



AGENDA
Special Meeting of Council

January 7, 2020

9:00 am

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

Pages

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

RECOMMENDATION

THAT the January 7, 2020 special meeting of Council 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. **DELEGATION**

- | | | |
|-----|---|----|
| 5.1 | Upper Thames River Conservation Authority | 5 |
| 5.2 | St. Marys Healthcare Foundation | 29 |
| 5.3 | Station Gallery | 31 |

6. 2020 BUDGET DELIBERATIONS

6.1 External Transfers and Community Grants

6.1.1 CAO 01-2020 Review of 2020 Community Grant Applications 38

RECOMMENDATION

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

6.1.2 CAO 02-2020 Outstanding 2019 Community Grant Fund Distribution 52

RECOMMENDATION

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.

6.2 Capital

6.2.1 PW 01-2020 Engineering Design Services for Elizabeth and Waterloo Street Reconstruction 55

RECOMMENDATION

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.

6.2.2 COR 02-2020 Sound System Repairs and Maintenance

57

RECOMMENDATION

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

THAT Council provide staff with direction on the future use and maintenance of the Sound System.

6.2.3 2020 Capital Budget Review

Refer to Tab 6 of the 2020 Draft Budget Binder

7. STAFF REPORT

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

60

RECOMMENDATION

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.

8. UPCOMING MEETINGS

January 21, 2020 - 9:00 am, Council Chambers

- Continue Capital
- Reserves
- Debt
- Fire Hall Report

February 4, 2020 - 9:00 am, Council Chambers

February 18, 2020 - 9:00 am, Council Chambers (*if needed)

9. BY-LAWS

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

63

RECOMMENDATION

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.

9.2 By-Law 02-2020 Confirmation

64

RECOMMENDATION

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.

10. ADJOURNMENT

RECOMMENDATION

THAT this special meeting of Council adjourn at _____pm.



2020

DRAFT BUDGET

Upper Thames River Conservation Authority

UPPER THAMES RIVER
CONSERVATION AUTHORITY

November 2019

The Upper Thames River Conservation Authority's (UTRCA) 2020 Draft Budget serves as both a management and governance tool. It is prepared on the basis of expenses inclusive of depreciation, and all deferred revenues which may be available for use in the year in order to clearly see the funding positions of all programs. The current funding environment in which the UTRCA operates requires ever-increasing levels of scrutiny as well as an attitude best described as 'contingency.' Funding uncertainty also requires flexibility and multiple scenario evaluation.

In summary, the 2020 draft operating budget expenses are estimated at \$15,890,487, representing a 1.9% decrease from 2019. 'Transfers from reserves' have been specifically avoided as a way to balance our costs in 2020 to ensure transparency; the result is a \$376,054 deficit in operations.

The operating budget includes \$1,221,973 of non-cash depreciation expenses as well. These annual depreciation costs - the consumption of asset values - is greater than the projected deficit. As a result, while an operating deficit is anticipated on an accrued expense basis, the UTRCA will still experience a cash surplus of \$885,919 from operations through 2020. While depreciation is not the only type of expense which contributes to the operating deficit, it is significant (i.e., 8% of total expenses) and results from past capital spending decisions.

From a capital budget perspective, 2020 will see a capital levy increase of 54.1% as a result of significant federal funding available (Disaster Mitigation & Adaptation Fund \$10M over 10 years maximum) and extensive work on City of London dykes. This large percentage increase highlights again how the two types of activities, operating and capital spending, are dramatically different and are best addressed separately. The draft capital summary indicates a capital spending deficit of \$219,498, less than half of \$487,624 in 2019.

2020 Budget Drivers

1. Environmental Targets Strategic Plan:

In consideration of municipal financial challenges, year four of the new Environmental Targets levy has been included to only 25% of the original strategic plan. This amount represents 1.5% of the 6.2% operating levy increase.

2. Changes to CVA (Current Value Assessment):

New assessment values provided by the Province in September again shift the levy burden to more rural municipalities, as farm land values are increasing faster than other land use categories. The UTRCA has no ability to influence or adjust this Provincial funding allocation system.



3. Downloaded Provincial Cut:

During 2019, the UTRCA absorbed the \$169,802 of in-year provincial funding cuts rather than create a special levy. In 2020, that value is included in the municipal levy as it supports critical flood control efforts. This provincial download contributes 3.2% of the total 6.2% increase and is a key driver of the total municipal funding increase.

4. Flood Control Activities:

While the UTRCA and affected municipalities have benefitted greatly from federal funding over the last three years, the National Disaster Mitigation Program funding pool will cease early in 2020. This will necessitate a return to earlier levels of staffing in many cases and, while it impacts spending, it will also impact services and program capacity.

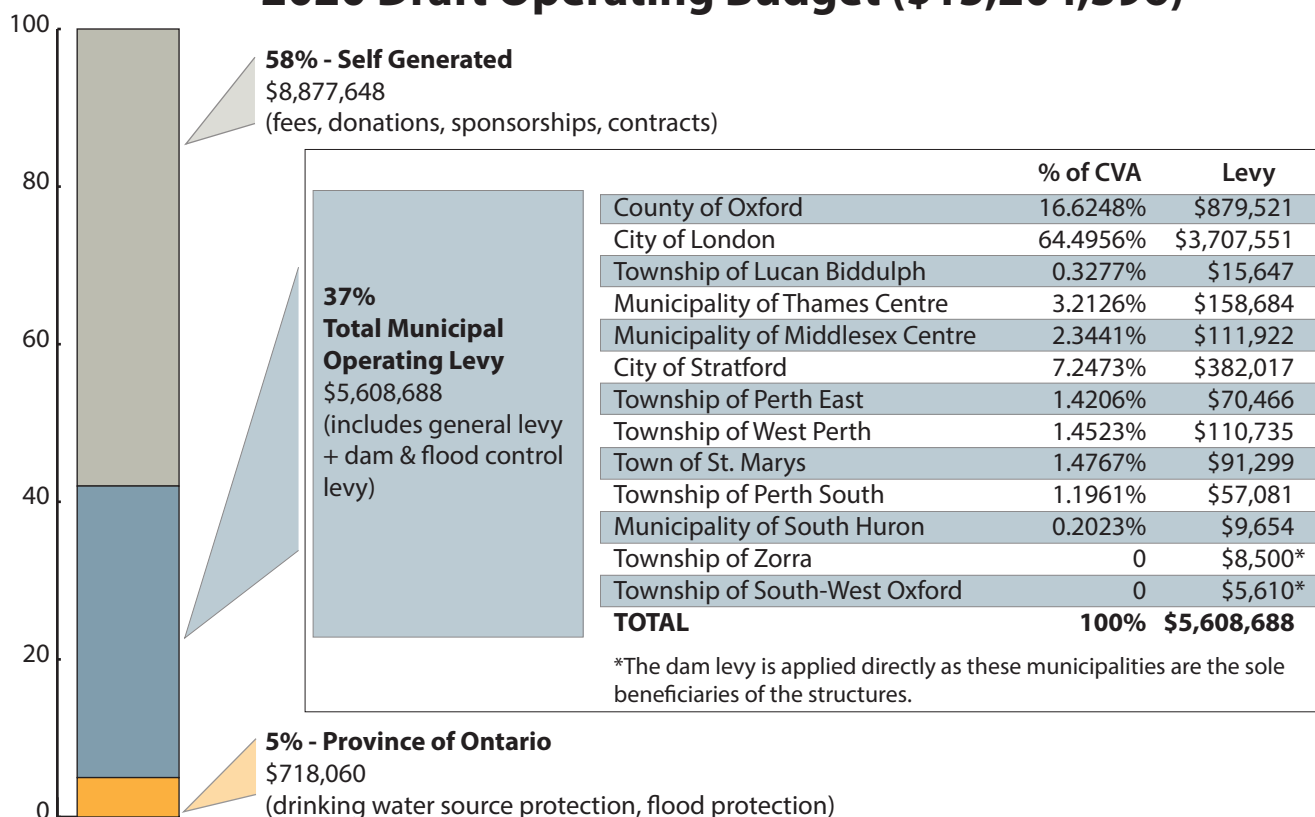
5. City of London Growth Assessment Funding:

As a direct result of growth pressures, the UTRCA has applied for additional growth assessment funding from the City of London to support three positions in the Environmental Planning and Regulations unit. Modifications in the level of London's planning services have required new dedicated funding from the City. While approval of this funding is uncertain, it is included in the draft budget.

6. Line by Line Cost Savings Audits:

During 2019, staff took steps to review the costs of some services. New rates and services for merchant transactions (Visa and Mastercard) were negotiated to keep processing costs down. The estimated savings for 2020 is \$10,700. A second audit of tax recovery yielded no further recovery is possible. A third audit of voice and data communication services across the organization is underway.

2020 Draft Operating Budget (\$15,204,396)



The formula that determines each municipality's share (percentage) of the levy reflects the assessed value of each municipality's land within the watershed, as set out in the Conservation Authorities Act. The Province provides these assessed values (Current Value Assessment or CVA) annually.

The municipal levy is the most important funding received by the Conservation Authority as this investment allows the Authority to obtain and retain staff expertise. Staff leverage

the municipal share by applying for grants from foundations, generating funds from user fees, entering into contracts and obtaining sponsorships from the private sector.

In the draft operating budget, the UTRCA leverages the 37% funded by municipalities into another 58% of funding to support a broad range of services for watershed residents as directed by the Board of Directors.



Operating Budget 2020

	2019 Forecast	2020 Budget	% Incr (decr)	Notes (see page 4 for list of acronyms)
REVENUES:				
New Levy Funding				
Municipal General Levy	3,963,386	4,113,335	3.8%	
Assessment Growth Levy	-	310,037	100.0%	
Dam and Flood Control Levy	1,286,282	1,461,675	13.6%	
Operating Reserve Levy	33,048	33,678	1.9%	
	5,282,716	5,918,725	12.0%	
Amortized Levy from previous years				
Municipal General Levy	512	239,794	46746.7%	Targets levies carried forward
Flood Control Levy	59,755	78,062	30.6%	
Maintenance Levy	65,847	42,745	-35.1%	
	126,114	360,601	185.9%	
MNRF Transfer Payment	181,213	181,217	0.0%	Continued 50% funding reduction from MNRF
Contracts and Grants				
Municipal within Watershed	975,651	894,351	-8.3%	
Municipal outside Watershed	107,340	73,340	-31.7%	
Provincial	761,759	635,591	-16.6%	Provincial contract reductions in most units
Federal	1,367,515	464,599	-66.0%	NDMP completing in early 2020
All Other	1,634,550	1,792,482	9.7%	
	4,846,815	3,860,363	-20.4%	
User Fees and Other Revenues				
Conservation Areas	3,664,079	3,709,056	1.2%	Fees have been adjusted for volume not price
Planning and Permit Fees	275,000	315,000	14.5%	Fees may yet be changed
Education Fees	184,500	125,000	-32.2%	Reorientation to Targets activities
Landowner, tree sales, cost recoveries	214,800	166,500	-22.5%	
	4,338,379	4,315,556	-0.5%	
Other Revenues				
From deferred revenues	762,277	582,621	-23.6%	
Donations, interest and gains	518,250	295,350	-43.0%	Investment gains are only modestly estimated
	1,280,527	877,971	-31.4%	
Funding from Reserves	65,304	-	0.0%	
TOTAL REVENUES	16,121,068	15,514,433	-3.8%	
EXPENDITURES:				
Mission Cost Centres				
Water & Information Management	2,738,311	2,726,437	-0.4%	
Environmental Planning & Regulations	1,866,117	2,253,972	20.8%	Reflects increasing regulatory and planning work
Conservation Services	2,182,862	1,933,988	-11.4%	
Watershed Planning, Research & Monitoring	1,065,518	1,120,434	5.2%	
Conservation Areas	4,460,724	4,496,269	0.8%	
Lands & Facilities	1,681,887	1,746,540	3.8%	
Community Partnerships	1,504,513	1,301,859	-13.5%	Reductions for education programs
Service Cost Centres	215,153	257,310	19.6%	15% insurance increases estimated
Program Operating Expenditures	15,715,085	15,836,809	0.8%	
Desired Transfer to Reserves	435,884	53,678	-87.7%	Operating reserve, WCC building and HR reserves
TOTAL EXPENDITURES	16,150,969	15,890,487	-1.6%	
NET SURPLUS (DEFICIT)	(29,901)	(376,054)		
Depreciation Expense	1,070,227	1,221,973	14.2%	Includes estimated depreciation for 2020 spending
CASH SURPLUS (DEFICIT)	1,040,326	845,919		

Capital Budget 2020

	2019 Forecast	2020 Budget	Notes (see below for list of acronyms)
Capital Funding for Flood Control			
Flood Control Capital Levy	2,079,604	2,700,881	
Federal - NDMP	76,227	-	
Federal - DMAF	-	2,988,000	
Provincial - WECl	2,137,937	125,000	
Funding deferred	-	-	
Funding from reserves	168,288	157,508	
Total Capital Funding for Flood Control	4,462,056	5,971,389	
Capital Projects			
Dam Safety Reviews	-	23,808	Wages only for Safety Reviews
Fanshawe Dam	20,006	50,000	Safety Review
Wildwood Dam	175,007	301,591	Motor control centre replacement, Safety Review
Pittock Dam	115,007	81,232	Erosion control, Safety Review
London Dykes	3,372,249	5,483,508	Significant work funded by DMAF on City of London dykes
St Marys Flood Wall	485,515	-	
RT Orr Dam	100,021	-	
Mitchell Dam	30,005	-	
Small Dams	109,561	64,374	Fullarton, Harrington and Embro Dams
Flood Control Equipment	135,000	-	
Transfer to Structure Reserves	125,000	-	
Total Flood Control Capital Spending	4,667,371	6,004,513	
Net Flood Control Capital Budget	(205,315)	(33,124)	
Capital Funding for Other Capital needs			
Capital Maintenance Levy	171,690	175,126	
From other Reserves	330,259	-	
	501,949	175,126	
Land	104,258	-	
Land Improvements	86,000	115,000	Molok waste containers, accessible trail, swimming pool improvements
Buildings and Building Systems	112,000	-	
Infrastructure	50,000	40,000	PCA road improvement
Furniture and Fixtures	87,000	30,000	Water heaters for WCA washrooms
Vehicles and Equipment	255,000	109,000	2 pick ups, 1 gator
Tenchnology Equipment	90,000	67,500	Digital air photos (5 year), servers
	784,258	361,500	
Net Other Capital Budget	(282,309)	(186,374)	
Surplus (Deficit) in Capital Spending Activities	(487,624)	(219,498)	

List of Acronyms

DMAF - Disaster Mitigation & Adaptation Fund (federal)
 FCA - Fanshawe ConservationArea
 MNRF - Ministry of Natural Resources & Forestry (provincial)
 NDMP - National Disaster Mitigation Program (federal)
 PCA - Pittock ConservationArea

SWP - Source Water Protection
 WCA - Wildwood ConservationArea
 WCC - Watershed Conservation Centre
 WECl - Water & Erosion Control Infrastructure (provincial)

All Units, All Activities

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	7,660,124	9,155,333	19.5%	Reflects significant capital increases for City of London dykes, provincial download, plus 25% of Environmental Targets Year 4
Government Transfer Payments	181,213	181,217	0.0%	50% cut already experienced
Contracts	7,195,980	6,973,363	-3.1%	
User Fees	4,338,379	4,315,556	-0.5%	
All Others incl deferred amounts	1,844,378	1,035,479	-43.9%	Donations and investment gains are conservatively estimated
Total Revenues	21,220,073	21,660,947	2.1%	
Operating Expenses				
Wages, Benefits, Per Diems	9,840,604	10,200,803	3.7%	Some consulting is now staffed
Training	104,420	112,300	7.5%	
Legal, Audit, Insurance	368,689	402,285	9.1%	
Services	1,551,160	862,986	-44.4%	
Computers, Property and Utilities	5,559,128	7,714,332	38.8%	Corresponds to City of London dykes projects
Supplies	1,481,611	1,160,664	-21.7%	
Flow Through Expenses	280,861	165,715	-41.0%	
Depreciation Expenses	1,070,227	1,221,973	14.2%	
Allocated Costs	756	264	-65.1%	
Total Operating Expenses	20,257,456	21,841,322	7.8%	
Desired Transfers to Reserves	560,884	53,678	-90.4%	Little funding for future reserve use
Other Capital Spending	784,258	361,500	-53.9%	See page 4
Surplus (deficit)	(382,525)	(595,552)		



The UTRCA operates and manages a number of water and erosion control structures on behalf of its member municipalities. The operation and maintenance costs for these structures are apportioned to municipalities on a beneficiary pays basis. The UTRCA also maintains and operates a number of recreation dams on behalf of member municipalities. The benefiting municipality for these recreational structures is the municipality within which they are located. Capital maintenance of all of these structures is funded in the same proportions as operating, as shown in the table below.

The UTRCA Board of Directors has approved a 20 Year Capital Maintenance Plan for Water and Erosion Control Structures. This long term plan has been developed to coordinate the timing and financing of major capital repairs to the water and erosion control structures. The plan is reviewed and updated annually, to maintain a rolling 20 year estimate for planning and financing purposes.

With the plan in place, the UTRCA is able to leverage the municipal contributions to pursue senior government funding support for specific projects. The long term cost projections are also used to lobby senior levels of government to continue providing major capital repair grant programs, such as Ontario's Water and Erosion Control Infrastructure (WECI) program.

In 2020, the UTRCA has obtained funding from the federal Disaster Mitigation & Adaptation Fund for the West London Dyke Reconstruction Project. Funding from WECI is not yet confirmed.

The amounts for the annual fixed contributions from the affected municipalities have been calculated based on long term flood control capital repair estimates. The 20 Year Capital Maintenance Plan includes provisions for reviews and for the adjustment of the municipal contributions, depending on updated studies and cost estimates. The 2020 Draft Flood Control Capital Levy is described in the following table.

Flood Control Capital Levy Summary

Municipality	Structure	Apportionment	2020 FC Capital Levy Total
Oxford County	Wildwood Dam	0.97%	\$125,000
	Pittock Dam	62.07%	
	Ingersoll Channel	100.00%	
City of London	Fanshawe Dam	100.00%	\$2,600,000
	Wildwood Dam	83.96%	
	Pittock Dam	36.86%	
	London Dykes & Erosion Control Structures	100.00%	
	Springbank Dam	100.00%	
Town of St. Marys	St. Marys Floodwall	100.00%	\$50,000
	Wildwood Dam	14.10%	
City of Stratford	RT Orr Dam & Channel	100.00%	--
Municipality of West Perth	Fullarton Dam	100.00%	\$5,000
Township of Zorra	Embro Dam	100.00%	\$1,500
	Harrington Dam	100.00%	\$5,000
Total Flood Control Capital Levy			\$2,786,500

2020 Draft Flood Control Capital Levy

Water & Information Management



What we do:

- Reduce the risk of property damage and loss of lives due to flooding by providing flood forecasting and warning programs.
- Operate and maintain water control structures to control flood flows and augment stream flow during dry periods.
- Operate and maintain recreational water control structures on behalf of municipalities.

Examples:

- Provide and maintain flood situation emergency plans and a flood warning system
- Continually monitor stream flow, reservoirs and watershed conditions, and forecasting floods
- Collect and maintain flood damage information and historical flooding data
- Maintain and expand stream gauge network in order to improve stream flow, climatic and water quality monitoring
- Improve and calibrate flood forecasting models
- Coordinate, maintain, and improve stream flow through flow augmentation reservoirs
- Coordinate the upper Thames River watershed's Low Water Response Team, which is planning for drought response to meet the needs of watershed residents and business, while protecting natural systems and human health
- Operate, inspect and maintain flood control dams, dyke systems, channels, and erosion control structures, constructed in partnership with municipalities
- Operate, inspect and maintain medium sized municipal recreation dams and Conservation Area dams
- Undertake major maintenance projects on water and erosion control structures, and assess municipal erosion control works
- Undertake dam safety studies and improve public safety around dams
- Update operation and maintenance manuals
- Secure capital maintenance funding for water and erosion control infrastructure
- Provide technical expertise to identify natural hazards (such as floodplains and steep slopes) with the goal of protecting people and property from these natural hazards
- Provide, interpret and maintain floodplain mapping
- Update hazard modelling and mapping in support of Environmental Planning & Regulations unit
- Secure senior government funding support for flood hazard mitigation

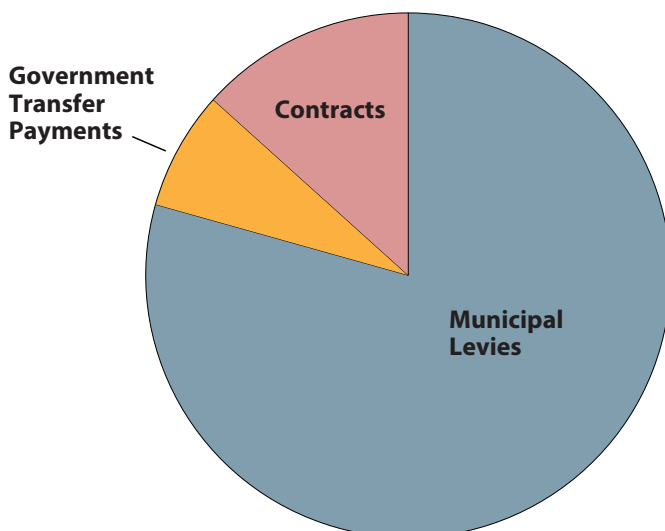
Why:

- Reduce property damage, injury and loss of life
- Comply with legislative requirements and guidelines at the local level
- Maintain public investment in infrastructure to prevent catastrophic loss
- Improve water quality and stream flow
- Key component of a comprehensive flood plain management program
- Provide park land and recreational opportunities

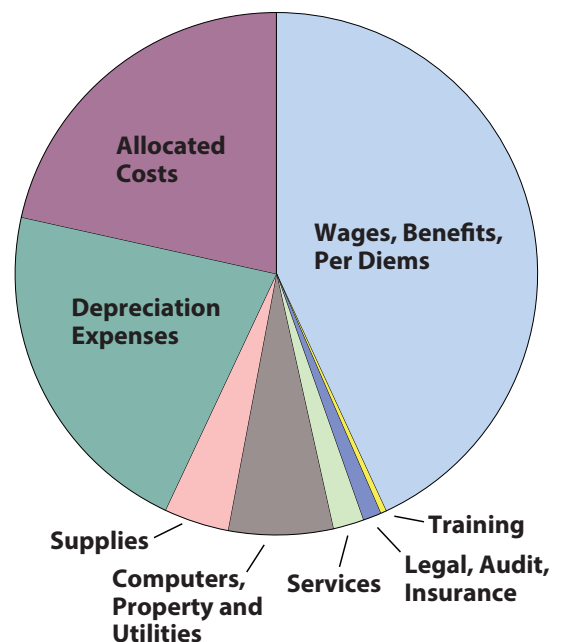
Water & Information Management

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	1,637,206	1,804,711	10.2%	Includes deferred revenues to offset depreciation
Government Transfer Payments	152,261	166,270	9.2%	
Contracts	876,800	303,252	-65.4%	NDMP program ending early 2020, other provincial contracts cut
User Fees	60,000	-	0.0%	
All Others incl deferred amounts	65,304	-	0.0%	
Total Revenues	2,791,571	2,274,233	-18.5%	
Operating Expenses				
Wages, Benefits, Per Diems	1,265,516	1,175,104	-7.1%	Error in 2019 budget; now correct
Training	4,900	9,900	102.0%	
Legal, Audit, Insurance	32,000	30,965	-3.2%	Reflects capital projects completed in 2019 and prior
Services	57,000	52,000	-8.8%	
Computers, Property and Utilities	211,725	176,275	-16.7%	
Supplies	87,550	109,350	24.9%	
Depreciation Expenses	457,461	585,912	28.1%	
Allocated Costs	622,159	586,931	-5.7%	
Total Operating Expenses	2,738,311	2,726,437	-0.4%	
Desired Transfers to Reserves	32,836	-	0.0%	
Surplus (deficit)	20,424	(452,204)		

REVENUES



EXPENSES



Environmental Planning & Regulations



What we do:

- Review construction and approve projects in and around watercourses, flood plains, valley slopes, and wetlands to ensure development is safe for individuals and the community.
- Assist municipalities with fulfilling their Planning Act responsibilities by identifying natural hazard areas and natural heritage features, and providing policy support.
- Provide municipalities with access to policy and technical experts in various disciplines, including hydrology, hydrogeology, ecology, fisheries, engineering, bioengineering, stream morphology, and land use planning.
- Provide land use planning advisory services to identify natural hazard, natural heritage, development servicing, water quality, and natural resource planning concerns.
- Increase implementation of green infrastructure (Low Impact Development) through pilot projects and professional development opportunities.
- Monitor and update the Thames-Sydenham and Region Source Protection Plan (SPP) to protect human health and municipal drinking water sources (quality and quantity).
- Collaborate with municipalities and conservation authorities to develop and operate a Local Source Water Information Management System to help municipalities to meet their obligations under the Clean Water Act and Source Protection Plans.
- Provide risk management services, including education and outreach, to participating municipalities to assist them in implementing the SPP through risk management, prohibition, and restricted land use policies.

Examples:

- Provide comments to assist municipalities with processing Official Plan and zoning by-law amendments, severances, variances and plans of subdivision
- Answer questions from the public on the environmental aspects of land use planning
- Respond to property inquiries and mapping requests (legal, real estate, and general information)
- Administer approvals and investigate violations related to regulations made pursuant to the Conservation Authorities Act
- Screen and comment on mitigation related to projects requiring federal Fisheries Act review or approval

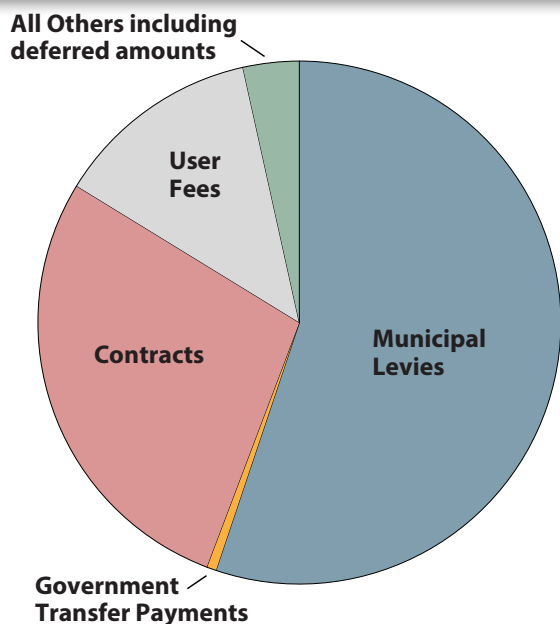
Why:

- Reduce the risk to life and property from natural hazards such as flooding and unstable slopes, and support safe development.
- Promote the maintenance and enhancement of natural heritage features and areas such as woodlands, wetlands and threatened species.
- Protect and promote the wise use of groundwater resources.
- Comply with legislative requirements under the Conservation Authorities Act.

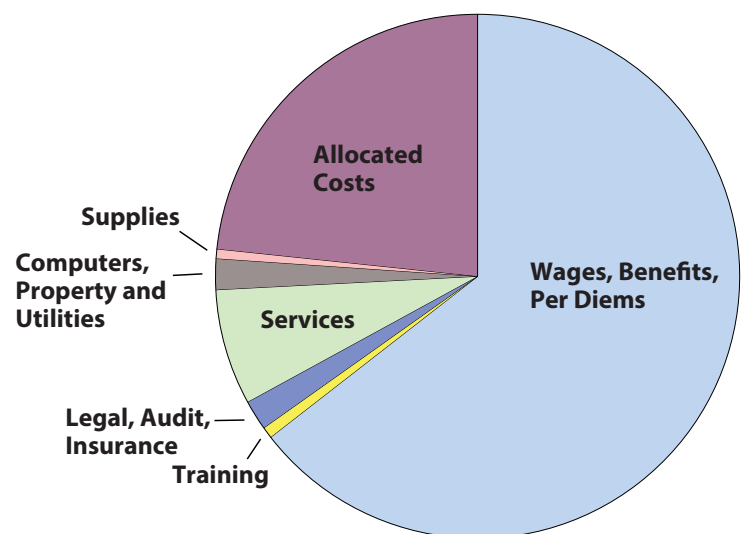
Environmental Planning & Regulations

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	893,309	1,359,434	52.2%	Includes \$310K for Growth Assessment (City of London only) and Targets levy for 2020
Government Transfer Payments	28,952	14,947	-48.4%	
Contracts	815,877	689,389	-15.5%	Includes regulatory SWP and risk management service contracts
User Fees	275,000	315,000	14.5%	Fees may still be revised
All Others incl deferred amounts	85,381	85,381	0.0%	
Total Revenues	2,098,519	2,464,151	17.4%	
Operating Expenses				
Wages, Benefits, Per Diems	1,174,841	1,453,361	23.7%	3 staff for London Growth Assessment funding, additional staff time from supporting units and advocacy efforts of Targets workplan
Training	13,500	16,000	18.5%	Corresponding increase for staff costs
Legal, Audit, Insurance	27,000	41,750	54.6%	Corresponding increase for staff costs
Services	171,500	161,000	-6.1%	
Computers, Property and Utilities	27,750	43,000	55.0%	Tools for improved service delivery (i.e., database functionality, tablets)
Supplies	8,400	13,000	54.8%	
Allocated Costs	443,126	525,861	18.7%	Corresponding increase for staff costs
Total Operating Expenses	1,866,117	2,253,972	20.8%	
Surplus (deficit)	232,402	210,179		

REVENUES



EXPENSES



Watershed Planning, Research & Monitoring



What we do:

- Provide watershed scale environmental monitoring, summarized every 5 years in a comprehensive Watershed Report Card document.
- Develop and maintain watershed and property specific management plans in cooperation with government agencies, municipalities and community groups.
- Implement research studies to fill resource information gaps and develop innovative methods of protecting and enhancing watershed resources.

Examples:

- Develop UTRCA Watershed Report Cards to summarize and report all monitoring data and trends
- Monitor groundwater at 24 sites as part of the Provincial Groundwater Monitoring Information System in partnership with the Ministry of the Environment, Conservation and Parks (MECP)
- Collect and analyze surface water samples at 24 sites as part of the Provincial Water Quality Monitoring Network in partnership with the MECP and municipal Health Units
- Undertake expanded water quality and stream health monitoring, in support of efforts identified in the UTRCA Strategic Plan and in partnership with member municipalities
- Compile water quality and aquatic community health data in a comprehensive and standardized time series database, which is integrated with water quantity and available to watershed partners
- Monitor aquatic community health including benthic invertebrates, fisheries and species at risk to identify priority areas for implementation of best management practices and stewardship
- Facilitate the development of an updated Water Management Plan for the Thames River watershed in collaboration with a broad group of stakeholders
- Participate in senior government working groups related to development of a Domestic Action Plan to reduce phosphorus loads to Lake Erie
- Develop and maintain Geographic Information System (GIS) databases, performing spatial analysis and producing mapping and GIS tools to support watershed planning initiatives, assist in property management and support regulatory activities
- Develop land management plans for UTRCA properties, such as the Lowthian Flats and Fullarton area lands, in partnership with the Conservation Areas and Lands & Facilities units
- Provide technical support and review for applications related to planning advisory services
- Study species at risk and their habitat requirements that are indicators of watershed health
- Develop natural heritage system studies to determine natural heritage system significance and spatially quantifying natural heritage feature gains and losses to identify areas of concern

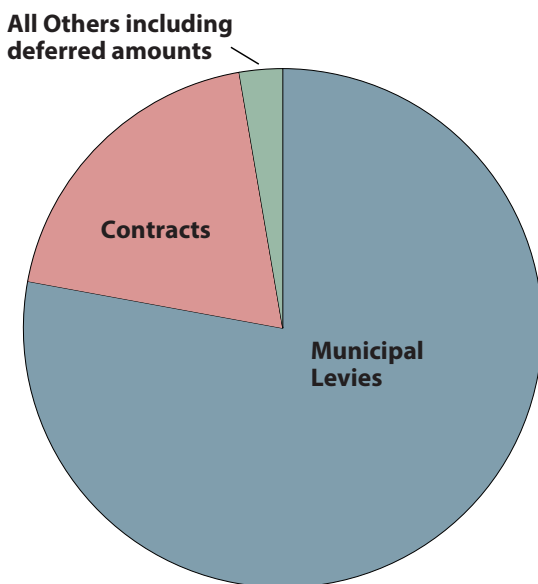
Why:

- Gather long term data and create information to measure outcomes related to the UTRCA Environmental Targets Strategic Plan and to guide work to improve environmental health
- Solving environmental problems and implementing plans to improve watershed health requires monitoring information from a broad geographic perspective as well as knowledge of current resources
- Advocate for clean water and natural heritage feature protection and restoration in the watershed, as identified in UTRCA Environmental Targets
- Improve habitat and decrease environmental health risks to humans and animals

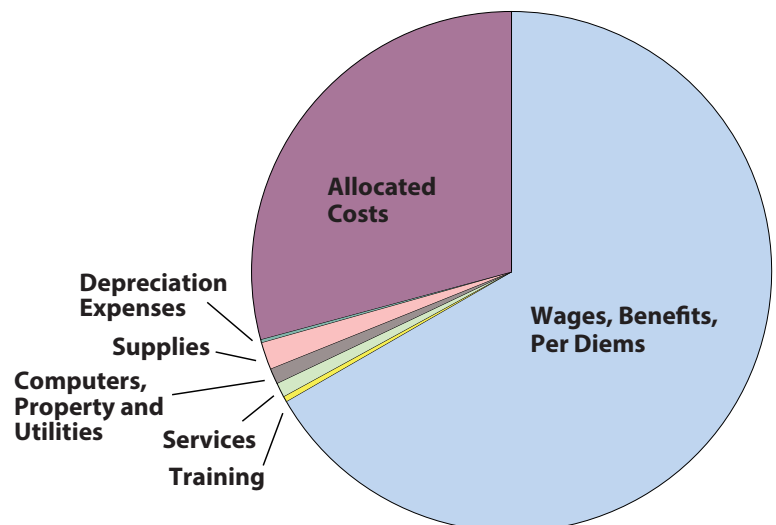
Watershed Planning, Research & Monitoring

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	698,962	723,454	3.5%	
Contracts	174,700	180,450	3.3%	
User Fees	-	-	0.0%	
All Others incl deferred amounts	8,000	25,000	212.5%	Advanced donation for Cade Tract naturalization
Total Revenues	881,662	928,904	5.4%	
Operating Expenses				
Wages, Benefits, Per Diems	708,323	747,122	5.5%	Staff working on Targets and Dingman Creek monitoring programs
Training	3,850	3,900	1.3%	
Services	36,000	10,050	-72.1%	Consultant changed to staff contract
Computers, Property and Utilities	8,550	11,050	29.2%	
Supplies	12,650	18,900	49.4%	Primarily Cade Tract expenses
Depreciation Expenses	2,176	2,176	0.0%	
Allocated Costs	293,969	327,236	11.3%	
Total Operating Expenses	1,065,518	1,120,434	5.2%	
Surplus (deficit)	(183,856)	(191,530)		

REVENUES



EXPENSES



Conservation Services



What we do:

- Provide comprehensive face-to-face technical services to address soil and water quality concerns
- Offer a range of tree planting and woodlot management services
- Deliver the Clean Water Program (CWP), which provides a one-window service for rural landowners to access technical assistance and financial incentives for implementing measures that improve surface water and groundwater quality and soil health. The CWP is funded by the Counties of Oxford, Middlesex and Perth, the Town of St. Marys and the Cities of Stratford and London, with additional funding leveraged from industry, government, foundations and donations.

Examples:

- Deliver best management practices available through the CWP including erosion control structures, wetland restoration, fencing livestock from watercourses, stream restoration, improving habitat for fish, wildlife and pollinators, low impact development, upgrading private wells, decommissioning unused wells, tree planting, windbreaks, and enhancing woodlots, among others
- CWP since 2001 has completed 4384 projects; 3200 projects cost shared, \$10.8 million in capital project value plus landowner inputs / \$4.4 million in cost-sharing
- Provide a wide range of forestry services such as tree planting plans (including technical assistance, planting or supplying appropriate stock, and maintenance assistance), woodlot management, invasive species control, and planning and auditing for the Managed Forest Tax Incentive Program
- Implement naturalization projects through the Communities for Nature program, which gives 5,000 people each year a hands-on educational experience enhancing their local environment, through community forestry, wildflower and aquatic planting, and provides local businesses including TD Canada Trust, DANCOR, service clubs and private donors with an opportunity to provide lands and/or financial support
- Coordinate the Memorial Forests Program across the watershed to commemorate people and events, in partnership with local funeral homes
- Deliver Medway Creek watershed phosphorus reduction research and demonstration projects partnering with Environment and Climate Change Canada (ECCC) and the Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA)
- Partner with ECCC to establish and monitor water quality from agriculture-based Thames River subwatersheds stations
- Manage innovative demonstration and research efforts, including controlled drainage, engineered vegetated filter strips, saturated buffers, constructed wetlands, surface inlet effectiveness, on-farm stormwater management, slag filters to remove phosphorus from barnyard and silage leachate runoff and from tile drainage systems, edge-of-field research to monitor phosphorus movement on agricultural cropland, and biofilters. Partner with the Universities of Waterloo, Guelph and Western, Great Lakes and St. Lawrence Cities Initiative on the Thames River Phosphorus Reduction Collaborative, OMAFRA, Agriculture and Agri-Food Canada, and others in carrying out these projects.
- Work with partners to address local forestry issues such as Emerald Ash Borer parasitoid research, preserving the genetics of native butternut trees, and other related climate change impacts

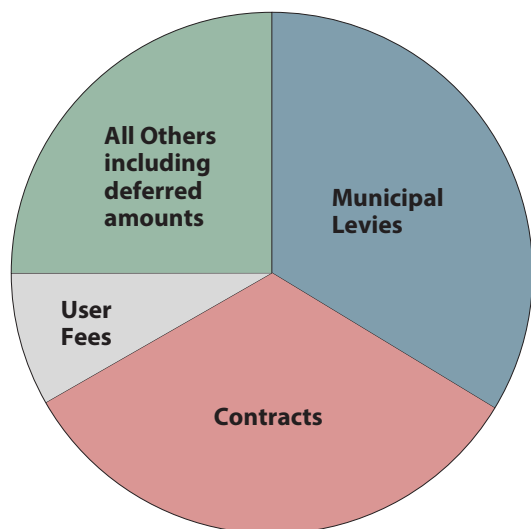
Why:

- Agricultural BMPs are cost-effective, practical actions that landowners can take to improve soil health and water quality while maintaining or enhancing agricultural production
- Address locally identified priority water quality impairment issues
- Stabilize streams experiencing pressure from surrounding land uses
- Improve water quality and habitat for fish and wildlife, and reestablish natural aquatic linkages
- Provide benefits to mitigate climate change
- Increase natural cover to improve water quality and provide terrestrial wildlife and pollinator habitat

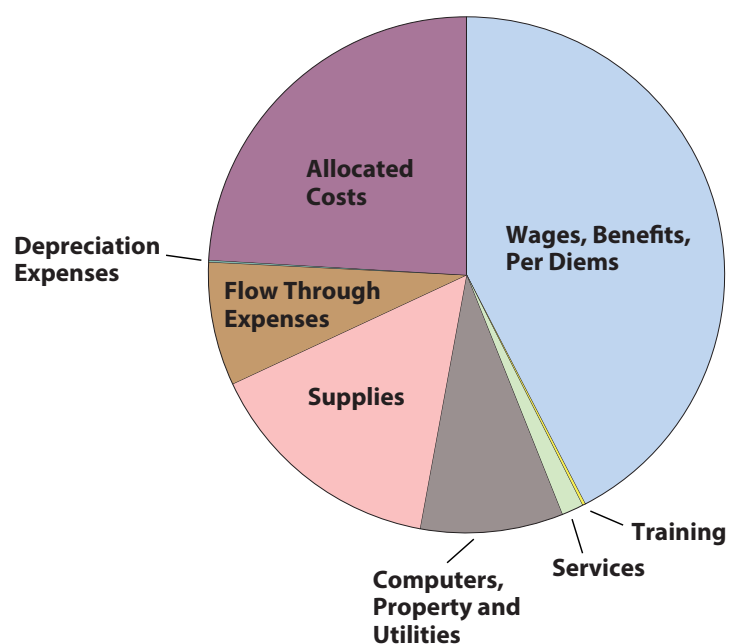
Conservation Services

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	704,677	664,335	-5.7%	
Contracts	846,750	651,866	-23.0%	Not forecasting Canada Ontario Agreement funding in 2020
User Fees	151,500	163,000	7.6%	
All Others incl deferred amounts	514,746	493,290	-4.2%	
Total Revenues	2,217,673	1,972,491	-11.1%	
Operating Expenses				
Wages, Benefits, Per Diems	797,456	819,854	2.8%	
Training	9,000	3,550	-60.6%	To reflect actual
Services	40,700	26,700	-34.4%	
Computers, Property and Utilities	187,603	172,750	-7.9%	
Supplies	423,133	293,479	-30.6%	Utilizing existing equipment to reduce costs
Flow Through Expenses	243,361	149,715	-38.5%	Some grant programs have little take up
Depreciation Expenses	2,403	2,403	0.0%	
Allocated Costs	479,206	465,537	-2.9%	Corresponds to lower levy attribution
Total Operating Expenses	2,182,862	1,933,988	-11.4%	
Surplus (deficit)	34,811	38,503		

REVENUES



EXPENSES



Lands & Facilities



What we do:

- Work in partnership with the community to ensure the long-term protection of natural areas, such as woodlands and wetlands, and provide a variety of recreational opportunities on UTRCA-owned/ managed lands.
- Lease structures and properties to clubs and community groups, individuals and municipalities for activities that complement the UTRCA's programs and services.

Examples:

- Provide safe passive day-use recreational opportunities on 1900 hectares of rural properties, including woodlands, wetlands, agreement forests, and 7 rural conservation areas
- As of January 2019, the UTRCA is in an agreement with the City of London to manage 11 Environmentally Significant Areas (ESAs) covering 735.6 hectares
- Work with the local community to implement ESA Conservation Master Plans, in partnership with the City of London
- Initiate asset management plan as per the UTRCA Strategic Plan
- Initiate or assist with capital development projects
- Manage UTRCA fleet vehicles and equipment system
- Work with the local community to implement the Ellice and Gads Hill Swamps Management Strategy
- Perform comprehensive risk management and safety inspections on UTRCA-owned properties
- Assess hunting opportunities on UTRCA-owned properties and, where appropriate, implement a controlled hunting program
- Respond to infringement and encroachment related issues on UTRCA-owned properties
- Lease 24 UTRCA-owned agricultural properties totalling approximately 475 hectares
- Lease 5 residential homes and manage/maintain 7 storage buildings located throughout the watershed
- Maintain lease agreements with 7 community-based groups for the management and maintenance of our rural conservation areas
- Maintain lease agreements with more than 20 clubs for recreational opportunities within Fanshawe, Wildwood and Pittock Conservation Areas
- Maintain lease agreements for 80 cottages at two locations
- Maintain leases with groups and individuals for a variety of activities at properties throughout the watershed
- Partner with municipalities to control invasive species

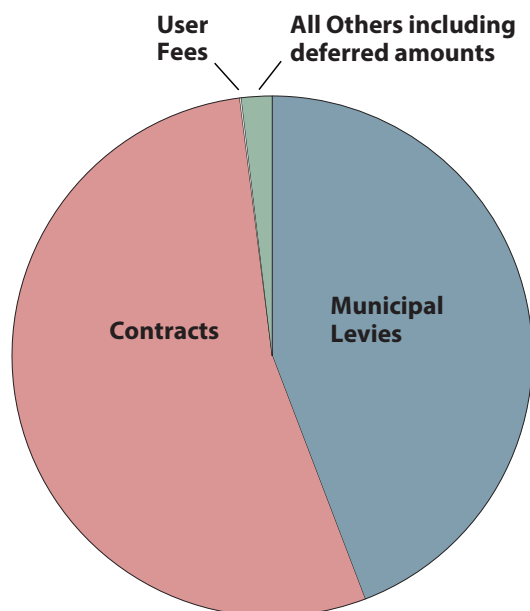
Why:

- When acquiring lands for the development of the reservoirs, the UTRCA was obliged to purchase entire holdings (farms); some of these lands are not needed to support the flood management and recreational programs of the UTRCA, and have been made available to the community
- Hazard lands and wetlands were acquired for flood risk reduction and recreation, and contribute to natural heritage conservation and water quality protection (surface water and groundwater)
- Create value for the environment by providing safe access to UTRCA-owned lands and permitted outdoor recreational opportunities

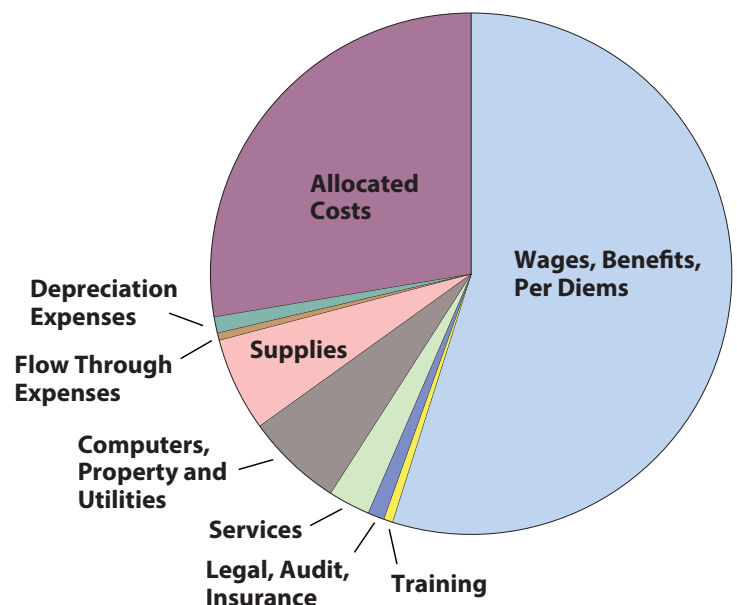
Lands & Facilities

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	553,155	750,720	35.7%	Targets workplan levies for 2020
Contracts	906,045	914,030	0.9%	
User Fees	2,000	2,000	0.0%	
All Others incl deferred amounts	25,000	32,000	28.0%	
Total Revenues	1,486,200	1,698,750	14.3%	
Operating Expenses				
Wages, Benefits, Per Diems	936,758	958,721	2.3%	
Training	10,100	9,900	-2.0%	
Legal, Audit, Insurance	21,400	17,930	-16.2%	
Services	85,200	45,350	-46.8%	Asset Management Planning costs not used in 2019
Computers, Property and Utilities	132,100	104,705	-20.7%	Includes Asset Management Planning needs assessment
Supplies	86,100	101,749	18.2%	
Flow Through Expenses	8,000	8,000	0.0%	
Depreciation Expenses	17,572	17,572	0.0%	
Allocated Costs	384,657	482,613	25.5%	Corresponds to increased Targets levy
Total Operating Expenses	1,681,887	1,746,540	3.8%	
Surplus (deficit)	(195,687)	(47,790)		

REVENUES



EXPENSES



Conservation Areas



What we do:

- Provide a variety of recreational and educational opportunities and facilities on 3200 hectares of conservation lands at Fanshawe, Wildwood and Pittock Conservation Areas for 650,000 visitors annually.
- Provide improved access to recreational facilities regardless of ability.
- Participate in local job fairs and employ 80 seasonal staff annually to operate the recreational areas.

Examples:

- Over 1300 seasonal and nightly camping sites, including back country camp sites
- Over 50 km of trail systems for biking, hiking and nature appreciation
- Water-based recreational opportunities including rental equipment
- Variety of special events and environmental programs in partnership with local organizations
- Day use opportunities including picnic areas, playgrounds and pavilion rentals, disc golf, geocaching, sand volleyball, yoga classes
- Cottage program
- Recreational hunting program
- Assist with a range of other UTRCA activities and programs, including:
 - o flood control operations and snow course readings
 - o providing and maintaining land base for Community Education programs
 - o grounds maintenance of the Watershed Conservation Centre
 - o tree storage and pick up locations for tree planting programs
 - o Memorial Forests and dedication services
- Land Management Agreement with the City of Woodstock for portions of the north shore and the entire south shore of Pittock Reservoir
- Use our conservation areas as demonstration sites for other programs and services offered by the UTRCA (e.g., green infrastructure rain garden, fish habitat creation, shoreline erosion solutions)
- Ensure conservation area lands comply with applicable legislation
- Set annual goals and implement strategies to continue improving and expanding services and opportunities

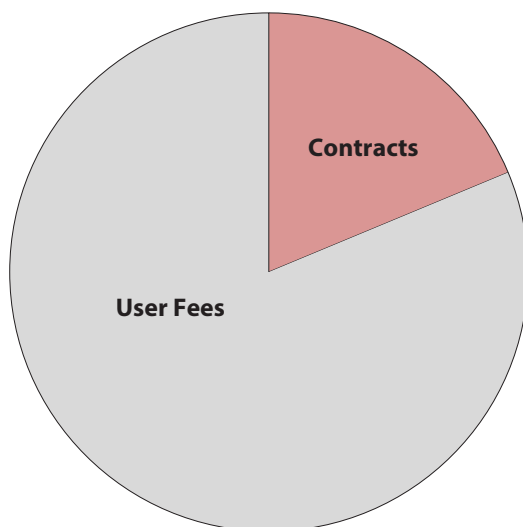
Why:

- Lands that were acquired for the development of flood control reservoirs also serve as multi-purpose recreational facilities.
- Create value for the environment by providing local outdoor recreational opportunities.
- Provide safe access to UTRCA-owned lands and permitted activities.

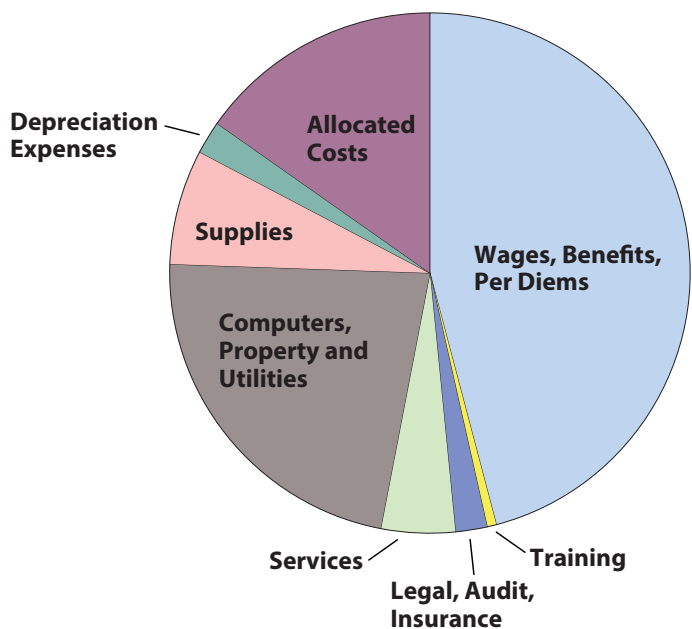
Conservation Areas

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	1,455	-	0.0%	
Contracts	838,175	854,031	1.9%	
User Fees	3,662,079	3,707,056	1.2%	Fee increases not yet included
All Others incl deferred amounts	39,000	-	0.0%	
Total Revenues	4,540,709	4,561,087	0.4%	
Operating Expenses				
Wages, Benefits, Per Diems	2,019,592	2,045,454	1.3%	Shortened some contracts
Training	23,570	25,100	6.5%	
Legal, Audit, Insurance	83,895	87,645	4.5%	
Services	167,300	204,800	22.4%	Septic system covers, water line, hydro panel replacement req'd
Computers, Property and Utilities	999,924	1,043,605	4.4%	
Supplies	316,750	318,450	0.5%	
Depreciation Expenses	76,373	91,651	20.0%	Pool upgrades, water heaters, Molok waste containers
Allocated Costs	773,320	679,564	-12.1%	
Total Operating Expenses	4,460,724	4,496,269	0.8%	
Surplus (deficit)	79,985	64,818		

REVENUES



EXPENSES



Community Partnerships



What we do:

- Motivate watershed residents to adopt stewardship (behaviours that protect and restore the environment) by facilitating access to environmental and conservation information, and involvement in stewardship activities.

Examples:

- Coordinate community involvement in planning and implementing environmental restoration, information sharing and education projects in the Medway, South Thames, Cedar Creek, Stoney and Forks watersheds, and the Dorchester Mill Pond
- Provide curriculum-based programming to more than 20,000 students at Fanshawe and Wildwood Outdoor Education Centres each year
- Provide environmental education programs and hands-on resource management opportunities in local natural areas and in class, to students and community groups (e.g., stream health monitoring, stream rehabilitation, Watershed Report Card program, Wetlands Education program)
- Build partnerships with First Nation communities
- Partner with watershed school boards to develop and implement education programs on flooding, stormwater and water safety (e.g., Focus on Flooding, Slow the Flow & Stop the Drop, Stream of Dreams, and River Safety, installing Low Impact Development projects at local schools)
- Assist communities in learning about and implementing Low Impact Development (LID) for stormwater projects, including hosting professional development and training and the Stream of Dreams program
- Partner with school boards and the private sector (e.g., Toyota, Start.ca, GM, service clubs) to develop and deliver innovative, curriculum-based environmental education programs.
- Work with corporate partners to involve the community in the naturalization of industrial properties (GM Canada - Ingersoll, Toyota - Woodstock)
- Partner with the City of Woodstock to re-naturalize Burgess Park and restore the Brick Ponds Wetland Complex
- As a member of the Oxford County Trails Council, assist with developing and promoting trails throughout Oxford County, while protecting and enhancing natural heritage within trail corridors
- Partner with school boards to develop and deliver a wide range of curriculum-based environmental education programs, including secondary school environmental program certifications (e.g., ICE, SHSM, GPS)
- Partner with Cargill Cares and Ontario Power Generation to deliver the Watershed Report Card program and the Sifton Bog Wetland program
- Coordinate the 2019 London Middlesex Children's Water Festival and the 2020 Perth County Children's Water Festival
- Help landowners, community groups and municipalities access funding for environmental projects
- Facilitate involvement of the community, industry and corporations in environmental clean ups and community events

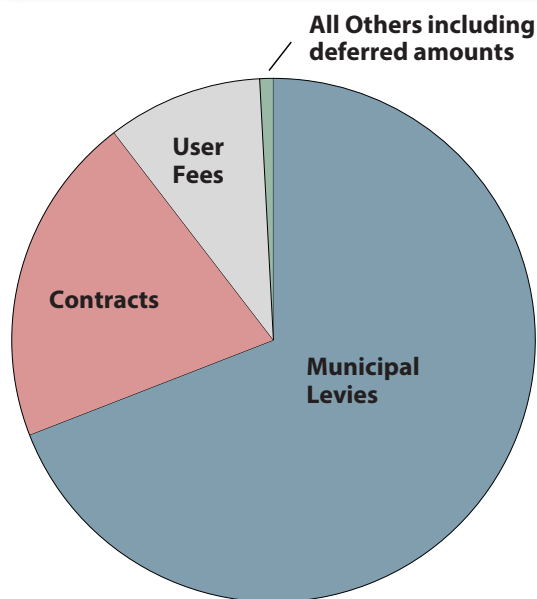
Why:

- Create value for a healthy environment by providing opportunities to experience and learn about conservation
- Provide hands-on learning opportunities to address local environmental concerns and build capacity in local communities
- Motivate watershed residents to adopt stewardship actions by facilitating access to environmental and conservation information and involvement in stewardship activities.

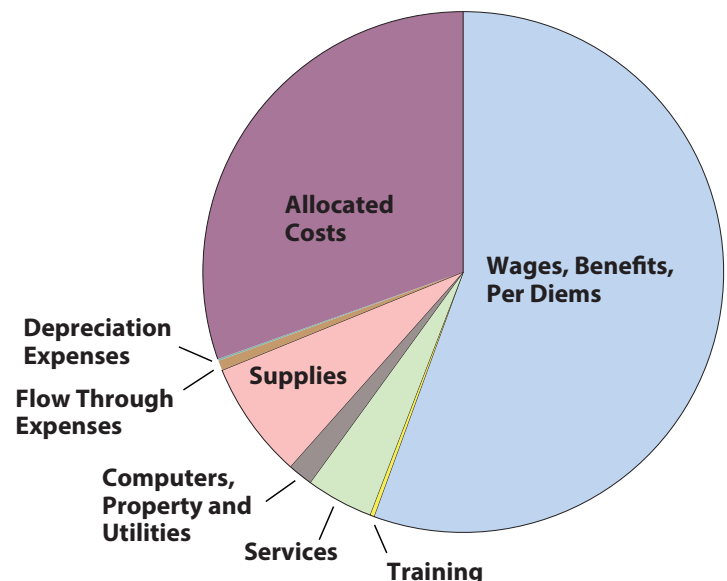
Community Partnerships

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	822,848	900,983	9.5%	Targets levy increase
Contracts	386,969	266,845	-31.0%	
User Fees	184,500	125,000	-32.2%	Fewer staff engaged in education programs
All Others incl deferred amounts	186,600	11,000	-94.1%	Less carry forward expected from 2019
Total Revenues	1,580,917	1,303,828	-17.5%	
Operating Expenses				
Wages, Benefits, Per Diems	633,639	723,422	14.2%	Staff dedicated to Targets workplan (Low Impact Development)
Training	4,100	3,600	-12.2%	
Services	222,506	54,100	-75.7%	Reflects 2019 actual experience
Computers, Property and Utilities	36,470	20,400	-44.1%	
Supplies	191,342	94,700	-50.5%	
Flow Through Expenses	29,500	8,000	-72.9%	Scaled back Water Festival for 2020
Depreciation Expenses	1,442	1,442	0.0%	
Allocated Costs	385,514	396,195	2.8%	
Total Operating Expenses	1,504,513	1,301,859	-13.5%	
Surplus (deficit)	76,404	1,969		

REVENUES



EXPENSES



Corporate & Support Services



What we do:

- Support the Conservation Authority's staff, members of the Board of Directors, and programs
- All Corporate & Support Services costs are allocated among the programs of the UTRCA

Examples:

- Corporate and strategic planning, governance policy development, and implementation
- Financial control support including development of procedures, systems integration and efficiency projects
- Adopting new accountings standards
- Implementing an acquisitions policy and automated system
- Human resources administration, benefits administration
- Payroll and health and safety initiatives
- Engage communities of interest through interactive social media channels
- Assess community needs and opportunities through communications and marketing
- Administrative, clerical, systems, communications and graphic design support
- Provide information products including printed materials, GIS mapping, Geoportal, and websites to watershed residents, the Board of Directors and staff
- Professional development opportunities
- Coordinate community volunteers

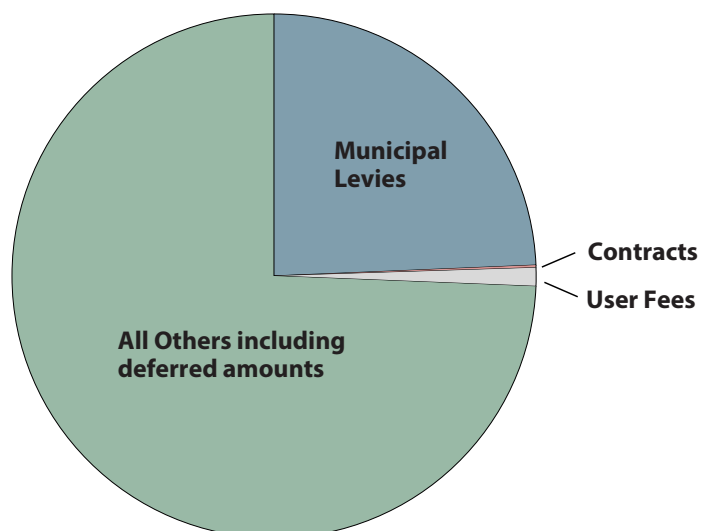
Why:

- Ensure programs are consistent with watershed resources, management needs, community values, and political and financial realities
- Ensure accountability to the community, partners, and municipal and senior government
- Inform staff, members, stakeholders and the public of the UTRCA's programs and policies
- Provide programs that are cost-effective
- Maintain competent, highly trained, safe and motivated staff to implement the UTRCA's programs
- Maintain efficient systems and equipment to support the organization

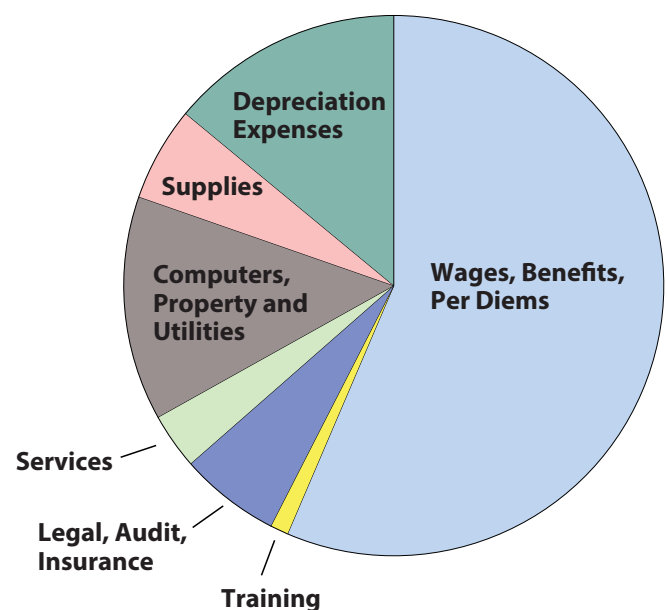
Service Cost Centres

	2019 Forecast	2020 Budget	Change from last year	Notes (see page 4 for list of acronyms)
Revenues				
Municipal Levies	97,217	75,689	-22.1%	These are amortized capital maintenance levies from earlier years
Contracts	1,500	500	-66.7%	
User Fees	3,300	3,500	6.1%	
All Others incl deferred amounts	421,800	231,300	-45.2%	Investment revenue modestly estimated for 2020
Total Revenues	523,817	310,989	-40.6%	
Operating Expenses				
Wages, Benefits, Per Diems	2,046,954	2,100,413	2.6%	
Training	35,400	40,350	14.0%	Implementing supervisor training program
Legal, Audit, Insurance	204,394	223,995	9.6%	Audit costs steady, insurance increases 15%
Services	104,000	124,825	20.0%	Includes HR consulting for reorganizational work
Computers, Property and Utilities	504,300	499,547	-0.9%	
Supplies	188,500	211,036	12.0%	
Depreciation Expenses	512,800	520,817	1.6%	
Allocated Costs	(3,381,195)	(3,463,673)	0.0%	
Total Operating Expenses	215,153	257,310	19.6%	
Desired Transfers to Reserves	403,048	53,678	-86.7%	
Surplus (deficit)	(94,384)	1		

REVENUES



EXPENSES



2020 UTRCA Draft Budget: Municipal Levy November 2019

			Current Operations													
			General Levy		Operating Reserve Levy		Dam & Flood Control Levy <i>(see table below for details)</i>			Specific Project Funding		Env Targets Year 4 <i>(reduced)</i>	Total Municipal Operations Funding		Year over Year Increase	
Municipality	2019 CVA	2020 CVA	2019	2020	2019	2020	2019	2020	Provincial Download 2020	2019	2020	2020	2019	2020	\$	%
Oxford Cty	16.5514	16.6248	638,617	653,636	5,470	5,599	185,042	178,652	28,893			12,741	829,129	879,521	50,392	6.1%
London	64.6982	64.4956	2,496,306	2,535,770	21,382	21,721	857,719	877,272	118,361	105,000	105,000	49,427	3,480,407	3,707,551	227,144	6.5%
Lucan Bidd.	0.3179	0.3277	12,266	12,884	105	110	2,018	2,115	286			251	14,389	15,647	1,258	8.7%
Thames Ctr	3.2168	3.2126	124,117	126,310	1,063	1,082	25,585	26,019	2,812			2,462	150,765	158,684	7,919	5.3%
Middlesex Ctr	2.2866	2.3441	88,225	92,163	756	789	14,501	15,121	2,052			1,796	103,482	111,922	8,440	8.2%
Stratford	7.2851	7.2473	281,088	284,942	2,408	2,441	96,533	78,864	10,216			5,554	380,029	382,017	1,988	0.5%
Perth East	1.3728	1.4206	52,967	55,854	454	478	11,298	11,803	1,242			1,089	64,719	70,466	5,747	8.9%
West Perth	1.4187	1.4523	54,739	57,100	469	489	43,583	50,763	1,270			1,113	98,791	110,735	11,944	12.1%
St. Marys	1.5092	1.4767	58,230	58,059	499	497	27,396	28,160	3,451			1,132	86,125	91,299	5,174	6.0%
Perth South	1.1431	1.1961	44,106	47,027	378	403	7,229	7,691	1,044			917	51,713	57,081	5,368	10.4%
South Huron	0.2002	0.2023	7,725	7,954	66	68	1,265	1,301	177			155	9,056	9,654	598	6.6%
Zorra	0	0		-	-	-	8,500	8,500	-				8,500	8,500	-	0.0%
SW Oxford	0	0		-	-	-	5,610	5,610	-				5,610	5,610	-	0.0%
TOTAL	100	100	3,858,386	3,931,699	33,050	33,678	1,286,279	1,291,872	169,803	105,000	105,000	76,636	5,282,715	5,608,688	325,973	6.2%
Contribution to 6.2% increase				1.4%		0.0%		0.1%	3.2%		0.0%	1.5%				6.2%

Capital Investments												
Capital Maintenance		Flood Control Capital Levy			Total Municipal Capital Funding		Year over Year Increase		Total Municipal Funding for Operations & Capital		Year over Year Increase	
2019	2020	Structure	2019	2020	2019	2020	\$	%	2019	2020	\$	%
28,111	29,114	Pittock Dam, Ingersoll Channel	125,000	125,000	153,111	154,114	1,003	0.7%	982,240	1,033,636	51,396	5.2%
111,675	112,948	Total Structures ¹	1,486,104	2,600,000	1,597,779	2,712,948	1,115,169	69.8%	5,078,186	6,420,499	1,342,313	26.4%
531	574				531	574	43	8.1%	14,920	16,221	1,301	8.7%
5,420	5,626				5,420	5,626	206	3.8%	156,185	164,310	8,125	5.2%
3,927	4,105				3,927	4,105	178	4.5%	107,409	116,027	8,618	8.0%
12,572	12,692	RT Orr Dam	25,000	-	37,572	12,692	(24,880)	-66.2%	417,601	394,709	(22,892)	-5.5%
2,276	2,488				2,276	2,488	212	9.3%	66,995	72,954	5,959	8.9%
2,343	2,543	Fullarton Dam	5,000	5,000	7,343	7,543	200	2.7%	106,134	118,279	12,145	11.4%
2,631	2,586	WWD Dam, St Marys Floodwall	102,000	50,000	104,631	52,586	(52,045)	-49.7%	190,756	143,885	(46,871)	-24.6%
1,866	2,095				1,866	2,095	229	12.3%	53,579	59,176	5,597	10.4%
340	354				340	354	14	4.2%	9,396	10,009	613	6.5%
	-	Harrington \$5K Embro \$1.5K	6,500	6,500	6,500	6,500	-		15,000	15,000	-	0.0%
	-				-	-	-		5,610	5,610	-	0.0%
171,692	175,126		1,749,604	2,786,500	1,921,296	2,961,626	1,040,330	54.1%	7,204,011	8,570,314	1,366,303	19.0%

¹ Total Structures - City of London:	
Structure	\$
Fanshawe Dam	50,000
Wildwood & Pittock Dams	100,000
Erosion Control	40,000
London Dykes	2,410,000
Total London Structures	2,600,000

2020 UTRCA Draft Budget: Dam & Flood Control Levy - Details

Municipality	CVA		Forecasting, Planning & Technical Studies		Small Holdings	Wildwood Dam			Pittock Dam			100% Structures and Projects			2019	2020
	2019	2020	Provincial Download \$	\$	\$	%	Provincial Download \$	\$	%	Provincial Download \$	\$	Structure	Provincial Download \$	\$	\$	\$
Oxford County	16.5514	16.6248	14,271	103,981	1,160	0.97	116	1,116	62.07	10,201	59,695	Ingersoll Channel	4,305	12,700	185,042	207,545
London	64.6982	64.4956	55,365	403,392	4,502	83.91	10,017	96,557	36.81	6,049	35,401	Total Structures ²	46,930	337,420	857,719	995,633
Lucan Biddulph	0.3179	0.3277	281	2,050	23	0.02	2	23	0.02	3	19				2,018	2,401
Thames Centre	3.2168	3.2126	2,758	20,093	224	0.19	23	219	0.19	31	183	Dorchester Mill Pond & CA Dams (\$2,650 ea)		5,300	25,585	28,831
Middlesex Centre	2.2866	2.3441	2,012	14,661	164	0.14	17	161	0.14	23	135				14,501	17,173
Stratford	7.2851	7.2473	6,221	45,329	506	0.44	53	506	0.44	72	423	RT Orr Dam & Channel	3,870	32,100	96,533	89,080
Perth East	1.3728	1.4206	1,219	8,885	99	0.08	10	92	0.08	13	77	Shakespeare Dam		2,650	11,298	13,045
West Perth	1.4187	1.4523	1,247	9,083	101	0.08	10	92	0.08	13	77	Mitchell Dam (\$38,760) & Fullarton Dam (\$2,650)		41,410	43,583	52,033
St. Marys	1.5092	1.4767	1,268	9,236	103	14.10	1,683	16,225	0.10	16	96	St. Marys Floodwall	484	2,500	27,396	31,611
Perth South	1.1431	1.1961	1,027	7,481	83	0.06	7	69	0.06	10	58				7,229	8,735
South Huron	0.2002	0.2023	174	1,265	14	0.01	1	12	0.01	2	10				1,265	1,478
Zorra								-				Harrington & Embro Dams		8,500	8,500	8,500
Southwest Oxford								-				Centreville Dam		5,610	5,610	5,610
TOTAL	100	100	85,843	625,456	6,979	100	11,939	115,073	100	16,433	96,174		55,588	448,190	1,286,279	1,461,675

² Total Structures - City of London:		
Structure	Provincial Download \$	\$
Fanshawe Dam	44,419	265,500
Springbank Dam		38,000
London Dykes/ Erosion Control	2,511	33,920
Total London	46,930	337,420

2020 Draft Budget November 2019

October 21, 2019

The Town of St. Marys
175 Queen Street East, Box 998
St. Marys, ON N4X 1B6

Dear Mayor and Members of Council,

On behalf of the St. Marys Healthcare Foundation, we kindly request your contribution of \$50,000 towards Physician Recruitment, Retention and Education.

Our Hospital Foundation's Mission: A HEALTHY, ACTIVE COMMUNITY

Established in 1992, the St. Marys Memorial Hospital Foundation is a dynamic group of people committed to the health and wellbeing of our community, which is our first priority. Together, we raise and provide funds for a variety of equipment, infrastructure and upgrades that support St. Marys Memorial Hospital and the Tradition Mutual Centre for Wellness. Our foundation also passionately supports community based health initiatives.

Our priorities are as follows:

- Supporting the needs of the St. Marys Memorial Hospital
- Expanding primary care at the Tradition Mutual Centre for Wellness
- Raising awareness of opportunities for local healthcare
- Establishing quality end-of-life care for St. Marys and area
- Bringing resources to our community for mental healthcare

Please consider our request for \$50,000, showing your continued leadership and commitment to an innovative and unique opportunity that serves the Town of St. Marys in so many ways. We truly value our positive relationship with the Town of St. Marys.

With your grant, you will be directly supporting the development, education and retention of our Healthcare Professionals.

Providers, Patients, Families and Staff of the Tradition Mutual Centre for Wellness in St. Marys and surrounding area will be positively impacted today and for generations to come.

Rural Healthcare Model-Comprehensive Continuity of Care

Our current healthcare team is comprised of: Physicians, Nurse Practitioners, Registered Nurses, Registered Practical Nurses, Social Worker, Dietician, Pharmacist, Addictions Counsellor and learners from Western University all working in collaboration. Learners get exposed to: Emergency, In-patient, Out-

patient, Long Term Care Centres and House Calls; an experience few educators can offer.

All of these professionals are in one area, on a single floor, communicating and collaborating to provide integrated and innovative services to meet the diverse needs of our local populations. The Tradition Mutual Centre for Wellness is physically connected with our Hospital, Emergency department and 20 in-patient beds, other integrated health services, providing a unique opportunity to be a model for integrated health services.

This model provides many benefits.

Community Prospers - Positive Economic Impact

- Sustain and expand infrastructure for future growth of our community
- Expand access to primary care
- Increase the opportunity to attract Physicians & Practitioners, a commitment to strong learners/leaders in a rural/urban setting for all of Ontario
- Supports recruiting families and businesses with our Wellness Centre, Hospital and Emergency Department

Patient Thrives:

- Local access to leading edge care and services
- Rapid response times with new, up-to-date equipment and technology
- Continuous care by the Family Health Team throughout their healthcare path

This type of care is truly unique and reinforces our strong leadership and commitment to community health care.

These funds will be used to continue our efforts of recruiting, educating and retaining talented family physicians and healthcare practitioners. Annually, we contribute funds to the education of our healthcare providers in order for them to stay current, providing our community with leading edge knowledge and teaching opportunities to keep up with the fast-paced evolution of healthcare.

Please feel free to contact us should you require any additional information.

Thank you for your consideration,



Pat Craigmile, Board Chair
St. Marys Healthcare Foundation



Ken McCutcheon, Board Vice-Chair
St. Marys Healthcare Foundation

PROPOSED 2020 SEASON

REVIEW OF THE 2019 SEASON OF EXHIBITIONS

PROPOSED OPERATING BUDGET

PROJECTED REVENUE

PUBLICATION BUDGET.

• St. Marys Station Gallery •

2020

The year 2019 was another successful one at the St. Marys Station Gallery. We have produced 8 exhibitions to date, all of which have been well received by the gallery's more than 1500 visitors.

Women's Doubles highlighted the work of 8 talented women artists from St. Marys and vicinity. The Exhibition featured the works of Deb Dicker, Sylvie Verwaayen, Annette Goodalel, Chantalle Marshall, Virginia H. Caldwell, Krista Beckett and Janet Shearn.

June saw the Gallery exhibition, *Fabulous Fakes*, which featured props from the archives and prop department of the Stratford Festival. This very popular exhibition brought to St. Marys theatre buffs from all regions of the province, from all over the country, and many tourists from the US and Europe.

One of the more popular shows was *STONE*, an exhibition of photographs by members of the St. Marys Clicks photography club paired with poetry written by members of the Poetry Circle of St. Marys. This exhibition inspired the publication of a book which has sold over 400 copies to date. We were pleased to see once more the students from Holy Name Catholic Elementary School coming to the exhibition. The students were inspired by the exhibit at the Gallery and produced a similar project at their school.

September saw an exhibition of *Julied Art* from the artists of Stonetown Arts Association. This exhibit highlighted the diversity and talent of the artists in our community.

In December we are exhibiting a "Pop-Up" exhibition called *Glass Works* that presents the work by artists who create works of art in glass. Fused glass by St. Marys artist Paula Wilcox, Victoria Sanderson from Stratford and the spectacular works of poured clear glass by Mary Louise White of St. Thomas in her exhibit of "Illuminating Women". Also at the December Pop-Up we are holding a fundraising event featuring *Molas* designs by the Cuna Indians of Panama. *Molas* are panels of colourful fabric, beautifully crafted by the skilled stitching of the young women of that region. They are available for purchase at the Gallery.

The Gallery has this year hosted a series of tours for London Newcomers, Stratford Newcomers, a group from Woodstock, 28 students from St. Marys D.C.V.I., and 26

students from Holy Name. The recent Doors Open event had over 180 people visiting the Gallery and to date, more than 1500 guests have visited the gallery.

Our Facebook page had 123 followers at the beginning of 2019 and we are now at 480 followers. The current website launched in Nov. 2018 and as of Oct. 2019 it has had 5000 visitors. We post on Facebook and reach 2000 people per post. Our social media exposure includes Twitter, Instagram and TripAdvisor.

St. Marys Station Gallery would like to thank all our supporters, sponsors and visitors that has made 2019 an exciting and successful year.

Proposed 2020 Season

The Station Gallery begins 2020 with an exhibition of First Nations Art by two First Nations Artists, Annette Sullivan and Paula , who has recently won the Order of Canada. Patsy Day of St. Marys will assist in hosting this exhibition.

Other artists who will show in 2020 include Joanna Vesco, Rosemary Slood of London, as well as Florin Zamfirescu and Allan Dhingra of St. Marys.

We will also be mounting an exclusive exhibition of Theatre Masks from the extensive archives of the Stratford Festival.

The Gallery is in discussions with the St. Marys D.C.V.I. about students exhibiting their work in the December 2020 "Pop Up".

The year 2020 will also see the first edition of the St. Marys Station Gallery Bulletin. This publication will highlight a local artist and her work, and feature an article from the rRemai mModern Gallery of Saskatoon, Saskatchewan on their collection of 400 of Pablo Picasso's linocuts. From the archives of the Stratford Festival, the Bulletin will include an article on the extraordinary history of the mask in theatre. This full colour publication will be funded by the generous donations of private and corporate businesses of St. Marys including companies such as Canadian Tire, GraHam Energy, Peak Realty, Rotary Club of St. Marys, The Kinsmen Club of St. Marys, Home Hardware Building Centre, St. Marys Independent Grocery, and generous donations from Friends of the Gallery.

Cameron Porteous

Curator, St. Marys Station Gallery

2020 St. Marys Station Gallery Projected Budget

Selected breakdown

Cost of Exhibitions	\$5850.00 (see budget exhibitions)
Cost of Insurance for Gallery 12 months	\$1200.00
Operations (cell and Internet)	\$600.00
Publications	\$2900.00
Greeting Cards Posters etc.	\$600.00
Advertising (post cards, large format banners)	\$1137.96
Newspaper Adds (St. Marys Independent)	\$800.00
Honorariums ,Security and supervision	\$4600.00
	<u>Total Expenses. \$17687.96</u>

Projected Revenue	Grants and fund rising	\$15,000.00
	Anticipated Art and Publications sales	\$5000.00
	<u>Total Revenue \$20,000</u>	

Budgets for 2020 exhibitions

Exhibition 1	First Nations Exhibition	\$750.00
Exhibition 2	Art of the Goalie Mask	\$750.00
Exhibition 3	Joanna Vesco	\$750.00
Exhibition 4	Theatre Masks	\$1000.00
Exhibition 5	Rosemary Slood	\$750.00
Exhibition 6	Florin Zamfirescu	\$750.00
Exhibition 7	Allan Dhingra	\$750.00
Christmas Special		\$350.00
	<u>Total \$5850.00</u>	

St Marys Station Gallery Audit April 30 to Sept. 30 2019

Date	Company	cheque	description
5-Jan	Honorarium C. Porteous	500	exhibit 1
16-Jan	St.Marys Independent	360	printing
22-Jan	St.Marys Independent	84.75	add
30-Jan	Roancroft	274.59	framing
30-Jan	Cowan	1045	insurance
21-Feb	Wine route gallery	1500	book publication
24-Feb	Office expenses	212.12	petty cash expenses
24-Feb	Office Solutions	484.07	Large posters and materials
8-Mar	Independent	99.1	Add
14-Mar	Honorarium C. Porteous	500	exhibit 2
20-Mar	Paint and Wallpaper	34.23	
1-Apr	Wine route gallery	1431.15	book publication
1-Apr	Home building Ctr.	23.5	Materials
30-Apr	St. Marys Independent	227.29	Add and printing charges
25-May	Artist commision	131.75	
25-May	Artist commision	150	
27-May	Honorarium C. Porteous	1000	exhibit 3 4
11-Jun	St. Marys Independent	261.48	Add and printing charges
11-Jun	Office Solutions	436.88	Large posters and materials
11-Jun	Home building Ctr.	43.33	Materials
12-Jun	Office Solutions	61.53	Ink for printer
12-Jul	Books (stone)	198.08	Wind Route gallery
20-Jul	Cell phone charges	130	cell and internet
1-Aug	St. Marys Independent	165.9	Add and printing charges
4-Aug	Cell phone charges	130	cell and internet
13-Aug	Books (stone)	250.86	Wind Route gallery
3-Sep	Home building Ctr.	100.27	Materials
17-Sep	Honorarium C. Porteous	500	Exhibit 5
24-Sep	St. Marys Independent	217.81	Add and printing charges
	Wages VIA rail Assoc.	315	May to Sept 30
	Total	10868.69	

Budget for Bulletin 2020 and Flyer.

A bulletin 8.5 x 11 full colour 24 sides including cover (12 pages) pages. 1 article on Feature Exhibit, 1 feature of an Artist, 1 article on Gallery Outreach, Gallery retrospective.

Budget for printing costs 300 copies	\$2000.00
Honorariums for journalists 2 x \$150.	\$300
Distribution costs	\$100
Set-up and design costs	\$500
Total cost	\$2900 \$9.68 per copy

11 x 17 Double Sided flyer,

Wine Route Gallery	500	gloss paper, un-folded	\$1.10 each (no borderless)
Motif Printing London	1000		\$325 folded.

FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Jenna McCartney, Deputy Clerk
Date of Meeting:	7 January 2020
Subject:	CAO 01-2020 Review of 2020 Community Grant Applications

PURPOSE

The draft 2020 draft operating budget includes \$46,000 to fund the annual Community Grant program. The funding for this program is drawn from the interest realized from the PUC Reserve Fund investments.

The purpose of this staff report is to facilitate Council's review and approval of the 2020 Community Grant applications received.

RECOMMENDATION

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

BACKGROUND

The goal of the Community Grant program is to provide a small amount of funds to eligible groups who plan to organize an activity, project or program in St. Marys that supports one of four areas of strategic focus: Culture and Recreation, Balanced Growth, Economic Development, and Housing.

The following are a few key points from the Community Grant Policy that Council should keep in mind when reviewing the applications for 2020:

- Funds are not intended to provide day to day operating support for an organization.
- The Town and the grant program should not be considered the only source of funding for a project.
- The guideline for cash funding requests is up to 25% of the project budget, or \$5,000, whichever is the lesser amount.
- The guideline for in-kind funding requests is a maximum of \$2,000 per applicant.
- Council may waive the 25% granting cap and approve grant funds up to \$5,000. The Policy sets out that this is only to occur in situations of unique financial need, and/or if 25% of an applicant's budget is less than \$5,000
- Building and Planning fees are not eligible to be waived.

REPORT

The 2020 Community Grant program was advertised through a number of mediums leading up to the November 30 deadline. In advance of the deadline, staff notified all 2019 successful applicants of the deadline. Staff highlighted the necessity for final reports on the 2019 events / projects for those that

wished to submit an application for the 2020 intake. The Town is in receipt of 11 applications in addition to the standard request from the St. Marys Healthcare Foundation, St. Marys Station Gallery and United Way of Perth Huron.

Staff have conducted a preliminary review of each request as provided within the Policy. An analysis has been provided for each application along with a recommendation from staff. Applications have been split into three categories in the attachment signifying those deemed eligible, those requiring direction from Council regarding eligibility (see yellow flags) and those deemed to have ineligible components (see red flags).

FINANCIAL IMPLICATIONS

The 2020 Draft budget includes \$46,000 for community grants, \$50,000 for Hospital Foundation, and \$10,000 for Station Gallery; funded from the PUC reserve investment income. This amount is the same funding that was approved in the 2019 Budget. In 2019, Council recommended that the Hospital Foundation, United Way, and Station Gallery grants would be operationalized as pre-approved external transfers, separate from the community grants application process. As such, the amount available to the 2020 community grants applicants is:

Total Community Grants budget:	\$46,000
Less: United Way grant	<u>\$(7,265)</u>
Community Grants Funding:	\$38,735

Note: the Station Gallery grant is not deducted from the above because it was previously included as a separate budget item in the Corporate Services budget. For 2020, the \$10,000 has been moved from the Corporate Services Budget to the External Transfers budget and thus has no impact on reducing the Community Grant budget.

The total amount requested from the 2020 application based community grant program:

In-Kind:	\$11,200
Cash:	\$47,708.20

The applications represent an overage **\$8,973.20** over the draft 2020 budget.

SUMMARY

The purpose of this staff report is to facilitate Council's review and approval of the 2020 Community Grant applications received.

The Town is in receipt of 11 applications in addition to the standard request from the St. Marys Healthcare Foundation, St. Marys Station Gallery and United Way of Perth Huron.

At present the applications received represent an overage **\$8,973.20** over the draft 2020 budget. Before deciding on how to deal with this variance in the draft budget, Council will need to review the applications that staff have flagged with eligibility questions. If Council decides that some of these grant applications are not eligible, this may reduce the total grants requests to the budgeted amount.

If a variance still remains after Councils review, Council has two options to consider to deal with this overage:

1. Provide preliminary approval for a variance to the operating budget and approve all applications that have been deemed eligible. The advantage of this option is that all eligible applicants would receive their requested amount. The disadvantage is that the operating budget, and the 2020 levy, would need to be increased.

2. Keep the budget fixed at \$46,000, and pro-rate the awarded amount of all eligible, applications to meet the budget. This specific right to pro-rate the applications to meet the budget is established in the Community Grant Policy. The policy states:

"In the event that the total approved annual grant requests exceed the budget approved by Council, the Town reserves the right to place a further cap on the individual grants that are awarded. In this situation, all grants awarded will be reduced on a prorated basis in an effort to distribute grant funds to all approved applications."

The advantage of this option is that the budget is maintained, the levy does not need to be increased, and all eligible grant applicants will receive at least some of their requested funding for their program, event or activity. This disadvantage, from the applicant's perspective, is that they will not receive their full grant request.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4 Culture and Recreation:
 - Priority: Develop a comprehensive granting policy

OTHERS CONSULTED

Senior Management Team

ATTACHMENTS

1. Community Grant Policy
2. Summary of 2020 Community Grant Applications

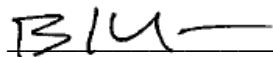
REVIEWED BY

Recommended by the Department



Jenna McCartney
Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Community Grant Policy

Policy Statement

The Town of St. Marys has adopted the “Community Grant Policy” to establish the Community Grant Program which provides limited financial assistance to eligible applicants within the Town whose programs, projects, activities and community events work to advance Council’s strategic priorities. The Community Grant Program exists to recognize the value these organizations add to the creation of a robust and vibrant community.

Scope

Eligible applicants may apply for a Community Grant that demonstrates alignment with one of the following priority areas as identified in Council’s Strategic Plan:

Culture and Recreation: Council has identified creating scale appropriate recreational services and positioning culture as a key economic driver as preferred strategies. The goals of grants approved under this priority area are to:

- Support projects, programs, activities and events and other opportunities that contribute to providing a choice of active, creative and passive recreation and leisure opportunities in order to promote active, engaged, and healthy St. Marys residents.
- Support projects, programs, activities and events and other opportunities that increase patronage and revenues, and that reduce vacancies at the Pyramid Recreation Centre.
- Support projects, programs, activities and events and other opportunities that revitalize St. Marys’ Downtown as a safe, central, and culturally vibrant gathering area.
- Support projects, programs, activities and events and other opportunities that position St. Marys’ parks as a safe, and culturally vibrant gathering area.

Balanced Growth & Economic Development: Council has identified two specific demographic groups that will further the vibrancy and culture of the Town: Youth and Newcomers. Council has identified further priorities to position culture as a key economic driver, including focusing on a revitalized Downtown, new or re-branded signature events, and activities that provide a continuum between the Downtown and the riverfront. The goals of grants approved under this priority area are to:

- Support projects, programs, activities and events and other opportunities that assist with the attraction and retention of youth and newcomers.
- Support projects, programs, activities and events and other opportunities which promote or create the community fabric of St. Marys, and that provide more and better opportunities for interactions and involvement between members of the community to promote St. Marys as positive, pleasant place to live.

- Support projects, programs, activities and events and other opportunities that promote tourism, that celebrate and promote the Town's key amenities and unique offerings, and that tie in with the reactivation of the Downtown and riverfront.
- Support projects, programs, activities and events and other opportunities that promote and expand local arts, theatre and other cultural offerings including public art.
- Support projects and other opportunities that help to create an attractive and well-functioning streetscape and that leverage the downtown architecture to enhance the cultural experience in the Downtown.

Housing: In an effort to attract and retain youth and newcomers, Council has identified a priority to create the conditions that encourage housing options that are affordable and attainable, including rentals. The goal of grants approved under this priority area is to:

- Support projects, programs, activities and events and other opportunities that promote a flexible housing stock that is attractive for youth, workers, and immigrants, and persons of all abilities.

Eligible Applicants

Eligible applicants include:

- Charitable organizations and foundations registered as a charity with the Canada Revenue Agency
- Organizations incorporated as not-for-profits
- Sports groups and associations where the majority of members are minors
- Clubs, groups and associations where the majority of members are minors
- Volunteer groups and Community Clubs/Groups providing services in the Town of St. Marys
- Service Clubs providing services in the Town of St. Marys

Eligible applicants must be located in or provide services to the St. Marys community. Eligible applicants must be able to demonstrate that any Community Grant funding received will directly support a St. Marys-based projects, programs, activities or event that will benefit the community of St. Marys.

Applicants who are located outside the Town of St. Marys will only be considered if they can demonstrate a clear benefit to the St. Marys community within their grant application.

Eligible applicants must be able to demonstrate financial need, and how denial of grant assistance would impact their ability to carry out the planned projects, programs, activity or event.

The Community Grant Program is intended to provide funding that is supplemental to the overall financial requirements to carry on a planned project, program, activity, or event. The Community Grant Program is not intended to be the sole source of funding for a project, program, activity or event.

Eligible applicants must be able to demonstrate that they have thoroughly explored grants and funding from other sources, including fundraising, sponsorships, donations, and/or Federal/Provincial grant programs. Applicants who have, or will have, funding from alternate sources must disclose this funding as a part of the budget submitted in support of the Community Grant Program Application. If no other sources of funding have been pursued, applicants are required to provide information on the reasons why other opportunities were not explored.

Special projects, programs, activities and events that are of regional significance and that the Town may wish to be a partner in shall be brought directly to Council through a staff report that outlines how such a partnership will support the strategic priorities of the Town.

Ineligible Applicants

The following applicants are considered to be ineligible for a community grant:

- Previous Community Grant recipients who are in default of the grant reporting requirements. These entities are considered to be ineligible until all required documentation is submitted.
- Government organizations, including municipalities, the Federal Government, and the Provincial Government.
- Town employees, members of Council, or any Town lead project.
- Entities whose primary focus or mandate is of a political nature, including lobby groups and groups focused on special interests. Funds will not be provided to groups who are attempting to further a political agenda.
- Private clubs, groups, and organizations with exclusive membership, except in cases where the group plans to use grant funds for a community project, program, activity, or event.
- Residents Associations and Neighborhood Associations/Groups, except in cases where the group plans to use grant funds for a community project, program, activity, or event.
- Adult recreation and leisure groups, associations and teams, except in cases where the group plans to use grant funds for a community project, program, activity, or event.
- For-profit entities, individuals and commercial ventures. Organizations that provide a share or membership which may be held or disposed of for personal gain.
- Individual-specific projects (for example a single artist exhibition where art is sold for a profit)
- Religious organizations, activities or instruction*

* Religious organizations are permitted to apply if they can demonstrate that their proposed use of grant funds is for a non-secular community based project. Grants cannot be used for religious programming or projects focused on a religion, including renovations to a place of worship unless the facility is also used for open access community activities.

Private programs, activities and events that are not open and inclusive to the general public, including but not limited to; club member events for families & friends, club membership recruitment, etc. are not considered to be eligible for a Community Grant.

Any project, program, activity, or event that is not in compliance with all Federal and Provincial laws and regulations and all municipal by-laws is not eligible for a Community Grant unless all necessary exemptions have been received in writing from the applicable agency.

Projects, programs, activities and events that are deemed to fall under the scope or jurisdiction of another municipality, the Province, or the Federal Government do not qualify for a Community Grant. These requests will be considered by Council directly through a staff report outlining how the proposed project will support the strategic priorities of the Town.

Projects, programs, activities and events that occur outside of the Town of St. Marys are not eligible under the Community Grant program. These requests will be considered by Council directly through a staff report outlining how the proposed project will support the strategic priorities of the Town.

Eligible Costs

Each year as a part of the annual budget process Council will determine the financial commitment to the Community Grant Program. Grant funding or assistance is not guaranteed, and providing financial assistance in any year is not to be regarded as a commitment by the Town to provide financial assistance in future years. The Community Grant Program is subject to funding availability and conditional upon approval of the annual operating budget by Council. Council reserves the right to cancel or alter grant programs as needed.

A successful recipient of the Community Grant program may receive a cash grant of up to \$5,000 for the planned project, programs, activity or event. Applicants must provide a budget with their application to clearly show how Community Grant funds will be used.

As a guide, Council will normally only provide grant funds up to 25% of the project budget, or \$5,000, whichever is the lesser amount. For projects where there is a demonstrated significant, unique, or exceptional financial need, and where 25% of the project budget is less than \$5,000, Council may waive the 25% granting cap and approve grant funds up to \$5,000.

Through the Community Grant Program Council may approve the provision of “in-kind” fee-waivers to a maximum of \$2,000 per applicant. For clarification, building and planning fees are not eligible to be waived under the Community Grant Program.

Approved grant funding can only be used for projects that will be open and accessible to all community members and that satisfy the requirements of the Ontario Human Rights Code, the Charter of Rights and Freedoms, and the *Accessibility for Ontarians with Disabilities Act*.

In the event that the total approved annual grant requests exceed the budget approved by Council, the Town reserves the right to place a further cap on the individual grants that are

awarded. In this situation, all grants awarded will be reduced on a prorated basis in an effort to distribute grant funds to all approved applications.

Ineligible Costs

The following specific costs are not eligible for a Community Grant:

- Costs that are part of the applicant's normal day to day operating costs (including but not limited to: staffing, utilities, rent, taxes, office equipment and supplies, etc.) and are not directly related to the proposed project, program, activity or event.
- Remuneration, wages, or honorariums, including consultant fees, whether paid to an individual or a professional firm.
- Attendance at conferences, workshops, and seminars.
- Accumulated deficits, annual operating losses or debt and/or debt servicing costs.
- Donations to third-parties and charitable organizations.
- Travel, accommodation, uniforms, or personal equipment.
- Expenses associated with alcohol (including expenses related to the sale of alcohol), legalized substances, or tobacco.
- Costs of political events, rallies and demonstrations.
- Scholarships and bursaries.

Costs directly related to the provision of a Town service or program are not eligible for a Community Grant, unless it can be demonstrated that there will be no duplication of services or situations where a conflict of interest may exist.

Costs associated with any project, programming, activity, or event that are located or are being held outside of the Town of St. Marys are not eligible costs.

Town building and planning fees are not eligible costs under the Community Grant program. Requests to waive building and planning fees must be submitted on a case by case and without precedent basis. These requests will be considered by Council directly through a staff report outlining how the proposed waiver of building and planning fees will support the strategic priorities of the Town.

Municipal Capital Facility grants, as defined in the *Municipal Act*, are not eligible for a Community Grant. In addition, capital expenses are not eligible for a Community Grant. This includes the construction, erection, or rehabilitation of a capital asset and the purchase of capital equipment, as defined by the Town's Public Sector accounting rules. Applicants who are requesting a Municipal Capital Facility grant or propose to construct or rehabilitate a Town asset will be referred to the appropriate Town department. These requests will be considered by Council directly through a staff report outlining how the proposed project will support the strategic priorities of the Town.

Application Schedule and Review Process

Application packages are available through the Municipal Clerk's office. Applicants must use the form attached to this policy, but are not restricted from submitting supplemental information that may support their grant request. Eligible applicants are restricted to one application on an annual basis. All programs, projects, activities, and events should be consolidated under one request.

Completed applications must be received by the Municipal Clerk's office by November 30 to be considered for a Community Grant in the following fiscal year. Applications received after November 30 will be deemed ineligible for a Community Grant within the current granting year.

After the close of the application period on November 30 of each year staff will complete a preliminary scan of all applications for completeness and accuracy. If an incomplete application has been received, the applicant will be notified and will be provided a five (5) business day "grace period" to submit all missing information.

Applicants who have failed to satisfy all reporting requirements for a previously approved grant may, within the grace period, submit all required information to become eligible for a Community Grant within the current granting year.

Staff are responsible for reviewing all submitted applications against the criteria established in the Community Grant Policy. Staff are required to prepare a summary that compares each application to the eligibility criteria, program rules, and strategic priority funding areas established by this policy. Staff are required to finalize the summary document with recommendations for awarding Community Grants to those grant requests that meet all eligibility requirements.

Council is responsible for reviewing and approving the Community Grant recommendations prepared by staff. Nothing contained in this policy shall preclude Council from approving a grant application at their sole discretion.

Obligations of Grant Recipients

Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

In the case of a project's cancellation, repayment of the entire amount of the Community Grant will be required. Funds granted are not transferable between projects or groups without prior Council approval. Community Grant funds must be used for the specific purposes outlined in the application. Misuse of funds may result in the applicant being disqualified from receiving a grant for a period of two years.

Successful applicants must provide a report on the program no later than 90 days following completion of the program, or by November 30 of the granting year, whichever comes first. The final report must certify that funds were spent on activities described in the grant application and must also include:

- A complete and accurate financial report for the program, outlining the detailed project budget compared to the actual income and the actual expenses.
- The final report should clearly indicate those specific expenses that Community Grant funds were used to offset.
- The financial report must be signed and authorized by a representative with legal or financial signing authority for the organization.
- A description of the outcome of the project and an evaluation of the success of the project.

Grant funds must be spent in the year that they are awarded. Any unused funds must be returned to the Town if they are not spent. Applicants are not permitted to hold any unused funds for future use.

Grant recipients must acknowledge the Town's contribution to the program in all related public information, printed material and media coverage. The Town's logo is available through the Municipal Clerk's office.

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved

2020 St. Marys Community Grant Request

Requestor	Request	Eligible Organization	Eligible Program	Strategic Alignment	2018 Grant	2019 In Kind	2019 Cash Request	2019 Final Report	2020 In-Kind	2020 Cash	Program Cost	% of Program	Analysis	Recommendation to Council
CBHFM	Program Summary: Induction Weekend Cash Request: \$5,000 to offset rental costs In-kind Request: Building Permit Fees for tent and downtown banner, landfill tipping fees for full 2020 year, 15 garbage barrels for weekend, 10 recycling barrels for weekend, 25 picnic tables	Yes	Yes	Yes (Balanced Growth & Economic Dev)	\$5,700 + in-kind	\$2,000	\$5,000	Yes	\$2,000	\$5,000	\$34,000	14.70%	Building Permit fees are not an eligible in-kind donation per the Community Grant Policy. Council may consider increasing the cash donation to include \$178 for permit fees which increases the cash donation request above the \$5,000 threshold. Picnic table delivery is not an eligible in-kind donation. Council made a decision during the core service review to no longer deliver or move picnic tables for non-municipal events. Staff will make the group aware that they may use the tables at no charge but must arrange delivery themselves.	Approve the following Community Grant request for the Canadian Baseball Hall of Fame and Museum: -\$5,000 cash to offset rental costs and \$2,000 for in-kind contribution for landfill tipping fees for the full 2020 year, use and delivery of 15 garbage barrels for Induction weekend and 10 recycling barrels for Induction weekend; Deny the in-kind fees to include building permit fees associated with the tent permit or temporary sign permit; and Deny the in-kind request for delivery of picnic tables and make the group aware that they may use the table at no charge but must arrange delivery themselves.
St. Marys Kinsmen Club	Program Summary: 2020 Summerfest Event Cash Request: \$4,000 for security / policing at liquor licensed event In-kind Request: \$1,500 Milt Dunnell field rental, picnic tables, landfill fees, water, hydro, delivery of picnic tables	Yes	Yes	Yes (Culture and Rec)	Request Denied	\$2,000	\$3,000	Yes	\$1,500	\$4,000	\$35,000	11.40%	Picnic table delivery is not an eligible in-kind donation. Council made a decision during the core service review to no longer deliver or move picnic tables for non-municipal events. Staff will make the group aware that they may use the tables at no charge but must arrange delivery themselves.	Approve the following Community Grant request for the St. Marys Kinsmen Club: -\$4,000 cash for security and policing at the liquor licensed event and \$1,500 for in-kind contribution for the field rental of Milt Dunnell field, landfill fees, water and hydro; and Deny the in-kind request for delivery of picnic tables and make the group aware that they may use the table at no charge but must arrange delivery themselves.
St. Marys Minor Soccer	Program Summary: Coach Training Initiative Cash Request: \$5,000 for training of volunteers / coaches . This includes \$435 to fund the cost of police checks. In-kind Request: \$1,400 line soccer fields for 2020 season	Yes	Yes	Yes (Culture and Rec)	No	No	No	N/A	\$1,400	\$5,000	\$21,000	23.80%	Field lining is not an eligible in-kind donation. Council made a decision during the core service review to no longer line the soccer field for St. Marys Minor Soccer. Council directed that if the organization is not agreeable, staff were provided the authority to proceed with a phase in of the rate increase to full cost recovery over a two year phasing. Staff recommend implementing fee increases in 2021 and beyond as organization already prepared for registration in October 2019. Town implemented a policy that volunteers living in St. Marys do not pay for criminal record checks through the Stratford Police Service. This will save the organization an anticipated \$435 in 2020. Council could consider reducing the grant by this amount because it is already funded by the Town. Budget for training is \$8,070.	Approve the following Community Grant request for St. Marys Minor Soccer: -\$4,565 cash for training reimbursement for volunteers and coaches; and Deny the in-kind request for the lining of soccer fields during the 2020 season.

Homecoming 2020	Program Summary: Homecoming celebration including parade, street dance, PRC dance, time capsule, facility tours, + more Cash Request: \$5,000 to pay for parade In-kind Request: \$2,000 Pyramid Recreation Centre rental, electrical utilities for street dance, Town works (garbage disposal, picnic tables)	Yes	Yes	Yes (Balanced Growth & Economic Dev)	No	No	No	NA	\$2,000	\$5,000	\$29,765	16.79%	<p>Council has provided a \$20,000 grant to the Committee with the expectation that revenue from the event will repay the loan following the event. The Parade expense is listed as \$6,075.</p> <p>Council made a decision during the core service review to no longer deliver or move picnic tables for non-municipal events, but to continue deliveries for internal events. In this case, the picnic tables will already be delivered to the downtown for Heritage Festival activities, and other uses like the Firefighter's breakfast and Cadzow Park activities qualify as internal events.</p> <p>The street dance is associated with the Heritage Festival which is a Town event and therefore, electrical costs will already be accounted for.</p>	<p>Approve the following Community Grant request for Homecoming 2020: - \$5,000 cash to pay for parade expenses and \$2,000 for in-kind contribution for the facility rental of the Pyramid Recreation Centre and landfill fees; and</p> <p>Deny the in-kind request for the electrical utilities for street dance.</p>
The Front Porch Show	Program Summary: Live on Facebook and in-person event, talk show, variety show showcasing St. Marys Cash Request: \$3,000 (\$950 insurance and \$2,050 for wireless mics)	Yes	Yes	Yes (Balanced Growth & Economic Dev Culture & Rec)		No	\$850	Yes	\$0	\$3,000	\$2,920	102.73% for full request 32.53% for insurance only	<p>The request for the \$950 insurance coverage is the minimum request.</p> <p>The request for the wireless microphones is an add-on to the existing system that the Town supplies. The wireless microphones would be owned by the Town.</p> <p>Under the grant program, the Town only funds up to 25% of the costs of a program, unless exceptional circumstances exist. The request exceeds this threshold.</p> <p>Council is left to consider if it wishes to support the full request and provide an exception to the policy, or enforce the policy requirements:</p> <p>Option 1 - Approval full request.</p> <p>Option 2 - Deny microphone request and approve the insurance request with a variance of 7.53% increase over the 25% approved project cost.</p> <p>Option 3 - Deny microphone request and approve the insurance request at 25% approved project cost (\$730)</p>	<p>Approve the following Community Grant request for The Front Porch Show: - \$730 cash for partial insurance coverage; and</p> <p>Deny the cash request for microphones.</p>
Giving Tuesday St. Marys	Program Summary: Augments and enhances resources for established charities and not-for-profits while positively benefiting diverse demographics and marginalized persons Cash Request: \$550 information kits for community partners and partner window decal	Yes	Yes	Yes (Balanced Growth & Economic Dev)	No	No	No	N/A	\$0	\$550	\$2,200	25%	<p>The request aligns with Council's Strategic Plan and the event is eligible under the Policy.</p>	<p>Approve the following Community Grant request for Giving Tuesday St. Marys: - \$550 cash for information kits and window decals to promote 2020 Giving Tuesday in St. Marys.</p>

Celebrate St. Marys	<p>Program Summary: Proceeds to be donated to St. Marys Museum, 4 volunteers organize that promote St. Marys and attractive downtown and museum, two afternoon seminars, morning coffee and snacks, lunch at United Church, fashion show</p> <p>Cash Request: \$500 for start up costs for fabric and printing, and deposit of luncheon from caterer Daughter will design promotion material</p> <p>In-Kind Request: Not specifically requested in the application. During staff's review of the grant it was flagged that Town staff time is required to deliver this program.</p>	Yes	TBD	Yes (Balanced Growth & Economic Development, Culture & Rec)	No	No	No	N/A	\$300	\$500	\$2,170	23%	<p>In 2019, Museum netted \$300 donation from Celebrate St. Marys and \$300 from BIA. There is no mention of sponsorship from BIA in 2020.</p> <p>This program includes staff and facility commitments. Under the Community Grant Policy, Town services and programs are ineligible for funding, unless it can be demonstrated that there will be no duplication of services or situations where a conflict of interest may exist.</p> <p>Staff estimate 1 hour to lead the seminar, 3 hours of prep time and 3 hours that the Museum would be open to the public at a necessary in-kind contribution of \$300.</p>	<p>Council direction is required because eligibility of this application is not clear.</p> <p>Eligible Program: Although the program may be loosely supported by the Town's Balanced Growth priorities, direct involvement of Town staff in delivering this program makes it close to a Town program. Town programs are not eligible for grant funds. If this program is a service level the Town wishes to provide, the Town could consider directly providing it and funding it through the operating budget.</p> <p>In-Kind Costs: These were not flagged in the application. The program requires the Museum to be opened and staffed on a weekend in the off season. Supporting the grant, and the program, will result in costs to the Town that are now flagged as in-kind costs.</p>
Goals (Giving Our Adolescents Living Skills)	<p>Program Summary: Breakfast Program at PRC</p> <p>Cash Request: \$5,000</p>	Yes	Yes	Yes (Culture and Rec)	Yes	No	\$5,000 (given \$3,137.50 or 25%)	Yes	\$0	\$5,000	\$12,550	39.84%	<p>Under the grant program, the Town will only fund up to 25% of the costs of a program, unless exceptional circumstances exist. The full request exceeds this threshold.</p> <p>Council must decide whether it wishes to approve a variance to the approval rate of 25% of eligible program costs as the application is for \$5,000 or 39.84% of eligible program costs</p>	<p>Approve the following Community Grant request for GOALS: -\$3,137.50 cash for program expenses.</p>
St. Marys Ringette Association	<p>Program Summary: General Programming</p> <p>Cash Request: \$5,000 free registration for those in need, new equipment (goalie equipment, extra sticks, skating assists, pylons) and half ice boards</p> <p>In-Kind Request: Requesting \$2,000 with no substantiation of the request</p>	Yes	Yes	Yes (Balanced Growth & Economic Dev, Culture & Rec)	No	No	No	N/A	\$2,000	\$5,000	\$91,421.65	5.46%	<p>Organization is hoping to boast registration by 5 additional players per year at a fully subsidized rate.</p> <p>Due to provincial changes to the ringette program, half ice has been implemented for younger ages. The Ringette Association would like to investigate sharing costs with SMMHA for the cost of the boards (\$8,000)</p>	<p>In Kind-Request: Staff do not recommend approving because no substantiation of the request has been provided. Follow-up requests by staff have not been answered.</p> <p>Cash Request: This requires a broader discussion by Council. Ringette is proposing to fully subsidize new players registration for those in need. Presently, the Town does not have a formal subsidy program, although the Rec Master Plan does contemplate the Town taking a more active role in helping individuals find subsidies because this is a gap in the community.</p> <p>Council needs to decide if they wish to begin to provide public funds to develop a subsidy program. On one side of the argument, other subsidy programs like Jump Start exist and the Town's role can be connecting those in need to these programs. On the other side of the argument, assisting youth in getting into organized sports has many social benefits, likely supports the Town's youth engagement priorities, and does expose youth to the PRC which meets tactics in the PRC business plan.</p>

The Stonetown Show Case	<p>Program Summary: Nouveau Nuit, an organ recital / masterclass at the United Church in partnership with Town of St. Marys and Western University Faculty of Music</p> <p>Cash Request: \$5,000 to support free music and visual arts components, educational initiatives (workshops and masterclasses), youth development / intern opportunities, and community engagement aspects of the weekend</p> <p>In-kind Request: \$2,000 unsure of what is needed at this time</p>	Yes	Yes	Yes (Balanced Growth & Economic Dev, Culture & Rec	No	No	No	N/A	\$2,000	\$5,000	\$50,000.00	10%	<p>Staff stated this event would dovetail with the reoccurrence of Nuit Blanche in 2020.</p> <p>The request aligns with Council's Strategic Plan and the event is eligible under the Policy.</p>	<p>Approve the following Community Grant request for The Stonetown ShowCase: -\$5,000 cash to support free music and visual arts components, educational initiatives (workshops and masterclasses), youth development / intern opportunities, and community engagement aspects of the weekend; and</p> <p>Deny the request for \$2,000 in-kind contribution.</p>
St. Marys Lincolns	<p>Program Summary: In-kind donation of End Zone rental for End Zone bar use and Monthly Meeting use</p> <p>Cash Request: \$9,658.20 room rentals</p>	Yes	Yes	Yes (Balanced Growth & Economic Dev, Culture & Rec)	\$15,028 of in-kind fee waivers	\$0	\$8,738	Yes	\$0	\$9,658.20	\$157,000	6.15%	<p>Under the grant program, the Town will only fund up to \$5,000 of the costs of a program, unless exceptional circumstances exist. The full request exceeds this threshold.</p> <p>The Application was presented with 2019 room rental rates. The request based on 2020 rates would be \$8,565.40</p> <p>Council must decide whether it wishes to approve a variance to the maximum cash donation (\$5,000).</p>	<p>Approve the following Community Grant request for St. Marys Lincolns: -\$8,565.40 for facility fees of the Pyramid Recreation Centre End Zone use for 2020 usage.</p>

TOTAL IN-KIND

TOTAL CASH

\$11, 200

\$47,708.20



FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Jenna McCartney, Deputy Clerk
Date of Meeting:	7 January 2020
Subject:	CAO 02-2020 Outstanding 2019 Community Grant Fund Distribution

PURPOSE

To seek Council's determination on how best to deal with a request from a successful applicant from the 2019 intake period who wishes to redirect the use of grant funds.

RECOMMENDATION

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.

BACKGROUND

Through the 2019 budget process, Council approved the Community Grant application submitted by the organizers of Evan's Touch the Truck for \$1,000. The funds were to be allocated to offset the costs of new comfort improvements for the event including porta-potties, safety vests, tent canopies, and a potential shuttle bus to reduce parking constraints.

REPORT

The Town provided formal notice to the organizers of Evan's Touch the Truck in May of their successful grant application for their event held in September 2019. Unfortunately it was revealed to staff one week in advance of the event that the funds and accompanying letter had not been received by the organizers. The organizers have informed staff that they scrambled with the last minute news and did their best to spend the grant.

In November 2019 a request was submitted, as attached, seeking approval to reallocate the use of \$655 from the \$1,000 that was granted. The organizers have used \$345 of the funds for the rental of 2 portable washrooms during the event. The request is for \$400 to be redirected to the rental cost of a tent and \$255 to be redirected to a portion of the event insurance fee.

The Community Grant policy states "Community Grant funds must be used for the specific purposes outlined in the application." Staff have taken this point into consideration although it was felt that Council should have an opportunity to review the request and make the final determination on this matter.

FINANCIAL IMPLICATIONS

The funds have already been disbursed to the successful applicant and the event has already been held. Therefore, should Council approve the request, there would be no further financial implications related to this matter.

SUMMARY

Due to a delayed receipt of 2019 Community Grant funds by the organizers of Evan's Touch the Truck, the funds original allocation was not applied. The applicant is seeking Council's approval to reallocate \$655 of the \$1,000 grant funds towards the rental cost of a tent and a portion of the event insurance fee all related to the 2019 event.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

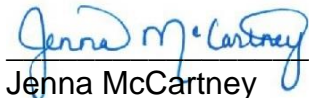
Brent Kittmer, CAO / Clerk
André Morin, Director of Finance / Treasurer

ATTACHMENTS

2019 Final Report and Request

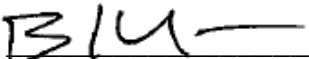
REVIEWED BY

Recommended by the Department



Jenna McCartney
Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Evan's Touch the Truck
Grant Fund Breakdown

Amount Received: \$1000

Amount Used & Purpose: \$345 Johnson's Sanitation. Parkhill Ontario. Rental cost of 2 portable washrooms.

Amount Remaining: \$655

Due to a mailing address issue, our committee received word of this grant approval 48 hours prior to our event. As we did not think we received the grant we forgo our plans to reduce running costs of our event, thus we have most of the funds still unused.

The Evan's Touch the Truck committee is asking for those funds to be directed towards the rental cost of the tent, (\$400) and as well as the event insurance (\$345.67) as we were unable to proceed with our original plan due to time constraints.

The Evan's Touch the Truck committee would like to thank those running the grant program for including our event this year. We are very grateful for any help whatsoever, as assistance covering costs positively impacts families and children dealing with Childhood cancer. Together this community has grown and supported this event for nearly a decade, and it has resulted in over \$120,000 going to help these families directly in a vast variety of ways. We are honoured to run this event, and grateful for the ongoing support from hundreds of local people and companies.

The Evan's Touch the Truck Committee

Ashley Agar 226-921-1021

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management and Engineer Specialist
Date of Meeting:	7 January 2020
Subject:	PW 01-2020 Engineering Design Services for Elizabeth and Waterloo Street Reconstruction

PROJECT DETAILS

The 2020 Capital Plan includes design work for the reconstruction of sections of Elizabeth and Waterloo Streets. The project was not originally included in the pre-budget approvals list but Council has indicated that this is a priority project for this Council term. Accordingly, staff are looking to get the design component completed as early as possible in 2020 to allow for fall tendering of the construction work, with construction likely to occur in 2021.

The 2014 Road Assessment Study recommended the reconstruction of portions of Elizabeth and Waterloo Streets, as both roads were in poor condition and regularly pond due to poor grading and lack of formal storm sewer infrastructure. Sidewalks do not currently exist, forcing pedestrians to walk on the road. The scope of the reconstruction project will include the replacement of the road base, asphalt, concrete curb and gutter, sidewalk, storm sewer and water services.

The 2020 design component will include a geotechnical investigation, storm water management design and approvals, design of the new road, sidewalk and water services and tender preparation. A public consultation for the neighbourhood will be held to introduce the details of the project and gather input from adjacent residents.

Elizabeth Street from Brock Street to Waterloo Street was previously designed by BM Ross and Associates during a reconstruction project in the early 2000's but this block was ultimately not re-constructed, presumably due to budget constraints. The new construction project would take that design work and update it as required and then add the section of Waterloo Street from Elgin Street to just south of Rogers Avenue.

B.M. Ross and Associates previously completed the engineering design for roughly half of the construction area. To ensure continuity in design, staff are recommending that Council sole source the design for the remainder of the engineering design work to B.M. Ross and Associates.

RECOMMENDATION

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.

PROCUREMENT SUMMARY

The Town's procurement by-law permits sole sourcing under Section 9 when a single source is being recommended because it is more cost effective or beneficial for the Town. The engineering staff that completed the original design work are still with BM Ross and would be involved as project managers in the new project. This history with the project area will result in less time required for staff to familiarize themselves with the project and less time spent redesigning work that the Town has already paid for. As a result, BM Ross can provide the best value for the Town on this particular project.

FINANCIAL IMPLICATIONS

The engineering design component of the project is budgeted at \$50,000.

STRATEGIC PLAN

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

- **Pillar #4 Infrastructure**

- Priority: **Developing a comprehensive and progressive infrastructure plan** - St Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance
- Tactic(s):
 - Identify immediate needs in the community

OTHERS CONSULTED

André Morin, Director of Finance / Treasurer

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department



Jeff Wolfe


Asset Management & Engineer Specialist



Jed Kelly

Director of Public Works

Recommended by the CAO



Brent Kittmer

CAO / Clerk

FORMAL REPORT

To: Acting Mayor Luna and Members of Council

Prepared by: Trisha McKibbin, Director of Corporate Services

Date of Meeting: 7 January 2020

Subject: **COR 02-2020 Sound System Repairs and Maintenance**

PURPOSE

The purpose of this report is to provide Council with information on the Sound System and the repairs/maintenance costs associated with maintaining the equipment.

RECOMMENDATION

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

THAT Council provide staff with direction on the future use and maintenance of the Sound System.

BACKGROUND

At the January 30, 2018 budget meeting the Front Porch Show submitted a Community Grant application for the purchase of audio equipment to support the delivery of their production.

2018							
Group	Request Synopsis	Application Complete? (Y/N)	Eligible Group? Community group, non-profit organization?	Eligible Category? Community Services Recreation and Sport Parks Arts and Culture Social Services Environment	Eligible Criteria? Capital Projects are not Eligible, Funding not to exceed 25% of budget (Y/N)	Approved 2018 Cash Request	Approved 2018 In Kind Request
The Front Porch Show	From Porch Show Cash Request: \$5,000 To fund audio and visual equipment purchase for a talk show style, variety format with a focus entirely on the remarkable people, groups, services and stories that make St. Marys a very unique and special place. Audience includes both live and online.	N	Y	Arts and Culture	N Exceeds 25% of budget, capital purchase not eligible		

The chart above shows the 2018 Community Grant evaluation document. While the equipment did not qualify for the Community Grant, Council made the following resolution at the meeting.

Moved by: Councillor Hainer

Seconded by: Councillor Osborne

THAT Council approved funds of \$5,000 to be funded from the tax levy to be included in the IT budget for the purchase of community audio visual equipment for use by the Front Porch Show and other community groups; and

THAT Staff be directed to develop a policy for the use of the community audio visual equipment.

Staff purchased the equipment, plus quality cases and carrying bags, in the summer of 2018 in the amount of \$8,017.86. Staff also developed an inventory checklist (with photographs) and an equipment sharing agreement.

REPORT

Due to the complexity of the sound system, this is a unit that is not readily useable by untrained individuals. The Town does not provide training on the use of the equipment, nor is staff made available to set up and run the equipment for users. The Town rarely uses the unit as it is cumbersome to move and there is only one staff member who is knowledgeable on set up and use. Instead, the Town utilizes the small portable sound system which meets the needs of the meetings/events.

The sound system was offered and used by four performers at Melodies at the Museum this summer, in part due to the Museum having a summer student who was a musician and was familiar with the equipment.

The primary user of the system is the Front Porch Show, and it was communicated to the Town on December 4th that there were issues with the mixer board and that equipment (microphone clips) were missing from the sound system inventory. Upon inspection, it was determined that there are 5 microphone clips, which attach the microphone to the microphone stand, were missing and that the third channel on the mixer board is not working.

Staff contacted the PA Shop, from where the equipment was purchased in 2018, to seek quotes for the repair costs and the replacement of the missing equipment. The cost to repair the equipment is approximately \$1,000.

FINANCIAL IMPLICATIONS

The Town has been in possession of the sound system for approximately 17 months and the equipment is in need of replacement parts and repairs. Costs include:

Mixer Board – According to the vendor, how this particular unit is constructed means that it is not easy to replace individual parts as everything is attached. It is the vendor's estimation that a full replacement of the mixer board will be required - \$719 plus tax

5 microphone clips - \$11.79 each, plus tax

Total costs: Approximately \$1,000

SUMMARY

This report provides Council with information on the current use of the Town owned sound system, and the current repairs and replacement parts that are required to be made to the unit.

As noted, the sound system is not widely used and it is now incurring costs to maintain. This report is being presented to Council because it is service level and budget related.

Staff is seeking direction from Council on the level of service that the Town will be providing. The question for Council to consider is:

Should costs be expended on this sound system so the Town can continue to provide a service level that, in effect, is primarily only benefitting one community group?

Staff felt it was their responsibility to bring this report forward so that Council had full information while deliberating the Community Grant request received by the Front Porch Show. The Show is requesting that the Town purchase new wireless microphones that work with the sound system, and this would bring the total spend on the sound system to \$3,050 in 2020.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

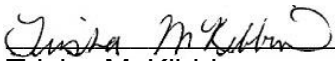
Mike Kuttschrutter, IT Network Administrator
Guest Services

ATTACHMENTS

None.

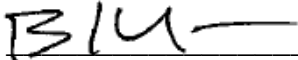
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Acting Mayor Luna and Members of Council
Prepared by:	Brent Kittmer, CAO/Clerk
Date of Meeting:	7 January 2020
Subject:	CAO 03-2020 Request for Pre-Budget Approval (Service Delivery Review Consultant)

PURPOSE

The purpose of this report is to request pre-budget approval for the CAO to move forward with the procurement and award of a consulting contract for a third-party service delivery review. Expediting the procurement and award process is important to ensure the Town will be able to meet Provincial guidelines, should the Town be successful in a Modernization Grant application.

RECOMMENDATION

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.

BACKGROUND

During Council's priority setting session on April 16 the following scope of project was approved by Council:

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

The overall responsibility for scope of this project fell to the CAO. It was the CAO's understanding that Council had two goals for the project: a review of the services that are currently delivered, and a review of how the Town is delivering those services.

To accomplish Council's goals, a two phased approach was designed for the project:

- *Phase 1 – Internally Led – Review of Services Delivered, Internal Efficiencies, and Fees*
- *Phase 2 – External Support Hired – Review How Services are Delivered*

As Council is aware, the Province is making funding available to municipalities for the purposes of modernization and finding long term cost reductions. On November 1 the Province announced that 405 small and rural municipalities will have access to a second round of funding through an application-based program, which will provide up to \$125 million until 2022-23. In this intake, the Province will fund

projects where a municipality hires an independent third-party reviewer for the purpose of finding savings and efficiencies. The Province has advised that the review project could take a number of forms including:

- a line-by-line review of the municipality's entire budget; or
- a review of service delivery and modernization opportunities; or
- a review of administrative processes to reduce costs.

As directed by Council, the CAO has submitted a grant application under this intake. If the Town is successful in its application, the Province's grant rules require that the project be completed by June 30, 2020.

REPORT

The Province of Ontario will be providing successful applicants with grant contracts in January or February of 2020. A requirement of the grant is that a draft report be provided to the Province on June 15, 2020 and a final report be publicly posted by June 30, 2020. To ensure that Council has adequate time to review the report findings, Council will be provided with the draft report and recommendations in May 2020.

This project is time sensitive. Presuming the Town is successful in its grant application, the Town's procurement by-law does represent a barrier to meeting the timelines. It is expected the value of this project will be in the order of \$70,000 and the Town's procurement by-law has the following requirements for projects over \$50,000:

- A tender or request for proposal is issued
- Council shall award the contract

This formal process could take up to 6 weeks, which may compromise the Town's ability to meet the Province's timelines. In order to meet the above noted time lines, the CAO is recommending Council authorize the following alternative procurement process:

- CAO will obtain quotes and work plans from a minimum of 3 third parties using a simplified request for proposal document.
- CAO and Director of Human Resources evaluate the quotes and work plans based on published criteria in the simplified RFP to identify the preferred consultant.
- CAO be authorized to award the contract, subject to the preferred proposal being within the allocated budget for the project.

Although the process proposed above does not fully meet the requirements of the procurement by-law, the process is competitive and works within the spirit of the by-law.

If Council provides authorization to proceed with the modified procurement process, the timelines of the project would be established as:

- January 8, 2020 - CAO to begin sourcing quotes and work plans
- January 24, 2020 – Evaluation of quotes and work plans
- If grant application successful - Award contract immediately upon receipt
- If grant unsuccessful – Report to Council alternative options, including cancellation of project
- If grant application successful – Draft report to Council May 12th
- If grant application successful – Draft report to Province by June 15th
- If grant application successful – Final report to Council June 23rd – made public by June 30th

FINANCIAL IMPLICATIONS

The Town has submitted a Modernization Grant application for the proposed service delivery review. When developing the grant application the CAO shared the proposed scope of work with qualified consultants and requested an estimate. The responses received ranged from \$20,000 - \$150,000.

Based on previous experience on similar projects, it is likely that after a competitive process the actual cost of this project will fall in the range of \$50,000 - \$100,000. On this basis, the budget in the grant application assumed \$60,000 direct cost + a 15 % (\$9,000) contingency for this project. After rounding up, the grant application outlined the total project budget as \$70,000, with a request that 2/3rds, or \$46,667, of this amount be funded by the Provincial grant. The Town's 1/3 share can be funded from the Tax Stabilization Reserve.

Should the Town not be successful in its grant application, Council will need to decide if the project should proceed. Council could consider funding the full cost of the review from the one-time Provincial grant.

SUMMARY

To move this project forward, and to be properly positioned to meet any Provincial deadlines that may apply, the CAO is recommending 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. Further, the CAO is recommending that Council delegate the authority to the CAO to award the consulting contract, on the condition that the total budget for the project not exceed \$70,000.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

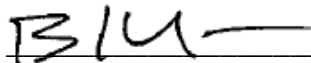
André Morin, Director of Finance/Treasurer

ATTACHMENTS

None.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

BY-LAW 01-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and BM Ross and Associates to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys requires engineered design and project administration work for the reconstruction of Elizabeth Street and Waterloo Street (the "Project") and BM Ross and Associates previously completed the engineering design for roughly half of the construction area which, through the Procurement By-law, permits sole sourcing under Section 9 of the By-law as it is more cost effective or beneficial for the Town to retain the previous firm;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with BM Ross and Associates (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 Agreement between The Corporation of the Town of St. Marys and BM Ross and Associates, 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 7th day of January, 2020.

Acting Mayor Luna

Brent Kittmer, CAO / Clerk

BY-LAW 02-2020

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 special meeting held on January 7, 2020.

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 special meeting held on the 7th day of January, 2020 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 7th day of January, 2020.

Acting Mayor Luna

Brent Kittmer, CAO / Clerk