



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

February 25, 2020

6:00 pm

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

**Pages**

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

**RECOMMENDATION**

**THAT** the February 25, 2020 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

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

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

- 5.1 **Rebecca Garlick, Climate Change Coordinator re: Update on Community Climate Change Action Plan Project**

**8**

**RECOMMENDATION**

**THAT** the delegation from Rebecca Garlick regarding the update on Community Climate Change Action Plan project be received.

**RECOMMENDATION**

**THAT** the February 25, 2020 regular Council meeting be adjourned at \_\_\_\_\_ pm to hold a Public Meeting to discuss the draft 2020 municipal budget; and

**THAT** a Public Meeting to consider the draft 2020 municipal budget be open at \_\_\_\_\_ pm.

**RECOMMENDATION**

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

**THAT** the February 25, 2020 regular Council meeting reconvene at \_\_\_\_\_ pm.

**RECOMMENDATION**

**THAT** staff be directed to prepare the budget by-law for consideration at the March 10, 2020 regular Council meeting.

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - February 11, 2020**

46

**RECOMMENDATION**

**THAT** the February 11, 2020 regular Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**7. CORRESPONDENCE**

**7.1 Perth County Federation of Agriculture re: Bill 156, Security from Trespass and Protecting Food Safety Act**

55

**RECOMMENDATION**

**THAT** the correspondence from Perth County Federation of Agriculture regarding Bill 156, *Security from Trespass and Protecting Food Safety Act* be received.

## **8. STAFF REPORTS**

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

- 8.1.1 DEV 09-2020 February Monthly Report (Building and Development) 57**

#### **RECOMMENDATION**

**THAT** DEV 09-2020 February Monthly Report (Building and Development) be received for information.

### **8.2 Community Services**

- 8.2.1 DCS 03-2020 February Monthly Report (Community Services) 60**

#### **RECOMMENDATION**

**THAT** DCS 03- 2020 February Monthly Report (Community Services) be received for information.

### **8.3 Corporate Services**

- 8.3.1 COR 03-2020 February Monthly Report (Corporate Services) 63**

#### **RECOMMENDATION**

**THAT** COR 03-2020 February Monthly Report (Corporate Services) be received for information.

### **8.4 Finance**

- 8.4.1 FIN 07-2020 February Monthly Report (Finance) 66**

#### **RECOMMENDATION**

**THAT** FIN 07-2020 February Monthly Report (Finance) be received for information.

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

- 8.5.1 FD 02-2020 February Monthly Report (Emergency Services) 69**

#### **RECOMMENDATION**

**THAT** FD 02-2020 February Monthly Report (Emergency Services) be received for information.

## **8.6 Human Resources**

### **8.6.1 HR 02-2020 February Monthly Report (Human Resources) 72**

#### **RECOMMENDATION**

**THAT** HR 02-2020 February Monthly Report (Human Resources) be received for information.

## **8.7 Public Works**

### **8.7.1 PW 13-2020 February Monthly Report (Public Works) 74**

#### **RECOMMENDATION**

**THAT** PW 13-2020 February Monthly Report (Public Works) be received for information.

### **8.7.2 PW 09-2020 Downtown Signal Timing and Pedestrian Crossing Activation 76**

#### **RECOMMENDATION**

**THAT** PW 09-2020 Downtown Signal Timing and Pedestrian Crossing Activation report be received for information.

### **8.7.3 PW 10-2020 Amending Agreement for Automotive Materials Stewardship 81**

#### **RECOMMENDATION**

**THAT** report PW 10-2020, Amending Agreement for Automotive Materials Stewardship be received; and,

**THAT** Council approve By-law 21-2020, being a by-law to execute the amending agreement and to authorize the Clerk to sign the amending agreement on behalf of the Town of St. Marys.

## **8.8 CAO and Clerks**

### **8.8.1 CAO 13-2020 February Monthly Report (CAO and Clerks)**

86

#### **RECOMMENDATION**

**THAT** CAO 13-2020 February Monthly Report (CAO and Clerks) be received for information.

#### **RECOMMENDATION**

**THAT** Council strike a special purpose committee for the purpose of creating solutions to the identified concerns regarding local social housing; and

**THAT** Council appoint the following Councillor representatives to the committee:

- 1.
- 2.
3. ; and

**THAT** Council acknowledge the following external representatives will also make up the committee:

1. Stratford Police Service
2. City of Stratford Social Services
3. United Way Perth Huron
4. Town of St. Marys staff liaison
5. Other Social Services Providers as necessary

### **8.8.2 CAO 14-2020 Municipal Law Enforcement Officer Appointment**

89

#### **RECOMMENDATION**

**THAT** CAO 14-2020 Municipal Law Enforcement Officer Appointment report be received; and

**THAT** Council approve By-law 22-2020.

**RECOMMENDATION**

**THAT** CAO 15-2020 Proposal for a Summer Park Patrol Program report be received; and

**THAT** Council approves a Summer Park Patrol Program pilot for 2020 with the costs of the program funded from the Working Reserve.

**9. EMERGENT OR UNFINISHED BUSINESS**

**10. NOTICES OF MOTION**

**11. BY-LAWS**

**RECOMMENDATION**

**THAT** By-Laws 21-2020 and 22-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**11.1 By-Law 21-2020 Authorize an Amending Agreement with Automotive Materials Stewardship Inc. 95**

**11.2 By-Law 22-2020 To Appoint Certain Persons as Municipal Law Enforcement Officers 96**

**12. UPCOMING MEETINGS**

March 10, 2020 - 6:00 pm, Regular Council, Council Chambers

March 17, 2020 - 9:00 am, Strategic Priorities Committee, Council Chambers

March 24, 2020 - 6:00 pm, Regular Council, Council Chambers

**13. CONFIRMATORY BY-LAW 99**

**RECOMMENDATION**

**THAT** By-Law 23-2020, being a by-law to confirm the proceedings of February 25, 2020 regular Council meeting be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**14. ADJOURNMENT**

**RECOMMENDATION**

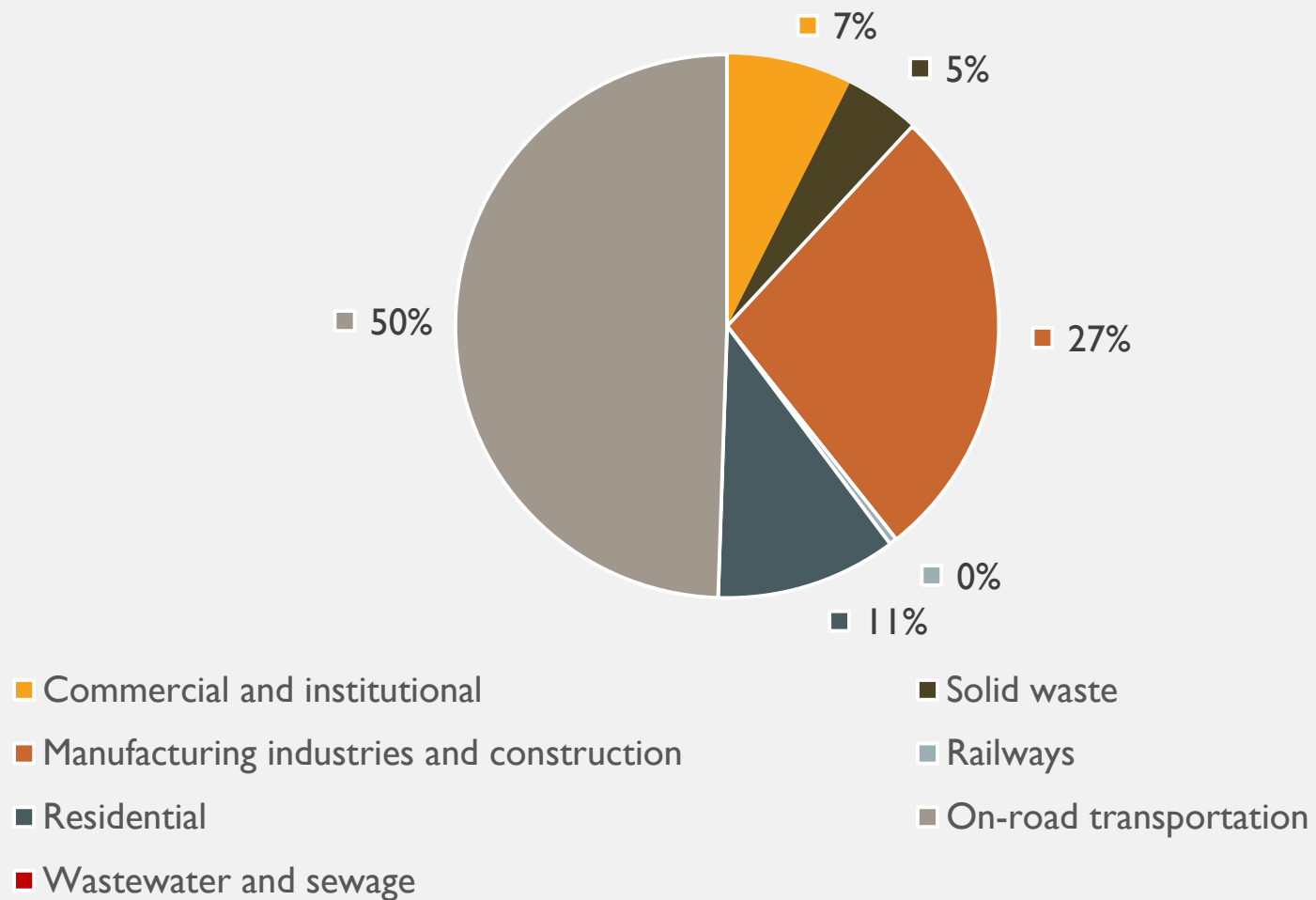
**THAT** this regular meeting of Council adjourn at \_\_\_\_\_ p.m.

# ST. MARYS EMISSION PROFILE

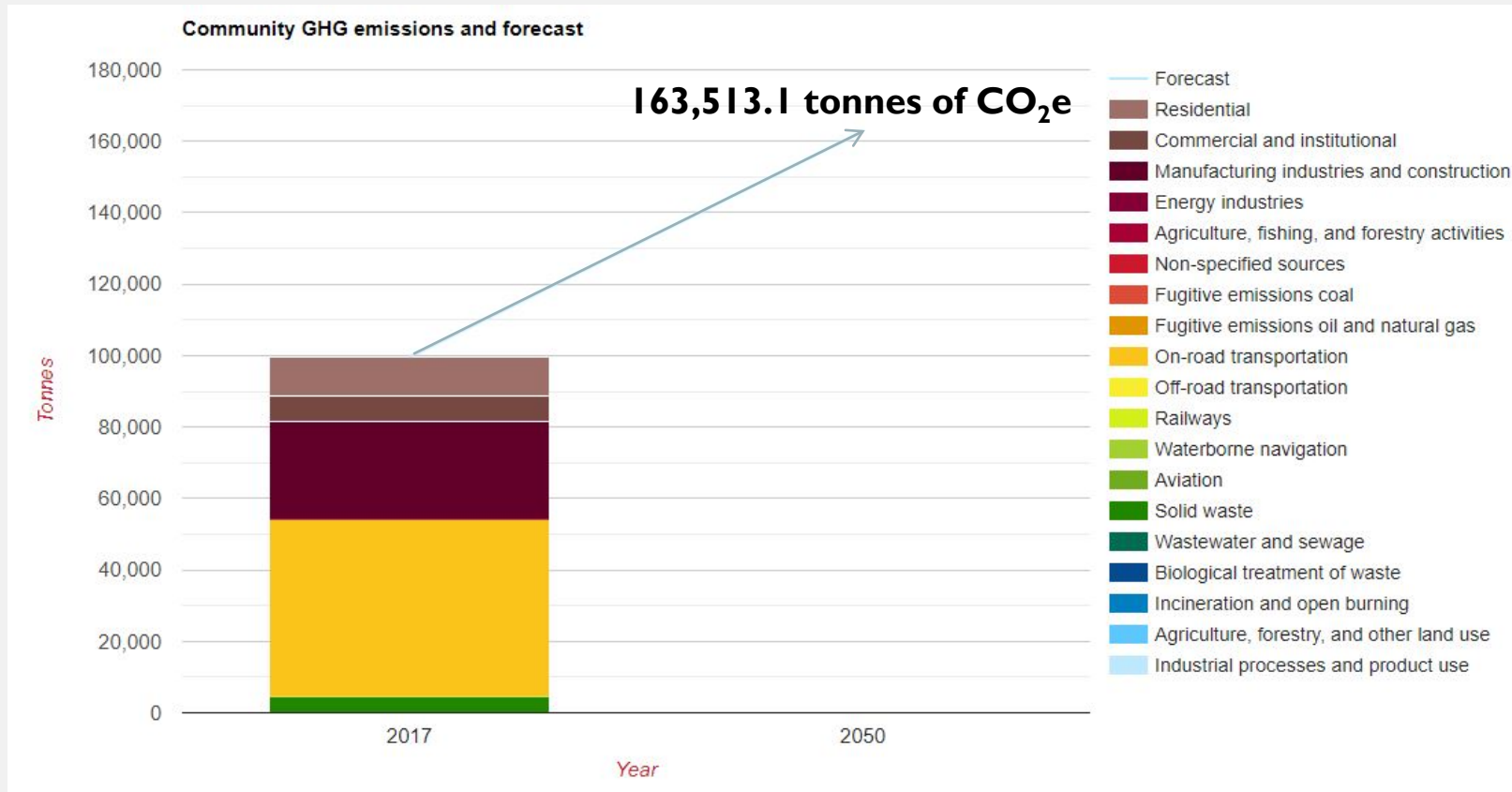
**Baseline year: 2017**



## OVERALL EMISSION



# BUSINESS AS USUAL SCENARIO



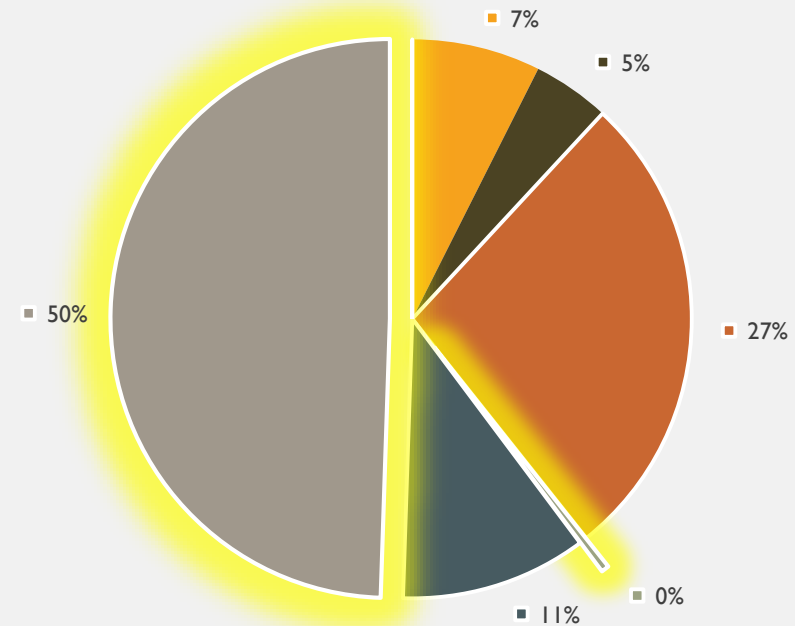
# TRANSPORTATION

## On-road Transportation

- 49,490.78 tonnes of CO<sub>2</sub>e in 2017

## Railway

- 453.44 tonnes of CO<sub>2</sub>e in 2017



# BUILDINGS

## Residential

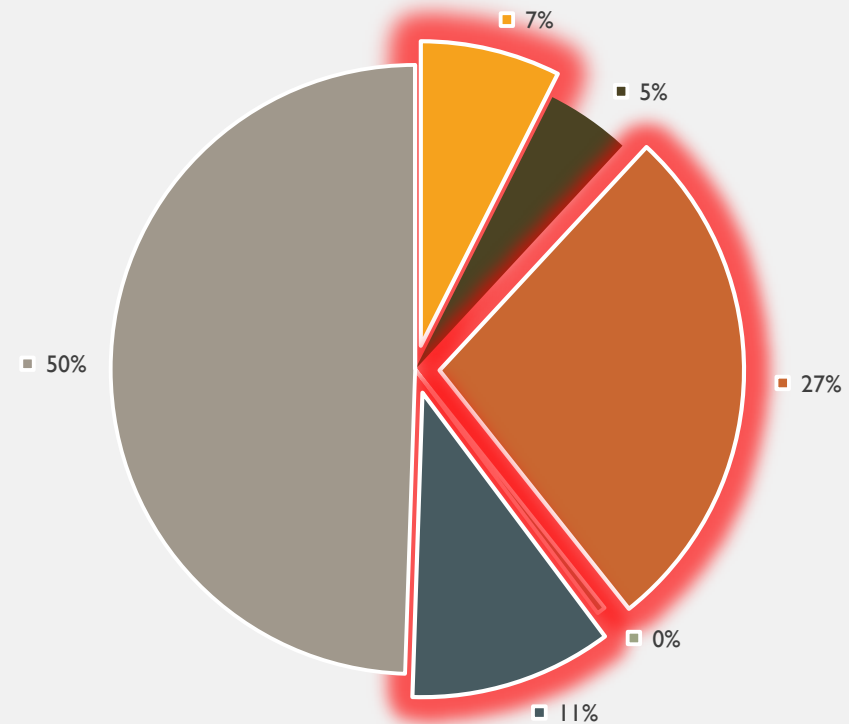
- 10,761 tonnes of CO<sub>2</sub>e

## Commercial/Institutional

- 7,431 tonnes of CO<sub>2</sub>e

## Manufacturing/Industrial

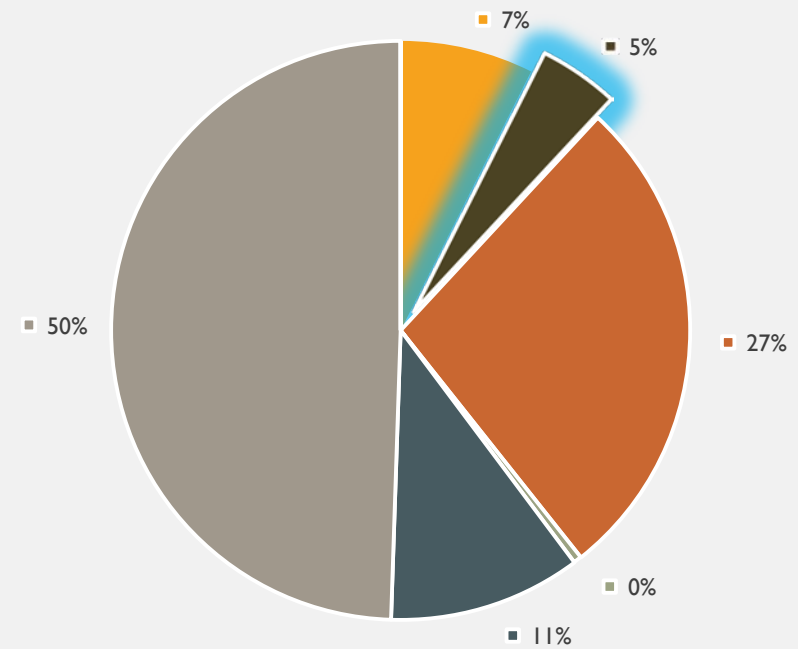
- 27,433 tonnes of CO<sub>2</sub>e



# SOLID WASTE

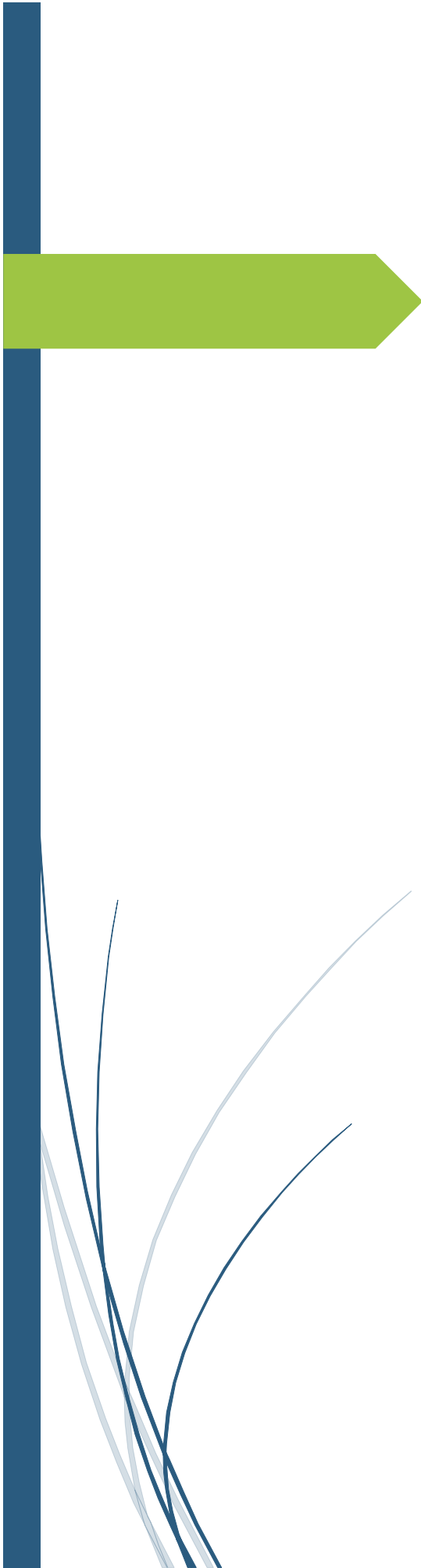
## Solid Waste

- 4,470 tonnes of CO<sub>2</sub>e



## NEXT STEPS

- Setting a Reduction Target
  - Short-term (2030)
  - Long-term (2050)
- Stakeholder/Public Consultation
  - Proposing possible actions
  - Understanding what the public wants regarding climate actions and hearing their suggestions/ideas
  - Allowing for the opportunity to have the most broadly supported community plan
  - Hear from Council
- Developing the action plan



# St. Marys Emission Profile

Baseline Year of 2017

Rebecca Garlick  
THE TOWN OF ST. MARYS

## PARTNERS FOR CLIMATE PROTECTION



FIGURE 1 PARTNERS FOR CLIMATE PROTECTION FRAMEWORK (2016)<sup>1</sup>

The Town of St. Marys joined the Partners for Climate Protection (PCP) earlier in 2019. Through the PCP platform, St. Marys' community emissions were compiled and uploaded into the tool, which then assisted in calculating the total emissions from each sector. Now that the emissions and baseline year have been selected, the reduction target can be set and the development of the community-based greenhouse gas reduction plan can begin. The steps involved in the next two milestones are community engagement, and establishing what actions and goals the community would like to see and will support.

<sup>1</sup> Ontario Climate Consortium (August 2016) Partners for Climate Protection Framework. Retrieved from: <https://climateconnections.ca/news/peel-climate-change-partnership/attachment/partners-for-climate-protection-framework/>



## EMISSION PROFILE

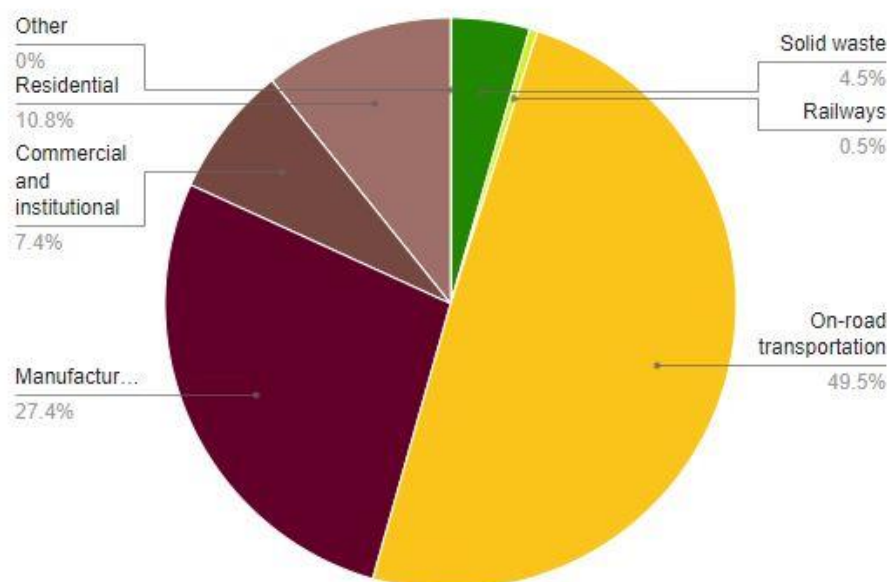


FIGURE 2 ST. MARYS' EMISSION PROFILE

In 2017, St. Marys emitted approximately 100,040 tonnes of carbon dioxide equivalent (CO<sub>2</sub>e), from the transportation, waste and building sectors. This amount of emissions is equivalent to approximately 21,240 cars driven for one year, or about 393,640,033.6155 kilometers driven by one passenger vehicle<sup>2</sup>.

With this total of emissions, the emissions per person in 2017 was equal to approximately 13.78 tonnes of CO<sub>2</sub>e, which is comparable to nearly 3 passenger vehicles driven per year per person<sup>2</sup>.

### Transportation

The transportation data within St. Marys was extrapolated from the census data<sup>3</sup>. This was calculated by the number of people that drive a car, truck or van to work every day, and how long their commute is. Driving outside of the town limits is not included in this emission profile. Only the distance drivers could travel within the town limits was

<sup>2</sup> Environmental Protection Agency (2018) Greenhouse Gas Equivalencies Calculator. Retrieved from: <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

<sup>3</sup> Statistics Canada. 2017. *St. Marys, T [Census subdivision], Ontario and Ontario [Province]* (table). *Census Profile*. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

included in their commute, which was estimated based on the area of St. Marys. This does not include drivers who drive within the town limits for other purposes, nor does it include those who commute into St. Marys for work. With the extra emissions of those who commute into the Town, and those who drive throughout the Town for other purposes, transportation emissions would be greater. Emissions from the Town's commuters make up about 49.5% of the Town's total emissions, and emitted a total of about 49,490.78 tonnes of CO<sub>2</sub>e in 2017.

The emissions from the train that travels through St. Marys was also included in the emission profile. Emissions from the train were estimated through an approved methodology, where total emissions from the railway sector in Canada<sup>4</sup> were divided by the total length of tracks through Canada<sup>5</sup>, to give the tonnes per CO<sub>2</sub>e per kilometer of track. Based on the length of the track and the average emissions per kilometer of track across Canada, the train emits approximately 0.5% of the Town's total emissions. The total emissions were estimated to be 453.44 tonnes of CO<sub>2</sub>e for 2017.

Recommendations for future inventories could include purchasing the data of gas sales within St. Marys, or if vehicle kilometer information could be collected from residents, this would also offer a more accurate emission count.

The greenhouse gas reduction plan will focus significantly on reduction of transportation emissions, and provide various recommendations on ways to reduce this source of emissions.

Possible recommendations could be to uplift the use of the train, installing charging stations, supporting carpooling, implementing bike lanes, and creating a more walkable community.

---

<sup>4</sup> Environment and Climate Change Canada (2019) Table A9-3: 2017 GHG Emission Summary for Canada, Canada-National Inventory Report 1990-2017-Part3, p.7. Retrieved from: [http://publications.gc.ca/collections/collection\\_2019/ecccc/En81-4-2017-3-eng.pdf](http://publications.gc.ca/collections/collection_2019/ecccc/En81-4-2017-3-eng.pdf)

<sup>5</sup> Statistics Canada. Table 23-10-0051-01 Railway industry length of track operated at the end of the year, by company. Retrieved from: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=2310005101>

## Buildings

Buildings in total create approximately 45.6% of St. Marys' emissions. This sector emitted a total of approximately 46,625 tonnes of CO<sub>2</sub>e.

Emissions from buildings were calculated through electricity, natural gas and propane consumption. Most of the emissions from buildings are associated with natural gas consumption.

Potential future recommendations could be to look at partnering with businesses to install solar, or other renewable sources of energy/heat. There is potential to work with homeowners and builders on retrofits or new builds that are low-impact (i.e. Passive House or Net Zero homes). Which could come to fruition through grants or loans that can be used to subsidize retrofits for homeowners.

### *Manufacturing and Industrial*

The industrial and manufacturing emissions make up about 27.4% of St. Marys' emissions. These emissions are mainly associated with the natural gas consumption for heating the facilities. The manufacturing and industrial sector within St. Marys is estimated to have emitted approximately 27,433 tonnes of CO<sub>2</sub>e. This does not include the emissions created by the cement making process that occurs in St. Marys.

### *Commercial and Institutional*

Commercial and institutional buildings emit approximately 7.4% of St. Marys' total emissions. These include the local shops and school buildings. The commercial and institutional sector within St. Marys is estimated to have emitted approximately 7,431 tonnes of CO<sub>2</sub>e.

### *Residential*

Homes in St. Marys emit approximately 10.8%. This includes propane, natural gas and electricity consumption. The residential sector within St. Marys is estimated to have emitted approximately 10,761 tonnes of CO<sub>2</sub>e.

### Solid waste

Solid waste emissions make up approximately 4.5% of St. Marys' emissions. This was calculated by the tonnes of waste sent to the landfill in 2017. St. Marys sent 1,418.37 metric tonnes of waste to the landfill. The waste sent to the landfill emitted an approximate total of 4,470 tonnes of CO<sub>2</sub>e in 2017. Bluewater has indicated that the tonnage of waste that is being sent to landfill has increased by about 21 tonnes from 2017 to 2018.

Recommendations for reduction could be to look at potential partnerships to implement a green bin program to reduce waste going to the landfill, or focusing on a zero or low-waste movement, where your community could create challenges to reduce their waste. An example of this is the Zero-Waste Challenge hosted by Reep Green Solutions in Kitchener-Waterloo, where individuals in the community only fit their waste destined for landfill into a 1L jar.<sup>6</sup>

---

<sup>6</sup> Reep Green Solutions. (2019) Zero Waste Challenge Waterloo Region. Retrieved from: <https://reepgreen.ca/zerowaste/>

# COMMUNITY GHG EMISSIONS FORECAST

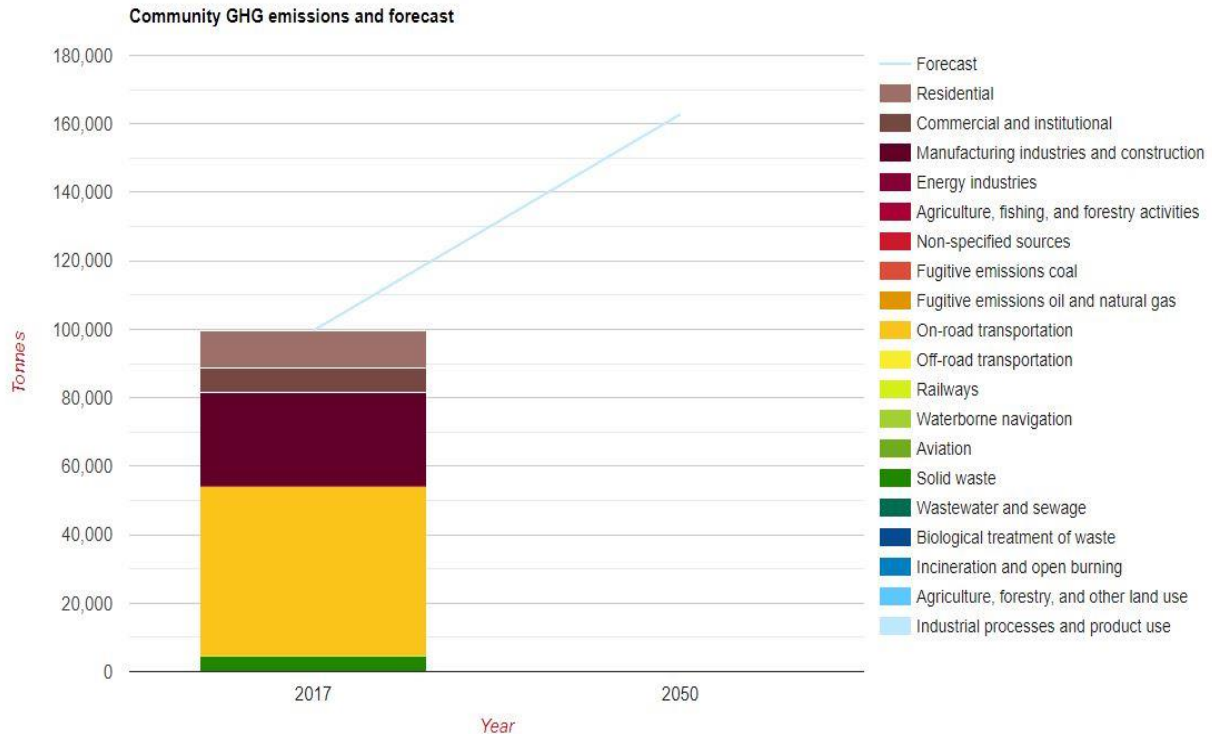


FIGURE 3 COMMUNITY GHG EMISSIONS AND FORECAST

Based on the committed population growth of 1.5% per year and the emissions from 2017, the increase of emissions if a business-as-usual scenario continues, could reach up to levels above 160,000 tonnes of CO<sub>2</sub>e per year, to a projected total of 163,513.1 tonnes of CO<sub>2</sub>e. Which is equivalent to about 643,395,664.2897 kilometers driven by an average passenger vehicle in one year, or about 34,700 vehicles driven for one year<sup>2</sup>.

## CLIMATE PROJECTIONS

In the following pages, there are a few climate projections included. In these projections there are 3 coloured lines:

1. *Blue*: RCP 2.6 – Global CO<sub>2</sub> emissions peak by 2020 and decline to zero by 2080<sup>7</sup>
2. *Green*: RCP 4.5 – Global CO<sub>2</sub> peak around mid-century, about 50% higher than 2000 levels, then decline rapidly, then stabilize at half of what 2000's CO<sub>2</sub> levels were.<sup>7</sup>
3. *Red*: RCP 8.5 – Business-as-usual, emissions rise rapidly. By 2100, emissions would stabilize at around 30 gigatonnes of CO<sub>2</sub>.<sup>7</sup>

RCP stands for Representative Concentration Pathway, and is the greenhouse gas concentration trajectory. In the year 2000, emissions were at about 8 gigatonnes of CO<sub>2</sub>.<sup>7</sup>

---

<sup>7</sup> Furphy, D. (2013) What on earth is an RCP? *Medium*. Retrieved from: <https://medium.com/@davidfurphy/what-on-earth-is-an-rcp-bbb206ddee26>

## Average Yearly Temperature

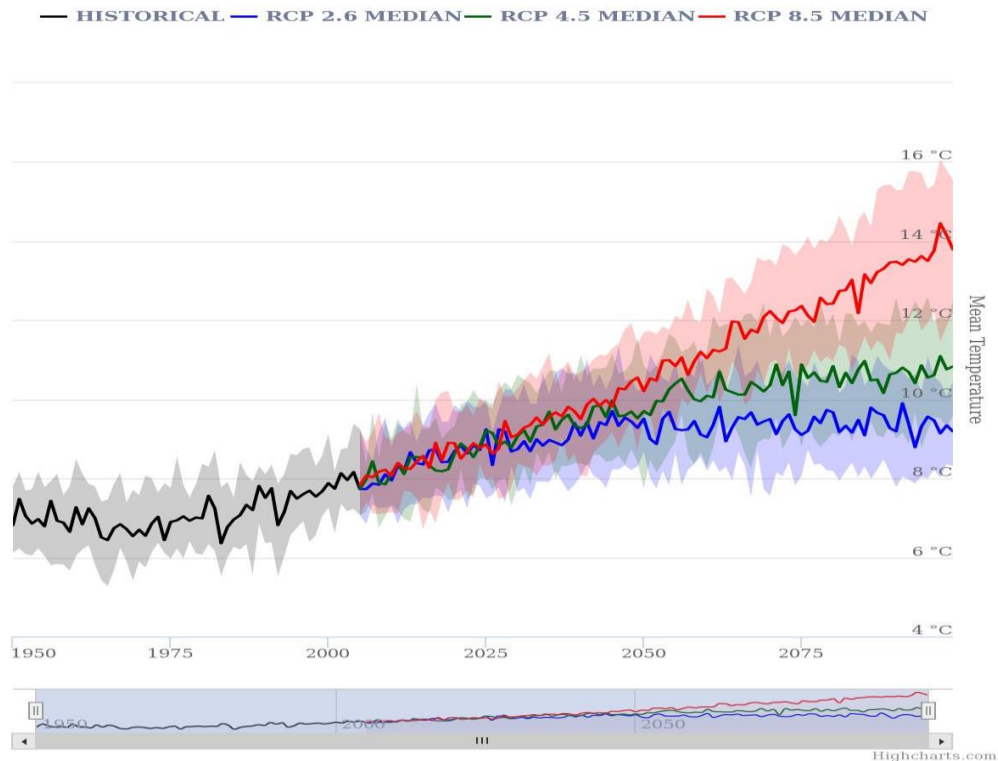


FIGURE 4 CLIMATE DATA (2019) ST. MARYS, ON<sup>8</sup>

Year	Average Yearly Temperature (°C) <sup>8</sup>
1950-2005	6.1-9.3
2006-2020	6.9-9.9
2021-2035	7.7-11.2
2036-2050	8.5-11.7
2051-2065	9.6-12.9
2066-2080	9.9-14.2
2081-2100	11.4-15.6

Having a yearly average temperature as high as 15°C, could mean a similar climate to Greece or Portugal whose yearly average temperatures sit around 15°C.<sup>9</sup>

A yearly average temperature of around 11°C could mean a similar climate to France<sup>9</sup>. Within the past few years, France has seen an incredibly high rate of heat-related deaths. This summer alone, nearly 1,500 people died<sup>10</sup>.

<sup>8</sup> Climate Data (2019) St. Marys, ON. Retrieved from: <https://climatedata.ca/explore/location/?loc=FEBWI>

<sup>9</sup> Wikipedia. (2019) List of countries by average yearly temperature. Retrieved from: [https://en.wikipedia.org/wiki/List\\_of\\_countries\\_by\\_average\\_yearly\\_temperature](https://en.wikipedia.org/wiki/List_of_countries_by_average_yearly_temperature)

<sup>10</sup> The Guardian. (September 2019) Summer heatwaves in France killed 1,500, says health minister. Retrieved from: <https://www.theguardian.com/world/2019/sep/09/summer-heatwaves-in-france-killed-1500-says-health-minister>

## Ice Days

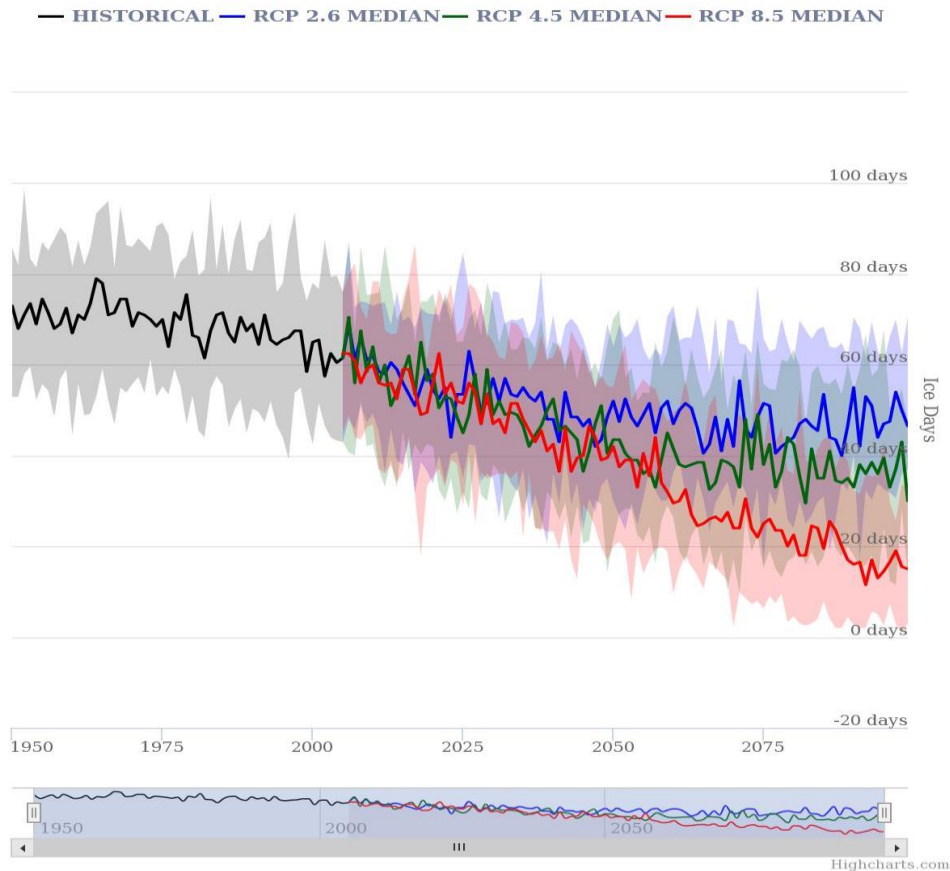


FIGURE 5 CLIMATE DATA (2019) ST. MARYS, ON<sup>8</sup>

Year	Ice Days <sup>8</sup>
1950-2005	73-62
2006-2020	80-35
2021-2035	77-22
2036-2050	59-20
2051-2065	60-11
2066-2080	51-5
2081-2100	55-3

*When the daily max temperature does not exceed 0°C<sup>8</sup>.*

This is an indication of the length and severity of the winter time. A decrease in frost days means that the growing season in the area will increase. This also means that there is likely going to be an increase in pests and the potential for increased vector-borne diseases becomes higher. Without frost days, pests do not die off and continue to be rampant throughout the year. Less frost days also will limit the types of plants and animals that can survive in the new climate, which means that normal species we see nowadays may not be able to survive in the future climate.



## Cooling Degree Days

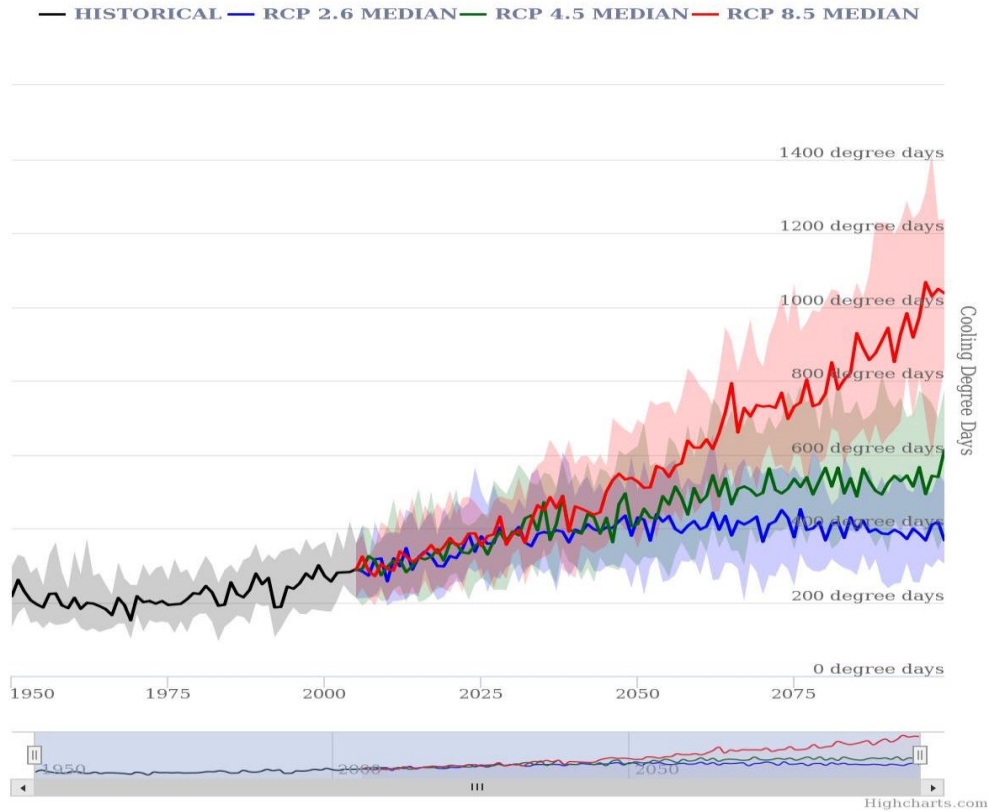


FIGURE 6 CLIMATE DATA (2019) ST. MARYS, ON<sup>8</sup>

Year	Cooling Degree Days <sup>8</sup>
1950-2005	216-289
2006-2020	239-502
2021-2035	266-585
2036-2050	330-695
2051-2065	397-910
2066-2080	481-1016
2081-2100	671-1236

*When the mean temperature of the day exceeds 18°C, cooling degree days are accrued (if the temperature is 24°C, then 6 cooling degree days are accrued)<sup>8</sup>*

This indicates the amount of air conditioning needed to maintain a comfortable temperature in warmer months. An increase in cooling degree days is indicative of longer and more intense summers<sup>11</sup>.

## Days over 30°C

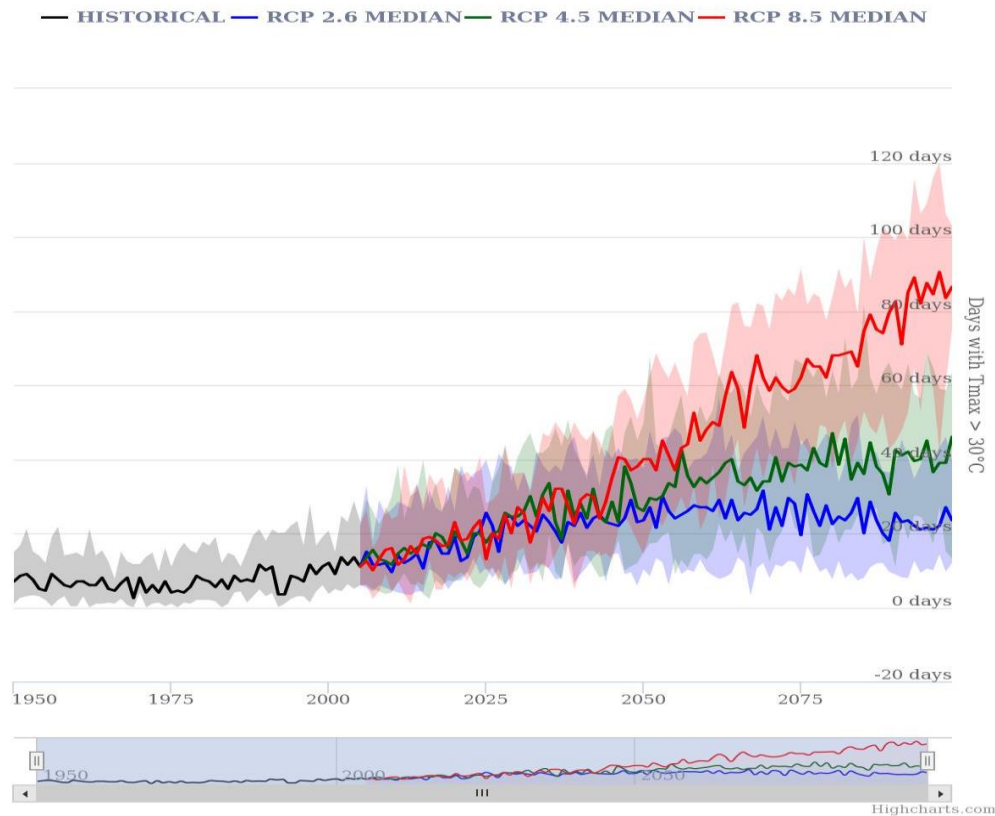


FIGURE 7 CLIMATE DATA (2019) ST. MARYS, ON<sup>8</sup>

Year	Days over 30°C <sup>8</sup>
1950-2005	7-11
2006-2020	6-38
2021-2035	10-46
2036-2050	14-56
2051-2065	20-82
2066-2080	27-84
2081-2100	47-103

*Days where the minimum temperature does not go below 30°C<sup>8</sup>.*

This is an important indicator for health and environmental risks. Temperatures above 30°C can increase the risk of heat exhaustion and heat stroke, particularly in the elderly. Outdoor activities become dangerous to participate in as Canadians are not used to extremely hot summers<sup>11</sup>. The high temperatures will also bring new and unexpected risks with a very different season from the norm<sup>11</sup>.

<sup>11</sup> Climate Atlas (2019) Climate variables. Retrieved from: <https://climateatlas.ca/variables>

## Cumulative degree-days above 0°C

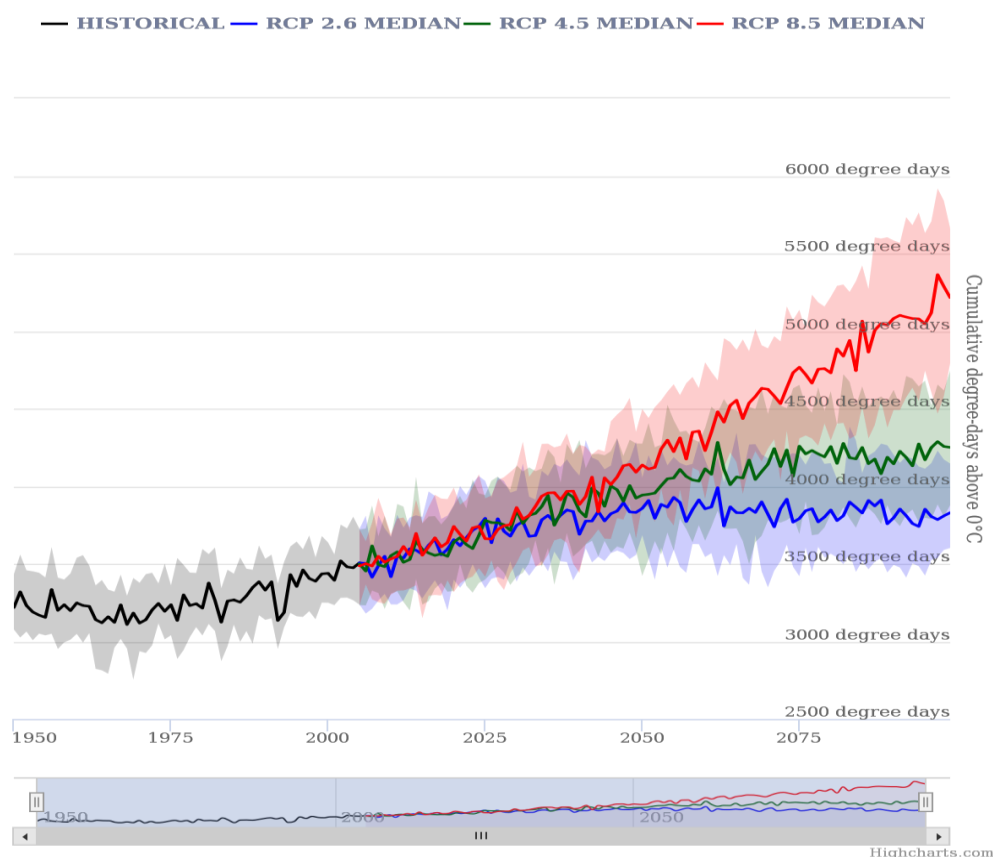


FIGURE 8 CLIMATE DATA (2019) ST. MARYS, ON<sup>8</sup>

Year	Cumulative degree-days above 0°C <sup>8</sup>
1950-2005	3,218-3,506
2006-2020	3,501-3,991
2021-2035	3,375-4,275
2036-2050	3,651-4,497
2051-2065	3,868-4,879
2066-2080	3,950-5,221
2081-2100	4,404-5,664

*Cumulative degree-days above 0°C are calculated by adding average daily temperature over a defined time period (e.g. a year or month) for those days when the mean temperature exceeds 0°C.<sup>8</sup>*

This indicator is important to understand plant and insect growth, and shows how these can quickly develop with increased temperatures<sup>8</sup>. Blacklegged ticks, the tick most commonly associated with the spread of Lyme disease, require a minimum of 2,800 degree-days above 0°C.<sup>12</sup> Increased degree-days in Southern Ontario communities is very likely to lead to increased tick population in a more widespread area.

<sup>12</sup> Climatedata.ca. (2019) Lyme disease in Ontario. Retrieved from: <https://climatedata.ca/case-study/lyme-disease-in-ontario/>

# TOWN OF ST. MARYS 2020 DRAFT MUNICIPAL BUDGET

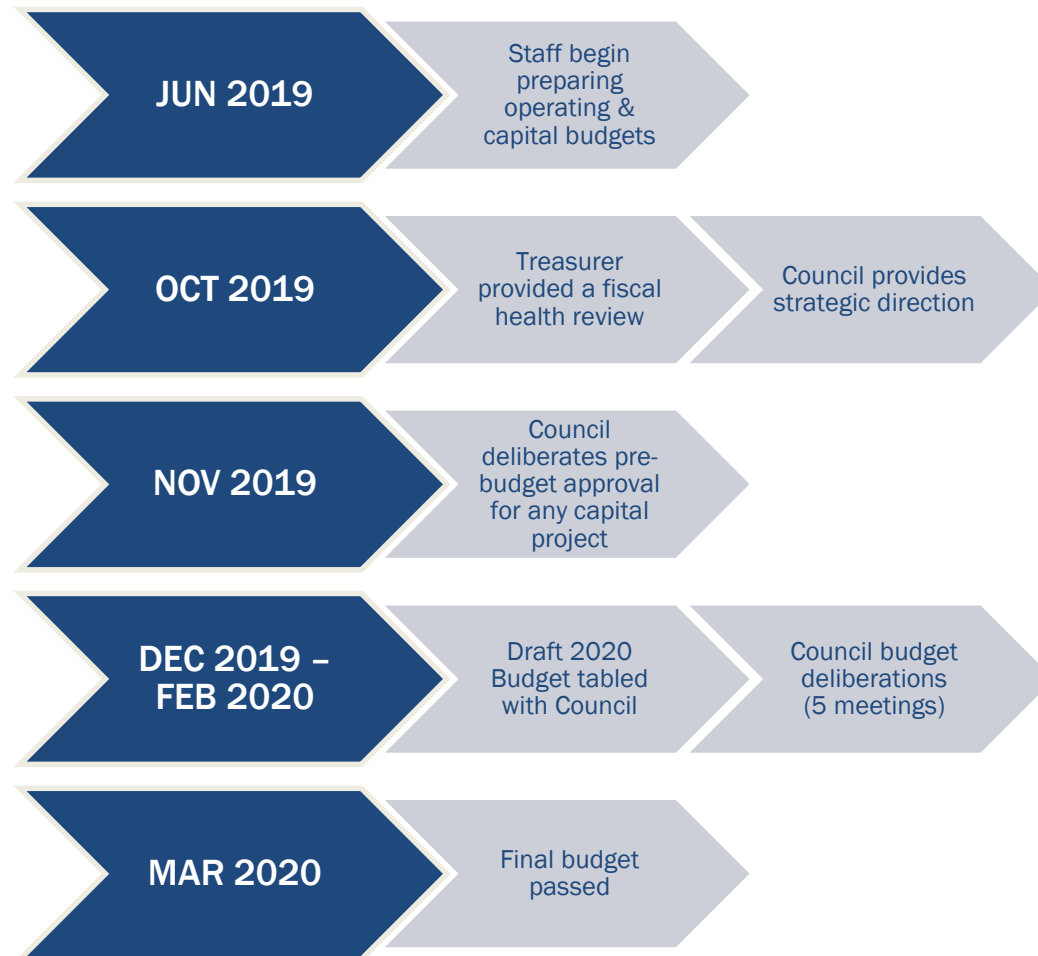
André Morin

Director of Finance/Treasurer

February 25, 2020

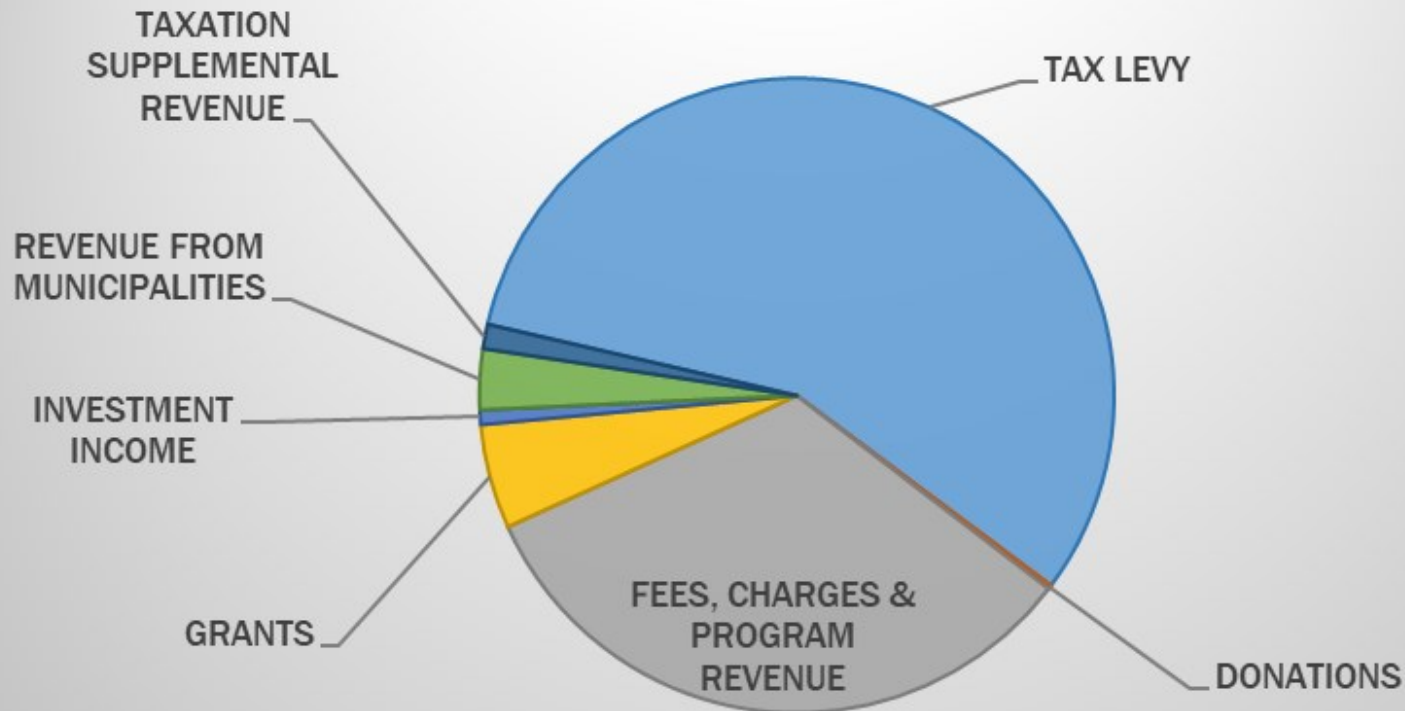


# 2020 BUDGET PROCESS



# 2020 REVENUE

## 2020 Draft Budget Revenue



# 2020 NET EXPENDITURES – BY DEPARTMENT



DEPARTMENT	2019	2020	DIFFERENCE
CORPORATE ADMINISTRATION	540,892	565,080	-24,188
INFORMATION TECHNOLOGY	210,792	209,279	1,513
COMMUNICATION, HERITAGE, ECONOMIC DEVELOPMENT	459,650	450,043	9,607
MUSEUM	106,687	99,511	7,176
RECREATION	547,139	542,668	4,471
CHILDCARE	220,601	228,927	-8,326
HOME SUPPORT	18,614	-	18,614
TAXATION	-103,625	-107,125	3,500
COUNCIL	148,186	143,347	4,839
EXTERNAL TRANSFERS	1,532,522	1,657,736	-125,214
POLICE	1,159,289	1,147,600	11,689
TREASURY	2,732,763	2,845,617	-112,854
FIRE	415,288	566,251	-150,963
HR & BENEFIT ADMIN	330,926	334,847	-3,921
LIBRARY & ADULT LEARNING	387,466	431,975	-44,509
PUBLIC WORKS	1,786,625	1,710,984	75,641
BUILDING & PROPERTY STANDARDS	280,703	275,491	5,212
FACILITIES	1,417,055	1,522,423	-105,368
<b>TOTAL TAX LEVY FUNDED</b>	<b>12,191,573</b>	<b>12,624,654</b>	<b>(433,081)</b>

# 2020 NET EXPENDITURES – BY CATEGORY



CATEGORY	2019	2020	DIFFERENCE
ADVERTISING, MARKETING & PROMOTION	103,900	87,950	15,950
ASSESSMENT SERVICES (MPAC)	95,000	96,000	-1,000
COMMUNICATIONS	138,000	127,500	10,500
CONFERENCES, SEMINARS & TRAINING	103,993	113,100	-9,107
CONTRACTED SERVICES	3,599,126	3,702,380	-103,254
DEBENTURE PAYMENT	1,354,241	1,314,475	39,766
INSURANCE	285,269	254,058	31,211
MATERIALS & SERVICES	1,125,630	1,135,171	-9,541
OTHER TRANSFERS	1,658,522	1,726,767	-68,245
PROFESSIONAL FEES	195,200	173,200	22,000
PROGRAM EXPENSE	170,200	219,113	-48,913
REPAIRS & MAINTENANCE	462,404	568,912	-106,508
SALARIES, WAGES & BENEFITS	7,377,935	7,694,845	-316,910
SAND & SALT	199,500	260,000	-60,500
TAXATION EXPENSE	169,000	169,000	-
UTILITIES	972,640	927,700	44,940
TRANSFER TO (FROM) RESERVES	3,386,905	3,733,338	-346,433
<b>TOTAL EXPENSE</b>	<b>21,397,465</b>	<b>22,303,509</b>	<b>-906,044</b>



# 2020 DRAFT BUDGET IMPACT

## TOWN OF ST. MARYS 2020 DRAFT BUDGET (AS OF FEBRUARY 18, 2020)

	2019	2020	INCREASE	
Total tax levy	12,191,575	12,624,654	3.55%	
Estimated 2019 growth	192,619			
Adjusted tax levy	12,384,194	12,624,654	1.94%	2020 Total Municipal Property Tax Increase

## DRAFT TOTAL MUNICIPAL BURDEN ON RESIDENTIAL DWELLING

<sup>1</sup> Avg. municipal tax – residential dwelling	3,396.00	3,467.00	2.09%	2020 Total Municipal Tax Increase on Average House
<sup>2</sup> Water	417.00	425.00	1.92%	
<sup>2</sup> Wastewater	436.00	447.00	2.52%	
Wheelie bin	93.00	129.00	38.71%	
Total municipal burden	4342.00	4468.00	2.90%	2020 Municipal Increase on Average House
<sup>3</sup> EDUCATION TAX	439.00	427.00	-2.73%	
Total	4,781.00	4,895.00	2.38%	

<sup>1</sup>Municipal tax only (does not include education tax)

<sup>2</sup>Based on average use of 13 cubic meters per month

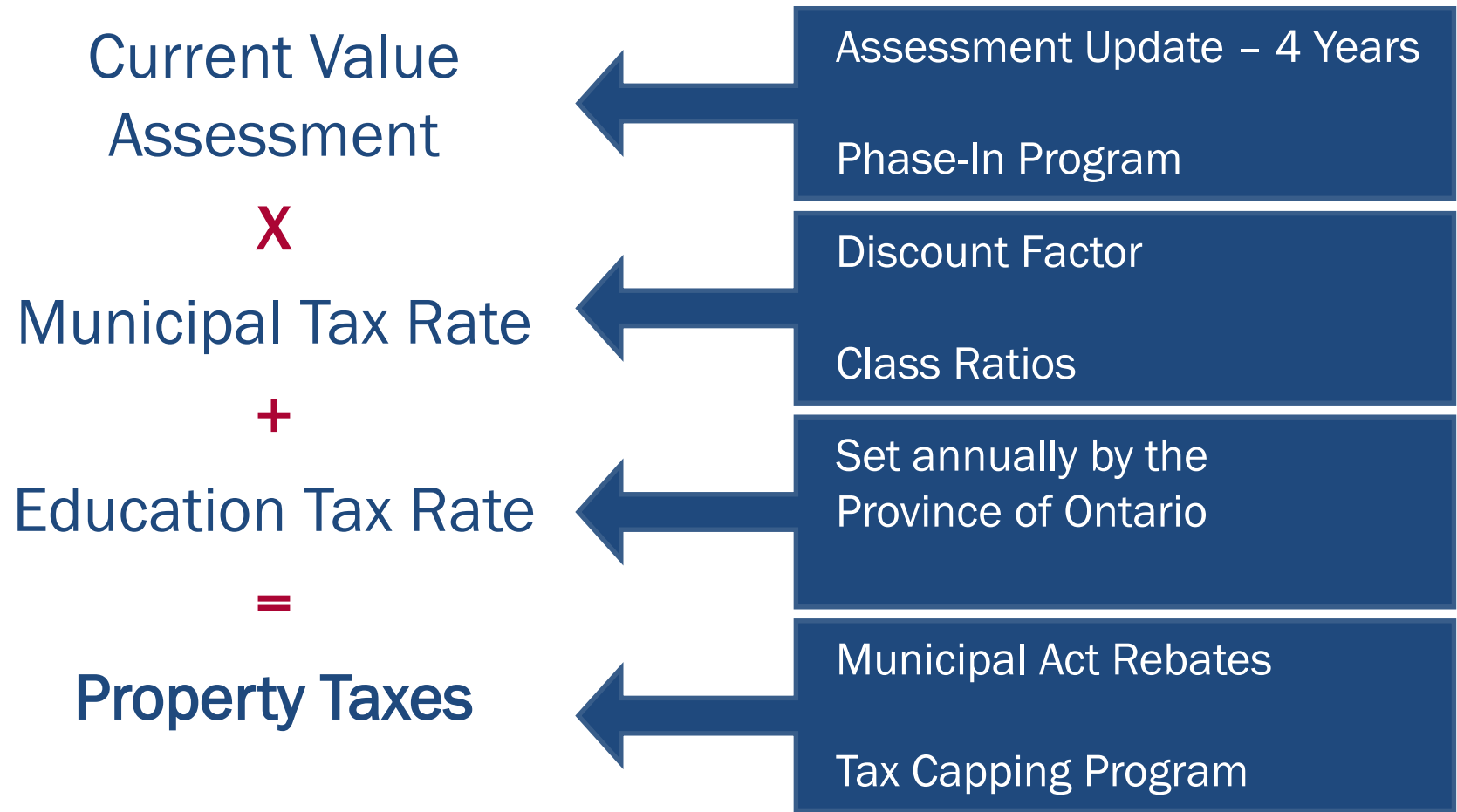
<sup>3</sup> Education rates prescribed by Province

# AVERAGE MUNICIPAL PROPERTY TAX INCREASES



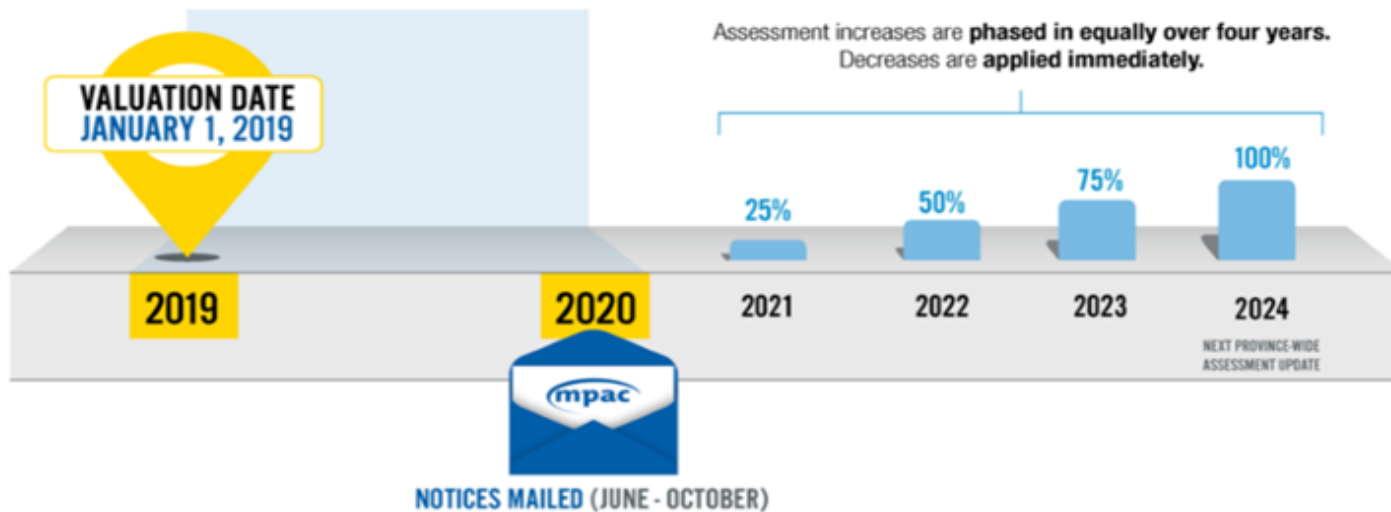
Property Class	2020 Avg. Assessment	2020 Avg. Municipal Tax	Increase (Decrease) \$	Increase (Decrease) %
Residential - Single Detached Dwelling (Code 301)	\$279,370	\$3,467	\$71	2.09%
Multi-Residential (MT)	\$1,675,038	\$23,144	\$441	1.94%
Commercial (CT)	\$350,955	\$6,715	\$121	1.84%
Industrial (IH/IT)	\$1,249,280	\$1,679	\$1,679	4.53%
Large Industrial (JT/LT)	\$4,534,475	\$140,663	\$590	0.42%

# PROPERTY TAX CALCULATION

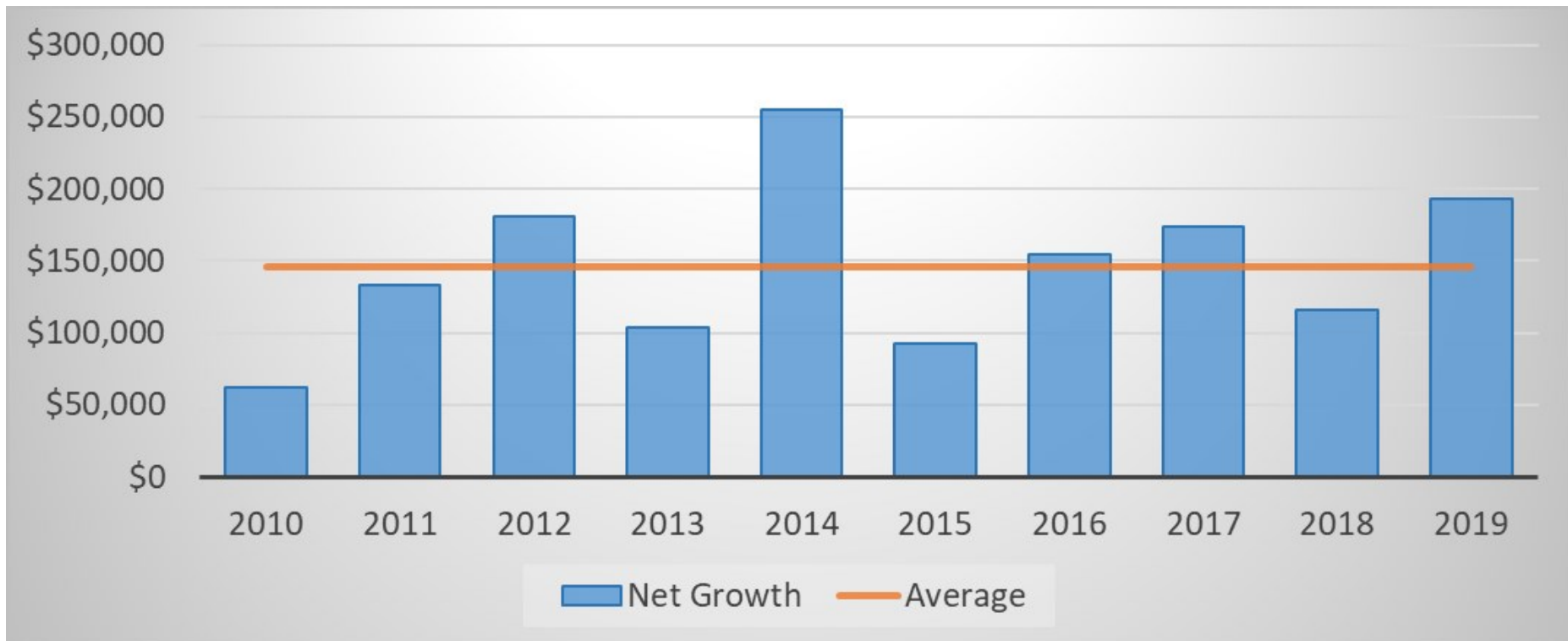


# PROPERTY ASSESSMENT CYCLE

## Earlier Valuation Date



# ANNUAL NET GROWTH



# 2020 TAX RATIOS



- There are several property tax classes – main classes being Residential, Multi-Residential, Commercial, Industrial
- Residential Tax Ratio = 1.0
- The Tax Ratio represents how much the property tax rate is for a specific class in relation to the Residential ratio

# 2020 TAX RATIOS – ST. MARYS

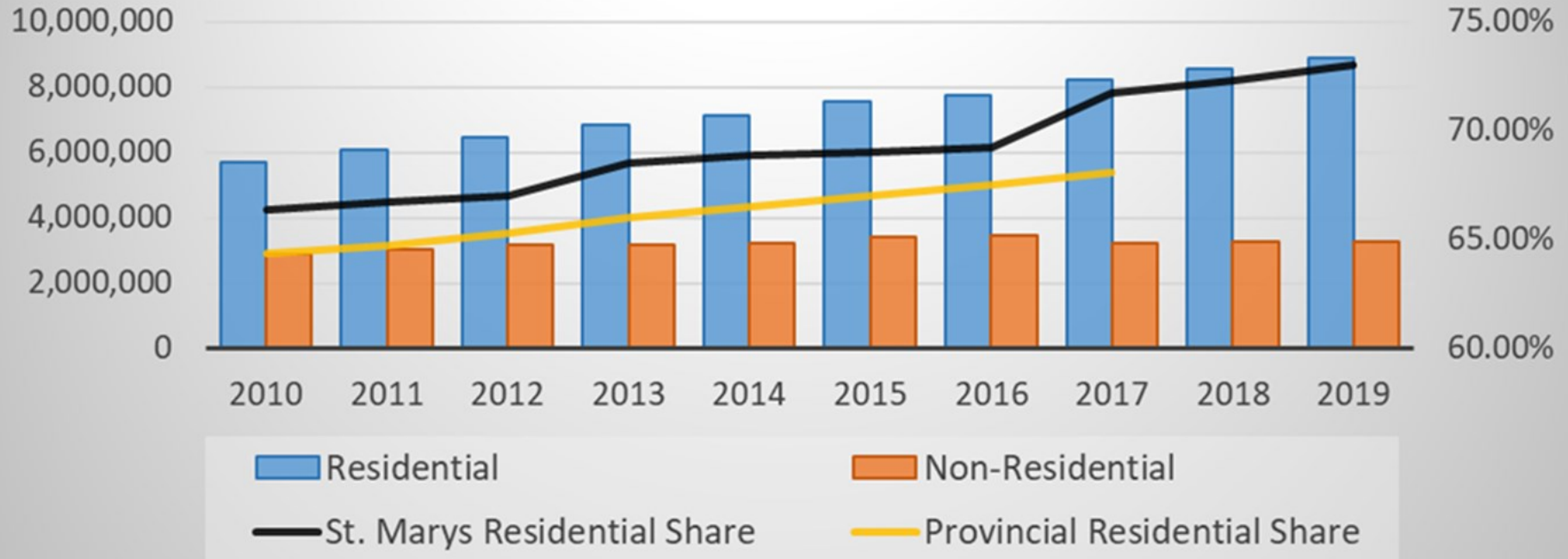


	STARTING RATIOS	REVENUE NEUTRAL RATIOS
Residential	1.000000	1.000000
Multi-residential	1.100000	1.113405
Commercial - Broad	1.546300	1.541721
Industrial - Broad	2.481186	2.499700
Landfills	1.546300	1.581519
Pipelines	1.810900	1.813811
Farm	0.250000	0.250000
Managed Forests	0.250000	0.250000



# HISTORICAL PROPERTY TAX DISTRIBUTION

## ST. MARYS TAX DISTRIBUTION





# 2020 DRAFT CAPITAL BUDGET



CAPITAL EXPENDITURES	
DEPARTMENT	2020
Administration	23,000
IT	50,000
Fire	29,000
Facilities	5,667,000
Planning	0
Library	59,740
Public Works	368,000
Fleet	310,000
Roads	2,279,000
Water	185,040
Wastewater	185,000
Landfill	420,000
	<b>9,575,780</b>

CAPITAL FUND SOURCES	
FUNDING SOURCE	2020
Reserve – General Capital	1,154,150
Roads Reserve	872,000
Water Rates	106,040
Waste Water Rates	151,000
Ontario Community Infrastructure Grant	183,000
Other Grants	1,675,590
Federal Gas Tax	371,000
Development Charges	452,000
Developer/Owner/Other	802,000
Storm Water Reserve	50,000
PW Equipment Reserve	310,000
Landfill Reserve	420,000
Fire Capital Reserve	29,000
Debenture	3,000,000
	<b>9,575,780</b>

# NOTABLE 2020 DRAFT CAPITAL PROJECTS



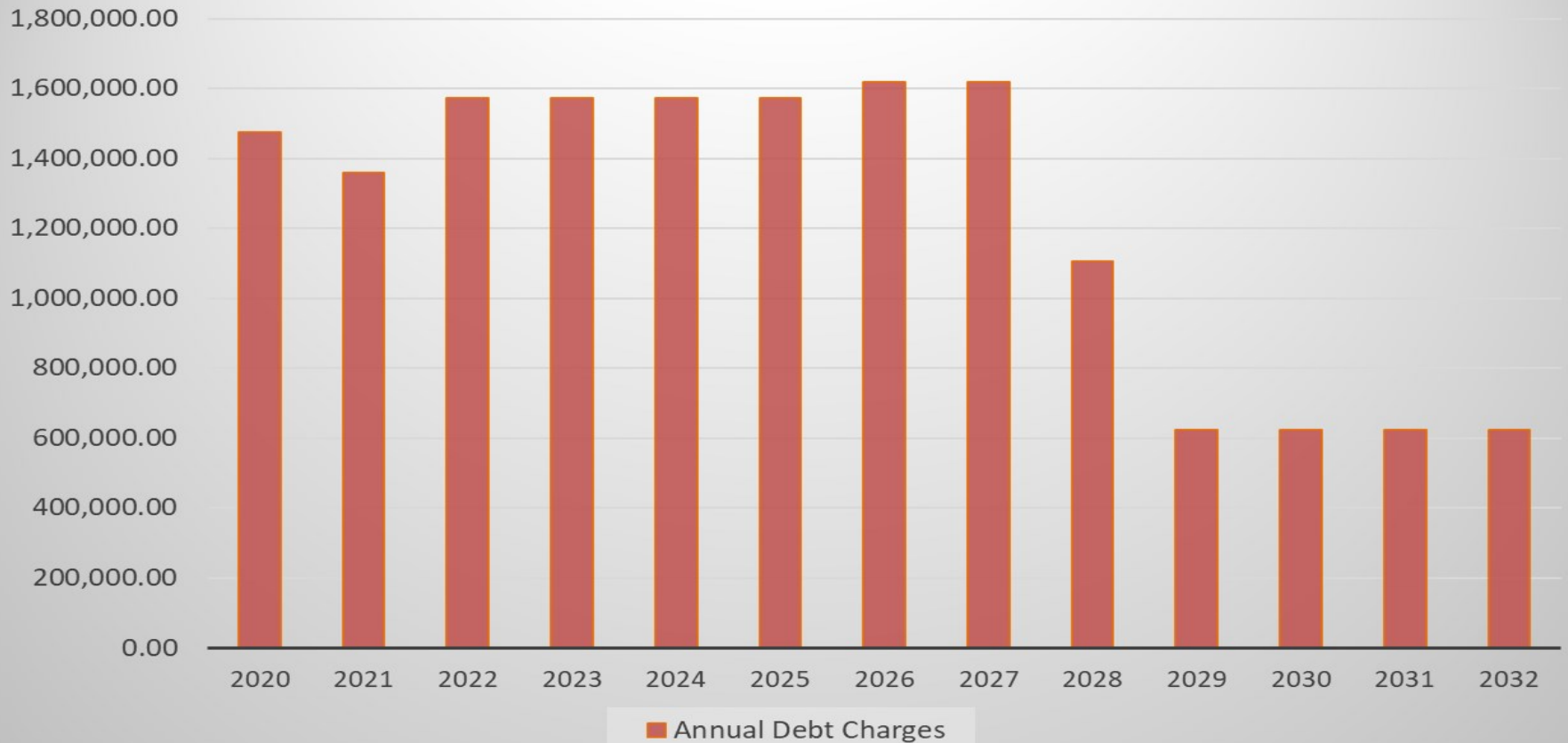
Project	Total Cost
Fire Hall Upgrade	\$3,100,000
Egan Ave. Reconstruction	\$1,487,000
Church Street Bridge	\$371,000
PRC Upgrades (3 year project dependent on grant funding)	\$2,285,000

# 2020 DRAFT TOTAL RESERVES

Reserve & Reserve Funds	JANUARY TO DECEMBER, 2020					
	Open Balance Projected	Transfer				Closing Balance
		In	Out			
		Operating	Operating	Capital	Other	
TOTAL RESERVES & RESERVE FUNDS	13,976,991	4,229,223	(664,854)	(4,098,190)	1,300,097	14,743,267

# LONG TERM DEBT

**ESTIMATED LONG TERM DEBT - ANNUAL PAYMENTS**



# QUESTIONS





## **MINUTES Regular Council**

February 11, 2020  
6:00pm  
Town Hall, Council Chambers

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

Staff Present: Brent Kittmer, CAO / Clerk  
Grant Brouwer, Director of Building and Development  
Lisa Lawrence, Director of Human Resources  
André Morin, Director of Finance / Treasurer  
Jenna McCartney, Deputy Clerk

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

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

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

None.

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

Councillor Hainer asked that agenda item 10.1 regarding Rare Disease Day be added under Emergent and Unfinished Business.

#### **Resolution 2020-02-11-01**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** the February 11, 2020 regular Council meeting agenda be accepted as amended.

**CARRIED**

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

Thelma Chambers, 329 Jones Street West, expressed her concerns regarding personal safety at her residence.

Ann Williams, 270 Queen Street West, expressed her concerns regarding personal safety at her residence and cited extreme anxiety as a result of encounters with some residents.

Donna Schiedel, 270 Jones Street West, expressed her concerns for the safety of her neighborhood and the greater community regarding a perception of increased emergency services involvement in the area.

Gerard Mueleman, 329 Jones Street West, expressed his concerns regarding personal safety at his residence.

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

##### **5.1 City of Stratford Social Services re: Housing Services**

Kim McElroy, Director of Social Services from the City of Stratford, briefly introduced herself and her team to Council. Joining Ms. McElroy were Eden Grodzinski, Manager of Housing, Angie Juarez, Supervisor of Social Services, and Lindsay Sutton, Public Housing Review Officer. Social Services staff spoke to the Housing Services presentation and responded to questions from Council.

##### **Resolution 2020-02-11-02**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** the delegation from City of Stratford Social Services regarding Housing Services be received.

**CARRIED**

Council took a brief break at 7:08 pm.

Mayor Strathdee called the meeting back to order at 7:17 pm.

#### **6. ACCEPTANCE OF MINUTES**

##### **6.1 Regular Council - January 28, 2020**

##### **Resolution 2020-02-11-03**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** the January 28, 2020 regular Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**6.2 Special Council - February 4, 2020**

**Resolution 2020-02-11-04**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** the February 4, 2020 special Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 St. Marys Public Library re: 2019 Annual Report**

**Resolution 2020-02-11-05**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** the correspondence from the St. Marys Public Library regarding the 2019 Annual Report be received.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Building and Development Services**

**8.1.1 DEV 06-2020 Pyramid Recreation Centre SPA  
Recommendation**

Grant Brouwer spoke to DEV 06-2020 report and responded to questions from Council.

**Resolution 2020-02-11-06**

**Moved By** Councillor Pridham

**Seconded By** Councillor Edney

**THAT** DEV 06-2020 Pyramid Recreation Centre SPA Recommendation report be received; and



**THAT** Council approve the recommendation from the Recreation and Leisure Advisory Committee to accept option #4, to decommission the spa and discontinue providing this service.

**CARRIED**

## **8.2 Finance**

### **8.2.1 FIN 03-2020 Health Unit Cost Sharing Agreement**

Andre Morin spoke to FIN 03-2020 report and responded to questions from Council.

**Resolution 2020-02-11-07**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** FIN 03-2020 Health Unit Cost Sharing Agreement be received; and

**THAT** Council authorize the Mayor and Clerk to enter into a cost sharing agreement with the County of Huron, County of Perth, and City of Stratford to share the municipal costs of the new Huron Perth Public Health Unit effective January 1, 2020; and

**THAT** Council authorize the Mayor and Clerk to enter into an agreement to terminate the Perth District Health Unit cost apportionment agreement with the County of Perth and the City of Stratford; and

**THAT** By-law 15-2020 and By-law 16-2020 be approved by Council.

**CARRIED**

## **8.3 CAO and Clerks**

### **8.3.1 CAO 11-2020 Appoint Deputy Mayor for Year 2 of Council's Term**

Jenna McCartney spoke to CAO 11-2020 report and responded to questions from Council.

Mayor Strathdee opened the floor for nominations.

**Resolution 2020-02-11-08**

**Moved By** Councillor Luna

**Seconded By** Councillor Winter

**THAT** Councillor Craigmile be nominated as the Deputy Mayor.

**CARRIED**

Councillor Craigmile accepted the nomination.

There were no further nominations. Mayor Strathdee closed the floor to nominations.

**Resolution 2020-02-11-09**

**Moved By** Councillor Luna

**Seconded By** Councillor Winter

**THAT** CAO 11-2020 Appoint Deputy Mayor for Year 2 of Council's Term report be received; and

**THAT** Councillor Craigmile be appointed the Deputy Mayor, effective February 12, 2020 through to December 8, 2020.

**CARRIED**

**8.3.2 CAO 12-2020 Noise By-law Exemption Request for Queen Street East and Water Street (Homecoming – Heritage 2020)**

Jenna McCartney spoke to CAO 12-2020 report and responded to questions from Council.

**Resolution 2020-02-11-10**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**THAT** CAO 12-2020 Noise By-law Exemption Request for Queen Street East and Water Street (Homecoming – Heritage 2020) report be received; and

**THAT** Council grant an exemption to the Noise By-law under Section 6, to the applicant, Town of St. Marys at Queen Street West and Water Street, St. Marys, for the purpose of a public street dance between 11:00 pm on July 3, 2020 to 12:00 am on July 4, 2020 subject to the condition of notifying all property owners within a 150m radius.

**9. COUNCILLOR REPORTS**

**9.1 Operational and Board Reports**

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

**Resolution 2020-02-11-11**

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

**CARRIED**

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

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

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

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

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

**9.1.6 Upper Thames River Conservation Authority**

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

**9.2.1 Accessibility Advisory Committee - Coun. Hainer**

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

**9.2.3 CBHFM - Coun. Edney**

**9.2.4 Committee of Adjustment**

**9.2.5 Community Policing Advisory Committee - Coun. Winter,  
Mayor Strathdee**

**9.2.6 Green Committee - Coun. Craigmile**

**9.2.7 Heritage Advisory Committee - Coun. Pridham**

**9.2.8 Huron Perth Healthcare Local Advisory Committee - Coun.  
Luna**

**9.2.9 Museum Advisory Committee - Coun. Hainer**

**9.2.10 Planning Advisory Committee - Coun. Craigmile, Hainer**

**9.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham**

**9.2.12 Senior Services Advisory Committee - Coun. Winter**

**9.2.13 St. Marys Lincolns Board - Coun. Craigmile**

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

**9.2.15 Youth Council - Coun. Edney**

**10. EMERGENT OR UNFINISHED BUSINESS**

**10.1 Rare Disease Day February 29, 2020**

Councillor Hainer spoke to the upcoming Rare Disease Day held on February 29, 2020.

**Resolution 2020-02-11-12**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** the Town of St. Marys proclaim February 29, 2020 as Rare Disease Day in the Town of St. Marys.

**CARRIED**

**11. NOTICES OF MOTION**

None.

**12. BY-LAWS**

**Resolution 2020-02-11-13**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** By-Laws 15-2020 and 16-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.1 By-Law 15-2020 Agreement to Terminate Cost Apportionment with St. Marys, County of Perth and City of Stratford for Perth District Health Unit**

**12.2 By-Law 16-2020 Agreement for Cost Apportionment with St. Marys, County of Perth, City of Stratford and County of Huron for Huron Perth Public Health**

**13. UPCOMING MEETINGS**

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

Council took a brief break at 7:53 pm.

Mayor Strathdee called the meeting back to order at 7:57 pm.

**14. CLOSED SESSION**

**Resolution 2020-02-11-14**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**THAT** Council move into a session that is closed to the public at 7:58 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**CARRIED**

**14.2 329 Jones Street West Resident Petition**

**14.1 Minutes CLOSED SESSION**

**14.4 CAO 08-2020 CONFIDENTIAL Draft Conditions of Sale for 480 Glass Street (Junction Station)**

**15. RISE AND REPORT**

**Resolution 2020-02-11-15**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** Council rise from a closed session at 10:15 pm.

**CARRIED**

Mayor Strathdee reported that a closed session was held where two matters were discussed. Staff was given direction related to the discussion about Social Services and Housing. Council will now consider a resolution related to the proposed land disposition of municipal property.

**Resolution 2020-02-11-16**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** Staff are authorized to proceed with the necessary additional environmental study work and due diligence work for 480 Glass Street to be sold; and

**THAT** the cost of environmental due diligence be funded from the Town's reserve of proceeds of former land sales; and

**THAT** staff report back on the process to amend the statement of designation for a heritage designated property; and

**THAT** staff send correspondence to the Heritage Committee that Council is investigating the legislative requirements and process to amend the statement of designation for Junction Station in the event the property redevelopment requires an amendment to the building's interior designation.

**CARRIED**

**16. CONFIRMATORY BY-LAW**

**Resolution 2020-02-11-17**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** By-Law 17-2020, being a by-law to confirm the proceedings of February 11, 2020 regular Council meeting be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**17. ADJOURNMENT**

**Resolution 2020-02-11-18**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** this regular meeting of Council adjourn at 10:17 pm.

**CARRIED**

---

Al Strathdee, Mayor

---

Brent Kittmer, CAO / Clerk



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

February 16, 2020

Dear Mayor and Members of Council,

RE: Bill 156, Security from Trespass and Protecting Food Safety Act

The Perth County Federation of Agriculture (PCFA) represents the voice of agriculture in the local community, and advocates on behalf of our farm family members. Along with our Commodity partners in Perth County and the Ontario Federation of Agriculture, the Perth County Federation of Agriculture is committed to a sustainable and profitable future for farm families.

Ontario farms have increasingly come under threat of unwanted trespassers and activists who are illegally entering property, barns and buildings, seizing private property and threatening the health and safety of the farm, employees, livestock and crops. PCFA appreciates previous examples of support from municipalities within Perth, such as support of the Warwick Resolution.

On December 2nd, 2019, the provincial government introduced Bill 156, Security from Trespass and Protecting Food Safety Act, 2019. The bill is intended to protect Ontario farm animals, farms, farmers and their families, and the safety of the entire food supply by addressing the ongoing threat of unwanted trespassing and from unauthorized interactions with farm animals. The risks of these actions include exposing farm animals to stress and potential diseases, as well as the introduction of contaminants into the food supply.

The PCFA appreciates the support from the provincial government for taking a strong stance to protect our farms and food safety, and introducing more significant consequences for illegal trespassing activities.

The PCFA is calling on all municipal councils within the Perth County boundary to reassure their citizens that the safety of Ontario farm animals, farmers and farm families, and the safety of the entire food system matters. We respectfully ask that your council show your support for Bill 156 by sending the following letter (see below) to Ontario's Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardeman.

If you have already indicated to Minister Hardeman your support for Bill 156, we thank you for your initiative.

Thank you for showing your support for stronger legislation to protect Ontario farms, animals, and food from intruders.

Sincerely,

Perth County Federation of Agriculture



Sample letter to Minister Hardeman:

Hon. Ernie Hardeman  
Minister of Agriculture, Food & Rural Affairs  
77 Grenville Street, 11th Floor  
Toronto, Ontario M5S 1B3

Via Email: [minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca)

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, Bill 156: Security from Trespass and Protecting Food Safety Act. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. Bill 156: Security from Trespass and Protecting Food Safety Act is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario should be the highest priority.

Sincerely,

Copy: Perth County Federation of Agriculture



# MONTHLY REPORT

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

**From:** Building and Development

**Date of Meeting:** 25 February 2020

**Subject:** DEV 09-2020 February Monthly Report (Building and Development)

## RECOMMENDATION

THAT DEV 09-2020 February Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Building

- A total of 7 permits were issued in January 2020, compared to 7 permits the previous year.
- There were 3 new dwellings units issued this month compared to 0 the previous year.
- The total construction values were \$950,000 compared to \$700,000 the previous year.
- The total permit fees were \$4,856.28 compared to \$1,265.31 the previous year.
- A total of 22 appointments were provided by the Building Department for this time period.
- There were no Heritage permits issued for this period.

Monthly Dwelling Unit Break Down						
Month	Dwelling Units	Accessory Apartments	Accessory Inquiries	Total Dwelling units for the month		
January	3	0	1	3		
Types Of Dwelling Units						
	Single Family	Semi Detached	TownHouse	Apartment	Accessory Apartment	
January	2			1		



- Lind Sportsplex retaining wall & balcony paving – met with contractor, getting firm pricing and schedule for repairs
- Lind Sportsplex Exterior Steel window replacement – RFQ being written

### **Facilities-Pyramid Recreation Centre**

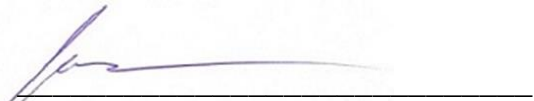
- Hot water tank failed for Aquatics Centre showers and was replaced as an emergency repair.
- Reverse Osmosis Water Treatment system for the ice flood water has failed. A temporary resolution to complete the last 6 weeks of the season has been put in place before looking into a long term resolution to implement for the 2020-2021 ice season.
- The PRC hosted an energy assessment seminar on January 24, 2020. As part of the exercise data was submitted for evaluation and the PRC was given a score of 85/100 for energy efficiency initiatives taken within the recreation industry.
- Receiving compliments on a consistent basis from regular pool users regarding the new disinfectant system and having a positive user experience.

### **SPENDING AND VARIANCE ANALYSIS**

Emergency repair of Aquatics Centre shower hot water tank, \$15,342.21 including parts and labour.

### **REVIEWED BY**

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



Grant Brouwer  
Director of Building and Development

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



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>25 February 2020</b>
<b>Subject:</b>	<b>DCS 03-2020 February Monthly Report (Community Services)</b>

## RECOMMENDATION

THAT DCS 03- 2020 February Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Community Services:

- RLMP, Business Plan and Core Services Implementation:
  - Completed Management Contract for inflatable to be presented at Council February 25
  - Meeting held with ice users to roll out new ice allocation process
  - Staff have issued an RFQ for the Food and Food Prep Supplies that encompass the PRC Kitchen, PRC Canteen and the Early Learning Centre
  - Met with Skate Club to discuss how the Recreation team can support them

### Aquatics:

- There were 4411 swimmers through the PRC pool in January, 501 more than January 2019. Increased numbers are due to higher volume of swim lesson children, aquafit and family swims
- Hosted the high school swim meet with 150 swimmers
- Afternoon programming has been well received. Comparison from January 2019 lane swim to January 2020 afternoon programming - numbers are higher with the new afternoon programming
- Working with the YMCA to renegotiate the partnership.
- Family swims have been busy with the school strike days

### Child Care:

- Planning for summer camp programs including: Get Ready for Kindergarten, Kindergarten Camp and School Age Camp. There is lots of interest from families for these programs
- Strike days are being communicated with families as soon as we know and parents are being reimbursed for the days we cannot provide programs

### Recreation:

- Youth Recreation:
  - The new Soccer Stars program starts on February 18<sup>th</sup> and is nearly full

- The partnership with Sportball will continue for another term taking us up to summer
- Offering another parent/toddler and youth yoga classes again due to popular demand
- Sponsoring a grant from Minor Soccer for the Stratford Perth Community Foundation
- Adult Recreation:
  - Sponsoring a grant from the Social Pickleball group to the Stratford Perth Community Foundation
  - The Tennis Club and Social Pickleball are working together to try and put up a new practice wall at the courts

#### Youth Services:

- Youth Centre:
  - Currently at 173 members with our goal being 200
  - Received a \$1,000 anonymous donation through the United Way
  - In the process of updating all of our computers to better meet the needs of the youth
- Perth 4 Youth:
  - Arranging a meeting with the High School Guidance Department to partner with them to push our engagement forward
  - Applying for the Canada Summer Jobs grant to try and hire a student to work on Youth Economic Development projects and Youth Engagement

#### EarlyON

- Our average weekly attendance is up to 178 people
- Applying for a grant to help fund a child literacy program that staff will host at the library
- In March we are hosting our 'How to Raise a Spirited Child' seminar in partnership with CAS
- Staff arranged for a dentist to come in and speak about children's dental care and in March staff have scheduled a Speech Pathologist, Early Childhood Physiotherapist, Infant massage and a Dietitian
- Launching our 'Breast Feeding Buddies' program in March in partnership with the Health Unit

#### Senior Services:

##### Home Support Services:

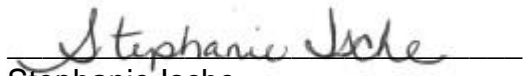
- Staff will be attending a Health Links Workshop on Humanizing Care
- The Huron and Perth OHT are currently in the process of hiring a lead position to support the work of the OHT. This position will be hired under the Huron Perth Healthcare Alliance.
- Representative from the Huron Perth OHT will be attending a Ministry of Health run learning and improvement forum. Kathy Scanlon will be attending as the Home & Community Support Service representative.

##### Friendship Centre:

- Staff are planning for the annual International Women's Day event to be held on March 6
- New day and time for sessions of Zumba and Yoga are seeing strong numbers.
- The 2020 line up of day trips has been launched. The Friendship Centre will offer 11 coach trips in 2020.
- Staff are preparing for the biannual Scrapbooking Garage Sale and Scrap-a-thon

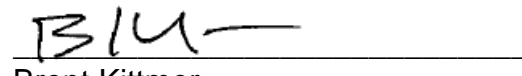
## REVIEWED BY

### Recommended by the Department



Stephanie Ische  
Director of Community Services

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Corporate Services</b>
<b>Date of Meeting:</b>	<b>25 February 2020</b>
<b>Subject:</b>	<b>COR 03-2020 February Monthly Report (Corporate Services)</b>

## RECOMMENDATION

THAT COR 03-2020 February Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Culture/Heritage

- Film Productions
  - A film production has been booked for exterior filming at the Train Station on Saturday, May 9.
  - The Town also received a second inquiring about filming in St. Marys, however the production has selected another location to film.
  - Town staff has reached out to a location scout sharing St. Marys strengths as a film location.
- Driftscape App
  - Development of content for the App has progressed and a soft launch will be taking place in March. A full launch of the App will take place in early Spring.
- Public Art Committee
  - The Committee is progressing through the Public Art Toolkit that is offered by Creative City Network of Canada
  - Working on confirming a special event to engage and educate the public on public art

### Museum

- January 2020 attendance up 20% from January 2019, making it the highest attended January on record. Out of town visitor numbers up more than 4X from the average over the past ten years.
- Volunteers logged 37 on-site hours in January.
- Grant applications submitted for Young Canada Works Curatorial and Young Canada Works Archives Assistant positions.
- Staff attended a fundraising course at Western Continuing Studies on January 20-21.
- Staff met with St. Marys Farmers Market Board to discuss upcoming cross promotional opportunities.
- Private opening for Space to Spoon, Field to Fork and It's About Time exhibits took place on January 17 with 35 members and donors in attendance. All three exhibits opened to the public on January 20.
- Curator and Economic Development Manager met with Stratford-Perth Museum Director to discuss upcoming partnership opportunities.
- Staff and volunteers working on accessioning 2019 artifact donations.

- Volunteers completed textile storage room audit, a two year project.
- Planning for St. Marys Heritage Fair on Friday, February 21 underway.
- Curator and Senior Services Supervisor interviewed a University of Toronto Masters of Museum Studies student who is interested in doing their 12-week field placement at the St. Marys Museum.
- Planning underway for Melodies at the Museum 2020. This year's series is expanding to run for eight weeks, from July 8-August 26.

## Corporate Communications

- PRC Strategic Business Plan
  - Fall/winter program feedback survey now open; closes on March 6, 2020.
  - PRC Communications Audit and Recommendations – discussion and implementation ongoing.
  - Continuing to assist with various projects including updating PRC Facebook, lobby television screens etc.
  - Updates to Recreation & Leisure section of website to increase usability.
- Media Relations
  - Distributed one service disruption, two public notices and five media releases. Topics included Family Day hours, the Egan Avenue Open House and the *Space to Spoon* exhibit at the St. Marys Museum.
  - There were 21 stories/mentions in local media (16 in the St. Marys Independent, two in the Stratford Beacon Herald, one on todaysfarmer.ca, one on blackburnews.com/CKNX radio, and one on mystratfordnow.com/107.7 FM Stratford) between January 16 and February 11. Seven of those stories were the direct result of media releases by the Town.
- Social Media
  - The Town's Facebook page currently has 4,445 followers (23 new since January 14). The most popular post was about the temporary closure of the dog park (4,357 users).
  - The Town's Twitter page currently has 1,980 followers (20 new since January 14). The most popular tweet was about the 2020 Baseball Hall of Fame inductees (2,084 users).
  - The PRC's Facebook page currently has 2,574 followers (33 new since January 14). The most popular post was about the Friendship Centre's upcoming International Women's Day celebration (3,164 users).
- Website
  - 9,141 users and 68,295 page views since January 14. Top visited pages include Library (17,496), Home (7,359), and Aquatics Centre (3,202).
- Publications
  - Spring/Summer 2020 Town of St. Marys Recreation & Leisure Program Guide is in final stages of design. It will be sent to press by February 18 and be available at Town facilities by February 28. Unlike prior editions, it will not be sent out to residents in the St. Marys Independent, but a limited print run (1,500) will still be available at Town facilities.
- Advertising
  - St. Marys Independent - Egan Avenue Open House
  - Stratford Recreation Guide - Pyramid Recreation Centre and St. Marys Quarry
  - Festivals and Events Ontario Guide - Quarry kick-off and Highlight St. Marys
  - Stratford Beacon Herald "Out and About" - general tourism
- Event promotions
  - Homecoming + Heritage:
    - Working with Homecoming committee on logistics, fundraising, etc.; redesigned food vendor application form.
    - Will attend March BIA meeting to further discuss the weekend's schedule and how merchants and services can benefit from increased traffic in the downtown.



- Applied for Ontario Pork Producers grant and Stratford Perth Community Foundation grant.
- Attending Heritage Fair on February 21 to inform public about weekend.

### **Tourism & Tourism Marketing**

- Held an exploratory meeting with a local travel blogger to discuss ideas for highlighting St. Marys online as a travel destination.
- Assisted the BIA Board of Management to establish a first draft of their 2020 budget with feedback from the membership.
- Welcomed the new owners of St. Marys Wines into our downtown. The business has had a renovation and hosts a retail area.
- Work has begun on the 2020 Visitors Guide with a distribution target of May 1.
- Met with Stratford Tourism Alliance Executive Director to explore ideas for further partnership and connect on 2020 initiatives.

### **Economic Development**

- Partnered with Invest Stratford and the County of Perth on a talk focused on the new NAFTA and what it means to the automotive industry.
- Met with adult learning to discuss how the current curriculum can benefit our local employers.
- Attended the Annual General Meeting for the St. Marys Farmers Market. Presented on tourism plans for 2020 and events.

### **VIA Services**

	<b>Boarding</b>	<b>Arriving</b>	<b>% Printed</b>
<b>January</b>	319	279	67.4

### **Information Technology**

- 37 tickets closed
- Assisted setting up advertising televisions at PRC
- Began cleanup of Bell Landlines, current yearly savings of \$4500, expected to reach +\$8000
- Switch replacement 95% complete
- Upgraded 3 Youth Centre computers to current operating system

## **SPENDING AND VARIANCE ANALYSIS**

Nothing to report at this time.

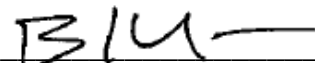
### **REVIEWED BY**

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



Trisha McKibbin  
Director of Corporate Services

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



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

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

**From:** Finance

**Date of Meeting:** 25 February 2020

**Subject:** FIN 07-2020 February Monthly Report (Finance)

## RECOMMENDATION

THAT FIN 07-2020 February Monthly Report (Finance) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### 2020 Budget

The 2020 Draft budget process is nearly complete. The budget is currently at a 1.94% net levy increase. The overall total municipal burden to a typical residential property is estimated at 2.90%. The following budget meetings are expected as follows:

- February 18<sup>th</sup> – Fire Hall project review, finalize recommended 2020 budget
- February 25<sup>th</sup> – Public Meeting on the Draft 2020 Meeting
- March 10<sup>th</sup> – Council is expected to pass the 2020 budget

### Department Strategic Projects:

- Department meeting to review 2020 work plan, policy development, and projects
- Discussed Cyber-attack readiness
- Property Tax modelling for Large Industrial property tax ratio was conducted

### Finance

- Reconciled 12 bank accounts for the month of January
- Mailed out Childcare arrear notices for January
- Prepared and sent out 2019 Childcare Tax receipts
- Issued 132 cheques and EFT's in January
- Account preparation for year end 2019

### Procurement and Risk Management

- Schedule E Monthly Report completed for the month of December for MTO Parking Tickets
- Sent 1 Parking Ticket under the Provincial Offence to Court filed in the County of Perth
- 6 Parking Tickets issued in the month of January
- Mailed out AR past due statements
- RFP-PW-01-2020 Supply and Delivery of One Vacuum Street Sweeper was uploaded to Bids & tenders on January 14 2020
- RFQ-DEV-01-2020 Provisions For Replacement Of The Exterior Overhead Wash Bay Doors at the MOC shop was uploaded to Bids & Tenders on January 15 2020

- Converted Animal Licensing from paper to electronic module within the Town's accounting software
  - Transition has modernized our record keeping and has improved our response time for locating a missing pet

#### **Property Tax:**

- Communication to properties whom are 3 years in arrears have led to reduction to 1 remaining property with arrears over 3 years (7 were on the list at January 1, 2020)
- Created form posted on Town website to sign up for "e-billing".
- Have received our first property owner request to have tax bill emailed (to start with 2020 final billing). Next step is to work with I.T. department for technical implementation.
- Treasurer and Tax Collector working on assessment at risk.
- Monthly penalty & interest applied to outstanding property tax accounts.
- Fuel billing and internal allocations processed.
- Monthly building permit information sent to MPAC.

<b>2020 Property Tax Adjustments</b>		
<b>Month 2020</b>	<b>Supplementary Taxes *</b>	<b>Write-Offs *</b>
January 2020		-15,220
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>TOTAL</b>		<b>-15,220</b>
<b>2020 Annual Budget</b>	<b>Not yet approved</b>	<b>Not yet approved</b>

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

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

## SPENDING AND VARIANCE ANALYSIS

n/a

### REVIEWED BY

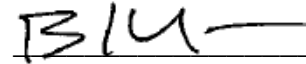
#### Recommended by the Department



---

André Morin  
Director of Finance/Treasurer

#### Recommended by the CAO



---

Brent Kittmer  
CAO / Clerk



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>25 February 2020</b>
<b>Subject:</b>	<b>FD 02-2020 February Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 02-2020 February Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of February (17 January – 14 February 2020) the Fire Department responded to 8 emergency responses most notably;

- MVC – 4 – 3 (St. Marys), 1 (Perth South)
- Automatic Alarm – 1 (St. Marys)
- Pre Fire – 1 (St. Marys)
- CO Alarm – 1 (St. Marys)
- VSA – 1 (Perth South)

Average attendance of firefighters per emergency response – 21

Fire Chief attended 01 calls alone.

St. Marys Fire Department have responded to 10 calls for service (01 January – 14 February 2020) compared to 25 (01 January 2019 – 14 February 2019).

## Fire Prevention

During the month of February (17 January – 14 February 2020) Brian Leverton Chief Fire Prevention Officer completed the following:

- 0 complaint
- 0 licensing
- 2 Follow up and ongoing
- 1 Safety Concern
- 8 Requests
- 15 Routine
- 5 Site visits (request for clarification regarding Ontario Fire Code, lockbox installation location)
- 1 home visit re: smoke alarm/CO date and replacement
- 32 Total

This response is in reference to Councillor Winter's inquiry about the number of fines issued regarding disconnected smoke alarms in the community.

As a part of our smoke alarm program, fire department personnel go door to door, explaining the importance of checking, testing and maintaining working smoke alarms. Unfortunately, the public doesn't always adhere to the information they are provided.

As for the individuals who were issued fines as a result of disconnected smoke alarms, all were identified as having a form of mental health or addiction issues. This demographic isn't as receptive to fire safety messaging or authority as the general public. It was deemed necessary to issue fines to these individuals to implement change in their behaviour and effectively deliver the message of the importance of working smoke alarms. It's also worth noting that the fines were all issued in multi-unit residential buildings, and the lack of working smoke alarms in one unit places undue fire risk on other occupants of the building, and to the property itself. It is my belief that these incidents are not cause for more prominent concern. However, moving forward, I think it would be beneficial to target multi-unit residential buildings when conducting our smoke alarm program.

## **Public Education**

Continuing lockbox location and installations for businesses and dwellings

To date 32 buildings have installed lockboxes

Participated in Little Falls Literacy day.

The CFO has started mentoring graduating Fanshawe students that are in the Fire Inspection and Fire Safety Education program. For 10 weeks students will rotate weekly on Wednesdays and Thursdays to St Marys, St Thomas, London, Petrolia, Norwich, Middlesex Centre Fire Departments.

The purpose of the Fire Inspection and Fire Safety Education at Fanshawe College is to prepare students for a career as a Fire Prevention Officer with a municipal fire service or Fire and Life Safety Professionals within the private sector.

Through the Fire Service Mentorship, students will rotate through several host fire departments, spending a total of 80 hours with several different departments. Students are assigned to a volunteer mentor who may be a fire chief, deputy chief, fire inspector, prevention officer, or education officer, depending on the size and composition of the fire department. Students shadow their mentor and complete assignments related to each mentorship experience. Throughout the semester, students have 12 hours of class time to debrief as a group.

## **Operations**

Cascades has generously donated \$2,500 towards the purchase of a High-rise pack. A high-rise pack consists of straps that could be carried by hand or worn like a back pack that includes two lengths of 1.5" hose, a streamline nozzle, spanners, wye-gate, reducer and a length of rope.

In the event the fire department has to respond to the report of a fire at any of the industrial or high rise buildings in St. Marys, firefighters would be able to quickly carry these high-rise packs into the building, remove the standpipe hose that is already connected and we would connect our hose into their existing standpipe connections and fight the fire with the proper equipment.

## **SPENDING AND VARIANCE ANALYSIS**

Foam pump installed on the Aerial ladder truck – 1200 Degrees Darch fire - \$16,833.30

4 Helmets – 1 White CFPO and 3 Red Captains (Leather Patches) – AJ Stone - \$2,337.48

Fire Pro Services Contract 2020 – Ingenious Software - \$1,608.56

Firefighting gloves and hoods – AJ Stone \$2,403.67

Cascades donated \$2,500 towards the purchase of a High-rise pack

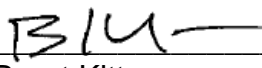
## **REVIEWED BY**

### **Recommended by the Department**

  
\_\_\_\_\_  
Richard Anderson

Director of Emergency Services/Fire Chief

### **Recommended by the CAO**

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

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Human Resources</b>
<b>Date of Meeting:</b>	<b>25 February 2020</b>
<b>Subject:</b>	<b>HR 02-2020 February Monthly Report (Human Resources)</b>

## RECOMMENDATION

THAT HR 02-2020 February Monthly Report (Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Recruitment

- Currently recruiting for a Library CEO, Firefighters, Museum Assistant, seasonal Childcare staff and youth programming staff.
- Preparing the supporting documents to recruit for the new Inflow and Infiltration Administrator positions.
- Completed the recruitment process for a Corporate Communications Specialist and a Program Assistant for the ELS.

### Staff Engagement/ Training

- Attended a Mental Health First Aid certification training. This is an ever increasing area of importance and will allow HR staff to coach the Senior Leadership Team when incidents arise as well as conduct internal training on key highlights and takeaways to assist the management team in a proactive manner.

### HR Systems

- Reviewing the Public Works timesheet process to improve efficiencies with the anticipated outcome of moving them to the electronic version.
- Revising the Management Team Member Performance Appraisal format as a way to increase efficiencies.

### Health and Safety

- Presented the year over year Health and Safety Statistics to the Senior Leadership Team and the JHSSC to review and analyze for trends.

### Payroll and Benefits

- Preparing the annual Cost of Employment statements for 2019.
- Completed, distributed and filed the T4/T4As with Canada Revenue Agency
- Finished the Public Sector Salary Disclosure (PSSD) reporting to Ministry of Affairs and Housing & Ministry of Health and Long-Term Care
- EHT Year End completion and reporting



## Library Services

- Received our re-Accreditation at the Ontario Library Association's annual super conference.
- Shared the 2019 Annual Report with various community and provincial stakeholders.
- Currently reviewing the Hiring Policy to be presented to the Policy Committee.
- Attended a Perth County Information Network Meeting (PCIN).
- Received confirmation that the PCIN van was picked up on Feb 14, which will be used to continue the Intra-library loan process.
- Working in conjunction with PCIN, staff have received additional training for the CollectionHQ software.

## Adult Learning

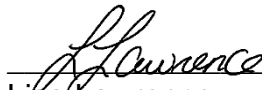
- Preparing for the fiscal year end by reviewing budget lines and ensuring all reporting requirements are up to date.

## **SPENDING AND VARIANCE ANALYSIS**

None to report.

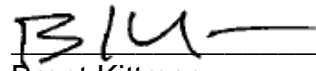
## **REVIEWED BY**

### **Recommended by the Department**

  
\_\_\_\_\_  
Lisa Lawrence

Director of Human Resources, Acting Library CEO

### **Recommended by the CAO**

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

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Public Works</b>
<b>Date of Meeting:</b>	<b>25 February 2020</b>
<b>Subject:</b>	<b>PW 13-2020 February Monthly Report (Public Works)</b>

## RECOMMENDATION

THAT PW 13-2020 February Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### General Administration

- Green Committee – February 26, 2020
  - PW 14-2020 Bench Donation Program
  - PW 15-2020 Green Initiative Recognition Program
  - Staff anticipate bringing forward the items on the January and February agendas to Council in March for Council's review.
- Continue advancing the Industrial Land Servicing Strategy project
  - Evaluation expected to be complete by March
  - Staff report to SPC March / April
- Provided comment on various planning related applications and items

### Environmental Services (Water & Wastewater)

- Continued with developing the Inflow and Infiltration Program
  - Crafting media campaign with the Communications Team
  - Developing supplementary materials for the program (forms, task lists, procedures)

### Solid Waste Collection, Management & Landfill

- Second Draft of the EA submitted on February 7, 2020

### Public Works Operations (Roads & Sidewalks)

- Electronic Timesheet submission project
  - Phased roll out to staff
  - Expect full dept. integration by May
  - Provides internal efficiencies
- Sweeper Demo & Evaluations Ongoing
- Fleet Maintenance
  - Chipper Box for new T60 One Tonne unit

- Winter Operations
  - Snow removal activities are ongoing
  - Early morning patrol in effect until May 1

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

- Tree Inventory being completed in the south ward of Town
  - Will provide Council with an update once the inventory is complete
- Sparling Bush
  - Organizing the implementation of the Sparling Bush Plan for 2020
    - Working with UTRCA to develop a planting & invasive tarping workplan
- Trails – Dog Bag Receptacles
  - Vet Purchasing funding one time purchase for seasonal stock of bags
  - McDonald's Independent subsidizing bag purchase cost
    - Inventory expect to be in stock April
- Cemetery – February 1 to 15
  - 2 Interment Rights sold (1 columbarium, 1 for 2 plots)
  - 3 Traditional Burials (1 with no vault, 2 with vault)
  - 1 Cremation Burial

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


- RFP-PW-01-2020 Vacuum Sweeper
  - Request for Proposal closed on February 4, 2020
  - Staff are currently completing the evaluation for each bid, which includes a demonstration of the proposed machines
  - Staff anticipate report to Council in March
- Bulldozer – Landfill
  - Anticipate tender release in mid to late February
  - Business case to be presented with tender award
- Egan Ave Reconstruction
  - Open House held on February 10, 2020
  - Tender release mid-February
- Elizabeth & Waterloo
  - Service Agreement signed with BM Ross,
    - Survey work pending
    - June-July Public open house
    - Expect tender ready design August
    - Tender release September 2020

### **SPENDING AND VARIANCE ANALYSIS**

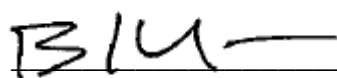
No Variances noted to date

### **REVIEWED BY**

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

  
 Jed Kelly  
 Director of Public Works

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

  
 Brent Kittmer  
 CAO / Clerk



# INFORMATION REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jed Kelly, Director of Public Works
<b>Date of Meeting:</b>	25 February 2020
<b>Subject:</b>	<b>PW 09-2020 Downtown Signal Timing and Pedestrian Crossing Activation</b>

## INFORMATION

During Council's discussion on priorities for the term in 2019, Council requested further information on the capabilities of the pedestrian signals in the downtown core. This report was requested in response to concerns Councilors heard from residents while campaigning for the 2018 election.

To update Council on the configuration capabilities of the downtown traffic controls in regards to pedestrian crossings.

## RECOMMENDATION

**THAT** PW 09-2020 Downtown Signal Timing and Pedestrian Crossing Activation report be received for information.

## BACKGROUND

The reconstruction of the Downtown was completed in 2016. The scope of the project was extensive and included approximately 520 meters of complete road reconstruction on Queen St. between Thomas St. and Peel St., therefore encompassing the majority of the Downtown Core. Components of the project included; water service replacements, moderate sanitary repairs, boulevard grade modifications to meet *Accessibility for Ontarians with Disabilities Act* (AODA), full asphalt replacement and signal controller upgrades for all three intersections in the Downtown Core.

Due to the magnitude of the project and location, several design elements were considered before the project was finalized and moved to tender. BM Ross and Associates & Town staff conducted a working session with Town Council to examine each project element before their inclusion in the final tender scope. This process evaluated each element's cost vs. benefit while being mindful of budget constraints.

### Background – Rationale for the Pedestrian Control Cabinet Upgrades:

Replacement of the traffic control cabinets was identified early in the design process as the existing units were at the end of their useful life and were experiencing increasing operational issues in recent years.

The Town also gave additional consideration to update the signal controls, and ensure compliance with the AODA for pedestrian (PED) crossovers.

Ultimately, Council decided to include the PED accessibility upgrades. The new PED signal control elements were installed, reusing as many existing pole locations as possible while keeping within the AODA distance requirements.

### Historical Signal Timing:

Historically the controlled intersections at Water St., Wellington St., and Church St. operated with traffic lights running on fixed timing during the day and on a flash mode during the night (11 pm-7 am).

During the day, east-west traffic on Queen St. was prioritized with slightly longer green signals compared to the north-south crossings. The flash mode during low traffic volume periods prioritized east-west traffic by creating continuous traffic flow using flashing amber, while north & south had stop conditions by way of flashing red.

Nighttime flash mode is no longer supported in modern traffic control cabinets and is not a configuration option for traffic signal timing when designing signal light timing patterns.

Previously, a single traffic control cabinet operated the Water St. and Wellington St. intersections. The single power source made it appear that the intersections were synchronized; in truth, a parallel configuration existed since one control operated both intersections. This was done as a budget saving measure, reducing the number of required traffic controller cabinets. It also assisted in the signal timing pattern that allowed vehicle storage in the downtown to clear rapidly.

This parallel single controller configuration of Water St. & Wellington St. is considered existing non-conforming in modern industry standards as traffic signal light timing has to be certified annually under the HTA by a competent vendor. Town staff received many comments from technicians trying to verify light timing at Wellington St. without a direct line of sight to the intersection from the controller cabinet.

### New (Current) Signal Timing

A traffic count and analysis conducted by B.M. Ross was commissioned in late 2015 to review existing traffic patterns and hypothesize future traffic patterns using the Official Plan, current development, and other St. Marys specific studies.

The review determined that in the long-term, fixed-timed traffic signals cannot satisfy traffic conditions, and as the Town grows, the traffic volumes will increase. These findings were consistent with the Traffic Impact Study (St. Marys, Ontario) completed by Tranplan Associates in June 2004 to support the Thames Crest Farms development.

All existing studies recognize that Queen St. is the only east-west corridor within Town. Queen Street also intersects with collector and local roads leading to fluctuating traffic volumes. Thus the priority of the road is to efficiently move traffic through the Town's road network.

To manage future growth, ensure continuous traffic flow, and accommodate accessible PED crossing upgrades, a recommendation was made to transition to semi-activated signals. As a result, each intersection has its own control cabinet. The new cabinets have North-South detection sensors and individual intersection timing. Individual timing is beneficial since the Town has improved flexibility to alter traffic patterns.

Using the 2015 data, a traffic consultant developed a timing and traffic control program. The new system relies on semi-actuation to queue North-South crossings for both vehicular and pedestrian traffic.

Considerations for the new timing plan included:

- Local, Collector and Arterial road classifications intersecting within the downtown core
- Maintenance issues noted by technicians performing annual timing certification
- Town Official Plan showing increased development north of Trout Creek
- Queen St. being the only continuous east-west corridor through Town
- Turning lane traffic storage
- Town's desire to maintain existing on-street parking spaces

- Addition of AODA Pedestrian Crossing Facilities
- Total available capital project funds
- Total life cycle costing analysis

The traffic study concluded that prioritizing East-West traffic on Queen St. is required and should continue. The timing design was that the Queen St. signals would be prioritized, with a predetermined interruption period to allow for North-South crossing.

The traffic study also recommended that North-South crossings should move to a 24/7 semi-actuated mode through the installation of lane vehicle detectors and pedestrian cross (PED) request signal buttons. These two modifications would replace the nightly flash mode and keep traffic flowing for all hours of the day.

In simpler terms, this would mean that vehicle sensors in the North-South lanes or a pedestrian button request would be required to change the phase conditions to allow for a North-South cross. Timing for each north-south event was customized to provide minimal interruption to Queen St. traffic patterns. For north-south, the vehicular intersection crossings time allocations are reduced by 50% compared to a pedestrian request crossing, 8 seconds for a vehicular green vs 12 seconds for a pedestrian green respectively.

## **REPORT**

Since the inception of the PED crossing signals and push buttons, the Town has received a number of comments from the public that they are confusing to use.

In response, in 2017, another traffic count study was completed. Ultimately, the results of the analysis indicated a moderate increase in traffic volumes, but no signal timing changes were warranted. The existing timing plan was functioning as designed.

In 2019, Council also expressed concern concerning the pedestrian push buttons and the signal timing. Compared to the historic configuration, the time between requesting a signal change and the activation of the walk signal is longer. This causes pedestrians to have to wait sometimes up to a full cycle for a walk signal to appear.

Staff have engaged the cabinet manufacturers to review the existing concerns, and to determine if they can be resolved with the technology that the Town has purchased. The outcome of the discussion is that the controllers cannot immediately respond to a PED walk request during an active green for the North-South bound approach. In short, this means that a pedestrian has to wait for the next green. All North-South pedestrian crossing requests have to be received before the green is active, and the controller will schedule a longer green at the next phase change to extend the green 15 seconds to accommodate the PED crossing. The semi activation, which provides the required prioritization to Queen St. requires the controllers to return green phasing to Queen St for a fixed period to clear vehicles queued in the core before scheduling the next North-South phase.

Since the installation of the traffic controllers, staff have engaged with consultants, technicians, and various traffic vendors to find a potential solution to improve the PED crossing delay and ensure the movement of traffic.

A possible solution includes extensive infrastructure upgrades, including lane vehicle sensors, and conduit installation for controller inner connectivity between intersections. Capital costs for additional lane detectors and control inner connectivity could range from \$150,000 to \$250,000 for all three intersections. Such infrastructure improvements would require cutting into the newly installed concrete and asphalt.

Staff are endeavoring to align all capital works with the Asset Management Plan (AMP). From an Asset Management perspective, the existing cabinets have been in service for four years and have already

consumed 16% percent of their expected useful life of 20 to 25yrs. This life cycle replacement aligns well with the predicted asphalt life cycle and the required resurfacing cycle. Additionally, it is expected that controller traffic timing will require adjustment as development grows in the Northern sections of the Town.

The 2014-2018 Council considered the information contained in this report and provided the following direction to staff:

**Resolution 2018-08-28-30**

**Moved By Councillor Pope**

**Seconded By Councillor Craigmile**

**THAT** PW 40-2018 Downtown Controlled Pedestrian Crosswalk Configuration report be received; and

**THAT** existing semi-actuated signal timing remain in effect until traffic controllers reach existing end of service life.

**CARRIED.**

## **SUMMARY & IMPLICATIONS**

Although the HTA does not specifically layout how to program traffic signal controller timing or specific operational patterns, the goal of any timing plan is to try and ensure the safe and efficient movement of traffic & pedestrians throughout the road network. Staff have observed that the intersections seem to function well and keep traffic flowing efficiently through the core area now and into the foreseeable future. This is expected to continue within the life expectancy of the controller cabinets as multiple traffic studies have been completed and are proving to be accurate in projections based on surveys to date.

Staff have worked with consultants, equipment vendors and service technicians to find an acceptable solution to the pedestrian walk signal delay to no avail. The current controller cabinets have a limitation that does not allow North-South green phase extension when originally trigger by vehicle lane detectors to accommodate an extended green phase for a pedestrian crossing. The controllers acknowledge pedestrian crossing requests and schedule an extended green for the next North-South phase.

Given the financial implications involved to modify the configuration and relatively short remaining life expectancy staff would not recommend additional capital funds be directed until the controllers have reached end of life in approximately another 16-21 years.

## **STRATEGIC PLAN**

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

- Pillar #1 Infrastructure:
  - Outcome: 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): Ongoing infrastructure assessment and evaluation that is sensitive to growth trends

## **OTHERS CONSULTED**

Darren Alexander, P. Eng, BM Ross

Jason Ropp, ERT Corporation, Lighting and Signal Division

Norm Kelly, Green Light Traffic Solutions

Supplemental Reports:

- Traffic Operational Report & Recommendations - Queen Street at Water, Wellington & Church Streets – Green Light Consulting – December 2012
- Traffic Operational Report & Recommendations - Queen Street at Water, Wellington & Church Streets Revision – Green Light Consulting – June 2017
- Town of St. Marys Master Servicing Study – RJ Burnside & Associates – June 2012
- Thames Crest Farm – Traffic Impact Study Revision – F.R. Berry & Associates - April 1, 2019
- Thames Crest Farm Subdivision Traffic Impact Study – Tranplan Associates - June 2004

## **ATTACHMENTS**

None.

## **REVIEWED BY**

### **Recommended by the Department**



Jed Kelly  
Director of Public Works

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk





# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	25 February 2020
<b>Subject:</b>	<b>PW 10-2020 Amending Agreement for Automotive Materials Stewardship</b>

## PURPOSE

This report is to present Council with an amending agreement with Automotive Materials Stewardship (AMS) to continue to provide depot hours and payments to the Town for the collection of automotive materials at the St. Marys Landfill Site.

## RECOMMENDATION

**THAT** report PW 10-2020, Amending Agreement for Automotive Materials Stewardship be received; and,

**THAT** Council approve By-law 21-2020, being a by-law to execute the amending agreement and to authorize the Clerk to sign the amending agreement on behalf of the Town of St. Marys.

## BACKGROUND

On April 1, 2017, Automotive Materials Stewardship (AMS) began operations of the Industry Stewardship Plan for the management of used oil filters, used oil containers, used antifreeze and its containers, collectively known as automotive materials. Administration of this program had historically been completed by Stewardship Ontario (SO), however as of March 31, 2017, SO no longer had any payment obligations to municipalities for the management of these materials.

In 2017, the Town of St. Marys and Automotive Materials Stewardship entered into an Agreement concerning the collection of certain automotive materials.

The goal of the Agreement was to assist the Town with the operation of the depot used for materials collected. An agreement with AMS allowed the Town to continue to receive incentive funding for depot operation in relation to automotive materials.

The Agreement is set to expire on March 31, 2020.

## REPORT

In anticipation of the expiry of the current Municipal Automotive Materials Services Agreement, an amendment to extend the term of the Agreement has been provided. The amendment will enable Automotive Material Stewardship to continue to provide depot hour payments to the Town for the collection of automotive materials (antifreeze, oil containers and oil filters after March 31, 2020).

## FINANCIAL IMPLICATIONS

As per the Agreement, the Town receives financial compensation from Automotive Materials Stewardship based on depot hours of operation and materials received. Should the Agreement not be amended, the Town would surrender approximately \$375.00 annually that would have to be offset by alternative revenue sources.

## SUMMARY

Based on the information detailed within this report, Staff recommends that the amending agreement with Automotive Materials Stewardship (AMS) be signed. Such an Agreement will continue to provide moderate financial support to the Town in its ongoing operation of the Municipal Hazardous and Special Waste (MHSW) depot located at the St. Marys Landfill Site.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

Not Applicable

## ATTACHMENTS

Attachment No. 1 – Amending Agreement

## REVIEWED BY

### Recommended by the Department

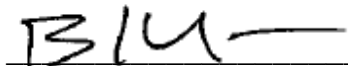


Dave Blake, C.E.T.  
Environmental Services Supervisor



Jed Kelly  
Director of Public Works

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

**AMENDING AGREEMENT  
MUNICIPAL AUTOMOTIVE MATERIALS SERVICES AGREEMENT**

This Amending Agreement (the “**Amending Agreement**”) is made as of January 8, 2020.

BETWEEN:

**AUTOMOTIVE MATERIALS STEWARDSHIP INC. (“AMS”)**

and

**CORPORATION OF THE SEPARATED TOWN OF ST. MARY'S (the “Municipality”)**

(collectively, the “**Parties**”)

**WHEREAS:**

- A. AMS and the Municipality entered into an agreement concerning the collection of certain automotive materials dated April 1, 2017 (as amended, modified or restated from time to time, by the Parties, the “**AMS Services Agreement**”);
- B. The parties wish to make certain amendments to the Agreement as set out herein.

**NOW THEREFORE, FOR VALUE RECEIVED**, the Parties agree as follows:

- 1. The AMS Services Agreement is hereby amended in accordance with the provisions set out in Schedule “A” hereto effective as of February 1, 2020.
- 2. All capitalized terms which are used herein without being specifically defined herein shall have the meanings ascribed to them in the AMS Services Agreement.
- 3. Any section marked as “Intentionally Deleted” in the AMS Services Agreement remains “Intentionally Deleted” and is not replaced by or amended by anything in Schedule “A”.
- 4. Except as amended by the amendments expressly set forth in Schedule “A” of this Amending Agreement, the AMS Services Agreement shall remain unchanged and continue in full force and effect and is hereby in all other respects ratified and confirmed.
- 5. If any provision of this Amending Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, the illegality, invalidity or unenforceability of that provision will not affect (a) the legality, validity or enforceability of the remaining provisions of this Amending Agreement or (b) the legality, validity or enforceability of that provision in any other jurisdiction.
- 6. This Amending Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and each of the Parties

hereto agrees irrevocably to conform to the non-exclusive jurisdiction of the Courts of such Province.

7. This Amending Agreement shall enure to the benefit of and shall be binding upon the Parties hereto and their respective successors and permitted assigns. Nothing in this Amending Agreement, express or implied, shall give to any Person, other than the parties hereto and their successors hereunder, any benefit or any legal or equitable right, remedy or claim under this Amending Agreement.

8. If any provision of this Amending Agreement is inconsistent or conflicts with any provision of the AMS Services Agreement, the relevant provision of this Amending Agreement shall prevail and be paramount.

9. Schedule "A" is attached hereto and incorporated in and forms part of this Amending Agreement.

10. This Amending Agreement may be executed in one or more counterparts, including by means of facsimile and/or portable document format, each of which shall be deemed to be a duplicate original, but all of which, taken together, constitute a single document.

**IN WITNESS WHEREOF** the Parties have signed this Amending Agreement as of the date first set out above.

**AUTOMOTIVE MATERIALS  
STEWARDSHIP INC.**

By: \_\_\_\_\_  
Name: David Pearce  
Title: Board Secretary & Operations Officer

**CORPORATION OF THE SEPARATED  
TOWN OF ST. MARY'S**

By: \_\_\_\_\_  
Name:  
Title:

**SCHEDULE “A” TO THE AMENDING AGREEMENT  
MUNICIPAL AUTOMOTIVE MATERIALS SERVICES AGREEMENT**

The Parties agree to amend the AMS Services Agreement as follows:

1. Section 4.1 of the AMS Services Agreement is deleted in its entirety and replaced with the following new Sections 4.1 and 4.2:

- “4.1 This Agreement will commence on the Effective Date and its initial term will continue until the March 31, 2020. The initial term and any such additional term or terms are herein referred to as the “**Initial Term**”.”.
- “4.2 At the expiry of the Initial Term this Agreement will automatically renew for successive renewal terms (each a “**Renewal Term**”) of twelve (12) months each unless written notice of termination is provided by either party to the other party at least ninety (90) days prior to the expiry of the Initial Term or the then current Renewal Term, as applicable. The Initial Term and if applicable, any Renewal Terms, are referred to as the “**Term**” of this Agreement. The termination provisions contained in this section are subject to the parties’ termination rights in Section 19 of this Agreement.”

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Administration</b>
<b>Date of Meeting:</b>	<b>25 February 2020</b>
<b>Subject:</b>	<b>CAO 13-2020 February Monthly Report (CAO and Clerks)</b>

## RECOMMENDATION

THAT CAO 13-2020 February Monthly Report (CAO and Clerks) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Municipal Efficiency and Modernization Review

- KPMG has been formally retained to oversee this project for the Town.
- Project kick-off will be taking place on February 27, 2020 with the Senior Management Team.
- Current state analysis, and engagement with Council and staff will follow in the subsequent weeks.

### Strategic Planning and Projects

- Community Transportation Projects
  - Inter-City Project (City of Stratford led):
    - Voyago has been identified as the preferred service provider. The City is set to give direction to staff to begin service agreement negotiations on February 24.
    - The Local Partnership Agreement between the City, the Town and North Perth is substantially completed and will be presented to Council in early March.
  - Intra-County Project (County of Perth led):
    - Voyago has been identified as the preferred service provider.
    - The Local Partnership Agreement is in first draft phase.

### Intergovernmental Relations

- UTRCA Relations
  - Meeting with Minister Jeff Yurek held on January 27 in Toronto. The Mayor and staff have been provided feedback that the Town's delegation was well received. The Town is awaiting a reply for its request for a meeting with the Ministry to discuss our concerns raised.
  - The Mayor and the CAO attended the UTRCA annual general meeting on February 20, 2020 to present Council's budget concerns to the Board.
- Perth South Fire Agreement
  - The Mayor, CAO, Fire Chief, and Director of Finance met with representatives from Perth South to provide them with an overview of the firehall modernization project and Perth South's share of the costs.

- Staff will be providing a delegation to Perth South Council on March 3 to explain the project details to their Council.
- Community Safety and Wellbeing Plan
  - A joint five-member evaluation team recommended DPRA as the successful proponent of the Community Safety and Wellbeing Plan project.
  - The proponent demonstrates the ability to complete the statistical data analysis necessary to identify priority risk factors and strategies to reduce the potential risk factors and to set measurable outcomes.
  - The project involves the four member municipalities of the County of Perth, the City of Stratford and St. Marys.
  - The cost to each of the parties for the development of the Plan will be \$25,375, including HST. Council previously approved the expense through the one-time municipal efficiency and modernization fund.
- City of Stratford Social Services and Local Social Housing Concerns
  - Council representatives have met with the Executive Director of Huron Perth United Way to identify key agencies that can provide assistance with the concerns.
    - The next steps for Council to consider is the striking of a special purpose committee for the purpose to creating solutions to the identified concerns. A proposed resolution has been included in the agenda package for Council's consideration.
  - City of Stratford Social Services will be following up with a letter to the Town to outline specific actions they will be taking.
  - Immediately, Social Services will implement a 3 month pilot project to place a Supervisor in the building for 1.5 hours per day every Thursday. This pilot is planned to begin on February 27.
  - The intention of the pilot is to provide some immediate support to residents, and to allow the Social Service department to work with other service providers in analyzing specific tenant needs and support options. Overall the goal of Social Services is to foster an enhanced relationship between tenants and Social Services.
  - Social Services and Town are working on a joint letter addressed to the tenants that outlines the identified tenant concerns and identifying next steps.

## **Policy and Governance**

- Staff recommending to Council specific municipal law enforcement officer appointments for the purpose of enforcing municipal by-law
- Working with Community Services to develop a standard operating procedure to guide the Clerks department involvement in special occasion permit requirements that affect the Town.
- Staff looking to complete necessary research on the proposed Refreshment Vehicle By-Law and report back to Council in Q2.

## **Land Sales**

- 480 Glass Street (Junction Station)
  - Draft conditions have been finalized and shared with the purchaser. Legal Counsel has been instructed to begin agreement negotiations with the purchaser's lawyer.
  - The CAO has drafted correspondence to the Heritage Committee as directed by Council. The letter outlines the known renovation plans for the building and requests pre-consultation comments from the Committee.
  - Staff will report back on the process of amending the designation to the property at an upcoming meeting.
- 481 Water Street South (McDonald House)


- Draft conditions have been finalized and shared with the purchaser. Legal Counsel has been instructed to begin agreement negotiations with the purchaser's lawyer.
- Survey work is underway to expand the property parcel foot print as directed by Council.

## **SPENDING AND VARIANCE ANALYSIS**

None to report.

## **REVIEWED BY**

**Recommended by the CAO**

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

---

Brent Kittmer  
CAO / Clerk



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Deputy Clerk
<b>Date of Meeting:</b>	25 February 2020
<b>Subject:</b>	<b>CAO 14-2020 Municipal Law Enforcement Officer Appointment</b>

## PURPOSE

To seek Council's approval to appoint a number of municipal staff as municipal law enforcement officers for the purpose of enforcing municipal by-laws in the Town of St. Marys.

## RECOMMENDATION

**THAT** CAO 14-2020 Municipal Law Enforcement Officer Appointment report be received; and

**THAT** Council approve By-law 22-2020.

## BACKGROUND

Section XIV of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, gives authority to a municipality to pass a by-law providing that a person who contravenes a by-law of the municipality is guilty of an offence.

Section 15 of the *Police Services Act*, R.S.O. 1990 Chapter P.15, provides that a municipal council may appoint persons to enforce the by-laws of the municipality.

Since 2017, the Town of St. Marys has applied to the Attorney General for permission to set fines related to five (5) municipal by-laws including:

- 90-2017 Open Air Burn
- 57-2018 St. Marys Quarries
- 58-2018 Traffic, Parking and Boulevard Maintenance
- 72-2018 Site Alteration
- 86-2018 Sign

Including the above five by-laws, St. Marys has received approval for set fines of twelve municipal by-laws under Part I and Part II enforcement within the *Provincial Offences Act*. Designated staff of the municipality have approval through other legislation to enforce By-law 63-2007, Property Standards.

Currently St. Marys is waiting to receive approval for the following municipal by-laws:

- 101-2019 Waste Management
- 08-2020 Smoking and Vaping

Enforcement is comprised of accepting licencing fees (animal licencing, building permit fees, etc.), education, requesting compliance (notice of contravention), and legal compulsion (tickets or court orders).

For a period of time between 2012 and mid-2014, Council shifted to proactive by-law enforcement of municipal by-laws, specifically parking. At that time, the role of enforcement by way of legal compulsion was the responsibility of a third party contractor. Due to Parking By-law updates in 2014 when the period of time that vehicles were permitted to park in the downtown core went from two hours to three hours, the outcomes original sought through the agreement with the third party contractor were difficult to achieve. Largely this was due to the length of time that it takes to track the period in which a vehicle has sat in a parking spot.

Council chose to end its contract with the third party provider, and enforcement became an accessory responsibility of the Building and Development Department on an as required basis. Presently, the Town does not have a dedicated or fully resources by-law enforcement position and by-law enforcement is completed on a complaint basis rather than on a proactive basis.

Stratford Police Service (the “SPS”) is listed in the applicable by-laws as a source of enforcement. These include the following by-laws:

- 58-2018 Traffic, Parking and Boulevard Maintenance
- 57-2018 Prohibit and Regulate Activities at the Quarries
- 19-2012 Public Nuisances
- 39-2010 Operation of Cemetery
- 08-2008 Snow and Ice Removal
- 59-2008 Fees for Alarm Services
- 43-2007 Regulate and Control Noise
- 32-1985 Hawkers and Peddlers
- 61-1967 Regulate the use of land for storing used motor vehicles

Similar to the Town’s approach, the SPS enforce by-laws more on a reactive basis. The SPS has assisted the Town in enforcement of by-laws during campaign periods and when necessity is required. However, in reality due to the current needs of the community with respect to criminal matters, municipal by-law enforcement is not a primary task of SPS.

## **REPORT**

The Clerk’s Department receives 2 – 6 complaints related to by-law enforcement per month. These complaints tend to focus around parking, traffic and animal control. The majority of time, the education component of enforcement is sufficient to alleviating the concern.

However, there are times when the next level of enforcement is required. The proposed by-law found in the By-laws section of the agenda ensures the Town will have additional staff available to issue infraction notices for the purpose of by-law enforcement by way of legal compulsion when it is required. Rather than having only two staff member’s available to issue infraction notices (tickets), the purpose of this by-law is to appoint two more staff to the compliment of municipal law enforcement officers and to officially appoint two staff within the Emergency Services Department for fire related enforcement.

To be clear, by-law enforcement will remain an “additional duty as assigned” to each of the staff positions listed in the by-law, and the Town will continue to lack a fully resourced by-law enforcement position/department. The passing of the attached by-law will not allow the Town to shift its approach to proactive by-law enforcement. It is merely a housekeeping matter to ensure that staff are available when enforcement is required. If Council wishes to shift the Town’s approach to proactive by-law enforcement, staff can report back on the resources that would be required.

## **FINANCIAL IMPLICATIONS**

None.

## **SUMMARY**

Staff are seeking Council's approval to appoint a number of municipal staff as municipal law enforcement officers for the purpose of enforcing municipal by-laws in the Town of St. Marys.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Senior Management Team

## **ATTACHMENTS**

By-law found in By-law section of Agenda


## **REVIEWED BY**

### **Recommended by the Department**



Jenna McCartney  
Deputy Clerk

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, CAO/Clerk
<b>Date of Meeting:</b>	25 February 2020
<b>Subject:</b>	<b>CAO 15-2020 Proposal for a Summer Park Patrol Program</b>

## PURPOSE

The purpose of this report is to present information regarding a summer park patrol proposed to be administered by the Stratford Police Service. Council is being asked to consider if they wish to implement a pilot of this service for the 2020 summer months at a cost of \$12,500.

## RECOMMENDATION

**THAT** CAO 15-2020 Proposal for a Summer Park Patrol Program report be received; and

**THAT** Council approves a Summer Park Patrol Program pilot for 2020 with the costs of the program funded from the Working Reserve.

## BACKGROUND

When Council made the decision to transition from the OPP to the Stratford Police Service (SPS) one of the value added considerations was the flexibility afforded to the Town to augment its level of service. During Council's review of the SPS policing proposal, the Summer Park Patrol was of great interest to Council.

In Stratford, the Summer Park Patrol program is a collaborative initiative between the City of Stratford and the Stratford Police Service. The program is administered by the Stratford Police Service. Summer Park Patrollers use police issued bicycles to patrol parks, green areas, river banks, streets, alleys, jogging trails and other areas normally inaccessible to vehicular patrol units. This mode of patrol lends itself to providing a positive, effective and accessible presence at special events and functions that are organized by community groups as well as offering a directed patrol to problem areas that are normally inaccessible to vehicular patrol units.

Summer Park Patrollers are also given specific authority to enforce various municipal by-laws. However, Patrollers are not intended to, nor permitted to perform the duties of a police officer as prescribed in the *Police Services Act*. Powers of arrest and related protections for the Summer Park Patrollers are those found pursuant to sections 25(1), 34(1) and 494(1) of the Criminal Code.

## REPORT

The CAO has been contacted by Inspector Mark Taylor asking if the Town is interested in participating in the Summer Park Patrol Program in 2020. The SPS is about to release their job postings and would like to confirm the number of staff to be hired.

The summer months in St. Marys typically see an increase in nuisance crimes like vandalism, graffiti, and petty theft. Over the past several summers the Town has received an increasing number of concerns from members of the public regarding loitering and nuisance crimes. The concerns of the

public should not be considered a reflection on the quality of the service the SPS are providing, but more a reflection of broader societal issues related to addiction, mental health, and homelessness that are now beginning to affect St. Marys.

In 2019, Officer Keating trialled bike patrols in an effort to increase visibility of the SPS in difficult to patrol areas like Town trails and parks. During his end of season report, Officer Keating noted that he felt this method of patrol was effective for the Town, but he was not able to perform it as often as he would like due to the need for him to perform vehicle patrols. Additionally, Officer Keating mostly patrolled during his day shift and he recommended that bike patrols would be most effective in the late afternoon, evening hours, and weekends.

A proactive option for Council to consider is implementing the Summer Park Patrol program. So Council is aware, the SPS posts the following responsibilities and duties for their Park Patrollers:

Summer Park Patrollers:

- i. ensure compliance with specific Municipal Bylaws, in accordance with appropriate legislation and procedures;
- ii. patrol parks, green areas, river banks, streets, alleys, jogging trails and other areas normally inaccessible to vehicular patrol units while utilizing a police bicycle;
- iii. provide a visible and accessible presence on behalf of both the city and the Service at special events and functions organized by community groups;

To facilitate their roles and responsibilities, Summer Park Patrollers are duly appointed By-law officers. During inclement or unsafe weather, Summer Park Patrollers may, at the discretion of the SPS be assigned to ride-along with on-duty officers.

## **FINANCIAL IMPLICATIONS**

The SPS are forecasting a cost of \$12,500 to offer the Summer Park Patroller program in St. Marys. The 2020 draft budget does not include funding for this program.

If Council supports this program, it is staff's recommendation that these costs be funded from the Working Reserve as a one-year pilot. This approach would allow the Town to implement the service, evaluate it after the season ends, and not impact the 2020 tax levy in any way.

## **SUMMARY**

As noted, it is typical for nuisance crimes like vandalism, graffiti, and petty theft to increase in the summer months. Additionally, the summers of 2018 and 2019 saw an increase in complaints from the public regarding loitering in the downtown core. More recently, in the past number of weeks Council has received a number of concerns from the public regarding community safety.

Although the Summer Park Patrol program will not result in additional sworn officers in the community, it does offer a cost effective program to proactively increase visibility in hard to reach areas. Park Patrollers will not be able to take policing action, but they will be able to alert the police officers on shift to any unusual activities that are taking place. This may help to eliminate crimes in action, or result in the offending parties being arrested.

An extra benefit to the program is the ability for the Summer Park Patrollers to enforce Town by-laws. In the summer months, staff typically see an increase in complaints regarding traffic, parking, the non-swimming quarry, and smoking. As Council is aware, the Town's by-law enforcement program is not fully resourced, and enforcement of by-law complaint calls typically falls to the SPS. Supporting Summer Park Patrol is a method to cost effectively add resources to by-law enforcement and will result in proactive patrols of known areas of concerns (i.e. bathers using the non-swimming quarry). It also

provides the SPS with an alternative resource to respond to by-law complaint calls rather than sending a uniformed officer to respond to a call.

Staff are recommending that Council support the Summer Park Patrol program as a pilot for the summer of 2020, with funding for the program being drawn from the Working Reserve.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

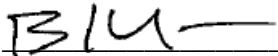
Mark Taylor, Inspector Uniform Support, Stratford Police Service

## **ATTACHMENTS**

None.

## **REVIEWED BY**

### **Recommended by the CAO**



---

Brent Kittmer  
CAO / Clerk

**BY-LAW 21-2020**

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

**Being a By-law to authorize an amending agreement between The Corporation of the Town of St. Marys and Automotive Materials Stewardship Inc. and to amend By-law 46 of 2017.**

- WHEREAS:** The Corporation of the Town of St. Marys operates an automotive materials diversion effort at the St. Marys Landfill Site whereby automotive materials are collected, sorted, and shipped by a third party recycling company for final processing or reuse; and,
- AND WHEREAS:** The Corporation of the Town of St. Marys entered into an initial agreement with Automotive Materials Stewardship Inc. 2017 through By-law 46 of 2017 and both parties would like to amend the original agreement;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an amending agreement with Automotive Materials Stewardship Inc. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the project;
- AND WHEREAS:** It is appropriate to authorize the Clerk to execute the amending 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 amending agreement between The Corporation of the Town of St. Marys and Automotive Materials Stewardship Inc., attached hereto as Appendix "A", is hereby authorized and approved.
  - 2.** That the Clerk is 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 25<sup>th</sup> day of February, 2020.**

---

Mayor Al Stratthdee

---

Brent Kittmer, CAO / Clerk

**BY-LAW 22-2020**

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

**Being a By-law to appoint municipal law enforcement officers.**

- WHEREAS:** The *Police Services Act, R.S.O. 1990 Chapter P.15*, as amended, Section 15(1), provides that a municipal council may appoint persons to enforce the by-laws of the municipality;
- AND WHEREAS:** The *Police Services Act, R.S.O. 1990 Chapter P.15*, as amended, Section 15(2), provides that municipal law enforcement officers are peace officers for the purpose of enforcing municipal by-laws;
- AND WHEREAS:** The *Provincial Offences Act, R.S.O. 1990, Chapter P.33*, as amended, Section 1, provides that the Attorney General of Ontario has designated municipal law enforcement officers as provincial offences officers to enforce the by-laws of the municipality under the *Provincial Offences Act*;
- AND WHEREAS:** The *Building Code Act, S.O. 2001, c. 23*, as amended, provides that the council of a municipality may appoint officers to be assigned the responsibility of administering and enforcing by-laws passed under Section 15.1 of the said *Building Code Act* with respect to property standards matters;
- AND WHEREAS:** The *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, Section 23.1 (1) provides that Council may also delegate its powers and duties under this or any other Act;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to appoint Municipal Law Enforcement Officers to enforce by-laws of the municipality, including the Town's Property Standards By-law enacted under the authority of the *Building Code Act, 1992*, and the Town's Open Air Burning By-law enacted under the authority of the *Fire Protection and Prevention Act, 1997*;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. That the persons set out in Schedule "A" of this by-law are hereby appointed as Municipal Law Enforcement Officers for the Town of St. Marys for the purpose of exercising all the powers and performing all the duties of a Municipal Law Enforcement Officer in the enforcement of the by-laws of the Town of St. Marys.
  2. That the officers whose names appear in Schedule "A" of this by-law shall be a peace officer for the purpose of enforcing said municipal by-laws.
  3. That the officers whose names appear in Schedule "A" of this by-law are hereby authorized at all reasonable times to enter on any



property in the Town to ascertain whether a by-law is complied with, and to enforce or carry into effect any by-law respecting the property of the occupants thereof.

4. That Council delegates the authority to the Clerk of the Town of St. Marys to amend the names on Schedule "A" from time to time as may be required.
5. This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 25<sup>th</sup> day of February, 2020.**

---

Mayor Al Stratheed

---

Brent Kittmer, CAO / Clerk

The Corporation of the Town of St. Marys  
Schedule A – By-law 22-2020  
Being a By-law to Appoint Law Enforcement Officers

1. That the following individuals be appointed as Municipal Law Enforcement Officers for the Town of St. Marys:

- a. **Grant Brouwer**

- Grant Brouwer is hereby appointed a Municipal Law Enforcement Officer for the Town of St. Marys.

- b. **Jason Silcox**

- Jason Silcox is hereby appointed a Municipal Law Enforcement Officer for the Town of St. Marys.

- c. **Jed Kelly**

- Jed Kelly is hereby appointed a Municipal Law Enforcement Officer for the Town of St. Marys.

- d. **Todd Thibodeau**

- Todd Thibodeau is hereby appointed a Municipal Law Enforcement Officer for the Town of St. Marys.

- e. **Richard Anderson**

- Richard Anderson is hereby appointed a Municipal Law Enforcement Officer for the Town of St. Marys for the purpose of enforcing the following:

- i. By-law 90-2017 Open Air Burning
    - ii. By-law 58-2018 Traffic and Parking (Fire Routes)

- f. **Brian Leverton**

- Brian Leverton is hereby appointed a Municipal Law Enforcement Officer for the Town of St. Marys for the purpose of enforcing the following:

- i. By-law 90-2017 Open Air Burning
    - ii. By-law 58-2018 Traffic and Parking (Fire Routes)

**BY-LAW 23-2020**

**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 regular meeting held on February 25, 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 regular meeting held on the 25<sup>th</sup> day of February, 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 25<sup>th</sup> day of February, 2020.**

---

Mayor Al Stratheed

---

Brent Kittmer, CAO / Clerk