevation plan for review, and could require a minor amendment to the existing site plan agreement. It is recommended that Council delegate approval of a Minor Site Plan Application to the Director of Building and Development.

3. Full Site Plan Application

All development proposals will be considered Full and be subject to the Town's full site plan review process, unless deemed to be a Minor Site Plan Application or granted a Site Plan Approval Exemption.

It is also recommended that the Town revise the standard site plan agreement to require securities of an amount equal to 50 percent of the cost of internal works and 100 percent for any landscaping and external works, and to permit such securities to be provided in the form of cash, certified cheque or irrevocable letter of credit.

FINANCIAL IMPLICATIONS

To be determined through consideration of report and by-law to update the Town's Fees By-law.

SUMMARY

It is recommended that Council authorize staff to prepare a draft by-law for the purposes of amending the Town's Site Plan Control By-law No. 19 of 2011 to implement the recommendations in this report.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

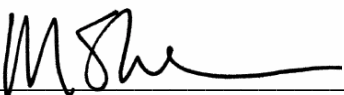
Jason Silcox – Building Inspector
Jeff Wolfe – Asset Management/Engineer Specialist
Dave Blake – Environmental Services Supervisor

ATTACHMENTS

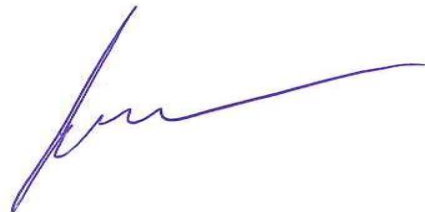
- 1) Town Site Plan Control By-law No. 19 of 2011

REVIEWED BY

Recommended by the Department

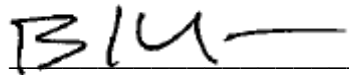


Mark Stone
Planner



Grant Brouwer
Director of Building and Planning

Recommended by the CAO

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

Brent Kittmer
CAO / Clerk

**THE CORPORATION OF THE TOWN OF ST. MARYS
BY-LAW 19 of 2011**

Being a By-law to Designate a Site Plan Control Area within the Town of St. Marys Pursuant to Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended.

WHEREAS the Council of the Corporation of the Town of St. Marys deems it desirable to designate a Site Plan Control Area;

AND WHEREAS pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, by-laws may be passed by Councils of municipalities to designate the whole or any part of a municipality as a site plan control area;

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

PART I – INTERPRETATION

1. In this by-law:

- (a) "Council" means the municipal council of the Corporation of the Town of St. Marys;
- (b) "development" means development as defined in Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13 as amended and includes:
 - (i) the construction, erection or placing of one or more buildings or structures on land;
 - (ii) the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof; or
 - (iii) the laying out and establishment of:
 - (1) a commercial parking lot;
 - (2) sites for the location of three or more trailers as defined in subsection 164 (4) of the *Municipal Act*, 2001;
 - (3) sites for the location of three or more mobile homes as defined in subsection 46 (1) of the *Planning Act*; or
 - (4) sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46 (1) of the *Planning Act*;
- (c) "Owner" means the person appearing as the registered owner according to the records of the proper land registry office or a person in the actual occupation of land sold to the Director in accordance with the *Veterans' Land Act* (Canada);
- (d) "*Planning Act*" means the *Planning Act*, R.S.O. 1990, c.P.13 as amended from time to time;
- (e) "site plan application" means an application for approval of plans and drawings for a development under Section 41 of the *Planning Act*;
- (f) "Subject Lands" means lands subject to development;
- (g) "Town" means the Corporation of the Town of St. Marys;

2. References to zones in this by-law are references to zones or classes of zones established under the Zoning By-law for the Town of St. Marys.

PART II – DEVELOPMENT SUBJECT TO SITE PLAN CONTROL

Designation of Site Plan Control Area

3. The whole of the Town of St. Marys is hereby designated as a site plan control area.

Exemptions from Site Plan Control

4. Notwithstanding Section 3 of this by-law, no site plan approval shall be required for:

- (a) development in the form of a residential building or structure containing no more than two separate dwelling units which are constructed, erected or placed for the purpose of a single-detached dwelling, semi-detached dwelling, duplex dwelling, or converted dwelling;
- (b) development in the form of a building or structure accessory to residential buildings and structures mentioned in clause 4(a) above;
- (c) development of buildings or structures used for agricultural, farm related or residential purposes in agricultural zones but not including agricultural-commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments;
- (d) development on land used for licensed mineral aggregate resource operations;
- (e) development in the form of a temporary building or structure that will be erected and used for a maximum of six consecutive months provided the temporary building or structure is incidental to and necessary for the construction work in progress and the existing development has neither been finished nor abandoned; and
- (f) any addition or alteration to an existing building or structure (existing as of the date of passing of this By-law) that does not increase the gross floor area of the existing building or structure by more than 100 square metres or twenty percent (20%) whichever is lesser. In the case of a property governed by an existing site plan agreement, any addition(s) or alteration(s) to an existing building (existing as of the date of passing of this By-law) as previously approved for development in the current site plan agreement provided such addition(s) or alteration(s) do not increase the gross floor area of the building to which the addition(s) is proposed by more than 100 square metres or twenty percent (20%) whichever is lesser.

PART III – ADMINISTRATION

Pre-Consultation Meeting

- 5. Every applicant shall consult with the Town before submitting plans and drawings for approval under subsection 41(4) of the Planning Act and section 6 of this By-law.

Approval of Plans or Drawings

- 6. In order for a site plan application to be considered under this by-law, the applicant must submit the following to the Town:
 - a) a completed Site Plan Application, in the form approved by the Chief Building Official;
 - b) the required fees;
 - c) the plans referred to in paragraph 1 of subsection 41(4) of the *Planning Act* showing the location of all buildings and structures (including ground mounted signage) to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works referred to in paragraph 41(7)(a) of the *Planning Act* and Section 7(a) herein;
 - d) where required, the drawings referred to in paragraph 2 of subsection 41(4) of the *Planning Act* showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing less than twenty-five dwelling units, which drawings are sufficient to display,
 - i) the massing and conceptual design of the proposed building;
 - ii) the relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access;
 - iii) the provision of interior walkways, stairs and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings; and
 - iv) Facilities designed to have regard for accessibility for persons with disabilities.

Conditions to Approval of Plans/Drawings

7. As a condition to the approval of the plans and drawings referred to in Section 6 herein and subsection 41(4) of the *Planning Act*, the Town may require the Owner to:
- a) Provide to the satisfaction of and at no expense to the Town any or all of the following:
 - (i) subject to the provisions of subsections 41(7)(a), (8) and (9) of the *Planning Act*, widenings of highways that abut on the land;
 - (ii) subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbs and traffic design signs;
 - (iii) off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
 - (iv) walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access;
 - (v) facilities designed to have regard for accessibility for persons with disabilities;
 - (vi) facilities for the lighting, including floodlights, of the land or of any buildings or structures thereon;
 - (vii) walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands;
 - (viii) vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material;
 - (ix) easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land;
 - (x) grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.
 - b) maintain to the satisfaction of the Town and at the sole risk and expense of the Owner the facilities or works mentioned in paragraphs 2, 3, 4, 5, 6, 7, 8 and 9 of clause 41(7)(a) of the *Planning Act* and shown on the plans and drawings, approved in accordance with Section 41 of the *Planning Act*, including the removal of snow from access ramps and driveways, parking and loading areas and walkways;
 - c) enter into one or more agreements with the Town dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in paragraph 7(a) or (e) of this by-law and the maintenance thereof as mentioned in paragraph 7(b) of this by-law or with the provision and approval of the plans and drawings referred to in section 6 herein;
 - d) enter into one or more agreements with the Town ensuring that development proceeds in accordance with the plans and drawings as approved;
 - e) subject to the provision of subsection 41(9.1) of the *Planning Act*, convey part of the land to the Town to the satisfaction of and at no expense to the Town for a public transit right of way.

Registration of Agreements

8. Any agreement entered into under Section 7(c) and (d) herein may be registered against the land to which it applies and the Town is entitled to enforce the provisions thereof against the Owner and, subject to the provisions of the *Registry Act* and the *Land Titles Act*, any and all subsequent Owners of the land.

PART IV – APPEAL**Appeal to Ontario Municipal Board**

9. Where the Town fails to approve the plans or drawings referred to in section 6 of this by-law within 30 days after they are submitted to the Town or if the Owner is not satisfied with any requirement made by the municipality under section 7 of this by-law or with any part thereof, including the terms of any agreement required, the owner may require the plans or drawings or the unsatisfactory requirements, or parts thereof, including the terms of any agreement

requirement to be referred to the Municipal Board by written notice to the secretary of the Board and to the clerk of the Town.

PART V – ENFORCEMENT

Development without Approved Plans

10. Every person who, without having plans or drawings approved in accordance with Section 41 of the *Planning Act*, undertakes any development in the site plan control area designated by this by-law is guilty of contravening Section 41 of the *Planning Act*.

Failure to Provide or Maintain Facilities, etc.

11. Every person who undertakes any development in the site plan control area designated by this by-law without providing or maintaining any of the facilities, works or matters that are mentioned in Clause 41(7)(a) of the *Planning Act* and that are required by the Town under that clause as a condition to the approval of plans or drawings in accordance with Section 41 is guilty of contravening Section 41 of the *Planning Act*.

Failure to Enter Into Agreement

12. Every person who undertakes any development in the site plan control area designated by this by-law without entering into one or more agreements with the Town that deal with or ensure the provision or maintenance of any of the facilities, works or matters and that the person is required by the Town to enter into under that subsection as a condition to the approval of plans and drawings in accordance with Section 41 is guilty of contravening Section 41 of the *Planning Act*.

Penalty Upon Conviction

13. Every person who is convicted of an offence under Section 41 of the *Planning Act* is liable to fine or penalty prescribed by section 67 of the *Planning Act*.

PART VI – DELEGATION

Delegation to Chief Building Official

14. Subject to Sections 15 to 17 of this by-law, Council's powers under Section 41 of the *Planning Act*, are hereby delegated to the Chief Building Official.

Exercise of Power

15. Notwithstanding section 14 of this by-law, the Chief Building Official may only exercise his or her authority under section 14 of this by-law with respect to amendments to site plan applications.
16. In addition to the site plan applications described in section 15 of this by-law, any site plan application may be referred to Council by the Chief Building Official if, during the processing of the application it is determined by the Chief Building Official that the possible impacts of the application warrant consideration by Council.
17. Where an application for site plan approval has been reviewed by Council, the Chief Building Official shall only exercise his or her discretion under section 14 of this by-law in a manner consistent with the recommendations of Council.

PART VII – GENERAL PROVISIONS

Other Applicable Laws

- (a) This By-law does not supersede the laws of Canada, the laws of the Province of Ontario, nor any other laws of the Town, and in the event of a conflict between this By-law and the aforesaid laws, said laws shall apply.

Repeal


- (b) By-law No. 6-2002 entitled "A By-law to Designate a Site Plan Control Area Pursuant to Section 41 of the *Planning Act* (R.S.O. 1990) passed by Council on January 22, 2002, and all amendments are hereby repealed.

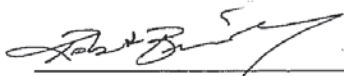
Enactment

- (c) This By-law shall come into effect upon the date of passing by the Council of the Corporation of the Town of St. Marys and hereby repeals all previous Site Plan Control By-laws that have been adopted by the Council of the Corporation of the Town of St. Marys.


READ A FIRST AND SECOND TIME THIS 26th DAY OF APRIL 2011.

READ A THIRD TIME AND FINALLY PASSED THIS 26th DAY OF APRIL 2011.


Steve Grose, Mayor


Robert Brindley, CAO/Clerk

Certified a true copy of By-law 19 of 2011 passed by the Council of the Corporation of the Town of St. Marys, April 26, 2011.


Robert Brindley, CAO/Clerk

FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	12 November 2019
Subject:	DEV 62-2019 Town of St. Marys Official Plan Review – Project Update

PURPOSE

The purpose of this report is to provide Council with an update on the Official Plan review project, discuss the implications of proposed changes to the Provincial Policy Statement, and request Council direction on next steps in the project.

RECOMMENDATION

THAT DEV 40-2019 regarding the St. Marys Official Plan Review – Project Update be received;

THAT Council direct staff to proceed with revisions to the Discussion Papers and draft Official Plan based on the proposed modified Provincial Policy Statement, including the proposed 25-year planning horizon;

THAT staff present the modified draft Official Plan to Council, circulate the revised Discussion Papers to the Province for review, and proceed with a public open house.

BACKGROUND

On June 25, 2019, Council passed resolutions providing direction to staff with respect to the Town's Official Plan review project as follows:

- 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 greenfields and fringe lands of the Town where the impact to the surrounding neighbourhood is limited;
- 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
- 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.

In late June and July, staff updated the Discussion Papers and draft Official Plan based on Council's direction. However in late July, the Province released proposed revisions to the Provincial Policy Statement (PPS). The following is a summary of some of the key changes to the PPS:

- planning horizon increased from 20 to 25 years;
- housing land supply requirement increased from 10 to 12 years;
- increased flexibility for municipalities with respect to compact form, mixing of uses, densities and phasing;
- added flexibility for settlement area expansions – minor adjustments permitted outside of a comprehensive review subject to certain requirements including no net increase within the settlement area, the ability to meet intensification and redevelopment targets, and appropriate servicing;
- introduction of reference to housing options;
- fast-tracking requirement for certain types of development applications, including for housing; and,
- enhancement of engagement with Indigenous communities.

REPORT

Of particular importance to the Town of St. Marys is the proposed increased planning horizon from 20 to 25 years. In late Summer and early Fall, staff updated the population projections and growth management numbers based on a 25 year planning horizon and re-examined the Town's options with respect to designating additional supply based on the assumption that the proposed changes to the PPS will eventually be approved.

Updated 25-year Population Projections

The projected 2019 population for St. Marys is 7,268. A 1.5 percent growth rate will increase the total population to 10,547 people in 2044, an increase of 3,279 people from the projected 2019 population (7,268), or an average of about 131 people per year.

Projected 2044 Population	Persons per Dwelling	Total Dwellings Required to House 2044 Population	Current Number of Dwellings	New Dwellings Required to House 2044 Population	Average Dwellings per Year (2019 – 2044)
10,547 (1.5%)	2.15	4,906	3,092	1,814	72.6

It appears that approximately 1,814 new dwelling units will be required to house the projected population in 2044.

Updated Residential Land Requirements

Units Available	
Final approved plans of subdivision	82
Draft approved plans of subdivision	223
Final approved plans of condominium	0
Final approved site plan development	39
Potential residential development areas	602
Potential infill units/lots (next 20 years)	175
Total	1,121

It is estimated that an additional 693 units (1,814 required minus 1,121 available units) are required to house the projected 2044 population. Before considering additional Greenfield lands, staff considered additional opportunities for intensification and redevelopment including projected intensification on Highway Commercial lands. As directed by Council, staff added a new Medium Density Designation to the draft Official Plan that limits building forms to mid-rise apartments, stacked or back-to-back townhouses and similar medium density development, and is intended to ensure early provision of higher density, affordable housing on existing and newly designated Greenfield properties.

Following this growth management exercise, staff completed additional text and mapping changes to the draft Official Plan. The planned next steps were to present the updated draft Official Plan to Council for endorsement, circulate the draft Official Plan to the Province for comments, holding of the statutory open house and public meeting, and Council adoption. However, Staff recently met with Provincial staff to discuss changes to the PPS, staff's approach to implementing the proposed changes to the PPS, the Provincial review and approval process, etc. Based on these discussions, Town staff believe that it is likely the proposed changes to the PPS will be approved, but the new PPS will likely not come into effect until early 2020.

FINANCIAL IMPLICATIONS

None known at this time.

SUMMARY

The recently modified draft Official Plan does not conform with the current 2014 PPS since it has been updated to conform with the proposed new modified PPS, expected for approval early in 2020. The issue for the Town is that Council cannot adopt an Official Plan that does not conform with the PPS. In order to keep the process moving and also to take this as an opportunity to bring the community up to speed with changes to the Discussion Papers and the draft Official Plan, it is proposed that staff present the draft Official Plan to Council and seek authorization to proceed to a non-statutory open house.

While Provincial staff are not in a position to review the draft Official Plan since it is technically a non-conforming document until the new PPS comes into effect, Provincial staff has agreed to review and provide comments on the updated Discussion Papers. Since the Discussion Papers served as the basis for the majority of changes to the Official Plan, providing the Papers to the Province for review will help to identify any major issues or concerns well in advance of Council adoption and will likely reduce the time period for approval once the new PPS is in effect.

STRATEGIC PLAN

- ☒ This report is supported by the following priorities and tactics in the Strategic Plan:
 - Pillar #6: Housing - There need to be housing options that are affordable, attainable, and even include rentals
 - 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, and immigrants, and persons of all abilities.
 - Identify in the Official Plan development areas that would be key growth areas among targeted demographics.
 - Address infrastructure needs to best ensure development capacity.

OTHERS CONSULTED

N/A

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department

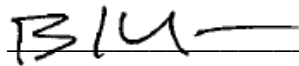


Mark Stone
Planner



Grant Brouwer
Director of Building and Planning

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	12 November 2019
Subject:	PW 62-2019 Snow Removal – Sidewalks & Trail System

PURPOSE

This report is meant to facilitate discussion around the 2019-2020 sidewalk and trail winter maintenance plan and to seek approval for strategic reductions in winter maintenance activities to isolated sidewalk and trail network areas.

RECOMMENDATION

THAT PW 62-2019 Snow Removal – Sidewalks and Trail System report be received; and

THAT Council approve the proposed winter maintenance reductions to specific sidewalks and trails; and

THAT Council approve By-law 96-2019.

BACKGROUND

Downtown winter maintenance service levels have undergone various changes in recent years as a result of service issues raised by local merchants, contractor availability, Town resource allocation and revisions to provincial maintenance standards.

Prior to 2014, St. Marys relied on individual property owners to complete snow removal on downtown sidewalks. In 2014 The St. Marys Business Improvement Area (BIA) requested assistance from the Town to ensure consistent clearing of snow. The main concern raised was that during heavy snow events intermittent sections of the sidewalk would be inaccessible due to lack of winter maintenance.

To address this concern the BIA requested a single pass of snow removal before 7am, with individual owners taking on sidewalk maintenance after 7am. Staff investigated various methods to complete the single pass and ultimately determined a contracted service model was the optimal service delivery option. Private contractors had the smaller equipment required to overcome several physical constraints that existed in the downtown at the time and prevented the use of the Town's sidewalk snow removal equipment.

From 2014-2015 a contractor was retained by the Town to provide the single pass snow clearing before 7am. As the agreement expired, the contractor cited increasing insurance costs as prohibitive of a profitable service and was no longer interested in the service.

While Public Works was going through the tender renewal process, the Facilities Department received capital approval for a small tractor. The new unit was to improve winter sidewalk snow removal service at the Pyramid Recreation Centre (PRC) and to assist with summer ball diamond grooming. The small tractor was not only the right size for completing snow removal work at the PRC, but it was also small enough to maneuver some of the physical constraints in the downtown that prevented Public Works

from using the larger sidewalk equipment. With no contractors willing to take on the work, the contracted services money was re-allocated to expand seasonal staff hours so the Town could complete the downtown work internally with the new Facilities tractor.

Existing Equipment Complement

The Facilities tractor has a very small foot print which allows it to access many tight areas. However, this improved maneuverability comes with several weaknesses when comparing to the Town's other sidewalk maintenance equipment. Public Works operates two Trackless Municipal Tractors for snow removal operations on municipal sidewalks. Compared to the small Facilities tractor, Trackless units have quadruple the horsepower and move at a rate 2 to 3 times faster depending on the depth of snow. Further, the Trackless units are constructed to an industrial grade and require less frequent maintenance. In summary, the Trackless units are far superior in many ways.

To improve the operational range of capabilities, the Trackless units both received directional blades to replace the fixed V blade plows used in the past. The Trackless units have been equipped with various attachments to increase their functionality and to provide year round operation. The additional attachments have enabled the Town to reduce reliance on contracted services in other functions outside of snow removal such as stump removal and turf maintenance. Moving forward it is unlikely the Town would deviate from the existing complement of Trackless units due to the service optimization and capital investments to date.

Downtown Reconstruction

St. Marys reconstructed Queen Street East between Peel Street and Thomas Street in 2016. Early on in the design process staff identified several existing restrictions for operating the existing Trackless sidewalk units in the downtown core. The design was able to remove several restrictions from the core and staff were confident that the majority of the downtown could be serviced with the Trackless units. These design considerations included the removal of trees, improving corner radii, creation of a continuous 1.5m walking path, and the increased width of the sidewalks on the Victoria Bridge.

Bridge Deck Sidewalks

Historically, the four bridge locations at Queen St. W., Water St. N., Wellington St. N. and Church St. N. represented various constraints for winter sidewalk maintenance. The table below outlines the constraints that have been overcome with recent infrastructure investments. The completed and pending modifications will allow staff to optimize deployment of Town resources for winter activities.

Bridge Location	Historic Sidewalk Constraint for Trackless	Path forward
Victoria Bridge on Queen Street West	Sidewalk too narrow	Width increased in 2016 - No constraints
Green Bridge on Water Street North	Bridge capacity load restriction	To be completed by hand shoveling in 2019-2020 season, no solution in sight
Wellington Street North Bridge	Sidewalk too narrow	Width increased in 2017 – No constraint
Church Street North Bridge	Sidewalk too narrow	To be completed by hand shoveling in 2019-2020 season, to be resolved in 2020 with reconstruction of parapet walls.

Minimum Maintenance Standards Update – May 3, 2018

Provincial Minimum Maintenance Standards (MMS) were updated in May of 2018. Among other revisions, the updated regulation included snow removal standards for municipal sidewalks. Below is an excerpt from the updated regulation:

Snow accumulation on sidewalks

16.3 (1) *Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,*

- a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and*
- b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.*

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,

- (a) plowing the sidewalk;*
- (b) salting the sidewalk;*
- (c) applying abrasive materials to the sidewalk;*
- (d) applying other chemical or organic agents to the sidewalk; or*
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.*

Had the Town not opted to invest in the various infrastructure improvements in the downtown, meeting these new standards could have been problematic. The Town is now in a position to effectively deploy resources and meet the MMS standards using existing equipment and staffing.

REPORT

Staff have prepared a proposed 2019-2020 Winter Maintenance Service Reduction Plan for pedestrian sidewalk and trail networks. See Attachment 1. Highlighted areas show locations where winter maintenance has been discontinued in previous years as well as proposed additional areas for the 2019—2020 season. The driving factors behind the proposed reduction in winter maintenance areas are generally related to surface conditions, width of access for machine use, and safety concerns.

The overall goal of the proposed winter maintenance service reductions is to maintain a functional pedestrian network during the winter months without increasing the existing staffing or equipment levels. It should be noted that staff have been tasked with internalizing areas that were previously completed using contracted services. This has been done through optimization of equipment and through investigation and review of service delivery.

St. Marys has an extensive trail network, with many trails functioning as pedestrian network linkages between areas. Examples include the Grand Trunk Trail (GTT) and Riverview Walkway. These trail links are used to overcome topography constraints or lack of pedestrian network facilities within nearby road allowances.

Staff have reviewed the issue of reducing winter maintenance levels with the Town's insurer Cowan Insurance. Cowan has provided guidance on the proper procedure for reducing winter maintenance on various sections of sidewalks and trails. Areas with reduced winter maintenance require signage, notification to the public and inclusion in a Winter Maintenance Reduction Area By-law to be adopted by Council.

Section 16.8 of Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Roads (MMS) allows a municipality to close a highway or part of a highway which could be the roadway or the sidewalk or any combination thereof.

Closure of a highway

16.8 (1) *When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.*

(2) *For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,*

(a) when a municipality passes a by-law to close the highway or part of the highway; and

(b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

FINANCIAL IMPLICATIONS

Public Works operational staff have been able to meet the MMS requirements for municipal sidewalks and trails in the absence of contractors. Staff have also been able to accommodate development growth without additional resource allocations. This has been accomplished by seasonal closure of some areas to reduce the resources required to provide winter maintenance services.

As a result of the proposed changes, staff are projecting annual savings to contracted services in the realm of \$3,000. These savings have been included in the 2020 draft budget submission.

SUMMARY

As the Town continues to grow, the existing internal resources available for snow removal activities will be stretched further and further to a point where additional staff and equipment will be necessary. The unavailability of private contractors limits the Town's options for service delivery.

Public Works is endeavoring to manage service delivery in a way that additional resources will not be required as the Town expands. Having internal winter resources available represents significant financial commitments for the Town and as such should be deployed to optimize their effectiveness.

Staff are proposing strategic reductions in winter maintenance activities to isolated municipal sidewalk and trail network areas.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None

ATTACHMENTS

Attachment 1 - 2019-2020 Winter Trail & Sidewalk service reduction areas.

REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

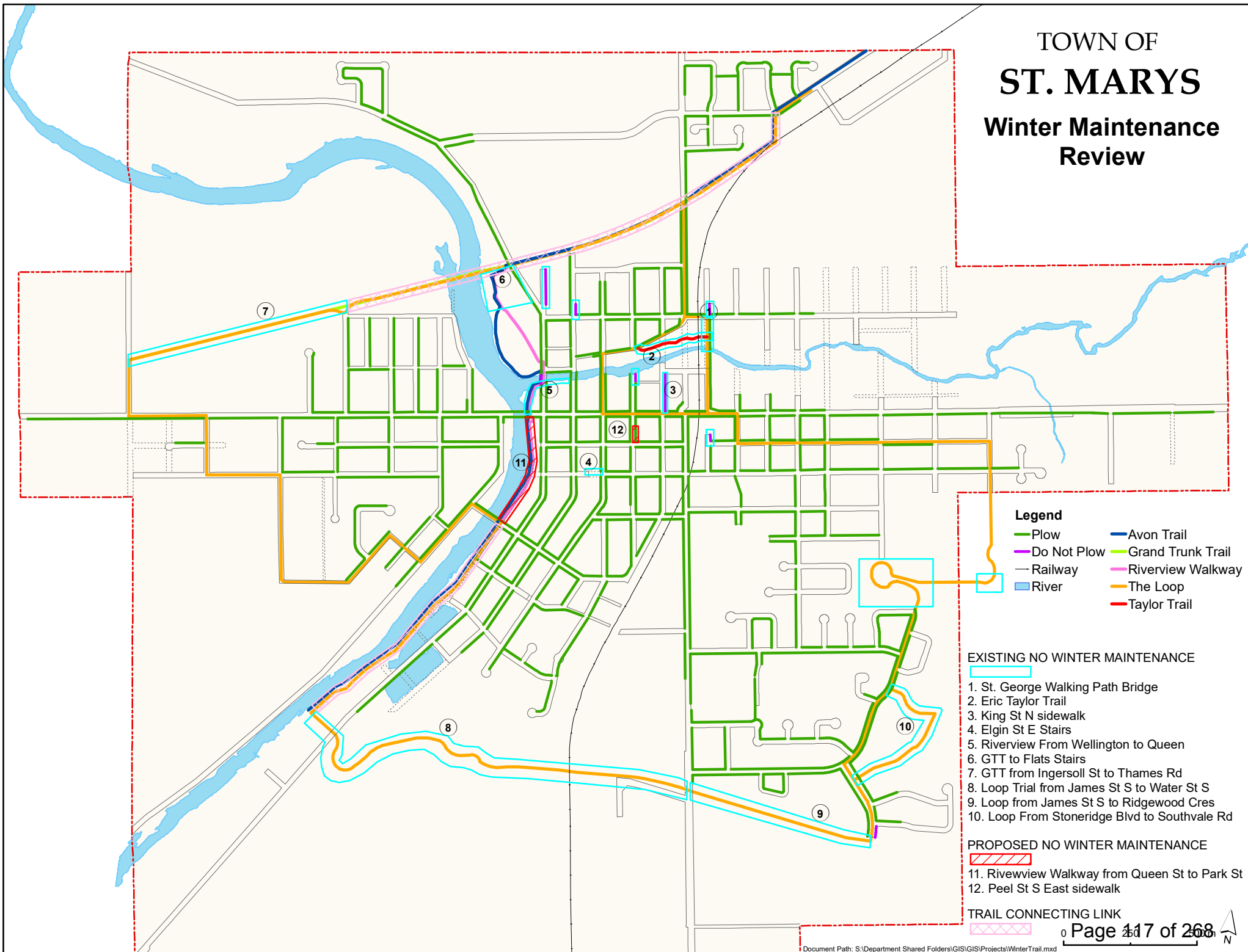
Recommended by the CAO



Brent Kittmer
CAO / Clerk

TOWN OF ST. MARYS

Winter Maintenance Review





INFORMATION REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	12 November 2019
Subject:	PW 70-2019 Santa Claus Parade – Downtown Parking

INFORMATION

To inform Council about the parking restrictions in the downtown core during the Kinsmen's Santa Claus Parade on Friday November 15, 2019.

RECOMMENDATION

THAT PW 70-2019 Santa Claus Parade – Downtown Parking report be received.

BACKGROUND

The St. Marys Kinsmen Club hosts an annual Santa Claus Parade on the third Friday of November during the evening hours. The route begins at the Pyramid Recreation Centre, heads North on James Street to Queen Street, turning west onto Queen Street, turning South on Water Street, and ending at the municipal parking lot on Elgin Street East.

In 2017, the Business Improvement Area requested that the on-street parking along the parade route be reduced due to safety concerns and vehicle emissions. The Public Works Department proposed various on-street parking restrictions along the route. For more information, please refer to PW 60-2017.

Consequently, Council approved a partial closure at 7:00 a.m. on one side of Queen Street East and Water Street South in the downtown and full closure at 1:00 p.m. The implementation of the closure was staggered to create only partial disruptions. After the parade in 2017, staff determined that a morning closure was not necessary and negatively impacted local business activity, and that more signage indicating that businesses are still open is necessary.

In 2018, Council implemented full closure at 1:00 p.m. on Queen Street East and Water Street South. Public Works Operators quickly facilitated the closure and opened up on street-parking on Wellington St. North and South abutting Queen Street East for 15 minute parking to be used for takeout food orders. The changes were made to address concerns that the public and BIA expressed in 2017.

REPORT

Staff have developed a road closure strategy for the parade event. Staff will begin implementing several components of the plan in advance of the event.

In past years there have been many positive comments. The general perception of the recent changes is the downtown core is safer for spectators and participants, and no complaints of exhaust fumes from idling vehicles.

However, there has been some negative feedback from downtown merchants and attendees in 2017 and 2018. Staff have developed solutions to mitigate similar experiences in 2019.

1. Daily retail sales were noticeably lower and not representative of a Friday during the Christmas shopping season, and during a hockey tournament weekend.
 - a. Solution: Installation of signage indicating that downtown businesses are open and accessible, and install information signage at the PRC to explain to hockey tournament patrons that the downtown is open and available parking locations.
2. Takeout food service was affected without on-street parking available leaving patrons without convenient parking to retrieve orders. Food vendors in the core generally experience a surge in orders on parade night.
 - a. Solution: Establish temporary on-street parking for take-out parking on Wellington Street North and South abutting Queen Street, and sign accordingly.
3. No sheltered viewing for the elderly. A request was made to inquire if the mobility bus could be contracted to provide a sheltered viewing location.
 - a. Solution: The mobility bus is unavailable to provide a sheltered viewing location. The BIA will encourage its members to keep their stores open for warming centers. The on-street parking will be available on Water Street South.
 - i. Some BIA members believe that a parking restriction on one side is preferable. However, staff caution that those sections may become occupied with “place holder” vehicles for attendees later in the evening.

Therefore, for the 2019 Santa Claus Parade, staff will facilitate the following restrictions and implementation plan:

- On-street parking restrictions on Queen Street East between Peel Street and Water Street beginning at 1 p.m.
- Establish 15 minute takeout pickup zones on Wellington Street North and South abutting Queen Street.
- Water St. S on-street parking remain available
- Increase signage to acknowledge the parking closure, and additional areas for parking in the downtown
- Collaborate with Communications and PRC staff to develop an information campaign for hockey tournament attendees acknowledging that the downtown is open for business.
- The BIA encourage its member to stay open until 8:00 p.m. for warming centers.

The intent of the closure is to address the original concerns of safety and emissions, while also building upon previous experience and develop better implementation methods to appease participants, spectators and local merchants.

SUMMARY & IMPLICATIONS

In 2018, staff purchased additional signage that can be re-used in 2019. Some pieces may need to be replaced but will be funded from Public Works operational budgets.

The overall consensus is that the removal of on-street parking improves safety during the parade experience. Staff recommend that the on-street parking restrictions be confined to Queen Street East between Peel Street and Water Street only, and that take-out parking spaces be offered similar to 2018.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED


Business Improvement Area Board
Kelly Deeks-Johnson, Economic Development Manager
Todd Thibodeau, Supervisor of Public Works
Morgan Dykstra, Public Works Coordinator

ATTACHMENTS

Attachment A: Temporary On-street parking Restrictions


REVIEWED BY

Recommended by the Department



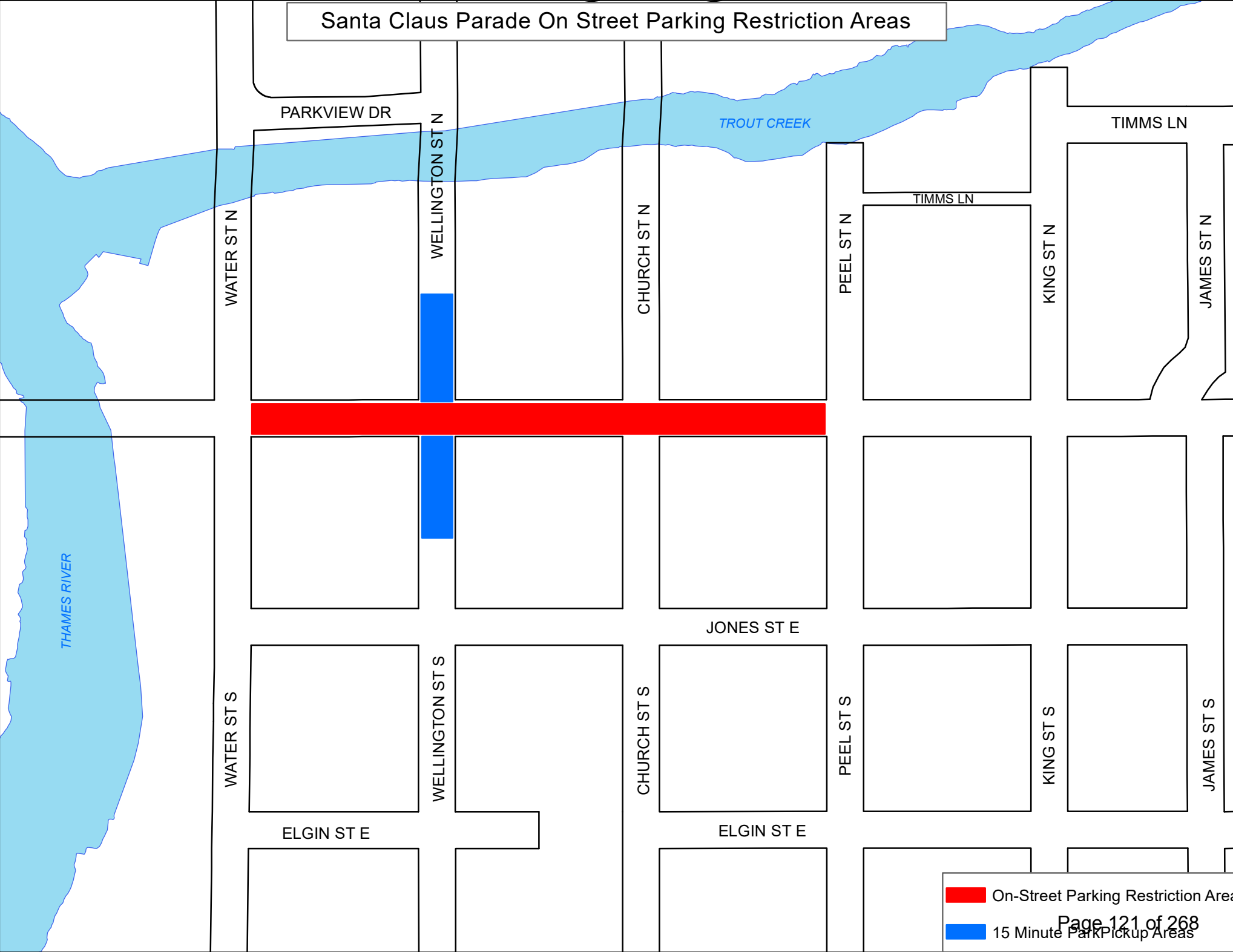
Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Santa Claus Parade On Street Parking Restriction Areas



FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	12 November 2019
Subject:	PW 71-2019 Service Club Sign Applications

PURPOSE

To present applications submitted by Service Clubs seeking approval to install their Service Club logo's on the Town's four Service Club Sign structures.

RECOMMENDATION

THAT PW 71-2019 Service Club Sign Applications be received; and

THAT Council approve the St. Marys Horticultural Society's application to install a logo sign on each of the Service Club Sign structures;

THAT Council approve the St. Marys Lincoln's application to install a logo sign on each of the Service Club Sign structures; and

THAT Council reject the Upper Thames Clean Ups', Science Hill Drifters Snowmobile Clubs', St. Marys Clicks', and St. Marys Curling Clubs' applications to install a logo sign on each of the Service Club Sign structures.

BACKGROUND

The Town removed and replaced its entry signs in 2005. The original signs included service club logos, and the new entry signs did not include the logos. In February 2017, Town staff initiated discussions with local service clubs to erect new signs acknowledging the Clubs. Originally, only eight Clubs demonstrated interest in being included on the signs.

The 2018 Capital budget allocated funds to construct the four signs. Council approved a sign structure with capacity for 15 spaces when only 8 service clubs expressed interest. The larger design permits for service club growth.

On March 27, 2018, Council approved By-law 32-2018 being a by-law to regulate the erection and display of Service Club Signs on Town Service Club Sign structures at the Town's points of entry.

The by-law requires that interested parties submit an application to the Town's Public Works Department, who will review the applicable to determine if it meets the definition of service club as set out in By-law 32-2018. Staff provide a report to Council including a recommendation.

Throughout 2018, staff brought forward twelve applications for Council's review, each report outlined how the Club contributes to the fabric of St. Marys whether it be through fundraising, scholarships, and/or Town events. Each of those applications were approved by the previous Council.

Three spaces are available on the sign structures. Since October 30, 2018, the Town has received six applications for Council's consideration. Due to the surplus of applications, staff sought Council

direction at its regular meeting on September 24 on how to address the surplus and review applications moving forward (PW 34-2019).

During the meeting, Council chose to implement Option #1.

Option 1: Review Current Applications – Approve only Compliant Applications for the Remaining 3 Spaces

In this option, Council would allow the existing logo's to remain on the Service Club Sign Structures since Council has previously approved those Clubs via resolution. For all current applications, staff would complete a review of the current applications and recommend those that are compliant with the definition of a Service Club as specified in the by-law. If more than three of the current applications are compliant, then the recommendation for the final three spots would be provided in the order that they were received, or the "first come, first served" principle that is established in the by-law.

Once the sign logo capacity has been reached no further applications would be accepted unless a removal is requested.

If this option is chosen, existing logos that are non-compliant will remain on the structures, while those applications that have not been approved will be rejected.

Council passed the following motion:

Resolution 2019-09-24-19

Moved By Councillor Hainer

Seconded By Councillor Luna

THAT PW 34-2019 Service Club Signs – Review of Options to Address Surplus of Applications Received report be received; and

THAT the Staff are directed to implement Option 1, to review current applications and approve only compliant applications for the remaining three spaces.

Carried.

REPORT

Throughout 2018, staff brought forward twelve applications for Council's review, each report outlined how the Club contributes to the fabric of St. Marys whether it be through fundraising, scholarships, and/or Town events. Each of those applications were approved by the previous Council. Only 3 spaces remain on the structures, and, since October 30, 2018 the Town has received six additional applications for Council's consideration.

Approved Applications	Current Applications
<ul style="list-style-type: none"> • Royal Canadian Legion Perth Regiment Veterans Branch 236 • Lion's Club • Leo Club • Order of the Eastern Star St. Marys Chapter #121 • St. Marys Farmers' Market Association • Rotary Club of St. Marys • St. Marys Kinsmen Club • McConnell Club • St. Marys Community Players • Army, Navy, and Airforce Veterans in Canada • St. James Masonic Lodge • Avon Trail 	<ul style="list-style-type: none"> • Horticultural Society • Science Hill Drifters • St. Marys Clicks • St. Marys Curling • St. Marys Lincolns • Upper Thames Clean Up

Staff completed an analysis to determine which signs meet the definition of a service club. By-law 32 of 2018 defines a service club as:

“Service Club” means a not-for-profit corporation or group, whose philanthropic principles are to address various community service needs in the Town via direct hands on efforts or by raising money for other organizations. Historical Service Clubs include Rotary International, Kiwanis, and Lions Service Clubs

There are three key components that a club must demonstrate to be a defined a service club in the Town's by-law, (1) a not for profit club, (2) hands on efforts for betterment or (3) raise funds for other organizations.

The by-law further defines philanthropic as:

“Philanthropic” means dispensing or receiving aid from funds set aside for humanitarian purposes or overall betterment of the Town;

The remainder of the report will provide a review of the applications, in contrast to the definition of a service club as per **Resolution 2019-09-24-19**.

Upper Thames Clean Up

Background	Compliance with Service Club Definition:
<p>The Upper Thames Clean Up is an annual event (20 years) that seeks to clean up the riverside beds of the Upper Thames in the spring. Since the first clean up, the event has expanded to 17 communities, and 60 different sites. In St. Marys, the cleanup crew meets at Milt Dunnell Field and encourages community members to clean up the area.</p>	<p><input type="checkbox"/> Not for profit organization</p> <p><input checked="" type="checkbox"/> Direct hands on efforts, or</p> <p><input type="checkbox"/> Raise money for other organizations or for the betterment of the community</p>
<p style="text-align: center;">Recommendation</p> <p>Staff do not recommend that this application be approved. Staff recognize that the Upper Thames Clean Up provides direct hands on efforts to the betterment of the Town, by caring for the local environment on an annual basis.</p> <p>However, the Upper Thames Clean is better categorized as an event, rather than an actual organized club with membership or registration.</p>	

Science Hill Drifters Snowmobile Club

Background	Compliance with Service Club Definition:
<p>The Science Hill Drifters Snowmobile Club is a local chapter of the Ontario Federation of Snowmobile Clubs (OFSC) that manages 200 km of trails surrounding St. Marys and area.</p>	<p><input checked="" type="checkbox"/> Not for profit organization</p> <p><input type="checkbox"/> Direct hands on efforts, or</p> <p><input type="checkbox"/> Raise money for other organizations or for the betterment of the community</p>
<p style="text-align: center;">Recommendation</p> <p>Staff do not recommend that this application be approved. The Science Hill Drifters is an interest-based hobby group that does not provide a direct betterment to the community. Staff do recognize that the group provides an indirect economic benefit to the Town by encouraging tourism in the Town, and foot traffic to local businesses.</p>	

St. Marys Clicks

Background	Compliance with Service Club Definition:
A club for local photography enthusiasts. They provide local photography for various third parties, organizations and companies (St. Marys Hospital, St. Marys Museum exhibits, Grand Trunk Trail).	<input checked="" type="checkbox"/> Not for profit organization <input type="checkbox"/> Direct hands on efforts, or <input type="checkbox"/> Raise money for other organizations or for the betterment of the community
Recommendation Staff do not recommend that this application be approved. The St. Marys Clicks is an interest-based hobby group that does not provide a direct betterment to the community. Some of the photographs do feature the Town of St. Marys, and its local organizations and corporations.	

St. Marys Lincolns

Background	Compliance with Service Club Definition:
A community run, not for profit, junior hockey club that has been in St. Marys since its conception in 1956, the club is one of the only community owned hockey teams in Ontario. The club has produced many professional athletes. The team provides an entertainment service for the community, and host several events that support third party charities (Salvation Army Food Drive, Huron-Perth Cancer Society, Perth County Alzheimer Society, Toys for Tots Christmas Campaign).	<input checked="" type="checkbox"/> Not for profit organization <input type="checkbox"/> Direct hands on efforts, or <input checked="" type="checkbox"/> Raise money for other organizations or for the betterment of the community
Recommendation Staff recommend that Council approve the St. Marys' Lincolns application. The organization is community owned, and run by volunteers. Staff do recognize that the group is also an interest-based sport group, however, the club facilitates several special nights that raise funds for other organizations in the community.	

St. Marys Curling Club

Background	Compliance with Service Club Definition:
A club that facilitates curling-related activities. The events that club hosts attract people from the region, the guest often patron the stores and accommodations in St. Marys	<input checked="" type="checkbox"/> Not for profit organization <input type="checkbox"/> Direct hands on efforts, or <input type="checkbox"/> Raise money for other organizations or for the betterment of the community
Recommendation Staff do not recommend that this application be approved. The club is an interest-based sport group that does not directly provide any type of service to the community aside from their interest. The club does indirectly provide benefits to the Town via their events, and venue.	

Horticultural Society

Background	Compliance with Service Club Definition:
The St. Marys Horticultural Society currently has 150 registered members who meet on a monthly basis to share knowledge on horticultural practices, and raise environmental awareness. The group provides various services to the St. Marys community. Some of their actions include but are not limited to fundraising events to raise money to assist in beautifications efforts within the St. Marys borders. Furthermore, the club actively contributes to the Town include the beautification of flower beds at St. Marys Hospital, Legion, St. Marys Museum, Centennial Park, Riverview Walkway, the Peace Garden. The group also leads a tree planting initiatives. The club provides annual educational events such as “ <i>Seedy Wednesday</i> ” and the Garden Fair. Collaborate with local elementary schools while participating in garden shows, and provide volunteer hours for local high schools students to maintain flower beds.	<input checked="" type="checkbox"/> Not for profit organization <input checked="" type="checkbox"/> Direct hands on efforts, or <input checked="" type="checkbox"/> Raise money for other organizations or for the betterment of the community
Recommendation Staff recommend that Council approve the Horticultural Society’s application. Staff recognize that the club is an interest-based hobby club, however, the club is not for profit, provides hands on efforts to better the community, and raises funds for community betterment.	

FINANCIAL IMPLICATIONS

Service Clubs who are approved by Council will have to purchase four signs, a sign for each entry point. A quote has been received by the Town regarding the costs for four signs that meet the dimension and material requirements set out in By-Law 32-2018. The cost per sign is \$75.00 for a total of \$300.00.

SUMMARY

The service club signs were installed to address a historical need. In 2017, Public Works engaged with service clubs. A total of 8 groups were originally interested.

In 2018, the Council approved a by-law that provides a framework to address the management of the signs, and capital funds to construct the signs. Throughout 2018, 12 groups were approved to be added to the sign (some conformed to service club definition, some did not). As of 2019, the Town has received more applications than there are vacancies.

In September, staff presented a report to Council seeking direction on how to address the surplus of applications. Council directed staff that the existing logos remain on the sign, and review the applications using the service club definition as the guideline.

Staff have performed an analysis, using the service club definition as the guiding principle. Staff are recommending that the St. Marys Horticultural Society and the St. Marys Lincolns be approved, and that Council reject the applications submitted by the Upper Thames Clean Up, Science Hill Drifters Snowmobile Club, St. Marys Clicks and St. Marys Curling Club.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Stephanie Ische, Director of Community Services
Trisha McKibbin, Director of Corporate Services

ATTACHMENTS

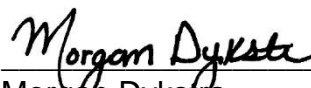
None

REVIEWED BY

Recommended by the Department




Jed Kelly
Director of Public



Morgan Dykstra
Public Works Coordinator

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	12 November 2019
Subject:	PW 72-2019 Waste Management By-law

PURPOSE

This Report presents Council with a revised Waste Management By-law for the Town of St. Marys for consideration.

RECOMMENDATION

THAT PW 72-2019 report, Waste Management By-law be received; and,

THAT Council direct staff to bring the Waste Management By-law to a future Council meeting for approval.

BACKGROUND

In 2012, the Town underwent a transition of the way some waste management services were delivered. During this time, significant changes were made to the leaf and yard waste program as well as curbside collection of waste. As programs and the delivery of those programs have evolved, the need for the by-law to reflect current waste management services, programs and systems is imperative.

In early 2019, staff began completing a review of the Solid Waste Management By-law for the Town (By-Law 71-2012). On June 19, 2019 staff presented the Green Committee with an Information Report, **PW-38-2019, Waste Management By-law Update** for discussion and input. At this time, staff presented the Green Committee with a proposed list of items or conditions to be considered as part of the waste management by-law review. Staff requested key feedback from the Committee through a review of the current waste management by-law and the proposed changes as well as any other information that could be considered for inclusion.

Following this process, staff presented the Strategic Priorities Committee (SPC) with report **PW 52-2019, Waste Management By-law and Rates** for discussion on September 17, 2019. Staff sought feedback on several key items for inclusion within the by-law. The following recommendation was provided:

Resolution 2019-09-17-05

Moved By: Councillor Edney

Seconded By: Councillor Hainer

THAT Report PW 52-2019, Waste Management Services and Fees By-law Review be received for discussion; and

THAT the Committee recommends to Council:

THAT a Mattress and Box Spring program be incorporated into the by-law update with the program to be self-funded through per unit charges; and,

THAT At Home Diversion Initiatives be supported by Council with inclusion of an annual budget allotment of \$5,000.00 to be sold to residents at cost; and,

THAT Waste dumping restrictions at the Site within 30-minutes of site closure and on Saturdays be incorporated into the proposed waste management by-law; and,

THAT Waste Diversion Initiatives such as Recycling, Leaf and Yard Waste be incorporated into a self-funded Waste Management System to be funded through Wheelie Bin fees and landfill site operations.

Following initial discussion with the Green Committee in June of 2019 as well as receiving direction from SPC in September 2019, staff presented the Green Committee with a new proposed Waste Management By-law for the Town on October 16, 2019 in Report **PW 66-2019, Waste Management Services By-law** for review, discussion and endorsement to Council. The following motion was carried:

Moved By Fred Stam

Seconded By Katherine Moffat

THAT Report PW 66-2019, Waste Management Services By-law be received; and,

THAT the Green Committee recommend to Council:

THAT Council approve the DRAFT Waste Management Services By-law.

Staff have since completed a clerical review of the proposed by-law and present to Council for consideration.

REPORT

A copy of the current (attachment 1) and proposed waste management by-law (attachment 2) can be referred to as part of this report.

Throughout 2019, staff have undertaken a detailed review related to the proposed waste management by-law including consultation through multiple Town Committees. This process identified a need to update the waste management by-law to better reflect the current waste management programs offered through the Town.

The following details a list of key items that were considered and included in the revised waste management by-law presented herein:

- The formatting and structure of the by-law has been updated to improve readability, clarity and function;
- Rates and fees for collection programs, services, and disposal rates have been removed from the Waste Management By-law and are now included in a stand-alone Schedule to a pending Fee By-law update for the Town of St. Marys;
- Provisions for restrictions on cell dumping within 30-minutes of site closure and on Saturdays have been included;
- Provisions for business recovery options have been included for power failures and weigh scale issues with axle weight charges, to be included in the updated Fee By-law for the Town of St. Marys;
- Improved clarity has been incorporated around the wheelie bin collection program for multi-residential properties, and when containerized service options would need to be considered;
- Enhanced definitions and material examples have been included for improved clarity on program usage, and acceptable materials;

- Inclusion of the leaf and yard waste convenience depot facility, and provisions around its operation;
- Inclusion of a Council option for “Treasure Hunt” days if they so choose;
- Calibration requirements have been detailed within the By-law for the on-site weigh scale operation for improved clarity and transparency; and
- Enhanced diversion initiatives, and options have been incorporated as the Town considers additional programs and services.

FINANCIAL IMPLICATIONS

There are no financial implications related to the proposed Waste Management By-law.

SUMMARY

Based on the information detailed within this report, staff recommends that Council approve the proposed Waste Management By-law for the Town of St. Marys.

The updated by-law will align with existing and planned service delivery options for waste management services for the Town of St. Marys while also incorporating forward thinking options for waste diversion.

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

Jed Kelly, Director of Public Works – Town of St. Marys
 Morgan Dykstra, Public Works Coordinator – Town of St. Marys
 Green Committee – Town of St. Marys
 Strategic Priorities Committee – Town of St. Marys
 Jenna McCartney, Deputy Clerk – Town of St. Marys

ATTACHMENTS

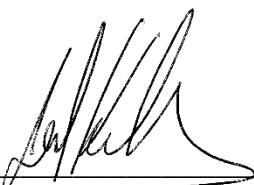
Attachment 1 – By-law 71-2012 (Existing Waste Management By-law)
 Attachment 2 – Proposed Solid Waste Management By-law

REVIEWED BY

Recommended by the Department



 Dave Blake, C.E.T.
 Environmental Services Supervisor



 Jed Kelly
 Director of Public Works

Recommended by the CAO

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

Brent Kittmer
CAO / Clerk

THE CORPORATION OF THE MUNICIPALITY OF ST. MARYS
BY-LAW NUMBER 71 of 2012
SOLID WASTE MANAGEMENT BY-LAW

BEING a by-law to provide and regulate a Waste Management System for the Town of St. Marys

WHEREAS Sections 8, 9 and 10 of the *Municipal Act, 2001* authorize the Town of St. Marys to pass by-laws necessary or desirable for municipal purposes, and in particular paragraphs 4, 5, 6 and 7 of subsection 10(2) authorize by-laws respecting public assets of the municipality, the economic social and environmental well-being of the municipality, the health, safety and well-being of persons and the provision of any service or thing that it considers necessary or desirable for the public;

AND WHEREAS the Waste Management System approved by the Council of the Town of St. Marys includes the regulation and provision for the diversion, collection, processing and disposal of Acceptable Waste originating within the boundaries of the Town of St. Marys;

AND WHEREAS section 391 of the *Municipal Act, 2001* provides that the Municipality may impose fees or charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS section 9(1) of the *Municipal Act, 2001* provides that Section 11 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

NOW THEREFORE BE IT ENACTED by The Council of the separated Municipality of St. Marys as follows:

1.0 DEFINITIONS

As used in this bylaw, the following terms shall have the meanings indicated:

- 1.1 ASBESTOS WASTE** – shall mean solid waste that results from the removal of asbestos containing construction or insulation material or the manufacture of asbestos-containing products and contains asbestos in more than a trivial amount or proportion;
- 1.2 BOXBOARD** – shall mean non-corrugated cardboard;
- 1.3 BUILDING WASTE** – shall mean broken concrete, masonry, metal, wood and other material resulting from the construction, alteration, repair, demolition, or removal of any building or structure;
- 1.4 BUNDLE** – shall mean and include all material of similar size and composition securely tied together having a dimension no greater than one (1) metre by 0.5 metres by 0.5 metres (40 inches by 20 inches by 20 inches) and not exceeding 22 kilograms (50 pounds) in weight;
- 1.5 COLLECTION UNIT** – shall be outlined in section 2.2 Receptacles;
- 1.6 CONTAINER** – shall mean one of three optional waste wheelie bin containers supplied by Bluewater Recycling Association (BRA) as part of the automated collection service. Small Bin capacity of 120 litres (35 Gallon), medium bin capacity of 240 litres (65 Gallon) or large bin capacity of 360 litres (95 Gallon);
- 1.7 CORRUGATED CARDBOARD** – shall mean and include all material made from corrugated paper, excluding wax-coated cardboard;
- 1.8 COUNCIL** – shall mean the Town Council for the Town of St. Marys;
- 1.9 CONTAMINATED SOIL** – material due to its nature of contamination must be landfilled. This material cannot be classified as hazardous waste and must meet the guidelines of Ontario Regulation (O.Reg.) 347;

1.10 GARBAGE – means discarded material other than:

- a) Bulk Waste;
- b) Hazardous Waste;
- c) Household Hazardous Waste;
- d) Leaf and Yard Waste;
- e) Liquid Waste;
- f) Pathological Waste;
- g) Recyclable Materials; and
- h) White Goods;

1.11 HAZARDOUS WASTE – means:

- a) hazardous industrial waste;
- b) acute hazardous waste chemical;
- c) hazardous waste chemical;
- d) severely toxic waste;
- e) ignitable waste;
- f) corrosive waste;
- g) reactive waste;
- h) radioactive waste, except radioisotope wastes disposed of in a landfilling site in accordance with the written instructions of the Canadian Nuclear Safety Commission;
- i) pathological waste;
- j) leachate toxic waste, all as defined in O. Reg. 347 under the *Environmental Protection Act*;
- k) explosive waste;
- l) PCB waste as defined in O. Reg. 362, R.R.O. 1990 under the *Environmental Protection Act*, and includes a mixture of acute hazardous waste, chemical hazardous waste, chemical hazardous industrial waste, pathological waste, radioactive waste or severely toxic waste and any other waste or material, and any other waste identified as a hazardous waste in any Provincial or Federal statute, regulation, Order in Council or otherwise from time to time;

1.12 HOUSEHOLD HAZARDOUS WASTE – means any household product, material or item labeled as "corrosive", "toxic", "reactive", "explosive" or "flammable", and which is accepted under the Town's household hazardous waste program, if any, in effect from time to time including:

- a) aerosols;
- b) antifreeze;
- c) asbestos;
- d) bulked fuel;
- e) car/vehicle batteries; dry-cell batteries;
- f) fire extinguishers;
- g) flammable liquids;
- h) flammable solids;
- i) fluorescent light bulbs;
- j) halogenated pesticides;
- k) ignitable gas cylinders;
- l) inorganic acids;
- m) inorganic bases;

- n) inorganic cyanides;
- o) inorganic oxidizers;
- p) isocyanates;
- q) large propane tanks;
- r) mercury switches;
- s) non-basic fire suppressants;
- t) non-ignitable gas cylinders;
- u) non-PCB light ballasts;
- v) non-halogenated pesticides;
- w) oil;
- x) oil filters;
- y) organic oxidizers;
- z) paint;
- aa) paint sludge;
- bb) PCB contaminated waste;
- cc) PCB light ballasts;
- dd) pharmaceuticals; and
- ee) small gas cylinders;

- 1.13 NON-COLLECTABLE WASTE** – shall not include garbage as defined, but shall include and mean the following: manufacturer's waste, building waste, sawdust, shavings, or excelsior, swill or other organic matter not properly drained or wrapped, liquid waste, biomedical wastes, hay, straw and manure, night soil, carcass of any animal (other than food waste), live animals or birds, any material which has become frozen to the receptacle and cannot be removed by shaking, large household appliances, large household furniture (couches, chairs etc.), refrigerators, freezers, air conditioners, dehumidifiers, stoves, washers, dryers, dishwashers, furnaces and water heaters; recyclable material and yard waste or garbage containing more than 5% of recyclable material;
- 1.14 COMPOSTABLE BAGS**– shall mean a brown kraft compost type bag having a dimension of no less than 66 centimetres by 91 centimeters (26 inches by 36 inches) and no greater than 76 centimetres by 122 centimetres (30 inches by 48 inches) or certified clear compostable bags with the Biodegradable Products Institute (BPI);
- 1.15 RECYCLABLE MATERIAL** – shall mean all materials accepted in the curbside recycling program provided by the Town and shall include the following: glass bottles and jars, newspapers, magazines, phone books, food and beverage cans, plastic bottles, plastic tubs, mixed paper, corrugated cardboard and boxboard, and as amended from time to time.
- 1.16 SANITARY LANDFILL SITE** – shall mean any area of land at #1221 Water Street South designated as such by the Town to be used for the disposal of waste and as approved by the Ministry of the Environment;
- 1.17 SCAVENGING** – shall mean the unauthorized removal by a person other than the Town or its agent of waste, recyclable material or other refuse that has been set out for collection or special collection programs, or the unauthorized removal of waste, recyclable material or other refuse from in, around or among disposable solid waste at the Site;
- 1.18 SCRAP METAL** – includes but is not limited to:
- a) metal bicycles;
 - b) metal bed frames;
 - c) metal fencing/posts;
 - d) metal filing cabinets;

- e) hot water tanks;
 - f) metal sinks;
 - g) nuts/bolts/nails/screws;
 - h) passenger vehicle tire rims;
 - i) metal desks;
 - j) metal shelves;
 - k) metal lawnmowers;
 - l) metal no longer than 3 metres in length;
 - m) aluminum siding;
 - n) automotive parts;
 - o) pipe fittings; and
 - p) Barbeques excluding propane tanks;
- 1.19 STREET** – shall mean any public highway, road, street, lane, alley, square, place, thoroughfare or way within the Town of St. Marys;
- 1.20 TIPPING FEE** – shall mean the charge levied by the Town at the Landfill Site for disposable waste under the terms of this by-law;
- 1.21 TOWN** – shall mean the Corporation of the Town of St. Marys;
- 1.22 C.A.O.** – shall mean the Chief Administrative Officer for the Town of St. Marys;
- 1.23 USER** – shall mean any person or persons utilizing or depositing waste at the Sanitary Landfill Site;
- 1.24 WASTE** – shall mean garbage, building waste, domestic waste, industrial solid waste, municipal garbage or non-collectable waste and such other waste as may be designated in this by-law.
- 1.25 WASTE GENERATOR** – shall mean any person or persons generating waste in the Town of St. Marys.
- 1.26 WASTE MANAGEMENT SYSTEM** – means facilities and equipment used in and operations carried out for the management of Waste by the Town including but not limited to the planning, collection, handling, transportation, storage, processing, marketing and/or disposal; and may also include Waste diversion programs;
- 1.27 WHITE GOODS** – means:
- a) air conditioners, window mounted and central air systems;
 - b) clothes dryers;
 - c) dehumidifiers;
 - d) dishwashers;
 - e) freezers;
 - f) hot water tanks, drained;
 - g) microwave ovens;
 - h) ovens;
 - i) pool heaters;
 - j) refrigerators;
 - k) stoves;
 - l) water pressure tanks; and,
 - m) water coolers.
- 1.28 YARD WASTE** – shall mean organic material including yard plants and weeds, hedge and shrub trimmings, tree limbs having a diameter of less than 7.62

centimetres (3 inches) and length of not more than 1 metre (40 inches), lawn and garden cuttings, leaves, twigs and other compostable yard items;

2.0 COLLECTION

2.1 The Town shall provide and maintain and / or contract services for a three-stream collection system. Those specific and separate collections are described as Garbage Collection, Blue Box Recycling Collection and Yard Waste Collection.

2.2 Receptacles

(a) Proper receptacles shall be provided by a waste generator

(i) Waste collection containers will be supplied by Bluewater Recycling Association (BRA) for the purposes of putting garbage out for collection.

(ii) For yard waste every householder shall provide and constantly maintain receptacles in proper order and repair for the purposes of sorting and putting out for collection of yard waste and shall conform to the following:

[1] Regular Plastic bags are not an allowable receptacle for yard waste disposal, only certified CLEAR compostable bags with the Biodegradable Products Institute are acceptable.

[2] Each receptacle shall be constructed of a watertight, metal or plastic material with a properly fitting lid.

[3] Each receptacle shall be of a capacity of not less than 30 litres (7 gallons) and no greater than 125 litres (28 gallons).

[4] Each receptacle shall have handles or indentations to facilitate the lifting and emptying of the said receptacle.

[5] Each receptacle plus any yard material contained therein put out for collection shall not have a weight to exceed 20.5 kilograms (45 pounds).

[6] A brown Kraft bag specifically designed for yard waste.

(iii) Recycling wheelie bin carts will be supplied by Bluewater Recycling Association for the purpose of putting recyclables out for collection.

2.3 Preparation for Collection

(a) Items shall be drained of all liquids and be securely wrapped and then placed in a suitable receptacle.

(b) All branches, limbs and brush, excluding Christmas trees shall be stripped and securely tied in compact bundles. No such bundle shall weigh in excess of 20.5 kg (45 pounds) or have a dimension greater than 1 metre (40 inches) in length.

2.4 Placing for Collection

(a) Receptacles set out for collection shall be placed as close to the street curb as possible without obstructing the roadway or sidewalk and in any case the Council or anyone acting under their direction shall have the power to designate the precise point at which the receptacles or bundles shall be placed for collection.

(b) Under no circumstances shall receptacles be placed on roadways, lanes, public driveways or any other area, which is used by vehicles.

- (c) Where it is deemed more convenient in the opinion of the Town to make collection from the rear of the premises, collections may be made by entering lanes or alleys provided that safe access and turning space are available. During winter months pathways must be maintained clear of snow and ice by the owner or occupier. The Town or designate shall have the sole right to determine whether safe access or sufficient turning space is available.
- (d) Containers of garbage shall be set out for collection on such days and at such hours as are fixed by the Council and no person shall place any Container of garbage on the street on any day after the hour fixed for collection. The collector shall not be obliged to make a second call.
- (e) Containers must be placed to the curb before 7:00 a.m. on collection day.
- (f) Containers shall not be set before 5:00 p.m. on the day prior to the day of collection and shall be removed from the roadside by 7:00 p.m. on the day of collection.
- (g) No person, other than the householder or designate, shall pick over, interfere with, disturb, remove or scatter any refuse that has been set out for collection or special collection programs whether contained in a covered container or otherwise except and until the same is removed as herein provided.

2.5 Quantity for Collection

- (a) Maximum Weekly Collection Limits per waste container:
 - (i) Small Waste Container:
Capacity: 120 litres (35 Gallons)
Dimensions: 39" x 20" x 23"
Maximum Weight: 120 pounds
 - (ii) Medium Waste Container:
Capacity: 240 litres (65 Gallons)
Dimensions: 41" x 27" x 28"
Maximum Weight: 220 pounds
 - (iii) Large Waste Container:
Capacity: 360 litres (95 Gallons)
Dimensions: 45" x 29" x 34"
Maximum Weight: 320 pounds

Capacity is deemed to be exceeded when the container exceeds the above referenced weight, or when the waste container lid will not close completely.

2.6 Residential Collection Frequency

- (a) Collections for garbage shall be made once each week. from residents and two times per week from the core area commercial locations and designated outlying businesses. Additional collection requirements shall be made by other means and at the expense of the generator.
- (b) Collection for recyclables shall be bi-weekly for residential collection and weekly for core area commercial collection and outlying businesses.

2.7 General Nuisance

- (a) No person shall suffer or permit within the Town, the accumulation upon his premises or upon lands occupied by him or under his control, or deposit or permit the deposit upon any lands belonging to him or in occupation or under his control, of any garbage, or waste or any other matter or thing which may endanger public health.
- (b) No person shall sweep, throw, cast, lay or direct or suffer any agent or employee to sweep, throw, cast, lay or deposit any ashes, offal, fruit

skins, cinders, straw, excelsior, store sweepings, shavings, paper, dirt, lawn rakings, broken glassware, hand bills, crockery, bottles, carcass of any animal, or waste of any kind whatever, on any land, street, creek, roadway or public place in the Town

3.0 DISPOSAL (SANITARY LANDFILL SITE)

3.1 Public access to the Sanitary Landfill Site shall be limited to hours determined by Council and posted at the site.

3.2 No person shall:

- (a) deposit waste at the Sanitary Landfill Site outside the hours of operation as determined by Council and posted at the site;
- (b) deposit waste other than Recycling Material into the Recycling wheelie bin carts as identified in section 2.2 a) iii).
- (c) deposit any waste at the Sanitary Landfill Site which is:
 - (i) subject waste as defined by Ontario Regulation 347, dangerous and hazardous materials such as poisons, hot live ashes, infected materials, explosives, pesticides, radio-active material, raw animal manure, septic tank pumping's, raw sewage sludge, bulk liquids, semi-solids, industrial process sludge, animal carcasses or parts, biomedical wastes, live animals or birds, substances which may cause personal or environmental problems;
 - (ii) waste generated outside of Town;
 - (iii) of a class or kind which has been designated by the Town as prohibited waste, including tires and appliances containing C.F.C's or freon.
 - (iv) deposit any burning material or set any fire at the Sanitary Landfill Site;
 - (v) deposit waste at the gate or entrance to the Sanitary Landfill Site or at any place other than the place designated for its receipt thereat;
 - (vi) neglect or failure to provide proof of the origin of waste tendered for disposal at the Sanitary Landfill Site when such is demanded, provided that in lieu of providing such proof the person tendering the waste shall remove it without unloading it;
 - (vii) deposit waste at the Sanitary Landfill Site when such deposit has been forbidden by Council or the person for the time being in charge at the Sanitary Landfill Site, on the grounds that the deposit would be contrary to this By-law or on the grounds that the origin of the waste has not been satisfactorily proved;
 - (viii) operate a motor vehicle on the Sanitary Landfill Site;
 - [1] other than on designated roadways or driveways
 - [2] without due care and attention, or
 - [3] at greater than the posted rate of speed.
 - (ix) scavenge or salvage at the Sanitary Landfill Site;
 - (x) transport waste to or at the Sanitary Landfill Site in a vehicle which has not been properly covered and protected in the manner required in the Highway Traffic Act;
 - (xi) deposit waste at the Sanitary Landfill Site while barred from doing so.

- 3.3 Waste not generated within the Town or which does not comply with this By-law shall not be delivered to or unloaded at the Sanitary Landfill Site and, whether unloaded or not, shall be removed by or at the expense of the user seeking to dispose of it.
- 3.4 All waste deposited at the Sanitary Landfill Site shall become the property of the Town and may be salvaged, reclaimed, recycled, disposed of or otherwise dealt with by the Town as the Town may deem fit, subject to the provisions of the Environmental Protection Act but this shall not relieve a user from an obligation imposed by Section 3.2 of this By-law.
- 3.5 No person shall attend at or trespass on the Sanitary Landfill Site except for the purposes of depositing waste or for other lawful business.
- 3.6 The employee designated by the C.A.O. as being in charge of the Sanitary Landfill Site may at any time order any person found scavenging or conducting any other illegal activity on the Sanitary Landfill Site or having no lawful reason to be there, to leave forthwith and if any such person fails or refuses to leave, may call for police assistance and cause trespass charges to be laid. Such persons may be barred from the Landfill Site by the C.A.O. or designate.

4.0 SANITARY LANDFILL SITE FEES

- 4.1 Every user depositing waste at the Sanitary Landfill Site shall pay the tipping fee as set forth in the Town Fee Schedule By-law No. 12 of 2012 or successor, for the disposal of the waste that is in effect at the time of payment. In default of timely payment of tipping fees a user shall be barred from access to the Sanitary Landfill Site pending payment and for a period of fourteen (14) days after payment.
- 4.2 The Town may, from time to time, prescribe rates or charges for the use of the Sanitary Landfill Site and provide for the terms of payment thereof as set out in the Town Fee Schedule By-law No. 12 of 2012 or successor.

5.0 OFFENCES

- 5.1 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine of not more than \$5,000 for the first offence every day or part thereof upon which such offence occurs or continues and \$10,000 for any subsequent conviction as provided for in the Provincial Offences Act, R.S.O. 1990, Chap. P.33, as amended.
- 5.2 Every corporation which contravenes any provision of this by-law is guilty of an offence and on conviction is liable for every day or part thereof upon which such offence occurs or continues to a fine of not more than \$25,000 for a first offence and \$100,000 for any subsequent conviction.
- 5.3 In this By-law, subsequent conviction means a conviction for an offence that occurs after the date of conviction for an earlier offence under this By-law.

6.0 REPEAL

- 6.1 By-law 69-2011 is hereby repealed.

7.0 CONFLICT WITH ANOTHER MUNICIPAL BY-LAW

- 7.1 In the event of a conflict between the provisions of this by-law and any other bylaw of the Town, the provision that establishes the higher Standard to protect the health, safety and welfare of the general public shall prevail.

8.0 VALIDITY

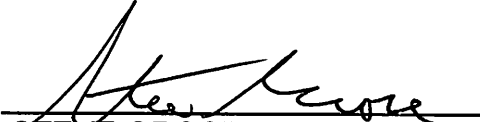
- 8.1 If a court of competent jurisdiction declares any subsection, section or part of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

9.0 SEVERANCE

- 9.1 The clauses, schedules and parts of schedules of this by-law shall all be severable and any part of any of the schedules hereto annexed may be by by-law altered by adding thereto or deleting therefrom;

READ a first and second time this 18th day of December, 2012

READ a third and final time and passed this 18th day of December, 2012


STEVE GROSE, MAYOR


KEVIN MCILLWAIN, C.A.O./ CLERK

BY-LAW NUMBER 70 OF 2012

CORPORATION OF THE TOWN OF ST. MARYS

BEING a by-law to adopt the Fee Waiver Policy for the Town of St. Marys

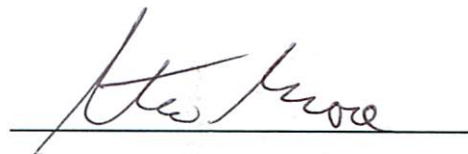
WHEREAS the Council of the Town of St. Marys deems it advisable to establish policies and procedures from time to time;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ST. MARYS hereby enacts as follows:

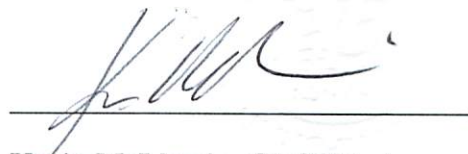
1. That Policy COR-P-010, being the Fee Waiver Policy for the Town of St. Marys be adopted.

Read a first and second time this 18th day of December 2012.

Read a third and final time and passed this 18th day of December 2012.

A handwritten signature in black ink, appearing to read 'Steve Grose', written over a horizontal line.

Steve Grose, Mayor

A handwritten signature in black ink, appearing to read 'Kevin McLlwain', written over a horizontal line.

Kevin McLlwain, CAO/Clerk

BY-LAW XX-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-Law to establish and maintain a multi-stream system for collection, removal and disposal of Waste, other refuse and recyclable materials within the Town of St. Marys.

- WHEREAS:** Subsection 10(1) of the *Municipal Act, 2001*, C.O. 2001, c. 25, as amended, authorizes a single tier municipality to provide any service that the municipality considers necessary or desirable for the public;
- AND WHEREAS:** The Town of St. Marys considers the management of Waste as necessary or desirable for the public;
- AND WHEREAS:** Subsection 10(2), paragraph 7 of the *Municipal Act, 2001* authorizes a single-tier municipality to pass by-laws respecting services that the municipality is authorized to provide under Subsection 10(1);
- AND WHEREAS:** Subsection 8(3), paragraphs (a) and (b) of the *Municipal Act, 2001* provide that a by-law under Section 10 respecting a matter may regulate or prohibit respecting the matter and may require persons to do things respecting the matter;
- AND WHEREAS:** Section 127 of the *Municipal Act, 2001* further authorizes a local municipality to prohibit the depositing of refuse on land without the consent of the owner or occupant of the land, and to define “refuse” for this purpose;
- AND WHEREAS:** Section 128 of the *Municipal Act, 2001* authorizes a local municipality to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances, and provides that the opinion of council, if arrived at in good faith, is not subject to review by any court;
- AND WHEREAS:** Council for The Corporation of the Town of St. Marys has determined that Waste which is in such a condition that it can be blown in the wind, allows odours to escape, is likely to attract animals, including, but not limited to, insects or birds, or presents a health, safety or fire risk, is, or could become or cause a public nuisance;
- AND WHEREAS:** Section 391 of the *Municipal Act, 2001* provides that the municipality may impose fees and charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS: Subsection 446(1) of the *Municipal Act, 2001* provides that if a municipality has the authority under a by-law to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

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

1.0 DEFINITIONS

1.1 For the purpose of this By-Law:

"Ashes" means and includes wood, coke or coal ash, cinders, clinkers, inert soil and sweeping.

"Boxboard" means non-corrugated cardboard;

"Box Spring" means a frame for a mattress with a set of vertical springs;

"Building Waste" means broken concrete, masonry, metal, wood and other material resulting from the construction, alteration, repair, demolition, or removal of any building or structure;

"Bundle" means and includes all material of similar size and composition, securely tied together, having a dimension not greater than one (1) metre by 0.5 metre by 0.5 metres and not exceeding 20 kilograms (44 lbs) in weight;

"Collection Point" means that part of a property which has been designated by the Director of Public Works, or their Designate, for the setting out and collection of Waste, Recycling, and Leaf and Yard Waste;

"Container" means one of three Waste containers or Recycling container supplied by the applicable service provider as part of the automated collection service;

"Downtown Collection Area" means the area delineated in Schedule 3 to this By-law.

"Garbage" means material or item discarded by the occupant of a dwelling unit or industrial and commercial unit that is not recyclable material, organic material, yard material or any other Non-Collectable Waste (for greater clarity, refer to Schedule 3 of this by-law);

"Hazardous Waste" means hazardous industrial Waste, acute hazardous Waste chemical, hazardous Waste chemical, severely toxic Waste, ignitable Waste, corrosive Waste, reactive Waste, radioactive Waste, except radioisotope Wastes disposed of in a landfilling site in accordance with the written instructions of the Canadian Nuclear Safety Commission, pathological Waste, leachate toxic Waste, all as defined in O. Reg. 347 under the *Environmental Protection Act*, explosive Waste

and PCB Waste as defined in O. Reg. 362, R.R.O. 1990 under the *Environmental Protection Act*, and any other Waste identified as a hazardous Waste in any Provincial or Federal statute, regulation, Order in Council or otherwise from time to time;

“Leaf and Yard Waste” means organic material consistent with the materials and details identified in Schedule 5 of this By-law;

“Mattress” means a fabric case filled with deformable or resilient material of any size;

“Municipal Hazardous or Special Waste” means any household product, material or item labeled as "corrosive", "toxic", "reactive", "explosive" or "flammable", and which is accepted under the Town's household hazardous Waste program. Such Waste shall consist of paints, stains, varnish, urethanes, oils, pesticides, herbicides, household and automotive batteries and gas cylinders (for greater clarity, refer to Schedule 8 of this By-law);

“Non-Collectable Waste” does not include Garbage as defined, but includes and means the following: manufacturer’s Waste, Building Waste, sawdust, shavings, or excelsior, swill or other organic matter not properly drained or wrapped, liquid Waste, biomedical Wastes, hay, straw and manure, night soil, carcass of any animal (other than food Waste), live animals or birds, any material which has become frozen to the Container and cannot be removed by shaking, large household appliances, large household furniture (couches, chairs etc.), refrigerators, freezers, air conditioners, dehumidifiers, stoves, washers, dryers, dishwashers, furnaces and water heaters; recyclable material and yard Waste or Garbage containing more than 5% of recyclable material. For greater clarity, refer to Schedule 4 of this By-law;

“Property Owner” means the registered owner of property, including leased premises, and the owner’s agent or property manager, or any other person having charge or control of the property;

“Recycling” means all materials accepted in the curbside recycling program provided by the Town and shall include the following: glass bottles and jars, newspapers, magazines, phone books, food and beverage cans, plastic bottles, plastic tubs, mixed paper, corrugated cardboard and Boxboard, as amended from time to time (for greater clarity, refer to Schedule 6 of this by-law);

“Road” means any public highway, street, lane, alley, square, place, thoroughfare or way within the Town of St. Marys;

“Scavenge” means the unauthorized removal by a person other than the Town or its designate of Waste, recyclable material or other refuse or material that has been set out for collection, or the unauthorized removal of Waste, recyclable material or other refuse of material that has been deposited at the Waste Management Facility;

“Sharp Objects” includes broken glass, razor or other blade, sewing needle, clinical glass, knife, scissors, screw, nail, axe, hatchet, lawn mower blade and the like;

“Scrap Metal” includes but is not limited to; metal bicycles, metal bed frames, metal fencing and posts, metal filing cabinets, hot water tanks, metal sinks, nuts/bolts/nails/screws, passenger vehicle tire rims, metal desks, metal shelves, metal lawnmowers, metal no longer than 3 metres in length, aluminum siding, automotive parts, pipe fittings, and barbeques excluding propane tanks;

“Textiles” means a type of cloth or woven fabric and shall consist of, but not limited to; clothes, sheets, shoes, towels, blankets and the like;

“Tipping Fee” means the charge levied by the Town at the Waste Management Facility for disposable Waste under the terms of this by-law in accordance with the Town’s Fee By-law, as amended;

“Town” shall mean The Corporation of the Town of St. Marys;

“Waste” shall mean garbage, Building Waste, domestic Waste, industrial solid Waste, municipal garbage or Non-Collectable Waste and such other Waste as may be designated within this By-law;

“Waste Management Facility” shall mean any area of land at #1221 Water Street South designated as such by the Town to be used for the disposal of Waste and as approved by the Ministry of Environment, Conservation and Parks, or its inherited ministry;

“Waste Generator” shall mean any person or persons generating Waste in the Town.

2.0 CURBSIDE COLLECTION

2.1 Qualification for Curbside Collection

- (1) Curbside collection shall be provided for single residential detached, semi-detached, or townhomes fronting a municipal road allowance.
- (2) For multi-residential, industrial, commercial and institutional properties, a maximum of one Garbage Container and one Recycling Container shall be permitted for every 8.5 metres of lot frontage, or at the discretion of the Town.
- (3) Where a property has multiple units with internal lanes or roads, curbside collection may be permitted inside the property at the sole discretion of the Town or their designate. Should internal collection be permitted, the Property Owner shall enter into a private agreement with the waste collection service provider for the delivery of services.
- (4) For properties where Waste generation rates, volumes or Container needs do not comply with the Town’s guidelines, private containerized services shall be contracted at the sole responsibility of the Waste Generator.

2.2 Frequency and Time for Collection

- (1) The Town shall devise a schedule for the curbside collection of Garbage, Recycling, and Leaf and Yard Waste utilizing Schedule 1 of this By-law to articulate which section of Town receives collection on which day.
- (2) Garbage may be collected on a weekly basis, year-round, with the exception of properties within the Downtown Collection Area, as identified in Schedule 3, which will receive Garbage collection twice per week, year-round.
- (3) Collection of Recycling may be collected on a bi-weekly basis, year-round with the exception of properties within the Downtown Collection Area, as identified in Schedule 3, which will receive Recycling collection twice per week, year-round.
- (4) Collection of Leaf and Yard Waste may occur at the discretion of the Director of Public Works, or their designate.
- (5) No person shall set out collection materials before 5:00 pm on the day preceding the day scheduled for collection.
- (6) Collection materials must be set out by 6:30 am in the Downtown Collection Area, and 7:00 am in all other curbside collection areas, on the day of collection. The Town is not responsible for collecting materials that are not placed at the curbside by the applicable time.

2.3 Requirements for Collection

(1) Approved Quantities

	Garbage Containers			Recycling Container	Leaf & Yard Waste
	Small Cart	Medium Cart	Large Cart	Large Cart	Bundle
Volume	120 litres (35 gallons)	240 litres (65 gallons)	360 litres 95 gallons)	360 litres 95 gallons)	1m x 0.5m x 0.5m
Weight (Max)	54 KG (120 lbs)	100 KG (220 lbs)	145 KG (320 lbs)	145 KG (320 lbs)	20 KG (44 lbs)

a) Garbage

- i. Loose, or in a bag, or liner and placed in the Container as provided by garbage collection service provider.
- ii. Garbage is drained of liquids before it is placed in the Container for collection and that the liquids are managed appropriately.
- iii. The capacity of a Container shall be deemed to be exceeded when the Container exceeds the approved maximum referenced weight, or when the Container lid will not completely close.
- iv. Sharp Objects shall be placed in a rigid, sealed container, no larger than 0.6 metres (2 feet) in any dimension, clearly labelled as containing Sharp Objects, and placed inside the Garbage Container.

- v. Ashes shall be set out for collection at least five (5) days after they have been removed from fire, and safely stored in a rigid, sealed container.
- b) Recycling
 - i. Recycling materials are free of any solid, semi-solid or liquid contaminant, and placed loosely in a Recycling Container, as provided by the recycling collection service provider.
 - ii. The capacity of a Container shall be deemed to be exceeded when the Container exceeds the approved maximum referenced weight, or when the Container lid will not completely close.
- c) Leaf and Yard Waste
 - i. Smaller material may be placed loosely in a Kraft paper bag or in a rigid reusable container as supplied by the Property Owner having suitable handles or indentations to facilitate lifting and emptying of the Container.
 - ii. All branches, limbs, brush, excluding Christmas trees, which meet the definition for Yard Waste shall be stripped of leaves and securely tied in compact Bundles.

2.4 Placement of Containers for Collection

(1) Every Waste Generator and Property Owner shall ensure that Containers for collection are placed with a minimum one (1) metre clearance on each side of the Container and at least five (5) metres clearance above the Container for automated collection.

(2) The Collection Point for a property is where pedestrian and / or vehicular traffic is not impeded, and;

- a) Where the property is beside a Road, and the Road has a curb, within 0.3 metres away from the Road, behind the curb
- b) Where the property is beside a Road and the Road has a gravel shoulder, at the outside edge of the shoulder
- c) Where the property is beside a Public Lane, as close as possible to the edge of the Public Lane
- d) In the Downtown Collection Area, on the sidewalk directly adjacent to the curb

(3) No person shall:

- a) Set out Waste for collection that impedes or obstructs pedestrian or vehicular traffic or Road maintenance operations, or so as to endanger the safety of Waste collection personnel or any other person.
- b) Set out Waste for collection on top of any snow bank exceeding 0.3 metres in height. The area in which such Waste is placed is clear of snow and ice to provide for the ready and safe access for collection.

(4) Every Waste Generator or Property Owner shall ensure that:

- a) All Containers containing Garbage are set adjacent to each other.
 - b) All Containers containing Recycling are set adjacent to each other.
 - c) All Containers or Bundles of Leaf and Yard Waste are set adjacent to each other.
- (5) Where it is deemed more convenient in the opinion of the Town to make collection from the rear of the premises, collection may be made by entering lanes or alleys provided that safe access and turning space are available as determined by the Town or their designate.

2.5 Removal of Materials Not Collected and Containers

- (1) No person shall:
- a) Permit uncollected material or a Container or Waste to remain at the Collection Point after 7:00 pm on the day of collection, except in the Downtown Collection Area.
 - b) Permit uncollected material or a Container to remain in the Downtown Collection Area at the Collection Point after 10:30 am on the day of collection.

2.6 Fees for Collection

- (1) Rates established by the Town and prescribed in the Town's Fee By-law, as amended, shall be applicable to all persons authorized to use the Waste Management Facility.

2.7 Specialize Collection

- (1) The Town may designate certain days or times whereby a specialized collection is applicable.
- (2) No person shall pick over, interfere with, Scavenge, disturb, remove or scatter any materials set out for specialized collection except an employee, authorized agent or representative of the Town providing collection services.

3.0 WASTE MANAGEMENT FACILITY

- 3.1 The Town shall designate the hours of operation for the Waste Management Facility in accordance with the site's Environmental Compliance Approval, and shall be posted at the Waste Management Facility.
- 3.2 The Waste Management Facility shall be under the supervision of the Director of Public Works or their designate.
- 3.3 Materials collected by the Town, any citizen or private contractor within the limits of the Town shall be deposited at the Town's Waste Management Facility in accordance with this by-law.
- 3.4 The Town shall designate such areas within the Waste Management Facility as deemed necessary and appropriate for the depositing, temporary storage, handling and processing of all material regulated under this by-law.

- 3.5 Rates established by the Town and prescribed in the Town's Fee By-law, as amended, shall be applicable to all persons authorized to use the Waste Management Facility.
- 3.6 Material accepted for disposal or diversion at the Waste Management Facility shall be appropriately sorted and placed as follows:
- (a) Garbage in the designated fill area or bin(s);
 - (b) Metal or Steel in the designated scrap metal area or bin(s);
 - (c) Municipal Hazardous or Special Waste (MHSW) in the MHSW Depot sorting area or bin(s);
 - (d) Leaf and Yard Waste in the designated composting area or transfer bin(s);
 - (e) Recycling in the recycling area or bins;
 - (f) Electronics in the designated drop area or bin(s);
 - (g) Brush in the designated drop off area;
 - (h) Wood in the designated drop off area;
 - (i) Mattresses and Box Springs in the designated container or bin;
 - (j) Textiles in the designated container or bin.
- 3.7 The Waste Management Facility shall employ a vehicular weigh scale for the purposes of fee determination and disposal tracking purposes. The scale shall be calibrated a minimum of once per calendar year, with the time frame between calibrations not exceeding 16-months and shall be completed by a third party source as contracted by the Town.
- 3.8 In the event that the on-site scale system is unable to be used, the Waste Management Facility shall employ a price per axle fee system in accordance with the Town's Fee By-law, as amended. Should incoming loads be on a transportation vehicle equipped with a scale, the fee(s) may be determined by the provided weight, as determined by the Site Supervisor or their designate.
- 3.9 No person shall by-pass the weigh scale, attempt weight manipulation or by any other means avoid assessment of Tipping Fees provided for by by-law.
- 3.10 No person shall fail to pay Tipping Fees in full before leaving the Waste Management Facility unless a charge account has been approved in accordance with Town Policy.
- 3.11 No person will be admitted to the Waste Management Facility with material not deemed acceptable for disposal.

- 3.12 Small loads of Waste carried by light trucks, cars and trailers will be accepted during the posted operational hours at the Site.
- 3.13 No person shall deposit Waste in the Waste Management Facility's operating cell within 30 minutes of the Waste Management Facility closure.
- 3.14 No person shall deposit Waste in the Waste Management Facility's operating cell on Saturdays without the prior approval of the Site's Supervisor.
- 3.15 No person shall:
- a) Deposit material at the Waste Management Facility outside of the hours of operation.
 - b) Deposit any material at the Waste Management Facility generated from outside of the Town's municipal boundary.
 - c) Deposit any material which has been designated by the Town as a prohibited material, and as posted at the Waste Management Facility.
 - d) Deposit any burning material or have any material with an open flame at the Waste Management Facility.
 - e) Deposit material in a location other than its designated disposal area and / or as directed by Site Operator.
 - f) Operate a motor vehicle at the Waste Management Facility other than on designated roadways or driveways, without due care and attention or at greater than the posted speed.
 - g) Permit pets or animals to be at the Waste Management Facility, other than within a transportation vehicle, unless the animal is a service animal in accordance with the *Accessibility for Ontarians with Disabilities Act*.
 - h) Scavenge or salvage at the Waste Management Facility.
- 3.16 All material deposited at the Waste Management Facility shall become the property of the Town and may be salvaged, reclaimed, recycled, disposed of or otherwise dealt with by the Town as the Town may deem fit.
- 3.17 The Town may at its own discretion prohibit certain materials from the Waste Management Facility that may be difficult to process, handle, damaging to the environment or personal safety. A list of prohibited material shall be posted and visible at the Waste Management Facility.
- 3.18 An administration fee shall be charged by the Town to provide duplicate copies of tickets for Tipping Fees when requested, in accordance with the Town's Fee By-law, as amended.

3.19 No person shall attend or trespass at the Waste Management Facility except for the purposes of depositing material or for other lawful business.

4.0 LEAF AND YARD WASTE CONVENIENCE DEPOT

- 4.1 The Town may provide and maintain a Leaf and Yard Waste convenience depot at a location as determined by the Town that is accessible to the public twenty four hours per day, seven days per week.
- 4.2 No person shall dump or deposit material other than Leaf and Yard Waste at the convenience depot.
- 4.3 Material accepted for disposal at the convenience depot shall be appropriately sorted.
- 4.4 Material deposited at the convenience depot shall be transferred to final storage or processing areas at the Waste Management Facility.

5.0 SCHEDULES

5.1 The following schedules shall constitute and form part of this By-law:

Schedule 1 – Curbside Collection Areas

Schedule 2 - Downtown Collection Area

Schedule 3 – Garbage Examples

Schedule 4 – Non-Collectable Examples

Schedule 5 – Leaf and Yard Waste Examples

Schedule 6 - Recycling Examples

Schedule 7 – Electronics Examples

Schedule 8 –Municipal Hazardous or Special Waste Examples

6.0 ENFORCEMENT AND PENALTIES

6.1 Enforcement

(1) This by-law may be enforced by a Police Officer or a Municipal Law Enforcement Officer appointed by Council.

6.2 Penalty

(1) Every person who contravenes any provision of this By-Law is guilty of an offence and;

- a. Upon a first conviction is subject to a maximum fine of five thousand dollars (\$5,000);
- b. Upon a subsequent conviction is subject to a maximum fine of ten thousand dollars (\$10,000).

- (2) Despite subsection (1), of section 5.2, where the person convicted is a corporation, the corporation is liable;
- a. Upon a first conviction is subject to a maximum fine of ten thousand dollars (\$10,000);
 - b. Upon a subsequent conviction is subject to a maximum fine of twenty-five thousand dollars (\$25,000).
- (3) Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33, as amended.

7.0 SHORT TITLE

This By-law may be referred to as the “Waste Management By-law”.

8.0 REPEAL

The following By-laws are hereby repealed in their entirety:

By Law 71 of 2012, Solid Waste Management

By-law 72 of 2012, Amendment to By-law 12 of 2012

9.0 ENACTMENT

This By-law shall come into force and effect on the 1st day of January, 2020.

Read a first, second and third time and finally passed this XXth day of November, 2019.

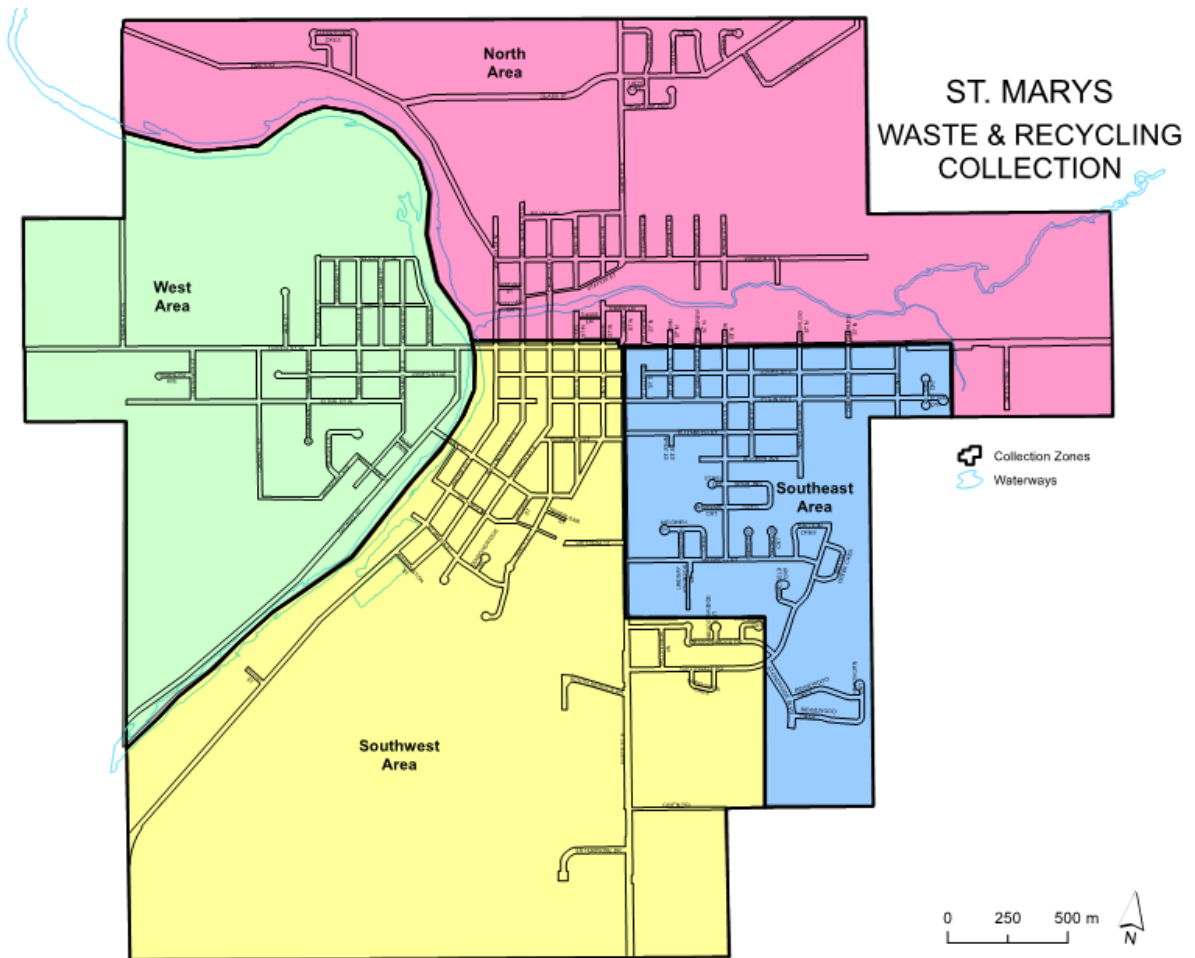
Acting Mayor Luna

Brent Kittmer, CAO / Clerk

SCHEDULE 1

Curbside Collection Areas

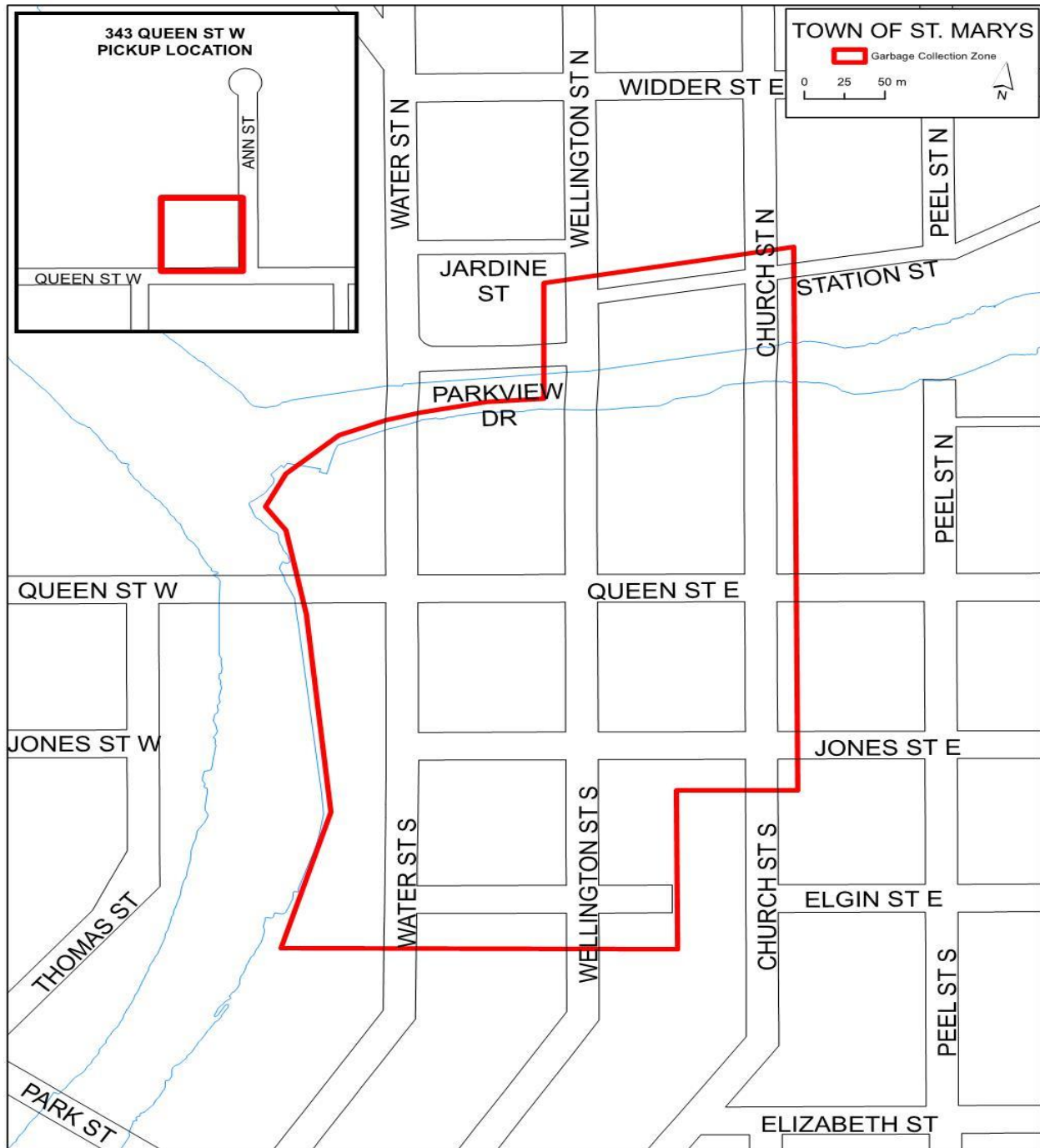
Curbside Collection Areas are depicted on the following map within the boundaries identified:



SCHEDULE 2

Downtown Collection Area

Downtown Collection Area is depicted on the following map within the boundaries identified:



SCHEDULE 3

Examples of Garbage

The following are examples of materials included in the definition of “garbage”:

- Artwork, a poster, vellum, a cleaned paint brush, and the like;
- Pet faeces, litter, litter Waste and bedding Waste, whether separate or intermingled enclosed in a Plastic Bag or bag;
- An empty plastic bag, cookie bag, cereal box liner, coffee package, foil pouch or packet, milk bag, butter wrapper, chip bag, plastic wrap, wrapper, and the like;
- Waxed paper, plastic lined fibre, a polycoated coffee cup;
- A piece of lint, dirt, dust, vacuum bag contents and the like;
- Diapers, hygiene products, sanitary products and the like;
- Balloon, board game, cards, electronic game part, crayon, sticker, piece of sporting equipment, toy, and the like;
- A binder, calculator, elastic band, marker, paper clip, pencil, pen, staple, piece of tape and the like;
- A small appliance no greater than 5 KG in weight, such as a hair dryer, kettle, toaster, clock and the like;
- A hair brush, comb, toothbrush, item of cosmetics, deodorant, soap and the like;
- An empty cooler, cork, furnace filter, lawn chair, picture frame, rubber glove, water softener salt, and the like;
- Polylactic Acid Plastic (PLA), biodegradable plastic, certified compostable plastic (including bag, liner, container, utensil, plate);
- Any other item designated as Garbage by the Town.

SCHEDULE 4

Examples of Non-Collectable Waste

The following are examples of materials included in the definition of “non-collectable waste”:

- Any explosive or highly combustible material such as ammunition, oil soaked or gasoline soaked rag and the like;
- Any radioactive material;
- Any biomedical Waste generated from an IC&I property such as a clinic, hospital, surgery or office of physician, surgeon, dentist, veterinarian and tattoo parlour, or the like;
- Any “Pharmaceutical” or “Sharp” as defined on Ontario Regulation 298/12 (Collection of Pharmaceuticals and Sharps – Responsibilities of Producers) under the Environmental Protection Act;
- Any infectious biomedical Waste;
- Any “designated substance” as defined in the Occupational Health and Safety Act, R.S.O. 1990 Chapter 321;
- Any “Hazardous Waste” or “Liquid Industrial Waste” as defined in R.R.O. 1990, Regulation 347 (General – Waste Management) under the Environmental Protection Act;
- Any septic tank pumping, raw sewage, sewage sludge or industrial process sludge;
- Any “municipal hazardous or special Waste”, as defined in Ontario Regulation 387/16 (Municipal Hazardous or Special Waste) under the Waste Diversion Transition Act, 2016) including but not limited to:
 - Soil, Rock, Stone, gravel and the like;
 - Waste brought into the Town from outside of its geographic limits;
 - A tire, car battery or large (greater than 2 KG) automotive parts;
 - Recyclables or Garbage which has not been drained, prepared or packaged for collection in accordance with the provisions of this By-law;
 - Material which is frozen or stuck to a Container and cannot be removed by shaking manually or by the automated arm of the collection vehicle; and,
 - An animal carcass, other part or any portion thereof of any dog, cat, fowl or any other creature with the exception of bona fide kitchen or food Waste;
- Any other item designated as Non-Collectable Waste by the Town.

SCHEDULE 5

Examples of Leaf and Yard Waste

The following are examples of materials included in the definition of “Leaf and Yard Waste”:

- Leaves, branches (3 inches in diameter or smaller) and twigs;
- Flowers and garden plants;
- Shrubs;
- Pumpkins;
- Grass clippings, sod and weeds;
- Any other item designated as Leaf and Yard Waste by the Town.

SCHEDULE 6

Examples of Recycling

The following are examples of materials included in the definition of “recycling”:

- Pop can and the like;
- Boxboard: a tissue or cereal box, paper towel roll and the like;
- Cardboard: a flattened box, pizza box, paper bag, and the like;
- Glass: a bottle, jar (any colour), and the like;
- Newsprint: a newspaper including a flyer or insert, an egg carton or flat, a magazine or catalogue, a telephone book, and the like;
- Paper: writing paper, envelope (includes windowed), calendar (spiral binding removed), book (covers removed), and the like;
- Plastic container: any plastic container, such as a bottle or jar, food or beverage container, tub and lid, and the like;
- Steel: food or beverage can or tin (soup, juice, etc.);
- Any other item designated as Recyclable by the Town.

SCHEDULE 7

Examples of Electronic Waste

The following are examples of materials included in the definition of “Electronic Waste”:

- Televisions and display monitors;
- Circuit boards;
- VCRs and DVD players;
- Storage and networking equipment;
- Computers: Desktops, Laptops and Tablets;
- Cell Phones and mobile devices;
- Any other item designated as Electronic Waste by the Town.

SCHEDULE 8

Examples of Municipal Hazardous or Special Waste

The following are examples of materials included in the definition of “Municipal Hazardous or Special Waste”;

- Antifreeze and the containers in which it is contained;
- Fertilizers, fungicides, herbicides, insecticides or pesticides and the containers in which they are contained;
- Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil;
- Paints and coatings, and the containers in which they are contained;
- Pressurized containers such as propane tanks and cylinders;
- Single use dry cell batteries;
- Solvents, and the containers in which they are contained;

All items under the Municipal Hazardous or Special Waste program to be deposited at the drop off facility shall be deposited in sealed, labelled containers free of leaks, defects, etc.

Penalties of Infraction

Part I: Provincial Offences Act

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Set out collection material before 5:00 pm on the day preceding collection day	2.2(5)	\$150.00
2	Set out waste that impedes or obstructs traffic	2.4(3)a)	\$150.00
3	Set out waste on snow bank	2.4(3)b)	\$150.00
4	Permit collection material to remain after 7:00 pm on collection day	2.5(1)a)	\$150.00
5	Permit collection material to remain after 10:30 am on collection day in the downtown collection area	2.5.(1)b)	\$150.00
6	Pick over, interfere with, scavenge, disturb, remove or scatter collection material	2.7(2)	\$300.00
7	By-pass the weigh scale, attempt weight manipulation or avoid assessment of Tipping Fees	3.9	\$300.00
8	Fail to pay Tipping Fees	3.10	\$300.00
9	Deposit waste in operating cell within 30 minutes of closure	3.13	\$300.00
10	Deposit waste in operating cell on Saturday	3.14	\$300.00
11	Deposit material outside hours of operation	3.15a)	\$300.00
12	Deposit material generated from outside of Town boundaries	3.15b)	\$300.00
13	Deposit prohibited material	3.15c)	\$300.00
14	Deposit burning material	3.15d)	\$300.00
15	Deposit material in location other than designated location	3.15e)	\$300.00
16	Operate vehicle other than on driveway	3.15f)	\$300.00

The Corporation of the Town of St. Marys
Schedule A – By-law XX- 2019
Being a By-law to Regulate Waste Management

17	Permit animal outside of vehicle	3.15g)	\$150.00
18	Scavenge or salvage	3.15h)	\$300.00
19	Attend or trespass	3.19	\$300.00
20	Dump or deposit unapproved material at convenience depot	4.2	\$300.00

NOTE: The penalty provisions for the offences listed above is Section 6.2 of by-law XX-2019, a certified copy of which has been filed.

FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	André Morin, Director of Finance / Treasurer
Date of Meeting:	12 November 2019
Subject:	FIN 21-2019 Consolidated Fees By-Law

PURPOSE

This report serves two purposes relating to fees:

- To recommend that all Town fees be incorporated into one consolidated fee by-law
- To approve new fees for 2020 recommended through the Town's 2019 comprehensive service delivery review

RECOMMENDATION

THAT FIN 21-2019 Consolidated Fees By-Law report be received; and

THAT Council direct staff to bring the Consolidated Fees By-Law to a future Council meeting for approval; and

THAT Council direct staff to bring forward a report in July 2020 discussing the impact of fee and charges changes and recommendations on any required amendments to the consolidated fees by-law.

BACKGROUND

The Town of St. Marys currently has a user fee by-law from 2013, but also has different fee by-laws for different fees charged for services provided to the community. Each fee by-law may have differing review periods, some have not been reviewed in many years, as well as inconsistent collection processes or penalties.

In 2019, the Town has performed a comprehensive service delivery review. Senior staff presented many options to Council throughout August and September of this year. These options included operating efficiencies, expenditure reductions, service level changes, and revenue/fee increases. The proposed changes to the Town's user fees will be discussed within this report.

REPORT

There are many advantages to having one consolidated fee by-law for the Town. From a customer service perspective, all our fees would be in one place and easy to find. Furthermore, there is consistency on the fee schedules and collection processes. Internally, a consolidated fee by-law will force us to consistently review all our fees, at least annually, to ensure our fees are current and appropriate.

As part of our comprehensive service delivery, each department was asked to review their respective user fees, both to determine if current fees were adequate and if new fees were required. Within this review, staff considered whether the service being provided was a mandatory service, traditional service, or specialized service. Additionally, consideration was given on the public benefit classification

of the service being provided using a 5-point scale ranging from “mostly public benefit” to “mostly individual benefit.” A full cost analysis of many services the Town provides was also conducted to identify the true cost of delivering Town services. Based on the type of service (mandatory, traditional, or specialized), the public benefit classification, and the full cost of service delivery, recommendations on changes to fees and charges were tabled with Council.

A list of all the recommended fees for 2020 are summarized in a chart below. For comparison purposes, any fees that are being recommended for a change from the current fees have been highlighted in yellow.

SCHEDULE "A" **RECREATION & LEISURE**

Type of Fee	Base Rate	HST	TOTAL		Prior Fees
Pyramid Recreation Centre Ice Fees					
Ice Rentals					
Prime Time - Adult	\$172.77	\$22.46	\$ 195.23		\$191.62
Non prime time - Adult	\$111.82	\$14.54	\$ 126.36		\$124.09
Prime time- Minor	\$141.69	\$18.42	\$ 160.11		\$157.20
Non prime time- Minor	\$89.11	\$11.58	\$ 100.69		\$98.94
Shoulder Ice Rate - reduced rate to sell unused times	\$85.00	\$11.05	\$ 96.05		\$85.00
Ticket Ice flat rate for 4 people; additional people \$15 each (Mon-Fri 7am to 4pm, PA days and holidays)	\$57.52	\$7.48	\$ 65.00		\$48.00
Dry Pad					
Hourly Rate	\$103.39	\$13.44	\$ 116.83		\$114.53
Max Rate	\$861.52	\$112.00	\$ 973.52		\$954.43
Single Ice Admissions					
Youth	\$3.32	\$0.43	\$ 3.75		\$3.50
Adult	\$4.65	\$0.60	\$ 5.25		\$4.75
Older Adult	\$4.43	\$0.58	\$ 5.00		\$4.50
Family	\$12.39	\$1.61	\$ 14.00		\$13.25

SCHEDULE "A"
RECREATION & LEISURE

Type of Fee	Fee	Multi-Discount	Insurance	Subtotal	HST	Total	Prior Fees (HST Included where applicable)
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Pyramid Recreation Centre - Aquatics

Single Admission

Child/Youth (3-18)	\$3.32	n/a		\$3.32	\$0.43	\$3.75	\$3.50
Adult (19-64)	\$4.65	n/a		\$4.65	\$0.60	\$5.25	\$4.75
Older Adult (65+)	\$4.43	n/a		\$4.43	\$0.58	\$5.00	\$4.50
Family Admission	\$12.39	n/a		\$12.39	\$1.61	\$14.00	\$13.25

15 Admissions (10% discount)

Child/Youth (3-18)	\$49.80	\$4.98		\$44.82	\$5.83	\$50.65	\$47.29
Adult (19-64)	\$69.75	\$6.98		\$62.78	\$8.16	\$70.94	\$64.07
Older Adult (65+)	\$66.38	\$6.64		\$59.74	\$7.77	\$67.50	\$60.71

30 Admissions (12% discount)

Child/Youth (3-18)	\$99.60	\$11.95		\$87.65	\$11.39	\$99.04	\$92.48
Adult (19-64)	\$139.50	\$16.74		\$122.76	\$15.96	\$138.72	\$125.29
Older Adult (65+)	\$132.75	\$15.93		\$116.82	\$15.19	\$132.01	\$118.73

60 Admissions (14% discount)

Child/Youth (3-18)	\$199.20	\$27.89		\$171.31	\$22.27	\$193.58	\$180.75
Adult (19-64)	\$279.00	\$27.90		\$251.10	\$32.64	\$283.74	\$244.89
Older Adult (65+)	\$265.50	\$26.55		\$238.95	\$31.06	\$270.01	\$232.06

Swimming Lessons

Swim lessons 1/2 hour- 10 lessons	\$77.50			\$77.50	n/a	\$77.50	\$67.50
Swim lessons 3/4 hour- 10 lessons	\$87.50			\$87.50	n/a	\$87.50	\$72.50
Swim lessons drop in - 30 mins	\$7.75			\$7.75	n/a	\$7.75	\$6.75
Swim lessons drop in - 45 mins	\$8.75			\$8.75	n/a	\$8.75	\$7.25
Private lessons - 30 min	\$18.37			\$18.37	n/a	\$18.37	\$18.01
Semi-private lessons	\$27.58			\$27.58	n/a	\$27.58	\$27.04
Recreational Swim Team per lesson	\$6.00			\$6.00	n/a	\$6.00	\$5.40
Junior Lifeguard Club per lesson	\$6.00			\$6.00	n/a	\$6.00	\$4.00

Advanced Aquatics

Bronze Star	\$70.65			\$70.65	n/a	\$70.65	\$69.47
Bronze Medallion	\$130.99			\$130.99	n/a	\$130.99	\$128.42
Bronze Cross	\$130.99			\$130.99	\$17.03	\$148.02	\$145.11
Lifesaving Manual	\$43.72			\$43.72	\$5.68	\$49.40	\$49.40
WSI	\$306.22			\$306.22	\$39.81	\$346.03	\$339.46
WSI Recert	\$59.70			\$59.70	\$7.76	\$67.46	\$66.36
WSI Recert Staff	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
NL Recert	\$59.70			\$59.70	\$7.76	\$67.46	\$66.36
NL Recert Staff	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Standard First Aid CPR C	\$88.89			\$88.89	\$11.56	\$100.45	\$96.48
Bronze Cross & WSI-LIT discount - 40% with volunteer hours	\$93.42			\$93.42	\$12.14	\$105.56	New Program
WSI - LIT discount - 40% with volunteer hours	\$208.73			\$208.73	\$27.13	\$235.86	New Program

Group Facility Rentals - Aquatic Centre & Quarry

0-60 Swimmers	\$97.53		\$1.51	\$99.04	\$12.88	\$111.92	\$109.56
61-100 Swimmers	\$114.93		\$3.02	\$117.95	\$15.33	\$133.28	\$130.36
100+ Swimmers	\$161.33		\$3.02	\$164.35	\$21.37	\$185.72	\$181.75

Middlesex Swim Club - Hourly Rate	\$61.39			\$61.39	\$7.98	\$69.37	\$68.22
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School Agreement

0-60 Swimmers	\$61.00			\$61.00	\$7.93	\$68.93	\$67.80
61-100 Swimmers	\$91.60			\$91.60	\$11.91	\$103.51	\$101.70
100+ Swimmers	\$152.80			\$152.80	\$19.86	\$172.66	\$169.50

St. Marys Quarry

Single Admission

Child/Youth (3-18)	\$3.98			\$3.98	\$0.52	\$4.50	\$3.50
Adult (19-64)	\$6.20			\$6.20	\$0.81	\$7.00	\$6.75
Paddle Board Rental	\$8.85			\$8.85	\$1.15	\$10.00	\$8.00

SCHEDULE "A"
RECREATION & LEISURE

Type of Fee	Base Rate	HST	TOTAL	PRIOR FEES	HST	Total
Birthday Party - PRC						
Public Skate or Swim Party	\$150.45	\$ 19.56	\$ 170.00	\$119.47	\$ 1.13	\$135.00
Fun Zone Party	\$141.60	\$ 18.41	\$ 160.00	\$115.04	\$ 1.13	\$130.00
Add youth	\$10.00	\$ -	\$ 10.00	\$10.00		\$10.00
Add Adult	\$7.08	\$ 0.92	\$ 8.00	\$6.50	\$ 1.13	\$7.35
Private Skate	\$185.85	\$ 24.16	\$ 210.00	\$176.99	\$ 1.13	\$200.00
Private Swim	\$177.00	\$ 23.01	\$ 200.00	\$150.44	\$ 1.13	\$170.00
Additional 1.5 hour for movie	\$35.40	\$ 4.60	\$ 40.00	\$35.40	\$ 1.13	\$40.00
Add pizza option	\$22.12	\$ 2.88	\$ 25.00	\$14.60	\$ 1.13	\$16.50
Parents Night Out						
Movie, Food and Swim	\$17.70	\$ 2.30	\$ 20.00	\$13.27	\$ 1.13	\$15.00
Camp PRC						
Full Day	\$32.50	n/a	\$ 32.50	\$32.50	\$ -	\$32.50
Kitchen Camp	\$100.00	n/a	\$ 100.00	\$88.50	\$ -	\$88.50
Tennis Camp	\$100.00	n/a	\$ 100.00	\$100.00	\$ -	\$100.00
Hockey Camp	\$225.00	n/a	\$ 225.00	\$150.00	\$ -	\$150.00
Programs						
Soccer Stars	\$65.00	n/a	\$ 65.00	\$45.00	\$ -	\$45.00
Dance	\$60.00	n/a	\$ 60.00	\$60.00	\$ -	\$60.00
Ball Hockey	\$45.00	n/a	\$ 45.00	\$35.00	\$ -	\$35.00
Kicks	\$45.00	n/a	\$ 45.00	\$35.00	\$ -	\$35.00
Red Cross Babysitting	\$60.00	n/a	\$ 60.00	\$50.00	\$ -	\$50.00
Youth Centre	\$20.00	n/a	\$ 20.00	\$15.00	\$ -	\$15.00
Minor Soccer	TBD	Y	\$ -	\$7.13	\$ -	\$7.13
Minor Baseball	\$11.50	Y	\$ 11.50	\$9.96	\$ 1.13	\$11.25
Adult Baseball	n/a		n/a			Nil
Adult Badminton	\$17.70	\$2.30	\$ 20.00			Nil
Adult Volleyball	\$17.70	\$2.30	\$ 20.00			Nil
Adult Tennis (Tournaments only, cost per court)	\$22.12	\$2.88	\$ 25.00			

SCHEDULE "A"
RECREATION & LEISURE

Type of Fee	Member			Non - Member		
	Member Rate	HST	TOTAL	Non-Member Rate	HST	TOTAL
Friendship Centre						
Programs						
Membership	\$39.83	\$5.18	\$45.00			
Monday Music	\$4.43	\$0.58	\$5.00			
Quilting Flat Rate Member	\$44.25	\$5.75	\$50.00	\$66.38	\$8.63	\$75.00
DCVI Pickle ball Membership	\$22.13	\$2.88	\$25.00	\$39.83	\$5.18	\$45.00
Pickle ball Drop In Passes (6)				\$22.13	\$2.88	\$25.00
Drop In Shuffleboard Rate				\$4.43	\$0.58	\$5.00
Shuffleboard Yearly Membership	\$8.85	\$1.15	\$10.00			
Drop In Carpet Bowling				\$4.43	\$0.58	\$5.00
Pepper				\$1.77	\$0.23	\$2.00
Men's Bridge	\$1.77	\$0.23	\$2.00	\$2.66	\$0.35	\$3.00
Duplicate Bridge	\$1.77	\$0.23	\$2.00	\$2.66	\$0.35	\$3.00
Contract Bridge	\$1.77	\$0.23	\$2.00	\$2.66	\$0.35	\$3.00
Creative Minds Open Crafting				\$1.77	\$0.23	\$2.00
Scrapbooking	\$11.51	\$1.50	\$13.00	\$14.16	\$1.84	\$16.00
Open Crop Scrapbooking	\$8.85	\$1.15	\$10.00	\$11.51	\$1.50	\$13.00
Choir	\$44.25	\$5.75	\$50.00			
ROMEO Coffee Club				\$1.77	\$0.23	\$2.00
Knit & Chat				\$1.77	\$0.23	\$2.00
Tech Classes	\$13.28	\$1.73	\$15.00	\$17.70	\$2.30	\$20.00
Card Making	\$10.62	\$1.38	\$12.00	\$13.28	\$1.73	\$15.00
Yoga (Per Class)	\$8.85	\$1.15	\$10.00	\$11.77	\$1.53	\$13.30
Meditation	\$22.13	\$2.88	\$25.00	\$28.32	\$3.68	\$32.00
Zumba	\$7.97	\$1.04	\$9.00	\$9.74	\$1.27	\$11.00
Pepperama				\$8.85	\$1.15	\$10.00
Euchrerama				\$8.85	\$1.15	\$10.00
Camp Fires	\$6.20	\$0.81	\$7.00	\$7.97	\$1.04	\$9.00
Scrap-a-ton				\$48.68	\$6.33	\$55.00
Evening Dinner Event	\$11.51	\$1.50	\$13.00	\$13.28	\$1.73	\$15.00
Themed Lunch	\$10.62	\$1.38	\$12.00	\$13.28	\$1.73	\$15.00
Scrapbooking Garage Sale				\$26.55	\$3.45	\$30.00
Craft Show				\$35.40	\$4.60	\$40.00

Member	Non-Member
Prior Fees	Prior Fees
\$40.00	n/a
\$5.00	no change
\$50.00	n/a
\$25.00	n/a
\$25.00	no change
\$5.00	no change
?	n/a
\$0.00	\$0.00
\$0.00	\$0.00
\$2.00	\$3.00
\$2.00	\$3.00
\$2.00	\$3.00
\$0.00	\$0.00
\$13.00	\$15.00
\$10.00	\$13.00
\$50.00	n/a
\$0.00	\$0.00
\$0.00	\$0.00
\$10.00	\$15.00
\$10.00	\$13.00
\$9.50	\$12.00
\$25.00	\$32.00
\$8.00	\$10.00
\$8.00	
\$8.00	
\$6.00	\$8.00
\$50.00	
\$12.00	
\$12.00	
\$25.00	
\$35.00	

SCHEDULE "A"
RECREATION & LEISURE

Type of Fee	Base Rate	HST Applicable
Home Support		
Meals on Wheels - hot meal	\$8.75	N
Meals on wheels - frozen entrees	\$5.50	N
Meals on wheels - frozen soups and desserts	\$2.00	N
Frozen entrée package deal (8 meals)	\$38.00	N
Dining meals-supper	\$10.00	N
Dining meals - tuck shop	\$7.00	N
Dining meals - breakfasts	\$7.50	N
Special event meals	\$17.00	N
Shopping Service - Personal		
Extra Stop	\$1.00	N
More Services		
Foot Care Clinic	\$25.00	N
Chair Yoga	\$7.00	N
Fitness Workshop	\$6.00	N
Healthy Living Workshops	\$15.00	N

Prior Fees
\$8.75
\$5.50
\$2.00
\$38.00
\$9.00
\$6.50
\$7.50
\$17.00
\$10.00
\$1.00
\$23.00
\$6.00
\$5.00
\$15.00

SCHEDULE "B"
FACILITY RENTALS

FACILITY RENTALS								Prior Fees
Type of Fee		Base Rate	HST	TOTAL	Non-Profit Rate	HST	TOTAL	
Facility Rentals								
PRC Halls and Rooms								
1/3 hall, MP Room & End Zone: Sun-Thurs (Non-prime)	per hour	\$45.00	\$5.85	\$50.85	\$40.00	\$5.20	\$45.20	
1/3 hall & Multi purpose room & End Zone: Fri -Sat (Prime)	per hour	\$50.00	\$6.50	\$56.50	\$45.00	\$5.85	\$50.85	
2/3 hall: Sunday-Thursday (Non-prime)	per hour	\$65.00	\$8.45	\$73.45	\$55.00	\$7.15	\$62.15	
2/3 hall: Friday - Saturday (Prime)	per hour	\$60.00	\$7.80	\$67.80	\$60.00	\$7.80	\$67.80	
Whole hall: Sunday - Thursday (Non-prime)	per hour	\$85.00	\$11.05	\$96.05	\$70.00	\$9.10	\$79.10	
Whole hall: Friday - Saturday (Prime)	per hour	\$90.00	\$11.70	\$101.70	\$75.00	\$9.75	\$84.75	
Main Hall: Sunday - Thursday (Non-prime)	per hour	\$85.00	\$11.05	\$96.05	\$70.00	\$9.10	\$79.10	
Main Hall: Friday - Saturday (Prime)	per hour	\$90.00	\$11.70	\$101.70	\$75.00	\$9.75	\$84.75	
Meeting Room A,B,C,D								
(Non-prime)	per hour	\$15.00	\$1.95	\$16.95	\$15.00	\$1.95	\$16.95	
(Prime)	per hour	\$20.00	\$2.60	\$22.60	\$20.00	\$2.60	\$22.60	
Set Up Fees (NEW) based on availability - 30% of hourly fee								
1/3 Hall, Multi-Purpose Room & End Zone								
Prime	per hour	\$15.00	\$1.95	\$16.95				new
Non-prime	per hour	\$13.50	\$1.76	\$15.26				new
2/3 Hall								
Prime	per hour	\$19.50	\$2.54	\$22.04				new
Non-prime	per hour	\$18.00	\$2.34	\$20.34				new
Whole Hall								
Prime	per hour	\$27.00	\$3.51	\$30.51				new
Non-prime	per hour	\$25.50	\$3.32	\$28.82				new
Main Hall								
Prime	per hour	\$10.50	\$1.37	\$11.87				new
Non-prime	per hour	\$9.00	\$1.17	\$10.17				new
Meeting Room A,B,C,D								
Prime	per hour	\$6.00	\$0.78	\$6.78				new
Non-prime	per hour	\$4.50	\$0.59	\$5.09				new
FC Industrial Kitchen	per hour	\$40.20	\$5.23	\$45.43				new
Town Hall: Base rate plus staff rate								
Town Hall: Auditorium (Base rate)	per hour	143.52	\$18.66	\$162.18				\$159.00
Town Hall: Auditorium (Staffing Price/Hr)	per hour	24.41	n/a	\$24.41				\$23.93
Lind Sportsplex: Base rate plus staff rate								
Lind Sportsplex: Dry Surface (Base rate Sunday-Saturday)	per hour	33.78	\$4.39	\$38.17				37.42
Lind Sportsplex: Lounge (Base Rate Sunday-Saturday)	per hour	182.55	\$23.73	\$206.28				202.24
Lind Sportsplex: Staffing Price/Hr	per hour	24.41	n/a	\$24.41				27.04
Events with entertainment that plays non-original music								
1/3 hall with dancing								
1/3 hall without dancing								
2/3 hall with dancing								
2/3 without dancing								
Whole hall with dancing								
Whole hall without dancing								
Ice pad with dancing								
Ice Pad without dancing								
**Re-Sound and SOCAN tariffs may apply if music is played these rates are not set by the municipality								
Alcohol for Facility								
Managed Bar								
12 oz beer		\$4.64	\$0.60	\$5.24				Price
Tall Can 473 ml		\$5.53	\$0.72	\$6.25				\$4.75
12 oz cooler		\$4.64	\$0.60	\$5.24				N/A
1oz liquor		\$4.64	\$0.60	\$5.24				\$4.75
5oz house wine		\$4.64	\$0.60	\$5.24				\$4.75
26 oz house wine		\$15.04	\$1.96	\$17.00				n/a
Profit Share for Bars								
Not-for Profit renters receive 50% of profit after expenses								
All other groups profit remains with the PRC-no profit share								
A La Carte Pricing								
Stage cost per section (4 feet by 8 feet is one section)		\$20.00	\$2.60	\$22.60				
Portable Projector/Screen		N/C						N/C
Podium		N/C						N/C
Portable Sound System		N/C						N/C
Hourly rate after 2 a.m. (per staff)	per hour	\$60.00	\$7.80	\$67.80				
Power drops from height per drop plus the cost of lift access		\$10.00	\$1.30	\$11.30				
Lift access with staff (per hour)	per hour	\$60.00	\$7.80	\$67.80				

SCHEDULE "C"
BUILDING & PLANNING

Type of Fee	Fee	HST	TOTAL	Prior Fees
Development & Planning				2013
Official Plan Amendment	\$3,800.00		\$3,800.00	\$3,500.00
Zoning Amendment	\$3,800.00		\$3,800.00	\$2,300.00
Zoning By-law Amendment - Minor (e.g. addition of single use)	\$2,900.00		\$2,900.00	\$2,300.00
Concurrent Official Plan and Zoning By-law Amendments	\$6,000.00		\$6,000.00	\$0.00
Consent to Sever	\$1,500.00		\$1,500.00	\$1,500.00
Minor Variance	\$1,000.00		\$1,000.00	\$800.00
Site Plan Approval				\$2,200.00
Site Plan Approval Exemption	\$200.00		\$200.00	\$0.00
Minor Site Plan Application	\$1,000.00		\$1,000.00	\$0.00
Major Site Plan Application \$2,200 + \$50 per lot/unit over 5 lots/units	\$2,200.00		\$2,200.00	\$2,200.00
+ \$50 per lot/unit over 5 lots/units	\$50 per lot/unit			
+ - \$1/sq. meter of non-residential floor area after the first \$1,000 square meter	\$1/sq meter			
Remove Holding Symbol	\$900.00		\$900.00	\$300.00
Part Lot Control - up to one lot	\$1,000.00		\$1,000.00	\$550.00
Deeming By-law	\$900.00		\$900.00	\$700.00
Plan of Subdivision				
Up to 30 lots/units	\$5,000.00		\$5,000.00	\$5,000.00
Over 30 lots/units	add \$200 per lot/unit		add \$200 per lot/unit	add \$200 per lot/unit
Over 40 lots/units	add \$100 per lot/unit		add \$100 per lot/unit	add \$100 per lot/unit
Over 50 lots/units	add \$50 per lot/unit		add \$50 per lot/unit	add \$5 per lot/unit
Site Alteration				
Applications for fill and/or topsoil less than 500 cubic meters	\$250.00		\$250.00	
Applications for fill and/or topsoil more than 500 cubic meters	\$500.00		\$500.00	
Additional Applications				
Applications for additional inspection	\$150.00		\$150.00	
Re-issue of expired permit	\$150.00		\$150.00	
By-Law Variance	\$250.00		\$250.00	
Sign Applications				
Portable sign (per occasion)	\$100.00		\$100.00	
Temporary sign (per occasion)	\$40.00		\$40.00	
Sidewalk sign (no charge)	\$0.00		\$0.00	
Sign installed prior to issuance of permit	\$150.00		\$150.00	
Encroachment Agreement	\$550.00	\$71.50	\$621.50	
Development Charges				
Single and Semi-detached dwelling	TBD			\$8,657.00
Apartment - Two or More Bedrooms	TBD			\$5,150.00
Apartment - Bachelor and One-bedroom	TBD			\$3,567.00
Townhouse and Other Multiple Dwelling	TBD			\$5,915.00
Commercial/Industrial/Institutional Buildings	EXEMPT		EXEMPT	EXEMPT

* Please refer to By-Law 99-2017 for Development Charges

SCHEDULE "D"
ANIMALCONTROL

Type of Fee	Fee	After March 31st	HST Applicable	Prior Fees
Animal Control				
Cat licence - per year	\$20.00	\$30.00	N	\$10.00
First Dog per household - per year	\$20.00	\$30.00	N	\$15.00
Second Dog per household - per year	\$20.00	\$30.00	N	\$20.00
Third Dog per household - per year	\$20.00	\$30.00	N	\$25.00
Fourth Dog per household - per year	\$20.00	\$30.00	N	\$30.00
Kennel Licence - per year	\$300.00		N	\$300.00
Straying Fee	\$75.00		N	\$50.00
Service Animal	\$0.00		N	\$0.00
Replace of Tag	\$5.00		N	NA

SCHEDULE "E"
CEMETERY

Type of Fee	2020 Fees	2021 Fees	2022 Fees	2023 Fees	HST	Prior Fees (2019)
Operations - Cemetery						
Burial Fees						
*All fees are inclusive of the Cemeteries Care and Maintenance						
Fund fee						
Cemetery (resident)	\$1,218.53	\$1,279.45	\$1,343.42	\$1,410.60	Y	\$1,160.50
Cemetery (non-resident)	\$1,566.18	\$1,644.49	\$1,726.71	\$1,813.05	Y	\$1,491.60
Cremation Plot (3 x 3") (resident)	\$696.47	\$731.29	\$767.85	\$806.25	Y	\$663.30
Cremation Plot (3 x 3") (non-resident)	\$870.87	\$914.41	\$960.13	\$1,008.14	Y	\$829.40
Columbarium Niche (resident)	\$1,901.13	\$1,996.19	\$2,096.00	\$2,200.80	Y	\$1,810.60
Columbarium Niche (non-resident)	\$2,102.10	\$2,207.21	\$2,317.57	\$2,433.44	Y	\$2,002.00
Extras						
Bronze Scroll Wreath for Columbarium Niche	\$696.47	\$731.29	\$767.85	\$806.25	Y	\$663.30
Foundation	\$346.50	\$363.83	\$382.02	\$401.12	Y	\$330.00
Interment Fees						
Youth 6+ Adult (resident)	\$1,044.12	\$1,096.33	\$1,151.14	\$1,208.70	Y	\$994.40
Youth 6+ Adult (non-resident)	\$1,174.64	\$1,233.37	\$1,295.04	\$1,359.79	Y	\$1,118.70
Child 5 and under	\$100.00	\$100.00	\$100.00	\$100.00	Y	\$100.00
Cremated remains	\$522.06	\$548.16	\$575.57	\$604.35	Y	\$497.20
Saturday or Statutory Holiday Internment	\$593.25	\$622.91	\$654.06	\$686.76	Y	\$565.00
Winter Internment (Dec. 1 - April 15)	\$217.14	\$228.00	\$239.40	\$251.37	Y	\$206.80
Weekdays after 4:00pm (per hour)	\$132.83	\$139.37	\$146.44	\$153.76	Y	\$126.50
Chapel						
Chapel rental (resident)	\$78.75	\$82.69	\$86.82	\$91.16	Y	\$75.00
Chapel rental (other cemeteries) (non-resident)	\$191.73	\$201.32	\$211.38	\$221.95	Y	\$182.60
Markers						
Fiat Marker	\$50.00	\$60.64	\$63.67	\$66.85	Y	\$50.00
Upright marker (up to and including 1.22m length and height)	\$100.00	\$121.28	\$127.34	\$133.71	Y	\$100.00
Upright marker (more than 1.22m in length and height)	\$200.00	\$242.55	\$254.68	\$267.41	Y	\$200.00
Monument Inspection Fee	\$57.75	\$60.64	\$63.67	\$66.85	Y	\$55.00
Other						
Deed holder transfer back to Town	\$455.07	\$477.82	\$501.71	\$526.80	Y	433.40
Deed holder name transfer	\$86.63	\$90.96	\$95.50	\$100.28	Y	82.50
Registration fee	\$12.00	\$12.00	\$12.00	\$12.00	N	\$12.00
Disinterment	\$1,155.00	\$1,212.75	\$1,273.39	\$1,337.06	Y	\$1,100.00
Reburial	\$1,848.00	\$1,940.00	\$2,037.42	\$2,139.29	Y	\$1,760.00

SCHEDULE "F"
PUBLIC WORKS

Type of Fee	Fee	HST	TOTAL	Prior Fees (2013)
General Operations				
Labour (non-supervisor)	\$32.50	\$4.23	\$36.73	\$30.90
Labour (supervisor)	\$40.90	\$5.32	\$46.22	\$38.90
L20 - 2014 Pick-up	\$21.00	\$2.73	\$23.73	\$20.00
L30 - 2011 Pick-up	\$21.00	\$2.73	\$23.73	\$20.00
L50 - 2014 Pick-up	\$26.25	\$3.41	\$29.66	\$25.00
J10 - 2001 Backhoe	\$42.00	\$5.46	\$47.46	\$40.00
J30 - 2013 Case Loader	\$63.00	\$8.19	\$71.19	\$60.00
J40 - 2000 Sweeper	\$63.00	\$8.19	\$71.19	\$60.00
J60 - 2015 Caterpillar	\$42.00	\$5.46	\$47.46	\$60.00
T20 - 2011 International	\$42.00	\$5.46	\$47.46	\$40.00
T40 - 2013 Freightliner	\$52.50	\$6.83	\$59.33	\$50.00
R10 - 1999 Vactor	\$94.50	\$12.29	\$106.79	\$90.00
Parks				
Memorial Donation - Grand Trunk Trail Plaq	\$40.00	n/a	\$40.00	\$35.00
Memorial Bench	Market Price			\$600.00
Memorial Tree	Market Price			Market Price
Memorial Plaque (for Tree or Bench)	Market Price			\$90.00
Engineering				
Engineering Staff Rate	\$60.00	\$7.80	\$67.80	N/A
Designated Parking Permit				
Long-Term (Annual Fee)	\$60.00	\$7.80	\$67.80	\$60.00
Short-Term (7 Days)	\$10.00	\$1.30	\$11.30	\$10.00

SCHEDULE "G"
WASTE MANAGEMENT

Type of Fee	Fee	HST	TOTAL
Waste Collection & Diversion Fee			
Small Waste Cart - 35 Gallon	\$115.00		\$115.00
Medium Waste Cart - 65 Gallon	\$165.00		\$165.00
Large Waste Cart - 95 Gallon	\$229.00		\$229.00

**Prior Fees
(2013 & 2017)**

\$84.00
\$132.00
\$198.00

St. Marys Landfill Site			
Solid Waste - Disposal Minimum Fee (0-100 KG)	\$10.00		\$10.00
Solid Waste - Disposal per tn (>100KG)	\$ 82.50/tonne		\$ 82.50/tonne
Wood Waste	\$ 82.50/tonne		\$ 82.50/tonne
Shingles/Roofing Material	\$ 82.50/tonne		\$ 82.50/tonne
Asbestos Containing Material Waste	\$ 255.00/tonne		\$ 255.00/tonne
Contaminated Soil	\$ 180.00/tonne		\$ 180.00/tonne
Loads Containing Banned Materials	\$ 205.00/tonne		\$ 205.00/tonne
Unsorted Waste	\$ 205.00/tonne		\$ 205.00/tonne
Recyclables	n/a		n/a
Leaf and Yard Waste	n/a		n/a
Brush Material	n/a		n/a
Electronic Waste	n/a		n/a
Scrap Metal	n/a		n/a
Municipal Special and Hazardous Waste	n/a		n/a
Mattress	\$ 20.00/item		\$ 20.00/Item
Box Spring	\$ 20.00/item		\$ 20.00/Item
Axle Weight - Single Axle Dump Truck/Trailer (Estimated Net Weight of 725 KG to be used)	\$59.81		\$59.81
Axle Weight - Double Axle Roll Off (Estimated Net Weight of 1,450 KG to be used)	\$119.63		\$119.63
Axle Weight - Tri-Axle Roll Off or Dump Truck (Estimated Net Weight of 3,750 KG to be used)	\$309.38		\$309.38
Axle Weight - Double Axle Compactor (Estimated Net Weight of 8,500 KG to be used)	\$701.25		\$701.25

\$10.00
\$82.50
\$82.50
\$82.50
\$254.80
\$178.30
N/A
\$203.80
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
New
New
New
New
New
New

Administrative Fees			
Wheelie Bin Container Size Increase or Decrease	\$45.00	\$5.85	\$50.85
Replacement or Removal of Waste or Recycling Carts	As determined by Service Provider		
Reproduction of Solid Waste Tickets and or Invoices	\$20.00	\$2.60	\$22.60

\$45.00
N/A
N/A

SCHEDULE "H"
WATER SUPPLY & DISTRIBUTION

Type of Fee	Fee	HST	TOTAL	Prior Fees (2017 & 2013)
Tier 1 Water User [0-250 cubic metres per month]				
Monthly Water Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]				
Base Rate [Monthly]:	\$14.92		\$14.92	\$14.63
Usage Rate [per cubic meter]:				
Note: Usage Charge [Water] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Water] per cubic metre	\$1.58		\$1.58	\$1.55
Tier 2 Water User [250-750 cubic metres per month]				
Monthly Water Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]				
Base Rate [Monthly]:	\$57.41		\$57.41	\$56.28
Usage Rate [per cubic meter]:				
Note: Usage Charge [Water] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Water] per cubic metre	\$1.44		\$1.44	\$1.41
Tier 3 Water User [751 + cubic metres pre month]				
Monthly Water Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]				
Base Rate [Monthly]:	\$229.61		\$229.61	\$225.11
Usage Rate [per cubic meter]:				
Note: Usage Charge [Water] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Water] per cubic metre	\$1.14		\$1.14	\$1.12
Non-Resident Surcharge (applicable to any non-resident use, unless otherwise agreed to by the Town)	250%			N/A
Change of Occupancy Charge	\$25.00	\$3.25	\$28.25	\$25.00
Water Meter Charges				
New Construction	\$200	\$26.00	\$226.00	\$130.00
New Construction IC&I Property	Full Cost		Full Cost	\$130.00
Touch Pad Not Installed by Builder (New Construction)	\$90.00	\$11.70	\$101.70	N/A
Water Meter Testing Deposit	\$75.00	\$9.75	\$84.75	N/A
Water Meter Testing Charge	\$145.00	\$18.85	\$163.85	N/A
Water Meter Calibration	Full cost		Full Cost	\$145.00
Water Meter Replacement Cost [Owner's Misuse]	\$210	\$27.30	\$237.30	\$210
Repair or Replace Touch Pad System as a Result of Damage	\$60.00	\$7.80	\$67.80	New
Bulk Water				
Bulk Water Surcharge Fee	250%			250%
Bulk Water Administration Fee	\$50.00	\$6.50	\$56.50	\$50.00
Backflow				
Backflow Testing, Late Filing Fee	\$150.00	\$19.50	\$169.50	\$150.00
Water Turn On/Off				
Water Turn On/Off [Non-Emergency - between Monday to Friday 8am to 4:30pm]	\$30.00	\$3.90	\$33.90	\$30.00
Water Turn Off [Non-Emergency, after hours]	\$350.00	\$45.50	\$395.50	\$185.00
Temporary Hydrant Connection				
Temporary Hydrant Connection/Disconnection Fee	\$175.00	\$22.75	\$197.75	\$175.00
Temporary Hydrant Connection, Usage Charge				
Minimum Charge includes 350 cubic metres if water. Current usage rate applies to usage above 350 cubic metres.	\$500.00	\$65.00	\$565.00	\$500.00
Other Fees				
Private Water Well Application Fee [Deposit]	\$250.00	\$32.50	\$282.50	\$250.00
Private Water Well Application Fee	Any Incurred Fee(s)			Any Incurred Fee(s)
External Water Use Permit	\$10.00	\$1.30	\$11.30	\$10.00
Property Connection Charge	Any Incurred Fee(s)			Any Incurred Fee(s)

SCHEDULE "I"
WASTEWATER COLLECTION AND TREATMENT

Type of Fee	Fee	HST	TOTAL	Prior Fees (2017)
Tier 1 Wastewater User [0-250 cubic metres per month] Monthly Wastewater Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]				
Base Rate [Monthly]:	\$19.94		\$19.94	\$19.47
Usage Rate [per cubic meter]: Note: Usage Charge [Wastewater] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Wastewater] per cubic metre	\$1.33		\$1.33	\$1.30
Tier 2 Wastewater User [250-750 cubic metres per month] Monthly Wastewater Charge is equal to Monthly Base Rate [Wastewater] + Usage Charge [Wastewater]				
Base Rate [Monthly]:	\$66.44		\$66.44	\$64.88
Usage Rate [per cubic meter]: Note: Usage Charge [Wastewater] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Wastewater] per cubic metre	\$1.33		\$1.33	\$1.30
Tier 3 Wastewater User [751 + cubic metres pre month] Monthly Wastewater Charge is equal to Monthly Base Rate [Wastewater] + Usage Charge [Wastewater]				
Base Rate [Monthly]:	\$232.54		\$232.54	\$227.09
Usage Rate [per cubic meter]: Note: Usage Charge [Wastewater] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Wastewater] per cubic metre	\$1.33		\$1.33	\$1.30
Sanitary System & Monitoring				
Sanitary Sewer Blockage - After Hours (Private)	\$350	\$45.50	\$395.50	N/A
CCTV Sanitary Sewer Inspection (Private)	Full Cost		Full Cost	N/A
Sewer Monitoring Testing and Sampling	Full Cost		Full Cost	N/A

SCHEDULE "J"
ADMINISTRATION & OTHER

ADMINISTRATION & OTHER				
Type of Fee	Fee	HST	Total	CURRENT FEES
Finance Department				
Marriage Licence	\$125.00		\$125.00	\$125.00
Marriage Ceremony				
during business hours	\$275.00	\$35.75	\$310.75	\$275.00
outside of business hours at Town Hall	\$600.00	\$78.00	\$678.00	\$600.00
outside of business hours, not at Town Hall	\$400.00	\$52.00	\$452.00	\$400.00
rehearsal, plus mileage @ .53/km	\$75.00	\$9.75	\$84.75	\$75.00
Tax Certificates	\$40.00		\$40.00	\$30.00
Non-sufficient funds/stop payment fee	\$30.00		\$30.00	\$25.00
Copy of Tax Bill/Account Statement/Invoice	\$5.00	\$0.65	\$5.65	\$5.00
Building & Zoning Compliance Report	\$60.00		\$60.00	\$60.00
Property Tax Sale Registration	\$250.00		\$250.00	\$250.00
Property Tax Sale Extension Agreement	\$250.00		\$250.00	\$250.00
Fire Department				
Approved Fire Pit - per year	\$25.00		\$25.00	\$25.00
Fire Department Reports	\$50.00		\$50.00	\$50.00
File Search and Letter	\$50.00		\$50.00	\$50.00
Woodstove Inspection	\$50.00		\$50.00	\$50.00
Real Estate Sale Inspection	\$50.00		\$50.00	\$50.00
False Alarm Charge	The rate is at the full cost of wages and administrative costs for each false alarm where in the opinion of the Fire Chief the alarms could have been controlled by the owner or the person(s) in charge of the property.			The rate is at the full cost of wages and administrative costs for each false alarm where in the opinion of the Fire Chief the alarms could have been controlled by the owner or the person(s) in charge of the property.
Freedom of Information				
Search Time - per 15 minutes	\$7.50		\$7.50	\$7.50
Research Time - per 15 minutes	\$7.50		\$7.50	\$7.50
Records Preparation Time - per 15 minutes	\$7.50		\$7.50	\$7.50
Photocopies/printouts - per page	\$0.20		\$0.20	\$0.20
Computer Programming - per 30 minutes	\$60.00		\$60.00	\$60.00
Floppy Disks	\$10.00		\$10.00	\$10.00
Other Costs	Specified on Invoice			Specified on Invoice
Clerks Department				
Auctioneer Licence				
Resident	\$75.00		\$75.00	\$75.00
Non-resident	\$150.00		\$150.00	\$150.00
General Administration				
Photocopies - per page - minimum \$5.00				
Black and white - per page	\$0.25	\$0.03	\$0.28	\$0.25
Colour - per page	\$0.50	\$0.07	\$0.57	\$0.50
Research Time - per 15 minutes	\$7.50		\$7.50	\$7.50

SCHEDULE "K"
EARLY LEARNING CENTRE

Type of Fee	Fee	HST	PRIOR FEES
Infant Program			
Monthly rate - 5 full days per week	\$1,203.60	N	
Late charge - per minute	\$1.00	N	
Preschool Groups			
Part-time contract enrollment - per day		N	\$35.50
Monthly rate - 5 full days per week	\$806.00	N	\$706.00
Emergency or Flex Care		N	\$47.00
Late charge - per minute	\$1.00	N	\$3.00
Toddler Groups			
Part-time contract enrollment - per day		N	\$37.75
Monthly rate - 5 full days per week	\$882.00	N	\$735.50
Emergency or Flex Care		N	\$47.00
Late charge - per minute	\$1.00	N	\$3.00
JK/SK Holiday's Program			
PRC location - per day	\$33.15	N	\$32.50
Late charge - per minute	\$1.00	N	\$3.00
Before and After School Program			
Little Falls School			
Kindergarten Before School	\$290.70	N	
Kindergarten After School	\$258.06	N	
Kindergarten both Before & After	\$548.76	N	
Grade 1 and up Before School	\$231.54	N	
Grade 1 and up After School	\$206.04	N	
Grade 1 and up Both Before & After	\$437.58	N	
Holy Name			
Kindergarten Before School	\$226.44	N	
Kindergarten After School	\$322.32	N	
Kindergarten both Before & After	\$548.76	N	
Grade 1 and up Before School	\$179.52	N	
Grade 1 and up After School	\$258.06	N	
Grade 1 and up Both Before & After	\$437.58	N	
Nursery School program - per day	\$22.11	N	

SCHEDULE "L"
MUSEUM

Type of Fee		Fees	HST	Total
Cultural Services - Museum				
Admission				
Adult		\$3.54	\$0.46	\$4.00
Senior		\$2.88	\$0.37	\$3.25
Children 5-12		\$2.50		\$2.50
Children under 5		\$0.00	\$0.00	\$0.00
Family (2 adults and 1-3 children)		\$8.85	\$1.15	\$10.00

Guided group tour – regular hours per person				
	Adult	\$3.98	\$0.52	\$4.50
	Senior	\$3.32	\$0.43	\$3.75
Guided group tour – after hours				
	Adult	\$4.43	\$0.58	\$5.00
	Senior	\$3.76	\$0.49	\$4.25

Outreach program per program	By Donation		By Donation
Curriculum based school field trip per student	\$3.25		\$3.25
Research request – full staff assistance required (per article)	\$5.09	\$0.66	\$5.75
Research request – full staff assistance required (per hour) *minimum ½ hour charge	\$29.20	\$3.80	\$33.00
Reproduction of photographs – digital image on CD or via email *personal use	\$10.84	\$1.41	\$12.25
Reproduction of photographs – digital image on CD or via email *commercial use	\$19.87	\$2.58	\$22.45
Photocopy (black & White)	\$0.27	\$0.03	\$0.30
Photocopy (Colour)	\$1.15	\$0.15	\$1.30
Printing microfilmed material – per copy by researcher	\$0.53	\$0.07	\$0.60
Reproduction of microfilmed material	\$1.99	\$0.26	\$2.25

PRIOR FEES	
	By Donation
	By Donation
	By Donation
	By Donation
	By Donation
	By Donation
	By Donation
	By Donation
	\$3.00
	\$4.87
	\$28.32
	\$10.62
	\$19.47
	\$0.22
	\$1.11
	\$0.44
	\$1.77

Building permit fees will be reviewed in early 2020 and added to the consolidated fee By-law when available.

The Fees By-law is meant to be reviewed regularly, and at least annually. As many changes have been identified this year, staff will be monitoring the impacts of the changes in fees in the first half of 2020, any implications or changes will be brought back to Council for review and/or changes.

FINANCIAL IMPLICATIONS

The impact of any fee change is being reflected in the 2020 draft budget and will be discussed in more detail throughout the budget deliberations.

SUMMARY

The consolidation of all the Town's fees and charges will provide the public with one document to find Town fees; as well, the By-law will be reviewed at least annually to ensure fees and charges are up to date and adequate. The draft By-law is to take effect on January 1, 2020 and the recommended fee changes are being input into the 2020 Draft Budget.

STRATEGIC PLAN

☐ Not applicable to this report.

OTHERS CONSULTED

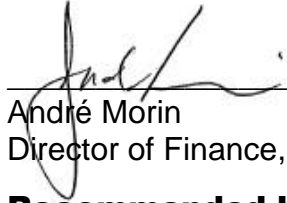
Senior Management Team

ATTACHMENTS

Draft Consolidated Fee By-Law

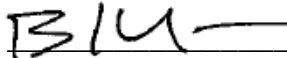
REVIEWED BY

Recommended by the Department



André Morin
Director of Finance, Treasurer

Recommended by the CAO



Brent Kittmer
CAO / Clerk

BY-LAW XX-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

BEING a by-law to establish fees or charges for services or activities provided or done by or on behalf of The Corporation of the Town of St. Marys.

WHEREAS: Section 10 of the Municipal Act, 2001 provides that a single-tier municipality may provide any service or thing that the municipality considers necessary for the public;

AND WHEREAS: Section 391 of the Municipal Act, 2001 provides that without limiting sections 9, 10, and 11 of the Municipal Act, 2001, those sections authorize a municipality to impose fees or charges on persons;

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control

AND WHEREAS: Section 398 of the Municipal Act, 2001 provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

AND WHEREAS: Section 398, subsection (2) of the Municipal Act, 2001 provides that the Treasurer of a municipality may add fees or charges imposed by a municipality to the tax roll and collect them in the same manner as municipal property taxes;

AND WHEREAS: Section 69 of the Planning Act, 1990, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS: Section 7 of the Building Code Act, 1992, authorizes a municipal Council to pass a by-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

AND WHEREAS: The Council for The Corporation of the Town of St. Marys deems it expedient to have a comprehensive user fee by-law;

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

1. That this By-law shall be known and may be cited as the "Fees By-law", "Fees and Charges By-law", "Fee Guide" or "Fee Schedule".
2. For the purposes of this By-law:
"Town" means the Corporation of the Town of St. Marys
"Municipal Act, 2001" means the Municipal Act, 2001, S.O. 2001 c. 25.
3. That the fees and charges for the Town of St. Marys services and activities and for the use of Town property set out in the following schedules of this by-law are hereby approved and deemed to form part of this By-law:
 - a) Schedule A – Recreation and Leisure
 - b) Schedule B – Facility Rentals
 - c) Schedule C – Building & Planning

- d) Schedule D – Animal Control
- e) Schedule E – Cemetery
- f) Schedule F – Public Works
- g) Schedule G – Waste Management
- h) Schedule H – Water Supply & Distribution
- i) Schedule I – Wastewater Collection & Treatment
- j) Schedule J – Administration & Other
- k) Schedule K – Early Learning Centre
- l) Schedule L – Museum

4. That applicable taxes will be added to the fees where required.
5. That the fees and charges imposed on a person by the Town, as outlined in the Schedules to this by-law, constitute a debt of the person to the Town.
6. The late payment charges may be added to all or any portion of any fees and charges imposed by this by-law that are due and payable at a rate of 1.25% per month, on the 30th day of default, and every month thereafter and such late payment charges shall form part of the fees or charges owing; unless otherwise stated in the schedule.
7. The fees and charges imposed on a person by the Town, as outlined in the Schedules to this by-law, may be increased and decreased or waived completely by the Manager to whose department the fee or charge relates in the following circumstances:
 - a) where there is a material change to the program or service being offered;
 - b) where a large-scale event, such as a conference or trade show, is being held at a Town facility or on Town-owned or Town-operated property and where a negotiated agreement is required;
 - c) where, by imposing a fee or charge, the Town is decreasing access or imposing a barrier to a person with a disability or their support person;
 - d) where a fee is set incorrectly by way of an administrative error; or,
 - e) where the waiver of the fee or charge is enacted in compliance with the Town Fee Waiver Policy.
8. A Manager may impose a new fee or charge not outlined in the Schedules to this by-law, but still under the provisions of the *Municipal Act, 2001* where a new program or service is being offered by the Town. The new fee or charge imposed by a Manager shall be included in the Schedules of this by-law, as soon as is practicable.
9. Persons with disabilities will not be charged more to access Town programs or services than that charged for the same program or service to persons without disabilities, in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005- O. Reg. 191-11*.
10. Should any part of this by-law, including any part of any schedule, be determined by a court of competent jurisdiction to be invalid or of no force and effect, it is Council's intention that such invalid part of this by-law shall be severable and that the remainder of this by-law including the remainder of the impugned schedule, as applicable, shall continue to operate and to be in force and effect.
11. That this by-law be reviewed at least annually.
12. That by-laws 11 of 2013, 19 of 2014, 55 of 2015, 41 of 2016, 09 of 2017, 95-2017, 100-2017, 89-2018, 46-2019 be hereby repealed.

13. That this by-law shall come into full force and effect on January 1, 2020.

Read a first, second and third time and finally passed this XXth day of November, 2019.

Acting Mayor Luna

Brent Kittmer, CAO / Clerk

DRAFT

Board of Directors Meeting Highlights
Held on October 17, 2019 at 5:00 PM
at the Material Recovery Facility Board Room



2020 Budget

The recycling industry continues to be challenged by multiple forces at the same time creating conditions that are very difficult to steer though. The changes initiated by China in 2018 continue to affect our operation in 2019 and they are expected to have a significant impact in 2020 as well.

In 2019, the per share cost will rise to \$63.75. Co-collection and automated rates are based on the CPI rate of 2.0% as of the mid point between July and August. They will be adjusted to the actual September rate when published later in October. Commodity revenue for 2020 is based on current tonnages and the current prices. Prices have crashed this year as a result of oversupply worldwide. Grants are based on this year's award and an expected increase next year based on the program experience across the Province.

	2019 Budget	2019 Projection	2020 Budget	\$ Diff.	%
Sales					
Commodity Revenue	1,417,000	1,363,000	1,306,000	-57,000	-4.2%
Grants	2,218,000	2,413,000	2,621,000	208,000	8.6%
Municipal Levy	3,754,000	3,729,000	4,338,000	609,000	16.3%
Co-Collection Revenue	3,419,000	3,444,000	3,645,000	201,000	5.8%
Containerized Services	1,268,000	1,425,000	1,454,000	29,000	2.0%
Other	499,000	944,000	821,000	-123,000	-13.0%
Total Sales	12,575,000	13,318,000	14,185,000	867,000	6.5%
Total Cost of Goods Sold	1,552,000	1,864,000	2,004,000	140,000	7.5%
Gross Profit	11,023,000	11,454,000	12,181,000	727,000	6.3%
Operating Expenses					
<i>Total Administration Expenses</i>	791,000	911,000	955,000	44,000	4.8%
<i>Total Collection Expenses</i>	5,603,000	5,959,000	6,114,000	156,000	2.6%
<i>Total Processing Expenses</i>	2,313,700	2,516,000	2,460,000	-56,000	-2.2%
Total Operating Expenses	8,707,700	9,385,000	9,529,000	144,000	1.5%
Operating Income	2,315,300	2,069,000	2,652,000	583,000	28.2%
Total Nonoperating Expense	2,490,000	2,509,000	2,613,000	104,000	4.1%
Net Change in Cash Position	-174,700	-440,000	39,000	479,000	-109%
Share Charge	\$56.60	\$56.60	\$63.75	\$7.15	12.63%

Expenses in most categories are projected to be in line with the projected cost of living of 2.0% with the exceptions of a few key areas. In order to continue to attract the right talent with our skilled workforce, our wages and benefits remain under pressure from our competitors who are only too willing to offer sign in bonuses to steal our people. The China pressure for quality at low prices remains for the foreseeable future as a result of the commodity oversupply they have created in the market place. Energy prices are on the rise again, but we are spared that increase because natural gas prices have remained low but the new federal carbon tax is eating away at this advantage. Repairs and maintenance in the fleet area are climbing as equipment ages and reached its out of warranty life span. While the cost of living over the last decade was around 20%, the cost of our vehicles more than doubled during that same period. Insurance for our industry has dried out causing rates to double in one year. Finally, we know that EPR is coming to relieve some pressure, but it is still 3-6 year away. Those are years of uncertainty that make the waters rougher to navigate in the short term than they need to be.

Ontario's Recycling System Needs To Be Overhauled – But Let's Do It Right

Responding a Special Advisor's report, the Ontario government announced its next steps to revamp Ontario's Blue Box program and transition it to a system that is paid for by the companies and producers whose products and packaging are collected in the Blue Box.

For many years, TEA and other environmental organizations have been calling for Ontario to the move to a full producer responsibility model to hold companies accountable for the waste they create. However, we're very concerned that if it's not done right, it will perpetuate waste and the plastic problem we currently face, and at worst, reward companies that continue to use plastic that is complicated or impossible to recycle, or promote burning plastic as the only solution.

Producer Responsibility

Extended Producer Responsibility (EPR) is the principle of holding the producers (i.e. manufacturers, brand owners) of products and packaging responsible for the full life cycle of what they put on the market. It's a best practice in dealing with waste and creating a circular economy. If done right, not only would a strong EPR system in Ontario force companies to pay for recycling, it would also force them to shift away from wasteful packaging that is hard or impossible to recycle, and take the burden off municipalities who are constantly scrambling to cope with new types of packaging entering the market. Products like black plastic and stand-up plastic pouches are impossible to recycle in a city like Toronto and contribute millions of dollars a year in costs for recycling contamination.

Ontario's Blue Bin Program

Ontario's Blue Box program has reached a critical point: when it started nearly 40 years ago, it collected mostly paper, metal and glass. Over time, however, things have changed and the average Blue Box is now full of single-use plastic products and complicated plastic packaging that is expensive to collect and hard to recycle. This has increased costs for municipalities, polluted the environment, and made it harder to find a market to recycle and use this low-value plastic.

In Ontario, the Blue Box program is a shared responsibility: municipalities operate the recycling program, and producers pay a portion of the costs (up to 50 percent). As the cost of recycling has gone up and as materials have become more complicated, the Province of Ontario committed to moving to a full producer responsibility, where producers would be 100 percent responsible. The Waste-Free Ontario Act was passed in 2016, but very little has happened since then. The current government confirmed a commitment to EPR and asked an advisor to outline the next steps.

How an effective EPR system could help solve Ontario's waste woes

TEA and other environmental organizations have been advocating for years to overhaul how waste is managed in Ontario, and to put the responsibility for recycling on the companies who create these products and packaging – that will push them to change wasteful packaging practices.

While we strongly support the principle of holding companies responsible for what they put on the market, in order for EPR to be effective in Ontario, the system needs to:

- Use high targets and regular increases to push real change. For example, the report suggests that a target of recycling just 50% of plastic sold to residential markets is an ‘aggressive’ target, but that means in 2025 half of all plastics would still be in the environment, or in our landfills. In contrast, we know that collection rates of 90% are already being achieved in other provinces for some plastic (drink containers with deposits), so we shouldn’t settle for less than 90% in Ontario if we want to see a real change.
- Ensure there are no loopholes for hard to recycle materials. Producers argue that they shouldn’t have to be responsible for packaging that is more difficult to manage (like foil wrappers, ‘compostable’ packaging, ‘stand-up’ pouches etc), or that they should have lower collection targets for them. But if these are left out, producers won’t have any reason to invest in recycling technology, or make different packaging choices. In fact, giving producers a free pass for the worst materials would actually give them an incentive to choose difficult materials instead of choosing reusable or easier to recycle materials that have higher targets!
- Speed up the transition to full Producer Responsibility and don’t include further delays. The report recommends a transition that will take 6 years until 2025, plus a delay for collection from multi-residential households, plus delays for complicated hard to manage packaging and materials. It could be a decade before there is any real impact!
- Include reduction targets, recycled content requirements and bans for the worst materials. To drive real change, new regulations can’t simply focus on recycling, but on getting businesses to change their wasteful practices and reduce unnecessary packaging, use recycled content (to build a local recycling economy) and use bans to eliminate the worst materials that simply can’t be safely and reliably reused or recycled.
- Require high-value recycling and don’t let incineration or “waste-to-fuel” replace recycling. The oil and plastics industry have long advocated that burning or melting plastics for fuel should be considered a form of recycling or waste diversion, especially for the worst materials. However this destroys the resource and maintains demand for more oil and new plastic, plus it’s bad for the environment and human health! If companies are allowed to burn plastics, they won’t have any reason to reduce waste or redesign their packages. Producers should have to ensure their packaging gets recycled, and that the materials actually get recycled into new products of equal, or higher, value.

Extended Producer Responsibility is an important principle for transforming how we manage materials and resources and create a zero-waste, circular economy in Ontario. However, effective EPR systems must be carefully designed, with strong timelines, high targets for recycling and no loopholes so companies can leave behind the materials that are most difficult to recycle or to deny recycling service to hard-to-reach communities.



New Report Provides Options for Curbside Recycling Programs

An important new report issued by the Solid Waste Association of North America's Applied Research Foundation provides a number of significant observations and insights regarding the impacts of China's National Sword Policy on curbside recycling programs in the United States and Canada and the resets that can be made to address them.

China's National Sword policy banned the import of several recyclable materials from all countries – including mixed paper and mixed plastics – on January 1, 2018 and reduced the acceptable level of contamination in scrap and recyclable materials not banned to 0.5% effective March 1, 2018. China also imposed tariffs on many recyclables specifically from the United States – including cardboard, other recovered fiber, metals, and plastics – in August 2018.

National Sword has contributed substantially to a 50% reduction in the revenues received from the sale of recyclables recovered through curbside recycling. In addition, it has resulted in increased processing costs and residue rates at material recovery facilities (MRFs).

“The China National Sword policy is providing recycling program managers with an opportunity to reevaluate the costs, funding mechanisms and materials targeted by their curbside recycling programs in an effort to make them more sustainable and effective,” says Jeremy O'Brien, P.E., SWANA's Director of Applied Research.

The report, “Resetting Curbside Recycling Programs in the Wake of China,” presents several options that can be implemented to counter the impacts of China's National Sword policy. Some findings from the report include:

- About 65 million households in the U.S. are provided with curbside recycling services. Collectively, these programs divert about nine million tons of recyclables from disposal each year.
- The China National Sword Policy has resulted in about a 50 percent reduction in the revenues received from the sale of recyclables recovered through curbside recycling. This represents a reduction of over \$400 million per year.
- The major recycling commodities that have been impacted by the China National Sword Policy have been mixed paper, mixed plastics and corrugated containers.
- An analysis of the collection and processing costs and current revenues associated with curbside recycling programs indicates that these programs cost homeowners about \$6.85 per household per month when recyclables are collected on a weekly basis. The impact of the China National Sword policy on MRF recycling revenues and processing costs is estimated to account for \$0.75 per household per month, or about 11 percent of this cost.
- Certain resets to curbside recycling programs can result in cost savings that will more than offset the cost increases resulting from the China National Sword policy. These include the switching of recyclables collection from a weekly to a bi-weekly basis and the switching of glass recycling from curbside collection to drop-off center recycling.
- Contamination/residue levels at MRFs typically range between 15 percent and 25 percent and are costing curbside recycling programs over \$1 billion per year on a national basis when additional collection and processing costs associated with contamination are considered. While contamination has not been caused by the China National Sword Policy, it has been highlighted and exacerbated by it.

Reinventing The Blue Box: Understanding Ontario's EPR Plan For Curbside Recycling



Assigning extended producer responsibility (EPR) to the blue box is part of an overarching provincial strategy called the Made-in-Ontario Environment Plan that includes reducing plastic waste and litter, and a range of other conservation and pollution prevention ideas.

On August 15, 2019, at Canada Fibers' facility in North York, Ontario's Environment Minister Jeff Yurek announced the next steps to transition funding of the province's Blue Box Program away from municipal ratepayers to the producers of products and packaging.

The plan is one of the most significant waste management developments in modern Canada.

Stewardship Ontario is developing actions and timelines to start transitioning the Blue Box program toward producer responsibility, based on recommendations from Special Advisor on Recycling and Plastic Waste David Lindsay. For six weeks this spring, Lindsay met with municipal and industry stakeholders, delivering his report to the government in July. Lindsay recommended phasing in the changes over a period of three years. The first group of municipalities will transfer responsibility for their programs to producers January 1, 2023. Producers will then be fully responsible for providing blue box services province-wide by December 31, 2025.

Assigning extended producer responsibility (EPR) to the blue box is part of an overarching provincial strategy called the Made-in-Ontario Environment Plan that includes reducing plastic waste and litter, and a range of other conservation and pollution prevention ideas. The plan dovetails with a recently proposed federal ban on single-use plastics that will also impact waste streams.

Lindsay's report acknowledges that Ontario's recycling rate has stalled. Confusion over what's allowed in recycling bins in the province's more than 240 different municipal programs has led to high contamination rates (as much as a third of what's set out for recycling may be sent for disposal) and missed opportunities for economy-of-scale savings.

In a perfect storm, Canada's recycling programs have also been hit by the recent closure of Chinese and other Asian markets to the import of recyclable commodities.

Stewardship Ontario (which manages the current Blue Box Program) will develop a detailed plan based on Lindsay's report and submit it to the Resource Productivity and Recovery Authority (RPPRA) by June 30, 2020. The RPPRA will approve it no later than the end of that year, at which point preparation for transition will begin. (Under Ontario's Waste Diversion Transition Act, 2016, the RPPRA is responsible for overseeing the orderly wind up of current waste diversion programs and the industry funding organizations responsible for managing them.)

Ontario was the first jurisdiction in the world to fully implement municipal curbside recycling via its acclaimed "blue box" program in the 1980s. Roughly four decades after the program took off and was widely copied across North America, its inherent limitations have been recognized.

Ontarians have much to be proud of: they divert almost 50 percent of their household waste. However, when household rates are combined with commercial and industrial waste, the so-called "general" waste diversion rate falls below 30 percent. This means over 70 percent of waste ends up in landfills or incinerators (some exported to the U.S.).

The cost of managing Ontario's curbside recycling programs is currently split between municipal taxpayers and producers. With a status quo program, blue box costs would increase by approximately \$10 million per year after 2019. Once full producer responsibility is in effect, however, Ontario's municipalities will save between \$125 million and \$175 million annually (based on 2017 costs).

Change will especially affect the soft drink industry, whose desire to shed its historic glass bottle refilling system was a major impetus for the blue box in the first place. Ontario remains one of only two provinces without a deposit-refund system for used non-alcohol beverage containers. (The other province is Manitoba.) This has kept diversion rates for these containers low.

Clarissa Morawski is managing director of the European association ReLoop, which sponsored a report released in June entitled Better Together, from Eunomia Research and Consulting, that looks at Ontario's system.

"Contrary to old industry arguments," Morawski says, "Eunomia found a deposit-refund system for non-alcoholic beverage containers would save money." With this change, along with improvements in curbside programs, an additional 118,000 tonnes of materials would be recycled every year, with overall savings of \$12 million.

However it unfolds, EPR will assign costs where they belong: with producers, who have the most control over the packaging in which goods are sold. Private companies will drive efficiencies through the system, since they'll pay for it.

It's impossible to anticipate all the coming changes, but a few highlights might include:

- Soft drink and bottled water producers will likely place their containers on deposit. In place of yesteryear's glass bottles, a new system might make use of European-style refillable PET or other materials. Redemptions are likely to use high-tech reverse vending machines (such as those offered by TOMRA) and bar codes that facilitate bulk returns. The space in recycling bins previously occupied by beverage containers could be devoted to other materials.
- Alternative distribution and recovery systems reminiscent of yesterday's milk man may pop up to deliver everything from cereal to ice cream to shampoo, direct to people's homes. TerraCycle is already marketing just such a system called Loop.
- Producers and recycling professionals will innovate with new technology. Ontario is well positioned on that front, having the largest and fastest-growing cleantech sector in Canada, with \$19.8 billion in annual revenues and over 5,000 companies employing 130,000 people.

- Specific strategies will be brought to bear on the challenging multi-residential sector, where recycling rates and organics collection lags behind rates for single-family homes.
- EPR for the blue box - in combination with bans on single-use plastics - could translate into windfall diversion gains in commercial and industrial waste, and raise the overall recycling rate (not just the residential one).
- EPR isn't simply about "who pays" for conventional waste management. Instead, it motivates companies to "design for the environment" (DfE). The new system should reduce the upstream environmental impacts of resource extraction, manufacturing and distribution (including climate change impacts).
- Plastic shopping bags and other flexible plastic film is currently accepted in Toronto blue boxes, but not in those of Waterloo. Uniformity of what may be recycled will lead to collection and processing efficiencies, lower costs and higher diversion rates.
- It's unclear to what extent companies will simply contract out collection and recycling to municipalities. Householders might not even notice much difference. In any case, some reorganization is likely at waste transfer, sorting and processing facilities, including their locations and what they process, to which both municipal and commercial waste and recycling professionals should pay close attention.

New Pratt Mill Gets Trump Seal Of Approval

US President Donald Trump has formally opened a large new containerboard mill in Ohio that is due to start production this month.

The new Pratt Industries mill in Wapakoneta is expected to process annually nearly 400 000 tonnes of recovered fibre, including mixed paper and old corrugated containers (OCC), once it's fully operational. Trump toured the facility on 22 September.

He was accompanied by Australian Prime Minister Scott Morrison and fellow Australian Anthony Pratt, the billionaire owner of Visy which includes Atlanta-based Pratt Industries. The president spoke of an 'economic revival' of the US manufacturing industry and promised more foreign investment and new jobs.

Trump told a large crowd at the facility: 'We proudly declare Pratt Industries and the great, great state of Ohio open for business. Pratt has pledged to invest many billions in the United States. When this plant is fully operational, hundreds of Ohio workers will have full-time jobs, with quality healthcare, retirement benefits and really great wages,' he added. 'I'm especially excited to announce that one in four workers at this plant is a veteran.'

Pratt Industries claims to be America's fifth largest corrugated packaging company and the world's largest, privately-held 100% recycled paper and packaging business.

A trader told Recycling International that the new plant may not all be good news. 'When Pratt starts making containerboard, it's going to displace tonnage that some other mill is making now,' he said. 'There is an overcapacity problem and some of these weaker, high-cost producers will not survive.'



Westrock To Reconfigure South Carolina Paper Mill

WestRock Co., Atlanta, has announced that it is reconfiguring its North Charleston, South Carolina, paper mill to improve the mill's operating efficiency and long-term competitiveness. As part of the reconfiguration, WestRock will permanently shut down one of the mill's three paper machines and related physical infrastructure, eliminating about 288,000 tons of linerboard capacity, WestRock reports in a news release.

The reconfigured mill's production capacity will total 605,000 tons per year, consisting of three grades: kraft linerboard; KraftPak, an unbleached folding carton kraft paper; and DuraSob, a saturating kraft paper used for decorative laminate and industrial end uses.

"The actions that we are taking at our North Charleston mill will substantially improve the long-term competitiveness of the mill by reducing our ongoing operating costs and capital needs and focusing more than half of the mill's production on the high-value, differentiated DuraSorb and KraftPak products," says Steve Voorhees, chief executive officer of WestRock. "Reducing the production of linerboard at this mill will help balance our supply with customer demand across our system."

According to the news release from WestRock, the company estimates that this reconfiguration will increase its earnings before interest, tax, depreciation and amortization (EBITDA) by about \$40 million, primarily arising from the reduction in operating costs from the shutdown of the paper machine and its associated infrastructure. The reconfiguration also includes an anticipated workforce reduction of about 260 positions at the mill over a five-month period, starting in January 2020.

Nine Dragons will convert a machine at its Wisconsin mill to produce recycled linerboard, corrugating medium in early 2020.

ND Paper, a wholly owned subsidiary of Hong Kong-based Nine Dragons Paper Holdings Ltd., has announced plans to strategically inject investment capital to improve the asset quality of its mills in Maine and Wisconsin in the coming year. A strategic modernization of its mill assets will "ensure these two facilities can operate efficiently for decades to come," ND Paper reports in a news release.

"We have four mills, three of which were built more than 100 years ago," says Ken Liu, group deputy chairman and chief executive officer at ND Paper. "By focusing on high-return strategic investments, we are building world-class, first-quartile mills that deliver innovative, high-quality products for our customers."

As reported in October 2018, ND Paper plans to complete the conversion of its B25 machine at its mill in Biron, Wisconsin, from lightweight coated mechanical papers to recycled linerboard and corrugating medium in the first quarter of 2020. The company reports that this project will serve as ND Paper's entry into new markets as well as stabilize its Biron Division and solidify the job security of its employees.

Also, as a result of these investments, ND Paper reports that some of its machines at its mill in Rumford, Maine, are expected to take downtime in the first and second quarters of 2020. The pulp dryer at Rumford will take downtime in the first quarter of 2020 and its R10 machine will pause operation in late March 2020 for upgrades. The Rumford mill's R12 machine is converting from printing and writing grades to specialty packaging products next year. Additionally, its R15 machine will take an extended outage in the summer months for upgrades.



Surviving The Changing Mixed Paper Market

In the last several years, North American recycling operations have seen overseas markets for fibre products that have historically been reliable become much more difficult to access. Rising global purity standards are either virtually unobtainable using traditional sorting and separation methods, or they are too costly to meet using options such as adding additional manual sorters.

China's National Sword and Blue Sky policies since 2017 have effectively closed the door of the world's largest purchaser of recovered paper. And it was just the beginning.

Markets like Indonesia, India and Japan are all following China's example and demanding the same high purity standards for recycled material, the result is high supply, low demand and a market saturated with recovered fibre.

This has driven down the price of key MRF fibre products including mixed paper and corrugated boxes (OCC). Mixed paper now consistently sells at a negative value or zero (at best) U.S. dollars per ton in most markets, while OCC is trading at the lowest levels seen in a decade. Market indicators show this being more of a long-term industry trend, rather than a short dip in the market.

MRFs also have the option to invest in high-tech sorting technology to further sort mixed paper contents and substantially improve sorted fibre revenue streams. Cognizant of today's market trends and tightening purity standards, optical sorting equipment manufacturers, have responded with a new generation of technological advancements to meet the sorting needs of today's MRFs.

While robotics is the hottest topic in the recycling industry currently, savings from replacing manual sorters with robots can only go so far.

US steel sector could be further rocked by GM strike

Automaker accounts for 5 percent of U.S. steel demand.

Nearly 50,000 General Motors employees who are part of the United Auto Workers (UAW) union entered their fourth week of striking as of Oct. 7. Chief among the workers' concerns are wages, retirement benefits and the future of GM's automotive factory in Lordstown, Ohio, which was idled in early March. The longer the strike, the more harm it threatens to do to U.S. steelmakers, according to a report from UBS Group AG, Zurich.

The report from analysts Cleve Rueckert and Andreas Bokkenheuser at UBS Group says the market likely has weakened since steel producers provided worse-than-expected financial guidance in September, according to an article by Bloomberg. The report says the GM strike creates more concern for the industry because the automaker represents roughly 5 percent of annual steel demand in the U.S.

Despite the Trump administration's introduction of tariffs meant to help strengthen the U.S. steel sector, optimism in the steel sector has been fading, the article states, as continuing trade tensions between the U.S. and China, slower economic growth and fears of oversupply prompted by announced capacity expansions in the U.S. tug at the sector.

Bloomberg notes that an S&P gauge of steelmakers has declined 8.6 percent since the strike began Sept. 16.

"Domestic hot-rolled coil, the benchmark steel price, is down about 39 percent in the past 12 months, and is near the lowest price since 2016," the Bloomberg article notes. "Meanwhile, U.S. Steel has fallen 63 percent in the past year, AK Steel Holding Corp. has dropped 53 percent, Steel Dynamics Inc. has lost 38 percent, while U.S. industry leader Nucor Corp. is down 23 percent."

P&G Licenses Polypropylene Recycling Technology

PureCycle Technologies, in partnership with consumer goods company P&G, headquartered in Cincinnati, began construction on a plant in Lawrence County, Ohio, that is designed to recycle polypropylene (PP) plastic to “virgin-like” quality.

The patented technology employed at the facility was developed in P&G labs. P&G licensed the technology to PureCycle, a portfolio company of Chicago-based Innventure, a Wasson Enterprise Partnership, also based in Chicago, that “commercializes disruptive technologies.”

Founded in 2015, PureCycle’s small-scale plant in Lawrence County will test and calibrate the PP recycling process. The plant will begin operating in January 2018, according to a news release issued by PureCycle, and the full-scale plant will open in 2020.

“This is a case where a hundred-billion-dollar industry required new technology to meet a compelling, unmet need,” says Mike Otworth, CEO of PureCycle Technologies. “Both manufacturers and consumers have signaled a strong preference for recycling plastics, which otherwise pollute oceans, landfills and other natural places. Until now, recycled PP had limited applications. We’re single-handedly removing those limitations and giving companies the choice to use more sustainable, recycled resins.”

The global PP market is valued at more than \$80 billion, according to Transparency Market Research, and is on track to reach \$133.3 billion by 2023. PP is used in automobile interiors, food and beverage packaging, consumer good packaging, electronics, construction materials, home furnishings and many other products.

“Our approach to innovation not only includes products and packaging but [also] technologies that allow us and others to have a positive impact on our environment,” says Kathy Fish, P&G chief technology officer. “This technology, which can remove virtually all contaminants and colors from used plastic, has the capacity to revolutionize the plastics recycling industry by enabling P&G and companies around the world to tap into sources of recycled plastics that deliver nearly identical performance and properties as virgin materials in a broad range of applications.”

Steve Alexander, CEO of the Association of Plastics Recyclers (APR), Washington, says, “In the U.S. alone, the demand for virgin-quality recycled PP is immense. The Association of Plastics Recyclers has identified 1 billion pounds of recycled PP demand in North American alone; 720 million pounds of that demand is for ‘high-quality’ recycled PP.”

Despite PureCycle using recycling technology developed by P&G, the recycled PP the company produces will be available for purchase across industries, according to the company.

P&G says this technology demonstrates its commitment to sustainability and helps in achieving the company’s 2020 recycling goals (doubling the use of recycled resin in plastic packaging and ensuring 90 percent of product packaging is either recyclable or programs are in place to create the ability to recycle it).



Waste Connections Dumped It In Landfill. GFL Incinerated It. Merlin Plastics Recycled It.

Do you know where your recycling really goes after it's been picked up?

After several instances of Canadian plastic waste turning up overseas in places like the Philippines and Malaysia, CBC's Marketplace wanted to track the lifecycle of Canadian plastic.

Journalists bought bales of film plastic ready for recycling, hid trackers inside them, and then re-inserted the plastic back into the recycling stream in British Columbia — the province known for having the most efficient recycling program in Canada.

Using an alias email, Marketplace reached out and commissioned three major waste collection businesses with ties to municipal programs in B.C. to process the material. The bales were picked up by Merlin Plastics, Waste Connections of Canada, and GFL Environmental Inc.

All three companies make green promises on their websites and in promotional videos, using buzzwords like "sustainability" and "environmental solutions." One Waste Connections video goes as far as to say, "sustainability and becoming more green ... have been hallmarks and backbones of Waste Connections from the day we formed the company."

Marketplace put those promises to the test, acquiring about nine tonnes of film plastic, mostly shopping bags, that had already been sorted and crushed into square bales. Since the bales were already compressed and ready for processing, the trackers wouldn't get crushed or lost in the sorting process.

Next, the Basel Action Network, a U.S. charity that combats exports of hazardous waste from industrialized countries and specializes in tracking waste, installed tracking devices into nine bales — three for each company.

Once activated, the tracking devices pinged every two to three minutes with their geographical coordinates. Although three trackers failed, two for each company reached a final destination.

Only 1 company recycled the plastic

The two trackers in Merlin Plastics' bales ended up at a recycling processing plant in Delta, B.C., suggesting it was recycled. The company later confirmed in a statement to Marketplace that it "shredded, washed and pelletized it, then sold the resin to a customer that make[s] similar material."

Both of the GFL trackers went straight to a waste-to-energy facility, a landfill alternative that creates power by incinerating garbage. The harmful acid gases emitted through the burning process become trapped in the incinerator and are then treated with chemical "scrubbers" that convert them into neutral salts.

In a written statement, GFL told Marketplace that while traditional recycling would have been a preferable solution, no one would have been willing to buy the processed plastic. "The current market conditions do not have many opportunities to recycle this kind of plastic," said GFL. "We found a viable and cost-effective solution in incineration."

Meanwhile, when Waste Connections picked up the bales of plastic, the company said it would send the material to a recycling facility. However, the trackers showed that the bales ended up in a junkyard in Surrey, B.C., as well as a landfill in Richmond, B.C.

When Marketplace reached out to Waste Connections looking for further information, the company did not respond directly; it instead emailed the original alias and said: "There was some miscommunication and the driver took this load to a waste facility."

It is not unusual for Canadian plastics to be landfilled. A recent study published by the federal Ministry of Environment and Climate Change revealed plastics are landfilled 86 per cent of the time.

B.C.'s Ministry of Environment and Climate Change Strategy told Marketplace that haulers are contractually obligated to ensure residential plastic is recycled. If the bales had been "collected from a residential premise and the hauler took it to a disposal facility, the hauler would be in violation of its contract," the ministry said in a statement. However, waste collected outside the blue box program, from industrial, commercial or institutional sectors, "does not legally have to be recycled."

The plastics industry has another explanation as to why recyclable plastic is being landfilled. "It was too easy to ship material to China," said Joe Hruska, vice-president of sustainability for the Canadian Plastics Industry Association. "They would take anything, and they'd actually pay for it." Now that China has shut its doors to our waste, Hruska says the government needs to put incentives in place for manufacturers to use recycled material here at home, to create a local market.

According to Greenpeace, nearly half of Canada's plastic waste exports were sent to China before the country cut its imports of scrap plastic in 2018. Even when China was an option, the federal study of Canada's plastic industry markets shows only nine per cent of Canadian plastics were getting recycled. That means of the 3.3 million metric tonnes of plastic consumed by Canadians in a year, about 2.8 million metric tonnes were thrown away as garbage.

There's been a global push to reduce our reliance on plastic, with a number of jurisdictions across Canada and around the world putting forth regulations, particularly around plastic bags. The federal government recently announced a plan to ban most single-use plastics by 2021.

But there has been pushback from industry who are fighting legislation that would ban bags from grocery stores. One of the CPIA's members even went to the B.C. Supreme Court to fight a plastic bag ban in Victoria and won. The ruling was appealed by the city, which lost in the B.C. Court of Appeal. The city is considering a Supreme Court of Canada challenge.

Hruska argues meaningful alternatives to plastic grocery bags don't yet exist and that he thinks bag fees are motivation enough to reduce consumers' use. He also says his members are working on new technologies to make low-value plastics more recyclable.

The federal Ministry of Environment and Climate Change says it has committed to new restrictions on plastic that is sent overseas starting in 2021. It also has plans to reduce plastic waste and pollution at home with new policies like the single-use plastic ban, and consistent "extended producer responsibility" programs that would make plastic producers responsible for the cost of recycling it.

A Plastic Alternative You Can't Miss

Skinny Tonic is a UK-based Indian tonic water from Double Dutch brands. The business has responded to pressure to remove plastic with the switch from plastic shrink wrap into cardboard. The new boxes have clear messaging to on the packs to ensure that the boxes are removed before being displayed. Using a paper-based material, the new solution is overtly more environmentally-friendly and easier to recycle. The business concedes that it would have been a lot easier and less expensive to use plastic shrink wrap to deliver the product. The solution reduces operational energy consumption as a shrink tunnel is no longer required.



Understanding Flexible Packaging for Recycling



Examples of Flexible Packaging Formats (source: PAC)

Flexible packaging has seen tremendous growth globally, with an annual growth rate of 3.8% within North America alone. It can be found in a vast array of shapes and sizes containing a wide array of products such as coffee, laundry detergent, baby food, cat litter, single-serve juices, motor oil, toothpaste and even more. Packages can be made with a single layer, a mono-material laminate (i.e. multiple layers from the same polymer) or the more complicated, multi-material laminate (made from multiple layers from different polymers). Flexible packaging can also include papers and metals as key components, closures using zips, spouts or reseal adhesives, and various additives. While these packaging designs and formulations offer specialized benefits, recovery rates are low or non-existent.

With a global focus on the sustainability of plastics, end of life management of flexible packaging has become a priority. Landfill/disposal is the default end-of-life option, with some life cycle assessment studies even suggesting that flexible packaging, if disposed properly, is still a better environmental packaging choice compared with other more recyclable materials. Other options include thermal (e.g., energy from waste) and chemical treatment. Alternatively, reduction based approaches aim to lower (e.g., light weighting) or eliminate material needs, and reuse approaches replace flexible packaging with more durable solutions.

If disposal is not the preferred option, more economically viable and sustainable designs and an understanding of the basic polymer properties and construction processes of a flexible package will be required in order to identify an end of life value solution. Important construction properties of a flexible package include:

- Mechanical (e.g. tensile strength or tear resistance)
- Barrier (e.g. oxygen or water)
- Sealability (e.g. heat-sealing)
- Aesthetic (e.g. printing)

The ubiquitous potato chip bag offers a good example of what's involved in a particular flexible packaging format. Manufactured with extrusion lamination, it typically uses polypropylene as a moisture and odour barrier, low-density polyethylene (LDPE) for strength and grease resistance, and a thermoplastic resin for puncture resistance and heat-sealing.

Figure 1 gives a hint of the diverse laminate combinations found in the marketplace. Layers tend to offer functional benefits. For example, metallized polyester films are an excellent barrier to moisture and oxygen. Other layers are employed purely to improve aesthetics, such as an extra layer to allow reverse printing, or metallic foil as a base for the eye-catching foil stamping seen on products like

chocolate and coffee. Additionally, a myriad of additives offer specialized performance factors (e.g. anti-static, anti-slip, anti-fogging, UV barrier, optical brighteners).

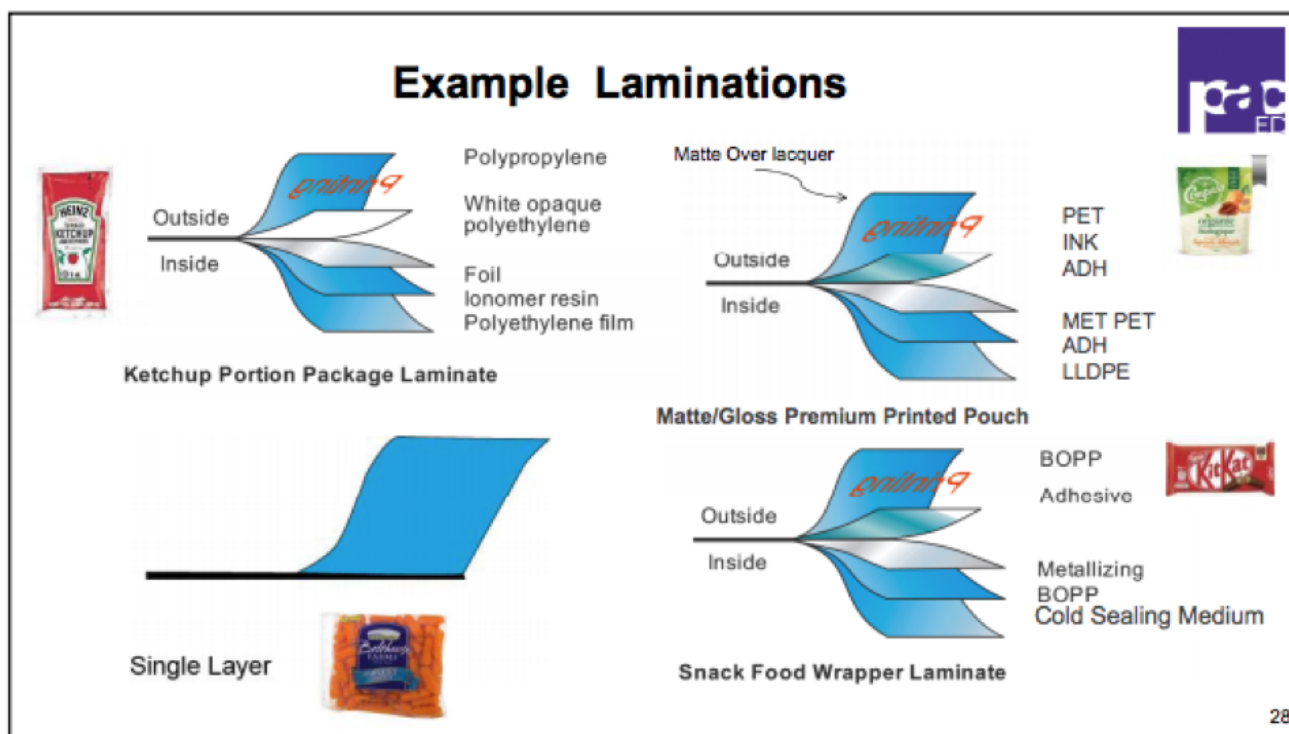


Figure 1 – Example Laminations (source: PAC)

However, some additives like optical brighteners cannot be removed in the recycling process and can create an unacceptable fluorescence for next uses of the recycled polymer. As noted by the Association of Plastic Recyclers (APR), it is difficult to identify materials with negative effects like this until late in the recycling process, by which time significant cost has been added into a material of low value due to the additive. Furthermore, a recent report notes that certain additives also affect plastic density, leading to losses with certain sortation processes such as sink-float systems.

The growing sophistication of multiple polymers, additives and closures offers many benefits, but presents a significant challenge for recyclers to find economically viable ways to collect, sort, recycle and market the materials. The following is a sample of research and innovative initiatives that, in various ways, contribute to a deeper understanding of viable recycling of flexible packaging:

The UK's REFLEX project studied the material composition of the postconsumer flexible packaging waste stream, and found 80% to be polyethylene (PE) or polypropylene (PP). REFLEX tested PE and PP – laminated with PET, EVOH and aluminum foil – to evaluate which materials are best used in flexible packaging from a recyclability viewpoint. They found PE/PP laminates produced well-mixed recyclates, with properties suitable for certain injection molding applications. They noted the potential for PE/PP to be reprocessed together “would simplify the recycling process for flexible packaging considerably, leading to greater yields and allow brand owners and packaging designers to use PE/PP laminates that are suitable for mechanical recycling.”

In Canada, Recycle BC launched a 2018 research pilot to collect certain types of flexible packaging and figure out how best to recycle them. Consistent with other studies (e.g., CIF Project #749), the preferred method of collection for this material type was determined to be through waste depots and return to retail.

The flexible packaging challenge has also led to chemical recycling innovation (see CIF blog), where a polymer is chemically reduced to its original or other monomeric forms for processing into new materials. Citing Green Mantra Technologies, Ontario's 2019 Special Advisor's Recycling and Plastic Waste Report signaled a potential openness by Ontario's Provincial government to broaden its definition of 'recycling'.

The challenges with multi-material properties have also created the impetus for mono-material innovation. In Ontario, Tempo Plastics is one of several businesses exploring mono-material solutions. Tempo uses DOW's Recycle Ready Technology in their Harmony Pack, which uses only HDPE, achieving similar performance to multi-material flexible package.

For Ontario municipalities looking to improve their waste diversion rates, the amount of flexible packaging found in the waste streams serves as an opportunity to gain that additional 1 to 2% of diversion. Starting this fall, the City of London will undertake a two-year pilot project (CIF #1088) that seeks to improve the diversion of flexible packaging and other difficult to recycle plastics using the Hefty EnergyBag program promoted by Dow Chemical Company. Residents will be asked to place targeted materials into the program's trademarked orange bags. Full bags are then to be co-collected with residents' Blue Box materials for separation at the MRF and delivery to an end market. Learnings from the project are expected to include a better understanding of potential end markets along with the cost and operational implications of collecting and processing the targeted materials.

Flexible packaging projections show significant annual growth for the foreseeable future. This growth brings with it an evolving, complex array of formulations blending polymers, additives and closures. The challenge facing recycling stakeholders is considerable. However, as the above examples highlight, many emerging initiatives are helping to identify sustainable processes to manage this growing stream of packaging.

Scanning for Packaging Recyclability

Cohda is a product design, development and research studio based in the North East of England. The business has been working on a development to help consumers better identify waste packaging materials. There remains a lot of confusion about what can and cannot be recycled with similar looking packs often having different recycling rules and on-pack guidance is not always completely clear. The business has developed near-infrared



spectroscopy technology that incorporates a unique 'digital fingerprint'. Cohda have developed a R.I.D (Recycling Identifying Device) concept. The handheld device uses NIR to identify recyclable and non-recyclable materials. Materials absorb varying wavelengths when encountering NIR radiation. Different bonds within the material absorb varying wavelengths giving the material a unique absorption pattern. There is a stored database of these digital fingerprints that can be updated as and when new product lines enter the market.

Salting The Insurance Wound

Like all business, insurance is cyclical. Buyers need to understand that the marketplace is going to be much different moving forward than it was at their last renewal.

The time has come for insurance buyers to put on their helmets and buckle their chin straps as the insurance market has hardened and policy buyers are feeling the change in terms of premiums, market capacity and available options.

In very simple terms, a hard insurance market occurs when premiums go up and capacity goes down. It is important to realize that the same way your company buys insurance, so too do the insurance carriers. Insurance carriers buy their coverage from the reinsurance market. As you might imagine, there are a finite number of reinsurance markets available for the insurance carriers to work with and these agreements are renewed on an annual basis. Generally, reinsurers are impacted by catastrophic events such as the wildfires in California, flooding in the Central and Southeastern states, hurricanes, etc. As those losses are paid and the overall cost of those claims are calculated, the reinsurers determine how much capacity they are willing to put forward for the coming year and how much they are going to charge for the offered capacity. If they were hammered by losses, they are going to try and make up the deficit by charging a higher rate and offering less coverage to reduce their overall exposure. This causes the market to tighten as the insurance carriers your company works with are now paying a higher premium for their protection. They have less capacity to offer, which drives up the premiums they charge and forces them to be much more selective on where they want to offer terms. This is where the insurance industry is currently positioned.

Auto Insurance

It is no secret to anyone who has been in business for the past 10 years that the market has changed dramatically. During the financial crunch, premiums were relatively stable as everyone was just trying to make it through. When the economy did start chugging again, we began to see slight increases in specific areas—auto insurance being the most notable—and those increases have continued on pretty much uninterrupted. With a more vibrant economy there are more cars on the road with newer and more expensive technology imbedded in them such as sensors, cameras, etc. Further, we saw an increase in the number of Uninsured or Underinsured drivers as well as incidents related to distracted driving. When an Underinsured or Uninsured driver is in an accident, they may not have the coverage limits necessary to make another party whole should they be at fault for an accident. When this happens, the injured party may turn to their own insurance carrier and seek compensation to help get back to normal (presuming they have the necessary endorsements). This all impacts the insurance carrier and can trickle up to their reinsurance partner.

Waste and recycling companies have some additional issues to deal with when it comes to auto insurance. Their trucks are large and generally fall into the Heavy (20,001 pounds to 45,000 pounds) or Extra Heavy (Over 45,000 pounds) categories. When a refuse vehicle hits something, it is generally not on the losing side in terms of damage. In the litigious environment we live in today this makes them easy targets for plaintiff attorneys. Many of the lawsuits filed are looking for a quick settlement. Some people have legitimate claims and are truly injured while others are simply seeking a quick payout. These claims drive the cost of insurance for the industry.

Simply put, carriers have a very hard time making money writing auto insurance for the industry. Items such as a poor CVOR rating or a history of serious accidents work against the carrier and their assigned defense counsel as they use this information to show a jury there was indifference to safety, maintenance and the overall well being of the general public. They have also developed a new tactic

called the Reptilian Theory that has generated some extremely favorable judgements for their plaintiff client.

The short version of Reptile Theory goes back to the 1960s when an American neuroscientist created the Triune Brain model. It states the human brain has three regions and are organized into a hierarchy. The regions are Reptile (Primal), Paleomammalian (Emotional) and Neomammalian (Rational). The brain is arguably the body's most complex organ and when prompted, the Reptile Brain can lead to very serious consequences for defense counselors. It is this portion of the brain that is responsible for survival instincts and when survival is perceived to be in jeopardy, the Reptilian Brain takes charge and can and will overpower logic and reason. The Plaintiff's counsel will often try to invoke the Reptilian Brain by attempting to discredit the driver as a risk to the jury and their families as well as the general public. They then try to persuade the jury that they are the only people with the ability to punish the driver and company before another person is impacted. They use substantial monetary judgements as the penalty. National Interstate Insurance Company had an excellent article about this very situation in their publication Extra Mile, Issue 12. That article was referenced for some of this content and we encourage you to give the article a full read via an Internet search. This tactic is not going to go away anytime soon.

Because of situations like these we have seen an exodus of interested insurance carriers specific to waste and recycling auto coverage. Those who have stayed continue to drive rates and are extremely selective of who they take on as a policy holder. For those who are dealing with severe claims history, there is a secondary market (sometimes referred to as the distressed auto market) who will offer terms, but their premiums are often 50 to 100 percent (or more) higher than the non-distressed market. In speaking with many different carriers both in and outside of the waste and recycling industry there does not appear to be any relief on the horizon for auto premiums.

Property Insurance

Much like auto insurance, property insurance is becoming extremely difficult for the waste and recycling industry, especially if you own or operate a facility such as a material recovery facility, landfill or transfer station. There have been a substantial number of losses at these facilities over the last year or two. Most of the claims are from fires, but there were also some related to flooding and hurricanes.

While most operators believe the increase in fires is related to lithium ion batteries, the data from the insurance carriers points to equipment issues, specifically shears and grinders. Generally speaking, the premiums collected for a facility on property insurance are relatively low compared to the limits of coverage being offered. For example, you might be paying \$40,000 annually to cover your building, contents, fixed equipment and processed inventory. Should your facility burn to the ground, the value of the loss is going to be well over 1 million dollars. With 300+ facility fires in 2018, it is easy to see how carriers were upside down on offering property coverage to the industry. The result is a massive withdrawal from the sector by insurance carriers. Last year around this same time there were in excess of 20 viable players to offer coverage to the industry. Now, we are down to a small handful of 10 or less. Even Lloyd's of London has pulled way back and many syndicates have withdrawn all together from offering terms in the U.S. In speaking with a few of their underwriters, they are still offering coverage in other countries and have indicated the housekeeping measures we use in the U.S. are less robust than our counterparts in other countries.

As discussed earlier, less competition and higher reinsurance costs are causing property premiums to rise. Couple this with dwindling capacity and we are entering a hard market for property insurance.

Umbrella Insurance

An umbrella policy is purchased to provide additional limits of coverage over underlying policies such

as Auto, General Liability and Worker's Compensation. Limits of coverage on this policy line generally start at 1 million and go up from there. Typically, the larger the exposure, the higher the limit of coverage purchased.

The Umbrella (or Excess Liability) market has gotten very hard very quickly. We are seeing premiums increase between 50 and 100 percent over last year's pricing. Here again, reinsurance and capacity are the drivers. If you have a large auto fleet you can expect a sizeable increase in your premiums. Further, if you are purchasing a high limit of insurance you may have to layer it at the next renewal. Layering is the act of involving multiple carriers to achieve the desired coverage amount. In the past, a single carrier may have offered you an Umbrella limit of \$10 million dollars, but what we are seeing now is this same carrier may only be willing or able to offer you \$5 million. Should you desire to have the \$10 million you are accustomed to carrying, it will require the addition of another carrier or possibly two to secure the remaining limits.

By now you are probably thinking, "Is there any good news?" The short answer is—sort of. While Auto, Property and Umbrella premiums are going up at a rapid rate, we are still seeing stability for General Liability coverage.

For a majority of the waste and recycling industry, the General Liability premium is very low as the real exposure is captured in your auto policy. Those operating facilities such as material recovery facilities, transfer stations or landfills will have a higher General Liability premium than a company who is strictly collecting material and disposing of it. This is because they have a fixed site where operations are being commenced whereas their counterpart without the facility really only has the auto exposure.

Unfortunately, there is no magic bullet to combat the current turmoil in the insurance market. As with all things, the best defense is a good offense. Focus in on vehicle maintenance as the cab reports are the first place an underwriter is going to look to gauge your company. While loss runs show your past history, they view this as forward-looking optics to see where your future claims might come from. If your company is well above the industry average for Out of Service (OOS) violations, as an example, the number of carriers you will have interested in participating on your renewal will be reduced. If your OOS violations are really bad, you are almost guaranteed to end up in the secondary/distress auto market.

Consider taking a deductible or Self-Insured Retention. This shows the carrier you are willing to bet on yourself as you are putting more skin in the game. It is important to note, when we talk about taking on a deductible or Self-Insured Retention, we do not mean \$2,500. In order for there to be any real impact you need to have something in the \$25,000 or more range. This is certainly not for the faint of heart or for those who cannot support the financial implications. However, if you do have the financial capabilities, it can help keep possible premium increases in check.

Work with your agent to detail out improvements you have made internally in areas such as training, on boarding procedures, acceptable driver criteria etc. Your goal is to show the underwriting community that you are in the "best of the best" conversation as those companies will have the most options available to them.

There is no question that the turn in the insurance market is going to push some companies to close their doors as they simply cannot afford, or, in some cases, cannot obtain insurance coverage. It would not be surprising to see an increase in acquisitions of smaller haulers by the larger companies in the industry as a result either. Strange as it may sound, insurance premiums tend to be one of the top three or four expenses for a company behind payroll, vehicle maintenance and fuel.

Edmonton Composter Building To Cost \$12M To Tear Down

For the first time since it was shut down for good this past spring, City of Edmonton staff have put a price tag on what it'll cost to tear down the dilapidated building that has housed the composter for the last two decades.

The Aeration Hall Building was closed Oct. 26 last year, and in the spring it was determined it couldn't be saved.

"In spring 2019, based on the latest scan, administration, in collaboration with external structural engineers, concluded it is no longer safe to continue to operate," said a report going to the Sept. 27 Edmonton City Council Utilities Committee.

The cost at this time is still an estimate of \$12 million. We'll be continuing to work with our contractor and consultant through the deconstruction plan.

"So we're working through that, through early in the fall and then we'll get the deconstruction going potentially in November – December. That will take several months because we'll take a very slow but sure approach to the deconstruction in stages, ensuring that we keep the remaining buildings around it operational, safe and accessible."

It's also unknown how structurally sound the facility is, and what is needed to shore up the building during deconstruction.

Working through the winter will also pose some challenges.

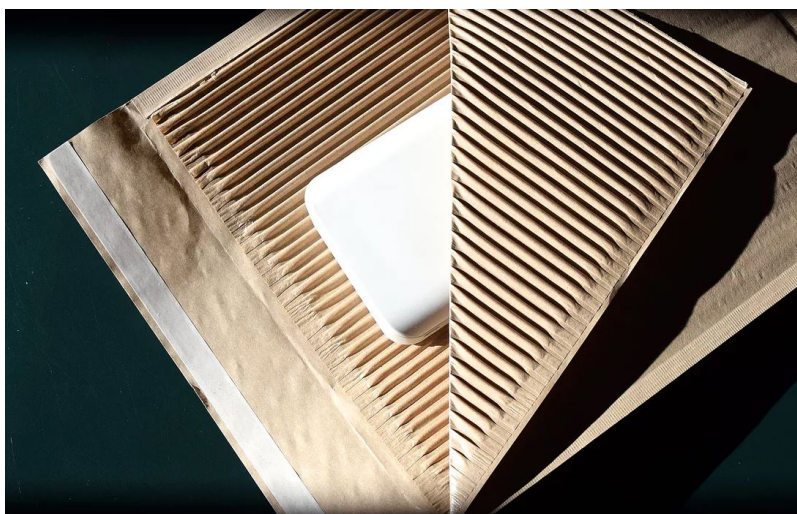
"If there was some snow load, that would be in addition to the weight of the facility itself. We're working with the contractor to look at what is possible to be done this winter."

The plan calls for the deconstruction to be completed by the summer of 2020, the report said.

The committee will be asked to approve a one-time increase of \$12 million in the Waste Services expenditure budget. It'll be paid for "through the establishment of a regulatory deferral account in the 2020 Utility Rate filing," the report said.

Making Waves in Ecommerce Packaging

A new plastic-free alternative for e-commerce envelope mailings has been introduced. The WaveBag solution uses a proprietary wave padding to protect the contents. Instead of using PE-based air bubble wrap, the Wave Bag envelopes have an inner protective layer consisting of paper 'waves' to give the necessary rigidity and strength. Internal drop and resistance tests have shown that WaveBag is able to better maintain protection compared to a bubble mailer where the bubble starts to deplete causing a loss of protection. Wave bag is 100% paper-based making it fully recyclable. It is claimed that it can reduce CO2 footprint and transport costs of more than 50% with an additional reduction of 47% in storage space. There are 10 different sizes available.



This Self-Driving Garbage Can Remembers to Take the Trash to the Curb For You

Despite what the inventors of the world want you to believe, not everything in your home needs to be intelligent, automated, and motorized—except your garbage cans. The inventor of the SmartCan wants to ensure you'll never again forget it's trash day, because these cans automatically drive themselves to the curb for you. This is the innovation the world needs.

Invented by Andrew Murray and currently in development at the company he founded, Resi, the SmartCan is one of those rare home-focused robots that could, like robovacs, actually deliver some genuinely useful functionality—not just questionable uses like entertainment or companionship. Those of us tasked with dragging our garbage cans to the curb every week will immediately see

The SmartCans appear to rely on a pair of docking stations for navigation, which could be the benefits of an automaton like this. Using a companion app, the SmartCan will follow a pre-programmed schedule and automatically drive itself to a curbside drop off point on garbage pickup days, and then autonomously return to wherever you keep them parked the rest of the week. It could be problematic for those who live in areas where the city simply won't let them install one on a public curb, or where there's the risk of them being damaged from high foot traffic, so hopefully its creator will offer an alternative way to help them find their way. Presumably, the cans do need to be regularly charged, which isn't a huge inconvenience if the docks are able to provide that functionality the same way they do with robovacs. But there are other potential logistical roadblocks, including the likely need for a homeowner to remember to open the garage or a backyard gate to let the robocans out on trash day, and what happens when, after being emptied, one of these cans is simply tossed back on the sidewalk and left on its side—a popular past time of many trash collectors.

There's also the question of pricing, which has yet to be revealed. Plastic garbage cans, which are prone to cracking, breaking, and ending up smelling very awful, are relatively cheap to replace. If the SmartCan ends up costing a few hundred bucks, you might find yourself caring for it more than you do your car, giving it regular baths and ensuring its path to the curb is always kept clear and tidy. It could create more work than it promises to alleviate.

A Fresh Take on Bottles Caps

It is not always easy to create a point of differentiation through packaging in the beverage industry and the task in hand is increasingly sustainability based. Carlsberg have undertaken several environmentally-focused initiatives over the last few months. They have a different focus for their latest innovation which aims to improve the longevity of their products with a new initiative via their bottle cap. Carlsberg's view is that 'fresher beer equals better beer'. Their Fresh Cap innovation has been designed to reduce oxidation via an oxygen scavenger inside the liner of the cap. This results in less oxygen in the bottle as the cap actively absorbs oxygen, removing it from the head space in the bottle. The reduction of flavour oxidation ensures that the beer that tastes fresher for longer. The solution promises up to a 15% longer freshness period compared to other conventional caps on the market.



Carlsberg Moves a Step Closer to Creating the World's First 'Paper' Beer Bottle

Carlsberg Group has unveiled two new research prototypes of its Green Fibre Bottle, which are the first 'paper bottles' to contain beer. Carlsberg also announced it has been joined by other leading global companies who are united in their vision of developing sustainable packaging through the advancement of paper bottle technology.



These developments are a continuation of Carlsberg's sustainable packaging innovation journey and a key part of its sustainability programme, Together Towards ZERO, including its commitment to ZERO carbon emissions at its breweries and a 30% reduction in its full value chain carbon footprint by 2030.

The two new research prototypes are made from sustainably-sourced wood fibre, are fully recyclable and have an inner barrier to allow the bottles to contain beer. One prototype uses a thin recycled PET polymer film barrier, and the other a 100% bio-based PEF polymer film barrier. These prototypes will be used to test the barrier technology as Carlsberg seeks a solution to achieve their ultimate ambition of a 100% bio-based bottle without polymers.

Myriam Shingleton, Vice President Group Development at Carlsberg Group, said: "We continue to innovate across all our packaging formats, and we are pleased with the progress we've made on the Green Fibre Bottle so far. While we are not completely there yet, the two prototypes are an important step towards realising our ultimate ambition of bringing this breakthrough to market. Innovation takes time and we will continue to collaborate with leading experts in order to overcome remaining technical challenges, just as we did with our plastic-reducing Snap Pack."

Carlsberg kicked off the project to develop a bottle made from sustainably sourced wood fibres, the 'Green Fibre Bottle,' in 2015 alongside innovation experts ecoXpac, packaging company BillerudKorsnäs, and post-doctoral researchers from the Danish Technical University, supported by Innovation Fund Denmark. These combined efforts have resulted in the emergence of Paboco®, the Paper Bottle Company – a joint venture between BillerudKorsnäs and bottle manufacturing specialist Alpla.

Carlsberg will now be joined by The Coca-Cola Company, The Absolut Company and L'Oréal in a paper bottle community – launched today by Paboco®. The community unites leading global companies and experts with the vision of advancing sustainable packaging, offering high-quality products while reducing their environmental impact.

Waste Management Rolls Out Natural Gas Trucks In London

Waste Management is deploying natural gas-fueled refuse trucks on its London, Ont., routes.

The company invited local dignitaries and members of the public to a ribbon-cutting ceremony at its London facility on Sept. 13, where it highlighted the environmental benefits of converting to natural gas.

“This is the 139th CNG fueling station we are christening across North America, and the 11th in Canada,” said Aaron Johnson, area vice-president, Waste Management of Canada, adding about 50% of the company’s fleet operating in Eastern Canada is now powered by natural gas.



In addition, Waste Management now produces enough renewable natural gas to power 40% of its CNG fleet. It has nine renewable natural gas sites in production, with more set to come on line this year.

In London, the company has eight CNG front-end loaders on the streets today, with eight roll-off trucks arriving in the fourth quarter. A rear-loader will bring the total to 17 trucks this year, with six more being delivered in 2020. There are 36 fill lines at the London terminal, where trucks are fueled overnight.

Johnson said Waste Management is close to opening two more CNG stations in the coming months, in Toronto and Mount Forest, Ont.

CNG trucks produce 15% less greenhouse gas emissions than diesels, and eliminate the need for about 8,000 gallons of diesel per year. NOx is decreased by about 50%.

Jeff Yurek, Ontario’s Minister of the Environment, Conservation and Parks, and an MPP for London, was on-hand for the ceremony. He said the conversion plays into the province’s environmental plan, involving the wider adoption of lower carbon-emitting vehicles.

“We’ve taken a special turn toward focusing on heavy-duty trucks,” he said of the province’s environmental strategy. “We will have a Drive Clean program for heavy-duty vehicles coming soon. We are very proud you are taking the opportunity to use CNG in your fleet. It’s greener, it’s better than diesel and it’s a step further in lowering our emissions.”

He also said the province is committed to maintaining the tax exemption on natural gas, and will remove red tape to allow more filling stations to be built along the 400-series highways.

Joey Meyers, district fleet manager, said the new technology is being embraced by drivers and technicians at the fleet. The trucks’ CNG tanks have a capacity of 3,600 psi. They’re brought in for preventive maintenance inspections every 200 hours. The trucks are powered by the Cummins ISL G 9-liter engine.

A New Layer of Ease in Medical Packaging

August Faller are a German manufacturer and supplier of pharmaceutical packaging headquartered in Baden-Württemberg, Germany. The business has developed a new three-layer label that has excellent practical medicinal applications. Their new DryPeel Flag label has been designed to be removed easily in layers. No residue or adhesive is left behind. The labels have been designed so that they adhere to the container and stand out like a flag. It is suitable for documentation and product marking for medical practitioners to record product usage. The middle layer is easy to separate from the base label. More label parts can also be removed for necessary medical descriptions and comments. The user can mark the labels easily with a pen. A transparent base label ensures that the main pack is not visually compromised.



Lego Tries Out Recycling Programs for its Plastic Bricks

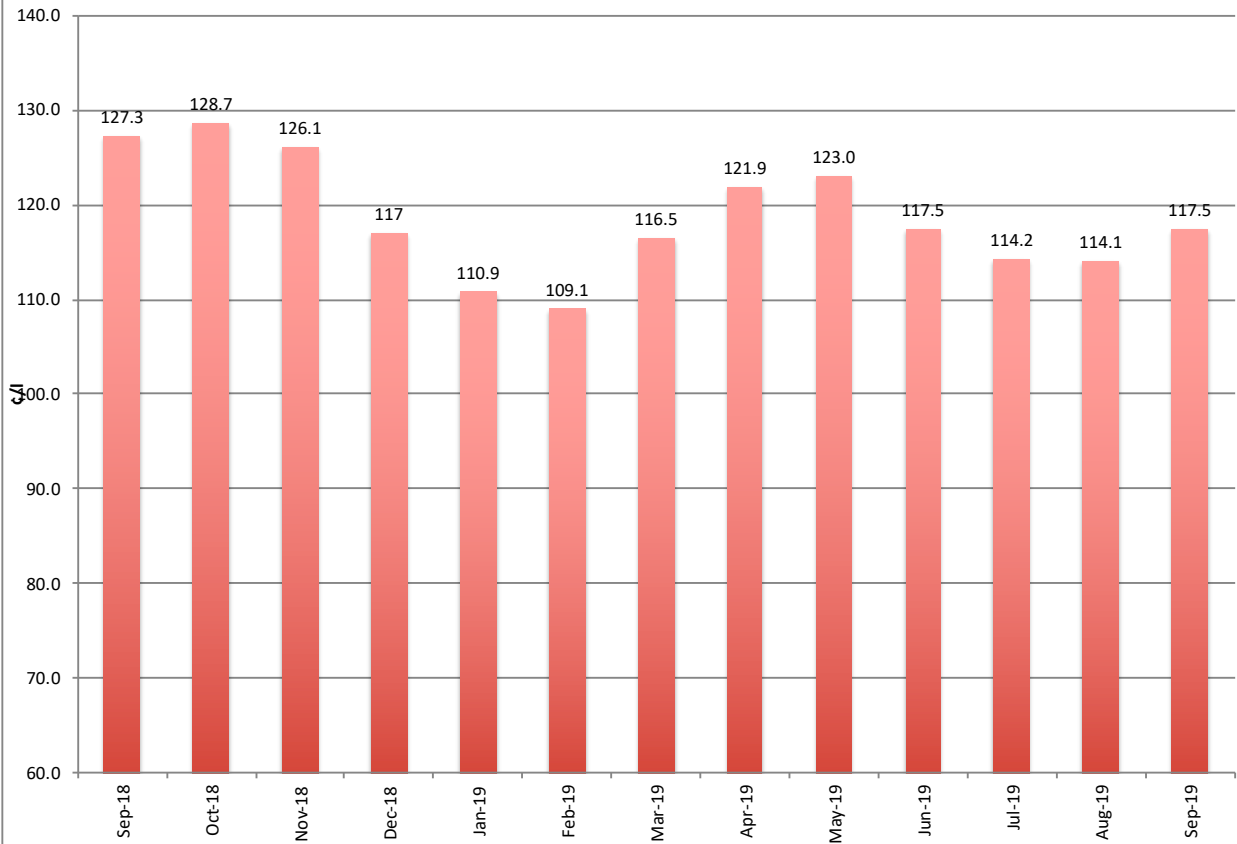
Lego is testing a way for customers to ship their unwanted bricks back and get them into the hands of other kids. Customers in the United States can print out a mailing label on its site, dump their used Lego bricks in a box and ship them free. Lego said the pieces will be cleaned, put into boxes and given to Teach for America, a nonprofit group that will donate them to U.S. classrooms. Some bricks will be also sent to the Boys & Girls Clubs of Boston for their after-school programs.

Lego said if the test is successful, it may expand the program beyond the United States next year. The company typically tells its customers to keep their bricks or pass them on to others. But some have asked for another way to donate them, said Tim Brooks, Lego's vice president of environmental responsibility.

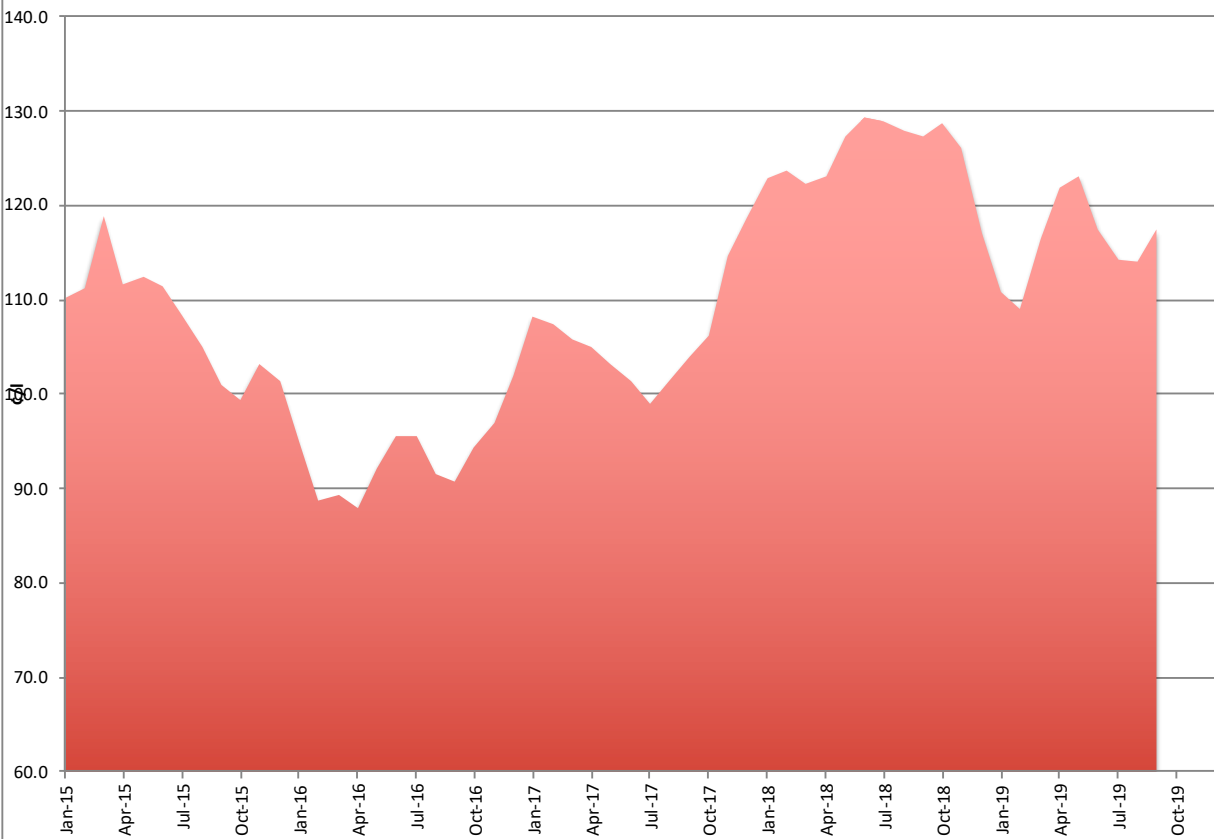
Lego, like other big brands, is looking to please customers worried about discarded plastics' impact on the environment. Plastics don't disintegrate but can break down into tiny pieces and be eaten by birds or other wildlife, endangering their health. The company is also working to find other materials for its colorful bricks.

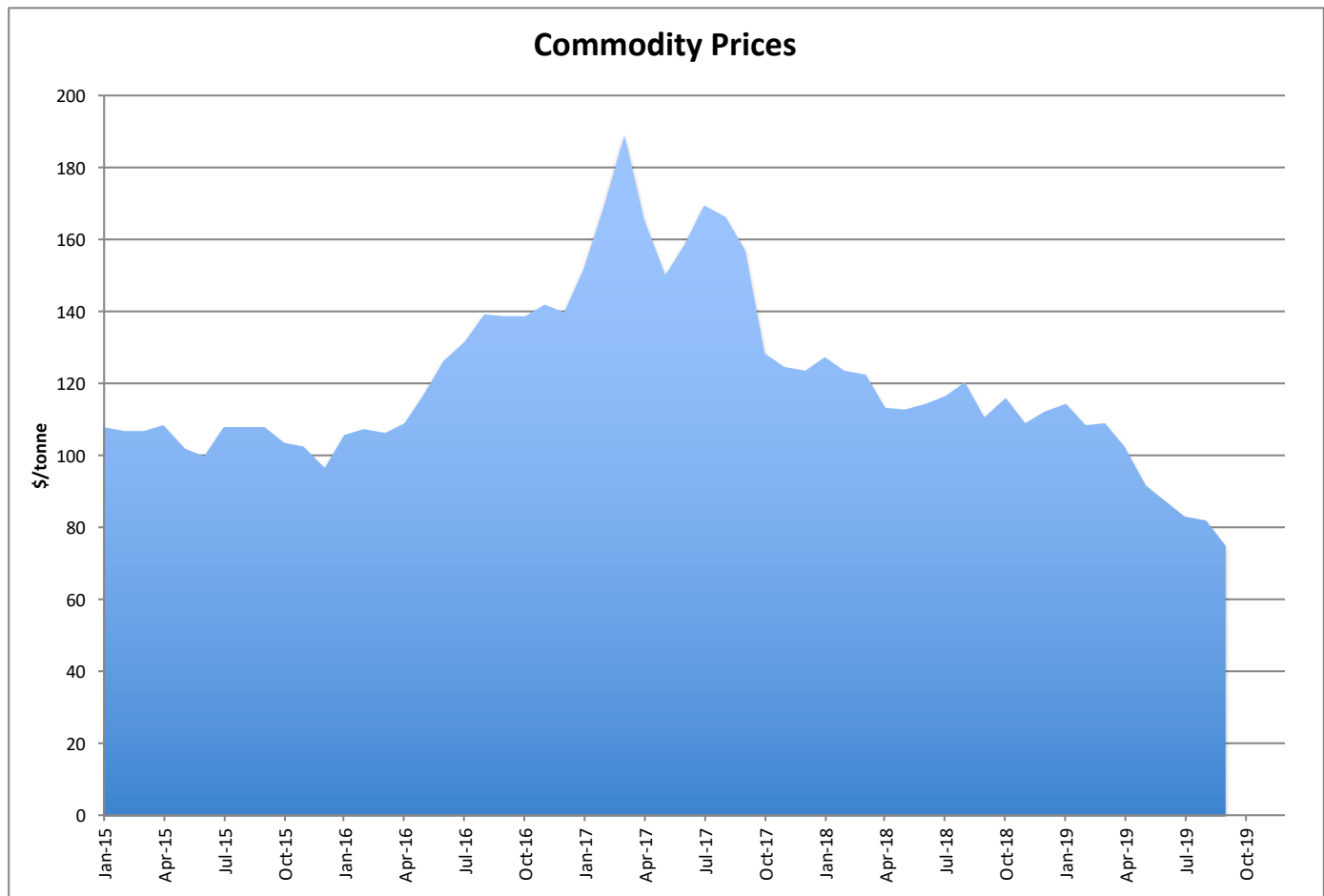
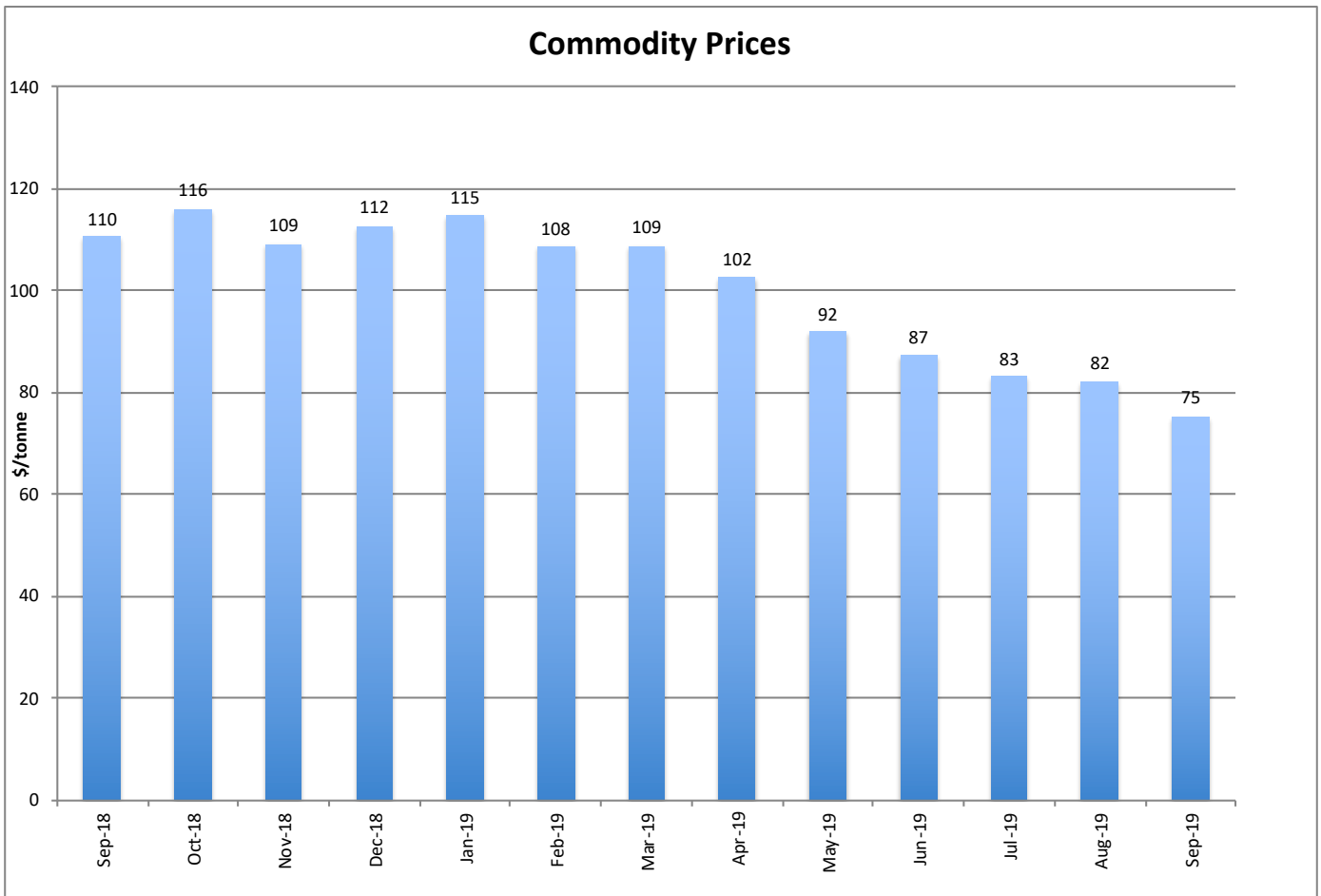


Diesel Price (Retail incl. Tax)



Diesel Price (Retail incl. Tax)







Minutes

Library Board

October 10, 2019

6:45 pm

St. Marys Public Library

15 Church Street North, St. Marys

Member Present	Councillor Craigmile, Councillor Edney, Barbara Tuer, Cole Atlin, Lynda Hodgins, Melinda Zurbrigg, Reg Quinton, Joyce Vivian
Member Absent	Mayor Strathdee
Staff Present	Matthew Corbett, CEO, Rebecca Webb

1. CALL TO ORDER

The October 10, 2019 regular meeting of the St. Marys Public Library Board was called to order at 6:46pm by Board Chair C. Atlin

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Councillor Craigmile

Seconded By Reg Quinton

That the October 10th, 2019 regular meeting of the St. Marys Public Library Board agenda be approved as presented.

Carried

4. DELEGATIONS

Members of the Board welcomed Adam Stapleton, Adult Learning Coordinator.

5. CONSENT AGENDA

Moved By Lynda Hodgins

Seconded By Joyce Vivian

That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board.

Carried

5.1 Acceptance of Minutes

5.2 CEO Report

5.3 Library Statistics

5.4 Financial Report

6. CORRESPONDENCE

6.1 Joint ADHOC Library Space and Needs Committee

The board had a discussion on the next steps of the ADHOC Committee and members were appointed to the Committee from the Library Board.

Moved By Lynda Hodgins

Seconded By Reg Quinton

Motion to accept the report as information.

Carried

Moved By Lynda Hodgins

Seconded By Reg Quinton

THAT the board appoint Barb Tuer, Cole Atlin, Reg Quinton to the ADHOC Library Space and Needs Committee.

Carried

7. DISCUSSION ITEMS

7.1 Adult Learning Update Report

Adult Learning Coordinator Adam Stapleton gave a presentation to the Board about the Adult Learning Programs of Perth County and future opportunities for the program.

Moved By Melinda Zurbrigg

Seconded By Councillor Craigmile

That the Adult Learning Report be received as information.

Carried

7.2 Adult Learning Water Report

CEO M. Corbett gave the Board an update to the Board regarding a flood that happened at the Adult Learning Center.

Moved By Lynda Hodgins

Seconded By Joyce Vivian

That the Adult Learning Report be received as information.

Carried

7.3 Accreditation Audit Report

Moved By Barbara Tuer

Seconded By Councillor Craigmile

That the St. Marys Accreditation Audit report be received as information.

Carried

7.4 Amended Budget Report Update

CEO M. Corbett detailed the amendments made to the Library budget.

Moved By Lynda Hodgins

Seconded By Councillor Edney

That the amended draft 2020 budget presented to the Library Board on September 5th, 2019 be presented to the Corporation of the Town of St. Marys for budget deliberations.

Carried

Moved By Reg Quinton

Seconded By Barbara Tuer

That the Library Board, pending the Town of St. Marys Finance Departments updated staffing costs, provide Staff with the authority to adjust the staff budget lines for the 2020 budget.

Carried

7.5 Christmas Closure

Moved By Joyce Vivian

Seconded By Reg Quinton

That the Library Board approve the Christmas 2019 shut down schedule.

Carried

7.6 Capital Projects Update

CEO M. Corbett gave updates to the Board about capital projects.

Moved By Councillor Edney

Seconded By Councillor Craigmile

That the Library Board receive the verbal update regarding the 2019 Capital Projects as information.

Carried

7.7 Training Day Library Closure

Moved By Lynda Hodgins

Seconded By Barbara Tuer

That the Board approve a Library closure on December 13, 2019 for the purpose of staff training.

Carried

8. FRIENDS OF THE LIBRARY REPORT

The Friends of the Library were on hiatus over the summer. The Dinner Theatre package is now for sale and tickets are available at the Library. The FOL is also busy preparing for the fall book sale on November 6, 7, 8, 9.

9. ROUNDTABLE DISCUSSION

PCIN is having an anniversary celebration on October 24th in each Library across Perth County simultaneously.

C. Atlin spoke to the Board about the meeting that took place with Parliamentary Assistant Wayne and Randy Pettapiece.

10. UPCOMING MEETINGS

The next regular meeting of the St. Marys Public Library Board will be November 14, 2019 at 6:45pm.

11. ADJOURNMENT

Moved By Councillor Craigmile

Seconded By Barbara Tuer

That the October 10th, 2019 regular meeting of the St. Marys Library Board be adjourned

Carried

Chair

Board Secretary

PERTH DISTRICT HEALTH UNIT BOARD

September 18, 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: Todd Kasenberg; Marg Luna; Anna Michener; Kathy Vassilakos; and Bob Wilhelm

Member regrets: Bonnie Henderson; Daryl Herlick and Paul Robinson

Staff present: Miriam Klassen, Medical Officer of Health; Julie Pauli, Business Administrator; Donna Taylor, Director of Health Protection; Tracy Allan-Koester, Director of Community Health; and Irene Louwagie (Recorder)

Kathy Vassilakos, Chair presiding.

Agenda Approval

Moved by: Bob Wilhelm

Seconded by: Marg Luna

**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: Todd Kasenberg

Seconded by: Bob Wilhelm

**That the minutes of the previous meeting dated June 19, 2019 and July 10, 2019 be adopted as presented.
Carried.**

Business Arising

- a. Randy Pettapiece, MPP Perth-Wellington – Public Health Restructuring
Matt Rae, Executive Assistant to MPP and Perth-Wellington Parliamentary Assistant to the Minister of Agriculture, Food and Rural Affairs discussed public health restructuring and received questions from the Board to take back to Randy Pettapiece.
- b. Transition Team Update
Miriam Klassen, Medical Officer of Health presented minutes from the Transition Team meetings dated June 5; June 26; July 22; August 7 and September 4, 2019 and updated members on the work of the Transition Team. She also informed members that there will be a joint Huron/Perth Board meeting at the end of October to review bylaws and policies of the new organization.
- c. Board of Health Self Evaluation
Board members were asked to complete the Board of Health Self Evaluation within the next two weeks.

Closed Meeting

Moved by: Bob Wilhelm

Seconded by: Marg Luna

**That the Board enter into Closed Meeting at 9:57 am to discuss personal matters.
Carried.**

The Board reconvened in open meeting at 10:10 am.

Moved by: Bob Wilhelm
Seconded by: Anna Michener

**That the Board put forward to the Ministry of Health, Dr. Miriam Klassen's name appointing her to be the Medical Officer of Health for Huron Perth Health Unit and direct staff to complete the appropriate paperwork.
Carried.**

New Business

- a. Board Policy 2-45 Code of Conduct
- b. Board Policy 2-60 Complaints
- c. Board Procedure 2-70 Complaints
- d. Board Policy 2-80 Healthy Eating and Food Handling Guidelines
- e. Board Policy 2-90 Infant Feeding
- f. Board Policy 2-100 Smoke-Free / Vape-Free Policy
- g. Board Policy 2-150 Physical Activity and Sedentary Behaviour
- h. Board Policy 3-20 Rules
- i. Board Policy 3-30 Use of Personal Vehicles for Health Unit Business
- j. Board Policy 3-40 Expense Claims – Mileage
- k. Board Procedure 3-70 Continuing Education and Meetings

Moved by: Marg Luna
Seconded by: Anna Michener

**That the following Board policies and procedures be approved as follows:
Board Policy 2-45 Code of Conduct (as presented)
Board Policy 2-60 Complaints (as presented)
Board Procedure 2-70 Complaints (as presented)
Board Policy 2-80 Healthy Eating and Food Handling Guidelines (as presented with feedback received to inform the new policy for the new joint health unit)
Board Policy 2-90 Infant Feeding (as presented)
Board Policy 2-100 Smoke-Free / Vape-Free Policy (as presented)
Board Policy 2-150 Physical Activity and Sedentary Behaviour (as presented)
Board Policy 3-20 Rules (as presented)
Board Policy 3-30 Use of Personal Vehicles for Health Unit Business (as presented)
Board Policy 3-40 Expense Claims – Mileage (as presented)
Board Procedure 3-70 Continuing Education and Meetings (as presented)
Carried.**

- l. alPHa re Fall 2019 Symposium
The alPHa Fall 2019 Symposium will be held on November 6 and 7, 2019 in Toronto.
Members are advised to inform Melissa Rintoul if they plan to attend.

Business Administrator Report

- a. Account Transactions
Julie Pauli, Business Administrator presented the accounts for the period ending June, July and August 2019.

Moved by: Bob Wilhelm
Seconded by: Marg Luna

That the accounts totaling \$923,176.82 for June 2019; \$591,020.54 for July 2019; and \$1,028.810.62 for August 2019 be adopted as presented.
Carried.

b. Financial Report

Julie Pauli, Business Administrator presented the financial report for the period ending August 31, 2019.

Moved by: Todd Kasenberg
Seconded by: Anna Michener

That the Financial Report for August 31, 2019 be adopted as presented.
Carried.

c. HBHC and PPNP Settlements

Julie Pauli, Business Administrator updated members on the 2018 PPNP and HBHC settlements.

Moved by: Marg Luna
Seconded by: Anna Michener

That the Board approve the PPNP and HBHC 2018 Settlements and that the Board Chair and Medical Officer of Health be authorized to sign.
Carried.

d. Listowel Site

Julie Pauli, Business Administrator informed members that Ward Uptigrove will not be renewing the Listowel office lease and will expire on December 31, 2019.

Medical Officer of Health Report

A written report for September 18, 2019 was presented which includes advocating for public health; preparing for possible health system changes; continuing to strengthen focus on social determinants of health and health equity; other and staff updates.

Staff Updates:

- full-time Immigrant Advocate hired ~ effective August 12, 2019
- temporary full-time Public Health Inspector hired ~ effective September 3, 2019- June 19, 2020
- two casual RN's hired ~ effective September 11, 2019
- Community Health Director retiring ~ effective October 25, 2019
- full-time Dental Educator/Assistant retiring ~ effective December 31, 2019
- two temporary full-time Public Health Promoter's contracts extended to March 31, 2020
- three temporary Full-time Public Health Nurse's contracts extended to March 31, 2020

Moved by: Todd Kasenberg
Seconded by: Anna Michener

That the Medical Officer of Health report be adopted as presented.
Carried.

Correspondence

- a. City of Hamilton re Public Health in Ontario
- b. alPHA re Disposition of 2019 Resolutions
- c. Peterborough re Changes to Provincial Autism Supports
- d. Porcupine re Northeast Public Health Collaboration Project
- e. Peterborough re Public Health Modernization
- f. Municipality of Wawa re Proposed Changes to Public Health in Ontario
- g. Haliburton, Kawartha, Pine Ridge re Health Promotion as a Core Function in Ontario
- h. Peterborough re Support for Children County Task Force Recommendations
- i. York Region re Protecting York Region's School Children Through Immunization

Moved by: Anna Michener

Seconded by: Bob Wilhelm

That the Board endorse the position of the COMOH in support of a seamless immunization registry whereby health care providers directly input immunization information at the time of vaccine administration and that this letter be circulated to the Ministry of Health; Chief Medical Officer of Health; Randy Pettapiece, MPP Perth-Wellington; Association of Municipalities of Ontario; alPHA; COMOH; Ontario Boards of Health and local municipalities. Carried.

Moved by: Todd Kasenberg

Seconded by: Bob Wilhelm

That the Board authorize staff to write a letter to the Minister of Health and Minister of Education expressing concern about the Medical Officer of Health's ability to enforce the Immunization of School Pupils Act. Carried.

- j. Simcoe Muskoka re Public Health Modernization
- k. Windsor-Essex re Smoke-Free-Smoke / Vape Free Outdoor Spaces
- l. Windsor-Essex re Immunization for School Children – Seamless Immunization Registry
- m. Windsor-Essex re Health Promotion as a Core Function of Public Health
- n. Leeds, Grenville & Lanark District re Low Income Dental Program for Seniors
- o. Southwestern re Delivery of Health Promotion Programs & Services in Ontario by Public Health Units
- p. York Region re Position and Mandate for a Restructured York Region Public Health
- q. North Bay Parry Sound re Public Health Transformation Initiative
- r. Middlesex-London re Return on Investment – Early Childhood Development
- s. Peterborough re Funding Cancelled for Leave the Pack Behind
- t. Peterborough re Support for a National School Food Program
- u. Niagara re Restructuring of Local Public Health Agencies
- v. Sudbury re Transforming Public Health for People of Northeastern Ontario
- w. Sudbury re Support for Bill S-228., Child Protection Act
- x. KFL&A re Health Promotion as a Core Function of Public Health
- y. KFL&A re Principles and Criteria
- z. Middlesex-London re Essential Components for Strong Public Health

Moved by: Bob Wilhelm

Seconded by: Marg Luna

That the Board receive the remainder correspondence items for information purposes. Carried.

Next Meeting

A Finance & Personnel Committee meeting will be held on Wednesday, October 16, 2019 at 9:00 am in the Multipurpose Room.

The Perth District Health Unit Board will be held on Wednesday, October 16, 2019 at 9:30 am in the Multipurpose Room.

Education Session

The Education Sessions have been postponed for the remainder of the year.

Adjournment

Moved by: Marg Luna
Seconded by: Bob Wilhelm

That we now adjourn.

Carried.

Meeting adjourned at 11:10 am.

Public Announcements

- None

Respectfully submitted,

Kathy Vassilakos, Chair

SPRUCE LODGE
Board of Management Meeting
September 18th, 2019

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*

Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Danielle Ingram, Marg Luna, Fern Pridham, Kathy Vassilakos*

Regrets:

Guests:

Chairperson Councillor Rhonda Ehgoetz brought the meeting to order.

Moved by Councillor Ingram
Seconded by Councillor Luna

That the agenda for September 18th, 2019 be approved as amended.
CARRIED

➤ Declaration of pecuniary interest.

Approval of Minutes:

Moved by Councillor Aitcheson
Seconded by Councillor Vassilakos

That the minutes of June 19th, 2019 be approved as presented.
CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Aitcheson
Seconded by Councillor Vassilakos

That the June to August 2019 accounts in the amounts of \$750,047.77 to be ratified.
CARRIED

Financial Report:

The Business Manager presented the financial report for the 7 month period ending July 31st, 2019 for review and discussion.

Moved by Councillor Pridham
Seconded by Councillor Luna

To accept the Spruce Lodge Revenue and Expenses for the 7 month period ending July 31st, 2019 as presented.
CARRIED

Administrator's Report:

HPNHSS:

The HPNHSS group issued a letter to the MPPs in July regarding estimated cuts in funding, and again in September with confirmed cuts in funding. The letter also addressed pharmacy reform, redevelopment, spousal priority on a campus of care, and health human resource crisis. Efforts haven't gotten very far. The Administrator has joined AMO group who meets quarterly.

SPRUCE LODGE - Continued

Board of Management Meeting

September 18th, 2019

Moved by Councillor Vassilakos

Seconded by Councillor Ingram

**To forward the latest report from HPNHSS to heads of council to be shared
with council members.**

CARRIED

Staffing:

The Spruce Lodge Staffing report was presented for discussion. Information included part-time staffing hours, workplace culture, absenteeism, vacant lines, and indicator tracking. A number of proposals will be shared with the labour lawyer for future bargaining. The PSW staff schedule will be updated in the new year to make all lines equally desirable to staff. The attendance support program will involve more frequent meetings with staff. It was suggested to ask AdvantAge Ontario to have organizations track indicators.

Ontario Health Team (OHT):

The Administrator presented the Huron Perth & Area, Ontario Health Team report for information and discussion. The proposed governance structure was distributed for information.

Moved by Councillor Vassilakos

Seconded by Councillor Pridham

**That the Spruce Lodge Board of Directors approve that the Spruce Lodge Board chair sign
off on the Huron Perth & Area Ontario Health Team Full Application on behalf of Spruce
Lodge and that the full application will be shared with Board members as requested, to
provide an opportunity to receive further information/clarification prior to the
October 9th, 2019 submission deadline.**

CARRIED

Moved by Councillor Pridham

Seconded by Councillor Luna

To enter closed session at 6:39 p.m. to discuss collective bargaining.

CARRIED

Moved by Councillor Aitcheson

Seconded by Councillor Vassilakos

To enter open session at 6:41 p.m.

CARRIED

Critical Incidents:

There have been approximately six (6) critical incident occurrences in the past month. No orders have been received from the Ministry of Health.

HPNHSS:

The next HPNHSS meeting will take place September 30, 2019 at Knollcrest in Milverton.

SPRUCE LODGE - Continued

Board of Management Meeting

September 18th, 2019

Moved by Councillor Ingram
Seconded by Councillor Aitcheson

That the Administrator's report be accepted as presented.

CARRIED

Correspondence: *None presented.*

Dress Down Days:

- ☺ *For June 2019, the lucky charitable receipt winner is**Heidi Ehrlich!***
- ☺ *For July 2019, the lucky charitable receipt winner is**Lily Kampferseck!***
- ☺ *For August 2019, the lucky charitable receipt winner is**Jeanette Bender!***

Other Business:

Moved by Councillor Pridham

That the meeting be adjourned.

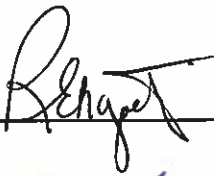
CARRIED

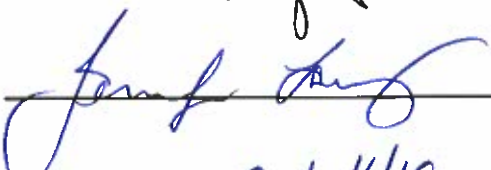
Date & Time of Next Meeting:

Wednesday, October 16th, 2019 at 5:30 p.m.

Councillor Ehgoetz
Chairperson

Jennifer Facey
Secretary





Date Oct 16/19

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, SEPTEMBER 24, 2019

Members Present:	M.Blosh A.Dale D.Edmiston A.Hopkins S.Levin - Chair N.Manning H.McDermid	P.Mitchell A.Murray B.Petrie J.Reffle J.Salter M.Schadenberg A.Westman
Regrets:	T.Jackson	
Solicitor:	G.Inglis	
Staff:	T.Annett E.Chandler D.Charles C.Harrington E.Heagy T.Hollingsworth M.McDonald R.McNaughton	N.Pond D.Quick C.Saracino M.Sloan C.Tasker M.Viglianti – Recorder S.Viglianti I.Wilcox

1. Approval of Agenda

The Chair noted that the communications received by Board members from the Town of St. Marys and Board member Tony Jackson would be discussed in 'Other Business', due to the Chair's absence at the October meeting.

N.Manning moved – seconded by M.Blosh:-

“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

August 27, 2019

B.Petrie moved – seconded by A.Hopkins:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated August 27, 2019 as posted on the Members’ web-site.”

CARRIED.

4. Business Arising from the Minutes

(a) Community and Corporate Service Unit Orientation

T.Hollingsworth presented an overview of the Community and Corporate Services unit. She confirmed that it will be difficult to determine which education programs fall under the mandatory vs. non-mandatory category as each one will need to be looked at individually.

(b) Finance Training – Depreciation

C.Saracino gave a finance training presentation around depreciation and answered questions from the Board members.

There was a discussion around the implementation of an asset management plan. C.Saracino clarified that the UTRCA has asset management plans for flood control infrastructure, and while asset management plans for other buildings and assets are planned, it could be another two to three years before they are in place. Conservation Authorities do not have a deadline to have asset management plans in place.

5. Business for Approval

(a) Revised 2020 Budget Concepts Memo
(Report attached)

I.Wilcox presented the report and explained that due to updates and changes from the Province, staff are recommending changes to the concepts and direction previously approved by the Board in June.

There was an explanation and discussion on the Current Value Assessment (CVA) calculation and its impact on budget distribution and levies of rural Municipalities. The Board suggested that when I.Wilcox presents the Budget and levy increase to Municipal Councils, he show separately the sources of the increase, i.e. inflation, the portion replacing funds cut by the Province to Flood Control, and CVA.

There was a discussion on the impact of the changes to the Conservation Authorities Act on the ability to fund the Targets work.

Board members voiced their concerns on the deferral of Targets funding from the 2020 draft Budget concepts. Some felt a deferral would be short sighted, straying away from the long term goals of the UTRCA, and be an abandonment of the Targets work that is supported by the majority of the member Municipalities. Some members felt that given the political climate, continuing uncertainty surrounding the changes to the Conservation Authorities Act and Bill 108, a deferral of one year was appropriate.

Board members proposed and discussed the option of including Targets funding in the 2020 budget concepts, but reducing the proposed amount. Board members felt that by deferring the Targets from the 2020 draft budget concepts it would no longer be part of the Budget conversation and they felt it was too early in the Budget process to remove it from discussions. Board members proposed adding a 'Part B' to the recommendation, to have staff report back on what the numbers would mean towards the UTRCA goals and budget from \$0 to \$306,000 to determine the best value per dollar. It was clarified that if passed, Part B would become part of the notification to the Municipalities. Until the Board is comfortable with the proposed levy increase, no numbers will be circulated to the Municipalities.

A.Hopkins moved – seconded by A.Westman:-

“RESOLVED that the Board of Directors approve the five recommendations as presented.”

CARRIED.

B.Petrie moved – seconded by M.Schadenberg:-

“RESOLVED that the following Part B be added to the approved recommendations: that staff be asked to include in it's October budget presentation the impacts of the Environmental Targets from \$0 to \$306,000.”

CARRIED.

I.Wilcox presented two documents handed out to Board members at the meeting for their information. The documents were created for the City of London, outlining the programs and services currently provided to the City of London by the UTRCA, and identifying potential core programs. Staff will create one for each Municipality to be presented during Budget presentations to Municipal Councils. Members were asked to contact I.Wilcox if they would like this information in advance of his Budget presentations to their Municipal Councils.

6. Closed Session – In Camera

B.Petrie moved – seconded by A.Hopkins:-

“RESOLVED that the UTRCA Board of Directors approve

the Closed Session minutes dated August 27, 2019
as circulated.”

CARRIED.

There were no items for discussion in camera.

7. Business for Information

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

A.Westman moved – seconded by P.Mitchell:-

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

CARRIED.

- (b) Bill 108 and Other Provincial Updates
(Report attached)

I.Wilcox outlined his report and updated the Board on recent Bill 108 and Provincial developments. The UTRCA has received many letters of support from the public, businesses and partner organizations. Zorra Township, City of Woodstock, and Oxford County have passed motions in support of the UTRCA and the Town of Ingersoll has one on their October agenda. The Ministry of Environment, Conservation and Parks will be engaging in consultations with Conservation Authorities (CAs) and the Minister is now willing to meet with Conservation Ontario and CAs.

- (c) Provincial Flood Advisor Consultation/Regional Meeting
(Report attached)

I.Wilcox reviewed his report.

8. August/September For Your Information
(FYI attached)

The August/September FYI was presented for the Member’s information.

9. Other Business

The 2019 A.D Latonnell Conservation Symposium will be held on November 19-21st. If any Board members are interested please contact Michelle before October 4th.

The first draft budget will be presented at the October Board meeting. The Board members were reminded that following the October Board meeting there will be a recognition event to remember the life of Kayla Berger.

The letters from the Town of St. Marys and T.Jackson regarding a letter sent to the St. Marys Golf Course from S.Levin were discussed at this time. S.Levin clarified that the Board of Directors cannot direct staff on any operations issues, unless a Board resolution is passed. There was a discussion on the latitude of staff and Chair in terms of communication to the members Municipalities, media and the public. It was noted that there is nothing currently in the handbook to guide staff and Board members in writing letters to stakeholders. While the Board members felt the information and overall message in S.Levin's letter to the St. Marys Golf Course was in line with UTRCA operational procedures for Wildwood Dam, they agreed a correspondence piece should be added to the Administrative By-Laws.

A.Hopkins moved – seconded by B.Petrie:-

“RESOLVED that the Board of Directors direct staff to come back in November with examples of correspondence policy from other Municipalities and Conservation Authorities.”

CARRIED.

10. Adjournment

There being no further business, the meeting was adjourned at 12:05 pm on a motion by M.Blosh.



Ian Wilcox
General Manager
Att.

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

Date: Monday, September 16th, 2019

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

Time: 6:00 p.m.

Board Present: Landon Hoare (Chair), Tony Winter, Al Strathdee, Emily Lagace, Amie Rankin

General Membership: Maggie Richardson, Kyle Burnside, Sue Hyatt, Karen Payton, Tania Ferosi, Bruce Barnes

Staff in Attendance: Kelly Deeks-Johnson, Economic Development Manager, Amy Cubberley, Andrea Macko

1.0 Call to order and confirmation of Quorum

Called to order at 6:02 PM

2.0 Declarations of Pecuniary / Conflict of Interest

None

3.0 Appointment of Interim Recording Secretary

Motion to accept Kelly Deeks-Johnson as the interim recording secretary until a new hire can be confirmed.

Moved By: A. Strathdee
Carried

Second: A. Rankin

4.0 Additions to the Agenda (to be added in Section 13.0 Other Business)

The Chair requested the addition of 8.3 nomination of a Vice Chair.

5.0 Approval of Agenda

Motion to approve the September 16th agenda as amended.

Moved By: T. Winter
Carried

Second: A. Strathdee

6.0 Approval of Meeting Minutes from the August 12, 2019 Meeting

The minutes from August 12, 2019 were missed in the agenda package. The Board discussed that approval of the minutes should be deferred until the next meeting to give the membership time to review them.

Motion to defer approval of the Minutes from August 12, 2019 BIA Board to October.

Moved By: T. Winter
Carried

Second: A. Strathdee

7.0 Public Input Period

No feedback

8.0 Correspondence

8.1 Chantal Lynch re: Resignation from BIA Board

Motion to receive the resignation of Chantal Lynch.

Moved By: A. Rankin

Second: E. Lagace

Carried

8.2 St. Marys Town Council

Motion to receive the correspondence to the BIA Board from St. Marys Town Council.

Moved By: E. Lagace

Second: T. Winter

Carried

8.3 Nomination of Vice Chair

Motion to open the nominations of the Vice Chair.

Motion: T. Winter

Second: E. Lagace

Carried

Motion to appoint Emily Lagace as the Vice Chair of the BIA Board in the interim until new members can be nominated.

Motion: T. Winter

Second: A. Strathdee

Carried

Motion to close the nomination of Vice Chair.

Motion: A. Strathdee

Second: T. Winter

Carried

9.0 Delegations

9.1 Amy Cubberley – Doors Open St. Marys – September 28th

Amy Cubberley from the Doors Open committee informed the membership that the event is a day to highlight our community with an emphasis on our heritage buildings. There are 15 sites on the tour. The Heritage Conservation District is on the list this year. She encouraged businesses to welcome visitors. There will be an information tent set up outside at Town Hall.

9.2 Andrea Macko & Dave Mahaffy – 2020 Homecoming/Heritage Events

Dave Mahaffy sent regrets. Andrea Macko informed the membership that homecoming and heritage festival will merge together for 2020 to be one grand event. Macko described it as an “all town reunion”, July 2 – 5, 2020. A rough schedule is in place; Friday evening will be a homecoming parade, this will replace the annual Canada Day parade, a street dance to follow with fireworks, Saturday the firefighters are hosting a breakfast and a reunion will be held at DCVI. The Lions car show is also happening on that weekend at the Flats. Queen Street will remain open other than some minor closures in the evening for the street dance. There will be heritage bus tours, walking tours and all the kid activities previously at heritage festival will be at Cadzow Park. The Apple Land Train will be the link between downtown and Cadzow Park. Darcy John will perform on Saturday evening at the PRC and the closing ceremony will take place on Sunday. Homecoming takes place every 10 years so this will be a unique situation for Heritage Festival, regular planning for the annual festival will resume for 2021. This year’s theme is “Hindsight is 2020”.

10.0 Council Report

T. Winter gave an overview of recent council decisions. The Chair asked if the Police services board discussed the vandalism that has occurred in the downtown. T. Winter explained that it hadn’t been discussed but it will be on the next agenda along with homelessness.

11.0 New Business

None

12.0 Project & Committees

12.1 Treasurer’s Report- attached

Motion to receive the treasurer’s report.

Moved By: E. Lagace
Carried

Second: A. Strathdee

12.2 Welcoming Committee

A. Rankin provided a brief update on the welcoming committee.

12.3 Election Update

Motion to accept the dates for the election as follows; September 25 call for nominations, October 16 nomination period closes, October 30 election, November 12 council appointment of up to three new members to the board.

Moved By: A. Strathdee
Carried

Second: E. Lagace

Motion to move the November meeting date to November 18th.

Moved By: E. Lagace
Carried

Second: A. Rankin

12.4 BIA Staff Update

A. Rankin informed the Board that the job posting is going public this week.

12.5 Governance Committee Report – attached

The Chair provided a report on behalf of the committee members who sent regrets, minutes were included in the agenda package. The discussion was to take the two current draft constitutions along with the comments from Kaye Matthews of OBIAA and develop a final draft to send to the membership, then present the new draft to the Board for discussion and approval. The Governance committee is Cathie Szmon and Scott McLaughlin. The board discussed if a member of the board needs to sit on the committee to replace C. Lynch. The discussion was to allow the two representatives to continue the edits and report back on their progress.

Motion to accept the governance committee as it stands.

Moved By: T. Winter
Carried

Second: A. Strathdee

12.6 Arts Project Committee – attached

Motion to receive the report as presented.

Moved By: E. Lagace
Carried

Second: A. Rankin

13.0 Other Business

13.1 125 Queen St. – Former Buck or Two

Deeks-Johnson informed the membership that the price to lease has dropped from \$12 a sqft to \$8. They are open to reviewing any or all proposals for the space, including breaking it up. The agent will do a few things to clean-up the exterior.

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

October 21, 2019, the 2020 budget will be on the agenda.

15.0 Adjournment

Motion to adjourn at 7:35 PM.

Moved By: E. Lagace
Carried

Second: A. Rankin

2019 BIA Board Meeting Dates

January 14	February 11	March 11	April 8
May 13	June 10	July 8	August 12
September 16	October 21	November 18	December 9

BIA Board: Lanny Hoare (Chair), Mayor Al Strathdee, Councillor Tony Winter, Emily Lagace (Vice Chair/Committee Liaison), Amie Rankin (Secretary/Treasurer)

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

For Information: Brent Kittmer, CAO/Clerk



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**

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 August 23, 2019
At the home of Bob Stephens, 250 Elgin St. W. St. Marys, ON**

Present: Adam Stephens (Chair), Tammy Adkin (Secretary), Jordan Schofield (Treasurer),
Jeremy Diamond (vice-chair), Liam Scott, Bob Stephens, Libby Walker, Harry Gundy,
Rob Edney (Council Rep)

Staff: Scott Crawford, Director of Operations, Laurie Bannon, Finance & Administration Coordinator

Regrets/Absences: Julie Docker-Johnson, Scott Smith, Jody Hamade, Mike Wilner, Tony Little, Derek Aucoin, Rob Fai, Ex-Officio: Al Strathdee (Mayor)

Call to Order:

- Adam Stephens (Chair), called the meeting to order

Declaration of any conflict of interest:

- None

Additions to Agenda:

- None

Approval of Agenda:

Moved by Tammy Adkin; **Seconded** by Bob Stephens:

THAT the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting August 23, 2019.

Carried.

Approval of Minutes from July 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 July 26, 2019 as circulated by email and distributed before the meeting.

Carried.

Business arising from the minutes July 26, 2019:

- None

NEW BUSINESS

- Adam spoke about Derek Aucoin's health issues and noted that Derek and his family are in our thoughts

Committee Reports:

a. Management

- No report

b. Finance:

- Our contact at TD Bank is to return our call inquiring about our line of credit options
- Jordan reminded that Tammy Adkin will need to be removed from the list of signers

c. Resource Development

- Jeremy Diamond reports that a cheque for sales of the Beachville Cream Ale has been received from Left Field Brewery
- Jeremy is drafting a naming rights and sponsorship levels document

d. Outreach

- No report

e. Nominating

- Adam noted the importance of recruitment due to vacancies on the board

f. Governance

- No report

g. Pavilion Project

- Rob Taylor and an outside engineer reviewed BAaMs structure plans and the expenses may be more than anticipated
- We requested BAaM to reduce the size of the Pavilion plans and prepare new drawings. Still would like space for shelter, food service, washrooms, exhibit space and rentals for outside events

Operations Report

Events/Induction

- Scott reports that the Blue Jays 2020 Schedule is out and that they are on the road June 19 and 20, 2020, indicating that is the right weekend for the 2020 Induction.
- There have been discussions about a possible World Series viewing event at the museum in October
- Another fall event will include an appraisal day in November

Museum

- Tammy reports that the Curator is hired and currently working the collection
- Libby notes that Christy Hudson, Curator, is off to a good start and she will have Christy prepare a report for the Board indicating her priorities and time line.
- Martin Lacoste has started sorting and organizing the Simmons Collection
- James Paxton was presented his James "Tip" O'Neill award on August 9th at the Rogers Center, prior to the Blue Jays game vs. the New York Yankees

In Camera

- None

Motion to Terminate – 12:35 pm by Tammy Adkin

Next CBHFM Board Meeting dates:
386 Church Street S., St. Marys at 12 pm ET September 27, 2019



Canadian Baseball Hall of Fame & Museum

P.O. Box 1838

St. Marys, Ontario, Canada, N4X 1C2

T: 519-284-1838 Toll Free: 1-877-250-BALL F: 519-284-1234

Email: 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 – 12:10pm, Friday September 27, 2019

386 Church St. S., St. Marys, ON

Present: Adam Stephens (Chair), Jordan Schofield (Treasurer), Rob Fai, Liam Scott, Libby Walker,
Scott Smith, Jody Hamade, Mike Wilner

Ex-Officio: Al Strathdee (Mayor)

Staff: Scott Crawford, Director of Operations, Laurie Bannon, Finance & Administration Coordinator

Regrets/Absences: Julie Docker-Johnson, Jeremy Diamond (Vice-Chair), Derek Aucoin, Rob Edney (Council Rep)

Call to Order:

- Adam Stephens (Chair), called the meeting to order

Declaration of any conflict of interest:

- None

Additions to Agenda:

- None

Approval of Agenda:

Moved by Libby Walker; **Seconded** by Scott Smith:

THAT the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting September 27, 2019.

Carried.

Approval of Minutes from August 23, 2019:

Moved by Jordan Schofield; **Seconded** by Rob Fai:

THAT the CBHFM Board of Directors approves the minutes of the board meeting that was held on August 23 2019 as circulated by email and distributed before the meeting.

Carried.

Business arising from the minutes August 23, 2019 :

- None

NEW BUSINESS

- None

Committee Reports:

a. Management

- No report

b. Finance:

- Jordan noted that the year-end financials for 2018 are wrapped up
- Jordan spoke about the 2020 budget that was circulated by email prior to this meeting and noted that induction weekend is difficult to budget for as we don't know the 2020 inductees.
- Adam noted that the CBHFM is currently debt free and our current GIC is still in place

Moved by Jordan Schofield; **Seconded** by Libby Walker:

THAT the CBHFM Board of Directors approves the 2020 budget as presented.

Carried.

c. Resource Development

Scott Crawford mentioned a recent anonymous donation of \$10,000.00. Donation is to be spent in the Harry Simmons Memorial Library and Hall of Fame archives centre

- It was pointed out that the Fall edition of the LCBO Magazine contains an article about Leftfield Brewery

d. Outreach

- No report

e. Nominating

- Jeremy Diamond, Scott Smith and Adam Stephens have identified 3 prospects and there will be some recommendations forthcoming

f. Governance

- No report

g. Museum

- Libby Walker reported that Christi Hudson (Curator), is doing fantastic work. She is well organized and proficient and has some good systems in place. Christi will report today and will attend every 3rd or 4th meeting in the future.
- Christi joined the meeting and recapped the written report she submitted
- It was asked how long the cataloguing and accessioning artifacts would take. Libby suggested that a realistic goal would be 2–3 years
- A priority list was put together by Christi for the library/archive area and agreed upon.

h. Pavilion Project

- Adam reviewed our need to have BAaM reduce the size of the pavilion plans and prepare new drawings to reduce the expenses previously presented. We also requested them to provide detail for the lighting and recommended materials
- A Federal and Provincial grant called Investing in Canada Infrastructure Program for Community Culture and Recreation is being applied for with deadline November 2019 to help with pavilion costs.

Operations Report

Events/Induction

- October 25 is our World Series watch party at the museum
- In Mid- November we will host an appraisal day at the museum with an appraiser from Heritage Auctions in Texas
- Our annual membership mailing and email blast went out this week

Site

- September and October still busy with games and practices.
- JMRD Wealth Management presented Adam and Scott with their new signage for JMRD Field (formally 3rd Field) at the Hall of Fame

Museum

- The Doors Open Ontario event is September 28. Expecting about 150 people through the museum.
- The Blue Jays have announced Winterfest for January 19-20, 2020. This should be a great promotional event for us

In Camera

- None

Motion to Terminate – 12:49 pm by Mike Wilner

Next CBHFM 2019 Board Meeting dates:
386 Church Street S., St. Marys at 12 pm ET
October 25, November 22, December 20



Minutes

Green Committee

October 16, 2019

5:30 pm

Municipal Operations Centre
408 James Street South, St. Marys

Member Present	Lynette Geddes, Chair Katherine Moffat, Vice-Chair Councillor Craigmile Fred Stam John Stevens
Member Absent	David Vermeire
Staff Present	Jed Kelly, Director of Public Works Dave Blake, Environmental Services Supervisor Morgan Dykstra, Committee Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 5:32 PM.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Due to an early planned departure of a committee member, agenda item 8. Other Business will be considered immediately following agenda item 3. Amendments and Approval of Agenda.

Moved By Fred Stam

Seconded By John Stevens

THAT the October 16, 2019 regular Green Committee agenda be accepted as amended.

Carried

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Moved By Councillor Craigmile

Seconded By Katherine Moffat

THAT the September 18, 2019 regular Green Committee minutes be approved and signed by the Chair and Committee Secretary.

Carried

6. BUSINESS ARISING FROM MINUTES

Councillor Craigmile advised that Council has agreed to not use plastic water bottles during Council meetings.

7. REPORTS

7.1 PW 66-2019 WASTE MANAGEMENT SERVICES BY-LAW

D. Blake spoke to the report and responded to questions from the Committee.

J. Stevens left the meeting at 6:02 PM.

Moved By Fred Stam

Seconded By Katherine Moffat

THAT Report PW 66-2019, Waste Management Services By-Law be received; and,

THAT the Green Committee recommend to Council:

THAT Council approve the DRAFT Waste Management Services By-law.

Carried

8. OTHER BUSINESS

8.1 Town of St. Marys - Climate Change Coordinator

M. Dykstra supplied that the Town is currently finalizing the role of the Climate Change Coordinator. The Coordinator will be working on a Greenhouse Gas Emission Plan, which will seek public input in the next week or so via a survey.

9. UPCOMING MEETINGS

November 20, 2019 at 5:30 PM - Active Transportation Network

10. ADJOURNMENT

Moved By Katherine Moffat

Seconded By Fred Stam

THAT this meeting of the Green Committee adjourn at 6:26 PM.

Carried

Lynette Geddes, Chair

Morgan Dykstra, Committee Secretary



MINUTES

Heritage Advisory Committee

October 15, 2019

6:15 p.m.

St. Marys Museum

177 Church Street South, St. Marys

Members Present: Barbara Tuer
Clive Slade
Janis Fread
Paul King
Michael Bolton
Sherri Winter-Gropp
Stephen Habermehl
Michelle Stemmler
Councillor Fern Pridham

Members Absent: Al Strathdee
Dan Schneider

Staff Present: Trisha McKibbin

1. CALL TO ORDER

The Chair called the meeting to order at 6:15 p.m.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Clive Slade

Seconded By Michelle Stemmler

THAT the October 15, 2019 meeting agenda of the Heritage Committee be accepted as presented.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. AMENDMENT AND ACCEPTANCE OF MINUTES

Moved By Michelle Stemmler

Seconded By Janis Fread

THAT the Minutes of the September 9, 2019 Heritage Committee meeting be approved.

CARRIED

7. BUSINESS ARISING FROM MINUTES

None.

8. REGULAR BUSINESS

8.1 Heritage Conservation District Update

8.1.1 Heritage Permits

None.

8.1.2 Sign Applications

The Committee discussed that a letter has been submitted to the Building and Development Department regarding the request to remove the Dollar Store sign from the façade of 125 Queen Street East. The Committee also discussed the repainting of the Bowling Alley signage as well as the installation of a new hanging sign for the Foot Care Clinic at 104 Queen Street East. Inquiries will be made to Jason Silcox, Building Inspector, as a sign permit was not submitted for the Foot Care Clinic sign.

8.1.2.1 DEV 53-2019 127 Queen Street East Sign Application

The Committee discussed that once the new sign was installed the temporary sign located in the window should be removed.

Moved By Barb Tuer

Seconded By Michelle Stemmler

THAT DEV 53-2019 127 Queen Street East Sign Application report be received; and

THAT the Heritage Committee support the façade sign permit for 127 Queen Street East.

CARRIED

8.1.3 Heritage Grant Applications

Staff provided an update on the Façade and Heritage Grant. \$20,000 in grant funding has been applied for and approved to date. There is \$10,000 remaining in the budget for 2019 and it is expected that at least one or two additional applications will be submitted this year.

8.2 Municipal Register, Part 1 - Designations/designated property matters

8.2.1 Heritage Permits

None.

8.2.2 Municipal Register, Part 1

8.2.2.1 Victoria Bridge Maintenance

Staff provided information on the maintenance to be conducted on the Victoria Bridge this fall. There is a small block in the north parapet wall that has disintegrated and will be replaced with a spare stone block that was used during the 2012 bridge refurbishment project. As the Ontario Trust holds an easement on the bridge, staff contacted the Trust to discuss the project and as it is maintenance no permit from the Ontario Trust is required.

8.2.2.2 6 Water Street South

Staff provided the Committee with an update on the work underway at 6 Water Street South. Staff were

given a tour of the property by the new owner. The Heritage and Façade grant applications have been shared with the owner and proposed work discussed. Work to exterior doors and windows is anticipated to start as early as next month.

8.3 Municipal Register, Part 2 - List of Significant properties

The Committee asked for an update on the expression of interest for the Junction Station and the McDonald House. Councillor Pridham provided an update that Council is progressing with the process and that more information would be shared in the upcoming months.

8.4 Properties of interest or at risk (not necessarily designated)

8.5 CHO Report

No update at this time.

8.6 Homeowner/Property owner letters

No suggestions at this time.

9. COUNCIL REPORT

No update at this time.

10. OTHER BUSINESS

10.1 Doors Open 2019 - Review of Event

Staff provided a synopsis of the 2019 Doors Open Event and sought feedback from Committee members who attended or volunteered at the event. There was discussion that there was a good mix of locals and out of Town visitors who attended this year's event. Those in attendance came from such places as Brantford, Burlington, London, St. Thomas, Tillsonburg, Sarnia and Toronto. Destinations of interest this year were Central School Manor, Thames Vista Farm and the Waterworks Building.

For the first time, three guided bus tours were offered and were all fully booked. There was discussion on expanding the number of bus tours offered in 2021. There was also discussion on how to engage more people in regards to heritage in St. Marys.

Members of the Committee were thanked for their assistance in volunteering at sites and for making the day such a great success.

10.2 Driftscape App Update

Staff provided the Committee with an update on the project. Content, including audio recordings of the Heritage Interpretive Plaques have been completed by Paul King, verbiage and photographs for the individual sites have been completed and work continues on collecting information for the tours. Driftscape staff have been extremely helpful and are assisting in uploading the initial content to the site. Once the App is active, staff will conduct a soft launch of the App by reaching out to the Heritage Committee to test the content and functions of the App.

11. UPCOMING MEETINGS

Monday, November 11, 2019, 6:15p.m. at the St. Marys Museum

Regrets were shared by Clive Slade and Barb Tuer for the November meeting.

12. ADJOURNMENT

Moved By Fern Pridham

Seconded By Mike Bolton

THAT the meeting of the Heritage Committee Adjourn at 6:48p.m.

CARRIED

Chair

Committee Secretary



Minutes

Museum Advisory Committee

October 9, 2019

6:30 pm

St. Marys Museum

177 Church Street South, St. Marys

Member Present	Councillor Hainer, Doug Fread, Krissy Nickle, Peter McAsh
Staff Present	Amy Cubberley, Curator and Archivist Mark Azzano, Curatorial and Programming Assistant
Members Absent	Scott Crawford, Karen Ballard

1. CALL TO ORDER

In the Chair, Doug Fread called the meeting to order at 6:28 p.m.

Amy Cubberley introduced Mark Azzano, Young Canada Works Building Careers in Heritage Intern.

2. DECLARATION OF PECUNIARY INTEREST

None declared

3. AMENDMENTS AND APPROVAL OF AGENDA

Chair Fread suggested that 7.2 Council Report be added to the agenda.

Moved By Councillor Hainer

Seconded By Krissy Nickle

THAT the October 9, 2019 Museum Advisory Committee agenda be accepted as amended.

Carried

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Moved By Peter McAsh

Seconded By Krissy Nickle

THAT the September 11, 2019 Museum Advisory Committee minutes be accepted as presented.

Carried

6. BUSINESS ARISING FROM MINUTES

6.1 Strategic Plan Update

Curator/Archivist gave a verbal update on the Strategic Plan, explaining that it was not approved by Council. Staff is waiting on direction regarding revisions, which will be brought to the Museum Advisory Committee for approval.

7. REPORTS

7.1 MUS 11-2019

Staff spoke to MUS 11-2019 October Monthly Report (Museum)

Moved By Councillor Hainer

Seconded By Peter McAsh

THAT MUS 11-2019 October Monthly Report (Museum) be received as information.

Carried

7.2 Council Report

Councillor Hainer provided the Museum Advisory Committee with an update on recent Council activity.

8. OTHER BUSINESS

8.1 Fees for Service 2020

Staff presented Museum Advisory Committee with proposed 2020 Museum Fees for Service.

Moved By Peter McAsh

Seconded By Krissy Nickle

THAT the Museum Advisory Committee requests that Council delay making a decision about the Museum's 2020 Fees for Service until after the November 13 meeting, giving the Museum Advisory Committee adequate time to review the changes and gather input from the Friends of the St. Marys Museum.

and

THAT the Curator/Archivist make arrangements to call a special meeting of the Friends of the St. Marys Museum to review the 2020 Fees for Service as it will impact their membership structure.

Carried

8.2 Goals for the 2018-2022 Term

Staff asked Committee members for feedback on projects they wish to achieve during the 2018-2022 term. Suggestions included a brief education session from the Curator each meeting, managing the Antiques Appraisals event, investigating blockbuster exhibits and highlighting local celebrities, a barn expansion, restoration of the Baker electric car.

9. UPCOMING MEETINGS

Wednesday, November 13 at 6:30 p.m.

10. ADJOURNMENT

Moved By Peter McAsh

Seconded By Councillor Hainer

THAT the October 9, 2019 Museum Advisory Committee meeting adjourn at 7:46 p.m.

Chair Doug Fread

Board Secretary Amy Cubberley



Minutes

Museum Advisory Committee

October 30, 2019

6:00 pm

St. Marys Museum

177 Church Street South, St. Marys

Member Present Councillor Hainer, Doug Fread, Peter McAsh, Scott Crawford,
Karen Ballard

Member Absent Krissy Nickle

Staff Present Amy Cubberley, Curator and Archivist

Matthew Brown, Corporate Communications and Events
Manager

1. CALL TO ORDER

In the absence of the Chair and Vice-Chair, Scott Crawford called the meeting to order at 6:02 p.m.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Peter McAsh

Seconded By Councillor Hainer

THAT the October 30, 2019 Museum Advisory Committee meeting agenda be accepted as presented.

Carried

4. DELEGATIONS

Doug Fread joined the meeting and assumed his role as Chair.

Matthew Brown introduced himself to the Committee, explaining that he was attending in the absence of the Director of Corporate Services.

5. ACCEPTANCE OF MINUTES

Moved By Scott Crawford

Seconded By Councillor Hainer

THAT the October 9, 2019 Museum Advisory Committee minutes be accepted as presented.

Carried

6. BUSINESS ARISING FROM MINUTES

6.1 2020 Fees for Service

In response to the recommendation made at the October 9, 2019 Museum Advisory Committee meeting, the Friends of the St. Marys Museum held a special meeting on October 15, 2019 to review the proposed 2020 Museum Fees for Service and their potential impact on their membership structure. The Friends' recommendation made at the October 15 meeting, the 2020 Museum Fees for Service, and the St. Marys Museum Revenue Generation Strategy were presented in MUS-12-2019 for information.

Moved By Peter McAsh

Seconded By Councillor Hainer

THAT the Museum Advisory Committee has reviewed the 2020 Museum Fees for Service and support the proposed fees with the exception of the changes to admission fees.

AND

The Museum Advisory Committee recommend that the Museum continue with admission by donation, with a more prominent donation box, and a posted suggested donation of \$5.

AND

The Museum Advisory Committee recommend to Council that they accept the Friends of the Museum's offer to finance the difference in admission fees for 2020.

7. REPORTS

7.1 Museum Monthly Report

The Curator/Archivist updated the Committee on recent Museum activities, highlighting school programming, participating in the Ontario Museum Association conference, and success with federal grant applications. A formal report for October and November will be provided at the December 11 meeting.

7.2 Council Report

Councillor Hainer provided the Committee with an update on recent Council activity.

8. OTHER BUSINESS

Chair Fread informed the Committee that the 2020 Rotary Calendar is going to print shortly. He thanked to the Museum for providing the historic photos for the calendar.

9. UPCOMING MEETINGS

Wednesday, December 11 at 6:30 p.m.

The Curator/Archivist informed the Committee that an election will take place at this meeting for the 2020 positions of Chair and Vice Chair.

10. ADJOURNMENT

Moved By Peter McAsh

Seconded By Karen Ballard

THAT the October 30, 2019 Museum Advisory Committee meeting adjourn at 7:10 p.m.

Carried

Chair Doug Fread

Board Secretary Amy Cubberley



Minutes

Recreation & Leisure Advisory Committee

September 26, 2019

5:30 pm

Pyramid Recreation Centre

317 James Street South, St. Marys

Members Present: Candice Harris, Darcy Drummond, Mike Morning, Scott Crawford, Councillor Pridam

Member Absent Chelsea Coghlin-Fewster

Staff Present Stephanie Ische, Doug Lapointe

1. CALL TO ORDER

Meeting was called to order at 5:31pm

2. DECLARATION OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By M. Morning

Seconded By D. Drummond

THAT the August 22, 2019 Recreation and Leisure Advisory Committee meeting minutes be amended to reflect M. Morning as meeting chair; and

THAT the September 26, 2019 Recreation and Leisure Advisory Committee agenda be accepted as presented.

Carried

4. DELEGATIONS

None

5. ACCEPTANCE OF MINUTES

Moved By Councillor Pridham

Seconded By D. Drummond

THAT the August 22, 2019 Recreation and Leisure Advisory Committee meeting 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 DCS 23-2019 Shoulder Ice Follow Up Report

Staff report was reviewed. Discussion was led by Stephanie Ische using supporting documentation showing week-by-week ice usage in September 2018 and September 2019.

The feedback from the committee was that the middle of the month is the ideal time to set for the first available rental. Further discussion was then had about ice removal and clarifying that if minor hockey or other minor sport, or Junior B. were still in playoffs, is the verbiage clear enough to demonstrate the necessary flexibility.

M. Morning asked when staff would recommend implementing the change, with an answer given of September 2020.

A discussion was had regarding the No Body Contact tournament traditionally held Easter weekend, which sometimes falls in mid to late April.

Moved By C. Harris

Seconded by D. Drummond

THAT DCS 23-2019 Shoulder Ice Follow up report be received; and

THAT the Recreation and Leisure Advisory Committee endorse option 3 as presented in report DCS 23-2019, with the following verbiage changes for clarity:

THAT one ice pad opens for rentals beginning in mid-August, and the second ice pad opens for rentals beginning in mid-September. The first ice pad is to be removed on or near March 31st, and the second ice pad remains in as long as there are 30 hours rented concurrently each week, and/or all minor and junior league playoffs have concluded.

Carried

8. OTHER BUSINESS

None

9. UPCOMING MEETINGS

October 24, 2019 at 5:30pm

10. ADJOURNMENT

THAT the Recreation and Leisure Advisory Committee adjourn at 6:15p.m.

Moved By M. Morning

Seconded By S. Crawford

Carried

Chair

Committee Secretary



Minutes

Recreation & Leisure Advisory Committee

October 24, 2019

5:30 pm

Pyramid Recreation Centre

317 James Street South, St. Marys

Members Present: Chelsea Coghlin-Fewster, Darcy Drummond, Mike Morning,
Scott Crawford, Councillor Pridham

Member Absent Candice Harris

Staff Present Stephanie Ische, Staff Liaison, Ciaran Brennan

1. CALL TO ORDER

Meeting called to order at 5.32pm by chair Councilor Pridham

2. DECLARATION OF PECUNIARY INTEREST

none

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved: C.Coghlin Fewster

Seconded: D.Drummond

THAT the October 24, 2019 Recreation and Leisure Advisory Committee meeting agenda be accepted as presented.

Carried

4. DELEGATIONS

None

5. ACCEPTANCE OF MINUTES

Moved: C.Coghlin-Fewster

Seconded: M.Morning

THAT the September 26, 2019 Recreation and Leisure Advisory Committee meeting minutes be approved and signed and sealed by the Chair and Director of Community Services.

Carried

6. BUSINESS ARISING FROM MINUTES

Stephanie gave a report from the Town Council.

7. REPORTS

7.1 DCS 31-2019 Ice Allocation Procedure

Stephanie Ische spoke to DCS 31-2019 Ice Allocation Procedure and responded to questions from the Committee. The Committee put forward a suggested date change for groups handing back ice and the policy was amended.

Moved: M.Morning

Seconded: C.Coghlin-Fewster

THAT DCS 31-2019 Ice Allocation Policy be received; and

THAT the Recreation and Leisure Advisory Committee endorses the Ice Allocation Policy as amended; and

THAT the committee recommend to council; and

THAT Council approve the Ice Allocation Policy as presented.

Carried

7.2 DCS 32 -2019 Recreation and Youth Services Overview

Ciaran Brennan, Recreation and Youth Services Supervisor, spoke to DCS 32-2019 Recreation and Youth Services Overview report and responded to questions from the Committee. Ciaran will send out a link and more information on Playworks and what a Youth Friendly Community is.

8. OTHER BUSINESS

The Director of Community Services talked about bringing new tasks to the committee, all derived from the Recreation Master Plan.

9. UPCOMING MEETINGS

Chair Pridham reviewed the upcoming meeting as presented on the agenda.

10. ADJOURNMENT

Moved: D.Drummond

Seconded: M.Morning

THAT the Recreation and Leisure Advisory Committee adjourn at 6.38p.m.

Carried

Chair

Committee Secretary



MINUTES

Senior Services Advisory Committee

October 28, 2019

1:00 pm

Pyramid Recreation Centre - Meeting Room A
317 James Street South, St. Marys

Member Present Candice Harris
 Donna Kurchak
 Joyce Vivian
 Marie Ballantyne
 Richard Lyons

Member Absent Donna Simmons
 Owen O'Brien
 Councillor Winter

Staff Present Jenny Mikita

1. **CALL TO ORDER**

Chair Lyons called the meeting to order at 1:00 pm.

2. **DECLARATION OF PECUNIARY INTEREST**

None declared.

3. **AMENDMENTS AND APPROVAL OF AGENDA**

Item 7.3 2020 Election of Chair and Vice Chair was added.

Item 7.4 Program Suggestions was added.

Moved By Candice Harris

Seconded By Marie Ballantyne

THAT the Senior Services Advisory Committee agenda be accepted as amended.

CARRIED

4. ACCEPTANCE OF MINUTES

THAT the Senior Services Advisory Committee minutes dated September 23, 2019 be approved and signed by the Chair and liaison.

Moved By Joyce Vivian

Seconded By Marie Ballantyne

CARRIED

5. BUSINESS ARISING FROM MINUTES

5.1 2020 Rates

Staff informed the group that the 2020 membership rate is being rolled out to the public. To date there has been little feedback from members on the increase. Staff meet with the Monday Music program to discuss rate increases for 2020. The music program advisory group would like to see the program expense reduced as opposed to an increase in fees. The program will eliminate the food component which was included in the door price which in turn will reduce the program expense and the internal resources required to support the food component of the program.

5.2 Senior Services Advisory Committee Meeting Dates and Times

The current meeting time of 3:30 p.m. no longer suits all members of the committee. The meeting time was discussed and it was agreed that meetings will be held on the fourth Monday monthly excluding July and August at 1:00 p.m. Due to Christmas it was decided to eliminate the November meeting and move the December meeting to December 2nd.

Moved By Joyce Vivian

Seconded By Candice Harris

THAT the Senior Services Advisory Committee meet on the fourth Monday monthly, excluding July and August at 1:00 p.m.

CARRIED

5.3 Ontario Health Team

Staff updated the group on the Huron Perth Ontario Health Team application. The application was completed and submitted on October 9th, 2019. The

Ministry of Health has scheduled a site visit with the Huron Perth Ontario Health Team on October 31st, 2019 to review the application, ask questions and get a feel for the team.

6. REPORTS

6.1. DCS-34-2019 October Monthly Report

Staff presented the October report highlighting the upcoming programs and events.

Moved By Marie Ballantyne

Seconded By Donna Kurchak

THAT DCS-34-2019 October Monthly Report be received.

CARRIED

7. OTHER BUSINESS

7.1 2019 Spring/Summer Program Evaluations

Staff reviewed the Spring/Summer program evaluations included in the package.

7.2 2019 Aquatics Survey

Staff informed the committee that the Aquatics Department is currently looking for feedback on programming through an Aquatics Survey. Committee members we asked to promote the survey within the community.

7.3 2020 Election of Chair and Vice-Chair

The 2020 election of Chair and Vice-chair was discussed. Election of the 2020 Chair and Vice-Chair will be held at the next regular meeting of the Senior Services Advisory Committee.

7.4 Program Suggestions

Joyce Vivian suggested that the Friendship Centre offer an education session on vaping as well as planning for a funeral.

8. LIAISON REPORTS

8.1 Recreation Committee Update

No update

8.2 Town Council Report

In Councillor Winter's absence staff updated the committee on various municipal items.

9. UPCOMING MEETINGS

Monday December 2, 2019

1:00 p.m.

10. ADJOURNMENT

Moved By Donna Kurchak

Seconded By Marie Ballantyne

THAT the Senior Services Advisory Committee meeting be adjourned at 2:30 p.m.

CARRIED

Chair

Committee Secretary

BY-LAW 96-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to close parts of the municipal sidewalk and trail network from November 1, 2019 to April 30, 2020.

WHEREAS: The *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, Section 10 provides that a single-tiered municipality may pass by-laws respecting its highways;

AND WHEREAS: O. Reg. 366/18 of The *Municipal Act, 2001*, S.O. 2001, c. 25, sets out minimum standards for road and highway maintenance for all municipalities in Ontario including but not limited to closing highways;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to clarify which municipal sidewalks and trails it will not maintain minimum standards over the course of the winter period;

AND WHEREAS: A sidewalk is considered to be a part of a highway;

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

1. That the Town of St. Marys temporarily close sections of the municipal sidewalk and trail network listed below from November 1, 2019 until April 30, 2020:
 - a. Elgin Street East Stairs, connecting Wellington Street South to Church Street South
 - b. King Street North, east sidewalk from Queen Street East to Timms Lane
 - c. Peel Street North, east sidewalk from Timms Lane to Trout Creek
 - d. Peel Street South, east sidewalk from Jones Street East to 50 metres northerly
 - e. St. George Street South, east sidewalk from Jones Street East to 26 metres northerly
 - f. St. George Street North, east sidewalk from Widder Street East to 25 metres northerly
 - g. St. George Street Walking Path, from Widder Street East to 140 metres southerly (55 St. George Street South)
 - h. Water Street North, east sidewalk from Emily Street to north end of street
 - i. Eric Taylor Trail, from Station Street at Rotary Park to St. George Walking Path Bridge
 - j. Grand Trunk Trail Stairs, connecting the Grand Trunk Trail to Milt Dunnell Field
 - k. Grand Trunk Trail, from Ingersoll Street to Thames Road
 - l. Loop Trail from 452 Water Street South to James Street South
 - m. Loop Trail from James Street South to Ridgewood Crescent

- n. Loop Trail from Stoneridge Boulevard to Southvale Road through Meadowridge Park
 - o. Riverview Walkway, from Queen Street East to Wellington Street North
 - p. Riverview Walkway, from Queen Street East to Park Street
2. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 12th day of November, 2019.

Acting Mayor Luna

Jenna McCartney, Deputy Clerk

BY-LAW 97-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to appoint persons to a Board of Management for the Business Improvement Area, and to amend By-law 94-2018.

- WHEREAS:** The Council of The Corporation of the Town of St. Marys has the authority under Section 204 of *Municipal Act, 2001, S.O. 2001, c.25*, as amended, to appoint persons to a Board of Management for the Business Improvement Area of the Town of St. Marys;
- AND WHEREAS:** Ms. Chantal Lynch, Ms. Mary VanDenBerge and Ms. Emily Lagace were appointed to the Business Improvement Area Board of Management, and have since resigned;
- AND WHEREAS:** _____ and _____ were nominated to fill the vacancy,
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. That the appointment of Chantal Lynch, Mary VanDenBerge, and Emily Lagace as a member of the Business Improvement Area's Board of Management be rescinded.
 2. That By-law 94-2018 be amended to remove Chantal Lynch, Mary VanDenBerge and Emily Lagace.
 3. That Council accept the nominations of _____ and _____, and that they be appointed to the Business Improvement Area's Board of Management.
 4. That _____ be appointed to the Business Improvement Area's Board of Management.
 5. That _____ and _____ be added to By-law 94-2018 as members of the Board of Management.
 6. This by-law comes into force on the final passing thereof.

Read a first, second and third time and finally passed this 12th day of November, 2019.

Acting Mayor Luna

Jenna McCartney, Deputy Clerk

BY-LAW 98-2019

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to amend By-law 06-2019, a by-law that constitutes a business improvement area in the Town of St. Marys.

- WHEREAS:** The Council of The Corporation of the Town of St. Marys deemed it advisable in By-law 06-2019 to establish a Business Improvement Area Board of Management as authorized under the *Municipal Act, 2001*, Section 204,;
- AND WHEREAS:** The Council of The Corporation of the Town of St. Marys deems it expedient to amend By-law 06-2019 with respect to the number of directors appointed to the Board;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That enacting statement #2 be repealed and replaced with the following:
That the number of directors should be no less than four (4) members and no more than seven (7) members and that the Board of Management shall be selected by vote of the members and then appointed by Council each term of Council to administer the improvement area and consist of two members of Council.
 - 2.** That enacting statement #3 be repealed and replaced with the following:
That Council shall appoint two directors who may be a representation of the current term of Council.
 - 3.** This by-law comes into force on the final passing thereof.

Read a first, second and third time and finally passed this 12th day of November, 2019.

Acting Mayor Luna

Jenna McCartney, Deputy Clerk

BY-LAW 99-2019

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 November 12, 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 12th day of November, 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 12th day of November, 2019.

Acting Mayor Luna

Jenna McCartney, Deputy Clerk