



## **AGENDA**

### **Regular Council Meeting**

August 25, 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 August 25, 2020 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

(Public input received by the Clerk's Department prior to 5:00 pm on the day of the meeting will be read aloud by the Mayor during this portion of the agenda.

Submissions will be accepted via email at [clerksoffice@town.stmarys.on.ca](mailto:clerksoffice@town.stmarys.on.ca) or in the dropbox at Town Hall, 175 Queen Street East, lower level.)

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

- 5.1 **St. Marys Youth Council re: Stay at Home Showcase**

12

#### **RECOMMENDATION**

**THAT** the delegation from St. Marys Youth Council regarding the Stay at Home Showcase be received.

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Strategic Priorities Committee - July 21, 2020 14**

#### **RECOMMENDATION**

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

### **6.2 Regular Council - July 28, 2020 18**

#### **RECOMMENDATION**

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

**RECOMMENDATION**

**THAT** the August 18, 2020 Strategic Priorities Committee meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk; and

**THAT** minute items 4.1 and 4.2 be raised for further discussion.

**RECOMMENDATION**

**THAT** Council approve the following St. Marys Museum policies as presented:

Collections Management

Community

Conservation

Education and Outreach

Exhibition

Human Resources

Physical Plant; and

Research; and

**THAT** Council approves the St. Marys Museum Strategic Plan as presented.

**RECOMMENDATION**

**THAT** Council direct staff to negotiate a service agreement with the Humane Society of Kitchener Waterloo Stratford Perth commencing January 1, 2021; and

**THAT** staff be directed to draft necessary changes to the animal control by-law pursuant to the needs of the service agreement and report back to Council at a future date.

## **7. CORRESPONDENCE**

### **7.1 Northridge Condominium Corporation re: 665 James Street North Proposed Development 58**

Contact: Jim Shook, Vice President Board of Directors, PVLCC No. 49  
(Northridge Condominium)

#### **RECOMMENDATION**

**THAT** the correspondence from Northridge Condominium Corporation regarding the 665 James Street North proposed development be received; and

**THAT** the correspondence be forwarded to staff for inclusion in the anticipated 665 James Street North proposed development report back to Council.

### **7.2 Minister of Municipal Affairs and Housing re: Safe Restart Agreement 59**

#### **RECOMMENDATION**

**THAT** the correspondence from the Minister of Municipal Affairs and Housing regarding Safe Restart Agreement be received.

### **7.3 Minister of Transportation re: Safe Restart Agreement 62**

#### **RECOMMENDATION**

**THAT** the correspondence from the Minister of Transportation regarding the Safe Restart Agreement be received.

### **7.4 Stratford and District Chamber of Commerce re: Canada United 67**

#### **RECOMMENDATION**

**THAT** the correspondence from the Stratford and District Chamber of Commerce regarding Canada United be received; and

**THAT** Council proclaims August 28 to 30, 2020 as the Canada United Weekend in the Town of St. Marys.

### **7.5 Minister of Transportation re: Community Transportation Program 70**

#### **RECOMMENDATION**

**THAT** the correspondence from the Minister of Transportation regarding Community Transportation program be received.



## **8. STAFF REPORTS**

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

- 8.1.1 DEV 53-2020 August Monthly Report (Building and Development) 72**

**RECOMMENDATION**

**THAT** DEV 53-2020 August Monthly Report (Building and Development) be received for information.

- 8.1.2 DEV 54-2020 – Encroachment Agreement for 120 Church Street South, St. Marys (2398315 Ontario Limited) 75**

**RECOMMENDATION**

**THAT** DEV 54-2020 Encroachment Agreement for 120 Church Street South, St. Marys (2398315 Ontario Limited) be received; and,

**THAT** Council approve By-law 73-2020 for an encroachment agreement with the property owner, and authorize the Mayor and Clerk to sign the associated agreement respecting 120 Church Street South, St. Marys.

### **8.2 Finance**

- 8.2.1 FIN 26-2020 August Monthly Report (Finance) 82**

**RECOMMENDATION**

**THAT** FIN 26-2020 August Monthly Report (Finance) be received for information.

- 8.2.2 FIN 27-2020 Provincial Gas Tax Agreement 85**

**RECOMMENDATION**

**THAT** FIN 27-2020 Provincial Gas Tax report be received; and

**THAT** Council approve By-law 72-2020 authorizing the Mayor and the Director of Finance/Treasurer to execute the Letter of Agreement for Provincial Gas Tax Funds for Public Transportation Program.

<b>8.2.3</b>	<b>FIN 28-2020 COVID-19 Financial Relief – August Update</b>	<b>90</b>
--------------	--	-----------

**RECOMMENDATION**

**THAT** FIN 28-2020 COVID-19 Financial Relief – August Update be received for information.

**8.3 Community Services**

<b>8.3.1</b>	<b>DCS 20-2020 August Monthly Report (Community Services)</b>	<b>99</b>
--------------	---	-----------

**RECOMMENDATION**

**THAT** DCS 20-2020 August Monthly Report (Community Services) be received for information.

<b>8.3.2</b>	<b>DCS 21-2020 Pyramid Recreation Centre Reopening Plan</b>	<b>104</b>
--------------	---	------------

**RECOMMENDATION**

**THAT** DCS 21-2020 Pyramid Recreation Centre Reopening Plan report be received; and

**THAT** Council approve the following options as presented in staff report DCS 21-2020:

Option 1 for the Ice Operations;

Option 1 for Aquatics Operations;

Option 2 for Senior Services;

Option 1 for Recreation Services; and

Option 3 for Recreation Services to run the before and afterschool care should the Childcare centre not be able to offer it; and

**THAT** ice users be informed that the COVID hourly rate for ice rentals will be charged at a rate equivalent to the current adult rate of \$169.58 per hour (plus taxes) for the 2020/2021 ice season.

<b>8.3.3</b>	<b>DCS 22-2020 Perth4Youth Final Report</b>	<b>147</b>
--------------	---	------------

**RECOMMENDATION**

**THAT** DCS 22-2020 Perth4Youth Final Report be received for information.

## **8.4 Fire and Emergency Services**

### **8.4.1 FD 08-2020 August Monthly Report (Emergency Services) 192**

#### **RECOMMENDATION**

**THAT** FD 08-2020 August Monthly Report (Emergency Services) be received for information.

## **8.5 Human Resources**

### **8.5.1 HR 08-2020 August Monthly Report (Human Resources) 195**

#### **RECOMMENDATION**

**THAT** HR 08-2020 August Monthly Report (Human Resources) be received for information.

## **8.6 Public Works**

### **8.6.1 PW 54-2020 August Monthly Report (Public Works) 197**

#### **RECOMMENDATION**

**THAT** PW 54-2020 August Monthly Report (Public Works) be received for information.

### **8.6.2 PW 50-2020 Landfill Cover Removal 200**

#### **RECOMMENDATION**

**THAT** Report PW 49-2020 Landfill Cover Removal be received; and

**THAT** Council approves landfill cover removal work up to a maximum value of \$25,000.00, to be billed on a time and material basis; and

**8.6.3 PW 51-2020 SCADA System Updates 203**

**RECOMMENDATION**

**THAT** Report PW 50-2020, SCADA System Upgrades be received; and

**THAT** Council approve the unbudgeted amount of \$37,400.00 + HST, to be funded from the Water and Wastewater Reserves; and

**THAT** a sole source to Ontario Clean Water Agency for the necessary SCADA System upgrades be approved.

**8.6.4 PW 53-2020 Grand Trunk Trail Staircase Capital Project - Update 205**

**RECOMMENDATION**

**THAT** PW 53-2020 Grand Trunk Trail Staircase Capital Project – Update Report be received; and

**THAT** the Grand Trunk Trail Staircase remain open; and

**THAT** Staff are directed 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

**THAT** 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

**THAT** the construction material be changed from steel to pressure treated wood.

**8.7 CAO and Clerks**

**8.7.1 CAO 49-2020 August Monthly Report (CAO and Clerks) 210**

**RECOMMENDATION**

**THAT** CAO 49-2020 August Monthly Report (CAO and Clerks) be received for information.

## **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 214**

**9.1.2 Library Board - Coun. Craigmile, Edney, Mayor Strathdee 228**

August 6, 2020 Meeting \*draft

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

**9.1.4 Huron Perth Public Health - Coun. Luna**

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

**9.1.6 Upper Thames River Conservation Authority**

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

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

**9.2.2 Business Economic Support and Recovery Task Force**

**9.2.3 Business Improvement Area - Coun. Winter 231**

July 20, 2020 Meeting

**9.2.4 CBHFM - Coun. Edney**

**9.2.5 Committee of Adjustment**

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

**9.2.7 Green Committee - Coun. Craigmile**

**9.2.8 Heritage Advisory Committee - Coun. Pridham 236**

August 17, 2020 Meeting

- 9.2.9 Huron Perth Healthcare Local Advisory Committee - Coun. Luna
- 9.2.10 Museum Advisory Committee - Coun. Hainer
- 9.2.11 Planning Advisory Committee - Coun. Craigmile, Hainer
- 9.2.12 Recreation and Leisure Advisory Committee - Coun. Pridham
- 9.2.13 Senior Services Advisory Committee - Coun. Winter
- 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

**10. EMERGENT OR UNFINISHED BUSINESS**

**11. NOTICES OF MOTION**

**12. BY-LAWS**

**RECOMMENDATION**

**THAT** By-Laws 72-2020 and 73-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

- |      |  |     |
|------|--|-----|
| 12.1 | By-Law 72-2020 Authorize an Agreement with the Province of Ontario for Provincial Gas Tax Funding        | 243 |
| 12.2 | By-Law 73-2020 Authorize an Encroachment Agreement with 2398315 Ontario Ltd. for 120 Church Street South | 244 |

**13. UPCOMING MEETINGS**

September 8, 2020 - 6:00 pm, Regular Council and Public Meeting for 465 & 481 Water Street South,

Zoom Webinar -

<https://zoom.us/j/98589790563?pwd=V252WUZFVEUvRnM0R0JiZlFmY2t1QT09>, Passcode: 098782 or 1-855 703 8985 (Toll Free), Webinar ID: 985 8979 0563, Password: 098782

September 15, 2020 - 9:00 am, Strategic Priorities Committee, YouTube Live Stream

September 22, 2020 - 6:00 pm, Regular Council, YouTube Live Stream

**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)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**14.1 CAO Verbal Update - Proposed Acquisition of Land by the Town**

**15. RISE AND REPORT**

**RECOMMENDATION**

**THAT** Council rise from a session that is closed at \_\_\_\_\_ pm.

**16. CONFIRMATORY BY-LAW**

245

**RECOMMENDATION**

**THAT** By-Law 74-2020, being a by-law to confirm the proceedings of August 25, 2020 regular Council meeting be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**17. ADJOURNMENT**

**RECOMMENDATION**

**THAT** this regular meeting of Council be adjourned at \_\_\_\_\_ pm.



# Youth Council Safe at Home Showcase Report

## Purpose

The St. Marys Youth Council proposed the idea of running a showcase event as they wanted to hold something fun for youth and families in the community. Additionally, they wished to engage with youth and give them something to do while St. Marys was still in a state of quarantine and self-isolation. In a time where there was little to do and the only source of connection was virtually, the St. Marys Youth Council thought that a multi leveled showcase would be a great event to encourage community connections.

## Summary

The St. Marys Youth Council held a Safe At Home Showcase on July 31st 2020. It was a virtual event that featured families and youth in the area and what they have been doing while at home. The showcase consisted of 3 categories: talent for youth aged 0 – 18 to display their talent or a special skill they have, family activity consisting of any and all activities that families in St. Marys and area have done during March to July, and community kindness that recognized youth aged 0 – 18 who have been community change makers and have made an effort to help out there neighbours, supported front line workers etc. Interested participants submitted a video or photos for their category of choice with the incentive of the top video getting a prize. Initially all submissions were going to be viewed by the Youth Council for the selection of a top 10 for each category, however this process was not needed as there was not more 10 submissions for any of the categories. The St. Marys Youth Council launched this event on June 16<sup>th</sup> 2020 with the initial original timeline of accepting submissions from June 27<sup>th</sup> to July 3<sup>rd</sup> with the Showcase being held on July 10<sup>th</sup>. However, collaboration between members and lack of engagement caused the Youth Council to continue to accept submissions until the 24<sup>th</sup> of July. Overall there were 19 submissions, with the majority for talent. Both Facebook and Instagram were used to promote the event through the Youth Council's pages as well as content on the Town of St. Marys and Pyramid Recreation Centre. Additionally, the schools in the area were reached out to promote the event through emails, the youth centre members were reached out to by email and a virtual interview was done by Rogers TV to be nationally broadcast. The event took place on July 31<sup>st</sup> by use of a video on the St. Marys Youth Council Facebook page with public voting occurring the following 2 days to decide on the winner for each category.





## Outcome

The Showcase was fairly successful, during the four weeks that submissions were accepted 19 were submitted. There was not as much engagement as the Youth Council would have liked to see, however they were very happy with the end result and it was a beneficial learning experience. On Instagram there was a collection of 36 promotional stories and posts with an average reach of 77 and an average engagement rate of 14.7. On Facebook there were only 14 promotional posts with an average reach of 535, an average of 12.7 likes, comments and shares and an average of 39 post clicks. The Youth Council witnessed that posts that got shared to the St. Marys Life page on Facebook had a 10x higher engagement rate compared to if they were just feature on their page. As well as video promotion had a 16x higher engagement rate compared to photo features. The actual Showcase had a reach of over 6000 with 526 likes, comments and shares and 1600 post clicks. There was a total over 296 votes over the 2 platforms and 200 video watches.

## Key learning and next steps

This was a pivotal event for the Youth Council as it was the first one of the year as well as the first with its new members involved. It was a beneficial learning step especially in regards to online engagement and digital advertising as the event relied on social media. It was clear to the Youth Council that Facebook had a much higher engagement rate and primarily all participants became aware about the event through Facebook. There were many demographics that were targeted however 18 out of 19 submissions came from youth and families with kids under 14. In the future, the youth council will work on being more aware of what demographics will realistically engage with the event instead of which ones they are hoping will, to better advertise and produce a higher engagement rate. The lack of promotional content produced before the event become an issue during the first weeks of the event as advertising was not consistently posted as there was nothing created. For future events, the Youth Council hopes to prepare advertising ahead of time and launch with a substantial amount of promotional content. The Youth Council also had to deal with a lot of changes to the initial plan and timeline for the event, they effectively learned how to navigate changes and trouble shoot arising problem with will be beneficial for future events. Lastly commitment and communication of members was a very prevalent problem throughout the whole event process. The Youth Council is looking at ways of better communication and ideas to make sure there is an equal amount of commitment from all members going into the fall.



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

July 21, 2020  
9:00 am  
Town Hall, Council Chambers

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

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

**1. CALL TO ORDER**

Chair Strathdee called the meeting to order at 9:04 am.

**2. DECLARATIONS OF PECUNIARY INTEREST**

None.

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

**Resolution 2020-07-21-01**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Luna

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

**CARRIED**

## **4. STRATEGIC PRIORITIES REVIEW**

Brent Kittmer provided an introduction to the budget approach for 2020.

### **4.1 FIN 22-2020 2021 Pre-Budget**

André Morin presented FIN 22-2020 staff report and responded to questions from the Committee.

The Committee was of the consensus of the following items:

- maintaining current tools for public engagement during the budget process rather than investing in new software approaches for this budget period while increasing opportunities for engagement
- commence the budget schedule as soon as the draft budget is prepared and meet weekly if possible
- consider the capital budget in advance of the operations budget
- assume that the Town will operate under COVID-19 Stage 3 for all of 2021. Use a \$300,000 target for direct COVID-19 costs \$100,000 for continued COVID relief
- assume no changes to normal service levels. Service level adjustments should be presented only as a response to reduce the cost impact of the COVID-19 pandemic.
- review opportunities for fee increases for discretionary services based on a user pay model therefore reducing the tax levy burden
- proceed with preparing a draft 2021 budget using the proposed blended funding model of growth, tax levy increase of 1%, COVID fee increases, and possible reductions in transfers to capital reserves

**Resolution 2020-07-21-02**

**Moved By:** Councillor Pridham

**Seconded By:** Councillor Luna

**THAT** FIN 22-2020 2021 Pre-Budget report be received; and

**THAT** the Strategic Priorities Committee support the 2021 proposed Budget process; and

**THAT** the Strategic Priorities Committee provide general direction to the CAO and Director of Finance/Treasurer for the preparation of the 2021 Draft Budget.

**CARRIED**

**4.2 CAO 39-2020 Annual Review of the Strategic Priorities Identified by Council for the 2018-2022 Term**

Brent Kittmer presented CAO 39-2020 report and responded to questions from the Committee.

Council reviewed the adjusted work plan for strategic priorities proposed by the CAO for 2021. There was consensus that the 2021 budget be built to reflect the adjusted work plan.

In addition, Council provided staff with the following direction related to priorities for 2021:

- Abandon the drafting of a comprehensive refreshment vehicle by-law that permits them to operate on public property. Remain status quo, permitted on commercial zoned properties only, and develop an approach that requires Town approvals for refreshment vehicles at events only.
- Adjust advisory committee meeting schedules to an “on as needed basis” only rather than keeping with a regular monthly schedule.

**Resolution 2020-07-21-03**

**Moved By:** Councillor Hainer

**Seconded By:** Councillor Winter

**THAT** CAO 39-2020 Annual Review of the Strategic Priorities be received for discussion and direction to staff.

**CARRIED**

**5. NEXT MEETING**

Chair Strathee reviewed the upcoming meeting schedule as presented on the agenda.

**6. ADJOURNMENT**

**Resolution 2020-07-21-04**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Hainer

**THAT** this meeting of the Strategic Priorities Committee adjourns at 11:00 am.

**CARRIED**

---

Al Strathee, Mayor

---

Brent Kittmer, CAO / Clerk



## **MINUTES Regular Council**

July 28, 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  
Amy Cubberley, Museum Curator  
Dave Blake, Environmental Services Supervisor  
Jeff Wolfe, Asset Management and Engineering Specialist

### **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**

Mayor Strathdee presented Brent Kittmer with his 5 years of service acknowledgement and thanked him for his service to the Town of St. Marys.

**Resolution 2020-07-28-01**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

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

**CARRIED**

**4. PUBLIC INPUT PERIOD**

None.

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

**5.1 Public Meeting - 665 James Street North**

**Resolution 2020-07-28-02**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

**THAT** the July 28, 2020 regular Council meeting be adjourned at 6:08 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 6:08 pm.

**CARRIED**

Mayor Strathdee stated "This Public Meeting is being held in accordance with Sections 22 and 34 of the *Planning Act*, RSO 1990. Through the public engagement process on this file we've heard concerns that the Town is holding an improper meeting because this is a virtual public meeting. We've also heard that the Town should delay this meeting until in-person meetings can resume.

Our reality is that we don't know when the public health restrictions currently in place will be lifted or when in-person public meetings will resume in St. Marys. It is Council's duty to ensure the health, safety and well being of the public, staff, and Council members. We've made the decision that virtual meetings are the way to fulfill this duty to public safety.

The Province has encouraged municipalities to resume the processing of planning applications in an effort to restart the economy. To support the restart of the planning process, the Province has passed a number of pieces of legislation to permit public meetings to continue during the

pandemic. This includes legislative permissions to hold public participation meetings virtually as we are doing tonight. Accordingly, the Town has chosen to resume its planning process and hold virtual public meetings as approved by the Province. We are doing this so that the development applications that we currently have on file do not face long and unknown delays.

The purpose of the Public Meeting is to solicit the public's comments with respect to proposed Official Plan and Zoning By-law Amendments by the applicant (being R. Warkentin). We ask that all participants respect the Town's rules of decorum, and refrain from making any disparaging remarks. We respectfully ask that you focus your comments on issues related to the development, and not make any comments that are disrespectful, or personally directed at any one person. As Chair of the meeting, I will be required to curtail any comments of this nature.

The purpose and intent of the proposed official plan amendment is to change the Official Plan designation of the subject property, 665 James Street North, from "Highway Commercial" to "Residential" with site specific provisions to permit a 4-storey residential apartment building with a maximum density of 95 units per hectare. The purpose and effect of the proposed zoning by-law amendment is to change the zoning of the subject property from "Highway Commercial (C3-9)" to "Residential Zone Five (R5)" with site specific regulations.

Tonight's meeting is the mandatory Public Meeting held under the *Planning Act*. Council will make a decision regarding this matter at a future Council meeting after considering the public feedback received tonight, and after considering a further report from the Town planner.

If you wish to provide input into tonight's meeting you have several options. For those participating in this meeting through video conference or telephone using the Zoom Webinar platform, you can provide your comments once I open the public comments portion of the meeting, and until I close the public portion of the public meeting from comments. To access the webinar, please click on the webinar link provided in tonight's agenda, or call 1-855 703 8985 and use meeting ID 920 0034 4250 and passcode 647037.

When using the video conference, to participate and make a comment please select the "raise hand" feature at the bottom of your screen to be



placed in queue. The moderator will unmute you and acknowledge your presence when it is your turn to speak.

When using the telephone conference, to participate and make a comment press \*9 on your keypad to be placed in queue. The moderator will unmute you and acknowledge your presence when it is your turn to speak.

Alternatively, during the meeting you can email [clerksoffice@town.stmarys.on.ca](mailto:clerksoffice@town.stmarys.on.ca) if the other options are not available to you. Emails received during the public meeting will be read into the record until the close of the public comment portion of the meeting. Again, the email address is [clerksoffice@town.stmarys.on.ca](mailto:clerksoffice@town.stmarys.on.ca). If your email is received after the close of the public meeting staff will share your comments with Council, the Planner, and the Applicant.

If you wish to be notified of Council's decision, please contact the CAO / Clerk, Brent Kittmer, at [clerksoffice@town.stmarys.on.ca](mailto:clerksoffice@town.stmarys.on.ca)

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

Mr. Kittmer stated that 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.

Mr. Kittmer further stated "Special instructions for attending this online meeting and/or providing comments were provided 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
- Joining by video or teleconference during the public meeting.

Department and agency comments received are summarized as follows:

Town  
Engineering and  
Public Works  
Department

Water1. 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. System capacity will not be guaranteed or assigned to this development until the time of site plan approval. Sanitary 2. 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. 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 storm water management as per the Town's development standards at the time of site plan approval. Road4. 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

Upper Thames River Conservation Authority	· No objection to applications
--	--------------------------------

There have been several public submissions regarding these applications, some of which have been included in the planner's staff report. Submissions received after the Council agenda was finalized have been forwarded to all members of Council and will be read into the public record by the Clerk later in the public meeting.

As a reminder, during this public meeting, you can submit questions by selecting the raise hand feature on the Zoom Webinar video conference platform, or by pressing \*9 on the teleconference, or by emailing the following address: [clerksoffice@town.stmarys.on.ca](mailto:clerksoffice@town.stmarys.on.ca)".

Mayor Strathdee called upon Councillor Jim Craigmile to advise Council of the Planning Advisory Committee's recommendation with respect to the Applications.

Councillor Craigmile stated "At the June 15, 2020 meeting, the Planning Advisory Committee passed a motion endorsing, in principle, the revised Applications and recommended that Council proceed to the statutory public meeting under the Planning Act to consider the Applications.

Mayor Strathdee stated "As a reminder, during this public meeting, you can submit questions by selecting the raise hand feature on the Zoom Webinar video conference platform, or by pressing \*9 on the teleconference, or by emailing the following address: [clerksoffice@town.stmarys.on.ca](mailto:clerksoffice@town.stmarys.on.ca)

I will call upon the Town's Planner to provide additional information regarding the proposed Application."

Mark Stone stated "The 0.42 hectare property is located at the northeast corner of James Street North and Glass Street. There is an existing L-shaped single storey commercial building and parking area on the property.

As part of the Town's ongoing Official Plan review, this site was identified as a property that could potentially provide some apartment type development to meet Provincial requirements and increase the range and availability of much needed housing in the Town.

There are policies in the Official Plan that must be considered when an amendment is proposed, as discussed in my report.

The original applications submission proposed a 5 storey building with commercial on the ground floor and 46 residential units on the 4 storeys above. The proposal consisted of at-grade and underground parking.

In response to comments expressed at the first Planning Advisory Committee meeting in February, the applicant revised the proposal to eliminate the ground floor commercial and reduce the height of the building to 4 storeys. The gross floor area of the building was reduced from about 5,275 square metres to 3,946 square metres. In the revised proposal, all parking would be provided at grade and the separation between the east wall of the proposed building and east property line was increased.

As noted by the Mayor, the Applications propose to redesignate the property to "Residential" under the Official Plan, and rezone the property to "Residential Zone Five (R5)" under the Zoning By-law with the following site specific zoning provisions:

- minimum front yard setback of 5 metres whereas Section 12.2.4 requires 7.5 metres;
- minimum exterior side yard setback of 5 metres whereas Section 12.2.6 requires 7.5 metres;
- minimum rear yard setback of 0 metres whereas Section 12.2.7 requires 12.0 metres;
- maximum building height of 7 metres whereas Section 12.2.8 requires 13.5 metres;
- maximum of four storeys whereas Section 12.2.9 requires three storeys; and,
- minimum landscaped open space of 32 percent whereas Section 12.2.12 requires 35 percent."

Mr. Stone provided an overview of some of the issues expressed by members of the community thus far.

Mayor Strathdee invited the applicant and members of the public to provide input on the Application.

Dave Hannam of Zelinka Priamo Ltd. will be acting as the applicant's agent for the public meeting. Mr. Zelinka provided a brief presentation that captured an overview of the planning application.

In response to Councillor Luna's inquiry about a rent range for the future apartment units, Mr. Hannam stated that the exact price will not be known until the units are ready for market as construction costs and market demand will determine the final price. Mr. Hannam stated that the current rental range for one and two bedroom apartments is between \$1,200 and \$1,800.

In response to Councillor Winter's inquiry whether a shadowing report has been prepared for the proposed development, Mr. Hannam stated that it has not.

In response to Councillor Winter's inquiry whether the proposed building could be positioned in an east-west direction rather than north-south as a possibility to reduce possible shadowing, Mr. Stone stated that it could have a potential of increasing the shadowing on residents of Edison Street. Further, Mr. Hannam stated that a number of options have been considered and the applicant believes that the current proposal offers the least shadowing to nearby residents.

Mayor Strathdee welcomed Margaret Bell to present her delegation to Council.

Ms. Bell, residing at 6-74 Edison Street, provided the following comments:

- opposed to the proposed development
- insufficient parking due to the number of units and the possibility of two vehicles per unit
- overflow parking may spill onto Edison Street that already experiences a number of vehicles parked on the street
- safety concerns for those exiting to and entering from James Street North
- concerns that the builder may be taking on a project that is larger than previous experience
- inappropriate fill compared to the surrounding area

- lack of privacy for those with backyards adjacent to the proposed development
- concern that the official plan is being amended to accommodate high density housing in a lower density area
- will there be sufficient drainage capacity to accommodate the needs to the proposed development that does not negatively impact the neighbours?
- has an environmental assessment been conducted to ensure the safety of the property?
- a shadow study needs to be completed due to the proposed height of the development
- lack of green space for pets and children
- concerned that the number of proposed units outweighs the Town's proposed annual growth rate and will result in the Town growing too fast

Councillor Hainer asked if the existing multi - residential development on Edison Street was formed as a condominium corporation.

Elaine Bauer, daughter of Ms. Bell, stated that it is not.

Mayor Strathdee asked staff to present all questions that have been emailed during the public meeting as well as those persons on the webinar to be permitted to individually make their comments.

Larry Hughes of 98 Edison Street and available on the webinar made the following comments and questions:

- How many units are on the first floor?
- Will the road widening impact the sight lines on James Street North?
- Believes that there is not enough parking presented in the design schematics presented by the applicant.
- Concerned that there is no way for a person to exist a patio from a first floor unit other than climbing the railing.

- Does not agree with the Agent's statement that a 4 storey building does not have more of an impact in the area than the 2 storey homes that already exist.

Chris West of 41 Pelissier Street emailed the following comments and questions:

- Will the town meet with a delegation to discuss other areas to build apartments?
- Has the fire department been asked about being able to access the proposed site with safety of residents fire fighters and neighbours?

Jonathon Burkholder of 11 Lady Court and present on the webinar made the following comments and questions:

- Acknowledges the applicant has reduced the proposed development from 5 storeys to 4 storeys but does not support it as 4 storeys will still have an impact on the privacy of existing residential dwellings in the immediate area.
- Is concerned that there is not enough parking spaces provided for within the applicant's schematics and that people will begin to park on area side streets where there are already concerns of overnight parking.

Mayor Strathdee asked staff to read all written correspondence received prior to the meeting in response to the "Notice of Public Meeting" that was circulated.

Larry Hughes, 98 Edison Street, provided in email the following concerns:

- Parking - not enough parking within proposed development to accommodate the number of proposed units. Currently a number of vehicles use on-street parking in the area to accommodate additional vehicles. Will the fire department be able to navigate a fire truck through area streets if there are more vehicles parked on the street? How will snow removal occur within the parking lot and will this reduce parking space availability in the winter? Who provides traffic by-law enforcement currently?
- Safety - can James Street North accommodate the proposed number of vehicles entering and exiting from the development's parking lot

each day in a safe manner? Will a stop sign be implemented to accommodate safe traffic flow?

- Does not support owner - management concept for the building due to the builder's limited experience.
- Does not believe that the building is an appropriate infill to the existing neighbourhood.
- Would hope that concerns voiced at the first planning meeting carry weight at this meeting.

Rick Nickerson, 91 Edison Street, provided the following comments by email:

- feels there are too many zoning by-law and official plan amendments being considered
- believes the development is offering subsidized housing
- feels that this type of development is inherent to a number of problems
- believes that this type of development will make the area less desirable to live in

Bruce and Karen Robinson, 2-74 Edison Street, provided the following comments by email:

- there is not sufficient parking provided at this development
- there is not enough land area for the proposed apartment building and that it could be better used as something more suitable for the area

April Lye, 130 James Street, provided the following comment by email:

- in addition to the one and two bedroom units, there should be three bedroom units to support families and the area is already built towards family needs

John Stevens, 96 Robinson Street, provided the following comments by email:

- concerned about the lack of privacy for existing residents from a four-storey building
- how does the Town select properties for affordable housing?



- believes that the proposed development would be better suited for the previous Arthur Meighen Public School site
- wants developers to be encouraged to build affordable housing in the core rather than on the outskirts

Chris West, 41 Pellissier Street, provided the following comments by email:

- does not believe that the 665 James Street North proposal coincides with the reasons families chose St. Marys to live in
- believes that the proposed development could risk Council's proposed growth rate of 1.5%
- concerned that a number of residents in the area are opposed to the proposed development

Margaret and James Bell, 6-74 Edison Street, provided the following comments by email:

- originally bought their property with the knowledge that 665 James Street North was zoned commercial
- asks that the proposed development be amended to 2 or 3 storeys
- does not want a large building overshadowing their home
- concerned about an increased level of noise due to the number of residents living at the proposed development

Alex Stephens, 125 Millson Crescent, provided the following comments by email:

- opposed to the proposed development at 665 James Street North
- four storey building is contrary to the official plan but it does not suit the neighbourhood's current use
- people on Edison Street will be crowded by the development and will lack privacy

Diana Griffin, 23 Guest Court, provided the following comments by email:

- believes that the rules of the zoning by-law and official plan should be followed and there should be no concessions made for the developer

Patrizia and Peter J. Bayman, 1 - 74 Edison Street, provided the following comments by email:

- purchased their property with the understanding that the property behind them (665 James Street North) was zoned commercial and would remain as such
- concerned that the high-density apartment building does not suit the current low-density neighbourhood that surrounds the area
- concerned about the height of the proposed development which will result in a loss of privacy, loss of view, loss of sunlight, light pollution from the development parking lot, excessive noise, loss of property value, air quality from increased vehicles in the development parking lot, increased traffic congestion in the area, and concerns about water runoff and snow melt from the development parking lot into their garden
- number of parking spaces is not sufficient for a development this size
- number of units is in excess of what is permitted within the Official Plan
- based on the proposed setbacks by the applicant, there will be no adequate buffering, screening or separation distance provided
- higher-density apartment buildings come with inherent issues
- will the proposed development actually provide affordable housing by the time construction is complete?
- proposed development is too large in scale and not appropriate for an infill project in an established neighbourhood
- if higher density is going to be permitted in St. Marys, the current 1.2 parking spaces per unit should be reviewed and increased

Jim Shook, 11-74 Edison Street, provided the following comments by email:

- lack of privacy for the existing residents that have adjoining backyards to the 665 James Street North property
- the Town planner and the applicant should connect with the condominium owners to gather opinions on what constitutes adequate screening as presented in section 3.1.2.7(f) of the Town's Official Plan

Joy Jinks, 11-74 Edison Street, provided the following comments by email:

- the development is an over sized building on an undersized lot
- building does not fit with the character of the existing neighbourhood
- west side of James Street North within the future Thames Crest Farms development is an ideal area for high-density housing

Walter and Brenda Lukovnjak, 5-74 Edison Street, provided the following comments by email:

- the proposed development will create a major decrease in property values directly beside and behind the development
- increased air pollution during and after construction
- noise pollution during and after construction
- decrease in privacy for adjacent neighbours
- obstruction of view and sunlight for adjacent neighbours
- lighting will be a distraction
- will not be able to open windows due to lighting and noise disruption
- increased traffic congestion in the area
- would the building have an effect on water quality and supply?
- crowding in an apartment building could have an impact on the COVID-19 pandemic

Nancy Newton, 3-74 Edison Street, provided the following comments by email:

- the proposed development is too high for the existing neighbourhood as it will compromise the privacy and enjoyment of the homes adjacent to the development
- the proposed development will obscure most of the adjacent neighbour's views and shadow sunlight
- increase in noise levels
- intrusive lighting
- increased traffic along James Street North

- limited space for emergency and service vehicles to manoeuvre
- west side of James Street North is better equipped to provide high density housing

Jonathan Burkholder, 11 Lady Court, provided the following comments by email:

- size of proposed development does not suit the area
- negatively impact property values
- eliminate adjacent neighbour's privacy
- not enough parking spaces
- increased traffic congestion along James Street North
- a better area in Town for such a development would include green space for pets and children, have adequate parking, include electric car charging stations
- would the proposed setbacks permit enough space for proper sight lines for safety?
- would utility services be disrupted during construction?
- will the current municipal infrastructure be able to support the proposed development?

John and Angela Caudle, 143 Millson Crescent, provided the following comments by email:

- opposes the proposed development
- the commercial designation should remain for future development of a variety store
- not enough parking spaces
- reduced water pressure
- smell of garbage
- bright parking lot lights
- devalue homes
- snow removal concerns from the parking lot

- not enough green space if people have pets
- COVID-19 hot spot within apartment building

Heather Meakin, 114 Edison Street, provided the following comments by email:

- will a 4 storey building affect the amount of sun to neighbouring properties?
- what is the period of time each day that the building will cast a shadow throughout the year?
- are surrounding property owner's privacy rights protected?
- what will be permitted on the proposed development's balconies?
- how will an outdoor parking lot remain functional in the winter?
- how will traffic be managed in the area?
- how will the Town hold the applicant to the proposal if the Town has shown they do not enforce their own rules?

Kristi Woolley provided the following comment by email:

- what is the plan to accommodate overflow parking?

Chris West, 41 Pellissier Street, provided the following comment by email:

- Referencing the "4 way test of the Rotary Club of St. Marys, is this proposed development fair to all concerned?

Staff stated there were no further emails or persons participating in the webinar that have questions or comments.

In response to Councillor Luna's inquiry about the difference between subsidized, affordable and attainable housing, Mr. Stone stated that affordable and attainable housing is referenced within provincial policy for housing. Further, the applicant has not proposed a subsidized housing development at 665 James Street North.

Mr. Hannam stated that the development is not being targeted to a specific demographic of renters.

Councillor Luna does not feel that rent between the range previously stated by the agent can be considered affordable to all residents.

Councillor Pridham made the following comments:

- Does the pitch of the roof result in a 4.5 storey building?
- Given that there is not public transit in St. Marys, would the developer consider increasing the parking space ratio to 1.5 spaces per unit?

Mr. Hannam stated that 1.25 spaces per unit also takes into consideration visitor and barrier free parking. While it has not been a requirement of the municipality to date, the applicant has completed a parking study and based the findings on the decision to offer 1.25 spaces per unit. The applicant can control the number of spaces assigned to each unit based on renters needs at the time of signing the rental lease.

In respond to Councillor Pridham's questions, Mr. Stone stated that there are varying opinions about apartments requiring 1.5 parking spaces per units. Further, the height of a building is measured to the height of half of the peak. Mr. Stone committed to providing further details related to height in his future report to Council.

In response to Councillor Pridham's inquiry whether the applicant has considered alternative roof profiles such as a flat roof, Mr. Hannam stated that nothing has been finalized at this time.

Councillor Craigmile reminded Council that the developer of the West Ward School presented a suggested range for rental fees prior to development with a different price being finalized upon the completion of construction.

Councillor Craigmile also reminded Council that Mr. Stone has previously presented a discussion paper related to affordability to Council during consultation of the Official Plan.

Mr. Stone stated that the municipality continues to strive to meet the test of affordability.

Councillor Craigmile stated that not all development meets the guidelines of the existing zoning by-law and official plan and therefore, amendments do need to occur occasionally.

Mr. Stone stated that further review of the R5 zoning is required by staff in the near future.

Councillor Hainer stated that she is disheartened to hear some statements referencing that apartments can attract the wrong crowd.

Councillor Hainer inquired whether below grade parking has been considered by the applicant.

Mr. Hannam stated that the property offers enough space on grade for parking and due to the cost of below grade parking, will not be considering the option.

In respond to Councillor Winter's inquiry whether the applicant intends to manage the building once it is developed, Mr. Hannam replied yes.

Having heard from some residents that are concerned that their property values will drop because of the development Councillor Winter inquired whether the proposed development as a multi-residential building would garner more property taxes than if it were to be a commercial property.

Mayor Strathdee advised that Mr. Stone will report back to Council on this response at a later date.

Councillor Edney stated that he is disheartened by some of the public comments and believes that everyone has the right to housing without being discriminated.

In response to Councillor Winter's inquiry about approaches to improve privacy, Mr. Stone stated that this is typically reviewed during the site plan stage but will recommend to Council in the future report that it be dealt with at the time of the zoning by-law and official plan amendment.

Mayor Strathdee asked that Mr. Stone include options for privacy within the report as well as the possible heights of the privacy barriers.

Councillor Luna asked that future reports from staff related to planning include a synopsis related to how the development promotes Council's strategic goal to provide for development of affordable housing.

Staff confirmed that no further emails or inquiries through the webinar have been received.

Mayor Strathdee stated "I would like to thank those who participated in this meeting. Should Council proceed with approval of the Official Plan Amendment and/or 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 2020-07-28-03**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** this Public Meeting be adjourned at 8:47 pm; and

**THAT** the July 28, 2020 regular Council meeting reconvene at 8:47 pm.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

Council took a brief break at 8:48 pm.

Mayor Strathdee called the meeting back to order at 9:02 pm.

**6.1 Regular Council - June 23, 2020**

**Resolution 2020-07-28-04**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

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

**CARRIED**

**6.2 Special Council - July 21, 2020**

**Resolution 2020-07-28-05**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

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

**CARRIED**

**7. CORRESPONDENCE**

**7.1 City of Sarnia re: Long Term Care Home Improvements**

Council would like this agenda item placed on the August 25, 2020 regular Council agenda.

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



**Resolution 2020-07-28-06**

**Moved By** Councillor Edney

**Seconded By** Councillor Winter

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

**CARRIED**

**7.3 Municipality of Huron East re: Order Requiring Masks**

**Resolution 2020-07-28-07**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

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

**CARRIED**

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

**Resolution 2020-07-28-08**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**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.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Building and Development Services**

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

Grant Brouwer presented DEV 39-2020 report and responded to questions from Council.

**Resolution 2020-07-28-09**

**Moved By** Councillor Edney

**Seconded By** Councillor Hainer

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

**CARRIED**

**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**

Grant Brouwer presented DEV 40-2020 report and responded to questions from Council.

**Resolution 2020-07-28-10**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

**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.

**CARRIED**

**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**

Mark Stone presented DEV 42-2020 report and responded to questions from Council.

**Resolution 2020-07-28-11**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

**8.2 CAO and Clerks**

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

Brent Kittmer presented CAO 40-2020 report and responded to questions from Council.

#### **Resolution 2020-07-28-12**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** Council defer the discussion of yard sales until August 23.

**CARRIED**

#### **Resolution 2020-07-28-13**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

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

**CARRIED**

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

Brent Kittmer presented CAO 41-2020 report and responded to questions from Council.

#### **Resolution 2020-07-28-14**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**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.

**CARRIED**

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

Brent Kittmer presented CAO 42-2020 report and responded to questions from Council.

**Resolution 2020-07-28-15**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**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 Buy The Glass Licence.

**CARRIED**

**8.2.4 CAO 43-2020 Electronic Meeting Participation**

Jenna McCartney presented CAO 43-2020 and responded to questions from Council.

Council was of the consensus that proxy voting is not an avenue it wishes to explore at this time.

**Resolution 2020-07-28-16**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**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 a provision for electronic meeting participation.

**CARRIED**

**8.3 Community Services**

**8.3.1 DCS 19-2020 Monthly Report (Community Services)**

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

**Resolution 2020-07-28-17**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

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

**CARRIED**

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

Amy Cubberley presented MUS 18-2020 report and responded to questions from Council.

**Resolution 2020-07-28-18**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

**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.

**CARRIED**

**8.4 Finance**

**8.4.1 FIN 24-2020 July Monthly Report (Finance)**

André Morin presented FIN 24-2020 report and responded to questions from Council.

**Resolution 2020-07-28-19**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

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

**CARRIED**

**8.4.2 FIN 23-2020 Fire Hall Debenture Financing**

André Morin presented FIN 23-2020 report and responded to questions from Council.

**Resolution 2020-07-28-20**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**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.

**CARRIED**

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

André Morin presented FIN 25-2020 report and responded to questions from Council.

**Resolution 2020-07-28-21**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

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

**CARRIED**

**8.5 Fire and Emergency Services**

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

Chief Anderson presented FD 06-2020 report and responded to questions from Council.

**Resolution 2020-07-28-22**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

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

**CARRIED**

## **8.6 Human Resources**

### **8.6.1 HR 07-2020 July Monthly Report (Human Resources)**

Lisa Lawrence presented HR 07-2020 report and responded to questions from Council.

**Resolution 2020-07-28-23**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

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

**CARRIED**

## **8.7 Public Works**

### **8.7.1 PW 43-2020 July Monthly Report (Public Works)**

Jed Kelly presented PW 43-2020 report and responded to questions from Council.

**Resolution 2020-07-28-24**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

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

**CARRIED**

### **8.7.2 PW 38-2020 Sewer Blockage Policy Update**

Dave Blake presented PW 38-2020 report and responded to questions from Council.

**Resolution 2020-07-28-25**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

**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.

**CARRIED**

### **8.7.3 PW 40-2020 Backflow Prevention Policy**

Dave Blake presented PW 40-2020 report and responded to questions from Council.

#### **Resolution 2020-07-28-26**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

### **8.7.4 PW 41-2020 Battery Recycling Agreement with Call2Recycle Canada Inc.**

Dave Blake presented PW 41-2020 report and responded to questions from Council.

#### **Resolution 2020-07-28-27**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**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.

**CARRIED**

### **8.7.5 PW 42-2020 Procurement of a Bulldozer for the Landfill**

Dave Blake presented PW 42-2020 report and responded to questions from Council.

#### **Resolution 2020-07-28-28**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**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.

**CARRIED**

**8.7.6 PW 45-2020 Downtown Remembrance Banners**

Jed Kelly presented PW 45-2020 report and responded to questions from Council.

**Resolution 2020-07-28-29**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

**8.7.7 PW 47-2020 Fibermat Surface Treatment Contract Award**

Jeff Wolfe presented PW 47-2020 report and responded to questions from Council.

**Resolution 2020-07-28-30**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**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.

**CARRIED**

Council discussed adjourning the meeting to Thursday, July 30 at 9:00 am and continuing with Council Reports at that time.

Council will now consider the by-laws related to the business of the meeting concluded thus far.

## **12. BY-LAWS**

### **Resolution 2020-07-28-31**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**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.

**CARRIED**

### **12.1 By-Law 63-2020 To Amend By-Law 95-2018, Appointment of Committee Members**

### **12.2 By-Law 64-2020 Fire Hall Debenture**

### **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**

### **12.4 By-Law 66-2020 Part Lot Control Lot 21 Registered Plan 44M-70 Meadowridge (Otten)**

### **12.5 By-Law 67-2020 Agreement with NorJohn Contracting**

### **12.6 By-Law 68-2020 Agreement with Royal Canadian Legion Branch #236**

## **13. UPCOMING MEETINGS**

Mayor Strathdee reviewed the upcoming meetings as presented on the agenda and noted the August meeting dates will be held through electronic participation.

## **16. CONFIRMATORY BY-LAW**

**Resolution 2020-07-28-32**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**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.

**CARRIED**

**Resolution 2020-07-28-33**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**THAT** Council adjourn to Thursday, July 30, 2020 at 9:00 am.

**CARRIED**



**MINUTES**  
**Regular Council**

July 30, 2020

9:00 am

Town Hall, Council Chambers

Council Present: Mayor Strathdee (in-person)  
Councillor Craigmile (videoconference)  
Councillor Edney (videoconference)  
Councillor Luna (videoconference)  
Councillor Hainer (videoconference)  
Councillor Pridham (videoconference)  
Councillor Winter (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  
Amy Cubberley, Museum Curator  
Dave Blake, Environmental Services Supervisor  
Jeff Wolfe, Asset Management and Engineering Specialist

**1. CALL BACK TO ORDER**

**Resolution 2020-07-30-01**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** the regular Council meeting be called back to order at 9:01 am on July 30, 2020.

**CARRIED**

**Resolution 2020-07-30-02**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** Council reconsider resolution 2020-07-28-01 being a resolution to approve the regular Council agenda held on July 28, 2020; and

**THAT** Council approve an amendment to the regular Council agenda by adding agenda item 10.1 under Emergent or Unfinished Business as DEV 43-2020 Sign Bylaw Variance (338 Elizabeth Street).

**CARRIED**

**10. EMERGENT OR UNFINISHED BUSINESS**

**10.1 DEV 43-2020 Sign By-Law Variance (338 Elizabeth Street)**

**Resolution 2020-07-30-03**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

**THAT** DEV 43-2020 Sign By-law Variance (338 Elizabeth Street) report be received; and

**THAT** Council approve a variance to the Town of St. Marys Sign By-law for 338 Elizabeth Street (St. Marys District Collegiate and Institute).

**CARRIED**

**9. COUNCILLOR REPORTS**

**9.1 Operational and Board Reports**

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

**Resolution 2020-07-30-04**

**Moved By** Councillor Pridham

**Seconded By** Councillor Edney

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

**CARRIED**

**9.1 Operational and Board Reports**

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

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

- 9.1.3 **Municipal Shared Services Committee - Mayor Strathdee, Coun. Luna**
- 9.1.4 **Huron Perth Public Health - Coun. Luna**
- 9.1.5 **Spruce Lodge Board - Coun. Luna, Pridham**
- 9.1.6 **Upper Thames River Conservation Authority**
- 9.2 **Advisory and Ad-Hoc Committee Reports**
  - 9.2.1 **Accessibility Advisory Committee - Coun. Hainer**
  - 9.2.2 **Business Economic Support and Recovery Task Force - Mayor Strathdee, Coun. Edney**
  - 9.2.3 **Business Improvement Area - Coun. Winter**
  - 9.2.4 **CBHFM - Coun. Edney**
  - 9.2.5 **Committee of Adjustment**
  - 9.2.6 **Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee**
  - 9.2.7 **Green Committee - Coun. Pridham**
  - 9.2.8 **Heritage Advisory Committee - Coun. Pridham**
  - 9.2.9 **Huron Perth Healthcare Local Advisory Committee - Coun. Luna**
  - 9.2.10 **Museum Advisory Committee - Coun. Hainer**
  - 9.2.11 **Planning Advisory Committee - Coun. Craigmile, Hainer**
  - 9.2.12 **Recreation and Leisure Advisory Committee - Coun. Pridham**
  - 9.2.13 **Senior Services Advisory Committee - Coun. Winter**
  - 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**

## **11. NOTICES OF MOTION**

### **11.1 Councillor Winter - Scattering Gardens**

Councillor Winter spoke to the motion regarding scattering gardens.

**Resolution 2020-07-03-05**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

**THAT** staff investigate the feasibility of a scattering garden at the cemetery during the review of the Cemetery By-law.

**CARRIED**

**14. CLOSED SESSION**

**Resolution 2020-07-30-06**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** Council move into a session that is closed to the public at 9:35 am 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.

**CARRIED**

**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**

**Resolution 2020-07-30-07**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** Council rise from a closed session at 9:55 am.

**CARRIED**

Mayor Strathdee reported that a closed session was held, and two matters were deliberated. Council will consider the following matters by resolution.

**15.1 Town By-Law Mandating Face Coverings**

**Resolution 2020-07-30-08**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**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.

**CARRIED**

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

**Resolution 2020-07-30-09**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**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.

**CARRIED**

**16. CONFIRMATORY BY-LAW**

**Resolution 2020-07-30-10**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** By-Law 71-2020, being a by-law to confirm the actions of Council taken on July 30, 2020 during the regular Council meeting, be read a first, second and



third time and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**17. ADJOURNMENT**

**Resolution 2020-07-30-11**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** this regular meeting of Council adjourn on July 30, 2020 at 9:59 am.

**CARRIED**

---

Al Strathee, Mayor

---

Brent Kittmer, CAO / Clerk



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

August 18, 2020  
9:00 am  
Town Hall, Council Chambers

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

Council Present: Councillor Hainer

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

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

**1. CALL TO ORDER**

Chair Strathdee called the meeting to order at 9:05 am.

**2. DECLARATIONS OF PECUNIARY INTEREST**

None.

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

**Resolution 2020-08-18-01**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Edney

**THAT** the August 18, 2020 Strategic Priorities Committee agenda be accepted as presented.

**4. STRATEGIC PRIORITIES REVIEW**

**4.1 MUS 19-2020 Museum Policies and Strategic Plan**

Amy Cubberley presented MUS 19-2020 report and responded to questions from the Committee.

**Resolution 2020-08-18-02**

**Moved By:** Councillor Luna

**Seconded By:** Councillor Pridham

**THAT** MUS 19-2020 Museum Policies and Strategic Plan report be received; and

**THAT** the Strategic Priorities Committee Recommends to Council:

**THAT** Council approves the following St. Marys Museum policies as presented:

Collections Management

Community

Conservation

Education and Outreach

Exhibition

Human Resources

Physical Plant; and

Research; and

**THAT** Council approves the St. Marys Museum Strategic Plan as presented.

**CARRIED**

**4.2 CAO 47-2020 Animal Control Services Review**

Jenna McCartney presented CAO 47-2020 report and responded to questions from Council.

**Resolution 2020-08-18-03**

**Moved By:** Councillor Luna

**Seconded By:** Councillor Edney

**THAT** CAO 47-2020 Animal Control Services Review report be received;  
and

**THAT** the Strategic Priorities Committee recommend to Council:

**THAT** Council direct staff to negotiate a service agreement with the Humane Society of Kitchener Waterloo Stratford Perth commencing January 1, 2021; and

**THAT** staff be directed to draft necessary changes to the animal control by-law pursuant to the needs of the service agreement and report back to Council at a future date.

**CARRIED**

**5. CLOSED SESSION**

**Resolution 2020-08-18-04**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Craigmile

**THAT** Council move into a session that is closed to the public at 9:50 am as authorized under the *Municipal Act*, Section 239(2)(a) the security of the property of the municipality or local board, and (b) personal matters about an identifiable individual, including municipal or local board employees.

**CARRIED**

**5.1 PW 48-2020 CONFIDENTIAL IT Security Audit Results and Mitigation Recommendations**

**6. RISE AND REPORT**

**Resolution 2020-08-18-05**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Luna

**THAT** the Strategic Priorities Committee rise from a closed session at 11:30 am.

**CARRIED**

**6.1 IT Security Audit Results and Mitigation Recommendations**

**Resolution 2020-08-18-06**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Luna

**THAT** the Strategic Priorities Committee recommends to Council:

**THAT** Council direct staff to adopt the recommendations in the Cyber Security Audit as outlined in staff report PW 48-2020 IT Security Audit Results and Mitigation Recommendations.

**CARRIED**

**7. NEXT MEETING**

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

**8. ADJOURNMENT**

**Resolution 2020-08-18-07**

**Moved By:** Councillor Pridham

**Seconded By:** Councillor Luna

**THAT** this meeting of the Strategic Priorities Committee adjourn at 11:32 am.

**CARRIED**

---

Al Strathdee, Mayor

---

Brent Kittmer, CAO / Clerk

Town of St Marys  
175 Queen St E  
St Marys, Ont N4X 1B6

August 10, 2020

Attn: Town Council

We (Northridge Condominium Corporation) wish to express our concerns over the Public meeting held July 28<sup>th</sup> concerning the proposed development of the property located at 665 James St N in St Marys, and the question period held by the council after the meeting. Based on the discussions over the socioeconomic status of the proposed tenants, whether it is 1.2 or 1.5 cars per unit, or what kind of roof the building will have, it appears to us the major objections for this development have been missed. The majority of the home owners comments were stressing that this building does not fit with the character of the neighbourhood.

Also, we would like to point out that twice now in Mister Hannam's presentations he has referred to the two storey townhouses to the north of the development. This is incorrect as they are one storey townhouses. We hope this is just a clerical error and not an attempt to mislead the council into thinking that the infill building will be a transition from surrounding two storey homes to a 4 storey building. It will be one storey to 4 storey within a distance of 95 feet ! It is said that "beauty is in the eye of the beholder" and in this case the developer is presenting what they view as a wonderful building, but to the homeowners to the east of the building they will see a 52 foot by 62 foot brick wall 32 feet away from their back yard, and the owners to the north will see a 52 foot by 170 foot brick wall 95 feet from their back yards. No longer will these owners be able to sit in their back yards and enjoy the skyline of St Marys with it's church spires and treeline. This will be taken from them.

Furthermore, it does not matter whether the building tenants earn \$50K or \$200K, they will still be in a structure that towers over the surrounding neighbourhood causing a lack of privacy and quiet enjoyment of the existing lifestyle.

We would also like to point out the impact of rezoning the last remaining highway commercial lot to residential. We would like to think that the planning department would be able to envision that in several years after the Thamescrest Farms development is completed and coupled with the existing homes in the area, those 500 plus residents will be wanting a local convenience store or eatery in their neighbourhood. Now you will have to find a location to rezone from residential back to commercial and will probably be faced with local backlash in doing so. Please keep 665 James street zoned as it is to satisfy the future needs of the community.

Respectfully,

Northridge Condominium Corporation  
74 Edison Street

**Ministry of  
Municipal Affairs  
and Housing**

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

**Ministère des  
Affaires municipales  
et du Logement**

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



234-2020-3359

August 12, 2020

Mayor Al Strathdee  
Town of St. Marys  
175 Queen Street East, P.O. Box 998  
St. Marys ON N4X 1B6

Dear Mayor Strathdee:

On July 27, 2020, as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it had secured up to \$4 billion in emergency assistance to provide Ontario's 444 municipalities with the support they need to respond to COVID-19. I am writing to you today to provide further details on this funding investment.

Municipalities play a key role in delivering critical services that Ontarians rely on and are at the frontlines of a safe reopening of the economy. This investment will provide support to municipalities and public transit operators to help them address financial pressures related to COVID-19, maintain critical services and protect vulnerable people as the province safely and gradually opens. It includes:

- Up to \$2 billion to support municipal operating pressures, and
- Up to \$2 billion to support municipal transit systems.

The Honourable Caroline Mulroney, Minister of Transportation, will provide more information on the transit stream of this funding.

I would also like to acknowledge the Federal government in their role in this historic agreement. As Premier Ford has indicated, "by working together, we have united the country in the face of the immense challenges brought on by COVID-19 and secured a historic deal with the federal government to ensure a strong recovery for Ontario and for Canada".

Under the municipal operating stream, \$1.39 billion will be available to Ontario's municipalities to address operating pressures and local needs. This funding will be allocated in two phases: 50% allocated in Phase 1 for all municipalities, and 50% allocated in Phase 2 for municipalities that require additional funding.

The Safe Restart Agreement also includes a second phase of Social Services Relief Funding (SSRF) totalling \$362 million. This is in addition to significant investments made earlier to the SSRF and in support of public health. Details will be outlined in a letter to Service Managers in the coming days.

#### Municipal Operating Funding Phase 1: Immediate Funding for Municipal Pressures

Phase 1 of this funding will be allocated on a per household basis and I am pleased to share that the **Town of St. Marys will receive a payment of \$396,700** to support your COVID-19 operating costs and pressures.

Please note that your municipality is accountable for using this funding for the purpose of addressing your priority COVID-19 operating costs and pressures. If the amount of the funding exceeds your municipality's 2020 COVID-19 operating costs and pressures, the province's expectation is that your municipality will place the excess funding into reserves to be accessed to support COVID-19 operating costs and pressures that you may continue to incur in 2021. Your municipality will be expected to report back to the province in March 2021 with details on your 2020 COVID-19 operating costs and pressures, your overall 2020 financial position, and the use of the provincial funds in a template to be provided by the ministry. More details on this reporting will be shared in the coming weeks.

**In the meantime, I am requesting that your municipal treasurer sign the acknowledgement below and return the signed copy to the ministry by email by September 11, 2020 to [Municipal.Programs@ontario.ca](mailto:Municipal.Programs@ontario.ca).** Please note that we must receive this acknowledgement before making a payment to your municipality. We intend to make payments to municipalities in September, subject to finalizing details.

#### Phase 2: Funding for Additional Municipal Pressures

I anticipate that the funding our government is providing through Phase 1 of the municipal operating stream will be sufficient to address COVID-19 costs and pressures for most municipalities. However, we recognize that some municipalities have experienced greater financial impacts arising from COVID-19 than others. As a result, we are offering a second phase of funding to those municipalities that can demonstrate that 2020 COVID-19 operating costs and pressures exceed their Phase 1 per household allocation.

To be considered for this Phase 2 funding, municipalities will be required to submit reports outlining their COVID-19 operating costs and pressures in a template to be provided by the ministry. **These reports will be due by October 30, 2020.**

Municipalities that require additional time to submit their report are asked to reach out to their Municipal Services Office contact by October 30, 2020 to request an extension to November 6, 2020. **Please note that the ministry is unable to consider municipal requests for Phase 2 funding if the municipality has not submitted its report by November 6, 2020.**



A template for this municipal report and request for consideration for Phase 2 funding will be provided shortly and will require:

1. Information about measures the municipality has undertaken to reduce financial pressures (e.g. use of reserves, cost saving measures);
2. Explanation of how the municipality applied or plans to spend Phase 1 funding towards COVID-19 operating costs and pressures;
3. A year-end forecast of COVID-19 operating costs and pressures;
4. Actual COVID-related impacts as of the end of Q3 of the municipal fiscal year (September 30, 2020);
5. Treasurer's statement as to accuracy of reporting;
6. Resolution of Council seeking additional funding.

Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

Our government will continue to be a champion for communities as we chart a path to a strong economic recovery. We thank all 444 Ontario municipal heads of council for their support through our negotiations with the federal government. Working together, we will ensure Ontario gets back on track.

Sincerely,



Steve Clark  
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

By signing below, I acknowledge that the per household allocation of \$396,700 is provided to the Town of St. Marys for the purpose of assisting with COVID-19 costs and pressures and that the province expects any funds not required for this purpose in 2020 will be put into reserves to support potential COVID-19 costs and pressures in 2021. I further acknowledge that the Town of St. Marys is expected to report back to the province on 2020 COVID-19 costs and pressures and the use of this funding.

Name:

Title:

Signature:

Date:



August 12, 2020

107-2020-3242

Mayor Al Strathdee  
Town of St. Marys  
175 Queen Street East, PO Box 998  
St. Marys ON N4X 1B6

Dear Mayor Strathdee:

Municipalities play a key role in delivering services that people across Ontario rely on and are the frontlines of a safe reopening of the economy. Our government recognizes that municipalities have sustained significant financial pressures as a result of the COVID-19 outbreak and need financial support to ensure they can continue to deliver important services while minimizing the spread of COVID-19.

On July 27, 2020, as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it had secured up to \$4 billion in one-time emergency assistance to provide Ontario's 444 municipalities with the support they need to respond to COVID-19 and deliver the critical services people rely on every day.

This investment will provide support to municipalities and municipal transit systems to help them deal with financial pressures related to COVID-19, maintain critical services and protect vulnerable people as the province safely and gradually opens. It includes:

- Up to \$2 billion to support municipal operating pressures; and
- Up to \$2 billion to support municipal transit systems.

The Honourable Steve Clark, Minister of Municipal Affairs and Housing, will provide more information on the funding to support municipal operating pressures.

Up to \$2 billion will be available to Ontario's municipalities to address transit pressures. Funding will be allocated in two phases: In Phase 1, \$666 million will be allocated to municipalities with transit systems to help provide immediate relief from the financial pressures of COVID-19; In Phase 2, the balance will be available for municipalities with transit systems to address the ongoing financial pressures of COVID-19 until the end of the provincial fiscal year, or March 31, 2021. A two-phased approach will provide the flexibility to address actual municipal transit pressures, including any impacts of a potential second wave of COVID-19.

.../5

Financial pressures that are eligible for reimbursement under this program include both financial pressures associated with the need to continue to operate with reduced revenue and new expenses resulting from COVID-19:

- Reduced revenue would include pressures related to, at the ministry's sole discretion, the following:
  - Farebox;
  - Advertising;
  - Parking; and
  - Contracts (e.g., school contracts)
- New expenses incurred in response to the COVID-19 outbreak would include, at the ministry's sole discretion, the following:
  - Cleaning costs [costs not claimed as part of MTO's dedicated cleaning funding program];
  - New contracts;
  - Labour costs;
  - Driver protection;
  - Passenger protection; and
  - Other capital costs.

The ministry program area will consult with transit stakeholders to continue to refine eligible program expenses.

#### Municipal Transit Funding Phase 1: Immediate Funding

I am pleased to share that the **Town of St. Marys** ("Recipient") will receive **\$23,329** to support your COVID-19 municipal transit pressures for Phase 1, incurred from April 1, 2020 to September 30, 2020.

Please note that the Recipient is accountable for using this funding for the purpose of addressing the Recipient's COVID-19 municipal transit pressures.

The Recipient is required to report back, using a template to be provided by the ministry, to the province by October 30, 2020 with details on the use of the Phase 1 funds and a forecast of eligible expenditures to March 31, 2021.

If the amount of funding allocated in Phase 1 exceeds the Recipient's COVID-19 municipal transit pressures, the province's expectation is that the Recipient will place the excess funding into a reserve account to be accessed to support Phase 2 COVID-19 municipal transit pressures the Recipient may continue to incur up to March 31, 2021.

If the amount of funding allocated in Phase 1 is less than the Recipient's COVID-19 municipal transit pressures, the Recipient's report back will support the need for additional funding in advance of Phase 2 reporting. The additional funding is expected to be provided by December 31, 2020. The ministry will provide the Recipient with additional details on the reporting in the coming weeks; responses to information gathering questions are required.

The Recipient will be required to return any unused funds to the province where the funding from Phase 1 is in excess of the eligible expenditures incurred under both Phase 1 and Phase 2.

**In the meantime, I am requesting that the municipal treasurer for the Recipient sign the acknowledgement below and return the signed copy to the ministry by email by September 11, 2020 to [MTO-COVID\\_Transit\\_Funding@ontario.ca](mailto:MTO-COVID_Transit_Funding@ontario.ca).**

Please note that the ministry must receive this acknowledgement before making a payment to the Recipient. The province intends to make the Phase 1 payment to the Recipient in September 2020.

#### Phase 2: Ongoing Support

To be considered for Phase 2 funding, municipalities will be required to submit the reports noted above. Phase 2 funding will consider the reported actual impacts to determine the funding allocations and will be governed by a transfer payment agreement (TPA). The ministry will consult with municipalities on the TPA in Fall 2020.

MTO intends to build specific requirements into the Phase 2 agreements to achieve important transit objectives to promote ridership growth and transit sustainability. These include, for example:

- Ensuring and promoting the safety of public transit systems through the coordinated procurement of new safety materials;
- Requiring that the transit systems drive service sustainability through innovation in route planning and technology, as well as reviewing municipal transit jurisdictions where there are upper- and lower-tier systems operating in the same areas; and
- Requiring that the GTHA municipalities work with the province to make real progress on fare and service integration to provide rider benefits.

In order to achieve these objectives, municipalities will be required to demonstrate their participation and progress in different areas.

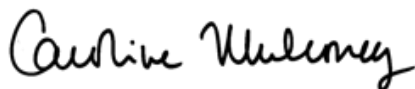
Through the Phase 2 TPAs, the **Town of St. Marys** will be required to:

- Engage in consolidated procurement opportunities leveraging Metrolinx and other provincial procurement tools (ALL MUNICIPALITIES)
- Review the lowest performing bus routes and consider whether they may be better serviced by microtransit (ALL MUNICIPALITIES)
- Work with the Province and Metrolinx where appropriate to determine the feasibility of implementing microtransit options on viable routes (ALL MUNICIPALITIES)
- Participate in discussions with the Province on advancing fare and service integration (GTHA & select municipalities)
- Participate in discussions with the Province to optimize transit through new possible governance structures (GTHA & select municipalities)

We are committed to working with municipalities, and their transit systems to refine the processes that will be required, in order to achieve the best possible outcomes as we work together through this recovery period.

Our government is committed to supporting municipal transit, and we will continue to champion the needs of our municipal partners and transit users. Through this historic agreement, municipalities will have the support and flexibility they need to address budget shortfalls related to COVID-19, help limit the spread of the virus, and chart a path to a strong recovery for their communities and for our province.

Sincerely,

A handwritten signature in black ink, appearing to read "Caroline Mulroney". The signature is fluid and cursive, with the first name "Caroline" written in a larger, more prominent script than the last name "Mulroney".

Caroline Mulroney  
Minister of Transportation

---

By signing below, I acknowledge that the allocation of **\$23,329** is provided to the **Town of St. Marys** for the purpose of assisting with COVID-19 municipal transit pressures and that the province expects any funds not required for this purpose in Phase 1 will be put into reserves to support potential COVID-19 municipal transit pressures that you may continue to incur up to March 31, 2021. I further acknowledge that the **Town of St. Marys** is expected to report back to the province on COVID-19 municipal transit pressures and the use of this funding.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

From: Eddie Matthews <[manager@stratfordchamber.com](mailto:manager@stratfordchamber.com)>  
Date: 2020-08-18 1:35 p.m. (GMT-05:00)  
To: Kelly Deeks-Johnson <[kdeeks@town.stmarys.on.ca](mailto:kdeeks@town.stmarys.on.ca)>, Al Strathee  
<[astrathdee@town.stmarys.on.ca](mailto:astrathdee@town.stmarys.on.ca)>  
Subject: Canada United - Town of St. Marys

[EXTERNAL]

Hi Kelly and Al. Heres some information about Canada United that we are helping to promote. The City of Stratford has endorsed this program, have a look at this and let me know if you wanted to have St. Marys and their businesses on board as well. If so we'll forward this to the Canadian Chamber and the participating network of other chambers

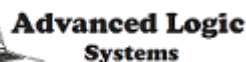
<https://www.gocanadaunited.ca/smallbusinesskit>  
<https://www.gocanadaunited.ca/for-local-businesses>  
<https://www.gocanadaunited.ca/win>

Hope things are good with you.

Eddie

Eddie Matthews  
General Manager  
55 Lorne Ave East  
Stratford ON N5A 6S4  
519-273-5250  
519-273-2229 fax  
[www.stratforddistrictchamber.com](http://www.stratforddistrictchamber.com)

*Thank you to our Corporate Partners:*



## OFFICE OF THE MAYOR

### *PROCLAMATION*

---

**WHEREAS** The Stratford & District Chamber of Commerce, the Ontario Chamber of Commerce and the Canadian Chamber of Commerce have all joined Canada United, a national movement to support local businesses in communities across the country, and

**WHEREAS** As part of the movement, RBC has brought together more than 50 of Canada's leading brands, business associations and Chamber networks to rally Canadians to "show local some love" by buying, dining and shopping local and help kickstart our economy, and

**WHEREAS** Canadians are encouraged to watch the Canada United videos online at GoCanadaUnited.ca, like posts from @GoCanadaUnited on social media and use #CanadaUnited to demonstrate their support so that each of these actions until August 31, 2020, RBC will contribute 5 cents, up to a maximum contribution amount of \$2 million, to the new Canada United Small Business Relief Fund, while working with government and corporate partners to source additional contributions to the fund during the course of the campaign, and

**WHEREAS** The Fund will provide small businesses with grants of up to \$5,000 to cover expenses related to personal protective equipment (PPE) renovations to accommodate re-opening guidelines and developing or improving e-commerce capabilities, and

**WHEREAS** The Canada United Small Business Relief Fund will be administered by the Ontario Chamber of Commerce on behalf of the national Chamber network and Small business owners who are interested in the program can visit GoCanadaUnited.ca or Stratford & District Chamber of Commerce to learn more about grant application details, including eligibility criteria, and to apply.



**NOW THEREFORE**, I, \_\_\_\_\_, as Mayor of the Town of St. Marys, do hereby proclaim and recognize August 28 to 30, 2020 as the Canada United Weekend in the Town of St. Marys. I invite all Canadians to join the Canada United movement by buying and dining local, including celebrating and supporting local businesses.

Signed,

XXXXXXXXXX

**Ministry of  
Transportation**

Office of the Minister

777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M7A 1Z8  
416 327-9200  
[www.ontario.ca/transportation](http://www.ontario.ca/transportation)

**Ministère des  
Transports**

Bureau de la ministre

777, rue Bay, 5<sup>e</sup> étage  
Toronto ON M7A 1Z8  
416 327-9200  
[www.ontario.ca/transport](http://www.ontario.ca/transport)



August 20, 2020

107-2020-2968

His Worship Dan Mathieson  
Mayor  
City of Stratford  
[dmathieson@stratford.ca](mailto:dmathieson@stratford.ca)

His Worship Al Strathdee  
Mayor  
Town of St. Marys  
[astrathdee@town.stmarys.on.ca](mailto:astrathdee@town.stmarys.on.ca)

His Worship Todd Kasenberg  
Mayor  
Municipality of North Perth  
[toddkasenberg@northperth.ca](mailto:toddkasenberg@northperth.ca)

Dear Mayor Mathieson, Mayor Strathdee, and Mayor Kasenberg:

Thank you for your letter requesting extensions to receiving funding under the Community Transportation (CT) Grant Program.

The ministry continues to learn about impacts of COVID-19 on public transit and recognizes that this is a dynamic environment that continues to evolve. We also have heard from and recognize the challenges faced by recipients of the CT program.

To address concerns that municipalities may not be able to start their project within the timeframe set out in their transfer payment agreement, we have provided flexibility to accommodate the impacts of COVID-19. Furthermore, we recognize the City of Stratford's email request to have an additional 6 months after the end of the Provincial State of Emergency to implement their CT Project. CT Program staff have been in touch with staff at the City of Stratford to discuss this.

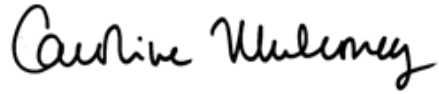
We also understand the desire to extend the program beyond the current five-year duration ending in March 2023. We are considering the program extension and will provide an update once a decision has been made.

.../2

I appreciate your concerns and encourage your staff to continue to engage ministry program staff on the status of your project.

Thank you again for writing and for the opportunity to respond.

Sincerely,

A handwritten signature in black ink, reading "Caroline Mulroney". The signature is written in a cursive, flowing style.

Caroline Mulroney  
Minister of Transportation

# MONTHLY REPORT

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

**From:** Building and Development

**Date of Meeting:** 25 August 2020

**Subject:** DEV 53-2020 August Monthly Report (Building and Development)

## RECOMMENDATION

THAT DEV 53-2020 August Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Building Department

- A total of 14 permits were issued in July 2020 compared to 11 the previous year.
- There were 4 new dwelling units issued this month compared to 2 the previous year.
- The total construction values were \$1,391,200.00 compared to \$954,000 the previous year.
- The total permit fees were \$9,903 compared to \$5,553.41 the previous year.
- A total of 36 appointments were provided by the Building Department.
- There was one Heritage permit issued for this period.

### Planning

- At August 4<sup>th</sup> meeting, the Planning Advisory Committee endorsed in principle:
  - Official Plan and Zoning By-law Amendment Applications for 323 Queen Street West to replace current highway commercial permissions with medium density residential
  - Draft Plan of Subdivision and Zoning By-law Amendment Applications for 187 Wellington Street North to permit 8 semi-detached units, 36 townhouse units and 8 fourplex units.Public meetings to be scheduled once required modifications to applications are completed in response to questions/issues discussed at Planning Advisory Committee meeting.
- At August 5<sup>th</sup> meeting, the Committee of Adjustment approved a Minor Variance Application for 524 Elgin Street West to permit a detached accessory garage
- Site Plan Application received for 752 Queen Street East to permit addition of restaurant with drive-through, car wash and commercial building
- Site Plan, Minor Variance and Holding Symbol Removal Applications received for 485 Queen Street West to permit expansion of Veterinary Purchasing
- August 17 online/virtual Planning Advisory Committee scheduled for proposed Official Plan and Zoning By-law Amendments for 465 and 481 Water Street South (McDonald House) to permit highway commercial uses

## Facilities – Operational

- COVID 19 – cleaning and sanitizing MOC, Via, 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 preparing 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. Kinsmen Pavilion Washroom has been opened for the season

## Facilities – Capital

- 20 Year Capital Plan – working on document
- Cadzow walkways – started installation, work to be completed in September
- Town Hall Stairs – work has been delayed until end of August
- Lind Retaining Wall – work has been delayed until 2021 due to project being over budget
- Cemetery Washroom Project – drawings of layout have been acquired, Town Staff to review
- Museum walkway – waiting on contractor for installation date
- Lind Sportsplex retaining wall & balcony paving – delayed until start of September
- Fire Hall Renovation Project – block laying has progressed
- MOC Shop Carbon Monoxide Detector Replacement – acquired quotes
- Energy Efficient Projects – MOC & Library Light Upgrade RFQ written
- Lind Sportsplex Foyer Ceramic Tile Replacement – acquired pricing

## PRC Operations

- Continuing to work through reopening plan for the various programs and user groups such as ice pool and Friendship Centre programming
- Unoccupied areas of the facility continue to be scaled back to reduce operating costs
- Annual service and emissions testing completed on ice resurfacers as required by regulations
- Process for completing the operating budget for 2021 has started

## SPENDING AND VARIANCE ANALYSIS

None at this time

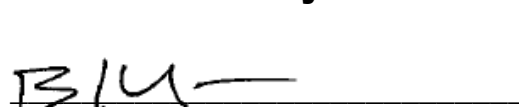
## REVIEWED BY

### Recommended by the Department



Grant Brouwer  
Director of Building and Development

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

As of July 31, 2020														
Permit value (PV), Permit (PN), Dwelling unit (DU)	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total	Annual permit fees
2020	PV \$950,000 7	\$624,000 7	\$10,678,320 17	2,829,500.00 13	\$287,000 11	\$3,733,000 26	\$1,391,200 14						\$20,493,020 95	\$113,536 42
2019	PV \$110,000 7	\$442,100 7	\$1,259,500 9	2,313,500.00 14	\$2,374,500 13	\$2,178,800 17	\$954,000 11	\$1,364,600 12	\$1,151,050 15	\$2,367,950 15	\$1,485,000 12	\$750,000 4	\$16,751,000 136	\$116,952 53
2018	PV \$700,000 7	\$233,500 4	\$1,332,500 15	4,721,000.00 15	\$4,461,001 23	\$1,887,100 23	\$1,984,300 22	\$644,100 13	\$2,737,450 21	\$2,220,500 14	\$1,561,200 11	\$393,000 4	\$22,875,651 172	\$151,296 53
2017	PV \$2,370,100 11	\$128,350 7	\$95,380 4	\$1,204,050 18	\$1,898,500 29	\$2,925,138 22	\$4,725,400 21	\$1,900,600 21	\$1,365,800 16	\$775,000 8	\$1,377,401 7	\$60,000 2	\$18,825,719 168	\$150,015 36
2016	PV \$161,000 4	\$336,000 3	\$867,600 8	\$760,201 13	\$1,809,000 12	\$1,511,000 11	\$1,227,000 13	\$644,501 15	\$764,400 15	\$1,433,300 15	\$2,215,000 7	\$2,515,000 4	\$14,244,002 120	\$114,897 38
2015	PV \$10,500 2	\$105,502 8	\$1,741,100 8	\$784,660 11	\$1,581,261 21	\$1,263,000 18	\$1,518,000 8	\$807,168 10	\$997,301 10	\$592,900 13	\$597,000 6	\$597,100 5	\$10,595,492 120	\$128,416 40
2014	PV \$475,000 5	\$44,500 6	\$895,000 4	\$1,792,000 9	\$1,544,500 13	\$2,053,650 13	\$1,049,500 12	\$1,004,900 14	\$1,226,750 13	\$1,199,001 11	\$534,200 5	\$1,449,000 10	\$13,268,001 115	\$140,304 43
2013	PV \$18,000 2	\$48,500 2	\$936,500 5	\$1,072,500 10	\$749,220 11	\$2,223,500 13	\$964,200 10	\$663,500 9	\$804,200 8	\$1,158,000 11	\$426,500 4	\$1,697,500 1	\$10,762,120 93	\$108,411 40
2012	PV \$518,300 8	\$25,000 1	\$610,000 5	\$522,802 13	\$784,150 9	\$3,288,988 15	\$1,523,500 11	\$2,586,000 19	\$659,500 7	\$736,000 6	\$700,300 9	\$477,900 4	\$12,432,440 107	\$152,225 29
2011	PV \$127,400 5	\$0 0	\$1,020,300 9	\$1,800,000 14	\$1,171,150 13	\$2,662,200 19	\$2,517,490 18	\$446,500 6	\$62,500 3	\$1,359,000 11	\$805,600 9	\$25,801 4	\$11,997,941 111	\$178,641 34
2010	PV \$65,000 3	\$75,000 5	\$1,582,000 7	\$603,800 11	\$323,700 7	\$302,300 16	\$1,570,000 12	\$4,069,000 12	\$1,014,300 10	\$2,226,260 14	\$1,085,200 11	\$553,500 3	\$13,470,060 111	\$154,284 61
2009	PV \$232,500 7	\$113,450 6	\$25,100 3	\$339,500 7	\$6,197,200 12	\$792,900 17	\$611,900 21	\$7,790,250 14	\$705,160 16	\$932,539 14	\$409,000 7	\$399,600 2	\$18,549,099 124	\$139,164 30
Monthly average	PV \$478,150 5.7	\$181,325 4.7	\$1,753,608 7.8	\$1,561,959 12.3	\$1,931,765 14.5	\$2,068,465 17.5	\$1,669,708 14.4	\$1,992,829 13.2	\$1,044,401 12.2	\$1,363,677 12.0	\$1,017,855 8.0	\$810,764 5.4	\$15,355,379 122.7	\$137,345 41.6



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Mark Stone, Planner
<b>Date of Meeting:</b>	25 August 2020
<b>Subject:</b>	<b>DEV 54-2020 – Encroachment Agreement for 120 Church Street South, St. Marys (2398315 Ontario Limited)</b>

## PURPOSE

To provide information and to seek Council authorization for the Mayor and Clerk to enter into an encroachment agreement on behalf of the Town of St. Marys with 2398315 Ontario Limited for lands described as Lot 3, West Side Church Street, Plan 235, and having the municipal address of 120 Church Street South, St. Marys.

## RECOMMENDATION

**THAT** DEV 54-2020 Encroachment Agreement for 120 Church Street South, St. Marys (2398315 Ontario Limited) be received; and,

**THAT** Council approve By-law 73-2020 for an encroachment agreement with the property owner, and authorize the Mayor and Clerk to sign the associated agreement respecting 120 Church Street South, St. Marys.

## BACKGROUND

The subject property is located north-west of the Church Street South / Elizabeth Street intersection as shown on the General Location Map (refer to Attachment 1 of this report). On March 18, 2020, the Committee of Adjustment approved a Consent Application (B01-2020) for the abutting property to the south (124 Church Street South) to sever and convey a triangular portion of the lands as a lot addition to 120 Church Street South.

An existing carport, stairs, porch and retaining wall in the front yard of 120 Church Street South partially encroach onto the Town's Church Street South road allowance. To address this issue, Condition No. 6 of the Committee of Adjustment's approval requires the owner of 120 Church Street South to enter into an encroachment agreement with the Town to recognize these encroachments.

## REPORT

A copy of the proposed encroachment agreement, signed by the owner, is attached to this report. The purpose of the encroachment agreement is for the Town to grant the owner, and any future owners, permission for the existing encroachments to remain. The agreement covers a number of matters including, but not limited to:

- indemnification of the Town;
- required third party liability insurance to be provided and maintained by the owners; and,
- restrictions on alterations, extensions, expansions and improvements.

## **FINANCIAL IMPLICATIONS**

\$550 plus HST Encroachment Application Fee (revenue)

\$550 Registration on Title Fee (expense)

## **SUMMARY**

It is recommended that Council approve a by-law authorizing the Mayor and Clerk to sign the encroachment agreement with the owner of the subject property.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

N/A

## **ATTACHMENTS**

- 1) General Location Map
- 2) Severance Sketch
- 3) Partially Executed Encroachment Agreement

## **REVIEWED BY**

### **Recommended by the Department**



---

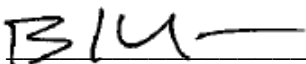
Mark Stone  
Planner



---

Grant Brouwer  
Director of Building and Planning

### **Recommended by the CAO**



---

Brent Kittmer  
CAO / Clerk



# GENERAL LOCATION MAP

120 and 124 Church Street South  
 Lots 3 and 4, West Side Church Street, Plan 235  
 Town of St. Marys



Subject Lands

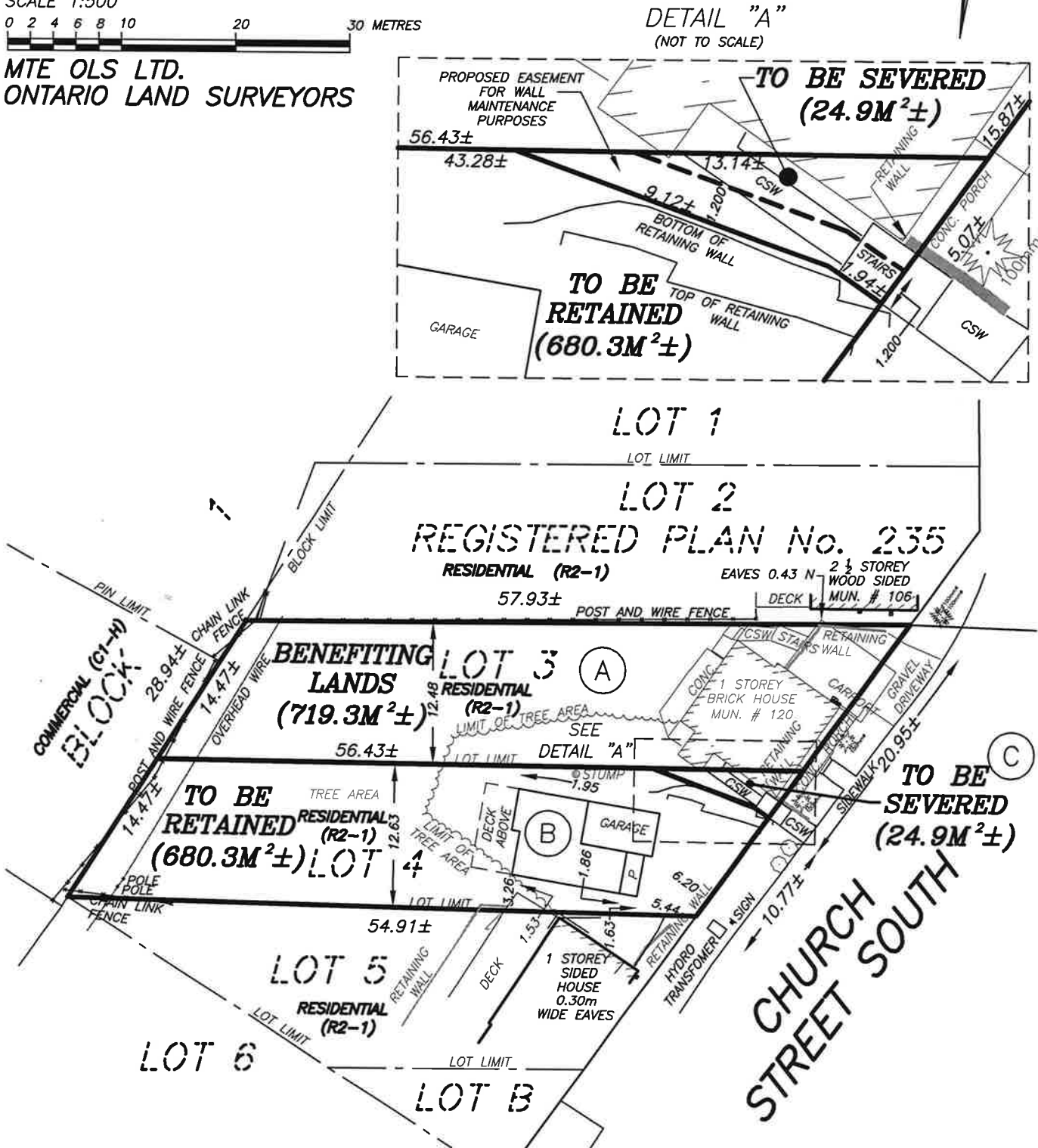


March 2, 2020

SEVERANCE SKETCH  
OF ALL OF  
LOT 3 & 4  
REGISTERED PLAN No. 235  
IN THE  
TOWN OF ST. MARYS  
COUNTY OF PERTH

SCALE 1:500  
0 2 4 6 8 10 20 30 METRES

MTE OLS LTD.  
ONTARIO LAND SURVEYORS



**AREAS:**

AREAS SHOWN ON THIS PLAN ARE IN SQUARE METRES AND CAN BE CONVERTED TO ACRES BY DIVIDING BY 4046.8564.

SEE ADDENDUM 'A'  
FOR AREAS & LOT  
FRONTAGES

**METRIC:**

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**CAUTION:**

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.

THIS SKETCH IS PREPARED FOR 2398315 ONTARIO LTD.

DATE : FEBRUARY 25, 2020

REVISED: MARCH 3, 2020

© COPYRIGHT 2020, MTE OLS LTD.



**MTE**

MTE ONTARIO LAND SURVEYORS LTD.

365 HOME STREET

STRATFORD, ONTARIO, N5A 2A5

TEL: 519-271-7952

Cad File: P:\P\45568\100\45568-100-SV2.DWG

COGO : 45568-100-UTMGROUND.ASC

Drawn By : C. PERKS

Checked By : B. SHRUBSALL

File No : 45568-100-SV2 (S)

**THIS AGREEMENT MADE THIS 17 DAY OF JULY, 2020.**

**B E T W E E N:**

THE CORPORATION OF THE TOWN OF ST. MARYS  
Hereinafter called the "Town"

OF THE FIRST PART

-AND-

2398315 ONTARIO LIMITED  
Hereinafter called the "Licensee"

OF THE SECOND PART

**WHEREAS** the Town is the owner of the street and road allowance known as Church Street South in the Town of St. Marys (hereinafter referred to as the "Owner's Lands");

**AND WHEREAS** the Licensee is the registered owner of LOT 3 WEST SIDE CHURCH STREET PLAN 235; TOWN OF ST. MARYS upon which is situated a building known municipally as civic number 120 Church Street South;

**AND WHEREAS** the said Licensee has requested the Town to permit parts of an existing carport, stairs and porch, and a new retaining wall which encroach onto the Owner's Lands (hereinafter referred to as the "Encroachments") as shown on the sketch attached hereto as Schedule "A";

**AND WHEREAS** the Parties hereto deem it expedient to enter into an Agreement with respect to the said Encroachments, to authorize them to continue upon the terms herein set out.

**NOW, THEREFORE** this Agreement witnesseth that in consideration of the permission granted by the Town to the Licensee, the sum of TWO DOLLARS (\$2.00) of lawful money of Canada now paid by the Licensee to the Town, the receipt of which is hereby acknowledged, and for other good and valuable consideration as set out herein, the parties agree and covenant as follows:

1. The Town hereby grants for a term of twenty (20) years from the date of execution of this agreement to the Licensee permission for the Encroachment to remain on the Owner's Lands, as shown on the sketch attached hereto as Schedule "A" in accordance with the terms herein set out.
2. The Licensee will always indemnify and keep indemnified the Town, its successors and assigns, from and against all actions, suits, claims and demands which may be brought against or made upon the Town and from all loss, costs, damages and expenses which may be paid, sustained or incurred by the Town in consequence of the privilege hereby granted, and the Licensee hereby grants to the Town and to the Council of The Corporation of the Town of St. Marys thereof, full power and authority to settle any such actions, suits, claims and demands on such terms as the Town may deem advisable and hereby covenants and agrees with the Town to pay to the Town on demand all moneys paid by the Town in pursuance of any such settlement, also such sums as shall represent the reasonable costs of the Town or its Solicitor in defending or settling any such action, suits, claims or demands and this Licence shall not be alleged as a defence by the Licensee in any action by any person for actual damage suffered by reason of the privilege hereby granted.
3. The Licensee shall obtain and maintain third party liability insurance for not less than \$2,000,000.00 per occurrence or such other amount as the Town in its sole discretion may determine and the Licensee shall provide the Town with adequate proof of insurance upon request by the Town.
4. The Licensee shall at all times keep and maintain the said Encroachments clean and well kept to a standard acceptable to the Town, failing which the Licensee will at his or her own cost and expense, upon receiving notice from the Town, forthwith remove the said Encroachments without compensation for such removal.
5. No alterations, extensions, expansions or improvements, other than those required to keep and maintain the said Encroachments in a good state of repair shall be made unless and until such alterations, extensions, expansions or improvements are approved by the Town, such approval will not be unreasonably withheld by the Town.
6. The privilege herein granted to the Licensee for the said Encroachments may continue until such time as the said Encroachments are for any reason removed or cease to exist or removal thereof is requested by the Town and the Encroachments may not be replaced in whole or in part without prior approval of the Town, except as herein expressly provided.
7. Where the Town deems it necessary that the said Encroachments be removed, the Licensee shall, at their own expense and upon receipt of written notice from the Town, remove the said Encroachments within thirty (30) days of receipt of the said notice.

8. If the Licensee do not remove the said Encroachments, the Town may proceed forthwith to remove same at the expense of the Licensee and the certificate of the Manager of Public Works shall be final as to the cost of such work, and the Town may recover the same from the said Licensee in a like manner as municipal taxes, or in any other manner or process *The Municipal Act, 2001*, as it may be amended, and any successor legislation thereto.

9. It is mutually agreed that if the Licensee shall default in any payment when due, or if the Licensee shall be in default of the requirements of this agreement or in default in performing any of its obligations under this agreement, the Town may forward notice in writing of such default to the Licensee and the failure of the Licensee to rectify such default to the satisfaction of the Town within 10 calendar days after the receipt as defined herein of such notice shall, at the option of the Town, result in termination of this agreement and shall give the Town the right at its option to treat this agreement as cancelled and terminated, except that the Licensee shall continue to keep indemnified the Town and to maintain third party liability insurance as provided for in Paragraph 3 and 4 herein and the rights of the Licensee hereunder shall immediately cease and expire as fully and with like effect as if the entire term herein provided for had expired and the Licensee shall remove its encroachment from the Owner's Lands.

10. Any notice to be given pursuant to this agreement shall be sufficiently given if served personally upon the party or an officer of the party for whom it is intended, or mailed, in the case of:

The Town:           The Corporation of the Town of St. Marys  
                          175 Queen St. E P.O. Box 998  
                          ST. MARYS ON N5X 1B6  
                          Attention: Town Clerk

The Licensee:       Box 2587  
                          615 QUEEN ST. E.  
                          ST. MARYS ON  
                          N4X1A4

11. It is understood and agreed between the Parties hereto that the covenants, provisions and conditions herein contained shall extend to and be binding upon the heirs, executors, administrators, successors and assigns of the Licensee and the Town respectively. By executing this Agreement, the parties authorize the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.

12. The Licensee acknowledges:

- a) That it has had an adequate opportunity to read and consider this Agreement and to obtain such legal and other advice as it considers advisable;
- b) That it understands this Agreement and the consequences of signing same; and
- c) That it is signing this Agreement voluntarily, without coercion and without reliance on any representation, expressed or implied by the Town.

IN WITNESS WHEREOF the Town has affixed its corporate seal duly attested by the hands of its proper officers in that behalf and the Licensee has hereunto set his or her hand and seal.

**SIGNED, SEALED AND DELIVERED**

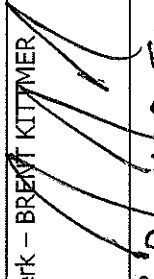
**THE CORPORATION OF THE TOWN OF  
ST. MARYS**

In the Presence of

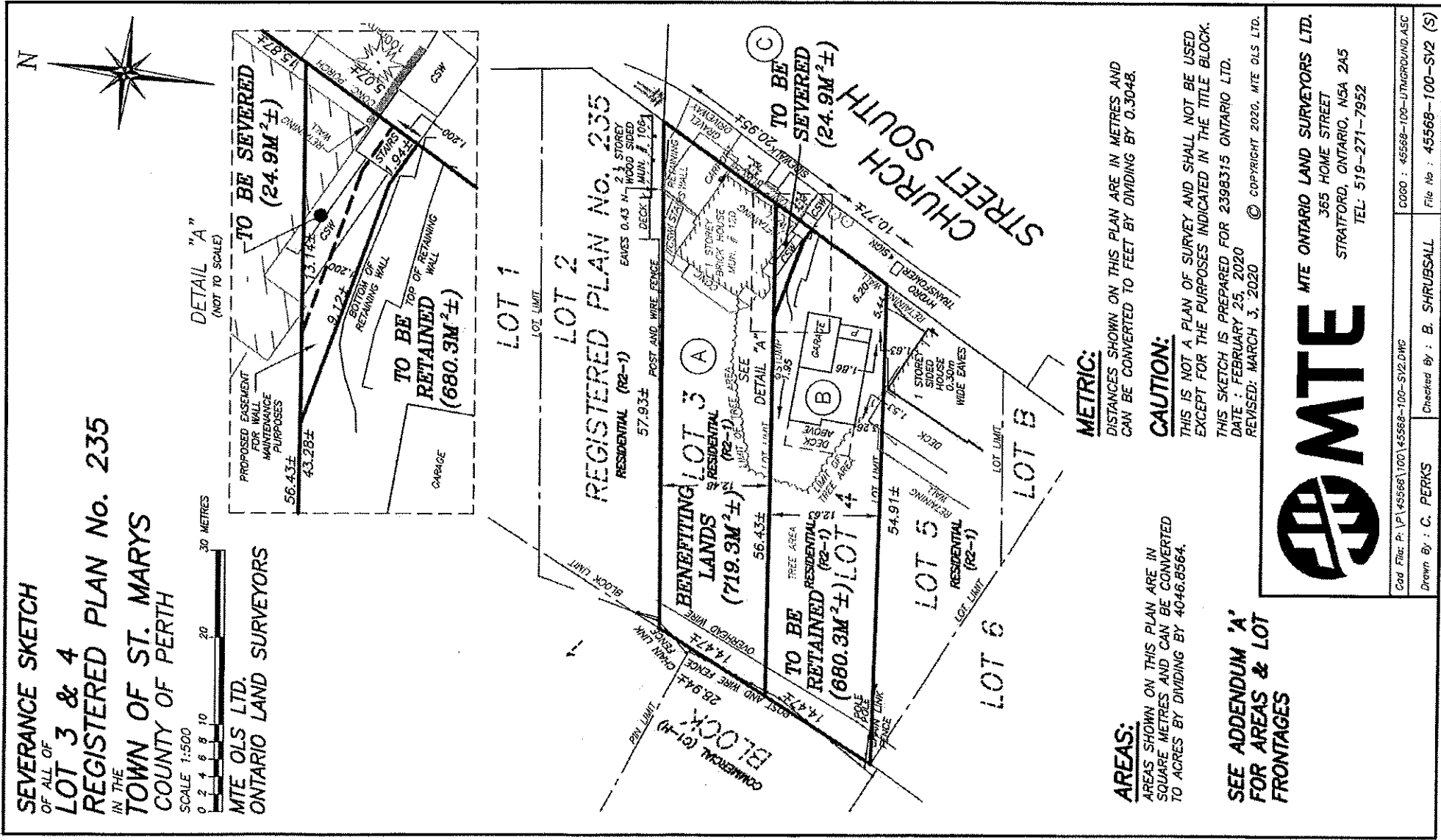
Mayor – AL STRATHDEE

Clerk – BRENT KITTMER

  
Witness -

  
??? DONALD SCOTT MCMINOSH

THIS IS SCHEDULE "A" TO THE AGREEMENT DATED THE 11 DAY OF JULY, 2020





# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Finance</b>
<b>Date of Meeting:</b>	<b>25 August 2020</b>
<b>Subject:</b>	<b>FIN 26-2020 August Monthly Report (Finance)</b>

## RECOMMENDATION

THAT FIN 26-2020 August Monthly Report (Finance) be received for information.

## DEPARTMENTAL HIGHLIGHTS

Finance projects delayed:

- 2019 Year End Audited Financial Statements – targeting to be completed in September
- Asset Management Financial Plan
- Procurement Policy update

Finance Activities:

### COVID-19

- MOC opened to the public on August 5<sup>th</sup> – reopening is operating well averaging approximately 10 in person visits per day.
- Switchboard being monitored by Finance team (call volume has picked up recently)
- Commissions and Marriage License applications being conducted
- Assisting with financial payment components for online forms and payment software upgrades (Recreation and eSolutions)
- All *Provincial Offences Act* (traffic tickets) have been delayed and courts are closed to September 11<sup>th</sup>.

Budget:

- 2021 Budget direction provided to staff
- 2021 Operating and Capital budgets due August 31<sup>st</sup>

Finance:

- Normal payment vouchers are reduced (238 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
- Finance staff participated in all 3 KPMG process reviews (Accounts Payable/Receivable, Customer Service, and Guest Services)
- Finance staff assisting with implementation of new software at PRC and daycare
- Frank Cowan renewal June 29 2020 to June 29 2021 received documents signed and sent back to Frank Cowan Insurance
- Parking Tickets Issued June (4), July (6)

#### Property Tax:

- Two outstanding supplementary (new assessment) billing runs produced, municipal total \$36,511
- Final property tax bills produced July 21, 2020, first due date August 31, 2020, second due date is October 30<sup>th</sup>.
- All existing severances, consolidations can now be processed (10% complete).
- Outstanding write-offs completed - municipal total \$44,653
- Housing sales in St. Marys appear to be high - 100 tax certificates produced by Aug 10, 2020 compared to 50 at Aug 10, 2019.
- 50% of postdated property tax cheques are coming via the drop box at Town Hall

#### Economic Development / Tourism:

- Sourced and ordered 8 portable hand sanitizer units for downtown. This is an initiative developed by the task force. The units are refillable, steel and made in Canada.
- Developed banners for the downtown that will attach to the streetlight posts. The banners are designed based on the “Strong as Stone” campaign.
- Asked all businesses to let us know if they sell PPE and will develop a list on our website for residents and businesses to source PPE locally.
- Developed sidewalk stickers for the downtown and Town facilities. There are 4 messages all indicating safety measures and information.
- Developed a “door mat” concept for businesses that is a sidewalk sticker for each entry reminding patrons of safety requirements.
- Placed an ad in the Globe and Mail’s Explore Ontario insert. The Town ad was placed in the Globe twice for two consecutive weeks and the Globe ran several stories that included St. Marys. The purpose was to highlight St. Marys outdoor amenities, the Baseball Hall of Fame and our shops. The feedback from businesses has been very positive, particularly from those in our accommodations sector who have indicated that they continue to host guests from the GTA and Kitchener areas.
- Secured a small grant from RTO4 of \$7,500 for digital initiatives. The plan is to request the development of a tourism micro-site through our current web provider, e-Solutions.
- Participated on a panel hosted by the local Chamber of Commerce with Perth County and Stratford Tourism Alliance to discuss our community growth in a COVID – 19 environment and how we continue to keep our tourism industry going. The panel can be viewed on their YouTube channel.
- Met with the new Executive Director for the Stratford Tourism Alliance to discuss potential collaborations and our current plans.
- The BIA has been running a “Summer Essentials” campaign on social media, highlighting items that can be purchased downtown. The feedback for this campaign has been very positive.
- Fielded two requests for industrial land space to build a facility or rent current large industrial space.

#### VIA Services:

- Successfully opened VIA services the first week of August at reduced hours.

## REVIEWED BY

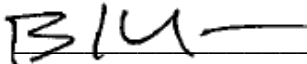
### Recommended by the Department



---

André Morin  
Director of Finance/Treasurer

### Recommended by the CAO



---

Brent Kittmer  
CAO / Clerk





# FORMAL REPORT

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

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

**Date of Meeting:** 25 August 2020

**Subject:** **FIN 27-2020 Provincial Gas Tax Agreement**

## PURPOSE

To provide Council with the details of the 2020 Provincial Gas Tax Agreement and receive the authority to execute the agreement.

## RECOMMENDATION

**THAT** FIN 27-2020 Provincial Gas Tax report be received; and

**THAT** Council approve By-law 72-2020 authorizing the Mayor and the Director of Finance/Treasurer to execute the Letter of Agreement for Provincial Gas Tax Funds for Public Transportation Program.

## BACKGROUND

The Town of St. Marys administers annual Provincial Gas Tax funding received on behalf of the Town of St. Marys, Municipality of Perth South, Municipality of Zorra, and Municipality of Thames Centre. Each Municipality provides annual operating funding to the St. Marys and Area Mobility Service; along with an \$80,000 operating transfer from the Provincial Gas Tax funding held by St. Marys.

2019 operating funds by Municipality;

Town of St. Marys	\$16,521
Municipality of Perth South	\$ 2,600
Municipality of Zorra	\$ 1,000
Municipality of Thames Centre	\$ 1,000

In 2019, the Town of St. Marys received \$121,907 from Provincial Gas Tax and at the end of 2019, the Provincial Gas Tax reserve fund has a balance of approximately \$149,000. The excess Provincial Gas Tax funds have been historically dedicated to mobility capital purchases.

## REPORT

Each year, the Province reviews and updates the gas tax program and provides each qualifying municipality with a revised funding agreement. In 2020, the following changes have been made:

- The baseline spending requirement has been removed. This will allow municipalities with declining ridership/expenditures and declining fare revenues to use their Gas Tax funding where they were previously unable to do so.
- Municipalities are now permitted to submit scanned copy of municipal by-law instead of certified copy.

Furthermore, the grant for 2020 has been increased to \$163,485.

## FINANCIAL IMPLICATIONS

The Provincial Gas Tax funding is kept in a separate bank account with the Town of St. Marys. The balance in that account is approximately \$149,000. In 2020, the Town is expected to provide St. Marys and Area Mobility Service \$80,000 for operating support and \$10,000 in capital support. The remaining funds will be used for future capital purchases.

## SUMMARY

The Town of St. Marys will receive \$163,485 on behalf of St. Marys, Municipality of Perth South, Municipality of Zorra, and Municipality of Thames Centre from the Provincial Gas Tax program in support of mobility public transportation support.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

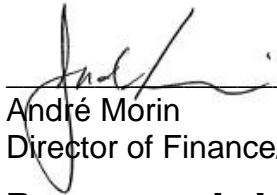
None.

## ATTACHMENTS

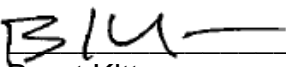
Letter of Agreement

## REVIEWED BY

### Recommended by the Department

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

### Recommended by the CAO

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

Ministry of  
Transportation

Office of the Minister

777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M7A 1Z8  
416 327-9200  
www.ontario.ca/transportation

Ministère des  
Transports

Bureau de la ministre

777, rue Bay, 5<sup>e</sup> étage  
Toronto ON M7A 1Z8  
416 327-9200  
www.ontario.ca/transports



MAR 12 2020

Mayor Al Strathdee  
Town of St. Marys  
175 Queen Street East, PO Box 998  
St. Marys ON N4X 1B6

Dear Mayor Strathdee:

**RE: Dedicated Gas Tax Funds for Public Transportation Program**

This Letter of Agreement between the **Town of St. Marys** (the "Municipality") and Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario (the "Ministry"), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the "Program"). Under the Program, the Province of Ontario provides two cents out of the provincial gas tax to municipalities to improve Ontario's transportation network and support economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2019/2020 Guidelines and Requirements (the "guidelines and requirements").

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to **\$163,485** ("the "Maximum Funds") in accordance with, and subject to, the terms and conditions set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements.
2. Letter of Agreement and a copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement, provide the Municipality with **\$122,614**; and any remaining payment(s) will be provided thereafter.
3. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas

tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds.

4. The Municipality agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the guidelines and requirements.
5. The Municipality will deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
6. The Municipality will adhere to the reporting and accountability measures set out in the guidelines and requirements, and will provide all requested documents to the Ministry.
7. The Municipality agrees that the funding provided to the Municipality pursuant to this Letter of Agreement represents the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2019/2020 Program year.
8. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the payment of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b); and (ii) subject to section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.
9. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.
10. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
11. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.
12. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
13. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.

14. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print it, secure the required signatures for it, and then return a fully signed copy, in pdf format, to the following email account:

MTO-PGT@ontario.ca

Sincerely,



Caroline Mulroney  
Minister of Transportation

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

**Municipality**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print):  
Title (head of council or  
authorized delegate):

I have authority to bind the Municipality.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Name (print):  
Title (clerk or authorized delegate):

I have authority to bind the Municipality.



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	André Morin, Director of Finance / Treasurer
<b>Date of Meeting:</b>	25 August 2020
<b>Subject:</b>	<b>FIN 28-2020 COVID-19 Financial Relief – August Update</b>

## PURPOSE

To provide Council with ongoing updates of the costs and financial relief programs relating to the COVID-19 pandemic

## RECOMMENDATION

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

## BACKGROUND

Since March, staff have provided Council with a monthly update on the Town's financial impact from COVID. It continues to be very difficult to predict the following impacts:

- Revenue losses from cancelled programs and services
- Reduced expenditures related to COVID and the Town's cost mitigation strategies
- Economic impact on the community and the financial markets
- Government assistance programs and transfers

On August 12, 2020, the Province announced the details of the Federal/Provincial Safe Restart program. \$4 billion will be provided to municipalities in Ontario - \$2 billion to support municipal operating pressures and \$2 billion to support municipal transit systems. For each program, there will be 2 phases. In the first phase, the funding will be disbursed on a formula basis; with the second phase being application based by need.

The Town of St. Marys will receive the following under the first phase:

Municipal Operating - \$396,700

Transit Systems - \$23,329

## REPORT

In April staff projected that the overall net operating costs of COVID-19 could be as high as \$475,000. This cost included the Town operating the daycare centre at 50% capacity with no extra government funding. Council's operating cost target for COVID response has been set at \$250,000.

Since that time, the following assumptions have been revised based on new information received on re-opening plans, government funding, and the actual costs of operating under these new conditions.

Staff's 2020 projections compared to Budget are summarized below:

Estimated Operating Revenue Reduction	\$1,065,000
Estimated Operating Expenditure Reduction	\$1,010,000
<b>Estimated Net Operating Deficit for 2020</b>	<b>-\$55,000</b>
COVID-19 Direct Costs	-\$140,000
<b>Total Net Operating Deficit for 2020</b>	<b>-\$195,000</b>
<b>Federal/Provincial Safe Restart Funding</b>	<b>\$396,700</b>
<b>Estimated amount to be allocated to 2021 COVID-19 financial pressures</b>	<b>\$201,700</b>

*\*NOTE: These are only projections and costs will continue to be updated as new information becomes available.*

#### COVID-19 Financial Relief:

Further to the costs noted above, Council has committed \$300,000 for COVID financial relief programs. To date, approximately \$55,000 of the \$300,000 has been spent/committed.

The needs of our community and businesses continues to evolve, but our research and evidence shows that the government programs have filled most of the immediate needs. It is important to note that we expect our community and businesses will begin to realize the full impact of the COVID pandemic over the next 12 – 18 months, as government assistance and economic stimulus programs begin to wind down and the economy adjusts. The need for financial relief may change as the Canadian and global economic recovery continues. As such, we may find that relief efforts are more important 12 – 18 months from now.

The chart below identifies the current costs and commitments to date:

<b>Estimated Committed Costs</b>			<b>Cost Allocation</b>		
<b>Option #</b>	<b>Description</b>	<b>Cost \$300,000</b>	<b>Community \$100,000</b>	<b>Business \$100,000</b>	<b>All/Other \$100,000</b>
<b>1</b>	Cancel all Penalty & Interest - 30 days	\$5,000			\$5,000
<b>3</b>	Change Property Tax Due Dates	\$5,000			\$5,000
<b>11</b>	Cancel penalty & interest on all Town accounts, except Property Tax, until July 31st	\$3,700			\$3,700
<b>12</b>	Eliminate Child care fee increase	\$16,500	\$16,500		
<b>13</b>	Eliminate Ice rental fee increase	\$5,000	\$5,000		
<b>21</b>	BIA - refund 2019 levy	\$0			
<b>22</b>	Community Wellness - Grocery Program	\$0	Received \$5,000 grant from United Way		
<b>23</b>	Community Wellness - General	\$0	Recived \$7,500 grant and donations		
<b>24</b>	Business Community Wellness	\$20,000		\$20,000	
<b>TOTAL</b>		<b>\$55,200</b>	<b>\$21,500</b>	<b>\$20,000</b>	<b>\$13,700</b>



## Business Economic Support and Recovery Task Force:

An update of the activities of the task force is attached. The next meeting of the task force is scheduled for August 19<sup>th</sup>. At that meeting, the task force will discuss the next phase of its recommended activities. As well, the task force feels that Council may need to allocate further funds to properly assist our businesses – the task force will discuss the need and recommend actions/funding that may be required as the business community continues to recover.

## **FINANCIAL IMPLICATIONS**

A good indicator of current financial impacts is comparing year to date (YTD) operating revenues and expenditures to the same period in the previous year. This will continue to be reported to Council monthly – the summary is below, with a more detailed report attached.

	YTD June 2019	YTD June 2020	Difference	YTD July 2019	YTD July 2020	Difference
Revenue	2,484,434	1,902,001	(582,433)	3,355,256	2,670,701	(684,555)
Expenses	6,997,460	6,375,001	622,459	8,038,870	7,511,580	527,290
Net Expense	4,513,026	4,473,000	<b>40,026</b>	4,683,614	4,840,879	<b>(157,265)</b>

As expected, the net cost was expected to increase in July and August as the Town begins to re-open. The increase in July is exaggerated somewhat due to an extra pay period – this should slightly reverse itself in August.

The net expense will continue to increase through the end of the year, expected to reach approximately \$195,000 (not taking into account provincial funding). As the Town continues to re-open its facilities, these estimates will need to be adjusted.

## **SUMMARY**

Council's operating cost target for COVID response has been set at \$250,000. The Town of St. Marys is currently projecting an operating deficit of \$195,000 in 2020 and is anticipating extra costs of approximately \$300,000 in 2021 due to the COVID-19 pandemic. The Federal and Provincial government will provide the Town with \$396,700 to assist with these financial pressures.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

N/A

## **ATTACHMENTS**

2020 COVID Projections – Adjusted August 2020

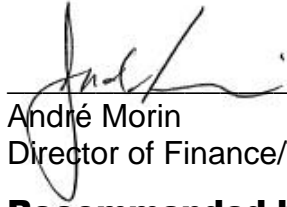
July 2020 Year to Date Comparison

Business Economic Support and Recovery Task Force Status Update – July 27, 2020



## **REVIEWED BY**

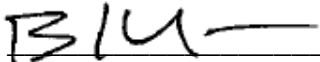
### **Recommended by the Department**



---

André Morin  
Director of Finance/Treasurer

### **Recommended by the CAO**



---

Brent Kittmer  
CAO / Clerk

<b>Town of St. Marys</b>						
<b>May 14, 2020 - HIGH LEVEL ESTIMATES FOR DISCUSSION PURPOSES ONLY</b>						
Assumption - Open facilities at 50% capacity Sep 1st			+ = positive impact to budget - = negative impact to budget			
	2020 Approved Budget	2020 Estimated Revenue Impact	2020 Estimated Expense Impact	Net Impact	Comments - Revenue	Comments - Expense
<b>CORPORATE SERVICES</b>						
CORPORATE ADMINISTRATION	565,080	0	14,500	14,500		Reduced PD, supplies, equipment, advertising
INFORMATION TECHNOLOGY	209,279	0	0	0		
COMMUNICATION, HERITAGE, ECONOMIC DEVELOPMENT	450,043	0	0	0		Tourism marketing and investment attraction
MUSEUM	99,511	-17,109	16,523	-586	Reduced Fundraising, Donations, & Fees	Reduced staffing, program costs, advertising, & various
<b>TOTAL CORPORATE SERVICES</b>	<b>1,323,913</b>			<b>13,914</b>		
<b>COMMUNITY SERVICES</b>						
RECREATION	542,668	-371,717	305,306	-66,411	Reduced program fees	Reduced staffing, program costs, professional development, etc.
CHILDCARE	228,927	-470,500	470,500	0	Parent fees, subsidy grant, COVID Funding	Reduced staffing, food costs, rent
HOME SUPPORT	0	0	0	0		
<b>TOTAL COMMUNITY SERVICES</b>	<b>771,595</b>			<b>-66,411</b>		
<b>FINANCE</b>						
TAXATION	-12,731,779	0	0	0		
COUNCIL	143,347	0	4,500	4,500		Reduced professional development and travel
EXTERNAL TRANSFERS	1,657,736	0	0	0		
POLICE	1,147,600	0	0	0		
TREASURY	2,845,617	-23,200	1,500	-21,700	Reduced Investment Income, collection fees, POA	Increased bank fees, reduced PD/mileage
<b>TOTAL FINANCE</b>	<b>-6,937,479</b>			<b>-17,200</b>		
<b>FIRE</b>	<b>566,251</b>	<b>-6,000</b>	<b>23,600</b>	<b>17,600</b>	Reduced funding from Perth South	Decrease training time, PD, various maintenance
<b>HR &amp; BENEFIT ADMIN</b>	<b>334,847</b>	<b>0</b>	<b>11,350</b>	<b>11,350</b>		Staff vacancy, decrease PD, meetings
<b>LIBRARY &amp; ADULT LEARNING</b>	<b>431,975</b>	<b>0</b>	<b>66,800</b>	<b>66,800</b>		Reduced staffing
<b>PUBLIC WORKS</b>				<b>0</b>		
PUBLIC WORKS OPERATIONS	1,710,984	0	8,615	8,615		PD, Equipment Rentals
FLEET	0	0	10,000	10,000		Reduced fuel costs
<b>TOTAL PUBLIC WORKS</b>	<b>1,710,984</b>			<b>18,615</b>		
<b>DEVELOPMENT</b>				<b>0</b>		
BUILDING & PROPERTY STANDARDS	275,491	0	0	0		
FACILITIES	1,522,423	-176,500	78,000	-98,500	Reduced ice and baseball revenues	Various savings, utilities, R&M, PD; added cleaning staff
<b>TOTAL DEVELOPMENT</b>	<b>1,797,914</b>			<b>-98,500</b>		
<b>TOTAL TAX LEVY FUNDED</b>	<b>0</b>			<b>-53,832</b>		
	<b>COVID-19 Direct Costs</b>			<b>-140,000</b>		
				<b>-193,832</b>		
	<b>Financial Relief</b>			<b>-300,000</b>		
<b>TOTAL ESTIMATED 2020 DEFICIT</b>				<b>-493,832</b>		
Highlighted areas represent significant updates from previous report						

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

**REVENUE**

DONATIONS	(15,095)	(16,038)	
FEES, CHARGES & PROGRAM REVENUE	(1,036,858)	(560,918)	
GRANTS	(1,327,846)	(757,895)	
INTERNAL (REVENUE) EXPENSE	(72,900)	(1,176)	
INVESTMENT INCOME	(107,931)	(115,252)	
RENT ICE	(206,352)	(152,560)	
RENT & LEASES	(65,794)	(38,487)	
REVENUE FROM MUNICIPALITIES	(232,378)	(277,090)	
SALE OF LAND & EQUIPMENT	(242,740)	(7,978)	
SALES	(109,602)	(62,585)	
TAXATION SUPPLEMENTAL REVENUE	(182,253)	(4,125)	
<b>TOTAL REVENUE</b>	<b>(3,599,749)</b>	<b>(1,994,104)</b>	

**Adjustments**

ONE TIME GRANTS	690,322		
SALE OF LAND & EQUIPMENT	242,740	7,978	
REVENUE FROM MUNICIPALITIES		80,000	
TAXATION SUPPLEMENTAL REVENUE	182,253	4,125	
<b>TOTAL ADJUSTMENTS</b>	<b>1,115,315</b>	<b>0</b>	<b>92,103</b>
<b>TOTAL REVENUE - ADJUSTED</b>	<b>(2,484,434)</b>	<b>(1,902,001)</b>	<b>-582,433</b>

**EXPENSE**

ADVERTISING, MARKETING & PROMOTION	30,777	26,943	
ASSESSMENT SERVICES (MPAC)	70,568	47,648	
COMMUNICATIONS	52,358	51,551	
CONFERENCES, SEMINARS & TRAINING	41,218	26,502	
CONTRACTED SERVICES	403,286	322,607	
DEBENTURE PAYMENT	477,001	477,000	
FOOD COSTS	85,214	58,509	
FUEL/OIL	52,884	40,430	
INSURANCE	207,714	241,205	
MATERIALS & SERVICES	240,699	229,578	
POLICING CONTRACT	496,963	522,651	
OTHER TRANSFERS	783,038	868,210	
PROFESSIONAL FEES	29,688	82,007	
PROGRAM EXPENSE	79,304	16,552	
RECYCLING CONTRACT	87,770	98,873	
REPAIRS & MAINTENANCE	207,426	167,724	
SALARIES, WAGES & BENEFITS	3,220,591	2,544,690	
SAND & SALT	109,550	98,482	
SUPPLIES	67,247	36,422	
TAXATION EXPENSE	66,107	89,393	
UTILITIES	188,057	195,782	
COVID COSTS	-	132,242	
<b>TOTAL EXPENSE</b>	<b>6,997,460</b>	<b>6,375,001</b>	<b>622,459</b>
<b>NET EXPENSE - excluding Property Tax</b>	<b>4,513,026</b>	<b>4,473,000</b>	<b>40,026</b>

2019 July YTD Actuals	2020 July YTD Actuals	DIFFERENCE
(21,378)	(42,042)	
(1,564,285)	(996,203)	
(1,609,369)	(996,203)	
(72,900)	(1,176)	
(116,124)	(115,252)	
(206,355)	(152,560)	
(70,100)	(38,881)	
(261,773)	(335,799)	
(242,740)	(9,528)	
(123,294)	(62,585)	
(227,043)	(85,597)	
<b>(4,515,361)</b>	<b>(2,835,826)</b>	
690,322		
242,740	9,528	
	70,000	
227,043	85,597	
<b>1,160,105</b>	<b>0</b>	<b>165,125</b>
<b>(3,355,256)</b>	<b>(2,670,701)</b>	<b>-684,555</b>
33,299	28,701	
70,568	71,472	
65,859	68,653	
50,961	27,121	
508,325	423,929	
477,001	477,000	
100,985	64,216	
63,555	47,749	
210,513	218,548	
288,725	292,149	
580,914	609,760	
856,961	1,015,530	
33,648	87,472	
92,563	18,117	
131,654	98,873	
249,008	234,345	
3,761,198	3,140,202	
110,784	98,482	
76,953	42,021	
58,895	96,052	
216,501	217,199	
-	133,989	
<b>8,038,870</b>	<b>7,511,580</b>	<b>527,290</b>
<b>4,683,614</b>	<b>4,840,879</b>	<b>-157,265</b>

## **St. Marys Economic Support and Recovery Task Force**

### **UPDATE: July 27, 2020**

The Task Force has recommended, which Council approved, spending up to \$20,000 in the first phase of its recovery plan. This first step is concentrating on increasing the health and safety of our businesses and shoppers, ensuring our businesses can re-open safely and economically, and beginning to market our tourism. The second phase of the Task Force's plan will concentrate on awareness - making sure the goods and services available in our community are identified and people know what is available, and where. The vision is that everything is available locally. This will augment the shop local theme already being promoted.

#### **Safety and Awareness related activities:**

An online source for local personal protective equipment (PPE)

- Working to gather local resources for purchasing PPE for both residents and businesses. We will post this list on our website and share on our social media. Generally speaking, most businesses are obtaining the proper PPE they require.

#### **Public Washroom**

- The Task Force identified early on that the availability of public washrooms needed to be a priority to accommodate day trippers and shoppers. Council concurred and ensured several public washrooms were safely opened. Public washrooms at Town Hall, Milt Dunnell Field (lawn bowling facility) and Cadzow Park opened on Friday June 19, 2020.

#### **Hand washing/sanitizer stations for the downtown**

- Hand washing stations were proving to be problematic due to availability and drainage/maintenance issues. The decision was made to obtain hand sanitizing stations; but increase the locations from 2 to 8. The 8 Sanitizer stations are on order and expected to be available early to mid August. They are a steel frame with a refillable bottle, the units are Canadian made. Once they arrive, we will develop a decorative wrap for the unit that indicates that they are owned by the Town and put out for the safety of our visitors and residents. We will also develop a notice that indicates that public washrooms with running water are open at Town Hall. The units are a hands-free system that is operated with a foot pedal.
- TOTAL: \$4,537.81



Advertising St. Marys as a safe and engaging place to visit to support shopping and dining

- Developed a map that indicates where to eat in St. Marys and where to get take-out. Placed the map on social media, on our website and put an ad in the newspaper. Prepared printed copies for the Quarry to post for the public.  
Ad in the Independent for Map: \$375.81
- Placed an ad in the Globe & Mail's "Explore Ontario" insert the ad sparked the Globe to reach out and pursue several stories about St. Marys giving us a feature in the issue. The interviews included sports tourism, the Quarry, culture and family activities, and a look at local tourism and how we've shifted our work to a digital experience. The feature comes out on July 31<sup>st</sup>.  
TOTAL: \$2.000 + HST

Signs, posters and street painting to indicate safety.

- Posters were already created by HPPHA regarding regulations and health recommendations. The Town has deferred to HPPHA for communicating these recommendations and continue to share the resources available with local businesses to use as they wish.
- The BIA is already in progress to create a banner for the main street like the one that is done by the Baseball Hall of Fame.
- Created banners for the light standards in the downtown utilizing the message "Strong As Stone". They are using the Town's corporate red. These were designed internally and are being made by Tall Man Promo out of Stratford. The concept is going to the heritage committee in August for approval and will be printed once approved and then installed.  
TOTAL: \$2,561.71
- Exploring sidewalk stickers to indicate safety reminders and positive messaging.

Driftscape App

- The app has launched and is designed to boost tourism and build the profile of heritage landmarks in St. Marys. It allows users to explore a number of the Town's local attractions in an engaging and interactive way. The app was populated using the information from the Town's heritage plaques. It includes restaurants and other activities happening in the area to offer other things to do.

### **Next Steps:**

Incentive program

- Sue Griffiths from the task force presented to the BIA at their July meeting. It was decided that Sue would work with Kyle Burnside and Town staff to develop ideas for an incentive program for downtown shopping, eating and services. This will be a joint project with the BIA, Task Force, and Town of St. Marys.

Tourism Website update

- Exploring the development of a tourism micro-site to provide a more user-friendly experience for visitors and locals.
- Currently all tourism related information and shopping and dining in St. Marys is embedded through-out our corporate site making it difficult to find, not visually appealing and does not provide opportunity to highlight all of our local assets.
- The pandemic has encouraged the Town to think of ways to provide digital experiences. A tourism micro-site will be a space to highlight our local shops, restaurants, events, outdoor recreation such as trails, the Quarry and cultural experiences.

- The site can further promote the Strong As Stone campaign, video and the new Driftscape app.
- A partnership with the BIA could provide an opportunity to highlight their social media campaigns and events.

#### Funding

- At the last task force meeting it was expressed that the amount of money was too low to make a significant impact on the entire business community suffering from the economic impact of COVID-19. Their recommendation was that Town Council review the resources available and report back to the task force if further funding could be committed.

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>25 August 2020</b>
<b>Subject:</b>	<b>DCS 20-2020 August Monthly Report (Community Services)</b>

## RECOMMENDATION

THAT DCS 20-2020 August Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Community Wellness

- The number of shopping trips provided is continuing to see a decrease as some residents served by the program return to in-person shopping. Staff anticipate there will be an increase come fall.
- Several volunteers that were brought on under the State of Emergency have been discharged from active service provision due to returning to work.

### Friendship Centre

- The Friendship Centre Active Living Centre Grant yearend report was submitted July 31.
- The 2020/21 Seniors Active Living Centre Grant has yet to be received for completion. No changes to funding are expected.
- The Friendship Centre opened registration for outdoor programming. The following programs are being offered as registered, sessional based, physically distanced programs; Bocce Ball, Carpet Bowling, Ballroom Dancing, Line Dancing, Walking and Campfires.
- The Friendship Centre opened registration for fee based virtual programs. To date the following programs have been hosted or are in progress; Pole Walking, Wellness Together Educations, Meditation and Personal Training.

### Home Support Services

- Monthly Ontario Health Team meetings will resume in August to continue progress with the Huron Perth Ontario Health Team.
- Home Support Services received a second round of Meals On Wheels enhancement funding to continue to offer subsidy and support any surge in Meals on Wheels. \$1500 of the funding received is to support PPE for staff and volunteers.
- Home Support Services MIS report was submitted to the Ministry. The audited yearend report for Home Support Services is due the end of August.
- Footcare Services have resumed with over 100 clients served to date. Service is running well.

- Virtual Group Fitness classes are seeing a decline in committed viewers, however there is always a decline in July and August due to the weather. Two outside Falls Prevention Group Fitness classes are planned for August.

## Aquatics

- There were 4,465 swimmers at the quarry from July 6-31, and the facility was filled to 81% capacity during this time
- SUP rentals were introduced August 11 with 6 rentals secured on the first day
- Working on reopening plans for the PRC pool, networking with other facilities for best practices. Draft schedule is created following the Lifesaving Society recommendations.

## Child Care

- The centre will operate with 5 classrooms in September. Rooms will include 1 infant room, 2 toddler rooms and 2 preschool rooms. The maximum capacity will be 45 children (based on the classroom size and staffing compliment). The nursery school program will not be offered as that classroom space needed to be converted into a staff room. The old staff room is only able to accommodate 2 staff members at a time (due to physical distancing) so it was no longer functional. The old staff room will be converted into an office space and storage area
- For September the main childcare centre, can accommodate all our pre-COVID families' childcare needs (those that have both parents working from outside the home & inside the home)
- Staff in the centre will be required (as of Sept 1) to wear masks and face shields. The government and Ministry of Education have mandated them and will be providing the masks for staff use.
- We are still waiting on guidance from the Ministry on how the before and after school programs are to operate in September therefore, we have not confirmed opening the before and after school program at Little Falls and Holy Name School at this time. Job postings are currently out for these positions in hopes that we hear from the Ministry soon and can be prepared as much as possible.
- Funding model from the government will continue to be the same; covering all PPE and enhanced cleaning protocols

## Ice:

- Staff met with the 6 main ice users' groups to discuss ice for the upcoming season.
- Discussions included an update from the Province, review of the return to arena document, expectations for return to play, insurance requirements, potential increase costs of ice and weekly needs.

## Recreation

- Starting to hear back from sports groups and working with them on the Return to Play document to better understand their requirements
- Met with the Tennis and Pickleball social groups along with the Building and Planning Department to develop a plan for the lines to be corrected and painted at the tennis facility instead of the group using tape.
- Staff are working on the development of their reopening plan.



- Staff are working towards a new project called “Restart St. Marys” and applying for funding through a Trillium grant. This project combines all of Community Services and the Library needs for reopening to offset COVID costs of these programs restart.
- EarlyON will be running programs outside starting in September
- Staff are working with a Yoga instructor to run both youth and adult classes outdoors
- The completion reports of the Perth4Youth and suggested next phases to be presented to Council.
- Staff are looking at painting lines on the Blue rink in order to accommodate sport groups and rent the space to groups such as badminton, pickleball and shuffleboard. The school board will not be awarding rental permits for the remainder of 2020 so these groups may be looking for an alternate space to use, should we be able to accommodate.

## Museum

- Received confirmation of successful Museum Assistance Program COVID-19 Emergency Support Fund application for \$15,063 from the Department of Canadian Heritage.
- Staff continuing with weekly telephone and video programs.
- Working on increased volume of research requests since closing to the public. 22 requests for information were received in July.
- Implementing reopening plan for Archives and Tourism Information starting August 17.

## Traffic Statistics for “Picture St. Marys” on Our Ontario website

(Location of 2,500 digitized photographs from Museum’s collection)

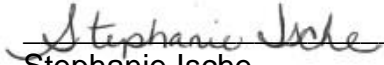
Month/Year	# Visitors to Site	New Users	# Visits to Site
July 2020	870	835	1049
July 2019	702	662	887

## Virtual Programming Statistics:

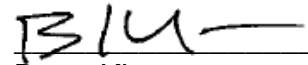
week of july 20th					
Date	Program Name	Total View Count	Post Engagemen	No. People Reached	Average watch time
20-Jul	Group Fitness	436	124	1600	1.04/55.27
20-Jul	Child Programming	584	26	1300	0.14/12.39
21-Jul	Child Programming	293	6	814	0.07/2.17
21-Jul	Star Wars Trivia	382	197	834	1.53/1.04.48
22-Jul	Group Fitness	387	108	1300	1.28/1.00.32
22-Jul	Child Programming	461	14	1000	0.11/14.51
23-Jul	Group Fitness				
23-Jul	Child Programming		22	993	0.21/5.14
23-Jul	Bingo	330	21	858	0.36/41.42
24-Jul	Group Fitness	373	111	1200	1.11/52.52
24-Jul	Museum Tour	509	32	1300	0.10/3.27
	TOTAL OF EVERYTHING	3755	661	11199	
Date	Program Name	Total View Count	Post Engagemen	No. People Reached	Average watch time
27-Jul	Group Fitness - Live	337	109	1,000	1:47/52:03
27-Jul	Child Programming - Live	403	11	998	0:13/12:18
28-Jul	Child Programming - Pre-recorded	295	3	664	0:14/2:51
29-Jul	Group Fitness - Live	401	74	1,100	1:47/1:05:43
29-Jul	Child Programming - Live	343	17	1,000	0:14/19:21
30-Jul	Child Programing - Pre-recorded	363	3	1,084	0:23/8:56
31-Jul	Group Fitness - Live	271	112	883	1:47/54:21
31-Jul	Muesum Video	1,300	59	2,600	0:13/3:23
	TOTAL OF EVERYTHING	3713	388	9329	
Date	Program Name	Total View Count	Post Engagemen	No. People Reached	Average watch time
4-Aug	Child Programming Video	404	10	741	0:11/2:57
5-Aug	Group Fitness - Live	392	97	1,200	1:37/59:39
6-Aug	Child Programming Video	291	10	809	0:16/7:19
7-Aug	Group Fitness - Live	368	33	709	1:10/31:04
7-Aug	Museum Tour	798	37	1,600	0:22/5:52
7-Aug	Activity Sheet	29	0	122	0:05/0:25
	TOTAL OF EVERYTHING	2,282	187	5,181	

## REVIEWED BY

### Recommended by the Department

  
Stephanie Ische  
Director of Community Services

### Recommended by the CAO

  
Brent Kittmer  
CAO / Clerk

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Stephanie Ische, Director of Community Services
<b>Date of Meeting:</b>	25 August 2020
<b>Subject:</b>	<b>DCS 21-2020 Pyramid Recreation Centre Reopening Plan</b>

### PURPOSE

The purpose of this report is to present Council with an overview of the Pyramid Recreation Centre Reopening Plan (attached) and how it works.

With the Province now clarifying that the PRC can have 50 people per area, staff have developed specific options for reopening the Pyramid Recreation Centre services within the spirit of the Reopening Plan.

Through this report staff are presenting Council with those reopening options, is asking Council to deliberate the specific options, and is seeking Council's agreement on the preferred option for reopening.

### RECOMMENDATION

**THAT** DCS 21-2020 Pyramid Recreation Centre Reopening Plan report be received; and

**THAT** Council approve the following options as presented in staff report DCS 21-2020:

- Option 1 for the Ice Operations;

- Option 1 for Aquatics Operations;

- Option 2 for Senior Services;

- Option 1 for Recreation Services; and

- Option 3 for Recreation Services to run the before and afterschool care should the Childcare centre not be able to offer it; and

**THAT** ice users be informed that the COVID hourly rate for ice rentals will be charged at a rate equivalent to the current adult rate of \$169.58 per hour (plus taxes) for the 2020/2021 ice season.

### BACKGROUND

The COVID-19 pandemic has generated questions and concerns about potential exposure to the virus when in recreation facilities such as the Pyramid Recreation Centre. The recreation sector has a responsibility to reduce the transmission risk of COVID-19 at our indoor and outdoor spaces, and through service provisions. Reducing the transmission risk can be accomplished by reducing the contact intensity and number of contacts encountered by users, and by reducing the risk of transmission for each contact.

In addition to the responsibility of reducing the risk of transmission, the Town has a responsibility to provide services and remains tasked with providing opportunities for recreation and leisure which help to improve mental health and overall wellbeing.

Over the past few months staff have been working with Public Health Officials and consulting the guidelines of various Provincial recreation associations to build a strategy to safely reopen the Pyramid Recreation facility. Development of the Pyramid Recreation Centre Reopening Plan (attached) was guided by the two key principles of the Town's within the Municipal Operations and Services Recovery Framework which was previously approved by Council on June 9, 2020. These principles are:

***Principle #1 The Town will reopen its operations and services on its own timeline, when it is confident that the health, safety, and well being of staff and the public can be maintained.***

***Principle #2 The Town will reopen its operations and services in a scale appropriate and fiscally responsible fashion.***

The Pyramid Recreation Centre is a facility that offers traditional services to the community and would fall into the considerable community benefit and is a good candidate to consider a phased-in approach for reopening the various services if the financial impact is manageable.

The Pyramid Recreation Centre Reopening Plan is designed through a deliberate phased approach that will move slowly. This approach may see some services come back online sooner than others which will be determined as demand dictates and if we can remain sustainable from a financial perspective. Overall safety and community cooperation are required as we move forward. Should the direction be to shut facilities down again due to the pandemic, the Town of St. Marys will follow all direction from the Provincial Government and Public Health officials.

Like the framework for reopening from the Province, our plan also sets out a phased approach to programs and services within the complex. Each area within the facility will be brought back slowly and some areas may move slower than others. In each program area this staged approach will be followed. There are 3 phases as listed in the PRC reopening plan for each service area.

- **Phase 1**- This phase will allow staff the opportunity to test out the reopening plan ensuring staff can manage a safe environment for all staff and community members. As the facility has not had patrons in attendance since March this will give a slow coordinated approach to test the waters of how to manage the facility during the pandemic. This phase will incorporate all guidelines and restrictions as set out by the Province, Huron Perth Public Health and the Municipality.
- **Phase 2** – This phase allows an expansion of services once it is deemed there is a need, if it can be managed safely, and we can remain sustainable from a financial perspective. This phase will incorporate all guidelines and restrictions as set out by the Province, Huron Perth Public Health and the Municipality.
- **Phase 3** – This phase would be considered our long-term recovery once a vaccine is found. In this phase services would be brought back online to our pre-COVID service levels.

How each of these phases apply to the various areas of the building is further described in the Pyramid Recreation Centre Reopening Plan attached to this report.

## **REPORT**

On August 14, 2020 the Province released a guidance document that allows 50 people per program area. What this means is each service area would be considered a pod and each pod would be limited to 50 patrons. As an example, there would be 50 patrons allowed on the ice rink, 50 in the pool, 50 in the Friendship Centre and 50 in Recreation/Youth Services at the same time. This permission of 50 is in addition to the staff in the building.

This permission was the last piece of the puzzle that staff needed to be able to translate the reopening strategies described above into options for reopening. Through this report staff is presenting Council with a number of reopening options and is seeking Council's agreement on the preferred option.

### **Reopening Options**

As staff work through the reopening, some general assumptions have been used to develop options for reopening as listed below:

- This report identifies what is required to safely reopen the facility including patron controls with the movement of people throughout the facility, wayfinding signage, floor markings, designated entry and exit points, cleaning protocols and the PPE requirements for staff and patrons.
- Access will be limited to only those with authorization to enter each area of operation, through the registration or appointment process. Ingress and egress to each space will be controlled to avoid over capacity of people in lobby and hallway areas so that there is adequate physical distancing.
- Even though the Province will permit up to 50 persons per area, that does not necessarily mean the facility has the space to safely allow 50 persons in each area. The capacity of each space within the facility has been calculated to ensure there is adequate space for each patron.

All options include both direct and indirect staffing costs required to facilitate each program.

### **(a) ICE OPERATIONS**

Staff are proposing that ice operations would open under the Phase 1 approach meaning:

- One ice of sheet for sanctioned ice users only with no half ice usage
- No dressing rooms, players must arrive dressed. Dressing rooms could be added January 2021 or when sanctioned league play commences.
- Programs such as recreational ice programs, ticket ice or shoulder ice will not be allowed in this phase
- Spectators will not be allowed in this phase
- There will be no food or beverage service
- Ice will remain vacant for ½ hour between users for cleaning

Using the core services model, we know that we need a minimum of 30 hours of ice sold per pad per week to minimize the financial impact of ice operations. Overall, staff are recommending that the 30-hour per week minimum threshold be adopted as the guiding philosophy for ice needed before a pad is put in.

It is important to note, regardless of whether ice is installed or not there is a cost for the arena to sit idle and these costs listed below are above the 2020 budget projections.

### **Option 1: Open on ice surface on October 1**

Staff met with ice users on August 10<sup>th</sup> to determine the needs for the upcoming season. At this time organizations were unsure of the exact number of hours required and some of the groups were able to give us a rough estimate of what they may require. While some groups are ready to take some ice in September, it does not appear as though the 30-hour threshold will be met to install ice in September.

The majority can commit to meeting the 30-hour threshold in October. Minor Hockey has since told their users that their season will begin October 1. Minor Hockey has also confirmed that they will use 45 hours of ice per week starting in October.

- This option includes the provisions of Phase 1 for the ice strategy including one sheet of available ice beginning October 1.
- Install one sheet of ice is October 1.
- Phase 2 will be dictated based on demand. Staff anticipate that an additional 30 hours of ice will need to be guaranteed before considering Phase 2.
- The extra financial cost implications for this option during Phase 1 and 2 is estimated at \$73,636 for 12 weeks of operation for one ice sheet through to the end of 2020.

Option 2: Keep ice closed until 2021 (no installation of ice)

- Keep the ice surfaces closed for the remainder of 2020 and install ice in January 2021.
- No further financial impact for this option during 2020.

**Staff Recommendation:** Proceed with Option #1 for Ice

**(b) AQUATICS**

For context, the Aquatics pool schedule pre-COVID ran 66 hours per week.

Staff are proposing that aquatic operations would open under the Phase 1 approach meaning:

- All programs will transition to registered and pre-paid. Drop-in activity will no longer be permitted.
- Participants are encouraged to come dressed in swimming attire.
- Like the Quarry operations, the bather load of the pool will be reduced as per the Lifesaving Society recommendations by 75%.
- Programming will be offered Monday to Friday from 8 a.m. to 1 p.m. and will be limited to registered participants only
- Programs will include aquafit, lane swims and family swims. Swimming lessons will not be offered in this phase.
- The sauna will remain closed.
- The aquatics schedule will be designed so that it allows for adequate cleaning time between programs

As a part of the overall reopening strategy staff recommends that the YMCA passes will not be honoured during Phase 1 or 2 of the pool strategy and will be re-evaluated to see when and if they can be used again.

Option 1: Open pool beginning November 2, Monday to Friday (5 days a week)

- Open the pool on November 2 for Phase 1 of the pool strategy.
- The program would be offered for 25 hours per week (this is a reduction of 41 hours per week pre-COVID).
- The schedule will be flexible, and programs will be changed as demand dictates. As an example, if there is a greater demand for aquafit classes and low attendance in family swims, the schedule may be altered.
- Based on the recommendations as provided by the Lifesaving Society and the requirements for each program, numbers of participants will vary per program. The total surface water will allow

38 participants in total from end to end of the pool. The following numbers of participants will be as follows:

- Lane swim – participant numbers will be 4.
- Aquafit—participant numbers will be 15.
- Family swim—participant numbers will be 38.
- The pool will operate with 2 guards—staff will guard the pool, teach aquafit, register participants, answer phone calls, screen and clean.
- The extra financial cost implications for this option during Phase 1 and 2 is estimated at \$24,000 for 8 weeks, 25 hours per week (based on 80% attendance), through to the end of 2020.

Option 2: Open pool November 2, (7 days a week)

- Open the pool 7 days a week beginning November 2 for Phase 1 pool strategy
- The program would be offered for 54 hours per week. This is a reduction of 12 hours per week pre-COVID.
- Programs will still be limited to the same programs as option 1 with the addition of swimming lessons and scheduling can be changed based on demand.
- The extra financial cost implications for this option during Phase 1 and 2 is estimated at \$41,678 for 8 weeks 54 hours per week (based on 80% attendance), through to the end of 2020.

Option 3: The pool remains closed until later into 2021

- In this option there is not a complete savings because even while the facility is closed the pool still operates. There will be some savings on lifeguard wages, facility operators time, chemicals and heating.
- Financial cost to continue operating the pool regardless of patrons in the water or not is estimated at \$3,700 per month. (this includes heat, hydro and pool chemical usage to maintain)

**Staff Recommendation:** Proceed with Option #1 for Aquatics

**(c) SENIOR SERVICES**

The Community Wellness program has been managed and implemented under the Senior Services Department. This program continues to support the needs of residents in self-isolation, those under-housed and it is anticipated this will continue for the foreseeable future until the pandemic is over.

The Senior Services Department is currently in Phase 1 of their reopening. This means:

- Programs include virtual programs, telecommunications programs, footcare and blood pressure clinics along with the addition of outdoor programs
- All programs require pre-registration and pre-payment. Drop-in activity is not permitted
- Fundraising initiatives will take a different look and will transition from in person to virtual or outdoors. Examples include the annual scrap-a-thon will move to a virtual program and the Craft show will move to an Outdoor Christmas Market
- The program schedule will be designed so that it allows for adequate cleaning time between programs

Options for reopening include:



#### Option 1: Status Quo – Continue to operate the Community Wellness Program, Friendship Centre without Walls and Home Support Services

- The Community Wellness program would continue to offer support to all residents with shopping and errands, delivery of hot and frozen Meals on Wheels and check in support.
- Home Support Services will continue to operate health services such as Footcare and Blood Pressure Clinics. Volunteer Visiting and the In-Home Exercise programs will resume as well as Falls Prevention group fitness classes at offsite locations where physical distancing and health and safety can be maintained.
- The Friendship Centre Without Walls program will continue to operate virtual programming, telecommunications and outdoor programming.
- Under this option there would be no additional Senior Services programs/services brought back into municipally owned facilities.
- The extra financial cost implications for this option of Phase 1 of the Senior Services Strategy is estimated at \$2,988.

#### Option 2: Gradual implementation of in-person programming (October)

- The Community Wellness program would continue to offer support to all residents with shopping and errands, delivery of hot and frozen Meals on Wheels and check in support.
- Home Support Services will continue to operate health services such as Footcare and Blood Pressure Clinics. Volunteer Visiting and the In-Home Exercise programs will resume as well as Falls Prevention group fitness classes at offsite locations where physical distancing and health and safety can be maintained.
- The Friendship Centre Without Walls program will continue to operate virtual programming, telecommunications and outdoor programming.
- Gradual implementation of in person programming in the Friendship Centre. Programs that would be offered would include programs those that can maintain the appropriate physical distancing measures. Some examples include exercise classes, carpet bowling, shuffleboard, pickleball, line dancing and scrap booking.
- Advanced registration will be required for all in person programs under this option.
- The extra financial cost implications for this option of Phase 2 of the Senior Services Strategy is estimated at \$988.

**Staff Recommendation:** Proceed with Option #1 for the Friendship Centre

#### **(d) Recreation and Youth Services**

Recreation and Youth Services is currently in Phase 1 of their reopening. This means:

- Programs include virtual programs and the implementation of outdoor activities for both Recreation and EarlyON.
- Programs will no longer be offered as a drop-in activity and will transition to a session.

Options for reopening include:

#### Option 1: Recreation and Youth Services continue to only offer virtual programs

- In this option Recreation and Youth services will continue to operate their virtual programs only and no other programs would be offered.
- Financial cost for this option of Phase 1 of the Recreation and Youth Services Strategy is cost neutral.

### Option 2: Gradual implementation of in-person programming

- These programs are not anticipated to begin until later in the season October/November
- In this option virtual programs will continue to operate however, there would be a gradual implementation of in person programming. Programs that would be offered would include programs that can maintain the appropriate physical measures.
- Advanced registration will be required for all in person programs under this option.
- Financial cost for this option will be brought forward in the fall.

### Option 3: Before and After School Care Offered through Recreation and Youth Services

- This program will only be offered if the Child Care Centre cannot staff the in-school Before/After Care.
- If this program operates it will work in partnership with the Friendship Centre as there is shared space required for these programs
- The Before and After School program will be offered Monday through Friday 7 a.m. to 9 a.m. and 3:30 p.m. to 6:30 p.m.
- The extra financial cost implications for this option during COVID is a \$6,480 profit for a 15 weeks program (September to December) based on 26 children in the program for the remainder of 2020.

Staff Recommendation: Proceed with Option #1 for Recreation and Youth Services. If the Child Care Centre is not able to staff Before/After Care, staff recommend proceeding with Option #3 as well.

## **FINANCIAL IMPLICATIONS**

Council's operating cost target for COVID response has been set at \$250,000.

As noted in the Director of Finance's report, FIN 28-2020 COVID-19 Financial Relief – August 25, 2020, the Town of St. Marys is currently projecting an operating deficit of \$195,000 in 2020. This does not include the increased costs associated with the reopening decisions in this report. Staff is anticipating extra costs of approximately \$300,000 in 2021 due to the COVID-19 pandemic.

Adding the 2020 costs into the summary provided by the Director of Finance results in the following overall financial position. These are our best estimates, and are subject to change:

<b>Total Net Operating Deficit for 2020</b>	<b>-\$195,000</b>
<b>PRC Reopening Plan:</b>	
Ice Option #1	-\$73,636
Aquatics Option #1	-\$24,000
Senior Services Option #1	-\$988
Recreation & Youth Services Option #1	\$0
Recreation & Youth Services Option #3	\$6,480
<b>Sub-Total PRC Reopening Plan</b>	<b>-\$92,144</b>
<b>New Total Net Operating Deficit for 2020</b>	<b>-\$287,144</b>
<b>Council Target:</b>	<b>-\$250,000</b>

<b>Total to be recouped to meet target:</b>	<b>\$-37,144</b>

As shown, reopening the PRC in its initial phases will push the Town \$37,144 over Council's cost target. This amount will need to be recovered to meet target.

There are three main options of recovery:

- i. Prices can increase to offset COVID costs during the pandemic only. As each service is brought back online fees can be evaluated and increased to offset COVID costs.
- ii. The Federal and Provincial government will provide the Town with \$396,700 to assist with these financial pressures. As shown in the Director of Finance's report, \$201,700 of this funding is projected to roll over into 2021 to offset the 2021 COVID related cost increases.

Council could use more of the Provincial funding allocation in 2020 to fund the PRC opening, roll over less of the funds into 2021, and apply for Phase 2 Provincial funding in 2021 for any 2021 COVID related cost increases.

This option is manageable as the original overall budget increase was projected to be \$550,000 and the funding plan for this increase did not contemplate this new Provincial funding.

- iii. Blend of #1 and #2.

In an effort to reduce the impact to the tax base due to reopening of services, Council has previously acknowledged that the cost of reopening during the pandemic needs to be a shared burden between user groups and the Town. Council has also provided previous support for COVID premiums on user fees to offset the increased costs of opening.

Within the report above, staff have proposed that ice fees be raised by 50% once Phase 2 begins. This information was communicated to user groups with mixed reaction. A few of the groups have indicated that they will reduce their hours or find ice elsewhere if fees are raised this much. The Town will have to be careful to ensure that the fee increase is reasonable because if too many users reduce their hours the ice operations could be in a worse financial position after a fee increase.

**Staff recommendation for ice fees:** to give users some certainty, and to allow staff to more accurately financially plan, staff are recommending that one ice rate be charged for all users for the ice season. Staff are recommending that ice users be informed that the COVID hourly rate will be charged at a rate equivalent to the current adult rate of \$169.58 per hour (plus taxes).

For minor sports associations, the new rate of \$169.58 per hour (plus taxes) represents an increase from the normal youth rate of \$139.11 per hour (plus taxes). However, this approach represents a middle ground between the pre-COVID rate, and the 50% fee increase initially proposed which would equate to \$208.66 per hour (plus taxes). This COVID ice fee is comparable with other ice rates in the area (for example, the Stratford regular youth rate is \$168.14 per hour plus taxes).

If Council endorses this approach ice users will be informed of the new rates and will be asked to commit their hours for the remainder of the year.

## SUMMARY

It is important that staff evaluate all risks associated with reopening to quickly and/or without adequate planning. Regardless of what type of infrastructure is being considered for reopening and re-entering post COVID-19, this reopening plan developed by staff includes guiding principles that are observed as part of the planning process. Throughout each of the stages, continued protections for vulnerable persons will be in place, along with continued practice of physical distancing, hand washing and respiratory hygiene, and significant mitigation plans to limit health risks.

Overall, the health and safety of public and staff are the priority as staff work through this PRC transition plan to reopen the facility. The plan as created following provincial guidelines and public health requirements.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Jenny Mikita, Supervisor of Senior Services  
Andrea Slade, Supervisor of Aquatics & Guest Services  
Ciaran Brennan, Supervisor of Recreation & Youth Services  
Doug LaPointe, Supervisor of Operations  
Ray Cousineau, Facilities Supervisor  
André Morin, Director of Finance

## **ATTACHMENTS**

Pyramid Recreation Centre Reopening Plan


## **REVIEWED BY**

### **Recommended by the Department**



Stephanie Ische, Community Services Director

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



Town of St. Marys  
Reopening the Pyramid Recreation  
Centre  
July 29, 2020

## Contents

Reopening Protocols for the Pyramid Recreation Centre.....	4
Introduction .....	4
Patron Control.....	4
Cleaning Protocols and PPE .....	5
Social Distancing Measures.....	5
Before Attending the Facility .....	6
Facility Rules and Regulations.....	7
Phased Approach .....	7
Strategy for Ice.....	8
Phase 1 .....	8
Phase 2 .....	8
Phase 3 .....	9
Patron Control.....	9
Phase 1 .....	9
Phase 2 .....	10
Phase 3 .....	11
Exiting the Facility – Phase 1 and 2 .....	11
Other ice programs .....	11
Blue Rink Users Protocols (Phase 1 & 2) .....	11
Rock Rink User Protocols (Phase 1 & 2) .....	13
Aquatics Strategy .....	14
Phase 1 .....	14
Patron Control.....	15
Phase 1 .....	15
Phase 2 .....	16
Phase 3 .....	17
Aquatics User Protocols (Phase 1 & 2).....	17
Senior Services Strategy.....	17
Patron Control.....	18
Phase 1 .....	18
Phase 2 .....	19
Phase 3 .....	19

Senior Services Protocols (Phase 1 & 2).....	19
Recreation/Youth Services Strategy .....	19
Patron Control.....	20
Phase 1 .....	20
Phase 2 .....	20
Phase 3 .....	21
Recreation and Youth Services Protocols (Phase 1 & 2).....	21
Appendices.....	22
Appendix A: Waiver .....	22
Appendix B: User Return to Play.....	24
Appendix C: Entry Points.....	29
Appendix D: Signage .....	30
Appendix E: Facility Layout .....	34

## Reopening Protocols for the Pyramid Recreation Centre

### Introduction

The Pyramid Recreation Centre is a large multi-use facility designed specifically to be able to host a multitude of activities at one time, with multiple entrances and exits spread out the exterior of the building, facing different parking lots (Appendix E). Inside the facility each area of operation is designed to operate independently, without the need to enter other parts of the facility at any time. This design allows an opportunity to safely divide users and control patron flow to ensure activities always remain safely separated. The four main areas of operation at the facility include a twin pad arena, indoor pool, community centre hall, and senior's centre.

The COVID-19 pandemic has generated questions and concerns about potential exposure to the virus when in recreation facilities such as the Pyramid Recreation Centre. The recreation sector has a responsibility to reduce the transmission risk of COVID-19 at our indoor and outdoor spaces and service provisions by reducing the contact intensity and number of contacts encountered by users and reducing the risk of transmission for each contact, all while providing opportunities to recreate and improve wellbeing. The health and safety of staff and users is the overall guiding principle.

All organizations who utilize facilities such as sport and other user groups must establish a common understanding with recreation facility management on how the spaces will be used safely with physical distancing measurements. Each organization will be required to submit a "Return to Play" document (Appendix B) to the Pyramid Recreation prior to the start of their program. The Pyramid Recreation Centre will follow Provincial and Public Health requirements. The Town reserves the right to refuse spectators due to physical distancing concerns.

### Patron Control

Controlling the movement of people throughout the facility to maintain physical distancing from entry to exit will be part of this plan. Traffic map, wayfinding signage, floor markings, and various other measures will be utilized to ensure physical distancing throughout the facility. Online or telephone registration will be available for all programs to reserve a space and manage capacity and traffic. Management of the overall facility capacity will be coordinated by programming capacity and offset by strategic scheduling. Designated entry and exit points will be assigned and communicated for all staff and users will be assigned according to the program they are enrolled in. Below are the existing points of entry, and which program they currently support (Appendix C):

Door A – Aquatics users

Door B – Rock Rink users

Door C – Friendship Centre users



## Door D- Blue Rink users

### Cleaning Protocols and PPE

The cleaning schedule of the facility will be different than prior to the pandemic and will include all public surfaces to be cleaned and disinfected daily, following all public health guidelines and industry best practices. Disinfection will occur regularly of all high-touch surfaces including door handles, elevator buttons, toilet flush handles, railings etc. Programming spaces and items such as activity rooms and equipment would be cleaned and disinfected before and after every use, and public spaces such as washrooms and lobby areas would be cleaned and disinfected regularly, depending on the length of operating hours. There will be added cleaning staff provided to support the additional cleaning and disinfection, with additional thorough cleaning and disinfection of the facility taking place before, during and after programming hours.

Staff safety is at the forefront of this plan and all staff will be provided with training on how to use appropriate PPE (ex: gloves/masks) which is to be utilized while in the facility. Specialized protective equipment will be implemented wherever patrons interact directly with staff, such as glass shielding at all service desks, as well as at food and beverage canteens. Modified behavior guidelines for physical distancing will be posted, and actions such as shaking of hands or touching clients will not be permitted. Overall, the municipality has the resources to invest in any necessary equipment, technology or staff resources to address future requirements which may arise due to the ongoing Covid-19 situation. Examples include PPE, cleaning and disinfecting equipment, additional staff, air quality controls such as HVAC equipment, and engineered measures to control patron flow.

When patrons enter the facility, they will be expected to wear a mask and they must always follow directional signage posted throughout the facility. Access will be limited to only those with authorization to enter each area of operation, through the registration or appointment process.

### Social Distancing Measures

The Stage 3 frameworks as provided by the Provincial Government stipulates that mass gatherings of more than 50 people indoors are prohibited. In our case, special events or recreational activities larger than 50 will not occur. Each space within the facility has been measured to determine capacity of 5 m<sup>2</sup> to ensure adequate physical distancing. Utilizing this metric will determine the number of participants permitted in each space of the facility. It is understood that if a space or facility cannot adhere to physical distancing requirements for a described number of people, the number must be reduced to ensure proper physical distancing. As an example, if multiple exercise programs are taking place in the indoor pool as well as in the Friendship Centre, resulting in more than 50 patrons in the entire facility, there will be controls in place to ensure each program space provides adequate physical distancing, and remains in separate areas of operation. Ingress and egress to each space will also be controlled in order to avoid

over capacity of people in any lobby area (Ice, Aquatics Centre and Friendship Centre) that does not allow adequate physical distancing.

The chart below demonstrates the maximum number of participants allowed in each area as based on the measurement of the room and providing 5 square metres of space for each patron. It is important to note that this would be the sustained maximum capacity should the facility fully reopen until further notice, but while in stage 3 the capacity is to be maintained at a 50-person maximum per area of operation.

<b>Space</b>	<b>Square Metres</b>	<b>Capacity based on 5 m2</b>
Rock Rink Surface	1421.4	284
Rock Rink Stands + Perimeter	642.9	129
Blue Rink Surface	1421.4	284
Blue Rink Stands + Perimeter	454.5	91
End Zone	264.8	53
2/3 Hall	451.9	90
1/3 Hall	255.7	51
Whole Hall	707.5	142
Multipurpose Room - Friendship Ctr	159.4	32
Main Hall - Friendship Ctr	153.8	31
Meeting room A	29.3	6
Meeting room B	31.2	6
Meeting Room C	38.8	8
Meeting Room D	20.1	4
Youth Centre	83.6	17
Pool Area (including deck)	455.2	91
Main Pool	190.4	38
Leisure Pool	31.6	6

### Before Attending the Facility

Organizations/renters must ensure their participants are:

1. Not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell.
2. Have not travelled to a highly impacted area in the last 14 days.
3. Do not believe to have been exposed to someone with a suspected and/or confirmed case of COVID-19.

4. Have not been diagnosed with COVID-19 and not yet cleared as non-contagious by local public health authorities.
5. Following recommended health guidelines as much as possible to limit my exposure to COVID-19.
6. All patrons that participate in any Pyramid Recreation Program operated by the Town will be required to sign a waiver form. (Appendix A)

#### Facility Rules and Regulations

1. Everyone entering the facility must wear a mask.
2. All participants will be expected to follow the directional arrows and signage when moving throughout the facility.
3. All participants will be expected to use the hand sanitizer stations at the entrance and exit of the facility.
4. All participants must follow the direction of On Duty staff.
5. Failure to follow the directional arrows and signage, commands from On Duty staff or appropriate social distancing practices will result in expulsion from the facility without refund. The municipality reserves the right to deny access to the facility to any person for any reason.

The schedule is subject to change and the Town reserves the exclusive right to change programs as needed. The Town will continue to follow all Provincial and Public Health Guidelines.

#### Phased Approach

The Pyramid Recreation Centre will open through a deliberate phased approach that will move slowly. This approach may see some services come back online sooner than others and will be determined as demand dictates and if we can remain sustainable from a financial perspective. Overall safety and community cooperation are required as we move forward. Should the direction be to shut facilities down again due to the pandemic, the Town of St. Marys will follow all direction from the Provincial Government and Public Health officials.

Like the framework for reopening from the Province our plan also sets out a phased approach to programs and services within the complex. Each area within the facility will be brought back slowly and some areas may move slower than others. In each program area this staged approach will be followed. There are 3 phases as listed in the strategy below for each service area.

- Phase 1- This phase allows staff to test out the reopening plan ensuring staff can manage a safe environment for all staff and community members. This phase will incorporate all guidelines and restrictions as set out by the Province, Huron Perth District Health Unit and the Municipality.
- Phase 2 – This phase allows an expansion of services once it is deemed there is a need, it can be managed safely and if we can remain sustainable from a

financial perspective. This phase will incorporate all guidelines and restrictions as set out by the Province, Huron Perth District Health Unit and the Municipality.

- Phase 3 – This phase would be considered our long-term recovery once a vaccine is found. In this phase services would be brought back online to our pre-COVID service levels.

## Strategy for Ice

While the Town of St. Marys has put in place preventative measures to reduce the spread of COVID-19, the Municipality cannot guarantee that you and/or your child(ren) will not become infected with COVID-19, or any other virus.

Under phase 1 only sanctioned ice users will be able to use ice, such as minor sports associations, due to the planning and collaboration shared between associations and municipalities resulting in the most likely safe return to play scenario.

### Phase 1

Under phase 1, sanctioned ice users will be able to rent ice on one pad, following an ice allocation process that currently exists to assign ice to minor sports associations. The Pyramid Recreation Centre may open one sheet of ice beginning on October 1 incorporating all guidelines and restrictions as set out by the Province, Huron Perth Public Health and the Municipality. These requirements will include but are not limited to:

- Physical Distancing
- Mask/Face Coverings
- Hand sanitizing stations are located at each entranceway and throughout the complex
- Gathering Limits
- Limited access to washrooms and change rooms
- Contact Tracing
- Passive Screening
- Staggered Ice Times
- Signage (Appendix D)

There will be no food or beverage services provided under this phase.

### Phase 2

This phase will see the second sheet of ice installed should the demand warrant it; however, the ice will still be for the same sanctioned ice users only.

There will be no food or beverage services provided under this phase.

This phase will continue to follow all guidelines and restrictions set out by the Province, Huron Perth District Health Unit and the Municipality.

### Phase 3

In this phase food and beverage service will be considered for opening, and other ice users may be considered for use on a case by case basis, such as adult pickup hockey, and private rentals.

This phase will continue to follow all guidelines and restrictions set out by the Province, Huron Perth District Health Unit and the Municipality.

## Patron Control

### Phase 1

All participants are to enter the facility through the designated door as it pertains to their activity. Participants are to arrive to the facility dressed for practice or skills development only, as games will not be permitted.

Door B – Rock Rink users

Door D – Blue Rink users

Dressing rooms will not be accessible under this phase. The rink will have a designated location for participants to put on their skates, in an area which allows for proper physical distancing. Each participant will be allowed 1 spectator, such as someone to assist with lacing skates for younger patrons, and they will be allowed to watch from designated sections. The renting association is responsible to ensure the number of patrons (all on and off ice patrons) expected to attend each practice does not exceed the limit of 50 patrons, and facility staff will monitor attendance to ensure this is maintained.

Each organization or renter who is utilizing the facility shall conduct passive screening of all participants and spectators prior to being allowed entry into the ice area. If an organization or renter does not have a screening tool they can utilize the self-assessment app which can be found at <https://covid-19.ontario.ca/self-assessment/>

The organization or renter will be stationed within the lobby of the PRC and will meet participants and spectators as they arrive at the facility. This gate keeper will confirm that screening has been completed, take names and phone numbers to allow for contact tracing. The organization will be responsible for keeping this information during the pandemic. The Town also reserves the right to perform additional screening prior to participants and spectators being granted access to the facility.

Participants will be asked to wear a mask upon entry and follow the directional signage as they travel through the facility.

## Phase 2

Phase 2 would see the second sheet of ice installed. In this phase there will be access to dressing rooms, however participants will be strongly encouraged to arrive dressed, as change room availability may not provide the required space due to physical distancing measures. There are 10 change rooms which vary in size, 5 for each rink. They will only be able to accommodate a limited number of participants, perhaps an average of 6-8 in each, to ensure proper physical distancing. A maximum of 2 change rooms will be available per rental on each pad, which allows the necessary time to clean and disinfect between rentals. Designated areas will remain in place in open areas to put skates on if needed. Each participant will be allowed 1 spectator as in phase one, provided the number of patrons does not exceed the restricted number in place.

Consideration may be given to practices including more than one team on the ice if the restricted number of patrons is not exceeded, in which case the half board system may be reintroduced to separate play and ensure proper physical distancing between groups. If this is not the case at this time, these variables will be delayed until phase 3. Games or scrimmages will not be permitted during phase 2.

Each organization or renter who is utilizing the facility shall conduct passive screening of all participants and spectators prior to being allowed entry into the ice area. If an organization or renter does not have a screening tool they can utilize the self-assessment app which can be found at <https://covid-19.ontario.ca/self-assessment/>

The organization or renter will be stationed within the lobby of the PRC and will meet participants and spectators as they arrive at the facility. This gate keeper will confirm that screening has been completed, take names and phone numbers to allow for contact tracing. The Town also reserves the right to perform additional screening prior to participants and spectators being granted access to the facility.

Participants will be asked to wear a mask upon entry and follow the directional signage to the change rooms and ice area. At this time there will be no keys provided for locking change rooms. If a group would like a room locked, they will need to contact the facility staff. It will be the responsibility of the organization or renter to monitor physical distancing and direct people to the appropriate locations.

In phase 2 with the addition of dressing rooms comes the additional time required for cleaning. This means an additional ½ hour per skate time will be required for appropriate sanitization.

Sample program overview (times will vary):

Time	Blue Rink	Rock Rink
10 am-11 am	10-11	Sanitizing
		10:30-11:30

11 am-12 pm	Sanitizing	
	11:30-12:30	Sanitizing
12 pm-1pm	Sanitizing	12-1
1 pm-2 pm	1-2	Sanitizing
		1:30-2:30
2 pm-3pm	Sanitizing	
	2:30-3:30	Sanitizing
3 pm-4 pm		3-4

### Phase 3

This phase is where ice operations return to full service, with associations being permitted to have more than one team on the ice at a time and reintroducing the board system for half-ice. Games may also resume.

### Exiting the Facility – Phase 1 and 2

Participants and spectators will be asked to leave the facility through an alternative door. Both the Blue and Rock rink participants and spectators will be asked to leave the facility using Entrance B.

### Other ice programs

During phase 1 and 2 there will be no recreation ice programs offered along with no ticket ice or shoulder ice. When and if other ice programs return during the pandemic all participants will be required to pre-register and pay online in advance of their program time. Further instructions will follow if these programs will return this season.

### Blue Rink Users Protocols (Phase 1 & 2)

1. All patrons using the ice surface must arrive dressed to skate as dressing rooms are not permitted to be used until further notice. Patrons must arrive no more than 10 minutes prior to their ice time. Facility access will be restricted to ensure physical distancing can be maintained between different user groups inside the facility.
2. All patrons associated with a rental on the Blue Rink must enter the facility wearing a face mask using Entrance D, following the signs to the designated staging/skate lacing area and wait to use the Blue Rink. This will be when skates

can be put on, assuring physical distancing between skaters. Masks must always remain on unless on the ice surface.

3. One other member of a household may enter with a skater, to assist young children to tie their skates if needed. This person may stay and watch the practice, provided they watch in the designated waiting area, which will be an assigned section in the stands.
4. Skaters must remain in the staging area until the facility operator has completed their flood, and the gates are closed to the ice rink. This will be visible from the staging area through the hallway window out onto the rink. Staff may be disinfecting areas of the facility not visible from the staging area; thus, the Zamboni gate doors will remain open until this has been completed, with the closing of the doors indicating it is safe to enter.
5. Once the gate is closed, and all skaters from a previous rental are not in the hallway, players may proceed down the hallway while wearing a mask, to the first rink access doors on the left and proceed onto the ice.
6. Once on the ice, skaters may take their mask off, place into an individually labelled bag or other container, and set on the players bench for the duration of practice. Water bottles are permitted on the benches, and skaters and coaches may use them. There is absolutely no spitting, mouth rinsing, seeds, chew, or any other producing of excess bodily fluids permitted in the players benches, to ensure the continued health and safety of all participants. The benches will be sanitized between each rental.
7. If there are any issues with the skating surface or other, a coach must return to the lobby and speak to guest services prior to starting the practice, and guest services will contact an operator to address the issue. In this case, skaters must exit the ice surface to the rink perimeter and close the door to the ice surface, prior to an operator addressing the issue.
8. For the duration of practice, the Blue Rink official's room will be provided to use as a washroom only, for only those skaters currently on the ice. This room will be disinfected regularly and sanitized between each rental.
9. One minute prior to the end of the practice time, operations staff will sound the horn indicating practice has one-minute remaining. It is at this time that all pucks must be picked up and no new drills or scrimmages may start. This is also when all skaters should proceed to the bench to retrieve their masks to wear once off the ice surface.
10. At the end of the practice time, operations staff will sound the horn a second time, indicating the end of practice. At this time, all pucks are to have been picked up and all skaters must IMMEDIATELY exit the ice surface. Skaters of any kind are not permitted to approach the Zamboni gate or operations staff on the ice.
11. Skaters will wear masks and follow the signs to the designated staging area to remove skates, and leave the facility through Entrance B. Skaters must leave the facility as soon as skates are removed.



**Reminder:**

**Masks must always be worn in the facility unless on the ice surface, and all patrons are required to maintain physical distancing whenever possible.**

## Rock Rink User Protocols (Phase 1 & 2)

1. All patrons using the ice surface must arrive dressed to skate as dressing rooms are not permitted to be used until further notice. Patrons must arrive no more than 10 minutes prior to their ice time. Facility access will be restricted to ensure physical distancing can be maintained between different user groups inside the facility.
2. All patrons associated with a rental on the Rock Rink must enter the facility wearing a face mask using Entrance B, following the signs to the designated staging/skate lacing area and wait to use the Rock Rink. This will be when skates can be put on, assuring physical distancing between skaters. Masks must always remain on unless on the ice surface.
3. One other member of a household may enter with a skater, to assist young children to tie their skates if needed. This person may stay and watch the practice, provided they watch in the designated waiting area, which will be an assigned section in the stands.
4. Skaters must remain in the staging area until the facility operator has completed their flood, and the gates are closed to the ice rink. This will be visible from the staging area through the lobby window out onto the rink. Staff may be disinfecting areas of the facility not visible from the staging area; thus, the Zamboni gate doors will remain open until this has been completed, with the closing of the doors indicating it is safe to enter.
5. Once the gate is closed, and all skaters from a previous rental are not in the hallway, players may proceed down the hallway while wearing a mask, to the first rink access doors on the right and proceed onto the ice.
6. Once on the ice, skaters may take their mask off, place into an individually labelled bag or other container, and set on the players bench for the duration of practice. Water bottles are permitted on the benches, and skaters and coaches may use them. There is absolutely no spitting, mouth rinsing, seeds, chew, or any other producing of excess bodily fluids permitted in the players benches, to ensure the continued health and safety of all participants. The benches will be sanitized between each rental.
7. If there are any issues with the skating surface or other, a coach must return to the lobby and speak to guest services prior to starting the practice, and guest services will contact an operator to address the issue. In this case, skaters must exit the ice surface to the rink perimeter and close the door to the ice surface, prior to an operator addressing the issue.

8. For the duration of practice, the Rock Rink official's room will be provided to use as a washroom only, for only those skaters currently on the ice. This room will be disinfected regularly and sanitized between each rental.
9. One minute prior to the end of the practice time, operations staff will sound the horn indicating practice has one-minute remaining. It is at this time that all pucks must be picked up and no new drills or scrimmages may start. This is also when all skaters should proceed to the bench to retrieve their masks to wear once off the ice surface.
10. At the end of the practice time, operations staff will sound the horn a second time, indicating the end of practice. At this time, all pucks are to have been picked up and all skaters must IMMEDIATELY exit the ice surface. Skaters of any kind are not permitted to approach the Zamboni gate or operations staff on the ice.
11. Skaters will wear masks and follow the signs to the designated staging area to remove skates, and leave the facility through Entrance B. Skaters must leave the facility as soon as skates are removed.

**Reminder:**

**Masks must always be worn in the facility unless on the ice surface, and all patrons are required to maintain physical distancing whenever possible.**

## Aquatics Strategy

The Pyramid Recreation Centre will open through a deliberate phased approach. This will see portions of the facilities open as demand dictates and we can remain sustainable from a financial perspective. Overall safety and community cooperation are required as we move forward.

### Phase 1

The Pyramid Recreation Centre may open the pool beginning October 1 incorporating the guidelines/requirements as set out by the Province, Huron Perth Public Health, Lifesaving Society and the Municipality. These requirements will include but are not limited to:

- Physical Distancing
- Mask/Face Coverings
- Hand sanitizing stations are located at each entranceway and throughout the complex
- Gathering Limits
- Limited access to washrooms and change rooms
- Contact Tracing
- Passive Screening
- Staggered Program Times
- Signage (Appendix D)

## Patron Control

### Phase 1

Programs will no longer be offered as a drop-in activity and will transition to a session. Prior to participating in any pool program participants must register and pay for their program in advance.

Participants are encouraged to come to the pool in their swimming attire. All participants are to enter the facility through the designated door as it pertains to their activity. Aquatics participants will enter/exit through Entrance A.

Each participant entering the facility shall conduct passive screening prior to being allowed entry. The Aquatics Supervisor or designate will be stationed at Entrance A to meet participants as they arrive at the facility. The screener will confirm that screening has been completed, take names and phone numbers to allow for contact tracing. Additional screening may take place prior to participants being granted access to the facility.

Participants will be asked to wear a mask upon entry and follow the directional signage to the pool change room and masks must be worn on the deck and removed prior to entering the water. Once changed participants will enter onto the deck ensuring proper social distancing. Participants will be required to shower prior to entering the pool however are asked to not shower following their swim so the changerooms can be sanitized for the next program. Once in the water participants will ensure to maintain proper social distancing measures while in the pool.

Bather load of the pool will be reduced as per the Lifesaving Society's recommendation by 75%. Under the phase programming will begin Monday through Friday from 8:00 am to 1:00 pm and will be limited to registered programs. Programs will be limited to aquafit, lane swim and family swims. Swimming lessons will not be offered in this phase.

Based on the recommendations as provided by the Lifesaving Society and the requirements for each program numbers of participants will vary per program. The total surface water will allow 38 participants in total from end to end of the pool. The aquatics program is different than a dry land program as the expectation in the pool is that users will move freely around. Because of this the following numbers of participants will be as follows:

- Lane swim – participant numbers will be 4. This will allow a safe route of travel as swimmers will not share lanes as they did in the past.
- Aquafit—participant numbers will be 15. This program requires participants to be in water that is chest deep so this eliminates the space that could be utilized in the shallow and deep end of the pool.
- Family swim—participant numbers will be 38. As this is a free style program this is manageable from a safety perspective.

Decisions made regarding the usage of equipment will modify programming. No sharing of any equipment unless you live in the same household. Equipment will be cleaned after every use by the lifeguard on duty.

There will be additional time required for cleaning and sanitizing of changerooms following each program. This means an additional ½ hour per swim time will be required for appropriate sanitization.

The sauna will be closed to participants under this phase.

## Phase 2

Participants are still encouraged to come to the pool in their swimming attire. All participants are to enter the facility through the designated door as it pertains to their activity. Aquatics participants will enter through Entrance A and exit through the East Aquatics door.

Each participant entering the facility shall conduct passive screening prior to being allowed entry. The Aquatics Supervisor or designate will be stationed at Entrance A to meet participants as they arrive at the facility. The screener will confirm that screening has been completed and mark attendance as all participants will be pre-registered. Additional screening may take place prior to participants being granted access to the facility.

Participants will be asked to wear a mask upon entry and follow the directional signage to the pool change rooms and masks must be worn on the deck and removed prior to entering the water. Participants will be required to shower prior to entering the pool deck however are asked to not shower following their swim so the changerooms can be sanitized for the next program. Once on the deck and then in the water participants will ensure to maintain proper social distancing measures while in the pool.

Bather load of the pool will still be reduced in this phase as per the Lifesaving Society's recommendation by 75%. However, under this phase the change will be an increase of programs and swim times offered. Programs will increase to be offered 7 days a week with increased hours of operations. Programs will be increased by offering the same programs as phase 1 and will now include swimming lessons, advanced swimming lessons and pool rentals.

Decisions made regarding the usage of equipment will modify programming. No sharing of any equipment unless you live in the same household. Equipment will be cleaned after every use by the lifeguard on duty.

There will be additional time required for cleaning and sanitizing of changerooms following each program. This means an additional ½ hour per swim time will be required for appropriate sanitization.

The sauna will remain closed under this phase.

### Phase 3

This phase is where pool operations and programs return to normal service pre COVID-19.

### Aquatics User Protocols (Phase 1 & 2)

1. All patrons using the pool are encouraged to come to the pool in their swimming attire. Patrons must arrive no more than 10 minutes prior to their swim time. Facility access will be restricted to ensure physical distancing can be maintained between different user groups inside the facility.
2. All patrons coming to the Aquatics Facility must enter the facility wearing a face mask using Entrance A and exit through the East Aquatics door, following the signs to the designated area. Masks must always remain on unless in the water.
3. One other member of a household may enter with a swimmer, to assist young children to get dressed if needed. This person may stay and watch the practice, provided they watch in the designated waiting area, which will be assigned.
4. Swimmers must remain in the staging area until the facility operator has completed their sanitizing.
5. Swimmers are required to shower prior to entering the pool deck.
6. Before entering the pool, participants may remove their masks and place in a bag on the ledge on the pool deck. When exiting the pool participants are required to put their masks back on.
7. At the end of the swim time, lifeguards will ask participants to leave the pool area, indicating the end of your swim time. At this time, all swimmers must IMMEDIATELY exit the pool area.
8. Participants will change however are asked to not use showers after exiting the pool so that cleaning and sanitization of the space can take place.
9. Participants will wear a mask and follow the signs to the appropriate exit Entrance A. Participants must leave the facility as soon as they are changed.

#### **Reminder:**

**Masks must always be worn in the facility unless on the ice surface, and all patrons are required to maintain physical distancing whenever possible.**

### Senior Services Strategy

The Community Wellness program has been managed and implemented under the Senior Services Department. This program continues to support the needs of residents in self-isolation, those under-housed as well as currently community volunteer efforts and potential resources. Residents are encouraged to register for the program at any point throughout the pandemic.

The Friendship Centre is currently in phase 1 of their reopening. Once patrons are allowed back into the facility for in person programs all guidelines/requirements as set out by the Province, Huron Perth Public Health and the Municipality will be followed. These requirements will include but are not limited to:

- Physical Distancing
- Mask/Face Coverings
- Hand sanitizing stations are located at each entranceway and throughout the complex
- Gathering Limits
- Limited access to washrooms
- Contact Tracing
- Passive Screening
- Staggered Program Times
- Signage (Appendix D)

## Patron Control

### Phase 1

The Community Wellness program which includes virtual programming will continue until the pandemic is over. However, in phase 1 the addition of programs in house will include footcare and blood pressure clinics. In addition, there will be programs offered in outdoor spaces. A few samples include; outdoor Ballroom Dancing, outdoor line dancing, painting in the pavilion, bocce ball and campfires. Programs will no longer be offered as a drop-in activity and will transition to a session (ex: 4- or 6-week registered classes). Prior to participating in any program participants must register and pay in advance for their program.

Outdoor programs will operate slightly differently than indoor programs and the wearing of masks in outdoor programs is not mandatory unless there is a risk of people outside the household bubble coming within 6ft of someone however if participants chose to wear a mask they can. If equipment is required for outdoor programs participants will be encouraged to bring their own. If participants do not have the equipment required in some cases equipment may be provided. There will be no sharing of equipment between participants unless you live in the same household. Equipment used by participants will be sanitized by program staff after every use. Each week every participant will conduct a passive screening prior to the program beginning. The programmer will meet participants at the designated outdoor location as they arrive. The programmer will confirm that screening has been completed, take names and phone numbers to allow for contact tracing.

Some existing online programs will transition to a paid for service program. Fundraising initiatives will be very different for the remainder of the year and will transition from in person to virtual or outdoors (ex: virtual scrap-a-thon, Outdoor Christmas Market).

There will be additional time required for cleaning and sanitizing of each program space following each program. This means an additional ½ hour would be required between programs for appropriate sanitization.

## Phase 2

Phase 2 will be a gradual implementation of in person programming in the Friendship Centre. All participants are to enter the facility through the designated door as it pertains to their activity. Senior Services participants will enter through Entrance C. Each participant entering the facility shall conduct passive screening prior to being allowed entry. Each programmer responsible for an in-person program will be stationed at Entrance C to meet participants as they arrive at the facility. The programmer will confirm that screening has been completed, take names and phone numbers to allow for contact tracing. Additional screening may take place prior to participants being granted access to the facility.

Participants will be asked to wear a mask upon entry and are to follow directional signage to their activity location.

There will be additional time required for cleaning and sanitizing of each program space following each program. This means an additional ½ hour would be required between programs for appropriate sanitization.

## Phase 3

This phase is where programs will return to normal service pre COVID-19.

## Senior Services Protocols (Phase 1 & 2)

1. All patrons using the Friendship Centre must arrive no more than 10 minutes prior to their program time. Facility access will be restricted to ensure physical distancing can be maintained between different user groups inside the facility.
2. All patrons coming to the Friendship Centre must enter the facility wearing a face mask using Entrance C, following the signs to the designated area. Masks must always remain on.
3. At the end of the program time, program staff will ask participants to leave the program area. At this time, all participants will be expected to leave the facility.
4. Participants will wear a mask and follow the signs to the appropriate exit assigned to the respective room. Participants must leave the facility as soon as their program is over.

### **Reminder:**

**Masks must always be worn in the facility unless on the ice surface, and all patrons are required to maintain physical distancing whenever possible.**

## Recreation/Youth Services Strategy

Recreation and Youth Services are provided through indoor and outdoor recreation facilities and amenities. Identifying commonalities allows organizations to ensure the safety of spaces and activities as a 'new normal' is created.

Recreation and Youth Services will offer in person programs in phase 2. At this phase patrons will be allowed back into the facility for in person programs all



guidelines/requirements as set out by the Province, Huron Perth Public Health and the Municipality will be followed. These requirements will include but are not limited to:

- Physical Distancing
- Mask/Face Coverings
- Hand sanitizing stations are located at each entranceway and throughout the complex
- Gathering Limits
- Limited access to washrooms
- Contact Tracing
- Passive Screening
- Staggered Program Times
- Signage (Appendix D)

## Patron Control

### Phase 1

Programs will no longer be offered as a drop-in activity and will transition to a session (ex: 4- or 6-week registered classes). Prior to participating in any program participants must register and pay in advance for their program. EarlyOn virtual programming will continue in this phase with the addition of programs including a community scavenger hunt, the equipment rental program and other online activities. The Youth Centre will not open in this phase.

There will be additional time required for cleaning and sanitizing of each program space following each program. This means an additional ½ hour would be required between programs for appropriate sanitization.

### Phase 2

Phase 2 will be a gradual implementation of in person programming in the Youth Centre, Community Centre for Recreation, Youth Services and EarlyOn. All participants will enter the facility through the designated door as it pertains to their activity. Each participant entering the facility shall conduct passive screening prior to being allowed entry. Each programmer responsible for an in-person program will be stationed at the entrance to meet participants as they arrive at the facility. The programmer will confirm that screening has been completed, take names and phone numbers to allow for contact tracing. Additional screening may take place prior to participants being granted access to the facility.

Participants will be asked to wear a mask upon entry and are to follow directional signage to their activity location.

There will be additional time required for cleaning and sanitizing of each program space following each program. This means an additional ½ hour would be required between programs for appropriate sanitization.



### Phase 3

This phase is where programs will return to normal service pre COVID-19.

### Recreation and Youth Services Protocols (Phase 1 & 2)

1. All patrons participating in recreation or youth service programs must arrive no more than 10 minutes prior to their program time. Facility access will be restricted to ensure physical distancing can be maintained between different user groups inside the facility.
2. All patrons coming to the PRC must enter the facility wearing a face mask using designated predetermined entrance, following the signs to the designated area. Masks must always remain on.
3. At the end of the program time, program staff will ask participants to leave the program area. At this time, all participants will be expected to leave the facility.
4. Participants will wear a mask and follow the signs to the appropriate exit assigned to the respective room. Participants must leave the facility as soon as their program is over.

**Reminder:**

**Masks must always be worn in the facility unless on the ice surface, and all patrons are required to maintain physical distancing whenever possible.**

## Appendices

### Appendix A: Waiver



#### **RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**

**BY SIGNING THIS DOCUMENT, YOU WILL WAIVE CERTAIN RIGHTS, INCLUDING THE RIGHT TO BRING A LEGAL CLAIM AGAINST THE TOWN.**

**PLEASE READ CAREFULLY!**

**IN CONSIDERATION OF THE CORPORATION OF THE TOWN OF ST. MARYS GRANTING ME PERMISSION TO ATTEND THE QUARRY, I HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS:**

#### **ACKNOWLEDGEMENT AND ASSUMPTION OF RISK**

**I AM AWARE THAT THERE IS A RISK OF ILLNESS INVOLVED IN MY USE OF THE QUARRY.** Due to the ongoing COVID-19 pandemic, there is a risk of contracting COVID-19 through use of or attendance at the Quarry for swimming and/or associated activities. Adherence to all applicable Town policies and procedures, and to any and all directions given by Town staff regarding COVID-19 mitigation measures, may mitigate but does not eliminate this risk.

By clicking below, I am acknowledging and agreeing to adhere to the new procedures and policies which have been terms and conditions as outlined.

#### **RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY**

In consideration of being allowed to voluntarily attend the Quarry for swimming and associated activities, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, I hereby:

**1. Waive any and all claims, demands, actions, and causes of action** of any kind or nature whatsoever in law, in equity or otherwise that I have or may in the future have against the Corporation of the Town of St. Marys, its members of council, officers, directors, employees, agents, and representatives (all of whom are hereinafter collectively referred to as the "Town") which arise as a direct or indirect result of my or my child's participation in attendance at the Quarry;

**2. Release and Discharge** the Town from any and all liabilities for any loss, damage, injury or expense I or my child may suffer, or that my or my child's next of kin may suffer as a result of my or my child's attendance at the Quarry, due to any cause whatsoever, including negligence,

breach of contract, or breach of the statutory or other duty of care. I acknowledge my responsibility to ensure adequate medical, personal health, dental and accidental insurance coverage, as well as protection of my or my child's personal property.

**3. Agree to hold Harmless and Indemnify** the Town from any and all liability for any damage to property of, or personal injury to, any person, resulting from my or my child's attendance at the Quarry.

## **AGREEMENT**

**I agree** to adhere to all policies, procedures and directions given by the Town relating to my or my child's attendance at the Quarry.

**In entering into this Agreement**, I am not relying upon any oral or written representations or statements by the Town other than what is set forth in this Agreement.

**This Agreement shall be Effective and Binding** upon my heirs, next of kin, executors, administrators, assigns, and representatives in the event of my death or incapacity.

**This agreement** shall be construed broadly to provide a release, indemnification and waiver to the maximum extent permissible under applicable law.

**In signing** this form, I hereby acknowledge and represent that I have fully read this Agreement, I understand it and agree to it voluntarily, and that I am 18 years of age or older and of sound mind.

**I HAVE READ AND FULLY UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT CHECKING THE BOX BELOW SHALL HAVE THE SAME EFFECT AS AFFIXING MY SIGNATURE TO THIS AGREEMENT, AND THAT BY DOING SO I AM GIVING UP LEGAL RIGHTS AND/OR REMEDIES WHICH MAY OTHERWISE BE AVAILABLE TO ME OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND/OR ASSIGNS REGARDING ANY LOSSES I MAY SUSTAIN AS A RESULT OF MY ATTENDANCE AT THE QUARRY.**

## **READ ENTIRE AGREEMENT BEFORE SIGNING**

### **IF SIGNING FOR A PERSON UNDER THE AGE OF 18:**

I am the lawful guardian of the child listed as the participant on this form. As the lawful guardian of the participant named above, I understand that by checking the box below, I am agreeing on behalf of the participant to be bound by this Agreement.

Name of Parent/Legal Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B: User Return to Play



### Town of St. Marys

#### Return to Play | Return to Operation Template

**Purpose** | To provide user groups, organizations, businesses and service clubs who utilize the Town of St. Marys facilities with a template and instructions to prepare and submit their respective 'Return to Play | Return to Operation' Plan. Municipal approval prior to commencing operation at our facilities is required.

#### **Background**

Our community is fortunate to benefit from many volunteer driven community organizations, sport organizations and service clubs who provide social and recreational options for our residents.

Our community organizations who utilize Municipal facilities will be required to provide for the Municipality's comment and approval of your '**Return to Play or Operation Plan' (Plan)**. This will be reviewed and approved by the respective facility Department Head.

This template has been developed as a resource and guide for the details you should include in your respective Plan. The Supervisor of Recreation is available as a resource to assist your organizations as you develop your Plan. Your respective Provincial or National organizations may have provided you with Guideline documents that should be used as a resource when developing your Plan.

Other resources that may be helpful to your organization include but are not limited to:

- **Huron Perth Public Health** | Provides many 'Guideline' documents  
<https://www.hp-ph.ca/en/news/coronavirus-covid19-update.aspx>
- **Provincial Health Services Authority (PHSA)** | <http://www.phsa.ca/>
- **Ontario Recreation Facilities Association** | <https://www.orfa.com/>
- **Parks and Recreation Ontario** | <https://www.prontario.org/>
- **Any provincial or regional organization guidelines**

As our facility re-opening plans progress, we will communicate with you regarding Provincial, Public Health or Municipal directives that may impact your organization (i.e. reduced room or capacity; participant screening, etc.).

### What is Required

The following is to be provided to the Town of St. Marys for approval prior to your organization commencing operation in any Municipal facility.

1. **Return to Play | Return to Operation Plan** (using this template)
  - a. Complete the applicable sections below respective to your operation. Simply add information to the 'Our organization's Plan' is as follows section. It would be helpful if you provide a page reference if using information from your respective Provincial or National organization documents.
2. **Resources or documents** provided by your **Provincial or National** organizations that you are using or adopting as Guidelines.

### Return to Play | Return to Operation Plan

Organization Name	
Contact Name	
Email	
Phone	
Date Submitted	
Date Approved	
Approved by	

1. **Physical Distancing** | Outline or detail the directives your organization is going to implement to ensure physical distancing during your program, meetings or events.

### Examples

- 1 spectator per player will be admitted for games.
- Practices for players 10 years and younger will be encouraged to have only 1 spectator per player.
- Practices for players 11 years and older will be encouraged to not have spectators.
- Temporary floor markers will be used to encourage physical distancing for admissions.
- Players will be expected to arrive at the facility with equipment already on. Will only require dressing room access for skates. Team personnel will monitor dressing rooms for physical distancing.

**Our organization's Plan is as follows** (bullet points are fine)

2. **Cleaning & Sanitization** | Outline or detail the directives your organization is going to implement to ensure cleaning & sanitization during your program, meetings or events.

**Examples**

- There will be no shared equipment amongst teams.
- Team personnel will sanitize equipment after each practice.
- Team specific equipment (i.e. jersey) will be carried by team personnel, washed in between each use.
- Our team personnel will sanitize all benches in dressing rooms upon arrival at facility.

**Our organization's Plan is as follows** (bullet points are fine)

3. **Public Health Directives** | Outline or detail the directives your organization is going to implement to ensure Public Health directives during your program, meetings or events.

**Examples**

- Participants will be directed to wash their hands upon arrival.
- Participants to provide own hand sanitizer & wipes.
- Hand sanitizer will be provided by our organization at the entrances.
- All participants, coaches, parents will be screened prior to coming to field
- Participant attendance and contact info will be recorded for tracking and tracing purposes
- Schedule play at sports fields where outdoor public washrooms are available
- Pre-book session times to control people and groupings

**Our organization's Plan is as follows** (bullet points are fine)

4. **Return to Plan or Return to Operation Specific to your Organization** | Outline or detail the directives your organization is going to implement specific to your respective Provincial and/or National Return to Play or Return to Operation Guidelines (i.e. provincial Sport organizations, Lions Club of Canada).

**Examples**

- Tennis and Pickleball courts will be booked in advance through scheduling application.
- Singles play will be implemented for Tennis & Pickleball.
- Players will provide their own catcher's equipment (baseball).
- There will be 8 players plus 2 coaching staff for practices. (note random number has been used).
- No games until January 1, 2021.

**Our organization's Plan is as follows** (bullet points are fine)

5. **Proposed Signage** | Detail any proposed signage that your organization will require.

**Examples**

- Don't have any examples yet.

**Our organization's Plan is as follows** (bullet points are fine)

6. **PPE** | Describe what Personal Protective Equipment (PPE) is going to be utilized by your organization for their operation and when will it be utilized.

**Examples**

- Masks will be required for use by our members, coaches or players when physical distancing can't be maintained.

**Our organization's Plan for PPE is as follows** (bullet points are fine)

7. **Interaction with Municipal staff** | Describe any interaction with Municipal staff members that will be outside of normal support (i.e. room setup, answer questions, event assistance).

**Examples**

- On site assistance
- Additional work requests

**Interaction with Municipal staff that would be outside of normal support will include** (bullet points are fine)

8. **Resources Included** | Please provide a copy of any Guideline documents provided by your respective Provincial or National organizations. Highlight the guidelines your organization is implementing and/or include in the respective sections on this template.

**Examples** (note most are sport documents that our staff are aware of at this time)

- Hockey Canada Return to Play
- Ontario Tennis Association Guidelines
- Pickleball Canada Guidelines
- Baseball Ontario Return to Play
- CARHA Return to Adult Recreation Hockey Play
- Ontario Soccer

**The following document(s) are attached/linked**

- 9. Other |** Provide any other directives or notes your organization will implement to mitigate COVID-19 transmission that don't fit in the categories above.

**10. Questions | Clarification |**

Ciaran Brennan – Supervisor of Recreation & Youth Services – [cbrennan@town.stmarys.on.ca](mailto:cbrennan@town.stmarys.on.ca)



## Appendix C: Entry Points

Entrance B



Entrance C



Entrance A



Entrance D

## Appendix D: Signage

### HELP REDUCE THE SPREAD OF COVID-19

**TAKE STEPS TO REDUCE THE SPREAD OF THE CORONAVIRUS DISEASE (COVID-19):**

follow the advice of your local public health authority

wash your hands often with soap and water for at least 20 seconds

use an alcohol-based hand sanitizer containing at least 60% alcohol if soap and water are not available

try not to touch your eyes, nose or mouth

avoid close contact with people who are sick and practice physical distancing

cough and sneeze into your sleeve and not your hands

stay home as much as possible and if you need to leave the house practice physical distancing (approximately 2 m)

**SYMPTOMS**

Symptoms of COVID-19 can:

- take up to 14 days to appear after exposure to the virus
- be very mild or more serious
- vary from person to person

**IF YOU HAVE SYMPTOMS**

Isolate at home to avoid spreading illness to others.

Avoid visits with older adults, or those with medical conditions. They are at higher risk of developing serious illness.

Call ahead before you visit a health care professional or call your local public health authority.

If your symptoms get worse, contact your health care provider or public health authority right away and follow their instructions.

**FOR INFORMATION ON COVID-19:**

1-833-784-4397 | [canada.ca/coronavirus](https://canada.ca/coronavirus)

### Town of St. Marys Facilities & COVID-19

**ASSUMPTION OF RISK**

The Town of St. Marys in collaboration with Huron Perth Public Health continues to monitor the COVID-19 situation. Users of the Town of St. Marys facilities are reminded that these areas are available for use at your own risk. While areas are sanitized on a continual basis, an inherent risk of exposure to communicable diseases including COVID-19 exists in any public place where people are present.

By visiting any facilities and publicly accessible spaces you voluntarily assume all risks including any risk of injury, loss, damage and possible exposure to a communicable disease including COVID-19.

We remind you to follow the COVID-19 precautionary guidelines being recommended by various Canadian health authorities including Huron Perth Public Health, Ontario Health, and the Public Health Agency of Canada.

**ADDITIONAL INFORMATION:**

[townofstmarys.com/covid19](https://townofstmarys.com/covid19) | 519-284-2340



## Wear a mask.

This is our policy as required by the Medical Officer of Health.

Not everyone can wear a mask.  
You do not need proof of exemption.


Let's be kind to each other.

 **Huron Perth Public Health**  
www.hp-ph.ca/masks

### [ROOM]

#### COVID-19 Protocols


- Capacity is limited to \_\_ patrons in this space at one time due to Covid-19 restrictions.
- Use space at own risk.
- Do not use space if you are feeling unwell.
- This room will be sanitized between each use.
- Practice physical distancing while using this space (stay 2 metres/6 feet away from others).



ADDITIONAL

INFORMATION

townofstmarys.com/covid19 | 519-284-2340



## Attention Visitors


If you have at least one of the following symptoms: fever and/or new onset of cough or difficulty breathing

OR

At least two of the following symptoms:

- chills
- muscle aches
- fatigue
- headache
- sore throat
- nasal congestion
- lost sense of taste or smell
- digestive issues (nausea/vomiting, diarrhea, stomach pain) or,
- For young children and infants: sluggishness or lack of appetite

**please delay your visit AND contact your health care provider, or Telehealth Ontario (1-866-797-0000)**

 Ontario

### Public Washrooms

#### COVID-19 Protocols

- Use at your own risk.
- Washrooms will be cleaned/sanitized twice daily, with fog disinfecting taking place once daily.
- Practice physical distancing when possible (stay 2 metres/6 feet away from others).



ADDITIONAL INFORMATION

townofstmarys.com/covid19 | 519-284-2340



**Wear a face covering when physical distancing is a challenge.**

**Do:**

- Wear a non-medical face covering like a cloth mask.
- Wash your hands before putting it on and immediately after taking it off.
- Make sure it fits well and covers your nose and mouth.
- Change your face covering when it gets slightly wet or dirty.
- Wash your face covering in hot water with detergent after each use.
- Dispose of single-use face coverings into a lined garbage bin and wash your hands.

**Do not:**

- Do not wear a medical-grade mask as these should be reserved for our health care workers.
- Do not share face coverings with others.
- Do not touch or move your face covering when wearing it.
- Do not place on children under the age of two years or on anyone who can't take it off on their own.
- Do not use plastic or other materials that you can't breathe through as a face covering.
- Do not re-use face coverings that cannot be cleaned.

It is recommended you wear a face covering when physical distancing is a challenge. **Stop the spread of COVID-19.**  
The best way to protect yourself is to continue to stay home as much as possible, wash your hands thoroughly and often, and stay 2 metres apart from others.

Visit [ontario.ca/coronavirus](https://ontario.ca/coronavirus)  
Catalogue No. 13002732 (2020) Rev. 1975-1-4866-4397-20 (PDF)  
May 2020 © Queen's Printer for Ontario 2020.

Ontario

**Practice physical distancing.**

**Stay 2 metres from other people.**

2 m

**REDUCE THE SPREAD OF COVID-19.**

**WASH YOUR HANDS.**

- Wet hands with warm water
- Apply soap
- For at least 20 seconds, make sure to wash:
- Rinse well
- Dry hands well with paper towel
- Turn off tap using paper towel

palm and back of each hand
 between fingers
 under nails
 thumbs

1-833-784-4397 | [canada.ca/coronavirus](https://canada.ca/coronavirus) | [phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)

Public Health / Agence de la santé  
Agency of Canada / publique du Canada

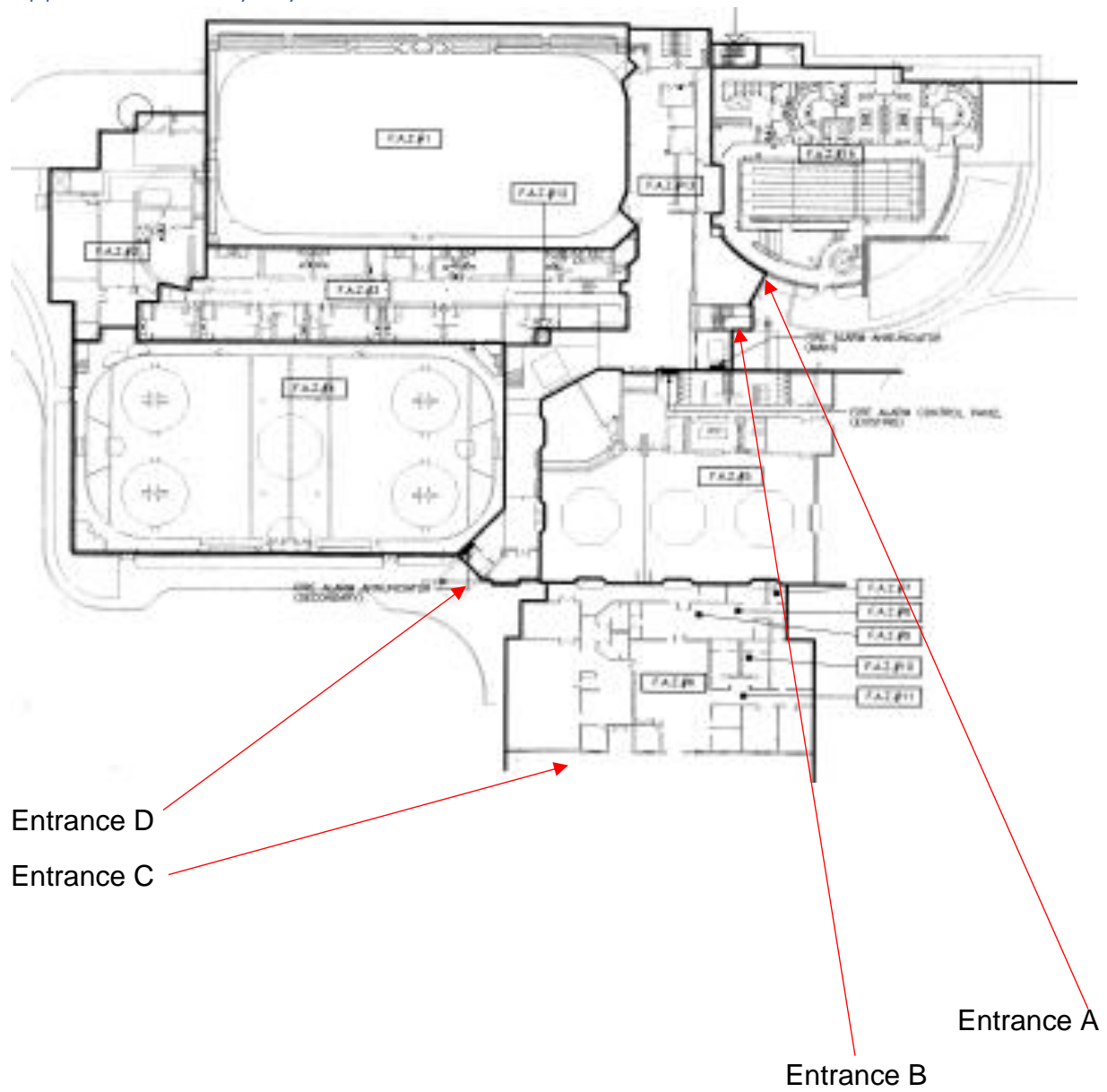
Canada

Floor Decals





## Appendix E: Facility Layout



# INFORMATION REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Ciaran Brennan, Recreation and Youth Supervisor
<b>Date of Meeting:</b>	25 August 2020
<b>Subject:</b>	<b>DCS 22-2020 Perth4Youth Final Report</b>

## INFORMATION

To inform Council on the conclusion of the Perth4Youth project and the suggested next steps for St. Marys.

## RECOMMENDATION

THAT DCS 22-2020 Perth4Youth Final Report be received for information.

## BACKGROUND

After recognizing the high volume of rural youth migrating to urban centres the Perth4Youth project was developed. The Perth4Youth Community Engagement Strategic Plan was a three-year collaboration between the municipalities within Perth County to ensure all areas are meeting the needs of youth to maintain a youth friendly community.

This project was a response to plan and coordinate efforts to engage youth while in the community, attract youth back to our communities and find ways to encourage youth to remain. The youth attraction strategic plans were built as a framework identifying the specific needs of youth in each community and established plans to address their specific key goals. The Town of St. Marys and Township of Perth South Perth4Youth goal was to improve youth employment and entrepreneurship, increase civic engagement with the implementation of a youth council, pursue a Youth Friendly Community designation and undertake the creation of a Youth Leadership & Development Program.

## REPORT

The Perth4Youth Community Engagement Strategic Plan Conclusion Report summarizes the initial project and the steps taken over the past three years. It recaps the goals and outlines how each action was approached, as well as recommendations for next steps. The report allows for further development of youth projects addressing the need for engagement, attraction and retainment apart from The Township of Perth South.

The Town of St. Marys Perth4Youth Community Engagement Strategic Plan Next Phase outlines the process of generating new initiatives and goals to address the needs of youth in the community. The plan reassesses what youth in the area believe is the most pressing issue they face and creates recommendations accordingly. The plan builds the framework for 5 youth initiatives that will be the priority over the next two years. These projects are:

1. Create specific youth targeted social media accounts
2. Create new opportunities for social and recreational programs

3. Develop a job shadowing and mentorship program within all departments in the Town of St. Marys
4. Distribution of graduation cards and information package from the Mayor annually to highlight youth opportunities within our community
5. Develop a build your own company program

Within each of these projects there will be partnership opportunities with local businesses, governing bodies and not-for-profit organizations.

## **SUMMARY & IMPLICATIONS**

In summary, with the Perth4Youth project coming to an end the attached plans lay out the proposed next steps for St. Marys. Youth are important contributors to our communities and are one of our strategic priorities.

Currently, we are not recommending working towards the Youth Friendly Community designation in 2020. Staff will re-evaluate this program in 2021.

## **STRATEGIC PLAN**

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #3 Youth recruitment and retention strategy
  - Pillar #3 Business attraction, retention & expansion program
  - Pillar #6 Attainable & mixed-use housing

## **OTHERS CONSULTED**

Ontario Ministry of Agriculture, Food and Rural Affairs – Vicki Lass

## **ATTACHMENTS**

Perth4YouTh Conclusion Report

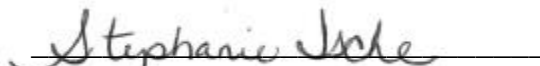
Perth4Youth Community Engagement Strategic Plan Next Phase

## **REVIEWED BY**

### **Recommended by the Department**

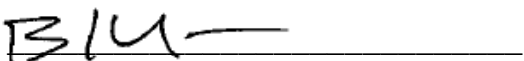


Ciaran Brennan  
Supervisor of Recreation & Youth Services



Stephanie Ische  
Director of Community Services

### **Recommended by the CAO**



Brent Kittmer  
CAO / Clerk



# Perth 4 Youth Community Engagement Strategic Plan 2017-2020 Conclusion Report

## Summary

The Town of St. Marys/Perth South Perth4Youth Strategic Plan (2017-2020) was a three-year plan to implement economic development workforce goals within a collaborative structure between the four member's municipalities of Perth County as well as Stratford, St. Marys and the Ontario Ministry of Agriculture and Rural Affairs using the collective impact model. The strategic plans purpose was to foster grassroots participation and build community capacity through a collaborative approach by focusing on youth with youth to design their future while aligning with the Town's strategic plan as a continuation of the commitment to make St. Marys a youth friendly environment. The plan outlined ways to bring stated outcomes to fruition and demonstrated the importance of youth attraction, retention and engagement to the community.

The plan addressed four key goals:

1. Improved youth employability and entrepreneurship
2. Pursue a youth council to engage our youth in volunteerism and improve civic engagement
3. Work towards a Youth Friendly Community designation
4. Implement a Youth Leadership & Development Program

## Goals, Objectives and Action Plans

GOAL 1 – IMPROVE YOUTH EMPLOYABILITY AND ENTREPRENEURSHIP		
OBJECTIVES		<ol style="list-style-type: none"> <li>1. Increase awareness of local employment opportunities for youth that exist and how to access them</li> <li>2. Youth are better equipped to find meaningful employment in their community</li> <li>3. Create training and entrepreneurial opportunities to promote youth self-employment</li> </ol>
Action Plan		
Actions		Outcome
1	a) Semi-annual job fair (youth council section – ensure youth workforce development is part of the mandate	<p>The town worked with DCVI to hold a job fair in 2018 that showcased employment opportunity with a current hiring section, which the expectation to continue as a semi-annual event</p> <p>Recommendations for next steps: Work with St. Marys businesses to host careers fairs sectioned by field instead of business at DCVI for all grades. Host a job fair for summer employment</p>
	b) Provide and promote networking opportunities for youth	<p>Not recommended as went hand in hand with 1a)</p> <p>Recommendations for next steps: See 1a recommendation, encourage DCVI to bring in employers frequently into the school</p>
2	a) Needs assessment of local youth to identify workshops of interest	<p>No action taken to date</p> <p>Recommendations for next steps: Have youth council engage with youth if needed, Contact DCVI to see previous post-secondary decisions to see past career choices</p>
	b) Host a youth (14-18) focus group at a PRC with min 20 people to determine top 10 list of skills	No action taken to date

	they want to have or need to find employment, pizza provided	Recommendations for next step: If desired, have youth council host an employment needs assessment social
3	a) Develop a pilot workshop for teachers to integrate into the careers class to integrate soft skills training into their curriculum	No action taken to date Recommendations for next steps: Work with DCVI to improve careers curriculum, have partners in employment come in to careers class
	b) Source a group of willing teachers/guidance counsellors to test the pilot program on grade 10 students	No action taken to date Recommendations for next steps: N/A
4	a) Educate youth about the top employment sectors in the municipality and entry level requirements	Completed as part of the job fair. Partnered with DCVI's Co-op class to create a semester long challenge where they took challenges out of the Perth 4 Youth plan and worked towards solving it, included interviewing a local employer and learning the stepping stones of how to be employed there Recommendations for next steps: Integrate in DCVI careers class
	b) Increase local presence of CFDC and SBEC to provide entrepreneurial resources to youth who are interested in starting a business	Promotion of Summer Company took place, highlighted youth in St. Marys that received grants from summer company Recommendations for next steps: Increase engagement and awareness of resources by creating a small business tab on town website
	c) Consider undertaking "Win the Space" competition (19-29yrs)	No action taken to date Recommendations for next steps: Find funding and location for "Win the Space" completion, fund a summer build your own company grant instead
5	a) Begin to teach job search skills at an elementary level/employer awareness (focus on grade 7&8) how to access it	No action taken to date Recommendations for next steps: Have job search options easily accessible online, attract youth to opportunity lives here website and Perth county jobs socials

**GOAL 2 – DEVELOP A YOUTH COUNCIL TO ENGAGE LOCAL YOUTH IN THE CIVIC PROCESS, INCREASE VOLUNTEERISM AND MENTOR TOMORROW'S LEADERS**

<b>OBJECTIVES</b>	<ol style="list-style-type: none"> <li>1. Connect with communities who have implemented a youth council and steps to action including Town of Minto and Wilmot Township</li> <li>2. Structure a youth council to provide recommendations and guidance around issues affecting young people in PE, apply for a youth friendly community designation and become a youth friendly community</li> <li>3. Create municipal summer job experience to increase knowledge of municipal processes of youth for youth SEEP funding</li> </ol>
<b>Action Plan</b>	
<b>Actions</b>	
1	a) Seek one person who is willing to “champion” the idea of the Youth Council to the community Completed <b>Recommendations for next steps: N/A</b>
	b) Identify partners who can assist with activities and spread information Completed <b>Recommendations for next steps: N/A</b>
2	a) Recruitment of dedicated youth members Completed <b>Recommendations for next steps: Continue to recruit new members annually and as needed</b>
	b) Recruit Adult Advisors for the Board of Directors No as having an adult board of directors governing a youth council is counter productive Have one staff liaison. <b>Recommendations for next steps: N/A</b>
3	a) Identify WHY the Youth Council is required Completed <b>Recommendations for next steps: N/A</b>
	b) Host a Needs Assessment event to focus on the interests and objectives of youth Completed by having Youth Could discuss needs

		Recommendations for next steps: Have youth council engage with youth in the area to discuss needs
4	a) Arrange an “asset mapping” process in your community	No action taken to date Recommendations for next steps: Not recommended at this time
	b) Establish a group agreement, or Terms of Reference (TOR) to provide a guideline for how the Council members will interact	Completed Recommendations for next steps: N/A

**GOAL 3 – PURSUE THE YOUTH FRIENDLY COMMUNITY DESIGNATION PLAYWORKS PARTNERSHIP FOR ACTIVE & ENGAGED YOUTH AGES 13-19 YRS**

**OBJECTIVES**

1. Earn the youth friendly community designation
2. Connect youth to their community in meaningful way
3. Determine best practices of youth friendly community

**Action Plan**

Actions		Outcome
1	a) Set up a personal orientation call with Playworks by calling 416-426-7142	Completed Recommendations for next steps: N/A
	b) Get any questions answered and receive helpful hints, engagement tips and information on supporting documentations	Completed Recommendations for next steps: N/A
	c) Reach out to Town of Ingersoll for further advise on process and maintenance	Completed Recommendations for next steps; N/A
2	a) The community recognizes and celebrates youth – if not, start to do so	This is being helped by the youth council Recommendations for next steps: Continued development of youth council, work with community organizations to improve youth involvement, work with council to advocate for youth
	b) Youth Advisory Committee formed – carryover of Goal #2	Youth Advisory Committee not needed as Youth Council was established Recommendations for next steps: N/A
	c) Solicit youth community agency supports to champion the idea	No action taken to date Recommendations for next steps: Not recommended at this time
3	a) Effective communications for the age demographic evidence of variety of methods	No action taken to date

		Recommendations for next steps: Develop youth specific social media accounts to better communication
	b) Demonstrate formal funding of youth play from a variety of sources	N/A Recommendations for next steps: Discuss with community organization that encourage play about funding sources
4	a) Collaborate with schools and school board with reciprocal agreements for use of space/transportation	We have a free use of space no reciprocal agreement covers transportation Recommendations for next steps: Not recommended at this time
	b) Ensure accessibility and inclusion	Tries to be achieved continuously Recommendations for next steps: Discuss with community living accessibility and inclusion needs



**GOAL 4– IMPLEMENT A GEOGRAPHIC PERTH LEADERSHIP DEVELOPMENT PROGRAM FOR 15-29 YEARS OLD**

**OBJECTIVES**

1. Increase community capacity through a Perth County collaboration
2. Increase youth leadership abilities and equip them with skills to be successful in achieving their desired goals
3. Create the framework and schedule to roll out to the various age cohorts (15-19) (20-24) (25-29)

**Action Plan**

Actions		Outcome
1	a) Human Synergistics is offering complimentary professional training as a community services to all youth in Perth County	Meeting with Human Synergistics took place  Next steps not recommended as training offered is not beneficial for youth
	b) Libro to deliver digital literacy workshops in each community	Applied for Libro grant but was denied. Discussed partnering with Meridian but no action was taken after  Recommendations for next steps: Look at current updated Libro digital literacy program. Discuss with Meridian about building a partnership now to deliver workshops or other local banks. Partner with library and adult learning to build upon their current workshops
2	a) Launch a motivational speaker series on local success stories of youth entrepreneurs from around Perth County	The Town worked with Perth County to do the Prosper in Perth campaign however did not highlight young entrepreneurs in the area  Recommendations for next steps: Launch a social media campaign with success stories of homegrown St. Marys youth that would include young entrepreneurs. Partner with DCVI to hold webinars with a panel of local employees and young entrepreneurs

	b) Development of local mentorship group with industry professionals	Not pursued as there is a strong co-op program at DCVI  Recommendations for next steps: Work with DCVI to connect mentors to students
3	a) Organize a regional speed networking event between students and business professionals	No action taken to date  Recommendations for next steps: Combine idea with future careers fair see G1 A1a
	b) Transportation of youth around the region to attend training	Transportation arrangement taken for students to attend Stratford careers fair  Recommendations for next steps: Have events at DCVI so transportation is not needed
4	a) Utilization of Rideshare site to address transportation challenges	Action not pursued as Rideshare was deemed unsafe as there are no safety precautions in place  Recommendations for next steps: Discuss by laws constricting transportation businesses such as Uber with council

# Town of St. Marys

## Perth4Youth

## Community

## Engagement Strategic

## Plan Next Phase

## Report

In July 2020, the Town of St. Marys Perth4Youth Community Engagement Strategic Plan was concluded with a Conclusion report assessing the outcome of the goals and actions put forward. The collaborative effort between The Town of St. Marys and Perth South proved to be difficult, timelines rarely matched up giving the project a lack of direction. The Town of St. Marys recognized that advancements were taken to improve upon the key goals of the project, youth attraction, retention and engagement. However, youth in the Town of St. Marys felt minimal benefits from the decided actions and witnessed few steps to make St. Marys a more youth friendly community. Thus, the Town of St. Marys decided to re approach the key goals with new initiatives apart from Perth South. Stated in the plan youth in the community feel as though there is an underlying message that if you don't leave you aren't successful, they are frustrated over not knowing what job opportunities are available to them, they feel disconnected from employers and educators, they are unaware of youth assets in the municipality, and do not have safe spaces to gather and be themselves, all which still remain true today. The Next Phase focuses on the needs of youth in the community and creates tangible outcomes that will create long lasting benefits. The plan is based on the issues facing youth in the community right now. The purpose is to have initiatives with fully defined action plans that benefits youth in the community no matter how big or small. A community that exceeds the needs of youth now and in the future.

The plan addresses four key area of need

1. Attracting and Retaining Youth back to the Town of St. Marys
  - In previous years youth have noted that they have sub-par knowledge of their career opportunities available to them post-graduation
  - The expansion of real estate in St. Marys is a beneficial steppingstone for the community however it is unavailable in a low-price range making it unfeasible for young adults
2. Lack of availability to Youth Resources
  - There is no mainstream physical or digital hub for resources available to youth leaving them with an unawareness of opportunities and potential needs resources
  - Resources are available with lack of awareness
3. Lack of resources and support for young entrepreneurs
  - There are very limited small business digital resources offered through the town
  - Resources that are available such as Provincial and Federal grants have little awareness

4. No supports for Youth employment leadership and civic engagement
  - Opportunities for soft skills development is hindered due to lack of teaching in school and limited initiative from town to improve these conditions
  - Many youths have a lack of experience when entering the workforce
  - The careers class at local high school lacks community connections which could give students a networking base
  - There are many volunteer opportunities available to youth which are not utilized due to lack of advertising and engagement towards youth

## Focus Group

A targeted focus group of youth aged 14-28 was created to produce a needs assessment. The focus group was made up of 11 youth, 7 females and 4 males, living in the community. The 11 youth were hand selected based on past community involvement and specific demographics of interest.

The focus group were asked the same 9 questions, with an additional 1 or 2 questions based on the youth's demographic. Each question was composed based on a theme including; community resources, digital platforms, youth's want, issues, attraction, high school employment, growing up, exposure and volunteering. Each question was crafted with the intent of being open to produce discussion instead of a simple yes or no. Additionally the questionnaire as a whole was designed to produce personal opinions on what needs to happen in St. Marys to make it more youth friendly all around. The demographics that were targeted were students starting high school, students in high school, recent graduates, post-secondary students, young entrepreneurs, youth in apprenticeships and young adults who grew up in the area, moved away and returned. The focus group was a critical step to engage with youth in the community and start conversation about the issues facing youth in St. Marys and area.

Consistent themes emerged as part of the discussion throughout many participants of the focus group as well as some varying opinions based on the question.

The questions and emerging themes were:

1. What community resources/programs are you aware of or have engaged with?

- PRC programs and Camps
- Youth Centre
- Minor sports
- Girl Guides
- St. Marys Community Players
- Senior Assistance Programs

2. What digital platform are you most likely to use to find information and resources?

- Instagram
- Facebook
- TikTok
- Newspaper
- Twitter
- St. Marys Radio
- Websites

3. What would you like to see offered in St. Marys?

- Mental health help and resources
- More programs for young adults
- Family Programming
- Education for older adults on mental health
- More investments in local programs and businesses that can attract post-secondary graduates
- Additional community wide events
- More diversity in clubs and programs being offered

4. What do you think is the biggest issue facing youth in our community?

- Lack of things to do
- Mental Health
- Getting youth engaged in the community
- Not many public spaces that appeal to youth
- Youth can't express themselves without being criticized
- Drugs and alcohol use
- Social media pressuring youth to have a certain image and "grow up to fast
- Lack of connection

5. What does St. Marys and area have to offer that would make you want to live here as an adult?

- Has all necessary stores and resources (hospital, schools)
- Strong sense of community
- Friends and family are close
- In close proximity to many bigger cities, (Stratford, London, KW)
- Very physically beautiful environment

- Safe community to raise kids in
- Lots of activities to do as a senior

6. What was the biggest obstacle to you getting high school employment, if you did?

- Transportation to and from
- Very little opportunity
- Jobs that were of interest are taken up by elderly
- Competitive due to high volumes of youth looking for jobs
- Finding work that was of interest
- No obstacles

7. Growing up in St. Marys and area did you think there was a lot of opportunity for you as a child? What about now?

- Not much for artistic kids as a child or as an older youth
- Not a whole lot of activities to do when in low income, same as now
- Lots of opportunity as a child, less now as a young adult
- Opportunities as a child and now were not advertised well, so was unaware
- More engagement and things to do as a young adult due to more leadership opportunity

8. Were you exposed to everything St. Marys has to offer in high school?

- No
- High school does not talk about jobs outside of high school
- Think so
- Exposed to a lot of job opportunities
- Yes
- Wasn't exposed to all the program and activity opportunities that were available to me at the time

9. If volunteer programs were available to you, what kind of programs would you like to see?

- Community involvement
- Volunteering and mentoring with kids
- Giving youth a voice (civic involvement)
- Volunteering with elderly
- Cleaning up the environment

10. Do you think that having some type of experimental learning or co-op days in careers class would benefit you and how?

- Yes
- It would show what types of jobs you want and which you done

11. Do you see yourself returning to St. Marys after post-secondary why or why not?

- No employment opportunity
- Would like to experience new things

12. In what ways can St. Marys support young entrepreneurs in the community?

- Provide grant funding
- Develop mentorship and job shadowing programs
- Provide assistance with legal help
- Make entrepreneurship more mainstream

13. Why did you decide to reside and start building a family in St. Marys and area?

- Enjoy the small community feeling
- Variety of experiences, (trails, recreation activities)

14. In what ways can St. Marys support students hoping to pursue the trades?

- Advertise opportunities and careers more
- Offer job shadowing opportunities
- Job fairs
- Make trades less alienated and break down stigma towards pursuing the trades

15. Having experience living in both urban and rural communities what do you think the biggest difference is that makes youth attached to urban cities?

- Culture is more diverse
- Places to go and things to do
- Fast pace environment
- Ability to experience new things



Overwhelmingly, youth had a very limited knowledge of resources and programs offered to them, as the primary source mentioned was programs offered at the Pyramid Recreation Centre. 8 out of 11 youth mentioned Instagram as a primary platform to find and receive information and 7 out of 11 mentioned Facebook. Aligning with the very prominent trend of youth wanting to engage with resources on social media, an area of improvement for the Town of St. Marys. Mental health was very stressed in 3 out of 11 participants, with a focus on St. Marys needing to offer more resources and education and mental health being the biggest issue facing youth in the community. The other prominent issue that 5 out of 11 participants mentioned was the need for a more diverse range of programs, activities and clubs. Specifically, more programming for older youth and for those who are not sports orientated. It was also consistently found that youth have the want to volunteer but are unaware of how to do so or where to find opportunities in the area they would like to volunteer with. There is also a definite disconnect between youth and the community once they hit the teenager age, as youth feel neglected as there is less for them to do especially if they do not have a sports background.

Overall, the youth in the focus group made it clear that they are not being engaged in the community which is no fault of their own and they aren't receiving everything they need to feel as though St. Marys is a youth friendly community where they can live their adult life. Which can be correlated to more overriding issues like mental health that youth in our community face

## **Recommendations**

The following 40 recommendations have been developed targeting a St. Marys key area of focus retaining to youth. The recommendations look to make St. Marys a more youth friendly community while also recognizing what areas need improving and what area need new developments. The recommendations build upon current youth sources to increase engagement and maximize awareness.

### **Goal 1: Attracting and Retaining Youth Back to the Town of St. Marys**

1. Mirror the Prosper in Perth Campaign with videos, posts etc. of success stories of all ages with a focus on seeing the bigger picture of career, community, family
2. Work with real estate and building permit companies to reevaluate cost and discover more affordable housing options
3. Support business expansion to create more long-term careers and job opportunities
4. Create more internships and co-op placements for post-secondary students
5. Host a networking event every year for recent post-secondary graduates for them to become aware of employment opportunities and connect with employers
6. Improve upon and increase the amount of social activities and recreation available to youth
7. Increase the amount of exposure to the arts and strengthen the arts culture
8. Raise the amount of job opportunities that are apprenticeship based
9. Host more urbanized cultural events like music festivals, art fairs etc.
10. Integrate a comeback to St. Marys section on the town website

### **Goal 2: Lack of Availability to Youth Resources**

1. Add a youth section on the town website with resources for volunteer and employment opportunities, help with getting a job, recreation, mental health etc.
2. Create specific town social media accounts targeted specifically at youth
3. Develop an online hub with all job opportunities for youth in the area and a specific testing system that give you suggestions based on your needs and abilities
4. Buy a building to create into a youth hub
5. Have a committee or designated role on the Youth Council to search out, produce and share youth resources
6. Make resources available through youth centre
7. Create a town website specifically for youth
8. Have an open centre once or twice a month for youth to drop in and learn about resources
9. Host a resource fair with a similar framework to a vendor's fair
10. Work with established resource centers to make more user friendly

**Goal 3: Lack of resources and support for young entrepreneurs**

1. Add a small business section on Town Website
2. Run an entrepreneur's club within DCVI or the town
3. Work with the school board to evolve an IDC class specific for entrepreneurship where they learn business plans, expense reporting, revenue, capital etc.
4. Showcase funding resources and steps to legalizing your business on website
5. Hold a young entrepreneur of the year competition
6. Host a "vendors fair" for young entrepreneurs in the area
7. Fund a summer "build your own company" program
8. Run workshops and trainings geared towards young entrepreneurship
9. Give incentives for youth coming back to the area to create their small business, for examples grants
10. Hold "after hours" networking socials

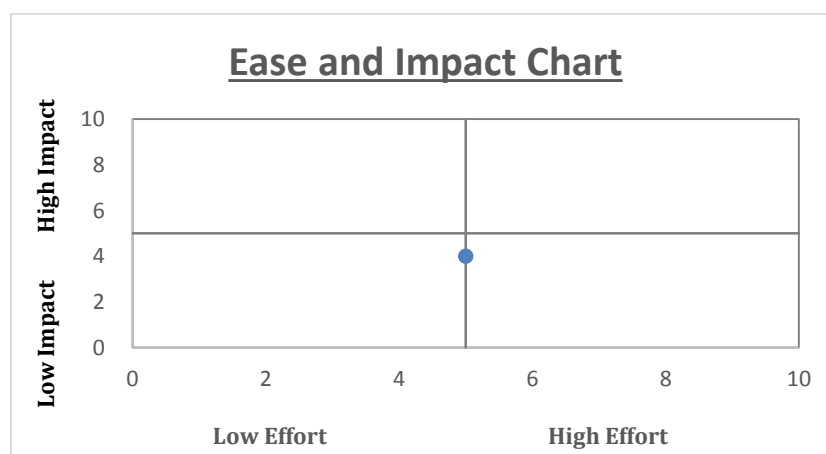
**Goal 4: No supports for Youth employment, leadership and civic engagement**

1. Work with the Youth Council run an intro to volunteering and civic leadership program for grades 5-7
2. Create a volunteer network and email list within the youth council
3. Develop a summer volunteer program within the Town of St. Marys for student going into grade 9 where they volunteer within all departments to learn about careers and civic leadership
4. Have a Youth Council member sit on the council or committees that address or mention youth
5. Work with DCVI to reassess the framework of careers class
6. Integrate job shadowing into the careers class at DCVI
7. Host a future careers fair
8. Run hands on experiential learning fairs for trades
9. Establish a centre with programs for youth to develop soft skills and gain work experience
10. Showcase local youth in the community to inspire others to volunteer, engage

## Idea development

The recommended ideas were extensively assessed based on emerging themes from the focus group, needs of youth in the area and personal opinion of which would be of most interest to the specific demographic is targets. 10 recommendations were chosen for further development and evaluation including a pros and cons assessment. The selected recommendations are as listed:

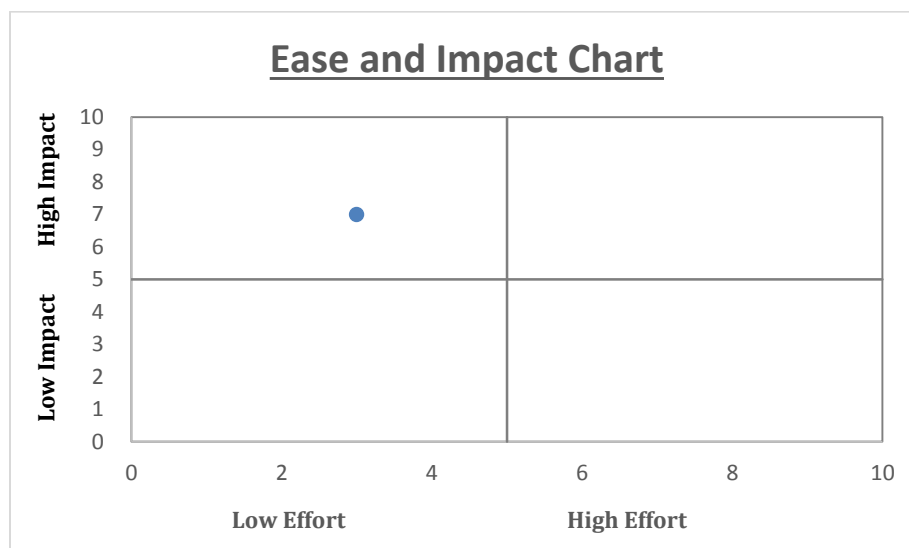
Add a youth section on the town website with resources for volunteer and employment opportunities, help with getting a job, recreation, mental health etc. It would link resources and feature all town services targeted towards youth.	
Positives	Negatives
<ul style="list-style-type: none"> <li>- Online hub with all resources</li> <li>- Target multiple areas (employment, recreation, volunteering, mental health resources, business)</li> <li>- Would connect all Perth resources</li> <li>- Give access and advertising to opportunity lives here</li> <li>- Easy way for people to get in contact by having contact us</li> <li>- Give ideas to other people who look it up</li> <li>- Easy setup as format is already there</li> <li>- Improve awareness and engagement</li> </ul>	<ul style="list-style-type: none"> <li>- May not be utilized</li> <li>- Would have to frequently updated</li> <li>- Website isn't the most user friendly or visually pleasing for youth</li> <li>- Would need to be advertised on socials frequently</li> <li>- Would need employers to be constantly sending info to put up</li> </ul>



Create specific town social media accounts targeted specifically at youth.

Instagram and Facebook accounts would made to feature events, services and resources through a variety of features within the two platforms. It would be utilized to showcase a plethora of services that are not just limited to ones offered by the Town.

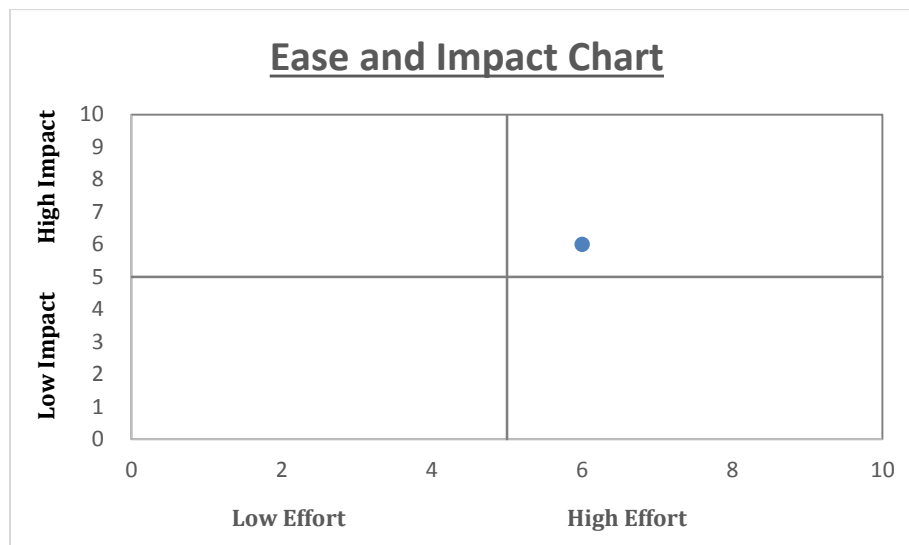
Positives	Negatives
<ul style="list-style-type: none"> <li>- Would engage and reach a lot of youth</li> <li>- Utilizing platforms that youth are already on</li> <li>- Youth are familiar with it</li> <li>- More “aesthetically” pleasing for youth</li> <li>- You can reach out to the youth by following instead of expecting them to check out a website</li> <li>- Link back to website</li> <li>- Tag other town resources to give people connections</li> <li>- Easier to produce/post than website content</li> <li>- Content is already there for them instead of having to reach out</li> <li>- Easier way to promote other youth organization/resources as they are already on the platforms</li> <li>- Multiple options for content</li> <li>- Repost others content (opportunity lives here, Perth county jobs)</li> </ul>	<ul style="list-style-type: none"> <li>- Have to advertise</li> <li>- Would have to constantly update</li> <li>- Information would have to be consistent across all platforms</li> <li>- Have to constantly post for algorithm to push out content to all stages of followers</li> </ul>



Create a volunteer network within the youth council.

Youth council will set up an email list of youth in the area that want to hear about volunteer opportunities and connect with organizations where there are opportunities for volunteering to link youth and organizations together.

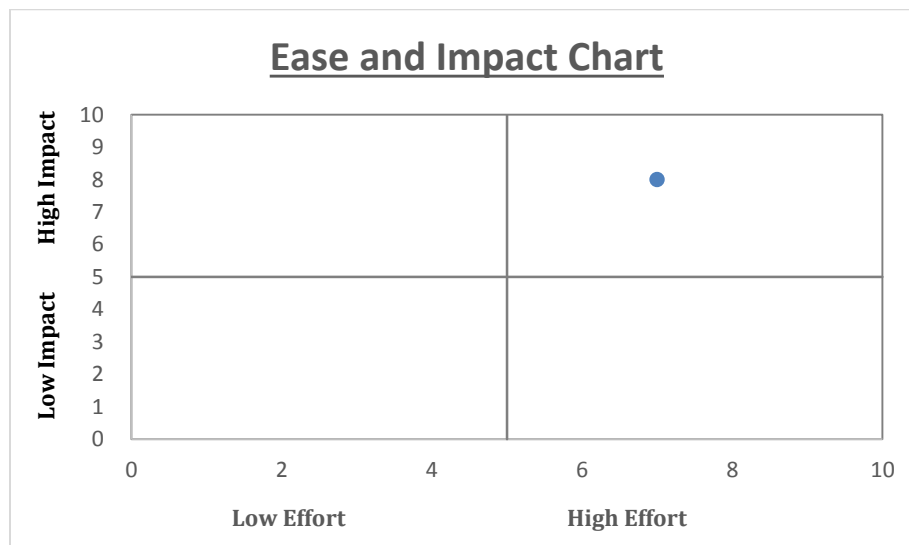
Positives	Negatives
<ul style="list-style-type: none"> <li>- Engage youth in civic engagement</li> <li>- Give youth easy access for volunteer opportunities</li> <li>- Have more people aware of youth council and engaging with it</li> <li>- Create volunteer networking</li> <li>- Give youth meaningful volunteer experience</li> </ul>	<ul style="list-style-type: none"> <li>- Once students hit 10<sup>th</sup>/11<sup>th</sup> grade they don't want to "waste their time" volunteering as they "need" to get a job to make money</li> <li>- Have to make a lot of connects with community groups and places to volunteer</li> <li>- May interfere with school's volunteer network</li> </ul>



Host a future careers fair.

Would feature employers all around St. Marys and area and would be separated by industry instead of individual companies for youth to clearly see opportunities in their career field of interest.

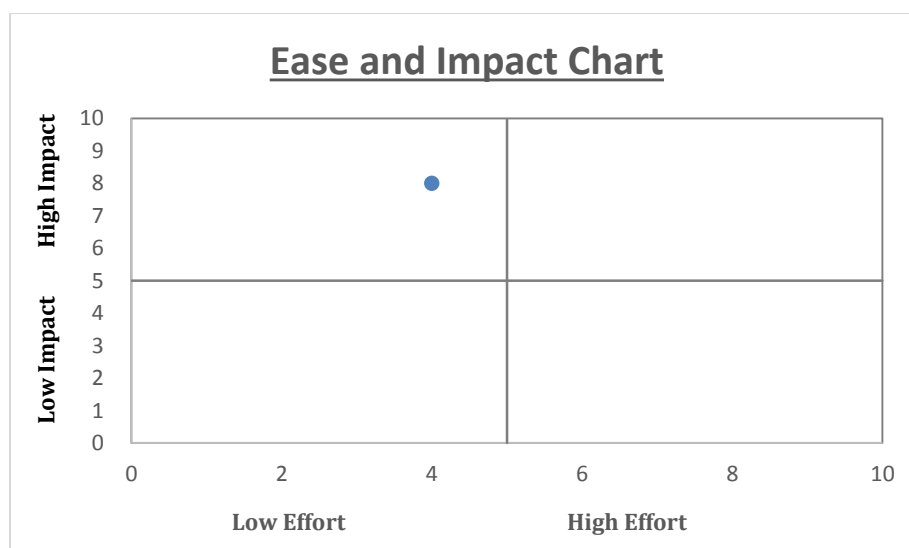
Positives	Negatives
<ul style="list-style-type: none"> <li>- Expose youth to a diverse range of jobs</li> <li>- Networking opportunity for youth to find co-ops, high school employment etc.</li> <li>- Host a workshop/meeting with employers going about the benefit of young workers beforehand</li> <li>- Can break of opportunities based on field instead of the typically each workplace gets a booth which would be more intriguing and easier for students to navigate</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance depending on location/time</li> <li>- If running through the school, have to connect with them and collaboration isn't strong between town and dcvi</li> <li>- May not get as much diversity in jobs depending on who participated</li> <li>- May not be possible in the near future</li> </ul>



Improve upon and increase the amount of social activities and recreation available to youth.

Work with the Recreation Department and additional external services to create a range of events and activities and create more participation and awareness to services already in place.

Positives	Negatives
<ul style="list-style-type: none"> <li>- Make recreation and leisure more well-rounded in Town</li> <li>- Give youth more options</li> <li>- Make St. Marys the prime location for recreation in the area</li> <li>- Draw in more outside citizens potentially</li> <li>- Youth would feel more connected to each other and their community</li> <li>- Help prevent youth isolation</li> <li>- Benefit those with mental health as the can develop more socially and feel more connected and valued</li> <li>- Could easily run more programming threw Youth Centre</li> <li>- With resources that we have could do virtual programming to be more assessable</li> <li>- No programming for youth right now due to Covid, this could create some</li> </ul>	<ul style="list-style-type: none"> <li>- Have to create programs</li> <li>- Wouldn't be able to offer everything</li> <li>- Have to hire people to run programs potentially</li> <li>- Not everyone has assessable transportation</li> <li>- Not everyone has assessable funds</li> <li>- Not sure what fall will look like depending on regulations</li> <li>- Have to invest in resources and funding</li> <li>- Lots of advertising</li> <li>- Not always the biggest turnout for start-up programs</li> </ul>

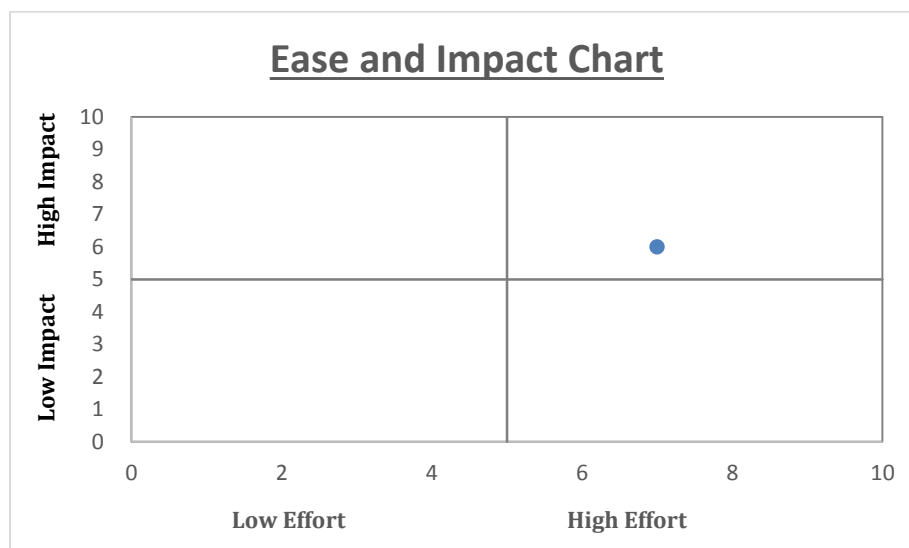




Work with DCVI to develop a better careers class/ Integrate job shadowing into the careers class at DCVI

Look at areas of improvement for the careers class and help to implement a more beneficial curriculum.

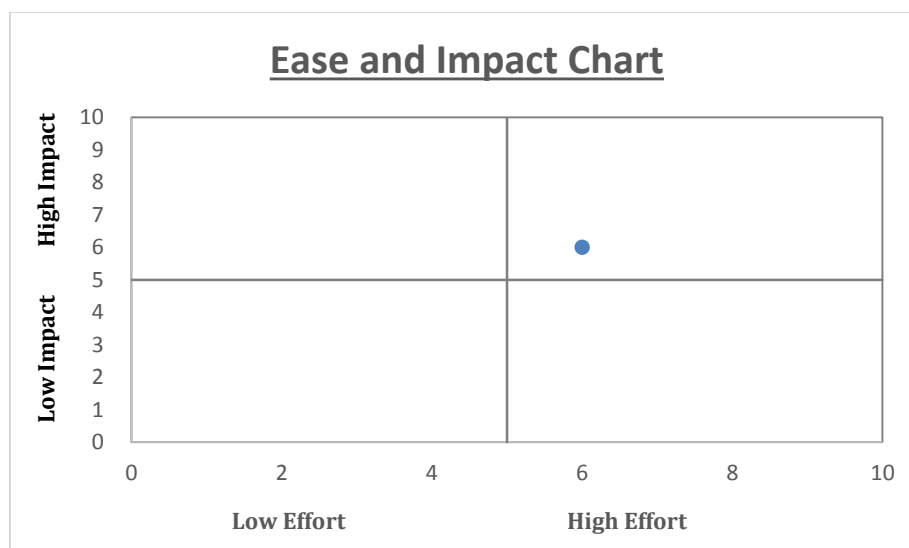
Positives	Negatives
<ul style="list-style-type: none"> <li>- Youth would be able to test out the kind of jobs they like and figure out the ones they don't like</li> <li>- Not taking away from time outside of school where students want to get paid for their work</li> <li>- Build work experience</li> <li>- Develop soft skills and application process</li> <li>- Get to experience different types of job</li> <li>- Exposed to what St. Marys has to offer career wise</li> <li>- Could lead to potential employment/co-op opportunities</li> <li>- Experiential/hands on learning that has a lot of benefits to students</li> </ul>	<ul style="list-style-type: none"> <li>- Would have to develop relationships with many employers</li> <li>- Very hard to change a classes curriculum</li> <li>- Not all students would have access to transportations to job sites</li> </ul>



Fund a summer “build your own company” program for students.

Grade 6-9 students can apply to receive a loan to help them run their own business over the summer. Being part of the program would also include taking part of networking and marketing events and having an experienced entrepreneur mentor. The loan would have to be paid in full by the end of the summer.

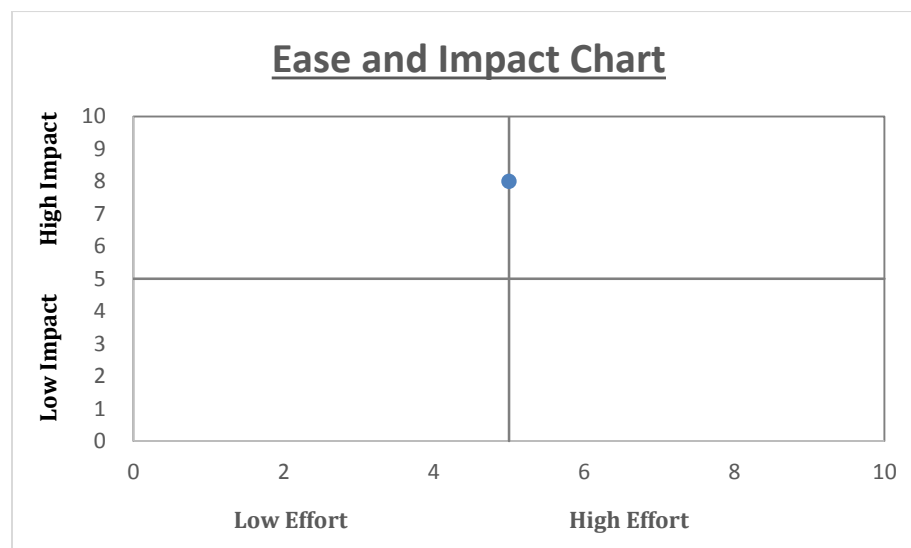
Positives	Negatives
<ul style="list-style-type: none"> <li>- Help jumpstart young entrepreneurial businesses</li> <li>- The town would be showing their support for young entrepreneurs</li> <li>- Attract young entrepreneurs back to St. Marys</li> <li>- Benefit St. Marys small business culture</li> <li>- Small business could diversity amenities</li> <li>- Let youth see that they can make a successful small business in the area (retaining and attracting)</li> <li>- Could hold networking events/ marketplace events for participants to help them learn/thrive</li> <li>- Have mentors for each participant that would increase knowledge and guide participants along the way to make creating your own business a lot easier</li> </ul>	<ul style="list-style-type: none"> <li>- Need money/grants</li> <li>- Need resources/mentors</li> <li>- May not be of interest from youth</li> </ul>



Have a campaign similar to Prosper in Perth with videos, posts etc. of success stories of all ages with a focus on seeing the bigger picture of career, community, family.

It would feature residents or employees in the area that grew up in St. Marys and decided to build their career or life here.

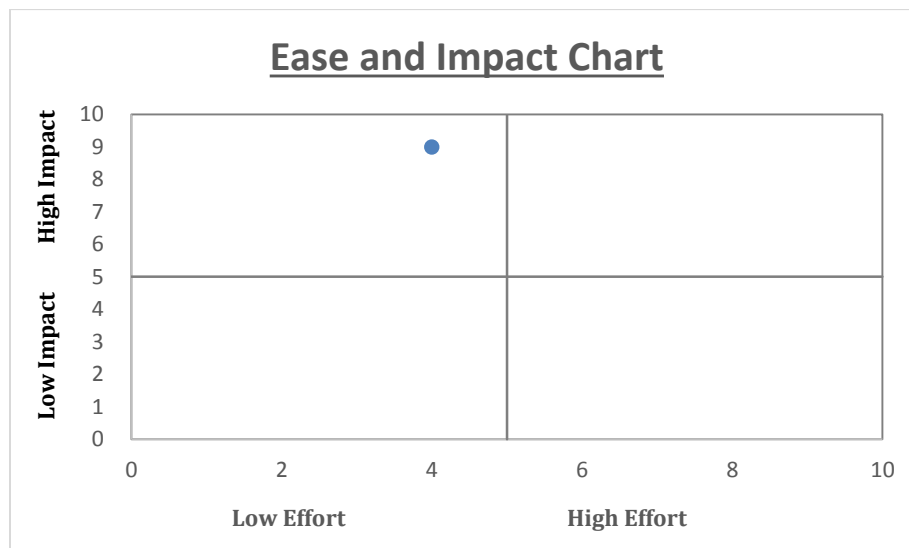
Positives	Negatives
<ul style="list-style-type: none"> <li>- Show youth that there are many employment opportunities in St. Marys</li> <li>- Could produce a range of jobs and ages in many different fields</li> <li>- Shows the big picture of raising a family, living in and being a community member in St. Marys instead of just working here as you can work here and not live here and vice versa.</li> <li>- If on social media could reach a lot of youth</li> <li>- Show youth instead of telling them which is more effective</li> <li>- Could make it a weekly or monthly feature to give youth consistent content</li> </ul>	<ul style="list-style-type: none"> <li>- No guaranteed engagement</li> <li>- Would need to find locals that grew up in St. Marys and are now adults or young adults that are community contributors</li> <li>- May not be effective</li> </ul>



Propose the idea of the Youth Council chair to be an advisor on council.

The Youth Council chair will be a voice for youth in the community and will make sure that any decisions involving youth will have youth opinions.

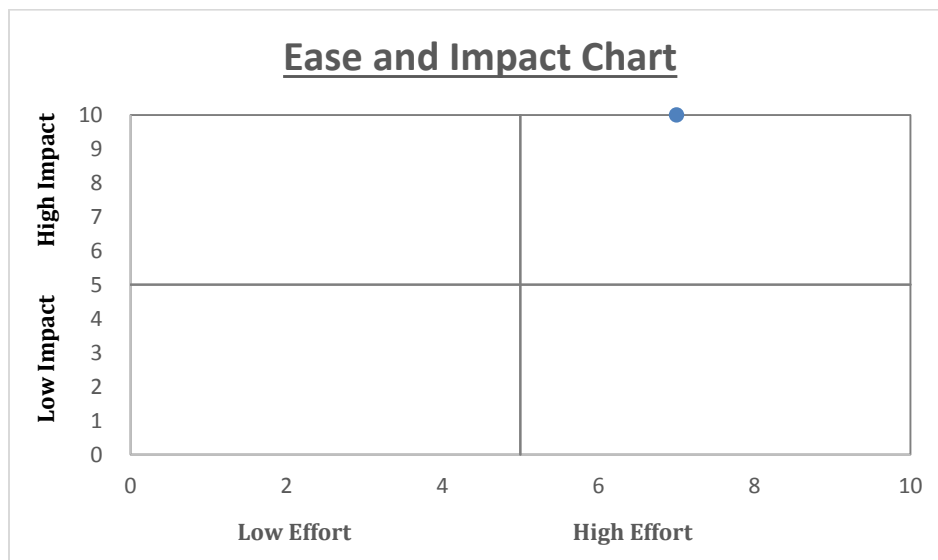
Positives	Negatives
<ul style="list-style-type: none"> <li>- Youth would have a voice in the community and big discussions that affect them</li> <li>- Could create positive change for the future (when youth now would be adults) that would make St. Marys more sustainable and youth friendly</li> <li>- Increase civic engagement among youth</li> <li>- Youth would feel more included the community</li> <li>- Youth would feel like they are valued in the community</li> </ul>	<ul style="list-style-type: none"> <li>- Process of making this happen</li> <li>- If is successful council can just use it the youth as tokenism</li> <li>- If successful, council may have a hard time with youth giving their input</li> <li>-</li> </ul>



Address the issue of mental health issues specifically educating and making resources more available.

Work with Youth Council to get their mental health initiative off the ground.

Positives	Negatives
<ul style="list-style-type: none"> <li>- Major emerging issue in St. Marys</li> <li>- Youth Council is already planning on having a youth mental health initiative that Town could work with</li> <li>- Reach a lot of youth and could be extremely beneficially done the right way</li> <li>- We have a clinic in St. Marys that we could work with</li> <li>- Could really benefit youth by educating parents, adults</li> <li>- Youth would feel more connected and cared for by the community</li> <li>- Lots of organizations that we could work with</li> <li>- Very needed during this time because of Covid</li> </ul>	<ul style="list-style-type: none"> <li>- Some adults are going to always have their opinions and not understand</li> <li>- Potential backlash from older community</li> <li>- Sensitive topic</li> <li>- Have to make many connections and resources</li> </ul>

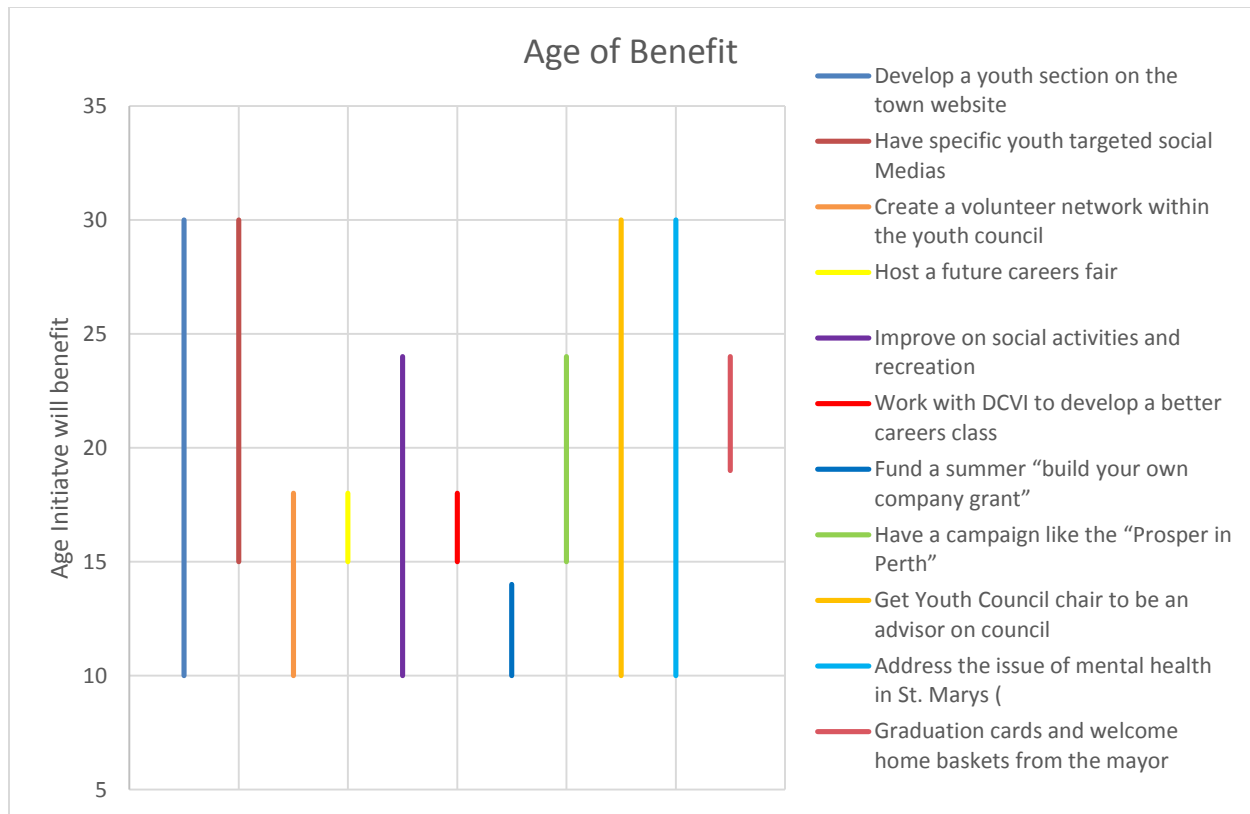


## Consultation

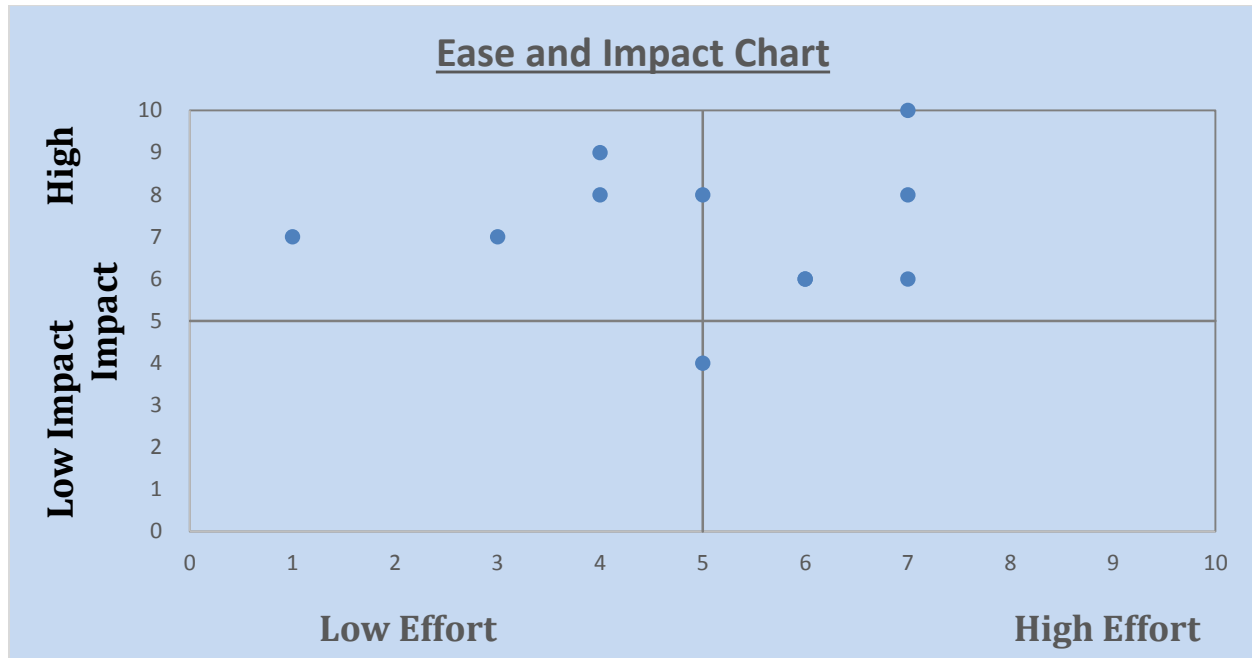
While producing the final ideas many steps were taken to decide the final initiatives that will be put in place. A consultation meeting with Vicki Lass from OMAFRA helped further develop the ideas and to receive input and resources. After discussing the top ten ideas with Vicki, further investigation was put into finding success stories of youth economic development projects in the area. As well as more time was put into connecting with southwestern community members that could offer guidance and advice. While going through all the ideas with Vicki, numerous opportunities for grants and partnerships made some of the initiatives more tangible than others. Emerging new ideas from the meeting were to partner with existing digital youth resources to improve on what is already put in place including the website 211. As well as a new initiative idea that was previously done with success in Canada, that being the mayor giving out Christmas Cards to students who moved away from the community for post-secondary education.

The ideas were also put forward to the St. Marys Youth Council for input. Out of all the members in the youth council only 3 of them engaged in the discussion. Those members all had a similar opinion being that hosting a future careers fair would be the most impactful idea.

The ideas were then contrasted through an age impact comparison and an ease and impact model to help determine the final initiatives. The age impact comparison looked at the ideas based on the specific demographic that it impacts. Youth were grouped together based on their stage of life to determine said impacts; 10-14 pre-adolescent and pre high school years, 15-18 high school years, 19-24 transition to young adult and post-secondary, 25-28 young adult. Each initiative was compared to see the range of demographics that can benefit, to further assist in the decision process. The initiatives that can have an impact on more than one demographic was taken into more consideration. This process also helped to diversify the final ideas over each demographic.



The ease and impact model assessed the amount of effort and the amount of impact needed for each initiative. It clearly visualized which initiatives would be tangible and are worth the amount of time and resources put into it.





## Action Plans

The following initiatives were noted as priority by the Town of St. Marys for the years 2020 and 2021. Additionally, a one-off idea, a Youth Summit was recommended as an additional priority for the Town of St. Marys.

<b>Priority 1: Create specific youth targeted social media accounts</b>		
OBJECTIVES		
Increase awareness of online resources to youth in the area and how to access them	Distribute community opportunities for youth from all community sources in one area	Engage directly with youth and allow them to engage with the community
<b>Action</b>	<b>Timeline</b>	<b>Supported Partners</b>
Brainstorm a name for the youth targeted social medias	Done By August 5, 2020	Corporate Communications St. Marys IT St. Marys Youth Council Opportunity Lives Here St. Marys Library 2-1-1 Perth County Jobs Employers in St. Marys
Have a meeting with Corporate Communications to discuss idea	August 7, 2020	
Create Facebook Page	August 7, 2020	
Create Instagram Account	August 7, 2020	
Create a logo graphic for the bio image	August 7, 2020	
Connect with St. Marys organizations with youth programs/resources to make them aware	August 14, 2020	
Create a resource hub to put in Instagram bio	August 14, 2020	
Create content to advertise the page	August 12, 2020	
Advertise on Town Website and Facebook and affiliations	August 14, 2020	

<p>Create traffic to pages</p> <p>Train “youth” in social media marketing</p> <p>Create age demographics groups through Facebook Page</p>	<p>August 14, 2020 – Continuously</p> <p>December 2020</p> <p>October 2020</p>	
<p>Targeted Outcome</p> <ul style="list-style-type: none"> <li>- Gain 500 followers on Facebook and Instagram by end of December 2020</li> <li>- Increase exposure of youth resources</li> <li>- Have over 10 youth organizations in the areas content on the page</li> <li>- Have 3 age demographic groups on Facebook with over 50 members each</li> <li>- Have more registrations and engagement in programs already in place</li> <li>- Increase in youth employment by producing job opportunity employment</li> <li>- Increase traffic to town website and opportunity lives here</li> </ul>		
<p>Case Study <a href="https://www.instagram.com/youth.toronto/">https://www.instagram.com/youth.toronto/</a>  <a href="https://www.instagram.com/youth_ottawa/">https://www.instagram.com/youth_ottawa/</a></p> <p>The city of Toronto and Ottawa have youth targeted Instagram accounts run out of their municipality. Youth. Toronto has over 1,400 followers and 169 posts since starting in May 2016. The Youth_Ottawa account has over 3,700 followers and 295 posts since starting in November 2016.</p>		

Priority 2: Create new opportunities for social and recreational programs			
OBJECTIVES			
Benefit the physical, mental, intellectual, social, creative and spiritual pursuits of youth individuals and communities.	Increase individual's leadership and volunteer experience through coaching	Strengthen the youth community by bringing them together in a familiar environment	Make the community more youth friendly and diverse to increase attraction
Action	Timeline	Supported Partners	
1) A) Develop 3 pilot program of volunteered youth run ball hockey, yoga and an arts programs for grades 6-8 mentored by grades 9+, self-sufficient grades 9+ program b) Recruit youth wanting to mentor programs c) Book space and needed equipment d) Advertise program e) Develop addition programs with the same framework if pilots are successful 2) Work with organizations in the area to develop new or improve upon effective youth programs (Library – Book Club, Rotary Club of St. Marys – Junior Rotary, Community Players, Zen Pottery) b) Attract more youth to existing programs (Volleyball and Badminton) 3) Redesign Kitchen Camp framework to include growing	August – December 2020 (Depending)     End of September 2020 End of October 2020 End of October 2020 January 2020    August – December 2020    Month before program starts	The Town of St. Marys Recreation Department St. Marys YMCA DCVI St. Marys Minor Sports Station Gallery Friendship Centre          St. Marys Library St. Marys Rotary Club St. Marys Community Players Community Living Adult Recreation Services Zen Pottery   St. Marys Farmers Market The Local Stratford	

<p>and selling (St. Marys Farmers Market</p> <p>4) a) Produce “After Dark” events and calendar</p> <p>b) Research successful late night events</p> <p>c) Find partners to work with</p> <p>d) Plan out initial events</p> <p>e) Advertise events</p>	<p>April – June 2021</p> <p>August – December 2020</p> <p>End by August 2020</p> <p>End of October 2020</p> <p>August – December 2020</p> <p>As needed</p>	<p>The Farm Juice co</p> <p>Corporate Communications</p> <p>Event Managements</p> <p>St. Marys Library</p> <p>St. Marys Golf and Country Club</p> <p>St. Marys Legion</p> <p>St. Marys Museum</p>
<p>Targeted Outcome</p> <ul style="list-style-type: none"> <li>- Have at least 5 organizations in the town with a high engaging youth program, club or activity by Fall 2021</li> <li>- Have over 50 people engaging with the 3 pilot programs with the volunteer framework</li> <li>- Increase numbers participating in volleyball and badminton programs by 20%</li> <li>- Develop 5 successful wellness and arts-based programs by Fall 2021</li> <li>- Hold 3 successful “After Dark” events by end of December 2020</li> <li>- Bring “After Dark” event consistency up to 5 per month by December 2021</li> <li>- Have 20 young youth in the community experience soft skills, business and production process through new Kitchen Camp Framework</li> </ul>		
<p>Case Study</p> <p><a href="http://www.healthylg.org/_resources/Economic_Benefits_of_Recreation.pdf#:~:text=Leisure%20programs%2C%20services%2C%20and%20parks%20contribute%20to%20economic,to%20local%20economies%20%28recreation%2C%20sport%2C%20arts%2C%20culture%2C%20outdoor%2Fenvironmental%29">www.healthylg.org/_resources/Economic_Benefits_of_Recreation.pdf#:~:text=Leisure%20programs%2C%20services%2C%20and%20parks%20contribute%20to%20economic,to%20local%20economies%20%28recreation%2C%20sport%2C%20arts%2C%20culture%2C%20outdoor%2Fenvironmental%29</a></p> <p>The rural recreation association put out a study of the economic benefits of rural recreation and leisure services. Noting the physical, social, intellectual, creative and spiritual wellness advantages of recreation.</p> <p><a href="https://www.kincardineafterdark.com/">https://www.kincardineafterdark.com/</a></p> <p>Kincardine After Dark is an economic development plan that addresses the need of mainstreaming art and entertainment in the Ontario Town of Kincardine. Since 2018, local businesses have been working together to emphasize the entertainment and live music opportunities in the area.</p>		

<b>Priority 3: Develop a job shadowing and mentorship program within all the departments in the Town of St. Marys</b>		
OBJECTIVES		
Give youth a chance to experience civic engagement and careers within the Town of St. Marys	Beneficially opportunity for youth to gain volunteer and employment experience	Be a resource for nearby municipalities to feature a similar program within their municipal departments as It is a first of its kind for the area
<b>Action</b>  Contact Town departments to see interest and availability  Develop form for departments to fill out to determine expectations and what they can offer youth  Have departments/employees fill out application form  Make applications form and placement descriptions for youth  Advertise program and application form for youth  Go into DCVI to present program or make virtual video for them to present  Collect youth application form  Hold interviews to determine job shadowing candidate  Job shadowing occurs	<b>Timeline</b>  Done by end of October 2020  Done by mid November 2020  Done by end of November 2020  Done by end of November 2020  December 2020– January 2021  January 2021  Mid-January 2021  January 2021  February 2021 – Youths decision/department decision	<b>Supported Partners</b>  DCVI  Town of St. Marys

Continuation of process depending on vacant positions  Open additional job shadowing positions	June 2021	
<p>Targeted Outcome:</p> <ul style="list-style-type: none"> <li>- Start with 10 different volunteer positions that job shadow a role or department increase to 15 by end of 2021</li> <li>- Have over 20 youth involved by end of 2021</li> <li>- Help 1 municipality set up a similar program in 2021</li> <li>- See a rise in civic engagement within youth</li> <li>- Make the Town of St. Marys a top volunteer choice for youth aged 13-15</li> </ul>		
<p>Case Study: <a href="https://www.alberta.ca/municipal-internship-program-overview.aspx">https://www.alberta.ca/municipal-internship-program-overview.aspx</a></p> <p>The Municipal Internship Program in Alberta gives new and recent post-secondary students the opportunity to gain firsthand, real-life, practical experience and training in municipal government. They are given the chance to experience working in municipal administration, finance/accounting or land use planning.</p>		

<b>Priority 4: Distribution of graduation cards and bundle from mayor</b>		
OBJECTIVES		
Attract post-secondary students back to the area	Inform post-secondary students of opportunities in the area	Show support of transition from student to working life
<b>Action</b> Discuss with mayor for approval of the idea Connect with business to offer coupons or donations Hold a design the graduation card contest Connect with DCVI for list of post-secondary graduates each year Advertise for students and parents of students to sign up Build and distribute baskets	<b>Timeline</b> Done by end of August 2020 Done by February 2021 March 2021 March 2021 March – April 2021 May 2021	<b>Supported Partners</b> Mayor of St. Marys (2020) Al Strathdee DCVI Little Falls/Holy Name of Mary Town of St. Marys Town Businesses: Kitchen Smidge, Delmar, Troyer Spices, Hearn's, Gordy's, Snapping Turtle, The Cheese Shop, The Chocolate Factory, The Golf and Country Club,
<b>Targeted Outcome</b> <ul style="list-style-type: none"> <li>- Distribute over 40 baskets and cards in April/May of 2021</li> <li>- See 5% increase in youth retention by 2023</li> </ul>		
<b>Case Study</b>		

<b>Priority 5: Develop a summer build your own company program</b>		
<b>OBJECTIVES</b>		
Encourage the development of young entrepreneurship	Foster knowledge of business creation and sustainability	Create networking opportunities for youth small business owners
<b>Action</b>	<b>Timeline</b>	<b>Supported Partners</b>
Plan out logistics of build your own summer company	Done by end of August 2020	Town of St. Marys
Brainstorm name for program	Done by end of August 2020	Libro
Connect with Libro or Meridian about grants	Done by October 2020	Meridian
Find town partners to work with to hold networking and marketing events	Done by December 2020	Partners in Employment
Find youth entrepreneurs in the area willing to be mentors and hold workshops	Done by December 2020	SBEC
Book space and equipment needed for workshops and events	Done by March 2021	Little Falls/Holy Name
Advertise Program	April – June 2021	DCVI
<b>Targeted Outcome</b> <ul style="list-style-type: none"> <li>- Have 10 participants in the first successful program</li> <li>- See a rise in young entrepreneurship in the community by Fall 2022</li> <li>- Have 10 successful and knowledgeable young entrepreneurs from first program</li> <li>- Become an annual program for the Town of St. Marys</li> </ul>		
<b>Case Study</b> <a href="https://www.norfolkbusiness.ca/ssup-norfolk/">https://www.norfolkbusiness.ca/ssup-norfolk/</a> Norfolk County in South Western Ontario hosts a Summer Start Up Program. Students in Grades 6-12 can apply for a grant for the opportunity to build their own business during the summer holidays. 10 chosen ideas from business plans receive \$200 and additional money based on attending marketing events. They also host a midway mentorship and marketing events for the participants. At the end of the participants		



submit a business analysis report. In 2018, out of 97 applications, 39 student businesses were funded.

<b>Youth Summit</b>		
<b>OBJECTIVES</b>		
Increase employment opportunities and resource awareness	Collaboratively work with organizations all over Perth County to create one big event for youth in Perth County instead of individual ones that are isolated from the rest of the county	Allow youth to network with future employers and see career opportunities within their home county.
<b>Action</b>	<b>Timeline</b>	<b>Supported Partners</b>
Make framework for event	Done by end of August 2020	<ul style="list-style-type: none"> <li>- Huron Perth Health Unit</li> <li>- Oyap</li> <li>- 2-1-1</li> <li>- United Way</li> <li>- Stratford Community Services</li> <li>- Partners in Employment</li> <li>- Employment Canada</li> <li>- Universities: Fanshawe, Western, Waterloo, Conestoga, Wilfred Laurier, Guelph, Ridge town</li> <li>- AMDSB</li> <li>- RBC Future Launch</li> <li>- Stratford Perth Community Foundations</li> <li>- Perth County</li> </ul>
Contact Perth County	Done by end of August 2020	
Contact potential partnerships	Done by end of October 2020	
Apply for RBC Future Launch grant	Done by end of November 2020	
Hold meeting with all youth councils in Perth County to brainstorm ideas and features	December 2020	
Line up employers and resources	Done by end of February 2021	
Line up donators for swag bags	Done by end of February 2021	
Hold meeting with all employers and resource organizations about expectations	March 2021	
Line up guest speaker	Done by end of February 2021	
Line up workshops	Done by end of February 2021	
Discuss with youth councils all having an interactive booth	February 2021	
Make layout for event	March 2021	
Advertise	End of March 2020– May 2020	

Hold event	May 2021	
<p>Targeted Outcome</p> <ul style="list-style-type: none"> <li>- Have over 200 youth in attendance at first event</li> <li>- Create a framework for the Youth Council of Perth to follow in upcoming years to make event annual and self sufficient</li> <li>- See an increase of youth moving back to Perth County by 5% over the next 5 years</li> <li>- Involve of 30 employers and 15 additional booths for resources</li> <li>- Spread awareness of mental health resources to over 50 youth</li> <li>- Have at least 30 youth in attendance to each workshop and speaker</li> </ul>		
<p>Case Study <a href="https://planitsound.com/events/youth-power/">https://planitsound.com/events/youth-power/</a></p> <p>YOUth Power Job and Career Fair put on by Alberta Human Services. Full day event including a job fair with over 50 local exhibitors and over 3 thousand youth in attendance in 2019. The event includes a job fair where youth can do interviews on the spot, resume and cover letter help, live music, a boxing ring, free ready to work wear and more.</p>		



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>25 August 2020</b>
<b>Subject:</b>	<b>FD 08-2020 August Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 08-2020 August Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of August (19 July – 12 August 2020) the Fire Department responded to 09 emergency responses most notably:

- Automatic Alarms 4 – (St. Marys)
- CO Alarms 2 – (St. Marys)
- Pre-Fire 2 – 1 (St. Marys), 1 (Perth South)
- Medical 1 – (St. Marys)

Average attendance by firefighters 14

Fire Chief attended two calls alone.

St. Marys Fire Department has responded to 78 calls for service (01 January – 12 August 2020) compared to 82 (01 January – 12 August 2019).

## Fire Prevention

Chief Fire Prevention Officer, Brian Leverton, has started with inspections that were issued pre COVID-19. When these inspections have been completed, he will continue with new inspections. Since most businesses were closed for 2 months, he will grant a 2-month extension on some fire safety code requirements. Fire alarm systems and suppression systems cannot have the required inspections extended.

He has completed the following:

- 1 complaint
- 0 licensing
- 9 Follow up and ongoing
- 0 Safety Concern
- 4 Requests
- 8 Routine
- 2 Site visits (request for clarification regarding Ontario Fire Code, lockbox installation location)

- 0 home visit re: smoke alarm/CO date and replacement
- 24 Total

## **Public Education**

COVID-19 has put a halt on all Public Education activities

## **Vulnerable Occupancies**

The Ontario Fire Marshall office has required an annual observed and timed fire drill for facilities with vulnerable occupancies such as nursing homes and hospitals. This drill is to mimic a fire drill that happens at night with the lowest staff present in the most difficult area of the building. This could be where the residents/patients will require assistance to leave the zone to a safe zone. Since COVID-19 is still with us they have put out a communique that gives the fire department options. In the past Kingsway Lodge, Wildwood Care Centre and the St. Marys Hospital have all completed the fire drills well under the maximum time allowed. Therefore, the Fire Prevention Officer is going to suggest to these 3 buildings that they proceed with option 3 and do a tabletop fire drill.

## **Operations**

Four recruits (Sarah Black, Ryan Hartsell, Matt Smale and Ian Edwards) have successfully completed all the necessary administrative paperwork and are officially with the Fire Department. They have been issued most of their bunker gear, uniforms and equipment and are able to respond to calls for service and participate in training.

They are starting the St. Marys Firefighter Initial Training Program (FITP). All Recruit level Firefighters shall complete the Firefighter Initial Training Program, which shall include Specific Training for all activities and services offered by the St. Marys Fire Department. Recruits are given twenty-four (24) months to complete ten Training Objectives (TO's). The Training Objectives include:

- TO 001** - Drive/Operate Fire Apparatus (TCP)
- TO 002** - Drive/Operate Aerial Fire Apparatus
- TO 003** - Alarm Room Duties
- TO 004** – Drive/Operate Water Tanker Fire Apparatus
- TO 005** - Ancillary Equipment
- TO 006** - Breathing Air Systems and Cylinders
- TO 007** - Difficult Rescue Techniques
- TO 008** - Structural Fire Fighting Operations
- TO 009** - Wild Land Fire Fighting
- TO 010** - Perform Water and Ice Rescue

Training sessions included pump operations (including tanker shuttle service, pumper and aerial ladder), maintenance night, auto extrication and shore-based water rescue.

## **SPENDING AND VARIANCE ANALYSIS**

Rust Control – Huron-Perth Rust Control \$1,288.20  
 3 Pagers – MRC Systems - \$2,230.62  
 2 x 6" to 4" reducers – C-MAX - \$848.36  
 2.5" to 1.5" adapter, 2 x 50' hoses and hose strap – AJ Stone - \$1,107.83

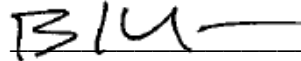
## REVIEWED BY

### Recommended by the Department



Richard Anderson  
Director of Emergency Services/Fire Chief

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Human Resources</b>
<b>Date of Meeting:</b>	<b>25 August 2020</b>
<b>Subject:</b>	<b>HR 08-2020 August Monthly Report (Human Resources)</b>

## RECOMMENDATION

THAT HR 08-2020 August Monthly Report (Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Recruitment

- Currently recruiting for a Human Resources Generalist, Seasonal (school year) Childcare staff and a Crossing Guard (Holy Name of Mary School).
- Coordinated the starting of the last of four new Volunteer Firefighter recruits.
- Planning recognition 'events' for four upcoming staff retirements.

### HR Systems

- Rolled out a COVID-19 self-assessment tool for staff.
- Re-called additional staff back to the workplace on a temporary basis.
- Working with WSIB on a long-term Return to Work plan focusing on a gradual re-entry into the workplace.
- Assisted both the Library and Childcare centre with staff costing scenarios and financial information for reporting purposes.
- Prepared the 2021 HR operating and payroll budget.
- Creating and updating background documentation for the KPMG project

### Staff Engagement

- Received and delivered re-usable face masks for all staff with the tagline "Strong as Stone".

### Health and Safety

- Health & Safety Incident reporting for month of July
- Continue to issue Extreme Weather Alerts (4x/daily), when the humidex hits 25+
- Facilitated a Joint Health and Safety Steering Committee meeting to review the Health and Safety initiatives implemented by the Town to address the current COVID-19 pandemic.

## Payroll and Benefits


- Provided 2021 Payroll Budget sheet assistance to various departments.
- Performed the annual review/audit of Earnings/Occupation and sent information to Equitable Life.
- Reported the absenteeism statistics for Q2 to the Huron Perth Benefit Consortium.
- Completed the OMERS leaves/broken service reporting and buyback offerings to staff.

## SPENDING AND VARIANCE ANALYSIS

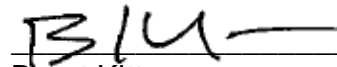
None to report.

## 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:** 25 August 2020

**Subject:** PW 54-2020 August Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 54-2020 August Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### General Administration

- Green Committee
  - Green Committee meeting scheduled for August 19, 2020
  - The Committee will be discussing waste diversion programs during COVID-19 including hazardous waste and consider Canada Waste Reduction Week in October
- 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 and participated in virtual meetings
  - Staff are currently waiting for the consultant's preliminary results
  - Staff are beginning to prepare winter 2020/2021 documentation (mapping, standard operating procedures, MMS requirements etc.)
- Traffic and Parking By-law
  - Staff have been reviewing various by-law requests, and changes to the *Highway Traffic Act* that have been received since the last amendment
  - The traffic and parking survey has been delayed to September to optimize the number of respondents
  - A report will be presented to Council in October discussing the survey results and Vision Zero
- Active Transportation Master Plan
  - Staff are completing an inventory of existing amenities and surfaces along the trail network and determining costs to deliver the amenities (operating and capital)
- Cyber Security Audit
  - Received audit and analyzed findings
  - Develop recommendations for Council's recommendation as presented at the August 18, 2020 Strategic Priorities Committee meeting
- 2021 Budget
  - Staff are preparing the Department's capital and operating budgets and updating the 15-year Capital Forecast

## **Environmental Services (Water & Wastewater)**

- Installation of WAS Pump No. 2 at WPCP
- Water Tower Inspection and exterior cleaning
- Water Service Leak repaired
- Four Water Service Box Repairs Completed

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

- More detail related to landfill operations included in Formal Report to Council on August 25

## **Public Works Operations (Roads & Sidewalks)**

- The Minimum Maintenance Standards require several annual inspections for different types of assets in Town, including streetlights, sidewalks and signs. Town Operators and contracted services have been working to complete those inspection requirements
- Asphalt Surface Treatment was applied on the following road sections:
  - Maxwell Street from Dunsford Crescent to Oakwood Court
  - Jones Street East from Brock Street to Cain Street
  - Thomas Street from Park Street to Jones Street West
  - Note: residents will notice loose granular material for 2 weeks after application as the trap rock knits into the asphalt emulsion. The roads will be swept to remove any float aggregate after this two-week period, prior to the start of school.
- Hot Patching
  - Certain road sections received hot patching – road sections were chosen based on complaints and any deficiencies identified during the monthly and weekly road maintenance inspections
- Stormwater
  - Town Operators provide assistance to contracted services to clean out storm outlets

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

- Forestry Maintenance
  - Davey Tree and Town Staff will complete forestry maintenance on as need basis
  - The Town continues to utilize the tree inventory to help guide removal priorities
  - Stump grinding will be ongoing – since being internalized the number of complaints regarding stump grinding have been significantly reduced
  - Identifying locations for fall tree planting, and watering spring plantings
- Cemetery (August 1 to 15)
  - 3 traditional burials, with 1 vault
  - 2 cremation burials
  - 1 interment rights sold for Columbarium
  - 1 name change transfer for Section E
- Trails
  - Trail maintenance and grooming is ongoing
  - New stone dust on trail from James Street North to Wellington Street North

## **Capital Projects and Engineering**

- Egan Ave reconstruction substantially complete.
  - Topcoat asphalt planned for 2021 dependent on buildout rate of subdivision
- Dam repairs project started.
  - Boat launch closed during working hours for public and worker safety. Completion anticipated in September.

- Church Street Bridge work started 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.

## Information Technology

- Pyramid Recreation Centre
  - Set up EarlyON program in small meeting room (desk phone, cell, computer, camera and microphone)
  - Repaired operator computer at PRC and installed camera for Virtual Teams meetings
- Municipal Operations Centre
  - Arranged for two Auditor computers to work remotely
  - Implemented automated emailing for tax bills moving forward
- Library
  - Put public library computers back online and stored remaining equipment
  - Provided computer equipment for summer reading student position
- Other
  - Installed answering machine and receipt printer at quarry
  - Tested All Staff Zoom meeting capabilities prior to meeting
  - Created two new Adult Learning accounts
  - Received IT Security Infrastructure Audit report to SPC August

## SPENDING AND VARIANCE ANALYSIS

### Landfill

Cover Material Removal, Additional costs expected

See Report PW 49-2020 Landfill Cover Removal


### Water / Waster Water

Required SCADA HMI Updates

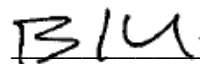
See Report PW 51-2020 SCADA Upgrades

## REVIEWED BY

### Recommended by the Department

  
Jed Kelly  
Director of Public Works

### Recommended by the CAO

  
Brent Kittmer  
CAO / Clerk



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	25 August 2020
<b>Subject:</b>	<b>PW 50-2020 Landfill Cover Removal</b>

## PURPOSE

This report presents Council with information related to final cover removal requirements at the landfill site to enable continued filling of waste in accordance with Environmental Compliance Approval Notice No. 6.

## RECOMMENDATION

**THAT** Report PW 49-2020 Landfill Cover Removal be received; and

**THAT** Council approves landfill cover removal work up to a maximum value of \$25,000.00, to be billed on a time and material basis; and

**THAT** Council approves a sole source of this work to Van Gestel Excavating to expedite the work to ensure that landfill capacity is available for October 2020.

## BACKGROUND

The Town of St. Marys (Town) is in the final process of completing an Environmental Assessment (EA) which has identified landfill expansion as the preferred solid waste management strategy for the Town. In early 2015, the Town applied to the Ministry to allow for an increase in approved capacity to allow enough time to complete the EA. This was approved by the Ministry on the condition that the application be updated annually until such time as new approvals were granted.

As such the Town has continued to provide solid waste disposal services at the landfill site via annual interim approvals that utilizes the existing landfill footprint for economical and efficient waste placement and disposal.

Phase II/III of the landfill site was constructed in eight (8) sections or cells, expanding as waste placement required. Over the years, as Phase II/III was built out, sections that were completed to original design limits were closed, and final cover material applied. This had resulted in the closure and final cover placement over cells 1 through 5. This method of closure allowed the Town to manage the amount of surface water run-off generated at the Site that was collected in the Sites leachate collection system requiring treatment at the wastewater treatment plant.

To date, all interim filling since 2015 at the landfill has taken place in cells 6, 7 and 8, however as waste placement continued, capacity was required, and subsequently approved to occur in Cell No. 5 as part of Environmental Compliance Approval (ECA) Notice No. 6 issued October 2019.

This report presents information to Council regarding the depth of cover material encountered in Cell No. 5, and the need to prepare the area for continued waste placement.

## **REPORT**

In August 2020, staff contracted a third-party excavator to assist in cover removal at the landfill in preparation for ongoing waste placement in accordance with Environmental Compliance Approval Notice No. 6 for the landfill. The project was to be funded through annual operations and maintenance budgets with the anticipation that up to 1.0 metres of material needed to be removed and relocated before reaching historically placed waste.

Once work commenced, it was identified that the depth of material on top of the waste varied greatly across the area and was well in excess of anticipated fill placement. Observations at the time identified variances between 1.4 metres to 3.0 metres which significantly increased the scope of work required.

Unfortunately, due to unknowns related to the uniform depth of cover placement, historical material stockpiling efforts and site grading, it is difficult to determine the volume of fill required for removal with any degree of certainty without additional field work to verify.

In addition, the landfill will be in a position to begin waste placement within this area as early as October 2020.

As such, staff recommends sole sourcing the required works to Van Gestel Excavating on a time and materials basis to be managed by Staff to properly prepare the area for continued waste placement within the timeframe required. Van Gestel Excavating is familiar with the Site conditions, design of the landfill and is available to complete the works in the required timeframe.

The sole source requirement is being requested in accordance with Section 9 of the Town's purchasing by-law (36-2012) where a single source is being recommended because it is more cost effective or beneficial for the Town. The rationale for this determination is that it would be more cost effective and beneficial for the Town to manage the project on a time and material basis as opposed to the submission of competitive bids due to the timeframe for completion and the likelihood of elevated costing due to the variability and unknown depth of material across the area.

This approach would enable the Town to prepare sufficient area in Cell No. 5 for continued waste placement to meet the needs of the Town in the timeframe required while also potentially controlling costs should depth of material improve across areas of Cell No. 5 as the work progresses.

In order to ensure that the Town is continuing to suitably manage the Site as well as its sewage treatment plant assets all removed materials from Cell No. 5 would be transported to Cells 7 and 8 to enable the material to be reused as final cover and lessening the area at the Site that requires leachate system collection. Final cover placement in Cell No. 7 and 8 would be undertaken by town staff and equipment as time permits.

## **FINANCIAL IMPLICATIONS**

The unknown depth of fill placement across cell number 5 makes an exact determination of financial implications difficult. Based on an assessment of the area, and some works completed to date, it is estimated to cost between \$20,000 - \$25,000 to remove fill material from Cell number 5 to enable continues waste placement.

Due to volumetric unknowns, it is recommended to fund this project on a time and materials basis with an identified upset limit of \$25,000.00.

The cost for cover removal and placement would be funded through landfill reserves.

## **SUMMARY**

Based on information detailed within this report, Staff recommends that Van Gestel Excavating be retained by the Town on a time and materials basis, with an upset limit of \$25,000.00 for cover removal on Cell Number 5 at the Landfill. This recommendation is made due to the unknown depth of historical

fill placement across the subject area making any accurate volumetric determination difficult to enable a competitive procurement while also utilizing a contractor familiar with the Site, its design and application whom can complete the works within the required timeframe for the Town.

## 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 is a need for active consideration of optimizing landfill services, but with a view to controlled costs and forward thinking environmental initiatives.
    - Tactic(s): Decide on what approaches best meet long term community ability to meet provincial standards. Build and program and identify a budget.

## OTHERS CONSULTED

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

## ATTACHMENTS

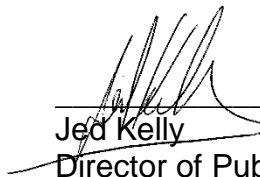
None

## REVIEWED BY

### Recommended by the Department

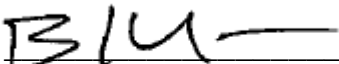


Dave Blake, C.E.T.  
Environmental Services Supervisor



Jed Kelly  
Director of Public Works

### Recommended by the CAO



Brent Kittmer  
CAO / Clerk



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	25 August 2020
<b>Subject:</b>	<b>PW 51-2020 SCADA System Updates</b>

## PURPOSE

This report presents information to Council regarding high priority SCADA HMI system upgrades for the water and sanitary system due to ongoing intermittent failures related to one of the two control systems.

## RECOMMENDATION

**THAT** Report PW 50-2020, SCADA System Upgrades be received; and

**THAT** Council approve the unbudgeted amount of \$37,400.00 + HST, to be funded from the Water and Wastewater Reserves; and

**THAT** a sole source to Ontario Clean Water Agency for the necessary SCADA System upgrades be approved.

## BACKGROUND

In circa 2014, the Town of St. Marys completed upgrades to the Supervisory Control and Data Acquisition (SCADA) systems for both the water and wastewater systems to replace aging hardware and software. It was at that time that the Town implemented a dual HMI system for both that would safeguard operations, improve redundancy and work to eliminant data collection gaps. Since its installation, the system has functioned as expected and has been maintained by the Ontario Clean Water Agency (OCWA) SCADA group.

In circa 2018, a leak in one of the facilities damaged the main server requiring replacement. Although replaced, the unit is now causing intermittent issues related to system function and needs to be replaced.

This report provides information to Council regarding the proposed upgrades to ensure continued system functionality now and into the future.

## REPORT

The intermittent failure of the newer system replaced following the leak may be a warranty claim, however in order to make a determination, the product manufacturer requires the system to be reverted back to the original factory installed operating system. Since the original operating system was changed upon installation to be compatible with the existing system at the wastewater facility, it would require removing the faulty unit from operation and forcing the system to only run off the secondary HMI. Given all the effort involved in determining if the defect is a warranty claim, for which there would be no guarantee, the system would be running on one system for an extended period of time that could be detrimental to system control and operations.

As such, it is recommended to proceed with the replacement of both existing systems. This not only allows for all software to be upgraded to the latest versions, but also allows for the new system to run in parallel with the existing system for three (3) months, creating a seamless transition, reducing risk and support requirements. This approach was completed at the time of the last upgrade and proved effective.

The project would consist of full hardware and software upgrades for both the water and wastewater facility.

The sole source requirement is being requested in accordance with Section 9 of the Town's purchasing by-law (36-2012) where a single source is being recommended because it is more cost effective or beneficial for the Town. The rationale for this determination is that it would be more cost effective and beneficial for the Town to have the upgraded system installed and commissioned by the Ontario Clean Water Agency SCADA group due to their involvement with the original systems design and installation as well as their continued and ongoing maintenance of the system via the SCADA support portion of the Operations and Maintenance Contract between the Town and OCWA.

## **FINANCIAL IMPLICATIONS**

The proposed project would cost \$37,400 + HST and would be funded through the Town's Water and Wastewater Reserves as follows:

Water Reserve:                      \$ 18,700 + HST

Wastewater Reserve:              \$ 18,700 + HST

## **SUMMARY**

Based on the information detailed within this report, staff recommends that Council approve the unbudgeted amount of \$37,400.00 + HST for SCADA system upgrades for the water and wastewater systems. This recommendation is made in order to continually upgrade and safeguard the Town's water and wastewater systems by ensuring control systems are suitably functioning and in a fit state of repair for ongoing system operations.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

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

## **ATTACHMENTS**

None

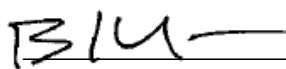
## **REVIEWED BY**

### **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

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jeff Wolfe, Asset Management and Engineer Specialist
<b>Date of Meeting:</b>	25 August 2020
<b>Subject:</b>	<b>PW 53-2020 Grand Trunk Trail Staircase Capital Project - Update</b>

## PURPOSE

This report presents follow-up information to Council with regards to the Grand Trunk Trail Staircase capital project as requested by Council. This report has been presented to the Green Committee and their recommendations to Council are presented below.

## RECOMMENDATION

**THAT** PW 53-2020 Grand Trunk Trail Staircase Capital Project – Update Report be received; and

**THAT** the Grand Trunk Trail Staircase remain open; and

**THAT** Staff are directed 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

**THAT** 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

**THAT** the construction material be changed from steel to pressure treated wood.

## BACKGROUND

The Town of St. Marys' 2020 Capital Plan included the construction of a new staircase for the Grand Trunk Trail at Emily Street. The project was initiated due to the deteriorating condition of the existing staircase from the Grand Trunk Trail to Milt Dunnell Field. The scope of the project included decommissioning of the old staircase by covering in earthen fill, making minor retaining wall repairs on the west side of the Emily Street Overpass and constructing a new staircase structure to connect the Grand Trunk Trail to the Emily Street sidewalk. A separate project complemented the new staircase by installing a concrete walkway from the Emily Street sidewalk down to the Milt Dunnell Field Parking Lot.

Council received a status update for the Grand Trunk Trail Staircase project at its regular Council meeting on May 12, 2020. The update presented a revised cost estimate that would have resulted in the project being over-budget. In light of the financial implications of the Coronavirus Pandemic, staff recommended proceeding with design of the new structure but postponing construction activities until 2021. There was a lengthy discussion that followed with regards to the project and Council presented several questions about different aspects of the project that required further investigation.

Council provided authorization to proceed with design work on the project but there were two issues discussed that required follow up prior to proceeding with design:

1. Does the poor condition of the retaining wall present an immediate health and safety risk where the staircase should be closed now?
2. Are there aspects of the project that could be modified in order to reduce the project cost in these times of economic uncertainty?

## **REPORT**

The Green Committee is undertaking a review of the Town's active transportation network and identifying priorities for the trail network. The connectivity of Milt Dunnell Field and the Grand Trunk Trail is an important aspect to the Town's trail network and was seen as a priority in the Committee's kick-off discussion for the active transportation network master plan project. The staircase project addresses several re-occurring themes from the Committee's recent trail survey where respondents mentioned addressing the issues with the existing stairs and improving connectivity. The staircase project offers an opportunity for the community to see immediate action on the Committee's active transportation master plan, so it is important to see the project proceed. Staff reviewed the concerns from Council mentioned above and have attempted to address them in the remainder of this report.

### **1. Current Condition of Existing Wall**

In order to address Council's first concern, staff engaged the Town's engineering firm to review the existing staircase in May 2020. An engineer reviewed the wall, recorded various measurements of the wall, and provided an opinion on its current state. The wall was found to be off-plumb for most of the structure with measurements ranging from 1.4% - 13.2%. Typically, a structure that is greater than 5% off-plumb is considered to be in poor condition. The engineer believes the wall is in an active state of failure and will continue to lean until it eventually collapses. The collapse mechanism is slow so the wall is unlikely to collapse suddenly. Heavy rainfall or spring thaw events could impact the conditions of the soils retained by the wall and result in a faster collapse.

The engineer suggested that if sections of the wall reach an off-plumb value of 15%, that those sections of the wall should be cordoned off for a width equal to the height of the wall in that area. Staff suggest that since no sections of wall are at this level of failure yet, no immediate measures to close the staircase are required. Staff will continue to monitor the wall on a monthly basis and take new measurements to track the failure of the wall. When the section of failing wall reaches an off-plumb value of 15%, a section of the stairs will be cordoned off. The failing beam will need to be cut shorter and the width of the staircase will be reduced by 0.45m but this approach will still allow the stairs to be used until such time that the new stairs are constructed.

### **2. Review Scope of Project to Determine Ways to Reduce Budget**

#### ***Background - Budget***

Council's second concern is related to the cost of the project. In order to address this, some background information is helpful. When preparing the 2020 Capital Budget, staff considered various options for connecting trail users from the Grand Trunk Trail down to Milt Dunnell Field. This included repairing the existing staircase, constructing a new staircase on the south side of the overpass and constructing a new access on the north side of the overpass. Safety, functionality, and lifecycle costs were all considered, assuming all work would be contracted. It was determined that a new steel staircase at the Emily St. overpass was the best solution and included in the capital plan.

When preparing an updated estimate in the spring of 2020, the Town's engineering consultant reviewed the work in more detail and the anticipated construction cost increased to \$160,000. This cost estimate was prepared assuming the Town would administer the project like a typical turn-key capital project. There are various aspects to the work, some of which include:

- A. \$20,000 – Decommissioning of existing staircase
- B. \$10,000 – Traffic Control, site restoration, environmental protections

- C. \$68,000 – Steel staircase including handrail, landings and bike trough
- D. \$16,000 – Excavation and Concrete pier foundations
- E. \$2,000 – Retaining wall repairs (at top of new location)

The remaining \$44,000 consists of other costs such as design, UTRCA approvals, insurance, mobilization and contingency built into the anticipated \$160,000 price estimate that are unlikely to change regardless of project approach.

If the Town was to take an alternative approach to the typical turn-key capital project and make the project more of a community project, there is an opportunity to reduce the overall anticipated budget. This would make the project more palatable and more likely to proceed. The following reviews each of the items listed above and presents an alternative approach to try to reduce the cost.

#### **A. Decommissioning of Existing Staircase**

The original project scope included the decommissioning of the existing staircase by filling in with soil and planting in the area to re-naturalize. This would hopefully discourage individuals from using the area in the future and avoid erosion when the wall fails in the future. After discussing with the project engineer, it was decided that the existing staircase could be abandoned in place rather than decommissioned. This would avoid the need to fill the area with soil and avoid a significant cost. The top couple stairs would be removed, and a metal fence would be installed in the location of the top of the current staircase to discourage people from leaving the trail and using the space. The anticipated cost savings for this approach is approximately \$18,000.

#### **B. Traffic Control, Site Restoration, Environmental Protections**

Municipal capital projects are typically tendered as turn-key projects where a general contractor looks after all of the obligations necessary to ensure a safe, quality project. If the project were to turn into a community project administered by the Town rather than a municipal project, the Town could reduce the scope of work required by contractors and take on some aspects of the work with internal forces. These items include traffic control, site restoration and environmental protections. This would require more involvement by Town staff which would detract from other duties, but it is believed the level of work could be accommodated into normal staff operations. The projected cost savings by taking this approach is approximately \$7,000.

#### **C, D, E. Steel Staircase, Concrete Foundations, Retaining Wall**

When staff assessed the capital project during budget preparation, a life cycle cost review was completed to determine whether it would be more cost effective to construct with wood or steel. Although more costly up front, the longevity of steel meant that steel staircase would be slightly less expensive over the life of the structure.

Staff have discussed internally and reached out to community groups to gauge interest in the project. Initial comments have been positive and service groups and contractors have expressed interest (depending on scope, level of involvement) in supporting the project if it becomes a community project.

If the project becomes a community project, utilizing wood opens certain avenues for cost reduction that wouldn't exist if the structure had to be made of steel. There is the potential for reduced material costs and construction costs if local businesses can get involved either through supplying materials at a reduced cost or donating in-kind services. The wood staircase is projected to cost \$30,000 while the steel staircase is projected to cost \$68,000. Wood also has the benefit of trapping carbon and is being promoted more by government agencies as renewable, Canadian-sourced material. If the stairs are viewed as a community asset and their next replacement (in approx. 25 years) is completed as a community project as well, the lower capital costs would reduce the lifecycle costs enough to result in wood being the preferred construction material.

The immediate cost savings of using wood instead of steel are approximately \$38,000. Depending on community involvement, there is the potential for further savings/cost avoidances of up to an estimated \$15,000.

There is potential for local construction businesses to get involved and assist with the concrete foundations and retaining wall. It is estimated that there is the potential for approximately \$9,000 in savings on these items if local construction businesses can contribute in-kind donations.

## **FINANCIAL IMPLICATIONS**

Staff have reviewed the staircase project to determine where cost savings or cost avoidances could be recognized. It is suggested that the project turn into a community project where local service groups and businesses can get involved to make monetary or in-kind donations to reduce the overall budget impact of the project. Various aspects of the project were reviewed, and it is estimated that the project could see up to \$87,000 in savings or cost avoidances. This would reduce the overall estimated project budget to \$73,000.

## **SUMMARY**

The issues described in this report were presented along with information in this report to the Green Committee at their June 24, 2020 meeting. The Green Committee made the following recommendations to Council:

- 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.

Staff have reviewed the staircase project to determine whether any immediate action is required for the existing staircase and if there is the opportunity for cost savings on the original budget. There is no immediate action required for the existing staircase but it will be monitored on a monthly basis and action will be taken if further failure of the retaining wall is observed.

Staff and the Green Committee are recommending turning the project into a community project where monetary and in-kind donations from local service groups, contractors or individuals could reduce the overall project budget. Staff and the Green Committee are also recommending changing the building material from metal to wood.

## **STRATEGIC PLAN**

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

- Pillar #1 Infrastructure:
  - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow.
  - Tactic(s): identify immediate needs in the community
- Pillar #4 Culture and Recreation:
  - Outcome: A focused Parks Strategy
  - Tactic(s): Tie the Grand Trunk Trail to Milt Dunnell Park

## **OTHERS CONSULTED**

Andy Ross, BM Ross & Associates

## **ATTACHMENTS**

None

## **REVIEWED BY**

### **Recommended by the Department**



Jeff Wolfe

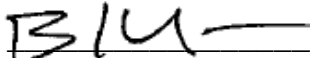
Asset Management/Engineering Specialist



Jed Kelly

Director of Public Works

### **Recommended by the CAO**



Brent Kittmer

CAO / Clerk

# MONTHLY REPORT

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

**From:** Administration

**Date of Meeting:** 25 August 2020

**Subject:** CAO 49-2020 August Monthly Report (CAO and Clerks)

## RECOMMENDATION

THAT CAO 49-2020 August Monthly Report (CAO and Clerks) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### COVID 19 Pandemic Response

- Within each respective monthly report department heads have provided an update on how their day to day operations have been delivered during the COVID-19 pandemic.
- The following are updates for Council as they relate to the CAO and Clerks department and the CAO's role as the ECG Director:
  - Operations and Services Re-Opening Next Steps:
    - August 5 saw the successful reopening of the Library, Adult Learning, the MOC Counter and VIA Services.
      - The plan forward for each of these services is to remain at the new status quo for at least the remainder of August so that we can adjust and evaluate if anything needs to be changed.
    - Since re-opening the MOC, there have been a handful of residents attend Town Hall for service, and comments have been received asking if Town Hall will reopen.
      - The plan forward for Town Hall is to fill the current customer service vacancy, and then consider a re-opening of Town Hall for limited hours of 9:00 am – 1:00 pm.
      - The timeline for this reopening would be the late September/early October if there continues to be a demonstrated need.
  - On Friday August 14 the Province announced the framework to allow 50 person per area at the PRC. A "current status" report is presented under the Director of Community Services signature to provide Council and the public with an update on how the PRC reopening is progressing, and to collect any input Council may have.

### Municipal Efficiency and Modernization Review

- The next phases of this project are underway:
  - On August 12 the SMT completed the final day to develop an organizational design, and conceptual structure has been developed.

- The next step is for each Director to meet with the CAO and KPMG staff to complete a detailed design of their department.
- 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.
- As noted in the July 28, 2020 CAO report, the organization currently has vacancies in three full time positions and one pending.
  - These vacancies have been strategically kept open to allow for the KPMG project to progress, and to help the organization realize cost savings to offset COVID-19 operating premiums.
  - However, leaving these positions open as the Town reopens will cause capacity issues, which may result in a dip in organizational performance.
  - The vacant positions will be adjusted to support some of the structural issues identified through the KPMG project, and the newly defined positions will be posted in the short term.

## **Strategic Planning and Projects**

- Community Transportation Projects:
  - Correspondence has been sent to the Ministry of Transportation requesting an extension to the funding deadline beyond 2023. A response is pending.
  - When the Province lifted their declaration of emergency, that triggered a 6-month deadline to launch the project, meaning a launch January 24, 2021.
  - The Steering Committee for the project has met and has discussed a soft launch in November 2020. This will allow for the transit systems to be operational prior to Christmas to try to capture ridership in the Christmas season.
  - Proposed launch dates are being considered so that they fall in advance of Black Friday, and currently November 16<sup>th</sup> and 23<sup>rd</sup> are being considered.
  - This approach will reduce the risk of pre-launch marketing effectiveness being reduced if the project were to launch in January after Christmas.
  - If a second wave of the pandemic hits prior to launch, the plan would be to delay the launch again, but the project would be in a good position to launch at an appropriate time.
  - The critical path forward is to finish the local partnership agreements. Respective legal counsels have been given instructions to have agreements in final form by August 31.
  - After that, both the City and the County will sign the service agreements with Voyago and busses will be ordered.

## **Intergovernmental Relations**

- Community Safety and Wellbeing Plan
  - Progress with county wide survey is successful. After fourteen days, over 125 responses have been received by St. Marys residents with a total of 650 responses county wide.
  - The advisory committee is narrowing down the list of potential focus group participants and stakeholder interviews.

## **Policy and Governance**

- Council to consider Committee recommendation to enter into a service agreement with Humane Society of Kitchener Waterloo Stratford Perth effective January 1, 2021.
  - Staff to draft updated Animal Control by-law and return for Council review.

## Land Sales

- 480 Glass Street (Junction Station)
  - The Junction Station sale closed on August 5, and Broken Rail Brewing Inc. is now the legal owner.
  - Building permits have been issued for the renovations, and the buyer and his contractors have been working over the past few weeks on the interior.
  - The brewing equipment is ordered and scheduled for delivery and install in October.
  - They are still planning for a 2020 opening.
- 481 Water Street South (McDonald House)
  - The agreement of purchase and sale is in final form but was held up because land registry had COVID delays and hadn't registered all the property parcels we have created.
  - All property parcels are registered, and the APS is going through the final review by legal for both sides.
  - Negotiations with the Cement Plan were difficult re: a restrictive covenant that must carry with the land. The possible uses of the land have been significantly narrowed, and the buyer is not proposing to use the property for his contracting business or rent it out for a similar use. This has required a rezoning of the property, which is in process.
  - Town has issued a permit for the renovations ahead of the sale so the buyer can move forward, and renovations are underway.

## Corporate Communications

- Media Relations
  - Issued 5 press releases related to the COVID-19 pandemic
- Advertising:
  - Print:
    - Continued with weekly Stonetown Crier/COVID-19 column in the St. Marys Independent; considering whether this column should move to a bi-weekly schedule
    - Designed ad for Globe and Mail "Explore Ontario" supplement
  - Online:
    - Spent \$110.38 on Facebook ads for recreation programming in the past month, resulting in a reach of 2,909 users, 269 engagements and 6 link clicks
- Social Media:
  - 40 new followers on the Town's Facebook page since July 13
  - 15 new followers on the Town's Twitter page since July 13
  - 23 new followers on the PRC's Facebook page since July 13
- Website:
  - Launched first online form (Property Tax e-Billing Registration Form) to allow residents to receive tax bills by email; Open Air Burn Permit Application Form still in development
  - Purchased an upgrade to Form Builder module that will grant access to a library of online forms shared by other eSolutions clients
  - Met with eSolutions to discuss possible Tourism microsite
  - Added Instagram and YouTube icons to header of website to encourage more traffic to these accounts
  - Engaged eSolutions to provide accessibility audit for website; currently reviewing recommendations and making updates to site



- Received positive feedback (both internal and external) on Quarry webpage (page has had 42,219 views since July 13, accounting for 39.75% of all Town website traffic for the period)
- 1,559 views of COVID-19 page since July 13
- 343 views of Business Resources and Directory page since July 13
- 98 views of Community Wellness page since July 13
- Performed COVID-19 related updates on 20 individual pages on website; developed tracking sheet/process for all COVID-19-related updates to help avoid outdate/stale content
- Print materials and publications
  - Designed removable door mats and social distancing stickers for downtown and public municipal facilities
  - Designing promotional piece for Driftscape and COVID tourism info to be placed in stores, accommodations, dining establishment, etc.
  - Designing “Strong As Stone” banners for downtown
  - Continuing to help produce It’s Your Business newsletter with Economic Development

## **Events**

- Continuing to promote Piper at the Falls; over 100 attend each night, and a new event, races on the river, has sprung up afterward, attracting more people

## **SPENDING AND VARIANCE ANALYSIS**

None.

## **REVIEWED BY**

### **Recommended by the CAO**




---

Brent Kittmer  
CAO / Clerk

**Board of Directors Meeting Highlights  
Held on August 20, 2020 at 8:30 AM  
as a Virtual Meeting**



### **All of Ontario Now in Stage 3 Re-Opening**

As of August 10, all thirty-four of Ontario's public health regions are now in "Stage 3" of re-opening under the COVID-19 state of emergency. Nearly all businesses and public spaces can gradually reopen as regions enter Stage 3, with public health and workplace safety restrictions in place, while some high-risk venues and activities will remain closed until they can safely resume operations.

Gathering limits are increased to a maximum of 50 people indoors and a maximum of 100 people outdoors with physical distancing in place. Workplaces must put the necessary measures in place to protect the health of their workers and the public, including safe physical distancing and frequent and thorough hand-washing. Document or track attendance as much as possible to support contact tracing efforts while respecting privacy. Work from home arrangements should continue where possible.

Ontario's Chief Medical Officer of Health will continue to closely monitor the evolving situation across the province to advise when public health restrictions can be further loosened or tightened.

### **New Waste Practitioners Group to Help Improve Approvals Process**

In collaboration with OWMA; Municipal Engineers Association (MEA); Ontario Association of Sewage Industry Services (OASIS); Ontario Environment Industry Association (ONEIA); Canadian Biogas Association (CBA); as well as other external stakeholders, including municipalities, consultants, and waste sector proponents, the Ministry of the Environment, Conservation and Parks (MECP) is establishing a Waste Practitioner's Group (WPG) to create a forum for discussions on waste permissions.

Through regular quarterly meetings that will start this Fall, the working group will identify opportunities for improvements in the permissions and approvals process and its operational practices for waste facilities. The Waste Practitioner's Group (WPG) will be co-chaired by Mike Chopowick (OWMA) and Mohsen Keyvani (MECP). More information will be provided as it becomes available.

### **Consultation on Modernizing Hazardous Waste Reporting in Ontario**

The Ministry of the Environment, Conservation and Parks is seeking feedback on proposed changes to modernize and transition the delivery of hazardous waste digital reporting services to the Resource Productivity & Recovery Authority. More information on the consultation is available on the Environmental Registry website. Feedback will guide future regulatory and implementation changes to make reporting simpler, faster, and more cost-effective.

## Timing of Producer Responsibility Recycling Regulations

Regulations under the Resource Recovery and Circular Economy Act to enable individual producer responsibility of Ontario's recycling programs continue to undergo development and await implementation. The status of upcoming producer responsibility regulations is as follows:

**Electrical and Electronic Equipment (EEE)** – The Waste Electrical and Electronic Equipment Program operated by Ontario Electronic Stewardship (OES) will end on December 31, 2020. The new producer responsibility regulation is expected to be imminently filed by the Minister during August 2020. The producer responsibility regulation for batteries was filed on February 27, 2020

**Municipal Hazardous and Special Waste (MHSW)** – The current Municipal Hazardous or Special Waste (MHSW) Program will wind-up on June 30, 2021, and be replaced with a new producer responsibility regulation, to be fully in effect on July 1, 2021. The Ministry of the Environment is anticipating that a draft MHSW regulation will be released in Fall 2020 for public consultation. Transitioning the MHSW Program to a producer responsibility model will be a multi-stage process that will involve many opportunities for input.

**Packaging and Printed Paper (Blue Box)** – Formal consultations among municipalities, producers, and waste service providers, which started in November 2019, have now largely concluded. A draft producer responsibility regulation for the Blue Box program is expected to be released by the Ministry during Fall 2020. A final regulation is expected to be filed in early 2021 to allow for the three-year transition from municipalities to producers to start in 2023.

## Ontario Waste Management Association Says Legislation Will Kill Province's Disposal Capacity

Ontario Waste Management Association says the COVID-19 Economic Recovery Act will make landfill approval 'virtually impossible.'

The Ontario Waste Management Association (OWMA) issued a statement July 10 condemning Bill 197, otherwise known as the COVID-19 Economic Recovery Act. Specifically, the association warned that the legislation will make it "virtually impossible" for new landfills to be approved by local governments if enacted.

According to the association, "The COVID-19 Economic Recovery Act puts the provincial economy and the health of the environment at risk by making it virtually impossible to build new landfills in Ontario. By requiring approval of local councils in municipalities within 3.5 kilometers of a proposed landfill, this legislation essentially scuttles almost every major landfill proposal in Ontario, including projects that are already under review by the Ministry of the Environment, Conservation and Parks."

OWMA says that the legislation will result in increased waste disposal costs and more limited disposal options, necessitating the need to truck waste to the U.S.

The association says that with the current rate of waste generation and the remaining disposal capacity of 122 million metric tons, Ontario will run out of landfill space by 2032 — unless new landfill space is constructed.

Ultimately, the association says that despite the need for local feedback, landfill approvals must come from the Ministry of the Environment, Conservation and Parks if the region's waste disposal needs are to be met in the future.

## Quebec Government Commits To Province-Wide Composting By 2025

The Quebec government recently announced that it was putting \$1.2 billion towards a composting strategy that will result in all citizens in the province having access to composting services come 2025 and will be fully implemented by 2030. In addition to providing composting services to citizens across the province, the plan is to manage composting in all industries, businesses and institutions by 2025 as well, in the goal of reducing greenhouse gas emissions by 270,000 tonnes per year by 2030.

“We are taking another step forward by investing \$1.2 billion to divert organic matter from disposal sites and ensure their recovery, which will significantly contribute to reducing our greenhouse gas emissions,” Benoit Charette, Quebec Environment Minister said in a statement. “Thanks to the support of the government and the municipalities, the entire population as well as industries, businesses and institutions will be able to contribute to an even healthier management of our residual materials.”

Currently, only 57 per cent of Quebecers have access to food waste collection services. The province’s waste totals in at 5.8 million tons per year, 60 per cent of which is organic matter. The waste sector also emits around 4.55 million tonnes of CO<sub>2</sub> equivalent per year and is the fifth largest contributor in the province.

The new strategy aims to adapt collection services as well as processing facilities to Quebec’s many regions. To promote composting and limit waste, the government is increasing landfill charges from \$23.51 to \$30 per ton. Charette said this sends a clear signal that Quebec intends to discourage the elimination of residual materials in favour of their recovery.

The government claims that for this strategy to work, all actors, including those at the municipal level, must share responsibilities – and it says it plans on helping them better manage their green waste and improving their ecocentres to do so. Quebec will work with municipalities to speed up the establishment of collection services and processing facilities. In addition, the province will promote the quality of the organic matter treated and the development of local outlets for composts and other residual fertilizing materials from this collection.

The program to reduce, recover and recycle organic materials from industries, businesses and institutions, administered by Recyc-Québec, will be awarded \$9.6 million. The Crown corporation is also responsible for a new recognition program for sorting centres for construction, renovation and demolition residue. That program is the result of concerted discussions with the residual materials management industry.

In summary, the goals of Quebec’s compost strategy are as follows:

- Offer the collection of organic matter to all citizens of Quebec by 2025.
- Manage organic matter in 100 per cent of industries, businesses and institutions by 2025.
- Recycle or recover 70 per cent of the organic matter targeted by 2030.
- Reduce 270,000 tonnes of CO<sub>2</sub> equivalent per year in greenhouse gas emissions by 2030.

The plan also intends to allocate funds to programs that finance the management of organic matter, which will help boost green infrastructures. The government says this will help boost the province’s economic recovery.

## **Waste Management Industry: Waste Disposal, 2018**

Almost 26 million tonnes of non-hazardous waste went to private and public waste disposal facilities in Canada in 2018, an increase of about 3% since 2016.

Disposal of non-residential waste amounted to almost 14.9 million tonnes, representing 58% of all waste disposed, while waste from Canadian households accounted for the remaining 42% (10.8 million tonnes).

## **Australian Government To Directly Invest \$190 Million On A Waste & Recycling Plan To Transform The Industry**

The Australian Government recently announced that it will commit \$190 million to a new Recycling Modernisation Fund (RMF) that will generate \$600 million of recycling investment and drive a billion-dollar transformation of Australia's waste and recycling capacity.

The government claims that more than 10,000 jobs will be created and over 10 million tonnes of waste diverted from landfill to the making of useful products as Australia turbo charges its recycling capacity.

The RMF will support innovative investment in new infrastructure to sort, process and remanufacture materials such as mixed plastic, paper, tires and glass, with Commonwealth funding contingent on co-funding from industry, states and territories.

Australia's waste and recycling transformation is being further strengthened by an additional:

- \$35 million to implement Commonwealth commitments under Australia's National Waste Policy Action Plan, which sets the direction for waste management and recycling in Australia until 2030.
- \$24.6 million on Commonwealth commitments to improve our national waste data so it can measure recycling outcomes and track progress against our national waste targets.
- The introduction of new Commonwealth waste legislation to formally enact the Government's waste export ban and encourage companies to take greater responsibility for the waste they generate, from product design through to recycling, remanufacture or disposal (Product Stewardship).

The moves are part of a national strategy to change the way Australia looks at waste, grow the economy, protect the environment and reach a national resource recovery target of 80% by 2030.

Waste export ban to start from January 2021

The unparalleled expansion of Australia's recycling capacity follows the 2019 National Waste Policy Action Plan, Australia's government ban on exports of waste plastic, paper, glass and tires, and this year's first ever National Plastics Summit.

The waste export ban was due to commence on July 1st, 2020. After consulting with industry and as a result of restrictions related to COVID-19 impacting Parliament's ability to pass legislation in by July 1st, the ban will now commence on January 1st, 2021. The schedule for implementing the export ban on waste plastic, paper and tires remains unchanged.

## Johnnie Walker whisky will be sold in paper bottles from next year

In the U.K., awareness of plastic pollution has been raised by TV shows such as “Blue Planet II.”

Diageo’s plans represent the latest example of a drinks manufacturer trying to move to more sustainable packaging.

Diageo is to roll out “100% plastic free” bottles of Johnnie Walker from next year, the latest example of a major drinks manufacturer attempting to move toward more sustainable forms of packaging.

In a statement Monday, the British firm said the bottle would be paper-based and “made entirely from sustainably sourced wood.”



The bottle’s development is the product of a collaboration between the drinks giant and venture management firm Pilot Lite, which in turn led to the development of a business called Pulpex Limited.

Diageo described Pulpex Limited as a “sustainable packaging technology company” and said its paper bottle was both scalable and plastic free.

“The bottle is made from sustainably sourced pulp to meet food-safe standards and will be fully recyclable in standard waste streams,” the firm, whose other brands include Guinness and Baileys Irish Cream, said.

In addition to bottles for Diageo, Pulpex has set up a “partner consortium” of fast-moving consumer goods, or FMCG, businesses. This includes PepsiCo and Unilever, who are also set to release their own products using the paper bottle technology next year.

In the U.K., awareness of plastic pollution has been raised in recent years by shows such as “Blue Planet II.” Presented by naturalist David Attenborough, the TV show highlighted the shocking impact plastic has on wildlife.

According to statistics from the Department for Environment, Food & Rural Affairs, the U.K. generated 2.26 million metric tons of packaging waste from plastic in 2017, with 46.2% of this either recovered or recycled.

Diageo is one of several major firms looking to introduce new types of packaging. Last October, Carlsberg released details of two “paper bottle” research prototypes it was working on. In November, Heineken U.K. said it would be getting rid of plastic from its multi-packs by 2021.

## Barilla Removes Plastic Windows From Pasta Packs In Recycling Move



The packs feature instructions and visual guides for easy disposal

Barilla has rolled out 100% recyclable packs across its biggest pasta lines.

It has removed plastic front windows from its Penne, Fusilli, Spaghetti, Lasagne, Linguine, Tortiglioni and Mezze Penne Tricolore pastas, and moved them into new packs made from “a combination of paper-based materials and 100% virgin fibres”, which Barilla added were sourced responsibly from certified sources.

The new paper packs feature instructions and visual aids to “ensure ease of disposal for consumers”.

It’s the latest in a series of ‘Good for You, Good for the Planet’ commitments to design, product and distribute packaging responsibly from the brand. It has looked to ensure materials are sourced renewably, use resources from responsibly managed forests and reduce the quantity of materials used in packaging.

It follows a similar packaging change from Napolina in September last year, in which the supplier switched from plastic packs to “fully coated boxboard” across 12 SKUs.

Barilla has recently seen a number of lines dropped by Tesco, with the retailer slashing its listings from 18 SKUs to just five. Lines to be cut included its 500g packs of penne, fusilli, tortiglioni and linguine.



## Your Used Mask Needs to Make It to the Trash Can

They're on beaches, in parking lots and on sidewalks. You probably won't catch the coronavirus from a discarded mask, but the litter poses a risk to the environment.

Helen Lowman looks at litter a lot. It's her job. But while walking her dog in Westport, Conn., in



March, she noticed an alarming trend. First she passed some dirty wipes on the ground. Then there were gloves. And finally a mask. Four months later, she said the litter of personal protective gear has only gotten worse.

As more people wear masks to prevent the spread of the coronavirus, more personal protective equipment, or P.P.E., has been found as litter around the world.

The issue has prompted environmental organizations, including the Environmental Protection Agency, to sound the alarm. Some local governments, like Suffolk County in New York, have instituted fines for littering involving masks and gloves, and police departments, like the one in Swampscott, Mass., have warned that improperly discarding P.P.E. is a crime.

“This pandemic is causing the face of litter to change,” said Ms. Lowman, chief executive of Keep America Beautiful, a nonprofit group that organizes cleanups. “We’re seeing a real shift in what is in the litter stream.”

The Centers for Disease Control and Prevention recommend that the general public wear reusable cloth face coverings, but disposable masks are readily available; a pack of 50 can be purchased for around \$30.

Experts say the risk of catching coronavirus from a discarded mask is minimal, but the litter is causing concern for other reasons: Used masks and gloves, which cannot be recycled, pose a problem for the environment.

## Closed Loop Partners launches consortium to address retail bags

The Center for the Circular Economy at Closed Loop Partners and retailers CVS Health, Target and Walmart to identify, test and implement alternatives to single-use retail bags.



The Center for the Circular Economy at Closed Loop Partners, New York, has joined with the retailers CVS Health, Target and Walmart, in addition to Kroger and Walgreens, to form the Consortium to Reinvent the Retail Bag. The initiative seeks to reinvent single-use plastic retail bags, which are typically made with low-density polyethylene (LDPE) or linear-LDPE film, by identifying, testing and implementing viable design solutions and models that more sustainably serve the purpose of the current retail bag, according to a news release from Closed Loop Partners. Collectively, consortium partners have committed more than \$15 million to launch the Beyond the Bag Initiative.

The three-year consortium invites additional retailers to join.

According to Closed Loop Partners, global risks from climate change, the global pandemic and mounting plastic waste have revealed the vulnerabilities of our current system.

“The status quo has been shaken, presenting a unique opportunity to build back better and reimagine a more resilient and sustainable way of doing business,” says Kate Daly, managing director of the Center for the Circular Economy at Closed Loop Partners. “During challenging times, unexpected and unprecedented collaboration is required, and we’re excited to work with leading retailers like CVS Health, Target, Walmart and others—along with the entire industry—to take effective action.”

The initiative “aims to take a holistic view of the challenge and solutions, aligning consumer convenience and product innovation with the equally important infrastructure for recovery or reuse of any alternatives developed,” Closed Loop Partners says.

The consortium’s Innovation Challenge, launched in partnership with global design firm IDEO, will solicit design solutions to serve the function of today’s retail bag from around the world, with an initial focus on implementation in the United States. Closed Loop Partners says it will launch a Circular Accelerator, develop potential piloting opportunities and aim to make infrastructure investments in support of the development of market-ready solutions.

“We know how important it is to bring our customers along on our sustainability journey, keeping in mind that most are looking for convenience with minimal environmental impact,” says Eileen Howard Boone, senior vice president, Corporate Social Responsibility & Philanthropy, and chief sustainability officer, CVS Health. “This collaboration with Target, Walmart and other like-minded retailers and innovators allows for collective reach that can be truly impactful.”

“We believe in serving our guests and communities with actions that reduce our footprint on the planet,” says Amanda Nusz, vice president of corporate responsibility, Target. “We’re proud to partner with Closed Loop Partners and other leading retailers to take on a challenge facing the entire industry. We welcome others to join us in this collective effort as we aim to design a better solution.”

“By coming together to tackle the problem, we aim to accelerate the pace of innovation and the commercialization of sustainable solutions,” says Kathleen McLaughlin, executive vice president and chief sustainability officer for Walmart. “Through efforts like the Innovation Challenge and the Circular Accelerator, we hope the Beyond the Bag Initiative will surface affordable, practical solutions that meet the needs of customers and reduce plastic waste.”

CVS Health, Target and Walmart, the founding partners of the consortium, are calling on other retail leaders to join the initiative. The Kroger Co. has joined as the Grocery Sector Lead Partner, while Walgreens has joined as a Supporting Partner.

Conservation International and Ocean Conservancy have joined as Environmental Advisory Partners. Closed Loop Partners says they will provide perspective on environmental impacts and solutions throughout the initiative.

## Covid-19 Has Resurrected Single-Use Plastics

Covid-19 is changing how the U.S. disposes of waste. It is also threatening hard-fought victories that restricted or eliminated single-use disposable items, especially plastic, in cities and towns across the nation.

Our research group is analyzing how the pandemic has altered waste management strategies. Plastic-Free July, an annual campaign launched in 2011, is a good time to assess what has happened to single-use disposable plastics under Covid-19, and whether efforts to curb their use can get back on track.

### From plans to pandemic

Over several decades leading up to 2020, many U.S. cities and states worked to reduce waste from single-use disposable objects such as straws, utensils, coffee cups, beverage bottles and plastic bags. Policies varied but included bans on Styrofoam, plastic bags and straws, along with taxes and fees on bottles and cups.

Social norms around plastic waste have evolved quickly in the past several years. Pre-Covid-19, “Bring your own” tote bags, mugs and other foodware had become part of daily life for many consumers. Innovative startups targeting reusable foodware niches include Vessel, which partners with cafes, enabling customers to rent stainless steel to-go mugs, and DishCraft, which picks up dirty dishes from dine-in restaurants and to-go food outlets, cleans them with high-tech equipment and returns them ready for reuse.

Just before Covid-19 lockdowns began in March 2020, the New Jersey senate adopted a bill that would have made the state the first to ban all single-use bags made of either paper or plastic. And U.S. Sen. Tom Udall of New Mexico and U.S. Rep. Alan Lowenthal of California introduced the Break Free from Plastic Pollution Act – the first federal measure limiting use of single-use disposable items.

Covid-19 shutdowns drastically changed all of this. In just a few weeks, plastic bags returned to grocery stores in states that had recently banned them. Even before lockdowns were official, restaurants and cafes started refusing personal reusables such as coffee mugs, reverting to plastic cups and lids, wrapped straws and condiment packets.

By late June, cities and states had temporarily suspended almost 50 single-use item reduction policies across the U.S. – mainly bans plastic bag bans. The pandemic also spurred demand for single-use personal protective equipment, such as masks and plastic gloves. These items soon began appearing in municipal solid waste streams and discarded on streets.

### The plastic pandemic

With legislation restricting disposables suspended, many food vendors and grocery stores have shifted entirely to disposable bags, plates and cutlery. This switch has raised their operating costs and cut further into their already-low margins.

Grocery stores have sharply increased plastic bag usage. Households are generating up to 50% more waste by volume than they did pre-Covid-19. Anecdotal reports indicate that these waste streams contain more single-use disposable items.

The recycling industry has weighed in on the impacts of more single-use bags and higher residential waste volumes. Waste industry workers, who have been uniformly declared essential, work in closed spaces with many other people, so even if surface transmission of coronavirus is not a serious risk, the pandemic has increased person-to-person transmission risks in the waste industry.

## Hygiene: A red herring

The main rationale that states, cities and vendors have offered to justify switching from reusables back to disposables is hygiene. Plastic packaging, the argument goes, protects public health by keeping contents safe and sealed. Also, discarding items immediately after use protects consumers from infection.

This narrative handily dovetails with the plastics industry's ongoing effort to slow or derail bans and restrictions. The industry has loudly supported turning the clock back toward single-use disposable products.

In a March 2020 letter to the U.S. Department of Health and Human Services, the Plastics Industry Association argued that single-use items were the “most sanitary” option for consumers. Industry representatives are actively lobbying against the Break Free From Plastics Act.

However, studies show that these products are not necessarily safer than reusable alternatives with respect to Covid-19. The virus survives as long on plastic as it does on other surfaces such as stainless steel. What's more, studies currently cited by the plastics industry focus on other contaminants such as E.coli and listeria bacteria, not on coronaviruses.

Viewed more holistically, plastics generate pollutants upstream when their raw materials are extracted and plastic goods are manufactured and transported. After disposal – typically via landfills or incineration – they release pollutants that can seriously affect environmental and human health, including hazardous and endocrine disrupting chemicals.

All of these impacts are especially harmful to minority and marginalized populations, who are already more vulnerable to Covid-19. In our view, plastic goods are far from being the most hygienic or beneficial to public health, especially over the long term.

## Building resilience

Crises like the Covid-19 pandemic make it hard to see the bigger picture. No longer having to remember reusable tote bags or coffee mugs can be a relief. But the quick return of single-use disposable products shows that recent restrictions are precarious, and that industries don't cede profitable markets without a fight.

Waste reduction advocates, such as Upstream Solutions and #BreakFreeFromPlastic, are working to gather data, educate the public and prevent decision-making about plastics that is based on perception rather than scientific reasoning. On June 22, 115 health experts worldwide released a statement arguing that reusables are safe even under pandemic conditions.

Some governments are taking notice. In late June, California reinstated its statewide ban on single-use plastic bags and requirement for plastic bags to contain 40% recycled materials. Massachusetts quickly followed suit, lifting a temporary ban on reusable bags.

For the longer term, it is unclear how Covid-19 disruptions will affect consumerism and waste disposal practices. In our view, one important takeaway is that while mindful consumers are part of the solution to the plastics crisis, individuals cannot and should not carry the full burden.

We believe that at the local and federal levels, policymakers need to build cross-jurisdictional alliances, recognizing shared interests with the waste management industry and emerging businesses like Vessel and Dishcraft. To make progress on reducing plastic waste, advocates need to reinforce measures in place before the next crisis hits.

## Republic Services Orders 2,500 Electric, Zero-Emission Waste Trucks From Nikola



Nikola Corporation has received a minimum order of 2,500 electrified refuse trucks from Republic Services, expandable up to 5,000. This order is to begin full production deliveries in 2023 with on-road testing likely to begin in early 2022. The refuse trucks are anticipated to carry up to 720kWh of energy storage.

"Nikola specializes in heavy-duty, zero-emission Class 8 trucks. The refuse market is one of the most stable markets in the industry and provides long-term shareholder value," said Nikola Founder and Executive Chairman Trevor Milton. "The Nikola Tre powertrain is ideal for the refuse market as it shares and uses the same batteries, controls, inverters and e-axle. By sharing the Tre platform, we can drive the cost down for both programs by using the same parts. You couldn't pick a better partner than Republic Services, a leader in long-term environmental sustainability and customer service. Republic Services will help us ensure the Nikola Tre meets customer and fleet lifecycle demands and we are excited to have them participate in the design process."

"This is a game changer," said Nikola CEO Mark Russell. "Refuse truck customers have always ordered chassis from truck OEMs and bodies from other suppliers. Nikola has fully integrated the chassis and body, covering both with a single factory warranty. Trucks will include both automated side loaders and front-end loaders — all of which will be zero-emission."

The powertrain software will be limited to 1,000 HP and is expected to outperform current diesel and natural gas competitors. The new platform can give refuse trucks nearly three-times the HP of natural gas and diesel options, giving operators the ability to go up hills with full loads without issue — a challenge natural gas vehicle manufacturers have been working to solve.

## **GFL Environmental Announces Acquisition of WCA Waste Corporation and Further Expansion of U.S. Footprint**

GFL Environmental Inc., a leading North American diversified environmental services company, announced that it has entered into a definitive agreement with an affiliate of Macquarie Infrastructure Partners II to purchase WCA Waste Corporation and its subsidiaries (“WCA”) for an aggregate purchase price of US\$1.212 billion. The purchase price for the Acquisition will be financed in part with the net proceeds of a private placement of US\$600 million of equity and the balance through a combination of cash on hand and capacity under the Company’s revolving credit facility.

WCA operates a vertically-integrated network of solid waste assets, including 37 collection and hauling operations, 27 transfer stations, 3 material recovery facilities and 22 landfills supported by over 1,000 collection vehicles, across 11 U.S. states.

WCA has an established regional platform with a growing footprint across the Midwest and Southeast U.S., including three key markets in Texas, Missouri and Florida and generates annualized revenue of approximately US\$400 million.

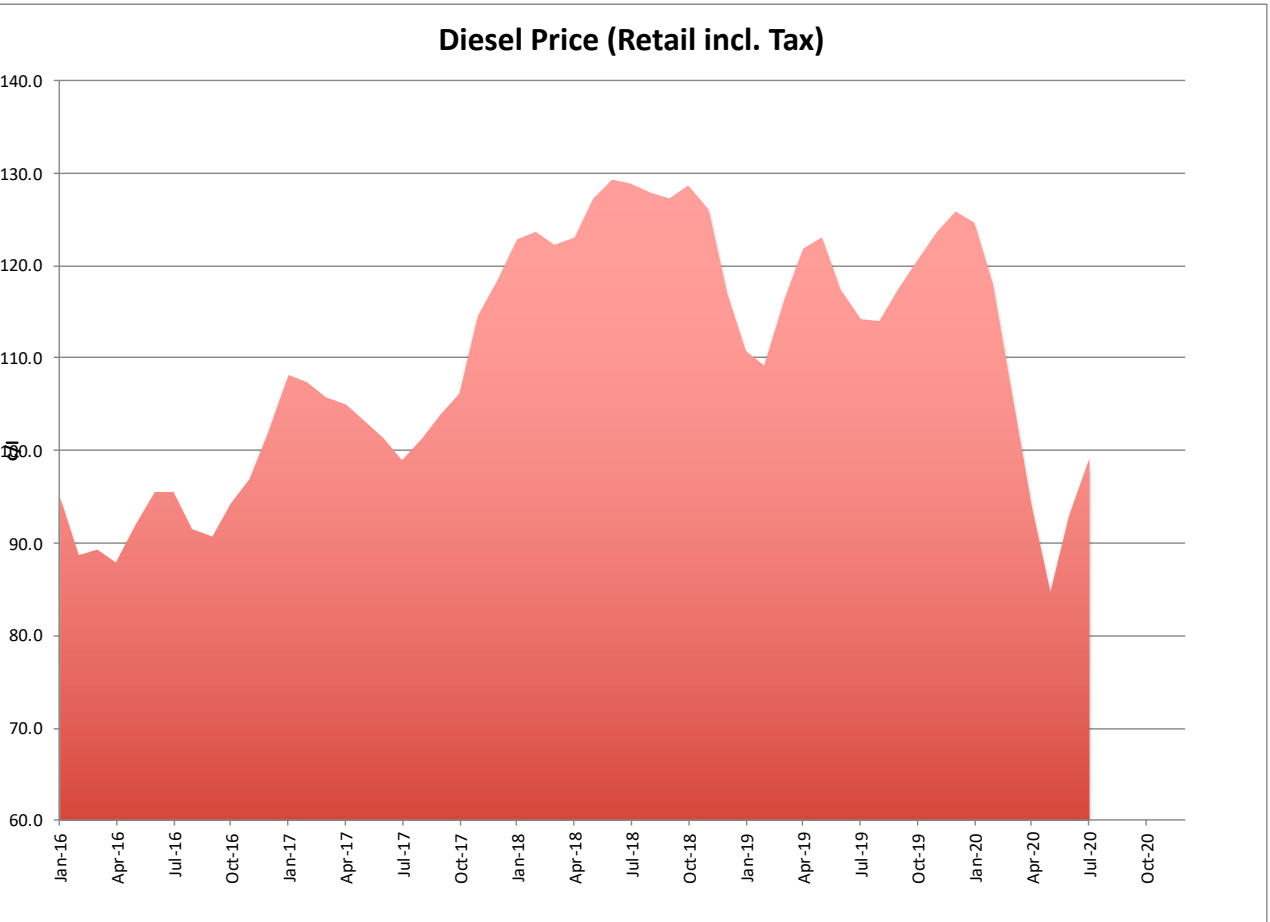
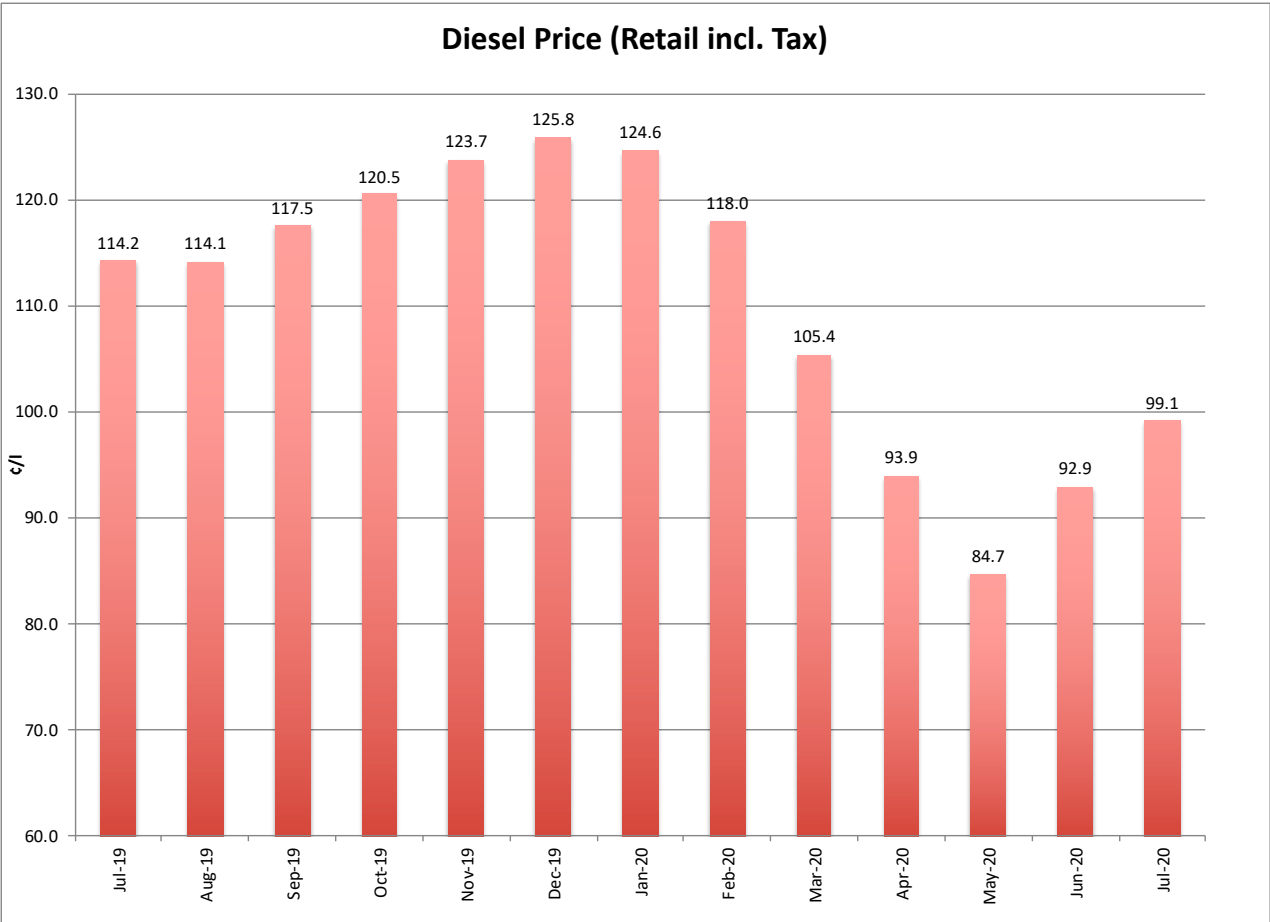
The Acquisition is expected to support GFL’s continued organic growth by further extending its reach into new and adjacent markets and forming a base to pursue synergistic tuck-in acquisitions. GFL expects that the Acquisition will expand its U.S. footprint while creating an opportunity to realize meaningful synergies and free cash flow accretion.

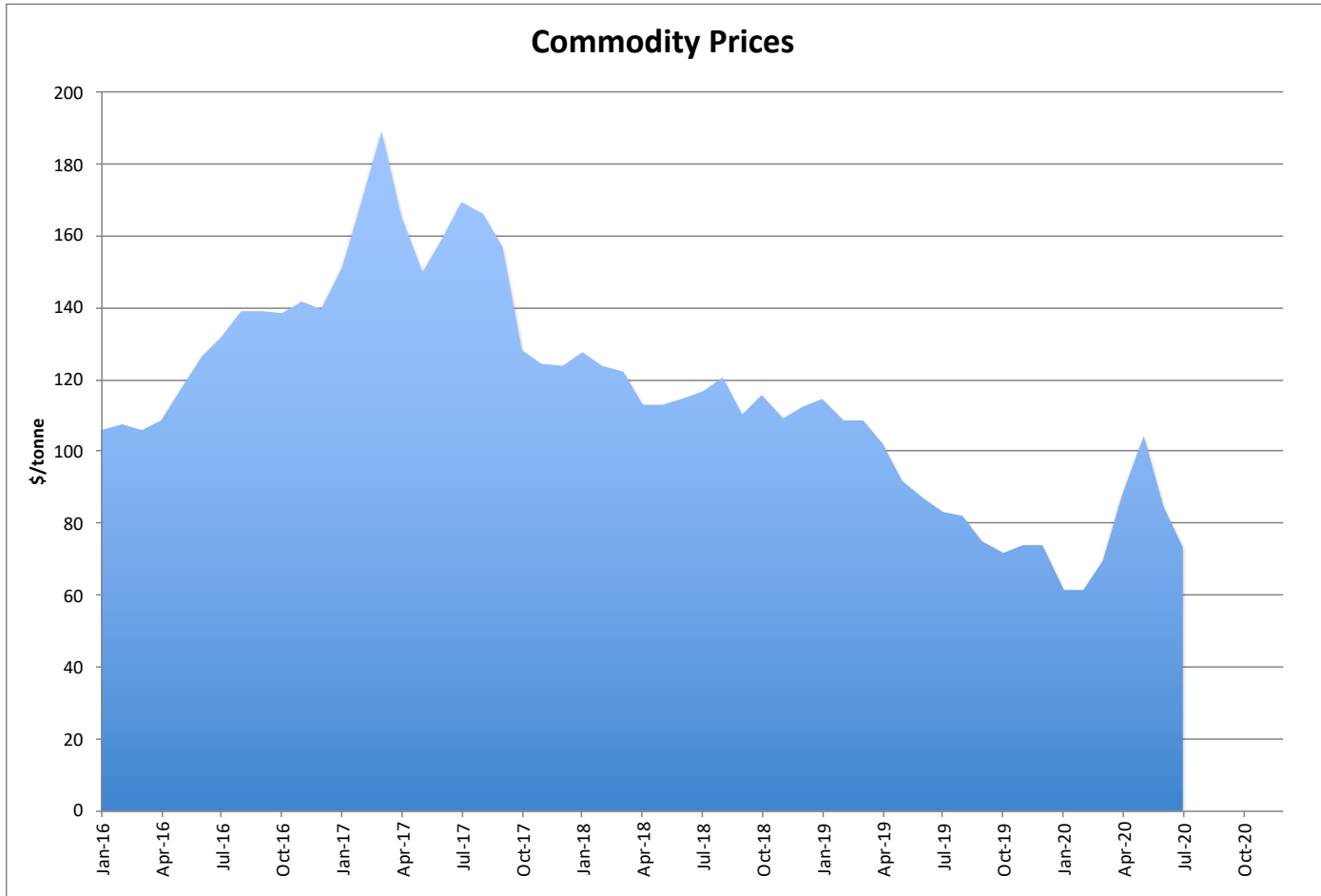
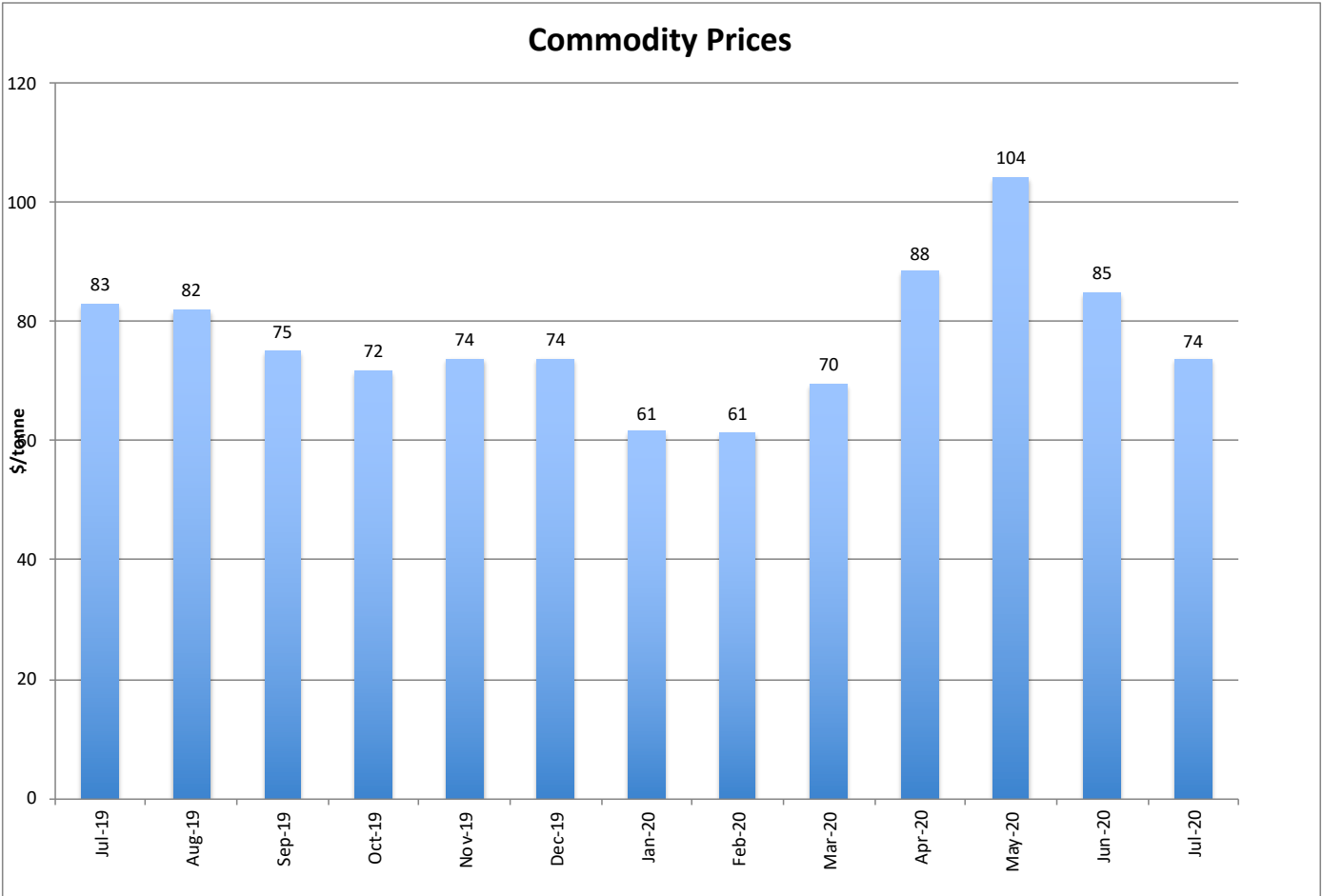
Following completion of the acquisition of WCA and the divestiture assets from Waste Management and ADS, GFL will operate in nine provinces in Canada and in 27 states in the United States. “We continue to deliver on our goal of pursuing strategic and accretive acquisitions to grow our business. The WCA transaction, which we have been working on for over a year, is another example of this commitment. The high quality, vertically integrated network of assets, together with our recently announced acquisition of certain divestiture assets resulting from the Waste Management and ADS transaction, will complement our existing footprint and provide us with the runway to further expand in the U.S. through tuck-in acquisitions and providing our suite of environmental services solutions to new customers. We are excited to welcome almost 1,600 employees of WCA to the GFL family,” said Patrick Dovigi, the Founder and Chief Executive Officer of GFL. “To fund part of the transaction, we will be issuing new equity to HPS Investment Partners, LLC, a long standing partner of GFL, at a premium to market. Their continued support is a testament to their belief in the value proposition of GFL. The new equity will help us maintain our leverage within expected levels.”

Mr. Dovigi added, “Our multi-disciplinary integration team has a successful track record of integrating acquisitions like WCA and the Waste Management/ADS divestiture assets. We have been working on integration preparation of the divestiture assets since earlier this year which has allowed us to significantly advance our integration plans. We are well-positioned to bring these operations and WCA on board.”

Scot French, Co-Governing Partner of HPS, said, “Today’s announcement represents a key component of GFL’s acquisition plan which will help further position the Company for continued long-term success. We look forward to building on our now seven-year partnership with Patrick and his entire team as they continue to execute their growth strategy.”

reducing plastic waste, advocates need to reinforce measures in place before the next crisis hits.







## **Minutes**

### **Library Board**

August 6, 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, Cole Atlin, Lynda Hodgins, Reg Quinton, Joyce Vivian
Member Absent	Barbara Tuer, Melinda Zurbrigg
Staff Present	Rebecca Webb, Staff Liaison, Sarah Andrews, Library CEO

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

Chair C. Atlin called the meeting to order at 6:44pm.

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

None Declared.

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

**Moved By** Lynda Hodgins

**Seconded By** Councillor Craigmile

**THAT** the August 6, 2020 Library Board meeting agenda be approved as presented.



**Carried**

**4. DELEGATIONS**

None Present

**5. APPROVAL OF THE PREVIOUS MINUTES**

**Moved By** Lynda Hodgins

**Seconded By** Councillor Edney

**THAT** the July 9, 2020 Library Board meeting minutes be approved by the Board and signed by the Chair and the Library CEO.

**Carried**

**6. DISCUSSION ITEMS**

**6.1 LIB 01-2020 Phase Three Reopening Plans**

CEO S. Andrews explained to members of the Board an overview of the Phase Three Reopening plan for the Library. Many departments of the Town were involved in the approval of the re-opening and feedback overall was positive and in support of reopening. Budget implications for the 2021 year were discussed.

**Moved By** Joyce Vivian

**Seconded By** Councillor Craigmile

**THAT** the LIB 01-2020 Library Reopening Plan report be received; and

**THAT** the Library Board approve the reopening strategies outlined in the report.

**Carried**

**6.2 LIB 02-2020 Adult Learning Reopening Plans**

An overview of the Adult Learning Reopening Plan was given to members of the Board by CEO S. Andrews.

**Moved By** Reg Quinton

**Seconded By** Councillor Edney

**THAT** LIB 02-2020 Adult Learning Reopening Plan be received and

**THAT** the Library Board approve the recommendation to reopen in-person services be approved.

**Carried**

**7. ROUNDTABLE DISCUSSION**

**7.1 Friends of the Library Report**

Friends of the Library members J. Vivian and R. Quinton reported on donations made to the Library including video recording equipment, trivia prize sponsorship money. The FOL have also made funds available to make masks available to the public. The Summer Reading program sponsorship is on-going. The book sale is on hold until further notice.

**8. UPCOMING MEETINGS**

The next regular meeting of the Library Board will take place on September 3rd, 2020 at 6:45pm.

**9. ADJOURNMENT**

**Moved By** Reg Quinton

**Seconded By** Joyce Vivian

**THAT** this meeting be adjourned at 7:31pm.

**Carried**

---

Chair

---

Board Secretary

## **Minutes**

### **St. Marys Business Improvement Area (BIA) Board Meeting**

**Date:** July 20, 2020

**Time:** 6:00 pm

**Live Stream:**

<https://www.youtube.com/channel/UCzuUpFqxcEl8OG-dOYKteFQ>

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

Chair Hoare called the meeting to order at 6:16 pm.

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

Gwendolen Boyle declared a conflict of interest for agenda item 9.1 Donation to Lion's Club for Flags in Downtown as she is a member of the St. Marys Lions Club.

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

Moved By: Kyle Burnside

Seconded: Amie Rankin

**THAT** the July 20, 2020 St. Marys Business Improvement Area Board agenda be approved as presented.

**Carried**

#### **4. ACCEPTANCE OF MINUTES**

Moved By: Amie Rankin

Seconded: Kyle Burnside

**THAT** the Meeting Minutes from the June 8, 2020 meeting are approved by the BIA Board.

**Carried**

**5. BUSINESS ARISING FROM MINUTES**

None.

**6. DELEGATIONS**

**6.1 Ciaran Brennan re: Pay It Forward Campaign**

Ciaran Brennan from the St. Marys United Way Committee presented on the Pay It Forward program. This program seeks to give \$300-500 to two to three participating businesses so they can offer a set product(s) to a community member in need at no cost. Customers can also elect to make an advanced purchase for a person in need which would be added to the program for someone to redeem at a later date.

This would be a collaborative campaign between the St. Marys United Way Committee and the St. Marys BIA. The long-term goal is for the St. Marys BIA to take over the program and carry it on.

Moved By: Kyle Burnside

Seconded: Gwendolen Boyle

**THAT** the St. Marys BIA accept the Pay It Forward Campaign as information.

**Carried**

**7. CORRESPONDENCE**

None.

**8. REPORTS**

**8.1 Council Report**

Councillor Winter provided the Board with highlights from Council discussions. These included; 2021 budget timeline which may include additional COVID-19 relief funds, and construction on the Church Street bridge repairs that will begin in late July.

Moved By: Gwendolen Boyle

Seconded: Kyle Burnside

**THAT** the verbal Council Report be received.

**Carried**

## **8.2 Treasurer's Report**

Moved by: Councillor Tony Winter

Seconded: Gwendolen Boyle

**THAT** the June 2020 Treasurer's report be accepted as presented.

**Carried**

## **8.3 Town Recovery Task Force Report by Sue Griffiths-Hyatt**

Sue Griffiths-Hyatt, liaison for the St. Marys BIA, presented information from the Business Economic Support and Recovery Task Force. The committee looked at government programs for recovery funding and implemented a survey to determine the needs of businesses during the COVID-19 pandemic.

Recommendations included: source for PPE to create a stockpile, hand-washing stations at Town Hall and near river, beautification and signage promoting local shopping, and incentive programs (such as coupon books and gift cards).

Moved By: Amie Rankin

Seconded: Councillor Tony Winter

**THAT** the Business Economic Support and Recovery Task Force verbal report by Sue Griffiths-Hyatt be accepted as information.

**Carried**

## **9. OTHER BUSINESS**

### **9.1 Donation to Lion's Club for Flags in Downtown**

Gwendolen Boyle recused herself from this discussion due to a conflict of interest.

The St. Marys Lion's Club traditionally collects a fee from businesses to hang Canadian flags in the downtown for Canada Day. This year, the

Lion's Club did not collect the fee as a goodwill gesture to local businesses during the COVID-19 pandemic. The Lion's Club did not approach the St. Marys BIA on this topic, and it was brought forward by a community member. A donation will be made to the St. Marys Lion's Club to assist with the cost of the flags to show appreciation. An advertisement would also be put in the newspaper that recognizes all other service clubs in St. Marys.

Moved By: Kyle Burnside

Seconded: Amie Rankin

**THAT** the BIA provides a donation to the St. Marys Lion's Club as it related to Canada flag program in the amount of \$1000 (\$200 of which has already been allocated and the additional \$800 will come from BIA reserve fund) and that the BIA Board puts an ad in a newspaper in support of our local service clubs.

**Carried**

## **9.2 Huron Perth Public Health Instructions on Masks**

Moved By: Gwendolen Boyle

Seconded: Amie Rankin

**THAT** the Huron Perth Public Health Instructions on Masks document be accepted as information by the BIA Board.

**Carried**

## **10. AGENDA ITEMS FOR FUTURE MEETINGS & DATE OF NEXT BOARD MEETING**

The next Board meeting will be held on Monday August 10, 2020 at 6pm – location TBD.

Agenda items for future meetings include:

- A survey will be sent out to BIA members to gain feedback on signage (floor stickers, posters, etc.) relating to social distancing measures during the COVID-19 pandemic. The topic of signage will be explored further at the next meeting.

- Through an email sent by Mayor Al Strathdee to Kelly Deeks-Johnson, a potential source of PPE (masks and face shields) to buy in bulk for BIA members was found. This topic will be explored further at the next meeting.

## 11. ADJOURNMENT

Moved By: Kyle Burnside

Seconded: Gwendolen Boyle

**THAT** this meeting of the St. Marys Business Improvement Area Board adjourns at 7:54 pm.

**Carried**

### 2020 BIA Board Meeting Dates

<del>January 20</del>	<del>February 10</del>	<del>March 9</del>	<del>April 6</del>
May 11	June 8	July 20	August 17
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)



## MINUTES

### Heritage Advisory Committee

August 17, 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 Janis Fread Michael Bolton Michelle Stemmler Paul King Sherri Gropp Stephen Habermehl
Staff Present	Amy Cubberley, Curator and Archivist Grant Brouwer, Director of Building and Development
Applicants Present	Gail and Andy Forman, 481 Water Street South Melissa Barton, 137 Water Street North
Members Absent	Clive Slade

#### 1. CALL TO ORDER

Chair Habermehl called the meeting to order at 6:16 pm.

#### 2. DECLARATION OF PECUNIARY INTEREST

None declared.

#### 3. AMENDMENTS AND APPROVAL OF AGENDA

Staff requested that 8.1.2 Heritage Conservation District Heritage Pre-Permit be added to the agenda.



**Resolution**

**Moved By** Michelle Stemmler

**Seconded By** Sherri Gropp

THAT the August 17, 2020 Heritage Advisory Committee agenda be accepted as amended.

**CARRIED**

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

None.

**6. AMENDMENT AND ACCEPTANCE OF MINUTES**

**Resolution**

**Moved By** Janis Fread

**Seconded By** Michelle Stemmler

THAT the July 13, 2020 Heritage Advisory Committee minutes be accepted as presented.

**CARRIED**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Riverview Walkway Plaque**

Staff updated the Committee on the Riverview Walkway Plaque. It will be repaired instead of replaced and work is underway.

**8. REGULAR BUSINESS**

**8.1 Heritage Conservation District Update**

**8.1.1 Sign Applications**

**8.1.1.1 DEV 50-2020 118 Queen St. E. (Skipper)**

Grant Brouwer spoke to DEV 50-2020. He confirmed that the box sign will be removed and a new window sign is being installed. It is unknown what is below the box sign. The Building Department will work with the property

owner to make repairs once the box sign is removed, if necessary.

**Resolution**

**Moved By** Barbara Tuer

**Seconded By** Michael Bolton

**THAT** DEV 50-2020 118 Queen St. E. (Skipper) be received; and

**THAT** the Heritage Committee support the Heritage Permit application for 118 Queen St. E.

**CARRIED**

**8.1.1.2 DEV 51-2020 83 Queen St. E (Stathopoulos)**

Grant Brouwer spoke to DEV 51-2020. The applicant has not confirmed which option they are moving forward with, but both are compliant with current sign by-law restricting window coverage to no more than 25%.

**Resolution**

**Moved By** Michelle Stemmler

**Seconded By** Sherri Gropp

**THAT** DEV 51-2020 83 Queen St. E. (Stathopoulos) report be received; and

**THAT** the Heritage Committee support the Heritage Permit application for 83 Queen St. E.

**CARRIED**

**8.1.2 Heritage Permit Pre-Application**

Staff requested the Heritage Advisory Committee's input on a potential upcoming Heritage Permit at 52 Wellington Street South. The Committee provided the following feedback:

- Aluminum capping may lead to further wood deterioration if moisture gets beneath.

- The Committee appreciates that maintain heritage properties is expensive. Grant funding is available to assist in the costs of maintaining the woodwork.
- Replacing flat fascia with aluminum is less concerning than replacing decorative woodwork.
- In summary, the Committee is not in favour of losing decorative features and encourages the property owner to explore other options and utilize the available grant funding.

## **8.2 Municipal Register, Part 1 - Designations/designated property matters**

### **8.2.1 Heritage Permits**

#### **8.2.1.1 DEV 48-2020 481 Water St. S. (Forman)**

Grant Brouwer spoke to DEV 48-2020. The initial plan to maintain the roof timbers is not possible due to their deterioration and rotting. The roof supports are also pushing out the stone walls and have the potential to cause further damage to the building. The applicant wishes to remove the entire roof system and replace with a new roof. Mr. Brouwer explained that despite there being no interior designation on the property, the roof timbers are specifically mentioned in the designation statement.

The Committee agrees that saving the overall building is the most important. The Committee requested that the applicant ensures that the fascia and soffit remain the same dimensions.

#### **Resolution**

**Moved By** Barbara Tuer

**Seconded By** Michelle Stemmler

**THAT** DEV 48-2020 481 Water St. S. (Forman) be received; and

**THAT** the Heritage Committee support the Heritage Permit.

**CARRIED**

#### **8.2.1.2 DEV 49-2020 137 Water St. N. (Barton)**

The property owner joined the meeting.

Grant Brouwer spoke to DEV 49-2020. The property owner wishes to remove an existing door and replace it with a window. It will have the same look and feel. A new door will be cut into the back (east) side of the home.

The Committee feels that the design works well and will have no impact on the property from the street.

##### **Resolution**

**Moved By** Paul King

**Seconded By** Janis Fread

**THAT** DEV 49-2020 137 Water St. No (Barton) be received; and

**THAT** the Heritage Committee support the application for a Heritage Permit at 137 Water St. N.

**CARRIED**

### **8.3 Municipal Register, Part 2 - List of Significant properties**

Amy Cubberley spoke to MUS 20-2020 and requested the Committee's feedback on the Municipal Register of Non-Designated Properties. It was confirmed that the current adding and removal process will remain in place. Staff shared excerpts from the initial letter that was sent to property owners.

The Committee agreed to divide the list by ward and appoint specific members to review each ward:

North Ward: Paul King

South Ward: Sherri Gropp

East Ward: Barbara Tuer

West Ward: Janis Fread (south of Queen), Mike Bolton (north of Queen)

Committee members are encouraged to take photos of current properties on the list if they note significant changes/renovations. Staff will circulate an assessment template to the Committee to assist when considering new

properties for the list. Committee members are asked to report back at the next meeting if possible.

Any new properties will be notified and have an information session, as was done when the initial list was developed in 2017.

#### **8.4 Properties of interest or at risk (not necessarily designated)**

Paul King raised potential concerns for 542 Elgin Street West, as the area is zoned for extractive industries. Paul will pursue this concern with the Town's Planner and report back.

#### **8.5 CHO Report**

No update.

#### **8.6 Homeowner/Property owner letters**

Staff updated the Committee on the Junction Station as the sale closed August 5. The Committee agreed to write a letter once the business opens, which is planned for late 2020.

### **9. COUNCIL REPORT**

Councillor Pridham and Mayor Strathdee provided an update on COVID-19 relief funding and reopening plans for municipal facilities.

### **10. OTHER BUSINESS**

None.

### **11. UPCOMING MEETINGS**

September 14, 2020 if there is business to address.

### **12. ADJOURNMENT**

**Resolution**

**Moved By** Michelle Stemmler

**Seconded By** Janis Fread

THAT the August 17, 2020 Heritage Advisory Committee meeting adjourn at 7:21 p.m.

**CARRIED**

---

Chair

---

Committee Secretary

**BY-LAW 72-2020**

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

**Being a By-law to authorize the signing of an agreement between the Corporation of the Town of St. Marys and Her Majesty the Queen in the right of the Province of Ontario related to funding provided under the 2019/2020 Dedicated Gas Tax Funds for Public Transportation program**

**WHEREAS:** The Province of Ontario provides funding on an annual basis through the Dedicated Gas Tax Funds for Public Transportation Program

**AND WHEREAS:** The Corporation of the Town of St. Marys provides a public transportation service through St. Marys and Area Mobility Services that includes services to, and receives financial contributions from, the Township of Perth South, the Municipality of Thames Centre, and the Township of Zorra;

**AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with the Province of Ontario;

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

1. That the Mayor and the Director of Finance/Treasurer are hereby authorized to execute the Letter of Agreement on behalf of the Town of St. Marys between the Corporation of the Town of St. Marys and her Majesty the Queen in the right of the Province of Ontario related to funding provided under the Dedicated Gas Tax Funds for Public Transportation Program
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 25<sup>th</sup> day of August 2020.**

---

Mayor Al Stratthdee

---

Brent Kittmer, CAO / Clerk

**BY-LAW 73-2020**

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

**Being a By-law to authorize an encroachment agreement between The Corporation of the Town of St. Marys and 2398315 Ontario Ltd. for 120 Church Street South, St. Marys, and to authorize the Mayor and Clerk to execute the Agreement.**

- WHEREAS:** The Corporation of the Town of St. Marys is the owner of the street and road allowance known as Church Street South in the Town of St. Marys;
- AND WHEREAS:** 2398315 Ontario Ltd., known as the Licensee, is the registered owner Lot 3 West side Church Street Plan 235 upon which is situated a building known municipally as civic number 120 Church Street South;
- AND WHEREAS:** The said Licensee has requested the Town to permit parts of a carport, stairs and porch and a new retaining wall to encroach onto the Town's Lands;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Encroachment Agreement between The Corporation of the Town of St. Marys and 2398315 Ontario Ltd. attached hereto as Appendix "A", is hereby authorized and approved.
  - 2.** That the Mayor and CAO / Clerk are hereby authorized to execute the said Agreement and any related documentation to carry out the purpose of this By-law.
  - 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 comes into force and takes effect on the final passing thereof.

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

---

Mayor Al Stratthdee

---

Brent Kittmer, CAO / Clerk



**BY-LAW 74-2020**

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

**Being a By-law to confirm all actions and proceedings of the Council of The Corporation of the Town of St. Marys at its regular meeting held on August 25, 2020.**

**WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents, and its powers shall be exercised by by-law;

**AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to confirm its actions and proceedings;

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

1. That all actions and proceedings of the Council of the Corporation of the Town of St. Marys taken at its regular meeting held on the 25<sup>th</sup> day of August, 2020 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
2. This by-law comes into force on the final passing thereof.

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

---

Mayor Al Stratheedee

---

Brent Kittmer, CAO / Clerk