



AGENDA

Regular Council Meeting

April 28, 2020

6:00 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

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

RECOMMENDATION

THAT the April 28, 2020 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

(Public input received by the Clerk's Department prior to 5:00 pm on the day of the meeting will be read aloud by the Mayor during this portion of the agenda. Submissions will be accepted via email at clerksoffice@town.stmarys.on.ca or in the dropbox at Town Hall, 175 Queen Street East, lower level.)

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

6.1 Regular Council - April 14, 2020

7

RECOMMENDATION

THAT the April 14, 2020 regular Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

6.2 Strategic Priorities Committee - April 21, 2020

16

RECOMMENDATION

THAT the April 21, 2020 Strategic Priorities Committee meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1 St. James Service Club 73 re: Request to Waive Clause 11 of the Site Plan Agreement

19

RECOMMENDATION

THAT the correspondence from St. James Service Club 73 regarding a request to waive clause 11 of the site plan agreement as presented in staff report DEV 23-2020 of the April 28, 2020 regular Council agenda be received; and

THAT Council consider the correspondence when deliberating on staff report DEV 23-2020 further in the agenda.

8. STAFF REPORTS

8.1 Building and Development Services

8.1.1 DEV 22-2020 April Monthly Report (Building & Development)

20

RECOMMENDATION

THAT DEV 22-2020 April Monthly Report (Building & Development) be received for information.

8.1.2	DEV 23-2020 Site Plan Agreement for 45 Thames Road (St. James Service Club 73)	23
-------	--	----

RECOMMENDATION

THAT DEV 23-2020 Site Plan Agreement for 45 Thames Road (St. James Service Club 73) report be received; and

THAT Council approve / deny the request from St. James Service Club 73 to waive clause 11 of the Site Plan Agreement regarding a refundable security; and

THAT Council approve By-law 42-2020 authorizing the Mayor and Clerk to sign a Site Plan Agreement between the Town of St. Marys and St. James Service Club 73.

8.2 Community Services

8.2.1	DCS 12-2020 April Monthly Report (Community Services)	40
-------	---	----

RECOMMENDATION

THAT DCS 12-2020 April Monthly Report (Community Services) be received for information.

8.3 Corporate Services

8.3.1	COR 06-2020 April Monthly Report (Corporate Services)	43
-------	---	----

RECOMMENDATION

THAT COR 06-2020 April Monthly Report (Corporate Services) be received for information.

8.4 Finance

8.4.1	FIN 13-2020 April Monthly Report (Finance)	46
-------	--	----

RECOMMENDATION

THAT FIN 13-2020 April Monthly Report (Finance) be received for information.

8.4.2 FIN 14-2020 COVID-19 Financial Relief – April 28 Update

48

RECOMMENDATION

THAT FIN 14-2020 COVID-19 Financial Relief – April 28 Update report be received; and

THAT Council direct staff to create a COVID-19 Business Economic Support and Recovery Task Force with final terms of reference to be considered at the May 12, 2020 Council meeting; and

THAT Council extend waiving of penalty and interest on all town accounts, with the exception of property taxes, until July 31, 2020.

8.5 Fire and Emergency Services

8.5.1 FD 03-2020 April Monthly Report (Emergency Services)

56

RECOMMENDATION

THAT FD 03-2020 April Monthly Report (Emergency Services) be received for information.

8.6 Human Resources

8.6.1 HR 04-2020 April Monthly Report (Human Resources)

58

RECOMMENDATION

THAT HR 04-2020 April Monthly Report (Human Resources) be received for information.

8.7 Public Works

8.7.1 PW 27-2020 April Monthly Report (Public Works)

60

RECOMMENDATION

THAT PW 27-2020 April Monthly Report (Public Works) be received for information.

8.8 CAO and Clerks

8.8.1 CAO 22-2020 April Monthly Report (CAO and Clerks)

63

RECOMMENDATION

THAT CAO 22-2020 April Monthly Report (CAO and Clerks) be received for information.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

RECOMMENDATION

THAT By-Law 42-2020 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 42-2020 Site Plan Agreement with St. James Service Club 73

68

12. UPCOMING MEETINGS

May 12, 2020 - 6:00 pm, Regular Council, Video conference

May 19, 2020 - 9:00 am, Strategic Priorities Committee, Location TBD

May 26, 2020 - 6:00 pm, Regular Council, Location TBD

13. CLOSED SESSION

None

14. CONFIRMATORY BY-LAW

69

RECOMMENDATION

THAT By-Law 43-2020, being a by-law to confirm the proceedings of April 28, 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.

15. ADJOURNMENT

RECOMMENDATION

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



MINUTES Regular Council

April 14, 2020

6:00pm

Town Hall, Council Chambers

Council Present: Mayor Strathdee (in-person)
Councillor Craigmile (videoconference)
Councillor Edney (videoconference)
Councillor Luna (videoconference)
Councillor Hainer (videoconference)
Councillor Pridham (videoconference)
Councillor Winter (in-person)

Staff Present: **In-Person**
Brent Kittmer, CAO / Clerk

Conference Line

Grant Brouwer, Director of Planning and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Lisa Lawrence, Director of Human Resources
Trisha McKibbin, Director of Corporate Services
André Morin, Director of Finance / Treasurer
Jenna McCartney, Deputy Clerk

1. COVID-19 SCREENING

All present in Council Chambers completed the COVID-19 screening and replied no to all questions.

2. CALL TO ORDER

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

3. DECLARATIONS OF PECUNIARY INTEREST

Councillor Edney declared a conflict of interest for agenda item 6.1, St. Marys Business Improvement Area re: 2020 BIA budget.

4. AMENDMENTS AND APPROVAL OF AGENDA

Council paused for a moment of silence to honour the recent passing of Councillor Winter's son.

Resolution 2020-04-14-01

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the April 14, 2020 regular Council meeting agenda be accepted as presented.

CARRIED

5. PUBLIC INPUT PERIOD

None.

6. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

6.1 St. Marys Business Improvement Area re: 2020 BIA budget

Kyle Burnside, Treasurer of the St. Marys Business Improvement Area, spoke to the 2020 BIA budget and responded to questions from Council.

Resolution 2020-04-14-02

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT the delegation from the St. Marys Business Improvement Area regarding the 2020 BIA Levy be received; and

THAT Council approve the 2020 BIA Levy; and

THAT the 2020 BIA Levy summarized in Schedule A to By-law 39-2020 be approved.

CARRIED

7. ACCEPTANCE OF MINUTES

7.1 Regular Council - March 24, 2020

Resolution 2020-04-14-03

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT the March 24, 2020 regular Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

CARRIED

7.2 Special Council - April 7, 2020

Resolution 2020-04-14-04

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the April 7, 2020 special Council meeting minutes be approved by Council, and signed and sealed by the Mayor and the Clerk.

CARRIED

8. CORRESPONDENCE

8.1 Randy Pettapiece, MPP re: Communication to Minister of Environment, Conservation and Parks

Resolution 2020-04-14-05

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the correspondence from Randy Pettapiece, MPP, regarding communication with the Minister of Environment, Conservation and Parks be received.

CARRIED

8.2 Town of Midland re: Financial Aid Plan

Resolution 2020-04-14-06

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT the correspondence from the Town of Midland regarding direct payment of federal funds to municipalities be received.

CARRIED

8.3 Upper Thames River Conservation Authority re: 2020 Municipal Levy

Resolution 2020-04-14-07

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT the correspondence from Upper Thames River Conservation Authority regarding the 2020 municipal levy be received; and

THAT further to the Town's resolution passed on December 3, 2019 that the 2020 UTRCA total municipal levy include no increases as directed by Minister Yurek on August 16, 2019; and

THAT the Town of St. Marys commence an appeal of the 2020 UTRCA levy to the Mining and Lands Tribunal as provided for in Section 27(8) of the *Conservation Authorities Act*.

CARRIED

9. STAFF REPORTS

9.1 Building and Development Services

9.1.1 DEV 21-2020 Site Plan Agreement - 188 Queen Street West (Brahmani Inc.)

Grant Brouwer presented DEV 21-2020 report and responded to questions from Council.

Resolution 2020-04-14-08

Moved By Councillor Edney

Seconded By Councillor Hainer

THAT DEV 21-2020 Site Plan Agreement – 188 Queen Street West (Brahmani Inc.) report be received; and

THAT Council approve By-Law 40-2020 authorizing the Mayor and Clerk to sign a Site Plan Agreement between the Town of St. Marys and Brahmani Inc.

CARRIED

9.2 Community Services

9.2.1 DCS 13-2020 National Volunteer Week

Stephanie Ische presented DCS 13-2020 report and responded to questions from Council.

Resolution 2020-04-14-09

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT DCS 13-2020 National Volunteer Week report be received for information; and

THAT Council proclaim the week of April 19 to 25th as National Volunteer Week in the Town of St. Marys.

CARRIED

9.3 Finance

9.3.1 FIN 11-2020 Mobility Service One-Time Funding Request

André Morin presented FIN 11-2020 report and responded to questions from Council.

Resolution 2020-04-14-10

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT FIN 11-2020 Mobility Service One-Time Funding Request report be received; and

THAT Council approve up to \$10,000, from the Provincial Gas Tax reserve fund, of one-time funding to St. Marys and Area Mobility Service for the purchase of a new accessible mini-bus.

CARRIED

9.3.2 FIN 12-2020 COVID-19 Community Financial Relief Options

André Morin presented FIN 12-2020 report and responded to questions from Council.

Council was in consensus that staff should further investigate options 1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 16, 17, 18, 19, 22, 23 and 24 as presented in staff report FIN 12-2020.

Council was in consensus that options 4, 5, 10, 14, 15 should not be investigated at this time.

Council has considered options 20 and 21 during the delegation from the St. Marys Business Improvement Area.

Resolution 2020-04-14-11

Moved By Councillor Edney

Seconded By Councillor Luna

THAT FIN 12-2020 COVID-19 Community Financial Relief Options report be received; and

THAT Council defer the May 28, 2020 interim tax due date to June 30, 2020 for those unable to pay due to financial challenges caused by COVID-19; and

THAT Council eliminate the April 1, 2020 fee increases for childcare fees, ice rentals, and animal tags; and

THAT Council approve \$300,000 from the Tax Equalization reserve allocated to COVID-19 financial relief programs with a final report outlining the recommended incentives to be delivered on April 28, 2020.

CARRIED

9.4 CAO and Clerks

9.4.1 CAO 21-2020 COVID-19 Pandemic Response: Service Delivery Update and Enforcement Discussion

Brent Kittmer presented CAO 21-2020 report and responded to questions from Council.

Resolution 2020-04-14-12

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT CAO 21-2020 COVID-19 Pandemic Response update be received for information; and

THAT Council not appoint municipal law enforcement officers to enforce Provincial Emergency Orders.

CARRIED

10. COUNCILLOR REPORTS

10.1 Operational and Board Reports

Brent Kittmer provided an update on the current and planned meeting schedule for committees of Council.

Each Councillor reported on the minutes of recent Committee and Board meetings.

Resolution 2020-04-14-13

Moved By Councillor Hainer

Seconded By Councillor Luna

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

CARRIED

10.1.1 Bluewater Recycling Association - Coun. Craigmile

10.1.2 Library Board - Coun. Craigmile, Edney, Mayor Strathdee

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

10.1.4 Huron Perth Public Health - Coun. Luna

10.1.5 Spruce Lodge Board - Coun. Luna, Pridham

10.1.6 Upper Thames River Conservation Authority

10.2 Advisory and Ad-Hoc Committee Reports

10.2.1 Accessibility Advisory Committee - Coun. Hainer

10.2.2 Business Improvement Area - Coun. Winter

10.2.3 CBHFM - Coun. Edney

10.2.4 Committee of Adjustment

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

10.2.6 Green Committee - Coun. Craigmile

10.2.7 Heritage Advisory Committee - Coun. Pridham

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

10.2.9 Museum Advisory Committee - Coun. Hainer

10.2.10 Planning Advisory Committee - Coun. Craigmile, Hainer

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

10.2.12 Senior Services Advisory Committee - Coun. Winter

10.2.13 St. Marys Lincolns Board - Coun. Craigmile

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

11. EMERGENT OR UNFINISHED BUSINESS

None.

12. NOTICES OF MOTION

None.

13. BY-LAWS

Resolution 2020-04-14-14

Moved By Councillor Winter

Seconded By Councillor Luna

THAT By-Laws 39-2020 and 40-4040 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

13.1 By-Law 39-2020 BIA Tax Levy

13.2 By-Law 40-2020 Site Plan Agreement with Brahmani Inc.

14. UPCOMING MEETINGS

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

15. CONFIRMATORY BY-LAW

Resolution 2020-04-14-15

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT By-Law 41-2020, being a by-law to confirm the proceedings of April 14, 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

16. ADJOURNMENT

Resolution 2020-04-14-16

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT this regular meeting of Council adjourn at 8:35 pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Strategic Priorities Committee

April 21, 2020

9:00 am

Town Hall, Council Chambers

Council Present: Mayor Strathdee (in-person)
Councillor Craigmile (videoconference)
Councillor Edney (videoconference)
Councillor Luna (videoconference)
Councillor Hainer (videoconference)
Councillor Pridham (videoconference)
Councillor Winter (videoconference)

Staff Present: **In-Person**
Brent Kittmer, CAO / Clerk
Jenna McCartney, Deputy Clerk

Conference Line
Grant Brouwer, Director of Planning and Development
Mark Stone, Planner

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF THE AGENDA

Council paused for a moment of silence as a tribute to the victims of the recent Nova Scotia tragedy.

Resolution 2020-04-21-01

Moved By: Councillor Craigmile

Seconded By: Councillor Luna

THAT the April 21, 2020 Strategic Priorities Committee agenda be accepted as presented.

4. STRATEGIC PRIORITIES REVIEW

4.1 DEV 22-2020 St. Marys Official Plan Review Workshop

Mark Stone presented DEV 22-2020 report and responded to question from the Committee.

The Committee worked through the “draft policy” direction that was provided to staff on June 25, 2019 for the official plan review

The following points emerged from the discussion:

1. In general, the Committee prefers that the draft policies for height and density be shifted from generalized to include more specific definitions in an effort to ensure there are clear interpretations by developers, and for ease of the Planning Advisory Committee when evaluating submissions.
2. The Committee came to a consensus that the previous direction to staff to include draft policies in the Official Plan to increase the maximum permitted height for all residential areas from 3 to 4 storeys be maintained because this approach best fits Council’s strategic goals to create as much housing supply as possible and to create a streamlined Official Plan and development approval process.
3. The Committee came to a consensus that the previous direction to staff to include language to define the 4 store maximum by the “primary vantage” point of a development needs additional clarity given the challenges local topography can present when trying to come to a common understanding of what the actual “height” of a building is. The Committee was of the consensus that the draft Official Plan should include more specific restrictions like “at no point around the perimeter finished grade of the building shall it exceed 4 stories in height or X m in height” and asked staff to report back with examples of how this policy would have worked in previous applications.
4. The Committee was not able to come to a consensus on changes to the previous direction to staff to include draft policies to allow flexibility in the 4 storey maximum for residential developments on green fields and fringe lands of the Town where the impact to the surrounding neighbourhood is limited. The Committee was of the consensus that use of the terms “fringe” and “greenfield” are confusing and interpretable and should not be included in the draft policies. The Committee was of the consensus that

discussion on permitting up to six storey developments on certain lands be set aside for now and resumed once staff have produced a map identifying which future development lands may be suitable for the proposed policy to apply.

Staff committed to reporting back in the near future on the points emerging from today's debate.

Resolution 2020-04-21-02

Moved By: Councillor Edney

Seconded By: Councillor Luna

THAT DEV 22-2020 St. Marys Official Plan Review Workshop report be received for discussion and direction to staff for the Official Plan review.

CARRIED

5. NEXT MEETING

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

6. ADJOURNMENT

Resolution 2020-04-21-03

Moved By: Councillor Winter

Seconded By: Councillor Pridham

THAT this meeting of the Strategic Priorities Committee adjourn at 11:16 am.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk

St.James Club 73
C/O Stephen Hearn, President

April 21, 2020

St.Marys Town Council
C/O Brent Kittmer CAO

Dear Sirs and Madams,

We are very appreciative of the ongoing support of the town and this Council as we endeavor to relocate from our existing property.

As you will recall, our proposal to relocate was necessitated by a new Government mandate requiring Veterinary Purchasing to build a new class 5 structure. Due to its existing building footprint and development layout, Veterinary Purchasing needed to acquire an abutting property in order to have physical space and access for its new building. Our existing property was the Veterinary Purchasing's property of choice for its expansion. Rather than have this large employer relocate some or all of their ongoing operation to areas outside of the Town, our membership decided to assist and have been an integral component required to facilitate their requirement.

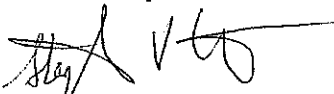
Being in receipt of the agreement made under Section 41 of the Planning Act, we would appreciate special assistance from Council. This special assistance will cost Council no additional money. However, it will provide tremendous support to our club at this time.

We have finite financial resources and it would be appreciated if Council would agree to waive clause 11 of the agreement. This would be extremely beneficial to us as embark on the construction phase.

We have no intent to shirk our civic responsibilities in fulfilling this agreement. Our organization has been in good stead in St.Marys since approximately 1860 and we intend to continue on with that tradition for the foreseeable future.

Thank you in advance for your consideration to this request.

Yours truly,

A handwritten signature in black ink, appearing to read 'Stephen V. Hearn', with a long horizontal flourish extending to the right.

Stephen V. Hearn

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Public Works
Date of Meeting:	28 April 2020
Subject:	DEV 22-2020 April Monthly Report (Building & Development)

RECOMMENDATION

THAT DEV 22-2020 April Monthly Report (Building & Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building

- A total of 17 permits were issued in March 2020 compared to 10 the previous year.
- There were 21 new dwelling units issued this month compared to 2 the previous year. The units break down to two single family dwellings and 19 townhouse units.
- The total construction values were \$10,678,320 compared to \$1,261,500 the previous year.
- The total permit fees were \$56,912.40 compared to \$6,633.30 the previous year.
- A total of 25 appointments were provided by the Building Department for this time period.
- There were no Heritage permits issued during this time.
- We had success with two downtown property owners removing non-compliant signage from the front of their buildings this month.

Planning

- Three Committee of Adjustment applications (minor variances) received: 70 Wilson Court for proposed deck, 126 Millson Crescent for proposed accessory building and 156 Church Street North for proposed porch.
- 665 James Street North Official Plan and Zoning By-law Amendment Applications: discussions continue with applicant to address issues raised at recent Planning Advisory Committee meeting.
- Thames Crest Farms: staff preparing first draft of subdivision agreement for Phase 2.

Facilities-Operational

- Asset Management Plan – working on this document
- Contract Cleaners – received pricing from another company to perform cleaning duties. Put contract cleaning on hold due to COVID 19
- Library – water fountain installed
- COVID 19 – cleaning and sanitizing MOC & Town Hall daily
- Re-integration of Facilities document being created for when COVID 19 restrictions are lifted

Facilities-Capital

- 20 Year Capital Plan – working on document
- Fire Hall Design Project – award of project to K&L Construction.
- Cadzow walkways – started installation, work delayed due to COVID 19
- Town Hall Stairs & Lind Retaining Wall– Acquired firm pricing and working on scheduling for these projects
- Cemetery Washroom Project – drawings of layout are being designed
- Museum walkway – waiting on contractor for installation date
- Library Wall – RFQ closed April 14, completing checks on contractor
- MOC Shop Exterior Over Head Doors – Easy Lift Doors started installation on April 16
- MOC Wash Bay Wall Cladding – awarded to MCC Contracting, postponed until COVID 19 restrictions lifted
- Lind Sportsplex retaining wall & balcony parging – received firm pricing and working on schedule for repairs. Postponed due to COVID 19
- Lind Sportsplex exterior steel window replacement – awarded to Thames Glass, project postponed due to COVID 19
- Fire Hall Renovation Project delayed by the contractor until May 01, 2020

PRC Operations


- Support for areas which are staffed by the Community Wellness Program – cleaning and disinfecting as spaces are used.
- Re-integration plan being formulated after COVID-19 restrictions are lifted.
- Arena and Aquatics change facilities and washrooms cleaned, disinfected and locked ready for use when restrictions lifted.
- Pool water and air temperature raised, pump speed reduced to reduce operating cost – recommendation by industry consultants is to leave pool full of water.
- Annual pool shutdown tasks completed (except for removal of spa)
- Spring clean of unused areas ongoing
- Maintenance ongoing such as service on HVAC units, annual inspection of indoor air quality systems, Zamboni annual emissions testing, etc.

SPENDING AND VARIANCE ANALYSIS

Spending has been per budget allocation.

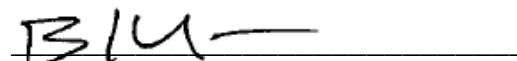
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

As of March 31, 2020													
Permit value (PV), Permit (PN), Dwelling unit (DU)	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
2020	PV	\$950,000	\$624,000	\$10,678,320									\$12,252,320
	PN	7	2	17	21								31
	DU	3											26
2019	PV	\$110,000	\$442,100	\$1,259,500	\$2,313,500.00	\$2,178,800	\$954,000	\$1,364,600	\$1,151,050	\$2,367,950	\$1,485,000	\$750,000	\$16,751,000
	PN	7	1	9	2	14	6	13	11	15	12	4	136
	DU	0											53
2018	PV	\$700,000	\$233,500	\$1,332,500	\$4,721,000.00	\$1,887,100	\$1,984,300	\$644,100	\$2,737,450	\$2,220,500	\$1,561,200	\$393,000	\$22,875,651
	PN	7	2	15	6	23	4	13	1	14	11	3	172
	DU												53
2017	PV	\$2,370,100	\$128,350	\$95,380	\$1,204,050	\$2,925,138	\$4,725,400	\$1,900,600	\$1,365,800	\$775,000	\$1,377,401	\$60,000	\$18,825,719
	PN	11	4	4	18	22	5	21	7	8	7	2	168
	DU												36
2016	PV	\$161,000	\$336,000	\$867,600	\$760,201	\$1,511,000	\$1,227,000	\$644,501	\$764,400	\$1,433,300	\$2,215,000	\$2,515,000	\$14,244,002
	PN	4	3	8	13	11	1	15	2	15	7	3	120
	DU	0	1	2									38
2015	PV	\$10,500	\$105,502	\$1,741,100	\$784,660	\$1,263,000	\$1,518,000	\$807,168	\$997,301	\$592,900	\$597,000	\$597,100	\$10,595,492
	PN	2	8	8	11	18	3	10	4	13	6	2	120
	DU	0	1										40
2014	PV	\$475,000	\$44,500	\$895,000	\$1,792,000	\$2,053,650	\$1,049,500	\$1,004,900	\$1,226,750	\$1,199,001	\$534,200	\$1,449,000	\$13,268,001
	PN	5	6	4	9	13	2	14	4	11	5	2	115
	DU	2	0	2	2								43
2013	PV	\$18,000	\$48,500	\$936,500	\$1,072,500	\$2,223,500	\$964,200	\$663,500	\$804,200	\$1,158,000	\$426,500	\$1,697,500	\$10,762,120
	PN	2	2	5	10	13	8	9	2	11	4	1	93
	DU	0	1	4	2								40
2012	PV	\$518,300	\$25,000	\$610,000	\$522,802	\$3,288,988	\$1,523,500	\$2,586,000	\$659,500	\$736,000	\$700,300	\$477,900	\$12,432,440
	PN	8	1	5	13	15	6	19	7	6	9	3	107
	DU	2	0	2	1								29
2011	PV	\$127,400	\$0	\$1,020,300	\$1,800,000	\$2,662,200	\$2,517,490	\$446,500	\$62,500	\$1,359,000	\$805,600	\$25,801	\$11,997,941
	PN	5	0	9	14	19	2	6	3	11	9	3	111
	DU	1		4	8								34
2010	PV	\$65,000	\$75,000	\$1,582,000	\$603,800	\$302,300	\$1,570,000	\$4,069,000	\$1,014,300	\$2,226,260	\$1,085,200	\$553,500	\$13,470,060
	PN	3	5	7	11	16	4	12	10	14	11	4	111
	DU	0	0	6	3								61
2009	PV	\$232,500	\$113,450	\$25,100	\$339,500	\$792,900	\$611,900	\$7,790,250	\$705,160	\$932,539	\$409,000	\$399,600	\$18,549,099
	PN	7	6	3	7	17	1	14	2	14	7	2	124
	DU	1	0	1	8	3							30
Monthly average	PV	\$478,150	\$181,325	\$1,753,608	\$1,446,728	\$1,917,143	\$1,695,026	\$1,992,829	\$1,044,401	\$1,363,677	\$1,017,855	\$810,764	\$14,668,654
	PN	5.7	1.3	4.7	12.3	16.7	14.5	13.2	12.2	12.0	8.0	5.4	117.3
	DU	1.3	0.5	4.8	4.1	3.7	4.8	5.4	2.5	5.5	2.6	3.6	40.3

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	28 April 2020
Subject:	DEV 23-2020 Site Plan Agreement for 45 Thames Road (St. James Service Club 73)

PURPOSE

The purpose of this report is to present a Site Plan Application for 45 Thames Road and provide a recommendation to Council to approve the Site Plan Agreement.

RECOMMENDATION

THAT DEV 23-2020 Site Plan Agreement for 45 Thames Road (St. James Service Club 73) report be received; and

THAT Council approve / deny the request from St. James Service Club 73 to waive clause 11 of the Site Plan Agreement regarding a refundable security; and

THAT Council approve By-law 42-2020 authorizing the Mayor and Clerk to sign a Site Plan Agreement between the Town of St. Marys and St. James Service Club 73.

BACKGROUND

Section 41 of the *Planning Act* provides municipalities with the authority to require and approve plans and other supporting information / studies prior to development proceeding. In accordance with Section 41(2) of the *Act*, the Town passed By-law 111-2019 to designate all of St. Marys as a site plan control area.

St. James Service Club 73 (Owner) submitted a pre-consultation request to the Town in 2019 to develop 45 Thames Road North. Since the pre-consultation request, Town staff have followed the Town's site plan review process as detailed in DEV 61-2019 – Site Plan Approval Process Review. During the review process the Owners have consulted with staff. A formal Site Plan Application was submitted on February 20, 2020. A draft site plan has been prepared for Council's consideration.

REPORT

The subject property is located on the west side of Thames Road North, between Queen Street West to the South and the Grand Trunk Trail to the North. The property is approximately 0.284 hectares in size, with 31.5 metres of frontage along Thames Road North.

In 2018, the Town of St. Marys sold 45 Thames Road North to St. James Service Club 38 after declaring the property as surplus. The Town entered into an Agreement of Purchase of Sale, a condition of the same was to rezone the property for institutional purposes. The subject property was zoned Residential Development (RD) in the Town's Zoning By-law Z1-1997, on June 26, 2018, Council passed Zoning By-law Z127-2018 for 45 Thames Road North amending its zoning to "Institutional Zone – I-5".

The property is currently vacant and was formerly used as a rail corridor of the Grand Trunk Railroad Company. The Owner is proposing to construct a 354.63m² to host the organizations club meetings, the Club also hosts one outdoor event each year. Upon construction the parking lot will be gravel, the Owner will pave the Site at a future date. As per the Purchase of Sale, the Town will assist with the procurement of the asphalt paving and use the Town's vendor of record for that year. The proposed construction complies with the I-5 Zoning.

The Agreement of Purchase of Sale also stated that the Agreement is conditional upon St. James Service Club 73 obtaining a site plan approval to allow for the development proposed in the Purchase of Sale. If the Purchaser cannot obtain a site plan approval required for the proposed development of the property after the transaction of purchase and sale is complete, the St. James Service Club 73 is to transfer the property to the Town for the purchase price.

The Site Plan Application was reviewed by relevant Town staff and a Site Plan Agreement has been by relevant Town staff and a Site Plan Agreement has been prepared to ensure the development is completed and maintained in accordance with the proposed plans and other Town requirements.

At the time of writing this report, the Owner had agreed to the terms and conditions of the Site Plan Agreement (copy attached to this report). On April 21, 2020, Staff received a request from St James Club 73, President Steve Hearn to waive paragraph 11 (see the Correspondence earlier in the agenda). Specifically, the Club is requesting that the Town waive the requirement to securities for the development because that would tie up cash for the Club. The total amount of securities required for this development is \$20,000.00 and would normally be returned to the developer once they had satisfied all conditions of their agreement.

Requests of this nature are not uncommon, and Council reviews them on a case by case basis. Historically, both Council and staff have not supported these requests because site plan agreements are registered on title and the agreement runs with the property. This means that even if the property changes ownership, future owners are bound to the site plan. If no securities are in place, there is a risk that the developer will not satisfy all of their conditions as the Town has no financial leverage to compel them to do so.

FINANCIAL IMPLICATIONS

If the Town does not approve a site plan agreement, as per the Purchase of Sale the land will be returned to the Town for the original purchase price.

When the Town sold the land, \$15,000 of the price paid by the St. James Club was a pre-payment for the Town to upsize the existing ¾ inch water line to 1.5". Through discussions, this upsizing is not required. Accordingly, the Town now owes the St. James Club a \$15,000 credit which will be funded from the original sale proceed.

SUMMARY

It is recommended that Council authorize the Mayor and Clerk to enter into the proposed Site Plan Agreement with the Owner of the subject property.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Town of St. Marys Development Team

ATTACHMENTS

Attachment 1 – Proposed Site Plan

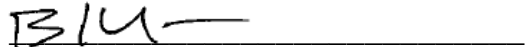
REVIEWED BY

Recommended by the Department



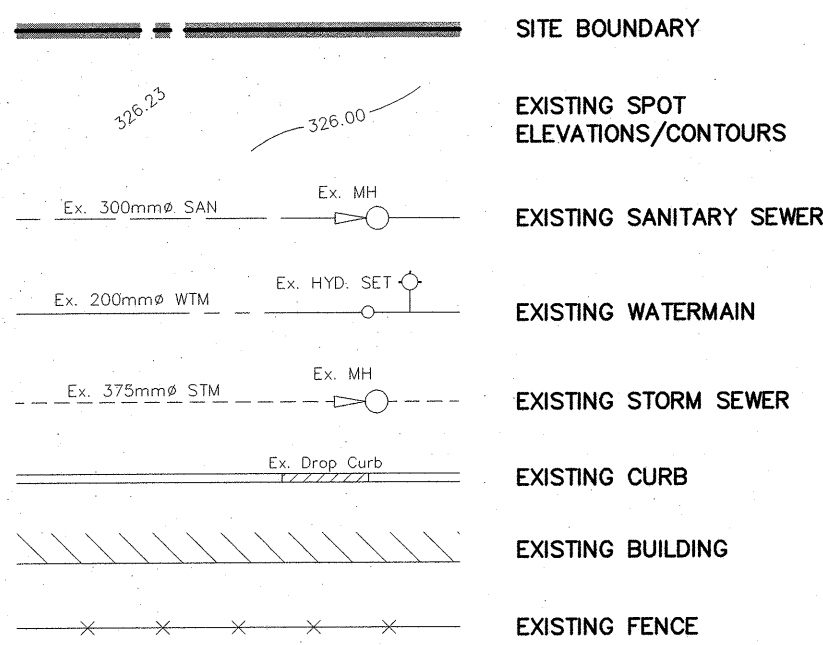
Grant Brouwer
Director of Building and Development

Recommended by the CAO

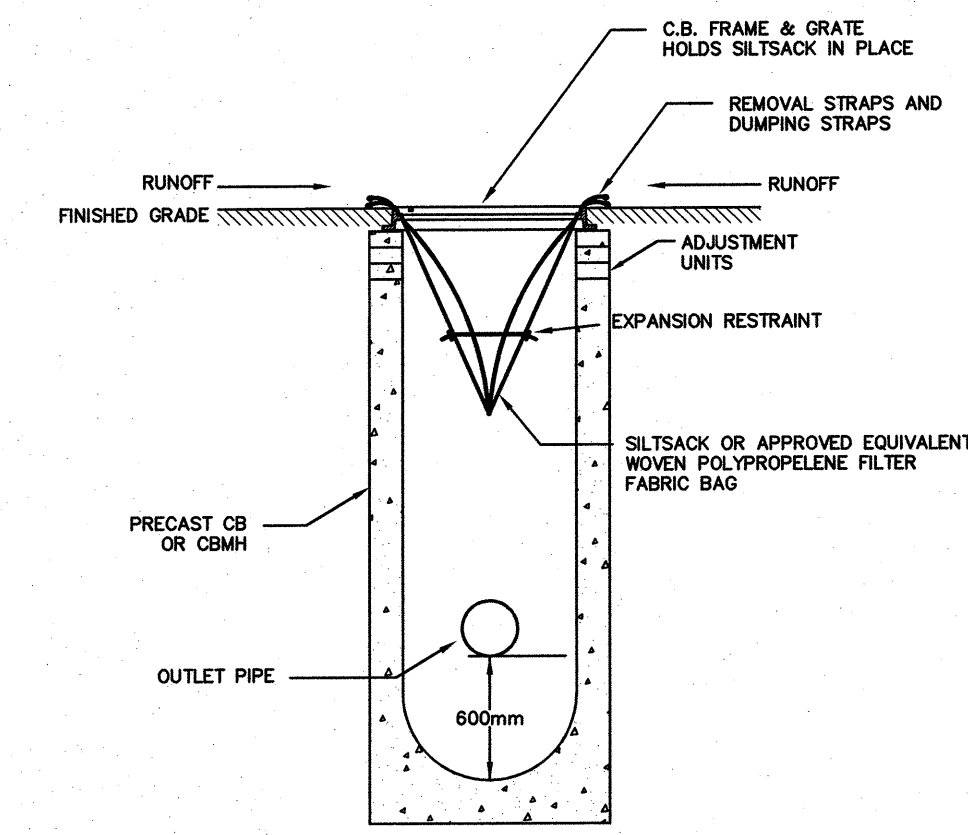
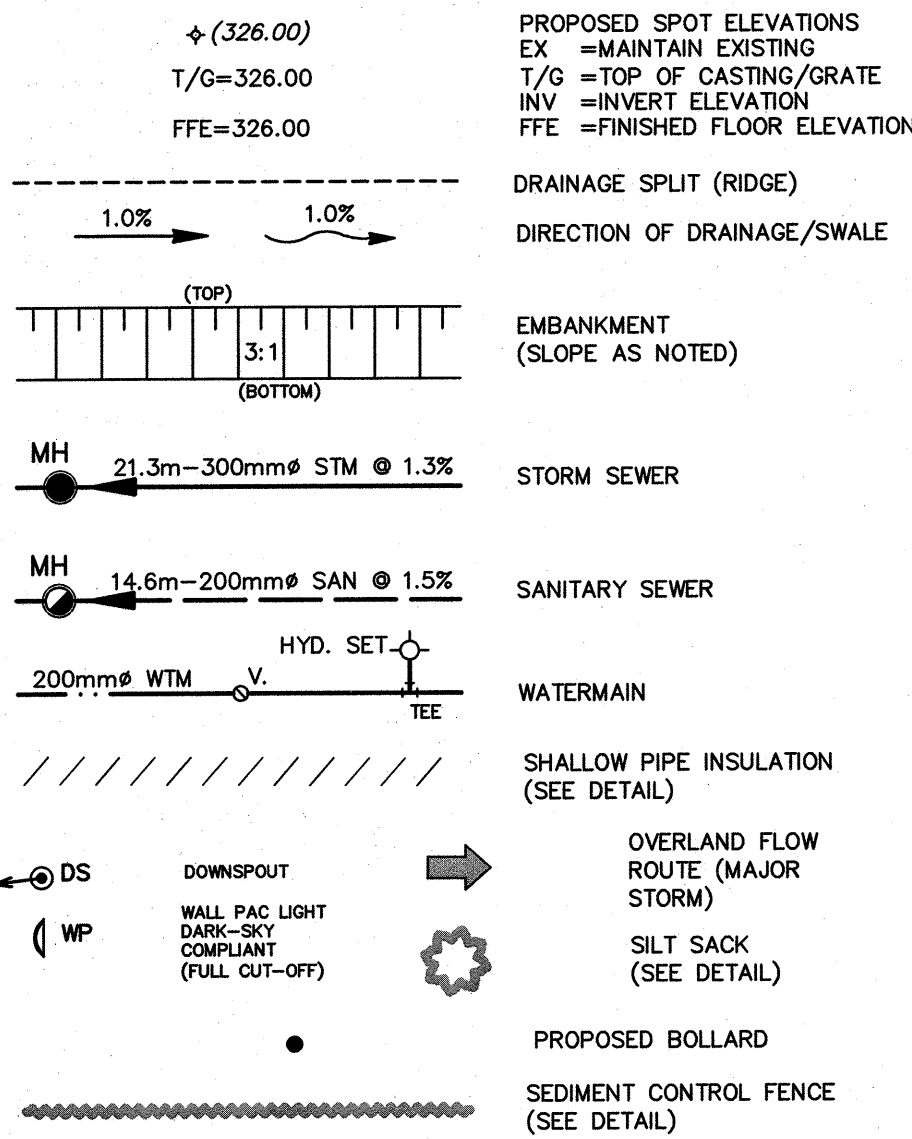


Brent Kittmer
CAO / Clerk

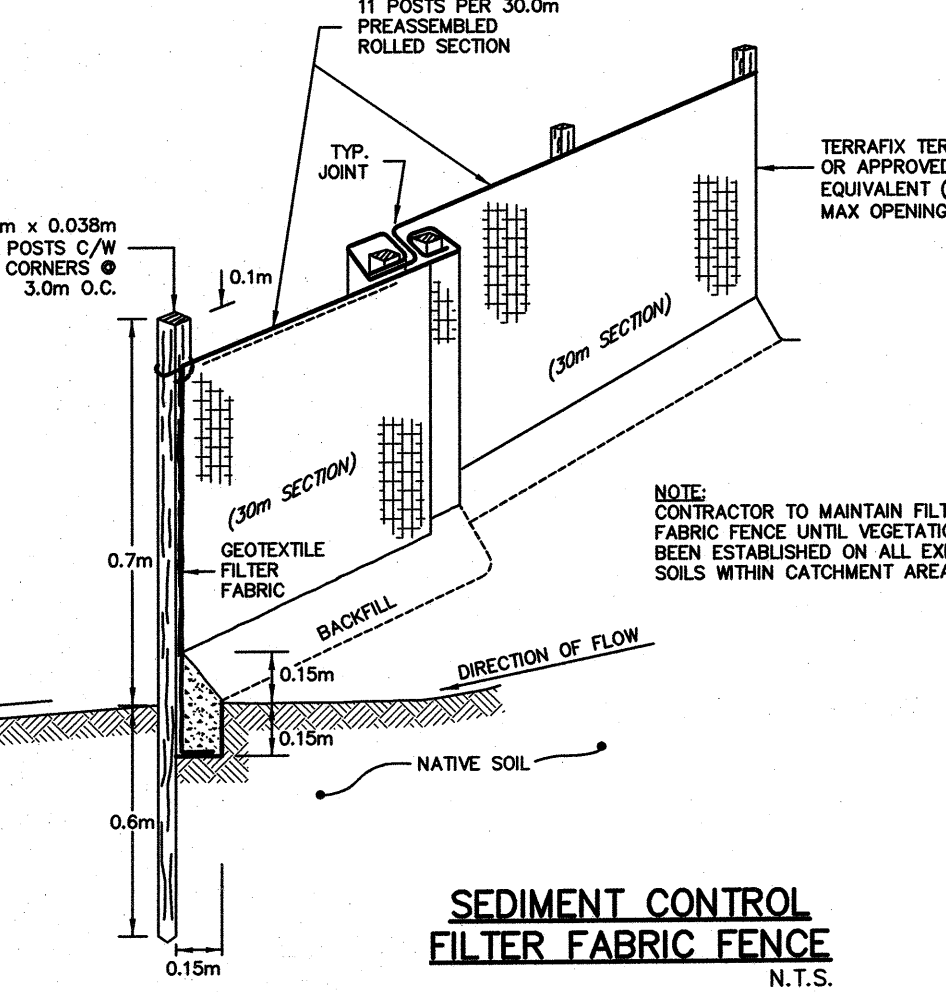
LEGEND OF EXISTING FEATURES



LEGEND OF PROPOSED FEATURES



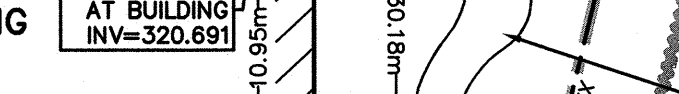
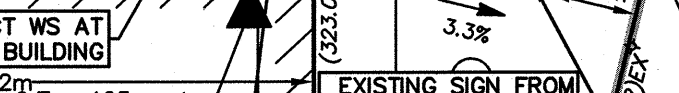
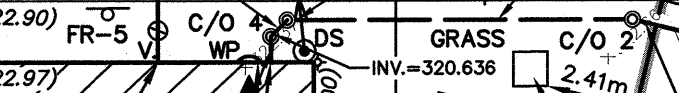
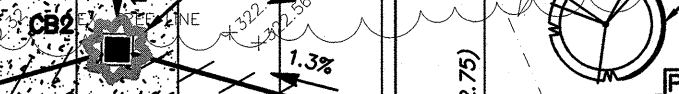
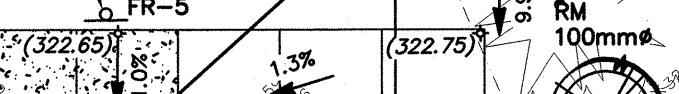
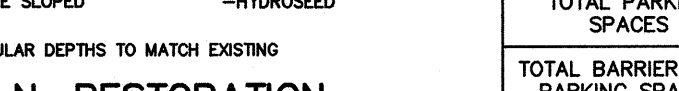
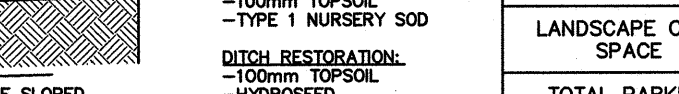
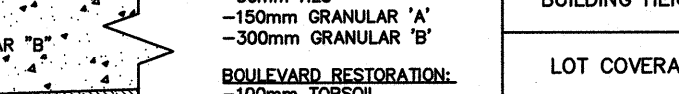
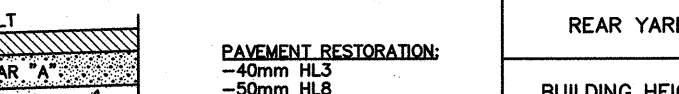
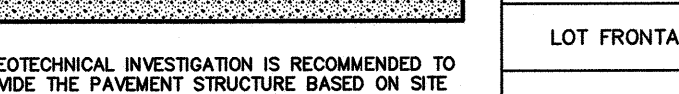
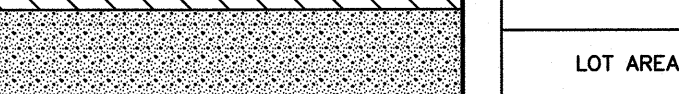
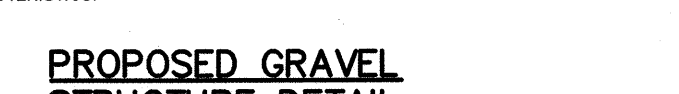
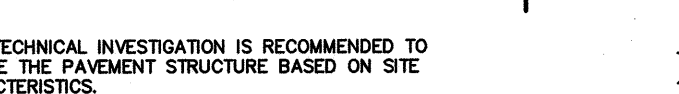
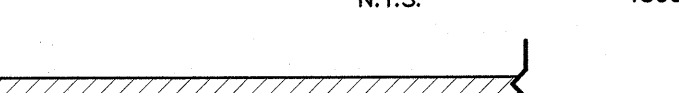
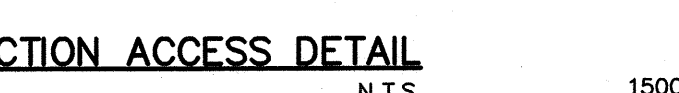
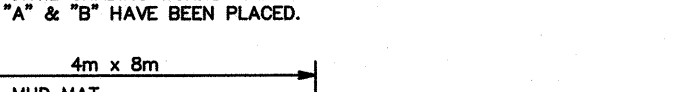
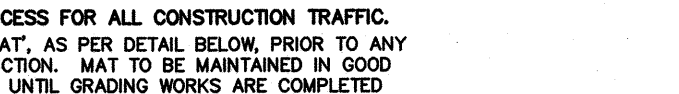
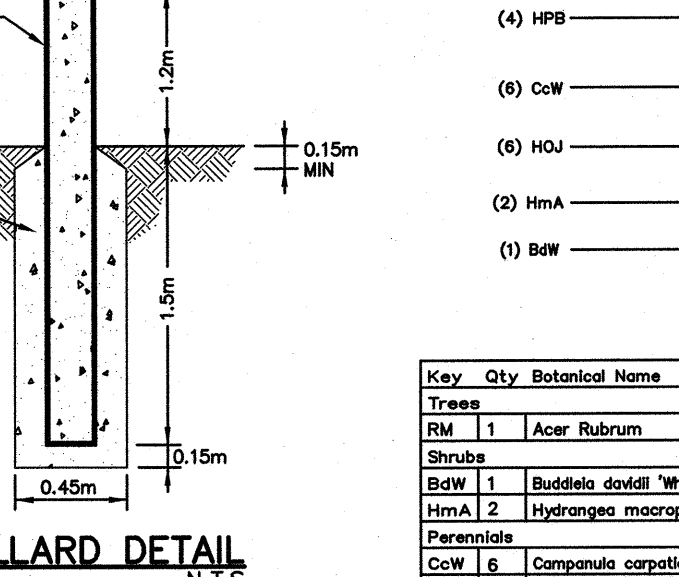
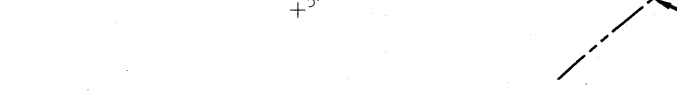
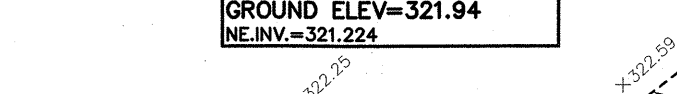
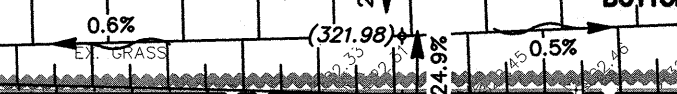
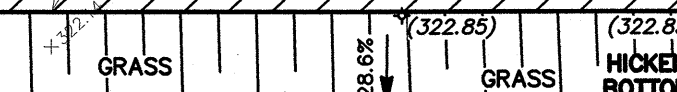
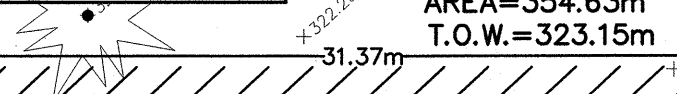
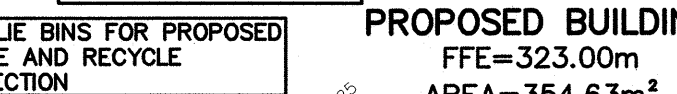
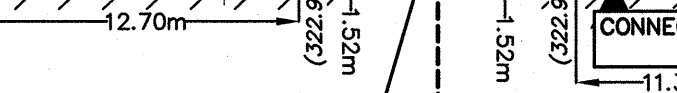
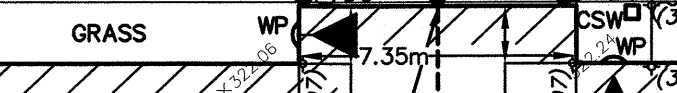
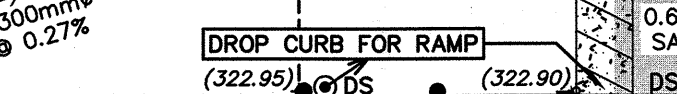
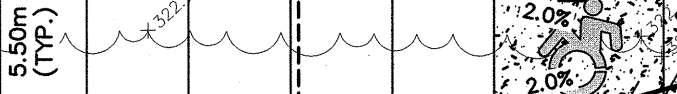
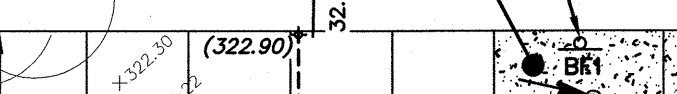
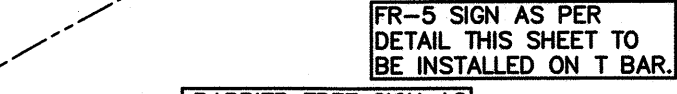
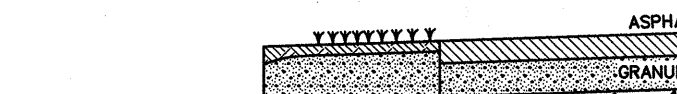
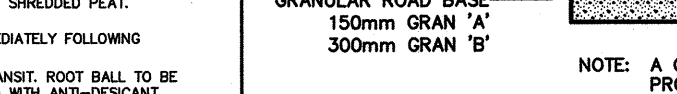
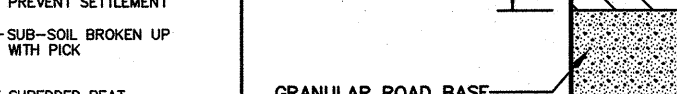
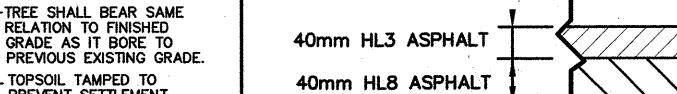
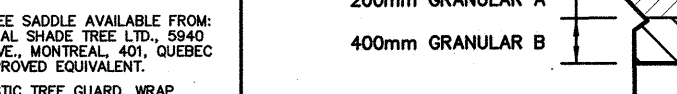
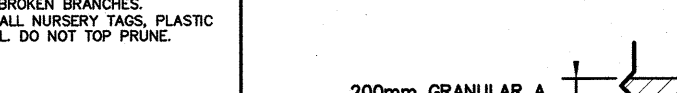
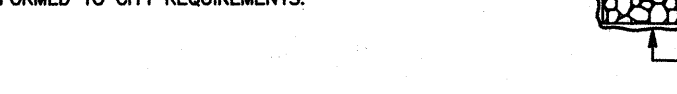
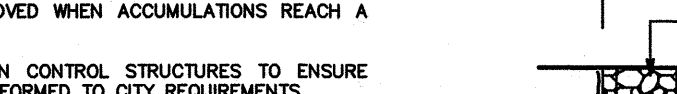
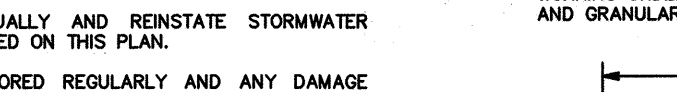
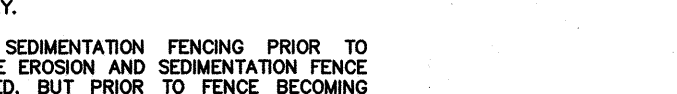
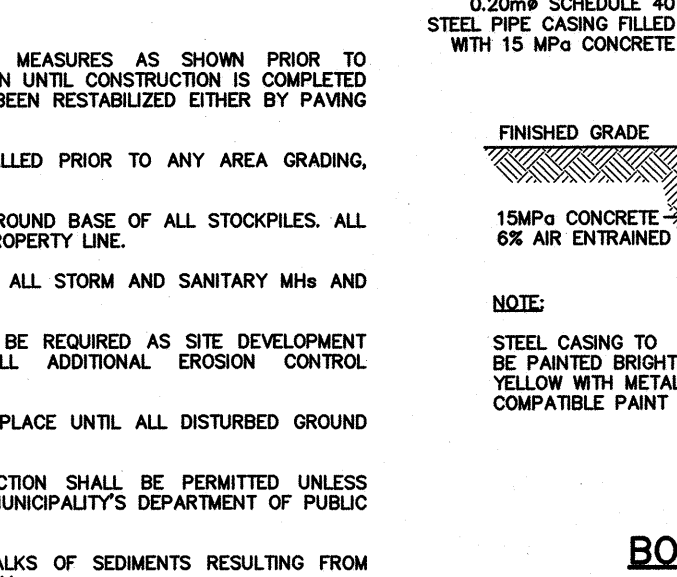
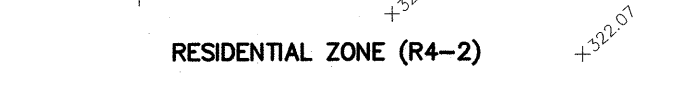
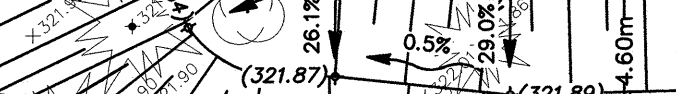
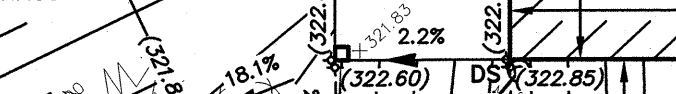
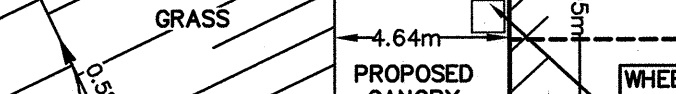
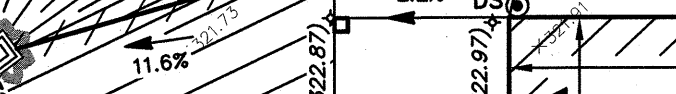
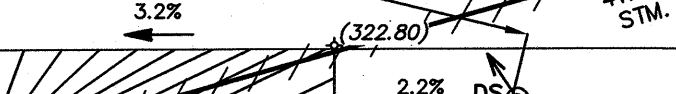
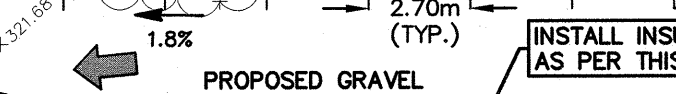
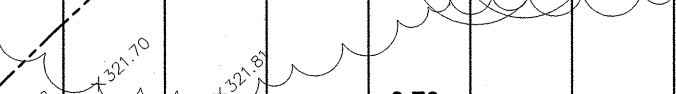
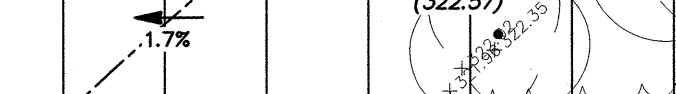
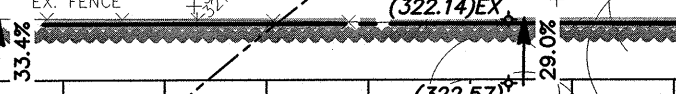
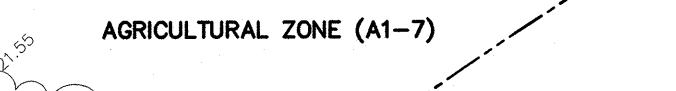
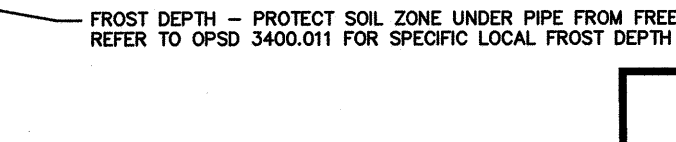
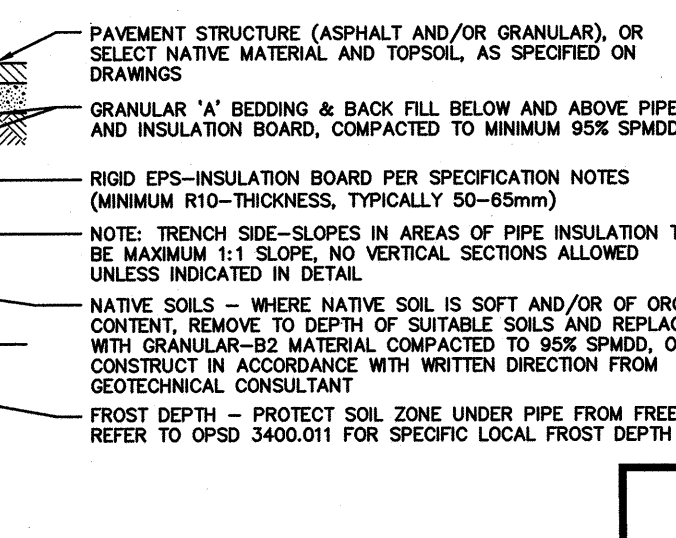
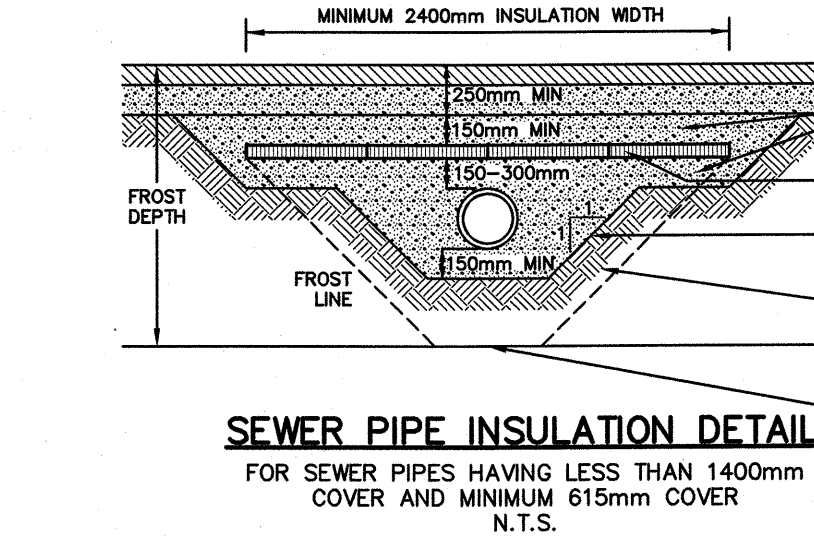
TEMPORARY SILTSACK SILTATION CONTROL IN CB



CONSTRUCTION NOTES AND SPECIFICATIONS

- GENERAL
 - THIS PLAN IS NOT FOR CONSTRUCTION UNTIL SIGNED AND SEALED BY ENGINEER AND APPROVED BY THE LOCAL MUNICIPALITY.
 - THIS PLAN IS TO BE USED FOR SERVING AND GRADING ONLY; ANY OTHER INFORMATION SHOWN IS FOR ILLUSTRATION PURPOSES ONLY. THESE PLANS MUST NOT BE USED TO SITE THE PROPOSED BUILDING.
 - NO CHANGES ARE TO BE MADE WITHOUT THE APPROVAL OF THE DESIGN ENGINEER.
 - THIS PLAN IS NOT TO BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE PERMISSION OF MTE CONSULTANTS INC.
 - PRIOR TO CONSTRUCTION, THE CONTRACTOR MUST:
 - CHECK AND VERIFY ALL EXISTING CONDITIONS, LOCATIONS AND ELEVATIONS WHICH INCLUDES BUT IS NOT LIMITED TO THE BENCHMARK ELEVATIONS, EXISTING SEWER CONNECTIONS AND EXISTING INVERTS. REPORT ANY DISCREPANCIES TO THE ENGINEER PRIOR TO PROCEEDING.
 - OBTAIN ALL UTILITY LOCATES AND REQUIRED PERMITS AND LICENSES.
 - VERIFY THAT THE FINISHED FLOOR ELEVATIONS AND BASEMENT FLOOR ELEVATIONS (WHICH MAY APPEAR ON THIS PLAN) COMPLY WITH THE FINAL ARCHITECTURAL DRAWINGS.
 - CONFIRM ALL DRAWINGS USED FOR CONSTRUCTION ARE OF THE MOST RECENT REVISION.
 - THE CONTRACTOR SHALL ASSUME ALL LIABILITY FOR ANY DAMAGE TO EXISTING WORKS. THE CONTRACTOR IS RESPONSIBLE FOR RESTORATION OF ALL DAMAGED AND/OR DISTURBED PROPERTY WITHIN THE MUNICIPAL RIGHT-OF-WAY TO LOCAL MUNICIPALITY STANDARDS.
 - ALL WORKS ON A MUNICIPAL RIGHT-OF-WAY WITH THE EXCEPTION OF WATERMAIN TAPPING, TO BE INSTALLED BY THE OWNER'S CONTRACTOR AT OWNER'S EXPENSE IN ACCORDANCE WITH THE LOCAL MUNICIPALITY'S PROCEDURE FOR OFF-SITE WORKS BY PRIVATE CONTRACTOR. THE OWNER AND CONTRACTOR ARE TO ENSURE OFF-SITE WORKS PERMIT IS IN PLACE PRIOR TO CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR RESTORATION OF ALL AFFECTED PROPERTY TO ORIGINAL CONDITION. ALL BOLLARD AREAS SHALL BE RESTORED WITH 100mm TOPSOIL.
 - ALL UNDERGROUND SERVICES ARE TO BE CONSTRUCTED IN FULL COMPLIANCE WITH THE ONTARIO PROVINCIAL BUILDING CODE (PART 7, PLUMBING), THE ONTARIO PROVINCIAL STANDARD SPECIFICATIONS (R2003) AND THE REQUIREMENTS OF THE LOCAL MUNICIPALITY AND THE TOWNSHIP OF ST. MARYS, WHICH CODES AND REGULATIONS SHALL SUPERSEDE ALL OTHERS.
 - CONTRACTOR IS RESPONSIBLE FOR CONTACTING ENGINEER 48 HRS PRIOR TO COMMENCING WORK TO ARRANGE FOR INSPECTION. ENGINEER TO DETERMINE DEGREE OF INSPECTION AND TESTING REQUIRED FOR CERTIFICATION OF UNDERGROUND SERVICE INSTALLATION AS MANDATED BY ONTARIO BUILDING CODE, DIVISION G, PART 1, SECTION 1.2.2. GENERAL REVIEW. FAILURE TO NOTIFY ENGINEER WILL RESULT IN EXTENSIVE POST CONSTRUCTION INSPECTION AT CONTRACTORS EXPENSE.
 - PLAN TO BE READ IN CONJUNCTION WITH C2.1 PREPARED BY MTE CONSULTANTS INC.
 - EXISTING TOPOGRAPHIC AND LEGAL INFORMATION TAKEN FROM PLAN PREPARED BY MTE O.S. DATED FEBRUARY 1, 2020.
 - CONTRACTOR TO OBTAIN WRITTEN PERMISSION FROM ADJACENT PROPERTY OWNER PRIOR TO ENTERING UPON NEIGHBOURING LANDS TO UNDERTAKE ANY WORK. COPIES OF THESE LETTERS MUST BE SUBMITTED TO THE DEPARTMENT OF PUBLIC WORKS FOR APPROVAL PRIOR TO ANY WORK BEING PERFORMED. FAILURE TO COMPLY WITH THE ABOVE IS AT CONTRACTOR'S OWN RISK.
 - FILTER FABRIC TO BE TERRAFIX 270R OR APPROVED EQUAL.
 - MAXIMUM GRASS SLOPE TO BE 3:1. SLOPES GREATER THAN 3:1 TO BE LANDSCAPED WITH LOW MAINTENANCE GROUND COVER.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC AND SAFETY MEASURES DURING THE CONSTRUCTION PERIOD INCLUDING THE SUPPLY, INSTALLATION AND REMOVAL OF ALL NECESSARY SIGNALS, DELINEATORS, MARKERS, BEFORE STARTING WORK. THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.
 - CONTRACTOR TO MAINTAIN A "CONFINED TRENCH CONDITION" IN ALL SEWER AND SERVICE TRENCHES.
 - FOLLOWING COMPLETION OF PROPOSED WORKS AND PRIOR TO OCCUPANCY INSPECTION, ALL STORM SEWERS ARE TO BE FLUSHED, AND ALL CATCHBASIN AND CATCHBASIN MANHOLE SUMPS ARE TO BE CLEANED OF DEBRIS AND SILT.
- STORM SEWERS
 - PIPE BEDDING FOR RIGID PIPE TO BE CLASS "B" AS PER OPSD 802.030, 802.031, OR 802.032. PIPE BEDDING FOR FLEXIBLE PIPE TO BE AS PER OPSD 802.010, BEDDING MATERIAL AND COVER MATERIAL TO BE GRANULAR "A". TRENCH BACKFILL TO BE NATIVE MATERIAL REPLACED IN 300mm LIFTS AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.
 - STORM SEWERS 200mm TO 375mm SHALL BE POLYETHYLENE GLASS (PE) PIPE DR35 ASTM-D3034 OR RIBBED PVC SEWER PIPE CSA B182.4-M90 ASTM-F794 WITH INTEGRAL BELL AND SPOUT UTILITY FLEXIBLE ELASTOMERIC SEALS. RIBBED PVC NOT TO BE USED WITHIN RIGHT-OF-WAY.
 - CATCHBASINS TO BE 600mm SQUARE PRECAST AS PER OPSD 705.010.
 - CATCHBASINS TO HAVE A MINIMUM 600mm DEEP SUMP.
 - MANHOLE AND CATCHBASIN FRAMES, GRATES, CASTINGS AND LIDS TO BE QUALITY GREY IRON ASTM A48 CLASS 30B.
 - STORM MANHOLE LIDS TO BE PER OPSD 401.010 - TYPE "B" CATCHBASIN AND CATCHBASIN MANHOLE GRATES TO BE PER OPSD 400.100.
 - STORM SEWERS AND SERVICES TO HAVE MINIMUM 1.4m COVER TO TOP OF PIPE. WHERE COVER TO TOP OF PIPE IS DEFICIENT, CONTRACTOR SHALL INSTALL SHALLOW BURIED SEWER PIPE IN ACCORDANCE WITH APPLICABLE "SEWER PIPE INSULATION DETAIL" INDICATED IN DRAWING DETAILS. INSULATION SHALL BE RIGID EXTRUDED POLYSTYRENE (EPS) BOARD, WITH A THICKNESS SUFFICIENT TO PROVIDE AN RSI-1.76 (R10) INSULATING FACTOR (TYPICALLY 50-65mm). INSULATION BOARD WIDTH SHALL BE 1.8m FOR UP TO 200mm NOMINAL PIPE DIAMETER, 2.4m FOR 201mm-800mm DIAMETER AND 3.0m FOR 801mm-1400mm. ALL JOINTS SHALL BE TIGHTLY BUTTED TOGETHER (TAPE OR OTHERWISE SECURE JOINTS TO RESIST MOVEMENT DURING BACKFILL PLACEMENT). RIGID EPS BOARD SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 140kPa (20psi), AND A MAXIMUM WATER ABSORPTION RATE OF 2.0% BY VOLUME. ACCEPTABLE PRODUCTS ARE DOW STYROFOAM-SM OR -H (FULL LINE), OWENS CORNING FOAMULAR (200, 250, OR HIGHER), PLASTISAN HD-M28 OR OTHER ENGINEER-APPROVED EQUIVALENT.

- FOR UP TO 200mm NOMINAL PIPE DIAMETER, 2.4m FOR 201mm-800mm DIAMETER AND 3.0m FOR 801mm-1400mm. ALL JOINTS SHALL BE TIGHTLY BUTTED TOGETHER (TAPE OR OTHERWISE SECURE JOINTS TO RESIST MOVEMENT DURING BACKFILL COVER). PRODUCTS ARE DOW STYROFOAM-SM OR -H (FULL LINE), OWENS CORNING FOAMULAR (200, 250, OR HIGHER), PLASTISAN HD-M28 OR OTHER ENGINEER-APPROVED EQUIVALENT.
- SANITARY SEWERS
 - PIPE BEDDING FOR RIGID PIPE TO BE CLASS "B" AS PER OPSD 802.030, PIPE BEDDING FOR FLEXIBLE PIPE TO BE AS PER OPSD 802.010, BEDDING MATERIAL AND COVER MATERIAL TO BE GRANULAR "A". TRENCH BACKFILL TO BE NATIVE MATERIAL REPLACED IN 300mm LIFTS AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.
 - SANITARY SEWERS 150mm AND SMALLER SHALL BE POLYETHYLENE GLASS (PE) PIPE DR28 ASTM-D3034 WITH INTEGRAL BELL AND SPOUT UTILITY FLEXIBLE ELASTOMERIC SEALS.
 - SANITARY SEWERS AND SERVICES TO HAVE MINIMUM 1.4m COVER ON TOP OF PIPE. WHERE COVER TO TOP OF PIPE IS DEFICIENT, CONTRACTOR SHALL INSTALL SHALLOW BURIED PIPE IN ACCORDANCE WITH APPLICABLE "SEWER PIPE INSULATION DETAIL" INDICATED IN DRAWING DETAILS. INSULATION SHALL BE RIGID EXTRUDED POLYSTYRENE (EPS) BOARD, WITH A THICKNESS SUFFICIENT TO PROVIDE AN RSI-1.76 (R10) INSULATING FACTOR (TYPICALLY 50-65mm). INSULATION BOARD WIDTH SHALL BE 1.8m FOR UP TO 200mm NOMINAL PIPE DIAMETER, 2.4m FOR 201mm-800mm DIAMETER AND 3.0m FOR 801mm-1400mm. ALL JOINTS SHALL BE TIGHTLY BUTTED TOGETHER (TAPE OR OTHERWISE SECURE JOINTS TO RESIST MOVEMENT DURING BACKFILL PLACEMENT). RIGID EPS BOARD SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 140kPa (20psi), AND A MAXIMUM WATER ABSORPTION RATE OF 2.0% BY VOLUME. ACCEPTABLE PRODUCTS ARE DOW STYROFOAM-SM OR -H (FULL LINE), OWENS CORNING FOAMULAR (200, 250, OR HIGHER), PLASTISAN HD-M28 OR OTHER ENGINEER-APPROVED EQUIVALENT.
 - CONTRACTOR RESPONSIBLE FOR TESTING OF SANITARY SEWERS IN ACCORDANCE WITH OPSD 410.
- WATERMANS
 - PIPE BEDDING FOR RIGID PIPE TO BE CLASS "B" AS PER OPSD 802.030, PIPE BEDDING FOR FLEXIBLE PIPE TO BE AS PER OPSD 802.010, BEDDING MATERIAL AND COVER MATERIAL TO BE GRANULAR "A". TRENCH BACKFILL TO BE NATIVE MATERIAL REPLACED IN 300mm LIFTS AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.
 - WATER SERVICE CONNECTIONS 50mm AND SMALLER SHALL BE TYPE "K" SOFT COPPER ASTM B88, ALUMINUM COMPOSITE CSA B137.10, OR HDPE SERIES 160 AWWA C 901 WITH SERVICE SADDLE. COPPER SERVICE SHALL HAVE 5.9kg ANODE.
 - ALL METALLIC FITTINGS (EXCLUDING CURB/HAND STOP AND BRASS FITTINGS) AND APPURTENANCES INCLUDING SADDLES, VALVES, TEES, BENDS ETC ARE TO BE WRAPPED WITH AN APPROVED PETROLATUM SYSTEM CONSISTING OF PASTE, MASTIC AND TAPE. PARTICULAR ATTENTION SHALL BE PAID TO ANODE INSTALLATION. CONTRACTOR TO REFER TO THE MOST RECENT EDITION OF THE LOCAL MUNICIPALITY AND AREA MUNICIPALITIES DESIGN GUIDELINES AND SUPPLEMENTAL SPECIFICATIONS FOR MUNICIPAL SERVICES.
 - WATER CONNECTIONS MAY BE PLACED IN THE SAME TRENCH WITH A STORM OR SANITARY CONNECTION ONLY IF A MINIMUM VERTICAL SEPARATION OF 500mm IS MAINTAINED BETWEEN THE WATER SERVICE AND ANY OTHER PIPE IN ACCORDANCE WITH SECTION 7.3.5.7.(2)(a)(i) OF THE ONTARIO BUILDING CODE.
 - ALL WATERMANS AND SERVICES TO HAVE MINIMUM 2.0m COVER ON TOP OF PIPE. WHERE COVER TO TOP OF PIPE IS DEFICIENT, CONTRACTOR SHALL INSTALL SHALLOW BURIED PIPE IN ACCORDANCE WITH APPLICABLE "WATER PIPE INSULATION DETAIL" INDICATED IN DRAWING DETAILS. INSULATION SHALL BE RIGID EXTRUDED POLYSTYRENE (EPS) BOARD, WITH A THICKNESS SUFFICIENT TO PROVIDE AN RSI-3.52 (R20) INSULATING FACTOR (TYPICALLY 100-150mm). INSULATION BOARD WIDTH SHALL BE 2.4m FOR UP TO 200mm NOMINAL PIPE DIAMETER, 3.0m FOR 201mm-500mm DIAMETER, INSULATION BOARD SHALL BE INSTALLED WITH MINIMUM-LAYERS, OVERLAPPING MINIMUM 300mm AT ALL JOINTS. ALL JOINTS SHALL BE TIGHTLY BUTTED TOGETHER (TAPE OR OTHERWISE SECURE JOINTS TO RESIST MOVEMENT DURING BACKFILL PLACEMENT). RIGID EPS BOARD SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 140kPa (20psi), AND A MAXIMUM WATER ABSORPTION RATE OF 2.0% BY VOLUME. ACCEPTABLE PRODUCTS ARE DOW STYROFOAM-SM OR -H (FULL LINE), OWENS CORNING FOAMULAR (200, 250, OR HIGHER), PLASTISAN HD-M28 OR OTHER ENGINEER-APPROVED EQUIVALENT.
 - ALL WATERMAIN TO BE PRESSURE TESTED IN ACCORDANCE WITH OPSD 441, DISINFECT ALL WATERMAIN IN ACCORDANCE WITH AWWA C 651-09 INCLUDING CHEMICAL, BACKFLOW PREVENTOR AND 24 HOUR DUPLICATE SAMPLING. ALL TESTING AND DISINFECTION TO BE COMPLETED UNDER THE SUPERVISION OF THE ENGINEER. CONTRACTOR TO SUBMIT WATER COMMISSIONING PLAN IN ACCORDANCE WITH DOSSAS. THIS PLAN MUST BE APPROVED BY THE LOCAL MUNICIPALITY PRIOR TO ANY WATERMAIN WORK.
 - PRIOR TO OCCUPANCY, CONTRACTOR MUST COMMISSION FIRE FLOW TEST FOR PRIVATE ON-SITE HYDRANT. PROVIDE RESULT TO DESIGN ENGINEER.



AGREEMENT MADE UNDER SECTION 41 OF THE PLANNING ACT, R.S.O. 1990

THIS AGREEMENT made this day of , 2020.

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS

(Hereinafter called the “Town”)

OF THE FIRST PART

AND:

St. James Service Club 73

(Hereinafter called the “Owner”)

OF THE SECOND PART

WHEREAS the Owner is the owner of the lands described as Part Lot 17, Concession 15, Blanshard, Part 8, and Registered Plan 44R3503 St. Marys, hereto being PIN 53234-0083 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the “Lands”).

AND WHEREAS the Town has imposed the provisions of Section 41 of the Planning Act, R.S.O. 1990 in respect to the land;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings referred to in Subsection 4 of Section 41 of the Planning Act, R.S.O. 1990;

AND WHEREAS this Agreement shall be registered against “the lands” to this Agreement and the Town is entitled to enforce the provisions thereof against the Owner and, subject to the provisions of the Registry Act and the Land Titles Act, any

and all subsequent owners of the land, in accordance with subsection 10 of Section 41 of the Planning Act, R.S.O. 1990;

NOW THEREFORE WITNESSETH that for the sum of TWO DOLLARS (\$2.00) paid to the Town by the Owner (receipt whereof is hereby acknowledged), and in consideration of the Town approving the plans and drawings for the development of “the lands”, the Owner covenants and agrees with the Town to provide, to the satisfaction of and at no expense to the Town, the following:

1. The Owner Agrees:

- a. That all buildings and structures to be erected on the Lands shall be located in accordance with the building locations as shown on the Site Plan attached hereto as part of Schedule “A”;
- b. That if required, private utilities utility services including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and appurtenances, as shown on the drawings attached hereto as part of Schedule “A”, shall be maintained by the Owner at its expense on an ongoing basis;
- c. That, if required, all municipal utility services to the property line including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and appurtenances shall be installed under the authority and supervision of the Town of St. Marys. Utility service installations shall be facilitated by the Town, at the request of the proponent. The proponent shall be responsible for any and all costs associated with the required utility

services. Utility services shall be installed and maintained in accordance with the drawings attached hereto as part of Schedule "A";

- d. That all necessary provisions for any service connections of the Lands shall be made to the satisfaction of the Town;
- e. That access to and from the Lands shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as Schedule "A";
- f. That the internal driveways, vehicle parking areas, vehicle maneuvering areas and pedestrian walkways shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as part of Schedule "A";
- g. That landscaping shall be provided in accordance with the drawings attached hereto as part of Schedule "A". All landscape materials shall be maintained by the Owner on an ongoing basis;
- h. If deemed necessary by the Town, the Owner shall be required to design, install, and maintain noise attenuation measures (including but not limited to fencing, berming, and/or landscaping).
- i. That erosion and sediment controls shall be provided for the site during construction to the satisfaction of the Town;
- j. That final grades and elevations shall be established to the satisfaction of the Town and shall be in accordance with the drawings attached hereto as part of Schedule "A";

- k. A pedestrian sidewalk shall be installed at the cost of the Owner to be located adjacent to Thames Road on the public road allowance of the entire property frontage should the Town require it.
 - l. That all lighting facilities to be used and/or provided shall be as shown on the drawings attached hereto as part of Schedule “A” and shall be of a type, location, height, intensity and design to ensure illumination shall not flare onto any adjacent or abutting properties and further to this shall be suitably located and deflected in order to prevent negative impacts on abutting or adjacent properties;
 - m. That all hydro cables be located underground on the Lands;
 - n. That snow storage shall be on the property as shown on the drawings attached hereto as part of Schedule “A”;
 - o. That the development on the Lands including but not limited to driveways, buildings, structures, paved areas, landscaping and lot grading shall be maintained at the sole risk and expense of the Owner on an ongoing basis;
 - p. That any and all development on the Lands shall be to Town standards and the provisions of the Town’s Zoning By-law in effect at the time of development;
 - q. That all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town’s Zoning By-law Z1-1997, as amended.
2. Schedule “A” consists of the following drawing:

- a. Site & Grading Plan (C2.1) prepared by MTE Engineers, Scientists and Surveyors dated January 28, 2020 and revised on March 26, 2020;
3. Schedule "A", as described in paragraph 2 above and attached hereto shall form part of this Agreement.
4. The Owner shall enter into a separate agreement for electricity with Festival Hydro Inc.
5. Entrances to buildings shall be kept clear of any obstructions including snow accumulation at the responsibility of the Owner.
6. The Owner shall be responsible for the cost of any signage and the installation of said signage required for this site.
7. The Owner agrees that the abutting street to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the Owner at his own expense. The Owner acknowledges that they have the responsibility to correct or clean muddied streets used for access during construction. If the Owner fails to complete said work, then the provision of paragraph 10 of this Agreement shall apply.
8. Minor adjustments to the requirements of this Site Plan Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Town is required before such minor adjustments can be made.

9. Nothing in this Agreement constitutes a wavier of the obligation of the Owner to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any restrictions or regulations lawfully imposed by any other authorities having jurisdiction in connection therewith.
10. In the event of the failure by the Owner to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days' notice in writing to the Owner of its intention and forthwith if the failure is deemed an emergency, or poses a risk to the safety of the public or environment, the Town shall rectify the issue without seven (7) days notice and shall recover the expense incurred by the Town in a like manner as municipal taxes.
11. The Owner agrees to deposit with the Town a refundable security deposit in the amount of Fifteen Thousand Dollars (\$15,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Owner's architect provides a certificate to the Town that the conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town.

Furthermore, the Owner agrees to deposit with the Town, at the time of application for building permit, a refundable security deposit in the amount of Five Thousand Dollars (\$5,000.00) for landscaping as outlined in this Agreement and as shown on the drawings attached hereto as Schedule "A".

The security deposit shall be refunded without interest or penalty when the Owner's landscape architect or engineer provides a certificate to the Town that

the landscaping, for which the deposit covered, has been completed in accordance with this agreement.

12. If any notice is required to be given by the Town to the Owner in respect to this Agreement, such notice shall be sent by registered mail, registered courier or delivered personally by the Town employee or its agent to:

St. James Service Club 73

P.O. Box 2827

St. Marys, ON N4X 1A5

Attn: Stephen Hearn and/or David Hanly

Or to such addresses of which the Owner has notified the Town in writing, and any such notice mailed, sent or delivered shall be deemed good and sufficient notice under the terms of this Agreement.

13. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability and shall be severed from the balance of this Agreement, all without affecting the remaining provisions of this Agreement.

14. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Owner. The covenants, agreements, conditions, and understandings herein contained on the part of the Owner shall run with the Lands and shall ensure to the benefit of and be binding upon the parties hereto and their respective successors, heirs, executors, administrators and assigns.

15. Execution of this Agreement shall be deemed to be authorization by all Parties to legal counsel for the Town to register same in the appropriate Land Titles Office without further written authorization.

16. The failure of a Party at any time to require performance by the other Party of any obligation under this Agreement shall in no way affect the first Party's right thereafter to enforce such obligation, nor shall any such waiver be taken or held to be a waiver of the performance of the same or any other obligation hereunder at any later time.

17. The Parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further, acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this Agreement including any amendments to this Agreement required to effect the registration of this Agreement.

18. The Parties here to acknowledge and agree that this Agreement is further to and does not remove any of the Owner's obligations under any prior Agreements.

19. The Owner agrees on behalf of itself and its heirs, executors, administrators, successors and assigns to indemnify the Town from all losses damages, costs, changes and expenses which may be claimed or recovered against the Town by any person or persons arising either directly or indirectly as a result of any action taken by the Owner pursuant to this Agreement.

20. The Owner hereby covenants and agrees to save harmless the Town from any loss whatsoever arising out of or pursuant to the execution of this Agreement and the issuing of a building permit whether final or conditional for any construction on the Lands. This indemnification shall apply to all claims, demands, costs and expenses in respect to the development of the Lands as set out in this Agreement.

IN WITNESS WHEREOF the Owner has hereunto set its hand and seal and the Town has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

St. James Service Club 73

Per: _____
President : Stephen Hearn

Per: _____
1st Vice President : David Hanly

(We have the authority to bind the Corporation)

THE CORPORATION OF THE TOWN OF ST. MARYS

Per: _____
Mayor: Al Strathdee

Per: _____
CAO/Clerk: Brent Kittmer

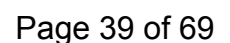
(We have the authority to bind the Corporation)

NOTES TO SPA

1. It is the Owner's responsibility to fulfill the obligations contained in this Site Plan Agreement. It is also the Owner's responsibility to submit a request for the refund of deposits in writing when all the work has been completed to the standards of this Site Plan Agreement.
2. The Owner shall enter into a separate agreement for electricity with the Festival Hydro Inc., 1887 Erie Street, P.O. Box 397, Stratford ON N5A 6T5, 519-273-4703.
3. Any sign erected on the subject property shall be in conformity with the Town's current sign by-law. The Owner shall apply for a separate sign permit.

Schedule “A” – Drawings

Attach Drawing 1



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Community Services
Date of Meeting:	28 April 2020
Subject:	DCS 12-2020 April Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 12-2020 April Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Services:

- Lifeguards, Child Care Staff, Guest Services attendants and Canteen staff placed on declared emergency leave due to COVID-19. Including Library staff, the Town currently has close to 100 staff members on leave.
- All programming cancelled including room rentals from March 14 to May 31, registered programs refunded for the remainder of the session
- Aquatics Supervisor networking with pools across Ontario for best practices and support during these uncertain times. Leaders in the industry providing many webinars at no cost for sharing information.
- Aquatics Supervisor is in constant contact with the Red Cross and the Lifesaving Society with changes to qualification extensions, changes with program delivery and provincial updates.
- Providing weekly resources for water safety for Facebook- geared to children, steering aquafit participants to the Friendship Centre fitness classes through Facebook.
- Developing a recovery plan with options for anticipated challenges / changes
- Preparing new programming ideas for activities that children & families can do at home
- Child Care Supervisor is participating in weekly teleconferences with Perth Child Care Supervisor Network & Jeff Wilson (CMSM City of Stratford) to stay informed, network and share resources
- Working on lost revenue analysis for Finance
- Child Care Supervisor connecting with families regarding invoices with credits

Community Wellness:

- Online classes have started with fitness classes, EarlyON, Friendship Centre programming, Aquatics programs and Museum tours
- Adult Learning is working on a Q and A through Facebook live for the community
- Staff are exploring the possibility of hosting a private Roblox forum for youth
- Staff are setting up a resource folder on the PRC Facebook page to help the community and engage people

- Staff are utilizing Zoom as part of the telecommunications plan to engage with seniors who may not be as familiar with technology so we can arrange group calls
- Working with Social Services to ensure our wellness plan is meeting the needs of individuals they serve
- Number of patrons utilizing the Wellness program as of April 17 -- 87

Date	Program Name	Total View Count	Post Engagement	No. People Reached
6-Apr	Group Fitness	1600	252	3000
6-Apr	EarlyON	989	49	1900
6-Apr	Community Wellness Program info	788	38	1600
7-Apr	EarlyON	937	92	1568
7-Apr	Chair Yoga	481	25	967
8-Apr	Group Fitness	1100	131	1900
8-Apr	EarlyON	919	52	1200
8-Apr	Good News Stories	726	37	1000
9-Apr	Gentle Fitness	884	137	1300
9-Apr	EarlyON	389	16	702
9-Apr	Easter Greeting from the FC	568	63	1000
10-Apr	EarlyON	264	12	730
10-Apr	St Marys Museum - behind the scenes	593	19	1000
11-Apr	Swimming Resources	400	17	980
TOTAL OF EVERYTHING		10638	940	18847

Week of April 6th online statistics for Wellness Program:

To date staff have received many positive comments about the Wellness Program and how they appreciate this service. Below is a snapshot of comments from users:

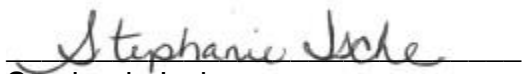
- “Big big thank you to all of you for keeping all the programs going in these crazy times. We moved here from another area several years ago. We heard nothing but great things about the Pyramid Center and their exercise programs so we decided to give it a try...Life Changing,

we are more fit, have met so many wonderful people including some of our neighbors through these programs and find ourselves booking appointments around class time, If we aren't traveling we are working out. We are in some scary times right now and I'm sure it would have been easy for everyone to close the doors and stay home but you all go that extra mile to keep the Town of St Marys engaged from their homes."

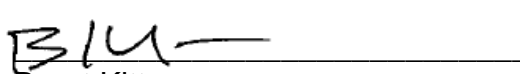
- "So as you can well imagine having our daily routine really helps and that any WIN is a big Win for us these days even if it's Bingo... We are so thankful to have found our friends at the Pyramid Center."
- "I love our small Town and appreciates everything we are doing. She said she wouldn't get this great of service in my old community."
- "Thank you to everyone up there, you are offering some wonderful services at this very difficult time"
- "Just wanted to say thanks so very much for today's online class. Please believe me when I say it was wonderful to see you and have a small part of normalcy again in our lives. It was so much more fun to be focusing on not falling over or hitting the furniture, than listening to the news."
- "I was just thinking this morning that I must let you people know what a great job you are doing keeping in touch with us, offering the exercise programs, celebrating Easter with your Easter bonnet, bunny ears, colourful eggs, etc. We are so lucky to have you creative, energetic people looking out for us, offering so many essential services, keeping us active and engaged. I have always said that I am very happy to have moved to St. Marys but now more than ever!"
- "Having the programs available online is really a highlight of the day. Your familiar voices and faces, and the mentioning of various participants by name it all feels reassuring. Thanks to a great team effort."
- "We wanted to express our warmest thanks for making our world so much brighter"
- "There is such a need for this program"

REVIEWED BY

Recommended by the Department


Stephanie Ische
Director of Community Services

Recommended by the CAO


Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	28 April 2020
Subject:	COR 06-2020 April Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 06-2020 April Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Museum

- Weekly newsletters drafted and circulated electronically to membership
- Research Requests
 - Staff responding to increased volume of research requests since closing to the public. 44 requests for information since March 16.
- Creating online programming for inclusion on PRC Facebook page.
 - Behind the Scenes Archival Tour has 695 views – launched April 10
 - Come into my Kitchen Seminar – launched April 17

Corporate Communications

- Media Relations
 - Issued 15 press releases related to the COVID-19 pandemic
- Website – created three new pages related to the COVID-19 pandemic: COVID-19 page, Business Resources & Directory page and Community Wellness Program page.
- Advertising
 - social distancing ad placed in Independent on March 25 (on behalf of Huron Perth Public Health)
 - 4,000 flyers inserted in April 8 edition of Independent; one side Town-specific COVID-19 information; one side public health information
 - flyer for Community Wellness Program; one side program information; one side public health information (distributed to social housing and through other community partners)
 - Community Wellness Program ad placed in Independent on April 8
 - Adult Learning ad placed on April 14, running for two months

Events

- Homecoming Committee decided that the Homecoming & Heritage event scheduled for July 3, 4 & 5, 2020 will be postponed until July 2-4, 2021.
- Staff continue to monitor the pandemic to inform decisions about other summer events. As summer approaches, events will be confirmed, cancelled or redesigned as pandemic conditions permit.
- Initial planning underway for virtual Canada Day celebration

Economic Development / Tourism / VIA Services

- The St. Marys Train Station closed to the public as of March 18th. The VIA train schedule through St. Marys continues to operate for customers needing to travel.
- Weekly information newsletter drafted and circulated electronically to business community.
- Business Resource page launched on the Town's website listing Government and local financial support program, wellness and educational support for the business community.
- Business and Services Directory launched on the Town's website to act as a resource for the community to know what is open, closed or restrictions on operations.
- Ad placed in the Independent newspaper to help restaurants communicate their take-out options and delivery services. Launched on April 2nd.
- Working with the BIA Board and Finance Dept. on the BIA levy rebate and creation of relief funding for the business community.
- Implementing Community Business Plan

Information Technology

- Responded to 2 separate Fibre breaks. (One from squirrels, one from a break in a splice bucket)
- Rolled out Microsoft Teams and Zoom for video conferencing and group collaboration, began rolling out Office 365 (Capital project)
- Reconfigured council equipment to stream meetings to our Facebook page. Town now has a new YouTube channel which will be used for livestreaming Council and Committee meetings
- Discussed with Building Department, Public Works/GIS, and a 3rd party, on details to move towards electronic building file submissions

SPENDING AND VARIANCE ANALYSIS

\$3,000 - Zoom licensing (for electronic meetings) – COVID-19 expense

\$4,500 – 3 laptops – COVID-19 expense

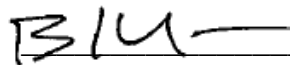
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Corporate Services Statistics for April, 2020 - Social Media Platforms

Platform	Followers	New	Most Popular Posts
Town Facebook	4,701	477 new since March 12	Town declares a State of Emergency (22,528 users reached – all-time record).
PRC Facebook	2,872	356 new since February 13	
Museum Facebook	1,245	31 new since March 16	14,725 people reached (up 182%), 14,286 post engagements (up 819%). Most popular post in March: March 17 photo of Foodland Plaza with 5,365 reached, 119 comments, 12 shares, 314 reactions.
Town Twitter	2,058	38 new since March 14	Closure of skate parks and playground due to COVID-19 (8,964 users reached).
Town Instagram	1,199		
Museum Instagram	451	15 new since March 16	
Picture St. Marys (Online historic photograph collection)	1,052 users in March 2020	Up 54% from 681 users in March 2019	

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Finance

Date of Meeting: 28 April 2020

Subject: FIN 13-2020 April Monthly Report (Finance)

RECOMMENDATION

THAT FIN 13-2020 April Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance projects on hold:

- 2019 Year End has been delayed until May/June
- 2021 Assessment update – Province has postponed the assessment update; further details will follow later this year

Finance activities during COVID-19 Emergency:

- All switchboard calls now coming to Finance department for triage
- Increased accounts payable activity relating to refunding program expenses
- Created processes for receipt of all payments through online banking
- Created online forms for various applications
- Created employee loan program for those employees displaced during COVID-19 emergency
- Researched and created list of COVID-19 financial relief options
- Analyzing and forecasting financial impact of emergency
- Director of Finance has been asked by MFOA to participate on a committee to look at the impact of COVID-19 on municipalities. Part of this will be to put together recommendations to the Province relating to the impact.

SPENDING AND VARIANCE ANALYSIS

COVID-19 Estimated costs included on attached summary

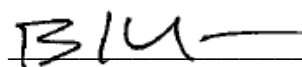
REVIEWED BY

Recommended by the Department



Andre Morin
Director of Finance/Treasurer

Recommended by the CAO



Brent Kittmer
CAO / Clerk

COVID-19 Estimated Costs

Town of St. Marys

updated April 3, 2020

**Estimates Only*

Scenario 1 - Leave Non-Essential after 1 week			Net Costs March 14th to April 5th (3 weeks)	Net Costs to April 6th to April 26th (6 weeks)		Net Costs to April 27th to May 10th (8 weeks)	
Department	Division	Costing Object		Cost In period	Cumulative Cost	Cost In period	Cumulative Cost
Library	Library	Wage Reduction	-9,684	-14,526	-24,210	-9,684	-33,894
Corporate Services	VIA	Wage Reduction	-880	-1,320	-2,200	-880	-3,080
Corporate Services	VIA	Lost Revenue	1,125	2,250	3,375	3,000	6,375
Corporate Services	Crossing Guards	Wage Reduction	-508	-762	-1,270	-508	-1,778
Public Works	Landfill	Lost Revenue	2,500		2,500		2,500
Community Services	PRC	Wage Reduction	-17,654	-26,481	-44,135	-17,654	-61,789
Community Services	PRC	Lost Revenue	56,000	31,500	87,500	5,000	92,500
Community Services	PRC	Cost Reductions	-1,300	-1,950	-3,250	-1,300	-4,550
Community Services	ELC	Wage Reduction	-33,588	-50,382	-83,970	-33,588	-117,558
Community Services	ELC	Lost Revenue	52,500	52,500	105,000	35,000	140,000
					0		0
General	COVID	Emergency Supplies	3,000	10,000	13,000		13,000
General	COVID	Advertising	3,000		3,000		3,000
General	COVID	IT Communications	15,000		15,000		15,000
General	COVID	Professional Fees	5,000	5,000	10,000		10,000
General	Financial Aid	Penalty & Interest cancelation	5,000		5,000		5,000
					0		0
General	Investment Rev.	Reduction in Interest Rate	45,000		45,000		45,000
					0		0
General	Financial Incentive	Estimated cost of Incentives		300,000	300,000		300,000
Cumulative Totals			124,511		430,340		409,726



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	André Morin, Director of Finance / Treasurer
Date of Meeting:	28 April 2020
Subject:	FIN 14-2020 COVID-19 Financial Relief – April 28 Update

PURPOSE

To provide Council with an update on the COVID-19 Financial Relief programs originally tabled at the April 14, 2020 Council meeting.

RECOMMENDATION

THAT FIN 14-2020 COVID-19 Financial Relief – April 28 Update report be received; and

THAT Council direct staff to create a COVID-19 Business Economic Support and Recovery Task Force with final terms of reference to be considered at the May 12, 2020 Council meeting; and

THAT Council extend waiving of penalty and interest on all town accounts, with the exception of property taxes, until July 31, 2020.

BACKGROUND

The Town of St. Marys has dedicated \$300,000 from the tax stabilization reserve to assist with the financial burden being experienced by our citizens and businesses as the COVID-19 pandemic continues to alter day to day activities.

Town Council directed staff to begin looking at various Financial Relief options keeping in mind two main philosophies:

- ensuring that funds are targeted to those people and businesses in financial hardship due to COVID-19
- that the Town's financial relief programs work in conjunction with Provincial and Federal programs

In order to achieve the above, the Town will need to be flexible and take a phased approach as new information becomes available and the financial impacts begin to be fully understood.

Government programs are also continually being announced and modified. For example, the Federal government announced on April 17th that it is working with the Province's to develop a commercial rent program for businesses in need. The details of this program need to be known prior to the Town creating or augmenting its local programs.

REPORT

Staff will provide an update on the COVID-19 Financial Relief programs at least monthly to Council until the end of the emergency.

Below is a summary of the initiatives the Town has already approved:

March 24th – Waive penalty and interest on all Town accounts for 30 days
April 14th – Defer May 28 interim tax due date to June 30 for those unable to pay
April 14th – Eliminate April 1st fee increases – childcare, ice rental, animal tags

Further to those relief programs, the Town has been operating its Community Wellness plan and Business Wellness plan.

The next steps are three-fold

1. Manage immediate needs:

- Staff will continue to report information and costs to the Community Control Group on a weekly basis
- Staff will report monthly to Council and financial measures will be updated as needed
- Finance staff are working with operational staff to refine cost and cash flow projections over longer term periods

2. Collect data and information from our citizens and service partners to better understand the needs in order to create properly targeted programs:

- Staff have partnerships and consistent communication with our community partners (Stratford Social Services, United Way, Food Bank, Happy Valley Health Team, local food providers, etc.) to share information and better understand the needs
- Staff is collecting information directly from the public, with further tools being considered (surveys, webinars)

3. Collect data and information from our businesses to better understand the long-term financial impacts and what will be needed to remain financially sustainable:

- Create a local COVID-19 business economic support and recovery task force
- Sharing information with/from local business associations (BIA, Stratford Tourism, local economic development corporations, Chamber of Commerce, Community Futures)
- Host information sharing webinars

It is important to note that some programs are being put into place immediately; however, some more long-term programs will be created and announced over time. The recovery stage of this pandemic will likely be several months or possibly years.

There are a number of challenges that will need to be addressed as the program details and application processes are developed:

Communication: We need to ensure that those in need are aware of the programs available and have the ability and opportunity to receive those benefits.

Program Intake: We need to ensure that programs are easily accessible, and that confidentiality is properly followed. Staff will work together to develop the guidelines to be used for program intake and approval processes.

Program Stacking: As the programs are developed, a system must be put in place to ensure certain individuals or businesses receive similar benefits from Town programs. Finance staff intends on maintaining all the records for each program and will build processes to review and monitor any duplicate relief.

How much funding is required: The current \$300,000 estimate is based on a review of the high-level information the Town had available. The Town will continue to take steps to mitigate the operating costs related to COVID-19 and regular updates will be provided to Council. Town staff will monitor

funding opportunities as they become available. The final impact will not be known for some time, so flexibility will be important as we move forward.

Monitoring use of program funds: The challenge all governments are currently experiencing is the ease and speed to provide relief versus the accountability in enforcing program guidelines. Staff will try to ensure all programs have proper use of funds procedures.

A summary of the recommendations for Council to consider are:

- Create a COVID-19 task force; if approved, staff will table the terms of reference to be finalized at the May 12, 2020 Council meeting. A draft of the terms of reference are attached to this report. The task force would assist in performing the needs analysis and assessing/recommending funding applications
- Extend waiving of penalty and interest on all town accounts, with the exception of property taxes, until July 31, 2020 which will coincide with Festival Hydro's waiving of penalty and interest on electricity bills – estimated cost is \$3,200 lost revenue in Water and Wastewater budgets; estimated cost of \$500 across tax supported departments

As the Town has moved the next property tax due date to June 30, 2020; there is time over the next month to develop any required property tax deferral programs. Those taxpayers on pre-authorized payment plans are encouraged to call the Town to discuss options regarding those plans.

FINANCIAL IMPLICATIONS

The Town has allocated \$300,000 for financial relief. This pandemic response continues to be fluid and evolving; as such, staff are recommending that \$100,000 be allocated to community support and \$100,000 be allocated to business support. The remaining \$100,000 will be used for costs relating to general financial support and administration of the programs; with the balance placed aside for future consideration; as the needs become clearer. A summary of estimates already committed is shown below:

Estimated Committed Costs			Cost Allocation		
Option #	Description	Cost \$300,000	Community \$100,000	Business \$100,000	All/Other \$100,000
1	Cancel all Penalty & Interest - 30 days	\$5,000			\$5,000
3	Change Property Tax Due Dates	\$0			
12	Eliminate Child care fee increase	\$16,500	\$16,500		
13	Eliminate Ice rental fee increase	\$5,000	\$5,000		
21	BIA - refund 2019 levy	\$0			
22	Community Wellness - Grocery Program	\$0	Received \$5,000 grant from United Way		
23	Community Wellness - General	\$7,500	\$7,500		
TOTAL		\$34,000	\$29,000	\$0	\$5,000

Recommendation

11	Cancel penalty & interest on all Town accounts, except Property Tax, until July 31st	\$3,700			\$3,700
----	--	---------	--	--	---------

SUMMARY

The Town has allocated \$300,000 for COVID-19 relief programs. \$100,000 is being recommending for business relief, with a task force to be created to assist in developing and administering the necessary programs. \$100,000 will be allocated to community wellness and financial support programs being developed by staff. The remaining \$100,000 will be allocated to programs that benefit all sectors, with the majority of the allocation being available to be re-distributed once the financial needs of the community are better known.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Finance Department

Corporate Services Department


Community Services Department

ATTACHMENTS

Draft terms of reference - COVID-19 Business Economic Support and Recovery Task Force

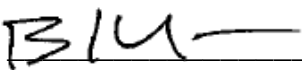
REVIEWED BY

Recommended by the Department



André Morin
Director of Finance/Treasurer

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Business Economic Support and Recovery Task Force Terms of Reference

MANDATE

The Business Advisory Committee shall advise and assist Council and the citizens of the Town of St. Marys on matters relating to business and the COVID-19 pandemic.

The Committee' focus will be supporting the business community during and immediately following the COVID-19 pandemic. The role of the Committee is to assist in advancing the priorities as outlined by Council, the Community Business Plan and Community Financial Relief Plan.

Specific duties of the Committee may include:

1. Review and understand the current COVID-19 financial support/incentive programs offered to businesses and business owners by the Provincial and Federal Governments;
2. Engage with the local business community to understand the challenges facing businesses and their needs to overcome these challenges;
3. Research and make recommendations to Council on local financial programs that should be offered by the municipality to the local business community;
4. Research and make recommendations to Council on how best to support the local business community;
5. Research and make recommendations to Council regarding how to increase existing partnerships and develop new business partnerships.

The Committee will not be responsible for the following:

- Undertaking or directing the daily operations of the Town.
- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Reviewing any matter that may be subject to the Town's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

COMMITTEE STRUCTURE

- 2 Elected Officials as appointed by Council.
- 5 members of the public appointed by Council.
- Eligible members of the public are those who are entitled to be an elector in the Town under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in St. Marys or be a property owner (personal or business).

- Employees of the Town of St. Marys are not eligible to serve on Town committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.
- Eligible members of the public include youth (under 18 years of age) who reside in the Town of St. Marys.
- The Task Force will be supported by municipal staff from a range of departments, including, but not limited to, the Finance Department, Corporate Services Department and Community Services Department.

GENERAL RULES OF OPERATION

The Committee is subject to the control and direction of Council. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedure By-Law. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.

All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.

At the first meeting, the members shall determine the preferred day and time for Committee meetings.

If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

If a member is absent from meetings of the Committee for three successive months without being authorized to do so by a resolution of the Council, the position held by the member will consider to be vacated.

Should a vacancy exist on the Committee during the term, Council may appoint a person to fill the vacancy for the unexpired portion of the term.

ROLE OF COUNCIL REPRESENTATIVES

- The Council Representative is a participating voting member of the Committee
- The Mayor may attend and participate in Committee meetings as ex officio and shall have voting rights in accordance with the Town Procedure By-law.

ROLE OF COMMITTEE CHAIR

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Town's Procedure By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

ROLE OF COMMITTEE MEMBERS

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests and conflict of interest per the requirements of the *Municipal Conflict of Interest Act*.
- Actively participate in carrying out the responsibilities of the Committee.
- Be considered to be voting members of the Committee.

ROLE OF STAFF

- Corresponding with members of the Committee.
- Is without voting privileges.
- Act as the Committee Secretary and give notice of meetings and prepare all associated correspondence.
- Research reports and prepare meeting packages in co-operation with the Chair.
- Preserve all records and correspondence in accordance with the Town Records Retention By-law.
- Act as a resource personnel for Town policies and procedures.

REPORTING REQUIREMENTS

Committee minutes are to be provided to the CAO/Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

FINANCIAL PLANNING

Members of the public serving on the Committee will receive remuneration in the amount of \$20.00 per meeting attended. There will be no remuneration for Council members serving on the Committee.

Reimbursement for travel and other expenses incurred in the performance of Committee duties will be paid in accordance with the Town's policies.

Any financial requirement of the Committee shall be approved by Council prior to expenditure.

FREQUENCY OF MEETINGS

The Committee will meet a minimum of monthly, with the actual frequency to be determined by the Committee once it is seated.

TERM

The term of the Committee shall coincide with the term of the appointing Council. Council may disband this committee once the community has recovered from the COVID-19 pandemic.

DRAFT



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Emergency Services / Fire Department
Date of Meeting:	28 April 2020
Subject:	FD 03-2020 April Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 03-2020 April Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of March (14 February – 15 April 2020) the Fire Department responded to 16 emergency responses most notably:

- Automatic Alarms – 8 (St. Marys), 1 (Perth South)
- Fire -2 – 1 (St. Marys), 1 (Perth South)
- Water Rescue – 1 (St. Marys)
- Unauthorized Open-Air Burning – 1 (Perth South)
- VSA – 1 (St. Marys)
- CO Alarms – 3 (St. Marys)

Average attendance of firefighters per emergency response – 17

Fire Chief attended 3 calls alone.

St. Marys Fire Department has responded to 28 calls for service (01 January – 15 April 2020) compared to 43 (01 January – 15 April 2019).

Fire Prevention

During the month of March (14 February – 16 April 2020) Brian Leverton, Chief Fire Prevention Officer, prior to his departure on COVID leave completed the following:

- 0 Complaints
- 0 Licensing
- 6 Follow Up and ongoing
- 0 Safety Concerns
- 2 requests
- 10 Routine
- 5 Site Visits

Change your batteries in your Smoke and CO alarm program in conjunction with Day Light Saving Time

Operations

Administration offices of the Fire Chief and Chief Fire Prevention Officer have been moved to the Municipal Operations Centre (MOC).

All fire apparatus, rescue equipment and the dispatch office has been successfully moved to the MOC.

Four candidates have participated and successfully passed the second phase of the recruitment process (Job Specific Physical Appraisal).

SPENDING AND VARIANCE ANALYSIS

None

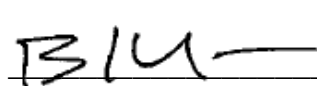
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Human Resources
Date of Meeting:	28 April 2020
Subject:	HR 04-2020 April Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 04-2020 April Monthly Report (Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Recruitment

- Reviewing the status of all open positions to determine the need and the changing timelines based on the current environment.
- Completed online interviews and conditional offers for key seasonal positions to ensure staff are in place for facility openings.

HR Systems

- Created and communicated information (face to face meetings and printed letters) regarding work shortages for staff.
- Continuing to provide support and guidance to management and staff surrounding work-shortages and staff displacements.
- Created a Work at Home policy and associated Work Plan template to facilitate working at home arrangements for staff as appropriate.
- Updated the management Performance Appraisal tool for the 2019 performance management process.

Health & Safety

- Researched and shared various mental health resources for staff (both working and those who are off). Continuing to review resources to share with staff as new options become available.

Payroll

- Generated and electronically filed Records of Employments for staff who are out of the workplace due to COVID-19 related work shortage.
- Prepared invoice to City of Stratford for Childcare Program Assistants.
- Starting to prepare the payroll budget for 2021.

Library Services

- Continuing work on the Annual Survey.
- Creating online programming to help engage library patrons during the closure.

Adult Learning


- Due to the pandemic, the fiscal year end has been extended. This has allowed additional time to review current and future expenditures.
- Reviewing additional options to increase online programming i.e. engaging new learners and facilitating a community information online panel.

SPENDING AND VARIANCE ANALYSIS

None to report.

REVIEWED BY

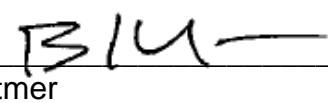
Recommended by the Department



Lisa Lawrence

Director of Human Resources/Acting Library CEO

Recommended by the CAO



Brent Kittmer

CAO / Clerk



MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Public Works

Date of Meeting: 28 April 2020

Subject: PW 27-2020 April Monthly Report (Public Works)

RECOMMENDATION

THAT PW 27-2020 April Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

*** Please note that this monthly report outlines changes made to the Department's operational and capital activities during the COVID-19 pandemic***

General Administration

- Green Committee meetings will transition to virtual meetings in May or June
 - Staff are still moving forward strategic items for the Committee to work on when meetings commence.
 - Active Transportation Network survey to be released in April – seeking public opinion with respect to amenities, surface types, use, and trail locations.
- Continue advancing strategic items
 - Staff are continuing to advance strategic items in the Strategic Plan, reports will be presented to Council when the COVID-19 pandemic begins to recede
- Continue to provide comment to development applications

Environmental Services (Water & Wastewater)

- OCWA crews have been split, one crew dedicated to water and the other to sanitary
- OCWA will continue to perform locate services
- Spring Hydrant flushing will begin the first week of May
- The sanitary system is still receiving a high level of non-flushable items

Solid Waste Collection, Management & Landfill

- Landfill site remains open to contractors and commercial account holders (Tuesday, Wednesday, and Friday), the site remains closed on Saturdays
 - Those who require emergency waste disposal can set up a temporary account and schedule an appointment at the landfill
 - Electronic and hazardous waste will not be accepted
 - Residents are encouraged to use the Town's curbside garbage and recycling collection service

- Leaf & Yard Waste Collection
 - Curbside leaf and yard waste collection, which usually starts in May is now tentatively scheduled to begin July 6
 - The leaf and yard waste depot remains open at the Municipal Operations Centre
- Operators are hauling cover material to the landfill

Public Works Operations (Roads & Sidewalks)

- Operations and Parks staff have been divided into two crews, Crew 1 operating from the Municipal Operations Centre, and Crew 2 operating from the Cemetery
- Staff have completed a review of the annual task list to determine which operations can be completed between April 15 to May 12, 2020 based on a specific evaluation criterion:
 - Is the activity required to address a safety or regulatory requirement?
 - Is service delivery impacted if delayed?
- Street sweeping (using old sweeper – delays may occur due to repairs)
 - Staff are working with the supplier to determine the delivery date of the new unit
- Completing winter sidewalk damage repairs (rolling and topsoil)
- Fleet maintenance is ongoing – converting to spring equipment

Parks, Trails, Tree Management & Cemetery

- Fall 2019, and Spring 2020 tree planting has been deferred to Fall 2020
- Picnic table deployment and portable toilet installation delayed until the re-opening of recreation spaces
- Turf Contract has been revised for 2020 as per the 2019 Service Delivery Review. During the crisis, to limit exposure, contractor has agreed to reduce the frequency of cuts.
- Internal staff are preparing to turnover equipment for spring operations
 - Grass cutting will begin the week of April 20
 - Staff are continuing to review existing operations in an effort to optimize grass cutting practices
- Forestry Maintenance continues
 - Davey Tree and Town staff will complete forestry maintenance on an as needed basis

Capital Projects and Engineering

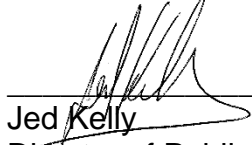
- Staff have reviewed the 2020 capital list to determine which projects can proceed between April 15 and May 12. The decision was made based on three criteria below, with the staff evaluation having been vetted by the Stratford Police:
 - Is the capital work considered critical infrastructure as per O. Reg 82/20?
 - Is there an existing safety issue?
 - Are operations or service delivery impacted if delayed?
- The following projects are going to proceed:
 - Egan Avenue Reconstruction
 - Church Street South Railing
 - Church Street Bridge
 - Water Pollution Control Plant – Waste Activated Sludge
 - Sewage Pumping Station Condition Assessments
 - Landfill Approvals (Ministry of Environment) & if approved, Landfill Environmental Assessment
 - Annual Sidewalk and Concrete Program
 - Installation of Dog Park Parking Lot to complete land transfer

SPENDING AND VARIANCE ANALYSIS

- Increased spending on PPE to comply with COVID-19 measures

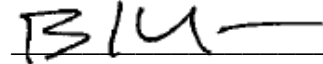
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Administration

Date of Meeting: 28 April 2020

Subject: CAO 22-2020 April Monthly Report (CAO and Clerks)

RECOMMENDATION

THAT CAO 22-2020 April Monthly Report (CAO and Clerks) be received for information.

DEPARTMENTAL HIGHLIGHTS

COVID 19 Pandemic Response

- Within each respective monthly report department heads have provided an update on how their day to day operations have been affected by COVID-19.
- The following are updates and other items for consideration and discussion by Council as they relate to the CAO and Clerks department:
 - Vacation Management
 - Policies have been issued to staff to ensure that they plan for and take their vacation within the 2020 payroll year.
 - Although vacation activities may be impacted by COVID related restrictions, this step is necessary to manage the Town's cost of the pandemic and eliminate the risk of a large vacation balance and the corresponding unfunded liability at the end of the payroll year.
 - Council and Committee Meeting Transparency
 - Ontario Ombudsman reviewed a recent complaint of Township of Russell's process for notifying the public of electronic meetings, but still listing the physical address of their Town Hall despite not opening Council Chambers for public attendance.
 - Staff compared the Ombudsman's findings with the Town's approach. Going forward Town Council agendas will list the electronic link to the livestreamed meeting and will not list a physical address of the meeting location. This approach will allow for Council Chambers to be closed to the public.
 - While the initial Council meetings were livestreamed through the Town's Facebook platform, meetings will livestream through the Town's Youtube channel. This information will be shared with the public through the appropriate mediums. This pertains to Council and Committees of Council meetings.
 - Yard Sales
 - Property Standards By-law 63-2007 permits residents of St. Marys to hold a yard sale on a residential premise on not more than three occasions in each calendar year.

- The yard sale season is upon us which coincides with the current provincial emergency orders including the ban on non-essential work and a ban of public gatherings of more than five people.
- Staff recommend that Council ban the activity of yard sales until further notice.
- Stratford Police Service have been consulted and support staff's recommendation.
- Community Grants Program
 - Upon Council's passing of the 2020 municipal budget, it granted \$42,876.90 to multiple recipients of the Community Grant program in addition to \$10,500 through the general operating budget to the Station Gallery.
 - Appended to this report is an update as of April 22 of the status of each applicant's event. Those events highlighted in red are ones that have confirmed postponement until 2021. Those highlighted in yellow are pending confirmation from the applicant of next steps. Those highlighted in green plan to proceed with the event.
 - Staff recommend that applicants of events postponed until 2021 be directed that 2020 funds are no longer available and to reapply for the 2021 Community Grant program.
 - Staff recommend that funding associated with events that were to occur during the period of provincial lockdown be reduced proportionately from the original approved value to reflect services that were not rendered during the pandemic.
 - Staff recommend that applicants of cancelled events be directed that 2020 funds are no longer available.

Municipal Efficiency and Modernization Review

- KPMG consultants held several electronic meetings earlier in April to gather feedback on the efficiency of the municipality. Meetings included Council and staff representatives in one-on-one format and in focus group settings.
- All staff were invited to complete an online survey hosted by the consultant which asked many of the same questions presented in the electronic meetings.
- The next steps in the project are for the consultant to provide an interim report to the CAO in early May. Following that, further focus groups will be held with SMT to complete the organizational design component of the project. Further focus groups will be held with staff to complete the process efficiency and mapping component of the project.

Strategic Planning and Projects

- Community Transportation Projects:
 - For both the City and County led projects, service contract negotiations are underway with Voyago and local partnership agreements are under negotiation with the partner municipalities.
 - There is a risk that this project could be significantly impacted by the COVID pandemic. The project has already been delayed, and there is a risk that ridership and operating revenues may not materialize once the project is launched.
 - As project leads, the City and the County have reached out to the Province to determine if the deadlines for the project launch and funding can be pushed back due to the impact of COVID.
 - A response from the Province is pending and may impact terms of the agreements under negotiation.

Intergovernmental Relations

- UTRCA Levy Appeal
 - Due to the COVID pandemic, all Ontario tribunals have had their appeal deadlines suspended. As a result, the Town has some flexibility in its timelines and is not bound to the statutory deadline of 30 days.
 - The Township of Perth South has confirmed that they will be a partner in the appeal. At this point in time, Perth East has decided not to be a partner to the appeal, favoring to simply pay 2019 amounts only rather than appeal. Confirmation from South Huron is pending.
 - The Town and Perth South have agreed to jointly retain legal counsel to administer the appeal.
- Community Safety and Wellbeing Plan
 - Initial meeting held in early March with the core team and the consultant to review the workplan. Public consultation was to begin almost immediately however, the provincial declaration of emergency has postponed all consultation until further notice.
 - The deadline for the municipality to complete the Community Safety and Wellbeing Plan is December 31, 2020. Municipalities have been notified that the deadline no longer applies, and the Solicitor General will establish a new deadline, by regulation, at a later date.
- City of Stratford Social Services and Local Social Housing Concerns
 - During the pandemic response, the pilot project originally implemented by City of Stratford Social Services department to visit both apartment buildings on a weekly basis has been put on hold.
 - No concerns have been raised by the public during the pandemic. Stratford Police have not raised concerns either.

Policy and Governance

- 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.
- Research for proposed Refreshment Vehicle By-Law on hold during pandemic response.

Land Sales

- 480 Glass Street (Junction Station)
 - This land sale is still moving forward. The buyer and their lawyer have reviewed the draft agreement and negotiations are ongoing.
- 481 Water Street South (McDonald House)
 - Survey work has commenced to expand the property parcel footprint as directed by Council.
 - Once the Land Registry registers the new property parcel, agreement negotiations will resume.

SPENDING AND VARIANCE ANALYSIS

Legal fees will be incurred for the appeal of the conservation authority levy. The total amount is to be determined, and costs will be split amongst all partners to the appeal.

ATTACHMENTS

1. Community Grant Program Update

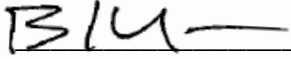
REVIEWED BY

Reviewed by:



Jenna McCartney
Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Requestor	Request	2020 In-Kind	2020 Cash	Response to Pandemic
The Stonetown Show Case	Cash Request: \$5,000 In-kind Request: \$2,000	\$2,000	\$5,000	Postponed until August 2021
Homecoming 2020	Cash Request: \$5,000 In-kind Request: \$2,000	\$2,000	\$5,000	Event postponed to July 2021
CBHFM	Cash Request: \$5,000 In-kind Request: \$2,000	\$2,000	\$5,000	Board to make decision in June
Celebrate St. Marys	In-Kind Request: \$300	\$300		Plan to hold event later in 2020
Goals (Giving Our Adolescents Living Skills)	Cash Request: \$3,138	\$0	\$3,138	Contingent upon student's return to school
St. Marys Kinsmen Club	Cash Request: \$4,000 In-kind Request: \$1,500	\$1,500	\$4,000	No response
St. Marys Minor Soccer	Cash Request: \$1,909		\$1,909	Contingent upon season occurring
The Front Porch Show	Cash Request: \$950		\$950	No response
Giving Tuesday St. Marys	Cash Request: \$550		\$550	No response
St. Marys Lincolns	Cash Request: \$8,565.40	\$0	\$8,565.40	Expensed \$3,700 to date
United Way Perth Huron	Cash Request: \$7,265		\$7,265.00	Proceeding

TOTAL IN-KIND

TOTAL CASH

\$7,800

\$41,376.90

DCVI Scholarship

1500

\$42,876.90

Station Gallery **Cash Request:** \$10,500

\$10,500.00

Not Community Grant funds. Funded through operational budget.

BY-LAW 42-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and St. James Service Club 73.

WHEREAS: St. James Service Club 73 intends to develop, under site plan agreement, the lands legally described as Part Lot 17, Concession 15, Blanshard, Part 8, and Registered Plan 44R3503 St. Marys, hereto being PIN 53234-0083 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) and having the municipal address of 188 Queen Street West;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into a site plan agreement (the "Agreement") with St. James Service Club 73 for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the site plan development;

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

- 1.** That the Mayor and CAO / Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and St. James Service Club 73.
- 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
- 3.** Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
- 4.** This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 28th day of April, 2020.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 43-2020

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 April 28, 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 28th day of April, 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 28th day of April 2020.

Mayor Al Stratheedee

Brent Kittmer, CAO / Clerk