



AGENDA

Regular Council Meeting

January 26, 2021

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 January 26, 2021 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 or in the dropbox at Town Hall, 175 Queen Street East, lower level.)

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

None

6. **ACCEPTANCE OF MINUTES**

6.1. Regular Council - January 12, 2021

7

RECOMMENDATION

THAT the January 12, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1. Gravel Watch re: Ontario on the Rocks

17

RECOMMENDATION

THAT the correspondence from Gravel Watch Ontario regarding Ontario on the Rocks be received.

7.2. Minister Yurek re: Conservation Authority Working Groups

28

RECOMMENDATION

THAT the correspondence from Minister Yurek regarding conservation authority working groups be received.

7.3. Lori Black re: Appreciation of Efforts

30

RECOMMENDATION

THAT the correspondence from Lori Black regarding her appreciation of efforts of Council and staff be received.

7.4. United Counties of Stormont, Dundas and Glengarry re: Request to Reopen Small Businesses

31

RECOMMENDATION

THAT the correspondence from the United Counties of Stormont, Dundas and Glengarry regarding a request to the provincial government to reopen small businesses be received.

8. STAFF REPORTS

8.1. Administration

8.1.1. ADMIN 03-2021 January Monthly Report (Administration)

32

RECOMMENDATION

THAT ADMIN 03-2021 January Monthly Report (Administration) be received for information.

8.2. Building and Development Services

- 8.2.1. DEV 02-2021 January Monthly Report (Building and Development) 40**

RECOMMENDATION

THAT DEV 02-2021 January Monthly Report (Building and Development) be received for information.

- 8.2.2. DEV 03-2021 Site Plan Agreement for 485 Queen Street West (Veterinary Purchasing Company Ltd.) 42**

RECOMMENDATION

THAT DEV 03-2021 Site Plan Agreement for 485 Queen Street West (Veterinary Purchasing Company Ltd.); and

THAT Council repeal By-law 30-2006 being a By-law that previously authorized the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and Veterinary Purchasing Company Ltd for 485 Queen Street West in St. Marys; and

THAT Council consider By-law 09-2021 to approve the proposed site plan agreement and authorize the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and Veterinary Purchasing Company Ltd.; and

THAT Council consider Zoning By-law Z142-2021 to remove the Holding “-H” symbol from part of the lands known as 545 Queen Street West and 543 Queen Street West.

8.3. Community Services

- 8.3.1. DCS 04-2021 January Monthly Report (Community Services) 71**

RECOMMENDATION

THAT DCS 04-2021 January Monthly Report (Community Services) be received for information.

8.4. Corporate Services

8.4.1.	COR 07-2021 January Monthly Report (Corporate Services)	76
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RECOMMENDATION

THAT COR 07-2021 January Monthly Report (Corporate Services) be received for information.

8.5. Fire and Emergency Services

8.5.1.	FD 01-2021 January Monthly Report (Emergency Services)	80
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RECOMMENDATION

THAT FD 01-2021 January Monthly Report (Emergency Services) be received for information.

8.6. Human Resources

8.6.1.	HR 02-2021 January Monthly Report (Human Resources)	86
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RECOMMENDATION

THAT HR 02-2021 January Monthly Report (Human Resources) be received for information.

8.7. Public Works

8.7.1.	PW 04-2021 January Monthly Report (Public Works)	88
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RECOMMENDATION

THAT PW 04-2021 January Monthly Report (Public Works) be received for information.

8.7.2.	PW 02-2021 Yard Waste Collection Contract Extension	92
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RECOMMENDATION

THAT report PW-02-2021, Yard Waste Collection Contract Extension be received; and

THAT Council authorize staff to negotiate a contact extension through 2022 with Barry's Handyman Services for the curbside collection of leaf and yard waste; and,

THAT Council authorize the Chief Administrative Officer to sign the associated agreement amendment.

RECOMMENDATION

THAT PW 06-2021 Concrete Curb and Sidewalk Contract report be received; and

THAT Council approve a two-year contract extension with 465929 Ontario Ltd. O/A Nicholson Concrete for the Town's various concrete sidewalk and curb works for 2021 and 2022; and,

THAT Council consider By-Law 07-2021 for the contract extension and authorize the Mayor and Clerk to sign the associated agreement.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

RECOMMENDATION

THAT By-Laws 07-2021, 09-2021 and Z142-2021 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. 07-2021 Agreement with 465929 Ontario Ltd (Nicholson Concrete) 98

11.2. 09-2021 Site Plan Agreement with Veterinary Purchasing Company Ltd. for 485 Queen Street West 99

11.3. Z142-2021 H Symbol Removal for 523 and 545 Queen Street West 101

12. UPCOMING MEETINGS

*All meetings Live Streamed to Town's YouTube Channel

February 9, 2021 - 6:00 pm, Regular Council with public meeting for draft 2021 municipal budget

February 16, 2021 - 9:00 am, Strategic Priorities Committee

February 23, 2021 - 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)(a) the security of the property of the municipality or local board.

13.1. Minutes - CLOSED SESSION

13.2. PW 01-2021 CONFIDENTIAL Annual Security Audit Agreement

14. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____ pm.

RECOMMENDATION

THAT Council consider By-Law 08-2021 to approve an agreement with Digital Boundary Group for IT Security Services.

14.1. By-Law 08-2021 Agreement with Digital Boundary Group

103

RECOMMENDATION

THAT By-Law 08-2021 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

15. CONFIRMATORY BY-LAW

104

RECOMMENDATION

THAT By-Law 10-2021, being a by-law to confirm the proceedings of January 26, 2021 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 adjourn at _____ pm.



MINUTES Regular Council

January 12, 2021

6:00pm

Town Hall, Council Chambers

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

Council Absent: Councillor Luna

Staff Present: **In-Person**
Jenna McCartney, Clerk

Conference Line
Sarah Andrews, Library CEO
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Lisa Lawrence, Director of Human Resources
André Morin, Director of Finance / Treasurer
Amy Cubberley, Cultural Services Supervisor

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2021-01-12-01

Moved By Councillor Winter

Seconded By Councillor Edney

THAT the January 12, 2021 regular Council meeting agenda be accepted as presented.

4. PUBLIC INPUT PERIOD

Two questions were submitted in advance of the meeting by Frank Doyle of the St. Marys Independent newspaper.

1. Did any elected official travel out of the country over the holiday season?
Mayor Strathdee stated that he was not aware of any member of this Council having been out of the country during the holiday season.

2. Does the Town have the authority to define what is an essential business and impose restrictions if need be?

Mayor Strathdee stated that the regulations are defined by the Province of Ontario and the Town of St. Marys does not have the authority. The Province is providing updated guidance on what is to be deemed essential under the regulations.

Mayor Strathdee noted that there appeared to be a technical issue with the live stream to YouTube. Council took a brief recess at 6:06 pm while the problem is rectified.

Mayor Strathdee called the meeting back to order at 6:20 pm. Mayor Strathdee stated that the meeting is now being live streamed to the Town's YouTube channel.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Chris West re: Community Recommendations

Chris West presented the community recommendation delegation to Council.

Resolution 2021-01-12-02

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT the delegation from Chris West regarding community recommendations be received.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - December 8, 2020

Resolution 2021-01-12-03

Moved By Councillor Craigmile

Seconded By Councillor Winter

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

CARRIED

7. CORRESPONDENCE

None received.

8. STAFF REPORTS

8.1 Community Services

8.1.1 DCS 01-2021 345 Wellington Street South Heritage Designation

Amy Cubberley presented DCS 01-2021.

Resolution 2021-01-12-04

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT DCS 01-2021 345 Wellington Street South Heritage Designation report be received; and

THAT Council consider By-law 02-2021 to designate the property at 345 Wellington Street South as a place of architectural and historical value in accordance with Section 29, Part IV of the *Ontario Heritage Act*.

CARRIED

8.1.2 DCS 02-2020 Municipal Register of Non-Designated Heritage Properties Update

Amy Cubberley presented DCS 02-2020 report.

Resolution 2021-01-12-05

Moved By Councillor Hainer

Seconded By Councillor Pridham

THAT DCS 02-2020 Municipal Register of Non-Designated Heritage Properties Update report be received; and

THAT Council give staff direction to move forward on the next steps to add the following properties to the Municipal Register of Non-Designated Heritage Properties:

- 524 Elgin Street West
- 99 Water Street North
- 129 Water Street North
- 100 Wellington Street North
- 145 Church Street North
- 158 King Street North
- 202 Widder Street East
- 24 Robinson Street
- 140 Emily Street
- 81 Wellington Street North
- 338 Elizabeth Street (St. Marys D.C.V.I)
- 403 Queen Street East
- 164 Wellington Street South; and

THAT staff provide an update report to Council on the final list of properties to be added to the Register after the public consultation portion of the process is completed.

Amendment

Resolution 2021-01-12-06

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT 338 Elizabeth Street (St. Marys DCVI) be removed from the proposed list of non-designated heritage properties in resolution 2021-01-12-05.

DEFEATED

Resolution 2021-01-12-05

Moved By Councillor Hainer

Seconded By Councillor Pridham

THAT DCS 02-2020 Municipal Register of Non-Designated Heritage Properties Update report be received; and

THAT Council give staff direction to move forward on the next steps to add the following properties to the Municipal Register of Non-Designated Heritage Properties:

- 524 Elgin Street West
- 99 Water Street North
- 129 Water Street North
- 100 Wellington Street North
- 145 Church Street North
- 158 King Street North
- 202 Widder Street East
- 24 Robinson Street
- 140 Emily Street
- 81 Wellington Street North
- 338 Elizabeth Street (St. Marys D.C.V.I)
- 403 Queen Street East
- 164 Wellington Street South; and

THAT staff provide an update report to Council on the final list of properties to be added to the Register after the public consultation portion of the process is completed.

CARRIED

8.2 Corporate Services

8.2.1 COR 01-2021, 2021 Interim Tax By-Law

André Morin presented COR 01-2021 report.

Resolution 2021-01-12-07

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT COR 01-2021 2021 Interim Tax By-law report be received;
and

THAT Council consider By-law 03-2021 to authorize the collection
of the interim property taxes for 2021.

CARRIED

8.2.2 COR 02-2021 Temporary Borrowing By-Law

André Morin presented COR 02-2021 report.

Resolution 2021-01-12-08

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT COR 02-2021 Temporary Borrowing By-law report be
received; and

THAT Council consider By-law 04-2021 authorizing temporary
borrowing.

CARRIED

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

Each Councillor provided a verbal update on recent committee and board
meetings.

Resolution 2021-01-12-09

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

9.1.2 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 2021-01-12-10

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT By-Laws 02-2021, 03-2021 and 04-2021 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 02-2021 Property Heritage Designation for 345 Wellington Street South

12.2 By-Law 03-2021 Interim Taxes for 2021

12.3 By-Law 04-2021 Temporary Borrowing for 2021

13. UPCOMING MEETINGS

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

Council took a brief recess at 7:12 pm.

Mayor Strathdee called the meeting back to order at 7:24 pm.

14. CLOSED SESSION

Resolution 2021-01-12-11

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 7:25 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 239(3.1)(1) educating or training the members.

CARRIED

14.1 Minutes CLOSED SESSION

14.2 ADMIN 01-2021 CONFIDENTIAL – Committee Appointment (Green Committee)

14.3 HR 01-2021 CONFIDENTIAL Compensation Update

14.4 Verbal Update Employee Relations

15. RISE AND REPORT

Resolution 2021-01-12-12

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT Council rise from a closed session at 8:28 pm.

CARRIED

Mayor Strathdee reported that a closed session was held with three matters being discussed. Council will consider one resolution related to committee appointments. There is nothing further to report on the other matters.

Resolution 2021-01-12-13

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT Council accept the request of Ms. Katherine Moffat to temporarily withhold her appointment to the Green Committee until such time as she either a) is no longer employed by the Town of St. Marys, or, b) chooses to permanently forfeit the appointment for the remainder of the term of Council

CARRIED

16. CONFIRMATORY BY-LAW

Resolution 2021-01-12-14

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT By-Law 05-2021, being a by-law to confirm the proceedings of January 12, 2021 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 2021-01-12-15

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourns at 8:32 pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk



To: Mayor and Council

From: Gravel Watch Ontario

Re: Ontario on the Rocks

Date: January 8, 2021

Gravel Watch is a province-wide umbrella group representing communities and individuals across the province. Like you, we keep a watchful eye on aggregate-related operations, practices, and policy development throughout Ontario. In addition to that vigilance, we offer many resources to our members and the public, providing education via our website at www.gravelwatch.org and in monthly meetings. Further, we advocate on behalf of members, communities, the environment, and all Ontarians, for better management of aggregate resources. We believe that these can be of use to you and to members of your community.

When, in 2020, we sent a previous communication, we were pleased that we subsequently heard from community groups. That means that you shared the document, and we shared your burden of providing information around aggregate issue to the community. If we lightened your load by doing so, that is a good thing. We know what difficult times you are steering your municipality through. Thank you for that work.

The attached document, *Ontario on the Rocks: A Report on the Economic, Social and Environmental Consequences of Resource Extraction*, is a summary of some current policy directions as well as our recommendations which have been previously offered to the Ministry of Natural Resources and Forestry. It suggests the following:

- Stimulating the Ontario economy's emerging industries as well as reducing costs to the municipalities and the province through resource recovery and other measures;



- Prioritizing local industry, and local jobs through provincial procurement practices;
- Quantifying, evaluating, and conserving aggregate resources;
- Valuing agriculture and water resources above the narrow, short-term interests of one industry
- Showing respect to individuals, community groups and municipalities in a way that recognizes not only your attachment but your detailed knowledge of the particularities of your location.

Gravel Watch Ontario invites you to consider and discuss the attached document, and to share it actively with members of your community who have an interest in moving toward better management of aggregate resources. Additionally, Gravel Watch is open to discussions with you and them via our email connection i.e., info@gravelwatch.org, our website at www.gravelwatch.org, or by calling 289-270-7535.

Sincerely,

Bryan Smith, President

Gravel Watch Ontario

Introduction

Ontario is the economic engine of Canada in the several sectors – manufacturing, agriculture and resource extraction. The first two of these depend on Ontario's rich resources. This paper will focus on resource extraction knowing that while it seems to support economic activity and therefore communities, it actually undermines the environment necessary to sustain communities and agriculture. Further, this paper will discuss the relationships between the extraction industry and the province at community, municipal and provincial levels. These relationships are complex and costly for the province. As a wise woman said "Gravel is complicated". While mining and forestry are also resource extraction industries, and while there are parallels and analogies between those and the extraction of aggregate, it is on the rock, sand, clay and gravel that this paper will focus.

Extraction creates an economic boost?

It is commonly believed that gravel pits or quarries create jobs. Community members see trucks coming and going. Municipalities see some portion of the levy coming to their limited coffers. Machine operators, blasters and other labour are required, and often live in nearby communities. This appearance of economic activity is deceptive: When the economy is active, there is demand for aggregate for a variety of uses; the extraction does not create the economic conditions but rather is a response to economic conditions. So, stimulus to extraction either by incentive measures or lightening some part of the industry's responsibilities is not a positive economic boost. The aggregate industry allows pits and quarries to remain dormant for decades between contracts without major economic impact on the surrounding communities, though with consequences for the environment only somewhat less than those during active periods.

Aggregate extraction has multiple costs for the province. The bulk of gravel, stone and sand are bought by municipalities and the Province. Roads and bridges consume them in their raw and processed states; the bills land on the desks of government officials and are paid by the public. The industry in Ontario is largely

weighted to multi-national corporations who are the players in the large projects which governments undertake. When a local municipality is contracting for materials and/or road work, they often find that the local company is owned by a larger one. This structure of the industry means that money flows out of Ontario to corporate head offices. That net outflow reduces the economic value of Ontario's economy. It would be better if Ontario's road construction were sourcing its materials from local producers which would result in much higher direct and indirect investments in Ontario than that to be anticipated from international bankers.

Extraction takes away!

By its very nature, extraction takes valued resources from the environment. Where this results in greater value in a full-cost equation, this could be deemed a good thing. In Ontario, Canada's most southerly province, agriculture is the largest industry. Because food travels from food to table, it engenders multiple additional jobs and processes along the way. Farmers work at planting and sowing; food processors work at capturing the flavour and nutrition; warehousing and transportation move the goods to local, national and international markets and consumers. Contrary to the extraction of cash from Ontario's economy, this results in an inflow to farm owners and their employees.

The vital contribution of agriculture to the province relies on a precious resource – topsoil. Fertile lands in Southern Ontario are valued around \$30 000 an acre. Given that 6 inches of topsoil is largely what generates this price, we can see its extraordinary monetary value. When extraction occurs, however, topsoil ceases to be available for agriculture. Worse, when it is shaped into berms alongside pits and quarries in a vain attempt to hide their view from passersby and to prevent waves of dust from sailing over, topsoil's microbial life ends, so soil fertility is damaged. That loss to agricultural potential is costly. In light of the extraction industry's negative impact on agricultural lands already under significant pressure, and in light of the presence of vast numbers of dormant and relatively inactive pits, there is an argument to be made for the closure of the pit license application process in Ontario. Under that balanced approach, agricultural and

recreational land uses would produce economic growth while inefficient and under-utilized operations would be rationalized.

Extraction costs in municipal and provincial road work.

The costs of extraction industries are largely borne by the public. This is a highly inefficient way to do business because it means that cost accounting is done by multiple public agencies at several levels. Municipalities' budgets are strained by the load which extraction puts on roads. Each new pit adds the potential for new stretches of road to require upgrading and resurfacing of haul routes. This extracts vital funds from road maintenance budgets that are needed to respond to winter conditions, for regular repairs or to replace surfaces which were paved with substandard materials in the same way as the Province experienced significantly short lifespans. This cost was created when contaminated aggregate was substituted for quality.

Currently, when aggregate moves longer distances, it travels on provincial highways. They are routinely pummelled by overloaded trucks. The Ministry of Transport inspections have revealed 10 to 20% excess loads on gravel trucks, representing an undue strain on roads, as well as a significant safety hazard. The costs of accidents on public highways are immeasurable when they take lives. Even when they do not, they spread costs among fire departments, local and provincial police forces, road repairs and reconstruction when surfaces are damaged or guard rails ploughed aside by trucks, and the high costs of hospitalization and rehabilitation of the injured. When gravel trucks crash, everything stops! – The vital movement of goods from producer to consumer, of just-in-time parts to manufacturers, of business people to their time-sensitive meetings or of workers to their punch-clock jobs are all affected adversely by the poor safety record of aggregate hauling. The aggregate industry needs to reconsider the how, the when and the why of hauling rock and smaller products around the province.

Aggregate does not need to move by truck. Were it to move by longer distances train, for instance, the infrastructure would be private and under federal jurisdiction reducing costs and liability for the Province. There are existing

examples, particularly in Alberta, of efficient use of railways to move aggregate. Further, shipping aggregate by boat is practised in Ontario and could relieve the strain on current roads and/or the need to add lanes or highways.

Aggregate Costs the Public's Health

While aggregate production is supposed to be an “interim use”, its duration is such that it has significant health and other impacts on neighbouring communities. Dust produced during extraction routinely leaves the pit areas and spread to “sensitive receptors”, i.e., people. Included in that dust output is fine particulate matter, of under 2.5 microns in size, which a series of research papers including those by Public Health – Ontario, reveal to damage lungs, hearts and brains. That direct impact is complicated by yet another factor of quarrying, the haulage by diesel trucks whose negative impacts include the emission of fine particulate especially when idling at entry gates, loading or exiting and when accelerating from pits onto roads. While fine particulate matter is invisible to the human eye, the belching black fumes are seen by our eyes, sensed by our noses and suffered by our lungs. The presence of dust and fine particulate matter in the air engenders massive costs in health for members of the public and the public system offering it, as well as shortening productive life spans. Human conditions are economic conditions.

Public health is affected too when water quality or quantity from private, community or municipal wells is undermined by dewatering of pits, by below-the-water-table extraction, by the loss of filtration values of overburdens and gravel deposits, the diminution of headwater recharge zones as well as effects on surface water. When pits are dewatered, water tables fall, necessitating deeper drilling of wells. This costs well-owners. When pits open ground water to the sky, run-off, deposition from the air and other vectors can add contaminants to drinking water, necessitating more expensive filtration and treatment. When deep sand and gravel layers are removed above the aquifer, the rapid infiltration of water means that the filtering process supplied naturally by the sand and gravel as in moraines, drumlins and alvars is lost. Emerging science provided by toxicologist Poh-Gek Forkert and others points to the need for filtration and

entrapment of a number of toxins used currently, or historically and now banned. When source water recharge zones become smooth surfaces like roads, pits, parking areas in quarries, water sources dry up. There is unanimous agreement in the Legislature, for instance that “The Paris Galt Moraine is an essential water recharge area in Ontario’s largest watershed – the Grand River Watershed – purifying water at no cost to the citizens” and that “This is about conserving what nature can do for free, so I cannot think of a more fiscally responsible solution. Failure to act could put the government on the hook for hundreds of millions in water infrastructure”. This applies broadly across the province as does the necessity to sustain wetlands. Wetland loss has resulted in significant reductions in groundwater and surface water which effects domestic and industrial uses of water, and therefore has significant economic impact. If any of these processes allows chemical and/or biological contaminants to reach drinking water, the tragic results, like those at Walkerton, are immediate, early or painfully slow deaths. Dollars and cents don’t make sense of these losses.

Extraction is No Limit

There is no indication that Ontario needs any more gravel, rock, sand or clay. Not a single road, bridge or highway has come to a halt because of a lack of supply. Not a single skyscraper or foundation has been prevented because no aggregate was available. In fact, as regards roads, every indication is that Ontario uses too much aggregate in building them, the highest in Canada despite harsher climates elsewhere, and higher than adjacent American states where traffic volumes match or exceed ours. Is the province over-consuming and paying the price. Innovations in building materials see more and glass and steel in use, vastly diminishing the quantities of aggregate needed directly or indirectly. The resurgence of wood in exterior and interior construction suggests that this renewable resource might be more efficient as well as sustainable than a finite supply of aggregate. There seems little risk that potters will run out of mud.

Fortunately, Ontario’s ‘finite’ supply is close to infinite. The report prepared for the MNRF by Larry Jensen, an accredited geologist, analyzes licences across the province and predicts from them a 100 to 200 year supply with existing licenses.

From that you would deduce that Ontario needs no more licenses to be issued, freeing up MNRF staff to effectively monitor and enforce policies in an equitable and consistent manner and even to assist operators in the efficient workings of their equipment. (One inspector on a noise complaint realized that the screeching which produced calls to the office was a bearing that would cost thousands to replace and would result in long down-time. He recommended lubricants. Neighbours and employees had a more pleasant experience after lubrication and the gravel pit saw economic benefit). Additionally, MNRF staff could also be deployed to determine the actual amount of virgin aggregate available when accurate data has not been available beyond the licence amounts. To those efficiencies could be added a drive to rehabilitate the approximately 7 000 abandoned pits across the province, restoring them to productive uses, agricultural, recreational or other, and getting the province back on track with the work to move other depleted sites out of post-extractive neglect and into the hands of willing landowners. There is no crisis in supply; there wasn't in the 1970 despite industry crying "Wolf" and there won't be in the foreseeable future.

Ontario is further supplied with stone or crushed product when reprocessing occurs. This increases Ontario's supply and the horizon for adequate availability. It also moves from an intense consumption of energy to less one. While traffic is slowed by a machine which removes, melts and reapplies asphalt to roads, it is not brought to a stop as when truckloads of damaged road surfacing materials are hauled away, and new cement or asphalt is laid. Recycled aggregate has home uses as well, crushed brick pathways for example, when houses give way to higher and/or more modern structures. This industrial process also creates jobs in the proximity of the new project while saving provincial costs associated with haulage as previously described. Aggregate can be part of a circular economy, and by doing so can be perceived as both for the people who benefit from the jobs and the speed of transition from wreckage to new construction and for the people who live in rural areas which are spared destruction.

Three Heads are Better than One

The value of public consultations is that they bring together stakeholders from multiple sectors: those who work in the field, such as industry and ministry; those who live beside the field, such as individuals and community groups; and, scientists, such as academics whose research provides emerging knowledge which can result in current and future savings and accredited qualified consultants. Regarding the science community, we might have hoped that emerging science were more carefully listened too before the release of heavy liquid metals into the waters around the Reed Paper Mills, and might want to harken to the warnings that qualified consultants working with the best current knowledge and ethical interests would apply to operations and rehabilitation of aggregate extraction sites. It is fitting that aggregate policy be for the people who live with it, pay for it, and require it (and especially robust worker safety and residential health standards) for their continued benefit. Since industry players are in competition with each other, we should not have been surprised to see the collapse of the CornerStone Standards, nor the conflict among small versus large (and therefore international) companies evident in multiple cases. That leaves ministry staff to carry out the policy role, which means that some proponent-driven processes which the industry currently claims to struggle with could become the work of the Ministry of Natural Resources who would manage the processes, provide expertise, consult with the local, broader and scientific community, and to regulate in an equitable fashion extraction from approved sites in the interests of the people. Democracy is for the people and continues to engage people in decisions.

Recommendations

1. Adopt a balanced approach where agriculture and public investment outweigh the narrow interests of one small segment of resource extraction.
2. Stimulate the Ontario economy through a broad variety of investments in emerging industries, resource recovery, cost efficiencies, and broad consultations with stakeholders.
3. Encourage the location of industry in Ontario through procurement practices that prioritize local ownership and head offices.
4. Quantify resources; determine quality; and conserve the irreplaceable.
5. Show respect for the people as individuals and in community groups in a way that recognizes the profound attachment of rural people to productive land.

Ontario on the Rocks

A Report on the
Economic,
Social
and
Environmental
Consequences
of
Resource
Extraction

March
2019

From: "Minister, MECP (MECP)" <Minister.MECP@ontario.ca>

Date: 2021-01-11 5:28 p.m. (GMT-05:00)

To: Al Strathdee <astrathdee@town.stmarys.on.ca>

Subject: Ontario Moves Forward with Conservation Authorities Working Group

[EXTERNAL]

Good afternoon,

In order to create a practical forum to help our government implement recent changes to the *Conservation Authorities Act* and ensure conservation authorities and other stakeholder groups have a stronger voice at the table, I have invited 10 individuals to participate in a newly-formed conservation authorities working group.

The working group members, chaired by Hassaan Basit, President and CEO of Halton Region Conservation Authority, have been drawn from a variety of conservation authorities, Conservation Ontario and the Association of Municipalities of Ontario, as well as the development and agriculture sectors. The full list of members include:

1. Hassaan Basit, President and CEO, Halton Region Conservation Authority (Chair)
2. Kim Gavine, General Manager, Conservation Ontario
3. John McKenzie, Chief Executive Officer, Toronto and Region Conservation Authority
4. Sommer Casgrain-Robertson, General Manager, Rideau Valley Conservation Authority
5. Chris Darling, Chief Administrative Officer, Central Lake Ontario Conservation Authority
6. Rob Baldwin, Chief Administrative Officer, Lake Simcoe Region Conservation Authority
7. Brian Tayler, Chief Administrative Officer, North Bay-Matawa Conservation Authority
8. Samantha Lawson, Chief Administrative Officer, Grand River Conservation Authority
9. Cathie Brown, Senior Advisor, Association of Municipalities of Ontario
10. Scott McFadden, Mayor, Township of Cavan Monaghan

The following individuals will also assist the Working Group by providing further perspectives, including on the section 28 Minister's regulation:

11. Jason Sheldon, Vice-President, Land Development, Remington Group
12. Gary Gregoris, Senior Vice-President, Land Development, Mattamy Homes
13. Josh Kardish, Vice-President, EQ Homes
14. Michelle Sergi, Director Community Development, Region of Waterloo

15. Leslie Rich, Policy and Planning Liaison, Conservation Ontario
16. Barb Veale, Director, Planning and Watershed Management, Halton Region Conservation Authority
17. Laurie Nelson, Director, Policy and Planning, Toronto and Region Conservation Authority
18. Mark Wales, Past President, Ontario Federation of Agriculture

The Working Group's first task includes looking at the first phase of proposed regulations impacting conservation authorities and their participating municipalities, which will be available for public consultation later this month. The proposed regulations will include:

1. details on the programs and services conservation authorities will implement, and how the programs and services may be funded such as:
 1. the mandatory programs and services to be delivered by conservation authorities;
 2. the proposed agreements that may be required with participating municipalities to fund non-mandatory programs and services with municipal dollars; and
 3. the transition period to establish those agreements;
2. how conservation authorities will regulate development and other activities to ensure public safety through natural hazard management,
3. the requirement for conservation authorities to establish community advisory boards; and
4. a Minister's regulation under section 29 of the *Conservation Authorities Act* relating to conservation authority operation and management of lands owned by the authority.

Our government is committed to ongoing collaboration as we work to improve how conservation authorities deliver core programs and services to their communities. Drawing on their extensive knowledge and experience, the working group members we've assembled will provide valuable perspectives to help us make better informed decisions.

We look forward to your feedback as part of our consultation process on the upcoming regulatory postings.

Sincerely,

Jeff Yurek
Minister of the Environment, Conservation and Parks

"On behalf of the St. Marys Ringette Association, I would like to take this opportunity to personally thank Brent Kittmer, Stephanie Ische and Doug LaPointe for their support and hard work that allowed our players to return to ice and participate in modified game play throughout the, albeit shorter than hoped for, season. Your work, supported by the decisions of Town Council, allowed us to insert some normalcy into this crazy COVID world we find ourselves in. We can all acknowledge the physical benefits to health that come from being active, and our players were active-being on the ice at least twice a week. But for us, there is an equal; maybe greater value, in the opportunities that playing a sport with their peers provides for social and emotional wellbeing. As we enter into another phase of lockdown, the stories we can share about this season of ringette and watching the videos taken at the rink, will help to keep a positive spin on things. It is easy to feel isolated and disconnected at home, but your support allowed us to create opportunities to build new friendships and strengthen existing ones. We look forward to the next ice season, either in the spring or next fall, when we will again work to support each other and put our players back on the ice #teamwork_makes_the_dreamwork! On behalf of the entire SMRA, thank you." Lori Black



United Counties of
Stormont, Dundas & Glengarry

RESOLUTION

MOVED BY Councillor McGillis

RESOLUTION NO 2021-04

SECONDED BY Councillor Warden

DATE January 18, 2021

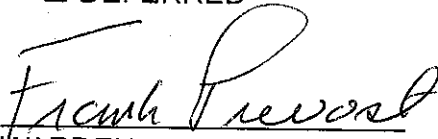
THAT the Council of the United Counties of Stormont, Dundas and Glengarry request that the Province of Ontario allow for small businesses to immediately reopen with the required health guidelines and protocols in place; and

THAT this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, MPP Jim McDonnell, and circulated to all municipalities in Ontario.

☒ **CARRIED**

☐ **DEFEATED**

☐ **DEFERRED**


WARDEN

Recorded Vote:

Councillor Armstrong	_____
Councillor Byvelds	_____
Councillor Fraser	_____
Councillor Gardner	_____
Councillor Landry	_____
Councillor MacDonald	_____
Councillor McGillis	_____
Councillor Prevost	_____
Councillor Smith	_____
Councillor Warden	_____
Councillor Wert	_____
Councillor Williams	_____

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration
Date of Meeting:	26 January 2021
Subject:	ADMIN 03-2021 January Monthly Report (Administration)

RECOMMENDATION

THAT ADMIN 03-2021 January 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 decision to remove both ice pads at the PRC was made on January 12th. In an effort to be transparent, the following is a public report of the factors that lead to that decision:
 - The length of the Provincial lockdown will be, at a minimum, 28 days.
 - Huron Perth Public Health's current key indicators show that the region is trending as a "Red" public health control region.
 - Ice users were polled to see what their ability to run a program would be under "Red" public health measures. Based on the response, it was evident that there would be little to no usage of the PRC under "Red"
 - Leaving the ice empty with no use is costly.
 - Operating costs are estimated to be \$4,750/week for two ice pads as they currently sit empty. This cost estimate does not include staffing as part-time staff are on leave, and full-time staff have been allocated elsewhere for cleaning and disinfecting.
 - If one pad was removed, operating costs are estimated to be reduced to \$3,200/week for one ice pad to sit empty.
 - It takes approximately two days on average to remove an ice pad. The cost to do so is labour, which is already budgeted.
 - To re-install one ice-pad during the ice season, it takes up to one week. The costs of reinstalling an ice pad are estimated to be \$10,300 (materials, water, electricity, and additional part time wages).

- Based on these factors, the decision was made to remove the ice. Ice users have been asked to consider if they would re-start their programs when public health restrictions relax. If there is a demonstrated need, staff will report back to Council requesting direction to re-install the ice at a later date.

Strategic Planning and Projects

- Community Transportation Projects:
 - Monthly updates received from both the City of Stratford and the County of Perth are attached to this report.
 - Highlights include:
 - Ridership – although the ridership numbers appear to be low, the project coordinators are very pleased with the number of people accessing the service given the pandemic. Anecdotally we have learned that the current ridership numbers are one of the best for a rurally launched project.
 - St. Marys to London Route – this route launched on January 18th, and City staff have reported that it is operating smoothly.
 - Fares – the current 50% discount on fares has been extended until March 31 to further encourage ridership.
- Social Worker Partnership with Family Services Perth Huron (FSPH), United Way, and City of Stratford:
 - The following status update was provided by FSPH:
 - *“[Review of the MOU is underway and almost complete]. The candidate for the position has been chosen and is an internal applicant and will be able to start in February. This is good news since we could not have a January start date. The start up will be a much faster process as this person has all of the internal requirements for the role already complete.”*

Land Sales

- Parkland purchase
 - Town offer to purchase parkland has been rescinded. The offer was conditional on a successful survey. This condition was not met as the survey showed property lines in a different location than originally thought meaning the Town no longer requires the property.
- 481 Water Street South (McDonald House)
 - The restrictive covenant required for the property has received final agreement, and the registration process is proceeding. The delay continues to be the St. Marys Cement legal counsel.
 - Once the restrictive covenant has been registered, the property transfer to Forman Electric can proceed.

2. Clerks

Legislative Services

- Town Hall
 - Town Hall remains open by appointment or through the doorbell access option for individuals requiring a variety of essential services.
- Animal Control
 - The Town has purchased tags that stay with the licenced animal for the life of the animal.

- New this year, animal licencing forms can be completed online with payment options. Staff will arrange distribution of the tags taking a number of options into consideration to ensure contactless delivery.
- All owners with 2021 tags are being contacted about the enhanced service options.
- In 2020, 95 dog tags and 11 cat tags were purchased by animal owners for a total of \$2,040 in revenue. Previous estimates of animals, dogs specifically, residing in St. Marys are substantial which presents an opportunity for educating the public about the requirement and benefits of purchasing an animal licence.
- Council and Committee Services
 - 2020 included 26 regular and special meetings of Council in addition to a meeting that was adjourned to a different day (July 30). There were 6 Strategic Priorities Committee meetings held.
 - Even though many committees of Council were on hiatus during the pandemic and then only met as needed, there were 56 meetings held in 2020.
 - At the onset of the pandemic, Council meetings were live streamed to the Town's Facebook page although within one month the live streaming transitioned to the Town's new YouTube channel. There are 94 subscribers to the channel.
 - From the transparency aspect of local governance, all meetings of Council and committees were scheduled to live stream although there were occasional technical glitches. Alternative measures such as creating a new Zoom meeting or simply recording and uploading after the fact were conducted.
- Commissioner of Oaths
 - The service was offered throughout 2020 including the initial lockdown of the pandemic. This service is offered to the public at no charge for documents requiring the signature of a commissioner of oaths.
- Lottery Licensing
 - A total of 12 licences were issued in 2020 compared to 22 from 2019.
- Parking Enforcement
 - With Council's passing of By-law 22-2020 for the purpose of appointing municipal by-law enforcement officers, staff have been able to compliment Stratford Police Service's approach for parking enforcement. As of January 21, 2021, 64 parking infraction notices have been issued upon vehicles parking in contravention to By-law 58-2018 with 31 already paid.
 - In conjunction with the Public Works department's review of the Traffic, Parking and Boulevard Maintenance By-law, the Clerk's department will be researching how many municipalities offer early payment options for parking infractions as staff have noted a number of inefficiencies surrounding the current process.
 - In 2020, 106 parking infractions were issued compared to 153 from 2019. 13 tickets were issued by the Stratford Police Services Park Patrollers between June 28 and August 13, 2020 for James Street North locations solely. Investigating whether increased enforcement in 2021 could be completed by the Park Patrollers for concerns within municipal parking lots, downtown parking and animal control such as licencing. The revenue from 106 parking infractions is \$2,470.
 - There are 35 ticket payments outstanding. The normal course of action is that the infraction is forwarded to the Perth County Provincial Offences Court after 75 days of issuance which it is then applied to against the vehicle owner's licence plate renewal. This requires the vehicle owner to pay the outstanding ticket(s) prior to renewing the vehicle plate. In addition to the infraction fee, there is a court service charge and administrative fee applied resulting in a \$30 ticket costing approximately \$86.
 - The current order from the Chief Justice that parking tickets cannot be applying to licence plate renewals is in effect until February 26, 2021. Once the order is rescinded or not

renewed and the courts resume, the Town will process the outstanding tickets with the court.

Other Projects

- Community Safety and Wellbeing Plan
 - The municipal partner's advisory committee has reviewed the draft Plan and returned suggestions to the consultant.
 - It is anticipated that the final Plan will be presented to Council in February 2021 for approval.

SPENDING AND VARIANCE ANALYSIS

None.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

PC Connect Update to Council – 15 January 2021

1. COVID-19 Emergency Orders:

PC Connect will continue to operate during emergency orders, as transit is identified as an essential business. At this time, PC Connect is encouraging riders to use this service for essential travel only (e.g. to travel to and from work). PC Connect continues to operate with the following enhanced safety measures:

- Capacity has been reduced by 50%;
- Passengers are asked to wear masks on board the bus;
- Hand sanitizer is available on board the bus;
- Increased cleaning/disinfecting protocols and special training for drivers.

2. Ridership – 16 November-31 December 2020:

Ridership has been steady despite the pandemic, however, it did slow over the holidays due to the lockdown beginning 26 December:

PC Connect 2020 Ridership Report					
Month	Route 1: KW to Listowel	Route 2: KW to St.Marys	Route 3: London to Stratford	Route A: Perth County North	Route B: Perth County South
16-30 November	9	37	N/A	20	19
1-31 December	20	59	N/A	48	22
Total	29	96	N/A	68	41

3. Route 3 – 18 January 2021:

- Route 3 Stratford to London via St. Marys will be launching on Monday 18 January; schedule to follow;
- The London stop is located on Fanshawe Park Rd (eastbound) at LTC stop #704, beside Masonville Mall/Silver City and CIBC. The stop is fully accessible and has a shelter: <https://goo.gl/maps/6ushv6LUcA3XFE7v5>.

4. Schedule Changes – 1 February 2021:

- Route 1 and 2 are being rescheduled beginning on 1 February 2021 with earlier run times and additional stops at Kitchener GO/GRT. This aligns with the original intent of the project (to get riders to and from work) and will better support customers during the pandemic;
- Routes A and B will have an additional 10 minutes included at the end of each scheduled run beginning on 1 February. Run 3 will be removed from Route B to enable these changes. This will improve efficiency and on-time service.

5. Fare Discount Extension – 31 March 2021:

Due to the pandemic, PC Connect has extend the 50% discount off regular fares until 31 March 2021.

PC Connect December Overview

The PC Connect bus service has received a positive amount of interest and uptake from residents throughout the County, since its launch on November 16, 2020. As per the Government of Ontario's public transportation guidelines, PC Connect will continue to operate responsibly during the provincial COVID-19 lockdown, for essential travel only. A series of COVID-19 preventative measures continue to be enforced on all fleet, which includes 50% reduced capacity, mandatory face coverings, and increased sanitization practices. At this time, all paid marketing efforts have been put on hold, and organic marketing communications are dedicated to educating residents on how to travel safely for essential purposes only. As public transportation is entirely new to many residents in Perth County, it is evident that marketing and educational efforts are essential to the growth and development of PC Connect. The team is confident that exponential ridership growth will continue when it is safe and responsible to resume all marketing efforts.

Ridership

Since being in service, PC Connect has had a total of 109 passengers, with 68 passengers on Route A, and 41 passengers on Route B (see Figure 1). To date, Listowel has been the most popular destination on Route A (Figure 3), and Stratford is the most visited destination on Route B (Figure 4). Figures 5 and 6 display how many rides were completed on each day of the week, and provides insight into the best performing run times. Please note that the analysis attached represents data gathered from November 16 to December 31, 2020.

Financial Impact

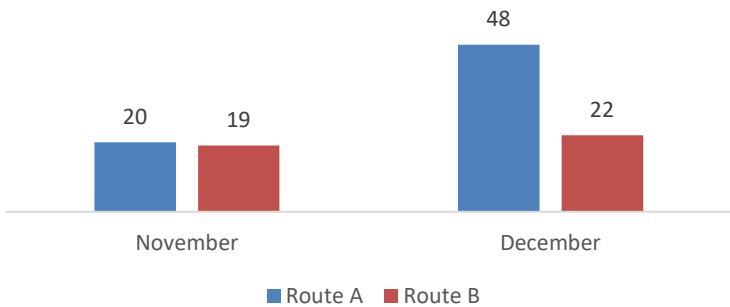
Due to COVID-19, fare revenue projections have been eliminated from the first-year budgeting forecast. To date, PC Connect has earned \$530 in revenue, while offering an introductory rate of 50% off standard fare prices. The 50% off fare promotion was initially intended to run until December 31, 2020, however has been extended to January 31, 2021 due to ongoing delays in providing a full service. PC Connect is currently operating within budget.

Other Project Updates

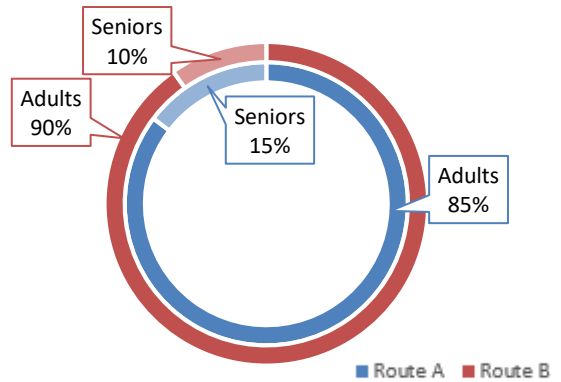
In order to gather insight from riders, a feedback campaign has been launched. Riders are encouraged to leave their feedback regarding their experience with PC Connect, in order to be entered into a weekly draw for amazing local Perth County products. The team is continuing to work with community outreach organizations and employers in order to solidify reoccurring ridership and sell pre-paid fare passes that can be distributed to their clients and/or employees. To date, a total of 70 pre-paid fare passes have been purchased at \$3 per ride. The team is working to develop an official ticketing program with designated vendors, as well as an online app that will provide riders with an alternative method to pre-book and purchase their fares.

Ridership Data to Date (November 16, 2020 – December 31, 2020)

1. Total Riders per Route



2. Rider Demographics By Route



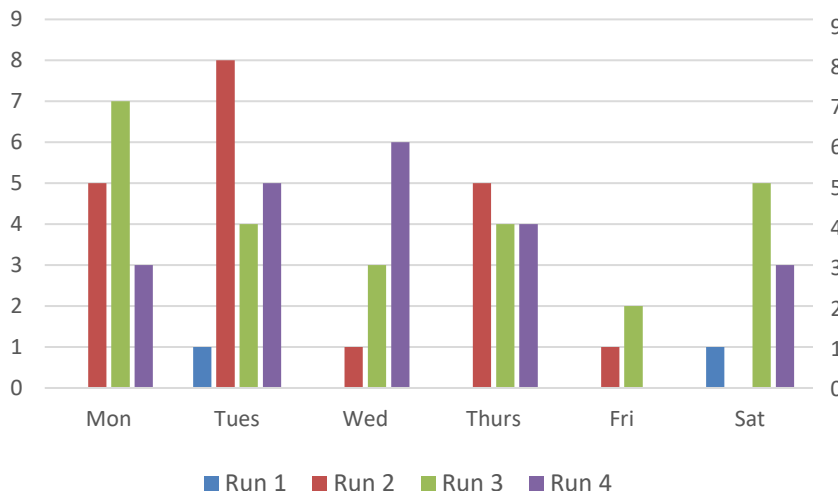
3. Route A Riders per Location

Stop Location	Riders ON	Riders OFF
Stratford Terminal	16	12
Gadshill	0	0
Brunner	0	0
Milverton	6	5
Newton	15	12
Millbank	1	5
Listowel	18	19
Listowel Tech. Inc (LTI)	2	2
Atwood	1	0
Monkton	1	1
Mitchell	1	2
Stratford Terminal	7	10
Total	68	68

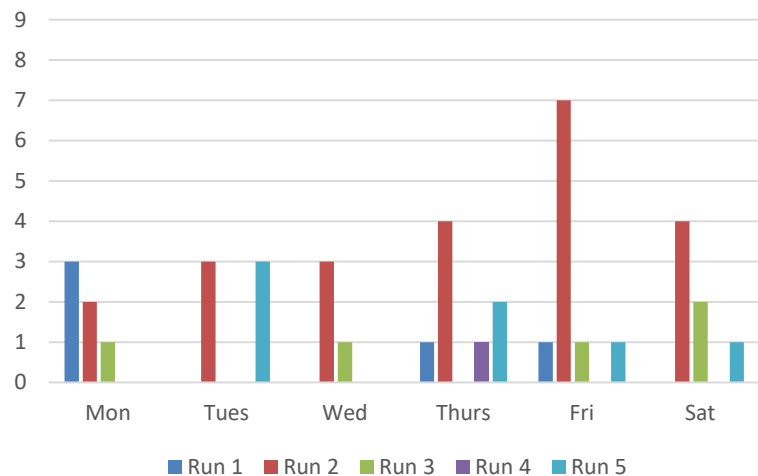
4. Route B Riders per Location

Stop Location	Riders ON	Riders OFF
Stratford Terminal	16	10
Stratford General Hospital	0	0
St. Pauls	0	0
St. Marys	6	5
St. Marys Memorial Hospital	6	5
Kirkton	1	0
Mitchell	5	11
Sebringville	0	1
Sobey's Stratford	0	1
Stratford Terminal	7	8
Total	41	41

5. Route A Riders per Day per Run



6. Route B Riders per Day per Run



Routes Schedules

Route A

Stop Location	↓ Trip	↑ Trip	BREAK	↓ Trip	↑ Trip
Cooper Terminal, Stratford	6:00am	10:08am		1:00pm	5:08pm
Gadshill	6:13am	9:55am		1:13pm	4:55pm
Brunner	6:23am	9:45am		1:23pm	4:45pm
Township of Perth East Office, Milverton	6:30am	9:38am		1:30pm	4:38pm
Newton	6:36am	9:32am		1:36pm	4:32pm
Anna Mae's Bakery, Millbank	6:41am	9:27am		1:41pm	4:27pm
North Perth Public Library, Listowel	7:04am	9:04am		2:04pm	4:04pm
Listowel Technology Inc. (LTI), Listowel	7:09am	8:59am		2:09pm	3:59pm
Elma Mem. Community Centre, Atwood	7:15am	8:53am		2:15pm	3:53pm
Elma-Logan Arena, Monkton	7:26am	8:42am		2:26pm	3:42pm
West Perth Community Centre, Mitchell	7:40am	8:28am		2:40pm	3:28pm
Cooper Terminal, Stratford	8:03am	8:05am		3:03pm	3:05pm

Route B

Stop Location	↓ Trip	↑ Trip	BREAK	↓ Trip	↑ Trip	↓ Trip
Cooper Terminal, Stratford Transit	6:00am	9:02am		2:00pm	5:02pm	5:05pm
Stratford General Hospital	6:04am	8:58am		2:04pm	4:58pm	5:09pm
Perth South Municipal Office, St. Pauls	6:15am	8:47am		2:15pm	4:47pm	5:20pm
St. Marys Town Hall	6:28am	8:34am		2:28pm	4:34pm	5:33pm
St. Marys Memorial Hospital, St. Marys	6:33am	8:29am		2:33pm	4:29pm	5:38pm
Kirkton	6:49am	8:13am		2:49pm	4:13pm	5:54pm
West Perth Community Centre, Mitchell	7:03am	7:59am		3:03pm	3:59pm	6:08pm
Sebringville	7:14am	7:48am		3:14pm	3:48pm	6:19pm
Sobey's Plaza, Stratford	7:24am	7:38am		3:24pm	3:38pm	6:29pm
Cooper Terminal, Stratford Transit	7:30am	7:32am		3:30pm	3:32pm	6:35pm

*Please note that schedules are subject to change as a result of improved timing and rider feedback.

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Building and Development

Date of Meeting: 26 January 2021

Subject: DEV 02-2021 January Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 02-2021 January Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building Department

- 10 permits issued in December 2020 compared to 2 in 2019
- 1 dwelling unit in 2020 compared to 3 in 2019
- Total construction value \$761,000 compared to \$750,000 in 2019
- Total permit fees \$4,186.50 compared to \$5,142 in 2019
- 35 appointments provided
- Cloud Permit (online building permit platform) launched publicly in early January, instructions for use are available on the Town's website

Planning

- Applications:
 - Committee of Adjustment Public Hearing held on December 22nd to hear an application for minor variance for 485 Queen Street West
 - Committee of Adjustment Public Hearing scheduled for early February to hear an application for severance
 - Appeal period expired with no appeals for:
 - Minor Variance for 485 Queen Street West
 - Plan of Subdivision and Zoning Amendment for 187 Wellington Street North
 - Site Plan Agreements
 - Finalizing site plan details for 485 Queen Street West and 323 Queen Street West
 - Review of existing site plan agreements, and closing out those agreements
- Strategic Initiatives:
 - Comprehensive Parking Review – Ongoing
 - Consultant is compiling all the information provided and will report back to staff
 - Roundtable to Discuss Housing in St. Marys
 - Roundtable held with members of the Development community on January 12, 2021
 - Staff are compiling detailed notes, and will report back to Council regarding key themes and issues and recommendations to mitigate those issues

- Community Improvement Plan – Virtual Open House held in December 2020, reviewing information received and considering plan priorities
- Official Plan – Virtual Open House held in December 2020, reviewing information received

Facilities – Operational

- COVID 19 – cleaning and sanitizing MOC, Via, Library & Town Hall daily, fogging weekly
- Re-integration of Facilities documents written as facilities and programs are preparing to open
- Town Hall – outside washroom hours have been modified due to vandalism.
- MOC –shielding and furniture to accommodate COVID-19 office space requirements has been installed
- Continuity Plan developed and implemented for facilities staff

Facilities – Capital

- 20 Year Capital Plan – working on document
- Cemetery Washroom Project – Town staff acquired pricing
- Fire Hall Renovation Project – work has been delayed by weather, the project has an expected completion date of February 01, 2021, and an expected move in date of February 08, 2021.
- Energy Efficient Projects – MOC & Library Light Upgrade – work has been completed.
- Lind Sportsplex Foyer Ceramic Tile Replacement – work has been completed only waiting on new bolts for shower drains
- Museum Barn Door – work completed
- Working on RFQ and RFP's for approved 2021 projects
- Cemetery Window Project – Town Staff acquiring pricing.

SPENDING AND VARIANCE ANALYSIS

None

REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Morgan Dykstra, Public Works and Planning Coordinator
Date of Meeting:	26 January 2021
Subject:	DEV 03-2021 Site Plan Agreement for 485 Queen Street West (Veterinary Purchasing Company Ltd.)

PURPOSE

The purpose of this report is to present a Site Plan Application for 485 Queen Street West (Veterinary Purchasing Company Ltd.) and provide a recommendation to Council to repeal the existing site plan agreement and approve the proposed site plan agreement.

RECOMMENDATION

THAT DEV 03-2021 Site Plan Agreement for 485 Queen Street West (Veterinary Purchasing Company Ltd.); and

THAT Council repeal By-law 30-2006 being a By-law that previously authorized the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and Veterinary Purchasing Company Ltd for 485 Queen Street West in St. Marys; and

THAT Council consider By-law 09-2021 to approve the proposed site plan agreement and authorize the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and Veterinary Purchasing Company Ltd.; and

THAT Council consider Zoning By-law Z142-2021 to remove the Holding “-H” symbol from part of the lands known as 545 Queen Street West and 543 Queen Street West.

BACKGROUND

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

In 2006, the Town of St. Marys Council passed By-law 30-2006 authorizing the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and Veterinary Wholesale Company Limited for 485 Queen Street West. The agreement speaks to the 3573 m² addition to the rear of the property, to staff's knowledge no other site plan agreements exist for the previous additions.

Veterinary Purchasing Company Ltd. (“Owner”) submitted a site plan pre-consultation request to the Town in February 2020 and submitted a formal application in August 2020 for the purpose of expanding existing buildings. Since the submission, the Town's Development Team which encompasses staff representatives from various departments including Planning, Building, Fire, Public Works, Environmental Services, Clerks and Heritage have reviewed and made comment on the various submissions to ensure all relevant requirements have been met. Town staff have drafted a site plan

agreement for Council's consideration. This report will outline key details related to site plan and the agreement.

REPORT

Since 2006, Veterinary Purchasing Company Ltd has acquired properties to the west of its existing location (485 Queen Street West). The development lands, property descriptions and Property Identification numbers are as follows:

- 485 Queen Street West
 - PIN 53239 – 0008
 - Description – Pt Lot 19 Concession Thames Blanshard Pt 1, 44R2279; Pt 2, 44R2180; Pt 1, 44R1779 Save and Except Pt 1, 44R2180; as in R259389 & R221826 Save and Except Right of Way therein; St. Marys
- 10 Thames Road
 - PIN 53239 – 0004
 - Description – Pt Lot 19 Concession Thames Blanshard Pt 1, 44R734; St. Marys
- 545 Queen Street West
 - PIN 53239 – 0005
 - Description – Pt Lot 19 Concession Thames Blanshard as in R344889; St. Marys
- 545 Queen Street West
 - PIN 53239 – 0006
 - Description – Pt Lot 19 Concession Thames Blanshard as in R167307; St. Marys

Veterinary Purchasing Company Ltd also retains ownership of 509 Queen Street W (formerly known as the Imperial Oil lands). These lands are not included in the development proposal.

When abutting properties come under a single ownership, titles to those separate properties may in law “merge in title” and become one property. To formalize the merge, the Owner must submit an Application to Consolidate Parcels to the land registry office. The land registry office shall then provide an updated property description and one Property Identification Number (PIN). The Owner has not yet completed this process but their legal counsel has provided proof of an application to the land registry office and has submitted an undertaking that the process has been initiated and an updated property description and PIN will be provided to the Town upon receipt from the land registry office. The lands must be merged in order to avoid any zoning issues as well as any building code related issues.

485 Queen Street West and 10 Thames Road are zoned “Light Industrial Zone – M1”. The properties known as 523 Queen Street West and 545 Queen Street West are zoned “Light Industrial Zone – M1-H”. As a portion of the development is within the area zoned as M1-H, an application to remove the Holding Symbol on the property has been submitted. The “-H” holding symbol can only be removed by by-law once Council is satisfied that a site plan agreement is entered into to ensure that development takes a form compatible with adjacent land uses. The removal of the holding symbol from the lands affected by the By-law would have the effect of permitting development in accordance with the lands zoned as “Light Industrial Zone – M1”.

The subject properties are located on the north side of Queen Street West, between Thames Road and Ann Street. The development lands combined are 4.12 hectares (10.20 acre). Veterinary Purchasing Company Ltd has an existing industrial operation on 485 Queen Street West in a 13,405 m² (144,290 ft²) building.

To support the proposed development brought forward within this site plan request, Veterinary Purchasing Company Ltd sought two minor variances approvals to reduce interior side yard setbacks, whereas the interior side yard setback required by the Town's Zoning By-law is 3.0 metres:

- A09-2020: minor variance permitting a minimum interior side yard setback of 1.2 metres (on the north side of the proposed building addition for HVAC units); and
- A10-2020: minor variance permitting a minimum interior side yard setback of 1.4 metres along the interior side property lines of 485 Queen Street West abutting 509 Queen Street West.

No appeals were received for either application. Thus, Veterinary Purchasing Company Ltd is proposing an expansion and site plan that complies with the M1 zoning. The site plan includes the following details:

- A 2,561m² (27,566 ft²) addition to the existing warehouse to the west, and small addition to the office area
- Entrance, parking lot and load docking off Thames Road (24 parking spaces, 4 accessible parking spaces and 2 loading docks)
- The existing loading docks and parking spaces on 485 Queen Street will remain
- Road widenings along Queen Street and Thames Road
- Installation of an underground water tank to assist with fire suppression activities

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

FINANCIAL IMPLICATIONS

The applicant has paid the site plan agreement application fee in addition to the registration of agreement fee.

SUMMARY

It is recommended that Council approve the Site Plan Agreement and authorize the Mayor and Clerk to enter into the proposed Site Plan Agreement with Veterinary Purchasing Company Ltd of the subject property.

STRATEGIC PLAN

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

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

OTHERS CONSULTED

Town of St. Marys Development Team

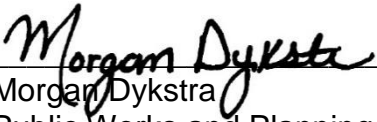
ATTACHMENTS

Attachment 1 – Draft Site Plan

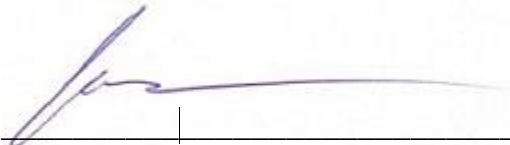
Attachment 2 – Draft Site Plan Agreement

REVIEWED BY

Recommended by the Department

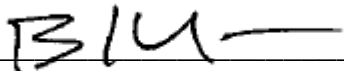


Morgan Dykstra
Public Works and Planning Coordinator



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

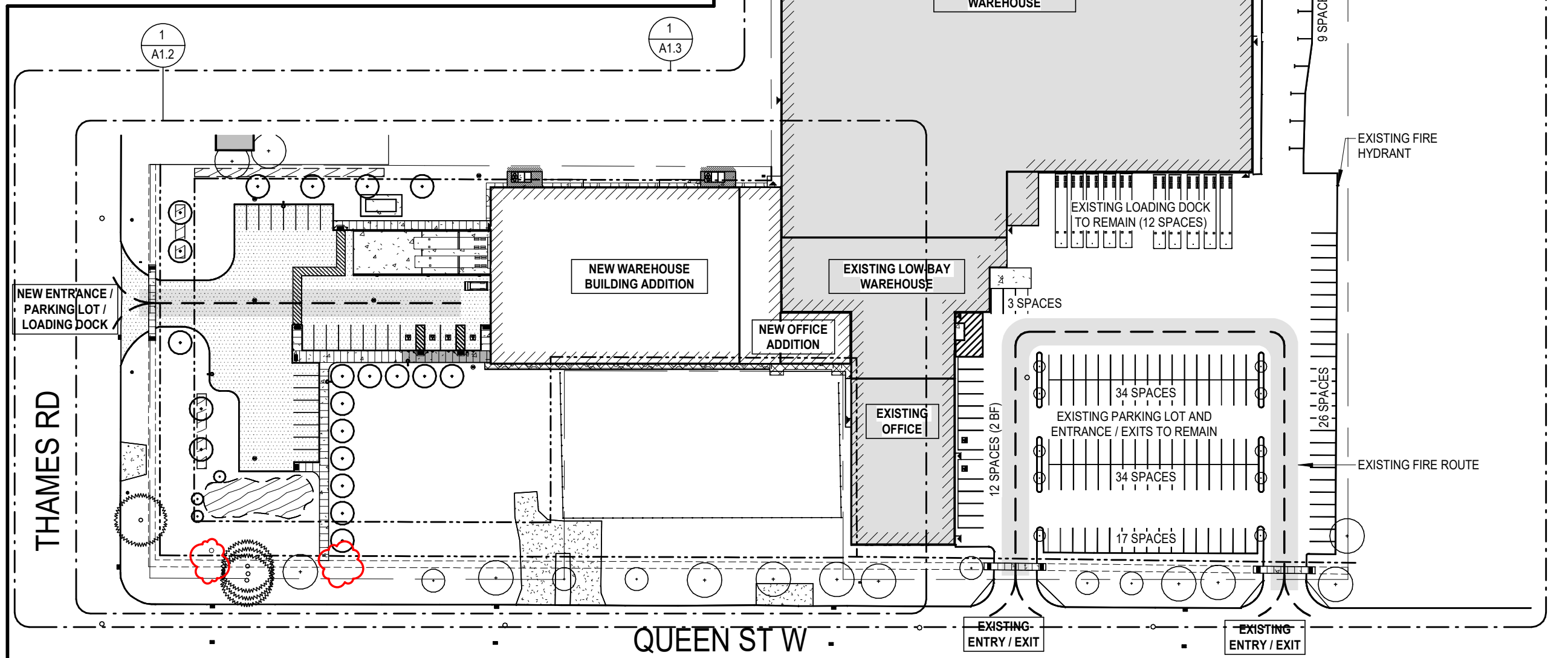
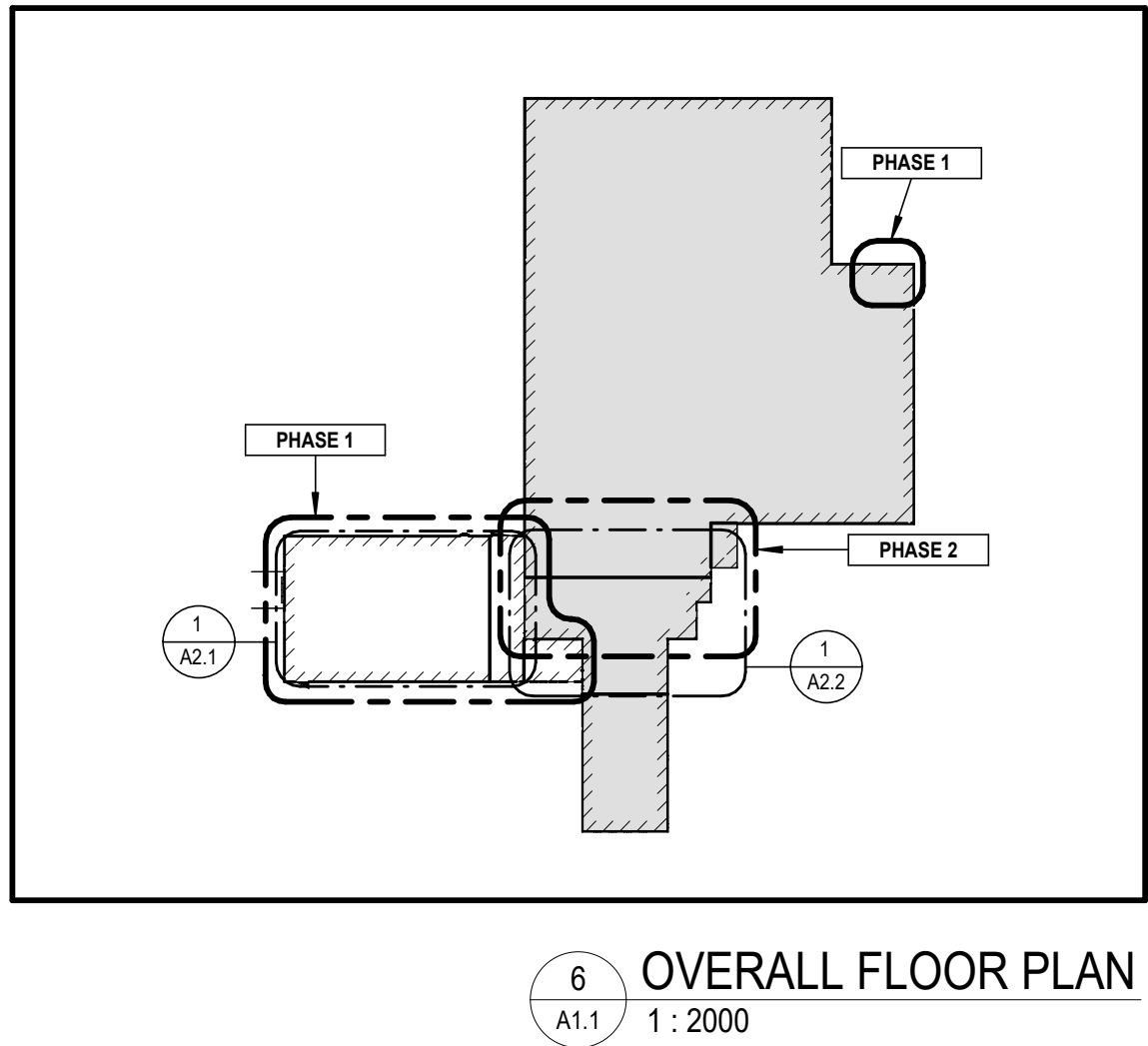
SCHEDULE A - DRAWING "A"

SITE GENERAL NOTES

1. CONTRACTOR SHALL BE RESPONSIBLE TO MAKE GOOD ALL ASPHALT TO NEW CONDITION AS PER SPECIFICATIONS WHERE DAMAGED AND NOT INDICATED TO BE REPLACED. ALL REPAIRS TO BE DONE TO SATISFACTION OF CONSULTANT.
2. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITY SERVICES PRIOR TO COMMENCEMENT OF EXCAVATION AND/OR REMOVALS. REFER ALSO TO MECHANICAL, ELECTRICAL AND SITE SERVICES DRAWINGS.
3. REMOVE AND DISPOSE OF ALL UNSUITABLE SOIL, DEBRIS AND DEMOLISHED MATERIAL OFF SITE. REFER TO SITE SERVISING DRAWINGS AND GEOTECHNICAL REPORT.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY SHORING REQUIRED. PROVIDE IN ACCORDANCE WITH STRUCTURAL DRAWINGS AND ENGINEER'S APPROVAL AS REQUIRED TO ENSURE THE STABILITY OF ALL EXISTING STRUCTURES AND COMPONENTS OF THE WORK POTENTIALLY AFFECTED BY THE NEW CONSTRUCTION.
5. PROVIDE CONSTRUCTION BARRIER AROUND AREAS OF WORK.
6. PROTECT EXISTING SERVICES TO REMAIN.
7. MAINTAIN SAFE ACCESS TO AND EGRESS FROM EXISTING BUILDING AT ALL TIMES.
8. THE CONSULTANT DOES NOT WARRANT THE ACCURACY OF THE EXISTING BUILDING CONDITIONS, DIMENSIONS OR MATERIALS REPRESENTED ON THE DRAWINGS. DRAWINGS SHOWING EXISTING CONDITIONS ARE PROVIDED SOLELY FOR THE CONTRACTORS CONVENIENCE.



Google Earth - Key Plan



OVERALL SITE PLAN
1:1000

SITE DATA			
	Req'd. / Max. / Min.	Existing	Proposed
Proposed Zoned Use	Light Industrial	Light Industrial	Light Industrial
Lot Area	Min. 1,125 m ²	+/- 35,726 m ²	+/- 42,516 m ²
Lot Frontage	Min. 30 m	+/- 110 m	+/- 90 m
Lot Depth	Min. 37.5 m	+/- 159.0 m	+/- 263 m
Building Area	Building Area	+/- 13,405 m ²	Addition +/- 2,561 m ² TOTAL +/- 15,966 m ²
Lot Coverage	Max. 50%	+/- 37.5%	+/- 37.5%
Building Height	Max. 13.5 m	+/- 6.2 m	+/- 7.0 m
Landscape Open Space	Min. 20%	+/- 32%	+/- 33.4%
Parking	1.25 spaces per largest shift including Office staff Min. 6 Accessible spaces (1.25 x 150 = 188 Spaces)	150 spaces 2 Accessible spaces	182 spaces 6 accessible spaces Total provided = 188
Loading Spaces	Min. 3 spaces	12 spaces	14 spaces
Bike Parking	No zoning requirement		
Front Yard Depth	Min. 7.5m	+/- 7.5m	+/- 72 m
Interior Side Depth	Min. 3.0m	+/- 3.0m	+/- 1.4 m
Exterior Side Depth	Min. 7.5m	N/A	+/- 42 m
Rear Yard Depth	Min. 6.0m	+/- 15.0m	+/- 22 m
Garbage / Waste Material		Existing	No Change

Preliminary Site Data

Firm Name:	Nicholson Sheffield Architects Inc. 358 Talbot Street London, Ontario N6A 2R6
Certificate of Practice Number:	4823
Name of Project:	Veterinary Purchasing Co Ltd. Addition and Renovation
Location:	485 Queen Street West Saint Marys, Ontario N4X 1C4

Ontario Building Code Data Matrix Part 11 - Renovation of Existing Building				Building Code Reference ¹
11.00 Building Code Version:	O. Reg. 332/12	Last Amendment	O. Reg. 191/14	
11.01 Project Type:	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Change of use Description: New warehouse and office addition to existing building / minor renovations	<input type="checkbox"/> Renovation	<input type="checkbox"/> Addition and Renovation	[A] 1.1.2.
11.02 Major Occupancy Classification:	Occupancy F-2 Use Medium hazard industrial with an subsidiary office functions	NO CHANGE		3.1.2.1.(1)
11.03 Superimposed Major Occupancies:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Description: N/A	NO CHANGE		3.2.2.7.
11.04 Building Area (m ²):	Description: Existing New Total Warehouse (Group F-2) 12,311 2,367 14,678 Office (Group D) 1,094 194 1,288 Total 13,405 2,561 15,966			[A] 1.4.1.2.
11.05 Building Height:	one Storeys above grade none Storeys below grade	6.0 (m) Above grade		[A] 1.4.1.2. & 3.2.1.1.
11.06 Number of Streets/ Firefighter access:	two street(s)			3.2.2.10. & 3.2.5.
11.07 Building Size:	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Large <input type="checkbox"/> >Large			T.11.2.1.1.B.-N.
11.08 Existing Building Classification:	Change in Major Occupancy: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Applicable (no change of major occupancy) Construction Index: T.11.2.1.1A Hazard Index: T.11.2.1.1B.-N. Importance Category: <input type="checkbox"/> Low <input checked="" type="checkbox"/> Normal <input type="checkbox"/> Post-disaster			4.2.1.(3) 5.2.2.1.(2)
11.09 Renovation Type:	<input checked="" type="checkbox"/> Basic Renovation <input type="checkbox"/> Extensive Renovation			11.3.3.1. 11.3.3.2.
11.10 Occupant Load:	Floor Level/Area Occupancy Type Based On Occupant Load (Persons) First Floor D / F-2 Largest Shift 150			3.1.17.
11.11 Plumbing Fixture Requirements:	Ratio: 150 - Male/Female = 50:50 Except as noted otherwise Floor Level/Area Occupant Load OBC Reference Fixtures Required Fixtures Provided Warehouse/Office 150 3,7,4,7. & 3,7,4,9. 5 per sex 10 per sex			3.7.4.
11.12 Barrier-Free Design:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Explanation:			11.3.3.2.(2)
11.13 Reduction in Performance Level:	Structural: By increase in occupant load: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes By change of major occupancy: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Plumbing: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Sewage-systems: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Extension of combustible construction: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			11.4.2.1. 11.4.2.2. 11.4.2.3. 11.4.2.4. 11.4.2.5. 11.4.2.6.
11.14 Compensating Construction:	Structural: <input type="checkbox"/> No <input type="checkbox"/> Yes By increase in occupant load: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes By change of major occupancy: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Plumbing: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Sewage-systems: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Extension of combustible construction: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			11.4.3.1. 11.4.3.2. 11.4.3.3. 11.4.3.4. 11.4.3.5. 11.4.3.6. 11.4.3.7.
11.15 Compliance Alternatives Proposed:	<input type="checkbox"/> No <input type="checkbox"/> Yes			11.5.1.
11.16 Notes:	Travel paths within existing warehouse space exceed 45 m; permitted per clause 3.4.2.5. (2).			11.5.1.

¹ All references are to Division B of the OBC unless preceded by [A] for Division A and [C] for Division C.

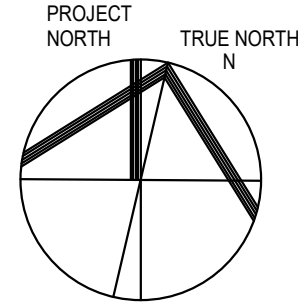
OBC MATRIX PART 11 - GROUP F-2

Firm Name:	Nicholson Sheffield Architects Inc. 358 Talbot Street London, Ontario N6A 2R6
Certificate of Practice Number:	4823
Name of Project:	Veterinary Purchasing Co Ltd. Addition and Renovation
Location:	485 Queen Street West Saint Marys, Ontario N4X 1C4

Ontario Building Code Data Matrix Part 3				Building Code Reference ¹
3.00 Building Code	O. Reg. 332/12	Last Amendment	O. Reg. 191/14	
3.01 Project Type:	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Change of use Description: New warehouse and office addition to existing building / minor renovations	<input type="checkbox"/> Renovation	<input type="checkbox"/> Addition and Renovation	[A] 1.1.2.
3.02 Major Occupancy Classification:	Occupancy F-2 Use Medium hazard industrial with an subsidiary office functions	NO CHANGE		3.2.2.67.
3.03 Superimposed Major Occupancies:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Description: N/A			3.2.2.7.
3.04 Building Area (m ²):	Description: Existing New Total Warehouse (Group F-2) 12,311 2,367 14,678 Office (Group D) 1,094 194 1,288 Total 13,405 2,561 15,966			[A] 1.4.1.2.
3.05 Gross Area (m ²):	Description: Existing New Total Warehouse (Group F-2) 12,311 2,367 14,678 Office (Group D) 1,094 194 1,288 Total 13,405 2,561 15,966			[A] 1.4.1.2.
3.06 Mezzanine Area (m ²):	Description: Existing New Total N/A			[A] 1.4.1.2.
3.07 Building Height:	one Storeys above grade none Storeys below grade	6.0 (m) Above grade		[A] 1.4.1.2. & 3.2.1.1.
3.08 High Building:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	NO CHANGE		3.2.6.
3.09 Number of Streets/ Firefighter access:	two street(s)			3.2.2.10. & 3.2.5.
3.10 Building Classification:	14,678 Group/Div Group F Div 2 1,288 Group/Div Subsidiary office occupancy			3.2.2.67.
3.11 Sprinkler System:	<input checked="" type="checkbox"/> Required Proposed: <input checked="" type="checkbox"/> Entire building <input type="checkbox"/> Selected floor areas <input type="checkbox"/> In lieu of roof rating	<input type="checkbox"/> Not Required	<input type="checkbox"/> Selected compartments <input type="checkbox"/> None	3.2.1.5. & 3.2.2.17.
3.12 Standpipe System:	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required	NO CHANGE		3.2.9.
3.13 Fire Alarm System:	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required	NO CHANGE		3.2.4.
3.14 Water Service/ Supply is adequate:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	NO CHANGE		
3.15 Construction Type:	Restriction: <input type="checkbox"/> Combustible permitted <input checked="" type="checkbox"/> Non-combustible required Actual: <input type="checkbox"/> Combustible <input checked="" type="checkbox"/> Non-combustible Heavy Timber Construction: <input type="checkbox"/> No <input type="checkbox"/> Yes			3.2.2.20.-83. & 3.2.1.4.
3.16 Importance Category:	<input type="checkbox"/> Low <input type="checkbox"/> Low human occupancy <input type="checkbox"/> Post-disaster shelter <input checked="" type="checkbox"/> Normal <input type="checkbox"/> High <input type="checkbox"/> Minor Storage Building <input type="checkbox"/> Explosive or hazardous substances <input type="checkbox"/> Post-disaster			4.1.2.1.(3) & T.4.1.2.1.B
3.17 Seismic Hazard Index:	(I _{Fa} Sa(0.2)) = Seismic design required for Table 4.1.1.18. Items 6 to 21: (I _{Fa} Sa(0.2)) ≥ 0.35 or Post-disaster <input type="checkbox"/> No <input type="checkbox"/> Yes			4.1.2.1.(3) & 4.1.8.16.(2)
3.18 Occupant Load:	Floor Level/Area Occupancy Type Based On Occupant Load (Persons) First Floor D / F-2 Largest Shift 150			3.1.17.
3.19 Barrier-Free Design:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Explanation:			3.8.
3.20 Hazardous Substances:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Explanation: NO CHANGE			3.3.1.2. & 3.3.1.19.
3.21 Required Fire Resistance Ratings:	Horizontal Assembly Rating Supporting Assembly (H) Noncombustible in lieu of rating? Floors over basement N/A N/A <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A Floors N/A N/A <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A Mezzanine N/A N/A <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A Roof N/A N/A <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A			3.2.2.20.-83. & 3.2.1.4.
3.22 Spatial Separation:	EBF Area (m ²) L.D. L/H OR H/L Required FRK (H) Construction Type Required Cladding Type Max % of Required Unprotected Openings North 357 4.5 L/H 2H <input checked="" type="checkbox"/> Non-combustible <input type="checkbox"/> Non-combustible 14 South 430 47 L/H N/A <input type="checkbox"/> Non-combustible <input type="checkbox"/> Non-combustible 100 East N/A N/A L/H N/A <input type="checkbox"/> Non-combustible <input type="checkbox"/> Non-combustible N/A West 217 76 L/H N/A <input type="checkbox"/> Non-combustible <input type="checkbox"/> Non-combustible 100			3.2.2.20.-83. & 3.2.3.
3.23 Plumbing Fixture Requirements:	Ratio: 150 - Male/Female = 50:50 Except as noted otherwise Floor Level/Area Occupant Load OBC Reference Fixtures Required Fixtures Provided Warehouse/Office 150 3,7,4,7. & 3,7,4,9. 5 per sex 10 per sex			3.7.4.
3.24 Energy Efficiency:	Compliance Path: SB-10 Climate Zone: Zone 5			
3.25 Notes:				

¹ All references are to Division B of the OBC unless preceded by [A] for Division A and [C] for Division C.

OBC MATRIX PART 3 - GROUP F-2



12	Issued for SPA	2021/01/15
11	Issued for Permit	2020/12/21
10	Issued for SPA (Minor Variance)	2020/12/10
9	Addendum #1	2020/12/07
8	Issued for Bid	2020/11/20
7	Issued for SPA	2020/11/18
6	Issued for SPA	2020/11/13
5	Issued for SPA	2020/08/10
4	Issued for SPA Client Review	2020/08/04
3	Issued for Coordination	2020/07/10
2	Issued for Coordination	2020/06/05
1	PRE CONSULTATION	2019/08/30

No	Revision	Date
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NICHOLSON
SHEFFIELD
ARCHITECTS
INC.

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London, Ontario N6A 2R6
519.673.1190
info@nicholsonssheffield.ca
nicholsonssheffield.ca

CONTRACTOR SHALL CHECK ALL DRAWINGS ON THE WORK AND REPORT ANY DISCREPANCY TO THE ARCHITECT BEFORE PROCEEDING. ALL DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT AND MUST BE RETURNED AT THE COMPLETION OF THE WORK. DRAWINGS ARE TO BE READ AND NOT SCALED.

Project
VETERINARY
PURCHASING

485 Queen St W, St. Marys

Drawing
Overall Site Plan,
Legend and Code
Matrix

Project No.	18-23	Drawing No.
Scale	As Indicated	
Drawn by	PS	A1.1
Checked by	WDMG	
Date	2018/09/12	

12	Issued for SPA
11	Issued for Permit
10	Issued for SPA
9	Issued for SPA (Minor Variance)
8	Addendum #1
7	Issued for Bid
6	Issued for SPA
5	Issued for SPA
4	Issued for SPA
3	Issued for SPA Client Review
2	Issued for Coordination
1	Issued for Coordination
No	Revision
	Date

12	Issued for SPA	2021/01/15
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2	Issued for Coordination	2020/07/10
1	Issued for Coordination	2020/06/05
No	Revision	Date

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VETERINARY PURCHASING

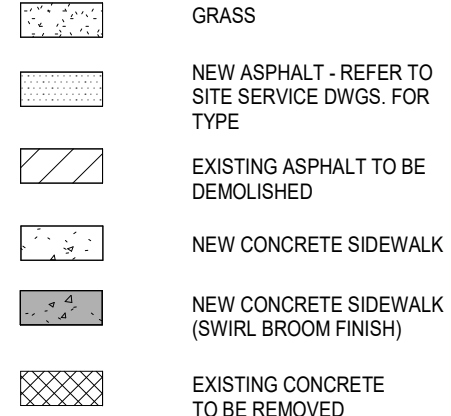
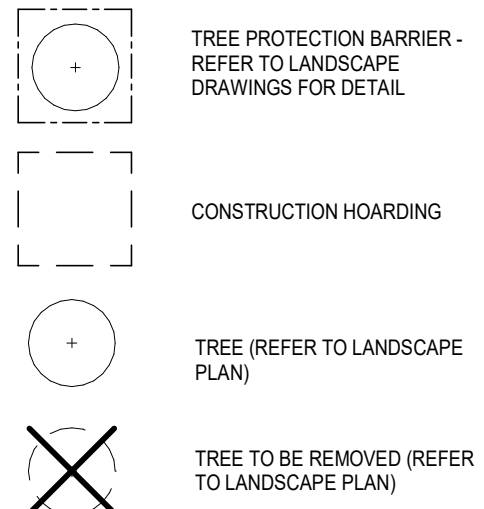
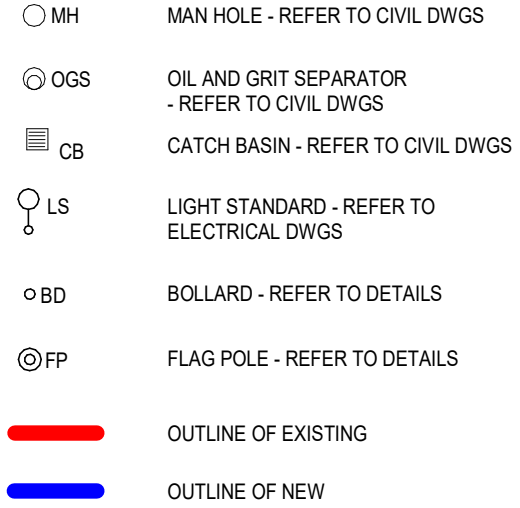
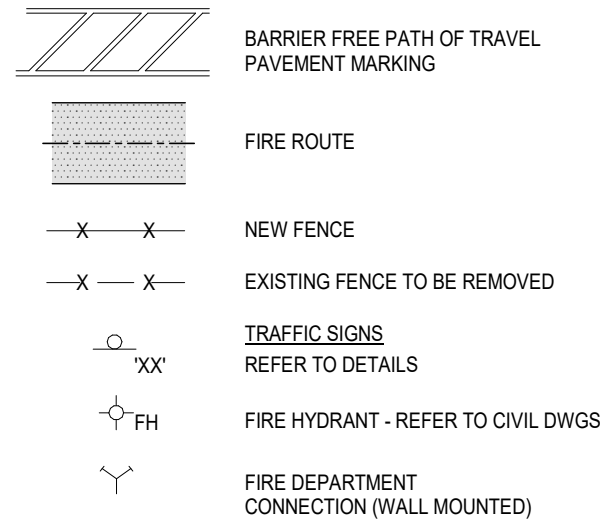
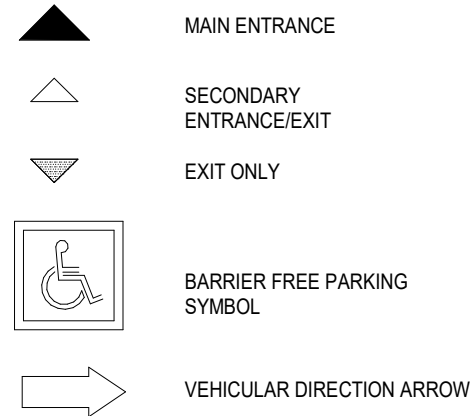
Queen St W, St. Marys

Enlarged Site Plan

Contract No.	18-23	Drawing No. A1.2
As indicated		
by	PS	
by	MG	
	2018/09/12	

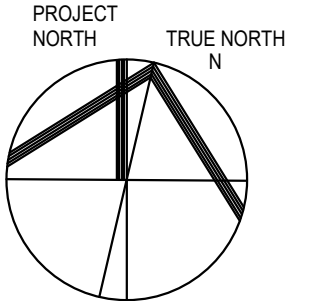
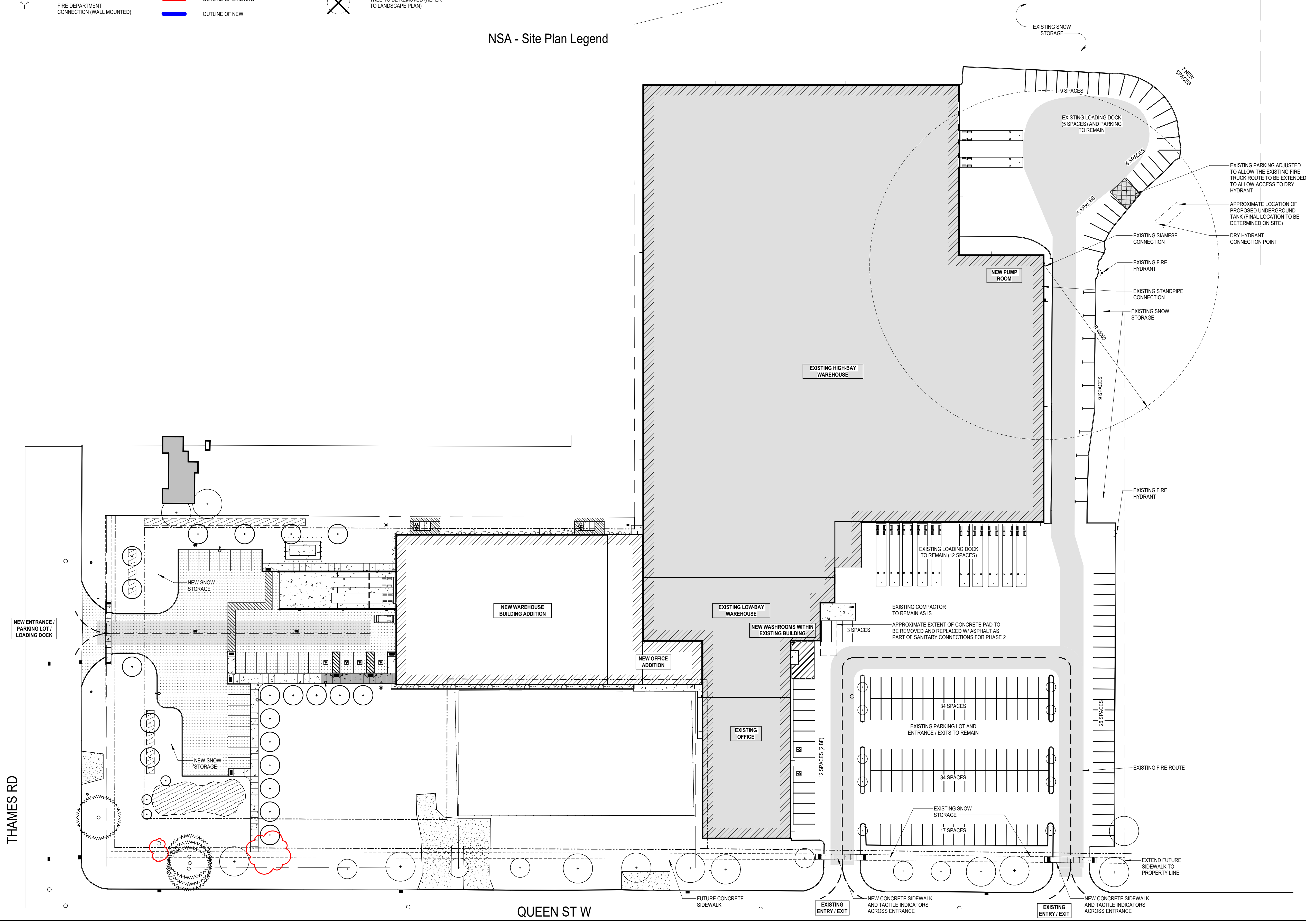


SITE LEGEND



NSA - Site Plan Legend

SCHEDULE A - DRAWING "C"



10	Issued for SPA	2021/01/15
9	Issued for Permit	2020/12/21
8	Addendum #1	2020/12/07
7	Issued for Bid	2020/11/20
6	Issued for SPA	2020/11/18
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4	Issued for SPA	2020/08/10
3	Issued for SPA Client Review	2020/08/04
2	Issued for Coordination	2020/07/10
1	Issued for Coordination	2020/06/05
No	Revision	Date

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SHEFFIELD
ARCHITECTS
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Project
**VETERINARY
PURCHASING**

485 Queen St W, St. Marys

Drawing
Enlarged Site Plan

Project No.	18-23	Drawing No.
Scale	As Indicated	
Drawn by	BE	A1.3
Checked by	MG	
Date	2018/09/12	

1
A1.3
ENLARGED OVERALL SITE PLAN
1 : 500

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

THIS AGREEMENT made this day of , 2021.

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS

(Hereinafter called the "Town")

OF THE FIRST PART

AND:

VETERINARY PURCHASING COMPANY LTD.

(Hereinafter called the "Owner")

OF THE SECOND PART

WHEREAS the Owner is the owner of the lands described as _____

_____ all

in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the "Lands").

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

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

AND WHEREAS this Agreement shall be registered against "the lands" to this Agreement and the Town is entitled to enforce the provisions thereof against the

Owner and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent owners of the land, in accordance with subsection 10 of Section 41 of the Planning Act, R.S.O. 1990;

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

1. The Owner Agrees:

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

responsible for any and all costs associated with the required utility services. Utility services shall be installed and maintained in accordance with the drawings attached hereto as part of Schedule "A";

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

a type, location, height, intensity and design to ensure illumination shall not flare onto any adjacent or abutting properties and further to this shall be suitably located and deflected in order to prevent negative impacts on abutting or adjacent properties;

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

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

- a. A1.1 Overall Site Plan, Legend and Code Matrix prepared by Nicholson Sheffield Architects Inc. dated August 30, 2018 and revised on January 15, 2021;
- b. A1.2 Enlarged Site Plan prepared by Nicholson Sheffield Architects Inc. dated June 5, 2020 and revised on January 15, 2021;

- c. A1.3 Enlarged Overall Site Plan prepared by Nicholson Sheffield Architects Inc. dated June 5, 2020 and revised on January 15, 2021;
 - d. A1.4 Site Plan Details prepared by Nicholson Sheffield Architects Inc. dated June 5, 2020 and revised on January 15, 2021;
 - e. A1.5 General Notes, Legends & Abbreviations prepared by Nicholson Sheffield Architects Inc. dated July 10, 2020 and revised on January 15, 2021;
 - f. A4.1 Exterior Elevations & Building Section prepared by Nicholson Sheffield Architects Inc. dated May 8, 2020 and revised on January 15, 2021; and
 - g. L.1 Tree Preservation Plan prepared by Arthur Lierman Landscape Architecture dated May 28, 2020 and revised on January 14, 2021;
 - h. L.2 Overall Site Landscape Plan prepared by Arthur Lierman Landscape Architecture dated May 28, 2020 and revised on January 15, 2021; and
 - i. L.3 Memorial Gardens Enlarged Landscape Plans dated May 28, 2020 prepared by Arthur Lierman Landscape Architecture dated May 28, 2020 and revised on January 15, 2021.
3. Schedule "A", as described in paragraph 2 above and attached hereto shall form part of this Agreement.
4. The Owner further agrees:
- a. That it shall prepare and register or cause to be prepared and registered a reference plan to the satisfaction of the Town, acting reasonably for that part of the Lands required for the road widening

described and shown on Drawings attached hereto as part of Schedule
“A” (“Road Widening Lands”);

- b. Prior to registering or causing to be registered the reference plan for the Road Widening Lands, the Owner shall review the draft plan with the Town and obtain written confirmation from the Town, acting reasonably that it is satisfied with the Road Widening Lands as shown on the reference plan;
 - c. To take all necessary steps and to pay all associated costs of the transfer of lands from the Owner to the Town of the Road Widening Lands; and
 - d. That the Owner shall not commence, cause to be commenced or permit to be commenced any construction on the Lands or carry out, cause to be carried out or to permit to be carried out any works related to the proposed development on the Lands before the Road Widening Lands are legally transferred from the Towner to the Town.
5. The Owner shall enter into a separate agreement for electricity with Festival Hydro Inc.
6. Entrances to buildings shall be kept clear of any obstructions including snow accumulation at the responsibility of the Owner.
7. The Owner shall be responsible for the cost of any signage and the installation of said signage required for this site.
8. The Owner agrees that the abutting street to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is

not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the Owner at his own expense. The Owner acknowledges that they have the responsibility to correct or clean muddied streets used for access during construction. If the Owner fails to complete said work, then the provision of paragraph 11 of this Agreement shall apply.

9. Minor adjustments to the requirements of this Site Plan Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Town is required before such minor adjustments can be made.
10. Nothing in this Agreement constitutes a waiver of the obligation of the Owner to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any restrictions or regulations lawfully imposed by any other authorities having jurisdiction in connection therewith.
11. In the event of the failure by the Owner to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days' notice in writing to the Owner of its intention and forthwith if the failure is deemed an emergency, or poses a risk to the safety of the public or environment, the Town shall rectify the issue without seven (7) days notice and shall recover the expense incurred by the Town in a like manner as municipal taxes.
12. The Owner agrees to deposit with the Town a refundable security deposit in the amount of Fifteen Thousand Dollars (\$15,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of

this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Owner's architect provides a certificate to the Town that the conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town.

Furthermore, the Owner agrees to deposit with the Town, at the time of application for building permit, a refundable security deposit in the amount of Five Thousand Dollars (\$5,000.00) for landscaping as outlined in this Agreement and as shown on the drawings attached hereto as Schedule "A".

The security deposit shall be refunded without interest or penalty when the Owner's landscape architect or engineer provides a certificate to the Town that the landscaping, for which the deposit covered, has been completed in accordance with this agreement.

13. The Owner agrees to pay the Town of St. Marys Twenty-Three Thousand Seven Hundred and Sixty Dollars (\$23,760.00) at the time of application for a building permit as the amount represents the value to construct 330 metres of sidewalk along the frontage of the property.

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

Veterinary Purchasing Company Ltd.

P.O. Box 1150

St. Marys, ON N4X 1B7

Attn: Rick Culbert

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

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

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

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

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

19. The Parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further, acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this Agreement including any amendments to this Agreement required to effect the registration of this Agreement.
20. The Parties here to acknowledge and agree that this Agreement is further to and does not remove any of the Owner's obligations under any prior Agreements.
21. The Owner agrees on behalf of itself and its heirs, executors, administrators, successors and assigns to indemnify the Town from all losses damages, costs, changes and expenses which may be claimed or recovered against the Town by any person or persons arising either directly or indirectly as a result of any action taken by the Owner pursuant to this Agreement.
22. The Owner hereby covenants and agrees to save harmless the Town from any loss whatsoever arising out of or pursuant to the execution of this Agreement and the issuing of a building permit whether final or conditional for any construction on the Lands. This indemnification shall apply to all claims, demands, costs and expenses in respect to the development of the Lands as set out in this Agreement.

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

VETERINARY PURCHASING COMPANY LTD.

Per: _____
Chief Executive Officer : Rick Culbert

(We have the authority to bind the Corporation)

THE CORPORATION OF THE TOWN OF ST. MARYS

Per: _____
Mayor: Al Strathdee

Per: _____
Clerk: Jenna McCartney

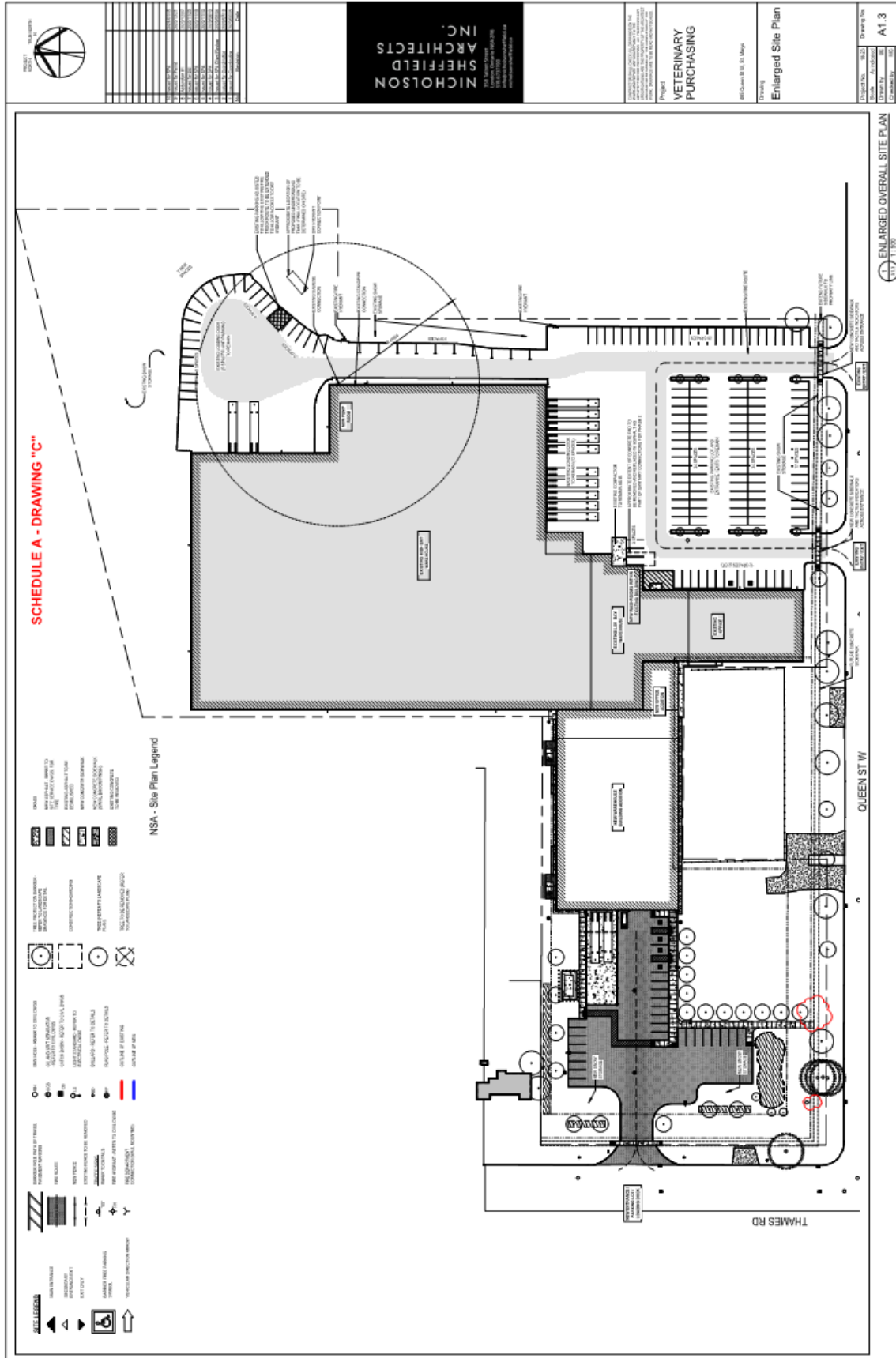
(We have the authority to bind the Corporation)

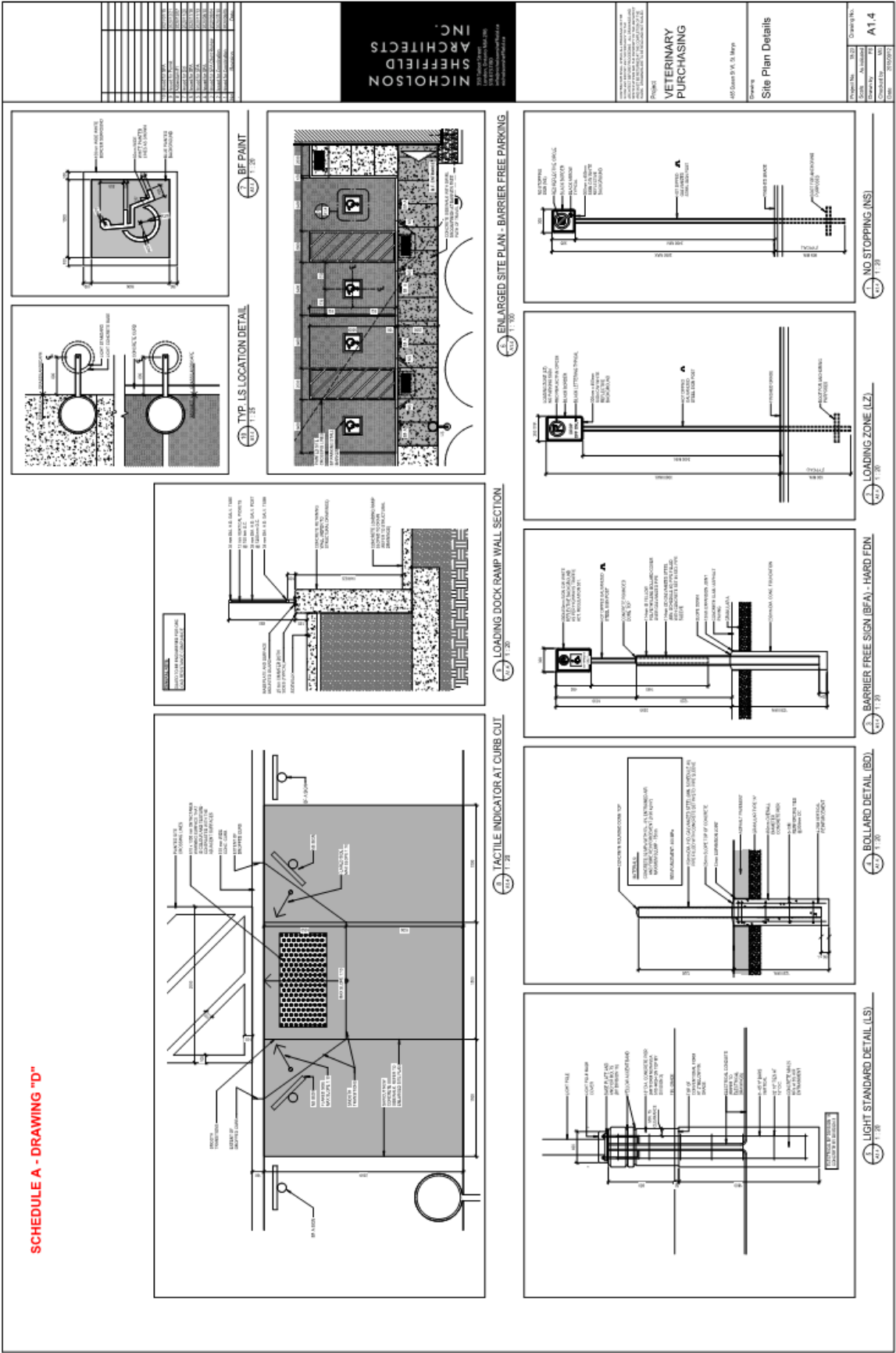
NOTES TO SPA

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

Schedule “A” – Drawings

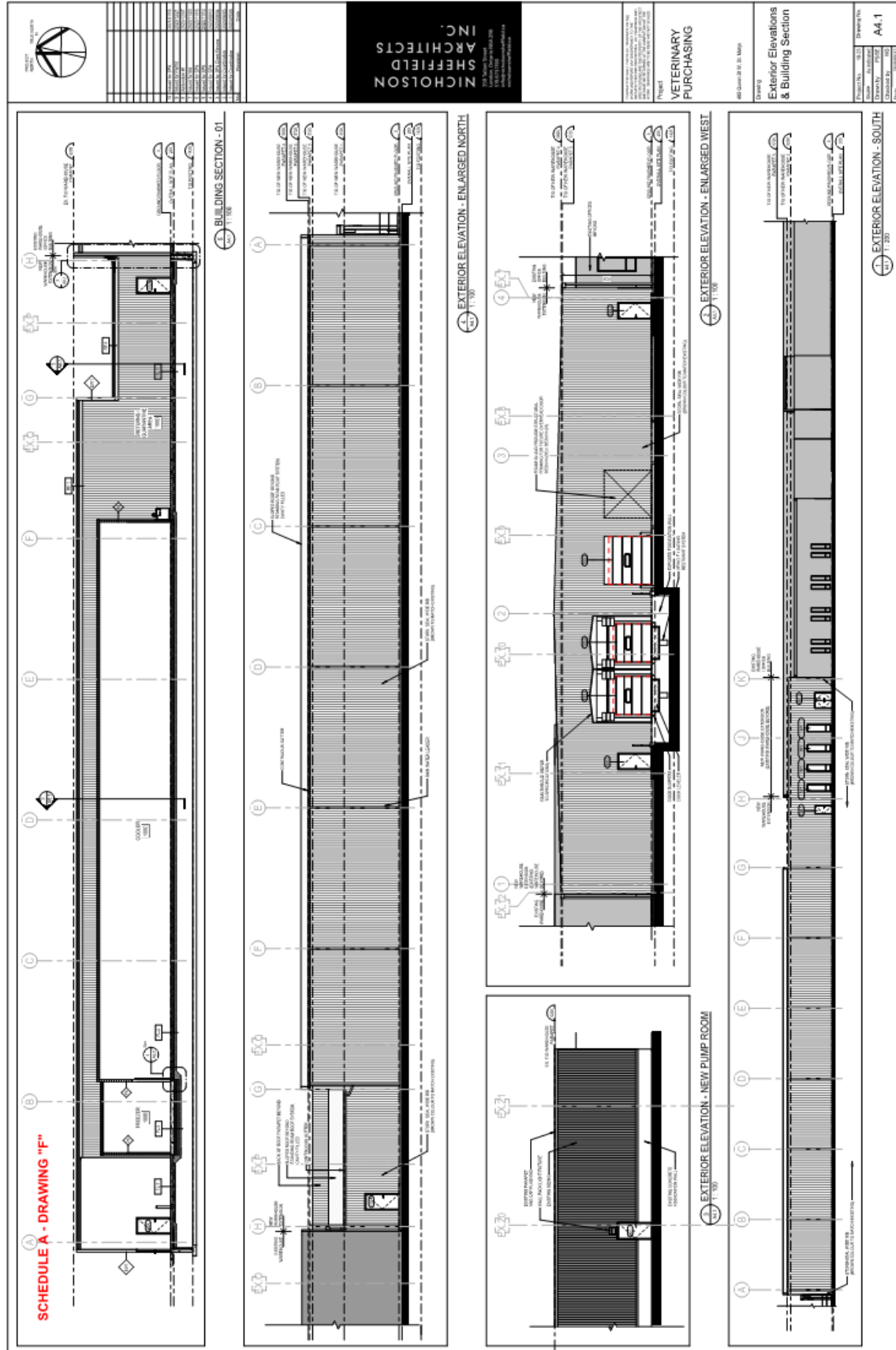
See attached for Drawings A. B, C. D. E. F. G. H, I





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NICHOLSON SHEFFIELD ARCHITECTS INC. 150 Market Street Suite 200 San Francisco, CA 94102 Tel: 415.774.2500 info@nicholson-sheffield.com		Drawing No. A1.5	
VETERINARY PURCHASING		Drawing Title	
Project		Drawing	
General Notes, Legends & Abbreviations		415. Green St. W. St. Marys	



1. THE CONTRACTOR IS RESPONSIBLE FOR THE
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ARTIST: JERMAN
 LANDSCAPE ARCHITECTURE
 1000 10th Street, Suite 100
 San Francisco, CA 94103
 Phone: (415) 398-1000
 Fax: (415) 398-1001
 Email: info@jermandesign.com



Veterinary Purchasing

Tree Preservation Plan

Scale: 20,000

L1

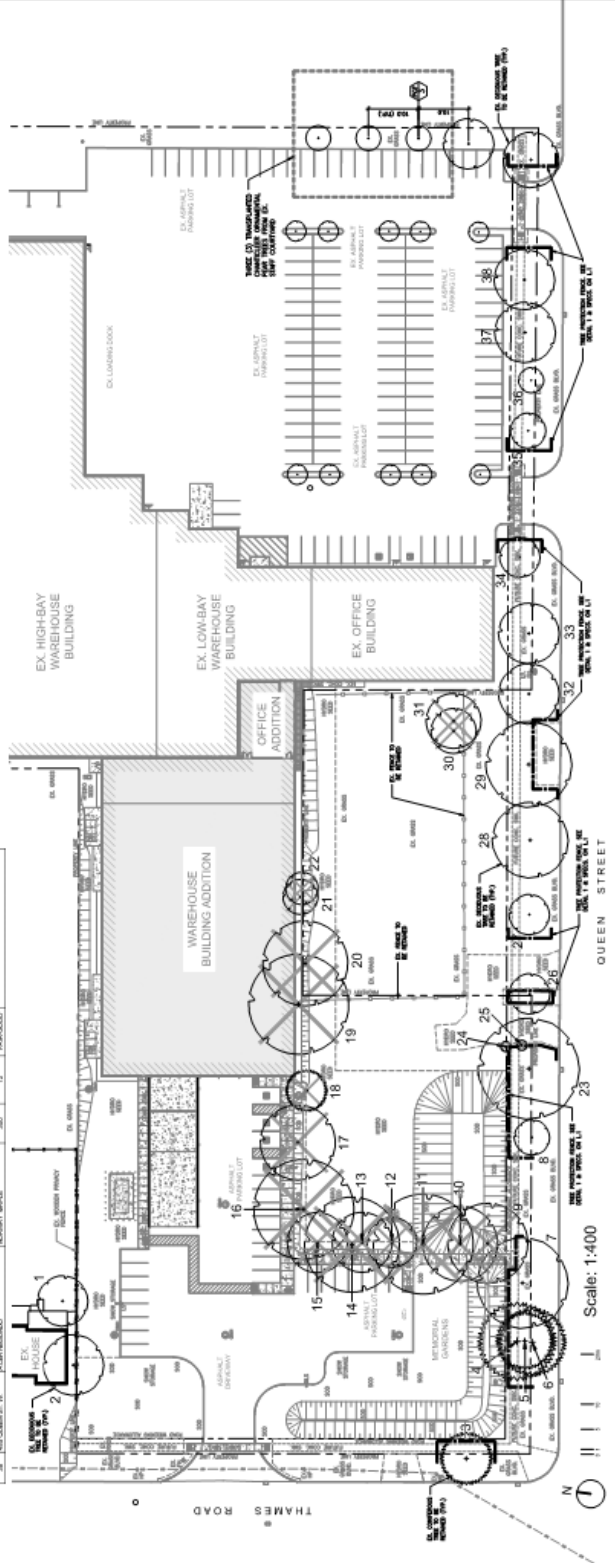
SCHEDULE A - DRAWING "G"

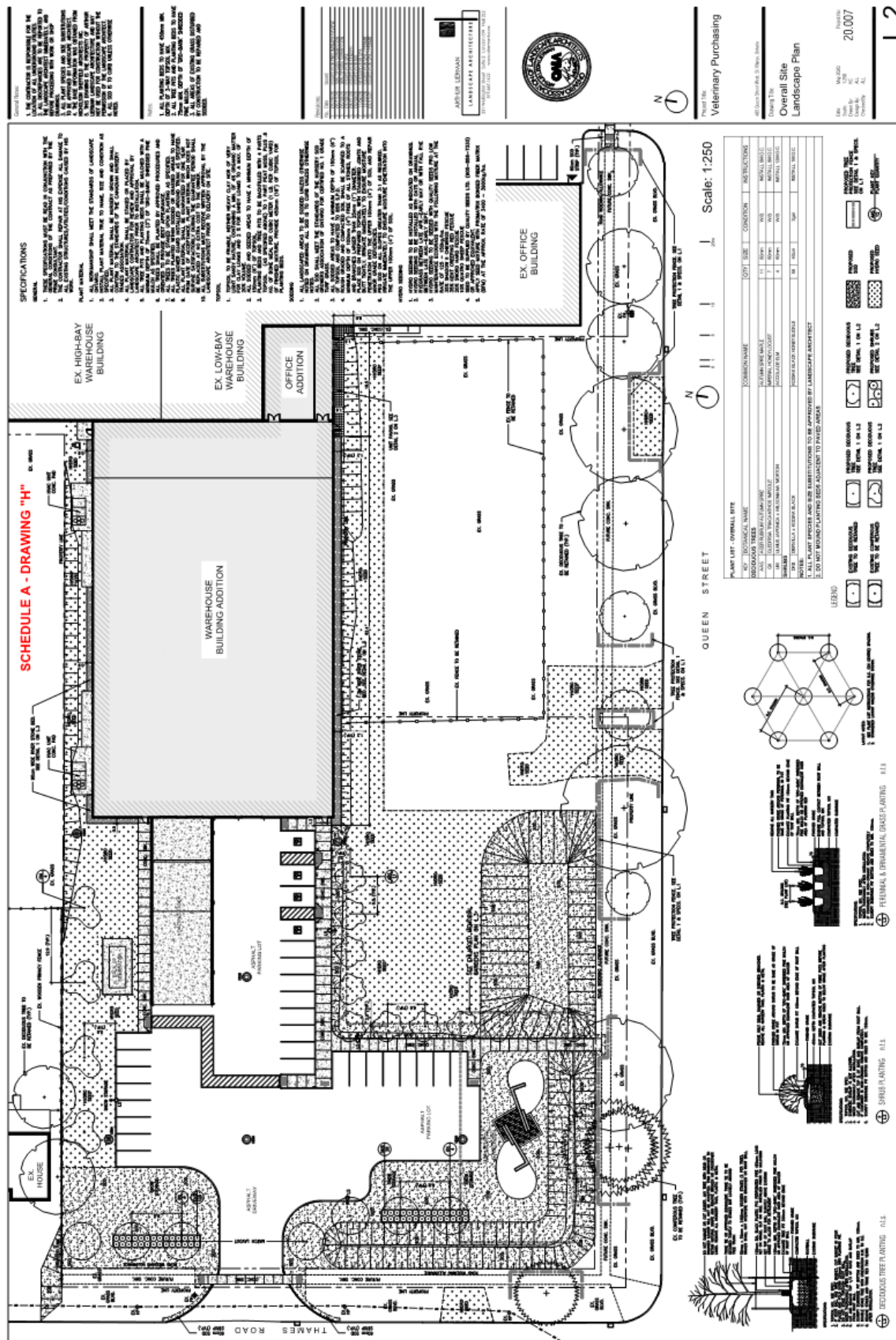


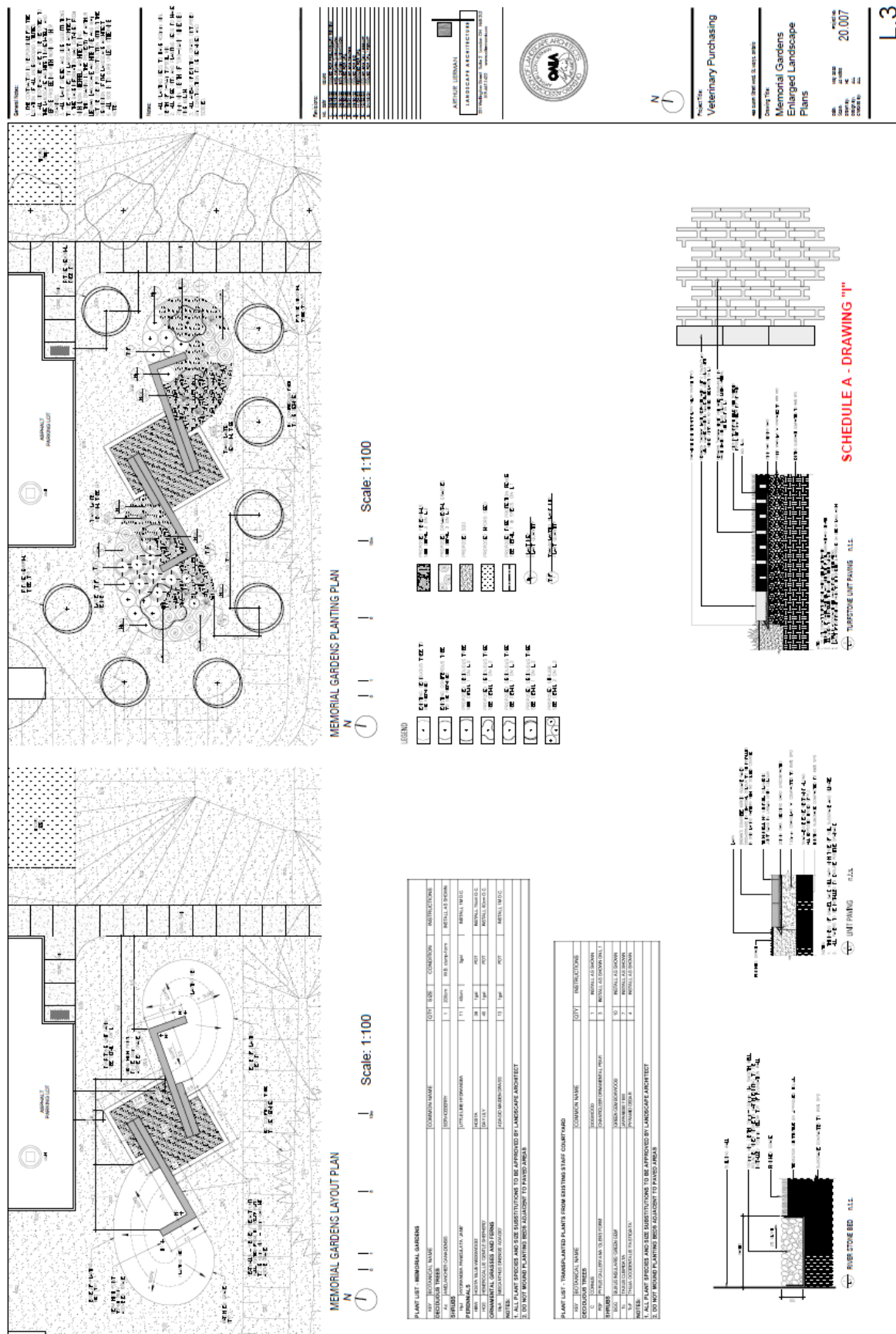
TREE PRESERVATION

- SPECIFICATIONS**
1. THE CONTRACTOR SHALL TAKE EVERY PRECAUTION NECESSARY TO PREVENT DAMAGE TO TREES ON THE PROJECT SITE.
 2. ALL TREES SHALL BE PROTECTED BY A PROTECTIVE BARRIER OR FENCE TO PREVENT DAMAGE TO THE TRUNK OR CANOPY.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL TREES ON THE PROJECT SITE.
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ID NO.	COMMON NAME	DBH (INCHES)	CANOPY (SQ FT)	CONDITION	COMMENTS & RECOMMENDATIONS
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MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Community Services
Date of Meeting:	26 January 2021
Subject:	DCS 04-2021 January Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 04-2021 January Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Aquatics:

- Met with the new Middlesex swim team coach with the goal to start back up and rebuild the swim team when they are permitted to do so. They are working with Swim Ontario for their COVID-19 protocols and will submit a return to play document.
- Held staff training December 22, focused on First aid, CPR/choking, scanning drills and noncontact rescues using the ladder approach, lowest to highest rescue risks.
- Provided resources to all aquatic participants on the Wellness Program; staff will connect with those more isolated via phone during lockdown.
- Staff working on virtual programs in coordination with Senior Services to keep social connection with aquatic participants
- Lifesaving Society has released the revised Bronze Medal awards, will review materials and plan for our materials for the launch.
- Numbers of swimmers that utilized the pool in November/December:
 - Aquafit participation: 439 aquafit participants, 95% capacity
 - Lane Swim 135 lane swim participants, 99% capacity
 - Family Swim 195 family swim participants, 90% capacity

Child Care/EarlyON:

- EarlyON is working with the Recreation/Youth/Museum team to create a Family winter scavenger hunt for the families.
- We were granted approval by Ministry to operate an emergency school aged care program in Holy Name School for those families that are eligible based on their professions being deemed essential. It was a very quick process as we applied Thursday Jan 7th at 7:30 pm and were approved Friday Jan 8th at 3:45 pm. Jen and her school aged staff worked very hard over the weekend to have the program up and running by Monday Jan 11th. We currently have 19 children registered for this specific care and our maxim number is 20.
- This program is at no cost to families that are eligible and will be in operation until the Ministry has school aged children back in schools for in person learning. The government is funding this program 100%.

Community Wellness/Senior Services:

Current Trends in Community Wellness

- The Community Wellness program is seeing an increase in individuals with complex needs accessing the service.
- Staff are seeing an increase in Grocery Shopping Services.
- Staff are seeing an increase in Food Bank Hamper deliveries.
- There has been an increase in demand for the Community dinner program offered twice weekly.
- There has been an increase in residents receiving Hot Meals on Wheels.
- Live virtual fitness class resumed January 11th. Classes are offered through zoom; all residents are welcome to participate however pre-registration is required.
- Senior Services will continue to offer telephone based programming and virtual programming; programs include; chair yoga, yoga, group fitness, telephone-based fitness and daily social based programs through zoom.
- Staff are currently working on a communication to current and former Friendship Centre members encouraging their support to the Friendship Centre through a membership purchase.
- As a Community Support Service providing health services, St. Marys Home Support Services will continue to offer Footcare Services as well as Blood Pressure Clinic by appointment only. Footcare is a regulated health service provided by a regulated health services provider and will follow all enhanced public health measures.
- Staff are collaborating with the St. Marys Public Library to assist with the promotion of the Visiting Library Services.

2020 Grant Funding to Support the Wellness Program

Senior Services applied for and was successful in obtaining the following for the Community Wellness Program Grants

1. Community Foundations Emergency Community Support Fund - \$36,000

Funding expires March 2021. Funds will be brought from 2020 into 2021 to continue to support the program. Funding from this program supports virtual programs under the label "Friendship Centre without Walls". Costs funded by this grant include; Friendship Centre payroll expense, programs cost such as telephone bills for the telephone-based program as well as a Zoom License. Funds from the grant have been re-directed to the Museum to assist with the cost to running the telephone-based Museum program as well as the Library for the purchase of 4 mobile hotspots and the costs to operate those hot spots until March 2021.

2. Huron Perth United Way Emergency Community Support Fund – \$17,120

Funding expires March 2021. Funds will be brought from 2020 into 2021 to continue to support the program. Funding from this program support the Community Dining Take Away program. This program services 103 residents weekly on either Tuesday or Thursday with a hot meal prepared by a local restaurant. The department collaborated with the St. Marys Rotary Club to continue the Community Dinner program that was started when the St. Marys United Church was unable to host these bi-monthly dinners. At present 30 residents received a full subsidy for this program, while 74 residents participate with a co-pay. A portion of this funding is utilized to assist with subsidies for the hot and frozen Meals on Wheels program.

3. Huron Perth United Way Urgent Need Fund - \$15,000

This Funding expired in September 2020 – Funds were used to support the Community Dinner program as well as grocery subsidy, hot and frozen meal subsidy and some costs associated with shopping services.

4. Ontario Community Support Emergency Meals on Wheels Relief - \$8,549

This funding expired in September 2020- Funds supported for meal subsidies for the Community Dinner program, hot and frozen Meals on Wheels as well as PPE for staff and volunteers. Strong as Stone masks were purchased with some of this funding for direct delivery volunteers.

In total Funding of \$76,620 has been received since March 2020. This funding has opened access to service for all regardless of ability. The Community Foundations Grant is the reason that the Friendship Centre has been able to come within budget for 2020. Home Support Service has continued to receive its normal funding allocations from the SW LHIN.

2020 Community Wellness Stats

Program	Number of Residents Served in 2019	Units of Services Provided in 2019	Units of Service Provided in 2020	Number of Residents Served in 2020
Social Connection Calls (Telephone Reassurance)	9	1498	2704	43
Social Phone Program	n/a	n/a	954	85
Community Dinning Meals (2020 states are only from June to December when the program started)	192	2137	2313	91
Hot Meals On Wheels	32	2259	1991	29
Frozen Meals on Wheels	30	1359	2805	75
Grocery Shopping Support	7	75	240	39
Total Served	270	7,328	11,007	362

Note- Many of the programs reported in this chart did not operate for a full year. The social phone program and grocery program did not begin until April and community dinning did not begin until June. The above stats do not include any of the virtual programs or general assistance staff provides to residents, example teaching them how to do online grocery shopping.

2020 Community Wellness Highlights

- This program supported the Happy Valley Family Health Team to host 6 community flu shot vaccines administering 1855 vaccines
- The program worked with Public Works to reinstate the Community Garden program due to demand, all 20 gardens were booked in 2020. Staff have received interest for this program to continue in 2021 and are working to a find funding to continue this program for the community.

- Senior Services distributed 30 care packages to isolated seniors in the community and partnered with the Stratford Police to distribute 10 packages to vulnerable populations that they regularly interact with. Each package contained hand sanitizer, disinfectant spray, home based activities, exercise bands, and a gift card for groceries.
- Senior Services collaborated with the St. Marys United Church and the St. Marys Rotary Club to those registered with the Community Dining program as Christmas Dinner.
- Senior Services hosted a drive thru Christmas Dinner for the community serving 175 residents.

Cultural Services:

- Staff are continuing with weekly telephone and video programming as part of the Community Wellness Program.
- Staff planning a virtual Heritage Fair for the in-person event that would typically take place at the PRC in February.
- Staff have begun accessioning artifact donations from 2020.
- Staff are working on summer student and intern grants, which are all due in the coming weeks.

Operations:

- Both ice pads have been removed, ice paint dumped onto sand and collected by Public Works for proper environmental disposal.
- HVAC settings dialed back in all unoccupied areas during shutdown to save on utility costs.
- Pool water heat supply turned off; system dialed back during shutdown. Water remains in the pool and the pump continues to run at a lower speed to protect equipment and pool shell.
- Obtaining pricing to replace the evaporator coils in pool Dectron unit. If possible, work will be done during shutdown. This will depend on whether the equipment arrives prior to reopening
- Have applied for Federal ICIP funding to replace 4 rooftop HVAC units to modernize equipment, with proper air filtration and ventilation being top priorities. Pending approval, pricing is being obtained to replace the units servicing arena and pool change rooms, as well as the End Zone. The ICIP grant would cover \$126,000 of the cost of the project, which the Federal government has already allocated for St. Marys. Approval process decision expected soon.

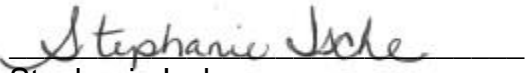
Recreation/Youth Services:

- During this new lockdown staff are focusing on developing programs for children/youth/families. Some upcoming initiatives include:
 - A virtual Bell Let's Talk Day for our community.
 - Working with the schools, staff are going to provide homework help/virtual study session for youth ages 9-13
 - Cook along through zoom.
 - St. Marys virtual video game platform for youth.
 - Connection sessions for youth ages 8-11 this is to provide this group the opportunity to connect with other youth.
 - Family Day Boxes (this program will be developed with all age groups in mind and will include other Town departments). The box will be filled with family type activities including crafts, games, and family workouts.
 - Sessions for high school students with various St. Marys youth from different colleges and universities explaining their programs, schools and things you need to know as you go off to post-secondary school.

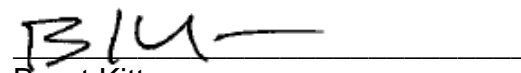
- Working with EarlyON promoting the “Community Better Participation Challenge” for all community members to get active.

REVIEWED BY

Recommended by the Department


Stephanie Ische
Director of Community Services

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	26 January 2021
Subject:	COR 07-2021 January Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 07-2021 January Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

2021 Budget:

- Last Council budget deliberation meeting scheduled for January 19, 2021
- Public meeting will be held on February 9, 2021
- 2020 Assessment growth lower than previously estimated
- New 2021 COVID funding of \$79,000
- Budget target remains at approximately 1% net levy change

Finance Division:

- Finance
 - Town awarded \$79,000 in 2021 COVID Relief funding
 - Ontario Gas Tax funding for 2021 is \$142,538
 - Reconciled 12 bank accounts for the month of December
 - Issued 387 cheques and EFT's in December
 - Continue to issue refunds to customers relating to COVID Pandemic
 - Preparation under way for Year-end processes and reconciliations
 - Moving to updated Bids and Tenders platform in 2021 – expecting to be in a position to accept bids virtually in the near future
- Property Tax
 - Q3 & Q4 2020 education payments balanced to roll; remitted to school boards
 - Last supplementary tax billing for 2020 due Jan 15-2021
 - Tax Certificates and Property Sales continue at a steady pace
 - Increase in enrolment for e-billing and pre-authorized payment plan
 - Electronic assessment roll balanced to paper roll, uploaded to municipal Keystone software

Information Technology Division:

- User creations and IT orientation for new team members
- Rolled out new VPN software for remote users

- Provided necessary devices and instructions for offsite staff to work efficiently
- Created virtual Keystone app for improved speed while working remotely; allowing better access from home for Keystone users
- Aided in Firehall requirements, met with contractors/ 3rd parties to coordinate activities
- Deployed hardware (laptops and/or monitors) for those staff working from home

Communication Division:

- Media Relations
 - Issued 6 press releases; topics included an operational update for PRC, the promotion of Josh Becker to Fire Lieutenant, Community Wellness Program, a reminder to celebrate the holidays safely, New Years Eve fireworks, Home Tour and Winterlights, Provincewide Shutdown and holiday hours.
- Advertising:
 - Print:
 - Continued with weekly Stonetown Crier/COVID-19 column in the St. Marys Independent with the additional section to share general municipal news, unrelated to pandemic.
 - Created advertisements for the Community Wellness Program
 - Radio
 - Holiday greetings ran throughout December on Juice FM and 2Day FM
 - Fire Department ran a radio contest with St. Marys Radio to promote holiday fire safety
- Social Media:
 - Continue to use Town's YouTube channel to host unlisted videos for recreation programming.
 - Video produced for holiday home tour
 - Continue to share wellness resource (Town and other local)
 - Live video of fireworks reached a staggering 11000 views
 - 179 new followers on the Town's Facebook page in December (50% from NYE Fireworks event)
 - 12 new followers on the Town's Twitter page in December
 - 19 new followers on the PRC's Facebook page since November 15
 - Recently gained control of the Town's LinkedIn page. Will be formulating a strategic plan for utilizing this new platform for recruiting and other communications.
- Website:
 - Top viewed pages: Library (8,195), Winterlights (5,022) and Current Opportunities (1,590)
 - COVID-specific page views:
 - 2148 views of COVID-19 page in December
 - 54 views of Business Resources and Directory page in December
 - 181 views of Community Wellness page in December (145% increase over November)
 - Nearing completion of working with Legislative Services Assistant to compiling list of forms that need to be converted to online/accessible versions
 - Assisting Tourism staff with new Tourism website
- Public engagement:
 - Currently promoting Tourism Recovery and Technology Program, Community Wellness Program, upcoming budget meetings, new Cloudpermit program, new Pet Permit campaign, and Smoke/CO alarms awareness, through website, social media and local newspaper

- Print materials and publications:
 - Working with Community Services to explore a digital way to publish the Community Guide
- Other:
 - Communications is reinstating quarterly meetings with every department, starting the third week in January.

Tourism and Economic Development Division:

- Reviewed applications for the Town business grant program and confirmed the release of funding to 21 businesses
- Participated in a panel organized by the Avon Maitland District School Board to review the current Pathways to Employment program with regional Economic Development staff, business owners, manufacturing employers and employment services across the region.
- Deployed approximately 10,000 copies of the new St. Marys Visitors Guide for 2021 through a distribution company. The guide is being sent across Ontario to visitors centres and accommodations. Each Council member received the new guide in their Council mailbox.
- Continued development of the new Tourism website for the Town. A report on the status of the project will come before Council at the February 9th meeting.
- Tourism Assistant:
 - Engaged with local businesses over the holiday season in order to encourage shopping locally. Took pictures that highlighted their products and services and featured them on the Town's Instagram page daily leading up to Christmas.
 - Updated the Town's list of local businesses.
 - Organized information regarding where visitors were travelling from to use the Quarry this past summer.
 - Helped to distribute 2021 Tour Guides
 - Researched tourism sites and took note of user-friendly elements.
- Events:
 - Partnered with the Rotary Club to host fireworks on the Trestle for New Years Eve.
 - Organized an ice sculpture to be displayed outside Town Hall to boost morale for January and give something unique to the downtown.
 - Organized the annual lighting of the lights at the Flats and raised a record amount of almost \$13,000 in display sponsorships, partly due to the new "Light the Way" sponsorships level
 - Launched the text to donate program for the Town of St. Marys.
- VIA Services:
 - Closed on December 25th due to lockdown
 - Statistics:
 - Boarding: 10
 - Arriving: 28
 - Printed: 50%

SPENDING AND VARIANCE ANALYSIS

N/A

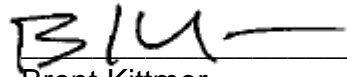
REVIEWED BY

Recommended by the Department



Andre Morin
Director of Corporate Services/Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Emergency Services / Fire Department

Date of Meeting: 26 January 2021

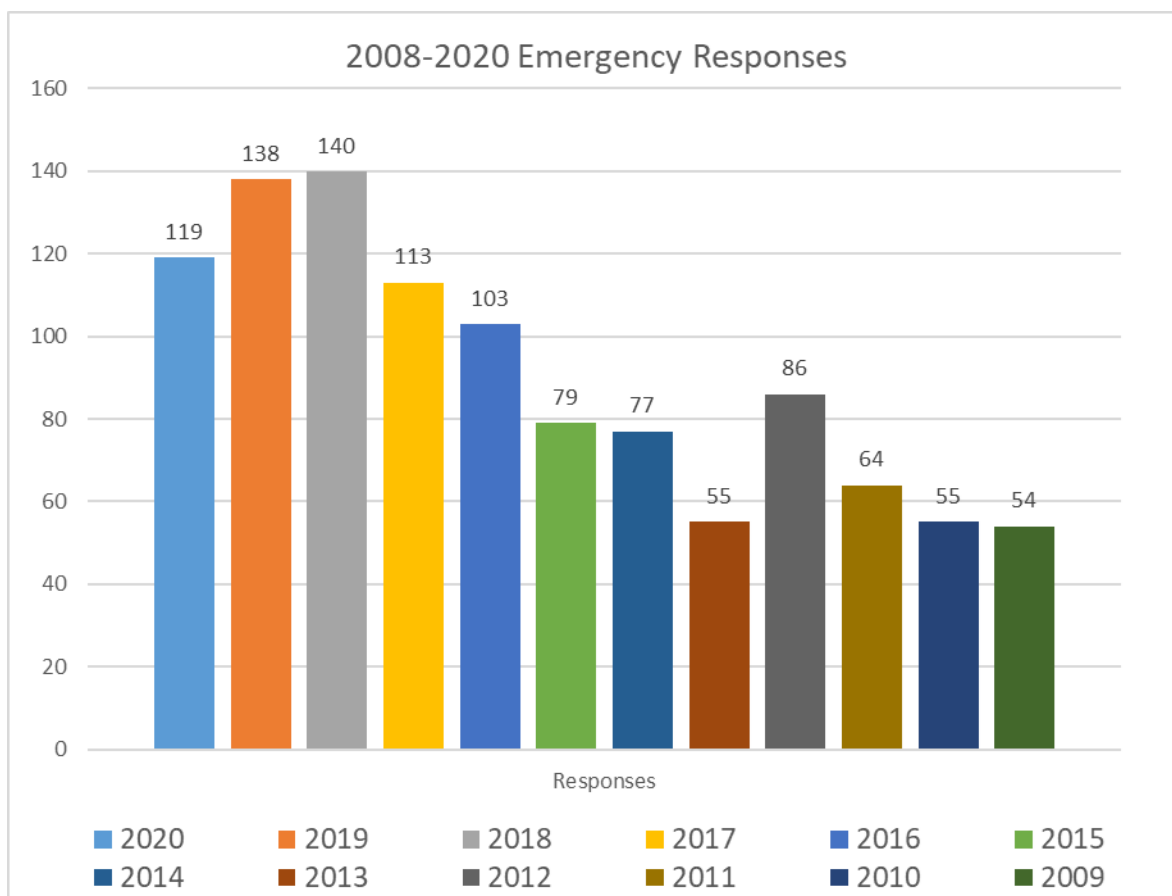
Subject: FD 01-2021 January Monthly Report (Emergency Services)

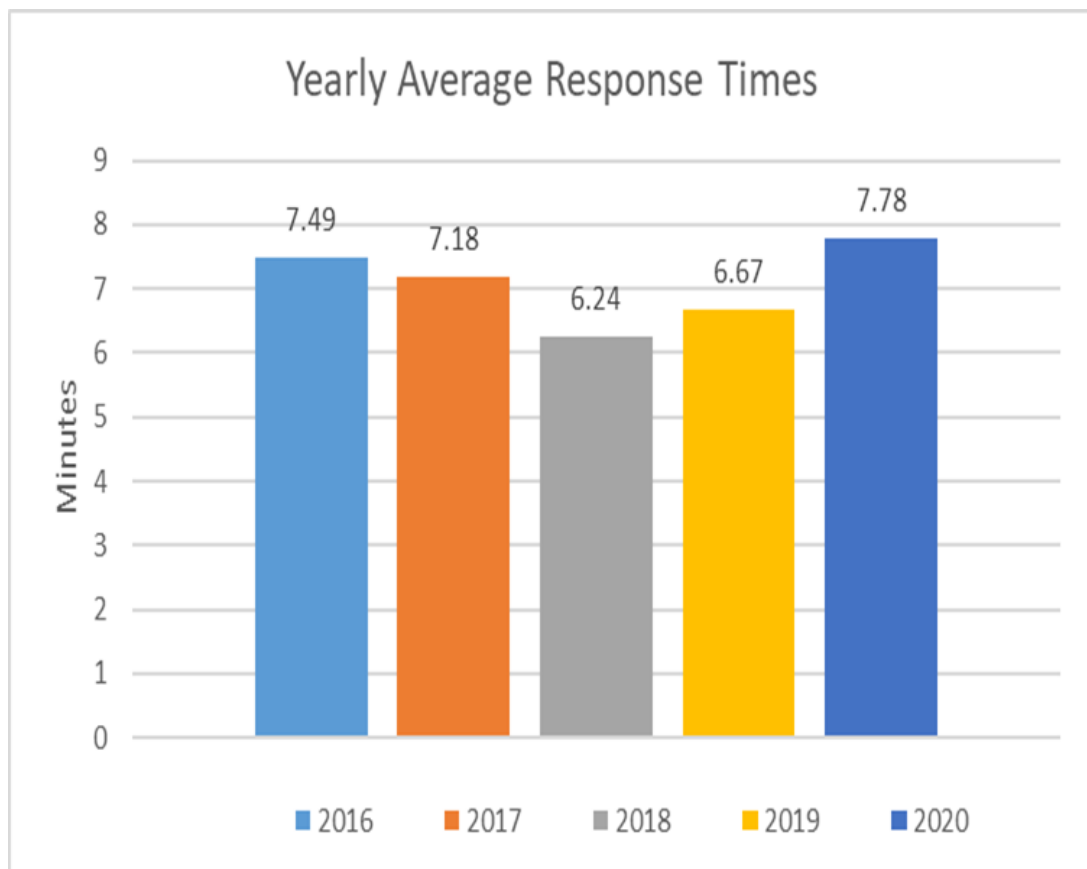
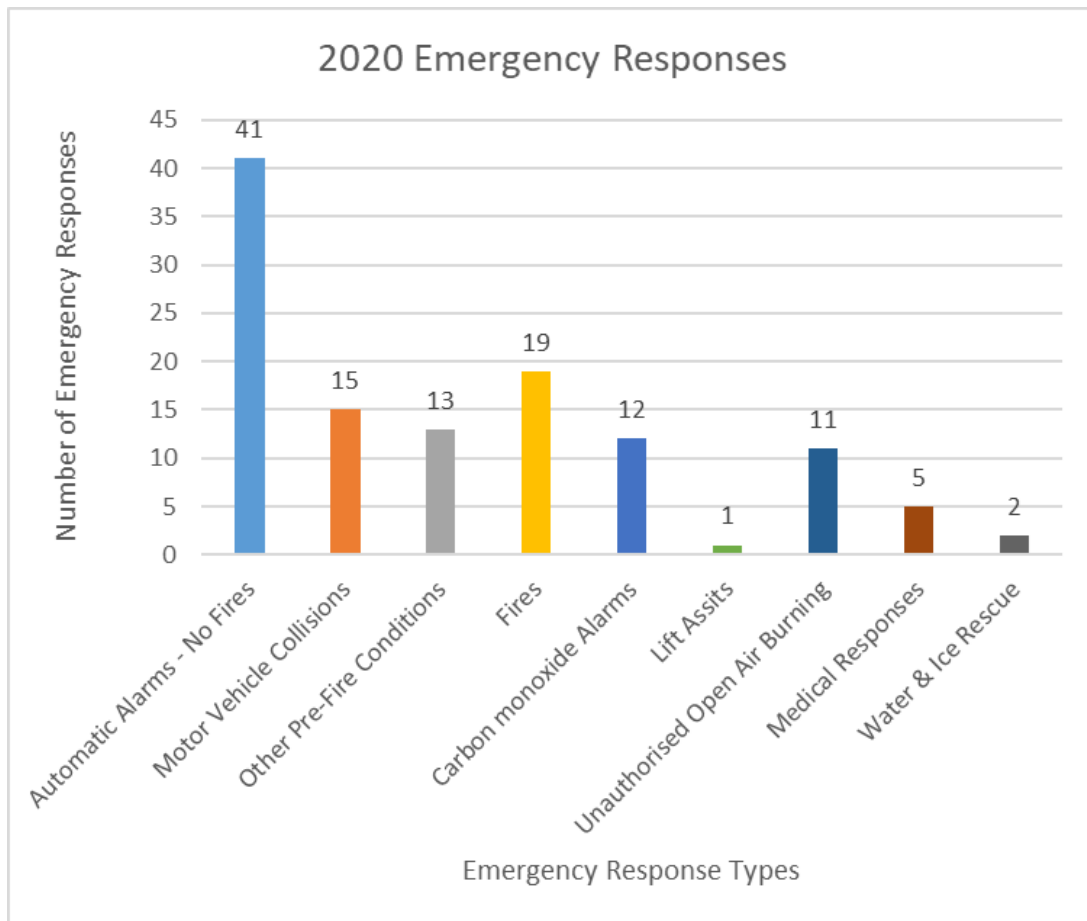
RECOMMENDATION

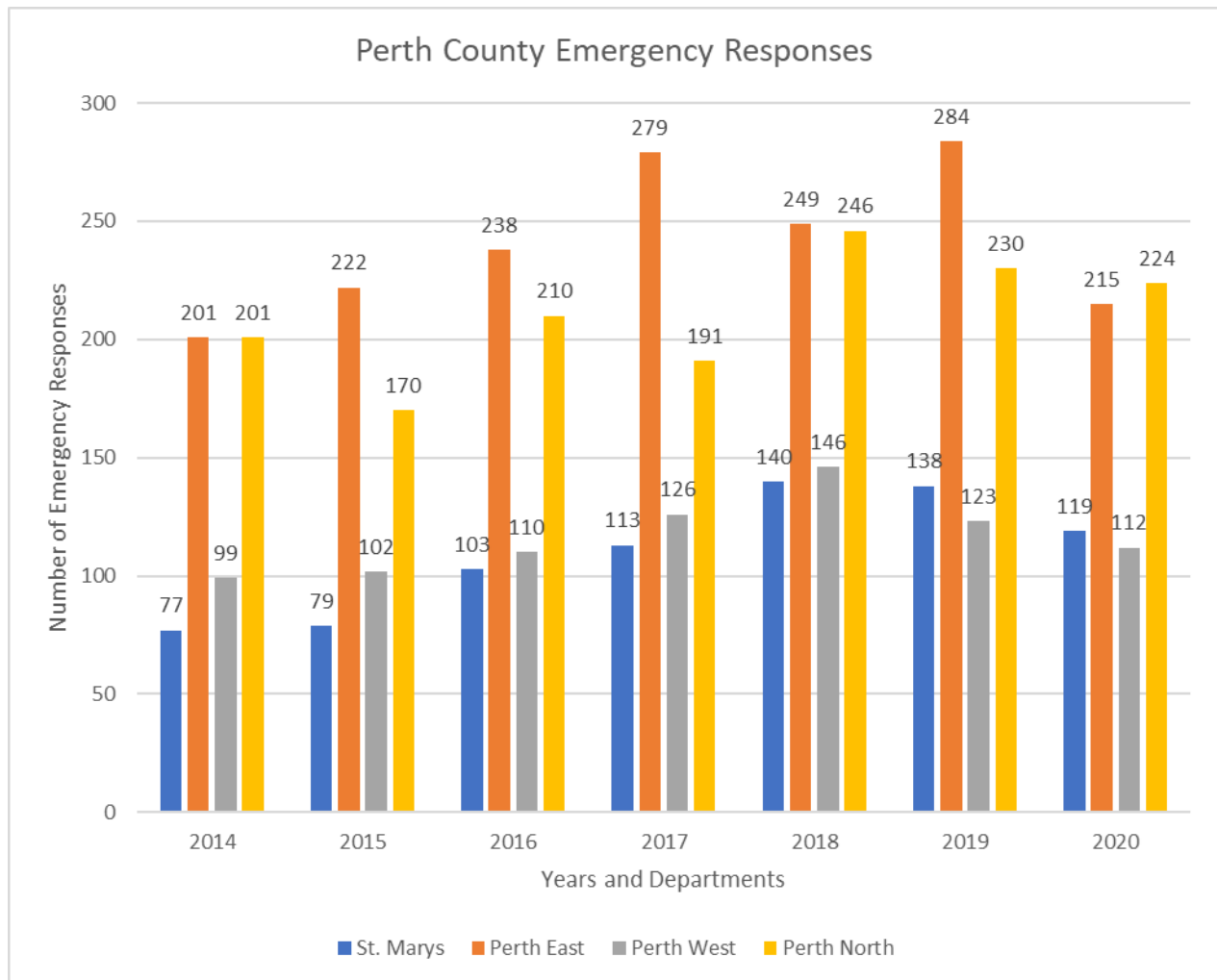
THAT FD 01-2021 January Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

The St. Marys Firefighters responded to 119 emergency calls for service in 2020, compared to 138 calls in 2019.







Average attendance of firefighters per emergency response call for 2020 – 19

Fire Chief attended 17 emergency responses alone.

Year in Review 2020

Fire Prevention

During the year of 2020 Brian Leverton (Chief Fire Prevention Officer) was off work due to COVID-19 between March 15th-July 2nd.

Upon his return he accomplished the following:

Inspections

- 56 Routine inspections
- 44 Follow up and ongoing
- 31 Request (1 fire investigation)
- 5 Licensing
- 4 Safety Concern and Licensing
- 4 Firework display inspections
- 2 complaints
- 1 Joint inspection with MOL, complaint driven. Advice sought from the Ontario Fire Marshalls advisors. Lock out of suppression systems adverted as business owner provided update on when business would be up to code and implemented a fire watch.
- Total 148

Public Education

- Lockbox location and installations for businesses and dwellings - 34
- Little Falls Public School Literacy day.
- Fanshawe Mentorship Program
- Change your batteries in your Smoke/Co Alarm program in conjunction with Day Light Savings Time.
- Fire Prevention Week October 4-10,2020. Theme – “Serve Up Fire Safety in the Kitchen.”
- 2,500 Reusable shopping bags were distributed to members of the community
- Annual Door to Door campaign – 1000 homes visited and distributed reusable shopping bags
- Project Zero – Enbridge Gas provided the St. Marys Fire Department 140 combination smoke/CO alarms for distribution to members of the community.
- Carbon Monoxide Week November 1-7, 2020
- 12 Days of Holiday Fire and CO Safety on the St. Marys Radio
- Display booth at Independent and Farmers Market

Personnel

- Firefighter Todd Thibodeau retired on the 31st of December 2020. Todd has served the fire department with pride, dedication and professionalism for 20 years.
- Firefighter Josh Becker was promoted to Fire Lieutenant on the 1st of January 2021.
- Three Firefighters (Josh McKay, Chad Petrie and Curtis Downham) completed their 2-year probation program and are now fully qualified firefighters with the Town of St. Marys.
- Four recruits (Sarah Black, Ian Edwards, Ryan Hartsell & Matt Smale) were hired June 2020
- Recruit Sarah Black became the first female firefighter hired in the 150-year history of the St. Marys Fire Services.

Training

- NFPA 1006 Swift Water Rescue Instructor (1 person)
- NFPA 1006 Swift Water Rescue Operations Level (2 personnel)
- NFPA 1041 Fire Service Instructor Level I course (1 person)
- NFPA 1021 Fire Officer Level I course (1 person)
- NFPA 1021 Fire Officer Level II course (3 personnel)
- NFPA 1006 Low Slope Rescue (1 person)
- NFPA 1002 Pump Operations (2 personnel)
- NFPA 1035 Public Information Officer (2 personnel)
- Shore Base Water Rescue Training
- Red Cross Standard First Aid & CPR/AED Level C
- Red Cross First Responder & CPR - BLS
- James Street South Fire House training
- Ice Water Rescue Training

2019 Fire Master Plan

The 2019 Fire Master Plan identified 42 priority recommendations. Staff has successfully addressed 32 of 42 priorities. The following has been completed:

- 19 Completed - 15 High Priority, 4 Medium Priority
- 21 No Change/Continue with programs

- 02 Sent to HR for review

Highlights

- Fire Hall Expansion project
- Door to Door Campaign
- Scrap Metal Clean up, Pork Chop Drive thru
- Santa Claus Parade
- CTV News Kitchener (Training House)
- Remembrance Day delivery of chocolates to local veterans
- St. Marys Firefighter Initial Training Program (FITP) was created and implemented.

Donations

- Firehouse Subs – Bullseye Laser Extinguisher Training system - \$25,244.20
- Enbridge – 140 combination smoke/CO alarms - \$8,000
- Dowler Karn – Bltizfire monitor nozzle - \$5,000
- Enbridge - Smartdummy rescue mannequin - \$3,000
- Cascades – Highrise pack - \$2,500

January 2021

During the month of January (01 January – 15 January 2021) the Fire Department responded to 7 emergency responses most notably:

- Fire 4 – 1 house fire (St. Marys), 1 equipment fire (Industrial property – St. Marys), 2 house fire (Perth South)
- CO Alarm 1 – 1(St. Marys)
- Unauthorized Burn 1 – 1(St. Marys)
- Automatic Alarm 1 – 1(St. Marys)

Average attendance of firefighters per emergency response call – 19

Fire Chief attended 2 emergency responses alone.

Fire Prevention

During the month January (01 January – 15 January 2021) Brian Leverton (Chief Fire Prevention Officer) has completed the following:

- Conducted two fire investigations.
- Completed a door to door visit to 25 houses that are near the houses that had fires reminding residents of the importance of having working smoke/CO alarms and handing out Public Education information.
- Smoke/CO alarm information released to the public through our local newspaper and social media.
- Conducting inspections of Town facilities.

Fire Radio Dispatch Update

As a follow up to discussions in late 2020 regarding the County leading an RFP for Fire Radio Dispatch services, the County is advising that County staff and Fire Chiefs have met on several occasions in December developing four versions of a draft RFP for Fire Radio Dispatch services. Perth County CAO Lori Wolfe is pleased to advise that the final version of the RFP was approved by the Fire Chiefs and posted for bids on January 4th, 2021. The RFP closes on February 5, 2021, and meetings are already set up after that date to review the submissions and prepare the necessary reports with a recommendation and transition timetable. Within the RFP as requirements are appropriate Contract Negotiation, Indemnification and Liability clauses. To date, there have been 9 plan takers which is a great indicator of interest. It is anticipated that the system will be prepared and connected by Q4 of 2021 for transition with a go-live date of January 15, 2022. If there is an opportunity to expedite this transition and go-live date with the selected vendor, every effort will be made to change over by an earlier date.

Vaccinations for Firefighters

On the 8th of January 2021 the Ontario Fire Marshal, Jon Pegg, informed Fire Chiefs across the province that the government has approved that medical first responders (e.g. paramedics, firefighters providing emergency medical first response functioning in a health care provider capacity) will fall within the health care worker population category which is scheduled to begin before the end of March. The reasoning is these first responders are involved in a significant percentage of pre-hospital emergency response medical calls. Those who do not provide emergency medical response (St. Marys) will be included post-March.

Decisions on the rollout are being finalized. A guidance document outlining the prioritization and communication to the public health units is being prepared so that rollout of this can occur smoothly as vaccines become available.

SPENDING AND VARIANCE ANALYSIS

None at the time of reporting

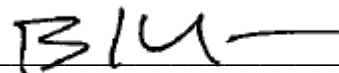
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Human Resources
Date of Meeting:	26 January 2021
Subject:	HR 02-2021 January Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 02-2021 January Monthly Report (Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Recruitment

- Currently recruiting for a Finance Clerk and Deputy Treasurer.
- Completed the recruitment and focusing on facilitating the onboarding for the Community Services Coordinator and PW Labourer.
- Currently on hold – Recreation Supervisor vacancy.

HR Systems

- Reviewing and updating relevant policies as necessary e.g. Work at Home and the Work at Home planning document.
- Researching and creating new policies e.g. Cell Phone Entitlement, Vacation Scheduling and Job Titling.
- Prepared lay-off letters for staff who are again displaced due to the current COVID restrictions.
- Attended an Employment Law Update webinar that was focused on lessons learned during a pandemic.

Staff Engagement

- Reviewing staff committee membership terms and as a result, recruiting new members for both STEAM and the Joint Health and Safety Steering Committee.
- Wrapped up the 2020 United Way workplace campaign with a total of \$1,764 in staff donations.

Health and Safety

- Analyzing the health and safety statistics for 2020. Completing a 5-year health and safety comparison to identify possible trends and potentially mitigate future incidents.
- Organizing JHSC Certification training for new worker representatives.
- Facilitating a COVID Hazard Assessment with the JHSSC to identify any gaps in our Infection Control Policy and COVID Safety Plan.

Payroll and Benefits


- Enrolled new Full-time employees into the Town's Benefit program.
- Lead an online Employee Self Serve/Electronic Timesheet training session.
- 2020 Year End closure in Easy Pay & InfoHR.
- 2021 Set up in Easy Pay & InfoHR.
- Working on completing the OMERS Year End.

SPENDING AND VARIANCE ANALYSIS

None.

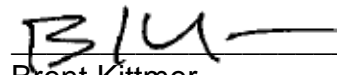
REVIEWED BY

Recommended by the Department



Lisa Lawrence
Director of Human Resources

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Public Works

Date of Meeting: 26 January 2021

Subject: PW 04-2021 January Monthly Report (Public Works)

RECOMMENDATION

THAT PW 04-2021 January Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- 2021 Departmental Plan development ongoing
- Traffic and Parking
 - Reprioritization of this item
 - Municipal parking lots,
 - Moved to assigned space numbering for permit holders – Elgin St. & Water St. N
 - No spaces to be allocated to Jones St.
 - Staff are working in conjunction with Stratford Police for targeted enforcement activities for parking infractions on municipal roadways and parking lots due to ongoing issues with winter maintenance activities.
 - Finalizing survey results with a report back to Council
 - Participating in the comprehensive parking review study, providing consultant with materials and comments related to various parking issues within St. Marys
- Commencing tender preparation for operations tenders – 8+ operations tenders will need to be issued in 2021 (including fuel, forestry, turf maintenance etc.)
- Asset Management
 - Year-end entries and database updates underway
 - Asset Management Internal Working Group resumed – database improvement activities
 - Lot servicing drawing updates continue
- Geographic Information Systems
 - Spatial accuracy improvement of parcel fabric GIS project underway
- Updating existing forms to be more accessible during the pandemic

Environmental Services (Water/Wastewater)

- Waste Activated Sludge Splitter Box successfully replaced at WPCP
- Industrial Spill to WPCP in late December caused minor plant upset and required additional services to maintain plant function
- WPCP operated at 74% of average daily capacity in 2021, down 5% from year prior
- Pre-Qualification of General Contractors for WPCP Upgrades – Completed

- Tender release pending update from MECP on approvals
- Water Service Repairs – three repairs completed

Solid Waste Collection, Management & Landfill

- E-waste program transitioning to Producer Pay Model
 - Landfill Depot has been updated to accommodate new requirements for collection and sorting
- MHSW operations and level of service report to be presented to the Green Committee on January 27, 2021. Report back to Council with the Committee's recommendation in February.

Public Works Operations (Roads and Sidewalks)

- Winter Maintenance
 - Continuing to deploy Operators to maintain roads, sidewalks and trails.
 - Downtown clean up in early January
 - Reviewing sidewalk staking program – more may need to be installed as the ground is not freezing
 - Demo of truck-loading snow blower attachment for Trackless units. If purchased, could mean an internalization of downtown clean-ups
- 2020 Sidewalk Maintenance Statistics
 - Inspections completed between August 25-31, 2021 (13 hrs. of inspection x 2 Operators)
 - Km's put on during inspection (includes overlap of sidewalk but not travel to and from the shop): 73 km
 - # of separate locations where operators recommended sidewalk panel replacement: 111
 - # of locations identified as winter maintenance issues: 6
 - # of issues adjacent to sidewalk: 1
 - # of cracked/spalled locations: 61
 - # of settlements/heaved: 41
- 2020 Sign inspection Statistics
 - # of signs inspected: 607
 - 318 Priority Signs (Book 5 from OTM ie. Stop, Yield)
 - 139 Regulatory Signs (Book 5 from OTM, ie. Truck Route, Community Safety Zone, Speed Limit, etc)
 - 150 Warning Signs (Book 6 from OTM, ie. Checkerboard, Chevron, Not a Thru Street, playground ahead, etc.)
 - 573 signs or sign supports (94%) in "Good" Condition (no deficiencies)
 - 34 signs or sign supports (6%) in "Poor" Condition – zero priority or regulatory (two or more deficiencies)
- General maintenance activities like fleet repairs, and other items

Parks, Trails, Tree Management, Flowers & Cemetery

- Tree Management
 - The removal and planting of trees within St. Marys are tracked, the Forestry Management Plan calls for a 1:3 removal and re-plant ratio. In 2020, 20 trees were removed, therefore requiring 60 trees be planted. The Town planted 50 trees in 2020, 10 trees short of the requirement. A number of trees were removed after the fall plant; therefore, the ratio was not met. The 10 outstanding trees will be added to the 2021 tree planting.
- 2020 Boulevard Tree Inspection Statistics
 - # of trees Inspected: 3,631

- 2,427 (68%) – Good condition (<10% deadwood in crown)
- 959 (27%) – Fair Condition (10-30% deadwood in crown or significant structural deformity)
- 164 (5%) – Poor Condition (>30% deadwood in crown or with significant infection or structural issue)
- 10 most common species:

Norway Maple	1068	28.9%
Silver Maple	290	7.8%
Sugar Maple	264	7.1%
White Spruce	209	5.7%
Black Walnut	178	4.8%
Norway Spruce	149	4.0%
Eastern White-Cedar	148	4.0%
Red Maple	140	3.8%
Honey Locust	69	1.9%
Basswood	66	1.8%

- Natural Areas
 - Wildflower Meadow: materials on hold at the nursery, and application for funding submitted to TD Friends of the Environment Foundation
- Flowers:
 - Ordering 2021 materials and setting up 2021 contracts
- Cemetery
 - January 1 to 15th
 - 2 Full Casket burials
 - 2020 Statistics
 - 71 Interments (29 traditional burials, 42 cremations)
 - 30 Interment Rights Sold (12 for columbarium, 18 for plots)

Capital Projects and Engineering

- Elizabeth and Waterloo Reconstruction project tender – closes January 26
- Grand Trunk Trail Staircase community service club meetings to take place
 - Public fundraising planned for April 2021, construction in summer 2021
- Assisting Quadro on Last Mile Fiber layout for downtown
 - Proposed 2021 installation
 - Multiple private agreements required to access private property for alley access
 - Staff reviewing layout in detail for efficiencies
- 2020 Locate Statistics
 - Total regular locates received: 782
 - Total Quadro locates: 153*
 - Total locates: 935

Total equivalent locates: 2,006

Total locates cleared (ie. No field work required): 205

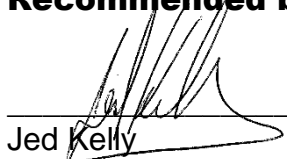
- *Quadro locates typically include multiple properties or blocks and each are roughly equivalent to 8 regular locates
- Average Turn Around Time: 4 days (legislated 5-day max)
Locates that took longer than 5 days: 13 (mostly a result of heavy workload from Quadro project)

SPENDING AND VARIANCE ANALYSIS

None.


REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	26 January 2021
Subject:	PW 02-2021 Yard Waste Collection Contract Extension

PURPOSE

This report is presented to Council to consider extending the existing Leaf and Yard Waste Collection contract through 2022 to allow for improved departmental strategies and program planning related to curbside waste collection.

RECOMMENDATION

THAT report PW-02-2021, Yard Waste Collection Contract Extension be received; and

THAT Council authorize staff to negotiate a contact extension through 2022 with Barry's Handyman Services for the curbside collection of leaf and yard waste; and,

THAT Council authorize the Chief Administrative Officer to sign the associated agreement amendment.

BACKGROUND

In 2018, the Town tendered for curbside collection of leaf and yard waste materials for a term of up to four (4) years. Through a competitive tendering process, the Town was able to procure the services of Barry's Handyman Services for curbside collection of leaf and yard waste material for up to 28 total collection days per year (14 collections per property).

The program typically runs from May through November each year and has been suitably administered by the contractor over the last three (3) years. Staff exercised the one-year option for 2021 with the contractor for continued program delivery.

REPORT

In 2019, the Town completed a detailed and thorough assessment of Town operations and services in an effort to identify potential efficiencies that could be realized to better position the Town for the future. One outcome from this exercise was the administration of the Leaf and Yard Waste curbside collection program.

Staff had identified that the program utilization was largely seasonal based with high program usage in the Spring and Fall and limited utilization throughout the summer months. Taking effect for the 2021 program, curbside collection dates were reduced by up to 30% while focussing collection dates to the Spring and Fall, and limiting the number of collection dates throughout the drier summer season.

The contractor agreed to the service delivery reduction as part of the 2021 contract option year being exercised.

Staff are requesting permission from Council to negotiate a one (1) year contract extension through 2022 for the curbside collection of leaf and yard waste material in accordance with Section 9 b (vi) of municipal procurement by-law 36-2012 which states:

“... Conditions may dictate the conduct of negotiations for the acquisition of goods, services or construction, provided that the Chief Administrative Officer has received either verbal or written authorization prior to the start of negotiations with any supplier. Negotiations may be authorized when any of the following conditions apply:

... (vi) When a single source is being recommended because it is more cost effective or beneficial for the Town...”

The reason for this request is that staff is looking to align some of the waste collection service contracts so that they will come for renewal at a similar time (i.e. same year), and potentially enable the Town to tender services together in the future for potential economies of scale and economic savings.

Currently, the Town’s curbside waste collection contract is due for renewal within the 2022 calendar year. In order to align the two collection contracts, the Town would need to source service providers for a one-year term that may result in elevated pricing submissions through a formal tender process due to the limited contract length. As such, staff feel it would be more economical to the Town to negotiate a one-year contract extension to the yard waste contract with the existing service provider to bridge the service year and enable a longer term contract to be tendered in 2022 for the 2023 program season.

FINANCIAL IMPLICATIONS

A negotiated extension to the current contract for one additional year would enable the Town to control costs through the 2022 curbside collection program. The exact financial implications are not known at this time however, it is staff expectation that the 2022 extension could be reasonably negotiated to limit any significant financial implications to the Town for the continued administration of the program.

The current contract price per collection day is \$790.00 + HST.

SUMMARY

Based on the information detailed within this Report, it is Staff’s recommendation to negotiate a one (1) year extension to the current curbside collection program for leaf and yard waste material. Such an extension would enable the Town to position its current waste collection contract, and leaf and yard waste collection contract to end in the same year potentially improving opportunities for efficiencies in future procurement initiatives.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar # 1, Infrastructure – Waste Management Plan:
 - Outcome: With anticipated proactive measures for growth (residential, commercial and industrial) there will be need for active consideration of optimizing landfill services, but with a view to controlled costs and forward-thinking environmental initiatives.
 - Tactic(s): Decide on what approaches best meet long term community ability to meet provincial standards. Build a program and identify a budget to accommodate.

OTHERS CONSULTED

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

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department

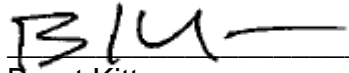


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management Specialist
Date of Meeting:	26 January 2021
Subject:	PW 06-2021 Concrete Curb and Sidewalk Contract

PURPOSE

This report presents information related to the Town's annual concrete contract. The contract is required to complete miscellaneous concrete curb and sidewalk repairs throughout Town.

RECOMMENDATION

THAT PW 06-2021 Concrete Curb and Sidewalk Contract report be received; and

THAT Council approve a two-year contract extension with 465929 Ontario Ltd. O/A Nicholson Concrete for the Town's various concrete sidewalk and curb works for 2021 and 2022; and,

THAT Council consider By-Law 07-2021 for the contract extension and authorize the Mayor and Clerk to sign the associated agreement.

BACKGROUND

The Town released RFP-PW-23-2018 for the construction, replacement and repairs of concrete sidewalk, curb and gutter on various streets in 2018. The contract was awarded to the low bid, 465929 Ontario Ltd. (operating as Nicholson Concrete). The contract was extended for the 2019 and 2020 construction seasons.

REPORT

The Town owns roughly 78 km of concrete curb and gutter and 46km of sidewalk that it maintains on a regular basis. These maintenance activities include panel grinding, padding and replacement required to maintain the Town's existing level of service for sidewalks and roads. The Town's capital plan for 2021 also includes capital works to support the Town's Sidewalk Infrastructure Review which was considered by Council in 2020 to improve the level of pedestrian safety on Town roads.

Nicholson Concrete was the low bid and awarded the previous concrete contract from 2018 to 2020. Town staff have a good working relationship with Nicholson Concrete and Nicholson's performance has been good to date.

Staff were planning to tender the concrete contract in 2021 and were anticipating a unit rate increase from the 2018 values as the applicable construction price index has increased approximately 9% since the time when the last tender was released. There are also legislative changes planned to take place in 2022 that are guaranteed to increase operating costs for construction firms, which will in-turn increase construction costs for the owners of infrastructure.

Nicholson has offered to extend the previous contract at the 2018 unit rate costs for two additional years. Staff recommend accepting the offer and extending the previous contract in accordance with Section 9 b (vi) of municipal procurement by-law 36-2012 which states:

11.1 Where goods, services or construction have been purchased under this by-law, no similar, additional or related goods, services or construction shall be purchased from the same contractor, whether by way of contract extension, renewal, or separate purchase, unless:

(a) a report is submitted to Council; or

The proposed contract would be in effect for 2021 into 2022 before going to tender again in spring of 2023. This would result in staff time savings associated with the tendering process and project management time associated with the carry over projects. Most importantly, this approach would guarantee another two years of very competitive unit rates. Staff would continue to inspect the contractors work to ensure the Town's specifications and expected quality workmanship are maintained.

FINANCIAL IMPLICATIONS

Projects included in the proposed 2021 budget that would utilize this contract include:

Annual (Operational) Sidewalk/Concrete Program - \$40,000

Capital Concrete Sidewalk Program - \$40,000

It is anticipated that similar values would be included in the future 2022 budget.

SUMMARY

The Town requires a contractor to complete concrete sidewalk and curb work on various Town projects in 2020. Staff recommend the extension of the 2018 contract with Nicholson Concrete into 2022 at the original contract unit rates.

STRATEGIC PLAN

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

- Pillar # 1 Infrastructure:
 - Outcome: Develop a progressive and sustainable infrastructure plan
 - Tactic(s): Maintaining infrastructure costs at a level are sustainable given the Town's funding capacity.
- Pillar # 1 Infrastructure:
 - Outcome: Develop a progressive and sustainable infrastructure plan
 - Tactic(s): Undertake prioritized pedestrian network improvements as established in the Town's Sidewalk Infrastructure Review

OTHERS CONSULTED

Nicholson Concrete

André Morin - Treasurer


ATTACHMENTS

None

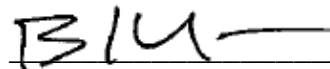
REVIEWED BY

Recommended by the Department


Jeff Wolfe
Asset Management Specialist


Jed Kelly
Director of Public Works

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

BY-LAW 07-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and 465929 Ontario Ltd. (Nicholson Concrete) and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** The Corporation of the Town of St. Marys released an RFT for the construction, replacement and repairs of sidewalk, curb and gutter on various streets within the Town of St. Marys (the “Project”);
- AND WHEREAS:** A tender for the Project was submitted by 465929 Ontario Ltd. which was subsequently approved by Council on April 24, 2018 and extended on March 24, 2020;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an extension agreement with 465929 Ontario Ltd. for the purpose of extending the period of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and 465929 Ontario Ltd.
 - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 26th day of January 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 09-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and Veterinary Purchasing Company Ltd. for 485 Queen Street West and to repeal By-law 30-2006.

WHEREAS: Veterinary Purchasing Company Ltd. intends to develop, under site plan agreement, the lands legally described as _____

in the Registry Office for the Land Titles Division of Perth (No. 44) and having the municipal address of 485 Queen Street West;

AND WHEREAS: The Corporation of the Town of St. Marys previously entered into a site plan agreement with Veterinary Purchasing Company Ltd by By-law 30-2006 and deems it appropriate to repeal the by-law at this time;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into a site plan agreement (the "Agreement") with Veterinary Purchasing Company Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the site plan development;

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

- 1.** That By-law 30-2006 is hereby repealed, and direction will be provided to the Town's solicitor to remove said by-law from the applicable property title.
- 2.** That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Veterinary Purchasing Company Ltd. once the new property identification number is created through the consolidation of the parcels.
- 3.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
- 4.** Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
- 5.** This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 26th day of January 2021.

Mayor Al Strathee

Jenna McCartney, Clerk

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z142-2021

Being a By-law pursuant to the provisions of Section 36 of the Planning Act to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys”, to remove a holding symbol affecting lands located at 523 and 545 Queen Street West in the Town of St. Marys.

WHEREAS the Council of the Corporation of the Town of St. Marys deems it necessary in the public interest to pass a By-law to amend By-law No. Z1-1997, as amended;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ST. MARYS ENACTS AS FOLLOWS:

1. The area shown in red outline on the attached map, Schedule “A”, and described as 523 and 545 Queen Street West in the Town of St. Marys shall be removed from the:
 - (a) “Light Industrial Zone (M1-H)” of By-law No. Z1-1997 and placed in the “Light Industrial Zone (M1)” of By-law No. Z1-1997, as amended;
2. The zoning of these lands shall be shown as “M1” on Key Map 5 of Schedule “A” to By-law No. Z1-1997, as amended.
3. Schedule “A”, attached hereto, shall form part of this By-law.
4. All other provisions of By-law No. Z1-1997, as amended, shall apply.
5. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.
6. This By-law shall come into force on the day it was passed pursuant to the Planning Act, and to the Regulations thereunder.

Read a first, second and third time this 26th day of January 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

THIS IS SCHEDULE “A”

TO BY-LAW NO. Z142-2021

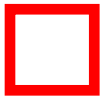
OF THE CORPORATION OF THE TOWN OF ST. MARYS

PASSED THIS 26TH DAY OF JANUARY 2021

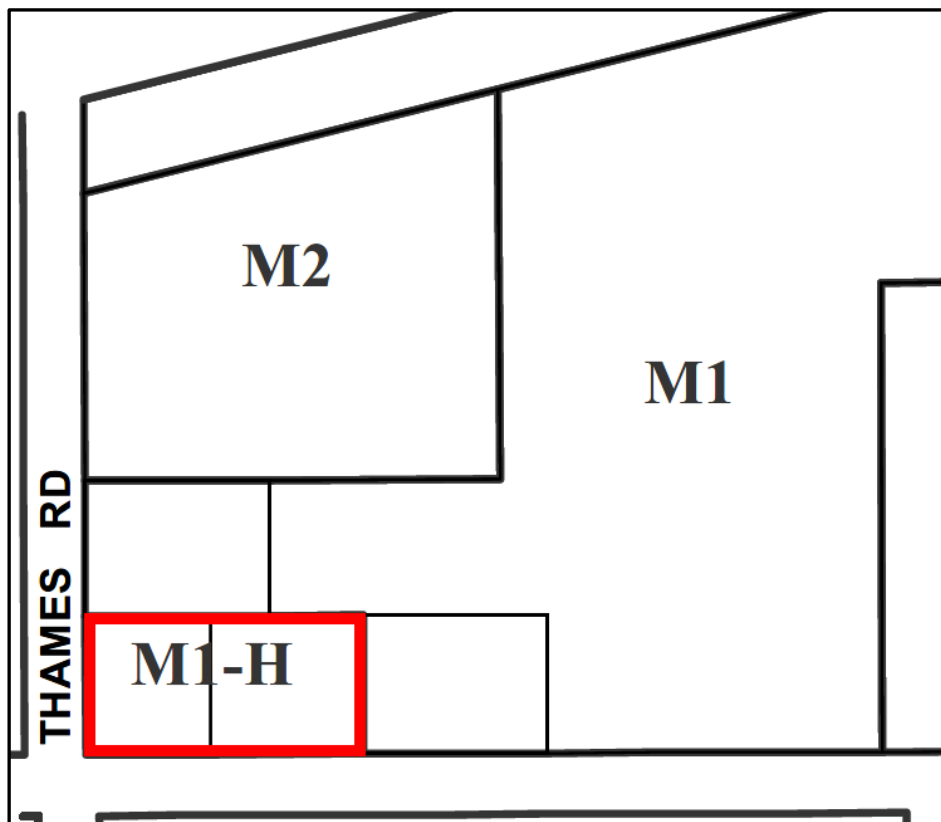
Al Strathdee, Mayor

Jenna McCartney, Clerk

AREA AFFECTED BY THIS BY-LAW



Removed from the “Light Industrial Zone (M1-H)” of By-law No. Z1-1997 and placed in the “Light Industrial Zone (C3-5)”, of By-law No. Z1-1997, as amended.



BY-LAW 08-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and Digital Boundary Group and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** The Corporation of the Town of St. Marys retained the services of Digital Boundary Group in 2020 for the purposes of conducting an information technology security audit of the Town's network infrastructure;
- AND WHEREAS:** The Corporation of the Town of St. Marys wishes to enter into an agreement with Digital Boundary Group through sole sourcing for the purpose of a 5 (five) year contract to complete an annual information technology security audit of the Town's network infrastructure (the "Project") which was subsequently approved by Council on January 26, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into the Agreement with Digital Boundary Group (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Digital Boundary Group.
 - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 26th day of January 2021.

Mayor Al Stratheedee

Jenna McCartney, Clerk

BY-LAW 10-2021

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 January 26, 2021.

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 26th day of January 2021 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 26th day of January 2021.

Mayor Al Stratheedee

Jenna McCartney, Clerk