



## **AGENDA**

### **Regular Council Meeting**

October 13, 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 October 13, 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 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. Retirement Presentation to Mary Jane Marcaccio**

**5.2. Business Improvement Area Christmas Committee re: Christmas Campaign**

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**RECOMMENDATION**

**THAT** the Business Improvement Area Christmas Committee Update be received; and

**THAT** Council grant an exemption to the By-Law 34-69 to permit a maximum of three refreshment vehicles, also known as "food trucks", to operate in the Town of St. Marys on Saturday, December 19, 2020 at no charge along Water Street North between Queen Street and the green bridge.

**6. ACCEPTANCE OF MINUTES**

**6.1. Strategic Priorities Committee - September 15, 2020**

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**\*\*Please note that the proposed resolution below presented by staff related to the capital project has been modified from the original resolution approved by the Strategic Priorities Committee on September 15, 2020.**

**RECOMMENDATION**

**THAT** the September 15, 2020 Strategic Priorities Committee meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk; and

**THAT** Council raise minute item 4.1 and 4.2 for consideration.

**RECOMMENDATION**

**THAT** staff be directed to proceed with the grit removal, administration and odour control capital project at the Water Pollution Control Plant ; and

**THAT** staff be authorized to proceed with pre-qualifying contractors for the project in the Fall 2020; and

**THAT** staff be authorized to release the project tender to qualified contractors upon the completion of the pre-qualification process.

**RECOMMENDATION**

**THAT** Waste Management user fees maintain existing rates for 2021.

6.2.	Special Meeting of Council - September 15, 2020	18
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**RECOMMENDATION**

**THAT** the September 15, 2020 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.3.	Regular Council - September 22, 2020	33
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**RECOMMENDATION**

**THAT** the September 22, 2020 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**7. CORRESPONDENCE**

7.1.	Solicitor General re: Ministry Update	41
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**RECOMMENDATION**

**THAT** the correspondence from the Solicitor General regarding a ministry update be received.

7.2.	Huron Perth Public Health re: Listowel Lease	48
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**RECOMMENDATION**

**THAT** the correspondence from Huron Perth Public Health regarding a request to lease space at 135 Wallace Avenue North, Listowel ON be received; and

**THAT** pursuant to section 52(4) of the *Health Protection and Promotion Act* Council hereby grants consent to the Board of Health for the Huron Perth Public Health to lease space at the real property municipally known as 135 Wallace Ave North, Listowel ON.

## **8. STAFF REPORTS**

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

- 8.1.1. DEV 61-2020 Holding Symbol Removal and Site Plan Agreement for 752 Queen Street East (North Bay Capital Investments Ltd.) 49**

#### **RECOMMENDATION**

**THAT** DEV 61-2020 Holding Symbol Removal and Site Plan Agreement for 752 Queen Street East (North Bay Capital Investments) be received;

**THAT** Council repeal By-law 7 of 2014 being a By-law to authorize the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and 2384612 Ontario Inc. for 752 Queen Street East in St. Marys;

**THAT** Council consider By-Law 87-2020 to approve the proposed Site Plan Agreement for 752 Queen Street East and authorize the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and North Bay Capital Investments Ltd.; and

**THAT** Council consider Zoning By-law Z139-2020 to remove the Holding “-H” symbol from part of the property known as 752 Queen Street East.

- 8.1.2. DEV 66-2020 - Application for Part Lot Control - Lot 31, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys 70**

#### **RECOMMENDATION**

**THAT** DEV 66-2020 regarding the Application for Part Lot Control for Lot 31 of the Meadowridge subdivision (Phase 2) be received; and,

**THAT** Council consider By-law 88-2020 affecting Lot 31, Registered Plan No. 44M-70 for a one-year period, ending October 13, 2021.



**8.1.3. DEV 67-2020 Town of St. Marys Parking Study**

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**RECOMMENDATION**

**THAT** DEV 67-2020 regarding a Parking Study for the Town of St. Marys be received; and,

**THAT** Council authorize staff to proceed immediately with a comprehensive parking review project, with an upset limit of \$35,000 plus HST and disbursements; and

**THAT** the unbudgeted costs be funded by development charges and by an approved variance to the 2020 Planning Department Operating Budget; and

**THAT** Paradigm Traffic Solutions be retained to complete the project per the Procurement By-law's authorization to sole source professional services.

**8.2. Community Services**

**8.2.1. Status Update - PRC Reopening**

Verbal Update

**8.3. Finance**

**8.3.1. FIN 31-2020 Fire Hall Debenture Final By-law**

88

**RECOMMENDATION**

**THAT** FIN 31-2020 Fire Hall Debenture Final By-law report be received; and

**THAT** Council consider By-law 86-2020 for the purpose of entering into a debenture agreement with Ontario Infrastructure and Lands Corporation (OILC) for the amount of \$3,000,000.

**8.4. Administration**

**8.4.1. ADMIN 57-2020 Fall and Winter 2020 Events Briefing**

92

**RECOMMENDATION**

**THAT** ADMIN 57-2020 Fall and Winter 2020 Events Briefing report be received for information.

<b>8.4.2.</b>	<b>ADMIN 58-2020 Community Grant Follow Up (Final)</b>	<b>100</b>
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**RECOMMENDATION**

**THAT** ADMIN 58-2020 Community Grant Follow Up (Final) report be received; and

**THAT** Council approves the release of \$7,600 in funds to the Station Gallery.

<b>8.4.3.</b>	<b>ADMIN 59-2020 Giving Tuesday Proclamation</b>	<b>103</b>
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**RECOMMENDATION**

**THAT** ADMIN 59-2020 Giving Tuesday Proclamation report be received; and

**THAT** Council proclaim Tuesday, December 1, 2020 as Giving Tuesday in the Town of St. Marys.

**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 9.2.17 be received.

<b>9.1.1.</b>	<b>Bluewater Recycling Association - Coun. Craigmile</b>	<b>105</b>
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September 17, 2020 Board Highlights

<b>9.1.2.</b>	<b>Library Board - Coun. Craigmile, Edney, Mayor Strathdee</b>	<b>116</b>
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September 3, 2020 Minutes

October 1, 2020 Minutes

<b>9.1.3.</b>	<b>Municipal Shared Services Committee - Mayor Strathdee, Coun. Luna</b>
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<b>9.1.4.</b>	<b>Huron Perth Public Health - Coun. Luna</b>
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<b>9.1.5.</b>	<b>Spruce Lodge Board - Coun. Luna, Pridham</b>	<b>123</b>
	April 15, 2020 Minutes	
	May 20, 2020 Minutes	
	June 17, 2020 Minutes	
<b>9.1.6.</b>	<b>Upper Thames River Conservation Authority</b>	<b>135</b>
	August 25, 2020 Minutes	
<b>9.2.</b>	<b>Advisory and Ad-Hoc Committee Reports</b>	
<b>9.2.1.</b>	<b>Accessibility Advisory Committee - Coun. Hainer</b>	
	September 24, 2020 Meeting - no quorum	
<b>9.2.2.</b>	<b>Business Economic Support and Recovery Task Force</b>	<b>142</b>
	September 30, 2020 Minutes	
<b>9.2.3.</b>	<b>Business Improvement Area - Coun. Winter</b>	<b>146</b>
	September 14, 2020 Minutes	
<b>9.2.4.</b>	<b>CBHFM - Coun. Edney</b>	
<b>9.2.5.</b>	<b>Committee of Adjustment</b>	<b>152</b>
	September 2, 2020 Minutes	
<b>9.2.6.</b>	<b>Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee</b>	
<b>9.2.7.</b>	<b>Green Committee - Coun. Pridham</b>	<b>156</b>
	September 23, 2020 Minutes	
	Recommendation to be Considered on October 27, 2020 Council Meeting	

## **RECOMMENDATION**

**THAT** Council approve the action to establish a wildflower meadow that is 165 square meters and be located within the Sparling Bush trail triangle in St. Marys; and

**THAT** Council direct staff to pursue grant funding to fund the wildflower meadow project.

**9.2.8. Heritage Advisory Committee - Coun. Pridham** 160

September 21, 2020 Minutes

**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** 166

September 11, 2020 Minutes

**9.2.16. Youth Council - Coun. Edney**

**9.2.17. Social Housing ADHOC - Mayor Strathdee, Coun. Luna and Pridham**

**10. EMERGENT OR UNFINISHED BUSINESS**

**11. NOTICES OF MOTION**

## **12. BY-LAWS**

### **RECOMMENDATION**

**THAT** By-Laws 86-2020, 87-2020, 88-2020 and Z139-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

<b>12.1.</b>	<b>86-2020 Debenture St. Marys Fire Hall</b>	<b>171</b>
<b>12.2.</b>	<b>87-2020 Site Plan Agreement for 752 Queen Street East</b>	<b>203</b>
<b>12.3.</b>	<b>88-2020 Part Lot Control Exemption Lot 31 Registered Plan 44M-70</b>	<b>204</b>
<b>12.4.</b>	<b>Z139-2020 Remove Holding Symbol for 752 Queen Street East</b>	<b>205</b>

## **13. UPCOMING MEETINGS**

October 20, 2020 - 9:00 am, Special Meeting of Council (2021 Budget), Live Streamed to Town's YouTube Channel

October 27, 2020 - 6:00 pm, Regular Council, Live Streamed to Town's YouTube Channel

## **14. CLOSED SESSION**

### **RECOMMENDATION**

**THAT** Council move into a session that is closed to the public at \_\_\_\_pm as authorized under the *Municipal Act*, Section 239(2)(

<b>14.1.</b>	<b>MINUTES CLOSED SESSION</b>	
<b>14.2.</b>	<b>HR 10-2020 CONFIDENTIAL 2021 Cost of Living Adjustment</b>	

## **15. RISE AND REPORT**

### **RECOMMENDATION**

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

**16. CONFIRMATORY BY-LAW**

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**RECOMMENDATION**

**THAT** By-Law 89-2020, being a by-law to confirm the proceedings of October 13, 2020 regular Council meeting be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**17. ADJOURNMENT**

**RECOMMENDATION**

**THAT** this regular meeting of Council adjourn at \_\_\_\_\_ p.m.

## Need a little Christmas?

### Come to St. Marys...

The season is approaching and we are sure you have given some thought as to how you will navigate these uncharted waters during retail's busiest time of the year. Normally your Christmas committee plans our one major Christmas event for the season, our annual Merchants Christmas Open House. We all know with limited customer capacities in our stores, this one day event simply isn't possible with the current restrictions given the number of customers it draws in a short period of time. In the best interest of our downtown merchants, we have come up with an alternative plan to create our "Hallmark" during November and December. Need a little Christmas? Let's create a Christmas shopping experience to remember in our beautiful downtown.

#### OUR HALLMARK

Picture our pretty little town, each storefront draped in cedar rope lined with festive bows. Our sidewalk pots planted with blue spruce trees, wreaths hung throughout, and our Queen Street bridge lined with greenery. All of this with your own touches to your window boxes and window displays will help to create our "Hallmark". Decorating will take place the week of November 16th. The cedar rope and bows will flow continuously from building to building at no cost to each merchant. We are essentially trying to unite each merchant as we tackle the current challenges together.

#### OUR SERIES OF EVENTS

DOWNTOWN MERCHANTS CHRISTMAS OPEN HOUSE - participating merchants pay the tax. Throughout this event we will offer the same activities that we have offered in the past now spread out amongst the 3 days including Victorian Christmas Carollers, Lincolns serving hot chocolate, horse drawn wagon rides, Mr. and Mrs Claus and Farmers Market (all pending confirmation). All activities will accommodate social distancing. Restaurants are encouraged to open for the duration.

Friday November 20th	9am-8pm
Saturday November 21st	9am-5pm
Sunday November 22nd	12pm-5pm

#### KINSMAN SANTA CLAUS PARADE (pending Health Unit approval)

The details of the parade are still pending but the idea is that there will be floats stationed throughout the town, parade goers will essentially be driving from float to float, still experiencing the joy of a Christmas parade.

Saturday November 21st	7pm
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#### CHRISTMAS COOKIE CRAWL

Calling all downtown food establishments! You have the opportunity to make dozens of cookies for this 2 day event. The BIA will pay you for the cookies and supply the packaging as well. Tickets will be sold for this 2 day event online as well as at The Flower Shop and More. A portion of the proceeds will be donated to a local charity. Ticket purchasers will receive a cookie container and will go to designated cookie crawl locations throughout the downtown to collect 2 dozen cookies. (we need 24 businesses to participate for cookie pick-up location) If you are interested in participating as a baker or as a location please contact Cindy Taylor at [cindylaurataylor@gmail.com](mailto:cindylaurataylor@gmail.com)

Friday December 4th	9am-5pm
Saturday December 5th	9am-5pm



#### KIDS CHRISTMAS MURAL

Bringing our St. Marys families downtown! Our elementary students will participate in creating a Christmas mural which will be unveiled in a downtown business window location. Each child will colour a numbered 8x11 sheet, 1 page of a large mural (between 100-300 participants) that will be pieced together to form our large mural. Families will be encouraged to come downtown to see their child's piece of the mural at the unveiling.

Saturday December 12th      11am unveiling

#### NOSTALGIC CHRISTMAS PHOTO FOR FOOD

Who hasn't seen the old red pick up truck with the Christmas tree in the bed? Jayne Fuller has volunteered to take photos in front of town hall where a nostalgic pick up truck and Christmas tree will be located. Families and friends can have their professional photo taken in exchange for a food item as a donation to a charity of Jayne's choice.

Saturday December 12th      10am-12pm  
                                         1pm-3pm

#### BABY ITS COLD OUTSIDE

What better way to keep our shoppers warm then to offer them a free hot chocolate served up by our Lincolns. Hot chocolate will be purchased by our committee from our downtown coffee houses and served by our local hockey players. In addition to this, Food Trucks will be contracted and designated a space for the day. A fee will be charged to the food trucks which will be donated to a local charity. Victorian Carollers have been invited to join in for the day (pending).

#### ADVERTISING

An advertising campaign which will include social media, radio, newspaper, Stratford bus (pending) and Day Tripper will also kick off in November and carry through to December. Our success is also dependant on your business to support our social media pages on Facebook and Instagram, please follow us and share our posts. Our pages are under the names "St. Marys Christmas Events" PLEASE NOTE we have had to change our pages, the FB one is still pending the name change, you can still follow us under the current name "Need a little Christmas? Come to St. Marys", the name will be changing in approximately 7 days, Instagram has been updated.

#### IN CLOSING

We hope the concept of creating a "Hallmark" feel during the Christmas season is something you can support during these uncertain times. Our community has pulled together, shopped locally and stayed "strong as stone". We think we all "need a little Christmas" and customers are looking forward to feeling the joy the season will bring. Thank you for your support, we wish you a safe and successful Christmas season.

#### YOUR CHRISTMAS COMMITTEE

Shelley - Lauren Whitney  
Julie - The Flower Shop and More  
Cindy - Kitchen Smidgen  
Heather- O'Grady's Clothing and Accessories  
Angela - Zenfire Pottery  
Liz - The Chocolate Factory







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

September 15, 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, Chief Administrative Officer  
Jenna McCartney, Clerk  
**Conference Line**  
Jed Kelly, Director of Public Works  
André Morin, Director of Finance / Treasurer  
Dave Blake, Environmental Services Supervisor

**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 2020-09-15-01**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Pridham

**THAT** the September 15, 2020 Strategic Priorities Committee agenda be accepted as presented.

**CARRIED**

**4. STRATEGIC PRIORITIES REVIEW**

Strategic Priorities Committee - September 15, 2020

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#### **4.1 PW 58-2020 Water and Wastewater Financial Assessment**

Dave Blake presented PW 58-2020 report and responded to questions from the Committee.

The Committee discussed the various options related to 2021 fees and the implications that the options for increases will have on future system reserves as well as the impacts fee increases may have on individuals who are financially affected by the pandemic.

In response to Councillor Pridham's inquiry regarding the increase of development charges for specific form of development (i.e. single detached dwellings), André Morin stated that Council does have the option of establishing DC exemptions for multi-residential dwellings within their by-law, and that Council will have the opportunity to review the development charges structure during the next five-year review to begin in 2021.

The Committee discussed staff's proposal to advance various capital upgrades at the sewage treatment plan given that a number of Town grant applications have been denied.

In response to Councillor Pridham, Dave Blake confirmed that the design of the upgrades will accommodate sanitary capacity for today, for the Town's projected 1.5% growth rate target, and for the projected treatment plant capacity increase forecasted for the late 2020s.

In response to Councillor Luna's request for clarification if the treatment plant upgrades are contingent on a 2.4% waste water rate increase, Dave Blake confirmed that the proposed capital project funds are taken from reserve and that if Council chooses not to implement a rate increase for wastewater in 2021, the financial plan period will be extended and the project may need to be delayed.

#### **Resolution 2020-09-15-02**

**Moved By:** Councillor Hainer

**Seconded By:** Councillor Edney

**THAT** Report PW 58-2020, Water and Wastewater Financial Assessment be received for discussion; and,

**THAT** the Committee recommends to Council:

**THAT** water rates be increased by 2.0% for 2021 in accordance with the Town's current Water System Financial Plan; and,

**THAT** wastewater rates be increased by 2.4% for 2021 in accordance with the Town's current wastewater system financial plan; and,

**THAT** staff be directed to proceed with the grit removal, administration and odour control capital project at the Water Pollution Control Plant.

**CARRIED**

#### **4.2 PW 59-2020 Waste Management Financial Assessment**

Dave Blake presented PW 59-2020 report and responded to questions from the Committee.

In response to Councillor Winter's inquiry whether the funding model has factored in future cell expansion at the landfill, Mr. Blake confirmed that all activity related to the expansion has been included in the financial plan.

In response to Councillor Hainer's request for a status update of the environmental assessment of the landfill, Mr. Blake stated that the file has been moving methodically over the last few years but does anticipate a meeting with ministry reviewers within the next week. Mr. Blake confirmed that after a recent meeting with the Minister of Environment the file has progressed more quickly.

In response to Mayor Strathdee's inquiry about the status of landfill reserves, Mr. Morin stated that the dips of the reserves into a negative position can appear to be concerning, but overall the financial plan is driving support for a stronger landfill reserve over the planning period.

#### **Resolution 2020-09-15-03**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Hainer

**THAT** Report PW 59-2020, Waste Management Financial Assessment be received for discussion; and,

**THAT** the Committee Recommends to Council:

**THAT** Waste Management user fees maintain existing rates for 2021.

**CARRIED**

### **5. NEXT MEETING**

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

Chair Stratthdee also advised the Committee of the upcoming Perth Municipal Association Day meeting to be held on November 18 which will be held through video conference rather than in-person due to the current public health measures during the pandemic. Details to follow.

**6. ADJOURNMENT**

**Resolution 2020-09-15-04**

**Moved By:** Councillor Luna

**Seconded By:** Councillor Pridham

**THAT** this meeting of the Strategic Priorities Committee adjourns at 10:25 am.

**CARRIED**

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Al Stratthdee, Mayor

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Jenna McCartney, Clerk



## **MINUTES Special Meeting of Council**

September 15, 2020  
6:00 pm  
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, Chief Administrative Officer  
Jenna McCartney, Clerk  
**Conference Line**  
Grant Brouwer, Director of Building and Development  
Stephanie Ische, Director of Community Services  
Mark Stone, Planner

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

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

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

Councillor Pridham declared a potential pecuniary interest for agenda items 4.1, 4.2, 5.1.1 and 5.1.2 and stated that as a realtor these properties will likely be coming to market. Councillor Pridham will limit her participation to development topics relating to infrastructure, roads, parking, services, shadowing and other such topics having common interest with constituents. Councillor Pridham confirmed that she will not vote on either of these developments.

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

Mayor Strathdee stated that an emergent business item would be added as the new agenda item 6 and 6.1 for the purpose of discussing Halloween in the implications of COVID-19.

Councillor Hainer requested that a second agenda item be added under emergent business for the purpose of discussing the impact of the return to school for children with disabilities.

**Resolution 2020-SC-09-15-01**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

**THAT** the September 15, 2020 special meeting of Council agenda be accepted as amended.

**CARRIED**

**4. PUBLIC MEETING**

**4.1 323 Queen Street West**

**Resolution 2020-SC-09-15-02**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** the September 15, 2020 special Council meeting be adjourned at 6:07 pm to hold a statutory public meeting as required under the *Planning Act*; and

**THAT** a Public Meeting to consider planning applications for 323 Queen Street West and 187 Wellington Street North be opened at 6:07 pm.

**CARRIED**

Mayor Strathdee stated "This Public Meeting is being held in accordance with Sections 22 and 34 of the *Planning Act*, RSO 1990.

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 current and future development applications do not face long and unknown delays.

The purpose of tonight's Public Meeting is to solicit the public's comments with respect to proposed Official Plan and Zoning By-law Amendments by Heybolt Ontario Ltd.

The purpose and effect of the Applications is to amend the Town's Official Plan and Zoning By-law to permit the development of two townhouse buildings with a total of nine units on the subject property.

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.

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 956 4789 0431 and passcode 947084.

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

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



Jenna McCartney stated "Notice was given by first class mail to all land owners within 120 metres (400 feet) of the subject property, to those agencies as prescribed by Regulation, and signage advertising tonight's meeting was posted on the subject lands.

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
- 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.

The Town's Public Works Department has provided comments on the applications, summarized as follows:

- The Town's water supply and sanitary systems are adequately sized to accommodate the proposed land use but system capacity will not be guaranteed or assigned to this development until the time of site plan approval.
- Public Works did not complete a downstream storm system capacity review as it relates to the proposal. The developer has submitted their plan for storm water management as per the Town's development standards and propose to maintain pre-development flows from the site.
- The adjacent roads and the Town's road network are adequately sized to accommodate the proposed land use.
- A road allowance widening is required on Queen Street West. This is already shown in the application.
- The proponent is proposing driveway entrances off Queen Street West and Ann Street. 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 new driveway entrances off Ann Street instead of Queen Street. However, it is understood that there are other influencing factors related to site layout and eliminating driveway entrance off Queen Street West may not be possible.

One public submission was received prior to the posting of the Council agenda, from Mr. J. Loucks. In summary, Mr. Loucks indicated support for the project referencing that the land has been vacant for some time and there will be financial benefits to the Town. Mr. Loucks also asked if there would be any stipulations with regards to affordable rentals for the people of the town and any mention of keeping the rents attainable following the guidelines of the CMHC Federal Average Market Rents for our area.

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

Councillor Hainer stated "The proposal presented to the Planning Advisory Committee consisted of two townhouse buildings with a total of nine units, with six units fronting onto Queen Street West and three units fronting onto Ann Street. At the August 4<sup>th</sup> meeting, the Committee discussed the configuration of the proposed development and expressed some concern with six vehicle entrances along Queen Street West.

The Committee endorsed the Applications in principle and recommended that Council proceed with the statutory public meeting under the Planning Act. However, the Committee also directed staff to first discuss identified issues with the applicant and explore alternative configurations before proceeding with the public meeting."

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 presented an overview of the planning applications as presented in the staff report.

Mayor Strathdee invited the applicant and the agent to speak to the planning applications.

Hannah Shirtliff and Jay McGuffin acting as the applicant's agents provided a PowerPoint overview of the planning applications.

In response to Councillor Winter's inquiry whether there would be basements in the proposed dwelling units, Ms. Shirtliff confirmed there would be.

In response to Councillor Luna's inquiry about the proposed purchase price of the units, Ms. Shirtliff stated that the input costs are not known at this time. The applicant, Mr. Bolton stated that the development is targeted at first-time home buyers.

In response to Councillor Hainer's inquiry about the proposed amenity space, the purpose of the driveway between the two buildings and whether each unit would have their own amenity space, Ms. Shiftliff stated that the amenities provided at the northeast corner of the property would be determined during the site plan phase of the project. Ms. Shirtliff stated that the space between the buildings is intended for driving between each building. Ms. Shirtliff stated that her client may consider personal outside space for each unit further into the design phase.

In response to Councillor Hainer's inquiry about the design concept of the accessible units, Mr. Bolton stated that the accessible unit would likely take up two lower level units along with the basement. The upper levels would transition to a complete separate unit.

In response to Councillor Winter's inquiry whether the Town can require that residential dwelling garages be used for parking rather than storage purposes, Mr. Stone stated that he could review the situation within the zoning by-law but recognizes that the enforcement component would be difficult.

In response to Councillor Hainer's inquiry about trees that may be removed, Mr. Bolton stated that the trees on the north side of the property are owned by the neighbour and therefore, Mr. Bolton has no intention of removing them.

Ms. McCartney read the email submission from Joseph W. Nethercott of 17 Ann Street, St. Marys. Mr. Nethercott's points are:

- with only 1.5m space from the property line, it does not allow any space for his trees to grow.
- a Bell connection box exists on Ann Street which will be in front of one or more of the units.

Ms. McCartney read the email submission from David Steward of 343 Queen Street West, St. Marys. Mr. Steward's points are:

- concerned that the proposed development will be harmful to the neighbourhood and costly to his business.
- should the property be converted from commercial to residential?
- has there been a traffic study or parking study conducted?
- proposed density is too great.
- not enough parking space within the proposed development.
- concerned that future residents of the proposed development would consider parking in Mr. Steward's parking lot.

In response to Councillor Hainer's inquiry about the length of time the property has been owned by Mr. Bolton, he stated 2.5 years.

In response to Councillor Hainer's inquiry about commercial interest on the property, Mr. Bolton stated there has not been interest.

In response to Councillor Hainer's inquiry when the property would commence construction, Mr. Bolton stated this fall.

In response to Councillor Luna's inquiry about the parking options for the stacked unit proposal for the accessible unit, Mr. Bolton stated that the exterior of the proposed development would not change, and the parking and the garage would look just as it did on the proposal.

In response to Councillor Pridham's inquiry whether additional on-street parking could be added further down the street to accommodate the two

parking spots that will likely be eliminated due to the proposed development, Mr. Brouwer stated he will investigate on-street parking options with staff.

In response to Councillor Pridham's inquiry whether units 4 and 6 driveways could be widened, Ms. Shirtliff stated that they cannot be widened due to sightline requirements.

Staff confirmed there were no further questions, comments or emails in the queue.

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."

#### **4.2 187 Wellington Street North**

Mayor Strathdee stated "This Public Meeting is being held in accordance with Sections 34 and 51 of the *Planning Act*, RSO 1990.

The purpose of tonight's Public Meeting is to solicit the public's comments with respect to a proposed Plan of Subdivision and Zoning By-law Amendment by 2503778 Ontario Incorporated.

The purpose and effect of the Applications is to permit the redevelopment of the property for residential purposes with a range of unit and building types.

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.

As a reminder, 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 you wish to be notified of Council's decision, please contact the Clerk, Jenna McCartney, at [clerksoffice@town.stmarys.on.ca](mailto:clerksoffice@town.stmarys.on.ca)

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

Jenna McCartney stated "Notice was given by first class mail to all land owners within 120 metres (400 feet) of the subject property, to those agencies as prescribed by Regulation, and signage advertising tonight's meeting was posted on the subject lands.

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.

Hydro One responded to the circulation notice stating that it has no comments or concerns at this time.

One public submission was received prior to the posting of the Council agenda from Ms. Emily Kelly. In summary, Ms. Kelly commented that:

- there are too many units proposed in Blocks 1 through 8
- the size of homes that are being built will not support the number of bedrooms or parking spaces that families with children will need
- there are concerns with potential conflicts between vehicles exiting via the private condominium road and the nearby school zone
- any building of significant size will cast shadows onto adjacent school play area and Grand Trunk Trail
- Council should refuse the plan of subdivision as submitted and "have the developer come back with a plan that supports families with children, and more detail regarding impact to local schools and trails".

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."

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

Councillor Hainer stated "At the August 4, 2020 meeting, the Planning Advisory Committee endorsed the Applications in principle and recommended that Council proceed with the statutory public meeting under the *Planning Act*."

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 Applications."

Mark Stone presented an overview of the planning applications.

Mayor Strathdee invited the applicant and their agent to address Council.

Laverne Kirkness acting as the applicant's agent presented a PowerPoint overview of the planning applications.

In response to Councillor Luna's concern about the number of driveways that exit onto Egan Avenue, Mr. Kirkness stated the reconstructed Egan Avenue has minimized safety concerns.

In response to Councillor Luna's inquiry whether the proposed \$340,000 to \$350,000 purchase price per unit met the Town's definition of affordability, Mr. Stone stated that it does not meet the Town's definition but it does appear to fit with the general housing prices across the market currently which currently average \$470,000 in the region.

The applicant, Mr. Lang, stated that his goal is to meet the market needs.

Mr. Kirkness stated that his client is looking to achieve the test of affordability based on market demand. Mr. Kirkness pointed out that his client has invested \$900,000 in this site to have it remediated and serviced to date and that those costs will need to be reflected in the final unit price.

In response to Councillor Winter's inquiry where green space will be located, Mr. Kirkness stated that green space will be in the backyards of each unit as well as green space to the east of the development and to the north of the development.

In response to Councillor Winter's inquiry about snow removal and storage options, Mr. Stone stated that it will be reviewed during the site plan phase.

In response to Councillor Winter's inquiry whether the Fire Chief has reviewed the proposal, Mr. Kirkness stated that review is part of the site plan phase.

In response to Councillor Hainer's comments that she was surprised to see the backyards of the townhouses did not back onto the Grand Trunk Trail, Mr. Kirkness stated that public surveillance provides good practice for having backyards back onto each other.

In response to Councillor Hainer's inquiry whether lot 9 will become a condo corporation upon completion, Mr. Kirkness stated yes.

In response to Councillor Hainer's inquiry about the need to reforest along the Grand Trunk Trail as a result of removing brush and trees on the property of the proposed development, Mr. Lang stated that he will be reforesting as per the Town's standard of one tree per unit.

Ms. McCartney read Emily Kelly's email correspondence regarding the proposal. The points are:

- there are too many units proposed in Blocks 1 through 8
- the size of homes that are being built will not support the number of bedrooms or parking spaces that families with children will need
- there are concerns with potential conflicts between vehicles exiting via the private condominium road and the nearby school zone
- any building of significant size will cast shadows onto adjacent school play area and Grand Trunk Trail
- Council should refuse the plan of subdivision as submitted and “have the developer come back with a plan that supports families with children, and more detail regarding impact to local schools and trails”.

Staff confirmed there were no comments submitted to email or within the webinar presented during the meeting.

Mayor Strathdee stated "I would like to thank those who participated in this meeting. Should Council proceed with draft approval of the Plan of Subdivision and/or passage of the Zoning By-law Amendment, notices will



be provided as prescribed by the Planning Act and a 20-day appeal period to the Local Planning Appeal Tribunal applies."

**Resolution 2020-SC-09-15-03**

**Moved By** Councillor Edney

**Seconded By** Councillor Hainer

**THAT** this Public Meeting be adjourned at 7:25 pm; and

**THAT** the September 15, 2020 special Council meeting reconvene at 7:25 pm.

**CARRIED**

**5. STAFF REPORTS**

**5.1 Building and Development**

**5.1.1 DEV 58-2020 Applications for Official Plan and Zoning By-law Amendments (OP01-2020 and Z02-2020) by Heybolt Ontario Ltd. 323 Queen Street West Lots 5 and 6, and Part Lot 4, Plan 210, Town of St. Marys**

**Resolution 2020-SC-09-15-04**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** DEV 58-2020 Applications for Official Plan and Zoning By-law Amendments (OP01-2020 and Z02-2020) 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**

**5.1.2 DEV 59-2020 Applications for Draft Plan of Subdivision and Zoning By-law Amendment (STM01-2020 and Z03-2020) by 2503778 Ontario Incorporated 187 Wellington Street North Part Lot 16, Concession 17 Blanshard, Town of St. Marys**

**Resolution 2020-SC-09-15-05**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** DEV 59-2020 Applications for Draft Plan of Subdivision and Zoning By-law Amendments (STM01-2020 and Z03-2020) 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**

## **5.2 Community Services**

### **5.2.1 DCS 22-2020 Pyramid Recreation Centre Ice Reopening**

Stephanie Ische presented DCS 22-2020 report and responded to questions from Council.

Council discussed the request to have a second ice pad open at the beginning of October. Council was of the consensus that the Town should continue with its careful and methodical approach to reopening and only open one pad for October 1.

Council was of the consensus that staff are permitted to approach other local arenas to facilitate the purchase of additional hours of ice time if user groups need additional hours while one ice pad is open.

Council requested that staff monitor the reopening and report to Council regularly about the lessons learned to date, and adjustments made.

Council was of the consensus that reopening the second pad could be considered for November 1 if the PRC reopening proceeds smoothly, and if public health and safety can be assured.

#### **Resolution 2020-SC-09-15-06**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** DCS 22-2020 Pyramid Recreation Centre Ice Reopening be received; and

**THAT** Council denies the reopening of the second sheet of ice beginning on or about October 5, 2020.

**CARRIED**

**7. UPCOMING MEETINGS**

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

**6. Emergent Business**

**6.1 Halloween**

Councillor Luna asked what Council's opinion is of Halloween being held in St. Marys this year.

The Clerk was given direction to investigate what other communities are doing taking into consideration feedback from Huron Perth Public Health and Stratford Police.

**6.2 Return to School**

Councillor Hainer would like to acknowledge that many students are not returning to school due to their own health concerns. Councillor Hainer suggested that Council and the public be aware of this when asking children about their return to school.

**8. CONFIRMING BY-LAW**

**Resolution 2020-SC-09-15-07**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** By-Law 81-2020, being a by-law to confirm the proceedings of September 15, 2020 special Council meeting be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**9. ADJOURNMENT**

**Resolution 2020-SC-09-15-08**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

**THAT** this special meeting of Council adjourns at 8:28 pm.

**CARRIED**

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Al Strathdee, Mayor

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Jenna McCartney, Clerk



## **MINUTES Regular Council**

September 22, 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 Winter (in-person)

Council Absent: Councillor Pridham

Staff Present: **In-Person**  
Brent Kittmer, Chief Administrative Officer  
Jenna McCartney, 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  
Dave Blake, Environmental Services Supervisor

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

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

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

None.

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

Councillor Edney requested an emergent item be added titled "Code of Conduct".

Councillor Winter requested an emergent item be added titled "BIA Winter Committee Request".

Mayor Strathdee stated that agenda items 8.6.2 and 11.1 are to be removed from the agenda as the contractor has requested to withdraw their bid.

**Resolution 2020-09-22-01**

**Moved By** Councillor Hainer

**Seconded By** Councillor Edney

**THAT** the September 22, 2020 regular Council meeting agenda be accepted as amended.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

Frank Doyle of St. Marys Independent provided the following questions in advance of the meeting.

1. For re-opening plans for various departments in the Town, is there a financial consideration, a health consideration or a combination of both?
2. Is the Finance Department now in charge of Tourism? If so, when did this change take place and what was the logic behind this move?

Brent Kittmer, Chief Administrative Officer, provided the following responses.

1. Mr. Kittmer stated that Council adopted the Town of St. Marys COVID-19 Recovery Framework which includes financial and health considerations when reviewing which services and facilities will reopen to the public.
2. Mr. Kittmer stated that Tourism and Economic Development now falls under the direction of the Finance department as a part of the transition plan resulting from the departure of Trisha McKibbin. Mr. Kittmer further stated that the Town administration is in the midst of an organizational review which will result in a final organizational structure being adopted.

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

**5.1 Retirement Presentation to Cheryl Forman**

Mayor Strathdee, Council and staff congratulated Cheryl Forman on her retirement from the Town of St. Marys.

**5.2 City of Stratford, Social Services Department re: 2020 - 2024 Housing and Homelessness Plan**

Kim McElroy, Eden Grodzinski, Angie Juarez and Jeneane Fast of City of Stratford Social Services presented the 2020 - 2024 Housing and Homelessness Plan.

**Resolution 2020-09-22-02**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** the City of Stratford, Social Services Department delegation regarding the 2020-2024 Housing and Homelessness Plan be received.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - September 8, 2020**

**Resolution 2020-09-22-03**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** the September 8, 2020 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 Barb Reinwald re: Home Vibration**

**Resolution 2020-09-22-04**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** the correspondence from Barb Reinwald regarding home vibrations be received; and

**THAT** staff follow up with the Ministry of Environment regarding the resident's concerns.

**CARRIED**

**7.2 City of Stratford and Perth & Stratford Housing Corporation re: 329 Jones St W and 270 Queen St W**

**Resolution 2020-09-22-05**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** the correspondence from the City of Stratford and Perth & Stratford Housing Corporation regarding 329 Jones St. W. and 270 Queen St. W. be received.

**CARRIED**

## **8. STAFF REPORTS**

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

#### **8.1.1 DEV 62-2020 September Monthly Report (Building and Development)**

Grant Brouwer presented DEV 62-2020 report.

**Resolution 2020-09-22-06**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** DEV 62-2020 September Monthly Report (Building and Development) be received for information.

**CARRIED**

### **8.2 Community Services**

#### **8.2.1 DCS 23-2020 September Monthly Report (Community Services)**

Stephanie Ische presented DCS 23-2020 report.

**Resolution 2020-09-22-07**

**Moved By** Councillor Winter

**Seconded By** Councillor Edney

**THAT** DCS 23-2020 September Monthly Report (Community Services) be received for information.

**CARRIED**

### **8.3 Finance**

#### **8.3.1 FIN 30-2020 September Monthly Report (Finance)**

André Morin presented FIN 30-2020 report.

**Resolution 2020-09-22-08**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer



**THAT** FIN 30-2020 September Monthly Report (Finance) be received for information.

**CARRIED**

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

##### **8.4.1 FD 09-2020 September Monthly Report (Emergency Services)**

Chief Anderson presented FD 09-2020 report.

**Resolution 2020-09-22-09**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** FD 09-2020 September Monthly Report (Emergency Services) be received for information.

**CARRIED**

#### **8.5 Human Resources**

##### **8.5.1 HR 09-2020 September Monthly Report (Human Resources)**

Lisa Lawrence presented HR 09-2020 report.

**Resolution 2020-09-22-10**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

**THAT** HR 09-2020 September Monthly Report (Human Resources) be received for information.

**CARRIED**

#### **8.6 Public Works**

##### **8.6.1 PW 61-2020 September Monthly Report (Public Works)**

Jed Kelly presented PW 61-2020 report.

**Resolution 2020-09-22-11**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** PW 61-2020 September Monthly Report (Public Works) be received for information.

**CARRIED**

### **8.6.2 PW 60-2020 Wood and Brush Grinding**

Removed.

### **8.6.3 PW 62-2020 Waste Activated Sludge Splitter Box Replacement**

Jed Kelly presented PW 62-2020 report.

#### **Resolution 2020-09-22-12**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** Report PW 62-2020, Waste Activated Sludge Splitter Box Replacement be received; and,

**THAT** the procurement for the Waste Activated Sludge Splitter Box replacement be awarded to BGL Contractors Corp. for the procured price of \$34,126.00, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in report PW 62-2020; and,

**THAT** Council consider By-Law 83-2020 and authorize the Mayor and the Clerk to sign the associated agreement.

**CARRIED**

## **8.7 CAO and Clerks**

### **8.7.1 CAO 55-2020 September Monthly Report (CAO and Clerks)**

Brent Kittmer and Jenna McCartney presented CAO 55-2020 report.

#### **Resolution 2020-09-22-13**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** CAO 55-2020 September Monthly Report (CAO and Clerks) be received for information.

**CARRIED**

### **8.7.2 CAO 56-2020 Community Transportation Project (Intercity) – Local Partnership Agreement and Launch Update**

Brent Kittmer presented CAO 56-2020 report.

**Resolution 2020-09-22-14**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** CAO 56-2020 regarding the Intercity Community Transportation Project Local Partnership Agreement be received;  
and

**THAT** Council consider By-law 84-2020 authorizing the Mayor and Clerk to sign a Local Partnership Agreement with the City of Stratford and the Township of North Perth for the Intercity Community Transportation Project.

**CARRIED**

**9. EMERGENT OR UNFINISHED BUSINESS**

**9.1 Code of Conduct**

Councillor Edney offered a formal apology to the gentleman that he offended through a previous social media post.

**Resolution 2020-09-22-15**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** Council acknowledges the formal and public apology presented by Councillor Edney on September 22, 2020 in response to the remedial measure recommended in the Integrity Commissioner's final report for file number 2020-01.

**CARRIED**

**9.2 BIA Winter Committee Request**

Councillor Winter stated that the Business Improvement Area's Christmas Committee has a plan for this year's Christmas season within the downtown core.

In response to Council's inquiries for more information, the Committee will be asked to delegate to Council at a future meeting with the details.

**10. NOTICES OF MOTION**

None.

**11. BY-LAWS**

**Resolution 2020-09-22-16**

**Moved By** Councillor Edney

**Seconded By** Councillor Hainer

**THAT** By-Laws 83-2020 and 84-2020 be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**11.2 By-Law 83-2020 Agreement with BGL Contractors Corp.**

**11.3 By-Law 84-2020 Agreement with City of Stratford and North Perth**

**12. UPCOMING MEETINGS**

The dates presented in the agenda were incorrect. Council will meet for its regular meetings on October 13 and 27. The Strategic Priorities Committee will meet on October 20.

**13. CONFIRMATORY BY-LAW**

**Resolution 2020-09-22-17**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

**THAT** By-Law 85-2020, being a by-law to confirm the proceedings of September 22, 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**

**14. ADJOURNMENT**

**Resolution 2020-09-22-18**

**Moved By** Councillor Luna

**Seconded By** Councillor Winter

**THAT** this regular meeting of Council adjourns at 9:15 pm.

**CARRIED**

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Al Stratheed, Mayor

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Jenna McCartney, Clerk

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 325-0408  
MCSCS.Feedback@Ontario.ca

**Solliciteur général**

Bureau de la solliciteure générale

25, rue Grosvenor, 18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél.: 416 325-0408  
MCSCS.Feedback@Ontario.ca



132-2020-3484

**By email**

October 2, 2020

Dear Head of Council:

The Ministry of the Solicitor General is committed to keeping communities across Ontario safe, supported and protected. I would like to take this opportunity to share some information with your municipality regarding the anti-racism initiatives of my ministry and the Anti-Racism Directorate (ARD), the regulatory work being done to bring the *Community Safety and Policing Act, 2019*, into force, new police oversight measures, police training as it relates to de-escalation, mental health and diverse communities, mental health and addictions initiatives and investments, Community Safety and Well-Being (CSWB) Planning and police-hospital transition protocol.

Anti-Racism

Our government has zero tolerance for hate, racism or discrimination in all its forms. We share a responsibility to speak out and act against racism and hate and build a stronger society. Our government is committed to addressing racism and building a stronger, more inclusive province for us all.

I am proud to be the minister responsible for Ontario's Anti-Racism Directorate (ARD), which leads strategic initiatives to advance anti-racism work across government with a plan that is grounded in evidence and research. Through the ARD, the government continues to invest in community-led research, public education and awareness initiatives. This includes investments to the Canadian Mental Health Association (CMHA) Ontario to undertake research that seeks to identify key mental health issues impacting survivors of victims of homicide violence in Ontario.

*Community Safety and Policing Act, 2019*

Our government is also committed to addressing racism at a systemic level through the regulatory framework under the *Anti-Racism Act, 2017*, and through the work we are doing to bring the *Community Safety and Policing Act, 2019*, into force. As we work to develop regulations under the *Community Safety and Policing Act, 2019*, we will continue to engage racialized groups, including Black, South Asian, First Nation, Inuit and Métis organizations. We are committed to ensuring that Ontario's communities are well supported and protected by law enforcement and that all interactions between members of the public and police personnel are conducted without bias or discrimination, and in a manner that promotes public confidence and keeps our communities safe.

.../2

The *Community Safety and Policing Act, 2019*, which is part of the *Comprehensive Ontario Police Services Act, 2019*, provides policing and police oversight legislation. Once in force, the *Community Safety and Policing Act, 2019*, will address a number of recommendations made by Justice Michael H. Tulloch, including:

- Mandatory training for all police service board members, the Inspector General, inspectors, police officers and special constables on human rights, systemic racism as well as training that promotes the diverse, multiracial and multicultural character of Ontario society and the rights and cultures of First Nation, Inuit and Métis Peoples;
- The requirement for each municipality that maintains a municipal board to prepare and publish a diversity plan to ensure members of the board are representative of the diversity of the population of the municipality;
- Not releasing the names of officials and witnesses in SIU investigations;
- Ensuring information made available to the public about an SIU investigation helps them understand the decision made by the SIU director; and
- Ensuring the SIU continues to publish investigative reports on its website.

#### New Measures for Police Oversight

##### *Inspector General of Policing*

The *Community Safety and Policing Act, 2019*, will establish an Inspector General (IG) of Policing who will be required to monitor and conduct inspections related to compliance with the Act and regulations. The IG will work with policing entities to ensure consistent application of policing across the province by measuring compliance with prescribed standards.

Key functions of the IG include:

- Consulting with, advising, monitoring and conducting inspections of police service boards, Ontario Provincial Police (OPP) detachment boards, First Nation OPP boards, OPP Advisory Council, chiefs of police, special constable employers, police services and other policing providers regarding compliance with the Act and regulations.
- Receiving and investigating, if warranted, public complaints about members of police service boards, OPP detachment boards, First Nation OPP boards and the OPP Advisory Council regarding misconduct and policing complaints regarding the provision of adequate and effective policing, failure to comply with the Act and regulations, and policies and procedures.
- Reporting inspection findings, issuing directions to remedy or prevent non-compliance with the Act and imposing measures if the direction is not complied with, or, reprimanding, suspending or removing a board member if board member misconduct is identified.
- Conducting analysis regarding compliance with the Act and regulations.
- Reporting on the activities of the IG annually, including inspections conducted, complaints dealt with, directions issued and measures imposed; and compliance with the Act and regulations.

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The Act also gives the IG and its inspectors the right to access closed police service board meetings.

### *Law Enforcement Complaints Agency*

The *Community Safety and Policing Act, 2019* will continue the office of the Independent Police Review Director as the Law Enforcement Complaints Agency (LECA), headed by the Complaints Director.

The LECA will receive and screen complaints from the public about the conduct of police officers. In addition, the LECA will have the authority to initiate an investigation in the absence of a public complaint if, in the Complaints Director's opinion, it is in the public interest to do so.

The Complaints Director may also undertake reviews of issues of a systemic nature that have been the subject of public complaints or investigations, or that may contribute or otherwise be related to misconduct.

### *The Special Investigations Unit*

The *Special Investigations Unit Act, 2019*, (SIU Act), once in force, will set out a new legal framework for the SIU. The SIU Act will focus and clarify the mandate of the SIU to better ensure more timely, efficient, reasonable and transparent investigations. Key changes contained in the Act will focus the SIU's investigative resources where they are needed most – on criminal activity.

The Ministry of the Attorney General will continue to consult with law enforcement, community organizations and advocates to ensure their input is incorporated into the development of regulations under the SIU Act.

### Police Training

Training is developed and delivered in a manner that reinforces principles of fairness, equity and compliance with the Ontario *Human Rights Code* and *Canadian Charter of Rights and Freedoms*.

All Basic Constable Training (BCT) recruits undergo diversity-focused training designed to improve their ability to engage with the public and respond to victims of crime. This training focuses on improving recruits' understanding of the experiences of, and systemic barriers faced by, diverse communities, including racialized, Indigenous, First Nations and Metis, and Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning and Two-Spirited (LGBTQ2S) people.

Diversity and anti-racism training includes:

- Human rights framework for policing;
- Equity and inclusion;
- Harassment and discrimination;

- Defining police professional;
- Collection of Identifying Information in Certain Circumstances regulation;
- History of profiling in policing and the impact of racial profiling on the community;
- Profiling practices and the mindset behind it;
- Stereotyping;
- Bias free policing – racial profiling vs. criminal profiling;
- Hate crimes and bias incidents of a non-criminal nature; and
- Practical skills scenario that reinforces academic learning on hate crimes.

Training on Indigenous issues includes:

- Indigenous culture;
- Residential schools;
- Land claims and treaties;
- First Nations Policing;
- Cultural appropriation;
- Cultural practices; and
- Practical skills scenario that reinforces academic learning on Indigenous issues.

The Serving with Pride organization attends each intake to deliver a presentation to all recruits entitled “LGBTQ2S 101” which covers a number of issues related to the LGBTQ2S communities including historical events, current and appropriate terminology, gender expression, gender identity and other topics.

In addition to the standalone sessions, the above noted issues are interwoven and reinforced throughout the BCT program. For example, recruits are taught to respond to victims in a trauma-informed manner for all victims of crime acknowledging potentially vulnerable groups.

#### *De-escalation and Mental Health Crisis Response Training*

The Ontario Police College’s current de-escalation training emphasizes communication techniques such as establishing rapport, threat management and conflict resolution and mediation.

The training specifically addresses scenarios in which police interact with people in crisis with a goal of resolving conflicts in a manner that protects the safety of the public, the person in crisis and police officers. Officers must also undertake follow-up training every 12 months. Police services are also encouraged to have policies and procedures in place as set out in the “Use of Force” Guideline. This includes procedures for impact weapons, aerosol weapons, conducted energy weapons, firearms and use of force reporting.

Training on the BCT program is reviewed and updated to reflect the most current information after every BCT intake.

.../5



Once in force, the *Community Safety and Policing Act, 2019*, will require all police officers, special constables and board members to successfully complete training related to human rights, systemic racism and the rights and cultures of Indigenous Peoples. This training will also be required for the new Inspector General of Policing, its inspectors, the Complaints Director at LECA and LECA investigators. This is part of the government's commitment to ensure that all interactions are conducted without bias or discrimination, and in a manner that promotes public confidence and keeps communities safe.

### Mental Health and Addictions Initiatives and Investments

#### *Dedicated Funding for Mental Health and Addictions Programs*

Ontario's community mental health services include:

- assertive community treatment teams, case management, crisis intervention, early psychosis intervention, eating disorders programs, vocational programs, supportive housing and consumer/survivor initiatives, peer supports and other programs; and
- initiatives to keep people with serious mental health issues out of the criminal justice system which include, but are not limited to, court support and diversion, crisis intervention and safe beds.

In July 2018, Ontario announced its commitment to invest \$3.8 billion over 10 years, with the support of the Government of Canada, to develop and implement a comprehensive and connected mental health and addictions strategy. This includes \$174 million for mental health and addictions programs in 2019-20. As part of the \$174 million commitment of funds to support mental health and addictions in 2019-20, my ministry partnered with the Ministry of Health to announce \$18.3 million in new funding to support those affected by mental health and addictions challenges in the justice sector.

Specifically, in 2019-20, the Ministry of Health provided funding for an integrated set of mobile crisis services that assist in the de-escalation and stabilization of persons in crisis and their connection to community programming and supports to address their physical and mental well-being over the longer term, in order to prevent further crises. Five teams were implemented in 2019-20 with \$6.95 million of the \$174 million in new, annualized funding to develop and enhance mobile crisis services. Mobile crisis services partner police with community mental health organizations to respond to persons in mental health and addictions (MHA) crises and determine if the crisis:

- can be de-escalated and resolved at the scene;
- warrants further psychiatric attention at hospital emergency rooms; or
- requires short-term community stabilization and reintegration.

Part of the \$18.3 million in new funding also includes \$2.5 million for various programs run by the ministry, one of which includes de-escalation training.

### *Ministry of the Solicitor General Grant Programs*

Apart from the dedicated funding for mental health and addictions programs highlighted above, the ministry also offers a number of grant programs that are primarily available to police services, working in collaboration with municipal and community partners, to support local Community Safety and Well-Being (CSWB) initiatives, including mental health-related programs. For example, under the 2019-20 to 2021-22 Community Safety and Policing Grant local and provincial priorities funding streams, the ministry is providing funding to 27 police services/boards for projects involving an integrated response between police and a mental health worker to respond to situations of crisis (e.g., Mobile Crisis Response Teams).

### Community Safety and Well-Being Planning

The ministry developed the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet, which includes the CSWB Planning Framework and a toolkit of practical guidance documents to assist municipalities, First Nations and their community partners as they engage in the CSWB planning process. The Framework encourages communities to work with various partners across sectors to proactively identify and address local priority risks in the community before they escalate and result in situations of crisis (e.g., crime, victimization or suicide). This involves reducing the number of incidents that require enforcement by shifting to more proactive, preventative programs and strategies that improve the social determinants of health (e.g., education, housing, mental health).

In support of this work, effective January 1, 2019, the government mandated municipalities lead the development of CSWB plans which identify and address local priority risks to safety and well-being, working in partnership with police services/boards and various other sectors, including health/mental health, education, community/social services and children/youth services.

Complementary to the Framework, a Situation Table is one type of multi-sectoral risk intervention model that is being implemented across our province.

The ministry also offers the Risk-driven Tracking Database (RTD), which allows for the collection of risk-based data and helps to inform the CSWB planning process, free of charge to communities across Ontario that are engaged in multi-sectoral risk intervention models, such as Situation Tables. As of June 2020, 60 sites have been on-boarded to the RTD and any communities who are interested in being on-boarded to the RTD is encouraged to contact the ministry.

.../7

Police-Hospital Transition Protocol

Additionally, to improve front-line response to persons experiencing a mental health or addictions-related crisis, my ministry partnered with the Ministry of Health to support the Provincial Human Services and Justice Coordinating Committee and CMHA of Ontario to develop a framework for local police emergency room transition protocols for persons apprehended under the *Mental Health Act*.

On June 3, 2019, the Ministry of the Solicitor General and the Ministry of Health jointly endorsed the release of [Improving Police-Hospital Transitions: A Framework for Ontario](#), as well as the supporting toolkit, *Tools for Developing Police-Hospital Transition Protocols in Ontario*. The purpose of the framework and toolkit is to assist police services and hospitals with developing joint emergency department transition protocols, which are responsive to unique local needs, in order to ensure the seamless transfer of care for persons in a mental health or addictions crisis brought to a hospital by police officers.

I hope you find this information useful and I appreciate your municipality's support during this time of uncertainty.

Sincerely,



Sylvia Jones  
Solicitor General  
Minister Responsible for Anti-Racism

c: Chief Administrative Officers

Municipal Clerks

October 5, 2020

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

Dear Mr Kittmer:

I hope everyone is keeping well. I am writing to you as per the Health Protection and Promotion Act as below in regards to Huron Perth Public Health acquiring a new lease:

*Real property*

- (3) A board of health may acquire and hold real property for the purpose of carrying out the functions of the board and may sell, exchange, lease, mortgage or otherwise charge or dispose of real property owned by it. R.S.O. 1990, c. H.7, s. 52 (3).
- Consents required
- (4) Subsection (3) does not apply unless the board of health has first obtained the consent of the councils of the majority of the municipalities within the health unit served by the board of health. R.S.O. 1990, c. H.7, s. 52 (4); 2002, c. 18, Sched. 1, s. 9 (8).

Huron Perth Public Health (HPPH) currently has a presence in Listowel at the Ward and Uptigrove building with the lease ending in December 31, 2020. We have been notified that there is no opportunity to extend the lease.

We are thrilled to announce that we have found a new space at 135 Wallace Ave. N in Listowel to ensure service provision to the northern part of our community. We believe this new space takes into account all of the considerations on the needs of a space:

- It is a similar size (2,500 square feet)
- There is ample parking
- It is conveniently located in the downtown core.

On October 2<sup>nd</sup>, during its regular meeting, the Board of Health for HPPH reviewed this lease opportunity and moved to recommend that member municipalities provide consent to move forward with this lease.

Through this email, we are seeking municipal approval to relocate to this building and to proceed with signing a new lease agreement. Please let me know if you would like me to forward to the clerks upon your endorsement or if you will be doing this.

Please let me know if you have any further questions.

Thank you,



Julie Pauli, CMA, CPA, CMP  
Director of Corporate Services

# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Morgan Dykstra, Public Works and Planning Coordinator
<b>Date of Meeting:</b>	13 October 2020
<b>Subject:</b>	<b>DEV 61-2020 Holding Symbol Removal and Site Plan Agreement for 752 Queen Street East (North Bay Capital Investments Ltd.)</b>

## PURPOSE

The purpose of this report is to present a Site Plan Application, and request to remove a Holding Symbol for 752 Queen Street East and provide a recommendation to Council to repeal the existing site plan agreement, approve the proposed site plan agreement, and pass a Zoning By-law to repeal the “H” symbol.

## RECOMMENDATION

**THAT** DEV 61-2020 Holding Symbol Removal and Site Plan Agreement for 752 Queen Street East (North Bay Capital Investments) be received;

**THAT** Council repeal By-law 7 of 2014 being a By-law to authorize the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and 2384612 Ontario Inc. for 752 Queen Street East in St. Marys;

**THAT** Council consider By-Law 87-2020 to approve the proposed Site Plan Agreement for 752 Queen Street East and authorize the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and North Bay Capital Investments Ltd.; and

**THAT** Council consider Zoning By-law Z139-2020 to remove the Holding “-H” symbol from part of the property known as 752 Queen Street East.

## BACKGROUND

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

In 2014, the Town of St. Marys Council passed By-law 7 of 2014 authorizing the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and 2384612 Ontario Inc. for 752 Queen Street East. The agreement speaks to the development that sits on the property today, which includes a gas station with a convenience store and refreshment business. The site plan also includes a road widening. The property has since changed hands, and North Bay Capital Investments Ltd. now owns the property.

North Bay Capital Investments Ltd. submitted a site plan application pre-consultation request to the Town in January of 2020 and submitted a formal application in August of 2020 for the purpose of further developing 752 Queen Street East in St. Marys. Since the submission, the Town’s Development Team

which encompasses representatives from various departments including Planning, Building, Fire, Public Works, Environmental Services, Clerks and Heritage have reviewed and made comment on the various submissions to ensure all relevant requirements have been met. Town staff have drafted a site plan agreement for Council's consideration. This report will outline key details related to site plan and the agreement.

## **REPORT**

The subject property is located on the south side of Queen Street East, between Cain Street to the west and Industrial Road to the east. The property is approximately 3.59 hectares in size, with 150 metres of frontage along Queen Street East.

The subject property is designated "Highway Commercial" and "General Industrial" in the Town of St. Marys Official Plan and is zoned "Highway Commercial (C3-5)", "Highway Commercial (C3-5-H)", "Light Industrial Zone (M1)", "Flood Plain Zone (FP-C3-5)" and "Flood Plain Zone (FP-M1)" in the Town of St. Marys Zoning By-law Z1-1997, as amended. Part of the proposed development will be on lands zoned "C3-5-H". The "-H" holding symbol can only be removed by by-law once Council is satisfied that a site plan agreement is entered into to ensure that development takes a form compatible with adjacent land uses. The removal of the holding symbol from the lands affected by the By-law would have the effect of permitting development in accordance with the "Highway Commercial Zone (C3-5)" provisions. At this time, no development is being proposed on the lands zoned as "Light Industrial Zone (M1)".

The Owner is proposing a development that complies with the C3-5 zoning. The site plan includes the following details:

- A 368m<sup>2</sup> addition to the existing building (Building A) for a restaurant with a drive thru that includes queuing for 15 vehicles
- Construction of 388m<sup>2</sup> "Building B" for a commercial enterprise
- Construction of a car wash to the rear of Building A that includes queueing for five vehicles, and a vacuum area
- Throughout the site there is a total of 67 parking spaces, inclusive of 2 accessible parking spaces
- An erosion hazard limit (6m) setback has been established to separate the development areas from the erosion hazard limit. The Upper Thames River Conservation Authority have provided correspondence indicating that the development is permitted.

Please view the attached site plans for more detail.

There is an existing site plan for the property. Staff are recommending that the original agreement be repealed and be replaced by the agreement being proposed within this report for clerical reasons.

The Site Plan Application was reviewed by relevant Town staff and a site plan agreement has been prepared to ensure the development is completed and maintained in accordance with the proposed plans and other Town requirements. Based on the above, it is recommended that Council remove the holding symbol from the subject lands.

## **FINANCIAL IMPLICATIONS**

Not applicable.

## **SUMMARY**

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

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar # 3: Balanced Growth – Business attraction, retention, & expansion program
    - Outcome: A key to growth is to ensure a vibrant and sustainable commercial sector. Economic development needs to rest on three pillars, beyond the traditional business attraction. It should also focus attention and resources to ensure both business retention and expansion.
    - Tactic(s): Encourage existing businesses to optimize on their existing buildings / spaces.

## OTHERS CONSULTED

Town of St. Marys Development Team

## ATTACHMENTS

Attachment 1 – Proposed Site Plan

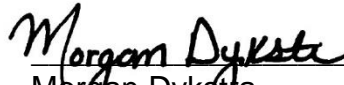
Attachment 2 – Site Plan Agreement

## REVIEWED BY

### Recommended by the Department

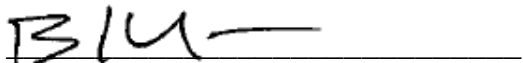


Grant Brouwer  
Director of Building and Development



Morgan Dykstra  
Public Works Coordinator

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer



WIDENED BY BY-LAW No. 26-71, INSTRUMENT No. 152205

N81°04'10"E	77.222
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Blueprint2build	116311
FIRM NAME	BCIN



1. LEGAL BOUNDARY SURVEY AND TOPOGRAPHICAL ELEVATIONS BASED ON SURVEY DONE BY
2. NA GEOMATICS DATED 29 APRIL 2020 FILE NUMBER 20-6006
3. ALL INFORMATION ON KANG ROAD TAKEN FROM CITY PLAN AND PROFILE DATED
4. JUNE 2000 FILE NUMBER 6851 DRAWING NUMBER 600
5. ALL SITE FEATURES ARE TO BE CONSIDER NEUTRAL UNLESS OTHERWISE NOTED.
6. CONTRACTOR TO VERIFY EXISTING UTILITIES PRIOR TO CONSTRUCTION.
7. CONTRACTOR TO ENSURE ALL SETBACKS ARE MAINTAINED DURING CONSTRUCTION OF SITE.
8. OWNER OR OWNER REPRESENTATIVE ARE TO BE NOTIFIED OF ANY ERRORS OR OMISSIONS
9. THAT ARE DISCOVERED.
10. OWNER OR OWNER REPRESENTATIVE ARE RESPONSIBLE FOR FINAL CONFIRMATION AND
11. PLACEMENT OF ALL EQUIPMENT.
12. CONTRACTOR TO HAVE LOCATES DONE PRIOR TO ANY CONSTRUCTION ACTIVITIES.
13. ALL DIMENSIONS APPROXIMATE AND NEED TO BE VERIFIED PRIOR TO CONSTRUCTION.
14. DO NOT SCALE DRAWINGS.

REVISIONS

File No.

Sheet 1 of 3

Drawn By: JSF Date: 2020/07/08

Reviewed By: SDJ  
Date:

DWG Scale: N/A

SP01

blueprint2build

SITE PLAN  
PHASE 1

752 QUEEN ST. E  
TOWN OF ST. MARYS, N4X 1G2



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

THIS AGREEMENT made this            day of            , 2020.

BETWEEN:

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

(Hereinafter called the “Town”)

OF THE FIRST PART

AND:

**NORTH BAY CAPITAL INVESTMENT LTD.**

(Hereinafter called the “Owner”)

OF THE SECOND PART

**WHEREAS** the Owner is the owner of the lands described as Part Lot 18 Concession 19 Blanshard as in R280137; Except Parts 1 to 18 Inclusive 44R2621; Except Part 1 44R2177; Except Part 1 44R5309; Subject to R234813, R95953; together with an easement over Part 1 as in PC139308 in the Town of St. Marys, County of Perth being all of PIN 53252-0478 (LT) all in Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the “Lands”)

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

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

**AND WHEREAS** this Agreement shall be registered against “the lands” to this Agreement and the Town is entitled to enforce the provisions thereof against the Owner and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent owners of the land, in accordance with subsection 10 of Section 41 of the Planning Act, R.S.O. 1990;

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

1. The Owner Agrees:

- a. That all existing buildings and structures and buildings and structures to be erected on the Lands shall be located in accordance with the building locations as shown on the Site Plan attached hereto as part of Schedule “A”;
- b. That if required, private utility services including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and appurtenances, as shown on the drawings attached hereto as part of Schedule “A”, shall be maintained by the Owner at its expense on an ongoing basis;
- c. That, if required, all municipal utility services to the property line including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and

appurtenances shall be installed under the authority and supervision of the Town of St. Marys. Utility service installations shall be facilitated by the Town, at the request of the proponent. The proponent shall be responsible for any and all costs associated with the required utility services. Utility services shall be installed and maintained in accordance with the drawings attached hereto as part of Schedule "A";

- d. That all necessary provisions for any service connections of the Lands shall be made to the satisfaction of the Town;
- e. That access to and from the Lands shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as Schedule "A";
- f. That the internal driveways, vehicle parking areas, vehicle maneuvering areas and pedestrian walkways shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as part of Schedule "A";
- g. That landscaping shall be provided in accordance with the drawings attached hereto as part of Schedule "A". All landscape materials shall be maintained by the Owner on an ongoing basis;
- h. That erosion and sediment controls shall be provided for the site during construction to the satisfaction of the Town;

- i. That final grades and elevations shall be established to the satisfaction of the Town and shall be in accordance with the drawings attached hereto as part of Schedule “A”;
- j. That all lighting facilities to be used and/or provided shall be as shown on the drawings attached hereto as part of Schedule “A” and shall be of a type, location, height, intensity and design to ensure illumination shall not flare onto any adjacent or abutting properties and further to this shall be suitably located and deflected in order to prevent negative impacts on abutting or adjacent properties;
- k. That all hydro cables be located underground on the Lands;
- l. That snow storage shall be on the property as shown on the drawings attached hereto as part of Schedule “A”;
- m. That the ravine buffer planting and existing trees shall be provided in accordance with drawings attached hereto as part of Schedule “A”.  
During construction, the Owner shall provide protection for the existing trees on Town and private property.
- n. That the development on the Lands including but not limited to driveways, buildings, structures, paved areas, landscaping and lot grading shall be maintained at the sole risk and expense of the Owner on an ongoing basis;
- o. That any and all development on the Lands shall be to Town standards and the provisions of the Town’s Zoning By-law in effect at the time of development;

- p. That all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town's Zoning By-law Z1-1997, as amended.

2. The Owner further agrees:

- a. That the fuel pumps, underground fuel tanks and related appurtenances as shown in the drawings attached hereto as part of Schedule "A" shall be operated and maintained in accordance with all applicable laws and guidelines, including without limitation the:
  - i. *Technical Standards and Safety Act*, 2000, S.O. 2000, c. 16, as amended and all regulations made thereunder;
  - ii. *Environmental Protection Act*, R.S.O. 1990 c. E.19, as amended and all regulations made thereunder;
  - iii. *Ontario Water Resources Act*, R.S.O. 1990, c. 0.40 as amended and all regulations made thereunder;
  - iv. *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, as amended and all regulations made thereunder, including without limitation O.Reg. 213/07 (Fire Code);
  - v. *Building Code Act*, 1992, S.O. 1992, c.23, as amended and all regulations made thereunder, including O.Reg. 332/12 (Building Code); and,
  - vi. National Fire Protection Association Codes, Standards and Guidelines;
- b. Any fuel dispenser on the Lands shall be located not less than:
  - i. Three (3) metres from a property line;

- ii. Three (3) metres from any highway as defined in the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended;
  - iii. Four and a half (4.5) metres from any opening in a building; and,
  - iv. One (1) metre from a building
- 3. Schedule “A” consists of the following drawings:
  - a. Site Plan Phase 1 (SP01) prepared by blueprint2build dated January 21, 2020 and revised on September 17, 2020;
  - b. Landscape Plan (LP01) prepared by blueprint2build dated January 21, 2020;
  - c. Site Grading Plan North Part (C02.1) prepared by blueprint2build dated March 24, 2020 and revised on August 24, 2020; and
  - d. Site Grading Plan South Part (C02.2) prepared by blueprint2build dated March 24, 2020 and revised on July 10, 2020.
- 4. Schedule “A”, as described in paragraph 3 above and attached hereto shall form part of this Agreement.
- 5. The Owner shall enter into a separate agreement for electricity with Festival Hydro Inc.
- 6. Entrances to buildings shall be kept clear of any obstructions including snow accumulation at the responsibility of the Owner.
- 7. The Owner shall be responsible for the cost of any signage and the installation of said signage required for this site.
- 8. The Owner agrees that the abutting street to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is

not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the Owner at his own expense. The Owner acknowledges that they have the responsibility to correct or clean muddied streets used for access during construction. If the Owner fails to complete said work, then the provision of paragraph 13 of this Agreement shall apply.

9. The Owner shall keep on file at all times a maintenance manual and annual maintenance logs for the on-site oil/grit separator that shall be available to be inspected at any time by the Town or by the Upper Thames River Conservation Authority.

10. Minor adjustments to the requirements of this Site Plan Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Town is required before such minor adjustments can be made.

11. Nothing in this Agreement constitutes a waiver of the obligation of the Owner to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any restrictions or regulations lawfully imposed by any other authorities having jurisdiction in connection therewith.

12. Any development on the property beyond that outlined in this Agreement and on the attached Schedule "A" shall require a further Site Plan Agreement between the Owner and the Town for said development.

13. In the event of the failure by the Owner to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days' notice in

writing to the Owner of its intention and forthwith if the failure is deemed an emergency, or poses a risk to the safety of the public or environment, the Town shall rectify the issue without seven (7) days notice and shall recover the expense incurred by the Town in a like manner as municipal taxes.

14. The Owner agrees to deposit with the Town a refundable security deposit in the amount of Fifteen Thousand Dollars (\$15,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Owner's architect provides a certificate to the Town that the conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town.

Furthermore, the Owner agrees to deposit with the Town, at the time of application for building permit, a refundable security deposit in the amount of Five Thousand Dollars (\$5,000.00) for landscaping as outlined in this Agreement and as shown on the drawings attached hereto as Schedule "A". The security deposit shall be refunded without interest or penalty when the Owner's landscape architect or engineer provides a certificate to the Town that the landscaping, for which the deposit covered, has been completed in accordance with this agreement.

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



North Bay Capital Investments Ltd.

146 Bellagio Ave

Hannon, ON L0R 1P0

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

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

17. This Agreement supersedes any previous Site Plan Agreements for the subject property.

18. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Owner.

The covenants, agreements, conditions, and understandings herein contained on the part of the Owner shall run with the Lands and shall ensure to the benefit of and be binding upon the parties hereto and their respective successors, heirs, executors, administrators and assigns.

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

20. The failure of a Party at any time to require performance by the other Party of any obligation under this Agreement shall in no way affect the first Party's right

thereafter to enforce such obligation, nor shall any such waiver be taken or held to be a waiver of the performance of the same or any other obligation hereunder at any later time.

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

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

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

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

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

**NORTH BAY CAPITAL INVESTMENT LTD.**

Per: \_\_\_\_\_  
President and Director: Yao Zhang

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

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

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

Per: \_\_\_\_\_  
Clerk: Jenna McCartney

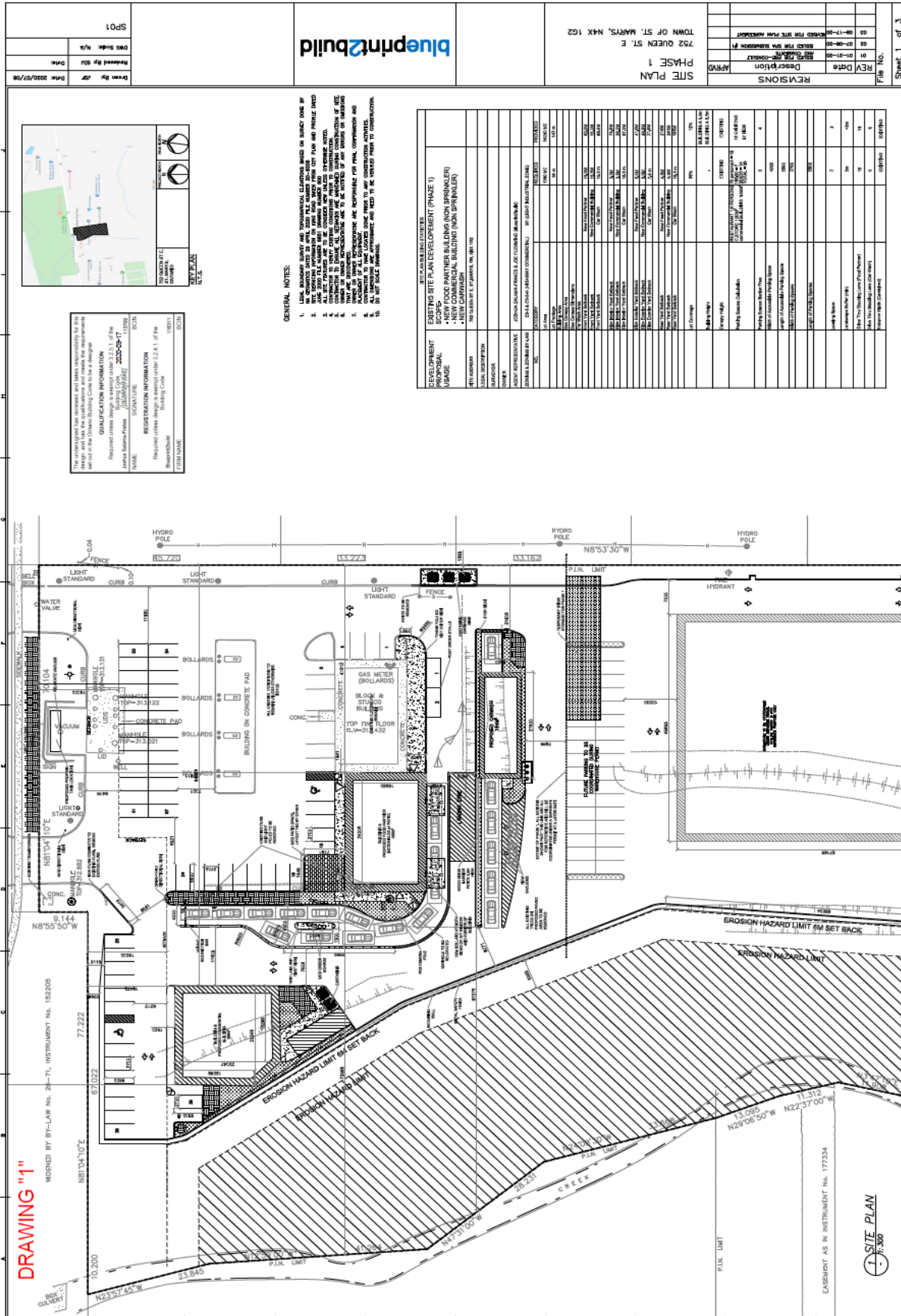
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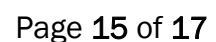
#### NOTES TO SPA

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

## **Schedule “A” – Drawings**

Attach Drawings 1,2,3,4













# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Mark Stone, Planner
<b>Date of Meeting:</b>	13 October 2020
<b>Subject:</b>	<b>DEV 66-2020 - Application for Part Lot Control - Lot 31, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys</b>

## PURPOSE

The purpose of this report is to provide Council with a summary and recommendations as it pertains to the Application for Part Lot Control for Lot 31 of the Meadowridge subdivision (Phase 2).

## RECOMMENDATION

**THAT** DEV 66-2020 regarding the Application for Part Lot Control for Lot 31 of the Meadowridge subdivision (Phase 2) be received; and,

**THAT** Council consider By-law 88-2020 affecting Lot 31, Registered Plan No. 44M-70 for a one-year period, ending October 13, 2021.

## BACKGROUND

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

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

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

## REPORT

The Application for Part Lot Control was received by the Town from Larry Otten Contracting Inc. Larry Otten Contracting is seeking to subdivide Lot 31 for the purposes of building six townhouse units, in two buildings, along common party walls.

Lot 31 is designated Residential in the Official Plan and zoned “Residential Zone Five (R5-7)” according to the Town’s Zoning By-law which permits townhouse dwellings.

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

## **FINANCIAL IMPLICATIONS**

\$1,000 Part Lot Control Fee

## **SUMMARY**

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

As the subject application meets the requirements for part lot control exemption and constitutes good planning, it is recommended that Council approve By-law 88-2020 to exempt part lot control for Lot 31 of Registered Plan 44M-70, for a period of one year.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

N/A

## **ATTACHMENTS**

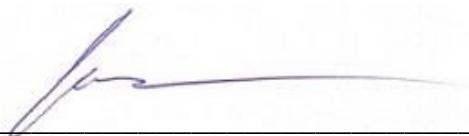
- 1) General Location Map
- 2) Registered Plan 44M-70
- 3) Draft R-plan

## **REVIEWED BY**

### **Recommended by the Department**

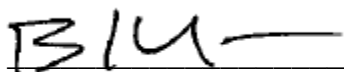


Mark Stone  
Planner



Grant Brouwer  
Director of Building and Planning

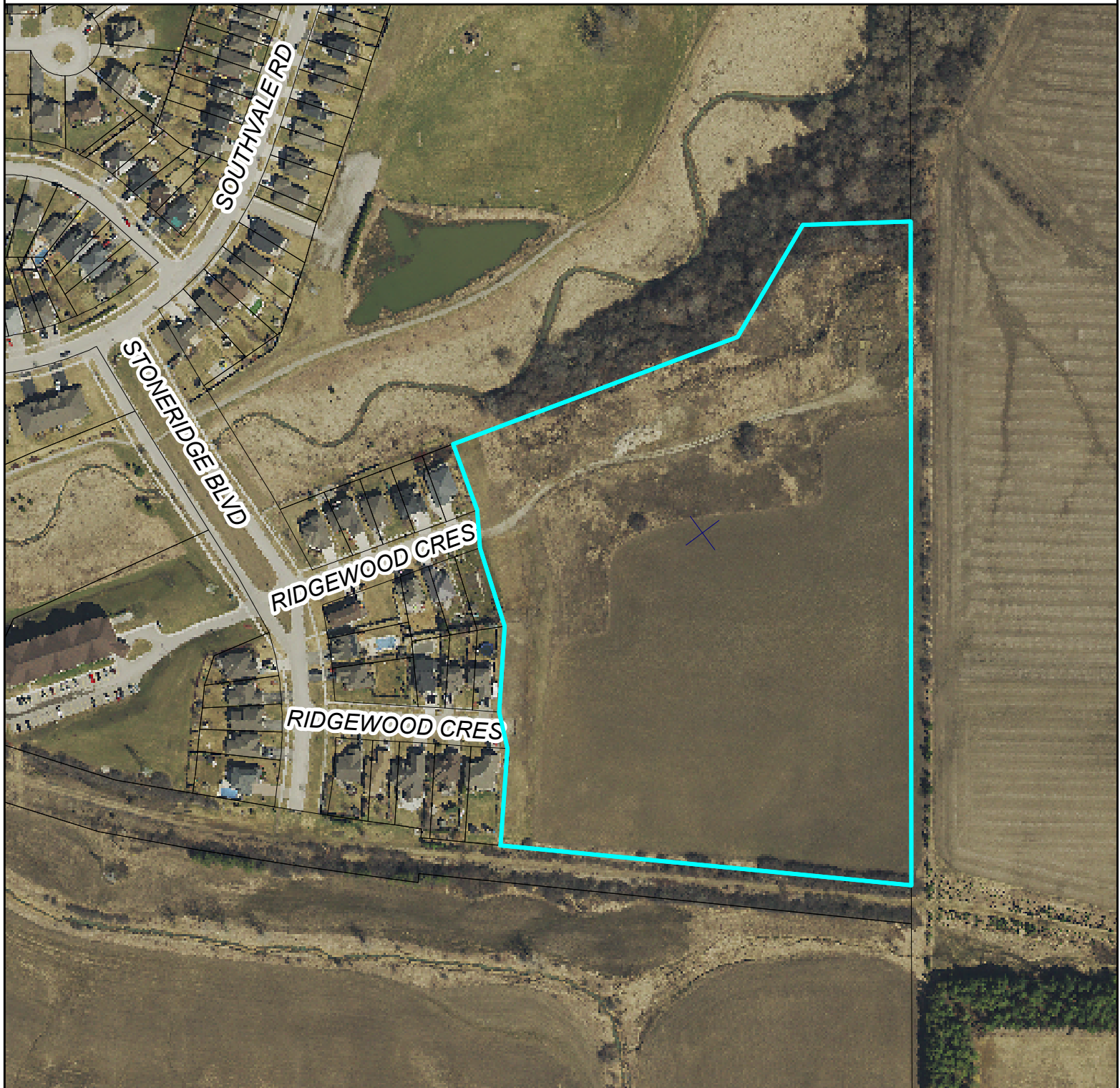
### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer

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

ATTACHMENT 1



 Subject Lands

PHOTO DATE: April 2015

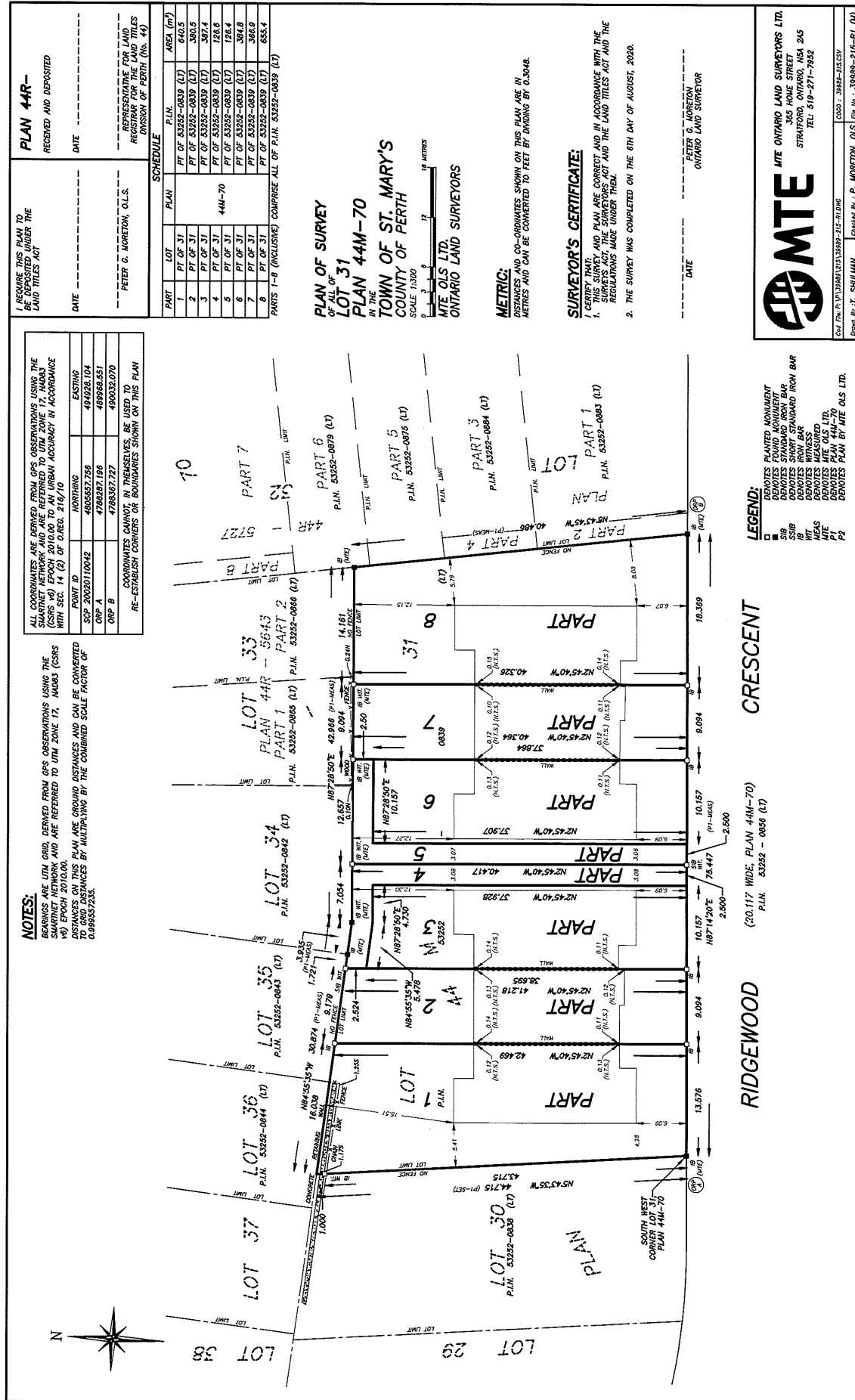


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# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Mark Stone, Planner
<b>Date of Meeting:</b>	13 October 2020
<b>Subject:</b>	<b>Town of St. Marys Parking Study</b>

## PURPOSE

The purpose of this report is to provide Council with an overview of parking related issues in the Town and to discuss staff's recommendation that Council undertake a parking study.

## RECOMMENDATION

**THAT** DEV 67-2020 regarding a Parking Study for the Town of St. Marys be received; and,

**THAT** Council authorize staff to proceed immediately with a comprehensive parking review project, with an upset limit of \$35,000 plus HST and disbursements; and

**THAT** the unbudgeted costs be funded by development charges and by an approved variance to the 2020 Planning Department Operating Budget; and

**THAT** Paradigm Traffic Solutions be retained to complete the project per the Procurement By-law's authorization to sole source professional services.

## BACKGROUND

As the Town grows and development becomes more compact, there is a need to re-assess the Town's parking regulations and policies to ensure that sufficient parking is provided with new development, and is designed in such a way to maintain public safety and minimize impacts on adjacent properties and neighbourhoods. Over the past few years, a variety of parking related issues have been identified by Council, Town committees and staff, the development industry and the community including:

- concerns with the parking space requirements in the Town's Zoning By-law (e.g. insufficient parking required for some uses);
- concerns with the supply and impact of on-street parking in residential areas;
- insufficient supply of parking in the downtown for businesses and new residential development (including for new accessory apartments in existing buildings); and,
- the need to review the Town's existing parking permit system and how parking regulations are enforced.

The Town's parking system is primarily regulated by the Zoning By-law, Traffic/Parking/Boulevard Maintenance By-law, and Engineering Design Guidelines. Given the range of issues identified, a review of each of these documents is required to address parking related issues in the Town. However, these regulatory and guidance documents and the various parking related issues are all interrelated. For example, changes to parking requirements in the Zoning By-law can have a positive or negative impact

on the demand for on-street parking, the need for additional supply such as municipal parking lots, and levels of parking enforcement required.

## **REPORT**

The main document for regulating parking in the Town is the Zoning By-law. Excerpts from the Town's Zoning By-law are provided as Attachment 1 of this report. Section 5.21 of the Zoning By-law sets out parking space and area requirements based on land use, requirements for ingress and egress to properties, parking surface requirements, and minimum requirements for the size of parking spaces. Section 5.12 of the Zoning By-law sets out requirements for loading spaces for commercial and industrial uses, including the number required based on building gross floor area, and loading space size and location.

As the Town considers ways to encourage more compact development and affordable housing, there is the need to ensure that there is sufficient off-street parking provided. The Town needs to ensure that properties are of a size sufficient to incorporate required parking, including for residents and visitors on residential properties, and for customers and employees on commercial and industrial properties. There is also the need to ensure there is sufficient parking in the downtown for customers, employees, residents and visitors.

There is also the need to consider options for providing parking for accessory apartments on residential lots while supporting the efficient use of land and appropriate streetscape design (e.g. avoiding over-paving of front lawns).

In addition to reviewing and updating parking requirements, there is the need to ensure that the Town's documents are consistent, comprehensive, and easy to read and interpret. From a Zoning By-law administration and interpretation perspective, staff has identified the following preliminary recommendations for enhancements to the Zoning By-law:

- ensure that parking standards are provided for all residential and non-residential land uses
- consider standardizing the way non-residential parking space requirements are calculated, based on a common and easily measurable standard, such as spaces per 100 m<sup>2</sup> of floor area (a variety of approaches are currently used including required parking based on floor area, number of employees or practitioners, and seating capacity)

Such a parking study would consist of two main components:

1. Background research, including:
  - a review of current Town policies and regulations (including the Official Plan, Zoning By-law and Engineering Design Guidelines), and best practices in other jurisdictions;
  - an inventory and review of existing downtown municipal lot and on-street parking in the downtown;
  - a review of the Town's existing permit parking system, enforcement strategy and cost recovery schemes; and,
  - parking demand surveys (if deemed necessary) to determine existing off-street parking demand for different land uses in the Town.
2. Analysis and recommendations related to:
  - Zoning By-law parking and loading definitions and provisions including space requirements (number and size), accessible parking, visitor parking, drive-through facilities, commercial and recreational parking in residential areas, aisle widths, and access/driveway requirements;



- the Town's parking permit system including total number of permits issued by block/area, areas where permit parking should be permitted, enforcement and the cost implications to the Town;
- the provision of municipal parking facilities (existing and future), and potential allocation of residential/tenant overnight parking on municipal lands;
- the Town's Traffic/Parking/Boulevard Maintenance By-law and,
- the Town's Engineering Design Guidelines including enhancements to parking design requirements.

The parking study analysis and recommendations would be provided in a comprehensive report to Council, and it is anticipated that adopted recommendations will result in updates to the Town's Official Plan, Zoning By-law, Traffic/Parking/Boulevard Maintenance By-law, and Engineering Design Guidelines.

## **FINANCIAL IMPLICATIONS**

The estimated cost of the Town retaining a transportation consulting firm to complete a parking study, as outlined in this report, is \$25,000 to \$35,000 plus HST and disbursements.

A portion of the project costs qualify to be funded from development charges; up to \$10,687 would qualify to be recovered from Development Charges if Council deems this to be a growth-related study.

At present this project has not been budgeted for, and a funding source for the balance of the costs of the project needs to be identified.

If approved, the project could begin immediately, and project costs would be funded through unspent funds in the 2020 Planning department operating budget. These funds exist primarily due to gapping of vacant staff positions. If this approach was taken, it would affect the Town's year-end projection of its financial position and increase the forecasted deficit, which is primarily due to COVID-19 costs. As a reminder, the Province has provided the Town with funding which will help cover COVID-19 costs.

Alternatively, Council could provide pre-budget approval to this project, with the project to be included in the 2021 budget. Under this approach, the project would not begin until January 2021.

Finally, the Town's procurement by-law authorizes sole sourcing of professional services up to an upset limit of \$50,000. To date, staff have discussed this project with BM Ross and Associates who generally acts as the Town's municipal engineer of record. In addition, BM Ross is the firm that has developed the Town's Engineering Design Guidelines for development. Staff at BM Ross have recommended that the Town retain the services of Paradigm Traffic Solutions to complete this project as an expert in the field.

Should Council approve this project, staff are recommending that the project be sole sourced to Paradigm Traffic Solutions as staff believe there will be project efficiencies gained by having BM Ross and Paradigm work together due to their familiarity with each others' standards

## **SUMMARY**

Consideration for the parking review project began in response to specific concerns that have been raised recently by Council when considering development applications. After an internal review, staff have flagged a number of legacy issues related to parking and is recommending that the Town complete a comprehensive parking review.

As discussed, there are many components to the provision and regulation of parking in a municipality including the number of parking spaces required, the size of lots, design standards, the availability of on-street parking, and approaches to enforcement.

Staff is of the opinion that a comprehensive review of parking issues on a Town-wide basis is preferred instead of an incremental approach of looking at only certain specific standards. The concern with the incremental approach is that a change may be made to a parking standard without a full understanding on the broader impacts it may cause.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

J. Kelly, Director of Public Works

J. Wolfe, Asset Management/Engineering Specialist

## **ATTACHMENTS**

- 1) Excerpts from Town of St. Marys Zoning By-law

## **REVIEWED BY**

### **Recommended by the Department**

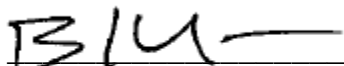


Mark Stone  
Planner



Grant Brouwer  
Director of Building and Planning

### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer

law; but shall not include a **kennel**, a **boarding house**, a **medical clinic**, a **retail store**, or any workshop, or plant for any trade.

### 5.12 Loading Space Requirements

Where a **building** or **structure** is **erected** or **used** for a **commercial** or **industrial use** involving the receiving, shipping, loading, or unloading of goods, wares, merchandise, raw materials, or animals, the owner and/or occupant of the **building** or **structure** shall provide and maintain on the same **lot** on which such **building** or **structure** is located, and not on a **street** or **lane**, **loading spaces** and/or unloading spaces in accordance with the following requirements:

#### 5.12.1 Number of Loading Spaces

The minimum number of **loading spaces** required shall be in accordance with the following provisions:

<u>Gross Floor Area</u> (square metres)	<u>Number of Spaces</u>
(i) less than 500	0
(ii) 500 to 4,000	1
(iii) 4,001 to 10,000	2 Plus 1 for each additional 10,000 m <sup>2</sup> of <b>gross floor area</b> or fraction thereof.

#### 5.12.2 Loading Space Location

The **loading space** or **spaces** required by this By-law shall be located in the **interior side yard** or **rear yard** of the **lot** unless such **loading space(s)** is located a distance of not less than 15 metres from the **street line** abutting the **lot**.

Amended by By-law No. Z107-2014

#### 5.12.3 Loading Space Size

Every **loading space** required by this By-law shall have a minimum length of 18.0 metres, a minimum width of 3.5 metres, and a minimum vertical clearance of 4.25 metres.

#### 5.12.4 Loading Space Access

Access to a **loading space** shall be by means of an unobstructed **driveway** at least 6.0 metres in width situated entirely on the **lot** upon which the **loading space(s)** are located leading to a **street** or **lane**.

#### 5.12.5 Loading Space Surface

The **driveways** and **loading space(s)** required by this By-law shall be maintained with a stable surface so as to prevent the raising of dust or loose particles. The **driveways** and **loading spaces** shall, prior to being **used**, be constructed of crushed stone, slag, gravel, crushed brick or tile, paving stone or brick, asphalt, concrete, or cinders having a Portland cement binder, and shall have adequate drainage facilities.

#### 5.12.6 Existing Buildings and Additions

The **loading space** provisions contained in Section 5.12.1 shall not apply to any **building** that lawfully existed prior to the date of adoption of this By-law so long as the **gross floor area** has not been increased.

If an addition is made to a lawfully **existing building** which has the effect of increasing the **gross floor area** after the date of adoption of this By-law, the regulations of Section 5.12 shall apply in respect to the area of such addition.

### 5.13 Mobile Homes Prohibited

It shall be prohibited to locate or **use** a **mobile home** in any **zone** established by this By-law either temporarily or permanently, unless the **use** of a **mobile home** is specifically **permitted** by other provisions of this By-law.

### 5.14 Multiple Uses

Notwithstanding any other provisions of this By-law, where the **use** of any land, **building**, or **structure** is composed of two or more **uses** which are classified as having separate and distinct **zone** provisions under this By-law, none of these **uses** shall be considered as being **accessory** to one another and therefore the provisions governing each **use** shall be applied to each **use** as if each **use** existed independently.

### 5.15 Non-Conforming Uses, Buildings, and Structures

The following provisions shall apply to **legal non-conforming uses, buildings, and structures**:

#### 5.15.1 Existing Uses, Buildings, and Structures

Nothing in this By-law shall prevent a **legal non-conforming use, building, or structure** to continue being **used** for the same **use** and to the same **development** standards as existed prior to the passing of this By-law.

#### 5.15.2 Building Permit Issued

Nothing in this By-law shall apply to prevent the **erection** of a **legal non-conforming building or structure**, where a building permit has been lawfully issued under the Building Code Act prior to the day of passing of this By-law, provided that the following are met:

- (a) the **building or structure**, when **erected**, is **used** and continues to be **used** for the purpose for which the permit was issued; and
- (b) the **erection** of such **building or structure** is commenced within one (1) year after the date of passing of this By-law and is completed within one (1) year of the date that the **erection** commenced.

#### 5.15.3 Replacement of Non-Conforming Uses, Buildings, and Structures

Where a lawfully **existing building or structure** is **used** for a purpose not **permitted** in the **zone** in which such **building or structure** is located and such **building or structure** is partially or totally destroyed by fire or similar natural cause or peril, such **building or structure** may be replaced or repaired and the **non-conforming use** re-established provided that the following conditions are met:

- (a) the owner must make application to the **Corporation** for a building permit to replace the **building or structure** within one (1) year of the date on which the partial or total destruction occurred;
- (b) the replacement or repair of the **building or structure** must be completed within one (1) year of the date on the building permit for such replacement or repair was issued by the **Corporation**;
- (c) the replacement or repair of the **building or structure** occurs at approximately the

- (a) the **outdoor storage** is **accessory** to the **use** of the **main building** on the **lot**;
- (b) such **outdoor storage** complies with the **yard** requirements for **accessory buildings** and **structures** as set out in Sections 3.1 and 5.1;
- (c) any portion of the **lot used** for **outdoor storage**, shall be completely concealed from view from the **street** or an abutting **lot** in a Residential **Zone** by a **planting strip, fence, decorative masonry wall, or existing building** on the **lot**, or a combination thereof.

## 5.20 Outdoor Display and Sales Area

Where **outdoor display and sale area** is **permitted** by the **zone** provisions of this By-law, it shall be **permitted** in any **yard** on a **lot** provided that the following provisions are satisfied:

- (a) such **outdoor display and sales area** is **accessory** to the main **use** on the **lot** and is for merchandise kept for sale, lease, or rent on the premises;
- (b) such **outdoor display and sales area** shall be set back a minimum distance of 3.0 metres from a **front** or **exterior side lot line** and a minimum distance of 1.0 metres from an **interior side** or **rear lot line**;
- (c) notwithstanding the provisions of Clause (b) above, no **outdoor display and sales area** shall be **permitted** in a required **daylight or sight triangle**;
- (d) such **outdoor display and sales area** shall not block-off or restrict access to the **lot**;
- (e) such **outdoor display and sales area** is kept in a neat and attractive manner.

## 5.21 Parking Area and Space Requirements

The owner of every **building** or **structure erected** or **used** for a purpose **permitted** by this By-law shall provide and maintain for the sole **use** of the owner, occupant, or other **persons** entering upon or making **use** of said premises from time to time **parking areas** and **spaces** in accordance with the following provisions:

**Amended by By-law Nos. Z107-2014 and Z130-2018**

### 5.21.1 Number of Parking Spaces

#### 5.21.1.1 Parking Requirements

The minimum number of **parking spaces** required for the **uses** and purposes hereinafter set forth shall be as follows:

	Type of Use	Number of Spaces
A	Single-detached, Semi-detached, Duplex, and Converted	2 per dwelling unit
B	Fourplex, Row or Townhouse, and Triplex dwellings	1.5 per dwelling unit
C	Apartment dwelling and other multiple unit dwellings	1.25 per dwelling unit

	Type of Use	Number of Spaces
D	<b>Accessory dwellings</b> <b>Accessory apartment</b>	1 per dwelling unit
E	<b>Bed and breakfast establishment</b>	2 per dwelling unit plus 1 per guest room for rent
F	<b>Group home dwellings</b>	2 per dwelling unit plus 1 per 4 group home residents
G	<b>Home for the aged</b>	1 per 6 beds plus 1 per 3 employees on the largest shift
H	<b>Nursing home dwellings</b>	1 per 4 beds plus 1 per 3 employees on the largest shift
I	<b>Assembly Hall</b> , Community Centre, Arena, Theatre	1 per 5 seats or 3 metres of bench space of maximum seating capacity, or 1 per 230 square metres of playing field area where no seating exists
J	<b>Automobile repair establishment,</b> <b>automobile service station, automobile sales and service establishment</b>	4 plus 1 per repair bay plus 1 per 2 employees
K	Bowling establishment	3 per bowling lane
L	Business or Professional <b>Office</b>	1 per 20 square metres of <b>gross floor area</b>
M	<b>Clinic, Animal Clinic, Medical</b>	5 per practitioner
N	<b>Church</b>	1 per 4 persons of maximum designed capacity of the sanctuary
O	<b>Day Nursery</b>	1 per 40 square metres of <b>gross floor area</b>
P	<b>Eating establishment, Restaurant, tavern</b>	1 per 4 persons of maximum designed capacity
Q	<b>Eating establishment, take-out</b>	6 plus 1 per 4 persons of maximum designed capacity
R	<b>Hospital</b>	1 per 4 beds plus 1 per 3 employees
S	<b>Hotel or Motel</b>	1 per every 2 employees plus 1 per guest room
T	Industrial establishment Largest shift, including office staff	1.25 per employee
U	<b>Retail store</b> , department store, <b>personal service shop</b>	1 per 30 square metres of retail and/or customer service floor area
V	<b>School</b> , Elementary	the greater of 1.5 per classroom or 1 per 3 square metres of auditorium assembly area

	Type of Use	Number of Spaces
W	<b>School, Secondary</b>	the greater of 5 per classroom or 1 per 3 square metres of auditorium assembly area
X	Sports Field	the greater of: (i) 1 per 5 seats or 3 metres of bench space of maximum permanent seating capacity, or (ii) 1 per 250 m <sup>2</sup> of gross field area where no seating exists
Y	<b>Supermarket</b> , grocery store	1 per 10 square metres of retail floor area
Z	<b>Wholesale establishment</b>	1 per 55 square metres of retail floor area
AA	Uses permitted by this by-law other than those referred to above	1 per 40 square metres of <b>gross floor area</b>

**5.21.1.2 Accessible Requirements**

Accessible **parking spaces** for **persons** with disabilities required by this By-law shall have a minimum width of 4.25 metres and a minimum length of 5.5 metres not including area used for access, maneuvering, **driveway**, or similar purpose. If there are two or more accessible **parking spaces** located beside each other in the same parking aisle, they may share the 2.0 metre aisle, resulting in a reduction in the size of every other such **parking space** (i.e. every second accessible **parking space**).

Accessible **parking spaces** shall be:

- (a) hard surfaced and a maximum running slope of 1.5 percent and a maximum crossing slope of 1 percent;
- (b) located near an accessible **building** entrance; and
- (c) identified for **use** by **persons** with disabilities by a sign, which is clearly posted and visible at all times, containing the International Symbol of Accessibility for Disabled Persons. Such **sign** shall be posted in a visible location other than on the parking surface.

The provisions for the number of accessible **parking spaces** are outlined in the following table.

Number of Automobile Parking Spaces	Number of Designated Accessible Parking Spaces
1-25	1
26-50	2
51-100	3
101-150	4
151-200	6
201 or greater	6 plus 2% of the total number of spaces over 201.

Where the application of the **parking space** requirements results in a number that is not a whole number, the number shall be rounded-up to the next whole number (e.g. 7.3 spaces would be rounded-up to 8).



**5.21.2 Ingress and Egress****Amended by By-law No Z17-2000 and Z31-2001**

Ingress and egress to **parking spaces** required by this By-law shall be provided by a sufficient number of unobstructed **driveways**. Each **driveway** shall have a minimum width of at least 3.0 metres. Each **driveway** in a Residential **Zone** shall have a maximum width of 8.0 metres or 60 percent of the width of the **lot**, whichever is less. Each **driveway** in a non residential **zone**, except a **driveway** located in the M2 **zone**, shall have a maximum width of 10.0 metres.

The number of **driveways** serving a **lot** shall be limited in accordance with the following:

- (a) up to the first 20.0 metres of **lot frontage** - not more than 1 **driveway**;
- (b) from 20.0 metres to 30.0 metres of **lot frontage** - not more than 2 **driveways**;
- (c) for each additional 30.0 metres of **lot frontage** - one additional **driveway** is permitted.

**5.21.3 Driveway Location****Amended by By-law No Z17-2000**

- (a) the minimum distance between **driveway** ramps where access to a **lot** is by means of more than 1 **driveway** shall be 7.5 metres.
- (b) the minimum distance between a **driveway** ramp and an intersection of **street lines** shall be 10.8 metres measured along the **street line**.

**Amended by By-law No Z17-2000 and Z31-2001****5.21.4 Parking Area Location**

All required **parking spaces** and **areas** shall be provided on the same **lot** as the **building** or **structure** is located, with the exception that the **Committee of Adjustment** may permit the required **parking spaces** and **areas** to be located on an adjacent **lot** provided that such **lot** is appropriately **zoned** so as to permit such parking **use** and provided that no part of such **parking space** or **area** is located further than 150.0 metres from the **lot** on which the **building** or **structure** requiring the parking is located. The above exception shall not apply in the case of **parking spaces** required for a **residential use** in a Residential **Zone**.

Notwithstanding any other provision of this By-law to the contrary, uncovered surface **parking spaces** shall be **permitted** in any required **yard** in the R1, R2, R3, and R4 **zones** and within 1.5 metres of a **lot line** in any other **zones** provided the **parking spaces** and **parking areas** are not located in the **daylight or sight triangle** or within any required **planting strip**.

**Amended by By-law No Z17-2000 and Z31-2001 and Z107-2014****5.21.5 Parking Space Access**

All required **parking spaces**, except those required for **single-detached dwellings**, **semi-detached dwellings**, **duplex dwellings**, **street front townhouse dwellings**, and **converted dwellings** (to a maximum of two dwellings) shall be accessed only by an internal **driveway** and no direct access from a **street** shall be **permitted**. Such internal **driveways** shall have a minimum width of 6.0 metres.

**Tandem Parking** shall be **permitted** for a single-detached dwelling, for one unit of a **semi-detached dwelling**, **street front townhouse dwelling**, and for **bed and breakfast establishments**.



The parking requirements for **persons** with disabilities as contained in Section 5.21.15 do not apply for **single-detached dwellings**, **semi-detached dwellings**, **duplex dwellings**, **street front townhouse dwellings**, and **converted dwellings** (to a maximum of two **dwellings**).

#### Amended by By-law No Z17-2000

### 5.21.6 Parking Area Surface

#### 5.21.6.1 Residential Zones

Each **parking area** and **driveway** connecting the **parking area** with the **street line** shall be maintained with concrete, asphalt or other hard surface, however, crushed stone, gravel, or other dustless material shall be **permitted** for a **single detached dwelling**, a **duplex dwelling**, a **semi-detached dwelling**, or an **agricultural use**.

#### 5.21.6.2 Commercial Zones

Each **parking area** and **driveway** connecting the **parking area** with the **street line** shall be maintained with concrete, asphalt or other hard surface and bounded with a barrier curb.

#### 5.21.6.3 Industrial Zones

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

### 5.21.7 Parking Area Drainage

All **parking areas** and **driveways** shall be graded and drained so as to ensure that surface water will not escape to neighbouring lands as a result of the construction or **use** of such **parking areas** and **driveways**.

#### Amended by By-law No. Z107-2014

### 5.21.8 Parking Space Size

**Parking spaces** required by this By-law shall have a minimum width of 2.7 metres, a minimum length of 5.5 metres, and a minimum height of 2.4 metres.

**Parking spaces** for **persons** with disabilities shall have a minimum width of 4.25 metres, a minimum length of 5.5 metres, and a minimum height of 2.4 metres.

### 5.21.9 Multiple Use of Buildings

Where a **building** or **structure** accommodates more than one type of **use** as set out in Section 5.21.1 above, the number of **parking spaces** required for the whole **building** shall be the sum of the number of **parking spaces** required for the separate parts of the **building** as occupied by the separate **uses**.

Where common space within a **building** serves more than one type of **use** as set out in Section 5.21.1 above, such common space shall be assessed against one **use** only and that **use** shall be the one with the more restrictive parking requirement.

**5.21.10 Multiple Use of Parking Areas**

Where two or more **uses** utilize the same **parking area** during the same or overlapping time period, the number of **parking spaces** required by this By-law shall be the sum of the **parking spaces** required for each **use**.

Where two or more **uses** utilize the same **parking area** and the periods of **use** for each of the **uses** do not occur at the same time, the parking requirements for the **use** requiring the greatest number of **spaces** shall apply.

**5.21.11 Existing Buildings**

The **parking space** provisions contained in Section 5.21.1 above shall not apply to any **building** that lawfully **existed** at the date of adoption of this By-law so long as the following provisions are met:

- (a) the **building** continues to be **used** for the **use** that **existed** in the **building** on the day this By-law was adopted or the **use** has changed to one which has the same or lesser parking requirements as the **use** that existed on the day this By-law was adopted;
- (b) the **gross floor area** of the **building** has not been increased since the date of adoption of this By-law so as to require additional **parking spaces**; and
- (c) all **parking spaces** that **existed** at the date of adoption of this By-law are retained.

**5.21.12 Additions to Existing Buildings**

Where an addition is made to a **building** that lawfully **existed** at the date of adoption of this By-law, additional **parking spaces** equal to the number required for the addition as determined by the application of the provisions of Section 5.21.1 of this By-law shall be provided.

**5.21.13 Changes/Intensification of Use**

Where a change of **use** is made to a **building** lawfully **existing** at the date of adoption of this By-law and where the new **use** requires a greater number of **parking spaces** than did the previously **existing use**, additional **parking spaces** equal to the difference in the number of parking **spaces** required for the new **use** and the previously **existing use** shall be provided.

**5.22 Parking of Commercial Vehicles in Residential Zones**

In any Residential **Zone**, one **commercial motor vehicle** may be parked on the same **lot** as a **dwelling unit** by the owner or occupant of the **dwelling unit**. This **commercial motor vehicle** shall not exceed either 6.0 metres in length or 2.5 metres in height, including any **trailer** which may be pulled by the cab of the vehicle. This provision shall not apply so as to prevent the stopping of any **commercial motor vehicle** making deliveries or collections or supplying services to the **dwelling unit** on the **lot**.

Any **commercial motor vehicle** parked in a Residential **Zone** shall not be parked so as to obstruct a **daylight triangle**.

**Amended by By-law No. Z107-2014****5.23 Parking of Recreational Vehicles in Residential Zones**

The parking of **recreational vehicles** as an **accessory use** to a residential use in any Residential **Zone** shall be subject to the following provisions:

- (a) not more than:

- (i) one **motor home**; or
  - (ii) one **travel trailer**; or
  - (iii) one boat with or without its boat **trailer**; or
  - (iv) two snow mobiles; or
  - (v) two all-terrain **vehicles**; or
  - (vi) one snow mobile and one all-terrain vehicle shall be parked or stored outside on a **lot** in a Residential Zone.
- (b) the location **recreational vehicles** shall be regulated as follows:
- (i) within a **carport**; or
  - (ii) within a **driveway** but outside of any **daylight triangle or sight triangle**; or
  - (iii) outside of any **building or structure** on the **lot** provided that no **motor home or travel trailer** is parked in the area on a **lot** no closer than 1.0 metres to an interior **side lot line** and/or a **rear lot line** and no closer to the **front lot line** and/or exterior **side lot line** than the **minimum front yard** and/or **exterior side yard** distance required for the **main building** under this By-law.

## 5.24 Permitted Encroachments Into Required Yards

Every part of any **yard** required to be provided in any **zone** under the provisions of this By-law shall be kept open and unobstructed by any **building, structure**, or thing from the ground to the sky except as provided for below:

### Amended by By-law No. Z107-2014

#### 5.24.1 Ornamental Structures

Sills, belt courses, cornices, eaves, gutters, chimneys, cantilevered fireplace exhaust inserts, parapets, bay or bow windows, pilasters, pillars or other ornamental **structures** may project into any required **yard** a distance of not more than 0.5 metres.

### Amended by By-law No Z17-2000 and Z107-2014

#### 5.24.2 Unenclosed Porches, Steps, and Patios

Steps, and **patios**, whether they be covered or uncovered, and unenclosed **porches** and verandas may project into any required **front yard, rear yard, exterior side yard**, a distance of not more than 1.8 metres, provided that in the case of steps, **patios, porches**, and verandas, the floor level of such **structures** are not greater than 1.2 metres above the **finished grade level** adjacent to such **structure**.

#### 5.24.3 Accessory Structures

Frameworks such as drop awnings, flag poles, light standards, garden trellises, **fences**, retaining walls, and other similar devices shall be **permitted** in any required **yard**.

### Amended by By-law No. Z31-2001

Clothes line poles and clothes trees shall be **permitted** in **interior side** and **rear yards** in accordance with the **zone** requirements for **accessory structures** in the respective **zones** and no closer to the **exterior side lot line** than the **minimum exterior side yard** distance required for the **main building** under this By-law.

Air conditioning/ventilation devices shall be **permitted**:

- (a) in the **interior side yard** but no closer than the **minimum side yard** requirement for the **zone** classification in which such device is located. In the case of the R1, R2, R3, and R4 **zones** no closer than 1.2 metres from the **interior lot line**;



# FORMAL REPORT

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

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

**Date of Meeting:** 13 October 2020

**Subject:** **FIN 31-2020 Fire Hall Debenture Final By-law**

## PURPOSE

To provide Council with the updated Fire Hall debenture details and for Council to consider approving By-law 86-2020 for approval of the Fire Hall debenture

## RECOMMENDATION

**THAT** FIN 31-2020 Fire Hall Debenture Final By-law report be received; and

**THAT** Council consider By-law 86-2020 for the purpose of entering into a debenture agreement with Ontario Infrastructure and Lands Corporation (OILC) for the amount of \$3,000,000.

## BACKGROUND

At the July 28, 2020 Council meeting, Council approved By-law 64-2020 to authorize the submission of an application to Ontario Infrastructure and Lands Corporation for the financing of the Fire Hall in the amount of \$3,000,000.

## REPORT

The Town's application for financing has been approved with the following terms:

- 25 year term
- Interest rate of 2.14% (compounded semi-annually)
- Payment schedule has been attached.

The timing of the Town's application was quite fortunate as interest rates have continued to be quite low. Our original estimates in July have been compared to our actuals below:

July 2020 Estimates		October 2020 Final Debenture	
<b>Interest Rate</b>	2.60%	<b>Interest Rate</b>	2.14%
<b>Total Payments – 25 Years</b>	\$3,858,520.77	<b>Total Payments – 25 Years</b>	\$3,818,924.64
<b>Total Interest – 25 Years</b>	\$858,520.77	<b>Total Interest – 25 Years</b>	\$818,924.64
		<b>Difference in Interest Cost</b>	\$39,596.13

The next step in the process is for Council to pass a by-law approving the final debenture documents. The funds would be expected to be delivered on November 2, 2020.

## **FINANCIAL IMPLICATIONS**

The annual debenture payments will be funded through the Fire Department annual budget with contributions to also flow from development charges and the Perth South shared fire services agreement.

## **SUMMARY**

The OILC has approved the Town's application for a \$3,000,000 debenture, repayable over 25 years, with an interest rate of 2.14%. The Town needs to consider the offer letter to enter into an agreement.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

N/A

## **ATTACHMENTS**


Amortization Schedule

## **REVIEWED BY**

### **Recommended by the Department**

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

### **Recommended by the CAO**

  
\_\_\_\_\_  
Brent Kittmer  
Chief Administrative Officer

Name.....: St. Marys, The Corporation of The Town of  
Principal: 3,000,000.00  
Rate.....: 02.1400  
Matures...: 11/02/2045

Pay #	Date	Amount Due	Principal Due	Interest Due	Rem. Principal
1	05/02/2021	91,836.16	60,000.00	31,836.16	2,940,000.00
2	11/02/2021	91,716.56	60,000.00	31,716.56	2,880,000.00
3	05/02/2022	90,562.72	60,000.00	30,562.72	2,820,000.00
4	11/02/2022	90,422.01	60,000.00	30,422.01	2,760,000.00
5	05/02/2023	89,289.27	60,000.00	29,289.27	2,700,000.00
6	11/02/2023	89,127.45	60,000.00	29,127.45	2,640,000.00
7	05/02/2024	88,170.61	60,000.00	28,170.61	2,580,000.00
8	11/02/2024	87,832.90	60,000.00	27,832.90	2,520,000.00
9	05/02/2025	86,742.38	60,000.00	26,742.38	2,460,000.00
10	11/02/2025	86,538.35	60,000.00	26,538.35	2,400,000.00
11	05/02/2026	85,468.93	60,000.00	25,468.93	2,340,000.00
12	11/02/2026	85,243.79	60,000.00	25,243.79	2,280,000.00
13	05/02/2027	84,195.48	60,000.00	24,195.48	2,220,000.00
14	11/02/2027	83,949.24	60,000.00	23,949.24	2,160,000.00
15	05/02/2028	83,048.68	60,000.00	23,048.68	2,100,000.00
16	11/02/2028	82,654.68	60,000.00	22,654.68	2,040,000.00
17	05/02/2029	81,648.59	60,000.00	21,648.59	1,980,000.00
18	11/02/2029	81,360.13	60,000.00	21,360.13	1,920,000.00
19	05/02/2030	80,375.15	60,000.00	20,375.15	1,860,000.00
20	11/02/2030	80,065.58	60,000.00	20,065.58	1,800,000.00
21	05/02/2031	79,101.70	60,000.00	19,101.70	1,740,000.00
22	11/02/2031	78,771.02	60,000.00	18,771.02	1,680,000.00
23	05/02/2032	77,926.75	60,000.00	17,926.75	1,620,000.00
24	11/02/2032	77,476.47	60,000.00	17,476.47	1,560,000.00
25	05/02/2033	76,554.81	60,000.00	16,554.81	1,500,000.00
26	11/02/2033	76,181.92	60,000.00	16,181.92	1,440,000.00
27	05/02/2034	75,281.36	60,000.00	15,281.36	1,380,000.00
28	11/02/2034	74,887.36	60,000.00	14,887.36	1,320,000.00
29	05/02/2035	74,007.91	60,000.00	14,007.91	1,260,000.00
30	11/02/2035	73,592.81	60,000.00	13,592.81	1,200,000.00
31	05/02/2036	72,804.82	60,000.00	12,804.82	1,140,000.00
32	11/02/2036	72,298.26	60,000.00	12,298.26	1,080,000.00
33	05/02/2037	71,461.02	60,000.00	11,461.02	1,020,000.00
34	11/02/2037	71,003.70	60,000.00	11,003.70	960,000.00
35	05/02/2038	70,187.57	60,000.00	10,187.57	900,000.00
36	11/02/2038	69,709.15	60,000.00	9,709.15	840,000.00
37	05/02/2039	68,914.13	60,000.00	8,914.13	780,000.00
38	11/02/2039	68,414.60	60,000.00	8,414.60	720,000.00
39	05/02/2040	67,682.89	60,000.00	7,682.89	660,000.00
40	11/02/2040	67,120.04	60,000.00	7,120.04	600,000.00
41	05/02/2041	66,367.23	60,000.00	6,367.23	540,000.00

42	11/02/2041	65,825.49	60,000.00	5,825.49	480,000.00
43	05/02/2042	65,093.79	60,000.00	5,093.79	420,000.00
44	11/02/2042	64,530.94	60,000.00	4,530.94	360,000.00
45	05/02/2043	63,820.34	60,000.00	3,820.34	300,000.00
46	11/02/2043	63,236.38	60,000.00	3,236.38	240,000.00
47	05/02/2044	62,560.96	60,000.00	2,560.96	180,000.00
48	11/02/2044	61,941.83	60,000.00	1,941.83	120,000.00
49	05/02/2045	61,273.45	60,000.00	1,273.45	60,000.00
50	11/02/2045	60,647.28	60,000.00	647.28	0.00

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3,818,924.64	3,000,000.00	818,924.64			

# INFORMATION REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Andrea Macko, Events Coordinator
<b>Date of Meeting:</b>	13 October 2020
<b>Subject:</b>	<b>ADMIN 57-2020 Fall and Winter 2020 Events Briefing</b>

## INFORMATION

The purpose of this report is to provide Council with an update on corporate and community events planned for the fall and winter of 2020 and how these events will be delivered within the current public health guidelines.

## RECOMMENDATION

THAT ADMIN 57-2020 Fall and Winter 2020 Events Briefing report be received for information.

## BACKGROUND

As of today, staffed events, including recreational sporting or performing arts and religious services, rites/ceremonies are limited to 50 people indoors and 100 outdoors because they must already follow specific public health and safety guidelines to minimize risk and limit the spread of COVID-19. Any event organized by the municipality falls under this category, and the non-virtual events below are designed with these numbers in mind.

This being said, as a municipality we want to keep our residents' and visitors' safety at the fore, while highlighting the best of our community and building morale. The benefit of all the non-virtual events is that they are easy to organize, with little expense so if conditions do change, we can pivot with ease.

Plans as below have been reviewed by Huron Perth Public Health (the "HPPH") and the Director of Community Services. Signage for physical distancing and sanitizer will be employed at all gathering points, and the wearing of masks will be mandated for volunteers and staff.

## REPORT

### Halloween

Saturday, Oct. 31

- Afternoon: safe candy pick-up and costume photo shoot at Milt Dunnell Field. Attendees will be encouraged to drive to promote physical distancing; there will be space for those on foot to stay 2 metres apart. Candy will be purchased via community donations; staff and screened volunteers will assist.
- Evening: live streaming of interactive magic show featuring special guests from St. Marys. Prior to the show, the costume photo shoot will air as a slideshow. Post-show, there will be a local ghost story streamed.



Sunday, Nov. 1

- Pumpkins on Parade: staff and volunteers will receive jack-o-lanterns from residents at Milt Dunnell Field between 3 and 5 p.m. Pumpkins will be illuminated and displayed around circumference of Veterans' Circle from 6 to 8 p.m.. Drive-through traffic will be encouraged to limit pedestrian interaction. Farmers can pre-register to pick-up pumpkins, and remainder will be brought to landfill/MOC for proper composting.

## **Remembrance Week**

Saturday, Nov. 7

- Veterans' Decoration Ceremony at the cemetery (formerly "Flag Placing Ceremony"): can proceed as per tradition, with increased signage and sanitization, and pushing information table to edge of chapel so there is little indoor gathering. In media, those who would prefer not to attend will be encouraged to call in so volunteers can place flags for them.

Sunday, Nov. 8

- There will be **NO** Royal Canadian Legion / Army, Navy and Air Force parade and service as in years past. Legion Command has limited gatherings to only Remembrance Day.

Wednesday, Nov. 11

- Remembrance Day Ceremony at Cenotaph: this service will be similar to our traditional municipal ceremony on Remembrance Day, with the addition of Legion volunteers laying wreaths rather than business and service club representatives. Queen Street outside of Town Hall will be closed to traffic to encourage physical distancing, but the service will be streamed over social media and available via phone-in Zoom to further dissuade physical attendance.

## **Christmas**

WinterLights

- Will proceed as in years past, with a moratorium on new displays as the Head Elf is in a vulnerable sector.
- HPPH feels that the horse-drawn wagon rides pose too much of a risk and logistical challenge to be worth proceeding with. It will not be offered this year.
- Exploring text-to-donate option to increase donations and limit contact with donation boxes.

Friday, Nov. 20

- BIA has moved and expanded its Christmas Open House. It is now a three-day event to space out shoppers and will launch on this day.
- Lighting of the Lights: will be live streamed at approximately 6:30 pm to avoid physical gathering.

Saturday, Nov. 21 - Kinsmen Shunpiker Santa Claus tour

- The parade date has been moved to coincide with the BIA Open House weekend. It is being moved to Saturday, which is a better day for float construction and families with little ones.
- Kinsmen Shunpiker Santa Claus Parade: rather than have the parade come to viewers, the parade has been reimagined as a driving tour of town. The parade is a fundraiser for the Kinsmen and a mainstay of our community.
- Floats will be stationed at places of business and public lots; a map will be released the day before the parade so people can plan their routes. All floats must be outdoors and adhere to gathering limits. Santa will be positioned at the exit of Milt Dunnell Field and offer drive-thru visits.

- Simultaneously, residents can submit their decorated homes to be part of a seasonal lights tour to augment the WinterLights experience throughout the holiday season.

## SUMMARY & IMPLICATIONS

The COVID-19 pandemic has significantly impacted the Town's portfolio of corporate events with many cancellations throughout 2020. However, as the pandemic continues, we must be mindful of the need to provide the community with some level of "normal" service in an effort to support community wellness and mental wellbeing.

The benefit of all the non-virtual events planned is that they are easy to organize, with little expense so if conditions do change, we can pivot with ease. For those events that are planned outdoors, all public health best practices will be implemented to ensure the protection of participants.

## STRATEGIC PLAN

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

- Pillar #2 Communications and Marketing
  - **Community Events Promotion:** Actively promoting existing cultural/community events while seeking to establish new or re-branded signature events (such as festivals) may result in broader audiences and increase the appeal of the Town. Develop a new event, or re-brand and re-envision an existing event, to be the "signature" St. Marys event.
  - Tactic(s):
    - Establish core event planning through a collaboration between the Economic Development and Communications Directors.
    - Leverage new and existing events in such a way that they incorporate existing amenities and provide a continuum between the downtown and the riverfront.
    - Monitor and assess ongoing event success. Be prepared to add/delete given feedback. Create a municipal policy to support third party partnership, delivery, and introduction of new events.

## OTHERS CONSULTED

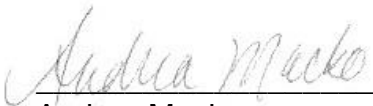
As noted within the body of the report.

## ATTACHMENTS

1. HPPH Guidance on Gathering Limits – September 24, 2020


## REVIEWED BY

### Recommended by the Department



Andrea Macko  
Events Coordinator

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer

# Gathering Limits Information

## Disclaimer:

This is Huron Perth Public Health's understanding of the intention of Ontario Regulation 364/20 and guidance from the Province on the new gathering limits for unmonitored and private social gatherings and events. However, you are advised to seek legal counsel for issues specific to your business/organization.

Information compiled for this document is based on available content to date, and is subject to change at any time. When new information is received it will be communicated to you. Every situation/scenario will not be identified in this document and as such, will be subject to public health assessment. Clarification will be sought out where required. Information has been compiled from the following sources:

- [Ontario Regulation 364/20: Schedule 3](#)
- [Reopening Ontario in Stages: What can open in Stage 3 – Gathering Limits](#)
- [Ontario Newsroom: Ontario Limits the Size of Unmonitored and Private Social Gatherings](#) (and associated media releases)

## Definitions

The definitions below have been developed by Huron Perth Public Health and are not meant to supersede any such definitions found in alternative sources and/or legislation.

### Unmonitored

- Not observed, kept track of, or checked<sup>1</sup>
- An event/social gathering that has not been communicated, has no specific organizer, occurs on public or private property (e.g. family picnic in a park, wedding shower at someone's private residence)

### Monitored

- To watch, keep track of, or check usually for a special purpose<sup>2</sup>
- An event/social gathering that has been approved to take place in a space owned and/or operated by a business/organization that is permitted to be open and operate under O. Reg. 364/20.
- Event/social gathering occurs in a space rented from a business or organization

<sup>1</sup> Merriam-Webster Dictionary: Unmonitored. <https://www.merriam-webster.com/dictionary/unmonitored>

<sup>2</sup> Merriam-Webster Dictionary: Monitored. <https://www.merriam-webster.com/dictionary/monitored>

- Business/organization has provided information to the renter of their space and encouraged them to reach out to public health for guidance on how their event can run safely during the COVID-19 pandemic

#### **Private event**

- Generally occurs on privately owned property
- Not open to the public
- Tickets are not sold
- For the organizer and their personally invited guests

#### **Public event**

- Open to the general public to attend
- May or may not occur on private property, generally occurs on public lands owned or leased by a municipality, organization, business
- Tickets may or not be sold

#### **Social gathering**

- Social gatherings can be made up of any group of people from outside a household or social circle, but physical distancing of at least two metres must be maintained or a face covering must be worn when physical distancing is a challenge or required.
- People having a social gathering can't hug or touch each other.

#### **Social circle**

- Limited to 10 individuals (friends or family) who you can interact with without physical distancing
- People who become part of your daily and weekly routines
- Everyone who lives in the same household is in a social circle
- For more information see "[Create a social circle during COVID-19](#)"

## Events and Social Gatherings

Despite gathering limits, all planners, organizers, operators of events and/ or social gatherings, regardless of their purpose and size, have a responsibility to assess the risks associated with their event/gathering, and their ability to mitigate these risks. They are responsible for implementing measures to reduce the risk of infection among all those who participate in their activities (e.g. staff, performers, volunteers, attendees). This includes management of lines or crowds at entrance and exit points and around the perimeter of the event space.

### Limits to unmonitored organized **private** events/social gatherings

#### **Limits for unmonitored private social gathering/event:**

- 10 people at an indoor event or gathering (previous limit of 50); or
- 25 people at an outdoor event or gathering (previous limit of 100).
- **NOTE: Numbers cannot be combined and indoor capacity limits apply to events and gatherings that are partially or fully outdoors.**

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### Limits to unmonitored organized public events/social gatherings

#### Limits for unmonitored public social gathering/event:

- 10 people at an indoor event or gathering (previous limit of 50); or
- 25 people at an outdoor event or gathering (previous limit of 100).
- **NOTE: Numbers cannot be combined and indoor capacity limits apply to events and gatherings that are partially or fully outdoors.**

### Who do the new gathering limits apply to?

New gathering limits apply to social gatherings/events in private residences, backyards, parks and other recreational areas. This includes but is not limited to:

- functions
- parties
- dinners
- gatherings
- barbecues
- wedding receptions

### Businesses and Places: Meeting or Event Space

Those responsible for a business or space that is permitted to be open and operator under O. Reg. 364/20 may only rent out a space if the total number persons does not exceed:

- 50 – if meeting/event is indoors\*
- 100 – if the meeting/event is outdoors\*

\*Public health and physical distancing measures must continue to be in place for the duration of the event.

*Exemption: If the meeting event space is being used for the purposes of a wedding ceremony, funeral, religious service or rite, the gathering numbers cannot exceed 30% of the capacity of the room being used. Gathering limits also do not apply to a rental/meeting space that is in compliance with a plan approved by the Office of the Chief Medical Officer of Health.*

### Recreational, Sporting or Performing Arts Events

The new gathering limits do not apply to recreational, sporting or performance arts events that are held in staffed businesses and facilities. Existing rules, including public health and workplace safety measures for these businesses continue to be in effect.

## Exemptions

The new limits do not apply to events or gatherings held in staffed businesses and facilities because they must already follow specific public health and safety guidelines to minimize risk and limit the spread of COVID-19. The new limits will not apply to events or gatherings held in staffed businesses and facilities permitted to be open and operating under O. Reg. 364/20:

- bars
- restaurants
- cinemas
- convention centres or banquet halls
- gyms
- recreational sporting or performing art events
- places of worship
  - Note: Religious services, rites or ceremonies remain subject to the gathering limits prescribed in Schedule 3 of O. Reg 364/20

Existing rules, including public health and workplace safety measures to prevent the spread of COVID-19 continue to be in effect. Staff, workers and hired performers do not count towards gathering limits.

## Enforcement

To support better compliance with public health guidelines, amendments to the Reopening Ontario (A Flexible Response to COVID-19) Act would, if passed, establish:

- A new offence regarding hosting or organizing a gathering in residential premises or other prescribed premises that exceeds limits under an order.
- A minimum fine of \$10,000 for organizers of these gatherings.
- Authority for the Lieutenant Governor in Council to prescribe additional types of premises for the purpose of the new offence.
- Authority for a police officer, special constable or First Nations constable to order the temporary closure of a premises where there are reasonable grounds to believe that any gathering exceeding the number of people allowed is taking place and require individuals to leave the premises.

## Summary Chart:

Where is the Event/Gathering being held?		Type of Event/Social Gathering			
		Organized Monitored Public Event/Social Gathering	Unmonitored Private Event/Social Gathering	Wedding & Funeral Ceremonies Religious Services and rites	Social Gatherings associated with Wedding & Funeral Ceremonies Religious Services and rites
<b>Business or Organization</b>	Indoors	50 persons	Encouraged to seek legal opinion	30% capacity of the room used*	50 persons
	Outdoors	100 persons	Encouraged to seek legal opinion	100 persons	100 persons
<b>Private Property</b>	Indoors	10 persons	10	30% capacity of the room used*	10 persons
	Outdoors	25 persons	25	100 persons	25 persons

*\*30% capacity only applies to the ceremony/rite/service*

**Organized Public Event/Social Gathering:** Events open to the general public. May include fall fairs, community fundraisers, auctions

**Unmonitored Private Event and Social Gatherings:** These would be considered unmonitored and would be subject to new gathering limits (10 indoors, 25 outdoors). This may include, but not limited to: BBQs, parties, social get-togethers etc.



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Clerk
<b>Date of Meeting:</b>	13 October 2020
<b>Subject:</b>	<b>ADMIN 58-2020 Community Grant Follow Up (Final)</b>

## PURPOSE

To provide a final update to Council regarding the 2020 Community Grant allocation of funds and to seek Council's direction related to the outstanding disbursement of funds.

## RECOMMENDATION

**THAT** ADMIN 58-2020 Community Grant Follow Up (Final) report be received; and

**THAT** Council approves the release of \$7,600 in funds to the Station Gallery.

## BACKGROUND

Staff presented CAO 34-2020 report to Council on June 23, 2020 regarding the disbursement of funds to date for the Community Grant program. At that time, information regarding the following two approved grants was outstanding:

### Giving Tuesday

At that time, Giving Tuesday organizers were unsure of what the 2020 event would look like. Council approved the release of \$550 to the organizers if the event occurred in 2020.

### Station Gallery

Prior to June 23, 2020, \$2,900 was distributed to Station Gallery for the work completed to date. The 2020 funds awarded to the Station Gallery was \$10,500. Staff were to report back to Council once further operational details were known.

Below, staff will provide an update on both events.

## REPORT

### Giving Tuesday

The organizer's have committed to holding a 2020 event although it will look and feel different that past years. Please see below for an update on the event.

*"We have come up with a revised plan for Giving Tuesday. We do not feel that we can ask businesses to donate or do more than they are already doing right now. We would still like the month proclaimed, we would like to hang the Giving Tuesday flag and we would like to have Christmas cards made that will be sold and all of the money raised will go to one local charity. We have an image of the Town Hall that has been sketched for us in water colours by Erin from Paint and Palette, that would be the image that is printed on the front of the card. We will have a positive Giving Tuesday message some where on the card as well as a Christmas greeting. We will ask businesses to sell the cards and all of the money will*



*be donated back. We feel that during these times this could encourage those who will not see friends and loved ones to go "old school" and send a card or perhaps reach out randomly to people, it will be interesting to see the spin that is put on it. It will happen before and after the actual Giving Tuesday day to keep distancing top priority. We will require the grant money to print the cards and promote the "event". Could you please let me know what further information you would need. Thank you so much for your time."*

As Council has already approved the funds to be distributed to the organization if the event is held in 2020, it is staff's recommendation to continue with that course of action and nothing further is required.

## **Station Gallery**

The Gallery has operated by way of a virtual presence over the course of the summer due to the restrictions of the COVID-19 pandemic. Exhibits are displayed by Mr. Porteous, and a narrator details the art and interviews the artist. The interaction is recorded and made available through the Station Gallery's website and other social media platforms. Mr. Porteous claims that this virtual presence has been successful and adds that viewers from across Canada have accessed the information.

In August, Mr. Porteous reported that the newest exhibit was filmed and upon release, the post garnered 3,200 hits. Through Facebook it was noted that a viewer from Holland commented on the exhibit.

In September, staff met with Mr. Porteous to brainstorm operating tactics that would enable Station Gallery to open to the public once again. Some of the concerns included:

- Security of exhibits in light of the Town's routine fogging of the common areas at the train station.
- Requirement of liability waiver by artists for exhibits.
- Gathering limits in the space must accommodate VIA travelers first and foremost, then patrons of the Gallery.
- Necessity for contact tracing.

Staff reported to Mr. Porteous that they would consider granting reopening status to the Station Gallery after working out some of the above concerns.

The Town is now prepared to reopen the Via Station to the Station Gallery as of Friday, October 16. Station Gallery is prepared to open from Thursday to Saturday at reduced hours.

Although the Station Gallery has been closed to the public since mid-March, the Gallery has incurred expenses to maintain a presence, albeit through virtual means. While the details of the budget may not have come to fruition as originally planned, the intent of the budget which includes keeping St. Marys on the map when it comes to culture, has been realized.

It is staff's recommendation that Station Gallery receive the balance remaining of the original \$10,500 for the 2020 Community Grant program.

## **FINANCIAL IMPLICATIONS**

The funds discussed in this report have already been accounted for in the 2020 budget. There are no further financial implications associated with the 2020 Community Grant program at this time.

## **SUMMARY**

It is staff's recommendation that Council continue with its previous direction that funds be released to the organizers of Giving Tuesday and Station Gallery effective immediately.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #4 Culture and Recreation:
    - Outcome: Develop a comprehensive granting policy.
    - Tactic(s): Develop and formalize the new granting process for readiness in the next budget cycle.

## OTHERS CONSULTED

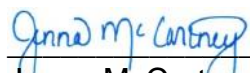
Stephanie Ische, Director of Community Services  
André Morin, Director of Finance / Treasurer

## ATTACHMENTS

None.

## REVIEWED BY

### Recommended by the Department



Jenna McCartney  
Clerk

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Clerk
<b>Date of Meeting:</b>	13 October 2020
<b>Subject:</b>	<b>ADMIN 59-2020 Giving Tuesday Proclamation</b>

## PURPOSE

To present Council with a request from the organizers of Giving Tuesday regarding a proclamation within the Town of St. Marys

## RECOMMENDATION

**THAT** ADMIN 59-2020 Giving Tuesday Proclamation report be received; and

**THAT** Council proclaim Tuesday, December 1, 2020 as Giving Tuesday in the Town of St. Marys.

## BACKGROUND

In 2017, the St. Marys Business Improvement Area (BIA) joined the annual global day of giving and volunteering that originally began in 2012 as a means of giving back to the community, with the additional benefit of increasing store traffic.

In 2018, the initiative expanded into the community, with local schools, service clubs and businesses outside of the BIA boundaries, doubling participation to 40.

## REPORT

The St. Marys organizers of Giving Tuesday have submitted a request that Town Council proclaims Tuesday, December 1, 2020 as Giving Tuesday in the Town of St. Marys as in previous years.

As the pandemic has affected the economy, the organizers do not feel they can ask businesses to donate or do more than they are already doing right now. The events related to Giving Tuesday this year will consist of postcards being printed and available for sale in local shops and the money raised from sales will be given to one local charity.

It was identified in staff report ADMIN 58-2020 that Council is being asked to proceed with distributing \$550 of the 2020 Community Grant funds to the organizers of Giving Tuesday to pay for the printing of the postcards and promotion of the event.

Staff have received a request to raise the Giving Tuesday flag beside Town Hall on December 1, 2020 which has been approved.

## FINANCIAL IMPLICATIONS

None.

## SUMMARY

Council is asked to proclaim Tuesday, December 1, 2020 as Giving Tuesday in the Town of St. Marys.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #5 Economic Development:
    - Emphasize St. Marys' quality of life as a means of encouraging residential growth.

## OTHERS CONSULTED

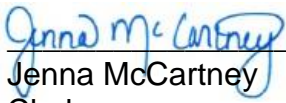
Giving Tuesday Committee

## ATTACHMENTS

None.


## REVIEWED BY

### Recommended by the Department



Jenna McCartney  
Clerk

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer

Board of Directors Meeting Highlights  
Held on September 17, 2020 at 8:30 AM  
as a Virtual Meeting



COVID Bring About New Contamination Challenges

**Stop  
COVID**

**Dispose of  
all masks, gloves,  
paper towels,  
tissues, wipes  
properly in  
the garbage**



**Good Dog**  
Owner



**Bad Dog**  
Owner



Responsible dog owners don't try to recycle their pooch's poop.  
It really stinks when people don't recycle properly and some materials get dumped.



This ad is provided through a partnership between industry and Ontario municipalities to support waste diversion programs.

## Doug Ford May Allow Beer & Wine Companies to Opt Out of Bottle 'Deposit Return Program

Advocacy groups say changes would jeopardize bottle return program that is widely recognized as one of the best in the world

Leaked slides show Doug Ford's government is quietly considering making changes to rules that would allow beer and wine companies to opt out of the province's bottle return program.

According to Power Point slides newly obtained by PressProgress, a working group organized by Ontario's Ministry of the Environment, Conservation and Parks delivered a presentation in July indicating the government is considering changes to regulations on beer and wine packaging that would allow companies to treat their bottles as normal "Blue Box" waste.

Advocacy groups warn that change would effectively undermine Ontario's Deposit Return Program (ODRP), a program that has posed challenges for the lobby groups behind Ford's beer and wine agenda.

The ODRP uses the physical locations of Ontario's Beer Stores and LCBO locations to recycle empty alcoholic containers — customers get back a deposit fee when the container is returned.

The July 6 presentation proposes a new approach, one that "treats producers of alcoholic beverage containers the same as other beverage producers."

While the Beer Store and LCBO would still collect empty containers, the slides state that they would operate as "alternative systems" wherein:

"Producers may elect to exempt themselves from the Blue Box Common Collection system by establishing an Alternative Collection system."

The advocacy organization Environmental Defence warns this would effectively make the Beer Store and LCBO recycling program optional.

"The Blue Box is generally a less expensive program, and correspondingly achieves poorer environmental outcomes," Environmental Defence Plastics Program Manager Ashley Wallis told PressProgress.

While brewers who use refillable bottles may still opt-in, "brewers who only use cans, or one-way bottles, could find that belonging to the common collection system saves them money."

"Given that the proposed target for beverage containers is lower than the current performance of the deposit system for alcoholic beverages, it is likely that many, especially smaller brewers that do not use refillable bottles, would choose to leave the deposit program and opt-in to the common collection system," Wallis added.

Environmental Defence says the government's plan would likely include a "de minimis," where "producers below a certain benchmark (volume, annual sales, etc.) have no financial obligation to the system." That could further motivate companies to opt-out of the existing LCBO / Beer Store program.

### Alcoholic Beverage Containers

- The regulation would include all alcoholic beverage containers sold in the province under the beverage container category. This includes beer, wine and spirits.
- This approach treats producers of alcoholic beverage containers the same as other beverage producers but allows existing programs operated by The Beer Store and the LCBO to continue operating as alternative systems.
- Deposit-return programs operated by The Beer Store and the LCBO currently perform many of the functions of an alternative collection system as proposed for the new Blue Box regulation, including registration, supply and management reporting, and management of associated packaging.
- The Beer Store and the LCBO could choose to register with RPRA as PROs, and could report on supply and diversion data, and provide collection opportunities on behalf of producers.
- Individual producers of alcoholic beverage containers would still retain their obligations under the regulation, including registration with RPRA.
- Producers of alcoholic beverage containers would be required to meet the beverage container target, as well as material-specific targets for any associated packaging marketed with their products.

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Ontario 

## RCO And 51 Other Groups Call On Government To Leverage Opportunity To Improve Blue Box

Environmental and civil groups released a joint statement today that sets expectations for forthcoming regulation to address Ontario's packaging, paper and packaging-like products (PPPP) waste

As the province considers changes to the Blue Box program, 52 environmental and civil society groups released a joint statement calling on the government to address the failings of its recycling system and transition Ontario to a circular economy.

Ontario – Recycling is the Last Resort unites the voices of local, regional and national groups calling on the provincial government to adopt a regulation under the Resource Recovery and Circular Economy Act, 2015 that ensures products and services are fundamentally redesigned to prevent waste, and that companies are financially and operationally responsible for their products' end-of-life.

"For decades, consumers have been led to believe that recycling is the solution to Ontario's waste issues, but the truth is recycling systems were never designed to manage the volume and complexity of materials on the market," says Ashley Wallis, Plastics Program Manager at Environmental Defence. "We need the province to set and enforce high waste-diversion targets that encourage companies to phase-out hard-to-recycle materials, especially lightweight plastic films, styrofoam and black plastic."

Only about seven per cent of Ontario's waste is recycled. The rest is sent to landfills or incinerators, or ends up in the environment. To date, the province's efforts to divert waste from landfill have largely focused on the residential sector. However, two-thirds of Ontario's waste is generated in the industrial, commercial and institutional (IC&I) sectors. The joint statement calls on the province to include all sources of packaging, paper, and packaging-like products (PPPP) from all sectors.

"The best and most important opportunity to improve recycling of packaging and plastics is missed with these proposed regulations," says Jo-Anne St. Godard, Executive Director of Recycling Council of Ontario. "While transitioning the full cost of the Blue Box program to industry is vital, not including the IC&I sector ignores nearly 70 per cent of packaging and plastics waste generated across Ontario that ultimately ends up in landfill or lost to the environment."

The groups say the regulation must provide accessible service to all Ontarians, regardless of where they live, and should require that public spaces like parks and community centres are serviced as well.

"These new regulations should make it easier—not harder—for people to recycle," says Emily Alfred with the Toronto Environmental Alliance. "Instead, we're hearing that Blue Box services could be scaled back or stopped altogether for schools, parks, and many residents. This doesn't make sense. Producers should be required to provide recycling services to all Ontarians where they live, work and play."

The transition to Extended Producer Responsibility (EPR)—where companies are financially and operationally responsible for their waste—is an essential part of the transition to a circular economy. However, the devil is in the details, and the province needs to adopt a regulation that ensures human health.

"Effective Extended Producer Responsibility regulations prevent waste and avoid toxic chemicals," states Fe de Leon, Researcher and Paralegal with the Canadian Environmental Law Association. "The Province's proposed EPR approach doesn't require producers to redesign for toxic-free products and packaging, nor does it prevent recycling of toxic chemicals. Ontario needs a regulation that keeps materials containing toxic chemicals out of the Blue Box, and avoids relying on



solutions such as burning of waste, energy-from-waste, incineration and chemical recycling to manage problematic materials.”

For a full list of signatories, please see the Ontario – Recycling is the Last Resort statement.

#### Declarations

- Recycling is not a silver bullet solution
- A system for everyone
- An opportunity
- Recycling for everyone, everywhere
- Strong environmental outcomes
- Transparency and accountability
- Transition to circular economy

#### We Can't Recycle Our Way Out Of The Plastics Crisis

Reducing use is key, but shifting to plant-based plastics and other products is also crucial, writes David Suzuki

Almost every product and material we refer to as “plastic” is made from fossil fuels. Most of it hasn’t been around for long



– a little over 70 years for the most common products. North American grocery stores didn’t start offering plastic bags until the late 1970s.

Over that short time, plastics have become ubiquitous. A Center for International Environmental Law report says global plastic production exploded 200-fold between 1950 and 2015 – from two million to 380 million tonnes. Plastic is everywhere, from the ocean depths to mountaintops, from Antarctica to the Arctic – even in our own bodies.

As the report points out, almost every piece of plastic begins as a fossil fuel. This creates greenhouse gas emissions throughout its life cycle, from extraction and transport to refining and manufacturing to managing waste and impacts. The report projects these emissions could reach 1.34 gigatons per year



by 2030 – “equivalent to the emissions released by more than 295 new 500-megawatt coal-fired power plants.”

There are good reasons for plastic’s popularity. It’s lightweight, durable, inexpensive, easily shaped and can be used to safely store many materials, from water to chemicals. That it’s long-lasting is part of the problem.

Plastics don’t decompose like organic substances. Instead, they break down into smaller and smaller pieces, much of which ends up in oceans, where it is consumed by marine life and birds. These “microplastics” work their way through the food web and eventually to humans.

There’s still much to learn about microplastic’s health effects, but exposure in animals has been linked to liver and cell damage, infertility, inflammation, cancer and starvation. The 50,000 plastic particles that each of us breathes and eats every year and the microplastic pollution falling on some cities undoubtedly have an impact, especially as many of the chemicals in plastics are known to cause a range of health problems.

A recent study also shows the ocean plastics problem is worse than thought – although with tonnes of plastic debris and particles swirling in massive ocean gyres, it’s hard to imagine it could be. The study, from the UK’s National Oceanography Centre, found the Atlantic has 10 times more plastic than had been estimated. Researchers previously calculated the amount entering the Atlantic between 1950 and 2015 to be from 17 million to 47 million tonnes. New measurements show it’s closer to 200 million.

Another report, from the World Economic Forum, Ellen MacArthur Foundation and McKinsey and Company, estimated the oceans could hold more plastic by weight than fish by 2050 if trends continue. Because most plastic doesn’t get recycled, researchers also estimated that 95 per cent of plastic packaging value – worth \$80 billion to \$120 billion annually – is lost.

It also found that by 2050, the entire plastics industry will consume 20 per cent of total oil production, and 15 per cent of the world’s annual carbon budget.

The study, *The New Plastics Economy*, outlines steps whereby circular economy principles could resolve many issues around plastics in the environment. These require eliminating all problematic and unnecessary plastic items, innovating to ensure the plastics are reusable, recyclable or compostable, and circulating all plastic items to keep them in the economy and out of the environment.

And while individual efforts are helpful, they don’t go far enough. As Carroll Muffett, lead author of the CIEL report, argues, we can’t “recycle our way out of the plastics crisis.” Instead, we must stop producing fossil fuels and unnecessary disposable plastic items. Reducing use is key, but shifting to plant-based plastics and other products is also crucial.

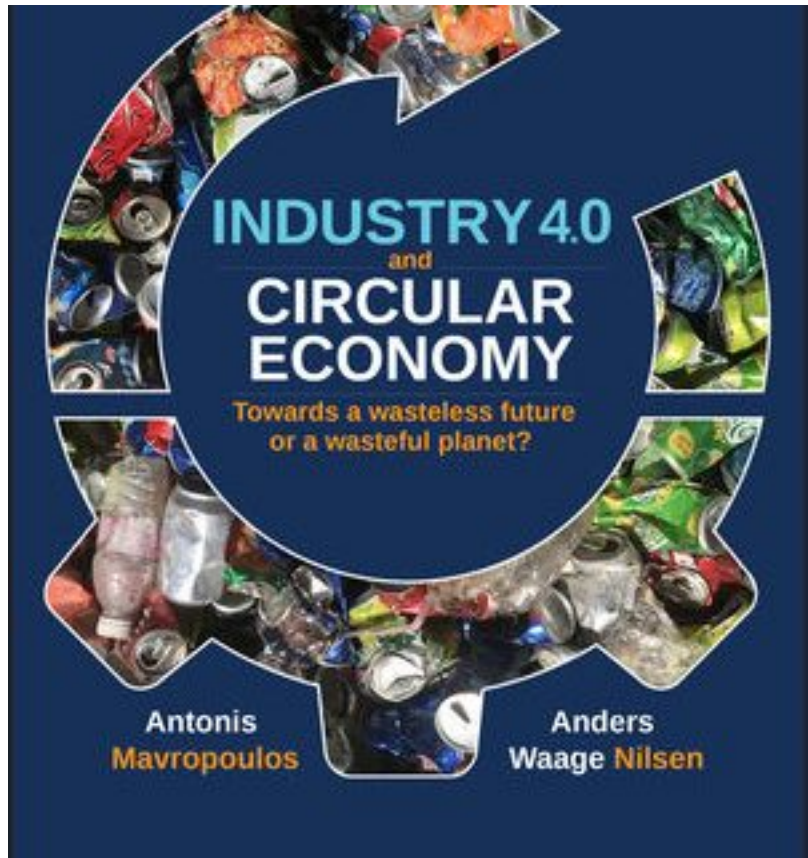
As we’ve written before, the COVID-19 pandemic has exposed flaws in our outdated economic systems, but it’s also provided an opportunity to pause and figure out how to build back better. Our constant rush to exploit resources, burn fossil fuels and create disposable plastic products for the sake of short-term profits is putting all life and health at risk.

We should have started phasing out fossil fuels and their byproducts decades ago when we realized they were creating massive amounts of air, water, and land pollution and heating the planet to temperatures that put our health and survival at risk. The longer we delay, the more difficult change becomes. It’s time for new ideas. It’s time for a just green recovery.

## Industry 4.0 And The Circular Economy: Towards A Wasteless Future Or A Wasteful Planet?

How the marriage of industry 4.0 and the circular economy can radically transform waste management—and our world

Do we really have to make a choice between a wasteless and nonproductive world or a wasteful and ultimately self-destructive one? Futurist and world-renowned waste management scientist Antonis Mavropoulos and sustainable business developer and digital strategist Anders Waage Nilsen respond with a ringing and optimistic “No!” They explore the Earth-changing potential of a happy (and wasteless) marriage between Industry 4.0 and a Circular Economy that could—with properly reshaped waste management practices—deliver transformative environmental, health, and societal benefits. This book is about the possibility of a brand-new world and the challenges to achieve it.



The fourth industrial revolution has given us innovations including robotics, artificial intelligence, 3D-printing, and biotech. By using these technologies to advance the Circular Economy—where industry produces more durable materials and runs on its own byproducts—the waste management industry will become a central element of a more sustainable world and can ensure its own, but well beyond business as usual, future. Mavropoulos and Nilsen look at how this can be achieved—a wasteless world will require more waste management—and examine obstacles and opportunities such as demographics, urbanization, global warming, and the environmental strain caused by the rise of the global middle class.

- Explore the new prevention, reduction, and elimination methods transforming waste management
- Comprehend and capitalize on the business implications for the sector
- Understand the theory via practical examples and case studies
- Appreciate the social benefits of the new approach

Waste-management has always been vital for the protection of health and the environment. Now it can become a crucial role model in showing how Industry 4.0 and the Circular Economy can converge to ensure flourishing, sustainable—and much brighter—future.

## Final Electronic and Electrical Equipment Recycling Regulation Approval Expected in September/October 2020

The government expects that the Electronic & Electrical Equipment (EEE) regulation that will transition the recycling of e-waste to producer responsibility will go before the Legislation & Regulations Committee for review and recommendation to Cabinet by late September 2020 with filing by the Ministry by October 2020. The original draft EEE regulation was first introduced in Spring 2019. While the planned approval of any regulation should only be considered tentative, the current WEEE program will end on December 31, 2020, leaving little time for any further delay.

## ISRI Adopts Position on Minimum Recycled Plastic Content

### Position Encourages Use of Recycled Plastics in Manufacturing of New Goods

The use of recycled plastic in new products is an environmentally responsible activity that also strengthens the economy by creating jobs and investment opportunities. The Institute of Scrap Recycling Industries' (ISRI) new position on minimum recycled plastic content encourages efforts that will help spur demand for recycled plastics. It also aims to increase the commitment by stakeholders throughout the supply chain to ensure plastics are responsibly manufactured, collected, and recycled into new products.



Plastics are a diverse, versatile group of materials that are used in nearly all aspects of daily life, from life-saving medical supplies to light-weight food packaging. However, despite the benefits plastics offer, many remained concerned about high levels of plastic waste entering the natural environment. To avoid further environmental harm, it is imperative that all plastics be handled responsibly at end of life.

### ISRI Supports:

- Legislation that expands the use of recycled plastic in applications that are appropriate, noting these levels will vary by application and type of plastic;
- Efforts by manufacturers and brand owners to increase the use of recycled plastic resin beyond legislated levels and applications, when possible;
- Manufacturers incorporating the principles of Design for Recycling® (DfR) to ensure their products are more easily recycled;
- Stakeholder efforts that seek to increase plastic recycling through public education, outreach and advocacy to meet growing demand for recycled plastic; and
- Efforts that look at the life cycle assessment of a plastic product to help manufacturers make informed choices on the inclusion of recycled plastic resin.

The policy aligns with ISRI's Design for Recycling® principles, which encourage manufacturers to consider the ultimate destiny of their products during the design stage of development, which, in turn, supports the use of more recycled content in new products.

## Coca-Cola's plastic free CanCollar to launch in Spain



Coca-Cola European Partners (CCEP) has announced the introduction of CanCollar, an innovative paperboard packaging solution, for multipack cans in Spain.

The move supports its work, in partnership with Coca-Cola, to remove all 'unnecessary or hard to recycle plastic' from its portfolio, avoiding the use of more than 11,000 tonnes of virgin plastic a year across Western Europe.

Initially, Coca-Cola European Partners will launch the new, PEFC certified recyclable and sustainably sourced paperboard CanCollar in the Balearic Islands in November 2020, a first in Europe, CCEP says.

By the end of 2020, we will have removed more than 4,000 tonnes of hard to recycle plastic from our secondary packaging in Western Europe

Innovative packaging design is a core principle of Coca-Cola's World Without Waste strategy and through collaboration with WestRock, a global company that provides its customers with sustainable differentiated packaging solutions, Coca-Cola European Partners will start to use the CanCollar paperboard can ring technology in the Balearic Islands, replacing the current Hi-cone solution and saving more than 18 tonnes of plastic annually.

Coca-Cola European Partners has invested 2.6 million euros in its Barcelona plant to support this initiative. The installation of WestRock's CanCollar Fortuna manufacturing equipment will enable multipack cans to be grouped in a sustainable and environmentally friendly way, with a process that does not require the use of glue or adhesives.



## Clouded By Uncertainty

The outlook for the aluminum sector is clouded by uncertainty associated with the pandemic, among other factors.



Before the pandemic, aluminum scrap in the U.S. was characterized by a supply imbalance that favored the consuming sector. While the availability of certain scrap grades has been affected by the pandemic, that appears to be matched by reduced demand in most cases. However, a number of factors are contributing to uncertainty that is clouding the outlook for the metal heading into the second half of the year, including the ongoing COVID-19 pandemic, geopolitics and tariffs.

Aluminum can production presented a bright spot during the depth of the pandemic, as consumption shifted from fountain drinks and draft beer at restaurants and bars to canned beverages at home. Aluminum can users ranging from craft breweries to global soft drink producers have experienced difficulties sourcing cans to meet increasing demand for their products in response to the pandemic. This is despite attempts by can manufacturers to meet the surging demand.

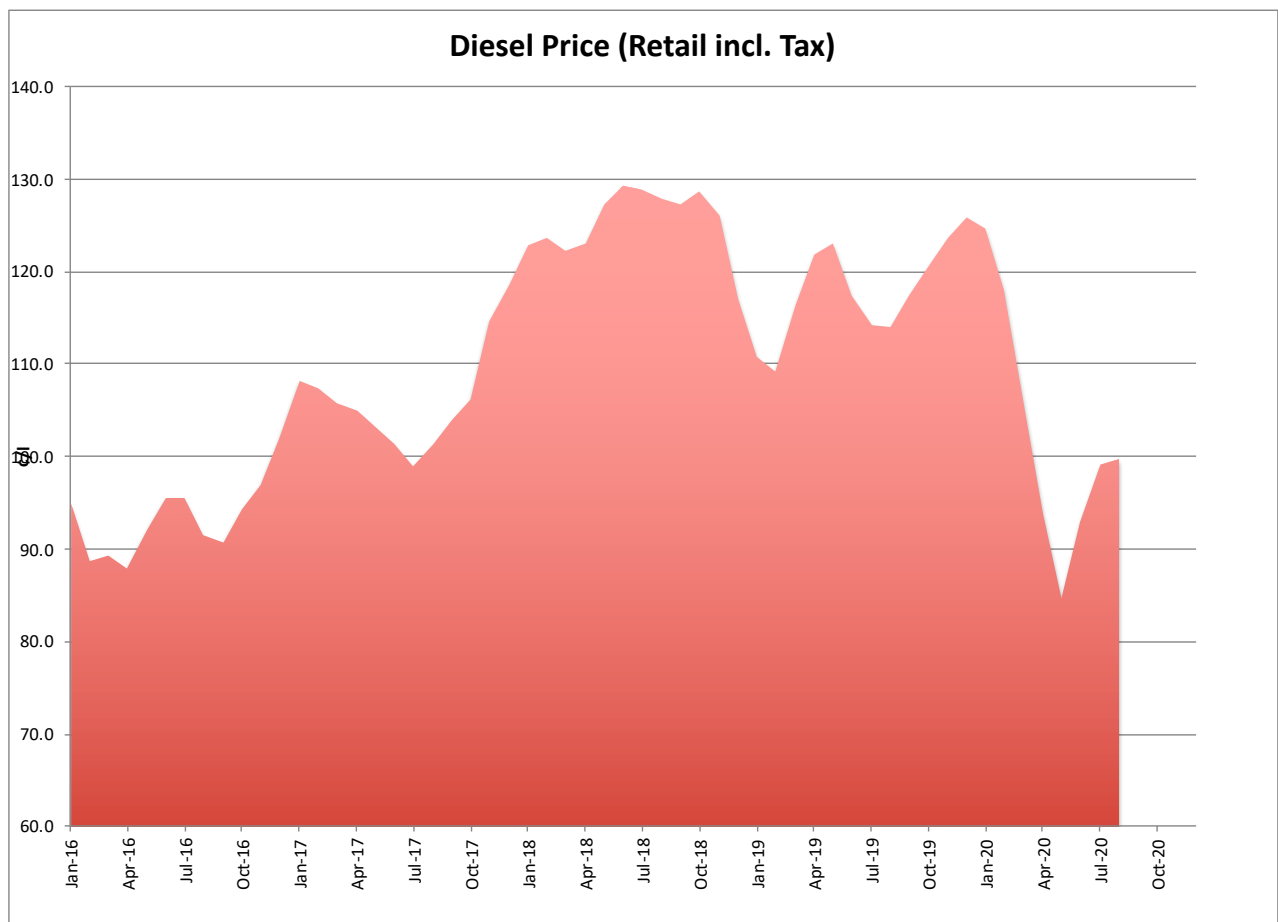
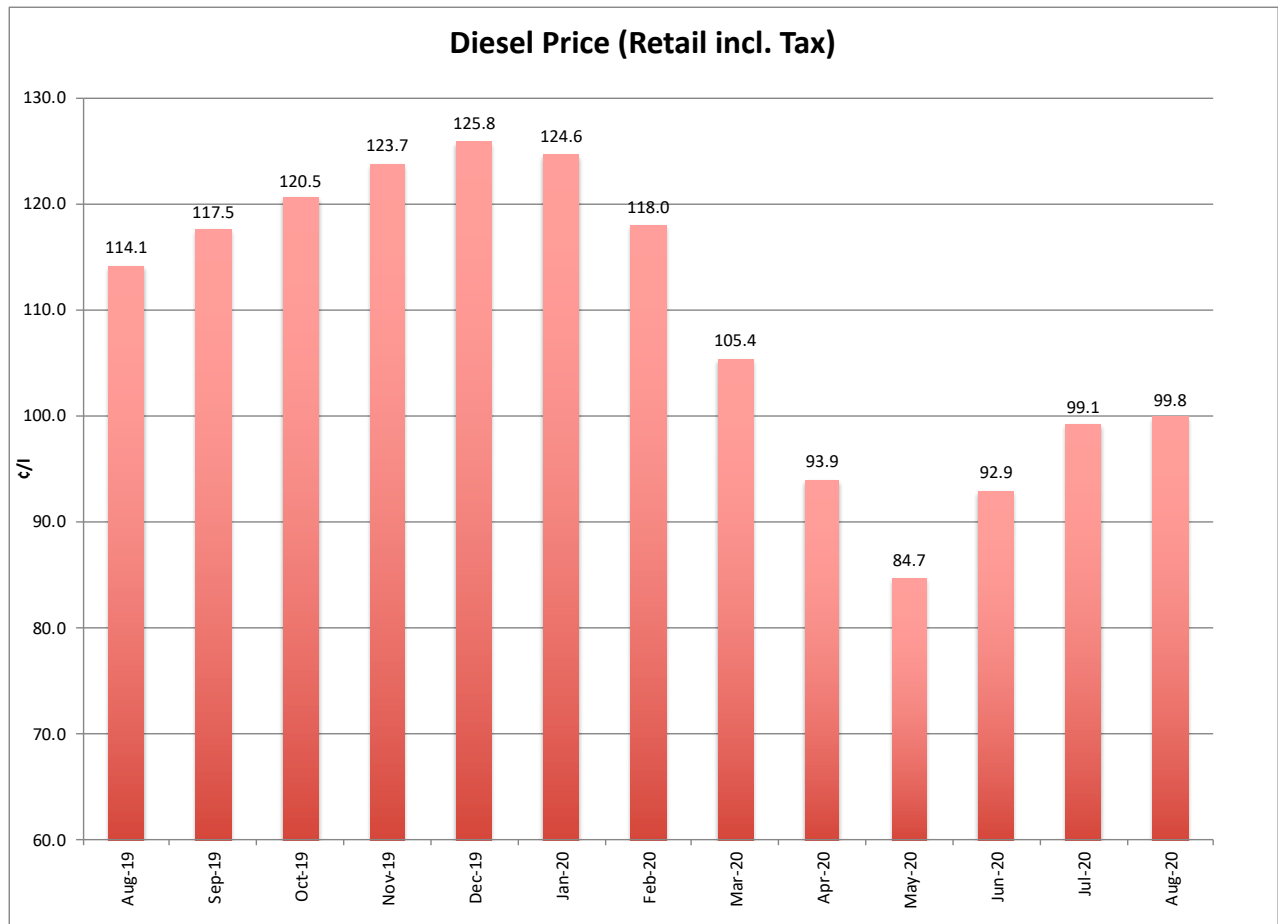
### Key takeaways

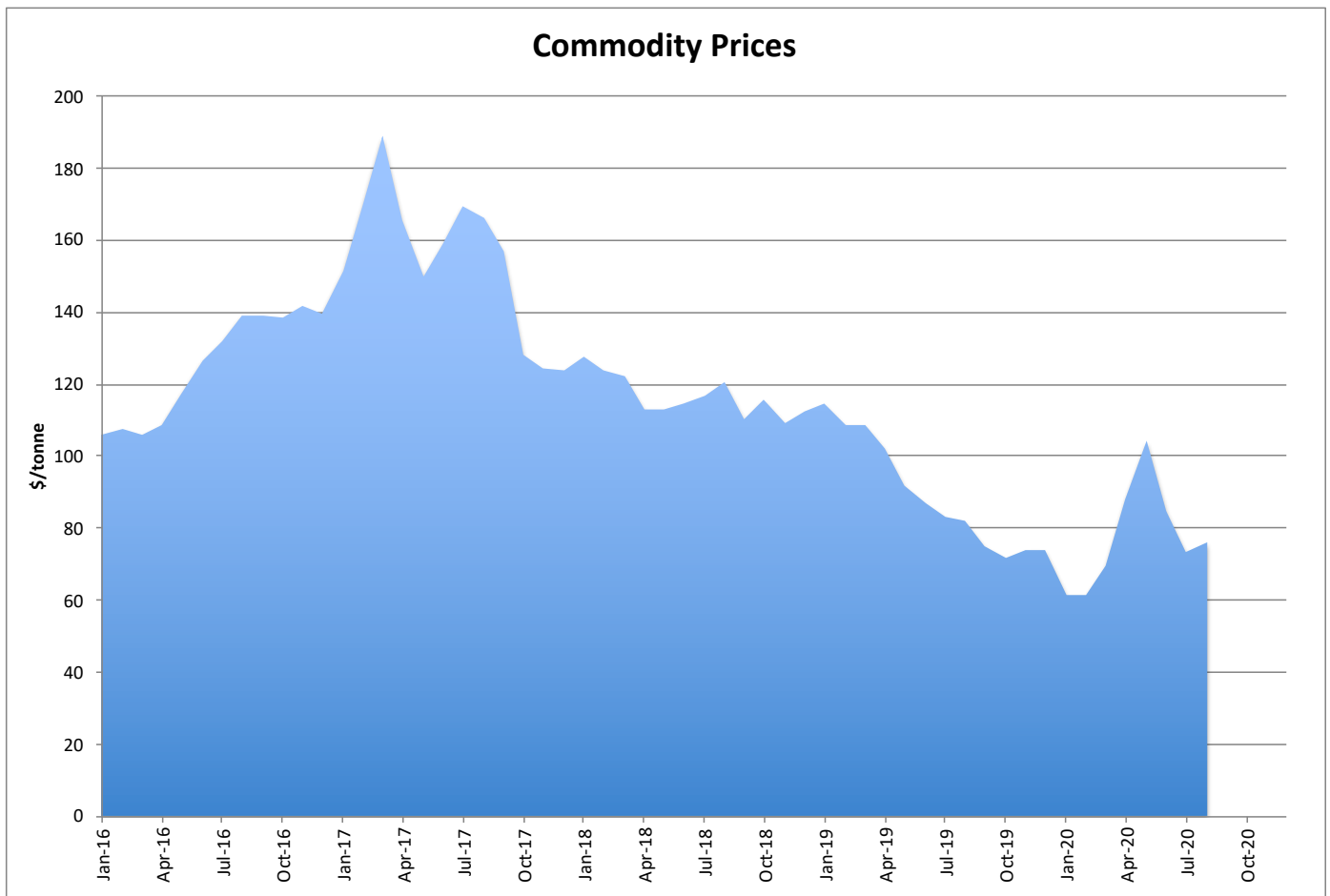
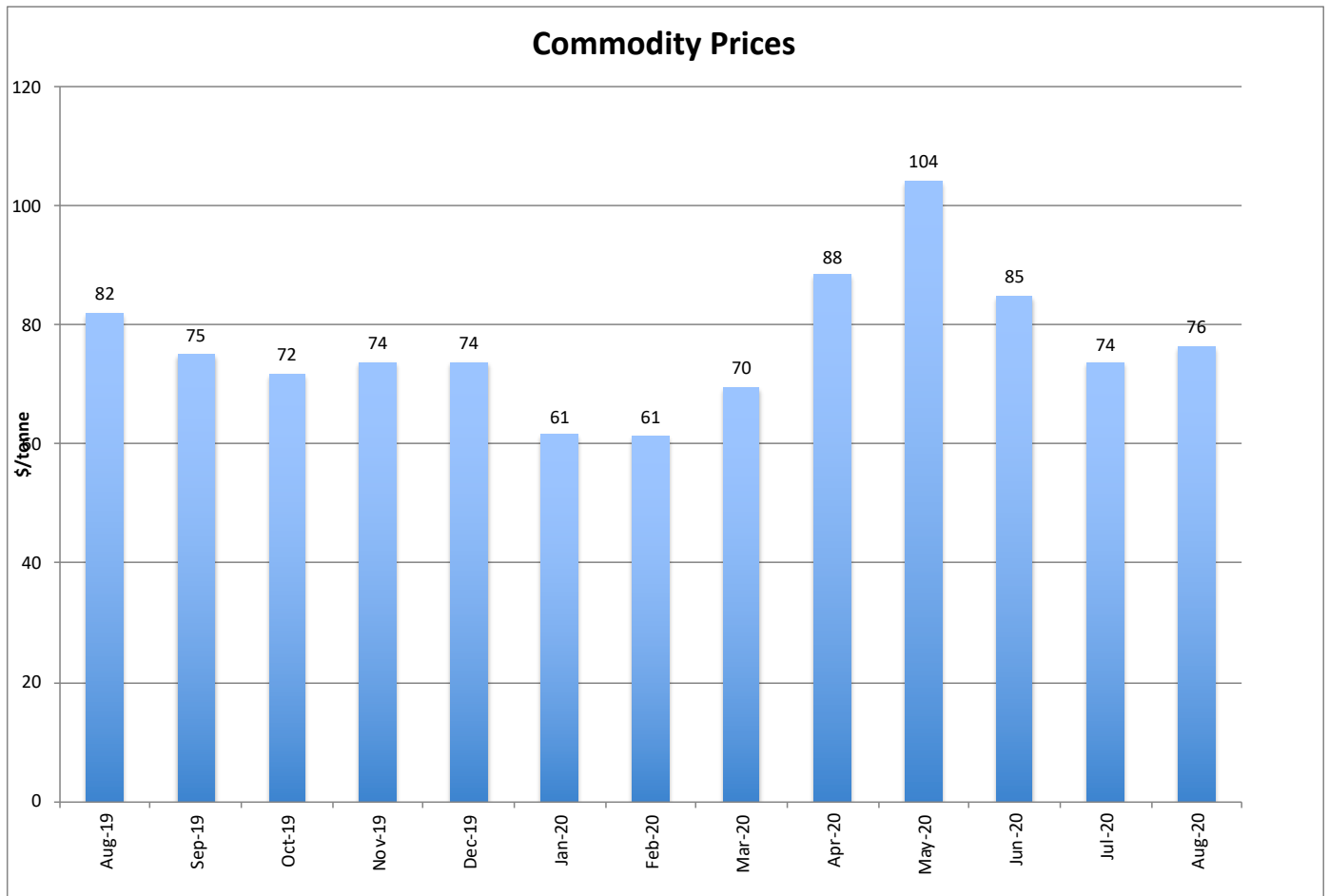
- Aluminum scrap flows have rebounded from the lows of the pandemic, though they still have not returned to normal.
- UBC availability was greatly reduced as bottle bill states suspended collection early in the pandemic, though that material is flowing again.
- Billet producers have increased their use of scrap and are in the market for 5000- and 6000-series scrap.

CMI President Robert Budway says the aluminum can's share of the beer and hard seltzer market grew from 60 to 67 percent during the first quarter of the year. The can's share of the overall market grew by 8 percent through March of this year, he says, though the pandemic further accelerated that growth in

Budway says CMI's members are building at least three new plants in response to growing demand for their products, though this announced capacity is expected to take 12 to 18 months before it is online. He adds that one member has accelerated its project timeline, while some CMI members are adding new lines to existing plants, and others are making enhancements to productivity.

Tariffs and geopolitics also are contributing to the uncertainty in the aluminum sector.







## **Minutes**

### **Library Board**

September 3, 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, Melinda Zurbrigg, Reg Quinton, Joyce Vivian
Member Absent	Barbara Tuer
Staff Present	Rebecca Webb, Staff Liaison, Sarah Andrews, Library CEO

**Carried**

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

Meeting was called to order at 6:47pm by Board Chair C. Atlin.

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

None declared.

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

**Moved By** Joyce Vivian

**Seconded By** Melinda Zurbrigg

That the agenda of the September 3, 2020, Regular Meeting be approved as presented.



#### **4. DELEGATIONS**

None present.

#### **5. CONSENT AGENDA**

**Moved By** Reg Quinton

**Seconded By** Councillor Craigmile

That Consent Agenda items 5.1 through 5.4 be approved.

**Carried**

5.1 Acceptance of Minutes

5.2 CEO Report

5.3 Library Statistics

5.4 Financial Report

#### **6. DISCUSSION ITEMS**

6.1 Draft 2021 Budget

CEO S. Andrews informed the Board that the budgeting process has begun and the draft budget will go to the finance committee for consideration.

6.2 PCIN Collection Research Report

CEO S. Andrews reported to the Board that PCIN is going to complete a report exploring potential efficiencies in collection purchasing across the PCIN member libraries.

#### **7. FRIENDS OF THE LIBRARY REPORT**

The Friends of the Library had a meeting on September 26th. Highlights from the meeting included the purchase of reading tracking software, masks, and more.

#### **8. ROUNDTABLE DISCUSSION**

CEO S. Andrews showed members of the Board new databases purchased by the Library that will soon be available to Library patrons.

A discussion about return material quarantine times and cleaning procedures took place as there is new research detailing how long the COVID19 virus lives on surfaces.

**9. UPCOMING MEETINGS**

The next Regular Meeting of the St. Marys Public Library will be October 1st, 2020.

**10. ADJOURNMENT**

**Moved By** Melinda Zurbrigg

**Seconded By** Reg Quinton

That the September 3rd, 2020 Regular Meeting of the St. Marys Library Board be adjourned.

**Carried**

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Chair

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Board Secretary



## **Minutes**

### **Library Board**

October 1, 2020

6:45 pm

Video Conference

Click the following link:

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

Member Present      Councillor Craigmile, Councillor Edney, Barbara Tuer, Cole Atlin,  
Lynda Hodgins, Melinda Zurbrigg, Reg Quinton, Joyce Vivian

Member Absent      Mayor Strathdee

Staff Present      Rebecca Webb, Staff Liaison, Sarah Andrews, Library CEO

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

Meeting was called to order at 6:46pm by Board Chair C. Atlin

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

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

**Moved By** Joyce Vivian

**Seconded By** Councillor Craigmile

That the agenda be amended to include an emergent discussion item,  
Occasional Staff Update, as item 6.4 in the discussion section and

That the agenda be approved as amended.

#### **4. DELEGATIONS**

None present.

**Carried**

#### **5. CONSENT AGENDA**

There was discussion about the CEO report and it was requested that any presentations with accompanying documents should have documents forwarded to the Board for interest. It was noted that there is an error in the statistics report. It will be corrected and presented again at the next regular Board meeting.

**Moved By** Councillor Edney

**Seconded By** Barbara Tuer

Motion to accept consent agenda items 5.1. through 5.5. be accepted as presented.

**Carried**

5.1 Acceptance of Minutes

5.2 CEO Report

5.3 Library Statistics

5.4 Correspondence

5.5 Holiday Schedule 2020

#### **6. DISCUSSION ITEMS**

6.1 Draft Budget 2021

CEO S. Andrews gave members of the Board an overview of the 2021 budget and the changes therein from 2020.

**Moved By** Reg Quinton

**Seconded By** Joyce Vivian

That the 2021 Library budget be forwarded to the Town Council for consideration.

**Carried**

**Moved By** Melinda Zurbrigg

**Seconded By** Councillor Edney

That the 2021 Adult Learning budget be forwarded Town Council for consideration.

**Carried**

**6.2 Annual General Meeting**

CEO S. Andrews queried the Board about the Annual general Meeting and prompted planning to begin. The AGM will be held on November 5th, 2020.

**6.3 Friends of the Library Report**

The Friends of the Library announced the cancellation of their book sale for the fall of 2020. Donations are not being accepted for sales at this time. There was a generous anonymous donation to the FOL received recently. FOL membership has been extended for one year. Councilor Craigmile noted the FOL should have a time to speak during the AGM.

**6.4 Occasional Staff Update**

CEO S. Andrews reported that three occasional library clerk positions will be filled in addition to the existing position for a total of four occasional clerks.

**7. ROUNDTABLE DISCUSSION**

Councillor Edney informed the Board of a joint event happening on Halloween. The event is being hosted by town departments and will have local sponsors.

**8. UPCOMING MEETINGS**

The next regular meeting of the Library Board will take place on November 5, 2020 in addition to the Annual General Meeting. The following meeting will take place on January 7th, 2020.

**9. ADJOURNMENT**

**Moved By** Barbara Tuer  
**Seconded By** Joyce Vivian

That the October 1, 2020 meeting of the St. Marys Public Library be adjourned.

**Carried**

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Chair

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Board Secretary

**SPRUCE LODGE**  
**Board of Management Meeting**  
**April 15<sup>th</sup>, 2020**

**Present:** *Peter Bolland, David Schlitt, and Jennifer Facey*

**Councillors:** *Jim Aitcheson, Rhonda Ehgoetz, Danielle Ingram, Marg Luna, Fern Pridham, Kathy Vassilakos*

**Regrets:**

**Guests:**

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*Chairperson Councillor Kathy Vassilakos brought the meeting to order.*

Moved by Councillor Ingram  
Seconded by Councillor Aitcheson

**That the agenda for April 15<sup>th</sup>, 2020 be approved as presented.**

**CARRIED**

➤ Declaration of pecuniary interest.

**Approval of Minutes:**

Moved by Councillor Pridham  
Seconded by Councillor Ingram

**That the minutes of March 18<sup>th</sup>, 2020 be approved as presented.**

**CARRIED**

**Business Arising:** *None noted.*

**New Business:**

**Auditors' Report:**

Mike Arndt and Brad Klein from Graham Mathew Professional Group joined the teleconference to present the Spruce Lodge draft audited financial statements for the year ended December 31, 2019 for review.

Moved by Councillor Ehgoetz  
Seconded by Councillor Luna

**To accept the Spruce Lodge audited financial statements for the year ended December 31, 2019 as presented with the addition of the COVID statement.**

**CARRIED**

**Ratification of Accounts:**

Moved by Councillor Pridham  
Seconded by Councillor Aitcheson

**That the March 2020 accounts in the amounts of \$234,847.73 to be ratified.**

**CARRIED**

## **SPRUCE LODGE - Continued**

### **Board of Management Meeting**

**April 15<sup>th</sup>, 2020**

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#### **Financial Report:**

The Business Manager presented the financial report for the 2 month period ending February 29<sup>th</sup>, 2020 for review and discussion. Resident revenue is down for the first 2 months due to no admission during outbreak. Funding items based on per day added 20,000 for the extra day in February. We did receive emergency funding in the amount of \$76,000.00 for the COVID 19 pandemic. In March we saw some increased expenses due to packaging material for delivery of meals, and personal protective equipment purchases, etc.

Moved by Councillor Ingram

Seconded by Councillor Luna

**To accept the Spruce Lodge Revenue and Expenses for the 2 month period ending February 29<sup>th</sup>, 2020 as presented.**

**CARRIED**

Signatures will be required for the audited financial statements. Arrangements will be made with the necessary board members.

#### **Administrator's Report:**

##### **COVID-19 Pandemic Update:**

Locally Hillside is out of outbreak, and Greenwood has had 6 residents, and 5 staff infected, with 2 deaths.

Spruce Lodge has had no positive tests, although testing continues, with 6 residents swabbed today, who also will remain on 14 day isolation.

There was an incident where a resident did leave the facility, and upon return was placed on 14 day isolation. TNT security has been hired to monitor the resident.

2 staff have been tested and 1 staff family member. Although attendance levels have been stable, there are a number of staff staying home during the pandemic for a variety of reasons. There was one long standing Registered Nurse who has decided to retire.

Unions have been pushing for hazard pay for their members.

Regarding personal protective equipment (PPE), Spruce Lodge has switched from expired N95 masks which are still approved for droplet precautions, to the guideline prescribed surgical procedure masks. Staff are now required to wear masks for their entire shift.

Cloth masks have been ordered for all staff to use when not at work, and for Hamlet Estates, and Woodland Towers residents. Staff will be reminded that the cloth masks are not to be substituted for a surgical procedure masks on shift.

Isolation gowns are reasonably stocked and gloves are well stocked. Spruce Lodge has ordered some reusable gowns, may have some sewn.

We have been made aware of the emergency supplies from the City.

Families are communicated with weekly, and there have been no issues with family members.

Staff meetings are taking place weekly, and FAQs are updated, posted, and emailed to staff on a weekly basis as well.

Residents have been generally appreciative of the precautions.



## SPRUCE LODGE - Continued

### Board of Management Meeting

April 15<sup>th</sup>, 2020

The Griffith auditorium has been transformed into the COVID care unit (CCU). The room is partitioned with conference curtains, and is equipped with a 9 bed area, a common area for staff, and an area for family members of palliative residents. Procedures are in place for staff coming to and from the building. The necessary supplies are in place including a lift, electricity, and a handwashing station has been set up in the hallway. A consent form is in place for visitors. The CCU is costing approximately \$4,000 per month for rental equipment. The Health Unit was brought in to consider the CCU.

A sign-up sheet was posted for staff to volunteer to work in the space. Shifts would be 12 hours in duration for both RNs, RPNs, and PSWs.

The Premier is promising more aggressive testing for symptomatic residents and staff and asymptomatic staff in contact through contact tracing. Public health, EMS, and hospital staff are to assist with testing. We will likely hear more in the coming days, about broader testing of asymptomatic residents and staff.

Personal protective equipment (PPE) is flowing in through the emergency control center.

Long-term care workers cannot work in more than one health care setting.

The long-term care sector is growing its workforce by redeploying emergency support staff to assist support workers as non-certified support staff.

CARF has been postponed, as well as the building condition assessment.

The Long Service Event will not be taking place next month.

There have been no inspections from compliance, although they do phone every week to offer assistance.

The Administrator will get back to board with options.

Moved by Councillor Aitcheson

Seconded by Councillor Ehgoetz

**That the Administrator's report be accepted as presented.**

**CARRIED**

**Correspondence:** *None presented.*

**Dress Down Days:**

☺ *For February 2020, the lucky charitable receipt winner is **Christine Johnstone!***

☺ *For March 2020, the lucky charitable receipt winner is **Jeanette Bender!***

**Other Business:** None presented.

Moved by Councillor Ingram

**That the meeting be adjourned.**

**CARRIED**

**SPRUCE LODGE - Continued**

**Board of Management Meeting**

**April 15<sup>th</sup>, 2020**

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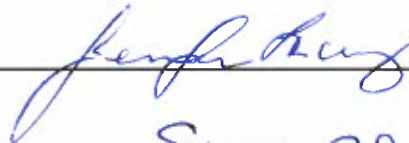
**Date & Time of Next Meeting:**

***Wednesday, May 20th, 2020 at 5:00 p.m. - Teleconference***

**Councillor Vassilakos**  
*Chairperson*



**Jennifer Facey**  
*Secretary*



**Date**

*Sept 29 2020*

**SPRUCE LODGE**  
**Board of Management Meeting**  
**May 20<sup>th</sup>, 2020**

**Present:** *Peter Bolland, David Schlitt, and Jennifer Facey*  
**Councillors:** *Jim Aitcheson, Rhonda Ehgoetz, Marg Luna, Fern Pridham, Kathy Vassilakos*  
**Regrets:** *Councillor Danielle Ingram*  
**Guests:**

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*Chairperson Councillor Kathy Vassilakos brought the meeting to order.*

Moved by Councillor Pridham  
Seconded by Councillor Aitcheson

**That the agenda for April 15<sup>th</sup>, 2020 be approved as presented.**  
**CARRIED**

➤ Declaration of pecuniary interest.

**Approval of Minutes:**

Moved by Councillor Luna  
Seconded by Councillor Ehgoetz

**That the minutes of March 18<sup>th</sup>, 2020 be approved as presented.**  
**CARRIED**

**Business Arising:** *None noted.*

**New Business:**

**Ratification of Accounts:**

Moved by Councillor Aitcheson  
Seconded by Councillor Pridham

**That the April 2020 accounts in the amounts of \$464,928.73 to be ratified.**  
**CARRIED**

**Financial Report:**

The Business Manager presented the financial report for the 3 month period ending March 31<sup>st</sup>, 2020 for review and discussion. There has been a line item added for the pandemic. March, April and May funds have been received from the Ministry totaling \$113,000. Expenses of approximately \$51,000.00 are also being tracked in a separate account. Increased wages for screening staff account for approximately \$11,000.00. The Pool-Co-ordinator, and three (3) student lifeguards have been redeployed to provide screening. We are looking at staffing to determine incremental costs.

Moved by Councillor Luna  
Seconded by Councillor Aitcheson

**To accept the Spruce Lodge Revenue and Expenses for the 3 month period ending March 31<sup>st</sup>, 2020 as presented.**  
**CARRIED**

## **SPRUCE LODGE - Continued**

### **Board of Management Meeting**

**May 20<sup>th</sup>, 2020**

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#### **Administrator's Report:**

##### **COVID-19 Pandemic Update:**

Board members are receiving weekly updates from the Administrator.

There have been three (3) new admission who are now on isolation for fourteen (14) days. They received testing prior to admission, and again prior to leaving isolation.

All surveillance testing complete, with no positive cases.

The COVID Care Unit (CCU) unit is incurring ongoing cost for rental drapery at a 20% discounted rate. There is another company that will match the pricing at discount rate for initial installation, and only charge \$600 per month going forward. There is a monthly cost to keep the room set up, but this may be necessary until a vaccine is found. It was suggested to keep the CCU set up and to enquire about savings by lowering the capacity.

We remain in a good position with personal protective equipment (PPE), and are stock piling for the second wave. Reusable gowns have just arrived. Shields are not being used yet, but all staff will be given shield in an outbreak. Staff are receiving two (2) masks per shift.

The Administrator is corresponding with family members weekly, with no issues to report.

The resident who had been moved out by his mother last month, and then moved backed in has again been moved out by his mother. She has however singed an understanding that he is giving up his long term care bed.

Weekly meetings are still taking place with staff.

Residents are being provided with updates, and have been very compliant, and adjusting to the changes. Monitoring continues with the resident who was being monitored for leaving. We will try to submit those costs through the highest needs program.

Weekly updates are being sent out the Woodland Towers residents, and the Hamlet Estates residents every few weeks.

There is a roster of staff who have signed up to work in the CCU if and when it becomes necessary. Workflow routines and training have taken place.

##### **Tractor Breakdown:**

The tractor at Spruce Lodge requires a clutch assembly at a cost of approximately \$9,000.00. Because of its age it is not feasible to repair. A new tractor will cost approximately \$40,000.00. A pick-up truck is a possibility at a cost of approximately \$30,000.00 for 2 wheel drive. What do the municipalities do in terms of vehicles? City plans are currently on hold. St. Marys GMC is the dealer used by both County of Perth and Town of St. Marys. In the meantime, a maintenance worker has provided his pick-up for use at a low monthly rate.

##### **Ministry Compliance:**

Although no inspections have taken place, weekly dialog is occurring with the Ministry. We are currently dealing with a critical incident by telephone.

Moved by Councillor Pridham

Seconded by Councillor Ehgoetz

**To enter closed session at 5:23 p.m. to discuss an identifiable individual.**

**CARRIED**

## **SPRUCE LODGE - Continued**

### **Board of Management Meeting**

**May 20<sup>th</sup>, 2020**

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Moved by Councillor Aitcheson

Seconded by Councillor Luna

**To enter open session at 5:26 p.m.**

**CARRIED**

#### **Long Term Care Independent Commission:**

An independent commission into long term care will take place this fall, as a result of the pandemic. There are 83 homes in the province in outbreak, and 100 have been declared over. There were 5 staff deaths. The sector has asked for increased staffing levels, increased infection control, and quality control resources.

#### **Pandemic Pay:**

The Administrator presented the Pandemic Pay (decision item) for discussion. Pandemic pay that was announced for the period April 24<sup>th</sup> to Aug 13<sup>th</sup> for an additional \$4.00, and \$250 for hours over 100 per month includes all non-management staff. No Managers have been enquiring about the premium, but should they be considered? Spiritual care and Music therapist may not be covered as they are contracted service providers, but they have continued coming to work throughout the pandemic.

Thanks to all staff and management for their commitment to Spruce Lodge during the pandemic.

Moved by Councillor Luna

Seconded by Councillor Ehgoetz

**To support the recommendation that Management staff, and any contracted service staff (Spiritual Care, Music Therapy) receive pandemic pay.**

**CARRIED**

Moved by Councillor Aitcheson

Seconded by Councillor Ehgoetz

**That the Administrator's report be accepted as presented.**

**CARRIED**

**Correspondence:** *None presented.*

#### **Dress Down Days:**

☺ *For April 2020, the lucky charitable receipt winner is **Lily Kampferseck!***

**Other Business:** None presented.

#### **Show of Appreciation:**

A resident family member contacted Councillor Aitcheson to pass on gratitude to staff for their efforts during the pandemic.

There is a group of about 15 Spruce Lodge Retirees that meet regularly who wish to do something special in the form of a tree or bench to honour staff after the pandemic.

**SPRUCE LODGE - Continued**

**Board of Management Meeting**

**May 20<sup>th</sup>, 2020**

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Moved by Councillor Pridham

**That the meeting be adjourned.**

**CARRIED**

**Date & Time of Next Meeting:**

***Wednesday, June 17<sup>th</sup>, 2020 at 5:00 p.m. – Teleconference***

**Councillor Vassilakos**  
*Chairperson*



**Jennifer Facey**  
*Secretary*



**Date**

*Sept 29 2020*

**SPRUCE LODGE**  
**Board of Management Meeting**  
**June 17<sup>th</sup>, 2020**

**Present:** *Peter Bolland, David Schlitt, and Jennifer Facey*

**Councillors:** *Jim Aitcheson, Rhonda Ehgoetz, Danielle Ingram, Marg Luna, Fern Pridham, Kathy Vassilakos*

**Regrets:**

**Guests:**

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*Chairperson Councillor Kathy Vassilakos brought the meeting to order.*

Moved by Councillor Ingram  
Seconded by Councillor Aitcheson

**That the agenda for June 17<sup>th</sup>, 2020 be approved as presented.**

**CARRIED**

➤ Declaration of pecuniary interest.

**Approval of Minutes:**

Moved by Councillor Ehgoetz  
Seconded by Councillor Pridham

**That the minutes of May 20<sup>th</sup>, 2020 be approved as presented.**

**CARRIED**

**Business Arising:** *None noted.*

**New Business:**

**Ratification of Accounts:**

Moved by Councillor Ingram  
Seconded by Councillor Aitcheson

**That the May 2020 accounts in the amounts of \$288,597.54 to be ratified.**

**CARRIED**

**Financial Report:**

The Business Manager presented the financial report for the 4 month period ending April 30<sup>th</sup>, 2020 for review and discussion. Resident revenue is under budget, due certain restrictions on our ability to accept new residents during a pandemic. This has created more vacancies, although the funding condition has been temporarily waived. Two (2) installments of pandemic funding have been received. Pandemic expenses include increased staffing numbers in Nursing, Nutrition Services and Housekeeping.

Moved by Councillor Ehgoetz  
Seconded by Councillor Aitcheson

**To accept the Spruce Lodge Revenue and Expenses for the 4 month period ending April 30<sup>th</sup>, 2020 as presented.**

**CARRIED**

## **SPRUCE LODGE - Continued**

### **Board of Management Meeting**

**June 17<sup>th</sup>, 2020**

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#### **Administrator's Report:**

##### **Tractor Breakdown:**

The Spruce Lodge tractor is only worth salvage value. We continue to use a maintenance worker's pick-up truck for a small monthly fee. We are going to attempt to find something used pick-up truck and look at something new down the road, although used trucks are hard to find.

##### **COVID-19 Pandemic Update:**

All surveillance testing is complete, with no positive cases. There are no symptomatic tests pending, and one staff result pending. The county has 56 cases, which is unchanged from last week.

This week the Ministry announced a directive that each resident must be placed in a room with no more than one (1) other resident. Spruce Lodge currently has three (3) – three (3) person rooms. We are in the process of trying to get clarification on the directive, and will break up those rooms to be compliant. This will have a significant impact on the sector, where facilities will either have to give up beds or turn private rooms into semi-private.

We remain in a good position with personal protective equipment (PPE)

Communication is going well with families. We are arranging to conduct outdoor visits. Visitors will have to attest to being covid tested within 14 days, which has been a challenge for family members to reach someone on the booking line to book an appointment. We have contacted the hospital.

Outdoor visits are going to be very labour intensive for staff to co-ordinate and monitor. Plans are to schedule visits on Mondays, Wednesdays, Fridays, and weekends with Tuesdays, and Thursdays for rain days, which allows for around eighty (80) visits per week. There will be two (2) visiting stations.

There are still about a dozen staff off work, making it difficult to approve all vacations. Staff were capped at two (2) weeks rather than three (3). We don't expect to be able to accommodate all vacation, and expect a significant payout at year end.

Staffing registered nurses is presenting challenges due to a retirement, and a staff shortage due to some working in another facility.

The COVID Care Unit (CCU) rental drapery has been switched out. Although the thought originally was to set up fewer beds, we opted for keeping the entire room set up at a much lower cost of \$2,200.00 for the first month, and \$600.00 per month going forward.

Room bookings are cancelled for the summer.

##### **Risk Management:**

There has been one (1) critical incident where a male resident pushed female resident over. The resident was assessed but is fine.

A previous incident where the rigid piece of a wheelchair seat cushion wasn't returned to the cushion properly and caused the resident to fall out of her seat underwent investigation which resulted in one (1) order and six (6) written notifications. We will report back to the ministry and copy the Board.



## **SPRUCE LODGE - Continued**

### **Board of Management Meeting**

**June 17<sup>th</sup>, 2020**

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Moved by Councillor Ingram  
Seconded by Councillor Aitcheson

**To enter closed session at 5:28 p.m. to discuss an identifiable individual.**

**CARRIED**

Moved by Councillor Pridham  
Seconded by Councillor Ehgoetz

**To enter open session at 5:30 p.m.**

**CARRIED**

#### **Letter from Retirees:**

The Administrator shared a letter from a group of retirees who wish to recognize staff with the planting of a tree, and a commemorative engraving, and recognitions of any donations by charitable receipt a story in the museum. The idea is supported by staff, and a wonderful opportunity to document the event with the museum.

Moved by Councillor Luna  
Seconded by Councillor Aitcheson

**To support the retirees with their plan.**

**CARRIED**

#### **Pandemic Pay:**

The allowance being paid to management, and contract service staff is exactly the same as that offered by the province. There is no compensation for overtime.

How are staff doing? This is a surreal time. It is a strange work environment where staff must stay in their respective areas, and cannot mix with other areas. Outdoor visits have caused some anxiety for staff, but we will follow restrictions, and monitor closely. When the government wants to move to indoor visits, we are not going to move too quickly to ensure procedures put in place are working. The Employee Assistance Program (EAP) program is available to all staff. Notices have been posted and, staff have been advised at meetings of the same.

#### **Declaration of Compliance for L-SAA:**

Moved by Councillor Ehgoetz  
Seconded by Councillor Ingram

**To authorize the declaration of compliance by resolution dated June 17, 2020 for the Long-term care service accountability agreement (L-SAA)**

**CARRIED**

#### **Declaration of Compliance for MSAA:**

Moved by Councillor Aitcheson  
Seconded by Councillor Pridham

**To authorize the declaration of compliance by resolution dated June 17, 2020 for the service accountability agreement (MSAA)**

**CARRIED**

**SPRUCE LODGE - Continued**  
**Board of Management Meeting**  
**June 17<sup>th</sup>, 2020**

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Moved by Councillor Ingram  
Seconded by Councillor Ehgoetz

**That the Administrator's report be accepted as presented.**  
**CARRIED**

***Correspondence:*** *None presented.*

***Other Business:*** *None presented.*

Moved by Councillor Pridham

<b>That the meeting be adjourned.</b>
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**CARRIED**

**Date & Time of Next Meeting:**

***Wednesday, September 16<sup>th</sup>, 2020 at 5:00 p.m.***  
***– COVID Care Unit - Griffith Auditorium***

**Councillor Vassilakos**  
*Chairperson*



**Jennifer Facey**  
*Secretary*



**Date**

Sept 29 2020

MINUTES  
BOARD OF DIRECTORS' MEETING  
Virtual Meeting Due to COVID-19 Pandemic  
TUESDAY, AUGUST 25, 2020

Members Present:	M.Blosh A.Dale A.Hopkins T.Jackson S.Levin N.Manning P.Mitchell	A.Murray B.Petrie J.Reffle J.Salter M.Schadenberg A.Westman
Regrets:	H.McDermid	D.Edmiston
Solicitor:	G.Inglis	
Staff:	T.Annett C.Harrington T.Hollingsworth J.Howley B.Mackie C.Saracino	J.Schnaithmann A.Shivas C.Tasker M.Viglianti – Recorder S.Viglianti I.Wilcox

1. Approval of Agenda

The Chair confirmed the mover and seconder for approval of the agenda were willing to let their names stand.

Mover: M.Blosh

Secunder: A.Dale

THAT the Board of Directors approve the Agenda as posted.

Carried.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Minutes of the Previous Meeting  
June 23, 2020

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: A.Hopkins

Secunder: M.Blosh

THAT Annamarie be corrected to read A.Murray in item one of the June 23, 2020 minutes.

Mover: A.Hopkins

Secunder: B.Petrie

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated June 23, 2020 as amended.

Carried.

4. Business Arising from the Minutes

Board members requested updates from staff on the two resolutions from the June meeting, where staff were directed to summarize and circulate information to the member Municipalities. Staff informed the Board of their intent to write and circulate the financial and Targets update to Municipalities after Board guidance is given regarding the 2021 budget. The Board agreed to the plan.

5. Delegations

There were no delegations.

6. Business for Approval

6.1 Re-Appointment of Auditors  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: T.Jackson

Secunder: N.Manning

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.2 2020 Mid-Year Results & Revised Budget  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Staff introduced the report and clarified that the cost savings measures implemented to mitigate the financial impact of the COVID-19 pandemic this year are not sustainable beyond 2020, particularly those related to staffing levels.

Staff explained that due to the unexpected number of contracts secured so far in 2020, revenue from this source was higher than anticipated.

In response to a Member's question, staff explained the \$5.2 million "2020 Year to Date Actual" figure for the Net Cash Surplus (deficit) is the levy money received at the beginning of the year, which gets spent as the year progresses.

While the 2020 camping season exceeded attendance expectations, and demand continues to be high, existing water infrastructure does not allow for an extended season into colder months. All three UTRCA parks are scheduled to closed for the 2020 season the Sunday following Thanksgiving, unless a second wave of COVID-19 forces an early closure.

Staff explained that the PH&N investment portfolio figure represents the cost of the portfolio, not the market value, due to direction received by the UTRCA auditors.

Staff clarified that the Special Benefiting Levy was a request specific to the City of London for Growth Assessment Funding to allow for additional planning staff. The request was not approved and it was removed from the budget.

Staff confirmed National Disaster Mitigation Funding was awarded to the UTRCA in 2020 that had not be expected or included in the original budget. The UTRCA is still waiting for \$1.4 million from the Federal Government as part of past contract commitments. If the money is not received by the end of 2020, staff will request written confirmation of pending payment from the Federal Government to satisfy UTRCA Auditors.

The Canada Emergency Wage Subsidy funds are currently accounted for as a liability and will remain as such until staff are given further instruction by the Federal Government.

The vote on the motion below was called and a point of order was raised. The member questioned whether a weighted vote should be used because the motion on the floor pertained to the approval of a revised budget. The Chair agreed and asked for the Recording Secretary to call the weighted vote.

Mover: A.Hopkins

Secunder: P.Mitchell

THAT the Board of Directors approve the recommendation as presented in the report.

<b>Municipality and Representative</b>	<b>CVA Apportionment Percentage</b>	<b>Voting Weight</b>	<b>Weight Per Member</b>	<b>For</b>	<b>Against</b>	<b>Absent</b>
<b>County of Oxford</b>	16.6248	23.4				
Brian Petrie			4.68	X		
Mark Schadenberg			4.68	X		
Paul Mitchell			4.68	X		
Don Edmiston			4.68			X
Alan Dale			4.68	X		
<b>City of London</b>	64.698	50.0				
Anna Hopkins			12.50	X		
Marie Blosh			12.50	X		
Jim Reffle			12.50	X		
Sandy Levin			12.50	X		
<b>Lucan - Biddulph</b>	0.3277		0.5	X		
Alex Westman						
<b>Thames - Centre</b>	3.2126		4.50	X		
Alex Westman						
<b>Middlesex Centre</b>	2.3441		3.3	X		
Nancy Manning						
<b>Stratford</b>	7.2473		10.2	X		
Joe Salter						
<b>Perth East</b>	1.4206		2.0			X
Hugh McDermid						
<b>West Perth</b>	1.4523		2.0	X		
Annamarie Murray						
<b>St. Marys</b>	1.4767		2.1	X		
Tony Jackson						
<b>Perth South</b>	1.1961		1.7	X		
Tony Jackson						
<b>South Huron</b>	0.2023		0.30	X		
Tony Jackson						
<b>Results</b>				93.32%	0%	6.68%
	<b>CARRIED WITH 93.32% SUPPORT OF THE WEIGHTED VOTE</b> *Based on UTRCA share of assessment Notes: Voting weight is capped at 50% for any municipality unless the number of its representatives exceeds 50% of the total number of municipal appointees. The voting weight of the remaining municipalities is increased proportionally.					

The motion carries with 93.32% of the weighted vote supporting the recommendation, with two members (6.68% of the weighted vote) absent.

6.3 Administrative By-Law update – Electronic Meetings & Participation  
(Report attached)

Staff introduced the report and clarified that the Watershed Conservation Centre (WCC) must be open to the public before in person Board meetings can resume. Staff will slowly begin to return to the WCC in late September. Depending on the progression of the COVID-19 pandemic over the next few months, in person Board meetings may resume in the New Year. The Board room does not currently have the infrastructure to hold meetings with some members participating electronically and some present at the WCC, but staff will revisit the research done on this topic in 2019 and investigate further.

Staff reported that while Hearings continue to be suspended on the advice of Conservation Ontario, as the current Hearing procedure does not allow for electronic meetings, Conservation Ontario is working on amendments and a draft is anticipated in September.

Mover: A.Murray

Secunder: B.Petrie

THAT the Board of Directors approve the recommendation as presented in the report.  
Carried.

**7. Business for Information**

7.1 Section 28 Status Report  
(Report attached)

The Chair confirmed the mover and secunder were willing to let their names stand.

Mover: J.Reffle

Secunder: P.Mitchell

THAT the Board of Directors receives the report as presented.  
Carried.

7.2 Benefits Renewal  
(Report attached)

The Chair confirmed the mover and secunder were willing to let their names stand.

Mover: M.Schadenberg

Secunder: A.Westman

THAT the Board of Directors receives the report as presented.  
Carried.

7.3 Conservation Areas Update  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Board members have received many compliments regarding Wildwood Conservation Area staff for their understanding, co-operation and enthusiasm this summer. The Board thanked them for their hard work.

Mover: M.Blosh

Secunder: A.Dale

THAT the Board of Directors receives the report as presented.  
Carried.

8. August 2020 For Your Information Report

The August FYI was presented for the Member's information.

9. Watershed Planning, Research & Monitoring Unit Orientation Presentation

C.Harrington presented an overview of the Watershed Planning, Research & Monitoring unit. Staff clarified that all of the natural heritage information gathered by the UTRCA through aerial photography is available, with guidance for interpreting the data, to any interested Municipalities.

10. Other Business (Including Chair and General Manager's Concluding Remarks)

Budget concepts for the 2021 UTRCA budget will be presented at the September meeting.

The Watershed Conservation Centre (WCC) remains closed to the public and most staff continue to work from home. Plans are underway for up to a quarter of staff to return to the WCC in late September. It is very likely the remainder of the 2020 Board meetings will be held electronically.

11. Closed Session – In Camera

The Chair confirmed the mover and seconder were willing to let their names stand.  
There being matters to follow up on the June discussion regarding the plan to be applied to negotiations,



Mover: B.Petrie

Seconded: A.Hopkins

THAT the Board of Directors adjourn to Closed Session – In Camera  
Carried.

#### 11.1 Plan to be Applied to Negotiations – Follow Up

##### Progress Reported

The follow up report regarding the plan to be applied to negotiations, requested at the June meeting in closed session, was reviewed and discussed.

Mover: T.Jackson

Seconded: N.Manning

THAT the Board of Directors approve the recommendations as presented in the closed session report.

Mover: B.Petrie

Seconded: A.Hopkins

THAT the Board of Directors defer this matter to the September meeting and defer any action on the previous decision.  
Carried.

#### 12. Adjournment

The Chair confirmed the mover was willing to let their name stand. There being no further business, the meeting was adjourned at 11:58 am on a motion by A.Murray.



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Ian Wilcox

General Manager

Att.



## **Minutes**

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

#### **Regular Meeting**

September 30, 2020

10:00 am

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEl8OG-dOYKteFQ>

Member Present      Mayor Strathdee, Councillor Edney, Allan Stewart, Greg Thompson, Scott Taylor, Sue Griffiths

Member Absent      Ed Parkinson

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

Chair Taylor called the meeting to order at 10:04 AM.

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

None

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

**Moved By** Greg Thompson

**Seconded By** Allan Stewart

THAT the September 30, 2020 Business Economic Support and Recovery Task Force agenda be accepted as presented.

**Carried**

#### **4. DELEGATIONS**

None

## 5. ACCEPTANCE OF MINUTES

**Moved By** Greg Thompson

**Seconded By** Allan Stewart

THAT the August 19, 2020 Business Economic Support and Recovery Task Force minutes be accepted as presented.

**Carried**

## 6. BUSINESS ARISING FROM MINUTES

### 6.1 Task Force Mandate

André Morin reviewed the current mandate and reported to the committee on the discussion at council. It was agreed that the mandate is still prudent, and Council feels there is still a need to get input from this committee. The committee will become a committee of council, have more structure around the meeting schedule and run on a one-year commitment until August 2021 with a review in June.

Chair Taylor asked about the downtown sticker messaging strategy and if it was going to continue. Kelly Deeks-Johnson noted that the program was well received but the stickers likely won't make the winter so it would need to be refreshed in 2021 if the committee wanted to continue it. Greg Thompson asked about the downtown banner across the main street and if this is something the committee could explore for 2021.

Chair Taylor raised that at the last meeting it was discussed about the committee reaching out to businesses to see how they are doing. André Morin suggested running a webinar hosted by the task force to gather feedback. Greg Thompson suggested looking at a monthly survey that is only three questions. Chair Taylor noted that the task force would like more information about what the businesses need and has asked staff to report back on the best way that information is collected.

### 6.2 Phase 2

#### 6.2.1 Development of an online marketplace

Greg Thompson noted that the idea is ready to proceed and determining the budget is the next step. Allan Stewart commented that the idea of an online amazon model won't be beneficial for all businesses. Chair Taylor noted that a directory would serve

businesses well if it included a link to their website and a summary of what they do.

André Morin noted that the Town has altered the procurement by-law for COVID related expenses that he and the CAO can approve up to \$50,000 without going to RFQ.

Greg Thompson requested that the committee set aside \$10,000 to build the framework. The Town is hiring a tourism student for a few months that can act as a resource for the project.

André Morin added that the third part of this project will be the long-term upkeep of the site and who is responsible for it so it does not become a static website.

Chair Taylor designated the sub-committee for the project as Greg Thompson, Sue Griffiths and Kelly Deeks-Johnson.

**Moved By** Greg Thompson

**Seconded By** Allan Stewart

THAT the Business Economic Support and Recovery Task Force recommend moving forward with design and template elements of up to \$10,000.

AND

THAT the data collection to support the website be managed by the town through a hire of up to \$10,000.

**Carried**

#### 6.2.2 Recommendation by Allan Stewart

Allan Stewart summarized his idea to provide small grants to businesses in need.

André Morin suggested a sub-committee to work through the details and report back to the group. There are templates available that can be looked at.

Chair Taylor proposes a second sub-committee with Allan, Ed, André and himself. The sub-committee will put forward a proposal with general framework and suggestions.

**7. REPORTS**

Reports were reviewed in the previous sections.

**8. OTHER BUSINESS**

Nothing raised.

**9. UPCOMING MEETINGS**

The committee agreed to October 28th at 10 AM.

The group would like the town to report on ideas to gather input on need from the business community, either a survey or webinar.

**10. ADJOURNMENT**

**Moved By** Greg Thompson

**Seconded By** Sue Griffiths

THAT the Business Economic Support and Recovery Task Force meeting be adjourned at 11:27 AM.

**Carried**

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Chair

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Committee Secretary

## **Minutes**

### **St. Marys Business Improvement Area (BIA) Board Meeting**

**Date:** September 14, 2020

**Time:** 6:00 pm

**Live Stream:**

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

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

St. Marys Business Improvement Area Board: Lanny Hoare (Chair), Gwendolen Boyle (Vice-Chair), Amie Rankin (Secretary), Kyle Burnside (Treasurer), Councillor Tony Winter

The Chair called the meeting to order at 6:02 pm.

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

Chair Lanny Hoare declared a conflict of interest for 6.1 Christmas Promotion as he is involved in the cedar garland component of the campaign. Gwendolen Boyle, Vice Chair, stepped in as Chair for 6.1.

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

Kelly Deeks-Johnson submitted the addition of 9.2 Update on Banners and Remembrance Day Banner Campaign.

Moved By: Amie Rankin

Second: Kyle Burnside

**THAT** the September 14, 2020 St. Marys Business Improvement Area Board agenda be approved as amended.

**Carried**

#### **4. ACCEPTANCE OF MINUTES**

The August 17, 2020 St. Marys Business Improvement Area Board meeting minutes will be added to the next meeting agenda and approved at that time.

#### **5. BUSINESS ARISING FROM MINUTES**

##### **5.1 Marketing and Communications Sub-Committee**

Kyle Burnside led the discussion on the creation of a Marketing and Communications Sub-Committee. This committee would be a point of contact for promotion and support initiatives and events. An outline of roles and responsibilities of the committee will be prepared by Kyle Burnside and distributed to the BIA Board.

##### **5.2 Preliminary 2021 Budget Discussion**

Kyle Burnside led the discussion on the preliminary 2021 Budget. Changes made to the budget may factor in COVID-19 related cost reductions. Some maintenance line items may be deprioritized in the future and redistributed to marketing funds. This topic will be revisited at the October 5<sup>th</sup> meeting.

##### **5.3 Preliminary Call for Board Member Nominations Discussion**

A recommendation was made to poll the membership to see who may be interested in joining the BIA Board. A letter will be sent out to the BIA membership to look for an expression of interest.

#### **6. DELEGATIONS**

##### **6.1 Julie Johnson, Liz Pache & Cindy Taylor re: Christmas Promotion**

Lanny Hoare declined the Chair due to a conflict of interest as he is involved in the cedar garland portion of this campaign. Gwendolen Boyle, Vice Chair, stepped in.

Julie Johnson, Liz Pache, and Cindy Taylor of the Christmas Committee presented on the campaign for the 2020 Christmas Season. This included events, decorations, and advertising. Some highlights involved changing

the one-day Merchant's Open House to a three-day event, creating a mural in collaboration with local schools, hosting family photo sessions, and establishing a "Cookie Crawl" promotion.

Moved By: Councillor Tony Winter

Second: Kyle Burnside

**THAT** the St. Marys BIA accepts the Christmas Committee's report and grants them their full budget of \$20,886.07.

**Carried**

## **6.2 Shannon Preitauer re: Transit Campaign**

Gwendolen Boyle passed the Chair back to Lanny Hoare.

Shannon Preitauer of Streetseen Media presented on possible transit ad options that the BIA would be able to put onto Stratford Buses.

Advertisements may run a full year or single month and may be used for the Christmas campaign. A two-week lead time is needed for printing and installation of advertising. A copy of the Streetseen Media catalogue will be sent to the BIA Board for review of options.

## **6.3 Andrea Macko re: Pumpkin Parade and Santa Claus Parade**

Andrea Mako, Town of St. Marys Events Coordinator, presented information on the Pumpkin Parade and Santa Claus Parade.

The Pumpkin Parade is a new event that will take place on November 1<sup>st</sup>, 2020 in Milt Dunnell Field. Jack-o-lanterns made by residents may be left there for viewing and proper disposal. Pumpkins can be dropped off between 3-5pm and the parade will take place from 6-8pm.

The Santa Claus Parade will be different due to COVID-19 restrictions. Floats and their locations can be registered with the St. Marys Kinsmen so parade participants can drive around to view them. It will culminate in a trip around Milt Dunnell Field where Santa Claus will be stationed. This event will result in no parking closures in the downtown.

Moved By: Gwendolen Boyle

Second: Amie Rankin



**THAT** the presentations from 6.1, 6.2 and 6.3 be accepted as information.

**Carried**

**7. CORRESPONDENCE**

None.

**8. REPORTS**

**8.1 COUNCIL REPORT**

Councillor Winter provided the Board with highlights from Council discussions. These included; updates on water and wastewater system, Waste Reduction Week being declared for October 19-25th, and the continuation of the Business Economic Support and Recovery Task Force.

Moved By: Councillor Tony Winter

Second: Amie Rankin

**THAT** the verbal Council report be received.

**Carried**

**8.2 TREASURER'S REPORT**

Motioned By: Amie Rankin

Second: Gwendolen Boyle

**THAT** the August 2020 Treasurer's report be accepted as presented.

**Carried**

**9. OTHER BUSINESS**

**9.1 2021 Visitors' Guide Advertisement**

Kelly Deeks-Johnson presented on the 2021 Visitors' Guide advertisement. The 2021 Visitors' Guide will be widely distributed across Ontario and will have 20,000 copies printed. The BIA has an opportunity to

have a full-page advertisement in the guide to promote shopping at downtown businesses.

Moved By: Gwendolen Boyle

Second: Amie Rankin

**THAT** a full-page ad be put into the 2021 St. Marys Visitors' Guide.

**Carried**

## **9.2 Update on Banners and Remembrance Day Banner Campaign**

Kelly Deeks-Johnson presented an update on banners in the downtown. The Town of St. Marys has developed street banners with "Strong As Stone" messaging on them that will be hung promptly. Additionally, the St. Marys Legion is running a Remembrance Day banner campaign that commemorate a local veteran. These banners will be displayed from the end of October until shortly after November 11th. Store owners will have an opportunity to hang Legion banners in their windows.

Moved By: Councillor Tony Winter

Second: Amie Rankin

**THAT** the presentations 9.1 and 9.2 be accepted as information.

**Carried**

## **10. UPCOMING MEETINGS**

The next Board meeting will be held on Monday, October 5, 2020 at 6pm – location TBD.

Agenda items for the upcoming meeting includes:

- 2021 Budget discussion
- Governance Committee for St. Marys BIA Constitution
- Board Member nomination discussion

### **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
<del>September 14</del>	October 5	November 9	December 14

**11. ADJOURNMENT**

Moved By: Gwendolen Boyle

Second: Amie Rankin

**THAT** this meeting of the St. Marys Business Improvement Area Board adjourns at 8:03 pm.



## **Minutes**

### **Committee of Adjustment**

September 2, 2020

6:00 pm

Video Conference

Click the following link:

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

Member Present	Chair Steve Cousins William Galloway Stephen Glover Paul King Clive Slade
Staff Present	Mark Stone, Town Planner Grant Brouwer, Committee Secretary-Treasurer Morgan Dykstra, Committee Secretary
Others Present	Rick Culbert, Applicant (485 Queen Street West) Mark Graham, Applicant's Agent (485 Queen Street West)

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

Chair Cousins called the meeting to order at 6:00 pm.

The Chair advised how the meeting will be conducted, and how members of the public can provide comments or ask questions for the planning file being considered by the Committee. The Committee meeting agenda as posted on the Town's website provided instructions on how to participate in the meeting.

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

None declared.

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

**Moved By** Stephen Glover

**Seconded By** Bill Galloway

**THAT** the September 2, 2020 Committee of Adjustment agenda be accepted as presented.

**CARRIED**

#### **4. ACCEPTANCE OF MINUTES**

**Moved By** Clive Slade

**Seconded By** Bill Galloway

**THAT** the August 5, 2020 Committee of Adjustment minutes be approved and signed by the Chair and the Secretary / Treasurer.

**CARRIED**

#### **5. REPORTS**

5.1 DEV 55-2020 Application for Minor Variance (File A09-2020) by Veterinary Wholesale Company Limited, 485 Queen Street West, St. Marys

Mark Stone spoke to the report and provided an overview of the Application being considered by the Committee.

Chair Cousins asked the Applicant's Agent, Mark Graham of Nicholson Sheffield to speak to the Application.

Mark Graham provided the Committee with more information related to the location of the property lines, and the HVAC units.

The Committee sought clarifications regarding the property lines, location of cement barriers, and possible impacts to the house located at 20 Thames Road.

The Committee noted that the HVAC units will be close to a private parking lot and protections for the units should be considered. Staff noted that protections for the HVAC units will be considered during the site plan application process.

Chair Cousins asked if there are any comments from the public.

Morgan Dykstra confirmed there are no questions from the public.

The Committee made the following recommendation:

**Moved By** Bill Galloway

**Seconded By** Paul King

**THAT** the Application for Minor Variance by Veterinary Wholesale Company Limited, affecting a parcel of land described as 485 Queen Street West, in the Town of St. Marys to permit a minimum interior side yard setback of 1.2 metres (on the north side of the proposed building addition) for two proposed HVAC units, be **APPROVED**, subject to the following conditions:

1. This approval is granted only to the nature and extent of this Application to permit a minimum interior side yard setback of 1.2 metres (on the north side of the proposed building addition) for two proposed HVAC units.
2. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.
3. That the construction of the proposed HVAC units be substantially in keeping with the plans submitted with the Application for Minor Variance.
4. That failure to comply with and maintain the conditions of the Committee will render the approval null and void.

**CARRIED**

## **6. UPCOMING MEETINGS**

No meetings are scheduled at this time. Town staff will contact the Committee when an application has been deemed complete.

## **7. ADJOURNMENT**

**Moved By** Bill Galloway

**Seconded By** Clive Slade

**THAT** this Committee of Adjustment meeting adjourn at 6:19 pm.

**CARRIED**

Steve Cousins, Chair

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Grant Brouwer, Committee Secretary-Treasurer



## **Minutes**

### **Green Committee**

September 23, 2020

5:30 pm

Video Conference

Member Present	Katherine Moffat, Chair Lynette Geddes Councillor Pridham Fred Stam John Stevens David Vermeire
Staff Present	Jed Kelly, Director of Public Works Morgan Dykstra, Committee Secretary

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

The September 23, 2020 Green Committee meeting was live streamed but failed to post online due to technical difficulties.

The Chair called the meeting to order at 5:29 PM

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

None declared.

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

**Resolution: GC-2020-05-01**

**Moved By** John Stevens

**Seconded By** Lynette Geddes



**THAT** the September 23, 2020 Green Committee agenda be accepted as presented.

**Carried**

**4. ACCEPTANCE OF MINUTES**

**Resolution: GC-2020-05-02**

**Moved By** Fred Stam

**Seconded By** John Stevens

**THAT** the August 19, 2020 Green Committee meeting minutes be approved and signed by the Chair and Committee Secretary.

**Carried**

**5. STRATEGIC ITEMS - PROGRESS UPDATE**

M. Dykstra and J. Kelly spoke to the Strategic Priorities Status table.

**Resolution: GC-2020-05-03**

**Moved By** Councillor Pridham

**Seconded By** Lynette Geddes

**THAT** the September Green Committee Strategic Priorities Status Table be received for information.

**Carried**

**6. REPORTS**

**6.1 PW 63-2020 Establishing a Wildflower Meadow in St. Marys**

M. Dykstra and J. Kelly spoke to the report and responded to questions from the Committee.

The Committee was of the consensus that the Town should establish a wildflower meadow within the Sparling Bush trail triangle, and this meadow act as a pilot project to inform future naturalization decisions. The Committee agreed that the meadow be approximately 165 square meters, and geotextile cloth should be used to prepare the site.

**Resolution: GC-2020-05-04**

**Moved By** Lynette Geddes  
**Seconded By** David Vermeire

**THAT** PW 63-2020 Establishing a Wildflower Meadow in St. Marys be received; and

**THAT** the Green Committee recommend to Council:

**THAT** Council approve the action to establish a wildflower meadow that is 165 square meters and be located within the Sparling Bush trail triangle in St. Marys; and

**THAT** Council direct staff to pursue grant funding to fund the wildflower meadow project

**Carried**

## **7. OTHER BUSINESS**

### **7.1 Litterati Mobile Application**

John Stevens advised the Committee that a mobile app exists to track litter within a community. The Litterati Application enables users to geo-tag the location of litter and identify the type of litter.

The Committee agreed that the Litterati Mobile Application could be a useful tool and should be incorporated into the Waste Reduction Week campaign.

### **7.2 Gypsy Moth**

The Committee discussed the gypsy moth infestation. The Committee agreed that educating the public is important, and the Town should create an information webpage dedicated to gypsy moths.

## **8. UPCOMING MEETINGS**

October 28, 2020 at 5:30 PM (Virtual Meeting)

November 25, 2020 at 5:30 PM (Virtual Meeting)

## **9. ADJOURNMENT**

**Resolution: GC-2020-05-05**

**Moved By** Lynette Geddes

**Seconded By** Fred Stam

**THAT** this meeting of the Green Committee be adjourned at 6:23 pm.

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Katherine Moffat, Chair

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Morgan Dykstra, Committee Secretary



## MINUTES

### Heritage Advisory Committee

September 21, 2020

6:15 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-d0YKteFQ>

Members Present	Al Strathee Councillor Pridham Barbara Tuer (joined the meeting at 6:20) Clive Slade Janis Fread Michael Bolton Michelle Stemmler Paul King Sherri Winter-Gropp Stephen Habermehl
Staff Present	Amy Cubberley, Cultural Services Supervisor Jason Silcox, Building Official
Applicants Present	Elaine Dufton and Rodger Scheuermann, 52 Wellington St. S.

#### 1. CALL TO ORDER

Chair Habermehl called the meeting to order at 6:16pm.

#### 2. DECLARATION OF PECUNIARY INTEREST

None declared.

#### 3. AMENDMENTS AND APPROVAL OF AGENDA

**Resolution**

**Moved By** Clive Slade

**Seconded By** Michelle Stemmler

THAT the September 21, 2020 Heritage Advisory Agenda be accepted as presented.

**CARRIED**

**4. DELEGATIONS**

None.

**5. CORRESPONDENCE**

None.

**6. AMENDMENT AND ACCEPTANCE OF MINUTES**

**Resolution**

**Moved By** Michelle Stemmler

**Seconded By** Sherri Gropp

THAT the August 17, 2020 Heritage Advisory Committee minutes be accepted as presented.

**CARRIED**

**7. BUSINESS ARISING FROM MINUTES**

**7.1 Riverview Walkway Plaque**

Amy Cubberley informed the Committee that the Riverview Walkway heritage interpretive plaque has been repaired.

**8. REGULAR BUSINESS**

**8.1 Heritage Conservation District Update**

**8.1.1 Heritage Permits**

**8.1.1.1 52 Wellington Street South**

Jason Silcox spoke to DEV 64-2020. The applicants are applying to cap the outer framework of façade windows and some soffit in aluminum. Staff confirmed that the wooden decorative gables are not part of this application.

Property owners, Elaine Dufton and Rodger Scheuermann responded to questions, confirming that aluminum capping will not impact the aesthetic of the windows. Only flat areas are being altered, decorative areas will be maintained.

**Resolution**

**Moved By** Barbara Tuer

**Seconded By** Janis Fread

**THAT** DEV 64-2020 Heritage Permit for 52 Wellington St S report be received; and

**THAT** ...the Heritage Committee review application and approve the application as presented.

**CARRIED**

**8.1.2 Sign Applications**

**8.1.2.1 145 Queen Street East**

Jason Silcox spoke to DEV 65-2020.

**Resolution**

**Moved By** Paul King

**Seconded By** Councillor Pridham

**THAT** DEV 65-2020 Sign Permit for 145 Queen St E report be received; and

**THAT** ...the Heritage Committee support the sign permit application.

**CARRIED**

**8.1.3 Heritage Grant Applications**

**8.1.3.1 145 Queen Street East**

Amy Cubberley spoke to MUS 22-2020 and responded to questions.

**Resolution**

**Moved By** Paul King

**Seconded By** Sherri Gropp

**THAT** MUS 22-2020 145 Queen Street East Façade Improvement Grant report be received for information, and;

**THAT** the Heritage Advisory Committee recommends approval of a Façade Improvement Grant for the application, as submitted, for 145 Queen Street East.

**CARRIED**

#### **8.1.3.2 52 Wellington Street South**

Amy Cubberley spoke to MUS 21-2020 and responded to questions. She explained that this funding is for gable painting and carpet replacement.

She explained that using Façade Improvement Grant funding for carpet replacement had been approved for another application earlier this year.

#### **Resolution**

**Moved By** Janis Fread

**Seconded By** Councillor Pridham

**THAT** MUS 21-2020 52 Wellington Street South Heritage Grant report be received for information, and:

**THAT** the Heritage Advisory Committee recommends approval of a Heritage Grant for the application, as submitted, for 52 Wellington Street South, and;

**THAT** the Heritage Advisory Committee recommends approval of a Façade Improvement Grant for the application, as submitted, for 52 Wellington Street South.

**CARRIED**

### **8.2 Municipal Register, Part 1 - Designations/designated property matters**

None.

### **8.3 Municipal Register, Part 2 - List of Significant properties**

The Committee's consensus is that they need more time to complete the list review. The Committee discussed strategies for completing the list review, including reviewing Picture St. Marys. The Committee also confirmed that architecturally significant properties do not necessarily need to be historic.

Amy Cubberley confirmed that the assessment tool that had been circulated is a guiding document but is not required to be completed. She also confirmed that there will be some volunteer effort required in order to write brief histories for each property.

**8.4 Properties of interest or at risk (not necessarily designated)**

None identified.

**8.5 CHO Report**

Paul King informed the Committee that the new draft regulations under the Ontario Heritage Act were released for review earlier in the day. He announced his upcoming resignation from the CHO executive, to take effect at the AGM later in September.

**8.6 Homeowner/Property owner letters**

None identified.

**9. COUNCIL REPORT**

Councillor Pridham and Mayor Strathdee updated the Committee on developments at James Street North and Wellington Street North, the recent reduction in private gathering sizes, and the new bus transportation service that St. Marys is included in.

**10. OTHER BUSINESS**

None.

**11. UPCOMING MEETINGS**

October 19, 2020

**12. ADJOURNMENT**

**Resolution**

**Moved By** Clive Slade

**Seconded By** Michelle Stemmler

THAT the September 21, 2020 Heritage Advisory Committee meeting adjourn at 6:56 pm.



CARRIED

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Chair

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Committee Secretary

## Community Liaison Committee Meeting Minutes

**September 11, 2020**

**10:00am**

**Zoom Meeting**

**Present**

**St Marys Cement:** Kara Terpstra, Vanessa Barr, Jose Soraggi

**St Marys Council:** Jim Craigmile, Tony Winter, Brett Kittmer

**Community Members:** Marti Lindsay, Rodger Muir, Marvin Arthur, Spencer Seymour (for Stewart Grant), Fred Stam, Gordon Snelling

**MECP:** Bob Slivar

**Guest:**

**Regrets:** Marvin Arthur

### 1. Welcome and Introduction

10:00am Kara welcomed everyone to the meeting.

Thank you to the town for allowing us to use the Zoom/Youtube channels for this meeting

Round table introductions of CLC Members.

Also extended a welcome to residents viewing on the Youtube live stream.

No comments or concerns were brought forward about the March 13<sup>th</sup> or June 5<sup>th</sup> informational packets.

"Weather Impacts on Air Dispersion".

### 2. Community Complaints

Total number for the complaints 2020 YTD.

Will go into total number of complaints since the Stack Extension (April 21<sup>st</sup>) for odour, noise, and vibration on the next few slides.

Reminder that Complaints which 'Mention Health' are counted when a resident calls with an odour complaint and highlights that they have a health concern. They are not separate complaints received by the plant.

### 3. Stack Extension and Odour Complaints

Prior to discussing the number of complaints Kara reviewed that in previous presentations we have highlighted findings that odour comes from the limestone used in the process which makes up 80% of our feed, and that engineering modeling determined that a 30m stack extension was the best option to decrease overall odour impact. In addition, due to topography and weather conditions SMC will likely have a residual odour. Note that the PDHU and the MECP have reports stating we are within compliance, and SMC continues to receive odour complaints when the plant is not running and when the wind direction does not line up with the plant.

The annual monthly average number of odour complaints has decreased from 2017, and although numbers for May – September look high they are similar numbers to the number of complaints received in previous years. When looking specifically at complaints since the stack extension we see that individual perception is a large factor of the odour, ie. In 2019 three residents contributed to 48% of the complaints, and since the stack extension the same three residents contribute to 86% of the complaints.

The PDHU reports confirm that there are no health risks due to SMC emissions.

Some people are more sensitive to odours than others, whether due to location in town or whether they are more in tune with the odour. Tony highlighted that some residents might have given up filing odour concerns with the MECP, and Jim Craigmile highlighted a date in August when he could perceive numerous odours at his residence throughout the day.

#### 4. Stack Extension and Noise Complaints

SMC has received concerns about noise since the stack extension. HGC Engineering, SMCs noise consultant, was on site on June 4<sup>th</sup> to measure noise from the stack extension and noted there were no changes in noise levels. Noise complaints highlight an oscillating 'whumm-whumm-whumm' noise which has been determined to come from an adjacent facility. In addition, HGC did readings at a residents house and did not detect any noise emissions from SMC.

#### 5. Stack Extension and Vibration Complaint

SMC has received a concern from a resident that the new stack is causing a vibration in the home of a resident, and a letter from this resident was circulated to the CLC. SMC highlighted that the time the vibration started did not correlate with the stack extension, as there are 2 months in between the installation date and the vibration concern that there were no vibration concerns. In addition, the vibration continues when SMC is not running, so the vibration could not originate from SMC.

The MECP highlighted that they are working with another facility in town to see if they correlate with the vibration concerns.

#### 6. Terms of Reference

Changes proposed by Kara include updating the MOECC to MECP and adding in 3.i "Concerns resulting from the Facility's operations relating to *but not limited to* noise, dust, vibrations, and odours".

Please send the final comments to Kara by September 18<sup>th</sup> 2020 so changes can be reflected in the Terms of Reference.

#### 7. Concerns Brought Forward in Advance of Today's Meeting

- Emails from a Resident; September 2<sup>nd</sup>, 2020

*As a new resident of St. Marys, I have been following the progress of the cement plant as far as adding height to the stack to mitigate "issues" with pollution. I am noticing today a definite odour from the plant that I have noticed before. Yes, the prevailing winds are blowing directly to my area (Ridgewood Crescent) and I suspect we will sometimes have odour from the plant. I do not see anything that deals with the odour from the stack. Is that somewhere? I'm wondering if you can advise me on how the plant deals with this issue and if in fact there is on-going improvements to be expected.*

- Odour coming out of the stack comes from the limestone, which is 80% of our feed.
- Engineering modelling determined that a 30m stack extension was the best option to decrease our overall odour impact.

- Weather patterns and topography in town are also a big factor in where the stack emissions disperses. Refer to the BCX Presentation on Weather Impacts on Air Dispersion, presented at the March 13 2020 CLC meeting.

- Under certain weather conditions the dispersion of the stack may still have a residual odour.
- Individual perception of the odour is also a huge factor, and other odour sources in town are also perceived to be from the plant. For example we receive complaints when the plant is in shutdown mode.

*Please also address the noise level emitted by the plant. It carries very well and is very noticeable. When referring to the Noise Abatement Action Plan, I do not see any definite dates to deal with noise. Is that listed somewhere?*

- "The recent noise measurements of the stack outlet show that the sound levels from the outlet are very similar to those measured in the past".
- The Noise Abatement Action Plan (as per Ministry of Environment approved Schedule)

Noise Abatement Phase	Schedule
Phase 1	August 2019 (complete)
Phase 2	August 2021
Phase 3	August 2023
Phase 4	August 2025
Phase 5	August 2027

- Email from a Resident; September 9nd, 2020

*What is the time frame for St Marys Cement to implement changes to address the Noise, Odour and Dust complaints?*

- Noise;

Refer to Slide 13, the Noise Abatement Action Plan has a timeline approved by the Ministry of Environment

- Odour;

Refer to Slide 5, The stack extension was complete to decrease the overall odour impact in town. It is important to note that odour may still be perceived in town, with less intensity and frequency, due to weather conditions and topography.

- Dust;

When St Marys Cement receives a dust complaint we are able to take a sample to compare chemistry and on site operations to verify the source so that we can take actions to reduce overall dust impact.

*From past meetings the implementation of these changes are years out. Why aren't they being addressed sooner if there are solutions to these problems. ie: Why aren't they being implemented now? Where does the MOE stand as far as oversight and enforcement of these changes in a timely manner?*

- There are over 70 actions on the Noise Abatement Action Plan, each with an impact on overall noise emissions
- Most of these actions require engineering design and scheduled implementation so that the noise model for the plant can be updated as required.
- Bob Slivar, MECP; the Ministry has looked at timelines for the Noise Abatement Action Plan and agree with the proposed timeline. Due to lead times, design, delivery times, the timeline is required for assembling the silencing equipment required for the necessary equipment as outlined in the noise abatement action plan.
- Note that one change may also affect another, so we are required to do noise measurement readings between phases of the Noise Abatement Action Plan.

*The smoke stack was replaced earlier this year to what advantage? The burning odour this past weekend of Saturday Sept 5th was particularly bad. There have been several other instances over the summer when the wind was blowing from the direction of St Marys Cement of the acrid burning odour. The intensity and duration of the smell is dependent on the atmospheric conditions.*

- The modelling conducted by our third party experts looked at the atmospheric conditions and topography in St Marys, and showed a decrease in odour frequency. Unfortunately, the intensity and frequency of the odour is largely dependent on these factors.

*It is my observation that production at St Marys Cement is stepped up in the evenings, especially on weekends and inclement weather. I can usually tell when the smoke/vapour is billowing out of the smoke stack. On weekdays if there is smoke/vapour it comes out in a thinner stream. The noise level increases and a light coating of dust on my patio, windows etc... My ERV system which is designed to bring fresh air from the outside into the house draws in a grey dust. This is evident in the ERV filters. Particularly the filter on the intake side. The intake fan motor was recently replaced due to a bearing failure. Also the two dust filters were replaced with new white filters. The grey colour is indicative of how much dust it draws in from the outside of our house on the side facing St Marys Cement. My neighbor on the east side of me had the same occurrence with his ERV system. This past weekend the smell/burning odour was so bad/intense my ERV system had to be shut off because the burning smell was so bad inside the house. The ERV system does not filter out smell, only dust.*

- St Marys Cement operates continually with the exception of shutdown periods. We optimize our production output at any given point of times, and operating too slow can have negative affects on the equipment operations.
- We have a continuous emissions monitoring equipment in our stack to measure the particulate matter, and emission levels of the facility at all times. This equipment ensures we stay within the ministry limits regardless of time of day, or day of the week.
- We performed noise monitoring in town and verified that the noise from our facility is constant whereas other industries in town cause noise levels to shift.
- St Marys Cement is not able to comment of the maintenance requirements of ERV systems however we can remind residents that if there are any dust concerns to bring them to the plant so we can take samples and compare to on site operations.
- Also note that the MECP has done air monitoring in town which did not detect any exceedances in dust emissions that were attributed to St Marys Cement Plant. There are several other sources of dust in the area including roads and agricultural sources.
- Note regarding the complaint specified in this email, the wind was coming from the opposite direction, so it was concluded that the odour was not coming from St Marys Cement.
- Jim Craigmile noted that the color of the stack emissions is not related to odour as there are gases which will condensate and create different colors, this is also dependent on the time of the year.

*Some of my neighbours indicated they have been bothered by the odour and noise. They choose to go into the house and don't bother complaining to the MOE. There are times the bad odour and noise is coming from other industries in the area. I suspect Sure Gain as the source, in particular the strong smell of silage. This is dependent on the wind direction.*

- St Marys Cement knows that there are other sources of odour, noise, and dust in the area. We investigate every complaint made to the plant individually to determine whether or not it could have come from our operations.
- Complaint investigations include whether or not the plant was operating at the time, wind direction, field investigations such as the noise monitoring we have completed, complaint descriptions, and daily environmental observations.
- Jose mentioned that the statistics presented in CLC meetings are the result of all of the complaints and do not include the complaints which SMC is able to prove did not come from SMC.

## 8. Round Table

Kara noted the area outside of the plant main entrance is under construction by the town of St Marys but any questions or concerns about the project can be brought to Kara.

Jim noted that the noise from the Main ID fan seems to get louder when the leaves are gone in the fall, he has not heard the Main ID fan since the stack extension. Note that noise can affect other noises, by either amplifying or cancelling them each other out. Also noted that there is a difference between stack dust and fugitive dust, and concerns about both need to be brought to SMC.

Marti commented that a lot of diligence goes into each and every complaint that is brought to SMC.

Fred Stam noted that he personally has not noted the odour since the stack extension.

Brett commented that St Marys Cement has donated to the town, the limestone on the Church Street bridge was donated by SMC and the plant went out of their way to ensure the color of the new limestone matched the color of the old.

Gordon wonders if there is a target number for complaints in 2021, the expectation that there will be zero complaint overall is unrealistic.

Jose invited CLC members to come for a tour of the plant once the COVID-19 allows for tours. Looking at the odour trends for the last 2 years we would like to continue to see the complaints trend downwards however individual perception of odour is so different that it is difficult to fully remove complaints. The stack is a visible example of an improvement made but the efforts put in place by consultants and experts to improve the plant, including technologies to control dust and odour are also improvements we see at the plant.

Vanessa highlighted that we take every concern seriously and put investigation into each one so it is important for residents to contact SMC.

Tony highlighted that a tour is a good idea so that people can see the operations. He also questioned why houses between the plant and the vibration concern are not feeling the vibration.

Roger wondered if people are filing less concerns because COVID has taken higher priority over the cement plant odour.

Bob Slivar highlighted that he is the District Officer for St Marys Cement Plant and other Cement Plants in the area, and that Fernando Circelli is the District Officer for Perth County.

## 9. Closing Remarks

The next meeting will be in December 2020.

## THE CORPORATION OF THE TOWN OF ST. MARYS

### BY-LAW NUMBER 86-2020

#### A BY-LAW OF THE CORPORATION OF THE TOWN OF ST. MARYS TO AUTHORIZE THE BORROWING UPON SERIAL DEBENTURES IN THE PRINCIPAL AMOUNT OF \$3,000,000.00 TOWARDS THE COST OF ST MARYS FIRE HALL EXPANSION

WHEREAS subsection 401 (1) of the *Municipal Act, 2001*, as amended (the “**Act**”) provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS subsection 408 (2.1) of the Act provides that a municipality may issue a debenture or other financial instrument for long-term borrowing only to provide financing for a capital work;

AND WHEREAS the Council of The Corporation of The Town of St. Marys (the “**Municipality**”) has passed the By-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law to authorize the capital work(s) described in column (2) of Schedule “A” (the “**Capital Work(s)**”), to authorize the long-term borrowing from Ontario Infrastructure and Lands Corporation (“**OILC**”) in respect of the Capital Work(s) and to confirm, ratify and approve the execution by the Treasurer of the application to OILC for financing the Capital Works (the “**Application**”) and the submission by such authorized official of the Application; and to execute and deliver to OILC the rate offer letter agreement in respect of such long-term borrowing for the Capital Works;

AND WHEREAS before authorizing the Capital Work(s) and before authorizing any additional cost amount and any additional debenture authority in respect thereof (if any) the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable regulation and, prior to the Council of the Municipality authorizing the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), the Treasurer determined that the estimated annual amount payable in respect of the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), would not cause the Municipality to exceed the updated limit and that the approval of the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), by the Local Planning Appeal Tribunal pursuant to such regulation was not required;

AND WHEREAS the Municipality has submitted the Application to OILC and the Application has been approved;

AND WHEREAS to provide long-term financing for the Capital Work(s) it is now deemed to be expedient to borrow money by the issue of serial debentures in the aggregate

principal amount of \$3,000,000.00 dated November 02, 2020 and maturing on November 02, 2045, and payable in semi-annual instalments of combined equal principal and diminishing interest amounts on the second day of May and on the second day of November in each of the years 2021 to 2045, both inclusive on the terms hereinafter set forth;

NOW THEREFORE THE COUNCIL OF The Corporation of The Town of St. Marys ENACTS AS FOLLOWS:

1. For the Capital Work(s), the borrowing upon the credit of the Municipality at large of the aggregate principal amount of \$3,000,000.00 and the issue of serial debentures therefor to be repaid in semi-annual instalments of combined principal and interest as hereinafter set forth, are hereby authorized.
2. The Mayor and the Treasurer of the Municipality are hereby authorized to cause any number of serial debentures to be issued for such amounts of money as may be required for the Capital Work(s) in definitive form, not exceeding in total the said aggregate principal amount of \$3,000,000.00 (the “**Debentures**”). The Debentures shall bear the Municipality’s municipal seal and the signatures of Mayor and the Treasurer of the Municipality, all in accordance with the provisions of the Act. The municipal seal of the Municipality and the signatures referred to in this section may be printed, lithographed, engraved or otherwise mechanically reproduced. The Debentures are sufficiently signed if they bear the required signatures and each person signing has the authority to do so on the date he or she signs.
3. The Debentures shall be in fully registered form as one or more certificates in the aggregate principal amount of \$3,000,000.00, in the name of OILC, or as OILC may otherwise direct, substantially in the form attached as Schedule “B” hereto and forming part of this By-law with provision for payment of principal and interest (other than in respect of the final payment of principal and outstanding interest on maturity upon presentation and surrender) by pre-authorized debit in respect of such principal and interest to the credit of such registered holder on such terms as to which the registered holder and the Municipality may agree.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. The Debentures shall all be dated November 02, 2020, and as to both principal and interest shall be expressed and be payable in lawful money of Canada. The Debentures shall bear interest at the rate of 2.14% per annum and mature during a period of 25 year(s) years from the date thereof payable semi-annually in arrears as described in this section. The Debentures shall be paid in full by November 02, 2045 and be payable in semi-annual instalments of combined equal principal and



diminishing interest amounts on the second day of May and on the second day of November in each of the years 2021 to 2045, both inclusive, save and except for the last instalment of principal which may vary slightly from the preceding equal instalments, as set forth in Schedule "C" attached hereto and forming part of this By-law ("**Schedule "C"**").

6. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a "**Business Day**") and if any date for payment is not a Business Day, payment shall be made on the next following Toronto Business Day.
7. Interest shall be payable to the date of maturity of the Debentures and on default shall be payable on any overdue amounts both before and after default and judgment at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debentures for such amounts plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amounts become overdue for so long as such amounts remain overdue and the Municipality shall pay to the registered holders any and all costs incurred by the registered holders as a result of the overdue payment. Any amounts payable by the Municipality as interest on overdue principal or interest and all costs incurred by the registered holders as a result of the overdue payment in respect of the Debentures shall be paid out of current revenue. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.

"**Prime Rate**" means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of the Debentures: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the "**Reference Banks**") as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the "**Prime Rate**" shall be the arithmetic mean of the rates quoted by those Reference Banks.

8. In each year in which a payment of semi-annual instalments of combined equal principal and diminishing interest amounts becomes due in respect of the Capital Work(s) including the last 'non-equal' instalment of principal, there shall be raised as part of the Municipality's general levy the amounts of principal and interest payable by the Municipality in each year as set out in Schedule "C" to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.

9. The Debentures may contain any provision for their registration thereof authorized by any statute relating to municipal debentures in force at the time of the issue thereof.
10. The Municipality shall maintain a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of the cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.
11. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of the Debentures as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. When a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.
12. The Debentures will be transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, the Mayor and the Treasurer shall issue and deliver a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.
13. The Mayor and the Treasurer shall issue and deliver new Debentures in exchange or substitution for Debentures outstanding on the registry with the same maturity and of like form which have become mutilated, defaced, lost, subject to a mysterious or unexplainable disappearance, stolen or destroyed, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case when a Debenture is mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its

discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.

14. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of this By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
15. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
16. Reasonable fees in respect of the Debentures, in the normal course of business, other than reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of any of the principal and interest cheques (if any) that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder.
18. The Mayor and the Treasurer are hereby authorized to cause the Debentures to be issued, one or more of the Clerk and Treasurer are hereby authorized to generally do all things and to execute all other documents and other papers in the name of the Municipality in order to carry out the issue of the Debentures and the Treasurer is authorized to affix the Municipality's municipal seal to any of such documents and papers.
19. The money received by the Municipality from the sale of the Debentures to OILC, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to their issue, if any, shall be apportioned and

applied to the Capital Work(s) and to no other purpose except as permitted by the Act.

20. Subject to the Municipality's statement of investment policies and goals, the applicable legislation and the terms and conditions of the Debentures, the Municipality may, if not in default under the Debentures, at any time purchase any of the Debentures in the open market or by tender or by private contract at any price and on such terms and conditions (including, without limitation, the manner by which any tender offer may be communicated or accepted and the persons to whom it may be addressed) as the Municipality may in its discretion determine.
21. This By-law takes effect on the day of passing.

By-law read a first and second time this 13th day of October, 2020

By-law read a third time and finally passed this 13th day of October, 2020

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Al Strathee  
Mayor

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Jenna McCartney  
Clerk

The Corporation of The Town of St. Marys

**Schedule "A" to By-law Number 86-2020**

(1)	(2)	(3)	(4)	(5)	(6)
By-law	Project Description	Approved Amount to be Financed Through the Issue of Debentures	Amount of Debentures Previously Issued	Amount of Debentures to be Issued	Term of Years of Debentures
64-2020	St Marys Fire Hall Expansion	\$3,000,000.00	\$0.00	3,000,000.00	25 year(s)

The Corporation of The Town of St. Marys

**Schedule “B” to By-law Number 86-2020**

No. 86-2020

\$3,000,000.00

C A N A D A

Province of Ontario

THE CORPORATION OF THE TOWN OF ST. MARYS

FULLY REGISTERED 2.14% SERIAL DEBENTURE

The Corporation of The Town of St. Marys (the “**Municipality**”), for value received, hereby promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“**OILC**”)

or registered assigns, subject to the Conditions attached hereto which form part hereof (the “**Conditions**”), upon presentation and surrender of this debenture (or as otherwise agreed to by the Municipality and OILC) by the maturity date of this debenture (November 02, 2045), the principal amount of

THREE MILLION DOLLARS

----- (\$3,000,000.00) -----

by semi-annual instalments of combined equal principal and diminishing interest amounts on the Payment second day of May and on the second day of November in each of the years 2021 to 2045, both inclusive, save and except for the last instalment of principal which may vary slightly from the preceding equal instalments, in the amounts set forth in the attached Serial Debenture Schedule (the “**Amortization Schedule**”) and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions: interest shall be paid until the maturity date of this debenture, in like money in semi-annual payments from the closing date (November 02, 2020), or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 2.14% per annum, in arrears, on the specified dates, as set forth in the Amortization Schedule; and interest shall be paid on default at the applicable rate set out in the Amortization Schedule both before and after default and judgment. The payments of principal and interest and the outstanding amount of principal in each year are shown in the Amortization Schedule.

The Municipality, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (the “**OILC Act, 2011**”) hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness under this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund.

This debenture is subject to the Conditions.

DATED at The Corporation of The Town of St. Marys as at the 2nd day of November, 2020.

IN TESTIMONY WHEREOF and under the authority of By-law Number 86-2020 of the Municipality duly passed on the 13th day of October, 2020 (the “**By-law**”), this debenture is sealed with the municipal seal of the Municipality and signed by the Mayor and by the Treasurer thereof.

Date of Registration: November 02, 2020

\_\_\_\_\_

(Seal) \_\_\_\_\_

Al Strathdee, Mayor

Andre Morin, Treasurer

OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.

Ontario Infrastructure and Lands Corporation

by: _____	by: _____
Authorized Signing Officer	Authorized Signing Officer

## LEGAL OPINION

We have examined the By-law of the Municipality authorizing the issue of serial debentures in the aggregate principal amount of \$3,000,000.00 dated November 02, 2020 and maturing on November 02, 2045 in semi-annual instalments of combined equal principal and diminishing interest amounts on the second day of May and on the second day of November in each of the years 2021 to 2045, both inclusive, save and except for the last instalment of principal which may vary slightly from the preceding equal instalments as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the Municipality. The debenture issued under the By-law in the within form (the "**Debenture**") is the direct, general, unsecured and unsubordinated obligation of the Municipality. The Debenture is enforceable against the Municipality subject to the special jurisdiction and powers of the Local Planning Appeal Tribunal over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

November 02, 2020

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Strong Nenniger Law Professional Corporation [no signature required]



## **CONDITIONS OF THE DEBENTURE**

### **Form, Denomination, and Ranking of the Debenture**

1. The debentures issued pursuant to the By-law (collectively the “**Debentures**” and individually a “**Debenture**”) are issuable as fully registered Debentures without coupons.
2. The Debentures are direct, general, unsecured and unsubordinated obligations of the Municipality. The Debentures rank concurrently and equally in respect of payment of principal and interest with all other debentures of the Municipality except for the availability of money in a sinking or retirement fund for a particular issue of debentures.
3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

### **Registration**

4. The Municipality shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

### **Title**

5. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of Debentures, including this Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.

### **Payments of Principal and Interest**

6. The record date for purposes of payment of principal of and interest on the Debentures is as of 5:00 p.m. on the sixteenth calendar day preceding any Payment Date including the maturity date. Principal of and interest on the Debentures are payable by the Municipality to the persons registered as holders in the registry on the relevant record date. The Municipality shall not be required to register any transfer, exchange or substitution of Debentures during the period from any record date to the corresponding Payment Date.
7. The Municipality shall make all payments in respect of semi-annual instalments of combined equal principal and diminishing interest amounts on the Debentures on the Payment Dates commencing on May 02, 2021 and ending on November 02, 2045, as set out in Schedule "C" to the By-law, by pre-authorized debit in respect of such interest and principal to the credit of the registered holder on such terms as the Municipality and the registered holder may agree.
8. The Municipality shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Amortization Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the Municipality shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a "**Business Day**"), and if any date for payment is not a Business Day, payment shall be made on the next following Business Day as noted on the Amortization Schedule.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations will be delivered as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.

12. The Municipality shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
14. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed principal and interest cheques (if any) may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
16. If OILC elects to terminate its obligations under the rate offer agreement entered into between the Municipality and OILC, or if the Municipality fails to meet and pay any of its debts or liabilities when due, or uses all or any portion of the proceeds of any Debenture for any purpose other than for a Capital Work(s) as authorized in the By-Law, the Municipality shall pay to OILC the Make-Whole Amount on account of the losses that it will incur as a result of the early repayment or early termination.

## **Notices**

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder. If the Municipality or any registered holder is required to give any notice in connection with the Debentures on or before any day and that day is not a Business Day (as defined in section 10 of these Conditions) then such notice may be given on the next following Business Day.

## **Time**

18. Unless otherwise expressly provided herein, any reference herein to a time shall be considered to be a reference to Toronto time.

## **Governing Law**

19. The Debentures are governed by and shall be construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

## **Definitions:**

- (a) **"Prime Rate"** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the **"Reference Banks"**) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the **"Prime Rate"** shall be the arithmetic mean of the rates quoted by those Reference Banks.
- (b) **"Make-Whole Amount"** means the amount determined by OILC as of the date of prepayment of the Debenture, by which (i) the present value of the remaining future scheduled payments of principal and interest under the Debenture to be repaid from the prepayment date until maturity of the Debenture discounted at the Ontario Yield exceeds (ii) the principal amount under the Debenture being repaid provided that the Make-Whole Amount shall never be less than zero.
- (c) **"Ontario Yield"** means the yield to maturity on the date of prepayment of the Debenture, assuming semi-annual compounding, which a non-prepayable Debenture made by the Province of Ontario would have if advanced on the date of prepayment of the Debenture, assuming the same principal amount as the Debenture and with a maturity date which

is the same as the remaining term to maturity of the Debenture to be repaid minus 100 basis points.

**THE CORPORATION OF THE TOWN OF ST. MARYS**  
**Schedule "C" to By-law Number 86-2020**

Name.....: St. Marys, The Corporation of The Town of  
Principal: 3,000,000.00  
Rate.....: 02.1400  
Matures...: 11/02/2045

Pay #	Date	Amount Due	Principal Due	Interest Due	Rem. Principal
1	05/02/2021	91,836.16	60,000.00	31,836.16	2,940,000.00
2	11/02/2021	91,716.56	60,000.00	31,716.56	2,880,000.00
3	05/02/2022	90,562.72	60,000.00	30,562.72	2,820,000.00
4	11/02/2022	90,422.01	60,000.00	30,422.01	2,760,000.00
5	05/02/2023	89,289.27	60,000.00	29,289.27	2,700,000.00
6	11/02/2023	89,127.45	60,000.00	29,127.45	2,640,000.00
7	05/02/2024	88,170.61	60,000.00	28,170.61	2,580,000.00
8	11/02/2024	87,832.90	60,000.00	27,832.90	2,520,000.00
9	05/02/2025	86,742.38	60,000.00	26,742.38	2,460,000.00
10	11/02/2025	86,538.35	60,000.00	26,538.35	2,400,000.00
11	05/02/2026	85,468.93	60,000.00	25,468.93	2,340,000.00
12	11/02/2026	85,243.79	60,000.00	25,243.79	2,280,000.00
13	05/02/2027	84,195.48	60,000.00	24,195.48	2,220,000.00
14	11/02/2027	83,949.24	60,000.00	23,949.24	2,160,000.00
15	05/02/2028	83,048.68	60,000.00	23,048.68	2,100,000.00
16	11/02/2028	82,654.68	60,000.00	22,654.68	2,040,000.00
17	05/02/2029	81,648.59	60,000.00	21,648.59	1,980,000.00
18	11/02/2029	81,360.13	60,000.00	21,360.13	1,920,000.00
19	05/02/2030	80,375.15	60,000.00	20,375.15	1,860,000.00
20	11/02/2030	80,065.58	60,000.00	20,065.58	1,800,000.00
21	05/02/2031	79,101.70	60,000.00	19,101.70	1,740,000.00
22	11/02/2031	78,771.02	60,000.00	18,771.02	1,680,000.00
23	05/02/2032	77,926.75	60,000.00	17,926.75	1,620,000.00
24	11/02/2032	77,476.47	60,000.00	17,476.47	1,560,000.00
25	05/02/2033	76,554.81	60,000.00	16,554.81	1,500,000.00
26	11/02/2033	76,181.92	60,000.00	16,181.92	1,440,000.00
27	05/02/2034	75,281.36	60,000.00	15,281.36	1,380,000.00
28	11/02/2034	74,887.36	60,000.00	14,887.36	1,320,000.00
29	05/02/2035	74,007.91	60,000.00	14,007.91	1,260,000.00
30	11/02/2035	73,592.81	60,000.00	13,592.81	1,200,000.00
31	05/02/2036	72,804.82	60,000.00	12,804.82	1,140,000.00
32	11/02/2036	72,298.26	60,000.00	12,298.26	1,080,000.00
33	05/02/2037	71,461.02	60,000.00	11,461.02	1,020,000.00
34	11/02/2037	71,003.70	60,000.00	11,003.70	960,000.00
35	05/02/2038	70,187.57	60,000.00	10,187.57	900,000.00
36	11/02/2038	69,709.15	60,000.00	9,709.15	840,000.00

37	05/02/2039	68,914.13	60,000.00	8,914.13	780,000.00
38	11/02/2039	68,414.60	60,000.00	8,414.60	720,000.00
39	05/02/2040	67,682.89	60,000.00	7,682.89	660,000.00
40	11/02/2040	67,120.04	60,000.00	7,120.04	600,000.00
41	05/02/2041	66,367.23	60,000.00	6,367.23	540,000.00
42	11/02/2041	65,825.49	60,000.00	5,825.49	480,000.00
43	05/02/2042	65,093.79	60,000.00	5,093.79	420,000.00
44	11/02/2042	64,530.94	60,000.00	4,530.94	360,000.00
45	05/02/2043	63,820.34	60,000.00	3,820.34	300,000.00
46	11/02/2043	63,236.38	60,000.00	3,236.38	240,000.00
47	05/02/2044	62,560.96	60,000.00	2,560.96	180,000.00
48	11/02/2044	61,941.83	60,000.00	1,941.83	120,000.00
49	05/02/2045	61,273.45	60,000.00	1,273.45	60,000.00
50	11/02/2045	60,647.28	60,000.00	647.28	0.00

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3,818,924.64	3,000,000.00	818,924.64
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C A N A D A  
Province of Ontario  
THE CORPORATION OF THE TOWN OF ST. MARYS

FULLY REGISTERED 2.14% SERIAL DEBENTURE

The Corporation of The Town of St. Marys (the “**Municipality**”), for value received, hereby  
promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“**OILC**”)

or registered assigns, subject to the Conditions attached hereto which form part hereof (the “**Conditions**”), upon presentation and surrender of this debenture (or as otherwise agreed to by the Municipality and OILC) by the maturity date of this debenture (November 02, 2045), the principal amount of

THREE MILLION DOLLARS

----- (\$3,000,000.00) -----

by semi-annual instalments of combined equal principal and diminishing interest amounts on the Payment second day of May and on the second day of November in each of the years 2021 to 2045, both inclusive, save and except for the last instalment of principal which may vary slightly from the preceding equal instalments, in the amounts set forth in the attached Serial Debenture Schedule (the “**Amortization Schedule**”) and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions: interest shall be paid until the maturity date of this debenture, in like money in semi-annual payments from the closing date (November 02, 2020), or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 2.14% per annum, in arrears, on the specified dates, as set forth in the Amortization Schedule; and interest shall be paid on default at the applicable rate set out in the Amortization Schedule both before and after default and judgment. The payments of principal and interest and the outstanding amount of principal in each year are shown in the Amortization Schedule.

The Municipality, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (the “**OILC Act, 2011**”) hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness under this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund.

This debenture is subject to the Conditions.

DATED at The Corporation of The Town of St. Marys as at the 2nd day of November, 2020.



IN TESTIMONY WHEREOF and under the authority of By-law Number 86-2020 of the Municipality duly passed on the 13th day of October, 2020 (the “**By-law**”), this debenture is sealed with the municipal seal of the Municipality and signed by the Mayor and by the Treasurer thereof.

Date of Registration: November 02, 2020

\_\_\_\_\_  
(Seal) \_\_\_\_\_

Al Strathdee, Mayor

Andre Morin, Treasurer

OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.

Ontario Infrastructure and Lands Corporation

by: _____	by: _____
Authorized Signing Officer	Authorized Signing Officer

## LEGAL OPINION

We have examined the By-law of the Municipality authorizing the issue of serial debentures in the aggregate principal amount of \$3,000,000.00 dated November 02, 2020 and maturing on November 02, 2045 in semi-annual instalments of combined equal principal and diminishing interest amounts on the second day of May and on the second day of November in each of the years 2021 to 2045, both inclusive, save and except for the last instalment of principal which may vary slightly from the preceding equal instalments as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the Municipality. The debenture issued under the By-law in the within form (the "**Debenture**") is the direct, general, unsecured and unsubordinated obligation of the Municipality. The Debenture is enforceable against the Municipality subject to the special jurisdiction and powers of the Local Planning Appeal Tribunal over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

November 02, 2020

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Strong Nenniger Law Professional Corporation [no signature required]

## **CONDITIONS OF THE DEBENTURE**

### **Form, Denomination, and Ranking of the Debenture**

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3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

### **Registration**

4. The Municipality shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

### **Title**

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8. The Municipality shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Amortization Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the Municipality shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the Municipality are not authorized or obligated by law or executive order to be closed (a "**Business Day**"), and if any date for payment is not a Business Day, payment shall be made on the next following Business Day as noted on the Amortization Schedule.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations will be delivered as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.

12. The Municipality shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
14. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed principal and interest cheques (if any) may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
16. If OILC elects to terminate its obligations under the rate offer agreement entered into between the Municipality and OILC, or if the Municipality fails to meet and pay any of its debts or liabilities when due, or uses all or any portion of the proceeds of any Debenture for any purpose other than for a Capital Work(s) as authorized in the By-Law, the Municipality shall pay to OILC the Make-Whole Amount on account of the losses that it will incur as a result of the early repayment or early termination.

## **Notices**

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder. If the Municipality or any registered holder is required to give any notice in connection with the Debentures on or before any day and that day is not a Business Day (as defined in section 10 of these Conditions) then such notice may be given on the next following Business Day.

## **Time**

18. Unless otherwise expressly provided herein, any reference herein to a time shall be considered to be a reference to Toronto time.

## **Governing Law**

19. The Debentures are governed by and shall be construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

## **Definitions:**

- (a) **"Prime Rate"** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the **"Reference Banks"**) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the **"Prime Rate"** shall be the arithmetic mean of the rates quoted by those Reference Banks.
- (b) **"Make-Whole Amount"** means the amount determined by OILC as of the date of prepayment of the Debenture, by which (i) the present value of the remaining future scheduled payments of principal and interest under the Debenture to be repaid from the prepayment date until maturity of the Debenture discounted at the Ontario Yield exceeds (ii) the principal amount under the Debenture being repaid provided that the Make-Whole Amount shall never be less than zero.
- (c) **"Ontario Yield"** means the yield to maturity on the date of prepayment of the Debenture, assuming semi-annual compounding, which a non-prepayable Debenture made by the Province of Ontario would have if advanced on the date of prepayment of the Debenture, assuming the same principal amount as the Debenture and with a maturity date which

is the same as the remaining term to maturity of the Debenture to be repaid minus 100 basis points.

Name.....: St. Marys, The Corporation of The Town of  
Principal: 3,000,000.00  
Rate.....: 02.1400  
Matures...: 11/02/2045

Pay #	Date	Amount Due	Principal Due	Interest Due	Rem. Principal
1	05/02/2021	91,836.16	60,000.00	31,836.16	2,940,000.00
2	11/02/2021	91,716.56	60,000.00	31,716.56	2,880,000.00
3	05/02/2022	90,562.72	60,000.00	30,562.72	2,820,000.00
4	11/02/2022	90,422.01	60,000.00	30,422.01	2,760,000.00
5	05/02/2023	89,289.27	60,000.00	29,289.27	2,700,000.00
6	11/02/2023	89,127.45	60,000.00	29,127.45	2,640,000.00
7	05/02/2024	88,170.61	60,000.00	28,170.61	2,580,000.00
8	11/02/2024	87,832.90	60,000.00	27,832.90	2,520,000.00
9	05/02/2025	86,742.38	60,000.00	26,742.38	2,460,000.00
10	11/02/2025	86,538.35	60,000.00	26,538.35	2,400,000.00
11	05/02/2026	85,468.93	60,000.00	25,468.93	2,340,000.00
12	11/02/2026	85,243.79	60,000.00	25,243.79	2,280,000.00
13	05/02/2027	84,195.48	60,000.00	24,195.48	2,220,000.00
14	11/02/2027	83,949.24	60,000.00	23,949.24	2,160,000.00
15	05/02/2028	83,048.68	60,000.00	23,048.68	2,100,000.00
16	11/02/2028	82,654.68	60,000.00	22,654.68	2,040,000.00
17	05/02/2029	81,648.59	60,000.00	21,648.59	1,980,000.00
18	11/02/2029	81,360.13	60,000.00	21,360.13	1,920,000.00
19	05/02/2030	80,375.15	60,000.00	20,375.15	1,860,000.00
20	11/02/2030	80,065.58	60,000.00	20,065.58	1,800,000.00
21	05/02/2031	79,101.70	60,000.00	19,101.70	1,740,000.00
22	11/02/2031	78,771.02	60,000.00	18,771.02	1,680,000.00
23	05/02/2032	77,926.75	60,000.00	17,926.75	1,620,000.00
24	11/02/2032	77,476.47	60,000.00	17,476.47	1,560,000.00
25	05/02/2033	76,554.81	60,000.00	16,554.81	1,500,000.00
26	11/02/2033	76,181.92	60,000.00	16,181.92	1,440,000.00
27	05/02/2034	75,281.36	60,000.00	15,281.36	1,380,000.00
28	11/02/2034	74,887.36	60,000.00	14,887.36	1,320,000.00
29	05/02/2035	74,007.91	60,000.00	14,007.91	1,260,000.00
30	11/02/2035	73,592.81	60,000.00	13,592.81	1,200,000.00
31	05/02/2036	72,804.82	60,000.00	12,804.82	1,140,000.00
32	11/02/2036	72,298.26	60,000.00	12,298.26	1,080,000.00
33	05/02/2037	71,461.02	60,000.00	11,461.02	1,020,000.00
34	11/02/2037	71,003.70	60,000.00	11,003.70	960,000.00
35	05/02/2038	70,187.57	60,000.00	10,187.57	900,000.00
36	11/02/2038	69,709.15	60,000.00	9,709.15	840,000.00
37	05/02/2039	68,914.13	60,000.00	8,914.13	780,000.00
38	11/02/2039	68,414.60	60,000.00	8,414.60	720,000.00
39	05/02/2040	67,682.89	60,000.00	7,682.89	660,000.00
40	11/02/2040	67,120.04	60,000.00	7,120.04	600,000.00
41	05/02/2041	66,367.23	60,000.00	6,367.23	540,000.00
42	11/02/2041	65,825.49	60,000.00	5,825.49	480,000.00



43	05/02/2042	65,093.79	60,000.00	5,093.79	420,000.00
44	11/02/2042	64,530.94	60,000.00	4,530.94	360,000.00
45	05/02/2043	63,820.34	60,000.00	3,820.34	300,000.00
46	11/02/2043	63,236.38	60,000.00	3,236.38	240,000.00
47	05/02/2044	62,560.96	60,000.00	2,560.96	180,000.00
48	11/02/2044	61,941.83	60,000.00	1,941.83	120,000.00
49	05/02/2045	61,273.45	60,000.00	1,273.45	60,000.00
50	11/02/2045	60,647.28	60,000.00	647.28	0.00

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3,818,924.64	3,000,000.00	818,924.64
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## CERTIFICATE OF THE CLERK

**To: Strong Nenniger Law Professional Corporation**

**And To: OILC**

IN THE MATTER OF an issue of a 25 year(s), 2.14% serial debenture of The Corporation of The Town of St. Marys (the "**Municipality**") in the principal amount of \$3,000,000.00 for the capital work(s) of the Municipality in Currency, authorized by Debenture By-law Number 86-2020 (the "**Debenture By-law**");

AND IN THE MATTER OF authorizing by-law(s) of the Municipality enumerated in Schedule "A" to the Debenture By-law.

I, Jenna McCartney, Clerk of the Municipality, **DO HEREBY CERTIFY THAT:**

1. The Debenture By-law was finally passed and enacted by the Council of the Municipality on the October 13, 2020 in full compliance with the *Municipal Act, 2001*, as amended (the "**Act**") at a duly called meeting at which a quorum was present. Forthwith after the passage of the Debenture By-law, the same was signed by the Mayor and the Clerk and sealed with the municipal seal of the Municipality.
2. The authorizing by-law(s) referred to in Schedule "A" to the Debenture By-law (the "**Authorizing By-law(s)**") have been enacted and passed by the Council of the Municipality in full compliance with the Act at meeting(s) at which a quorum was present. Forthwith after the passage of the Authorizing By-law(s) the same were signed by the Mayor and by the Clerk and sealed with the municipal seal of the Municipality.
3. With respect to the undertaking of the capital work(s) described in the Debenture By-law (the "**Capital Work(s)**"), before the Council of the Municipality exercised any of its powers in respect of the Capital Work(s), and before authorizing any additional cost amount and any additional debenture authority in respect thereof (if any), the Council of the Municipality had its Treasurer complete the required calculation set out in the relevant debt and financial obligation limits regulation (the "**Regulation**"). Accordingly, based on the Treasurer's calculation and determination under the Regulation, the Council of the Municipality authorized the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), without the approval of the Local Planning Appeal Tribunal pursuant to the Regulation.
4. No application has been made or action brought to quash, set aside or declare invalid the Debenture By-law or the Authorizing By-law(s) nor have the same been in any way repealed, altered or amended, except insofar as some of the Authorizing By-law(s) may have been amended by any of the Authorizing By-law(s), and the Debenture By-law and the Authorizing By-law(s) are now in full force and effect.

5. All of the recitals contained in the Debenture By-law and the Authorizing By-law(s) are true in substance and fact.
6. To the extent that the public notice provisions of the Act are applicable, the Authorizing By-law(s) and the Debenture By-law have been enacted and passed by the Council of the Municipality in full compliance with the applicable public notice provisions of the Act.
7. None of the debentures authorized to be issued by the Authorizing By-law(s) have been previously issued.
8. All of the sewer and water works which constitute part of the Capital Works and which require the approval of the Ministry of the Environment, Conservation and Parks will be or have been completely and properly approved by the Ministry of the Environment, Conservation and Parks, as the case may be.
9. The Municipality is not subject to any restructuring order under Part V of the Act or other statutory authority, accordingly, no approval of the Authorizing By-law(s) and of the Debenture By-law and/or of the issue of the OILC Debentures is required by any transition board or commission appointed in respect of the restructuring of the Municipality.
10. The Authorizing By-law(s) and the Debenture By-law and the transactions contemplated thereby do not conflict with, or result in a breach or violation of any statutory provisions which apply to the Municipality or any agreement to which the Municipality is a party or under which the Municipality or any of its property is or may be bound, or, to the best of my knowledge, violate any order, award, judgment, determination, writ, injunction or decree applicable to the Municipality of any regulatory, administrative or other government or public body or authority, arbitrator or court.

**DATED** at The Corporation of The Town of St. Marys as at the 2nd day of November, 2020.

[AFFIX SEAL]

\_\_\_\_\_  
Jenna McCartney, Clerk

## CERTIFICATE OF THE TREASURER

**To:                Strong Nenniger Law Professional Corporation**

**And To:        OILC**

IN THE MATTER OF an issue of a 25 year(s), 2.14% serial debenture of The Corporation of The Town of St. Marys (the “**Municipality**”) in the aggregate principal amount of \$3,000,000.00, for Capital Work(s) of the Municipality authorized by Debenture By-law Number 86-2020 (the “**Debenture By-law**”);

AND IN THE MATTER OF authorizing by-laws of the Municipality enumerated in Schedule “A” to the Debenture By-law.

I, Andre Morin, Treasurer of the Municipality, **DO HEREBY CERTIFY THAT:**

1.     The Municipality has received from the Ministry of Municipal Affairs and Housing its annual debt and financial obligation limit for the relevant years.
2.     With respect to the undertaking of the capital work(s) described in the Debenture By-law (the “**Capital Work(s)**”), before the Council of the Municipality authorized **the** Capital Work(s), and before authorizing any additional cost amount and any additional debenture authority in respect thereof (if any), the Treasurer calculated the updated relevant debt and financial obligation limit in accordance with the applicable debt and financial obligation limits regulation (the “**Regulation**”). The Treasurer thereafter determined that the estimated annual amount payable in respect of the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), would not cause the Municipality to reach or to exceed the relevant updated debt and financial obligation limit as at the date of the Council’s approval. Based on the Treasurer’s determination, the Council of the Municipality authorized the Capital Work(s), each such additional cost amount and each such additional debenture authority (if any), without the approval of the Local Planning Appeal Tribunal pursuant to the Regulation.
3.     As at the date hereof the Municipality has not reached or exceeded its updated annual debt and financial obligation limit for 2018<sup>1</sup>.
4.     In updating the relevant debt and financial obligation limit(s), the estimated annual amounts payable described in the Regulation were determined based on current interest rates and amortization periods which do not, in any case, exceed the lifetime of any of the purposes of the Municipality described in such section, all in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the relevant Public Sector Accounting Board.

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<sup>1</sup> Year of the most recent limit (ARL) received from MMA

5. The term within which the debentures to be issued for the Municipality in respect of the Capital Work(s) pursuant to the Debenture By-law are made payable does not exceed the lifetime of such Capital Work(s).
6. The aggregate principal amount now being financed through the issue of debentures pursuant to the Debenture By-law in respect of the Capital Work(s) does not exceed the net cost of each such Capital Work.
7. The money received by the Municipality from the sale of the debentures issued pursuant to the Debenture By-law, including any premium, and any earnings derived from the investment of that money after providing for the expenses related to their issue, if any, shall be apportioned and applied to the Capital Work(s), and to no other purpose except as permitted by the *Municipal Act, 2001*.
8. On or before 2nd day of November, 2020, I as Treasurer, signed the fully registered serial debenture numbered 86-2020 in the aggregate principal amount of \$3,000,000.00 dated November 02, 2020, registered in the name of Ontario Infrastructure and Lands Corporation and authorized by the Debenture By-law (the "**OILC Debenture**").
9. On or before November 02, 2020, the OILC Debenture was signed by Al Strathdee, Mayor of the Municipality at the date of the execution and issue of the OILC Debenture, the OILC Debenture was sealed with the seal of the Municipality, the OILC Debenture is in all respects in accordance with the Debenture By-law and in issuing the OILC Debenture the Municipality is not exceeding its borrowing powers.
10. The said Al Strathdee, is the duly elected Mayor of the Municipality and that I am the duly appointed Treasurer of the Municipality and that we were severally authorized under the Debenture By-law to execute the OILC Debenture in the manner aforesaid and that the OILC Debenture is entitled to full faith and credence.
11. No litigation or proceedings of any nature are now pending or threatened, attacking or in any way attempting to restrain or enjoin the issue and delivery of the OILC Debenture or in any manner questioning the proceedings and the authority under which the same is issued, or affecting the validity thereof, or contesting the title or official capacity of the said Mayor or myself as Treasurer of the Municipality, and no authority or proceedings for the issuance of the OILC Debenture or any part of it has been repealed, revoked or rescinded in whole or in part.
12. The representations and warranties of the Municipality set out in the rate offer letter agreement (as described in the Debenture By-law) were true and correct as of the date of the request to purchase the debentures in respect of the Capital Work(s) pursuant to the Debenture By-law and are true and correct as of the date hereof and the Municipality is not in material default of any of its obligations under such rate offer letter agreement.

**DATED** at The Corporation of The Town of St. Marys as at the 2nd day of November, 2020.

\_\_\_\_\_  
Andre Morin  
Treasurer

I, Jenna McCartney, Clerk of the Municipality do hereby certify that the signature of Andre Morin, Treasurer of the Municipality described above, is true and genuine.

[AFFIX SEAL]

\_\_\_\_\_  
Jenna McCartney Clerk

**BY-LAW 87-2020**

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

**Being a By-law to authorize a site plan agreement between the Corporation of the Town of St. Marys and North Bay Capital Investment Ltd.**

**WHEREAS:** North Bay Capital Investments Ltd. intends to develop, under site plan agreement, the lands legally described as Part Lot 18 Concession 19 Blanshard as in R280137; Except Parts 1 to 18 Inclusive 44R2621; Except Part 1 44R2177; Except Part 1 44R5309; Subject to R234813, R95953; together with an easement over Part 1 as in PC139308; Town of St. Marys and having the municipal address of 752 Queen Street East;

**AND WHEREAS:** The Corporation of the Town of St. Marys previously entered into a site plan agreement with the property's previous owner by By-law 07 of 2014 and The Corporation of the Town of St. Marys deems it expedient to repeal said By-law at this time;

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

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

1. That By-law 07 of 2014 is hereby repealed.
2. That the Mayor and Clerk are hereby authorized to execute an agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and North Bay Capital Investments Ltd.
3. 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.
4. Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
5. 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 13<sup>th</sup> day of October 2020.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk

**BY-LAW 88-2020**

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

**Being a by-law to exempt from Part Lot Control  
Lot 31, Registered Plan No. 44M-70 in the Town of St. Marys**

- WHEREAS:** Section 50(7) of the *Planning Act*, R.S.O. 1990, provides that the Council of a local municipality may, by by-law, provide that the Part Lot Control provisions contained in Section 50(5) of the *Planning Act*, R.S.O. 1990, do not apply to the lands designated in the by-law;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient and in the public interest that Lot 31, Registered Plan No. 44M-70 in the Town of St. Marys, in the County of Perth, be exempted from the Part Lot Control provisions of the *Planning Act*.
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. Lot 31 in Registered Plan 44M-70 in the Town of St. Marys, in the County of Perth is hereby exempted from Part Lot Control pursuant to Section 50(7) of the *Planning Act*, R.S.O. 1990 which land is zoned to permit, among other things, townhouse dwellings in conformity with By-law No. Z1-1997 as amended (the Town of St. Marys' Comprehensive Zoning By-law).
  2. This by-law comes into force on the final passing thereof.
  3. Enactment of this By-law shall be deemed to be authorization to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
  4. This By-law shall be in effect for one (1) year from the date of adoption of this By-law. Furthermore, this By-law may be repealed, extended, or may be amended to delete part of the lands described herein by the Council of The Corporation of the Town of St. Marys.
  5. This By-law shall be registered in the Registry Office for the County of Perth, pursuant to Section 50(28) of the *Planning Act*, R.S.O. 1990.

**Read a first, second and third time and finally passed this 13<sup>th</sup> day of October 2020.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk



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

**BY-LAW NO. Z139-2020**

Being a By-law pursuant to the provisions of Section 36 of the Planning Act to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys”, to remove a holding symbol affecting lands located at 752 Queen Street East in the Town of St. Marys.

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

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

1. The area shown in red outline on the attached map, Schedule “A”, and described as 752 Queen Street East in the Town of St. Marys shall be removed from the:
  - (a) “Highway Commercial Zone (C3-5-H)” of By-law No. Z1-1997 and placed in the “Highway Commercial Zone (C3-5)” of By-law No. Z1-1997, as amended;
2. The zoning of these lands shall be shown as “C3-5” on Key Map 10 of Schedule “A” to By-law No. Z1-1997, as amended.
3. Schedule “A”, attached hereto, shall form part of this By-law.
4. All other provisions of By-law No. Z1-1997, as amended, shall apply.
5. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.
6. This By-law shall come into force on the day it was passed pursuant to the Planning Act, and to the Regulations thereunder.

**Read a first, second and third time this 13<sup>th</sup> day of October 2020.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk

**THIS IS                    SCHEDULE “A”**

**TO                    BY-LAW NO. Z139-2020**

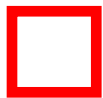
**OF THE            CORPORATION OF THE TOWN OF ST. MARYS**

**PASSED THIS 13TH DAY OF OCTOBER 2020**

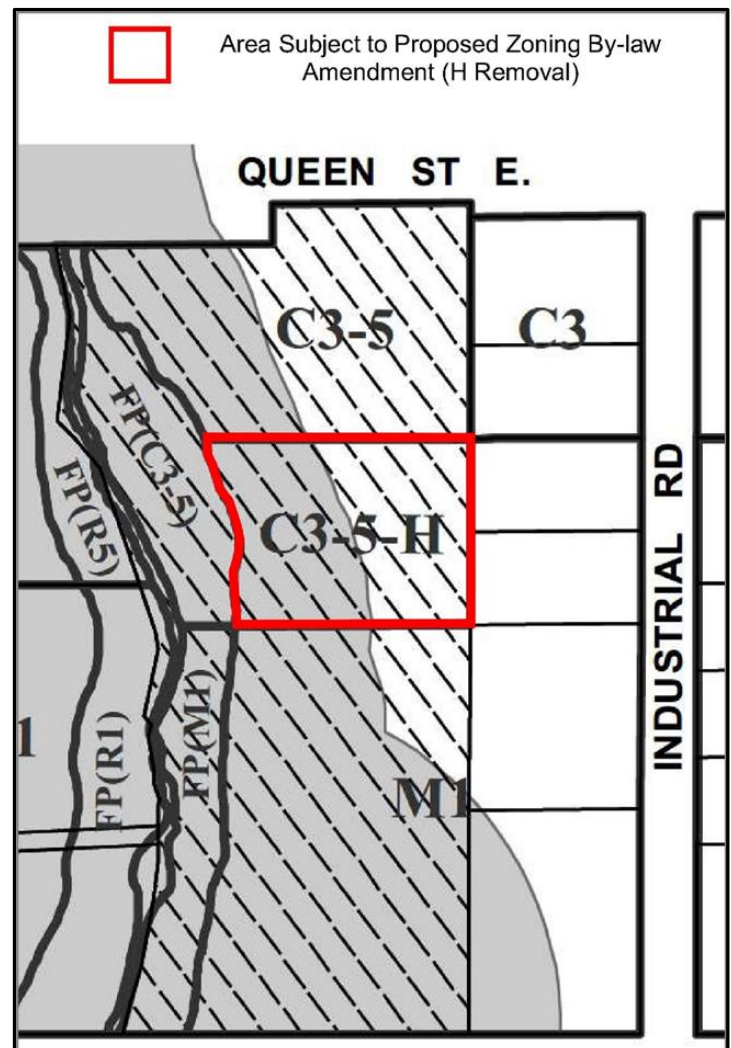
\_\_\_\_\_  
Al Stratthdee, Mayor

\_\_\_\_\_  
Jenna McCartney, Clerk

**AREA AFFECTED BY THIS BY-LAW**



Remove from the “Highway Commercial Zone (C3-5-H)” of By-law No. Z1-1997 and placed in the “Highway Commercial Zone (C3-5)”, of By-law No. Z1-1997, as amended.



**BY-LAW 89-2020**

**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 October 13, 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 13<sup>th</sup> day of October, 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 13<sup>th</sup> day of October 2020.**

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Mayor Al Stratheedee

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Jenna McCartney, Clerk