



AGENDA

Regular Council Meeting

October 27, 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 27, 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 or in the dropbox at Town Hall, 175 Queen Street East, lower level.)

- 5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS**
- 6. ACCEPTANCE OF MINUTES**

- 6.1. Regular Council - October 13, 2020**

9

RECOMMENDATION

THAT the October 13, 2020 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.2. Special Council - October 20, 2020

22

RECOMMENDATION

THAT the October 20, 2020 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1. Upper Thames River Conservation Authority re: 2021 Draft Budget Process

27

RECOMMENDATION

THAT the correspondence from Upper Thames River Conservation Authority regarding the 2021 draft budget be received.

7.2. Canadian Baseball Hall of Fame and Museum re: Funding Support Request

35

RECOMMENDATION

THAT the correspondence from the Canadian Baseball Hall of Fame and Museum regarding a request for funding be received; and

THAT, per the requirements of the Lease Agreement and Operations Agreement, that Council consents to the improvements proposed by the CBHFM; and

THAT Council APPROVES/DENIES the request for the Town to contribute \$29,500 in 2021 to the improvements.

8. STAFF REPORTS

8.1. Administration

8.1.1. ADMIN 61-2020 October Monthly Report (Administration)

44

RECOMMENDATION

THAT ADMIN 61-2020 October Monthly Report (Administration) be received for information.

- 8.1.2. **ADMIN 62-2020 Community Transportation Project (Intracounty) – Local Partnership Agreement and Launch Update** 49

RECOMMENDATION

THAT ADMIN 62-2020 Community Transportation Project (Intracounty) - Local Partnership Agreement and Launch Update be received; and

THAT Council consider By-Law 94-2020 authorizing the Mayor and Clerk to sign a Local Partnership Agreement with the County of Perth and the City of Stratford for the Intracounty Community Transportation Project; and

THAT the CAO be delegated authority to make any final edits to the Local Partnership Agreement as may be necessary to bring it into final form.

8.2. Building and Development Services

- 8.2.1. **DEV 73-2020 October Monthly Report (Building and Development)** 75

RECOMMENDATION

THAT DEV 73-2020 October Monthly Report (Building and Development) be received for information.

- 8.2.2. **DEV 63-2020 Site Plan Agreement for 481 Water Street South (Andrew Forman and Gail Kenworthy-Forman)** 79

RECOMMENDATION

THAT DEV 63-2020 Site Plan Agreement for 481 Water Street South (Andrew Forman and Gail Kenworthy-Forman) report be received; and

THAT Council consider By-law 91-2020 and authorize the Mayor and the Clerk to sign a Site Plan Agreement between the Town of St. Marys and Andrew Forman and Gail Kenworthy Forman.

- 8.2.3. DEV 74-2020 - Application for Part Lot Control (Bickell Built Homes) Lot 30, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys 93**

RECOMMENDATION

THAT DEV 74-2020 regarding the Application for Part Lot Control (Bickell Built Homes) for Lot 30 of the Meadowridge subdivision (Phase 2) be received; and,

THAT Council consider By-law 92-2020 affecting Lot 30, Registered Plan No. 44M-70 for a one-year period, ending October 27, 2021.

- 8.2.4. DEV 76-2020 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 98**

RECOMMENDATION

THAT DEV 76-2020 Applications for Official Plan and Zoning By-law Amendments (OP01-2020 and Z02-2020) by Heybolt Ontario Ltd. for 323 Queen Street West be received;

THAT Council approve the Official Plan and Zoning By-law Amendment Applications for 323 Queen Street West;

THAT Council consider By-law 93-2020 to adopt Official Plan Amendment No. 36; and

THAT Council consider Zoning By-law Amendment No. Z140-2020.

8.2.5. DEV 77-2020 Affordable/Attainable Housing in St. Marys

178

RECOMMENDATION

THAT DEV 77-2020 Affordable/Attainable Housing in St. Marys be received;

THAT the Town continue to define attainable ownership based on Provincial affordability definitions;

THAT the Town implement a requirement for a submission of an attainable housing report with future development applications to require applicants to show the impact of a proposed development on the supply of attainable housing in the community;

THAT that the Town target attainable rental housing based on approved alternate average market rents (AMRs) for affordability; and

THAT Council direct staff to include an initial \$50,000 in the draft 2021 budget for the housing strategy, to be funded from the working reserve.

8.2.6. DEV 78-2020 Official Plan Review Project - Update

188

RECOMMENDATION

THAT DEV 78-2020 Official Plan Review Project - Update be received for information; and,

THAT Staff be directed to hold a non-statutory (virtual) open house/webinar to update the community and seek comments and input.

8.3. Community Services

8.3.1. DCS 25-2020 October Monthly Report (Community Services)

194

RECOMMENDATION

THAT DCS 25-2020 October Monthly Report (Community Services) be received for information.

8.4. Finance

- 8.4.1. FIN 34-2020 October Monthly Report (Finance) 198**

RECOMMENDATION

THAT FIN 34-2020 October Monthly Report (Finance) be received for information.

- 8.4.2. FIN 35-2020 COVID-19 Financial Relief – October 27, 2020 Update 203**

RECOMMENDATION

THAT FIN 35-2020 COVID-19 Financial Relief – October 27, 2020 Update report be received for information.

8.5. Fire and Emergency Services

- 8.5.1. FD 10-2020 October Monthly Report (Emergency Services) 215**

RECOMMENDATION

THAT FD 10-2020 October Monthly Report (Emergency Services) be received for information.

8.6. Human Resources

- 8.6.1. HR 11-2020 October Monthly Report (Human Resources) 218**

RECOMMENDATION

THAT HR 10-2020 October Monthly Report (Human Resources) be received for information.

8.7. Public Works

- 8.7.1. PW 65-2020 October Monthly Report (Public Works) 220**

RECOMMENDATION

THAT PW 65-2020 October Monthly Report (Public Works) be received for information.

8.7.2.	PW 66-2020 Establishing Wildflower Meadows in St. Marys	224
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RECOMMENDATION

THAT PW 66-2020 Establishing Wildflower Meadow in St. Marys report be received; and

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

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

8.7.3.	PW 67-2020 Wood and Brush Grinding	228
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RECOMMENDATION

THAT Report PW 67-2020, Wood and Brush Grinding report be received; and,

THAT the procurement for Wood and Brush Grinding be awarded to Sittler Grinding Inc. for the procured price of \$24,422.69, inclusive of all taxes; and,

THAT Council approve a contingency of up to \$2,500.00 to enable the grinding of excess material accumulation at the Municipal Operations Centre.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

RECOMMENDATION

THAT By-Laws Z140-2020, 91-2020, 92-2020, 93-2020 and 94-2020 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

11.1.	Zoning By-law Amendment Z140-2020 323 Queen Street West	232
11.2.	By-Law 91-2020 Site Plan Agreement for 481 Water Street South	235
11.3.	By-Law 92-2020 Part Lot Control for Lot 30 Plan 44M-70	237

11.4.	By-Law 93-2020 Official Plan Amendment No. 36 for 323 Queen Street West	238
11.5.	By-Law 94-2020 Agreement with City of Stratford and County of Perth for Intracounty Community Transportation	245

12. UPCOMING MEETINGS

*All meeting Live Streamed to Town's YouTube Channel

November 3, 2020 - 9:00 am, Special Meeting of Council

November 10, 2020 - 6:00 pm, Regular Council

November 17, 2020 - 9:00 am - 2:30 pm, Special Meeting of Council (budget)

November 24, 2020 - 9:00 am - 12:00 pm, Special Meeting of Council (budget)

November 24, 2020 - 6:00 pm, Regular Council

13. CONFIRMATORY BY-LAW 246

RECOMMENDATION

THAT By-Law 95-2020, being a by-law to confirm the proceedings of October 27, 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.

14. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at _____ pm.



MINUTES Regular Council

October 13, 2020

6:00pm

Town Hall, Council Chambers

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

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk

Conference Line
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Lisa Lawrence, Director of Human Resources
André Morin, Director of Finance / Treasurer

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

Councillor Luna declared an indirect pecuniary interest for agenda item 8.1.1. due to son's involvement in a company that is an exclusive distributor for McDonald's Canada.

3. AMENDMENTS AND APPROVAL OF AGENDA

Councillor Edney requested that United Way Signage be added as Emergent Business, agenda item 10.1.

Councillor Hainer requested that a closed session matter be added regarding an identifiable individual as authorized by the *Municipal Act*, Section 239(2)(b).

Resolution 2020-10-13-01

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the October 13, 2020 regular Council meeting agenda be accepted as amended.

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle of St. Marys Independent forwarded two questions in advance of the meeting.

1. Does the Town have an opinion on the Huron-Perth Board of Health endorsing a call for Basic Income?

2. Will the Town be issuing results of the traffic study?

In response to the first question, Mayor Strathdee stated this has not been considered by Council at this time.

In response to the second question, Brent Kittmer stated that the traffic study that was recently offered to the public in response to a recommendation by the Community Policing Advisory Committee for council to consider adopting the Vision Zero standard. The data will be reviewed by staff and the results will be presented to Council at a later date.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Retirement Presentation to Mary Jane Marcaccio

Mayor Strathdee, Council and staff congratulated Mary Jane Marcaccio on her retirement from the Town of St. Marys.

Council took a brief break at 6:19 pm.

Mayor Strathdee called the meeting back to order at 6:20 pm.

5.2 Business Improvement Area Christmas Committee re: Christmas Campaign

Julie Docker Johnson presented the BIA's Christmas Committee plans for 2020.

Resolution 2020-10-13-02

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT the Business Improvement Area Christmas Committee Update be received.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Strategic Priorities Committee - September 15, 2020

Resolution 2020-10-13-03

Moved By Councillor Pridham

Seconded By Councillor Luna

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.

CARRIED

Resolution 2020-10-13-04

Moved By Councillor Hainer

Seconded By Councillor Edney

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.

CARRIED

Resolution 2020-10-13-05

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT Waste Management user fees maintain existing rates for 2021.

CARRIED

6.2 Special Meeting of Council - September 15, 2020

Resolution 2020-10-13-06

Moved By Councillor Craigmile

Seconded By Councillor Edney

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

CARRIED

6.3 Regular Council - September 22, 2020

Resolution 2020-10-13-07

Moved By Councillor Luna

Seconded By Councillor Hainer

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

CARRIED

7. CORRESPONDENCE

7.1 Solicitor General re: Ministry Update

Resolution 2020-10-13-08

Moved By Councillor Pridham

Seconded By Councillor Edney

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

CARRIED

7.2 Huron Perth Public Health re: Listowel Lease

Resolution 2020-10-13-09

Moved By Councillor Luna

Seconded By Councillor Pridham

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.)

Mayor Strathdee stated "The Zoning By-law Amendment is being considered in accordance with Sections 34 and 36 of the Planning Act, RSO 1990.

The proposed Amendment affects the property in the Town of St. Marys municipally known as 752 Queen Street East. The proponent, North Bay Capital Investment Ltd., is proposing an expansion to the existing convenience store building for a restaurant with a drive-through, and construction of a new commercial building and car wash building.

Part of the proposed development will be on lands zoned "Highway Commercial (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 owner has submitted an Application for Site Plan Approval and will be required to enter into a site plan agreement with the Town. The removal of the holding symbol from the lands affected by the By-law will have the effect of permitting the full range of "C3-5" uses.

I will now ask Ms. McCartney to advise of notice requirements and how notice was provided."

Jenna McCartney stated "The owner may make an application to Council once the condition of the "H" zone symbol is satisfied. The typical 20-day notice and circulation process do not apply when Council is considering the removal of a Holding symbol. Council only needs to give notice of its intention to pass the amending by-law to the owner of the lands and any person or public body that provided the Town Clerk with a written request for notice. In this

case, the owner is the only person required to be notified. The notice was sent to the owner on October 3, 2020 as prescribed.

While this matter is being dealt within a meeting held in public, it is part of the regular Council meeting and not a "Public Meeting" under the Planning Act and as such, Council is not required to hear submissions in support of or in opposition to the request.

The appeal process is also different. Only the owner of the subject property may appeal Council's decision and can do so if Council refuses to adopt the Zoning By-law Amendment. The neighbours or other persons do not have the right to appeal Council's decision."

Grant Brouwer presented report DEV 61-2020 report and responded to questions from Council.

Resolution 2020-10-13-10

Moved By Councillor Edney

Seconded By Councillor Winter

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.

CARRIED

**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**

Grant Brouwer presented DEV 66-2020 report.

Resolution 2020-10-13-11

Moved By Councillor Craigmile

Seconded By Councillor Luna

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.

CARRIED

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

Grant Brower presented DEV 67-2020 report.

Resolution 2020-10-13-12

Moved By Councillor Pridham

Seconded By Councillor Craigmile

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.

CARRIED

8.2 Community Services

8.2.1 Status Update - PRC Reopening

Stephanie Ische presented a verbal update to Council regarding the PRC reopening process and answered questions from Council.

Some items to highlight include:

- The ice has now been operational for 13 days and staff continue to evaluate the operations to ensure we are able to operate the ice safely. To date the ice is operating well except for the cross over between ice rentals. There is a risk we may be exceeding the numbers of patrons in the facility during this cross over. The only foreseeable options to assist with this problem is to:
 - Remove spectators from the facility
 - Adjusting the ice times by putting 30 minutes between rentals which would decrease the current rentable hours by 21 per week for a total of 44 ½ weekly hours.
- Currently neither of these options are favorable. If a second ice pad was installed it would allow better flow of patrons because there would be 35 minutes in-between each ice time. A second ice pad would look as follows:
- By adding the second ice pad there would be an increase of 14 ½ prime time hours per week over what is currently being rented. The reason it does not double is because there would time allotted per rental to allow for a buffer of patrons to come and go as well as the time to clean and disinfect.

Council requested that staff report back at the next update regarding options to ensure that the Town does not exceed the facility limits during crossovers.

8.3 Finance

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

André Morin presented FIN 31-2020 report.

Resolution 2020-10-13-13

Moved By Councillor Winter

Seconded By Councillor Edney

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.

CARRIED

8.4 Administration

8.4.1 ADMIN 57-2020 Fall and Winter 2020 Events Briefing

Andrea Macko presented ADMIN 57-2020 report.

Resolution 2020-10-13-14

Moved By Councillor Pridham

Seconded By Councillor Luna

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

CARRIED

8.4.2 ADMIN 58-2020 Community Grant Follow Up (Final)

Jenna McCartney presented ADMIN 58-2020 report.

Resolution 2020-10-13-15

Moved By Councillor Hainer

Seconded By Councillor Luna

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.

CARRIED

8.4.3 ADMIN 59-2020 Giving Tuesday Proclamation

Jenna McCartney presented ADMIN 59-2020 report.

Resolution 2020-10-13-16

Moved By Councillor Craigmile

Seconded By Councillor Luna

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.

CARRIED

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

Each Council Member provided an update on recent meetings of Committees and Board.

Resolution 2020-10-13-17

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.17 be received.

CARRIED

9.1.1 Bluewater Recycling Association - Coun. Craigmile

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

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

9.1.4 Huron Perth Public Health - Coun. Luna

9.1.5 Spruce Lodge Board - Coun. Luna, Pridham

9.1.6 Upper Thames River Conservation Authority

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

9.2.2 Business Economic Support and Recovery Task Force

9.2.3 Business Improvement Area - Coun. Winter

9.2.4 CBHFM - Coun. Edney

9.2.5 Committee of Adjustment

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

9.2.7 Green Committee - Coun. Pridham

9.2.8 Heritage Advisory Committee - Coun. Pridham

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

9.2.10 Museum Advisory Committee - Coun. Hainer

9.2.11 Planning Advisory Committee - Coun. Craigmile, Hainer

9.2.12 Recreation and Leisure Advisory Committee - Coun. Pridham

9.2.13 Senior Services Advisory Committee - Coun. Winter

9.2.14 St. Marys Lincolns Board - Coun. Craigmile

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

9.2.16 Youth Council - Coun. Edney

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

10. EMERGENT OR UNFINISHED BUSINESS

10.1 United Way Signage

As Chair of the St. Marys Committee for the United Way of Huron and Perth, Councillor Edney recommended that the United Way banner be hung across Queen Street in the downtown core during the United Way campaign. Councillor Edney also stated the United Way may be interested in displaying a sign representing a thermometer that exhibits the financial progress of the campaign.

Councillor Edney will forward the request to staff for consideration.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2020-10-13-18

Moved By Councillor Pridham

Seconded By Councillor Craigmile

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.

CARRIED

12.1 86-2020 Debenture St. Marys Fire Hall

12.2 87-2020 Site Plan Agreement for 752 Queen Street East

12.3 88-2020 Part Lot Control Exemption Lot 31 Registered Plan 44M-70

12.4 Z139-2020 Remove Holding Symbol for 752 Queen Street East

13. UPCOMING MEETINGS

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

Council took a brief recess at 8:22 pm.

Mayor Strathdee called the meeting back to order at 8:29 pm.

14. CLOSED SESSION

Resolution 2020-10-13-19

Moved By Councillor Edney

Seconded By Councillor Luna

THAT Council move into a session that is closed to the public at 8:20 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and (d) labour relations or employee negotiations.

CARRIED

14.1 MINUTES CLOSED SESSION

14.2 HR 10-2020 CONFIDENTIAL 2021 Cost of Living Adjustment

14.3 Identifiable Individual

15. RISE AND REPORT

Resolution 2020-10-13-20

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Council rise from a closed session at 8:50 pm.

CARRIED

Mayor Strathdee reported that a closed session was held and two matters were discussed. Staff were given direction related to staff report HR 10-2020. There is nothing further to report.

16. CONFIRMATORY BY-LAW

Resolution 2020-10-13-21

Moved By Councillor Luna

Seconded By Councillor Hainer

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.

CARRIED

17. ADJOURNMENT

Resolution 2020-10-13-22

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourns at 8:52 pm.

CARRIED

Al Strathee, Mayor

Jenna McCartney, Clerk



MINUTES
Special Meeting of Council

October 20, 2020
9:00 am
Town Hall, Council Chambers

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

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk

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

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2020-10-20-01

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT the October 20, 2020 special meeting of Council agenda be accepted as presented.

4. PUBLIC INPUT PERIOD

None.

5. OTHER BUSINESS

5.1 PRC Reopening Update

Stephanie Ische presented a verbal report to Council regarding the PRC reopening update.

Some highlights include:

- The ice is operating well except for the cross over between ice rentals.
- During the October 13th update Council expressed concerns about this crossover, the potential to exceed the limit of 50 patrons in the building at the same time, and asked staff to consider options to reduce this risk.
- Staff have implemented the following immediate measures to mitigate the situation:
 - Working closely with ice users to correct with improvements already noted.
 - Staff have updated signage.
 - Users are providing additional communication to families.
- Staff have reviewed more permanent options to correct this potential exceedance during crossover, and present the following solutions for consideration:
 - Do not allow any spectators in the building. Some other facilities have taken this approach, and it would prevent the risk of exceeding 50 patrons.
 - Space out rentals to avoid cross overs.
 - Install the second ice pad.

Staff recommended to Council that opening the second ice pad is the best option available to the Town today because, although this represents the most costly option, it is also the safest option and the costs can be funded

from Provincial Safe Restart dollars. Council discussed the options and associated implications of each.

Resolution 2020-10-20-02

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT Council support the staff recommendation to begin operations to reopen the second ice pad at the Pyramid Recreation Centre effective immediately.

CARRIED

Staff asked Council for further direction on how to allocate any surplus hours that may now be available. Council provided direction to staff that ice not utilized by the St. Marys minor sports groups would be offered to locally based sanctioned leagues and groups where the majority of participants consist of St. Marys residents.

Council provided further direction to staff to begin offering daytime unorganized ice programs like Tiny Tots if these programs can be safely delivered.

6. 2021 BUDGET CHECK-IN

6.1 FIN 33-2020 2021 Draft Budget Pre-Budget Review

André Morin presented FIN 33-2020 staff report.

Resolution 2020-10-20-03

Moved By Councillor Winter

Seconded By Councillor Luna

THAT FIN 33-2020 2021 Draft Budget Pre-Budget review report be received; and

THAT Council directs staff to use the following 2021 Budget guidelines to develop the final draft budget to be deliberated:

- Continue to assume a Stage 3 public health operating scenario;
- Present a 2021 budget funding scenario that makes full use of the remaining balance of the Safe Restart Funding received from the Province; and

THAT Council confirms the list of 2021 priorities, complete with the amendments recommended by staff regarding attainable housing and community wellness; and

THAT Council confirms the recommended 2021 Budget deliberation schedule and authorize the Clerk to schedule those budget meetings.

CARRIED

6.2 FIN 31-2020 2021 Consolidated Fees By-law Review

André Morin presented FIN 31-2020 report.

Resolution 2020-10-20-04

Moved By Councillor Edney

Seconded By Councillor Hainer

THAT FIN 31-2020 2021 Consolidated Fees By-law Review report be received; and

THAT the proposed 2021 fees be approved at a future Council meeting.

CARRIED

Council took a brief break at 10:32 am.

Mayor Strathdee called the meeting back to order at 10:43 am.

6.3 PRE-BUDGET APPROVAL REQUESTS

6.3.1 ADMIN 60-2020 Request for Pre-Budget Approval - St. Marys Community and Social Wellbeing Pilot Proposal

Brent Kittmer presented ADMIN 60-2020 report.

Resolution 2020-10-20-05

Moved By Councillor Edney

Seconded By Councillor Luna

THAT ADMIN 60-2020 St. Mary Community and Social Wellbeing Pilot Proposal be received; and

THAT Council provides pre-budget approval to the Town's \$30,000 share to fund a social worker to administer the Community and Social Wellbeing pilot program.

CARRIED

6.3.2 DEV 69-2020 Request for Additional Custodial Staff Member

Grant Brouwer presented DEV 69-2020 report.

Resolution 2020-10-20-06

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT DEV 69-2020 Request for Additional Custodial Staff Member report be received; and

THAT Council provide pre-budget approval to hire an additional Custodial Staff on a one-year contract.

CARRIED

7. UPCOMING MEETINGS

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

8. BY-LAWS

Resolution 2020-10-20-07

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT By-Law 90-2020, being a by-law to confirm the proceedings of October 20, 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 2020-10-20-08

Moved By Councillor Luna

Seconded By Councillor Craigmile

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

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk

October 19, 2020

Memo To: UTRCA Member Municipality Clerks, CAOs and Mayors

Re: UTRCA 2021 Draft Budget

Development and circulation of the UTRCA's 2021 Draft Budget will be delayed until early December, 2020 due to the current year's financial challenges from COVID-19. In the interim, the following is being shared with you to assist in predicting the UTRCA's impact on your draft municipal budgets.

The Board of Directors approved the following guidance at their September meeting:

- That the 2021 Draft Budget reflect a "status quo" budget in terms of service delivery.
- That an inflationary increase of 0.6% be included.
- That the final \$230,000 municipal levy request in support of the Environmental Targets Strategic Plan be deferred until 2022.

Context:

2020 Year-End Deficit: COVID-19 directly impacted Conservation Area, tree planting and environmental education program revenues. Early Spring forecasts predicted a \$1.25 million shortfall by year-end. Efforts to mitigate began immediately with some temporary layoffs, full-time staff vacancies being maintained, cancelling or delaying the majority of seasonal staff hiring, a wage roll-back for all staff, and across-the-board expenditure reductions. As summer began, some programs were permitted to resume operations, including Conservation Areas. The combination of reduced expenditures and the return of some user fee revenue helped to improve the year-end forecast to an expected shortfall of \$307K. As the summer progressed demand for green spaces and park admissions became almost overwhelming. While the unexpected public response created operational challenges, financially the situation improved yet again whereby September year-end predictions have now been reduced to less than \$100K. As such, staff are not recommending new 2021 funding to manage this deficit.

Impact of COVID-19 in 2021: Based on experience from 2020, user fee revenue forecasts will be set conservatively for conservation areas, education programs, stewardship programs and some property leases. While difficult to predict, fewer contract opportunities will also be expected for 2021, nevertheless we will be attempting to create a balanced budget by managing expenses accordingly.

2021 COVID-19 Expenses: These expenses relate to new costs as part of the UTRCA's Pandemic response. e.g., cleaning, PPE, extra vehicle use, engineered controls, extra IT, etc. While investment has been made during 2020, additional costs are anticipated in 2021 specifically in terms of policy refinement, PPE and staff training. Effort will be made to manage these costs within existing budgets.

Environmental Targets Strategic Plan: There is an outstanding \$230,000 of new municipal levy deferred from 2020 and was to be included in the 2021 budget. This was to be the final installment of municipal funding to support the UTRCA's Environmental Targets. Given the recommendation above supporting a status quo budget for 2021, staff are recommending deferral of the final \$230,000 in Environmental Targets funding until 2022. This recommendation is also made with the understanding future funding for some elements of Environmental Targets may be through negotiated municipal agreements as required

by Bill 108, rather than general levy funding. It is further understood that this deferral will jeopardize achievement of the Environmental Targets.

Asset Management Planning: Preparations will begin in 2021 with formal plan development to be funded and implemented in 2022.

Capital Projects: Work will proceed in 2021 for capital projects related to health and safety and those needed to maintain current service levels. All other projects will be deferred until 2022.

Section 39 Hazard Management Provincial Transfer Payment: Funding is assumed to be status quo for 2021.

Mission Centre Investment: As disclosed, additional funding is required to support existing hazard management efforts, specifically flood forecasting and warning (\$200,000). Continued reliance on reserves is unsustainable. Other potentially core programs are similarly under-funded (e.g., education, monitoring) however, despite this need, a request for additional funding will be deferred until 2022 in recognition of current financial challenges resulting from the Pandemic.

Note: The provincial funding formula that apportions levy across member municipalities will change again in 2021. The formula uses MPAC's Current Value Assessment of lands within each CA's jurisdiction to calculate proportional costs. 2021 again sees the funding burden shift to rural municipalities as the value of farmland has increased faster than other land use types. This shift in funding is beyond the UTRCA's ability to control but does create frustration among our rural municipalities as their levy increases are inflated.

As further information, a summary of Environmental Targets Strategic Plan Progress to Date is attached.

Staff are in the process of developing the 2021 draft budget including municipal levy estimates. The budget is scheduled to go to the Board at their November 24th meeting. Staff reports are due for agenda posting by November 18th and levy estimates will be shared with you at that time with the caveat that Board approval will still be pending.

I appreciate your understanding and patience as we navigate the challenges and uncertainties of this pandemic year.

If you have questions, please contact me directly at wilcoxi@thamesriver.on.ca.



Ian Wilcox
General Manager/ Secretary Treasurer

Cc UTRCA Board of Directors

UTRCA Environmental Targets Strategic Plan

2020 Update

The Upper Thames River Conservation Authority's (UTRCA) Environmental Targets Strategic Plan, approved by the Board of Directors in 2016, is the most significant programming initiative in the organization's history.

In just over three years of implementing the plan, the UTRCA has made clear progress in advancing its goals for the watershed, which are:

- protect people and property from flooding and erosion,
- improve water quality,
- protect and expand natural areas, and
- increase outdoor recreation and education opportunities.

The environmental target for each of these goals is identified below, along with a brief synopsis of the work involved. More detailed progress reports for each year of implementation to date can be found on the UTRCA website.

<http://thamesriver.on.ca/wp-content/uploads//Publications/BOD-agenda-Feb22-2018.pdf>

<http://thamesriver.on.ca/wp-content/uploads//Publications/BOD-agenda-May28-2019.pdf>

<http://thamesriver.on.ca/wp-content/uploads//Publications/BOD-agenda-June23-2020.pdf>



Target: Reduce flood and erosion risk by updating flood models and hazard mapping for all UTRCA subwatersheds by 2020, and then integrate climate change scenarios into the updated models and develop climate change adaptation strategies by 2030.

Work completed for this Target directly supports the Provincial Policy Statement by utilizing models and mapping of flood plains and erosion hazard areas to identify hazardous lands. We are accomplishing this work through increased staff capacity focusing on surveying, modelling, mapping, and hydrometric modernization projects.

This target was identified as a priority for the UTRCA. Accordingly, the total levy funding to support the work was phased in during the first two years of the environmental targets implementation, reflecting the more pressing deadline set for components of this target. Coupled with levy funding, significant contract funding opportunities during the three years of implementation have made it possible to increase staff capacity to undertake the work and accelerate tasks associated with this target .



Target: Establish and restore 1,500 hectares of natural vegetation cover, windbreaks, and buffers by 2037.

The Provincial Policy Statement and Official Plans recognize the importance of protecting natural heritage features as well as the need to enhance and expand these features to compensate for losses due to development and other land use activities. Work completed on this target includes precisely calculating watershed forest cover and change over time, undertaking tree planting and naturalization projects with community groups, and working with partners to remove invasive species.

In 2019, approximately 60,000 trees and shrubs were planted in the watershed through a variety of cost-share opportunities. An expanded effort to address invasive species, piloted in partnership with West Perth, tested approaches to deal with Japanese Knotweed in sections of the Thames River corridor.



Target: Improve each subwatershed's water quality score by one letter grade, as measured by the UTRCA Watershed Report Cards, by the year 2037.

Our work towards this target support provincial and municipal policies to promote, improve, and restore water quality. These efforts include increased water quality monitoring, focused implementation of specific best management practices such as cover crops, and completion of Low Impact Development (LID) projects and training. During the first three years of target implementation, we have undertaken significant work to support phosphorus reduction initiatives with a specific focus on cover crop cost-sharing programs and research. This effort reflects provincial and federal government commitments to address algae issues in Lake Erie.



Target: Instill conservation values by supporting outreach to one million people annually by 2037, through visits to UTRCA owned and managed lands as well as hands-on environmental experiences.

Provincial and municipal policies recognize the need to provide accessible open spaces, parks, and recreational opportunities for residents. We are supporting these policies by increasing free access to conservation lands, making these areas more inclusive and accessible, and offering fun and engaging ways to learn about the local environment.

Much has been accomplished in the first three years of target implementation to expand access to UTRCA land, including reaching an agreement with the City of Woodstock to provide free access to Pittock Conservation Area and open a pedestrian walkway over the Pittock Dam. Other initiatives include developing accessible features including boat launches and docks, and promoting visitation by offering new and expanded programs such as Water Festival family nights, night hikes, and “Learn to Canoe.”



Funding Sources

Four funding sources were identified to evenly share the cost of implementing the expanded efforts associated with the Environmental Targets Strategic Plan. The table below outlines these sources and the funding status to date. Phasing in the work has focused efforts in key program areas, enabling us to leverage funding sources whenever possible.

Funding Source	Funding Status to Date
Municipal Levy	Phased in over four years with ~80% of the proposed funding support achieved. This funding is key to increasing capacity and our ability to leverage other funding. Municipal funding pressures (downloading) for 2020 resulted in a reduced levy amount for targets that year, which we anticipate will be restored in the future.
Senior Government transfer payments	Not secured: Adequate transfer payments from senior levels of government continue to be a challenge. Longstanding inadequate provincial transfer payments were further slashed by 50% in 2019.
Contracts	Proposed funding levels have been consistently exceeded over the three years of implementation by accessing a variety of significant funding opportunities to leverage the expanded municipal levy.
User Fees	Exceeding proposed support with significant landowner contributions (cost-sharing) towards stewardship initiatives to match the increased contract funding secured. This support illustrates how the targets provide an opportunity to increase environmental efforts.

For more information:

Ian Wilcox, General Manager

519-451-2800 ext 259

wilcoxi@thamesriver.on.ca





THE CANADIAN BASEBALL HALL OF FAME AND MUSEUM LE MUSÉE ET TEMPLE DE LA RENOMMÉE DU BASEBALL CANADIEN

October 19, 2020

Dear Mayor Strathdee and Town Council

We have a wonderful one-time opportunity to work together and improve the Town's 32 acre site at the Canadian Baseball Hall of Fame and Museum. The Jays Care Foundation Field of Dreams grant opportunity is upon us and is due October 30, 2020.

While our joint 32 acre site offers many great opportunities for the children and adults of St. Marys there are always ongoing improvements that need doing as we host over 1000 events each calendar year of which in turn are 80% made up of St. Marys residents.

We would like the Town of St. Marys to consider providing 25% (\$29,500) in 2021 of the costs towards these many improvements around the site. St. Marys Minor ball has already confirmed a contribution of 4% (\$5000) and the Jays Care Foundation would provide 71% (\$83,500).

Improvements we are applying for through the Field of Dreams grant include:

- Cement Field backstop replacement \$31,000
- King Field bullpens \$6800
- Rotary Field outfield improvements \$2500
- Irrigation phase 2 \$13,500
- General Field upgrades \$10,000
- Parking lot lighting \$10,150
- Equipment storage expansion \$10,000
- Equipment and tools \$5000
- Landscaping \$25,000
- Spectator benches \$4000

Description/reasoning of each project:

-Cement Field backstop replacement. This will increase the safety aspect.

-King Field bullpens. Field built for children that pitch off mounds, but nowhere to train or prepare. This allows for children to train and practice properly and prevent injuries.

-Rotary Field outfield has large dips so we plan to level it out and thicken the grass by topdressing, reseeding and fertilizing. This will allow for safer play and provide better appeal.

-Irrigation phase 2 this will allow us to water the clay infields. This will allow for safer playing conditions on the infields.

-Field surface upgrades allow for better and safer play

-Parking lots lack lighting for safe travel to and from the fields. Adding lights so players feel safe walking on our site.

-Equipment storage area needs expanding. Field equipment/tools sit outside and vandalism, theft, wear & tear and safety are all aspects of concern that expanded storage will solve.

-Equipment/tools are needed for better daily preparation of the fields. Proper equipment/tools allow for proper and safe field preparation.

-Landscaping improvements for outside of the fields. The results will provide ease and safety for walking.

-Spectator benches installed. This will allow for locations for parents to watch their children.

To make our site and fields safer for the children and families

Replace falling backstop; outfield releveled, additional lighting in parking lot, landscaping around fields for safer travel to and from events; equipment storage

To improve our fields for better and more play


Irrigation for improving clay infield surfaces; bullpens to allow for proper practice and additional facilities; general field upgrades, grooming equipment, spectator seating

The results of the grant process will be known in the spring and we would announce the great news at the 2021 induction ceremony. The majority of the work would be done in 2021.

If we are unsuccessful with the Jays Care Foundation grant, we would like the Town of St Marys to consider funding the project at the requested level. In this case, we will have to scale the project size accordingly.

I would be pleased to answer any questions of concerns about this request and thank you for your consideration.

Yours truly


Scott Crawford
Director of Operations



Rotary Field outfield



Cement Field bullpens



Cement Field backstop



Equipment Shed



JMRD Field seating



King Field LF bullpen



King Field RF bullpen



King Field dry infield



King Field parking lot lights



King Field dry infield



Landscaping



Rotary Field & JMRD Field parking lot lights



Rotary Field dry infield

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration
Date of Meeting:	27 October 2020
Subject:	ADMIN 61-2020 October Monthly Report (Administration)

RECOMMENDATION

THAT ADMIN 61-2020 October Monthly Report (Administration) be received for information.

DEPARTMENTAL HIGHLIGHTS

1. CAO

COVID 19 Pandemic Response

- Within each respective monthly report department heads have provided an update on how their day to day operations have been delivered during the COVID-19 pandemic.
- From the corporate perspective, the CAO offers the following points:
 - The provincial uptick in cases is a trend the Emergency Control Group is operating. At this point in time, there is no indication that the more restrictive public health measures implemented in “hot zones” will be broadly applied.
 - With the recent adoption of more restrictive measures within the Middlesex-London Health Unit staff have requested an opinion from the local Medical Officer of Health if she foresees these restrictions being implemented in Huron-Perth. At the time of writing this report her reply is outstanding.
 - The ECG continues to monitor services that the Town has reopened to determine compliance with the public health measures, and to determine if service levels need to be adjusted. As noted in the various departmental reports, at this point in time there appears to be no concerns with compliance, and where applicable, service levels are being increased in a phased approach (i.e. PRC).

Strategic Planning and Projects

- Municipal Efficiency and Modernization Review
 - All work related to this project has been completed, and senior staff are in receipt of the final report and recommendations from KPMG.
 - The report and recommendations will be presented to Council at a special Council meeting on November 3.
 - It is the CAO's expectation that the Phase 2 staffing adjustments and realignments will take place in the days immediately following Council's special meeting.
 - The Province has now extended the project deadlines due to COVID-19 delaying work, and the final project report is now due December 4, 2020.
- Community Transportation Projects:

- When the Province lifted their declaration of emergency, that triggered a 6-month deadline to launch the project, meaning a launch January 24, 2021.
- A soft launch is planned to occur for both projects on November 16, 2020. This will allow for the transit systems to be operational prior to Christmas to try to capture ridership in the Christmas season.
 - During the soft launch, the Intercity project will include a St. Marys stop at the Town Hall, and the Intracounty project will include a stop at the Town Hall and Wellness Centre.
 - To promote the service, reduced fares will be implemented for the first few weeks after launch.
- Since the last report, Voyago has been able to confirm that they can provide all the buses necessary to launch the project at full service (i.e. 3 routes for the Intercity Project and 2 routes for the Intracounty project).
- Climate Change Action Plan:
 - Over the past year, the climate change coordinator has worked to collect and compile data on our community greenhouse gas emissions, developed connections with local stakeholder groups to garner partnerships for future implementation, and now is moving into the final steps of the climate change planning process.
 - With progress continuing on the community climate change mitigation plan, public engagement is set to begin shortly to try and ensure that community members will have their say on climate change actions.
 - Using Ethelo's E-democracy platform, community members will be able to participate in a democratic survey that allows them to provide their input, and to vote for actions they support to help reduce local climate change impacts.
 - The goal for this community engagement is to gain a broad range of insight so fair solutions can be implemented through a plan that is well aligned with community priorities. The results of this survey will help set the priorities of the various possible actions that could be implemented over the next ten years to reduce local emissions.
 - The shared contract for the Climate Change coordinator is set to expire in March of 2021 once funding received from FCM is exhausted. The City of Stratford has expressed an interest in extending the contract for the coordinator through to the end of 2020, at a cost of approximately \$8,200 per partner.

Land Sales

- Parkland purchase
 - Town offer to purchase parkland has been accepted, and the necessary survey work has been completed. A full public disclosure will be provided when the agreement of purchase and sale is presented to Council.
- 481 Water Street South (McDonald House)
 - The agreement of purchase and sale is in final form and closing of the property is set for 10 business days after the appeal period ends for the recent planning approvals.
 - The restrictive covenant required by St. Marys Cement has been negotiated to final draft stage and will be ready for signing in the coming weeks.
 - Town has issued a permit for the renovations ahead of the sale so the buyer can move forward, and renovations are underway.

Other Projects

- Thames view Crescent Vibration Issue
 - The CAO has followed-up with MOECP staff to receive a current status update.

- MOECP staff are continuing to determine the most appropriate monitoring method to measure vibration in the home.
- At this point in time the MOECP's investigative work has been difficult as they have not yet been able to develop a direct cause and effect relationship with any one probable source.

2. Clerks

Legislative Services

- Municipal Elections Act
 - Staff are monitoring changes proposed to the *Municipal Elections Act* tabled in Bill 218 on October 21.
 - Changes proposed include:
 - Removing the option to use ranked ballots for municipal elections, moving all municipal governments to First-Past-The-Post.
 - Changing nomination day from the fourth Friday in July to the second Friday in September in the year of the election.
- Town Hall Reopening
 - Legislative Services Assistant began with the Town on October 5 with great success. Also brought on a high school co-op student, two days a week until November 17. Conducting necessary training and orientation to the positions.
 - Lower level of Town Hall has been successfully reconfigured to accommodate four staff in the common office space. Benefits include increase health and safety measures (ie: physical distancing) as well as decreased noise and improved privacy.
 - Corporate Communications Specialist and Events Coordinator returned to workstations during this period. Corporate Communications Specialist assisting as backup front counter coverage which is going very well.
 - Reopened to the public on October 19 between 9:00 am and 1:00 pm. Hours will transition to 9:00 am until 3:00 pm as of October 28. If the doorbell is rung outside of these hours but within normal business hours, staff are responding at the door. Traffic averages 2 people per day. This is expected to decrease after the October 30 tax due date.
- Animal Control
 - Reviewing Animal Control By-law and drafting amendments to bring it in line with the services offered through Humane Society Kitchener Waterloo Stratford Perth. Anticipating draft by-law to be before Council within three months.
- Taxi Licensing
 - Currently one company licensed to provide taxi services in the Town of St. Marys.
 - There are two vehicles licensed in Town through this company. Both vehicles remain under a different brand at present although the new branding should be completed within the next 4-6 weeks.
 - Reviewing the Taxi By-law with the Stratford Police Service (SPS) to determine opportunities to bring the Town's in line with City of Stratford thereby creating efficiencies when it comes to enforcement through SPS.
- Lottery Licensing
 - Reviewing one new application for service club. Extended one licence period to January 30, 2021 due to the delayed business closing during the pandemic.
 - Shared options with one service club of new licensing options in light of restrictions that COVID has inadvertently placed on fundraising.

Other Projects

- Community Safety and Wellbeing Plan
 - The consultant is conducting numerous focus groups currently.
 - Community Policing Advisory Committee participated in a focus group.
 - Gathered St. Marys residents for a focus group to highlight local safety and wellbeing in response to community concerns that have been ongoing and communicated within 2020.
- Social Housing Ad-Hoc Committee Update
 - Council's approval of the Community and Social Wellbeing pilot project has been communicated to the relevant agencies and stakeholders.
 - Negotiation of a memorandum of understanding with Family Services will commence soon.
- Perth County Municipal Association – 72nd Annual Meeting
 - The Committee has arranged a virtual annual meeting for 2020. Invitations have been sent for Wednesday, November 18. The meeting will commence at 8:45 am until 1:00 pm. The Town's Director of Finance / Treasurer is one of the featured panelists.

3. Corporate Communications

- Media Relations
 - Issued 17 press releases/public notices; topics included the COVID-19 pandemic, the Fire Department's new recruits, the Traffic and Parking Survey, indoor programming at the Friendship Centre, and fall/winter events
 - Story about first female firefighter generated significant media attention, and was published in outlets as far afield as the Sudbury Star.
- Advertising:
 - Print:
 - Continued with weekly Stonetown Crier/COVID-19 column in the St. Marys Independent
 - Designed and placed ad for Public Works regarding the fall water flushing program
 - Designed Daytripping ad for BIA
 - Online:
 - Spent \$25.00 on a Facebook ad about the Traffic and Parking Survey, resulting in a reach of 1,677 users, 179 engagements and 145 link clicks
 - Spent \$20.00 on Facebook ads for recreation programming, resulting in a reach of 1,702 users, 111 engagements and 26 link clicks
- Social Media:
 - 23 new followers on the Town's Facebook page since September 17
 - 4 new followers on the Town's Twitter page since September 17
 - 30 new followers on the PRC's Facebook page since September 17
- Website:
 - Top viewed pages: Library (8,530), Current Opportunities (1,800) and Online Resources (1,347 - related to virtual programming)
 - COVID-specific page views:
 - 1,170 views of COVID-19 page since September 17
 - 132 views of Business Resources and Directory page since September 17
 - 92 views of Community Wellness page since September 17
 - Created two new online COVID-19 screening forms (one for staff, one for visitors) using new Form Builder module on website

- Continued audit of website, with a focus on consolidating redundant pages/pages with minimal content; making pages more engaging; ensuring accuracy of information and eliminating accessibility concerns
- Also compiling list of forms that need to be converted to online/accessible versions and arranging accessibility training with web provider
- Public engagement:
 - Worked with Public Works to develop, promote and execute Traffic and Parking Survey; survey closed on October 7 with 395 responses
 - Currently promoting Rural COVID-19 Response survey through social media and local newspaper
- Print materials and publications:
 - Continuing to help produce It's Your Business newsletter with Economic Development
- Events
 - Planning socially distanced fall and winter events: Halloween Day activities, Parade of Pumpkins on Nov. 1
 - Working with Legion for Veterans' Decoration Day at cemetery (Nov. 7) plus St. Marys Remembers ceremony at Town Hall (Nov. 11)
 - Working with Kinsmen Club on Santa Shunpiker parade (Nov. 21)
 - Applying for text-to-donate program so we can easily accept onsite donations at WinterLights and other annual events as allowed.
 - Fundraising for WinterLights

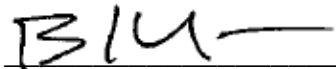
SPENDING AND VARIANCE ANALYSIS

Year to date expense related to the code of conduct investigation: \$17,941.00

Approximately \$2,000 for lower level common workspace reconfiguration.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: Brent Kittmer, Chief Administrative Officer

Date of Meeting: 27 October 2020

Subject: **ADMIN 62-2020 Community Transportation Project (Intracounty) – Local Partnership Agreement and Launch Update**

PURPOSE

The purpose of this report is to provide Council with the final draft of the Local Partnership Agreement for the County-led Intracounty component of the regional Community Transportation Project. The Local Partnership Agreement is required to describe the relationship between the project partners.

A final draft of the agreement is appended to this report and may be subject to minor edits.

Maggie Martin, the County of Perth project coordinator, will attend Council's meeting and will be available to answer any questions.

RECOMMENDATION

THAT ADMIN 62-2020 Community Transportation Project (Intracounty) – Local Partnership Agreement and Launch Update be received; and

THAT Council consider By-Law 94-2020 authorizing the Mayor and Clerk to sign a Local Partnership Agreement with the County of Perth and the City of Stratford for the Intracounty Community Transportation Project; and

THAT the CAO be delegated authority to make any final edits to the Local Partnership Agreement as may be necessary to bring it into final form.

BACKGROUND

The County of Perth was granted \$1.45 million from the Community Transportation Grant Program to implement an intra community transportation pilot ("Intracounty") project throughout the County with service to Stratford and St. Marys. Perth County holds the Transfer Payment Agreement with the province with St. Marys and Stratford as local partners contributing various levels of in-kind support. The Intracounty service is anticipated to dovetail with the intercity pilot (St. Marys, Stratford and North Perth) by providing connecting route options, shared branding, and complementary fare and booking options.

On August 6, 2020, County staff brought a report to County Council to outline the impact that the COVID-19 pandemic has had on their ability to launch the intercity Community Transportation pilot project. The Intracounty project is subject to the same conditions including the current terms specified by the Ministry of Transportation to launch no later than January 24, 2021.

Through extensive discussions with municipal partners (St. Marys, Stratford and Perth County), all parties have agreed to recommend a target launch date of November 16, 2020, in order to build

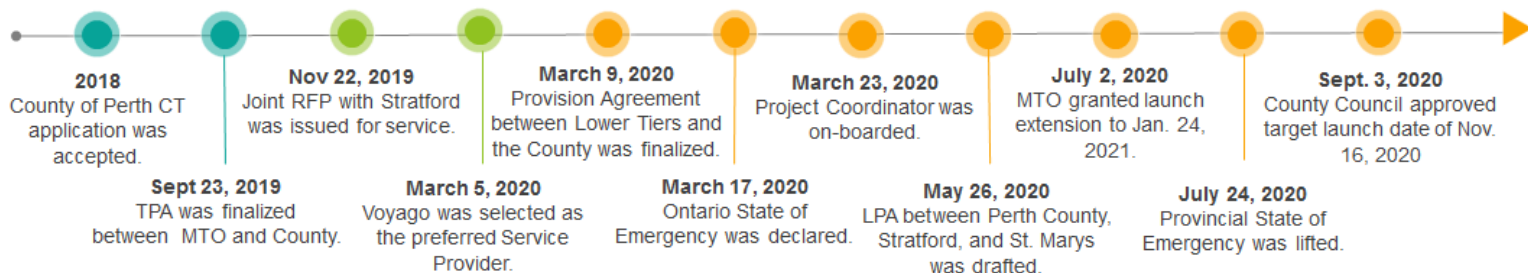
ridership and momentum for the important service during difficult times. The launch of the Intracounty project would also coincide with the Intercity project's target launch date. Due to uncertainty in bus procurement, the team has developed a "soft launch" strategy. The soft launch will be focused on contributing to economic recovery by providing a source of transportation for residents to get back to work safely and draw people back to small businesses throughout the region. Project staff continue to work with the service provider and stakeholders to identify the most effective deployment of buses during the soft launch period prior to the launch of the full service.

The following work to prepare for a November 16, 2020 launch date is in progress:

- Legal agreements are nearing finalization, after which the team can work with the Service Provider to finalize both soft launch and permanent routes and schedules.
- Bus stop locations are being confirmed, and legal agreements for private enterprise locations are in progress.
- Branding initiatives are underway and bus stop signs, brochures, and service maps are being designed. Marketing initiatives are being developed with close consultation with project partners, and community outreach organizations.

REPORT

The following information will provide insight into each project component, and the status of those that need to be finalized prior to launching the service. The diagram below serves as a reference to all key project milestones that have happened to date.



1. Routes, Stops, and Schedules

The attached routes and proposed bus stop locations have been created in consultation with the County's Community Transit Steering Committee, municipal partners, and service provider. Routes and schedules will be adjusted based on user feedback and data as the service progresses.

a) Proposed Soft Launch: November 16, 2020 – January 2021

- In September, Voyago advised that they could not guarantee they have enough existing fleet to run both routes at once during the soft launch period.
- Voyago has now confirmed that they will be able to provide two buses to service both routes. The project will have access to one 22-passenger bus, and one 12-passenger bus.
- Although the second bus is smaller in scale, the project will be able to run both routes on their full schedules from the initial launch.

b) Proposed Regular Launch: January 2021- March 31, 2023

- The full, regular service has been designed to provide residents with access to daily needs such as employment, grocery stores, medical appointments, social and recreational activities, while also providing a connection to urban hubs.

- Each route will operate for 8 hours per day, from approximately 6am-5pm (with service breaks in between) from Monday to Saturday.

2. *Physical Distancing and PPE*

Voyago has indicated that a number of safety parameters have been put in place as a result of COVID-19. In addition, after consulting with the HPPH, the following additional public health measures will be in place for the service:

- Voyago employees are required to wear PPE at all times.
- Ticket sales will be reduced to 50% capacity on all buses.
- Plexiglass barriers will come installed in the new fleet arriving in 2021, however solutions for the temporary buses are currently being explored by Voyago.
- Masks will be mandatory, keeping exemptions in mind, and hand sanitizer will be available for all riders.

3. *Ticket Bookings*

Staff are currently working with Voyago to develop an online ticket purchasing application however, it may not be available in time for the November 16, 2020 soft launch. The team recommends that the purchase of tickets is made available at local retailers and can also be done through Voyago's 24-hour customer service line and paid for in exact cash on board the bus.

4. *Fares*

The fares for the intracommunity PC Connect will be \$6/ride for Adults, and \$5/ride for seniors and students. Multi-ride packages are currently being considered, as well as crossover rates between the Intracounty and intercity services.

During the period of the soft launch, a 50% discount on fares is being offered as a promotional effort to increase ridership. This fare structure will be in effect until the time the full service is offered.

5. *Branding*

- The team has developed a logo for the Perth County Connect (PC Connect) and continues to work on marketing and branding efforts in order to prepare for launch.
- The most recent logo has been attached and is accompanied by the new positioning statement and slogan.
- Stratford and St Marys names have been included in the logo in order to accurately represent both the County and City's services. Joint branding across both the County and City services will allow for simpler ticket bookings and a more seamless transition between services.
- Multi-media marketing will be leveraged in order to penetrate the market and reach as many residents as possible.
- As per the Ministry of Health guidelines, a comprehensive health and safety marketing campaign will be executed in order to reassure passengers of the COVID-19 preventative measures that are in place.
- Posters will be visible in accessible places and will include messaging emphasizing the importance of regular hand hygiene and respiratory etiquette.

6. *Key Considerations*

- The Ministry of Transportation has not granted a project extension past March 2023, therefore a 3-year pilot program funded by the MTO will not be possible. With a launch date of November 16, 2020, the service will run for approximately 2 years and 4 months.

- The potential for a second wave of the COVID-19 pandemic may hinder the ability to launch on November 16, and/or sustain the service through the winter months.

FINANCIAL IMPLICATIONS

The project is currently operating within budget. The project budget has been attached as a reference. The project is currently being budgeted to be fully funded by the Community Transportation Grant received so that no cash funding is required by the partner municipalities.

If two buses are not available for a November 16, 2020 launch, the service costs will be reduced, and the budget will be updated to reflect the excess funding. Please note that the fare revenues have been eliminated until March 31, 2021, due to the uncertainty of the COVID-19 pandemic.

The final two years of the pilot (March 2021-March 2023) have been projected to receive low to moderate fare revenues. Should fare revenue be lower than projected, the Intracounty project would consider reduced service to bring the project back within the Community Transportation Grant funding envelope. A project deficit is not anticipated or desired. Under the Transfer Payment Agreement with MTO, Community Grant installments are to be received by the County as followed:

TERM	PAYMENT FREQUENCY	AMOUNT	TOTAL
1 April-31 March 2020	Quarterly	\$75,455.50	\$301,822
1 April-31 March 2021	Quarterly	\$93,955.25	\$375,821
1 April-31 March 2022	Quarterly	\$95,309.50	\$381,238
1 April-31 March 2023	On or before 30 April 2022	\$195,232.00	\$195,232.00
1 April-30 April 2023	On or before 30 April 2023	\$195,232.00	\$195,232.00
TOTAL			<u>\$1,449,345</u>

SUMMARY

COVID-19 has created unprecedented challenges that will require innovative and flexible solutions. The Community Transportation Pilot Program was intended to launch in Spring 2020 and run for a 3-year period.

However, the unpresented times have presented the County with an opportunity to launch the service as an economic recovery initiative that could help improve local economic activity and allow residents to access the services and amenities they need in the larger cities. Slight adjustments to the schedule and routes over the holiday season will help encourage local tourism and economic activity while giving us an opportunity to test the service, collect feedback, and adjust it as necessary. A soft launch would help create momentum and publicity for the service that we hope will help us sustain it over the long term.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #3 Balanced Growth
 - **Priority:** Scale-based demographic growth & targeted immigration
 - **Outcome:** One of the only remaining means of growing the population is by attracting newcomers to St Marys.

St Marys will identify both the key demographics they wish to attract, and match these against existing amenities that would best serve those demographics.

- Tactic(s):
 - Identify what infrastructure needs should be in place to attract retain this demographic (e.g. housing that's affordable, public services, etc.)
 - Seek partnerships and additional financial support (government and others) to continue this approach.

OTHERS CONSULTED

County of Perth Staff

Lori Wolfe, CAO, County of Perth

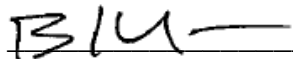
Ken Strong, Town Solicitor

ATTACHMENTS

Draft Local Partnership Agreement

REVIEWED BY

Recommended by the CAO

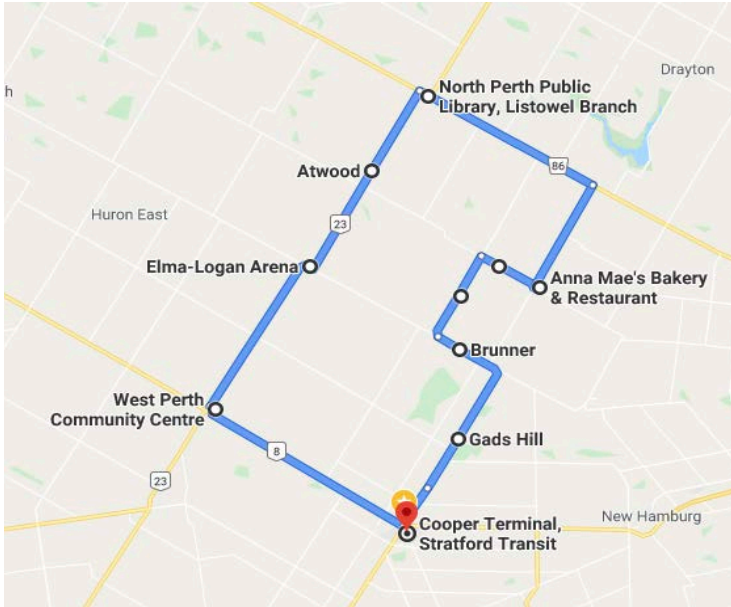


Brent Kittmer

Chief Administrative Officer

PERTH COUNTY ROUTE A

FINALIZED ROUTE:

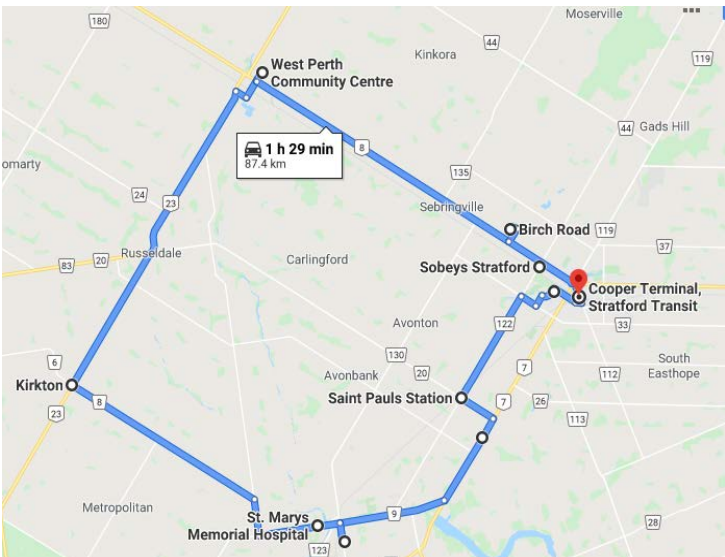


POTENTIAL BUS STOPS:

Town	Location
<i>Stratford</i>	Cooper Terminal, Stratford Transit
<i>Gadshill</i>	Gadshill Gas and Variety Postal Outlet
<i>Brunner</i>	Country Cousins
<i>Milverton</i>	Perth East Library & Knollcrest Lodge
<i>Newton</i>	Lunch Counter Restaurant
<i>Millbank</i>	Anna Mae's Bakery and Restaurant
<i>Listowel</i>	North Perth Public Library
<i>Atwood</i>	Elma Community Centre
<i>Monkton</i>	Elma-Logan Arena
<i>Mitchell</i>	West Perth Mitchell Arena

PERTH COUNTY ROUTE B

FINALIZED ROUTE:



POTENTIAL BUS STOPS:

Town	Location
<i>Stratford</i>	Cooper Terminal, Stratford Transit & Stratford General Hospital
<i>St. Pauls</i>	St. Pauls Community Centre
<i>St. Marys</i>	McDonald's Independent Grocer, Via Rail & St. Marys Memorial Hospital
<i>Kirkton</i>	Kirkton Market General Store
<i>Mitchell</i>	West Perth Mitchell Arena
<i>Sebringville</i>	Hillside Manor Long Term Care & Sebringville Community Centre
<i>Stratford</i>	Sobey's Plaza (581 Huron)

Community Transportation Grant Program: Revised Budget (August 2020)

Based on November 16, 2020 Launch Date

	Actual Costs - Year ending March 31, 2019	Actual Costs - Year ending March 31, 2020	Forecasted Costs - Year ending March 31, 2021	Forecasted Costs - Year ending March 31, 2022	Forecasted Costs - Year ending March 31, 2023	Totals
.						
Expenses						
Consulting services/professional service (Charles Fitzsimmons, Transportation Consultant)	\$ 3,053	\$ 42,123	\$ -	\$ -	\$ -	\$ 45,176
Full time administration salaries/benefits (Maggie Martin, Transit Project Coordinator)	\$ -	\$ -	\$ 85,437	\$ 91,460	\$ 97,015	\$ 273,912
Legal Services	\$ -	\$ 9,667	\$ 10,000	\$ 10,000	\$ 10,000	\$ 39,667
Contracted transportation services (Voyago: \$86.67/hour, 303 days/year)	\$ -	\$ -	\$ 157,384	\$ 419,691	\$ 419,691	\$ 996,767
Equipment, supplies, materials	\$ -	\$ -	\$ 20,000	\$ 5,000	\$ 5,000	\$ 30,000
Public outreach/marketing	\$ -	\$ -	\$ 20,183	\$ 20,000	\$ 20,000	\$ 60,183
Contact number or website	\$ -	\$ -	\$ 6,000	\$ 2,000	\$ 2,000	\$ 10,000
Administrative Costs	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
A. Total Expenses	\$ 3,053	\$ 51,790	\$ 309,004	\$ 558,151	\$ 563,706	\$ 1,485,705
Funding Sources						
CT Grant	\$ 3,053	\$ 51,790	\$ 309,004	\$ 539,971	\$ 545,526	\$ 1,449,345
County Contribution						\$ -
Partner Contribution(s)						\$ -
Fares (based on 10 riders/day @ \$6/ride)				\$ 18,180	\$ 18,180	\$ 36,360
B. Total Funding	\$ 3,053	\$ 51,790	\$ 309,004	\$ 558,151	\$ 563,706	\$ 1,485,705



LOGO EVOLVE

Swapped the singular PERTH COUNTY that was above the word CONNECT and incorporated all partners as part of the logo proper. This method follows the same approach as the Opportunity Lives Here logo/branding.

The logo reads as **PC Connect : Perth County + Stratford + St. Marys**

The colours have been deepened and shifted slightly to more closely align/bridge with the corporate colours of all the partners, so the integration of the PC Connect logo is more seamless across branding in all regions.

POSITIONING STATEMENT

Reliable Transportation Solutions

Affordable Structured Transit

Affordable. Reliable. Community. Transit.

Affordable + Reliable + Accessible

Inter- Community Transit

Perth County + Stratford + St Marys

Community Transit System

Structured Community Transit

SLOGAN

Get Where You're Going

Your Community Transit System

Community Transit for All





TRANSIT AGREEMENT

THIS AGREEMENT made on this ____ day of _____ 2020

BETWEEN:

THE CORPORATION OF THE COUNTY OF PERTH
(the “County”)

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF ST. MARYS
(“St. Marys”)

OF THE SECOND PART

- and -

THE CORPORATION OF THE CITY OF STRATFORD
(“Stratford”)

OF THE THIRD PART

WHEREAS the Province of Ontario has established the Community Transportation Grant Program (the “Program”) to fund municipalities to plan, implement and operate intracommunity and local transportation projects;

AND WHEREAS the County applied and was successful in obtaining funding from the Program and entered into a Transfer Payment Agreement with the Province to assist the Parties in carrying out the intracommunity transportation project;

AND WHEREAS the transportation project will provide intracommunity bus service (the “Intracommunity Transportation Project”) linking the communities of Stratford, Gads Hill, Brunner, Milverton, Newton, Millbank, Listowel, Atwood, Monkton, Mitchell, Sebringville, St. Marys and Stratford (the “Service Delivery Area”);

AND WHEREAS the Municipality of West Perth, the Township of Perth South, the Township of Perth East and the Municipality of North Perth (being the lower tier municipalities) have granted the County the non-exclusive right to establish, operate and maintain the Intracommunity Transportation Project within and among the lower tier municipalities;

AND WHEREAS the County shall be responsible for overseeing and managing the Intracommunity Transportation Project in accordance with the Transfer Payment Agreement and this Agreement;

AND WHEREAS the anticipated service start date for the Intracommunity Transportation Project is scheduled on or before November 16, 2020 with the specific dates to be determined and in accordance with the Provincial Payment;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants and agreements contained herein and the provision of other good and valuable consideration by each Party to the other, the receipt and sufficiency of which is hereby irrevocably acknowledged by each of the Parties, the Parties agree as follows:

RECITALS

1. The above recitals are true in substance and in fact and are hereby incorporated into this Agreement by reference.

DEFINITIONS

2. In this Agreement, in addition to terms defined elsewhere in this Agreement and the attached Schedules, the following terms have the following meanings:
 - a. **"Agreement"** means this Agreement and any schedules attached hereto;
 - b. **"Business Day"** means any day excluding a Saturday, Sunday or statutory holiday in the Province of Ontario;
 - c. **"Committee"** means a Community Transportation Steering Committee established in accordance with this Agreement;
 - d. **"Costs"** means the costs of operating the Intracommunity Transportation Project;
 - e. **"County Administrative Officer"** means the person appointed by the County to the position of Chief Administrative Officer, or the person appointed by the County to any other title or position which will require such person to perform the same duties or functions as performed by the Chief Administrative Officer;
 - f. **"Deficit"** has the meaning as set out in section 16;
 - g. **"Effective Date"** means the date of this Agreement;
 - h. **"Expiry Date"** means August 31, 2023 or such other date as the Parties may agree;
 - i. **"Launch Phase"** has the meaning as set out in section 11;
 - j. **"Parties"** means the County, St. Marys and Stratford collectively, and "Party" means one of them;
 - k. **"Project Revenues"** means all money earned by or contributed to the Intracommunity Transportation Project (including but not limited to fares, donations, and advertising), but does not include the Provincial Payment and/or money contributed by the Parties.

- l. **“Province”** or **“Provincial”** means the Province of Ontario;
- m. **“Provincial Payment”** means the amount paid by the Province to the County as part of the Community Transportation Grant Program Transfer Payment Agreement to be used towards the Intracommunity Transportation Project;
- n. **“Routes”** has the meaning as set out in section 11;
- o. **“St. Marys Administrative Officer”** means the person appointed by St. Marys to the position of Chief Administrative Officer, or the person appointed by St. Marys to any other title or position which will require such person to perform the same duties or functions as performed by the Chief Administrative Officer;
- p. **“Stratford Administrative Officer”** means the person appointed by the Stratford to the position of Chief Administrative Officer, or the person appointed by Stratford to any other title or position which will require such person to perform the same duties or functions as performed by the Chief Administrative Officer;
- q. **“Surplus”** has the meaning as set out in section 16;
- r. **“Transfer Payment Agreement”** means the Transfer Payment Agreement entered into by the County with the Province for the Community Transportation Grant Program and the implementation of the Intracommunity Transportation Project.

PROVISION OF TRANSIT SERVICES AGREEMENT

- 3. While the jurisdiction for the provision of public bus service is assigned to lower tier municipalities under the *Municipal Act, 2001*, S.O. 2001, c.25 (the **“Act”**), section 69(2) of the Act states that a municipality may enter into an agreement granting a person the right to establish, operate and maintain a passenger transportation system within that municipality. To that end, the lower tier municipalities of the Municipality of West Perth, the Township of Perth South, the Township of Perth East and the Municipality of North Perth entered into a Provision of Transit Services Agreement with the County (attached hereto at Schedule “A”) whereby the County is granted the non-exclusive right to establish, operate and maintain the Intracommunity Transportation Project within and among those municipalities. The County warrants that it has the authority to enter into such an agreement with the lower tier municipalities and this Agreement with St. Marys and Stratford, and to perform its obligations under this Agreement. If any of the lower tier municipalities of the Municipality of West Perth, the Township of Perth South, the Township of Perth East or the Municipality of North Perth terminate their agreement with the County to establish, operate and maintain the Intracommunity Transportation Project then the County will forthwith provide notice to St. Marys and Stratford of such termination.

TERM

4. The term of this Agreement shall commence on the Effective Date and shall continue to be in effect until its expiry on the Expiry Date (the **"Term"**) unless terminated earlier pursuant to the terms and conditions of this Agreement.

SERVICE DELIVERY RESPONSIBILITIES

5. The Parties agree and acknowledge that the County, as the recipient of the Provincial Payment and party to the Transfer Payment Agreement, shall be responsible for the provision of the Intracommunity Transportation Project, including:
 - a. Management, oversight and delivery of the Intracommunity Transportation Project to the Service Delivery Area, including the Routes as set out in this Agreement, with consultation and support from St. Marys and Stratford as set out in this Agreement;
 - b. Complying with the terms and conditions of the Transfer Payment Agreement entered into with the Province;
 - c. Establishing the Intracommunity Transportation Service utilizing anticipated scheduled bus runs to connect Stratford, Gads Hill, Brunner, Milverton, Newton, Millbank, Listowel, Atwood, Monkton, Mitchell, Sebringville, and St. Marys, with the acknowledgement that these routes may change;
 - d. Determining, in accordance with the terms and conditions of the Transfer Payment Agreement, the most effective and reasonable approaches for delivering intracommunity transportation services to clients in the Service Delivery Area;
 - e. Being accountable to the Province and local taxpayers for the management of the Intracommunity Transportation Project;
 - f. Acquiring all goods and services to provide the Intracommunity Transportation Project in consultation with St. Marys and Stratford;
 - g. Communicating with St. Marys and Stratford, including but not limited to communicating in a timely manner any notices to the County from the Province respecting the Intracommunity Transportation Project and Transfer Payment Agreement, communicating on a monthly basis to update the status and financial position of the Intracommunity Transportation Project, and having a County staff member attend at St. Marys Council and Stratford Council on a quarterly basis to directly update St. Marys and Stratford Councils on the Intracommunity Transportation Project and to give Councillors of St. Marys and Stratford the opportunity to ask questions of County staff;

- h. Keeping proper accounts and records in relation to the Costs, Project Revenues and Provincial Payments, and such accounts, records or other relevant information shall be open to inspection and independent audit at all times during business hours by St. Marys and Stratford. In the event an independent audit is requested by St. Marys or Stratford, the Party requesting the independent audit shall bear all the costs associated with that independent audit;
- i. For each calendar year, determine whether the Intracommunity Transportation Project is operating at a Surplus or Deficit, and provide to St. Marys and Stratford the accounts and records supporting these determinations;
- j. Retaining a transportation consultant to assist the Parties with the implementation of the Intracommunity Transportation Project;
- k. Retaining a third party service provider to provide the buses, drivers, equipment and expertise to provide the transit service (the **“Transit Service Provider”**);
- l. Monitoring the performance of the Transit Service Provider;
- m. Determining the fares for the transit service, and readjusting those fares among the parties as appropriate;
- n. Responsibility for all reporting and other obligations under the Transfer Payment Agreement.

ROLE OF THE COMMITTEE

- 6. The Parties agree that they have established or will establish the Community Transportation Steering Committee (the **“Committee”**) to provide, among other things, administrative review and oversight of the Intracommunity Transportation Project.
- 7. The Parties agree that the Committee is not a decision-making body or recipient of the Community Transportation Grant from the Province.
- 8. The Committee shall:
 - a. Review issues related to the delivery of the Intracommunity Transportation Project, including:
 - i. Reviewing operating funding and funding for extraordinary expenses;

- ii. Reviewing Provincial standards and requirements;
 - iii. Reviewing administrative policies;
 - iv. Providing input on bus routes and bus stops; and
 - v. Soliciting and reviewing public feedback on the Intracommunity Transportation Project.
- b. Report, if necessary and as required, to the County Administrative Officer, St. Marys Administrative Officer and Stratford Administrative Officer, details and particulars in relation to Intracommunity Transportation Project;
 - c. Exchange information relevant to the administration of the Intracommunity Transportation Project as requested by any Party from time to time; and
 - d. Report to the respective Councils of the Parties from time to time as considered by any Party to be appropriate or necessary.
9. The Committee shall be composed of one member appointed by each Party.
10. The Committee shall meet quarterly, on a rotating basis, and follow the procedural rules of the hosting Party.

ROUTES

11. The Parties agree that the County will provide the following two routes (collectively the **“Routes”**) as part of the Intracommunity Transportation Project:
- a. Route 1: Mitchell, Monkton, Atwood, Listowel, Millbank, Newton, Milverton, Brunner, Gads Hill, and Stratford;
 - b. Route 2: Sebringville, Mitchell, Kirkton, St. Marys, St. Pauls Station and Stratford;

as set out in more detail in Schedule B “Full Service” to this Agreement (the **“Full Service”**).

Notwithstanding the foregoing, the Parties acknowledge that only one Route may be operational for the first few months of Intracommunity Transportation Project (the **“Launch Phase”**) due to the availability of buses. During the period of the Launch Phase, the Parties may prioritize one or more Routes, as may be approved in writing by all of the Parties, all acting reasonably. The Parties intend to move from Launch Phase to Full service as buses become available.

12. The Parties acknowledge and agree that the detailed Route design has yet to be completed, and that the Routes may be modified from time to time based on ridership. The detailed Route design will take into account the following goals, however the Parties acknowledge that these service levels are not guaranteed:
 - a. The minimum level of service is Route 1 and Route 2 with eight service hours per day, weekdays only (subject to the availability of buses during the Launch Phase);
 - b. The desired level of service is seven days a week (statutory holidays excepted) over a span of hours that will enable shift workers to travel locally, within the Service Delivery Area, and return home after working eight hours;
13. The detailed Route design for Route 1 and Route 2 must have input from St. Marys and Stratford, and both St. Marys and Stratford must be included as stops in at least one of the Routes unless all of the County Administrative Officer, St. Marys Administrative Officer, and Stratford Administrative Officer agree otherwise, in writing. Notwithstanding the foregoing, the Parties acknowledge and agree that bus service may be limited during the Launch Phase.
14. The detailed Route design for Route 1 and Route 2 may only be modified with input from St. Marys and Stratford, and both St. Marys and Stratford must be included as stops in at least one of the Routes unless all of the County Administrative Officer, St. Marys Administrative Officer, and Stratford Administrative Officer agree otherwise, in writing. Notwithstanding the foregoing, the Parties acknowledge and agree that bus service may be limited during the Launch Phase.

OVERHEAD COSTS AND APPORTIONMENT OF SURPLUS OR DEFICIT

15. The County shall, in accordance with this Agreement and as soon as practicable following the end of the calendar year,
 - a. determine whether the Intracommunity Transportation Project is operating at a Deficit or Surplus, and
 - b. notify St. Marys and Stratford of such results.
16. For any calendar year, the Surplus or Deficit is determined as follows:

Surplus or Deficit = Project Revenues + Provincial Payment – Costs

By way of example, supposing the Project Revenues amounted to \$142,000, the Provincial Payment amounted to \$150,000, and the Costs amounted to \$435,000, then the Deficit would be \$143,000, determined as follows:

$$\begin{aligned}
 \text{Deficit} &= \$142,000 + \$150,000 - \$435,000 \\
 &= \$-143,000 \\
 \text{Deficit} &= \$143,000
 \end{aligned}$$

17. The Parties agree that the Intracommunity Transportation Project shall be funded in the first instance from the Provincial Payment and the Project Revenues. The County and St. Marys shall only contribute cash to the Intracommunity Transportation Project in the event there is a Deficit in any year. Any Deficit shall be shared by the County and St. Marys in the following proportions:
 - a. St. Marys shall be responsible for 16.5% of the Deficit to a cap of \$33,000 in any calendar year;
 - b. The County shall be responsible for 83.5% of the Deficit in any calendar year together with any amount above St. Marys' cap of \$33,000, if applicable.
18. In the event there is a Surplus in any year which does not reduce the amount of the Provincial Payment, such Surplus shall be put into a reserve to be used for future costs of providing the Intracommunity Transportation Project as determined jointly by the County, Stratford and St. Marys, acting reasonably.
19. Stratford will provide in-kind contributions, including, without limitation:
 - a. The use of its transit terminal as a connection point between the transit services provided under the Intracommunity Transportation Project and other transportation projects; and
 - b. Collaboration with the County and St. Marys on scheduling the transit service to allow for the seamless integration of the Intracommunity Transportation Project with other transportation projects.

TERMINATION AND EXTENSION

20. During the Term the Parties acknowledge and agree that this Agreement may be terminated by any of the Parties upon ninety (90) days' written notice to the other Parties if any of the following occurs:
 - a. the Province changes, amends, alters, or terminates the Transfer Payment Agreement;
 - b. the funds available under the Provincial Payment together with Project Revenues are insufficient to cover the on-going Cost of providing the Intracommunity Transportation Project;

c. the County terminates its agreement with 947465 Ontario Ltd. o/a Voyago as it relates to the provision of the Intracommunity Transportation Project, without having entered into a new agreement with a new Transit Service Provider.

21. The Parties shall meet a minimum of six (6) months prior to the Expiry Date to consider the continuation of the Intracommunity Transportation Project beyond the Expiry Date. Matters to be addressed at this meeting will include how the program will be funded and any amendments to this Agreement that may be required for any renewal term.

ANNUAL REVIEW

22. The Parties shall meet on an annual basis to consider this Agreement and the Intracommunity Transportation Project and to review and identify areas that may be improved.

INSURANCE

23. Each of the Parties represents, warrants and covenants that it has and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Intracommunity Transportation Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than \$2,000,000.00 per occurrence. The insurance policy shall include the following:
 - a. A cross- liability clause;
 - b. Contractual liability coverage; and,
 - c. a 30-day written notice of cancellation.
24. The Parties agree, upon request, to provided either: (i) certificates of insurance that confirm the insurance coverage required; or (ii) other proof that confirms the insurance coverage required.

INDEMNIFICATION

25. Each Party shall indemnify and save completely harmless each of the other Parties and each of their elected officials, employees, agents and contractors from and against all actions, causes of action, suits, claims, demands, costs, expenses and liabilities (including legal costs) whatsoever which may arise directly or indirectly or in any way connected with the breach or non-performance by it or its respective

elected officials, employees, agents or contractors of their respective obligations under this Agreement. In no event shall any Party be liable towards the other Parties for consequential or indirect damages.

DISPUTE RESOLUTION

26. In the event that a dispute arises in connection with this Agreement, the Parties agree that:
- a. the dispute shall be referred in writing by the Party raising the dispute to the Committee and the Committee shall, within a reasonable time, report its finding to each Council of the Parties;
 - b. if the dispute remains unresolved by the Parties, it shall be submitted forthwith to a mediator to be agreed upon by the Parties;
 - c. if the Parties do not agree on a mediator or if the dispute is not satisfactorily settled between the Parties through mediation then the dispute shall be submitted to arbitration conducted in accordance with the provisions of the *Arbitration Act, 1991*, S.O. 1991, c.17 or any successor legislation.

AMENDMENT OF AGREEMENT

27. This Agreement shall not be amended or altered without the consent of all Parties, in writing as authorized by their respective Municipal Councils.

NOTICES

28. All notices or other communications (collectively “**Notices**”) required or permitted to be given hereunder shall be in writing and shall be delivered personally, set by facsimile or email, or mailed by registered mail, at the addresses set for herein, namely:
- a. The Corporation of the County of Perth
1 Huron Street
Stratford, ON N5A 5S4
Fax: 519-271-6265
Email: _____
 - b. The Corporation of the Town of St. Marys
P.O. Box 998
175 Queen Street East
St. Marys, ON N4X 1B6
Fax: 519-284-3881
Email: _____

- c. The Corporation of the City of Stratford
P.O. Box 818
1 Wellington Street
Stratford, ON N5A 6W1
Fax: 519-273-5041
Email: _____

or to any other address as may be given by any of them to the others in writing in accordance with this section from time to time. If sent by registered mail, such Notice will be deemed to have been given on the fifth Business Day following such mailing. If delivered personally, such Notice will be deemed to have been given on the day of delivery. If delivered by facsimile or email, such Notice will be deemed to have been given on the next Business Day after sending.

FORCE MAJEURE

29. No Party hereto shall be held responsible or liable or be deemed to be in default or in breach of this Agreement for its delay, failure or inability to meet any of its obligations under this Agreement (other than the obligation to pay money) caused by or arising from any cause which is unavoidable or beyond the reasonable control of such party, including war, warlike operations, riot, insurrection, orders of government, strikes, lockouts, pandemic, disturbances or any act of God or other similar cause which frustrates the performance of this Agreement.

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT ("AODA")

30. The Parties agree to ensure that any activities, work and/or projects carried on or required in the fulfillment of the terms and conditions of this Agreement shall be in compliance with all accessible requirements under the *Accessibility for Ontarians with Disabilities Act* ("AODA").

FURTHER ASSURANCES

31. The Parties hereto at all times warrant that they shall do, execute, acknowledge, deliver and/or cause to be done such other acts, agreements and other documents as may be reasonably required or desirable to give effect to the terms of this Agreement.
32. The Parties acknowledge that the County is obligated, under the Transfer Payment Agreement to ensure that the Province, its authorized representatives and independent auditors, and the Auditor General shall have the right to carry out inspections and audits in relation to the Intracommunity Transportation Project. St. Marys and Stratford agree to cooperate with the County and/or the Province in the event of such an inspection and/or audit, and to provide any information or documentation in relation to this Agreement and the operation of the Intracommunity Transportation Project as may be requested.

AMENDMENT AND WAIVER

33. No amendment, discharge, modification, restatement, supplement, termination or waiver of this Agreement or any section of this Agreement is binding unless it is in writing and executed by the Parties to be bound. No waiver of, failure to exercise, or delay in exercising, any section of this Agreement constitutes a waiver of any other section (whether or not similar) nor does any waiver constitute a continuing waiver unless otherwise expressly provided.

ENUREMENT

34. This Agreement enures to the benefit of and is binding upon the Parties.

ASSIGNMENT

35. Neither this Agreement nor any right or obligation under this Agreement may be assigned by any Party without the prior written consent of the other Parties.

COVENANTS

36. All obligations contained in this Agreement, even if not expressed to be covenants, shall be deemed to be covenants.

ENTIRE AGREEMENT

37. This Agreement constitutes the entire agreement between the Parties pertaining to the Intermodal Transportation Project and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Parties. The Parties acknowledge that there are no representations, warranties or other agreements between the Parties in connection with the subject matter of this Agreement except as specifically set out in this Agreement and that no Party has been induced to enter into this Agreement in reliance on, and there will be no liability assessed, either in tort or contract, with respect to, any warranty, representation, opinion, advice or assertion of fact, except to the extent it has been reduced to writing and included as a term in this Agreement. Except as amended herein, the terms of this Agreement shall remain in full force and effect.

GENERAL PROVISIONS

38. The Parties agree that:
- a. words importing the singular only shall include the plural;
 - b. words importing the masculine only shall include the female;
 - c. words importing a person shall include a corporation;

- d. the part numbers and headings, subheadings and section, subsection, clause and paragraph numbers are inserted for convenience of reference only and shall not affect the construction or interpretation of this Agreement;
- e. all references to any statute, regulation or by-law or any provision thereof includes such statute, regulation or by-law or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor statute, regulation or by-law thereto; and
- f. whenever a statement or provision in this Agreement is followed by words denoting inclusion or example and then a list of or reference to specific items, such list or reference shall not be read so as to limit the generality of that statement or provision, even if words such as "without limiting the generality of the foregoing" do not precede such list or reference.

COUNTERPARTS AND DELIVERY

- 39. This Agreement may be executed and delivered by the Parties in one or more counterparts, each of which will be an original, and those counterparts will together constitute one and the same instrument. The Parties agree that this Agreement may be transmitted by facsimile, email or such similar device and that the reproduction of signatures by facsimile, email or such similar device will be treated as binding as if original and each Party undertakes to provide to each and every other Party a copy of the Agreement bearing original signatures forthwith upon demand.

SEVERABILITY

- 40. Each section of this Agreement is distinct and severable. If any section of this Agreement, in whole or in part, is or becomes illegal, invalid, void, voidable or unenforceable in any jurisdiction by any court of competent jurisdiction, the illegality, invalidity or unenforceability of that section, in whole or in part, will not affect:
 - a. the legality, validity or enforceability of the remaining sections of this Agreement, in whole or in part; or
 - b. the legality, validity or enforceability of that section, in whole or in part, in any other jurisdiction.

GOVERNING LAW

- 41. This Agreement is governed by, and is to be construed and interpreted in accordance with the laws of the Province of Ontario.

[Signature page to follow]

DRAFT

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first written above.

The Corporation of the County of Perth

Per: _____
James Aitcheson, Warden

Per: _____
Lori Wolfe, Clerk

The Corporation of the Town of St. Marys

Per: _____
Al Strathdee, Mayor

Per: _____
Jenna McCartney, Clerk

The Corporation of the City of Stratford

Per: _____
Dan Mathieson, Mayor

Per: _____
Tatiana Dafoe, Clerk

SCHEDULE "A"
PROVISION OF TRANSIT SERVICES AGREEMENT

See Provision of Transit Services Agreement attached.

DRAFT

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Building and Development

Date of Meeting: 27 October 2020

Subject: DEV 73-2020 October Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 73-2020 October Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building Department

- A total of 15 permits were issued in September 2020 compared to 15 the previous year
- There were 5 new dwelling units issued this month compared to 3 the previous year
- The total construction values were \$6,407,984 compared to \$1,151,050 the previous year
- The total permit fees were \$10,619.32 compared to \$1,151.05 the previous year
- A total of 65 appointments were provided by the Building Department for this period
- There were two heritage permits issued this period

Planning

- Official Plan and Zoning By-law Amendment for 465 and 481 Water Street (McDonald House) to permit highway commercial uses
 - Notice of decision issued, and no appeals received
- Official Plan and Zoning By-law Amendments for 665 James Street North
 - Notice of decision issued, appeal received
 - Working to submit all documents required by LPAT
- Official Plan and Zoning By-law Amendment Applications for 323 Queen Street West to replace current highway commercial permission with medium density residential
 - Applicants have revised the application as directed by Council on September 15, 2020. Updated plans to be presented to Council on October 27, 2020
- Draft Plan of Subdivision and Zoning By-law Amendment Applications for 187 Wellington Street North to permit 8 semi-detached units, 36 townhouse units and 8 fourplex units
 - Applicants have revised the application as directed by Council on September 15, 2020. Updated plans to be presented to Council on October 27, 2020
- Various site plan applications in process and are being reviewed by the Town's Development Team, most applications are nearing completion and will be presented to Council in November
 - 485 Queen Street West, 481 and 465 Queen Street West

- Comprehensive Parking Review – Development and Public Works staff have met with the Consultant, and are working to identify timelines for the deliverables included in the scope of work
- Official Plan – as detailed in the staff report attached to the agenda
- Affordable Housing Strategy – as detailed in staff report attached to the agenda
- Community Improvement Plan – preliminary discussions among staff regarding the contents of the plan.

Facilities – Operational

- COVID 19 – cleaning and sanitizing MOC, Via, Library & Town Hall daily, fogging weekly
- Quarry – facility has been winterized
- Re-integration of Facilities documents written as facilities and programs are preparing to open
- Swan Dust Control –mat service at PRC has been reinstated
- Parks Washrooms – Cadzow, lawn bowling and Kin Pavilion washrooms have been closed and winterized.
- Tennis Courts – wind screens have been taken down for the season, tennis nets are staying in place until Nov01, 2020 (weather dependent)
- Town Gardens – all hanging baskets have been removed, garden flowers will be removed after Thanksgiving weekend
- Budget submitted with 3 options regarding COVID 19
- Tennis Courts – pickle ball lines painted October 10th

Facilities – Capital

- 20 Year Capital Plan – working on document
- Cadzow walkways – started installation, work to be completed week of October 19
- Town Hall Stairs – work to be completed week of October 19th
- Lind Retaining Wall – work has been delayed until 2021 due to project being over budget
- Cemetery Washroom Project – Town staff acquiring pricing
- Museum walkway – waiting on contractor, installation to occur week of October 19
- Lind Sportsplex retaining wall & balcony parging – work will be held over until 2021
- Fire Hall Renovation Project – roof deck installation has begun
- MOC Shop Carbon Monoxide Detector Replacement – installation date to be completed in October
- Energy Efficient Projects – MOC & Library Light Upgrade RFQ contract awarded work to be scheduled
- Lind Sportsplex Foyer Ceramic Tile Replacement – installation to occur week of October 19
- Tennis Court Walkway – work to be completed week of October 19
- MOC – replacement of pavers with concrete in front walkway to be completed week of October 19

PRC Operations

- First ice pad now operational
 - Feedback from staff is people are following all signage and notices put in place. Only issue is related to potential crossover during times of drop off and pick up.
 - Additional signage will be posted to assist with communication.
- Pool
 - Inspection completed by HPPH to reopen the pool on November 2, 2020 – Health Unit did not identify any issues.

- Recruitment
 - Actively working to recruit more staff to the operations department to assist with cleaning and disinfecting to support programming ahead of more programs reopening.
- Continuing to work on restarting additional PRC programs with the Community Services Department.

SPENDING AND VARIANCE ANALYSIS

None at this time

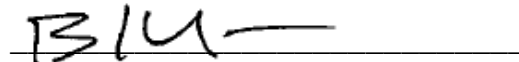
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

As of September 30, 2020													
POL	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
(DU)													
V	\$950,000	\$604,000	\$10,678,320	2,839,500,000	\$289,200	\$3,733,000	\$1,591,200	\$3,955,499	\$6,407,084				\$30,856,503
(DU)	7 3	7 2	17 21	13 3	11 0	26 9	14 4	19 7	15 5				128 54
V	\$110,000	\$442,100	\$1,259,500	2,213,500,000	\$2,374,500	\$2,718,800	\$994,000	\$1,844,600	\$1,151,050	\$2,367,950	\$1,485,000	\$750,000	\$16,751,000
(DU)	7 0	7 1	9 2	14 6	13 11	17 8	11 2	12 3	15 3	15 9	12 4	4 4	136 53
V	\$700,000	\$231,500	\$1,352,500	4,271,000,000	\$4,461,001	\$1,487,100	\$1,484,500	\$644,100	\$2,237,650	\$2,220,500	\$1,581,200	\$391,000	\$22,875,651
(DU)	7 2	4 0	15 6	15 7	23 5	23 4	22 5	13 1	21 5	14 14	11 3	4 1	172 53
V	\$2,270,100	\$128,350	\$95,380	\$1,204,050	\$1,898,500	\$2,925,138	\$4,725,400	\$1,000,600	\$1,365,800	\$775,000	\$1,377,401	\$60,000	\$18,825,719
(DU)	11 4	7 0	4 0	18 4	29 6	22 5	21 3	21 7	16 3	8 2	7 2	4 0	168 36
V	\$161,000	\$186,000	\$867,600	\$760,201	\$1,469,000	\$1,511,000	\$1,227,000	\$644,501	\$764,400	\$1,433,500	\$2,215,000	\$2,515,000	\$14,344,002
(DU)	4 0	3 1	8 2	13 1	12 7	11 1	13 6	15 1	15 2	15 3	7 3	4 11	120 38
V	\$10,500	\$105,502	\$1,741,100	\$794,660	\$1,581,261	\$1,265,000	\$1,518,000	\$807,168	\$997,201	\$592,900	\$597,000	\$597,100	\$10,595,492
(DU)	2 0	8 1	8 7	11 3	21 5	18 3	8 7	10 4	10 3	13 2	6 2	5 3	120 40
V	\$495,000	\$44,500	\$895,000	\$1,292,000	\$1,544,500	\$2,053,650	\$1,409,500	\$1,004,000	\$1,278,750	\$1,109,001	\$534,200	\$1,440,000	\$13,040,001
(DU)	5 2	6 0	4 2	9 2	13 2	13 2	12 8	14 4	13 5	11 5	5 2	10 9	115 43
V	\$18,000	\$48,500	\$994,500	\$1,072,500	\$749,200	\$2,723,500	\$944,200	\$605,500	\$604,200	\$1,158,000	\$428,500	\$1,697,500	\$10,302,120
(DU)	2 0	2 1	5 4	10 2	11 3	13 8	10 4	9 2	8 2	11 5	4 1	8 8	93 40
V	\$518,000	\$35,000	\$510,000	\$552,802	\$714,150	\$3,284,808	\$1,512,500	\$2,586,000	\$603,500	\$736,000	\$700,500	\$477,200	\$14,432,440
(DU)	8 2	1 0	5 2	13 1	9 3	15 6	11 6	19 0	7 1	6 3	9 3	4 2	107 29
V	\$122,400	\$0	\$1,020,300	\$1,400,000	\$1,171,150	\$2,662,200	\$2,317,490	\$446,500	\$62,500	\$1,359,000	\$805,600	\$25,801	\$11,977,241
(DU)	5 1	0 0	9 4	14 8	13 4	19 2	18 6	6 1	3 0	11 5	9 3	4 0	111 34
V	\$65,000	\$75,000	\$1,582,000	\$608,800	\$343,200	\$302,200	\$15,970,000	\$4,660,000	\$1,014,500	\$2,226,360	\$1,085,500	\$555,500	\$14,470,060
(DU)	3 0	5 0	7 6	11 3	7 2	16 1	12 4	12 32	10 1	14 7	11 4	3 1	111 61
V	\$232,500	\$113,450	\$25,100	\$199,500	\$6,197,200	\$792,900	\$611,900	\$7,790,250	\$705,160	\$932,539	\$399,600	\$18,549,089	
(DU)	7 1	6 0	3 1	7 8	12 3	17 1	21 2	14 4	16 2	14 5	7 2	9 1	124 30
V	\$478,150	\$181,235	\$1,753,608	\$1,561,959	\$1,911,765	\$2,868,465	\$1,668,708	\$2,156,385	\$1,491,366	\$1,363,677	\$1,017,855	\$810,764	\$16,219,002
(DU)	5 7	1 3	4 7	0 5	7 8	4 8	12 3	14 5	13 7	5 5	12 4	2 7	125 426



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	27 October 2020
Subject:	DEV 63-2020 Site Plan Agreement for 481 Water Street South (Andrew Forman and Gail Kenworthy-Forman)

PURPOSE

The purpose of this report is to present a Site Plan Application for 481 Water Street South and provide a recommendation to Council to approve the Site Plan Agreement.

RECOMMENDATION

THAT DEV 63-2020 Site Plan Agreement for 481 Water Street South (Andrew Forman and Gail Kenworthy-Forman) report be received; and

THAT Council consider By-law 91-2020 and authorize the Mayor and the Clerk to sign a Site Plan Agreement between the Town of St. Marys and Andrew Forman and Gail Kenworthy Forman.

BACKGROUND

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

The Town of St. Marys is currently in the process of selling 481 Water Street South, otherwise known as the Alexander McDonald House, to Andrew Forman and Gail Kenworthy-Forman. A condition of the sale includes the preparation of a site plan, and the execution of a site plan agreement.

REPORT

The subject property is located on the east side of Water Street South, south of Washington Street and adjacent to Centennial Park. The property hosts the Alexander McDonald House. In 2008 the house was designated as a structure of architectural value and interest by the Town under the *Ontario Heritage Act*. The Alexander McDonald House is a 1 ½ storey stone building and was constructed in the early 1850's. In 2019 the Town declared 481 Water Street South surplus and initiated a Request for Proposal process to sell the lands.

In February of 2019, Town Council approved Official Plan Amendment No. 33 (OPA 33) to redesignate 481 Water Street South from Recreational to Highway Commercial and passed Zoning By-law No. Z132-2019 to rezone 481 Water Street South from Institutional (I-4) to Highway Commercial (C3-12) to permit a range of commercial and light industrial uses to improve the property's saleability. By-law No. Z132-2019 also reduced certain standards in the C3 Zone (5 metre minimum front yard, 2.5 metre minimum interior side yard and 2.5 metre minimum rear yard). The Town now intends to convey approximately 0.25 hectares (0.62 acres) of land from the west part of 465 Water Street South and

merge these lands with 481 Water Street South to square off the property and increase usability. Applications for Official Plan and Zoning By-law Amendments, OP02-2020 and Z04-2020 were initiated in 2020 to amend the land use permissions for 481 Water Street South and extend these permissions to the lands being conveyed from 465 Water Street South. On September 8, 2020 the Statutory Public Meeting was held, and Council approved Official Plan Amendment No. 34, and Zoning By-law Amendment No. Z137-2020 to permit the uses and setbacks provided for in the proposed site plan being brought forward. No appeals were received for the above planning applications.

As demonstrated on the site plan, the prospective purchasers of 481 Water Street South intend to use the existing house for office space, establish a parking area for staff and customers and construct a 148.6 m² (1,600 ft²) shop building as shown on the proposed site plan. In an effort to maintain the visibility of the Alexander McDonald House from the north, the proposed shop building will be setback a minimum of 8.5 metres (27.9 ft) from the front line (as compared to the current setback of the McDonald House of 5.46 m (17.9 ft).

Please note that the agreement appended to this report is a draft version of the agreement, any items to be updated have been highlighted. A final agreement and site plan will be provided to Council on October 27, 2020.

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

FINANCIAL IMPLICATIONS

Town to incur an expense of \$550.00 to register the Site Plan Agreement on Title.

SUMMARY

It is recommended that Council approve the Site Plan Agreement and authorize the Mayor and Clerk to enter into the proposed Site Plan Agreement with Andrew Forman and Gail Kenworthy-Forman.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #1: Infrastructure → Developing a comprehensive and progressive infrastructure plan
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the needs of today and tomorrow. This will require a balance between building and regular maintenance.
 - Pillar #3: Balanced Growth → Business Attraction, Retention and Expansion Program
 - Identify vacant spaces to host entrepreneurs and create an inventory.
 - Pillar #6: Housing → Prioritize Town-Owned Property Assets
 - Outcome: Given the large number of Town-owned lands and properties, funding for many of the other initiatives in this revised Strategic Plan may require the sale or lease of these assets.
 - Develop a short-list of essential versus non-essential Town-owned assets and make key decisions about their future.
 - Explore options for those assets deemed non-essential (sale, lease, partnerships, etc.).

OTHERS CONSULTED

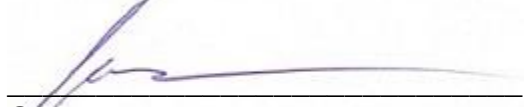
Town of St. Marys Development Team

ATTACHMENTS

Attachment 1 – Draft Site Plan Agreement

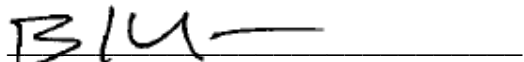
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

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:

ANDREW FORMAN and GAIL KENWORTHY FORMAN

(Hereinafter called the “Developer”)

OF THE SECOND PART

WHEREAS the Developer intends to develop the lands described as Part Lot 35, Thames Con. Blanshard, Thames Concession, Town of St. Marys, County of Perth, more particularly described as being Part 2 on Reference Plan 44R-5357 being part of PIN 53245-0139 (LT), and Part 1 of reference plan 44R-5776 being part of PIN 53245-0005 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the “Lands”).

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

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

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

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

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

the Town of St. Marys. Utility service installations shall be facilitated by the Town, at the request of the proponent. The Town shall provide and install a 3/4" water service terminating at the property. The Developer 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 Developer 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 Developer and shall be located and constructed as shown on the drawings attached hereto as part of Schedule "A";
- g. That erosion and sediment controls shall be provided for the site during construction to the satisfaction of the Town;
- h. 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";

- i. The Town shall remove the trees from the south side of the property, including trees on Town property, to allow for the development of the parking area.
- j. That all hydro cables be located underground on the Lands;
- k. That snow storage shall be on the property as shown on the drawings attached hereto as part of Schedule “A”;
- l. That the development on the Lands including but not limited to driveways, buildings, structures, paved areas, landscaping and lot grading shall be maintained at the sole risk and expense of the Developer on an ongoing basis;
- m. That any and all development on the Lands shall be to Town standards and the provisions of the Town’s Zoning By-law in effect at the time of development;
- n. That all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town’s Zoning By-law Z1-1997, as amended.

2. Schedule “A” consists of the following drawing:

- a. Lot Grading Plan prepared by NA Gemoatics Inc. dated March 5, 2020 and revised on June 3, 2020;

3. Schedule “A”, as described in paragraph 2 above and attached hereto shall form part of this Agreement.

4. The Developer shall enter into a separate agreement for electricity with Festival Hydro Inc.

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

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

11. The Developer agrees to deposit with the Town a refundable security deposit in the amount of Five Thousand Dollars (\$5,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Developer's professional engineer provides a certificate to the Town that the conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town.
- Furthermore, the Developer 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 Developer'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.

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

Andrew Forman and Gail Kenworthy-Forman

5025 Line 4

St. Marys, ON N4X 1C8

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

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

14. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Developer. The covenants, agreements, conditions, and understandings herein contained on the part of the Developer shall run with the Lands and shall ensure to the benefit of and be binding upon the parties hereto and their respective successors, heirs, executors, administrators and assigns.

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

16. The failure of a Party at any time to require performance by the other Party of any obligation under this Agreement shall in no way affect the first Party's right thereafter to enforce such obligation, nor shall any such waiver be taken or held to be a waiver of the performance of the same or any other obligation hereunder at any later time.

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

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

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

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

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

Andrew Forman and Gail Kenworthy-Forman

Per: _____
Co Developer: Andrew Forman

Per: _____
Co Developer : Gail Kenworthy-Forman

(We have the authority to bind the Corporation)

THE CORPORATION OF THE TOWN OF ST. MARYS

Per: _____
Mayor: Al Strathdee

Per: _____
Clerk: Jenna McCartney

(We have the authority to bind the Corporation)

NOTES TO SPA

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

Schedule “A” – Drawings

DRAFT

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	27 October 2020
Subject:	DEV 74-2020 - Application for Part Lot Control (Bickell Built Homes) Lot 30, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys

PURPOSE

The purpose of this report is to provide Council with a summary and recommendations as it pertains to the Application for Part Lot Control for Lot 30 of the Meadowridge subdivision (Phase 2).

RECOMMENDATION

THAT DEV 74-2020 regarding the Application for Part Lot Control (Bickell Built Homes) for Lot 30 of the Meadowridge subdivision (Phase 2) be received; and,

THAT Council consider By-law 92-2020 affecting Lot 30, Registered Plan No. 44M-70 for a one-year period, ending October 27, 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 semi-detached dwellings. Each by-law must include a lapse date to ensure part lot control is re-instated on the property.

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

REPORT

The owner is seeking to subdivide Lot 30 for the purposes of building two semi-detached units along common party walls.

Lot 30 is designated Residential in the Official Plan and zoned "Residential Zone Three (R3)" according to the Town's Zoning By-law which permits semi-detached dwellings.

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

FINANCIAL IMPLICATIONS

\$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 92-2020 to exempt part lot control for Lot 30 of Registered Plan 44M-70, for a period of one year.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED


N/A

ATTACHMENTS

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

REVIEWED BY

Recommended by the Department



Mark Stone
Planner



Grant Brouwer
Director of Building and Development

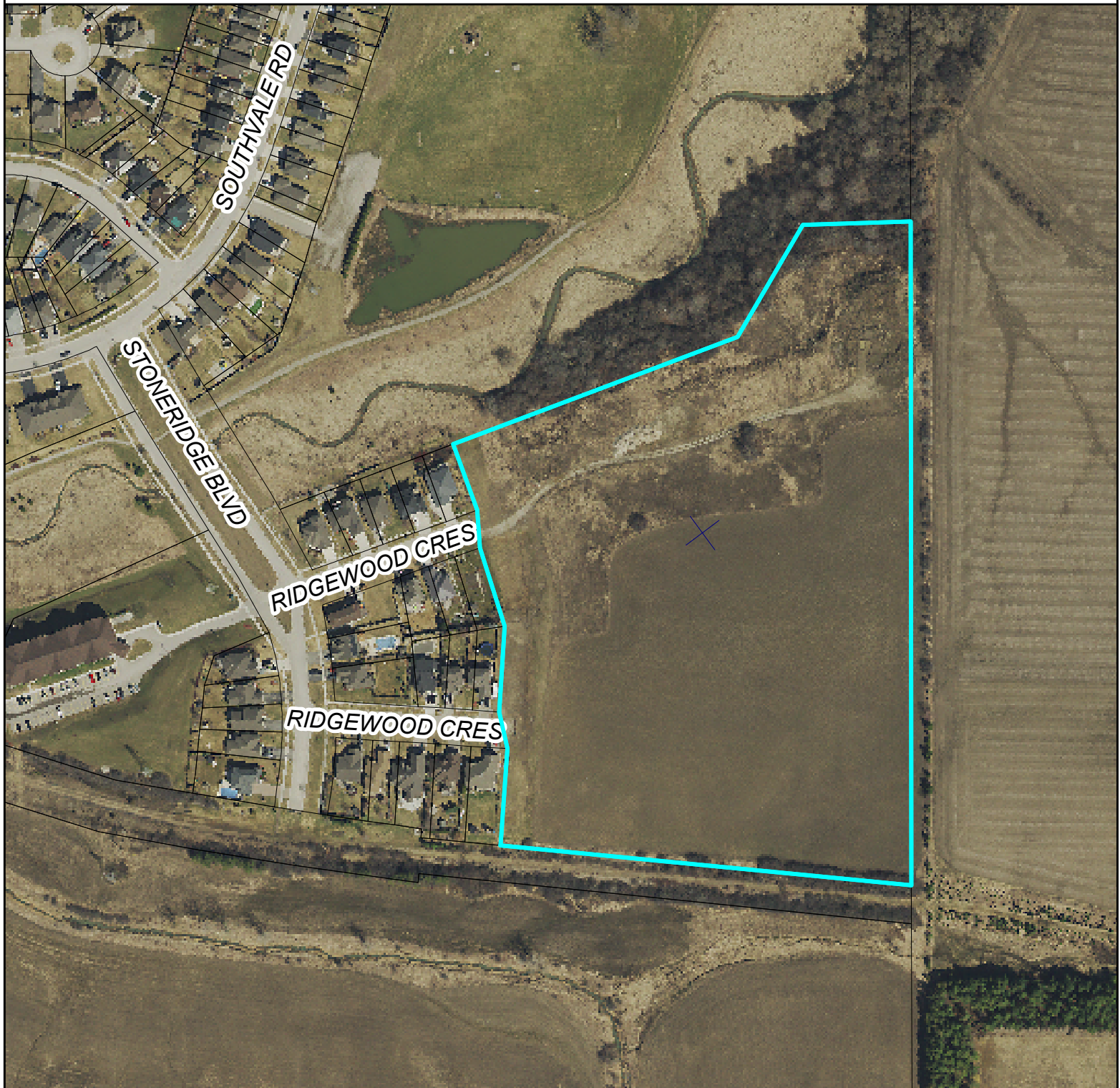
Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

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

ATTACHMENT 1



 Subject Lands

PHOTO DATE: April 2015



Meters
0 50 100
Feet
0 100 200

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FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	27 October 2020
Subject:	DEV 76-2020 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

PURPOSE

This report follows the statutory public meeting held on September 15, 2020 and provides an update on additional information provided by the applicant and revised plans to address questions and concerns raised by Council, the community and Town staff.

In response, the applicant has revised the proposal to:

- increase the front yard setback of Units 7 to 9 in Building 'B' providing a minimum garage setback of 11.0 metres (increased from 6.0 metres) and providing the opportunity for a total of three parking spaces per unit (2 tandem driveway + 1 garage)
- provide stacked townhouse units for Units 1, 2, 4 and 5
- reverse the garage and entryway for Unit 3, allowing for a second surface parking space to be added (i.e. resulting in a total of 3 parking spaces - 2 non-tandem + 1 garage)

The purpose of this report is to: review the Applications; discuss the development proposal including modifications; consider information and comments provided by the Applicant, Town staff and the public; and consider recommendation(s) to Council with respect to the further processing of these Applications

RECOMMENDATION

THAT DEV 76-2020 Applications for Official Plan and Zoning By-law Amendments (OP01-2020 and Z02-2020) by Heybolt Ontario Ltd. for 323 Queen Street West be received;

THAT Council approve the Official Plan and Zoning By-law Amendment Applications for 323 Queen Street West;

THAT Council consider By-law 93-2020 to adopt Official Plan Amendment No. 36; and

THAT Council consider Zoning By-law Amendment No. Z140-2020.

BACKGROUND

The vacant subject property is located at the northeast corner of Queen Street West and Ann Street as shown on the General Location Map (refer to Attachment 1 of this report). The majority of the property is landscaped with grass and there are several mature trees along the south and east property lines. An existing chain-link fence runs along the entire perimeter of the lot.

Application Submission and Planning Advisory Committee Meeting

In May of 2020, the Town received Applications 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, as shown on the original concept site plan (refer to Attachment 3 of this report). The original concept site plan showed Building "A" fronting on to Ann Street proposed to contain three units and Building "B" fronting onto Queen Street West proposed to contain six units. The northeast corner of the site is proposed to be used as a common amenity space.

The proposed official plan amendment would redesignate the property from "Highway Commercial" to "Residential", and the proposed zoning by-law amendment would rezone the property from "Highway Commercial (C3-H)" to "Residential Zone Five (R5-#)" with site specific regulations.

The applicant has indicated that they will submit applications for site plan approval and draft plan of (vacant land) condominium following approval of the Official Plan and Zoning By-law Amendment applications.

A copy of the submitted Planning Justification Report prepared by Monteith Brown Planning Consultants (dated May 2020) is provided as Attachment 4 of this report.

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

- Functional Servicing Report prepared by MR Engineering and Design
- Phase One Environmental Site Assessment prepared by Rubicon Environmental (dated December 5, 2018)
- Proposed Official Plan and Zoning By-law Amendment Sketches

On August 4, 2020, the Planning Advisory Committee (PAC) received a staff report (DEV 44-2020) regarding the Applications. At the meeting, the PAC discussed the configuration of the proposed development and expressed some concern with six vehicle entrances along Queen Street West. The Committee proposed various options to limit the number of entrances on Queen Street and discussed the location of the communal amenity space.

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

August 2020 Re-submission

The applicant revised the concept plan to show Proposed Building 'A' with three units fronting onto Queen Street West and proposed Building 'B' with six units fronting onto Ann Street.

Public Meeting and October 2020 Resubmission

On September 15, 2020, the Town held the statutory public meeting for these Applications. Copies of all written public submissions are provided in Attachment 5 of this report, and a discussion of issues is provided in the Discussion section of this report. Following the public meeting, Town staff met with the applicant to discuss comments and questions raised at the public meeting. In response, the applicant revised the proposal to:

- increase the front yard setback of Units 7 to 9 in Building 'B' providing a minimum garage setback of 11.0 metres (increased from 6.0 metres) and providing the opportunity for a total of three parking spaces per unit (2 tandem driveway + 1 garage)
- provide stacked townhouse units for Units 1, 2, 4 and 5

- reverse the garage and entryway for Unit 3 with a second surface parking space added to provide a total of three parking spaces (2 non-tandem + 1 garage)

In addition, the latest revised concept plan (see Attachment 7) also shows private amenity areas for each unit (in addition to the planned common amenity area) and conceptual proposed landscaping around the perimeter of the property.

Property Details	
Municipal Address	323 Queen Street West
Lot Area	0.2 hectares (0.49 acre)
Proposal Details	
Number of Units	9 townhouse units
Density	45 units/hectare
Parking	22 (2 to 3 spaces/unit)
Lot Coverage	48%
Official Plan	
Current	Highway Commercial
Proposed	Residential
Zoning By-law	
Current	Highway Commercial (C3-H)
Proposed	Residential Zone Five (R5-#)" with site specific regulations as summarized in the Discussion section of this report.
Surrounding Land Uses	
North	• Low density residential
South	• Queen Street West Street and low density residential
East	• Low density residential
West	• Ann Street and commercial uses

REPORT

PLANNING CONTEXT

Provincial Policy Statement

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

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

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

- e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs”.

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

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

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

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

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

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

The applicant’s Planning Justification Report suggests that the proposed development is consistent with the PPS in that the:

- subject lands are located within a serviced Settlement Area, directly adjacent to an arterial road intended to accommodate large volumes of traffic

- proposed townhouse units will provide a more affordable housing option for seniors who wish to downsize and remain in the community
- proposed removal of lands from the Highway Commercial designation for residential development is appropriate, as there does not appear to be a high demand for Highway Commercial lands in St. Marys, and the subject lands are located within a predominantly residential area

Town Official Plan

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

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

The applicant is proposing to redesignate the subject property to Residential to permit the proposed townhouse development. The primary use of land in the Residential designation is for a range of dwelling types from single detached dwellings to walk-up type apartments, parks and open spaces, and institutional uses subject to the policies of the Plan.

The following identifies relevant Official Plan policies.

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

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

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

The proposed development represents a compact form of development.

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

The applicant's Planning Justification Report suggests that "the proposed townhouses will expand the range of housing options in the community and will provide housing opportunities for seniors who want to age in place within their community".

SECTION	POLICY
Section 3.1.2 – Residential Policies	
3.1.2.2	Within the "Residential" designation on Schedule "A", the primary use of land shall be for a range of dwelling types from single-detached dwellings to walk-up type apartments, parks and open spaces, as well as the institutional uses.
3.1.2.3	Residential infilling type development is generally permitted throughout the "Residential" designation where such development is in keeping with the attributes of the neighbourhood in terms of building type, building form, and spatial separation. When evaluating the attributes of the neighbourhood, regard shall be given to lot fabric (i.e., area, frontage, and depth), and built form (i.e., setbacks, massing, scale, and height). In cases where one or more of the existing zone provisions are not met, an amendment or a minor variance to the zone provisions may be considered to permit the proposed development provided that the spirit of this Section is maintained.
3.1.2.4	Council will favour residential intensification and redevelopment over new green land residential development as a means of providing affordability and efficiencies in infrastructure and public services.
3.1.2.5	<p>When reviewing development or redevelopment proposals, Council shall consider following density targets:</p> <ul style="list-style-type: none"> a) Single-detached dwellings 10-15 units per hectare; b) Semi-detached, duplex dwellings 15-25 units per hectare; c) Townhouse dwellings 25-40 units per hectare; d) Low rise apartments 40-75 units per hectare. <p>Council may moderately increase or decrease these densities dependent upon specific site circumstances, provision of on-site amenities, and capabilities of municipal servicing systems to accommodate any increase.</p> <p>Council will favour those developments with a mixture of lower and higher densities of development over those consisting of only low densities of development.</p>
3.1.2.7	In reviewing proposals for residential development with a net density of more than 18 units per hectare, Council shall consider the impact on municipal capacity, hard services and utilities including sanitary sewer, municipal water supply, storm drainage, service utilities and roadways. Council shall take the following into account prior to enacting an amendment to the Zoning By-law:

SECTION	POLICY
	<p>a) That the development will not involve a building in excess of three full stories above average finished grade and designed to be in keeping with the general character of the area;</p> <p>c) That the net density of development shall not exceed 75 units per hectare;</p> <p>d) That the development is serviced by municipal water supply and sewage disposal facilities and that the design capacity of these services can accommodate such development;</p> <p>e) That the proposed development is within 100 metres of an arterial or collector road as defined in Schedule “B” of this Plan; and</p> <p>f) That sufficient on-site parking is provided and adequate buffering, screening or separation distance is provided to protect adjacent areas of lower density housing.</p>
3.1.3.8	Proponents of townhouse and apartment developments are encouraged to provide on-site recreational facilities in keeping with the proposed development.
3.1.2.12	Council intends to monitor the need and demand for various types of housing, including the need for additional senior citizen facilities and those with special needs through bi-annual review of relevant statistical information related to demographics, building permits and types of dwellings constructed.
3.1.3.13	<p>If sufficient demand is demonstrated, Council may endeavour to encourage the provision of senior citizen and assisted family housing through participation in various programs of the senior governments.</p> <p>Council, seeking to provide a balanced mix of housing types, has established targets of 60% lower density single-detached dwellings, 20% medium density attached dwellings and 20% higher density dwellings. These targets are holistic to the Town and it is not Council’s intention that every development will meet these objectives.</p>
3.1.2.14	Council will encourage the development of affordable housing with 30% of the new housing units created being considered by Council as affordable to households with incomes in the lowest 60 per cent of income distribution for Perth County households.
3.1.2.17	Institutional uses of land such as hospitals, churches, schools, parks, senior citizen homes etc. are permitted in the “Residential” designation on Schedule “A” of this Plan except where prohibited by the policies of Section 3.8 of this Official Plan.
3.1.2.22	Neighbourhood commercial type uses may be permitted in the “Residential” designation provided that such uses service the immediate neighbourhood, are located and have access on an Arterial or Collector Road, are small scale in nature, and take a form which is compatible to the character of the areas. An Amendment to the implementing Zoning By-law that shall regulate matters such as scale of use, parking, and building locations shall be required along with a Site Plan Agreement pursuant to Section 41 of the Planning Act, RSO 1990 prior to any neighbourhood commercial uses being established.
3.1.2.23	The implementing Zoning By-law shall be the principle tool to execute the policies of this designation through the establishment of zones classification to regulate the development of the various forms of housing types. The Zoning By-law shall address matters such as types of uses, lot characteristic (i.e., lot size, lot area, and lot depth), building form (i.e. yard setbacks, floor area, and height).

The applicant’s Planning Justification Report states that “the proposed development will have a density of 45 units per hectare, slightly above the recommended density target, but the Official Plan also allows Council to moderately increase or decrease the density target based on site-specific circumstances (s.s. 3.1.2.5). In this case, the proposed density is appropriate, as the subject lands can accommodate an adequate amount of amenity space and parking for all nine units, and servicing capacity is available”.

The applicant also suggests that the:

- proposed development conforms with all issues related to municipal wastewater treatment capacity and conveyance, hard services, and utilities that Council is directed to consider when evaluating proposals for residential developments with a net density of over 18 units per hectare

- proposed townhouses are two storeys in height (less than the maximum building height of three storeys) and will be designed in a manner compatible with the general character of the surrounding area
- subject lands are generally flat and undeveloped, and a Phase I ESA found that there are no environmental concerns associated with the property
- subject lands are directly adjacent to an arterial road, and the proposed preliminary site plan provides sufficient on-site parking and adequate screening from adjacent residential areas
- an amenity area is proposed to be provided for residents, appropriate to the size and scale of the development

The applicant's Planning Justification Report suggests that:

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

The property fronts onto Queen Street West, an arterial road, and is located in an area characterized by a mix of residential and commercial uses. The proposed development provides a transition from nearby single detached residential uses.

SECTION	POLICY
Section 5 – Transportation and Services	
5.3.1.1	Arterial Roads are the major routes in the road network that are designed to carry high volumes of traffic from one area of Town to another. (Schedule "B" illustrates the roads that are classified as Arterial Roads.) Arterial Roads connect to other Arterial Roads, Collector Roads, and some Local Roads. As a principal route in the road network, an Arterial Road has the capacity to carry the largest amounts of traffic and acts as a connector to the residential, industrial and commercial centres. All types of vehicles travel along Arterial roads with a larger amount of transports using these roads over Local or Collector. The right-of-way for Arterial Roads is generally 30 metres, with direct access limited and on street parking prohibited, except within the Downtown Core. Generally, sidewalks are provided on both sides of the road.
5.3.1.3	The Local Roads collect traffic from lands that are adjacent to the roads. They carry low volumes of traffic (with not set standard) since most of the traffic on a local road will have its origin or destination to be to the lands that lie alongside the road. (Schedule "B" of the Official Plan illustrates the roads that are currently classed as the Local Roads.) Local roads connect primarily Collector roads and other local roads. The traffic flow is interrupted frequently as vehicles are turning into driveways. The right-of-way for Local Roads is generally 20 metres with direct access and on street parking both being permitted. Generally, sidewalks are provided on one side of the road.
5.3.8	All new developments must front on and have access to a public road, which is constructed to meet the minimum standards established by Council. New development or redevelopment

SECTION	POLICY
	proposals of more than thirty (30) dwelling units shall incorporate at least two points of public road access. Council will not approve infilling development in areas served by only one public road if those areas currently exceed thirty (30) dwelling units or where such infilling development will increase the number of dwelling units beyond thirty (30) dwelling units.
5.3.9	Access driveways should not create traffic hazards. The driveways should be limited in number and designed to minimize dangers to pedestrians and vehicles. Council may regulate the number of driveway access as a function of the road classification.
5.3.12	To meet the needs for the growing community, Council may need to extend existing roads or construct new roads or bridges. The location of new or extended roads and proposed roads are shown on Schedule "B". The locations shown on Schedule "B" are to be considered as approximate and not absolute.
5.3.13	In consideration of pedestrian safety, Council had developed guidelines for sidewalk development in the Town. Generally, sidewalks are included on both sides of Arterial and Collector Streets and on one side for Local Streets and cul-de-sacs with higher lot/unit counts.

According to Schedule "B" of the Official Plan, Queen Street is classified as an Arterial Road and Ann Street is classified as a Local Road. The number of proposed driveways onto Queen Street West has been reduced and reviewed by the Town's Public Works Department.

SECTION	POLICY
Section 7.17 – Review of Official Plan and Amendments	
7.17.4	<p>In considering an amendment to the Official Plan and/or implementing Zoning By-laws, Council shall give due consideration to the policies of this Plan as well as the following criteria:</p> <ul style="list-style-type: none"> a) the need for the proposed use; b) the extent to which the existing areas in the proposed designation or categories are developed and the nature and adequacy of such existing development in order to determine whether the proposed use is premature; c) the compatibility of the proposed use with conforming uses in adjoining areas; d) the effect of such proposed use on the surrounding area in respect to the minimizing of any possible depreciating or deteriorating effect upon adjoining properties; e) the potential effects of the proposed use on the financial position of the Town; f) the potential suitability of the land for such proposed use in terms of environmental considerations; g) the location of the area under consideration with respect to the adequacy of the existing and proposed road system in relation to the development of such proposed areas and the convenience and accessibility of the site for vehicular and pedestrian traffic and the traffic safety and parking in relation thereto; h) the adequacy and availability of municipal services and utilities; and i) the adequacy of parks and educational facilities and the location of these facilities. <p>If it is necessary for Council to request information relating to any or all of the foregoing criteria from the applicant, the proposal will not be considered or proceeded with before this requested information is provided in full by the applicant, and/or if special consulting reports are required they shall be at the cost of the applicant.</p>

There is a need for more attainable medium density housing in the community. A Phase I ESA found that there are no environmental concerns associated with the property and the adjacent roadways and pedestrian facilities are appropriate for the proposed development. Municipal water and sanitary services are available to service the property and there are no concerns with respect to the adequacy of park and school facilities in the area, as it relates to this proposed development.

Town Zoning By-law

The subject property is currently zoned Highway Commercial (C3-H) in the Town's Zoning By-law Z1-1997. A wide range of uses are permitted in the C3-H Zone however, residential uses are not permitted.

The applicant is proposing to change the zoning of the subject property to Residential Zone Five (R5-#) with site specific regulations. The following chart summarizes the requirements of Section 12.2 of the R5 Zone and identifies regulations requiring an exception to facilitate the proposed development.

Regulation	Requirement	Proposed / Provided	Exception Required
Lot area minimum	2,035 m ² (1,017 m ² for each townhouse dwelling and shall not exceed a gross density of 50 units per hectare)	2,037 m ² and 45 units/ha	
Lot frontage minimum	47 m (29.0 metres for first 3 units + 6.0 m for each additional unit)	45.29 m	✓
Lot depth minimum	37.0 m	44.5 m	
Number of attached units maximum	8	6	
Front yard minimum	6.0 m	4.5 m	✓
Interior side yard minimum	4.5 m	1.5 m	✓
Exterior side yard minimum	6.0 m	4.5 m	✓
Rear yard minimum	7.5 m	1.5 m	✓
Building height maximum	10.5 m	8.0 m	
Lot coverage maximum	35%	38%	✓
Landscaped open space minimum	35%	48%	
Planting strip minimum	Required along interior side lot lines	2.0 m high fence	✓

In support of the proposed Zoning By-law Amendment, the applicant suggests that:

- The proposed front and side yard reductions will allow the two buildings to be situated close to the street, thereby creating a consistent street wall and maximizing the amount of amenity space provided for residents behind the townhouses.
- The modest increase in lot coverage is not anticipated to have a negative effect on stormwater management, adequate landscaped open space and amenity areas will be provided on the property, and the proposed form and massing of the two buildings will be compatible with development in the surrounding area.
- A two-metre high fence along the northern and eastern lot lines be provided instead of a planting strip, as it will provide a greater measure of privacy between the two land uses.
- The Zoning By-law General Provisions require 1.5 parking spaces per townhouse dwelling unit, which means that a minimum of fourteen parking spaces will be required for the proposed

development. The definition of “parking space” includes private garages, and as such, two spaces per unit can be provided via tandem parking (which is permitted for street fronting townhouse dwellings), for a total of eighteen parking spaces. The Zoning By-law does not address or provide minimum visitor parking requirements for multi-unit residential dwellings, but it is anticipated that the parking space in front of each unit can provide for visitor parking.

A copy of proposed Zoning By-law Z140-2020 is provided in the October 27, 2020 Council agenda.

Functional Servicing Report

The following is a summary of conclusions from the submitted Functional Servicing Report:

- Stormwater management for the proposed development will be provided by the use of on-site quantity and quality controls. Under pre-development conditions, the majority of the site drains uncontrolled overland from north to south.
- The existing Municipal storm sewage system in proximity to the site consists of a 300 mm diameter storm sewer on the west side of Ann Street across the west frontage of the site. There is also a 525 mm diameter storm sewer on the north side of Queen Street West across the south frontage of the site. Existing catch basins are located at the intersection of Anne Street and Queen Street West.
- The existing Municipal water distribution system in proximity to the site consists of a 100 mm diameter watermain on the east side of Ann Street across the west frontage of the site. There is also a 150 mm diameter watermain on the south side of Queen Street West across the south frontage of the site.
- The site will be serviced by a 150mm diameter sanitary sewer connected to the existing 250mm diameter sanitary sewer along the center of Ann Street. Individual service connections will be provided to each unit and connected into the proposed 150mm diameter sanitary service.

Environmental Assessment

The following is a summary of conclusions from the submitted Phase One Environmental Site Assessment:

- Potentially contaminating activities identified within the Phase 1 study area were evaluated and found not to represent an environmental concern and considered to be low risk
- No liquid waste is produced on site at the time of this investigation. No chemical storage was observed on site at the time of this investigation.
- There is no documentation indicating any history of spills of concern on the subject property. A visual inspection was conducted throughout the entire property. No staining or spillage was observed.
- At the time of this investigation, there were no aboveground or underground storage tanks on site or was there a record of any historical or current underground or aboveground storage tanks.
- No bulk gases were located on site at the time of this investigation.
- The property was inspected for the presence of electrical equipment (transformers, capacitors and fluorescent light lamp capacitors) containing polychlorinated biphenyls (PCBs). No transformer boxes were observed on site. No large-scale electrical capacitors were observed on the property. No fluorescent light fixtures were observed.
- No suspected mould was observed on site.

According to the report, no further environmental investigation is recommended at this time.

COMMUNICATIONS

Notice of Public Meeting for the Official Plan Amendment and Zoning By-law Amendment Applications was circulated by first class mail to all land owners within 120 metres of the subject properties, to those agencies as prescribed by Regulation and notice signage was also posted on the property. Information, notices and other documents related to these Applications have been provided on the Town's Current Planning / Development Applications webpage throughout the review process.

Department/Agency (Date)	Summary of Comments
Town Engineering and Public Works (July 16, 2020)	<p><u>Water</u></p> <ol style="list-style-type: none"> Public Works reviewed the water supply and distribution system as it relates to the current proposal. Based on the review, it was determined that at this time, the Town's water supply and distribution system is adequately sized to accommodate the proposed land use. The proponent has submitted anticipated water demand volume data for the development. System capacity will not be guaranteed or assigned to this development until the time of site plan approval. <p><u>Sanitary</u></p> <ol style="list-style-type: none"> Public Works reviewed the sanitary treatment and conveyance system as it relates to the current proposal. Based on the review, it was determined that at this time, the Town's sanitary treatment and conveyance system is adequately sized to accommodate the proposed land use. The proponent has submitted anticipated sewage volumes from the development. System capacity will not be guaranteed or assigned to this development until the time of site plan approval. <p><u>Storm</u></p> <ol style="list-style-type: none"> 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. <p><u>Road</u></p> <ol style="list-style-type: none"> Public Works reviewed the Town's road system as it relates to the current proposal. Based on the review, it was determined that at this time, the adjacent roads and the Town's road network are adequately sized to accommodate the proposed land use. Public Works notes that the site fronts Queen Street W and Ann Street which are Arterial and Local roads, respectively. As per the Town's Official Plan a road allowance widening is required on Queen Street W. This is already shown in the application. The proponent is proposing driveway entrances off Queen Street W. 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 entrance 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 W. may not be possible.

A public submission was received from Mr. J. Loucks. In summary, Mr. Loucks indicated support for the project referencing that the land has been vacant for some time, financial benefits to the Town, etc. 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”.

A submission was received from Mr. J. Nethercott, 17 Ann Street (abutting property to the north of the subject property). Mr. Nethercott is concerned that the proposed 1.5 metre interior side yard setback will impact existing trees on his property.

The following is a summary of a comments in a submission from Mr. D. Steward, Sunset Diner on the west side of Ann Street:

- concerned that the proposed development will be harmful to the neighbourhood and costly to his business
- questions if 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

Copies of the above referenced correspondence are provided in Attachment 5.

PLANNING COMMENTS

The proposed development supports Provincial and Town policies with respect to encouraging development that efficiently uses land, infrastructure and public service facilities, and that provides a range and mix of housing types and densities to meet the needs of current and future residents. In general, higher order roads (such as arterial roads) are good locations for intensification, higher density type development.

Conversion from Highway Commercial to Residential

The Official Plan speaks to promoting economic development and competitiveness “by providing, servicing, protecting, and preserving lands in the ‘Highway Commercial’ designation as a commercial employment area” (3.3.1.3) and to “provide an adequate supply of land to meet the demands of the marketplace” (3.3.1.4).

The applicant indicates in the Planning Justification Report that “although the subject lands are part of a ‘Highway Commercial’ ribbon that runs along the north side of Queen Street West, a review of the existing land uses and zoning within this area shows that the lands to the east of the site are zoned and developed for residential purposes, not Highway Commercial uses. It is our understanding that the subject lands themselves have been designated as ‘Highway Commercial’ for at least thirteen years but have never been developed. As such, it is our professional opinion that the proposed development will not serve to interrupt the Highway Commercial ribbon, as Ann Street is already a more suitable eastern boundary for the Highway Commercial designation than Ingersoll Street, and there appears to be no demand for the lands to be used for commercial purposes”.

The applicant also notes that “several other parcels of land within the Highway Commercial corridor are also undeveloped, including the lands directly east of Radar Auto Parts (441 Queen Street West) and the area directly south of Little Falls Car and Pet Wash (357 Queen Street West). The properties to the east of the subject lands and west of Ingersoll Street have all been developed for residential purposes, although they are also designated as ‘Highway Commercial’. The property at 2 Ingersoll Street (to the

east of the subject property) was formerly an insurance business, but has since been converted to a residential use, not a commercial use”.

Based on the growth management analysis as part of the ongoing Official Plan review, removal of these lands from Highway Commercial will not create a deficiency situation with respect to the required supply of commercial land during the planning period. In 2014, the lands at the northwest corner of Queen Street West and Ingersoll Street were redesignated from Highway Commercial to Residential. The lands on the north side of Queen Street West, between Ann Street and Ingersoll Street, are residential in nature with existing residential uses along Queen Street West and to the north.

Queen Street Access

According to Section 5.3.1.1 of the Official Plan, “arterial roads are the major routes in the road network that are designed to carry high volumes of traffic from one area of Town to another”, with limited direct access and on street parking prohibited. Section 5.3.9 states that “access driveways should not create traffic hazards” and “driveways should be limited in number and designed to minimize dangers to pedestrians and vehicles”.

The Engineering and Public Works Department commented that 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 entrances from Queen Street West may not be possible. In the revised submissions, the applicant reduced the number of proposed direct access points from six to three along Queen Street West.

Parking and Traffic

The Town’s Zoning By-law requires a minimum of 1.5 spaces per townhouse unit and the proposed development met these requirements. However, concerns have been expressed with the amount of parking provided, in particular for visitors. As noted earlier, Mr. Steward (Sunset Diner) expressed concern with the amount of parking provided and is concerned that future residents will park on his property.

While short term on street parking opportunities are more limited due to frontage along Queen Street West, it is recognized that Ann Street is a local road that can accommodate short term on-street parking for visitors. In addition, the applicant has made some design adjustments to increase the amount of onsite parking from 18 to 22 spaces (by providing 1 additional parking space for 4 of the units).

Mr. Steward also asked if there was a traffic study or parking study in support of the proposed development. The Town’s Public Works Department determined that there was no need for a traffic study in support of this proposal, and a parking study is not required as the proposal meets the requirements for parking under the Zoning By-law.

Attainable Housing

The Town has indicated that the provision of attainable/affordable housing is an important consideration when assessing residential development applications in the Town. The applicant has indicated that “the best way to increase the supply of affordable housing in a community is to increase the supply in general” and that “it is expected that people may seek to downsize or move into more accessible housing as they age”. The applicant suggests that “townhouses will be more economically built than single-detached dwellings, and as such, the proposed units will fill this need within the Town for seniors who wish to sell their current homes and move into smaller spaces that require less upkeep”.

The applicant has indicated the input costs for the development site are not known at this time and therefore, anticipated selling prices can not be provided. However, the applicant also indicated that the units will be targeted to first-time home buyers.

Urban Design and Proposed Amenity Area

Given the frontage along Queen Street West, the design of the site and in particular the front facades of Units 1 through 3 and the side façade of Unit 4 will be an important consideration at the site plan

approval stage. The applicant will also be required to provide additional details regarding the design of the proposed amenity area at the site plan approval stage.

Accessibility

Members of Council expressed a desire to see accessible units in this proposed development. The applicant has submitted revised floor plans showing proposed 'stacked' townhouse units for Units 1, 2, 4 and 5. The 'stacking' of these units will provide two ground floor units.

Trees

As noted previously, Mr. J. Nethercott, 17 Ann Street stated concern that the proposed 1.5 metre interior side yard setback will impact existing trees on his property. As part of detailed design review at the site plan stage, a tree preservation plan or inventory may be required from the applicant to assess existing trees along mutual property lines.

FINANCIAL IMPLICATIONS

Not known at this time.

SUMMARY

The proposed development (at 45 units per hectare) supports Provincial and Town policies with respect to encouraging development that efficiently uses land, infrastructure and public service facilities, and that contributes to the provision of a range and mix of housing types and densities to meet the needs of current and future residents. The proposed development will provide a mix of housing types (street and stacked townhouses) and the stacked townhouses will provide more accessible housing options.

Onsite amenity areas are to be provided on site and additional parking is being provided through redesign of the site. The locations of the front facades of the townhouse buildings have been aligned with existing dwellings on adjacent lots, thus maintaining a consistent streetscape.

In general, higher order roads (such as arterial roads) are good locations for intensification, higher density type development.

The requested site specific changes to the R5 Zone are appropriate. The reductions to the front and exterior side yard setbacks will allow for the built form and entryways to be located closer to the street, while maintaining (or exceeding) the minimum parking requirements through recessed garages. Only minor relief from the maximum lot coverage requirement is needed and this will allow for the intended efficient use of this property. Also, a significant amount of open space will be maintained on these lands.

On the basis of the above, it is recommended that Council approve the proposed Official Plan and Zoning By-law Amendments.

As part of the ongoing Official Plan review, further consideration of remaining Highway Commercial lands east of Ann Street will be required.

STRATEGIC PLAN

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

- Pillar #6 Housing:
 - Outcome: In order to get the 'right demographic mix' for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities.

OTHERS CONSULTED

Jeff Wolfe, Engineering and Asset Management Specialist.

ATTACHMENTS

- 1) General and Specific Location Maps
- 2) Official Plan and Zoning By-law Amendment Application Form, and Proposed Amendment Sketches
- 3) Concept Site Plan, Elevation and Floor Plans (May 2020)
- 4) Planning Justification Report
- 5) Correspondence Received
- 6) Revised Submission – Cover Letter and Concept Site Plan (August 2020)
- 7) Revised Submission – Cover Letter, Concept Site Plan and Floor Plans (September/October 2020)

REVIEWED BY

Recommended by the Department

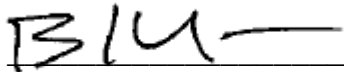


Mark Stone
Planner



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

GENERAL LOCATION MAP

323 Queen Street West
 Lots 5 and 6, and Part Lot 4, Plan 210
 Town of St. Marys



Subject Lands



July 1, 2020

SPECIFIC LOCATION/AERIAL MAP

323 Queen Street West
Lots 5 and 6, and Part Lot 4, Plan 210
Town of St. Marys



Subject Lands



July 1, 2020



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

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

Instructions

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

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

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

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

Completeness of the Application

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

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

Approval Process

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

For Help

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

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

1.0 Application Information

➤ 1.1 Name of Owner(s) An owner's authorization is required if applicant is not the owner (See Section 12.0)		
Name of Owner(s) Heybolt Ontario Ltd. c/o John Bolton	Home Telephone No.	Business Telephone No. (519) 349-2299
Address Box 1507, St. Marys	Postal Code N4X 1B9	Fax No.
➤ 1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)		
Name of Contact Person (and Firm) Monteith Brown Planning Consultants (c/o Jay McGuffin)	Home Telephone No.	Business Telephone No. (519) 686-1300
Address 610 Princess Avenue, London ON	Postal Code N6B 2B9	Fax No. (519) 681-1690

➤ 2.0 Location and Size of the Subject Land

Street No. 323	Name of Street/Road Queen Street West	Registered Plan No. 210 St. Marys	Lot(s)/Block(s)
Reference Plan No. R166238	Part Number(s)	Concession Number(s)	Lot Number(s) Part Lot 4, 5, 6
Lot Frontage 45.4 m (Queen Street W); 45.3 m (Ann Street)	Average Width 45.3 m	Average Depth 45.4 m	Lot Area 2,037 m ²

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

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

➤ 2.3 When were the subject lands acquired by the current owner?
May 11, 2018

➤ 3.0 Proposed and Current Land Use

➤ 3.1 What is the proposed use of the subject land?
Townhouse development

➤ 3.2 What is the current use of the subject land?
Vacant

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

Highway Commercial

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

Highway Commercial with a holding provision ('C3-H')

	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
3.5.1 Front yard	No existing buildings on site	4.5 m to building; 6 m to garage	3.5.5 Height		8 m
3.5.2 Rear yard		1.5 m	3.5.6 Dimensions		Building A: 19.11 m by 14.47 m Building B: 38.2 m by 14.47 m
3.5.3 Side Yard		1.5 (interior)	3.5.7 Gross Floor Area		810 m ² total, 132 m ² per unit
3.5.4 Side Yard		4.5 m (exterior)	3.5.8 Date Constructed		TBD

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

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

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

Not applicable.

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

The purpose of the Official Plan Amendment is to permit residential development on the subject lands, specifically townhouses. Please see the Planning Justification Report for more details.

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

The proposal is consistent with Policies 1.1.1, 1.1.2, 1.1.3.1, 1.1.3.2, 1.4.3, 1.6.6.1, and 1.6.6.2 of the Provincial Policy Statement. Please see the Planning Justification Report for more details.

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

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

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

It is proposed that the subject lands be re-zoned FROM 'Highway Commercial 3-H' TO 'Residential Zone 5-# ('R5-#') to permit the construction of townhouses. The proposed special provisions are attached.

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

The purpose of the Zoning By-law Amendment is to permit residential development on the subject lands, specifically townhouses. Please see the Planning Justification Report for more details.

6.0 Previous Industrial or Commercial Uses

6.1 Has there previously been an industrial or commercial use on the subject land or adjacent land? If Yes, specify the uses and dates. ☐ Yes ☒ No
Please see the Planning Justification Report and enclosed Environmental Site Assessment for details.

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

6.3 What information did you use to determine the answers to the above questions?

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

➤ 7.0 Status of Other Applications under the Planning Act

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

➤ 8.0 Servicing

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

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

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

► 9.0 Justification

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

An Official Plan Amendment is enclosed with this application. Please see the enclosed Planning Justification Report for more details.

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

The proposed use will be compatible with surrounding residential land uses, as discussed in the Planning Justification Report.

10.0 Other Information

A Functional Servicing Report is enclosed with this application.

► 11.0 Application Drawing

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

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

► 12.0 Affidavit or Sworn Declaration

I, Jay McGuffin of the City of London in the County/Region of Middlesex

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

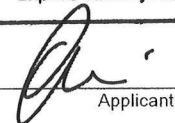
Sworn (or declared) before me at the City of London

in the County/Region of Middlesex

this 21 day of May, 2020


Commissioner of Oaths

Annette Rose Schroeder,
a Commissioner, etc., Province of Ontario,
for Monteith Brown Planning Consultants Ltd.
Expires January 23, 2022.


Applicant

► 13.0 Authorization of Owner for Agent to Make the Application

I (we), See attached Authorization of Agent Form of the _____ in the County/Region of _____

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

authorize _____ to act as my agent in the application.

Date

Signature of Owner

► 14.0 Acknowledgement

ACKNOWLEDGEMENT

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

Dated at the _____ City of London

in the County/Region of Middlesex

this 21 day of May, 2020


Applicant

Town of St. Marys Zoning By-law Amendment

A Zoning By-law Amendment is proposed to re-zone the subject lands FROM 'Highway Commercial' with a holding provision ('C3-H') TO a site-specific 'Residential Zone 5' ('R5-#'), and remove the holding provision, to permit the proposed townhouse development.

The following special provisions will recognize the existing lot size and frontage and allow for site-specific setbacks and lot coverage requirements, as well as the provision of a privacy fence instead of a planting strip along the interior and rear lot lines that abut residential lands:

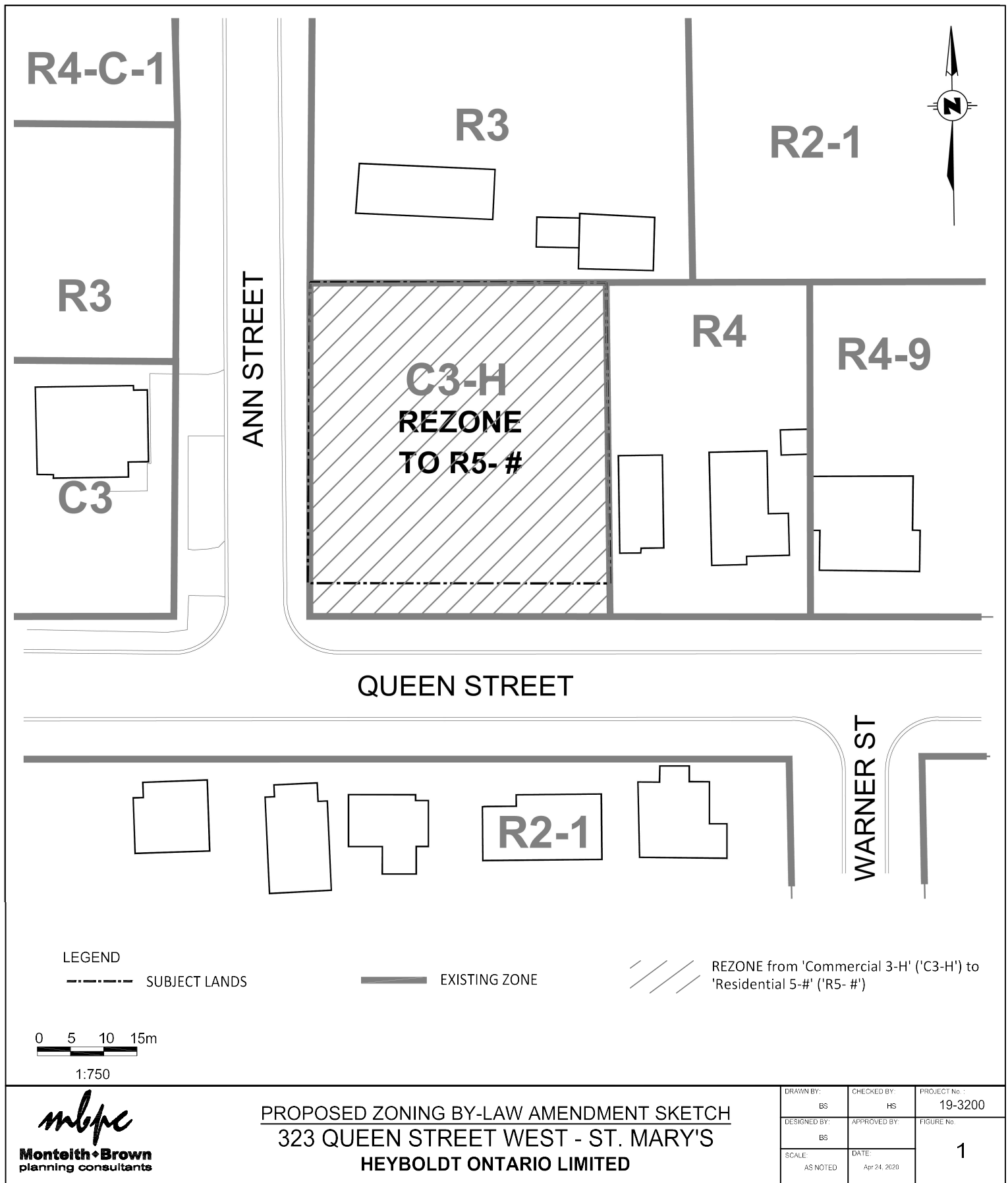
(a) Location: 323 Queen Street West

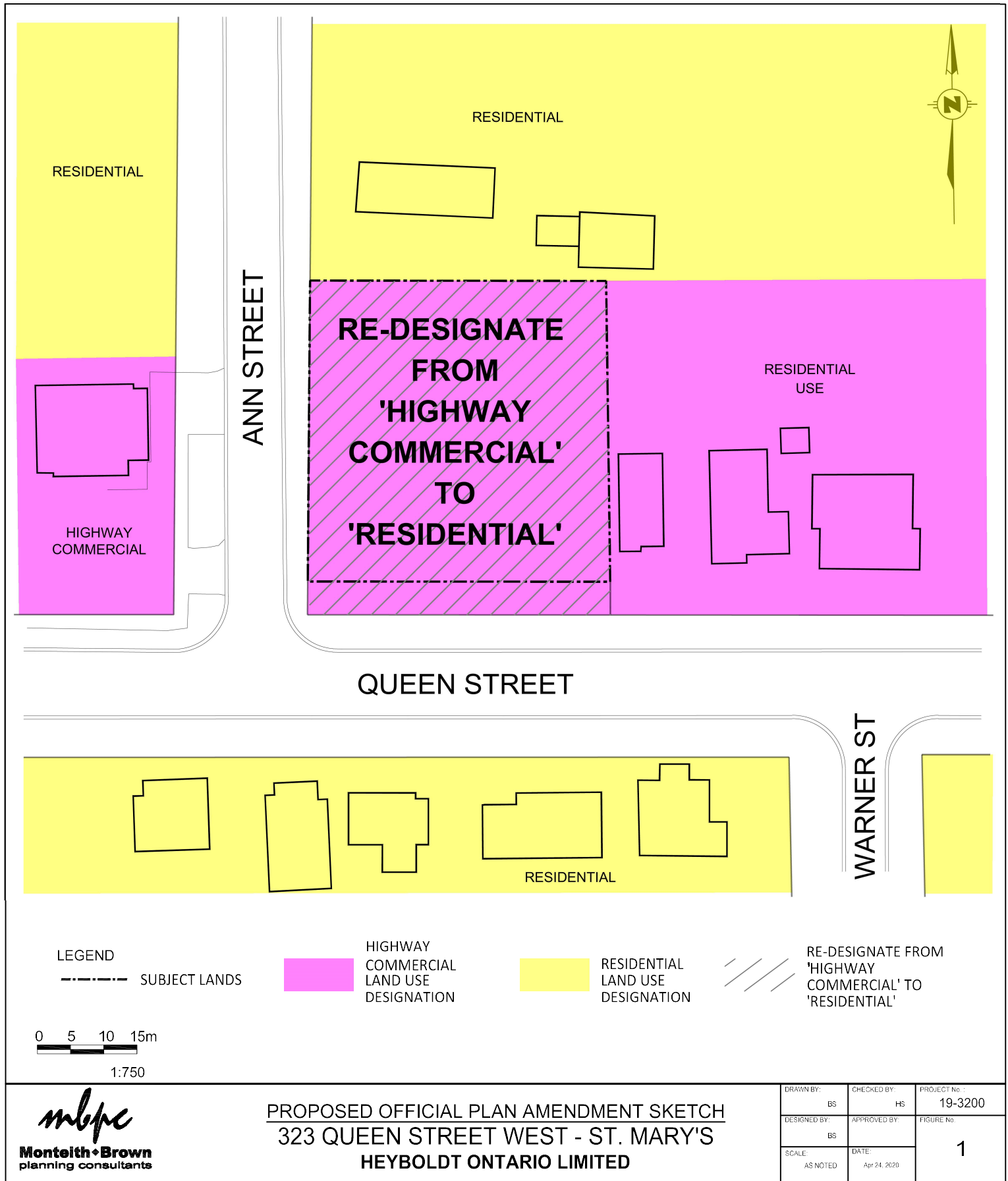
(b) Notwithstanding the provisions of Section 12.4 of By-law No. Z1-19797 to the contrary, the site regulations for two townhouse buildings shall apply to the lands located within the 'R5-#' zone as shown on Key Map 5 of Schedule "A" to this By-law:

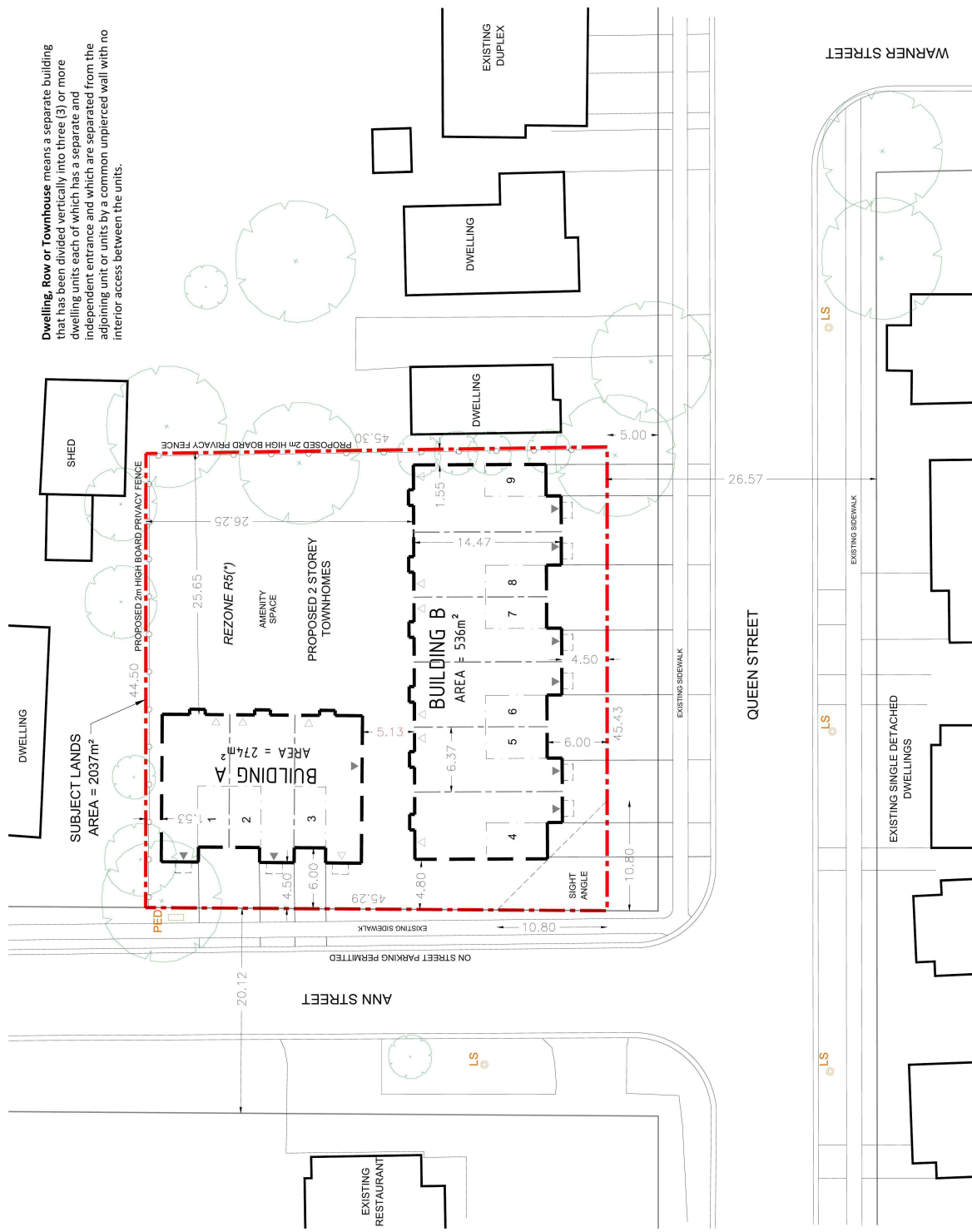
(i) Front Yard, Minimum	4.5 metres to building; 6.0 metres to garage
(ii) Interior Side Yard, Minimum	No side yard is required on the attached side(s) of the dwelling unit. 1.5 metres is required for the interior side yard of the dwelling unit not attached to another dwelling unit.
(iii) Exterior Side Yard, Minimum	4.5 metres
(iv) Rear Yard, Minimum	1.5 m
(v) Lot Coverage, Maximum	40%
(vi) Driveway Requirements	shall not apply to the proposed development
(vii) Planting Strip	a 2-metre high fence will be provided in lieu of a planting strip

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

The holding provision may be removed in accordance with the guidelines provided by the Town of St. Marys Official Plan, as a Functional Servicing Report has been prepared for the proposed development and submitted along with this application, and issues relating to phasing, servicing, and design criteria will be addressed through Site Plan Approval.







Dwelling, Row or Townhouse means a separate building that has been divided vertically into three (3) or more dwelling units each of which has a separate and independent entrance and which are separated from the adjoining unit or units by a common unpierced wall with no interior access between the units.

SITE DATA

RESIDENTIAL ZONE FIVE (R5)		
PERMITTED USES	REGULATION	SITE PLAN (R5*)
LOT AREA (MIN.)	APARTMENT DWELLING, ROW OR TOWNHOUSE DWELLING	TOWNHOUSE DWELLINGS
FRONTAGE CORNER LOT (MIN.)	1017.5sqft for each townhouse dwelling. Gross Density shall not exceed 50 u/ha	2037m²
NUMBER OF ATTACHED DWELLING UNITS (MAX.)	23m for 1st 3 units plus 6m for each additional dwelling unit	45m
LOT DEPTH (MIN.)	8	6
FRONT YARD (MIN.)	37m	45m
INTERIOR SIDE YARD (MIN.)	6.0m	4.5m TO BUILDING & 6m TO GARAGE
EXTERIOR SIDE YARD (MIN.)	4.5m	1.5m
REAR YARD (MIN.)	6.0m	4.5m
COVERAGE (MAX.)	7.5m	1.5m
HEIGHT (MAX.)	35%	40%
STORIES (MAX.)	10.5m	8m
UNITS	3	2
DENSITY (MAX.)	50 U/ha	9 units
LANDSCAPE OPEN SPACE (MIN.)	35%	45 U/ha
PARKING FOR TOWNHOUSE (MIN.)	1.5 SPACES / UNIT = 14	46%
GROSS FLOOR AREA PER UNIT		18 PROVIDED
		132m² (1420m²)

* ITEMS IN RED REQUIRE SPECIAL PROVISION

LEGEND

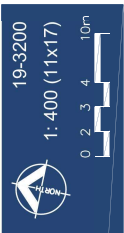
- SUBJECT LANDS
- PROPOSED BUILDING

NOT A LEGAL SURVEY - LIMITS ARE APPROXIMATE

PRELIMINARY

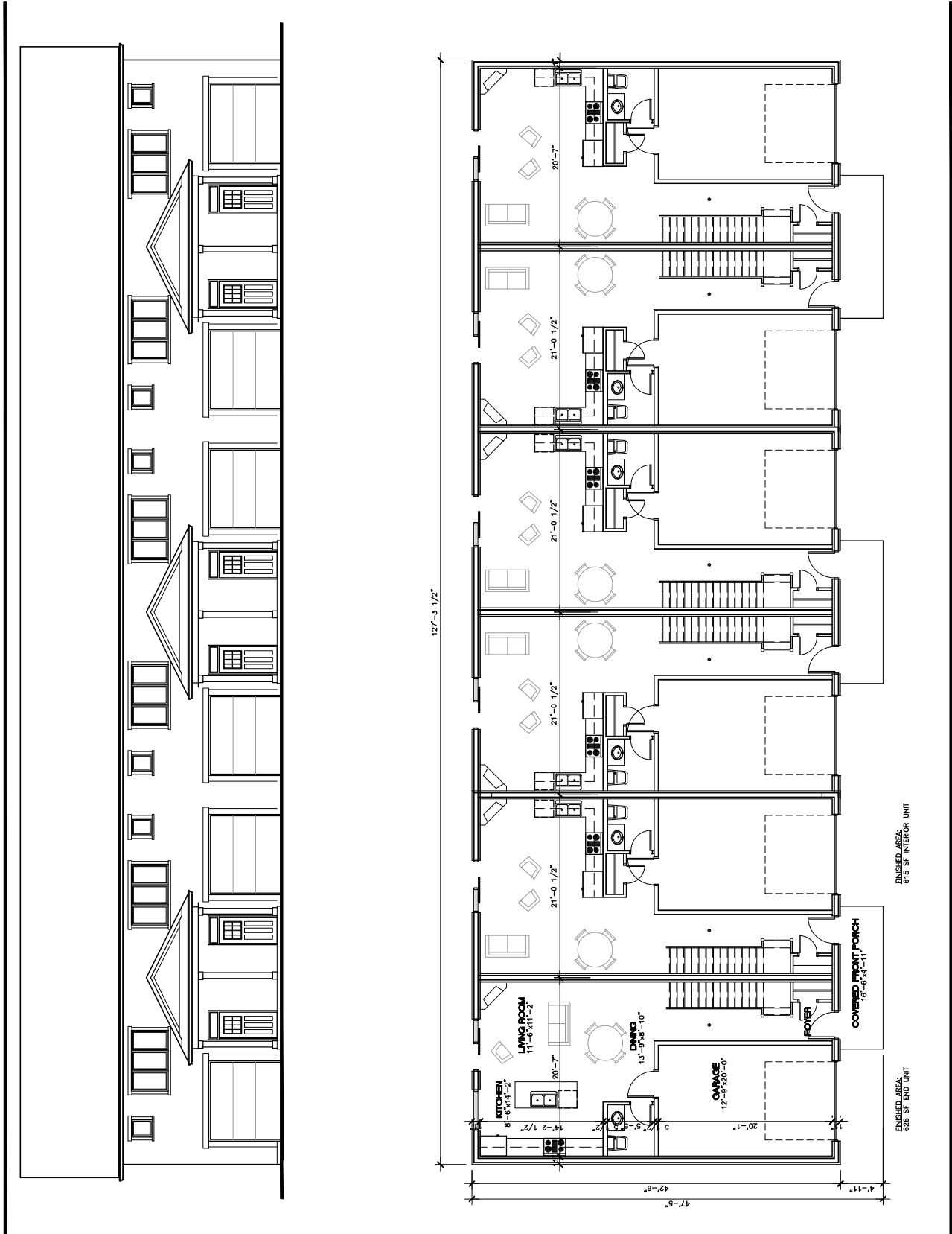
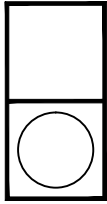
FOR DISCUSSION PURPOSES ONLY


Oct 09, 2019



CONCEPTUAL LAYOUT
RESIDENTIAL DEVELOPMENT
323 QUEEN STREET WEST - ST. MARY'S
HEYBOLT ONTARIO LIMITED

Monteith + Brown
planning consultants





CONTRACTING + CONSULTING LTD.

I, MTH PORTER, HAVE REVIEWED THE DESIGN AND I AM A QUALIFIED AND AM REGISTERED IN THE APPROPRIATE CATEGORIES.

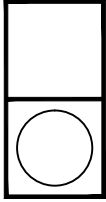
MTH PORTER
BCIN: 24454


BCIN: 41875

HEYBOLT ONTARIO LTD.	
TOWNHOUSE COMPLEX	
ANN STREET ST. MARYS, ONTARIO	
PRINT DATE:	JAN. 27, 2020
REVISION:	PRICING
DRAWN BY:	T.L.P.
SCALE:	3/32" = 1'-0"
PROJECT NO.:	18-303

MAIN FLOOR PLAN

A1





CONTRACTING + CONSULTING LTD.

I, MHA PORTER, HAVE REVIEWED THIS SET OF DRAWINGS FOR THE DESIGN ACTIVITIES. I AM A QUALIFIED AND AN REGISTERED IN THE APPROPRIATE CATEGORIES.

MHA PORTER
BCIN: 24454

BCIN: 41875

HEYBOLT ONTARIO LTD.

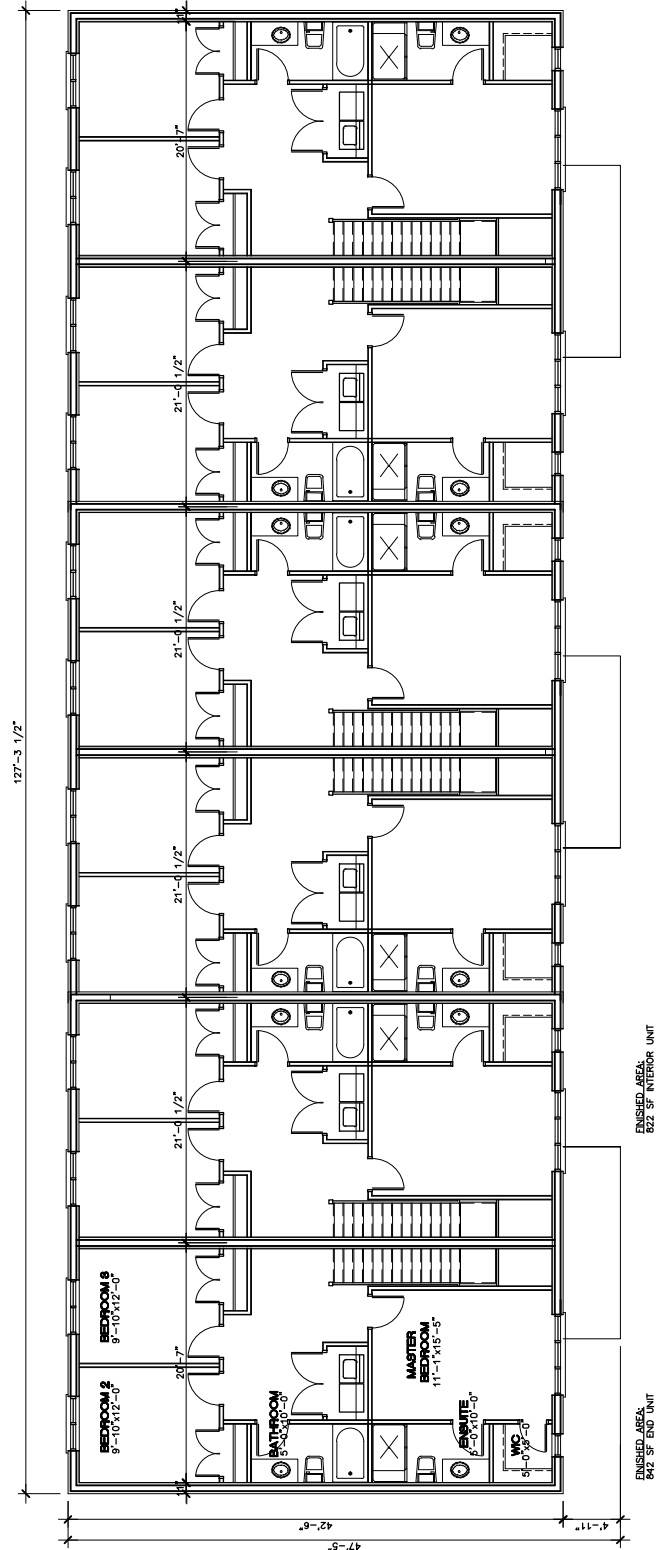
TOWNHOUSE COMPLEX

ANN STREET
ST. MARYS, ONTARIO

PRINT DATE:	JAN. 27, 2020
REVISION:	PRICING
DRAWN BY:	T.L.P.
SCALE:	3/32" = 1'-0"
PROJECT No.:	18-303

SECOND FLOOR PLAN

A2



Planning Justification Report

Heybolt Ontario Ltd.
Townhouse Development
Proposed Official Plan and
Zoning By-law Amendments

May 2020

323 Queen Street West
Town of Goderich

Prepared for:

Heybolt Ontario Ltd.
Box 1507
St. Marys, Ontario N4X 1B9

Prepared by:

Monteith Brown Planning Consultants
610 Princess Avenue,
London, Ontario, N6B 2B9
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PLANNING JUSTIFICATION REPORT

Proposed Local Official Plan and Zoning By-law Amendments
323 Queen Street West
Town of St. Marys

May 2020

Prepared for:
Heybolt Ontario Ltd.
Box 1507
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PLANNING JUSTIFICATION REPORT

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1. INTRODUCTION

1.1 Purpose

Monteith Brown Planning Consultants ("MBPC") on behalf of our client, Heybolt Ontario Ltd. (c/o John Bolton), is pleased to submit applications to amend the Town of St. Marys Official Plan and Zoning By-law Z1-1997 as they apply to 323 Queen Street West ("the subject lands"). The purpose of the applications is to permit the development of two townhouse buildings, two storeys in height, with a total of nine units on the subject lands. The proposed planning approvals will facilitate the development of medium-density housing to be marketed toward older adults on a property that is currently underutilized and vacant.

The intent of this report is to analyze the land use planning merits of the proposed Official Plan and Zoning By-law Amendments to determine the appropriateness of the proposed development. The proposal will be analyzed within the context of the surrounding community and the relevant planning documents, including the Provincial Policy Statement (2020), the Town of St. Marys Official Plan, the draft Town of St. Marys Official Plan Update, and the Town of St. Marys Zoning By-law.

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1.2 Site Description

The subject property is located at the northeast corner of the intersection of Ann Street and Queen Street West, abutting a low-density residential subdivision (see Figure 1, below). The site has a total area of approximately 2,037 m² (0.2 Ha) with approximately 45.4 metres of frontage on Queen Street West to the south, and 45.3 metres of frontage on Ann Street to the west. The property is currently vacant and undeveloped, with a chain-link fence runs around the site (see Figure 2, below). There are two existing curb-cut access points, one from Queen Street West, and one from Ann Street.

Figure 1 – Aerial Photo of the Subject Lands



Source: Perth County Mapping, 2020

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Figure 2 – View of the Subject Lands, looking north from Queen Street West



Source: Monteith Brown Planning Consultants, 2019

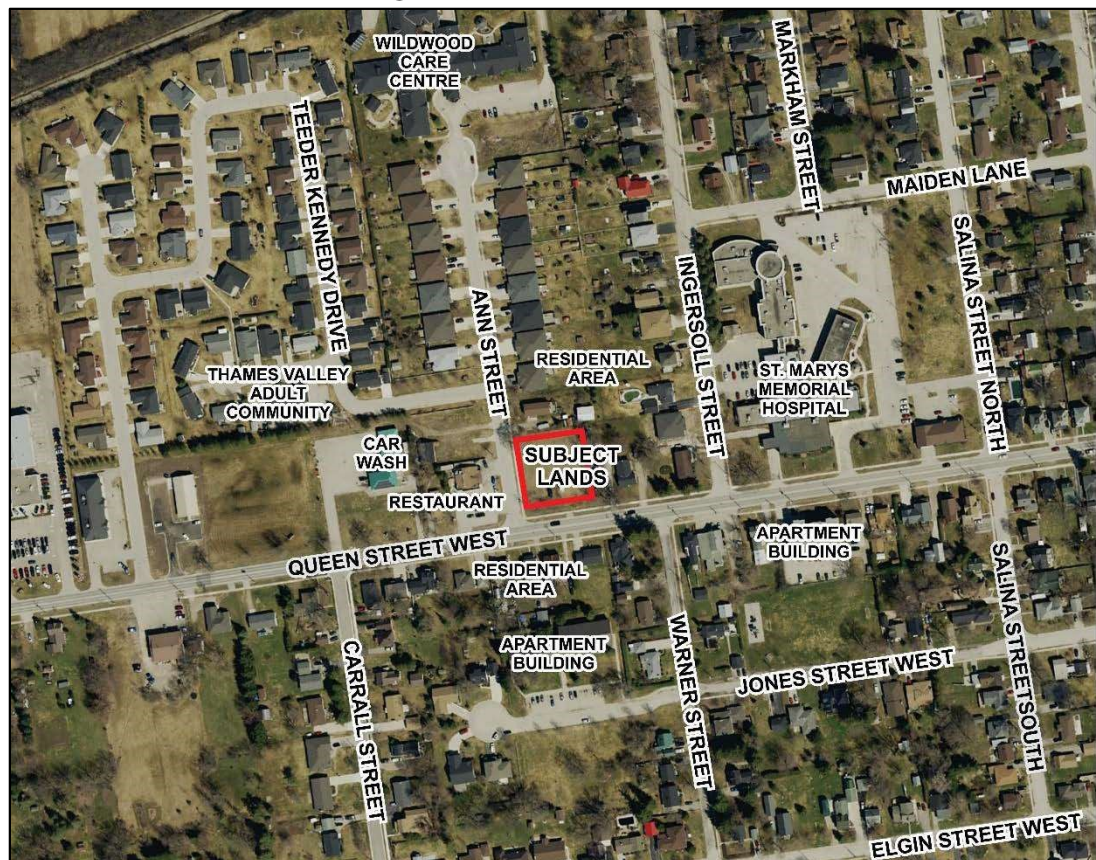
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1.3 Land Use Context

The subject lands are located on the west side of St. Marys, directly adjacent to Queen Street West to the south; Ann Street to the west; and single-detached dwellings to the north and east (Figure 3). A diner and a car wash are located to the west of Ann Street, and single-detached dwellings are located to the south of Queen Street West. The property is located in proximity to two apartment buildings, the Wildwood Care Centre, the Thames Valley Adult Community, and St. Mary's Memorial Hospital.

Figure 3 – Land-Use Context



Source: Perth County Mapping; Monteith Brown Planning Consultants, 2020

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1.4 Pre-Application Consultation

MBPC and John Bolton (of Heybolt Ontario Ltd.) met with municipal staff and Mark Stone of MLS Planning Consulting on September 16th, 2019 to discuss the proposed townhouse development for the subject lands. Our client was initially interested in developing a building with five one-storey townhouse rental units, facing Queen Street West, with access provided via a private driveway on the south side of the site extending from Ann Street. Our client informed Town Staff that the units were intended to be marketed towards older residents and farmers in the area who are downsizing and wish to move into smaller, one-storey homes that require minimal maintenance.

Municipal staff confirmed that Official Plan and Zoning By-law Amendments would be required to permit the proposed development, as the site is currently designated and zoned for 'Highway Commercial' uses. A Site Plan Approval application would also be required prior to construction. Staff stated that they had concerns with removing lands from the 'Highway Commercial' designation for residential development, as there is a limited supply of commercial lands within the Town. MBPC identified that the property has remained vacant for quite some time, and the lands to the east within the 'Highway Commercial' designation have been developed for residential uses. As such, MPBC emphasized that Ann Street would be a more suitable demarcation point between the Highway Commercial area to the west, and residential land uses to the east.

Staff requested that our client consider developing higher-density, more affordable forms of housing on the site, if they chose to move ahead with a residential development proposal for the subject lands. Municipal staff also noted that the applicant would be required to demonstrate that they will provide enough visitor parking for the proposed development, as the Town does not have specific visitor parking regulations.

On October 31, 2019, the Town circulated a list of "Pre-Consultation and Complete Application Submission Requirements" for the Official Plan Amendment, Zoning By-law Amendment, and Site Plan Approval applications, which are included in Appendix 1. The following items were identified as requirements for the Official Plan and Zoning By-law Amendment applications:

- Functional Servicing Report;
- Concept Elevations;
- Concept Site Plan;
- Planning Justification Report;
- Phase 1 Environmental Site Assessment;
- Consideration of visitor and barrier-free parking;
- Information regarding affordability of proposed units and how affordability levels will be maintained in the future;
- Identifying whether units will be rentals or freehold; and

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- Addressing current and proposed policy approaches in the new Official Plan with respect to mixed use on Highway Commercial properties.

The required studies are enclosed with this application, and the above-noted matters are addressed in this report.

PLANNING JUSTIFICATION REPORT

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2. DEVELOPMENT PROPOSAL

Based on the pre-consultation and review of various design alternatives for the site, Heybolt Ontario Ltd. is proposing to develop two townhouse buildings on the subject lands, which will be designed to appeal to downsizing seniors and other potential buyers who wish to remain in the community without the burden of keeping up a large property or yard. Building 'A', which fronts on to Ann Street, is proposed to have a ground floor area of 274 m² and contain three units. Building 'B' is proposed to front onto Queen Street West and contain six units within a 536 m² building (see Figure 5, below). Both buildings will be two storeys in height, with a brick veneer on the first storey (see Figure 4). Each unit will have an area of 132 m², with a one-car garage and one parking space for visitors. The northeast corner of the site is proposed to be used as a common amenity space. A 2-metre high privacy fence is proposed to extend around the northern and eastern boundaries of the site, to provide separation between the proposed development and adjacent residential dwellings.

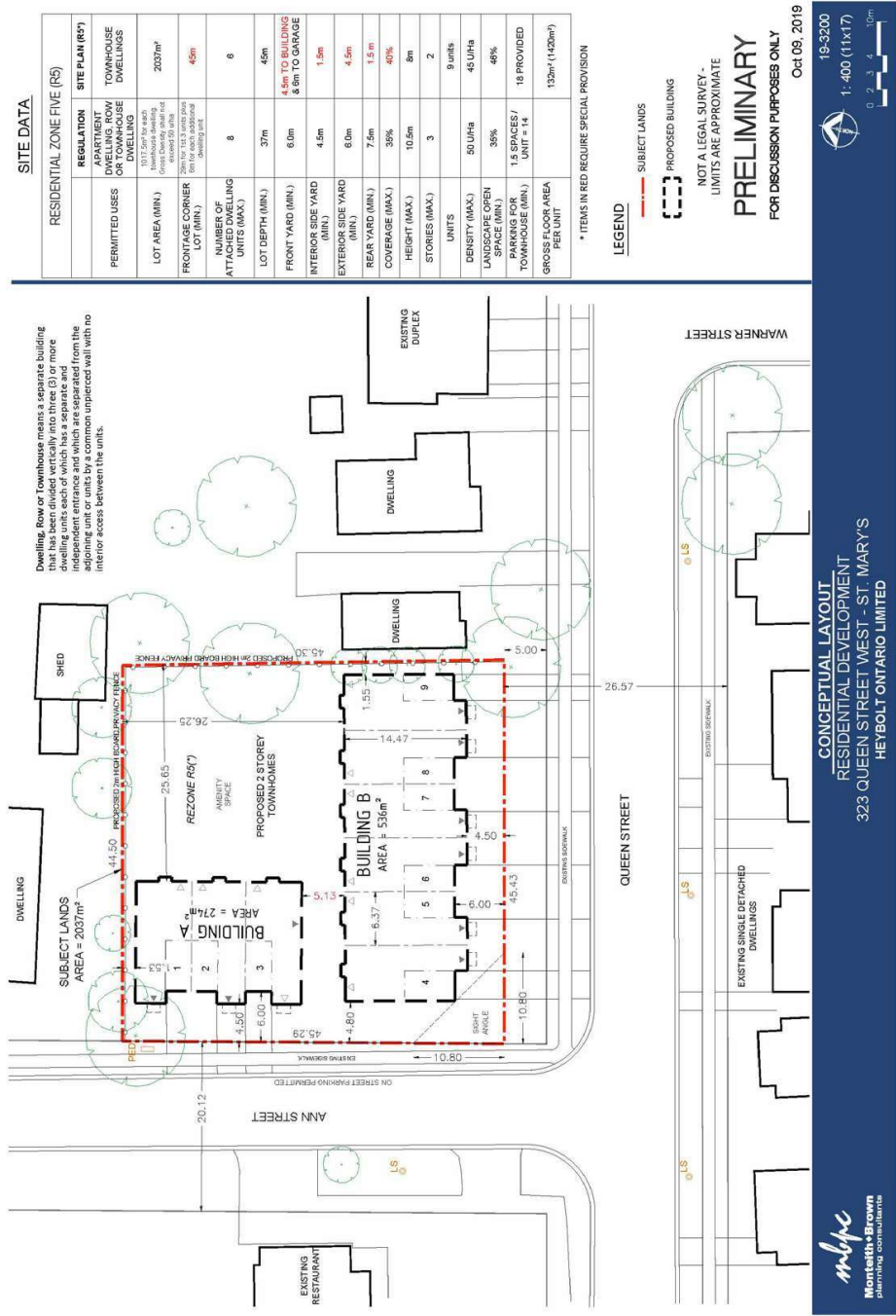
At this time, it is anticipated that the site will proceed through Site Plan and Draft Plan of Condominium processes (which will be submitted after the Official Plan and Zoning By-law Amendments are approved). Site design details may be refined further at this time.

Figure 4 – Conceptual Elevations



Source: MTH Contracting + Consulting Ltd., 2020

Figure 5 – Development Concept



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2.1 Affordability

At the Pre-Consultation Meeting, Town staff requested that the applicant provide information regarding the affordability of the proposed units, and how affordability levels will be maintained in the future. This section provides a brief overview of how the proposed development is compatible with the aim of the regional *10-Year Housing and Homelessness Plan for Stratford, Perth County, and St. Marys* (“the Plan”) to increase access to affordable housing options.

The Town of St. Marys is planning for 30% of new housing units to be affordable to households with incomes in the lowest 60% of income distribution for Perth County. The 2018 Annual Report on the *10-Year Housing and Homelessness Plan* does not identify how many new affordable home units have been built in the Town since the introduction of the Plan in 2014, so it is not clear if this target is being met.

The best way to increase the supply of affordable housing in a community is to increase the supply in general. Most “affordable” housing can be found in existing housing and apartment stock. As the supply of new housing increases in a city or town, homeowners and renters who can afford to do so move from older buildings to newer, more expensive dwellings. The older buildings become affordable housing for lower-income occupants, in a process known as “filtering”.¹

The Plan notes that the proportion of people aged 45 to 64 in St. Marys grew by over 60% between 1996 and 2011, and it is expected that people in this demographic group may seek to downsize or move into more accessible housing as they age (p. 22). The townhouses will be more economically built than single-detached dwellings, and as such, the proposed units will fill this need within the Town for seniors who wish to sell their current homes and move into smaller spaces that require less upkeep.

¹(Bier, Thomas. (2001) “Moving Up, Filtering Down: Metropolitan Housing Dynamics and Public Policy”. Prepared for the Brookings Institution Centre on Urban and Metropolitan Policy.

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3. BACKGROUND AND TECHNICAL STUDIES

3.1 Phase I Environmental Site Assessment

Rubicon Environmental (2008) Inc. conducted a Phase I Environmental Site Assessment (ESA) for the subject lands in 2018, which did not identify any areas of potential environmental concern on the property. Based on the information gathered during the Phase I ESA, Rubicon concluded that there is no known development on the subject property, and no known potential contaminating activities were identified on or off site.

3.2 Functional Servicing Report

MR Engineering and Design Ltd. prepared a Functional Servicing Strategy for the proposed development, which is enclosed in this application under separate cover and summarized below. In brief, the proposed development can be constructed, serviced, and graded to satisfy the requirements of the Town of St. Marys.

Stormwater Management

At present, most of the site drains overland from north to south. The existing municipal storm sewage system in proximity to the site consists of a 300 mm diameter storm sewer on the west side of Ann Street along the west frontage of the site, and a 525 mm diameter storm sewer on the north side of Queen Street West across the south frontage of the site, as well as catch basin at the Ann Street and Queen Street West intersection.

Stormwater management will be provided through on-site quantity and quality controls. Post-development flows will be attenuated to pre-development levels up to and including the 10-year storm event, with major flows routed overland to an appropriate outlet and on-site catch basins. Quality control measures will be used to remove suspended solids (oil and grit) from ponding areas. During construction, silt control fencing is proposed to be installed along the perimeter of the site and catch basins will be wrapped with filter fabric.

Water Servicing

The existing municipal water distribution system in proximity to the site consists of a 100 mm diameter watermain on the east side of Ann Street across the west frontage of the site, as well as a 150 mm diameter watermain on the south side of Queen Street West along the south frontage of the site. Existing fire hydrants are located at the intersection of Ann Street and Maiden Line, and the intersection of Queen Street West and Warner Street. It is proposed that the required 50 mm water service pipe be connected to the existing 100 mm watermain located on the east side of Ann Street. As each building is less than three storeys in height and

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less than 600 m² in area, the Ontario Building Code does not require the provision of additional water supply for firefighting.

Sanitary Sewer Servicing

The existing municipal sanitary sewage system in proximity to the site consists of a 250 mm diameter sanitary sewer along the centre of Ann Street and a 525 mm diameter sanitary sewer along the centre of Queen Street West. The site is proposed to be serviced via a 150 mm diameter sanitary sewer connected to the existing sanitary sewer along the centre of Ann Street, with individual service connections provided to each unit.

In conclusion, adequate stormwater management, water, and sanitary sewer servicing can be provided for the proposed development. It is anticipated that a Geotechnical Investigation will be completed prior to undertaking the final engineering design for this project, and the report will be reviewed and upgraded once a final site plan has been developed prior to construction.

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4. PLANNING FRAMEWORK AND ANALYSIS

The following section will provide an overview and analysis of the existing planning framework, identify the key policies and by-laws that relate to the subject lands, and discuss the Official Plan and Zoning By-law Amendments required to permit the proposed development.

4.1 Provincial Policy Statement

The Provincial Policy Statement (“PPS”) provides policy direction on matters of provincial interest related to land use planning and development. Any decision by a planning authority that requires approval under the Planning Act “*shall be consistent with*” policy statements issued under the Act. The PPS is intended “*to be read in its entirety*”, and decision makers must balance a range of policy directives when deciding whether or not a planning proposal is consistent with the PPS, rather than prioritizing one set of policies over another (PPS, Part III). For the past six years, the 2014 PPS has guided land-use planning decisions throughout Ontario. However, the 2020 PPS was released on February 28th of this year, and came into effect on May 1, 2020, replacing the 2014 PPS.

The proposed development is consistent with Policy 1.1.1, which directs approval authorities to promote developments which sustain healthy, livable, and safe communities. The subject lands are located within a serviced Settlement Area, directly adjacent to an arterial road intended to accommodate large volumes of traffic (Policy 1.1.3.1, Policy 1.1.3.2, Policy 1.6.6.2). Single-detached dwellings are the predominant form of housing within the Town of St. Marys, so the proposed townhouse units will provide a more affordable housing option for seniors who wish to downsize and remain in the community (Policy 1.1.1 b), Policy 1.4.3 b)). A Phase I ESA has been completed for the subject lands, which identified that there are **no** environmental concerns with the property, as no known potential contaminating activities were identified on or off site (Policy 1.1.1 c)).

The PPS also directs communities to provide an appropriate amount of employment lands, which include commercial lands, for a time horizon of up to twenty-five years (Policies 1.1.1 b), 1.1.2). In this case, the proposed removal of lands from the Highway Commercial designation for residential development is appropriate, as there does not appear to be a high demand for Highway Commercial lands in St. Marys, and the subject lands are located within a predominantly residential area. The site has remained vacant for years and has never been developed for commercial purposes, although it has been designated and zoned to accommodate such development. Several other parcels of land within the Highway Commercial corridor are also undeveloped, including the lands directly east of Radar Auto Parts (441 Queen Street West) and the area directly south of Little Falls Car and Pet Wash (357 Queen Street West). The properties to the east of the subject lands and west of Ingersoll Street have all been developed for residential purposes, although they are also designated as

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'Highway Commercial'. The property at 2 Ingersoll Street (to the east of the subject property) was formerly an insurance business, but has since been converted to a residential use, not a commercial use.

The Functional Servicing Report prepared for this application demonstrates that there is adequate municipal stormwater management, water, and sanitary sewer servicing infrastructure available for the proposed development (Policies 1.6.6.1, 1.6.6.2). Stormwater management planning for the proposed lot will be integrated with sewage and water services, and minimize contaminant loads through the provision of quality control measures (Policy 1.6.6.7).

As noted above, the proposed development will increase the supply of affordable housing, as the proposed townhouses will be more economically built than single-detached dwellings, so the proposed units will present an affordable option for seniors who wish to sell their current homes and move into smaller spaces that require less upkeep (Policy 1.4.3 b). The proposal also serves to expand the range and mix of housing supply through the provision of townhouses, which in turn provides greater flexibility for housing choices at a more affordable level than single-detached dwellings, which are the predominant form of housing in the Town.

Based on the above analysis, it is our professional opinion that the proposed development conforms to the Provincial Policy Statement.

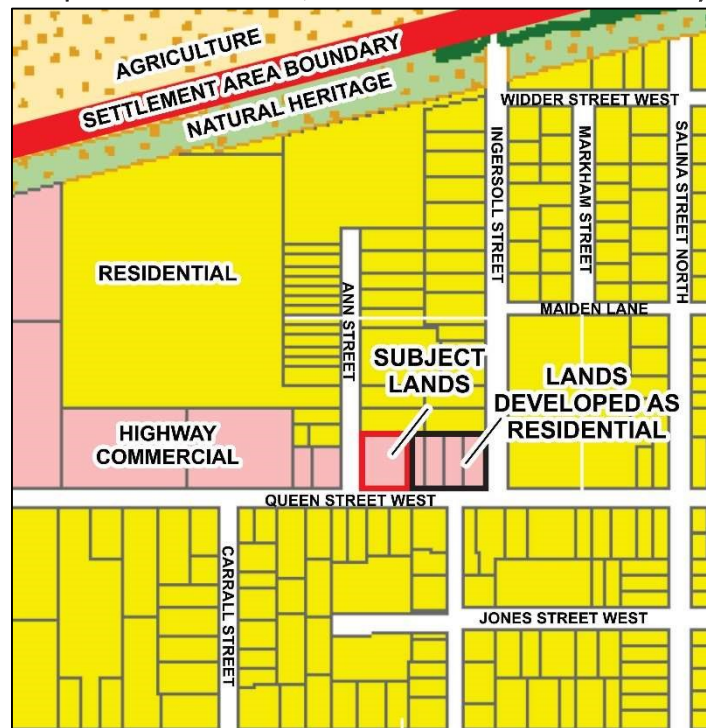
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4.2 Town of St. Marys Official Plan

The subject lands are currently designated as 'Highway Commercial' on Schedule 'A' of the Town of St. Marys Official Plan and are located directly adjacent to 'Residential' lands to the north (see Figure 6, below). Highway Commercial uses are intended to provide for "a range of commercial uses appropriate to meet the needs of the local residents and the travelling public [...] particularly automobile-oriented uses, and other uses such as drive-thru or fast food restaurants, automobile sales and service establishments, gasoline bars, lodging establishments, garden centres, hardware/automotive type uses, and lumber yards shall be permitted." (s.s. 3.3.2.2.). Permitted uses may also include large plate retail uses, strip malls, shopping outlets, large-scale business and professional offices, and factory outlets (s.s. 3.3.2.2). An Official Plan Amendment ('OPA') to re-designate the subject lands FROM 'Highway Commercial' TO 'Residential' is required to permit the proposed development.

Figure 6 – Excerpt from Schedule 'A', Land Use Plan – Town of St. Marys Official Plan



Source: Town of St. Marys Official Plan

Although the subject lands are part of a 'Highway Commercial' ribbon that runs along the north side of Queen Street West, a review of the existing land uses and zoning within this area shows that the lands to the east of the site are zoned and developed for **residential** purposes, **not** Highway Commercial uses. It is our understanding that the subject lands themselves have been designated as 'Highway Commercial' for at least thirteen years but have **never** been developed. As such, it is our professional opinion that the proposed development will not serve to interrupt the Highway Commercial ribbon, as Ann Street is already a more suitable eastern

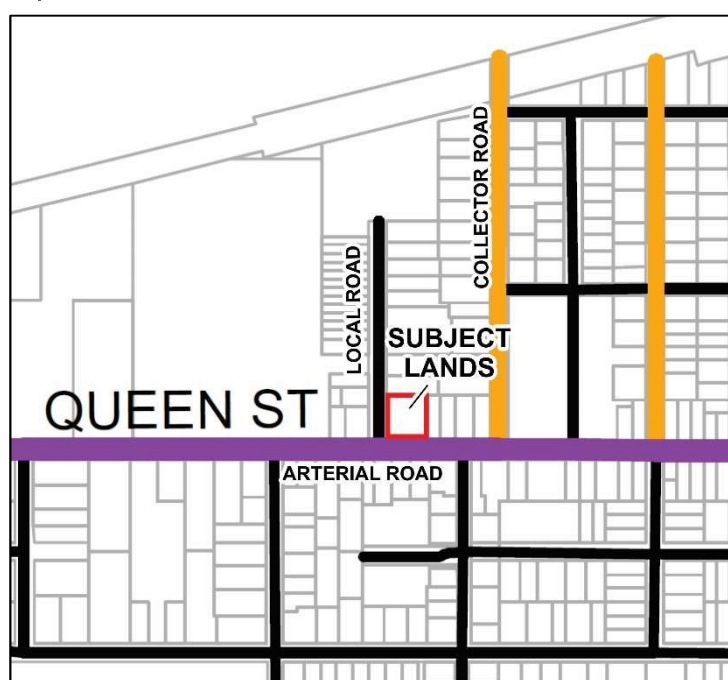
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boundary for the Highway Commercial designation than Ingersoll Street, and there appears to be no demand for the lands to be used for commercial purposes.

The subject lands are directly adjacent to Queen Street to the south, which is identified as an 'Arterial Road' on Schedule 'B' of the Official Plan, and Ann Street to the west, which is identified as a 'Local Road' (see Figure 7, below). Arterial Roads are intended to carry high volumes of traffic from one area to another, with limited direct access, and Local Roads carry low volumes of traffic to nearby destinations (s.s. 5.3.1.1, s.s. 5.3.1.3).

Figure 7 – Excerpt from Schedule 'B', Road Classifications – Town of St. Marys Official Plan



Source: Town of St. Marys Official Plan

The proposed development is consistent with the Residential policies of the Official Plan, which direct the Town to “encourage the provision of an adequate supply and choice of housing”, promote housing for senior citizens, and encourage diversification in different types of housing forms (s.s. 3.1.1.1, s.s. 3.1.1.6, s.s. 3.1.1.8). The proposed townhouses will expand the range of housing options in the community and will provide housing opportunities for seniors who want to age in place within their community (s.s. 2.1.1).

The 'Residential' land use designation permits a range of dwelling types, from single-detached dwellings to walk-up apartments, with further details addressed through the Zoning By-law (s.s. 3.1.2.2). The Official Plan directs Council to consider a density target of 25 to 40 units per hectare for townhouse dwelling development proposals (s.s. 3.1.2.5). Developments with a density of over 75 units per hectare require an amendment to the Official Plan (s.s. 3.1.2.7 c)). The proposed development will have a density of 45 units per hectare, slightly above the

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recommended density target, but the Official Plan also allows Council to moderately increase or decrease the density target based on site-specific circumstances (s.s. 3.1.2.5). In this case, the proposed density is appropriate, as the subject lands can accommodate an adequate amount of amenity space and parking for all nine units, and servicing capacity is available.

The proposed development conforms with all issues related to municipal wastewater treatment capacity and conveyance, hard services, and utilities that Council is directed to consider when evaluating proposals for residential developments with a net density of over 18 units per hectare (s.s. 3.1.2.7). The proposed townhouses are two storeys in height (less than the maximum building height of three storeys) and will be designed in a manner compatible with the general character of the surrounding area (s.s. 3.1.2.7 a)). The subject lands are generally flat and undeveloped, and a Phase I ESA found that there are no environmental concerns associated with the property (s.s. 3.1.2.7 b)). As noted above, the net density of development is 45 units per hectare, well within the maximum 75 units per hectare prescribed in the Official Plan (s.s. 3.1.2.7 c)). The proposed development is proposed to be serviced with municipal water supply and sewage disposal systems, and the Functional Servicing Report found that a development of this size and density can be accommodated within the capacity of the existing municipal systems (s.s. 3.1.2.7 d)). The subject lands are directly adjacent to an arterial road, and the proposed preliminary site plan provides sufficient on-site parking and adequate screening from adjacent residential areas (s.s. 3.1.2.7 e), f)). An amenity area is proposed to be provided for residents, appropriate to the size and scale of the development (s.s. 3.1.3.8).

Based on the above analysis, the proposed amendment conforms to all policies and requirements relating to the Town of St. Marys Official Plan.

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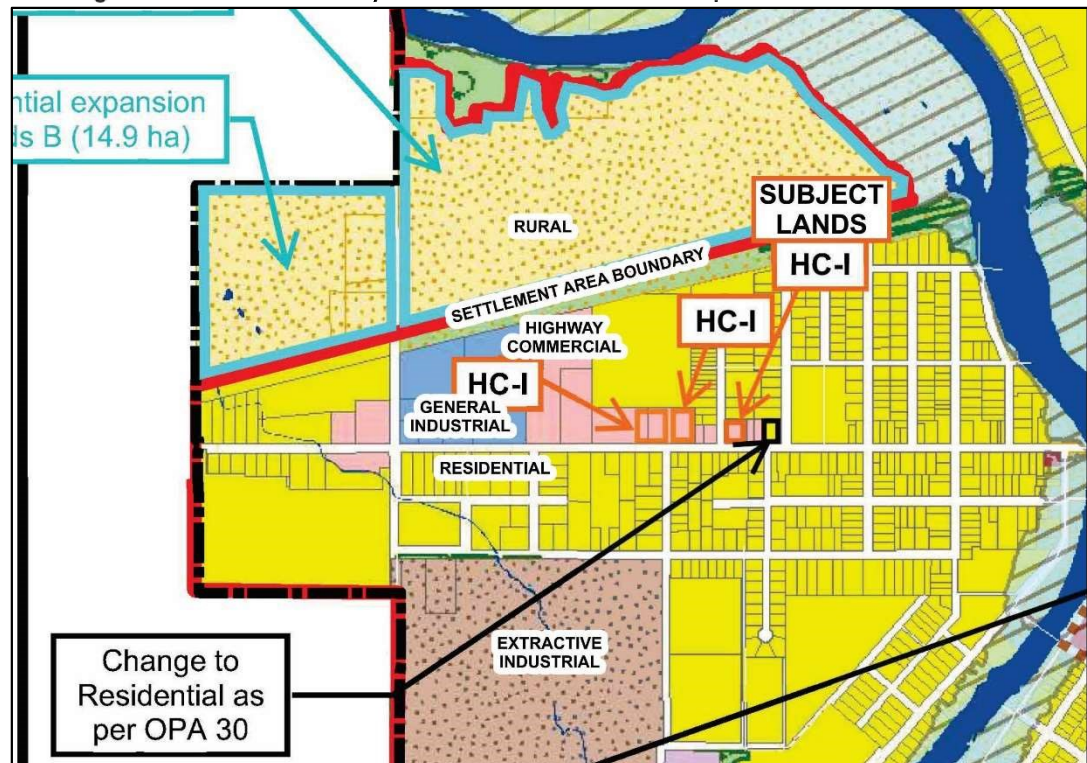
323 Queen Street West
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4.3 Town of St. Marys Draft Official Plan Update

It is our understanding that the Town is currently undertaking a five-year review of the Official Plan, as required by the *Planning Act*. A copy of the Draft Official Plan Update ('Draft OP') was presented to the Town Council on January 14, 2020 and is available for review on the City's website.

Although the proposed policies have been reviewed, but **not** approved by Council, we would like to highlight the proposed re-designation of the subject lands (along with a number of other 'Highway Commercial' properties) from 'Highway Commercial' to 'Highway Commercial I' ('HC-I') on Draft Schedule 'A'. The proposed 'HC-I' designation contemplates mixed-use buildings **and** standalone apartment buildings with a maximum height of 4 storeys or 14 metres, "provided the residential use of the land does not interfere with or detract from the primary commercial function of the area" (s.s. 3.3.2). The proposed development and associated planning approvals are consistent with the Town's apparent interest in permitting higher-density residential development on this property.

Figure 8 Town of St. Marys Official Plan Review and Update – Draft Schedule 'A'



Source: Town of St. Marys Official Plan Review and Update (Draft)

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It is proposed that the subject lands be re-designated FROM 'Highway Commercial' TO 'Residential', rather than adding townhouses to the list of permitted uses for the proposed site-specific 'HC-I' designation. The proposed development does not fit with the general intent and purpose of the 'HC-I' designation, which specifically permits mixed-use medium-density residential developments and apartment buildings that are intended to be **subsidiary** to the general commercial character of the surrounding area. As noted above, it is our opinion that Ann Street represents a more suitable western boundary for the 'Highway Commercial' designation than Ingersoll Street, based on the existing land use pattern in the town. We see no reason why the 'Highway Commercial' designation and permissions should be retained on the property when it is proposed to be developed for a solely residential use.

As part of the OP review, planning staff have prepared draft papers with a land supply/needs assessment for each designation. It is understood that the conclusions have been presented to Council in draft form and the reports were prepared before the 2020 PPS extended the planning time horizon from 20 to 25 years. Notwithstanding this fact, the reports provide a useful assessment of the existing supply of 'Highway Commercial' lands within the town and can be used to assess how the proposed OPA might affect this supply. It is our opinion that the proposed OPA will not have a detrimental effect on the Town's ability to provide enough 'Highway Commercial' lands for development over the next 25 years, based on the amount of land currently available and historic consumption rates.

'Discussion Paper #10 – Commercial (DRAFT)' identifies that there are six vacant properties designated as 'Highway Commercial' in the Town, including the subject lands, for a total of 12.74 Ha, which *"appears sufficient to meeting the needs of the community"* (p. 13). Furthermore, the Discussion Paper also identified that there is intensification potential on an additional 3.1 Ha of partially developed 'Highway Commercial' lands. The removal of the subject lands from the 'Highway Commercial' designation will result in only an approximate 2% decrease in the amount of vacant land within this designation.

The draft Discussion Paper also found that rates of building activity for commercial uses within the Town is irregular, with an average of 0.22 Ha of land developed per year between 2005 and 2014, for a total of 2.20 Ha. If this recent trend continues, the available supply of 'Highway Commercial' lands (excluding the subject lands) will be sufficient to meet the needs of the community for the next several **decades**. The proposed OPA will not have a negative effect on the Town's ability to meet their needs for commercially designated lands in accordance with Policy 1.1.2 of the PPS.

The Town is also contemplating changes to 'Residential' policies in the draft updated Town OP, with the inclusion of specific policies for the development of townhouse, multiple, and apartment dwellings (s.s. 3.1.2.3.3). The proposed development is consistent with these policies. The proposed townhouses are only two storeys, or 8 metres, in height, which is compatible with surrounding low-rise, low-density residential land uses and is not anticipated to cause any issues in regard to shadowing impacts on adjacent lots (s.s. 3.1.2.3.3 a), c), d)).

PLANNING JUSTIFICATION REPORT

323 Queen Street West
Town of St. Marys

The subject lands are located directly adjacent to Queen Street West, a prominent east-west arterial road, and have enough space to incorporate required parking, outdoor amenity features, landscaping, and fencing to buffer the development from adjacent properties (s.s. 3.1.2.3.3 b), e)). Our client has informed us that the first storey of each building will be clad with a brick veneer, similar to other recently constructed buildings in the Town (s.s. 3.1.2.3.3 f)). The proposed development will not interfere with the preservation and protection of the natural open space system or cultural heritage resources, as the subject lands are not located in close proximity to either (s.s. 3.1.2.3.3 g)). It is not anticipated that the proposed development will create a traffic hazard or an unacceptable increase in traffic on local roads, as residents and visitors will travel to the site via Queen Street West, a major arterial road (s.s. 3.1.2.3.3 h)). Finally, it is anticipated that there will be minimal changes to existing site grades, as the undeveloped property is relatively flat already (s.s. 3.1.2.3.3 i)).

The draft OP also proposes to establish a 'Medium/High Density Residential' sub-designation to ensue that higher density affordable housing is provided on greenfield properties in the form of low and mid-rise apartments, stacked or back-to-back townhouses, and similar forms of housing (s.s. 3.1.2.8). The draft OP establishes a net density target of 25-40 units per net hectare for street townhouses and multiple dwellings, but also permits Council to moderately increase or decrease permitted densities on a site-specific basis (s.s. 3.1.2.9). The proposed development has a density of 45 units per hectare, which is slightly higher than the target, but permissible under the draft planning policies, as adequate servicing and on-site amenities are available.

In light of the analysis above, the proposed development and Official Plan Amendment is consistent with the general intent and purpose of the Town of St. Marys Draft Official Plan Update.

PLANNING JUSTIFICATION REPORT

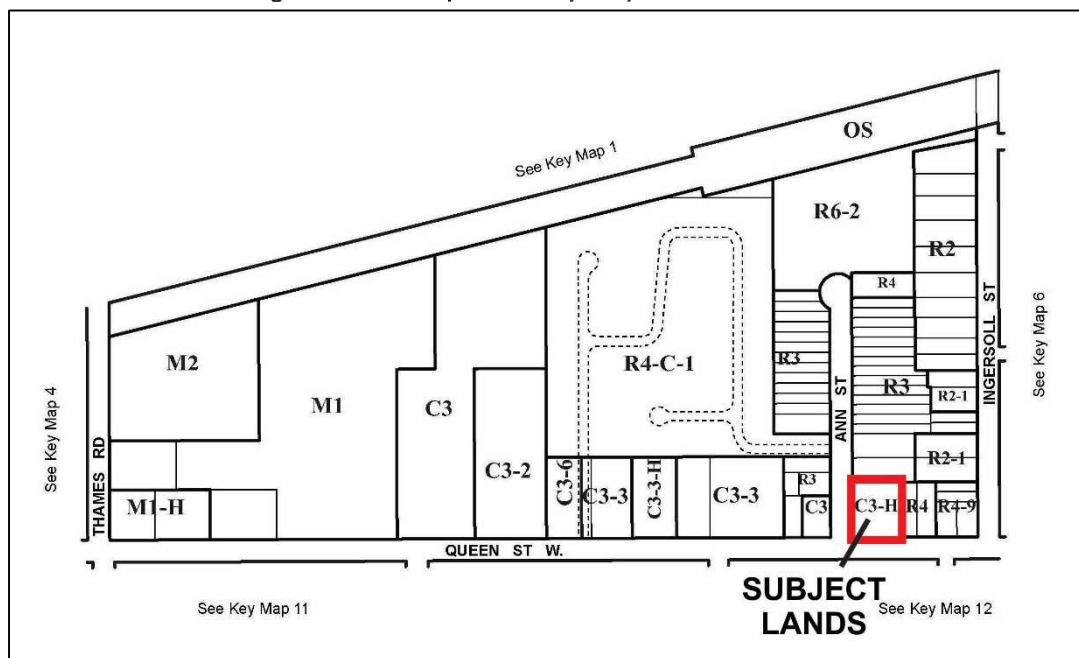
323 Queen Street West
Town of St. Marys

4.4 Town of St. Marys Zoning By-law

The site is zoned as 'Highway Commercial' with a holding provision ('C3-H') on Schedule 'A' of the Town of St. Marys Zoning By-law (see Figure 9). The 'Highway Commercial' zone permits a wide range of commercial/business, automotive, and large plate format commercial uses, buildings, and structures, but does not permit residential uses (s.s. 17.1.1, 17.1.2, 17.1.3, Town of St. Marys Zoning By-law). The conditions for the lifting of the holding provision are not listed in the Zoning By-law. However, the Official Plan states that:

"prior to the removal of any holding symbol, Council shall be satisfied by the developer, that all conditions of any agreements have been met or will be met and that the policies of this Plan have been met or fulfilled in regard to such aspects as phasing, servicing, and design criteria" (s.s. 7.19.3, Town of St. Marys Official Plan).

Figure 9 – Excerpt from Key Map 5 of Schedule "A"



Source: Town of St. Marys Zoning By-law

The properties to the north of the site are zoned 'Residential 3' ('R3'), which permits converted, duplex, semi-detached, and single-detached dwellings, among other uses (s.s. 10.1). The properties to the east are zoned as 'Residential 4' ('R4'), which permits single-detached, semi-detached, duplex, triplex, and fourplex dwellings, among other uses (s.s. 11.1). The lands to the south of Queen Street West are zoned as 'R2-1', which permits single-detached dwellings (s.s. 9.1). The proposed zoning will allow for slightly more intensive residential building forms than the surrounding zones, which is appropriate because the subject lands are on a corner lot, facing a main arterial road to the south.

PLANNING JUSTIFICATION REPORT

323 Queen Street West
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It is proposed that the subject lands be re-zoned FROM 'Highway Commercial 3-H' TO 'Residential Zone 5-#' ('R5-#') to permit the construction of townhouses. The special provisions will recognize the existing lot frontage, as well as site-specific building setbacks and lot coverages (see Table 1, below).

PLANNING JUSTIFICATION REPORT

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Town of St. Marys

Table 1 – Proposed Zoning Amendment

Zone Regulations	Existing R5 Zone	Proposed Development	Proposed R5-# Zone
Lot Area, Minimum	1,017.5 square metres for each Row or Townhouse dwelling; however the gross density shall not exceed 50 units per hectare.	2,037 m ² for two dwellings Density – 45 u/Ha	1,017.5 square metres for each Row or Townhouse dwelling; however the gross density shall not exceed 50 units per hectare.
Lot Frontage, Minimum – Corner Lot	29.0 metres for the first three units plus 6.0 metres for each additional dwelling unit = 47 metres	45 m (Queen Street West)	45 m (Queen Street West)
Number of Attached Dwelling Units, Maximum	8	6	8
Lot Depth, Minimum	37.0 m	45 m	37 m
Front Yard, Minimum	6.0 m	4.5 m to building 6 m to garage	4.5 m to building 6 m to garage
Interior Side Yard, Minimum	4.5 m	1.5 m for dwelling units not attached to another dwelling unit	No side yard is required on the attached side(s) of the dwelling unit. 1.5 metres is required for the interior side yard of the dwelling unit not attached to another dwelling unit.
Exterior Side Yard, Minimum	6.0 m	4.5 m to building 6 m to garage	4.5 m to building 6 m to garage
Rear Yard, Minimum	7.5 m	1.5 m	1.5 m
Building Height, Maximum	10.5 m	8 m	10.5 m
Lot Coverage, Maximum	35%	40%	40%
Dwelling Unit Gross Floor Area, Minimum	1-bedroom unit – 55.0 m ² 2-bedroom unit – 65.0 m ² 3-bedroom unit – 75.0 m ² Additional bedrooms – 9.0 m ²	132 m ²	1-bedroom unit – 55.0 m ² 2-bedroom unit – 65.0 m ² 3-bedroom unit – 75.0 m ² Additional bedrooms – 9.0 m ²
Landscaped Open Space, Minimum	35%	46%	35%
Planting Strip	A planting strip shall be required in accordance with the provisions of Section 4.24 where an interior side or rear lot line of a lot being developed for row or townhouse purposes abuts a lot that is: (a) in a Residential Zone or Residential (-H) Holding zone that is designated Residential in the Town's Official Plan; (b) used for residential purposes; (c) used for a non-residential purpose and on which no planting strip exists adjacent to the mutual lot line	A 2-metre high fence will be provided in lieu of a planting strip	A 2-metre high fence will be provided in lieu of a planting strip
Parking Requirements	14 (1.5 spaces per townhouse dwelling unit)	18, including a visitor parking space for each unit	14
Driveway Requirements	No ingress or egress driveway shall be located closer than 1.5 metres to any side or rear lot line.	This provision will not apply to the proposed development	This provision will not apply to the proposed development

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The Zoning By-law establishes a minimum lot area of 1,017.5 m² for each townhouse dwelling, with a maximum density of 50 units per hectare. The By-law also defines a “Dwelling, Row or Townhouse” as *“a separate building that has been divided into three or more dwelling units”*. Based on this definition, there will be two townhouse dwelling buildings on the subject lands, with a minimum required lot area of 2,035 m². The subject lands have an area of 2,037 m² and a density of 45 units per hectare, so a special provision is not required.

The reduced yard setback provisions will allow our client to maximize the development potential of the property, with Building ‘A’ fronting onto Ann Street, and Building ‘B’ fronting onto Queen Street West. The provision requiring that driveways be located no closer than 1.5 metres to any side or rear lot line is also proposed to be deleted in the proposed zone, as the driveways for Building ‘A’ front directly onto a side lot line.

The subject lands are located on a corner lot, with almost equal-length frontages on Ann Street (45.29 metres) and Queen Street West (45.43 metres). The minimum required frontage within the R5 zone for row or townhouse dwellings is *“29.0 metres for the first three units plus 6.0 metres for each additional dwelling unit”* (s.s. 12.4.2). Generally, the shorter line of a corner lot abutting the street is recognized as the front lot line, which in this case would be Ann Street (s.s. 3.88(b)). However, s.s. 12.4.16 of the Zoning By-law, which sets out provisions for permitting more than one row or townhouse dwelling on a lot, identifies that the minimum lot frontage provisions shall apply to the building *“which faces the front lot line or the townhouse with the greatest number of dwelling units, **whichever results in the greatest requirement**, but in no case shall the minimum lot frontage be less than 27.5 metres”* (s.s. 12.4.16(b)) (emphasis added). Three units front onto Ann Street, and six units front onto Queen Street West. As such, Queen Street West is recognized as the front lot line, with a minimum required frontage of 47 metres (29 metres for the first three units, plus 18 metres for the additional three dwelling units). A special provision is required to recognize the existing frontage of 45.43 metres, which still provides adequate space for driveways in front of each unit and a sight triangle at the intersection of Queen Street West and Ann Street.

The proposed front and side yard reductions will allow our client to situate the two buildings close to the street, thereby creating a consistent street wall and maximizing the amount of amenity space provided for residents behind the townhouses. Building ‘A’ is proposed to be set back approximately 25 metres from the interior side lot line, and Building ‘B’ is proposed to be set back about 26 metres from the rear lot line, which will help ensure that the two buildings do not crowd neighbouring residential uses.

A rear yard setback reduction is required to accommodate the proposed placement of Building ‘A’, as the rear lot line is effectively a side lot line for the proposed townhouse due to the building’s orientation towards Ann Street. The proposed building will still be located a sufficient distance from the dwelling at 17 Ann Street to the north, as the house is set back approximately 9.5 metres from the subject lands, with a driveway separating the dwelling from the subject lands.

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The modest increase in lot coverage is not anticipated to have a negative effect on stormwater management, as the calculations within the Functional Servicing Report prepared by MR Engineering were based on the proposed development having an impervious surface of 1,039 m², or 51.1% of the lot area. Adequate landscaped open space and amenity areas will be provided on the property, and the proposed form and massing of the two buildings will be compatible with development in the surrounding area.

A planting strip is required where an interior or rear lot line of a lot being developed for row or townhouse purposes abuts a lot in a residential zone (s.s. 12.4.13). The lands immediately to the north and east are used for residential purposes, so this provision applies to the proposed development. However, it is proposed that a two-metre high fence along the northern and eastern lot lines be provided instead of a planting strip, as it will provide a greater measure of privacy between the two land uses.

The Zoning By-law General Provisions require 1.5 parking spaces per townhouse dwelling unit, which means that a minimum of fourteen parking spaces will be required for the proposed development (s.s. 5.21.1.1). The definition of “parking space” includes private garages, and as such, two spaces per unit can be provided via tandem parking (which is permitted for street fronting townhouse dwellings), for a total of eighteen parking spaces (s.s. 3.112 (b), s.s. 5.21.5). Accessible parking requirements listed in s.s. 5.21.15 do not apply to street front townhouse dwellings (s.s. 5.21.5). The Zoning By-law does not address or provide minimum visitor parking requirements for multi-unit residential dwellings, but it is anticipated that the parking space in front of each unit can provide for visitor parking.

Our client has informed us that they intend to develop the proposed units as a vacant land condominium, with the Draft Plan of Condominium application submitted after the proposed Official Plan and Zoning By-law Amendments come into force and effect. As such, the requirements of s.s. 12.4.16 of the Zoning By-law, which permits more than one row or townhouse dwelling on a lot, must also be addressed. The provisions of s.s. 12.4 discussed above continue to apply to the proposed development (s.s. 12.4.16 (a), (b), (c), (f)). All parking will be located in front of the two proposed buildings, so the provision regarding internal vehicle access through interior side yards does not apply (s.s. 12.4.16(d)). It is anticipated that separation distances between the two buildings will comply with requirements of the Ontario Building Code, with detailed design matters dealt with through Site Plan Approval (12.4.15 (e)).

Based on the above analysis, the proposed planning approvals are consistent with the general intent and purpose of the Town of St. Marys Zoning By-law.

PLANNING JUSTIFICATION REPORT

323 Queen Street West
Town of St. Marys

5. PROPOSED PLANNING APPROVALS

5.1 Town of St. Marys Official Plan Amendment

An Official Plan Amendment is proposed to re-designate the subject lands FROM 'Highway Commercial' TO 'Residential' to permit a townhouse development on the property.

5.2 Town of St. Marys Zoning By-law Amendment

A Zoning By-law Amendment is proposed to re-zone the subject lands FROM 'Highway Commercial' with a holding provision ('C3-H') TO a site-specific 'Residential Zone 5' ('R5-#'), and remove the holding provision, to permit the proposed townhouse development.

The proposed special provisions will recognize the existing lot frontage, and allow for site-specific setbacks and lot coverage requirements, as well as the provision of a privacy fence instead of a planting strip along the interior and rear lot lines that abut residential lands.

The holding provision may be removed in accordance with the guidelines provided by the Town of St. Marys Official Plan, as a Functional Servicing Report has been prepared for the proposed development and submitted along with this application, and issues relating to phasing, servicing, and design criteria will be addressed through Site Plan Approval (s.s. 7.19.3).

PLANNING JUSTIFICATION REPORT

323 Queen Street West
Town of St. Marys

6. CONCLUSION

Based on the above analysis, the proposed Official Plan and Zoning By-law Amendments are consistent with the Provincial Policy Statement, maintain the general intent and purpose of the Town of St. Marys Official Plan and the Town of St. Marys Zoning By-law, and represent sound land-use planning.


The following materials have been submitted along with this report in support of the above applications:

- One (1) copy of the combined Official Plan and Zoning By-law Amendment Application form;
- One (1) copy of the Official Plan Amendment sketch;
- One (1) copy of the Zoning By-law Amendment sketch;
- One (1) copy of the Authorization of Agent form;
- One (1) copy of the Functional Servicing Report completed by MR Engineering and Design Ltd.;
- One (1) copy of the Concept Elevations;
- One (1) copy of the Conceptual Site Plan; and
- One (1) copy of the Phase 1 Environmental Site Assessment completed by Rubicon Environmental (2008) Inc.

We trust that the enclosed information is satisfactory to address the submission requirements and look forward to working with staff to advance the application. If you have any questions regarding this matter or require any additional information, please do not hesitate to contact me.

Respectfully Submitted,

MONTEITH BROWN PLANNING CONSULTANTS



Jay McGuffin, MCIP, RPP
Vice President, Principal Planner
jmcguffin@mbpc.ca



Hannah Shirtliff, M. Plan
Planner
hshirtliff@mbpc.ca

JMc:hs

PLANNING JUSTIFICATION REPORT

323 Queen Street West
Town of St. Marys

Appendix 1 Pre-Consultation Checklist

Town of St. Marys - Pre-consultation and Complete Application Submission Requirements

OWNER	Heyboldt Ontario Ltd.
APPLICANT	Monteith Brown Planning Consultants
PROPERTY ADDRESS	323 Queen Street West
PROPOSED USE	Residential – townhouses (as per MBPC September 6, 2019 submission)
DATE	October 31, 2019

APPLICATIONS

<i>Official Plan Amendment (OPA)</i>	<input checked="" type="checkbox"/>	<i>Site Plan Approval (SPA)</i>	<input checked="" type="checkbox"/>
<i>Zoning By-law Amendment (ZBA)</i>	<input checked="" type="checkbox"/>	<i>Consent (C)</i>	<input type="checkbox"/>
<i>Draft Plan of Subdivision (DPS)</i>	<input type="checkbox"/>	<i>Minor Variance (MV)</i>	<input type="checkbox"/>
<i>Draft Plan of Condominium (DPC)</i>	<input type="checkbox"/>	<i>Other: _____</i>	<input type="checkbox"/>

You will be required to submit one (1) paper copy and one (1) electronic copy of each report, study or plan indicated with a checkmark (✓) below.

ENVIRONMENTAL CONSIDERATIONS	OPA	ZBA	SPA
1. Environmental Impact Statement			
2. Erosion Hazard Assessment			
3. Fish Habitat Assessment			
4. Hydrogeological Evaluation			
5. Natural Heritage Evaluation			
6. Source Water Protection Plan			
7. Tree Compensation Plan			
8. Tree Inventory and Arborist Report			
9. Tree Preservation Plan			
10. Vegetation Protection, Enhancement and Restoration Plan			
TRANSPORTATION CONSIDERATIONS	OPA	ZBA	SPA
11. On-street Parking Analysis			
12. Parking Supply Study and Design Plan			
13. Traffic Impact Study			
14. Transportation Study			

ENGINEERING CONSIDERATIONS	OPA	ZBA	SPA
15. Composite Utility Plan			
16. Detailed Service Plan			✓
17. Erosion and Sediment Control Plan			✓
18. Functional Servicing Report		✓	
19. Grading Plan			✓
20. Geotechnical/Soils Report			
21. Master Drainage Plan			
22. Septic System Design Report			
23. Servicing Options Report			
24. Slope Stability and Erosion Report			
25. Storm Water Management Plan			✓
26. Well Impact Study			
FINANCIAL CONSIDERATIONS	OPA	ZBA	SPA
27. Financial Impact Analysis			
28. Municipal Financial Impact Assessment			
29. Retail Market Impact Study			
CULTURAL / HERITAGE CONSIDERATIONS	OPA	ZBA	SPA
30. Archaeological Assessment			
31. Built Heritage Resource Assessment/Impact Study			
32. Cultural Heritage Resource Assessment/Impact Study			
33. Heritage Restoration Plan			
PLANNING / DESIGN CONSIDERATIONS	OPA	ZBA	SPA
34. Accessibility Design Matrix			
35. Concept Elevations		✓	
36. Concept Site Plan		✓	
37. Elevation Plans			✓
38. Landscape Plan			✓
39. Lighting Plan			✓
40. Park Concept Plan			
41. Phasing Plan			
42. Planning Justification Report		✓	
43. Site Plan			✓
44. Streetscape Plan			
45. Sun-Shadow Analysis - to be determined based on scale, location and height of proposed building(s)			✓
46. Urban Design Brief			

NUISANCE AND HAZARD CONSIDERATIONS	OPA	ZBA	SPA
47. Air Emissions Study			
48. Noise Study			
49. Phase 1 Environmental Site Assessment	✓		
50. Phase 2 Environmental Site Assessment			
51. Site Remediation Plan			
52. Soil Capacity Study			
53. Vibration Study			
AGGREGATE AND AGRICULTURAL CONSIDERATIONS	OPA	ZBA	SPA
54. Aggregate Extraction Area Report			
55. Aggregate Resource Analysis			
56. Aggregate Restoration/Rehabilitation Plan			
57. Agricultural Assessment			
58. Agricultural Impact Study			
59. Minimum Distance Separation Analysis			
60. Nutrient Management Plan			
OTHER CONSIDERATIONS OR REQUIREMENTS	OPA	ZBA	SPA
Road widening / daylight triangle requirements to be determined			
Visitor and barrier free parking to be provided.		✓	
Snow storage?			✓
Provide information regarding affordability of proposed units and how affordability levels will be maintained in the future. Rental or freehold?	✓		
Additional items to address in planning justification report include addressing current and proposed policy approach in new Official Plan with respect to mixed use on Highway Commercial properties.	✓		

OTHER AGENCIES TO BE CONTACTED
 (Contact information on following pages)

County of Perth	<input type="checkbox"/>
Upper Thames River Conservation Authority	<input checked="" type="checkbox"/>
Canadian Pacific Limited	<input type="checkbox"/>
Canadian National Railway	<input type="checkbox"/>
Hydro One Networks Inc.	<input checked="" type="checkbox"/>
Perth District Health Unit	<input type="checkbox"/>
Union Gas Limited	<input checked="" type="checkbox"/>
Festival Hydro	<input checked="" type="checkbox"/>
Rogers Cable TV	<input type="checkbox"/>
Bell Canada	<input type="checkbox"/>
Quadro Communications	<input type="checkbox"/>
Huron Perth County Catholic Separate School Board.....	<input type="checkbox"/>
Avon Maitland District School Board	<input type="checkbox"/>
Ministry of Municipal Affairs and Housing	<input type="checkbox"/>

County of Perth
1 Huron Street
County Court House
STRATFORD
Ontario
N5A 5S4
519-271-0531

Upper Thames River Conservation
Authority
1424 Clarke Road
LONDON
Ontario
N5V 5B9
519-451-2800

Canadian Pacific Railway

Canadian National Railway
Manager, Community Planning &
Development
1 Administration Road
CONCORD
Ontario
L4K 1B9
905-669-3384

Hydro One
Real Estate Services
PO Box 4300
MARKHAM
Ontario
L3R 5Z5
905-946-6237

Perth District Health Unit
Public Health Manager
10 Downie Street, 2nd Floor
STRATFORD
Ontario
N54 7K4
519-271-0375

Union Gas Limited
Manager, Lands Department
50 Keil Drive North
CHATHAM
Ontario
N7M 5M1
519-352-3100

Festival Hydro
187 Erie Street
PO Box 397
STRATFORD
Ontario
N5A 6T5
519-271-4700

Rogers Cable
85 Grand Crest Place
KITCHENER
Ontario
N2G 4A8
519-893-4400

Attn: ROWCC
Bell Canada
140 Bayfield Street, 2nd Floor
BARRIE Ontario
L4M 3B1
705-722-2219; 1-888-497-8735
(for Consent to Sever and Minor Variance)

Attn: Circulations Intake, Planning & Design
MMM Group Limited
100 Commerce Valley Drive West
THORNHILL Ontario L3T 0A1
905-882-1100
(Bell Canada: OPA; ZBA; Plan of
Subdivision/Condo; Site Plan Approval;
Holding By-law; Part Lot Control)

Huron-Perth Catholic District School Board
PO Box 70
DUBLIN
Ontario
N0K 1E0
519-345-2440; 1-800-265-8508

Avon-Maitland District School Board
62 Chalk Street North
SEAFORTH
Ontario
N0K 1W0
519-527-0111

Ministry of Municipal Affairs and Housing
Municipal Services Office
659 Exeter Road, 2nd Floor
LONDON
Ontario
N6E 1L3
519-873-4020

Canada Post Corporation
Delivery Planning
955 Highbury Ave E
LONDON
Ontario
N5Y 1A3
226-927-1737

Quadro Communications
1845 Road 164
PO Box 101
KIRKTON
Ontario
N0K 1K0
519-229-8933; 1-800-265-4983



Memo

Engineering & Public Works

To: Grant Brouwer

Date: July 16, 2020

File: 323 Queen Street W.

From: Jeff Wolfe

☐ For Your Information

☐ For Your Approval

☐ For Your Review

☒ As Requested

Subject: 323 Queen Street W OP 01-2020 & Z02-2020 Application - Comments

Summary

We are in receipt of information related to an Official Plan and Zoning Bylaw Amendment for 323 Queen St. W. to allow the land to be used for a townhouse development. We offer the following comments based on the OP and Zoning Bylaw Amendment Application:

Water

1. Public Works reviewed the water supply and distribution system as it relates to the current proposal. Based on the review, it was determined that at this time, the Town's water supply and distribution system is adequately sized to accommodate the proposed land use. The proponent has submitted anticipated water demand volume data for the development. System capacity will not be guaranteed or assigned to this development until the time of site plan approval.

Sanitary

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

Storm

3. Public Works did not complete a downstream storm system capacity review as it relates to the proposal. The developer 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.

Road

Error! Reference source not found.

323 Queen Street W. Official Plan and Zoning Bylaw Amendment Application - Comments

4. Public Works reviewed the Town's road system as it relates to the current proposal. Based on the review, it was determined that at this time, the adjacent roads and the Town's road network are adequately sized to accommodate the proposed land use.
5. Public Works notes that the site fronts Queen Street W and Ann Street which are Arterial and Local roads, respectively. As per the Town's Official Plan a road allowance widening is required on Queen Street W. This is already shown in the application.
6. The proponent is proposing driveway entrances off Queen Street W. 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 entrance 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 W. may not be possible.

Respectfully submitted,



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

From: Geoffrey Loucks <[REDACTED]>
Sent: Friday, July 24, 2020 3:12 PM
To: Planning <planning@town.stmarys.on.ca>
Cc: Brent Kittmer <bkittmer@town.stmarys.on.ca>
Subject: Re: Mail from the Town

[EXTERNAL]

From : Geoff Loucks
 KLM Properties
 615 Queen St.
 St.Marys, ON

RE: OP01-2020 and Z02-2020
 323 Queen St. West

Thank you for the aforementioned notice with regards to 323 Queen St. W. I believe this is an excellent use of a piece of commercial land that has not been used or developed for years. As you are well aware we have been through a similar rezoning at 293 Queen St. west property. I think this will be a great benefit financially to the town through development fees and taxes. In the spirit of support I would like to ask if in allowing the rezoning would the town be putting any stipulations with regards to affordable rentals for the people of the town. In our case then Councillor McCotter and Councillor Stratthdee had asked us the same question. Will there be any mention of keeping the rents attainable following the guidelines of the CMHC Federal Average Market Rents for our area. I realize that in our case we ended up working with the Ministry of Housing on an agreement to be 80 % of the AMR with the Ministry subsidizing rent to the AMR. It is very easy to access this information and we provide one document per year as proof of following the agreements.

It is an usual practice to rezone commercial to residential in the Province of Ontario, in allowing us, well intentioned rezoning, is a huge benefit to the land owners. With that being said would it be possible to find out what the target rent rolls would be and would it be pertinent to the needs of the citizens of St.Marys to put a condition to follow the Average Market Rent plus 10%, for example. At the time when we attended our rezoning meetings with the Planning and Town Council having the rent rolls available was very beneficial for them to make an informed decision. We are all aware of the current housing crisis and the rent gouging practices seen throughout the province.

I certainly support this project and think it is a well thought out project, codos to HeyBolt Ontario Limited.

Sincerely
 Geoff Loucks

From: fixerupjoe fixerupjoe <[REDACTED]>
Sent: Sunday, September 13, 2020 1:13 PM
To: Clerks Office <clerksoffice@town.stmarys.on.ca>
Subject: lot 323 st marys by-law amendments

[EXTERNAL]

hi Brent, when I first seen plan it had three houses on Ann street, but now has 6 houses. With only 1.5 m. space from property line. This does not allow any space for my trees, as you know the root system needs more space to allow them to grow. that also puts house in the path of the upper part of trees. I do not think that you have thought of this, the trees are 15 years old, and are just nicely taking shape.

Also there is a Bell connection box along Ann street, that will put it in front of one or more of the houses.

Regards Joseph W. Nethercott 17 Ann st St Marys po box 12 e-mail [REDACTED]



P.O. Box 1807
343 Queen Street West
St. Marys, ON N4X 1C2

September 15, 2020

Brent Kittmer
Town Of St. Marys
175 Queen Street East Box 998
St. Marys, ON N4X 1B6

RE: Notice of public meeting concerning proposed official plan and zoning bylaw amendments.

Dear Brent;

I have owned property at the corner of Queen Street West and Ann Street for over 18 years. I appreciate the is interest in developing the long vacant lot across from the Sunset Diner. However, the development needs to be beneficial to the neighborhood. As this development is presented I worry that it will be harmful to the neighborhood and costly to my business. These are my concerns

Why with such a limited amount of commercial lots along Queen Street West is converting this property from commercial to residential even being considered? There is already an abundance of residential lots throughout the town. There is little commercial vacant land or property available currently. Should the official plan for the town not be respected? As a business owner I recognize that additional business to the area naturally brings more business. That is why you will see clusters of business located together in other commercial areas.

Has there been a traffic study or parking study done for the area?

The density is too great for the size of lot that is proposed. There is no reason for the amount of density on this lot considering the problems that could result

With only 1 parking spot inside the garage for the owner and one visitor spot provided I am concerned that there is not enough parking spots for the proposed residences let additional stakeholders on the street.

Currently there is no parking on Queen Street West and only parking allowed on one side of Ann Street in the area of the proposed development. If the development proceeds at least two parking spots will be eliminated along Ann and there will likely be more pressure on the street for parked

vehicles. Ann street already has an abundance of additional vehicular traffic with the Wildwood nursing home, the Thames Valley Retirement Community and the Sunset Diner. Creating more density on the remainder of Ann Street does not seem prudent

Because the garage is considered the owners parking spot and there is only one additional spot for a visitor how is this going to work if the owner puts other things other than a vehicle in the garage? What happens if there are more owner vehicles? Where are the extra vehicles going to go? Truthfully my concern is that parking lot of the Diner will be utilized by the residents and their visitors. I don't appreciate the thought of having to start having to do parking lot enforcement as parking is already a premium at my restaurant. I have enough challenges already in this current environment. I do not relish the idea of more

I am not opposed to development, but if it is going to negatively impact my livelihood for short term gain of another then it needs to be reconsidered

Yours truly

David Steward

P.O. Box 1807
Owner of 343 and 353 Queen Street West
St. Marys ON N4X 1C2



August 18, 2020

Town of St. Marys
175 Queen Street East
St. Marys, Ontario
N4X 1B6

Attention: Grant Brouwer – Director of Building & Development

Our File #: 19-3200

**Reference: Heybolt Ontario Ltd.
Revised Concept Plan for Discussion (OP01-2020 and Z02-2020)
323 Queen Street West, Town of St. Marys**

Monteith Brown Planning Consultants (“MBPC”), on behalf of our client, Heybolt Ontario Ltd. (c/o John Bolton) is pleased to submit a revised concept plan for the proposed development of 323 Queen Street West (“the subject lands”), as requested by Town of St. Marys’ staff at the Planning Advisory Committee meeting on August 4, 2020. This concept plan is provided for consideration and discussion at an upcoming meeting with Town staff, prior to Council’s consideration of the proposed Town of St. Marys Official Plan and Zoning By-law Amendment applications.

In the original concept, Building ‘A’, which has three units, faced Ann Street, and Building ‘B’, which has six units, faced Queen Street West. This concept responds to staff and Planning Advisory Committee concerns regarding the number of units with direct vehicular access to Queen Street West by flipping the two buildings, so only three units front onto Queen Street West, and six units front onto Ann Street (the lower-order street). Schedule ‘B’ of the Town of St. Marys Official Plan identifies Queen Street West as an ‘Arterial Road’, which is intended to carry large amounts of traffic, with limited direct access from adjacent properties (s.s. 5.3.1.1). Ann Street is identified as a ‘Local Road’, which carries a low volume of traffic (s.s. 5.3.1.3).

The width of the interior units for Building ‘B’ have also been reduced from approximately 6.3 m to 6.10 m, to ensure that the Unit #4 entrance and the parking space are located outside of the 10.8 metre sight angle prescribed in the Town Zoning By-law (s.s. 5.6). The size of each unit still exceeds the minimum gross floor area of 75.0 m² for 3-bedroom dwelling units (s.s. 12.4.11).

As a result of these changes, the minimum frontage requirement now applies to Ann Street, as the Zoning By-law identifies that the minimum lot frontage provisions shall apply to the building *“which faces the front lot line or the townhouse with the greatest number of dwelling units, **whichever results in the greatest requirement**, but in no case shall the minimum lot frontage be less than 27.5 metres”* (s.s. 12.4.16(b)) (emphasis added). The eastern boundary is now the rear lot line, and the northern boundary is the interior lot line. The proposed Zoning By-law Amendment provisions have been adjusted accordingly, as shown on Table 1, below. There are no changes proposed to the Official Plan Amendment application.

Table 1 – Proposed Zoning By-law Amendment – For Discussion Purposes Only

The special provisions for the 'R5-#' zone that were included in the original application are listed in **red**, and new special provisions are listed in **blue**.

Zone Regulations	Existing R5 Zone	Previously Proposed Development Concept	Proposed Revised Concept	Proposed Development – Proposed R5-# Zone
12.4.1 Lot Area, Minimum	1,017.5 square metres for each Row or Townhouse dwelling; however the gross density shall not exceed 50 units per hectare.	2,037 m ² for two dwellings Density – 45 u/Ha	2,037 m ² for two dwellings Density – 45 u/Ha	1,017.5 square metres for each Row or Townhouse dwelling; however the gross density shall not exceed 50 units per hectare.
12.4.2 Lot Frontage, Minimum – Corner Lot	29.0 metres for the first three units plus 6.0 metres for each additional dwelling unit = 47 metres	45 m (Queen Street West)	45 m (Ann Street)	45 m (Ann Street)
12.4.3 Number of Attached Dwelling Units, Maximum	8	6	6	8
12.4.4 Lot Depth, Minimum	37.0 m	45 m	45 m	37 m
12.4.5 Front Yard, Minimum	6.0 m	4.5 m to building 6 m to garage	4.5 m to building 6 m to garage	4.5 m to building 6 m to garage
12.4.6 Interior Side Yard, Minimum	4.5 m	1.5 m for dwelling units not attached to another dwelling unit	1.5 m for dwelling units not attached to another dwelling unit	No side yard is required on the attached side(s) of the dwelling unit. 1.5 metres is required for the interior side yard of the dwelling unit not attached to another dwelling unit.
12.4.7 Exterior Side Yard, Minimum	6.0 m	4.5 m to building 6 m to garage	4.5 m to building 6 m to garage	4.5 m to building 6 m to garage
12.4.8 Rear Yard, Minimum	7.5 m	1.5 m	1.5 m	1.5 m
12.4.9 Building Height, Maximum	10.5 m	8 m	8 m	10.5 m
12.4.10 Lot Coverage, Maximum	35%	40%	38%	40%
12.4.11 Dwelling Unit Gross Floor Area, Minimum	1-bedroom unit – 55.0 m ² 2-bedroom unit – 65.0 m ² 3-bedroom unit – 75.0 m ² Additional bedrooms – 9.0 m ²	132 m ²	132 m ²	1-bedroom unit – 55.0 m ² 2-bedroom unit – 65.0 m ² 3-bedroom unit – 75.0 m ² Additional bedrooms – 9.0 m ²
12.4.12 Landscaped Open Space, Minimum	35%	46%	48%	35%
12.4.13 Planting Strip	A planting strip shall be required in accordance with the provisions of Section 4.24 where an interior side or rear lot line of a lot being developed for row or townhouse purposes abuts a lot that is: (a) in a Residential Zone or Residential (-H) Holding zone that is designated Residential in the Town's Official Plan; (b) used for residential purposes; (c) used for a non-residential purpose and on which no planting strip exists adjacent to the mutual lot line	A 2-metre high fence will be provided in lieu of a planting strip	A 2-metre high fence will be provided in lieu of a planting strip	A 2-metre high fence will be provided in lieu of a planting strip
12.4.14 Parking Requirements	14 (1.5 spaces per townhouse dwelling unit)	18, including a visitor parking space for each unit	18, including a visitor parking space for each unit	14
12.4.15 Driveway Requirements	No ingress or egress driveway shall be located closer than 1.5 metres to any side or rear lot line.	This provision will not apply to the proposed development	No ingress or egress driveway shall be located closer than 1.5 metres to any side or rear lot line.	No ingress or egress driveway shall be located closer than 1.5 metres to any side or rear lot line.

A copy of the revised concept plan is enclosed for your review and consideration. We look forward to meeting with staff to review and discuss. In the meantime, if you have any questions regarding this matter or require any additional information, please do not hesitate to contact me.

Respectfully submitted,

MONTEITH BROWN PLANNING CONSULTANTS

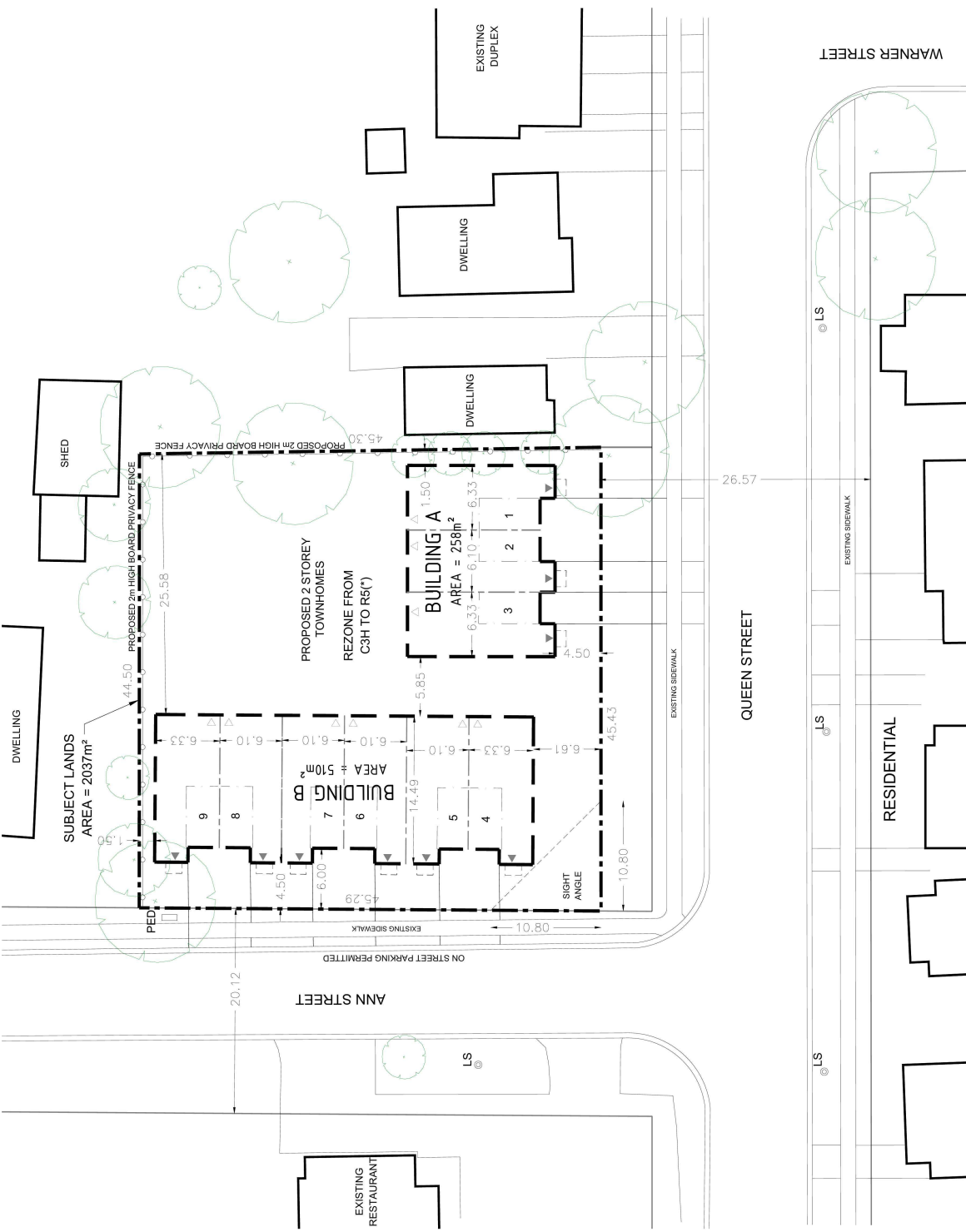


Jay McGuffin, MCIP, RPP
Vice President, Principal Planner
jmcguffin@mbpc.ca

JMc:hs

/enc

copies: John Bolton, Heybolt Ontario Ltd.



SITE DATA		
RESIDENTIAL ZONE FIVE (R5)		
PERMITTED USES	REGULATION	SITE PLAN (R5)
APARTMENT DWELLING, ROW OR TOWNHOUSE DWELLING	107.5m² for each townhouse unit. Gross Density shall not exceed 50 u/ha	TOWNHOUSE DWELLINGS
LOT AREA (MIN.)	20m for 1st 3 units plus 6m for each additional dwelling unit	2037m²
FRONTAGE CORNER LOT (MIN.)		45m
NUMBER OF ATTACHED DWELLING UNITS (MAX.)	8	6
LOT DEPTH (MIN.)	37m	45m
FRONT YARD (MIN.)	6.0m	4.5m TO BUILDING & 6m TO GARAGE
INTERIOR SIDE YARD (MIN.)	4.5m	1.5m
EXTERIOR SIDE YARD (MIN.)	6.0m	4.5m
REAR YARD (MIN.)	7.5m	1.5m
COVERAGE (MAX.)	35%	38%
HEIGHT (MAX.)	10.5m	8m
STORIES (MAX.)	3	2
UNITS		9 units
DENSITY (MAX.)	50 U/ha	45 U/ha
LANDSCAPE OPEN SPACE (MIN.)	35%	48%
PARKING FOR TOWNHOUSE (MIN.)	1.5 SPACES / UNIT = 14	18 PROVIDED
GROSS FLOOR AREA PER UNIT		150m²

* ITEMS IN RED REQUIRE SPECIAL PROVISION

LEGEND

--- SUBJECT LANDS

--- PROPOSED BUILDING

NOT A LEGAL SURVEY - LIMITS ARE APPROXIMATE

PRELIMINARY

FOR DISCUSSION PURPOSES ONLY

Aug 13, 2020



Monteith + Brown
planning consultants

PREFERRED LAYOUT
RESIDENTIAL DEVELOPMENT
323 QUEEN STREET WEST - ST. MARY'S
HEYBOLDT ONTARIO LIMITED



19-3200
1: 400 (11x17)
0 2 3 4 10m



610 Princess Avenue
 London, ON N6B 2B9
 Tel.: (519) 686-1300
 Fax: (519) 681-1690
 E-Mail: mbpc@mbpc.ca
 Web: www.mbpc.ca



September 30, 2020

Town of St. Marys
 175 Queen Street East
 St. Marys, Ontario
 N4X 1B6

Attention: Grant Brouwer – Director of Building & Development

Our File #: 19-3200

**Reference: Heybolt Ontario Ltd.
 Revised Concept Plan for Discussion (OP01-2020 and Z02-2020)
 323 Queen Street West, Town of St. Marys**

Monteith Brown Planning Consultants ("MBPC"), on behalf of our client, Heybolt Ontario Ltd. (c/o John Bolton) is pleased to submit a revised concept plan for the proposed development of 323 Queen Street West ("the subject lands"), based on feedback provided by staff, Council, and members of the public at the Public Meeting on September 15, 2020, the Planning Advisory Committee meeting on August 4, 2020, and through written correspondence, regarding the amount of parking available on site and the configuration of the stacked townhouses. We hope the revised concept assists in informing Council's consideration of the proposed Town of St. Marys Official Plan and Zoning By-law Amendment applications.

Three changes have been made to the Conceptual Site Plan:

1. Units 7-9 in Building 'B' will be set back approximately 11 metres from the front lot line, to allow room for 2 tandem parking spaces in front of each unit (for a total of three parking spaces per unit, including the garage).
2. The 'stacked' townhouse units are proposed to be located in Units 1 & 2 and 4 & 5. Units 1 and 4 will be ground-floor units, and Units 2 and 5 will be second-floor units. Each unit will have a basement, garage, driveway parking space, and ground-floor entrance.
3. The garage and entryway will be 'flipped' for Unit 3, with a second surface parking space for the unit added to the west of the driveway, for a total of three parking spaces (including the garage).

These changes will reduce the demand for visitor street parking, as four of the nine units will have three parking spaces each, for a total of 22 parking spaces on site.

No changes to the proposed amendments are anticipated as a result of these alterations.

A copy of the revised concept plan is enclosed for your review and consideration at the upcoming Council Meeting on October 27, 2020. if you have any questions regarding this matter or require any additional information, please do not hesitate to contact me.

Heybolt Ontario Ltd.
September 30, 2020
Page 2 of 2

MONTEITH BROWN PLANNING CONSULTANTS

Respectfully submitted,

MONTEITH BROWN PLANNING CONSULTANTS



Jay McGuffin, MCIP, RPP
Vice President, Principal Planner
jmcguffin@mbpc.ca

JMc:hs

/enc

copies: John Bolton, Heybolt Ontario Ltd.



SITE DATA		
RESIDENTIAL ZONE FIVE (R5)		
PERMITTED USES	REGULATION	SITE PLAN (R5)
APARTMENT DWELLING, ROW OR TOWNHOUSE DWELLING		TOWNHOUSE DWELLINGS
LOT AREA (MIN.)	107.5m ² for each townhouse unit plus 50% Gross Density shall not exceed 50 u/ha	2037m ²
FRONTAGE CORNER LOT (MIN.)	20m for 1st 3 units plus 6m for each additional dwelling unit	45m
NUMBER OF ATTACHED DWELLING UNITS (MAX.)	8	6
LOT DEPTH (MIN.)	37m	45m
FRONT YARD (MIN.)	6.0m	4.5m TO BUILDING & 6m TO GARAGE
INTERIOR SIDE YARD (MIN.)	4.5m	1.5m
EXTERIOR SIDE YARD (MIN.)	6.0m	4.5m
REAR YARD (MIN.)	7.5m	21m
COVERAGE (MAX.)	35%	38%
HEIGHT (MAX.)	10.5m	8m
STORIES (MAX.)	3	2
UNITS		9 units
DENSITY (MAX.)	50 U/ha	45 U/ha
LANDSCAPE OPEN SPACE (MIN.)	35%	48%
PARKING FOR TOWNHOUSE (MIN.)	1.5 SPACES / UNIT = 14	22 PROVIDED
GROSS FLOOR AREA PER UNIT		150m ²

* ITEMS IN RED REQUIRE SPECIAL PROVISION

LEGEND

--- SUBJECT LANDS

[] PROPOSED BUILDING

NOT A LEGAL SURVEY - LIMITS ARE APPROXIMATE

PRELIMINARY

FOR DISCUSSION PURPOSES ONLY

Sep 30, 2020

19-3200

1:400 (11x17)

0 2 3 4 10m

PREFERRED LAYOUT
RESIDENTIAL DEVELOPMENT
323 QUEEN STREET WEST - ST. MARY'S
HEYBOLDT ONTARIO LIMITED

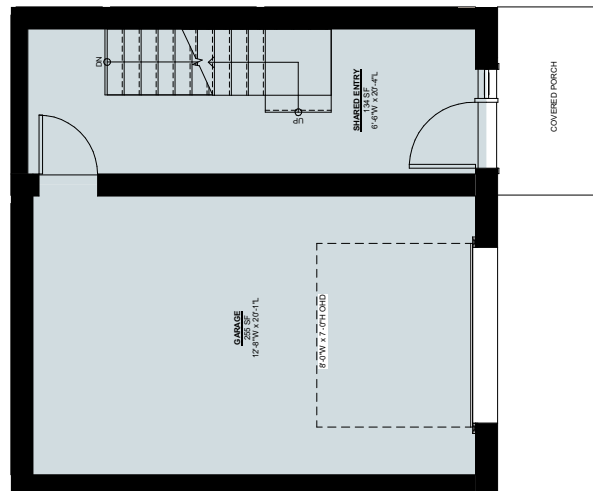
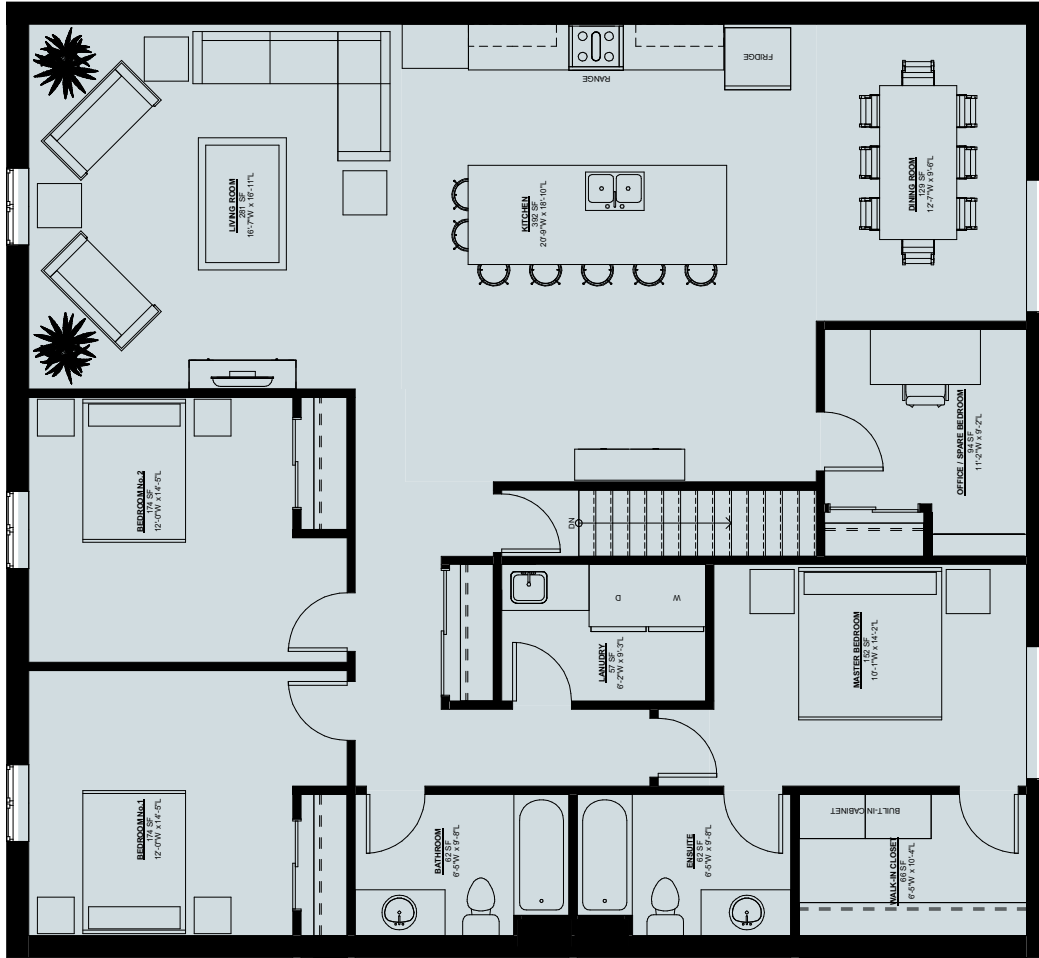




NOTES: 174 of 246

STACKED UNIT			FLOOR LEVEL
ROOM NAME	AREA	ROOM DIMENSIONS	
GARAGE	134.59	16'-0" X 24'-0"	MAIN FLOOR
SHARED ENTRY	174.59	12'-0" W X 14'-0"	SECOND FLOOR
BR DRUM No.1	22.59	8'-0" W X 8'-0"	SECOND FLOOR
BATH ROOM	22.59	8'-0" W X 8'-0"	SECOND FLOOR
WALK IN CLOSET	86.59	6'-0" W X 14'-0"	SECOND FLOOR
MASTER BEDROOM	162.59	10'-0" W X 14'-0"	SECOND FLOOR
MASTER BATH ROOM	91.59	8'-0" W X 12'-0"	SECOND FLOOR
LAVATORY	31.59	12'-0" W X 6'-0"	SECOND FLOOR
DINING ROOM	129.59	12'-0" W X 10'-0"	SECOND FLOOR
LIVING ROOM	281.59	16'-0" W X 16'-0"	SECOND FLOOR
KITCHEN	132.59	10'-0" W X 14'-0"	SECOND FLOOR
PORCH	382.59	22'-0" W X 16'-0"	SECOND FLOOR

<u>STACKED UNIT AREA</u>	
MAIN FLOOR: FINISHED FLOOR AREA: GARAGE AREA:	134 SQ. FT. 255 SQ. FT.
SECOND FLOOR: FINISHED FLOOR AREA:	1,844 SQ. FT.
GROSS FINISHED FLOOR AREA:	1,978 SQ. FT.





② PROPOSED STACKED UNIT - SECOND FLOOR PLAN
1/4" = 1'-0"

1 PROPOSED STACKED UNIT - MAIN FLOOR PLAN
1/4" = 1'-0"

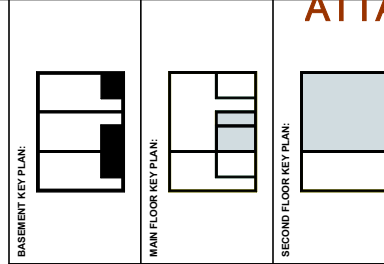
HEYBOLT ONTARIO LTD. ST. MARY'S DEVELOPMENT	PROJECT No. <i>MR20-285</i>
323 QUEEN STREET WEST 31 ST FLOOR MARK TCB	SHEET No. S-2
PROPOSED STACKED UNIT	SCALE As indicated

FOR DISCUSSION ONLY

<p>CONSULTANT</p>  <p>ENGINEERING AND DESIGN LTD. <small>INCORPORATED IN CANADA</small></p>	<p>CONTRACTOR</p>  <p>J.S.B. Construction 519-349-2299</p>
<p>145 Thames Road West Unit 4, Mississauga, Ontario L5S 1G3 Telephone: (519) 317-0128 Email: info@myengdesign.com</p>	<p>145 Thames Road West Unit 4, Mississauga, Ontario L5S 1G3 Telephone: (519) 317-0128 Email: info@myengdesign.com</p>

DESIGN	MF	No.	REVISION DESCRIPTION	CHKD
DRAWN	MF	1.	PRELIMINARY - FOR DISCUSSION	MMDDYY
CHECKED	MR			10/09/20
APPROVED	MR			
DATE	OCTOBER 2020			

<p>NOTES:</p> <p>175 of 246</p>	<p>NORTH</p>
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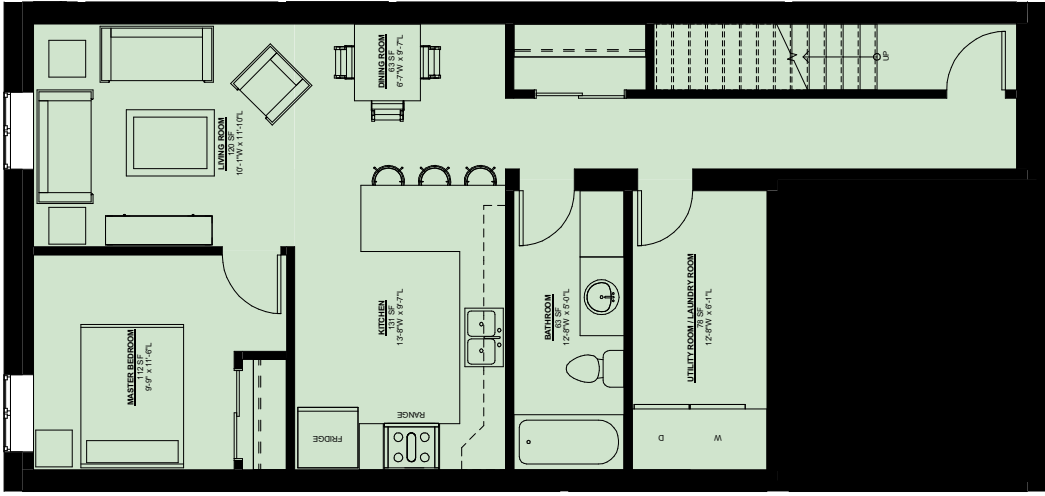
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AFFORDABLE LIVING UNIT

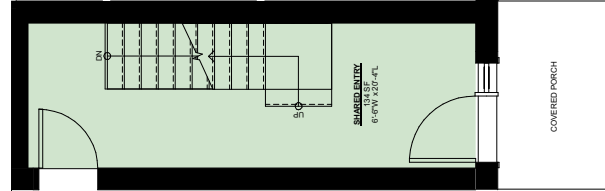
ROOM NAME	AREA	ROOM DIMENSIONS	FLOOR LEVEL
LIVING ROOM	120 SF	10'-0" x 11'-0"	GROUND FLOOR
MASTER BEDROOM	112 SF	9'-8" x 11'-0"	GROUND FLOOR
KITCHEN	108 SF	10'-0" x 11'-0"	GROUND FLOOR
BATHROOM	63 SF	5'-0" x 6'-0"	GROUND FLOOR
UTILITY ROOM / LAUNDRY ROOM	120 SF	12'-0" x 10'-0"	GROUND FLOOR
DINING ROOM	83 SF	6'-7" x 12'-4"	GROUND FLOOR
COVERED PORCH	83 SF	12'-0" x 6'-10"	GROUND FLOOR
BASEMENT			
BASEMENT			

AFFORDABLE LIVING UNIT AREA

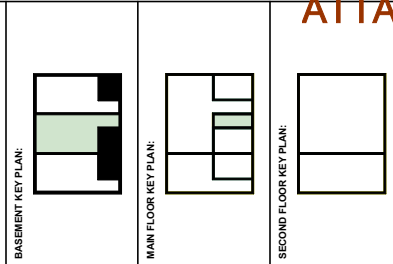
BASEMENT:	FINISHED FLOOR AREA	791 SQ.FT.
MAIN FLOOR:	FINISHED FLOOR AREA	1348 SQ.FT.
GROUND FLOOR:	FINISHED FLOOR AREA	928 SQ.FT.



① PROPOSED AFFORDABLE LIVING UNIT
1/4" = 1'-0"



② PROPOSED AFFORDABLE LIVING UNIT - ENTRY
1/4" = 1'-0"



HEYBOLT ONTARIO LTD. ST. MARY'S DEVELOPMENT	PROJECT No. MR20-285
323 QUEEN STREET WEST ST. MARY'S, ONT. M6K 1G6	SHEET No. S-4
PROPOSED AFFORDABLE LIVING UNIT	SCALE As indicated

PRELIMINARY
FOR DISCUSSION ONLY



145 Trimm Road West Unit 4,
Oakville, ON, N6K 3S3
Telephone: (519) 317-0128
Email: admin@mmengdesign.com

DESIGN	MF	No.	REVISION DESCRIPTION	CHKD
DRAWN	MF	1.	PRELIMINARY - FOR DISCUSSION	MR
CHECKED	MR			
APPROVED	MR			
DATE	OCTOBER 2020			

NORTH

NOTES:

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	27 October 2020
Subject:	DEV 77-2020 Affordable/Attainable Housing in St. Marys

PURPOSE

The purpose of this report is to provide Council with an update respecting the Town's strategy to encourage affordable/attainable housing, highlighting accomplishments to date and the status of other developing initiatives. This report is also intended to discuss definitions of 'affordable' and 'attainable' housing, and make recommendations with respect to the Town's strategic focus and next steps.

RECOMMENDATION

THAT DEV 77-2020 Affordable/Attainable Housing in St. Marys be received;

THAT the Town continue to define attainable ownership based on Provincial affordability definitions;

THAT the Town implement a requirement for a submission of an attainable housing report with future development applications to require applicants to show the impact of a proposed development on the supply of attainable housing in the community;

THAT that the Town target attainable rental housing based on approved alternate average market rents (AMRs) for affordability; and

THAT Council direct staff to include an initial \$50,000 in the draft 2021 budget for the housing strategy, to be funded from the working reserve.

BACKGROUND

Similar to most communities across the Province, there are a number of factors contributing to housing issues in St. Marys, including low housing supply and low vacancy rates, migration from the Greater Toronto Area and the impacts on housing prices, and the rising gap between household incomes and housing prices. The Town has adopted a comprehensive, multi-faceted approach to addressing issues related to housing in St. Marys, with a goal of creating as much housing supply as possible. The Town's Strategic Plan identifies Housing as a Strategic Pillar and in 2018 and 2019, the Strategic Priorities Committee and Council considered and indicated support for a range of affordable housing policies and financial incentives.

The Town has implemented, or is the process of implementing, many of these policies and incentives.

REPORT

Strategic Plan – Initiatives and Achievements

The following table provides a summary of strategic priorities, outcome statements and initiatives under the Housing Strategic Pillar of the Town's Strategic Plan, and identifies achievements thus far and next steps.

Strategic Priority	Initiatives (Short-term)	Achievements / Next Steps
Outcome Statement		
Attainable & mixed-use housing <i>In order to get the “right demographic mix” for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities.</i>	<p>Short-term</p> <ul style="list-style-type: none"> Identify in the Official Plan development areas that would be key growth areas among targeted demographics. Encourage businesses to convert second-storey spaces into rentals. Investigate the prospect of medium density housing in the downtown and surrounding areas (infill and new development spaces: “building in and building up”). <p>Mid-term</p> <ul style="list-style-type: none"> Create direct municipal investments to assure that housing that is affordable is created in the community. 	<ul style="list-style-type: none"> Through proposed Official Plan policies, the Town has identified areas for potential residential intensification including lands designated Residential and fronting onto or in close proximity to arterial and collector roads, and on lands current designated Highway Commercial. Staff has recommended the establishment of a new Medium/High Density Residential sub-designation intended, in part, to ensure the early provision of higher density, attainable housing on Greenfield properties. Building forms on lands designated “Medium/High Density Residential” shall be limited to low and mid-rise apartments, stacked or back-to-back townhouses, and similar higher density forms of housing. Staff has recommended policy changes to the Official Plan to permit residential uses on the ground floor of low-rise apartment buildings in parts of the downtown. As part of the CIP review project, the Town is considering possible financial incentives to encourage small-scale conversions of existing vacant or underutilized space for rental housing. The Town is also considering loan programs to: <ul style="list-style-type: none"> off-set the up-front costs of attainable housing development provided units are rented at less than average market rent levels for a defined period of time; and, encourage the creation of secondary units in existing residences. (see discussion of CIP project following table)
Explore alternative forms of housing <i>To ensure affordability, new forms of housing styles should be investigated; for example amongst millennials, smaller “tiny houses” are becoming a popular alternative.</i>	<p>2018-2022 Council Priority:</p> <ul style="list-style-type: none"> Review areas and properties where tiny home and/or modular home developments would be appropriate; Embrace and actively promote the ability to develop secondary dwelling units and research new or innovative ways to allow property owners to create secondary units on their property; <p>Short-term</p> <ul style="list-style-type: none"> Review municipal policies to allow for non-traditional and alternative housing models, including accessible homes. Investigate environmentally sustainable housing types as a pilot. <p>Mid-term</p>	<ul style="list-style-type: none"> In November of 2018, Town staff met with the local builders and developers to discuss and encourage the development of other forms of housing in St. Marys. A variety of housing forms were discussed including tiny homes and apartments, stacked towns, etc. These discussions continue. Through the pre-consultation and development review processes, staff has encouraged the development industry to bring forward projects that will help the Town meet its housing related objectives.

Strategic Priority	Initiatives (Short-term)	Achievements / Next Steps
<i>Outcome Statement</i>		
	<ul style="list-style-type: none"> Align land use policy to encourage new housing types and approaches. 	
Seek public-private partnership models	2018-2022 Council Priority: <ul style="list-style-type: none"> Continue to move forward in offering surplus Town owned lands for the development of attainable housing 	<ul style="list-style-type: none"> Between 2018 and present, the Town established an attainable housing strategy with a series of objectives and initiatives. Investigate the possibility of divesting Southvale Park for the purposes of creating attainable housing units.
<i>New approach to housing may require a different form of initial financial investment to get established.</i>	Short-term <ul style="list-style-type: none"> Investigate and develop a range of possible approaches to launch a renewed housing strategy, designed to meet the current affordability and demographic challenges 	
<i>Given the large number of Town-owned lands and properties, funding for many of the other initiatives in this revised Strategic Plan may require the sale or lease of these assets.</i>	Mid-term <ul style="list-style-type: none"> Establish policy and budget parameters to enable new approaches to meeting the housing affordability challenges based on research findings. Seek partnerships from other levels of government to realize this action. 	

In February of 2020, Council directed staff to commence the Town's Community Improvement Plan (CIP) review and update project with a number of objectives including the development of programs and incentives to encourage and support the development of attainable housing throughout the Town. In March of 2020, staff was preparing to initiate the first stage of public consultation, including a 'kick-off' open house scheduled for March 31st, when the pandemic put a halt to all public open houses and meetings. While in-person public sessions are preferred when dealing with major projects such as reviews of CIPs and Official Plans, there does not appear to be a clear path ahead for holding safe public sessions in the traditional format.

However, projects such as the CIP review are important for the community and particularly important at this time for providing economic development and housing support. On this basis, Town staff is proceeding with first stage of public consultation that will involve the establishment of a project webpage to provide detailed information to the community, and staff is also proposing to conduct a webinar with the ability for the public to participate.

St. Marys Housing Strategy – Initiatives and Achievements

The Town has implemented or is in the process of implementing several other Council initiatives to encourage the provision of attainable freehold and rental housing, as summarized in the following table.

Strategy	Achievements / Next Steps
Initiate a Town-wide amendment to the Zoning By-law to permit secondary units in single detached, semi-detached and townhouse dwellings subject to specific provisions to regulate potential issues such as parking.	<ul style="list-style-type: none"> On October 9, 2018, Council enacted Zoning By-law No. Z130-2018 to permit accessory apartments as-of-right in single detached, semi-detached and townhouse dwellings, and in detached accessory buildings, subject to unit subject to specified regulations. Concurrent with the implementation of secondary suite policies and regulations, it is also recommended that the Town consider providing educational information regarding the benefits of and rules related to secondary suites

Strategy	Achievements / Next Steps
Engage in discussions with the development industry with respect to opportunities and potential issues related to implementing inclusionary zoning in St. Marys. ¹	<ul style="list-style-type: none"> Town staff has engaged in discussions with local builders and developers. The consensus has been that the best way to encourage more affordable housing in St. Marys is to provide financial incentives and relief.
Explore opportunities for pre-zoning certain lands for attainable housing following completion of the Official Plan review.	<ul style="list-style-type: none"> Staff has recommended the inclusion of a policy in the new Official Plan encouraging pre-zoning of certain lands with a holding provision, to permit attainable housing, where appropriate.
Consider alternative development standards, following completion of the Official Plan review, through an update to the Town's Zoning By-law.	<ul style="list-style-type: none"> Staff has recommended the inclusion of policies in the new Official Plan to encourage: <ol style="list-style-type: none"> the implementation of innovative and flexible design standards through the Town's Zoning By-law to permit more efficient development of attainable housing; and, reduced Zoning By-law parking requirements in recognition of lower car ownership rates and/or lower car ownership usage in downtown or more walkable areas. The Town has initiated a Town-wide Parking Study that will include consideration of parking requirements in the downtown and with higher density development.
Support the recommendations of the Official Plan review to consider options to permit standalone residential uses (e.g. low-rise apartment buildings) in the periphery parts of the Central Commercial area, provided such uses do not impact the primary commercial, service and tourism function of the downtown.	<ul style="list-style-type: none"> Staff has recommended policy changes to the Official Plan to permit residential uses on the ground floor of low-rise apartment buildings in parts of the downtown
Continue to provide land for attainable housing through the sale or leasing of surplus or underutilized municipally owned land, and consider maintaining a publicly accessible database to assist potential developers seeking to construct affordable housing and tenants seeking affordable housing vacancies.	<ul style="list-style-type: none"> Staff has recommended the inclusion of policies in the new Official Plan to encourage the consideration of attainable housing prior to considering other land uses when evaluating the sale or lease of surplus public lands. Staff is considering options for identifying and maintaining a publicly accessible database of housing availability and resources for residents and the development industry
Update Development Charges By-law to reduce development charges for non-profit housing	<ul style="list-style-type: none"> Staff has recommended the inclusion of policies in the new Official Plan to consider exemptions or reduced development charge rates for affordable housing as part of the next Development Charges Background Study. The DC Background study project will begin in mid 2021. A budget of \$50,000 was approved from reserves to fund a 1-year pilot program in 2020 to implement incentives. Staff recommend carrying forward unspent funds to 2021.
Amend the Fees By-law to permit a 50% discount on planning application fees for proposed attainable housing development	
Reintroduce the Heritage Tax Rebate Program B to encourage the provision of attainable rental housing in the downtown	
Update Development Charges By-law to exempt all additional dwelling units from development charges	<ul style="list-style-type: none"> To be determined as part of the Development Charge By-law update in 2021.
Update Development Charges By-law to permit annual installments for development charges - 20 years for non-profit housing and 5 years for rental housing (to be determined as part of the Development Charge By-law update in 2020)	<ul style="list-style-type: none"> To be determined as part of the Development Charge By-law update in 2021.
Explore opportunities and promote the development of attainable housing through the sale or leasing of surplus or underutilized Town owned land	<ul style="list-style-type: none"> Staff was to present report to Council in 1st quarter of 2020 to assist in the identification and assessment of potential opportunities to implement this initiative. This project was paused due to the pandemic, but the consideration to divest Southvale Park for the purposes of creating attainable housing units will be prioritized in 2021.
Allow for tax exemptions for attainable housing on Town owned land (leased) through the municipal capital facilities provisions of the Municipal Act	<ul style="list-style-type: none"> To be assessed and implemented on a case-by-case basis

¹ - Inclusionary zoning is a relatively new land-use planning tool that allows municipalities to require the inclusion of affordable housing units as part of residential developments of 10 units or more, subject to the preparation of an assessment report, amendments to the Official Plan and Zoning By-law, and agreement(s) with landowners.

Defining Affordable and Attainable Housing

The conventional, planning policy definition of 'affordable housing' is based on the approach that no more than 30 percent of household (pre-tax) gross income should be required for housing. The implication of households spending over 30 percent of income on shelter is that the ability to pay for other necessities such as food, clothing and transportation is reduced.

More and more, the term 'attainable housing' is being used in conjunction with the term 'affordable housing' or as a separate way of defining housing needs in municipalities. Definitions of attainable housing are often based on the goal of providing a range of housing, in terms of form and pricing, to allow households to enter, stay and prosper in a community.

As noted in the Stratford, Perth County and St. Marys Housing and Homelessness Plan (5-Year Update, 2020-24), "affordability is one of a number of factors that contribute to successfully finding and maintaining permanent housing. In other words, housing options not only need to be affordable to the income level of the household, but must also be available at the time, appropriate to the circumstances of the individual or family (including of suitable quality), and an option that the household is able to put into action. Attainable housing refers to all of these elements; when these factors are in place, housing is achievable and housing stability outcomes are improved".

Often municipalities will consider both the planning policy definition of affordable housing and a more pragmatic definition (e.g. attainable housing) when considering eligibility for various assistance programs.

Affordable Housing

Section 1.4.3(a) of the Provincial Policy Statement (PPS) requires that planning authorities "provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and which aligns with applicable housing and homelessness plans.

'Affordable' is defined in the PPS as:

- a) in the case of ownership housing, the least expensive of:
 - 1. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
 - 2. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area;
- b) in the case of rental housing, the least expensive of:
 - 1. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
 - 2. a unit for which the rent is at or below the average market rent of a unit in the regional market area.

'Low and moderate income households' is defined in the PPS as:

- a) in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the regional market area; or
- b) in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the regional market area.

'Regional market area' is defined in the PPS as:

An area that has a high degree of social and economic interaction. The upper or single-tier municipality, or planning area, will normally serve as the regional market area. However, where a regional market area extends significantly beyond these boundaries, then the regional market area may be based on the larger market area. Where regional market areas are very large and sparsely populated, a smaller area, if defined in an official plan, may be utilized.

The applicable regional market area for the Town consists of St. Marys, Stratford and Perth County.

Affordable Housing Ownership in St. Marys

As noted above, in the case of ownership housing, 'affordable' is defined in the PPS as the least expensive of:

- a) housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
- b) housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area;

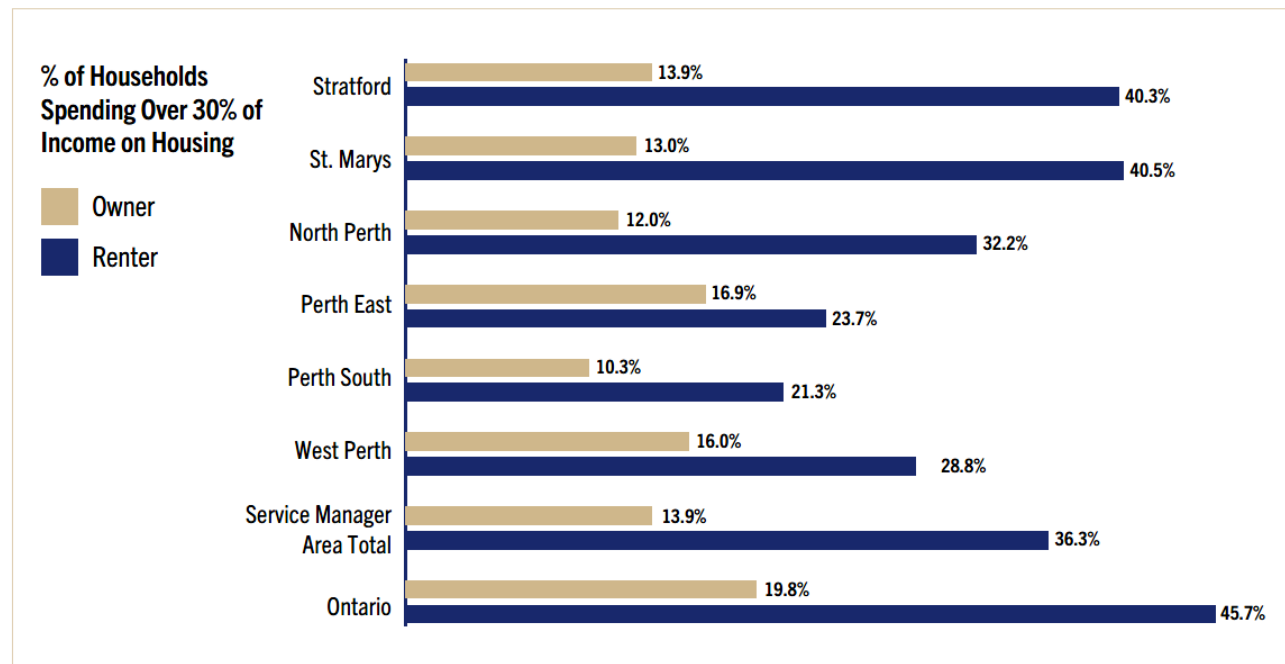
The Town's calculation of affordability for 2020 under option a) above has been in the \$310,000 to \$329,000 range and is based on an estimated 60th percentile gross annual household income of \$93,288 for the regional market area. The threshold for affordable ownership housing in the Stratford, Perth County and St. Marys Housing and Homelessness Plan is \$346,700 based on a 2018 annual household income in the 60th percentile of \$88,400. Part of the reason for the discrepancy has been the Town's more conservative approach to calculating annual housing costs.

The Town's calculation of affordability for 2020 under option b) above is \$349,290, which is 10 percent below the average purchase price of resale units in Huron-Perth, if using the Canadian Real Estate Association (\$388,100 in September 2020). According to the Stratford, Perth County and St. Marys Housing and Homelessness Plan, the median resale value of a house in the Service Manager area was \$329,508 in 2018. Based on the average annual increase in resale values of 5.5 percent over a 5 year period, it is estimated that the average resale value in 2020 would be \$366,751 (with a 10% below average purchase price of \$330,076).

The following chart from the Stratford, Perth County and St. Marys Housing and Homelessness Plan (5-Year Update, 2020-24) shows that, in 2018, 13 percent of ownership households in St. Marys were spending greater than 30 percent of gross income on housing. This is lower than or in-line with other municipalities in the Service Area. However, a significant number of renters in St. Marys (>40%) were spending more than 30 percent on housing.

Figure 8: Shelter-Cost-to-Income Ratio in Stratford, Perth County, and St. Marys

(Source: Statistics Canada Census Profile, 2016)



It is recommended that the Town continue to define affordable ownership based on the Provincial definitions. For example, the affordable housing threshold for 2020 would be \$330,076. However, it is recognized that establishing an affordable housing threshold is a moving target, especially in markets with ever increasing housing costs. Some municipalities require the submission of an affordable housing report with development applications to show the impact of a proposed development on the supply of affordable housing in the community. Requiring such a report in St. Marys may be helpful in assessing future applications however, staff does not recommend that the Town require overly complex submissions with significant cost implications. The Town's requirements could be addressed in a standalone report or as a part of a planning justification report and include a description of the number of rental units to be created, proposed rental or sale prices, a review of Provincial and local affordable housing requirements, and how the development will contribute to the affordable housing stock in the Town.

Affordable Rental Housing in St. Marys

In the case of rental housing, 'affordable' is defined in the PPS as the least expensive of:

- a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
- a unit for which the rent is at or below the average market rent of a unit in the regional market area.

For option a) above, 30 percent of gross annual household income equates to \$2,332 per month, while the 2018 CMHC average market rent (AMR) for a two-bedroom apartment in the Service Area was \$920 per month.

According to the Stratford, Perth County and St. Marys Housing and Homelessness Plan:

- The rental market information provided by CMHC is based on the primary rental market (i.e. purpose built rental properties containing three or more units), and does not adequately reflect local rental market conditions.

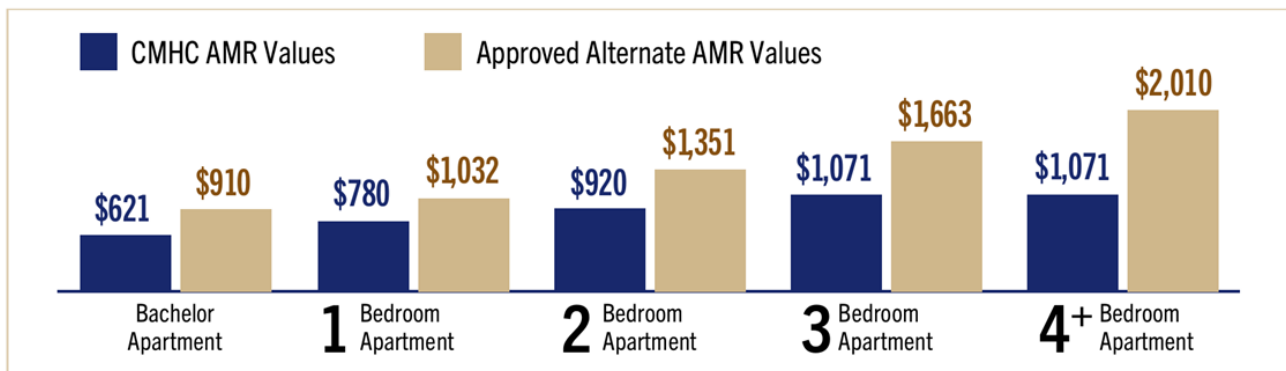
- The majority of rental units in the Service Manager area consist of accessory apartments and family homes that have been converted and/or subdivided into rental units, which is not captured in the CMHC data.
- CMHC does not track market rental data on four of the six municipalities in the Service Manager area (Perth East, Perth South, St. Marys, and West Perth) because of the low population size.

Due to these limitations, the Service Manager conducted local surveys in order to gain a more comprehensive understanding of the local rental market (e.g. property composition, rental locations, availability of units, and rental costs), and to inform the five-year review process of the Housing and Homelessness Plan. Based on this local information, the City of Stratford Social Services Department received provincial approval in 2018 and 2019 to use alternate AMRs for calculations in some of its rent support programs.

The following Figure from the Stratford, Perth County and St. Marys Housing and Homelessness Plan provides a comparison of the CMHC and MMAH approved alternate AMRs for the Service Area, which includes St. Marys.

Figure 6: Comparison of CMHC and MMAH Approved Alternate AMRs for Stratford, Perth County, and St. Marys

(Sources: 2018 CMHC Rental Survey, 2019 Local Rental Scan)



The AMRs apply to the entire Service Area. A review of data from the local surveys in the Spring of 2020 revealed AMRs of \$1,333 (1-bedroom) and \$1500 (2-bedroom) per month for St. Marys. Because of the discrepancy between CMHC average market rents and actual local rental market conditions, it would seem appropriate to use the alternate AMRs as targets for attainable rental units in St. Marys. As an example, two adults in a household with full time employment and with an average hourly wage of \$16.49 could afford to rent housing up to \$1,500 per month.

Total gross household income (annual/monthly/weekly)	\$60,000 / \$5,000 / \$1,154
Monthly attainable housing threshold (\$5,000 x 30%)	\$1,500
Hourly rate per person (\$1,154 / 35 hours / 2)	\$16.49

As noted in the Stratford, Perth County and St. Marys Housing and Homelessness Plan, “in an ideal housing market, households in or below the 30th income percentile in a community would be eligible for rent-geared-to-income (RGI) housing. Households in the 40th-60th income percentiles would be accessing rental market housing and households in or above the 70th income percentile would be home owners”.

The minimum requirement for a living wage is \$17.55 per hour (with two full time wage earners in the household). Therefore, it would seem reasonable to target attainable housing in St. Marys based on alternate AMRs.

However, for a single person with a living wage or minimum wage, the household would fall within the lowest 30th percentile and would be limited to a bachelor apartment (if available).

Hourly Wage	Annual Gross Income (hourly wage x 35 hours/week x 52 weeks)	Monthly Gross Income	Affordable Monthly Rent (30% x Monthly Gross Income)
Minimum wage - \$14	\$25,480	\$2,123	\$637
Living wage - \$17.55 ¹	\$31,941	\$2,662	\$799

¹ - In 2019, the Social Research and Planning Council of the United Way Perth-Huron calculated a living wage in collaboration with the Ontario Living Wage Network that adhered to the Canadian Living Wage Framework.

Therefore, it is imperative for the Town to pursue opportunities for rent-geared-to-income opportunities to ensure that low income workers can find affordable local housing.

FINANCIAL IMPLICATIONS

To be determined.

SUMMARY

It is recommended that the Town continue to define attainable ownership based on Provincial affordability definitions. For example, the affordable housing threshold for 2020 would be \$330,076. However, it is recognized that establishing an attainable housing threshold is a moving target and therefore, the Town could require the submission of an attainable housing report with future development applications to require applicants to show the impact of a proposed development on the supply of attainable housing in the community.

It is recommended that the Town target rental housing based on approved alternate AMRs for affordability. However, for low income households, it will continue to be very difficult to secure attainable housing whether defined by CMHC AMRs or MMAH alternate AMRs. It is imperative that the Town to pursue opportunities for rent-geared-to-income opportunities to ensure that low income workers can find affordable local housing.

STRATEGIC PLAN

- ☒ This initiative is supported by multiple priorities, outcomes, and tactics in the Plan, as summarized throughout the 'Report' section of this report.

ATTACHMENTS

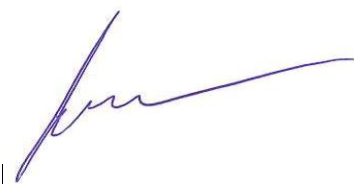
None

REVIEWED BY

Recommended by the Department



Mark Stone
Planner



Grant Brouwer
Director of Building and Development

How It's Calculated

The calculation is based on the living expenses of a family of four in Perth Huron with both adults working full-time for 35 hours a week each, once government transfers and deductions have been taken into account.

LIVING WAGE FORMULA

Basic household needs
(transportation, housing &
related costs, contingency, food,
child care, insurance, other)

+

EI Premiums,
CPP Premiums,
Federal Taxes,
Provincial Taxes

-

Income from
Government Transfers
(CCTB, etc.)

=

Total Expenses

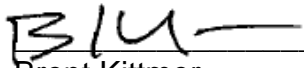
÷

2 adults working full-time

=

Living Wage Rate

Recommended by the CAO

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

Brent Kittmer

Chief Administrative Officer

INFORMATION REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	27 October 2020
Subject:	DEV 78-2020 Official Plan Review Project - Update

PURPOSE

The purpose of this report is to provide Council with an update with respect to the Town's Official Plan review project and seek direction with respect to next steps.

RECOMMENDATION

THAT DEV 78-2020 Official Plan Review Project - Update be received for information; and,

THAT Staff be directed to hold a non-statutory (virtual) open house/webinar to update the community and seek comments and input.

BACKGROUND

On June 25, 2019, Council passed resolutions providing direction to staff with respect to the Town's Official Plan review project as follows:

- increase the Maximum Permitted Height for all Residential Areas from 3 to 4 storeys;
- provide clarity how the average height above grade will be defined, with consideration given to defining the 4 storey maximum by the primary vantage point for the development;
- allow for flexibility in the 4 storey maximum for residential developments on greenfields and fringe lands of the Town where the impact to the surrounding neighbourhood is limited;
- the lands identified and recommended by staff in DEV 40-2019 be included in the Town of St. Marys' residential supply for the purposes of the Official Plan Review and Update; and
- create a 'special residential designation' that limits permitted building forms to mid-rise apartments, stacked or back-to-back townhouses and similar medium density development, and/or requires a minimum density of development (e.g. 60 units / hectare) for the purposes of identifying appropriate locations for higher density development in new mixed use areas.

In late June and July, staff updated the Discussion Papers and draft Official Plan based on Council's direction. However, in late July the Province released proposed revisions to the Provincial Policy Statement (PPS) and as a result, the Official Plan review project was delayed pending approval of the new PPS.

On January 14, 2020, Town staff presented an updated draft Official Plan to Council, based on the proposed (but not yet approved) updated PPS. Council directed staff to proceed with a non-statutory public open house to provide the community with an update on the project. On February 28, 2020, the Province released the new PPS.

In accordance with Council direction, staff was preparing to hold a non-statutory open house on March 25, 2020 when the pandemic put a hold on all public meetings. While in-person public sessions are preferred, there does not appear to be a clear path ahead for holding safe public sessions in the traditional format. Staff is proposing that the Town proceed with a non-statutory open house to provide an update to the community and seek comments on the Official Plan.

In order to provide as much information to the community as possible and provide opportunities for meaningful discussions, staff will update and enhance the project webpage to provide detailed information to the community, and staff is also proposing to conduct the open house in a webinar format with the ability for the public to participate.

Before proceeding with the open house, staff thought it would be prudent to provide Council with an overview of how key directions with respect to increased height and density are being addressed, and request additional direction as needed.

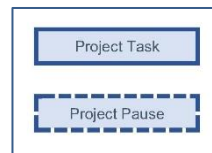
REPORT

On April 21, 2020, staff conducted a workshop with the Strategic Priorities Committee to address outstanding questions and concerns regarding the implementation of Council's directions with respect to building heights, density and the creation of a special residential designation. At the meeting, Committee indicated a preference for a shift from a general approach to regulating height and density, to an approach with more specific direction in the Town's policies in an effort to ensure that the policies can be clearly interpreted and implemented.

Maximum Building Height

At the June 18, 2019 SPC meeting, staff requested Council direction with respect to planning for and regulating building heights in the Town. In the June 18, 2019 report to SPC (DEV 36-2019 Building Height in St. Marys), staff identified and discussed the following options:

1. **Status Quo** - continue to require an Official Plan Amendment for any proposal exceeding the 3-storey maximum for Residential areas.
2. **Increase Maximum Height for all Residential Areas from 3 to 4 storeys** – development proposals would continue to be subject to Official Plan policies requiring the consideration of a number of factors, including compatibility and neighbourhood character, before approving four storey development.
3. **Increase Maximum Height Based on Location, Character and/or Planned Function** - would require an analysis to identify areas where the 3 storey maximum would continue to



apply and properties and/or areas where 4+ storey buildings and/or higher densities may be appropriate.

After considering different options, Council selected Option 2. Earlier this year, the Strategic Priorities Committee reiterated support for policies to increase the maximum permitted height for all residential areas from 3 to 4 storeys.

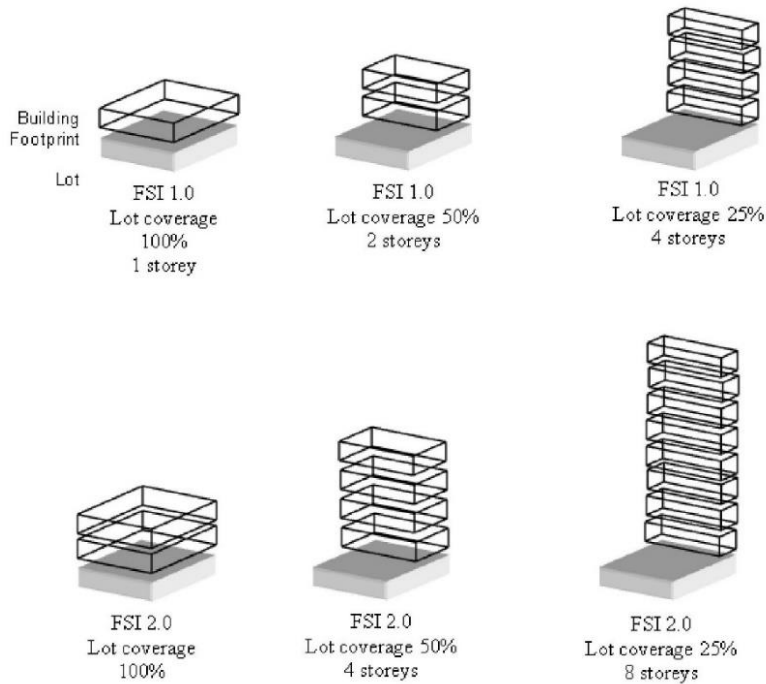
Given the 'pause' in the Official Plan review project, staff has taken the opportunity to take a closer look at the implications of increasing the maximum height to four storeys on all lands designated Residential. While Council has provided specific direction that building heights up to four storeys can be considered, the determination of appropriate locations, densities, form and design will be based on the policies of the new Official Plan. Option 3 above was presented as it would allow for the identification of specific sites for higher densities based on specified criteria. Given Council's direction that it would like to provide more specific direction with respect to the scale of new development, staff suggests that Council consider the option of further defining where more density should occur based on criteria. If supported, staff could initiate such a discussion as part of the open house.

As previously discussed, the general steps in undertaking such a review (or intensification analysis) are as follows:

Step 1 – Establish Criteria for the Identification of Intensification Properties or Areas
Criteria may be based on factors such as: <ul style="list-style-type: none">• Minimum lot size• Lot location and/or frontage (e.g. within 100 metres of arterial or collector road – OP)• Character of neighbourhoods (e.g. age, design) and nearby planned and/or existing land uses• Constraints to development (e.g. floodplain and/or erosion hazards, topography, lot configuration)• Cultural heritage
Step 2 – Complete an Inventory of Properties in the Town and Assess Potential based on Criteria
Assessment based on criteria established in Step 1
Step 3 – Determine Appropriate Policies for Regulating Height, Density, etc.
Using policies or controls such as: <ul style="list-style-type: none">• Density (units per hectare)• Height (storeys and/or actual height)• Floor space index (FSI)• Urban design policies

FSI can be a valuable tool as it can assist in controlling the overall massing of a building or building(s) on a property. The Cambridge Official Plan provides a definition and illustrations of FSI (as shown below).

Floor Space Index – is the gross floor area of all buildings on a lot divided by the area of the lot on which the buildings are developed. (New)



Measuring Building Height

On June 25, 2019, Council directed staff to include policies in the Official Plan to provide clarity on how the average height above grade will be defined, with consideration given to defining the four storey maximum by the primary vantage point for the development, given challenges with the topography in St. Marys.

The approach to measuring building height in the Town's Zoning By-law is similar to the approach in the majority of other municipalities:

3.21 *Building Height means the vertical distance measured from the finished grade level of the building to:*

- (a) *in the case of a flat roof, the highest point of the roof surface or parapet, whichever is greater;*
- (b) *in the case of a mansard roof, the roof deck line;*
- (c) *in the case of a gable, hip, gambrel, or other roof type, the mean height between the eaves and the ridge;*
- (d) *in the case of a building not having a roof, the top part of any building.*

The building height definition shall not apply to any ornamental projection, ornamental dome, elevating device, tower, cupola, steeple, church spire, chimney, smoke stack, silos, ventilating device, air conditioning duct, skylight, aerial which rises above roof level, transmission reception tower provided same is attached to the building, and satellite dishes when located on the roof of a non-residential building.

ILLUSTRATION OF BUILDING HEIGHT

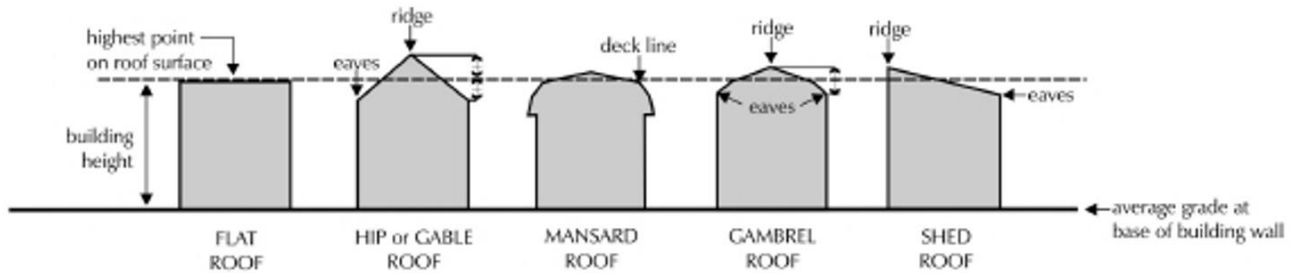


Diagram Source: City of Ottawa Zoning By-law

Options for Defining Height:

1. Maintain current approach in Zoning By-law but also consider addition of overall maximum allowable height of a building (e.g. 10 metres which could be the mean height between the eaves and ridge, but no higher than 12 metres to the peak).
2. Add a restriction through zoning regulations and/or policies that, notwithstanding the maximum building height or storeys permitted, at no point shall the height of the building exceed ___ metres from finished grade to roof peak.

During the Council meeting, staff will present examples of how these options would be applied.

Special Residential Designation

On June 25, 2019, Council directed staff to create a 'special residential designation' that limits permitted building forms to mid-rise apartments, stacked or back-to-back townhouses and similar medium density development, and/or requires a minimum density of development for the purposes of identifying appropriate locations for higher density development in new mixed use areas. Staff have created a Medium/High Density Residential Sub-designation with the following policies:

Within the "Residential" designation, the Town has established a "Medium/High Density Residential" sub-designation intended, in part, to ensure the early provision of higher density, affordable housing on Greenfield properties. Building forms on lands designated "Medium/High Density Residential" shall be limited to low and mid-rise apartments, stacked or back-to-back townhouses, and similar higher density forms of housing.

Medium/High Density Residential block(s) shall be provided on any Greenfield lot or area 5.0 hectares or larger in size, and the location, size and density of these areas shall be determined based on certain criteria established by the Town including:

- a) A minimum of 20 percent of units shall fall within the Medium/High Density Residential category with a minimum overall density of 45 units per net hectare on Medium/High Density blocks;*
- b) Consideration of all of the policies of this plan including the policies of Sections 3.1.2.3.1 and 3.1.2.3.3 for the development of townhouse, multiple and apartment dwellings and the urban design policies of Section 4.3.2.1; and,*
- c) The maximum building height of apartment buildings shall be six storeys or 20.0 metres whichever is less.*

In discussing this new designation with Council, there were concerns expressed with respect to where such designations and development would be located within Greenfield areas. It is recommended that the establishment of this designation be highlighted as part of the upcoming open house and that staff

will report back to Council after considering comments from the community with respect to the proposed policies, locational considerations, etc.

Urban Design

New policies have been added to the draft new Official Plan to urban design. Urban design guidelines (UDG) can take the form of a separate municipal document to provide specific and detailed design objectives, approaches and images that explain and illustrate desired design elements based on a community's expectations for the design of new development, streets and public spaces.

To achieve Council's objectives of providing clear direction with respect to appropriate built form and design in the Town, it is recommended that Council consider retaining the services of a firm to develop UDGs that are tailored to St. Marys.

SUMMARY & IMPLICATIONS

It is recommended that the Town hold a virtual open house / webinar in the near future to update the community with respect to the Official Plan review project and seek comments and input. Following the open house, staff will report back to Council with recommended policy changes.

STRATEGIC PLAN

- ☒ This report is supported by the following priorities and tactics in the Strategic Plan:
- Pillar #6: Housing - There need to be housing options that are affordable, attainable, and even include rentals
 - In order to get the "right demographic mix" for St Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, and immigrants, and persons of all abilities.
 - Identify in the Official Plan development areas that would be key growth areas among targeted demographics.
 - Address infrastructure needs to best ensure development capacity.

OTHERS CONSULTED

N/A

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department



Mark Stone
Planner



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Community Services
Date of Meeting:	27 October 2020
Subject:	DCS 25-2020 October Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 25-2020 October Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Aquatics:

- The quarry audit has been completed by the Lifesaving Society. This consisted of a comprehensive onsite visit, reviewing training documents, policies and procedures, accident/incident reports, equipment and interviews with three aquatic staff. There were no primary concerns, recommendations will be sent along with the report within the next month.
- Lifeguards have been recalled, staff training dates are confirmed along with National Lifeguard and Standard First Aid recertifications.
- Phase one pool opening begins Monday November 2, with aquafit, lanes and family swim, all preregistered. Phone and online registration begin Monday October 26 releasing one week at a time.
- Policies & Procedures have been updated with COVID-19 protocols.
- On October 14, the pool passed the reopening inspection from Huron Perth Public Health - COVID-19 signage, flow and overall plan was approved.
- Working with Corporate Communications department for pool program promotions through social media and the website.

Child Care:

- Both Little Falls and Holy Name Before and After school programs are running well. We do have a decrease in numbers from last year but that has worked in our favour due to staffing shortages.
- Chris Damen created a wonderful Thanksgiving meal for lunch on Friday Oct 9/2020 for all the children. With COVID changing many families' plans to get together it was nice for us to provide a nice turkey lunch for the children.
- All programs are running very well; children & parents seem very happy and are adhering to all our COVID policies and procedures.
- We received a donation of \$1,000 from the Army & Navy in St. Marys to purchase new toys.
- Screening tool has changed for children, staff & visitors. We are hopeful that this will be a slight relief to parents and reduce the number of children being tested.

- City of Stratford is providing reimbursement to parents for their childcare fee if their child/ren missed childcare due to waiting for COVID test results (this is due to longer wait time for receiving results). This is from Sept 1/2020 to Oct 31/2020 and based on funding being available. It will be reassessed for November/December if funding is still available.

EarlyON:

- EarlyON has not been approved by funder (City of Stratford) to begin in-person programming but continuing to adapt virtual programming to best meet the needs of the community.
- Programming moving forward:
 - Infant Literacy Program: EarlyON received a grant through the Stratford Perth Community Foundation to offer an infant literacy program. The funding covers the cost of 40 literacy resource kits & an infant literacy virtual program. This program will be offered quarterly.
 - Registered Bedtime Stories Program: different community members and Town employees virtually reading bedtime stories. The purpose of this program is to have a holistic approach of supporting families within our community.
 - Mindful Kids Stratford: developing programming with Mindful Kids Stratford on providing mindfulness techniques for parents and children.
 - Outdoor Adventures: partnering with Wildwood Conservation Area to provide outdoor learning ideas for families.
 - ZOOM: community partners will be attending ZOOM calls to provide information on child development (ie. Sleep experts, dietician, infant massage therapy).
 - Breastfeeding Buddies: collaborating with the Huron Perth Public Health to develop a plan and goals on moving forward with Breastfeeding Buddies.

Ice:

- Second ice pad installation was approved by Council on October 20th. The projected re-opening is October 29th for the Blue Pad.
- A preliminary ice allocation schedule has been distributed to all current users and will be discussed on October 22nd during the weekly ice user meetings.
- The primary focus of the weekly meetings with the 4 main minor ice users is for updates and open discussion. Staff and ice users are currently working on ensuring compliance with the maximum numbers as this is an issue with the crossover of users.
- Signage is being relocated or added where needed to ensure we are educating users on the new COVID-19 protocols.

Senior Services:

- In person programming has returned in the Friendship Centre. The following programs have returned following COVID best practices; ROMEO discussion group, Knit & Chat discussion group, Shuffleboard, Carpet Bowling, Men's Strength, Group Fitness, Group Fitness Gentle, Zumba, Line Dancing, Ballroom Dancing, Pickleball, Meditation, Open Crop Scrapbooking, and Chair Yoga. All programs are required pre-registration.
- Online registration has been utilized for all programs. Approximately 50% of those returning have been successful at registering for programs online, while the other 50% calls the Friendship Centre to register over the phone.
- At present evening programs are not yet being offered. Evening programs will resume in Phase 2 of the Friendship Centre reopening expected to be in January. Staff will continually

evaluate the need of programs that have not returned and the ability to bring it back safely and cost effectively.

- Online and virtual programs will continue. A telephone-based program is being offered daily for those that do have access to technology/internet. Fitness programs continue to be offered virtually including 3 live group fitness programs and 1 virtual personal training programs.
- Virtual group fitness programs will be transitioning from live streamed Facebook and will move to the ZOOM platform to enable the department to track participation stats for Ministry reporting. Participants will be required to register for a group fitness membership and will receive the link to participate. Participation is open to all. The switch in platforms was driven by Facebook's music copyright policies.
- Staff are working with legal and insurance to develop new waivers for volunteers who may identify as vulnerable and who want to volunteer with programs. Many of the municipal programs rely heavily on volunteers including the Community Wellness program. Staff are seeing volunteers who came on board at the beginning of the pandemic returning to work and volunteers will still be needed to support service delivery for low opportunities.
- The Community Dining on Wheels program funded by United Way, and in collaboration with the Rotary Club and local food service businesses, began on October 19th. The goal is to serve 100 unique individuals weekly divided between Tuesday and Thursdays.

Cultural Services:

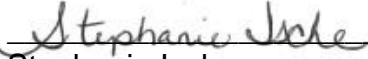
- Staff was guest speaker at August 31 Rotary Club meeting. Presented history of railroads in St. Marys, Junction Station "success story" and general museum update.
- Staff presented an overview of heritage programs at October 5 BIA meeting.
- Staff reintroducing in-person Museum programming with cemetery walking tours on October 17 and 31. Both tours sold out within one day. Working on plans to introduce more in-person, outdoor programming.
- Museum received funding for a Young Canada Works Building Careers in Heritage intern. Currently working with Human Resources to recruit.
- Working with a film producer who will be doing one day of outdoor filming at the VIA Station on Sunday, October 18.
- Working with Murdoch Mysteries as St. Marys is a prospective location for two days of filming in late October/early November. Murdoch staff came to view prospective St. Marys locations on October 8.
- Two heritage permits and two heritage/façade improvement grant applications approved at September Heritage Advisory Committee meeting.
- Weekly telephone and video programs with Assistant Curator continue to be popular.

Traffic Statistics for "Picture St. Marys" on Our Ontario website
(Location of 3,000 digitized photographs from Museum's collection)

Month/Year	# Visitors to Site	New Users	# Visits to Site
September 2020	779	749	937
September 2019	600	566	721

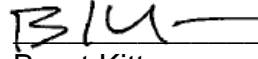
REVIEWED BY

Recommended by the Department



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Finance

Date of Meeting: 27 October 2020

Subject: FIN 34-2020 October Monthly Report (Finance)

RECOMMENDATION

THAT FIN 34-2020 October Monthly Report (Finance) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance projects delayed:

- 2019 Year End Audited Financial Statements – Auditors performed the in-house work in September, some internal FIR reporting and consolidation remains to be completed in October
- Asset Management Financial Plan delayed
- Procurement Policy update delayed

Finance Activities:

COVID-19

- MOC continues to be open to the public from 9am – 3pm
- Switchboard being monitored by Finance team (call volume remains steady)

Budget:

- 2021 Budget direction provided to staff in July; confirmed at the October SPC meeting
- Preliminary 2021 Operating and Capital budgets submitted August 31st
- Department/Finance/CAO Budget meetings being conducted 3rd week of October
- Council budget deliberations expected to begin in mid-November

Finance:

- Recruitment for Deputy Treasurer has begun
- Payment vouchers (175 Cheques & EFTs)
- Continued with COVID-19 related refunds for PRC
- Finance staff assisting with implementation of new software at PRC and daycare

Property Tax:

- Land severances completed for 105-115 Ridgewood, 100-110 Ridgewood, 27-37 Hawthorn, semi-detached and vacant land properties.
- Prepared Q2 school board remittances; due date deferred 90 days due to Covid-19, as per Ministry of Finance.
- Participated in MPAC working group, new enhancement in Municipal Connect for monitoring the status of severances and consolidations.

- Property sales remained brisk during the month of September
- October supplementary assessments received from MPAC; \$80,785 in new municipal property tax. One more supplementary run is expected in November

2020 Property Tax Adjustments		
Month 2020	Supplementary Taxes *	Write-Offs *
January 2020		-36,336
February		-261
March		-5,840
April		0
May		0
June		0
July	36,511	-44,653
August	1,915	
September		
October	80,785	-916
November		
December		
TOTAL	119,211	-88,006
2020 Annual Budget	205,000	-120,000

* Supplementary taxes: municipal portion only. Severances and Apportionments may impact this value.

* Write-Offs may include Minutes of Settlement (ARB), Requests for Reconsideration, Section 357 applications, Charity Rebates, Severances and Apportionments. Education amounts not included.

Economic Development / Tourism

- Met with our local B&B group to hear about the impact of COVID and the cancellation of the Festival season on their business and how they are managing with continuing to welcome guests. Staff discussed with the group tourism strategy and ways to promote overnight stays.
- Met with the Farmer's Market Manager to review options for a location for the winter market. The Legion space is not big enough to accommodate physical distancing needs.
- Along with the Mayor welcomed the opening of Ambrosia Greek Bakery to our downtown.
- The Strong as Stone banners were hung in the downtown.
- Met with Perth County and Staff from the University of Guelph to reconnect on the status of responses to the Rural Response Impact of COVID survey that was distributed electronically. Huron County had opted for a paper copy of the survey to be mailed and were seeing a better response rate. The decision was to run a paper copy of the survey in the newspaper. The data will be shared with each community collaborating on the release.
- Began discussions on the strategy for the Opportunity Lives Here website with Perth County and Invest Stratford. St. Marys will take on the role for the next year of administering the job board on behalf of the partners (Library/Adult Learning is going to take over this task). Overall discussion about the strategy past 2021 is continuing. It is agreed that the site needs improvement, but the collaboration is valuable.

VIA Services

- Trains are running through St. Marys in the early morning and evening between 8-9 PM. The afternoon train is currently not in operation due to COVID-19 cutbacks with VIA and low ridership.

SPENDING AND VARIANCE ANALYSIS

2020 Capital summary attached

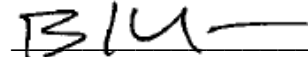
REVIEWED BY

Recommended by the Department



André Morin
Director of Finance/Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

2020 Capital Budget Summary

	Project	Department	Budget	Status			
				Spent to September 30, 2020	ie. planning, tender writing, tender issued, awarded, work in progress, complete	Comments	Carry Over
1	Exterior Overhead Doors - MOC	Facilities	\$50,000	\$20,523	Complete		
2	Carbon Monoxide Detectors - MOC	Facilities	\$10,000		work in progress		
3	Walkway Replacement - MOC	Facilities	\$9,000		awarded		
4	Wash Bay Wall Cladding - MOC	Facilities	\$5,000	\$8,778	Complete		
5	Interlocking Brick Replacement - VIA Station	Facilities	\$10,000	\$5,839	Complete		
6	Court Walkway - Tennis Court	Facilities	\$13,000		awarded		
7	Exterior Steel Window Replacement - Lind Sportsplex	Facilities	\$17,000	\$5,075	Complete		
8	Balcony & Retaining Wall Reparging - Lind Sportsplex	Facilities	\$7,000		awarded		
9	Ceramic Tile Replacement - Lind Sportsplex	Facilities	\$8,000		awarded		
10	Elevator Assessment - Library	Facilities	\$7,000				
11	Church Street Stair Repairs - Town Hall	Facilities	\$12,000	\$21	work in progress		
12	Building Assessment - Town Hall	Facilities	\$6,000				Carry Over
13	Donor Sign - Cadzow Pavillion	Facilities	\$10,000		work in progress		
14	Foundation Pointing - Museum Woodshop	Facilities	\$10,000				carry over
15	Barn Window Repairs - Museum Barn	Facilities	\$5,000				carry over
16	Exterior Walls Parging - Museum Woodshop	Facilities	\$8,000				carry over
17	Barn Door Replacement - Museum	Facilities	\$5,000				
18	Lind Park Retaining Wall Pointing - 33 Church St S	Facilities	\$20,000				Carry over
19	Fencing Completion - Dog Park	Facilities	\$20,000		Complete		
20	65 mm Hose - Fire Hall	Fire	\$5,000	\$4,842			
21	Portable Pump - Fire Hall	Fire	\$6,500	\$5,784			
22	Portable Generator - Fire Hall	Fire	\$2,500				
23	Foam Pump - Fire Hall	Fire	\$15,000	\$15,159			
24	IT Security Audit	IT	\$15,000	\$12,841	Completed		
25	Office 365 Migration	IT	\$17,000	\$6,469	Completed		
26	Microphone Battery Replacement - Council Chambers	IT	\$3,000	\$3,249	Completed		
27	J40 - Sweeper	Fleet	\$310,000	\$292,906	Completed		
28	Flats Sidewalk - Emily Street to Flats Parking Lot	Roads	\$25,000		Awarded	fall construction	
29	Road Assessment Study	Roads	\$60,000		Tender Writing	fall inspection	c/o
30	Elizabeth and Waterloo Street Reconstruction Design	Roads	\$50,000	\$8,913	Design	preparing for public "open house"	c/o
31	Annual Resurfacing	Roads	\$160,000	\$9,713	Awarded	Delayed to 2021	c/o

2020 Capital Budget Summary

	Project	Department	Budget	Spent to September 30, 2020	Status		
					ie. planning, tender writing, tender issued, awarded, work in progress, complete	Comments	Carry Over
32	Egan Ave Reconstruction	Roads	\$1,487,000	\$1,465,576	Complete	Topcoat asphalt to be completed in future	
33	Church Street South Railing	Roads	\$25,000		Ongoing		c/o
34	Municipal Tree Inventory	Roads	\$8,000		Ongoing	Winter 2020/2021	c/o
35	Sparling Bush Rehabilitation	Public Works	\$25,000	\$7,005	Ongoing	Quadro Box Replacement, Tree Planting Pending	
36	Church Street Bridge	Roads	\$371,000	\$148,621	Complete		
37	Dam Repairs	PW	\$233,000	\$116,515	Complete		
38	Water Valve Program	Water	\$15,000	\$1,015	Ongoing	To be completed Oct / Nov 2020	
39	Water Tower Inspection & Maintenance Victoria Street	Water	\$25,000	\$4,209	Complete		
40	Sanitary Inflow & Infiltration Program	Wastewater	\$100,000		Cancelled COVID		c/o
41	Water Pollution Control Plant Clarifier Rake Painting	Wastewater	\$20,000	\$21,827	Complete		
42	Water Pollution Control Plant , Waste Activated Sludge Splitter Box Replacement	Wastewater	\$30,000	\$2,823	Awarded / Pending	Dec 18th complete ETA	
43	Sewage Pumping Station Condition Assessments	Wastewater	\$10,000	\$6,567	Complete		
44	General Sanitary Sewer Funds	Wastewater	\$25,000		Ongoing	Water St. Manhole Structures	c/o
45	Landfill Approvals	Landfill	\$200,000				
46	Landfill Environmental Assessment	Landfill	\$220,000	\$75,745			
47	James Street North Watermain Upgrade	Water	\$145,040		Design		
48	Annual Sidewalk & Concrete Program	Roads	\$93,000	\$37,062	work in progress	Fall list to start mid Oct	
49	Grand Trunk Trail Staircase	PW	\$110,000	\$3,623	Design/fundraising	2021 construction	c/o
50	Facility Energy Upgrades - Annual	Facilities	\$50,000	\$3,969	tender issues		
51	PRC Upgrades	Facilities	\$2,285,000			Funding grant denied	
52	Annual Circulating Collection	Library	\$59,740	\$36,074			
53	Community Transportation	CAO	\$23,000				
54	Computer Replacement - Annual	IT	\$15,000	\$12,612	Completed		
55	Fire Hall Expansion	Facilities	\$3,100,000	\$1,209,199	work in progress		
	TOTAL		\$9,575,780				

INFORMATION REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	André Morin, Director of Finance / Treasurer
Date of Meeting:	27 October 2020
Subject:	FIN 35-2020 COVID-19 Financial Relief – October 27, 2020 Update

INFORMATION

To provide Council with an update on projected net cost implications for 2020 and government COVID relief funding programs.

RECOMMENDATION

THAT FIN 35-2020 COVID-19 Financial Relief – October 27, 2020 Update report be received for information.

BACKGROUND

On July 27, 2020 as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it had secured up to \$4 billion in emergency assistance to provide Ontario's 444 municipalities with COVID-19 financial support. Under the municipal operating stream, \$1.39 billion is available to Ontario's municipalities to address operating pressures and local needs. This funding will be allocated in two phases: 50% allocated in Phase 1 for all municipalities and 50% allocated in Phase 2 for municipalities that require additional funding for 2020 pressures.

The Town of St. Marys will receive \$396,700 under Phase 1.

On October 1, 2020, the Province provided information on how municipalities could apply for funding under Phase 2 of the Safe Restart funding stream. The eligibility requirements are as follows:

- Application due October 30, 2020
- Resolution of Council required
- Funding will only be provided to those municipalities that need additional financial assistance, in relation to **2020** net COVID costs, over and above the Phase 1 funding

REPORT

The Town of St. Marys has taken many steps to mitigate the financial impact of the COVID-19 pandemic. The expected main impacts were increased costs in relation to health and safety (cleaning, sanitizing, physical barriers, etc.) and the loss of revenue from services and programs. Some of the cost mitigations and reductions are:

- Reduced staffing levels
- Re-allocation of displaced staff for necessary functions

- Reduced programming costs
- Reduction to discretionary costs (travel, professional development, etc.)
- Reduced utility and fuel costs
- Cutting non-priority projects/services

Monthly, staff have been monitoring and updating the 2020 projections. The latest projections have been attached and are summarized below:

Estimated 2020 Operating Deficit	- \$104,250
Estimated 2020 Direct COVID Costs	- \$200,000
Estimated Total Deficit	- \$304,250
COVID FUNDING:	
Childcare Operational Stabilization Funding	\$205,000
Safe Restart Funding – Phase 1 → Received \$396,700 (\$297,450 carryforward to 2021)	\$99,250
Total to cover 2020 Deficit	\$304,250

A further indicator of the current financial impact is to compare year to date (YTD) operating revenues and expenditures to the same period from the previous year. Below is a summary, with the full report attached.

	YTD August 2019	YTD August 2020	Difference	YTD September 2019	YTD September 2020	Difference
Revenue	3,809,282	2,864,029	(945,253)	4,198,471	3,170,948	(1,027,523)
Expenses	9,262,092	8,437,372	824,720	10,243,531	9,383,952	859,579
Net Expense	5,452,810	5,573,343	(120,533)	6,045,060	6,213,004	(167,944)

At this point in time, it is expected that the Town will have sufficient funding from the Phase 1 Safe Restart allocation to fund the expected deficit in 2020, with approximately \$300,000 of the Phase 1 funding available to be utilized in 2021 for COVID related pressures.

For the Town, the extended pressures are realized as we open our rate supported services – child care, Recreation, etc. For child care, further funding specifically for operating daycares has flowed through the consolidated service managers (for Perth County it is managed through the City of Stratford) and the Town currently will be fully funded to continue to operate the Childcare centre through to the end of the year. No formal announcements have been made on the Childcare 2021 funding at this time.

For Recreation activities, the Town has only begun opening those facilities this fall. The financial burden from COVID is expected to be the most severe as we open these facilities in a responsible manner (i.e. increased costs to safely operate, while receiving lower user fees and revenues). Having

said that, staff have provided financial projections that are expected to be within Council's fiscal parameters.

Even with the pressures noted above, the Town is not in a position to apply for the Phase 2 Safe Restart program. At this time, there is no indication from the Province whether there will be a 3rd phase of funding to assist with 2021 pressures.

Transit Funding – Mobility

In relation to COVID funding for transit, there were two recent funding announcements applicable to St. Marys:

1. Safe Restart Funding – Phase 1: \$23,329
2. MTO Transit Cleaning Funding: \$12,223

The Town is working with St. Marys and Area Mobility to prepare the necessary reports required for this funding. A report to Council will be provided in the future to detail the extra cost implications and utilization of the funding.

Business Economic Support and Recovery Task Force:

The Task Force continues to meet on a monthly basis. Currently, two sub-committees have been set up to investigate and implement two programs:

- Enhanced St. Marys online business directory – it is clear that those businesses with a strong online presence and ability to provide online services were better equipped to deal with the COVID-19 restrictions. The idea is to promote our businesses and showcase what goods and services are available locally and provide another mechanism to link to individual business websites and online shopping.
- Business COVID Grant program – It is also clear that our businesses have spent and will continue to need to spend funds to enhance health and safety, provide online access, make structural changes or enhancements, make technical enhancements, etc. as the COVID-19 continues to impact our economy throughout 2020 and into 2021. The sub-committee will create recommended parameters and grant program guidelines.

In relation to the second point, an opportunity has arisen for the Town of St. Marys to partner with our peers on a funding application to FedDev. The Regional Tourism Organization 4 Inc. (RTO4) is leading a funding application with the following partners – St. Marys, Perth County, Wellington County, Huron County, and City of Guelph. The request is for \$850,000, with RTO4 committing \$150,000 and the Communities committing \$85,000. The program would be:

1. Physical Adaptation Program: Investing up to \$15,000 per business towards implementation of health and safety protocols, and renovations or equipment to accommodate social distancing. Examples include expansion of patios, pickup windows, secondary entry/exits, outdoor heaters and PPE. The program will also connect businesses with experts that provide one on one business advice to entrepreneurs to adopt newly required pandemic protocols.
2. Technology Investment Program: During the early phases of COVID-19 there was an urgent need for businesses to get online as quickly as possible. Operators are now looking to optimize their approach and upgrade user technology to safely meet the needs of consumers. Eligible businesses can apply for \$5,000 for digitizing businesses or services such as virtual queues, online ordering, timed entry ticketing, touch free payments.

SUMMARY & IMPLICATIONS

The Town has done an excellent job of controlling the financial impact of COVID-19. The governments have provided relief funding in the amount of \$396,700 which staff project will cover the COVID related deficit in 2020, with approximately \$300,000 being carried forward to assist with 2021 COVID related pressures.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #5 Economic Development
 - Strategy: Business Attraction, Retention and Expansion
 - Tactic(s):
 - Encourage existing businesses to optimize on their existing buildings/spaces.
 - Take an active hands-on role in supporting the downtown businesses and the local BIA.

OTHERS CONSULTED

As noted in the report.

ATTACHMENTS

Safe Restart Letter – Phase 1

Safe Restart Letter – Phase 2

2020 Projections – August Update

September 2020 Year to Date

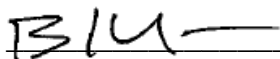
REVIEWED BY

Recommended by the Department



André Morin
Director of Finance/Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

**Ministry of
Municipal Affairs
and Housing**

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234-2020-3359

August 12, 2020

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

Dear Mayor Strathdee:

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

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

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

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

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

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

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

Municipal Operating Funding Phase 1: Immediate Funding for Municipal Pressures

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

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

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

Phase 2: Funding for Additional Municipal Pressures

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

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

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

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

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

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

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

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

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

Name:

Title:

Signature:

Date:

October 1, 2020

Dear Head of Council:

Under the federal-provincial Safe Restart Agreement, the Ontario government is providing up to \$4 billion in emergency assistance so that municipalities are supported as they respond to COVID-19. Funding for municipalities under the Safe Restart Agreement is being provided through four streams: the Social Services Relief Fund and Municipal Operating Funding that are being implemented by my ministry, as well as funding streams for public health and transit being administered by the Ministry of Health and Ministry of Transportation respectively. On August 12, 2020, I wrote to advise of your municipality's allocation under Phase 1 of the Municipal Operating Funding stream. The ministry is currently in the process of making those payments. Today, I am writing to provide information on applying for additional funding under Phase 2 of the Municipal Operating Funding stream.

Our government recognizes that municipalities play a key role in delivering the services that Ontarians rely on and are at the frontlines of safely reopening our economy. Through Phase 2, we are committed to providing further financial support to those municipalities that require additional funds to address extraordinary operating expenditures and revenue losses arising from COVID-19 in 2020, over and above the allocation provided under Phase 1.

Our government chose to distribute a very significant level of funding to municipalities under Phase 1 – \$695 million in total – because we wanted to ensure all municipalities across our province could continue to deliver the important services their residents and businesses rely on while supporting the safe reopening of our economy. For a majority of municipalities, I anticipate this Phase 1 funding, together with the actions you have taken to find efficiencies and address shortfalls, will be sufficient to manage 2020 financial pressures arising from COVID-19. However, for the group of municipalities that has been hardest hit financially by COVID-19, additional funding may be needed.

Requests for Phase 2 funding are due on October 30, 2020 and detailed information about how to apply is now available to municipalities through the Transfer Payment Ontario (TPON) system.

One of the requirements is a council resolution requesting financial assistance under Phase 2. I want to emphasize that councils are responsible for assessing the financial situation of their municipalities and proceeding with an application under Phase 2 only if further assistance is needed to address COVID-19 pressures in 2020. Municipalities that cannot demonstrate 2020 COVID-19 financial pressures in excess of their Phase 1 funding allocation will not be considered for additional funding under Phase 2.

In addition to a resolution of your municipal council, a reporting template must be completed by the municipal treasurer as part of a municipality's Phase 2 application package. This report is designed to provide an overall picture of the municipality's 2020 financial position and information about service adjustments, use of reserves, and other measures being taken to manage 2020 COVID-19 operating impacts. Our government will allocate Phase 2 funds to only those municipalities that need additional financial assistance. The report also asks for information about your municipality's strategies for finding efficiencies and modernizing services. I look forward to learning about the transformative work that I know is happening across Ontario's municipal sector and your efforts to keep taxes low for families in your communities.

We are not requiring municipalities to submit information about COVID-related costs and revenue losses on a line-by-line basis, and as such the program will not offer a direct line-by-line reimbursement for all COVID-related operating expenditures and revenue losses reported. The federal government has stepped up. Our government is providing an unprecedented level of provincial funding to support municipalities. And we recognize that municipalities also have a critical role to play in finding efficiencies and taking all available measures to address the financial challenges brought by COVID-19 so that they can continue to invest in infrastructure and deliver the services their communities rely on during this extraordinary time.

As noted above, detailed information about how to apply for Phase 2 funding is now available on Transfer Payment Ontario. The ministry will also offer webinars to support treasurers and other municipal officials in understanding Phase 2 application requirements and how to complete the required reporting template. **Please note that the deadline to submit applications is October 30, 2020.** Municipalities may request an extension November 6, 2020, but as noted in my letter of August 12, 2020, we will be unable to consider applications received after this date. I understand this timeline is tight, but it is necessary to allow us to allocate funds to municipalities prior to the end of the municipal fiscal year and meet our commitment to municipalities that need additional help to manage 2020 financial impacts arising from COVID-19. Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

I will continue to be a strong champion for municipalities as our government charts a path to a safe, strong economic recovery. I extend my thanks to all 444 municipal heads of council for your continued efforts to keep all of our communities across this province safe and to deliver the services your residents and businesses need. Working together, we will get Ontario back on track.

Sincerely,

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

Steve Clark
Minister of Municipal Affairs and Housing

c. Chief Administrative Officers and Treasurers

+ = positive Impact to budget
- = negative Impact to budget

	2020 Approved Budget	Year to Date August 31 Adjusted	% of Budget Utilized 67% - Optimal	2020 Projected Revenue Impact	2020 Projected Expense Impact	2020 Projected Net Impact	Comments - Revenue	Comments - Expense
CORPORATE SERVICES								
CORPORATE ADMINISTRATION	565,080	359,185	64%	0	14,500	14,500		Reduced PD, supplies, equipment, advertising, gapped wages
INFORMATION TECHNOLOGY	209,279	155,914	75%	0	-10,000	-10,000		Software Costs
COMMUNICATION, HERITAGE, ECONOMIC DEVELOPMENT	450,043	218,463	49%	0	20,000	20,000	Program Revenues down due to cancelation	Program costs and marketing down; reduced wages
MUSEUM	99,511	38,750	39%	-2,000	16,000	14,000	Reduced Fundraising, Donations, & Fees; COVID funding	Reduced staffing, program costs, advertising, & various
TOTAL CORPORATE SERVICES	1,323,913	772,312	58%			38,500		
COMMUNITY SERVICES								
RECREATION	542,668	241,462	44%	-371,000	305,000	-66,000	Reduced program fees	Reduced staffing, program costs, professional development, etc.
CHILDCARE	228,927	64,917	28%	-470,500	470,500	0	Parent fees, subsidy grant, COVID Funding	Reduced staffing, food costs, rent
HOME SUPPORT	0	-28,543		0	0	0		
TOTAL COMMUNITY SERVICES	771,595	277,836	36%			-66,000		
FINANCE								
TAXATION	-12,731,779	-12,528,043	98%	0	0	0		
COUNCIL	143,347	88,606	62%	0	4,500	4,500		Reduced professional development and travel
EXTERNAL TRANSFERS	1,657,736	1,132,045	68%	0	0	0		TBD
POLICE	1,147,600	693,919	60%	0	0	0		
TREASURY	2,845,617	1,660,793	58%	-40,000	1,500	-38,500	Reduced Penalties on taxes, collection fees, POA, reduced investment income	Increased bank fees, reduced PD/mileage
TOTAL FINANCE	-6,937,479	-8,952,680	129%			-34,000		
FIRE	566,251	237,974	42%	-6,000	23,600	17,600	Reduced funding from Perth South	Decrease training time, PD, various maintenance
HR & BENEFIT ADMIN	334,847	169,147	51%	0	11,350	11,350		Staff vacancy, decrease PD, meetings
LIBRARY & ADULT LEARNING	431,975	92,975	22%	0	66,800	66,800		Reduced staffing
PUBLIC WORKS						0		
PUBLIC WORKS OPERATIONS	1,710,984	730,146	43%	0	10,000	10,000		PD, Equipment Rentals
FLEET	0	125,600		0	10,000	10,000		Reduced fuel costs
TOTAL PUBLIC WORKS	1,710,984	855,746	50%			20,000		
DEVELOPMENT						0		
BUILDING & PROPERTY STANDARDS	275,491	111,446	40%	0	0	0		
FACILITIES	1,522,423	868,061	57%	-176,500	18,000	-158,500	Reduced ice and baseball revenues	Various savings, utilities, R&M, PD; added cleaning staff
TOTAL DEVELOPMENT	1,797,914	979,507	54%			-158,500		
TOTAL TAX LEVY FUNDED	0					-104,250		
COVID-19 Direct Costs						-200,000		
TOTAL ESTIMATED 2020 DEFICIT						-304,250		
Childcare Operational Stabilization Funding						205,000		
Safe Restart Funding - Phase 1						396,700		

TOWN OF ST. MARYS
Prior Year Comparison

	2019 August YTD Actuals	2020 August YTD Actuals	DIFFERENCE	2019 September YTD Actuals	2020 September YTD Actuals	DIFFERENCE
REVENUE						
DONATIONS	(25,218)	(41,654)		(26,230)	(45,420)	
FEES, CHARGES & PROGRAM REVENUE	(1,775,535)	(1,017,245)		(1,957,297)	(1,228,990)	
GRANTS	(1,664,167)	(1,063,597)		(1,765,758)	(1,286,596)	
INTERNAL (REVENUE) EXPENSE	(72,900)	(31,176)		(72,900)	(1,176)	
INVESTMENT INCOME	(124,725)	(122,528)		(137,084)	(42,528)	
RENT ICE	(227,094)	(153,421)		(270,000)	(152,895)	
RENT & LEASES	(76,252)	(39,968)		(89,711)	(37,288)	
REVENUE FROM MUNICIPALITIES	(399,157)	(312,676)		(422,999)	(313,470)	
SALE OF LAND & EQUIPMENT	(242,740)	(5,111)		(242,740)	(16,558)	
SALES	(134,556)	(62,585)		(146,814)	(62,585)	
TAXATION SUPPLEMENTAL REVENUE	(227,043)	(109,193)		(265,161)	(112,428)	
TOTAL REVENUE	(4,969,387)	(2,959,154)		(5,396,694)	(3,299,934)	
Adjustments						
ONE TIME GRANTS	690,322			690,322		
SALE OF LAND & EQUIPMENT	242,740	9,528		242,740	16,558	
REVENUE FROM MUNICIPALITIES						
TAXATION SUPPLEMENTAL REVENUE	227,043	85,597		265,161	112,428	
TOTAL ADJUSTMENTS	1,160,105	0	95,125	1,198,223	0	128,986
TOTAL REVENUE - ADJUSTED	(3,809,282)	(2,864,029)	-945,253	(4,198,471)	(3,170,948)	-1,027,523
EXPENSE						
ADVERTISING, MARKETING & PROMOTION	39,760	32,276		37,277	32,505	
ASSESSMENT SERVICES (MPAC)	70,568	71,472		70,568	71,472	
COMMUNICATIONS	74,256	80,336		89,256	89,749	
CONFERENCES, SEMINARS & TRAINING	52,973	29,068		66,722	37,805	
CONTRACTED SERVICES	588,720	485,821		642,955	541,116	
DEBENTURE PAYMENT	477,001	422,772		477,001	477,000	
FOOD COSTS	117,239	67,023		133,983	72,890	
FUEL/OIL	69,224	48,421		76,951	54,779	
INSURANCE	211,974	219,159		211,974	219,159	
MATERIALS & SERVICES	334,548	295,102		383,026	378,112	
POLICING CONTRACT	664,864	696,868		748,815	696,868	
OTHER TRANSFERS	927,774	1,172,045		1,024,087	1,281,660	
PROFESSIONAL FEES	60,254	88,981		60,836	99,361	
PROGRAM EXPENSE	112,202	20,632		128,286	30,368	
RECYCLING CONTRACT	131,654	98,873		131,654	148,309	
REPAIRS & MAINTENANCE	288,335	249,633		336,987	273,603	
SALARIES, WAGES & BENEFITS	4,561,853	3,618,071		5,051,735	4,080,800	
SAND & SALT	110,784	98,481		110,784	98,482	
SUPPLIES	84,153	59,893		90,662	46,404	
TAXATION EXPENSE	35,035	197,209		77,897	209,991	
UTILITIES	248,921	238,941		292,075	267,858	
COVID COSTS	-	146,295		-	175,661	
TOTAL EXPENSE	9,262,092	8,437,372	824,720	10,243,531	9,383,952	859,579
NET EXPENSE - excluding Property Tax	5,452,810	5,573,343	-120,533	6,045,060	6,213,004	-167,944



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Emergency Services / Fire Department
Date of Meeting:	27 October 2020
Subject:	FD 10-2020 October Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 10-2020 October Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of October (12 September – 16 October 2020) the Fire Department responded to 08 emergency responses most notably:

- Automatic Alarms 3 – 3 (St. Marys)
- Lift Assists 1 – 1 (St. Marys)
- Unauthorized Burns 1 – 1 (St. Marys)
- Fires 1 – 1 (Perth South)
- Pre-Fires 1 – 1 (Perth South)
- MVC 1 – 1 (St. Marys)

Average attendance by firefighters 20

Fire Chief attended 1 call alone.

St. Marys Fire Department has responded to 93 calls for service (01 January – 16 October 2020) compared to 110 (01 January – 16 October 2019).

Fire Prevention

During the month of October (12 September – 16 October 2020) Brian Leverton, Chief Fire Prevention Officer) completed the following:

- 0 Complaints
- 4 Requests
- 9 Follow-ups
- 6 Routine
- 4 Site Visits
- 0 Safety Concerns
- 1 Fire drills
- 0 Licensing

National Fire Protection Association (the “NFPA”) has announced “Serve Up Fire Safety in the Kitchen” as the theme for Fire Prevention Week, October 4-10, 2020. NFPA’s focus on cooking fire safety comes in response to home cooking fires representing the leading cause of U.S. home fires, with nearly half (49 percent) of all home fires involving cooking equipment; unattended cooking is the leading cause of these fires.

Key messages around this year’s Fire Prevention Week campaign, “Serve Up Fire Safety in the Kitchen” will include the following:

- Keep a close eye on what you’re cooking; never leave cooking unattended
- Keep anything that can catch fire — oven mitts, wooden utensils, food packaging, towels or curtains — at least three feet away from your stovetop.
- Be on alert. If you are sleepy or have consumed alcohol, don’t use the stove or stovetop.

Fire Prevention Week activities in St. Marys included:

- Public Education display at Independent Grocery Store -500 reusable grocery bags were distributed
- Door to Door campaign – 1000 reusable grocery bags were distributed
- Newspaper article
- Media releases

The Annual Door to Door campaign is part of our Public Education program that sees Firefighters deliver more than 1000 smoke alarm awareness reusable grocery bags to local residents.

Project Zero

Enbridge Gas is helping the St. Marys Fire Department to bring fire and carbon monoxide related deaths down to zero with a \$225,000 total investment into a project aimed at putting alarms inside more homes.

St. Marys Fire Department received 140 combination smoke and carbon monoxide alarms through “Project Zero” a public education campaign that will offer a total of 7,500 alarms to residents across 35 Ontario municipalities.

It’s a program that fire departments can adopt to help educate their communities about the requirement for all Ontario homes to have a CO alarm if they have a fuel-burning appliance or an attached garage.

Completed a Simplified Risk Assessment for the Town of St. Marys

Operations

Lt Robinson completed the Water Rescue Technician and Instructors course.

FF Downham completed a Low Slope Rope Rescue course.

Firefighters completed the following training:

- Hose testing and pump operations x 2
- Inspection, testing and maintenance night
- Fire Prevention Week activities including the Door to Door campaign
- Water Source Location, driver training and radio procedures

Fire Chief completed an independent Fire Department Inspection and Audit based on the Office of the Fire Commissioner of British Columbia. Currently the Ontario Fire Marshal's Office does not have a similar audit. The audit identified that our department was 85% compliant when in comparison to the 20-page audit. Each category was divided into four categories; Non-compliant, Fully Compliant, Compliance Pending or Not applicable. Non-compliant areas that could be addressed immediately were successfully actioned such as the creation of an additional 11 Standard Operating Guidelines and the creation of a Junior Firefighter program (draft form). Other areas that were Non-compliant have been forwarded to HR for review and the remainder are added to a list of items for the Fire Chief to address in the future.

This audit has been sent to Fire Chief's in Perth County for their review and use.

Fire Chief created a book with 8 different water sources (including a detailed location map) in and around St. Marys that our department and any other Mutual Aid departments could possibly use in the event we have a fire in Perth South.

This book has been sent to Mutual Aid Fire Departments including Granton, Uniondale and Perth East.

A Water Use Agreement has been drafted and sent to our insurance company and lawyer for review and comments.

Fundraising

Scrap Metal pick up was conducted on the 3rd of October and was very successful with 71,000 lbs. of metal collected. Funds raised will be donated towards various charities and local sports teams.

Pork Chop Dinner is to be held on the 17th of October.

SPENDING AND VARIANCE ANALYSIS

Full page ads for Fire Prevention Week - St. Marys Independent \$811.79

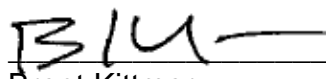
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Human Resources
Date of Meeting:	27 October 2020
Subject:	HR 11-2020 October Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 10-2020 October Monthly Report (Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Recruitment

- Currently recruiting for Deputy Treasurer, Crossing Guard, Arena Attendants, Early Learning Supply Staff, and Contract Corporate Communications Manager.
- Completed the recruitment and on-boarding process for a Curatorial and Programming Assistant, Legislative Services Assistant, Public Works and Planning Assistant, Casual Library Clerk, Custodian Library Page, Seasonal Labourer and Tourism Assistant.
- Currently on-hold Human Resources Generalist and PRC Screener/Greeter
- Planning recognition 'events' for upcoming staff retirements.

HR Systems

- Creating and updating various background documentation (job descriptions, job re-evaluations, letter of understanding, benefit enrollments etc.) related to recent internal staffing changes.
- Reviewing and updating relevant policies as necessary e.g. Infection Control and Workplace Accommodations.
- Working with WSIB on a long-term Return to Work plan focusing on a gradual re-entry into the workplace.
- Exploring the use of psychological assessment tools. These tools may be used during the recruitment process as well as professional development and team building for current staff.
- Implemented a temporary Market Driven Rate Adjustment for Supply staff in the Early Learning Services.

Staff Engagement

- Working with STEAM to roll out the Town's United Way workplace campaign and the annual Christmas party with pandemic appropriate activities.
- Placed a second order for Town branded, re-usable facemasks for staff.

Health and Safety

- With the help of Corporate Communications, rolled out two online COVID-19 screening forms. There is one for Staff and one for Essential Visitors to be completed prior to entering the workplace. This meets the requirements set out by the Province for active screening.
- Modifying the layout of the HR common space to ensure proper barriers are in place and physical distancing can be maintained for the long term.
- Completed the Health & Safety Incident reporting for month of September

Payroll and Benefits


- Benefit enrollment for new Full-time employees (Clerks & Facilities)
- Employee Self Service and Electronic Timesheet training for new hires. This training has moved from face to face to virtual over Zoom.

SPENDING AND VARIANCE ANALYSIS

None.


REVIEWED BY

Recommended by the Department



Lisa Lawrence
Director of Human Resources

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Public Works

Date of Meeting: 27 October 2020

Subject: PW 65-2020 October Monthly Report (Public Works)

RECOMMENDATION

THAT PW 65-2020 October Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- Green Committee
 - Committee meeting scheduled for October 28/2020 cancelled as strategic priorities for the Committee had not been moved forward since previous meeting
- Perth County Winter Optimization Study
 - Town staff have provided comments to the Consultant
 - Draft report pending Early November
- Traffic and Parking By-law Review
 - Traffic and Parking survey closed on Wednesday October 7, 2020 – 392 responses were received
 - A report will be presented to Council discussing the survey results and Vision Zero
- Municipal Parking Lots
 - As per the Traffic and Parking By-law, municipal parking lots are now regulated, and permits are required for overnight parking. The permits expire at the end of October each year. The process for 2020-2021 has been reconfigured – a report will be presented to Council in November. The details are still being determined at the time of this report.
 - Town will be completing winter maintenance on all lots for the 2020/2021 winter season, as the final remaining contractor who was providing service through a legacy verbal agreement has now withdrawn services.
- Active Transportation Master Plan
 - Staff are completing an inventory of existing amenities and surfaces along the trail network and determining costs to deliver the amenities (operating and capital)
- Waste Reduction Week
 - Promoting Waste Reduction Week – October 19 through October 23, 2020
 - Promoting various ways to reduce waste in St. Marys, and asking residents how they reduce waste
- 2021 Budget
 - Final review of 2021 Capital and Operating Budgets

Environmental Services (Water & Wastewater)

- Valve Replacement Program
 - One valve to be repaired
- Lead service identified on Park Street – will follow lead replacement policy

Solid Waste Collection, Management & Landfill

- Wood and Brush Grinding
 - Waiting on contractor to determine timelines – anticipating grinding to occur late fall
- Operators moving winter cover from the Municipal Operations Centre to Landfill Site
- Final Grade Placement of Cover
 - Process moving faster than anticipated due to acquisition of the bulldozer
 - To date, 150 meters of leachate pipe covered, and 25 meters of leachate pipe exposed, for a total of 800 square meters of drainage redirected from the sewage treatment plant
- MHSW Depot Event – October 31, 2020
 - To be held at the PRC between 8am and 12pm
 - Event open to residents of the Town of St. Marys and Perth South
 - Depot at the Landfill has been closed since March 2020 due to concerns related to handling materials during the pandemic
 - Will review the July and October depot events with the Green Committee in late 2020/early 2021 to make a recommendation to Council regarding the future of the MHSW program and how it should be delivered

Public Works Operations (Roads & Sidewalks)

- Winter Maintenance
 - Preparing fleet for 2020-2021 winter operations
 - Winter Operations meeting scheduled for end of October – all PW staff to review and revise route, review minimum maintenance standards, and discuss any outstanding issues
 - Information Report related to winter activities will be presented to Council in early November
 - Perth County tandem truck will not be stored at the MOC for the 2020-2021 season, which may impact the level of service provided to County roads entering St. Marys
- Routine operations before winter (street sweeping, shoulder grading, sign repairs)
- Picnic table repairs have been undertaken due to the large amount of loan requests, several long term loans for commercial operations and schools due to COVID
- Scheduled ditching operations at various locations, to be completed mid-Nov

Parks, Trails, Tree Management & Cemetery

- Cemetery (September 1 thru September 30th)
 - 7 cremations, 5 traditional burials, 4 with a vault
 - Decoration Service held on September 27th, with approximately 15-20 in attendance
 - Cemetery office connected to fiber internet solving legacy connection issues and improving customer service
- Community Gardens Wrap Up
 - Very successful year – collaboration with Friendship Centre increased community involvement – looking to collaborate again in 2021
 - No notable vandalism on Cemetery grounds in 2020 to date
 - We suspect this is due to the increase of indirect supervision of the site due to an increase of patrons using the community gardens

- Winter Lights Program on schedule
 - Repair of lights outsourced to Forman Electric
 - Loss of seasonal staff to complete the works
 - No new light displays to be created in 2021
 - Working with the Communications and Finance Team to promote the program

Capital Projects and Engineering

- Road Assessment Study
 - Utilizing Local Authority Services (LAS) Municipal Group Buying Program to procure assessment service
 - Road network work to be surveyed by a specialized vehicle with sensor array
 - To be completed in November 2020
 - Data will be loaded into a cloud database tool and staff trained to customize and extract reports as required.
- Concrete Grinding
 - Grinding nearly complete as of October 15, 2020
 - Once complete the granular will be tested for certification as A-gravel
- Elizabeth and Waterloo Street Engineering Design
 - Staff coordinating a virtual information session for residents
- Asphalt Mill and Pave – Queen Street West
 - Staff are delaying the mill and pave project until Spring of 2021
 - Contractor will hold unit pricing
- Water Street Culvert Repairs – Ongoing
 - To be completed in November
- Asphalt and Concrete – Phase 2
 - Fall works underway and to be completed by the end of October
- Servicing for 275 James St. S
 - Portion of James St. S will be closed for 5 days to complete servicing and restorations
 - Detour will be in place along Huron St., Maxwell St. and Elizabeth St.
- Servicing for 188 Queen St. W
 - Portion of Queen St. W to be closed for 1 to 2 days to complete servicing and restorations
 - Detour will be in place along Jones St., Ontario St, Salina St.
- Dam Repairs – Complete

Information Technology

- PRC
 - Moved computers and phones for reorganized office layout in Friendship Centre
 - Put digital signage back online for rink rental information
- MOC
 - Patched digital signage back online for rink rental information
- Library
 - Updated firewall settings to allow staff access to required sites
 - Integrated Adult Learning cell phones into Town plan
- Other
 - Created 5 user accounts (3 ELC, 2 Library, 1 Townhall) for new staff members
 - Integrated updated onsite mail server into network devices
 - Created distribution lists at ELC for communication with parents
 - Corrected drive failure in Datacentre
 - Repaired critical issue with Datacentre management


- Brought servers firmwares up to date
- Upgraded production server RAM and increased drive spaces on Storage Area Network
- Security Audit Works
 - Upgraded Wifi protocols for Town devices
 - Works ongoing

SPENDING AND VARIANCE ANALYSIS

- Road Assessment Study
 - 2020 Approval capital budget \$60,000
 - Current projected cost is \$15,500
 - Capital project savings of \$45,000 using LAS selected vendor

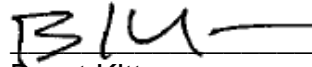
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Morgan Dykstra, Public Works Coordinator
Date of Meeting:	27 October 2020
Subject:	PW 66-2020 Establishing Wildflower Meadows in St. Marys

PURPOSE

To provide Council with a recommendation made by the Green Committee and seek Council's approval to implement the Committee's recommendation to establish a wildflower meadow.

RECOMMENDATION

THAT PW 66-2020 Establishing Wildflower Meadow in St. Marys report be received; and

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

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

BACKGROUND

A Green Committee member received an inquiry from the public regarding wildflower areas. Considering establishing wildflower meadows falls within the Green Committee's mandated, under naturalization projects.

The Town's Recreation and Leisure Services Master Plan recommends and encourages the naturalization of municipal lands, including Town parks. The Town of St. Marys Council tasked the 2018-2022 Green Committee with recommending policies to establish natural areas and create strategies for maintaining natural areas. To date, the Green Committee has been focusing on the rehabilitation of Sparling Bush, an established natural area in St. Marys. The approach is to use Sparling Bush as a pilot area to determine best practices with respect to establishing and maintaining natural areas which can be incorporated into a naturalization plan. Establishing a wildflower meadow can complement the works being undertaken at Sparling Bush, as the primary focus has been towards woodlot management. Wildflower considerations should also be incorporated into a naturalization plan.

A wildflower area provides many benefits, including:

- A beautification method and amenity along the Town's trail network
- Support dwindling populations of native pollinators including butterflies, moths and bees, helping to sustain insects that pollinate food crops. This is particularly important in increasingly built up environments.
- Act as a habitat for various animals and insects including caterpillars, spiders, birds, frogs, newts, toads and other small animals.

REPORT

At the Green Committee's September meeting, staff presented various considerations to the Committee with respect to planting method, configuration, size and costs.

The Committee was of the consensus that no chemicals should be used to prepare the site, instead the Town should tarp the location with geotextile fabric several months in advance of the plant. Once the site has been prepared, the wildflowers can be planted. Wildflowers are planted in plug packages, a plug package includes a variety of wildflowers that include spring, summer and fall blooming flowers. An assortment of native flower species allows for all season blooming, and different flower heights (preventing weed growth). The plugs are planted 12 inches apart, approximately 10 plants per square meter. The plugs are ordered in December for a spring plant (like tree orders), there are nurseries in the area that can supply the plugs.

A methodology for planting has not been included in this report as it is difficult to speculate what type of restrictions will be in place for Spring 2021. A plan can be developed closer to the planting date. Consideration should be given to a collaborative approach that includes Town staff, UTRCA representatives, local service clubs, students and the Green Committee with COVID-19 protection measures in place.

The Committee reviewed various configurations and sizes for the wildflower meadow, ultimately the Committee determined that the wildflower meadow should be planted within the Sparling Bush trail triangle, and that the meadow be approximately 165 square metres in size to contain costs.

The Town can apply for grant monies to fund the purchase of the plug packages. Establishing a wildflower meadow falls within the criteria for the TD Friends of the Environment Foundation Grant (TD FEF). The application period closes in January 2021, notice of decision is received in April 2021.

The Town needs to place an order with the nursery for the plug packages by mid-fall for a spring plant. As the Town will not know the funding source until spring 2021, staff are recommending that the materials and supplies cost not exceed \$5,550.00. Most approved TD FEF grants are between \$2,000 and \$8,000. An amount of \$5,500.00 or less falls within the grant guidelines and can be absorbed within the operating budget should funding not be received.

A wildflower meadow that does not exceed \$5,550 in costs is approximately 165 square meters in size. A meadow of this size can act as pilot project before considering larger tracts of land. In the future, a phased in approach can be developed to accommodate a larger area.

After reviewing the materials, and considering various configurations, the Green Committee made the following recommendation to Council:

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.

FINANCIAL IMPLICATIONS

Conceptual configurations were provided to the Committee, the costs were also included.

The materials and supplies cost per square meter are \$30.00 or \$33.50 per square meter if the tarping preparation method is used, the labour costs are unknown at this time however, the costs will be

minimal and absorbed through existing operating budget and volunteer participation. Grant funding is available and should be pursued to cover the cost of the initiative, there are other grant funding sources that are available. If funding is not received, the turf maintenance budgets may be able to recuperate the costs.

SUMMARY

The Recreation and Leisure Services Master Plan tasks the Town with investigating naturalization projects to reduce turf maintenance costs. The Green Committee and Town Staff are recommending that Council authorize the establishment of a wildflower meadow. The establishment of a smaller meadow will provide insight on how to establish and maintain a meadow, that can then inform naturalization efforts within a future naturalization plan.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Recreation and Leisure Services Master Plan.
 - Parks and Trails Recommendation
 - Outcome: Consider naturalization of select areas of parklands, including Meadowvale Park and Southvale Park, in order to reduce parkland maintenance efforts. Where appropriate, naturalization of other municipal lands is also encouraged.

OTHERS CONSULTED

Town of St. Marys Green Committee

Vanni Azzano – Supervisor, Community Education (Upper Thames River Conservation Authority)


ATTACHMENTS

Attachment A – Meadow Configuration

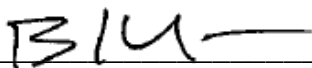
REVIEWED BY

Recommended by the Department


Morgan Dykstra
Public Works Coordinator


Jed Kelly
Director of Public Works

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

PW 65-2020 Establishing a Wildflower Meadow Attachment A - Meadow Configurations



Total Area = 165 sq m

Plug Package Costs

$165 \times 10 = 1650$

$1650 \times \$3.00/\text{plug} = \4950.00

Tarping Costs

$\$3.50/\text{sq m} \times 125 = \577.50

Total Cost: $\$5,527.50 + \text{HST}$

Approx. 4 to 5 hours to plant

PROCUREMENT AWARD

To:	Mayor Strathdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	27 October 2020
Subject:	PW 67-2020 Wood and Brush Grinding

PROJECT DETAILS

This project consists of grinding the wood and brush material from the landfill site and Municipal Operations Centre (MOC) that has accumulated over the prior year. As part of the Town's waste management diversion programs, residents, contractors and businesses are able to dispose of wood waste and brush material at the landfill site, as well as brush material at the MOC. The Town uses this material as an alternative daily cover application for landfill site operations throughout the winter months to prevent freezing of material while continuing to meet our Environmental Compliance Approval requirements.

RECOMMENDATION

THAT Report PW 67-2020, Wood and Brush Grinding report be received; and,

THAT the procurement for Wood and Brush Grinding be awarded to Sittler Grinding Inc. for the procured price of \$24,422.69, inclusive of all taxes; and,

THAT Council approve a contingency of up to \$2,500.00 to enable the grinding of excess material accumulation at the Municipal Operations Centre.

PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

Procurement Information	Details and Results
Procurement Title:	RFQ-PW-08-2020
Tender Closing Date:	Tuesday, September 8, 2020
Number of Bids Received:	Three (3)
Successful Proponent:	Sittler Grinding Inc.
Approved Project Budget:	\$25,000.00 (O&M Estimate)
Cost Result – Successful Bid (Inclusive of HST):	\$24,422.69
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$21,993.38

The procurement document submitted by Sittler Grinding Inc. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As noted at the September 22

Council meeting, Sittler Grinding Inc. had indicated that they may not be able to meet the contractual timelines required for wood and bush grinding. Staff held discussion with the second low tender to determine if they could meet the contractual obligations and found that the contractor does not have the necessary environmental approvals in place for the work.

After learning this, staff resumed discussions with Sittler Grinding Inc. and came to a mutually agreeable contract deadline. As such, staff recommends award of the project to Sittler Grinding Inc.

FINANCIAL IMPLICATIONS

The funding sources for the above noted project are as follows:

Name and Number of Account (budgeted)	Landfill Contracted Services
	01-4600-6990 \$16,297.99
Name and Number of Other Account (if needed)	Leaf and yard Waste Contracted Services
	01-4450-6990 \$8,124.70
Total	\$24,422.69
Transfer from account (if over-budget)	Waste Management Reserve

The project will incur a variance of \$4,004.40 from the 2020 leaf and yard waste collection, contracted services operational budget. The variance will be transferred from the Waste Management Reserve.

The \$2,500.00 contingency, would be funded through Waste Management Reserves to facilitate the grinding of excess material accumulation at the Municipal Operations Centre, if required. The contingency would result in cost avoidance in 2021 due to the addition grinding of material in 2020.

STRATEGIC PLAN

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

- Pillar # 1 – Infrastructure, Waste Management Plan:
 - Outcome: With anticipated proactive measures for growth (residential, commercial and industrial), there will be a need for active consideration of optimizing landfill services, but with a view to controlled costs and forward thinking environmental initiatives.
 - Tactic(s): Decide on what approaches best meet long-term community ability to meet provincial standards. Build a program and identify a budget to accommodate.

OTHERS CONSULTED

André Morin, Director of Finance / Treasurer
Jed Kelly, Director of Public Works – Town of St. Marys

ATTACHMENTS

1. Bid Summary

REVIEWED BY

Recommended by the Department

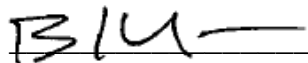


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO

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

Brent Kittmer

Chief Administrative Officer



ATTACHMENT NO. 1 – BID SUMMARY

REPORT PW 67-2020 – WOOD AND BRUSH GRINDING

PROPONENT	DATE & TIME	TOTAL (\$)
Sittler Grinding Inc.	September 8, 2020 2:20 pm	\$24,422.69
Schmidt Logging Inc.	September 8, 2020 12:37 pm	\$29,945.00
Northern Bulk Logistics	September 8, 2020 1:33 pm	\$57,927.75

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z140-2020

BEING a By-law pursuant to the provisions of Section 34 of the Planning Act, to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys” affecting land located at 323 Queen Street West, Lots 5 and 6, and Part Lot 4, Plan 210, 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 grid pattern on the attached map, Schedule “A”, and described as 323 Queen Street West, Lots 5 and 6, and Part Lot 4, Plan 210, in the Town of St. Marys shall be removed from the “Highway Commercial Zone (C3-H)” of By-law No. Z1-1997 and shall be placed in the “Residential Zone Five (R5-13) Zone” of By-law No. Z1-1997. The zoning of this land shall be shown as “R5-13” on Key Map 5 of Schedule “A” to By-law No. Z1-1997, as amended.

2. That Section 12.9 of By-law No. Z1-1997 is hereby amended by adding the following special provision:

12.9.13 R5-13

- a) Location: 323 Queen Street West, Lots 5 and 6, and Part Lot 4, Plan 210, Key Map 5
- b) The requirements for row and townhouse dwellings in By-law No. Z1-1997 shall also apply to stacked townhouse dwellings.
- c) Notwithstanding the provisions of Sections 12.1, 12.4, 12.4.1, 12.4.2, 12.4.5, 12.4.6, 12.4.7, 12.4.8, 12.4.10 and 12.4.13, the following provisions shall apply to those lands zoned “R5-13”:
 - (i) Stacked townhouse dwellings shall be an additional permitted use.
 - (ii) Dwelling, Stacked Townhouse means a separate building that has been divided vertically and horizontally into three (3) or more dwelling units each of which has a separate and independent entrance and which are separated from the adjoining unit or units by a common unpierced wall with no interior access between the units.
 - (iii) Lot Area, Minimum 2,000 square metres and a maximum gross density of 50 units per hectare
 - (iv) Lot Frontage, Minimum (Corner Lot) 45.0 metres
 - (v) Front Yard, Minimum 4.5 metres
 - (vi) Interior Side Yard, Minimum 1.5 metres
 - (vii) Exterior Side Yard, Minimum 4.5 metres
 - (viii) Rear Yard, Minimum 1.5 metres
 - (ix) Lot Coverage, Maximum 40 percent
 - (x) Planting Strip Requirement 2.0 metre high fence
 - (xi) Minimum Number of Required Parking Spaces 2 per dwelling unit, and a cumulative total of 22 for those lands zoned R5-13

d) Section 5.18.3 shall also apply to dwellings with direct access to an internal private driveway connecting to a public street.

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

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

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

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

6. When no notice of appeal is filed pursuant to the provisions of the Planning Act, and when Official Plan Amendment No. 36 comes into full force and effect, this By-law shall be deemed to have come into force on the day it was passed.

Read a first, second and third time this 27th day of October 2020.

Mayor Al Strathdee

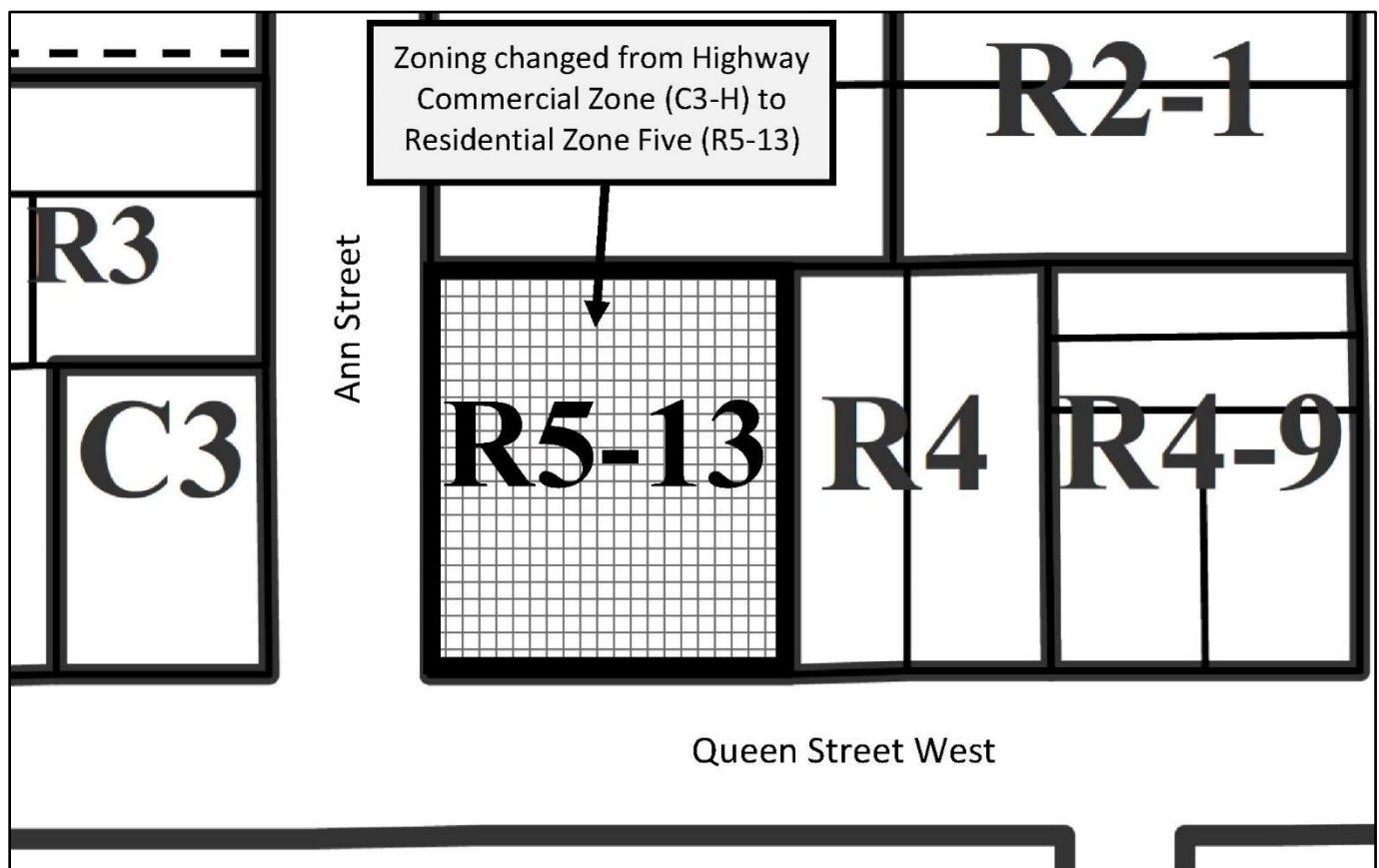
Jenna McCartney, Clerk

THIS IS SCHEDULE "A"
TO BY-LAW NO. Z140-2020
OF THE CORPORATION OF THE TOWN OF ST. MARYS
PASSED THIS 27th DAY OF OCTOBER 2020

Al Stratthdee, Mayor

Jenna McCartney, Clerk

AREA AFFECTED BY THIS BY-LAW



BY-LAW 91-2020

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 Andrew Forman and Gail Kenworthy-Forman

- WHEREAS:** Andrew Forman and Gail Kenworthy-Forman intend to develop, under site plan agreement, the lands legally described Part Lot 35, Thames Con. Blanshard, Thames Concession, Town of St. Marys, County of Perth, more particularly described as being Part 2 on Reference Plan 44R-5357 being part of PIN 53245-0139 (LT), and Part 1 of reference plan 44R-5776; Town of St. Marys and having the municipal address of 481 Water Street South;
- AND WHEREAS:** The Corporation of the Town of St. Marys authorized the sale of 481 Water Street South to Andrew Forman and Gail Kenworthy Forman on July 28, 2020 by by-law 69-2020 however, to date the Agreement of Purchase and Sale has not been executed due to pending circumstances;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into a site plan agreement (the "Agreement") with Andrew Forman and Gail Kenworthy-Forman as the developers for the property for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the site plan development;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Chief Administrative Officer be delegated the authority to negotiate such changes as may be necessary to bring the Agreement to its final form prior to signing.
 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 Andrew Forman and Gail Kenworthy-Forman.
 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 27th day of October 2020.

Mayor Al Stratheedee

Jenna McCartney, Clerk

BY-LAW 92-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

**Being a by-law to exempt from Part Lot Control
Lot 30, 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 30, 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 30 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, semi-detached 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 27th day of October 2020.

Mayor Al Stratthdee

Jenna McCartney, Clerk



AMENDMENT NO. 36

TO THE

TOWN OF ST. MARYS OFFICIAL PLAN

Prepared by:
Council of the Corporation of the Town of St. Marys
October 27, 2020

THE CORPORATION OF THE TOWN OF ST. MARYS
BY-LAW NO. 93-2020
TO ADOPT AMENDMENT NO. 36 TO THE TOWN OF ST. MARYS OFFICIAL PLAN

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

1. Amendment No. 36 to the Town of St. Marys Official Plan, consisting of the attached explanatory text and schedule, is hereby adopted.
2. That the Clerk is hereby authorized and directed to proceed with the giving of written notice of the Town's decision in accordance with the provisions of the Planning Act, R.S.O. 1990.
3. This By-law shall come into force and take effect on the day of the final passing thereof.

Read a first, second and third time this 27th day of October 2020.

Mayor Al Stratthdee

Jenna McCartney, Clerk

THE CONSTITUTIONAL STATEMENT

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

PART B - THE AMENDMENT, consisting of the following text and map (designated Schedule "A-36"), constitutes Amendment No. 36 to the Town of St. Marys Official Plan.

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

PART A - THE PREAMBLE

Purpose

The purpose of this Amendment is to set forth specific policies within the “Residential” designation which will apply only to the area affected by this Amendment, as identified on the attached Schedule “A-36”.

Location

This Amendment consists of two parts which shall be referred to as Items (1) and (2):

Item (1)

The land that is affected by this Amendment is described as 323 Queen Street West, Lots 5 and 6, and Part Lot 4, Plan 210 in the Town of St. Marys, as shown in hatched outline on the attached Schedule “A-36”.

Items (2)

Specific policies, in the form of an exception, governing only the land affected by this Amendment, will be provided through revisions to Section 3.1.3 of the Town Official Plan.

Basis

The vacant subject property is located at the northeast corner of Queen Street West and Ann Street. The subject property is currently designated “Highway Commercial” in the Town of St. Marys Official Plan, a designation intended to serve the travelling public in private automobiles. The owner is proposing to develop the subject property to construct two townhouse buildings with a total nine townhouse and/or stacked townhouse dwelling units. The purpose and intent of this Amendment is to change the Official Plan designation of the subject property to “Residential” with site specific provisions to permit nine townhouse and/or stacked townhouse dwelling units in two buildings.

Based on the growth management analysis as part of the ongoing Official Plan review, removal of these lands from Highway Commercial will not create a deficiency situation with respect to the required supply of commercial land during the planning period. In 2014, the lands at the northwest corner of Queen Street West and Ingersoll Street were redesignated from Highway Commercial to Residential. The lands on the north side of Queen Street West, between Ann Street and Ingersoll Street, are residential in nature with existing residential uses along Queen Street West and to the north.

The “Residential” designation is considered an appropriate designation for these lands, as well as meeting the following Official Plan objectives:

- encourage the provision of an adequate supply and choice of housing for the existing and future residents (Section 3.1.1.1);
- encourage and promote additional housing through intensification and redevelopment (Section 3.1.1.7);
- encourage a diversification and inter mixing of different housing types and forms (Section 3.1.1.8); and

- maintain at least a 10 year supply of land that is designated and available for residential uses and land with servicing capacity to provide a 3 year supply of residential units zoned to facilitate residential intensification and redevelopment, and in draft and registered plans (Section 3.1.1.9).

PART B - THE AMENDMENT

All of this document entitled “Part B - The Amendment” consisting of the following text and attached Map, designated Schedule “A-36” (Land Use Plan), constitutes Amendment No. 36 to the Town of St. Marys Official Plan.

DETAILS OF THE AMENDMENT

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

Item 1

Schedule “A”, being the Land Use Plan for the Town of St. Marys Official Plan, is hereby amended by changing the land use designation from Highway Commercial to Residential labelling the land use designation of lands described 323 Queen Street West, Lots 5 and 6, and Part Lot 4, Plan 210, in the Town of St. Marys as shown in hatched outline on Schedule “A-36” attached hereto as subject to the policies of Section 3.1.3 j).

Item 2

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

“j) The property described as 323 Queen Street West, Lots 5 and 6, and Part Lot 4, Plan 210, in the Town of St. Marys, may be developed for a townhouse development, consisting of townhouse and/or stacked townhouse dwelling units, at a maximum density of 45 units per hectare.

PART C - THE APPENDICES

The following appendices do not constitute part of Amendment No. 36 to the Town of St. Marys Official Plan, but are included as information supporting the Amendment.

APPENDIX I - BACKGROUND TO THE AMENDMENT

The owner of the subject property has made application to amend the Official Plan to permit a townhouse development.

APPENDIX II - LAND USE SURVEY

Land uses in the vicinity of the subject property described in the attached Town Staff Report DEV 76-2020.

APPENDIX III - SERVICES

There are existing services and utilities available to the property.

APPENDIX IV - PLANNING CONSIDERATIONS

Refer to planning considerations in attached Town Staff Report DEV 76-2020.

APPENDIX V - PUBLIC PARTICIPATION

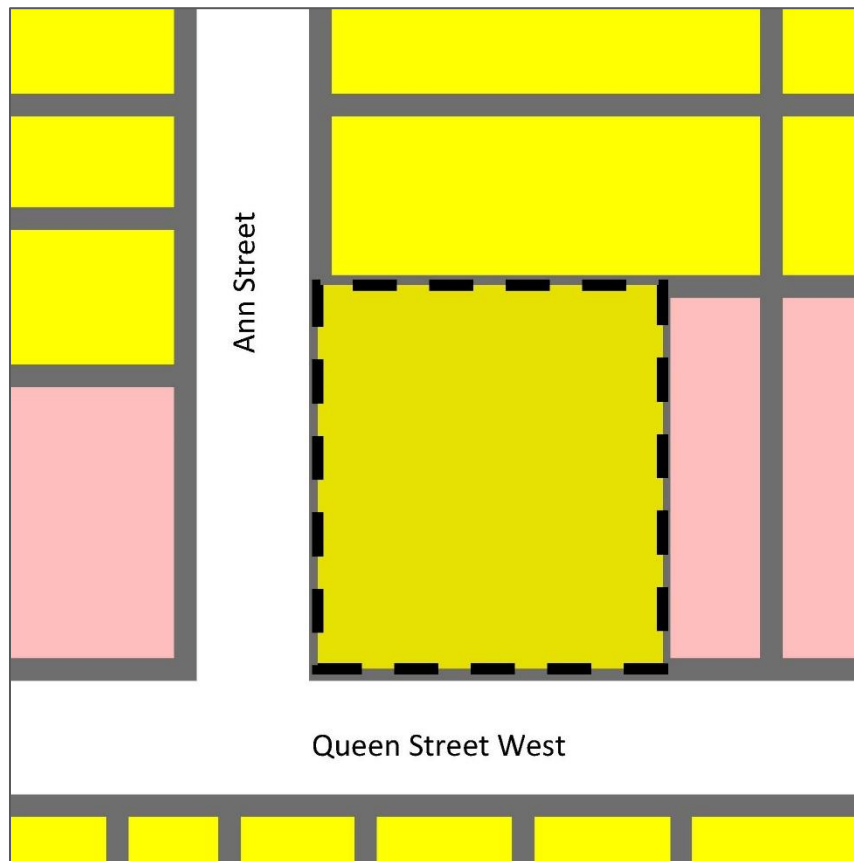
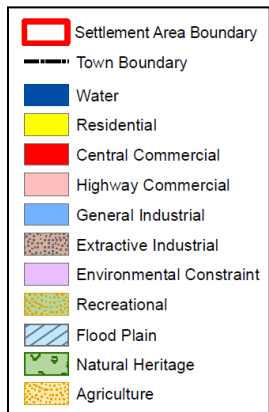
Includes the following:

- a) Notice of Complete Applications and Planning Advisory Committee (dated June 19, 2020);
- b) Agency comments summarized in Town Staff Report DEV 76-2020 and,
 - c) Notice of Public Meeting at Council (dated August 26, 2020).

Schedule “A-36” – Land Use Plan

AMENDMENT NO. 36

to the Town of St. Marys Official Plan



Land use designation changed from Highway Commercial to Residential by OPA 36 and subject to policies of Section 3.1.3 j

BY-LAW 94-2020

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a Local Partnership Agreement between The Corporation of the Town of St. Marys and The Corporation of the City of Stratford and The Corporation of the County of Perth to establish an intracounty community transportation project.

- WHEREAS:** The Province of Ontario has established the Community Transportation Grant Program to fund municipalities to plan, implement and operate intercommunity and local transportation projects;
- AND WHEREAS:** The Corporation of the County of Perth applied and was successful in obtaining funding from the Province of Ontario to implement an intracounty community transportation project (the “Project”);
- AND WHEREAS:** The Corporation of the Town of St. Marys and The Corporation of the City of Stratford and The Corporation of the County of Perth (the “Parties”) wish to enter into a local partnership agreement (the “Agreement”) for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Chief Administrative Officer be delegated the authority to negotiate such changes as may be necessary to bring the Agreement to its final form prior to signing.
 - 2.** That the Mayor and Clerk are hereby authorized to execute the Agreement in substantially the same form as presented on October 27, 2020 on behalf of The Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 27th day of October 2020.

Mayor Al Stratheed

Jenna McCartney, Clerk

BY-LAW 95-2020

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 27, 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 27th 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 27th day of October 2020.

Mayor Al Stratheedee

Jenna McCartney, Clerk