



AGENDA

Regular Council Meeting

July 28, 2020

6:00 pm

Video Conference

Click the following link:

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

Pages

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

RECOMMENDATION

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

4. **PUBLIC INPUT PERIOD**

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

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Public Meeting - 665 James Street North

Virtually join the public meeting by selecting the Zoom Webinar link below to be an "attendee" and observe or participate in the meeting.

Alternatively, an attendee may choose to join by telephone access by dialing the toll-free number below.

Video Participation:

<https://zoom.us/j/92000344250?pwd=bE1uYWlzcStmU3paWmVzSkJCN3p2QT09>

Telephone Participation: 1-855 703 8985

Webinar ID: 920 0034 4250

Password: 647037

RECOMMENDATION

THAT the July 28, 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 665 James Street North be opened at _____ pm.

RECOMMENDATION

THAT this Public Meeting be adjourned at _____ pm; and

THAT the July 28, 2020 regular Council meeting reconvene at _____ pm.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - June 23, 2020

17

RECOMMENDATION

THAT the June 23, 2020 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.2 Special Council - July 21, 2020

34

RECOMMENDATION

THAT the July 21, 2020 special meeting of Council minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1 City of Sarnia re: Long Term Care Home Improvements

37

RECOMMENDATION

THAT the correspondence from the City of Sarnia regarding Long Term Care Home Improvements be received.

7.2 Ministry of Municipal Affairs and Housing re: COVID-19 Economic Recovery Act

39

RECOMMENDATION

THAT the correspondence from the Minister of Municipal Affairs and Housing regarding the COVID-19 Economic Recovery Act be received.

7.3 Municipality of Huron East re: Order Requiring Masks

42

RECOMMENDATION

THAT the correspondence from the Municipality of Huron East regarding the order requiring masks be received.

7.4 Huron Perth Public Health re: Request to Consider an Order Requiring Masks

43

RECOMMENDATION

THAT the correspondence from the Medical Officer of Health and CEO for Huron Perth Public Health regarding a request to consider an order requiring masks be received.

8. STAFF REPORTS

8.1 Building and Development Services

- 8.1.1 DEV 39-2020 July Monthly Report (Building and Development) 51**

RECOMMENDATION

THAT DEV 39-2020 July Monthly Report (Building and Development) be received for information.

- 8.1.2 DEV 40-2020 - Application for Part Lot Control Lot 21, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys 56**

RECOMMENDATION

THAT DEV 40-2020 regarding the Application for Part Lot Control for Lot 21 of the Meadowridge subdivision (Phase 2) be received; and,

THAT Council approve By-law 66-2020 affecting Lot 21, Registered Plan No. 44M-70 for a one-year period, ending July 28, 2021.

- 8.1.3 DEV 42-2020 Applications for Official Plan and Zoning By-law Amendments (OP02-2019 and Z04-2019) by R. Warkentin 665 James Street North Part Lot 15, Concession 18 Blanshard Being Part 2 on 44R-4789 61**

RECOMMENDATION

THAT DEV 42-2020 Application for Official Plan and Zoning By-law Amendments (OP02-2019 and Z04-2019) be received; and,

THAT Staff report back to Council through the preparation of a comprehensive report outlining staff recommendations on the disposition of these Applications following an assessment of all internal department, external agency, public and Council comments.

8.2 CAO and Clerks

8.2.1 CAO 40-2020 July Monthly Report (CAO and Clerks) 162

RECOMMENDATION

THAT CAO 40-2020 July Monthly Report (CAO and Clerks) be received for information.

8.2.2 CAO 41-2020 Huron Perth Public Health – Service Agreement (Stratford Site) 166

RECOMMENDATION

THAT CAO 41-2020 Huron Perth Public Health – Service Agreement (Stratford Site) report be received; and

THAT By-Law 65-2020, being a by-law to the authorize the execution of a service agreement with HPPH, be approved.

8.2.3 CAO 42-2020 Resolution of Support for Broken Rail Brewing Inc. AGCO Application 170

RECOMMENDATION

THAT CAO 42-2020 Resolution of Support for Broken Rail Brewing Inc. AGCO Application be received; and

THAT the Town of St. Marys supports the AGCO application of Broken Rail Brewing Inc. for a Manufacturer's Limited Liquor Sales Licence.

RECOMMENDATION

THAT CAO 43-2020 Electronic Meeting Participation report be received; and

THAT Council give direction that committees and boards of Council as well as Council meetings will continue to meet through electronic participation until further notice; and

THAT Council give direction that committees and boards of Council are not required to regularly meet in the absence of priority agenda items unless provincially legislated to do so; and

THAT Council direct staff to report back to Council with a draft amendment to the Procedure By-law, 20 of 2016, including provisions for electronic meeting participation and proxy voting.

8.3 Community Services

8.3.1 DCS 19-2020 Monthly Report (Community Services)

184

RECOMMENDATION

THAT DCS 19-2020 July Monthly Report (Community Services) be received for information.

8.3.2 MUS 18-2020 Municipal Register, Non-Designated Property Removal Request, 78 Robinson Street

189

RECOMMENDATION

THAT MUS 18-2020 Municipal Register – Non-Designated Property Removal Request, 78 Robinson Street report be received; and

THAT Council approve the removal of 78 Robinson Street as a Non-Designated Property from the Municipal Register.

8.4 Finance

8.4.1 FIN 24-2020 July Monthly Report (Finance)

192

RECOMMENDATION

THAT FIN 24-2020 July Monthly Report (Finance) be received for information.

| | | |
|--------------|--|------------|
| 8.4.2 | FIN 23-2020 Fire Hall Debenture Financing | 195 |
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RECOMMENDATION

THAT FIN 23-2020 Fire Hall Debenture Financing report be received; and

THAT the Town of St. Marys make an application to Ontario Infrastructure and Lands Corporation for the amount of \$3,000,000 to finance the expansion of the Fire Hall with a term of 25 years; and

THAT By-Law 64-2020 authorizing the submission of an application to Ontario Infrastructure and Lands Corporation for financing be approved.

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|--------------|---|------------|
| 8.4.3 | FIN 25-2020 COVID-19 Financial Relief – July 28, 2020 Update | 199 |
|--------------|---|------------|

RECOMMENDATION

THAT FIN 25-2020 COVID-19 Financial Relief – July 28, 2020 Update be received for information.

8.5 Fire and Emergency Services

| | | |
|--------------|--|------------|
| 8.5.1 | FD 06-2020 July Monthly Report (Emergency Services) | 202 |
|--------------|--|------------|

RECOMMENDATION

THAT FD 06-2020 July Monthly Report (Emergency Services) be received for information.

8.6 Human Resources

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|--------------|---|------------|
| 8.6.1 | HR 07-2020 July Monthly Report (Human Resources) | 204 |
|--------------|---|------------|

RECOMMENDATION

THAT HR 07-2020 July Monthly Report (Human Resources) be received for information.

8.7 Public Works

| | | |
|--------------|--|------------|
| 8.7.1 | PW 43-2020 July Monthly Report (Public Works) | 206 |
|--------------|--|------------|

RECOMMENDATION

THAT PW 43-2020 July Monthly Report (Public Works) be received for information.

| | | |
|--|---|-----|
| 8.7.2 | PW 38-2020 Sewer Blockage Policy Update | 209 |
| RECOMMENDATION | | |
| THAT Report PW 38-2020, Sewer Blockage Policy Update be received; and | | |
| THAT Policy PW4304, Revision 1.1, being a policy regarding sewer blockages within the Town of St. Marys be approved. | | |
| 8.7.3 | PW 40-2020 Backflow Prevention Policy | 215 |
| RECOMMENDATION | | |
| THAT Report PW 40-2020 Backflow Prevention Policy be received; and | | |
| THAT Policy PW4303, being a policy regarding backflow prevention in drinking water within the Town of St. Marys be approved. | | |
| 8.7.4 | PW 41-2020 Battery Recycling Agreement with Call2Recycle Canada Inc. | 224 |
| RECOMMENDATION | | |
| THAT Report PW 41-2020, Battery Recycling Agreement with Call2Recycle Canada, Inc.be received; and | | |
| THAT Council authorize the Chief Administrative Officer to sign the associated agreement with Call2Recycle Canada, Inc. | | |
| 8.7.5 | PW 42-2020 Procurement of a Bulldozer for the Landfill | 237 |
| RECOMMENDATION | | |
| THAT report PW 42-2020, Procurement of a Bulldozer for the Landfill be received; and | | |
| THAT Council approve the purchase of a Bulldozer from Toromont CAT for the quoted price of \$211,251.14, inclusive of HST to be funded through the Municipal Modernization Funding program. | | |

RECOMMENDATION

THAT PW 45-2020 Downtown Remembrance Banners report be received; and

THAT Council approve the installation of remembrance banners within the Downtown; and

THAT the Public Works Department facilitate the installation and removal of the banners each year and recuperate the costs from the St. Marys Branch of the Royal Canadian Legion on an annual basis; and

THAT Council approve By-Law 68-2020 permitting the implementation of the remembrance banner program and authorizing the Mayor and the Clerk to sign the associated agreement.

8.7.7 PW 47-2020 Fibermat Surface Treatment Contract Award

RECOMMENDATION

THAT PW 47-2020 Fibermat Surface Treatment Contract Award report be received; and

THAT Council authorize a sole source contract with NorJohn Contracting; and

THAT By-law 67-2020 authorizing the execution of the agreement with NorJohn Contracting be approved.

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

RECOMMENDATION

THAT agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.16 be received.

9.1.1 Bluewater Recycling Association - Coun. Craigmile

June 18, 2020 Highlights

Proposed Resolution Regarding Transition

July 16, 2020 Highlights

| | | |
|--------------|---|------------|
| 9.1.2 | Library Board - Coun. Craigmile, Edney, Mayor Strathdee | 275 |
| | June 4, 2020 Minutes | |
| | July 9, 2020 Minutes (draft) | |
| 9.1.3 | Municipal Shared Services Committee - Mayor Strathdee, Coun. Luna | 283 |
| | June 18, 2020 Minutes (draft) | |
| 9.1.4 | Huron Perth Public Health - Coun. Luna | |
| 9.1.5 | Spruce Lodge Board - Coun. Luna, Pridham | 287 |
| | April 15, 2020 Minutes | |
| | May 20, 2020 Minutes | |
| 9.1.6 | Upper Thames River Conservation Authority | 295 |
| | May 26, 2020 Minutes | |
| 9.2 | Advisory and Ad-Hoc Committee Reports | |
| 9.2.1 | Accessibility Advisory Committee - Coun. Hainer | |
| 9.2.2 | Business Economic Support and Recovery Task Force - Mayor Strathdee, Coun. Edney | 301 |
| | May 25, 2020 Minutes | |
| | June 01, 2020 Minutes | |
| | June 08, 2020 Minutes | |
| | June 17, 2020 Minutes | |
| | June 26, 2020 Minutes | |
| 9.2.3 | Business Improvement Area - Coun. Winter | 324 |
| | June 08, 2020 Minutes | |
| 9.2.4 | CBHFM - Coun. Edney | 328 |
| | May 22, 2020 Minutes | |

| | | |
|---------------|--|------------|
| 9.2.5 | Committee of Adjustment | 332 |
| | June 8, 2020 Minutes | |
| | July 2, 2020 Minutes | |
| 9.2.6 | Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee | 344 |
| | June 17, 2020 Minutes | |
| 9.2.7 | Green Committee - Coun. Pridham | 349 |
| | June 24, 2020 Minutes | |
| 9.2.8 | Heritage Advisory Committee - Coun. Pridham | 354 |
| | June 8, 2020 Minutes | |
| | July 13, 2020 Minutes | |
| 9.2.9 | Huron Perth Healthcare Local Advisory Committee - Coun. Luna | |
| 9.2.10 | Museum Advisory Committee - Coun. Hainer | 358 |
| | June 10, 2020 Minutes | |
| | <ul style="list-style-type: none"> FYI to Council - Recommendation regarding Physical Plant Policy to be considered at a future Strategic Priorities Committee meeting. | |
| | July 8, 2020 Minutes | |
| | <ul style="list-style-type: none"> FYI to Council - Recommendation regarding Strategic Plan to be considered at a future Strategic Priorities Committee meeting. | |
| 9.2.11 | Planning Advisory Committee - Coun. Craigmile, Hainer | 364 |
| | May 25, 2020 Minutes | |
| | June 15, 2020 Minutes | |
| 9.2.12 | Recreation and Leisure Advisory Committee - Coun. Pridham | 380 |
| | June 25, 2020 Minutes | |

| | | |
|---------------|---|------------|
| 9.2.13 | Senior Services Advisory Committee - Coun. Winter | 383 |
| | June 29, 2020 Minutes | |
| 9.2.14 | St. Marys Lincolns Board - Coun. Craigmile | |
| 9.2.15 | St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter | |
| 9.2.16 | Youth Council - Coun. Edney | 386 |
| | June 26, 2020 Minutes | |
| | <ul style="list-style-type: none"> FYI to Council - Recommendation regarding Youth Council appointment considered at July 28, 2020 regular Council meeting <ul style="list-style-type: none"> Presented as housekeeping matter within By-Law section as By-Law 63-2020 | |

RECOMMENDATION

THAT Council approve the appointment of the following individuals to the Youth Council:

- Jessica Hammond
- Carlee McCutcheon
- Elissa Gammon
- Izzy Edwards
- Paytien Truax
- Megan Richardson; and

THAT Council rescind the appointment of the following individuals to the Youth Council:

- Hazel Taylor
- Julia Onclin
- Hayden McDonald
- Bevan Bearrs; and

THAT Council approve By-Law 63-2020 for the purpose of amending By-law 95-2018.

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

11.1 Councillor Winter - Scattering Gardens

RECOMMENDATION

THAT staff investigate the feasibility of a scattering garden at the cemetery.

12. BY-LAWS

RECOMMENDATION

THAT By-Laws 63-2020, 64-2020, 65-2020, 66-2020, 67-2020 and 68-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

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| 12.1 | By-Law 63-2020 To Amend By-Law 95-2018, Appointment of Committee Members | 389 |
| 12.2 | By-Law 64-2020 Fire Hall Debenture | 390 |
| 12.3 | By-Law 65-2020 Authorize a Service Commitment Agreement with City of Stratford, County of Perth, County of Huron and Huron Perth Public Health | 395 |
| 12.4 | By-Law 66-2020 Part Lot Control Lot 21 Registered Plan 44M-70 Meadowridge (Otten) | 396 |
| 12.5 | By-Law 67-2020 Agreement with NorJohn Contracting | 397 |
| 12.6 | By-Law 68-2020 Agreement with Royal Canadian Legion Branch #236 | 398 |

13. UPCOMING MEETINGS

August 18, 2020 - 9:00 am, Strategic Priorities Committee, Location TBD

August 25, 2020 - 6:00 pm, Council, Location TBD

14. 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 deposition of land by the municipality or local board, and (f) advice that is subject to solicitor - client privilege, including communications necessary for that purpose.

| | | |
|------|---|--|
| 14.1 | MINUTES CLOSED SESSION | |
| 14.2 | CAO 44-2020 CONFIDENTIAL Report Back on Code of Conduct Concern | |

14.3 CAO 45-2020 Solicitor Advice on Municipal Authority to Impose By-Law Mandating Masks

14.4 CAO 46-2020 CONFIDENTIAL Agreement of Purchase and Sale (481 Water Street South, McDonald House)

15. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at ____pm.

15.1 Town By-Law Mandating Face Coverings

RECOMMENDATION

THAT the Town of St. Marys supports the public health direction issued by the Medical Officer of Health which requires face coverings to be worn in commercial and public establishments; and

THAT the Town of St. Marys not pass a by-law mandating face coverings at this time; and

THAT Council will reconsider a by-law if or when it appears such a by-law is required to support and increase compliance with the public health direction issued by the Medical Officer of Health.

15.2 By-Law 69-2020 Agreement of Purchase and Sale for 481 Water Street South

399

RECOMMENDATION

THAT By-law 69-2020, being a by-law to authorize an agreement of purchase and Sale for 481 Water Street South (McDonald House) and to delegate the necessary authority to staff to finalize the agreement, 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. CONFIRMATORY BY-LAW

RECOMMENDATION

THAT By-Law 70-2020, being a by-law to confirm the proceedings of July 28, 2020 regular Council meeting be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

17. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourn at _____ pm.



MINUTES Regular Council

June 23, 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
Richard Anderson, Director of Emergency Services / Fire Chief
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Lisa Lawrence, Director of Human Resources
André Morin, Director of Finance / Treasurer

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2020-06-23-01

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT the June 23, 2020 regular Council meeting agenda be accepted as presented.

4. PUBLIC INPUT PERIOD

None received.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Public Meeting - 480 Glass Street Re-Zoning Application

Resolution 2020-06-23-02

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT the June 23, 2020 regular Council meeting be adjourned at 6:02 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 6:02 pm.

CARRIED

Mayor Strathdee stated "This Public Meeting is being held in accordance with Section 34 of the *Planning Act*, RSO 1990. Please note that you can provide your comments and/or questions during the meeting by emailing clerksoffice@town.stmarys.on.ca. The purpose of the Public Meeting is to solicit the public's comments with respect to a proposed Zoning By-law Amendment by the applicant (being the Corporation of the Town of St. Marys). The purpose and intent of the Application is to change the zoning of the subject property from "Light Industrial Zone (M1-H)" to "General Industrial Zone (M2)" with special provisions. Tonight's meeting is the mandatory Public Meeting held under the Planning Act. Council will make a decision regarding this matter during this evening's meeting or at a future Council meeting. If you wish to be notified of Council's decision, please contact the CAO / Clerk, Brent Kittmer, at clerksoffice@town.stmarys.on.ca by 12:00 pm on Wednesday, June 24, 2020.

I will now ask Mr. Kittmer to advise how notice was given and provide a summary of the comments received regarding this Application."

Brent Kittmer, CAO / Clerk, stated "Notice was given by first class mail to all land owners within 120 metres (400 feet) of the subject property, to those agencies as prescribed by Regulation, and signage advertising tonight's meeting was posted on the property. Special instructions for

attending this online meeting and/or providing comments were provide in the notice and on the Town's Current Planning / Development Applications webpage. Options to participate in this meeting were provided including:

- Sending comments via regular mail to the Town's CAO-Clerk
- Emailing comments
- Leaving a voicemail message detailing comments
- Registering to be a delegation
- Providing comments and/or questions during the meeting by emailing the Clerk's office

The Town has not received any agency or public comments regarding this application prior to the meeting."

Mayor Strathdee asked Councillor Hainer to advise Council of the Planning Advisory Committee's recommendation with respect to the Application.

Councillor Lynn Hainer stated "At the May 25, 2020 meeting, the Planning Advisory Committee passed a motion endorsing, in principle, the Application for Zoning By-law Amendment for 480 Glass Street and recommended that Council proceed to a public meeting to consider the Application."

Mayor Strathdee called upon the Town's Planner to provide additional information regarding the proposed Application.

Mark Stone, Planner stated "The 1.32 hectare subject property fronts onto the south side of Glass Street and is designated "General Industrial" according to the Town's Official Plan.

Junction Station, built in 1858, is located on the property and is designated under the *Ontario Heritage Act*.

The sale of the Junction Station building, existing caboose and a portion of this property (approximately 0.35 hectares) will allow for the establishment of a micro-brewery industrial use with accessory uses including a tasting room.

In addition to changing the zoning of the subject lands to "General Industrial", special provisions are proposed to:

Limit permitted uses to:

- assembling, manufacturing, processing, preparing, fabricating, packaging, shipping, wholesaling, storing or warehouse conducted and wholly contained within an enclosed building;
- caterer's establishment, convenience business services establishment, laboratory or research facility, office support, repair shop, and wholesale establishment;
- micro-brewery;
- limited accessory food preparation and sales from the existing caboose for consumption in the tasting room or accessory patio, or off-site; and,
- accessory uses, buildings, and structures, including accessory office uses, tasting room, and retail sale of products manufactured, produced, processed or stored on the premises
- The proposed zoning will also reduce the minimum front yard setback from 15 metres to 7.5 metres
- Limit the size of the tasting room and retail sales to 600 ft²
- Permit an patio accessory to the tasting room function
- Require 1 parking space for every 25 m² of floor area for uses accessory to the main use"

Mayor Strathdee invited members of the public to provide input on the Application. Mayor Strathdee reminded those following the livestreamed proceedings could submit questions to email address clerksoffice@town.stmarys.on.ca

Staff confirmed that no questions or comments were submitted by telephone or dropbox at Town Hall prior to the meeting, and leading up to and including the meeting, email inquiries had not been submitted.

Mayor Strathdee asked members of Council if they had questions.

In response to Councillor Winter's inquiry whether CN Rail would require additional fencing along the property line of 480 Glass Street and the CN Rail property, Brent Kittmer stated that it would not be required as those details were set out in the original transfer agreement in 2008.

In response to Councillor Pridham's inquiry regarding the possible need for overflow parking, Mr. Leaman stated that overflow parking can be located on the grass if needed however, he has already put in place more parking spots that is required by the zoning by-law.

Staff confirmed that they had been monitoring the email inbox and no emails had been received during the meeting.

Mayor thanked those who participated in the meeting. Mayor Strathdee stated should Council proceed with the passage of the Zoning By-law Amendment, notice of passing will be provided as prescribed by the *Planning Act* and a 20-day appeal period to the Local Planning Appeal Tribunal applies.

Resolution 2020-06-23-03

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT this Public Meeting be adjourned at 6:15 pm; and

THAT the June 23, 2020 regular Council meeting reconvene at 6:15 pm.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - June 9, 2020

Councillor Pridham noted that agenda item 9.2.6 be changed from Councillor Craigmile to Councillor Pridham.

Resolution 2020-06-23-04

Moved By Councillor Pridham

Seconded By Councillor Craigmile

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

CARRIED

6.2 Strategic Priorities Committee - June 16, 2020

Resolution 2020-06-23-05

Moved By Councillor Hainer

Seconded By Councillor Luna

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

CARRIED

6.3 Special Council - June 16, 2020

Resolution 2020-06-23-06

Moved By Councillor Luna

Seconded By Councillor Pridham

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

CARRIED

7. CORRESPONDENCE

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

Resolution 2020-06-23-07

Moved By Councillor Luna

Seconded By Councillor Pridham

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

CARRIED

7.2 Ministry of Municipal Affairs and Housing re: Recovery Plan Related to Planning Applications

Resolution 2020-06-23-08

Moved By Councillor Hainer

Seconded By Councillor Pridham

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

CARRIED

7.3 Randy Pettapiece, MPP re: St. Marys ServiceOntario

Resolution 2020-06-23-09

Moved By Councillor Craigmile

Seconded By Councillor Luna

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

CARRIED

8. STAFF REPORTS

8.1 Building and Development Services

8.1.1 DEV 34-2020 June Monthly Report (Building and Development)

Grant Brouwer presented DEV 34-2020 report and responded to questions from Council.

Mr. Brouwer spoke to an emergent issue that had arisen since the time of writing his report regarding patio extensions and approvals. Council was of the consensus that staff take the steps necessary to reduce red tape for patio approvals during the pandemic, and was comfortable with staff implementing a streamlined building permit process, the Town funding permit application costs from the COVID relief fund, and with staff implementing relaxed parking rules for during the pandemic.

Resolution 2020-06-23-10

Moved By Councillor Luna

Seconded By Councillor Pridham

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

CARRIED

8.1.2 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

Mark Stone presented DEV 36-2020 report and responded to questions from Council.

Resolution 2020-06-23-11

Moved By Councillor Winter

Seconded By Councillor Craigmile

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.

CARRIED

8.1.3 DEV 37-2020 Site Plan Agreement for 480 Glass Street (Broken Rail Brewing Inc.)

Grant Brouwer presented DEV 37-2020 report and responded to questions from Council.

Resolution 2020-06-23-12

Moved By Councillor Hainer

Seconded By Councillor Craigmile

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..

CARRIED

8.2 Community Services

8.2.1 DCS 16- 2020 June Monthly Report (Community Services)

Stephanie Ische presented DCS 16-2020 report and responded to questions from Council.

Resolution 2020-06-23-13

Moved By Councillor Craigmile

Seconded By Councillor Pridham

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

CARRIED

8.2.2 DCS 19-2020 Declaration of Compliance

Stephanie Ische presented to DCS 19-2020 report and responded to questions from Council.

Resolution 2020-06-23-14

Moved By Councillor Pridham

Seconded By Councillor Hainer

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.

CARRIED

8.2.3 DCS 17-2020 Quarry Reopening Options During COVID

Stephanie Ische presented DCS 17-2020 report and responded to questions from Council.

Resolution 2020-06-23-15

Moved By Councillor Luna

Seconded By Councillor Pridham

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 6th, 2020 to September 7th, 2020.

Amendment

Resolution 2020-06-23-16

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT the following paragraph be added at the end of the main motion:

THAT Council approve an additional free swim daily for residents from 11:00 AM to 12:30 PM and the additional funds up to a maximum of \$15,000.00 be covered by the COVID-19 Relief Fund.

DEFEATED

Resolution 2020-06-23-15

Moved By Councillor Luna

Seconded By Councillor Pridham

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 6th, 2020 to September 7th, 2020.

CARRIED

8.3 Finance

8.3.1 FIN 18-2020 June Monthly Report (Finance)

André Morin presented FIN 18-2020 report and responded to questions from Council.

Resolution 2020-06-23-17

Moved By Councillor Craigmile

Seconded By Councillor Hainer

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

CARRIED

8.3.2 FIN 19-2020 2020 Municipal Insurance Renewal

André Morin presented FIN 19-2020 report and responded to questions from Council.

Resolution 2020-06-23-18

Moved By Councillor Craigmile

Seconded By Councillor Luna

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.

CARRIED

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

André Morin presented FIN 20-2020 report and responded to questions from Council.

Resolution 2020-06-23-19

Moved By Councillor Craigmile

Seconded By Councillor Luna

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.

CARRIED

8.4 Fire and Emergency Services

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

Fire Chief Anderson presented FD 05-2020 report and responded to questions from Council.

Resolution 2020-06-23-20

Moved By Councillor Winter

Seconded By Councillor Craigmile

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

CARRIED

8.5 Human Resources

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

Lisa Lawrence presented HR 06-2020 report and responded to questions from Council.

Resolution 2020-06-23-21

Moved By Councillor Pridham

Seconded By Councillor Luna

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

CARRIED

8.6 Public Works

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

Jed Kelly presented PW 37-2020 report and responded to questions from Council.

Resolution 2020-06-23-22

Moved By Councillor Luna

Seconded By Councillor Craigmile

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

CARRIED

8.7 CAO and Clerks

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

Brent Kittmer and Jenna McCartney presented CAO 33-2020 report and responded to questions from Council.

Resolution 2020-06-23-23

Moved By Councillor Luna

Seconded By Councillor Winter

THAT Council send correspondence to Dr. Miriam Klassen, Huron Perth Public Health Medical Officer of Health, requesting that an Order be issued under Section 22 of the *Health Protection and Promotion Act* requiring residents to wear masks in public settings when physical distancing of 2 metres cannot be guaranteed, including in commercial establishments; and

THAT staff research and report back to Council on July 28, 2020 regarding the option of passing a by-law or municipal order to mandate the use of face masks in public settings in the Town of St. Marys when physical distancing of 2 metres cannot be achieved, including in commercial establishments.

CARRIED

Resolution 2020-06-23-24

Moved By Councillor Hainer

Seconded By Councillor Luna

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

CARRIED

8.7.2 CAO 34-2020 Community Grant Follow Up

Jenna McCartney presented CAO 34-2020 report and responded to questions from Council.

Council requested that staff solicit further information regarding the operations of the Station Gallery's operating plan for 2020 before a decision is made regarding their grant.

Resolution 2020-06-23-25

Moved By Councillor Luna

Seconded By Councillor Pridham

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.

CARRIED

8.7.3 CAO 36-2020 Community Transportation Project Update

Brent Kittmer presented CAO 35-2020 report and responded to questions from Council.

Resolution 2020-06-23-26

Moved By Councillor Luna

Seconded By Councillor Craigmile

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.

CARRIED

8.7.4 CAO 38-2020 St. Marys Lions 100th Anniversary in Canada Proclamation

Jenna McCartney presented CAO 38-2020 report and responded to questions from Council.

Resolution 2020-06-23-27

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT CAO 38-2020 St. Marys Lions 100th 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 100th anniversary of the Lions Club's presence in Canada.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

None.

11. BY-LAWS

Resolution 2020-06-23-28

Moved By Councillor Luna

Seconded By Councillor Pridham

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.

CARRIED

11.1 Zoning By-law Z136-2020 480 Glass Street

11.2 By-Law 54-2020 To Repeal By-law 04 of 2016 Appointment

11.3 By-Law 55-2020 To Amend By-law 22-2020 Appointment

11.4 By-Law 56-2020 Site Plan Agreement with Broken Rail Brewing Inc. for 480 Glass Street

12. UPCOMING MEETINGS

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

13. CLOSED SESSION

Resolution 2020-06-23-29

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 9:18 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.

CARRIED

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

Resolution 2020-06-23-30

Moved By Councillor Edney

Seconded By Councillor Luna

THAT Council rise from a closed session at 9:30 pm.

CARRIED

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

Resolution 2020-06-23-31

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT Council appoint Clive Slade 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.

CARRIED

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

Resolution 2020-06-23-32

Moved By Councillor Edney

Seconded By Councillor Craigmile

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.

CARRIED

Resolution 2020-06-23-33

Moved By Councillor Luna

Seconded By Councillor Pridham

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.

CARRIED

15. CONFIRMATORY BY-LAW

Resolution 2020-06-23-34

Moved By Councillor Luna

Seconded By Councillor Craigmile

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.

CARRIED

16. ADJOURNMENT

Resolution 2020-06-23-35

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT this regular meeting of Council adjourn at 9:35 pm.

CARRIED

Al Stratthdee, Mayor

Brent Kittmer, CAO / Clerk



MINUTES Special Meeting of Council

July 21, 2020

*Immediately following Strategy Priorities Committee meeting
Town Hall, Council Chambers

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

Staff Present: **In-Person**
Brent Kittmer, CAO / Clerk
Jenna McCartney, Deputy Clerk
Conference Line
Jed Kelly, Director of Public Works
Andre Morin, Director of Finance / Treasurer

1. CALL TO ORDER

Mayor Strathdee called the meeting to order at 11:16 am.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2020-SC-07-21-01

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the July 21, 2020 special meeting of Council agenda be accepted as presented.

CARRIED

4. SPECIAL MATTERS OF COUNCIL

4.1 FIN 21-2020 Final Property Tax Rates

André Morin presented FIN 21-2020 report and responded to questions from Council.

Resolution 2020-SC-07-21-02

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT FIN 21-2020 Final Property Tax Rates report be received; and

THAT By-law 59-2020 to set the 2020 Tax Ratios be approved; and

THAT By-law 60-2020 to set the 2020 Property Tax Rates be approved

CARRIED

4.2 PW 46-2020 Aggregate Processing Contract Award

Jed Kelly presented PW 46-2020 report and responded to questions from Council.

Resolution 2020-SC-07-21-03

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT PW 46-2020 Aggregate Processing Contract Award report be received; and,

THAT the tender for Aggregate Processing be awarded to AAROC Aggregates Ltd. for the bid price of \$98,775.56, inclusive of all taxes and contingencies; and,

THAT Council approve By-Law 61-2020 and authorize the Mayor and the Clerk to sign the associated agreement.

CARRIED

5. BY-LAWS

Resolution 2020-SC-07-21-04

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT By-Laws 59-2020, 60-2020 and 61-2020 be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

5.1 By-Law 59-2020 Tax Ratio for Prescribed Property Classes in 2020

5.2 By-Law 60-2020 Tax Rates for 2020

5.3 By-Law 61-2020 Agreement with AAROC Aggregate Ltd.

6. CONFIRMATORY BY-LAW

Councillor Hainer provided regrets for August 18, 2020 Strategic Priorities Committee meeting.

Resolution 2020-SC-07-21-05

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT By-Law 62-2020, being a by-law to confirm the proceedings of July 21, 2020 special meeting of Council, be read a first, second and third time and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

7. ADJOURNMENT

Resolution 2020-SC-07-21-06

Moved By Councillor Winter

Seconded By Councillor Luna

THAT this special meeting of Council adjourn at 11:29 am.

CARRIED

Al Stratthdee, Mayor

Brent Kittmer, CAO / Clerk



**THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Office**

255 Christina Street N. PO Box 3018
Sarnia ON Canada N7T 7N2
519 332-0330 519 332-3995 (fax)
519 332-2664 (TTY)
www.sarnia.ca clerks@sarnia.ca

June 24, 2020

To: All Ontario Municipalities

Re: Long Term Care Home Improvements

At its meeting held on June 22, 2020, Sarnia City Council adopted the following resolution submitted by Councillor Margaret Bird with respect to the conditions in Long Term Care homes exposed by the pandemic:

That due to the deplorable conditions exposed by the pandemic in LTC homes in the province, and because this is a time for action, not just continuous streams of investigations, commissions and committees, and because the problems have been clearly identified, that Sarnia City Council direct staff to send this motion to the 444 Ontario Municipalities, asking them to urge Premier Ford to start implementing the required resolutions immediately, as follows:

- 1. increasing hours for all part-time and casual labour***
- 2. since the government provides funding for privately-operated homes, they have an obligation to inspect these homes and see that they are being properly run, and that funds are being used for the benefit of the residents and not the huge profitability of the operators, and***
- 3. to end the neglect and unacceptable conditions being experienced, each day, by our vulnerable seniors.***

Sarnia City Council respectfully seeks your endorsement of this resolution. If your municipal council endorses this resolution, we would request that a copy of the resolution be forwarded to the following:

Doug Ford, Premier of Ontario; and

City of Sarnia, City Clerk's Office
clerks@sarnia.ca

Sincerely,



Dianne Gould-Brown
City Clerk

cc: AMO

**Ministry of Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des Affaires municipales
et du Logement**

Bureau du ministre

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



234-2020-2680

July 8, 2020

Dear Head of Council:

The COVID-19 outbreak has touched everyone in the province, creating personal and financial hardship, and resulting in losses far greater than anyone could have imagined. We are making steady progress in the safe reopening of the province, and we acknowledge and celebrate those who went above and beyond through this crisis.

I am writing to inform you that on July 8, 2020, our government introduced the COVID-19 Economic Recovery Act, 2020, to help get Ontario back on track. Our proposed bill will address three critical needs Ontario faces: restarting jobs and development; strengthening communities; and creating opportunity for people.

Our government recognizes the key role that municipalities play in restarting the economy, and that their efficient functioning and economic sustainability is critical to Ontario's future success. We are also continuing to negotiate with our federal partners to ensure communities across Ontario receive the urgent financial support they need. We know that municipalities require fair and flexible investment to protect front line services and help restart the economy.

This bill includes proposals that will enable municipal councils and local boards to meet electronically on a permanent basis and allow municipal councils to decide if they wish to have proxy voting for their members. Our government also proposes to finalize the community benefits charges framework; enhance the Minister of Municipal Affairs and Housing's existing zoning order authority to provide more certainty when fast tracking the development of transit oriented communities; make it faster to update and harmonize the Building Code so that we can break down interprovincial trade barriers, and permanently establish the office of the Provincial Land and Development Facilitator to help solve complex land use issues. We are also working on optimizing provincial lands and other key provincial strategic development projects that will help facilitate economic recovery efforts.

My ministry will be hosting a technical information briefing on the proposed community benefits charges framework, including proposed changes to development charges and parkland dedication, so that municipal staff can gain a better understanding of the proposal. The technical briefing will take place in the near future and invitations from the Assistant Deputy Minister of Local Government and Planning Policy Division to municipal Chief Administrative Officers, Treasurers and Chief Planners will be forthcoming.

.../2

In addition to initiatives that I have outlined above from my ministry, there are several other proposals included in our proposed legislation that will support your communities. Changes proposed will modernize our outdated environmental assessment framework, provide more local say on future landfill sites, and ensure strong environmental oversight, while supporting faster build-out of vital transport and transit infrastructure projects to support our economy. Municipally-run courts will be able to use technology to deliver services remotely and we are also moving to fill justice of the peace vacancies faster and more transparently.

We will be extending the validity period of unused marriage licences and protecting the province's most vulnerable consumers who rely on payday loans, by proposing limits on related interest rates and fees.

Also proposed is the reduction of regulatory burdens on farming while preserving the environmental rules that will support this vital part of our economy. Businesses will be able to count on clear, focused and effective rules that do not compromise people's health, safety or the environment through our changes that continue to focus on cutting red tape. At the same time, our changes will allow health and safety standards to be updated more quickly to ensure worker safety in a changing economy.

As the province continues to reopen and the economy recovers, it's more critical than ever to position Ontario as a top-tier destination for investment, domestic growth, and job creation. A key measure to support this objective is the creation of a new investment attraction agency, Invest Ontario, that will promote the province as a key investment destination and work closely with regional partners to coordinate business development activities.

Our proposed changes will also help our communities respond in part to the challenges that this outbreak has brought to our education system. Changes proposed would allow school boards to select the best candidates for director of education for their respective communities. We will also reduce red tape that is preventing access to school for some First Nation students and by limiting unproductive suspensions for our very youngest students. Students with severe learning disabilities will have an opportunity to complete their studies in the upcoming school year and by broadening the mandates of TVO and TFO, our broadcasters will be able to support students' learning needs better during these challenging times.

Through this proposed legislation, we will take the first step towards a strong restart and recovery. More information on our proposals can be found on the Legislative Assembly of Ontario's [website](#).

Our greatest challenges lie ahead of us, and we know we cannot overcome them alone. It's time for everyone to play a role in rebuilding Ontario together. We will ensure no community or region is left behind. Every community must recover if all of Ontario is to grow and prosper again.

Head of Council
Page 3

Municipalities are encouraged to continue to review our Government's Emergency Information webpage at: [Ontario.ca/alert](https://ontario.ca/alert). I thank you for your continued support and collaboration in these challenging times.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers
Municipal Clerks
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing
Brian Rosborough, Executive Director, Association of Municipalities of Ontario



MUNICIPALITY OF HURON EAST

PO Box 610, 72 Main Street South, Seaforth Ontario N0K 1W0

Tel: 519-527-0160

Fax: 519-527-2561

888-868-7513

www.huroneast.com

Brad Knight, BA, CAO/Clerk
bknight@huroneast.com

Paula Michiels, CPA, CGA, Treasurer-Finance Manager
pmichiels@huroneast.com

July 8th, 2020.

Town of St. Marys,
PO Box 998,
St. Marys, Ontario.
N4X 1B6

Attention: Brent Kittmer, P. Eng., MPA
CAO/Clerk

Dear Mr. Kittmer:

RE: Resolution – Order Requiring Masks

We wish to acknowledge receipt of your resolution concerning an Order under Section 22 of the Health Protection and Promotion Act requiring residents to wear masks in public settings where physical distancing of 2 metres cannot be guaranteed, including in commercial establishments.

This matter was referred to Huron East Council at their regular meeting on July 7th, 2020 and the following motion was passed.

It was duly moved and seconded:

THAT Council of the Municipality of Huron East endorse the resolution of the Town of St. Marys requesting Huron Perth Public Health Medical Officer of Health consider issuing an Order requiring residents to wear masks in public settings when physical distancing of 2 metres cannot be guaranteed, including in commercial establishments.

Motion Carried.

Trusting this action of Council will be of assistance.

Yours truly,

Brad Knight,
CAO/Clerk.

BK:ja

July 8, 2020

Brent Kittmer, CAO
Town of St Marys
175 Queen St E
PO Box 998
St Marys, ON N4X 1B6

Dear Mr Kittmer,

Thank you for the correspondence from the Town of St. Marys dated June 24, 2020 regarding "Town of St. Marys Council Request to Consider an Order Requiring Masks".

I appreciate that Council wants to take all possible steps to protect the community from COVID-19. I also know that there are many strong views about this issue, and much opinion and information being shared.

At this time, I am not prepared to use my powers under the *Health Protection and Promotion Act* (HPPA) (Ontario, 2019) to issue a Class Section 22 order to mandate non-medical face coverings in public spaces. The strength of the evidence and the local epidemiology do not support the mandating of masks under this legislation. HPPH will continue to monitor both the evidence and provincial direction and will issue a Class Section 22 if and when that becomes necessary.

However, I am ready to take actions to increase the use of masks in Huron and Perth counties and further strengthen HPPH's strong recommendation to wear non-medical cloth face coverings where it is not possible to maintain a two metre distance.

These actions would not include a Section 22 nor would rely on municipal by-laws. (Although HPPH would be happy to support a municipality in developing a by-law by providing advice and review, we also recognize that in Huron Perth there are numerous municipalities and that the capacity to enforce such by-laws is likely limited.)

Instead, HPPH will provide public health direction under the current *Emergency Management and Civil Protection Act* (EMCPA), (Ontario, 2019), as has been done in several jurisdictions including Sudbury, Ottawa area and Durham Region. This direction would likely continue under the province's proposed *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*.

.../over

The direction is aimed at owners or operators of commercial establishments or of public transit. Such a communication will provide direction to make best efforts to require patrons to don non-medical face coverings indoors, **in addition to** existing fundamental responsibilities to maintain two metres distance between employees and clients, to screen employees and members of the public for COVID-19 symptoms, and to promote excellent hygiene practices including hand washing.

While this direction does not go as far as turning customers away, it does increase expectations that face coverings are routinely used to protect one another, and will help support a successful Stage 3 re-opening while also mitigating against stigmatizing residents who cannot access or wear masks.

I am inviting further discussion from municipal stakeholders in Huron Perth on the rescheduled municipal call on Thursday July 09 at 12:15 p.m. to discuss the following:

- Equity issues such as access to face coverings
- Enforcement
- Distribution of information to employers
- Timelines for implementation

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Dr. Miriam Klassen', with a long horizontal stroke extending to the right.

Dr. Miriam Klassen
Medical Officer of Health and CEO

Examples of Instructions from other Medical Officers of Health

[Public Health Sudbury & Districts: Instructions to Persons Responsible for a Business or Organization Permitted to Open](#)

[Ottawa Public Health: Instructions to Employers, Business Owners and Operators](#)

[Durham Region: Instructions to ensure the mandatory use of non-medical masks and face coverings within commercial establishments](#)

Background Information

Medical Officer of Health Powers under the Health Protection and Promotion Act (Ontario, 2019)

According to the HPPA:

(2) A medical officer of health may make an order under this section where he or she is of the opinion, upon reasonable and probable grounds,

- (a) that a communicable disease exists or may exist or that there is an immediate risk of an outbreak of a communicable disease in the health unit served by the medical officer of health;
- (b) that the communicable disease presents a risk to the health of persons in the health unit served by the medical officer of health; and
- (c) that the requirements specified in the order are necessary in order to decrease or eliminate the risk to health presented by the communicable disease. R.S.O. 1990, c. H.7, s. 22 (2); 1997, c. 30, Sched. D, s. 3 (1).

First of all, it is not feasible that the health unit could enforce such as Class order; the failure to effectively enforce and uphold an order undermines the credibility of the health unit and wastes resources.

Secondly, I cannot posit that non-medical face coverings are necessary in order to decrease or eliminate the risk of health because:

- While there is no doubt that medical grade masks used on an individual basis are beneficial, the evidence of the benefits of non-medical face coverings used in the community on a population basis is weak (PHO, June 17, 2020) (WHO, 2020). Therefore, non-medical face coverings are neither necessary nor sufficient
- Public health measures including hand hygiene, staying home when ill and physical distancing of 2 metres are sufficient to decrease the risk
- If someone challenged this order, it likely would fail to be upheld by the *Health Services Appeal and Review Board* under the Ministry of Health and Long-Term Care Appeal and Review Boards Act, 1998 because the evidence does not meet the criteria that is needed to decrease or eliminate risk in our area.

Masks

Medical masks are traditionally worn for two-way protection: to protect the health care worker from being infected by a sick patient, and as source control to keep a health care worker's germs from spreading to a patient. Non-medical masks have not been shown to be effective in protecting the person wearing the mask, but can be beneficial for source control which prevents the spread of respiratory droplets from coughing, sneezing or talking from the person wearing the mask to others.

With regard to the evidence, I want to provide comment on two studies that have recently received much media attention.

The Lancet published a meta-analysis sponsored by the World Health Organization (WHO) (Chu, et al., June 4, 2020), that has been widely quoted as supporting universal masking. The authors conclude, "For the general public, evidence shows that physical distancing of more than 1 m is highly effective and that face masks are associated with protection, even in non-health-care settings, with either disposable surgical masks or reusable 12–16-layer cotton ones, although much of this evidence was on mask use within households and among contacts of cases." However, while the size of the effect was very large, the certainty was low because of some inconsistency and risk of bias.

The Proceedings of the National Academy of Sciences of the United States of America published a report which is very problematic. I will offer just three notes. The first is that association is not the same as causation. The fact that some countries that implemented universal masking had more success with controlling COVID-19 is true; but does not mean that masks were the reason. Importantly, the authors leave out other data of countries who were also successful without universal masking. Finally, their conclusion that COVID-19 is airborne is unsupported by their evidence.

It is important to take note of potential adverse impacts that result from such a mask policy including:

- if used incorrectly, they can be contaminated and increase risk of infection to the wearer (WHO, June 05, 2020)
- there may be people who cannot wear a face covering for many reasons (such as affordability or medical issues); a universal policy may adversely impact their ability to access public spaces
- there is a risk that enforcement will disproportionately impact Black, Indigenous, and marginalized groups as been the experience with other offences such as cannabis offences (CAMH, 2014), and has been raised as a concern by the Canadian Civil Liberties Association (CCLA, June 2020)
- there is a risk that users will feel a false sense of security and fail to maintain the two metre distance

WHO (June 05, 2020) recommends consideration of several factors to consider, if and when implementing a universal face mask policy:

- purpose (source control versus protection)
- risk of transmission in the population
- vulnerability of populations
- setting
- feasibility
- mask type.

Using the WHO framework, there is insufficient reason to implement a policy mandating non-medical face coverings at this time. The purpose of implementing a policy of non-medical face coverings in Huron Perth would be to provide source control. Currently in Huron Perth, the data do not reflect a high level of community transmission. In accordance with current public health direction, masks are already required in high-risk settings such as Healthcare and Personal Service Settings in Ontario. It is important to continue to preserve the use of medical masks for care giving settings.

WHO states, “in areas of community transmission, governments should encourage the general public to wear masks in specific situations and settings as part of a comprehensive approach to suppress SARS-CoV-2 transmission.”

Having said that, some expert opinion supports the widespread use of face coverings to decrease transmission of COVID-19

While I do not know all the factors that went into the decision for Wellington Dufferin Guelph Public Health to issue a Section 22, the incidence of positive COVID-19 cases in WDGPH (WDGPH, June 30, 2020) has been 15.4/10,000 as compared to 4.2/10,000 in Huron Perth. Dense urban areas are at higher risk of COVID-19 transmission. My mandate would extend to all of Huron Perth, which you know is primarily a rural area with small populations.

Compliance with Public Health Measures

As shown by Webster et al. (2020), compliance with public health quarantine measures are most effective when public health officials:

- provide a clear and timely rationale and information
- emphasize social norms to encourage behaviour
- increase the benefit (protect others, especially vulnerable, protect local stores, protect local healthcare system)
- help people to comply (in this case, provide alternatives and/or masks).

The same principles likely apply to other public health measures such as masking. It is important to maintain public trust by using the least restrictive means to achieve the desired result, along with caring, competence, openness, and commitment.

HPPH recommends that, rather than target and possibly stigmatize individuals for not wearing masks, we need to build public trust and help everyone get better at wearing masks by:

- providing clear information on the benefits of mask providing source protection, **as an added layer** in addition to other evidenced-based public health measures: keeping contacts low, outside is better than inside, hand hygiene and physical distancing
- providing clear information on the benefits of masks to our community including protecting vulnerable populations and hospital capacity
- providing clear education on how to use masks
- making masks more available (Alberta, 2020 handed out millions of masks)
- modelling mask use by leaders

Mask use is not yet the cultural norm in Canada, as it is in some countries. If and when it becomes necessary to mandate masks, either in a targeted or universal way, we will be better positioned to do so successfully.

Having said all that, individual businesses, organizations and municipalities may decide to implement their own mask policies based on their own risk assessments and such decisions must be respected.

If a municipality wishes to explore by-laws to require masking, in addition to the information above, considerations may include:

- A clear list of exemptions such as
 - a child under the age of two
 - persons for wearing a face covering would inhibit the person's ability to breathe
 - persons with a medical reason such that they cannot safely wear a face covering (a respiratory disease, cognitive difficulties or difficulties in hearing or processing information)
- Where will masks be required? Factors that contribute to a higher risk:
 - indoor
 - public and private transit
 - dense urban area
- How will the municipality enforce such a by-law?
 - will by-law officers require compliance from patrons/individuals and/or businesses/organizations?
 - if fines are used, will they be levied toward the patron or the business or both?
 - if barring entry is expected, will it be the responsibility of the business or the municipality?

- How will you ensure access to non-medical face coverings and how will you preserve medical grade face masks for local healthcare provision?
- How will you ensure that stigma and bias are avoided during enforcement?

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MONTHLY REPORT

| | |
|-------------------------|---|
| To: | Mayor Stratthdee and Members of Council |
| From: | Building and Development |
| Date of Meeting: | 28 July 2020 |
| Subject: | DEV 39-2020 July Monthly Report (Building and Development) |

RECOMMENDATION

THAT DEV 39-2020 July Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building Department

- A total of 26 permits were issued in June 2020 compared to 17 the previous year.
 - There were 9 new dwelling units issued this month compared to 8 the previous year.
 - The total construction values were \$3,733,000 compared to \$2,178,800 the previous year.
 - The total permit fees were \$21,291.52 compared to \$16,148.48 the previous year.
 - There were 42 appointments provided by the Building Department for this time period.
 - There were no Heritage permits issued this period.
- After a very quiet May our building industry has bounced right back to put us on a direction for a very good year.

As of June 30, 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 | | \$624,000 | | \$10,678,320 | | 2,829,500.00 | | \$287,000 | | \$3,733,000 | | | | | | | | | | | | | | \$19,101,820 | | \$103,633 | |
| | PN (DU) | 7 | 3 | 7 | 2 | 17 | 21 | 13 | 3 | 11 | 0 | 26 | 9 | | | | | | | | | | | | | 81 | 38 | | |
| 2019 | PV | \$110,000 | | \$442,100 | | \$1,259,500 | | 2,313,500.00 | | \$2,374,500 | | \$2,178,800 | | \$954,000 | | \$1,364,600 | | \$1,151,050 | | \$2,367,950 | | \$1,485,000 | | \$750,000 | | \$16,751,000 | | \$116,952 | |
| | PN (DU) | 7 | 0 | 7 | 1 | 9 | 2 | 14 | 6 | 13 | 11 | 17 | 8 | 11 | 2 | 12 | 3 | 15 | 3 | 15 | 9 | 12 | 4 | 4 | 4 | 136 | 53 | | |
| 2018 | PV | \$700,000 | | \$233,500 | | \$1,332,500 | | 4,721,000.00 | | \$4,461,001 | | \$1,887,100 | | \$1,984,300 | | \$644,100 | | \$2,737,450 | | \$2,220,500 | | \$1,561,200 | | \$393,000 | | \$22,875,651 | | \$151,296 | |
| | PN (DU) | 7 | 2 | 4 | 0 | 15 | 6 | 15 | 7 | 23 | 5 | 23 | 4 | 22 | 5 | 13 | 1 | 21 | 5 | 14 | 14 | 11 | 3 | 4 | 1 | 172 | 53 | | |
| 2017 | PV | \$2,370,100 | | \$128,350 | | \$95,380 | | \$1,204,050 | | \$1,898,500 | | \$2,925,138 | | \$4,725,400 | | \$1,900,600 | | \$1,365,800 | | \$775,000 | | \$1,377,401 | | \$60,000 | | \$18,825,719 | | \$150,015 | |
| | PN (DU) | 11 | 4 | 7 | 0 | 4 | 0 | 18 | 4 | 29 | 6 | 22 | 5 | 21 | 3 | 21 | 7 | 16 | 3 | 8 | 2 | 7 | 2 | 4 | 0 | 168 | 36 | | |
| 2016 | PV | \$161,000 | | \$336,000 | | \$867,600 | | \$760,201 | | \$1,809,000 | | \$1,511,000 | | \$1,227,000 | | \$644,501 | | \$764,400 | | \$1,433,300 | | \$2,215,000 | | \$2,515,000 | | \$14,244,002 | | \$114,897 | |
| | PN (DU) | 4 | 0 | 3 | 1 | 8 | 2 | 13 | 1 | 12 | 7 | 11 | 1 | 13 | 6 | 15 | 1 | 15 | 2 | 15 | 3 | 7 | 3 | 4 | 11 | 120 | 38 | | |
| 2015 | PV | \$10,500 | | \$105,502 | | \$1,741,100 | | \$784,660 | | \$1,581,261 | | \$1,263,000 | | \$1,518,000 | | \$807,168 | | \$997,301 | | \$592,900 | | \$597,000 | | \$597,100 | | \$10,595,492 | | \$128,416 | |
| | PN (DU) | 2 | 0 | 8 | 1 | 8 | 7 | 11 | 3 | 21 | 5 | 18 | 3 | 8 | 7 | 10 | 4 | 10 | 3 | 13 | 2 | 6 | 2 | 5 | 3 | 120 | 40 | | |
| 2014 | PV | \$475,000 | | \$44,500 | | \$895,000 | | \$1,792,000 | | \$1,544,500 | | \$2,053,650 | | \$1,049,500 | | \$1,004,900 | | \$1,226,750 | | \$1,199,001 | | \$534,200 | | \$1,449,000 | | \$13,268,001 | | \$140,304 | |
| | PN (DU) | 5 | 2 | 6 | 0 | 4 | 2 | 9 | 2 | 13 | 2 | 13 | 2 | 12 | 8 | 14 | 4 | 13 | 5 | 11 | 5 | 5 | 2 | 10 | 9 | 115 | 43 | | |
| 2013 | PV | \$18,000 | | \$48,500 | | \$936,500 | | \$1,072,500 | | \$749,220 | | \$2,223,500 | | \$964,200 | | \$663,500 | | \$804,200 | | \$1,158,000 | | \$426,500 | | \$1,697,500 | | \$10,762,120 | | \$108,411 | |
| | PN (DU) | 2 | 0 | 2 | 1 | 5 | 4 | 10 | 2 | 11 | 3 | 13 | 8 | 10 | 4 | 9 | 2 | 8 | 2 | 11 | 5 | 4 | 1 | 8 | 8 | 93 | 40 | | |
| 2012 | PV | \$518,300 | | \$25,000 | | \$610,000 | | \$522,802 | | \$784,150 | | \$3,288,988 | | \$1,523,500 | | \$2,586,000 | | \$659,500 | | \$736,000 | | \$700,300 | | \$477,900 | | \$12,432,440 | | \$152,225 | |
| | PN (DU) | 8 | 2 | 1 | 0 | 5 | 2 | 13 | 1 | 9 | 3 | 15 | 6 | 11 | 6 | 19 | 0 | 7 | 1 | 6 | 3 | 9 | 3 | 4 | 2 | 107 | 29 | | |
| 2011 | PV | \$127,400 | | \$0 | | \$1,020,300 | | \$1,800,000 | | \$1,171,150 | | \$2,662,200 | | \$2,517,490 | | \$446,500 | | \$62,500 | | \$1,359,000 | | \$805,600 | | \$25,801 | | \$11,997,941 | | \$178,641 | |
| | PN (DU) | 5 | 1 | 0 | 0 | 9 | 4 | 14 | 8 | 13 | 4 | 19 | 2 | 18 | 6 | 6 | 1 | 3 | 0 | 11 | 5 | 9 | 3 | 4 | 0 | 111 | 34 | | |
| 2010 | PV | \$65,000 | | \$75,000 | | \$1,582,000 | | \$603,800 | | \$323,700 | | \$302,300 | | \$1,570,000 | | \$4,069,000 | | \$1,014,300 | | \$2,226,260 | | \$1,085,200 | | \$553,500 | | \$13,470,060 | | \$154,284 | |
| | PN (DU) | 3 | 0 | 5 | 0 | 7 | 6 | 11 | 3 | 7 | 2 | 16 | 1 | 12 | 4 | 12 | 32 | 10 | 1 | 14 | 7 | 11 | 4 | 3 | 1 | 111 | 61 | | |
| 2009 | PV | \$232,500 | | \$113,450 | | \$25,100 | | \$339,500 | | \$6,197,200 | | \$792,900 | | \$611,900 | | \$7,790,250 | | \$705,160 | | \$932,539 | | \$409,000 | | \$399,600 | | \$18,549,099 | | \$139,164 | |
| | PN (DU) | 7 | 1 | 6 | 0 | 3 | 1 | 7 | 8 | 12 | 3 | 17 | 1 | 21 | 2 | 14 | 4 | 16 | 2 | 14 | 5 | 7 | 2 | 9 | 1 | 124 | 30 | | |
| Monthly | PV | \$478,150 | | \$181,325 | | \$1,753,608 | | \$1,561,959 | | \$1,931,765 | | \$2,068,465 | | \$1,695,026 | | \$1,992,829 | | \$1,044,401 | | \$1,363,677 | | \$1,017,855 | | \$810,764 | | \$15,239,445 | | \$136,520 | |
| average | PN (DU) | 5.7 | 1.3 | 4.7 | 0.5 | 7.8 | 4.8 | 12.3 | 4.0 | 14.5 | 4.3 | 17.5 | 4.2 | 14.5 | 4.8 | 13.2 | 5.4 | 12.2 | 2.5 | 12.0 | 5.5 | 8.0 | 2.6 | 5.4 | 3.6 | 121.5 | 41.3 | | |

Reducing Red Tape for Patios

- At the June 23 meeting Council directed staff to implement a stream lined approval process for restaurant patios so help support their recovery. This included Council consensus that building permit fees be funded from the COVID-19 relief fund, that parking requirements in the zoning by-law be relaxed for temporary patios, and that the requirement of Heritage Permits be waived during the pandemic.
- Staff have developed the following process to administer patio requests:

For Short Term Patios:

(i.e. restaurant is opening a temporary patio per provincial rules so they can operate during the Pandemic)

- Only in place during state of emergency from the province/town,
- Under a streamlined process the patio might not meet all applicable law for the entire establishment
 - Building Code
 - Washrooms
 - Zoning bylaw
 - Parking
- Accessibility requirements for public spaces and Town property must be maintained.

Requirements for Short Term Patio:

- On site meeting with Town Staff
- Site sketch detailing (with dimensions), the location and size of the patio,
- The occupancy will be determined from the areas of the establishment that are open to the public (i.e. if patios are the only item permitted during the state of emergency from the province/town, the occupant will be determined from the patio area only)
- Will still adhere to applicable law but with occupant loading from the areas that are permitted to be open.
- A building permit is required, but the \$138 permit fee is waived and funded from the COVID-19 relief fund as directed by Council

Long Term Patio

(i.e. restaurant is opening a permanent patio)

- Will be required to adhere to all applicable law (OBC and Zoning, accessibility)
- Will be in duration for the length of the business,

Requirements Long Term Patio:

- On site meeting with Town Staff
- Site sketch detailing (with dimensions), the location and size of the patio,
- A building permit is required, but the \$138 permit fee is waived and funded from the COVID-19 relief fund as directed by Council.

General Notes:

1. Occupancy of each patio is based on 50% on the occupant loading of the restaurant without affecting existing washroom loading,
 - a. If the applicant would like to go beyond 50% of the restaurant for the patio, then washrooms and parking will be reviewed.
2. The addition of a patio will not trigger an amendment to an existing site plan agreement, nor will trigger a new site plan agreement.
3. Every patio application will be dealt with on a case by case basis.

4. During the state of emergency from the Province/Town the requirements of a heritage permit are waived.
5. If the patio is unable to be established on the applicant's property, staff will work with the applicant to gain the required approval from abutting landowners (including municipal road allowance). An encroachment agreement will most likely be required. Encroachments onto the Town road allowance will be approved through the existing road occupancy permitting process.

Planning

- July 2 online/virtual Committee of Adjustment meeting – minor variance application for 496 Elizabeth Street approved subject to appeal periods.
- August 4 online/virtual Planning Advisory Committee scheduled for Zoning By-law Amendment and Official Plan Amendment Applications for 323 Queen Street West
- August 17 online/virtual Planning Advisory Committee scheduled for Zoning By-law Amendment for 481 Water Street South (McDonald House).

Facilities – Operational

- COVID 19 – cleaning and sanitizing MOC, Library & Town Hall daily, fogging weekly
- Quarry – cleaning and sanitizing washrooms 3 times a day
- Re-integration of Facilities documents written as facilities and programs are able to open
- Swan Dust Control – suspended mat service at Town facilities due to COVID 19
- Parks Washrooms – Cadzow, Lawn bowling and Town Hall washrooms opened for season
- Lind Sportsplex Shower Tiling – acquiring 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 have been acquired, Town Staff to review
- Museum walkway – waiting on contractor for installation date
- Library Wall – RFQ closed April 14, postponed until 2021
- Lind Sportsplex retaining wall & balcony paving – delayed until the fall
- Fire Hall Renovation Project – steel framing has been installed.
- 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

- Operations staff continue to spend most of their time cleaning and disinfecting areas which have been fully or partially opened: public washrooms, Cadzow splashpad, Quarry, Library, Friendship Centre, etc.
- Spa location in Aquatics Centre has been converted to pool deck with tile.
- Calculated possible space capacities in the PRC based on physical distancing requirement of 5 square metres per patron. See chart below for impact.


| Space | Possible capacity based on 5 square metres per person | Normal capacity based on regulations such as Public Pool Health regulation or fire code, etc. |
|------------------------------------|---|---|
| Rock Rink Surface | 284 | 500 |
| Rock Rink Stands + Perimeter | 129 | 1177 |
| Blue Rink Surface | 284 | 500 |
| Blue Rink Stands + Perimeter | 91 | 413 |
| End Zone | 53 | 150 |
| 2/3 Hall | 90 | 350 |
| 1/3 Hall | 51 | 150 |
| Whole Hall | 141 | 500 |
| Multipurpose Room - Friendship Ctr | 32 | 120 |
| Main Hall - Friendship Ctr | 31 | 75 |
| Meeting room A | 6 | 27 |
| Meeting room B | 6 | 27 |
| Meeting Room C | 8 | 20 |
| Meeting Room D | 4 | 18 |
| Youth Centre | 17 | 54 |
| Pool Area (including deck) | 91 | 143 |
| Main Pool | 38 | Total capacity of pools listed as 136 |
| Leisure Pool | 6 | |

SPENDING AND VARIANCE ANALYSIS

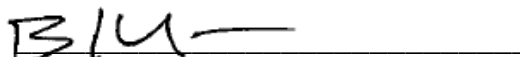
No update at this time.

REVIEWED BY

Recommended by the Department


 Grant Brouwer
 Director of Building and Development

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk

FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Mark Stone, Planner |
| Date of Meeting: | 28 July 2020 |
| Subject: | DEV 40-2020 - Application for Part Lot Control Lot 21, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys |

PURPOSE

The purpose of this report is to provide Council with a summary and recommendations as it pertains to the Application for Part Lot Control for Lot 21 of the Meadowridge subdivision (Phase 2).

RECOMMENDATION

THAT DEV 40-2020 regarding the Application for Part Lot Control for Lot 21 of the Meadowridge subdivision (Phase 2) be received; and,

THAT Council approve By-law 66-2020 affecting Lot 21, Registered Plan No. 44M-70 for a one-year period, ending July 28, 2021.

BACKGROUND

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

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

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

REPORT

The Application for Part Lot Control was received by the Town from Larry Otten Contracting Inc. and deemed complete. Larry Otten Contracting is seeking to subdivide Lot 21 for the purposes of building seven townhouse units along common party walls.

Lot 21 is designated Residential in the Official Plan and zoned “Residential Zone Five (R5-7)” according to the Town’s Zoning By-law which permits townhouse dwellings.

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

FINANCIAL IMPLICATIONS

\$1,000 Part Lot Control Fee

Approximately \$550 for solicitor fees to register by-law on property title

SUMMARY

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

As the subject application meets the requirements for part lot control exemption and constitutes good planning, it is recommended that Council approve By-law 66-2020 to exempt part lot control for Lot 21 of Registered Plan 44M-70, for a period of one year.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

N/A

ATTACHMENTS

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

REVIEWED BY

Recommended by the Department

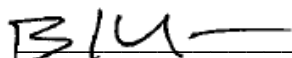


Mark Stone
Planner



Grant Brouwer
Director of Building and Development

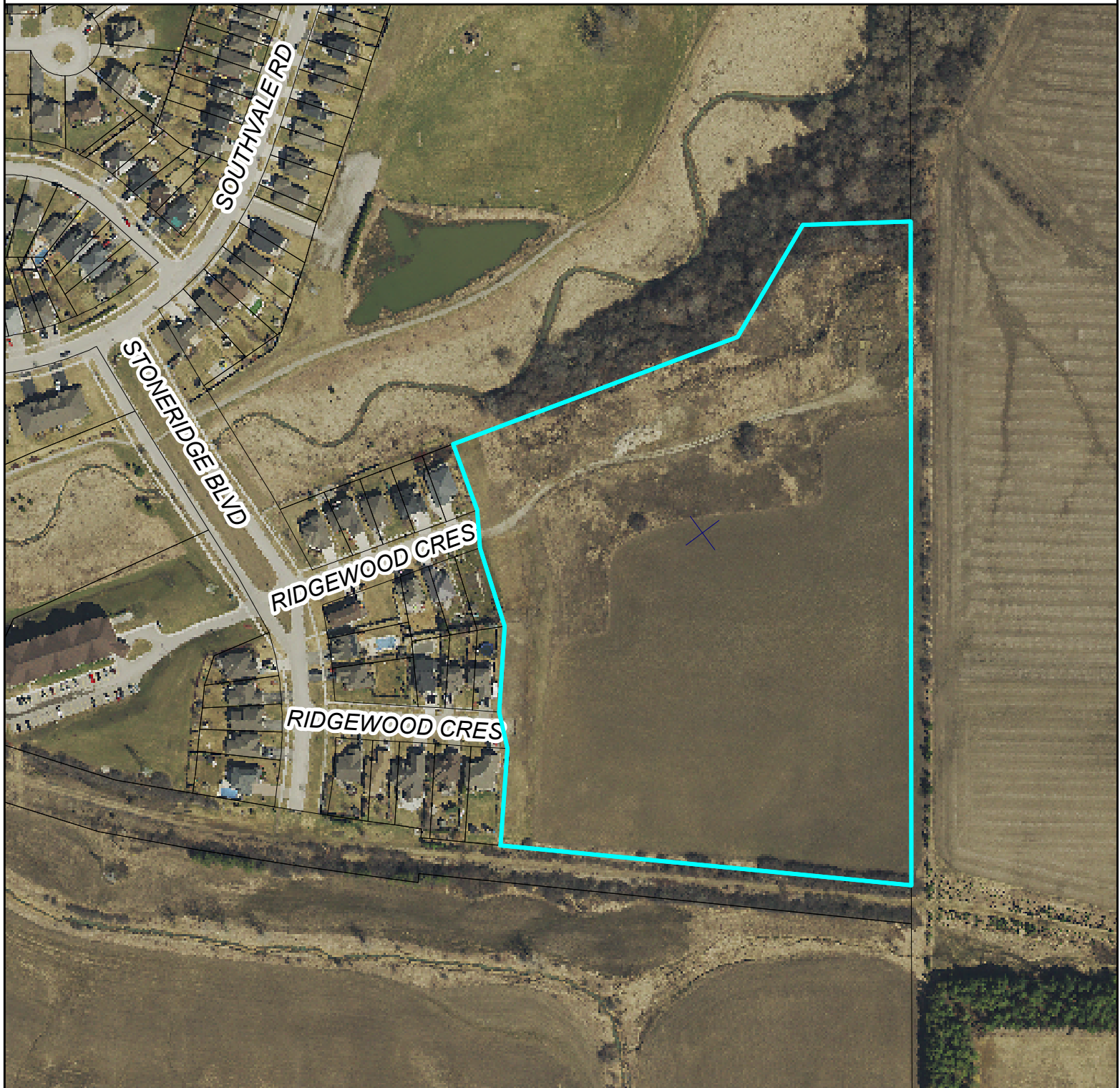
Recommended by the CAO



Brent Kittmer
CAO / Clerk

TOWN OF ST. MARYS
Part of Lots 21 and 22, Concession 18

ATTACHMENT 1



 Subject Lands

PHOTO DATE: April 2015



Meters
0 50 100
Feet
0 100 200

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FORMAL REPORT

| | |
|-------------------------|--|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Mark Stone, Planner |
| Date of Meeting: | 28 July 2020 |
| Subject: | DEV 42-2020 Applications for Official Plan and Zoning By-law Amendments (OP02-2019 and Z04-2019) by R. Warkentin 665 James Street North Part Lot 15, Concession 18 Blanshard Being Part 2 on 44R-4789 |

PURPOSE

This report has been prepared in conjunction with the statutory public meeting for the above referenced Applications. The purpose of this report is to: provide an overview of the Official Plan and Zoning By-law Amendment Applications and development proposal; summarize and discuss Town, agency and public comments received to date; and provide recommended direction for Council's consideration with respect to the Applications.

RECOMMENDATION

THAT DEV 42-2020 Application for Official Plan and Zoning By-law Amendments (OP02-2019 and Z04-2019) be received; and,

THAT Staff report back to Council through the preparation of a comprehensive report outlining staff recommendations on the disposition of these Applications following an assessment of all internal department, external agency, public and Council comments.

BACKGROUND

The Town has received Applications to amend the Town's Official Plan and Zoning By-law with respect to the subject property, as shown on the General and Specific Location Maps (refer to Attachment 2 of this report).

The 0.42 hectare subject property is currently designated "Highway Commercial" according to the Town's Official Plan and zoned "Highway Commercial (C3-9)" in the Town's Zoning By-law Z1-1997. In the original submission, the applicant was proposing to demolish the existing commercial building and construct a 46 unit, 5-storey apartment building with ground floor commercial space and 56 parking spaces (36 at grade and 20 underground). The original proposed Site Plan (Drawing #A1.1) and Elevations (Drawings #A3.1 and A3.2) prepared by GB Architect Inc. and dated November 26, 2019 are provided as Attachment 3 of this report.

A single vehicular access point is proposed from James Street North via a driveway located at the north end of the site. Road widenings to be conveyed to the Town are shown on the proposed site plan along the James Street North (5 metres wide) and Glass Street (3 metres wide) frontages.

| Property Details | |
|---|--|
| Municipal Address | 665 James Street North |
| Lot Area | 0.37 hectares (based on reduced land area due to required road widenings) |
| Official Plan | |
| Current | Highway Commercial |
| Proposed (original application submission) | Residential with site-specific exception to permit a 5-storey mixed use building with a maximum density of 124 units per hectare. |
| Zoning By-law | |
| Current | Highway Commercial (C3-9) |
| Proposed (original application submission) | Residential Zone Five (R5-XX)" with site specific regulations to permit a: <ul style="list-style-type: none"> • wide range of commercial uses • minimum front yard setback of 5 metres • minimum exterior side yard setback of 4.5 metres • minimum rear yard setback of 4.38 metres • maximum of 5 storeys • maximum building height of 18 metres • minimum of 56 parking spaces |
| Surrounding Land Uses | |
| North | • Townhouse dwellings |
| South | • Glass Street and semi-detached dwellings |
| East | • Semi-detached dwellings |
| West | • Vacant lands draft approved and zoned for residential development |

A copy of the submitted Planning Justification Report prepared by Zelinka Priamo Ltd. (dated December 23, 2019) is provided as Attachment 4 of this report and includes a copy of the proposed Official Plan Amendment and Zoning By-law Amendment.

The applicant also submitted the following additional documents in support of the proposed development:

- Preliminary Servicing Report prepared by MTE Consultants (dated December 12, 2019)
- Phase One Environmental Site Assessment prepared by Rubicon Environmental (dated April 15, 2019)
- Phase Two Environmental Site Assessment prepared by Rubicon Environmental (dated September 25, 2019)

On February 18, 2020, the Town's Planning Advisory Committee (PAC) considered an introductory staff report respecting these Applications. There were a number of questions and concerns raised by members of PAC and the public in attendance, and PAC determined that the applicant should consider the feedback and refine their proposal. PAC passed the following motion:

THAT DEV 11-2020 be received for information; and,

THAT the Planning Advisory Committee refers planning applications OP02-2019 and Z04-2019 for 665 James Street North to the Town's Building and Development Department for further review and consideration, and to report back to the Committee respecting:

1. Density
2. Height
3. Parking
4. Setbacks with respect to privacy
5. Commercial uses
6. Such other matters that have been discussed.

Following the PAC meeting, Town staff met with the applicant to discuss the comments and concerns received. In May, the applicant filed a resubmission package consisting of a revised site plan, elevations, colour elevations and colour 3D renderings. A cover memorandum from Zelinka Priamo Ltd. (dated May 20, 2020) was also provided. Copies of the memorandum and resubmission plans are provided in Attachment 6 of this report.

In summary, the proposal has been revised to:

- Remove the ground floor commercial space
- Reduce the height of the building from five to four storeys
- Reduce the number of residential units from 46 to 35
- Add doors and patios for all ground floor units
- Remove the underground parking and access ramp (all parking will be provided at grade/surface)
- Reduce the length of the building by approximately 3.5 metres (11.5 feet)
- Increase the setback of the building from the east property line by 2.65 metres (8.7 feet) for a total setback of 7.03 metres (23.1 feet)
- Relocate the location of the garbage room and external garbage pick-up to the west side of the building entrance

The following chart provides a summary comparison of the most recent development proposal (May 2020) to the initial proposal submitted with the Applications in December 2019.

| | DECEMBER 2019 | MAY 2020 |
|---------------------------|-------------------------------------|----------------------|
| UNITS | 46 | 35 |
| GROSS FLOOR AREA | 5,275 m ² | 3,946 m ² |
| DENSITY (units/ha) | 124.7 | 94.9 |
| PARKING | 56 (36 surface + 20 underground) | 44 surface |
| BUILDING HEIGHT | 5 storeys (17.85 m) | 4 storeys (15.74 m) |
| LOT COVERAGE (%) | 28.6 | 26.75 |
| FLOOR SPACE INDEX | 1.43 | 1.07 |

Floor space index (FSI) is calculated by dividing the gross floor area of a building or building(s) by lot area. FSI can provide an indication of the scale and massing of development.

On June 15, 2020, the PAC received a follow-up staff report (DEV 35-2020), endorsed the revised Applications in principle and recommended that Council proceed with the statutory public meeting under the Planning Act.

REPORT

PLANNING CONTEXT

Provincial Policy Statement

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. The purpose of this section is to identify policies in the PPS relevant to these Applications.

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 affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, 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 the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs”.

Section 1.1.3.2 states, in part, that “land use patterns within settlement areas shall be based on:

- densities and a mix of land uses which: a) efficiently use land and resources; b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion; and,
- land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated”.

Section 1.1.3.3 states that “planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs”.

Section 1.1.3.4 states that “appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety”.

Section 1.4.3 states, in part, that “planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

- b) permitting and facilitating: 1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities; and 2. all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;
- c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- d) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and
- f) establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety”.

The applicant’s Planning Justification Report states that the proposed development is consistent with the PPS in that it will provide a redevelopment opportunity for underutilized lands, efficiently uses available land and existing infrastructure, provide an appropriate and compatible form and mix of residential and commercial uses, and contributes to the supply of affordable housing.

Town Official Plan

The subject property is designated Highway Commercial according to the Town’s Official Plan. The Highway Commercial designation is intended to “provide for a range of commercial uses appropriate to meet the needs of the local residents and the travelling public which compliments the role and function of the central commercial area” (Objective 3.3.1.1). Uses permitted in the Highway Commercial designation are set out in Section 3.3.2.2 of the Official Plan:

- Uses that cater to the travelling public, particularly automobile-oriented uses, and other uses such as drive-thru or fast food restaurants, automobile sales and service establishments, gasoline bars, lodging establishments, garden centres, hardware/automotive type uses, and lumber yards shall be permitted.
- Other uses that have extensive land requirements and are not appropriate for the central commercial area such as large plate retail uses, strip malls, shopping centres, large scale business and professional offices, and factory outlets may also be permitted in accordance with Section 3.3.2.3.

With the revised submission, the applicant would be proposing to redesignate the subject property to Residential with a site-specific exception to permit a 4-storey residential apartment building with a maximum density of 95 units per hectare. The primary use of land in the Residential designation is for a range of dwelling types from single detached dwellings to walk-up type apartments, parks and open spaces, and institutional uses subject to the policies of the Plan.

The Planning Justification Report states that the “proposed redesignation to ‘Residential’ is appropriate and desirable for the use of the subject lands, and conforms with the relevant policies of the Official Plan” and “that it is appropriate to contemplate other potential functions/designations for the subject lands to better align with the existing neighbourhood, as well as growth needs of the Town of St. Marys”.

The following identifies and discusses relevant Official Plan policies.

| SECTION | POLICY |
|---|--|
| Section 2 – Goals and General Principles | |
| 2.1.1 | Residential areas in St. Marys shall provide a range of housing accommodation suitable for all age groups and household incomes. |
| 2.1.2 | The Town will endeavour to provide stable, attractive residential areas for all its residents. |

The proposed development would contribute to the supply and choice of available housing in the Town in terms of form and affordability.

| SECTION | POLICY |
|--|---|
| Section 2.6 – Healthy Communities | |
| 2.6 | Council encourages actions/initiatives that support a healthy community in the Town of St. Marys and healthy living by the residents of the Town. While the ability of an Official Plan document to achieve a healthy community and healthy living in the Town is limited, this Official Plan supports and encourages actions/initiative such as: a) the development of a compact development form in order to encourage and facilitate active transportation (i.e. walking, cycling, etc.); |

The proposed development does represent a compact form of development.

| SECTION | POLICY |
|---|---|
| Section 3.1.1 – Residential Objectives | |
| 3.1.1.1 | To encourage the provision of an adequate supply and choice of housing for the existing and future residents of St. Marys in terms of quality, type, location and cost. |
| 3.1.1.2 | To promote creativity and innovation in new residential development in accordance with current design and planning principles and constantly evolving energy-saving measures and construction techniques. |
| 3.1.1.3 | To maintain and improve the existing housing stock and character of residential areas. |
| 3.1.1.4 | To prevent the location of non-compatible land uses in residential areas. |
| 3.1.1.5 | To continue to provide an attractive and enjoyable living environment within the Town. |
| 3.1.1.6 | To promote housing for Senior Citizens; the handicapped and low income families. |
| 3.1.1.7 | To encourage and promote additional housing through intensification and redevelopment. |
| 3.1.1.8 | To encourage a diversification and inter mixing of different housing types and forms. |

The applicant’s Planning Justification Report states that the “proposed redesignation is supportive of the objectives for the Residential’ designation, including that the proposed designation is more compatible with the surrounding residential uses (Section 3.1.1.4), allows for an adequate supply and choice of housing through intensification in an area with a diverse built form (Sections 3.1.1.1, 3.1.1.7, 3.1.1.8, and 3.1.1.9), will realize an innovative and attractive built form through contemporary planning principles (Sections 3.1.1.2 and 3.1.1.5)”.

The applicant is proposing to provide two electric vehicle charging stations for the use of future residents.

| SECTION | POLICY |
|---|--|
| Section 3.1.2 – Residential Policies | |
| 3.1.2.2 | Within the “Residential” designation on Schedule “A”, the primary use of land shall be for a range of dwelling types from single-detached dwellings to walk-up type apartments, parks and open spaces, as well as the institutional uses. |
| 3.1.2.3 | Residential infilling type development is generally permitted throughout the “Residential” designation where such development is in keeping with the attributes of the neighbourhood in terms of building type, building form, and spatial separation. When evaluating the attributes of the neighbourhood, regard shall be given to lot fabric (i.e., area, frontage, and depth), and built form (i.e., setbacks, massing, scale, and height). In cases where one or more of the existing zone provisions are not met, an amendment or a minor variance to the zone provisions may be considered to permit the proposed development provided that the spirit of this Section is maintained. |
| 3.1.2.4 | Council will favour residential intensification and redevelopment over new green land residential development as a means of providing affordability and efficiencies in infrastructure and public services. |
| 3.1.2.5 | <p>When reviewing development or redevelopment proposals, Council shall consider following density targets:</p> <ul style="list-style-type: none"> a) Single-detached dwellings 10-15 units per hectare; b) Semi-detached, duplex dwellings 15-25 units per hectare; c) Townhouse dwellings 25-40 units per hectare; d) Low rise apartments 40-75 units per hectare. <p>Council may moderately increase or decrease these densities dependent upon specific site circumstances, provision of on-site amenities, and capabilities of municipal servicing systems to accommodate any increase.</p> <p>Council will favour those developments with a mixture of lower and higher densities of development over those consisting of only low densities of development.</p> |
| 3.1.2.7 | <p>In reviewing proposals for residential development with a net density of more than 18 units per hectare, Council shall consider the impact on municipal capacity, hard services and utilities including sanitary sewer, municipal water supply, storm drainage, service utilities and roadways. Council shall take the following into account prior to enacting an amendment to the Zoning By-law:</p> <ul style="list-style-type: none"> a) That the development will not involve a building in excess of three full stories above average finished grade and designed to be in keeping with the general character of the area; c) That the net density of development shall not exceed 75 units per hectare; d) That the development is serviced by municipal water supply and sewage disposal facilities and that the design capacity of these services can accommodate such development; e) That the proposed development is within 100 metres of an arterial or collector road as defined in Schedule “B” of this Plan; and f) That sufficient on-site parking is provided and adequate buffering, screening or separation distance is provided to protect adjacent areas of lower density housing. |
| 3.1.3.8 | Proponents of townhouse and apartment developments are encouraged to provide on-site recreational facilities in keeping with the proposed development. |
| 3.1.2.12 | Council intends to monitor the need and demand for various types of housing, including the need for additional senior citizen facilities and those with special needs through bi-annual review of relevant statistical information related to demographics, building permits and types of dwellings constructed. |
| 3.1.3.13 | If sufficient demand is demonstrated, Council may endeavour to encourage the provision of senior citizen and assisted family housing through participation in various programs of the senior governments. |

| SECTION | POLICY |
|----------|--|
| | Council, seeking to provide a balanced mix of housing types, has established targets of 60% lower density single-detached dwellings, 20% medium density attached dwellings and 20% higher density dwellings. These targets are holistic to the Town and it is not Council's intention that every development will meet these objectives. |
| 3.1.2.14 | Council will encourage the development of affordable housing with 30% of the new housing units created being considered by Council as affordable to households with incomes in the lowest 60 per cent of income distribution for Perth County households. |
| 3.1.2.17 | Institutional uses of land such as hospitals, churches, schools, parks, senior citizen homes etc. are permitted in the "Residential" designation on Schedule "A" of this Plan except where prohibited by the policies of Section 3.8 of this Official Plan. |
| 3.1.2.22 | Neighbourhood commercial type uses may be permitted in the "Residential" designation provided that such uses service the immediate neighbourhood, are located and have access on an Arterial or Collector Road, are small scale in nature, and take a form which is compatible to the character of the areas. An Amendment to the implementing Zoning By-law that shall regulate matters such as scale of use, parking, and building locations shall be required along with a Site Plan Agreement pursuant to Section 41 of the Planning Act, RSO 1990 prior to any neighbourhood commercial uses being established. |
| 3.1.2.23 | The implementing Zoning By-law shall be the principle tool to execute the policies of this designation through the establishment of zones classification to regulate the development of the various forms of housing types. The Zoning By-law shall address matters such as types of uses, lot characteristic (i.e., lot size, lot area, and lot depth), building form (i.e. yard setbacks, floor area, and height). |

The applicant's Planning Justification Report suggests that:

- The proposed development is in keeping with the attributes of the existing community, which is generally a mix of dwelling types, and has respect for the existing lot fabric and built form characteristics of the surrounding area (Section 3.1.2.3);
- The application represents infill, which is a form of intensification encouraged for the subject lands by the in-effect Official Plan (Section 3.1.2.4), as well as the new draft Official Plan;
- The proposed development achieves a residential density....in excess of the density permissions contemplated for this type of use (between 40 and 75 units per hectare), however the Official Plan does provide opportunity for Council to increase the permitted densities based on site specific circumstances, provision of on-site amenities, and servicing capacity. The subject lands have good access, being located at a primary intersection, which will help mitigate any potential traffic congestion for the surrounding neighbourhood. As described in Section 3 of this Report, there is sufficient servicing capacity for the proposed development (Section 3.1.2.5) (Section 3.1.2.22);

| SECTION | POLICY |
|--|---|
| Section 5 – Transportation and Services | |
| 5.3.1.1 | Arterial Roads are the major routes in the road network that are designed to carry high volumes of traffic from one area of Town to another. (Schedule "B" illustrates the roads that are classified as Arterial Roads.) Arterial Roads connect to other Arterial Roads, Collector Roads, and some Local Roads. As a principal route in the road network, an Arterial Road has the capacity to carry the largest amounts of traffic and acts as a connector to the residential, industrial and commercial centres. All types of vehicles travel along Arterial roads with a larger amount of transports using these roads over Local or Collector. The right-of-way for Arterial Roads is generally 30 metres, with direct access limited and on street parking prohibited, except within the Downtown Core. Generally, sidewalks are provided on both sides of the road. |

| SECTION | POLICY |
|---------|---|
| 5.3.1.2 | The Collector Roads collect traffic from the Local Roads and distribute it to the other Local Roads and to the Arterial Roads. (Schedule "B" of the Official Plan illustrates the roads that are currently classed as Collector Roads.) Collector roads connect to all other roads. All types of traffic utilize these roads although trucks are typically service types. Traffic flow is interrupted by stop conditions and turning at land access points. The right-of-way for Collector Roads is generally 26 metres, with direct access and on street parking regulated. Generally, sidewalks are provided on both sides of the road. |
| 5.3.8 | All new developments must front on and have access to a public road, which is constructed to meet the minimum standards established by Council. New development or redevelopment proposals of more than thirty (30) dwelling units shall incorporate at least two points of public road access. Council will not approve infilling development in areas served by only one public road if those areas currently exceed thirty (30) dwelling units or where such infilling development will increase the number of dwelling units beyond thirty (30) dwelling units. |
| 5.3.9 | Access driveways should not create traffic hazards. The driveways should be limited in number and designed to minimize dangers to pedestrians and vehicles. Council may regulate the number of driveway access as a function of the road classification. |
| 5.3.12 | To meet the needs for the growing community, Council may need to extend existing roads or construct new roads or bridges. The location of new or extended roads and proposed roads are shown on Schedule "B". The locations shown on Schedule "B" are to be considered as approximate and not absolute. |
| 5.3.13 | In consideration of pedestrian safety, Council had developed guidelines for sidewalk development in the Town. Generally, sidewalks are included on both sides of Arterial and Collector Streets and on one side for Local Streets and cul-de-sacs with higher lot/unit counts. |

According to Schedule "B" of the Official Plan, James Street North is classified as an Arterial Road and Glass Street is classified as a Collector Road. The Town will require the provision of sidewalks in accordance with the Official Plan and Town development standards.

The policies of the Official Plan state that direct access to arterial roads should be limited. The applicant states that driveway access to Glass Street instead of James Street North was considered as part of the site design but it was determined that locating the access onto James Street North would provide for the most efficient use of the property.

| SECTION | POLICY |
|--|---|
| Section 7.17 – Review of Official Plan and Amendments | |
| 7.17.4 | <p>In considering an amendment to the Official Plan and/or implementing Zoning By-laws, Council shall give due consideration to the policies of this Plan as well as the following criteria:</p> <ul style="list-style-type: none"> a) the need for the proposed use; b) the extent to which the existing areas in the proposed designation or categories are developed and the nature and adequacy of such existing development in order to determine whether the proposed use is premature; c) the compatibility of the proposed use with conforming uses in adjoining areas; d) the effect of such proposed use on the surrounding area in respect to the minimizing of any possible depreciating or deteriorating effect upon adjoining properties; e) the potential effects of the proposed use on the financial position of the Town; f) the potential suitability of the land for such proposed use in terms of environmental considerations; g) the location of the area under consideration with respect to the adequacy of the existing and proposed road system in relation to the development of such proposed areas and the convenience and accessibility of the site for vehicular and pedestrian traffic and the traffic safety and parking in relation thereto; h) the adequacy and availability of municipal services and utilities; and |

| SECTION | POLICY |
|---------|--|
| | <p>i) the adequacy of parks and educational facilities and the location of these facilities.</p> <p>If it is necessary for Council to request information relating to any or all of the foregoing criteria from the applicant, the proposal will not be considered or proceeded with before this requested information is provided in full by the applicant, and/or if special consulting reports are required they shall be at the cost of the applicant.</p> |

The applicant's Planning Justification Report suggests that:

- The proposed development will make efficient use of the subject lands, and will contribute to a mix of built forms in this area, providing an enhanced range of housing and commercial opportunities for residents (Section 7.17.4a);
- The proposed built form is in an appropriate location that will be generally compatible with surrounding land uses. The building has been sited to the southwest of the subject lands so as to maximize separation distances, and help mitigate any significant undue impacts to surrounding residential uses (Section 3.1.2.7 f, 7.17.4b, c, & d);
- The subject lands provide appropriate vehicular access, servicing capacity is appropriate for the proposed use (Section 3.1.2.7d, 7.17.4g & h).
- The site has good access to surrounding recreational areas (Section 7,17.4i). The local school board will be circulated as part of the application review process to confirm adequate capacity for the future residents (Section 7.17.4i).

With respect to urban design and land use compatibility, the Planning Justification Report notes that:

- There are a mix of built forms and dwelling types and densities, including single detached dwellings, semi-detached dwellings, and townhouses in the area;
- Dwellings in the surrounding area are generally newer construction;
- Many of the buildings contain similar characteristics, including light brick main floors and/or vinyl siding;
- The apartment style building is appropriately located at the main access points to this neighbourhood, being James Street North and Glass Street. The proposed development is scaled to act as a gateway to this neighbourhood;
- It is acknowledged that the proposed built form varies in scale to the surrounding lands, but is appropriately positioned (adjacent to townhouse and semi-detached dwellings), and will provide a transition to the surrounding single detached dwellings. Considerable efforts have been made during the design of the project to ensure that the building is located and orientated appropriately;
- The proposed building will be adequately set back to frame adjacent streets, and provides sufficient setbacks to property lines to allow buffering (i.e. mature vegetation and/or fencing), which will be detailed through the site plan approval process. The building is oriented along Glass Street, allowing surface parking to the north to provide buffer space to existing residential uses, and to minimize the built form imposed to those uses to the east.
- The proposed development will provide small-scale neighbourhood commercial use(s) that will help service the existing surrounding community, where currently there is a lack of neighbourhood commercial type uses; and,
- The proposed development is located with frontages onto an Arterial Road and a Collector Road, a context in which locating a higher density form of development with good access is appropriate, and provide opportunities to mitigate potential traffic congestion on local streets.

Town Zoning By-law

The subject property is currently zoned Highway Commercial (C3-9) in the Town's Zoning By-law Z1-1997. A wide range of uses are permitted in the C3-9 Zone however, residential uses are not permitted. For context, it is noted that the current zoning (C3-9) permits a wide range of uses as-of-right including assembly hall, auction establishment, bus depot, funeral home, hotel, commercial parking lot, restaurants, and automobile repair, service and washing. The C3-9 requires greater minimum setbacks (e.g. front yard and exterior yards) than what is proposed for this development and permits a maximum building height ranging from 10.5 to 13.5 metres (13.5 m applies to minimum lot areas of 4,000 m²).

The applicant is proposing to change the zoning of the subject property to Residential Zone Five (R5-XX) with site specific regulations to permit a:

- minimum front yard setback along James Street North of 5 metres (whereas 7.5 metres is required)
- minimum exterior side yard setback along Glass Street of 4.5 metres (whereas 7.5 metres is required)
- minimum rear yard setback of 7.03 metres (whereas 12 metres is required) – revised proposal
- maximum of 4 storeys – revised proposal
- maximum building height of 15.75 metres (whereas 13.5 metres is required) – revised proposal

In support of the proposed increase to the maximum height requirement in the R5 Zone, the applicant contends that “the subject lands are located at the intersection of an Arterial and Collector Road, and are supportive of redevelopment for an intensified form with additional height. The subject lands are in an area characterised by recent developments that are generally at a medium density, such as townhouses. Council has endorsed policy direction that would increase the permitted heights throughout the Town. Emerging land use policies are seeking to direct greater heights and densities to key areas, including the subject lands”.

In support of the proposed reduced setbacks, the applicant notes that reduced setbacks to public areas (streets) to better frame and animate these spaces and will make efficient use of the lands for intensification. The applicant also suggests that “appropriate separation will be achieved for future residents of the development and for adjacent existing residents. The proposed rear setback will allow sufficient space for buffering, including fencing and landscaping. Specific site design matters, including desired buffering opportunities, will be established through a future Site Plan Approval process”.

It is noted that the revised proposal would meet the requirements of the Town's Zoning By-law with respect to number of required parking spaces (Section 5.21.1.1C – 1.25 spaces per dwelling unit).

Preliminary Servicing Report

The Preliminary Servicing Report presents the following main findings from the analysis of the proposed development and servicing requirements:

- The development can be adequately serviced through the extension of existing gravity sanitary sewers and municipal watermains
- Stormwater management for the development can be accommodated in the proposed storm sewer servicing and oil-grit separator
- Overall site grading will provide for major overland flow conveyance to the James Street right-of-way, provide adequate cover over municipal services and generally match existing road and boundary grades with appropriate slopes or retaining walls
- The proposed development can be adequately serviced through the extension of existing utilities

Environmental Site Assessments

The Phase 1 and Phase 2 Environmental Site Assessments (ESA) were prepared due to previous use of the subject property including an automobile repair garage. The Phase 1 ESA revealed three areas of potential concern: fill material of unknown quality on west/southwest part of property; previous automobile garage on the property; and previous aboveground fuel storage tanks. On this basis, preparation of a Phase 2 ESA was recommended. The Phase 2 ESA included five boreholes and the monitoring of six on-site monitoring wells. Based on a soils and groundwater analyses, the Phase 2 ESA concluded that there are no known environmental conditions in land or water that warrant further investigation.

COMMUNICATIONS

Notice of Public Meeting for the Official Plan Amendment and Zoning By-law Amendment Applications 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 notice signage was also posted on the property. In addition, any residents asking to be notified of meetings and decisions respecting these Applications have been added to a mailing list and notified. Lastly, information, notices and other documents related to these Applications have been provided on the Town's Current Planning / Development Applications webpage throughout the review process.

The following is a summary of comments received from Town Departments and agencies to date.

| Department/ Agency | Date | Summary of Comments |
|---|---|---|
| Town Engineering and Public Works Department | January 13 and May 25, 2020 (May 25 comments summarized) | <p><u>Water</u></p> <p>1. Public Works reviewed the water supply and distribution system as it relates to the current proposal. Based on the review, it was determined that at this time, the Town's water supply and distribution system is adequately sized to accommodate the proposed land use. Assumptions on flow volumes and pressures required at the site will need to be verified prior to site plan approval when the proponent can submit anticipated water demand volume data for the development and verify system capacity with flow testing. System capacity will not be guaranteed or assigned to this development until the time of site plan approval.</p> <p><u>Sanitary</u></p> <p>2. Public Works reviewed the sanitary treatment and conveyance system as it relates to the current proposal. Based on the review, it was determined that at this time, the Town's sanitary treatment and conveyance system is adequately sized to accommodate the proposed land use. Assumptions on sewage volumes generated from the site will need to be verified prior to site plan approval when the proponent can submit anticipated sewage volumes from the development. System capacity will not be guaranteed or assigned to this development until the time of site plan approval.</p> <p><u>Storm</u></p> <p>3. Public Works did not complete a downstream storm system capacity review as it relates to the proposal.</p> |

| Department/ Agency | Date | Summary of Comments |
|---|-------------------|---|
| | | <p>The developer will be required to submit their plan for storm water management as per the Town's development standards at the time of site plan approval.</p> <p>Road</p> <ol style="list-style-type: none"> 4. Public Works reviewed the Town's road system as it relates to the current proposal. Based on the review, it was determined that at this time, the adjacent roads and the Town's road network are adequately sized to accommodate the proposed land use. Assumptions on traffic generation from the site will need to be verified prior to site plan approval when the proponent can submit anticipated traffic trip generation. 5. Public Works notes that the site fronts James St. N. and Glass St. which are Arterial and Collector roads, respectively, as per the Town's Official Plan and road allowance widening requirements from the OP are applicable on property lines adjacent to both roads. 6. Road improvement requirements such as sidewalk and curb and gutter will be required of this development along the roads adjacent to the development. 7. The proponent is proposing the driveway entrance off James St. N and provides detail on this in their letter. The Town's Official Plan provides descriptions of the various class road allowances and specifically indicates a desire to reduce the number of driveway entrances on Arterial Roads. As such, it would be preferable to have the driveway entrance off Glass Street instead of James Street. However, it is understood that there are other influencing factors related to site layout a driveway entrance off Glass may not be possible. |
| Upper Thames River Conservation Authority | February 12, 2020 | <ul style="list-style-type: none"> • No objection to applications |

Copies of the above referenced correspondence are provided in Attachment 5. In addition, all public submissions are provided in Attachment 5 and issues or concerns raised are discussed in the following section.

DISCUSSION

The following is a preliminary discussion of specific issues raised to date.

Density and Height

At the February 18, 2020 meeting, some members of PAC and residents expressed concern with a five-storey building on this property. Some members of PAC indicated that a four-storey building would more closely align with the Town's density and parking requirements. The number of proposed units and storeys proposed have been reduced from 46 to 35 units and five to four storeys. The density of the proposal has been reduced from 124.7 to 94.9 units per hectare.

Transition and Compatibility

Town staff requested that the applicant consider and address the question of transition as it relates to the proposed development and surrounding uses and built form. In the May 20, 2020 memorandum, Zelinka Priamo indicates that the “proposed apartment building has been positioned as close as possible to the James Street North and Glass Street road allowances. Thereby creating a vibrant street wall and a strong street edge, while providing appropriately sized areas for on-site surface parking, loading and landscaping, and maximizing the separate distances from the neighbouring properties. These separation distances will help maintain privacy levels for the surrounding properties, as well as allow appropriate opportunity for boundary fencing, and/or landscaping to create visual separate. The future Site Plan Approval process will provide the opportunity to consider and address detailed matters with respect to landscaping and fencing, amongst other matters”.

It is also noted in the memorandum that “it is acknowledged that the proposed built form varies in general scale to the surrounding lands which contain a mix of building types and scales. It is our opinion that it is appropriately positioned and sized for this corner lot fronting an Arterial Road, and will provide a transition to the surrounding two-storey townhouses, semi-detached properties, and single detached dwellings beyond. The proposed low-rise apartment building is generally regarded as a compatible form of infill development within a low-density residential context”.

Concerns were expressed with respect to loss of indoor and outdoor privacy due balconies overlooking backyards, patios and bedrooms. The reduction in the height of building and setbacks are intended, in part, to respond to these concerns. The revised site plan provides for wider landscaping areas along the north and east property lines. Appropriate buffering will be required at the site plan approval stage.

The Town has not requested submission of a shadowing study at this time however, a study may be required once there is a final determination of the proposed location and design of the building.

Neighbourhood Character

Concern was expressed that the development is not in keeping with the ‘small-town’ feel of St. Marys and the property is not an appropriate location for an apartment development. There is a need to increase and improve housing options in the Town in terms of form, location and affordability. Apartment type development can help meet this need, and buildings with a limited number of units and appropriate massing and height can provide development that fits into the St. Marys context. Generally speaking, larger sites located along arterial roads (and in this case, at the intersection with a collector road) are appropriate sites for intensification.

Parking

Comments were received expressing concern with the lack of visitor and customer parking (to the commercial units). The applicant has removed the commercial component and has reduced the number of dwelling units. As a result, the site will provide the required number of parking spaces according to the Town’s Zoning By-law (i.e. 1.25 spaces per unit).

Concerns have also been raised with the Town’s minimum requirement for parking associated with apartment buildings. As summarized in the chart below, a survey of other municipal zoning by-laws reveals that parking standards for apartments generally range from 1 to 1.5 spaces per unit.

| Municipality | Apartment Parking Requirement |
|-------------------|---|
| Centre Wellington | First 20 units – 1.5 per dwelling unit Additional units – 1.25 per dwelling unit |
| Collingwood | 1 per dwelling unit + 0.25 per unit for visitor parking |

| Municipality | Apartment Parking Requirement |
|--------------------------|--------------------------------------|
| London | 1.0 to 1.25 per dwelling unit |
| North Perth | 1.5 per dwelling unit |
| Perth South | 1.5 per dwelling unit |
| Stratford | 1.5 per dwelling unit |
| Strathroy-Caradoc | 1.25 per dwelling unit |
| West Perth | 1.5 per dwelling unit |

The demand for residential parking is influenced by a number of factors and parking standards for apartment buildings/units are generally lower when compared to other lower density forms of housing. The determination of appropriate parking standards is based on a number of factors such as unit size, location, etc. and in addition to ensuring that there is sufficient on-site parking, the need to promote the efficient and cost effective use of land and infrastructure should also be a consideration.

Commercial Component

The original proposal included commercial space on the first storey of the building in recognition of the existing Highway Commercial designation. PAC considered the need for commercial space on this property and determined that there would likely not be the market for space in this part of Town, in part due to the historic issues with occupying space in the existing commercial building.

Extent of Relief Requested

There were questions and concerns raised respecting the number of and extent of required reductions to zoning standards however, it is noted that such a request does not necessarily mean that the Application for Zoning By-law Amendment is inappropriate. The provisions in the Zoning By-law, including the R5 Zone regulations, are somewhat dated and did not contemplate new development with apartments built close to street lines. The proposed reductions to the minimum front and exterior side yard requirements are required to allow for the efficient use of lands.

Traffic

Concern was expressed regarding increased traffic on James Street North. The Public Works Department has indicated that because James Street North is an arterial road, a proportionally higher volume of traffic is expected, as compared to collector and local roads. Based on the number of units proposed, the resulting number of additional trips during the morning and afternoon peak periods are not expected to be significant.

Accessibility and Affordability

The applicant has indicated that six of the seven ground floor units will be larger two-bedroom units and as such, can be designed to meet accessibility standards. The applicant has indicated that although they can not provide an indication of expected unit rental rates at this time, the simple addition of rental units into the local market will increase choice and affordability options.

Lighting Impacts

Some concern was raised respecting potential lighting impacts (from parking lot and vehicle headlights). The Town's Property Standards By-law requires that lighting not be positioned so as to cause any impairment to the use or enjoyment of neighbouring properties, and Section 5.9 of the Town's Zoning By-law states that "the type, location, height, intensity, and direction of exterior lighting on a lot shall be designed so as to ensure illumination does not glare onto adjacent properties or onto an adjacent street". In addition, potential lighting impacts will be addressed as the site plan approval stage.

Runoff/Drainage Impacts

Some questions and concerns were raised regarding onsite storm water management and potential drainage impacts on other properties. Storm water management and drainage will be reviewed by the Town as part of the Site Plan Application.

Environmental Assessments

A member of PAC suggested the environmental assessments may be incomplete as no samples were taken from where the existing building is located, and there may be some contamination from its previous use as an auto repair shop.

In the May 20, 2020 memorandum, Zelinka Priamo states that the Phase One and Two Site Assessments were prepared in accordance with Provincial regulations and when contaminants of potential concern were identified, the Phase Two Assessment was prepared. Specifically, the memorandum states that the soil and groundwater analyses completed as part of the Phase Two met all Provincial requirements and it was the conclusion of Rubicon Environmental (2008) Inc. “that there is no known environmental conditions in the land or the water on, in or under the subject property to warrant further environmental investigation. It is Rubicon’s professional opinion that the Site is suitable for the filing of a Record of Site Condition (“RSC”) with The Ministry of the Environment, Conservation and Parks (MECP). The RSC is currently with the MECP for review and ultimate approval”.

FINANCIAL IMPLICATIONS

Not known at this time.

SUMMARY

The proposed development supports Provincial and Town policies with respect to encouraging development that efficiently uses land, infrastructure and public service facilities, and that provides a range and mix of housing types and densities to meet the needs of current and future residents. The proposal also encourages a diversification and intermixing of different housing types and forms.

In general, higher order roads (such as arterial roads) are good locations for intensification, higher density type development. The surrounding area is characterized by a range of housing forms and densities including relatively new construction of single detached, semi-detached and townhouse dwellings. Additional review will be required with respect to certain components of the development, including the transition and interface between the east wall of the proposed building and existing residential to the east.

Staff will provide further comments and opinion with respect to the proposed development following the statutory public meeting.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #6 Housing:
 - Outcome: In order to get the ‘right demographic mix’ for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities.

ATTACHMENTS

- 1) Official Plan and Zoning By-law Amendment Application Form

- 2) General and Specific Location Maps
- 3) Proposed Site Plan and Elevations (December 2019 submission)
- 4) Planning Justification Report
- 5) Correspondence Received
- 6) Proposed Site Plan and Elevations (May 2020 submission)

REVIEWED BY

Recommended by the Department

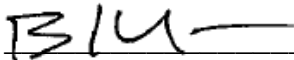


Mark Stone
Planner



Grant Brouwer
Director of Building and Planning

Recommended by the CAO



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) | Home Telephone No. | Business Telephone No. |
| Randy Warkentin | | (519) 851-2216 |
| Address | Postal Code | Fax No. |
| RR1, Fullarton | N0K 1H0 | |
| ➤ 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) | Home Telephone No. | Business Telephone No. |
| Zelinka Priamo Ltd C/o -Dave Hannam | | (519) 474-7137 |
| Address | Postal Code | Fax No. |
| 318 Wellington Rd, London | N6C 4P4 | |

➤ 2.0 Location and Size of the Subject Land

| | | | |
|--------------------|---------------------|----------------------|-----------------|
| Street No. | Name of Street/Road | Registered Plan No. | Lot(s)/Block(s) |
| 665 | James St N | | Part Lot 15 |
| Reference Plan No. | Part Number(s) | Concession Number(s) | Lot Number(s) |
| 44R-4789 | 2 | 18 | |
| Lot Frontage | Average Width | Average Depth | Lot Area |
| 60.96 m | 69.32 m | 60.67 m | 0.47 ha |

➤ 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? August 2019

➤ 3.0 Proposed and Current Land Use

➤ 3.1 What is the proposed use of the subject land? Mixed use - residential apartments + commercial

➤ 3.2 What is the current use of the subject land? Paint and flooring business

➤ 3.3 How is the subject land currently designated in the Official Plan? Highway Commercial

➤ 3.4 How is the subject land currently zoned in the applicable Zoning By-law? Highway Commercial C3-9

► 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 James st | +/- 10.0 m | +/- 5.0 m | 3.5.5 Height | 1-storey | 5-storey |
| 3.5.2 Rear yard | +/- 22 m | +/- 4.38 m | 3.5.6 Dimensions | | |
| 3.5.3 Side Yard Glass st | +/- 17 m | +/- 4.5 m | 3.5.7 Gross Floor Area | +/- 700 sqm | +/- 5,300 sqm |
| 3.5.4 Side Yard | +/- 8.5 m | +/- 27.94 m | 3.5.8 Date Constructed | unknown | |

► 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 checked="" type="checkbox"/> |
| 4.1.2 Change a land use designation in the Official Plan? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4.1.3 Replace a policy in the Official Plan? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4.1.4 Delete a policy from the Official Plan? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4.1.5 Add a policy to the Official Plan? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

see enclosed draft OPA wording

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

see enclosed planning report

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).

see enclosed planning report

► 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.

see enclosed draft ZBA wording

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

see enclosed planning report

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. X Yes ☐ No
Paint and flooring business

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

6.3 What information did you use to determine the answers to the above questions? see enclosed ESA's

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? X Yes ☐ No

see enclosed ESA's

► 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? X Yes ☐ No If Yes, indicate the type of application, the file number and the status of the application.

— combined OPA/ZBA —

► 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 (James St N) | X | X |
| b) Ditches or swales | | | b) Collector Road (Glass St) | X | X |
| c) Other | | | c) Local Road | | |

► 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.

see enclosed planning report

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

see enclosed planning report

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

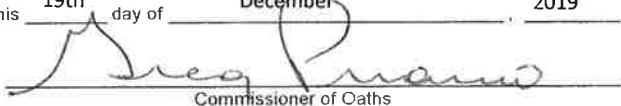
I, Dave Hannam of the City of Stratford in the County/ of Perth

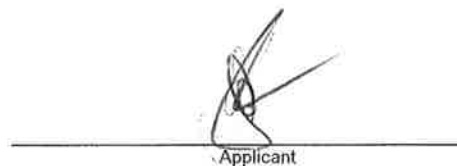
make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the City of London

in the County/ of Middlesex

this 19th day of December, 2019


Commissioner of Oaths


Applicant

► 13.0 Authorization of Owner for Agent to Make the Application

I (we), see attached agents authorization form 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

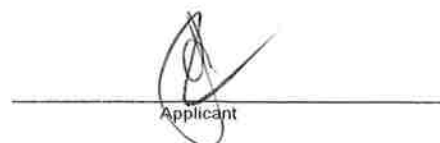
ACKNOWLEDGEMENT

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 City of London

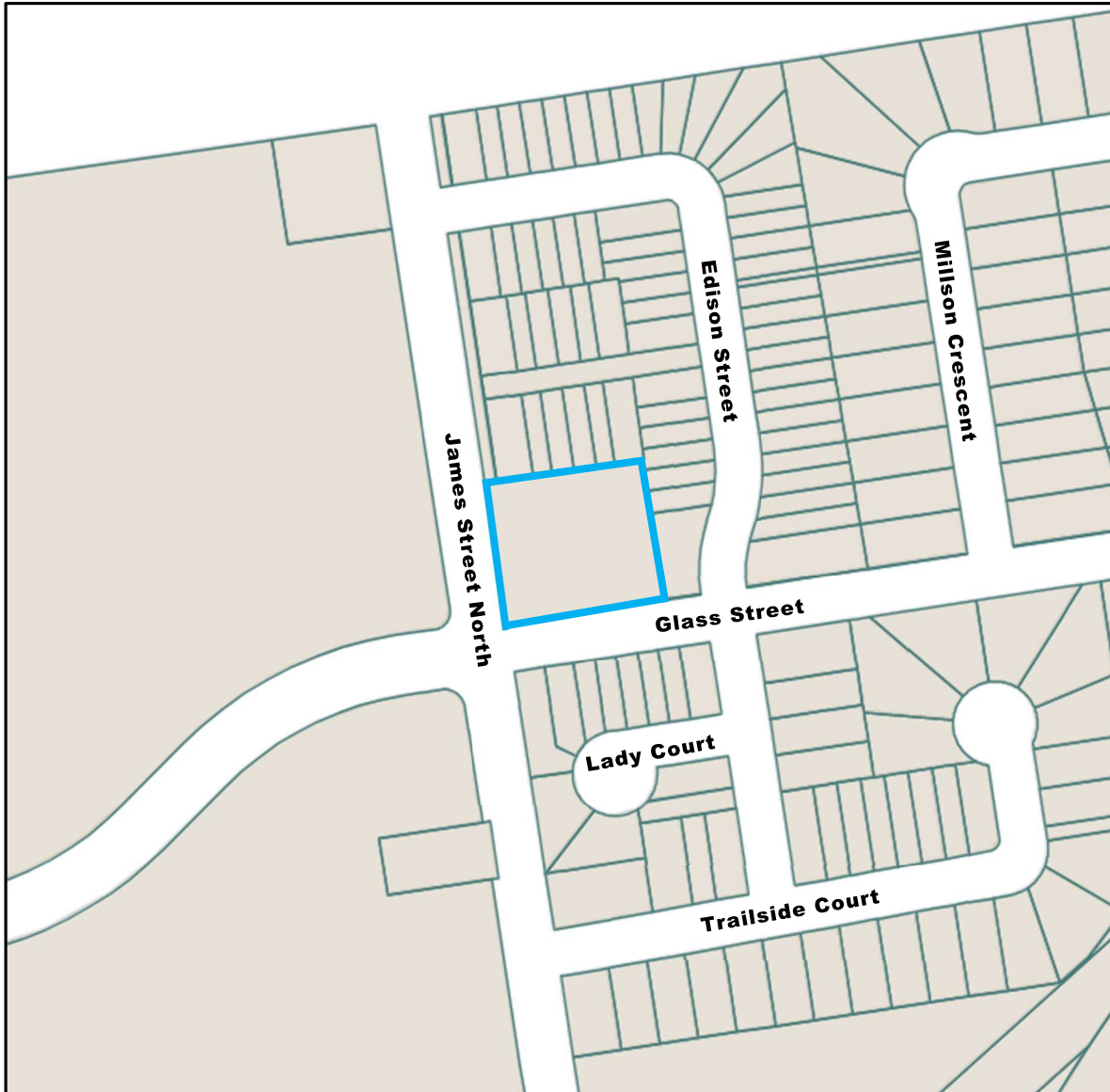
in the County/ of Middlesex

this 19th day of December, 2019


Applicant

GENERAL LOCATION MAP

665 James Street North
(Part Lot 15, Concession 18 Blanshard
Being Part 2 on 44R-4789)
Town of St. Marys



Subject Property



January 29, 2020

SPECIFIC LOCATION MAP

665 James Street North
 (Part Lot 15, Concession 18 Blanshard
 Being Part 2 on 44R-4789)
 Town of St. Marys



Subject Property

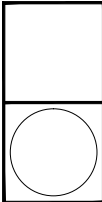


January 29, 2020

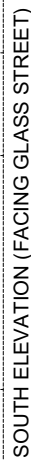


| No. | DATE | REVISION |
|-----|------|----------|
| | | |

gb architect inc.
430 ONTARIO STREET
STRATFORD, ONTARIO, N5A 3J2
PHONE (519) 272 0073 FAX (519) 272 1433



DO NOT SCALE CHANNELS. CHANNELS MUST BE READ IN CONJUNCTION WITH WRITTEN SPECIFICATIONS. ALL WORK SHALL BE CARRIED OUT ACCORDING TO LATEST VERSIONS OF THE CHANNO BUILDING CODE, OTHER APPLICABLE CODES, AND ALL APPLICABLE HAVING JURISDICTION. CHECK AND VERIFY ALL CHANNELS AND REPORT ALL DISCREPANCIES OR AMBIGUITIES TO THE PROJECT PRIOR TO ISSUANCE OF CONTRACT.



gb

NORTH AND WEST
ELEVATIONS

A3.2

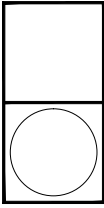
| | |
|---|-------------------|
| RESIDENTIAL MIXED USE DEVELOPMENT 665 JAMES STREET, NORTH ST. MARYS, ONTARIO | |
| PRINT DATE: | November 26, 2019 |
| DATE: | November 26, 2019 |
| DRAWN BY: | --- |
| CHECKED BY: | G.R.B. |
| SCALE: | 1:100 |
| PROJECT No.: | 19477 |

| NO. | DATE | REVISION |
|-----|------|----------|
| | | |
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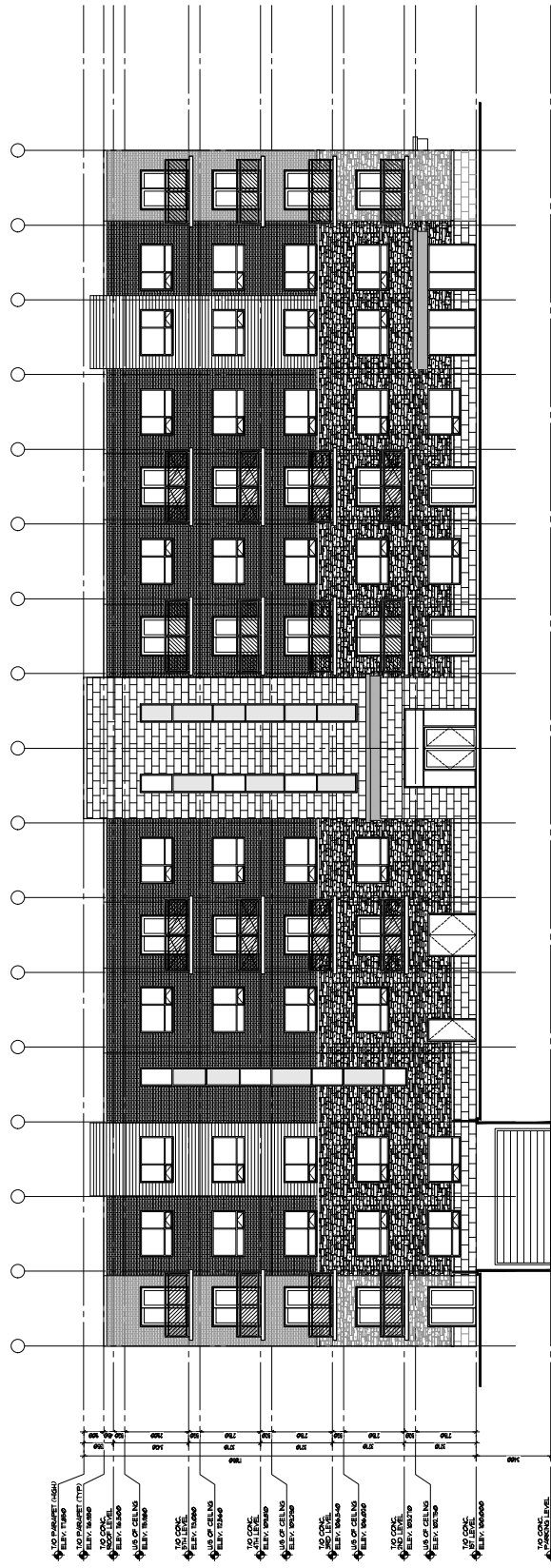
The Architect shall be responsible for ensuring that the design complies with all applicable codes, standards and regulations. The Architect shall ensure that the design complies with all applicable codes, standards and regulations.

GB ARCHITECT INC.
 665 JAMES STREET, NORTH
 ST. MARYS, ONTARIO
 PHONE: (519) 272-0077 FAX: (519) 272-1433

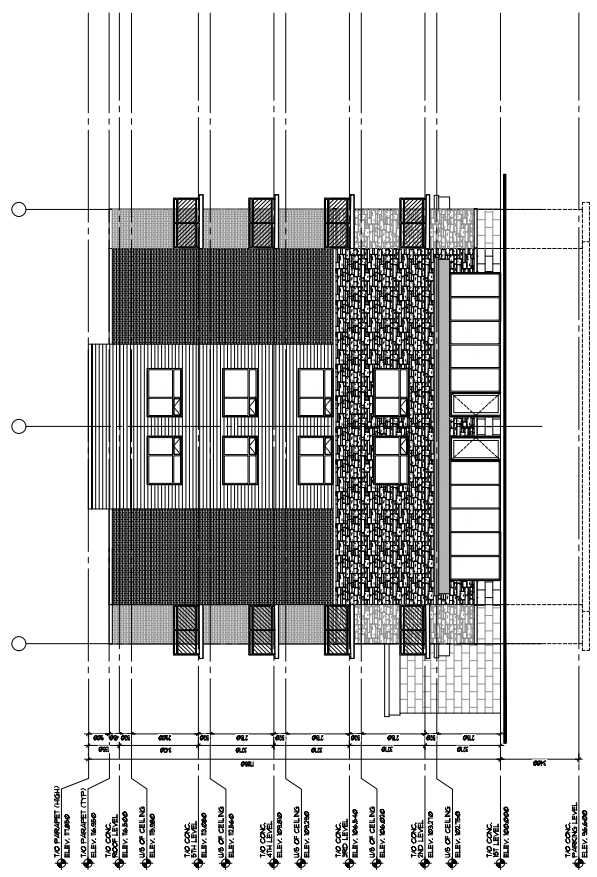
gb architect inc.
 665 JAMES STREET
 ST. MARYS, ONTARIO
 PHONE: (519) 272-0077 FAX: (519) 272-1433



DO NOT SCALE DRAWING. DIMENSIONS MUST BE READ IN CONJUNCTION WITH WRITTEN SPECIFICATIONS. ALL WORK SHALL BE CARRIED OUT ACCORDING TO LATEST EDITIONS OF THE CANADIAN BUILDING CODE, OTHER APPLICABLE CODES, AND ALL APPLICABLE STANDARDS. CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL DISCREPANCIES OR AMBIGUITIES TO THE PROJECT PRIOR TO ISSUANCE OF CONTRACT.



NORTH ELEVATION (FACING PARKING LOT)



WEST ELEVATION (FACING JAMES STREET)

PLANNING JUSTIFICATION REPORT

Proposed Residential Development

665 James Street North

PREPARED FOR

Randall Warkentin

PREPARED BY



ZELINKA PRIAMO LTD
A Professional Planning Practice

December 23, 2019

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ATTACHMENT 1: Draft Official Plan Amendment

ATTACHMENT 2: Draft Zoning By-law Amendment

1.0 INTRODUCTION

1.1 OVERVIEW

On behalf of Randall Warkentin, Zelinka Priamo Ltd. is pleased to submit a Planning Justification Report in support of applications submit to the Town of St. Marys for Official Plan Amendment and Zoning By-law Amendment applications for the lands located at 665 James Street (subject lands).

The applications propose to demolish the existing commercial building and develop the subject lands with a five-storey mixed-use building comprising a total of 46 apartment units and partial grade-level commercial unit(s), with associated areas of parking and landscaping.

The purpose of the following land use assessment is to provide planning justification for the proposed development.

1.2 DESCRIPTION OF THE SUBJECT LANDS

The approximately 0.47 ha subject lands are a corner lot located at the northeast of the intersection of Glass Street and James Street North St. Marys Junction (see Figure 1). The lands are municipally known as 665 James Street North, and are legally known as Part of Lot 15 Concession 18 (Geographic Township of Blanshard) now in the Town of St. Marys County of Perth.

Figure 1
Subject Lands – 665 James Street



Location and boundaries are approximate

The subject lands are currently developed with a single-storey paint and flooring business, with a large associated paved parking area in the front. The subject lands are relatively flat in nature, and do not contain any known significant features that would constrain development.

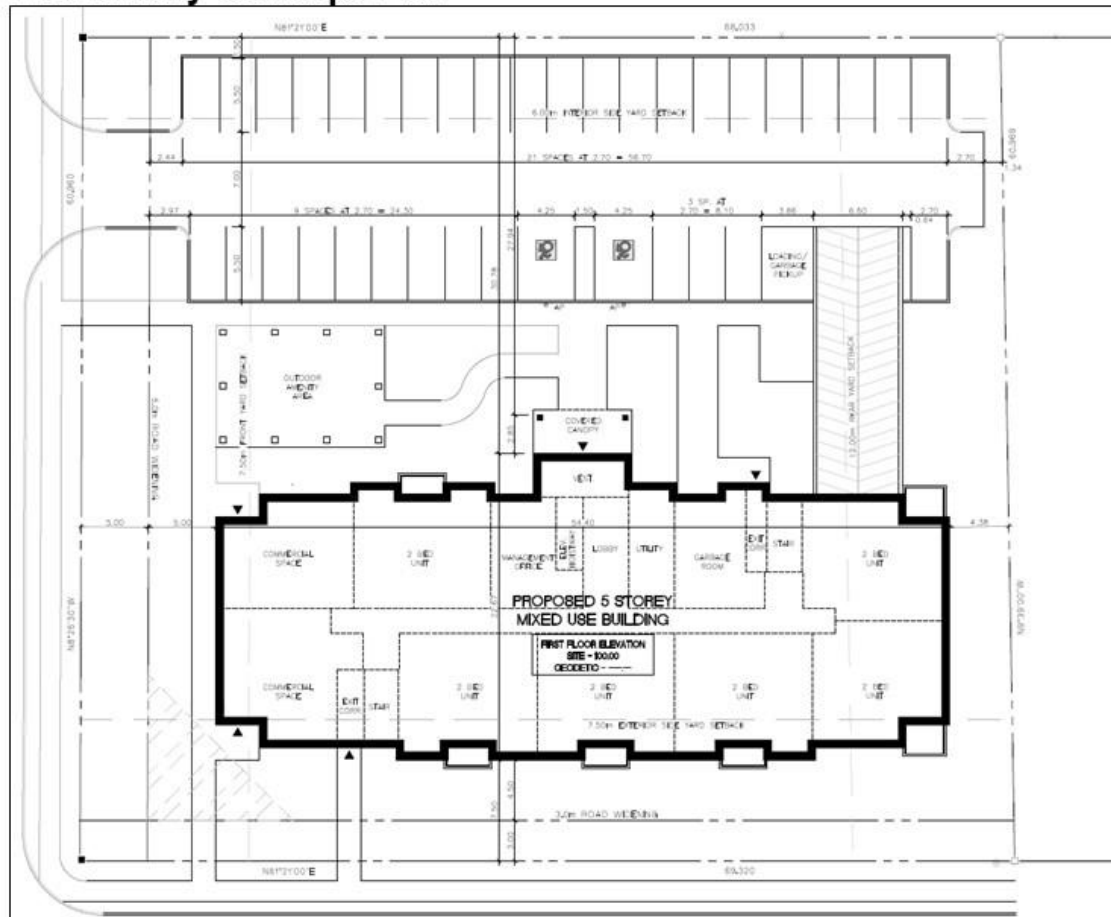
There is a small patch of trees located in the south easterly corner of the site that will be retained if possible. However, if it is determined that they need to be removed to make way for the proposed development, compensatory planting (in discussion with Town staff) will be provided elsewhere on the Site.

Surrounding land uses include (see Figure 1): medium density residential dwellings (townhouses) to the north; semi-detached dwellings to the east; agricultural lands to the west (future residential subdivision); and semi-detached dwellings to the south (across Glass Street).

1.3 THE PROPOSAL

Randall Warkentin is proposing a five-storey mixed-use building consisting of commercial and residential uses at grade, with residential apartment dwellings on the remaining storeys above (see Figure 2). The building has been positioned to frame the adjacent streets, while minimizing the visual impact of surface parking.

Figure 2
Preliminary Concept Plan



Location and boundaries are approximate

The proposed mixed use building will provide 46 apartment units, with a mix of one and two-bedroom units. The preliminary floorplates anticipate one bedroom units with a

minimum unit size of approximately 60 sq. m, and two bedroom units with a minimum unit size of approximately 89 sq. m.

At grade commercial unit(s) measuring approximately 173 m² GFA are provided on part of the ground floor with frontage along both James Street North and Glass Street, maximizing exposure to the travelling public.

A total of 56 parking spaces are provided to service the proposed development. Parking is accommodated at grade (34 standard and 2 accessible parking spaces) and underground (19 standard and 1 accessible). The grade level parking and the underground ramp are positioned away from public view to the rear of the proposed building.

1.4 SERVICING

A Preliminary Servicing Report was prepared by MTE Consultants for the proposed development. The findings of the Report conclude that the proposed development can be adequately serviced through the extension of existing gravity sanitary sewers and municipal watermains, and the extension of other existing utilities including hydro, gas, cable TV and telephone. Further, that stormwater management can be accommodated in the proposed storm sewer servicing oil and grit separator.

1.5 ACCESS

One vehicular access point is proposed, located at the north end of the James Street North frontage. The vehicular access provides connection to surface parking and loading/waste collection areas of the site, as well as to the access ramp for the underground parking.

A 5.0 m road widening dedication will be provided along the James Street North frontage, as well as a 3.0 m road widening dedication along Glass Street. Pedestrian access to the site is provided from both James Street North and Glass Street, with a future public sidewalk to be provided along James Street North.

2.0 PROPOSED APPLICATIONS

2.1 PROPOSED OFFICIAL PLAN AMENDMENT

The Official Plan Amendment would amend the land use designation for the subject lands from “Highway Commercial” to “Residential” and apply a site specific Official Plan policy, to permit a five-storey building height, and a maximum density of 124 units per hectare.

A copy of the draft Official Plan Amendment is included as Attachment 1 to this Report.

2.2 PROPOSED ZONING BY-LAW AMENDMENT

A concurrent Zoning By-law Amendment will rezone the subject lands to a site-specific Residential Zone Five (R5-___) zone that adequately addresses the requirements of the proposed development while implementing the policies of the City OP.

The proposed site specific regulations (Draft Zoning By-law) are included as Attachment 2. The proposed regulations are to be confirmed subject to a review of the preliminary concept site plan by Town Staff and through the approvals process.

3.0 PLANNING DOCUMENTS AND ANALYSIS

3.1 PROVINCIAL POLICY STATEMENT

The 2014 Provincial Policy Statement (PPS), issued under the authority of Section 3 of the Planning Act, “provides policy direction on matters of provincial interest related to land use planning and development” in order to ensure efficient, cost-effective development and the protection of resources.

The PPS under Policy 1.1.1 states that healthy, livable 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; and
- e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs.

The Subject Lands are located in St. Marys, which is identified as a settlement area. Policy 1.1.3.1 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Policy 1.1.3.2 states that land use patterns within settlement areas shall be based on: a) densities and a mix of land uses which: 1. efficiently use land and resources.

Planning Analysis

The proposed development is consistent with the 2014 Provincial Policy Statement, including the following policies:

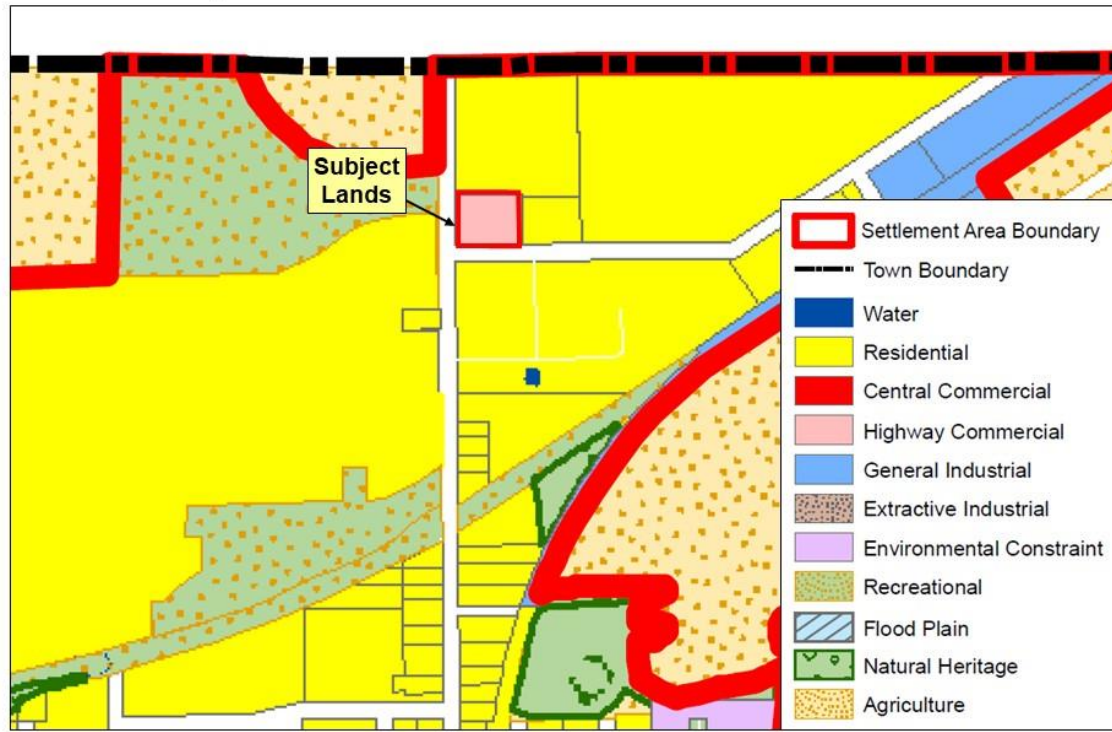
- The proposal provides redevelopment opportunity for underutilized lands, making efficient use of land that minimizes land consumption, is cost effective and efficient, and reduces servicing costs (Policies 1.1.1a and 1.1.1e);

- An appropriate form and mix of residential (apartment) and commercial use is proposed, which will be compatible with the land uses in the general vicinity and contribute to a mixed use community. The proposed apartment dwellings will also help contribute to the supply of affordable and alternative housing options in the area (Policy 1.1.1b);
- The Subject Lands are located within St. Marys, which is identified as an existing settlement area where growth and development is to be focused (Policy 1.1.3.1); and
- The proposed development contemplates a land use pattern with a mix of uses that efficiently uses land within the settlement area boundary at an appropriate density in relation to the existing community, and is appropriate for planned infrastructure to service this area (Policy 1.1.3.2a).

3.2 TOWN OF ST. MARYS OFFICIAL PLAN

The Subject Lands are designated “Highway Commercial” on “Schedule ‘A’ Land Use Plan” of the Town of St. Marys Official Plan (“OP”) (see Figure 3). The subject lands are surrounded by lands designated “Residential” in the OP.

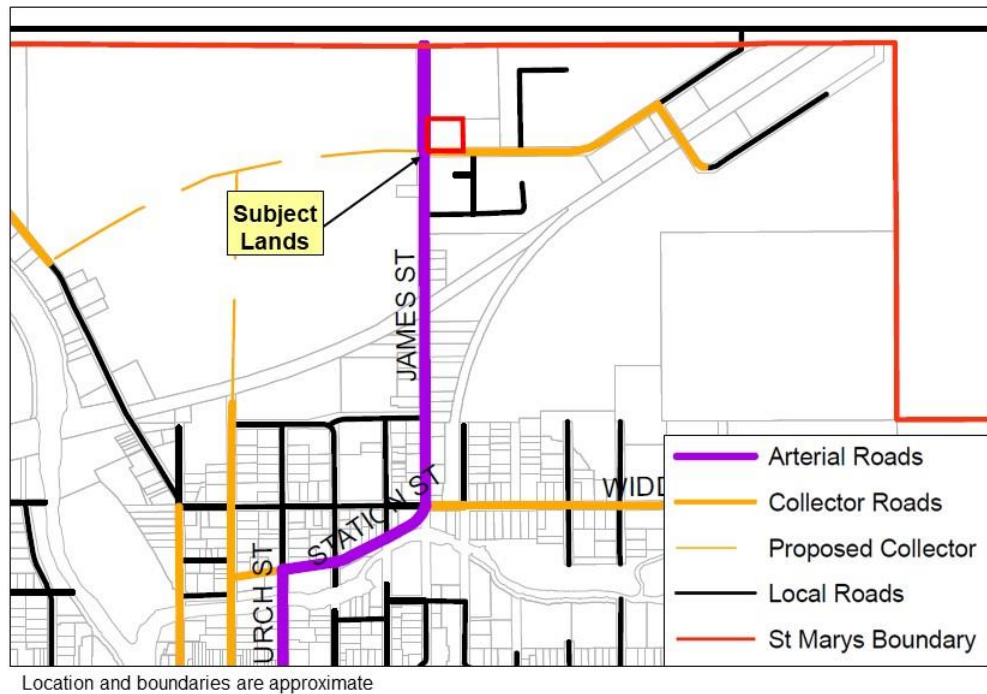
Figure 3
Town of St. Marys Official Plan Schedule A Land Use Plan



Location and boundaries are approximate

According to “Schedule B Road Classifications” of the OP, James Street North is identified as an “Arterial Road” and Glass Street is identified as a “Collector Road” (see Figure 4).

Figure 4
Town of St. Marys Official Plan Schedule B Road Classifications



The “Highway Commercial” designation is generally found in the peripheral areas of the Town with the uses focused along Queen Street, both east and west of the commercial core of St. Marys and James Street South. It is intended that the “Highway Commercial” areas will provide a supportive and complementary role to the commercial core area (Section 3.3.2.1). The Highway commercial designation provides for uses that cater to the travelling public, particularly automobile-oriented uses, and other uses such as drive-thru or fast food restaurants, automobile sales and service establishments, gasoline bars, lodging establishments, garden centres, hardware/automotive type uses, and lumber yards are permitted in the “Highway Commercial” designation. Other uses that have extensive land requirements and are not appropriate for the central commercial area such as large plate retail uses, strip malls, shopping centres, large scale business and professional offices, and factory outlets may also be permitted (Section 3.3.2.2).

The proposed development comprises apartments with commercial uses at grade. The subject lands would be redesignated to “Residential”. Key objectives of the Residential designation include:

- To encourage the provision of an adequate supply and choice of housing for the existing and future residents of St. Marys in terms of quality, type, location and cost (Section 3.1.1.1);
- To promote creativity and innovation in new residential development in accordance with current design and planning principles and constantly evolving energy-saving measures and construction techniques (Section 3.1.1.2);
- To prevent the location of non-compatible land uses in residential areas (Section 3.1.1.4);
- To continue to provide an attractive and enjoyable living environment within the Town (Section 3.1.1.5);
- To encourage and promote additional housing through intensification and redevelopment (Section 3.1.1.7);
- To encourage a diversification and inter mixing of different housing types and forms (Section 3.1.1.8); and
- To maintain at least a 10 year supply of land that is designated and available for residential uses and land with servicing capacity to provide a 3 year supply of residential units zoned to facilitate residential intensification and redevelopment, and in draft and registered plans (Section 3.1.1.9).

Within the Official Plan, applicable “Residential” policies include:

- Within the “Residential” designation on Schedule “A”, the primary use of land shall be for a range of dwelling types from single-detached dwellings to walkup type apartments, parks and open spaces, as well as the institutional uses provided for in Section 3.1.2.17 of this Plan. The various types of residential uses shall be controlled through the application of the Town’s implementing Zoning By-law (Section 3.1.2.2);
- Residential infilling type development is generally permitted throughout the “Residential” designation where such development is in keeping with the attributes of the neighbourhood in terms of building type, building form, and

spatial separation. When evaluating the attributes of the neighbourhood, regard shall be given to lot fabric (i.e., area, frontage, and depth), and built form (i.e., setbacks, massing, scale, and height) (Section 3.1.2.3);

- Council will favour residential intensification and redevelopment over new green land residential development as a means of providing affordability and efficiencies in infrastructure and public services (Section 3.1.2.4);
- When reviewing development or redevelopment proposals, Council shall consider following density targets (Section 3.1.2.5): d) Low rise apartments 40-75 units per hectare. Council may moderately increase or decrease these densities dependent upon specific site circumstances, provision of on-site amenities, and capabilities of municipal servicing systems to accommodate any increase. Council will favour those developments with a mixture of lower and higher densities of development over those consisting of only low densities of development;
- In reviewing proposals for residential development with a net density of more than 18 units per hectare, Council shall consider the impact on municipal capacity, hard services and utilities including sanitary sewer, municipal water supply, storm drainage, service utilities and roadways. Council shall take the following into account prior to enacting an amendment to the Zoning By-law (Section 3.1.2.7):
 - a) That the development will not involve a building in excess of three full stories above average finished grade and designed to be in keeping with the general character of the area;
 - b) That the physical condition of land proposed for development will not present a hazard to buildings structures and residents;
 - c) That the net density of development shall not exceed 75 units per hectare;
 - d) That the development is serviced by municipal water supply and sewage disposal facilities and that the design capacity of these services can accommodate such development;
 - e) That the proposed development is within 100 metres of an arterial or collector road as defined in Schedule “B” of this Plan; and

- f) That sufficient on-site parking is provided and adequate buffering, screening or separation distance is provided to protect adjacent areas of lower density housing.
- Proponents of townhouse and apartment developments are encouraged to provide on-site recreational facilities in keeping with the proposed development (Section 3.1.3.8).

Neighbourhood commercial type uses may be permitted in the “Residential” designation provided that such uses service the immediate neighbourhood, are located and have access on an Arterial or Collector Road, are small scale in nature, and take a form which is compatible to the character of the areas (Section 3.1.2.22).

Section 5 of the Official Plan relates to Transportation and Services, which notes the following:

- All new developments must front on and have access to a public road, which is constructed to meet the minimum standards established by Council. New development or redevelopment proposals of more than thirty (30) dwelling units shall incorporate at least two points of public road access. Council will not approve infilling development in areas served by only one public road if those areas currently exceed thirty (30) dwelling units or where such infilling development will increase the number of dwelling units beyond thirty (30) dwelling units (Section 5.3.8).

In considering an amendment to the Official Plan and/or implementing Zoning By-laws, Council shall give due consideration to the policies of the Official Plan as well as the following criteria (7.17.4):

- a) the need for the proposed use;
- b) the extent to which the existing areas in the proposed designation or categories are developed and the nature and adequacy of such existing development in order to determine whether the proposed use is premature;
- c) the compatibility of the proposed use with conforming uses in adjoining areas;

- d) the effect of such proposed use on the surrounding area in respect to the minimizing of any possible depreciating or deteriorating effect upon adjoining properties;
- e) the potential effects of the proposed use on the financial position of the Town;
- f) the potential suitability of the land for such proposed use in terms of environmental considerations;
- g) the location of the area under consideration with respect to the adequacy of the existing and proposed road system in relation to the development of such proposed areas and the convenience and accessibility of the site for vehicular and pedestrian traffic and the traffic safety and parking in relation thereto;
- h) the adequacy and availability of municipal services and utilities; and
- i) the adequacy of parks and educational facilities and the location of these facilities.

Planning Analysis

The proposed redesignation to “Residential” is appropriate and desirable for the use of the subject lands, and conforms with the relevant policies of the Official Plan, as follows:

- The current use of the subject lands is for a flooring and paint store, which does not serve the primary intended function of the “Highway Commercial” designation. It is our opinion that it is appropriate to contemplate other potential functions/designations for the subject lands to better align with the existing neighbourhood, as well as growth needs of the Town of St. Marys;
- The proposed development contemplates a mix of residential and commercial uses. The existing “Highway Commercial” designation does not note residential uses as a permitted use in the Official Plan. The “Residential” designation is reflective of the type of use contemplated (Section 3.1.2.2);
- The proposed development is in keeping with the attributes of the existing community, which is generally a mix of dwelling types, and has respect for the existing lot fabric and built form characteristics of the surrounding area (Section 3.1.2.3);
- The proposed redesignation is supportive of the objectives for the “Residential” designation, including that the proposed designation is more compatible with the

surrounding residential uses (Section 3.1.1.4), allows for an adequate supply and choice of housing through intensification in an area with a diverse built form (Sections 3.1.1.1, 3.1.1.7, 3.1.1.8, and 3.1.1.9), will realize an innovative and attractive built form through contemporary planning principles (Sections 3.1.1.2 and 3.1.1.5);

- The application represents infill, which is a form of intensification encouraged for the subject lands by the in-effect OP (Section 3.1.2.4), as well as the new draft OP;
- The proposed development achieves a residential density of approximately 124 units per hectare. The density is in excess of the density permissions contemplated for this type of use (between 40 and 75 units per hectare), however the Official Plan does provide opportunity for Council to increase the permitted densities based on site specific circumstances, provision of on-site amenities, and servicing capacity. The subject lands have good access, being located at a primary intersection, which will help mitigate any potential traffic congestion for the surrounding neighbourhood. Additionally, commercial uses at grade will provide an enhanced neighbourhood function for this area. As described in Section 3 of this Report, there is sufficient servicing capacity for the proposed development (Section 3.1.2.5) (Section 3.1.2.22);
- The subject lands have frontage along two public roads, being James Street North and Glass Street, an Arterial and Collector Road respectively. While the development proposes a single access point from James Street North, it is important to note that the Strategic Priorities Committee heard and endorsed Report “DEV 37-2019 Secondary Access Requirements for Development in the Town of St. Marys”, which as part of the OP Review process, will seek to remove the secondary public road access policy requirement for new development or redevelopment proposing more than 30 dwelling units or infilling in areas that currently exceed 30 units (Sections 3.1.2.7e & 5.3.8);
- The proposed development will make efficient use of the subject lands, and will contribute to a mix of built forms in this area, providing an enhanced range of housing and commercial opportunities for residents (Section 7.17.4a);

- The proposed built form is in an appropriate location that will be generally compatible with surrounding land uses. The building has been sited to the southwest of the subject lands so as to maximise separation distances, and help mitigate any significant undue impacts to surrounding residential uses (Section 3.1.2.7 f, 7.17.4b, c, & d); and
- The subject lands are existing developed lands. As mentioned in Section 4.3.2 of this report, Environmental matters have been considered through the completed Phase 1 and 2 ESA's. (Section 7.17.4f).
- The subject lands provide appropriate vehicular access, servicing capacity is appropriate for the proposed use as noted in Section 3 of this Report (Section 3.1.2.7d, 7.17.4g & h).
- As shown in Figure 3 of this Report, the site has good access to surrounding recreational areas (Section 7,17.4i). The local school board will be circulated as part of the application review process to confirm adequate capacity for the future residents (Section 7.17.4i).

As noted in Section 2.1 of this Report, the proposed Official Plan Amendment will add a site specific policy applicable to the subject lands for a building exceeding three storeys in height (Section 3.1.2.7a) and with a density in excess of 75 units per hectare (Section 3.1.2.7c). This site specific designation to permit increased height and density is considered appropriate, and will assist the town in achieving growth targets in an appropriate manner. The subject lands are located at a key intersection towards the north of the Town, along the primary north/south corridor. This is an appropriate location for intensification. The proposed mix of uses would be complimentary and supportive of the north end of St Marys. There is a lack of housing mix (particularly apartment dwellings) and small-scale commercial uses for residents that are readily accessible in this area. There is a shortage of areas outside of the downtown that are suitable for intensification. The subject lands are an excellent candidate site for intensification, as this proposal contemplates, and would help to reduce growth pressures on the existing stable residential lands.

3.3 TOWN OF ST. MARYS OFFICIAL PLAN REVIEW

The Town of St. Marys has initiated a review and update of the Official Plan, to support new strategic goals and community priorities with respect to development. In part, the review includes a reexamination of the policies pertaining to height and density.

On June 18, 2019, the Strategic Priorities Committee heard and endorsed Reports “DEV 36-2019 Building Height in St. Marys” and “DEV 40-2019 Town of St. Marys Official Plan Review Population Projections and Residential Land Demand/Supply”.

Regarding Staff Report DEV 36-2019, which relates to how building heights are to be addressed in the new Official Plan, the Strategic Priorities Committee endorsed a staff recommendation (Option 2) to increase the maximum permitted height for all Residential Areas from 3 to 4 storeys.

Staff Report DEV 40-2019 related to the Town’s land inventory and requirements for future growth projections. The Staff Report identifies the lands needs for future growth, and identifies specific properties that have potential to accommodate this growth. The Report identifies underutilized Highway Commercial lands with the potential for residential intensification, including the subject lands (identified as “HC-7”). Accordingly to the report, the subject lands are targeted for intensification for up to approximately 47 units over four storeys.

Furthermore, in May 2019 the Strategic Priorities Committee heard and endorsed Report “DEV 37-2019 Secondary Access Requirements for Development in the Town of St. Marys”. The endorsed Report confirms that as part of the OP Review process, the Town will seek to remove the secondary public road access policy requirement for new development or redevelopment proposing more than 30 dwelling units or infilling in areas that currently exceed 30 units (OP Policy 5.3.8).

Planning Analysis

The subject lands have been identified for residential intensification and are considered to form an important part of the future residential supply of the Town of St. Marys.

3.4 TOWN OF ST. MARYS ZONING BY-LAW NO. Z1-1997, AS AMENDED

Figure 5
Town of St. Marys Zoning By-law No. Z1-1997



Uses permitted in the Highway Commercial (C3-9) zone include a range of commercial/business uses. Special provision 9 permits additional uses on the subject lands, including a business and professional office, police station, specialty store (catalogue sales), and a taxi stand/office. Special provision 9 also applies a site specific setback provision. Residential uses are not listed as permitted uses in the C3-9 zone.

A site-specific Residential Zone Five (R5) zone is proposed as part of the ZBA to permit the apartment and an enhanced range of small-scale neighbourhood commercial uses.

Planning Analysis

The Zoning By-law Amendment is required to adequately address the requirements of the proposed development while implementing the policies of the Town of St. Marys OP.

The proposed site specific provisions would ensure efficient use of the subject lands in an appropriate and compact manner. The requested provisions are considered appropriate, and are not anticipated to have significant impacts on the surrounding uses. As mentioned, a draft Zoning By-law has been prepared, and is included to this Report as Attachment 2, with some of the proposed exceptions discussed further below.

Permitted uses

In addition to the apartment dwelling use permitted within the R5 Zone, the inclusion of a range of small-scale convenience commercial uses will allow the landowner to respond more flexibly to changing market conditions. The additional uses are generally compatible with the surrounding land uses.

Setbacks

Relief is sought to permit a minimum front yard (James Street North) setback of 5 m (whereas 7.5 m is required); a minimum exterior side yard (Glass Street) setback of 4.5 m (whereas 7.5 m is required); and a minimum rear yard (easterly) setback of 4.38 m (whereas 12 m is required).

The Site is subject to a 5m wide land dedication for road widening purposes along the James Street North frontage, as well as a 3m wide land dedication along the Glass Street frontage. In addition, an approximate 11 m by 11 m unobstructed daylight sight triangle is required at the corner of Site at the intersection of the James Street North and Glass Street. Without the requirement to provide these elements the proposed building would exceed the R5 zone minimum front and exterior side yard setbacks regulations. Moreover, collectively, these elements significantly impair the opportunity for the Site to achieve other positive aspects of the OP, by taking up space that could otherwise be used for development in support of area intensification.

Current planning theory/standards generally encourage reduced setbacks to public areas (streets) to better frame and animate these spaces. Reduced front yard and exterior side yard setbacks will make efficient use of the lands for intensification, and appropriately frame the public street. It is not anticipated that the minor relief sought from the minimum front and exterior yard setbacks will result in significant impacts to surrounding uses.

Appropriate separation will be achieved for future residents of the development and for adjacent existing residents. The proposed rear setback will allow sufficient space for buffering, including fencing and landscaping. Specific site design matters, including desired buffering opportunities, will be established through a future Site Plan Approval process.

Building Height

The proposed 5-storey building will have a maximum height of 17.85 m; whereas 13.5 m is permitted in the R5 zone.

The subject lands are located at the intersection of an Arterial and Collector Road, and are supportive of redevelopment for an intensified form with additional height. The subject lands are in an area characterised by recent developments that are generally at a medium density, such as townhouses. Council have endorsed policy direction that would increase the permitted heights throughout the Town. Emerging land use policies are seeking to direct greater heights and densities to key areas, including the subject

lands. It is our submission that the proposed five (5) storey building is of a height, scale and massing that is consistent with the Town's anticipated development parameters and policies.

As mentioned, collectively elements such as land dedications and the daylight sight triangle is taking up space that could otherwise be used for development in support of area intensification. As such, the proposed height (and density) of the building is needed to maintain the viability of the proposed development.

Parking spaces

The proposed mixed-use development will provide a total of 56 on-site parking spaces (36 surface spaces and 20 underground spaces), whereas a minimum of 67 spaces are required (i.e. a shortfall of 11 spaces).

For the residential component of the proposed development, a parking rate of approximately 1 space per unit is provided; whereas 1.25 spaces per unit is required. A parking rate of 1 space per 20 square metres has been used to calculate the required parking for the proposed 173 sq. m. ground floor commercial space. This is the rate applied to office uses. However, if the future use of this space was to be a retail store or personal service shop, a higher rate of 1 space per 30 sq. m would apply, and the total required number of parking spaces would be further reduced.

All required standard and accessible spaces are provided, with all of the proposed parking stalls complying with the minimum stall size requirements in the zoning by-law. Sufficient on-site manoeuvring areas are provided for residents, customers and service vehicles.

The total number of parking spaces is considered appropriate and desirable for the proposed development, and will make efficient use of the land. The subject lands are located at intersection of an Arterial Road and Collector Road, and have good access to the surrounding street network, which will help mitigate potential traffic congestion in the surrounding area.

4.0 ADDITIONAL ANALYSIS

4.1 URBAN DESIGN

The Town of St. Marys has not adopted urban design guidelines that would be applicable to the proposed development.

The Official Plan contains policies that are to be applied during the urban design evaluation of proposals through the development application process. The OP policies provide direction primarily for the compatibility of the proposed use with the existing attributes of the neighbourhood in terms of building type, building form, and spatial separation. Specific reference is made to lot fabric and built form. Policies 3.1.2.3 and 7.17.4 c) and d) of the OP (referenced in Section 3.2 of this Report) are considered relevant, and further discussed below.

The subject lands are located in the St. Marys Junction, which can generally be described in its current condition as a neighbourhood that is relatively isolated in the north end of St. Marys, connected to the broader Township by James Street North, and to a smaller extent Glass Street. Within this community, there are a mix of built forms and dwelling types and densities, including single detached dwellings, semi-detached dwellings, and townhouses. Dwellings in the surrounding area are generally newer construction. Many of the buildings contain similar characteristics, including light brick main floors and/or vinyl siding. Sidewalks are located on one side of the street in this neighbourhood, and large driveways dominate the landscape, being located at the front yard of dwelling units. The surrounding street layout includes a number of cul-de-sac occurrences. Buildings across Glass Street are rear lotted, with a fence along the extent of Glass Street in proximity to the subject lands.

There is a dearth of convenience commercial uses in the St. Marys Junction, requiring longer trips (generally in a private automobile) for everyday use items or services.

With the above neighbourhood context as a basis, the proposed development is considered to be compatible with the existing attributes of the neighbourhood as follows:

- The proposed ground floor commercial uses are compatible with surrounding lands, offering immediate and convenient access where currently none exist within a walking distance. The commercial uses will have a positive impact and improve the experience of the existing community;
- The apartment style building is appropriately located at the main access points to this neighbourhood, being James Street North and Glass Street. The proposed development is scaled to act as a gateway to this neighbourhood;
- The proposed apartment dwellings will contribute to the mixture of unit types existing in the neighbourhood;
- It is acknowledged that the proposed built form varies in scale to the surrounding lands, but is appropriately positioned (adjacent to townhouse and semi-detached dwellings), and will provide a transition to the surrounding single detached dwellings. Considerable efforts have been made during the design of the project to ensure that the building is located and orientated appropriately; and
- The proposed building will be adequately set back to frame adjacent streets, and provides sufficient setbacks to property lines to allow buffering (i.e. mature vegetation and/or fencing), which will be detailed through the site plan approval process. The building is oriented along Glass Street, allowing surface parking to the north to provide buffer space to existing residential uses, and to minimize the built form imposed to those uses to the east.

It is important to also consider the existing built form, use and land use permissions of the subject lands. As noted, the lands are currently developed and used for highway commercial purposes. These uses generally cater to the travelling public, and for the most part are not complimentary to residential uses in the immediate proximity. The proposal would provide an enhanced condition with respect to the existing use and built form. The existing built form is dominated by a large surface parking area at the main intersection, between the main face of the single storey building occupying the remainder of the site. The proposed development would result in a building that frames the adjacent streets, and provide a sense of place through street activated pedestrian orientated at-grade commercial uses, while screening parking areas from public areas.

4.2 LOCATION AND COMPATIBILITY

The Subject Lands are well suited for the proposed residential development, and the proposed development is compatible with the surrounding land uses, for the following reasons:

- The Subject Lands are located within the boundary of an existing urban area (Town of St. Marys) where residential uses are contemplated. As part of the current Official Plan Review the subject lands are identified for residential intensification for up to approximately 47 units;
- The subject lands are surrounded on three sides by existing residential uses, generally of a medium density scale of relatively recent construction. The existing neighbourhood generally contains a mix of dwelling types, which the proposal will effectively contribute towards;
- The proposed development will provide small-scale neighbourhood commercial use(s) that will help service the existing surrounding community, where currently there is a lack of neighbourhood commercial type uses;
- The proposed development is located with frontages onto an Arterial Road and a Collector Road, a context in which locating a higher density form of development with good access is appropriate, and provide opportunities to mitigate potential traffic congestion on local streets; and
- The proposed development is adequately set back from adjacent streets, while also buffering surface parking areas.

4.3 TECHNICAL STUDIES

The proposed development is supported by the following technical reports.

4.3.1 Preliminary Servicing Report

A Preliminary Servicing Report was prepared by MTE Consultants for the proposed development. The findings of the Report conclude that the proposed development can be adequately serviced through the extension of existing gravity sanitary sewers and municipal watermains, and the extension of other existing utilities including hydro, gas,

cable TV and telephone. Further, that stormwater management can be accommodated in the proposed storm sewer servicing oil and grit separator.

4.3.2 Environmental Site Assessments

Phase 1 and Phase 2 ESA's were completed by Rubicon Environmental (2008) Inc. to determine if there were any environmental concerns on the subject property related to any onsite or offsite potentially contaminating activities.

Given the historical nature of the previous use on the subject lands, which included an automobile repair garage, and other potential environmental concerns identified in the Phase 1 ESA, it was recommended that a Phase 2 ESA be prepared.

The Phase 2 ESA investigation completed on the subject property included the advancement of five (5) boreholes (BH) and the monitoring of six (6) existing monitoring wells was completed on-site. The locations of the boreholes were strategically placed to fully investigate and identify any contaminants of concern which may be present on, in or under the Phase 2 ESA property. As a result of the findings of the Phase Two ESA, it is the opinion of Rubicon Environmental (2008) Inc. there is no known environmental conditions in the land or the water on, in or under the Phase Two property to warrant further environmental investigation at this time. The Site is suitable for the filing of a Record of Site Condition with the MECP.

5.0 CONCLUSIONS

Given the findings of this Report and the supporting materials, it is concluded that the Subject Lands are well suited for the proposed mixed residential and commercial development as follows:

- The proposed development is consistent with the Provincial Policy Statement;
- The Town has identified the subject lands for residential intensification as part of a comprehensive review of policies relating to height and density;
- The proposed Official Plan Amendment will redesignate the subject lands to “Residential” while applying site specific policies that permit grade related commercial uses and allow for site specific height and residential density considerations;
- The proposed Zoning By-law Amendment will facilitate the mixed use residential and commercial development by applying site specific provisions that are appropriate and allow the development to make efficient use of the lands;
- The proposed development contributes a dwelling type not commonly found in the Town of St. Marys, adding to the range of choices available to residents.
- The redevelopment of the subject lands provides opportunity for desirable intensification in St. Marys, including a mix of 1- and 2-bedroom units that provide livable space for families to remain and grow;
- The proposed development makes more efficient use of the subject lands while still retaining their planned general commercial function; and
- The Subject Lands are well located for the proposed mixed use development and are compatible with surrounding existing land uses.

AMENDMENT NO. ____
TO THE
TOWN OF ST. MARYS OFFICIAL PLAN

Prepared by:
Council of the Corporation of the Town of St. Marys
MONTH YEAR

DRAFT

THE CORPORATION OF THE TOWN OF ST. MARYS**BY-LAW NO. __-20****TO ADOPT AMENDMENT NO. __ TO THE TOWN OF ST. MARYS OFFICIAL PLAN**

The Council of the Corporation of the Town of St. Marys in accordance with the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990 hereby enacts as follows:

1. Amendment No. __ to the Town of St. Marys Official Plan, consisting of the attached explanatory text and schedule, is hereby adopted.
2. That the Clerk is hereby authorized and directed to proceed with the giving of written notice of the Town's decision in accordance with the provisions of the Planning Act, R.S.O. 1990.
3. This By-law shall come into force and take effect on the day of the final passing thereof.

Read a first and second time this _____ day of _____, 2020.

Read a third time and finally passed this _____ day of _____, 2020.

Al Strathdee, Mayor

Brent Kittmer, CAO-Clerk

THE CONSTITUTIONAL STATEMENT

PART A - THE PREAMBLE does not constitute part of this Amendment.

PART B - THE AMENDMENT, consisting of the following text and map (designated Schedule "A-___"), constitutes Amendment No. ___ to the Town of St. Marys Official Plan.

Also attached is **PART C - THE APPENDICES** which does not constitute part of this Amendment. These appendices (I through V inclusive) contain the background data, planning considerations, and public involvement associated with this Amendment

DRAFT

PART A - THE PREAMBLE

Purpose

The purpose of this Amendment is to redesignate the lands affected by this Amendment from the existing “Highway Commercial” designation to the “Residential” designation on Schedule “A” Land Use Plan of the Official Plan. Further, this Amendment is intended to set forth specific policies within the “Residential” designation that will only apply to the area affected by this Amendment.

Location

The land that is affected by this Amendment is known municipally as 665 James Street North, and legally described as Part of Lot 15, Concession 18, (Geographic Township of Blanshard) now in the Town of St. Marys, County of Perth, as shown in bold outline on the attached Schedule “A-___”.

Basis

The subject property is approximately 0.42 hectares in size and is at the northeast corner of the intersection of James Street North and Glass Street, at the north end of the Town of St Marys. The property is currently occupied by flooring and paint store.

The proponent is seeking to redevelop the subject property as a mixed-use building with on-site surface and underground parking for the proposed uses.

The subject property is designated “Highway Commercial” in the Town of St. Marys Official Plan, a designation intended to serve the travelling public in private automobiles. The surrounding lands are designated “Residential”, and are generally not reflective of an area that is targeted to service the travelling public. Residential uses are not permitted in the “Highway Commercial” designation. The “Residential” designation is considered a more appropriate designation for the mix of uses contemplated for these lands, as well as meeting the following Official Plan objectives:

- encourage the provision of an adequate supply and choice of housing for the existing and future residents (Section 3.1.1.1);
- prevent the location of non-compatible land uses in residential areas (Section 3.1.1.4);
- encourage and promote additional housing through intensification and redevelopment (Section 3.1.1.7);
- encourage a diversification and inter mixing of different housing types and forms (Section 3.1.1.8); and
- maintain at least a 10 year supply of land that is designated and available for residential uses and land with servicing capacity to provide a 3 year supply of residential units zoned to facilitate residential intensification and redevelopment, and in draft and registered plans (Section 3.1.1.9).

The height and density of the proposed development do not conform with Section 3.1.2.7 of the Official Plan. To develop the property as proposed, the owner has made application to amend the policies of the Town's Official Plan.

PART B - THE AMENDMENT

All of this document entitled “Part B - The Amendment” consisting of the following text and attached Map, designated Schedule “A-___” (Land Use Plan), constitutes Amendment No. ___ to the Town of St. Marys Official Plan.

DETAILS OF THE AMENDMENT

The Town of St. Marys Official Plan is hereby amended as follows:

Item 1:

Schedule “A”, being the Land Use Plan for the Town of St. Marys Official Plan, is hereby amended by labelling the land use designation of 665 James Street North, legally described as Part of Lot 15, Concession 18, (Geographic Township of Blanshard) now in the Town of St. Marys, County of Perth, as shown in bold outline on “Schedule A-___” attached hereto as “Residential” and subject to the polices of Section 3.1.3___.

Item 2:

By adding a new clause to Section 3.1.3 - Exceptions to the Town of St. Marys Official Plan which reads as follows:

“___) The property described as 665 James Street North, legally described as Part of Lot 15, Concession 18, (Geographic Township of Blanshard) now in the Town of St. Marys, County of Perth may be developed for a 5-storey mixed-use building with at-grade commercial uses and for apartment units above to a maximum density of 124 units/ha, with a single access point off James Street North.

PART C - THE APPENDICES

The following appendices do not constitute part of Amendment No. ___ to the Town of St. Marys Official Plan, but are included as information supporting the Amendment.

APPENDIX I - BACKGROUND TO THE AMENDMENT

The owner of the subject property has made application to amend the Official Plan in order to develop the subject property as a mixed-use residential and commercial development in the form of a multi-storey apartment type building.

APPENDIX II - LAND USE SURVEY

Land uses in the vicinity of the subject property are described in the attached Town Staff Reports.

APPENDIX III - SERVICES

The Town will require that proposed developed be serviced by municipal water and sanitary services.

APPENDIX IV - PLANNING CONSIDERATIONS

Refer to planning considerations in attached the Town Staff Reports.

APPENDIX V - PUBLIC PARTICIPATION

Includes the following:

- a) Notices of Planning Advisory Committee meetings;
- b) Agency comments summarized in attached Town Staff Reports; and,
- c) Notice of Public Meeting at Council.

DRAFT

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. XXX-20XX

BEING a By-law pursuant to the provisions of Section 36 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”, to rezone the lands located at 665 James Street North from C3-9 to R5-XX.

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 entirety of the lands known municipally as 665 James Street North, as shown on the attached map, Schedule “A”, shall be removed from the “Highway Commercial Zone – C3-9” of By-law No. Z1-1997 and shall be placed in the “Residential Zone Five – R5-XX” of By-law No. Z1-1997. The zoning of this land shall be shown as “R5-XX” on Key Map 3 of Schedule “A” to By-law No. Z1-1997, as amended.
2. That Section 12.9 of By-law No. Z1-1997 is hereby amended by adding the following special provision:
12.9.XX R5-XX
 - a) Location:
 - b) Notwithstanding the provisions of the Zoning By-law to the contrary, the following shall apply to those lands zoned “R5-XX”:
 - i. Permitted Uses, Buildings, and Structures shall also include those uses noted by provision 15.1.1;
 - ii. The minimum front yard setback shall be 5 m;
 - iii. The minimum exterior side yard setback shall be 4.5 m;
 - iv. The minimum rear yard setback shall be 4.38 m;
 - v. The maximum number of storeys permitted shall be 5 storeys;
 - vi. The maximum building height permitted shall be 18 m;
 - vii. The minimum number of parking spaces required shall be 56.
 - c) 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.
6. This By-law shall come into force on the day it was passed pursuant to the Planning Act, and to the Regulations thereunder.

Read a first and second time this ___ day of _____, 20XX.

Read a third and final time and passed this ___ day of _____, 20XX.

Mayor Al Stratheedee

Brent Kittmer, CAO / Clerk

THIS IS **SCHEDULE “A”**

TO **BY-LAW NO. Z1-1997**

OF THE **TOWN OF ST. MARYS**

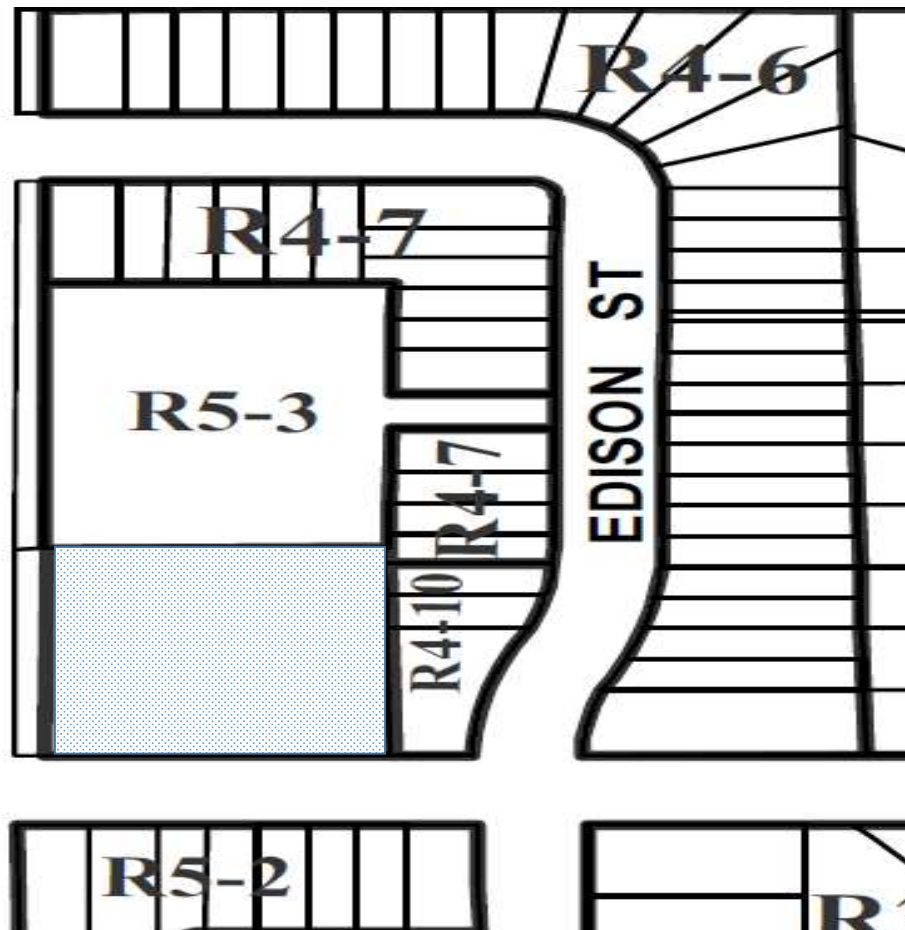
PASSED THIS ____ DAY OF _____, 2020

Al Stratthdee, Mayor

Brent Kittmer, CAO/Clerk



Shall be removed from the “Highway Commercial (C3-9) Zone” of By-law No. Z1-1997 of the Town of St. Marys and shall be placed in the “Residential Five (R5) Zone”, subject to the provisions of Section 12.9.XX (R5-XX) of Z1-1997 of the Town of St. Marys





Memo

Engineering & Public Works

To: Grant Brouwer

Date: January 13, 2020

File: 665 James St. N.

From: Jeff Wolfe

☐ For Your Information

☐ For Your Approval

☐ For Your Review

☒ As Requested

Subject: 665 James St. N. Official Plan and Zoning Bylaw Amendment Application
- Submission #1 - Comments

Summary

We are in receipt of information related to an Official Plan and Zoning Bylaw Amendment for 665 James St. N to allow the land to be used for a mid-rise residential development with a highway commercial aspect. The proposed changes to the OP and Zoning would allow for a forty-six unit apartment building. We offer the following comments based on the OP and Zoning Bylaw Amendment Application:

Water

1. Public Works reviewed the water supply and distribution system as it relates to the current proposal. Based on the review, it was determined that at this time, the Town's water supply and distribution system is adequately sized to accommodate the proposed land use. Assumptions on flow volumes required at the site will need to be verified prior to site plan approval when the proponent can submit anticipated water demand volume data for the development and verify system capacity with flow testing. System capacity will not be guaranteed or assigned to this development until the time of site plan approval.

Sanitary

2. Public Works reviewed the sanitary treatment and conveyance system as it relates to the current proposal. Based on the review, it was determined that at this time, the Town's sanitary treatment and conveyance system is adequately sized to accommodate the proposed land use. Assumptions on sewage volumes generated from the site will need to be verified prior to site plan approval when the proponent can submit anticipated sewage volumes from the development. System capacity will not be guaranteed or assigned to this development until the time of site plan approval.

Storm

3. Public Works did not complete a downstream storm system capacity review as it relates to the proposal. The developer will be required to submit their plan for

MEMO

665 James St. N. Official Plan and Zoning Bylaw Amendment Application - Submission #1 – Comments

storm water management as per the Town's development standards at the time of site plan approval.

Road

4. Public Works reviewed the Town's road system as it relates to the current proposal. Based on the review, it was determined that at this time, the adjacent roads and the Town's road network are adequately sized to accommodate the proposed land use. Assumptions on traffic generation from the site will need to be verified prior to site plan approval when the proponent can submit anticipated traffic trip generation.
5. Public Works notes that the site fronts James St. N. and Glass St. which are Arterial and Collector roads, respectively, as per the Town's Official Plan and road allowance widening requirements from the OP are applicable on property lines adjacent to both roads.
6. Road improvement requirements such as sidewalk and curb and gutter will be required of this development along the roads adjacent to the development.

Respectfully submitted,



Jeff Wolfe, C.Tech.
Asset Management/Engineering Specialist



"Inspiring a Healthy Environment"



February 12, 2020

Town of St. Marys
175 Queen Street East
P.O. Box 998
St. Marys, Ontario N4X 1B6

Attention: Mark Stone, MCIP, RPP, Planner (via e-mail: mark@mlsplanning.ca)

Dear Mr. Stone,

Re: Applications for Official Plan & Zoning By-law Amendment (OP02-2019 & Z04-2019)
Owner(s): Randy Warkentin
Property: 665 James St. North, in the Town of St. Marys, County of Perth

The Upper Thames River Conservation Authority (UTRCA) has reviewed the subject application with regard for policies contained within the *Environmental Planning Policy Manual for the Upper Thames River Conservation Authority (June 2006)*. These policies include regulations made pursuant to Section 28 of the *Conservation Authorities Act*, and are consistent with the natural hazard and natural heritage policies contained in the *Provincial Policy Statement (2014)*. The Upper Thames River Source Protection Area Assessment Report has also been reviewed in order to confirm whether the subject property is located within a vulnerable area. The Drinking Water Source Protection information is being disclosed to the Municipality to assist them in fulfilling their decision making responsibilities under the Planning Act. We offer the following comments:

PROPOSAL

The purpose of the application for Official Plan Amendment is to change the designation of the property to "Highway Commercial". The associated zoning would also be amended to "Highway Commercial Zone (C3)" with changes also being proposed to allow site specific provisions in the Official Plan and Zoning By-law.

CONSERVATION AUTHORITIES ACT

The subject lands are not affected by any regulations (Ontario Regulation 157/06) made pursuant to Section 28 of the *Conservation Authorities Act*.

DRINKING WATER SOURCE PROTECTION

Clean Water Act

The subject lands have been reviewed to determine whether or not they fall within a vulnerable area (Wellhead Protection Area, Highly Vulnerable Aquifer, and Significant Groundwater Recharge Areas). Upon review, we can advise that the subject lands **are** within a vulnerable area. For policies, mapping and further information pertaining to drinking water source protection, please refer to the approved Source Protection Plan at:

<https://www.sourcewaterprotection.on.ca/approved-source-protection-plan/>

UTRCA Comments
OPA & ZBA – 481 Water St. South
Corporation of the Town of St. Marys

RECOMMENDATION

The UTRCA has no objection to the above noted applications for Official Plan Amendment and Zoning By-law Amendment. The foregoing is provided for the information of the applicant, the Planning Department, and the Committee.

Thank you for the opportunity to comment. If you have any questions, please contact the undersigned at extension 228.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY

A handwritten signature in black ink, appearing to read 'Spencer McDonald', is written over a light gray rectangular background.

Spencer McDonald, MCIP, RPP
Land Use Planner
SM/sm



Memo

Engineering & Public Works

To: Grant Brouwer
Date: May 25, 2020
File: 665 James St. N.

From: Jeff Wolfe
☐ For Your Information
☐ For Your Approval
☐ For Your Review
☒ As Requested

Subject: 665 James St. N. Official Plan and Zoning Bylaw Amendment Application
- Submission #2 - Comments

Summary

We are in receipt of information related to an Official Plan and Zoning Bylaw Amendment for 665 James St. N to allow the land to be used for a low-rise residential development. We offer the following comments based on the OP and Zoning Bylaw Amendment Application:

Water

1. Public Works reviewed the water supply and distribution system as it relates to the current proposal. Based on the review, it was determined that at this time, the Town's water supply and distribution system is adequately sized to accommodate the proposed land use. Assumptions on flow volumes and pressures required at the site will need to be verified prior to site plan approval when the proponent can submit anticipated water demand volume data for the development and verify system capacity with flow testing. System capacity will not be guaranteed or assigned to this development until the time of site plan approval.

Sanitary

2. Public Works reviewed the sanitary treatment and conveyance system as it relates to the current proposal. Based on the review, it was determined that at this time, the Town's sanitary treatment and conveyance system is adequately sized to accommodate the proposed land use. Assumptions on sewage volumes generated from the site will need to be verified prior to site plan approval when the proponent can submit anticipated sewage volumes from the development. System capacity will not be guaranteed or assigned to this development until the time of site plan approval.

Storm

3. Public Works did not complete a downstream storm system capacity review as it relates to the proposal. The developer will be required to submit their plan for

MEMO

665 James St. N. Official Plan and Zoning Bylaw Amendment Application - Submission #1 – Comments

storm water management as per the Town's development standards at the time of site plan approval.

Road

4. Public Works reviewed the Town's road system as it relates to the current proposal. Based on the review, it was determined that at this time, the adjacent roads and the Town's road network are adequately sized to accommodate the proposed land use. Assumptions on traffic generation from the site will need to be verified prior to site plan approval when the proponent can submit anticipated traffic trip generation.
5. Public Works notes that the site fronts James St. N. and Glass St. which are Arterial and Collector roads, respectively, as per the Town's Official Plan and road allowance widening requirements from the OP are applicable on property lines adjacent to both roads.
6. Road improvement requirements such as sidewalk and curb and gutter will be required of this development along the roads adjacent to the development.
7. The proponent is proposing the driveway entrance off James St. N and provides detail on this in their letter. The Town's Official Plan provides descriptions of the various class road allowances and specifically indicates a desire to reduce the number of driveway entrances on Arterial Roads. As such, it would be preferable to have the driveway entrance off Glass Street instead of James Street. However, it is understood that there are other influencing factors related to site layout a driveway entrance off Glass may not be possible.

Respectfully submitted,



Jeff Wolfe, C.Tech.
Asset Management/Engineering Specialist

Northridge Condominiums
 Perth Vacant Land Condominium Corporation No. 49
 10 – 74 Edison Street
 St. Marys, ON

14 February, 2020

Mr. Grant Brouwer, Director of Building and Development
 St. Marys – Municipal Operations Centre
 408 James Street South
 St. Marys, ON

**SUBMISSION IN REGARD TO PROPOSED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS
 FOR THE PROPERTY LOCATED AT 655 JAMES STREET NORTH (Part Lot 15, Concession 18
 Blanshard being Part 2 on 44R-4789)**

Upon reviewing the proposed plan for 655 James Street North, the owners in Northridge Condominium (Perth Vacant Land Condominium Corporation No. 49) which is comprised of 12 bungalow townhouses located North of the site, have multiple objections and concerns with the plan in its present form.

First, and foremost, the construction of a 5-storey high-density apartment building is completely at odds with the low-density homes (single and 2 story townhomes, semi-detached and detached single family homes) that currently encompass the neighbourhood, and is not compliant with the 3-storey limit of the town Land Use Policy (Section 3.1.2.7 item a). This will have a disruptive and negative influence on the character of the neighbourhood. This character is one of the main reasons that many people moved to this area of St. Marys, i.e., to live in a quiet urban setting.

A high-density apartment complex which includes commercial spaces inserted into the current low-density neighbourhood leads us to quality of life concerns, especially since the principal demographic of the Northridge Condominium Corporation is that of retired or semi-retired owners.

Itemized below are the numerous questions and concerns, collected by the Condominium Board, from the owners of Northridge Condominium Corporation objecting to the proposed zoning changes and subsequent building construction.

- At a height of 18 meters, and 5 stories, the building will have significant effects on the existing and proposed surrounding (Thamescrest) neighbourhood, especially to units 1 to 6 that are located directly to the North of the proposed building, including:
 - Loss of privacy both indoors and outdoors for units 1 to 6 (i.e., balconies overlooking back yards/patios/bedrooms).
 - View obstruction for units 1 to 6 (i.e., the “view” from sitting rooms and patios will be a tall building and directly onto a parking lot – likely to reduce property values and appeal).
 - Shadowing.
 - Loss of sunlight during winter months for units 1-6 due to building height.
 - Amount of light from parking lot and headlights shining into bedrooms at night.

- Noise level (i.e., car engines/doors/people talking loudly late at night, garage door opening and closing).
 - Air quality particularly mornings and evenings (i.e., use of remote starters, number of vehicles starting and leaving at the same time).
 - Increased traffic congestion in the area:
 - the Thamescrest development west of James St. North will already be increasing traffic volumes
 - traffic to apartment building and commercial units will enter off James St along the back fence of units 1 to 6.
 - Water runoff into gardens of units 1 to 6, and into the storm drain that is owned by the Northridge Condominium located within the back yard of unit 1 (i.e., what guarantee will there be that water and snow melt will not flow into our gardens and storm drain).
 - Raising the grade of the site to the same level as that of the surrounding homes, or even only up to the level of Glass St. would result in the height of the privacy fence behind units 1 to 6 to be reduced.
- The plan calls for a minimum of 56 parking spaces. Assuming that each apartment is allocated only 1 dedicated parking space, that leaves only 10 spaces for visitors, business employees and customer parking combined. That is unacceptable given that this area already has issues with insufficient parking, especially for guests.
 - Number of parking spaces is too low and unrealistic for the size and location of the building. The units are fairly large and big enough to accommodate a couple in the 1-bedroom units and a family in the 2- bedroom units. The Town has no public transit and it is not uncommon for households to own 2 or even 3 vehicles.
 - The plan states a minimum 56 parking spots; how many exactly is the developer really planning to have?
 - The plan includes parking and an underground parkade ramp to the south of Northridge Condominium; there are concerns with respect to excess intrusion of light and noise associated with activities at the site.
 - What kind of lighting will be going in. If it is bright it could appear to be daylight even when dark, which would negatively impact the rear of the homes.
 - Inability to open windows and make use of outside fresh air, due to light and noise disruptions.
 - What is the location of the extractor fans for the underground parking (i.e. noise of fans and air quality from the exhaust fumes).
 - High-density mixed-use apartment complexes can come with their own inherent issues that raise a number of questions and concerns, such as:
 - Will there be rules concerning the use of balconies or will the occupants be able to use them as storage (e.g., as appears to be the case for the building overlooking the river at 41 Church St N. in which furniture, boxes, and mattresses are stored on balconies, and is quite unsightly)?
 - What activities will be allowed in the parking lot (fixing vehicles, oil changes, etc.)?
 - Apartment complexes could reduce property value of adjacent homes.

- Will there be a maximum occupancy standard for the apartment units?
- What kind of businesses and operating hours would be allowed and how many commercial units are planned?
- Are these rental or condominium units, and what kind of demographic is being targeted by the owners (e.g., (seniors, adults only, families, low income)?
- What effect will such a large building have on the water quality and supply?
- Will snow be removed from premises or will it be piled up against our fence, possibly causing damage to our fence and melt flowing into our drain system that will possibly contain oil/dirt from the parking lot?
- Dump bin is closer to our properties than to the building (i.e., smell and noise of lid opening and closing at all times).
- Pet owners intruding on our large green space fronting James St. North.
- Air pollution during and after construction.
- Constant noise during and after construction.
- Will there be provisions to include privacy barriers to adjoining properties (e.g., tall trees and/or higher fencing)?

In conclusion, we acknowledge that accommodation, particularly rental accommodation, in St. Marys is scarce, and that there are no neighbourhood commercial establishments; however, while the proposed plan may seem to address some of these needs, it is too large in scale, with likely detrimental impacts on the neighbourhood in general and specifically on residences that about the site, and is not appropriate for an infill project in an established neighbourhood.

Respectfully,



Patrizia Bayman, President
On behalf of the Board of Directors
Northridge Condominium
Perth Vacant Land Condominium Corporation No.49

Representing the owners as follows:

| | | | |
|---------|-----------------------------|---------|--------------------------|
| Unit 1 | BAYMAN, Peter J. & Patrizia | Unit 2 | ROBERTSON, Bruce & Karen |
| Unit 3 | NEWTON, Nancy | Unit 4 | JARETT, Kyle |
| Unit 5 | LUKOVNJAK, Walter & Brenda | Unit 6 | BELL, James & Margaret |
| Unit 7 | ALBRECHT, Wendy | Unit 8 | GRUDSKY, Vladimer |
| Unit 9 | WILSON, Donald & Jean | Unit 10 | LYNCH, Barry |
| Unit 11 | JINKS, Joy & SHOOK, James | Unit 12 | 2231872 Ont. Inc. |

665 James St North (Apartment)

jcaudle jcaudle <jcaudle@sympatico.ca>

Wed 2020-06-10 10:06 AM

To: Planning <planning@town.stmarys.on.ca>

[EXTERNAL]

We are against the building of the apartment on James St North for the following reasons

Devalue my home. From the last meeting we attended in February 2020. While sitting on my deck now that the warm weather is here and clearly noticeable We live 143 Millson Cres. It is exactly straight in my view and is not something that we care to look at

We can not pick up our house and move it. I believe if someone wants to build on the sight it should be row houses or Town houses. If the builder is interested in an apartment. They should look at building it somewhere where there is no houses built and then people who choose to build a house by an apartment can make there choice to live by it. I clearly would not want to move as I love my neighbour hood. But would be selling if that is built.

Thank you for your time and be safe

John and Angela Caudle

143 Millson Cres



Patrizia and Peter J. Bayman
 1 – 74 Edison Street
 St. Marys, ON N4X 0A9
pbayman@quadro.net

13 June, 2020

Mr. Brent Kittmer, CAO-Clerk of the Town of St. Marys
 175 Queen Street East,
 P.O. Box 998,
 St. Marys, ON N4X 1B6
planning@town.stmarys.on.ca

**SUBMISSION IN REGARD TO PROPOSED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS
 FOR THE PROPERTY LOCATED AT 655 JAMES STREET NORTH (Part Lot 15, Concession 18
 Blanshard being Part 2 on 44R-4789)**

Upon reviewing the proposed revised plan for the development of 655 James Street North, we continue to have multiple objections and concerns.

First, and foremost, the construction of a 4-storey high-density apartment building remains at odds with the low-density homes (bungalow townhouses, 1 and 2-storey semi-detached and detached single family homes) that currently encompass the neighbourhood as well as those planned for future development on the Thamescrest property. This will have a disruptive and negative influence on the character of the neighbourhood which is one of the main reasons we purchased the townhouse in this area of St. Marys, i.e., to live in a quiet urban setting, backing onto a commercial property, which would allow us to retire in a home that afforded both the privacy and the enjoyment of our backyard in the evenings.

A high-density apartment building inserted into the current low-density neighbourhood leads us to quality of life concerns, especially since the principal demographic of the Northridge Condominium into which we bought is that of retired or semi-retired owners.

We also wish to point out that residential buildings are currently not allowed on lands designated Highway Commercial, which is the designation of the property in question.

Itemized below are the questions and concerns that we continue to have in regard to the proposed zoning change and subsequent building construction:

- At a height of 15.735 meters plus an additional unspecified height to the peak of the roof, and 4 stories, the building will be significantly taller than the existing and proposed surrounding (Thamescrest) neighbourhood, and especially than units such as ours, which is located directly to the North of the proposed building, including:
 - Loss of privacy both indoors and outdoors (balconies overlooking back yards/patios/bedrooms).
 - View obstruction (our “view” from sitting rooms and patios will be a tall building and its entrance, balconies, windows and a parking lot).

- Shadowing.
 - Loss of sunlight during winter months.
 - Light pollution from parking lot lighting and from headlights shining into bedrooms at night.
 - Excessive noise in what is currently a very quiet area (car engines/doors/car alarms, people talking loudly late at night).
 - Possible loss of value and saleability of our property.
 - Air quality, particularly mornings and evenings from the use of remote starters, and a number of vehicles starting and leaving and returning at the same time.
 - Uncontrolled noise levels from apartments and balconies as there is no provision for on-site property manager/superintendent.
 - Increased traffic congestion in the area:
 - the Thamescrest development west of James St. North will already be increasing traffic volumes
 - traffic to the proposed apartment building will enter and exit off James St, directly onto a deceleration zone coming into the Town, creating a potential traffic hazard.
 - Concern about water runoff/snow melt into our garden.
 - The privacy fence at the rear of our property will, to all intents and purposes, be completely useless due to the grading of our property, which is our understanding was the grading required by the Town.
 - Anyone parking their vehicle in the planned parking lot will be able to look straight into our home, and should they be so inclined, even throw garbage into our garden.
 - Anyone in the building or parking lot will be able to look directly onto our patio, and into our sitting room and bedrooms.
- The plan calls for 44 parking spaces for the 35 apartments, most of which are 2-bedroom units. This is far too few parking spots in an area that already has issues with insufficient parking, especially for visitors and guests.
 - Number of parking spaces is too low and unrealistic for the size and location of the building. The units are large enough to accommodate a couple in the 1-bedroom units and a family in the 2-bedroom units. The Town has no public transit and it is not uncommon for each household in St. Marys to own 2 or even 3 vehicles.
 - Once all the parking spots are allocated to residents of the building, where exactly will excess residents' vehicles and visitors/guests be parked?
 - The building as planned equals 95 units/hectare. Far in excess of the units/hectare provided for in the current Official Plan.
 - All of the setbacks are narrower than those currently required by the Town. This means this building will be much closer to existing homes than currently allowed, and there is no adequate buffering, screening or separation distance provided to protect the adjacent dwellings.

- Higher-density apartment buildings and their construction come with their own inherent issues that raise a number of questions and concerns, such as:
 - Will there be rules concerning the use of balconies or will the occupants be able to use them as storage areas?
 - What activities will be allowed in the parking lot (fixing vehicles, oil changes, etc.)?
 - Will there be a maximum occupancy standard for the units?
 - There is no play/recreation area planned, and consequently no place for children to safely play away from a busy road, or for residents to congregate.
 - Will snow be removed from premises or will it be piled up against our fence?
 - High levels of air/noise/light pollution during and after construction.
 - What provisions have been made to include proper privacy barriers to adjoining properties (e.g., tall mature trees and/or much higher fencing than is currently in place)?
 - What will happen to the existing clump of mature trees on the lot?
 - Because there is no planned on-site property management office, who will be ensuring that any rules regarding storage on balconies, noise, parking, etc. are adhered to? Would we be put in a position to continually rely on the police or bylaw services to ensure that we are afforded the quiet enjoyment of our property, in every aspect of the law?

The proposed apartment building is too large in scale, with likely detrimental impacts on the neighbourhood in general and specifically on residences that abut the site, and it is not appropriate for an infill project in an established neighbourhood. This type of building should not be parachuted into an existing neighbourhood, but should be reserved for green field areas, where it can be built prior to any other residential dwellings in order to allow proper setbacks, and sufficient space for resident and visitor parking.

In conclusion, we respectfully ask the members of this Committee to consider how they would feel in regard to their loss of privacy if this building was erected in their back yard.

Respectfully,

Patrizia and Peter J. Bayman

Barry Lynch
10 – 74 Edison Street
St. Marys, ON

13 June 2020

Mr. Grant Brouwer, Director of Building and Development
St. Marys – Municipal Operations Centre
408 James Street South
St. Marys, ON

**SUBMISSION IN REGARD TO PROPOSED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS
FOR THE PROPERTY LOCATED AT 655 JAMES STREET NORTH (Part Lot 15, Concession 18
Blanshard being Part 2 on 44R-4789)**

Upon reviewing the proposed revised plan for 655 James Street North, I (Barry Lynch) a unit owner (#10) of Northridge Condominiums (Perth Vacant Land Condominium Corporation No. 49) have some concerns with respect to the revised plan.

The reduction in scale of the property to 4 storeys is welcome; however, especially for units that have the backyard facing south to the proposed development, I expect there to be issues of privacy as the backyards of these units will face right into the parking lot of the proposed site. Depending upon elevation and grading, the existing privacy fence is likely to be of little use to block the view of cars, their headlights, and associated noise and pollution. It is important that the town, developer and unit holders of Northridge Condominiums work together to find an equitable solution to the privacy issue. An appropriate buffer-barrier (*i.e.*, fence, berm, trees or combination thereof) on the north boundary of the site is needed to ameliorate the privacy concerns. Such issues would not occur if the proposed development was in a greenfield site (*i.e.*, on the west side of James Street) where prospective residents would know of the existence of this development. With an infill site, existing residents had no reason to expect a development of this size and scale with its associated potential to adversely change the character of the local community.

Regards,

Barry Lynch

Application regarding Zoning Bylaw Amendments for 665 James St.

Nancy Newton <trouble@quadro.net>

Sun 2020-06-14 5:16 PM

To: Planning <planning@town.stmarys.on.ca>

[EXTERNAL]

I have reviewed the revised application regarding the proposed residential apartment building for 665 James St. North, prior to the meeting June 15.

While attention has been paid to the 2 story townhouses, semi-detached and detached houses to the east and south, very little attention has been paid to the impact of this building, on those of us who live to the NORTH of the proposed building--in the 6 units on 74 Edison Street in SINGLE story units.

Not only will this building critically affect our personal privacy, it will destroy the enjoyment of our small back yards and decks directly adjacent to the proposed parking area. The south side of our units is also our major living area inside these homes. This building, will have a direct view into our living rooms, bedrooms and the adjoining bathrooms. There will be increased noise, traffic and intrusive light.

In addition, a 4 story building to the south of us, will impact, not only our view, but also our sunlight resulting in significant shadowing. Particularly when the sun is lower on the horizon in the winter, this is a serious significant concern. For all of us in these units, our windows on the south side, facing this proposed building, are our only windows allowing any amount of light into our space.

The town of St Marys allowed Gerry Lang to build these single story units in this way, on this location. It is up to the town, now, to protect these properties.

Thank You for your consideration.

N.E.Newton, B.A., B.Sc., D.V.M., M.B.A.

Submission from Henry Monteith, 111 Widder Street East, St. Marys

The revised applications for 665 Glass Street North represent a significant improvement over the first proposal, but still require several amendments to the current Official Plan (OP) and the current Zoning ByLaw (ZB), as follows:

The proposal is for a 4 storey apartment, whereas only 3 stories are allowed under the current OP and ZB. This represents a 33% increase over the allowed maximum. The proposal calls for 95 units per hectare, whereas the OP allows a maximum of 75 units per hectare. While the OP does provide for Council to moderately increase this density target, an increase of 26.7 % can hardly be considered moderate.

The applicant is proposing to change the zoning of the subject property to residential, and this requires the following ZB amendments:

The minimum front yard setback along James Street North be reduced from a minimum requirement of 7.5 metres to 5 metres, a reduction of 33%.

The minimum exterior side yard setback along Glass Street be reduced from a minimum requirement of 7.5 metres to 4.5 metres, a reduction of 40%.

The minimum rear yard setback be reduced from a minimum requirement of 12 metres to 7.03 metres, a reduction of 41.4%.

The maximum building height be increased from the maximum allowed of 13.5 metres to 15.75 metres, an increase of 16.7%.

The site area allows for a maximum of 32 units, but the applicant is seeking 35 units, an increase of 9.4%.

The site requires a minimum landscaping area of 35% but the applicant is providing only 32.35%, a reduction of 7.6%.

Although the requested amendments range from moderate to extreme, they are certainly numerous in number.

As part of the OP Review, the Town Staff, the Town's Planning Consultant, and the Town Council (collectively the "Town") have endorsed increasing the overall density, height and intensification of future residential developments.

However, a couple of points should be noted.

First, these recommendations have not been tested in the public forum, and the Town may find significant pushback from the public against their proposed amendments.

Second, the Town is also proposing a number of amendments to the OP which the 665 Glass Street North applications appear not to respect. These include:

3.1.2.3 New development, intensification and infilling is permitted throughout the “Residential” designation provided it is in keeping with the character of the neighbourhood. When evaluating the character of the neighbourhood, regard shall be given to attributes such as: land use, lot sizes and fabric (i.e., area, frontage, and depth); building type, location, form and scale (i.e., setbacks from lots lines and roads, spacing from other buildings, massing, scale, and height), building materials and architecture, lot coverage (coverage of buildings and open/green space), and streetscapes and planned function of roads.

3.1.2.3.1 General Policies for New Development and Intensification/Infill b) Proposed land uses and development should have minimal impacts on adjacent properties in relation to grading, drainage, shadowing, access and circulation, and privacy.

3.1.2.3.3 Policies for the Development of Townhouse, Multiple and Apartment Dwellings a) The location and massing of new buildings should provide a transition between areas of different development intensity and scale. Appropriate transitions can be achieved through appropriate setbacks or separations of buildings, changes in densities and massing, and the stepping down of building heights. c) When considering building heights, potential shadowing impacts, views onto adjacent lower density lots and abrupt changes in scale should be considered. d) New buildings that are adjacent to low rise areas shall be designed to respect a 45 degree angular plane measured from the boundary of a lot line which separates the lot from an adjacent lot with a low rise residential dwelling. h) Proposed development will not create a traffic hazard or an unacceptable increase in traffic (or parking) on local roads.

In light of the serious deficiencies, I encourage the PAC not to endorse these applications. If the Applicant refuses any further changes, the PAC should simply recommend that Council proceed to the Statutory Public Meeting. This was the approach taken by the PAC in respect of the Arthur Meighen School Site Applications.

665 James St North

Jim Shook <Jim.shook47@outlook.com>

Mon 2020-06-15 2:16 PM

To: Planning <planning@town.stmarys.on.ca>

[EXTERNAL]

I am writing to voice my concerns over the proposed development of the property located at James St N in St Marys relating to the current and proposed official town plan. From a technical aspect it will be up to the planning committee to decide if the requested variances from required setbacks, and their interpretation of what constitutes an infill structure keeping with the character of the existing low density neighbourhood has been achieved.

My biggest concern with this development is over privacy for the adjoining bungalow townhouses. The parking lot and balconies look directly into the back yards and bedrooms of the six townhouses to the north of the development. 3.1.2.7 (f) of the town plan states:

f) That sufficient on-site parking is provided and adequate buffering, screening or separation distance is provided to protect adjacent areas of lower density housing.

I would like to think that going forward both the town planner and the developer will reach out to the condominium owners and get their views on what constitutes "adequate screening" as it is their privacy that is being invaded. My view is that a border of mature coniferous trees be included in any plans, perhaps in conjunction with some panels, to ensure there is year round privacy.

Regards,

Jim Shook
74 Edison, unit 11



Virus-free. www.avg.com

-----Original Message-----

From: noreply@town.stmarys.on.ca [mailto:noreply@town.stmarys.on.ca] On Behalf Of Bill Mustard

Sent: Saturday, June 20, 2020 12:46 PM

To: Communications <communications@town.stmarys.on.ca>

Subject: 665 James

[EXTERNAL]

I just read "Revised plans for 665 James Street North development supported by PAC" in the paper and I am concerned that there is not nearly enough parking. The Canadian average is 1.5 vehicles per household, and I assume that there will be visitors to the occupants.

Origin: <https://www.townofstmarys.com/en/doing-business/Planning-and-Development.aspx>

This email was sent to you by Bill Mustard<wmustard@gmail.com> through <http://www.townofstmarys.com/>.

From: Larry Hughes <hugheslarry40@gmail.com>

Sent: Friday, July 17, 2020 12:17 PM

To: Brent Kittmer <bkittmer@town.stmarys.on.ca>; Jenna McCartney <jmccartney@town.stmarys.on.ca>

Subject: 665 James Street North Development

[EXTERNAL]

I am a very concerned Neighbour-Homeowner regarding the Proposed 665 James Street North Apartment. Some of my questions and concerns follow:

Parking – The proposed 44 spaces for 35 units meets the Residential zoning bylaw but, will not meet the need. Is there a requirement for Handicap parking and visitor parking spaces that would be in addition to the 1.25 per unit? Since there is no on street parking on Glass Street or James Street North so the only place overflow would be able to park is on Edison Street. I live on Edison Street and believe me the homeowners already use the street for parking, sometimes on both sides of the street which with added cars from the proposed apartment, a firetruck would have no way to service the street if a fire occurs. Remember in winter months no on street parking allowed. Snow removal in the parking lot could also impact the number of usable spaces. Has the town considered these? If so, what is the solution?

Does the police contract call for the police to ticket for parking violations or will the town have a crew that handles all the calls I anticipate will result from the overflow?

Safety - Assuming that the 44 spaces are used, my concern is the driveway that spills directly onto James Street North (already very busy road) with traffic often moving over the speed limit as attested to by the police being there on a regular basis to monitor and ticket. With 44 cars in and out there will no doubt be an impact to traffic and safety. The Thamescrest development still to come on the other side of James Street North will add to the problems. I believe the condos that are located immediately behind the proposed apartment could have been built to exit onto James Street but because of safety concerns exit away from James Street North. Many people from St. Marys use James Street North to travel to Stratford so 44 cars or trucks entering from a driveway will present a traffic concern. Will there be a Stop sign?

I believe this is the first project for this particular builder, owner-manager. Not usually a good idea to have a residential builder jump into the world of commercial building. It is a very different animal as is managing such a building especially with affordable apartments.

This building is way out of line for appropriate infill that is supposed to be similar to the existing neighbourhood. It would be a very negative change that would lower property values for the homeowners that bought in St. Marys believing nothing like this could happen in their well-kept safe neighbourhood. My wife Cheryl and I moved here when I retired to get away from areas with buildings like this and found St. Marys very desirable as it satisfied this. We invested in St. Marys. We had no idea this type of chaotic development just for the sake of attracting low income renters with no investment in the town would become the norm.

We expect that the concerns of the homeowners in this entire neighbourhood registered at the first Planning Board meeting on this project will carry some weight. Unfortunately, we received no notice of a second Planning Board meeting. We still feel the same and are very disappointed that this project has gotten this far.

I suggest buildings like this belong in an area with other buildings like this. Please give this proposal a thumbs down. Thanks.

Please confirm that you received my email and that it will be presented to the council for discussion at the July 28th meeting and add me to the list of those interested in receiving future on this property.

Larry Hughes

98 Edison Street

St. Marys ON N4X 0A8

519-902-5147

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-----Original Message-----

From: bruce robertson <bwrobertson@live.com>

Sent: Monday, July 20, 2020 3:51 PM

To: Brent Kittmer <bkittmer@town.stmarys.on.ca>

Subject: Proposed Apartment Building on 665 James Street North

[EXTERNAL]

My husband and I live at 2-74 Edison. We back on to the proposed site for this apartment building. In the proposal each apartment is allowed 1.2 cars per unit.

It is common knowledge today that both the husband and wife each have employment outside the home, therefore requiring two cars per household. The proposed site allows for approximately forty parking spaces. Thirty five proposed apartments with two cars per household will require seventy parking spaces. There is no space allotted for visitor parking. In the winter snow removal will require space also. Here in the Northridge Condominium complex the majority of the people are retired and two thirds of the units have two cars. Also service trucks and emergency vehicles will require space to maneuver in a safe manner.

In summary there is NOT enough land area for the proposed apartment building. Perhaps this land area could be used for more suitable use, instead of wanting to accommodate a structure that clearly will not work. We feel that this proposal should not be accepted by our town council.

Bruce and Karen Robertson

Sent from my iPad

From: April Lye <apriye1@hotmail.com>
Sent: Monday, July 20, 2020 9:28 PM
To: Clerks Office <clerksoffice@town.stmarys.on.ca>
Subject: James and Glass Apartment

[EXTERNAL]

I am writing as I am concerned that there are only 1 and 2 bedroom units being proposed. I know I am not alone in my belief that there are not enough affordable 3 bedroom rentals available in St. Marys for split families, single parents or low income families. I would love to see the town enforce restrictions that a percentage of units within future apartment buildings must include three bedroom units in their planning. The proposed development is within a community of family homes and it would be beneficial for all to include apartments for families not just young single people. St.Marys is in desperate need of affordable 3 bedroom residences, not 1 bedroom, and it is time that it be addressed and rectified.

Thank you for your consideration of my opinion.
April Lye

From: Margaret Bell <mmastinbell@gmail.com>
Sent: Tuesday, July 21, 2020 9:48 PM
To: Brent Kittmer <bkittmer@town.stmarys.on.ca>
Subject: Input/Opinion on Application by R. Wankentin, Files OP02-2019 and Z04-2019

[EXTERNAL]

Virtual Public Meeting Tuesday July 28th 2020 at 6:00pm

Please include below in records of public input.

Dear Mr. Kittmer,

My husband and I live at 6-74 Edison St.. We moved to St Mary's July 9th 2018 from London, Ont. We bought our townhouse because it was a small enclave of 12 homes on the edge of a quiet subdivision. We are retirees in our 70' and Edison St. seemed to be a very good option for us. Since moving, we have been very happy with our property and also have fallen in love with the town of St Marys.

Our property on Edison St. has us backing onto the old Paint Shop, located on the lot that is the subject of an application for Amendment to the St. Marys Official Plan and Zoning By-Laws. At the time of our purchase, we were advised by our builder that the land housing the Paint Shop was zoned commercial. We hoped that eventually something commercial would be built there that would further add value to our great subdivision. Perhaps a convenience store or one storey professional building. Never in our wildest dreams did we imagine a 5-storey apartment building (now amended to a 4-storey apartment building) would be even considered in our area which has no structure over 2 storeys. We are asking you to please reconsider this application to amend the zoning by-laws to allow this 4-storey building. Any structure over 2 or 3 storeys and having a busy parking lot just does not fit in with the homes currently here. Visitors and residents entering St Marys on James Street N., would encounter this out of place building, sticking out of farm land and surrounded by 1 or 2- storey homes. The residents living in the Edison St., who are mainly retirees like us, don't want a large building overlooking our decks and looking into our homes. The proposed parking lot, which will need lighting on all night starting at dusk, would erase the country feel, not to mention shine into our homes, especially our bedrooms. We are also concerned that the additional noise from the increased number of people getting into their cars to go to and from work would take away the peaceful enjoyment we currently enjoy living on Edison St. I recently read a Bravo in the St Marys newspaper that the council has already approved this apartment building. This is obviously incorrect or we would not be having this important meeting. The Bravo discussed the benefits of added affordable housing, and I don't disagree with that. However, must be added properly to enhance all of St. Marys. We feel building an apartment building as an afterthought, in an already established subdivision, does not consider the people who have bought houses in this area. It does not take into account the negative impact on home values as the density for the area has just been greatly increased. It also doesn't place value on current residents having to look at this building and be overlooked by this building. Changing the By-Laws that are in place to protect current residents from this exact project is just simply unfair! If St Marys wants to build affordable housing, the building department should pick an area, build apartment buildings, and then plan a subdivision around them. This would then give people a choice if they want to buy and live in that area. Again, it is unfair to just build an apartment building in an area that was not targeted/signed or laid out for a residential 4 storey building. This is our retirement home and we cannot afford to take a loss on this property which will happen if an apartment building is built in our backyard. My husband and I pay taxes and purposely give our business to St Marys business. Even through this trying time with the virus, we make sure to spend our money locally to help the people of our own community. For that, and all detailed above, we deserve consideration in your decision to bend the rule to suit a new developer. We deserve for you to reject the application. This land can be used in a community responsible way that benefits everyone.

Sincerely,

Margaret and James Bell

Margaret and James Bell

6-74 Edison St

St Marys Ont.

N4X 0A9

(226) 661-1943

From: John Stevens <john.stevens@rogers.com>
 Sent: Tuesday, July 21, 2020 7:55 AM
 To: Clerks Office <clerksoffice@town.stmarys.on.ca>
 Subject: Proposed development

[EXTERNAL]

I have been interested in affordable housing in St. Marys for several years. I am happy that a developer has stepped up to the plate to build some. However, I see some issues with this proposed development.

First, many of the residents seem upset with a four-story development overlooking their properties. They will be accused of NIMBY-ism by many. I'd like you to consider whether you would like somebody peering into your backyard and windows while you conduct your daily activities. And it works both ways. I wouldn't want to be entertained by who knows what in an apartment building so close to my property. I don't believe that this is a case of local residents not wanting lower income families into their neighbourhood.

Second, I'd like to know the process by which the Town selects properties for affordable housing. Is it simply that somebody can come in and buy any property, propose a development and build if council approves it? Or has the planning committee designated preferred locations in town for affordable housing and provided incentives for the developers to build? Allow me to explain.

We have already had a group of citizens oppose the development of a retirement residence on the old Arthur Meighen School property. From what I see, the proposed development would be better suited to go there and the adjacent land. Something is happening on the adjacent land, but I am not sure what. I feel that this development invades the privacy of the residents much more than the Arthur Meighen proposal which was successfully (so far) defeated by council.

I may not have done my homework to the planning committee recommendations, but I throw this out for consideration. There are plots in Town that I consider very desirable for affordable housing. Most of them are on the west side of James Street. Why do I find these locations desirable?

- They are close to the public school. Children can walk to school.
- They are close to the Pyramid Recreation Centre. This will result in increased use of the facility.
- They are close to much of the industry where people in affordable housing would work.
- The development would be a comfortable distance away from any existing homes.
- The development would be very close to the fire hall should any emergency arise.

My hope is that something will be done to encourage developers to build affordable housing here in one of the Town cores and not on the outskirts.

This still leaves the dilemma of what to do with the current land. Rather than a four-story building, would it be conceivable to build something more modest that would blend into the community more? Similar to the Arthur Meighen plot, could the developer be asked to consider the sensitivities of the immediate residents more and come back with a plan B? It may make the land less profitable to the developer, but that doesn't mean that a profit can not be made.

Respectfully submitted,
 John Stevens

From: Alex Stephens <alexstephensmedia@yahoo.com>
Sent: Wednesday, July 22, 2020 5:07 PM
To: Clerks Office <clerksoffice@town.stmarys.on.ca>
Cc: Lucie Stephens <luciestephens@gmail.com>
Subject: 665 James Street North

[EXTERNAL]

To Whom It May Concern,

I'm writing this email to inform you of my opposition to the proposed changes put forward for the above site.

I don't understand why we would change our by-laws, our official plan and our zoning to accommodate a structure of this type. A four story structure is not only contrary to the official plan, but also would not suite the neighbourhood's current use.

The builder seems to have no regard for set backs, thus no regard for how his development will affect those if the surrounding properties. My neighbours on Edison Street and those who preside at the condominium located on Edison Street would be crowded by such a development.

The builder has also used the term "affordable housing" as part of their proposal. I find this greatly astonishing as there is no part of their plan to ensure the housing is indeed affordable. I refuse to believe that adding 35 units to a population of 7,000 and catch basin of 15,000 will make a difference to the amount of inventory that it would take to change the supply factor in St Marys. I believe this is just a tactic used to justify a larger development than is currently allowed on this site.

I ask that you consider the property owners on Edison Street the right to privacy and happiness. They bought their homes believing the property in question would be a small, 1 story commercial space. They also believed that should anything change, as urban spaces do, the most they would have to contend with, would be a 3 story building. They were lead to believe this 3 story building would have all development set back from not only the road but also their property line.

I would ask that you not only respect the current official plan and by-laws, but also the property owners of Edison Street.

Regards

Alex Stephens
 125 Millson Crescent
 St. Marys, ON
 N4X 1E3

Alex Stephens Media
 226-880-4710
 Please note my new 226 area code.

**VIA EMAIL**

May 20, 2020

Members of Planning Advisory Committee
 The Corporation of the Town of St. Marys
 175 Queen Street East
 St. Marys, ON
 N4X 1B6

Dear Members:

**Re: Applications for Official Plan Amendment and Zoning By-law
 Amendment (OP02-2019 and Z04-2019)
 Randy Warkentin
 665 James Street North**
Our File: HHL/TSM/19-01

On behalf of Randy Warkentin, are pleased to provide the following information for your consideration regarding the Official Plan Amendment (“OPA”) and Zoning By-law Amendment (“ZBA”) applications for the low-rise apartment development located on lands known as 665 James Street North in the Town of St. Marys.

We would like you to note that our client has considered the comments received from the Planning Advisory Committee (“PAC”), and the public, at the meeting of February 18, 2020 and has made significant revisions to the proposed development. In summary, the following changes have been made to the proposal:

- The height of the building has been reduced from 5-storeys to 4-storeys;
- The total number of units has been reduced from 46 units to 35 units. The resulting density of the proposed development has reduced from 124 units per hectare to 95 units per hectare;
- Doors and patios are now provided for the ground floor units;
- The at-grade commercial unit(s) have been removed. The building is now purely residential.
- The overall length of the building footprint has been reduced by approx. 3.5m, and the building has been positioned 2.65 m further away from the easterly property line;
- The underground parking garage and access ramp have been eliminated;

May 20, 2020

- The minimum number of parking spaces required by the Zoning By-law are provided as surface level spaces;
- The location of the external on-site garbage pick-up area and internal garbage room have be relocated (to the west side of the buildings entrance), and the associated vehicle turning movements are denoted on the site plan; and
- Coloured architectural drawings have been prepared to further illustrate the high quality design of the proposed development.

In addition, we provide the following responses to some of concerns voiced by PAC Members and local residents at the meeting on February 18, 2020:

i. Transition and compatibility

In evaluating the compatibility of a development to the existing character of the area, it is important to understand that a degree of built form transition is necessary and expected when introducing a mix of building types and densities. Transition can typically be accomplished by means of a buffer. Buffers can be introduced in different ways, including most commonly through setbacks, vegetation or fencing, and/or a graduation in scale.

The proposed apartment building has been positioned as close as possible to the James Street North and Glass Street road allowances. Thereby creating a vibrant street wall and a strong street edge, while providing appropriately sized areas for on-site surface parking, loading and landscaping, and maximizing the separate distances from the neighbouring properties. These separation distances will help maintain privacy levels for the surrounding properties, as well as allow appropriate opportunity for boundary fencing, and/or landscaping to create visual separate. The future Site Plan Approval process will provide the opportunity to consider and address detailed matters with respect to landscaping and fencing, amongst other matters.

The proposed apartment building will contribute to the mixture of unit types and built form existing in the surrounding neighbourhood. It is acknowledged that the proposed built form varies in general scale to the surrounding lands which contain a mix of building types and scales. It is our opinion that it is appropriately positioned and sized for this corner lot fronting an Arterial Road, and will provide a transition to the surrounding two-storey townhouses, semi-detached properties, and single detached dwellings beyond. The proposed low-rise apartment building is generally regarded as a compatible form of infill development within a low-density residential context.

A number of options for site layout, vehicle access location and building orientation were considered as part of the initial design work. Considerable efforts have been made during the design of the project to ensure that the building is located and orientated appropriately, and that potential vehicle conflicts are minimized by proposing a single vehicle access off the higher order street i.e. James Street North (an Arterial Street). It was determined that the current arrangement makes the most efficient use of the available developable land, whilst minimizing potential significant impacts for surrounding properties.

- ii. Environmental Site Assessment: Rubicon Environmental (2008) Inc. are qualified environmental consultants that were retained by the landowner to

May 20, 2020

undertake a Phase One and a Phase Two Environmental Site Assessment (ESA) for the subject property.

The Phase One ESA was conducted in accordance with O. Reg. 153/04, as amended by O. Reg. 511/09. As part of the Phase One ESA completed by Rubicon Environmental (2008) Inc., a number of contaminants of potential concern were identified at the Site. Given the identification of these contaminants and the historical nature of the previous use on the subject lands, which included an automobile repair garage, it was recommended by Rubicon that a Phase 2 ESA be prepared.

The Phase Two assessed the property using the Table 2 standards for commercial land use, non-potable groundwater, coarse textured soil from the Ministry of Environment (MOE) document "Soil, Ground Water and Sediment Standards for Use under Part XV.1 of the *Environmental Protection Act*"

Based on the findings of the Phase One investigation, a professional judgmental sampling approach was implemented by Rubicon Environmental (2008) Inc. The Phase 2 ESA investigation completed on the subject property included the advancement of five (5) boreholes (BH) and the monitoring of six (6) existing monitoring wells was completed on-site. The locations of the boreholes were strategically placed to fully investigate and identify any contaminants of concern which may be present on, in or under the subject property.

Soil analysis completed during the Phase Two ESA indicated that soil met the MOE Table 2 Standards for all parameters tested which includes potential contaminants of concern. In addition, groundwater analysis completed during the Phase Two ESA indicated that groundwater met the MOE Table 2 Standards for all parameters tested which included potential contaminants of concern.

As a result of the findings of the Phase Two ESA, it is the professional opinion of Rubicon Environmental (2008) Inc. that there is no known environmental conditions in the land or the water on, in or under the subject property to warrant further environmental investigation. It is Rubicon's professional opinion that the Site is suitable for the filing of a Record of Site Condition ("RSC") with The Ministry of the Environment, Conservation and Parks (MECP). The RSC is currently with the MECP for review and ultimate approval.

- iii. Accessible Units: Six (85%) of the seven proposed ground floor units are generously sized 2-bedroom units (i.e. up to approximately 1035 sq. ft.), which if desired, could be designed to meet accessibility standards for a future occupier. The inclusion of an elevator within the building will ensure all of the proposed units are accessible to future occupiers.
- iv. Affordability: It is our professional opinion that the first step to improving access to affordable housing options in St. Marys is to increase housing supply. Furthermore, offering a wider mix of housing types provides improved access to affordability options. It is our understanding that rental units (such as proposed) are a needed form of housing in St. Marys, and the proposed apartment dwellings will help contribute to the supply of affordable and alternative housing options in the area. At this preliminary stage, the future rental value for the proposed units has not been determined. Best efforts will be made to ensure that the units align with affordable targets, however it should be acknowledged that it

May 20, 2020

is generally difficult to deliver meaning affordable housing in periphery locations such as this which are earmarked for lower density residential.

- v. Electrical Vehicle Chargers: The landowner intends to provide two electric vehicle charging stations for the use of future residents. The location of the stations will be determined during the future site plan approval process.

In summary, the proposed development continues to provide all the required requisite facets to deliver a high-quality development. All required parking spaces (standard and BF) are provided; as well as peripheral areas for outdoor amenity area, landscape buffering and tree planting. The future Site Plan Approval process will refine matters pertaining to architectural design, landscaping, fencing, and lighting.

Based on the above, we believe that the proposed OPA/ZBA, is appropriate and represents sound land use planning principles consistent with the Provincial Policy Statement, and the existing and emerging Official Plan policies. The proposed development is compatible with, and respects, the surrounding uses while at the same time responding to and achieving the goals of the Province of Ontario and the Town of St. Marys as it relates to residential intensification and infill development in appropriate locations.

We thank you for the opportunity to provide the above comments on behalf of our client and we look forward to your consideration of the OPA/ZBA at the next available PAC meeting. If we can be of any assistance, please do not hesitate to contact the undersigned.

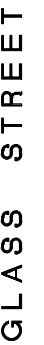
Yours very truly,

ZELINKA PRIAMO LTD.

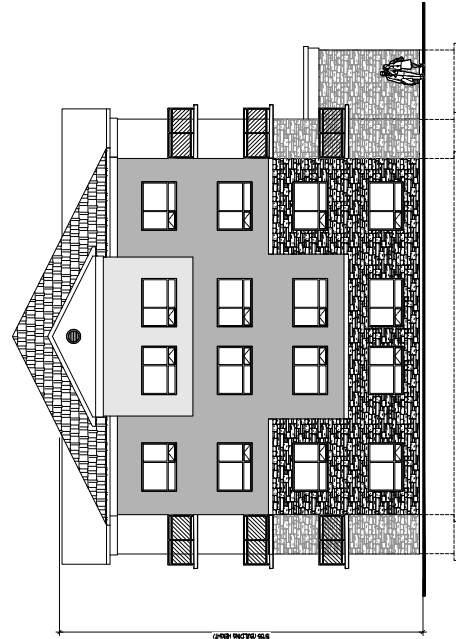


Dave Hannam, BRP, MCIP, RPP
Senior Associate

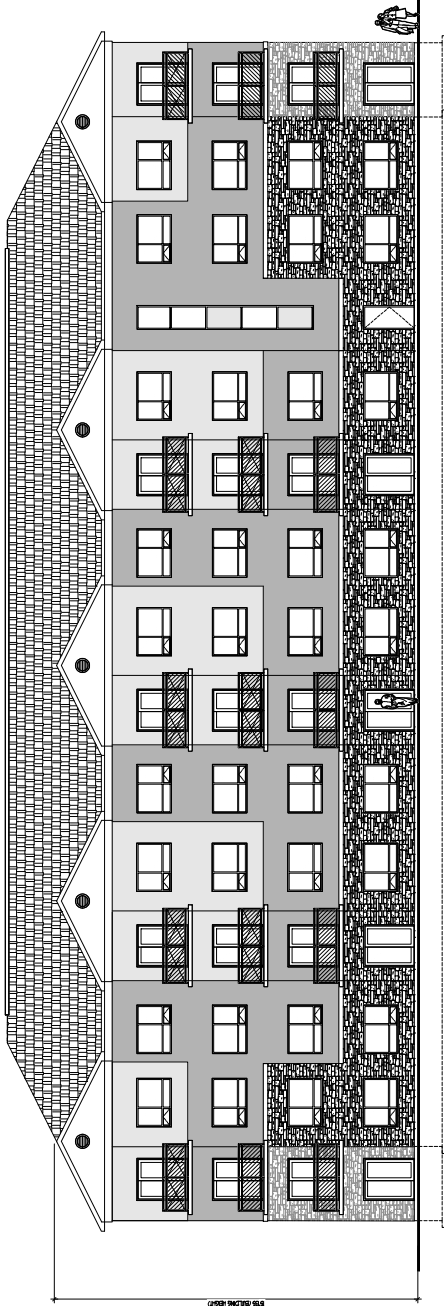
Cc: The Client (Via Email)



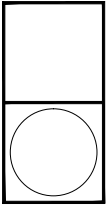
EAST ELEVATION



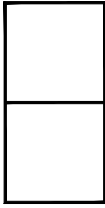
SOUTH ELEVATION (FACING GLASS STREET)



DO NOT SCALE DRAWINGS. DIMENSIONS MUST BE READ IN CONJUNCTION WITH WRITTEN SPECIFICATIONS. ALL WORK SHALL BE CARRIED OUT ACCORDING TO LATEST EDITIONS OF THE CANADIAN BUILDING CODE, OTHER APPLICABLE CODES, AND ALL APPLICABLE STANDARDS. CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL DISCREPANCIES OR AMBIGUITIES TO THE PROJECT PRIOR TO ISSUANCE OF CONTRACT.



gk architect inc.
666 JAMES STREET
ST. MARYS, ONTARIO N5A 3Z2
PHONE (519) 272-0075 FAX (519) 272-1433



Greg R. Bell, Architect, P. Eng., O.A.S. 16881 Reg.
Principal Architect of GK ARCHITECT INC. is the
designer for this project with respect to all architectural
work and drawings. The Architect is a member of the
Association of Architects of Ontario and is registered
with the Ontario Association of Architects. GK ARCHITECT INC.
is a member of the Ontario Association of Architects.
GK ARCHITECT INC.
is a member of the Ontario Association of Architects.
is a member of the Ontario Association of Architects.

The Architect does not warrant or accept any liability
with respect to design services. The Architect will
not be responsible for any errors or omissions in the
drawings or specifications.

| REVISION | |
|----------|------|
| NO. | DATE |
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| RESIDENTIAL DEVELOPMENT | |
|--|---------------|
| 666 JAMES STREET, NORTH ST. MARYS, ONTARIO | |
| PRINT DATE: | April 6, 2020 |
| DATE: | April 6, 2020 |
| DRAWN BY: | --- |
| CHECKED BY: | G.R.B. |
| SCALE: | 1:100 |
| PROJECT No.: | 19477 |

SOUTH AND EAST ELEVATIONS

A3.1

gk

gk architect inc.
666 JAMES STREET
ST. MARYS, ONTARIO N5A 3Z2
PHONE (519) 272-0675 FAX (519) 272-1433

Greg R. Bell, Member, R. Inst. of A.S. with Reg.
Principal Architect of GK ARCHITECT INC. is the
designer for this project with respect to all architectural
work and drawings. The Architect is a member of the
Association of Architects and has assigned
Greg R. Bell as the Architect for this project.
REG-246
as per requirements of the Ministry of Municipal
Affairs & Housing Plan 12-17

The Architect does not warrant or accept any liability
with respect to design services. The Architect will
neither be liable for any design errors.

| No. | DATE | REVISION |
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**RESIDENTIAL
DEVELOPMENT**
666 JAMES STREET, NORTH
ST. MARYS, ONTARIO

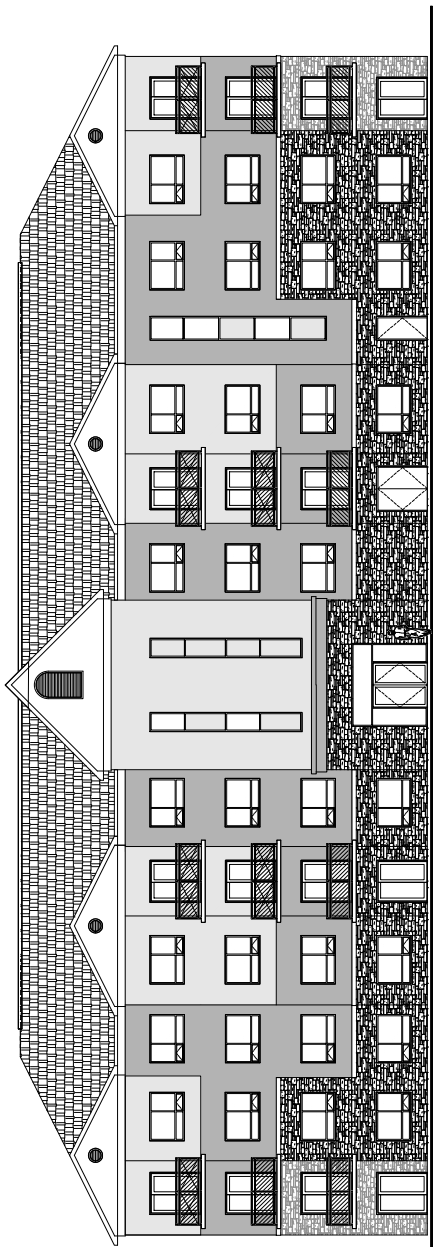
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| DATE: | April 6, 2020 |
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| CHECKED BY: | G.R.B. |
| SCALE: | 1:100 |
| PROJECT No.: | 19477 |

**NORTH AND WEST
ELEVATIONS**

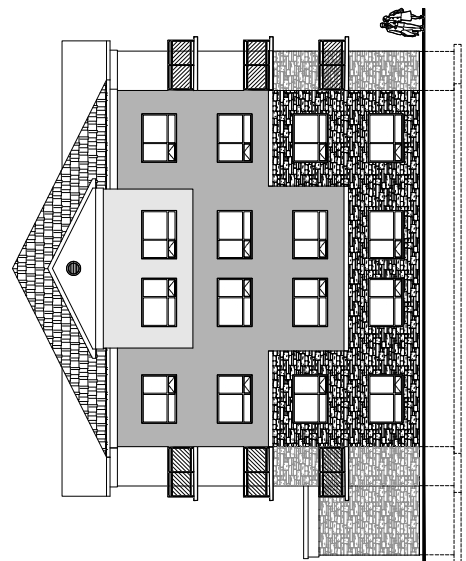
A3.2

gk

DO NOT SCALE DRAWINGS. DIMENSIONS MUST BE READ IN CONJUNCTION WITH WRITTEN SPECIFICATIONS. ALL WORK SHALL BE CARRIED OUT ACCORDING TO LATEST EDITIONS OF THE CANADIAN BUILDING CODE, OTHER APPLICABLE CODES, AND ALL APPLICABLE STANDARDS, SPECIFICATIONS, AND ALL APPLICABLE LAWS, ORDINANCES, AND REGULATIONS. CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL DISCREPANCIES OR AMBIGUITIES TO THE PROJECT PRIOR TO ISSUANCE OF CONTRACT.



NORTH ELEVATION (FACING PARKING LOT)



WEST ELEVATION (FACING JAMES STREET)

A2.2

SECOND FLOOR
PLAN

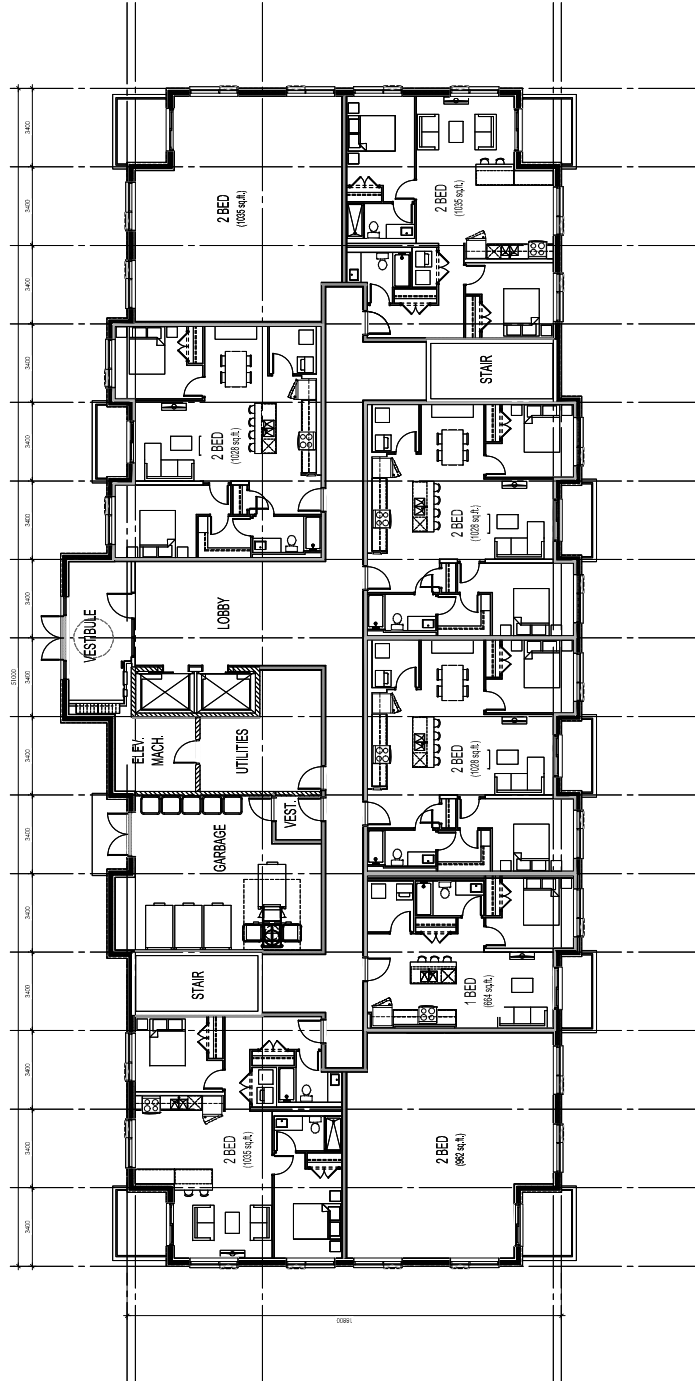
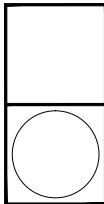
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| RESIDENTIAL DEVELOPMENT | |
| 665 JAMES STREET, NORTH ST. MARYS, ONTARIO | |
| PRINT DATE: | April 6, 2020 |
| DATE: | April 6, 2020 |
| DRAWN BY: | --- |
| CHECKED BY: | G.R.B. |
| SCALE: | 1:100 |
| PROJECT No.: | 1947 |

| No. | DATE | REVISION |
|-----|------|----------|
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On April 6, 2020, G.R.B. was the Principal Architect of G.R.B. ARCHITECT INC. in the design of this project with respect to architectural and structural design. The Architect is not responsible for the design of the mechanical, electrical, plumbing, and fire protection systems. The Architect has no responsibility for the design of the fire alarm system as per requirements of the Ministry of Municipal Affairs and Housing (MMAH).

The Architect does not have control over the construction of the building. The Architect is not responsible for the design of the fire alarm system as per requirements of the Ministry of Municipal Affairs and Housing (MMAH).

gla architect inc.
400 ANDERSON STREET
STRAITFORD, ONTARIO N6S 3Z2
PHONE (519) 272-0075 FAX (519) 272-1433



DO NOT SCALE DRAWING. DIMENSIONS MUST BE READ IN CONJUNCTION WITH WRITTEN SPECIFICATIONS. ALL WORK SHALL BE DONE IN ACCORDANCE TO LATEST EDITIONS OF THE CANADIAN BUILDING CODE, OTHER APPLICABLE CODES, AND ALL APPLICABLE LAWS, ORDINANCES, AND REGULATIONS. CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL DISCREPANCIES OR AMBIGUITIES TO THE PROJECT PRIOR TO ISSUANCE OF CONTRACT.



The Architect above has exercised responsible control with respect to design activities. The Architect's seal number is the AIA BC/DN number.

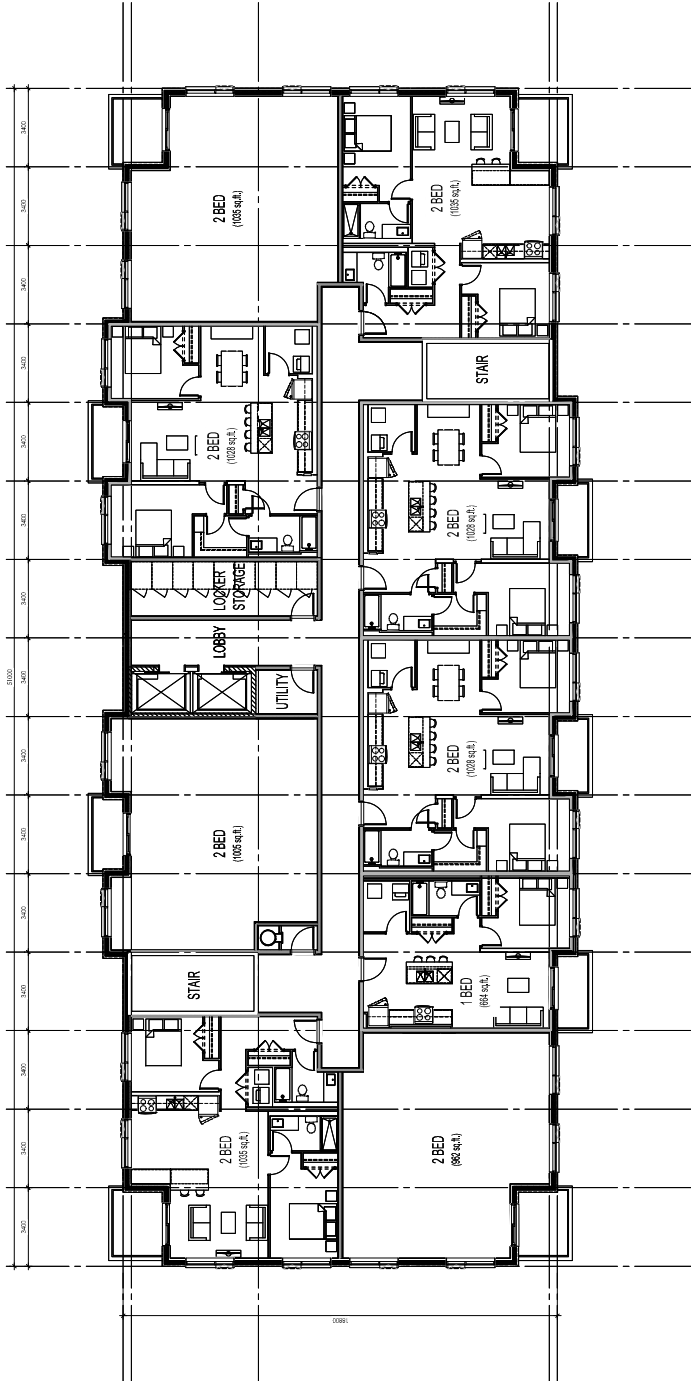
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665 JAMES STREET, NORTH
ST. MARY'S, ONTARIO

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| PRINT DATE: | April 8, 2020 |
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| PRINT DATE: | April 8, 2020 |
| DATE: | April 8, 2020 |
| DRAWN BY: | |
| CHECKED BY: | G.R.B. |
| SCALE: | 1:100 |
| PROJECT No.: | 1947 |

A2.3



DO NOT SCALE CHANNELS. DRAWINGS MUST BE READ IN CONJUNCTION WITH WRITTEN SPECIFICATIONS. ALL WORK SHALL BE CARRIED OUT ACCORDING TO LATEST VERSIONS OF THE GRADING BUILDING CODE, OTHER APPLICABLE CODES, AND ALL APPLICABLE HAVING JURISDICTION. CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL DISCREPANCIES OR AMBIGUITIES TO THE ARCHITECT PRIOR TO ISSUANCE OF CONTRACT.

South 3D Rendering



North 3D Rendering



South Elevation



North Elevation



West Elevation



East Elevation



MONTHLY REPORT

| | |
|-------------------------|---|
| To: | Mayor Stratthdee and Members of Council |
| From: | Administration |
| Date of Meeting: | 28 July 2020 |
| Subject: | CAO 40-2020 July Monthly Report (CAO and Clerks) |

RECOMMENDATION

THAT CAO 40-2020 July 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:
 - In response to the Stage 3 announcement, the Town is taking the following action:
 - **Playgrounds and Parks** – were re-opened on July 17.
 - **VIA Station/Business Incubator** –reopened to the public for the commercial tenants on July 20. Will consider reopening for VIA services the first week of August.
 - **MOC Service Counter** – tentatively planned to open for public access on August 5.
 - **Quarry** – no changes planned to the current reopening plan of three swims per day/70 bathers per swim.
 - **Library** – currently working on a re-opening plan.
 - **Museum** – no imminent plan to reopen for full services, but reviewing the opportunity to open to the public for research services and begin with some outdoor programming.
 - **PRC** – indoor gatherings are limited to 50, which would mean only 50 patrons (plus staff) can be in the building after July 17 . This approach would not be sustainable for reopening all amenities at the facility. The plan forward is for staff to actively work with the Province and public health authorities to develop a reopening plan. Conceptually, we'd like to see the facility compartmentalized into 3-4 standalone areas: ice, pool, community centre, and Friendship Centre, with 50 patrons allowed in each area.
 - Council and Committee Meetings
 - Legislation passed that permits municipal councils and local boards to hold meetings with electronic participation for the purpose of quorum on a permanent basis whether an emergency has been declared or not. Further details provided in CAO 43-2020 staff report.

- Yard Sale Ban
 - Council was of the consensus at its regular meeting on April 28 to temporarily ban yard sales in the Town of St. Marys as a response to the pandemic.
 - With the recent entry to Stage 3 of the provincial recovery plan, social gatherings have increased for outdoor activities to 100 provided that people are maintaining physical distancing measures.
 - **Request for direction:** Council is asked whether it wishes to terminate the ban on yard sales within the Town of St. Marys.
- Marriage Licence Expiry Period Extended
 - Under Bill 197, *COVID-19 Economic Recovery Act, 2020* the province has extended the expiry date for most marriage licences issued between December 1, 2019, and the end of the province-wide declaration of emergency. These licences would still be valid and could be used for up to 24 months from the end of the declaration of emergency. Couples with a qualifying unused marriage licence issued during this timeframe are being encouraged to hold onto it. They would have up to 24 months to use it and would not need to replace their marriage licence.

Municipal Efficiency and Modernization Review

- The next phases of this project are underway.
- On July 6, 7, and 8 key staff participated in a total of 4 sessions to review individual internal processes for efficiencies and modernizations. These included Guest Services processes (2 sessions), Accounts Payable/Receivable processes (1 session), Customer Service processes (1 session)
- On July 9 and 10, SMT completed 2 of the 4 organizational design workshops, with the third workshop planned for August 12.
- Tentatively, a draft report is planned to be presented in early fall. The Province has now extended the project deadlines due to COVID-19 delaying work, and the final project report is now due December 4, 2020.
- However, the organization currently has vacancies in three full time positions and one pending including the Director of Corporate Services, Corporate Services Assistant, Planning/Development Coordinator, and the Procurement and Risk Management Specialist.
- Strategically, administration has kept these positions vacant to allow for flexibility to implement the KPMG recommendations and to help offset increased costs of COVID. Moving forward, after August 12 we should have a good sense of how these vacant positions will be adjusted to support some of the structural issues we've identified. To ensure the vacancies don't affect the performance of departments and the organization, the newly defined positions will be posted before the end of summer.

Strategic Planning and Projects

- Community Transportation Projects:
 - As noted on June 23, the project is being placed on hiatus.
 - Correspondence has been sent to the Ministry of Transportation requesting an extension to the funding deadline.
 - Pending a response back, only administrative readiness work will be completed for the project in an effort to manage costs.
 - If the Ministry does not extend the funding deadline, the ability to successfully launch and operate the pilot during the pandemic will need to be carefully evaluate.

Intergovernmental Relations

- UTRCA Levy Appeal
 - No further information at this time.
- Community Safety and Wellbeing Plan
 - Steering Committee met on July 22 to finalize survey and to draft county-wide communication to promote participation in survey.
 - Survey scheduled for released on July 30.

Policy and Governance

- Review of Animal Control and Animal Services in St. Marys. Report to SPC in August.

Land Sales

- 480 Glass Street (Junction Station)
 - Zoning by-law amendment appeal period closed on July 14 with no appeals.
 - All conditions of the sale have been satisfied, and the closing date for the property has been set as August 5, 2020.
- 481 Water Street South (McDonald House)
 - Heritage application approved and the purchaser is moving forward to develop their site plan application.
 - Substantial effort was given in the last month to negotiating the restrictive covenant required by St. Marys Cement for the property. The company is quite concerned about the potential for complaints against the company if a sensitive use is approved at the property, so they have limited their approved uses of the property considerably. Proposed wellness uses of the property, including a spa, hair salon, and paramedical services, have all been rebuffed by the company.
 - However, even with these limitations the purchaser is prepared to move forward with the purchase and sale.

Corporate Communications

- Media Relations
 - Issued 8 press releases related to the COVID-19 pandemic
- Advertising:
 - Designing ad for Globe and Mail “Explore Ontario” travel insert and connecting reporters with sources for editorial content
- Social Media:
 - 184 new followers on the Town’s Facebook page since June 18
 - 9 new followers on the Town’s Twitter page since June 18
 - 28 new followers on the PRC’s Facebook page since June 18
- Website:
 - First online form (Open Air Burn Permit application) created through FormBuilder currently in end-stages of development; plan to launch late July/early August
 - Built extensive instructional/FAQ section on Quarry webpage to assist with new online registration process (page has had 25,777 views since June 18, accounting for 27.19% of all Town website traffic for the period)
 - 1,913 views of COVID-19 page since June 18
 - 318 views of Business Resources and Directory page since June 18
 - 84 views of Community Wellness page since May 19
- Other:

- Designed “Take It Outside” dining map for Economic Development
- Continuing to help produce It’s Your Business newsletter with Economic Development
- Creating promotional video for the Quarry

Events

- Found sponsors for all 8 nights of Piper at the Falls (weather permitting) and currently promoting each night.
- Virtual Canada Day was a success! Over 1,800 viewed the flag-raising ceremony and 4,000 viewed the Harmony of Friends concert. Almost 40 baking contest entries and approximately 40 people gathered to hear the carillon concert.
- Helped organize the first-ever Virtual Coffee with Council, which had over 1,000 views and an interesting range of questions and real-time participation

SPENDING AND VARIANCE ANALYSIS

None.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Strathdee and Members of Council |
| Prepared by: | Brent Kittmer, CAO/Clerk |
| Date of Meeting: | 28 July 2020 |
| Subject: | CAO 41-2020 Huron Perth Public Health – Service Agreement (Stratford Site) |

PURPOSE

The purpose of this report is to present Council with a proposed 10 year service agreement with the Huron Perth Public Health Unit (HPPH). The intent of the agreement is to guarantee a HPPH service delivery location in Stratford over the term of the agreement.

RECOMMENDATION

THAT CAO 41-2020 Huron Perth Public Health – Service Agreement (Stratford Site) report be received; and

THAT By-Law 65-2020, being a by-law to the authorize the execution of a service agreement with HPPH, be approved.

BACKGROUND

On January 1, 2020 Provincial legislation amalgamated the Perth District Health Unit and the Huron County Health Unit (HCHU) into the HPPH. The amalgamation process was overseen by a Transition team consisting of Board Members and staff of the two health units over the last two years.

One of the key principles agreed to by the Transition team for the merger was equity. It was important to the transition team that both health units bring close to an equal amount of assets to the amalgamation so that there is a perceived fairness.

To accomplish the goal above, Huron County proposed to divest their former HCHU building to the newly amalgamated public health unit so that both parties bring a building and land to the table. As set out in legislation, a health unit cannot purchase or lease land without the consent of the majority of municipalities served. To facilitate the land transfer a majority of the City of Stratford, County of Perth and the Town had to consent to the land sale.

Prior to providing municipal consent to the sale, the City of Stratford, County of Perth and the Town requested to review the proposed agreement of purchase and sale between the HPPH and Huron County. During the Town's review of the proposed agreement, Council flagged the fact that the HPPH was guaranteeing to Huron County that they would have a presence in Clinton for 10 years, but not reciprocating the guarantee to the Perth County municipalities for the Stratford site. This was a concern because there was a risk that in any future health unit consolidation, Huron County had a guarantee of having a local office whereas the geographic County of Perth did not.

Collectively, each of the three Perth County municipalities provided consent to the proposed sale on the condition that a similar 10-year guarantee of a local office be reciprocated for Perth County.

REPORT

Attached to this report is the proposed 10-year service agreement between the HPPH, the City of Stratford, County of Perth and the Town. The terms of the agreement are the same as those provided to Huron County as a condition of their land sale to HPPH.

Essentially, the agreement states that the HPPH will continue to operate from the Gore Street location in Stratford for 10 years provided that the Province continues to provide adequate funding to the HPPH, and provided that the Province does not issue any directives or orders that may impact the HPPH's ability to continue to operate in Stratford.

FINANCIAL IMPLICATIONS

None.

SUMMARY

Staff are recommending that Council approve the service agreement with HPPH. While the 10-year location guarantee is not binding, it is the same as the guarantee that was provided to Huron County. Ultimately, this was the end goal to ensure that both Huron County and Perth County are on the same footing if the HPPH ever must decide to consolidate to one location.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED


Karima Kanani, Miller Thompson, Legal Counsel for the HPPH

ATTACHMENTS

1. Service Agreement with the HPPH

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

SERVICE COMMITMENT AGREEMENT

THIS SERVICE COMMITMENT AGREEMENT made as of the 30th day of June, 2020 (this “Agreement”)

B E T W E E N:

BOARD OF HEALTH FOR THE HURON PERTH HEALTH UNIT
(“HPHU”)

OF THE FIRST PART

– AND –

THE CORPORATION OF THE CITY OF STRATFORD

– AND –

THE CORPORATION OF THE COUNTY OF PERTH

– AND –

THE CORPORATION OF THE TOWN OF ST. MARYS

(collectively, the “Municipalities”)

OF THE SECOND PART

(each a “Party” and collectively, the “Parties”)

WHEREAS pursuant to Regulation 553 to the *Health Protection and Promotion Act* (Ontario) (the “HPPA”) the Huron County Health Unit (operated by The Corporation of the County of Huron (“Huron County”)) and Perth District Health Unit merged as the Huron Perth Health Unit effective January 1, 2020 (the “Merger”) and HPHU took occupation of the HPHU Clinton Property (as defined below) pursuant to an interim license agreement effective January 1, 2020 (the “Interim License Agreement”);

AND WHEREAS pursuant to the Interim License Agreement, HPHU and Huron County are entering into an Agreement of Purchase and Sale for HPHU to purchase for Two Dollars (\$2.00) from the County the property municipally known as The Health and Library Complex at 77722B London Road, Clinton, Ontario N0M 1L0 and the land beneath it (the “HPHU Clinton Property”) effective July 1, 2020 (the “Clinton Purchase Closing Date”) (the “Agreement of Purchase and Sale”);

AND WHEREAS section 11 of Schedule A to the Agreement of Purchase and Sale includes a service commitment from HPHU to Huron County for a ten (10) year period in accordance with the terms therein;

AND WHEREAS section 52(4) of the HPPA requires the consent of the councils of the majority of the municipalities within a health unit in order for the board of health for a health unit to acquire real property;

AND WHEREAS HPHU also operates from the property municipally known as 653 West Gore Street, Stratford, Ontario N5A 1L4 (the “HPHU Stratford Property”) and requires the consent of Municipal Councils of the Municipalities to the Agreement of Purchase and Sale;

AND WHEREAS as a condition of consent from the Municipal Councils of the Municipalities to the Agreement of Purchase and Sale, the Municipalities are requiring a commitment of service from HPHU in favour of the Municipalities on the same terms extended to Huron County;

NOW THEREFORE the Parties hereto acknowledge, understand, covenant and agree as follows:

1. HPHU confirms its intention to remain and operate its business in the HPHU Stratford Property for a ten (10) year period after the Clinton Purchase Closing Date provided that:
 - (a) HPHU continues to receive adequate government funding; and
 - (b) HPHU is not subject to any order or direction from any relevant government authority that may impact its ability to continue to operate its business from the HPHU Stratford Property.
2. No Party hereto may assign this Agreement without the prior written consent of the other Parties.
3. This Agreement constitutes the entire understanding of the Parties hereto with respect to the subject matter hereof and no amendment, modification or alteration of the terms hereof shall be binding unless the same be in writing and duly approved and executed by each Party.
4. This Agreement may be executed in any number of counterparts, including by facsimile transmission or email, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

**THE CORPORATION OF THE CITY OF
STRATFORD**

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

I/We have the authority to bind the City of Stratford

**THE CORPORATION OF THE COUNTY
OF PERTH**


Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

I/We have the authority to bind the County of Perth

**BOARD OF HEALTH FOR THE HURON
PERTH HEALTH UNIT**

Per: 
Name: Kathy Vassilakos
Title: Chair of the Board

Per: 
Name: Dr. Miriam Klassen
Title: Medical Officer of Health

I/We have the authority to bind the Health Unit

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

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

I/We have the authority to bind the Town of St. Marys



FORMAL REPORT

| | |
|-------------------------|--|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Brent Kittmer, CAO/Clerk |
| Date of Meeting: | 28 July 2020 |
| Subject: | CAO 42-2020 Resolution of Support for Broken Rail Brewing Inc. AGCO Application |

PURPOSE

This report presents a housekeeping matter to pass a resolution supporting the AGCO application of Broken Rail Brewin Inc.

RECOMMENDATION

THAT CAO 42-2020 Resolution of Support for Broken Rail Brewing Inc. AGCO Application be received; and

THAT the Town of St. Marys supports the AGCO application of Broken Rail Brewing Inc. for a Manufacturer's Limited Liquor Sales Licence.

BACKGROUND & REPORT

As Council is aware, on June 23, 2020 the Town approved an agreement of purchase and sale with Broken Rail Brewing Inc. for Junction Station. The appeal period for the property's zoning by-law amendment ended with no appeals, and the sale is now set to formally close on August 5, 2020.

The owners of Broken Rail Brewing are progressing through the development process for their microbrewery. A key step is their AGCO license application, they require a resolution of support from the local municipal Council. This is required because "By the Glass" applicants (the type of licence for the brewery) are exempt from the AGCO's public advertising process and a municipal resolution indicates the support of the local community.

FINANCIAL IMPLICATIONS

None.

STRATEGIC PLAN

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

- **Pillar #1 Infrastructure**

- **Strategic Priority:** Maintenance Prioritization
- **Outcome:** Given the large number of town-owned heritage assets, a maintenance schedule ought to be agreed to by Council in prioritizing which of these assets will be the recipient of discretionary funding
- **Tactic(s):**

- Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly. Assess if any assets can be better utilized by others.
 - Rethink use of assets to maximize their utility to the community. Develop a municipal policy outlining how decision will be made in future in the acquisition of addition heritage sites.
 - On a go forward basis maintenance, acquisition and devolution of heritage assets will align with the municipality's long-term strategic position.
- **Pillar #6 Housing**
 - **Strategic Priority:** Prioritize Town-Owned Property Assets
 - **Outcome:** Given the large number of Town-owned lands and properties, funding for many of the other initiatives in this revised Strategic Plan may require the sale or lease of these assets.
 - **Tactic(s):**
 - Develop a short-list of essential versus non-essential Town-owned assets and make key decisions about their future.
 - Explore options for those assets deemed non-essential (sale, lease, partnerships, etc.).

OTHERS CONSULTED

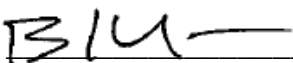
Ryan Leaman, Owner, Broken Rail Brewing Inc.

ATTACHMENTS

None

REVIEWED BY

Recommended by the CAO



Brent Kittmer
CAO / Clerk

FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Strathdee and Members of Council |
| Prepared by: | Jenna McCartney, Deputy Clerk |
| Date of Meeting: | 28 July 2020 |
| Subject: | CAO 43-2020 Electronic Meeting Participation |

PURPOSE

To update Council on the recent passing of Bill 197, *COVID-19 Economic Recovery Act* into law that would permit the ongoing use of electronic meetings participation and the ability to provide for proxy voting. To seek Council's direction on future meetings of Council and its committees.

RECOMMENDATION

THAT CAO 43-2020 Electronic Meeting Participation report be received; and

THAT Council give direction that committees and boards of Council as well as Council meetings will continue to meet through electronic participation until further notice; and

THAT Council give direction that committees and boards of Council are not required to regularly meet in the absence of priority agenda items unless provincially legislated to do so; and

THAT Council direct staff to report back to Council with a draft amendment to the Procedure By-law, 20 of 2016, including provisions for electronic meeting participation and proxy voting.

BACKGROUND

At the regular meeting of Council on March 24, 2020, Council approved By-law 36-2020 authorizing an amendment to the Procedure By-law, 20 of 2016. The purpose of this amendment was to implement new Provincial permissions giving Council the authority to hold council and committee meetings through electronic means when the province or the municipality has declared a state of emergency.

The province of Ontario's declaration of a state of emergency is currently in effect until July 23, 2020. At the time of writing this report with an assumption that the declaration may be withdrawn in the month of July. The Town's declaration of emergency remains in effect at the time of writing this report meaning that even if the Province rescinds their declaration, Council and committees can continue to meet electronically.

Further to the legislative change in March 2020 permitting electronic participation in council and committee meetings during declared emergencies, the provincial legislature has now passed Bill 197, the *COVID-19 Economic Recovery Act*. This legislation provides municipalities with the ability to amend their procedure by-law to permanently hold meetings through electronic participation outside of a declared emergency. In addition, the legislation also allows municipalities to include terms in their procedure by-law which would allow proxy voting for absent members of Council and committee. Both changes are as a result of advocacy efforts of municipal associations that have argued this type of change will allow municipalities to modernize.

Finally, on July 17, the Town of St. Marys entered Stage 3 of the Province's recovery framework. This means that indoor physically distanced gatherings of up to 50 people are now permitted.

REPORT

Staff have received a few requests from Committee members asking if in-person meetings could resume. Given the changes noted above, staff are seeking Council's input and direction on how Council and committee meetings should proceed in the short and long term.

The key questions for Council to consider are:

Short Term/Immediate Considerations:

1. Where should future meetings of Council and committees and boards of Council be held during the recovery phase of the provincial reopening plan? Should in-person meetings resume, should hybrid in-person/virtual meetings start, or should the Town remain fully virtual at this time?
2. Confirming the direction from SPC, does Council agree that the meeting schedule for committees and boards of Council should move to an "as needed basis" rather than keeping up with "meeting to meet a pre-determined schedule?"
3. Does Council agree with adding a provision in the Procedure By-law that authorizes proxy voting in the event a member cannot be present?
 - a. If so and if permissible through legislation, should this provision be extended to committees and boards of Council?

Long Term Consideration:

4. Does Council agree with adding a provision in the Procedure By-law that authorizes electronic participation for meetings outside of a declared state of emergency?
 - a. If so and if permissible through legislation, should this provision be extended to committees and boards of Council?

Short Term:

Meeting Location

With the recent changes to provincial orders regarding the gathering size of people, Council is asked whether it wishes to continue meeting through electronic participation or to return to Town Hall. The same inquiry is being made for the meeting location for all committees and boards of Council.

So Council is aware of all the requirements and implications, if Council and committee meetings were to resume in-person the meeting space would become a "publicly accessible space". This would trigger the face covering requirements of the Medical Officer of Health's public health direction. Accordingly, all meeting participants, including Council and committee members, staff, and any attending public would be required to wear a mask for the duration of the meeting.

Next, the set up of the meeting space would need to be physically distanced, with 2 m of separation between each individual. Using council chambers as an example, the space constraints of the meeting space would mean that there would not likely be enough room for staff to attend, and there would only be a limited number of seats for the public. This means that even if in-person meetings were to resume, there would still need to be a virtual component of the meeting so that staff could participate, and so that the public can view the meeting.

Given the constraints above, it is staff's recommendation that meetings continue through electronic participation for several factors not limited to the additional costs associated with facility set up and clean up for disinfecting purposes and reducing the risk of spread through in-person interactions when there is a suitable alternative available.

Committee Meeting Schedule

Based on the consensus of the Strategic Priorities Committee during the meeting on July 21, 2020, it is recommended to Council by the SPC that the future meeting schedule of committees and boards of Council be on an “as needed basis” based on agenda item need unless otherwise provincially legislated. This would mean that meetings with no specific purpose or agenda items would be cancelled rather than the current practice of holding a meeting with staff trying to fill an agenda.

Proxy Voting

Bill 197 offers municipalities the choice whether to allow proxy votes for municipal council members who are absent. This is a benefit to ensure the interests of a council member are heard when a member is unable to attend.

If Council wishes to authorize proxy voting, the Procedure By-law would need to be amended as such and it should include:

- How proxies may be established and revoked;
- Circumstances where proxies may or may not be used;
- How a proxyholder may participate in a meeting including voting, speaking, or asking questions on behalf of the appointing member; and
- Whether the Code of Conduct should be amended to help ensure that votes are appropriately cast and that the process is followed.

For further information related to Proxy Voting, please see the attached information sheet from the Ministry of Municipal Affairs and Housing.

Staff recommend that this option be considered as permissible by Council and that staff be directed to report back with an amendment to the Procedure By-law to provide this option.

Long Term:

Electronic Participation in Meetings

Bill 187 also offers municipalities the option to continue holding meetings through electronic participation outside of a declared emergency.

According to the Ministry of Municipal Affairs, it is up to the individual municipality to determine their method of electronic participation and the extent of the participation that will be permitted.

Further information related to Electronic Participation from the Ministry of Municipal Affairs and Housing is attached.

Staff recommend that the Procedure By-law be amended to reflect this provision.

FINANCIAL IMPLICATIONS

None at this time.

SUMMARY

Bill 197, *COVID-19 Economic Recovery Act*, has included several optional considerations for municipalities. Through this report staff are recommending that:

1. Meetings continue through electronic participation.
2. The future meeting schedule of committees and boards of Council be on an “as needed basis” based on agenda item need unless otherwise provincially legislated.

3. Staff be directed to amend the procedure by-law to provide that proxy voting for Council and committees and boards of Council be permissible.
4. Staff be directed to amend the procedure by-law to provide that electronic participation be permitted on a permanent basis for Council and committees.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None.

ATTACHMENTS

Ministry of Municipal Affairs and Housing Information Sheet for Proxy Voting

Ministry Municipal Affairs and Housing Information Sheet for Electronic Participation

REVIEWED BY

Recommended by the Department



Jenna McCartney
Deputy Clerk

Recommended by the CAO



Brent Kittmer
CAO / Clerk



Electronic Participation in Municipal Meetings

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document replaces previous guidance released in March 2020 regarding electronic participation in municipal meetings during emergencies.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province has made changes to the *Municipal Act* to allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum (the minimum number of members needed to conduct business at a meeting).

These provisions are optional. Municipalities continue to have the flexibility to determine if they wish to use these provisions and incorporate them in their individual procedure bylaws.

Municipalities may wish to review their procedure bylaws to determine whether to allow members to participate in meetings electronically, and whether to take advantage of the new provisions based on their local needs and circumstances.

What a municipality can do

A municipality can choose to hold a special meeting to amend their procedure bylaw to allow electronic participation. During this special meeting, members participating electronically can be counted for the purposes of quorum.

Municipal councils, committees and boards can choose to amend their procedure bylaws to:

- allow the use of electronic participation at meetings
- state whether members can participate in both open meeting and closed meetings
- state whether members participating electronically count towards quorum

It is up to municipalities to determine:

- whether to use these provisions
- the method of electronic participation
- the extent to which members can participate electronically (for example, it is up to municipalities to decide whether all council members participate electronically or whether some still participate when physically present in council chambers)

Technology to use for electronic meetings

Municipalities, their boards and committees can choose the technology best suited to their local circumstances so:

- their members can participate electronically in decision-making
- meetings can be open and accessible to the public

Municipalities may want to engage with peers who have electronic participation in place to find out about best practices as they revise their procedure bylaws. Some municipalities may choose to use teleconferences while others may use video conferencing.

Open meeting requirements

If a municipality chooses to amend their procedure bylaw to allow people to participate electronically, meetings would still be required to follow existing meeting rules, including that the municipality:

- provides notice of meetings to the public
- maintains meeting minutes
- continues to hold meetings open to the public ([subject to certain exceptions](#))

The *Municipal Act* [specifies requirements for open meetings](#) to ensure that municipal business is conducted transparently, and with access for and in view of the public. There are limited circumstances under the *Municipal Act* when municipal meetings can be conducted in closed session.

Rules for local boards

Local boards subject to the meeting rules in the *Municipal Act* include:

- municipal service boards
- transportation commissions
- boards of health
- planning boards
- many other local boards and bodies

Some local boards may not be covered. For example, police services, library and school boards have different rules about their meetings, which are found in other legislation.

Municipalities are best positioned to determine whether a local entity is considered a local board. If in doubt whether a local entity is covered under these rules, municipalities can seek independent legal advice regarding the status of local entities and whether these new provisions would apply to them.

Contact

If you have questions regarding how these new provisions might impact your municipality, contact your [local Municipal Services Office](#).

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>



Proxy Voting for Municipal Council Members

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province is providing municipalities with the flexibility to choose to allow proxy votes for municipal council members who are absent. This power helps ensure continuing representation of constituents' interests on municipal councils when a member is unable to attend in person due to, for example, illness, a leave of absence, or the need to practice physical distancing.

Municipalities that wish to allow proxy voting must amend their procedure bylaws to allow a member of council to appoint another member of the same council to act in their place when they are absent.

Optional and Flexible

Allowing proxy voting is optional and it is up to each municipality to determine whether to allow proxies for council and under what circumstances. If a municipal council chooses to allow proxy voting, it is up to each member to decide whether they wish to appoint a member of that council as a proxy or not if they are to be absent.

Municipalities have the flexibility to determine the scope and extent of proxy appointments including, for example, any local rules or limitations, the process for appointing or revoking a proxy, and how proxyholders may participate in meetings. Municipalities may wish to consider:

- how proxies may be established and revoked;
- circumstances where proxies may or may not be used; and
- how a proxyholder may participate in a meeting including voting, speaking, or asking questions on behalf of the appointing member.

If a municipality chooses to allow proxy voting, it would be the role of the municipal clerk to establish a process for appointing and revoking proxies. Municipalities may also wish to consider addressing proxy voting in their code of conduct or other local policies to help ensure that votes are appropriately cast and that the local process is followed.

Once a proxy has been appointed, the appointing member could revoke the proxy using the process established by the municipal clerk.

Limitations

Limits to the proxy appointment process are set out in legislation. These include:

- A proxyholder cannot be appointed unless they are a member of the same council as the appointing member:
 - For upper-tiers, this means that a proxyholder has to be a member of the same upper-tier council as the appointee, regardless of lower-tier membership;

- A member cannot act as a proxyholder for more than one other member of council at a time;
- An appointed proxy is not counted when determining if a quorum is present;
- A member appointing a proxy shall notify the municipal clerk of the appointment in accordance with a local process established by the clerk; and
- When a recorded vote is taken, the clerk shall record the name and vote of every proxyholder and the name of the member of council for whom the proxyholder is acting.

Council member absence rules still apply. This means that a member's seat would become vacant if they are absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.

Accountability and Transparency

Members appointing proxies or acting as proxyholders are required to follow existing accountability and transparency requirements. For example, a member may not appoint a proxy or serve as a proxyholder on a matter in which they have a pecuniary interest under the *Municipal Conflict of Interest Act*. Municipalities may also want to consider transparency measures such as:

- communicating to the public who has appointed a proxy and who is serving as a proxy;
- publishing meeting agendas in advance so that proxies can be appointed, if needed, and potential conflicts of interest can be identified; and
- allowing members to participate electronically when not able to attend meetings in person rather than appointing a proxy.

For more information about existing accountability and transparency requirements, including the Municipal Conflict of Interest Act, codes of conduct and the role of the local integrity commissioner, please see the [Municipal Councillor's Guide](#).

Contact

If you have questions regarding how these new provisions may impact your municipality, contact your local Municipal Services Office with the Ministry of Municipal Affairs and Housing.

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
Telephone: 705-564-0120 or 1-800-461-1193
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Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Community Services

Date of Meeting: 28 July 2020

Subject: DCS 19-2020 July Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 19-2020 July Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Wellness COVID-19 Pandemic:

- Staff are presenting a “Pay it Forward” program from the St. Marys United Way Committee to the BIA on Monday July 20th.
- Staff have been promoting HPPH’s requirement for masks. The Municipality has donated some of the earlier Town donated masks to be distributed at the St. Marys Nourish Markets and has begun to distribute within Stratford Social Service managed housing. Staff will continue to monitor the needs within the Community.
- Staff applied to the Stratford Perth Community Foundation for the Emergency Community Support Fund in the amount of \$37,000. The grant was approved for \$20,000 and will support some staffing costs associated with running telephone and virtual programs in the Friendship Centre, as well as some dollars to support the virtual Museum programs. Additional funds will support program equipment for the Museum and Recreation, as well as a portion of Social Media training.
- The Community Wellness program received a donation from the Chesterfield Fund through Stratford and Perth Community Foundations.
- Staff applied and was approved for Emergency Community Support funds from Huron Perth United Way in the amount of \$15,000 to support a co-pay meal delivery program from September 2020 to March 2021.
- Staff have offered to work with organizers of the St. Marys Community Meals program to see how the program can continue to be offered and what alternations need to be made if service cannot resume. The St. Marys Rotary Club has committed to community meal delivery until the end of August. Staff will continue to work with the Rotary Club program as needs arise.

Aquatics

- July 2 and 3 were training days for the lifeguards and canteen staff, staff have adapted well to the new protocols (rescues, PPE, first aid)
- The Quarry opened July 6 with three separate swim times per day. Attendance has been exceptional with an average attendance of 79% from July 6-15. There were only two days with poor weather that the time slots did not fill to capacity.

- Positive feedback from swimmers, and all are adhering to the new COVID-19 protocols in place
- The draw to the Quarry to date is from the following cities/towns: Stratford, London, Woodstock, Richmond Hill, Lakeside, Georgetown, Ingersoll, Lucan, Mount Forrest, New Hamburg, Kitchener, New Market, Mississauga, Oakville, Tillsonburg, Toronto, St. Thomas, Dorchester, Pickering, Guelph, Mount Bridges
 - A snapshot of where patrons are coming from for one swim using July 14, 1 p.m. as the example is as follows:
 - 13 St. Marys
 - 5 Pickering
 - 1 Lakeside
 - 4 Mount Bridges
 - 31 London
 - 5 Stratford,
 - 11 Kitchener/Waterloo
- The Quarry is experiencing high call volumes and patrons are doing a great job navigating the online booking system
- The Aquatics Supervisor did a radio interview with Juice FM (107.1 My Stratford Now) and the Globe and Mail to promote the Quarry
- Networking with local pools on operations, programming and protocols to develop what a return to the indoor aquatics centre might look like

Child Care Centre

- Reopened as regular childcare on July 6, 2020. There are currently 49 children enrolled and staff have been able to accommodate every family that needed care immediately, except 2.
- Reopening process went very smooth; all parents, children and staff are adjusting very well to new rules & regulations with no complaints
- Working on September enrollment with the possibility of increasing the cohort sizes in some of the classrooms to accommodate more families
- Challenges with making sure we have enough staff to provide care under the new regulations

Museum

- Staff submitted Museum Assistance Program emergency funding grant application.
- Working on recovery plans for Museum and Tourism.
- Staff working on increased volume of research requests since closing to the public. 21 requests for information were received in June.
- Staff did an interview with the Globe in Mail to promote heritage and culture learning opportunities for families
- Staff are looking to begin some in person paid registered programs in outdoor open spaces following social distancing and Health Canada recommendations

Park/Room/Ice:

- Call volumes have increased with the cancellation/rescheduling and booking of parks and rooms
- Meeting with ice users to discuss options for each group and the reality of the season from revenue/expenses, spectators, and COVID-19 protocols.

Recreation:

- Sent out a “Return to Play” document to all sport groups who utilize municipal property both indoors and outdoors. This document is designed to get groups thinking about what they need if/when they return to play. It also asks users to outline what new safety measures they are implementing due to Covid-19 so the municipality can get as much information as possible.

Youth Services:

- Summer Youth Economic Development Assistant has been hired through the Canada Summer Jobs grant. This position will be working for Youth Services and helping to write a conclusion report for the Perth4Youth project while also looking towards the future to see what emerging needs are happening for Youth during Covid-19.
- This position will also start to focus on the Youth Friendly Community designation for 2021 when staff will apply.

Senior Services

- As Community Support Services come back online staff will be investigating Zoom as the platform to host the Falls Prevention Group Fitness classes moving forward. Zoom as the platform will provide better access for tracking statistics required for the Ministry. Everyone will continue to be welcomed however a one-time registration for tracking and risk mitigation will be required.
- Staff have begun to develop and implement paid registered virtual programs. The following programs have or will take place between July and September; Learn to Pole Walk, Meditation, Small Group Personal Training and Wellness Together.
- Staff will begin programming and implementing in-person paid registered programs in outdoor open spaces following social distancing and Health Canada recommendations. The following programs will take place beginning in August; Line Dancing, Ballroom Dancing, Painting in the Pavilion, Bocce and Campfires.
- The Friendship Centre annual report is due July 31st
- St. Marys Home Support Services Year End Report is due in August.

Online Programming Analytics:

week of June 15th

| Date | Program Name | Total View Count | Post Engagement | No. People Reached | Average watch time |
|---------------------|---------------------------|------------------|-----------------|--------------------|--------------------|
| 15-Jun | Group fitness | 540 | 57 | 890 | 2.24/58.24 |
| 15-Jun | Child Programming | 488 | 10 | 972 | 0.11/13.53 |
| 16-Jun | Child Programming | 270 | 6 | 411 | 0.38/5.02 |
| 16-Jun | chair yoga | 352 | 30 | 909 | 0.28/44.22 |
| 16-Jun | The office Trivia | 485 | 106 | 991 | 1.56/59.14 |
| 17-Jun | Group fitness | 369 | 112 | 1100 | 1.31/50.13 |
| 17-Jun | Child Programming | 302 | 5 | 548 | 0.16/29.42 |
| 18-Jun | Child Programming | 457 | 3 | 497 | 0.29/2.30 |
| 18-Jun | yoga | 292 | 28 | 934 | 0.38/38.42 |
| 19-Jun | Group fitness | 408 | 116 | 1100 | 1.50/49.32 |
| 19-Jun | Library database tutorial | 316 | 6 | 1160 | 0.09/5.42 |
| 19-Jun | Child Programming | 379 | 7 | 917 | 0.08/13.40 |
| 19-Jun | Museum tour | 1400 | 72 | 2800 | 0.13/3.43 |
| | | | | | |
| | | | | | |
| TOTAL OF EVERYTHING | | 6058 | 558 | 13229 | |

week of June 22nd

| Date | Program Name | Total View Count | Post Engagement | No. People Reached | Average watch time |
|---------------------|---------------------------|------------------|-----------------|--------------------|--------------------|
| 22-Jun | Group Fitness | 355 | 157 | 1100 | 1.55/1.01.43 |
| 22-Jun | Child Programming | 215 | 2 | 464 | 0.16/23.54 |
| 23-Jun | Child Programming | 384 | 8 | 532 | 0.31/3.05 |
| 23-Jun | Chair Yoga | 817 | 24 | 817 | 0.33/50.50 |
| 23-Jun | Big Bang Trivia | 2642 | 184 | 1265 | 0.26/1.00.46 |
| 24-Jun | Group Fitness | 335 | 94 | 914 | 1.47/54.40 |
| 24-Jun | Child Programming | 386 | 6 | 480 | 0.40/3.33 |
| 25-Jun | Child Programming | 446 | 9 | 811 | 0.15/9.06 |
| 25-Jun | Bingo | 262 | 30 | 822 | 0.49/52.08 |
| 25-Jun | Williams Daughter Concert | 404 | 46 | 920 | 0.41/1.01.54 |
| 26-Jun | Group Fitness | 534 | 114 | 1200 | 1.21/57.10 |
| 26-Jun | Library Database Tutorial | 234 | 5 | 927 | 0.08/9.32 |
| 26-Jun | Child Programming | 296 | 5 | 704 | 0.09/3.02 |
| 26-Jun | Museum Tour | 724 | 30 | 1400 | 0.14/4.25 |
| | | | | | |
| | | | | | |
| TOTAL OF EVERYTHING | | 8034 | 714 | 12356 | |

week of June 29th

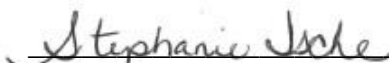
| Date | Program Name | Total View Count | Post Engagement | No. People Reached | Average watch time |
|---------------------|-----------------------------------|------------------|-----------------|--------------------|--------------------|
| 29-Jun | Group Fitness | 531 | 1400 | 98 | 1.19/53.47 |
| 30-Jun | Chair Yoga | 279 | 929 | 15 | 0.25/48.06 |
| 30-Jun | Canada Day Trivia Kids | 320 | 110 | 1017 | 0.44/24.50 |
| 30-Jun | Canada Day Trivia | 359 | 125 | 968 | 1.49/1.00.52 |
| 1-Jul | Friendship Centre Fun and Fitness | 1400 | 222 | 3500 | 0.42/36.07 |
| 1-Jul | Harmony of Friends Concert | | | | |
| 2-Jul | Child programming | 170 | 0 | 471 | 0.12/3.50 |
| 3-Jul | Group Fitness | 357 | 1000 | 70 | 1.40/57.29 |
| 3-Jul | Library Database tutorial | 294 | 2 | 962 | 0.07/4.52 |
| 3-Jul | Museum Tour | 404 | 17 | 1000 | 0.12/4.20 |
| TOTAL OF EVERYTHING | | 4114 | 3805 | 8101 | |

Week of July 6th

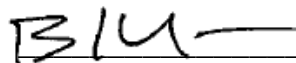
| Date | Program Name | Total View Count | Post Engagement | No. People Reached | Average watch time |
|---------------------|-------------------|------------------|-----------------|--------------------|--------------------|
| 6-Jul | Group Fitness | 484 | 240 | 1155 | 1.22/56.39 |
| 7-Jul | Child Programming | 630 | 14 | 1000 | 0.19/3.48 |
| 8-Jul | Group Fitness | 428 | 117 | 1800 | 1.12/52.55 |
| 9-Jul | Group Fitness | 534 | 16 | 1000 | 0.34/29.51 |
| 9-Jul | Child Programming | 511 | 10 | 1000 | 0.17/6.08 |
| 10-Jul | Group Fitness | 383 | 119 | 1400 | 1.17/58.52 |
| 10-Jul | Museum Tour | 642 | 29 | 1200 | 0.13/6.13 |
| TOTAL OF EVERYTHING | | 3612 | 545 | 8555 | |

REVIEWED BY

Recommended by the Department


 Stephanie Ische
 Director of Community Services

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk

FORMAL REPORT

| | |
|-------------------------|--|
| To: | Mayor Strathdee and Members of Council |
| Prepared by: | Amy Cubberley, Curator and Archivist |
| Date of Meeting: | 28 July 2020 |
| Subject: | MUS 18-2020 Municipal Register, Non-Designated Property Removal Request, 78 Robinson Street |

PURPOSE

The purpose of this report is to provide Council with a request from the property owner at 78 Robinson Street to be removed as a Non-Designated Property from the Municipal Register of Properties of Cultural Heritage Value or Interest.

RECOMMENDATION

THAT MUS 18-2020 Municipal Register – Non-Designated Property Removal Request, 78 Robinson Street report be received; and

THAT Council approve the removal of 78 Robinson Street as a Non-Designated Property from the Municipal Register.

BACKGROUND

Section 27 of the *Ontario Heritage Act* requires the Clerk of every municipality to keep a publicly accessible register of properties that are of cultural heritage value or interest in the municipality. The municipal register of heritage properties must list all properties in the municipality that are designated under Part IV (individual property designation) and Part V (within a designated heritage conservation district) of the *Ontario Heritage Act*.


The *Ontario Heritage Act* (subsection 27(1.2)) also allows a municipality to include properties of cultural heritage value or interest that have not been designated in its municipal register. What this means for the property owner is that the owner of a non-designated property on the Municipal Register is legally required to give the Town 60 days' written notice of intention to demolish. This notice period allows the Town to make a well-informed decision about whether long term protection of the property should be sought through the formal designation process.

At the January 23, 2018 Council meeting Council approved a list of Non-Designated properties for inclusion in the Municipal Register of Heritage Properties.

With the passing of By-law 13-2018 and establishing the Non-Designated List, property owners still have the opportunity to request that their property be added or removed from the List. The completion of the Non-Designated Property – Correct / Remove Application Form can be submitted to Town Staff, where it will then be reviewed by the Heritage Committee. The Committee will then provide a recommendation to Council, who will have the ultimate decision on whether a property should be added or removed from the List.

REPORT

78 Robinson Street was included in Non-Designated List of Properties in the Municipal Register as:

| | | |
|-------------|---|---|
| 78 Robinson |  | Lauriston Cruttenden built this house in 1886 and moved his family there from his first brick house on Ontario Street. Only two families have lived here: various members of the Cruttenden family and subsequently, of Dr. George Smith. |
|-------------|---|---|

A Non-Designated Property – Correction/Removal Application Form for 78 Robinson Street was received by Town staff on June 29, 2020. At the July 13, 2020 meeting of the St. Marys Heritage Advisory Committee the Correction/Removal Application Form for 78 Robinson Street was reviewed and the following motion was made:

Moved By: Janis Fread

Seconded By: Michelle Stemmler

THAT the Heritage Advisory Committee recommends, with regret, that Council approve the request to remove 78 Robinson Street from the Municipal Register of Non-Designated Properties.

CARRIED

FINANCIAL IMPLICATIONS

None.

SUMMARY

At the January 23, 2018 Council meeting Council approved a list of Non-Designated properties for inclusion in the Municipal Register of Heritage Properties. A Non-Designated Property – Correction/Removal Application Form for 78 Robinson Street was received by Town staff on June 29, 2020. At the July 13, 2020 meeting of the St. Marys Heritage Committee its members reviewed the application and made a resolution on the application. Council has the ultimate decision on whether a property should be added or removed from the List.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED


St. Marys Heritage Advisory Committee

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department



Amy Cubberley
Curator and Archivist



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Finance

Date of Meeting: 28 July 2020

Subject: FIN 24-2020 July Monthly Report (Finance)

RECOMMENDATION

THAT FIN 24-2020 July Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance projects delayed:

- 2019 Year End Audited Financial Statements – targeting to be completed in August
- 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)

Budget:

- 2020 Budget updated in general ledger software
- 2021 budget plan being developed
- 2021 Pre-Budget meeting scheduled for July SPC

Finance:

- Normal payment vouchers are reduced (179 Cheques & EFTs), however we are now running weekly payments to ensure payment to suppliers are not delayed
- Continued with COVID-19 related refunds for PRC
- June 30th was the due date for any deferred May 29th interim bills; the total property taxes receivable at June 30th, 2020 was \$527,585 (\$644,617 June 30th, 2019) which represents over \$100,000 less than the same time last year
- All staff completed WHMIS training
- 2018 Annual Energy Consumption report submitted to ministry
- Finance staff participated in all 3 KPMG process reviews (Accounts Payable/Receivable, Customer Service, and Guest Services)

Economic Development / Tourism / VIA Services

- Launched a short promotional video for the Town titled “Strong As Stone”. The video was released on all social media channels. Purpose was to promote a sense of civic pride, encourage local tourism and provide a community morale boost. The video was themed around the concept of being a tourist in your own town. It was featured on AM 980 and in the St. Marys Independent Newspaper.

Social media stats:

Facebook

- Estimated reach (how many people have seen it to date): 23,000
- Post engagement (how many people have liked, shared or commented on the video to date): 1,873
- 1,046 likes, 271 loves, 6 wows; 197 comments, 353 shares
- Location (where people watched it): 90.2% of people were located in Ontario, but it was also viewed by users in California, Illinois and England
- Audience (who watched it): 73% women, 24% men
- Mostly women between 55 – 64 years of age

Twitter

- Impressions (how many people saw the tweet about the video to date): 7,094
- Views (how many people watched the video): 3,421
- Engagements (how many people have commented, retweeted and liked the video to date): 107
- 2 comments, 37 retweets, 68 likes


Instagram

- Views (how many people watched the video to date): 1,675
 - Engagements (how many people have liked, commented on, sent messages about or bookmarked the video to date): 184
 - 159 likes, 6 comments, 15 direct messages, 4 bookmarks
- Continue to distribute the business information newsletter by-weekly to provide the latest COVID information, resources available and funding opportunities.
 - Confirmed an advertisement in the Daytripper publication to promote St. Marys for shopping and dining and included the promotion of public washrooms.
 - Worked with the building department and public works to develop a plan for patios as a result of stage 2 re-opening allowing restaurants to expand outside. Met with two restaurants looking to expand with a patio space.
 - The Business Economic Support and Recovery Task Force held 4 meetings.
Some immediate examples of their work are:
 - Hand sanitizing stations in the downtown
 - Marketing campaign to promote a safe environment
 - Banners in the downtown showing civic pride
 - Website revisions
 - Development of an incentive program for shopping local
 - Organized orientation for the new BIA Admin Assistant
 - VIA services office is still closed. Planning for an eventual re-opening has begun.

SPENDING AND VARIANCE ANALYSIS

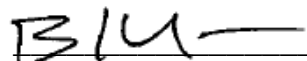
REVIEWED BY

Recommended by the Department



André Morin
Director of Finance/Treasurer

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

| | |
|-------------------------|--|
| To: | Mayor Strathdee and Members of Council |
| Prepared by: | André Morin, Director of Finance / Treasurer |
| Date of Meeting: | 28 July 2020 |
| Subject: | FIN 23-2020 Fire Hall Debenture Financing |

PURPOSE

To seek approval from Council to proceed with the issuance of long-term debt from Infrastructure Ontario, as previously recommended, for the construction of the Fire Hall.

RECOMMENDATION

THAT FIN 23-2020 Fire Hall Debenture Financing report be received; and

THAT the Town of St. Marys make an application to Ontario Infrastructure and Lands Corporation for the amount of \$3,000,000 to finance the expansion of the Fire Hall with a term of 25 years; and

THAT By-Law 64-2020 authorizing the submission of an application to Ontario Infrastructure and Lands Corporation for financing be approved.

BACKGROUND

At the February 18, 2020 special meeting, Council passed the following motion:

THAT DEV 07-2020 Tender Award for the Modernization and Upgrades of 172 James St. S. (Fire Hall) report be received; and

THAT the procurement for the modernization and upgrade of 172 James St. S. (Fire Hall) be awarded to K&L Construction (Ontario) for the procured price of \$2,806,694.00, inclusive of all taxes; and,

THAT Council approve By-Law 18-2020 and authorize the Mayor and the Clerk to sign the associated agreement; and

THAT Council approve the \$102,206 budget for furniture and equipment as recommended by Design Team 2; and

THAT Council approve the unbudgeted amount of \$3,100,000.00, including all project contingencies, for the 2020 budget; and

THAT Council approves the plan to finance the project through debt financing and direct the Treasurer to report back on long term debt financing options to finance the project.

The construction of the project has begun and is expected to be completed late fall 2020.

REPORT

Estimated long term debt interest rates were discussed with the Town's banking partners; interest rates were between 2.5 and 3.5%, with the longest locked term available being 10 years. Infrastructure Ontario interest rates are more competitive with a longer locked in term. While there is no flexibility to repay the loan or alter the arrangements in the future; the financial benefit offered by Infrastructure Ontario heavily outweighs the flexibility of using tradition banking debt.

Within the original report, interest rates were estimated at 2.6% for a 25 year term. The Town will not be able to confirm its rate until the loan is approved by Infrastructure Ontario. The interest rate will be locked in for the full 25 year period, and the current rates indicate a reduction of 0.25% to 0.45% from our original estimates.

There are two options to consider for loan payment:

- Amortize – a blended payment including interest and principal. The total payment remains the same throughout the loan period
- Serial – a consistent payment towards principal, with the interest portion changing each payment. The total payment will decrease with each payment over the life of the loan.

With rates being lower, and the loan period being substantial (25 years), the recommendation is to move forward with a "Serial" loan. This will cause the annual loan amount to be higher over the first half of the loan repayment, but will save a substantial amount of interest costs (\$74,000) over the life of the loan and will provide some annual cash flow decreases in the later years for budget savings or reallocation.

FINANCIAL IMPLICATIONS

An estimate of annual debenture payments is attached. The first annual payment would be approximately \$186,000 and would decrease by approximately \$2,600 per year. Annual payments have been budgeted in the 2020 budget to be funded through Fire Department budget, Development Charges, Donations, and Perth South shared services agreement.

SUMMARY

Staff is seeking approval from Council to authorize long term debt issuance of \$3,000,000 with a term of 25 years for the Fire Hall expansion project.

STRATEGIC PLAN

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

- Pillar #1 Infrastructure:
 - Outcome: Develop a financing strategy for the firehall
 - Tactic(s): Long term debt being secured with more beneficial terms than previously recommended

OTHERS CONSULTED

Infrastructure Ontario

ATTACHMENTS

Draft Loan Schedule

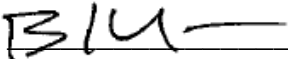
REVIEWED BY

Recommended by the Department



André Morin
Director of Finance/Treasurer

Recommended by the CAO



Brent Kittmer
CAO / Clerk

>> Serial Debenture Schedule

Organization Name
Principal Amount \$3,000,000.00
Annual Interest Rate 2.20 %
Loan Term (Year) 25
Debenture Date (mm/dd/yyyy) 07/31/2020
Maturity Date (mm/dd/yyyy) 07/31/2045
Payment Frequency Annual
Loan Type Serial

| Payment Date | Total Payment | Principal Amount | Interest Amount | Principal Balance |
|--------------|-----------------------|-----------------------|---------------------|-------------------|
| 07/31/2021 | \$186,000.00 | \$120,000.00 | \$66,000.00 | \$2,880,000.00 |
| 07/31/2022 | \$183,360.00 | \$120,000.00 | \$63,360.00 | \$2,760,000.00 |
| 07/31/2023 | \$180,720.00 | \$120,000.00 | \$60,720.00 | \$2,640,000.00 |
| 07/31/2024 | \$178,239.12 | \$120,000.00 | \$58,239.12 | \$2,520,000.00 |
| 07/31/2025 | \$175,440.00 | \$120,000.00 | \$55,440.00 | \$2,400,000.00 |
| 07/31/2026 | \$172,800.00 | \$120,000.00 | \$52,800.00 | \$2,280,000.00 |
| 07/31/2027 | \$170,160.00 | \$120,000.00 | \$50,160.00 | \$2,160,000.00 |
| 07/31/2028 | \$167,650.19 | \$120,000.00 | \$47,650.19 | \$2,040,000.00 |
| 07/31/2029 | \$164,880.00 | \$120,000.00 | \$44,880.00 | \$1,920,000.00 |
| 07/31/2030 | \$162,240.00 | \$120,000.00 | \$42,240.00 | \$1,800,000.00 |
| 07/31/2031 | \$159,600.00 | \$120,000.00 | \$39,600.00 | \$1,680,000.00 |
| 07/31/2032 | \$157,061.26 | \$120,000.00 | \$37,061.26 | \$1,560,000.00 |
| 07/31/2033 | \$154,320.00 | \$120,000.00 | \$34,320.00 | \$1,440,000.00 |
| 07/31/2034 | \$151,680.00 | \$120,000.00 | \$31,680.00 | \$1,320,000.00 |
| 07/31/2035 | \$149,040.00 | \$120,000.00 | \$29,040.00 | \$1,200,000.00 |
| 07/31/2036 | \$146,472.33 | \$120,000.00 | \$26,472.33 | \$1,080,000.00 |
| 07/31/2037 | \$143,760.00 | \$120,000.00 | \$23,760.00 | \$960,000.00 |
| 07/31/2038 | \$141,120.00 | \$120,000.00 | \$21,120.00 | \$840,000.00 |
| 07/31/2039 | \$138,480.00 | \$120,000.00 | \$18,480.00 | \$720,000.00 |
| 07/31/2040 | \$135,883.40 | \$120,000.00 | \$15,883.40 | \$600,000.00 |
| 07/31/2041 | \$133,200.00 | \$120,000.00 | \$13,200.00 | \$480,000.00 |
| 07/31/2042 | \$130,560.00 | \$120,000.00 | \$10,560.00 | \$360,000.00 |
| 07/31/2043 | \$127,920.00 | \$120,000.00 | \$7,920.00 | \$240,000.00 |
| 07/31/2044 | \$125,294.47 | \$120,000.00 | \$5,294.47 | \$120,000.00 |
| 07/31/2045 | \$122,640.00 | \$120,000.00 | \$2,640.00 | \$0.00 |
| | \$3,858,520.77 | \$3,000,000.00 | \$858,520.77 | |

DISCLAIMER:

Infrastructure Ontario does not warrant or make any representations regarding the use or the results of the use of the calculator found herein in terms of their correctness, accuracy, timeliness, reliability, or otherwise. Under no circumstances shall Infrastructure Ontario be held liable for any damages, whether direct, incidental, indirect, special, or consequential, and including, without limitation, lost revenues or lost profits, arising from or in connection with your use or reliance on the calculator found herein.

This calculator is provided for general illustrative purposes only and does not constitute investment advice. To take into account your specific circumstances, you should obtain professional investment, legal and/or tax advice, as appropriate.



FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | André Morin, Director of Finance / Treasurer |
| Date of Meeting: | 28 July 2020 |
| Subject: | FIN 25-2020 COVID-19 Financial Relief – July 28, 2020 Update |

PURPOSE

To provide Council with a monthly update on COVID-19 related financial impacts and financial relief programs.

RECOMMENDATION

THAT FIN 25-2020 COVID-19 Financial Relief – July 28, 2020 Update be received for information.

REPORT

COVID-19 Cost Implications:

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) June financials (excluding property taxes), we are trending \$40,026 less net costs than in 2019. This is a positive trend in comparison to the May year to date comparison.

| | YTD May 2019 | YTD May 2020 | Difference | YTD June 2019 | YTD June 2020 | Difference |
|----------------|-----------------|-----------------|-----------------|------------------|------------------|---------------|
| Revenue | 1,989,040 | 1,618,139 | (370,901) | 2,484,434 | 1,902,001 | (582,433) |
| Expenses | 5,563,061 | 5,229,463 | 333,598 | 6,997,460 | 6,375,001 | 622,459 |
| Net Expense | 3,574,021 | 3,611,324 | (37,303) | 4,513,026 | 4,473,000 | 40,026 |

The information has been adjusted to remove one-time items. The Town has been able to continue mitigating costs at a similar pace to lost revenues. Net costs are expected to increase over the remainder of the year as services begin to re-open. COVID-19 related direct costs now exceed \$132,000. It is important to note that we had originally projected a large loss (\$45,000) in investment income due to COVID-19 and the reduction in the Bank of Canada prime rate. At this point, we have been able to maintain our returns through some timely transactions and cash flow management. However, lower returns will be difficult to avoid in the mid term (1 – 3 years) with the Bank of Canada prime rate not expected to increase for at least 2 years.

A more detailed Year to Date report has been attached.

Financial Relief

There is nothing new to report on COVID-19 Financial Relief this month. The June 30th interim tax due date payments were well within our normal payment history. Property tax arrears are currently at \$527,000 which is over \$100,000 better than the same period in 2019. It is expected we will begin to see more arrears as taxpayers receive the final property tax billing due in August and October.

FINANCIAL IMPLICATIONS

Discussed above.

SUMMARY

The Town of St. Marys' revenues are trending \$580,000 lower than 2019 as at June 30th due to the COVID-19 pandemic. Alternatively, the Town has reductions in costs of \$620,000. As the Town begins to re-open services, net costs are expected to increase but within the Council guidance of \$250,000.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None

ATTACHMENTS

June 2020 Year to Date

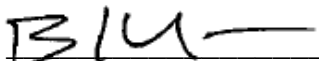
REVIEWED BY

Recommended by the Department



André Morin
Director of Finance/CAO

Recommended by the CAO



Brent Kittmer
CAO / Clerk

TOWN OF ST. MARYS
Prior Year Comparison

| | 2019 May YTD Actuals | 2020 May YTD Actuals | DIFFERENCE | 2019 June YTD Actuals | 2020 June YTD Actuals | DIFFERENCE |
|---|----------------------------|----------------------------|-----------------|-----------------------------|-----------------------------|-----------------|
| REVENUE | | | | | | |
| DONATIONS | (13,036) | (11,305) | | (15,095) | (16,038) | |
| FEES, CHARGES & PROGRAM REVENUE | (851,357) | (475,278) | | (1,036,858) | (560,918) | |
| GRANTS | (1,225,177) | (629,516) | | (1,327,846) | (757,895) | |
| INTERNAL (REVENUE) EXPENSE | (1,745) | (1,176) | | (72,900) | (1,176) | |
| INVESTMENT INCOME | (31,656) | (32,605) | | (107,931) | (115,252) | |
| RENT ICE | (205,009) | (152,560) | | (206,352) | (152,560) | |
| RENT & LEASES | (44,587) | (21,801) | | (65,794) | (38,487) | |
| REVENUE FROM MUNICIPALITIES | (207,778) | (276,313) | | (232,378) | (277,090) | |
| SALE OF LAND & EQUIPMENT | (242,740) | (7,978) | | (242,740) | (7,978) | |
| SALES | (99,017) | (62,585) | | (109,602) | (62,585) | |
| TAXATION SUPPLEMENTAL REVENUE | (176,868) | - | | (182,253) | (4,125) | |
| TOTAL REVENUE | (3,098,970) | (1,671,117) | | (3,599,749) | (1,994,104) | |
| Adjustments | | | | | | |
| ONE TIME GRANTS | 690,322 | -35,000 | | 690,322 | | |
| SALE OF LAND & EQUIPMENT | 242,740 | 7,978 | | 242,740 | 7,978 | |
| REVENUE FROM MUNICIPALITIES | | 80,000 | | | 80,000 | |
| TAXATION SUPPLEMENTAL REVENUE | 176,868 | | | 182,253 | 4,125 | |
| TOTAL ADJUSTMENTS | 1,109,930 | 0 | 52,978 | 1,115,315 | 0 | 92,103 |
| TOTAL REVENUE - ADJUSTED | (1,989,040) | (1,618,139) | -370,901 | (2,484,434) | (1,902,001) | -582,433 |
| EXPENSE | | | | | | |
| ADVERTISING, MARKETING & PROMOTION | 22,458 | 21,498 | | 30,777 | 26,943 | |
| ASSESSMENT SERVICES (MPAC) | 47,046 | 47,648 | | 70,568 | 47,648 | |
| COMMUNICATIONS | 43,186 | 43,184 | | 52,358 | 51,551 | |
| CONFERENCES, SEMINARS & TRAINING | 33,461 | 24,003 | | 41,218 | 26,502 | |
| CONTRACTED SERVICES | 303,892 | 250,995 | | 403,286 | 322,607 | |
| DEBENTURE PAYMENT | 431,690 | 431,690 | | 477,001 | 477,000 | |
| FOOD COSTS | 72,022 | 57,229 | | 85,214 | 58,509 | |
| FUEL/OIL | 49,050 | 38,606 | | 52,884 | 40,430 | |
| INSURANCE | 11,631 | 8,798 | | 207,714 | 241,205 | |
| MATERIALS & SERVICES | 160,867 | 187,204 | | 240,699 | 229,578 | |
| POLICING CONTRACT | 413,013 | 435,543 | | 496,963 | 522,651 | |
| OTHER TRANSFERS | 691,525 | 749,743 | | 783,038 | 868,210 | |
| PROFESSIONAL FEES | 19,746 | 53,359 | | 29,688 | 82,007 | |
| PROGRAM EXPENSE | 70,042 | 18,007 | | 79,304 | 16,552 | |
| RECYCLING CONTRACT | 87,770 | 98,873 | | 87,770 | 98,873 | |
| REPAIRS & MAINTENANCE | 171,030 | 141,360 | | 207,426 | 167,724 | |
| SALARIES, WAGES & BENEFITS | 2,580,236 | 2,137,150 | | 3,220,591 | 2,544,690 | |
| SAND & SALT | 109,550 | 98,482 | | 109,550 | 98,482 | |
| SUPPLIES | 61,048 | 35,874 | | 67,247 | 36,422 | |
| TAXATION EXPENSE | 29,516 | 89,356 | | 66,107 | 89,393 | |
| UTILITIES | 154,282 | 167,641 | | 188,057 | 195,782 | |
| COVID COSTS | - | 93,220 | | - | 132,242 | |
| TOTAL EXPENSE | 5,563,061 | 5,229,463 | 333,598 | 6,997,460 | 6,375,001 | 622,459 |
| NET EXPENSE - excluding Property Tax | 3,574,021 | 3,611,324 | -37,303 | 4,513,026 | 4,473,000 | 40,026 |



MONTHLY REPORT

| | |
|-------------------------|--|
| To: | Mayor Stratthdee and Members of Council |
| From: | Emergency Services / Fire Department |
| Date of Meeting: | 28 July 2020 |
| Subject: | FD 06-2020 July Monthly Report (Emergency Services) |

RECOMMENDATION

THAT FD 06-2020 July Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of July (12 June – 19 July 2020) the Fire Department responded to 27 emergency responses most notably:

- Automatic Alarm 12 – All in St. Marys
- Fire 1 – St. Marys
- Open Air Burning 5 – 3 (St. Marys) 2 (Perth South)
- MVC 2 – 1 (St. Marys) 1 (Perth South)
- Pre-Fire 2 – 2(Perth South)
- Mutual Aid 4 – 3 (Perth East) 1 (Oxford County)
- CO Alarm 1 - St. Marys

Average attendance by firefighters 16

Fire Chief attended four calls alone.

St. Marys Fire Department has responded to 69 calls for service (01 January – 19 July 2020) compared to 75 (01 January – 19 July 2019).

Fire Prevention

Brian Leverton Chief Fire Prevention Officer has returned to work on the 13th of July. He is organizing his work schedule to include inspections and pre-fire plans for major industries, schools and vulnerable occupancies.

Operations

Firefighters are conducting training Tuesday and Wednesday evenings in groups of no more than 10. Training has included, but not been limited to, inspections and maintenance of vehicles and equipment, pump operations (Aerial, Pumper and Tanker), hose lays, portable pumps and tanker shuttle service.

Two of four recruits have completed all the necessary administrative paperwork, are officially with the department and have participated in training sessions. We are still waiting for paperwork from the other two candidates with a deadline of the 31st of July.

Lieutenants Robinson and Primeau have completed an NFPA 1002 Pump Operations course.

Fire Chief Anderson and Captain Edwards completed an NFPA 1035 Public Information Officer course.

These courses are offered and taught by Rural Fire Services of Oxford County. A National Fire Protection Association (NFPA) accredited college.

SPENDING AND VARIANCE ANALYSIS

Annual Ladder testing – Util-Equip Manufacturing Inc. - \$2,045.30

BlitzFire Monitor nozzle package – AJ stone - \$6,403.75 Note: Dowler Karn donated \$5,000 towards the purchase of this piece of equipment.

Light and siren package for the Fire Chief pickup truck – K&K Racing - \$4,879.34

Burn Permit revenue as of the 9th of July \$5,475.00

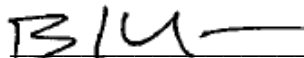
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

| | |
|-------------------------|---|
| To: | Mayor Stratthdee and Members of Council |
| From: | Human Resources |
| Date of Meeting: | 28 July 2020 |
| Subject: | HR 07-2020 July Monthly Report (Human Resources) |

RECOMMENDATION

THAT HR 07-2020 July Monthly Report (Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Recruitment

- Currently recruiting for a Human Resources Generalist.
- Completed the recruitment for a Youth Economic Development Assistant and a Summer Reading Coordinator (both grant funded).
- Working with the Senior Leadership Team to ensure the Canada Summer Jobs Grant funds are maximized for the 2020 funding year.
- Assisting the St. Marys Public Library Board with the onboarding process for the new Library CEO.

HR Systems

- Working on a Face Covering and a Contact Tracing policy.
- Created a COVID-19 self-assessment tool for staff and patrons.
- Continuing to recall staff and help them transition back to the workplace after being off due to work shortages (Facilities, Library and Childcare staff).

Staff Engagement

- Postponed the Mayor/CAO BBQ and will review the situation in the fall.
- Ordered re-usable face masks for staff and Council with the “Strong as Stone” tag line.
- Coordinating “Diffusing Hostile Customers” training for staff.

Health and Safety

- Completed the Health & Safety Incident reporting for month of June.
- Continuing to monitor the weather conditions and issuing Extreme Weather Alerts (4x/daily), when humidex hits 25+.
- Working with the Library CEO and Facilities department to complete a re-opening plan for the Library and Adult Learning Centre.
- Facilitated the PRC JHSC meeting.

Payroll and Benefits

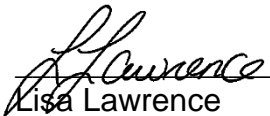
- Assisted Finance and ELS in Emergency Childcare Program financial reporting.
- Applied the staff step increases and COLA in the payroll system.
- Completed the 2021 Payroll Budget sheets and sent to the Director of Finance/Treasurer.

SPENDING AND VARIANCE ANALYSIS

None to report.

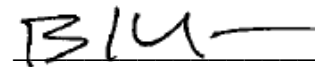
REVIEWED BY

Recommended by the Department



Lisa Lawrence
Director of Human Resources

Recommended by the CAO



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Public Works

Date of Meeting: 28 July 2020

Subject: PW 43-2020 July Monthly Report (Public Works)

RECOMMENDATION

THAT PW 43-2020 July Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- Green Committee
 - Green Committee resumed meeting virtually on June 24, 2020
 - The Committee does not meet in July and August – however for 2020 an August meeting has been scheduled
 - The August meeting will discuss waste diversion programs during COVID including hazardous waste and develop a plan for the October Waste Reduction week
- 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
 - Preliminary results expected Aug 2020
- Traffic and Parking By-law
 - Staff have started to review various by-law requests, and changes to the *Highway Traffic Act* that have been received since the last amendment
 - Staff are continuing to research Vision Zero (as per the Community Policing Advisory Committee)
 - A traffic and parking survey will be released in August to determine public opinion related to various traffic and parking issues including overnight parking, speed limits etc.
- Active Transportation Master Plan
 - Survey results were presented to the Green Committee at the June 24th meeting
 - Staff are completing an inventory of existing amenities and surfaces along the trail network and determining the costs to deliver the amenities (operating and capital)
 - Staff are also looking to reach out to younger cohorts to discuss the trail network

Environmental Services (Water & Wastewater)

- Sewage Pumping Station Condition Assessments completed for Robinson, Emily and Queen Street East. Report will assist in future capital planning.
- Clarifier painting completed on 1 clarifier at the Water Pollution Control Plant
- Completed design and tender for Waste Activated Sludge splitter box replacement at the WPCP

- 1 odour complaint received related to the WPCP
- Contract awarded for Water Tower Maintenance – inspection and cleaning works to be scheduled including exterior tank cleaning
- Addressing deficiencies on the water reservoir as part of contract completion
- 2020 Ministry Water Inspection is ongoing

Solid Waste Collection, Management & Landfill

- Continue to address comments from the MECP on the landfill Environmental Assessment
- Environmental Compliance Approval Application for continued landfill interim filling submitted in advance of July 31st deadline
- Municipal Hazardous and Special Waste Event held at the PRC on Saturday July 11, 2020
 - Attended by 195 vehicles and received a large quantity of material
- Solid Waste volumes slowly returning to Landfill as businesses and industry slowly return services

Public Works Operations (Roads & Sidewalks)

- Street Sweeper has been delivered and is currently in use
 - Sweeper has large space available for logo / messaging display, working with communications to brand the unit with social media tags
 - Previous sweeper listed for online auction
- Catch basin cleaning has been completed
 - Contractors for the Huron Perth Public Health will be completing the 2020 larvicide program in July and August for Town catch basins and some private properties
- Sign retro-reflectivity testing has been completed and replacements will be ongoing
- Line painting scheduled to be completed by end of month
- Operators will begin to complete hot patching in late July early August (as asphalt is available)
- Dog Park
 - Surface works complete
 - Waiting on grass to grow
 - Ongoing watering of trees
 - Novelty inoperable surplus fire hydrant placed – Refurbished by PW Supervisor

Parks, Trails, Tree Management & Cemetery

- Forestry Maintenance
 - Davey Tree and Town staff will complete forestry maintenance on an as needed basis
 - 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 to normal seasonal levels
 - No recycling container has been deployed
 - Using larger event garbage containers due to increased volume
 - Beautification Committee painted event garbage cans to be deployed in July
- Cemetery (June 15-30)
 - 8 Interments (4 in columbarium and 4 cremation burials)
 - 4 Interment Rights Sold (2 in Section E & 2 in St. Patricks)
- Sparling Bush
 - Sparling Crescent trail access installed in late June, will be signed at a future date

- Invasive species control area completed – West side
 - Signage added stating not open for trail use.

Capital Projects and Engineering

- Egan Ave reconstruction substantially complete.
 - Topsoil and sod delayed until late summer to avoid sod burn-off. Topcoat asphalt planned for 2021.
- Dam repairs project started.
 - Boat launch closed during working hours for public and worker safety. Completion anticipated in September.
- Church Street Bridge work scheduled to start early August.
 - Church St. North, Queen St. to Station St. will be closed for the duration of this project (late September).
- Water St. Culvert project to start mid-August.
 - Limited, intermittent traffic impacts expected throughout project.
- Anticipating late August for Queen St. W. mill and pave.
 - Schedule may move a little depending on contractor availability and weather
- Elizabeth/Waterloo reconstruction project starting the design phase.
 - Public open house for consultation on draft design in September.
 - Notices delivered door to door in project area.
- Continue to review development applications and finalize design details for Thames Crest Farms Phase 2 subdivision with developer.
- Quadro project continuing to progress in west ward. Current focus on Queen Street W, late July move to streets south of Queen W.

Information Technology

- Discontinued Rogers internet service and put Youth Centre computers on segmented Town internet
- Continued Office 365 Migration
- Completed Security audit
 - Results to SPC in August 2020
- Assisted returning Library staff return to work and modified their logon procedures (security improvement)
- Welcomed Library CEO with laptop and phone
- Added 6 additional access points to the PRC to cover dead spots
- Replaced access points at the Child Care Centre, and prepared staff for reopening

SPENDING AND VARIANCE ANALYSIS

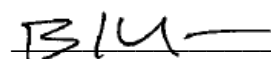
None.

REVIEWED BY

Recommended by the Department


 Jed Kelly
 Director of Public Works

Recommended by the CAO


 Brent Kittmer
 CAO / Clerk



FORMAL REPORT

| | |
|-------------------------|--|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Dave Blake, Environmental Services Supervisor |
| Date of Meeting: | 28 July 2020 |
| Subject: | PW 38-2020 Sewer Blockage Policy Update |

PURPOSE

This report presents Council with an updated policy for sanitary sewer blockages for consideration. The Policy was originally approved in December 2019 and provided staff and property owners with a clear understanding of expectations and requirements when dealing with sewer blockages. The Policy is proposed to be amended to provide additional clarification and transparency related to certain items that have been encountered since the original policy approval.

RECOMMENDATION

THAT Report PW 38-2020, Sewer Blockage Policy Update be received; and

THAT Policy PW4304, Revision 1.1, being a policy regarding sewer blockages within the Town of St. Marys be approved.

BACKGROUND

The St. Marys sewer system is relatively young. With most of the system having been installed in the early 1970's, many common sewer issues have not been encountered. However, as the system ages, build-ups can accumulate and increase the number of issues that can be expected. The Sewer Blockage Policy was originally approved on December 10, 2019 which built off the current best practices administered by the Town, but would also help provide guidance to staff and the general public on matters related to maintenance of services, invoice payments, etc.

Since then, the policy has been used multiple times and has guided the process for all involved, however practical application of the policy has also identified the need for additional clarification within the policy. This report provides Council with the amended Policy for consideration.

REPORT

The Sewer Blockage Policy has been successfully administered since its adoption and has provided guidance and clarification to all parties involved. However, in utilizing the current policy through various events, Staff have identified the need to address gaps within the policy to ensure a more robust policy is in place to guide the process through various events.

The following provides a summary of the proposed changes to the Sewer Blockage Policy:

- Addition:** The Town may at their sole discretion determine the location of the blockage by length of auger or cable utilized by the plumbing contractor during maintenance activities.
- Rationale:** Provides the Town flexibility in utilizing a more rudimentary means to determine the trouble spot where discussions with the plumbing contractor indicate an accurate measurement and there is no question related to placement along public or private divide. Reduces the potential need for costly camera inspections where the case warrants.
- Addition:** Improved wording around responsibility of blockages that may occur within the Town's portion of the pipe, but are the result of disposal or events that are beyond the control of the Town (i.e. improper use, years of build-up, etc.)
- Rationale:** Current By-law and Policy refer to the Property line as the determining factor in identifying responsibility for maintenance costs which can place undue financial burden on the Town for conditions beyond its control. For instance, improper use of the sewer pipe (i.e. disposal of baby wipes down the drain) that creates an issue on Town property that is beyond the Town's control but the onus would currently be on the Town to be responsible for costs to return service. Update would allow staff to determine cause of issues beyond the public/private divide and recover costs as may be warranted.
- Addition:** Improved wording related to maintenance programs and potential future issues.
- Rationale:** Provides additional clarification to staff and property owners where there is a dispute related to the use of a maintenance program, and guidance on when a maintenance program should be re-evaluated and repair options considered.

Please refer to Attachment No. 1 for the proposed updated policy.

Proposed policy changes are noted in yellow within Attachment No. 1.

FINANCIAL IMPLICATIONS

None at this time.

The policy update presented for consideration builds on the existing approved policy to provide improved clarification related to sewer blockages and the determination of responsibility in the future.

SUMMARY

Based on information detailed within this report, Staff recommends that the Sewer Blockage Policy be updated to ensure a more robust policy is in place to improve clarification and transparency across the Town.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

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

Adam McClure, Operations Manager – Ontario Clean Water Agency

ATTACHMENTS

Attachment No. 1 – Policy PW4304, Sewer Blockage Policy, Revision 1.1

REVIEWED BY

Recommended by the Department

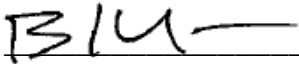


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Sewer Blockage Policy

[ENVIRONMENTAL SERVICES, A DIVISION OF PUBLIC WORKS]

Policy Statement

The Town of St. Marys is committed to providing safe and reliable sewer services to its customers and is responsible for the operation, maintenance and repair of the sewer collection system(s) under its operating authority, which includes all municipally owned sanitary and stormwater service piping.

The Town of St. Marys shall take reasonable steps as detailed within this policy to restore service and property as a result of necessary utility repairs.

The property owner shall be responsible for the maintenance and repair of the sewer service(s) and property located on their property including any external clean out.

The external clean out, generally located on private property is in place primarily for the benefit of the property.

Scope

This policy applies to properties within the Town of St. Marys in the event that a utility sewer blockage was experienced, and / or a sewer service repair was necessary.

Purpose

The purpose of this policy is to identify the responsibilities for the distribution of costs and repairs between the Town of St. Marys and property owners when a sewer utility service blockage is experienced, and / or a repair was required.

Definition and Description

A sewer service (sanitary or storm) is defined as the piping connecting a property or building to a municipal sewer main. A typical sewer service consists of municipally owned piping and privately owned piping. The pipe from the sewer main to the property line is owned by the Town of St. Marys. All piping located on private property is owned by the property owner. For further clarity, any external sewer clean out which is typically located just on private property is considered part of the private plumbing system.

Responsibilities

If a sewer blockage has occurred, a licensed plumber shall be retained by the property owner to investigate the matter, and restore services to the property. The Town of St. Marys or their designate shall assess responsibility for the costs. This determination shall be by completing a camera inspection of the service to confirm where the blockage was experienced, and if there are any underlying issues that may have caused the blockage. During the camera inspection, once the blockage or defect has been identified, if any, the blockage shall be located by the camera operator to determine responsibility in relation to public or private property. **Alternatively, the Town, at their sole discretion may determine**

the location of the blockage by length of auger, or cable utilized by the plumbing contractor during maintenance activities.

Should a blockage be determined to be the responsibility of the property owner, the property owner shall be fully responsible for retaining the services of a licensed plumber to facilitate the maintenance or repairs, as required. The property owner shall also be fully responsible for restoration related to the repair (i.e. driveways, landscaping, etc.). Furthermore, the property owner shall be responsible for the cost of any camera inspection, to be invoiced by the Town. For greater clarity, the property owner may be deemed responsible for a sewer lateral blockage located on Town property should an underlying issue not be identified on the Town's portion of the lateral connection. In such an instance, the blockage may be the result of years of build-up within the pipe, or improper disposal of material through the sewer that is beyond the control of the Town.

Should the blockage be determined to be the responsibility of the Town, the Town or their designate shall be responsible for completing the repairs as required. For clarity, the Town shall also be responsible for restoration of property damaged as a result of the repair.

Restoration shall be completed to return the property to its pre-repair condition. The Town shall replace damaged portions only and property owners shall not be entitled to full surface feature replacements such as driveways or landscaping. For further clarity regarding restoration, refer to the Utility Repair and Restoration Policy.

Furthermore, should the blockage be determined to be the Town's responsibility, the Town shall retain the cost of any camera inspection. In the event that the issue is determined to be in close proximity to the public / private divide, and an accurate determination cannot be made regarding responsibility, a cost sharing agreement shall be entered into between the Town and the property owner whereas each party shall be responsible for their respective share, as determined by the Town.

If the sewer service is suspected or determined to be blocked by roots, the source of the roots shall be investigated by the Town.

If it is established that the roots are most likely from a town owned tree (i.e. boulevard tree), the Town will pay the plumber's most recent invoice for root cutting in the service up to a maximum of \$250.00. Furthermore, the Town will assume responsibility for the root cutting in the sewer service on an ongoing basis moving forward.

If the service plugs from roots twice (2 times) in any 12 month period, the boulevard tree shall be removed at the Town's expense.

If the roots are established to be from a tree other than a boulevard tree, the property owner shall be fully responsible for the clearing of the service.

If the roots could be from either a town owned tree or a private tree, but a determination cannot be established, the Town will take responsibility for the service and;

- a) Pay 50% of the plumber's most recent invoice for root cutting, up to a maximum of \$125.00.
- b) Assume responsibility for the root cutting in the sewer service moving forward and shall invoice the property owner 50% of the cost;
- c) If the service plugs from roots twice (2 times) in any 12 month period following the initial issue, the boulevard tree shall be removed at the Town's expense;

- d) After removal of the tree, the property owner shall be fully responsible for the cleaning of the service.

Notwithstanding all of the above, should the Town decide, at its sole discretion, that it wishes to retain the boulevard tree, the Town can set up a frequent root cutting program to make sure that the service remains open.

In the event that a structural issue is identified during a camera inspection (i.e. offset pipe, pipe back fall, etc.) and the defect spans the public / private divide, a cost sharing Agreement shall be entered between the Town and the property owner for each party's representative share of the repairs and / or restoration. Notwithstanding the above, should the Town decide, at its sole discretion, that it wishes to defer repairs, the Town can set up a frequent maintenance program to ensure that the service remains open. **If the service plugs twice (2 times) in any 12 month period, the effectiveness of the maintenance program shall be reviewed and options for repair shall be considered.**

Communication

To lessen the impact of service disruptions during utility emergencies, it is important that customers have access to timely and reliable information that describes how they can protect their properties. The Town of St. Marys will develop and maintain a proactive communications plan that will include a public education component. Communications will include personal approaches and be integrated across multiple online and offline channels.

References

1. Town of St. Marys Water Supply By-Law, 46 of 2014

Approval

This Policy was approved on **July 28, 2020**.



FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Dave Blake, Environmental Services Supervisor |
| Date of Meeting: | 28 July 2020 |
| Subject: | PW 40-2020 Backflow Prevention Policy |

PURPOSE

This report presents Council with a Backflow Prevention Policy for the water system for consideration. The policy, if approved, would provide staff and program users with a clear understanding of expectations and requirements related to property surveys, annual testing requirements and notification procedures.

RECOMMENDATION

THAT Report PW 40-2020 Backflow Prevention Policy be received; and

THAT Policy PW4303, being a policy regarding backflow prevention in drinking water within the Town of St. Marys be approved.

BACKGROUND

In October 2014, Council approved By-Law 46-2014 which governs water, wastewater and stormwater within the Town of St. Marys. The by-law was a comprehensive review of all systems and significantly enhanced the direction, guidance and requirements moving forward in the Town.

Over the years since the by-law was enacted, issues/concerns have been identified where policy direction is recommended to better provide staff and the general public with information on processes, practices, etc.

As the Cross-Connection Control program has been enhanced in recent years to make it easier for property owners to know their responsibilities and requirements under the program, compliance still remains a problem area. This report presents a proposed policy related to Backflow Prevention for Council's consideration to improve program transparency and clearly define requirements for all parties, as well as detailing response efforts to improve program compliance across the Town.

REPORT

Backflow protection is a vital program to protect and safeguard the municipal drinking water system from sources of contamination. However, ensuring compliance to such a program can be difficult as cross connection threats generally occur on private property. Municipal By-law 46-2014 identifies details and requirements related to the municipal cross connection control program, however the by-law does not provide policy direction in meeting those requirements. As such, staff feel that a policy related to backflow protection is required to enhance requirements of the by-law while also providing clear direction and guidance to staff and program users.

In an effort to improve transparency and provide guidance to staff and residents, a Backflow Protection Program policy has been drafted. Key aspects of the proposed policy are as follows:

- Clearly defines responsibilities of property owners, testers and the Town under the program;
- Provide clear direction and guidance on notification requirements related to system modifications, submission of surveys, test reports, etc.
- Provides a staged escalation for response under the program to ensure compliance as well as clearly identify escalation measures when compliance becomes problematic in order to ensure continued safety to the drinking water system.
- Clearly provides direction to property owners and testers when failed devices are encountered

Please refer to Attachment No. 1 for the proposed Backflow Prevention Policy as well as Attachment No. 2 for a template of program notices administered under the program.

FINANCIAL IMPLICATIONS

None at this time.

The policy as developed builds on current best practices implemented by Town staff related to backflow protection.

SUMMARY

Based on information detailed within this report, Staff Recommends the adoption of the backflow prevention policy to improve clarity and transparency to staff and backflow program users while working to further efforts to maintain and deliver a safe and reliable drinking water supply.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

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

Morgan Dykstra, Public Works Coordinator – Town of St. Marys

Adam McClure, Operations Manager – Ontario Clean Water Agency

ATTACHMENTS

Attachment No. 1 – Backflow Prevention Policy

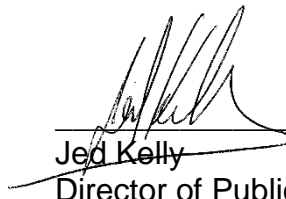
Attachment No. 2 - Template – Compliance notice

REVIEWED BY

Recommended by the Department

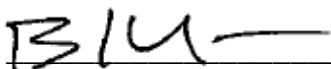


Dave Blake, C. E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Backflow Prevention Policy

[ENVIRONMENTAL SERVICES, A DIVISION OF PUBLIC WORKS]

Policy Statement

The Town of St. Marys is committed to providing safe and reliable drinking water to its customers and is responsible for the operation, maintenance and repair of the drinking water system under its operating authority, which includes all municipally owned water service piping and shut off valves.

The Town of St. Marys shall take reasonable steps as detailed within this policy to ensure that the water supply and distribution system remains safe and protected against contamination.

The property owner shall be responsible for the annual testing, maintenance and repair of the backflow prevention device(s) located on their property and shall immediately notify the Town should a device fail or a backflow incident occur.

The backflow prevention device(s) has been installed at the property due to a known and identified cross connection(s) at the property and are installed to protect not only the municipal drinking water system from private threats, but also the private potable water system for the property.

Scope

This policy applies to properties within the Town of St. Marys where a Cross Connection Control threat has been identified or is suspected to be present.

Purpose

The purpose of this policy is to identify the responsibilities for Cross Connection Control within the Town of St. Marys related to the municipal drinking water system.

Definition and Description

A water service is defined as the piping connecting a property or building to a municipal water main. A typical water service consists of a municipally owned piping and privately owned piping. The pipe from the watermain connection to the property line is owned by the Town of St. Marys. The service shut off valve (curb stop) which is typically located at the property line is considered part of the municipally owned piping. All piping located on private property, excepting the municipally owned water meter, is owned by the property owner.

A cross connection control survey is a survey that is completed of private plumbing systems to determine if both the private and public water systems are properly protected, as well as to identify and define the hazard level the facility represents to the Town's drinking water supply and distribution system.

A backflow prevention device is a device used to protect potable water supplies from contamination or pollution due to potential backflow or backpressure conditions.

Responsibilities

In accordance with municipal by-law 46-2014, Section 8, as amended, the following responsibilities shall be in force in accordance to this Policy:

Responsibility of Property Owners:

All affected property owners shall be required to hire a qualified person to:

- Conduct Cross Connection Control surveys (CCS) once every five years as a minimum to identify risks and report backflow prevention requirements to the Town for review. Property owners shall be notified of pending CCS requirements as part of their ongoing compliance reminders. Should plumbing modifications be completed within a building, property owners shall be responsible for having an updated CCS completed in accordance with By-law 46-2014.
- Install premise isolation backflow devices to prevent contaminants from entering the Town's water supply.
- Test backflow devices once every twelve (12) months to ensure devices continue to function with test results being submitted to the Town for review. Property owners will receive a compliance notice within sixty (60) days of the annual testing date should updated test reports not be received by the Town.

Property owners shall notify the Town within 15-days of any change in hazard level for the property.

Responsibilities of Device Testers:

Testers whom have a current tester's certificate shall:

- Maintain a current tester's certificate, and if requested, provide proof of credentials to the Town during submission of survey or test reports.
- Identify on all test reports annual calibration data for all testing devices used.
- Submit site surveys and test results on behalf of an owner within 30-days following completion of the test(s).
- Immediately notify the Town of any device that during testing failed to pass, and whereas a repair kit was not installed to enable the device to pass.

Responsibilities of the Town:

The Town shall administer the backflow prevention program and will comply with the program as a property owner within the Town. The Town will:

- Administer the program
- Inform property owners about the program and their responsibilities
- Send notifications on site surveys and testing requirements
- Allow testers to submit surveys and test results on behalf of property owners
- Provide access to owners to review current and historical data, if available.
- Track the Town's backflow device assets for maintenance and other purposes
- Act with the interest of the health and safety of all town residents when determining options related to failed devices.

Compliance and Enforcement Requirements:

The following tables detail compliance requirements and resulting actions related to cross connection control surveys and backflow device testing:

Table 1 – Cross Connection Control Survey Requirements:

| Compliance Effort | Activities to be undertaken |
|--------------------------------|---|
| CCS Stage 1 | On a bi-monthly basis, the Town shall generate Compliance Notices to property owners where backflow prevention devices have reached or exceeded the twelve (12) month requirement for annual testing. Bi-monthly compliance notice shall also document compliance status of Cross Connection Control Survey for the property. If a CCS is required for the property, the property owner shall have an updated survey completed during annual device testing and submitted to the Town. |
| CCS Stage 2 | If after sixty (60) days following Compliance Notice No. 1, an up-to-date survey has not been submitted to the Town, a second Compliance Notice shall be issued to the property owner indicating the property owner has thirty (30) days to complete the survey and have submitted to the Town. |
| CCS Stage 3 | If after thirty (30) days following Compliance Notice No. 2, an up-to-date survey has not been submitted to the Town, a third Compliance Notice shall be issued to the property owner indicating that the property owner has fifteen (15) days to complete the cross connection control survey and have submitted to the Town or water shall be turned off to the property to protect and safeguard the municipal water supply. In addition, the Town shall issue the property owner a backflow test late filing fee in accordance with the Town's Fee By-law. |
| CCS Stage 4 | If after fifteen (15) days of Compliance Effort No. 3, water shall be turned off to the property to protect and safeguard the municipal water supply. |
| CCS Stage 5 | Water that has been turned off to protect the municipal water supply for failure to adequately assess cross connection threats shall remain off until the property owner has completed up-to-date survey and provided to the Town. |
| Device Upgrade Notice 1 | In the event that a Cross Connection Control Survey has identified upgraded protection is required within a building, the upgrades shall be completed within 1-year of the date of the survey. |
| Device Upgrade Notice 2 | If after one (1) year, the property owner fails to install and test the new device(s), and provide test reports to the Town, the property owner shall be issued a Compliance Notice indicating the property owner has (30) days to have the devices installed and test results submitted to the Town. Failure to install and test the device within the 30-days will result in water being turned off to safeguard and protect potable water systems until the device is installed and tested. |

Table 2 – Annual Testing Requirements:

| Compliance Effort | Activities to be undertaken |
|--------------------------------|---|
| Compliance Effort No. 1 | On a bi-monthly basis, the Town shall generate Compliance Notices to property owners where backflow prevention devices have reached or exceeded the twelve (12) month requirement for annual testing. |
| Compliance Effort No. 2 | If after sixty (60) days following Compliance Effort No. 1, up-to-date test reports have not been submitted to the Town, a second Compliance Notice shall be issued to the property owner indicating the property owner has thirty (30) days to complete backflow test reports and have submitted to the Town. |
| Compliance Effort No. 3 | If after thirty (30) days following Compliance Effort No. 2, up-to-date test reports have not been submitted to the Town, a third Compliance Notice shall be issued to the property owner indicating that the property owner has fifteen (15) days to complete backflow test reports and have submitted to the Town or water shall be turned off to the property to protect and safeguard the municipal water supply. In addition, the Town shall issue the property owner a backflow test late filing fee in accordance with the Town's Fee By-law. |
| Compliance Effort No. 4 | If after fifteen (15) days of Compliance Effort No. 3, water shall be turned off to the property to protect and safeguard the municipal water supply. |
| Compliance Effort No. 5 | Water that has been turned off to protect the municipal water supply for failure to adequately test and/ or maintain backflow devices shall remain off until the property owner has completed up-to-date backflow tests and provided test reports to the Town verifying their continued function. |

Table 3 – Response to Device Failures:

| Failure Response | Activities to be undertaken |
|-------------------------------|--|
| Failure Response No. 1 | If a backflow prevention device fails and is no longer able to suitably protect the potable water system, the property owner shall immediately inform the Town of St. Marys. An assessment will be conducted of the device that failed, and its potential impacts to the potable water supply. If the device is not providing main line protection to the Towns water system, the property owner will be instructed to isolate the water system to that area until such time as the device can be repaired or replaced. |
| Failure Response No. 2 | If a main line backflow prevention device fails and is no longer able to suitably protect the potable water system, the property owner shall immediately inform the Town of St. Marys. An assessment will be conducted of the failed device, and its potential impacts to the potable water supply. If, at the discretion of the Town or their designate there is risk to the distribution system as a result of the failed device, water shall be turned off to the property until such time as the main line device can be repaired or replaced. |

Communication

The Town of St. Marys will develop and maintain a proactive communications plan that will include routine notifications to property owners detailing if a Cross Connection Control survey, or Backflow Prevention Device testing is required, as well as a current list of all known devices associated with the property.



References

1. Town of St. Marys Water Supply By-Law, 46 of 2014

Approval

This Policy was approved on July 28, 2020.



CROSS CONNECTION CONTROL PROGRAM

MUNICIPAL BY-LAW 46-2014, SECTION 8 - COMPLIANCE NOTICE 1

June 5, 2020

Town of St. Marys Library
St. Marys, ON, ON N4X1B6

RE: Annual Testing of Backflow Prevention Device
15 Church Street North, St. Marys, Ontario

Our records indicate that we do not have current Cross Connection Control reports on file for the above property. Our records show that a Cross Connection Control Survey was last completed on **1/1/2008**, and that the Cross Connection Control device(s) was last tested on **4/30/2019**. Cross Connection Control Surveys must be completed once every five (5) years and backflow prevention devices must be inspected and tested on an annual basis by a qualified person. These are requirements pursuant to Municipal By-Law 46 of 2014, Section 8.2.1 and Section 8.4, respectively.

The following corrective actions are required at this time:

1. Should the Cross Connection Control Survey be identified as ***"Survey Required"***, within 30-days of receipt of this notice, person(s) responsible for the building(s) shall retain a qualified person to complete an updated Cross Connection Control Survey for the property. *[By-Law 46-2014, Section 8.2.1]*.
2. Should the Cross Connection Control Device(s) be identified as ***"Test Required"***, within 30-days of receipt of this notice, person(s) responsible for the building(s) shall retain a qualified person, to inspect, test and to demonstrate that the backflow prevention device is in good working condition. All inspections and tests conducted shall have a testing and inspection tag affixed to the device noting the date and signature of the qualified person completing the work *[By-Law 46-2014, Section 8.4]*.
3. All documentation of surveys, inspections, compliance, actions and testing shall be submitted to the Town of St. Marys by a qualified person. If a survey or test has been completed more recently than the above noted last test date, please arrange for the qualified person to submit the up-to-date report to the Town within 30-days of receipt of this notice. In addition, a copy shall be maintained on the premises for inspection by the Town *[By-Law 46-2014, Section 8.8]*.

Information on the device(s) where an annual test report is required, Cross Connection Control Survey status for the property as well as test report and survey submission instructions can be found on the reverse of this notice. Should there be any questions or concerns related to the above referenced material, please contact Dave Blake, Environmental Services Supervisor at 519-284-2340 ext. 209 or dblake@town.stmarys.on.ca.

Regards,

A handwritten signature in dark ink, appearing to read "Dave Blake".

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

1. CROSS CONNECTION CONTROL SURVEY(S): Survey Required

Cross Connection Control Surveys are required to be completed a minimum of once every five (5) years. Survey(s) on file with the Town of St. Marys are as follows with the current status noted:

| ID | Survey Location | Last Survey | Survey Due |
|------|------------------------|-------------|------------|
| CCS1 | 15 Church Street North | 1/1/2008 | 12/30/2012 |

2. CROSS CONNECTION CONTROL DEVICE(S): Test Required

Cross Connection Control Device(s) (i.e. backflow prevention devices) on file with the Town of St. Marys which require an annual test report are as follows:

| ID | Device Location in Building | Make | Model | SN | Size |
|-----|-----------------------------|----------|---------|-------|------|
| DC1 | Outside irrigation | Conbraco | 40105T2 | TW465 | 1" |
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3. SURVEY / TEST SUBMISSION INFORMATION:

The Qualified Person shall return the survey or annual test inspection report(s) to the Town's Public Works Department at:

Mail: Municipal Operations Centre – Town of St. Marys
408 James Street South, P.O. Box 998
St. Marys, ON N4X 1B6

Email: dblake@town.stmarys.on.ca



FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Dave Blake, Environmental Services Supervisor |
| Date of Meeting: | 28 July 2020 |
| Subject: | PW 41-2020 Battery Recycling Agreement with Call2Recycle Canada Inc. |

PURPOSE

This report presents an Agreement for consideration between the Town of St. Marys and Call2Recycle Canada, Inc. in regards to Used Consumer-Type Portable Battery Recycling. The Agreement would enable the Town to claim battery materials received and receive funding through the Produce Responsibility framework being administered through Call2Recycle Canada, Inc.

RECOMMENDATION

THAT Report PW 41-2020, Battery Recycling Agreement with Call2Recycle Canada, Inc. be received; and

THAT Council authorize the Chief Administrative Officer to sign the associated agreement with Call2Recycle Canada, Inc.

BACKGROUND

The Town of St. Marys collects single-use and rechargeable batteries through the Municipal Hazardous or Special Waste (MHSW) depot at the landfill site, and more recently through the MHSW Depot collection event. Funding for the collection and recycling of single-use batteries has historically been provided by Stewardship Ontario (SO). However, SO has been undertaking wind-up efforts of the Municipal Hazardous or Special Waste (MHSW) program under the direction of the Minister of Environment, Conservation and Parks (MECP). This is happening as various recycling waste streams are transitioned to an Individual Producer Responsibility (IPR) framework under the *Resource Recovery and Circular Economy Act, 2016*.

On June 30th, 2020, the Stewardship Ontario program ended with regards to battery recycling and was transitioned to the Individual Producer Responsibility Framework now being administered by Call2Recycle Canada, Inc. Since many municipalities already have successfully managed programs through MHSW depots or events, partnerships between producers and municipalities are a natural approach to maintain convenient collection for producers while continuing normal service delivery to residents.

This report presents the Agreement with Call2Recycle Canada, Inc. for consideration.

REPORT

As the Province of Ontario continues to transition waste diversion initiatives such as Recycling, MHSW Programs and tires to an Individual Producer Responsibility framework, producers of these materials will be wholly responsible for the collection, processing and recycling of their materials.

On July 1, 2020, Call2Recycle Canada, Inc. began administration of the individual producer responsibility framework for battery recycling. Call2Recycle is working with municipal collection sites for producers and administering funds for materials collected.

The Agreement (Attachment No. 1) is presented for consideration.

For the Town to continue to receive funding based on the volume of materials collected through the MHSW program, an Agreement with Call2Recycle Canada, Inc. is required.

FINANCIAL IMPLICATIONS

The Agreement would enable the Town to recover fees through Call2Recycle Canada, Inc. for used batteries collected through the municipal hazardous waste depot or depot event days to assist with costs associated with shipments.

Under the Agreement, Call2Recycle would pay the Town a fee of \$0.55 per kilogram collected through bulk depot collections to cover costs of materials required for shipments, including supplies, materials and handling of approved containers. Call2Recycle would also pay a fee of \$1.20 per kilogram to the Town for eligible materials collected through event days performed by a contracted third party to cover costs associated with running such events, including supplies, materials and handling approved containers.

SUMMARY

Based on the information detailed within this Report, Staff recommends execution of the Agreement to enable the Town to receive funds related to battery recycling to assist in offsetting collection, transportation and disposal costs.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

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

ATTACHMENTS

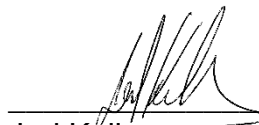
Attachment No. 1 – Used Consumer Type Portable Battery Recycling Agreement

REVIEWED BY

Recommended by the Department

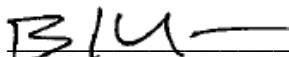


Dave Blake, C. E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

USED CONSUMER-TYPE PORTABLE BATTERY RECYCLING AGREEMENT

THIS AGREEMENT is made as of the ____ day of _____, 2020 (the “**Commencement Date**”).

B E T W E E N:

CALL2RECYCLE CANADA, INC.
(hereinafter referred to as “**Call2Recycle**”)

- and -

THE CORPORATION OF THE TOWN OF ST. MARYS

(hereinafter referred to as the “**Local Government**”)

(hereinafter referred to as the “**Parties**” or singularly as a “**Party**”)

WHEREAS:

- A. Call2Recycle is a not-for-profit, stewardship organization which carries on business nationally, collecting, transporting, and recycling consumer batteries;
- B. Call2Recycle operates a stewardship plan in the Province of Ontario (the “**Province**”) (such stewardship plan, as may be amended from time to time, being the “**Plan**”), and
- B. The Local Government collects Collected Materials (as defined below) for recycling and wishes to provide them in bulk to Call2Recycle for further handling.

NOW THEREFORE in consideration of the promises and mutual agreements contained herein and subject to the terms and conditions hereinafter set forth, the Parties covenant and agree as follows:

1.0. Definitions and Interpretation

1.1 In this Agreement:

- (a) “**Agreement**” means this Agreement and includes all schedules and amendments hereto;

- (b) **“Business Day”** means Monday through Friday, excluding statutory holidays and any other day that the Government of the Province has elected to be closed for business;
- (c) **“Collected Materials”** means any Used Consumer-Type Portable Battery, and/or Used Cellphone provided under this Agreement and includes materials collected by the Local Government via depot collections, curbside collections and event days, among other methods;
- (d) **“Designated Facility”** means an approved Call2Recycle sorting facility;
- (e) **“Non-Conforming Battery(ies)”** means any Used Consumer-Type Portable Battery that: (i) weighs in excess of five (5) kilograms (eleven (11) pounds); or (ii) is not identifiable by Call2Recycle, in its sole discretion, as a battery or such battery’s chemistry is not identifiable, or (iii) is not intact, defective or otherwise damaged; or (iv) is corroded, or otherwise has been exposed to the elements; or (v) is considered non-confirming pursuant to the Plan; or (vi) is an Other Covered Battery, or (vii) has been recalled by the manufacturer or other distributor; or (viii) is otherwise deemed not safely recyclable or handled in accordance with standard protocols and procedures as determined by Call2Recycle in its sole discretion”;
- (f) **“Non-Conforming Materials”** means any liquids, refuse, litter, junk, trash, garbage, needles, medication, or any other materials deemed by Call2Recycle to be non-conforming materials;
- (g) **“Non-Conforming Shipment”** means any Shipment(s) made by the Local Government where any container included in that Shipment: (i) contains more than five (5%) percent by weight of materials that are Non-Conforming Materials; (ii) contains more than five (5%) percent by weight of materials that are Non-Conforming Batteries; or (iii) contains any amount of MHSW (other than hazardous waste comprising any eligible Used Consumer-Type Portable Battery), which is subject to any applicable laws or regulations in the Province, or any province where a Designated Facility may be located from time to time;
- (h) **“MHSW”** means municipal hazardous or special waste;
- (i) **“Other Covered Battery(ies)”** means batteries that are sold in or packaged with electric or electronic devices or equipment that are covered under any stewardship plan or extended producer responsibility plan, other than the Plan;
- (j) **“Regulation”** means the applicable recycling act or regulation as is in effect in the Province, as amended, including, but not limited to Ontario Regulation 30/20 under the *Resource Recovery and Circular Economy Act, 2016* (Ontario);

- (k) “**Service Provider**” means a third party that provides services to the Local Government in relation to MHSW;
- (l) “**Shipment**” means any conforming shipment of eligible Used Consumer-Type Batteries that are shipped by the Local Government to a Designated Facility;
- (m) “**Used Consumer-Type Portable Battery**” means a used battery or battery pack not considered to be a Non-Confirming Battery, including dry cell rechargeable and primary batteries weighing less than five (5) kilograms (eleven (11) pounds), that are sold for replacement purposes for use in electronic or electrical devices not as sold without batteries, containing no liquid electrolyte, and employing one of nickel cadmium, nickel metal hydride, lithium ion, nickel zinc, sealed lead, alkaline-manganese, zinc-carbon, zinc-air, silver oxide and/or and lithium; and

1.2 The Parties acknowledge that the recitals to this Agreement are true and correct.

2.0. Term of Agreement, Amendment and Assignment

- 2.1 The term of this Agreement shall commence as of the Commencement Date and shall remain in effect for one year from date of signing, unless terminated in accordance with this Agreement or upon the termination of the Plan, in which case this Agreement shall automatically terminate. This Agreement shall automatically renew thereafter for subsequent one year terms, unless either Party notifies the other at least ninety (90) days in advance of any renewal term commencement date that the Agreement shall not be renewed.
- 2.2 If, in the reasonable opinion of either Party, there has been a breach of this Agreement by the other Party (the “**Defaulting Party**”), the non-Defaulting Party may give the Defaulting Party written notice to remedy the breach or default within sixty (60) days, failing which the Agreement may be terminated.
- 2.3 Unless agreed to in writing by the Parties, or as otherwise provided for in this Agreement, this Agreement may not be amended, provided that in the event of any changes to the Plan, Call2Recycle may unilaterally amend this Agreement as may be necessary to comply with the Plan.
- 2.4 Neither Party shall subcontract or assign any of its rights or obligations under this Agreement or any part thereof without the prior written consent of the other Party, which consent shall not unreasonably be withheld.

3.0. Shipments of Collected Materials

- 3.1 Unless otherwise designated by Call2Recycle, the Local Government shall ship all Collected Materials to the Designated Facility in open top UN rated steel drums (1A) with a plastic liner and an open head and lever lock ring lid (“**Steel Drums**”), UN rated polyethylene drums (1H) with an open head and level lock ring lid (“**Polyethylene Drums**”), or any other Call2Recycle certified and/or approved box, receptacle, or containers, which may be

designated and/or changed from time to time (collectively, “**Approved Containers**”). All Steel Drums and/or Polyethylene Drums must be completely full and must be sealed with their corresponding lever locking ring lid, prior to any Shipment to a Designated Facility. Approved Containers may be placed on a pallet and should be properly secured with shrink wrap prior to any Shipment to a Designated Facility. All lithium, lithium ion, button cells, or lead acid batteries placed in any Steel Drums, Polyethylene Drums or Approved Containers shall be terminally protected by either placing each such battery in an individual plastic bag, or have their terminals securely covered with tape to prevent any possible short circuits. Packaging of any Used Consumer-Type Portable Batteries may not under any circumstance contain any Non-Conforming Batteries, Other Covered Batteries, or other Non-Conforming Material. All Steel Drums, Polyethylene Drums and Approved Containers used for Shipment must be provided or otherwise approved by Call2Recycle and properly secured by the Local Government prior to Shipment.

- 3.2 The Local Government shall ship all Used Consumer-Type Portable Batteries collected to Call2Recycle only. In order to participate in this reimbursement program, the Local Government cannot ship Used Consumer-Type Portable Batteries to another service provider, program, or entity. All Shipments to the Designated Facility by the Local Government shall use a Call2Recycle designated freight provider and shall comply with the shipping instructions to be provided to the Local Government prior to its first Shipment. Call2Recycle shall notify the Local Government of its list of designated freight providers on or before the Commencement Date.
- 3.3 If Call2Recycle or a Designated Facility determines within thirty (30) days after receipt of a Shipment from or on behalf of the Local Government that such Shipment is a Non-Conforming Shipment, Call2Recycle or its Designated Facility shall (i) arrange with the Local Government for the satisfactory disposition of the materials that are not Used Consumer-Type Portable Batteries, on mutually agreeable terms and conditions, or (ii) reject and return Non-Conforming Materials to the Local Government without further obligation. In either event, Call2Recycle shall invoice the Local Government for out of pocket costs and expenses of receiving and handling any Non-Conforming Materials in a Non-Conforming Shipment, and such invoice shall be paid by the Local Government within thirty (30) days of the date of issuance.
- 3.4 All Local Government collection sites, whether fixed or temporary, may accept up to 15 kilograms of Used Consumer-Type Portable Batteries per day from any one person. If any Local Government collection site accepts more than 15 kilograms of Used Consumer-Type Portable Batteries per day from any one person, the Local Government shall ensure that certain information be collected from such a person, including: the person’s name, contact information and the total weight of Used Consumer-Type Portable Batteries accepted.

4.0. Financial Arrangements

4.1 For each Shipment of Collected Materials that is shipped by the Local Government to the Designated Facility:

(a) Call2Recycle shall pay Local Government:

- (i) a fee of \$0.55 per kilogram for Used Consumer-Type Portable Batteries or any other eligible battery under the Regulation which are collected by Local Government through bulk depot collections (“**Depot Collections**”), to cover the cost of materials required for Shipments, including: supplies, materials, and handling of Approved Containers; and
- (ii) a fee of \$1.20 per kilogram for Used Consumer-Type Portable Batteries, or any other eligible battery under the Regulation which are collected by Local Government through any household hazardous waste event day performed by a contracted third party (“**HHWE Collections**”), to cover costs associated with running such events, including: supplies, materials, and handling of Approved Containers;

(b) Call2Recycle shall directly compensate the Local Government’s designated freight provider(s) for Shipment of bulk depot collections to the Designated Facility, provided that designated freight provider is approved by Call2Recycle, as set out in Subsection 3.2 herein.

4.2 For Collected Materials from Depot Collections, Local Government will receive a payment summary along with payment on a monthly basis within sixty (60) days following receipt and sorting of Collected Materials, and according to Call2Recycle payment terms. The Local Government is not required to submit an invoice to receive payment for Collected Materials from Depot Collections. Prior to payment, Call2Recycle may also take steps to verify that the Collected Materials shipped by the Local Government were received at the Designated Facility. The Local Government shall provide Call2Recycle, or such other parties as Call2Recycle shall direct, with all the necessary information as may be reasonably required by Call2Recycle or its designee(s) to verify any claim by the Local Government for reimbursement of expenses pursuant to this Agreement.

4.3 For Collected Materials from HHWE Collections, the Local Government must submit an invoice, including a bill of lading and/or any other applicable shipping documentation to Call2Recycle within thirty (30) days of any Shipment. Prior to payment, Call2Recycle may also take steps to verify that the Collected Materials shipped by the Local Government were received at the Designated Facility. The Local Government will receive a payment summary and payment for materials from HHWE Collections within (60) days following receipt of invoice, supporting documentation and receipt and sorting of Collected Materials. The Local Government shall provide Call2Recycle, or such other parties as Call2Recycle shall direct, with all the necessary information as may be reasonably required by Call2Recycle or its

designee(s) to verify any claim by the Local Government for reimbursement of expenses pursuant to this Agreement. HHWE Collections submitted without the necessary documentation will be compensated at the Depot Collections rate set out at Subsection 4.1(a)(i).

- 4.4 Local Government shall keep and preserve all applicable records and shipping documents for a period of not less than sixty (60) months following delivery of each applicable Shipment, as necessary to verify Shipments.

5.0. Regulatory and Compliance

- 5.1 Authority. The Local Government hereby represents and warrants that it has the legal power and authority to enter into this Agreement, and that there are no outstanding contracts, commitments, or legal impediments which may limit, restrict or otherwise impair its ability to perform its obligations hereunder.
- 5.2 Title to products: The Local Government shall be the owner of all right, title, and interest in all Collected Materials from the time when the Local Government collects and/or accepts them until such point in time that title has been transferred, conveyed and assigned to any service provider or Designated Facility pursuant to a Shipment. At no time will Call2Recycle possess any right, title or interest in or to any Collected Materials unless possessed and handled directly by designated Call2Recycle employees, notwithstanding any Shipment made to a Designated Facility.
- 5.3 Regulatory compliance: In performing its obligations under this Agreement, the Local Government shall obtain all permits, licenses, authorizations and approvals required by applicable law and observe and comply with all applicable laws, including, if applicable in the Province, any certificates or approvals issued to the Local Government. The Local Government shall assist Call2Recycle, as required, in providing information and reports to satisfy regulatory and reporting requirements relating to the Plan. The Local Government shall take all reasonable steps to ensure any Service Providers meet the same requirements.
- 5.4 Site visits and audits: Upon reasonable notice, Call2Recycle or its agent shall have the right to enter upon any collection facility utilized by the Local Government for the purpose of conducting inspections or compliance audits. The Local Government shall take all reasonable steps to ensure that Call2Recycle has the same rights in respect of any Service Provider used by the Local Government. Call2Recycle or its agent shall be accompanied by a representative of the Local Government for any such visits or audits.

6.0. Indemnity and Insurance

- 6.1 Indemnity: Each Party (the “Indemnifying Party”) hereby indemnifies and saves harmless the other Party (the “Indemnified Party”), its directors, officers, contractors, employees, and agents, from and against any and all manner of actions or causes of actions, damages (but not including consequential damages), costs, loss or expenses of whatever kind (including related legal fees on a full indemnity basis) which the Indemnified Party, its

directors, officers, contractors, employees, and agents may sustain, incur or be put to by reason of or directly or indirectly arising out of any willful misconduct or negligence of the Indemnifying Party or any person for whom the Indemnifying Party is, at law, responsible, in relation to matters arising out of this Agreement.

- 6.2 Limitations of Liability. In no event will either party claim any exemplary, aggravated or punitive damages in connection with this Agreement, and under no circumstances will a party be liable to the other party for any indirect, special or consequential damages, compensation or loss of profits, anticipated revenue, savings or goodwill, or any other economic loss arising out of or in any way related to this Agreement, even if advised of the possibility thereof.
- 6.3 Insurance. The Local Government shall, during the term of the Agreement, self-insure, maintain at its expense, and/or require its Service Provider to maintain at either the Local Government's or Service Provider's expense Comprehensive General Liability coverage with limits of not less than \$5,000,000 (five million dollars) per occurrence. Unless the Local Government wholly self-insures, the Local Government shall deliver a copy of Certificate(s) of Insurance maintained by the Local Government or a Service Provider pursuant to this Agreement, upon the Commencement Date, and annually upon renewal of the Local Government or Service Provider's insurance, naming Call2Recycle as an additional insured. The Certificate(s) of Insurance, referred to in this section must also provide that the Local Government shall provide Call2Recycle with thirty (30) days advance written notice of cancellation, termination, non-renewal, or material change.

7.0. Assignment

- 7.1 During the term of this Agreement, the Local Government hereby expressly covenants and agrees that it shall not subcontract or assign any of its rights or obligations under this Agreement or any part thereof without the prior written consent of Call2Recycle, which consent shall not unreasonably be withheld.
- 7.2 The Local Government hereby expressly acknowledges and agrees that Call2Recycle may subcontract or assign any of its rights or obligations under this Agreement or any part thereof to any Affiliated Company or successor, or otherwise in connection with the sale of all or substantially all of its assets.

8.0. Notices

- 8.1 Any notice, request, demand or other instrument or communication herein provided, permitted or required to be given by either Call2Recycle or the Local Government shall be in writing and sufficiently given if delivered personally, by facsimile transmission or other electronic means of written communication tested prior to transmission to the extent such testing is available, or if sent by registered mail to the following respective address hereinafter set out, namely:

Notices to Call2Recycle shall be delivered to:

100 Sheppard Avenue East
Suite 800
Toronto, Ontario
M2N 6N5
Attention: President

Notices to the Local Government shall be delivered to:

175 Queen Street East
P.O. Box 998
St. Marys, Ontario
N4X 1B6
Attention: CAO / Clerk

- 8.2 Any such notice if delivered personally, by facsimile transmission or by other electronic means of written communication on a Business Day before 5:00 p.m. local time at place of receipt, shall be conclusively deemed to have been given on the day of personal delivery, or facsimile transmission or electronic communication (and if after 5:00 p.m. local time at place of receipt the next following Business Day), or, if mailed as aforesaid, shall be conclusively deemed to have been received on the fifth Business Day following the day on which such notice is mailed (except during a postal strike in which case such notice shall be delivered personally). Either Party may, at any time, give written notice to the other of any change of address of the Party giving such notice and from and after the giving of such notice the address therein specified shall (in the absence of knowledge to the contrary) be deemed to be the address of such Party for the giving of notices thereafter.

9.0. Dispute Resolution

- 9.1 If any dispute arises between the Parties pursuant to this Agreement, the Parties shall attempt to resolve the dispute within 30 days upon which written notice of the dispute was first given, or as otherwise agreed upon. If the Parties are unable to resolve the dispute within 30 days, the Parties shall jointly select an arbitrator to arbitrate the dispute. The arbitrator shall render a decision on the dispute and the award arising therefrom, in accordance with the applicable arbitration legislation in effect in the Province, and as amended from time to time.

10.0. Term and Termination

- 10.1 This Agreement is effective as of the Commencement Date and shall continue in full force and effect until otherwise terminated.
- 10.2 Either Party may terminate this Agreement for any reason whatsoever upon not less than one hundred and eighty (180) days prior written notice to the other Party.
- 10.3 Notwithstanding Section 10.2, Call2Recycle may terminate this Agreement immediately at any time, and without prior written notice to Local Government, if:

- (a) In any province that has an extended producer responsibility plan, in the event such a plan is cancelled, Call2Recycle may terminate this Agreement as it relates to that province;
 - (b) The Local Government subcontracts or assigns any rights or obligations under this Agreement, or any part thereof;
 - (c) Any Shipments made by Local Government are deemed by Call2Recycle or any Designated Facility, to be a Non-Conforming Shipment; or
 - (d) A receiver or trustee is appointed for any part of the assets of Call2Recycle.
- 10.4 Call2Recycle expressly reserves the right, in its sole discretion and without prior written notice, at any time, and for any reason whatsoever, to amend, suspend or terminate all or any portion of the Plan.
- 10.5 On the date of termination neither party shall have any obligations, financial or otherwise, hereunder save and except for matters arising prior to termination, which may involve obligations of the parties after termination. All sections of this Agreement which by their nature should survive termination, including, without limitation, accrued rights to payment, indemnities, and limitations of liability.

11.0. General Provisions

- 11.1 This Agreement constitutes the entire agreement between the Parties and supersedes all prior or contemporaneous understandings or agreements, written or oral, regarding such subject matter.
- 11.2 All of the terms, covenants, conditions, and other provisions contained herein, and all of the obligations under or pursuant to this Agreement, shall be binding upon and shall enure to the benefit of the Parties hereto and their respective successors and permitted assigns.
- 11.3 There are no representations, warranties, collateral agreements, or conditions affecting this Agreement, other than those expressed in writing herein.
- 11.4 This Agreement shall be governed by and construed in accordance with the laws of the Province. Each of the Parties attorn to the non-exclusive jurisdiction of the courts of the Province.
- 11.5 This Agreement may be executed in counterparts, the counterpart copies of this Agreement together constituting a full, valid, and binding Agreement among the Parties hereto.
- 11.6 In the event that any provision of this Agreement is determined by a Court of competent jurisdiction to be illegal or invalid or unenforceable for any reason whatsoever, such provision shall be severed from this Agreement and will not

affect the legality or validity or enforceability of the remainder of this Agreement or any other provision hereof.

11.7 The rights, remedies, and privileges in this Agreement given to the Parties:

- (a) are cumulative, and any one or more may be exercised;
- (b) are without prejudice to and are in addition to and apply notwithstanding any other provisions in this Agreement; and
- (c) are not and shall not be dependent or conditional upon, or in any way lessened, restricted, or affected by any other provisions of this Agreement.

11.8 Either Party may, from time to time, waive the performance of the other Party of any provision of this Agreement, either before or after that performance is done, but a waiver is not effective or binding upon the Party providing the waiver, unless it is in writing and signed by the Party providing the waiver or under its authority, and does not limit or affect the Party providing the waiver's right with respect to any other breach or non-performance, whether prior or subsequent thereto.

11.9 Any Service Providers engaged by the Local Government to assist in providing MHSW services shall be required by the Local Government to comply with and adhere to the terms and conditions, as applicable, of this Agreement.

11.10 Each Party shall perform the acts, execute and deliver the writings, and give the assurances necessary from time to time to give full effect to this Agreement.

11.11 This Agreement supersedes and replaces all oral and written communications between the Parties relating to the subject matter of this Agreement.

<Signature page follows>

IN WITNESS WHEREOF the Parties hereto have executed this Agreement as of the date first written above.

CALL2RECYCLE CANADA, INC.

Per: _____
Name:
Title:
I have authority to bind Call2Recycle

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

Per: _____
Name: Brent Kittmer
Title: Chief Administrative Officer
I have authority to bind the Municipality



FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Stratthdee and Members of Council |
| Prepared by: | Dave Blake, Environmental Services Supervisor |
| Date of Meeting: | 28 July 2020 |
| Subject: | PW 42-2020 Procurement of a Bulldozer for the Landfill |

PURPOSE

This report presents information to Council regarding the potential purchase of a bulldozer for landfill operations through the Municipal Modernization Funding program for consideration.

RECOMMENDATION

THAT report PW 42-2020, Procurement of a Bulldozer for the Landfill be received; and

THAT Council approve the purchase of a Bulldozer from Toromont CAT for the quoted price of \$211,251.14, inclusive of HST to be funded through the Municipal Modernization Funding program.

BACKGROUND

In August 2018, Town Staff completed a Waste Reduction and Diversion Assessment (WRDA) for the landfill Site that not only assessed waste streams, but also site operations, and presented potential options for consideration. Appendix B5 – Landfill Optimization states the following:

“...Another optimization at the Site would be additional earth moving equipment. Currently all operations are completed by utilizing compaction equipment which includes the placement of daily cover. Compaction equipment is not intended to move earth on and off of material and as such creates operational challenges in both placing cover material and removing at the start of each working day. Significant volume utilization savings could be realized with the consideration of the purchase or utilization of appropriate earth moving equipment going forward”.

However, given financial constraints at the landfill, and future capital requirements, the initial purchase of such equipment through landfill reserves was difficult given higher priority future needs

In early 2019, the Provincial Government provided Service Modernization Funding to small and rural communities. The funding was provided to assist these municipalities that have limited capacity to plan, modernize and improve the way they provide services within their communities. The Town of St. Marys was a recipient of funds under this program in the amount of \$671,990.

The Town has been actively working to improve landfill site operations and promote waste efficiencies at the Site while also being mindful of budget implications or negative impacts of high fee increases for Site utilization. As a part of the Service Delivery review completed in 2019 and subsequent allocation of the modernization funding, Council provided direction to staff to further pursue the purchase of a bulldozer for the landfill as a long-term strategy to manage landfill capacity and reduce future capital costs.

This report presents information to Council regarding the purchase of a dozer for landfill site operations utilizing modernization funding to help improve the operation and efficiency of the landfill site.

REPORT

This report provides the summary of results related to a procurement process for a bulldozer for the landfill and the supporting business case for consideration.

Business Case:

As part of the current landfill site operations, cover material (i.e. soil or wood chips) must be applied daily with a minimum thickness of 150mm (6 inches). Currently, the Site utilizes a landfill compactor for both waste placement, compaction and cover movement and placement. Unfortunately, this is not an ideal means to move and place cover as the compactor is designed to push waste, and not suited for fine cover placement. This can result in significant excess cover material being applied or “lost” at the Site which can have negative impacts to volumetric fill rates and site utilization.

On average, it is estimated that 20-30% of all volume used at the landfill is cover material which means that dirt is utilizing a large portion of the Town’s approved fill capacity for waste. This occurs in part due to current equipment uses. As the compactor moves and places cover material, the design on the wheels continually punctures the surface creating voids that utilize more cover material on each pass of the machine as the cover material is compacted. Furthermore, the blade on the compactor is not able to tilt with the contours of the waste pile and loses cover material as the blade moves off the ground. This also makes it more difficult to remove cover material when moving across the Site. Overall, this results in cover material application in excess of requirements.

The utilization of a bulldozer for landfill operations eliminates the above concerns with the compactor and enables a more efficient cover application program while utilizing less material. Through discussions with municipal staff, it is estimated that a bulldozer could reduce cover usage at the landfill site by up to 50%. Based on recent historical fill rates at the landfill, currently an estimated 2,300 cubic metres of cover material is placed at the landfill annually. The use of a bulldozer could see cover utilization reduced to an estimated annual value of 1,150 cubic metres. This potential reduction not only would extend the life of the landfill, but also enables the Site to generate additional revenues through additional waste placement in space otherwise utilized by cover material.

With the Town working to finalize the landfill expansion for an additional 708,000 cubic metres over a 40-year planning period, based on initial cost estimates for construction and ongoing operational costs, the cost per cubic metre at the landfill is \$35.03 to build and maintain. Based on the more efficient utilization of cover, the Town would be able to extend capital costs while creating opportunity for more revenue generation at the Site.

Based on the current landfill tipping fees, and the current waste density at the Site, the space avoidance would have a waste revenue equivalent of \$53,196.11 per year or approximately \$1.06 million over the 20 year lifecycle of the dozer while extending the landfill lifecycle by up to 2.5 years over that time. This means that a more efficient application of cover material at the Site will enable initial capital costs to stretch further while increasing the revenue that can be realized from those initial capital contributions.

Additionally, under current operations, the Town is also required to utilize contracted services for dozer operations at the Site for an annual cost of approximately \$5,000.00. This ongoing cost, estimated to be approximately \$100,000 over the life cycle of the equipment would be avoided moving forward as the Town could complete this works with internal equipment and forces.

Procurement Results:

A procurement document was administered for the proposed bulldozer. A total of five (5) submissions were received. The following is a summary of the procurement results, as well as recommendation for a successful proponent:

| Proponent | Make / Model | Cost (\$), (HST inclusive) |
|------------------------------------|----------------------|----------------------------|
| Brant Tractor Ltd. | John Deere, 650K XLT | \$215,434.50 |
| Liebherr-Canada Ltd. – DQ | Liebherr PR 716 LGP | Not Applicable |
| Strongco Limited Partnership | Case 850 MLT | \$215,830.00 |
| Toromont CAT (Submission 1) | CAT D5K2XL | \$201,361.48 |
| Toromont CAT (Submission 2) | CAT D5K2LGP | \$211,251.14 |

Notes: DQ – Submission disqualified as the Make and Model was not consistent with requirements of the tender.

Toromont CAT provided two (2) submissions for consideration based on available and acceptable models. Both submissions from Toromont CAT were lowest among the five submissions. The procurement document submitted by Toromont CAT was found to be complete, contractually acceptable and ultimately provides the best value for the municipality. As such, staff recommend award of the tender to Toromont CAT.

Through review of the two submissions from Toromont CAT, Submission No. 2 for the CAT D5K2LGP is the preferred equipment. Although not the lowest cost presented, the Low Ground Pressure (LGP) model is specifically designed to operate in soft underfoot conditions where additional floatation is required such as a landfill environment. Staff believe that this model will be best provided to the Sites application.

FINANCIAL IMPLICATIONS

The purchase of a Dozer for the Public Works Department will cost \$211,251.14, inclusive of HST.

However, the Town is able to recover a portion of the applicable tax, resulting in a total cost, net of the HST rebate of \$190,238.28.

The annual cost of operation of the equipment over a 20 year service life, including purchase price, operation and maintenance and lifecycle costs is estimated to cost \$17,260/year. Ongoing operation and maintenance costs would be funded through the Town's fleet program with the landfill increasing the contribution to the fleet reserve.

As noted, deploying a bulldozer to landfill operations is expected to save landfill capacity equivalent to \$1.06 million in additional revenue over the 20 year lifecycle of the dozer while also extending the landfill lifecycle by up to 2.5 years over that time.

Funding for this project is proposed to utilize the Municipal Modernization Funding Program provided to the Town from the Provincial Government to allow municipalities to lower costs and improve efficiencies.

SUMMARY

Based on information detailed within this report, it is Staff's recommendation to proceed with the submission from Toromont CAT for the quoted price of \$211,251.14 (Inclusive of HST) for the purchase of a 2020 CAT D5K2 LGP Crawler Dozer. The purchase of such equipment for landfill operations will significantly improve on-site operations, lower use of cover material while providing improved cover practices while working to maximize landfill space long term.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar # 1 – Infrastructure, Waste Management Plan
 - Outcome: With anticipated proactive measures for growth (residential, commercial and industrial), there will be need for active consideration of optimizing landfill services, but with a view to controlled costs and forward thinking environmental initiatives.
 - Tactic(s): Explore alternatives to status quo waste management with a view to reduction and recycling initiatives for all residential, commercial and industrial properties.

OTHERS CONSULTED

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

Morgan Dykstra, Public Works Coordinator – Town of St. Marys

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department

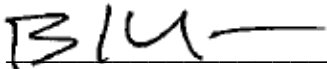


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk



FORMAL REPORT

| | |
|-------------------------|--|
| To: | Mayor Strathdee and Members of Council |
| Prepared by: | Jed Kelly, Director of Public Works |
| Date of Meeting: | 28 July 2020 |
| Subject: | PW 45-2020 Downtown Remembrance Banners |

PURPOSE

To present and approve a request from the St. Marys Branch of the Royal Canadian Legion to display remembrance banners. The Legion is requesting the installation of remembrance banners on the sidewalk side of the streetlights in the Downtown. Similar programs have been implemented by numerous communities throughout Ontario. These banners contain details of military service performed by local veterans during the remembrance period.

The St. Marys Branch of the Royal Canadian Legion would like to implement this program in St. Marys in the fall of 2020.

RECOMMENDATION

THAT PW 45-2020 Downtown Remembrance Banners report be received; and

THAT Council approve the installation of remembrance banners within the Downtown; and

THAT the Public Works Department facilitate the installation and removal of the banners each year and recuperate the costs from the St. Marys Branch of the Royal Canadian Legion on an annual basis; and

THAT Council approve By-Law 68-2020 permitting the implementation of the remembrance banner program and authorizing the Mayor and the Clerk to sign the associated agreement.

BACKGROUND

Historically, the St. Marys Business Improvement Area (BIA) Board administered and funded a banner display program within the business improvement area. The banner hardware, although in good condition, was removed in 2016 due to the ongoing costs of replacing the banners due to weathering. The BIA instead chose to redirect its beautification funds to replace downtown light fixtures and seasonal lighting. The banner hardware was placed in Town storage.

At the time of this report, the Public Works Department is refurbishing the existing banner hardware (for approximately 30 poles) to a black finish and new mounting band clamps are being sourced. The refurbishment is at the request of the St. Marys Business Economic Support and Recovery Task Force, which has approved the installation of banners in the downtown to support local businesses.

The Public Works Department has been reviewing the installation of fixtures on streetlight poles in the Downtown with the BIA. Town staff and the BIA are working together to develop a prototype customized bracket that can incorporate upper banner hardware and the quick installation of the shooting star displays (SSD). The customized bracket should minimize operation budget impacts when the pole features are changed.

REPORT

The Town is currently set up to reintroduce a banner program on Town streetlight fixtures within the Downtown, a request has been made to the Town to install remembrance banners on behalf of the St. Marys Royal Canadian Legion.

St. Marys Royal Canadian Legion Request:

Tom Jenkins, President of the St. Marys Branch of the Royal Canadian Legion approached Town staff regarding a new banner campaign (Attachment 1). The Legion is requesting to use the BIA's banner hardware for the installation and removal of banners. Town staff have approached the BIA with the request and the BIA is in agreement.

The installation and removal of the banner hardware would be completed via contractor. Ideally the removal will align with the seasonal light display installation. The upper banner hardware will conflict in areas where the larger SSD are installed and will be removed before the SSD are installed. This should not be an issue post-2020.

The Legion has submitted a sample image (Attachment 2) of the typical banner, which is printed on high quality vinyl and is expected to last several seasons.

Roles and Responsibility of Town and Legion:

The Legion will be responsible for securing individual banner sponsorships and for the procurement of the banners. The sponsor price will include the cost to install and remove the banners each season. The banners will be owned by the sponsor and when removed after Remembrance Day the individual sponsor will have the choice of having it returned or have the Legion store them until the next year. The intent being that the banners will last for several years and be displayed during the remembrance period.

The Town will be responsible for providing an in-kind donation to schedule the contractor to install and remove the banner each year. Ideally, the process will align with downtown seasonal changeovers to reduce contracted services costs. The timeline associated with the installation of the banners will be determined with the Legion's input. Staff will allocate and invoice the Legion for the costs associated with the installation and takedown. Ideally, in the long-term, the costs will decrease as the custom multi-use hardware is installed.

FINANCIAL IMPLICATIONS

As the banner hardware is expected to be refurbished and installed as a COVID economic recovery initiative, the install costs have already been incurred. Removal of banner hardware will only be required for Queen St. pole locations where the SSD are displayed.

The remembrance banner installation costs for the 2020 season are based on the use of 30 banner brackets which involve removal of the economic promotional banners.

The total financial implication is an estimated \$1200 for installation and \$1600 for removal since there are additional costs to remove the banner hardware to accommodate the SSD displays. The 2020 season will cost \$2800 or approximately \$93 per location. Using the Legion's proposed banner cost of \$140, the inclusion of the installation and takedown will adjust the sponsorship to \$233/banner.

As previously stated, this cost is expected to be reduced once the multi-function bracket is developed to accommodate the SSD and upper banner hardware which would remain on streetlight pole year-round.

SUMMARY

The St. Marys Legion is requesting that a remembrance banner program be considered by Council. The Town will need to help facilitate the program and the Public Works Department will coordinate the installation and removal of the banners each year. The hardware for the banners already exists.

The Honour Our Veterans Banner Program is an opportunity to engage the community in honouring and remembering local veterans and an initiative that will ensure continued recognition and respect throughout future generations.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

St. Marys BIA

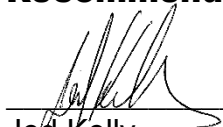
ATTACHMENTS

Attachment 1 – St. Marys Royal Canadian Legion Request Letter

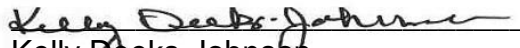
Attachment 2 - St. Marys Royal Canadian Legion – Sample Banner

REVIEWED BY

Recommended by the Department

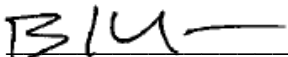


Jed Kelly
Director of Public Works



Kelly Deeks-Johnson
Tourism and Economic Development Manager

Recommended by the CAO



Brent Kittmer
CAO / Clerk

Royal Canadian Legion
Perth Regiment Veterans Branch 236
66 Church Street North
Box 1036
St Marys, Ontario
N4X 1B7



30 January 2020

Town of St Marys CAO/Clerk
175 Queen Street East
Box 998
St Marys, Ontario
N4X 1B6

**REQUEST FOR ASSISTANCE –
DISPLAY OF VETERANS BANNERS DURING REMEMBRANCE PERIOD**

Mr. Kittmer;

Numerous towns throughout the province have a popular program in place that displays special banners during the remembrance period. These banners contain details of military service performed by local veterans. The St Marys branch of the Royal Canadian Legion would like to assist in bringing that project to our town.

The banners can be produced to fit brackets that the town would also use for other occasions throughout the year. They are made of heavy duty vinyl, in full colour, and are printed on both sides. Content varies from town to town, but is generally made of 3 areas on the banner. A top strip contains a Canadian flag and the words “Lest We Forget”. Below that is the photo of a veteran with his/her name, what part of the military they serve(d) in, and the name(s) of the personnel sponsoring the banner. The bottom strip can contain logos of the organizations running the project, such as the Legion, the town, and the BIA.

A photo of a typical banner is attached. An actual sample banner is currently at our Legion branch and can be loaned to town staff if that is desired.

The Legion’s main role in the project would be to secure sponsors for each banner. A form will be created to obtain the required information, as well as details of the sponsoring person(s). The sponsor will pay the Legion, who in turn will pass the order to a local supplier for production. Once paid for, the banners will be owned by the sponsor. When they are removed after Remembrance Day the sponsor will have the choice of having them returned, or to have the Legion store them until next year. Banners will last for a number of years, depending on how harsh the weather is while they are displayed.

The estimated cost of producing a banner is somewhere in the range of \$140. Discussions are currently underway between the Legion and Ben Gerber of Distinct Decals here in St Marys as the possible provider.

The idea is that sponsors will bear the full price of having the banner made and displayed. If the town requires funding to help pay for the brackets, or to help pay for the equipment and personnel required to put up and take down the banners, that will have to be added into the price of sponsorship. Please note that the Legion will not profit from this project – sponsors will only be charged the amount required to cover the above mentioned costs.

At this time there is no firm number regarding how many banners would be sponsored. It is typical that the first year has a limited response and others come on board after seeing them displayed. There has been good interest from Legion members regarding the project, and we are confident that it would be supported by the people of St Marys.

It is therefore requested that the Town of St Marys consider assisting the Legion in making this project possible.

Sincerely,

// signed //

Tom Jenkins
President
Royal Canadian Legion
Perth Regiment Veterans Branch 236 St Marys
226 661-0057





FORMAL REPORT

| | |
|-------------------------|---|
| To: | Mayor Strathdee and Members of Council |
| Prepared by: | Jeff Wolfe, Asset Management and Engineer Specialist |
| Date of Meeting: | 28 July 2020 |
| Subject: | PW 47-2020 Fibermat Surface Treatment Contract Award |

PURPOSE

This report presents information to Council regarding the 2020 surface treatment program and recommends that the Town continue to apply Fibermat surface treatment. NorJohn Contracting is the only known supplier of FiberMat, and in accordance with the purchasing by-law, staff are recommending a sole source purchase to NorJohn Contracting.

RECOMMENDATION

THAT PW 47-2020 Fibermat Surface Treatment Contract Award report be received; and

THAT Council authorize a sole source contract with NorJohn Contracting; and

THAT By-law 67-2020 authorizing the execution of the agreement with NorJohn Contracting be approved.

BACKGROUND

The Town's road maintenance program utilizes surface treatment applications to extend the useful life of its local and collector level asphalt roads. Surface treatment extends the useful life of the asphalt road as it protects the base aggregates from water infiltration.

The Town has used low class bituminous surface treatment (BST), also known as "Tar and Chip" as a preventative maintenance measure on asphalt roadways for many years. The tar and chip process applies a thin protective wearing surface comprised of asphalt emulsion and cover aggregate to provide a waterproofing layer to improve the overall road condition for 5 to 7 years.

There are many different variations of BST's, each utilizing different aggregates, emulsions and application methods. The Town has historically used a high float emulsion with a 9mm crushed quarry limestone aggregate. The Town's surface treatment process is an important, cost effective component of the overall road maintenance program but has experienced varying degrees of success from year to year as a result of varying aggregate size and at times less than ideal application conditions.

A proprietary high-performance BST has become more popular in recent years and is used by neighbouring municipal road departments. The product is called FiberMat and enhances the surface treatment product with shredded fiberglass and the use of trap rock for aggregate. The County of Perth along with all its lower tier municipalities are now utilizing FiberMat for their surface treatment applications with reported good results.

Town staff have investigated the use of FiberMat and received Council approval to proceed with the product in 2018 and 2019. The work was contracted to NorJon contracting as they are the only known supplier of Fibermat. Currently the Town has several sections of FiberMat and staff are very pleased

with the overall performance and durability thus far. Staff have also made several notes post installation to ensure continued success. Minimal dust complaints were recorded during the bonding period, this is significant – previously, there has been many complaints when using native quarry limestone for surface treatment. Furthermore, the end result has more of the look and feel of fresh pavement, this can be attributed to use of imported trap rock which provides a high strength wear top course layer. If Council is interested in understanding what the final product looks like in the field, Huron Street is a good example.

REPORT

As noted, surface treatment application is an essential component of the Town's road maintenance to extend the useful life of its local and collector level asphalt roads. Staff have noted positive results in the areas completed in 2018 and 2019. Because of these positive results, it is staff's recommendation that the Town's surface treatment program should continue with the approach of applying FibreMat rather than reverting to the traditional "tar and chip" approach.

However, to the best of staff's knowledge, NorJohn is the only company in the area that installs fiberglass reinforced BST. In 2018 and 2019 Council approved a sole source procurement to NorJohn and staff are making a similar request to Council for 2020.

The Town's purchasing by-law, By-law 36-2012 permits the acquisition of goods and services via sole source under Section 9: Emergency Purchases and Sole Source Purchases. Section 9.1(b)(ii) states the Town may negotiate a sole source contract *"when there is only one known source for the goods or services."*

It is staff's opinion that FibreMat is a superior road treatment when compared to tar and chip. As NorJohn Contracting is the only known provide for FibreMat surface treatment, staff recommend that Council approve the use of FibreMat surface treatment in St. Marys and authorize sole sourcing the contract to NorJohn Contracting.

FINANCIAL IMPLICATIONS

Council approved \$95,000, net of HST, in the 2020 operating budget for surface treatment application. While the typical surface treatment product cost for St. Marys has been between \$3.50-\$4.00/m², the higher performance Fibermat product is more expensive at \$7.25/m².

Staff would maximize the work area to utilize the extent of the approved budget. Staff anticipate completing approximately 1.2km of road with the available budget. The final selection of road sections for installation is not complete, as staff are still completing an annual inventory. If approved, staff would direct the Contractor to complete installation in the late summer months.

SUMMARY

The Town's purchasing policy allows for single source procurement of services when there is only one known source of the goods or service. While the unit cost of FiberMat is higher than the typical BST product the Town has used in the past, staff believe that the Town will continue to experience improved performance and longevity with the Fibermat product and therefore are recommending its continued use in 2020.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #1 Infrastructure: Strategic Priority for "Developing a comprehensive and progressive infrastructure plan":

- Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance.

OTHERS CONSULTED

Todd Thibodeau, Public Works Supervisor

ATTACHMENTS

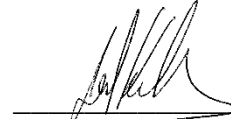
None.

REVIEWED BY

Recommended by the Department

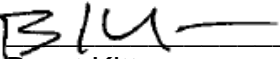


Jeff Wolfe
Asset Management/Engineering Specialist



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
CAO / Clerk

**Board of Directors Meeting Highlights
Held on June 18, 2020 at 8:30 AM
as a Virtual Meeting**



Serviced Municipalities with less than 5,000 Population, Public Spaces, and Schools at Risk

We heard a lot of concern around the current Ministry proposal: that after transition producers are not required to service municipalities with less than 5,000 population, public spaces, and schools.

For members that have not yet passed a Council resolution, we have updated the resolution. It now references one additional “whereas” clause:

WHEREAS the Municipality of X is concerned about a recent proposal by the Ministry of Environment, Conservation and Parks that could jeopardize over 135 small rural, remote, and Northern community Blue Box programs across the Province as well as servicing to schools and public spaces;

And one additional “therefore be it resolved” clause:

THAT the Municipality of X strongly advocates for language to be included in the regulation that ensures municipalities under 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government’s Blue Box mediation as well as schools and public spaces.

For those who have already passed a resolution, thank you! For those who are looking to pass a separation resolution to flag concerns to the Province about this latest proposal, feel free to use/amend the above language as you see fit.

Looking for an Expanded Polystyrene Recycling Option?

Second Wind Recycling, launched last year out of St. Thomas, seeks to serve sustainability minded Municipalities in South-Western Ontario with affordable recycling of scrap EPS packaging (Styrofoam).

Partnered with the Continuous Improvement Fund in modelling an innovative mobile-densification approach, Second Wind Recycling is offering a preferred rate of service to Municipalities within the service territory, which the Bluewater Recycling Association falls within.

Below is a link to an article done with the CIF that illustrates the service in action:

<https://thecif.ca/cifs-mobile-eps-densification-collection-pilot-has-officially-launched/>

The program is currently operating in five local municipalities with public drop offs at depots and landfills. Participation and diversion have both been strong from the onset. Municipalities interested in greatly improving their sustainability for a small investment can contact Second Wind Recycling for a free assessment and quote while route capacity remains available.

www.secondwindrecycling.com info@secondwindrecycling.com Dane Rice, 519-494-4984

Recycling Operations During COVID-19

The arrival of the novel coronavirus, COVID-19, caused many business sectors to act quickly—implementing new safety measures, making changes to operations and securing access to personal protective equipment (PPE). For the waste and recycling industry, which has been dubbed an essential service by the government, the pandemic brought a vast variety of new challenges, especially as waste industry employees continued to work on the frontlines to protect human health and the environment.

The Association has undergone a number of changes over the past few months, some of which will be temporary, and some of which will be permanent. From implementing more work from home options, to following social distancing measures, to ramping up cleaning efforts and access to PPE, to investing in advanced technologies and physical barriers, the Association continues to put into place best practices to keep both its employees and customers safe.

The shutdown took place across the Province—essentially occurring within a two-week period. This naturally resulted in significant confusion about numerous things including whether recycling was even considered essential. There was a lot of conflicting guidance early on relative to gloves, masks, how long the virus can last on surfaces, how the virus actually spreads, what was essential and what wasn't, what was being enforced ... and when you consider what our industry had to do in a very short period of time, we're proud of what we were able to accomplish.

We decided early on that we needed to manage risk, and we started with our people. We employed measures inside our physical assets to provide services within our communities, all while making sure we got materials picked up in a manner that wouldn't cause additional problems.

One of the biggest challenges of working during the pandemic is that the industry is very labour intensive, with employees often working in close proximity to each other. In an effort to maintain social distancing, the Association, staggered start times and breaks for workers, provided employees with additional PPE and more.

As the Province starts to reopen, The Association continues to follow these best practices in an effort to maintain safe working environments.

For the past few months, non-essential businesses have remained temporarily shuttered, and many shelter-in-place orders have been extended. These factors, along with others, have led to an uptick in residential waste and recycling volume, and a decrease in most commercial volume, in particular hospitality and office buildings. However, some commercial facilities experienced increased volumes including grocery stores and, as can be expected, multifamily homes.

Of this volume, the majority of materials are small cardboard from online purchases as well as aluminum, glass and polyethylene terephthalate due to some deposit systems being temporarily paused.

This increase in volume, however, has not been the easiest to manage, as 146 recycling programs were suspended due to COVID-19 concerns, worker safety, workforce limitations, hauler and facility decisions and prioritization of services. These suspensions impacted 3 million households, and approximately 6 percent of recycling tonnes.

As COVID-19 spread quickly during the start of 2020, consumers raced to stock up on disposable paper items like toilet paper, tissues, paper towels and wipes, even though the coronavirus isn't known to cause digestive issues. This "paper panic" has since slowed, as the number of confirmed COVID-19 cases continues to decrease in many areas.

Other commodities the industry has kept its eye on are aluminum, plastics, old corrugated cardboard, residential papers and news and mixed paper, all of which have experienced changes due to the impact of COVID-19.

While all commodities fluctuate with the economy, single stream is one of the most volatile, previously registering at a 50 percent annual volatility. In comparison, other commodities such as gold registered at only 14 percent volatility, increasing with coking coal, platinum, aluminum, thermal coal, copper and iron ore until reaching the second highest volatile commodity, oil, at 43 percent. This is not new with the pandemic; however, COVID-19 drove volatility further.

Working Through An Unexpected Surge

The pulp-and-paper industry has experienced an unforeseen surge in demand this spring. In late April, the American Forest & Paper Association (AF&PA), Washington, reported that U.S. tissue mills set record-high levels of tissue production this spring. U.S. tissue mills manufactured about 700,000 tons of tissue in March alone. In February and March, AF&PA reports that its member companies delivered more than 22,000 tons of parent roll tissue per day. These increases were likely spurred by the COVID-19 pandemic.



Outbreak at recycling facility impacts Calgary's blue bin service

Recyclables in bins left for pickup will be taken to landfill until facility is sterilized

The Cascades Recovery+ recycling plant in southeast Calgary is about 100,000 square-feet in size, manages between 100 and 200 tonnes of recycling every two to three days, and runs continuously six days a week.

An outbreak at a facility that handles Calgary recycling means the contents of blue bins left out by residents will be taken to the landfill until the issue is resolved.

Calgary Emergency Management Agency chief Tom Sampson says the facility has had about 19 people test positive for COVID-19 and has had to shut down to sterilize.

Both he and Calgary Mayor Naheed Nenshi are asking Calgarians to store recyclables at home rather than putting out their bins.



Blue Box Program Transition Plan Consultations

Stewardship Ontario hosted three webinar consultations focused primarily on matters affecting specific stakeholder groups during the blue box transition:

The consultation webinars were an opportunity to review and comment on how Stewardship Ontario intends to implement the Minister's direction outlined in his August 15, 2019 letter, including:

- Demonstrating transparency and meaningful consultation;
- Supporting competition and preventing conflict of interest;
- Demonstrating fairness to stewards and protecting consumers; and
- Maintaining program performance.

Other matters of interest presented included:

- The proposed process and timelines for transition and related costs;
- The proposed approach to ensure continuity of funding for municipalities;
- Anticipated changes to the method Stewardship Ontario is proposing to determine steward fees during transition; and
- How reserve funds will be applied to offset transition costs and steward fees.

Coca-Cola and Carlsberg Will Switch to Plant-Based Bottles That Break Down Within a Year

According to the National Oceanic and Atmospheric Administration, scientists estimate that eight million metric tons of plastic—approximately the weight of 90 aircraft carriers—finds its way into the oceans every year. The Paper Bottle Company (Paboco) wants to help manufacturers and distributors reduce their single-use plastic waste by creating bottles made from degradable plant sugars rather than fossil fuels. BillerudKorsnäs, a paper packaging developer, first started this initiative in 2013, and has been joined by research companies and industry leaders like Avantium and ALPLA. The project proudly announced in October 2019 that Coca-Cola, L’Oreal, and Absolut had joined their efforts.

The historic brewery, Carlsberg, has been a long-time partner of the Paper Bottle Project and explained in a press release, “We are working on developing the world’s first ‘paper’ beer bottle made from sustainably-sourced wood fibers that is both 100% bio-based and fully recyclable.” Shortly after, the brewing company unveiled its first paper bottle for their Pilsner beer as proof of concept on their social media sites. These paper bottles, made out of a plant-based polymer called “PEF,” are



expected to be fully recyclable and to naturally degrade within a year, unlike their plastic counterparts. The sustainability company which creates these bottles hopes to have them ready for consumer use by 2023. These paper bottles could help mitigate the severe plastic pollution problem being faced by oceanic habitats, and mark a shift towards global industrial sustainability.

ISRI to develop product recyclability protocol

The Institute of Scrap Recycling Industry (ISRI), Washington, says it is developing a recyclability protocol and certification system for paper-based packaging products entering into the recycling stream. Once developed, the protocol will be expanded to other products made from recyclables.

The protocol and certification will be phased in over the next year, ISRI says. Working with Moore & Associates, Atlanta, as a third-party consultant, ISRI is undergoing a thorough review of existing certifications and standards to aid in the integration of the protocol with applicable programs. This will be followed by a survey of material recovery facilities (MRFs) nationwide to gain an inventory of packaging that is recycled from the standpoint of materials and shape and size as well as regional variances in technology and capacity. With the data, the certification protocol, including testing methodologies and procedures, and the application process for obtaining certification will be developed, ISRI says. The process for obtaining certification by brands will be fully documented and transparent, the association adds.

“Under the current system, there is no standard to determine a product’s recyclability from beginning to end, which is an obstacle for increasing packaging recycling rates,” says ISRI President Robin Wiener. “Products are labeled recyclable that are not, consumers are confused and the residential recycling stream is weakened by excessive amounts of products and materials that do not belong. Having one, universal determination for recyclability created by the recyclers that collect and process the material, in coordination with the mills that consume it, will be an enormous step forward in the evolution of recycling.”

She adds, “Once in place, the recyclability protocol will assist packaging manufacturers in understanding what is and what is not recyclable, especially in the design stage. This will lead to a revolution in design innovation as more brands seek ways to not only use recyclable content in production but meet consumer demands for easy-to-recycle goods. As more products are developed with recycling in mind, consumers will rediscover recycling and the vast benefits it provides.”

Among the many things that will be taken into consideration are industry expertise on material supply, processing and demand challenges and needs; ISRI's Design for Recycling initiative, which encourages manufactures to factor in a product’s recyclability in the design stage; and the role of the ISRI specifications, which are used globally to buy and sell recyclables.

ISRI says it will consult with the American Forest & Paper Association (AF&PA), the Foodservice Packaging Institute, The Recycling Partnership and other stakeholders during the development of the protocol and certification.

“This protocol is just the start of an effort that has the potential to really change the world,” Wiener says. “Additional customizable protocols can be developed for packaging made from other materials, including aluminum and other metals. When put together, we can expand the benefits of recycling and see further reduction in greenhouse gases, improved environmental conservation and an economic boost. We encourage all paper and packaging brands to join in these efforts to make it easier for all to recycle.”

Tough recycling decision for RDCK coming up

For the past few years the Regional District of Central Kootenay (RDCK) has been attempting to turn its rural residential recycling over to Recycle BC, the agency that runs and pays for rural recycling programs in most of the province including the City of Nelson.

This would theoretically mean a big cost saving for residents of the RDCK because under the current system they are taxed about \$1 million per year for recycling collection.

Under an agreement with Recycle BC, the manufacturers of the recycled material, not RDCK residents, would pay for Recycle BC's collection and transport of rural recycled materials, as is the case now in the City of Nelson.

But how much this would reduce the RDCK's costs is an open question, according to the RDCK's Uli Wolf, because Recycle BC is unwilling to cover the entire cost of providing a full service, and the regional government would have to take up the slack.

Over the past year, the RDCK and Recycle BC have negotiated a plan, not signed yet, that would see 12 fenced and staffed depots — fencing and staffing are requirements of Recycle BC — throughout the regional district, funded by Recycle BC, with an as-yet-undetermined number of satellite depots funded and run by the RDCK, which would deliver collected material from its satellites to the 12 main depots.

Recycle BC recently announced that it will not accept any material in its new depots if it comes from industrial, commercial or institutional (ICI) sources.

This has been their rule all along: the agency is not mandated to take waste from big waste-emitters like Walmart or Celgar, who hire private contractors to take away their recycling.

The RDCK has always allowed small businesses to deposit their paper and packaging in its bins. Most notably, businesses in Nelson often deposit their recycling at the Lakeside depot and at the Grohman depot. But because Recycle BC is going to crack down on ICI, any material in the recycling that appears to be from a commercial source could be rejected and the RDCK penalized with a fine.

So the RDCK would have to set up and pay for a separate recycling stream for ICI materials, cutting further into any tax saving for residents. Considering all this, would it be financially worthwhile to sign a contract with Recycle BC at all?

Meanwhile the RDCK has voted to take a two-part resolution to the annual conference of the Union of BC Municipalities in September.

The first part asks the provincial government to include ICI materials in the Recycle BC mandate across the province. In other words, users of paper and packaging in industry, commerce, and institutions would pay Recycle BC to pick up and process their material rather than hiring their own contractors.

In the second part of the resolution, the RDCK board will ask the provincial government to require that certain products such as writing paper, toilet paper, facial tissue, paper towels, and packaging be made of recycled material. This is needed, the RDCK resolution says, because markets for recycled materials are drying up worldwide and this would create a new market for recycled packaging. The resolution goes further to ask that the province eliminate “subsidies on virgin materials such as oil to create a more level playing field, reduce the carbon footprint and revitalize the already consumed cardboard and packaging waste.”

Regulations may boost less sustainable plastic alternatives

Plastics have become the public face of the waste pollution crisis, prompting an unprecedented consumer and regulatory backlash. Industry is responding by switching to other materials without considering their environmental impact.



Over the past couple of years plastics have become the public face of the waste pollution crisis, prompting an unprecedented consumer and regulatory backlash that shows no sign of stopping.

Industry is responding by switching to other materials without considering their environmental impact relative to plastics, or whether sufficient local waste collection systems are in place. This is the finding of a recent report, Plastic Promises, by independent UK-based think tank the Green Alliance.

Although its findings will come as little surprise to those involved in recycled plastics markets, and are mirrored across Europe, it once again highlights the gap in consumer understanding of the relative environmental impact of non-plastic alternatives and the unintended consequences this is having across the recycling industries.

For example, non-plastic food-packaging alternatives, on average, increase energy use by 2.2 times, carbon dioxide (CO₂) emissions by 2.7 percent, and weight by 3.6 times, according to a UK parliamentary select committee report released late in 2019.

Indeed, the shift in packaging for products like bottled drinks from glass to materials such as polyethylene terephthalate (PET) that took place across recent decades was in part driven by its lower carbon usage and weight.

Coupled with this, food-contact paper and cardboard packaging typically needs to be treated with a plastic barrier, making it more difficult to recycle thus doing little to counterbalance the problem of micro-plastic ocean leakage.

For consumers, plastic is a homogenized entity rather than a series of different materials with different degrees of sustainability, recyclability or local collection rates.

PET, for example, has post-consumer collection rates of plastic bottles across Europe at 63 percent according to the ICIS 2018 study – the latest year for which data is available – but country by country collection varies from as low as 21 percent in Bulgaria, to as high as 96.2 percent in Germany.

These facts have done little to stem the tide of announcements of switches to non-plastic packaging from retailers and consumer brands, because public perception is these alternative materials are always more sustainable, leading to rising pressure to abandon single-use plastics. The same consumer pressure is not being felt to the same extent on other packaging types, despite plastics accounting for less than a quarter of packaging waste generated in Europe.

Plastics account for 19 percent of packaging waste generated in Europe, compared with cardboard and paper at 41 percent and glass at 19 percent, according to Eurostat figures collected in 2016 – the latest year for which data is available.

Because of the public focus on single-use plastics, regulatory efforts are being disproportionately focused there. This has led to a raft of upcoming regulation specifically targeted at the plastics industry, the latest of which is a plastic tax due to be introduced in Italy on July 1, 2020. This will tax plastic at €0.45/kg with the exemption of recycled plastic and bio-based plastic.

The law is clearly targeted at encouraging recycling. In recent years, a two-tier market has opened up across European recycling markets between companies that are driven by sustainability targets – typically from the packaging sector and bowing to public pressure – willing to pay above virgin values to secure material, and those purchasing for cost-saving reasons. Southern Europe has typically seen a higher percentage of cost-based packaging purchasing of recycling than other regions.

This is on top of EU legislation mandating minimum average recycled content of 25 percent in PET bottles by 2025 – on a country-by-country basis – and 30 percent across all beverage bottles by 2030.

Effectively allowing prices of recycled material to trade significantly above virgin values before cost-saving kicks in through taxation will no doubt increase buying interest in recycling from companies that had previously shown little interest, as will minimum average recycled content mandates.

Nevertheless, while these measures are targeted specifically at the plastics industry and not across environmentally harmful packaging as a whole, the regulatory framework runs the risk of giving other packaging materials an unfair competitive advantage.

Rather than helping solve the problem of packaging waste and encouraging recycling, this could drive firms to move to alternative materials that are equally, or even more, damaging to the environment – shifting the problem rather than tackling it.

The risk is doubled by ongoing consumer pressure and lack of detailed knowledge on the impact of different materials. It's further compounded by the inability of waste collection rates to meet sustainability targets.

Waste collection in Europe is predominantly controlled by municipalities. Under-funding in the wake of the global recession of 2008 has meant that collection systems have not kept pace with packaging growth or complexity.

Shortages of material for in-demand grades of recycled material – typically transparent material most attractive to the packaging industry – led natural recycled polyethylene (R-PE) pellet and natural recycled polypropylene (R-PP) pellets to trade above virgin grades for the first time in 2019, while the spread between virgin PET and recycled R-PET food-grade pellets reached a record high.

Faced with shortages of suitable recycled material, a growing consumer backlash and a hostile regulatory environment that is not mirrored in non-plastic packaging, it is no wonder that some companies are deciding to shift away from plastics.

Further encouraging this shift towards material choices that do little to improve end-of-life environmental impact would be the worst possible outcome for the planet. Regulation that encourages recycling or responsible waste disposal can only be a good thing, but narrowly focused laws that shift the problem to other sectors could intensify the damage, or at a minimum leave it unchecked.

All the while, the major challenge of increasing collection rates and infrastructure remains unsolved. If lawmakers were determined to help the recycling industry, this is where their efforts would be concentrated.

Carton manufacturers invested big in attaining 'recyclable' status, but can they sustain it?

By funding education, technology and end markets, the Carton Council earned highly-sought federal recyclability status. Yet some MRFs and governments question if this packaging is worth the effort.

From dishing out lunchroom milks to stocking shelves with snacks and alternative dairy products, cartons have come a

long way as part of daily life. In recent years, the product barely edged its way into a new category of maturity: Recyclability.



The achievement can be attributed in large part to the Carton Council, a nonprofit industry group founded in 2009 to fund and help organize higher carton recycling rates. At the time, only one mill accepted polycoated cartons. By 2012, eight more locations around the world did. Household access to carton recycling soared from 6% in 2009 to 61% as of 2019, 1% above the domestic accessibility levels required to legally call a product "recyclable" under federal guidelines.

But as new international trade policies shook recycling programs in the United States in recent years, some states and municipalities started dropping cartons from recycling lists.

This holds true for these aseptic containers, which make up a small percentage of the waste stream and can often accumulate in MRFs for months before facilities have enough for a shipment. While all recycling procedures are now further disrupted by the coronavirus, and the paper portions of cartons could help resolve changing supply chain needs, it might be too soon to tell how the pandemic will affect what does or doesn't get recycled.

Despite these changes, the council continues to fund new collection efforts, MRF processing abilities and domestic markets for cartons. The group's interventions resemble what some in the packaging sector might consider a voluntary and more appealing version of extended producer responsibility (EPR). But for carton recycling to continue growing, some solutions — like widespread adoption of an alternative roofing material or a viable use for the plastic and aluminum carton components — will have to kick in before more municipalities potentially abandon the material as a whole.

Some of the reasons why the material is no longer considered widely recyclable. If a MRF collects cartons, it has to find the space to set them aside until a large enough quantity accumulates for resale. Cartons make up 0.2% of what comes in. Part of the council's technique to ramp up national carton collection and processing is to help MRFs mitigate any obstacles that stand in the way of collecting and selling cartons. So far, the council has given millions of dollars in grants to MRFs to make this happen.

After MRF sorting comes purchasing and reuse — a final step the Carton Council bolsters as well. Right now, five paper mills in North America accept cartons for processing. One, the Quebec location of Sustana Fiber, announced the facility would be accepting cartons earlier this month. All facilities extract the fiber and turn them into paper products, but throw away the plastic or aluminum components. The Carton Council funds research into solutions for the byproduct in the U.S..

If recycled cartons don't go to these mills, then they go to a Continuous Materials location in Des Moines, Iowa. The startup turns post-consumer paper and plastic into low-slope roof coverboard for commercial buildings. Called Everboard, the sustainable replacement for traditional building supplies sits atop a Pennsylvania theater, an Atlanta office building and even a Taco Bell in Texas. Continuous produces the material in part because the company acquired ReWall, the Iowa-based start-up that pioneered an early version of this coverboard and was long supported by the Carton Council.



Whether or not the material is pervasive (or valuable) enough for all MRFs to justify accepting the carton, it's considered likely that more of this packaging will appear in coming years. Cartons hold serious appeal for manufacturers. Their linear dimensions allow for space-efficient shipping, and some versions make perishable items surprisingly shelf-stable.

As that growth happens, the suite of Carton Council actions — like funding robotic sorting and future uses of their product — could be viewed as useful steps toward complying with future EPR or product stewardship policies. This concept, which has cropped up more often in discussions about recycling, puts manufacturers physically or financially in control of how their products are handled after consumer use.

At the same time, a voluntary program also means municipalities are free to drop carton collection if they want to. New Orleans, Greensboro, North Carolina and parts of Washington state dropped the material from recycling services within the past year.

It's possible that new mills tapping into this paper source could help cartons keep their hard-won designation that only came after nearly a decade of work. Keeping that status might take even more voluntary investment from the Carton Council than the organization has already spent in the past decade.

Michigan Moves to Overhaul its Waste Industry to Favor Recycling Over Landfills

Sending waste to landfills is more expensive than it seems, a recycling advocate told Michigan lawmakers Tuesday. It costs money to store and manage trash. It also takes valuable material like plastic and aluminum out of the supply chain and away from manufacturers who could reuse it, Michigan Recycling Coalition Executive Director Kerrin O'Brien said. "Currently, Michiganders spend over \$1 billion to landfill nearly \$600 million worth of materials every year," she said, figures shown in a 2017 state recycling council report. "That's a lot of money."

A package of bills recently introduced in the state House aims to flip that equation by rewriting Michigan's solid waste law to emphasize recycling and composting material over sending it to landfills. O'Brien, lawmakers and waste industry representatives testified Monday in front of the House Natural Resources Committee about those bills, which aim to increase the state's recycling rate, provide curbside or drop-off recycling for almost every Michigander and strengthen oversight of landfill and composting facilities.

The proposed overhaul has been years in the making, starting in 2012 as an initiative to improve Michigan's recycling rate — which hovers around 15% — under former Republican Gov. Rick Snyder. Specifically, the five-bill waste overhaul package aims to:

- Increase the recycling rate to 30% by 2025 and ultimately to 45%.
- Expand residential recycling services.
- Increase state oversight of landfills, recycling and composting facilities.
- Use some of the money in the Solid Waste Management Fund, supported by fees levied on landfills, composting and waste processing facilities, to develop the Michigan recycling market.
- Require counties to rewrite their waste management plans, with state funding help, to increase recycling and composting in their communities. Those plans would have to be approved by the state.

World's Biggest Jewelry Firm Moves to Recycled Gold, Silver

Pandora A/S, which makes more pieces of jewelry than any other company in the world, will stop relying on newly mined gold and silver and instead use only recycled precious metals. The new policy, which takes effect in 2025, will help the Copenhagen-based company beef up its climate credentials and make it a more appealing target for investors eager to fill their portfolios with assets that meet environmental, social and governance goals.

Pandora says its shift to recycled precious metals will cut carbon emissions by two thirds for silver and more than 99% for gold. One of the key benefits to the environment is the considerable reduction in water use as a result of less mining, it said.

Annual emissions from the global gold market are equivalent to around 126 million tons of CO₂, with more than a third of that coming directly from mining and smelting, according to the World Gold Council.

One of the industry's most significant emissions is cyanide, which can lead to groundwater contamination, among other threats to the environment. Concerns over the risks associated with managing mines and their waste have also mounted following a fatal disaster at a Vale SA iron ore operation in Brazil, in which a dam collapsed.

Pandora says it currently uses 71% recycled gold and silver in its production, with roughly 15% of the world's silver coming from recycled sources.

Petroleum commentary: Irving just may have woken us all up

It's been said by people much smarter than me that "for every action there is an equal and opposite reaction".

I bubble-thought that for a moment or two, and I suggest we switch that around a bit to say that, "for every inaction there is a reaction". Inaction is a result of not reacting to something that is wrong. I call that dormancy.

Sort of like ignoring a sleeping giant.

Sleeping is the apt description for the energy sector today, which is under assault from both the demand and supply sides of the teeter totter. With less than two weeks until the start of the driving season, gasoline demand is down 39% while jet fuel is at negative 67%. This, while on the supply side combined petroleum product inventories including crude are up 10%.

These numbers are astonishing and unheard of for this time of year.

But this has been a wake-up call for one of our own sleeping giants, Irving Oil, the owner and operator of the 320,000-bpd refinery in Saint John. N.B., and the largest in the country.

In what appears to be, at first squint, an offering of an altruistic lifeline to oilsands producers in the west, Irving has requested permission from our Ottawan leadership to use foreign flagged tankers to ship western crude from B.C. to Saint John via the Panama Canal, a distance of a staggering 11,770 km away.

This is an example of action or the awakening of one giant in reaction to the inaction of another — the Canadian government and its collection of provincial siblings.

Irving has made its decision, I believe, based on the observation that through their economic crystal ball the price of Western Canadian Select (WCS) will remain well below the costs of both West Texas Intermediate (WTI) and Brent. This is especially attractive since their refinery uses the higher priced and globally benchmarked Brent as their feedstock not WTI. On the totem pole of crude oil pricing WCS sits at ground level.

Continuing with the same metaphor, it seems that Irving has decided that the pipeline game is not being played on level ground and the rules of the game are constantly changing.

Shipping by actual ship through the wide-open Panama Canal avoids the environmental confines and hazards prevalent in the political ponds in this country.

When the tankers begin to unload low-ball priced WCS in Saint John, this will not be lost on Suncor and Valero that will be observing all of this with a combined capacity in Quebec of 420,000 bpd. But to bring in WCS by tanker would mean shipping through the Gulf of St. Lawrence.

But hold on! Quebec won't allow that Western Canadian crude that originates from the oilsands to cross the Quebec border despite the fact that Saudi crude merrily unloads in Montreal without any hassles.

If Quebec won't allow WCS to unload in Quebec City or Montreal, then the financial futures of refineries in that province will be in serious doubt.

This is not the time to press the political alarm to snooze because Irving just may have woken us all up.

Good morning Ottawa!

Daimler, Volvo venture a breakthrough for hydrogen trucks

A significant corner has been turned in the quest to bring hydrogen to the highway in heavy trucks. The deep pockets and vast engineering capabilities of Daimler Trucks AG and the Volvo Group have indeed come together, however unlikely that may seem. The two companies announced in late April a 50/50 joint venture to develop, produce, and commercialize fuel cell systems for heavy-duty vehicle applications and other uses like stationary power. Daimler will consolidate all its current fuel cell activities in the joint venture, while the Volvo Group will acquire 50% of it for about US\$650 million.



The deal is subject to regulatory approval, though that would seem to be a foregone conclusion given Europe's intense effort to create a sustainable and carbon-neutral transport system by 2050. The two companies intend to meet their Paris Agreement obligations, which include the end of internal combustion engine production by that year.

And that in itself is big news. There have been other collaborations between OEMs in the recent past as car and truck makers struggle to meet the challenge of new technologies and environmental demands on their own, then realizing that there's strength in numbers. But I can't think of a coming together on the same scale as this one between two such fierce competitors. Once again, pragmatism wins.

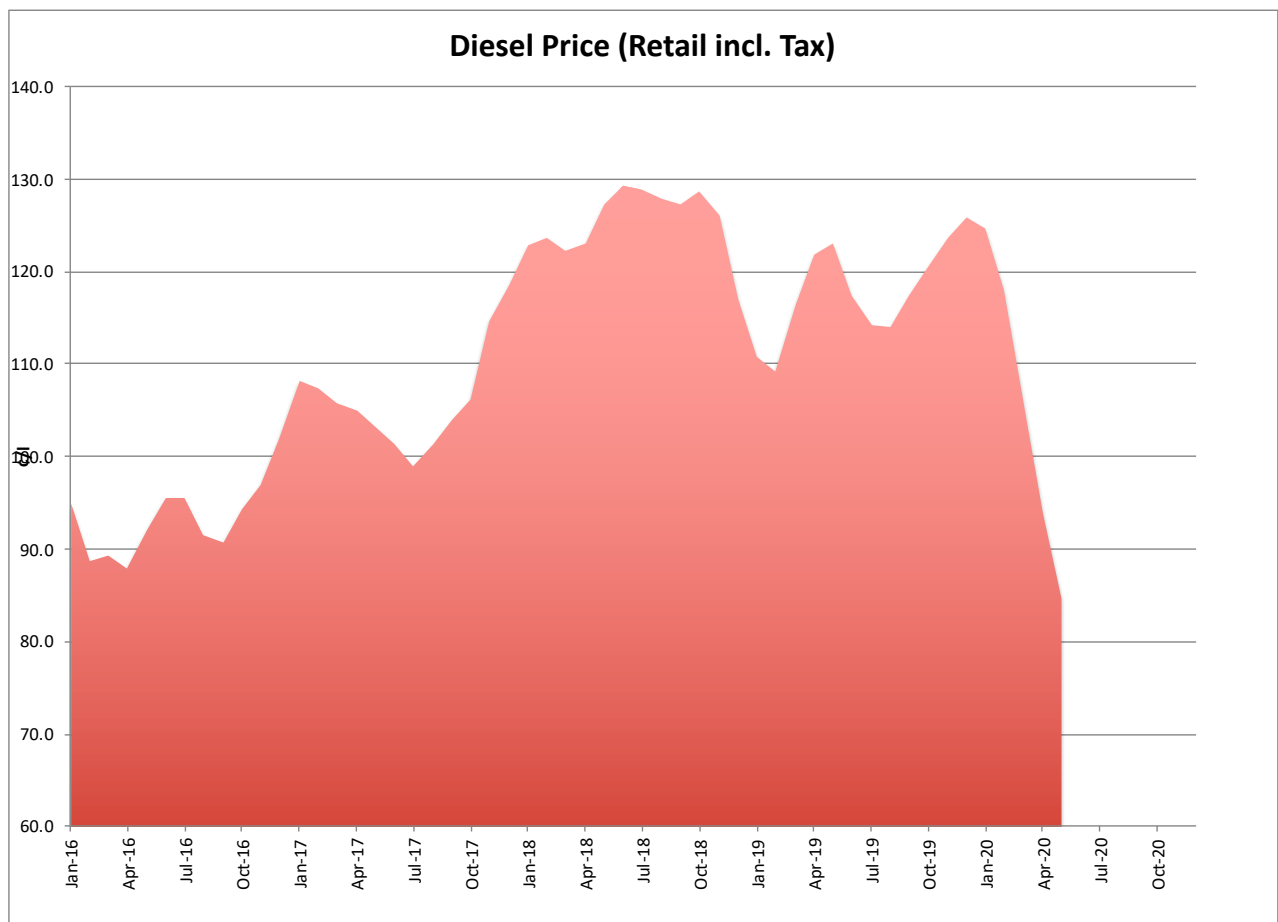
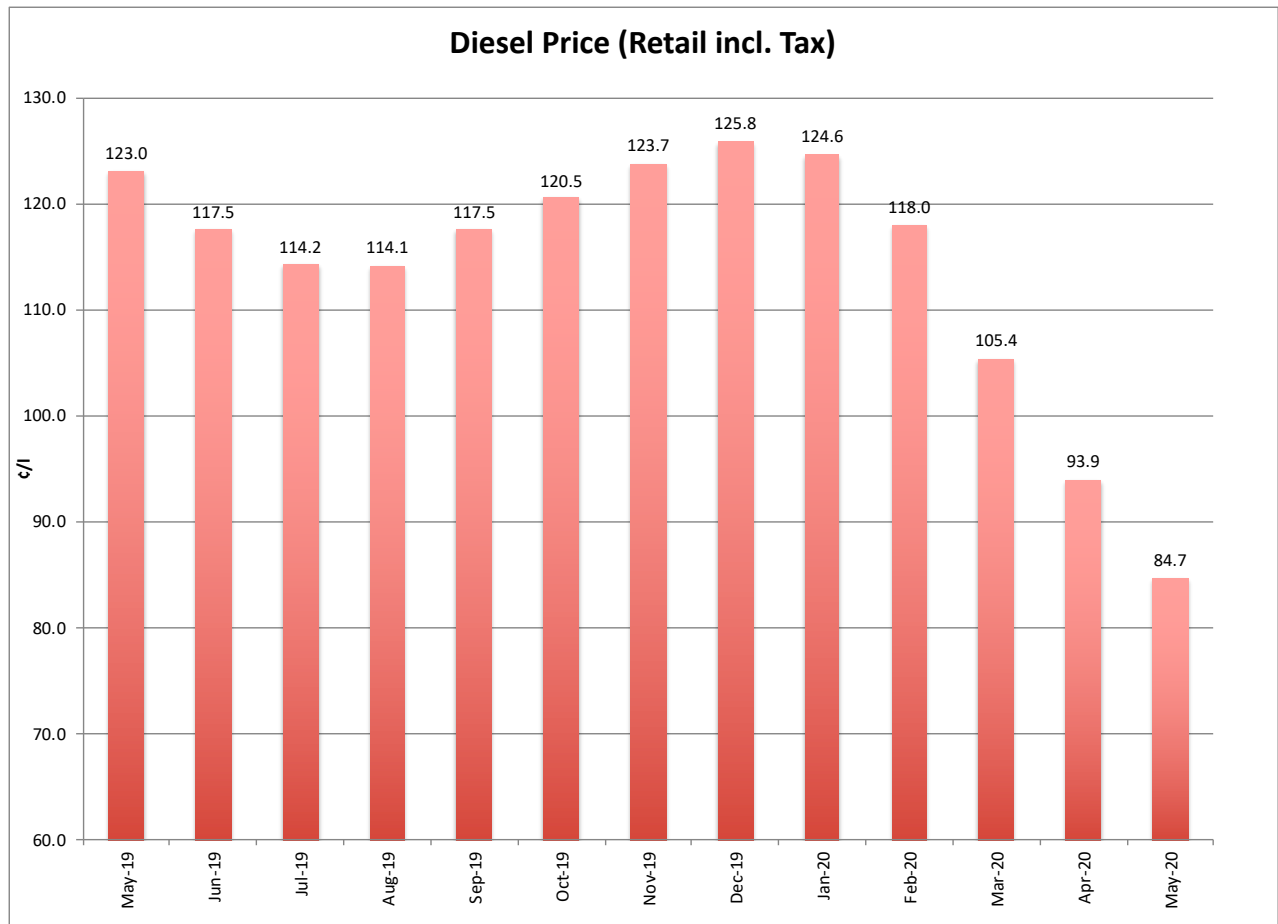
The German outfit has built up significant expertise through its Mercedes-Benz fuel cell unit over the last two decades and is now consolidating all those group-wide activities in a new Daimler Truck fuel cell enterprise – with Canadian content. It will be based in Nabern, Germany, with production facilities elsewhere in that country and in Vancouver. The JV will operate as an independent and autonomous entity, the companies said, the goal being to move fuel cell production to high volumes by the mid-2020s, and full-scale production about 10 years later.

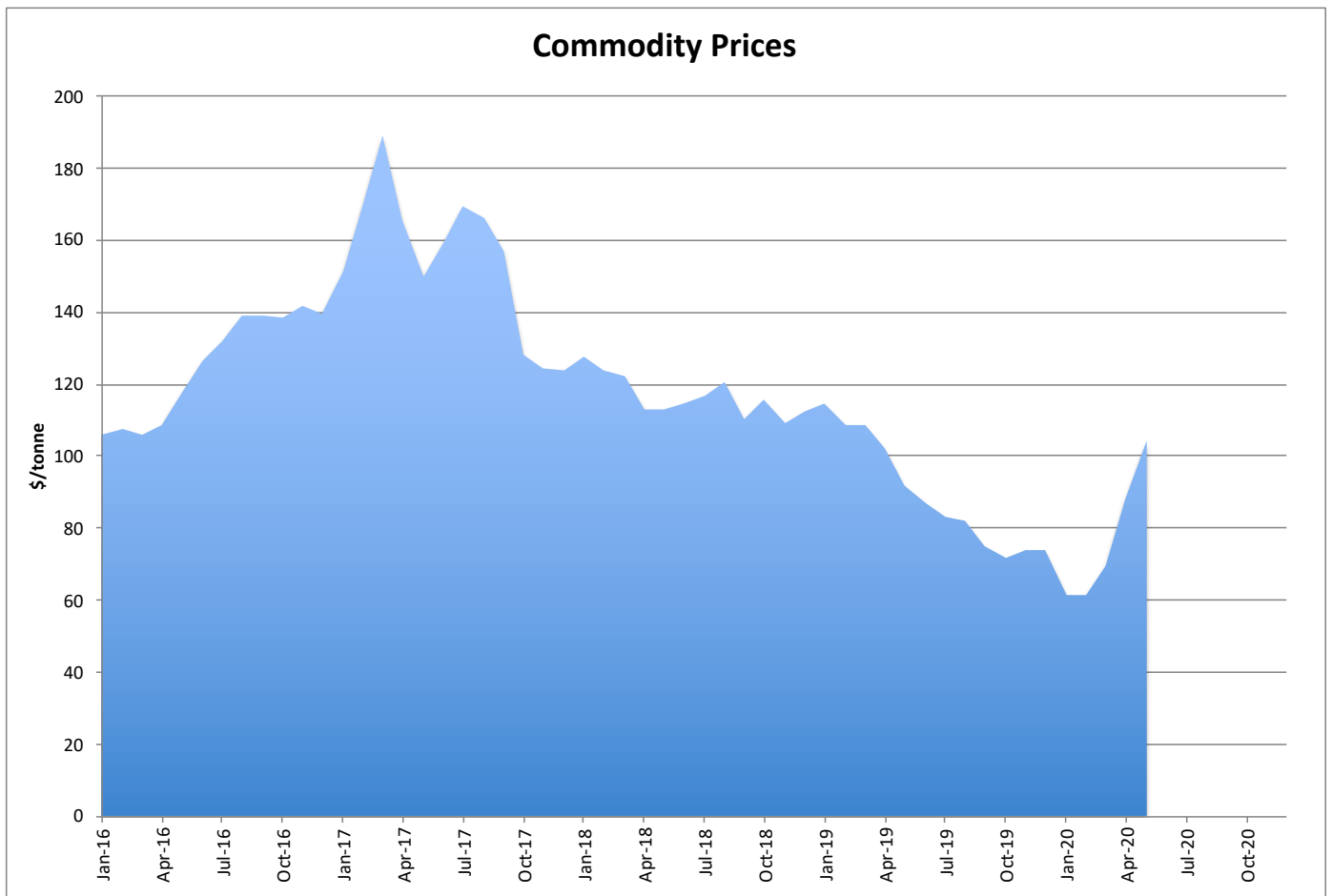
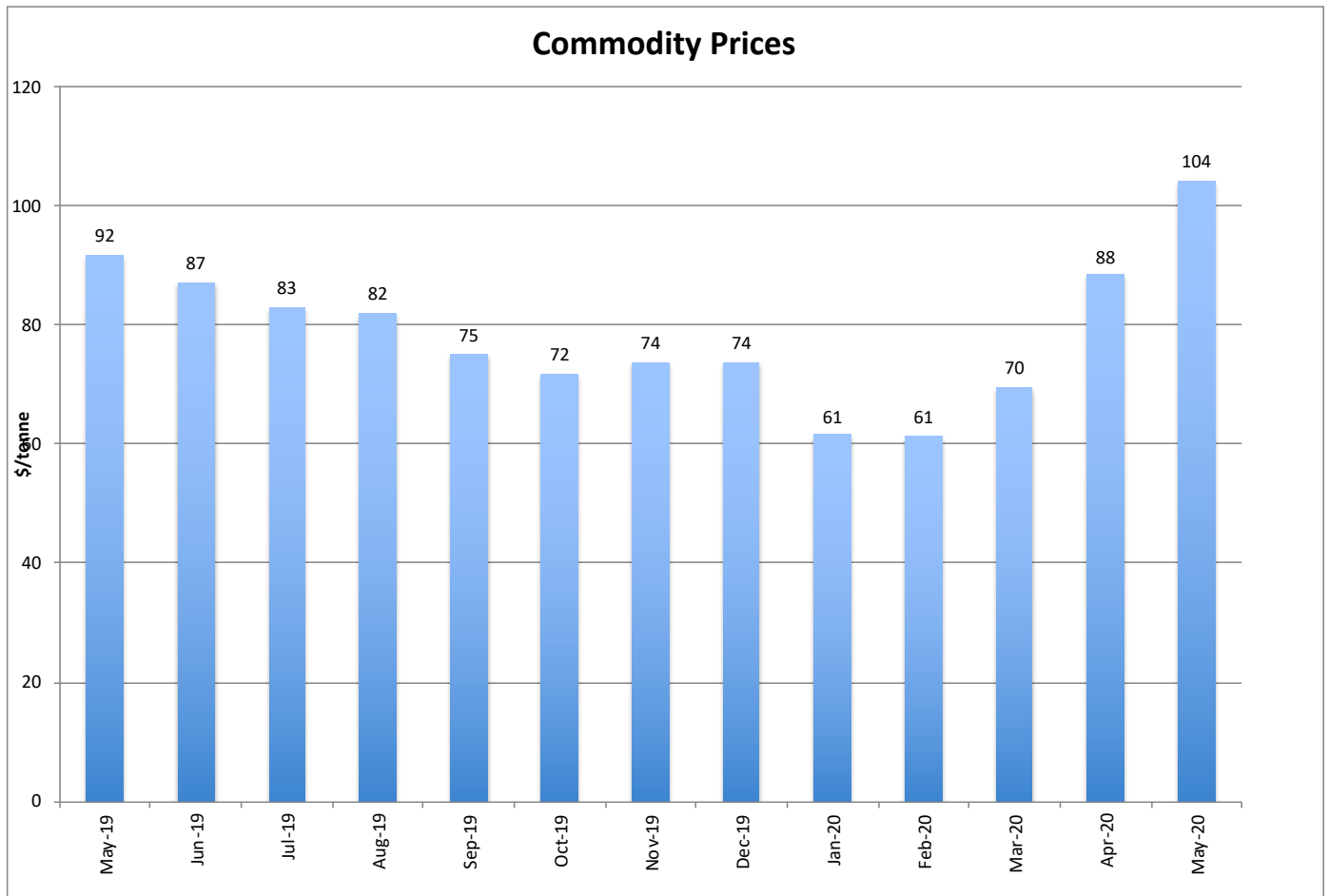
Nikola, on the other hand, says it will produce its fuel cell trucks starting in 2022, with some 14,000 orders already in the can. It plans to develop fuelling stations – essentially truckstops with stores and restaurants — along the routes served by its early-adopter customers. It's aiming to begin in the western U.S. before migrating eastward with the market, saying its Norwegian partner NEL will build about 700 stations starting in 2022.

Daimler and Volvo acknowledge that such infrastructure is obviously essential and that it will need other companies to join the effort. A comprehensive fueling network doesn't yet exist in Europe, so I'll bet that NEL plays a role there, too. Its leadership in that realm is clear.

What remains to be seen is whether Nikola's infrastructure, which should be firmly in place long before Daimler/Volvo fuel cell trucks start plying North American highways, facilitates quick adoption of its new competitors' machines. Will we see another partnership? This is going to get interesting.

By the way, in case you're thinking hydrogen isn't up to the truck task, consider that it has nearly three times the energy content of gasoline – 120 megajoules per kilogram for hydrogen versus 44 MJ/kg for gasoline." Diesel fuel has 45 MJ/kg, while natural gas compressed to 3000 psi has 55 MJ/kg.





From: FRANCIS VEILLEUX <francisveilleux@me.com>

Date: June 18, 2020 at 1:56:07 PM EDT

To: Francis Veilleux <bluebox@bra.org>

Subject: Serviced Municipalities with less than 5,000 Population, Public Spaces, and Schools at Risk

[EXTERNAL]

Hello:

We heard a lot of concern around the current Ministry proposal: that after transition producers are not required to service municipalities with less than 5,000 population, public spaces, and schools.

For members that have not yet passed a Council resolution about transition, we have updated the resolution. It now references one additional “whereas” clause:

WHEREAS the Municipality of X is concerned about a recent proposal by the Ministry of Environment, Conservation and Parks that could jeopardize over 135 small rural, remote, and Northern community Blue Box programs across the Province as well as servicing to schools and public spaces;

And one additional “therefore be it resolved” clause:

THAT the Municipality of X strongly advocates for language to be included in the regulation that ensures municipalities under 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government’s Blue Box mediation as well as schools and public spaces.

For those who have already passed a resolution, thank you! For those who are looking to pass a separation resolution to flag concerns to the Province about this latest proposal, feel free to use/amend the above language as you see fit.

Francis Veilleux | President

Bluewater Recycling Association

**Board of Directors Meeting Highlights
Held on July 16, 2020 at 8:30 AM
as a Virtual Meeting**



Ontario Government Proposes Major Changes to Environmental Assessment Act

The Minister of Municipal Affairs and Housing announced new legislation to amend the Environmental Assessment Act in a new Bill, titled the COVID-19 Economic Recovery Act. The proposed changes include:

- **Landfill Approvals:** A requirement for new, large landfill applicants to ensure there is local support from host municipalities, and certain neighbouring adjacent municipalities within 3.5km that meet certain criteria as part of the approvals process. The government, in its announcement, describes this as “a balanced approach that puts communities at the center of decision-making and provides more certainty for landfill applicants, while ensuring enough landfill capacity in the province.”
- **Reducing Delays for Environmental Infrastructure Projects,** including changes to the Environmental Compliance Approval process.
- **Environmental Assessment Timelines:** Reduced timelines for Terms-of-Reference, assessment reviews, and Minister’s decisions, and the creation of Project Lists, which the government believes will reduce timelines from 6 to 3 years for large projects, and match the level of assessment requirements with the level of environmental impact so critical infrastructure projects can get off the ground without undue delay.

This legislation was introduced and must undergo public consultations and committee review before it is brought back to the Legislature for final approval. We will be analyzing these new proposals in detail in the coming days, will be delivering policy recommendations to address key provisions in the Bill, and will be meeting with senior government officials to amend certain provisions that create barriers to expanding waste disposal capacity in Ontario.

Ontario Government delays commencement of O.Reg. 406/19 (New Excess Soil Regulation)

On June 12, 2020, the Ministry of Environment, Conservation, and Parks (MECP) notified members of the Excess Soil Engagement Group (ESEG) that because of the impact that the COVID-19 outbreak has had on the regulated community, it will delay the implementation of the first phase of requirements under the new Excess Soil Regulation by six months, from July 1, 2020 to January 1, 2021. MECP also amended O. Reg. 153/04 to exempt temporary health or residential facilities, such as temporary hospitals or shelters, from needing a Record of Site Condition (RSC) before being established in response to an emergency. This amendment will remain in place and apply to any future emergencies.

Arbitrator Clarifies Annual Blue Box Funding Obligation

A recent arbitrator's decision has resolved a dispute between Stewardship Ontario and the Resource Productivity and Recovery Authority (RPRA) about costs included in the Blue Box steward funding obligation.

The annual steward funding obligation is the total amount that Ontario stewards must pay to municipalities for operating the Blue Box program and is the most significant driver of steward fees.

Stewardship Ontario initiated arbitration in October 2018 after being unable to resolve its concerns about three costs included in the obligation and detailed below. The net result of the arbitration is the elimination of one of the cost items.

In-kind: In addition to the value of in-kind advertising provided by newspaper publishers, a cash contribution by stewards was first included in the 2015 steward obligation, resulting in approximately \$1.1 million annually in fees payable by all stewards. The arbitrator accepted Stewardship Ontario's position that RPRA did not have the legal authority to include this charge in setting the steward obligation and directed RPRA to remove this cost from the 2019 and subsequent obligations.

Material Management: Stewardship Ontario raised a concern that the annual obligation incorrectly included municipal costs for materials that did not fit the definition of Packaging and Printed Paper (PPP). The arbitrator determined that RPRA is entitled to continue including this cost in the obligation and recommended collaboration on a better methodology to identify material in the municipal blue box that can properly be removed from the steward funding obligation.

Cost Containment: Steward cost containment was introduced in the 2016 obligation in response to growing net municipal costs from a changing Blue Box material mix and to incentivize stewards to develop PPP that is easier and less costly to recycle. Stewardship Ontario questioned the legitimacy of a steward cost containment fee at the outset and again when the annual amount increased from \$2.1 million in 2016 to \$7.1 million in the 2019 obligation. The arbitrator's interpretation of the Blue Box Program Plan is that RPRA is entitled to include cost containment in the steward obligation. Further, RPRA's formula for calculating steward cost containment was not unreasonable because, among other things, RPRA is now in the course of reconsidering the methodology in setting the 2020 steward obligation and a forward-looking solution is more reasonable than going over old ground.



MHSW Transitioning to Full Producer Responsibility

The Ministry of the Environment, Conservation and Parks has announced it is moving forward with transitioning the waste diversion program for Municipal Hazardous or Special Waste (MHSW) to full producer responsibility. The MHSW program, and the Industry Funding Organization that operates these programs under the Waste Diversion Transition Act, are to wind up by June 30, 2021, when they will be transitioned to producer responsibility. The next stage in this transition process is the development of a new regulation under the Resource Recovery and Circular Economy Act. A proposed MHSW regulation will be released in fall 2020 for public consultation on the Environmental Registry, with the goal of finalizing the regulation early in 2021. The Ministry will be hosting webinars throughout July 2020.

Provide feedback on Stewardship Ontario's Blue Box Program Wind-up Plan

Stewardship Ontario (SO) is seeking feedback as it develops its proposed wind-up plan for the Blue Box Program. You can submit feedback until Wednesday, July 15, 2020. All comments will be summarized in a consultation report that SO will submit to the Authority, along with the proposed wind-up plan, by August 31, 2020. The Authority expects to approve the proposed wind-up plan by December 31, 2020.

SO held webinar consultations on the development of its plan on June 16 and 17, 2020. Review the consultation materials.

Authority approves Surplus Fund Addendum to MHSW Program Wind-up Plan

The Authority has approved Stewardship Ontario's (SO) surplus fund transfer addendum to the MHSW Wind-up Plan with conditions. The addendum details how much of the surplus funds will be transferred to the Industry Stewardship Organizations (ISOs) as a lump sum, as well as how SO can recover unexpected expenses related to the materials managed by ISOs if there is a delay in the wind up.



HWIN Modernization

The Ministry of the Environment, Conservation and Parks is seeking feedback on the proposed changes to modernize and transition Hazardous Waste digital reporting services to the Resource Productivity & Recovery Authority (the Authority). These proposed changes will make reporting simpler, faster and more cost-effective for the regulated community, while creating better oversight of hazardous waste management in the province by providing more timely, accurate information to the ministry.

The feedback they receive will be used to inform regulatory and program changes that support the modernization and transition of digital reporting services to the Authority.

The discussion paper includes a number of questions for your consideration. For example, they are considering changes to registration and reporting that would remove some duplicative reporting and unnecessary data entry. We are looking for your advice on how we can best implement the proposed changes.

They would also like to better understand the impacts of modernizing hazardous waste digital reporting services on businesses, so that they can help make reporting as easy as possible. For example, they want to know how much making the change to digital reporting would cost your business and the types of supports you need to ensure a seamless transition to the new digital reporting service.

This discussion paper has been posted to the Environmental Registry (<https://ero.ontario.ca/notice/019-1760>) for a 60-day comment period, from June 19, 2020 until August 18, 2020.

We encourage you to read the discussion paper and submit your comments by the close date. If you have any questions regarding this proposal, please reply to this email or email HWINmodernization@ontario.ca.

Batteries Now Managed Under Individual Producer Responsibility Framework

On June 30, 2020, the waste recovery program for single-use batteries operated by Stewardship Ontario ended. As of July 1, 2020, both single-use and rechargeable batteries became the second material, after tires, to be managed under Ontario's individual producer responsibility regulatory framework. RPRA is the regulator mandated by the Ontario government to oversee the new framework.

Participate in RPRA's Proposed 2020 Registry Fees Consultation

The Authority is consulting on its proposed 2020 Registry fees for tires, batteries and electronics. These are fees that registrants pay to the Authority to cover the Authority's costs related to building and operating the Registry, and compliance and enforcement activities.

They are hosting two webinars to describe the methodology used to calculate the proposed fees and gain feedback from registrants and other interested stakeholders. Learn more and sign up for a webinar.



Resource Productivity and Recovery Authority Annual Report

The Authority's released its 2019 Annual Report and it discusses the Authority's work in 2019, including its financial performance, as well as the role it plays in supporting Ontario's transition to a circular economy.

Some highlights from the report include:

- Tires, the first material designated to transition to individual producer responsibility (IPR), was regulated under the Resource Recovery and Circular Economy Act, 2016 (RRCEA).
- Winding up the remaining three waste diversion programs; WEEE, MHSW, and Blue Box Programs continued under the Waste Diversion Transition Act, 2016 (WDTA) and transitioning them to the IPR framework under the RRCEA.
- The Authority's consultation with stakeholders on Stewardship Ontario's proposed wind-up plan for the Municipal Hazardous or Special Waste (MHSW) Program.



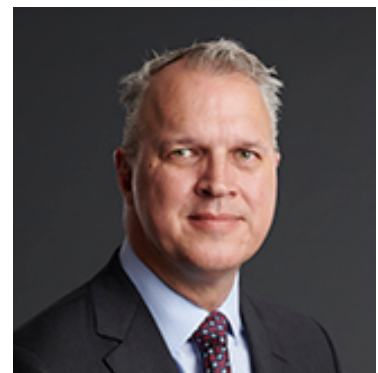
The Authority published the 2018 Datacall Report, which presents the outcomes of residential waste diversion programs operated by municipalities, recycling associations, and First Nation communities. Information from the report is used to determine net Blue Box system operating costs and set the steward obligation.

RPRA employs a communications' strategy that strives to provide stakeholders with clear, relevant, and timely information to help them understand the Authority's mandate and regulatory requirements to support industry compliance.

Robert Poirier Elected Chair of the Authority's Board of Directors

The Authority is pleased to announce the election of Robert Poirier as Chair of the Authority's Board of Directors effective June 24, 2020. Mr. Poirier was first elected director to the Authority's Board on November 1, 2017. He is also Chair of the Toronto Port Authority, and a director of Metrolinx, where he also serves on two industry committees.

Mr. Poirier's election as Chair comes after Glenda Gies resigned as Chair of the Authority's Board. Ms. Gies also resigned from the Board effective July 1. [Learn more.](#)



Lion Electric Delivers Waste Truck To Waste Connections

The Lion Electric Co. and Boivin Evolution (BEV) have sold their first Lion8 chassis with fully automated side load bodies to Waste Connections, a provider of non-hazardous solid waste collection, transfer, recycling and disposal services in the U.S. and Canada



The introduction of these electric vehicles into markets in Washington and Florida will represent the first applications of zero-emission trucks with fully electric waste collection bodies and automated arms in North America, says Lion.

The trucks will be delivered and put into service before the end of 2020. Waste Connections will maintain them, supported by local Lion teams. “We currently have an Experience Center in Seattle, and we are about to open another one in Florida,” said Gervais. These centers are notably designed to inform fleets about electrification, the capabilities of electric vehicles and vehicle charging.

Waste Connections says this investment furthers its sustainability efforts and is consistent with its commitment to growing and expanding its environmental initiatives through technology and innovation. “Developed for the electric market, the combination of the Lion8 chassis and the BEV all-electric automated side-loading body offers a cost-effective waste management solution, which reduces greenhouse gas emissions”, says the company.

With its 252-kilowatt batteries, the Lion-BEV waste collection truck offers a range of 130 miles on a single charge, providing a full day of operation (1,200 households). It does not require hydraulic pumps, valves, hoses or fluid. All arm and body movements are powered by the battery that drives electric motors for each function.

Lion says overnight recharging when the truck is not in operation and when the demand for electricity is lower reduces energy costs.

Savings on total energy costs could reach 80%, adds Lion, and maintenance costs can be reduced by 60% thanks to the simple electric powertrain that requires little maintenance and has few components.

In addition, Lion will deliver two roll-off trucks by the end of the year to Ecomaine, a non-profit waste management company located in Portland, Maine.

86 Percent Of Canadians Support Ban On Single-Use Plastics

An Oceana Canada-commissioned Abacus Data study conducted shows that the vast majority - 86 percent - of Canadians want the government to fulfill its commitment to ban harmful single-use plastics by 2021.

This compares to a similar survey conducted in 2019 that found 81 per cent of Canadians supported such a ban.

On World Oceans Day, Oceana Canada launched a petition calling on the Prime Minister and the Minister of the Environment to fulfil their mandate commitment to ban unnecessary single-use plastics - such as straws, bottles, cups and other food packaging - by 2021.

Twenty-two million kilograms of plastic leaks into the ocean every day, equivalent to one garbage truck per minute, threatening marine life and ecosystems. Over time, plastic breaks down into tiny pieces, which we all eat and breathe in. It is in Arctic ice, every fish tested in the Great Lakes, beluga whales, seabirds and more than half of all sea turtles. Plastics are on the seafloor in the deepest parts of the ocean, in the ocean breeze and have even now been found in rain. To make matters worse, plastic production is expected to increase fourfold by 2050.

In Canada alone:

- Less than 10 percent of the plastic discarded is recycled.
- 47 per cent of the plastic waste generated comes from plastic packaging and single-use plastics.
- Canada creates 3.3 million tonnes of plastic waste every year.
- 29,000 tonnes of plastic leaks into Canada's environment every year due to poorly managed plastic waste.

Wellington County Adds The Colour Green To Its Collection Program

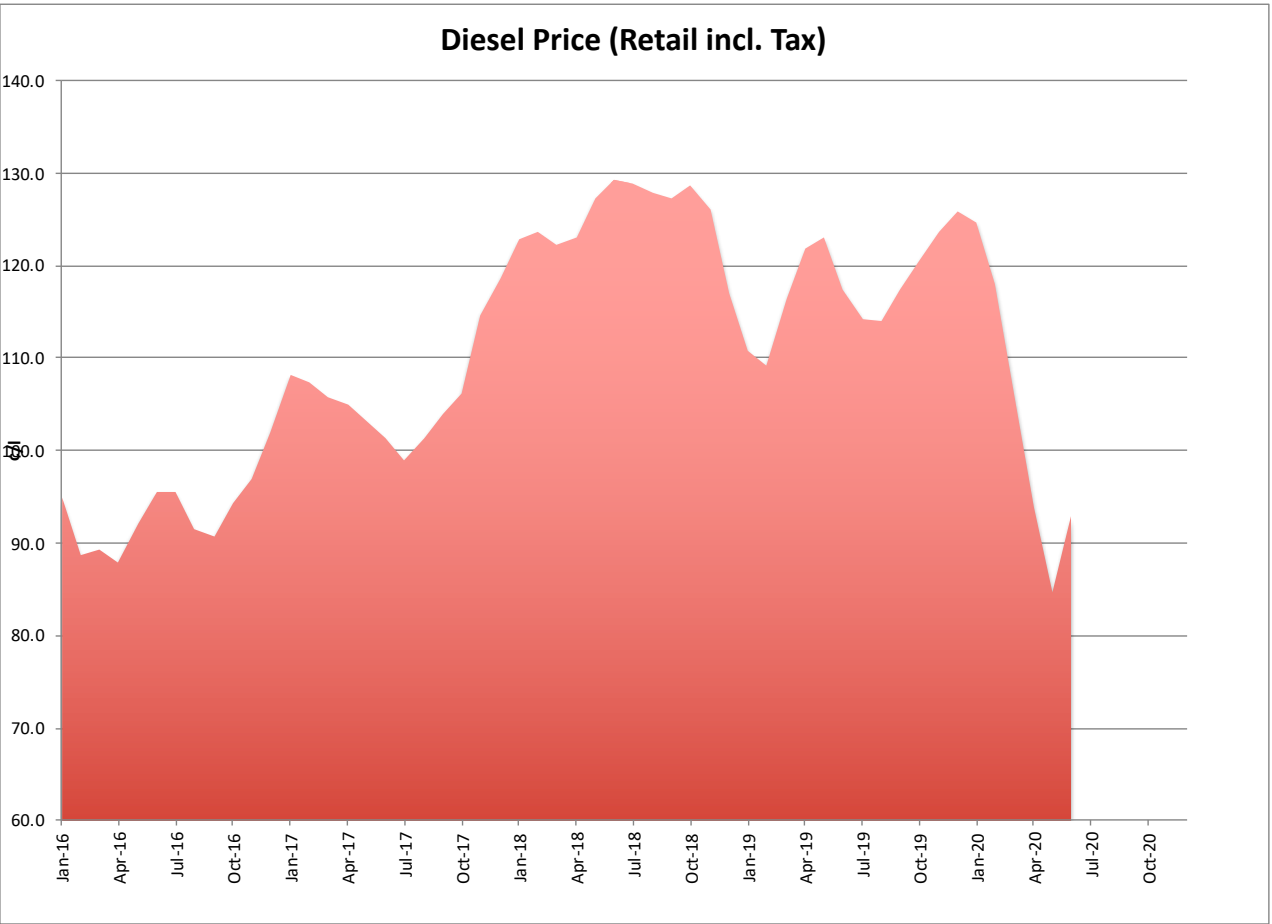
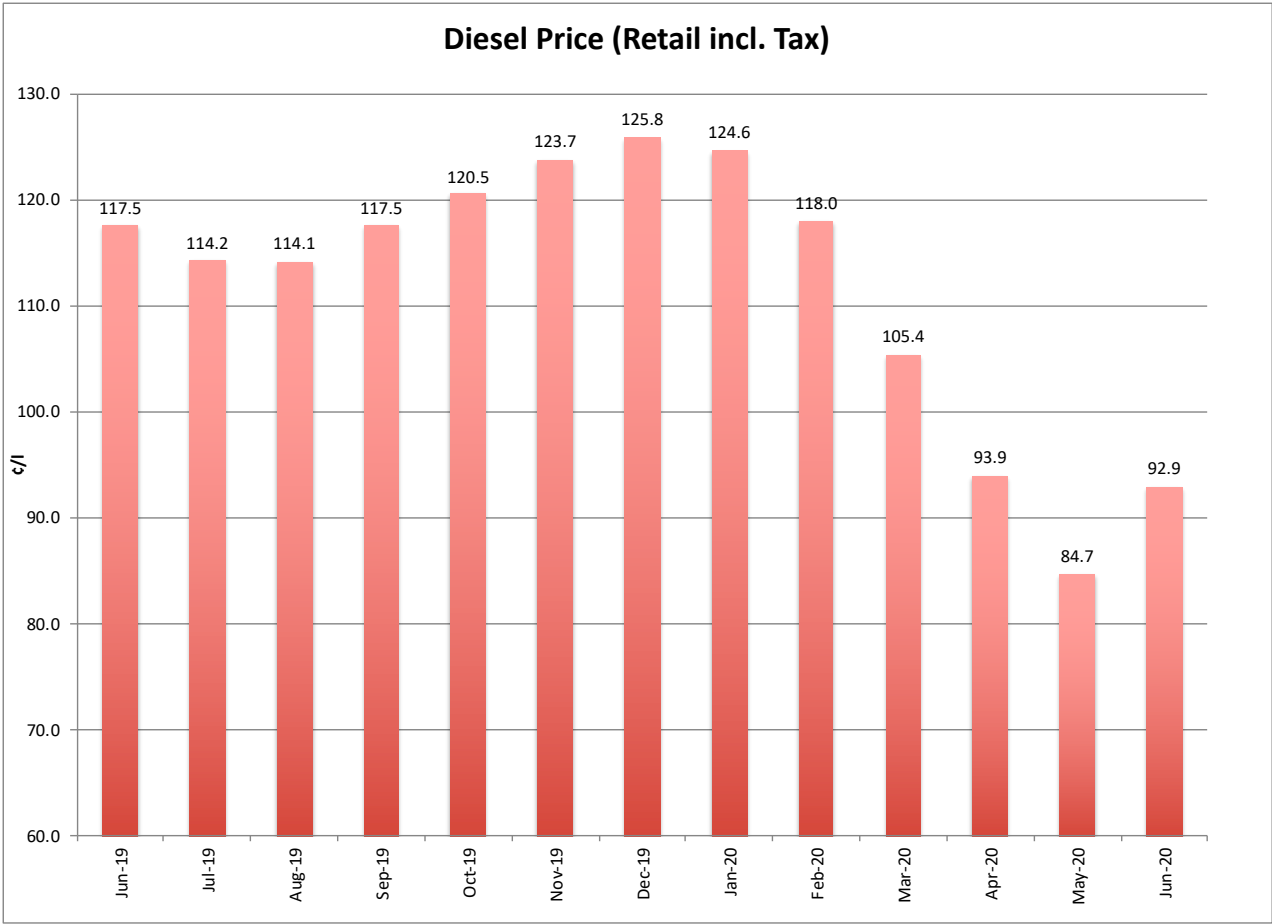
Green bins and a new curbside collection program begin across Wellington County next week.

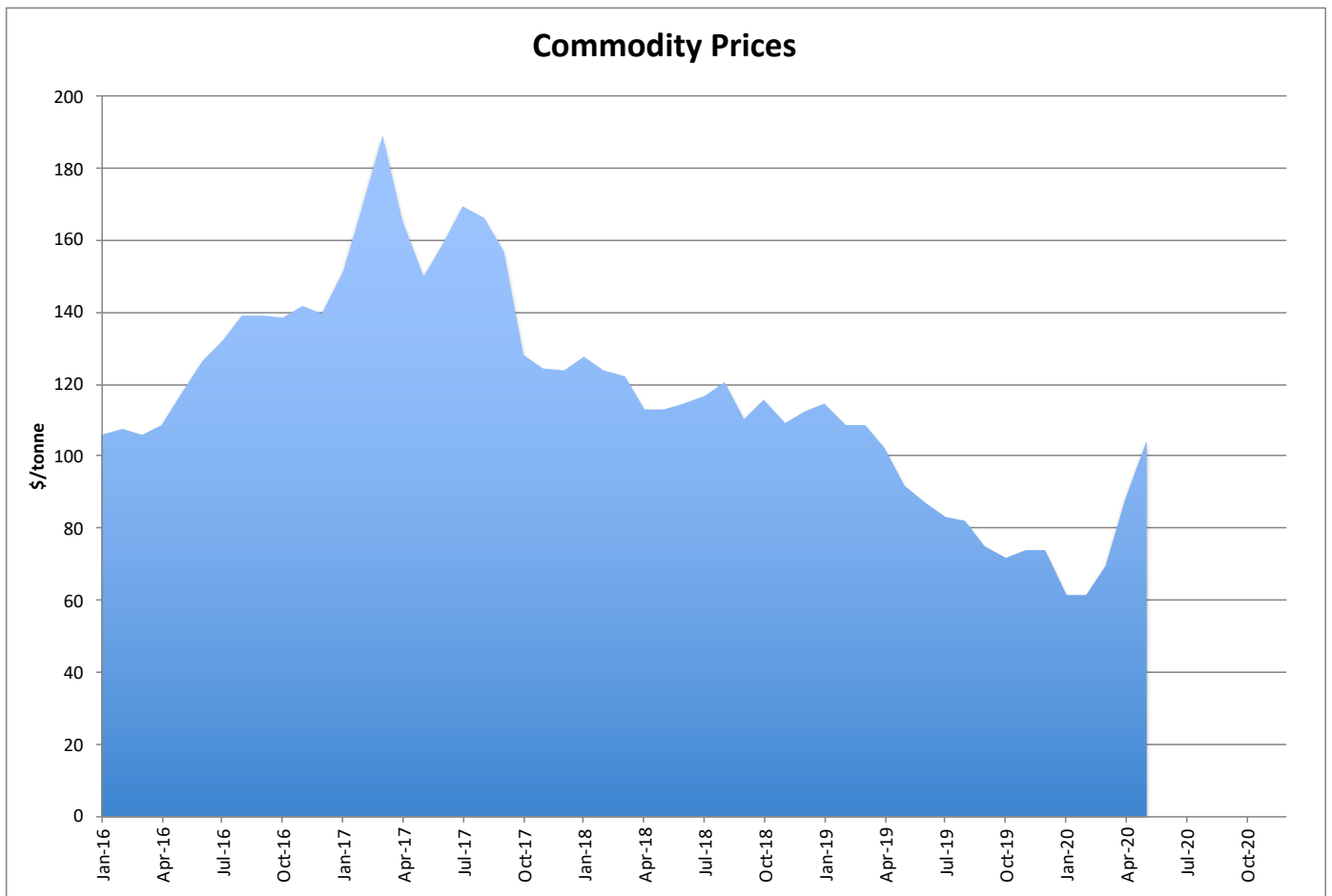
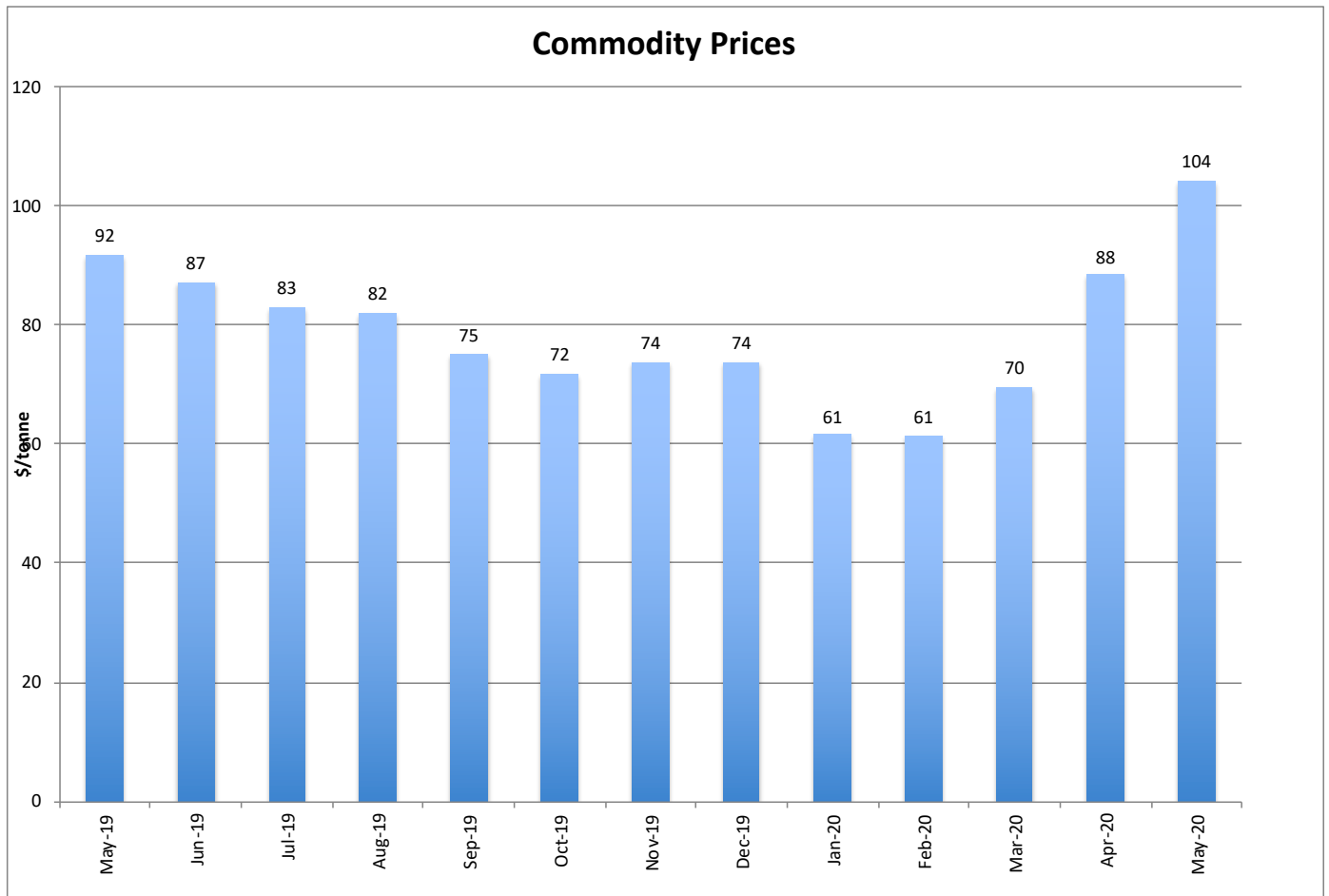
The program started July 7th and includes standardized collection frequency for both urban and rural households.

Materials is collected on both sides of the road. Recycling and organics is collected weekly but garbage is every other week. Garbage bags need user pay tags in order to be picked up.

In a release the county says the green bin program is expected to divert 2,000 tonnes of food and organic waste from its landfill site each year. It says the province as a whole only has 14 years of landfill capacity left.









Minutes

Library Board

June 4, 2020

6:45 pm

Video Conference

Click the following link:

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

| | |
|----------------|---|
| Member Present | Mayor Strathdee, Councillor Craigmile, Councillor Edney, Barbara Tuer, Cole Atlin, Lynda Hodgins, Reg Quinton, Joyce Vivian |
| Member Absent | Melinda Zurbrigg |
| Staff Present | Rebecca Webb, Staff Liaison |

1. CALL TO ORDER

Meeting was called to order at 6:48pm by Board Chair C. Atlin.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Lynda Hodgins

Seconded By Councillor Edney

That the June 4th, 2020 regular meeting of the St. Marys Public Library Board agenda be approved as presented.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

That consent agenda item 5.1. be approved by the Board.

Moved By Councillor Edney

Seconded By Councillor Craigmile

That consent agenda item 5.1 be approved by the Board.

Carried

5.1 Acceptance of Minutes

6. DISCUSSION ITEMS

6.1 Summer Reading Program Coordinator

Library CEO L. Lawrence gave the Board a report on the Summer Reading Program Coordinator funding grant and provided three potential options for moving forward with the Summer Reading Program.

The Board decided that further discussion was required in closed session after which time a motion will be made.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

7. CLOSED SESSION

Moved By Joyce Vivian

Seconded By Lynda Hodgins

That the St. Marys Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 16.1(4)(d) labour relations or employee negotiations at 7:38pm

Carried

6. DISCUSSION ITEMS

6.2 Curbside Pickup

CEO L. Lawrence gave members of the Board an outline of the Curbside pickup staff report and noted one correction: the curbside pickup as proposed would require 7 per week rather than 14 hours. C. Atlin noted that she appreciated the effort put into the report by Library staff. The Board as a whole noted that they are grateful for the report.

Moved By Reg Quinton

Seconded By Lynda Hodgins

That the Board approve a variance to the hours stated in the policy and procedures during the COVID-19 pandemic and that the Library Board and staff work toward restoring full hours when possible.

Carried

9. ROUNDTABLE DISCUSSION

CEO L. Lawrence noted that Town facilities department intends to put a utility sink into the Library building to assist with cleaning in the future.

Board Chair C. Atlin noted that there may be stimulus funding available in the future and intends to organize communication to government bodies as a reminder of the importance of Libraries.

7. CLOSED SESSION

7.1 CEO recruitment

8. RISE AND REPORT

Board Chair C. Atlin reported that two matters were discussed in closed session. The Board has given direction to staff in regards to proceeding with CEO recruitment.

Moved By Councillor Edney

Seconded By Joyce Vivian

That the Library Board rise from closed session at 8:30pm.

Carried

Moved By Lynda Hodgins

Seconded By Joyce Vivian

That the Young Canada Works grant funds be accepted and the Library move forward with recruiting a seasonal Summer Reading Coordinator to implement an online summer reading program.

Carried

9. ROUNDTABLE DISCUSSION

9.1 Amendment to the Minutes

Moved By Councillor Craigmile

Seconded By Lynda Hodgins

That the Minutes of the March 16th to reflect that member R. Quinton was not in attendance.

Carried

9.2 Friends of the Library Report

Friends of the Library has been on hiatus since the COVID-19 pandemic started. The Friends of the Library has agreed to sponsor video recording equipment for the Library as well as prizes for the Library's weekly trivia.

Moved By Councillor Edney

Seconded By Reg Quinton

That the Friends of the Library Update be added to the Roundtable discussion as item 9.2.

Carried

10. UPCOMING MEETINGS

The next meeting of the Board will be July 9th, 2020 at 6:45pm.

11. ADJOURNMENT

Moved By Mayor Strathdee

Seconded By Reg Quinton

That the June 4, 2020 meeting of the St. Marys Public Library Board be adjourned at 8:45pm.

Carried

Chair

Board Secretary



Minutes

Library Board

July 9, 2020

6:45 pm

Video Conference

Click the following link:

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

Member Present Mayor Strathdee, Councillor Craigmile, Councillor Edney,
Barbara Tuer, Cole Atlin, Lynda Hodgins, Melinda Zurbrigg, Reg
Quinton, Joyce Vivian

Staff Present Rebecca Webb, Staff Liaison, Sarah Andrews, Library CEO

1. CALL TO ORDER

Meeting was called to order at 6:46pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Barbara Tuer

Seconded By Lynda Hodgins

That the July 9, 2020 meeting of the St. Marys Public Library Board agenda be approved as presented.

Carried

4. DELEGATIONS

None present.

5. ACCEPTANCE OF MINUTES

5.1 Minutes of the Regular Meeting of the St. Marys Public Library Board,
June 4th, 2020

Moved By Councillor Craigmile

Seconded By Joyce Vivian

That the minutes of the June 4, 2020 meeting of the St. Marys Public
Library Board be approved.

Carried

6. CEO APPOINTMENT

Moved By Lynda Hodgins

Seconded By Barbara Tuer

That the appointment of Lisa Lawrence as Interim Library Chief Executive
Officer, and Andre Morin as Treasurer be rescinded and that Sarah Andrews be
appointed Chief Executive Officer, Treasurer and Secretary of the St. Marys
Public Library.

Carried

7. DISCUSSION ITEMS

7.1 Curbside Pickup and Summer Reading Program Update

CEO S. Andrews gave the Board an update on the success of the
curbside pick up currently taking place in the Library. Additionally, the
potential to open for computer access and indoor pick up was explored
and discussed.

Summer Reading Program has begun and a program coordinator will be
in place in the very near future.

7.2 Friends of the Library Report

R. Quinton reported that the Friends of the Library has not met during the
pandemic. Conversations have been taking place via email

communication. Sponsorship for the Library Summer Reading has been approved up to \$5000 and sponsorship for prizes for Library programs was recently approved.

8. ROUNDTABLE DISCUSSION

Board Chair C. Atlin reported that an Adult Learning committee meeting did take place on July 9, 2020. The Adult Learning center is considering opening at a limited capacity to allow learners into the building.

9. UPCOMING MEETINGS

The date of the next regular Board meeting will be August 6th, 2020 at 6:45pm.

10. ADJOURNMENT

Moved By Joyce Vivian

Seconded By Reg Quinton

That the July 9th, 2020 meeting of the St. Marys Public Library Board be adjourned.

Carried

Chair

Board Secretary



Municipal Shared Services Committee

Regular Minutes

Paramedic Facility, 480 Douro St., Stratford

June 18, 2020

1:00 PM

Where appropriate, motions contained in the Municipal Shared Services Committee (MSSC) Minutes are considered recommendations to the affected municipalities.

Committee Members Present:

Mayor Dan Mathieson, City of Stratford
Deputy Mayor Martin Ritsma, City of Stratford
Councillor Bonnie Henderson, City of Stratford
Councillor Tom Clifford, City of Stratford
Councillor Robert Wilhelm, County of Perth
Warden Jim Aitcheson, County of Perth (Chairperson)
Councillor Rhonda Ehgoetz, County of Perth
Councillor Margaret Luna, Town of St. Marys
Mayor Al Strathdee, Town of St. Marys

Regrets:

Lori Wolfe, Interim CAO, County of Perth
Brent Kittmer, CAO/Clerk, Town of St. Marys
Donald MacLellan, Chief of Operations Paramedic Services, County of Perth

Staff Present:

Joan Thomson, Acting CAO, City of Stratford
Janice Beirness – Acting Director of Corporate Services
Kim McElroy, Director of Social Services, City of Stratford
Linda Becker, Manager of Court Services, County of Perth
Betty-Jo Belton, Manager of Archives Services/ Archivist, County of Perth
Corey Bridges, Manager of Finance/Treasurer, County of Perth
Mac Gilpin, Director of Paramedic Services, County of Perth

Tyler Sager, Manager of Legislative Services/County Clerk, County of Perth
Sean McCoy, Legislative Services Coordinator, County of Perth
Andre Morin, Director of Finance/Treasurer, Town of St. Marys

1. Call to Order

The Regular Meeting of Municipal Shared Services Committee with quorum present was called to order at 1:00 P.M.

2. Disclosure of Pecuniary Interest - None

3. Confirmation of the Agenda

Moved By: Deputy Mayor Ritsma

Seconded By: Councillor Luna

THAT the Municipal Shared Services Committee Agenda for the June 18, 2020 be approved as circulated.

Carried

4. Adoption of the Previous Minutes

Moved By: Councillor Wilhelm

Seconded By: Councillor Luna

THAT the Municipal Shared Services Committee Minutes for December 19, 2019 be approved.

Carried

5. Business arising from the previous minutes - None

6. Stratford-Perth Archives

Moved By: Councillor Henderson

Seconded By: Mayor Mathieson

Betty-Jo Belton, Manager of Archives Services/ Archivist, County of Perth reviewed the reports and was available for questions.

Students digitized about 20 years of records and started working on an online "Pandemic Scrapbook".

Online training and disaster management have been looked at from Archives.

Two reports were reviewed:

- 1) MSSC Report for Stratford-Perth Archives
- 2) Q1 Activities Report for Stratford-Perth Archives

THAT the Stratford Perth Archives reports dated June 18, 2020 be accepted as circulated.

Carried

7. Provincial Offences

Moved By: Deputy Mayor Ritsma

Seconded By: Councillor Wilhelm

Linda Becker, Manager of Court Services, County of Perth reviewed the report and was available for questions.

Revenue and charge revenue are down, financial analysis regarding recovering operating costs.

Permission to schedule early resolutions on Part 1 for audio pleas.

THAT the Provincial Offences Administration report dated June 18, 2020 be accepted as circulated.

Carried

8. Paramedic Services

Mac Gilpin, Director of Paramedic Services, County of Perth reviewed the report and was available for questions.

Reduction in call volume about 168 calls per week. Program has commenced for Community Paramedics and will be reduced to 1 full-time equivalent.

Chief starts tomorrow morning and new Commander has recently started.

Moved By: Councillor Luna

Seconded By: Mayor Mathieson

THAT the Paramedic Services report dated June 18, 2020 be accepted as circulated.

9. Social Services

Kim McElroy, Director of Social Services, City of Stratford reviewed the reports and was available for questions.

- 10 year homelessness plan has been submitted to the Ministry; approval has been granted to move the plan forward.
- Ontario Works has held off on any targets due to COVID.
- Canadian Housing Benefit funding has been received.

Councillor Ritsma asked about the targets and Kim McElroy explained that the Province has not provided the targets at this point.

Two reports were reviewed:

- 4th Quarter Update for the Social Services Department (2019)
- 1st Quarter Update for the Social Services Department (2020)

Moved By: Mayor Mathieson

Seconded By: Deputy Mayor Ritsma

THAT the Social Services Department reports dated June 18, 2020 be accepted as circulated.

Carried

10. New Business

10.1 Deputy Mayor Ritsma - 72nd Perth County Municipal Association
November 18, 2020.

11. Next Meeting Date

The next meeting date will be September 17, 2020 at 1:30 P.M. The location to be advised by the City of Stratford.

12. Adjournment

Moved By: Councillor Luna

Seconded By: Councillor Clifford

THAT the meeting adjourn at 1:15 P.M.

Carried

SPRUCE LODGE

Board of Management Meeting

April 15th, 2020

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*

Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Danielle Ingram, Marg Luna, Fern Pridham, Kathy Vassilakos*

Regrets:

Guests:

Chairperson Councillor Kathy Vassilakos brought the meeting to order.

Moved by Councillor Ingram
Seconded by Councillor Aitcheson

That the agenda for April 15th, 2020 be approved as presented.

CARRIED

➤ Declaration of pecuniary interest.

Approval of Minutes:

Moved by Councillor Pridham
Seconded by Councillor Ingram

That the minutes of March 18th, 2020 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Auditors' Report:

Mike Arndt and Brad Klein from Graham Mathew Professional Group joined the teleconference to present the Spruce Lodge draft audited financial statements for the year ended December 31, 2019 for review.

Moved by Councillor Ehgoetz
Seconded by Councillor Luna

To accept the Spruce Lodge audited financial statements for the year ended December 31, 2019 as presented with the addition of the COVID statement.

CARRIED

Ratification of Accounts:

Moved by Councillor Pridham
Seconded by Councillor Aitcheson

That the March 2020 accounts in the amounts of \$234,847.73 to be ratified.

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

April 15th, 2020

Financial Report:

The Business Manager presented the financial report for the 2 month period ending February 29th, 2020 for review and discussion. Resident revenue is down for the first 2 months due to no admission during outbreak. Funding items based on per day added 20,000 for the extra day in February. We did receive emergency funding in the amount of \$76,000.00 for the COVID 19 pandemic. In March we saw some increased expenses due to packaging material for delivery of meals, and personal protective equipment purchases, etc.

Moved by Councillor Ingram

Seconded by Councillor Luna

To accept the Spruce Lodge Revenue and Expenses for the 2 month period ending February 29th, 2020 as presented.

CARRIED

Signatures will be required for the audited financial statements. Arrangements will be made with the necessary board members.

Administrator's Report:

COVID-19 Pandemic Update:

Locally Hillside is out of outbreak, and Greenwood has had 6 residents, and 5 staff infected, with 2 deaths.

Spruce Lodge has had no positive tests, although testing continues, with 6 residents swabbed today, who also will remain on 14 day isolation.

There was an incident where a resident did leave the facility, and upon return was placed on 14 day isolation. TNT security has been hired to monitor the resident.

2 staff have been tested and 1 staff family member. Although attendance levels have been stable, there are a number of staff staying home during the pandemic for a variety of reasons. There was one long standing Registered Nurse who has decided to retire.

Unions have been pushing for hazard pay for their members.

Regarding personal protective equipment (PPE), Spruce Lodge has switched from expired N95 masks which are still approved for droplet precautions, to the guideline prescribed surgical procedure masks. Staff are now required to wear masks for their entire shift.

Cloth masks have been ordered for all staff to use when not at work, and for Hamlet Estates, and Woodland Towers residents. Staff will be reminded that the cloth masks are not to be substituted for a surgical procedure masks on shift.

Isolation gowns are reasonably stocked and gloves are well stocked. Spruce Lodge has ordered some reusable gowns, may have some sewn.

We have been made aware of the emergency supplies from the City.

Families are communicated with weekly, and there have been no issues with family members.

Staff meetings are taking place weekly, and FAQs are updated, posted, and emailed to staff on a weekly basis as well.

Residents have been generally appreciative of the precautions.

SPRUCE LODGE - Continued

Board of Management Meeting

April 15th, 2020

The Griffith auditorium has been transformed into the COVID care unit (CCU). The room is partitioned with conference curtains, and is equipped with a 9 bed area, a common area for staff, and an area for family members of palliative residents. Procedures are in place for staff coming to and from the building. The necessary supplies are in place including a lift, electricity, and a handwashing station has been set up in the hallway. A consent form is in place for visitors. The CCU is costing approximately \$4,000 per month for rental equipment. The Health Unit was brought in to consider the CCU.

A sign-up sheet was posted for staff to volunteer to work in the space. Shifts would be 12 hours in duration for both RNs, RPNs, and PSWs.

The Premier is promising more aggressive testing for symptomatic residents and staff and asymptomatic staff in contact through contact tracing. Public health, EMS, and hospital staff are to assist with testing. We will likely hear more in the coming days, about broader testing of asymptomatic residents and staff.

Personal protective equipment (PPE) is flowing in through the emergency control center.

Long-term care workers cannot work in more than one health care setting.

The long-term care sector is growing its workforce by redeploying emergency support staff to assist support workers as non-certified support staff.

CARF has been postponed, as well as the building condition assessment.

The Long Service Event will not be taking place next month.

There have been no inspections from compliance, although they do phone every week to offer assistance.

The Administrator will get back to board with options.

Moved by Councillor Aitcheson

Seconded by Councillor Ehgoetz

That the Administrator's report be accepted as presented.

CARRIED

Correspondence: *None presented.*

Dress Down Days:

☺ *For February 2020, the lucky charitable receipt winner is **Christine Johnstone!***

☺ *For March 2020, the lucky charitable receipt winner is **Jeanette Bender!***

Other Business: *None presented.*

Moved by Councillor Ingram

| |
|---------------------------------------|
| That the meeting be adjourned. |
|---------------------------------------|

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

April 15th, 2020

Date & Time of Next Meeting:

Wednesday, May 20th, 2020 at 5:00 p.m. - Teleconference

Councillor Vassilakos _____

Chairperson

Jennifer Facey _____

Secretary

Date _____

SPRUCE LODGE

Board of Management Meeting

May 20th, 2020

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*

Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Marg Luna, Fern Pridham, Kathy Vassilakos*

Regrets: *Councillor Danielle Ingram*

Guests:

Chairperson Councillor Kathy Vassilakos brought the meeting to order.

Moved by Councillor Pridham

Seconded by Councillor Aitcheson

That the agenda for April 15th, 2020 be approved as presented.

CARRIED

➤ Declaration of pecuniary interest.

Approval of Minutes:

Moved by Councillor Luna

Seconded by Councillor Ehgoetz

That the minutes of March 18th, 2020 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Aitcheson

Seconded by Councillor Pridham

That the April 2020 accounts in the amounts of \$464,928.73 to be ratified.

CARRIED

Financial Report:

The Business Manager presented the financial report for the 3 month period ending March 31st, 2020 for review and discussion. There has been a line item added for the pandemic. March, April and May funds have been received from the Ministry totaling \$113,000. Expenses of approximately \$51,000.00 are also being tracked in a separate account. Increased wages for screening staff account for approximately \$11,000.00. The Pool-Co-ordinator, and three (3) student lifeguards have been redeployed to provide screening. We are looking at staffing to determine incremental costs.

Moved by Councillor Luna

Seconded by Councillor Aitcheson

To accept the Spruce Lodge Revenue and Expenses for the 3 month period ending March 31st, 2020 as presented.

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

May 20th, 2020

Administrator's Report:

COVID-19 Pandemic Update:

Board members are receiving weekly updates from the Administrator.

There have been three (3) new admission who are now on isolation for fourteen (14) days. They received testing prior to admission, and again prior to leaving isolation.

All surveillance testing complete, with no positive cases.

The COVID Care Unit (CCU) unit is incurring ongoing cost for rental drapery at a 20% discounted rate. There is another company that will match the pricing at discount rate for initial installation, and only charge \$600 per month going forward. There is a monthly cost to keep the room set up, but this may be necessary until a vaccine is found. It was suggested to keep the CCU set up and to enquire about savings by lowering the capacity.

We remain in a good position with personal protective equipment (PPE), and are stock piling for the second wave. Reusable gowns have just arrived. Shields are not being used yet, but all staff will be given shield in an outbreak. Staff are receiving two (2) masks per shift.

The Administrator is corresponding with family members weekly, with no issues to report.

The resident who had been moved out by his mother last month, and then moved backed in has again been moved out by his mother. She has however signed an understanding that he is giving up his long term care bed.

Weekly meetings are still taking place with staff.

Residents are being provided with updates, and have been very compliant, and adjusting to the changes. Monitoring continues with the resident who was being monitored for leaving. We will try to submit those costs through the highest needs program.

Weekly updates are being sent out the Woodland Towers residents, and the Hamlet Estates residents every few weeks.

There is a roster of staff who have signed up to work in the CCU if and when it becomes necessary. Workflow routines and training have taken place.

Tractor Breakdown:

The tractor at Spruce Lodge requires a clutch assembly at a cost of approximately \$9,000.00. Because of its age it is not feasible to repair. A new tractor will cost approximately \$40,000.00. A pick-up truck is a possibility at a cost of approximately \$30,000.00 for 2 wheel drive. What do the municipalities do in terms of vehicles? City plans are currently on hold. St. Marys GMC is the dealer used by both County of Perth and Town of St. Marys. In the meantime, a maintenance worker has provided his pick-up for use at a low monthly rate.

Ministry Compliance:

Although no inspections have taken place, weekly dialog is occurring with the Ministry. We are currently dealing with a critical incident by telephone.

Moved by Councillor Pridham
Seconded by Councillor Ehgoetz

To enter closed session at 5:23 p.m. to discuss an identifiable individual.

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

May 20th, 2020

Moved by Councillor Aitcheson

Seconded by Councillor Luna

To enter open session at 5:26 p.m.

CARRIED

Long Term Care Independent Commission:

An independent commission into long term care will take place this fall, as a result of the pandemic. There are 83 homes in the province in outbreak, and 100 have been declared over. There were 5 staff deaths. The sector has asked for increased staffing levels, increased infection control, and quality control resources.

Pandemic Pay:

The Administrator presented the Pandemic Pay (decision item) for discussion. Pandemic pay that was announced for the period April 24th to Aug 13th for an additional \$4.00, and \$250 for hours over 100 per month includes all non-management staff. No Managers have been enquiring about the premium, but should they be considered? Spiritual care and Music therapist may not be covered as they are contracted service providers, but they have continued coming to work throughout the pandemic.

Marg – support recommendation – Rhonda

Thanks to all staff and management for their commitment to Spruce Lodge during the pandemic.

Moved by Councillor Luna

Seconded by Councillor Ehgoetz

To support the recommendation that Management staff, and any contracted service staff (Spiritual Care, Music Therapy) receive pandemic pay.

CARRIED

Moved by Councillor Aitcheson

Seconded by Councillor Ehgoetz

That the Administrator's report be accepted as presented.

CARRIED

Correspondence: *None presented.*

Dress Down Days:

☺ *For April 2020, the lucky charitable receipt winner is **Lily Kampferseck!***

Other Business: None presented.

Show of Appreciation:

A resident family member contacted Councillor Aitcheson to pass on gratitude to staff for their efforts during the pandemic.

There is a group of about 15 Spruce Lodge Retirees that meet regularly who wish to do something special in the form of a tree or bench to honour staff after the pandemic.

SPRUCE LODGE - Continued

Board of Management Meeting

May 20th, 2020

Moved by Councillor Pridham

| |
|---------------------------------------|
| That the meeting be adjourned. |
|---------------------------------------|

CARRIED

Date & Time of Next Meeting:

Wednesday, June 17th, 2020 at 5:00 p.m. – Teleconference

Councillor Vassilakos _____

Chairperson

Jennifer Facey _____

Secretary

Date _____

MINUTES
BOARD OF DIRECTORS' MEETING
Virtual Meeting Due to COVID-19 Pandemic
TUESDAY, MAY 26, 2020

| | | |
|------------------|-----------------|------------------------|
| Members Present: | M.Blosh | P.Mitchell |
| | A.Dale | A.Murray |
| | A.Hopkins | B.Petrie |
| | T.Jackson | J.Reffle |
| | S.Levin | J.Salter |
| | N.Manning | M.Schadenberg |
| | H.McDermid | A.Westman |
| Regrets: | D.Edmiston | |
| Solicitor: | G.Inglis | |
| Staff: | T.Annett | C.Saracino |
| | B.Glasman | J.Schnaithmann |
| | C.Harrington | C.Tasker |
| | T.Hollingsworth | B.Verscheure |
| | J.Howley | M.Viglianti – Recorder |
| | B.Mackie | I.Wilcox |
| | A.Shivas | K.Winfield |

1. Approval of Agenda

The Chair confirmed the Board members were comfortable not moving receipt of “for information” reports at this meeting. The Chair confirmed the mover and seconder for approval of the agenda were willing to let their names stand.

Mover: B.Petrie

Secunder: J.Reffle

THAT the Board of Directors approve the Agenda as posted.

Carried.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Minutes of the Previous Meeting
April 28, 2020

The Chair confirmed the mover and seconder were willing to let their names stand.

Move: J.Salter

Second: M.Schadenberg

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated April 28, 2020 as posted on the Members' web-site.

Carried.

4. Business Arising from the Minutes

The Chair brought forward T.Jackson's Point of Order, deferred from the April meeting, regarding the motion to "not consider the question" put on the floor at the Annual General Meeting. The Point of Order was raised at the April meeting based on concern that according to Roberts Rules, the motion to "not consider the question" should have gone straight to a vote without discussion. It was argued that debate did occur making the resolution invalid.

The Chair reported that in response to the Point of Order, he and staff had consulted with Nigel Bellchamber, an expert in Parliamentary Procedure. The Chair ruled the Point of Order had no standing at this meeting because a Point of Order may only be raised during the meeting in which the procedural matter occurs, and that the original motion regarding item 7.1 of the agenda of the Annual General Meeting did not comply with the UTRCA's Administrative By-Laws (Notice of Motion, Section C-15).

T.Jackson appealed the decision of the Chair.

There was a disagreement regarding whether or not a seconder and discussion were needed or permitted before voting on an appeal to the decision of the Chair. The Chair ruled there to be no seconder or discussion required.

T.Jackson appealed the decision of the Chair.

The Chair called the question to the Board, shall the ruling of the Chair be sustained. The Board of Directors voted to sustain the decision of the Chair.

(Note that this matter was re-opened and further discussed by the Board under item 10. Other Business, later during this meeting).

5. Delegations

There were no delegations.

6. Business for Approval

6.1 Approval of Audited Financial Statements for 2019
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

S. Levin, Chair of the 2020 Finance & Audit Committee, gave the Board an overview of the Comments provided by the Auditors. Two areas were identified as needing attention, which included improvements around the Campground's Camis registration system, and the discrepancy between budget and actual due to deferred revenue. Staff reported they were working on both issues, and that while the accounting issue of bringing deferred revenue into the current year is getting better, due to the unpredictability of large scale projects, there will always be the potential for a large difference in capital expenditures between budget and actual.

The Finance and Audit Committee Chair gave a brief overview of the Hydro Dam issues the Committee has been monitoring.

Mover: A. Westman

Secunder: M. Blosh

THAT the Board of Directors approve the recommendation as presented in the report.
Carried.

7. Closed Session – In Camera

There were no matters to cover in Closed session.

8. Business for Information

8.1 Conservation Areas – COVID 19 Tentative Opening Plan
(Report attached)

Staff reviewed the Standard Operating Procedures, when and what Personal Protective Equipment staff will be required to wear, and confirmed the UTRCA has sufficient supplies.

Staff clarified that camping, opening June 8th for Fanshawe and Pittock, and June 15th for Wildwood, is currently restricted to seasonal camping only, with the direction that campers

must be self-contained in their camping unit. Day use washrooms will stay closed for the time being, but staff, in consultation with the Health Units, will continue to work on plans for managing washrooms in preparation for their eventual opening.

Staff continue to monitor the number of visitors in the parks to ensure public safety. Provincial Offences Officers were given the ability to enforce group size restrictions, however no charges have been laid to date.

8.2 COVID-19: UTRCA Return to Work (Report attached)

Staff presented the report and advised the Board that Conservation Areas is currently the only area of business where staff are returning to the work place. The return to work plan for the rest of the organization will be developed by the Joint Health and Safety Committee and will be guided by direction from the Provincial and Health Units. A Pandemic Policy and Standard Operating Procedures have been written and implemented, and staff have begun acquiring Personal Protective Equipment.

There was a suggestion to have staff review procedures, staffing levels, and working from home options and report back to the Board. Staff confirmed that once the return to work plan is developed it will be brought to the Board.

8.3 UTRCA COVID Financial Impacts and Response (Report attached)

Staff disclosed that due to new developments, the information in the report was out of date at the time of the meeting. Despite being initially approved and receiving money, the UTRCA was deemed not eligible for the Canada Emergency Wage Subsidy. Due to the ongoing budget review and revisions to the revenue forecasts and expenditures, staff were not in a position to present a detailed finance plan at the time of the meeting. Staff reported that mitigating one hundred percent of the loss in 2020 was unlikely and a financial recovery plan will be needed.

Staff noted the planned hiring deferrals for both the vacant full time positions and seasonal positions. Seasonal staff will be phased in and trained in small groups.

Staff clarified that Conservation Authorities can operate with a budgeted deficit if needed for a limited period of time, although it is not preferable. The 2020 year-end is expected to result in a financial deficit.

Board members raised the possibility of forgoing stipends. Staff recommended it be a voluntary, individual decision by Board members to forego their per-diem for meeting participation.

8.4 2020 April Year to Date Financial Update
(Report attached)

Staff reported that while user fees and total revenue were both down, so were expenses. Staff cautioned that this report covered up to the end of April, which was week six of the lockdown, and the more significant declines will not show up in the finances until later into the year.

8.5 Motherwell Blacksmith Shop
(Report attached)

Staff presented the report and the Board discussed the possibility of renting the blacksmith's shop if the roof was fixed. There was a suggestion to reach out to the Motherwell Heritage Group to help raise funds for the roof replacement project if the decision is made to retain and rent the building. Staff confirmed that while none of the UTRCA owned buildings in Motherwell have a heritage designation, the heritage interest remains strong within the local community. Staff will present the Board with recommendations regarding the future of the UTRCA owned buildings in the village of Motherwell, in closed session, at the June meeting.

8.6 Section 28 Report
(Report attached)

Board members voiced their concerns around the large number of violations this month. Staff confirmed the number of violations were higher than usual, however, most violators are willing to work with staff to rectify the situation.

Concerns around Municipal awareness and education of Section 28 of the Conservation Authorities Act were raised. Staff informed the Board the current issues largely lie in recent high levels of turnover in Municipal staff, mostly due to retirements. Past practice has been to have on-site and informal talks with Municipal staff, unfortunately, UTRCA staff have not had time in the last two years to continue with this practice.

9. Spring For Your Information Report
(Report attached)

The Spring FYI was presented to the Member's information.

10. Other Business (Including Chair and General Manager's Concluding Remarks)

I. Wilcox informed the Board that Carol Tattersall, former Provincially appointed member of the UTRCA Board of Directors between 1992 and 1996 and tree commissioner for Oxford County, passed away recently at the age of 55. Dr. Douglas Bocking, who was on the Board of Directors

for twelve years and led the designation of the Thames as a Heritage River, recently passed away a few weeks before his 100th birthday. Donations have been made in their honour and trees will be planted next spring in the Member's grove in their memory.

The Chair referred back to agenda item 4. Business Arising from the Minutes, and, after further review, recognized that a seconder and discussion for an appeal to the ruling of the Chair is permissible. As such, he re-visited the appeal to the ruling of the Chair that the point order raised by T.Jackson had no standing at this meeting.

Moved: T.Jackson

Seconded: H.McDermid

To appeal the decision of the Chair.

The floor was open to debate the ruling of the chair that the Point of Order raised by T.Jackson had no standing at this meeting. T.Jackson presented his reasons for raising the Point of Order, feeling that the rules of parliamentary procedure were not upheld in relation to the objection to consideration of the motion and expressed concern that his Point of Order provided in writing was not circulated to the Board in preparation of this meeting. Board members felt the Point of Order submitted to staff and the Chair should have been included in this agenda package. Board members agreed with the point of order being raised, however, felt it was not brought forward at the appropriate time.

T.Jackson read an exception listed in Roberts Rules allowing a Point of Order to be raised at a subsequent meeting, which he felt applied to this situation.

The Chair called the question, shall the decision of the Chair be upheld. The Board of Directors voted to uphold the decision of the Chair.

11. Adjournment

The Chair confirmed the mover was willing to let their names stand. There being no further business, the meeting was adjourned at 11:20am on a motion by A.Dale.



Ian Wilcox

General Manager

Att.



Minutes

Business Economic Support and Recovery Task Force

Regular Meeting

May 25, 2020

1:30 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEl8OG-dOYKteFQ>

Members Present: Greg Thompson
Allan Stewart
Edward Parkinson
Scott Taylor
Sue Griffiths
Mayor Al Strathdee
Councillor Rob Edney

Staff Present: Brent Kittmer
Andre Morin
Trisha McKibbin
Kelly Deeks-Johnson

1. CALL TO ORDER

Mayor Strathdee called the inaugural meeting of the Business Economic Support and Recovery Task Force to order at 1:33 p.m.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Scott Taylor

Seconded By Sue Griffiths

THAT the May 25, 2020 regular Business Economic Recovery Task Force agenda be accepted as presented.

4. DELEGATIONS

None.

5. COMMITTEE APPOINTMENTS

Moved By Ed Parkinson

Seconded By Alan Stewart

THAT Committee member Scott Taylor be appointed Business Economic Support and Recovery Task Force Chair effective May 25, 2020 through to December 31, 2020.

CARRIED

Moved By Alan Stewart

Seconded By Scott Taylor

THAT Committee member Ed Parkinson be appointed Business Economic Support and Recovery Task Force Vice-Chair effective May 25, 2020 through to December 31, 2020.

CARRIED

6. COMMITTEE TRAINING

6.1 Roles and Responsibilities (Terms of Reference)

Scott Taylor asked to have a review of the Terms of Reference for clarity on the role of the Committee. T. McKibbin provided a review and highlighted the specific duties of the Committee;

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

5. Research and make recommendations to Council regarding how to increase existing partnerships and develop new business partnerships.

A. Morin provided an overview of the Town's financial commitment of \$300,000 to COVID-19 relief with \$100,000 earmarked for business relief.

6.2 Procedure By-Law

Staff reviewed the Town's Procedure Bylaw that had been circulated to all members of the Committee electronically. As a Committee of Council the Business Task Force would be following the Procedural Bylaw and the members were encouraged to become familiar with the document.

6.3 Code of Conduct

Staff reviewed the Town's Code of Conduct that had been circulated to all members of the Committee electronically. Staff spoke to Conflict of Interest, Pecuniary Interest and the role of the Integrity Commissioner. Members of the Committee were encouraged to become familiar with the document.

6.4 Reference Documents

Staff referenced that the Agenda package included a copy of the Community Business Plan, Community Improvement Plans and a document that included a consolidated description of all financial relief programs available from the Federal and Provincial Government.

7. REGULAR BUSINESS

7.1 Municipal financial relief option for commercial/industrial sector - Andre Morin, Director of Finance/Treasurer

A. Morin provided an overview of the financial relief options that the Town may consider implementing. The Committee discussed the \$300,000 approved by Council and A. Morin reviewed how Council had directed \$100,000 for Community Wellness, \$100,00 for Business Wellness and \$100,00 for Administration/future distribution. Council may determine if these amounts need to change or shift.

A. Morin referenced Section 106 of the Municipal Act in regards to not breaching bonusing legislation and that there are ways to navigate these rules such as the Town's Community Improvement Program (CIP), which is up for renewal at the end of 2020.

The Committee had a discussion on the businesses that need to be considered for financial relief are those that had to close fully or those with limit operations.

7.2 Business Needs Discussion

7.2.1 Short Term Needs and 7.2.2 Long Term Needs

The Chair opened the floor for discussion and brainstorming and four key themes emerged:

Marketing and promotion campaigns:

- Ed Parkinson noted that he views this as marketing money. Survival for many is going to depend on foot traffic.
- The committee discussed incentive programs to put money in the hands of the customer e.g., spend a minimum amount and get entered in a draw to win \$1000. Give away about \$10,000.
- B. Kittmer noted that we could run into issues with running contests so this needs to be reviewed. T. McKibbin will confirm lottery rules and clarify what and how contests can be run.
- The committee discussed challenges with encouraging Daytripping without the availability of public washrooms.
- Rob Edney commented that tourism is part B of this right now. Part A is to focus on local. Look at incentives for people to shop local.

Defining relief parameters:

- Sue Griffiths noted that the committee needs to look at those who had mandatory closure.
- Scott Taylor commented that even though some businesses stayed open they were still struggling so we need to consider them also.
- Alan Stewart commented that it might be good to take a look at who their customers are. Businesses who serve the public and those who were business to business.

- Greg Thompson commented that we should look at re-purposing the CIP program. Understand what people have or don't have. What do people need to survive?

Support resources:

- Brent Kittmer suggested that the committee have a virtual round table to figure out the need, discuss best practices, or higher a consultant to help with this role.
- Scott Taylor commented that having a health and safety officer might be useful as people prepare for re-opening. Providing a resource to navigate the current procedures.
- Sue Griffiths commented that support from a person is useful. Also consider how to restructure your business to open and how to build a website.
- The committee discussed retaining a COVID delivery business,

Information Gathering:

- Andre Morin noted that the group could utilize a webinar over Zoom asking the business owners for input. A poll could be implemented into the discussion.
- The committee directed K. Deeks-Johnson to develop a survey and share with the business community. Mayor Strathdee also asked that the committee put a call out to the community for next weeks paper to gather input.

8. UPCOMING MEETINGS

The committee selected Monday mornings at 10 AM.

Next meeting dates: June 1, June 8, June 15 & June 22

9. ADJOURNMENT

Moved By Greg Thompson

Seconded By Rob Edney

THAT this meeting of the Business Economic Support and Recovery Task Force adjourn at 3:40 p.m.

Carried

Chair

Committee Secretary

DRAFT



Minutes

Business Economic Support and Recovery Task Force Regular Meeting

June 1, 2020

10:00 am

Video Conference

Click the following link:

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

Member Absent Jenna McCartney

1. CALL TO ORDER

The Chair Taylor called the meeting to order at 10:04 a.m.

2. DECLARATION OF PECUNIARY INTEREST

None

5. ACCEPTANCE OF MINUTES

Resolution

Moved By

Seconded By

THAT the Minutes of the May 25, 2020 Business Task Force meeting be approved.

Carried

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution

Moved By

Seconded By

THAT the June 1, 2020 regular Business Economic Recovery Task Force agenda be accepted as presented.

Carried

4. DELEGATIONS

None

6. BUSINESS ARISING FROM MINUTES

6.1 Business Survey

Kelly Deeks-Johnson provided an update that the survey was shared with a week turn around. To date 41 people had responded to the survey. It was sent to over 200 people. A reminder will go out mid-week and in the newspaper.

Chair Taylor requested that the email list be shared with the committee.

6.2 Lottery Licence Information

Trisha McKibbin shared that the committee can't hold a lottery licence in their own name, but they could partner with a service club to run the contest and they would hold the licence.

The committee discussed the challenges with the concept of a licence and Brent Kittmer, CAO, added that if the committee has a well-crafted scope of work the Town could invite the AGCO to advise.

7. OTHER BUSINESS

7.1 Summary of Financial Relief

Andre Morin informed the committee that this is information he spoke about last week so enclosed is the spread sheet to provide the full information that had been presented to Council.

7.2 Timeline(s)

Chair Taylor asked the committee to discuss appropriate timelines for them to develop ideas. The committee discussed and the following were their recommendations:

- The committee split and focus on retail immediately and business to business next. The moment that everything opens have something in place for retailers to help avoid people driving outside of town.

- The committee develop a phased approach.
- The committee needs to think about support resources for businesses who are potentially dealing with the virus in their place of business.

7.3 Task Force Additions

Kelly Deeks-Johnson asked the committee if there is anyone not currently part of the committee that should be consulted by having a committee liaison or should there be others at the table. And the following groups were considered to consult:

- United Way
- BIA
- Stratford and District Chamber of Commerce
- Perth Community Futures
- Stratford Perth Centre for Small Business

The committee agreed to the following:

- Sue Griffiths would act as the liaison for the BIA.
- Rob Edney would act as the liaison with the United Way.
- The remainder of the groups would be discussed at the next meeting.

7.4 Programs/Initiatives Brainstorming

The chair summarized the key ideas that came out of the last discussion as being the following:

- Health and safety support
- COVID dollars
- Delivery service
- Sidewalk screening and banners
- Information delivered through webinars and the newspaper
- Digital marketing support
- Public washrooms

The committee discussed the above ideas and the highlights included:

Health and safety support:

- It is useful to have a resource that can help navigate through health and safety issues, especially when dealing with something as scary as a potential COVID case in your place of business.
- The CFIB is currently offering free memberships to help give businesses access to their resources. This support is for: health and safety, staffing, legal issues. Also, phone support, depending on the issue they will tell you where to go.
- There needs to be a consistent message for safety and express that in the business and in the community. Every business should have a number that they can call for help.
- Conceptually it's a good idea, the suggestion was to build a case study with an example of this situation and communicate to the community how that process goes.

Marketing and Promotion Campaigns:

- Chair Taylor noted that the committee had looked a delivery service, incentive program and sidewalk art and banners were also highlighted at the last meeting.
- The committee agreed that a public washroom was critical.
- Brent Kittmer informed the committee that staff have a draft plan in place. The Town's primary barrier right now is staffing. There was a dry run at the Library and it showed about 3-4 additional hours per day of cleaning. Staff are working on what it would cost if we were to open based on these recommendations. Council is going to be asked to prioritize what we will open and in what order.

Incentive Program

- The committee discussed the incentive program, that the idea of the draw is to not give a winner cash but give them store credits at local stores to spend money. These funds would turn around and reimburse the store.
- The committee decided that they needed to take a deeper look at the costs for an incentive program in order to determine the math.

- It was acknowledged that downtown is very service rich and that ideas should be something to benefit everybody, and not just the downtown.
- It was noted that the shops are sitting on inventory. The retailer cannot afford to discount and take that cost. Somehow you must entice people to come to town and pay full price and potentially win a prize. I like the idea of the draw but is it viable, it's becoming difficult.
- The Chair summarized that the incentive program, sidewalk painting/banners, all could be in phase 1.
- It was suggested that the committee look at giving businesses the ability to create sales, if you give it to them in an advertising way, instead of asking them to make a markdown.

The Chair asked the committee to tailor the next meeting to work shopping the three key ideas coming from our discussion:

- Incentive program – booklet, prize
- Sidewalks and banners
- Delivery business

At 11:50 a.m. Chair Taylor had to leave for another meeting and turns the duty of Chair to Ed Parkinson.

- The Chair advised the committee that it's incumbent on all to have 2 or 3 starting points at the next meeting to help with decisions.
- It was raised that the committee could look at what other downtown's are doing, such as shutting their streets and sidewalks for local business to offer outside service. E.g., Kingston.
- The idea of financing a shuttle service could solve parking.

9. ADJOURNMENT

Resolution

Moved By

Seconded By

THAT this meeting of the Business Economic Support and Recovery Task Force adjourn at 11:58 a.m.

Carried

Chair

Committee Secretary



Minutes

Business Economic Support and Recovery Task Force

Regular Meeting

June 8, 2020

10:00 am

Video Conference

Click the following link:

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

Members Present: Mayor Strathdee
Councillor Edney
Scott Taylor
Sue Griffiths
Alan Stewart
Ed Parkinson
Greg Thompson

Staff Present: Andre Morin
Kelly Deeks-Johnson

1. CALL TO ORDER

Chair Taylor called the meeting to order at 10:05 a.m.

2. DECLARATION OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Alan Stewart

Seconded By Ed Parkinson

THAT the June 8, 2020 regular Business Economic Recovery Task Force agenda be accepted as presented.

4. DELEGATIONS

None

5. CORRESPONDENCE

The committee discussed best practice for accepting emails. Staff suggested developing a feedback form to be placed on the Town's website to gather messages. Staff would then summarize and provide a weekly report to the committee. Staff will explore this option.

5.1 Email from Brett Bickell

6. ACCEPTANCE OF MINUTES

Chair Taylor requested an amendment to 7.2 phrasing.

Moved By Ed Parkinson

Seconded By Sue Griffiths

THAT the June 1, 2020 regular Business Economic Support and Recovery Task Force minutes be accepted as amended.

Carried

7. BUSINESS ARISING FROM MINUTES

7.1 Business Survey

Kelly Deeks-Johnson shared the survey results with the committee and highlighted key points. A summary report will be shared with the committee prior to the next meeting and will be included in the agenda package.

The committee discussed rent relief as being the top request for support and being out of their scope for implementation but can't be discounted.

Andre Morin highlighted one option may be to offer property tax deferrals to owners/tenants, but this may be complicated. The first step is finding out why the Provincial and Federal rent relief programs aren't being taken advantage of.

7.2 Implementation process

Chair Taylor summarized the discussion about having a staged approach. The committee discussed implementing a stage 1 right now and have a report to Council for the next meeting. The committee can't put a date on the next stages but instead think long term.

Andre Morin reminded the committee of the funding allocation:

- \$100,000 for use to support local businesses
- \$100,000 for use to support residents
- \$100,000 for use to support further need

If the committee has a case for further financial need then a report would go to Council for more money. Mayor Strathdee noted that this is a multi-year recovery, Council will look at options.

8. OTHER BUSINESS

8.1 Ideas discussion

- Communicating safety is very important.
- A slogan and marketing campaign could be developed to communicate safety and civic pride.
- Local promotion campaign that includes outside of the core.
- Informational booklet telling people what's available.
- Staff will explore costs for marketing, banners, gateway signage and a square foot cost for sidewalk painting.
- The committee discussed closing the street downtown for patios. Mayor Strathdee added that Council will look at this.
- Andre Morin noted that staff will take the patio concept back and put a report together for the committee.
- By the end of the next meeting the committee will provide Andre Morin with ideas to take to Council and request budget.
- The committee requested that staff put together a project plan based on the discussion to date.

- Andre Morin asked the committee if they want to add PPE as a way of providing support to businesses and the committee agreed to explore this.

9. UPCOMING MEETINGS

June 15, 2020 at 10:00 a.m.

10. ADJOURNMENT

Moved By Greg Thompson

Seconded By Alan Stewart

THAT this meeting of the Business Economic Support and Recovery Task Force adjourn at 11:57 a.m.

Carried

Chair

Committee Secretary



Minutes

Business Economic Support and Recovery Task Force

Regular Meeting

June 17, 2020

10:00 am

Video Conference

Click the following link:

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

| | |
|----------------|--|
| Member Present | Mayor Strathdee, Councillor Edney, Allan Stewart, Ed Parkinson, Greg Thompson, Sue Griffiths |
| Member Absent | Scott Taylor |
| Staff Present | André Morin and Kelly Deeks-Johnson |

1. CALL TO ORDER

Acting Chair Ed Parkinson called the meeting to order at 10:08 a.m.

2. DECLARATION OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Sue Griffiths

Seconded By Greg Thompson

THAT the June 17, 2020 regular Business Economic Support and Recovery Task Force agenda be accepted as presented.

Carried

4. DELEGATIONS

None

5. ACCEPTANCE OF MINUTES

Moved By Allan Stewart

Seconded By Sue Griffiths

THAT the June 8, 2020 regular Business Economic Support and Recovery Task Force minutes be accepted as presented.

Carried

6. BUSINESS ARISING FROM MINUTES

6.1 Civic pride campaign

Kelly Deeks-Johnson shared the Town campaign called "Strong As Stone" which includes videos, ads and the development of a splash web page for tourism. The committee discussed not creating a separate campaign and agreed to work to augment what is currently being done.

Ideas shared were to add signage about safety in St. Marys for shopping and dining, the importance of shopping local and consider consistency with our messaging. The committee would also like to create a banner in the downtown.

The committee agreed to explore the installation of hand washing stations and tasked Town staff to look at one at Town Hall square and one on the corner of Water Street.

The committee agreed to a set amount of money to support this campaign.

Moved By Greg Thompson

Seconded By Allan Stewart

THAT the Business Economic Support and Recovery Task Force designate \$20,000 towards safety and related programs and equipment.

Carried

6.2 Survey results

Results included in the package.

7. REPORTS

7.1 Council Update

Councillor Edney provided an update on Council's discussions regarding re-opening. The re-opening framework was included in the package for the committee to review. Councillor Edney informed the committee that 3 public washrooms will be opening, Town Hall square, Cadzow park and Milt Dunnell Fields (the flats).

8. OTHER BUSINESS

8.1 The Quarry

André Morin noted that Council will be discussing a re-opening plan for the Quarry at their next meeting on Tuesday. Committee members all indicated their interest in seeing the Quarry open for the municipality.

8.2 Ideas discussion

The committee discussed the following ideas for consideration:

- PPE is important for businesses to operate, establish an easier way to source PPE locally. This could be done by making some changes to our website to give sources for PPE a prominent location.
- Explore developing a QR code for safety measures in St. Marys.
- Develop a universal poster and signage that a business could utilize by simply printing.
- Install hand washing stations in the downtown.
- Develop a banner(s) for the main street

André Morin shared that staff had discussed the idea of establishing a grant program with the funds that would support all businesses with any COVID related expenses. These would include anything from retrofit of a space, consultant to advise on business related health and safety, marketing and eCommerce, advertising etc. This would operate as the Community Improvement Program grants do but would be streamlined. The committee agreed that this was an idea to explore.

8.2.1 Provide direction to the Treasurer for council report

André Morin noted that he will report to Council on Tuesday with the recommendations thus far from the meetings. Highlighting the

key messages as being safety, awareness and the third step will entail engaging further with tourism and the BIA.

9. UPCOMING MEETINGS

Next meeting will be kept to 1 hour and will explore stage 2 of recommendations.

10. ADJOURNMENT

Moved By Allan Stewart

Seconded By Greg Thompson

THAT this meeting of the Business Economic Support and Recovery Task Force adjourn at 12:02 p.m.

Carried

Chair

Committee Secretary



Minutes

Business Economic Support and Recovery Task Force

Regular Meeting

June 26, 2020

10:00 am

Video Conference

Click the following link:

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

| | |
|----------------|---|
| Member Present | Councillor Edney, Allan Stewart, Ed Parkinson, Greg Thompson, Scott Taylor |
| Member Absent | Mayor Strathdee, Sue Griffiths |
| Staff Present | Andre Morin, Director of Finance / Treasurer, Kelly Deeks – Johnson, Economic Development and Tourism Manager |

1. CALL TO ORDER

Chair Taylor called the meeting to order at 10:03 a.m.

2. DECLARATION OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

The date needs to be adjusted from June 22nd to June 26th.

Moved By Ed Parkinson

Seconded By Greg Thompson

THAT the June 26, 2020 regular Business Economic Support and Recovery Task Force agenda be accepted as amended.

4. ACCEPTANCE OF MINUTES

THAT the June 17, 2020 regular Business Economic Support and Recovery Task Force minutes be accepted as presented.

5. BUSINESS ARISING FROM MINUTES

Nothing noted.

6. REPORTS

- Councillor Edney informed the committee that Council accepted the proposal for the amount of money requested for phase 1.

- The Town is helping restaurants to set up patios by waiving temporary patio permit fees.

- Andre Morin informed the committee that Council has sent a letter to Dr. Klassen asking for mandatory masks like other communities. Masks would be used when social distancing can't happen.

7. OTHER BUSINESS

7.1 Discussion of stage 2

- An idea to spend \$5,000, Town buys PPE for businesses

- Staff will put together what a program would look like to put money into the hands of the community to be spent at our local businesses.

- The committee determined there is not enough money to put in place a proper program.

- A quick infusion of cash now of \$1,000 and then the committee would approach council for more money if they'd like to make a big difference.

- In order to receive funding there would need to be parameters in place.

- Andre Morin noted that the Town is moving forward with the Town's final tax bill and asked if a property tax deferral on businesses make sense now and if so what kind of deferral would make sense.

- Yes this would help, similar to a loan and a business can opt out if they choose.

- 40 K for increased promotion and 40 K for cash infusion

- \$20,000 promotions, \$40,000 to short term cash assistance, \$40,000 a combination of a loyalty program and/or macro advertising.
- \$40,000 short term cash infusion now and then approach Council for further support.
- In the report to Council it needs to be indicated that this task was debated at length because the amount of money made this very challenging.

8. UPCOMING MEETINGS

The next meeting will be after the next Council meeting unless staff feel a meeting is necessary.

9. ADJOURNMENT

Moved By Ed Parkinson

Seconded By Greg Thompson

THAT this meeting of the Business Economic Support and Recovery Task Force adjourn at 11:03 a.m.

Carried

Chair

Committee Secretary

St. Marys Business Improvement Area (BIA) Board Meeting Minutes

Date: Monday, June 8th, 2020

Time: 6:00 p.m.

Live Stream: <https://www.youtube.com/channel/UCzuUpFqxcEI80G-dOYKteFQ>

1.0 Call to order and confirmation of Quorum

Chair Hoare called the meeting to order at 6:02 p.m.

2.0 Declarations of Pecuniary / Conflict of Interest

None

3.0 Amendments and approval of the Agenda

Chair Hoare noted that the BIA Board will hold a closed session under 10.1 as they will be discussing identifiable individuals.

Moved By: Amie Rankin

Second: Winter

Carried

THAT the June 8th, 2020 BIA Agenda be approved, as amended.

5.0 Approval of previous meeting minutes:

Moved By: Kyle Burnside

Second: Gwendolen Boyle

Carried

THAT the Meeting Minutes from the May 11, 2020 meeting are approved by the BIA Board.

6.0 Correspondence

None

7.0 Delegations

None

8.0 Council Report

Councillor Winter provided the board with highlights from Council discussions. These included; construction on the fire hall is moving ahead, Egan Avenue reconstruction is progressing well, the Church Street bridge repairs have been awarded to McLean Taylor, Yard waste pick up is scheduled and the business task force is well under way.

Moved By: Amie Rankin

Second: Gwendolen Boyle

Carried

THAT the Council Report be accepted as presented.

9.0 Treasurer's Report

Moved By: Gwendolen Boyle
Second: Amie Rankin

Carried

THAT the May 2020 Treasurer's Report be accepted as presented.

10.0 Projects and Committees

Proposed committee structure and governance documents included in the agenda package for discussion by the Treasurer.

- Each committee will appoint members based on a submitted application form.
- Approved committees:
 - Executive Committee,
 - Membership & Business Development Committee,
 - Legal & Compliance Committee,
 - Beautification Committee,
 - Christmas Committee
- A call for applications can go out to the membership for all but the Beautification committee

Moved By: Gwendolen Boyle
Second: Amie Rankin

Carried

THAT the BIA Board accept the structure and governance documents as amended.

10.1 CLOSED SESSION

Beautification Committee to be discussed by the Vice-Chair.

Moved By: Kyle Burnside
Second: Tony Winter

Carried

THAT the board move into a session which is closed to the public at 6:43 p.m.

10.2 RISE AND REPORT

Moved By: Kyle Burnside
Second: Gwendolen Boyle

Carried

THAT an amendment to the motion in 10.0 projects and committees adding the language to a term of a member's seat to be set for 1 year with renewal at the AGM.

Moved By: Gwendolen Boyle
Second: Kyle Burnside

Carried

THAT the board accept the appointments of Maggie Richardson, Bruce Barnes, Chantal Lynch, Jacob Harrush, Siobhan Brogan, one more member to be added at the next meeting.

11.0 Other Business

11.1 Day Tripper discussion by Kelly Deeks-Johnson

The Day Tripper publication has been a popular publication to promote the downtown as a shopping destination. The publication breaks it down by area so this would be a St. Marys dedicated page.

The BIA would have a banner ad and the Day Tripper would approach local businesses to advertise within the page.

Moved By: Amie Rankin
Second: Kyle Burnside

Carried

THAT the board supplement the ad in the day tripper publication at a cost of \$1771.84 to offset the advertising costs of businesses who participate.

12.0 Agenda Items for Future Meetings & Date of Next Board Meeting

Board committee appointments will be put forth at the next meeting.

13.0 Adjournment 7:12

Moved By: Kyle Burnside
Second: Amie Rankin

Carried

THAT this meeting of the BIA adjourns at 7:12 p.m.

2020 BIA Board Meeting Dates

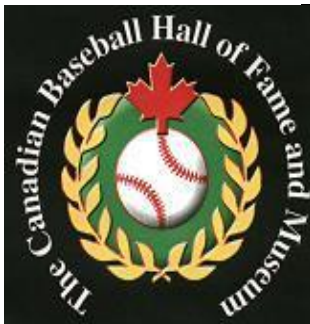
| | | | |
|--------------|-------------|------------|-------------|
| January 20 | February 10 | March 9 | April 6 |
| May 11 | June 8 | July 13 | August 10 |
| September 14 | October 5 | November 9 | December 14 |

BIA Board: Lanny Hoare (Chair), Councillor Tony Winter, Amie Rankin (Secretary), Kyle Burnside (Treasurer), Gwendolen Boyle (Vice-Chair)

BIA Staff: Emily Taylor

Town of St. Marys Staff: Kelly Deeks-Johnson, Economic Development Manager

For Information: Brent Kittmer (CAO/Clerk)



Canadian Baseball Hall of Fame & Museum

P.O. Box 1838

St. Marys, Ontario, Canada, N4X 1C2

T: 519-284-1838 Toll Free: 1-877-250-BALL F: 519-284-1234

Email: baseball@baseballhalloffame.ca

MISSION: By honouring, preserving, fostering and sharing Canada's living history of baseball, we teach life lessons exemplified by the game

MINUTES

CBHFM Board of Directors Meeting – 7:00am, Friday May 22, 2020

386 Church St. S., St. Marys, ON

Present: Adam Stephens (Chair), Jeremy Diamond (Vice-Chair), Jordan Schofield (Treasurer), Libby Walker, Holly LaPierre, Chris Stamper, Julie Docker-Johnson, Jody Hamade, Scott Smith, Liam Scott

Ex-Officio: Al Strathdee (Mayor), Rob Edney (Town Councilor)

Staff: Scott Crawford, Director of Operations,

Regrets/Absences Mike Wilner, Derek Aucoin, Laurie Bannon, Finance & Administration Coordinator

Call to Order:

- Adam Stephens (Chair), called the meeting to order

Declaration of any conflict of interest:

- None

Additions to Agenda:

- None

Approval of Agenda:

Moved Julie Docker-Johnson **Seconded** by Holly LaPierre:

THAT the CBHFM Board of Directors approves the agenda as circulated by email and distributed before this meeting May 22, 2020.

Carried.

Approval of Minutes from April 24, 2020

Moved by Jordan Schofield; **Seconded** by Libby Walker:

THAT the CBHFM Board of Directors approves the minutes of the board meeting held on April 24, 2020 as circulated by email and distributed before the meeting.

Carried.

Business arising from the minutes April 24, 2020:

- None

NEW BUSINESS

- None.

Committee Reports:

a. Management

- None

b. Finance:

- Working on annual audit with MNP. Statements should be ready for June board meeting.
- Applied for Canada Emergency Wage Subsidy (CEWS) and will be receiving \$6051. The 75% wage subsidy will continue until 29, 2020 and can be applied for each month.

c. Resource Development

- Giving Tuesday on May 5 raised \$1200 for the Hall of Fame. Hall of Famers Fergie Jenkins, Dave Van Horne, Duane Ward and Steve Rogers did personal videos to support project.
- Jeremy, Scott Smith and Chris plan to meet and discuss fundraising deck and donation letter. Requests aren't going out yet, but will be prepared for when time is right.

d. Outreach

- Canada Post project is complete on our end for now. We submitted a top 10 people/events for them to consider. Canada Post is looking at a 2023 baseball stamp release. We hope to work with them for the launch of these stamps.
- National Baseball Hall of Fame and Museum in Cooperstown, NY have cancelled their induction weekend for 2020 and will run it in 2021.

e. Nominating

- None

f. Governance

- Jeremy Diamond to take over as Chair of the Board of Directors from Adam Stephens over the summer.

g. Museum

- Libby discussed the safety measures we would need to consider if we opened in 2020
- Bringing on two students for an 8 week placement starting end of June or early July.
- Christi Hudson provided her Curators report:
 - Working on jerseys
 - Bat photos being edited
 - A few new artifacts into the collection including Team Canada and Blue Jays Jerseys
 - Preparing job plan for students
- Looking at creating a digital artifact page on our website to show part of our collection.

Operations Report

Events/Induction

- 2020 induction weekend postponed until further notice
- 2021 induction weekend will be June 17-18-19 with induction ceremony on June 19
- Roberto Alomar and Joe Carter's golf tournaments in August so we can attend to promote Hall of Fame with display booth

Site

- Summer staff told not needed until further notice
- Submitting monthly expense report to Town of St. Marys for payment
- May 19 the Province of Ontario opened ballfields, but only for individual use and not team use.
- Scott Crawford is working 2-3 days on the site to keep up with general maintenance
- Groups are booking tentative dates later in the summer in hopes restrictions are lifted

Museum

- Summer staff told not needed until further notice.
- Merchandise sales of \$10,000 in April-May
- Putting together re-opening plan
- Canada Summer Jobs grant for 8 weeks, 35hrs per week at \$14 per hour for two students.
- YCW grant received for 1 person. Pays 40% of 1 full-time museum person.
- Scott Crawford will be working on the collection when not outside

Baseball News

- None

In Camera

- No

Motion to Terminate – 8:10am by Chris Stamper

Next CBHFM 2020 Board Meeting dates:

386 Church Street S., St. Marys at 7 am ET

June 26, July 24, August 28, September 25, October 23, Nov. 27, Dec. 18, 2020



Minutes

Committee of Adjustment

June 8, 2020

6:00 pm

Video Conference

Click the following link:

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

| | |
|-----------------|---|
| Members Present | Steve Cousins, Chair William Galloway Stephen Glover |
| Members Absent | Dr. James Loucks Paul King |
| Staff Present | Mark Stone, Planner Jenna McCartney, Deputy Secretary-Treasurer and Deputy Clerk Morgan Dykstra, Recording Secretary and Public Works Coordinator |
| Others Present | Gerry Lang, Lang Contracting Co. Ltd (70 Wilson Court) Graham Glousher and Brooke Strub (126 Millson Crescent) Dianne Downing (156 Church Street North) |

1. CALL TO ORDER

Chair Cousins called the meeting to order at 6 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Stephen Glover

Seconded By Bill Galloway

THAT the June 8, 2020 Committee of Adjustment agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Bill Galloway

Seconded By Stephen Glover

THAT the March 18, 2020 Committee of Adjustment minutes be approved and signed by the Chair and the Secretary / Treasurer.

CARRIED

5. REPORTS

The meeting agenda provided an overview regarding how public comments may be provided for the applications being considered at the June 08, 2020 meeting.

- 5.1 DEV 31-2020 Application for Minor Variance (File A04-2020) by Lang Contracting Company Limited for 70 Wilson Court (Lot 28, Plan 44M-60) Town of St. Marys

Mark Stone provided an overview of Minor Variance Application A04-2020 for 70 Wilson Court as outlined in the staff report.

Chair Cousins asked the Applicant, Gerry Lang if he wished to speak to the application.

Mr. Lang advised that the minor variance is required due to an oversight when drafting the building plan. The property to the East has the same deck with similar setbacks and conforms to the Zoning By-law.

Chair Cousins asked Stephen Glover if he had any questions or comments.

Mr. Glover noted that the lot to the East of the subject property is a larger lot, thus the larger deck is not as intrusive.

Chair Cousins asked William Galloway if he had any questions.

Mr. Galloway responded he had no questions or comments regarding the application.

Chair Stevens asked the Deputy Secretary-Treasurer, Jenna McCartney if any public comments had been received before or during the meeting for File A04-2020.

Ms. McCartney stated that no public comments have been received before or during the meeting for this application. Ms. McCartney further advised that methods of providing public comment were included in the meeting agenda.

Chair Steve Cousins asked the Committee if there was any further discussion.

There was no further discussion.

The Committee reviewed the staff recommendation.

Moved By Bill Galloway

Seconded By Stephen Glover

THAT the Application for Minor Variance by Lang Contracting Company Limited. (Application No. A04-2020) affecting a parcel of land described as 70 Wilson Court, Lot 28, Plan 44M-60, in the Town of St. Marys to permit:

- an attached raised/elevated deck with a minimum setback from the rear lot line of 4.8 metres whereas Section 10.2.7 of Zoning By-law No. Z1-1997, as amended, requires a minimum rear yard of 7.5 metres,

be **APPROVED** as the request conforms to the general intent and purpose of the Official Plan and the Zoning By-law, is considered minor in nature, and is desirable for the appropriate development or use of the subject property, subject to the following conditions:

1. This approval is granted only to the nature and extent of this application being relief to permit an attached raised/elevated deck with a minimum setback from the rear lot line of 4.8 metres.
2. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.
3. That the deck be substantially in keeping with the plans submitted with the Application for Minor Variance.

That failure to comply with and maintain the conditions of the Committee will render the approval null and void.

CARRIED

5.1.1 Public Comments for File A04-2020

5.2 DEV 32-2020 Application for Minor Variance (File A05-2020) by Graham Glousher and Brooke Strub for 126 Millson Crescent (Lot 39, Plan 44M-18) Town of St. Marys

Mark Stone provided an overview of Minor Variance Application A05-2020 for 126 Millson Crescent as outlined in the staff report.

Mr. Stone acknowledged since the staff report was written, the Town has received inquiries regarding the proposed garage and how it may impact grading in the area. The Town's Public Works Department reviewed those concerns and recommended that a grading certificate be a condition of the approval before the issuance of a building permit.

Chair Cousins asked the Applicants, Graham Glousher and Brooke Strub if they wish to speak to their application.

Graham Glousher explained that it is their intention to build a larger garage to fit their needs.

Mr. Stone asked Mr. Glousher if he wished to discuss the grading certificate condition.

Mr. Glousher stated that he has spoken to MTE Consultants Inc., who have advised that the garage should not impact grading in the area.

Chair Cousins asked if Mr. Glover and Mr. Galloway had any comments. Both Committee members confirmed they have no comments.

Chair Cousins asked Ms. McCartney if any public comments have been received for File A05-2020.

Ms. McCartney indicated that no public comments have been received.

Chair Cousins asked Mr. Stone if the procurement of a grading certificate is practical, and if he supports the condition.

Mr. Stone responded that he does deem it appropriate to address a perceived or real drainage issue within the subdivision. Mr. Stone advised that the condition may be revised to be more flexible.

The Committee affirmed Mr. Stones proposed condition and that the condition be more flexible.

Chair Cousins asked if there were any further questions.

The Committee discussed the wording of the grading certificate condition.

The Committee reviewed the staff recommendation.

Moved By Bill Galloway

Seconded By Stephen Glover

THAT the Application for Minor Variance by Graham Glousher and Brooke Strub (Application No. A05-2020) affecting a parcel of land described as 126 Millson Crescent, Lot 39, Plan 44M-18, in the Town of St. Marys to permit:

- a maximum total lot coverage of 69.12 m² for accessory buildings and structures whereas Section 5.1.5A(b) of Zoning By-law No. Z1-1997, as amended, would permit a maximum total lot coverage of 50 m²,

be **APPROVED** as the request conforms to the general intent and purpose of the Official Plan and the Zoning By-law, is considered minor in nature, and is desirable for the appropriate development or use of the subject property, subject to the following conditions:

1. This approval is granted only to the nature and extent of this application being relief to permit a detached accessory garage with a maximum total lot coverage for accessory buildings and structures measuring a total of 69.12 m².
2. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.
3. The space for the proposed detached accessory garage shall not be used for home occupation or any other business.
4. That the detached garage be substantially in keeping with the plans submitted with the Application for Minor Variance.
5. The owner shall submit an updated grading certificate for review and approval at the time of building permit application or as required by the Town's Public Works Department.
6. That failure to comply with and maintain the conditions of the Committee will render the approval null and void.

CARRIED

5.2.1 Public Comments for File A05-2020

5.3 DEV 33-2020 Minor Variance Application (File A06-2020) by Cyril Downing and Helen Downing for 156 Church Street North (Lot 15, West Side Church Street, Plan 225) Town of St. Marys

Mark Stone provided an overview of Minor Variance Application A06-2020 for 156 Church Street North.

Chair Cousins asked if the Applicant, Dianne Downing wished to speak to the application.

Ms. Downing indicated that the house is undergoing intensive renovations. The existing porch was unsafe and in disrepair, the proposed porch has been designed to keep with the neighborhood.

Chair Cousins asked Mr. Galloway if he had any comments.

Chair Galloway agreed that the new porch meets the characteristics of the existing neighborhood.

Mr. Glover had no objections.

Chair Cousins asked if the Committee had any further questions, there were no further questions or comments from the Committee.

Chair Cousins asked if any public comments have been received regarding File A06-2020.

Ms. McCartney confirmed that no public comments had been received for this application.

The Committee reviewed the recommendations.

Moved By Stephen Glover

Seconded By Bill Galloway

THAT the Application for Minor Variance by Cyril Downing and Helen Downing (Application No. A06-2020) affecting a parcel of land described as 156 Church Street North, Lot 15, West Side of Church Street Plan 225, in the Town of St. Marys to permit:

- the replacement of an existing non-complying porch with a new roofed porch with a minimum setback from the front lot line of 2.8 metres whereas Section 9.2.4 of Zoning By-law No. Z1-1997, as amended, requires a minimum front yard of 6.0 metres,

be **APPROVED** as the request conforms to the general intent and purpose of the Official Plan and the Zoning By-law, is considered minor in nature, and is desirable for the appropriate development or use of the subject property, subject to the following conditions:

1. This approval is granted only to the nature and extent of this application being relief to permit the replacement of an existing non-complying porch with a roofed porch with a minimum setback from the front lot line of 2.8 metres.
2. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.
3. That the roofed porch be substantially in keeping with the plans submitted with the Application for Minor Variance.
4. That failure to comply with and maintain the conditions of the Committee will render the approval null and void.

CARRIED

5.3.1 Public Comments for File A06-2020

6. **UPCOMING MEETINGS**

Mr. Stone advised the Committee that the Town is in receipt of one application and staff are currently reviewing the application.

Town staff will follow up with the Committee to determine a meeting date.

7. **ADJOURNMENT**

Moved By Bill Galloway

Seconded By Stephen Glover

THAT this Committee of Adjustment meeting adjourn at 6:34 pm.

CARRIED

Steve Cousins, Chair

Grant Brouwer, Secretary-Treasurer



Minutes

Committee of Adjustment

July 2, 2020

6:00 pm

Video Conference

Click the following link:

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

| | |
|----------------|--|
| Member Present | Steve Cousins, Chair William Galloway Stephen Glover Paul King Clive Slade |
| Staff Present | Mark Stone, Planner Grant Brouwer, Secretary-Treasurer and Director of Building and Development Morgan Dykstra, Recording Secretary and Public Works Coordinator |
| Others Present | Belinda and Merlin Linares (496 Elizabeth Street) |

1. CALL TO ORDER

Chair Cousins called the meeting to order at 6:00 pm.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Clive Slade

Seconded By Bill Galloway

THAT the July 2, 2020 Committee of Adjustment agenda be accepted as presented.

CARRIED

2. DECLARATION OF PECUNIARY INTEREST

None declared.

4. ACCEPTANCE OF MINUTES

Moved By Stephen Glover

Seconded By Bill Galloway

THAT the June 8, 2020 Committee of Adjustment minutes be approved and signed by the Chair and the Secretary / Treasurer.

CARRIED

5. REPORTS

The meeting agenda provided an overview regarding how public comments may be provided for the application being considered at the July 2, 2020 meeting.

- 5.1 DEV 38-2020 - Application for Minor Variance (File A07-2020) by Merlin and Belinda Linares for 496 Elizabeth Street, Lot 4 and Part Lots 3 and 5, Block 12, Plan 250, Town of St. Marys

Mark Stone provided an overview of Minor Variance Application A07-2020 for 496 Elizabeth Street as outlined in the staff report.

Chair Cousins asked the Applicants, Belinda and Merlin Linares to speak to the application.

Belinda Linares spoke to the application. Ms. Linares explained that they require the construction of a granny flat to accommodate an aging family member. Ms. Linares noted that the granny flat design considers accessibility needs which is why the Linares are requesting a minor variance. The Applicant's acknowledged that the building could be moved but that would mean the removal of an established tree, Mr Linares noted that other locations on the property would not be able to accommodate the accessibility needs.

Chair Cousins asked Stephen Glover if he had any questions for the Applicants.

Mr. Glover noted that the granny flat will be close to the existing railway ties.

Ms. Linares confirmed that the granny flat will be adjacent to the gravel area of the railway ties.

Mr. Glover noted that the floor plan shows 14 stairs at the rear of the building, Mr. Glover asked the Applicant if the stairs are for a basement.

Ms. Linares confirmed there will be a basement with a utility room and storage area.

Mr. Glover had no further questions.

Chair Cousins asked Clive Slade if he had any questions for the Applicants.

Mr. Slade noted the house to the West is setback slightly, and inquired if the granny flat will be aesthetically pleasing.

Ms. Linares explained the location of the proposed granny flat.

Mr. Slade asked Mark Stone if the proposed granny flat's position is aesthetically pleasing.

Mark Stone indicated he reviewed the positioning of the granny flat; the front of the Applicant's house is in line with the front main wall of the house to the West. Mr. Stone also provided that the properties do have larger front yards.

Steve Cousins asked Paul King if he had any questions for the Applicants.

Mr. King stated he has no objections as no comments have been received from the property to the West.

Mr. Stone confirmed that no questions or comments have been received.

Steve Cousins asked Mr. Galloway if he had any questions for the Applicants.

Mr. Galloway asked Mr. Stone to confirm if the proposed granny flat complies with the 40% rule for accessory buildings.

Mr. Stone advised that the application complies with the 40% rule and is only 26%.

Chair Cousins asked Grant Brouwer, Secretary-Treasurer and Director of Building and Development if there were any public comments received by email.

Mr. Brouwer confirmed that no public comments have been received and advised that public comments can be sent by email to planning@town.stmarys.on.ca.

The Committee paused discussion to allow for public comments to be sent by email.

Chair Cousins asked if there were any comments from the public, none were received.

Chair Cousins asked if the Committee had any further questions regarding the application, the Committee had no further questions.

Steve Cousins read the recommendation.

Moved By Paul King

Seconded By Clive Slade

THAT DEV 38-2020 Application for Minor Variance be received for information; and,

THAT the Application for Minor Variance by Merlin and Belinda Linares (Application No. A07-2020) affecting a parcel of land described as 496 Elizabeth Street, Lot 4 and Part Lots 3 and 5, Block 12, Plan 250, in the Town of St. Marys to permit:

- an addition to the west side of the existing single detached dwelling to accommodate the establishment of an accessory apartment with a minimum interior setback from the west lot line of 1.2 metres whereas Section 8.2.5 of Zoning By-law No. Z1-1997, as amended, requires a minimum interior setback from the west lot line of 2.4 metres,

be **APPROVED** as the request conforms to the general intent and purpose of the Official Plan and the Zoning By-law, is considered minor in nature, and is desirable for the appropriate development or use of the subject property, subject to the following conditions:

1. This approval is granted only to the nature and extent of this application being relief to permit a minimum interior setback from the west lot line of 1.2 metres.
2. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.
3. That the addition to accommodate an accessory apartment be substantially in keeping with the plans submitted with the Application for Minor Variance.

4. That failure to comply with and maintain the conditions of the Committee will render the approval null and void.

CARRIED

6. UPCOMING MEETINGS

Staff are currently working on one application, there will likely be an August meeting. Staff will contact the Committee of Adjustment when an application has been deemed complete.

7. ADJOURNMENT

Moved By Bill Galloway

Seconded By Stephen Glover

THAT this Committee of Adjustment meeting adjourn at 6:19 pm.

CARRIED

Steve Cousins, Chair

Grant Brouwer, Secretary-Treasurer



MINUTES
Community Policing Advisory Committee

June 17, 2020
9:00 am
Video Conference

Committee Members Present: Councillor Winter
Mayor Strathdee
Doug Diplock
Paul Dunseith

Committee Members Absent: Jacqueline Hibbert

Stratford Police Services Present: Chief Greg Skinner
Community Resources Officer Nick Keating

Staff Present: Brent Kittmer, CAO / Clerk
Jenna McCartney, Deputy Clerk

1. CALL TO ORDER

Chair Winter called the meeting to order at 9:02 am.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. ADDITIONS TO THE AGENDA

In response to Paul Dunseith's inquiry about enforcement measures for pick up trucks with tires that extend past the wheel wells, Chief Skinner stated that Stratford Police Service is aware of the situation and is taking proactive measures for enforcement.

Moved By Doug Diplock

Seconded By Mayor Strathdee

THAT the June 17, 2020 Community Policing Advisory Committee agenda be accepted as presented.

CARRIED

4. ADOPTION OF MINUTES FROM PREVIOUS MEETING

Moved By Doug Diplock

Seconded By Paul Dunseith

THAT the May 20, 2020 Community Policing Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and the Secretary.

CARRIED

5. BUSINESS ARISING FROM MINUTES

Chief Skinner provided an update to the Committee regarding the summer park patrol program. Two students have been hired to patrol in St. Marys for the summer. Their schedule will be Wednesday to Sunday from 2:00 pm until 10:00 pm anticipating their start date for July 8.

Chief Skinner stated that the park patrollers will be able to enforce certain municipal by-laws.

6. DELEGATIONS

None.

7. REPORTS

7.1 POLICE MONTHLY STATISTICS

Chief Skinner presented the May 2020 police monthly statistics and responded to questions from the Committee.

Moved By Doug Diplock

Seconded By Paul Dunseith

THAT the May 2020 police monthly statistics be received for information.

CARRIED

7.2 CRIME STOPPERS REPORT

Chief Skinner presented the April and May 2020 Crime Stoppers reports and responded to questions from the Committee.

In response to Chair Winter's inquiry about the incident of impersonation, Community Resources Officer Nick Keating confirmed that the impersonation was of a police officer and the situation has been resolved.

Moved By Paul Dunseith

Seconded By Mayor Strathdee

THAT the April 2020 and May 2020 Crime Stoppers report be received for information.

CARRIED

8. CORRESPONDENCE

8.1 Stratford Police Service News Release re: COVID Crime Stats

Chief Skinner provided a review of the news release and responded to questions from the Committee.

Moved By Doug Diplock

Seconded By Paul Dunseith

THAT the information provided through the Stratford Police Service media release regarding COVID crime stats be received.

CARRIED

9. DISCUSSION ITEMS RAISED BY COMMITTEE MEMBERS

9.1 Update on Progress of Vision Zero Approach

Brent Kittmer provided an update regarding the status of the Vision Zero approach in St. Marys. Mr. Kittmer stated that resources have been redeployed in response to the COVID-19 pandemic however, as the Town and the province ease restrictions, staff will be able to resume research related to the approach. It is anticipated that a report will be presented at the end of the third quarter of 2020.

In response to Paul Dunseith's inquiry whether it would be pertinent to hold a survey related to the public's perception of the Vision Zero approach, Mr. Kittmer stated that staff will consider the suggestion.

9.2 Need for Signage on Police Station

Chief Skinner provided that due to the COVID-19 pandemic, there is no public admittance to the community policing office at Town Hall. Chief Skinner stated that there is a risk of installing signage at Town Hall that indicates the presence of a police station at the office is not staffed twenty-four hours a day, seven days a week.

Chief Skinner will investigate a communication that explains the level of service provided at Town Hall and then review with the Committee.

9.3 Concerns Regarding Speeding on Queen Street East

Paul Dunseith stated that this concern has been presented in the past and it remains a concern at the time of the meeting.

Chief Skinner acknowledges that enforcement was decreased during the initial COVID-19 response which may have triggered increased speeding however, Stratford Police Service will take the concern under advisement and respond accordingly.

9.4 Health and Safety Inspection of Police Office

Community Resources Officer Nick Keating stated that the community policing office at Town Hall serves the purposes as originally intended. Officer Keating stated that if the members have concerns with the health and safety of the office at Town Hall, they raise them with their internal joint health and safety committee or discuss them with the Town.

Brent Kittmer stated that the Town of St. Marys have staff versed in conducting monthly health and safety inspections of Town Hall and the police are welcome to raise these concerns with the Town's health and safety representatives.

9.5 Fireworks - Reports of People Discharging Contrary to By-law

Chief Skinner reported that two calls for service related to the discharge of fireworks have been logged in the last month. On the first occasion, police were able to educate the person acting in contravention to the municipal Fireworks By-law however, on the second incident the suspect was not located.

Jenna McCartney stated that the Town is currently reviewing the Fireworks By-law and will be engaging the public for feedback prior to the draft being presented to Council.

10. UPCOMING MEETINGS

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

11. ADJOURNMENT

Moved By Mayor Strathdee

Seconded By Doug Diplock

THAT this meeting of the Community Policing Advisory Committee be adjourned at 10:03 am.

CARRIED

Chair Winter

Brent Kittmer, CAO / Clerk



Minutes

Green Committee

June 24, 2020

5:30 pm

Video Conference

Click the following link:

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

| | |
|----------------|---|
| Member Present | Katherine Moffat, Chair Lynette Geddes Councillor Pridham Fred Stam John Stevens David Vermeire |
| Staff Present | Jed Kelly, Director of Public Works Jeff Wolfe, Asset Management and Engineering Specialist Morgan Dykstra, Committee Secretary |

1. CALL TO ORDER

Chair Moffat called the meeting to order at 5:32 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution: GC-2020-03-01

Moved By Fred Stam

Seconded By Councillor Pridham

THAT the June 24, 2020 Green Committee agenda be accepted as presented.

Carried

4. ACCEPTANCE OF MINUTES

Resolution: GC-2020-03-02

Moved By John Stevens

Seconded By Fred Stam

THAT the February 26, 2020 Green Committee meeting minutes be approved and signed by the Chair and Committee Secretary.

Carried

5. STRATEGIC ITEMS - PROGRESS UPDATE

Resolution: GC-2020-03-03

Moved By Lynette Geddes

Seconded By Fred Stam

THAT the June Green Committee Strategic Priorities Status Table be received for information.

Carried

6. REPORTS

6.1 PW 38-2020 ACTIVE TRANSPORTATION SURVEY RESULTS

Morgan Dykstra and Jed Kelly spoke to the report and responded to questions from the Committee.

Morgan Dykstra advised that a more thorough inventory of the trail network including surface types and amenities needs to be collected to understand the existing service level. Chair Moffat noted that reviewing other municipalities levels of service may be beneficial to determine standard practices. The Committee discussed inputting the inventory into the Town's Geographic Information System.

The survey results indicated that there is a preference for hard surface trails, although the results did vary. The Committee discussed how an older demographic completed the survey which may have impacted the results, and that other trail surfaces should still be considered. Jed Kelly

advised that a trail hierarchy should be created and that the hierarchy offer a variety of surface types.

Staff advised the Committee how they will calculate costs both capital and operating associated with improving existing service levels for water fountains, dog bags receptacles, garbage and recycling receptacles, washrooms, lighting and surface types.

Resolution: GC-2020-03-04

Moved By David Vermeire

Seconded By Fred Stam

THAT PW 38-2020 Active Transportation Survey Results report be received; and

THAT the Committee recommend that Staff:

- Continue to complete Phase 1: Data Collection
- Develop a plan to engage youth between the ages of 12 to 18;
- Determine the costs (capital and operating) associated with improving existing service levels for water fountains, dog bag receptacles, garbage and recycling receptacles, washrooms and lighting;
- Create conceptual trail extensions or connecting links, and

THAT Staff report back to the Green Committee on the above topics.

Carried

6.2 PW 36-2020 Grand Trunk Trail Staircase – Project Status Report

Jeff Wolfe spoke to the report and responded to questions from the Committee.

The Committee discussed the asset life cycle cost of a steel staircase versus a pressure-treated wood staircase. Jeff Wolfe advised that while a steel staircase has a longer asset life cycle the materials and labour would be market price, meanwhile a wood staircase can be more cost efficient with the involvement of local contractors and businesses, further the Town can complete most general maintenance on a wood staircase.

The Committee agreed that a wood structure would be more aesthetically pleasing.

The Committee reviewed the recommendation from staff.

Resolution: GC-2020-03-05

Moved By Lynette Geddes

Seconded By David Vermeire

THAT PW 36-2020 Grand Trunk Trail Staircase – Project Status Report be received; and

THAT the Green Committee recommend to Council that:

- the Grand Trunk Trail Staircase remain open. Staff are to monitor the wall and if sections of the wall fail to a point where they are 15% off-plumb, that those sections of the staircase be cordoned off; and
- the Town turn the Grand Trunk Trail Staircase into a Community Project and solicit monetary and in-kind donations from local community groups, contractors and individuals to help reduce the overall project budget; and
- the construction material be changed from steel to pressure treated wood.

Carried

7. OTHER BUSINESS

The Committee welcomed Councillor Pridham to the Green Committee and thanked Councillor Craigmile for his involvement with the Committee.

John Stevens inquired about the feasibility of establishing natural wildflower areas in St. Marys. Morgan Dykstra responded that she'll reach out to the Upper Thames River Conservation Authority for more information, and will update the Committee at its next meeting.

9. ADJOURNMENT

Resolution: GC-2020-03-06

Moved By John Stevens

Seconded By Lynette Geddes

THAT this meeting of the Green Committee be adjourned at 6:30 pm.

Carried

Katherine Moffat, Chair

Morgan Dykstra, Committee Secretary



MINUTES

Heritage Advisory Committee

June 8, 2020

6:15 pm

Video Conference

Click the following link:

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

Members Present Al Strathdee
 Councillor Pridham
 Barbara Tuer
 Clive Slade
 Dan Schneider
 Janis Fread
 Michael Bolton
 Michelle Stemmler
 Paul King
 Sherri Winter-Gropp
 Stephen Habermehl

Staff Present Trisha McKibbin
 Amy Cubberley

1. **CALL TO ORDER**

The Chair called the meeting to order at 6:16 pm.

2. **DECLARATION OF PECUNIARY INTEREST**

None declared.

3. **AMENDMENTS AND APPROVAL OF AGENDA**

Resolution

Moved By Clive Slade

Seconded By Michelle Stemmler

THAT the June 8, 2020 Heritage Advisory Committee meeting agenda be accepted as presented.

CARRIED

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. AMENDMENT AND ACCEPTANCE OF MINUTES

Resolution

Moved By Sherri Gropp

Seconded By Michelle Stemmler

THAT The May 11, 2020 Heritage Advisory Committee minutes be accepted as presented.

CARRIED

7. BUSINESS ARISING FROM MINUTES

8. REGULAR BUSINESS

8.1 Heritage Conservation District Update

Nothing to report.

8.2 Municipal Register, Part 1 - Designations/designated property matters

8.2.1 480 Glass Street- Junction Station Update

Staff informed the Committee of the Notice of Public Meeting for 480 Glass Street.

8.2.2 481 Water Street South- McDonald House Update

Staff informed the Committee that construction is underway at 481 Water Street South.

8.2.3 Municipal Buildings Staff Update

Staff updated the Committee on the Town Hall pointing project, to start in August.

8.3 Municipal Register, Part 2 - List of Significant properties

No update.

8.4 Properties of interest or at risk (not necessarily designated)

No update.

8.5 CHO Report

Paul King informed the Committee that the 2020 Ontario Heritage Conference is canceled. The 2021 conference will take place in Brockville.

A new edition of CHO news was recently circulated.

8.6 Homeowner/Property owner letters

No update.

9. COUNCIL REPORT

Councillor Pridham and Mayor Strathdee provided an update to the Committee regarding the recent Stage 2 reopening announcement for Ontario.

10. OTHER BUSINESS

10.1 Driftscape App Update

Staff updated the Committee on the Driftscape App. As it has been approximately one month since the soft launch, staff will move forward with launching and promoting the app.

10.2 Building Photograph Inventory

Four Committee members have submitted their photos and staff are working at organizing the photos by street address.

11. UPCOMING MEETINGS

July 13, 2020. Location and format TBD.

12. ADJOURNMENT

Resolution

Moved By Clive Slade

Seconded By Councillor Pridham

THAT the June 8, 2020 Heritage Advisory Committee meeting adjourn at 6:36 pm.

CARRIED

Chair

Committee Secretary



Minutes
Museum Advisory Committee

June 10, 2020

6:30 pm

Video Conference

Click the following link:

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

| | |
|-----------------|--|
| Members Present | Councillor Hainer Mayor Strathdee Doug Fread (joined the meeting at 6:41 pm) Peter McAsh Scott Crawford Karen Ballard |
| Member Absent | Krissy Nickle |
| Staff Present | Amy Cubberley, Curator and Archivist |

1. CALL TO ORDER

In the absence of the Chair and Vice-Chair, Councillor Hainer called the meeting to order at 6:35 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Peter McAsh

Seconded By Scott Crawford

THAT the June 10, 2020 Museum Advisory Committee agenda be accepted as presented.

Carried

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Moved By Karen Ballard

Seconded By Peter McAsh

THAT the May 13, 2020 Museum Advisory Committee minutes be accepted as presented.

Carried

6. BUSINESS ARISING FROM MINUTES

None.

7. REPORTS

7.1 Museum Monthly Report

Doug Fread joined the meeting at 6:41pm and assumed the role of Chair.

The Curator/Archivist spoke to MUS 12-2020 and responded to questions.

Moved By Councillor Hainer

Seconded By Scott Crawford

THAT MUS 12-2020 May Month Report (Museum and Archives) be received for information.

Carried

7.2 Council Update

Councillor Hainer and Mayor Strathdee updated the Committee on recent Council activity, focusing on the recovery of municipal services following the announcement that parts of Ontario may enter Phase 2 of recovery, effective Friday, June 12.

7.3 Physical Plant Policy Update

The Curator/Archivist spoke to MUS 13-2020 and responded to questions.

Moved By Peter McAsh

Seconded By Karen Ballard

THAT MUS 13-2020 Physical Plant Policy Update report be received for information and review

and

THAT the St. Marys Museum Advisory Committee recommends to Council that the St. Marys Museum Physical Plant Policy be approved as presented.

Carried

8. OTHER BUSINESS

None.

9. UPCOMING MEETINGS

Wednesday, July 8, 2020 at 6:30 pm.

10. ADJOURNMENT

Moved By Councillor Hainer

Seconded By Peter McAsh

THAT the June 10, 2020 Museum Advisory Committee meeting adjourn at 6:54 pm.

Carried

Chair Doug Fread

Board Secretary Amy Cubberley



Minutes

Museum Advisory Committee

July 8, 2020

6:30 pm

Video Conference

Click the following link:

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

| | |
|----------------|---|
| Member Present | Councillor Hainer, Doug Fread, Peter McAsh, Scott Crawford, Karen Ballard |
| Member Absent | Krissy Nickle |
| Staff Present | Amy Cubberley |

1. CALL TO ORDER

Chair Fread called the meeting to order at 6:30 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Peter McAsh

Seconded By Scott Crawford

THAT the July 8 2020 Museum Advisory Committee agenda be accepted as presented.

Carried

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Moved By Karen Ballard

Seconded By Peter McAsh

THAT the June 10, 2020 Minutes be accepted as presented.

Carried

6. BUSINESS ARISING FROM MINUTES

None.

7. REPORTS

7.1 Museum Strategic Plan Update

The Curator/Archivist spoke to MUS 14-2020 and responded to questions.

Moved By Councillor Hainer

Seconded By Karen Ballard

THAT MUS 14-2020 Museum Strategic Plan Update be received for information.

and

THAT the St. Marys Museum Advisory Committee recommends to Council that the St. Marys Museum Strategic Plan be approved as presented.

Carried

7.2 Museum and Archives Monthly Update

The Curator/Archivist spoke to MUS 15-2020 and responded to questions.

Moved By Peter McAsh

Seconded By Scott Crawford

THAT MUS 15-2020 Museum and Archives Monthly update be received as information.

Carried

7.3 Council Report

Councillor Hainer updated the Committee on recent Council and Town activities, including reopening the Quarry and pandemic recovery.

8. OTHER BUSINESS

None.

9. UPCOMING MEETINGS

The Committee was of the consensus that they will not meet in August unless any urgent business arises. The next scheduled meeting is September 9, 2020.

10. ADJOURNMENT

Moved By Councillor Hainer

Seconded By Karen Ballard

THAT the July 8, 2020 Museum Advisory Committee meeting adjourn at 6:52 pm.

Carried

Chair Doug Fread

Board Secretary Amy Cubberley



Minutes

Planning Advisory Committee

May 25, 2020

6:00 pm

Video Conference

Click the following link:

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

| | |
|----------------|---|
| Member Present | Chair Van Galen Councillor Craigmile Councillor Hainer Susan McMaster |
| Member Absent | Bill Galloway |
| Staff Present | Mark Stone, Planner Grant Brouwer, Director of Building and Development Brent Kittmer, CAO and Applicant Jeff Wolfe, Asset Management and Engineering Specialist Jenna McCartney, Deputy Clerk Morgan Dykstra, Recording Secretary |
| Others Present | Ryan Leaman, Broken Rail Brewery Inc. |

1. CALL TO ORDER

Chair Van Galen called the meeting to order at 6:05 pm.

Chair Van Galen asked Grant Brouwer, Secretary-Treasurer, and the Director of Building and Development for the Town of St. Marys to provide instructions on how to participate in a virtual committee meeting.

Mr. Brouwer provided the Committee with some basic instructions:

- Committee members should mute their video when not speaking;

- If a committee member wishes to speak, they are to raise their hand, and the Chair will acknowledge them to speak;
- When a committee member finishes speaking, they are to advise the Chair; and
- When the Chair calls for a vote, committee members raise their hand if they are in agreement with the motion and do not raise their hand if they do not support the motion

Mr. Brouwer also advised that public comments and questions can be submitted to the Committee regarding Z01-2020 by emailing planning@town.stmarys.on.ca.

There will be a comment period where the public's comments and questions will be read aloud by the Secretary-Treasurer. During the meeting, all public input, even if repetitive, will be read aloud. It is the Chair's discretion to determine whether staff or the Applicant will address the comment and or question.

If the Town receives comments after the public comment period has closed, then the comments and questions will be addressed at the statutory public meeting. Council can discuss the questions and comments received when considering the application.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT the May 25, 2020 Planning Advisory Committee agenda be accepted as presented.

Carried

4. ACCEPTANCE OF MINUTES

Susan McMaster requested an amendment to the February 18, 2020 Planning Advisory Committee minutes as it relates to a conversation of the Official Plan Review and revisiting the change from three to four storeys.

Ms. McMaster requested the following to be included within minute item 6.2 as new paragraph 5:

- There was discussion regarding the move in the Official Plan from three to four storeys and perhaps it ought to be revisited.

Moved By Susan McMaster

Seconded By Councillor Craigmile

THAT the February 18, 2020 Planning Advisory Committee meeting minutes be approved as amended and signed by the Chair and the Secretary - Treasurer.

Carried

5. REPORTS

5.1 DEV 30-2020 Application for Zoning By-law Amendment Z01-2020) by the Corporation of the Town of St. Marys for 480 Glass Street

Chair Van Galen asked the Town's Planner, Mark Stone, to speak to the staff report and re-zoning application.

Mr. Stone spoke to the application filed by the Town of St. Marys to re-zone part of 480 Glass Street to permit a micro-brewery establishment. Mr. Stone noted that since the report was written, the prospective purchasers of 480 Glass Street have indicated that they may use the caboose building at some time in the future for limited food preparation. Therefore, the proposed zoning should be changed to reflect that. Mr. Stone provided an overview of a draft Site Plan for the site.

Mr. Stone provided some initial comments regarding the application:

1. The proposal will allow for the investment in and preservation of a historical site in St. Marys;
2. Will increase the Town's industrial base by providing additional tax revenue and jobs; and
3. The introduction of the tasting room accessory use will draw people to the site and feature a culturally significant building in St. Marys.

Mr. Stone advised he has a concern relating to the size of the proposed patio. The patio area shown is sizable compared to the size of the Junction Station building. Therefore, Mr. Stone recommends the Town consider using controls to restrict the number of patrons on the patio.

Chair Van Galen asked if the hedge indicated on the Site Plan is meant to block the street view of Junction Station. Mr. Stone indicated that the hedge could provide limited noise attenuation, screening, and additional landscaping. The hedge was further discussed later in the meeting.

Chair Van Galen stated that since the application, the prospective purchasers have indicated they wish to use caboose for limited food preparation. Chair Van Galen inquired if the caboose is part of the sale of the property, and what type of maintenance and heritage measures will apply.

Grant Brouwer requested that the Applicant, Town of St. Marys Chief Administrative Officer Brent Kittmer, provide an overview of the application.

Chair Van Galen asked the Committee if they had any questions for Mr. Stone before allowing the Applicant to speak.

Councillor Craigmile asked Mr. Stone if the Town had received any comments from agencies or the public since the writing of the report.

Mr. Stone responded no questions or comments had been received.

As a Town led application, Brent Kittmer, the Town of St. Marys CAO, spoke to the application and advised that the potential purchaser Ryan Leaman, the owner of Broken Rail Brewing Inc. will provide additional information as it relates to the brewery.

Mr. Kittmer stated that the application is coming forward as part of a land sale process, and the Town's approach is to sell land that is "turnkey", meaning the property is appropriately zoned, and its use appropriate for the area. In spring 2019, the Town Council made it a priority to divest of Junction Station, and overall it was their goal that the structure be renovated and open to the public. The structure has not been used for regular use for seventy years.

The Town issued a Request for Proposal for the sale of the land in 2019, the Town held interviews with two applicants. In October 2019, the Town awarded the property to Broken Rail Brewing Inc. and have been negotiating a land sale agreement and carefully working through the development process.

Mr. Kittmer stated that Council's evaluation criteria for the Request for Proposals was based on three factors, and Mr. Kittmer provided a

summarization regarding how Broken Rail Brewing Inc. best met Council's evaluation criteria.

1. Submission of a business plan that was reviewed by the St. Thomas Small Business Centre.
2. Preservation of the heritage building, layout and feature within the building

The Heritage Committee has already reviewed the plans for the site and have approved heritage permits to proceed with the renovation.

3. Intended use and fit in the surrounding area including proposed use, traffic, and noise

The area has existing industrial uses including a scrap steel operation to the rear of the site, therefore in contrast, the impact of a microbrewery would be limited.

Further, Glass Street is a collector road and is expected to carry higher levels of traffic and is used to move employees to the scrap metal operation and three large businesses located in Perth South. There is also heavy traffic hauling material to the scrap metal operation. The traffic patterns also represent those of a built-up neighborhood. Overall, Council felt that the impact from a small brewery would be consistent with the existing traffic patterns and type with negligible impact.

Finally, with respect to noise, when completing a noise study the study would measure the ambient levels of noise and use that as a baseline. Similar to the traffic discussion the background noise in the area is characterized by the scrap steel operations, traffic, an active Canadian National rail line to the rear, and built up residential area. The Purchasers have indicated their closing hours as 10:00 PM on weekdays and 11:00 PM on weekends in compliance with the Town's noise by-law. The cedar hedges are purposed for noise attenuation. All these factors combined Council felt the noise from a small brewery would be consistent with the existing background levels and type of noise with little to no impact.

Mr. Kittmer also provided some clarification regarding the size of the proposed patio. Mr. Kittmer advised that the patio is a concrete cap. The Town completed a Phase I and Phase II Environmental Assessment that

identified contaminated soils on-site. Council invested in an Environmental Management Plan to determine how best to deal with the soil, that Plan recommended the soils can be capped in place. The proposed patio is the cap.

Ryan Leaman, the owner of Broken Rail Brewing Inc. and potential purchaser of 480 Glass Street spoke to his vision for the site.

Mr. Leaman reiterated Mr. Kittmer's comments that the size of the patio was not their intention, rather a requirement to address the contaminated soils on-site. However, the Brewery would like to utilize the entire space to allow for social distancing should the COVID-19 pandemic continue and to accommodate large furniture. Mr. Leaman has some aesthetic concerns if portions of the patio remain empty.

Mr. Leaman addressed Chair Van Galen's previous comments regarding the cedar hedges. Mr. Leaman advised that the Alcohol and Gaming Commission of Ontario (ACGO), requires a patio barrier, which is the purpose of the hedge in addition to screening and noise attenuation.

Mr. Leaman described his short-term vision for the property. Mr Leaman indicated that their vision is to renovate Junction Station with the approval of the Heritage Committee and install equipment. The intent is to be profitable and provide a local service and collaborate with other businesses, and the Town with respect to the Dog Park. In the long-term the Brewery would like to pave the parking lot and build a future production facility to support more employment and draw tourism.

Chair Van Galen inquired about the caboose with respect to maintenance and heritage. Mr. Kittmer provided that the caboose is included in the land sale, and Broken Rail Brewing Inc. intends to use it for limited food preparation. Mr. Kittmer deferred zoning questions relating to the caboose to Mr. Brouwer and Mr. Stone. Mr. Stone stated that re-zoning should recognize the use, and the Town is working with the Purchaser regarding what can be done in the caboose. It is Mr. Stones understanding that the Town would revise the re-zoning application to recognize the limited food preparation use in the caboose building. Mr. Stone also advised that the caboose is considered an accessory use.

Ms. McMaster responded that the suggested zoning includes tasting room, but the definition of a tasting room does not include an eating establishment, restaurant or takeout, therefore the wording needs to be

changed and the Town should consider if the change fits with the suggested zoning. Ms. McMaster also inquired how food can be prepared in the caboose and moved to the Junction Station during inclement weather. Mr. Brouwer responded that the two separate locations is common.

The Committee discussed the footprint of the building and the location of production, manufacturing, tasting, food preparation and retail. Mr. Stone noted that the building is small and unique. The area of the production room is the manufacturing area. The area is small, approximately one-third of the building. Mr. Stone provided that this is an opportune way for a small entrepreneur to start their business.

The Committee discussed the location of brewery and its close proximity to public parks, and the possibility of patrons consuming alcohol at public locations. Chair Van Galen reminded the Committee that the LCBO is near a park, and there are no apparent issues.

The Committee discussed the possibility of moving the dog park entrance and parking area to the East side of the park. Mr. Brouwer advised the Committee that the Town has already established a new hard-surface parking lot, and the Town is contemplating expanding the dog park to the east, and thus it is unlikely the Town will move the parking area.

The site plan includes a hedgerow for the purpose of enclosing the patio as per the alcohol licensing requirements set out by the AGCO. The Committee discussed the barrier, specifically the opaqueness and the height of the hedgerow. The height of the hedgerow and enclosure material will be reviewed during the site plan approval process. The Committee asked the Purchaser to be mindful of the heritage building when considering enclosure materials and the height of the barrier.

Councillor Hainer asked about accessibility standards within Junction Station and the types of seating, specifically if there will be any counter height seating. Mr. Leaman responded that there will be an accessible washroom, and that the Brewery is still working with the designer with respect to seating. Mr. Leaman also lamented that accessibility is a priority and will be considered during the design process.

Councillor Hainer asked if railings or other materials would require an additional Heritage Permit. Mr. Brouwer responded that the Heritage Permit had no conditions and therefore there are no restrictions. As per

the Building Code if the constructor is refurbishing an existing detail they can continue, but if the constructor is constructing a new step or handrail a building permit the Town requires a permit.

Ms. McCartney advised the Committee that the Town has not received any public comment before or during the meeting regarding the application.

Chair Van Galen advised those viewing the meeting to send any questions or comments by email. Jenna McCartney stated the viewers can email planning@town.stmarys.on.ca

The Committee discussed the motion and proposed including a minor addition regarding the limited preparation and sale of food from the caboose for consumption in the tasting room, patio or off-site.

Chair Van Galen asked Ms. McCartney if there have been any questions or comments from the public.

Ms. McCartney informed the Committee there were no questions or comments received regarding the application.

After discussing Item 6. Upcoming Meetings, Chair Van Galen asked if any comments or questions have been received. Ms. McCartney confirmed no comments or questions have been received.

Moved By Susan McMaster

Seconded By Councillor Craigmile

THAT DEV 30-2020 Application for Zoning By-law Amendment (Z01-2020) by the Corporation of the Town of St. Marys for 480 Glass Street be received for information; and,

THAT the Planning Advisory Committee endorse the Application, in principle, and that Committee recommend to St. Marys Town Council that it proceed with the statutory public meeting with a proposed modification to add limited accessory food preparation and sales from the existing caboose for consumption in the tasting room, patio or off-site.

Carried

5.1.1 Public Comments

None received.

6. UPCOMING MEETINGS

Mr. Brouwer advised that a meeting had been scheduled for June 1, 2020 and asked the Committee to consider moving that meeting to June 15, 2020. The Committee confirmed they are available on June 15, 2020 at 6pm.

7. ADJOURNMENT

Moved By Susan McMaster

Seconded By Councillor Craigmile

THAT this meeting of the Planning Advisory Committee be adjourned at 7:15 pm.

Carried

Don Van Galen, Chair

Grant Brouwer, Secretary-Treasurer



Minutes

Planning Advisory Committee

June 15, 2020

6:00 pm

Video Conference

Click the following link:

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

| | |
|----------------|--|
| Member Present | Chair Van Galen Councillor Hainer Councillor Craigmile Susan McMaster William Galloway |
| Staff Present | Mark Stone, Planner Grant Brouwer, Director of Building and Development Brent Kittmer, CAO/Clerk Jeff Wolfe, Asset Management and Engineering Specialist Morgan Dykstra, Recording Secretary |
| Others Present | Dave Hannam, Zelinka Priamo Ltd (Applicant's Agent) |

1. CALL TO ORDER

Chair Van Galen called the meeting to order at 6:01 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT the June 15, 2020 Planning Advisory Committee agenda be accepted as presented.

Carried

4. ACCEPTANCE OF MINUTES

Moved By Susan McMaster

Seconded By Councillor Hainer

THAT the May 25, 2020 Planning Advisory Committee meeting minutes be approved and signed by the Chair and the Secretary - Treasurer.

Carried

5. REPORTS

Chair Van Galen asked Grant Brouwer, Director of Building and Planning and Secretary-Treasurer to give an overview of the meeting proceedings.

Mr. Brouwer advised that public comments and questions can be provided during the meeting by emailing planning@town.stmarys.on.ca. There will be a period where comments received during the meeting will be read aloud. Comments and questions received after the meeting will be provided at the next meeting that discusses the application.

- 5.1 DEV 35-2020 Applications for Official Plan and Zoning By-law Amendments (OP02-2019 and Z04-2019) by R. Warkentin 665 James Street North Part Lot 15, Concession 18 Blanshard Being Part 2 on 44R-4789

Mark Stone provided an overview of Official Plan and Zoning By-law Amendment Applications OP02-2019 and Z04-2019 and the revisions made to the applications as outlined in the staff report.

Mr. Stone provided that the Committee has various options for proceeding including:

1. Endorse the applications in principle;
2. Recommend that Council refuse the applications;
3. Defer the applications so further work can be completed; or

4. Endorse the applications in principle and highlight specific issues to be addressed prior to final approval.

The Applicant's Agent, Dave Hannam spoke to the amended planning applications. Mr. Hannam explained that the applications have been revised and the comments from the February 18, 2020 Planning Advisory Committee meeting have been addressed or incorporated into the revised plans.

Mr. Hannam provided the following overview related to the planning applications:

- There are site constraints due to road widening and sightline triangle requirements at the Glass Street and James Street intersection. Thus, the Applicant is requesting setback relief along James Street North and Glass Street. The building location has been shifted away from the easterly boundary by an additional 8.5 feet to reduce the original request for relief.
- The height has been reduced; a four-story building is being proposed as opposed to a five-storey building. Consequently, the density and floor space ratios have also been reduced.
- There is a mix of one to two-bedroom units, those on the ground floor will have patios. The commercial units and underground parking have been removed.
- The development retains a single access point from James Street North to make the site development more efficient.
- There will be a communal elevator to provide access to all floors for accessibility purposes.
- The parking lot will provide charging stations for electric vehicles.
- Attempts will be made to retain the trees in the southeasterly corner of the site; if the Developer cannot retain the trees, then additional planting will occur elsewhere on the site. Further, a comprehensive landscaping plan will be developed during the site plan agreement process.
- Appropriate building materials will be considered to reflect the existing buildings in the community.

Mr. Hannam directly addressed the adjoining properties' concern regarding the lack of privacy. Mr. Hannam reminded the Committee that good planning balances these issues and overall planning objectives. Mr. Hannam noted that the privacy impact for a four-story and a three-story building is comparable, given the grading of the properties. There have been efforts during the design process to maximize setback distances. The revised proposal has increased those setbacks by altering building placement and orientation at the James Street and Glass Street intersection. Further, there will be opportunities during the site plan process to consider buffering via landscaping and fencing to address privacy concerns. Mr. Hannam also explained that the Applicant has been mindful of the neighboring residents and their concerns; the updated proposal attempts to address their concerns.

Mr. Hannam advised that development causes some impacts, and those impacts need to be balanced with greater objectives such as the need for intensification and housing supply.

Chair Van Galen asked the Committee if they had any questions for the Mr. Hannam.

Susan McMaster commended the Applicant for the changes made to the applications. Ms. McMaster also appreciated the configuration of the parking area and the positioning of vehicles to prevent headlights being directed to the properties to the north.

Ms. McMaster asked Mr. Hannam if the Applicant had considered depressing the building by a number of feet (below grade) to reduce the overall height of the building. Mr. Hannam stated that there is an associated cost with depressing the building. With the respect to perception of height, they are re-considering roof pitches that may lower the height of the building. In addition, there are favorable floor to ceilings ratios within the building that can be altered. Thus, there are other opportunities to reduce height.

Ms. McMaster noted that the sole access point to the site is on James Street North. Mr. Hannam explained that most transportation planners prefer the access to be along the arterial road and questioned the Public Works Department's request for an access on Glass Street. Mr. Hannam also explained that having two access points negatively impacts the ability

to efficiently develop the property. Chair Van Galen responded that the site is located at the edge of Town, and vehicle speeds are often higher in this area. Mr. Hannam advised that sometimes the placement of buildings and accesses can slow down vehicles.

Councillor Craigmile stated that the building height is 15.75 metres high, and inquired how the height was measured. Mr. Hannam deferred to staff but stated that it is generally measured to the mid-point of the height of the roof. Mark Stone confirmed Mr. Hannam's explanation.

Councillor Hainer commended the Applicant for their inclusion of one- and two-bedroom apartments and noted that the supply can assist with the existing apartment shortage for families and those who commute to St. Marys for employment.

The Committee discussed the building's setbacks. Mr. Hannam stated that the setback relief is due to the Town's road widening requests along James Street North and Glass Street.

Chair Van Galen asked Grant Brouwer the Director of Building and Development and Secretary-Treasurer if there have been any public comments received during the meeting.

Mr. Brouwer advised the Committee that the Town had not received any emails during the meeting. Mr. Brouwer noted that six public comments were provided prior to the meeting, and those comments were circulated to the Committee and the Applicant prior to the meeting.

Public submissions were received from the following:

- Jim Shook (74 Edison Street - Unit 11)
- Barry Lynch (74 Edison Street - Unit 10)
- Nancy Newton (74 Edison Street - Unit 6)
- Patrizia and Peter Bayman (74 Edison Street – Unit 1)
- Henry Monteith (111 Widder Street East)
- John and Angela Caudle (143 Millson Crescent)

Grant Brouwer asked the Chair if the Committee would like the comments to be read aloud, and if the Committee would like to speak to the public comments. The Committee had no further comments or questions regarding the public comments.

Chair Van Galen asked the Committee if there were any further questions for Mark Stone. The Committee had no further comments or questions.

Chair Van Galen read the recommendation.

Chair Van Galen asked if there were any further debate regarding the proposal.

The Committee had no further debate regarding the proposal.

Councillor Hainer and Chair Van Galen thanked the Applicant for revising the application and taking into consideration the comments made by the Committee and the public at the previous meeting.

Moved By Councillor Hainer

Seconded By Bill Galloway

THAT DEV 35-2020 Applications for Official Plan and Zoning By-law Amendments by R. Warkentin - 665 James Street North Part Lot 15, Concession 18 Blanshard Being Part 2 on 44R-4789 be received for information; and,

THAT the Planning Advisory Committee endorse the Applications, in principle, and

THAT the Committee recommend to Council:

THAT Council proceed with a statutory public meeting for OP02-2019 and Z04-2019.

Carried

5.1.1 Public Comments for OP02-2019 and Z04-2019

None received.

6. **UPCOMING MEETINGS**

Morgan Dykstra advised the Committee that the Town has received two planning applications, staff are currently reviewing the applications and will contact the Committee when they have been deemed complete.

7. **ADJOURNMENT**

Moved By Councillor Hainer

Seconded By Bill Galloway

THAT this meeting of the Planning Advisory Committee be adjourned at 6:52 pm.

Carried

Don Van Galen, Chair

Grant Brouwer, Secretary-Treasurer



Minutes

Recreation & Leisure Advisory Committee

June 25, 2020

5:30 pm

Video Conference

Click the following link:

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

Member Present Candice Harris, Chelsea Coghlin-Fewster, Darcy Drummond, Mike Morning, Scott Crawford, Councillor Pridham

Staff Present Stephanie Ische, Staff Liaison, Grant Brouwer, Staff Liaison, Andrea Slade, Jenny Mikita, Ciaran Brennan, Doug Lapointe

1. CALL TO ORDER

Meeting called to order at 5.32pm by Mike Morning

2. DECLARATION OF PECUNIARY INTEREST

none

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved: Chelsea Coghlin

Seconded: Darcy Drummond

THAT the June 25, 2020 Recreation and Leisure Advisory Committee agenda be accepted as presented.

Carried

4. DELEGATIONS

none

5. ACCEPTANCE OF MINUTES

Moved: Fern Pridham

Seconded: Scott Crawford

THAT the May 14, 2020 Recreation and Leisure Advisory Committee meeting minutes be approved and signed and sealed by the Chair and Director of Community Services.

Carried

6. BUSINESS ARISING FROM MINUTES

none

7. REPORTS

7.1 DCS 18-2020 COVID – 19 Recovery Planning

Moved: Darcy Drummond

Seconded: Candice Harris

THAT DCS 18-2020 COVID-19 Recover Planning be received; and

THAT the committee give guidance on the ranking and priorities for reopening operations and services.

Carried

The Director of Community Services gave an overview of the report explaining the decision pyramid and how programs are evaluated prior to coming back online.

Each Department Supervisor gave a report on their main programs and how they are currently ranked within the decision pyramid.

The committee identified foot care, blood pressure tests and any social programs like fitness classes or bingo as a priority for the Friendship Centre to come back first. Fitness classes will still be available online in order not to overload a class and keep social distancing.

Ciaran explained that Camp PRC will not run this year due to social distancing measures. The Recreation department are looking at an equipment rental program along with a St. Marys geocaching layout.

Andrea explained how the quarry will open with a limited capacity and do advance ticket sales. The committee identified aquafit and swimming lessons as a priority to bring back on when possible.

8. OTHER BUSINESS

none

9. UPCOMING MEETINGS

July 23rd at 5.30pm

10. ADJOURNMENT

Moved: Candice Harris

Seconded: Scott Crawford

THAT the Recreation and Leisure Advisory Committee adjourn at 6.55pm

Carried

Chair

Committee Secretary



MINUTES

Senior Services Advisory Committee

June 29, 2020

1:00 pm

Pyramid Recreation Centre - Meeting Room A
317 James Street South, St. Marys

Member Present Candice Harris
 Joyce Vivian
 Marie Ballantyne
 Owen O'Brien
 Councillor Winter

Member Absent Donna Kurchak
 Donna Simmons
 Richard Lyons

1. **CALL TO ORDER**

Chair Harris called the meeting to order at 12:56 p.m.

2. **DECLARATION OF PECUNIARY INTEREST**

None.

3. **AMENDMENTS AND APPROVAL OF AGENDA**

Moved By Marie Ballantyne

Seconded By Owen O'Brien

THAT the June 29, 2020 Senior Services Advisory Committee agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Marie Ballantyne

Moved By Joyce Vivian

THAT the May 25, 2020 Senior Services Advisory Committee meeting minutes be approved and signed by the Chair and staff liaison.

CARRIED

5. BUSINESS ARISING FROM MINUTES

5.1 Ontario Health Update

Staff informed the committee that Huron Perth OHT meetings are now held bi-weekly. The Huron Perth OHT recently hired an Integration & Accountability Lead to support the OHT.

Staff informed the committee that the Seniors' Active Living Centre grant yearend report is due July 31. The SW LHIN yearend report is due August 30.

5.2 ServiceOntario

Staff informed the committee that a letter addressed to MPP Lisa Thompson was send on behalf of MPP Randy Pettapiece's office requesting that the Perth Wellington office and St. Marys Council be updated regularly on the status of the ServiceOntario St. Marys site.

6. REPORTS

6.1 Friendship Centre Recovery Planning

Staff presented the Friendship Centre Recovery Planning report for committee discussion.

7. OTHER BUSINESS

7.1 Recreation Committee Update

Chair Harris updated the committee on various Recreation Committee initiatives.

7.2 Town of St. Marys Update

Councillor Winter updated the committee on various municipal initiatives.

8. UPCOMING MEETINGS

September 29, 2020

1:00 p.m.

9. ADJOURNMENT

Moved By Joyce Vivian

Seconded By Marie Ballantyne

THAT the Senior Services Advisory Committee is adjourned at 2:00 p.m.

CARRIED

Chair

Committee Secretary



Minutes

Youth Council

June 26, 2020

3:00 pm

Video Conference

Click the following link:

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

| | |
|----------------|---|
| Member Present | Aivery Neal, Lauren Partridge, Sam Truax, Councillor Edney, Allison Kennedy-Edney |
| Member Absent | Hazel Taylor, Julia Onclin, Hayden MacDonald, Bevan Bearrs |
| Staff Present | Ciaran Brennan |

1. CALL TO ORDER

Meeting called to order at 3.04pm by Chair Aivery Neal

2. DECLARATION OF PECUNIARY INTEREST

none

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved: Lauren Partridge

Seconded: Ally Edney

THAT the Youth Council agenda on June 26th be accepted as presented

Carried

4. ACCEPTANCE OF MINUTES

5. REPORTS

5.1 Youth Council Co-Chairs to explain new project

The Co-Chairs Aivery Neal and Sam Truax explained how they are hosting a youth engagement project to help youth with Covid-19 by giving them a new fun competition to look forward to. The Youth Council are going to host three different categories 1. Best Family Activities, 2. A talent contest, 3. A community kindness initiative.

The competition is open to anyone up to the age of 18. Youth can submit a video of them participating in any category and send it to the Youth Council Instagram page. The Youth Council will then vote on their favorite videos and seek public engagement to select the winner of each category.

6. OTHER BUSINESS

6.1 New Youth Council Members

Moved: Sam Truax

Seconded: Lauren Partridge

THAT the Youth Council recommend to the Town Council that Jessica Hammond, Carlee McCutcheon, Elissa Gammon, Izzy Edwards, Paytien Truax and Megan Richardson be added as members to the Youth Council and that Hazel Taylor, Julia Onclin, Hayden McDonald and Bevan Bearrs be removed.

Carried

6.2 Discuss Summer Meeting Schedule

There was consensus with the group that they will continue to meet in July but look at taking August off.

7. UPCOMING MEETINGS

July 9th at 3pm

8. ADJOURNMENT

Moved: Lauren Partridge

Seconded: Ally Edney

THAT the Youth Council meeting on June 26th be adjourned at 3.22pm

Carried

Chair

Committee Secretary

BY-LAW 63-2020

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:** The Council of the Corporation of the Town of St. Marys deems it expedient to amend by-law 95-2018;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That Schedule 18, Youth Council, be amended to add Jessica Hammond, Carlee McCutcheon, Elissa Gammon, Izzy Edwards, Paytien Truax, and Megan Richardson, and to remove Hazel Taylor, Julia Onclin, Hayden McDonald and Bevan Bearrs.
 - 2.** This by-law comes into force on the final passing thereof.

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

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW NUMBER 64-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-Law to approve the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for the long-term financing of a certain capital works(s) of The Corporation of the Town of St. Marys (the "Municipality"); and to authorize the entering into a rate offer letter agreement pursuant to which the Municipality will issue debentures to OILC.

WHEREAS: The *Municipal Act, 2001* (Ontario), as amended, (the "Act") provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS The Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule "A" attached hereto and forming part of this By-law ("Schedule "A") authorizing the capital work(s) described in column (2) of Schedule "A" ("Capital Work(s)") in the amount of the respective estimated expenditure set out in column (3) of Schedule "A", subject in each case to approval by OILC of the long-term financing for such Capital Work(s) requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS Before the Council of the Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the "Regulation"), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "Updated Limit"), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule "A" (the "Authorized Expenditure" for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Local Planning Appeal Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Municipality;

AND WHEREAS Subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

- AND WHEREAS** The Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;
- AND WHEREAS** OILC has invited Ontario municipalities desirous of obtaining long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;
- AND WHEREAS** The Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC, substantially in the form of Schedule “B” hereto and forming part of this By-law (the “Application”);
- AND WHEREAS** OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;
- AND WHEREAS** At least five (5) business days prior to the passing of the debenture by-law in connection with the issue of Debentures as defined below, OILC will provide the Municipality with a rate offer letter agreement substantially in the form as provided to the Municipality on or prior to the date of this By-law (the “Rate Offer Letter Agreement”);
- NOW THEREFORE** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the long-term financing of the Capital Work(s) in the maximum principal amount of \$3,000,000, with such changes thereon as such authorized official may hereafter, approve such execution and delivery to be conclusive evidence of such approval.
 2. The Mayor and the Treasurer are hereby authorized to execute and deliver for and on behalf of the Municipality the Rate Offer Letter Agreement under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
 3. Subject to the terms and conditions of the Rate Offer Letter Agreement, the Mayor and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Rate Offer Letter Agreement (the “**Debentures**”); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the

related loan amount set out in column (4) of Schedule “A” in respect of such Capital Work.

4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures (the “Obligations”) and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Debentures issued pursuant to the Rate Offer Letter Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
6.
 - (a) The Mayor and the Treasurer are hereby authorized to execute and deliver the Rate Offer Letter Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the terms and conditions that apply to the Municipality as set out in the Rate Offer Letter Agreement and to perform the Obligations of the Municipality under the Debentures, and the Treasurer is authorized to affix the Municipality’s municipal seal to any such documents and papers.
 - (b) The money realized in respect of the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.
7. This By-law takes effect on the day of passing.

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

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

Schedule "A"
to By-Law Number 64-2020
(Capital Work(s))

| (1) | (2) | (3) | (4) |
|-----------------------------|---|---|---------------------------|
| <u>By-Law Number</u> | <u>Description of Capital Work</u> | <u>Estimated Expenditure</u> | <u>Loan Amount</u> |
| By-law 54-2019 | Fire Hall Expansion | \$3,100,000 | \$3,000,000 |

**Schedule “B”
to By-Law Number 64-2020**

Please insert the OILC Application into Schedule “B”.

BY-LAW 65-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a Service Commitment Agreement between The Corporation of the Town of St. Marys, The Corporation of the County of Perth, The Corporation of the City of Stratford, The Corporation of the County of Huron and the Huron Perth Public Health for a 10-year term.

WHEREAS: Pursuant to Schedule 14 of Regulation 553 of the Revised Regulations of Ontario, 1990, under the Act, the Huron Perth Public Health is the health unit for the geographic areas governed by St. Marys, County of Perth, City of Stratford and the County of Huron (the “Parties”), effective the 1st of January, 2020;

AND WHEREAS: As a condition of consent from the Council of the Town of St. Marys to the Agreement of Purchase and Sale between The Corporation of the County of Huron and the Huron Perth Public Health Unit The Corporation of the Town of St. Marys, The City of Stratford, and the County of Perth are requiring a commitment of service from Huron Perth Public Health to remain located in the City of Stratford for a period of ten years;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into a service commitment agreement with the Parties for the purpose of clarifying and delineating the respective rights, obligations and expectations amongst the Parties;

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

1. That The Corporation of the Town of St. Marys agrees to the terms of the Service Commitment Agreement.
2. That the Mayor and CAO / Clerk are hereby authorized to execute the Agreement on behalf of The Corporation of the Town of St. Marys.
3. This by-law comes into force and takes effect on the final passing thereof.

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

Mayor Al Stratheed

Brent Kittmer, CAO / Clerk

BY-LAW 66-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

**Being a by-law to exempt from Part Lot Control
Lot 21, Registered Plan No. 44M-70 in the Town of St. Marys**

- WHEREAS:** Section 50(7) of the Planning Act, R.S.O. 1990, provides that the Council of a local municipality may, by By-law, provide that the Part Lot Control provisions contained in Section 50(5) of the Planning Act, R.S.O. 1990, do not apply to the lands designated in the By-law;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient and in the public interest that Lot 21, Registered Plan No. 44M-70 in the Town of St. Marys, in the County of Perth, be exempted from the Part Lot Control provisions of the Planning Act.
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. Lot 21 in Registered Plan 44M-70 in the Town of St. Marys, in the County of Perth is hereby exempted from Part Lot Control pursuant to Section 50(7) of the Planning Act, R.S.O. 1990 which land is zoned to permit, among other things, townhouse dwellings in conformity with By-law No. Z1-1997 as amended (the Town of St. Marys' Comprehensive Zoning By-law).
 2. This by-law comes into force on the final passing thereof.
 3. Enactment of this By-law shall be deemed to be authorization to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
 4. This By-law shall be in effect for one (1) year from the date of adoption of this By-law. Furthermore, this By-law may be repealed, extended, or may be amended to delete part of the lands described herein by the Council of The Corporation of the Town of St. Marys.
 5. This By-law shall be registered in the Registry Office for the County of Perth, pursuant to Section 50(28) of the Planning Act, R.S.O. 1990.

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

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 67-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

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

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys wishes to sole source the 2020 surface treatment program for the Fibermat surface treatment (the "Project") and Council subsequently approved sole source procurement with NorJohn Contracting on July 28, 2020;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with NorJohn Contracting (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the 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 NorJohn Contracting.
 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. This by-law comes into force and takes effect on the final passing thereof.

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

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 68-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and Royal Canadian Legion Branch #236 and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys received a request from Royal Canadian Legion Branch #236 to implement a remembrance banner program in the Town of St. Marys within the downtown core on the existing streetlight poles (the "Project");
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with Royal Canadian Legion Branch #236 (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the 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 Royal Canadian Legion Branch #236.
 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. This by-law comes into force and takes effect on the final passing thereof.

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

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 69-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an agreement of purchase and sale of 481 Water Street South with Gail Kenworthy and Andrew Forman.

WHEREAS: The Corporation of the Town of St. Marys has agreed to sell to Gail Kenworthy and Andrew Forman the land legally described as Part Lot 35, Thames Con. Blanshard, Thames Concession, Town of St. Marys, County of Perth, more particularly described as being Part 2 on Reference Plan 44R-5357 being part of PIN 53245-0139 (LT), and Part 1 of reference plan _____ being part of PIN 53245-0005 (LT), all in the Registry Office for the Land Titles Division of Perth (No. 44), municipally known as 481 Water Street South;

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 Gail Kenworthy and Andrew Forman 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 Lot 35, Thames Con. Blanshard, Thames Concession, Town of St. Marys, County of Perth, more particularly described as being Part 2 on Reference Plan 44R-5357 being part of PIN 53245-0139 (LT), and Part 1 of reference plan _____ being part of PIN 53245-0005 (LT), all in the Registry Office for the Land Titles Division of Perth (No. 44), municipally known as 481 Water Street South, 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 Gail Kenworthy and Andrew Forman 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 Gail Kenworthy and Andrew Forman.
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 28th day of July 2020.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk