



## **AGENDA**

### **Regular Council Meeting**

November 24, 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 November 24, 2020 regular Council meeting agenda be accepted as presented.

- 4. PUBLIC INPUT PERIOD**

(Public input received by the Clerk's Department prior to 4:30 pm on the day of the meeting will be read aloud by the Mayor during this portion of the agenda. Submissions will be accepted via email at [clerksoffice@town.stmarys.on.ca](mailto:clerksoffice@town.stmarys.on.ca) or in the dropbox at Town Hall, 175 Queen Street East, lower level.)

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

- 6.1. Regular Council - November 10, 2020**

**7**

#### **RECOMMENDATION**

**THAT** the November 10, 2020 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**6.2. Special Council - November 17, 2020**

16

**RECOMMENDATION**

**THAT** the November 17, 2020 special meeting of Council minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**7. CORRESPONDENCE**

**7.1. UTRCA re: Conservation Authority Act Changes**

22

**RECOMMENDATION**

**THAT** the correspondence from Upper Thames River Conservation Authority regarding Conservation Authority Act Changes be received; and

**THAT** the Town of St. Marys does not support the UTRCA's request for Minister Phillips, Minister Yurek, and Minister Yakabuski to reconsider Section 6 of the *Conservation Act* legislation.

**8. STAFF REPORTS**

**8.1. Administration**

**8.1.1. ADMIN 66-2020 November Monthly Report (Administration)**

35

**RECOMMENDATION**

**THAT** ADMIN 66-2020 November Monthly Report (Administration) be received for information.

**8.1.2. ADMIN 67-2020 Council Meeting Calendar for 2021**

38

**RECOMMENDATION**

**THAT** ADMIN 67-2020 Council Meeting Calendar for 2021 report be received; and

**THAT** Council approve the 2021 Council meeting calendar as presented.

8.1.3.	<b>ADMIN 68-2020 Appoint Deputy Treasurer</b>	41
	<b>RECOMMENDATION</b> THAT ADMIN 68-2020 Appoint Deputy Treasurer report be received; and  THAT Council consider By-Law 102-2020 to appoint a Deputy Treasurer for the Corporation.	
8.2.	<b>Building and Development Services</b>	
8.2.1.	<b>DEV 80-2020 November Monthly Report (Building and Development)</b>	43
	<b>RECOMMENDATION</b> THAT DEV 80-2020 November Monthly Report (Building and Development) be received for information.	
8.3.	<b>Community Services</b>	
8.3.1.	<b>DCS 26-2020 November Monthly Report (Community Services)</b>	46
	<b>RECOMMENDATION</b> THAT DCS 26-2020 November Monthly Report (Community Services) be received for information.	
8.4.	<b>Corporate Services</b>	
8.4.1.	<b>COR 39-2020 October Monthly Report (Corporate Services)</b>	50
	<b>RECOMMENDATION</b> THAT COR 39-2020 October Monthly Report (Corporate Services) be received for information.	
8.5.	<b>Fire and Emergency Services</b>	
8.5.1.	<b>FD 11-2020 November Monthly Report (Emergency Services)</b>	54
	<b>RECOMMENDATION</b> THAT FD 11-2020 November Monthly Report (Emergency Services) be received for information.	

**8.6. Human Resources**

**8.6.1. HR 12-2020 November Monthly Report (Human Resources) 57**

**RECOMMENDATION**

**THAT** HR 12-2020 November Monthly Report (Human Resources) be received for information.

**8.7. Public Works**

**8.7.1. PW 72-2020 November Monthly Report (Public Works) 59**

**RECOMMENDATION**

**THAT** PW 72-2020 November Monthly Report (Public Works) be received for information.

**8.7.2. PW 70-2020 Source Water Protection Services – Contract Renewal 63**

**RECOMMENDATION**

**THAT** Report PW 70-2020, Source Water Protection Services – Contract Renewal be received; and

**THAT** Council direct staff to continue to utilize Risk Management Services from the Upper Thames River Conservation Authority to meet the Town’s Clean Water Act requirements; and,

**THAT** staff bring back the associated agreement at a later date.

**9. EMERGENT OR UNFINISHED BUSINESS**

**10. NOTICES OF MOTION**

**11. BY-LAWS**

**RECOMMENDATION**

**THAT** By-Law 102-2020 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. By-Law 102-2020 Appoint a Deputy Treasurer 71**

## **12. UPCOMING MEETINGS**

\*All meetings Live Streamed to Town's YouTube Channel

December 1, 2020 - 9:00 am - 2:30 pm, Special Meeting of Council (budget)

December 8, 2020 - 6:00 pm, Regular Council

## **13. CLOSED SESSION**

### **RECOMMENDATION**

**THAT** Council move into a session that is closed to the public at \_\_\_\_\_ pm as authorized under the *Municipal Act*, Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

### **13.1. Minutes CLOSED SESSION**

### **13.2. 151 Water Street North, St. Marys LPAT Appeal Direction**

## **14. RISE AND REPORT**

### **RECOMMENDATION**

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

### **14.1. Delegation of Authority**

#### **RECOMMENDATION**

**THAT** Council delegate authority to the Chief Administrative Officer to take and to direct the taking of all steps the Chief Administrative Officer deems advisable in relation to the appeal brought by 1934733 Ontario Inc., Local Planning Appeal Tribunal Case Number PL200131, and any related proceedings, and to report to Council.

## **15. CONFIRMATORY BY-LAW**

72

### **RECOMMENDATION**

**THAT** By-Law 103-2020, being a by-law to confirm the proceedings of November 24, 2020 regular Council meeting be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**16. ADJOURNMENT**

**RECOMMENDATION**

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



## **MINUTES Regular Council**

November 10, 2020  
6:00pm  
Town Hall, Council Chambers

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

Council Absent: Councillor Hainer

Staff Present: **In-Person**  
Brent Kittmer, Chief Administrative Officer  
Jenna McCartney, Clerk  
**Conference Line**  
Jed Kelly, Director of Public Works  
Lisa Lawrence, Director of Human Resources  
André Morin, Director of Finance / Treasurer

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

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

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

None.

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

#### **Resolution 2020-11-10-01**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** the November 10, 2020 regular Council meeting agenda be accepted as presented.

**CARRIED**

**4. PUBLIC INPUT PERIOD**

Frank Doyle of St. Marys Independent forwarded the following question in advance of the meeting.

If and when the new regulations for recycling take effect, is there an estimate on what the average savings would be per household?

In response to the question, Councillor Craigmile stated that no specifics are known at this time.

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

**5.1 Retirement Presentation to Clara Hodgins**

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

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - October 27, 2020**

**Resolution 2020-11-10-02**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

**THAT** the October 27, 2020 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**6.2 Special Council - November 3, 2020**

**Resolution 2020-11-10-03**

**Moved By** Councillor Winter

**Seconded By** Councillor Edney

**THAT** the November 3, 2020 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 Stop Violence Against Women Coordinating Committee of Perth County re: National Day of Remembrance and Action on Violence Against Women**



**Resolution 2020-11-10-04**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** the correspondence from Stop Violence Against Women Coordinating Committee of Perth County regarding National Day for Remembrance and Action on Violence Against Women be received; and

**THAT** Council proclaim December 6, 2020 as the National Day for Remembrance and Action on Violence Against Women in the Town of St. Marys; and

**THAT** the Town of St. Marys, Province of Ontario and Canadian flags at Town Hall, the Municipal Operations Centre, the Pyramid Recreation Centre, and the Lind Sportsplex be lowered to half-mast from sunrise to sunset on December 6, 2020.

**CARRIED**

**7.2 Spruce Lodge Long Term Care re: Long Term Care Staffing Improvements**

**Resolution 2020-11-10-05**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** the correspondence from Spruce Lodge Long Term Care regarding long term care staffing improvements be received.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Administration**

**8.1.1 ADMIN 64-2020 Community Transportation Project - Bus Stop License Agreements**

Brent Kittmer presented ADMIN 64-2020 report.

**Resolution 2020-11-10-06**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** ADMIN 64-2020 regarding the Community Transportation project bus stop license agreements be received; and

**THAT** Council approve the bus stop license agreements for the InterCity and IntraCounty Community Transportation Projects, conditional upon a favorable review by the municipal insurer; and

**THAT** Council consider By-Law 97-2020 authorizing the Mayor and Clerk to sign a Bus Stop License Agreement with the City of Stratford and North Perth for the InterCity Community Transportation Project; and

**THAT** Council consider By-Law 98-2020 authorizing the Mayor and Clerk to sign a Bus Stop License Agreement with the County of Perth for the IntraCounty Community Transportation Project; and

**THAT** the CAO be delegated authority to make any final edits to the Bus Stop License agreements as may be necessary to bring it into final form.

**CARRIED**

## **8.2 Finance**

### **8.2.1 FIN 38-2020 COVID Business Grant Program**

André Morin presented FIN 38-2020 report.

**Resolution 2020-11-10-07**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** FIN 38-2020 COVID Business Grant Program report be received; and

**THAT** Council authorize the selection committee to approve eligible business grants for up to \$3,000; and

**THAT** Council appoint the following as the COVID Business Grant selection committee:

- André Morin, Director of Finance/Treasurer
- Kelly Deeks-Johnson, Tourism and Economic Development Manager
- Councillor Winter

**Amendment**

**Resolution 2020-11-10-08**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**THAT** resolution 2020-11-10-07 be amended to include the following at the end of the second paragraph:

"from the Town of St. Marys COVID fund, up to \$50,000, as of November 10, 2020"

**CARRIED**

**Resolution 2020-11-10-07**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** FIN 38-2020 COVID Business Grant Program report be received; and

**THAT** Council authorize the selection committee to approve eligible business grants for up to \$3,000 from the Town of St. Marys COVID fund, up to \$50,000, as of November 10, 2020; and

**THAT** Council appoint the following as the COVID Business Grant selection committee:

- André Morin, Director of Finance/Treasurer
- Kelly Deeks-Johnson, Tourism and Economic Development Manager
- Councillor Winter

**CARRIED**

**8.3 Public Works**

**8.3.1 PW 68-2020 Engineering Services Award – WPCP Capital Works**

Jed Kelly presented PW 68-2020 report.

**Resolution 2020-11-10-09**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** report PW 68-2020, Engineering Services Award – WPCP Capital Works be received; and

**THAT** Council consider By-Law 99-2020 authorizing the Mayor and Clerk to sign the associated Agreement with R.J. Burnside and Associated Limited for the upset limit of \$371,625.00 plus applicable taxes.

**CARRIED**

## **9. COUNCILLOR REPORTS**

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

Each Councillor presented an update on the recent committee and board reports.

#### **Resolution 2020-11-10-10**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.16 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 - Mayor  
Strathdee, Coun. Edney**

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

**9.2.4 CBHFM - Coun. Edney**

**9.2.5 Committee of Adjustment**

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

**9.2.7 Green Committee - Coun. Pridham**

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

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

**9.2.10 Museum Advisory Committee - Coun. Hainer**

**9.2.11 Planning Advisory Committee - Coun. Craigmile, Hainer**

**9.2.12 Recreation and Leisure Advisory Committee - Coun. Pridham**

**9.2.13 Senior Services Advisory Committee - Coun. Winter**

**9.2.14 St. Marys Lincolns Board - Coun. Craigmile**

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

**9.2.16 Youth Council - Coun. Edney**

**10. EMERGENT OR UNFINISHED BUSINESS**

None.

**11. NOTICES OF MOTION**

None.

**12. BY-LAWS**

**Resolution 2020-11-10-11**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** By-Laws 97-2020, 98-2020 and 99-2020 be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**12.1 By-Law 97-2020 Bus Stop License Agreement with City of Stratford  
and North Perth**

**12.2 By-Law 98-2020 Bus Stop Access Agreement with County of Perth**

**12.3 By-Law 99-2020 Agreement with R.J. Burnside and Associates Ltd.**

**13. UPCOMING MEETINGS**

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

**14. CLOSED SESSION**

**Resolution 2020-11-10-12**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** Council move into a session that is closed to the public at 7:03 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**CARRIED**

**14.1 MINUTES CLOSED SESSION**

**14.2 Advisory and Ad-Hoc Committee Reports**

**14.2.1 AD-HOC Committee regarding Social Wellbeing Issues - Mayor Strathdee, Couns. Luna, Pridham**

**14.3 ADMIN 65-2020 CONFIDENTIAL Request for Consent to Land Sale (478 Water Street South)**

**15. RISE AND REPORT**

**Resolution 2020-11-10-13**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**THAT** Council rise from a closed session at 7:55 pm.

**CARRIED**

Mayor Strathdee stated that a closed session was held with two matters being consider. Council will now consider one resolution related to a land sale matter.

**Resolution 2020-11-10-14**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** the Town agrees to the sale of lands from McLean Taylor Construction Ltd. to Formal Electric per Section 2(b) (Schedule B) of the Sales Agreement.

**CARRIED**

**16. CONFIRMATORY BY-LAW**

**Resolution 2020-11-10-15**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** By-Law 100-2020, being a by-law to confirm the proceedings of November 10, 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 2020-11-10-16**

**Moved By** Councillor Edney

**Seconded By** Councillor Winter

**THAT** this regular meeting of Council adjourns at 7:56 pm.

**CARRIED**

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Al Strathee, Mayor

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Jenna McCartney, Clerk



**MINUTES**  
**Special Meeting of Council**

November 17, 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**  
Grant Brouwer, Director of Building and Development  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
Lisa Lawrence, Director of Human Resources  
André Morin, Director of Corporate Services / Treasurer  
Sarah Andrews, Library CEO

**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 2020-11-17-01**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** the November 17, 2020 special meeting of Council agenda be accepted as presented.



**4. 2021 BUDGET DELIBERATIONS**

**4.1 2020 Budget Introduction**

Brent Kittmer provided an introduction to the 2021 budget deliberations and reviewed the intentions of today's proceedings.

**4.2 2021 Draft Budget Overview**

André Morin spoke to 2021 draft budget overview and responded to questions from Council.

**Resolution 2020-11-17-02**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** staff report back on the implications of implementing a 1.5% increase for staff 2021 salaries and wages.

**CARRIED**

**4.3 Capital Budget**

André Morin presented the 2021 capital budget.

Council deliberated on each 2021 capital budget item.

**Resolution 2020-11-17-03**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** staff report back on costs and timelines associated with an enhanced version of a tourism website to be a standalone website first, with a future expansion of the website to support business and retail within St. Marys.

During Council's discussion of resolution 2020-11-17-03, Councillor Hainer recommended an amendment to the main motion.

In response to Councillor Hainer's request for an amendment to the main motion, Mayor Strathdee ruled that the amendment was not within the original intent of the main motion and stated that upon conclusion of the vote, Mayor Strathdee would accept a resolution from Councillor Hainer.

**Resolution 2020-11-17-03**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** staff report back on costs and timelines associated with an enhanced version of a tourism website to be a standalone website first, with a future expansion of the website to support business and retail within St. Marys.

**DEFEATED**

**Resolution 2020-11-17-04**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** Council grant pre-budget approval to the 2021 capital budget #1 - Tourism Website and Business Directory.

**CARRIED**

Staff presented the 2021 capital budget items # 2 - 9 to Council and responded to questions.

Council took a brief break at 10:29 am.

Mayor Strathdee called the meeting back to order at 10:46 am.

Staff presented the 2021 capital budget item #12, 13 and 10.

**Resolution 2020-11-17-05**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** the 2021 capital budget item 10, Fire Small Capital and Hose, be increased by \$3,000 for a total of \$9,000 to support increased hose purchase.

**CARRIED**

Staff presented the 2021 capital budget item #11.

**Resolution 2020-11-17-06**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** approval of capital budget item #11 Fire – New Pumper, be deferred until staff report back on financing/funding options.

**CARRIED**

Staff presented the 2021 capital budget item #14 – 37, plus the listed 2020 carry over projects.

**Resolution 2020-11-17-07**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

**THAT** staff report back on partnership opportunities with local colleges for masonry projects within the Town of St. Marys.

**CARRIED**

**Resolution 2020-11-17-08**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**THAT** staff report back on alternative roofing options including steel for capital budget item #8, Landfill Exterior Building Renovation, in addition to life expectancy of the building and current use of the building.

**CARRIED**

**Resolution 2020-11-17-09**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** the 2021 capital budget, with the exception of #11, Fire - New Pumper, and the exception of any previous resolutions made during the November 17, 2020 special meeting of Council related to the 2021 capital budget, be approved.

**CARRIED**

Council confirmed it will break for lunch and then receive staff's draft operation budget submissions.

Council took a brief recess at 12:06 pm.

Mayor Strathdee called the meeting back to order at 12:39 pm.

Councillor Hainer will not be returning to the meeting this afternoon.

**4.4 Review of Draft Operation Budgets**

**4.4.1 Administration**

Brent Kittmer presented the Administration draft operation budget.

#### **4.4.2 Community Services**

Stephanie Ische presented the Community Services draft operation budget.

#### **4.4.3 Corporate Services**

André Morin presented the Corporate Services draft operation budget.

#### **4.4.4 Human Resources**

Lisa Lawrence presented the Human Resources draft operation budget.

#### **4.4.5 Library and Adult Learning**

Sarah Andrews explained that the Library Board Chair, Cole Atlin, will attend the next scheduled budget meeting to speak to the 2021 Library and Adult Learning draft operation budget.

#### **4.4.6 Public Works**

Jed Kelly presented the Public Works draft operation budget.

#### **4.4.7 Building and Development**

Grant Brouwer presented the Building and Development draft operation report.

#### **4.4.8 Self-Funded Public Works**

Jed Kelly presented the Public Works self-funded draft operation budget.

#### **4.4.9 Fire**

Chief Andy Anderson presented the Fire and Emergency Services draft operation budget.

Upon review of today's proceedings, Council was of the consensus to cancel the next scheduled budget meeting on November 24 and return to the regular budget meeting schedule on December 1, 2020.

## **5. PUBLIC INPUT**

Mr. Morin stated that he was in receipt of one piece of correspondence related to the budget and cited that the individual questioned the daytime meeting schedule of the budget proceedings.

Mr. Morin stated that the budget schedule has been held during the daytime although the proceedings are live streamed and saved to the Town's YouTube page for review at any time. Mr. Morin also stated the final budget presentation is scheduled to occur during a regular evening meeting of Council in the New Year.

**6. UPCOMING MEETINGS**

Mayor Strathdee reviewed the upcoming meetings as presented on the agenda and noted that the November 24 meeting has been cancelled.

**7. BY-LAWS**

**Resolution 2020-11-17-10**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** By-Law 101-2020, being a by-law to confirm the proceedings of the November 17, 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**

**8. ADJOURNMENT**

**Resolution 2020-11-17-11**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

**THAT** this special meeting of Council adjourns at 2:05 pm.

**CARRIED**

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Al Strathdee, Mayor

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Jenna McCartney, Clerk

"Inspiring a Healthy Environment"

November 18, 2020

Attention: UTRCA Member Municipalities- Mayors, Councils, CAOs, Clerks

Re: Action Request Regarding New Changes to Ontario's Conservation Authorities Act

On behalf of the Board of Directors of the Upper Thames River Conservation Authority (UTRCA), I am circulating this letter to all member municipalities to draw your attention to unexpected amendments to the Conservation Authorities Act. These amendments were introduced through Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures), on November 5, 2020.

<https://budget.ontario.ca/2020/contents.html>

The UTRCA Board has concerns regarding several of the proposed amendments, including additional red tape, further delays for permit approvals, and increased costs, as well as several new municipal constraints regarding agreements with Conservation Authorities and control of Board appointments.

This letter is being shared with you to ensure you are aware of proposed changes, and to request your support in requesting that Minister Phillips, Minister Yurek, and Minister Yakabuski reconsider Section 6 of the legislation, pending further discussions with affected municipalities and conservation authorities. A draft resolution is attached for your consideration.

### Discussion

Three documents prepared by Conservation Ontario are attached to this report:

- A Summary of Proposed Amendments to the *Conservation Authorities Act and Planning Act* through Bill 229 and Implications,
- Backgrounder: Concerns About Changes to the Conservation Authorities Act and Planning Act Which Affect Conservation Authorities, and
- A Proposed Resolution for Municipalities.

Our concerns regarding the legislative amendments generally fall within one of three broad categories:

1. Data and Science: Yet to be defined non-mandatory programs and new ministerial powers to deny or approve permits could preclude watershed science based decisions. Conservation Authorities currently deliver programs and make decisions based on watershed scale benefits and impacts. Clarity is needed regarding how legislative changes will continue to ensure improved watershed health and public safety from hazards through what could potentially be a new system of patch-work programs and services, with the possibility for Ministerial level permitting decisions that preclude watershed science.
2. Red Tape: While one intention of legislative change is a reduction in red tape and delays, there is concern that new requirements to negotiate 17 separate municipal service agreements for non-mandatory services will add greatly to administrative effort. In addition, staff effort dealing with new appeal processes before the Local Planning Appeal Tribunal (LPAT) and/or the minister suggests permit approval times could be longer and more expensive.

3. Governance and Local Control: There is significant concern with the proposed change in the “duty of a member” from serving the best interests of the Conservation Authority to serving municipal interests. This is contrary to fiduciary responsibilities required through governance best practices and confuses the purpose of a Conservation Authority. In addition, restricting the eligibility of Board representatives to councillors removes municipal control of appointments and adds to the workload of elected officials.

A Backgrounder further explaining these changes is attached for your information.

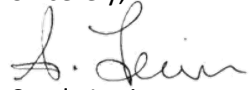
Bill 229 is expected to move quickly through second and third readings so there is an urgency to respond. I would urge you to become familiar with the changes proposed in Schedule 6 of Bill 229, and understand the potential impacts on our local environments as well as the inevitable changes in our municipal/conservation authority relationship. For more than 70 years, the UTRCA and the watershed’s 17 member municipalities have worked cooperatively and successfully to ensure the public is protected from hazards and that environmental improvements support local needs. Please consider expressing any concerns you and your council may have with these provincial changes directly to the following Ministers:

Minister Phillips  
Minister of Finance

Minister Yurek  
Minister of the Environment, Conservation and Parks

Minister Yakabuski  
Minister of Natural Resources and Forestry

Sincerely,



Sandy Levin  
Chair, Upper Thames River Conservation Authority

Attachments:

- A Summary of Proposed Amendments to the *Conservation Authorities Act and Planning Act* through Bill 229 and Implications
- Backgrounder: Changes to the Conservation Authorities Act and Planning Act Which Affect Conservation Authorities
- Draft Municipal Resolution

## Summary of Proposed Amendments to the *Conservation Authorities Act* & *Planning Act* through Bill 229 and Implications

Description of Proposed Amendments	Implications to Conservation Authorities
<p><b>Existing aboriginal or treaty rights</b></p> <p>Section 1 is amended to include a non-abrogation clause with respect to aboriginal and treaty rights.</p>	<p><b>No concern.</b></p>
<p><b>Members of authority</b></p> <p>Section 14 is amended to ensure that the members of a conservation authority that are appointed by participating municipalities are municipal councillors. The Minister is given the authority to appoint an additional member to a conservation authority to represent the agricultural sector. The powers to define in regulation the composition, appointment or minimum qualifications for a member of the Board have been repealed. The duties of a member are amended, every member is to act honestly and in good faith and shall generally act on behalf of their respective municipalities.</p>	<p><b>There may be a municipal concern.</b> Municipalities will no longer be able to appoint a member of the public to the Board and the specification of ‘municipal councillor’ rather than “municipally elected official” may exclude Mayors.</p> <p><b>There may be a municipal concern.</b> Should the Minister choose to appoint a member to represent the agricultural sector it is assumed that candidates would apply through the Public Appointments Secretariat. It is also assumed that these appointments would have the same voting privileges as all members and would be entitled to receive per diems and to be appointed as the chair or vice-chair.</p> <p><b>There may be a municipal concern.</b> There is no opportunity to manage these legislative amendments through the regulations process as Bill 229 has removed the ability to prescribe by regulation, the composition, appointment, or qualifications of members of CAs.</p> <p><b>Significant concern.</b> The amendment that would require members to act on behalf of their respective municipalities contradicts the fiduciary duty of a Board Member to represent the best interests of the corporation they are overseeing. It puts an individual municipal interest above the broader watershed interests further to the purpose of the Act.</p>



Description of Proposed Amendments	Implications to Conservation Authorities
<p><b>Meetings of authorities</b></p> <p>Section 15 is amended to require that meeting agendas be available to the public before a meeting takes place and that minutes of meetings be available to the public within 30 days after a meeting. They are to be made available to the public online.</p>	<p><b>No concern.</b> CA Administrative By-Laws were completed by the December 2018 legislated deadline and, as a best practice, should already address making key documents publicly available; including meeting agendas and meeting minutes.</p>
<p><b>Chair/vice-chair</b></p> <p>Section 17 is amended to clarify that the term of appointment for a chair or vice-chair is one year and they cannot serve for more than two consecutive terms.</p>	<p><b>There may be a municipal concern.</b> Municipal Councillor interest and availability regarding this requirement is to be determined.</p>
<p><b>Objects</b></p> <p>Section 20 objects of a conservation authority are to provide the mandatory, municipal or other programs and services required or permitted under the Act and regulations.</p>	<p><b>No concern.</b> Previously the objects of an authority were to undertake programs and services designed to further the conservation, restoration, development and management of natural resources. This is still reflected in the Purpose of the Act. The objects now reference the mandatory and non-mandatory programs and services to be delivered. The “other programs and services” clause indicates that “an authority may provide within its area of jurisdiction such other programs and services as the authority determines are advisable to further the purposes of this Act”.</p>
<p><b>Powers of authorities</b></p> <p>Section 21 amendments to the powers of an Authority including altering the power to enter onto land without the permission of the owner and removing the power to expropriate land.</p>	<p><b>No concern</b></p>
<p><b>Programs and Services</b></p> <p>Section 21.1 requires an authority to provide mandatory programs and services that are prescribed by regulation and meet the requirements set out in that section. Section 21.1.1 allows authorities to enter into agreements with participating municipalities to provide programs and</p>	<p><b>Significant concern.</b> The basic framework of mandatory, municipal and other program and services has not changed from the previously adopted but not yet proclaimed amendments to the legislation. What has now changed is that municipal programs and services and other programs and services are subject to such standards and requirements</p>

Description of Proposed Amendments	Implications to Conservation Authorities
<p>services on behalf of the municipalities, subject to the regulations. Section 21.1.2 would allow authorities to provide such other programs and services as it determines are advisable to further the purposes of the Act, subject to the regulations.</p>	<p>as may be prescribed by regulation. Potentially the regulations could restrict what the Authority is able to do for its member municipalities or to further the purpose of the Act.</p>
<p><b>Agreements for ‘other programs and services’</b></p> <p>An authority is required to enter into agreements with the participating municipalities in its jurisdiction if any municipal funding is needed to recover costs for the programs or services provided under section 21.1.2 (i.e. other program and services). A transition plan shall be developed by an authority to prepare for entering into agreements relating to the recovery of costs. *All programs and services must be provided in accordance with any prescribed standards and requirements.* <i>NOTE- this new addition is addressed as a <b>significant concern</b> under Programs and Services above.</i></p>	<p><b>Potential concern.</b> This appears to be a continuation of an amendment previously adopted but not yet proclaimed. MECP staff indicate that the current expectation is that the plan in the roll-out of consultations on regulations is that the Mandatory programs and services regulation is to be posted in the next few weeks. It is noted that this will set the framework for what is then non-mandatory and requiring agreements and transition periods. MECP staff further indicated “changes would be implemented in the CA 2022 budgets” which is interpreted to mean that the Transition period is proposed to end December 2021. Subject to the availability of the prescribed regulations this date is anticipated to be challenging for coordination with CA and municipal budget processes.</p>
<p><b>Fees for programs and services</b></p> <p>Section 21.2 of the Act allows a person who is charged a fee for a program or service provided by an authority to apply to the authority to reconsider the fee. Section 21.2 is amended to require the authority to make a decision upon reconsideration of a fee within 30 days. Further, the amendments allow a person to appeal the decision to the Local Planning Appeal Tribunal or to bring the matter directly to the Tribunal if the authority fails to render a decision within 30 days.</p>	<p><b>Some concern.</b> Multiple appeals of fees have the potential to undermine CA Board direction with regard to cost recovery and to divert both financial and staff resources away from the primary work of the conservation authority.</p>
<p><b>Provincial oversight</b></p> <p>New sections 23.2 and 23.3 of the Act would allow the Minister to take certain actions after reviewing a report on an investigation into an authority’s operations. The Minister may order the authority to do anything to prevent or remedy non-compliance with the Act. The Minister may also recommend that the Lieutenant Governor in Council</p>	<p><b>No concern.</b> This appears to be an expansion of powers previously provided to the Minister.</p>

Description of Proposed Amendments	Implications to Conservation Authorities
<p>appoint an administrator to take over the control and operations of the authority.</p>	
<p><b>Ministerial Review of Permit Decisions</b></p> <p>Subsection 28.1 (8) of the Act currently allows a person who applied to a conservation authority for a permit under subsection 28.1 (1) to appeal that decision to the Minister if the authority has refused the permit or issued it subject to conditions. Subsection 28.1 (8) is repealed and replaced with provisions that allow the applicant to choose to seek a review of the authority's decision by the Minister or, if the Minister does not conduct such a review, to appeal the decision to the Local Planning Appeal Tribunal within 90 days after the decision is made. Furthermore, if the authority fails to make a decision with respect to an application within 120 days after the application is submitted, the applicant may appeal the application directly to the Tribunal.</p>	<p><b>Significant concern.</b> These amendments provide two pathways for an applicant to appeal a decision of an Authority to deny a permit or the conditions on a permit. One is to ask the Minister to review the decision; the other is to appeal directly to the Local Planning Appeal Tribunal. Appeals brought through these processes will create additional workload for the Authority and increase the amount of time that a permit appeal process takes.</p> <p>New guidelines will need to be created to support the Minister and the LPAT in their decision-making processes. There is no reference to a complete application being submitted prior to the 120 day "clock" being started.</p>
<p><b>Minister's Order Re. S. 28 Permit</b></p> <p>New section 28.1.1 of the Act allows the Minister to order a conservation authority not to issue a permit to engage in an activity that, without the permit, would be prohibited under section 28 of the Act. After making such an order the Minister may issue the permit instead of the conservation authority.</p>	<p><b>Significant concern.</b> These powers appear to be similar to a Minister Zoning Order provided for under the <i>Planning Act</i>. Should the Minister decide to use these powers it is appears that the CA may be required to ensure compliance with the Minister's permit.</p>
<p><b>Cancellation of Permits</b></p> <p>Section 28.3 of the Act is amended to allow a decision of a conservation authority to cancel a permit or to make another decision under subsection 28.3 (5) to be appealed by the permit holder to the Local Planning Appeal Tribunal.</p>	<p><b>Some concern.</b> Some conservation authorities use the cancellation of a permit as part of their compliance approach; the ability to appeal to the LPAT will add 90 days to the process prior to a LPAT hearing taking place. Renders the tool ineffective if the permit holder decides to appeal.</p>
<p><b>Entry Without Warrant, Permit Application</b></p> <p>Subsection 30.2 (permit application) of the Act sets out circumstances in</p>	<p><b>Some concern.</b> The changes are to amendments previously adopted but not proclaimed. For considering a permit application, the officer is now</p>

Description of Proposed Amendments	Implications to Conservation Authorities
which an officer may enter land within the area of jurisdictions of an authority. Those circumstances are revised.	required to give reasonable notice to the owner <b>and</b> to the occupier of the property, which may result in increased administrative burden for the CA. It also appears to remove the ability to bring experts onto the site.
<b>Entry Without Warrant, Compliance</b> Subsection 30.2 (compliance) of the Act sets out circumstances in which an officer may enter land within the area of jurisdictions of an authority. Those circumstances are revised.	<b>Significant/Some concern.</b> The revisions essentially undo any enhanced powers of entry found within the yet to be proclaimed enforcement and offences section of the Act. The result is that CAs essentially maintain their existing powers of entry, which are quite limited. Conservation authorities will likely have to rely on search warrants to gain entry to a property where compliance is a concern. Reasonable grounds for obtaining a search warrant cannot be obtained where the activity cannot be viewed without entry onto the property (i.e. from the road).
<b>Stop (work) Order</b> Section 30.4 of the Act is repealed. That section, which has not yet been proclaimed and which would have given officers the power to issue stop orders to persons carrying on activities that could contravene or are contravening the Act, is repealed.	<b>Significant concern.</b> This is an important enforcement tool that conservation authorities have been requesting for years. Without this tool, conservation authorities must obtain an injunction to stop unauthorized activities which represents a significant cost to the taxpayers.
<b>Regulations Made By Minister and LGIC</b> The regulation making authority in section 40 is re-enacted to reflect amendments in the Schedule.	<b>No concern.</b>
Throughout the legislation all references to the Mining and Lands Commissioner has been replaced with the Local Planning Appeal Tribunal	<b>Some concern.</b> The LPAT lacks the specialized knowledge that the MLT has with regard to S. 28 applications. There is also a significant backlog of cases at the LPAT.
<b>Planning Act – Exclusion of CAs as Public Body</b> Subsection 1(2) of the <i>Planning Act</i> is amended to remove Conservation Authorities as a public body under the legislation. Conservation authorities will not be able to independently appeal or become a party	<b>Significant concern.</b> There is lack of clarity on the implications of this amendment.  The intent of the amendment is to remove from conservation authorities the ability to appeal to LPAT any <i>Planning Act</i> decisions as a

Description of Proposed Amendments	Implications to Conservation Authorities
to an appeal as a public body at the LPAT.	public body or to become a party to an appeal. Conservation authorities will instead be required to operate through the provincial one window approach, with comments and appeals coordinated through MMAH. Note that the one window planning system is typically enacted for the review of Official Plans and Official Plan Amendments. It is expected that conservation authorities will retain the ability to appeal a decision that adversely affects land that it owns however that has not been confirmed.



## Backgrounder

# Concerns About Changes to the *Conservation Authorities Act* and *Planning Act* Which Affect Conservation Authorities

November 11, 2020

The Province has introduced a number of changes to the *Conservation Authorities Act* and the *Planning Act* that significantly either limit and completely change the role of conservation authorities to protect Ontario's environment and ensure people and property are safe from natural hazards. The changes risk watering down or limiting the conservation authorities' ability to ensure a watershed-based approach to development and to overall protection of Ontario's environment.

### Highlights of Key Changes:

- remove and/or significantly hinder the conservation authorities' role in regulating development, permit and planning application appeal process and engaging in review and appeal of municipal planning applications
- allow the Minister make decisions on permit appeals and issue permits without watershed data and expertise from the conservation authorities
- redirect the fiduciary role (Duty of Members) for municipally appointed CA Board members. They are being told to make decisions in the best interest of the municipalities and not the conservation authority.

### Conservation Authority Transparency and Accountability

There are a number of changes which appear administrative in nature which we acknowledge will address concerns around conservation authorities' transparency and accountability. CA Administrative By-Laws were completed by the December 2018 legislated deadline and should already address these concerns including making key documents publicly available; including meeting agendas, meeting minutes, and annual audits.

### Conservation Ontario Concerns

#### **Ontario's environment will be at risk.**

**Provincial changes to both the *Conservation Authorities Act* and the *Planning Act* risk watering down or losing the conservation authorities' science-based watershed approach which currently protects Ontario's environment.**

- Conservation authorities are important agencies who help protect Ontario's environment. Their science-based watershed information helps to steer development to appropriate places where it will not harm the environment or create risks to people.
- CAs bring the watershed science and information to the various tables where development and growth are being reviewed and discussed.
- Provincial changes limit the conservation authorities' ability to provide input to municipal planning applications and to permit decisions and appeals.

- The conservation authority watershed model has served Ontario well and is relied upon by many levels of government, businesses and residents to protect the environment from upstream to downstream.
- Conservation authorities undertake watershed-scale monitoring, data collection management and modelling; watershed-scale studies, plans, assessments and strategies; and watershed-wide actions including stewardship, communication, outreach and education activities that protect our environment on a watershed basis.

**Provincial changes will actually create more costs, delays and red tape around permit and planning applications and appeals.**

- There are new appeal processes which will significantly slow down the permitting process creating delays and more red tape.
- If applicants are not satisfied with decisions made by the Hearing Boards (CA Board of Directors and/or Executive), then applicants can now appeal directly to the Minister who can make his or her own decision and even issue a permit.
- Alternatively, or in addition, the applicant can appeal a decision of the conservation authority to the Local Planning Appeal Tribunal (LPAT).
- These changes could add as many as almost 200 days to the application process.

**Changes made by the Province to the conservation authorities' role in not being allowed to independently appeal decisions made around permits and municipal planning applications will put more people and infrastructure at risk of flooding and other natural hazards and add additional stressors to Ontario's biodiversity.**

- Conservation authorities' regulatory role is not always a popular one but it is very important. Being able to participate in appeals processes ensures that the watershed lens is being applied to planning and land use decisions and that people and their property are protected from natural hazards such as flooding.
- Changes have been made to the conservation authorities' role in the permit appeal process. They are no longer allowed to appeal these decisions independently.
- Without our ability to look at development applications on a watershed basis, we run the risk of the plan review process being piecemealed and ultimately the potential to exasperate risks associated with natural hazards and for cumulative negative environmental impacts.

**The Province has removed the responsibility for municipally appointed CA Board members to represent the interests of the Conservation Authority.**

- The Province has changed the 'Duty to Members' section of the CAA to have municipal representatives on CA Boards actually act in the interests of their own municipality rather than the conservation authority's interests.
- It contradicts the fiduciary duty of board members of any organization to represent the best interests of the corporation they are overseeing. It puts an individual municipal interest above the conservation authority interests.

- This change undermines the ability of the CA Board to address the broader environmental/resource management issues facing our watersheds today. It limits discourse on these issues and consideration of programs and services that address watershed-wide issues that span municipal boundaries is paramount in a time of increasing climate change.

For more information:

Kim Gavine, General Manager, Conservation Ontario  
Cell: 905-251-3268 | [kgavine@conservationontario.ca](mailto:kgavine@conservationontario.ca)  
Conservationontario.ca



## Proposed Resolution for Municipalities

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, permit appeal process and engaging in review and appeal of planning applications

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the *Planning Act*

WHEREAS the changes allow the Minister to make decisions without CA watershed data and expertise

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs

WHEREAS municipalities require a longer transition time to put in place agreements with conservation authorities for non-mandatory programs

WHEREAS municipalities believe that the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice Chair of the CA Board should be duly elected

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process

AND WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water

THEREFORE BE IT RESOLVED

- THAT the Province of Ontario work with conservation authorities to address their concerns by repealing and/or amending changes to the *Conservation Authorities Act* and the *Planning Act*
- THAT the Province of Ontario delay enactment of clauses affecting municipal concerns
- THAT the Province of Ontario provide a longer transition period up to December 2022 for non-mandatory programs to enable coordination of CA-municipal budget processes
- THAT the Province respect the current conservation authority/municipal relationships
- AND THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Administration</b>
<b>Date of Meeting:</b>	<b>24 November 2020</b>
<b>Subject:</b>	<b>ADMIN 66-2020 November Monthly Report (Administration)</b>

## RECOMMENDATION

THAT ADMIN 66-2020 November 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 monitoring. Each week the senior management team evaluates the slate of services the Town is currently offering to determine if any adjustments are required to ensure the continued protection of the health, safety and wellbeing of the public and staff.
  - Upon analysis, the roll-back of Huron and Perth County's from "Green" status to "Yellow" status within the Provincial public health measures framework appears to have only a limited impact on the Town's current services. The change mostly affects the recreation portfolio by:
    - Reducing the number of participants in recreational programs to 10.
    - Team sports can continue as per "Green", with a requirement for attendance tracking for contact tracing (local associations already have programs in place to complete this).
  - On November 12 the Medical Officer of Health issued updated public health instructions to provide further information on how different sections of O. Reg. 364/20 are to be implemented at a business and/or organization. Changes that impact the Town operations include:
    - Requirement to perform active COVID-19 screening on all volunteers and visitors (e.g. inspectors, contractors, delivery persons) as well as employees
      - The Town is already compliant.
    - Suggestion that active screening be considered for customers [patrons]
      - The Town is compliant with the legislation which requires "passive" screening" for patrons. In some cases, local recreation organizations accessing the PRC have implemented the recommendation for active screening.

## **Strategic Planning and Projects**

- Municipal Efficiency and Modernization Review
  - All work related to this project has been completed, implemented, and communicated to Town staff.
- Community Transportation Projects:
  - Both the InterCity and IntraCounty projects launched on November 16.
  - As a reminder, current bus stop locations are as follows:
    - Town Hall (InterCity and IntraCounty projects)
    - St. Marys Memorial Hospital (IntraCounty Project)
  - The City of Stratford and the County of Perth will be holding an official launch event on Tuesday 24 November at 1:00pm at the Stratford Transit Terminal (290 Downie St, Stratford ON). All members of Council are invited to attend.

## **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 restrictive covenant required for the property has received final agreement, and the registration process is proceeding.
  - Once the restrictive covenant has been registered, the property transfer to Forman Electric can proceed.

## **2. Clerks**

## **Legislative Services**

- Town Hall Reopening
  - Following the recent resignation of the interim Communications Specialist who, in addition to a number of communication responsibilities, was providing customer service backup at Town Hall, staff have implemented a contingency plan for offering customer service at Town Hall. Hours will continue as 9:00 am until 3:00 pm with as few service disruptions as possible.
- Animal Control
  - Contract negotiations for 2021 project management cost.
  - 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
  - Stonetown Taxi recently introduced a newly branded Honda Odyssey to St. Marys. The two-toned blue van can be seen driving throughout St. Marys.
  - Reviewing the licensing process with an interested party.
- Lottery Licensing
  - Issued 2 licences during this period (ANAF and Kinettes) and reviewing 1 application.

## **Other Projects**

- Community Safety and Wellbeing Plan
  - Focus groups have ended, and consultant is commencing development of final Plan.

- 
- Community and Social Wellbeing Project
  - Council's approval of the Community and Social Wellbeing pilot project has been communicated to the relevant agencies and stakeholders.
    - An initial meeting was held with Family Services Perth-Huron to agree upon the expectations and scope of the position. Negotiation of a memorandum of understanding with Family Services will commence soon.
  - An internal staff committee has been struck to sit as a sub-committee of the ECG. The goal of the committee is to review the successes of the Community Wellness Plan to date, and to re-launch the plan as a Community and Social Wellness Plan.
  - The tactics in the plan will align with the Town's role in providing support to this complex issue, including:
    - Continued direct delivery of some services
    - In-direct delivery of services by way of funding external agencies to deliver them on the Town's behalf.
    - Taking a lead role in communications, including
      - Facilitating access to existing services.
      - Connecting existing service providers to ensure alignment of service provision.
      - Liaising with local service providers to ensure their end product is tailored to the specific need in St. Marys.
- Perth County Municipal Association – 72<sup>nd</sup> Annual Meeting
  - Successfully hosted by the Town using virtual means on November 18 with over 75 attendees.
  - André Morin presented an overview of a core service review process.
  - Mayor Strathdee has been appointed the president for the following term of the Board.

## **SPENDING AND VARIANCE ANALYSIS**

None.

## **REVIEWED BY**

**Recommended by the CAO**




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Brent Kittmer  
Chief Administrative Officer



## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Clerk
<b>Date of Meeting:</b>	24 November 2020
<b>Subject:</b>	<b>ADMIN 67-2020 Council Meeting Calendar for 2021</b>

### PURPOSE

To present Council with the proposed 2021 Council meeting calendar for approval.

### RECOMMENDATION

**THAT** ADMIN 67-2020 Council Meeting Calendar for 2021 report be received; and

**THAT** Council approve the 2021 Council meeting calendar as presented.

### BACKGROUND

Section 5.6 of By-law 20 of 2016 requires that the next year's Council meeting calendar shall be presented to Council prior to December 1 of the current year.

At the October 20, 2020 special Council meeting, Council was presented with the proposed budget meeting schedule for 2021 budget review which Council subsequently approved. Those dates have been included within the 2021 Council meeting calendar appended to this report.

### REPORT

As per sections 5.6.1 and 5.6.2 of By-law 20 of 2016, the meeting calendar for 2021 has been prepared for Council's consideration.

### FINANCIAL IMPLICATIONS

None.

### SUMMARY

Council is presented with the proposed 2021 Council meeting calendar for approval. Once approved, these meeting dates will be provided on the Town's website to provide the requisite notice of public meetings.

### STRATEGIC PLAN

☒ Not applicable to this report.

### OTHERS CONSULTED

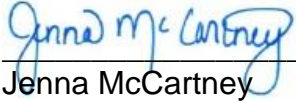
None.

## **ATTACHMENTS**

2021 Council Meeting Calendar

## **REVIEWED BY**

### **Recommended by the Department**



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Jenna McCartney  
Clerk

### **Recommended by the CAO**



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Brent Kittmer  
Chief Administrative Officer

# 2021 Council Calendar

January						
S	M	T	W	T	F	S
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31						

February						
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28						

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April						
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30	31					

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August						
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29	30	31				

September						
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31						

November						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Regular Council Meeting 6:00 pm
Strategic Priorities Committee 9:00 am – 12:00pm
Budget Meeting 9:00am – 2:00pm
ROMA Conference (Toronto, ON) (January 23 <sup>rd</sup> – 26 <sup>th</sup> )
OGRA Conference (Virtual) (February 21 <sup>st</sup> -24 <sup>th</sup> )
OSUM Conference (Orillia, ON) (Dates Not Known)
FCM Conference (Montreal, QC) (Dates TBD)
AMO Conference (London, ON) (August 15 <sup>th</sup> -18 <sup>th</sup> )
<b>Statutory &amp; Public Holidays</b>

## December 2020 DATES

December 1<sup>st</sup>, 9:00am, Budget  
(Zoom)

December 8<sup>th</sup>, 6:00pm, Regular  
Council (Zoom)





# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jenna McCartney, Clerk
<b>Date of Meeting:</b>	24 November 2020
<b>Subject:</b>	<b>ADMIN 68-2020 Appoint Deputy Treasurer</b>

## PURPOSE

To seek Council's approval to appoint a deputy treasurer for the Corporation.

## RECOMMENDATION

**THAT** ADMIN 68-2020 Appoint Deputy Treasurer report be received; and

**THAT** Council consider By-Law 102-2020 to appoint a Deputy Treasurer for the Corporation.

## BACKGROUND

Section 286(1) of the *Municipal Act* requires that a municipality shall appoint a Treasurer for the municipality and outlines the responsibilities of the Treasurer.

Section 286(2) prescribes that a municipality may appoint a Deputy Treasurer who shall have all the powers and duties of the Treasurer under this and any other Act.

During the 2020 KPMG modernization review, it was determined that the Corporate Services (formerly Finance) department was not sufficiently staffed to proactively support other internal departments with all of their finance related duties. A recommendation from the modernization review that Council adopted was the hiring of a Deputy Treasurer to help increase the capacity of the department.

On November 9, 2020, Denice Williamson commenced employment with the Town of St. Marys in the role of deputy treasurer.

## REPORT

As the *Municipal Act* authorizes that a council may appoint a deputy treasurer, the act of appointment shall be completed by the passing of an appointment by-law. Council is asked to consider By-Law 102-2020 for this purpose.

## FINANCIAL IMPLICATIONS

None.

## SUMMARY

Denice Williamson has been hired as the deputy treasurer for the Town of St. Marys. Council is asked to consider By-Law 102-2020 for the purpose of appointing Ms. Williamson as such.

## STRATEGIC PLAN

☒ Not applicable to this report.

## **OTHERS CONSULTED**

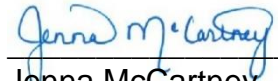
None.

## **ATTACHMENTS**

By-Law 102-2020 found in the By-Law section of the agenda.

## **REVIEWED BY**

### **Recommended by the Department**



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Jenna McCartney  
Clerk

### **Recommended by the CAO**



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Brent Kittmer  
Chief Administrative Officer

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Building and Development</b>
<b>Date of Meeting:</b>	<b>24 November 2020</b>
<b>Subject:</b>	<b>DEV 80-2020 November Monthly Report (Building and Development)</b>

## RECOMMENDATION

THAT DEV 80-2020 November Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Building Department

- A total of 13 permits were issued in October 2020, compared to 9 the previous year
- There were 15 new dwelling units issued this month compared to 15 the previous year
- Included in the dwelling units was one for an accessory dwelling unit
- The total construction values were \$5,093,700 compared to \$2,367,950 the previous years
- The total permit fees were \$30,473.60 compared to \$17,350.60
- A total of 45 appointments were provided by the Building Department for this time
- There were zero Heritage permits issued this month

### Planning

- Official Plan and Zoning By-law Amendment Applications for 323 Queen Street West to replace current highway commercial permission with medium density residential
  - Approved by Council on October 27, 2020
  - Notice of Decision, and appeal period ends on November 26, 2020
  - Site Plan Application submitted – currently being reviewed by the Development Team
- Comprehensive Parking Review – Development and Public Works staff have met with Consultants on-site to introduce the consultants to the Town and identify key locations and legacy issues.
- Open Houses
  - Virtual Open Houses for the Official Plan and Community Improvement Plan scheduled for early December. Information related to these sessions will be posted on the Town's website and the newspaper.
- Applications received for minor variances and severance, applications being reviewed by staff and will forward to the Committee of Adjustment if deemed complete.

## **Facilities – Operational**

- COVID 19 – cleaning and sanitizing MOC, Via, Library & Town Hall daily, fogging weekly
- Contract Custodian has been hired
- Re-integration of Facilities documents written as facilities and programs are preparing to open
- Swan Dust Control –mat service at PRC has been reinstated
- Tennis Courts – winterized and closed for the year
- Town Hall – exterior washroom door has been repaired.
- MOC – organizing and ordering shielding and furniture to accommodate COVID-19 office space requirements

## **Facilities – Capital**


- 20 Year Capital Plan – working on document
- Cadzow walkways – work completed
- Town Hall Stairs – work completed
- Cemetery Washroom Project – Town staff acquiring pricing
- Museum walkway – completed
- Fire Hall Renovation Project – work has been delayed by weather but project is moving along
- MOC Shop Carbon Monoxide Detector Replacement – work completed
- Energy Efficient Projects – MOC & Library Light Upgrade – work has started. Lind Sportsplex lights have been replace, MOC shop lights have been upgraded & Library lights in children's section have been upgraded.
- Lind Sportsplex Foyer Ceramic Tile Replacement – work has commenced
- Tennis Court Walkway – work completed
- MOC – replacement of pavers with concrete in front walkway work completed
- Cemetery – walkway for office completed
- Museum Barn Door – work awarded, awaiting contractor for scheduling

## **SPENDING AND VARIANCE ANALYSIS**

None.

## **REVIEWED BY**

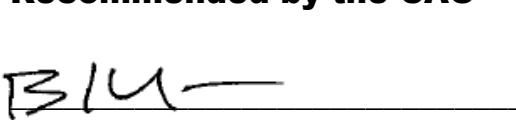
### **Recommended by the Department**



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Grant Brouwer  
Director of Building and Development

### **Recommended by the CAO**



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Brent Kittmer  
Chief Administrative Officer

As of October 30, 2020														
Permit value (PV), Permit (PN), Dwelling unit (DU)	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total	Annual permit fees
2020	PV \$950,000 PN (DU) 7	\$624,000 7	\$10,678,320 17	2,829,500.00 13	\$287,000 11	\$3,753,000 26	\$1,391,200 14	\$3,955,499 19	\$6,407,984 15	\$5,093,700 15			\$35,950,203 144	\$170,416 67
2019	PV \$110,000 PN (DU) 7	\$442,100 7	\$1,259,500 9	2,313,500.00 14	\$2,374,500 13	\$2,178,800 17	\$954,000 11	\$1,364,600 12	\$1,151,050 15	\$2,367,950 15	\$1,485,000 12	\$750,000 4	\$16,751,000 136	\$116,952 53
2018	PV \$700,000 PN (DU) 7	\$233,500 4	\$1,332,500 15	4,721,000.00 15	\$4,461,001 23	\$1,887,100 23	\$1,984,300 22	\$644,100 13	\$2,737,450 21	\$2,220,500 14	\$1,561,200 11	\$393,000 4	\$22,875,651 172	\$151,296 53
2017	PV \$2,370,100 PN (DU) 11	\$128,350 7	\$95,380 4	\$1,204,050 18	\$1,898,500 29	\$2,925,138 22	\$4,725,400 21	\$1,900,600 21	\$1,365,800 16	\$775,000 8	\$1,377,401 7	\$60,000 2	\$18,825,719 168	\$150,015 36
2016	PV \$161,000 PN (DU) 4	\$336,000 3	\$867,600 8	\$760,201 13	\$1,809,000 12	\$1,511,000 11	\$1,227,000 13	\$644,501 15	\$764,400 15	\$1,433,300 15	\$2,215,000 7	\$2,515,000 4	\$14,244,002 120	\$114,897 38
2015	PV \$10,500 PN (DU) 2	\$105,502 8	\$1,741,100 8	\$784,660 11	\$1,581,261 21	\$1,263,000 18	\$1,518,000 8	\$807,168 10	\$997,301 10	\$592,900 13	\$597,000 6	\$597,100 2	\$10,595,492 120	\$128,416 40
2014	PV \$475,000 PN (DU) 5	\$44,500 6	\$895,000 4	\$1,792,000 9	\$1,544,500 13	\$2,053,650 13	\$1,049,500 12	\$1,004,900 14	\$1,226,750 13	\$1,199,001 11	\$534,200 5	\$1,449,000 10	\$13,268,001 115	\$140,304 43
2013	PV \$18,000 PN (DU) 2	\$48,500 2	\$936,500 5	\$1,072,500 10	\$749,220 11	\$2,223,500 13	\$964,200 10	\$663,500 9	\$804,200 8	\$1,158,000 11	\$426,500 4	\$1,697,500 1	\$10,762,120 93	\$108,411 40
2012	PV \$518,300 PN (DU) 8	\$25,000 1	\$610,000 5	\$522,802 13	\$784,150 9	\$3,288,988 15	\$1,523,500 11	\$2,586,000 19	\$659,500 7	\$736,000 6	\$700,300 9	\$477,900 4	\$12,432,440 107	\$152,225 29
2011	PV \$127,400 PN (DU) 5	\$0 0	\$1,020,300 9	\$1,800,000 14	\$1,171,150 13	\$2,662,200 19	\$2,517,490 18	\$446,500 6	\$62,500 3	\$1,359,000 11	\$805,600 9	\$25,801 4	\$11,997,941 111	\$178,641 34
2010	PV \$65,000 PN (DU) 3	\$75,000 5	\$1,582,000 7	\$603,800 11	\$323,700 7	\$302,300 16	\$1,570,000 12	\$4,069,000 12	\$1,014,300 10	\$2,226,260 14	\$1,085,200 11	\$553,500 3	\$13,470,060 111	\$154,284 61
2009	PV \$232,500 PN (DU) 7	\$113,450 6	\$25,100 3	\$339,500 7	\$6,197,200 12	\$792,900 17	\$611,900 21	\$7,790,250 14	\$705,160 16	\$932,539 14	\$409,000 7	\$399,600 2	\$18,549,099 124	\$139,164 30
Monthly average	PV \$478,150 PN (DU) 5.7	\$181,325 4.7	\$1,753,608 7.8	\$1,561,959 12.3	\$1,931,765 14.5	\$2,068,465 17.5	\$1,669,708 14.4	\$2,156,385 13.7	\$1,491,366 12.4	\$1,674,513 12.3	\$1,017,855 8.0	\$810,764 5.4	\$16,643,477 126.8	\$142,085 43.7

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>24 November 2020</b>
<b>Subject:</b>	<b>DCS 26-2020 November Monthly Report (Community Services)</b>

## RECOMMENDATION

THAT DCS 26-2020 November Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Aquatics:

- The reopening of the pool has gone exceptionally well, staff are continually working with the guidelines set out by the Lifesaving Society and the Huron Perth Health Unit. We are running one week in advance for registrations to ensure staff can navigate any potential reductions quickly.
- Attendance from November 2-12, 2020 - aquafit 98%, lane swim 96%, family swim 62%, overall, 88% capacity for these three programs in phase one.
- Many swimmers have asked for additional aquafit classes and lane swims as they do fill up very quickly.
- We will introduce the online waitlist for activities to have the ability to fill those spots that are cancelled by participants for programs released the week of November 16.
- Call volumes continue to be high for over-the-phone registrations and membership reloads. We have been arranging appointments for those that require assistance with online registration. This gives the opportunity for one-on-one teach participants the skills to be able to register online.

### Child Care:

- Adjusting to the latest guidance document from the Ministry.
- Working with Communications to have the Child Care screening online.

### EarlyON:

- EarlyON is still in the process of getting approval by City of Stratford to offer a gradual re-opening of in-person programming starting end of November 2020. However, this might be pushed back due to the spike in COVID-19 cases. Continuing to offer virtual programming.
- Programming moving forward:
  - **Baby Connections - Infant Literacy Program:** Starting November 19<sup>th</sup> staff will be offering a virtual registered 4 week (1x week) infant literacy program. Families receive a free literacy resource kit (covered through Stratford Community Foundation grant)

- **Holiday Card Event:** children within our community will be making holiday cards for seniors within the community. In collaboration with the Friendship Centre, these cards will be distributed to Home Support Services' members.
- **Registered Bedtime Stories Program:** altered programming platform to an "unlisted" video on YouTube to follow copyright regulations. Each week we send registered families an email with the private link. We have different Town employees and community members reading these stories.
- **Mindful Kids Stratford:** starting in January staff will be offering 2 child sessions and 1 parent session on mindfulness. Melissa McIntosh from Mindful Kids Stratford is a Mindfulness Instructor. This cost is already paid for through the City of Stratford; Town of St. Marys EarlyON Centre is organizing and co-facilitating program
- **Outdoor Adventures:** partnered with Wildwood Conservation Area to provide different outdoor activity ideas. Also, features different open spaces in community for families to explore.
- **Baby Time:** community partners will be attending ZOOM calls to provide information on child development (i.e. Sleep experts, dietician, infant massage therapy)
- **Breastfeeding Buddies:** meeting on November 19<sup>th</sup>, 2020 with Breastfeeding Buddies committee (lead by HPPH) regarding goals and next steps
- **Play & Learn:** songs, stories & activity videos posted on social media once a week.
- **Activity Sheet:** posted once a week to capture different parenting tips. We collaborate with local agencies to provide parenting information (i.e. Stratford Car Seat Safety for car seat safety information)

#### Cultural Services:

- Staff reintroduced in-person, outdoor programming with cemetery walking tours on October 17 and 31. Both tours sold out within one day, leading staff to offer an additional five tours.
- Two grade 7 classes participated in cemetery walking tours on November 4 and 12.
- First virtual field trip was offered to a grade 6 class at Little Falls Public School on November 4. Currently working with teachers to schedule additional bookings.
- Curatorial and Programming Assistant started 5-month contract at the Museum on November 2. This internship placement is approximately 95% funded through the Young Canada Works Building Careers in Heritage grant program.
- Outdoor filming took place at the VIA Station on Sunday, October 18. Electric Motion Pictures of the Petrolia area is producing a WWI era film.
- Two heritage permits, one sign permit, and two heritage/façade improvement grant applications approved at October Heritage Advisory Committee meeting.
- Weekly telephone and video programs with Assistant Curator continue to be popular.
- Assisted with implementation of Town's Halloween drive-through event on October 31.

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
October 2020	791	757	985
October 2019	535	499	709

### Recreation Operations:

- With pool back in operation, annual service was done on ultra-violet system, water heating system, HVAC system - all running well.
- Power analysis has been completed on the entire facility, as well as additional analysis on the pool maintenance room specifically. No abnormalities were found on the power supply coming into the facility over a 2-week monitoring period. One piece of equipment was found to have a defect and was replaced.
- Conversion to LED lighting has begun by replacing fluorescent fixtures as ballasts fail in storage rooms. Cost of conversion only slightly higher than cost of ballast replacements, energy savings will quickly make that up and more. The arena lobby and dressing room hallway will be converted through the procurement process as part of multiple facility upgrades.
- Second pad is in operation and has gone exceptionally well from a health and safety standpoint with no concerns about patron flow, crossover, or exceeding current gathering limits. Adjustments will continue to be made as needed as restrictions change to respond to the ongoing pandemic. Ice user groups and all participants have been generally very cooperative and understand and follow our facility policies and guidelines.
- Adult ice user groups have begun, now that all minor sports groups have established their regular ice allocation for the immediate future.
- Seasonal HVAC maintenance has been completed in preparation for the winter season.

### Recreation Program:

- Youth Council is working on a float for the Christmas event. The group is also working on a Toy Drive. Details of this will be released shortly.
- Three new members applied in the month of October to be part of the Youth Council. In the past the numbers of applicants have not been this high and staff are thrilled to see the interest from Youth within our community.

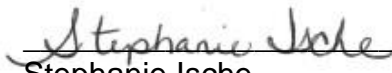
### Senior Services:

- In person programming continues to go well. Staff will be offering a training session for those registering for Friendship Centre & Aqua fit programs to teach participants how to register online.
- Online and virtual programs will continue. A telephone-based program is being offered daily for those that do not have access to technology or internet.
- Staff are still working on a solution to transition virtual group fitness programs to the ZOOM platform to enable the department to track participation stats for Ministry reporting. Audio continues to be problematic.
- The Community Dinner take away program in collaboration with Rotary began October 20<sup>th</sup>. At present 92 residents are receiving a meal on either Tuesday or Thursday evening. Staff are working with volunteers and restaurants to make tweaks to provide a quality program. At present 8 local restaurants are collaborating with the Community Dinner program.
- Staff are working on pulling together a Christmas Dinner take out program working with a local caterer.
- Staff continue to explore the option of offering small group evening programming to further meet the needs of working community members. The Friendship Centre will be offering a Paint Night and two evening Zumba classes on December 3.

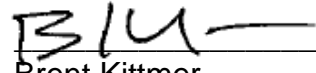


## REVIEWED BY

### Recommended by the Department

  
Stephanie Ische  
Director of Community Services

### Recommended by the CAO

  
Brent Kittmer  
Chief Administrative Officer

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Finance</b>
<b>Date of Meeting:</b>	<b>24 November 2020</b>
<b>Subject:</b>	<b>COR 39-2020 October Monthly Report (Corporate Services)</b>

## RECOMMENDATION

THAT COR 39-2020 October Monthly Report (Corporate Services) 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
- Asset Management Financial Plan delayed
- Procurement Policy update delayed

### Finance Activities:

#### Budget:

- 2021 Budget binder prepared and provided to Council and posted online
- First Council budget meeting held on November 17, 2020

#### Finance:

- New Deputy Treasurer, Denice Williamson, has started work on November 9, 2020
- Payment vouchers (268 Cheques & EFTs)
- Began processing transactions through Town website – starting with parking passes and will expand shortly

#### Property Tax:

- Housing market remains very active.
- Tax bills mailed to properties whose taxes are paid by mortgage companies.
- Severance/roll numbers created for 135-147 Ridgewood Crescent.
- Final tax due date was October 30<sup>th</sup>. Current taxes receivable as at November 13<sup>th</sup> is \$993,000; at the same period in 2019 taxes receivable were \$958,000. Slightly higher in 2020, however, the Town has billed \$140,000 of supplementary taxes not yet due which explains the higher receivable amount in 2020.
- November supplementary assessments received from MPAC; \$70,000 in new municipal property tax.

<b>2020 Property Tax Adjustments</b>		
<b>Month 2020</b>	<b>Supplementary Taxes *</b>	<b>Write-Offs *</b>
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	70000	
December		
<b>TOTAL</b>	<b>189,211</b>	<b>-88,006</b>
<b>2020 Annual Budget</b>	<b>205,000</b>	<b>-120,000</b>

\* 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.

#### **Information Technology:**

##### **PRC:**

- Installed additional access point at pool for improved wifi connectivity

##### **MOC:**

- Installed standalone workstation for timesheet submissions from Public Works
- Worked with Keystone to correct missing data

##### **Other:**

- Network user creations for new team members
- Continued individual user creation to eliminate unsecured shared accounts (as per audit)
- Implemented a more secured wifi network for town provided laptops (as per audit)
- Upgraded database backend for InfoHR
- Participated in monthly call: Canadian Centre for Cyber Security (CCCS) reg: Municipalities
- Began implementing best practices for Office 365 as per document obtained from CCCS

#### **Economic Development / Tourism:**

- Successfully hired a part-time Tourism Assistant to help with tourism and economic development projects on a contract basis.
- Reported to the Business Economic Support & Recovery Task Force regarding the microsite and business directory.
- Developed a social media campaign to promote businesses in St. Marys leading up to the holidays.

- Developed a list of businesses with something to sell for the Christmas shopping season and reached out asking if they would like the Town to feature them on our Instagram page.
- The Instagram account has over 1,300 followers
- Each day a business will be highlighted on the page
- To date 30 businesses from retail, food and the service industry have confirmed placement
- Posts will run right through until December 25<sup>th</sup>.
- With the help of the Events Coordinator the Town celebrated BDC's Small Business week by featuring a small business each day. Staff posed three questions to the business owner and produced a short video of them answering the questions. Each video was then posted to the Town's YouTube channel and placed them in the monthly eNewsletter that we share to all businesses.
- The Tourism & Economic Development Manager presented to the Rotary Club of St. Marys at their meeting on a Tourism & Economic Development snapshot through the pandemic.
- Appeared on Wightman TV with the Stratford Perth Chamber of Commerce to promote activities in St. Marys leading up to the holidays and overall status of the community in the pandemic.
- Continue to edit the 2021 Visitors Guide with the goal to distribute the guide ahead of 2021.

### **VIA Services**

- Boarding: 37
- Arriving: 42
- % printed: 41%
- Compared to October 2019 boarding: 288 arriving: 302 and 70.5% printed.

### **Corporate Communications**

- Media Relations
  - Issued 17 press releases; topics included the COVID-19 pandemic, the new Perth County Connect transit system and upcoming municipal events
  - Interviewed by CJCS radio and Wightman TV regarding fall/winter events
- Advertising:
  - Print:
    - Continued with weekly Stonetown Crier/COVID-19 column in the St. Marys Independent; have added section to share general municipal news, unrelated to pandemic
    - Created advertisements for Halloween and Christmas events
- Social Media:
  - Using Town's YouTube channel to host unlisted videos for recreation programming; looking at ways to further leverage this platform for virtual activities/promotional purposes
  - Produced three videos for Halloween live-stream: Mayor and Councillor Edney's welcome remarks, plus local ghost story
  - 84 new followers on the Town's Facebook page since November 15
  - 18 new followers on the Town's Twitter page since November 15
  - 32 new followers on the PRC's Facebook page since November 15
- Website:
  - Top viewed pages: Library (11,325), Current Opportunities (3,332) and Aquatics Centre (3,193)
  - COVID-specific page views:
    - 1,443 views of COVID-19 page since November 15

- 131 views of Business Resources and Directory page since November 15
- 74 views of Community Wellness page since November 15
- Working with Legislative Assistant to compile list of forms that need to be converted to online/accessible versions; also flagging PDFs that need to be removed/made accessible on the website to be in compliance with AODA standards
- Created 12 new, fully accessible online forms since September 30; including COVID-19 screening forms for employees, visitors and event attendees; feedback from staff has been very positive
- Public engagement:
  - Currently promoting Community Grant Program, COVID-19 Business Grant Program and upcoming budget meetings through website, social media and local newspaper
- Print materials and publications:
  - Continuing to help produce It's Your Business newsletter with Economic Development

## Events

- Approximately 150 attended the Halloween drive-thru candy drop and photo booth at Milt Dunnell Field, with an average of 55 viewers on evening livestream
- Pumpkin Parade was cancelled due to inclement weather but approximately 40 pumpkins were still dropped off and nicely arranged – a good indication to try it again next year
- Veterans' Decoration Day at the Cemetery had average attendance despite pandemic
- Remembrance Day ceremony had an average of 160 viewers, with approximately 100 in attendance – most of whom were wearing masks and social distancing.
- Fundraising for WinterLights – on-track to net slightly more than last year in display sponsorships. Have introduced a new "Light the Way" targeted designation for donations of \$500 or more, with excellent uptake.
- Promoting Shunpiker Santa parade with Kinsmen. Creating map and coordinating live coverage with the Front Porch Show so those who are not out can still enjoy it.

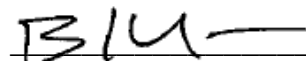
## REVIEWED BY

### Recommended by the Department



André Morin  
Director of Finance/Treasurer

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>24 November 2020</b>
<b>Subject:</b>	<b>FD 11-2020 November Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 11-2020 November Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Fire Calls

During the month of November (16 October – 13 November) the Fire Department responded to 13 emergency responses most notably:

- Automatic Alarms 3 – 3 (St. Marys)
- Fire 1 – 1 (St. Marys)
- Unauthorized Burn 2 – 2 (Perth South)
- Pre-Fires 4 – 3 (St. Marys) & 1 (Perth South)
- MVC 2 – 2 (Perth South)
- CO 1 – 1 (St. Marys)

The average attendance by firefighters 21

Fire Chief attended 3 calls alone.

St. Marys Fire Department responded to 107 calls for service (01 January – 13 November 2020) compared to 124 (01 January – 13 November 2019).

### Fire Prevention

During the month of November (16 October – 13 November) Brian Leverton, Chief Fire Prevention Officer, completed the following:

- 0 Complaints
- 2 Requests
- 3 Follow-ups
- 11 routine
- 3 Site Visits
- 2 Safety Concerns
- 5 Licensing
- 3 Home visits

## **Carbon Monoxide Awareness Week - November 1 to 7.**

The 2020 campaign reminds Ontario residents about the dangers of carbon monoxide (CO) and how to prevent CO build up in their homes.

During Carbon Monoxide Awareness Week, fire departments, educators, government, and industry are working together to raise awareness among Ontarians about the potential dangers of carbon monoxide poisoning, the symptoms, sources, and prevention methods.

## **Project SAFE**

Introduced a new program aimed at replacing old or missing smoke and CO alarms to residents of St Marys. Project SAFE (Smoke Alarms for Everyone) is in conjunction with Project Zero. Residents can contact the fire department to see if the alarms they have are in compliance with the Ontario Fire Code and if not, we will install to make sure they are.

## **Reusable Shopping Bags**

Fire Department has entered an agreement with MARC Advertising Inc. who will provide reusable color bags to St Marys Fire Department at no cost. The reusable bags that are provided will be 15"x15"x 6" with one 15" side of the bag being reserved for St Marys Fire Department to use to market their message. The creation of that marketing material will be done at NO cost by the design team at MARC Advertising.

MARC Advertising will supply St Marys Fire Department with 2,500 reusable shopping bags per shipment.

MARC Advertising will sell advertising to local businesses on the side panels and the opposite side of the reusable bag. These businesses will be reputable and target a family-friendly audience. St Marys Fire Department will be given the opportunity to see an art proof of the bag before it is sent to production, this is to ensure St Marys Fire Department is satisfied with all the sponsors.

We secured 2,500 reusable shopping bags from MARC Advertising last year and we distributed the bags during our annual Door to Door campaign, Pork Chop drive-thru and Fire Prevention Week.

## **Operations**

Firefighters Chad Petrie, Josh McKay and Curtis Downham completed their two-year probation period and are now fully qualified as a firefighter with the Town of St. Marys.

Captains Edwards & Taylor and Lieutenant Phil West completed the NFPA 1021 Fire Officer Level II course. This qualification would allow them to apply for the Deputy Fire Chief position when it becomes vacant.

Firefighter Josh Becker completed the NFPA 1021 Fire Officer Level I. This qualification allows Josh to become a Lieutenant.

## **Training**

Firefighters completed the following training:

- Firefighters used the Training House located at 347 James Street South a total of five times. This included one evening with CTV News Kitchener and Mayor/Council Night. Firefighters

were able to practice pump operations, search & rescue techniques, roof ventilation, triage, command & control, rescue tools and ladders.

- Ice Water Rescue Theory
- Maintenance Night

### **Good Deed**

Firefighters created a special way to thank our local Veterans for their service by delivering chocolates to them in person on the 11<sup>th</sup> of November 2020. 15 gifts were delivered to the Legion and 24 gifts to veterans at their residence. Three veterans live outside of town and three are in our long-term care facilities.

Firefighters partnered with StrongArm Design (covered cost for the stickers), Cascades (covered cost for the chocolates) and The Chocolate Factory (reducing the cost from 18\$ to 12\$).

## **SPENDING AND VARIANCE ANALYSIS**

Bunker Gear – AJ Stone - \$2,802.40

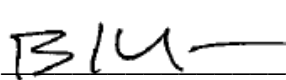
### **REVIEWED BY**

#### **Recommended by the Department**



Richard Anderson  
Director of Emergency Services/Fire Chief

#### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer



## MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Human Resources</b>
<b>Date of Meeting:</b>	<b>24 November 2020</b>
<b>Subject:</b>	<b>HR 12-2020 November Monthly Report (Human Resources)</b>

### RECOMMENDATION

THAT HR 12-2020 November Monthly Report (Human Resources) be received for information.

### DEPARTMENTAL HIGHLIGHTS

#### Recruitment

- Currently recruiting for a Corporate Communications Manager, Corporate Communications Specialist, Parks Labourer, Human Resources Generalist, Community Services Coordinator, Financial Analyst, and an additional PRC Screener.
- Completed the recruitment and focusing on facilitating the onboarding for the Deputy Treasurer, Crossing Guard, Arena Attendants and Early Learning Supply Staff,
- Currently on hold – Recreation Supervisor vacancy.

#### HR Systems

- KPMG Review roll out, created individualized letters, scheduled and in conjunction with the department head, met with all affected staff to explain the changes.
- Presented on the Town's compensation program during the fall All-Staff meeting highlighting pay equity, job evaluation, wage grids and salary surveys.
- Conducted New Team Member Orientation for some of our recently hired staff changing the format from in-person to online.
- Completed the Job Vacancy and Wage Survey through Statistics Canada.
- Virtually attended a portion of an Economic Empowerment and Anti-Black Racism Conference hosted by the City of Brampton and supported by various municipalities and municipal organizations.
- Researching a Corporate Cell Phone Policy and a Corporate Position Naming Policy.
- Working with Corporate Communications to more formulate strategies to actively promote the Town's employer brand. As a first step, sharing Team Member success stories and activities through social media as a way to promote a positive employee experience.

#### Health and Safety

- Health & Safety Incident reporting for month of October.
- Completed the required WSIB paperwork for the first lost time accident of 2020.

## Payroll and Benefits


- Enrolled new Full-time employees into the Town's Benefit program.
- Lead an online Employee Self Serve/Electronic Timesheet training session.
- Participated in various webinars during OMERS Education week.

## SPENDING AND VARIANCE ANALYSIS

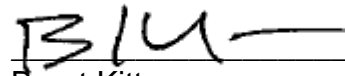
- None to report.

## REVIEWED BY

### Recommended by the Department

  
\_\_\_\_\_  
Lisa Lawrence  
Director of Human Resources

### Recommended by the CAO

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

# MONTHLY REPORT

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

**From:** Public Works

**Date of Meeting:** 24 November 2020

**Subject:** PW 72-2020 November Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 72-2020 November Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### General Administration

- Winter Operations Administration
  - Working with Perth County and member municipalities to craft a mutual aid agreement
  - Preparing and implementing all documents required by Minimum Maintenance Standards
  - Continuing to participate and provide comment on the Perth County Winter Optimization Study
    - Report to County Council Nov 19<sup>th</sup>,
- 2021 Budget Finalization
- Traffic and Parking
  - Continue to review survey results as time permits
  - Implementation of 2021 parking permit system for municipal parking lots – program moved to electronic system to streamline processing for staff and permit holders
  - Participating in the comprehensive parking review study, providing consultant with materials and comments related to various parking issues within St. Marys
- Perth County Connect
  - Liaise with representatives from the transit system about locations and installation of signage
- 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)
- Review of existing operations contracts, and begin preparing for 2021 operations tenders
- Onboarding and training of Public Works and Planning Assistant, and Crossing Guards
  - Creation of Departmental Work Procedures to assist with the training process
- Uptick in resident requests and inquiries – staff actively working to address the needs of residents
- Geographic Information Systems
  - Spatial accuracy improvement of parcel fabric GIS project underway

## **Environmental Services (Water/Wastewater)**

- Water valve replacement program completed for 2020. Two (2) complete valve replacements, several minor repairs or alterations completed. All works completed by internal forces.
- New water service installed on Park Street to accommodate planned lead service removal in December 2020. All works completed by internal forces.
- ECA Application submitted to MECP for Water Pollution Control Plant (WPCP) Capital Works (2021). Works with contract administrator ongoing for planned tender release for construction of project in near future.
- RAS Pump No. 2 replacement now completed at the WPCP and new pump in operational service.
- Waste Activated Splitter Box replacements program ongoing. Shop drawing review and fabrication of unit ongoing. Installation date to be determined.

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

- Completion of landfill Cell 5 earthworks for continued filling. Excess soil prevented full removal from the area within approved budget, however, will not impact operations for the next year. Additional removals anticipated in summer 2021.
- Final cover application on Cell No. 8 completed on southern slope of Phase II/III of landfill. Application and grading of material completed by internal staff complement utilizing new bulldozer equipment. Mitigated use of contracted bulldozer services by up to \$15,000.00 to date.
- Environmental Compliance Approval for continued landfill interim filling approved by MECP through to September 2021. Application for additional filling to be submitted by July 31, 2021.
- Site and Inspection and Survey – completed quicker than normal, surveyor noted improved grading and slope, due to inhouse Dozer availability.
- 2<sup>nd</sup> MHSW Disposal Event held at the PRC on Saturday, October 31, 2020. Event was a huge success with significant positive feedback received during the event from residents. Almost doubled the traffic and materials collected when compared to first event in July. Final material tallies from event are still outstanding – 366 cars during the event (86% St. Marys residents, 14% Perth South residents)

## **Public Works Operations (Roads and Sidewalks)**

- Winter Maintenance
  - Delivery of winter materials including sand and salt
  - Placement of stakes to help reduce sod removal
  - Preparation of fleet
- Operators providing assistance with the Environmental Services department on an as needed basis (hydrant valve replacements, watermain breaks)
- Routine operations before winter (street sweeping, shoulder grading, sign repairs)
- Picnic table and bench repairs
- Scheduled ditching operations at various locations, to be completed mid to late November

## **Parks, Trails, Tree Management, Flowers and Cemetery**

- Tree Management
  - Continue to close of tree requests made by residents (influx of major pruning)
  - Fall Tree Plant – boulevard trees, and more substantial trees in Sparling Bush (as per the Sparling Bush Management Plan)
  - Contractors in St. Marys in late November to collect data for the tree inventory

- Flowers
  - Orienting Public Works staff on flower operations
  - Ordering 2021 flowers and setting up and finalizing 2021 contracts
- Cemetery
  - October
    - 3 cremations, 5 casket burials, 1 with a vault
  - November 1st the 15<sup>th</sup>
    - 4 cremations, 1 in the Columbarium and 3 burial of ashes.
    - 2 casket burials w/o a vault.
    - Pre Sales: 2 plots sold in St Patricks and 1 niche in the Columbarium
- Winter Lights Program
  - Winter Lights program launches on November 20, 2020

## **Capital Projects and Engineering**

- Road Assessment Study
  - Study being completed by Local Authority Services (LAS) Municipal Group Buying Program
  - Data will be loaded into a cloud database tool and staff trained to customize and extract reports as required
- Concrete Grinding
  - Grinding completed
- Elizabeth and Waterloo Street Engineering Design
  - Virtual information sessions filmed with representative from B.M. Ross and posted on the Town's YouTube channel
  - Newsletter given to residents in the area
  - Construction page for the project has been created and continues to be updated as required
- Water Street Culvert Repairs
  - Completed.
- Asphalt and Concrete – Phase 2
  - Fall works completed.
- Servicing 275 James St S
  - Portion of James Street South between Victoria and Maxwell closed for 5 days (November 16 to 20) to complete servicing and restorations
  - Detour will be in place along Huron St, Maxwell St. and Elizabeth St.
- Church Street South Railings
  - Staff have sourced replacement railings for the along the sidewalk, waiting for the delivery of the railings, Town Operators to install
- Partial Servicing for 323 Queen Street
  - Planned for late November, no anticipated service impacts
- Weber/Quadro will be shutting down for the winter the third week of December. Delays this spring due to COVID-19 mean that all mainline work will not be finished in 2020. They will need to come back to complete in spring of 2021.

## **SPENDING AND VARIANCE ANALYSIS**

- Landfill – Waste Compactor believed to be struck by lightning recently causing failure of onboard computer. Estimated \$5,000.00 replacement (completed). Service call for compactor further identified failing fuel system components. Investigation recommended full fuel system

rebuild. Working being scheduled, estimated at \$20,000.00. Equipment remains in service currently.

- Dozer was available to continue waste landfill tips until waste compactor available.

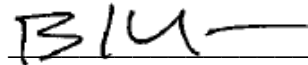
## **REVIEWED BY**

### **Recommended by the Department**



Jed Kelly  
Director of Public Works

### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	24 November 2020
<b>Subject:</b>	<b>PW 70-2020 Source Water Protection Services – Contract Renewal</b>

## PURPOSE

This Report is presented to Council for consideration of Source Water Protection Services and meeting the Town's requirements under the Clean Water Act, 2006.

## RECOMMENDATION

**THAT** Report PW 70-2020, Source Water Protection Services – Contract Renewal be received; and

**THAT** Council direct staff to continue to utilize Risk Management Services from the Upper Thames River Conservation Authority to meet the Town's Clean Water Act requirements; and,

**THAT** staff bring back the associated agreement at a later date.

## BACKGROUND

In October, 2006, the Province of Ontario passed the Clean Water Act (CWA). The CWA is to protect existing and future sources of drinking water. The protection of source water is one barrier in the multi-barrier approach recommended by Justice O'Connor and approved by the Province for safe drinking water in Ontario. A Source Protection Plan (SPP) was required as part of this program. Source water protection is science based, having no regard for municipal boundaries. The SPP for the Town of St. Marys is the Thames-Sydenham Region Source Water Protection Plan.

In 2015, the Town of St. Marys retained the services of the Upper Thames River Conservation Authority (UTCRA) to provide Source Water Protection Service on behalf of the Town to meet the Town's obligations under the Clean Water Act. The initial Service Agreement ended on August 31, 2017 and was subsequently renewed through to December 31, 2020.

This report presents options for Council to consider in regard to service delivery related to Source Water Protection services.

## REPORT

The Source Water Protection Program is a relatively new program, which only came into force on the effective date of December 31, 2015. As the SPP deals with new and existing threats, the program has been front loaded in relation to workload as all existing threats were brought online with the program. It is expected that as the program matures, the level of work required will lessen.

At the present time, there are fifteen (15) active Risk Management Plans (RMP) within the Town of St. Marys. Two (2) of the RMPs are managing multiple parcels with threats, and six (6) RMPs have been re-negotiated or amended since 2015. In addition, a total of 66 Clearance letters have been issued

across the Town from the Risk Management Office since 2015 following property inspections that identified septic only, or no threats present on the properties. Additionally, six (6) section 59 notices were also issued across the Town between 2017 and 2020.

Across the Town as a whole, there are approximately 1,300 properties within the significant threat area of the St. Marys wellhead protection area which require a minimum level of monitoring, however it is noted that the vast majority of these properties are residential in nature and would not be actively monitored under this program.

As the Source Water Protection program continues to grow and evolve, it is anticipated that minor changes will be encountered from time to time. Currently, there are proposed changes to Technical rules and drinking water threat circumstances that will require existing plans, as well as all other potential properties to be re-evaluated once or if the changes take effect. The proposed changes would look more closely at salt storage and application, wastewater collection and treatment facilities and industrial effluent discharges, snow storage locations as well as fuel storage to name a few. These changes are anticipated to be approved to some degree and implemented over the next three (3) year period.

Based on the above, there are two (2) feasible options for service delivery of Source Water Protection Requirements for the Town to consider. The Two options are: (1) Continue with the UTCRA providing Source Protection Services, or (2) internalize Source Protection Services with existing staff compliments.

#### **Option No. 1 – Upper Thames River Conservation Authority**

On October 1, 2020, Town staff received an Agreement renewal proposal from the UTRCA that would cover a period from January 1, 2021 through to December 31, 2023. Under a renewed Agreement, the UTRCA Risk Management Office would continue to implement Part IV policies under the same Agreement that is currently in place between the Town of St. Marys and the UTRCA, with an amendment to the schedule of costs. *(See attachment No. 1 for the complete proposal and summary of services).*

Under the UTRCA model, the source protection program is funded by partner municipalities based on the estimated portion of the workload. As proposed, the Town of St. Marys would be responsible for 12% of the program costing (highest contribution group). This is a result of the unique nature of the Town's source water protection area, and the nature of the wellhead protection area for the water supply wells encompassing such a large portion of the Town.

As proposed, the renewal term (3-year term) would cost the Town \$74,170.73 or \$24,723.58 annually for the duration of the Agreement. The proposal from the UTRCA would see no change in service delivery for the Town through to 2023 while enabling sufficient staff resources to updated plans and property inspections should potential changes to source protection plans come into force during the Agreement period.

#### **Option No. 2 – Town of St. Marys**

Under the Clean Water Act, the Town has a responsibility to administer various aspects of Source Water Protection. When reviewing available options for program delivery, internalizing the program was the only other feasible option.

The Town currently has one (1) certified Risk Management Official / Risk Management Inspector on staff capable of delivering Part IV requirements in accordance of the Clean Water Act, certified through to 2025. Through an internal program, this staff member would be made available to complete Part IV responsibilities on behalf of the Town, however there are currently no redundancy measures in place for backfilling at this time. Furthermore, sizeable workload requirements for this staff member over the coming years related to large scale capital works would diminish staff resources and availability to source protection service requirements which could negatively impact the service delivery across the



Town. Should proposed changes to source water requirements come into force over the next couple of years, staff's ability to maintain and update Risk Management Plans could become a limiting factor to program success.

### **Recommended Option:**

Town Staff completed a thorough and comprehensive review and evaluation of available options related to the continued delivery of Source Water Protection Services.

When considering the program as a whole, taking into account available resources, experience and qualifications, costing and current program status, Staff recommend continuing to utilize the UTCRA for Source Water Protection Services through to the end of 2023. This would allow the program to continue to mature, and allow for the implementation of planned changes to the Clean Water Act to come into effect and to enable the program to be updated through a common voice and point of contact.

## **FINANCIAL IMPLICATIONS**

A renewed Agreement with the UTCRA would result in a total program cost of approximately \$74,170.73, to be incurred over a 3 year period (2021 through to 2023).

A continued Agreement with the UTCRA would result in an annual cost of approximately \$24,723.58 over the term of the Agreement. This represents an approximate increase of 50% in incurred costs when compared to the existing Agreement.

Source Water Protection Services would continue to be funded through annual operating budgets for the water system. The annual cost increase has been accounted for in the draft 2021 operating budget for the Town.

## **SUMMARY**

Based on the information detailed herein, as well as a thorough review of feasible options for service delivery within the Town, a continued Agreement with the UTCRA will allow the Town to continue to meet or exceed its requirements under the Clean Water Act and continue to offer a unified presence across the region for land owners in relation to Source Protection Activities.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Jed Kelly, Director of Public Works – Town of St. Marys

Brent Kittmer, Chief Administrative Officer – Town of St. Marys

## **ATTACHMENTS**

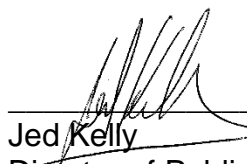
Attachment No. 1 – Agreement Renewal Proposal, UTCRA

## **REVIEWED BY**

### **Recommended by the Department**

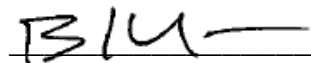


Dave Blake, C.E.T.  
Environmental Services Supervisor



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

Thames - Sydenham and Region  
c/o Upper Thames River Conservation Authority  
1424 Clarke Road, London, ON, N5V 5B9

October 1, 2020

Brent Kittmer, CAO  
Town of St. Marys  
175 Queen St. East, St. Marys, ON  
N4X 1B6

Re: Renewal of Risk Management Services Agreements with Upper Thames River Conservation Authority

Dear: Mr. Kittmer,

Upper Thames River Conservation Authority (UTRCA) was delegated Part IV authorities (as per the Ontario *Clean Water Act, 2006*) to provide Risk Management Services on behalf of your municipality. Since agreements were first signed in 2014 with five partner municipalities, the program has expanded to include several more municipalities, and a renewed agreement that was established in 2017. This letter outlines the ongoing responsibilities that municipalities have under the Ontario *Clean Water Act*, and presents an option for renewing the service agreement with the Upper Thames River Conservation Authority for an additional term of three years covering the period of January 1<sup>st</sup>, 2021 to December 31<sup>st</sup>, 2023.

Under a renewed agreement, UTRCA's risk management office would continue to implement the Part IV policies in the plans (prohibition, risk management planning, restricted land uses) on a regional basis. It would be operated by the UTRCA with support from SCRCA, under the same agreement as previously signed, with an amendment to the schedule of costs. For the purpose of this renewal proposal we have budgeted based on the assumption of participation by all existing agreement partners which includes the municipalities of: Lambton Shores, Chatham-Kent, Perth East, Perth South, Plympton-Wyoming, Point Edward, Sarnia, St. Clair, Stratford, St. Marys and West Perth.

Following the establishment of risk management plans for existing significant drinking water threats, risk management officials and inspectors are responsible for the monitoring and enforcement of those plans, as well as the inspection and enforcement of prohibition policies. From time to time, new risk management plans will need to be established, and existing plans will need to be renegotiated and signed, as property owners and/or tenants change. Additionally, the Ministry of the Environment Conservation and Parks has been undertaking a review of the

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Lower Thames Valley Conservation Authority  
100 Thames Street, Chatham, Ontario,  
N7L 2Y8

phone 519-354-7310, fax 519-352-3435

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St. Clair Region Conservation Authority  
205 Mill Pond Cres., Strathroy, Ontario,  
N7G 3P9

phone 519-245-3710, fax. 519-245-3348

---

Upper Thames River Conservation Authority  
1424 Clarke Road, London, ON  
N5V 5B9

phone 519-451-2800, fax 519-451-1188

<http://www.sourcewaterprotection.on.ca/>

Page 1 of 4

source protection framework, and as a result, have proposed a number of changes to the circumstances under which an activity is considered a significant drinking water threat ([ERO number 019-2219](#)). Once finalized, these changes will require on the ground review of drinking water threat activities, and the potential establishment of risk management plans or prohibitions for activities that are now considered a significant threat to drinking water under the changed circumstances. We anticipate that the implementation of these changes will occur within the next three years of our proposed agreement renewal.

Under a renewed agreement, the Conservation Authority would maintain their risk management office and provide the following services:

- Completion of any Risk Management Plans for existing significant threats;
- Continuation of the monitoring and inspection program for existing significant threats;
- Review of activities in vulnerable areas as a result of changes to threat circumstances made by the Ontario Ministry of the Environment Conservation and Parks;
- Negotiate new risk management plans where required, and ensure compliance with all existing risk management plans;
- Review and amend existing risk management plans as activities, property owners, tenants, or technical requirements change;
- Communicate the purpose, effect and function of the Part IV policies to residents and businesses in the subject vulnerable areas;
- Develop and deliver education and outreach in consultation with municipal partners where needs or opportunities are identified;
- Enforcement of prohibition policies contained in the SPP;
- Collaborate with municipal building and planning staff to ensure that activities proposed in vulnerable areas are consistent with the source protection plan (i.e.. the “restricted land uses” tool that helps to “flag” potential threats when building permits and planning applications are received)
- Address any site-specific challenges by landowners to the source protection technical work (called “risk assessments”);
- Maintenance of all information, data and documents through continued participation in the online information management systems developed by UTRCA referred to as LSWIMS;
- Completion of annual Risk Management Official reporting to the Ontario Ministry of the Environment;
- Provide advice to municipal staff on other aspects of the Source Protection Plans, such as those pertaining to *Planning Act* processes; and
- Provide regular updates to participating municipalities during the renewal term.

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Our intent for a renewed agreement would be to continue operating a regional office in an efficient, effective manner. The costs outlined here are based on what UTRCA estimates is needed to maintain a risk management office and continue to implement, and enforce the Part IV policies of the source protection plans. The renewed costs are specific to each participating municipality which is based on the percentage of workload we have estimated within that municipality. To determine the workload estimate a number of factors were considered, including the: number of drinking water systems within the municipality, the number of existing threats requiring risk management plans, the complexity of existing risk management plans, the anticipated impact of MECP threat circumstance changes, the size and scope of the vulnerable areas, the number of properties within vulnerable areas, and the types of land uses within those areas. The 11 partner municipalities have been grouped into three different workload categories which can be seen in Table 1.

Table 1: Estimated Workload by Municipality

Municipality	Estimated Portion of Workload
Stratford	12%
St. Marys	12%
Chatham-Kent	12%
Sarnia	12%
West Perth	9%
Perth East	9%
Perth South	9%
St. Clair	6%
Point Edward	6%
Plympton-Wyoming	6%
Lambton Shores	6%
<b>Total</b>	<b>100%</b>

During the initial 6 years of the service agreement, a considerable amount of work was done to establish the program, review and confirm existing drinking water threats, and negotiate and establish risk management plans. Now that the majority of risk management plans for existing drinking water threats have been established, the program has shifted into a monitoring and compliance phase. This shift has allowed us to reduce our overall costs from previous agreements, and the addition of more municipal partners into the agreement helps to reduce the costs for all partners involved. We are also aware of the financial pressures the pandemic has created for municipalities, and have therefore restricted our budget to the minimum amount required to maintain the program.

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It should be noted however, that the shift in the program to monitoring and compliance does not mean that there is no more source protection work to do. Protecting our drinking water seems more important now than ever as we grapple with a global health crisis. The Province of Ontario has recognized this by identifying drinking water source protection as a priority program through Bill 108. As outlined above, the roles of Risk Management Officials and Inspectors in the protection of municipal sources of drinking water are ongoing, and the Province's proposal to amend drinking water threat circumstances means that the program is evolving, and new threats will be identified that need to be addressed ([ERO number 019-2219](#)).

The proposed costs of the renewed agreement for the Town of St. Marys are outlined in Table 2 below.

Table 2: Total Cost and Annual Cost of Proposed Agreement and Previous Agreement for the Town of St. Marys

<b>Total Cost Under Renewed Agreement</b>	<b>Annual Cost Under Renewed Agreement</b>	<b>Total Cost of Previous Agreement</b>	<b>Costs Per Year of Previous Agreement</b>
\$74,170.73	\$24,723.58	\$129,530.49	\$38,859.15

We would appreciate a response regarding your participation in a renewed risk management services agreement with UTRCA by Friday, November 20<sup>th</sup>. In the meantime we are happy to discuss the proposal in more detail and answer any questions you may have. Please let me know if you would like to arrange a time to discuss this proposal with our staff. I can be reached through email at [allainj@thamesriver.on.ca](mailto:allainj@thamesriver.on.ca) or by phone at 519-451-2800 x 223.

Yours Truly  
THAMES-SYDENHAM AND REGION



Jenna Allain  
Source Protection Coordinator

**BY-LAW 102-2020**  
**THE CORPORATION OF THE TOWN OF ST. MARYS**

Being a By-law to appoint a Municipal Deputy Treasurer for The Corporation of the Town of St. Marys.

**WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 286 (2), provides that a municipality may appoint a deputy treasurer who shall have all the powers and duties of the treasurer under this Act and any other Act;

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

1. That Denice Williamson be appointed as the Deputy Treasurer of The Corporation of the Town of St. Marys.
2. That Denice Williamson shall perform the duties of Treasurer as required under all statutory obligations when representing the Municipal Treasurer.
3. This by-law comes into force on the final passing thereof.

Read a first, second and third time and finally passed this 24<sup>th</sup> day of November 2020.

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

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Jenna McCartney, Clerk

**BY-LAW 103-2020**

**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 November 24, 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 24<sup>th</sup> day of November, 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 24<sup>th</sup> day of November 2020.**

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Mayor Al Stratheed

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Jenna McCartney, Clerk