



AGENDA

Regular Council Meeting

May 26, 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 May 26, 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**

None

6. ACCEPTANCE OF MINUTES

- 6.1 Regular Council - May 12, 2020 8**

RECOMMENDATION

THAT the May 12, 2020 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

- 6.2 Special Council - May 19, 2020 18**

RECOMMENDATION

THAT the May 19, 2020 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

- 7.1 Township of Perth East regarding Conservation Authority 2020 Levy 22**

RECOMMENDATION

THAT the correspondence from the Township of Perth East regarding Conservation Authority 2020 levy be received.

- 7.2 Huron Perth Public Health re: Request to Proclaim June as Gay Pride Month 23**

RECOMMENDATION

THAT the correspondence from Huron Perth Public Health regarding a request to proclaim June as Gay Pride month in St. Marys be received; and

THAT Council approve / deny the request from Huron Perth Public Health to proclaim June as Gay Pride month in St. Marys.

8. STAFF REPORTS

- 8.1 Building and Development Services**

- 8.1.1 DEV 29-2020 May Monthly Report (Building and Development) 24**

RECOMMENDATION

THAT DEV 29-2020 May Monthly Report (Building and Development) be received for information.

8.1.2	DEV 13-2020 480 Glass St. Dog Park Expansion	28
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RECOMMENDATION

THAT DEV 13-2020, 480 Glass St. Dog Park Expansion report be received; and

THAT St Marys Town Council move forward with Option Two and keep the size of the Dog Park at its current area of 0.36ha.

8.1.3	DEV 28-2020 - Application for Part Lot Control (Bickell Built Homes) Lot 22, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys	33
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RECOMMENDATION

THAT DEV 28-2020 regarding the Application for Part Lot Control (Bickell Built Homes) for Lot 22 of the Meadowridge subdivision (Phase 2) be received; and,

THAT Council approve By-law 49-2020 affecting Lot 22, Registered Plan No. 44M-70 for a one-year period, ending May 26, 2021.

8.2 Community Services

8.2.1	DCS 13-2020 May Monthly Report (Community Services)	38
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RECOMMENDATION

THAT DCS 13-2020 May Monthly Report (Community Services) be received for information.

8.3 Corporate Services

8.3.1	COR 07-2020 May Monthly Report (Corporate Services)	41
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RECOMMENDATION

THAT COR 07-2020 May Monthly Report (Corporate Services) be received for information.

8.4 Finance

8.4.1 FIN 15-2020 May Monthly Report (Finance) 44

RECOMMENDATION

THAT FIN 15-2020 May Monthly Report (Finance) be received for information.

8.4.2 FIN 16-2020 Investment Policy Statement 46

RECOMMENDATION

THAT FIN 16-2020 Investment Policy Statement report be received; and

THAT Council adopt the Investment Policy Statement.

8.4.3 FIN 17-2020 COVID-19 Financial Relief – May 26 Update 56

RECOMMENDATION

THAT FIN 17-2020 COVID-19 Financial Relief – May 26 Update report be received for information.

8.5 Fire and Emergency Services

8.5.1 FD 04-2020 May Monthly Report (Emergency Services) 61

RECOMMENDATION

THAT FD 04-2020 May Monthly Report (Emergency Services) be received for information.

8.6 Human Resources

8.6.1 HR 05-2020 May Monthly Report (Human Resources) 63

RECOMMENDATION

THAT HR 05-2020 May Monthly Report (Human Resources) be received for information.

8.7 Public Works

8.7.1 PW 34-2020 May Monthly Report (Public Works) 65

RECOMMENDATION

THAT PW 34-2020 May Monthly Report (Public Works) be received for information.

8.7.2 PW 12-2020 Adopting a Public Seedlings Transplant Location 68

RECOMMENDATION

THAT PW 12-2020 Adopting a Public Seedlings Transplant Location report be received; and

THAT Council not adopt a designated location for the purpose of transplanting seedling trees.

8.7.3 PW 21-2020 Public Works Donation Programs 71

RECOMMENDATION

THAT PW 21-2020 Public Works Donation Programs report be received;

THAT Council approve the Tree Donation Program Policy;

THAT Council establish a Forestry Reserve;

THAT Council discontinue the Bench Donation Program; and

THAT Council establish the following guidelines for existing benches:

- Surplus existing non-donated benches along the Riverview Walkway be re-located to alternative locations within the Town of St. Marys at staff's discretion;
- The Town maintain existing donated benches;
- Existing non-donated benches be removed from the inventory as they become in disrepair; and
- When existing donated benches are in disrepair the Town disposes of the bench and re-install the plaques on an existing bench.

- 8.7.4 PW 35-2020 Return Activated Sludge Replacement (Waste Water Pollution Control Plant) 81**

RECOMMENDATION

THAT PW 35-2020 Return Activated Sludge Pump Replacement – Water Pollution Control Plant be received; and

THAT Council authorize staff to proceed with the Return Activated Sludge Pump Replacement at the Water Pollution Control Plant for the quoted price of \$22,051.39, inclusive of HST;

8.8 CAO and Clerks

- 8.8.1 CAO 25-2020 May Monthly Report (CAO and Clerks) 84**

RECOMMENDATION

THAT CAO 25-2020 May 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 49-2020 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 49-2020 Part Lot Control Exemption Lot 22 44M-70 Meadowridge (Bickell) 87**

12. UPCOMING MEETINGS

June 9, 2020 - 6:00 pm, Regular Council, Location TBD

June 16, 2020 - 9:00 am, Strategic Priorities Committee, Location TBD

June 23, 2020 - 6:00 pm, Regular Council, Location TBD

13. CLOSED SESSION

RECOMMENDATION

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

13.1 Minutes CLOSED SESSION

13.2 CAO 26-2020 CONFIDENTIAL Huron Perth Public Health Land Sale Matter

13.3 CAO 27-2020 CONFIDENTIAL Code of Conduct Concerns

14. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____ pm.

15. CONFIRMATORY BY-LAW

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RECOMMENDATION

THAT By-Law 50-2020, being a by-law to confirm the proceedings of May 26, 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.

16. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at _____ pm.



**MINUTES
Regular Council**

May 12, 2020
6:00pm
Town Hall, Council Chambers

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

Council Absent: Councillor Hainer

Staff Present: **In-Person**
Brent Kittmer, CAO / Clerk
Jenna McCartney, Deputy Clerk
Conference Line
Jed Kelly, Director of Public Works
André Morin, Director of Finance / Treasurer
Dave Blake, Environmental Services Supervisor

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2020-05-12-01

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the May 12, 2020 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

In advance of the meeting, Frank Doyle of St. Marys Independent submitted the following questions.

Will any major projects be in jeopardy with the Town not receiving Connecting Links Funding?

Brent Kittmer, CAO, stated that the Town of St. Marys does not qualify for the Connecting Links funding as there are no Town owned roads that abut provincially managed highways.

Regarding the Stratford Police Service COVID-19 response team that will be working in St. Marys, Monday to Fridays, what will the two officers be responsible for on a daily basis?

Brent Kittmer, CAO, stated that the officers will conduct general patrol, receive and respond to any COVID-19 related calls and assist regular deployment units if needed with calls for service.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Ontario Clean Water Agency re: 1st Quarter Report

Renee Hornick of Ontario Clean Water Agency presented the first quarter reports for water and wastewater and responded to questions from Council.

Ms. Hornick introduced Adam McClure as the new Senior Operations Manager for St. Marys as Renee begins to transition out of the position. Ms. Hornick thanked Council and staff for their support during her time in St. Marys as the senior operations manager.

Resolution 2020-05-12-02

Moved By Councillor Winter

Seconded By Councillor Luna

THAT the delegation from Ontario Clean Water Agency regarding first quarter reporting of 2020 for water and wastewater be received.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - April 28, 2020

Resolution 2020-05-12-03

Moved By Councillor Edney

Seconded By Councillor Craigmile

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

CARRIED

7. CORRESPONDENCE

7.1 CN re: Vegetation Control

Resolution 2020-05-12-04

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT the correspondence from CN regarding vegetation control be received.

CARRIED

7.2 Canada Post re: Service Delivery in St. Marys

Resolution 2020-05-12-05

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT the correspondence from Canada Post regarding postal situation in St. Marys be received.

CARRIED

8. STAFF REPORTS

8.1 Public Works

8.1.1 PW 28-2020 Sodium in Drinking Water

Dave Blake presented PW 28-2020 report and responded to questions from Council.

Resolution 2020-05-12-06

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Report PW 28-2020 Sodium in Drinking Water be received;
and

THAT Council direct staff to develop a policy related to sodium in drinking water that will detail notification requirements that will inform the public of ongoing sodium levels within the municipal water supply.

CARRIED

8.1.2 PW 29-2020 Lead in Drinking Water

Dave Blake presented PW 29-2020 report and responded to questions from Council.

Resolution 2020-05-12-07

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT Report PW 29-2020, Lead in Drinking Water be received; and

THAT Council direct staff to develop a formal policy related to lead in the drinking water system that details the process to be followed when lead services are identified, their replacements and the property notification process.

CARRIED

8.1.3 PW 30-2020 Results for Asphalt Resurfacing Tender

Jed Kelly presented PW 30-2020 report and responded to questions from Council.

Resolution 2020-05-12-08

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT PW 30-2020 Results for Asphalt Resurfacing Tender report be received; and,

THAT Council authorizes the acceptance of asphalt pricing received through the County of Perth and authorize staff to proceed with the paving project up to the budgeted dollar value.

CARRIED

8.1.4 PW 31-2020 Church Street bridge Repairs Tender Award

Jed Kelly presented PW 31-2020 report and responded to questions from Council.

Prior to the reading of the staff recommendation, Councillor Winter declared a conflict of interest for this agenda item and 12.1, By-Law 44-2020. Councillor Winter vacated his seat.

Resolution 2020-05-12-09

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT PW 31-2020 Church Street Bridge Tender Award report be received; and,

THAT the tender for the Church Street Bridge Repairs project be awarded to McLean Taylor Construction Ltd. for the bid price of \$210,072.46, inclusive of all taxes and contingencies; and,

THAT Council approve By-Law 44-2020 and authorize the Mayor and the Clerk to sign the associated

CARRIED

Councillor Winter returned to his seat.

8.1.5 PW 32-2020 Grand Trunk Trail Staircase Capital Project Update

Jed Kelly presented PW 32-2020 report and responded to questions from Council.

Resolution 2020-05-12-10

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT PW 32-2020 Grand Trunk Trail Staircase Capital Project Update report be received; and

THAT The Town's Capital Plan be amended to approve \$10,000 for design of the Grand Trunk Trail Staircase and to delay the construction phase of the project to 2021; and

THAT \$100,000 of the 2020 funding for the project be returned to the Town's capital reserve.

CARRIED

8.1.6 PW 33-2020 Concrete and Asphalt Grinding – Capital Project Request

Jed Kelly presented PW 33-2020 report and responded to questions from Council.

Resolution 2020-05-12-11

Moved By Councillor Winter

Seconded By Councillor Edney

THAT PW 33-2020 Concrete and Asphalt Grinding – Capital Project Request report be received; and

THAT Council approve an amendment to the 2020 Capital Plan to include funding of \$110,000 from reserves for processing of concrete and asphalt to refresh the Town’s supply of granular “A” material.

CARRIED

8.2 CAO and Clerks

8.2.1 CAO 23-2020 National AccessAbility Week Proclamation

Jenna McCartney presented CAO 23-2020 report and responded to questions from Council.

Resolution 2020-05-12-12

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT St. Marys Town Council send a letter to the Federal and Provincial Governments and Municipalities long our rail corridor, to recognize the importance of passenger rail service in our community and throughout Canada, the need to maintain service and expand frequency in our and many rural communities allowing better accessibility to a variety of destinations, and also acknowledging a large segment of Canada’s population rely on affordable forms of public transit including passenger trains.

CARRIED

Resolution 2020-05-12-13

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT CAO 23-2020 National AccessAbility Week Proclamation report be received; and

THAT Council proclaim the week of May 31 to June 6 as National AccessAbility Week in the Town of St. Marys.

CARRIED

8.2.2 CAO 24-2020 COVID-19 Pandemic Response and Business Continuity Update (May 12, 2020)

Brent Kittmer presented CAO 24-2020 report and responded to questions from Council.

Resolution 2020-05-12-14

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT Council supports the mandate of the Province of Ontario to open emergency childcare centres that accommodate the needs of essential workers; and

THAT Council directs staff to initiate the application process with the Province of Ontario and the Huron Perth Public Health to open an emergency childcare facility at the Town's existing Childcare Centre in as timely a manner as possible, and ensure that appropriate health and safety protocols are in place to protect staff when delivering the service.

CARRIED

Resolution 2020-05-12-15

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT CAO 24-2020 COVID-19 Pandemic Response and Business Continuity Update (May 12, 2020) be received for information.

CARRIED

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

Mayor Strathdee stated that a number of Committees and Boards will be resuming regularly scheduled meetings to be held virtually in the coming weeks with some having already commenced this week.

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

Resolution 2020-05-12-16

Moved By Councillor Edney

Seconded By Councillor Winter

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

CARRIED

9.1.1 Bluewater Recycling Association - Coun. Craigmile

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

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

9.1.4 Huron Perth Public Health - Coun. Luna

9.1.5 Spruce Lodge Board - Coun. Luna, Pridham

9.1.6 Upper Thames River Conservation Authority

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

9.2.2 Business Improvement Area - Coun. Winter

9.2.3 CBHFM - Coun. Edney

9.2.4 Committee of Adjustment

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

9.2.6 Green Committee - Coun. Craigmile

9.2.7 Heritage Advisory Committee - Coun. Pridham

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

9.2.9 Museum Advisory Committee - Coun. Hainer

9.2.10 Planning Advisory Committee - Coun. Craigmile, Hainer

9.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham

9.2.12 Senior Services Advisory Committee - Coun. Winter

9.2.13 St. Marys Lincolns Board - Coun. Craigmile

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

9.2.15 Youth Council - Coun. Edney

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2020-05-12-17

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT By-Law 44-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

CARRIED

**12.1 By-Law 44-2020 Authorize Agreement with McLean Taylor
Construction Ltd.**

13. UPCOMING MEETINGS

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

14. CONFIRMATORY BY-LAW

Resolution 2020-05-12-18

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT By-Law 45-2020, being a by-law to confirm the proceedings of May 12, 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

15. ADJOURNMENT

Resolution 2020-05-12-19

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourn at 8:05 pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES
Special Meeting of Council

May 19, 2020

*Immediately following Strategy Priorities Committee meeting
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
Jenna McCartney, Deputy Clerk
Conference Line
Trisha McKibbin, Director of Corporate Services

1. CALL TO ORDER

Mayor Strathdee called the meeting to order at 11:38 am.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2020-05-19-SC-01

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the May 19, 2020 special meeting of Council agenda be accepted as presented.

CARRIED

4. CLOSED SESSION

Resolution 2020-05-19-SC-02

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT Council move into a session that is closed to the public at 11:40 am as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

4.1 Business Economic Support and Recovery Task Force Nominations

5. RISE AND REPORT

Resolution 2020-05-19-SC-03

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT Council rise from closed session at 11:57 am.

CARRIED

Mayor Strathdee reported that a closed session was held, and one topic related to personal matters was discussed. Council will consider a number of resolutions in open session related to the matter.

5.1 Business Economic Support and Recovery Task Force

Resolution 2020-05-19-SC-04

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT Council approve By-law 46-2020 for the purpose of establishing the Business Economic Support and Recovery Task Force.

CARRIED

Resolution 2020-05-19-SC-05

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT Council appoint the following members to the Business Economic Support and Recovery Task Force:

a) Allan Stewart

b) Edward Parkinson

- c) Greg Thompson
- d) Scott Taylor
- e) Sue Griffiths, and;

THAT Council appoint the following Council members to the Business Economic Support and Recovery Task Force:

- a) Councillor Edney
- b) Mayor Strathdee, and;

THAT Council approve By-law 47-2020 for the purpose of appointing members to the Business Economic Support and Recovery Task Force.

CARRIED

6. BY-LAWS

Resolution 2020-05-19-SC-06

Moved By Councillor Luna

Seconded By Councillor Winter

THAT By-Laws 46-2020 and 47-2020 be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CONFIRMATORY BY-LAW

Resolution 2020-05-19-SC-07

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT By-Law 48-2020, being a by-law to confirm the proceedings of May 19, 2020 special Council meeting be read a first, second and third time, and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

8. ADJOURNMENT

Resolution 2020-05-19-SC-08

Moved By Councillor Luna

Seconded By Councillor Edney

THAT this special meeting of Council adjourns at 12:00 pm.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk



Township of Perth East

P.O. Box 455, 25 Mill Street
Milverton, Ontario N0K 1M0

Phone- (519) 595-2800
Fax- (519) 595-2801

Ashley Carter, Dipl. M.A.
Municipal Clerk

email – acarter@pertheast.ca

May 13, 2020

Rebecca Clothier, Treasurer/Deputy Clerk/Administrator
Township of Perth South
rclothier@perthsouth.ca

Brent Kittmer, CAO
Town of St Mary's
bkittmer@town.stmarys.on.ca

RE: Conservation Authority 2020 Levy Rate

The Council of the Township of Perth East at their regular meeting on Tuesday May 5, 2020 **approved** the following resolution:

THAT the Council of the Township of Perth East direct staff to provide payment of the Maitland Valley Conservation Authority, Grand River Conservation Authority and Upper Thames River Conservation Authority 2020 Levy Rate;

AND THAT Council appeal the Upper Thames River Conservation Authority 2020 Levy;

AND THAT Council direct staff to provide correspondence to Minister Jeff Yurek, Minister of the Environment, Conservation and Parks, requesting the status of the review of the Conservation Authorities legislation and regulations.

Yours Truly,

Ashley Carter, Dipl. M.A
Municipal Clerk
Township of Perth East

Cc: Jeff Yurek, Minister of the Environment, Conservation and Parks
Randy Pettapiece, MPP

From: Adrienne Adas
Sent: Tuesday, May 19, 2020 3:48 PM
To: Jenna McCartney <jmccartney@town.stmarys.on.ca>
Subject: RE: Gay Pride

Hello,

My name is Adrienne Adas and I am a Health Promoter for Huron Perth Public Health. I work in the Sexual Health program and am hoping that the community of St. Marys will recognize the importance of Gay Pride during the month of June by raising a Pride flag at Town Hall.

Pride month is a symbolic recognition of LGBT history. It is an opportunity to show acceptance and care for people of all genders and sexual diversities.

I know that COVID has been the top priority the last couple months, and it will continue to be a priority in the coming months, but since June is Gay Pride month it would be great to raise the pride flag at Town Hall to recognize and show support for St. Marys LGTBQ residents.

Therefore, I request that the month of June be declared Gay Pride month and that the Gay Pride flag be raised at St. Marys Town Hall for the month of June. Huron Perth Public Health will provide you a pride flag that you may keep in house so that it can be raised again at future occasions and events.

Please contact me if you have any questions regarding this request.

Thank you.

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Building and Development

Date of Meeting: 26 May 2020

Subject: DEV 29-2020 May Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 29-2020 May Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building

- A total of 13 permits were issued in April 2020 compared to 14 the previous year.
- There were 3 new dwelling units issued this month compared to 6 the previous year.
- The total construction values were \$2,829,500.00 compared to \$2,313,500 the previous year.
- The total permit fees were \$11,525.93 compared to \$13,348.44
- A total of 39 appointments were provided by the Building Department during this time period.
- There were no Heritage permits issued during this time period.
- Draft Infill Demolition By-law prepared – present to Council June/July

Planning

- Online/virtual Planning Advisory Committee meeting scheduled for May 25th to consider Zoning By-law Amendment Application for 480 Glass Street (Junction Station) to permit industrial uses including proposed micro-brewery.
- Online/virtual Committee of Adjustment meeting scheduled for May 27th for three minor variance applications: 70 Wilson Court for proposed deck, 126 Millson Crescent for proposed accessory building and 156 Church Street North for proposed porch.
- Town's 'Current Planning / Development Applications' webpage updated to provide additional information including summaries and documents related to Committee of Adjustment applications.
- Transfer of paper files to electronic files for easy access

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
- Town Hall – protective glass at lower level service counter – received pricing, scheduling contractor to perform work.
- COVID 19 – cleaning and sanitizing MOC & Town Hall daily, fogging weekly

- Re-integration of Facilities document being created for when COVID 19 restrictions are lifted
- MOC Shop Window Protective film install on Overhead Doors – received pricing, scheduling of work to be confirmed
- Swan Dust Control – suspended mat service at Town facilities due to COVID 19
- Parks Washrooms – summarizing washrooms so they are ready to open when COVID 19 restrictions are lifted.
- Lind Sportsplex Shower Tiling – acquiring samples of tile and pricing

Facilities – Capital

- 20 Year Capital Plan – working on document
- Cadzow walkways – started installation, work delayed due to COVID 19
- Town Hall Stairs & Lind Retaining Wall– contractor to start work week of May 11
- Cemetery Washroom Project – drawings of layout are being designed
- Museum walkway – waiting on contractor for installation date
- Library Wall – RFQ closed April 14, postponed until 2021
- MOC Shop Exterior Over Head Doors – Project completed
- MOC Wash Bay Wall Cladding – awarded to MCC Contracting, postponed until COVID 19 restrictions lifted
- Lind Sportsplex retaining wall & balcony parging – contractor to start week of May 19
- Lind Sportsplex exterior steel window replacement – awarded to Thames Glass, working on scheduling
- Fire Hall Renovation Project - the contractor took possession of the site May 7.
- MOC Shop Carbon Monoxide Detector Replacement – acquiring quotes
- Energy Efficient Projects – MOC & Library Light Upgrade RFQ written and sent to Finance to be posted
- Lind Sportsplex Foyer Ceramic Tile Replacement – acquiring samples of tile and pricing

PRC Operations

- Hosted blood donor clinic April 27 in Community Centre, with social distancing measures in place. Clinic went very well and feedback from the site supervisor was very positive; next clinic is confirmed for June 1st.
- Spring maintenance and cleaning ongoing with many small projects wrapping up.
- Recovery planning ongoing in preparation to reopen when possible.
- Daily cleaning and sanitization of the facility ongoing due to the building being occupied by staff in support of the Community Wellness Program.

PRC Capital

- Removal of spa has begun. Expected completion mid-June.

SPENDING AND VARIANCE ANALYSIS

As per budget

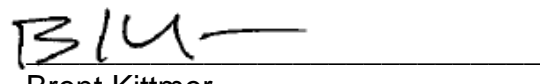
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

As of 2020-04-31

Year	Permit value (PV), Permit (PN), Dwelling unit (DU)	Month												YTD Total	Annual permit fees				
		January	February	March	April	May	June	July	August	September	October	November	December						
2020	PV	\$950,000	\$624,000	\$10,678,320	2,829,500,000													\$15,081,820	\$78,216
	PN (DU)	7 (3)	2 (2)	17 (21)	13 (3)													44 (29)	
2019	PV	\$110,000	\$442,100	\$1,259,500	2,313,500,000	\$2,374,500	\$2,178,800	\$954,000	\$1,364,600	\$1,151,050	\$2,367,950	\$1,485,000	\$750,000					\$16,751,000	\$116,952
	PN (DU)	7 (0)	7 (1)	9 (2)	14 (6)	13 (11)	17 (8)	11 (2)	12 (3)	15 (3)	15 (9)	12 (4)	4 (4)					136 (53)	
2018	PV	\$700,000	\$233,500	\$1,332,500	4,721,000,000	\$4,461,001	\$1,887,100	\$1,984,300	\$644,100	\$2,737,450	\$2,220,500	\$1,561,200	\$393,000					\$22,875,651	\$151,296
	PN (DU)	7 (2)	4 (0)	15 (6)	15 (7)	23 (5)	23 (4)	22 (5)	13 (1)	21 (5)	14 (14)	11 (3)	4 (1)					172 (53)	
2017	PV	\$2,370,100	\$128,350	\$95,380	\$1,204,050	\$1,898,500	\$2,925,138	\$4,725,400	\$1,900,600	\$1,365,800	\$775,000	\$1,377,401	\$60,000					\$18,825,719	\$150,015
	PN (DU)	11 (4)	7 (0)	4 (4)	18 (4)	29 (6)	22 (5)	21 (3)	21 (7)	16 (3)	8 (2)	7 (2)	4 (0)					168 (36)	
2016	PV	\$161,000	\$336,000	\$867,600	\$760,201	\$1,809,000	\$1,511,000	\$1,227,000	\$644,501	\$764,400	\$1,433,500	\$2,215,000	\$2,515,000					\$14,244,002	\$114,897
	PN (DU)	4 (0)	3 (1)	8 (2)	13 (1)	12 (7)	11 (1)	13 (6)	15 (1)	15 (2)	15 (3)	7 (3)	4 (11)					120 (38)	
2015	PV	\$10,500	\$105,502	\$1,741,100	\$784,660	\$1,581,261	\$1,263,000	\$1,518,000	\$807,168	\$997,301	\$592,900	\$597,000	\$597,100					\$10,595,492	\$128,416
	PN (DU)	2 (0)	8 (1)	8 (7)	11 (3)	21 (5)	18 (3)	8 (7)	10 (4)	10 (3)	13 (2)	6 (2)	5 (3)					120 (40)	
2014	PV	\$475,000	\$44,500	\$895,000	\$1,792,000	\$1,544,500	\$2,053,650	\$1,049,500	\$1,004,900	\$1,226,750	\$1,199,001	\$534,200	\$1,449,000					\$13,268,001	\$140,304
	PN (DU)	5 (2)	6 (0)	4 (2)	9 (2)	13 (2)	13 (2)	12 (8)	14 (4)	14 (4)	13 (5)	5 (2)	10 (9)					115 (43)	
2013	PV	\$18,000	\$48,500	\$986,500	\$1,072,500	\$749,220	\$2,223,500	\$964,200	\$663,500	\$804,200	\$1,158,000	\$426,500	\$1,697,500					\$10,762,120	\$108,411
	PN (DU)	2 (0)	2 (1)	5 (4)	10 (2)	11 (3)	13 (8)	10 (4)	9 (2)	8 (2)	11 (5)	4 (1)	8 (8)					93 (40)	
2012	PV	\$518,300	\$25,000	\$610,000	\$522,802	\$784,150	\$3,288,988	\$1,523,500	\$2,586,000	\$659,500	\$736,000	\$700,300	\$477,900					\$12,432,440	\$152,225
	PN (DU)	8 (2)	1 (0)	5 (2)	13 (1)	9 (3)	15 (6)	11 (6)	19 (0)	7 (1)	6 (3)	9 (3)	4 (2)					107 (29)	
2011	PV	\$127,400	\$0	\$1,020,300	\$1,800,000	\$1,171,150	\$2,662,200	\$2,517,490	\$446,500	\$62,500	\$1,359,000	\$805,600	\$25,801					\$11,997,941	\$178,641
	PN (DU)	5 (1)	0 (0)	9 (4)	14 (8)	13 (4)	19 (2)	18 (6)	6 (1)	3 (0)	11 (5)	9 (3)	4 (0)					111 (34)	
2010	PV	\$65,000	\$75,000	\$1,582,000	\$603,800	\$323,700	\$302,300	\$1,570,000	\$4,069,000	\$1,014,300	\$2,226,260	\$1,085,200	\$553,500					\$13,470,060	\$154,284
	PN (DU)	3 (0)	5 (0)	7 (6)	11 (3)	7 (2)	16 (1)	12 (4)	12 (32)	10 (1)	14 (7)	11 (4)	3 (1)					111 (61)	
2009	PV	\$232,500	\$113,450	\$25,100	\$339,500	\$6,197,200	\$792,900	\$611,900	\$7,790,250	\$705,160	\$932,539	\$409,000	\$399,600					\$18,549,099	\$139,164
	PN (DU)	7 (1)	6 (0)	3 (1)	7 (8)	12 (3)	17 (1)	21 (2)	14 (4)	16 (2)	14 (5)	7 (2)	9 (1)					124 (30)	
Monthly average	PV	\$478,150	\$181,325	\$1,753,608	\$1,561,959	\$2,081,289	\$1,917,143	\$1,695,026	\$1,992,829	\$1,044,401	\$1,363,677	\$1,017,855	\$810,764					\$14,904,445	\$134,402
	PN (DU)	5.7 (1.3)	4.7 (0.5)	7.8 (4.8)	12.3 (4.0)	14.8 (4.6)	16.7 (3.7)	14.5 (4.8)	13.2 (5.4)	12.2 (2.5)	12.0 (5.5)	8.0 (2.6)	5.4 (3.6)					118.4 (40.5)	



FORMAL REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: Ray Cousineau, Facilities Supervisor

Date of Meeting: 26 May 2020

Subject: **DEV 13-2020 480 Glass St. Dog Park Expansion**

PURPOSE

To provide Council with enough information to make a decision if the current Dog Park located at 480 Glass St should be expanded and give a detailed update on what is happening in regards to the capping of the existing Dog Park that is currently taking place.

RECOMMENDATION

THAT DEV 13-2020, 480 Glass St. Dog Park Expansion report be received; and

THAT St Marys Town Council move forward with Option Two and keep the size of the Dog Park at its current area of 0.36ha.

BACKGROUND

The Town has a dog park that is located at 480 Glass St which was established in 2010 with an area of 0.36 hectares (0.89 of an acre). During the 2020 Capital Budget discussion Staff submitted a request for \$20,000.00 to complete the fencing at the Dog Park located at 480 Glass St and the request was approved by Council.

On January 21, 2020 during a budget meeting, staff were requested to consider the dog park needs (and need for expansion) while determining the details of the land sale of Junction Station.

REPORT

Since Council's request on January 21, 2020, Town Staff have moved forward on the recommendation of the Town's environmental consultant, that we "cap" the dog park area with 30 cm of topsoil. This is a precautionary measure due to soil sample results from the area of the former spur line at Junction Station. This is an opportune time to complete the work because soils being removed from the Egan Avenue project can be used as the cap materials and reduce the Town's cost of the work. The scope of work includes hauling in over 250 truckloads of material. It is estimated to take approximately 3-4 weeks to move all of the material from its current location of Egan Ave to the Dog Park. The Town will be receiving the material at no cost as the Egan Ave re-construction project revealed large amounts of excess fill that cannot be used for road base. Even though this will take some time to complete, it will fix many of the grading and drainage issues that we had with the dog park prior.

Once all of the required fill is moved in, it will be graded and seeded by a third party contractor. The dog park will reopen once the grass has taken, which will be approximately 6 weeks once the seed is planted. Once complete staff will be able to use a finish mower to cut the grass, currently we are using a flail mower, and it takes longer than it should due to the uneven terrain and obstacles from the existing spur line.

To complete the project, staff have been in discussion with McLean Taylor about limestone seating, and with the Lions Club about sponsoring tree plantings in the park.

With the work that is currently underway at the dog park, now is a good time for Council to consider if they wish to expand the park or leave it status quo. Staff are presenting two courses of action for Council to consider:

- 1- Increase: As per the attachment, “480 Glass St, Dog Park Expansion May 15, 2020:” staff have outlined a section that will increase the dog park by 50% (.16ha) of its current actual size. This would take the dog park from its current size of 0.36ha (.89 acres) to 0.53ha (1.31 acres)
- 2- Status Quo: leave the size of the dog park that it currently is. The majority of comments that we receive on the dog park deal with fencing, other people’s dogs, and drainage. To date, staff have not received any comments from patrons related to the overall size.

FINANCIAL IMPLICATIONS

If moving forward with expansion: \$25,000.00 to \$27,000.00 in addition to the \$20,000 that has been allocated during the 2020 budget process.

- To the expand the Dog Park as proposed it would cost an extra \$20,000 (\$120 per meter of fence x 167m), plus any associated costed,
- \$5,000.00-\$7,000. Contracted services, excavator works and grass seeding
- Trees– donated, staff to complete placement
- Limestone seating –donated, staff to complete placement
- Trucking is included with Egan Ave capital project – (would have cost 10K+ if we weren’t combining the 2 projects)

If remained with Status Quo \$4,000.00-\$6,000.00 in addition to the \$20,000 that has been allocated during the 2020 budget process.

- \$4,000.00-\$6,000. Contracted services, excavator works and grass seeding
- Trees– donated, staff to complete placement
- Limestone seating –donated, staff to complete placement
- Trucking is included with Egan Ave capital project – (would have cost 10K+ if we weren’t combining the 2 projects)

SUMMARY

To expand the current Dog Park located at 480 Glass St, from the existing 0.36ha by 0.16ha or 50% to 0.52ha it will cost approx. \$25,000.00 to \$27,000.00 to do so.

As noted above, to date Staff have not received requests from the public related to increasing the size of the dog park. Given the extra costs that would be incurred, it is staff’s recommendation that Council adopt Option #2, and not expand the dog park

STRATEGIC PLAN

- This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4 Culture & Recreation:

- Outcome: St. Marys' parks are not only a prized asset, they are also a natural gathering place that can be optimized and incorporated into enhancing the cultural profile of St. Marys.
- Tactic(s): Perform an initial assessment of necessary improvements (beautification, accessibility, etc.).

OTHERS CONSULTED

Brent Kittmer-CAO/Clerk

Grant Brouwer-Director of Building and Development

Jed Kelly-Director of Public Works

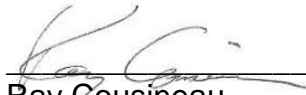
ATTACHMENTS

1-480 Glass St, Dog Park Expansion May 15, 2020,

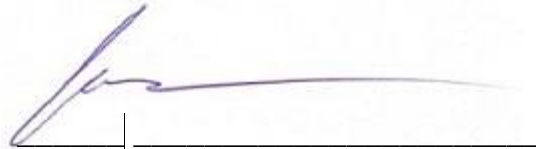
2-480 Glass St, Dog Park Improvements May 15, 2020,

REVIEWED BY

Recommended by the Department

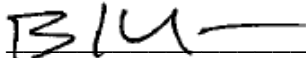


Ray Cousineau
Facilities Supervisor



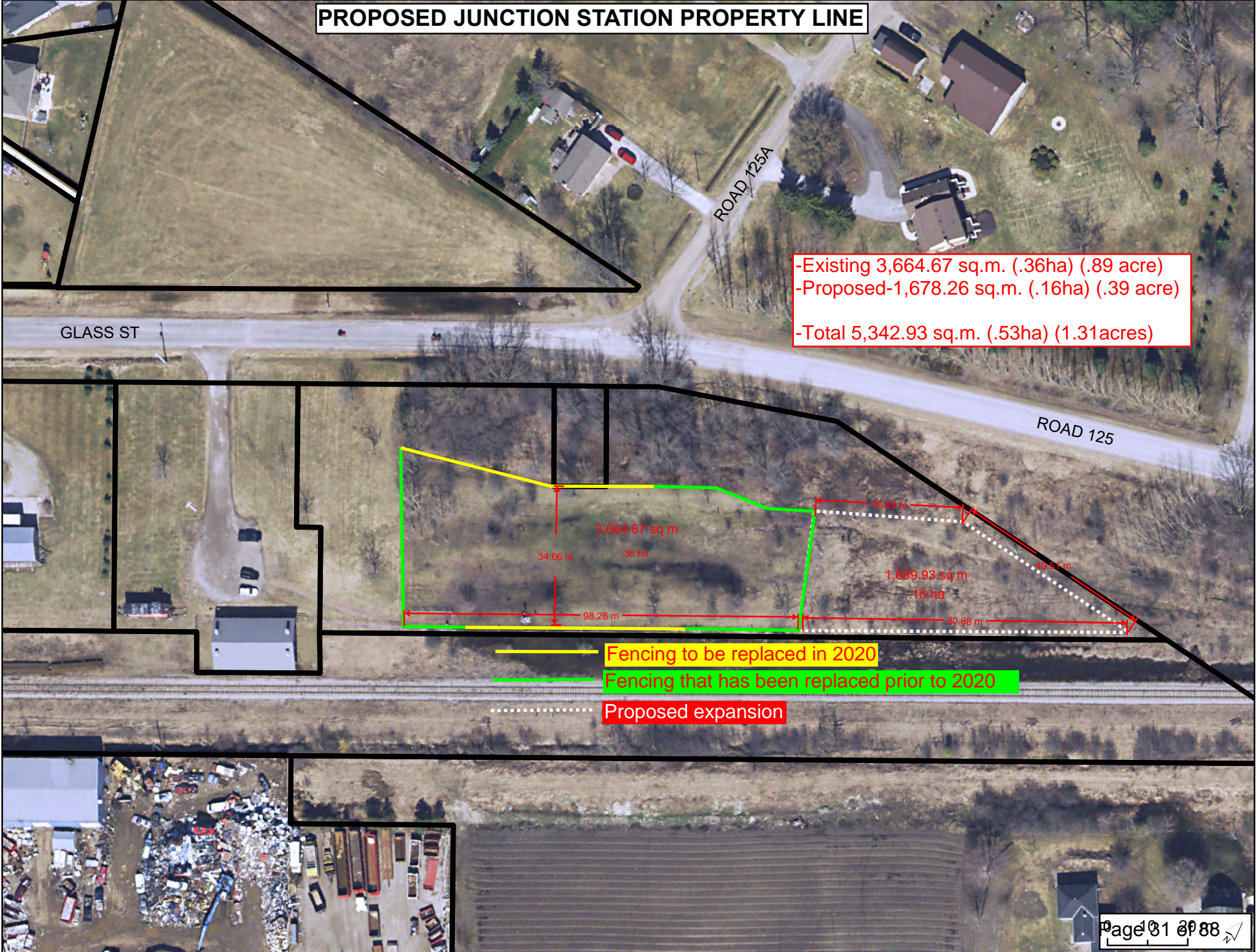
Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

PROPOSED JUNCTION STATION PROPERTY LINE



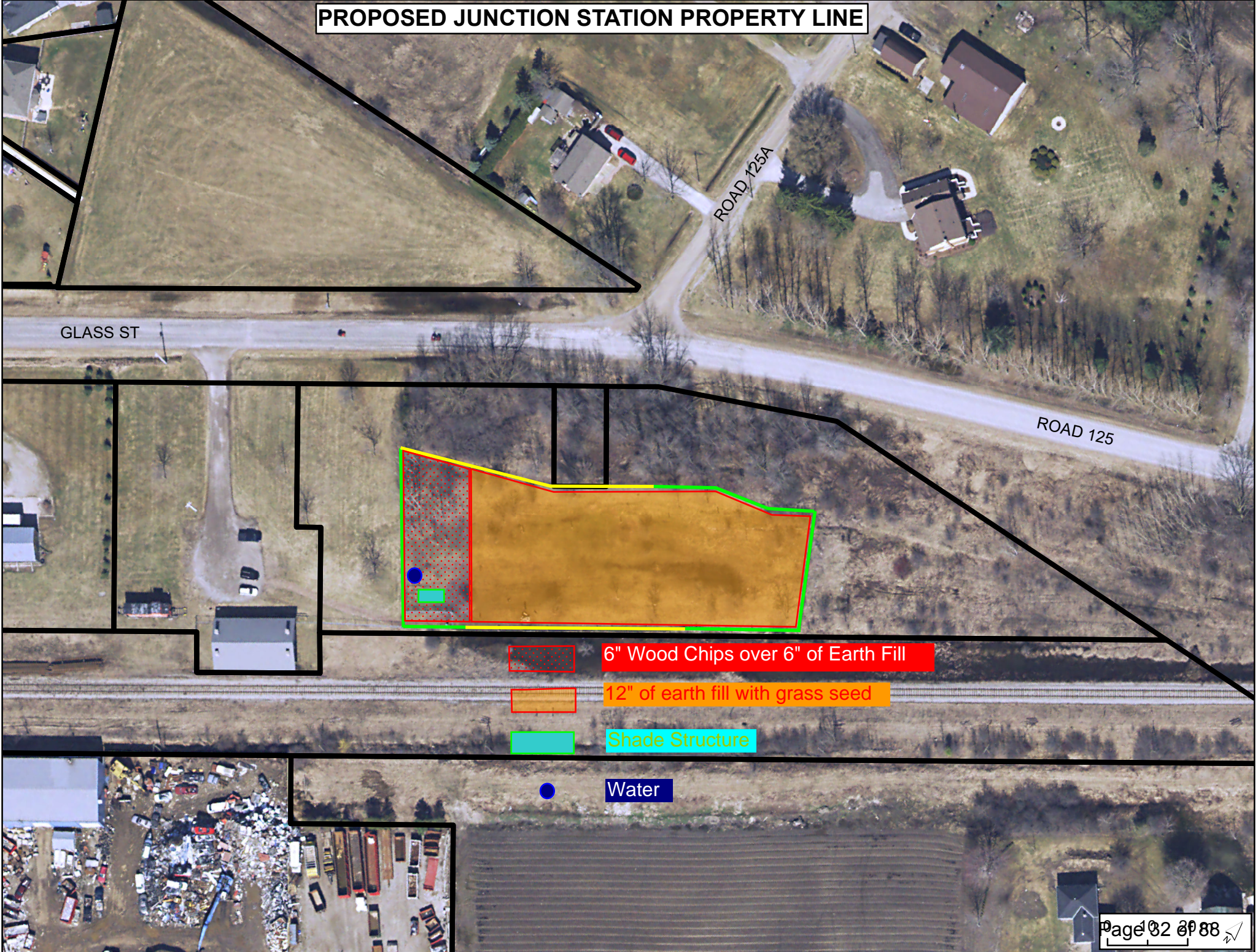
-Existing 3,664.67 sq.m. (.36ha) (.89 acre)
 -Proposed-1,689.93 sq.m. (.16ha) (.39 acre)
 -Total 5,342.93 sq.m. (.53ha) (1.31 acres)

3,664.67 sq m
 .36 ha
 34.66 m
 98.28 m
 1,689.93 sq m
 .16 ha
 36.93 m
 49.51 m
 80.88 m

————— Fencing to be replaced in 2020
 ————— Fencing that has been replaced prior to 2020
 Proposed expansion

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PROPOSED JUNCTION STATION PROPERTY LINE



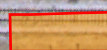
GLASS ST

ROAD 125A

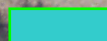
ROAD 125



6" Wood Chips over 6" of Earth Fill



12" of earth fill with grass seed



Shade Structure



Water

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FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: Mark Stone, Planner

Date of Meeting: 26 May 2020

Subject: **DEV 28-2020 - Application for Part Lot Control (Bickell Built Homes) Lot 22, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys**

PURPOSE

The purpose of this report is to provide Council with a summary and recommendations as it pertains to the Application for Part Lot Control for Lot 22 of the Meadowridge subdivision (Phase 2).

RECOMMENDATION

THAT DEV 28-2020 regarding the Application for Part Lot Control (Bickell Built Homes) for Lot 22 of the Meadowridge subdivision (Phase 2) be received; and,

THAT Council approve By-law 49-2020 affecting Lot 22, Registered Plan No. 44M-70 for a one-year period, ending May 26, 2021.

BACKGROUND

Part lot control is a power used by public authorities to prohibit a property owner from conveying a part of a lot from a registered plan of subdivision without approval from the appropriate authority. Section 50(7) of the *Planning Act* provides Council with the authority to exempt or suspend part lot control on parcel(s) of land to allow for further land division by passing a by-law which is registered on title. Exemptions from part lot control are typically requested for semi-detached and townhouse lots due to the difficulty in building common walls between dwelling units precisely along property lines. An exemption from part lot control allows for lot lines to be fixed along the common walls of built foundations/walls.

Council has approved policies for the implementation of exemption from part lot control under certain circumstances, including the creation of parcels for townhouse dwellings. Each by-law must include a lapse date to ensure part lot control is re-instated on the property.

On November 27, 2018, Plan of Subdivision 44M-70 was registered to create 30 single-detached residential lots, 5 lots to accommodate 10 semi-detached units, 6 lots to accommodate 34 townhouse units, and 6 storm water management/walkway/open space blocks.

REPORT

The owner is seeking to subdivide Lot 22 for the purposes of building two semi-detached units along common party walls.

Lot 22 is designated Residential in the Official Plan and zoned "Residential Zone Three (R3)" according to the Town's Zoning By-law which permits semi-detached dwellings.

Provincial and local policies were considered and implemented through the registration of the plan of subdivision and approval of zoning. An exemption to part lot control allows for orderly and appropriate development of this plan of subdivision. The request is consistent with Council's procedures and part lot control implementation guidelines.

FINANCIAL IMPLICATIONS

None

SUMMARY

An exemption from part lot control does not involve a public process under the *Planning Act* and as such, public notification is not required.

As the subject application meets the requirements for part lot control exemption and constitutes good planning, it is recommended that Council approve By-law 49-2020 to exempt part lot control for Lot 22 of Registered Plan 44M-70, for a period of one year.

STRATEGIC PLAN

Not applicable to this report.

OTHERS CONSULTED

N/A

ATTACHMENTS

- 1) General Location and Aerial Map
- 2) Registered Plan 44M-70
- 3) Draft R-plan

REVIEWED BY

Recommended by the Department

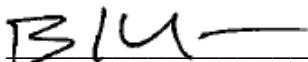


Mark Stone
Planner



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
CAO / Clerk

GENERAL LOCATION & AERIAL MAP

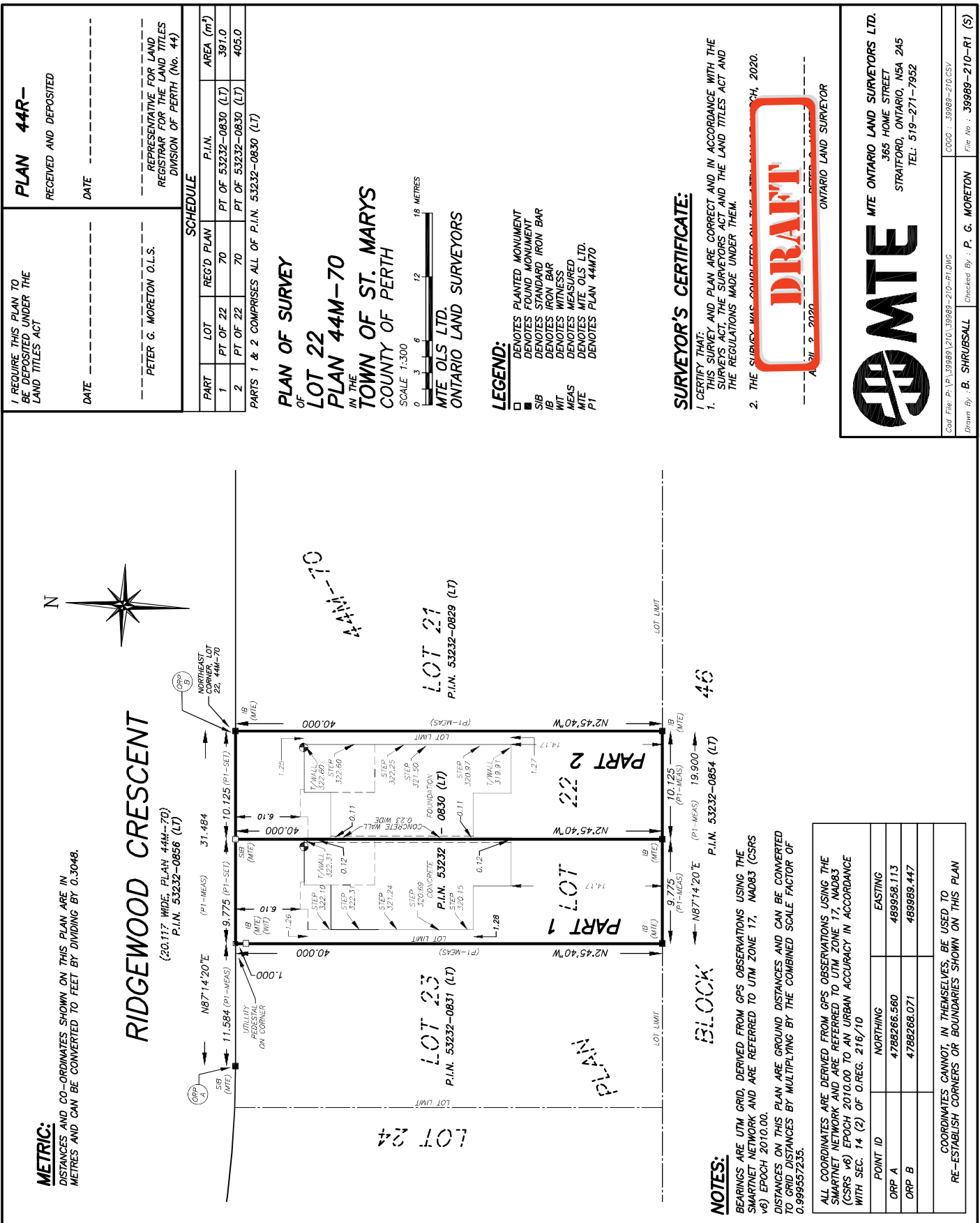
149 and 151 Ridgewood Crescent
Lot 22, 44M-70
Town of St. Marys



Subject Lands



May 14, 2020



MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Community Services

Date of Meeting: 26 May 2020

Subject: DCS 13-2020 May Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 13-2020 May Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Services:

- Researching online Summer Camp options for Camp PRC.
- Looking to start offering online Red Cross programs including Babysitting and Stay Safe.
- Arranging ACTIVENet launch meeting followed by 16 weeks of training. This new software is to create efficiencies at Guest Services as approved in the core services review.
- Continued cancellations and rebooking programs/rentals up to July 3.
- Next Blood donor clinic: Monday, June 1st.
- Staff are working with various Community Support Service agencies on program specific focus groups to ensure that all programs offered are brought back online together following similar best practices.

Community Wellness:

- The PRC Facebook page continues to get more followers.
- The Community Wellness program continues to bring on board new residents.
- Telecommunications program have launched and are going well. Regular programs are being scheduled. Volunteers have been engaged to support and facilitate programs.
- Community Services is partnering with Public Works to offer the Community Gardens under the Community Wellness program. Volunteers and sponsors have been brought on board to reduce the expense that was associated with the program. This program was planned to be discontinued during the 2019 Core Services review.
- Staff are working with the St. Marys United Way Committee to devise a 'Pay it Forward' program in downtown St. Marys. More information to come in June as the program is developed.
- The Community Wellness program has received two rounds of the United Way Urgent Need fund. The first round of funding is supporting grocery subsidy and meal subsidy. The second round of funding was to support a modified Meals On Wheels program. The funds are to be used by June 30th. Staff are working on a partnership program with the Rotary Club to see how these funds can support the current Community Dinner program.

- St. Marys Home Support Services received \$3600 in enhanced Meals on Wheels funding. Staff will be reaching out to local business to see how they can be utilized to support this program. Staff are reaching out to local senior concentrated residences to assess the needs and offer support.

Wellness program analytics:

Date	Program Name	Total View Count	Post Engagement	No. People Reached	Average watch time
4-May	Group Fitness	535	170	1500	1.42/36.03
4-May	group fitness (2)	767	138	1800	0.43/17.23
4-May	Child Programming	610	31	1200	0.20/30.51
5-May	Child Programming	857	31	1629	0.22/4.07
5-May	Chair Yoga	444	71	1200	1.05/46.06
6-May	Group Fitness	517	188	1300	2.57/1.03.04
6-May	Child Programming	783	20	1100	0.21/36.30
6-May	Pop Culture/What to watch	294	6	801	0.14/37.54
6-May	Good news Stories	512	6	992	0.20/14.23
6-May	Minor Soccer video	334	4	681	0.07/1.06
7-May	Group Fitness	555	35	1100	1.14/43.54
7-May	scrapbooking	270	19	879	0.31/32.00
7-May	Child Programming	592	28	1105	0.33/8.28
7-May	bingo	464	45	1000	1.05/43.34
7-May	bingo (2)	484	24	1000	0.33/24.47
8-May	Ask a dietitian/Group fitness	506	136	1200	2.25/57.06
8-May	Child Programming	822	35	1300	0.23/36.02
8-May	Library Tumblebooks	191	1	672	0.04/12.00
8-May	Museum program	456	15	1000	0.08/5.48
9-May	Step Workout	414	14	1000	0.18/5.03
9-May	Upper body exercises	312	15	819	0.18/11.06

TOTAL OF EVERYTHING

10719

1032

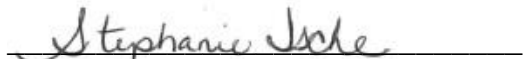
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Emergency Care:

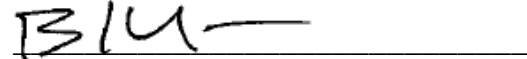
- In the process of working through the steps & protocols necessary to be approved by the Ministry of Education to offer Emergency Child Care at Holy Name School. There are very specific guidelines that need to be followed and approvals from Dr. Klassen, HPPH Emergency Care Coordinator, City of Stratford Social Services, HPCDSB & Ministry of Education that must take place before the program can open. Working with HR to ensure we bring back enough teachers to offer this program. Staff are anticipating it will take 4 weeks to have all measures in place and receive all approvals before we can open (to be open by mid-June roughly)

REVIEWED BY

Recommended by the Department


Stephanie Ische
Director of Community Services

Recommended by the CAO


Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Corporate Services

Date of Meeting: 26 May 2020

Subject: COR 07-2020 May Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 07-2020 May 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. 55 requests for information received in April.
- Creating weekly online programming for inclusion on PRC Facebook page.
- Leading weekly telephone lecture series in partnership with the Friendship Centre.
- Historic photos, information, and activities shared through daily Facebook and Instagram posts.
- Networking with other museums and archives in the province to determine best practices for pandemic recovery.

Corporate Communications

- Media Relations
 - Issued 13 press releases related to the COVID-19 pandemic
- Advertising
 - Adult Learning Online ad placed in Independent on April 14, running for two months
 - General COVID-19 radio ad running on Stratford stations (107.1/107.7) for three weeks
 - Facebook ad for webinar series ran for one week (reached 4,700 users)
- Social Media:
 - 281 new followers on the Town's Facebook page since April 16
 - 6 new followers on the Town's Twitter page since April 16
 - 190 new followers on the PRC's Facebook page since April 16
- Website:
 - 2,430 views of COVID-19 page since April 13
 - 1,653 views of Business Resources and Directory page since April 13
 - 793 views of Community Wellness page since April 13

Events

- 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.
- Planning underway for virtual Canada Day celebration

Economic Development / Tourism / VIA Services

- Launched a partnership with FanSaves Helps to support our local merchants, services and restaurants. FanSaves is an online gift certificate program. People can purchase for themselves or for others including donation to health care workers.
 - To date there are 34 businesses on FanSaves
 - Total money spent towards businesses in St. Marys \$3,880
 - 4 gift certificates were purchased as a donation to the hospital
 - Placing an ad in the Independent Newspaper to continue to promote the program
- Weekly information newsletter drafted and circulated electronically to business community.
- Continue to update the Business Resource Directory on the website
- Drafted communication to tenants in the BIA informing them of the rebate cheques that were sent out.
- Continue to run the full-page ad in the Independent Newspaper to assist businesses with advertising their hours, services and contact information. Launched on April 2nd and featured restaurants and retail operations.
- Developed a tourism and economic development recovery strategy.
- Secured MP John Nater, MPP Randy Pettapiece, Mayor Strathdee and Eddie Mathews for the May 27th Webinar for the business community.

Information Technology


- Replaced failed server UPS at PRC and upgraded Townhall
- Integrated Zoom into the Facebook and YouTube platform to reach a broader audience.
- Continued upgrading town computers to latest window build
- Migrated and upgraded Keystone to new server with current version
- Began departmental migration to cloud based file storage for remote connectivity and file retention improvements

SPENDING AND VARIANCE ANALYSIS

Nothing to Report

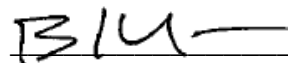
REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Corporate Services Statistics for May, 2020 - Social Media Platforms

Platform	Followers	New	Most Popular Posts
Town Facebook	4,743	281 new since April 16	Town rings bells for victims of Nova Scotia shooting (13,442 users reached).
PRC Facebook	3,096	190 new since April 16	Promotion of Darcy John concert/food bank fundraiser (8,141 users reached)
Museum Facebook	1,353	108 new since April 13	7,982 people reached (down 41% from March),3.923 post engagements (down 65% from March). Most popular post in March: May 2 Town Hall Colouring Page with 2,470 reached, 119 reactions, comments and shares.
Town Twitter	2,064	6 new since April 16	Town flies flags for health care workers (2,387 users reached).
Town Instagram	1,186	13 less since April 13	
Museum Instagram	468	17 new since April 13	
Picture St. Marys (Online historic photograph collection)	1,121 visits in April 2020	Up 31% from 855 users in April 2019	

MONTHLY REPORT

To: Mayor Strathdee and Members of Council
From: Finance
Date of Meeting: 26 May 2020
Subject: FIN 15-2020 May Monthly Report (Finance)

RECOMMENDATION

THAT FIN 15-2020 May Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance projects delayed:

- 2019 Year End Audited Financial Statements
- Asset Management Financial Plan
- Procurement Policy update

Finance April Activities:

COVID-19

- Switchboard being monitored by finance team (call volume remains low)
- Administered BIA levy refund – 84 cheques totaling \$41,223; approximately \$2,200 has been donated back by businesses to BIA COVID relief assistance
- Preparing for the May 3-part Webinar series

Budget:

- 2020 Budget updated in general ledger software
- 2021 budget plan being developed

Finance:

- Normal payment vouchers are reduced (130 cheques, 132 EFTs), however we are now running weekly payments to ensure payment to suppliers are not delayed
- Continued with COVID-19 related refunds
 - Senior services – 32 refunds - \$1,600
 - PRC Camp – 18 refunds - \$1,500
 - Aquatics – 316 refunds - \$13,000
 - Childcare – 132 refunds - \$45,000
- Pre-Authorized payment plans (PAP) for property tax
 - 800 properties on monthly PAP
 - 270 properties on quarterly PAP
 - 5 new additional PAP registered
 - 4 de-activations of PAP
- 11 unique general property tax inquiries regarding COVID financial support have been received

SPENDING AND VARIANCE ANALYSIS

Large potential variance in investment revenue due to Bank of Canada prime rate reductions.

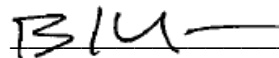
REVIEWED BY

Recommended by the Department



André Morin
Director of Finance/Treasurer

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: André Morin, Director of Finance / Treasurer

Date of Meeting: 26 May 2020

Subject: **FIN 16-2020 Investment Policy Statement**

PURPOSE

To present Council with an investment policy statement for approval.

RECOMMENDATION

THAT FIN 16-2020 Investment Policy Statement report be received; and

THAT Council adopt the Investment Policy Statement.

BACKGROUND

At the March 24, 2020 Council meeting, the Treasurer identified that a formal investment policy statement (IPS) had not yet been adopted by Council. The Town's investments are all consistent with the eligibility and guidelines contained in the *Municipal Act* and regulation 438/97, with the exception of Council adopting a policy.

REPORT

In developing the IPS, the most important section for Council to provide input on is the investment principles and objectives. The draft policy reads as follows:

In priority order, the Fund objectives are:

- Adherence to legal and regulatory requirements in accordance with Section 418 of the Ontario *Municipal Act 2001* ("the Act") as well as Ontario Regulation 438/97. At all times, the Act and its related regulations supersede this policy.
- Preservation of capital. Investments will be limited to high quality short-term money market securities and short-, medium-, and long-term debt obligations.
- Liquidity sufficient for the needs of the Town.
- Sufficient diversification among holdings.
- The tertiary objective of the Fund is to generate a reasonable return on capital on a risk-adjusted basis.

The regulation 438/97 of the *Municipal Act* sets the parameters whereby a Municipality may invest funds not currently required. A recent change to the regulation with respect to “Prudent Investment” allows Municipalities to make investments in a broader range of investment types (for example, corporate stocks) based on prudent investment standards. For the Town, the opportunity would only exist if investments were made through a joint investment board. As part of the 2019 service delivery review, this option was identified as a possible tool to generate more investment income in the long term.

As we have learned working through the COVID-19 pandemic, our financial markets are very volatile, and the cash flows of the Town need to be reliable. As such, if Council agrees with the priority order of the objectives as presented; it would not be recommended to use the prudent investment standard. The recommendation would be to use the more traditional municipal eligible investment guidelines contained in part 1 of the regulation – this would be similar to the investment objectives the Town has historically used.

The attached IPS provides the guidelines and investment constraints the Treasurer would abide by in the management of the investment portfolio. An annual report would continue to be provided to Council.

FINANCIAL IMPLICATIONS

In 2020, the Town budgeted general operating revenues from investment income of \$154,000.

The 2019 total investment returns (both general revenues and reserve fund revenues) totalled \$250,000 and provided a net return of 2.5%.

In the short term, investment returns are expected to decrease due to the Bank of Canada interest rate reduction but should return to normal within a couple of years. For example, prior to COVID-19, bank balances returned interest at an annual rate of 2.40%; currently the annual rate is 0.90%. The negative impact for 2020 may be as high as \$40,000.

Having said that, there are opportunities currently arising whereby large companies are trying to liquidate assets for cash. In an effort to mitigate the lower returns from funds currently held in cash or cash equivalents; we have taken advantage of any good opportunities that become available. The following investments have recently been made:

- \$100,745.66 ICICI Bank of Canada GIC due 05/28/2024 coupon 2.75%
- \$239,700.46 Ontario Savings Bond Fund series 2010 due 06/21/2020 coupon 4.25%
- \$500,000.00 RBC Principle Protected RTN Enhanced Yield due 04/30/2026 coupon min 1.75% to max 6.00%
- \$309,024.38 BMO MTN Fixed 2021 FLT 2026 NVCC due 06/01/2026 coupon 3.20%
- \$199,745.25 Government of Canada Real Return Bond due 12/01/2026 coupon 4.25%
- \$199,125.90 Government of Canada Real Return Bond due 12/01/2021 coupon 4.25%

SUMMARY

The Town of St. Marys is required to adopt an investment policy statement to provide the Treasurer direction relating to the investments on behalf of the Town. An investment policy statement is being presented for approval.

STRATEGIC PLAN

Not applicable to this report.

OTHERS CONSULTED

BMO Nesbitt Burns


RBC Dominion Securities

ATTACHMENTS

Proposed Investment Policy Statement

REVIEWED BY

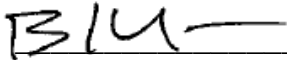
Recommended by the Department



André Morin

Director of Finance/Treasurer

Recommended by the CAO



Brent Kittmer

CAO / Clerk

Investment Policy Statement

1.0 Policy Statement

The purpose of the Investment Policy (the “Policy”) is to formulate those investment principles and guidelines which are appropriate to effectively manage the investments (the “Fund”) of the Town of St. Marys (the “Town”) and to define the management structure, monitoring, and review procedures for the ongoing investment of the assets.

The assets of the Fund shall be invested at all times in an appropriately diversified manner in the context of the purpose of the Fund and in accordance with all applicable legal requirements.

Any external Investment Manager (the “Manager”) providing services in connection with the investment of the Fund shall accept and adhere to this Policy.

2.0 Scope

This investment policy shall govern the investment activities of the Town’s general/operating accounts, its reserves and reserve funds, and its trust funds. This policy applies to all investments made by the Municipality on its own behalf and on behalf of its agencies, boards and commissions (if applicable) and any new funds created by the Town.

3.0 Authority

The *Municipal Act, 2001* (S.O. 2001 c.25) provides in Section 418, the legislative authority for the Town to invest funds in accordance with certain prescribed rules. Section 420 permits the Town to enter into agreements to invest money jointly with other municipalities and prescribed bodies. The prescribed rules governing investments are contained in Ontario Regulation 77/97 and 438/97. Trust Fund investments shall be made in accordance with the assigned responsibilities given to the Town under the *Trustee Act*.

4.0 Investment Principles and Objectives

In priority order, the Fund objectives are:

1. Adherence to legal and regulatory requirements in accordance with Section 418 of the Ontario *Municipal Act 2001* (the “Act”) as well as Ontario Regulation 438/97. At all times, the Act and its related regulations supersede this policy.
2. Preservation of capital. Investments will be limited to high quality short-term money market securities and short-, medium-, and long-term debt obligations.
3. Liquidity sufficient for the needs of the Town.
4. Sufficient diversification among holdings.
5. The tertiary objective of the Fund is to generate a reasonable return on capital on a risk-adjusted basis.

5.0 General Limitations

1. Based on the objectives and subject to the risk tolerance and financial position of the Town, investments will be made in accordance with prudent investment principles.

In addition, investments shall not include options, derivatives or other speculative or leveraged financial instruments except if the financial instrument has been acquired through means such as but not limited to a donation, or as part of a joint venture with affiliated legal entities. If such instruments have been acquired, the Treasurer will determine the appropriate action in terms of:

- a) Continue to hold the investment; or
- b) Liquidate part of the investment; or
- c) Liquidate all of the investment.

Actions will be decided on and taken in accordance with prudent risk and investment management principles. If any such instruments are held by the Town, the Treasurer will review at least annually the position of such investments.

2. Where an investment in the portfolio is downgraded below the required minimum rating, the Manager shall use its best judgment to determine whether the original rating is likely to be restored in under 90 days. If so, the Manager may retain the investment and shall keep the Town informed of its rating. If not or if an investment in the portfolio is downgraded to a rating less than the minimum required rating, the Manager shall take all reasonable steps to liquidate the investment in an orderly fashion with due regard to price and liquidity constraints within 90 days.
3. Ratings must be obtained by the Manager from at least one industry recognized bond rating services (Standard & Poor's (S&P), Dominion Bond Rating Service (DBRS), Fitch, or Moody's). For the purposes of credit limits, in instances where an issuer carries a split rating, i.e. different ratings by different agencies, the higher rating will apply. (See **Appendix 1**).
4. With the exception of Subordinated Debt of Canadian Schedule I and Schedule II banks, securities under a fixed-floating structure, or those carrying a Doomsday Call, securities with embedded option positions are not allowed under this Policy. As per Basel III regulations and the Department of Finance, Domestically Systemic Important Banks (D-SIB) are/will be required to issue debt with common equity conversion features attached in order to be considered towards capital requirements and/or to meet regulatory requirements. These securities, which include Non-Viability Contingent Capital (NVCC) subordinated debenture and senior unsecured debentures under the Canadian bail-in regime, are deemed Qualifying Investments under the policy.

5. The maximum term to maturity at the time of purchase for a non-corporate security is limited to 21 years, while corporate securities have a maximum term to maturity of 8 years. Exception is given for those government securities with a call feature that is expected to be exercised within 21 years by market convention but do have a final legal maturity date beyond 21 years. Corporate securities are also granted this exception using 8 years in lieu of 21 years.

6.0 Specific Investment Constraints

From time to time, and subject to this Policy, the Fund may be invested in any or all of the following investment categories:

Instrument	Maximum Investment	Minimum Rating	Additional Limitations
Cash and Cash Equivalents			
Cash	100%		
High Interest Savings Accounts (HISA)	100%		Max 25% in HISA of a single Schedule I Bank
Guaranteed Investment Certificate (GIC)	100%		Term <= 5 Years Max 25% per Issuer
Treasury Bills			
Government of Canada	100%		
Provinces of Canada	100%		
Corporate Money Market Instruments			
Federal Agency Commercial Paper	100%		
Schedule I & II Bank BA's/BDN's	75%	R-1M	Max 25% per Issuer
Commercial Paper	60%	R-1M	Max 15% per Issuer
Government Bonds			
Government of Canada	100%		
Of Which: Federal Agencies	100%		
Provinces/Territories of Canada	100%		Max 50% per Issuer
Of Which: Provincial Agencies	50%		
Municipal Governments	30%		Max 15% per Issuer
Of Which: Muni. Fin. Authorities	30%		

Corporate Bonds			
Schedule I & II Banks	75%	A-Low	Term <= 8 Years Excludes GIC's/HISA's Max 20% per Issuer
Credit Unions	75%	A-Low	Term <= 8 Years Excludes GIC's/HISA's Max 20% per Issuer
Non-Financial Corporate Bonds	60%	A-Low	Term <= 8 Years Max 10% per Issuer

The fund may only hold securities in Canadian Dollars.

7.0 Reporting Requirements

The Treasurer shall submit an investment report to Council at least annually, including a management summary that provides an analysis of the status of the current investment portfolio. The report will include the following, as per Ontario Regulation 438/97:

- The average mix of the portfolio during the reporting year
- A statement about performance of the investment portfolio during the period covered by the report
- A statement by the Treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investment policies and goals adopted by the Town
- A record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security
- A statement of securities held along with maturity dates and values as of report date
- Such other information that the Council may require or that, in the opinion of the Treasurer, should be included.

8.0 Responsibilities of Treasurer

The Treasurer shall have overall responsibility for the prudent investment of the Town's investment portfolio. The Treasurer shall have the authority to:

- Make investment decisions as well as choice of investment advisor(s), based on a competitive process
- Enters into arrangements with investment advisor(s) and ensures the same has a current copy of policy and Ontario Regulations
- Executes and signs documents on behalf of the Town and perform all other related acts in the day-to-day operation of the investment and cash management program

- Develops and maintains all necessary operating procedures for effective control and management of the investment function and reasonable assurance that the Town’s investments are properly managed and adequately protected.

9.0 Responsibility of Investment Advisor(s)

If an investment advisor(s) is chosen to administer any investments by the Town, they must acknowledge this policy by accepting and signing **Appendix 2** to this policy. An investment advisor must:

- Monitor the investment portfolio to ensure they are appropriately aligned with this policy
- Provide regular (minimum quarterly) reports to the Treasurer on the performance of the Town’s investment portfolio
- Provide advice and assistance with respect to the selection and supervision of the Investment Manager(s) and Custodian
- Shall adhere to policy and regulations and provide, upon request, that these requirements have been met
- Provide advice with respect to investment policies and guidelines, including asset allocation

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved

APPENDIX 1

Credit Rating Equivalents (Investment Grade):

Standard & Poor's (S&P)	DBRS	Moody's	Fitch
AAA	AAA	Aaa	AAA
AA+	AA(H)	Aa1	
AA	AA	Aa2	AA
AA-	AA(L)	Aa3	
A+	A(H)	A1	
A	A	A2	A
A-	A(L)	A3	
BBB+	BBB(H)	Baa1	
BBB	BBB	Baa2	BBB
BBB-	BBB(L)	Baa3	

Short-Term Credit Ratings Equivalents (Investment Grade):

Standard & Poor's (S&P)	DBRS	Moody's	Fitch
A-1+/A-1	R-1 (High)	P-1	F1+/F1
	R-1 (Mid)		
A-2	R-1 (Low)	P-2	F2
	R-2 (High)		
A-3	R-2 (Mid)	P-3	F3
	R-2 (Low)		



Appendix 2

Investment Advisor Acknowledgement

I/We the undersigned, affirm the requirements, constraints, and specifications for the portfolio as set out in the Town of St. Marys' Investment Policy Statement.

Name

Signature

Date

Name

Signature

Date

FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: André Morin, Director of Finance / Treasurer

Date of Meeting: 26 May 2020

Subject: **FIN 17-2020 COVID-19 Financial Relief – May 26 Update**

PURPOSE

To provide Council with an update on the costs and financial relief related to COVID-19

RECOMMENDATION

THAT FIN 17-2020 COVID-19 Financial Relief – May 26 Update report be received for information.

BACKGROUND

Based on the facility closures and decisions over the first 8 weeks of the pandemic; the current estimated costs to the municipality from the COVID-19 pandemic were estimated as follows:

COVID-19 Estimated Costs			
Town of St. Marys			
updated May 13, 2020			
*Estimates Only			
			Net Costs to April 27th to May 10th (8 weeks)
Department	Division	Costing Object	Cumulative Cost
Library	Library	Wage Reduction	-33,894
Corporate Services	VIA	Wage Reduction	-3,080
Corporate Services	VIA	Lost Revenue	6,375
Corporate Services	Crossing Guards	Wage Reduction	-1,778
Public Works	Landfill	Lost Revenue	2,500
Community Services	PRC	Wage Reduction	-61,789
Community Services	PRC	Lost Revenue	92,500
Community Services	PRC	Cost Reductions	-4,550
Community Services	ELC	Wage Reduction	-117,558
Community Services	ELC	Lost Revenue	140,000
			0
General	COVID	Emergency Supplies	13,000
General	COVID	Advertising	3,000
General	COVID	IT Communications	15,000
General	COVID	Professional Fees	10,000
			0
General	Investment Rev.	Reduction in Interest Rate	45,000
			0
General	Financial Incentive	Estimated cost of Incentives	300,000
Cumulative Totals			404,726

In analyzing our actual revenues and projections to date, we appear to be on track with the above noted estimates.

REPORT

Cost Implications:

There remain many unknowns as the Province of Ontario begins to re-open. We also know that if and when the Town begins to open its facilities, there may be further cost implications (cleaning and sanitization, barriers, etc). Alternatively, there are also cost savings that can be realized. As previously discussed, it is very difficult to estimate the potential municipal financial impact to 2020 and 2021 but it is important to try to establish some baselines. In creating our baseline, we need to create a reasonable “worst case” scenario taking into account our cost reductions and cost increases.

The Town has taken many steps to mitigate its variable costs through 2020. As well, there are other cost savings inherent with the current environment. Some of these reduced costs are listed below:

- Reduced staffing levels
- Re-allocation of displaced staff to necessary functions
- Reduced programing costs
- Reduction of travel, professional development, and other discretionary costs
- Reduced utility costs
- Reduced cost of fuel

In order to develop a possible “worst” case cost scenario, staff have developed a scenario costing based on the following assumptions:

- Facilities would be open on September 1st with 50% capacity
- 50% revenues would be recognized
- No government transfers for COVID-19 mitigation
- Estimated cost efficiencies and savings included
- Increased costs for COVID-19 measures

It is important to note that these are high level estimates only at this point and will continue to be refined as better information is known.

Based on this scenario, the 2020 impact is expected to be approximately \$475,000. With the addition of the \$300,000 committed to COVID-19 financial relief, the potential total impact could be as high as \$775,000.

The summary of the revenue and expenditure impact is below. As well, a more detailed chart with comments is included as an attachment.

The largest impact would come from opening the childcare centre with our full staff compliment but only receiving half the normal revenue. This impact is expected to be \$380,000. This estimate is highly unpredictable as the parameters are not yet known; as well, the government has announced possible financial assistance, but those details are also not yet known.

Conversely, the closure of the Library will result in a significant net savings to the Town. While the Library is a separate entity, historically, surpluses and deficits flow through the Town general accounts.

Recreation programs and Facilities is where the other significant revenue losses are contained, however, significant cost reductions are expected to mitigate a large portion of the lost revenue.

As we develop our re-opening plans, these estimates will be updated to reflect the operating parameters required and the revenue/fee estimate revisions. Council will be provided with more detail analysis for those services with significant anticipated financial impacts before final decisions to restore full service is completed.

Town of St. Marys

HIGH LEVEL ESTIMATES FOR DISCUSSION PURPOSES

Assumption - Open facilities at 50% capacity Sep 1st

+ = positive impact to budget

- = negative impact to budget

	2020 Approved Budget	2020 Estimated Revenue Impact	2020 Estimated Expense Impact	Net Impact
CORPORATE SERVICES				
CORPORATE ADMINISTRATION	565,080	0	14,500	14,500
INFORMATION TECHNOLOGY	209,279	0	0	0
COMMUNICATION, HERITAGE, ECONOMIC DEVELOPMENT	450,043	0	0	0
MUSEUM	99,511	-17,109	16,523	-586
TOTAL CORPORATE SERVICES	1,323,913			13,914
COMMUNITY SERVICES				
RECREATION	542,668	-371,717	305,306	-66,411
CHILDCARE	228,927	-851,000	470,500	-380,500
HOME SUPPORT	0	0	0	0
TOTAL COMMUNITY SERVICES	771,595			-446,911
FINANCE				
TAXATION	-12,731,779	0	0	0
COUNCIL	143,347	0	4,500	4,500
EXTERNAL TRANSFERS	1,657,736	0	0	0
POLICE	1,147,600	0	0	0
TREASURY	2,845,617	-53,200	1,500	-51,700
TOTAL FINANCE	-6,937,479			-47,200
FIRE	566,251	-6,000	23,600	17,600
HR & BENEFIT ADMIN	334,847	0	11,350	11,350
LIBRARY & ADULT LEARNING	431,975	0	66,800	66,800
PUBLIC WORKS				0
PUBLIC WORKS OPERATIONS	1,710,984	0	8,615	8,615
FLEET	0	0	10,000	10,000
TOTAL PUBLIC WORKS	1,710,984			18,615
DEVELOPMENT				0
BUILDING & PROPERTY STANDARDS	275,491	0	0	0
FACILITIES	1,522,423	-176,500	138,000	-38,500
TOTAL DEVELOPMENT	1,797,914			-38,500
TOTAL TAX LEVY FUNDED	0			-404,332

COVID-19 Direct Costs

-71,000

-475,332

Financial Relief

-300,000

TOTAL ESTIMATED 2020 DEFICIT

-775,332

Financial Assistance:

The first of three webinars was hosted on May 13th. We are hopeful to receive further input and information from the public and businesses at the May 20th and May 27th webinars. Based on that information, further recommendations will be provided to Council.

Currently, we are receiving a limited number of requests for financial assistance. This likely speaks to the substantial initiatives being taken by the Federal and Provincial governments. As previously discussed, many of the Town's support programs will be necessary more in the mid and long term; with the senior levels of government providing short term supports.

SUMMARY

The Town of St. Marys estimates that the impact on the 2020 fiscal budget could be as much as \$475,000; with an additional \$300,000 previously dedicated to financial relief. This is based on a scenario assuming the Town opens its facilities on September 1st and only receives 50% of expected user fee revenues. The estimates include both savings and costs based on the best available information to date. These estimates do not account for any potential government relief programs to the municipality and are subject to change once the opening plans and parameters are fully known.

STRATEGIC PLAN

Not applicable to this report.

OTHERS CONSULTED


SMT

ATTACHMENTS

2020 Estimated Deficit – May 14th

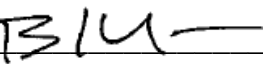
REVIEWED BY

Recommended by the Department



André Morin
Director of Finance/Treasurer

Recommended by the CAO



Brent Kittmer
CAO / Clerk



MONTHLY REPORT

To: Mayor Strathdee and Members of Council
From: Emergency Services / Fire Department
Date of Meeting: 26 May 2020
Subject: FD 04-2020 May Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 04-2020 May Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of May (15 April – 15 May 2020) the Fire Department responded to 10 emergency responses most notably:

- Automatic Alarms – 4 (St. Marys)
- Fires – 2 - 1 (St. Marys), 1 (Perth South)
- Unauthorized Open-Air Burning – 2 - 1 (St. Marys), 1 (Perth South)
- VSA – 1 (St. Marys)
- Pre-Fire Condition – 1 (St. Marys)

Average attendance of firefighters per emergency response – 21

Fire Chief attended 0 calls alone.

St. Marys Fire Department has responded to 37 calls for service (01 January – 15 May 2020) compared to 48 (01 January – 15 May 2019).

Fire Prevention

Brian Leverton, Chief Fire Prevention Officer has been placed on leave due to COVID-19. CFPO and Fire Chief are working on a return to work program and how to institute fire inspections and public education programs.

Operations

Fire Chief has been reformatting and updating 153 Standard Operating Guidelines.

Updating a new Fireworks By-law.

SPENDING AND VARIANCE ANALYSIS

SmartDummy Rescue Mannequin – AJ Stone - \$4,055.57 Enbridge Gas Company has provided the St. Marys Fire Department with a \$3,000 Grant to help cover some of the cost.

Portable Pump, 20hp Kohler Engine – AJ Stone - \$6,422.92 – Capital Budget

Portable Honda EB 4000 Generator – Hully Gully – \$2,350.40 – Capital Budget

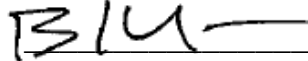
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Human Resources

Date of Meeting: 26 May 2020

Subject: HR 05-2020 May Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 05-2020 May 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.

HR Systems

- In conjunction with the Community Services department, engaging childcare staff as we work to bring them back to work to provide emergency childcare.
- Continuing to provide support and guidance to management and staff surrounding work shortages and staff displacements.
- Assisted with Vacation Management tracking (ensuring staff have 75% of their entitlement booked).
- Audited and updated the Master & Picture Organizational Charts.

Staff Engagement

- Working with STEAM to engage staff in a workplace campaign for the Salvation Army Food Bank.
- Celebrated the end of the 100 Day Challenge. A total of 23 staff started the challenge with 12 completing it on May 19th.

Health & Safety

- Met with all JHSCs, health and safety reps and various other employees to create Health and Safety Recommendations for re-opening / returning to work.
- 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.
- Audited the JHSC members' term schedules and Certification expiry dates.
- Compiled the health & safety incident reporting for month of April.

Payroll & Benefits

- Assisted the Finance department with calculating COVID-19 saving projections.
- Assisted with Cowan Insurance Renewal information (Crime coverage) re: Employee Benefits & Pension.
- Continued work on the 2021 Payroll Budget preparation.
- Updated Equitable Life benefit coverage for active staff with 2020 COLA increase for June billing accuracy.

Library Services

- Creating a recovery plan which includes curbside pickup/delivery. This included meeting with Perth County Information Network (PCIN) to ensure consistency among the local library networks.
- Continuing work on the Annual Survey.
- Creating online programming to help engage library patrons during the closure.

Adult Learning

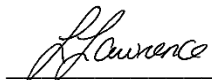
- Submitted the annual End of Year Report to the Ministry of Labour, Training and Skills Development.
- Partnering with the Town, facilitated a community focused webinar that highlighted personal finance, education, and wellness issues related to the COVID-19 pandemic.
- Reviewing additional options to increase online programming i.e. engaging new learners, issuing a survey of current learners.

SPENDING AND VARIANCE ANALYSIS

None at this time.

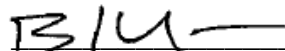
REVIEWED BY

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: 26 May 2020

Subject: PW 34-2020 May Monthly Report (Public Works)

RECOMMENDATION

THAT PW 34-2020 May Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- Green Committee meetings will resume June 24, 2020
 - Committee to review the results of the Active Transportation Survey
 - Green Committee meetings are not held in July or August – will discuss with the Committee to consider having summer meetings
- Perth County Winter Optimization Study
 - The Town is continuing to participate in the County-wide study and has submitted information about the Town's winter maintenance activities to the consultant
- Active Transportation Master Plan
 - Survey released on April 29, 2020 and closed on May 13, 2020 – 298 surveys completed
 - Staff will begin reviewing the data to create next steps for the Green Committee
- 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

Environmental Services (Water & Wastewater)

- Spring Hydrant flushing will begin the first week of May
- Correcting legacy issue of municipally assumed watermain on private property
 - Preparing and distributed easement agreements for signature
- Updating water system map
 - New subdivision segments

Solid Waste Collection, Management & Landfill

- A phased landfill re-opening plan has been developed
 - May 1 to May 18th – landfill site remains open to contractors and commercial account holders and emergency appointments (Tuesday, Wednesday, and Friday)
 - May 19 – landfill site opens for the general public
 - The landfill will not be accepting electronic or hazardous waste to reduce possible cross contamination

- The landfill will only be accepting charge (for those with accounts), debit or credit. Cash will not be accepted during this time
 - Number of vehicles in the site at one time will be restricted
 - The landfill will remain closed on Saturdays
- Leaf & Yard Waste Collection will begin as normally scheduled for the Monday of the Victoria Day Weekend
 - Materials will only be accepted in paper bags or bundles
 - No reusable containers will be collected
 - Contractor has put COVID-19 management protocols in place

Public Works Operations (Roads and Sidewalks)

- The Department continues to determine which operations can be completed. The Town will have external contractors completing the following operations in May and early June:
 - Catch basin cleaning
 - Sign retro reflectivity testing
 - Asphalt patching
- Street sweeping
 - As of May 11, two rounds have been completed
 - Anticipate the new sweeper to be delivered in late June
- Completing winter sidewalk damage repairs (rolling and top soiling)

Parks, Trails, Tree Management & Cemetery

- Forestry Maintenance
 - Davey Tree and Town staff will complete forestry maintenance on an as needed basis
 - The number of tree inspection requests is down from previous years
 - The Town is now utilizing the tree inventory to help guide removal priorities in Town to improve the health of the urban forest
 - Stump grinding will be ongoing
 - Tree planting will be completed in May
- Parks
 - Picnic table deployment has been delayed until the re-opening of recreation spaces
 - Portable Toilets will not likely be deployed in 2020 – most portable toilets are deployed in conjunction with recreation activities which are not anticipated to run in 2020
 - Limited number of garbage cans deployed throughout Town
- Turf Maintenance
 - Turf maintenance continues to be completed by St. Marys Landscaping and Town staff
- Cemetery
 - April 15 to 30
 - 2 traditional burials (1 with a vault), and 1 cremation burial
 - 2 interment rights sold (Section E)
 - Collaborating with the Community Service Department to restart the community gardens program – working to determine COVID-19 measurements and how to reconfigure the program
- Sparling Bush
 - Town is working with Upper Thames River Conservation Authority to implement the items identified in the Sparling Bush Plan for 2020
 - Will tarp and pull invasive dog strangling vine and periwinkle – anticipated to be completed in May or June
 - The Town will continue to work through the other items identified in the Plan

Capital Projects and Engineering

- Egan Avenue Reconstruction - Ongoing
 - Completion – ETA Late June
- Church Street Bridge
 - Project start ETA Mid-July
 - Church St. Bridge will be closed , detour via Wellington St.
- Water St S Culvert Repairs
 - Project start ETA Mid-July
 - Water St. S – Alternating lanes

SPENDING AND VARIANCE ANALYSIS

None.

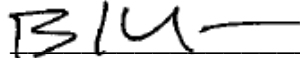
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: Morgan Dykstra, Public Works Coordinator

Date of Meeting: 26 May 2020

Subject: **PW 12-2020 Adopting a Public Seedlings Transplant Location**

PURPOSE

To report back to Council regarding adopting a public seedlings transplant location.

RECOMMENDATION

THAT PW 12-2020 Adopting a Public Seedlings Transplant Location report be received; and
THAT Council not adopt a designated location for the purpose of transplanting seedling trees.

BACKGROUND

The Town recognizes trees are important and is actively working towards increasing the tree canopy on town-owned property.

Tree Canada advocates that many benefits can be drawn from trees, including but not limited to:

- Make the air more breathable by reducing particular matter
- Reduce noise pollution
- Increase traffic safety on tree-lined streets by making the streets appear narrower
- Capture carbon and become carbon 'sinks' which reduce the Greenhouse Effect
- Help prevent soil erosion, which prevents water pollution
- Shade asphalt, making streets and parking lots cooler and extend the life of the asphalt

For more facts, please visit Tree Canada's website: <https://treecanada.ca/resources/benefits-of-trees/>

The planting of trees can improve the quality of life in the Town of St. Marys. Recognizing this, the Town of St. Marys Council approved By-law 85 of 2018 on October 30, 2018, being a by-law to adopt the Forestry Management Plan for the Town of St. Marys.

The Town of St. Marys Council directed staff to investigate the feasibility of designating town-owned land for town-residents to transplant tree seedlings.

REPORT

During Council's priority setting session in April 2019, Council discussed the park naturalization strategy recommended by the Recreation and Leisure Master Plan. Council provided verbal direction to Staff to research the following corporate priority:

As a part of the ongoing park naturalization research, consider creating an area for residents to transplant tree seedlings from their property.

This priority was assigned to the Public Works department and the Green Committee. At the Green Committee's January meeting, the Committee discussed the merits of adopting a public seedlings transplant location in St. Marys.

After discussing the proposal, the Committee made the following recommendation:

Resolution: GC-2020-01-05

Moved By Fred Stam

Seconded By David Vermeire

THAT PW 05-2020 Public Seedlings Transplant Location report be received; and

THAT the Green Committee recommend to Council:

THAT Council not adopt a designated location for the purpose of transplanting seedling trees.

Carried

The justification for the Committee's recommendation not to adopt this initiative is that the proposed seedling transplant program would be inconsistent with the Town's Forestry Management Plan.

Section 2.2 of the Plan discusses the enhancement of the Town's urban forest and canopy. A key statement within this section acknowledges that,

"The Town is committed to planting more trees to enhance the canopy but will focus on better planting practices to ensure the quality and longevity of the new trees ultimately fostering a balanced and sustainable urban forest"

There are concerns that the actions undertaken at the transplant site would not meet the objectives of the above statement.

First, the Forestry Management Plan speaks to the development of a young tree, and several actions that shall be undertaken when planting a tree such as wrapping, mulching, staking and watering. It is unlikely that the tree planters will complete the development process, therefore, the onus will be on staff to ensure the survival of the tree. Thus, parks/forestry staff would have to actively monitor the trees at this location while undertaking other duties (parks maintenance, garbage, pruning, tree watering, and trail maintenance).

Also, the Forestry Management Plan includes a species list that promotes native and non-invasive species. It is unlikely that trees planted in the proposed seedling transplant location would fully follow the approved tree species list. Learning from experiences with Sparling Bush, an unmanaged urban forest location risks the proliferation of invasive species or disease susceptible trees that can be costly or have detrimental impacts on the location's ecosystem.

FINANCIAL IMPLICATIONS

If established, staff time and materials and supplies would be required to sustain the growth of the trees. Furthermore, there is the risk of invasive species destroying the ecosystem, efforts have been undertaken at Sparling Bush to mitigate invasive species with approximately \$10,000 to be spent in 2020 to rectify the destruction and eliminate the invasive – such efforts may also be required at the proposed location.

SUMMARY

Staff and the Green Committee investigated the feasibility of establishing a designated location for the transplanting of tree seedlings.

There are benefits to planting trees and encouraging the general populace to actively contribute to the tree canopy, however designating a location for the purpose of transplanting trees is in contradiction to the intentions of the Town's Forestry Management Plan and may have adverse affects. Therefore, the

Town's Green Committee and staff recommend that Council not adopt a designated location for the purpose of transplanting seedling trees.

While this report recommends that the Town not adopt a public place for growing trees, Report, PW 21-2020 Public Works Donation Programs offers an alternative proposal for the public to contribute and participate to enhance the Town's tree canopy.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4: Culture and Recreation
 - Outcome: St. Marys' parks are not only a prized asset, they are also a natural gathering place that be optimized and incorporated into enhancing the cultural profile of St. Marys.
 - Tactic(s): Investigate implementing a forestry and tree management policy for the Town.

OTHERS CONSULTED

Green Committee – *Town of St. Marys*

John Hahn, Parks Operator A

Todd Thibodeau, Supervisor of Public Works

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department

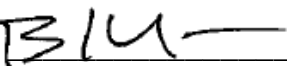


Morgan Dykstra
Public Works Coordinator



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: Morgan Dykstra, Public Works Coordinator

Date of Meeting: 26 May 2020

Subject: **PW 21-2020 Public Works Donation Programs**

PURPOSE

To present Council with information regarding the Department's current donation programs and seek Council approval to overhaul the delivery of those programs as proposed in the report.

RECOMMENDATION

THAT PW 21-2020 Public Works Donation Programs report be received;

THAT Council approve the Tree Donation Program Policy;

THAT Council establish a Forestry Reserve;

THAT Council discontinue the Bench Donation Program; and

THAT Council establish the following guidelines for existing benches:

- Surplus existing non-donated benches along the Riverview Walkway be re-located to alternative locations within the Town of St. Marys at staff's discretion;
- The Town maintain existing donated benches;
- Existing non-donated benches be removed from the inventory as they become in disrepair; and
- When existing donated benches are in disrepair the Town disposes of the bench and re-install the plaques on an existing bench.

BACKGROUND

The Public Works Department facilitates four donation programs for the Town of St. Marys (Winterlights, Grand Trunk Trail -Sarnia Bridge Plaques, benches, and trees). All four of the donation programs fall within the purview of the Parks sub-department.

Since the service delivery review staff are continuing to examine existing programs and services to identify potential efficiencies, opportunities to generate new revenue or areas where service levels can be adjusted to cut costs. Staff have endeavoured to review the donation programs and identify opportunities for improvement, with an emphasis on the tree and bench donation programs.

To staff's knowledge both programs have never been formalized and have not been delivered in a consistent manner which is likely related to legacy staff turnover. The lack of framework means that the programs can be administratively intensive, including coordination with the donor and vendors and the installation of the donated item.

Staff have developed new strategies for the programs and have consulted with the Town's Green Committee for an external perspective.

The primary objective of this report is to review the existing programs, modernize the programs and provide parameters.

REPORT

Tree Donation Program

When considering climate change and its effects, there is a general consensus within the Department that planting trees should be a fundamental municipal strategy for mitigating climate change. Carbon dioxide (CO₂) is one of the major contributing elements to the greenhouse gas effect. Simply put, trees can absorb carbon dioxide, and release oxygen, effectively assisting in the overall reduction of carbon dioxide in the Earth's atmosphere.

The act of planting trees in comparison to green infrastructure is an inexpensive method to tackle climate change and can be easily accommodated. Each annual budget allocates funds for tree planting. Most years the Town undertakes a planting initiative in the spring, a large-scale plant in conjunction with the Upper Thames River Conservation Authority for TD Tree Day in September, and a weather-dependent fall planting.

Supplementing the Town-led tree planting is a single tree donation program.

Existing Program

The Town has an existing tree donation program, generally, a donor donates \$200.00 to the Town. The donation includes a tree and a commemorative plaque. If the tree dies within two years, the Town replaces the tree.

In recent years staff have identified various issues regarding the process:

1. Accommodating Species and Location Requests

The species and location requests are difficult to accommodate. Not all species are available at all times of the year, and/or, those species are not on the Town's approved species list. Moreover, most donors request the trees be planted along the Riverview Walkway – this location is becoming dense and more difficult to access for watering.

2. Commemoration Plaques

Many donations are aging and the existing plaques commemorating the donation are missing and/or deteriorating and will require replacement. There is no plan in place to determine who replaces the plaque.

3. Off-season Donations

The Town completes two plantings, in the spring and fall. The Town limits planting efforts outside those planting initiatives. Often the Town will receive requests for donations at the end of the year when the plantings have been completed. This is problematic when considering the annual operating budget. The Town must use those funds before year end, or the money received will contribute to the annual surplus or deficit – thus, the funds may not be used as intended.

Consider the fall of 2019, the Town was unable to complete the fall planting as a result of inclement weather. If any donations were received since the spring planting, those donations would not have been utilized (this was not the case in 2019).

While many of the above issues are nominal, in combination, they can be a hindrance for staff. With the Green Committee's input staff have drafted a tree donation policy that attempts to mitigate the above issues and maximize the benefits of the donation program.

Proposed Tree Donation Policy

The Green Committee has reviewed and provided input on the proposed tree donation policy and have made the following recommendation:

Resolution: GC-2020-01-06

Moved By Lynette Geddes

Seconded By Fred Stam

THAT PW 06-2020 Tree Donation Program Policy (PW 7181) report be received; and

THAT the Tree Donation Program Policy contain Option 2 for recognizing tree donations; and

THAT Option 2 include providing a donor with a gift receipt upon donating.

THAT staff amend the Tree Donation Policy to contain Option 2 as outlined in PW 06-2020 report recognizing tree donations;

THAT staff present the amended version of the Tree Donation Policy to Council; and

THAT the Committee recommend to Council:

THAT Council adopt the Tree Donation Policy.

Carried

The report below will outline the key parts of the proposed policy and the justification for the inclusion of those provisions.

Establishing a Reserve

The policy proposes that a donor can donate as much as they wish (no longer confined to \$200.00), and those funds are allocated to a reserve. Meaning, that a donor could donate as little as \$5.00 or as much as \$1000.00+, the donor is given the absolute discretion to determine how much they wish to give. The reserve will continue to grow, and when the Town does a planting, the funds in the reserve will supplement the bulk planting.

Staff are proposing that a reserve be established for tree donations. Historically, any monies received for donation are allocated to the "Forestry Donations" line-item in the annual operating budget.

A reserve ensures that the money can be utilized at any given time of the year, and the funds can be rolled over each year.

The reserve would be administered by the Finance department and funds would be eligible to be accessed by the Public Works department as needed. If approved, the specific guidelines will be included in the Town's reserve policy being brought forward to Council this spring.

Bulk Buying & Planting

The Town completes bulk tree planting, whereby many trees (usually in multiples of five), are planted at the same time. The bulk purchase of trees is more economical and maximizes the number of trees per dollars spent. In comparison, the existing donation process has not been maximized. Previously, the Town has purchased a singular tree once the donation has been processed. In most cases the cost of the tree is upwards of \$100.00. In comparison if the Town pursues the bulk buy method for donations, up to 5 trees could be purchased for \$100.00.

This method increases the number of trees that can be planted from 1 to 5, which can vastly improve the Town's tree canopy.

When the Town plants the trees using donated funds, a location would be selected for that planting. The Town's Forestry Management Plan details locations to be considered for planting,

including the North Ward Park (across from Junction Station on Glass Street), the Dog Park, the Flats (older trees are beginning to die), Sparling Bush, and West Ward Park. A designated area improves the watering process and maintenance practices.

Acknowledgment of Donation

Transitioning to a bulk buy approach, the Town will not be designating a specific tree to a donor, and therefore no plaque will be installed in front of the tree.

The Town recognizes the importance of acknowledging donations that we receive from the public and honouring any donations that are commemorative in nature.

Traditional donation programs use physical walls, or arbours with plaques to acknowledge a donation. However, there are long-term financial implications for infrastructure. There are upfront construction costs, long-term maintenance costs, costs to purchase the plaques and labour time to install the plaques on the feature. There also needs to be consideration of how plaques should be replaced and if they are vandalized or lost.

With the Green Committee and the Corporate Communications Department's input staff will transition to a more "green approach" to recognize donations. This approach will include a section on the Town's website that can feature all donors. Public Works will work with the Communications team to have an appealing page – potential considerations include organizing by year of donation and write-ups regarding amounts received/number of trees planted. Moving to an online platform can be a creative portal that could potentially be used for other donation programs within the Town.

When the Town updates the website, the Town will issue a notice on its social media profiles and mailing lists indicating the website has been updated. The Town will also provide a list of the donations to the St. Marys Independent to be printed in a weekly edition of the newspaper. Furthermore, upon completing the planting a letter will be sent to the donors indicating the number of trees planted and the types of species.

The Town has an existing informal tree donation program. Staff have drafted a policy to modernize and maximize the program. The new policy addresses previous issues, but also makes the program more accessible (no minimum donation), and maximizes the funds received to plant more trees in an effort to enhance the Town's tree canopy and help reduce CO2 emissions.

Bench Donation Program

Similar to the tree donation program, the bench donation program has never been formalized, although a bench donation is included in the Town's fee by-law, 108-2019.

Historically, members of the public could donate a pre-determined market value for the purpose of purchasing a bench to be installed on Town property.

Existing Bench Program

The 2014-2018 Town of St. Marys Council passed the following resolution:

Resolution 2018-07-24-29

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT Council direct Town Staff to review the condition of public benches.

CARRIED.

Between 2018 and 2019, Public Works Operators performed an inspection of benches within the Town of St. Marys. The Operators identified 171 benches, the GPS coordinates, and the condition of each bench was logged in the Town's work order system.

The Town has a mixture of donated and Town purchased benches throughout various recreational open spaces. The majority of the benches are along Town trails, at Town parks, and the Cemetery. Most donation benches are commemorative. The Riverview Walkway is a popular location for memorial benches due to its natural beauty; as a result, there are approximately 40 benches within 1.7 km, approximately translating into a bench for every 40 m of trail.

Maintenance of Benches:

The condition ratings of the benches identified in the 2018 and 2018 review are as follows:

Priority for Maintenance	Number of Benches
High	3
Medium	18
Low	150

Since completing the review, staff have sought to repair benches with a high or medium priority ratings and perform preventative maintenance on benches with a low priority. Benches with significant failures that were beyond repair were removed and recycled.

There is no direction or policy to manage the maintenance and disposal of donated benches that are in disrepair leaving staff with several questions:

Is the Town of St. Mary responsible for maintaining the bench?

If a donated bench cannot be repaired, is the Town of St. Marys accountable for replacing the bench and re-installing the commemorative plaque?

Many donated benches along the Riverview Walkway will require continued maintenance activities or disposal in the next few years. Despite the benches being donated, the Town continues to incur costs to maintain and extend the service life of a bench. With fiscal restraints looming for the municipality and relatively low usage rates of the benches, a Council recommendation will help guide staff to have conversations when benches are in disrepair is required.

Design and Cost Considerations:

The original benches are made of concrete sides and wood planks. These original benches do not conform to current standards within the *Accessibility for Ontarians with Disabilities Act (AODA)* design guidelines for accessible spaces. To deviate from the design guideline, input must be sought from the Town's Accessibility Advisory Committee. To meet those standards, Town staff proposed steel benches installed on concrete pads. In 2014 the Town's Accessibility Advisory Committee endorsed the Maglin steel bench which is readily available.

The cost of the bench installs increased when the Town transitioned to the accessible standard; the price for the donation of a bench in the Fee By-Law has always matched the market value of the item. Since 2017 the cost per bench has been \$1695.00 (inclusive of tax), the donation includes the bench, concrete pad, and a plaque to be installed on the bench.

After discussions with the staff liaison to the AAC, staff have determined that further considerations of accessibility are needed if the Town continues to facilitate a bench donation program.

The Town will need to (a) enlarge the concrete pad to allow for wheelchairs beside the benches, or (b) expand the concrete pad and procure a bench with no armrests. Enlarging the concrete pad will increase the market value of the donation. The anticipated new cost of the donation will range between \$1,800 and \$2,100 (staff will have a clearer idea of the charge once the 2020 concrete prices have been confirmed).

Staff and the Green Committee discussed the current bench program at its February meeting, and made the following recommendation:

Resolution: GC-2020-02-03

Moved By Lynette Geddes

Seconded By Councillor Craigmile

THAT PW 14-2020 Discontinue Bench Donation Program report be received; and

THAT the Committee recommend to Council:

THAT Council discontinue the bench donation program since there is a surplus of public benches within the Town of St. Marys; and

THAT Council establish the following guidelines for the existing bench program

- Surplus existing non-donated benches along the Riverview Walkway be re-located to alternative locations within the Town of St. Marys;
- The Town maintain existing donated benches
- Existing non-donated benches be removed from the inventory as they become in disrepair; and
- When existing donated benches are in disrepair the Town disposes of the bench and re-install the plaques on an existing bench.

Carried

A timely decision is necessary, as of May 15, 2020 the Department has received six bench donation requests for 2020. Following Council's decision staff would immediately follow up with the individuals wishing to donate.

FINANCIAL IMPLICATIONS

Staff have endeavored to review the existing tree and bench donation programs to look for efficiencies and long-term sustainability. Ultimately staff's review has concluded that the existing programs, although suitable for their day, have resulted in an elevated service level which is no longer sustainable.

Redirection of bench donation funds to a tree planting reserve, coupled with annual operating budget contributions, should improve tree planting initiatives and overall results. Trees planted in naturalized areas have a very small operational cost for the Town and help to offset climate change through the reduction of carbon emissions.

Creation of a reserve fund will allow staff to bridge the conflict between budget fiscal years and nursery tree supply issues. Staff are recommending that the existing operational budget of \$7000 be transferred to the Forestry Reserve annual, and that the Reserve be administered by the Finance Department.

SUMMARY

The Public Works Department facilitates four donation programs.

The Department is requesting that Council approve a Tree Donation Policy that emphasizes bulk planting with no minimum or maximum donations and includes establishing a reserve for tree planting and tree donations.

Furthermore, staff are requesting that the existing bench donation program be discontinued on the basis that there is a surplus of benches within St. Marys and set out guidelines to manage the existing bench inventory.

Establishing a more robust tree donation program and eliminating the bench donation program may be of great benefit to the Town's tree canopy. At this time the cost per bench is nearly \$1800.00. Using the Upper Thames River Conservation Authority's bulk buying initiative, the Town could potentially procure 4 to 5 trees per \$100.00. This means for a single bench donation the Town could potentially procure 64 trees. Contributions to a tree reserve can significantly bolster the Town's urban tree canopy and provide long-term benefits to combat climate change. All future bench donation requests would be directed to the tree donation program.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4: Culture and Recreation
 - Outcome: St. Marys' parks are not only a prized asset, they are also a natural gathering place that be optimized and incorporated into enhancing the cultural profile of St. Marys.
 - Tactic(s): Investigate implementing a forestry and tree management policy for the Town.

OTHERS CONSULTED

Green Committee – Town of St. Marys
John Hahn, Parks Operator A
Todd Thibodeau, Supervisor of Public Works
André Morin, Director of Finance/Treasurer
Brett O'Reilly, Corporate Communications and Events Manager
Andrea Macko, Events Coordinator


ATTACHMENTS

Attachment 1: Tree Donation Policy

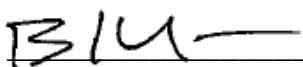
REVIEWED BY

Recommended by the Department


Morgan Dykstra
Public Works Coordinator


Jed Kelly
Director of Public Works

Recommended by the CAO


Brent Kittmer
CAO / Clerk



Tree Donation Program Policy

Policy Statement

The primary objective of the policy is to provide the parameters and guidelines for citizens to participate in a tree donation program within the Town’s green space. This policy will provide appropriate oversight and understanding of administration and maintenance responsibilities for any donations.

Scope

This policy applies to the donation of monies to the Town of St. Marys for the purpose of planting trees on public lands in the Town of St. Marys.

Purpose

The purpose of this policy is to outline the terms and conditions that allow for the provision of donating money for the purpose of planting trees.

Guidelines

The Town will facilitate a tree donation program that accepts monies for the purpose of planting trees on public lands within the Town of St. Marys.

The donations shall contribute to growing the Town’s tree canopy. Trees may be planted on public lands in remembrance, observance or acknowledgment of a special event or purpose.

All forestry undertakings will adhere to the Town’s Forestry Management Plan (By-law 85-2018) and any subsequent amendments and replacements.

Process

Individuals wishing to donate funds, shall submit a donation form available on the Town’s website. The amount of the donation is unrestricted and is at the discretion of the donor. A donation receipt will be issued for any amount exceeding \$20.00.

Use of Donations

The donated monies will be allocated to the Town’s Forestry Reserve.



The sole use of the reserve is to procure and plant trees on public lands. The monies in the Forestry Reserve will be used to augment the tree planting budget to maximize the number of trees being planted at one time.

The Town will utilize the donated monies once the reserve reaches a minimum of \$500.00.

Monies received prior to the spring (April to May) planting will be used to augment the number of trees being planted in the spring. Monies received after the spring planting will be used to augment the number of trees being planted in the fall (October to November). If the fall planting cannot be completed to inclement weather, the funds will be re-allocated to the next year's spring planting.

Tree Planting

The Town shall complete a bulk tree planting initiative on an annual basis, in the spring and in the fall if the weather permits. Each donation will contribute to increasing the Town's urban forest and tree canopy, no specific tree(s) will be designated per donation.

The Town shall be responsible for the procurement, installation and maintenance of all trees purchased using donated funds.

The Town has the sole authority to determine the size of the trees, the species based on the Town's Forestry Management, Appendix F: Approved Species List and Planting Conditions. The Town shall also determine the planting location.

Acknowledgement of Donation

The Town will undertake several actions to recognize donations.

Upon receipt of a donation, an acknowledgment certificate will be given to the donor, or to the individual or group being commemorated.

Recognition of the donation will appear on the Town's website and the Town's local newspaper upon completing the bulk plant. In addition, a letter will be sent to the donor upon completing the tree planting indicating the number of trees planted, the species, and the location of the trees.

References

Forestry Management Plan, 2018 (By-law 85-2018)



End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved

DRAFT



FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: Dave Blake, Environmental Services Supervisor

Date of Meeting: 26 May 2020

Subject: **PW 35-2020 Return Activated Sludge Replacement (Waste Water Pollution Control Plant)**

PURPOSE

This report is presented to Council for the approval of an unbudgeted expense related to a Return Activated Sludge Pump replacement at the Water Pollution Control Plant (WPCP).

RECOMMENDATION

THAT PW 35-2020 Return Activated Sludge Pump Replacement – Water Pollution Control Plant be received; and

THAT Council authorize staff to proceed with the Return Activated Sludge Pump Replacement at the Water Pollution Control Plant for the quoted price of \$22,051.39, inclusive of HST;

BACKGROUND

The purpose of the Return Activated Sludge (RAS) pump #2 is to return the settled sludge from the two (2) small secondary clarifiers (settling tanks before the river) to the front of the plant allowing for the micro-organisms in the sludge to continue to treat the wastewater's incoming flows. A small portion of this sludge is continually wasted to the Lystek biosolids treatment process.

A pump failure in early 2020 on RAS Pump No. 2 identified significant deterioration of the pump which indicated that the casting on the pump (1" thick) had worn through in multiple locations requiring welding the holes closed in the weakest areas for continue operation. The current RAS pumps for the small clarifiers have far exceeded their lifecycle, currently over 30 years of age and based on inspection during repair are in a further deteriorated state that previously identified.

This report is presented to replace RAS Pump No. 2 to ensure continued and reliable process operation.

REPORT

Early in 2020, the WPCP experienced a pump failure on Return Activated Pump (RAS) No. 2. This pump is one of five (5) process pumps at the facility responsible for moving sludge from the back end of the treatment train to various stages of the facility for continued plant operation and treatment. Each pump is responsible for movement of sludge from various treatment locations.

RAS Pump No. 2 ensures the continued operation of the two small clarifiers at the WPCP. Should the pump fail and not be replaced, the facility would no longer be able to operate the secondary clarifiers, limiting the facilities ability to handle large flows such as storm events and / or industrial high strength loads.

Although the pump was repaired and returned to service, the remaining life expectancy is anticipated to be limited, and has been recommended for immediate replacement.

Ontario Clean Water Agency (OCWA), on behalf of the Town, solicited four (4) quotes from pump specialists and suppliers to ensure a fair and transparent procurement process in accordance with the Operations and Maintenance Agreement between both parties. The quotes received by OCWA were as follows:

No.	Supplier / Pump	Details	Quote (\$)
1	Gusher	Motor & Pump incl. – No check Valve <i>(Labour and piping modifications extra)</i>	\$13,500.00 + HST
2	Smart Turner	Pump only – Motor not included <i>(Labour and piping modifications extra)</i>	\$20,089.00 + HST
3	Smart Turner	Pump only – Motor not included <i>(Labour and piping modifications extra)</i>	\$13,855.00 + HST
4	Gorman Rupp	Motor, pump, check valve & discharge gauge kit incl. <i>(Labour and piping modifications extra)</i>	\$13,500.00 + HST

Regardless of the pump type, due to the age of the existing pump and piping configuration, all quoted pumps would require installation labour and piping modifications to accept a new pump at the facility. Installation labour and piping modifications are proposed to be completed by OCWA mechanical and electrical staff. The Gorman Rupp pump provides the best option for the Town and is a highly regarded pump within the industry.

As such, staff recommend proceeding with the RAS Pump No. 2 replacement with a Gorman Rupp pump with installation and piping modifications being completed by OCWA staff.

FINANCIAL IMPLICATIONS

The replacement of RAS Pump No. 2 is an unbudgeted amount and estimated to cost \$22,051.39, inclusive of HST, which includes any installation and piping modification costs.

Staff are proposing to fund the pump replacement through a combination of approved 2020 Operation and Maintenance Accounts for the wastewater system. Based on the level of operational and maintenance activities required at the WPCP over the balance of the year, this may result in a variance that would be funded through the Wastewater Reserve.

SUMMARY

Based on the information detailed herein, Staff recommends that Council approve the unbudgeted expense related to replacement of a Return Activated Sludge pump at the WPCP to ensure that the system is able to maintain operations.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar # 1 – Infrastructure, Developing a Comprehensive and Progressive Infrastructure Plan:
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance.

- Tactic(s): Identify immediate needs of the community

OTHERS CONSULTED

Jed Kelly, Director of Public Works – Town of St. Marys

Adam McClure, Operations Manager – Ontario Clean Water Agency

ATTACHMENTS

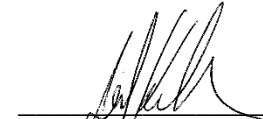
None

REVIEWED BY

Recommended by the Department

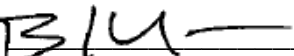


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Administration

Date of Meeting: 26 May 2020

Subject: CAO 25-2020 May Monthly Report (CAO and Clerks)

RECOMMENDATION

THAT CAO 25-2020 May 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 delivered during the COVID-19 pandemic.
- The following are updates for Council as they relate to the CAO and Clerks department and the CAO's role as the ECG Director:
 - Town Operations Recovery Plan:
 - The Province continues to announce eased restrictions and openings. Unfortunately, the lead time being provided by the Province is not as much as hoped.
 - At this point, eased restrictions affecting the Town include outdoor sports facilities and multi-use fields, off-leash dog areas, and outdoor picnic sites, benches and shelters in park and recreational areas.
 - As of May 20, the Town continues to keep soccer pitches and ball diamonds closed in an effort to reduce the risk of gatherings exceeding 5. This decision will be re-evaluated once the Province eases restriction on gathering sizes.
 - Staff have begun to have their operational recovery plans reviewed by the appropriate advisory committees. Themes have emerged asking if the Town should consider providing hand sanitizer at all outdoor recreational facilities; if the Town should consider disinfecting high touch areas at outdoor amenities; and if the Town should patrol and monitor gathering sizes:
 - For the provision of hand sanitizer, at this time it is not planned for the Town to provide a public use supply. Following the guidance of HPPH for opening Community Gardens, signage will be posted requiring people who use outdoor amenities to bring their own.
 - For the disinfection of surfaces at outdoor amenities, the HPPH notes that the benefit may not outweigh the costs. Key points from the HPPH include:
 - Any disinfected surface becomes non-sanitary the moment a person touches it, and this can happen immediately after an outdoor surface is disinfected.

- Overall there is a low risk when being outside. The virus is not expected to last long on outdoor surfaces when exposed to the elements (rain and sun).
- Recommend that the public using outdoor facilities continue to practice good outdoor hand hygiene, not touching the face, etc.
- The Town's approach will be to post signage at all amenities identifying: that they are not actively sanitized; should be considered use at your own risk; and recommending that users bring hand sanitizer and practice good hand hygiene.
- For patrol and monitoring, the Town does not have the staff capacity to actively patrol opened outdoor areas to ensure physical distancing and infection control measures are being respected by the public. Our approach is to notify the police of areas that are opened, and they will complete spot checks as time permits. We will have to rely on voluntary compliance by the public, and the police will respond to calls on a complaint basis.
- Council and Committee Meetings
 - A number of committee meetings have resumed through electronic participation during May. Meetings are livestreamed to the Town's YouTube channel.

Municipal Efficiency and Modernization Review

- KPMG has submitted their interim report of findings to the CAO. This report presents key themes that have emerged from staff consultations, and findings from the project's benchmarking initiative. The plan forward is to present this report to SPC on June 16.
- The next phase of the project involves focus groups with the SMT, and KPMG hopes that these will be able to occur in June.
- We have learned that the province may push back the project funding deadline due to the impact of COVID-19 on project schedules.

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.
 - No further updates have been received by the City or the County.

Intergovernmental Relations

- UTRCA Levy Appeal
 - Perth East has reconsidered their decision to appeal the levy and have confirmed they will participate in a joint appeal with Perth South and the Town. The three municipalities will be jointly retaining legal counsel.
- Community Safety and Wellbeing Plan
 - The City of Stratford is the lead on this project for the region.
 - Public consultation for the project is moving forward. Although there is a risk that surveys will result in bias attributed to COVID, the pandemic has revealed a new set of social wellbeing issues in the region.
 - Consultant preparing for data collection through community engagement, and will include specific questions related to the pandemic in an effort to minimize survey bias created by the pandemic.

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.
- Conducting a mid-term review of the Procedure By-law and will report recommendations to Council by the third quarter.
- Assisting Fire Chief with an update of the Fireworks By-law to be presented to Council by the third quarter.

Land Sales

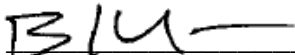
- 480 Glass Street (Junction Station)
 - Heritage application approved at Heritage Advisory Committee meeting on May 11.
 - Zoning by-law amendment application presented to Planning Advisory Committee meeting on May 25, 2020.
 - Legal counsels are continuing to finalize the agreement of purchase and sale.
- 481 Water Street South (McDonald House)
 - Heritage application approved at Heritage Advisory Committee meeting on May 11.
 - Purchaser is moving forward to develop their site plan application.
 - Legal counsels are continuing to finalize the agreement of purchase and sale, but COVID has delayed the process due to difficulty in connecting with the St. Marys Cement lawyer.

SPENDING AND VARIANCE ANALYSIS

None at this time.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

BY-LAW 49-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

**Being a by-law to exempt from Part Lot Control
Lot 22, Registered Plan No. 44M-70 in the Town of St. Marys**

WHEREAS: Section 50(7) of the Planning Act, R.S.O. 1990, provides that the Council of a local municipality may, by By-law, provide that the Part Lot Control provisions contained in Section 50(5) of the Planning Act, R.S.O. 1990, do not apply to the lands designated in the By-law;

AND WHEREAS: The Council of the Corporation of the Town of St. Marys deems it expedient and in the public interest that Lot 22, Registered Plan No. 44M-70 in the Town of St. Marys, in the County of Perth, be exempted from the Part Lot Control provisions of the Planning Act.

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

- 1.** Lot 22 in Registered Plan 44M-70 in the Town of St. Marys, in the County of Perth is hereby exempted from Part Lot Control pursuant to Section 50(7) of the Planning Act, R.S.O. 1990 which land is zoned to permit, among other things, townhouse dwellings in conformity with By-law No. Z1-1997 as amended (the Town of St. Marys' Comprehensive Zoning By-law).
- 2.** This by-law comes into force on the final passing thereof.
- 3.** Enactment of this By-law shall be deemed to be authorization to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
- 4.** This By-law shall be in effect for one (1) year from the date of adoption of this By-law. Furthermore, this By-law may be repealed, extended, or may be amended to delete part of the lands described herein by the Council of The Corporation of the Town of St. Marys.
- 5.** This By-law shall be registered in the Registry Office for the County of Perth, pursuant to Section 50(28) of the Planning Act, R.S.O. 1990.

Read a first, second and third time and finally passed this 26th day of May 2020.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 50-2020

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 May 26, 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 26th day of May, 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 26th day of May 2020.

Mayor Al Stratheed

Brent Kittmer, CAO / Clerk