



**MINUTES**  
**Special Meeting of Council**

January 7, 2020  
9:00 am  
Town Hall, Council Chambers

Council Present: Deputy Mayor Craigmile  
Councillor Edney  
Councillor Hainer  
Councillor Pridham  
Councillor Winter

Council Regrets: Mayor Strathdee  
Acting Mayor Luna

Staff Present: Brent Kittmer, CAO / Clerk  
Richard Anderson, Director of Emergency Services / Fire Chief  
Grant Brouwer, Director of Building and Development  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
Lisa Lawrence, Director of Human Resources  
Trisha McKibbin, Director of Corporate Services  
André Morin, Director of Finance / Treasurer  
Jenna McCartney, Deputy Clerk

**1. CALL TO ORDER**

In the absence of Mayor Luna, Deputy Mayor Jim Craigmile assumed the role of Chair.

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

**2. DECLARATION OF PECUNIARY INTEREST**

Councillor Pridham declared a conflict of interest in the matter relating to the Front Porch Show's Community Grant Application which will be discussed in agenda item 6.1.1.

Deputy Mayor Craigmile declared a perceived conflict of interest in the matter relating to the St. Marys Healthcare Foundation's funding request which will be

discussed in agenda item 5.2. Deputy Mayor Craigmile stated that he will participate in the debate and excuse himself from voting.

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

Deputy Mayor Craigmile requested the Council give consideration to appointing a Vice-Chair for the meeting in the event that he should be required to pass the gavel at any point during the meeting.

Councillor Hainer nominated Councillor Winter as the Vice-Chair for today's proceedings.

Councillor Winter accepted the nomination.

#### **Resolution 2020-01-07-01**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney

**THAT** Councillor Winter be appointed as the Vice-Chair for today's meeting.

**CARRIED**

Deputy Mayor Craigmile requested that the delegation from Upper Thames River Conservation Authority be moved to follow the Station Gallery delegation, therefore moving the St. Marys Healthcare Foundation as the first delegation to Council.

#### **Resolution 2020-01-07-02**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** the January 7, 2020 special meeting of Council agenda be accepted as amended.

**CARRIED**

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

None.

### **5. DELEGATION**

#### **5.2 St. Marys Healthcare Foundation**

Pat Craigmile, Chair of the St. Marys Healthcare Foundation, thanked Council for the opportunity to present the 2020 funding request.

Dr. Charles Gatfield presented the 2020 funding request to Council on behalf of the St. Marys Healthcare Foundation. Dr. Gatfield responded to questions of Council.

Deputy Mayor Craigmile participated in the debate but did not participate in voting.

### **5.3 Station Gallery**

Cameron Porteous of the St. Marys Station Gallery spoke to the 2020 funding request and responded to questions from Council.

### **5.1 Upper Thames River Conservation Authority**

Sandy Levin, Board Chair of the Upper Thames River Conservation Authority, and Ian Wilcox, General Manager of the Upper Thames River Conservation Authority (UTRCA) spoke to the 2020 UTRCA proposed budget. Also in attendance is Tony Jackson, representative for the Town on the UTRCA Board.

Council asked the Mr. Wilcox and Mr. Levin a number of questions related to the proposed budget and future operations of the UTRCA.

Council provided the following consensus to Brent Kittmer, CAO / Clerk, regarding its position on the 2020 UTRCA budget:

1. The Common issue is that both the Town and the UTRCA are lacking clarity from the Province on how to manage proposed cuts. Council encourages the UTRCA to take a proactive approach and to begin completing the necessary review of its programs and operations to develop budget management strategies in the event that the Province reduced their annual funding.

2. The budget presented to Council does not appear to be a status quo budget, although the UTRCA budget presentation makes reference to it being status quo. Council is concerned with the increase to the levy to fund advancement of the UTRCA strategic priorities, and Council is of the position that this levy increase is contrary to what was directed by the Minister of Environment, Conservation and Parks. Council raises the question to the Board whether increasing this is an appropriate year to increase the levy when the pending legislative changes and funding decisions makes the future unclear. It is Council's position that 2020 should be a true status quo year.

Council took a brief recess at 10:47 am.

Deputy Mayor Craigmile called the meeting back to order at 11:00 am.

## **6. 2020 BUDGET DELIBERATIONS**

### **6.1 External Transfers and Community Grants**

#### **6.1.1 CAO 01-2020 Review of 2020 Community Grant Applications**

Jenna McCartney presented CAO 01-2020 report and responded to questions from Council.

Council discussed the request from Canadian Baseball Hall of Fame and Museum. Council was of the consensus that \$5,000 cash be approved in addition to \$2,000 in-kind to include landfill tipping fees for 2020, use of 15 garbage containers and 10 recycling containers. Council was in agreement that the in-kind funds should not include building permit fees or delivery of picnic tables.

St. Marys Kinsmen Club - Council was of the consensus that \$4,000 cash be approved in addition to \$1,500 in-kind to include landfill tipping fees, field rental, and use of water and hydro. Council was in agreement that the in-kind funds should not include delivery of picnic tables.

St. Marys Minor Soccer - Council was of the consensus that \$1,909 cash be approved. Council was in agreement that the Town would provide lining of the fields for 2020 and full cost recovery through rate increases will commence in 2021. As such, there were no funds approved for in-kind.

Homecoming 2020 - Council was of the consensus that \$5,000 cash be approved in addition to \$2,000 in-kind to include Pyramid Recreation Centre rental and garbage disposal. Council was in agreement to deny the request for in-kind use of electrical utilities for the street dance as the event is part of the municipality's responsibility under the Heritage Festival. Council was in agreement that the in-kind funds should not include delivery of picnic tables for programming related to Homecoming 2020.

The Front Porch Show - Council was of the consensus that \$950 cash be approved to fund insurance coverage for the 2020 season.

Council was in agreement to deny the request to fund wireless microphones.

Council took a brief break at 11:58 am.

Deputy Mayor Craigmile called the meeting back to order at 12:30 pm.

Giving Tuesday St. Marys - Council was of the consensus that \$550 cash be approved to fund information kits for community partners and partner window decals.

Celebrate St. Marys - Council was of the consensus that \$300 be approved for in-kind fees associated with opening the Museum for the event and staff's time involved in seminars.

GOALS - Council was of the consensus that \$3,138 cash be approved for the breakfast program at the Pyramid Recreation Centre.

St. Marys Ringette - Council was of the consensus to deny the cash and in-kind request. Council directed staff to further the conversation with the organization related to half ice board necessity.

Council discussed the Community Grant application from StoneTown ShowCase.

Councillor Hainer requested a recorded vote.

**Resolution 2020-01-07-03**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** Council approve the Community Grant request from the StoneTown ShowCase for \$5,000 cash to support free music and visual arts components, education initiatives, youth development and intern opportunities, and community engagement aspects of the weekend; and

**THAT** Council deny the \$2,000 in-kind request.

Support (4): Councillor Craigmile, Councillor Hainer, Councillor Pridham, and Councillor Winter

Oppose (1): Councillor Edney

**CARRIED**

St. Marys Lincolns - Council was of the consensus that \$8,565.40 cash be approved for room rentals in 2020.

**Resolution 2020-01-07-04**

**Moved By** Councillor Edney

**Seconded By** Councillor Hainer

**THAT** CAO 01-2020 Review of the 2020 Community Grant Applications report be received for review and budget direction.

**CARRIED**

**6.1.2 CAO 02-2020 Outstanding 2019 Community Grant Fund Distribution**

Jenna McCartney spoke to CAO 02-2020 report and responded to questions from Council.

**Resolution 2020-01-07-05**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** CAO 02-2020 Outstanding 2019 Community Grant Fund Distribution report be received; and

**THAT** Council approve the request from the organizers of Evan's Touch the Truck to reallocate \$655 to the cost of a tent rental and a portion of the event insurance fee for the event held in September 2019.

**CARRIED**

**6.2 Capital**

**6.2.1 PW 01-2020 Engineering Design Services for Elizabeth and Waterloo Street Reconstruction**

Jed Kelly spoke to PW 01-2020 report and responded to questions from Council.

**Resolution 2020-01-07-06**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**THAT** PW 01-2020 Engineering Design Services for Elizabeth and Waterloo Street Reconstruction report be received; and,

**THAT** Council authorize staff to negotiate with BM Ross and Associates for the engineering design and project administration work for the reconstruction of Elizabeth and Waterloo, with the 2020 design costs, inclusive of all taxes and contingencies, not exceeding the budgeted value of \$50,000.00; and,

**THAT** Council approve By-Law 01-2020 and authorize the Mayor and the Clerk to sign the associated agreement.

**CARRIED**

#### **6.2.2 COR 02-2020 Sound System Repairs and Maintenance**

Trisha McKibbin spoke to COR 02-2020 report and responded to questions from Council.

**Resolution 2020-01-07-07**

**Moved By** Councillor Hainer

**Seconded By** Councillor Pridham

**THAT** COR 02-2020 Sound System Repairs and Maintenance report be received; and

**THAT** Council direct staff to repair the sound system equipment up to a cost of \$1,000.

**CARRIED**

Council was of the consensus that it would be acceptable for Councillor Edney to call the PA Shop to discuss warranty issues related to the equipment given his expertise in sound equipment.

#### **6.2.3 2020 Capital Budget Review**

Council will begin deliberations on the 2020 capital budget at the January 21, 2020 meeting.

### **7. STAFF REPORTS**

#### **7.1 CAO 03-2020 Request for Pre-Budget Approval (Service Delivery Review Consultant)**

Brent Kittmer spoke to CAO 03-2020 report and responded to questions from Council.

**Resolution 2020-01-07-08**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** CAO 03-2020 regarding the procurement process for a Service Delivery Review be received; and

**THAT** Council authorize the CAO to procure a consultant for the Service Delivery Review using the alternative procurement process outlined in report CAO 03-2020; and further

**THAT** Council delegates the authority to the CAO to award the consulting contract, on the condition that the total budget for the project not exceed \$70,000, and further

**THAT** the Town fund 1/3 of the project costs from the Tax Stabilization Reserve.

**CARRIED**

**8. UPCOMING MEETINGS**

Andre Morin spoke to the next steps of the budget review and stated that the Fire Hall report will be delayed until the February 4, 2020 meeting at the earliest.

**9. BY-LAWS**

**9.1 By-Law 01-2020 Authorize an Agreement with BM Ross and Associates**

**Resolution 2020-01-07-09**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

**THAT** By-Law 01-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**9.2 By-Law 02-2020 Confirmation**

**Resolution 2020-01-07-10**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer



**THAT** By-Law 02-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**10. ADJOURNMENT**

**Resolution 2020-01-07-11**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

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

**CARRIED**

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Jim Craigmile, Deputy Mayor

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Brent Kittmer, CAO / Clerk