



## **AGENDA**

### **Regular Council Meeting**

June 23, 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 June 23, 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](mailto:clerksoffice@town.stmarys.on.ca) or in the dropbox at Town Hall, 175 Queen Street East, lower level.)

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

#### **5.1 Public Meeting - 480 Glass Street Re-Zoning Application**

Refer to DEV 36-2020 staff report for further information

## **RECOMMENDATION**

**THAT** the June 23, 2020 regular Council meeting be adjourned at \_\_\_\_\_ pm to hold a statutory public meeting as required under the *Planning Act*, and

**THAT** a Public Meeting to consider a planning application for 480 Glass Street be opened at \_\_\_\_\_ pm.

## **RECOMMENDATION**

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

**THAT** the June 23, 2020 regular Council meeting reconvene at \_\_\_\_\_ pm.

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Regular Council - June 9, 2020 11**

#### **RECOMMENDATION**

**THAT** the June 9, 2020 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

### **6.2 Strategic Priorities Committee - June 16, 2020 20**

#### **RECOMMENDATION**

**THAT** the June 16, 2020 Strategic Priorities Committee meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

### **6.3 Special Council - June 16, 2020 22**

#### **RECOMMENDATION**

**THAT** the June 16, 2020 Special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

## **7. CORRESPONDENCE**

### **7.1 Municipality of South Huron re: Letter of Support for UTRCA Appeal 25**

#### **RECOMMENDATION**

**THAT** the correspondence from the Municipality of South Huron regarding the UTRCA appeal be received.

<b>7.2</b>	<b>Ministry of Municipal Affairs and Housing re: Recovery Plan Related to Planning Applications</b>	<b>27</b>
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**RECOMMENDATION**

**THAT** the correspondence from the Minister of Municipal Affairs and Housing regarding the recovery plan for planning applications be received.

<b>7.3</b>	<b>Randy Pettapiece, MPP re: St. Marys ServiceOntario</b>	<b>29</b>
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**RECOMMENDATION**

**THAT** the correspondence from Randy Pettapiece, MPP regarding the St. Marys ServiceOntario facility be received.

**8. STAFF REPORTS**

**8.1 Building and Development Services**

<b>8.1.1</b>	<b>DEV 34-2020 June Monthly Report (Building and Development)</b>	<b>30</b>
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**RECOMMENDATION**

**THAT** DEV 34-2020 June Monthly Report (Building and Development) be received for information.

<b>8.1.2</b>	<b>DEV 36-2020 - Application for Zoning By-law Amendment (Z01-2020) by the Corporation of the Town of St. Marys 480 Glass Street Part Lots 14 and 15, Concession 18 Blanshard</b>	<b>33</b>
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**RECOMMENDATION**

**THAT** DEV 36-2020 regarding an Application for Zoning By-law Amendment (Z01-2020) for 480 Glass Street be received;

**THAT** Council approve the Zoning By-law Amendment (Z01-2020) for 480 Glass Street if no significant concerns are raised by the public or members of Council at the statutory public meeting; and,

**THAT** Council enact Zoning By-law Z136-2020 for 480 Glass Street.

8.1.3	<b>DEV 37-2020 Site Plan Agreement for 480 Glass Street (Broken Rail Brewing Inc.)</b>	49
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**RECOMMENDATION**

**THAT** DEV 37-2020 Site Plan Agreement for 480 Glass Street (Broken Rail Brewing Inc.) report be received; and

**THAT** Council approve By-law 56-2020 and authorize the Mayor and the Clerk to sign a Site Plan Agreement between the Town of St. Marys and Broken Rail Brewing Inc..

**8.2 Community Services**

8.2.1	<b>DCS 16- 2020 June Monthly Report (Community Services)</b>	67
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**RECOMMENDATION**

**THAT** DCS 16- 2020 June Monthly Report (Community Services) be received for information.

8.2.2	<b>DCS 19-2020 Declaration of Compliance</b>	70
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**RECOMMENDATION**

**THAT** DCS 18-2020 Declaration of Compliance for the South West Local Health Integration Network be received; and

**THAT** Council authorize the Chief Administrative Officer / Clerk to sign the South West Local Health Integration Network Form of Declaration of Compliance for the reporting period of April 1, 2019 to March 31, 2020.

8.2.3	<b>DCS 17-2020 Quarry Reopening Options During COVID</b>	74
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**RECOMMENDATION**

**THAT** DCS 17-2020 Quarry Reopening Options During COVID report be received; and

**THAT** Council approve option 1 for reopening the Quarry operations opening July 6<sup>th</sup>, 2020 to September 7<sup>th</sup>, 2020.

### **8.3 Finance**

#### **8.3.1 FIN 18-2020 June Monthly Report (Finance) 82**

**RECOMMENDATION**

**THAT** FIN 18-2020 June Monthly Report (Finance) be received for information.

#### **8.3.2 FIN 19-2020 2020 Municipal Insurance Renewal 84**

**RECOMMENDATION**

**THAT** FIN 19-2020 2020 Municipal Insurance Renewal report be received; and

**THAT** the Town of St. Marys renew its 2020 Insurance contract with Frank Cowan Company for the term July 1, 2020 – June 30, 2021.

#### **8.3.3 FIN 20-2020 COVID-19 Financial Relief – June 23 Update 87**

**RECOMMENDATION**

**THAT** FIN 20-2020 COVID-19 Financial Relief – June 23 Update report be received;

**THAT** Council direct the Director of Finance/Treasurer to create a policy to assist taxpayers impacted by COVID-19 with relief from penalties and interest on a case-by-case basis; and

**THAT** Council support the Business Economic Support and Recovery Task Force recommendation to allocate up to \$20,000 for the “Safety” component of their strategy.

### **8.4 Fire and Emergency Services**

#### **8.4.1 FD 05-2020 June Monthly Report (Emergency Services) 92**

**RECOMMENDATION**

**THAT** FD 05-2020 June Monthly Report (Emergency Services) be received for information.

## **8.5 Human Resources**

### **8.5.1 HR 06-2020 June Monthly Report (Human Resources) 94**

#### **RECOMMENDATION**

**THAT** HR 06-2020 June Monthly Report (Human Resources) be received for information.

## **8.6 Public Works**

### **8.6.1 PW 37-2020 June Monthly Report (Public Works) 96**

#### **RECOMMENDATION**

**THAT** PW 37-2020 June Monthly Report (Public Works) received for information.

## **8.7 CAO and Clerks**

### **8.7.1 CAO 33-2020 June Monthly Report (CAO and Clerks) 100**

#### **RECOMMENDATION**

**THAT** CAO 33-2020 June Monthly Report (CAO and Clerks) be received for information.

**RECOMMENDATION**

**THAT** CAO 34-2020 Community Grant Follow Up report be received; and

**THAT** Council places the previously approved Community Grant funds for to The Stonetown Show Case, Homecoming 2020, St. Marys Kinsmen and The Front Porch Show back into reserve as these events have been cancelled or postponed, and instruct the applicants to re-apply in 2021;

**THAT** Council approves the release of \$5,000 in funds and \$2,000 in-kind to the Canadian Baseball Hall of Fame and Museum if the Induction Weekend event occurs in 2020;

**THAT** Council approves the distribution of funds to GOALS on a prorated basis if the program resumes prior to December 31, 2020;

**THAT** Council approves the release of \$550 in funds to the Giving Tuesday organizers if the event occurs in 2020;

**THAT** Council approves the distribution of funds to St. Marys Lincolns on a prorated basis if the program resumes prior to December 31, 2020;

**THAT** Council approves the distribution of funds to St. Marys Minor Soccer on a direct reimbursement basis, with the total not to exceed the approved amount of \$1,909;

**THAT** Council approves the release of \$2,250 in funds to the two local high school scholarship funds related to the Community Grant program.

<b>8.7.3</b>	<b>CAO 36-2020 Community Transportation Project Update</b>	<b>112</b>
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**RECOMMENDATION**

**THAT** CAO 36-2020 Community Transportation Project Update be received; and

**THAT** the Town sends a joint letter with the County of Perth, Municipality of North Perth, and the City of Stratford to the Ministry of Transportation formally requesting an extension of the Community Transportation pilot project timeline past March 2023.

<b>8.7.4</b>	<b>CAO 38-2020 St. Marys Lions 100th Anniversary in Canada Proclamation</b>	<b>116</b>
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**RECOMMENDATION**

**THAT** CAO 38-2020 St. Marys Lions 100<sup>th</sup> Anniversary in Canada Proclamation report be received; and

**THAT** Council proclaim Thursday, July 2, 2020 to Thursday, July 9, 2020 as the recognition of the 100<sup>th</sup> anniversary of the Lions Club's presence in Canada.

**9. EMERGENT OR UNFINISHED BUSINESS**

**10. NOTICES OF MOTION**

**11. BY-LAWS**

**RECOMMENDATION**

**THAT** By-Laws Z136-2020, 54-2020, 55-2020 and 56-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

<b>11.1</b>	<b>Zoning By-law Z136-2020 480 Glass Street</b>	<b>119</b>
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<b>11.2</b>	<b>By-Law 54-2020 To Repeal By-law 04 of 2016 Appointment</b>	<b>122</b>
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Housekeeping matter regarding deputy clerk appointment

- 11.3     **By-Law 55-2020 To Amend By-law 22-2020 Appointment** 123  
Housekeeping matter regarding municipal law enforcement appointment  
for summer Park Patrollers
- 11.4     **By-Law 56-2020 Site Plan Agreement with Broken Rail Brewing Inc. for  
480 Glass Street** 125

**12.     UPCOMING MEETINGS**

July 21, 2020 - 9:00 am, Strategic Priorities Committee, Location TBD

July 28, 2020 - 6:00 pm, 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, (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**13.1     Minutes CLOSED SESSION**

**13.2     CAO 35-2020 CONFIDENTIAL Interim Appointment to Committee of Adjustment**

**13.3     CAO 37-2020 CONFIDENTIAL 480 Glass Street (Junction Station)  
Agreement of Purchase and Sale**

**14.     RISE AND REPORT**

**RECOMMENDATION**

**THAT** Council rise from a closed session at \_\_\_\_pm.

**14.1 By-Law 53-2020 To Amend By-law 95-2018 Appointment 126**

**RECOMMENDATION**

**THAT** Council appoint \_\_\_\_\_ as an interim member to the Committee of Adjustment; and

**THAT** By-law 53-2020 be approved by Council to amend By-law 95-2018.

**14.2 By-Law 57-2020 Agreement of Purchase and Sale for 480 Glass Street 127**

**RECOMMENDATION**

**THAT** By-law 57-2020 being a by-law to authorize an agreement of purchase and Sale for 480 Glass Street (Junction Station) be approved by Council.

**RECOMMENDATION**

**THAT** By-Laws 53-2020 and 57-2020 be read a first, second and third time, and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

**15. CONFIRMATORY BY-LAW 128**

**RECOMMENDATION**

**THAT** By-Law 58-2020, being a by-law to confirm the proceedings of June 23, 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 adjourn at \_\_\_\_\_ pm.



## **MINUTES Regular Council**

June 9, 2020

6:00pm

Town Hall, Council Chambers

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

Staff Present: **In-Person**  
Brent Kittmer, CAO / Clerk  
Jenna McCartney, Deputy Clerk  
**Conference Line**  
Stephanie Ische, Director of Community Services  
Lisa Lawrence, Director of Human Resources  
Trisha McKibbin, Director of Corporate Services  
André Morin, Director of Finance / Treasurer  
Ray Cousineau, Facilities Supervisor

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

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

Mayor Strathdee stated the following, "I would like to make a brief statement about the events that have taken place in the United States and across the world in response to the senseless death of George Floyd. Like many, we were horrified to witness his death at the hands of a police officer. As a Council and a municipality, we believe in equal opportunity and justice. We acknowledge that racism and inequality still exist in our society and we support initiatives to promote an end to racism and intolerance. In St. Marys, Black Lives Matter. Thank you."

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

None.

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

Councillor Pridham requested that agenda item 3.1 - Black Lives Matter - be added.

**Resolution 2020-06-09-01**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** the June 9, 2020 regular Council meeting agenda be accepted as amended.

**CARRIED**

#### 3.1 **Black Lives Matter**

Councillor Pridham spoke to the following motion.

**Resolution 2020-06-09-02**

**Moved By** Councillor Pridham

**Seconded By** Councillor Edney

**THAT** St. Marys Town Council recognizes the importance of being Non-Racist and we are now called upon to speak up and be Anti-Racist. To stand as one, together in solidarity, and to speak up against Black prejudice. To eliminate Systemic Racism and embracing equality. We stand against violence and racism toward Black people. Black Lives Matter;

**THAT** we also recognize Canada's history of Systemic Racism against Indigenous people. We support Reconciliation and embracing Indigenous cultures. We are against violence and racism toward all Indigenous peoples; and

**THAT** Council envisions St. Marys as an inclusive community, and we encourage our citizens to be leaders in anti-racism and embrace equality for all people.

**CARRIED**

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

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

1) Did the Task Force survey come up with an unemployment number?

Brent Kittmer stated that the survey did not result in an unemployment number.

2) Who has final say on the opening of the pool and Quarry? The Town or the Province?. Who would monitor the amount of people allowed in at a time?

Brent Kittmer stated the province gives authority to the Town to reopen services. It is the Town's decision if has the capacity to reopen. Mr. Kittmer further stated that further guidance is being sought from the province regarding the number of persons permitted for social gathering as it relates to Town operations and services.

3) Has the Town heard from either the Province or the Federal Governments on grants?

Mr. Kittmer stated that the Town has been in receipt of provincial funding for social services which has supported the local Meals on Wheels program. The federal government has released the annual gas tax funds in one lump sum payment. As for stimulus funding from either government, no information has been shared at this point however, the Town is preparing itself to further announcements.

4) What ever happened to the study on the speed limit for Queen Street?

Mr. Kittmer stated that the Community Policing Advisory Committee (the "CPAC") received a report on the recommendation to reduce the speed on Town roads to 40 km/h in addition to a report on a Vision Zero approach in St. Marys. The CPAC recommended to Council to give consideration for a Vision Zero approach which may include a 40 km/h strategy. As a result of the pandemic, staff have temporarily set aside the research related to a Vision Zero approach but will resume necessary work once the schedule permits.

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

None.

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Regular Council - May 26, 2020**

**Resolution 2020-06-09-03**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** the May 26, 2020 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**6.2 Strategic Priorities Committee - May 19, 2020**

**Resolution 2020-06-09-04**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**THAT** the May 19, 2020 Strategic Priorities Committee meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 Minister of the Environment, Conservation and Parks re: Town of St. Marys Comments During AGM of Upper Thames River Conservation Authority**

**Resolution 2020-06-09-05**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** the correspondence from the Minister of the Environment, Conservation and Parks regarding the Town of St. Marys' comments during the AGM of the Upper Thames River Conservation Authority be received.

**CARRIED**

**7.2 Town of Oakville re: Safe and Speedy Re-Introduction of Patio Service for Restaurants in Ontario**

**Resolution 2020-06-09-06**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** the correspondence from the Town of Oakville regarding the safe and speedy re-introduction of patio service for restaurants in Ontario be received; and

**THAT** Council for the Town of St. Marys support the resolution of the Town of Oakville regarding the safe and speedy re-introduction of patio service for restaurants in Ontario.

**8. STAFF REPORTS**

**8.1 Community Services**

**8.1.1 DCS 15-2020 June is Seniors Month**

Stephanie Ische presented DCS 15-2020 report and responded to questions from Council.

**Resolution 2020-06-09-07**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**THAT** DCS 15-2020 June is Seniors Month report be received; and

**THAT** Council proclaim the month of June as Seniors Month in the Town of St. Marys.

**CARRIED**

**8.2 CAO and Clerks**

**8.2.1 CAO 28-2020 COVID-19 Municipal Operations and Services Recovery Framework**

Brent Kittmer presented CAO 28-2020 report and responded to questions from Council.

Council was of the consensus of the following points:

- should the quarry reopen for business in the summer of 2020, that pre-registration for admission is required
- consideration should be given to restrict quarry access to St. Marys residents only
- summer operations and services should be reviewed prior to fall and winter operations and services
- that the reopening of operations and services should be prioritized based on considerable to mostly community benefit rather than focusing on individual benefit

**Resolution 2020-06-09-08**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**THAT** CAO 28-2020 COVID-19 Municipal Operations and Services Recovery Framework be received; and

**THAT** the CAO is authorized to reopen individual operations and services where the total budget impact is equal to or less than \$10,000 of the 2020 approved budget allocation; and

**THAT** Council approves a total 2020 operating budget variance of \$250,000 to fund the direct costs of the COVID-19 pandemic and to deliver re-opened services; and

**THAT** Council approval is required for operations and services where the cost of reopening exceeds these thresholds.

**CARRIED**

## **9. COUNCILLOR REPORTS**

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

### **9.1 Operational and Board Reports**

**Resolution 2020-06-09-09**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**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. UPCOMING MEETINGS**

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

**13. CLOSED SESSION**

**Resolution 2020-06-09-10**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** Council move into a session that is closed to the public at 8:08 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

**CARRIED**

**13.1 Minutes CLOSED SESSION**

**13.2 CAO 29-2020 CONFIDENTIAL Committee Member Interim Appointment**

**13.3 CAO 30-2020 CONFIDENTIAL COVID-19 Pandemic Response - Update on Employee Relations Matters**

**14. RISE AND REPORT**

**Resolution 2020-06-09-11**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** Council rise from a closed session at 9:25 pm.

**CARRIED**

Mayor Strathdee reported that a closed session was held where two matters were discussed. Staff were given direction for both matters. There is nothing further to report.

**15. CONFIRMATORY BY-LAW**

**Resolution 2020-06-09-12**

**Moved By** Councillor Hainer

**Seconded By** Councillor Craigmile

**THAT** By-Law 51-2020, being a by-law to confirm the proceedings of June 9, 2020 regular Council meeting be read a first, second and third time, and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**16. ADJOURNMENT**

**Resolution 2020-06-09-13**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** this regular meeting of Council adjourns at 9:27 pm.

**CARRIED**

Al Strathdee, Mayor

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Brent Kittmer, CAO / Clerk



**MINUTES**  
**Strategic Priorities Committee**

June 16, 2020

9:00 am

Town Hall, Council Chambers

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

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

**Conference Line**  
Grant Brouwer, Director of Building and Development  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
André Morin, Director of Finance / Treasurer

**1. CALL TO ORDER**

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

**2. DECLARATIONS OF PECUNIARY INTEREST**

None.

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

**Resolution 2020-06-16-01**

**Moved By:** Councillor Luna

**Seconded By:** Councillor Hainer

**THAT** the June 16, 2020 Strategic Priorities Committee agenda be accepted as presented.

**CARRIED**

**4. CLOSED SESSION**

**Resolution 2020-06-16-02**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Pridham

**THAT** Council move into a session that is closed to the public at 9:03 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 CAO 31-2020 CONFIDENTIAL 2020 KPMG Review – Interim Report**

**5. RISE AND REPORT**

**Resolution 2020-06-16-03**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Luna

**THAT** Council rise from a closed session at 10:40 am.

**CARRIED**

Chair Stratthdee reported that a closed session was held to discuss the interim report from the 2020 KPMG review with staff being given direction. There is nothing further to report.

**6. NEXT MEETING**

Chair Stratthdee reviewed the upcoming meeting as presented on the agenda.

**7. ADJOURNMENT**

**Resolution 2020-06-16-04**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Luna

**THAT** this meeting of the Strategic Priorities Committee adjourns at 10:42 am.

**CARRIED**

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Al Stratthdee, Mayor

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Brent Kittmer, CAO / Clerk



## **MINUTES Special Meeting of Council**

June 16, 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

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

Mayor Strathdee called the meeting to order at 10:55 am.

### **2. DECLARATION OF PECUNIARY INTEREST**

None.

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

**Resolution 2020-SC-06-16-01**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** the June 16, 2020 special meeting of Council agenda be accepted as presented.

**CARRIED**

### **4. CLOSED SESSION**

**Resolution 2020-SC-06-16-02**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

**THAT** Council move into a session that is closed to the public at 10:56 am as authorized under the *Municipal Act*, Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**CARRIED**

**4.1 CAO 32-2020 CONFIDENTIAL Huron Perth Health Unit Land Sale Matter**

**5. RISE AND REPORT**

**Resolution 2020-SC-06-16-03**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** Council rise from a closed session at 11:05 am.

**CARRIED**

Mayor Strathdee reported that a closed session was held to discuss a land sale matter. Council will now consider a motion on the matter.

**Resolution 2020-SC-06-16-04**

**Moved By** Councillor Luna

**Seconded By** Councillor Winter

**WHEREAS** section 52(3) of the *Health Protection and Promotion Act* provides that “a board of health may acquire and hold real property for the purpose of carrying out the functions of the board” and section 52(4) of the *Health Protection and Promotion Act* provides that “subsection (3) does not apply unless the board of health has first obtained the consent of the councils of the majority of the municipalities within the health unit served by the board of health”;

**AND WHEREAS** the Board of Health for the Huron Perth Health Unit requests consent to acquire the real property municipally known as The Health and Library Complex at 77722B London Road, Clinton, Ontario from The Corporation of the County of Huron pursuant to an Agreement of Purchase and Sale from the Town of St. Marys; and

**THAT** Pursuant to section 52(4) of the *Health Protection and Promotion Act* the Council hereby grants consent to the Board of Health for the Huron Perth Public Health to acquire the real property municipally known as The Health and Library Complex at 77722B London Road, Clinton, Ontario from The Corporation of the County of Huron.

**CARRIED**

**6. BY-LAWS**

**Resolution 2020-SC-06-16-05**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** By-law 52-2020, being a by-law to confirm the proceedings of June 16, 2020 special 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**

**7. ADJOURNMENT**

**Resolution 2020-SC-06-16-06**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** this special meeting of Council adjourns at 11:10 am.

**CARRIED**

---

Al Strathdee, Mayor

---

Brent Kittmer, CAO / Clerk



**CORPORATION OF THE MUNICIPALITY OF SOUTH HURON**

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

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June 5, 2020

Via email to: [jeff.yurek@pc.ola.org](mailto:jeff.yurek@pc.ola.org)

The Honourable Jeff Yurek  
Minister of the Environment, Conservation and Parks  
777 Bay Street  
5<sup>th</sup> Floor  
Toronto, ON, M7A 2J3

Dear Minister Yurek

**Re: Support of Township of Perth East's Resolution requesting the status of the review of the Conservation Authorities legislation and regulations**

The following resolution was passed by the Council of the Corporation of the Municipality of South Huron at the Regular Council meeting on June 1, 2020:

**Motion: 223-2020**

**Moved by: M. Vaughan**

**Seconded by: A. Neeb**

**That South Huron Council provide a letter of support with respect to the Township of Perth East motion requesting the status of the review of the Conservation Authorities legislation and regulations; and**

**That the motion is forwarded to Minister Jeff Yurek, Township of Perth East, Township of Perth South and Town of St. Marys.**

Attached please find the originating Township of Perth East resolution for your reference.

Respectively,



Rebekah Msuya-Collison, Director of Legislative Services/Clerk  
Municipality of South Huron  
519-235-0310 x227  
[clerk@southhuron.ca](mailto:clerk@southhuron.ca)

encl.

cc. Rebecca Clothier, Township of Perth South, [rclothier@perthsouth.ca](mailto:rclothier@perthsouth.ca)  
Brent Kittmer, Town of St. Mary's, [bkittmer@town.st.marys.on.ca](mailto:bkittmer@town.st.marys.on.ca)  
Ashley Carter, Township of Perth East, [acarter@pertheast.ca](mailto:acarter@pertheast.ca)

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél.: 416 585-7000



234-2020-2382

June 12, 2020

Dear Heads of Council / Clerks and CAOs:

Nothing is more important than protecting the health and well-being of Ontarians. Since first learning of COVID-19, Ontario has taken decisive action to stop the spread of this deadly virus, and we thank you for your support in our efforts.

We appreciate that the current situation for municipalities is not “business as usual”, and that all municipalities have had to make adjustments to adapt to new priorities and shifting ways of doing business.

When municipalities requested our help, we listened and acted quickly to legislate [changes to the Planning Act and make the necessary regulation to suspend decision-making timelines](#). These changes balanced the need to suspend the timelines that would allow a municipality to refocus time and resources on the COVID-19 outbreak, while allowing councils to continue to make decisions on planning matters as municipal capacity evolved.

As we move forward with our gradual approach that will allow Ontario to emerge from the COVID-19 outbreak, we know that getting shovels in the ground is key to moving forward on the path to economic recovery together. Many municipalities may be well on their way to a more normalized planning review process, and we want to ensure that the land use planning system is in step with a municipality's expanding capacity during this time. As a result, we intend to end the temporary suspension of the Planning Act timelines as of June 22<sup>nd</sup>, 2020.

We understand that the safety of your constituents must remain a priority, and that there are certain provincial restrictions in place regarding public gatherings. Therefore, we encourage you to continue to use electronic and virtual channels, as appropriate, to engage and provide the public with an opportunity to make representations on planning matters, while following the advice of Ontario's Chief Medical Officer of Health.

.../2

It is vital for our economic recovery from this outbreak that we work together to help move the planning approvals process forward. We need to continue the important job of creating housing and keeping infrastructure projects moving while also ensuring we maintain public health. Development has always played a key role in supporting growth in our communities, and it will play an especially important role on our road to economic recovery from COVID-19.

Let me assure you that our government is working to support you, our municipal partners, and will continue to work collaboratively to keep all Ontarians safe.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is fluid and cursive, with the first letters of "Steve" and "Clark" being capitalized and prominent.

Steve Clark  
Minister

c. Association of Municipalities of Ontario



**Randy Pettapiece, MPP**  
Perth-Wellington

June 18, 2020

Hon. Lisa Thompson, MPP  
Minister of Government and Consumer Services  
Delivered by email: LM.Thompson@ontario.ca

Dear Minister,

**RE: St. Marys ServiceOntario**

In late April, we learned that the St. Marys ServiceOntario closed because the operator chose to exit the business. Immediately after hearing about the closure, I contacted Mayor Al Strathdee. We discussed how the closure would affect people. My staff and I also provided Mayor Strathdee with all available information on the closure and the process going forward.

We understand that your ministry is working to bring a ServiceOntario centre back to the community of St. Marys. This is good news. In fact, my staff have also responded to several inquiries from people interested in reopening a ServiceOntario in town. I understand that ServiceOntario uses a Vendor of Record (VOR) arrangement to procure new service providers to operate their centres. I also understand that if a service provider cannot be found through this process, the ministry may advertise the opportunity.

Local access to essential government services is critical. Mayor Strathdee informs me that his constituents ask him frequently when a new centre will open. People are asking that service resume as soon as possible.

We would appreciate if you would provide St. Marys Council, and myself, with regular updates on the status of their local ServiceOntario. We also ask that the government continue to facilitate this process as expeditiously as possible.

Thank you for your attention to this important matter.

Sincerely,

Randy Pettapiece, MPP  
Perth-Wellington

c: Brent Kittmer, CAO/Clerk, Town of St. Marys: bkittmer@town.stmarys.on.ca  
Al Strathdee, Mayor, Town of St. Marys: astrathdee@town.stmarys.on.ca

## MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Building and Development</b>
<b>Date of Meeting:</b>	<b>23 June 2020</b>
<b>Subject:</b>	<b>DEV 34-2020 June Monthly Report (Building and Development)</b>

### RECOMMENDATION

THAT DEV 34-2020 June Monthly Report (Building and Development) be received for information.

### DEPARTMENTAL HIGHLIGHTS

#### Building Department

- A total of 13 Building Permits were issued in May 2020 compared to 13 the previous year.
- There were zero new dwelling units issued this month compared to 11 the previous year.
- The total construction values were \$287,000 compared to \$2,374,500 the previous year.
- The total permit fees were \$4,125.38 compared to \$16,148.48 the previous year.
- A total of 32 appointments were provided by the Building Department for this time period.
- There were two Heritage Permits issued for this period.

#### Planning

- May 25 online/virtual Planning Advisory Committee meeting – Zoning By-law Amendment Application for 480 Glass Street (Junction Station) endorsed in principle and recommended for statutory public meeting
- June 8 online/virtual Committee of Adjustment meeting – minor variance applications for 70 Wilson Court, 126 Millson Crescent and 156 Church Street North approved subject to appeal periods.
- June 15 online/virtual Planning Advisory Committee meeting – Zoning By-law Amendment and Official Plan Amendment Applications endorsed for 665 James Street North

#### Facilities – Operational

- Town Hall – protective glass at lower level service counter – has been installed
- COVID 19 – cleaning and sanitizing MOC & Town Hall daily, fogging weekly
- Re-integration of Facilities document completed
- MOC Shop Window Protective film install on Overhead Doors – project completed
- 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– work has been delayed until the fall
- 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 Wash Bay Wall Cladding – project completed
- Lind Sportsplex retaining wall & balcony paving – delayed until the fall
- Lind Sportsplex exterior steel window replacement – project completed
- Fire Hall Renovation Project – project has completed demolition stage now moving on to the building stage.
- MOC Shop Carbon Monoxide Detector Replacement – acquiring quotes
- Energy Efficient Projects – MOC & Library Light Upgrade RFQ written
- Lind Sportsplex Foyer Ceramic Tile Replacement – acquiring samples of tile and pricing

## PRC Operations

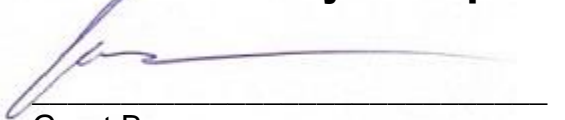
- Recovery operations planning for facility stage 2 openings including pool, summer camp, splash pad, meeting spaces to support any applicable programs
- Splash pad assembled and ready for use upon approval
- Spa deconstruction began May 19, replacement concrete and tile should be completed by June 19
- Updating facility cleaning and disinfecting procedures and training staff in preparation for public occupancy
- Hosted blood donor clinic June 1<sup>st</sup>. Feedback was positive again similar to April's. Next one is scheduled for July 20<sup>th</sup> with expanded hours to accommodate restarting of elective surgeries in Ontario hospitals.

## SPENDING AND VARIANCE ANALYSIS

All spending as per approved budget.

## REVIEWED BY

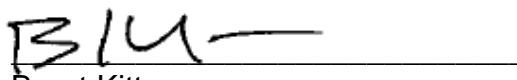
### Recommended by the Department



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Grant Brouwer  
Director of Building and Development

### Recommended by the CAO



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Brent Kittmer  
CAO / Clerk

As of May 31, 2020														
Permit value (PV), Permit (PN), Dwelling unit (DU)	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total	Annual permit fees
2020	PV \$950,000 7 3	\$624,000 7 2	\$10,678,320 17 21	2,829,500.00 13 3	\$287,000 11 0								\$15,368,820 55 29	\$82,342
2019	PV \$110,000 7 0	\$442,100 7 1	\$1,259,500 9 2	2,313,500.00 14 6	\$2,374,500 13 11	\$2,178,800 17 8	\$954,000 11 2	\$1,364,600 12 3	\$1,151,050 15 3	\$2,367,950 15 9	\$1,485,000 12 4	\$750,000 4 4	\$16,751,000 136 53	\$116,952
2018	PV \$700,000 7 2	\$233,500 4 0	\$1,332,500 15 6	4,721,000.00 15 7	\$4,461,001 23 5	\$1,887,100 23 4	\$1,984,300 22 5	\$644,100 13 1	\$2,737,450 21 5	\$2,220,500 14 14	\$1,561,200 11 3	\$393,000 4 1	\$22,875,651 172 53	\$151,296
2017	PV \$2,370,100 11 4	\$128,350 7 0	\$95,380 4 4	\$1,204,050 18 4	\$1,898,500 29 6	\$2,925,138 22 5	\$4,725,400 21 3	\$1,900,600 21 7	\$1,365,800 16 3	\$775,000 8 2	\$1,377,401 7 2	\$60,000 4 0	\$18,825,719 168 36	\$150,015
2016	PV \$161,000 4 0	\$336,000 3 1	\$867,600 8 2	\$760,201 13 1	\$1,809,000 12 7	\$1,511,000 11 1	\$1,227,000 13 6	\$644,501 15 1	\$764,400 15 2	\$1,433,300 15 3	\$2,215,000 7 3	\$2,515,000 4 11	\$14,244,002 120 38	\$114,897
2015	PV \$10,500 2 0	\$105,502 8 1	\$1,741,100 8 7	\$784,660 11 3	\$1,581,261 21 5	\$1,263,000 18 3	\$1,518,000 8 7	\$807,168 10 4	\$997,301 10 3	\$592,900 13 2	\$597,000 6 2	\$597,100 5 3	\$10,595,492 120 40	\$128,416
2014	PV \$475,000 5 2	\$44,500 6 0	\$895,000 4 2	\$1,792,000 9 2	\$1,544,500 13 2	\$2,053,650 13 2	\$1,049,500 12 8	\$1,004,900 14 4	\$1,226,750 13 5	\$1,199,001 11 5	\$534,200 5 2	\$1,449,000 10 9	\$13,268,001 115 43	\$140,304
2013	PV \$18,000 2 0	\$48,500 2 1	\$936,500 5 4	\$1,072,500 10 2	\$749,220 11 3	\$2,223,500 13 8	\$964,200 10 4	\$663,500 9 2	\$804,200 8 2	\$1,158,000 11 5	\$426,500 4 1	\$1,697,500 8 8	\$10,762,120 93 40	\$108,411
2012	PV \$518,300 8 2	\$25,000 1 0	\$610,000 5 2	\$522,802 13 1	\$784,150 9 3	\$3,288,988 15 6	\$1,523,500 11 6	\$2,586,000 19 0	\$659,500 7 1	\$736,000 6 3	\$700,300 9 3	\$477,900 4 2	\$12,432,440 107 29	\$152,225
2011	PV \$127,400 5 1	\$0 0 0	\$1,020,300 9 4	\$1,800,000 14 8	\$1,171,150 13 4	\$2,662,200 19 2	\$2,517,490 18 6	\$446,500 6 1	\$62,500 3 0	\$1,359,000 11 5	\$805,600 9 3	\$25,801 4 0	\$11,997,941 111 34	\$178,641
2010	PV \$65,000 3 0	\$75,000 5 0	\$1,582,000 7 6	\$603,800 11 3	\$323,700 7 2	\$302,300 16 1	\$1,570,000 12 4	\$4,069,000 12 32	\$1,014,300 10 1	\$2,226,260 14 7	\$1,085,200 11 4	\$553,500 3 1	\$13,470,060 111 61	\$154,284
2009	PV \$232,500 7 1	\$113,450 6 0	\$25,100 3 1	\$339,500 7 8	\$6,197,200 12 3	\$792,900 17 1	\$611,900 21 2	\$7,790,250 14 4	\$705,160 16 2	\$932,539 14 5	\$409,000 7 2	\$399,600 9 1	\$18,549,099 124 30	\$139,164
Monthly average	PV \$478,150 5.7	\$181,325 4.7	\$1,753,608 7.8	\$1,561,959 12.3	\$1,931,765 14.5	\$1,917,143 16.7	\$1,695,026 14.5	\$1,992,829 13.2	\$1,044,401 12.2	\$1,363,677 12.0	\$1,017,855 8.0	\$810,764 5.4	\$14,928,362 119.3	\$134,746 40.5



## FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Mark Stone, Planner
<b>Date of Meeting:</b>	23 June 2020
<b>Subject:</b>	<b>DEV 36-2020 - Application for Zoning By-law Amendment (Z01-2020) by the Corporation of the Town of St. Marys 480 Glass Street Part Lots 14 and 15, Concession 18 Blanshard</b>

### PURPOSE

To provide background information, staff comments and recommended direction for Council's consideration with respect to the Application for Zoning By-law Amendment (Z01-2020) by the Corporation of the Town of St. Marys for 480 Glass Street.

### RECOMMENDATION

**THAT** DEV 36-2020 regarding an Application for Zoning By-law Amendment (Z01-2020) for 480 Glass Street be received;

**THAT** Council approve the Zoning By-law Amendment (Z01-2020) for 480 Glass Street if no significant concerns are raised by the public or members of Council at the statutory public meeting; and,

**THAT** Council enact Zoning By-law Z136-2020 for 480 Glass Street.

### BACKGROUND

An Application to amend the Town's Zoning By-law has been received with respect to the 1.32 hectare (3.26 acre) subject property owned by the Town of St. Marys. The property is located in the northeast part of Town, fronting onto the south side of Glass Street as shown on the General and Specific Location Maps (refer to Attachment 2 of this report).

Junction Station, built in 1858, is located on the property and is approximately 172 m<sup>2</sup> (1,851 ft<sup>2</sup>) in size. In 1993, the building was designated under the Heritage Railway Stations Protection Act and Town Council designated the St. Marys Junction Station under the Ontario Heritage Act as a structure of architectural value and interest. The Town is in the process of conveying and selling a portion of the property to allow for the establishment of a micro-brewery industrial use with accessory uses including a tasting room. On May 11, 2020, the Town's Heritage Advisory Committee considered a Heritage Permit Application for proposed internal renovations of the Junction Station building and passed a resolution supporting the heritage permit.

The size of the lands to be conveyed is approximately 0.35 hectares (0.87 acres), with 45.74 metres (150 feet) of frontage along Glass Street, as shown on the Specific Location Map and proposed site grading, servicing and erosion/sediment control plan (refer to Attachment 3 of this report). A proposed floor plan for the existing building is also provided in Attachment 3 showing the areas dedicated to production, tasting, washrooms, etc.

A future 300 m<sup>2</sup> (3,229 ft<sup>2</sup>) industrial building is proposed to be constructed in the northwest corner of the site as the industrial component of the business expands. A total of 13 parking spaces are proposed, one of which will be for barrier free parking. The purchaser is proposing to use the vast majority of a concrete area at the front of the Junction Station building for patio space (approximately 119 m<sup>2</sup> or 1,276 ft<sup>2</sup>).

<b>Property Details</b>	
Municipal Address	480 Glass Street
Lot Area	1.32 hectares (size of area subject to Application = 0.35 hectares)
<b>Official Plan</b>	
Current	General Industrial
Proposed	N/A
<b>Zoning By-law</b>	
Current	Light Industrial Zone (M1-H)
Proposed	General Industrial Zone (M2-XX)" with site specific regulations (see 'Town Zoning By-law' section of this report for details)
<b>Surrounding Land Uses</b>	
North	<ul style="list-style-type: none"> <li>• Glass Street and vacant lands designated Residential</li> <li>• Guest Court residential subdivision to the northwest</li> </ul>
South	<ul style="list-style-type: none"> <li>• CN Rail line and industrial uses</li> </ul>
East	<ul style="list-style-type: none"> <li>• Town dog park and vacant industrial lands</li> </ul>
West	<ul style="list-style-type: none"> <li>• Industrial uses</li> </ul>

At the May 25, 2019 meeting, the Planning Advisory Committee (PAC) received a Town Information Report DEV 30-2020 and passed a motion endorsing, in principle, the Application for Zoning By-law Amendment and recommended that Council proceed to a public meeting to consider the Application.

## REPORT

### PLANNING CONTEXT

#### Provincial Policy Statement (2020)

Section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Policy Statement (PPS) was issued under the authority of Section 3 of the Act and provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment. The purpose of this section is to identify policies in the PPS relevant to this Application.

Section 1.1.1 of the PPS states, in part, that "healthy, liveable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;

- e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs”.

Sections 1.3.1 (a) and (b) of the PPS state, in part, that planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of employment uses to meet long-term needs and by providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses.

The PPS also speaks to supporting long-term economic prosperity by encouraging a sense of place in communities, by promoting well-designed built form and by conserving features that help define local character, including built heritage resources, and providing opportunities for sustainable tourism development. In accordance with Section 2.6 of the PPS, significant built heritage resources will be conserved.

The proposed rezoning and development will contribute to the mix of employment uses in the Town, and is intended to conserve the existing built heritage resource.

### **Town Official Plan**

The subject lands are designated General Industrial. Section 3.4.2.1 of the Official Plan states the following with respect to permitted uses:

“Within the “General Industrial” areas designated on Schedule “A” to this Plan the primary use shall be manufacturing, processing, warehousing, wholesaling, repair, servicing, transportation terminals, communication facilities, and research and development facilities, and goods storage facilities. Ancillary uses such as eating establishments and accessory uses are also permitted as accessory uses to the Industrial activities and may include minor retail sales and office uses provided they are directly related to the principal industrial use”.

Section 3.4.2.2 of the Official Plan states that “Council will encourage a wide variety of new industrial uses that provides a balanced mixture of uses across the industrial sector while continuing to support the Town’s existing industrial community”.

### **Town Zoning By-law**

The subject property is currently zoned “Light Industrial Zone (M1-H)” in the Town’s Zoning By-law Z1-1997. The purpose and effect of the zoning by-law amendment application is to change the zoning of the lands to be conveyed to “General Industrial Zone (M2-XX)” with the following special provisions:

- (a) Permitted uses are limited to:
  - i) an assembling, manufacturing, processing, preparing, fabricating, packaging, shipping, wholesaling, storing or **warehouse** conducted and wholly contained within an enclosed **building**;
  - ii) **caterer’s establishment, convenience business services establishment**, laboratory or research facility, office support, **repair shop**, and **wholesale establishment**;
  - iii) micro-brewery meaning a building or structure used for the manufacturing, processing, preparing, packaging, wholesaling or storing of alcoholic beverages;
  - iv) limited accessory food preparation and sales from the existing caboose for consumption in the tasting room or accessory patio, or off-site; and,
  - v) **accessory uses, buildings, and structures**, including accessory:
    - **office uses**

- tasting room for the sale of individual servings of alcohol beverages produced in the micro-brewery and consumed on-site
- retail sale of products manufactured, produced, processed or stored on the premises

A tasting room does not include an **eating establishment, restaurant or eating establishment, take-out** as defined however, pre-packaged food or food brought in from elsewhere may be served.

- (b) **Front Yard**, Minimum 7.5 metres
- (c) A tasting room and retail sales accessory to a micro-brewery shall be located in a **main building** and shall not exceed a total floor area of 56 m<sup>2</sup> (600 ft<sup>2</sup>) of the **building**. An accessory patio is also permitted provided it is attached to the **main building** and associated with the tasting room function.
- (d) The minimum number of parking spaces required for uses accessory to a micro-brewery (including tasting room retail sales and patio) shall be 1 space per 25 m<sup>2</sup> of floor area.
- (e) Section 5.21.6.3 shall not apply.

For reference, Section 5.21.6.3 of the Zoning By-law is provided below:

#### **5.21.6.3 Industrial Zones**

Each **parking area** and **driveway** connecting the **parking area** with the **street line** shall be maintained with concrete, asphalt or other hard surface, and bounded with a barrier curb provided however, crushed stone, crushed brick or tile, paving stones , or cinders having a Portland cement binder may be provided for the **parking area** and **driveways** which are located to the rear of the **front or exterior side yard building** line. No curbing shall be required for **parking** and **driveway areas** located to the rear of the **front or exterior side yard building** line.

## **COMMUNICATIONS**

Notice of Public Meeting for the Zoning By-law Amendment Application was circulated by first class mail to all land owners within 120 metres of the subject properties, to those agencies as prescribed by Regulation and required notification signage was also posted on the property.

The Town had not received any agency or public comments at the time of writing this report.

## **PLANNING COMMENTS**

Approval of the Zoning By-law Amendment will support the intended investment in and preservation of this important heritage location in the Town. It is expected that the accessory tasting room function will draw visitors to the site. Local economic benefits include contributing to the mix of employment uses/types in the Town, local job creation and additional non-residential tax revenue.

At the May 25<sup>th</sup> PAC meeting, there were questions regarding the height of the proposed hedge row at the front of the proposed patio area and whether or not it would block the view of the Junction Station building. Although the Town's Heritage Advisory Committee identified no issues with the proposed hedgerow, the applicant subsequently revised the proposed site plan replacing the 1.8 metre tall hedges with 1.2 metre tall shrubs, and also increased the spacing of proposed plantings.

The prospective purchasers intend to make the entire concrete pad available for the accessory patio. While no public or agency concerns have been raised to date, if there are concerns regarding potential impacts of full utilization of the patio area, the following regulations and conditions could be considered for inclusion in the Zoning By-law Amendment and/or site plan agreement:

- patio may not be used to provide entertainment such as performances, music and dancing
- outdoor entertainment, public address or music systems shall not be permitted in conjunction with an outdoor patio
- outdoor lighting shall be directed toward or onto the patio area and away from adjoining properties and streets
- occupancy limit of 20 persons or seats, subject to change by the Town once final interior building plans are submitted and reviewed.

It is noted that the purchasers have indicated their closing hours as 10:00 p.m. on weekdays and 11:00 p.m. on weekends. The proposed development will be subject to site plan control and the prospective purchasers of the subject lands will be required to enter into a site plan agreement, as discussed in another staff report on the June 23, 2020 Council agenda.

## **FINANCIAL IMPLICATIONS**

None

## **SUMMARY**

The proposed Zoning By-law Amendment is consistent with the Provincial Policy Statement and conforms to the Official Plan. It is recommended that Council approve the Zoning By-law Amendment if no significant concerns are raised by the public or members of Council at the statutory public meeting.

## **STRATEGIC PLAN**

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #1 Developing a comprehensive and progressive infrastructure plan:
    - Outcome: Maintenance and investment of infrastructure
    - Tactic(s): Sell Town owned asset to save the historical significance of the property

## **OTHERS CONSULTED**

N/A

## **ATTACHMENTS**

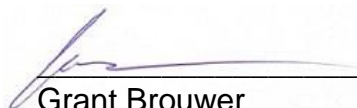
- 1) Zoning By-law Amendment Application Form
- 2) General and Specific Location Maps
- 3) Proposed Site Grading, Servicing and Erosion/Sediment Control Plan, and Floor Plan

## **REVIEWED BY**

### **Recommended by the Department**

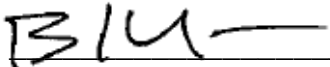


Mark Stone  
Planner



Grant Brouwer  
Director of Building and Planning

**Recommended by the CAO**

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

Brent Kittmer  
CAO / Clerk



**Corporation  
of the Town of St. Marys**

- ☐ Application for Approval of a Official Plan Amendment  
(Under Section 22(4) of the Planning Act)
- ☒ Application for Zoning By-law Amendment  
(Under Section 34 or 39 of the Planning Act)
- ☐ Application to Remove a Holding Symbol  
(Under Section 34 and 36 of the Planning Act)

#### Instructions

Each application must be accompanied by the application fee in the form of either cash or a cheque payable to the Town. An accurate scaled drawing of the subject land must be submitted.

If the applicant is not the owner of the subject land, a written statement by the owner which authorizes the applicant to act on behalf of the owner as it relates to the subject application, must accompany the application See Section 13.0).

Please bear in mind that additional information may be required by the Town, local and provincial agencies in order to evaluate the proposed Amendment. The required information may include studies or reports to deal with such matters as impacts on: the environment; transportation network; water supply; sewage disposal; and storm water management.

In addition, the applicant may be required to submit a more detailed site plan in accordance with Section 41, of the Planning Act.

#### Completeness of the Application

The information in this form that must be provided by the applicant is indicated by black arrows (➤) on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 198/96 made under the Planning Act. The mandatory information must be provided with the appropriate fee and draft plan. If the mandatory information is not provided, the municipality will return the application or refuse to further consider the application.

The application form also sets out other information (eg. technical information or reports) that will assist the approval authority and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

#### Approval Process

Upon receipt of an application, the required fee and other information (as required) Council will determine whether there is sufficient merit in processing the application further (i.e. circulation of notice and the holding of a public meeting as required by the Ontario Planning Act). The applicant is encouraged to attend a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council concerning the application. Official Plan Amendments and Zoning By-law Amendment are adopted by St. Marys Council. If no notice of appeal is received within twenty days, the Official Plan Amendment and/or Zoning By-law Amendment is in force.

#### For Help

To help you complete the application form, please consult the Building Department in the Town Hall. You can also call the Building Department at (519) 284-2340.

#### Please Print and Complete or (✓) Appropriate Box(es)

##### 1.0 Application Information

➤ 1.1 Name of Owner(s) An owner's authorization is required if applicant is not the owner (See Section 12.0)		
Name of Owner(s) The Corporation of the Town of St. Marys	Home Telephone No.	Business Telephone No.
Address 175 Queen Street East	Postal Code N4X 1B6	Fax No.
1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)		
Name of Contact Person (and Firm) Brent Kittmer, CAO/Clerk	Home Telephone No.	Business Telephone No. 519-284-2340 x216
Address 175 Queen Street East	Postal Code N4X 1B6	Fax No. 519-284-3881

##### ➤ 2.0 Location and Size of the Subject Land

Street No. 480	Name of Street/Road Glass Street	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Concession Number(s) 18 Blanshard	Lot Number(s) Part Lots 14 & 15
Lot Frontage 45.74 metres	Average Width variable - irregular lot	Average Depth 65.45 + 10.07 metres (irregular)	Lot Area 3,462.85 square metres

➤ 2.1 Is there a mortgage or charge in respect of the subject land? ☐ Yes ☒ No If yes, give the names and addresses of any mortgages or charges

➤ 2.2 Are there any easements or restrictive covenants affecting the subject land? ☐ Yes ☒ No If yes, describe the easement or covenant and its effect.

➤ 2.3 When were the subject lands acquired by the current owner?  
2008 (additional lands from CNR)

##### ➤ 3.0 Proposed and Current Land Use

➤ 3.1 What is the proposed use of the subject land? Industrial (brewery) with ancillary tasting and retail
➤ 3.2 What is the current use of the subject land? Vacant former train station
➤ 3.3 How is the subject land currently designated in the Official Plan? General Industrial
➤ 3.4 How is the subject land currently zoned in the applicable Zoning By-law? Light Industrial (M1-H)

➤ 3.5 Provide the following details for all buildings, both existing or proposed. (Should be shown on the Site Plan submitted with this Application).

	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
3.5.1 Front yard	64.3 m	7.5 m	3.5.5 Height	4.0 m (to peak)	5.5 m (to peak)
3.5.2 Rear yard	1.77 m	27.94 m	3.5.6 Dimensions	18.4 x 9.34 m	30 x 10 m
3.5.3 Side Yard	6.1 m (east)	3.0 m	3.5.7 Gross Floor Area	171.76 m <sup>2</sup>	300 m <sup>2</sup>
3.5.4 Side Yard	6.17 m (west)	32.7 m	3.5.8 Date Constructed	1858	N/A

➤ 4.0 Official Plan Amendment (proceed to Section 5.0 if a Official Plan Amendment is not proposed)

4.1 Does the Proposed Official Plan Amendment:	Yes	No
4.1.1 Add a Land Use designation to the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Change a land use designation in the Official Plan?	<input type="checkbox"/> N/A	<input type="checkbox"/>
4.1.3 Replace a policy in the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Delete a policy from the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5 Add a policy to the Official Plan?	<input type="checkbox"/>	<input type="checkbox"/>

If applicable, please provide the policy section number to be changed, and suggested policy wording on a separate page.

4.2 What is the purpose of the Official Plan Amendment and land uses that would be permitted by the proposed Official Plan Amendment?

N/A

4.3 Explain how this proposal has regard to the principles of the Provincial Policy Statement Issued under the Planning Act (attach a separate page if necessary).

N/A

➤ 5.0 Zoning By-law Amendment (proceed to Section 6.0 if a Zoning By-law Amendment is not proposed)

5.1 Does the Proposed Zoning By-law Amendment:	Yes	No
5.1.1 Add a Zone Category to the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.2 Change a Zone Category in the Zoning By-law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.3 Replace a zoning provision in the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.4 Delete a zoning provision from the Zoning By-law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1.5 Add a zoning provision to the Zoning By-law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If applicable, please provide the provision section number to be changed, and suggested provision wording on a separate page.

Refer to attached justification summary.

5.2 What is the purpose of the proposed Zoning By-law Amendment and what are the land uses proposed?

Refer to attached justification summary.

6.0 Previous Industrial or Commercial Uses

6.1 Has there previously been an industrial or commercial use on the subject land or adjacent land? If Yes, specify the uses and dates. ☒ Yes ☐ No  
Railway line transecting the central portion of the property. Refer to Phase 1 and Phase 2 Environmental Site Assessments.

6.2 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☒ No

6.3 What information did you use to determine the answers to the above questions? See Section 6.4 below.

6.4 If Yes, to (6.1), (6.2) or (6.3), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed.  
Is the previous use inventory attached? ☒ Yes ☐ No

Phase 1 and Phase 2 Environmental Site Assessments

➤ 7.0 Status of Other Applications under the Planning Act

Is the subject land also the subject of an application for a consent, approval of a site plan, minor variance, Zoning By-law Amendment or Zoning Order Amendment? ☐ Yes ☒ No If Yes, indicate the type of application, the file number and the status of the application.

➤ 8.0 Servicing

8.1 Indicate the existing/proposed servicing type for the subject land.

Sewage Disposal	Existing	Proposed	Water Supply	Existing	Proposed
a) Public piped sewage system	X	X	a) Public piped water system	X	X
b) Public or private communal septic			b) Public or private communal well(s)		
c) Individual septic system(s)			c) Individual well(s)		
d) Other			d) Other		

Storm Drainage	Existing	Proposed	Road Access	Existing	Proposed
a) Sewers	X	X	a) Arterial Road		
b) Ditches or swales			b) Collector Road		
c) Other			c) Local Road	X	X

### ► 9.0 Justification

9.1 Indicate how the proposed use(s) zone complies with the relevant portions of the Official Plan - or complete an Official Plan Amendment Application.

Refer to attached justification summary.

9.2 Indicate how the proposed use(s) will be compatible with the surrounding land uses.

The size and configuration of the property will allow for all required parking to be provided on site and allow for appropriate setbacks and buffering as required.

The applicable Zoning By-law regulations will ensure built form and open space in keeping with the character of the area.

### 10.0 Other Information

### ► 11.0 Application Drawing

Please submit an accurate, scaled drawing of the proposal showing the following information:

- The subject land, including its boundaries and dimensions, and the location, and nature of any easement or restrictive covenants which affect the subject land;
- The uses of adjacent and abutting land;
- The location of all existing as well as proposed buildings and their dimensions, uses, and setbacks from lot lines;
- The location of all natural and man-made features on the land and the location of these features on adjacent and abutting lands; and
- Scale and north arrow.

### ► 12.0 Affidavit or Sworn Declaration

I, Jenna McCartney of the Town of St. Marys in the County/Region of Perth

make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the Town of St. Marys

in the County/Region of Perth

this 11th day of May, 2020

Jenna McCartney  
Commissioner of Oaths

[Signature]  
Applicant

### ► 13.0 Authorization of Owner for Agent to Make the Application

I (we), \_\_\_\_\_ of the \_\_\_\_\_ in the County/Region of \_\_\_\_\_

am the owner of the land that is the subject of this application for an Official Plan Amendment/Zoning By-law Amendment and I hereby

authorize \_\_\_\_\_ to act as my agent in the application.

Date

Signature of Owner

### ► 14.0 Acknowledgement

#### ACKNOWLEDGEMENT

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the Town of St. Marys regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the St. Marys for legal counsel and other associated costs to represent the Corporation of the St. Marys in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the Town of St. Marys

in the County/Region of Perth

this 11 day of May, 2020

[Signature]  
Applicant

## **Zoning By-law Amendment Application (480 Glass Street, St. Marys)**

### **Summary and Justification**

#### **Background & Proposal**

The Junction Station was built in 1858 from locally quarried limestone and was operational until January 1941 when the CNR terminated the building's public function. In 1979, the Parks and Monuments Board of the Department of Canadian Heritage officially recognized it to be of national historic and architectural significance. It is the only surviving stone station in original condition, both exterior and interior elements, on the Toronto to Sarnia line. In 1993, the building was designated under the Heritage Railway Stations Protection Act and Town Council designated the St. Marys Junction Station under the Ontario Heritage Act as a structure of architectural value and interest.

The Junction Station is a Town owned heritage building that has been vacant since its use as a train station ended in 1941. The building has the potential to be used for a number of purposes/uses. The Town is in the process of conveying and selling the subject lands to allow for the establishment of a micro-brewery industrial use with accessory uses including a tasting room.

For many years now, craft or micro-breweries have become important parts of local economies providing local employment opportunities and in some cases, has created destinations for tourism. The subject lands are designated General Industrial according to the Town's Official Plan and zoned Light Industrial Zone (M1-H) according to the Town's Zoning By-law. The Town is proposing to rezone the property to General Industrial Zone (M2-XX) with special provisions.

#### **Planning Context**

##### **Provincial Policy Statement (2020)**

Section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Policy Statement (PPS) was issued under the authority of Section 3 of the Act. The PPS provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment.

Section 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by:

- promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term
- accommodating a range and mix of employment, institutional, recreation, park and open space, and other uses to meet long-term needs

Sections 1.3.1 (a) and (b) of the PPS state, in part, that planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of employment uses to meet long-term needs and by providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses.

The PPS also speaks to supporting long-term economic prosperity by encouraging a sense of place in communities, by promoting well-designed built form and by conserving features that help define local character, including built heritage resources, and providing opportunities for sustainable tourism development. In accordance with Section 2.6 of the PPS, significant built heritage resources will be conserved.

The proposed rezoning and development will contribute to the mix of employment uses in the Town, and is intended to conserve the existing built heritage resource. On this basis, the proposed amendment is consistent with the policies of the PPS.

### **Strategic Plan**

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

#### **Pillar #1 Infrastructure**

Outcome: Maintenance prioritization

Tactic(s): Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly. Rethink use of assets to maximize their utility to the community.

#### **Pillar #5 Economic Development:**

Outcome: Emphasis culture as a key economic driver for the community

Tactic(s): Look for ways to align economic development with other key strategic priorities, adopting a “no silos” approach.

### **Official Plan**

The subject lands are designated General Industrial and Section 3.4.2.1 states the following:

“Within the “General Industrial” areas designated on Schedule “A” to this Plan the primary use shall be manufacturing, processing, warehousing, wholesaling, repair, servicing, transportation terminals, communication facilities, and research and development facilities, and goods storage facilities. Ancillary uses such as eating establishments and accessory uses are also permitted as accessory uses to the Industrial activities and may include minor retail sales and office uses provided they are directly related to the principal industrial use”.

The proposed micro-brewery industrial use is permitted in the General Industrial designation, along with the proposed minor retail sales and tasting room.

Section 3.4.2.2 of the Official Plan states that “Council will encourage a wide variety of new industrial uses that provides a balanced mixture of uses across the industrial sector while continuing to support the Town’s existing industrial community”.

The proposed rezoning and development will contribute to the mix of employment uses in the Town, and provide local employment opportunities. On this basis, the proposed amendment conforms with the policies of the PPS.

### **Zoning By-law**

The proposed Zoning By-law Amendment would rezone the subject lands from Light Industrial Zone (M1-H) to General Industrial Zone (M2-XX) with the following special provisions:

- (a) Permitted uses are limited to:
- i) an assembling, manufacturing, processing, preparing, fabricating, packaging, shipping, wholesaling, storing or **warehouse** conducted and wholly contained within an enclosed **building**;
  - ii) **caterer's establishment, convenience business services establishment, laboratory or research facility, office support, repair shop, and wholesale establishment**;
  - iii) micro-brewery meaning a building or structure used for the manufacturing, processing, preparing, packaging, wholesaling or storing of alcoholic beverages; and,
  - iv) **accessory uses, buildings, and structures**, including accessory:
    - **office uses**
    - tasting room for the sale of individual servings of alcohol beverages produced in the micro-brewery and consumed on-site
    - retail sale of products manufactured, produced, processed or stored on the premises

A tasting room does not include an **eating establishment, restaurant or eating establishment, take-out** as defined however, pre-packaged food or food brought in from elsewhere may be served.

- (b) **Front Yard**, Minimum 7.5 metres
- (c) A tasting room and retail sales accessory to a micro-brewery shall be located in a **main building** and shall not exceed a total floor area of 56 m<sup>2</sup> (600 ft<sup>2</sup>) of the **building**. An accessory patio is also permitted provided it is attached to the **main building** and associated with the tasting room function.
- (d) The minimum number of parking spaces required for uses accessory to a micro-brewery (including tasting room retail sales and patio) shall be 1 space per 25 m<sup>2</sup> of floor area.
- (e) Section 5.21.6.3 shall not apply.

The proposed rezoning will maintain the primary industrial function and land use permissions intended for these lands, and will allow for future expansion of the proposed industrial use as the business expands.

Under the current Light Industrial Zone (M1), a wide range of commercial and retail uses are already permitted on the subject lands and there are no direct restrictions on the amount of floor area that can be used for uses such as an automobile parts supply store or a convenience or variety store. The area for minor retail sales and tasting will be approximately 56 m<sup>2</sup> (600 ft<sup>2</sup>) or approximately 12 percent of the total floor area of the property at full build-out.

### **Conclusion**

The proposed permitted uses will provide additional opportunities for industrial uses in the Town, and the rezoning of the subject lands will allow for the revitalization of this property. Any development on the subject property will be subject to site plan approval.

# GENERAL LOCATION MAP

480 Glass Street  
Part Lots 14 and 15, Concession 18 Blanshard  
Town of St. Marys



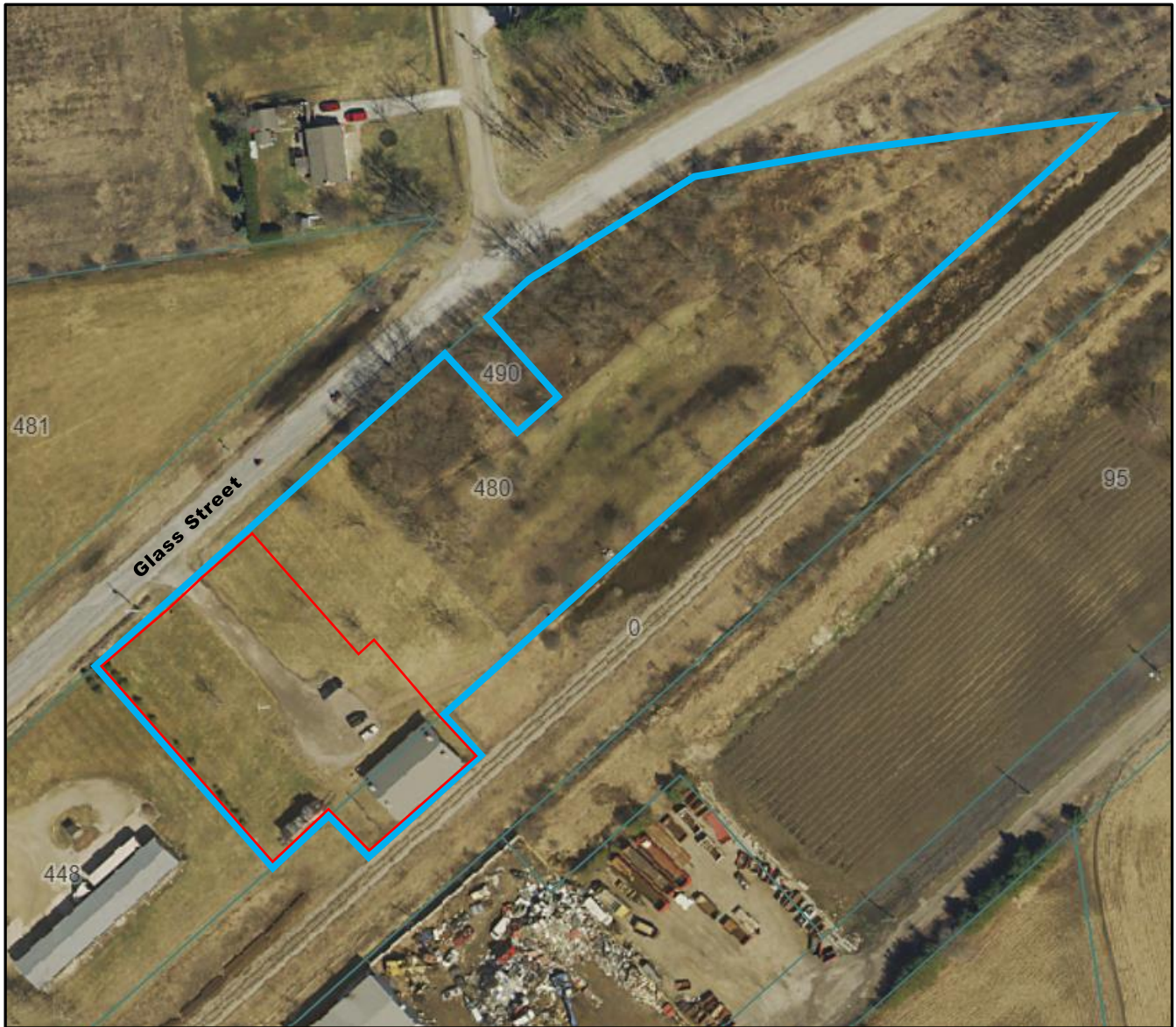
Subject Lands



April 30, 2020

# SPECIFIC LOCATION MAP

480 Glass Street  
Part Lots 14 and 15, Concession 18 Blanshard  
Town of St. Marys



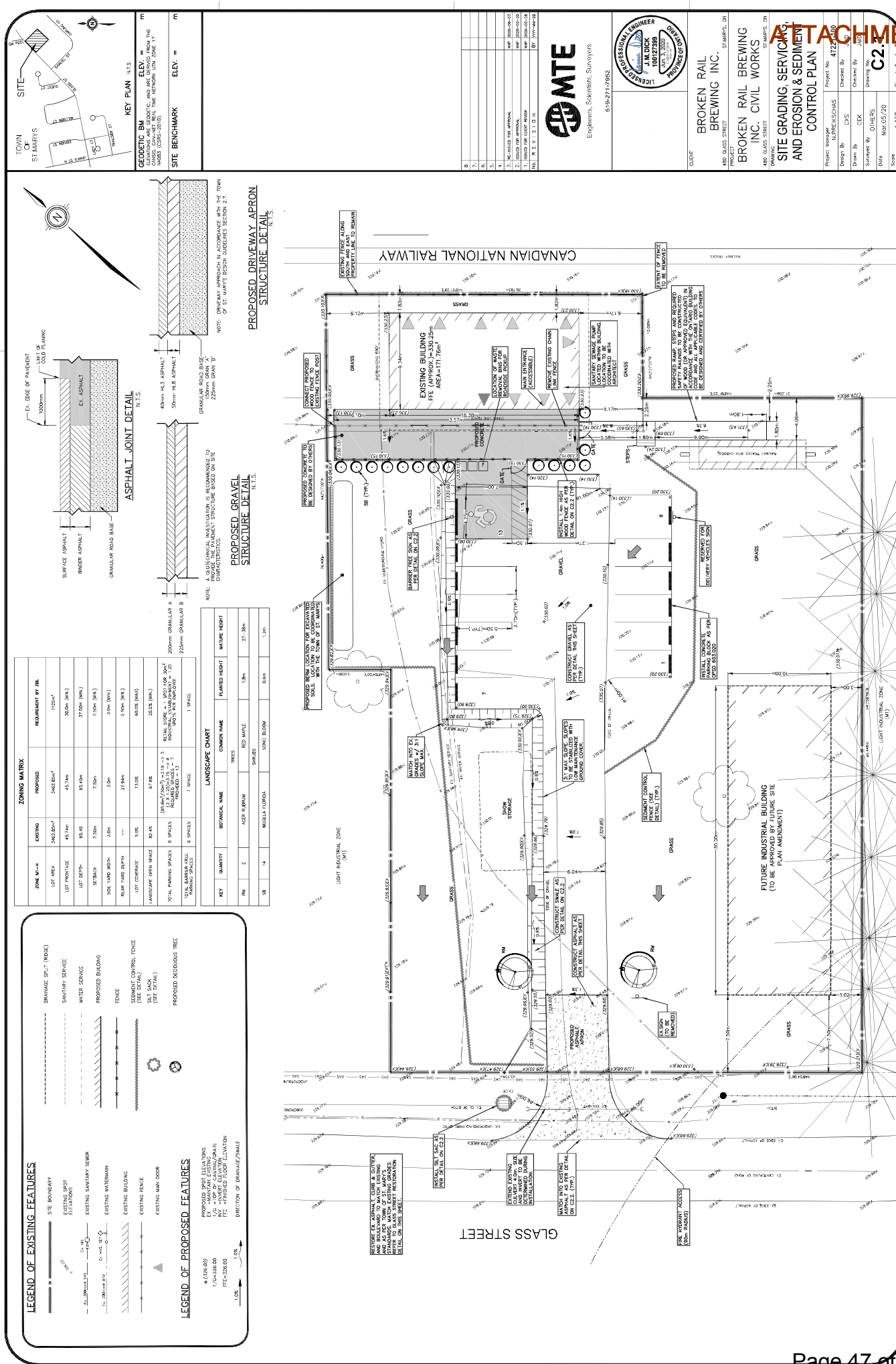
Subject Lands

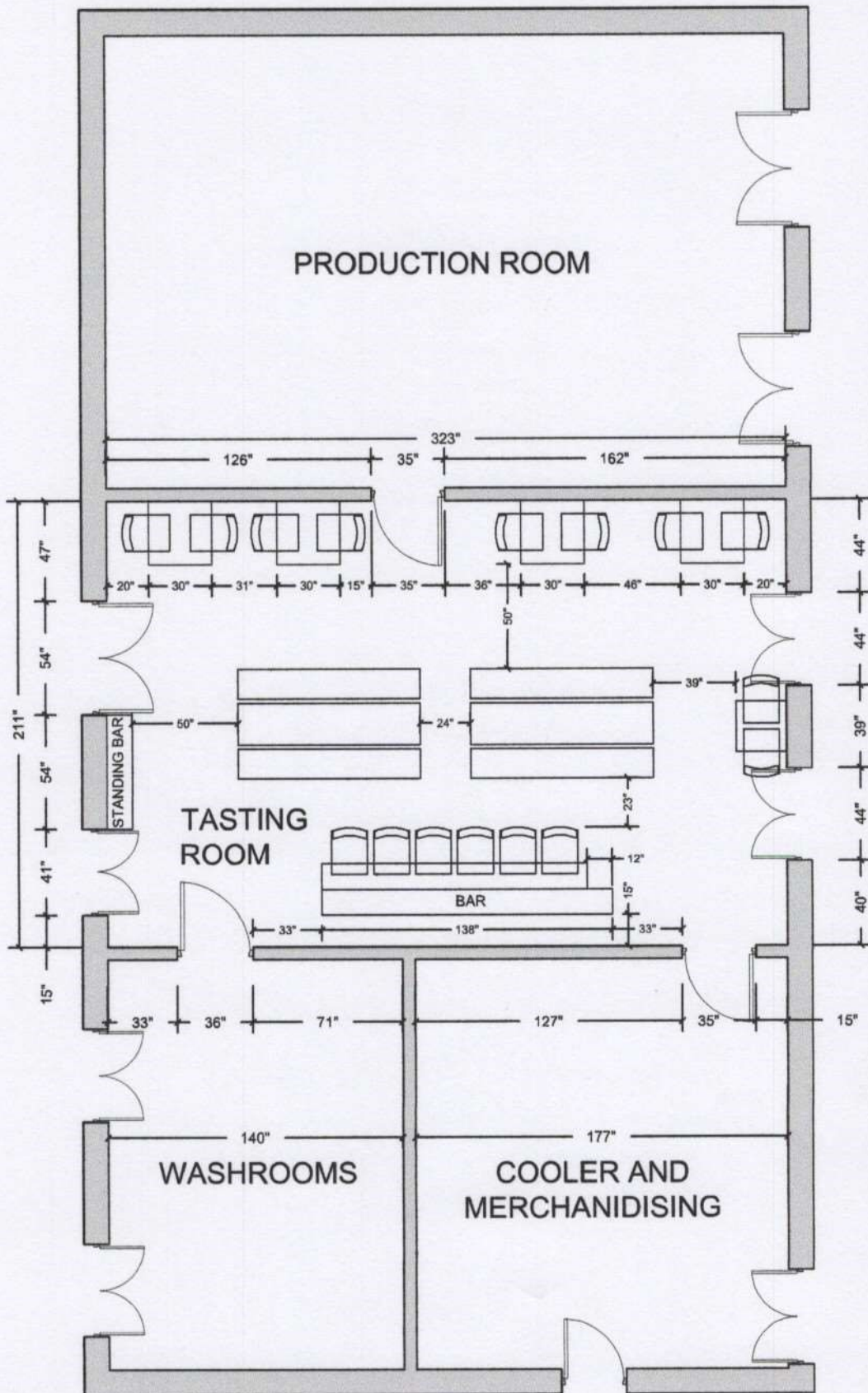


Lands Subject to Zoning By-law  
Amendment Application



April 30, 2020





## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Grant Brouwer, Director of Building and Development
<b>Date of Meeting:</b>	23 June 2020
<b>Subject:</b>	<b>DEV 37-2020 Site Plan Agreement for 480 Glass Street (Broken Rail Brewing Inc.)</b>

### PURPOSE

The purpose of this report is to present a Site Plan Application for 480 Glass Street and provide a recommendation to Council to approve the Site Plan Agreement.

### RECOMMENDATION

**THAT** DEV 37-2020 Site Plan Agreement for 480 Glass Street (Broken Rail Brewing Inc.) report be received; and

**THAT** Council approve By-law 56-2020 and authorize the Mayor and the Clerk to sign a Site Plan Agreement between the Town of St. Marys and Broken Rail Brewing Inc..

### BACKGROUND

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

The Town of St. Marys is currently in the process of selling 480 Glass Street, otherwise known as Junction Station, to Broken Rail Brewing Inc. As part of the sale process Broken Rail Brewing Inc. is obligated to prepare a site plan.

### REPORT

The subject property is located on the south side of Glass Street between Samuel Street to the West and Town Limits (Road 125) to the East. A rail line operates to the rear of the property, and the Town's dog park is adjacent to the subject property. The property is approximately 1.32 hectares in size.

Junction Station, built in 1858, is located on the property and is approximately 172 m<sup>2</sup> (1,851 ft<sup>2</sup>) in size. In 1993, the building was designated under the *Heritage Railway Stations Protection Act* and Town Council designated the St. Marys Junction Station under the *Ontario Heritage Act* as a structure of architectural value and interest. The Town is in the process of conveying and selling a portion of the property to allow for the establishment of a micro-brewery industrial use with accessory uses including a tasting room. On May 11, 2020, the Town's Heritage Advisory Committee considered a Heritage Permit Application for proposed internal renovations of the Junction Station building and passed a resolution supporting the heritage permit.

The subject property is zoned Light Industrial Zone (M1-H) in the Town's Zoning By-law Z1-1997. On June 23 a Zoning By-law Amendment is being presented to Council to consider amending the property's zoning to "General Industrial Zone (M2-XX)" which permits the establishment of a micro-brewery.

The Planning Advisory Committee (PAC) received a draft version of the site plan at its May 25, 2020 meeting while considering the proposed zoning by-law amendment. At the meeting, the Committee questioned the height of the proposed hedge row at the front of the Junction Station building and whether or not it would block the view of the Junction Station building. A revised site plan was submitted following the PAC meeting replacing 1.8-metre-tall hedges with 1.2-metre-tall shrubs (at maturity) and also increased the spacing of proposed plantings.

A future 300 m<sup>2</sup> (3,229 ft<sup>2</sup>) industrial building is proposed to be constructed in the northwest corner of the site as the industrial component of the business expands. A total of 12 parking spaces are proposed, one of which will be for barrier free parking. The purchaser is proposing to use the vast majority of a concrete area at the front of the Junction Station building for patio space (approximately 119 m<sup>2</sup> or 1,276 ft<sup>2</sup>). The Site Plan Agreement includes a condition that the parking area and access be a hard surface by August 31, 2020, allowing the micro-brewery to become established before incurring the expense to install asphalt or concrete.

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

## **FINANCIAL IMPLICATIONS**

Nil

## **SUMMARY**

It is recommended that Council approve the Site Plan Agreement and authorize the Mayor and Clerk to enter into the proposed Site Plan Agreement with the Broken Rail Brewing Inc.

## **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 needs of today and tomorrow. This will require a balance between building and regular maintenance.
    - Tactic(s): When reviewing priorities of needs for maintenance and investments in "discretionary" Town assets, including Junction Station

## **OTHERS CONSULTED**

Town of St. Marys Development Team

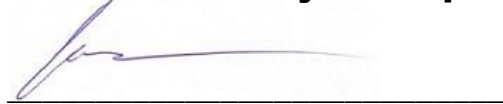
## **ATTACHMENTS**

Attachment 1 – Proposed Site Plan

Attachment 2 – Site Plan Agreement

## **REVIEWED BY**

### **Recommended by the Department**



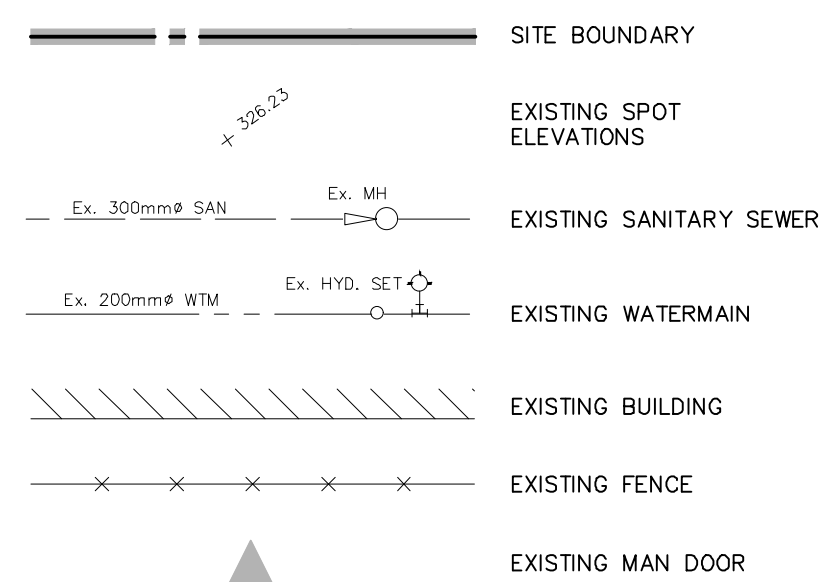
Grant Brouwer  
Director of Building and Development

### **Recommended by the CAO**

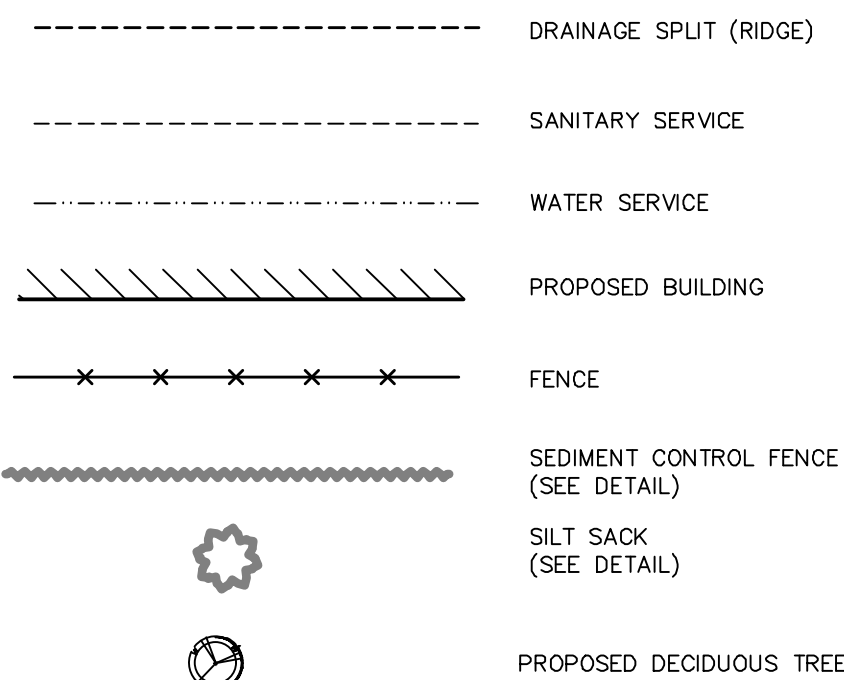


Brent Kittmer  
CAO / Clerk

## LEGEND OF EXISTING FEATURES



## LEGEND OF PROPOSED FEATURES



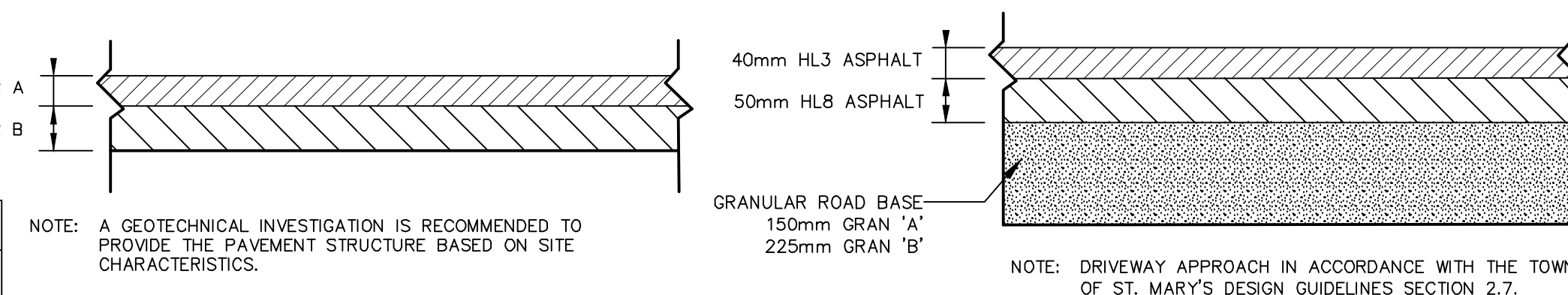
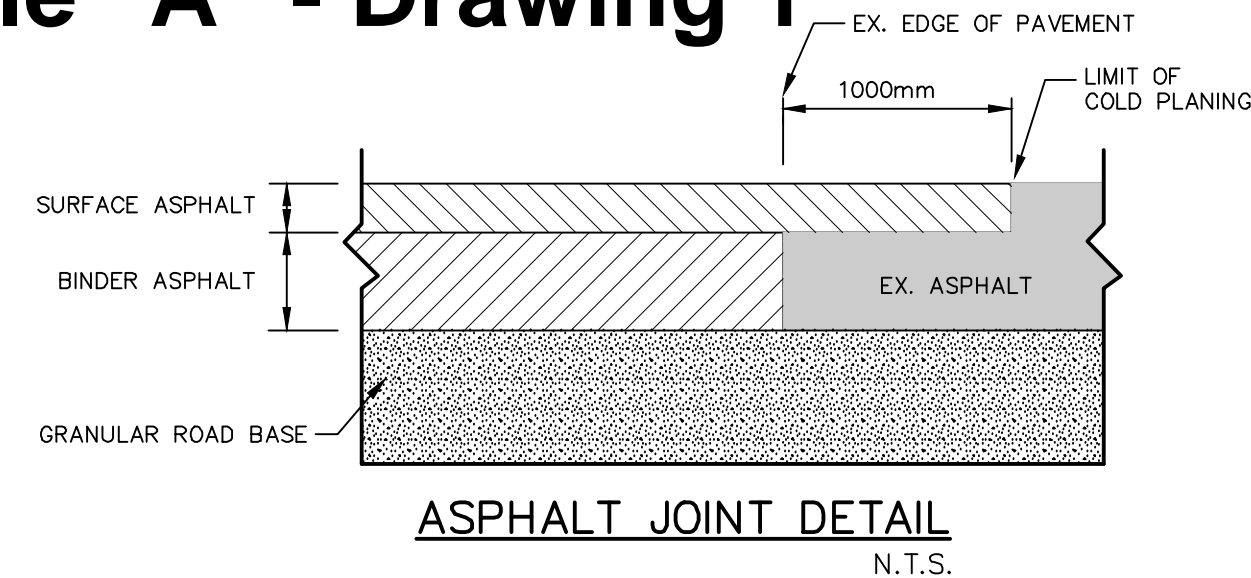
## ZONING MATRIX

ZONE M1-H	EXISTING	PROPOSED	REQUIREMENT BY ZBL
LOT AREA	3462.85m <sup>2</sup>	3462.85m <sup>2</sup>	1125m <sup>2</sup>
LOT FRONTAGE	45.74m	45.74m	30.0m (MIN.)
LOT DEPTH	65.45	65.45m	37.50m (MIN.)
SETBACK	7.50m	7.50m	7.50m (MIN.)
SIDE YARD WIDTH	3.0m	3.0m	3.0m (MIN.)
REAR YARD DEPTH	---	27.94m	2.50m (MIN.)
LOT COVERAGE	5.0%	13.0%	60.0% (MAX)
LANDSCAPE OPEN SPACE	82.4%	67.8%	20.0% (MIN.)
TOTAL PARKING SPACES	0 SPACES	(65.8m <sup>2</sup> /30m <sup>2</sup> ) = 2.19 -> 3 (3 X 1.25)=3.75 -> 4 REQUIRED SPACES = 7 PROVIDED = 13	RETAIL STORE = 1 SPOT FOR 30m <sup>2</sup> INDUSTRIAL ESTABLISHMENT = 1.25 SPOTS PER EMPLOYEE
TOTAL BARRIER FREE PARKING SPACES	0 SPACES	1 SPACE	1 SPACE

## LANDSCAPE CHART

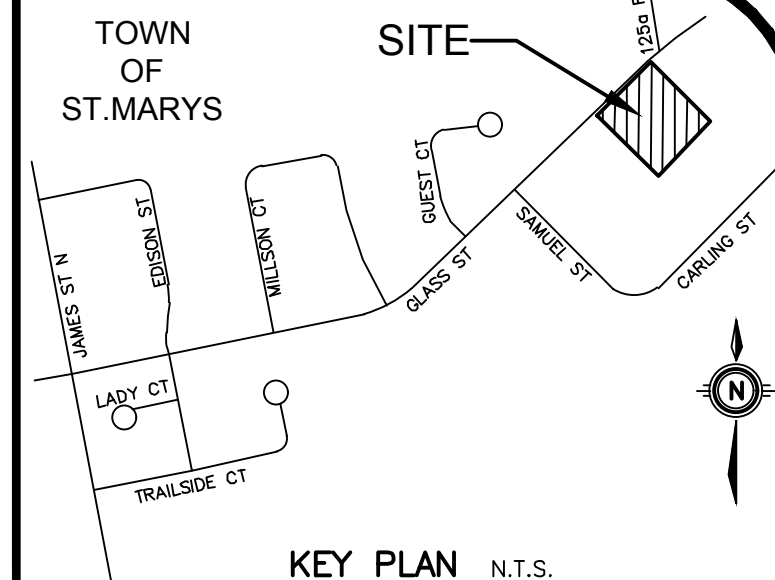
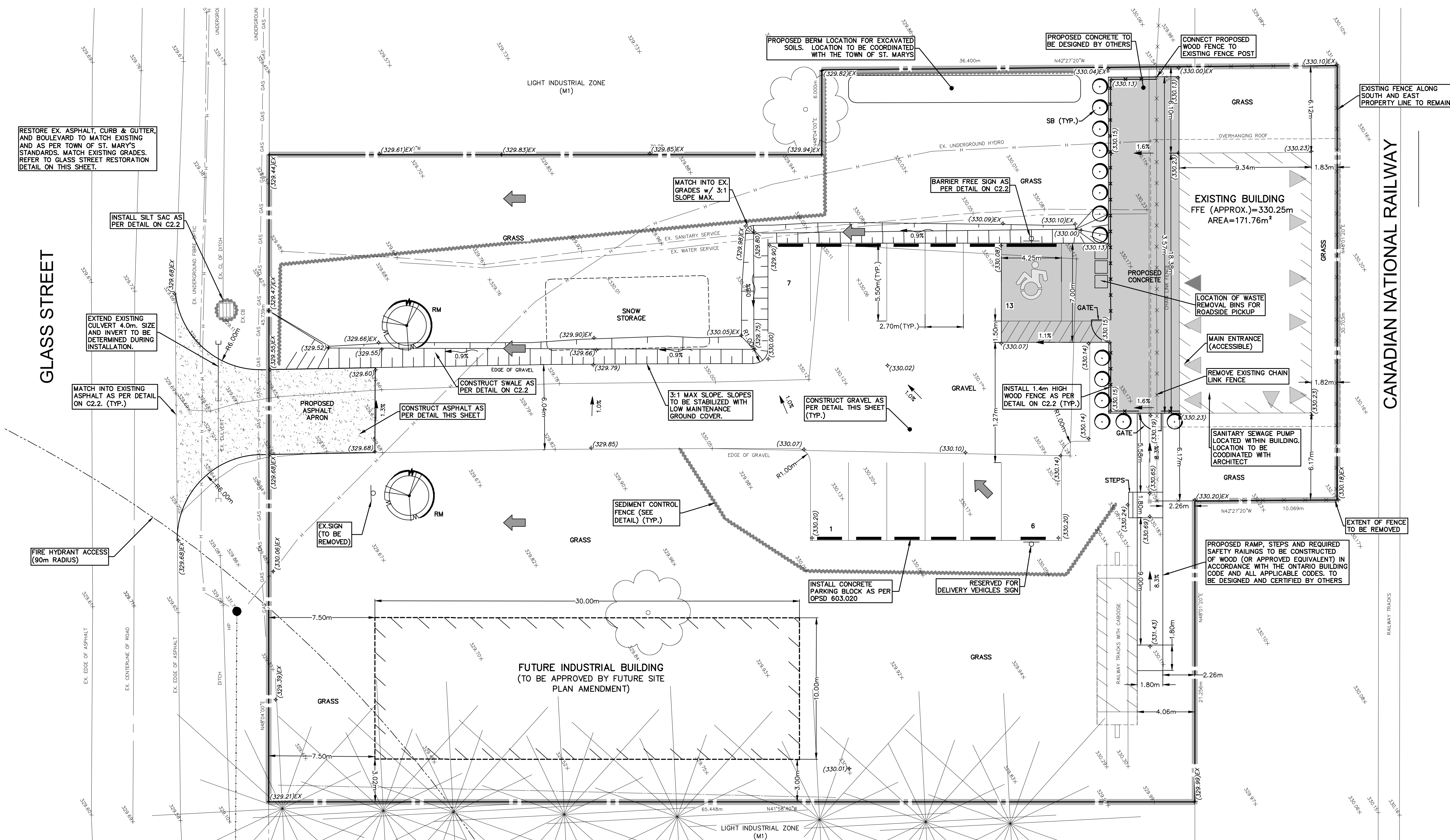
KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	PLANTED HEIGHT	MATURE HEIGHT
TREES					
RM	2	ACER RUBRUM	RED MAPLE	1.8m	27-38m
SHRUBS					
SB	14	WEIGELA FLORIDA	SONIC BLOOM	0.6m	1.2m

## Schedule "A" - Drawing 1



## PROPOSED DRIVEWAY APRON STRUCTURE DETAIL

NOTE: DRIVEWAY APPROACH IN ACCORDANCE WITH THE TOWN OF ST. MARY'S DESIGN GUIDELINES SECTION 2.7.



GEODETIC BM ELEV. = m  
ELEVATIONS ARE GEODETIC, AND ARE DERIVED FROM THE CANSEL CAN--NET REAL TIME NETWORK UTM ZONE 17 NAD83 (CSRS-2010).

SITE BENCHMARK ELEV. = m

8.		
7.		
6.		
5.		
4.		
3.	RE-ISSUED FOR APPROVAL	NMP 2020-06-03
2.	ISSUED FOR APPROVAL	NMP 2020-03-30
1.	ISSUED FOR CLIENT REVIEW	NMP 2020-02-28
No. REVISION		BY YYYY-MM-DD



Engineers, Scientists, Surveyors

519-271-7952

CLIENT  
**BROKEN RAIL BREWING INC.**  
480 GLASS STREET ST. MARY'S, ON

PROJECT  
**BROKEN RAIL BREWING INC. CIVIL WORKS**  
480 GLASS STREET ST. MARY'S, ON

DRAWING  
**SITE GRADING, SERVICING, AND EROSION & SEDIMENT CONTROL PLAN**

Project Manager N. PREIKSCHAS	Project No. <b>47221-100</b>
Design By CXS	Checked By JMD
Drawn By CEK	Checked By JMD
Surveyed By OTHERS	Drawing No. <b>C2.1</b>
Date Mar.05/20	Sheet 1 of 2
Scale 1:150	

**1. GENERAL**

- 1.1. THIS PLAN IS NOT FOR CONSTRUCTION UNTIL SIGNED AND SEALED BY ENGINEER AND APPROVED BY THE LOCAL MUNICIPALITY.
- 1.2. THIS PLAN IS TO BE USED FOR SERVING AND GRADING ONLY; ANY OTHER INFORMATION SHOWN IS FOR ILLUSTRATION PURPOSES ONLY. THESE PLANS MUST NOT BE USED TO SITE THE PROPOSED BUILDING.
- 1.3. NO CHANGES ARE TO BE MADE WITHOUT THE APPROVAL OF THE DESIGN ENGINEER.

- 1.4. THIS PLAN IS NOT TO BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE PERMISSION OF MTE CONSULTANTS INC.
- 1.5. PRIOR TO CONSTRUCTION, THE CONTRACTOR MUST:

- 1.5.1. CHECK AND VERIFY ALL EXISTING CONDITIONS, LOCATIONS AND ELEVATIONS WHICH EXIST BUT IS NOT LIMITED TO THE BENCHMARK ELEVATIONS, EXISTING SERVICE CONNECTIONS AND EXISTING INVERTS. REPORT ALL DISCREPANCIES TO THE ENGINEER PRIOR TO PROCEEDING.

- 1.5.2. OBTAIN ALL UTILITY LOCATES AND REQUIRED PERMITS AND LICENSES.

- 1.5.3. VERIFY THAT THE FINISHED FLOOR ELEVATIONS AND BASEMENT FLOOR ELEVATIONS (WHICH MAY APPEAR ON THIS PLAN) COMPLY WITH THE FINAL ARCHITECTURAL DRAWINGS.
- 1.5.4. CONFIRM ALL DRAWINGS USED FOR CONSTRUCTION ARE OF THE MOST RECENT REVISION.

- 1.6. THE CONTRACTOR SHALL ASSUME ALL LIABILITY FOR ANY DAMAGE TO EXISTING WORKS. THE CONTRACTOR IS RESPONSIBLE FOR RESTORATION OF ALL DAMAGED AND/OR DISTURBED PROPERTY WITHIN THE MUNICIPAL RIGHT-OF-WAY TO LOCAL MUNICIPALITY STANDARDS.

- 1.7. ALL WORKS ON A MUNICIPAL RIGHT-OF-WAY WITH THE EXCEPTION OF WATERMAIN TAPPING, TO BE INSTALLED BY THE OWNER'S CONTRACTOR AT OWNER'S EXPENSE IN ACCORDANCE WITH THE LOCAL MUNICIPALITY'S "PROCEDURE FOR OFF-SITE WORKS BY PRIVATE CONTRACTOR". THE OWNER AND CONTRACTOR ARE TO ENSURE OFF-SITE WORKS PERMIT IS IN PLACE PRIOR TO CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR RESTORATION OF ALL AFFECTED PROPERTY TO ORIGINAL CONDITION. ALL BOULEVARD AREAS SHALL BE RESTORED WITH 100mm TOPSOIL AND SOD.
- 1.8. ALL UNDERGROUND SERVICES ARE TO BE CONSTRUCTED IN FULL COMPLIANCE WITH THE ONTARIO PROVINCIAL BUILDING CODE (PART 7, PLUMBING), THE ONTARIO PROVINCIAL STANDARD SPECIFICATIONS (OPSS) AND THE REQUIREMENTS OF THE LOCAL MUNICIPALITY AND THE TOWNSHIP OF ST.MARY'S, WHICH CODES AND REGULATIONS SHALL SUPERSEDE ALL OTHERS.

- 1.9. CONTRACTOR IS RESPONSIBLE FOR CONTACTING ENGINEER 48 HRS PRIOR TO COMMENCING WORK TO ARRANGE FOR INSPECTION. ENGINEER TO DETERMINE DEGREE OF INSPECTION AND TESTING REQUIRED FOR CERTIFICATION OF UNDERGROUND SERVICE INSTALLATION AS MANDATED BY ONTARIO BUILDING CODE, DIVISION C, PART 1, SECTION 1.2.2, GENERAL REVIEW. FAILURE TO NOTIFY ENGINEER WILL RESULT IN EXTENSIVE POST CONSTRUCTION INSPECTION AT CONTRACTORS EXPENSE.

- 1.10. PLAN TO BE READ IN CONJUNCTION WITH C2.1 PREPARED BY MTE CONSULTANTS INC.

- 1.11. EXISTING TOPOGRAPHIC AND LEGAL INFORMATION TAKEN FROM PLAN PREPARED BY NA GEOMATICS, DATED FEBRUARY 3, 2020.

- 1.12. CONTRACTOR TO OBTAIN WRITTEN PERMISSION FROM ADJACENT PROPERTY OWNER PRIOR TO ENTERING UPON NEIGHBOURING LANDS TO UNDERTAKE ANY WORK. COPIES OF THESE LETTERS OF CONSENT SHALL BE SUBMITTED TO THE DEPARTMENT OF PUBLIC WORKS FOR APPROVAL PRIOR TO ANY WORK BEING PERFORMED. FAILURE TO COMPLY WITH THE ABOVE IS AT CONTRACTOR'S OWN RISK.

- 1.13. FILTER FABRIC TO BE TERRAFIX 270R OR APPROVED EQUAL.

- 1.14. MAXIMUM GRASSED SLOPE TO BE 3:1. SLOPES GREATER THAN 3:1 TO BE LANDSCAPED WITH LOW MAINTENANCE GROUND COVER.

- 1.15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC AND SAFETY MEASURES DURING THE CONSTRUCTION PERIOD INCLUDING THE SUPPLY, INSTALLATION AND REMOVAL OF ALL NECESSARY SIGNALS, DELINEATORS, MARKERS, AND BARRIERS. ALL SIGNS, ETC. SHALL CONFORM TO THE STANDARDS OF THE LOCAL MUNICIPALITY AND THE MTO MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

- 1.16. THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

- 1.17. CONTRACTOR TO MAINTAIN A 'CONFINED TRENCH CONDITION' IN ALL SEWER AND SERVICE TRENCHES.

- 1.18. FOLLOWING COMPLETION OF PROPOSED WORKS AND PRIOR TO OCCUPANCY INSPECTION, ALL STORM SEWERS ARE TO BE FLUSHED, AND ALL CATCHBASIN AND CATCHBASIN MANHOLE SUMPS ARE TO BE CLEANED OF DEBRIS AND SILT.

**2. SANITARY SEWERS**

- 2.1. PIPE BEDDING FOR RIGID PIPE TO BE CLASS "B" AS PER OPSS 802.030. PIPE BEDDING FOR FLEXIBLE PIPE TO BE AS PER OPSS 802.010. BEDDING MATERIAL AND COVER MATERIAL TO BE GRANULAR "A". TRENCH BACKFILL TO BE NATIVE MATERIAL REPLACED IN 300mm LIFTS AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.

- 2.2. SANITARY SEWERS 150mmØ AND SMALLER SHALL BE POLYVINYL CHLORIDE (PVC) PIPE DR28 ASTM-D3034 WITH INTEGRAL BELL AND SPIGOT UTILIZING FLEXIBLE ELASTOMERIC SEALS.

- 2.3. SANITARY SEWERS AND SERVICES TO HAVE MINIMUM 1.4m COVER ON TOP OF PIPE. WHERE COVER TO TOP OF PIPE IS DEFICIENT, CONTRACTOR SHALL INSTALL SHALLOW BURIED PIPE IN ACCORDANCE WITH APPLICABLE "SEWER PIPE INSULATION DETAIL" INDICATED IN DRAWING DETAILS. INSULATION SHALL BE RIGID EXTRUDED POLYSTYRENE (EPS) BOARD, WITH THICKNESS SUFFICIENT TO PROVIDE AN RSI-1.76 (R10) INSULATING FACTOR (TYPICALLY 50-65mm). INSULATION BOARD WIDTH SHALL BE 1.8m FOR UP TO 200mm NOMINAL PIPE DIAMETER, 2.4m FOR 201mm-800mm DIAMETER AND 3.0m FOR 801mm-1400mm. ALL JOINTS SHALL BE TIGHTLY BUTTED TOGETHER (TAPE OR OTHERWISE SECURE JOINTS TO RESIST MOVEMENT DURING BACKFILL PLACEMENT). RIGID EPS BOARD SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 140kPa (20psi), AND A MAXIMUM WATER ABSORPTION RATE OF 2.0% BY VOLUME. ACCEPTABLE PRODUCTS ARE DOW STYROFOAM-SM OR -HI (FULL LINE), OWENS CORNING FOAMULAR (200, 250, OR HIGHER), PLASTISPAN HD-M28 OR OTHER ENGINEER-APPROVED EQUIVALENT.

- 2.4. CONTRACTOR RESPONSIBLE FOR TESTING OF SANITARY SEWERS IN ACCORDANCE WITH OPSS 410.

**3. EROSION AND SEDIMENT CONTROL**

- 3.1. CONTRACTOR TO INSTALL EROSION CONTROL MEASURES AS SHOWN PRIOR TO CONSTRUCTION AND MAINTAIN IN GOOD CONDITION UNTIL CONSTRUCTION IS COMPLETED AND ALL DISTURBED GROUND SURFACES HAVE BEEN RE-STABILIZED EITHER BY PAVING OR RESTORATION OF VEGETATIVE COVER.

- 3.2. ALL SEDIMENT CONTROL FENCING TO BE INSTALLED PRIOR TO ANY AREA GRADING, EXCAVATING OR DEMOLITION COMMENCING.

- 3.3. EROSION CONTROL FENCING TO BE INSTALLED AROUND BASE OF ALL STOCKPILES. ALL STOCKPILES TO BE KEPT 2.5m MINIMUM FROM PROPERTY LINE.

- 3.4. EROSION PROTECTION TO BE PROVIDED AROUND ALL STORM AND SANITARY MHs AND CBs.

- 3.5. ADDITIONAL EROSION CONTROL MEASURES MAY BE REQUIRED AS SITE DEVELOPMENT PROGRESSES. CONTRACTOR TO PROVIDE ALL ADDITIONAL EROSION CONTROL STRUCTURES.

- 3.6. EROSION CONTROL STRUCTURES TO REMAIN IN PLACE UNTIL ALL DISTURBED GROUND SURFACES HAVE BEEN RE-STABILIZED.

- 3.7. NO ALTERNATE METHODS OF EROSION PROTECTION SHALL BE PERMITTED UNLESS APPROVED BY THE ENGINEER AND THE LOCAL MUNICIPALITY'S DEPARTMENT OF PUBLIC WORKS.

- 3.8. CONTRACTOR TO CLEAN ROADWAY AND SIDEWALKS OF SEDIMENTS RESULTING FROM CONSTRUCTION TRAFFIC FROM THE SITE EACH DAY.

- 3.9. CONTRACTOR MUST REMOVE EROSION AND SEDIMENTATION FENCING PRIOR TO COMPLETION OF PROJECT. CONTRACTOR TO HAVE EROSION AND SEDIMENTATION FENCE INSPECTED WHEN VEGETATION HAS ESTABLISHED, BUT PRIOR TO FENCE BECOMING OVERGROWN. ENGINEER'S REPRESENTATIVE TO DETERMINE IF VEGETATION HAS REACHED THE CRITICAL POINT AND WILL THEN INSTRUCT CONTRACTOR TO REMOVE FENCE.

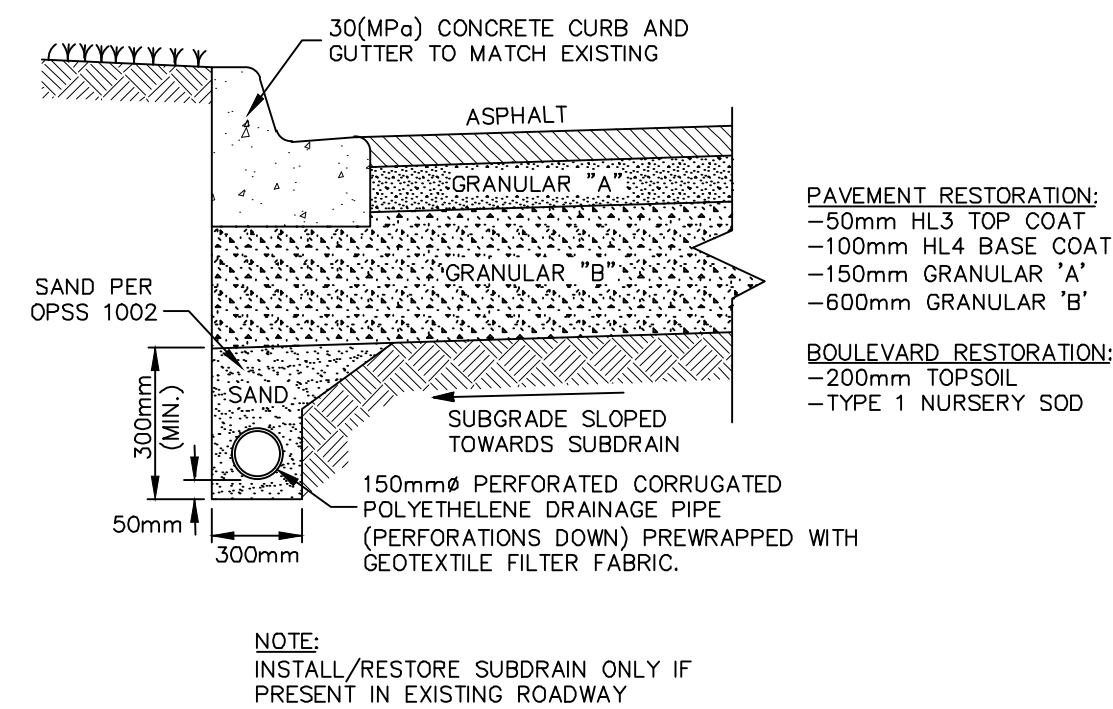
**4. MAINTENANCE RECOMMENDATIONS**

- 4.1. REMOVE SEDIMENT AND CONTAMINANTS ANNUALLY AND REINSTATE STORMWATER MANAGEMENT ACCORDING TO THE DESIGN OUTLINED ON THIS PLAN.

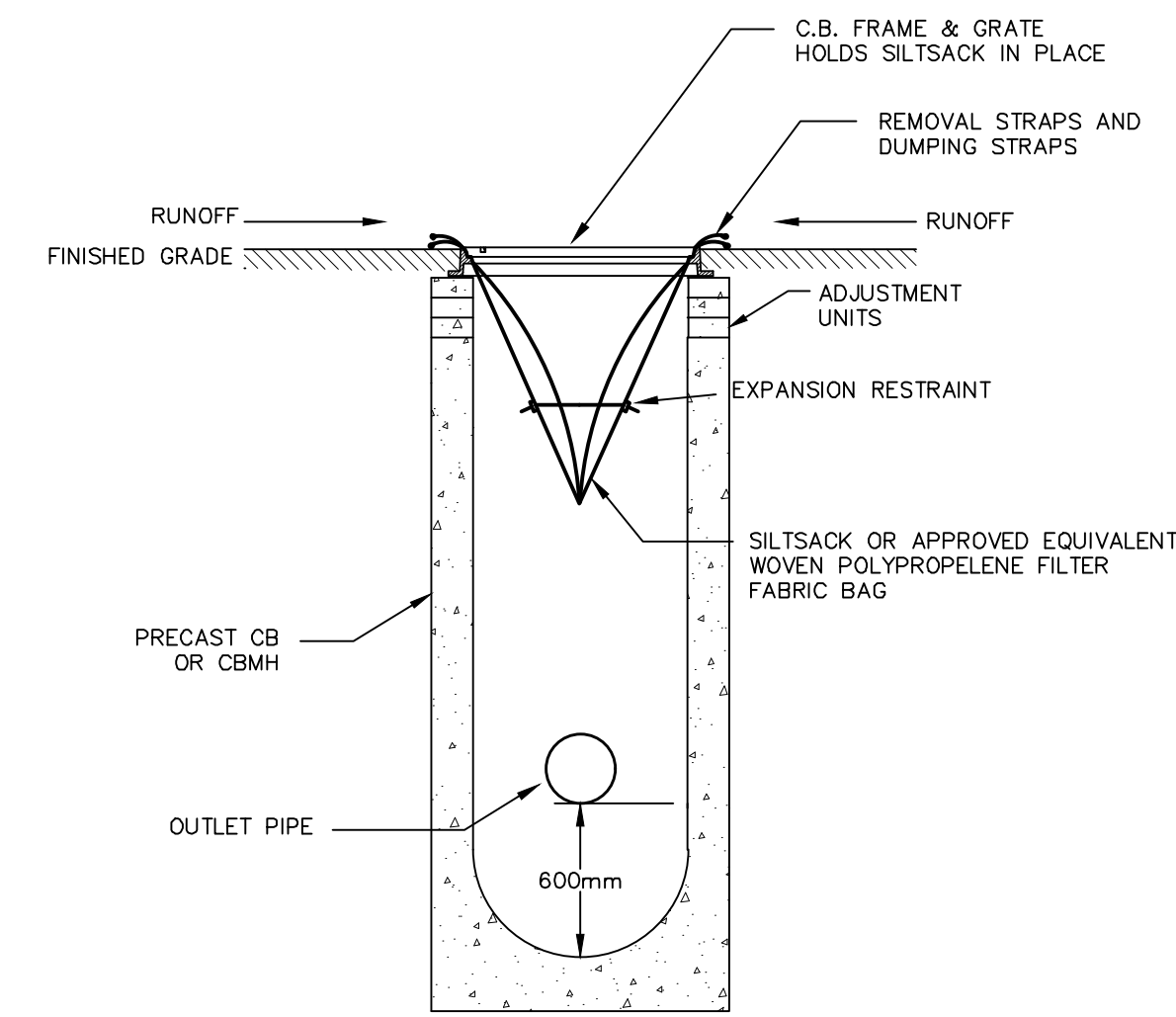
- 4.2. EROSION CONTROL STRUCTURES TO BE MONITORED REGULARLY AND ANY DAMAGE REPAIRED IMMEDIATELY. SEDIMENTS TO BE REMOVED WHEN ACCUMULATIONS REACH A MAXIMUM OF 1/3 THE HEIGHT OF THE FENCE.

- 4.3. OWNER'S REPRESENTATIVE TO MONITOR EROSION CONTROL STRUCTURES TO ENSURE FENCING IS INSTALLED AND MAINTENANCE IS PERFORMED TO CITY REQUIREMENTS.

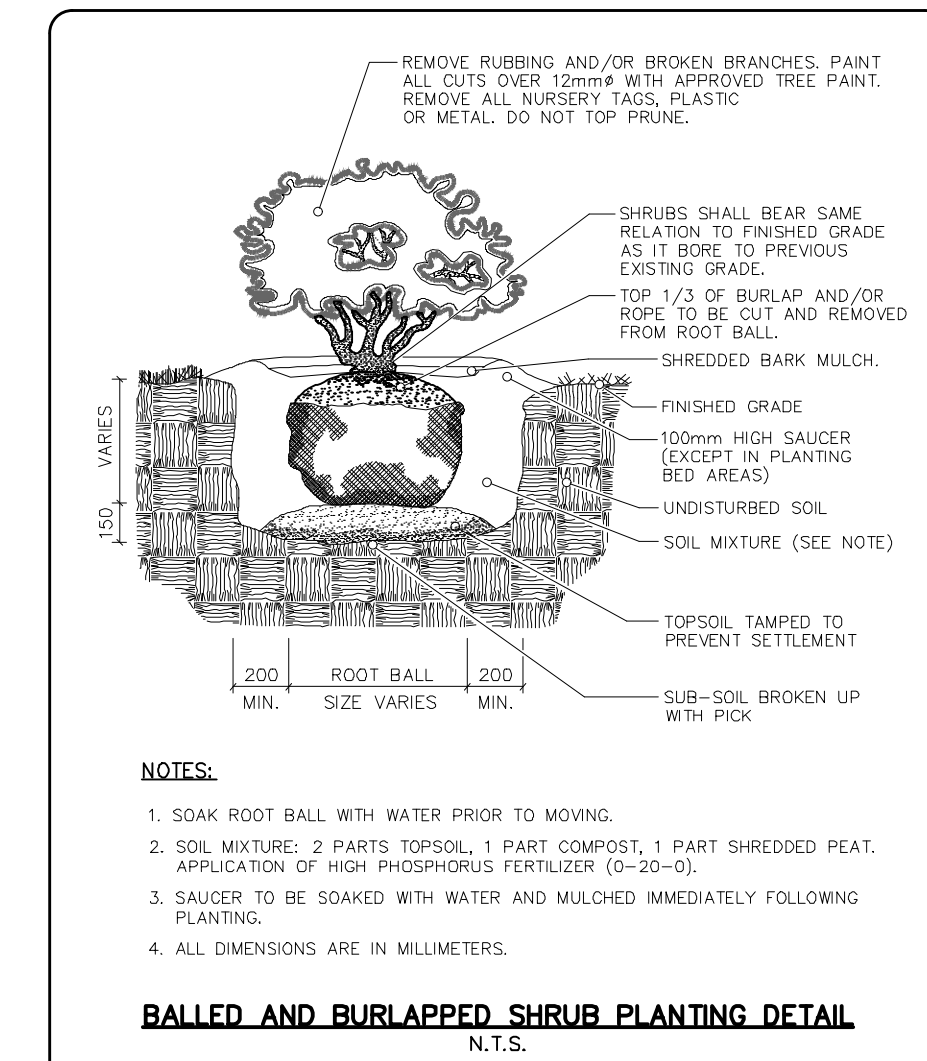
# Schedule "A" - Drawing 2

**CLASS STREET RESTORATION DETAIL**

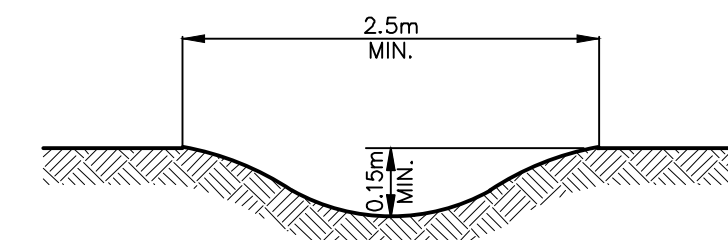
N.T.S.

**TEMPORARY SILTSACK SILTATION CONTROL IN CB**

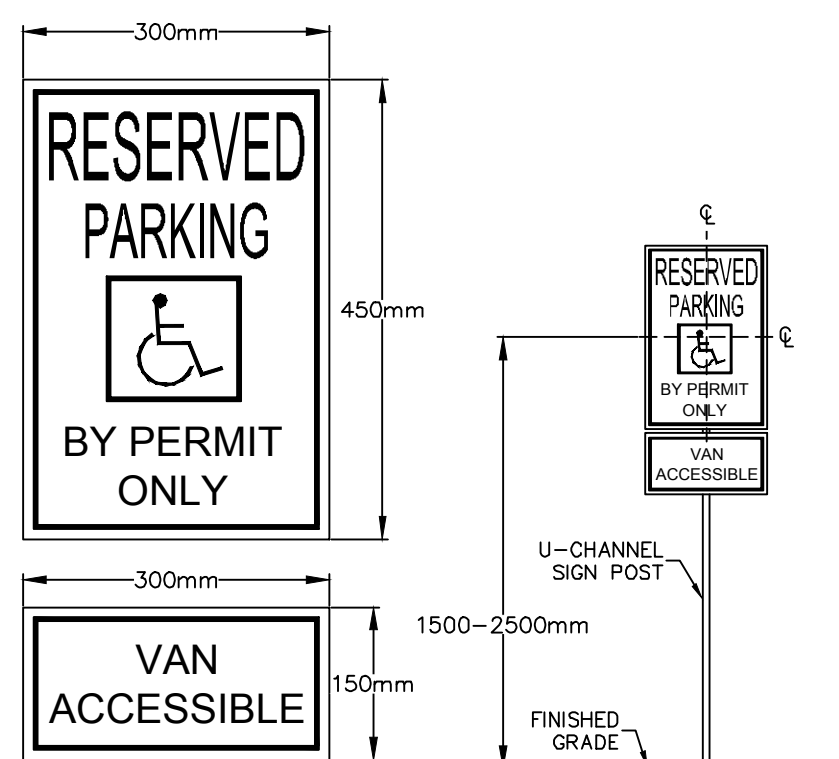
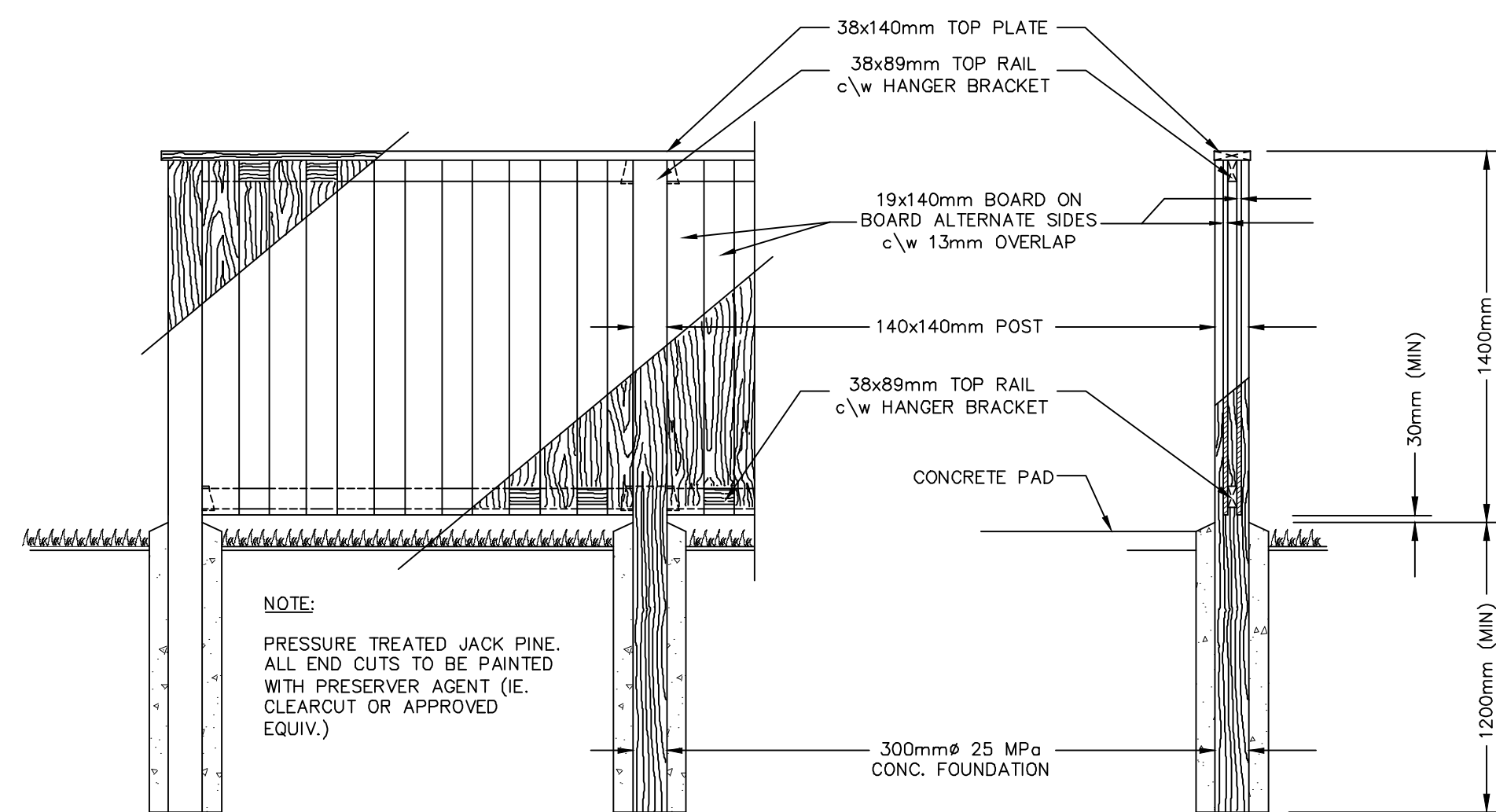
N.T.S.

**BALLED AND BURLAPPED SHRUB PLANTING DETAIL**

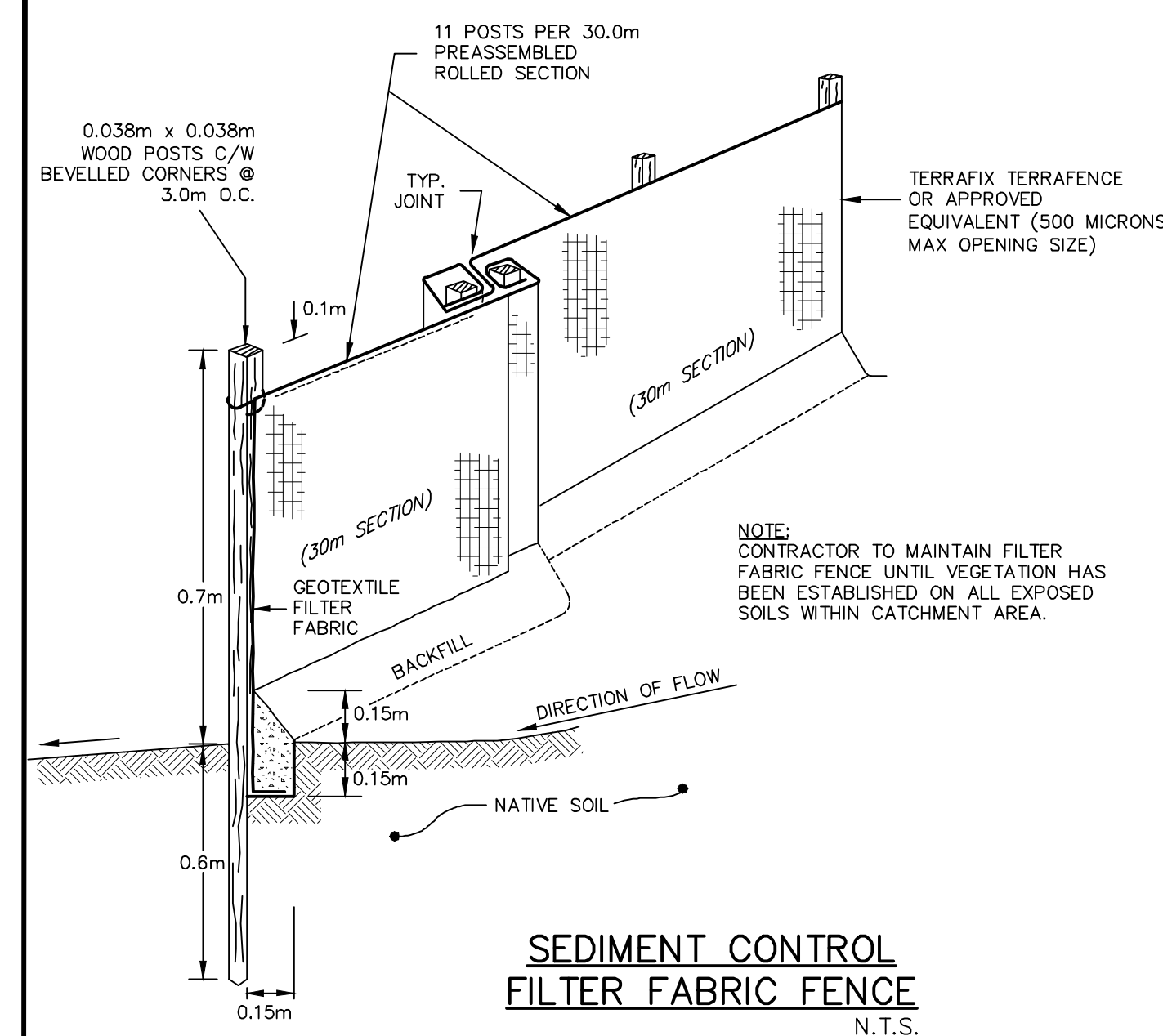
N.T.S.

**TYPICAL DRAINAGE SWALE**

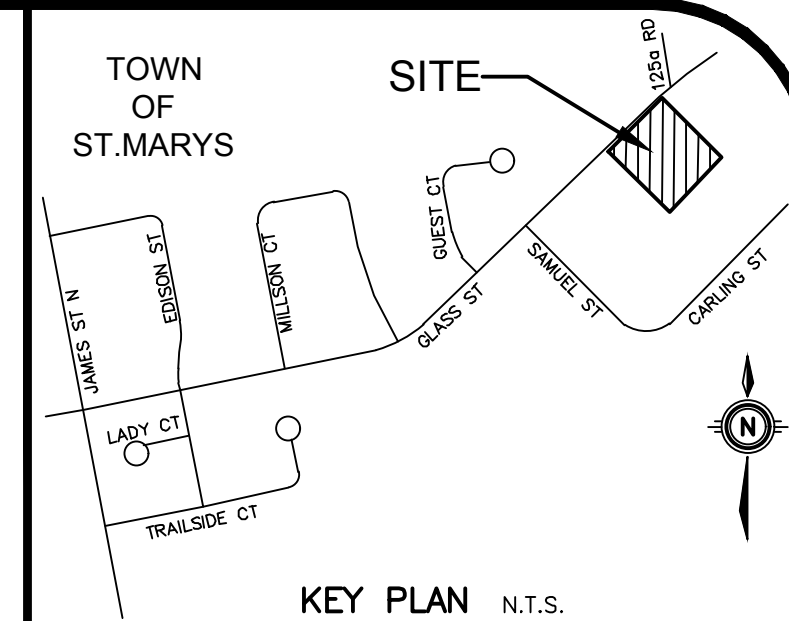
N.T.S.

**BARRIER FREE PARKING SIGN DETAIL****PRIVACY FENCE DETAIL**

N.T.S.

**SEDIMENT CONTROL FILTER FABRIC FENCE**

N.T.S.



**GEODETTIC BM** ELEV. = m  
 ELEVATIONS ARE GEODETTIC, AND ARE DERIVED FROM THE CANSEL CAN-NET REAL TIME NETWORK UTM ZONE 17 NAD83 (CSRS-2010).

**SITE BENCHMARK** ELEV. = m

8.			
7.			
6.			
5.			
4.			
3.	RE-ISSUED FOR APPROVAL	NNP	2020-08-03
2.	ISSUED FOR APPROVAL	NNP	2020-03-30
1.	ISSUED FOR CLIENT REVIEW	NNP	2020-02-28
No. R E V I S I O N		BY	YYYY-MM-DD



Engineers, Scientists, Surveyors

519-271-7952

CLIENT  
**BROKEN RAIL BREWING INC.**  
 480 GLASS STREET ST.MARYS, ON  
 PROJECT  
**BROKEN RAIL BREWING INC. CIVIL WORKS**  
 480 GLASS STREET ST.MARYS, ON  
 DRAWING

## CONSTRUCTION NOTES AND DETAILS

Project Manager	N.PREIKSCHAS	Project No.	47221-100
Design By	CXS	Checked By	JMD
Drawn By	CEK	Checked By	JMD
Surveyed By	OTHERS	Drawing No.	<b>C2.2</b>
Date	Mar.05/20		
Scale	1:150		
		Sheet 2 of 2	

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

THIS AGREEMENT made this            day of            , 2020.

BETWEEN:

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

(Hereinafter called the “Town”)

OF THE FIRST PART

AND:

**BROKEN RAIL BREWING INC.**

(Hereinafter called the “Developer”)

OF THE SECOND PART

**WHEREAS** the Developer is developing the lands described as Part of Lot 15, Concession 18, Town of St. Marys, County of Perth, [being Part 1 Plan 44R-5732 being part of PIN 53254-0426 (LT)] and Part 1 Plan 44R-4510 and Part 1, Plan 44R-4644 [being parts of PIN 53524-0396] all in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the “Lands”).

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

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

**AND WHEREAS** this Agreement shall be registered against “the lands” to this Agreement and the Town is entitled to enforce the provisions thereof against the

Developer and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent owners of the land, in accordance with subsection 10 of Section 41 of the Planning Act, R.S.O. 1990;

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

1. The Developer Agrees:

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

responsible for any and all costs associated with the required utility services. Utility services shall be installed and maintained in accordance with the drawings attached hereto as part of Schedule "A";

- d. The private sanitary force main for the premise shall be the sole responsibility of the Developer. The Town will not be responsible or liable for any disruption in service, or damage incurred as a result of the operation of this force main. The care and maintenance of the private force main shall be the Developer's responsibility, in addition to any fees resulting from the maintenance or repairs incurred up to the discharge location to the Town's gravity wastewater collection system.
- e. That all necessary provisions for any service connections of the Lands shall be made to the satisfaction of the Town;
- f. That access to and from the Lands shall be designed and constructed at the sole risk and expense of the Developer and shall be located and constructed as shown on the drawings attached hereto as Schedule "A";
- g. That the internal driveways, vehicle parking areas, vehicle maneuvering areas and pedestrian walkways shall be designed and constructed at the sole risk and expense of the Developer and shall be located and constructed as shown on the drawings attached hereto as part of Schedule "A";
- h. That erosion and sediment controls shall be provided for the site during construction to the satisfaction of the Town;

- i. That final grades and elevations shall be established to the satisfaction of the Town and shall be in accordance with the drawings attached hereto as part of Schedule “A”;
  - j. That all hydro cables be located underground on the Lands;
  - k. That snow storage shall be on the property as shown on the drawings attached hereto as part of Schedule “A”;
  - l. That the development on the Lands including but not limited to driveways, buildings, structures, paved areas, landscaping and lot grading shall be maintained at the sole risk and expense of the Developer on an ongoing basis;
  - m. That any and all development on the Lands shall be to Town standards and the provisions of the Town’s Zoning By-law in effect at the time of development;
  - n. That all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town’s Zoning By-law Z1-1997, as amended.
2. Schedule “A” consists of the following drawing:
- a. Site Grading, Servicing, and Erosion & Sediment Control Plan prepared by MTE Consultants Inc. dated March 5, 2020 and revised on June 3, 2020;
  - b. Construction Notes and Details prepared by MTE Consultants Inc. dated March 5, 2020 and revised on June 3, 2020;
3. Schedule “A”, as described in paragraph 2 above and attached hereto shall form part of this Agreement.

4. The Developer shall enter into a separate agreement for electricity with Festival Hydro Inc.
5. Entrances to buildings shall be kept clear of any obstructions including snow accumulation at the responsibility of the Developer.
6. The Developer shall be responsible for the cost of any signage and the installation of said signage required for this site.
7. The Developer agrees that the abutting street to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the Developer at his own expense. The Developer acknowledges that they have the responsibility to correct or clean muddied streets used for access during construction. If the Developer fails to complete said work, then the provision of paragraph 10 of this Agreement shall apply.
8. Minor adjustments to the requirements of this Site Plan Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Town is required before such minor adjustments can be made.
9. Nothing in this Agreement constitutes a waiver of the obligation of the Developer to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any restrictions or regulations lawfully imposed by any other authorities having jurisdiction in connection therewith.

10. In the event of the failure by the Developer to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days' notice in writing to the Developer of its intention and forthwith if the failure is deemed an emergency, or poses a risk to the safety of the public or environment, the Town shall rectify the issue without seven (7) days notice and shall recover the expense incurred by the Town in a like manner as municipal taxes.

11. The Developer agrees to deposit with the Town a refundable security deposit in the amount of Ten Thousand Dollars (\$10,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Developer's professional engineer provides a certificate to the Town that the conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town.

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

Broken Rail Brewing Inc.

150 Millson Crescent

St. Marys, ON N4X 1E3

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

13. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability and shall be severed from the balance of this Agreement, all without affecting the remaining provisions of this Agreement.
14. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Developer. The covenants, agreements, conditions, and understandings herein contained on the part of the Developer shall run with the Lands and shall ensure to the benefit of and be binding upon the parties hereto and their respective successors, heirs, executors, administrators and assigns.
15. Execution of this Agreement shall be deemed to be authorization by all Parties to legal counsel for the Town to register same in the appropriate Land Titles Office without further written authorization.
16. The failure of a Party at any time to require performance by the other Party of any obligation under this Agreement shall in no way affect the first Party's right thereafter to enforce such obligation, nor shall any such waiver be taken or held to be a waiver of the performance of the same or any other obligation hereunder at any later time.
17. The Parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further, acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this

Agreement including any amendments to this Agreement required to effect the registration of this Agreement.

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

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

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

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

**BROKEN RAIL BREWING INC.**

Per: \_\_\_\_\_  
Co Owner: Ryan Leaman

Per: \_\_\_\_\_  
Co Owner : Erin Leaman

**(We have the authority to bind the Corporation)**

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

Per: \_\_\_\_\_  
Mayor: Al Strathdee

Per: \_\_\_\_\_  
CAO/Clerk: Brent Kittmer

**(We have the authority to bind the Corporation)**

## NOTES TO SPA

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

## Schedule “A” – Drawings



[illegible]

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>23 June 2020</b>
<b>Subject:</b>	<b>DCS 16- 2020 June Monthly Report (Community Services)</b>

## RECOMMENDATION

THAT DCS 16- 2020 June Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

Community Services General Update:

- Community Museum Operating Grant Submitted.
- Negotiated extension on Space to Spoon exhibit, initially was to close in May but will now stay until September.
- The Senior Services Home Support Services year-end report deadline has been extended with new reporting dates to be issued by the LHIN.
- The Senior Services Home Support Services Multi Service Accountability Agreement has been extended until March 31, 2021. The 2019-2020 CAPS budgets were rolled over for 2020-2021. The CAPS budget will not reflect changes that were made to the 2020 Home Support Services Municipal budget and variance reporting will be required at each reporting quarter.
- Active Net training has started and will go live in the fall. This new software will create efficiencies per the 2019 service delivery review.
- Supervisors have been meeting regularly with team members that are currently on leave.

Community Wellness COVID-19 Pandemic:

- Working on a plan for Camp PRC including a final review, a full comprehensive plan and operation guide with new safety guideline and procedures.
- Recreation is working to develop online programs that will generate revenue including programs such as; online yoga, birthday parties, Red Cross Courses, E-sports and Sportball classes.
- Developing options for reopening Quarry and PRC pool based on Lifesaving Society reopening recommendations.
- Senior Services is working on a reopening plan to resume Footcare Service for the community.
- Senior Services staff are working with the Communication department to develop a Friendship Centre Facebook page to support sustainable virtual programming long term as part of the recovery stages. Staff are working on a virtual programming plan, exploring revenue generating programs to be hosted virtually.
- Senior Services is beginning to bring on program volunteers through the COVID-19 volunteer process to support virtual programming. Volunteer fitness instructors will be granted access to

the facilities for the purpose of live programming to teach classes allowing staff to be reallocated to support the development of revenue generating virtual programs. Entry protocols have been developed and are in place for the health and safety of staff and volunteers.

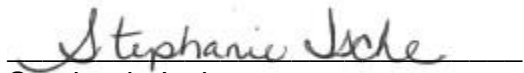
- Funds obtained through the second round of Urgent Needs through United Way have been utilized to support the Rotary community dinner program to ensure that the funds made it into the community by the deadline of June 30, 2020.
- The first report for Urgent Needs funds were due June 12. The final report is due June 30<sup>th</sup>.
- Emergency Child Care opened on June 8<sup>th</sup> and is at full capacity. The children, parents and staff have adapted to the new process for entering the centre.

#### Online statistics for Wellness Program:

Date	Program Name	Total View Count	Post Engagemen	No. People Reached	Average watch time
19-May	Child Programming	428	12	575	0.27/5.33
19-May	Chair Yoga	341	55	1100	0.48/54.27
19-May	Disney Trivia	915	218	1269	1.04/1.01.30
20-May	Group Fitness	776	208	2000	1.22/52.38
20-May	Child Programming	575	12	1100	0.23/33.13
20-May	scrapbooking	465	20	1200	0.20/23.37
21-May	Group Fitness	326	35	901	0.53/50.43
21-May	Child Programming	170	14	428	0.34/8.51
21-May	Bingo	447	177	1088	1.52/58.32
22-May	Group Fitness	507	167	1400	1.42/51.29
22-May	Child Programming	291	14	372	0.22/26.03
22-May	Library Program	692	50	1429	0.24/6.51
22-May	Museum Program	715	32	1600	0.17/6.24
23-May	Upper Body Workout	348	19	1000	0.20/10.38
TOTAL OF EVERYTHING		6996	1033	15462	
Week of May 25th					
Date	Program Name	Total View Count	Post Engagemen	No. People Reached	Average watch time
25-May	Group Fitness	907	275	2400	1.24/1.15.04
25-May	Child Programming	342	19	751	0.27/32.14
26-May	Child Programming	366	6	769	0.17/3.22
26-May	Chair Yoga	468	23	961	0.47/46.08
26-May	Marvel and DC Trivia	684	165	727	1.35/1.09.19
27-May	Group Fitness	631	186	1600	1.16/53.14
27-May	Child Programming	241	7	580	0.30/34.03
28-May	Group Fitness	571	41	1500	0.52/29.18
28-May	Child Programming	490	9	948	0.12/10.11
28-May	Scrapbooking	551	21	1400	0.15/17.14
29-May	Group Fitness	945	269	2500	0.56/1.00.13
29-May	Library Database Tutorial	317	8	1258	0.11/10.41
29-May	Child Programming	254	2	753	0.06/17.19
29-May	Museum Tour	1400	120	2900	0.14/4.39
30-May	Group Fitness				
TOTAL OF EVERYTHING		8167	1151	19047	

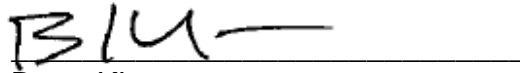
## REVIEWED BY

### Recommended by the Department

A handwritten signature in cursive script, appearing to read "Stephanie Ische", written over a horizontal line.

Stephanie Ische  
Director of Community Services

### Recommended by the CAO

A handwritten signature in block letters, appearing to read "Brent Kittmer", followed by a horizontal line.

Brent Kittmer  
CAO / Clerk



# FORMAL REPORT

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

**Prepared by:** Jenny Mikita, Senior Services Supervisor

**Date of Meeting:** 23 June 2020

**Subject:** **DCS 19-2020 Declaration of Compliance**

## PURPOSE

To obtain Council authorization to sign the South West Local Health Integration Network Form of Declaration of Compliance.

## RECOMMENDATION

**THAT** DCS 18-2020 Declaration of Compliance for the South West Local Health Integration Network be received; and

**THAT** Council authorize the Chief Administrative Officer / Clerk to sign the South West Local Health Integration Network Form of Declaration of Compliance for the reporting period of April 1, 2019 to March 31, 2020.

## BACKGROUND

The Town of St. Marys Senior Services department is funded \$427,000 annually through a Multi Sector Services Agreement with the South West Local Health Integration Network to fund the Home Support Services programs provided by the department. As part of the Multi Sector Services Agreement with the South West Local Health Integration Network (SW LHIN), the Town of St. Marys Senior Services department is required to submit an annual declaration of Compliance indicating that the funded agency (Home Support Services) has fulfilled all obligations under the services accountability agreement and have complied with required legislations.

Senior Services is required to submit annual and quarterly financial and statistical reports to the SW LHIN. It is through this process that any obligations which fall outside of acceptable corridor of 10 percent above or below the budgeted financial or statistical amount are reported. Obligations that have not been met by year end are to be reported under Appendix 1 of the Declaration.

## REPORT

The Declaration of Compliance states:

*“That the Health Service Provider (Senior Services Home Support Services) had fulfilled the obligations under the services accountability agreement (M-SAA) in effect during the Applicable Period. Without limiting the generality of the foregoing, the HSP has complied with:*

- (i) Article 4.8 of the M-SAA concerning applicable procurement practices;*
- (ii) The Local Health System Integration Act, 2006*
- (iii) The Public Sector Compensation Restraint to Protect Public Services Act, 2010.*

The following functional centre fell outside the 2019-2020 budget corridor for units of service.

*Footcare Services* – In the 2019-2020 budget Home Support Services anticipated serving 175 clients providing 1100 footcare appointment. Home Support Services served 175 client, however fell below the reporting corridor for units of service (appointments). The acceptable corridor for footcare units of services as laid out by the LHIN for our specific budget was 990 units to 1210 units. Between April 1, 2019 and March 31, 2020 Home Support Services provided 954 appointments. The decrease in units is attributed to the 8 clinics that were cancelled due to COVID 19 and 3 clinics that were postponed due the service provider's time off. It is anticipated that the 2020-2021 actual numbers may be outside the corridor once again due to COVID- 19.

As per the requirements of the LHIN, to the best of the knowledge of the Director of Community Services, Home Support Services has fulfilled its obligations under the service accountability agreement in effect during the Applicable Period of April 1, 2019 to March 31, 2020, subject to exceptions identified in Schedule G, Appendix 1 attached.

## **FINANCIAL IMPLICATIONS**

None

## **SUMMARY**

In summary, this report provides Council with Home Support Services Declaration of Compliance. This agreement is brought to Council annually for approval and reporting continues throughout the year so that Home Support can demonstrate their compliance in providing services to residents of St. Marys and area.

## **OTHERS CONSULTED**

None

## **ATTACHMENTS**

Schedule G – Form of Compliance Declaration  
Appendix 1 – Exceptions.

## **REVIEWED BY**

### **Recommended by the Department**




Stephanie Ische  
Director of Community Services



Jenny Mikita  
Senior Services Supervisor

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

## SCHEDULE G – FORM OF COMPLIANCE DECLARATION

### DECLARATION OF COMPLIANCE

Issued pursuant to the MSAA effective April 1, 2019

**To:**        **The Board of Directors** of the South West Local Health Integration Network (the “LHIN”). Attn: Board Chair.

**From:**    **The CAO of the Corporation of the Town of St. Marys (the “HSP”)**

**Date:**       Tuesday, June 23, 2020

**Re:**        April 1, 2019 – March 31, 2020 (the “Applicable Period”)

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Unless otherwise defined in this declaration, capitalized terms have the same meaning as set out in the MSAA between the LHIN and the HSP effective April 1, 2019.

The Board has authorized me, by resolution dated Tuesday, June 23, 2020 to declare to you as follows:

After making inquiries of the Director of Community Services, Stephanie Ische, and other appropriate officers of the HSP and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the Board’s knowledge and belief, the HSP has fulfilled, its obligations under the service accountability agreement (the “MSAA”) in effect during the Applicable Period.

Without limiting the generality of the foregoing, the HSP has complied with:

- (i)        Article 4.8 of the MSAA concerning applicable procurement practices;
- (ii)      The *Local Health System Integration Act, 2006*; and

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Brent Kittmer, CAO  
Corporation of the Town of St. Marys

## **Schedule G – Form of Compliance Declaration Cont'd.**

### **Appendix 1 - Exceptions**

[Please identify each obligation under the MSAA that the HSP did not meet during the Applicable Period, together with an explanation as to why the obligation was not met and an estimated date by which the HSP expects to be in compliance.]

Functional Centre Footcare Services – visits – the number of visits is below the corridor. The decline in units of service can be attributed to the provider's inability to provide service due to the COVID pandemic. Home Support Services cancelled a number of clinics that were schedule to operate between March 16, 2020 and March 31, 2020



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Stephanie Ische, Director of Community Services
<b>Date of Meeting:</b>	23 June 2020
<b>Subject:</b>	<b>DCS 17-2020 Quarry Reopening Options During COVID</b>

## PURPOSE

The purpose of this report is to present Council with options for reopening the Quarry.

## RECOMMENDATION

**THAT** DCS 17-2020 Quarry Reopening Options During COVID report be received; and

**THAT** Council approve option 1 for reopening the Quarry operations opening July 6<sup>th</sup>, 2020 to September 7<sup>th</sup>, 2020.

## BACKGROUND

At the June 9, 2020 Council meeting staff presented Council with an example of what the Quarry reopening could look like. It was suggested that a few additional options be explored and brought back to the June 23, 2020 Council meeting for discussion.

## REPORT

The Quarry is a traditional service provided to the community and would fall into the considerable community benefit within our services prioritization framework, meaning the amenity is a good candidate to consider reopening if the financial impact is manageable.

The Lifesaving Society is a national organization working to prevent drowning and water related injury through training programs, Water Smart public education, safety management services, drowning prevention research and lifesaving sport. The Lifesaving Society establishes aquatic safety standards and consults on aquatic safety issues for the aquatic industry, governments and the judiciary. The Society offers a suite of services to help aquatic facility operations maintain and improve safe pool and waterfront operations.

The Quarry and Aquatics Centre consistently follow all recommendations as provided by this body as the experts in the aquatics industry. The Lifesaving Society released a guidance document in June 2020 to assist owners and operators of aquatics facilities for the reopening of pools and waterfronts during the pandemic. All the guidelines listed are based on expert opinion and evidence-based research from many credible health organizations throughout Canada and globally. The Lifesaving Society will continue to reassess the public health risk based on the best available evidence as the COVID-19 situation evolves. Their recommendations will be updated as additional information becomes available. Staff have explored a variety of options for reopening the Quarry during the pandemic based on recommendations listed in this document.

As staff work through reopening, some general assumptions have been used to come up with four options for the Quarry. These assumptions are based on the Lifesaving Society recommendation released in June 2020. Assumptions that will be applied to all options include:

- For the health and safety of the staff, all guards will be provided a waist pack which will include CPR mask with HEPA filter, hand sanitizer, facemask, gloves and disinfectant wipes.
- The facility will have signs posted at the entrance to inform all bathers that:
  - Patrons may not enter the facility if they suspect they have COVID-19 symptoms
  - If admitted, maintain social distancing of 2 M from other bathers and employees
  - All patrons maintain proper hygiene when in our facility
- With social distancing 5 persons can fit in each washroom at one time, and traffic to washrooms will be one-way only. This will not be staffed; however, signage will be provided indicating proper physical distancing and markings on the floor will indicate the flow of traffic.
- There is a half an hour scheduled between each swim time to clean and disinfect the washrooms, lifejackets and high touched areas.
- The numbers of bathers to ensure adequate physical distancing was reduced by approximately 75%. Staff have calculated the space required for appropriate physical distancing of 1 person per 5 square meters on the grass to social distance. This would allow 70 patrons per time slot.
- 80% daily attendance has been used to calculate the revenue. This number was selected as there may not be full participation every day. This is an estimate only and could fluctuate.
- For this exercise, swim pricing is based on \$5.75 per participant as this is an average cost (pricing for adults is \$7, youth \$4.50).
- Participants will need to register and pay online prior to visiting the site and they will be required to register with an address. The registration will be on Max Galaxy which is our current recreation software.
- There will be no control on how many times one person registers, and it will not be exclusive to town residents only. It will be on a first come first served basis. Council had asked if the bookings could be limited to St. Marys residents only, but the booking system does not allow this to happen.
- Based on the reopening framework, along with the Lifesaving Society guide to reopening, the trampoline, slide and volleyball courts will not be open. The rafts will be open but only 4 people will be allowed on them at a time and the guards will monitor this. The slide on the raft will be closed.
- Canteen food will not be sold for this season based on food handling and cash with the new COVID guidelines (this reduces the backend of staffing requirements, handling cash and food)
- Patrons will be encouraged to bring their own lifejackets.
- All options are based on a 9-week program, opening July 6<sup>th</sup> and running until September 7<sup>th</sup>.
- In previous years YMCA passes, Library swim passes, and PRC pool passes have been acceptable payment options for entry. These programs will not be accepted this summer.
- Equipment rentals such as stand-up paddleboards, lily pads and kayaks will not be offered this summer.

Attached to this report is a summary of three operational options. These options as well as a “do nothing” option are explained below:

#### Option 1: 7 days per week, 3 swim times per day

- This schedule will be set up to offer open swim times only. There will not be swimming lessons or other programs running.
- The schedule would be set up as follows: 3 open swim times (total of 210 participants per day) that would be scheduled from:
  - a. 1:00 p.m. - 2:45 p.m.
  - b. 3:15 p.m. - 5:00 p.m.
  - c. 5:30 p.m. - 7:30 p.m.
- Staffing Compliment includes:
  - a. 5 lifeguards and 1 canteen staff
  - b. 31.5 hours per week of facility staff support for cleaning the Quarry operation. (Pre-COVID cleaning hours were scheduled at 14 hours per week.)
- Financial cost for this option during COVID is estimated at \$22,692.

#### Option 2: 7 days per week, 4 swim times per day

- This schedule will be set up to offer open swim times only. There will not be swimming lessons or other programs running.
- The schedule would be set up as follows: 4 open swim times (total of 280 participants per day) that would be scheduled from:
  - a. 11:15 a.m. - 1:00 p.m.
  - b. 1:30 p.m. - 3:15 p.m.
  - c. 3:45 p.m. - 5:30 p.m.
  - d. 6:00 p.m. - 7:45 p.m.
- Staffing Compliment includes:
  - a. 5 lifeguards and 1 canteen staff
  - b. 38.5 hours per week of facility staff support for cleaning the Quarry operation. (Pre-COVID cleaning hours were scheduled at 14 hours per week.)
- The Quarry traditionally opens at 1 p.m. so staff are unsure the numbers of patrons that may be willing to come to the facility earlier in the day.
- Financial cost for this option during COVID is estimated at \$18,568.

#### Option 3: 5 days per week, 3 swim times per day

- This schedule will be set up to offer open swim times only. There will not be swimming lessons or other programs running.
- Open five days a week Thursday to Monday offering the following: 3 open swim times (total of 210 participants per day) that would be scheduled from:
  - a. 1:00 p.m. - 2:45 p.m.
  - b. 3:15 p.m. - 5:00 p.m.
  - c. 5:30 p.m. - 7:30 p.m.
- Staffing Compliment includes:
  - a. 5 guards and 1 canteen staff
  - b. 22.5 hours per week of facility staff support for cleaning the Quarry operation. (Pre-COVID cleaning hours were scheduled at 14 hours per week.)

- Financial cost for this option during COVID is estimated at \$22,851

#### Option 4:

- Keep the Quarry closed for the summer of 2020.
- No financial impact for this option during COVID.

## **FINANCIAL IMPLICATIONS**

Option 1: Financial cost during COVID is estimated at \$22,692

Option 2: Financial costs during COVID is estimated at \$18,568

Option 3: Financial cost during COVID is estimated at \$22,851

Option 4: No financial impact.

## **SUMMARY**

Staff have recommended Option 1 for reopening the Quarry. Option 1 is most similar to our regular hours of operation as this option will allow a slow phased in approach of less swim times per day to help staff better understand the demand.

There is a slight concern that if St. Marys residents are solely allowed to participate, all time slots may not fill up. The risk of reduced participation is that the revenue projections used will not be achieved, but most costs will remain fixed meaning the overall operational deficit will increase. However, staff will monitor the operations of the Quarry and if there is a lack of demand, operational hours can be reduced. On the flip side, if there is a great demand for an additional time slot a fourth session could easily be added.

Overall, the health and safety of public and staff are the priority as staff work through a transition plan to reopen a facility such as the Quarry. Staff have created a plan for reopening that follows provincial and public health requirements. This includes new operational procedures, PPE requirements, physical markers on the floors/walls and appropriate signage. Staff continue to work with Huron Perth Public Health and the Lifesaving Society to ensure recommendations are followed.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

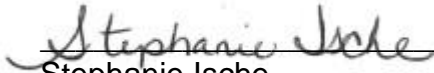
Andrea Slade, Aquatics & Guest Services Supervisor  
Ray Cousineau, Operations Supervisor  
André Morin, Director of Finance / Treasurer

## **ATTACHMENTS**

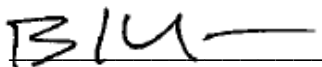
Cost analysis for each option

## **REVIEWED BY**

### **Recommended by the Department**

  
Stephanie Ische  
Director of Community Services

### **Recommended by the CAO**

  
Brent Kittmer  
CAO / Clerk

**TOWN OF ST. MARYS**  
**2020 Opening of the Swimming Quarry**

**PROGRAM:** Opening of the Swimming Quarry  
**DEPARTMENT:** Facilities **LOCATION:** 425 Water Street South

**PROJECT DETAILS**

**SCOPE OF THE WORK**

Opening of the swimming quarry for the summer months with a capacity of 76 people. 70 patrons and 6 staff. Three(3) swim sessions of 70 patrons. For a total of 210 patrons. Public swim sessions will run from 1:00 to 2:45, 3:15 to 5:00, 5:30 to 7:30

Facility Costs	Budget 2020	COVID19 -2020
Cleaning Costs	\$2,282.87	\$6,454.50
Building Flow Costs	\$0.00	\$20.00
Maintenance, Setup & Winterizing Costs	\$11,400.00	\$11,400.00
<b>Total Costs</b>	<b>\$13,682.87</b>	<b>\$17,874.50</b>

Program Costs	Budget 2020	COVID19 -2020
PPE & Training	\$3,040.00	\$2,890.00
Safety Shield Admissions	\$0.00	\$700.00
Sanitizing supplies	\$20.00	\$250.00
People distancing measures	\$0.00	\$60.00
Guard Wages	\$47,600.00	\$48,800.00
Canteen Wages	\$7,700.00	\$6,000.00
<b>Total Program Costs</b>	<b>\$58,360.00</b>	<b>\$58,700.00</b>

Set Up Costs	Budget 2020	COVID19 -2020
Guard Wages	\$3,344.00	\$3,344.00
Canteen Wages	\$144.00	\$144.00
<b>Total Setup Costs</b>	<b>\$3,488.00</b>	<b>\$3,488.00</b>

<b>Total Program &amp; Setup Costs</b>	<b>\$65,336.00</b>	<b>\$65,676.00</b>
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Program Revenue	Budget 2020	COVID19-2020 (80%)
Admission Revenue	\$62,000.00	\$60,858.00
SUP Board Revenue	\$8,000.00	\$0.00
Canteen Revenue	\$9,000.00	\$0.00
<b>Total Revenue</b>	<b>\$79,000.00</b>	<b>\$60,858.00</b>

**BUDGET**


COSTS	
Facility Costs	\$17,875
Program & Setup Costs	\$65,676
<b>TOTAL</b>	<b>\$83,551</b>
Revenue	
Facility Revenue	\$0
Program Revenue	\$60,858
<b>TOTAL</b>	<b>\$60,858</b>
Financial Costs	
Facility Cost Increase	\$4,192
(Program lost Revenue) - (Cost Savings)	\$18,482
<b>Total Financial Cost NEW for COVID-19 Operation</b>	<b>\$22,674</b>
Percentage Increase	
Facility Costs	31%
Program Costs	1%
<b>*Total Overall Cost Increase</b>	<b>120257%</b>



**COMMENTS**

Facility Staff time - 4.5 hours a day, 7 days a week = 31.5 hours/week  
 \*Budget year lose \$18.75, COVID year lose \$18.75 + \$22674= \$22,692.75  
 Facility Costs are based on staff cleaning and sanitizing 4 times a day As per Life Saving Society.  
 Canteen, trampoline, volley ball court and the SUP board rentals will not run in 2020.  
 The slide will be off limits but the rafts will be open.  
 Swimming lessons at the quarry will be cancelled for the 2020 season.

TOWN OF ST. MARYS 2020 Opening of the Swimming Quarry		
PROGRAM:	Opening of the Swimming Quarry	
DEPARTMENT:	Facilities	LOCATION: 425 Water Street South
PROJECT DETAILS		
<b>SCOPE OF THE WORK</b> Opening of the swimming quarry for the summer months with a capacity of 76 people. 70 patrons and 6 staff. Four(4) swim sessions of 70 patrons. For a total of 280 patrons. Public swim sessions will run from 11:15 to 1:00, 1:30 to 3:15, 3:45 to 5:30, 6:00 to 7:45		
<b>Facility Costs</b>	<b>Budget 2020</b>	<b>COVID19 -2020</b>
Cleaning Costs	\$2,282.87	\$7,494.50
Building Flow Costs	\$0.00	\$20.00
Maintenance, Setup & Winterizing Costs	\$11,400.00	\$11,400.00
<b>Total Costs</b>	<b>\$13,682.87</b>	<b>\$18,914.50</b>
<b>Program Costs</b>	<b>Budget 2020</b>	<b>COVID19 -2020</b>
PPE & Training	\$3,040.00	\$2,890.00
Safety Shield Admissions	\$0.00	\$700.00
Sanitizing supplies	\$20.00	\$200.00
People distancing measures	\$0.00	\$60.00
Guard Wages	\$47,600.00	\$61,400.00
Canteen Wages	\$7,700.00	\$8,572.00
<b>Total Program Costs</b>	<b>\$58,360.00</b>	<b>\$73,822.00</b>
<b>Set Up Costs</b>	<b>Budget 2020</b>	<b>COVID19 -2020</b>
Guard Wages	\$3,344.00	\$3,344.00
Canteen Wages	\$144.00	\$144.00
Total Setup Costs	\$3,488.00	\$3,488.00
<b>Total Program &amp; Setup Costs</b>	<b>\$65,336.00</b>	<b>\$80,798.00</b>
<b>Program Revenue</b>	<b>Budget 2020</b>	<b>COVID19-2020 (80%)</b>
Admission Revenue	\$62,000.00	\$81,144.00
SUP Board Revenue	\$8,000.00	\$0.00
Canteen Revenue	\$9,000.00	\$0.00
<b>Total Revenue</b>	<b>\$79,000.00</b>	<b>\$81,144.00</b>
BUDGET		
<b>COSTS</b>		
Facility Costs	\$18,915	
Program & Setup Costs	\$80,798	
<b>TOTAL</b>	<b>\$99,713</b>	
<b>Revenue</b>		
Facility Revenue	\$0	
Program Revenue	\$81,144	
<b>TOTAL</b>	<b>\$81,144</b>	
<b>Financial Costs</b>		
Facility Cost Increase	\$5,232	
(Program lost Revenue) - (Cost Savings)	\$13,318	
<b>Total Financial Cost NEW for COVID-19 Operation</b>	<b>\$18,550</b>	
<b>Percentage Increase</b>		
Facility Costs	38%	
Program Costs	24%	
<b>*Total Overall Cost Increase</b>	<b>98402%</b>	
COMMENTS		
Facility Staff time -5.5 hours a day, 7 days a week = 38.5 hours/week		
*Budget year lose \$18.75, COVID year lose \$18.75 + \$18,550 = \$18,568		
Facility Costs are based on staff cleaning and sanitizing 5 times a day As per Life Saving Society.		
Canteen, trampoline, volley ball court and the SUP board rentals will not run in 2020.		
The slide will be off limits but the rafts will be open.		
Swimming lessons at the quarry will be cancelled for the 2020 season.		

TOWN OF ST. MARYS 2020 Opening of the Swimming Quarry		
PROGRAM:	Opening of the Swimming Quarry	
DEPARTMENT:	Facilities	LOCATION: 425 Water Street South
PROJECT DETAILS		
SCOPE OF THE WORK Opening of the swimming quarry 5 days a week for the summer months with a capacity of 76 people. 70 patrons and 6 staff. Three(3) swim sessions of 70 patrons. For a total of 210 patrons. Public swim sessions will run from 1:00 to 2:45, 3:15 to 5:00, 5:30 to 7:30. Thursday to Monday		
Facility Costs	Budget 2020	COVID19 -2020
Cleaning Costs	\$2,282.87	\$4,787.50
Building Flow Costs	\$0.00	\$20.00
Maintenance, Setup & Winterizing Costs	\$11,400.00	\$11,400.00
Total Costs	\$13,682.87	\$16,207.50
Program Costs	Budget 2020	COVID19 -2020
PPE & Training	\$3,040.00	\$2,890.00
Safety Shield Admissions	\$0.00	\$700.00
Sanitizing supplies	\$20.00	\$250.00
People distancing measures	\$0.00	\$60.00
Guard Wages	\$47,600.00	\$34,892.00
Canteen Wages	\$7,700.00	\$4,290.00
Total Program Costs	\$58,360.00	\$43,082.00
Set Up Costs	Budget 2020	COVID19 -2020
Guard Wages	\$3,344.00	\$3,344.00
Canteen Wages	\$144.00	\$144.00
Total Setup Costs	\$3,488.00	\$3,488.00
Total Program & Setup Costs	\$65,336.00	\$50,058.00
Program Revenue	Budget 2020	COVID19-2020 (80%)
Admission Revenue	\$62,000.00	\$43,414.00
SUP Board Revenue	\$8,000.00	\$0.00
Canteen Revenue	\$9,000.00	\$0.00
Total Revenue	\$79,000.00	\$43,414.00
BUDGET		
COSTS		
Facility Costs	\$16,208	
Program & Setup Costs	\$50,058	
TOTAL	\$66,266	
Revenue		
Facility Revenue	\$0	
Program Revenue	\$43,414	
TOTAL	\$43,414	
Financial Costs		
Facility Cost Increase	\$2,525	
(Program lost Revenue) - (Cost Savings)	\$20,308	
Total Financial Cost NEW for COVID-19 Operation	\$22,833	
Percentage Increase		
Facility Costs	18%	
Program Costs	-23%	
*Total Overall Cost Increase	121100%	
COMMENTS		
Facility Staff time - 4.5 hours a day, 5 days a week = 22.5 hours/week		
*Budget year lose \$18.75, COVID year lose \$18.75 + \$22833= \$22,851		
Facility Costs are based on staff cleaning and sanitizing 4 times a day As per Life Saving Society.		
Canteen, trampoline, volley ball court and the SUP board rentals will not run in 2020.		
The slide will be off limits but the rafts will be open.		
Swimming lessons at the quarry will be cancelled for the 2020 season.		

# MONTHLY REPORT

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

**From:** Finance

**Date of Meeting:** 23 June 2020

**Subject:** FIN 18-2020 June Monthly Report (Finance)

## RECOMMENDATION

THAT FIN 18-2020 June 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)
- Commissions and Marriage License applications being conducted by appointment only
- Assisting with financial payment components for online forms and payment software upgrades (Recreation and Esolutions)
- 13 unique general property tax inquiries regarding COVID financial support have been received
- Completed May Webinar series

	Estimated Reach (number of individual users reached)	Post Engagements (comments, likes, shares)	Average Watch Time (avg. length of time video was viewed by individual users)
Webinar 1 05/13/2020	1.9 k	180	37s
Webinar 2 05/25/2020	1.6 k	15	26s
Webinar 3 05/27/2020	1.8 k	53	1m, 4s

#### Budget:

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

#### Finance:

- Normal payment vouchers are reduced (181 Cheques & EFTs), however we are now running weekly payments to ensure payment to suppliers are not delayed
- Continued with COVID-19 related refunds – cumulative amounts below
  - Senior services – 32 refunds - \$1,600
  - PRC Camp – 18 refunds - \$1,500
  - Aquatics – 316 refunds - \$13,000
  - Childcare – 132 refunds - \$45,000
- May 29<sup>th</sup> due date – payments were approximately 95% of previous year
  - The quarterly PAP was deferred to June 30<sup>th</sup>
  - Staff personally called approximately 100 postdated cheque taxpayers, only 2 required the payment to be deferred to June 30<sup>th</sup>
- Most payments for Town services are now being accepted through online banking, approximately 170 payments (not including property tax) have been received through this new service to date.

#### Economic Development / Tourism / VIA Services


- Hosted a successful webinar focused on business support and recovery. Participants were MP John Nater, MPP Randy Pettapiece and Mayor Strathdee. The conversation was facilitated by Eddie Mathews from the Stratford & District Chamber of Commerce.
- Partnership with FanSaves Helps, an online gift certificate program where 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 \$4,315
  - 4 gift certificates were purchased as a donation to the hospital
- The business information newsletter shifted to a by-weekly email.
- Continue to update the Business Resource Directory on the website as businesses slowly re-open.
- Gained access to the window of a vacant store front downtown and refurbished the window with COVID support resources
- VIA services remains closed.

#### SPENDING AND VARIANCE ANALYSIS

Investment income continues to be monitored – Bank of Canada interest rate cuts will have an impact, but alternative investment opportunities and solid cash flows may mitigate the estimated costs

#### REVIEWED BY

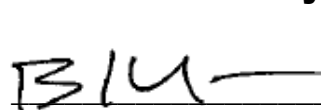
##### Recommended by the Department



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André Morin  
Director of Finance/Treasurer

##### Recommended by the CAO



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Brent Kittmer  
CAO / Clerk



# FORMAL REPORT

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

**Prepared by:** André Morin, Director of Finance / Treasurer

**Date of Meeting:** 23 June 2020

**Subject:** **FIN 19-2020 2020 Municipal Insurance Renewal**

## PURPOSE

This report summarizes the 2020/2021 insurance renewal for Council consideration. The recommendation is that the Town renew with Frank Cowan Company.

## RECOMMENDATION

**THAT** FIN 19-2020 2020 Municipal Insurance Renewal report be received; and

**THAT** the Town of St. Marys renew its 2020 Insurance contract with Frank Cowan Company for the term July 1, 2020 – June 30, 2021.

## BACKGROUND

Presently the Town of St. Marys purchases its insurance through the Frank Cowan Company. The Town went to market in 2019 with Frank Cowan Company being the successful bidder. The Town's insurance contract expires on June 30, 2020.

The Town's current coverage includes general liability of \$15M plus \$5M excess liability. The policy also includes general owned automobile and non-owned automobile coverages of \$15M each. Property insurance providing physical coverage of \$98M for all the Town's facilities and buildings, including contents. The Town also has further coverages including crime, accident, conflict of interest, legal expense, and cyber liability. Frank Cowan provides many risk management services and training complimentary to the Town.

The Town's current deductible for liability insurance is \$15,000 for liability claims and \$10,000 for most other coverages.

The Town's total insurance costs (including taxes) over the last 5 years has been:

Year	Premium
2015	\$240,887
2016	\$231,065
2017	\$235,897
2018	\$237,401
2019	\$217,871

## REPORT

Staff have met with Frank Cowan Company regarding a renewal of the insurance contract. The service being provided by Frank Cowan continues to be excellent. As the Town went through a competitive process in 2019, there would likely be little benefit received from going to market in 2020. In fact, there are some cases in 2019/2020 of Municipalities not receiving any proposals for an insurance RFP. The insurance market is currently considered a “hard” market. In a “hard” market, insurers are much more selective with the risks they are willing to take on and ultimately underwrite.

There are many factors that impact the annual municipal insurance renewals. Some of these include the municipal insurance market, global and domestic outlook, capital surplus, legislation, claims history, risk management, coverages, and deductibles. Many Municipalities received excessive renewal increases in 2019/2020. Below are some comparators:

Municipality	Renewal Date	Provider	Increase	Comments
Stratford	January 2020	BFL	11.60%	
County of Perth	January 2020	AON	+ 50%	General Liability portion only
North Perth	July 2020	Marsh	Awaiting quotes	
Perth South	January 2020	Frank Cowan	20%	
Perth East	January 2020	AON	45%	
Grey County		Marsh	-20%	Went to Market - switched providers
Owen Sound			8%	Went to Market - switched providers
Perth - Lanark County			0%	Went to Market - switched providers
Tecumseh			8%	
Elora, Centre Wellington			9.90%	
Peterborough			15%	
Dufferin County			55%	
Brant County		Switched to FCC	34.5%	Incumbent quote was 85%

Frank Cowan Company provided the Town of St. Marys with a renewal quote of \$218,996 plus taxes, for a total quote of **\$236,515.68**. This represents an increase over 2019 of **8.5%**. The current quote is still in line with the costs experienced prior to the 2019 RFP.

### Deductibles:

As part of the 2019 service delivery review, an option for annual cost savings was to increase our insurance deductibles. Our current deductibles are \$15,000 for liability claims and \$10,000 for most other claims. The estimates at the time were potential annual premium savings of \$5,500 - \$6,000 per year; based on historical claims this could have resulted in net savings of \$2,000 per year.

Within this market, the annual premium savings for an increase of \$5,000 to our deductible only results in annual premium savings of \$4,000. This negates any potential net savings. It is recommended that the deductible not be changed at this time.

The Town should continue to increase its insurance reserve over time. In the future, the Town can be in a position to take advantage of larger savings from deductible increases where the financial benefit is more worthwhile.

## **FINANCIAL IMPLICATIONS**

The insurance premium costs for 2020 would be estimated at \$226,500 (Based on current insurance program until June 30<sup>th</sup> and the renewal premium to December 31<sup>st</sup>). The 2020 Budget is \$254,000, which provides for \$27,500 for any deductible payments. No new claims have been received to date in 2020.

The Town has \$50,000 in reserves to protect against an increase in claims and deductibles.

## **SUMMARY**

The Town of St. Marys has received its renewal quote from Frank Cowan Company for annual insurance premiums. The increase is 8.5% over the previous year.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Frank Cowan Company

## **ATTACHMENTS**

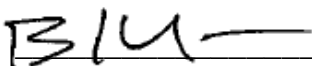
None

## **REVIEWED BY**

### **Recommended by the Department**

  
\_\_\_\_\_  
André Morin  
Director of Finance/Treasurer

### **Recommended by the CAO**

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



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	André Morin, Director of Finance / Treasurer
<b>Date of Meeting:</b>	23 June 2020
<b>Subject:</b>	<b>FIN 20-2020 COVID-19 Financial Relief – June 23 Update</b>

## PURPOSE

To provide Council with an update on the costs and financial relief related to COVID-19; as well as recommended further financial relief decisions for consideration.

## RECOMMENDATION

**THAT** FIN 20-2020 COVID-19 Financial Relief – June 23 Update report be received;

**THAT** Council direct the Director of Finance/Treasurer to create a policy to assist taxpayers impacted by COVID-19 with relief from penalties and interest on a case-by-case basis; and

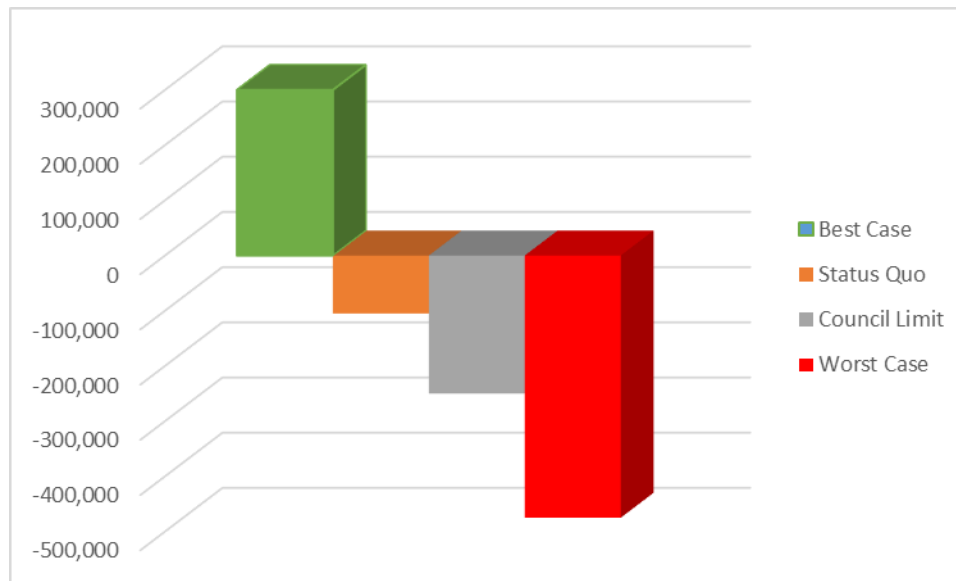
**THAT** Council support the Business Economic Support and Recovery Task Force recommendation to allocate up to \$20,000 for the “Safety” component of their strategy.

## BACKGROUND

Since March, staff have been providing Council with various costs, estimates, and scenarios relating to 2020. It continues to be very difficult to project estimates as the information rapidly changes. Furthermore, the governments may provide financial assistance to Municipalities, but no details are known at this time.

The Town has committed \$300,000 to financial relief, being funded from the tax stabilization reserve. For the cost projections moving forward, this will be kept as a separate item.

Below is a chart summarizing the potential 2020 operating estimates:



**Best Case** – this scenario has not been presented to Council to date, but if Provincial and Federal funding was made available, the impact could be very positive for the Town – funding most of the operating costs and the \$300,000 committed financial relief.

**Status Quo** – this scenario represents the Town continuing to mitigate costs at current levels.

**Council Limit** – this scenario represents containing costs to the approved Council cost containment amount of \$250,000 supported at the June 9<sup>th</sup> Council meeting.

**Worst Case** – this scenario represents the worst case based on opening facilities at 50% capacity on September 1 as presented at the May 26<sup>th</sup> Council meeting.

This represents a large range relating to the potential financial impact: +\$300,000 to -\$475,000. As decisions are made and information is made available, estimates will continue to be revised.

## REPORT

### COVID-19 Cost Implications:

The above costing information is based on assumptions and projections. We now have some actual cost information for the months of April and May. As 2019 was a typical operating year, it is worthwhile to compare our year to date financial information from 2019 to 2020. As shown below, comparing our Year to Date (YTD) May financials (excluding property taxes), we are trending \$37,303 higher net costs than in 2019.

	YTD April 2019	YTD April 2020	Difference	YTD May 2019	YTD May 2020	Difference
Revenue	1,570,289	1,369,807	(200,482)	1,989,040	1,618,139	(370,901)
Expenses	4,013,447	3,768,735	244,712	5,563,061	5,229,463	333,598
Net Expense	2,443,158	2,398,928	<b>44,230</b>	3,574,021	3,611,324	<b>-37,303</b>

The information has been adjusted to remove one-time items. As well, a more detailed analysis has been attached.

## Financial Relief – Community

The Town has released a number of press releases, social media posts, print media, etc. over the last couple of months. In May, the Town, along with the Library/Adult Learning, held 3 webinars discussing options and requesting that any individuals financially impacted by COVID-19 contact the Town to discuss. The public views and interactions with the webinars were quite successful; however, the Town has not received much follow up demonstrating a strong need for further supports. To date, we have received very little calls from residents in need of help with their property taxes. However, the first property tax due date since COVID-19 was on May 29<sup>th</sup>, and the Town allowed those not able to pay to defer the payment until June 30<sup>th</sup>.

May 2020 property tax receipts were down by approximately \$138,000 from 2019; representing about a 5% decrease. On the other hand, our June 2020 tax receipts already exceed the June 2019 tax receipts with 20 days remaining in the month.

That being said; it appears as though the Federal and Provincial programs and supports have been effective in the short term. There is no evidence showing a requirement for further residential financial relief programs by the Town at this time; with the exception of the work we will continue to perform with our Community Wellness Plan. The expectation is that COVID-19 may have more long-term impacts and we will begin to understand the true impact in 6 – 12 months from now.

Staff recommends the following:

- Allow the Treasurer to deal with COVID-19 related property tax related assistance on a case-by-case basis – no property tax amounts will be cancelled, but interest free deferrals may be authorized until the end of the year
- The Town continue to have the funds available for COVID-19 financial support, and will monitor the need and further recommendations will be made if/when necessary

Alternatives that can be considered include:

- Reduce penalty and interest on all or certain classes of property tax accounts until the end of the year
- Continue with deferral for those unable to pay for a specified period of time

## Financial Relief – Business

The Business Economic Support and Recovery Task Force has had 4 meetings since May 25<sup>th</sup>. The vision for economic recovery has been categorized into 3 areas:

1. Safety – It is vitally important that the community is safe; without a safe environment, the recovery for our businesses will not be successful. The recommendation from the task force for this initial step is to allocate up to \$20,000 to this initiative. The tasks include, but are not limited to:
  - a. The Town continue to recommend safe practices for the community and businesses; referring everyone to the Huron Perth Public Health guidelines and recommendations
  - b. Augment the Town's website for business to have quick access to the contacts/information necessary to open with proper safety precautions in place
  - c. Support the Town's "Strong as Stone" campaign/brand with signage and banners at appropriate locations. Encourage the civic pride.
  - d. Develop a consistent poster for businesses to have access to and use identifying safe practices; and links to the website for more detailed information

- e. The Town assists in ensuring personal protective equipment (PPE) can be sourced by those businesses that needed it. The Town can make its supply chain available to the local businesses.
  - f. The Town set up washing station(s) downtown, along with the opening of public washrooms, to allow patrons to properly sanitize while shopping.
- 2. Awareness – This second step deals with making sure the goods and services available in our community are identified and people know what is available, and where. The vision is that everything is available locally. This will augment the shop local theme already being promoted. The task force will have recommendations for this step over the next couple of weeks; but specific ideas may include sidewalk advertising, enhanced shop local and civic pride campaigns, coupons/contest, possible dedicated grant programs, etc.
  - 3. Impact – The third step will entail engaging further with tourism and the BIA, drawing customers from outside the community. It may also include larger strategies to take advantage of the environment after COVID. It is expected that the recovery could take up to 2 – 3 years.

## **FINANCIAL IMPLICATIONS**

The Town allocated \$300,000 to COVID-19 financial relief; \$100,000 allocated to the business component. \$20,000 would be allocated from the business component based on the recommendations of the task force.

## **SUMMARY**

The Town direct the Director of Finance to create a policy to assist taxpayers impacted by COVID-19 whom cannot meet the property tax deadlines. The Town support the task force's recommendation for the allocation of \$20,000 for the safety category of their business recovery strategy.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

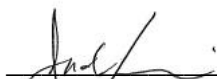
Business Economic Support and Recovery Task Force

## **ATTACHMENTS**

Year Over Year Budget Comparison

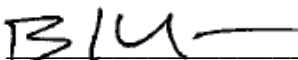
## **REVIEWED BY**

### **Recommended by the Department**



Andre Morin  
Director of Finance / Treasurer

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

**TOWN OF ST. MARYS**  
**Prior Year Comparison**

	2019 April YTD Actuals	2020 April YTD Actuals	DIFFERENCE	2019 May YTD Actuals	2020 May YTD Actuals	DIFFERENCE
<b>REVENUE</b>						
DONATIONS	(8,057)	(6,392)		(13,036)	(11,305)	
FEES, CHARGES & PROGRAM REVENUE	(641,935)	(419,592)		(851,357)	(475,278)	
GRANTS	(1,164,865)	(581,765)		(1,225,177)	(629,516)	
INTERNAL (REVENUE) EXPENSE	-	(1,176)		(1,745)	(1,176)	
INVESTMENT INCOME	(23,705)	(28,944)		(31,656)	(32,605)	
RENT ICE	(207,070)	(152,560)		(205,009)	(152,560)	
RENT & LEASES	(32,167)	(21,187)		(44,587)	(21,801)	
REVENUE FROM MUNICIPALITIES	(105,158)	(275,612)		(207,778)	(276,313)	
SALE OF LAND & EQUIPMENT	(242,707)	(7,978)		(242,740)	(7,978)	
SALES	(77,654)	(62,579)		(99,017)	(62,585)	
TAXATION SUPPLEMENTAL REVENUE	-	-		(176,868)	-	
<b>TOTAL REVENUE</b>	<b>(2,503,318)</b>	<b>(1,557,785)</b>		<b>(3,098,970)</b>	<b>(1,671,117)</b>	
<b>Adjustments</b>						
ONE TIME GRANTS	690,322			690,322	-35,000	
SALE OF LAND & EQUIPMENT	242,707	7,978		242,740	7,978	
REVENUE FROM MUNICIPALITIES		180,000			80,000	
TAXATION SUPPLEMENTAL REVENUE				176,868		
<b>TOTAL ADJUSTMENTS</b>	<b>933,029</b>	<b>187,978</b>		<b>1,109,930</b>	<b>0</b>	<b>52,978</b>
<b>TOTAL REVENUE - ADJUSTED</b>	<b>(1,570,289)</b>	<b>(1,369,807)</b>	<b>-200,482</b>	<b>(1,989,040)</b>	<b>(1,618,139)</b>	<b>-370,901</b>
<b>EXPENSE</b>						
ADVERTISING, MARKETING & PROMOTION	19,278	21,013		22,458	21,498	
ASSESSMENT SERVICES (MPAC)	47,046	47,648		47,046	47,648	
COMMUNICATIONS	30,464	34,758		43,186	43,184	
CONFERENCES, SEMINARS & TRAINING	23,431	18,422		33,461	24,003	
CONTRACTED SERVICES	219,892	194,325		303,892	250,995	
DEBENTURE PAYMENT	-	-		431,690	431,690	
FOOD COSTS	57,383	55,855		72,022	57,229	
FUEL/OIL	42,484	35,715		49,050	38,606	
INSURANCE	2,223	3,085		11,631	8,798	
MATERIALS & SERVICES	103,775	131,243		160,867	187,204	
POLICING CONTRACT	245,112	348,434		413,013	435,543	
OTHER TRANSFERS	598,803	415,544		691,525	749,743	
PROFESSIONAL FEES	17,967	27,087		19,746	53,359	
PROGRAM EXPENSE	56,597	17,616		70,042	18,007	
RECYCLING CONTRACT	87,770	98,873		87,770	98,873	
REPAIRS & MAINTENANCE	105,043	112,881		171,030	141,360	
SALARIES, WAGES & BENEFITS	2,076,236	1,802,629		2,580,236	2,137,150	
SAND & SALT	107,491	98,482		109,550	98,482	
SUPPLIES	45,471	31,502		61,048	35,874	
TAXATION EXPENSE	16,403	88,348		29,516	89,356	
UTILITIES	110,578	126,657		154,282	167,641	
COVID COSTS	-	58,618		-	93,220	
<b>TOTAL EXPENSE</b>	<b>4,013,447</b>	<b>3,768,735</b>	<b>244,712</b>	<b>5,563,061</b>	<b>5,229,463</b>	<b>333,598</b>
<b>NET EXPENSE - excluding Property Tax</b>	<b>2,443,158</b>	<b>2,398,928</b>	<b>44,230</b>	<b>3,574,021</b>	<b>3,611,324</b>	<b>-37,303</b>



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>23 June 2020</b>
<b>Subject:</b>	<b>FD 05-2020 June Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 05-2020 June Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of June (15 May – 12 June 2020) the Fire Department responded to 05 emergency responses most notably:

- MVC – 2 – 1(St. Marys), 1(Perth South)
- Mutual Aid – 1(Perth East Sebringville) Feed Mill Fire Sebringville
- CO Alarm – 1(St. Marys)
- Hydro Pole Wires – 1(Perth South)

Average attendance by firefighters per emergency response – 19

Fire Chief attended two calls alone.

St. Marys Fire Department has responded to 42 calls for service (01 January – 12 June 2020) compared to 54 (01 January – 12 June 2019).

## Fire Prevention

Brian Leverton, Chief Fire Prevention Officer has been on leave off due to Covid-19. CFPO will return to work on the 29<sup>th</sup> of June 2020 with a return to work program to include inspections, public education and conducting pre-fire plans for all major industries, schools and vulnerable occupancy buildings.

## Operations

Fire Chief arranged to have 22 firefighters tested for Covid-19. All 22 firefighters tested were negative.

Dowler Karn has generously donated \$5,000 towards the purchase of a Blitzfire Monitor nozzle. This is to replace the old monitor nozzle that has been donated to the museum. The nozzle has been ordered and awaiting delivery.

## **SPENDING AND VARIANCE ANALYSIS**

1 x TFT Piercing Nozzle System – AJ Stone - \$1,936.14

1 x Motorola Pager and charging base – MRC - \$743.54

1 x Bullseye Laser Extinguisher Training System – AJ Stone – \$25,244.20 Donated by Firehouse Subs

2020 Annual Active 911 fees – Stratford Fire Department - \$572.63

20 x Duraflow Hoses – 1200 degrees Darch Fire - \$5,376.77 Capital Budget

25 sets of Firefighting Gloves – AJ Stone - \$3,389.73

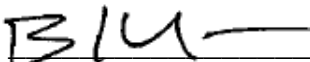
## **REVIEWED BY**

### **Recommended by the Department**



Richard Anderson  
Director of Emergency Services/Fire Chief

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Human Resources</b>
<b>Date of Meeting:</b>	<b>23 June 2020</b>
<b>Subject:</b>	<b>HR 06-2020 June Monthly Report (Human Resources)</b>

## RECOMMENDATION

THAT HR 06-2020 June Monthly Report (Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Recruitment

- Currently recruiting for a Human Resources Generalist.
- Completed the recruitment and selection process for a Library CEO. Working with the Library Board Chair to schedule the onboarding process.

### HR Systems

- Created a tool for staff to better understand the self-isolation process and to better understand their options for income replacement should they be required to self-isolate.
- Continuing to recall staff and help them transition back to the workplace after being off due to work shortages (Library and Childcare staff).
- Attended a virtual Employment Law conference through the Siskinds Law firm. Topics included fixed term contract best practices, transitioning staff back to the workplace after job protected leaves and updates from recent WSIB policy changes and claims.

### Staff Engagement

- Wrapped up the STEAM workplace campaign for the local Food Bank. The final total including Council and Staff was \$5,387.

### Health and Safety

- Continuing to meet with the JHSC and safety reps to ensure safety concerns are being addressed.
- Completed the Health & Safety Incident reporting for month of May.
- Created a Workplace Infection Control Policy and Workplace Disinfection Policy. The Management team has been busy training their respective departments to ensure staff understand the new responsibilities and expectations as we work through the health and safety hazards brought on by the pandemic.

- Initiating re-fresher WHMIS training for all staff. This is to ensure staff who are now responsible for increase cleaning are doing so safely when using cleaning and disinfecting products.
- Reviewing grant opportunities for:
  - Personal Protective Equipment supplies and training on proper usage
  - Accessible Entrancesways
- Monitoring the weather conditions and issuing Extreme Weather Alerts (4x/daily), when humidex hits 25+

#### Payroll & Benefits

- Completed the annual Volunteer Firefighter Insurance Services renewal for 2020-2021.
- Assisted Finance & Library by calculating COVID-19 Costs.
- Completed the Benefit Consortium Absenteeism 2020 Q1 reporting
- Assisted with Early Learning Services with the financial components of the Emergency Child Care and liaised with the City of Stratford.
- Nearing completion of the 2021 Payroll Budget preparation.

#### Library Services

- Recalled 4 staff back at a reduced capacity.
- Commenced Curbside pickup for library materials. Served approximately 140 patrons in the first week. The service is currently operating Tuesday, Thursday and Saturday.
- Attended a Perth County Information Network (PCIN) Board Meeting.
- Attended a PCIN Management Committee meeting to discuss next steps local libraries are considering as a result of the recent provincial announcement to allow for additional access to library services (computer access).

#### Adult Learning

- Completed an online survey to assess how to better serve current and local learners.
- Revised service hours to accommodate learners who are unable to attend online, virtual sessions during daytime hours.
- Started a Coffee Table online video session to promote literacy in the daily lives of current and potential learners. Also serves to introduce staff to the public and make them more accessible to potential learners.
- Working in partnership with Partners in Employment to add a financial literacy component to the Youth Job Connect Program.

### **SPENDING AND VARIANCE ANALYSIS**

None at this time.

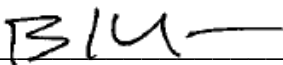
### **REVIEWED BY**

#### **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 Stratthdee and Members of Council

**From:** Public Works

**Date of Meeting:** 23 June 2020

**Subject:** PW 37-2020 June Monthly Report (Public Works)

## RECOMMENDATION

**THAT** PW 37-2020 June Monthly Report (Public Works) 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 and Grand Trunk Trail Staircase, an update on the Committee's strategic items
  - 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
- Traffic and Parking By-law – July 2020
  - Staff will begin compiling any additions, deletions and revisions to the existing Traffic and Parking By-law in July
    - When staff receive complaints about parking, traffic patterns etc. those complaints are saved and then addressed during the annual review process
  - Staff will also be further researching Vision Zero (as per the Community Policing Advisory Committee), a report will be presented to Council at a later date
- Some policy and administration projects on hold – the Public Works Coordinator has assisted with three planning meetings between May 25 and June 15.

### Environmental Services (Water & Wastewater)

- Correcting legacy issue of municipally assumed watermain on private property
  - Easement agreements for signature
- Egan Avenue Watermain – commissioning with contractor
- New water service tapping connections completed on Water Street South and Maxwell Street
- Service repair on Ingersoll Street – damaged during directional drilling
- 2020 Water Tower maintenance quotes received
  - Inspection of internal liner & pressure washing of exterior to preserve paint
- Updating water system map
  - New subdivision segments

- Two lead services replacements on Queen Street East
  - Excavations being completed by Public Works Operators
- Policy Development – to be approved by Council at a later date
  - Lead, sodium, sewer blockages and water meters

### **Solid Waste Collection, Management & Landfill**

- Saturday hours resumed on June 6, 2020
  - Site well attended by the public
  - An additional staff member has been scheduled on Saturdays to help direct patrons and ensure COVID-19 health and safety measures are enforced
- Currently reviewing options for remaining services to resume (MHSW, E-Waste).
- Decrease in industrial waste disposal due to COVID-19 and hauler processes
  - Expect industrial waste traffic to increase over summer months
- Spring monitoring program completed by engineering consultant
- Preparing ECA Application in consultation with Engineering Consultants for continued interim fill approval – due July 31, 2020
- Cover removal plans being developed to continue approved filling plan
- Bulldozer tender released – Closes July 14/2020
  - Complete financial plan to be consider by council before tender award.

### **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 June:
  - Catch basin cleaning – Completed
  - Sign retro reflectivity testing – Ongoing
  - Asphalt patching – Completed Spring Phase
  - Line-painting - Ongoing
- Operators to install two new stormwater personal drain connections on Jones Street East
- Dog Park
  - Installation of new parking lot
  - Hauling of material to the dog park for capping – approximately 50% completed
  - 500 James Street South has generously donated topsoil to finish the capping
  - Tree planting in early July
  - Drill seeding to take place in July
- Operators will continue to do general maintenance activities throughout Town:
  - Bridge washing
  - Street Sweeping
    - Still waiting for the delivery of the new sweeper unit
  - Sign maintenance – sign straightening, pole replacements
  - Grading
  - Pothole repairs
  - Complete obligatory minimum maintenance standards inspections

### **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
- Parks
  - Picnic table deployment has been delayed
  - Benches have been signed, and not being sanitized
  - Garbage receptacles have been deployed to parks & trails
    - No recycling container has been deployed
    - Using larger event garbage containers due to increase volume
- Cemetery
  - Water spigots have been turned on for flower watering
  - Signage installed at the entrances to the cemetery
  - Cemetery statistics for May 15 to 31
    - 3 interment rights sold (2 in columbarium, 1 in St. Patrick, and 2 plots)
    - 1 interment in the Columbarium, 1 traditional burial with no vault in Section E
- Sparling Bush
  - Completed tarping of invasive dog strangling vine and periwinkle working in conjunction with Upper Thames River Conservation Authority
    - Targeted intensified areas, western perimeter and selected internal areas
    - Areas to remain tarped & covered in wood chips and will be replanted with native species after 2 years
  - The Town will continue to work through the other items identified in the Plan
    - Sparling Crescent trail access installation pending June/July 2020
    - Staff will consult with adjacent landowners before installation

## **Capital Projects and Engineering**

- Egan Avenue Reconstruction - Ongoing
  - Completion – ETA Mid-July
- Church Street Bridge
  - Project start ETA Mid to late July
  - Church St. Bridge will be closed, detour via Wellington St.
- Water St S Culvert Repairs
  - Project start ETA Mid to late July
  - Water St. S – Alternating lanes
- Dam Repairs
  - Project start ETA Mid to late July
- Asphalt – Mill and Pave
  - Project start ETA August or September – waiting for contractor confirmation
- Concrete Grinding
  - Closes June 16, 2020
  - Council Award July 28, 2020

## **Information Technology**

- Created direct screening phone line and upgraded wifi Access Points for DayCare
- Backend Maintenance
  - Upgraded InfoHR, ESS and Timesheets to latest build
  - Completed operating system build upgrade on remaining town computers
- Migrated and updated Financial application to new server.
  - Existing was end of support
- IT Capital Projects
  - Migration to Office365 / One Drive - Ongoing


## SPENDING AND VARIANCE ANALYSIS

Landfill (01-4600)

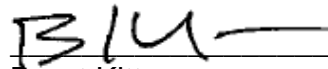
- Revenue reductions at landfill due to public disposal restrictions and commercial hauler internal procedures
- Additional staffing being utilized on Saturdays
  - Utilized to manage traffic volumes, movements, monitor depot service

### REVIEWED BY

**Recommended by the Department**

  
\_\_\_\_\_  
Jed Kelly  
Director of Public Works

**Recommended by the CAO**

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

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Administration</b>
<b>Date of Meeting:</b>	<b>23 June 2020</b>
<b>Subject:</b>	<b>CAO 33-2020 June Monthly Report (CAO and Clerks)</b>

## RECOMMENDATION

THAT CAO 33-2020 June Monthly Report (CAO and Clerks) be received for information.

## 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:
  - Operations and Services Re-Opening Next Steps:
    - At the June 9 Council meeting Council wanted to understand how the prioritization pyramid will be applied for operations and services opening.
    - The review and consideration or reopening services is planned to follow the order shown below, with reports to Council as required:

### Operations and Services Where the Province has Relaxed Restrictions

1. Outdoor amenities with relaxed restrictions:
  - i. Open spaces with full public access that allow casual activities (i.e. parks, playgrounds, splashpads)
  - ii. Amenities with full public access that allow casual activities (i.e. quarry, tennis facility, soccer fields, baseball diamonds)
  - iii. Amenities with limited public access (i.e. lawn bowling facility)
2. Indoor amenities with relaxed restrictions (following the priority pyramid):
  - i. Services and programs that provide a mostly community benefit (i.e. Library, Museum, PRC Pool)
  - ii. Services and programs that provide a balance between public and individual benefit (i.e. home support and health care services)

### Operations and Services where the Town is Anticipating Relaxed Restrictions

3. Indoor amenities following the British Columbia progression (i.e. the community centre for recreation activities, the PRC ice pads, etc)

### **Low Priority Operations and Services:**

4. Any operation or service where benefits accrue to the individual and not the public (i.e. birthday parties, etc).
- Council and Committee Meetings
    - Protocol has been put in place regarding potential livestream issues that may arise during a meeting. If a meeting fails to livestream, the meeting will be postponed until a later date. However, additional measures have been put in place to reduce livestream fails.

### **Municipal Efficiency and Modernization Review**

- Interim report has been received by Council at the June 16 Strategic Priorities Committee.
- The next phase of the project involves focus groups with the SMT, beginning the week of July 6. This process will include:
  - 3 organizational structure review working sessions
  - 4 sessions to review individual internal processes for efficiencies and modernizations. These include Guest Services processes (2 sessions), Accounts Payable/Receivable processes (1 session), Planning and Public Works Administrative processes (1 session)
- The Province has now extended the project deadlines due to COVID-19 delaying work. The interim funding report is due to province by June 30, and the final project report is now due December 4, 2020.

### **Strategic Planning and Projects**

- Community Transportation Projects:
  - CAO's of the partner municipalities have discussed and agreed on a recommendation to their respective Council's to put an indefinite pause on this project. Further information is included by way of a separate report in the June 23 agenda.

### **Intergovernmental Relations**

- UTRCA Levy Appeal
  - The Municipality of South Huron has passed a resolution supporting the appeal and agreeing to join.
  - The partner municipalities have investigated the Mining and Lands Tribunal process and have found that it could be a costly legal endeavor.
  - Alternate approaches are currently being considered to approach the appeal, and a more detailed update will be provided to Council in closed session in July.
- Community Safety and Wellbeing Plan
  - 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.
  - The draft community survey has been circulated to the advisory committee for comment. The survey will be released shortly with each municipality creating a communication campaign to generate interest.

### **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 to be considered by Council on June 23, 2020
  - Agreement of Purchase and Sale substantially completed and to be considered by Council on June 23, 2020.
- 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.
  - Progress has been made in the negotiations with St. Marys Cement. A final draft of the restrictive covenant on future uses of the property is close to a final draft.

## **Policing**

- 2 student park patrollers for St Marys have been hired by the SPS
- The current plan is for the new hires to start their training on June 25<sup>th</sup> to be ready for operational deployment in St. Marys on July 8<sup>th</sup>.
- Park Patrol will be working every Wednesday to Sunday from 2 pm to 10 pm.

## **Corporate Communications**

- Media Relations
  - Issued 11 press releases related to the COVID-19 pandemic
- Advertising
  - Launched weekly COVID-19 column
- Social Media:
  - Hosted three finance-focused webinars through the Towns' Facebook page
  - Launched new "Happy Moments with Mayor" using Facebook and Instagram stories, over 300 viewers on each so far.
  - Coordinated with Redbrick Communications (external consultants) to research best practices for employee use of corporate social media accounts; arranging training for 22 staff members across the organization that are now regularly using social media in their day-to-day work
  - 68 new followers on the Town's Facebook page since May 19
  - 4 new followers on the Town's Twitter page since May 19
  - 60 new followers on the PRC's Facebook page since May 19
- Website:
  - Completed major overhaul of central COVID-19 page to make information more clear and accessible, and to prioritize announcements
  - Added COVID-19 notices to 41 facility/recreation/programming pages to reduce telephone inquiries for frontline staff
  - Update Facilities, Parks and Trails module to reflect current closures of outdoor amenities
  - Complete training on new FormBuilder/eCommerce module that will allow residents to complete applications/licences/permits and pay fees online; currently establishing process and project team to start converting paper/PDF forms

- 2,946 views of COVID-19 page since May 19
- 712 views of Business Resources and Directory page since May 19
- 197 views of Community Wellness page since May 19
- Other:
  - Continue to assist with development and distribution of bi-weekly business newsletter
  - Assisting with design and creation of recovery tourism marketing materials

## **Events**

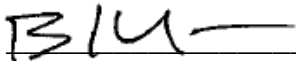
- Primarily virtual Canada Day celebration being offered on July 1, with trivia, exercise class, flag-raising ceremony and concert being live streamed. Carillon concert, baking and colouring contest are non-virtual components.
- Assisting MPP John Nater's office in ceremonial tree planting at Cadzow Park on June 23.
- Organizing "Virtual Coffee with Council" for June 29.
- Continue creating and distributing biweekly "It's Your Business" newsletter with Economic Development

## **SPENDING AND VARIANCE ANALYSIS**

None.

## **REVIEWED BY**

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Deputy Clerk
<b>Date of Meeting:</b>	23 June 2020
<b>Subject:</b>	<b>CAO 34-2020 Community Grant Follow Up</b>

## PURPOSE

Staff is seeking Council's direction with respect to the community grant program.

## RECOMMENDATION

**THAT** CAO 34-2020 Community Grant Follow Up report be received; and

**THAT** Council places the previously approved Community Grant funds for to The Stonetown Show Case, Homecoming 2020, St. Marys Kinsmen and The Front Porch Show back into reserve as these events have been cancelled or postponed, and instruct the applicants to re-apply in 2021;

**THAT** Council approves the release of \$5,000 in funds and \$2,000 in-kind to the Canadian Baseball Hall of Fame and Museum if the Induction Weekend event occurs in 2020;

**THAT** Council approves the distribution of funds to GOALS on a prorated basis if the program resumes prior to December 31, 2020;

**THAT** Council approves the release of \$550 in funds to the Giving Tuesday organizers if the event occurs in 2020;

**THAT** Council approves the distribution of funds to St. Marys Lincolns on a prorated basis if the program resumes prior to December 31, 2020;

**THAT** Council approves the distribution of funds to St. Marys Minor Soccer on a direct reimbursement basis, with the total not to exceed the approved amount of \$1,909;

**THAT** Council approves the release of \$2,250 in funds to the two local high school scholarship funds related to the Community Grant program.

## BACKGROUND

Upon the passing of the 2020 municipal budget at the March 10, 2020 regular Council meeting, Council approved a total \$42,877.40 to be included in the 2020 budget to be distributed to twelve recipients of the community grant program. This does not include the operational funding to the Station Gallery of \$10,500. Following that meeting it was confirmed that \$750 for the St. Michael Catholic School scholarship is to be included in the community grant program.

Staff report CAO 22-2020 April Monthly Report (CAO and Clerks) presented an interim update to Council of the program and event status for each of the recipients if known at that time.

## **REPORT**

A summary table is provided on the following page that highlights that status of each recipient's event or program. Events highlighted in green will continue as planned, events highlighted in red have been cancelled or postponed until 2021, and events highlighted in yellow require further direction from Council.

### **United Way Perth Huron**

As of writing this report, one recipient has received the full grant funds as United Way Perth Huron will continue with their intended use of the funds for local initiatives. This represents \$7,265 being distributed from the \$42,887.40 approved.

### **Stonetown Show Case, Homecoming 2020, St. Marys Kinsmen and The Front Porch Show**

Four recipients have confirmed their events are postponed until next year or cancelled. This represents \$14,950 that will not be distributed from the approved Community Grant budget.

### **Canadian Baseball Hall of Fame and Museum**

At the time of writing this report the CBHFM is still planning to hold their induction ceremony in the fall of 2020. Staff recommend to Council that the funds related to the Canadian Baseball Hall of Fame and Museum Induction Weekend be distributed to the organization if the Board decides to hold the event in 2020 and utilize the funds as originally planned. If the Board makes the decision to postpone until 2021, staff recommend that the funds originally approved be placed back in reserve for the 2021 budget.

### **Celebrate St. Marys**

Celebrate St. Marys event organizers originally asked for \$500 cash to support the event. During staff's review of the application, it was identified that Town staff would be involved in the planning and implementation for the day as well the expectation that the museum will be open on a day that it would typically be closed to the public. The in-kind portion of the grant request was suggested to be \$300.

Council approved the in-kind contribution of \$300 for staff's time and utilization of a facility but did not approve the cash request.

The event organizers remain optimistic that the event can be hosted in 2020 and recognize that the format may need to be altered. Promoting the downtown businesses and the museum remain goals of the event. Staff will monitor the progress of the event planning and will review the link to business promotion as it may marry well with the initiatives of the Business Economic Support and Recovery Task Force. If this event does not come to fruition in 2020, the event organizers will be required to re-apply for their requested in-kind support in 2021.

## **GOALS**

Staff recommend to Council that the balance of funds related to the GOALS program be distributed based on a pro-rated basis if the program resumes before December 31, 2020.

### **Giving Tuesday**

Staff recommend to Council that the funds related to Giving Tuesday be distributed if the program is held in 2020 and the organizers utilize the funds as originally planned.

### **St. Marys Lincolns**

Staff recommend to Council that the funds related to St. Marys Lincolns be distributed on a prorated basis if the program resumes before December 31, 2020.

## St. Marys Minor Soccer

The original grant application from St. Marys Minor Soccer requested that \$5,000 cash be granted to support training reimbursements and vulnerable sector check fees for volunteers and coaches. Council approved \$1,909 in funding to support training reimbursements for coaches. The organization has made the decision to cancel the 2020 season due to COVID-19 however, the request to support training of coaches remains.

While this may be an ideal time for coaches to complete training required for the next season of play, practically speaking some coaches may not choose to get themselves trained at this time.

It is staff's recommendation that the funds not be distributed to the organization in a lump sum. Alternatively, staff are recommending that grant funds be distributed on a direct "reimbursement for costs" basis as coaches take training.

## St. Marys DCVI and St. Michael Catholic School Scholarship

Staff are recommending to Council that \$2,250 be released for the high school scholarship funds.

## Station Gallery

The Station Gallery has been closed to the public since mid-March when the Town of St. Marys closed its facilities in response to COVID-19. Mr. Cameron Porteous reports that the Station Gallery has launched a virtual gallery for individuals to enjoy from the safety of their homes. Within correspondence from Mr. Porteous on April 23, 2020, he speculated that the Station Gallery would save approximately \$1,514 however, upon Mr. Porteous' last report (attached to this report) it seems that the savings will not be recognized due to the launching of the virtual gallery.

Council approved \$10,500 from the Town's operating budget to support the Station Gallery in its operations for 2020. While the facility that hosts the Station Gallery has been closed for over three months, operations have continued through the virtual gallery offered at <https://stmarysstationgallery.ca/>. To date, Council has authorized payment of \$2,900 as part of the \$10,500 approved funding. Unless Council chooses differently, it is staff's intention to issue the balance of the funding through prorated payments at the end of each quarter until December 31, 2020.

## FINANCIAL IMPLICATIONS

Including the St. Michael Catholic School scholarship, Council has approved \$43,627.40 through the community grant budget.

**Table 1: Community Grant Program Summary Chart**

Requestor	Budget Approved Amounts		Fate of the Event During Pandemic	Previous Council Direction
	2020 In-Kind	2020 Cash		Staff Recommendation moving Forward
United Way Perth Huron	-	\$7,265.00	Proceeding	Released \$7,265
The Stonetown Show Case	\$2,000	\$5,000	Postponed to July 2021	Place funds back in reserve, applicant to re-apply for 2021
Homecoming 2020	\$2,000	\$5,000	Postponed to July 2021	Place funds back in reserve, applicant to re-apply for 2021

Requestor	Budget Approved Amounts		Fate of the Event During Pandemic	Previous Council Direction Staff Recommendation moving Forward
	2020 In-Kind	2020 Cash		
St. Marys Kinsmen Club	\$1,500	\$4,000	Cancelled	Place funds back in reserve, applicant to re-apply for 2021
The Front Porch Show	-	\$950	Cancelled	Place funds back in reserve, applicant to re-apply for 2021
CBHFM	\$2,000	\$5,000	Event postponed, Board to make decision on June 26	Release funds if the event proceeds in 2020. If not, place funds back in reserve, applicant to re-apply for 2021
Celebrate St. Marys	\$300	\$0	Plan to hold event later in 2020	Monitor event, connect with economic recovery as necessary
Goals (Giving Our Adolescents Living Skills)	-	\$3,138	Contingent upon student's return to school	Released \$857 Release balance of funds on a prorated basis if the program proceeds in 2020
Giving Tuesday	-	\$550	Contingent upon public health restrictions in November	Release funds if the event proceeds in 2020. If not, place funds back in reserve, applicant to re-apply for 2021
St. Marys Lincolns	-	\$8,565.40	Contingent upon return of ice season	Released \$3,700 Release balance of funds on a prorated basis if the program proceeds in 2020
St. Marys Minor Soccer	-	\$1,909	Season has been cancelled. Would like to use the grant funding for coaches training in 2020.	Release funds on a reimbursement basis if the program proceeds in 2020
St. Marys DCVI Scholarship	-	\$1,500	To occur in Fall	Release Funds in Fall
St. Michael Catholic School	-	\$750	To occur in Fall	Release Funds in Fall
Total	\$7,800	\$43,627.40		TBD – Dependent on Council's decisions

Requestor	2020 Operational Funding	Council Direction
Station Gallery	\$10,500	\$2,900
<b>Total</b>	<b>\$10,500</b>	<b>\$2,900</b>

As a result of the restrictions due to COVID-19, four events have been confirmed as cancelled or postponed to 2021 meaning \$14,950 will be returned to reserve.

\$11,822 has been disbursed to date for three events.

The balance remaining of \$16,855.40 is dependent on:

- school and ice season resuming (GOALS and St. Marys Lincolns);
- decision of an external Board (CBHFM);
- continuation of a shop local campaign (Giving Tuesday);
- continuation of the local high school scholarship program (DCVI and St. Michael); and
- decision of Council (Celebrate St. Marys and St. Marys Minor Soccer).

In addition to the community grant program, Council approved \$10,500 through the operating budget to support the initiatives of Station Gallery. To date \$2,900 of this \$10,500 has been distributed.

## SUMMARY

Staff is seeking Council's direction with respect to the community grant program due to the impact of COVID-19 on programming and events.

For those events that have been cancelled or postponed, staff are recommending that the unused funds be placed back into reserve and that the applicants be instructed to re-apply in 2021. This is a cleaner process rather than approving a rollover of funds to 2021. It is expected that any applicants who re-apply would be approved by Council, and the grant funds placed back in reserve would be drawn from the reserve to increase the 2021 Community Grant budget by the equivalent amount. This would ensure that there will be sufficient funds in 2021 for the 2020 postponed events and any new 2021 applications.

## STRATEGIC PLAN

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

- Pillar #4 Culture and Recreation:
  - Outcome: Develop a comprehensive granting policy.
  - Tactic(s): Develop and formalize the new granting process for readiness in the next budget cycle.

## OTHERS CONSULTED

Community Grant Recipients

## ATTACHMENTS

04 24 2020 Letter to Council on New Budget

06 16 20-20 Station Gallery Update

## REVIEWED BY

### Recommended by the Department



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Jenna McCartney  
Deputy Clerk

### Recommended by the CAO



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Brent Kittmer  
CAO / Clerk

Thursday, April 23, 2020

Greetings Trisha

Further to our phone call I have looked at the budget for 2020 that I submitted to council. There are some savings by closing the third exhibition and exhibit four. Although the gallery is closed both Sylvie and I are working from home to keep the gallery's image alive. We are going to open a virtual gallery on our website in the next few days. This will give some exposure to artists that have invested hundreds of dollars in preparing work for the gallery. I hope to re-schedule their exhibit in 2021. The gallery has invested in Stratford Arts and the printed matter that we purchased arrived 2 days before we closed the gallery. The flyer along with post cards are waited. We will have to re-design the flyer for July and August reflecting the new reality we live in. One of our major money maker was to be the bulletin. Fortunately we had not gone to press and were able to halt all work on it. There were costs for the bulletin that we paid. The bulletin will be produced in the early spring of 2021. Along with any cancelled exhibits such as the Stratford Festival Mask exhibit. There are ongoing expenses for operation that still take place and now, to start a Virtual Gallery, we will have further new expenses. Not much, around \$900. It could be that if the Virtual Gallery is a success, we may keep it running through each season and it will become a budgeted item. I will be placing a press release in the paper about the Virtual Gallery and will need to place ads from time to time on new exhibits on the website and what is happening at the gallery. ( if and when we open)

I feel that we can safely say that some saving (\$1514.00) on the grant can be made. (see attachment Financial Statement 2020) If we open before VIA rail, we will work with the town on how that opening could take place. I would like to talk to you about how the town will open up as well and we work out a payment schedule.

Gosh this is a mess!

Cameron

## St Marys Station Gallery Update.

June 16, 2020

Although the Via Station and the Gallery have been closed due to the pandemic COVID 19 the gallery has been looking for other ways to keep art alive in the town of St. Marys. With the cancellation of Joanne Vegso the gallery created our first Virtual Gallery. On the Station Gallery web site we launched an exhibition of Joanne's watercolours. June 15 saw the launch of MASK an exhibition of theatrical masks from the Stratford Festival Archives. Together since April 10<sup>th</sup>, the Virtual Gallery had 496 visitors viewing the exhibits and our website has had 868 viewers over all. Facebook has seen 3000 people reaching out for information on Joanne Vegso as well as 3300 for Mask.

Anticipating the opening of the gallery at some point soon, we are in the midst of preparing the exhibition of Rosemary Sloot. Her exhibition has been on hold but we are creating a virtual exhibition at this point, as well as looking at a video interview. This interview will be posted on our website replacing the customary reception for visitors to meet the artists. Rosemary is viewed, by many galleries, as one of Ontario's leading women in the arts. Her unique work traces her heritage and the immigration of her family from Holland to Canada.

On June 20<sup>th</sup> members of the gallery will support the National Art Drive by exhibiting on a private lawn the work of 5 local artists. An outdoor exhibition has been an idea of mine for some time and hope that, when the pandemic is over and the station opens again, we can look seriously at this concept. Outdoor exhibitions on the lawns at the station would be a welcome outreach to the local artists and an attraction for visitors during summer months.

Operations costs. March 25<sup>th</sup> to June 13<sup>th</sup>.

Exhibit 3	\$ 500 Honor		
	\$ 150 Virtual Gallery Fee		
	\$ 107 Independent add and Indy Print		
	\$ 112 Office Solutions.		
Sales	\$ 375	\$ 215 Artists fees.	Revenue \$ 112

Exhibit 4	\$ 500 Honor		
	\$ 150 Virtual Gallery fee and exhibit assistant.		
	\$ 75 Independent add		
		\$ 275 Telephone.	( March 25 to June 15)

There is a loss of \$526.00 for printed materials due to gallery closing. The cost to reprint the flyer will now be charged against 2021 budget. The bulletin will now be printed in the early spring of 2021.

Costs for Exhibition One and Two as per statement for 2020. Cost for Ex 3 and 4 are higher than expected due to the Virtual Gallery expenses coming sooner than expected.

Cameron Porteous  
Curator St, Marys Station Gallery



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, CAO/Clerk
<b>Date of Meeting:</b>	23 June 2020
<b>Subject:</b>	<b>CAO 36-2020 Community Transportation Project Update</b>

## PURPOSE

To update Council on the status of the Community Transportation pilot project and the challenges presented by COVID-19, and to recommend that a letter be sent to the Ministry of Transportation recommending that the project timeline be extended beyond March 2023.

## RECOMMENDATION

**THAT** CAO 36-2020 Community Transportation Project Update be received; and

**THAT** the Town sends a joint letter with the County of Perth, Municipality of North Perth, and the City of Stratford to the Ministry of Transportation formally requesting an extension of the Community Transportation pilot project timeline past March 2023.

## BACKGROUND

Through a joint application to the Community Transportation program, Stratford, North Perth, and St. Marys have been awarded \$1.45 million to launch a 3-year intercity transportation service that will connect our communities with London and Kitchener-Waterloo. Additionally, the Town partnered with the County of Perth on a second successful \$1.45 million grant application to create an intra-regional public transit project serving Perth County.

The City and the County are the respective administrative leads on these projects and have been working in partnership with St. Marys and the lower-tier municipalities to launch the Community Transportation pilot bus service.

A public consultation process was carried out in Autumn 2019 and an RFP process was concluded in winter 2020, with Voyago recommended as the Community Transportation Service Provider for both projects. Presently, contract negotiations are underway. So are negotiations for separate local partnership agreements between the partners for both projects.

The County and the City continue to work towards launching the service as soon as possible, however, it has been substantially delayed by the COVID-19 crisis. The intent of this report is to update Council on the status of the project, and to outline some of the challenges we are facing as we move forward with this important initiative.

## REPORT

When the pandemic began, staff continued moving forward with the Community Transportation project in anticipation of a Summer 2020 launch. However, both Stratford and Perth County have been delayed by the ongoing pandemic and the challenges it presents. Below is an itemized list of the challenges that are currently being faced as we try to get this project up and going:

#### a) Project Launch

- Voyago has confirmed that their bus manufacturing process has been substantially delayed by COVID-19. Manufacturing was shut down for several months, and many auto parts need to be sourced from the United States. It could take several months to manufacture the three busses needed to launch the project;
- Voyago is having difficulty hiring and training drivers under the circumstances.
- There are many unknowns as the public health crisis continues to evolve that will have a substantial impact on our ability to launch the service, as well as ridership and revenue:
  - There is the potential for a “second wave” of the virus to impact our ability to launch and maintain this service;
  - Ridership will be impacted by ongoing shutdowns (e.g. retail, recreation, arts, and universities delivering many classes online this fall);
  - Potential riders may be hesitant to utilize public transportation before a vaccine is available;
  - Social distancing may also be required onboard busses when the project is able to launch, which would prevent the sale of all available seats on the bus:
    - On 11 June, the Ministry of Transportation released COVID-19 guidelines for public transportation that included recommendations for maintaining physical distancing of a minimum of 2 metres (6 feet) between employees and passengers (wherever possible) and limiting seating on transit vehicles to promote physical distancing.
- Launching our pilot program with multiple partners has further delayed the process, as each party requires time to review the draft schedules and agreements while managing the substantial demands of the COVID-19 crisis.
- All area Community Transportation projects that have contracted Voyago as their service provider have put their service on hold:
  - Tillsonburg and Owen Sound planned to launch on 1 April, but have delayed their start dates to Summer 2020 (if possible);
  - Middlesex planned to launch on 1 June and hopes to launch by August or September (if possible).
- Under the Transfer Payment Agreement between the City and the Ministry of Transportation (MTO), our pilot program was required to launch in September 2020 (i.e. one year from the date the Transfer Payment Agreement was signed);
- City staff have informed MTO that we do not anticipate that the project will launch on time due to the COVID-19 Pandemic;
- MTO has confirmed that they understand the challenges that everyone is facing, and that they do not require us to meet the September launch date under the circumstances. They have asked to be kept informed of the project status.

#### b) Project Extension

- Launching a pilot program with a 3-year time frame will be difficult due to ongoing project delays, as the Community Transportation grant expires on 31 March 2023;

- City staff and other Community Transportation grant recipients have requested that MTO consider extending the project timeframe beyond March 2023, as all project launches have been substantially delayed by COVID-19;
- Extending the project timeframe would allow us to launch the service when it is safe, and would allow us to establish a more successful pilot program;
- MTO has confirmed that they are considering this request and will inform grant recipients as soon as possible.

c) Draft Service Agreement and Local Partnership Agreement:

- City and County legal counsels has drafted a Service Agreement with Voyago that has been reviewed by all parties. Additionally, legal counsels have drafted the Local Partnership Agreements for the two projects.
- The service agreement and Local Partnership Agreements cannot be finalized until we are able to specify an anticipated service start date. City and County staff continue to work with MTO and Voyago to monitor the COVID-19 pandemic and to determine an appropriate and viable launch date.

d) Public Vehicle Licensing

City Staff have been working with Voyago to secure a Public Vehicle License for this project. However, the Ontario Highway Transport Board is currently unable to process licensing applications because their staff are unable to work at the office during COVID-19, and they do not have the ability to process the applications digitally. All current applications are pending, and licenses cannot be issued at this time. The licensing process also requires public consultation that includes petitioning all communities that will be served by the pilot project to demonstrate need. We plan to conduct these petitions digitally and will also include the results of our Autumn 2019 public consultation process to support the license application.

e) Branding and Marketing

The City has partnered with Perth County to create joint branding for both the Intercity and Intracounty Community Transportation pilot projects under the name “Perth County Connect” with the following rationale:

- The City and County services are meant to complement each other and offer opportunities for riders to transfer between services. Joint branding would allow for simpler ticket bookings and a more seamless transition between services;
- The Intercity Community Transportation service is an equal partnership between Stratford, St. Marys, and North Perth. The “Perth County Connect” branding would provide a unified brand that will work for all our municipalities;
- The County of Perth has internal resources that were able to create a unified brand for both transit services as an in-kind contribution to our project at no additional cost;
- Creating unique branding for the Intercity service would require hiring marketing consultants at an additional cost. Furthermore, unique branding would also need to work for Stratford, St. Marys, and North Perth and still demonstrate a clear association with the Intracounty service; and
- Each individual route would be clearly identified.

## **FINANCIAL IMPLICATIONS**

The City and the County each received a Community Transportation Grant for \$1,449,345 in total over three years to operate the proposed transit projects. The MTO has confirmed that the projects will still

receive the same amount of funding despite the project delays and potentially compressed project timeline. The Town's total contributions over the course of the projects are \$29,765 for the Stratford led intercity project and \$26,221 for the County led intra-county project.

## SUMMARY

Staff continue to work diligently to keep the Community Transportation pilot projects moving forward. These projects are an important initiative that we expect will play a significant role in our regional economic recovery after the COVID-19 pandemic.

However, we are unable to specify a target project start date due to the unexpected risk brought on by the COVID-19 pandemic. When a target project launch date can be identified, the respective Local Partnership Agreements will be brought forward for Council's consideration.

At this point in time, the respective CAOs have agreed that a pause should be put on the project, and Voyago has been informed of this decision and has agreed not to move forward with any of the large capital purchases that are required for the project. Internal work will continue to complete some project preparations including work on the marketing, branding, licensing, and bus stop locations and agreements.

For these projects to be successful, an extension of the deadline to use the grant funds is necessary, with a preferred project timeline extension past March 2023. The next step in the project recommended by staff is to submit a joint request to the MTO for a funding extension.

## STRATEGIC PLAN

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

- Pillar #3 Balanced Growth

- **Priority:** Scale-based demographic growth & targeted immigration
- **Outcome:** One of the only remaining means of growing the population is by attracting newcomers to St Marys.  
St Marys will identify both the key demographics they wish to attract, and match these against existing amenities that would best serve those demographics.
- **Tactic(s):**
  - Identify what infrastructure needs should be in place to attract retain this demographic (e.g. housing that's affordable, public services, etc.)
  - Seek partnerships and additional financial support (government and others) to continue this approach.

## OTHERS CONSULTED

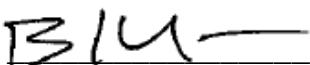
City of Stratford, County of Perth

## ATTACHMENTS

None

## REVIEWED BY

**Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Deputy Clerk
<b>Date of Meeting:</b>	23 June 2020
<b>Subject:</b>	<b>CAO 38-2020 St. Marys Lions 100th Anniversary in Canada Proclamation</b>

## PURPOSE

To present Council with a request from the St. Marys Lions Club regarding a municipal proclamation to acknowledge the Lions Club 100<sup>th</sup> anniversary in Canada.

## RECOMMENDATION

**THAT** CAO 38-2020 St. Marys Lions 100<sup>th</sup> Anniversary in Canada Proclamation report be received; and

**THAT** Council proclaim Thursday, July 2, 2020 to Thursday, July 9, 2020 as the recognition of the 100<sup>th</sup> anniversary of the Lions Club's presence in Canada.

## BACKGROUND

Lions Club International celebrated its centennial anniversary between July 2014 and June 2018. 2020 marks the 100<sup>th</sup> anniversary of the Lions Club presence in Canada.

## REPORT

St. Marys Lions Club would like Town Council to proclaim July 2, 2020 to July 9, 2020 as a period of time to recognize the 100<sup>th</sup> anniversary of the Lions Club's presence in Canada. The original Canadian club eventually became known as "Windsor Lions Club".

In 1954, a Lion from Fonthill, Ontario submitted to the Lions Club International a proposal that "We Serve" be known as the motto of the organization.

The Lions Club has been a local service club in St. Marys for a number of years. The service club supports a number of local charities and initiatives including Koats for Kids, Meals on Wheels, church community dinner and recycling of eye glasses. The proceeds from the 2019 toll bridge were designated towards the Town's Fire Hall reconstruction project.

Town staff have reviewed a request from the Lions Club to raise their organizational flag between July 2, 2020 to July 9, 2020. The request is deemed to be complete and applicable to the municipal Flag Raising policy and as such will raise the organizational flag between these dates.

## FINANCIAL IMPLICATIONS

None.

## **SUMMARY**

St. Marys Lions Club have requested that Town Council proclaim July 2, 2020 to July 9, 2020 as a period of time to recognize the 100<sup>th</sup> anniversary of the Lions Club's presence in Canada.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Joe Sangster and Marianne Ferguson, St. Marys Lions Club

## **ATTACHMENTS**

Lions Club Historical Background Information

## **REVIEWED BY**

### **Recommended by the Department**



Jenna McCartney  
Deputy Clerk

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk

## HISTORICAL BACKGROUND

- Lions Clubs first came to Canada in 1920 with the chartering of the “Border Cities Lions Club”. This club eventually became known as the “Windsor Lions Club.”
- This event led to our Association’s name becoming “Lions Clubs International” and it remains so today throughout the world.
- Among other significant contributions to Lionism is that our International Motto “WE SERVE” was submitted to Lions Clubs International by a Lion in Fonthill, Ontario in 1954.
- Countless untold deeds of Service over the years have finally resulted in our reaching the 100th Anniversary of Canadian Lionism.
- Our Canadian Past International Officers are encouraging the Lions of Canada to celebrate our 100th Anniversary in a significant and meaningful way. As Lions we have accepted this challenge.

## LIONS 2020

In keeping with our heritage and our commitment to the environment and the generations to follow the 100th Anniversary Committee has chosen the following goals as a fitting way to celebrate our 100th Anniversary.

1. To plant **100,000** trees across Canada
  2. To create a Canadian Lions Centennial project in each Community where Lions are present.
- The 100th Anniversary Celebration begins July 1, 2019 and ends June 30, 2021.
  - All Clubs are asked to report their projects to their District Governor on the form provided. The District Governors are to forward the Club Project Reports to P.I.D. Art Woods or P.I.D. Carl Young at the E-mail address shown.
  - All Clubs who successfully complete their Club Centennial Project and report same to their District Governor will receive a Club Banner Patch acknowledging this accomplishment.
  - District Governors whose Districts raise \$6500.00 CDN. towards a 100th Anniversary Project are to complete the included “Application Form” (Matching L.C.I. Grant Form) and forwarded it to either P.I.D. Art Woods or P.I.D. Carl Young.
  - Upon verification of monies raised an LCI Matching Grant of \$6500.00 will be forwarded to the District Governor to be used for the District Project.

## LIONS 2020 COMMEMORATIVE PIN



- A Lions 2020 Commemorative pin has been created for the occasion. Interested Lions should contact P.I.D. Yves Leveille at “[leveille.yves@videotron.ca](mailto:leveille.yves@videotron.ca)”



## LIONS 2020 E-BOOK

- P.I.D. Gilles Melancon has authored an electronic book titled: “A History of Lionism in Canada March 12, 1920 - March 12, 2020.”
- This E-book will be released in March 2020. Lions should contact: P.I.D. Gilles Melancon at “[gmelancon@bell.net](mailto:gmelancon@bell.net)” for further information.
- Any Lions requesting further information are asked to contact their District Governor or a member of our Canadian Lions Centennial Celebration Committee.



## APPLICATION FOR MATCHING GRANT FORM

July 1, 2019 to June 30, 2021

DISTRICT \_\_\_\_\_

GOVERNOR \_\_\_\_\_

I understand that in order to qualify for a matching grant in the amount of \$5,000.00 U.S. (approximately \$6,500 CAD) from LCI, my District is required to raise or allocate matching funds in our Treasury.

I hereby confirm that my District, District No. \_\_\_\_\_ now has the sum of \$6,500 CAD in our Treasury allocated for Centennial Activities.

We plan to use these funds in particular the grant money received from LCI for promoting a service project which among others is for the purposes of publicity, marketing, communications and attracting membership.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

DG \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

## THE CORPORATION OF THE TOWN OF ST. MARYS

### BY-LAW NO. Z136-2020

BEING a By-law pursuant to the provisions of Section 34 of the Planning Act, to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys” affecting land located at 480 Glass Street, Part of Lots 14 and 15, Concession 18 Blanshard, in the Town of St. Marys.

WHEREAS the Council of the Corporation of the Town of St. Marys deems it necessary in the public interest to pass a By-law to amend By-law No. Z1-1997, as amended;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ST. MARYS ENACTS AS FOLLOWS:

1. The area shown in blue outline on the attached map, Schedule “A”, and described as 480 Glass Street, Part of Lots 14 and 15, Concession 18 Blanshard, in the Town of St. Marys shall be removed from the “Light Industrial Zone (M1-H)” of By-law No. Z1-1997 and shall be placed in the “General Industrial Zone (M2-8)” of By-law No. Z1-1997. The zoning of this land shall be shown as “M2-8” on Key Map 3 of Schedule “A” to By-law No. Z1-1997, as amended.

2. That Section 20.4 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

#### 20.4.8 M2-8

- a) Location: 480 Glass Street, Part of Lots 14 and 15, Concession 18 Blanshard (Key Map 3)
- b) Notwithstanding the provisions of Section 20.1, permitted uses are limited to the following on those lands zoned “M2-8”:
- (i) an assembling, manufacturing, processing, preparing, fabricating, packaging, shipping, wholesaling, storing or **warehouse** conducted and wholly contained within an enclosed **building**;
  - (ii) **caterer’s establishment, convenience business services establishment**, laboratory or research facility, office support, **repair shop**, and **wholesale establishment**;
  - (iii) micro-brewery meaning a building or structure used for the manufacturing, processing, preparing, packaging, wholesaling or storing of alcoholic beverages;
  - (iv) limited accessory food preparation and sales from the existing caboose for consumption in the tasting room or accessory patio, or off-site; and,
  - (v) **accessory uses, buildings, and structures**, including accessory:
    - **office uses**
    - tasting room for the sale of individual servings of alcohol beverages produced in the micro-brewery and consumed on-site
    - retail sale of products manufactured, produced, processed or stored on the premises

A tasting room does not include an **eating establishment, restaurant or eating establishment, take-out** as defined however, pre-packaged food or food brought in from elsewhere may be served.

- c) Notwithstanding the provisions of Sections 5.1A, 5.21.1.1 and 20.2.4, the following provisions shall apply to those lands zoned “M2-8”:
- (i) Front Yard, Minimum 7.5 metres
  - (ii) A tasting room and retail sales accessory to a micro-brewery shall be located in a **main building** and shall not exceed a total floor area of 56 m<sup>2</sup> (600 ft<sup>2</sup>) of the **building**. An

accessory patio is also permitted provided it is attached to the **main building** and associated with the tasting room function.

(iii) The minimum number of parking spaces required for uses accessory to a micro-brewery (including tasting room retail sales and patio) shall be 1 space per 25 m<sup>2</sup> of floor area.

d) Section 5.21.6.3 shall not apply

e) All other provisions of this By-law, as amended, shall apply.

3. Schedule "A", attached hereto, shall form part of this By-law.

4. All other provisions of By-law No. Z1-1997, as amended, shall apply.

5. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.

**Read a first, second and third time this 23<sup>rd</sup> day of June 2020.**

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk

**THIS IS SCHEDULE "A"**  
**TO BY-LAW NO. Z136-2020**  
**OF THE CORPORATION OF THE TOWN OF ST. MARYS**  
**PASSED THIS 23<sup>rd</sup> DAY OF JUNE 2020**

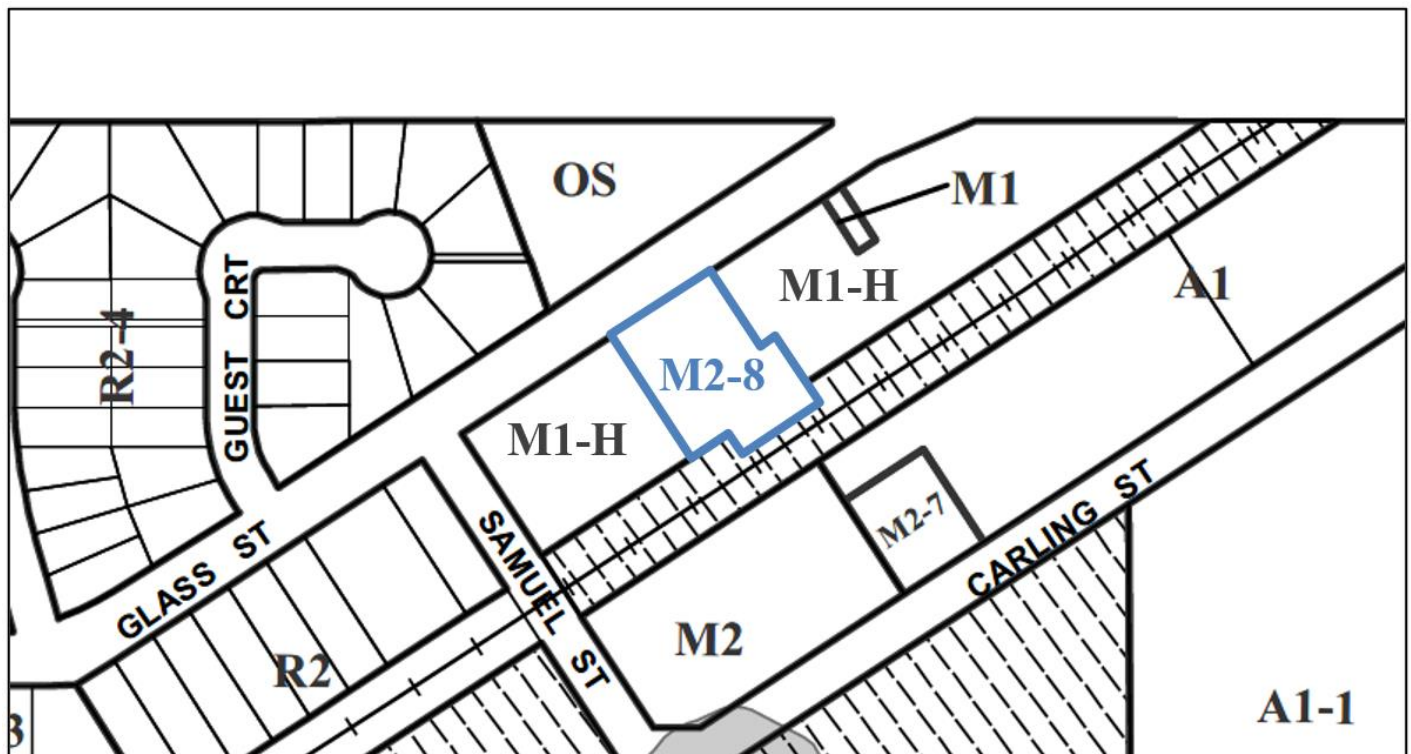
\_\_\_\_\_  
Al Stratthdee, Mayor

\_\_\_\_\_  
Brent Kittmer, CAO-Clerk

**AREA AFFECTED BY THIS BY-LAW**



Removed from the "Light Industrial Zone (M1-H)" and placed in the "General Industrial Zone (M2-8)" of By-law No. Z1-1997.



**BY-LAW 54-2020**

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

Being a By-law to repeal By-law 04 of 2016, appointing a deputy clerk in the Town of St. Marys.

**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 repeal by-law 04 of 2016, appointing a deputy clerk in the Town of St. Marys;

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

1. That By-law 04 of 2016, appointing a deputy clerk in the Town of St. Marys is hereby repealed.
2. This by-law comes into force on the final passing thereof.

Read a first, second and third time and finally passed this 23<sup>rd</sup> day of June 2020.

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Mayor Al Strathtdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 55-2020**

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

**Being a By-law to amend by-law 22-2020 for the purpose of appointing municipal law enforcement officers in the Town of St. Marys**

- WHEREAS:** The *Police Services Act, R.S.O. 1990 Chapter P.15*, as amended, Section 15(1), provides that a municipal council may appoint persons to enforce the by-laws of the municipality;
- AND WHEREAS:** The *Police Services Act, R.S.O. 1990 Chapter P.15*, as amended, Section 15(2), provides that municipal law enforcement officers are peace officers for the purpose of enforcing municipal by-laws;
- AND WHEREAS:** The *Provincial Offences Act, R.S.O. 1990, Chapter P.33*, as amended, Section 1, provides that the Attorney General of Ontario has designated municipal law enforcement officers as provincial offences officers to enforce the by-laws of the municipality under the *Provincial Offences Act*;
- AND WHEREAS:** The *Building Code Act, S.O. 2001, c. 23*, as amended, provides that the council of a municipality may appoint officers to be assigned the responsibility of administering and enforcing by-laws passed under Section 15.1 of the said *Building Code Act* with respect to property standards matters;
- AND WHEREAS:** The *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, Section 23.1 (1) provides that Council may also delegate its powers and duties under this or any other Act;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to amend by-law 22-2020 for the purpose of appointing Municipal Law Enforcement Officers to enforce by-laws of the municipality;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. That Schedule "A" of by-law 22-2020 shall be amended to include the following persons appointed as Municipal Law Enforcement Officers for the Town of St. Marys for the purpose of exercising all the powers and performing all the duties of a Municipal Law Enforcement Officer in the enforcement of the by-laws of the Town of St. Marys:  
Gracie Dafoe  
Morgan Rolph
  2. That the officers whose names appear in the amended Schedule "A" of by-law 22-2020 shall be a peace officer for the purpose of enforcing said municipal by-laws.

3. That the officers whose names appear in the amended Schedule “A” of by-law 22-2020 are hereby authorized at all reasonable times to enter on any property in the Town to ascertain whether a by-law is complied with, and to enforce or carry into effect any by-law respecting the property of the occupants thereof.
4. This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 23<sup>rd</sup> day of June 2020.**

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Mayor Al Stratheedee

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Brent Kittmer, CAO / Clerk

**BY-LAW 56-2020**

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

**Being a By-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and Broken Rail Brewing Inc. for 480 Glass Street.**

**WHEREAS:** Broken Rail Brewing Inc. intends to develop, under site plan agreement, the lands legally described as Part of Lot 15, Concession 18, Town of St. Marys, County of Perth, [being Part 1 Plan 44R-5732 being part of PIN 53254-0426 (LT)] and Part 1 Plan 44R-4510 and Part 1, Plan 44R-4644 [being parts of PIN 53524-0396] all in the Registry Office for the Land Titles Division of Perth (No. 44) and having the municipal address of 480 Glass Street;

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

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

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

**Read a first, second and third time and finally passed this 23<sup>rd</sup> day of June 2020.**

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Mayor Al Strathdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 53-2020**

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

**Being a By-law to amend by-law 95-2018, appointing persons to committees, advisory committees, ad-hoc committees, special purpose committees, boards, commissions and other organizations.**

- WHEREAS:** The Council of the Corporation of the Town of St. Marys has the authority under Section 238 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended and Procedure By-law 20 of 2016, to appoint members to advisory committees and boards as deemed appropriate;
- AND WHEREAS:** *Municipal Act* Section 259(1)(c) recognizes that a member of council may be absent from the meetings of council for three successive months if authorized to do so by a resolution of council, and therefore the Council of the Corporation of the Town of St. Marys may deem it prudent to grant a leave from the Committee of Adjustment;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to amend by-law 95-2018;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. That Dr. James Loucks is granted a leave from the Committee of Adjustment.
  2. That Schedule 10, Committee of Adjustment, be amended to add \_\_\_\_\_ in the interim to fill the vacancy of Dr. James Loucks.
  3. This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 23<sup>rd</sup> day of June 2020.**

\_\_\_\_\_  
Mayor Al Stratthdee

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

**BY-LAW 57-2020**

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

**Being a By-law to authorize an agreement of purchase and sale of 480 Glass Street with Broken Rail Brewing Inc.**

- WHEREAS:** The Corporation of the Town of St. Marys has agreed to sell to Broken Rail Brewing Inc. the land described as Part of Lot 15, Concession 18, Town of St. Marys, County of Perth, [being Part 1 Plan 44R-5732 being part of PIN 53254-0426 (LT)] and Part 1 Plan 44R-4510 and Part 1, Plan 44R-4644 [being parts of PIN 53524-0396] all in the Registry Office for the Land Titles Division of Perth (No. 44), municipally known as 480 Glass Street;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to enter into an Agreement of Purchase and Sale with Broken Rail Brewing Inc. which reflects the intent of the parties;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. That land described as Part of Lot 15, Concession 18, Town of St. Marys, County of Perth, [being Part 1 Plan 44R-5732 being part of PIN 53254-0426 (LT)] and Part 1 Plan 44R-4510 and Part 1, Plan 44R-4644 [being parts of PIN 53524-0396] all in the Registry Office for the Land Titles Division of Perth (No. 44), municipally known as 480 Glass Street, is declared surplus to the municipal need.
  2. That the CAO be delegated the authority to negotiate such changes to the Agreement of Purchase and Sale with Broken Rail Brewing Inc. as may be necessary to bring the Agreement to its final form prior to signing.
  3. That the Mayor and the CAO / Clerk are authorized to execute the Agreement on behalf of the Corporation of the Town of St. Marys between the Corporation of the Town of St. Marys and Broken Rail Brewing Inc.
  4. That a copy of the said Agreement is attached hereto and designated as Schedule "A" to this By-law, and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
  5. This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 23<sup>rd</sup> day of June 2020.**

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Mayor Al Stratthdee

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Brent Kittmer, CAO / Clerk

**BY-LAW 58-2020**

**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 June 23, 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 23<sup>rd</sup> day of June, 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 23<sup>rd</sup> day of June 2020.**

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Mayor Al Stratheed

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Brent Kittmer, CAO / Clerk