



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

November 26, 2019

6:00 pm

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

**Pages**

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

**RECOMMENDATION**

**THAT** the November 26, 2019 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

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

5. **DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS**
6. **ACCEPTANCE OF MINUTES**

**6.1 Regular Council - November 12, 2019**

**9**

**RECOMMENDATION**

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

## **7. CORRESPONDENCE**

### **7.1 Township of Ramara re: Conservation Authorities Exit Clause 25**

#### **RECOMMENDATION**

**THAT** the correspondence from the Township of Ramara regarding Conservation Authorities Exit Clause be received.

## **8. STAFF REPORTS**

### **8.1 Building and Development Services**

#### **8.1.1 DEV 62-2019 November Monthly Report (Building and Development) 27**

##### **RECOMMENDATION**

**THAT** DEV 62-2019 November Monthly Report (Building and Development) be received for information.

### **8.2 Community Services**

#### **8.2.1 DCS 36-2019 November Monthly Report (Community Services) 29**

##### **RECOMMENDATION**

**THAT** DCS 36-2019 November Monthly Report (Community Services) be received for information.

#### **8.2.2 DCS 35-2019 Recreation and Leisure Advisory Committee Recommended Changes to Ice Allocation Policy 32**

##### **RECOMMENDATION**

**THAT** DCS 35-2019 Recreation and Leisure Advisory Committee Recommended Changes to Ice Allocation Policy be received; and

**THAT** the amended Ice Allocation policy be approved and this operating change take effect for the 2020-2021 ice season to allow for consultation with affected user groups.

### **8.3 Corporate Services**

#### **8.3.1 COR 34-2019 November Monthly Report (Corporate Services) 45**

##### **RECOMMENDATION**

**THAT** COR 34-2019 November Monthly Report (Corporate Services) be received for information.

### **8.4 Finance**

#### **8.4.1 FIN 23-2019 November Monthly Report (Finance) 49**

##### **RECOMMENDATION**

**THAT** FIN 23-2019 November Monthly Report (Finance) be received for information.

#### **8.4.2 FIN 22-2019 Revised Consolidated Fee By-law 57**

##### **RECOMMENDATION**

**THAT** FIN 22-2019 Revised Consolidated Fee By-law report be received; and

**THAT** By-law 108-2019 being a Fees By-law be approved.

### **8.5 Fire and Emergency Services**

#### **8.5.1 FD 21-2019 November Monthly Report (Emergency Services) 59**

##### **RECOMMENDATION**

**THAT** FD 21-2019 November Monthly Report (Emergency Services) be received for information.

### **8.6 Human Resources**

#### **8.6.1 HR 11-2019 November Monthly Report (Human Resources) 61**

##### **RECOMMENDATION**

**THAT** HR 11-2019 November Monthly Report (Human Resources) be received for information.

## **8.7 Public Works**

### **8.7.1 PW 75-2019 November Monthly Report (Public Works) 63**

#### **RECOMMENDATION**

**THAT** PW 75-219 November Monthly Report (Public Works) be received for information.

### **8.7.2 PW 76-2019 Northridge Subdivision Agreement Amendment and Assumption 65**

#### **RECOMMENDATION**

**THAT** PW 76-2019 Northridge Subdivision Agreement Amendment and Assumption be received; and

**THAT** Council enact Bylaw 102-2019 to approve the Northridge Subdivision Agreement Amendment included as Attachment 2 in report PW 76-2019 Northridge Subdivision Agreement Amendment and Assumption; and

**THAT** Council enact Bylaw 103-2019 to approve Final acceptance and assumption of Stage 1, Stage 2 and Stage 3 infrastructure constructed and installed within the Northridge Subdivision, as outlined in the development agreement; and

**THAT** Council enact By-law 104-2019 to open, establish and assume Edison Street as public highway.



**8.7.3 PW 77-2019 Diamondridge Subdivision Agreement Amendment and Assumption**

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**RECOMMENDATION**

**THAT** PW 77-2019 Diamondridge Subdivision Agreement Amendment and Assumption be received; and

**THAT** Council enact By-law 105-2019 to approve the Diamondridge Subdivision Agreement Amendment included as Attachment 2 in report PW 77-2019 Diamondridge Subdivision Agreement Amendment and Assumption; and

**THAT** Council enact By-law 106-2019 to approve Final acceptance and assumption of Stage 3 infrastructure constructed and installed within the Diamondridge Subdivision, as outlined in the subdivision agreement; and

**THAT** Council enact By-law 107-2019 to open, establish and assume Tracey Street and Diamondridge Court as described in Registered Plan 44M-48 as public highway.

**8.7.4 PW 78-2019 One Tonne Truck Procurement Options**

77

**RECOMMENDATION**

**THAT** PW 78-2019 One Tonne Truck Procurement Options report be received; and

**THAT** Council direct staff to implement Option 2; and

**THAT** Council redirect the award of RFT-PW-05-2019 to St. Marys Ford in the amount of \$84,637 inclusive of HST for the proposed recertified unit including the 7 year extended warranty; and

**THAT** Council award the procurement of a front mount snow plow to Nes-Tech Equipment Sales in the amount of \$13,841 inclusive of HST.

## **8.8 CAO and Clerks**

### **8.8.1 CAO 62-2019 November Monthly Report (CAO and Clerks) 82**

#### **RECOMMENDATION**

**THAT** CAO 62-2019 November Monthly Report (CAO and Clerks) be received for information.

### **8.8.2 CAO 63-2019 Community Safety and Well-Being Plan Update 85**

#### **RECOMMENDATION**

**THAT** CAO 63-2019 Community Safety and Well-Being Plan Update report be received; and

**THAT** Council approve the partnership between the City of Stratford, Municipality of North Perth, Municipality of Perth South, Township of Perth South and Township of Perth East for the development of a joint Community Safety and Well-Being Plan; and

**THAT** the Town's equal-portion of the cost for the joint Plan be funded from the Town's municipal modernization and efficiency funding.

## **9. EMERGENT OR UNFINISHED BUSINESS**

## **10. NOTICES OF MOTION**

## **11. BY-LAWS**

#### **RECOMMENDATION**

**THAT** By-Laws 101-2019, 102-2019, 103-2019, 104-2019, 105-2019, 106-2019, 107-2019 and 108-2019, be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

### **11.1 By-Law 101-2019 Waste Management By-law 100**

Snowbank height amended to 0.6 metres from 0.3m.

### **11.2 By-Law 102-2019 Amend Development Agreement with 2231872 Ontario Inc. for Northridge Subdivision 121**

11.3	By-Law 103-2019 Assumption of Stage 1, 2 and 3 Works from Northridge Subdivision	122
11.4	By-Law 104-2019 Open, Establish and Assume Edison Street as Public Highway	123
11.5	By-Law 105-2019 Amend Subdivision Agreement with Meadowridge Properties Ltd for Diamondridge Subdivision	124
11.6	By-Law 106-2019 Assumption of Stage 3 Works of Diamondridge Subdivision	125
11.7	By-Law 107-2019 Open, Establish and Assume Tracey Street and Diamondridge Court as Public Highway	126
11.8	By-Law 108-2019 Fees	127

## 12. UPCOMING MEETINGS

December 3, 2019 - 9:00 am, Special Meeting of Council (budget), Council Chambers

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

## 13. 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.

### 13.1 Minutes CLOSED SESSION

### 13.2 CAO 65-2019 CONFIDENTIAL Labour Relations and Employee Negotiations

### 13.3 CAO 64-2019 CONFIDENTIAL Service Delivery Review Update

## 14. RISE AND REPORT

### RECOMMENDATION

THAT Council rise from a closed session at \_\_\_\_pm.

**15. CONFIRMATORY BY-LAW**

146

**RECOMMENDATION**

**THAT** By-law 109-2019, being a by-law to confirm the proceedings of November 26, 2019 regular Council meeting be read a first, second and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

**16. ADJOURNMENT**

**RECOMMENDATION**

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



## **MINUTES Regular Council**

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

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

Council Regrets: Mayor Strathdee

Staff Present: André Morin, Director of Finance / Treasurer, Acting CAO  
Grant Brouwer, Director of Building and Development  
Jed Kelly, Director of Public Works  
Lisa Lawrence, Director of Human Resources  
Stephanie Ische, Director of Community Services  
Trisha McKibbin, Director of Corporate Services  
Kelly Deeks – Johnson, Economic Development Manager  
Dave Blake, Environmental Services Supervisor  
Ciaran Brennan, Recreation and Youth Supervisor  
Amy Cubberley, Curator / Archivist  
Jenna McCartney, Deputy Clerk

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

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

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

None.

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

**Resolution 2019-11-12-01**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

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

**CARRIED**

**4. PUBLIC INPUT PERIOD**

Frank Doyle of St. Marys Independent inquired the status of police parking at Town Hall.

Jed Kelly stated that line painting has not transpired due to weather. Once line painting has been completed, parking on Church Street North will return to standard parking stalls available for public use.

Mr. Doyle inquired about the Waste Management By-law and the height at which a snowbank must be to trigger an infraction notice to a resident.

Jenna McCartney stated that staff will review the by-law to ensure clear measurements are used.

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

**5.1 Acknowledgement of Years of Contribution to Business Community - Cathy Forster**

Mayor Luna and Council thanked Cathy Forster for her many years of contribution to the business community in St. Marys.

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

Ken Telfer spoke to the delegation from the Friends of the Museum regarding the 2020 museum fees for service, and responded to questions from Council.

**Resolution 2019-11-12-02**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

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

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - October 22, 2019**

**Resolution 2019-11-12-03**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

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

**CARRIED**

**7. CORRESPONDENCE**

**7.1 Ontario Health Coalition re: Save Local Health Care Services**

**Resolution 2019-11-12-04**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** the correspondence from the Ontario Health Coalition regarding saving local health care services be received.

**CARRIED**

**7.2 Upper Thames River Conservation Authority re: 2020 Draft Budget**

**Resolution 2019-11-12-05**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

**7.3 Township of Springwater re: Nottawasaga Valley Conservation Authority Levy**

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

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

**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.

**CARRIED**

**7.4 Township of Springwater re: Conservation Authorities Levies**

**Resolution 2019-11-12-07**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

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

**CARRIED**

**7.5 Minister Yurek re: Conservation Authorities Review**



**Resolution 2019-11-12-08**

**Moved By** Councillor Edney

**Seconded By** Councillor Hainer

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

**CARRIED**

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

**Resolution 2019-11-12-09**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

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

**CARRIED**

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

**Resolution 2019-11-12-10**

**Moved By** Councillor Pridham

**Seconded By** Councillor Edney

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

**CARRIED**

**7.8 Minister of Municipal Affairs and Housing**

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

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

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

**CARRIED**

**8. STAFF REPORTS**

## **8.1 Corporate Services**

### **8.1.1 COR 33-2019 Museum Admission Fees**

Trisha McKibbin spoke to COR 33-2019 report and responded to questions from Council.

#### **Resolution 2019-11-12-12**

**Moved By** Councillor Edney

**Seconded By** Councillor Hainer

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

Councillor Hainer moved an amendment to the main motion.

#### **Resolution 2019-11-12-13**

**Moved By** Councillor Hainer

**THAT** resolution 2019-11-12-12 be amended to add the following sentence to the end of the main resolution:

**THAT** Council direct staff to update the Museum schedule of the Fees By-law to eliminate a fee for admission.

**DEFEATED (no seconder)**

#### **Resolution 2019-11-12-12**

**Moved By** Councillor Edney

**Seconded By** Councillor Hainer

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

**CARRIED**

## **8.2 Community Services**

### **8.2.1 DCS 33-2019 EarlyON Report**

Ciaran Brennan spoke to DCS 33-2019 report and responded to questions from Council.

#### **Resolution 2019-11-12-14**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**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.

**CARRIED**

### **8.3 Building and Development Services**

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

Grant Brouwer and Mark Stone spoke to DEV 58-2019 and responded to questions from Council.

Council suggested renaming one of the separate sections of Hopper Street.

Council suggested an amendment to the staff recommendation so that High Street was removed.

##### **Resolution 2019-11-12-15**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

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

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

**CARRIED**

#### **8.3.2 DEV 59-2019 Attainable Housing Financial Incentives**

Grant Brouwer and Mark Stone spoke to DEV 59-2019 report and responded to questions from Council.

##### **Resolution 2019-11-12-16**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**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 at a future date;

**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.

**CARRIED**

### **8.3.3 DEV 60-2019 Planning Application Fees Review**

Grant Brouwer and Mark Stone spoke to DEV 60-2019 report and responded to questions from Council.

**Resolution 2019-11-12-17**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**THAT** DEV 60-2019 – Planning Application Fees Review report be received.

**CARRIED**

Council took a brief recess at 8:16 pm.

Mayor Luna called the meeting back to order at 8:27 pm.

### **8.3.4 DEV 61-2019 – Site Plan Approval Process Review**

Grant Brouwer spoke to DEV 61-2019 report and responded to questions from Council.

**Resolution 2019-11-12-18**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**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 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.

**CARRIED**

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

Mark Stone and Grant Brouwer spoke to DEV 62-2019 report and responded to questions from Council.

**Resolution 2019-11-12-19**

**Moved By** Councillor Edney

**Seconded By** Councillor Hainer

**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.

**CARRIED**

### **8.4 Public Works**

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

Jed Kelly spoke to PW 62-2019 report and responded to questions from Council.

**Resolution 2019-11-12-20**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

**8.4.2 PW 70-2019 Santa Claus Parade - Downtown Parking**

Jed Kelly spoke to PW 70-2019 report and responded to questions from Council.

**Resolution 2019-11-12-21**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

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

**CARRIED**

**8.4.3 PW 71-2019 Service Club Sign Applications**

Jed Kelly spoke to PW 71-2019 report and responded to questions from Council.

**Resolution 2019-11-12-22**

**Moved By** Councillor Edney

**Seconded By** Councillor Winter

**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.

**CARRIED**

#### **8.4.4 PW 72-2019 Waste Management By-law**

Dave Blake spoke to PW 72-2019 report and responded to questions from Council.

**Resolution 2019-11-12-23**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**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.

**CARRIED**

### **8.5 Finance**

#### **8.5.1 FIN 21-2019 Consolidated Fees By-Law**

Andre Morin spoke to FIN 21-2019 report and responded to questions from Council.

**Resolution 2019-11-12-24**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** the proposed Museum general admission be removed from the draft Consolidated Fees By-law; and

**THAT** the general admission at the Museum remain by donation and set for review in 6 months; and

**THAT** Council accept the Friends of the Museum proposal to donate to the St. Marys Museum the difference between the amount generated at the door by the end of 2020 and the amount that would have been collected through the proposed fee structure throughout 2020.

**CARRIED**

**Resolution 2019-11-12-25**

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

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

**THAT** Council direct staff to bring the Consolidated Fees By-Law,  
as amended, 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.

**CARRIED**

**9. COUNCILLOR REPORTS**

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

**Resolution 2019-11-12-26**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

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

**CARRIED**

**9.1 Operational and Board Reports**

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

**9.1.2 Library Board - Couns. Craigmile, Edney, Pridham (interim)**

**9.1.3 Municipal Shared Services Committee - Coun. Craigmile  
(interim), Coun. Luna**

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

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

**9.1.6 Upper Thames River Conservation Authority**

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



- 9.2.1 Accessibility Advisory Committee - Coun. Hainer
- 9.2.2 Business Improvement Area - Couns. Winter, Hainer (interim)
- 9.2.3 CBHFM - Coun. Edney
- 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
- 9.2.7 Heritage Advisory Committee - Coun. Pridham
- 9.2.8 Huron Perth Healthcare Local Advisory Committee - Coun. Luna
- 9.2.9 Museum Advisory Committee - Coun. Hainer
- 9.2.10 Planning Advisory Committee - Coun. Craigmile, Hainer
- 9.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham
- 9.2.12 Senior Services Advisory Committee - Coun. Winter
- 9.2.13 St. Marys Lincolns Board - Coun. Craigmile
- 9.2.14 St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter
- 9.2.15 Youth Council - Coun. Edney

**10. EMERGENT OR UNFINISHED BUSINESS**

None.

**11. NOTICES OF MOTION**

None.

**12. BY-LAWS**

**Resolution 2019-11-12-27**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

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

**13. UPCOMING MEETINGS**

Acting Mayor Luna reviewed the upcoming meeting schedule as presented in the agenda.

Councillor Craigmile provided his regrets for the upcoming Municipal Shared Services meeting. Councillor Winter stated that he will attend.

Councillor Winter provided his regrets for the December 3, 2019 budget meeting.

Council took a brief recess at 10:00 pm.

Acting Mayor Luna called the meeting back to order at 10:03 pm.

**14. CLOSED SESSION**

**Resolution 2019-11-12-28**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**THAT** Council move into a session that is closed to the public at 10:03 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

**CARRIED**

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

**15. RISE AND REPORT**

**Resolution 2019-11-12-29**

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

**THAT** Council rise from a closed session at 10:35 pm.

**CARRIED**

**Resolution 2019-11-12-30**

**Moved By** Councillor Edney

**Seconded By** Councillor Hainer

**THAT** Council receive and accept with regrets the resignation of Emily Lagace; and

**THAT** Council appoint Kyle Burnside and Gwendolen Boyle to the 2018-2021 term of the BIA Board; and

**THAT** Council rescind the interim appointment of Mayor Strathdee; and

**THAT** Council approve By-law 97-2019, amending By-law 94-2018.

**CARRIED**

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

**Resolution 2019-11-12-31**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

**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.

**CARRIED**

**16. CONFIRMATORY BY-LAW**

**Resolution 2019-11-12-32**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

**17. ADJOURNMENT**

**Resolution 2019-11-12-33**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney

**THAT** this regular meeting of Council adjourn at 10:39 pm.

**CARRIED**

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Marg Luna, Acting Mayor

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Jenna McCartney, Deputy Clerk

November 7, 2019

Honourable Jeff Yurek  
Minister of Environment, Conservation and Parks  
College Park 5th Floor  
777 Bay St  
Toronto, ON M7A 2J3

**Re: Conservation Authority Exit Clause**

The Council of the Corporation of the Township of Ramara passed the following motion at their regular meeting held October 28, 2019, unanimously by a recorded vote:

WHEREAS the TOWNSHIP OF RAMARA has consistently expressed its view that its watershed conservation authorities are duplicative, financially unaccountable, in conflict with citizens and private property rights;

AND WHEREAS the TOWNSHIP OF RAMARA has encountered the regulatory obstacles to challenge the arbitrary, inefficient, non-transparent, and unsustainable municipal levy forced upon it annually by its watershed conservation authorities;

AND WHEREAS the TOWNSHIP OF RAMARA questions the efficacy and relevance of its watershed conservation authorities' programs and services and their performance in achieving the goals of conservation and environmental stewardship;

AND WHEREAS the TOWNSHIP OF RAMARA finds the current Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations inconsistent and obsolete;

AND WHEREAS the Minister of Environment, Conservation, and Parks the Honourable Jeff Yurek signaled the province's intent to reconsider and update the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations;

THEREFORE BE IT RESOLVED THAT: the TOWNSHIP OF RAMARA support the province's determination that the existing Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations require review;

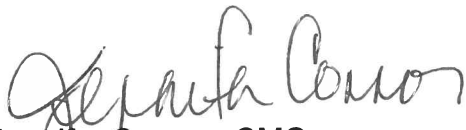
AND THAT the TOWNSHIP OF RAMARA signal to the Ministry of the Environment, Conservation, and Parks of its willingness to participate in all consultations and submissions to the same;

AND THAT further the TOWNSHIP OF RAMARA signal its express desire that an exit clause be provided in any new Conservation Authorities Act to permit municipalities that determine the objects of conservation and environmental stewardship can be provided by alternative governance, programs, and/or services to exist costly and unwarranted conservation authority(ies) jurisdiction(s);

AND THAT this resolution be forwarded the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, Conservation Ontario, Ontario's thirty-six conservation authorities, and all upper and lower-tier Ontario municipalities.

I trust the above is self-explanatory however if you require further information or clarification, please contact me.

Yours truly,



Jennifer Connor, CMO  
Legislative Services Manager/Clerk

JC/cw

c.c. Jill Dunlop, MPP  
Conservation Ontario  
Ontario Conservation Authorities  
Ontario Municipalities



# MONTHLY REPORT

**To:** Acting Mayor Luna and Members of Council

**From:** Building and Development

**Date of Meeting:** 12 November 2019

**Subject:** DEV 62-2019 November Monthly Report (Building and Development)

## RECOMMENDATION

THAT DEV 62-2019 November Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Planning

- Part lot control by-laws for Lots 18 and 33, 44M-70 (Larry Otten and Bickell Homes) registered
- Site plan application for 188 Queen Street West received for redevelopment for commercial unit and 6 apartment units
- Meeting with realtor group to discuss accessory apartments in St. Marys held on November 21 at the Municipal Operations Centre

### Building

- A total of 15 permits were issued in October 2019 compared to 14 the previous year.
- There was 9 new dwelling units issued this month compared to 14 the previous year.
- The total construction values were \$2,367,950 compared to \$2,200,500 the previous year.
- The total permit fees were \$17,350.60 compared to \$23,134.53 the previous year.
- There was a total of 32 appointments provided by the Building Department for this time period.
- There was one heritage permit issued this period.

### Facilities Operational

- MOC – Salt Shed doors having repairs completed.
- Town Hall – Auditorium Kitchen door to be turned into barn door style. Quote approved, waiting on contractor
- Child Care Center – new railing installed on ramp
- Town Gardens – all annual flowers have been removed and beds prepared for the winter.
- Town Facilities – snow removal staff hired

### Facilities Capital

- 20 Year Capital Plan – working on document
- Lind Sportsplex Washroom Renovation – new partitions installed, renovation complete
- Fire Hall Design Project – drawings have been received & design has been approved

- Tender for Fire Hall being released by December 01, 2019.
- Cadzow walkways – installation to occur late November
- Pointing RFP being posted
- Cemetery Washroom Project – drawings of layout are being designed
- Museum Security System Upgrades – have been completed.
- Museum walkway – to be installed late November
- Via Station – new car charging station has been installed.

### **PRC Operations**

- ICIP grant application submitted for capital projects funding as per Asset Management Plan
- HVAC units serviced in preparation for winter months
- Continuing to explore options to increase energy efficiency and reduce carbon footprint of facility
- Snow removal staff hired, training completed on equipment and procedures.

### **SPENDING AND VARIANCE ANALYSIS**

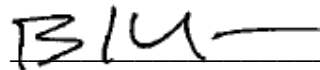
None.

### **REVIEWED BY**

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

  
 \_\_\_\_\_  
 Grant Brouwer  
 Director of Building and Development

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

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



# MONTHLY REPORT

<b>To:</b>	<b>Acting Mayor Luna and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>26 November 2019</b>
<b>Subject:</b>	<b>DCS 36-2019 November Monthly Report (Community Services)</b>

## RECOMMENDATION

THAT DCS 36-2019 November Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Community Services:

- RLMP, Business Plan and Core Services Implementation:
  - PA Day programs have been cancelled going forward
  - Haunted House was cancelled
  - Communications for the fee increases and changes to pool schedule will be out the first part of December

### Aquatics:

- 3455 swimmers through the PRC pool in October
- Next round of lessons begins December 2, fall lessons had 294
- Survey launched for pool day programming, schedule is being reworked for January 2.
- Google review- 5 star: I have joined the Aquafit class and Meg is a great instructor. I really love it and actually tonight I brought a friend of mine to join as well. I highly recommend it.

### Child Care:

- The child care centre is getting ready for the Christmas Open House on Monday December 16 from 5 p.m. to 7:00 p.m.
  - Staff invite Council to join the families in the fun activities that staff have worked hard to plan.
- CATYO (Calling all 3 year olds – Kindergarten registration) is taking place at all AMDSB and HPCDSB locations this November. Two staff from the child care centre will represent community partners and assist with the screenings. This is a great way to promote the child care centre to those that are looking for socialization and kindergarten readiness before next fall.

### Recreation:

- Youth Recreation
  - Staff are working towards the EarlyON launch in for January 2020.

- The Red Cross 'Stay Safe' and 'Babysitting' courses starting back in late November / early December.
- Participating as Qualified Donee on St. Marys Minor Soccer's grant application to Stratford-Perth Community Foundation
- Adult Recreation
  - Adult Volleyball has started back
  - Staff have held meetings with the curling club to discuss their needs

## **Youth Services:**

- Youth Centre
  - Preparing for a youth centre end of year Christmas party
  - Planning and implementing plans for the New Year's Eve Family party at the PRC
- Perth 4Youth
  - A meeting is set with all municipalities on December 9<sup>th</sup> to go over a new survey that will be rolled out across Perth County

## **Senior Services:**

### **Home Support Services**

- Home Support Services submitted the second quarter report to the LHIN November 6<sup>th</sup>. Visiting Social and Safety units of services previously identified by the LHIN to be outside of the reporting corridor are in line with the current budget.
- The Huron and Perth Ontario Health Team (OHT) had site visit from the Ministry of Health to discuss the application, and potential readiness for Huron and Perth to be established as an OHT.
- OHT Update:
  - As part of the ongoing work to plan for the careful transition of certain LHIN functions and oversight responsibilities into Ontario Health, Ontario is overseeing the operational reorganization of the 14 LHINs into five interim and transitional geographical regions based on the existing 14 LHIN geographic boundaries as set out presently in the LHIN's governing legislation.

Ontario is also reducing the number of LHIN CEO Positions from fourteen to five to reflect this inter-LHIN operational realignment. These five positions will become Transitional Regional Leads for each of the five interim regions respectively.

The Transitional Regional Leads will report to the Ontario Health Board which remains as the Board for the LHINs. They will also be responsible for the ongoing management of the LHIN operations in their regions, including staying on top of local needs and overseeing the continued coordination of patient access to home and community care and long-term care placement.

- Home Support Services received notification from the SW LHIN that Ontario Health will be assuming responsibility for the funding and performance management of all service providers who hold agreements with the LHINs. Exact dates for the transfer of responsibilities have not been determined but it is anticipated that Ontario Health will be taking over Home Support Services MSAA and this function will no longer be administered by the LHIN.

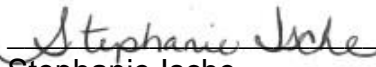
- Participating as Qualified Donee on Maple Lane Park's grant application to Stratford-Perth Community Foundation

#### Friendship Centre

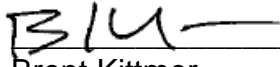
- The Friendship Centre received notification that the Special Grant requested to support financial with the replacement of the cooling units for the PRC fridge and freezer was accepted. The Friendship Centre received \$6,718 to support this project.
- The Friendship Centre SALC grant for 2019/20 was approved.
- The Friendship Centre hosted the annual St. Marys Craft Show on November 2. The show sold out with 95 vendor tables. Attendance for the show was record setting for the event with great community presence and many travelling from outside of St. Marys to attend.

### REVIEWED BY

#### Recommended by the Department

  
Stephanie Ische  
Director of Community Services

#### Recommended by the CAO

  
Brent Kittmer  
CAO / Clerk

## FORMAL REPORT

**To:** Acting Mayor Luna and Members of Council

**Prepared by:** Stephanie Ische, Director of Community Services

**Date of Meeting:** 26 November 2019

**Subject:** **DCS 35-2019 Recreation and Leisure Advisory Committee Recommended Changes to Ice Allocation Policy**

### PURPOSE

The purpose of this report is for Council to consider the information reviewed by the Recreation and Leisure Advisory Committee (RLAC) on an updated Ice Allocation Policy.

### RECOMMENDATION

**THAT** DCS 35-2019 Recreation and Leisure Advisory Committee Recommended Changes to Ice Allocation Policy be received; and

**THAT** the amended Ice Allocation policy be approved and this operating change take effect for the 2020-2021 ice season to allow for consultation with affected user groups.

### BACKGROUND

At the beginning of the 2018-2022 term, Council assigned a number of strategic projects to its advisory committees. Specifically, the newly formed Recreation and Leisure Advisory Committee was assigned the key tactic of the evaluation of 'shoulder season' ice. The Committee reviewed and made recommendations on changes to the shoulder ice schedule at the October 22, 2019 Council meeting. At this meeting Council made the following recommendations:

**Resolution No: 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 31<sup>st</sup> 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.

As part of the recommendation to review shoulder ice it was also important to review the ice allocation policy so that the two policies align. Because of this staff presented an updated ice allocation policy to the RLAC at the October 24, 2019. The committee reviewed the updated policy making a few modifications so the policy was clearer. At this meeting the committee made the following recommendations:

Moved by Mike Morning  
Seconded by Chelsea 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.

The purpose of this report is for Council to approve the updated policy as attached.

## **REPORT**

The Town established an ice allocation procedure in 2011, as approved by Council, shortly after the addition of the second ice pad. This procedure was put in place to create clarity and to address the supply and demand of ice required by groups. Since then this procedure is reviewed annually by staff but has remained similar for many years.

Following the development of the Recreation and Leisure Master Plan, there was a recommendation to look at ways to maximize revenue opportunities by encouraging greater use of available ice, particularly during shoulder and weekend use. It was further identified that other strategies may need to be reviewed. As part of this recommendation, and following the approval of the new shoulder ice procedure, staff reviewed the existing procedure to ensure it aligned with the new shoulder ice process.

An ice allocation policy addresses the demand and supply of ice, the changing demographics and the successful ongoing management of this service. The objectives of this policy are to:

- Establish a fair, transparent, consistent and equitable process for facility allocation, distribution and management in a fiscally responsible manner;
- Ensure that the town's ice facilities are used for the benefit of the entire community;
- Recognize the need for flexibility to effectively respond to changing needs and demands for facility;
- Balance the needs of user groups, casual participants and those of the town as a whole.

The following guiding principles will be considered with implementing and/or interpreting this policy:

- Efficiency; this policy is to ensure an effective, efficient and proper use of facility and ice pads;
- Demand; ice allocation will consider both the demand and supply of ice taking into account user groups number of participants in groups requesting ice time;
- Safety; safety issues will be considered when allocation and scheduling ice time to groups;

- Diversity; consideration will be given to a balanced and wide range of leisure and sport opportunities:
- Development; consideration will be given to accommodating learning and educational opportunities, in recognition of the town's important role in sport and leisure development.

The policy applies to all groups or individuals renting ice for the purpose of recreational, educational, athletic or social activities. The Director of Community Services or their designate will be responsible for managing, allocating and distributing ice on an annual basis reflecting this policy.

## **FINANCIAL IMPLICATIONS**

None

## **SUMMARY**

The attached policy sets the foundation for the development of clear and uniform procedures for determining ice allocations.

The RLAC has reviewed the updated policy and has recommended that Council proceed with the updated policy as attached.

As this policy is only changing slightly, the impact of this change will affect the way in which users schedule ice. Key changes are that staff have tightened up the time lines for booking ice, returning of unwanted ice and the cancellation of ice. These new dates within the ice allocation policy now fall in line with the new shoulder ice procedure. Language has been cleaned up in the sections of cancellations, unused (burnt) ice and curfewed ice. This change will not take effect until the 2020-2021 ice season to allow for consultation with the user groups. This new policy will be rolled out to user groups at the same time as the new shoulder ice schedule.

## **STRATEGIC PLAN**

☒ This initiative is supported by the following priorities, outcomes, and tactics in the Recreation and Leisure Master Plan primarily as it relates to the sale of additional ice.

Recommendation #32

To maximize revenue opportunities by making efficient use of the Town's ice pads by encouraging greater use of available ice, particularly during the shoulder and weekend hours. Other strategies may include, but not limited to, promoting drop-in skating programs during available prime time hours on the weekend and co-ordinating blackout periods with user groups to ensure that it does not negatively impact playing schedules.

## **OTHERS CONSULTED**

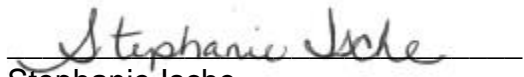
Grant Brouwer, Director of Building and Development  
 Doug LaPointe, Supervisor of Operations  
 Erica Martin-Coddington, Guest Services Coordinator  
 Recreation and Leisure Advisory Committee

## **ATTACHMENTS**

Ice Allocation Policy

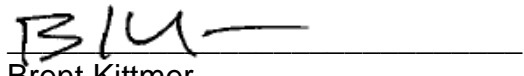
## **REVIEWED BY**

### **Recommended by the Department**



Stephanie Ische  
Director of Community Services

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



## **Ice Allocation Policy**

### **1.0 Purpose:**

The Town of St. Marys has a Recreation and Leisure Master Plan that promotes a range of recreation opportunities for a range of individuals and groups. The Town reserves the right to set a balanced schedule for all ice users and has the right to schedule and book as needed.

The Town has an inventory of two ice pads.

The purpose of this policy is to:

- Clearly define and communicate how ice will be managed, allocated and distributed
- Serve as a guide for the ice allocation process
- Promote and encourage participation in ice sports to the overall benefit of the community.

The policy identified in this document establishes and clarifies the Town's responsibility for ice allocation, facility administration and its commitment to the management of:

- Fair and equitable ice allocation that maximizes use of the facility;
- Fiscally responsible ice facility operations;
- Processing of tournaments, special events and seasonal ice rentals;
- Special event management;
- General administration requirements;
- Facilitate opportunities for active and healthy lifestyles;
- Safe and accessible services for all people.

### **2.0 Ice Allocation Responsibility:**

The Town of St. Marys has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect population, registration, utilization and participant patterns. The Director of Community Services or their designate will be responsible for the implementation of the policies as outlined.





The Town of St. Marys Community Services Department will responsibly manage its ice resources to ensure optimum usage and programming, to reflect the goals of the Town's Strategic Plan and Recreation and Leisure Master Plan.

While the Town will aim to accommodate preferences, priority will be given to optimum use of available ice.

### **3.0 Prime and Non-Prime Ice**

Ice is divided into prime and non-prime time based on typical demand levels according to the following table:

	<b>Day</b>	<b>Non-Prime</b>	<b>Prime</b>
Fall/Winter Ice			
	Monday to Friday	6:00 a.m. to 4:59 p.m.	5:00 p.m. to Close
	Saturday & Sunday	N/A	Open to Close
	Holidays	N/A	Open to Close

### **4.0 Ice Rental Fees**

Fees for prime and non-prime ice use will be charged in accordance with the Town of St. Marys Fees By-Law.

Each user will be charged on a monthly basis according to the currently approved rates. Payments are to be made on a monthly basis.

### **5.0 Ice Bookings**

Ice bookings must be for a minimum of one hour. Each hour-long ice booking includes 50 minutes of ice time and a mandatory 10 minute ice flood. Ice bookings that are longer than an hour may have more than one ice flood. All ice bookings will start on the hour, half hour, fifteen minute or forty five minute dependent on operational requirements.

Customers must adhere to the start and end times of ice bookings as per the rental permit. Each ice booking period includes sufficient time for ice maintenance so that ice customers can start and finish on time.

When booking ice for tournaments, one (1) hour of contingency time must be booked at the end of each day of the tournament on each ice pad being used. Booking of contingency time may also be required during playoffs. Contingency time is required to



accommodate schedule delays and game overtime. Customers must pay for contingency time even if it is not used.

## **6.0 Ice Allocation and Distributions**

Ice will be allocated utilizing the following order of priority:

1. Municipal Programs
  - Defined as programs offered by the Town of St. Marys to provide an opportunity for community residents (open to the general public), to utilize our facilities through drop-in public skate/shinny hockey, public swim, camps, and other registered programs offered for the Town.
2. Special Events & Tournaments
  - Defined as those which bring recognition to, or increase the public profile of, the Town of St. Marys
  - International, National, Provincial and Regional multi-sport/recreational event or event which are sanctioned by the appropriate governing body and which bring recognition to, or increase the public profile of the Town of St. Marys
3. Minor Youth and other Non-profit Youth Organizations within the Town
  - Defined as at least having 80% of the registered players being residents of the Town of St. Marys and Perth South and the primary purpose of the organization is to offer, and involve, individuals in recreation, athletic, cultural, or social activities
  - One hundred percent of the participants must be 18 years of age or under prior to December 31<sup>st</sup> of that year's session and/or the age as outlined in the existing provincial or national governing bodies
4. Junior B St. Marys Lincolns
5. Schools
  - A publicly-funded school or a "not-for-profit" school recognized by the Province of Ontario as an education institution, located in the Town of St. Marys within the areas subject to the Reciprocal Agreement
6. Adult Non-profit Organizations within the Town
  - Defined as at least having 80% of the registered players being residents of the Town of St. Marys and Perth South and the primary purpose of the organization is to offer, and involve, individuals in recreation, athletic, cultural, or social activities.
  - The age of the participant is greater than that which qualifies as a youth organization
7. All other Town user groups



- Defined as any use by an organization or individual where the purpose is to generate activity for the “public good” of the community or to generate funds which will be put to a “public good” in the community.
- 8. Non-resident groups
  - Defined as any use by an organization or individual where organization, group, or individual does not reside or operate within the Town of St. Marys.
- 9. Commercial Operations
  - Private sector group or individual whose primary purpose in booking the facility is to make a profit.

## 7.1 Historical Precedent

It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to ice allocation shall be based on significant changes to registration levels and composition or other emerging trends and needs.

## 8.0 Facility Allocation Time Schedule

- **Arena Ice (September through April)**

All information for ice usage September through April must be submitted as follows:

  - **By April 1<sup>st</sup> of each year**, the Community Services Department will determine the ice time required for public skating and Department programs for the September through April season and enter then into the draft schedule
  - **By May 1<sup>st</sup> of each year**, all ice user groups, including the Department, will be required to submit all requests for all tournaments and special events. These will be entered into the draft schedule. The Department will prioritize the requests according to the procedure, limiting the number of tournaments and special events if necessary, in order to establish a season of reasonable length for each organization.
  - **By June 15 of each year**, the Department will finalize the tournaments and special events schedule, based on the allocation procedure. Organization will be given confirmation of their tournaments or special events.
  - **By June 15 of each year**, all existing user groups will be required to submit their September through April ice requests, including the number of registered participants and teams. The Department will prioritize the



requests according to allocation procedure and will enter these requests into the draft schedule. Organizations will be advised if a request cannot be accommodated.

- **By June 30 of each year**, the Department intends to have the ice allocation schedule finalized, based on the allocation procedure and contracts will be sent out to organizations. Contracts must be returned signed by the organization to the Department by July 15
- **By October 15<sup>th</sup> of each year**, all existing groups must confirm the number of registered participants and teams for that season. Based on these numbers, Town staff will review the season's ice allocation based on the procedures allocation formulas. The Town reserves the right to re-distribute ice allocation if the number of registered participants and teams for that season are substantially different from the previous season's numbers.

## **9.0 Initial Implementation and Regular Rebalancing of Allocation**

For the first three Fall/Winter ice seasons where this policy and procedures is applied, changes (both increase and decrease) in the amount of ice allocated to affiliated community organizations will be adjusted incrementally.

Once the initial implementation is complete, it is anticipated that the allocation process will result in minimal changes from year to year. This approach recognizes the importance of consistency and historical scheduling for ice customers.

Community interests and sport trends will also change over time. In order to respond to these changes, a comprehensive review of ice pad use and community demand will be undertaken every five years following full implementation of the policy, or more often as needed. This review may result in more significant changes than would typically occur during the standard annual allocation process. It may also result in changes to standards of play formulas, the amount of prime available to affiliated community organizations, or the prime time reserved for adult seasonal ice users, commercial ice users and occasional ice users.

The review will aim to rebalance ice allocation among ice customers to best meet needs and efficiently use the ice pads.

Ice customers will be provided with as much notice as possible of the review and opportunities to provide input. Advance notice will be given of schedule changes resulting from the review.

## **10.0 Cancellations**

Procedure Name: Ice Allocation

Procedure #: HSW-

Issue Date: March 12, 2012

Rev #:

Revision Date: October 3, 2019

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As per this policy, user groups are not permitted to have facility time booked that is intentionally unscheduled for use by the group. A user groups allocated time that goes unused a total of three weeks in a row will be reassigned. Any time that a user does not plan to use must be cancelled.

The applicant may return ice to the Municipality by providing two weeks written notice. The municipality may then in turn try and rent the ice; however, in the event this is not possible, then the applicant will be responsible to pay for any ice that cannot be re-rented.

### **11.0 Tournaments & Special Events**

The Town of St. Marys supports special programs like tournaments and special events. Tournament ice time for the Fall/Winter season will be allocated separately from core program allocation. Tournaments will need to seek ice allocation each year to be considered for booking .Each non-profit organization will have the ability to provide at least one tournament or special event.

In the scheduling of tournaments and special events, priority will be given to the special events (an event that has been in operation for several years). It is important to note that these events usually fit into time slots with other tournaments and special events in Ontario. Consequently, it is vital to keep the dates “constant” so that planning of the events is made easier. All efforts should be made by organizations planning new tournaments that these events not coincide with other pre-planned events, as existing events would be given priority.

All organizations are required to book and pay for contingency facility time during tournaments in order that curfew situations for tournaments or delay in rentals after the tournament do not occur. Organizations will be required to book a minimum of 1 additional hour of facility time to accommodate this contingency.

Where “set-up” time is required for an event, this time will be charged back to the organization at the rates approved by Council.

### **12.0 Returning unwanted ice time**

Upon receiving a Fall/Winter ice permit, ice users will have the option of returning any unwanted ice time as per the following:

- Ice time scheduled between September 1 and December 31 can be returned by September 15 at no charge.



- Ice time scheduled between January 1 and March 1 can be returned until December 1 at no charge.
- Outside of these periods, the cancellation procedures will apply.
- The Town encourages organizations to return unneeded ice during the appropriate periods to allow the ice time to be allocated to those groups that have experienced increased registration.
- The Town will monitor returned ice on an annual basis and may use this information in the next year's allocation.

### **13.0 Unused (Burnt) Ice**

Unused ice is defined as ice that is not used but belongs to the Town of St. Marys contract holder or organization. The Town of St. Marys is responsible for ensuring that its resources are effectively and efficiently used and managed. Unused ice results in ice time being underutilized in the Town. It also costs organizations significant amounts of money. Through the application of this procedure, the Town will minimize the hours of unused ice each year and will ensure more effective use of its resources.

- If a group does not use an hour of prime time ice time the group will be notified by the Community Services Department either by telephone or email and this will serve as a first warning.
- If a group does not use the same prime time hour of ice three times in a ten week period, that one hour of prime time floor will be removed from that organizations seasonal contract.
- Town staff will advise facility booking staff and their superior via voice mail or email of groups who burn ice time.

The handing back of ice rentals is permitted after March 1<sup>st</sup> due to playoff schedule. Notice of at least 3 business days must be provided to the booking Town staff regarding these cancellations, in order for a credit to apply. User groups will be able to return ice to the municipality incurring a 25% fee of the original ice rate (ex. ice rate is \$100 – fee incurred for canceling is \$25). If proper notice is not provided, regular charges apply.

### **14.0 Curfewed Ice**

The Town of St. Marys reserves the right to curfew games, including tournaments, to maintain the schedule contracts and will consider the cancellation of any or all permits if the user does not cooperate. Town facility staff will enforce facility time allocations for all age groups in order to keep efficient scheduling and fairness for all user groups.



## **Schedule “A”** **FACILITY BOOKING REGULATIONS**

### **Prime Time Ice**

Prime time ice is defined as follows:

- Monday to Friday from 5 p.m.-12pm
- Saturday and Sunday from 8am – 12pm

Non-prime time ice is defined as the remaining time that the arena is open.

### **Winter Ice Hours of Operations**

Pyramid Recreation Centre      6am – 12am

In order to provide for a “balance” of prime time between user groups, it is recommended as a working principle that adults be assigned priority for time after 9:30 p.m. on weekdays and from approximately 9:00pm to 12:00am on Sundays and that the municipality attempt to provide for their own programs prior to 5:00 pm except on weekends. This would leave the remaining prime time ice for youth. Each group will be targeted to have fair share of the ice.

All user groups and all users will be required to show proof of two million dollar liability insurance, naming the Town of St. Marys as an additional insured. Failure to provide this documentation will result in immediate denial of facility use.

All groups who rent facility time from the Town must sign a rental agreement. Within this agreement, municipal standards, guidelines, and by-laws will be identified such as Code of Conduct, damage to facilities, Rzone.

The user groups must abide by other municipal by-laws regarding smoking, alcohol, etc.

All groups must provide their own First Aid Kits at the facilities for all the hours they are renting the facility.

Organizations that do not comply with policies (i.e. Code of Conduct Policy, RZONE etc.) may have their contract cancelled.

Once the facility time allocation has been distributed and agreements have been finalized, user groups will not be able to cancel their time. An organization will be responsible to



pay all contracted facility time for the period specified in the contract (including early morning ice). An organization may occasionally return ice to the Department by providing 2 weeks written notice but will be responsible to pay for any facility time that is not rebooked by the Department.

In the event of cancelled ice, the Guest Service Coordinator will email the four major users about available ice. The email will be directed to one point of contact for each group. These groups have 36 hours to reply.

If your reply has not been received after the 36 hours, an email will be sent out to the ice distribution list for anyone to rent the specified ice time.



## MONTHLY REPORT

<b>To:</b>	<b>Acting Mayor Luna and Members of Council</b>
<b>From:</b>	<b>Corporate Services</b>
<b>Date of Meeting:</b>	<b>26 November 2019</b>
<b>Subject:</b>	<b>COR 34-2019 November Monthly Report (Corporate Services)</b>

### RECOMMENDATION

THAT COR 34-2019 November Monthly Report (Corporate Services) be received for information.

### DEPARTMENTAL HIGHLIGHTS

#### Museum

- Volunteers logged 33 hours in October.
- Seminar about Fire Department history was led by Chief Andy Anderson, Mary Smith and Amy Cubberley on October 17. It was sold out, with 25 in attendance.
- Staff and volunteers led 9 school field trips in October for students at Little Falls Public School and Holy Name of Mary Catholic School. 10 field trips are booked for November.
- 65 for 65 campaign launched on October 18. Revenue and response rate targets have been achieved as of November 12, with more responses still coming in.
- First Line of Defence: The Canadian Militia exhibit opened in the Richard Holt Military Gallery on November 11.
- Met with Corporate Communications and Events staff regarding promotion of upcoming Space to Spoon exhibit and Museum's involvement in 2020 events (Canada Day and Homecoming).
- Curator/Archivist participated as a panelist with ROM Inclusion Manager and Markham Museum Curator during a session at the Ontario Museum Association annual conference on October 25.

#### Corporate Communications

- PRC Strategic Business Plan
  - Fall/winter program feedback survey now open; closes on March 6, 2020
  - Afternoon aquatics program survey closed on November 4; 108 responses; feedback to be used when developing new pool program schedule
  - PRC Communications Audit and Recommendations – implementation ongoing
- Media Relations
  - Distributed ten media releases, eight service disruptions, five public notices and three road closures between October 10 and November 14.
  - There were 38 stories/mentions in local media between October 10 and November 14 (34 in the St. Marys Independent and 4 in the Stratford Beacon Herald). 16 of those stories (including electric vehicle charging station, use of new ladder truck, and WinterLights) were the direct result of media releases by the Town.

- Social Media
  - The Town's Facebook page currently has 4,388 followers (7 new since October 10). The most popular post was about Remembrance Day (4,635 users).
  - The Town's Twitter page currently has 1,935 followers (30 new since October 10). The most popular tweet was about the appraisal event at the Hall of Fame (1,602 users).
  - The PRC's Facebook page currently has 2,463 followers (19 new since September 10). The most popular post was about sponsored swimming and skating (3,329 users).
- Website
  - 11,512 users and 76,655 page views since October 10. Top visited pages include Library (17,351), Home (8,535), and Careers (2,203).
- Publications
  - Adult Learning hub at PRC poster and postcard corrections
  - Downtown Open for Business during Santa Claus Parade large poster for PRC
  - First internal content deadline for Spring/Summer Rec & Leisure Guide November 15
- Advertising
  - St. Marys Craft Show (two ads in the Independent)
  - Phone book ad
- Event promotions
  - Remembrance Week: worked with Legion and ANAF on annual parade. 538 flags were placed at the cemetery on Saturday, Nov. 2, with 132 of those being placed by family members. After discussion with cemetery staff, plus Legion and ANAF representatives, this event will be renamed Veterans Decoration Day. Approximately 250 people attended our municipal ceremony on Nov. 11.
  - WinterLights/Christmas: sponsorship prices increased this year and a number of new donors were targeted. A big win was having Festival Hydro sponsor the panel expansion to Lions Park. As of Nov. 14, total display sponsorship is \$10,250, up from 2018's \$7,575. Additionally, the Kinsmen fundraiser netted \$1,000 for the display, amounting to \$11,250 raised to date. There are two new displays this year: a ReMax balloon for the local real estate agency, and a festive shark in memoriam display. Donor wall has been moved to the wagon ride loading area with a direct call to action, and a donation box has been added there. The Waving Santa donation box remains at the exit. Donation and sponsorship will be a component of social media campaigns and press releases. Exploring online donation system with Finance Department to allow for digital donations to WinterLights and other programs. Creating "Celebrate the Season" ad campaign, which include activities at Museum, PRC, and BIA.
  - Economic Development/Tourism: helped coordinate focus groups for Perth County Transportation project with Economic Development Manager. Designed the window display for Stratford Tourism Office. Continuing to work with Homecoming Committee on sponsorship appeals and event logistics.

## **Tourism & Tourism Marketing**

- Driftscape App – Progress continues on content creation. The DCVI CO-OP student has been assisting staff with drafting content and sourcing images.
- Social Media
  - The Town's tourism-focused Instagram page currently has 914 followers
- Working with the Tourism CO-OP student on developing a tourism focused map board for the Quarry. The student is managing this project as part of her placement and staff is overseeing her work.
- Met with our partners at RTO4 to discuss enhancing our tourism related social media and online profile for visitors. Discussed working together on developing some content marketing pieces for an online purpose.

- Attended the Tourism Industry of Ontario Summit over 3 days. This was a great opportunity to spend time with our partners from RTO4, Tourism colleagues from other areas in Southwestern Ontario as well as Perth County. Of particular interest was a session about creating tourism in the shoulder seasons and capitalizing on the snow mobile clubs.

### **Economic Development**

- Helped the Huron Perth Catholic District School Board organize their Mobile Career Day for the grade 8 class at Holy Name. The Town of St. Marys was the first location for the students. Town staff assisted for the 30 minute presentation about career paths and current employment. Areas represented were: HR, Aquatics, Engineering, CAO, Mayor, IT, Events and Communications, and the Fire Department.
- Began work on facilitating the installation of the new Electronic Vehicle Charging Station at the Train Station. The work was managed by Forman Electric. A public announcement with a “how to use it” will be done at a later date.
- Attended a regional meeting hosted by the Four County Labour Board on Growing Your Local Workforce. The bulk of the conversation focused on solving housing shortages.
- Worked with the CO-OP student to re-develop a youth survey that would provide us with data to help direct our work with youth engagement. Town staff are presenting this survey to the county youth leaders and OMAFRA to discuss implementation.

### **VIA Services**

	<b>Boarding</b>	<b>Arriving</b>	<b>% Printed</b>
<b>January</b>	286	262	75.9
<b>February</b>	253	242	69.2
<b>March</b>	280	306	74.3
<b>April</b>	277	277	74
<b>May</b>	226	266	75.7
<b>June</b>	262	325	71
<b>July</b>	320	306	76.6
<b>August</b>	368	399	66.8
<b>September</b>	295	307	66.4
<b>October</b>	288	302	70.5

- Met with our Customer Service Manager to discuss our accounting practices. There have been challenges with how we report based on how we receive commission. The meeting was productive and we have developed new steps in our shift closing to help with reporting and improve our overall accounting methods.

### **Information Technology**

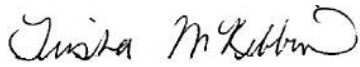
- Upgraded Wireless Access points at the PRC and Landfill
- Deployed 8 new Public Access Computers at Library
- Attended Ryerson Cyber Security Conference in Toronto
- 30 tickets closed, including: corrected eScribe integration issue, debit network connectivity issue, installation of workstations

## **SPENDING AND VARIANCE ANALYSIS**

Nothing to Report at this time.

## REVIEWED BY

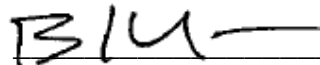
### Recommended by the Department



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Trisha McKibbin  
Director of Corporate Services

### Recommended by the CAO



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Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Acting Mayor Luna and Members of Council</b>
<b>From:</b>	<b>Finance</b>
<b>Date of Meeting:</b>	<b>26 November 2019</b>
<b>Subject:</b>	<b>FIN 23-2019 November Monthly Report (Finance)</b>

## RECOMMENDATION

THAT FIN 23-2019 November Monthly Report (Finance) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### 2020 Budget:

- Finance staff continued analyzing the draft 2020 Budget submissions
- CAO and Director of Finance met with each Director to review Budgets
- Fiscal Health and Pre-Budget report presented at October 15, 2019 SPC meeting
- Finance staff began working on reviewing and editing budget presentations

### Departmental Projects:

- Finance team working with all departments to complete the Consolidated Fees By-law to be presented in November
- Began work on a reserve and reserve fund policy
- Accounting Coordinator and Tax Collector participated in semi annual Keystone Financial Meeting in Harriston

### Finance

- Reconciled 12 bank accounts for the month of October
- Mailed out Childcare arrear notices
- Issued 246 cheques and EFT's in October
- Accounting Co-ordinator participated in Emergency Management Training
- Discussion with Communications Department regarding acceptance of Online Donations

### Procurement and Risk Management

- Schedule E Monthly Report completed for the month of October for MTO Parking Tickets
- Sent 4 Parking Tickets under the Provincial Offence to Court filed in the County of Perth
- 5 Parking Tickets issued in the month of October.
- Mailed out A/R past due statements
- Participated in a free full day OPBA Fall workshop Webinar October 23, 2019
- Attended a free Frank Cowan Risk Management Regional Seminar in London October 24, 2019
- Organized a Frank Cowan Insurance seminar on October 30, 2019 held at the MOC with 20 internal attendees –Topics included: certificate of insurance, agreements, indemnification and liability insurance

## Property Taxation

- Monthly penalty & interest applied to outstanding property tax accounts.
- Fuel billing and internal allocations processed for October.
- October monthly building permit information sent to MPAC.
- Tax Collector researching Part Lot Control information for new townhouse developments and semi-detached dwellings in Meadowridge Phase 2.
- As per MPAC, the 2020 paper assessment roll should arrive December 10, 2019.
- Some municipalities use a third party to upload the new tax roll. The Town has always completed this internally. It will be in electronic format in MPAC's Sightline, rather than DVD as in prior years.
- The Roll Based Municipal Change Profile PDF Reports and Data File will be loaded to MPAC's Sightline the week of November 11th.
- Conservation Authority and Payment in Lieu listings will be loaded to Sightline the week of November 28th.
- Year End Analysis Reports (previously on DVD) will be loaded to Sightline by December 10<sup>th</sup>.
- Final supplementary tax billing received from MPAC and reflected below.

<b>2019 Property Tax Adjustments</b>		
<b>Month 2019</b>	<b>Supplementary Taxes *</b>	<b>Write-Offs *</b>
February	nil	-6,696
March	nil	nil
April	nil	nil
May	176,600	-12,234
June	1,260	-14,883
July	nil	-3,687
August	nil	nil
September	5,647	nil
October	7,700	-27,447
November	35,993	-5,495
December		
<b>TOTAL</b>	<b>\$227,200</b>	<b>-\$70,442</b>
<b>2019 Annual Budget</b>	<b>\$277,625</b>	<b>-\$174,000</b>

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


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

## **SPENDING AND VARIANCE ANALYSIS**

November Capital Status Report attached

### **REVIEWED BY**

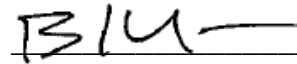
#### **Recommended by the Department**



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André Morin  
Director of Finance/Treasurer

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



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Brent Kittmer  
CAO / Clerk

Town of St. Marys Capital Projects 2019 November 4, 2019		Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
Corp	9002 - SERVICED INDUSTRIAL/COMMERCIAL LAND	3,282	3,282	50,000.00	(46,718)							
Corp	9050 - IT ANNUAL EQUIPMENT REPLACEMENT	7,757	7,757	15,000	(7,243)	X				X	X	Purchased through VOR. Completed
Corp	9056 - REPLACE NETWORK SWITCHES	-	-	191,000	(191,000)	X	X	X	X	X		75% complete. Awaiting product release for 2 sites
Corp	9057 - WIRELESS MESH NETWORK PRC	-	-	21,000	(21,000)	X	X	X	X	X		Rolling out of devices with switches. PRC complete
Fac	9108 - LIBRARY CARPET REPLACEMENT & PAINTING OF INTERIOR	-	-	-	-							Completed in September 2018
Fac	9120 - CAPITAL - FACILITIES (ENERGY UPGRADES)	5,779	5,779	-	5,779							
Fac	9151 - TOWN HALL COUNTER	9,871	9,871	-	9,871	x	X	X	X	X	X	Project completed
Fac	9158 - FIRE HALL DESIGN & COSTRUCT ADMIN	84,987	84,987	120,000	(35,013)	X	X					
Fac	9159 - LIBRARY CIRCULATION DESK	60	22,560	25,000	(2,440)	X	X	X	X	X	X	Project completed
Fac	9160 - LIBRARY WALL RECONSTRUCTION	-	-	25,000	(25,000)	X						Drawings of project being aquired
Fac	9161 - QUARRY TRAMPOLINE REPLACE	7,327	7,327	8,000	(673)	X	X		X	X	X	Trampoline installed
Fac	9162 - QUARRY NEW INFLATABLE	3,290	3,290	15,000	(11,710)	X	X			X		Rec Committee changed direction of project, partially completed
Fac	9163 - LIND BATHROOM RENOVATION	11,105	11,105	10,000	1,105	X	X		X	X	X	Project completed
Fac	9164 - CEMETERY WASHROOM	-	-	10,000	(10,000)	X	X					Drawings of project being aquired
Fac	9165 - MUSEUM SECURITY SYSTEM UPGRADE	-	-	8,000	(8,000)	X	X			X		Alarm system updated, waiting on camera installation
Fac	9166 - MUSEUM BARN WALKWAY	-	-	9,000	(9,000)	X	X	X	X			To be completed in the fall
Fac	9167 - CADZOW PATHWAYS	-	-	35,000	(35,000)	X	X	X	X			Pricing being aquired
Fac	9168 - LIQUID CHLORINE SYSTEM	38,964	38,964	6,000	32,964	X	X				X	Project completed
Fac	9169 - AUTO SCRUBBER	12,109	12,109	16,000	(3,891)	X	X		X	X	X	Scrubber has been purchased
Com Serv	9170 - RTAC 3 REPLACEMENT	-	-	45,000	(45,000)	X						
Com Serv	9171 - NEW PROJECTOR PRC	-	-	6,000	(6,000)	X	X		X	X	X	Project completed
Fac	9172 - TINT PRC POOL WINDOWS	-	-	12,000	(12,000)	X						
PW	9173 - CENOTAPH WALKWAY	12,355	12,355	14,000	(1,645)	X	X	X	X	X	X	Completed
Fac	9174 - JUNCTION STATION	-	-	6,000	(6,000)	X						
Fac	9175 - PRC GENERATOR	-	-	25,000	(25,000)	X						
Fac	9176 - CHILDCARE CTR OUTDOOR TURF	8,549	8,549	15,000	(6,451)	X	X		X	X	X	Completed
FIRE	9211 - CAPITAL - FIRE MAJOR EQUIP	10,400	10,400	11,000	(600)	X	X	X	X	X	X	Completed
FIRE	9214 - FIRE LADDER TRUCK	884,897	884,897	875,000	9,897	X	X	X	X	X	X	Completed
PW	9314 - CAPITAL - ANNUAL SIDEWALK/CURBING PROGRAM	15,567	15,567	85,000	(69,433)	X	X	X	X	X	X	Ongoing
PW	9346 - SARINA GTT BRIDGE REPAIRS	(4,100)	-	15,000	(15,000)	X	X	X	X	X	X	Completed
PW	9361 - J-50 WATER TANK ATTACHMENT	4,193	4,193	5,000	(807)	X	X	X	X	X	X	OEM Supplier - Completed and in service - Pending final Invoice
PW	9362 - T-40 DIRECTIONAL BLADE	-	-	10,000	(10,000)	X	X	X	X	X	X	Completed
PW	9363 - T-60 DUMP TRUCK W PLOW	-	-	90,000	(90,000)	X	X	X	X			Awarded pending delivery
PW	9364 - ST. GEORGE ST. N. RECONSTRUCT	17,824	17,824	502,000	(484,176)	X	X	X	X	X	X	In Progress
PW	9365 - WATER ST. S. CULVERT REPAIRS	18,055	18,055	287,000	(268,945)	X	X	X	X			To be completed in 2020 construction season
PW	9366 - EGAN AVE RECONSTRUCTION	15,339	30,240	35,000	(4,760)	X	X	X	X	X	X	Design in Progress
PW	9367 - PEDESTRIAN CROSS OVER JAMES ST S	40,161	40,161	26,000	14,161	X	X	X	X	X	X	Completed
PW	9368 - ASSET MGMT LEVELS OF SERVICE	-	-	17,000	(17,000)	X						Wont issue RFP until Fall.
PW	9370 - MUNICIPAL TREE INVENTORY	-	-	7,500	(7,500)	X						
PW	9372 - DAM SPILLWAY REPAIRS	20,259	20,259	190,000	(169,741)	X	X	X	X	X	X	Test Area to ensure work can be completed with high water
PW	9373 - VICTORIA BRIDGE OUTLET REPAIRS	-	-	8,000	(8,000)	X	X	X	X	X	X	
PW	9374 - PARKS ST.DRAIN REPAIR	-	-	9,000	(9,000)	X	X	X	X	X	X	In Progress
PW	9375 - BROCK ST. SIDEWALK	-	-	48,000	(48,000)	X	X	X	X	X	X	In Progress
PW	9378 - LANDFILL EA	-	-	204,000	(204,000)	X				X	X	
PW	9379 - LANDFILL EPA APPROVALS	-	-	200,000	(200,000)							Pending EA Completion
PW	9380 - WATER - VALVE REPAIRS	1,319	1,319	15,000	(13,681)	X						
PW	9381 - WATER - BOOSTER STN REHAB	-	-	20,000	(20,000)	X						
PW	9382 - JAMES ST. S. WM ALT.	336	336	70,000	(69,664)	X	X	X	X	X	X	Completed
PW	9390 - CAPITAL - ANNUAL RESURFACE PROGRAM	7,581	7,581	145,000	(137,419)	X	X	X	X	X	X	Completed - Pending Line Painting
PW	9395 - STUMP GRINDER	13,738	13,738	15,000	(1,262)	X	X	X	X	X	X	Completed



Town of St. Marys Capital Projects 2019 November 4, 2019		Actual Net of Revenue	YTD Expense	Budgeted Expense	Variance Over (Under)	planning	tender writing	tender issued	awarded	work in process	completed	Comments
PW	9405 - WWTP SUPERNAT WELL	20,661	20,661	500,000	(479,339)	X	X	X	X	X	X	In Progress
PW	9414 - CAPITAL - SANITARY PRE CONSTRUCTION	-	-	25,000	(25,000)							To be allocated towards 621 Queen St. Sanitary Repair
PW	9417 - EMERGENCY POWER 728 QUEEN ST E	186	186	-	186	X	X	X	X	X	X	Completed
PW	9421 - CAPITAL - STORMWATER MGMT/WATERCOURSE IMPROVE	102,000	102,000	102,000	-	X	X	X	X	X		WECI Funding received , UTRCA project, Starting mid July
LIB	9740 - CAPITAL - LIBRARY (MATERIALS)	41,866	42,466	58,000	(15,534)							
<b>Prior Year Project Carryforward:</b>												
Fac	9106 - TOWN HALL & LIBRARY WINDOWS	210,480	210,480	-	210,480	X	X	X	X	X	X	Project completed awaiting final inspection
PW	9411 - WWTP INLET WORKS , ODOR CONTROL DESIGN	18,498	18,498	-	18,498					X		
PW	9413 - CAPITAL - LANDFILL EA & IMPROVE	85,224	85,224	-	85,224							
Fac	9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	8,090	8,090	-	8,090	X	X	X	X	X	X	project completed
Fac	9157 - OLD WATER TOWER STRUCTURAL UPGRADES	95,467	95,467	-	95,467	X	X	X	X	X	X	Awaiting final inspection
PW	9327 - WARNER/JONES RECONSTRUCTION	2,799	2,799	-	2,799						X	Holdback release
PW	9329 - EMILY ST. RECONSTRUCTION	10,834	10,834	-	10,834						X	Engineering invoice from 2018 work.
PW	9416 - CAPITAL - WWTP EMERGENCY STANDBY POWER	(3,209)	-	-	-							
PW	9435 - CAPITAL - ADD'L WATER STORAGE	456,139	456,139	-	456,139							
		2,300,037	2,345,346	4,261,500								

Prior Year Project Carryforward Cumulative Expense		Prior Year Expense	Total Expense *	Budgeted Expense	Variance Over (Under)
Fac	9106 - TOWN HALL & LIBRARY WINDOWS	351,361	561,841	503,233	58,608
PW	9411 - WWTP INLET WORKS , ODOR CONTROL DESIGN	117,835	136,333	230,000	(93,667)
PW	9413 - CAPITAL - LANDFILL EA & IMPROVE	38,825	124,049	220,000	(95,951)
Fac	9129 - CAPITAL - MUSEUM CONDITION ASSESSMT	-	8,090	15,000	(6,910)
Fac	9157 - OLD WATER TOWER STRUCTURAL UPGRADES	135,644	231,111	165,168	65,943
PW	9327 - WARNER/JONES RECONSTRUCTION	51,823	54,621	63,000	(8,379)
PW	9329 - EMILY ST. RECONSTRUCTION	173,070	183,904	100,000	83,904
PW	9416 - CAPITAL - WWTP EMERGENCY STANDBY POWER	261,088	261,088	307,000	(45,912)
PW	9435 - CAPITAL - ADD'L WATER STORAGE	2,421,378	2,877,517	2,857,042	20,475

TOWN OF ST. MARYS						
OPERATING VARIANCE AS AT SEPTEMBER 30, 2019						
TAX FUNDED						
	2019 September YTD Actuals	2019 September YTD Budget	\$ Variance Fav (Unfav)	% of Annual Budget Used	2019 Budget	Comments
<b>TAX LEVY</b>						
TAX LEVY	-12,182,870	-12,191,718	-8,848	100%	-12,191,573	
<b>TOTAL TAX LEVY</b>	-12,182,870	-12,191,718	-8,848	100%	-12,191,573	
<b>REVENUE</b>						
DONATIONS	-26,230	-23,822	2,408	76%	-34,500	
FEES, CHARGES & PROGRAM REVENUE	-1,908,394	-1,882,558	25,836	81%	-2,365,205	
GRANTS	-1,765,758	-888,768	876,990	147%	-1,204,767	MMAH One - Time Grant rec'd - transferred to reserve for future use. Other grants expected to be on budget for year end
INTERNAL (REVENUE) EXPENSE	-72,900	-35,977	36,923	267%	-27,310	Will balance to budget at year end
INVESTMENT INCOME	-137,084	-80,762	56,322	105%	-131,000	Positive investment gains expected to be approx. \$50,000
RENT ICE	-267,618	-294,527	-26,909	55%	-484,000	Expected to be under estimated budget
RENT & LEASES	-90,910	-81,578	9,332	75%	-121,912	
REVENUE FROM MUNICIPALITIES	-422,999	-399,140	23,859	69%	-612,075	
SALE OF LAND & EQUIPMENT	-242,740	-	242,740	#DIV/0!	-	Sale of land not anticipated in budget
SALES	-146,814	-138,786	8,028	67%	-220,700	
TAXATION SUPPLEMENTAL REVENUE	-265,161	-232,262	32,899	97%	-272,625	
<b>TOTAL REVENUE</b>	-5,346,608	-4,058,180	1,288,428	98%	-5,474,094	
<b>EXPENSE</b>						
ADVERTISING, MARKETING & PROMOTION	37,277	79,857	42,580	37%	99,900	Fourth quarter expected to bring this closer to budget estimate
ASSESSMENT SERVICES (MPAC)	70,568	71,250	682	74%	95,000	
COMMUNICATIONS	89,256	96,661	7,405	66%	136,000	
CONFERENCES, SEMINARS & TRAINING	66,722	70,613	3,891	69%	96,493	
CONTRACTED SERVICES	642,955	796,472	153,517	58%	1,102,594	
DEBENTURE PAYMENT	477,001	452,000	-25,001	50%	954,001	Last debenture payments due in November, expected to be on budget
FOOD COSTS	133,983	126,225	-7,758	71%	190,000	
FUEL/OIL	76,951	73,989	-2,962	81%	95,100	
INSURANCE	211,434	253,132	41,698	82%	259,269	
MATERIALS & SERVICES	383,026	421,794	38,768	69%	551,630	
POLICING CONTRACT	748,815	492,327	-256,488	72%	1,037,634	
OTHER TRANSFERS	1,024,087	1,285,003	260,916	62%	1,658,522	
PROFESSIONAL FEES	60,836	92,721	31,885	44%	139,700	
PROGRAM EXPENSE	128,286	110,093	-18,193	75%	170,200	
RECYCLING CONTRACT	131,654	130,875	-779	75%	174,500	
REPAIRS & MAINTENANCE	336,987	278,806	-58,181	88%	384,404	Trending slightly over budget
SALARIES, WAGES & BENEFITS	5,051,735	5,022,342	-29,393	73%	6,936,959	Trending slightly under budget due to gapping
SAND & SALT	110,784	112,142	1,358	56%	199,500	
SUPPLIES	90,662	88,747	-1,915	59%	153,900	
TAXATION EXPENSE	77,897	55,809	-22,088	46%	169,000	
UTILITIES	292,075	365,273	73,198	48%	610,190	Continuing to trend under budget estimates; expected to be under budget
COST ALLOCATION	-	1,926	1,926	#DIV/0!	-	
<b>TOTAL EXPENSE</b>	10,242,991	10,478,057	235,066	67%	15,214,496	

<b>TOWN OF ST. MARYS</b>						
<b>OPERATING VARIANCE AS AT SEPTEMBER 30, 2019</b>						
<b>TAX FUNDED</b>						
	2019 September YTD Actuals	2019 September YTD Budget	\$ Variance Fav (Unfav)	% of Annual Budget Used	2019 Budget	Comments
<b>RESERVE TRANSFERS</b>						
TRANSFER TO (FROM) RESERVES	1,966,303	2,188,183	221,880	80%	2,451,171	
<b>TOTAL RESERVE TRANSFERS</b>	1,966,303	2,188,183	221,880	80%	2,451,171	
<b>TOTAL</b>	<b>-5,320,184</b>	<b>-3,583,658</b>	<b>1,736,526</b>		<b>-</b>	
Adjustment for Grants			-900,000			
Adjustment for Land Sales - Transfer to Reserve			-242,740			
Adjustment for Reserve Transfers			-221,880			
<b>Estimated Surplus as at June 30, 2019</b>			<b>371,906</b>			

**TOWN OF ST. MARYS**

**OPERATING VARIANCE AS AT SEPTEMBER 30, 2019**

**SELF-FUNDED**

	2019 September YTD Actuals	2019 September YTD Budget	\$ Variance Fav (Unfav)	% of Annual Budget	2019 Budget	Comments
<b>REVENUE</b>						
FEES, CHARGES & PROGRAM REVENUE	-21,754	0	21,754	#DIV/0!	0	
GRANTS	0	-16,630	-16,630	0%	-16,630	
INTERNAL (REVENUE) EXPENSE	71,155	71,155	0	261%	27,310	Will balance to budget by year end
LANDFILL & DIVERSION REVENUE	-284,688	-257,366	27,322	75%	-379,000	
WATER & SEWER REVENUE	-2,187,274	-1,952,607	234,667	65%	-3,363,478	
<b>TOTAL REVENUE</b>	<b>-2,422,561</b>	<b>-2,155,448</b>	<b>267,113</b>	<b>65%</b>	<b>-3,731,798</b>	
<b>EXPENSE</b>						
ADVERTISING, MARKETING & PROMOTION	153	3,250	3,097	4%	4,000	
COMMUNICATIONS	0	2,000	2,000	0%	2,000	
CONFERENCES, SEMINARS & TRAINING	3,020	7,499	4,479	40%	7,500	
CONTRACTED SERVICES	918,057	911,059	-6,998	71%	1,284,398	
DEBENTURE PAYMENT	206,876	239,102	32,226	52%	400,240	Final payment in November, expected to be on budget
FUEL/OIL	12,907	10,530	-2,377	86%	15,000	
INSURANCE	20,372	26,000	5,628	78%	26,000	
MATERIALS & SERVICES	112,299	86,993	-25,306	97%	116,200	Expected to be slightly over budget
PROFESSIONAL FEES	31,022	25,296	-5,726	56%	55,500	
REPAIRS & MAINTENANCE	50,079	43,723	-6,356	64%	78,000	
SALARIES, WAGES & BENEFITS	304,565	322,263	17,698	69%	440,976	
SUPPLIES	710	1,800	1,090	19%	3,800	
UTILITIES	218,938	209,359	-9,579	60%	362,450	
<b>TOTAL EXPENSE</b>	<b>1,878,998</b>	<b>1,888,874</b>	<b>9,876</b>	<b>67%</b>	<b>2,796,064</b>	
<b>RESERVE TRANSFERS</b>						
TRANSFER TO (FROM) RESERVES	665,939	559,025	-106,914	71%	935,734	Any surplus/deficit will be transferred to the reserves
<b>TOTAL RESERVE TRANSFERS</b>	<b>665,939</b>	<b>559,025</b>	<b>-106,914</b>	<b>71%</b>	<b>935,734</b>	
<b>TOTAL</b>	<b>122,376</b>	<b>292,451</b>	<b>170,075</b>		<b>0</b>	

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	André Morin, Director of Finance / Treasurer
<b>Date of Meeting:</b>	26 November 2019
<b>Subject:</b>	<b>FIN 22-2019 Revised Consolidated Fee By-law</b>

### PURPOSE

The purpose of this report is to update Council on the changes to the draft consolidated fee by-law that was presented at the November 12, 2019 Council meeting.

### RECOMMENDATION

**THAT** FIN 22-2019 Revised Consolidated Fee By-law report be received; and

**THAT** By-law 108-2019 being a Fees By-law be approved.

### BACKGROUND

A draft consolidated fee by-law was presented and discussed at the November 12, 2019 Council meeting as part of report FIN 21-2019.

### REPORT

This report is to highlight the changes that have been made since Council's deliberation on November 12, 2019:

- Schedule A – Aquatics – added Kayak rental
- Schedule A – Ice – included current fees, new fees effective April 1, 2020
- Schedule B – Facility Rentals – changed wording for events playing non-original music
- Schedule C – Building & Planning – updated Development Charge rates
- Schedule K – Early Learning Centre – included current fees, new fees effective April 1, 2020
- Schedule L – Museum – changed admissions to “by donation”

### SUMMARY

The consolidated fees by-law was deliberated at Council on November 12, 2009. A few amendments were made since Council's deliberation. The consolidated fee is recommended to be passed with most fees be effective January 1, 2020. Communications will begin to the public once the by-law is passed.

### STRATEGIC PLAN

☒ Not applicable to this report.

## **OTHERS CONSULTED**

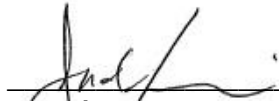
Senior Management Team

## **ATTACHMENTS**

Amended Consolidated Fee By-Law (In By-law Section)

## **REVIEWED BY**

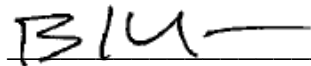
### **Recommended by the Department**



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André Morin  
Director of Finance/Treasurer

### **Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk



# MONTHLY REPORT

<b>To:</b>	<b>Acting Mayor Luna and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>26 November 2019</b>
<b>Subject:</b>	<b>FD 21-2019 November Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 21-2019 November Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of November (11 October – 15 November 2019) the Fire Department responded to 14 emergency responses most notably:

- Pre Fire/Others – 1 (St. Marys)
- Automatic Alarms – 2 (St. Marys)
- MVC – 4 – 1 (St. Marys) & 3 (Perth South)
- Fires – 3 – 2(St. Marys) & 1 (Perth South)
- CO Alarms – 1 (St. Marys)
- Water Rescue – 1 (Perth South)
- Unauthorized Open Air Fire - 1 (St. Marys)
- Lift Assist – 1 (St. Marys)

Fire Chief attended 0 calls alone.

Average attendance of firefighters per emergency response calls –16

Percentage of emergency response calls as of the 15<sup>th</sup> of November 2019 are as follows:

St. Marys 76%

Perth South 24%

St. Marys Fire Department have responded to 124 calls for service (1 January – 15 November 2019) compared to 132 emergency responses last year (1 January – 15 November 2018).

## Fire Prevention

During the month of November (11 October – 15 November 2019) Brian Leverton (Fire Prevention Officer) accomplished the following:

- Complaints
- Requests
- Follow Ups

- Routine
- Site Visits
- Safety Concerns
- Fire Drills

## **Public Education**

Delivered Public Education information during Santa Claus Parade

Take your kid to work day – Fire extinguisher training

## **Operations/Training**

Fire Lieutenant Promotion ceremony – 30 October 2019

All staff Meeting at the Fire Hall 28 October & 6 November 2019

3 training nights - Fire Department personnel concentrated on E-One Aerial ladder training

2 training nights – Fire Department personnel conducted live training at the house located on Queen Street West.

## **SPENDING AND VARIANCE ANALYSIS**

Sold the Old Aerial Ladder truck for \$5,665.54

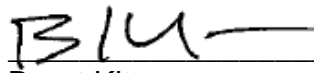
## **REVIEWED BY**

### **Recommended by the Department**



Richard Anderson  
Director of Emergency Services/Fire Chief

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



# MONTHLY REPORT

<b>To:</b>	<b>Acting Mayor Luna and Members of Council</b>
<b>From:</b>	<b>Human Resources</b>
<b>Date of Meeting:</b>	<b>26 November 2019</b>
<b>Subject:</b>	<b>HR 11-2019 November Monthly Report (Human Resources)</b>

## RECOMMENDATION

THAT HR 11-2019 November Monthly Report (Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Recruitment

- Currently recruiting for an Arena Assistant and ELS Program Assistant, Full time Lifeguard and a contract EarlyON Coordinator.
- Completed the recruitment process for two Library Clerks and a Seasonal Labourer.

### Staff Engagement

- Organizing a Team Member pot-luck as part of the Town's United Way Campaign.
- Planning for the annual Town Christmas party is underway. The event is scheduled for Saturday, December 14<sup>th</sup>.
- Analyzing the initial data from the 2019 employee engagement survey and planning the process to communicate the information to staff. Next steps are to set up employee lead working group to identify root causes and propose recommendations to address any issues.

### HR Systems

- Organized a successful "Bring your Kid to Work Day" program with five local grade nine students.
- Participated in the Pathways Interactive Career Day for students in grades 7-10 from across Perth County.
- Planning the roll out of the newly approved Team Member Handbook to all departments by way of a small meetings format.
- Continuing to work on staffing/wage strategies for recruiting and retaining supply staff for the Early Learning Services.

### Health and Safety

- Attended a Workers' Compensation Bootcamp training session to better understand the Employer/Employee obligations as well as learn new strategies to support claims management.
- Conducted workplace ergonomics training with the Public Works Operators.
- Continuing work with the sub-committee of the Joint Health and Safety Steering Committee to revise the Health and Safety policy which is the overarching document for our Health and Safety program.

- Continuing to follow up on the 2019 Workplace Violence Risk Assessment. Results are being compiled to be presented at the Joint Health and Safety Committees.

#### **Payroll/Benefits**

- Completed the account reconciliations for Q3 & October.
- Participated in the OMERS year-end webinar.
- Balanced and conducted a YTD audit of all Team Member entitlements.
- Wrote an article for the upcoming STEAM Newsletter promoting the newly enhanced LifeWorks EAP program.

### **SPENDING AND VARIANCE ANALYSIS**

None

#### **REVIEWED BY**

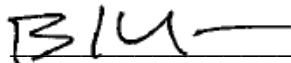
##### **Recommended by the Department**



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Lisa Lawrence  
Director of Human Resources

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



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Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Acting Mayor Luna and Members of Council</b>
<b>From:</b>	<b>Public Works</b>
<b>Date of Meeting:</b>	<b>26 November 2019</b>
<b>Subject:</b>	<b>PW 75-2019 November Monthly Report (Public Works)</b>

## RECOMMENDATION

THAT PW 75-219 November Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### General Administration

- Green Committee on November 20, 2019
  - Introduction to Active Transportation concept, and development of project methodology to create an Active Transportation Master Plan as per the Recreation and Leisure Master Plan
- Execution of Service Delivery Review items
- Processing of applications for 2019-2020 Designated Parking Permit Program (upwards of 20 permits issued as of Nov. 13/19)
- Update to existing winter maintenance logs and mapping (road patrol, facility logs, parking lot logs)

### Environmental Services (Water & Wastewater)

- Hydrant Flushing by OCWA
- Maintenance cycle on Booster Station Pump and motor to be completed mid-late November
- Supernatant Wetwell Replacement scope of project at WPCP modified due to site difficulties
- Main sewage plant by-pass control valve replaced and no longer allows river water to enter sanitary system when water levels are elevated
- Backflow prevention program notifications updated in Spring 2019 and has resulted in improved compliance
- Completed training for sediment and erosion control inspections

### Solid Waste Collection, Management & Landfill

- Ministry of Environment and Climate Change landfill site inspection scheduled for mid-November
- Draft Environmental Assessment for Landfill Site has been received by Staff, and is currently undergoing an internal review
- Collection of MHWS from landfill site

### Public Works Operations (Roads and Sidewalks)

- Crack Sealing
- Winter Maintenance

- Winter Maintenance Meeting – October 31, 2019 (review of routes, best practices, minimum maintenance standards etc.)
- Perform winter maintenance activities on the Town roads, parking lots, sidewalks and trails
  - Assisting with the removal of snow at the Pyramid Recreation Centre parking lot
- Delivery of sand and salt materials
- Issued notices to vehicles that are non-compliant with Town by-law or prevent the efficient removal of snow and other maintenance operations
- Stock up and reconfigure cold mix pile
- Shoulder grading on arterial roads (using new grading attachment for tractor)
- Transfer millings to Ball Hall

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

- Creation of several new Winter Lights Displays & donation box
  - Cedar Signs donating a new donation sign to be installed at the flats
- Installation of downtown winter lights (streetlight poles)
- Consideration of fall tree planting
- Quadrant pruning is ongoing as weather and time permits
- Cemetery – October 1 to November 15
  - 5 Interment rights sold (3 columbarium and 2 plots)
  - 4 Cremation burial
  - 7 Casket burials (4 with vaults)

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

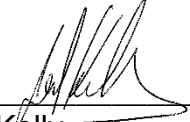
- James St. mill and pave complete.
- Line painting contractor shut down their operations earlier than anticipated. Will not be able to complete line markings until spring.
- St. George reconstruction under way. Completion early December. Liquidated damages imposed due to contractor not meeting timing requirements. Sidewalk and boulevard grading will not be completed now until spring 2020.
- Brock St. sidewalk installed week of November 18. PW considering not carrying out winter maintenance on this new sidewalk this season to prevent salt damage to new concrete.
- Mill Dam Repair tender released.
- Various concrete and asphalt patches weather pending.
- Storm Outlet repair at Victoria Bridge complete
- Internal Asset Management Working Group created to help continued progress of AMP.

### **SPENDING AND VARIANCE ANALYSIS**

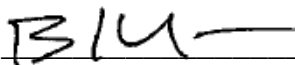
None.

### **REVIEWED BY**

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

  
 \_\_\_\_\_  
 Jed Kelly  
 Director of Public Works

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

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

# FORMAL REPORT

<b>To:</b>	Acting Mayor Luna and Members of Council
<b>Prepared by:</b>	Jeff Wolfe, Asset Management and Engineer Specialist
<b>Date of Meeting:</b>	26 November 2019
<b>Subject:</b>	<b>PW 76-2019 Northridge Subdivision Agreement Amendment and Assumption</b>

## PURPOSE

This report presents a request from the developer for the Town to assume all infrastructure in the Northridge development. This will require an amendment to the warranty period in the subdivision agreement.

This report presents an amendment to the Northridge Subdivision Agreement and outlines the process and next steps related to the assumption of all infrastructure constructed and installed in accordance with the development. In addition, the Town will need to open Edison Street as a public highway.

## RECOMMENDATION

**THAT** PW 76-2019 Northridge Subdivision Agreement Amendment and Assumption be received; and

**THAT** Council enact Bylaw 102-2019 to approve the Northridge Subdivision Agreement Amendment included as Attachment 2 in report PW 76-2019 Northridge Subdivision Agreement Amendment and Assumption; and

**THAT** Council enact Bylaw 103-2019 to approve Final acceptance and assumption of Stage 1, Stage 2 and Stage 3 infrastructure constructed and installed within the Northridge Subdivision, as outlined in the development agreement; and

**THAT** Council enact By-law 104-2019 to open, establish and assume Edison Street as public highway.

## BACKGROUND

The Town of St. Marys and 2231872 Ontario Inc. entered a development agreement dated October 23, 2012 for the development of Part 1 on deposited plan 44R-4820 and Part 1 on deposited plan 44R-4901. The Town and the developer have gone through the preliminary acceptance of all works related to the subdivision but have not gone through final assumption of any works to date. The developer has requested that all works in the subdivision be assumed.

## REPORT

The development agreement for the Northridge subdivision describes the developer's obligations related to the development and the process by which new infrastructure is to be assumed by the Town. The process splits the various infrastructure components into distinct stages that go through a 3 step process before being assumed by the Town. The three stages of construction include:

- Stage 1 – underground infrastructure such as watermain, sewers, storm facilities

- Stage 2 – above ground infrastructure such as concrete curbs, sidewalks, granular road base, base asphalt, utilities and streetlights
- Stage 3 – finishing aspects of infrastructure such as fencing, boulevard sod, trees, and topcoat asphalt

The three steps which each stage of infrastructure must go through before being assumed include:

1. Preliminary Acceptance – newly constructed infrastructure reviewed by Town and deficiencies corrected
2. Two (2) Year Warranty Period – the developer is responsible for maintaining infrastructure during this period (starts on the date of Preliminary Acceptance)
3. Final Acceptance – At the end of warranty period the infrastructure is reviewed again, deficiencies corrected, developer's engineer submits the various certifications and QAQC related documentation.

Stage 1 and Stage 2 works received preliminary acceptance by the Town in 2013. Stage 3 received preliminary acceptance on September 5, 2018. The developer has met the requirements for final acceptance of stage 1 and stage 2 works outlined in the subdivision agreement and should be assumed. The topcoat asphalt has not gone through the full 2 year warranty, however given the circumstances, staff believe there is little to no risk associated with assuming the infrastructure at this time. The reason for this is:

- All houses in the development are fully built out and therefore there is no construction traffic on the road
- The underground infrastructure trenches and basecoat asphalt sat for five (5) years before topcoat was installed. This would have allowed any potential settlement related to soil consolidation to have already occurred.
- Sample and compaction results from the topcoat asphalt came back meeting the Town's specifications.

Staff are recommending to amend the agreement to reduce the warranty period which would allow all infrastructure to be assumed and the development file to be closed.

Draft By-laws have been prepared to initiate the following:

1. To amend the Northridge development agreement to require a 1 year warranty for Stage 3 works.
2. To assume all infrastructure constructed and installed in accordance with development agreement for Northridge.
3. To open Edison Street, as shown on Registered Plan 44M-43, to be opened for public use and be established as a public highway.

## **FINANCIAL IMPLICATIONS**

The Town will become responsible for all operation, maintenance and replacement costs associated with the infrastructure assumed within Registered Plan 44M-43. The Town's asset database will be adjusted accordingly and future Town budgets will account for this increased level of service.

The securities held for the development will be returned to the developer as per the development agreement.

## SUMMARY

Staff are recommending an amendment to the Northridge subdivision agreement to reduce the warranty period from 2 years to 1 year for stage 3 works. The developer of the Northridge subdivision will have met the various requirements of the amended development agreement and is requesting final assumption of the related Works. Staff have reviewed the infrastructure and recommends Council enact By-law 102-2019 to amend the original development agreement to acquire all stage 3 works in a one year warranty period, Bylaw 103-2019 to approve full acceptance and assumption of the infrastructure constructed and installed within Registered Plan 44M-43, and By-law 104-2019 to open, establish and assume Edison Street.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

2231872 Ontario Inc.

## ATTACHMENTS

Registered Plan 44M-43

Northridge Subdivision Agreement Amendment


## REVIEWED BY

### Recommended by the Department



Jeff Wolfe

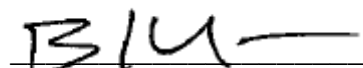
Asset Management and Engineering Specialist



Jed Kelly

Director of Public Works

### Recommended by the CAO



Brent Kittmer

CAO / Clerk

(NAME CHANGED BY BY-LAW No. 26-1994, INSTRUMENT No. R350588)

(ORIGINAL ROAD ALLOWANCE BETWEEN CONCESSIONS 17 and 18)

JAMES STREET NORTH

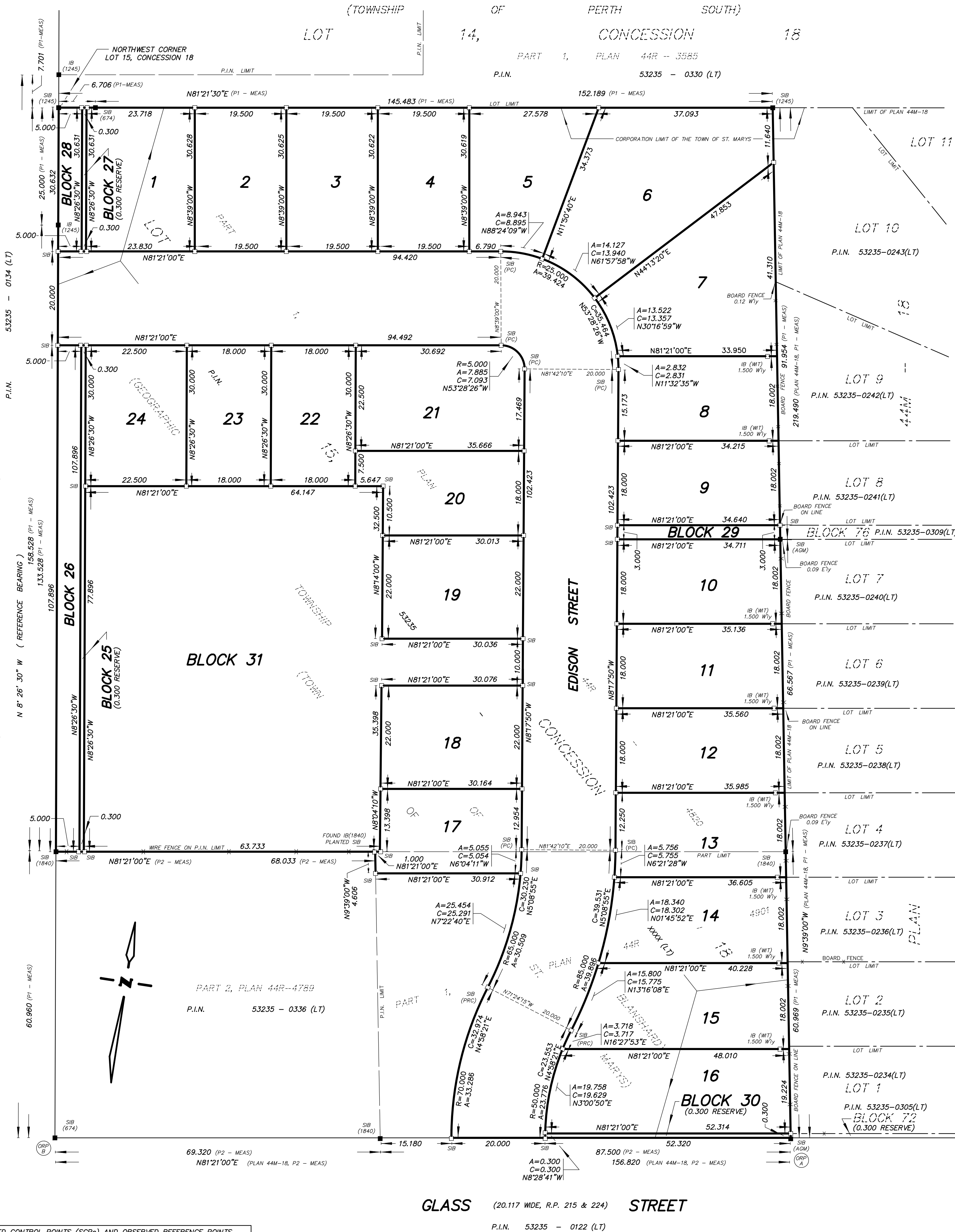
PERTH LINE 130

(ORIGINALLY 20.117 WIDE)

SPECIFIED CONTROL POINTS (SCPs) AND OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (ORIGINAL) COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10		
POINT ID	NORTHING	EASTING
SCP 01019890470	4790936.273	489278.004
SCP 01019890471	4791477.016	489874.126
ORP A	4790844.35	488881.30
ORP B	4790821.07	488726.33
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN		

#### NOTES:

- BEARINGS SHOWN HEREON ARE ASTRONOMIC AND ARE REFERRED TO THE EAST LIMIT OF JAMES STREET NORTH, HAVING A BEARING OF N8°26'30"W ACCORDING TO PLAN 44R-4820.
- DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999554785.
- CO-ORDINATES SHOWN HEREON ARE UTM GRID ZONE 17 NAD83 (ORIGINAL) DERIVED FROM CONTROL PT. 01019890470 AND CONTROL PT. 01019890471.



## PLAN 44M-

### CERTIFICATE OF REGISTRATION

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF PERTH (No. 44) AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012 AND ENTERED IN THE REGISTER(S) FOR P.I.N. 53276-XXXX (LT) AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. \_\_\_\_\_.

REPRESENTATIVE FOR LAND REGISTRAR

THIS PLAN COMPRISES ALL OF THE LANDS SHOWN AS P.I.N. 53276-XXXX(LT).

### PLAN OF SUBDIVISION

OF PART OF  
**LOT 15**  
**CONCESSION 18**  
(GEOGRAPHIC TOWNSHIP OF BLANSHARD)  
NOW IN THE  
**TOWN OF ST MARYS**  
**COUNTY OF PERTH**

SCALE 1:500  
0 2 4 6 8 10 20 30 METRES

MTE OLS LTD.  
ONTARIO LAND SURVEYORS

### LEGEND:

- DENOTES PLANTED MONUMENT
- DENOTES FOUND MONUMENT
- SIB DENOTES STANDARD IRON BAR
- IB DENOTES IRON BAR
- PC DENOTES POINT OF CURVE
- PRC DENOTES POINT OF REVERSE CURVE
- WT DENOTES WITNESS
- MEAS DENOTES MEASURED
- 1840 DENOTES McNEIL SURVEYING LIMITED, O.L.S.'s
- 674 DENOTES F.J.S. PEARCE, O.L.S.
- AGM DENOTES ARCHIBALD, GRAY & MCKAY, O.L.S.'s
- R.P. DENOTES REGISTERED PLAN
- P1 DENOTES PLAN 44R-4820
- P2 DENOTES PLAN 44R-4901

NOTE: ALL PLANTED BARS ARE IB's UNLESS SHOWN OTHERWISE.

### SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
  - THE SURVEY WAS COMPLETED ON THE 23rd DAY OF MAY, 2012.

DATE \_\_\_\_\_ TREVOR D.A. McNEIL  
ONTARIO LAND SURVEYOR

### OWNER'S CERTIFICATE:

- THIS IS TO CERTIFY THAT:
- LOTS 1 to 24 BOTH INCLUSIVE, BLOCKS 26, 28, 29 AND 31, THE RESERVES BEING BLOCK 25, 27 AND 30 AND THE STREET NAMED EDISON STREET HAVE BEEN LAID OUT IN ACCORDANCE WITH MY INSTRUCTIONS.
  - THE STREETS ARE HEREBY DEDICATED TO THE TOWN OF ST. MARYS. AS PUBLIC HIGHWAYS.

DATED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

2231872 ONTARIO INCORPORATED

I HAVE THE AUTHORITY TO BIND THE CORPORATION \_\_\_\_\_  
GERRY LANG

APPROVED UNDER SECTION 51 OF THE PLANNING ACT, R.S.O. 1990, c.P. 13 AS AMENDED, BY THE COUNCIL OF THE CORPORATION OF THE TOWN OF ST. MARYS. THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

MAYOR, STEVE GROSE

DEPUTY CLERK, NOAH ATLIN

WE HAVE THE AUTHORITY TO BIND THE CORPORATION

**MTE | OLS Ltd.**  
ONTARIO LAND SURVEYORS  
365 HOMER STREET  
STRATFORD, ONTARIO, N5A 2A5

TEL: (519) 271-7952 FAX: (519) 271-3545

Cad File: P:\35350\100\35350-100-SB1.dwg COGO: 35350.asc  
Drawn By: J. LEYSER Checked By: T. McNEIL, O.L.S. File No. 35350-100-SB1(L)



**DEVELOPMENT AGREEMENT AMENDMENT NUMBER ONE**

**THIS AGREEMENT** made in duplicate this XXXX day of XXXXXX, 2019

BETWEEN:

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

(hereinafter called "the Town"),

- and -

**2231872 ONTARIO INC.**

(hereinafter called "the Owner"),

**WHEREAS** the Owner entered into and agreed to the terms of a Development Agreement with the Town dated October 23, 2012, for the lands as then legally described as being Part of Lot 15 Concession 18 Geographic Township of Blanshard, now in the Town of St. Marys and which said parcel or tract of land may be more particularly described as Part 1 on deposited Plan 44R-4820 and Part 1 on deposited Plan 44R-4901 in the Registry Office for the Land Titles Division of Perth (No.44), PIN 53235-0340;

**AND WHEREAS** the Owner agreed with the Town to construct and install certain public services to serve the lands and to make financial arrangements with the Town for the installation and construction of said services;

**AND WHEREAS** the Development Agreement dated October 23, 2012 stipulated a two year warranty period for all stages of infrastructure prior to final acceptance by the Town;

**AND WHEREAS** the 2 year warranty has been completed for all works other than those described as "Stage 3 Works" in the Development agreement dated October 23, 2012;

**AND WHEREAS** Town is satisfied that due to the timing of the construction of infrastructure and the buildout of the development, that a two year warranty is unnecessary for Stage 3 Works and that said works are in an acceptable condition for final acceptance,

**NOW THEREFORE WITNESSETH** that for the sum of TWO DOLLARS (\$2.00) paid to the Town by the Owner (receipt whereof is hereby acknowledged), and in consideration of other good and valuable consideration, the parties hereto covenant, promise and agree with each other as follows:



# FORMAL REPORT

<b>To:</b>	Acting Mayor Luna and Members of Council
<b>Prepared by:</b>	Jeff Wolfe, Asset Management and Engineer Specialist
<b>Date of Meeting:</b>	26 November 2019
<b>Subject:</b>	<b>PW 77-2019 Diamondridge Subdivision Agreement Amendment and Assumption</b>

## PURPOSE

This report presents a request from Meadowridge Properties Ltd. for the Town to assume all infrastructure in the Diamondridge development. This will require an amendment to the warranty period in the subdivision agreement.

Staff have reviewed and can find no technical reason to deny the request. This report presents an amendment to the Diamondridge Subdivision Agreement and outlines the process and next steps related to the assumption of all infrastructure constructed and installed in accordance with the development. In addition, the Town will need to open Tracy Street and Diamondridge Court as public highways.

## RECOMMENDATION

**THAT** PW 77-2019 Diamondridge Subdivision Agreement Amendment and Assumption be received; and

**THAT** Council enact By-law 105-2019 to approve the Diamondridge Subdivision Agreement Amendment included as Attachment 2 in report PW 77-2019 Diamondridge Subdivision Agreement Amendment and Assumption; and

**THAT** Council enact By-law 106-2019 to approve Final acceptance and assumption of Stage 3 infrastructure constructed and installed within the Diamondridge Subdivision, as outlined in the subdivision agreement; and

**THAT** Council enact By-law 107-2019 to open, establish and assume Tracey Street and Diamondridge Court as described in Registered Plan 44M-48 as public highway.

## BACKGROUND

The Town of St. Marys and Meadowridge Properties Ltd. entered a development agreement dated January 28, 2014 for the development of Part Lot 35 Plan 371, Part 1 Plan 44R-5052 and all of PIN 53245-0177 (LT). The Town and the developer have gone through the preliminary acceptance of all works related to the subdivision. The Town has also accepted and assumed Stage 1 and Stage 2 works but has not gone through final acceptance and assumption of Stage 3 works. The developer has requested that all works in the subdivision be assumed.

## REPORT

The development agreement for the Diamondridge subdivision describes the developer's obligations related to the development and the process by which new infrastructure is to be assumed by the Town.

The process splits the various infrastructure components into distinct stages that go through a 3 step process before being assumed by the Town. The three stages of construction include:

- Stage 1 – underground infrastructure such as watermain, sewers, storm facilities
- Stage 2 – above ground infrastructure such as concrete curbs, sidewalks, granular road base, base asphalt, utilities and streetlights
- Stage 3 – finishing aspects of infrastructure such as fencing, boulevard sod, trees, and topcoat asphalt

The three steps which each stage of infrastructure must go through before being assumed include:

1. Preliminary Acceptance – newly constructed infrastructure reviewed by the Town and deficiencies corrected
2. Two (2) Year Warranty Period – the developer is responsible for maintaining infrastructure during this period (starts on the date of Preliminary Acceptance)
3. Final Acceptance – At the end of warranty period the infrastructure is reviewed again, deficiencies are corrected, and the developer's engineer submits the various certifications and QAQC related documentation.

Stage 1 and Stage 2 works received preliminary acceptance by the Town in 2014. Stage 3 received preliminary acceptance on July 8, 2018. The topcoat asphalt has not gone through the full 2 year warranty, however given the circumstances, staff believe there is little to no risk associated with assuming the infrastructure at this time. The reason for this is:

- All houses in the development are fully built out and therefore there is no construction traffic on the road.
- The underground infrastructure trenches and basecoat asphalt sat for four (4) years before topcoat was installed. This would have allowed any potential settlement related to soil consolidation to have already occurred.
- Sample and compaction results from the topcoat asphalt came back meeting the Town's specifications.

Staff are recommending to amend the agreement to reduce the warranty period which would allow all infrastructure to be assumed and the development file to be closed.

Draft By-laws have been prepared to initiate the following:

1. To amend the Diamondridge development agreement to require a 1 year warranty for Stage 3 works.
2. To assume the Stage 3 infrastructure constructed and installed in accordance with development agreement for Diamondridge.
3. To allow Tracy Street and Diamondridge Court, as shown on Registered Plan 44M-48, to be opened for public use and established as public highways.

## **FINANCIAL IMPLICATIONS**

The Town will become responsible for all operation, maintenance and replacement costs associated with the infrastructure assumed within Registered Plan 44M-48. The Town's asset database will be adjusted accordingly and future Town budgets will account for this increased level of service.

The securities held for the development will be returned to the developer as per the development agreement.

## SUMMARY

Staff are recommending an amendment to the Diamondridge subdivision agreement to reduce the warranty period from 2 years to 1 year for stage 3 works. The developer of the Diamondridge subdivision will have met the various requirements of the amended development agreement and is requesting final assumption of the related Works. Staff have reviewed the infrastructure and recommends Council enact the By-law 105-2019 to amend the original subdivision agreement to acquire all stage 3 works in a one year warranty period, Bylaw 106-2019 to approve full acceptance and assumption of the infrastructure constructed and installed within Registered Plan 44M-48, and By-law 107-2019 to open, establish and assume Tracey Street and Diamondridge Court as shown on Registered Plan 44M-48 as public highway.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

Meadowridge Properties Ltd.

## ATTACHMENTS

Registered Plan 44M-48

Diamondridge Subdivision Agreement Amendment


## REVIEWED BY

### Recommended by the Department



Jeff Wolfe

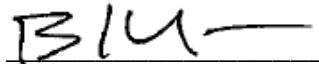
Asset Management and Engineering Specialist



Jed Kelly

Director of Public Works

### Recommended by the CAO



Brent Kittmer

CAO / Clerk



APPROVED UNDER SECTION 51 OF THE PLANNING ACT,  
R.S.O. 1990, c.P. 13 AS AMENDED, BY THE COUNCIL OF  
THE CORPORATION OF THE TOWN OF ST. MARYS THIS  
5<sup>TH</sup> DAY OF August, 2014.

*Steve Grose*  
MAYOR, STEVE GROSE  
*Kevin McLlain*  
C.A.O., CLERK, KEVIN MCLLAIN

WE HAVE THE AUTHORITY TO BIND THE CORPORATION

PLAN OF SUBDIVISION  
OF PART OF  
LOTS 35, 36 and 46  
REGISTERED PLAN No. 371  
AND PART OF  
TRACY STREET  
(CLOSED BY BY-LAW No. 64-2012, INSTRUMENT No. PC105534)  
REGISTERED PLAN No. 371  
AND PART OF  
LOT 21, CONCESSION 17  
(FORMERLY IN THE TOWNSHIP OF BLANSHARD)  
TOWN OF ST. MARYS  
COUNTY OF PERTH

SCALE 1:500  
N.A. GEOMATICS INC.  
ONTARIO LAND SURVEYORS

CERTIFICATE OF REGISTRATION

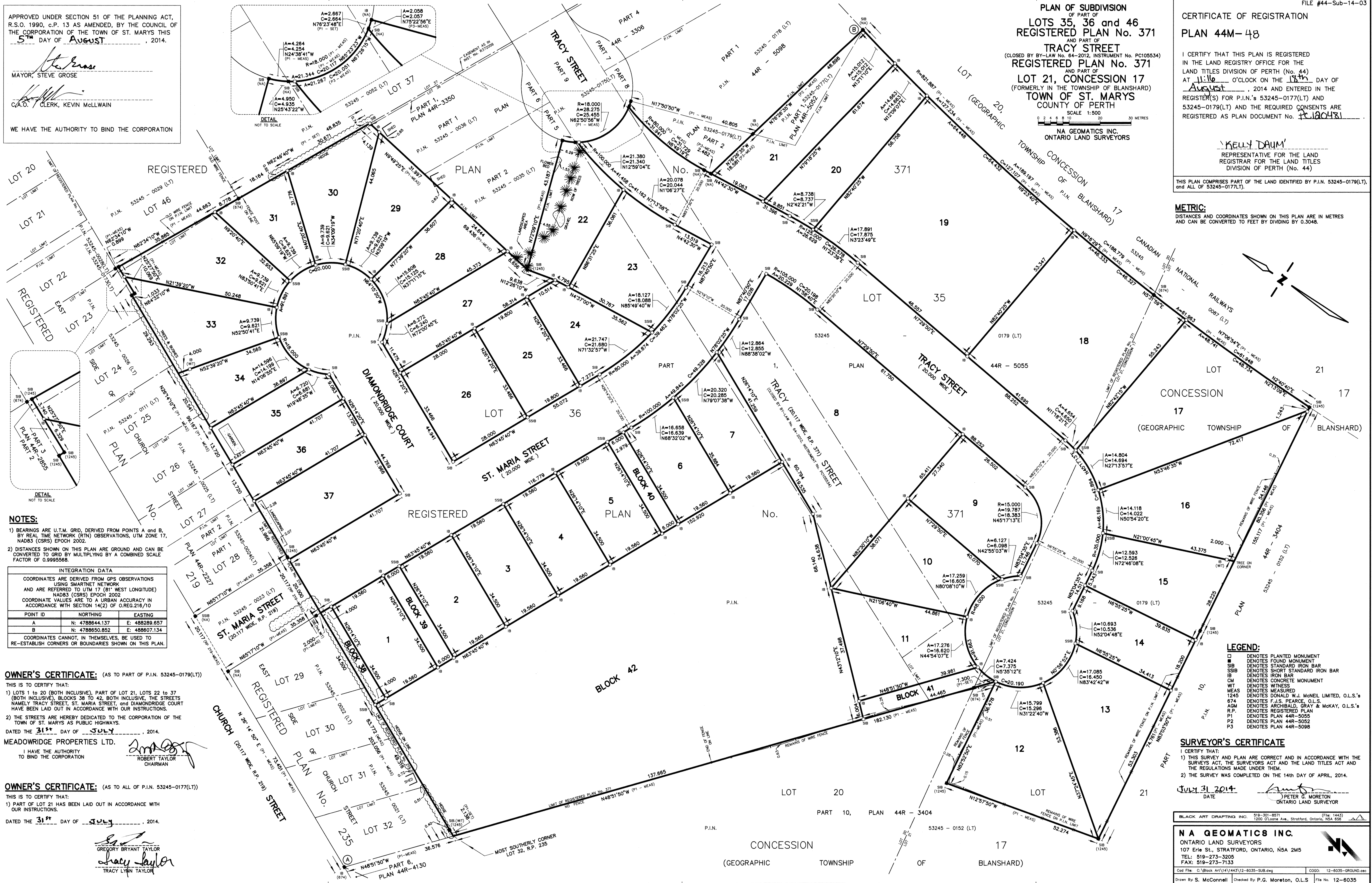
PLAN 44M-48

I CERTIFY THAT THIS PLAN IS REGISTERED  
IN THE LAND REGISTRY OFFICE FOR THE  
LAND TITLES DIVISION OF PERTH (No. 44)  
AT 11:10 O'CLOCK ON THE 13<sup>th</sup> DAY OF  
August, 2014 AND ENTERED IN THE  
REGISTER(S) FOR P.I.N.'s 53245-0177(LT) AND  
53245-0179(LT) AND THE REQUIRED CONSENTS ARE  
REGISTERED AS PLAN DOCUMENT No. PC180481

*Kelly Daum*  
REPRESENTATIVE FOR THE LAND  
REGISTRAR FOR THE LAND TITLES  
DIVISION OF PERTH (No. 44)

THIS PLAN COMPRISES PART OF THE LAND IDENTIFIED BY P.I.N. 53245-0179(LT),  
AND ALL OF 53245-0177(LT).

**METRIC:**  
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES  
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



**DEVELOPMENT AGREEMENT AMENDMENT NUMBER ONE**

**THIS AGREEMENT** made in duplicate this XXXX day of XXXXXX, 2019

BETWEEN:

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

(hereinafter called "the Town"),

- and -

**MEADOWRIDGE PROPERTIES LTD.**

(hereinafter called "the Owner"),

**WHEREAS** the Owner entered into and agreed to the terms of a Development Agreement with the Town dated January 28, 2014, for the lands as then legally described as being Part Lot 35, Plan 371, St. Marys, Designated as Part 1, Plan 44R-5052, Town of St. Marys, being all of Property Identification Number 53245-0177 (LT);

**AND WHEREAS** the Owner agreed with the Town to construct and install certain public services to serve the lands and to make financial arrangements with the Town for the installation and construction of said services;

**AND WHEREAS** the Development Agreement dated January 28, 2014 stipulated a two year warranty period for all stages of infrastructure prior to final acceptance by the Town;

**AND WHEREAS** Stage 1 and Stage 2 Works as described in the Development Agreement dated January 28, 2014 have already been assumed by the Town;

**AND WHEREAS** Town is satisfied that due to the timing of the construction of infrastructure and the buildout of the development, that a two year warranty is unnecessary for Stage 3 Works and that said works are in an acceptable condition for final acceptance,

**NOW THEREFORE WITNESSETH** that for the sum of TWO DOLLARS (\$2.00) paid to the Town by the Owner (receipt whereof is hereby acknowledged), and in consideration of other good and valuable consideration, the parties hereto covenant, promise and agree with each other as follows:

1. The warranty period for Stage 3 works as outlined in the Development Agreement dated January 28, 2014 shall be amended from 2 years to 1 year

**IN WITNESS WHEREOF** the Parties hereto have hereunto set their hands and sales or caused to be affixed their corporate seals under the hands of the duly authorized officers as the case may be.

THE CORPORATION OF THE TOWN OF ST. MARYS

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Marg Luna, Acting Mayor

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Brent Kittmer, CAO/Clerk

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We have authority to bind the Corporation.

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MEADOWRIDGE PROPERTIES LTD.

)

)

)

Rob Taylor

I have authority to bind the Corporation.





# FORMAL REPORT

<b>To:</b>	Acting Mayor Luna and Members of Council
<b>Prepared by:</b>	Jed Kelly, Director of Public Works
<b>Date of Meeting:</b>	26 November 2019
<b>Subject:</b>	<b>PW 78-2019 One Tonne Truck Procurement Options</b>

## PURPOSE

To discuss the procurement of a one tonne truck (replacement), and seek Council direction regarding next steps.

## RECOMMENDATION

**THAT** PW 78-2019 One Tonne Truck Procurement Options report be received; and

**THAT** Council direct staff to implement Option 2; and

**THAT** Council redirect the award of RFT-PW-05-2019 to St. Marys Ford in the amount of \$84,637 inclusive of HST for the proposed recertified unit including the 7 year extended warranty; and

**THAT** Council award the procurement of a front mount snow plow to Nes-Tech Equipment Sales in the amount of \$13,841 inclusive of HST.

## BACKGROUND

The Town of St. Marys fleet employs two (2) one tonne trucks to perform various duties that are critical to complete the operations of the Public Works Department (cemetery, roads, and parks). A one tonne truck is a transition truck between a large pickup truck and a small dump truck. Thus, the vehicle can act as a mobile work platform and transport bulky items. Furthermore, the trucks assist with wood chipper operation, burial services, pothole patching, facility snow shovelling and snow removal, and sanding on various roads and Town-owned parking lots.

As the Town continues to grow and internalize the provision of services (i.e. parking lot snow removal), the equipment becomes more important. For example, in 2017, the Town purchased a drop in sander for the one tonne units. The addition allows for greater efficiency during winter maintenance patrols between snow events, and can spot treat road sections.

Historically, St. Marys' municipal fleet vehicles age out of service before they exceed kilometre limits. For example, the Town purchased T-60 in 2001, but it has not incurred significant mileage. However, there are increasing repair costs for the vehicle, and staff are concerned that a future repair will not be fiscally viable given the age of the unit. If this unit was unavailable to the fleet due to a maintenance issue this would significantly impact public works operations and would temporarily reduce service levels.

Due to the above reasoning, Council allocated funds in the 2019 Capital Budget to replace T-60 (the older of the two one tonne trucks). In May 2019, the Town of St. Marys issued joint fleet tender RFT-PW-05-2019 with the Municipality of North Perth, Perth County, Township of Perth East, and Township of Perth South. The fleet tender encompassed the supply and delivery of half ton trucks, ¾ tonne trucks,

and “chassis only” one tonne trucks. The Town of St. Marys awarded its portion of the tender to Mohawk Ford Sales Ltd. (being the lowest overall bid submission). Please see **Attachment 1: RFT-PW-05-2019 Bid Summary Results**.

The Town of St. Marys issued a Notice of Award and purchase order to Mohawk Ford Sales Ltd. on May 22, 2019. The other participating municipalities followed suit. Since May, staff have regularly contacted representatives at Mohawk Ford seeking an order confirmation. Mohawk Ford Sales Ltd. has been unable to supply such confirmation. In September, Mohawk Ford representatives led staff to believe that the company would place an order for a 2020 model. In November, the company could not supply a confirmation order despite the production of vehicles commencing at the factory. The company has supplied the equipment for all of the other participating municipalities. As of November 12, 2019 (almost 6 months since the notice of award), Mohawk Ford still could not supply a confirmation number or estimated time of delivery.

The Town’s tender documents permit the cancellation of orders, Section 23 of the procurement document states the Town,

*“reserves the right to immediately terminate the Agreement at its own discretion, including, but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.”*

Due to non-performance, the Town of St. Marys cancelled its order on November 15, 2019 (providing electronic and written notice).

## **REPORT**

Staff have serious concerns that the existing equipment will be unable to complete priority snow removal operations this winter season, which will affect service levels and capacity to meet minimum maintenance standards.

Because this is a critical piece of equipment, staff have worked to determine how best to procure a replacement truck.

All of the participating municipalities selected the vendor with the overall lowest tender bid, Mohawk Ford Sales Ltd. After cancelling the unit order with Mohawk, staff approached the second lowest vendor for the St. Marys unit (not the second overall bidder), since the Town is only seeking one unit. **Attachment 1** provides a breakdown of all submissions, the Town’s proposed unit is Item No. 4 – One Ton 60”. The second lowest unit bidder is St. Marys Ford. St. Marys Ford has advised that the 2019 models are longer in production, and that the 2020 equivalent model cannot be supplied at the 2019 pricing structure.

However, St. Marys Ford has secured a comparable 2018 recertified model. The 2018 unit meets and exceeds the Town’s original specifications, and has approximately 20,000 km. If the Town purchases the vehicle, St. Marys Ford is willing to include a seven (7) year warranty, or 200,000 km power train warranty. In an act of good faith St. Marys Ford has procured the unit despite no commitment from the Town for purchase. Staff have inspected the unit and believe it is capable of fulfilling the Town’s operational needs.

Staff are requesting that Council review the two proposed options on how to proceed:

### **Option 1 – Retender**

Include the capital purchase in the 2020 Capital Budget, and re-tender in early spring. Under this circumstance the replacement vehicle will not be in service until September of 2020. Delaying the supply date is problematic since the truck performs an important role for the department, and the existing T-60 may not be viable for service through to September 2020. Procuring a rental truck is not probable as the units are specific in design, and setup rentals cannot fulfill those requirements.

## **Option 2 – St. Marys Ford – 2018 Recertified Unit**

Purchase the 2018 recertified unit from St. Marys Ford.

The unit meets and exceeds the original tender specifications:

- Upgraded power plant
- Aluminum dump body
- Increased chassis load capacity

The above upgrades would not have been fiscally obtainable with the 2019 budget allocation. Staff estimate that the upgrades are between \$20,000 and \$30,000. The vehicle includes remaining new OEM warranty and additional extension of seven year power train warranty or 200,000 km. The extended power train coverage will provide coverage until May 1, 2025.

Staff are recommending that Council authorize staff to proceed with Option 2 – St. Marys Ford – 2018 Re-certified Unit, since the supplier was the second lowest unit cost bidder, and is available to provide a unit before 2020.

The 2019 capital project included the procurement of a front snow plow attachment. Nes-Tech Equipment has confirmed that it can supply and install a Boss Snow Plow by January 2020. The proposed attachment is similar to the existing plows and will require no operational training for staff. Staff are requesting that Council approve the procurement of the Nes-Tech Boss Plow Solution.

## **FINANCIAL IMPLICATIONS**

The 2019 capital budget included \$90,000 for a direct replacement of the existing T60 One Tone Truck unit. Breakdown of the project included \$50,000 for chassis purchase, \$25,000 for steel dump body and \$15,000 for front mount plow installation.

### **Option 2 Pricing:**

ITEM	COST
St. Marys Ford proposed Re-Certified Unit	\$75,300
Nes-Tech Boss Plow Solution	\$12,249
Sub-Total	\$87,549
Total Inclusive of HST	\$98,930
Total Project Cost Net of HST	\$89,089

The St. Marys Ford proposal provides a unit that can be in service quickly and is projecting to be within the approved 2019 capital budget. Please note that the costs proposed in the bid summary only include the cost for a chassis not a steel dump body or front mount plow.

The disposal of the existing unit will occur immediately after the new unit enters service. Typically auction values for snow removal equipment are higher during the snow removal season. Staff expect a residual value in the existing unit of approximately \$5,000 and will work with GovDeals.ca equipment marketing division to increase auction visibility.

## **SUMMARY**

The Town of St. Marys awarded its portion of RFT-PW-05-2019 to Mohawk Ford Sales Ltd. The Request for Tender was a joint fleet tender issued by the Town of St. Marys with four other participating municipalities, who each awarded their portion to the same company. The Town of St. Marys is the only municipality to not receive their unit. Mohawk Ford has repeatedly failed to provide confirmation

and delivery details over the last 6 months. Staff cancelled the order November 15th, 2019 and approached the next lowest unit cost vendor in the original tender submission.

St. Marys Ford has been able to secure a recertified 2018 model year unit with extended warranty that will meet the Town's needs, the unit is available immediately and is within the allocated budget.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Todd Thibodeau, Supervisor of Public Works  
Morgan Dykstra, Public Works Coordinator

## **ATTACHMENTS**

Attachment 1 – RFT-PW-05-2019 Bid Summary Results

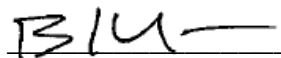
## **REVIEWED BY**

### **Recommended by the Department**



Jed Kelly  
Director of Public Works

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



## PRICE FORM SUMMARY

### RFT-PW-05-2019 SUPPLY AND DELIVERY OF FLEET VEHICLES

**Table 1: Tender Submissions - Least to Highest**

Item	Cost Per Unit						
	Mohawk Ford Sales Ltd.	Oxford Dodge Chrysler	St. Marys Ford Sales Ltd.	Trillium Ford Ltd.	East Court Ford Lincoln Sales Ltd.	Fraser Durham Chrysler Dodge, Jeep, Ram Inc.	St. Marys Buick GMC
Item No. 1 - 1/2 Ton	\$ 35, 449.00	\$ 32, 832.00	\$ 36, 090.96	\$ 38, 276.00	\$ 40, 736.00	\$ 32, 202.40	36981
Item No. 2 - 3/4 Ton	\$ 36, 851.00	\$ 40, 815.00	\$ 49, 543.90	\$ 41, 188.00	\$ 39, 433.00	\$ 42, 790.00	No Bid
Item No. 3 - 1 Ton Diesel	\$ 50, 561.00	\$ 50, 851.00	\$ 50, 376.90	\$ 50, 837.00	\$ 50, 399.00	\$ 51, 342.95	No Bid
<b>Item No. 4 - 1 Ton 60"</b>	<b>\$ 37, 390.00</b>	<b>\$ 41, 490.00</b>	<b>\$ 37, 568.92</b>	<b>\$ 39, 905.00</b>	<b>\$ 39, 919.00</b>	<b>\$ 42, 181.00</b>	<b>No Bid</b>
Item No. 5 - 1 Ton 83"	\$37, 457.00	\$ 41, 028.00	\$ 37, 568.92	\$ 40, 433.00	\$ 40, 435.00	\$ 41, 832.00	No Bid
Item No. 6 - 2000 Watt Inverter	No Bid	\$ 1, 050.00	\$625.00	\$612. 38	\$ 1, 697.00	\$1,467.58	\$1,475.00
<b>Total Price Submission (with HST)</b>	<b>\$425,890.22</b>	<b>\$428, 658.725</b>	<b>\$ 444, 183. 07</b>	<b>\$ 456, 122.24</b>	<b>\$ 467, 577.05</b>	<b>\$430, 913.02</b>	<b>\$ 208,942.65</b>

Note: Item #3 & #4 - Chassis Pricing without Dump Body or Plow Attachments

Note: Item #4 - Town of St Marys Spec / Unit

**Table 2: Tender Submission for the St. Marys Proposed Unit - Least to Highest**

Item	Item #4 - St. Marys Truck Spec, Lowest to Highest						
	Mohawk Ford Sales Ltd.	St. Marys Ford Sales Ltd.	Trillium Ford Ltd.	East Court Ford Lincoln Sales Ltd.	Oxford Dodge Chrysler	Fraser Durham Chrysler Dodge, Jeep, Ram Inc.	St. Marys Buick GMC
Item No. 4 - 1 Ton 60"	\$ 37, 390.00	\$ 37, 568.92	\$ 39, 905.00	\$ 39, 919.00	\$ 41, 490.00	\$ 42, 181.00	No Bid

Note: Pricing without Dump Body or Plow Attachment

# MONTHLY REPORT

<b>To:</b>	<b>Acting Mayor Luna and Members of Council</b>
<b>From:</b>	<b>Administration</b>
<b>Date of Meeting:</b>	<b>26 November 2019</b>
<b>Subject:</b>	<b>CAO 62-2019 November Monthly Report (CAO and Clerks)</b>

## RECOMMENDATION

THAT CAO 62-2019 November Monthly Report (CAO and Clerks) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Municipal Efficiency and Modernization Review

- Staff are now beginning the process of implementing and reporting back for the various changes approved by Council. In many cases, the changes are reflected in the amended Fee By-Law or will be reflected in the 2020 draft budget.
- The Province has announced its first intake for application based municipal modernization funding. Specifically, the program will fund a municipality hiring a consultant to complete: a line-by-line review of the municipality's entire budget; a review of service delivery and modernization opportunities; or a review of administrative processes to reduce costs.
- The CAO has replied to the Province of the Town's intent to apply, and an expression of interest will be submitted by the deadline of December 6, 2019.

### Strategic Planning

- 2019 Annual Report and priority discussion completed. The priorities identified by Council on November 19<sup>th</sup> will be converted into strategic statements, and senior staff will develop a work plan for these priorities. The work plan will be presented at a December or January 2020 meeting.

### Strategic Projects

- Serviced Land – BM Ross continues to work on this project. Staff have requested an update on the timelines of the project.
- Community Transportation Project
  - Local partnership agreement for the City-led project has been drafted. The Town and North Perth have partnered for the legal review, with the Town's solicitor taking the lead for both municipalities.
  - Throughout November a survey and focus groups were completed in all participating municipalities. The purpose of these engagement efforts was to better inform the conceptual route design that will be included in the RFP for services. Once a transportation provider is hired, final routes will be established.
  - A joint RFP for the project will be issued in an attempt to hire one provider for both the inter-modal and the intra-Perth to create alignment and synergies between the two local projects.

- The critical path for the City-led inter-modal project is to issue the RFP the week of November 18, close December 18, and have Stratford council consider the contract on January 27, 2020.

## **Intergovernmental Relations**

- Perth Municipal Association
  - Members of Council and Staff attended on November 20 at West Perth Community Centre in Mitchell and heard a very good presentation from Michael Fenn. The key takeaway is that the fiscal challenges faced by the Province are expected to get worse, and all municipalities will need to reflect on the way they do business and be prepared to be nimble and change quickly.
  - The 2020 meeting will be November 18, 2020 in St. Marys.
- UTRCA Concerns
  - Meeting held with MPP Pettapiece on November 13. Good dialogue was held, and the MPP will be corresponding with the Minister's office to communicate the concerns raised by the local Perth Municipalities.
  - Correspondence regarding the 2020 UTRCA levy has been sent and the Town is awaiting a reply.
- Perth District Health Unit Merger
  - Involvement of the CAOs in this process continues, however we face a quickly approaching deadline.
  - There is exposure that not all of the required documentation will be in place by the January 1, 2020 date meaning that transition arrangements may be required.

## **Policy and Governance**

- Updated Smoking By-Law – to be presented to Council at the December 10 meeting
- Staff preparing a report to Council on the by-law enforcement approach to downtown parking in the winter months.
- Community Grant Program application submissions being received and seeking final reports from 2019 recipients. Deadline for grant applications is November 30.
- Working with Community Services to develop a standard operating procedure to guide the Clerks department involvement in special occasion permit requirements that affect the Town.

## **Land Sales**

- 481 Water Street South (McDonald House) and Junction Station
  - Successful proponents have been notified, and pre-consultation with both parties has been completed.
  - An internal division of duties has occurred with the Director of Building and Planning taking on all aspects of approvals for the redevelopment, and the CAO leading the land transfer process. These two tasks will happen in parallel in an effort to move the project forward in a timely fashion.
  - CAO attended the November 21 Heritage Committee meeting to provide the committee with an update on the process.
- Jones Street Road Allowance
  - Appraisal received.

## **Policing**

- Preliminary discussions with the Chief regarding the 2020 budget, and at the time of writing the report it is expected that the Police will present the draft budget to CPAC on November 27. In accordance with the contract for services the Town has 60 days to accept or reject the budget. The CPAC terms of reference provides the committee with the task of assessing the budget and making a recommendation to Council for acceptance.

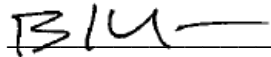
- The contract for service calls for a one-year review of policing operations, and the effectiveness of the agreement in place. The CAO is in the preliminary stages of drafting the terms of reference that will guide the project. The terms of reference is required to be approved by the CPAC, Stratford Police Service, Stratford Police Services Board, and Town Council.

## **SPENDING AND VARIANCE ANALYSIS**

The CAO has authorized environmental site assessment work for Junction Station to proceed.

## **REVIEWED BY**

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



## FORMAL REPORT

<b>To:</b>	Acting Mayor Luna and Members of Council
<b>Prepared by:</b>	Brent Kittmer, CAO/Clerk
<b>Date of Meeting:</b>	26 November 2019
<b>Subject:</b>	<b>CAO 63-2019 Community Safety and Well-Being Plan Update</b>

### PURPOSE

To update Council on the progress of the legislated Community Safety and Well-Being Plan and to seek Council approval to partner with the City of Stratford, Municipality of North Perth, Municipality of Perth South, Township of Perth South and Township of Perth East for the development of the Plan.

### RECOMMENDATION

**THAT** CAO 63-2019 Community Safety and Well-Being Plan Update report be received; and

**THAT** Council approve the partnership between the City of Stratford, Municipality of North Perth, Municipality of Perth South, Township of Perth South and Township of Perth East for the development of a joint Community Safety and Well-Being Plan; and

**THAT** the Town's equal-portion of the cost for the joint Plan be funded from the Town's municipal modernization and efficiency funding.

### BACKGROUND

Legislation came into effect on January 1, 2019 under the *Police Services Act* that requires single-tier municipalities, lower-tier municipalities of counties and regional municipalities to prepare and adopt a Community Safety and Well-being Plan by January 1, 2021.

The intent of a Community Safety and Well-being Plan is to achieve a sustainable community where everyone is safe, has a sense of belonging, access to services and where individuals and families are able to meet their needs for education, health care, food, housing, income and social and cultural expression.

A few of the direct benefits that are proposed through the development and adoption of a Community Safety and Well-being Plan include:

- Enhanced communication and collaboration among sectors, agencies and organizations
- Transformation of service delivery, including realignment of resources and responsibilities to better respond to priorities and needs
- Increased understanding of and focus on local risks and vulnerable groups
- Ensuring the appropriate services are provided to those individuals with complex needs
- Increased awareness, coordination or and access to services for community members and vulnerable groups
- Healthier, more productive individuals that positively contribute to the community

- Reducing the financial burden of crime on society through cost-effective approaches with significant return on investment

There is a requirement to establish an Advisory Committee of representatives from municipalities and service delivery partners to support the development of the Plan. The role of the Advisory Committee is to bring various sector, agency and organization perspectives together to provide advice and direction on the development and implementation of the Plan.

## **REPORT**

There is a significant amount of work involved to develop the Plan. The City of Stratford, the lower-tier municipalities in Perth County and the Town of St. Marys have initiated conversation about a partnership for the development of a joint Plan from a practicality point of view. This makes sense for two reasons. After a brief consultation with the Police and local social services providers, the social issues faced by all of the municipalities are very much the same. In addition, a majority of the social services and other stakeholders in the plan are shared throughout the geographic county. Essentially, all municipalities would be creating an Advisory Committee for their individual project that would consist of almost the exact same agency representatives.

Initially, staff considered having this project be completed internally, with the City of Stratford staff administering the process on everyone's behalf. After attending training on how to develop the plan, all municipalities are now of the understanding that developing a plan will require considerably more effort than expected, and more effort than any of the municipalities have in terms of internal capacity to deliver.

It is the recommendation of the area CAOs that due to limited internal resources a consultant be retained through a RFP process. The successful proponent of the RFP process will be expected to:

- Lead the partners in engaging the community in the planning process
- Lead the planning process that will engage the communities in Perth County and ensuring multi-sectoral buy-in while meeting legislative requirements
- Support a steering committee and a multi-sectoral advisory committee in identifying priorities, determining outcomes, selecting strategies, implementing the Plan and evaluating performance
- Analyze community risks based on local data
- Prepare and submit the Plan for Councils adoption prior to January 1, 2021

The partners agree that it would be advantageous for the City of Stratford to issue the RFP following consultation with the partners. Council will be asked to approve the staff recommendation of the successful proponent after an evaluation process has been completed.

The outcome of the project will be a shared Community Safety and Well-Being plan, with individual appendices specific to each community. The Advisory Committee for the project will be key in the development of the plan. The Town of St. Marys will need to have local stakeholders on the plan, and this is where local stakeholders will have a direct impact on the development of the specific portion of the plan that relates to St. Marys.

## **FINANCIAL IMPLICATIONS**

\$15,000 - \$19,000 for the Town's portion of the cost for the joint Community Safety and Well-being Plan. Staff are recommending that this be funded from the municipal modernization and efficiency funding.

## **SUMMARY**

As a requirement under the Police Services Act, a municipality must prepare and adopt a Community Safety and Well-being Plan by January 1, 2021. Staff wish to partner with the City of Stratford and the lower-tiered municipalities in Perth County on this initiative.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

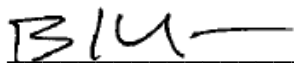
City of Stratford  
Municipality of North Perth  
Municipality of Perth South  
Township of Perth South  
Township of Perth East

## **ATTACHMENTS**

Community Safety and Well-being Plan FAQs

## **REVIEWED BY**

### **Recommended by the CAO**



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Brent Kittmer  
CAO / Clerk

**Frequently Asked Questions: New Legislative Requirements related to  
Mandating Community Safety and Well-Being Planning**

**1) What is community safety and well-being (CSWB) planning?**

CSWB planning involves taking an integrated approach to service delivery by working across a wide range of sectors, agencies and organizations (including, but not limited to, local government, police services, health/mental health, education, social services, and community and custodial services for children and youth) to proactively develop and implement evidence-based strategies and programs to address local priorities (i.e., risk factors, vulnerable groups, protective factors) related to crime and complex social issues on a sustainable basis.

The goal of CSWB planning is to achieve the ideal state of a sustainable community where everyone is safe, has a sense of belonging, access to services and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

**2) Why is CSWB planning important for every community?**

CSWB planning supports a collaborative approach to addressing local priorities through the implementation of programs/strategies in four planning areas, including social development, prevention, risk intervention and incident response. By engaging in the CSWB planning process, communities will be able to save lives and prevent crime, victimization and suicide.

Further, by taking a holistic approach to CSWB planning it helps to ensure those in need of help receive the right response, at the right time, and by the right service provider. It will also help to improve interactions between police and vulnerable Ontarians by enhancing frontline responses to those in crisis.

To learn more about the benefits of CSWB planning, please see Question #3.

**3) What are the benefits of CSWB planning?**

CSWB planning has a wide-range of positive impacts for local agencies/organizations and frontline service providers, as well as the broader community, including the general public. A few key benefits are highlighted below:

- Enhanced communication and collaboration among sectors, agencies and organizations;
- Transformation of service delivery, including realignment of resources and responsibilities to better respond to priorities and needs;
- Increased understanding of and focus on local risks and vulnerable groups;
- Ensuring the appropriate services are provided to those individuals with complex needs;
- Increased awareness, coordination of and access to services for community members and vulnerable groups;
- Healthier, more productive individuals that positively contribute to the community; and
- Reducing the financial burden of crime on society through cost-effective approaches with significant return on investments.

**4) When will the new legislative requirements related to CSWB planning come into force and how long will municipalities have to develop a plan?**

The new legislative requirements related to CSWB planning came into force on January 1, 2019, as an amendment to the *Police Services Act, 1990* (PSA), and municipalities have two years from this date to develop and adopt a plan (i.e., by January 1, 2021). The CSWB planning provisions are outlined in Part XI of the PSA.

This timeframe was based on learnings and feedback from the eight pilot communities that tested components of the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet (see Question #33 for more information on the pilot communities).

In the circumstance of a joint plan, all municipalities involved must follow the same timeline to prepare and adopt their first CSWB plan (see Question #10 for more information on joint plans).

**5) What are the main requirements for the CSWB planning process?**

A CSWB plan must include the following core information:

- Local priority risk factors that have been identified based on community consultations and multiple sources of data, such as Statistics Canada and local sector-specific data;
- Evidence-based programs and strategies to address those priority risk factors; and
- Measurable outcomes with associated performance measures to ensure that the strategies are effective and outcomes are being achieved.

As part of the planning process, municipalities are required to establish an advisory committee inclusive of, but not limited to, representation from the local police service board, as well as the Local Health Integration Networks or health/mental health services, educational services, community/social services, community services to children/youth and custodial services to children/youth.

Further, municipalities are required to conduct consultations with the advisory committee, members of public, including youth, members of racialized groups and of First Nations, Métis and Inuit communities, as well as community organizations that represent these groups.

To learn more about CSWB planning, please refer to the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet. The booklet contains practical guidance on how to develop a plan, including a sample CSWB plan.

**6) Who is responsible for developing a CSWB plan?**

As per the PSA, the responsibility to prepare and adopt a CSWB plan applies to:

- Single-tier municipalities;
- Lower-tier municipalities in the County of Oxford and in counties; and
- Regional municipalities, other than the County of Oxford.

First Nations communities are also being encouraged to undertake the CSWB planning process but are not required to do so by the legislation.



**7) Are the lower-tier municipalities within a region also required to develop a local CSWB plan?**

In the case of regional municipalities, the obligation to prepare and adopt a CSWB plan applies to the regional municipality, not the lower-tier municipalities within the region. Further, the lower-tier municipalities are not required to formally adopt the regional plan (i.e., by resolution from their municipal council).

However, there is nothing that would prohibit any of the lower-tier municipalities within a region from developing and adopting their own CSWB plan, if they choose, but it would be outside the legislative requirements outlined in the PSA.

**8) Why is the Government of Ontario mandating CSWB planning to the municipality?**

CSWB planning is being mandated to municipalities to ensure a proactive and integrated approach to address local crime and complex social issues on a sustainable basis. Municipalities will have a leadership role in identifying their local priority risks in the community and addressing these risks through evidence-based programs and strategies, focusing on social development, prevention and risk intervention.

It is important to remember that while the municipality is designated the lead of CSWB planning, developing and implementing a CSWB plan requires engagement from all sectors.

**9) If a band council decides to prepare a CSWB plan, do they have to follow all the steps outlined in legislation (e.g., establish an advisory body, conduct engagement sessions, publish, etc.)?**

First Nations communities may choose to follow the process outlined in legislation regarding CSWB planning but are not required to do so.

**10) Can municipalities create joint plans?**

Yes, municipalities can create a joint plan with other municipalities and/or First Nation band councils. The same planning process must be followed when municipalities are developing a joint plan.

**11) What is the benefit of creating a joint plan (i.e., more than one municipal council and/or band council) versus one plan per municipality?**

It may be of value to collaborate with other municipalities and/or First Nations communities to create the most effective CSWB plan that meets the needs of the area. For example, if many frontline service providers deliver services across neighbouring municipalities or if limited resources are available within a municipality to complete the planning process, then municipalities may want to consider partnering to create a joint plan that will address the unique needs of their area. Additionally, it may be beneficial for smaller municipalities to work together with other municipal councils to more effectively monitor, evaluate and report on the impact of the plan.

**12) When creating a joint plan, do all municipalities involved need to formally adopt the plan (i.e., resolution by council)?**

Yes, as prescribed in legislation, every municipal council shall prepare, and by resolution, adopt a CSWB plan. The same process must be followed for a joint CSWB plan (i.e., every municipality involved must pass a resolution to adopt the joint plan).

**13) What are the responsibilities of an advisory committee?**

The main role of the advisory committee is to bring various sectors' perspectives together to provide strategic advice and direction to the municipality on the development and implementation of their CSWB plan.

Multi-sectoral collaboration is a key factor to successful CSWB planning, as it ensures an integrated approach to identifying and addressing local priorities. An ideal committee member should have enough knowledge about their respective sector to identify where potential gaps or duplication in services exist and where linkages could occur with other sectors. The committee member(s) should have knowledge and understanding of the other agencies and organizations within their sector, and be able to leverage their expertise if required.

**14) Who is required to participate on the advisory committee?**

As prescribed in legislation, an advisory committee, at a minimum, must include the following members:

- A person who represents
  - the local health integration network, or
  - an entity that provides physical or mental health services
- A person who represents an entity that provides educational services;
- A person who represents an entity that provides community or social services in the municipality, if there is such an entity;
- A person who represents an entity that provides community or social services to children or youth in the municipality, if there is such an entity;
- A person who represents an entity that provides custodial services to children or youth in the municipality, if there is such an entity;
- An employee of the municipality or a member of municipal council
- A representative of a police service board or, if there is no police service board, a detachment commander of the Ontario Provincial Police (or delegate)

As this is the minimum requirement, municipalities have the discretion to include additional representatives from key agencies/organizations on the advisory committee if needed. Consideration must also be given to the diversity of the population in the municipality to ensure the advisory committee is reflective of the community.

As a first step to establishing the advisory committee, a municipality may want to explore leveraging existing committees or groups with similar multi-sectoral representation and mandates to develop the advisory committee or assist in the selection process.



**15) Why isn't a representative of the police service required to participate on the advisory committee?**

The requirement for a representative of the police service board to be part of the advisory committee is to ensure accountability and decision-making authority in regards to CSWB planning. However, under the legislation a police service board/detachment commander would have the local discretion to delegate a representative of the police service to take part in the advisory committee on their behalf.

In addition, the legislation outlines the minimum requirement for the membership of the advisory committee and therefore it is at the local discretion of the municipality to include additional members, such as police service representatives, should they decide.

**16) What is meant by a representative of an entity that provides custodial services to children or youth?**

In order to satisfy the requirement for membership on the advisory committee, the representative must be from an organization that directly provides custodial services to children/youth as defined under the *Youth Criminal Justice Act* (YCJA). The definition of youth custody facility in the YCJA is as follows:

- *A facility designated under subsection 85(2) for the placement of young persons and, if so designated, includes a facility for the secure restraint of young persons, a community residential centre, a group home, a child care institution and a forest or wilderness camp. (lieu de garde)*

The member must represent the entity that operates the youth custodial facility, not just provide support services to youth who might be in custody.

It is also important to note that, under the legislation, if a municipality determines that there is no such entity within their jurisdiction, the requirement does not apply.

**17) How does a member of the advisory committee get selected?**

The municipal council is responsible for establishing the process to identify membership for the advisory committee and has discretion to determine what type of process they would like to follow to do so.

**18) In creating a joint plan, do you need to establish more than one advisory committee?**

No, regardless of whether the CSWB plan is being developed by one or more municipal councils/band councils, there should only be one corresponding advisory committee.

At a minimum, the advisory committee must include representation as prescribed in legislation (refer to Question #14 for more detail). In terms of creating a joint CSWB plan, it is up to the participating municipal councils and/or First Nation band councils to determine whether they want additional members on the advisory committee, including more than one representative from the prescribed sectors.



**19) Who does a municipality have to consult with in the development of a CSWB plan? What sources of data do municipalities need to utilize to develop a CSWB plan?**

In preparing a CSWB plan, municipal council(s) must, at a minimum, consult with the advisory committee and members of the public, including youth, members of racialized groups, First Nations, Inuit and Métis communities and community organizations that represent these groups.

To learn more about community engagement, refer to the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet which includes a tool on engaging the community. The booklet also includes resources which help to guide municipalities in their engagement with seniors, youth and Indigenous partners, as these groups are often identified as vulnerable.

In addition to community engagement sessions, data from Statistics Canada and local sector-specific data (e.g., police data, hospital data, education data, etc.) should also be utilized to assist in identifying local priorities. Municipalities and planning partners are encouraged to leverage resources that already exist in the community, including data from their multi-sectoral partners or existing local plans, strategies or initiatives that could inform their CSWB plan (e.g., Neighbourhood Studies, Community Vital Signs Reports, Public Safety Canada's Crime Prevention Inventory, etc.).

Further, the Ministry of Community Safety and Correctional Services also offers the Risk-driven Tracking Database free of charge to communities that have implemented multi-sectoral risk intervention models, such as Situation Tables. The Risk-driven Tracking Database provides a standardized means to collect data about local priorities and evolving trends, which can be used to help inform the CSWB planning process. To learn more about the Risk-driven Tracking Database, please contact [SafetyPlanning@Ontario.ca](mailto:SafetyPlanning@Ontario.ca).

**20) What is the best way to get members of your community involved in the CSWB planning process?**

There are a variety of ways community members can become involved in the planning process, including:

- Attending meetings to learn about CSWB planning and service delivery;
- Volunteering to support local initiatives that improve safety and well-being;
- Talking to family, friends and neighbours about how to make the community a better place;
- Sharing information with CSWB planners about risks that you have experienced, or are aware of in the community;
- Thinking about existing services and organizations that you know about in the community, and whether they are successfully providing for your/the community's needs;
- Identifying how your needs are being met by existing services, and letting CSWB planners know where there are gaps or opportunities for improvement;
- Sharing your awareness of available services, supports and resources with family, friends and neighbours to make sure people know where they can turn if they need help; and
- Thinking about the results you want to see in your community in the longer-term and sharing them with CSWB planners so they understand community priorities and expectations.

## **21) What happens if some sectors or agencies/organizations don't want to get involved?**

Given that the advisory committee is comprised of multi-sectoral partners, as a first step, you may want to leverage their connections to different community agencies/organizations and service providers.

It is also important that local government and other senior public officials champion the cause and create awareness of the importance of undertaking the planning process to identify and address local priority risks.

Lastly, if after multiple unsuccessful attempts, it may be of value to reach out to ministry staff for suggestions or assistance at: [SafetyPlanning@ontario.ca](mailto:SafetyPlanning@ontario.ca).

## **22) Are there requirements for municipalities to publish their CSWB plan?**

The PSA includes regulatory requirements for municipalities related to the publication of their CSWB plans. These requirements include:

- Publishing a community safety and well-being plan on the Internet within 30 days after adopting it.
- Making a printed copy of the CSWB plan available for review by anyone who requests it.
- Publishing the plan in any other manner or form the municipality desires.

## **23) How often do municipalities need to review and update their CSWB plan?**

A municipal council should review and, if necessary, update their plan to ensure that the plan continues to be reflective of the needs of the community. This will allow municipalities to assess the long-term outcomes and impacts of their strategies as well as effectiveness of the overall plan as a whole.

Municipalities are encouraged to align their review of the plan with relevant local planning cycles and any other local plans (e.g., municipal strategic plans, police services' Strategic Plan, etc.). Requirements related to the reviewing and updating of CSWB plans may be outlined in regulation in the future.

## **24) How will municipalities know if their CSWB plan is effective?**

As part of the CSWB planning process, municipalities must identify measurable outcomes that can be tracked throughout the duration of the plan. Short, intermediate and longer-term performance measures need to be identified and collected in order to evaluate how effective the plan has been in addressing the priority risks, and creating positive changes in the community.

In the planning stage, it is important to identify the intended outcomes of activities in order to measure progress towards addressing those pre-determined priority risks. This can be done through the development of a logic model and performance measurement framework. Some outcomes will be evident immediately after activities are implemented and some will take more time to achieve. The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet provides a resource on performance measurement, including how to develop a logic model.

Municipalities are required to regularly monitor and update their plan, as needed, in order to ensure it continues to be reflective of local needs and it is meeting the intended outcomes.



## 25) How will the ministry monitor the progress of a local CSWB plan?

New legislation identifies that a municipality is required to provide the Minister of Community Safety and Correctional Services with any prescribed information related to (upon request):

- The municipality's CSWB plan, including preparation, adoption or implementation of the plan;
- Any outcomes from the municipality's CSWB plan; and
- Any other prescribed matter related to the CSWB plan.

Additional requirements related to monitoring CSWB plans may be outlined in regulation in the future.

## 26) How does a municipality get started?

To get the CSWB planning process started, it is suggested that communities begin by following the steps outlined below:

### a) Demonstrate Commitment at the Highest Level

- Demonstrate commitment from local government, senior public officials, and leadership within multi-sectoral agencies/organizations to help champion the process (i.e., through council resolution, assigning a CSWB planning coordinator, realigning resources, etc.).
- Establish a multi-sector advisory committee with, but not limited to, representation from the sectors prescribed by the legislation.
- Leverage existing partnerships, bodies and strategies within the community.

### b) Establish Buy-In from Multi-sector Partners

- Develop targeted communication materials (e.g., email distribution, flyers, memos, etc.) to inform agencies/organizations and the broader public about the legislative requirement to develop a CSWB plan and the planning process, and to keep community partners engaged.
- Engage with partnering agencies/organizations to ensure that all partners understand their role in making the community a safe and healthy place to live.
- Distribute the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet to all those involved and interested in the planning process.

Once the advisory committee has been established and there is local buy-in, municipalities should begin engaging in community consultations and collecting multi-sectoral data to identify local priority risks. For more information on the CSWB planning process, please refer to the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet.

## 27) What happens if a municipality does not develop a CSWB plan?

Where a municipality intentionally and repeatedly fails to comply with its CSWB obligations under the legislation, the Minister of Community Safety and Correctional Services may appoint a CSWB planner at the expense of the municipality. The appointed planner has the right to exercise any powers of the municipal council that are required to prepare a CSWB plan that the municipality must adopt.

This measure will help ensure that local priorities are identified so that municipalities can begin addressing risks and create long-term positive changes in the community.

## **28) What if municipalities don't have the resources to undertake this exercise?**

Where capacity and resources are limited, municipalities have the discretion and flexibility to create joint plans with other municipalities and First Nation band councils. By leveraging the assets and strengths across neighbouring municipalities/First Nations communities, municipalities can ensure the most effective CSWB plan is developed to meet the needs of the area.

CSWB planning is not about reinventing the wheel – but rather recognizing the work already being made within individual agencies and organizations and build from their progress. Specifically, CSWB planning is about utilizing existing resources in a more innovative, effective and efficient way. Municipalities are encouraged to use collaboration to do more with existing resources, experience and expertise. The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet provides a resource on asset mapping to help communities identify existing strengths and resources that could be leverage during the planning process.

In addition, the ministry offers a number of different grant programs that are mostly available to police services to support crime prevention and CSWB initiatives. Please visit the ministry's website for additional information on available grant programs:

<http://www.mcscs.jus.gov.on.ca/english/Policing/ProgramDevelopment/PSDGrantsandInitiatives.html>

Funding programs are also offered by the federal government's Public Safety department. For more information on their programs and eligibility, please visit <https://www.publicsafety.gc.ca/cnt/cntrng-crm/crm-prvntn/fndng-prgrms/index-en.aspx>.

## **29) How will the ministry support municipalities and First Nation band councils with CSWB planning?**

As part of the work to develop a modernized approach to CSWB, the ministry has developed a series of booklets to share information and better support municipalities, First Nations communities and their partners with their local CSWB efforts.

Specifically, the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet consists of the CSWB Planning Framework as well as a toolkit of practical guidance documents to support communities and their partners in developing and implementing local plans. The booklet also includes resources that can guide municipalities on their engagement with vulnerable groups such as seniors, youth and Indigenous partners. This booklet can be accessed online at: <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSOPanningFramework.html>.

The other two booklets developed as part of the series includes:

- ***Crime Prevention in Ontario: A Framework for Action*** – this booklet sets the stage for effective crime prevention and CSWB efforts through evidence and research – <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec157730.pdf>.
- ***Community Safety and Well-Being in Ontario: A Snapshot of Local Voices*** – this booklet shares learnings about CSWB challenges and promising practices from several communities across Ontario – <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec167634.pdf>.



Another resource that communities can utilize is the *Guidance on Information Sharing in Multi-sectoral Risk Intervention Models* document (available on the ministry website - <http://www.mcscs.jus.gov.on.ca/english/Publications/PSDGuidanceInformationSharingMultisectoralRiskInterventionModels.html>). This document was developed by the ministry and supports the CSWB Planning Framework by outlining best practices for professionals sharing information in multi-sectoral risk intervention models (e.g., Situation Tables).

Further, the ministry also offers the Risk-driven Tracking Database which provides a standardized means of gathering de-identified information on situations of elevated risk for communities implementing multi-sectoral risk intervention models, such as Situation Tables. It is one tool that can help communities collect data about local priorities and evolving trends to assist with the CSWB planning process.

Lastly, ministry staff are also available to provide direct support to communities in navigating the new legislation related to CSWB planning through interactive presentations and webinars. For more information on arranging CSWB planning presentations and webinars, please contact [SafetyPlanning@ontario.ca](mailto:SafetyPlanning@ontario.ca).

For information on funding supports, please see Question #31.

### **30) What is the ministry doing to support Indigenous communities with CSWB planning?**

Although First Nations communities are not required by legislation to develop CSWB plans, the ministry continues to encourage these communities to engage in this type of planning.

Recognizing the unique perspectives and needs of Indigenous communities, the ministry has worked with its Indigenous and community partners to develop an additional resource to assist municipalities in engaging with local Indigenous partners as part of their municipally-led CSWB planning process (refer to Appendix D of the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet).

The ministry is also continuing to work with First Nations community partners to identify opportunities to better support First Nations communities in developing and implementing their own CSWB plans.

### **31) Will any provincial funding be made available to support local CSWB planning?**

The ministry currently offers different grant programs that are mostly available to police services, in collaboration with community partners, which could be leveraged for implementing programs and strategies identified in a local CSWB plan.

The Government of Ontario is currently in the process of reviewing expenditures to inform service delivery planning as part of the multi-year planning process. In support of this work, the ministry is reviewing its grant programs to focus on outcomes-based initiatives that better address local CSWB needs, and provide municipalities, community and policing partners with the necessary tools and resources to ensure the safety of Ontario communities.

The ministry will continue to update municipal, community and policing partners regarding any changes to our grant programs.

### 32) What is Ontario's modernized approach to CSWB?

Over the past several years, the ministry has been working with its inter-ministerial, community and policing partners to develop a modernized approach to CSWB that addresses crime and complex social issues on a more sustainable basis. This process involved the following phases:

- Phase 1 – raising awareness, creating dialogue and promoting the benefits of CSWB to Ontario communities through the development of the ***Crime Prevention in Ontario: A Framework for Action*** booklet, which was released broadly in 2012. The booklet is available on the ministry's website: <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec157730.pdf>
- Phase 2 – the strategic engagement of various stakeholders across the province, including the public. This phase concluded in November 2014, with the release of the ***Community Safety and Well-Being in Ontario: A Snapshot of Local Voices*** booklet. This booklet highlights feedback from the engagement sessions regarding locally-identified CSWB challenges and promising practices. The Snapshot of Local Voices is also available on the ministry's website: <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec167634.pdf>
- Phase 3 – the development of the third booklet entitled ***Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario***, which was released in November 2017. The booklet consists of the Community Safety and Well-Being Planning Framework (Framework) and toolkit of practical guidance documents to assist communities in developing and implementing local CSWB plans. The Framework encourages communities to work collaboratively across sectors to identify local priority risks to safety and well-being and implement evidence-based strategies to address these risks, with a focus on social development, prevention and risk intervention. The Framework also encourages communities to move towards preventative planning and making investments into social development, prevention and risk intervention in order to reduce the need for and investment in and sole reliance on emergency/incident response. This booklet is available on the ministry's website: <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSSOPanningFramework.html>.

### 33) Was the CSWB planning process tested in advance of provincial release?

The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet was developed using evidence-based research, as well as practical feedback from the eight pilot communities that tested components of the Framework and toolkit prior to public release. Further, learnings from on-going community engagement sessions with various urban, rural, remote and Indigenous communities have also been incorporated. The booklet was also reviewed by the ministry's Inter-ministerial CSWB Working Group, which consists of 10 Ontario ministries and Public Safety Canada, to further incorporate multi-sectoral input and perspectives. As a result, this process helped to ensure that the booklet is a useful tool that can support communities as they move through the CSWB planning process.

### 34) What is a risk factor?

Risk factors are negative characteristics and/or conditions present in individuals, families, communities, or society that may increase social disorder, crime or fear of crime, or the likelihood of harm or victimization to persons or property in a community.

A few examples of risk factors include:

- Risk Factor: Missing School – truancy
  - Definition: has unexcused absences from school without parental knowledge
- Risk Factor: Poverty – person living in less than adequate financial situation
  - Definition: current financial situation makes meeting the day-to-day housing, clothing or nutritional needs, significantly difficult
- Risk Factor: Sexual Violence – person victim of sexual violence
  - Definition: has been the victim of sexual harassment, humiliation, exploitation, touching or forced sexual acts

Municipalities and First Nations communities have local discretion to address the risks that are most prevalent in their communities as part of their CSWB plans, which should be identified through consultation with the community and by utilizing/leveraging multiple sources of data.

The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet includes a list of risk factors and their associated definitions to assist communities in identifying and prioritizing their local priority risks.



**BY-LAW 101-2019**  
**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) 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**

### **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. 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.

### 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.

#### **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 0.6 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.

## **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.

## **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.

## **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**

- (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.
- (2) The Waste Management Facility shall be under the supervision of the Director of Public Works or their designate.
- (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.
- (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.

- (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.
- (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.
- (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.
- (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.
- (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.
- (10) Every person shall pay Tipping Fees in full before leaving the Waste Management Facility unless a charge account has been approved in accordance with Town Policy.
- (11) No person will be admitted to the Waste Management Facility with material not deemed acceptable for disposal.

- (12) Small loads of Waste carried by light trucks, cars and trailers will be accepted during the posted operational hours at the Site.
- (13) No person shall deposit Waste in the Waste Management Facility's operating cell within 30 minutes of the Waste Management Facility closure.
- (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.
- (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.
- (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.
- (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.
- (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.



- (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**

- (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.
- (2) No person shall dump or deposit material other than Leaf and Yard Waste at the convenience depot.
- (3) Material accepted for disposal at the convenience depot shall be appropriately sorted.
- (4) Material deposited at the convenience depot shall be transferred to final storage or processing areas at the Waste Management Facility.

#### **5.0 SCHEDULES**

- (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**

- (1) This by-law may be enforced by a Police Officer or a Municipal Law Enforcement Officer appointed by Council.
- (2) Penalty
- a. Every person who contravenes any provision of this By-Law is guilty of an offence and;
- i. Upon a first conviction is subject to a maximum fine of five thousand dollars (\$5,000);
- ii. Upon a subsequent conviction is subject to a maximum fine of ten thousand dollars (\$10,000).

b. Despite subsection (1), of section 5.2, where the person convicted is a corporation, the corporation is liable;

i. Upon a first conviction is subject to a maximum fine of ten thousand dollars (\$10,000);

ii. 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 1<sup>st</sup> day of January, 2020.

**Read a first, second and third time and finally passed this 26<sup>th</sup> day of November, 2019.**

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Acting Mayor Luna

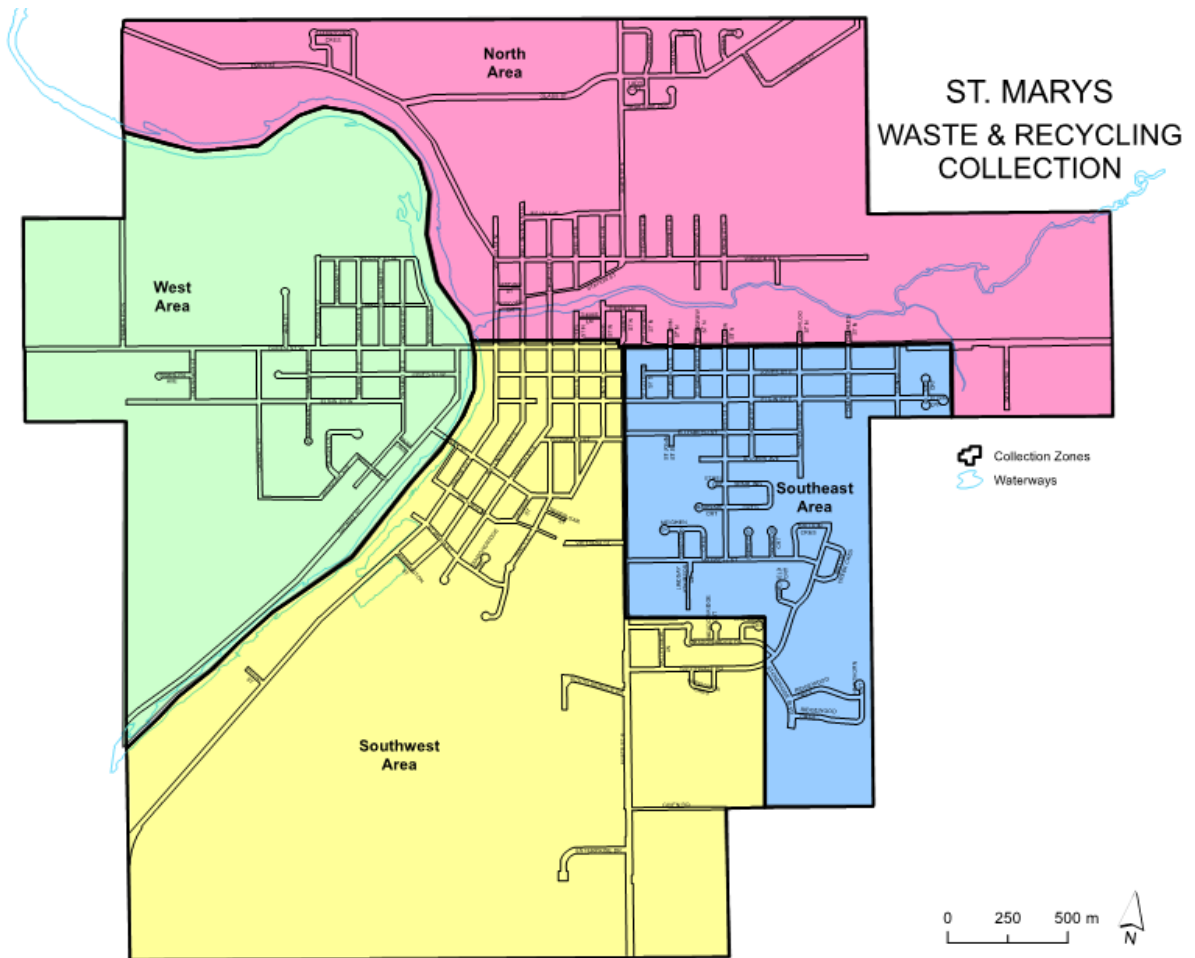
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Brent Kittmer, CAO / Clerk

## SCHEDULE 1

### Curbside Collection Areas

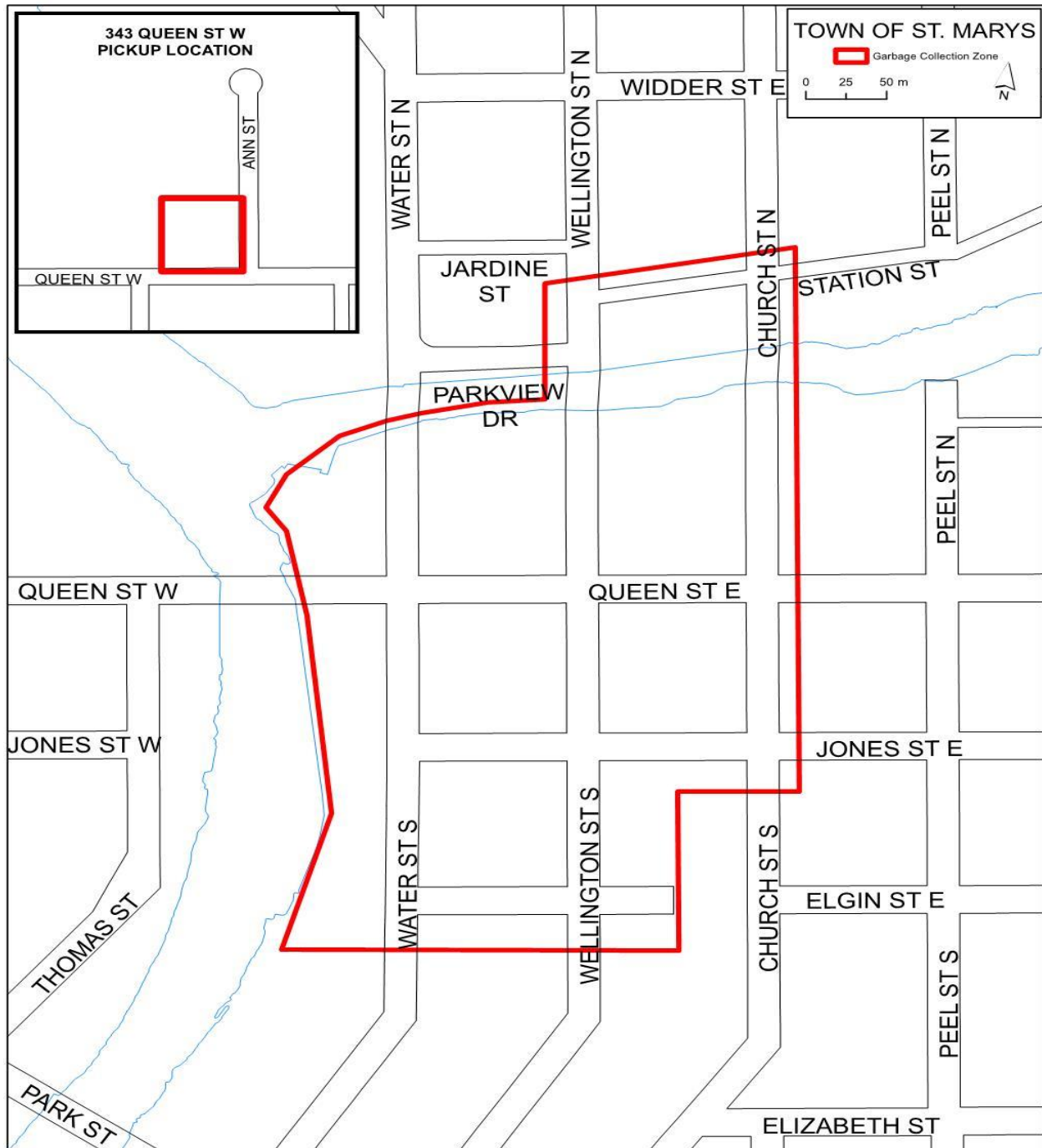
Curbside Collection Areas are depicted on the following map within the boundaries identified:



## 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 – exceed height allowance	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(15)a)	\$300.00
12	Deposit material generated from outside of Town boundaries	3(15)b)	\$300.00
13	Deposit prohibited material	3(15)c)	\$300.00
14	Deposit burning material	3(15)d)	\$300.00
15	Deposit material in location other than designated location	3(15)e)	\$300.00
16	Operate vehicle other than on driveway	3(15)f)	\$300.00

The Corporation of the Town of St. Marys  
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Being a By-law to Regulate Waste Management

17	Permit animal outside of vehicle	3(15)g)	\$150.00
18	Scavenge or salvage	3(15)h)	\$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 6.3 of by-law 101-2019, a certified copy of which has been filed.

**BY-LAW 102-2019**

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

**Being a By-law to authorize an amendment to a Development Agreement between The Corporation of the Town of St. Marys and 2231872 Ontario Inc. and to authorize the Mayor and Clerk to execute the Agreement.**

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** 2231872 Ontario Inc. agreed to the terms of a Development Agreement with the Corporation of the Town of St. Marys dated October 23, 2012 for Northridge Subdivision and has asked for an amendment to the terms of the Stage 3 works warranty period;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to amend the original terms of the agreement with 2231872 Ontario Inc. (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Amended Agreement between The Corporation of the Town of St. Marys and 2231872 Ontario Inc., attached hereto as Appendix "A", is hereby authorized and approved.
  2. That the Mayor and CAO / Clerk are hereby authorized to execute the Agreement on behalf of The Corporation of the Town of St. Marys.
  3. This by-law comes into force and takes effect on the final passing thereof.

**Read a first, second and third time and finally passed this 26<sup>th</sup> day of November, 2019.**

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Acting Mayor Luna

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Brent Kittmer, CAO / Clerk

**BY-LAW 103-2019**

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

**Being a By-law to assume Stage 1, 2, and 3 works infrastructure as described in a Development Agreement with 2231872 Ontario Inc.**

- WHEREAS:** The Council of the Corporation of the Town of St. Marys entered into a Development Agreement with 2231872 Ontario Inc. by by-law 56 of 2012 for the purpose of developing Northridge Subdivision;
- AND WHEREAS:** The owner of 2231782 Ontario Inc. has applied to St. Marys to assume the Stage 1, 2, and 3 works infrastructure within said subdivision;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Stage 1, 2, and 3 infrastructure works as listed in the 2012 Development Agreement with 2231872 Ontario Inc. be assumed by The Corporation of the Town of St. Marys. For clarity, Stage 1 works include storm sewers and storm water management facilities, sanitary sewers, watermains and the completion of Granular “B” road base and 1.00mm of the Granular “A” for a riding surface. Stage 2 works include the balance of the road works including granular, curbs and gutter, base asphalt, grading of boulevard areas, sidewalks, walkways, installation of street and traffic signs, conduits, piping and facilities for the completion of electrical servicing, street lighting and utilities. Stage 3 include the final coat of asphalt, topsoil and sodding, trees, fencing and any other requirement of the development agreement.
  - 2.** This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 26<sup>th</sup> day of November, 2019.**

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Acting Mayor Luna

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Brent Kittmer, CAO / Clerk

**BY-LAW 104-2019**

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

Being a By-law to open, establish and assume as public highway to be known as Edison Street as described on Registered Plan 44M-43.

- WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 31(2), provides that land does not become a public highway unless established by a by-law of the municipality having jurisdiction;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys entered into a Development Agreement with 2231872 Ontario Inc. by by-law 56 of 2012 which authorized the transfer of lands to be known as Edison Street to the Town of St. Marys for the purpose of constructing and opening Edison Street;
- AND WHEREAS:** The owner of 2231872 Ontario Inc. has applied to St. Marys to assume the roadway;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts:
1. That Edison Street on Registered Plan 44M-43 is hereby opened, established and assumed as a public highway pursuant to said Development Agreement.
  2. Enactment of this By-law shall be deemed to be authorization to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
  3. This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 26<sup>th</sup> day of November, 2019.**

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Acting Mayor Luna

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Brent Kittmer, CAO / Clerk

**BY-LAW 105-2019**

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

**Being a By-law to authorize an amendment to a Subdivision Agreement between The Corporation of the Town of St. Marys and Meadowridge Properties Ltd. and to authorize the Mayor and Clerk to execute the Agreement.**

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** Meadowridge Properties Ltd. agreed to the terms of a Subdivision Agreement with the Corporation of the Town of St. Marys in 2014 for Diamondridge Subdivision and has asked for an amendment to the terms of the Stage 3 works warranty period;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to amend the original terms of the agreement with Meadowridge Properties Ltd. (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Amended Agreement between The Corporation of the Town of St. Marys and Meadowridge Properties Ltd., attached hereto as Appendix "A", is hereby authorized and approved.
  2. That the Mayor and CAO / Clerk are hereby authorized to execute the Agreement on behalf of The Corporation of the Town of St. Marys.
  3. This by-law comes into force and takes effect on the final passing thereof.

**Read a first, second and third time and finally passed this 26<sup>th</sup> day of November, 2019.**

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Acting Mayor Luna

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Brent Kittmer, CAO / Clerk



**BY-LAW 106-2019**

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

**Being a By-law to assume Stage 3 works infrastructure as described in a Subdivision Agreement with Meadowridge Properties Ltd.**

**WHEREAS:** The Council of the Corporation of the Town of St. Marys entered into a Subdivision Agreement with Meadowridge Properties Ltd. by by-law 2 of 2014 for the purpose of developing Diamondridge Subdivision;

**AND WHEREAS:** The owner of Meadowridge Properties Ltd. has applied to St. Marys to assume the Stage 3 works infrastructure within said subdivision;

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

- 1.** That the Stage 3 infrastructure works as listed in the 2014 Subdivision Agreement with Meadowridge Properties Ltd. be assumed by The Corporation of the Town of St. Marys. For clarity, Stage 3 works include the final coat of asphalt, topsoil and sodding, trees, fencing and any other requirement of the development agreement.
- 2.** This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 26<sup>th</sup> day of November, 2019.**

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Acting Mayor Luna

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Brent Kittmer, CAO / Clerk

**BY-LAW 107-2019**

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

**Being a By-law to open, establish and assume as public highway to be known as Tracey Street and Diamondridge Court as described on Registered Plan 44M-48.**

- WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 31(2), provides that land does not become a public highway unless established by a by-law of the municipality having jurisdiction;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys entered into a Subdivision Agreement with Meadowridge Properties Ltd. by by-law 2 of 2014 which authorized the transfer of lands to be known as Tracey Street and Diamondridge Court to the Town of St. Marys for the purpose of constructing and opening Tracey Street and Diamondridge Court as described in Registered Plan 44M-48;
- AND WHEREAS:** The owner of Meadowridge Properties Ltd. has applied to St. Marys to assume the roadway;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts:
- 1.** That Tracey Street on Registered Plan 44M-48 is hereby opened, established and assumed as a public highway pursuant to said Subdivision Agreement.
  - 2.** That Diamondridge Court on Registered Plan 44M-48 is hereby opened as a public highway pursuant to the said Subdivision Agreement.
  - 3.** Enactment of this By-law shall be deemed to be authorization to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
  - 4.** This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 26<sup>th</sup> day of November, 2019.**

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Acting Mayor Luna

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Brent Kittmer, CAO / Clerk

**BY-LAW 108-2019**

**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 30<sup>th</sup> day of default, and every month thereafter and such late payment charges shall form part of the fees or charges owing.
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 26<sup>th</sup> day of November, 2019.

\_\_\_\_\_  
Acting Mayor Luna

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

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**SCHEDULE "A"**  
**RECREATION & LEISURE**

Type of Fee	Fee	Multi-Discount	Insurance	Subtotal	HST	Total
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**Pyramid Recreation Centre - Aquatics**

<b>Single Admission</b>						
Child/Youth (3-18)	\$3.32	n/a		\$3.32	\$0.43	<b>\$3.75</b>
Adult (19-64)	\$4.65	n/a		\$4.65	\$0.60	<b>\$5.25</b>
Older Adult (65+)	\$4.43	n/a		\$4.43	\$0.58	<b>\$5.00</b>
Family Admission	\$12.39	n/a		\$12.39	\$1.61	<b>\$14.00</b>

<b>15 Admissions (10% discount)</b>						
Child/Youth (3-18)	\$49.80	\$4.98		\$44.82	\$5.83	<b>\$50.65</b>
Adult (19-64)	\$69.75	\$6.98		\$62.78	\$8.16	<b>\$70.94</b>
Older Adult (65+)	\$66.38	\$6.64		\$59.74	\$7.77	<b>\$67.50</b>

<b>30 Admissions (12% discount)</b>						
Child/Youth (3-18)	\$99.60	\$11.95		\$87.65	\$11.39	<b>\$99.04</b>
Adult (19-64)	\$139.50	\$16.74		\$122.76	\$15.96	<b>\$138.72</b>
Older Adult (65+)	\$132.75	\$15.93		\$116.82	\$15.19	<b>\$132.01</b>

<b>60 Admissions (14% discount)</b>						
Child/Youth (3-18)	\$199.20	\$27.89		\$171.31	\$22.27	<b>\$193.58</b>
Adult (19-64)	\$279.00	\$27.90		\$251.10	\$32.64	<b>\$283.74</b>
Older Adult (65+)	\$265.50	\$26.55		\$238.95	\$31.06	<b>\$270.01</b>

<b>Swimming Lessons</b>						
Swim lessons 1/2 hour- 10 lessons	\$77.50			\$77.50	n/a	<b>\$77.50</b>
Swim lessons 3/4 hour- 10 lessons	\$87.50			\$87.50	n/a	<b>\$87.50</b>
Swim lessons drop in - 30 mins	\$7.75			\$7.75	n/a	<b>\$7.75</b>
Swim lessons drop in - 45 mins	\$8.75			\$8.75	n/a	<b>\$8.75</b>
Private lessons - 30 min	\$18.37			\$18.37	n/a	<b>\$18.37</b>
Semi-private lessons	\$27.58			\$27.58	n/a	<b>\$27.58</b>
Recreational Swim Team per lesson	\$6.00			\$6.00	n/a	<b>\$6.00</b>
Junior Lifeguard Club per lesson	\$6.00			\$6.00	n/a	<b>\$6.00</b>

<b>Advanced Aquatics</b>						
Bronze Star	\$70.65			\$70.65	n/a	<b>\$70.65</b>
Bronze Medallion	\$130.99			\$130.99	n/a	<b>\$130.99</b>
Bronze Cross	\$130.99			\$130.99	\$17.03	<b>\$148.02</b>
Lifesaving Manual	\$43.72			\$43.72	\$5.68	<b>\$49.40</b>
WSI	\$306.22			\$306.22	\$39.81	<b>\$346.03</b>
WSI Recert	\$59.70			\$59.70	\$7.76	<b>\$67.46</b>
WSI Recert Staff	\$0.00			\$0.00	\$0.00	<b>\$0.00</b>
NL Recert	\$59.70			\$59.70	\$7.76	<b>\$67.46</b>
NL Recert Staff	\$0.00			\$0.00	\$0.00	<b>\$0.00</b>
Standard First Aid CPR C	\$88.89			\$88.89	\$11.56	<b>\$100.45</b>
Bronze Cross & WSI-LIT discount - 40% with volunteer hours	\$93.42			\$93.42	\$12.14	<b>\$105.56</b>
WSI - LIT discount - 40% with volunteer hours	\$208.73			\$208.73	\$27.13	<b>\$235.86</b>

<b>Group Facility Rentals - Aquatic Centre &amp; Quarry</b>						
0-60 Swimmers	\$97.53		\$1.51	\$99.04	\$12.88	<b>\$111.92</b>
61-100 Swimmers	\$114.93		\$3.02	\$117.95	\$15.33	<b>\$133.28</b>
100+ Swimmers	\$161.33		\$3.02	\$164.35	\$21.37	<b>\$185.72</b>

<b>Middlesex Swim Club - Hourly Rate</b>	\$61.39			\$61.39	\$7.98	<b>\$69.37</b>
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<b>School Agreement</b>						
0-60 Swimmers	\$61.00			\$61.00	\$7.93	<b>\$68.93</b>
61-100 Swimmers	\$91.60			\$91.60	\$11.91	<b>\$103.51</b>
100+ Swimmers	\$152.80			\$152.80	\$19.86	<b>\$172.66</b>

<b>St. Marys Quarry</b>						
<b>Single Admission</b>						
Child/Youth (3-18)	\$3.98			\$3.98	\$0.52	<b>\$4.50</b>
Adult (19-64)	\$6.20			\$6.20	\$0.81	<b>\$7.00</b>
Paddle Board and Kayak Rental	\$8.85			\$8.85	\$1.15	<b>\$10.00</b>

**SCHEDULE "A"**  
**RECREATION & LEISURE**

Type of Fee	Base Rate	HST	TOTAL		Base Rate	HST	TOTAL
	EFFECTVE JANUARY 1, 2020				EFFECTIVE APRIL 1, 2020		
Pyramid Recreation Centre Ice Fees							
Ice Rentals							
Prime Time - Adult	\$169.58	\$22.05	\$ 191.63		\$172.77	\$22.46	\$ 195.23
Non prime time - Adult	\$109.82	\$14.28	\$ 124.10		\$111.82	\$14.54	\$ 126.36
Prime time- Minor	\$139.11	\$18.08	\$ 157.19		\$141.69	\$18.42	\$ 160.11
Non prime time- Minor	\$87.56	\$11.38	\$ 98.94		\$89.11	\$11.58	\$ 100.69
Shoulder Ice Rate - reduced rate to sell unused times	\$85.00	\$11.05	\$ 96.05		\$85.00	\$11.05	\$ 96.05
Ticket Ice flat rate for 4 people; additional people \$15 each	\$42.48	\$5.52	\$ 48.00		\$57.52	\$7.48	\$ 65.00
(Mon-Fri 7am to 4pm, PA days and holidays)							
Dry Pad							
Hourly Rate	\$101.36	\$13.18	\$ 114.54		\$103.39	\$13.44	\$ 116.83
Max Rate	\$844.63	\$109.80	\$ 954.43		\$861.52	\$112.00	\$ 973.52
Single Ice Admissions							
Youth	\$3.10	\$0.40	\$ 3.50		\$3.32	\$0.43	\$ 3.75
Adult	\$4.20	\$0.55	\$ 4.75		\$4.65	\$0.60	\$ 5.25
Older Adult	\$3.98	\$0.52	\$ 4.50		\$4.43	\$0.58	\$ 5.00
Family	\$11.73	\$1.52	\$ 13.25		\$12.39	\$1.61	\$ 14.00

**SCHEDULE "A"**  
**RECREATION & LEISURE**

Type of Fee		Base Rate	HST	TOTAL
<b>Birthday Party - PRC</b>				
Public Skate or Swim Party		\$150.45	\$ 19.56	\$ 170.00
Fun Zone Party		\$141.60	\$ 18.41	\$ 160.00
	Add youth	\$10.00	\$ -	\$ 10.00
	Add Adult	\$7.08	\$ 0.92	\$ 8.00
Private Skate		\$185.85	\$ 24.16	\$ 210.00
Private Swim		\$177.00	\$ 23.01	\$ 200.00
	Additional 1.5 hour for movie	\$35.40	\$ 4.60	\$ 40.00
	Add pizza option	\$22.12	\$ 2.88	\$ 25.00

**Parents Night Out**

Movie, Food and Swim	\$17.70	\$ 2.30	\$ 20.00
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**Camp PRC**

Full Day	\$32.50	n/a	\$ 32.50
Kitchen Camp	\$100.00	n/a	\$ 100.00
Tennis Camp	\$100.00	n/a	\$ 100.00
Hockey Camp	\$225.00	n/a	\$ 225.00

**Programs**

Soccer Stars	\$65.00	n/a	\$ 65.00
Dance	\$60.00	n/a	\$ 60.00
Ball Hockey	\$45.00	n/a	\$ 45.00
Kicks	\$45.00	n/a	\$ 45.00
Red Cross Babysitting	\$60.00	n/a	\$ 60.00
Youth Centre	\$20.00	n/a	\$ 20.00

Minor Soccer	7.48	N	\$ 7.48
Minor Baseball	\$11.50	N	\$ 11.50
Adult Baseball	n/a		n/a
Adult Badminton	\$17.70	\$2.30	\$ 20.00
Adult Volleyball	\$17.70	\$2.30	\$ 20.00
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
<b>Friendship Centre</b>						
<b>Programs</b>						
Membership	\$39.83	\$5.18	<b>\$45.00</b>			
Monday Music	\$4.43	\$0.58	<b>\$5.00</b>			
Quilting Flat Rate Member	\$44.25	\$5.75	<b>\$50.00</b>	\$66.38	\$8.63	<b>\$75.00</b>
DCVI Pickle ball Membership	\$22.13	\$2.88	<b>\$25.00</b>	\$39.83	\$5.18	<b>\$45.00</b>
Pickle ball Drop In Passes (6)				\$22.13	\$2.88	<b>\$25.00</b>
Drop In Shuffleboard Rate				\$4.43	\$0.58	<b>\$5.00</b>
Shuffleboard Yearly Membership	\$8.85	\$1.15	<b>\$10.00</b>			
Drop In Carpet Bowling				\$4.43	\$0.58	<b>\$5.00</b>
Pepper				\$1.77	\$0.23	<b>\$2.00</b>
Men's Bridge	\$1.77	\$0.23	<b>\$2.00</b>	\$2.66	\$0.35	<b>\$3.00</b>
Duplicate Bridge	\$1.77	\$0.23	<b>\$2.00</b>	\$2.66	\$0.35	<b>\$3.00</b>
Contract Bridge	\$1.77	\$0.23	<b>\$2.00</b>	\$2.66	\$0.35	<b>\$3.00</b>
Creative Minds Open Crafting				\$1.77	\$0.23	<b>\$2.00</b>
Scrapbooking	\$11.51	\$1.50	<b>\$13.00</b>	\$14.16	\$1.84	<b>\$16.00</b>
Open Crop Scrapbooking	\$8.85	\$1.15	<b>\$10.00</b>	\$11.51	\$1.50	<b>\$13.00</b>
Choir	\$44.25	\$5.75	<b>\$50.00</b>			
ROMEO Coffee Club				\$1.77	\$0.23	<b>\$2.00</b>
Knit & Chat				\$1.77	\$0.23	<b>\$2.00</b>
Tech Classes	\$13.28	\$1.73	<b>\$15.00</b>	\$17.70	\$2.30	<b>\$20.00</b>
Card Making	\$10.62	\$1.38	<b>\$12.00</b>	\$13.28	\$1.73	<b>\$15.00</b>
Yoga ( Per Class)	\$8.85	\$1.15	<b>\$10.00</b>	\$11.77	\$1.53	<b>\$13.30</b>
Meditation	\$22.13	\$2.88	<b>\$25.00</b>	\$28.32	\$3.68	<b>\$32.00</b>
Zumba	\$7.97	\$1.04	<b>\$9.00</b>	\$9.74	\$1.27	<b>\$11.00</b>
Pepperama				\$8.85	\$1.15	<b>\$10.00</b>
Euchrerama				\$8.85	\$1.15	<b>\$10.00</b>
Camp Fires	\$6.20	\$0.81	<b>\$7.00</b>	\$7.97	\$1.04	<b>\$9.00</b>
Scrap-a-ton				\$48.68	\$6.33	<b>\$55.00</b>
Evening Dinner Event	\$11.51	\$1.50	<b>\$13.00</b>	\$13.28	\$1.73	<b>\$15.00</b>
Themed Lunch	\$10.62	\$1.38	<b>\$12.00</b>	\$13.28	\$1.73	<b>\$15.00</b>
Scrapbooking Garage Sale				\$26.55	\$3.45	<b>\$30.00</b>
Craft Show				\$35.40	\$4.60	<b>\$40.00</b>

**SCHEDULE "A"**  
**RECREATION & LEISURE**

Type of Fee	Base Rate	HST Applicable
<b>Home Support</b>		
Meals on Wheels - hot meal	<b>\$8.75</b>	N
Meals on wheels - frozen entrees	<b>\$5.50</b>	N
Meals on wheels - frozen soups and desserts	<b>\$2.00</b>	N
Frozen entrée package deal (8 meals)	<b>\$38.00</b>	N
Dining meals-supper	<b>\$10.00</b>	N
Dining meals - tuck shop	<b>\$7.00</b>	N
Dining meals - breakfasts	<b>\$7.50</b>	N
Special event meals	<b>\$17.00</b>	N

<b>Shopping Service - Personal</b>	<b>\$10.00</b>	N
Extra Stop	<b>\$1.00</b>	N

<b>More Services</b>		
Foot Care Clinic	<b>\$25.00</b>	N
Chair Yoga	<b>\$7.00</b>	N
Fitness Workshop	<b>\$6.00</b>	N
Healthy Living Workshops	<b>\$15.00</b>	N

**SCHEDULE "B"**  
**FACILITY RENTALS**

Type of Fee		Profit			Non-Profit		
		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	<b>\$50.85</b>	\$40.00	\$5.20	<b>\$45.20</b>
1/3 hall & Multi purpose room & End Zone: Fri-Sat (Prime)	per hour	\$50.00	\$6.50	<b>\$56.50</b>	\$45.00	\$5.85	<b>\$50.85</b>
2/3 hall: Sunday-Thursday (Non-prime)	per hour	\$65.00	\$8.45	<b>\$73.45</b>	\$55.00	\$7.15	<b>\$62.15</b>
2/3 hall: Friday - Saturday (Prime)	per hour	\$60.00	\$7.80	<b>\$67.80</b>	\$60.00	\$7.80	<b>\$67.80</b>
Whole hall: Sunday - Thursday (Non-prime)	per hour	\$85.00	\$11.05	<b>\$96.05</b>	\$70.00	\$9.10	<b>\$79.10</b>
Whole hall: Friday - Saturday (Prime)	per hour	\$90.00	\$11.70	<b>\$101.70</b>	\$75.00	\$9.75	<b>\$84.75</b>
Main Hall: Sunday - Thursday (Non-prime)	per hour	\$85.00	\$11.05	<b>\$96.05</b>	\$70.00	\$9.10	<b>\$79.10</b>
Main Hall: Friday - Saturday (Prime)	per hour	\$90.00	\$11.70	<b>\$101.70</b>	\$75.00	\$9.75	<b>\$84.75</b>
Meeting Room A,B,C,D							
(Non-prime)	per hour	\$15.00	\$1.95	<b>\$16.95</b>	\$15.00	\$1.95	<b>\$16.95</b>
(Prime)	per hour	\$20.00	\$2.60	<b>\$22.60</b>	\$20.00	\$2.60	<b>\$22.60</b>

**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	<b>\$16.95</b>			
Non-prime	per hour	\$13.50	\$1.76	<b>\$15.26</b>			
2/3 Hall							
Prime	per hour	\$19.50	\$2.54	<b>\$22.04</b>			
Non-prime	per hour	\$18.00	\$2.34	<b>\$20.34</b>			
Whole Hall							
Prime	per hour	\$27.00	\$3.51	<b>\$30.51</b>			
Non-prime	per hour	\$25.50	\$3.32	<b>\$28.82</b>			
Main Hall							
Prime	per hour	\$10.50	\$1.37	<b>\$11.87</b>			
Non-prime	per hour	\$9.00	\$1.17	<b>\$10.17</b>			
Meeting Room A,B,C,D							
Prime	per hour	\$6.00	\$0.78	<b>\$6.78</b>			
Non-prime	per hour	\$4.50	\$0.59	<b>\$5.09</b>			

**FC Industrial Kitchen**

per hour	\$40.20	\$5.23	<b>\$45.43</b>			
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**Town Hall: Base rate plus staff rate**

Town Hall: Auditorium (Base rate)	per hour	143.52	\$18.66	<b>\$162.18</b>			
Town Hall: Auditorium (Staffing Price/Hr)	per hour	24.41	n/a	<b>\$24.41</b>			

**Lind Sportsplex: Base rate plus staff rate**

Lind Sportsplex: Dry Surface (Base rate Sunday-Saturday)	per hour	33.78	\$4.39	<b>\$38.17</b>			
Lind Sportsplex: Lounge (Base Rate Sunday-Saturday)	per hour	182.55	\$23.73	<b>\$206.28</b>			
Lind Sportsplex: Staffing Price/Hr	per hour	24.41	n/a	<b>\$24.41</b>			

**Events with entertainment that plays non-original music**

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		\$4.65	\$0.60	<b>\$5.25</b>			
Tall Can 473 ml		\$5.53	\$0.72	<b>\$6.25</b>			
12 oz cooler		\$4.65	\$0.60	<b>\$5.25</b>			
1oz liquor		\$4.65	\$0.60	<b>\$5.25</b>			
5oz house wine		\$4.65	\$0.60	<b>\$5.25</b>			
26 oz house wine		Determined by customer wine selection					

**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	<b>\$22.60</b>			
Portable Projector/Screen		N/C					
Podium		N/C					
Portable Sound System		N/C					
Hourly rate after 2 a.m. (per staff)	per hour	\$60.00	\$7.80	<b>\$67.80</b>			
Power drops from height per drop plus the cost of lift access		\$10.00	\$1.30	<b>\$11.30</b>			
Lift access with staff (per hour)	per hour	\$60.00	\$7.80	<b>\$67.80</b>			

**SCHEDULE "C"**  
**BUILDING & PLANNING**

Type of Fee	Fee	HST	TOTAL
<b>Development &amp; Planning</b>			
Official Plan Amendment	\$3,800.00		\$3,800.00
Zoning Amendment	\$3,800.00		\$3,800.00
Zoning By-law Amendment - Minor (e.g. addition of single use)	\$2,900.00		\$2,900.00
Concurrent Official Plan and Zoning By-law Amendments	\$6,000.00		\$6,000.00
Consent to Sever	\$1,500.00		\$1,500.00
Minor Variance	\$1,000.00		\$1,000.00

<b>Site Plan Approval</b>			
Site Plan Approval Exemption	\$200.00		\$200.00
Minor Site Plan Application	\$1,000.00		\$1,000.00
Major Site Plan Application \$2,200 + \$50 per lot/unit over 5 lots/units	\$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
Part Lot Control - up to one lot	\$1,000.00		\$1,000.00
Deeming By-law	\$900.00		\$900.00

<b>Plan of Subdivision</b>			
Up to 30 lots/units	\$5,000.00		\$5,000.00
Over 30 lots/units	add \$200 per lot/unit		add \$200 per lot/unit
Over 40 lots/units	add \$100 per lot/unit		add \$100 per lot/unit
Over 50 lots/units	add \$50 per lot/unit		add \$50 per lot/unit

<b>Site Alteration</b>			
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

<b>Additional Applications</b>			
Applications for additional inspection	\$150.00		\$150.00
Re-issue of expired permit	\$150.00		\$150.00
By-Law Variance	\$250.00		\$250.00

<b>Sign Applications</b>			
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

<b>Encroachment Agreement</b>	\$550.00	\$71.50	\$621.50
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<b>Development Charges</b>			
Single and Semi-detached dwelling	\$8,960.00		\$8,960.00
Apartment - Two or More Bedrooms	\$5,330.00		\$5,330.00
Apartment - Bachelor and One-bedroom	\$3,692.00		\$3,692.00
Townhouse and Other Multiple Dwelling	\$6,121.00		\$6,121.00
Commercial/Industrial/Institutional Buildings	EXEMPT		EXEMPT

\*Please refer to By-Law 99-2017 for Development Charges

**SCHEDULE "D"**  
**ANIMALCONTROL**

Type of Fee	Fee	After March 31st	HST Applicable
<b>Animal Control</b>			
Cat licence - per year	\$20.00	\$30.00	N
First Dog per household - per year	\$20.00	\$30.00	N
Second Dog per household - per year	\$20.00	\$30.00	N
Third Dog per household - per year	\$20.00	\$30.00	N
Fourth Dog per household - per year	\$20.00	\$30.00	N
Kennel Licence - per year	\$300.00		N
Straying Fee	\$75.00		N
Service Animal	\$0.00		N
Replace of Tag	\$5.00		N

**SCHEDULE "E"**  
**CEMETERY**

Type of Fee	2020 Fees	2021 Fees	2022 Fees	2023 Fees	HST
<b>Operations - Cemetery</b>					
<b>Burial Fees</b>					
*All fees are inclusive of the Cemeteries Care and Maintenance					
Fund fee					
Cemetery (resident)	<b>\$1,218.53</b>	\$1,279.45	\$1,343.42	\$1,410.60	Y
Cemetery (non-resident)	<b>\$1,566.18</b>	\$1,644.49	\$1,726.71	\$1,813.05	Y
Cremation Plot (3 x 3") (resident)	<b>\$696.47</b>	\$731.29	\$767.85	\$806.25	Y
Cremation Plot (3 x 3") (non-resident)	<b>\$870.87</b>	\$914.41	\$960.13	\$1,008.14	Y
Columbarium Niche (resident)	<b>\$1,901.13</b>	\$1,996.19	\$2,096.00	\$2,200.80	Y
Columbarium Niche (non-resident)	<b>\$2,102.10</b>	\$2,207.21	\$2,317.57	\$2,433.44	Y
<b>Extras</b>					
Bronze Scroll Wreath for Columbarium Niche	<b>\$696.47</b>	\$731.29	\$767.85	\$806.25	Y
Foundation	<b>\$346.50</b>	\$363.83	\$382.02	\$401.12	Y
<b>Interment Fees</b>					
Youth 6+ Adult (resident)	<b>\$1,044.12</b>	\$1,096.33	\$1,151.14	\$1,208.70	Y
Youth 6+ Adult (non-resident)	<b>\$1,174.64</b>	\$1,233.37	\$1,295.04	\$1,359.79	Y
Child 5 and under	<b>\$100.00</b>	\$100.00	\$100.00	\$100.00	Y
Cremated remains	<b>\$522.06</b>	\$548.16	\$575.57	\$604.35	Y
Saturday or Statutory Holiday Internment	<b>\$593.25</b>	\$622.91	\$654.06	\$686.76	Y
Winter Internment (Dec. 1 - April 15)	<b>\$217.14</b>	\$228.00	\$239.40	\$251.37	Y
Weekdays after 4:00pm (per hour)	<b>\$132.83</b>	\$139.37	\$146.44	\$153.76	Y
<b>Chapel</b>					
Chapel rental (resident)	<b>\$78.75</b>	\$82.69	\$86.82	\$91.16	Y
Chapel rental (other cemeteries) (non-resident)	<b>\$191.73</b>	\$201.32	\$211.38	\$221.95	Y
<b>Markers</b>					
Flat Marker	<b>\$50.00</b>	\$60.64	\$63.67	\$66.85	Y
Upright marker (up to and including 1.22m length and height)	<b>\$100.00</b>	\$121.28	\$127.34	\$133.71	Y
Upright marker (more than 1.22m in length and height)	<b>\$200.00</b>	\$242.55	\$254.68	\$267.41	Y
Monument Inspection Fee	<b>\$57.75</b>	\$60.64	\$63.67	\$66.85	Y
<b>Other</b>					
Deed holder transfer back to Town	<b>\$455.07</b>	\$477.82	\$501.71	\$526.80	Y
Deed holder name transfer	<b>\$86.63</b>	\$90.96	\$95.50	\$100.28	Y
Registration fee	<b>\$12.00</b>	\$12.00	\$12.00	\$12.00	N
Disinterment	<b>\$1,155.00</b>	\$1,212.75	\$1,273.39	\$1,337.06	Y
Reburial	<b>\$1,848.00</b>	\$1,940.00	\$2,037.42	\$2,139.29	Y

**SCHEDULE "F"**  
**PUBLIC WORKS**

Type of Fee	Fee	HST	TOTAL
<b>General Operations</b>			
Labour (non-supervisor)	\$32.50	\$4.23	<b>\$36.73</b>
Labour (supervisor)	\$40.90	\$5.32	<b>\$46.22</b>
L20 - 2014 Pick-up	\$21.00	\$2.73	<b>\$23.73</b>
L30 - 2011 Pick-up	\$21.00	\$2.73	<b>\$23.73</b>
L50 - 2014 Pick-up	\$26.25	\$3.41	<b>\$29.66</b>
J10 - 2001 Backhoe	\$42.00	\$5.46	<b>\$47.46</b>
J30 - 2013 Case Loader	\$63.00	\$8.19	<b>\$71.19</b>
J40 - 2000 Sweeper	\$63.00	\$8.19	<b>\$71.19</b>
J60 - 2015 Caterpillar	\$42.00	\$5.46	<b>\$47.46</b>
T20 - 2011 International	\$42.00	\$5.46	<b>\$47.46</b>
T40 - 2013 Freightliner	\$52.50	\$6.83	<b>\$59.33</b>
R10 - 1999 Vactor	\$94.50	\$12.29	<b>\$106.79</b>

<b>Parks</b>			
Memorial Donation - Grand Trunk Trail Plaque	\$40.00	n/a	<b>\$40.00</b>
Memorial Bench	Market Price		
Memorial Tree	Market Price		
Memorial Plaque (for Tree or Bench)	Market Price		

<b>Engineering</b>			
Engineering Staff Rate	\$60.00	\$7.80	<b>\$67.80</b>

<b>Designated Parking Permit</b>			
Long-Term (Annual Fee)	\$60.00	\$7.80	<b>\$67.80</b>
Short-Term (7 Days)	\$10.00	\$1.30	<b>\$11.30</b>

**SCHEDULE "G"**  
**WASTE MANAGEMENT**

Type of Fee	Fee	HST	TOTAL
<b>Waste Collection &amp; Diversion Fee</b>			
Small Waste Cart - 35 Gallon	\$115.00		<b>\$115.00</b>
Medium Waste Cart - 65 Gallon	\$165.00		<b>\$165.00</b>
Large Waste Cart - 95 Gallon	\$229.00		<b>\$229.00</b>

<b>St. Marys Landfill Site</b>			
Solid Waste - Disposal Minimum Fee (0-100 KG)	\$10.00		<b>\$10.00</b>
Solid Waste - Disposal per tn (>100KG)	\$ 82.50/tonne		<b>\$ 82.50/tonne</b>
Wood Waste	\$ 82.50/tonne		<b>\$ 82.50/tonne</b>
Shingles/Roofing Material	\$ 82.50/tonne		<b>\$ 82.50/tonne</b>
Asbestos Containing Material Waste	\$ 255.00/tonne		<b>\$ 255.00/tonne</b>
Contaminated Soil	\$ 180.00/tonne		<b>\$ 180.00/tonne</b>
Loads Containing Banned Materials	\$ 205.00/tonne		<b>\$ 205.00/tonne</b>
Unsorted Waste	\$ 205.00/tonne		<b>\$ 205.00/tonne</b>
Recyclables	n/a		<b>n/a</b>
Leaf and Yard Waste	n/a		<b>n/a</b>
Brush Material	n/a		<b>n/a</b>
Electronic Waste	n/a		<b>n/a</b>
Scrap Metal	n/a		<b>n/a</b>
Municipal Special and Hazardous Waste	n/a		<b>n/a</b>
Mattress	\$ 20.00/item		<b>\$ 20.00/item</b>
Box Spring	\$ 20.00/item		<b>\$ 20.00/item</b>
Axle Weight - Single Axle Dump Truck/Trailer (Estimated Net Weight of 725 KG to be used)	\$59.81		<b>\$59.81</b>
Axle Weight - Double Axle Roll Off (Estimated Net Weight of 1,450 KG to be used)	\$119.63		<b>\$119.63</b>
Axle Weight - Tri-Axle Roll Off or Dump Truck (Estimated Net Weight of 3,750 KG to be used)	\$309.38		<b>\$309.38</b>
Axle Weight - Double Axle Compactor (Estimated Net Weight of 8,500 KG to be used)	\$701.25		<b>\$701.25</b>

<b>Administrative Fees</b>			
Wheelie Bin Container Size Increase or Decrease	\$45.00	\$5.85	<b>\$50.85</b>
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	<b>\$22.60</b>



**SCHEDULE "H"**  
**WATER SUPPLY & DISTRIBUTION**

Type of Fee	Fee	HST	TOTAL
<b>Tier 1 Water User [0-250 cubic metres per month]</b>			
Monthly Water Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]			
Base Rate [Monthly]:	\$14.92		<b>\$14.92</b>
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		<b>\$1.58</b>
<b>Tier 2 Water User [250-750 cubic metres per month]</b>			
Monthly Water Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]			
Base Rate [Monthly]:	\$57.41		<b>\$57.41</b>
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		<b>\$1.44</b>
<b>Tier 3 Water User [751 + cubic metres pre month]</b>			
Monthly Water Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]			
Base Rate [Monthly]:	\$229.61		<b>\$229.61</b>
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		<b>\$1.14</b>
Non-Resident Surcharge (applicable to any non-resident use, unless otherwise agreed to by the Town)	250%		
Change of Occupancy Charge	\$25.00	\$3.25	<b>\$28.25</b>
<b>Water Meter Charges</b>			
New Construction	\$200	\$26.00	<b>\$226.00</b>
New Construction IC&I Property	Full Cost		<b>Full Cost</b>
Touch Pad Not Installed by Builder (New Construction)	\$90.00	\$11.70	<b>\$101.70</b>
Water Meter Testing Deposit	\$75.00	\$9.75	<b>\$84.75</b>
Water Meter Testing Charge	\$145.00	\$18.85	<b>\$163.85</b>
Water Meter Calibration	Full cost		<b>Full Cost</b>
Water Meter Replacement Cost [Owner's Misuse]	\$210	\$27.30	<b>\$237.30</b>
Repair or Replace Touch Pad System as a Result of Damage	\$60.00	\$7.80	<b>\$67.80</b>
<b>Bulk Water</b>			
Bulk Water Surcharge Fee	250%		
Bulk Water Administration Fee	\$50.00	\$6.50	<b>\$56.50</b>
<b>Backflow</b>			
Backflow Testing, Late Filing Fee	\$150.00	\$19.50	<b>\$169.50</b>
<b>Water Turn On/Off</b>			
Water Turn On/Off [Non-Emergency - between Monday to Friday 8am to 4:30pm]	\$30.00	\$3.90	<b>\$33.90</b>
Water Turn Off [Non-Emergency, after hours]	\$350.00	\$45.50	<b>\$395.50</b>
<b>Temporary Hydrant Connection</b>			
Temporary Hydrant Connection/Disconnection Fee	\$175.00	\$22.75	<b>\$197.75</b>
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	<b>\$565.00</b>
<b>Other Fees</b>			
Private Water Well Application Fee [Deposit]	\$250.00	\$32.50	<b>\$282.50</b>
Private Water Well Application Fee	Any Incurred Fee(s)		
External Water Use Permit	\$10.00	\$1.30	<b>\$11.30</b>
Property Connection Charge	Any Incurred Fee(s)		

**SCHEDULE "I"**  
**WASTEWATER COLLECTION AND TREATMENT**

Type of Fee	Fee	HST	TOTAL
<b>Tier 1 Wastewater User [0-250 cubic metres per month]</b>			
Monthly Wastewater Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]			
Base Rate [Monthly]:	\$19.94		<b>\$19.94</b>
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		<b>\$1.33</b>
<b>Tier 2 Wastewater User [250-750 cubic metres per month]</b>			
Monthly Wastewater Charge is equal to Monthly Base Rate [Wastewater] + Usage Charge [Wastewater]			
Base Rate [Monthly]:	\$66.44		<b>\$66.44</b>
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		<b>\$1.33</b>
<b>Tier 3 Wastewater User [751 + cubic metres pre month]</b>			
Monthly Wastewater Charge is equal to Monthly Base Rate [Wastewater] + Usage Charge [Wastewater]			
Base Rate [Monthly]:	\$232.54		<b>\$232.54</b>
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		<b>\$1.33</b>
<b>Sanitary System &amp; Monitoring</b>			
Sanitary Sewer Blockage - After Hours (Private)	\$350	\$45.50	<b>\$395.50</b>
CCTV Sanitary Sewer Inspection (Private)	Full Cost		<b>Full Cost</b>
Sewer Monitoring Testing and Sampling	Full Cost		<b>Full Cost</b>

**SCHEDULE "J"**  
**ADMINISTRATION & OTHER**

Type of Fee	Fee	HST	Total
<b>Finance Department</b>			
Marriage Licence	\$125.00		<b>\$125.00</b>
Marriage Ceremony			
during business hours	\$275.00	\$35.75	<b>\$310.75</b>
outside of business hours at Town Hall	\$600.00	\$78.00	<b>\$678.00</b>
outside of business hours, not at Town Hall	\$400.00	\$52.00	<b>\$452.00</b>
rehearsal, plus mileage @ .53/km	\$75.00	\$9.75	<b>\$84.75</b>
Tax Certificates	\$40.00		<b>\$40.00</b>
Non-sufficient funds/stop payment fee	\$30.00		<b>\$30.00</b>
Copy of Tax Bill/Account Statement/Invoice	\$5.00	\$0.65	<b>\$5.65</b>
Building & Zoning Compliance Report	\$60.00		<b>\$60.00</b>
Property Tax Sale Registration	\$250.00		<b>\$250.00</b>
Property Tax Sale Extension Agreement	\$250.00		<b>\$250.00</b>

**Fire Department**

Approved Fire Pit - per year	\$25.00		<b>\$25.00</b>
Fire Department Reports	\$50.00		<b>\$50.00</b>
File Search and Letter	\$50.00		<b>\$50.00</b>
Woodstove Inspection	\$50.00		<b>\$50.00</b>
Real Estate Sale Inspection	\$50.00		<b>\$50.00</b>
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.		

**Freedom of Information**

Search Time - per 15 minutes	\$7.50		<b>\$7.50</b>
Research Time - per 15 minutes	\$7.50		<b>\$7.50</b>
Records Preparation Time - per 15 minutes	\$7.50		<b>\$7.50</b>
Photocopies/printouts - per page	\$0.20		<b>\$0.20</b>
Computer Programming - per 30 minutes	\$60.00		<b>\$60.00</b>
Floppy Disks	\$10.00		<b>\$10.00</b>
Other Costs	Specified on Invoice		

**Clerks Department**

Auctioneer Licence			
Resident	\$75.00		<b>\$75.00</b>
Non-resident	\$150.00		<b>\$150.00</b>

**General Administration**

Photocopies - per page - minimum \$5.00			
Black and white - per page	\$0.25	\$0.03	<b>\$0.28</b>
Colour - per page	\$0.50	\$0.07	<b>\$0.57</b>
Research Time - per 15 minutes	\$7.50		<b>\$7.50</b>

**SCHEDULE "K"**  
**EARLY LEARNING CENTRE**

Fees Effective January 1, 2020 - March 31, 2020						Type of Fee	Fee	HST
						<b>EFFECTIVE APRIL 1, 2020</b>		
						<b>Infant Program</b>		
Full Day - 5 Days						Monthly rate - 5 full days per week	<b>\$1,203.60</b>	N
Late charge - per minute							<b>\$1.00</b>	N
						<b>Preschool Groups</b>		
Part-time contract enrollment - per day								N
Monthly rate - 5 full days per week							<b>\$806.00</b>	N
Emergency or Flex Care								N
Late charge - per minute							<b>\$1.00</b>	N
						<b>Toddler Groups</b>		
Part-time contract enrollment - per day								N
Monthly rate - 5 full days per week							<b>\$882.00</b>	N
Emergency or Flex Care								N
Late charge - per minute							<b>\$1.00</b>	N
						<b>JK/SK Holiday's Program</b>		
PRC location - per day							<b>\$33.15</b>	N
Late charge - per minute							<b>\$1.00</b>	N
						<b>Before and After School Program</b>		
						<b>Little Falls School</b>		
Kindergarten Before School							<b>\$290.70</b>	N
Kindergarten After School							<b>\$258.06</b>	N
Kindergarten both Before & After							<b>\$548.76</b>	N
Grade 1 and up Before School							<b>\$231.54</b>	N
Grade 1 and up After School							<b>\$206.04</b>	N
Grade 1 and up Both Before & After							<b>\$437.58</b>	N
						<b>Holy Name</b>		
Kindergarten Before School							<b>\$226.44</b>	N
Kindergarten After School							<b>\$322.32</b>	N
Kindergarten both Before & After							<b>\$548.76</b>	N
Grade 1 and up Before School							<b>\$179.52</b>	N
Grade 1 and up After School							<b>\$258.06</b>	N
Grade 1 and up Both Before & After							<b>\$437.58</b>	N
Nursery School program - per day							<b>\$22.11</b>	N

School Age Program Legend

I AM - Full Time Before School PAM - Full Time After School IAP - Full Time Before and After School

IPAM - Part Time Before School PPM - Part Time After School IAPM - Part Time Before and After School

Part Time Schedule Days

Schedule 1 - One day per week

Schedule 2 - Two days per week

Schedule 3 - Three days per week

**SCHEDULE "L"**  
**MUSEUM**

Type of Fee		Fees	HST	Total
<b>Cultural Services - Museum</b>				
<b>Admission</b>				
	Adult	By Donation		By Donation
	Senior	By Donation		By Donation
	Children 5-12	By Donation		By Donation
	Children under 5	By Donation		By Donation
	Family (2 adults and 1-3 children)	By Donation		By Donation

<b>Guided group tour – regular hours per person</b>				
	Adult	\$3.98	\$0.52	<b>\$4.50</b>
	Senior	\$3.32	\$0.43	<b>\$3.75</b>
<b>Guided group tour – after hours</b>				
	Adult	\$4.43	\$0.58	<b>\$5.00</b>
	Senior	\$3.76	\$0.49	<b>\$4.25</b>

Outreach program per program	By Donation		By Donation
Curriculum based school field trip per student	\$3.25		<b>\$3.25</b>
Research request – full staff assistance required (per article)	\$5.09	\$0.66	<b>\$5.75</b>
Research request – full staff assistance required (per hour) *minimum ½ hour charge	\$29.20	\$3.80	<b>\$33.00</b>
Reproduction of photographs – digital image on CD or via email *personal use	\$10.84	\$1.41	<b>\$12.25</b>
Reproduction of photographs – digital image on CD or via email *commercial use	\$19.87	\$2.58	<b>\$22.45</b>
Photocopy (black & White)	\$0.27	\$0.03	<b>\$0.30</b>
Photocopy (Colour)	\$1.15	\$0.15	<b>\$1.30</b>
Printing microfilmed material – per copy by researcher	\$0.53	\$0.07	<b>\$0.60</b>
Reproduction of microfilmed material	\$1.99	\$0.26	<b>\$2.25</b>

**BY-LAW 109-2019**

**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 26, 2019.**

**WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents and its powers shall be exercised by by-law;

**AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to confirm its actions and proceedings;

**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 26<sup>th</sup> 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 26<sup>th</sup> day of November, 2019.**

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Acting Mayor Luna

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Brent Kittmer, CAO / Clerk