



AGENDA

Regular Council Meeting

June 22, 2021

6:00 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEl8OG-dOYKteFQ>

Pages

1. **CALL TO ORDER**
2. **DECLARATIONS OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

THAT the June 22, 2021 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

Public input received by the Clerks 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 drop box at Town Hall, 175 Queen Street East, lower level.

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

5.1. #Strong as Stone Nominations

Recognition of May Nominees

Linda Smith - on behalf of Stonetowne Quilter's Guild

Tom Jenkins and Bim Graham - for their efforts with the Perth Regiment
St. Marys Legion

Jayne Fuller

5.2. Rotary Club of St. Marys re: Keepsake Tote

5.3. Public Meeting - Community Improvement Plan

Register in advance of the meeting to participate as an "attendee" and observe or participate in the meeting. Upon registering, the attendee will be provided a meeting link to join by computer or alternatively by telephone.

Copy and paste the Zoom Webinar link below into your web browser to register now.

https://zoom.us/webinar/register/WN_w2ZflbB1Rn6ay6_SQUUDNg

RECOMMENDATION

THAT the June 22, 2021 regular Council meeting be adjourned at _____ pm to hold a statutory public meeting as required under the *Planning Act*, and

THAT a Public Meeting to consider the Community Improvement Plan be opened at _____ pm.

RECOMMENDATION

THAT this Public Meeting be adjourned at _____ pm; and

THAT the June 22, 2021 regular Council meeting reconvene at _____ pm.

6. ACCEPTANCE OF MINUTES

- 6.1. **Special Council - June 8, 2021** 10
- RECOMMENDATION**
THAT the June 8, 2021 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.
- 6.2. **ADHOC CAO Performance Review - June 8, 2021** 13
- RECOMMENDATION**
THAT the June 8, 2021 ADHOC CAO Performance Review meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.
- 6.3. **Regular Council - June 8, 2021** 15
- RECOMMENDATION**
THAT the June 8, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.
- 6.4. **Strategic Priorities Committee - June 15, 2021** 28
- RECOMMENDATION**
THAT the June 15, 2021 Strategic Priorities Committee meeting minutes be accepted by Council and signed and sealed by the Mayor and the Clerk; and
- THAT** item 5.1 from the minutes, Annual Water and Wastewater Financial Assessment, be raised for discussion; and
- THAT** item 5.2 from the minutes, Waste Management Financial Assessment, be raised for discussion; and
- THAT** item 5.3 from the minutes, Service Ontario Contract for Service, be raised for discussion.

6.4.1. Annual Water and Wastewater Financial Assessment

RECOMMENDATION

THAT Council approve an increase to the water rates by 2.0% for 2022 in accordance with the Town's current water system financial plan; and,

THAT Council approve an increase to the wastewater rates by 2.4% for 2022 in accordance with the Town's current wastewater system financial plan.

6.4.2. Waste Management Financial Assessment

RECOMMENDATION

THAT Council approve a 1.5% increase to waste management user fees for curbside collection wheelie bins for 2022.

6.4.3. Service Ontario Contract for Service

RECOMMENDATION

THAT Council approves the agreement for Service Ontario with the Ministry of Government and Consumer Services in substantially the same form as appended to report ADMIN 27-2021, and

THAT Council consider By-law 60-2021, being a by-law to delegate authority to the CAO to negotiate final changes to the Service Ontario agreement and authorizing the Mayor and Clerk to sign the agreement with the Ministry of Government and Consumer Services when deemed complete; and

THAT Council consider By-law 61-2021, being a by-law authorizing the Mayor and Clerk to sign a lease agreement for 194 Queen Street West with RSTD Holdings Ltd.

7. CORRESPONDENCE

7.1. HPPH re: Acknowledgement of Municipal Collaboration

32

RECOMMENDATION

THAT the correspondence from Huron Perth Public Health acknowledging municipal collaboration be received.

7.2.	Ministry of the Environment, Conservation and Park re: Recommendations	33
	RECOMMENDATION THAT the correspondence from the Ministry of the Environment, Conservation and Parks regarding recommendations be received.	
8.	STAFF REPORTS	
8.1.	Building and Development Services	
8.1.1.	DEV 26-2021 June Monthly Report (Building & Development)	35
	RECOMMENDATION THAT DEV 26-2021 June Monthly Report (Building & Development) be received for information.	
8.1.2.	DEV 31-2021 St. Marys Community Improvement Plan	39
	RECOMMENDATION THAT DEV 31-2021 St. Marys Community Improvement Plan be received for information; and THAT Staff report back to Council with final recommendations regarding the proposed Community Improvement Plan following consideration of any comments received at the public meeting.	
8.2.	Administration	
8.2.1.	ADMIN 28-2021 June Monthly Report (Administration)	80
	RECOMMENDATION THAT ADMIN 28-2021 June Monthly Report (Administration) be received for information.	
8.3.	Community Services	
8.3.1.	DCS 22-2021 June Monthly Report (Community Services)	84
	RECOMMENDATION THAT DCS 22-2021 June Monthly Report (Community Services) be received for information.	

8.3.2.	DCS 23-2021 HVAC Replacement for Arena and Pool Change Rooms	87
	<p>RECOMMENDATION</p> <p>THAT DCS 23-2021 HVAC Replacement for Arena and Pool Change Rooms report be received; and,</p> <p>THAT the procurement for the replacement of the HVAC units be awarded to Ken Robinson Refrigeration for the procured price of \$224,172.51, inclusive of all taxes and contingencies; and,</p> <p>THAT Council consider By-law 62-2021, being a by-law to authorize the Mayor and Clerk to sign an agreement with Ken Robinson Refrigeration.</p>	
8.3.3.	DCS 21-2021 Declaration of Compliance	91
	<p>RECOMMENDATION</p> <p>THAT DCS 21-2021 Declaration of Compliance report be received; and</p> <p>THAT Council authorize the Chief Administrative Officer to sign the Ontario Health Form of Declaration of Compliance for the reporting period of April 1, 2020 to March 31, 2021</p>	
8.4.	Corporate Services	
8.4.1.	COR 24-2021 June Monthly Report (Corporate Services)	96
	<p>RECOMMENDATION</p> <p>THAT COR 24-2021 June Monthly Report (Corporate Services) be received for information.</p>	
8.5.	Fire and Emergency Services	
8.5.1.	FD 09-2021 June Monthly Report (Emergency Services)	100
	<p>RECOMMENDATION</p> <p>THAT FD 09-2021 June Monthly Report (Emergency Services) be received for information.</p>	
8.6.	Human Resources	

8.6.1. HR 09-2021 June Monthly Report (Human Resources)

102

RECOMMENDATION

THAT HR 09-2021 June Monthly Report (Human Resources) be received for information.

8.7. Public Works

8.7.1. PW 49-2021 June Monthly Report (Public Works)

104

RECOMMENDATION

THAT PW 49-2021 June Monthly Report (Public Works) be received for information.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

10.1. Councillor Pridham re: Financial Contribution Tk'emlúps te Secwépemc First Nation

Notice provided at June 8, 2021 regular Council meeting. Councillor Pridham to move the motion at the June 22, 2021 regular Council meeting.

RECOMMENDATION

THAT Council for the Town of St. Marys is committed to continuously improving our community's inclusiveness and diversity; and

THAT the Town of St. Marys make a financial contribution in the amount of \$2,150.00 to the Tk'emlúps te Secwépemc First Nation to assist with their efforts to recover and reinter the 215 children buried at the site of the Kamloops Residential School; and

THAT the Town of St. Marys send correspondence to MP John Nater requesting that the Federal Government take concrete action to support survivors, families and all Indigenous peoples affected by Residential Schools, and take action to advance the Canadian Truth and Reconciliation Commission's 94 Call to Action recommendations.

11. BY-LAWS

RECOMMENDATION

THAT By-Laws 60-2021, 61-2021 and 62-2021 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. | By-Law 60-2021 Agreement with Ministry of Government and Consumer Services for Service Ontario Services | 107 |
| 11.2. | By-Law 61-2021 Lease Agreement with RSTD Holdings Ltd. for 194 Queen Street West | 108 |
| 11.3. | By-Law 62-2021 Agreement with Ken Robinson Refrigeration Inc. | 109 |

12. UPCOMING MEETINGS

*All meetings of Council to be live streamed to the Town's YouTube channel

June 29, 2021 - 9:00 am, Special Meeting of Council

July 6, 2021 - 9:00 am, Special Meeting of Council

July 20, 2021 - 9:00 am, Strategic Priorities Committee

July 27, 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)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, (f) advice that is subject to solicitor - client privilege, including communications necessary for that purpose, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- | | |
|--------------|------------------------------------------------------------------|
| 13.1. | Minutes CLOSED SESSION |
| 13.2. | Verbal Update on LPAT Matter - 665 James Street North |
| 13.3. | ADMIN 29-2021 CONFIDENTIAL Update on Land Purchase Matter |

14. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____ pm.

15. CONFIRMATORY BY-LAW

110

RECOMMENDATION

THAT By-Law 63-2021, being a by-law to confirm the proceedings of June 22, 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 adjourns at _____ pm.



MINUTES
Special Meeting of Council

June 8, 2021

9:00 am

Town Hall, Council Chambers

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

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Lisa Lawrence, Director of Human Resources

1. CALL TO ORDER

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

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2021-SC-06-08-01

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT the June 8, 2021 special meeting of Council agenda be accepted as presented.

CARRIED

2. DECLARATION OF PECUNIARY INTEREST

None.

4. CLOSED SESSION

Jenna McCartney departed the meeting. Brent Kittmer assumed the role of Deputy Clerk.

Resolution 2021-SC-06-08-02

Moved By Councillor Hainer

Seconded By Councillor Edney

THAT Council move into a session that is closed to the public at 9:01 am as authorized under the *Municipal Act*, Section 239(b) personal matters about an identifiable individual, including municipal or local board employees and (d) labour relations or employee negotiations.

CARRIED

4.1 HR-07-2021 CONFIDENTIAL - Job Evaluation – Compensation Review project update

5. RISE AND REPORT

Jenna McCartney returned to the meeting and resumed the role of Clerk.

Resolution 2021-SC-06-08-03

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT Council rise from a closed session at 10:04 am.

CARRIED

Mayor Strathdee reported that a closed session was held with one matter being discussed.

Council will consider a resolution related to the matter.

Resolution 2021-SC-06-08-04

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Council approves a 2021 budget variance of up to \$22,000 to implement the preliminary recommendations resulting from the Job Evaluation – Compensation Review; and

THAT Council approves a 2021 budget variance of \$24,000 to expand the scope of the Job Evaluation-Compensation Review to create a new job evaluation tool, to be funded from the Health Benefits Surplus Reserve.

CARRIED

6. UPCOMING MEETINGS

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

7. BY-LAWS

Resolution 2021-SC-06-08-05

Moved By Councillor Luna

Seconded By Councillor Hainer

THAT By-Law 55-2021, being a by-law to confirm the proceedings of the June 8, 2021 special meeting of Council, be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

CARRIED

8. ADJOURNMENT

Resolution 2021-SC-06-08-06

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT this special meeting of Council adjourns at 10:07 am.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk



ADHOC CAO Performance Review Committee

June 8, 2021

12:30 pm

Town Hall, Council Chambers

Council Present: Mayor Strathdee (in-person)
Councillor Craigmile (video conference)
Councillor Luna (video conference)

Staff Present: Lisa Lawrence, Director of Human Resources (delegated Clerk)
(video conference)

1. CALL TO ORDER

Chair Strathdee called the meeting to order at 12:30 pm.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2021-COM-06-08-01

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the June 8, 2021 ADHOC CAO Performance Review Committee agenda be accepted as presented.

CARRIED

4. CLOSED SESSION

Resolution 2021-COM-06-08-02

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT the ADHOC CAO Performance Committee move into a session that is closed to the public at 12:31 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

5. RISE AND REPORT

Resolution 2021-COM-06-08-03

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the Committee rise from a closed session at 1:07 pm.

CARRIED

Chair Stratthdee reported that a closed session was held with one matter being discussed. Staff were given direction. There is nothing further to report at this time.

6. ADJOURNMENT

Resolution 2021-COM-06-08-04

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT this Committee meeting adjourn at 1:12 pm.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk



MINUTES Regular Council

June 8, 2021

6:00pm

Town Hall, Council Chambers

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

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

Conference Line
Andy Anderson, Director of Emergency Services / Fire Chief
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Mark Stone, Planner

1. CALL TO ORDER

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

Council observed a moment of silence to acknowledge the tragic situation that took place in London, Ontario earlier this week in addition to the news of the 215 Indigenous children's bodies that were discovered at the site of the Kamloops Residential School.

2. OPENING & INTRODUCTION TO PATSY DAY

Mayor Strathdee introduced Patsy Day to provide reflection for the Kamloops Residential School victims.

Ms. Day provided a condolence ceremony that reflected upon the Kamloops Residential School victims.

Council took a brief recess at 6:11 pm.

Mayor Strathdee called the meeting back to order at 6:16pm.

4. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2021-06-08-01

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT the June 8, 2021 regular Council meeting agenda be accepted as presented.

CARRIED

5. PUBLIC INPUT PERIOD

None.

6. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

6.1 Public Meeting - Zoning By-Law Amendment regarding Accessory Apartments

Resolution 2021-06-08-02

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the June 8, 2021 regular Council meeting be adjourned at 6:19 pm to hold a statutory public meeting as required under the *Planning Act*; and

THAT a Public Meeting to consider a planning application for Accessory Apartments be opened at 6:19 pm.

CARRIED

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

The purpose of tonight's Public Meeting is to solicit the public's comments with respect to a proposed Zoning By-law Amendment by the Town of St. Marys.

The purpose and effect of the proposed Zoning By-law amendment is to update regulations related to accessory apartments.

Tonight's meeting is the mandatory Public Meeting held under the Planning Act. Council will make a decision regarding this matter this evening or at a future Council meeting.

As a reminder, when using the video conference, to participate and make a comment please select the "raise hand" feature at the bottom of your screen to be placed in queue. The moderator will unmute you and acknowledge your presence when it is your turn to speak.

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

Alternatively, during the meeting you can email clerksoffice@town.stmarys.on.ca

If you wish to be notified of Council's decision, please contact the Clerk, Jenna McCartney, at clerksoffice@town.stmarys.on.ca

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

Jenna McCartney stated "Notice of this Public Meeting appeared in the St. Marys Independent on May 13, 2021 and was circulated to those agencies as prescribed by Regulation.

Special instructions for attending this online meeting and/or providing comments were provided in the notice and on the Town's Current Planning / Development Applications webpage.

At the time of preparing this report, the Town had not received any formal comments from Town departments or external agencies in response to the notice circulation, with the exception of a letter from the Chippewas of the Thames First Nation dated May 27, 2021 noting minimal concerns with the information provided."

Mayor Strathdee reminded the public how to submit comments or questions related to tonight's meeting and called upon the Town's Planner, Mark Stone, to speak to the Application.

Mark Stone presented an overview of the Application.

Staff read correspondence from Marlene MacKenzie of 255 Wellington Street South. Ms. MacKenzie cited that attainable housing is in shortage

within St. Marys and accessory apartments will offer a resolution to the matter.

Staff confirmed there were no further comments from the public.

Mayor Strathdee thanked those who participated in the meeting and confirmed that if Council proceeds with passage of the Zoning By-law Amendment, notice will be provided as prescribed by the Planning Act and a 20-day appeal period to the Local Planning Appeal Tribunal applies.

Resolution 2021-06-08-03

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT this Public Meeting be adjourned at 6:35 pm; and

THAT the June 8, 2021 regular Council meeting reconvene at 6:35 pm.

CARRIED

7. ACCEPTANCE OF MINUTES

7.1 Strategic Priorities Committee - May 18, 2021

Resolution 2021-06-08-04

Moved By Councillor Luna

Seconded By Councillor Edney

THAT the May 18, 2021 Strategic Priorities Committee meeting minutes be accepted by Council and signed and sealed by the Mayor and the Clerk; and

THAT item 4.1 from the minutes, Fireworks By-law, be raised for discussion; and

THAT item 4.2 from the minutes, Animal Control Services Agreement, be raised for discussion; and

THAT item 4.4 from the minutes, Re-allocation of 2019 Provincial one-time modernization funding, be raised for discussion.

CARRIED

7.1.1 Fireworks By-Law

Resolution 2021-06-08-05

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT Council consider By-law 57-2021 being a by-law to prohibit and regulate the sale of fireworks and the setting off of fireworks and pyrotechnics in the Town of St. Marys.

CARRIED

7.1.2 Animal Control Services Agreement

Resolution 2021-06-08-06

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Council receives the recommendation from the Strategic Priorities Committee regarding a 3-year agreement with the Humane Society Kitchener Waterloo & Stratford Perth; and

THAT Council defer the recommendation to agenda item 9.2.1, ADMIN 24-2021 Agreement with Humane Society Kitchener Waterloo & Stratford Perth for Animal Control Services.

CARRIED

7.1.3 Reallocation of 2019 Provincial One-Time Modernization Funding

Resolution 2021-06-08-07

Moved By Councillor Hainer

Seconded By Councillor Pridham

THAT Council approves reallocating \$216,614 of 2019 One-Time Modernization funds to the following projects:

- Building/Development Department Property Files Digitization (if not funded by other sources)
- Corporate Services IT Strategy (if not funded by other sources)
- Human Resources Recruiting System
- PRC Capacitor Installation
- PRC Refrigeration Controls Replacement
- Childcare Centre Playground Astro Turf; and

THAT Council approves the use of the 2021 capital budget allocation for energy upgrades, as required, for the PRC Capacitor Installation and PRC Refrigeration Controls Replacement.

CARRIED

7.2 Regular Council - May 25, 2021

Resolution 2021-06-08-08

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT the May 25, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

8. CORRESPONDENCE

8.1 Krissy Nickle re: Truth and Reconciliation Commission Calls to Action

Resolution 2021-06-08-09

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the correspondence from Krissy Nickle regarding the Truth and Reconciliation Commission Calls to Action be received.

CARRIED

9. STAFF REPORTS

9.1 Building and Development Services

9.1.1 DEV 24-2021 Accessory Apartment Units in St. Marys – Zoning Regulations Update

Mark Stone presented DEV 24-2021 report.

Councillor Luna departed the meeting at 6:46 pm.

Resolution 2021-06-08-10

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT DEV 24-2021 Accessory Apartment Units in St. Marys – Zoning Regulations Update be received;

THAT Council approve the proposed amendments to the Zoning By-law related to accessory apartment units; and

THAT Council consider Zoning By-law Amendment No. Z144-2021.

CARRIED

9.1.2 DEV-23 2021 177 Church St. S. (Museum) Façade Maintenance

Grant Brouwer presented DEV 23-2021 report.

Resolution 2021-06-08-11

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT DEV-23 2021 177 Church St. S. (Museum) Façade Maintenance; and,

THAT the procurement for Museum Façade Maintenance be awarded to Mekker Construction Ltd. o/a Zero Defects for the procured price of \$44,861.00, inclusive of all taxes and contingencies; and,

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

CARRIED

9.2 Administration

9.2.1 ADMIN 24-2021 Agreement with Humane Society Kitchener Waterloo & Stratford Perth for Animal Control Services

Jenna McCartney presented ADMIN 24-2021 report.

Resolution 2021-06-08-12

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT ADMIN 24-2021 Agreement with Humane Society Kitchener Waterloo & Stratford Perth for Animal Control Services report be received; and

THAT Council delegate the authority to the Chief Administrative Officer to negotiate such changes to bring the agreement to its final form; and

THAT Council consider By-law 58-2021 for the execution of an agreement for animal control services with Humane Society Kitchener Waterloo & Stratford Perth; and

THAT Council authorize the Mayor and the Clerk to sign the associated agreement once the Chief Administrative Officer confirms the agreement to be in final form.

CARRIED

9.2.2 ADMIN 26-2021 Update on Town Services Reopening Plan

Brent Kittmer presented ADMIN 26-2021 report.

Resolution 2021-06-08-13

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT ADMIN 26-2021 Update on Town Services Reopening Plan be received for information.

CARRIED

9.3 Community Services

9.3.1 DCS 19-2021 June is Seniors Month

Stephanie Ische presented DCS 19-2021 report.

Resolution 2021-06-08-14

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT DCS 19-2021 June is Seniors Month report be received; and

THAT Council proclaim the month of June as Seniors Month in the Town of St. Marys.

CARRIED

9.3.2 DCS 20-2021 June is Recreation and Parks Month

Stephanie Ische presented DCS 20-2021 report.

Councillor Edney departed the meeting at 7:01 pm.

Resolution 2021-06-08-15

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT DCS 20-2021 June is Recreation and Parks Month be received; and

THAT Council proclaim the month of June as Recreation and Parks Month in the Town of St. Marys.

CARRIED

9.4 Public Works

9.4.1 PW 44-2021 Request to Amend the Tree Donation Policy

Jed Kelly presented PW 44-2201 report.

Councillor Edney returned to the meeting at 7:03 pm.

Resolution 2021-06-08-16

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT PW 44-2021 Request to Amend the Tree Donation Policy be received; and,

THAT Council amend the Tree Donation Program Policy as per Attachment A: Amended Tree Donation Program Policy; and

THAT Staff report back with regards to plaque placement and maintenance.

CARRIED

9.4.2 PW 45-2021 Sole Source Request for Turf to Park N Play Design

Jed Kelly presented PW 45-2021 report.

Councillor Edney departed the meeting at 7:14 pm.

Resolution 2021-06-08-17

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT PW 45-2021 Sole Source Request for Turf to Park N Play Design be received; and,

THAT the procurement for artificial turf for the Childcare Centre playground be awarded to Park N Play Design for the procured price of \$37,986.98, inclusive of all taxes and contingencies; and,

THAT Council approves the unbudgeted amount as identified in PW 45-2021 report; and,

THAT Council consider By-Law 54- 2021 and authorize the Mayor and the Clerk to sign the associated agreement.

CARRIED

10. COUNCILLOR REPORTS

10.1 Operational and Board Reports

Each Councillor provided a brief update regarding recent minutes of Committees and Board.

Councillor Edney returned to the meeting at 7:18 pm.

Resolution 2021-06-08-18

Moved By Councillor Craigmile

Seconded By Councillor Pridham

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

CARRIED

10.1.1 Bluewater Recycling Association - Coun. Craigmile

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

10.1.3 Municipal Shared Services Committee - Mayor Strathdee, Coun. Luna

10.1.4 Huron Perth Public Health - Coun. Luna

10.1.5 Spruce Lodge Board - Coun. Luna, Pridham

10.1.6 Upper Thames River Conservation Authority

10.2 Advisory and Ad-Hoc Committee Reports

10.2.1 Accessibility Advisory Committee - Coun. Hainer

10.2.2 Business Economic Support and Recovery Task Force - Mayor Strathdee, Coun. Edney

10.2.3 Business Improvement Area - Coun. Winter

10.2.4 CBHFM - Coun. Edney

10.2.5 Committee of Adjustment

- 10.2.6 Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee
- 10.2.7 Green Committee - Coun. Pridham
- 10.2.8 Heritage Advisory Committee - Coun. Pridham
- 10.2.9 Huron Perth Healthcare Local Advisory Committee - Coun. Luna
- 10.2.10 Museum Advisory Committee - Coun. Hainer
- 10.2.11 Planning Advisory Committee - Coun. Craigmile, Hainer
- 10.2.12 Recreation and Leisure Advisory Committee - Coun. Pridham
- 10.2.13 Senior Services Advisory Committee - Coun. Winter
- 10.2.14 St. Marys Lincolns Board - Coun. Craigmile
- 10.2.15 St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter
- 10.2.16 Youth Council - Coun. Edney

11. EMERGENT OR UNFINISHED BUSINESS

None.

12. NOTICES OF MOTION

12.1 Councillor Pridham re: Financial Contribution Tk'emlúps te Secwépemc First Nation

Councillor Pridham read the notice of motion regarding to the financial contribution Tk'emlúps te Secwépemc First Nation. Council will deliberate the motion at the June 22 regular Council meeting.

Resolution 2021-06-08-

THAT Council for the Town of St. Marys is committed to continuously improving our community's inclusiveness and diversity; and

THAT the Town of St. Marys make a financial contribution in the amount of \$2,150.00 to the Tk'emlúps te Secwépemc First Nation to assist with their efforts to recover and reinter the 215 children buried at the site of the Kamloops Residential School; and

THAT the Town of St. Marys send correspondence to MP John Nater requesting that the Federal Government take concrete action to support survivors, families and all Indigenous peoples affected by Residential Schools, and take action to advance the Canadian Truth and Reconciliation Commission's 94 Call to Action recommendations.

13. BY-LAWS

Resolution 2021-06-08-19

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT By-Laws 56-2021, 57-2021, 58-2021 and Z144-2021 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

13.1 By-Law 56-2021 Agreement with Park N Play Design for Artificial Turf

13.2 By-Law 57-2021 Fireworks

13.3 By-Law 58-2021 Agreement with Humane Society Kitchener Waterloo & Stratford Perth

13.4 Z144-2021 Accessory Apartment Update

14. UPCOMING MEETINGS

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

15. CONFIRMATORY BY-LAW

Resolution 2021-06-08-20

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT By-Law 59-2021, being a by-law to confirm the proceedings of June 8, 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

16. ADJOURNMENT

Resolution 2021-06-08-21

Moved By Councillor Hainer

Seconded By Councillor Pridham

THAT this regular meeting of Council adjourns at 7:40 pm.

CARRIED

Al Strathee, Mayor

Jenna McCartney, Clerk



MINUTES
Strategic Priorities Committee

June 15, 2021

9:00 am

Town Hall, Council Chambers

Council Present: Councillor Craigmile (video conference)
Councillor Edney (in-person)
Councillor Hainer (video conference)
Councillor Luna (video conference)
Councillor Pridham (video conference)
Councillor Winter (in-person)

Council Absent: Mayor Strathdee

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

Conference Line
Grant Brouwer, Director of Building and Development
Jed Kelly, Director of Public Works
André Morin, Director of Corporate Services / Treasurer
Dave Blake, Environmental Services Supervisor
Mark Stone, Planner

1. CALL TO ORDER

Chair Edney called the meeting to order at 9:02 am.

2. VICE CHAIR APPOINTMENT

Councillor Winter nominated Councillor Craigmile as Vice Chair for the purpose of today's meeting.

Councillor Craigmile accepted the nomination.

Resolution 2021-06-15-01

Moved By: Councillor Winter

Seconded By: Councillor Pridham

THAT Councillor Craigmile be appointed as the Vice Chair for the purpose of the June 15, 2021 Strategic Priorities Committee meeting.

CARRIED

4. AMENDMENTS AND APPROVAL OF THE AGENDA

Resolution 2021-06-15-02

Moved By: Councillor Luna

Seconded By: Councillor Pridham

THAT the June 15, 2021 Strategic Priorities Committee agenda be accepted as presented.

CARRIED

5. STRATEGIC PRIORITIES REVIEW

5.1 PW 47-2021 Annual Water and Wastewater Financial Assessment

Dave Blake presented PW 47-2021 report.

The Committee discussed the options presented in the staff report and the potential outcome of each option.

Resolution 2021-06-15-03

Moved By: Councillor Winter

Seconded By: Councillor Pridham

THAT Report PW 47-2021, Annual Water and Wastewater Financial Assessment be received for discussion; and,

THAT the Strategic Priorities Committee recommends to Council:

THAT water rates be increased by 2.0% for 2022 in accordance with the Town's current water system financial plan; and,

THAT wastewater rates be increased by 2.4% for 2022 in accordance with the Town's current wastewater system financial plan.

CARRIED

5.2 PW 48-2021 Waste Management Financial Assessment

Dave Blake presented PW 48-2021 report.

The Committee discussed the options presented in the staff report and the potential outcome of each option.

Resolution 2021-06-15-04

Moved By: Councillor Luna

Seconded By: Councillor Craigmile

THAT Report PW 48-2021, Waste Management Financial Assessment be received for discussion; and

THAT the Strategic Priorities Committee Recommends to Council:

THAT Waste Management user fees for curbside collection wheelie bins increase by 1.5% for 2022.

CARRIED

5.3 ADMIN 27-2021 Service Ontario Contract for Service

Brent Kittmer presented ADMIN 27-2021 report.

The Committee discussed the report and an overview of the proposed agreement.

Resolution 2021-06-15-05

Moved By: Councillor Winter

Seconded By: Councillor Craigmile

THAT ADMIN 27-2021 Service Ontario Contract for Service report be received; and

THAT the Strategic Priorities Committee recommends to Council:

THAT Council approves the agreement for Service Ontario with the Ministry of Government and Consumer Services in substantially the same form as appended to report ADMIN 27-2021, and

THAT Council consider By-law 60-2021, being a by-law to delegate authority to the CAO to negotiate final changes to the Service Ontario agreement and authorizing the Mayor and Clerk to sign the agreement with the Ministry of Government and Consumer Services when deemed complete; and

THAT Council consider By-law 61-2021, being a by-law authorizing the Mayor and Clerk to sign a lease agreement for 194 Queen Street West with RSTD Holdings Ltd.

CARRIED

6. NEXT MEETING

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

7. ADJOURNMENT

Resolution 2021-06-15-06

Moved By: Councillor Craigmile

Seconded By: Councillor Luna

THAT this meeting of the Strategic Priorities Committee adjourn at 10:54 pm.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk

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

May 20, 2021

Dear CAO Brent Kittmer et al,

On behalf of the Board of Health for Huron Perth Public Health, please accept my sincere appreciation to the Town of St Marys for your support of the Huron Perth COVID response.

Municipalities continue to be instrumental in the success of our vaccine program through actions such as joint planning, promotion of our communications, the provision of human resources to staff Mass Vaccination clinics, and the provision of facilities to host Mass Vaccination clinics.

Ensuring that residents have as much access as possible across the geographic area of Huron-Perth is important, and the generous support of municipalities is critical in making this happen. We are grateful for your support in this, and have heard much gratitude from residents as well.

HPPH looks forward to our continued collaboration to keep residents in Huron Perth safe during the pandemic and to make vaccine accessible for all.

Sincerely,



Miriam Klassen
Medical Officer of Health & CEO

357-2021-43

June 17, 2021

His Worship Al Strathdee
Mayor, Town of St. Marys
Email: astrathdee@town.stmarys.on.ca

Tracy Annett, General Manager/Secretary
Treasurer
Upper Thames River Conservation Authority
Email: annett@thamesriver.on.ca

Dear Mayor Strathdee and Tracy Annett:

I would once again, like to thank you for taking the time to meet with us in March to discuss the ongoing flooding concerns downstream of Wildwood Dam. As a result of those productive discussions, our ministries have had further discussions and developed a set of recommendations to address this longstanding, local issue. Our recommendations are as follows:

1. UTRCA and Golf Club establish and maintain staff-level communication.
2. UTRCA continue to take the Golf Club's concerns into consideration and when possible, given weather prediction limitations and the need to augment summer flows downstream, make adjustments to winter and spring reservoir storage volumes in advance of large storm events.
3. The Golf Club consider UTRCA's guidance and expertise on property-specific measures they can take to mitigate the impacts of seasonal high-water levels. This may include recommendations to install onsite drainage modifications, riparian buffers, channel widening, and other measures that would build the golf course's resiliency to seasonal flooding.
4. UTRCA consider seeking an external review of Wildwood Dam's operating strategy for third party input, at a scope consulted on with the Town and Golf Club, such as by another conservation authority or a consultant with the necessary experience and qualifications.

We appreciate the history and complexity of this local issue. We trust that completing these actions will serve as a step forward. It is our expectation that the UTRCA will work with the Town of St. Marys and the St. Marys Golf and Country Club, to address any outstanding concerns associated with the operation of Wildwood Dam for the benefit of the entire community.

If you have any questions or concerns, please do not hesitate to reach out to me at 416-627-5917, or at Debbie.Scanlon@ontario.ca.

Sincerely,

Debbie Scanlon

Debbie Scanlon, Manager, Conservation and Source Protection Branch
Ministry of the Environment, Conservation and Parks

c: Mitch Wilson, District Manager, Regional Operations Division, Southern Region, MNRF
Chris Tasker, Manager, Water and Information Management, Upper Thames River CA
Brent Kittmer, Chief Administrative Officer, Town of St. Marys
Erin Harkins, Program Analyst, Conservation and Source Protection Branch, MECP

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Building and Development
Date of Meeting:	22 June 2021
Subject:	DEV 26-2021 June Monthly Report (Building & Development)

RECOMMENDATION

THAT DEV 26-2021 June Monthly Report (Building & Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building Department

- There were 18 permits issued compared to 11 the previous year.
- There were 7 dwelling units issued this month compared to 0 the previous year.
- The total construction value was \$3,586,346 this month compared to \$287,000 the previous year.
- The total permit fees collected this month was \$19,150.00.
- There were 39 appointments made this month by the Building Department.
- There were zero permits issued for accessory apartment units this month.

Planning - Applications

- Application for a Zoning By-law Amendment for 347 James Street South approved by Council (Z143-2021), appeal period closed on June 2, 2021 – no appeals received.
- Town initiated Zoning By-law Amendment regarding Accessory Apartments (Z144-2021), Public Meeting held on June 8, 2021, appeal period commenced.
- Minor Variance Application for 342 Jones Street East (A01-2021) deemed complete, Public Hearing to take place on June 16, 2021.
- Minor Variance Application for 239 James Street South (A02-2021) deemed complete, Public Hearing to take place on June 16, 2021.
- Consent to Sever Application for 84 Water Street South (B01-2021) deemed complete, Public Hearing to take place on June 16, 2021.
- Site Plan Agreement for 20 Thames Road closed, and securities returned to the Owner.
- Development Agreement for 256 Church Street South closed, and securities returned to the Owner.
- One (1) pre-consultation meeting held between May 13 and June 11, 2021 although several planning inquiries have been received. Inquiries that require more detail are directed to the pre-consultation process.
- One (1) Zoning Compliance Request received and issued between May 13 and June 11, 2021.

Planning – Strategic Projects

- Comprehensive Parking Review

- Staff are reviewing the Consultant's submission. Presentation to Council scheduled for July 6, 2021.
- Community Improvement Plan
 - Public Meeting to consider adopting a new Community Improvement Plan scheduled for June 22, 2021.
 - Town Staff preparing an implementation plan including processes, and program materials.
- Official Plan
 - Comments received from the MMAH. Staff are working through the comments.
- Planning Process Review
 - A formalized pre-consultation process was established in January 2021, pre-consultation checklist has been updated.
 - Development Team meetings continue to discuss pre-consultation requests, and other topics as they relate to Planning.
 - Reviewing application timelines and how the public is notified of application and the number of external facing meetings required – auditing the *Planning Act* to ensure compliance.

Facilities – Operational

- COVID 19 – cleaning and sanitizing MOC, Via, Fire Hall, Museum, Library & Town Hall daily, fogging weekly.
- Town Hall – project awarded to Turner Plumbing; work has commenced.
- Continuity Plan developed and implemented for facilities staff.
- Alarm Monitoring for Town Buildings – change over completed to Chubb Edwards.
- Seasonal Staff hired and trained.
- Town Hall – Chubb Edwards repaired emergency light.
- Library Church Street Stairs – Jeffrey Custom Masonry repaired damaged stairs.

Facilities – Capital

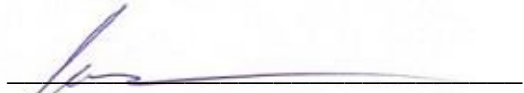
- Asset Management – working on document.
- Cemetery Washroom Project – project awarded to JSB Construction, building permit purchased, awaiting scheduling.
- Fire Hall SCBA compressor RFQ – project awarded to AJ Stone, delivered expected at the end of June.
- Lind Park Retaining Wall – work completed week of June 7th.
- Cemetery Window Project – Project completed.
- Museum Façade Maintenance Project – RFQ written, closed May 26, report sent to Town Council for June 8 meeting.
- Landfill Storage Building Maintenance- awarded to JSB Construction, waiting on scheduling.
- Lind Sportsplex HVAC Replacement – awarded to Forman Electric, installation scheduled for June 15.
- Town Hall Building Assessment project – awarded to Capital Management Engineering Ltd., scheduling to follow.
- Cadzow Donor Sign – sign has been installed, project complete.

SPENDING AND VARIANCE ANALYSIS

- Lind Sportsplex – purchase and installation of baby change tables as per Life Saving Society Recommendations - \$971.98
- Lind Sportsplex – purchase and installation of mixing valves for changeroom sinks as per Life Saving Society Recommendations - \$721.67

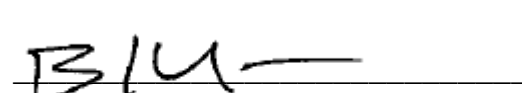
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

As of May 31 2021																
Permit value (PV), Permit (PN), Dwelling unit (DU)	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total	Annual permit fees		
2021 PV	\$5,763,138	\$1,715,955	\$1,545,000	2,201,400.00	\$1,586,346								\$16,811,839	\$103,543		
PN (DU)	11 1	9 2	17 10	14 7	18 7								69 27			
2020 PV	\$950,000	\$624,000	\$10,678,120	2,829,500.00	\$287,000	\$3,733,000	\$1,391,200	\$1,955,499	\$6,407,884	\$5,091,700	\$2,090,000	\$761,000	\$38,801,201	\$181,501		
PN (DU)	7 3	7 2	17 23	13 3	11 0	26 9	14 4	19 7	15 5	15 13	12 4	10 1	166 72			
2019 PV	\$110,000	\$442,100	\$1,259,500	2,313,500.00	\$2,174,500	\$2,178,800	\$954,000	\$1,364,600	\$1,151,050	\$2,367,050	\$1,485,000	\$750,000	\$16,751,000	\$116,952		
PN (DU)	7 0	7 1	9 2	14 6	13 11	17 8	11 2	12 3	15 3	15 9	12 4	2 3	134 53			
2018 PV	\$700,000	\$233,500	\$1,132,500	4,721,000.00	\$4,461,001	\$1,887,100	\$1,984,300	\$644,100	\$2,737,450	\$2,220,500	\$1,561,200	\$393,000	\$22,875,651	\$151,296		
PN (DU)	7 2	4 0	15 6	15 7	23 5	23 4	22 5	13 1	21 5	14 14	11 3	4 1	172 53			
2017 PV	\$2,370,100	\$128,350	\$95,380	\$1,204,050	\$1,898,500	\$2,925,138	\$4,725,400	\$1,900,600	\$1,365,800	\$775,000	\$4,377,401	\$60,000	\$18,825,719	\$150,015		
PN (DU)	11 4	7 0	4 0	18 4	29 6	22 5	21 3	21 7	16 3	8 2	7 2	4 0	168 36			
2016 PV	\$181,000	\$336,000	\$867,600	\$760,201	\$1,809,000	\$1,531,000	\$1,227,000	\$644,501	\$764,400	\$1,433,300	\$2,215,000	\$2,515,000	\$14,244,002	\$114,897		
PN (DU)	4 0	3 1	8 2	11 1	12 7	11 1	13 6	15 1	15 2	15 3	7 3	4 11	120 38			
2015 PV	\$10,500	\$105,502	\$1,741,100	\$784,660	\$1,581,261	\$1,263,000	\$1,518,000	\$807,168	\$997,301	\$592,900	\$597,000	\$597,100	\$10,595,492	\$128,416		
PN (DU)	2 0	8 1	8 7	11 3	21 5	18 3	8 7	10 4	10 3	13 2	6 2	5 3	120 40			
2014 PV	\$475,000	\$44,500	\$895,000	\$1,792,000	\$1,544,500	\$2,053,050	\$1,049,500	\$1,004,700	\$1,226,750	\$1,199,001	\$134,200	\$1,449,000	\$11,268,001	\$140,304		
PN (DU)	5 2	6 0	4 2	9 2	13 2	13 2	12 8	14 4	13 5	11 5	5 2	10 9	115 43			
2013 PV	\$18,000	\$48,500	\$936,500	\$1,072,500	\$749,220	\$2,223,500	\$964,200	\$661,500	\$804,200	\$1,158,000	\$426,500	\$1,697,500	\$10,762,120	\$108,411		
PN (DU)	2 0	2 1	5 4	10 2	11 3	13 8	10 4	9 2	8 2	11 5	4 1	8 8	93 40			
2012 PV	\$518,300	\$25,000	\$610,000	\$522,802	\$784,150	\$3,788,988	\$1,521,500	\$2,586,000	\$659,500	\$736,000	\$700,300	\$477,900	\$12,432,640	\$152,225		
PN (DU)	8 2	1 0	5 2	13 1	9 1	15 6	11 8	19 0	7 1	6 3	9 3	4 2	107 29			
2011 PV	\$127,400	\$0	\$1,020,300	\$1,800,000	\$1,171,150	\$2,662,200	\$2,517,490	\$446,500	\$62,500	\$1,959,000	\$805,600	\$25,801	\$11,997,041	\$178,641		
PN (DU)	5 1	0 0	9 4	14 8	13 4	19 2	18 6	6 1	3 0	11 5	9 3	4 0	111 34			
2010 PV	\$65,000	\$75,000	\$1,582,000	\$601,800	\$123,700	\$302,300	\$1,570,000	\$4,069,000	\$1,014,300	\$2,226,280	\$1,085,200	\$553,500	\$11,470,060	\$154,284		
PN (DU)	3 0	5 0	7 6	11 1	7 2	16 1	12 4	12 32	10 1	14 7	11 4	1 1	111 61			
2009 PV	\$232,500	\$113,450	\$25,100	\$339,500	\$6,197,200	\$792,900	\$611,900	\$7,790,250	\$705,160	\$932,539	\$409,000	\$399,600	\$18,549,099	\$139,164		
PN (DU)	7 1	6 0	3 1	7 8	12 3	17 1	21 2	14 4	16 2	14 5	7 2	9 1	124 30			
Monthly PV	\$879,245	\$272,321	\$1,159,165	\$1,509,784	\$2,206,711	\$1,917,143	\$1,695,026	\$1,992,829	\$1,044,401	\$1,361,677	\$1,017,855	\$810,764	\$15,048,780	\$136,512		



INFORMATION REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	22 June 2021
Subject:	DEV 31-2021 St. Marys Community Improvement Plan

INFORMATION

This report has been prepared in conjunction with the statutory public meeting for the proposed Town of St. Marys Community Improvement Plan (CIP). The purpose of this report is to provide background information including the project objectives, and an overview of the proposed CIP.

RECOMMENDATION

THAT DEV 31-2021 St. Marys Community Improvement Plan be received for information; and

THAT Staff report back to Council with final recommendations regarding the proposed Community Improvement Plan following consideration of any comments received at the public meeting.

BACKGROUND

Section 106 of the *Municipal Act* prohibits a municipality from directly or indirectly assisting “any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose” including “giving a total or partial exemption from any levy, charge or fee”. However, Section 28(7) of the *Planning Act* provides an exemption to this restriction stating that “for the purpose of carrying out a municipality’s community improvement plan that has come into effect, the municipality may make grants or loans, in conformity with the community improvement plan, to registered owners, assessed owners and tenants of lands and buildings within the community improvement project area, and to any person to whom such an owner or tenant has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the community improvement plan”.

Section 28 of the *Planning Act* allows municipalities, where there are provisions in its Official Plan relating to community improvement, to designate by by-law a Community Improvement Project Area (CIPA), and subsequently provide for the preparation of a CIP. A CIP is used by municipalities to promote development and/or improvements in the designated CIPA by identifying goals for the area and financial incentives available to landowners.

At the February 18, 2020 Strategic Priorities Committee meeting, Council directed staff to commence the CIP Project. The CIP Project was paused due to the pandemic but in the Fall of 2020, the CIP Project was reinitiated with the holding of virtual public open houses on December 3, 2020.

On March 16, 2021, Town staff reported back to the Strategic Priorities Committee with a proposed new CIP for the Town. Council directed staff to circulate the draft CIP to the Ministry of Municipal Affairs and Housing (MMAH) and following receipt of comments, proceed with the holding of the required public meeting under the Planning Act.

In late April 2021, the MMAH advised the Town that it had completed its review of the proposed new CIP and had no comments or concerns.

PROJECT OBJECTIVES

The Town established the following project objectives:

1. Assess the effectiveness of the Town's existing CIPs
2. Consolidate the CIPs into a single document
3. Modify, expand and/or add economic development related programs and incentives that:
 - encourage and support local start-ups, and attracts new businesses to locate in St. Marys
 - support downtown businesses and encourage the filling of vacant units in the commercial core
 - promote the downtown as key destination in Town and embrace culture as key driver of the Town's tourism strategy
 - support the expansion of existing businesses in Town
4. Develop programs and incentives to encourage and support the development of attainable housing throughout the Town.
5. Explore program and incentive options to promote and assist with the development of brownfields.
6. Identify and study other community needs that could be addressed through the CIP.

REPORT

DRAFT COMMUNITY IMPROVEMENT PLAN

Some of the key components of the draft CIP include:

- An applicant may be eligible to receive multiple grants (provided they are available in any given year), in accordance with the following:
 - i. The total combined value of grants provided to the applicant by the Town per year shall not exceed \$10,000 per project and/or property (or \$20,000 if combined value includes Service Connection Fee Grant), or the total value of eligible costs, whichever is less; and
 - ii. Applicants shall not be eligible to receive the same grant two years in a row for the same property.
- Generally, grants shall not exceed 50 percent of eligible costs (except where specified)
- The CIP Implementation Lead will be the Chief Building Official and will be responsible for reviewing and evaluating applications for financial incentives, and making a recommendation to Council with respect to the approval or refusal of financial incentive applications, if required.
- The Town may put into effect any number of the financial incentives identified in the CIP during the implementation period, subject to the availability of Town funds and other resources.

The following chart provides a summary of the proposed CIP programs.

CIP SECTION	INCENTIVE / PROGRAM	DESCRIPTION	FUNDING PER PROJECT
6.3	Façade and Signage Improvement Grant	<ul style="list-style-type: none">• Improvements to an existing building façade or signage.• Supports the Strategic Plan: Pillars 4 and 5 (Culture and Recreation, and Economic Development), protecting unique heritage assets and supporting perception of Downtown as vibrant gathering area.	\$8,000 to \$10,000

CIP SECTION	INCENTIVE / PROGRAM	DESCRIPTION	FUNDING PER PROJECT
		<ul style="list-style-type: none"> Intended to maintain the historic character of the Downtown, and attract businesses and tourism. 	
6.4	Building and Site Improvement	<ul style="list-style-type: none"> Structural improvements to existing buildings and properties such as landscaping, walkways, ramps, railings, etc. Supports the Strategic Plan: Pillars 4 and 5 (Culture and Recreation, and Economic Development), investigate the idea of providing allowances for accessibility changes to buildings under the CIP, ensuring a vibrant and sustainable commercial sector, and focusing attention and resources to ensure both business retention and expansion. Program will support accessibility, sustainability and economic development objectives of the Town. 	\$8,000
6.5	Commercial Conversion and Expansion Grant	<ul style="list-style-type: none"> Small-scale conversions of existing vacant or underutilized space into new commercial or mixed use space. Also support establishment of business incubator space. Supports the Strategic Plan: Pillar 5 (Economic Development), offer incentives to new businesses to occupy vacant storefronts, ensuring a vibrant and sustainable commercial sector, focusing attention and resources to ensure both business retention and expansion. Identify vacant spaces to host entrepreneurs and create an inventory. Begin the process of downtown revitalization, and using vacant space in the downtown for entrepreneurs. Research the possibility of introducing business incubator(s) as part of the industrial strategy, including potential partners, budget, utilizing existing facilities, governance model, etc. Program is intended to support growing businesses and increase commercial tax assessment. 	\$8,000
6.6	Downtown Rental Housing Grant	<ul style="list-style-type: none"> Assist in creation of new residential rental units and improve condition of existing rental residential units in the upper storeys of commercial and office buildings. Program is intended to increase the supply of attainable rental housing units and will increase the number of potential patrons of local businesses in the Downtown. 	\$5,000 per unit
6.7	Accessory Dwelling Unit Grant	<ul style="list-style-type: none"> Assist in the creation of new residential rental units outside of the Downtown in existing single detached, semi-detached and townhouse dwellings Program is intended to increase the supply of attainable rental housing units in the Town. 	\$10,000 per unit
6.8	POPS and Public Art Grant	<ul style="list-style-type: none"> Encourage the inclusion of art programming such as mural work, sidewalk art, commemoration, custom site amenities, etc. Supports the Strategic Plan: Pillar 5 (Economic Development), supporting perception of Downtown as vibrant gathering area and investigate opportunities to invest in space in the core to further promote and expand local arts, culture, and theatre. 	\$5,000
6.9	Sidewalk Café and Outdoor Patio Grant	<ul style="list-style-type: none"> Intended to support temporary sidewalk cafes in the Downtown and the establishment of restaurant patio space in other areas, where permitted and appropriate. Supports the Strategic Plan: Pillar 5 (Economic Development), supporting perception of Downtown as vibrant gathering area. Program would support lively and vibrant streetscape in Downtown and expansion of patron space in other areas. 	\$5,000
6.10	Design and Study Grant	<ul style="list-style-type: none"> Assist with the completion of studies, plans, or designs required to investigate the site-specific potential of an improvement project. Program would assist with upfront costs for businesses but completed plans and studies may not lead to an actual business startup in all cases. 	\$5,000
6.11	Planning Application and	<ul style="list-style-type: none"> Reduce the cost of improvements by offering a grant for any required planning application or building permit fees. 	\$5,000

CIP SECTION	INCENTIVE / PROGRAM	DESCRIPTION	FUNDING PER PROJECT
	Building Permit Fee Rebate Grant	<ul style="list-style-type: none"> Program is intended to increase the supply of attainable housing units in the Town. 	
6.12	Redevelopment and Adaptive Reuse Grant	<ul style="list-style-type: none"> Stimulate investment by deferring part of the increase in property taxation because of adaptive reuse, building rehabilitation, and retrofit works. 	
6.13	Province of Ontario Brownfield Financial Tax Incentive Grant	<ul style="list-style-type: none"> Cancellation or deferral of municipal taxes to assist with eligible costs of environmental remediation and rehabilitation. Program will support economic development objectives of the Town and lead to cleanup of brownfield properties. 	
6.14	Service Connection Fee Grant	<ul style="list-style-type: none"> Assist with the cost of connections to water, wastewater and stormsewer services that may otherwise be considered cost prohibitive. Program can support some commercial, industrial and multi-residential infill development, but there will be a limited number of properties, relative to other programs, where this will be applicable. 	\$15,000

COMMUNICATIONS

Notice of Public Meeting for the proposed CIP appeared in the June 3, 2021 St. Marys Independent (issued on June 2, 2021) and was circulated to those agencies as prescribed by Regulation.

At the time of preparing this report, the Town had not received any comments from Town departments or external agencies in response to the notice circulation.

On June 14, 2021, Town staff met with the Town's Business Improvement Area Board to present the proposed CIP, and the Board endorsed the proposed CIP in principle. During the meeting, a public comment was received (via email) noting concerns with the funding discrepancy between the Downtown Rental Housing Grant (\$5,000 per unit) and the Accessory Dwelling Unit Grant (\$10,000 per unit), adding that it is unfair as "renovations would cost more or at least the same regardless of where the property is located".

SUMMARY & IMPLICATIONS

Following the public meeting, staff will consider all comments received and report back to Council with recommendations regarding the CIP Project.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4 Culture and Recreation, and Pillar #5 Economic Development:
 - Outcome: Protecting unique heritage assets and supporting perception of the downtown as a vibrant gathering area.
 - Tactic(s): Offer incentives to new businesses to occupy vacant storefronts. Investigate the idea of providing allowances for accessibility changes to buildings under the CIP. Investigate opportunities to invest in space in the core to further promote and expand local arts, culture, and theatre.
 - Pillar #5 Economic Development:

- Outcome: Ensuring a vibrant and sustainable commercial sector, and focusing attention and resources to ensure both business retention and expansion.
- Tactic(s): Identify vacant spaces to host entrepreneurs and create an inventory. Begin the process of downtown revitalization. Use vacant space in the downtown for entrepreneurs. Explore turnkey operations and serviced commercial/ industrial lands.
- Pillar #5 Economic Development:
 - Outcome: Seeking new opportunities to attract small, medium and large industry is in the Town's best interests as part of its growth strategy. Increased focused on industry retention as part of the overall strategy.
 - Tactic(s): Build a retention plan, identify elements needed to ensure business stay and grow in the community.
- Pillar #5 Economic Development:
 - Outcome: Future industrial success will require the ability to create and grow local businesses as well as attracting new enterprises to the community.
 - Tactic(s): Research the possibility of introducing business incubator(s) as part of the industrial strategy, including potential partners, budget, utilizing existing facilities, governance model, etc.

OTHERS CONSULTED

N/A

ATTACHMENTS

- 1) Town of St. Marys Community Improvement Plan (proposed)

REVIEWED BY

Recommended by the Department

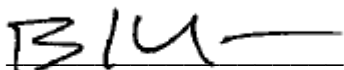


Mark Stone
Planner



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

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1. INTRODUCTION

St. Marys has long supported small businesses, entrepreneurs, and overall local economic development and revitalization by offering financial incentives (i.e., grants and loans) through the use of Community Improvement Plans (CIPs). However, in recent years, some of those programs have expired. Further, the Town has undertaken new planning initiatives, strategies, and studies to plan for the future, which also align with community improvement efforts.

In 2020, it was determined through Council Report DEV 10-2020 that a CIP review was needed to consolidate the existing CIP programs into a single document, and to modify/expand financial incentive programs in order to better meet the needs of St. Marys now and in the future.

The **St. Marys 2021 CIP** has been prepared to demonstrate that the Town remains committed to local revitalization and a prosperous future by investing in private landowners and businesses.

1.1 What is a CIP?

A CIP is a municipal planning and financial tool, legislated under the Ontario Planning Act, which sets out programs and strategies for improving the built, economic, and social environment in designated areas of a Municipality.

A CIP establishes a framework for public sector investment into private properties. Under Section 106 of the Municipal Act, municipalities are prohibited from directly or indirectly assisting local businesses by giving or lending money. However, having a CIP in place allows municipalities to assist financially with physical improvements to privately owned land and buildings.

Many municipalities across Ontario have prepared CIPs to achieve community goals, such as:

- Facilitating change;
- Stimulating economic growth;
- Assisting property owners with repair, rehabilitation, and redevelopment projects; and
- Raising awareness of local needs and priorities.

1.2 Contents

The **St. Marys 2021 CIP** sets out the following:

- A background summary (Section 2) and basis to the CIP¹ (Section 3);

¹ Sections 1 to 3 are not a legislative component of the St. Marys 2021 CIP.

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- Community Improvement Goal Statement and Objectives (Section 4);
- Community Improvement Project Areas (Section 5);
- Financial Incentive Programs (Section 6);
- Design Guidelines that apply to improvement projects (Section 7); **TBD**
- Details about implementing, marketing, and monitoring (Section 8).

2. BACKGROUND

2.1 The History of Community Improvement Planning in St. Marys

Prior to the **St. Marys 2021 CIP**, the Town had two CIPs in place:

1. The Facade Improvement CIP, which: was adopted on January 31, 2015; aimed to support the restoration and rehabilitation of building facades; and applied to the Central Commercial District (i.e., downtown area).
2. The Economic Prosperity CIP, which: was adopted on April 28, 2015; aimed to encourage job creation, business retention, and business expansion, in the industrial, commercial and retail sectors; and applied to the entire Town.

The Town's previous CIPs were prepared based on the direction of municipal documents/studies available at the time, including:

1. St. Marys Downtown/Community Economic Revitalization Strategy (2003), which was intended to guide and stimulate the community's economic, cultural, and social development.
2. "Our St Marys, Your Future", a community based strategic plan (2010), which set out strategies to better capitalize on the Town's strengths and assets and effectively position the community within the broader and regional economy.

The following table provides a summary of CIP grants awarded by the Town of St. Marys between 2015 and 2020.

Year	Total Façade Grants (\$)	Total Heritage Grants (\$)	Total of All Grants (\$)
2015	12,240	27,044	39,284
2016	12,765	26,746	39,511
2017	24,366	34,350	58,716

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Year	Total Façade Grants (\$)	Total Heritage Grants (\$)	Total of All Grants (\$)
2018	4,575	31,612	36,187
2019	17,813	10,379	28,192
2020	1,019	5,741	6,760

2.2 The Future of Community Improvement Planning in St. Marys

As mentioned, the Town has recently undertaken new planning initiatives, strategies, and studies to plan for the future. Incentive programs therefore need to reflect and integrate the directions from these documents into updated financial incentive programs, to ensure that goals and objectives are aligned.

In particular, the **St. Marys 2021 CIP** is based on land use planning policies, goals, and other directions established by the following Town led planning documents and initiatives:

- St. Marys Business Retention and Expansion Project;
- County of Perth, Town of St. Marys and City Stratford Economic Development Strategy and Action Plan;
- Strategic Plan Revision and Update;
- St. Marys Municipal Cultural Plan;
- St. Marys Asset Management Plan;
- Heritage Conservation District Plan; and,
- Town Official Plan and ongoing Official Plan review and update.

The **St. Marys 2021 CIP** also takes into consideration recent changes in Ontario's planning policy framework, including the following:

- Provincial Policy Statement, 2020; and
- More Homes, More Choice Act, 2019, S.O. 2019, c. 9 - Bill 108.

3. BASIS

3.1 Legislative Authority

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3.1.1 Planning Act

The Planning Act is the primary piece of legislation that provides the basis for the preparation of CIPs. The Planning Act sets out:

1. Types of projects/activities/works that are considered 'community improvement';
2. A process by which a Municipality can identify a 'community improvement project area' and prepare a 'community improvement plan';
3. Tools that can be implemented once a 'community improvement plan' is prepared; and
4. Eligible costs for which incentives can be provided.

Community Improvement:

Section 28(1) of the Planning Act defines 'community improvement' as "the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a Community Improvement Project Area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary".

Section 28(2) states that where there is an official plan in effect in a local Municipality or in a prescribed upper-tier Municipality that contains provisions relating to 'community improvement', the Council may, by By-law, designate the whole or any part of an area covered by such an official plan as a 'community improvement project area'.

Community Improvement Project Areas:

Section 28(1) of the Planning Act defines the term 'community improvement project area' as "a Municipality or an area within a Municipality, the Community Improvement of which in the opinion of the Council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason".

Community Improvement Plans:

Section 28(4) of the Planning Act states that once a 'community improvement project area' has been designated by By-law, "the Council may provide for the preparation of a plan suitable for adoption as a Community Improvement Plan for the Community Improvement Project Area".

Tools:

The Municipality may then prepare and use a 'community improvement plan' to:

- Acquire, hold, clear, grade or otherwise prepare land (Section 28(3));

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- Construct, repair, rehabilitate or improve buildings on land acquired/held by the Municipality (Section 28(6));
- Sell, lease or dispose of any land and buildings acquired or held by the Municipality (Section 28(6)); and
- Make grants or loans to eligible applicants within the community improvement project area to pay for the whole or any part of 'eligible costs' related to community improvement (Section 28(7)).

Eligible costs:

'Eligible costs' are defined in Section 28 (7.1) of the Planning Act, and include costs related to "environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities".

The word rehabilitation is emphasized above because it is important in understanding the definition of eligible costs. While the term 'rehabilitation' is not defined in the Planning Act, it is generally understood to mean the restoration of something back to its former capacity. By this definition, 'rehabilitation' would not apply to lands that have not previously been developed, or greenfield areas (i.e. lands located outside of the built-up area, as identified by the Province in 2006). Consequently, this section of the Planning Act does not allow for CIP tools to be applied to greenfield areas, unless for the provision of energy efficient uses, buildings, structures, etc.

Finally, Section 28 (7.3) states that the total of the grants and loans that is provided in respect of the lands and buildings shall not exceed the eligible cost of the community improvement project with respect to those lands and buildings.

Planning and Building Fees:

Outside of Section 28, municipalities also use provisions from Section 69 of the Planning Act (related to establishing tariffs of fees in respect to planning and building) as part of community improvement plans. Under Section 69(2), Municipalities are permitted to reduce the amount of, or waive entirely, the requirement for the payment of a fee in respect of an application where the Council, planning board or committee is satisfied that it would be unreasonable to require payment; however, it is noted that a CIP is not required as a basis for implementing this tool.

Alternatively, a Municipality can collect fees and then provide a partial or total rebate of fees in the form of a grant, but this must be done through a CIP.

3.1.2 Development Charges Act

In addition to the range of community improvement tools established by the Planning Act, Section 5 of the Development Charges Act allows a Municipality (through its development charge by-law)

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to provide for full or partial development charge exemptions for certain types of development. This tool is often incorporated into municipal CIPs; however, again, a CIP is not required to use it.

3.1.3 Municipal Act

Finally, Section 365.1 of the Municipal Act enables Municipalities to implement the Brownfields Financial Tax Incentive Program, which is intended to bring brownfields back into productive use. Under this program, municipalities may pass by-laws providing for the cancellation of all or a portion of the taxes for municipal purposes levied on eligible properties for which a phase two environmental site assessment has been conducted. The Province shares in the cost of the program by funding the education portion of the property tax relief.

Similarly, Section 365.2 enables municipalities to implement the Heritage Property Tax Relief Program. The program encourages the maintenance and conservation of locally designated heritage properties by allowing Municipalities to pass a by-law to provide tax relief (10 to 40 per cent) to owners of eligible heritage properties, subject to agreement to protect the heritage features of their property. The Province also shares in the cost of the program by funding the education portion of the property tax relief. It is noted that a CIP is not required to implement this tax relief program; however, it is only available to heritage properties that are designated under the Ontario Heritage Act.

3.2 Enabling Official Plan Policies

The Official Plan for the Town of St. Marys contains goals, objectives and policies for directing and managing change. The plan provides the long-term vision for growth and physical development of the municipality. Currently there are policies in place (as required by the Planning Act) that enable the creation of a CIP for the Town.

Existing policies allow the **St. Marys 2021 CIP** to address a wide range of physical, economic, and social needs and opportunities. Section 6.1 of the Official Plan identifies the following objectives for community improvement:

- 6.1.1 *To enhance the Town's ability to accommodate development, redevelopment and economic growth and to foster a climate favourable to private investment;*
- 6.1.2 *To preserve and protect, without placing undue burden to the Town's financial resources, man-made or natural features of the community that Council believes are important community assets;*
- 6.1.3 *To stimulate the rehabilitation and renewal of private property and enhance the visual quality and overall functionality of the community;*
- 6.1.4 *To preserve the viability of the Downtown area as the primary retail-commercial, civic and cultural focus of the Town; and*

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- 6.1.5 *To develop or rehabilitate hard and soft services in the Town to meet acceptable community standards, without placing undue burden on the Town's financial resources.*

In Section 6.2 of the Official Plan, a set of criteria are established which “*shall be used in the delineation of community improvement project areas for which community improvement plans will be prepared and implemented*”. The designated Community Improvement Project Area (CIPA) for the **St. Marys 2021 CIP** is introduced in Section 5.0 and is based on this policy direction from the Official Plan.

4. GOAL AND OBJECTIVES

4.1 CIP Goal Statement

This is the goal statement for the **St. Marys 2021 CIP**:

To proactively support and invest in the beautification, revitalization, and economic development of St. Marys, to achieve a more attractive, prosperous, and complete community.

4.2 CIP Objectives

To help measure the extent to which this goal is being achieved by the financial incentive programs, the following objectives for the CIP have also been identified:

1. Renew and restore private buildings and properties;
2. Expand local business activity;
3. Attract new investment, partnerships, and funding;
4. Increase the municipal tax base;
5. Promote St. Marys built and cultural heritage, and unique character;
6. Reduce vacant commercial and industrial buildings and properties; and
7. Increase the availability of affordable housing units.

5. COMMUNITY IMPROVEMENT PROJECT AREA (CIPA)

5.1 Analysis

As noted earlier, the Town's Official Plan establishes criteria in Section 6.2, which is to be used to identify and designate CIPAs. The following table shows how the criteria are met **to some extent** in key areas of the Town. At least one criterion must be met in order to designate an area a CIPA.

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Table A: Applying the Official Plan CIPA Criteria to St. Marys

CIPA Criteria (Official Plan Section 6.2)	Downtown St. Marys	Industrial Areas	Residential Areas
Building stock or property in need of rehabilitation;	✓	✓	
Building and structures of heritage or architectural significance in an area warranting conservation and/or enhancement	✓		✓
Conflicting or incompatible land uses or activities			
Deteriorated or insufficient physical infrastructure such as, but not limited to, sanitary and storm sewers and water mains, hydro, public transit and utilities			
Deteriorated or insufficient community services such as, but not limited to public recreational or community facilities, public open space/parks and public social facilities, in terms of size, space, location, access, landscaping, grading or equipment			
Inadequate mix of housing types and densities, including insufficient affordable housing			
Known or perceived environmental contamination			
Deterioration or insufficient parking facilities;	✓		
Poor overall visual amenity of the area, including, but not limited to streetscapes and urban design	✓	✓	
Existing Business Improvement Areas or potential for inclusion in a Business Improvement Area designation	✓		
Deficient streetscapes in terms of poor roads, curbs, traffic circulation, sidewalks, boulevards, tree planting, street furniture and street lighting	✓		
Inadequate flood protection			
Need for greater energy or water efficiency on land or in buildings		✓	
Need for waste reduction or achieve other environmental sustainability objectives		✓	
Opportunities for intensification and redevelopment of under-utilized sites	✓		✓
There are a number of screening, buffering or landscaping deficiencies in the area		✓	
Shortage of land to accommodate building expansion and/or parking and loading facilities			
Other barriers to the improvement or redevelopment of underutilized land or buildings			
Any other environmental, social or community economic development reasons for designation	✓	✓	✓

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Based on the above analysis, it has been determined that the **St. Marys 2021 CIPA** should be as comprehensive as possible to address local improvement needs and to ensure that a wide range of incentives are available to key areas.

5.2 Designated CIPA

The **St. Marys 2021 CIPA** includes all lands within the municipal boundary, as shown in Schedule A of the Town of St. Marys Official Plan, as amended, and provided in Appendix A of this CIP. The **St. Marys 2021 CIPA** has been adopted by Council by By-law No. 2021-__.

Financial Incentive Programs may be available to registered owners, assessed owners, and tenants (with written consent of the owner) of lands and buildings located within the CIPA, subject to a number of eligibility criteria, as described in Section 6.2 of this CIP.

Further, to ensure that the provision of financial incentives will achieve the Town's most significant environmental, social, and community economic development needs and opportunities, eligible uses have also been identified, below.

5.3 Eligible Uses

Only certain types of existing or proposed uses in the CIPA will be eligible for financial incentives (in accordance with the uses permitted by the Town's Official Plan and Zoning By-law). Unless otherwise stated in the Program Specific Eligibility Criteria (Section 6.3 to 6.14), these uses include:

- Commercial, office, or mixed-use buildings located in the Downtown;
- Rental housing units that are located above the ground floor of a commercial building in the Downtown;
- Industrial uses in existing industrial areas; and
- Secondary/additional residential units in the residential area.

6. FINANCIAL INCENTIVE PROGRAMS

6.1 Overview

Through the **St. Marys 2021 CIP**, the Town may provide financial incentives to eligible applicants within the CIPA identified in Section 5. The incentive programs are intended to stimulate private investment and physical improvements to private property, where such improvements will result in or contribute to the objectives set out in Section 4.2.

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The following Financial Incentive Programs may be available to eligible owners/tenants of land and buildings in the CIPA, subject to the Town's approved budget and availability of resources:

1. Façade and Signage Improvement Grant
2. Building and Site Improvement Grant
3. Commercial Conversion and Expansion Grant
4. Downtown Rental Housing Grant
5. Accessory Dwelling Unit Grant
6. POPS and Public Art Grant
7. Sidewalk Café and Outdoor Patio Grant
8. Design and Study Grant
9. Planning Application and Building Permit Fee Rebate Grant
10. Redevelopment and Adaptive Reuse Grant (TIEG)
11. Province of Ontario Brownfield Financial Tax Incentive Grant
12. Service Connection Fee Grant

Detailed information about General Eligibility Criteria (Section 6.2) and Program Specific Eligibility Criteria (Section 6.3 to 6.14) are outlined in the following pages.

6.2 General Eligibility Criteria

To be eligible for any of the Financial Incentive Programs that may be offered by the Town in any given year, the following General Eligibility Criteria must be met:

- a) The lands and buildings subject to an application must be located within the **St. Marys 2021 CIPA**. Town staff should be contacted to confirm that the property and proposed use is eligible.
- b) All projects must contribute to the CIP goals statement and to achieving one or more community improvement objectives (as identified in Section 4.1 and 4.2).
- c) All projects must comply with the any applicable Design Guidelines and be designed to complement the surrounding architectural styles and natural settings, and not overshadow the existing character of the broader area.
- d) All proposed projects must result in some level of improvement or rehabilitation over the existing conditions and will not simply represent a life cycle replacement.
- e) Unless otherwise specified, registered owners, assessed owners, and tenants (with written consent of the property owner) of private land or buildings may be eligible for financial incentives.

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- f) The total value of all grants provided to an owner/tenant shall in no case exceed the total value of eligible costs associated with the community improvement project.
- g) Unless otherwise specified in the Program Specific Eligibility Criteria (Section 6.3 to 6.14), an applicant may be eligible to receive multiple grants (provided they are available in any given year), in accordance with the following:
 - i. The total combined value of grants provided to the applicant by the Town per year shall not exceed \$10,000 per project and/or property (or \$20,000 if combined value includes Service Connection Fee Grant), or the total value of eligible costs, whichever is less; and
 - ii. Applicants shall not be eligible to receive the same grant two years in a row for the same property.
- h) Financial incentives will not be applied retroactively to works started prior to approval of applications and any application for costs incurred prior to the adoption of this CIP will not be considered eligible.
- i) The property owner must have no outstanding property tax or utility arrears or any other outstanding Town obligation on the subject property at the time of application or during the term of the grant.
- j) Applicants will be required to disclose all other funding sources, including governmental, private, or not-for-profit funding to support the project. These shall be taken into consideration in the review of applications and the value of incentives provided by the Town may be reduced, at the sole discretion of Council.
- k) The proposed works will conform with all applicable policies, standards, and procedures, including (but not limited to) the Official Plan and Zoning By-law, in addition to being subject to a review and the issuance of necessary planning and development approvals and building permits pursuant to the Ontario Building Code, Accessibility for Ontarians with Disabilities Act, and Ontario Regulation 167/06 (i.e., Conservation Authority Regulated Areas).

In addition to these General Eligibility Criteria, a set of Program Specific Eligibility Criteria (Section 6.3 to 6.14) must also be met, which are outlined in the description of financial incentives.

6.3 Façade and Signage Improvement Grant

6.3.1 Purpose and Anticipated Benefits

- a) The Façade and Signage Improvement Grant may be available to eligible applicants to assist with the financing of improvements to an existing building's façade or signage in the Downtown.

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- b) This grant is intended to promote aesthetic and functional improvements to buildings and properties, which otherwise may not occur due to cost premiums associated with these improvements.

6.3.2 *Value of Grant*

- a) Where all eligibility requirements are fulfilled, a Façade and Signage Improvement Grant may be provided for 50% of the eligible costs of façade and/or signage improvements.
- b) The total value of the grant shall not exceed \$8,000 per project and/or property.
- c) The Town may increase the maximum value of the grant to \$10,000 per project and/or property when one or more of the following criteria are met:
 - i. A building has multiple storefronts or street addresses or is on a corner lot, where façade improvements are proposed on both frontages; or
 - ii. The restoration of heritage attributes is proposed.

6.3.3 *Eligibility Criteria*

- a) Properties will be eligible for the Façade and Signage Improvement Grant if the existing or proposed use is in accordance with the eligible uses listed in Section 5.3.
- b) All General Eligibility Criteria set out in Section 6.2 of this CIP must be met.
- c) Applicants receiving the Façade and Signage Improvement Grant may be eligible for additional incentive programs offered through this CIP in accordance with Section 6.2 g).

6.3.4 *Eligible Costs*

- a) For a Façade Improvement Project, improvements to the main and rear façade of buildings are eligible.
- b) Façade improvements to a side wall may also be eligible where the subject building or property is located in a prominent Downtown location and is adjacent to or is visible from a view corridor or has a significant public view in the opinion of Town staff.
- c) Eligible costs include the following:
 - i. Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding and painting;
 - ii. Restoration or replacement of cornices, eaves, and parapets;
 - iii. Restoration or replacement of windows, doors, and awnings;
 - iv. Restoration or replacement of exterior lighting;
 - v. Chemical or other façade cleaning;
 - vi. Redesign of storefront/entrance, and provisions for accessibility; and
 - vii. Such other similar improvements and repairs that may be necessary to improve the appearance of a building façade exterior.

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- d) For a Signage Improvement Project, improvements to or replacement of the storefront signs of buildings are eligible. Where a side and/or rear wall sign is visible from a public street or public space, or fronts onto a laneway or parking lot, improvements to these signs may also be eligible.
- e) For Façade and Signage Improvements, the services of a professional engineer or architect to design and implement the project will also be considered eligible costs, subject to the following:
 - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 6.10 of this CIP); and
 - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

6.3.5 Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum as a grant based on eligible costs incurred.

6.4 Building and Site Improvement Grant

6.4.1 Purpose and Anticipated Benefits

- a) The Building and Site Improvement Grant may be available to eligible property owners and tenants (with consent of the owner) to assist with functional improvements to existing buildings and properties, and to extend the useful life, improve safety, add electric charging stations or other similar improvements to meet sustainability goals, and/or increase the value of a building or property. If required, improvements could extend onto Town owned lands (e.g. road allowances) if approved by the Town.
- b) This grant is intended to support improvements to private property to meet the current Building Code, and other building and site requirements (such as accessibility), in order to provide for safe and usable eligible uses.

6.4.2 Value of Grant

- a) Where all eligibility requirements are fulfilled, a Building or Property Improvement Grant may be provided for 50% of the eligible costs.
- b) The total value of the grant shall not exceed \$8,000 per project and/or property.

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6.4.3 Eligibility Criteria

- a) Properties will be eligible for the Building and Site Improvement Grant if the proposed or potential use being investigated is in accordance with the eligible uses listed in Section 5.3.
- b) All General Eligibility Criteria set out in Section 6.2 of this CIP must be met.
- c) Applicants receiving the Building and Site Improvement Grant may be eligible for additional incentive programs offered through this CIP in accordance with Section 6.2 g).

6.4.4 Eligible Costs

- a) For a Building or Site Improvement Project, improvements to the front, rear, and side of building(s) are eligible. Eligible costs include the following:
 - i. Structural repairs to walls, ceilings, floors, and foundations;
 - ii. Installation of ramps, elevators, lifts, and/or automatic door openers, and other improvements to improve accessibility;
 - iii. Interior restoration and re-design;
 - iv. Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors;
 - v. Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems;
 - vi. Weatherproofing; and
 - vii. Any other improvements that may bring a building up to code, address health and safety concerns, or improve accessibility and removal of barriers as approved by the Town.
- b) The services of a professional engineer or architect to design and implement the project will also be considered eligible costs, subject to the following:
 - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 6.9); and
 - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

6.4.5 Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

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6.5 Commercial Conversion and Expansion Grant

6.5.1 Purpose and Anticipated Benefits

- a) The Commercial Conversion and Expansion Grant may be available to eligible property owners and tenants (with consent of the owner) to assist with the small-scale conversion and expansion of existing vacant or underused space into new commercial, mixed-use and other eligible uses.
- b) This grant is intended to support growing businesses thereby increasing commercial assessments.

6.5.2 Value of Grant

- a) The total value of the grant shall not exceed \$8,000 per project and/or property.

6.5.3 Eligibility Criteria

- a) Properties will be eligible for the Commercial Conversion and Expansion Grant if the proposed or potential use being investigated is in accordance with the eligible uses listed in Section 5.3.
- b) All General Eligibility Criteria set out in Section 6.1 of this CIP must be met.
- c) Applicants receiving the Commercial Conversion and Expansion Grant may be eligible for additional incentive programs offered through this CIP in accordance with Section 6.2 g).

6.5.4 Eligible Costs

- a) The Commercial Conversion and Expansion Grant may be provided for the construction and renovation costs related to the following types of projects:
 - i. Conversion of non-commercial or vacant building space into new commercial, mixed-use, secondary uses, and other eligible uses;
 - ii. Conversion of existing ground floor commercial space to better suit a new commercial use (e.g., retail to restaurant);
 - iii. Creation of business incubator space; and,
 - iv. Expansion of existing eligible uses to increase the gross floor area.
- b) The Grant will also apply to the adaptive re-use of existing structures.
- c) The services of a professional engineer, architect, landscape architect, or planner to design and implement the project will also be considered eligible costs, subject to the following:
 - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 6.10); and

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- ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

6.5.5 Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

6.6 Downtown Rental Housing Grant

6.6.1 Purpose and Anticipated Benefits

- a) The Downtown Rental Housing Grant may be available to eligible property owners and tenants (with consent of the owner) to assist in the creation of new rental residential units in St. Marys and to improve the condition of existing rental residential units.
- b) The purpose of this program is to support the availability of a wider range of more attainable housing options in St. Marys.

6.6.2 Value of Grant

- a) Where all eligibility requirements are fulfilled, a Rental Housing Grant may be provided for 50% of the eligible costs for each unit.
- b) The total value of the grant shall not exceed \$5,000 per unit.

6.6.3 Eligibility Criteria

- a) Properties will be eligible for the Downtown Rental Housing Grant if the proposed or potential use being investigated is in accordance with the eligible uses in Section 5.3.
- b) All General Eligibility Criteria set out in Section 6.2 of this CIP must be met.
- c) Applicants receiving the Downtown Rental Housing Grant may be eligible for additional incentive programs offered through this CIP in accordance with Section 6.2 g).

6.6.4 Eligible Costs

- a) The Downtown Rental Housing Grant may be provided for the construction and renovation costs related to the following types of projects:
 - i. Creation of new residential units in the upper storey(s) of a commercial or office building; or
 - ii. Significant improvement in the quality of one or more existing residential units in the upper storey(s) of a mixed-use building, which achieve one or more of the following:

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- A. improve the quality of life for the occupants;
 - B. increase the value of the unit(s);
 - C. make previously inhabitable unit(s) habitable (and may include floodproofing measures); and,
 - D. make the unit attractive to a wider range of income groups.
- b) The services of a professional engineer, architect, landscape architect, or planner to design and implement the project will also be considered eligible costs, subject to the following:
 - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 6.10); and
 - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

6.6.5 Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

6.7 Accessory Dwelling Unit Grant

6.7.1 Purpose and Anticipated Benefits

- a) This grant is intended to support a greater mix and size of housing types in the Town, and the increased availability of attainable rental housing accommodation.
- b) The Accessory Dwelling Unit (ADU) Program provides a one-time grant to help offset project costs for the construction of an:
 - i. interior accessory apartment dwelling unit within an existing principal dwelling unit or as an addition thereto; or,
 - ii. exterior accessory apartment dwelling unit within an existing or new detached accessory structure.

6.7.2 Value of Grant

- a) After successful completion of the project, the applicant may receive a one-time grant from the Town, as follows:
 - i. the value of the grant is up to 50 percent of eligible project costs incurred, to a maximum of \$10,000, for the construction of an interior or exterior accessory dwelling unit.

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6.7.3 Eligibility Criteria

- a) Only on properties in compliance with the location and regulatory use permissions established in the Official Plan and Zoning By-law for accessory dwelling units;
- b) For the construction of:
 - i. an accessory apartment unit within, or as an addition to, an existing principal dwelling unit that is 5 years in age or older at time of complete application;
 - ii. an accessory apartment unit within an existing or new detached accessory structure.
- c) The property owner shall not be in arrears of any property taxes, local improvement charges or any other arrears or charges from the Town or the Province.
- d) All General Eligibility Criteria set out in Section 6.2 of this CIP must be met.
- e) Applicants receiving the ADU Grant may be eligible for additional incentive programs offered through this CIP in accordance with Section 6.2 g).

6.7.4 Eligible Costs

- a) Eligible Project Costs that may be claimed for an ADU Grant are set out below.
 - i. Only eligible project costs that are consistent with, and incurred after the Building Permit for the accessory apartment unit has been issued by the Chief Building Official, may be claimed for the ADU Grant;
 - ii. Eligible Project Costs include building materials, labour costs, and new or upgraded HVAC systems and plumbing where required under the Building Permit to facilitate construction of the accessory dwelling unit;
 - iii. Ineligible costs include, but are not limited to, household appliances, decorative amenities, and financing, consulting fees, and fees to prepare building permit plans.

6.7.5 Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

6.8 POPS and Public Art Grant

6.8.1 Purpose and Anticipated Benefits

- a) The POPS and Public Art Grant may be available to eligible applicants to assist with the permanent installation of Publicly Accessible Private Spaces (POPS) and outdoor artworks on private property.
- b) The grant is intended to promote a lively and vibrant streetscape in Downtown St. Marys and encourage the creation of spaces that contribute to urban character, enhance the pedestrian experience, and complement the public network of parks, including: small

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parks, plazas, squares, atriums, extended sidewalks, mid-block connections/laneways, trails, community gardens, rooftop terraces, simple grass covered open spaces, and public art.

6.8.2 Value of Grant

- a) Where all eligibility requirements are fulfilled, a POPS and Public Art Grant may be provided for 50% of the eligible costs.
- b) The total value of the grant shall not exceed \$5,000 per project and/or property.

6.8.3 Eligibility Criteria

- a) Properties will be eligible for the POPS and Public Art Grant if the proposed or potential use being investigated is in accordance with the eligible uses listed in Section 5.3.
- b) All General Eligibility Criteria set out in Section 6.2 of this CIP must be met.
- c) Proposed public art projects must, in the opinion of the Town, be consistent with any applicable design guidelines.
- d) Proposed public art projects must also be suitable for a public audience and may not contain commercial or advertising content. Applicants shall work in cooperation with and obtain guidance from the Town with respect to proposed public art projects.
- e) Applicants receiving the POPS and Public Art Grant may be eligible for additional incentive programs offered through this CIP in accordance with Section 6.2 g).

6.8.4 Eligible Costs

- a) Eligible costs associated with POPS or public art projects include:
 - i. Decorative signage;
 - ii. Paving and the addition of walkways;
 - iii. Addition of permanent landscaping features;
 - iv. Seating;
 - v. Lighting (decorative); and
 - vi. Material costs for design/production/fabrication/installation of new/original art works/structures, or the restoration of existing works/structures.
- b) The services of a professional artist or landscape architect to design and implement the project will also be considered eligible costs, subject to the following:
 - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 6.10); and
 - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

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6.8.5 *Payment*

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

6.9 **Sidewalk Café and Outdoor Patio Grant**

6.9.1 *Purpose and Anticipated Benefits*

- a) The Sidewalk Café and Outdoor Patio Grant may be available to eligible applicants to assist with the beautification and physical improvement of seasonal outdoor sidewalk café spaces and permanent outdoor patios.
- b) The grant is intended to promote a lively and vibrant streetscape in the Downtown and support the establishment of restaurant patio space in other areas, where permitted and appropriate.

6.9.2 *Value of Grant*

- a) Where all eligibility requirements are fulfilled, a Sidewalk Café and Outdoor Patio Grant may be provided for 50% of the eligible costs of sidewalk café or outdoor patio provision.
- b) The total value of the grant shall not exceed \$5,000 per project and/or property.

6.9.3 *Eligibility Criteria*

- a) Only Commercial or mixed use properties will be eligible for the Sidewalk Café and Outdoor Patio Grant .
- b) All General Eligibility Criteria set out in Section 6.2 of this CIP must be met.
- c) Applicants receiving the Sidewalk Café Grant may be eligible for additional incentive programs offered through this CIP in accordance with Section 6.2 g).
- d) Applicants will not be eligible for the Sidewalk Café and Outdoor Patio Grant more than once during the lifetime of this CIP.

6.9.4 *Eligible Costs*

- a) Eligible costs associated with sidewalk café projects include:
 - i. Patio furniture;
 - ii. Sidewalk platforms required to direct pedestrian traffic;
 - iii. Decorative fencing; and
 - iv. Landscaping.

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- b) The services of a professional engineer, architect, landscape architect, or planner to design and implement the project will also be considered eligible costs, subject to the following:
 - i. A grant for such services has not already been provided to the applicant through the Design and Study Grant (Section 6.10); and
 - ii. The maximum amount of a grant for such services shall not exceed 15% of the total value of the grant.

6.9.5 Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

6.10 Design and Study Grant

6.10.1 Purpose and Anticipated Benefits

- a) The Design and Study Grant may be available to eligible applicants for the completion of studies, plans, or designs that will investigate the site-specific potential of an improvement project.
- b) This grant is intended to aid with initial background planning and design in support of improvement projects on eligible properties.

6.10.2 Value of Grant

- a) Where all eligibility requirements are fulfilled, a Design and Study Grant may be provided to successful applicants for 50% of the total cost to complete eligible studies, plans, or designs.
- b) The total value of the grant shall not exceed \$5,000 per project and/or property.

6.10.3 Eligibility Criteria

- a) Properties will be eligible for the Design and Study Grant if the proposed or potential use being investigated is in accordance with the eligible uses listed in Section 5.3.
- b) All General Eligibility Criteria set out in Section 6.2 of this CIP must be met.
- c) The studies, plans, or designs must provide new site-specific information in support of a potential improvement project.
- d) Applicants receiving the Design and Study Grant may be eligible for additional incentive programs offered through this CIP in accordance with Section 6.2 g).

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6.10.4 Eligible Costs

- a) The cost to complete any of the following types of studies, plans, or designs may be eligible for the Design and Study Grant:
 - i. Survey, concept plans and site plans;
 - ii. Traffic Impact Assessments;
 - iii. Environmental studies;
 - iv. Attainable housing report;
 - v. Studies and/or plans to enhance urban design;
 - vi. Other site-specific studies or plans which may be required by the Town at the time of pre-consultation or site plan approval and as approved by the CIP Implementation Lead; and
 - vii. Any combination of the above.
- b) Eligible studies, plans, or designs must be completed by licensed and/or qualified professionals as deemed by the Town.
- c) The applicant must provide at least three quotes for the completion of the subject studies, plans, or designs at the time of a financial incentive application, or the applicant must provide an explanation as to why three quotes is not possible.

6.10.5 Payment

- a) All completed studies, plans, or designs must comply with the description as provided in the grant application form.
- b) The grant will be provided upon completion of the approved study, plan, or design, to the satisfaction of Town staff. The grant will be paid in a lump sum based on eligible costs incurred, and provided at the time of required Planning Act approval or building permit issuance.
- c) One electronic and one hard copy of the completed studies, plans, or designs shall be submitted to the Town for its review and retention.
- d) All completed studies will become the shared property of the Town and the successful applicant.

6.11 Planning Application and Building Permit Fee Rebate Grant

6.11.1 Purpose and Anticipated Benefits

- a) The Planning Application and Building Permit Fee Rebate Grant may be available to eligible property owners and tenants (with written consent from the owner) to offset the planning and building fees required by the Town related to attainable housing projects.

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6.11.2 Value of Rebate

- a) Where all eligibility requirements are fulfilled, a Planning Application and Building Permit Fee Rebate Grant may be provided to cover 50% of the eligible fees required by the Town in relation to a proposed project and/or property.
- b) The total value of the grant shall not exceed \$5,000 per project and/or property.

6.11.3 Eligibility Criteria

- a) Properties will be eligible for the Planning Application and Building Permit Fee Rebate Grant if the proposed or existing use is in accordance with the eligible uses listed in Section 5.3.
- b) All General Eligibility Criteria set out in Section 6.2 of this CIP must be met.
- c) Applicants receiving the Planning Application and Building Permit Fee Rebate Grant may be eligible for additional incentive programs offered through this CIP in accordance with Section 6.2 g).

6.11.4 Eligible Costs

- a) Costs associated with the following may be eligible:
 - i. Planning application fees required by the, including minor variances, site plan approval, severances, and zoning by-law and official plan amendments; and
 - ii. Building or demolition permit fees required by the Town.
- b) Costs (i.e., hourly fees) associated with the processing of planning applications by Town staff will not be eligible.

6.11.5 Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the project. The grant will be paid in a lump sum based on eligible costs incurred.

6.12 Redevelopment and Adaptive Reuse Grant (TIEG)

6.12.1 Purpose and Anticipated Benefits

- a) The Redevelopment and Adaptive Reuse Grant (TIEG) will provide a grant to eligible property owners, which is equivalent to a percentage of the Municipal portion of a property tax increment that is incurred because of an improvement project.
- b) The purpose of the TIEG is to stimulate investment by deferring part of the increase in property taxation because of adaptive reuse, building rehabilitation, and retrofit works.

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6.12.2 Value of Grant

- a) Where a proposed project satisfies the eligibility requirements, a TIEG may be provided on approved applications as follows:
 - i. Grants will be provided for a period of 5 years.
 - ii. In year one, a grant that is equivalent to 100% of the Town portion of the tax increment may be provided to a property owner.
 - iii. In year two, a grant that is equivalent to 80% of the Town portion of the tax increment may be provided to a property owner.
 - iv. In year three, a grant that is equivalent to 60% of the Town portion of the tax increment may be provided to a property owner.
 - v. In year four, a grant that is equivalent to 40% of the Town portion of the tax increment may be provided to a property owner.
 - vi. In year five, a grant that is equivalent to 20% of the Town portion of the tax increment may be provided to a property owner. .
- b) To determine the suitability of the TIEG, the Town will attempt to estimate the total potential value of the grant prior to submitting an application for the program. The estimate will consider current assessment value, total anticipated investment, and the potential reassessment based on completing the works.
- c) Applicants should refer to the definition for Tax Increment provided in the Glossary of this CIP to further understand how grant values will be calculated.

6.12.3 Eligibility Criteria

- a) Eligible applicants will only include the registered owner/assessed owner of the subject property. Tenants will not be eligible for the TIEG.
- b) Only projects that are anticipated to generate an increase in assessment are eligible.
- c) Applicants receiving the TIEG will not be eligible for additional incentive programs offered through this CIP.
- d) Properties will be eligible for the TIEG if the proposed use is in accordance with the eligible uses listed in Section 5.3.
- e) The General Eligibility Criteria set out in Section 6.2 of this CIP also apply.

6.12.4 Eligible Costs

- a) For a TIEG, the following types of costs will be eligible:
 - i. Demolishing buildings;
 - ii. Adaptive reuse, building rehabilitation, and retrofit works;
 - iii. Upgrading on-site infrastructure including water services, sanitary sewers, and storm water management facilities;

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- iv. Constructing/upgrading of any off-site improvement that is required to fulfill any condition of a development/planning approval (including Site Plan Control) for the development, redevelopment, adaptive reuse or rehabilitation of the building and/or property; and
- v. Such other similar costs that may be necessary for the redevelopment, adaptive reuse or rehabilitation of the building and/or property, such as the completion of studies and the cost of planning application and building permit fees.

6.12.5 Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) Grants may be provided in accordance with a TIEG Agreement made between the Town and the owner(s) upon successful completion of the approved project, to the satisfaction of the Town, and payment of the full reassessed value of Municipal taxes.
- c) If a property is sold, in whole or in part, before the grant period lapses, the original owner is not entitled to receive the remaining grant Payments. However, if a Grant Agreement is registered on the title of the subject property [per Section 28(11) of the Planning Act], the new owner may be entitled to receive the remaining grant payments.

6.13 Province of Ontario Brownfield Financial Tax Incentive Grant

6.13.1 Purpose and Anticipated Benefits

- a) The Brownfield Financial Tax Incentive Program provides tax assistance to eligible applicants whose properties require environmental remediation and/or risk assessment/management prior to redevelopment, in accordance with the Municipal Act, 2001.
- b) Town property tax assistance for the municipal portion is provided by the Town of St. Marys through this grant. This grant also provides the opportunity for education tax assistance through the Brownfield Financial Tax Incentive – a program administered by the Province, which requires a separate application and is subject to approval by the Minister of Finance on a case-by-case basis.
- c) The purpose of the program is to:
 - i. Encourage the remediation and rehabilitation of brownfield sites (where actual contamination has been demonstrated) by providing tax assistance at the beginning of the clean-up process and also during the redevelopment stage. The program will also promote improvement of the physical and environmental condition of private property;
 - ii. Increase the supply of serviced residential and commercial land by redeveloping existing brownfield sites for the purpose of these uses; and

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- iii. Promote development on previously undevelopable lands.

6.13.2 Value of Grant

- a) The Brownfield Financial Tax Incentive Program will provide a cancellation of all or part of the Municipal and Municipal portion of education taxes on a brownfield site during the rehabilitation period and development period, as defined in the Municipal Act, 2001.
- b) The value of the Town portion of the tax cancellation will be determined by the Town upon approval of a financial incentive application.
- c) Through the Provincial Brownfield Financial Tax Incentive Program, the Minister of Finance may match property tax assistance for a maximum of three years. An extension prior to the termination of tax assistance may be possible.

6.13.3 Eligibility Criteria

- a) Properties will only be eligible for the Brownfield Financial Tax Incentive Program if:
 - i. The eligible site must be qualified as a brownfield; and
 - ii. A Phase II ESA has been conducted, and additional work and/or remediation are required under the Environmental Protection Act to permit a Record of Site Condition (RSC) for the proposed use to be filed in the Environmental Site Registry.
- b) Eligible applicants will only include the registered owner/assessed owner of the subject property. Tenants will not be eligible for the Brownfield Financial Tax Assistance Program.
- c) An application must be accompanied by, at a minimum, a Phase II ESA prepared by a qualified person (as defined by the Environmental Protection Act) that contains:
 - i. An estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit a RSC to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and
 - ii. A work plan and budget for environmental remediation/risk management actions.
- d) All other General Eligibility Criteria set out in Section 6.1 of this CIP must be met.
- e) Applicants receiving the Brownfield Financial Tax Assistance Grant will be eligible for the TIEG but will not be eligible for any other incentive programs offered through this CIP.

6.13.4 Eligible Costs

- a) Eligible costs include the following:
 - i. Environmental Site Assessments (Phase I and II ESAs and Risk Assessment);
 - ii. Environmental remediation activities;

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- iii. Costs of preparing a RSC, including subsequent subsurface characterization work required to support RSC filing;
 - iv. iv. Placing clean fill and grading;
 - v. v. Installing environmental and/or engineering controls/works as specified in a Risk Assessment completed for the property; vi. Monitoring, maintaining and operating environmental and engineering controls/works; and vii. Environmental insurance premiums.
- b) For all eligible projects, the property shall be improved such that the amount of work undertaken is sufficient to, at minimum, result in an increase in the assessed value of the property.

6.13.5 Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

6.14 Service Connection Fee Grant

6.14.1 Purpose and Anticipated Benefits

- a) The Service Connection Fee Grant may be available to eligible property owners and tenants (with written consent of the owner) to assist with the cost for connections to water, wastewater and storm sewer services that may otherwise be considered cost prohibitive.
- b) The program is intended to increase the number of serviced properties in areas where there is infill potential for commercial, industrial or multi-residential development.

6.14.2 Value of Grant

- a) Where all eligibility requirements are fulfilled, a Service Connection Fee Grant may be provided for up to 50% of the eligible costs for connections to water, wastewater and storm sewer services .
- b) A minimum total investment of \$2,500 shall be required by an applicant in order to be eligible. In other words, the minimum value of a grant shall be \$5,000, representing a \$2,500 contribution from the applicant and a \$2,500 contribution from the Town.
- c) The Town will provide a maximum of \$15,000 per property as part of a Service Connection Fee Grant

6.14.3 Eligibility Criteria

- a) To be eligible, the general eligibility criteria set out in Section 5.3 of this CIP apply.

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- b) A property is eligible for the Service Connection Fee Grant once during the term of this CIP.
- c) Applicants receiving the Service Connection Fee Grant may be eligible for additional incentive programs offered through this Plan in accordance with Section 6.2.

6.14.4 Eligible Costs

- a) For a Service Connection Fee Grant, the following costs will be eligible:
 - i. New water, wastewater and storm sewer connection application fees; and
 - ii. Construction and engineering related costs associated with the connection of water, wastewater and storm sewer services to previously unserved properties.
- b) The applicant must provide at least three quotes for the required works, plans, or designs at the time of a financial incentive application, or the applicant must provide an explanation as to why three quotes is not possible.

6.14.5 Payment

- a) All completed projects must comply with the description as provided in the grant application form.
- b) The grant will be provided upon successful completion of the approved project. The grant will be paid in a lump sum based on eligible costs incurred.

7. IMPLEMENTATION

7.1 Implementation Period

It is anticipated that the CIP will be implemented over a 10-year period ending _____ 2031. Council may reduce the implementation period as deemed appropriate or necessary, without an amendment to the CIP. An extension to the lifetime of the CIP will require an amendment.

7.2 Administration

7.2.1 Council Roles and Responsibilities

- a) Town Council will provide direction to staff annually on the implementation of the CIP (subject to the Town's priorities and the availability of resources/funding) as follows:
 - i. Identifying key priority sites for that budget cycle;
 - ii. Determining which of the CIP Financial Incentive Programs will be put into effect in any given year during the implementation period, if any; and,

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- iii. Identifying (as part of the annual budgeting process) a community improvement budget for financial incentives that have been put into effect for that year, if any, in accordance with Section 7.3 of this CIP.

7.2.2 CIP Implementation Lead (Chief Building Official)

- a) The CIP Implementation Lead will be responsible for:
 - i. Reviewing and evaluating applications for financial incentives; and
 - ii. Making a recommendation to Council with respect to the approval or refusal of financial incentive applications, if required.

7.2.3 Administration of Financial Incentives

- a) The Town may put into effect any number of the financial incentives identified in this CIP during the implementation period, subject to the availability of Town funds and other resources.
- b) Annually, the CIP Implementation Lead may make recommendations to Council with respect to the administration of financial incentives.
- c) Applications for financial incentives may be received on a first come, first served basis to the limit of the available funding for that year. Alternatively, Council may establish an annual/bi-annual deadline for the submission of applications and all applications will be received and evaluated in accordance with this deadline.
- d) Applications will be evaluated in a timely manner, in accordance with:
 - i. General Eligibility Requirements, as outlined in Section 6.2;
 - ii. Program Specific Eligibility Requirements, as outlined in each of the grant program details (Section 6.3 to 6.14);
 - iii. Application requirements, as outlined in Section 7.4; and
 - iv. A Council approved budget.
- e) In cases where the CIP Implementation Lead refuses an application for financial incentives, all applicants will have the right to appeal the decision to Council. If a decision is appealed, a staff report will be prepared for Council detailing the Lead's decision. The applicant can appear at Council to detail their appeal.

7.3 Financial Management

- a) As part of the annual Town budgeting exercise, Council will consider a community improvement budget for financial incentives that have been put into effect for that year, if any.
- b) The provision of any grant incentive shall be to the limit of the available funding for that year.

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- c) During the implementation period of this CIP, Council will determine if funding and incentive levels are necessary or warranted to ensure that the CIP functions properly in respect of the goals and objectives (as set out in Section 4.0), and the Town's financial circumstances.

7.4 Applying for Incentives

7.4.1 Application Process

The following is a summary of the process for the submission, evaluation, and approval of Financial Incentive Program applications. .

- a) Applicants must meet with the CIP Lead for a pre-consultation meeting, prior to submitting an application, to confirm requirements for a complete application.
- b) Applications must be submitted in accordance with the requirements outlined in Section 7.4.2.
- c) The CIP Implementation Lead will evaluate all applications and supporting materials and may conduct a site visit. Applicants will be notified if their submission is incomplete.
- d) Based on the evaluation of complete applications, a recommendation will be made to Council, if necessary, with respect to the approval or refusal of an application.
- e) For applications that are approved, a Financial Assistance Agreement will be prepared and executed.
- f) Any program commitments may be cancelled if work does not commence within six months of approval of an application, or if a project is not undertaken or completed in accordance with the Financial Assistance Agreement.
- g) When projects are completed, a statement with supporting invoices and proof of payment shall be submitted to the Town. Following this, the work will be inspected by the Town and, if approved, notice of completion will be issued and the financial assistance will be initiated.
- h) Upon completion of a community improvement project, the Town reserves the right to inspect any properties/buildings, or to audit final costs at the owner's expense.
- i) Funding approval will lapse if a notice of completion is not issued within 12 months of the date of execution of the Financial Assistance Agreement unless agreed upon by the applicant and the Town.
- j) The CIP Implementation Lead may grant an extension for community improvement works following receipt of a written request by the owner setting out the reasons for the extension and providing a new date of completion.

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- k) Should the applicant fall into default of any of the requirements of the incentive program or other requirements established by the Town, incentives may be delayed, reduced, or cancelled. Applicants may be required to repay benefits to the Town.

7.4.2 Application Requirements

Applications for financial incentives offered through the CIP must include:

- a) One copy of a completed and signed application form.
- b) One copy of all supporting documentation, as determined by the CIP Implementation Lead at a pre-consultation meeting, which may include (but is not limited to):
 - i. Good quality photographs of the existing condition of the buildings and property;
 - ii. Past/historical photographs and/or drawings (where available);
 - iii. Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements;
 - iv. Three detailed independent contractor estimates for each component of the proposed eligible work, or two estimates covering all the components of the eligible work. Any labour hours provided by the applicant in preparation of the estimates or application will not be considered an eligible expense;
 - v. A statement with respect to how the proposed project meets the overall goals and objectives of the CIP; and
 - vi. Any additional requirements as determined by the CIP Implementation Committee.
- c) The Town is not responsible for any of the costs associated with the preparation of a CIP financial incentive application.

8. MARKETING AND MONITORING

8.1 Marketing

The following are communications materials that the Town may develop to promote the **St. Marys 2021 CIP** and the related opportunities:

- d) A section on the Town's website devoted to the CIP, including information on financial incentives the application process;
- e) Promotion of the CIP incentives via social media tools;
- f) An information package that would be sent to both property-owners and tenant businesses in the CIPA;
- g) A bi-annual E-newsletter highlighting new developments, businesses and public realm improvements, as well as CIP success stories;

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- h) Presentations could be tailor made to business associations and other groups to communicate the opportunities available through the CIP;
- i) Information nights could be held in the CIPA to share information about the CIP programs and incentives;
- j) Information displays could be provided at local community events, conferences, and at municipal buildings, to broadly promote the CIP; and
- k) Annual progress reports could be prepared to outline the success of the CIP over the period of one year and to serve as case studies for future applicants.

The Town may also identify target businesses and properties where improvements would be most desirable, and arrange short visits with owners/managers, to ensure awareness and encourage take-up.

These activities may be undertaken as part of the initial launch of the new CIP program, and repeated annually or every few years as “reminders” of the CIP opportunities.

8.2 Monitoring

8.2.1 Purpose

The purpose of the following monitoring strategy is to:

- a) Track funds provided by the **St. Marys 2021 CIP** to owners and tenants of land located in the CIPA;
- b) Evaluate whether the programs are achieving the goals and objectives set out by the CIP;
- c) Determine whether program adjustments are required; and
- d) Provide the basis for reporting the results of the CIP, and specifically the uptake and success of Financial Incentive Programs, to Town Council.

8.2.2 Data Collection

Collection of data related to financial incentive applications and proposed/completed projects should be on-going during the implementation of the **St. Marys 2021 CIP**. The Town should monitor the following on an on-going basis for applications not approved:

- a) Number of unsuccessful applications; and
- b) Reason(s) for the application’s refusal.

For each approved financial incentive application, the Town should also monitor the following on an on-going basis:

- a) Project details as proposed in application;
- b) Approved value of grants, in total and by program;
- c) Total private sector investment/total value of construction;

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- d) Number of building permits issued (if applicable);
- e) Timing of completion of the project and payment of the grant;
- f) Property tax assessment before and after the completion of the project, if relevant;
- g) Total value of tax incentives, planning application/building permit and/or development charges waived if applicable; and
- h) Project details of the completed project (“after” photos).

8.3 Reporting

An annual report should be prepared to highlight the successes and achievements of the **St. Marys 2021 CIP**. The report will be presented to Council for consideration. The report may recommend adjustments/amendments to the CIP, as discussed below.

8.4 Plan Amendments

As a result of the monitoring and evaluation of the **St. Marys 2021 CIP**, amendments may be required. At minimum, the Town will complete a 5-year review of this CIP to determine whether or not amendments are required.

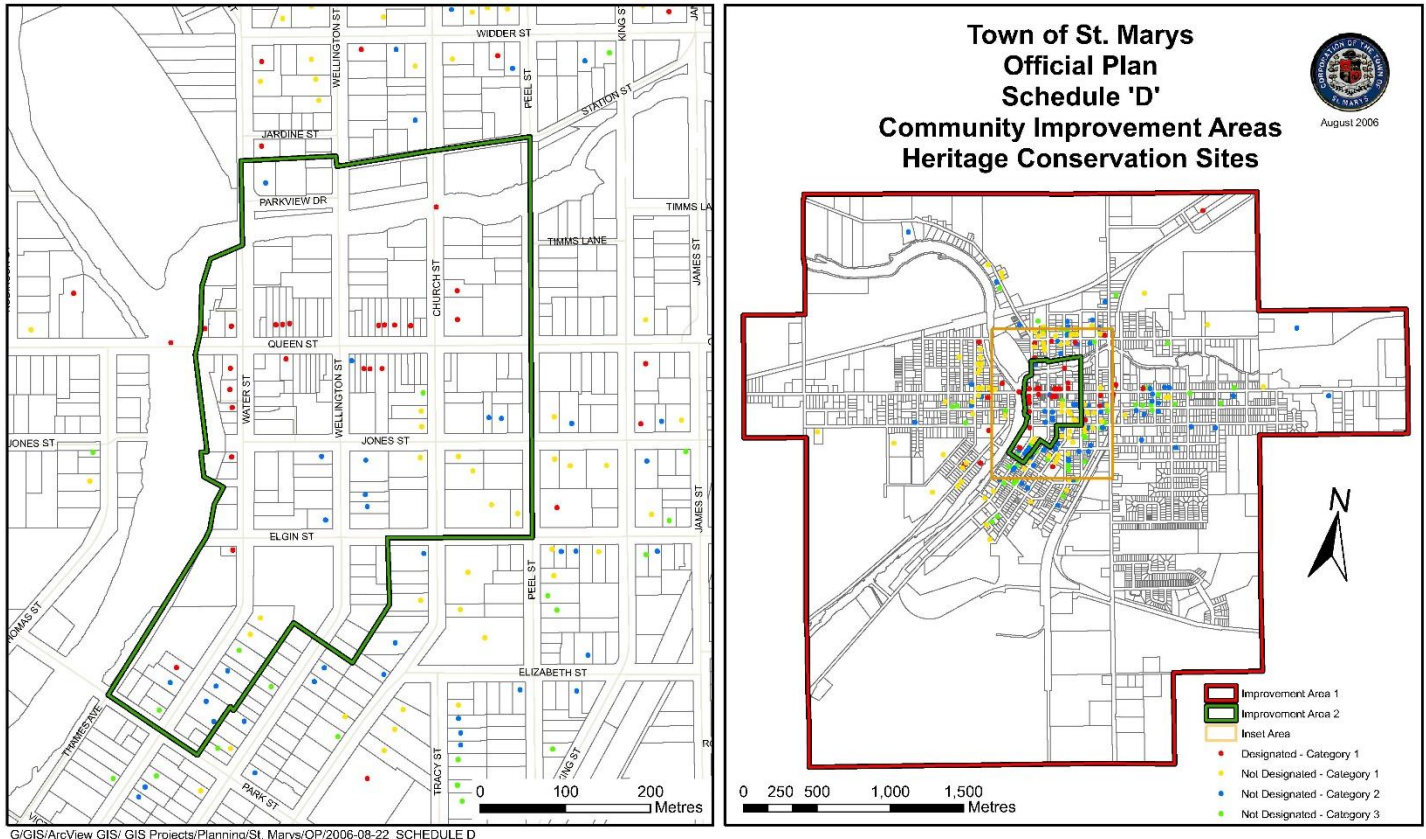
The following summarizes when CIP amendments are and are not required:

- a) An amendment to the **St. Marys 2021 CIP** will not be required to:
 - i. Reduce funding levels for the Financial Incentive Programs; or
 - ii. Discontinue or cancel any of the programs identified.
- b) An amendment will be required to the **St. Marys 2021 CIP** or implementing by-laws to:
 - i. Extend the implementation period of the CIP;
 - ii. Add any new Financial Incentive Programs;
 - iii. Modify the eligibility criteria related to Financial Incentive Programs offered; and
 - iv. Modify the geographic area (i.e., the CIPA) to which Financial Incentive Programs apply.

Amendments to this CIP will be passed by Council under the Planning Act. The Town of St. Marys will also be required to pre-consult with the Ministry of Municipal Affairs and Housing on any amendments to the **St. Marys 2021 CIP**.

Town of St. Marys
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APPENDIX A



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Administration

Date of Meeting: 22 June 2021

Subject: ADMIN 28-2021 June Monthly Report (Administration)

RECOMMENDATION

THAT ADMIN 28-2021 June Monthly Report (Administration) be received for information.

DEPARTMENTAL HIGHLIGHTS

COVID 19 Pandemic Response

- Within each respective monthly report department heads have provided an update on how their day to day operations have been delivered during the COVID-19 pandemic.
- From the corporate perspective, the CAO offers the following points:
 - Roadmap to Reopen:
 - Town services successfully reopened under the Province's Roadmap to Reopen (Step 1) on June 11.
 - To date there has been only one area needed for further clarification, related to the use of sports fields.
 - Sports fields (baseball diamonds, and soccer fields) are open for use by groups of up to 10 for fitness training purposes only. Practices and games remain prohibited until Step 2 in approximately 3 weeks time.
 - PRC Vaccination Clinics:
 - The first HPPH mass vaccination clinic was held at the PRC on June 9th with great success. Throughput was 720 persons.
 - The draft schedule of clinics shows the Town hosting a clinic every other Wednesday through to the end of August.
 - The Town is supporting these clinics with logistics, material pick up and delivery, free space, IT support, and general staffing support.
 - To book an appointment at any clinic use this link:
<https://www.hpph.ca/en/health-matters/covid-19-vaccine-booking-appointments.aspx#>

Strategic Planning and Projects

- 2021 Strategic Priorities
 - Municipal Modernization Funding – Round 2:
 - Two project applications were submitted. The projects directly relate to the recommendations and findings of the 2020 KPMG Review: modernizing services by digitizing property files, software mapping and integration master plan.
 - Funding decisions have been delayed but are expected in the next few weeks.

- Community Transportation Project:
 - The following project to date ridership statistics were provided at the June 9 project meeting:

PC Connect 2020-2021 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
1-31 January	4	13	6 ^[1]	43	10
1-28 February	11	20	29	73	13
1-31 March	11	57	59	158	23
1-30 April	7	10	33	135	11
1-31 May	6	39	36	62	20
TOTALS	68	235	163	539	118

- Project administration staff from the City and the County report that these ridership results reflect the second best performing community transportation project in the area.
 - Ridership stats need to be considered in the context that very little active marketing has been performed due to the Provincial lockdowns in the winter and the spring.
 - With the province now reopening, active marketing will take the following general approach:
 - In Step 1 – market the opportunity for PC Connect to provide rides to the limited open amenities.
 - In Step 2 – deploy more paid and active marketing
 - In Step 3 – implement full marketing plan.
 - Ridership is expected to increase in the summer with the Festival offering limited capacity shows, but without their typical bus service. In addition, it has been reported that there has been good interest from students who access the University of Waterloo campus in Stratford.
 - In addition, a booking app is being developed with launch expected in September. The app will be both web-based and accessible on smart phones.
- Service Ontario
 - SPC Report considered on June 15.
 - Assuming Council approved SPC recommendations to deliver the service, the target in-service date is August 2021.

Land Sales

- 14 Church Street North
 - Offer made and accepted, with closing date to be determined.
 - Staff continue to complete explorations to allow the Town to waive conditions.
 - Once the sale closes, a press release will be issued to disclose this land matter, with a public disclosure report planned for one of Council's July agendas.

Legal Matters

- 151 Water Street North LPAT hearing

- 9 hearing dates tentatively booked for September 27 through to October 8 (excluding Thanksgiving Monday)
- 665 James Street South LPAT hearing
 - Second Case Management Conference tentatively booked for June 23, 2021 at 10:00 am.

2. Clerks

Legislative Services

- Town Hall
 - Foot traffic to Town Hall has decreased since the property tax due date at the end of May. Average 4 visits per week.
 - Telephone calls have spiked during the end of May and beginning of June averaging approximately 9 per day. Reasons include Public Works needs, taxes and marriage licence inquiries.
- Animal Control
 - 212 dog licences have been issued to date in 2021.
 - 22 cat licences have been issued to date in 2021.
 - Corporate Communications continues with a targeted campaign related to by-law enforcement. The days immediately following social media posts result in 2-3 pet licence applications.
- By-Law Review
 - Research continues for poultry licensing options. Will report back to Council at a future date.
 - Increased calls recently from residents concerned about noise from neighbours during daytime. Providing education through staff, Community Resources Officer and Park Patrol.
 - Fireworks By-law short form wording forwarded to Attorney General for approval.
- By-Law Enforcement
 - Continued receipt of concerns from downtown merchants regarding vehicles parking for more than three hours on street. In addition to the increase in on-street patio placement, the long-term parking of tenants and merchant employees is reducing available parking space.
 - Communication has been shared with BIA members reiterating legislation within the Traffic and Parking by-law regarding parking in the downtown core and the availability for longer term parking in municipal parking lots and overnight parking permits available through Public Works. Some merchants are seeking proactive enforcement of the by-law in an effort to free up parking space for visitors of the downtown.
 - Park Patrol has been in force for almost one month at the time of the June 22 meeting. Reports include positive engagement with residents and tourists. Town staff have received some recommendations for increased signage to support education and enforcement of Quarries By-law and Smoking and Vaping By-law.
 - Signage on order for parks, trails and municipal property that provides expectation of the Smoking and Vaping By-law that received approval of short form wording from the Attorney General during the pandemic.
 -

Other Projects

- Community Safety and Wellbeing Plan (CSWB)
 - First partnership Council meeting planned for June 15.

- Priority Area #4 of the plan is to support social inclusion, with goals to: increase application of equity, diversity, and inclusion practices across all partner agencies; Promote understanding of diverse groups; and to create an enhanced sense of community belonging.
 - In the past year Council has passed resolutions setting out the Town's position as an inclusive community.
 - To formalize the Town's approaches, a policy or declaration can be developed. Staff have connected with the County of Perth to partner in their efforts in developing an anti-racism and discrimination charter. As more information is collected, staff will report back.
 - The Stratford Police Services Board has been working toward implementing CEAT to examine systemic racism in policing within Stratford and make recommendations for both reactive and proactive changes to the policies, practices, recruitment, promotion, training, etc of police within the Stratford Police Service. The Board has hired Credence and Co as the consultants on the project. Town staff have communicated the Town's interest in participating in this project, and further information will be coming forward for CPAC and Council review once provided by the Chief of Police.
- Community Wellness
 - May statistics from the Community Developer and Support Worker (CDSW) include:
 - 4 residents were supported who are experiencing homelessness, at risk of becoming homeless, or are struggling with current housing.
 - 9 counselling / mediation sessions provided to the above.
 - 220 business owners, employees, key stakeholders, partners, and service providers have connected with CDSW.
 - Expanded collaboration with community partners through promotion.
 - Recently attended in-person meet n' greet in outdoor space at area apartment building.
 - Participated in two group exercise sessions through Senior Services programming.
 - Working to partner with participate in outreach program in St. Marys that includes paramedics for persons without access to primary care physician.

SPENDING AND VARIANCE ANALYSIS

The Town is supporting mass vaccination clinics held in St. Marys through logistics and the transportation of materials. The HPPH recommended that this is best done in a cube van or a covered trailer. Staff have purchased a covered trailer which will be funded through a budget variance of \$9,588 that will be funded by the Provincial COVID-19 funding.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Community Services
Date of Meeting:	22 June 2021
Subject:	DCS 22-2021 June Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 22-2021 June Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Grant funding:

- Staff are applying to Healthy Communities Initiative funding for Grand Trunk Trail staircase and trail stories project.
- Community Museum Operating Grant released in late May, due June 30.
- Funding assistance from the ICIP COVID Stream – Local Government Intake was received to complete a recently awarded HVAC replacement project to replace the arena and pool HVAC units as well as the End Zone.
- Senior Services was approved for funding through Stratford Perth Community Foundations in the amount of \$5,000 through the Annie and Isabelle Chesterfield Fund.
- Senior Services was approved for funding through the Ontario Community Support Association in the amount of \$4,800 to provide continued subsidy support.

Programming/Wellness:

- Museum staff led three virtual field trips for grade 2/3 students in May.
- Museum will facilitate a virtual tour of the Mohawk Institute residential school, tentatively scheduled for Monday, July 5.
- Cultural Services staff working with Canadian History Ehx to develop a podcast episode about St. Marys [Canadian History Ehx – A deep dive into our amazing history \(canadaehx.com\)](https://canadaehx.com)
- Senior Services welcomed back small groups of participants for outside programs beginning June 14. Programs returning include Meditation, Group Fitness Gentle, Men's Fitness, Zumba, Campfires, Ballroom Dancing, Line Dancing, Men's Coffee and discussion groups. Programs will take place in various parks throughout the municipality. Volunteers have been engaged for program support.
- Regular Group Fitness will remain virtual until gathering limits increase to 25. Presently an average of 45 people log-on for virtual fitness.
- Staff continue to update the ActiveNet registration software with upcoming programs, offering group and one on one training sessions to ensure participants are receiving the most out of the new software.
- Camp PRC registration opened the beginning of June. To date 32 children have registered. Due to COVID there are a few changes to the program this summer, these changes include: a slight change to program times (the program will be offered from 8:00 am to 5:00 pm), the PRC

splash pad will be used exclusively by campers at the same time each day from 1:30 pm– 2:30 pm. Staff will post signage informing the public so there is not an influx of residents at this site during this time.

- Quarry opens Saturday June 19. The Quarry will only be open weekends until Tuesday June 29, when it will open daily for the summer until Labour Day. The same process will apply as last summer: pre-registration will be required with limited number of participants allowed in each time, each swim will be for a specific time frame. The trampoline and inflatable water park will not be operating this summer.
- In discussions with City of Stratford Social Services staff, anticipate the start of outdoor EarlyON programs to begin in July with some virtual programs continuing.

Facilities/Projects:

- Preparations are under way to open the Quarry, ball diamonds, soccer fields, summer camps, as applicable following Ontario's reopening framework.
- Tender closed for the HVAC unit replacements for the arena and pool change rooms as well as the End Zone. Separate procurement report includes scope, funding and budget details.
- HPPH held their first mass vaccination clinic in the Community Centre. Over 700 vaccinations were administered in a 6-hour time frame. Currently, clinics are scheduled for every other Wednesday throughout the summer.

Collaborative Projects:

- Cultural Services and Economic Development/Tourism staff in discussions with Stratford Tourism staff for expanded promotion of TV and film opportunities in the region.
- Successful transition of Youth Council from Cultural Services back to Recreation.
- Senior Services and Communication staff have launched the Friendship Centre Facebook page. Within 1 day the page attracted 100+ followers. Staff will continue to build the following. This page will be utilized to promote older adult programming and health and wellbeing.
- Senior Services and Communications are working on a plan to promote heat health and safety for the community during heat waves.
- Working with the Library as the access point for residents wanting to apply for Social Services (ex: Ontario Works). The Province is transitioning many programs from in-person to online. The Library will be the connection point for residents that may not have access to a computer.

Impact/Feedback:

- Cultural Services staff attended Southwestern Ontario Film Alliance town hall of May 13. Murdoch Mysteries' positive experience while filming in St. Marys was mentioned several times during the presentations.

Program Statistics:

Service	April 2020 Clients Served	April 2021 Clients Served	April 2020 Units	April 2021 Units
Hot Meals on Wheels	7	12	109	111
Frozen Meals on Wheels	19	14	104	182
Community Dining	0	101	0	502
Telephone Reassurance/Social Connection	20	22	204	280
Grocery Shopping/Food Delivery	25	42	14	33

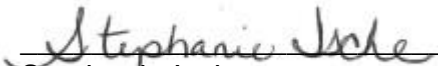
Fitness	0	65	0	419
Social Phone Program	NA	55	NA	192

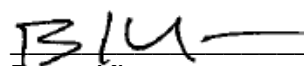
Town of St. Marys Online Booking Support Line		
Time of Service	Number of Vaccine Support Calls Answered	Number of rides to Vaccine Clinics Arranged/Sponsored
March 1, 2021 – March 31, 2021	210	0
April 1, 2021 – April 30, 2021	90	1
May 1, 2021 – May 31, 2021	51	3

REVIEWED BY

Recommended by the Department

Recommended by the CAO


 Stephanie Ische
 Director of Community Services


 Brent Kittmer
 Chief Administrative Officer

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Doug LaPointe, Recreation Operations Supervisor
Date of Meeting:	22 June 2021
Subject:	DCS 23-2021 HVAC Replacement for Arena and Pool Change Rooms

PROJECT DETAILS

The project components of the HVAC replacement include replacing the units which service the arena and pool change rooms, as well as the unit which services the End Zone. Ultra-Violet air filtration will also be installed in each area as part of the project.

All units being replaced were identified as due for replacement in the Asset Management Plan and were already considered in the 2021 capital budget, of which \$100,000 was approved for this project with the balance to be funded by grants.

Provincial and Federal funding assistance totalling \$126,697 received through the “Investing in Canada Infrastructure Program (ICIP) – COVID Stream – Local Government Intake” brought the overall cost of the project to the Town down considerably, allowing for an additional unit to be replaced.

RECOMMENDATION

THAT DCS 23-2021 HVAC Replacement for Arena and Pool Change Rooms report be received; and,

THAT the procurement for the replacement of the HVAC units be awarded to Ken Robinson Refrigeration Inc. for the procured price of \$224,172.51, inclusive of all taxes and contingencies; and,

THAT Council consider By-law 62-2021, being a by-law to authorize the Mayor and Clerk to sign an agreement with Ken Robinson Refrigeration Inc.

PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

Procurement Information	Details and Results
Procurement Title:	RFT-CC-01-2021
Tender Closing Date:	Monday, May 31, 2021
Number of Bids Received:	Four (4)
Successful Proponent:	Ken Robinson Refrigeration Inc.
Approved Project Budget:	\$226,697.00 (\$100,000.00 + \$126,697.00 in funding assistance)
Cost Result – Successful Bid (Inclusive of HST):	\$224,172.51
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$198,382.75
Project Over-budget (Net of HST)	0

The procurement document submitted by Ken Robinson Refrigeration Inc. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to Ken Robinson Refrigeration Inc.

FINANCIAL IMPLICATIONS

The funding sources for the above noted project are as follows:

- **Investing in Canada Infrastructure Program: COVID Stream – Local Government Intake (\$126,697 total)**
 - Federal Funding (80%) \$101,357.60
 - Provincial Funding (20%) \$25,339.40
- **General Capital Reserve** \$71,685.60
- **Total** **\$198,382.75**

STRATEGIC PLAN

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

- Pillar #1 Infrastructure – Developing a comprehensive and progressive infrastructure plan.
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow. This will require a balance between building and regular maintenance.
 - Tactic(s): ABC

OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer

ATTACHMENTS

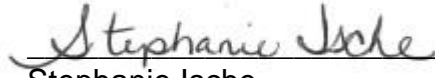
1. Bid Summary

REVIEWED BY

Recommended by the Department

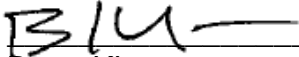


Doug LaPointe
Recreation Operations Supervisor



Stephanie Ische
Director of Community Services

Recommended by the CAO




Brent Kittmer
Chief Administrative Officer

VENDOR OPENING SUMMARY SHEET

CONTRACT NO: RFT-CC-01-2021

TITLE: HVAC Replacement for Arena and Pool

MOC 2:30 PM

NO	VENDOR	DATE	TIME	AMOUNT
1	9079653 Canada Corporation o/a Combustion Techs			
2	AIM Industrial Inc.			
3	Arcadian Projects			
4	Cimco Refrigeration, a Division of Toromont Industries Ltd.	May 31/21	1:53pm	180,990.97
5	ContructConnect			
6	JMR Electric Ltd.	May 31/21	12:55pm	195,377.00
7	Ken Robinson Refrigeration Inc.	May 31/21	1:19pm	171,145.73
8	Neptune Security Services Inc			
9	Sticks Solutions	May 31/21	2:15pm	187,008.22
10	Thermokline Mechanical Inc.			
11				
12				
13				
14				
15				
	Opened By: 			
	Recorded By: Erica Martin-Coddington			

includes HST.

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenny Mikita, Senior Services Supervisor
Date of Meeting:	22 June 2021
Subject:	DCS 21-2021 Declaration of Compliance

PURPOSE

To obtain Council's authorization to sign the Ontario Health Form of Declaration of Compliance. In 2020 the Town did not meet a number of targets due to the COVID-19 pandemic. The Ministry is aware of these metrics through the Town's annual report.

RECOMMENDATION

THAT DCS 21-2021 Declaration of Compliance report be received; and

THAT Council authorize the Chief Administrative Officer to sign the Ontario Health Form of Declaration of Compliance for the reporting period of April 1, 2020 to March 31, 2021

BACKGROUND

The Town of St. Marys Senior Services department is funded \$427,000 annually through a Multi Sector Services Agreement with Ontario Health for the Home Support Services programs provided by the department. As part of the Multi Sector Services Agreement with Ontario Health, the Town of St. Marys Senior Services department is required to submit an annual Declaration of Compliance indicating that the funded agency (Home Support Services) has fulfilled all obligations under the services accountability agreement and has complied with required legislations.

Senior Services is required to submit annual and quarterly financial and statistical reports to Ontario Health. It is through this process that any obligations which fall outside of acceptable corridors of 10 percent above or below the budgeted financial or statistical amount are reported. Obligations that have not been met by year end are to be reported under Appendix 1 of the Declaration.

REPORT

The Declaration of Compliance states:

"That the Health Service Provider (Senior Services Home Support Services) had fulfilled the obligations under the services accountability agreement (M-SAA) in effect during the Applicable Period. Without limiting the generality of the foregoing, the HSP has complied with:

- (i) Article 4.8 of the M-SAA concerning applicable procurement practices;*
- (ii) The Local Health System Integration Act, 2006*

In 2020 the Town did not meet a number of targets for service. 2020 targets were set in 2019 prior to the pandemic. The Town has recently submitted the annual report required by the Ministry, and they are aware of the missed targets.

The following functional centres fell outside the 2020-2021 budget corridor. Each of these are noted on the Declaration of Compliance attached to this report.

Functional Centre Health Promotion / Education & Development

The Health Promotion / Education & Development functional centre captures the Blood Pressure Screening program, health promotion education, as well as registered health and wellness programs. Service Recipient Interactions and Individuals Served are both below the corridor for 2020-2021. Targets fell below budget due to the department's inability to provide usual levels of service for most of the reporting year due to the COVID 19 Pandemic.

Traditionally, Blood Pressure Clinics are hosted monthly at 5 locations within the community. Blood pressure clinics were suspended from mid-March until October 2020. These resumed in November 2020 at the Friendship Centre site only to ensure that all public health measures could be maintained, and due to the fact that many community locations continue to remain closed.

Prior to the COVID -19 pandemic, health promotion education sessions were held at 4 community locations at various times monthly. Educational sessions have been offered virtually throughout the pandemic, however this method of programming has not attracted the same participation as in-person education. Staff will continue to offer various options for education to encourage participation and engagement, and when able, will offer in-person opportunities to re-engage the community.

Registered health and wellness programs were offered virtually throughout the pandemic as well as in-person when able. Prior to COVID-19, registration for classes would have far exceeded any allowable gathering limits, and as such participation was capped to adhere to public health measures. Staff continue to offer programs and service to ensure all public health measures are followed. Staff have developed a hybrid programming model to provide small group in person education / wellness programs while streaming virtually to offer more service to the community.

Functional Centre Social and Congregate Dining

The Social and Congregate Dining functional centre captures the Community Dining programs as well as the Fall Prevention and Group Fitness programs. Individuals Served and Attendance Days are both below the corridor for 2020-2021. Targets fell below budget due to the department's inability to provide usual service for most of the year due to the COVID 19 pandemic.

Traditionally, the Senior Services department would have offered 3 Community Dining programs weekly all year-round at two locations. All in person Community Dining programs have been suspended since March 2020 and have not resumed. Staff have collaborated with local community partners to provide weekly Community Dining on Wheels since June 2020; however, attendance days did not meet the pre COVID target. Staff are currently working on a re-engagement plan to resume the Community Dining program in-person when it is safe to do so, and the department will continue to offer some delivery options to maintain a level of service.

Prior to the COVID-19 pandemic, the department offered 26 weekly Falls Prevention Group Fitness classes at 8 locations within the community. In the early days of the pandemic staff re-engaged participants through online fitness primarily streamed through Facebook Live. Using this method for programming offered challenges with tracking participation. Staff have since moved virtual fitness to technology that allows for better tracking and a more interactive experience for participants. During the period where in-person programming was allowed, staff offered small group fitness programs, however gathering limits restricted participation in fitness classes that would have normally engaged upwards of 50 participants per class. Staff have since used the hybrid model of programming to be able to continue to engage in-person participation while streaming programming to those that cannot attend in-person due to gathering restrictions or for individual safety / reassurance. Outreach locations for fitness will resume in 2021 when facility common rooms and area community space re-open.

Functional Centre Footcare Services

The Functional Centre Footcare Services captures the department's Footcare program. The number of Footcare visits are below the corridor for 2020-2021 due to the COVID- 19 pandemic. In person service was suspended in March 2020. As a Health Service, Footcare was able to return in July 2020, however the number of visits provided is under the budget due to closure of the program for approximately 3 months. The number of daily visits has been reduced to accommodate the increased time required daily for screening and sanitation. Staff will continue to monitor the needs of the program based on demand and public health requirements.

It is anticipated that all participation targets may be difficult to project until the COVID-19 pandemic is resolved, however staff will continue to monitor and adjust programming based on the needs of the participants, offering alternative levels of services as needed.

FINANCIAL IMPLICATIONS

None

SUMMARY

In summary, this report provides Council with Home Support Services Declaration of Compliance. This agreement is brought to Council annually for approval, and reporting continues throughout the year so that Home Support can demonstrate their compliance in providing services to residents of St. Marys and area.

As noted, in 2020 the Town did not meet a number of targets for service. 2020 targets were set in 2019 prior to the pandemic. The Town has recently submitted the annual report required by the Ministry, and they are aware of the missed targets.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Kim Leis – Home Support Service Coordinator

ATTACHMENTS

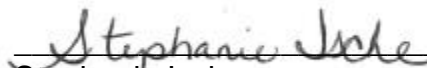
Schedule G – Form of Compliance Declaration
Appendix 1 – Exceptions.

REVIEWED BY

Recommended by the Department

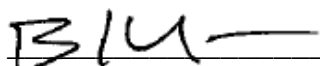


Jenny Mikita
Senior Services Supervisor



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

SCHEDULE G – FORM OF COMPLIANCE DECLARATION

DECLARATION OF COMPLIANCE

Issued pursuant to the MSAA effective April 1, 2020

To: The Board of Directors of Ontario Health Attn: Board Chair.
From: The CAO of the Corporation of the Town of St. Marys (the “HSP”)
Date: Wednesday, June 23, 2021
Re: April 1, 2020 – March 31, 2021 (the “Applicable Period”)

Unless otherwise defined in this declaration, capitalized terms have the same meaning as set out in the MSAA between Ontario Health and the HSP effective April 1, 2020.

The Board has authorized me, by resolution dated Tuesday, June 22, 2021 to declare to you as follows:

After making inquiries of the Director of Community Services, Stephanie Ische, and other appropriate officers of the HSP and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the Board’s knowledge and belief, the HSP has fulfilled, its obligations under the service accountability agreement (the “MSAA”) in effect during the Applicable Period.

Without limiting the generality of the foregoing, the HSP has complied with:

- (i) Article 4.8 of the MSAA concerning applicable procurement practices;
- (ii) The *Local Health System Integration Act, 2006*; and

Brent Kittmer, CAO
Corporation of the Town of St. Marys

Schedule G – Form of Compliance Declaration Cont'd.

Appendix 1 - Exceptions

[Please identify each obligation under the MSAA that the HSP did not meet during the Applicable Period, together with an explanation as to why the obligation was not met and an estimated date by which the HSP expects to be in compliance.]

Functional Centre Health Promotion/ Education & Development – Service Recipient Interactions and Individuals Served are both below the corridor. This is because we were unable to provide usual service for most of the year due to the COVID 19 Pandemic. We did host some virtual programs throughout the year, and held in person classes when that was permitted, however class size was limited to comply with regulations. As a result, we held less wellness programs that we usually would have.

Functional Centre Social and Congregate Dining – Individuals Served and Attendance days are both below the corridor. This is because we were unable to offer the regular compliment of falls prevention classes and dining programs due to the COVID 19 pandemic. All in person dining programs have been cancelled since March 2020, and have not resumed. We have provided take- out meals from October to March 31,2021, but the frequency is not comparative to what we used to provide. As well, we offered virtual exercise classes at the start of the pandemic, and then offered in person classes when that was permitted, but class size was limited to comply with regulations. While we were able to offer some type of class, our numbers were not comparative to participation levels prior to the pandemic.

Functional Centre Footcare Services – visits – the number of visits is below the corridor. This is because we were unable to provide service from April to July 2020 due to the COVID pandemic. We resumed service in July of 2020.

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Corporate Services

Date of Meeting: 22 June 2021

Subject: COR 24-2021 June Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 24-2021 June Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

The following is an update on the specific strategic departmental plans identified for 2021:

Community and Social Wellbeing Plan

- Stonetown Supports webpage has been launched.
- Staff working on an access to recreation policy/program to be presented to the Community Wellness committee in July.

KPMG – Reduce Financial Exposure – Community Services

- Switched over to new software; accounts were audited at the time of the transfer – April 28, 2021.
- Financial transactions through ActiveNet are reviewed and posted to the GL on a daily (or weekly) basis.
- PRC ActiveNet financial summaries are going to be reconciled to the GL on a monthly basis.

KPMG – Modernize Finance Work Processes

- RFP has been launched to perform our Information Systems Strategic Plan. Staff have begun compiling our current state analysis, along with the integration mapping of our current systems.

2022 Budget

- 2022 Pre-budget discussion will be held at the Strategic Priorities Committee meeting in July. Items to be reviewed will include:
 - 2022 strategic initiatives
 - 2022 budget schedule
 - 2020 financial update
 - Discussion regarding direction for staff relating to 2022 budget preparation.

Monthly Division Highlights

Finance Division:

- Reconciled 12 bank accounts for the month of May.
- Issued 163 cheques and EFTs in May.
- Continue to issue refunds to customers relation to COVID Pandemic.
- Year-end financial reconciliations being completed.

- May 2021 monthly reports sent to VIA Rail head office.
- Q2 Education Remittances Prepared
- Five (5) 2021 property tax adjustments processed: two for house fires (Sect. 357), two tax class changes, one RFR (Request for Reconsideration), \$1,471 decrease in municipal tax.
- (3) tenders/RFPs issued in May/June
- Staff continue to scan/upload building plans, final inspections to MPAC for future revenue.
- Finance staff continue to work on Customer Service Standards project.
- Number of property sales per month, 2020 vs 2021:
 - March 2021: 25 March 2020: 16
 - April 2021: 15 April 2020: 7
 - May 2021: 11 May 2020: 18

IT Division:

- Set up wifi for vaccine clinic.
- Prepared laptops for Quarry staff to assist the public.
- Updated keystone reporting tool.
- IT orientation for new staff members.
- Reviewing Cyber insurance requirements.

Communications Division:

- Media Relations
 - Issued 8 media releases;
 - Flags at half-mast for residential school victims
 - Moderna Clinics
 - Ontario's Roadmap to Reopen
 - Fire Department safe grilling tips
 - Victoria Day long weekend hours
 - BHOFF donation
 - Accessory Apartment Notice
 - Picnic Table Project
- Advertising:
 - Print:
 - Continued with weekly Stonetown Crier column
 - Monthly half page Stonetown Supports ad (Mental Health & Addiction)
 - Accessory Apartment Notice full page ad
 - CIP Meeting notice full page ad
 - Inflow & Infiltration full page ad
 - PRC Day Camps quarter page ad
 - Radio
 - Continued coverage of all media releases on St. Marys Radio
- Social Media:
 - Launched new Friendship Centre Facebook page with contest promoting St. Marys Money
 - Continued to share wellness, construction updates, Covid-19 updates, vaccination updates and resources from HPPH.
 - Top posts:
 - Roadmap to Reopen

- Splash pads opening
- Remembering Blackie
- Flags for Kamloops
- Community Gardens
- Picnic Projects
- Strong As Stone Nominees
- Reminder to lock it or lose it
- 28 new followers on the Town's Facebook page in May
- 0 new followers on the Town's Twitter page in May
- 0 new followers on the PRC's Facebook page in May
- 4 new followers on LinkedIn page (127 total)
- 158 new followers on new Friendship Centre Facebook page.
- Website:
 - New [Stonetown Supports webpage](#) updated with new resources (522 page views to date)
 - Top viewed pages: Library (7751), Quarry (2457), Current Opportunities (1530).
 - COVID-specific page views:
 - 1389 views of COVID-19 page
 - 185 views of Business Resources page
 - 76 views of Community Wellness page
 - Launched Camp PRC registration and revamped webpage
- Print materials and Signage:
 - Co-ordinated printing and distribution of 500 copies of CSWB report
 - Installation of new Cadzow Park plaque
 - Completed newly re-designed set of signage for Quarry.
 - Assisted with I&I update flyers
- Other:
 - Continue to assist Tourism with new Tourism website and Business Directory
 - Monthly OFM educational information continues to be shared
 - Supported launch of ActiveNet with new web page, instructional sheets.

Tourism and Economic Development Division:

- With the support of the Kinsmen and St. Marys Home Building Centre, a plan to construct the Kayak Storage unit has been finalized and will proceed as planned to be at the flats this summer.
- The [discoverstmarys.ca](#) website went live on June 1 and we will work to promote the site as travel restrictions begin to ease.
- Continued to work along side Destination Stratford and Perth County Tourism on strategies to build cycle tourism in our region.
- Held two webinars for businesses about how to be designated as cycle friendly.

- Worked to get businesses signed on to accept St. Marys Money. To-date almost 40 businesses have signed up.

Events

- Executed and promoted Picnic Table project – distribution of 10 municipal picnic tables to be painted by residents; created webpage depicting tables and ongoing social media.
- Assisted in design of picnic boxes with Cascades. Designing postcards and bumper sticker to include in picnic boxes.
- Helped promote Farmers' Market new location at Milt Dunnell Field and supplying ongoing promotional and design support.
- Released plans for Canada Day celebration and working with volunteer parade organizers and HPPH to ensure parade is safe.
- Designed new TODS sign
- Continuing to add to Town's photo library

Tourism Student

- Finishing up tourism website for GoLive date (internal and external photo layout and sizing, assisting with final changes).
- Connecting with local businesses who were looking to accept St. Marys Money to coordinate a package drop off to get them started.
- Working on organizing Business Directory template sheet for Tourism Website.

VIA Services


- Number of Boarding: 20
- Passengers Arriving: 20
- Percentage of Tickets Printed: 40%

SPENDING AND VARIANCE ANALYSIS

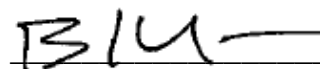
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REVIEWED BY

Recommended by the Department


 André 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: 22 June 2021

Subject: FD 09-2021 June Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 09-2021 June Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of June (14 May – 11 June 2021) the Fire Department responded to 11 emergency responses most notably:

- Unauthorized Burning – 1 Perth South
- Fire – 1 Perth South
- MVC – 1 Perth South
- Automatic Alarm – 4 St. Marys
- CO Alarm – 3 St. Marys

Fire Chief Attended 4 Calls alone

Average attendance of firefighters per emergency call - 18

St. Marys Firefighters have responded to 48 calls for service (1 January – 11 June 2021) compared to 55 emergency responses last year (1 January – 11 June 2020).

Inspections

During the month of April (14 May – 11 June 2021) the Chief Fire Prevention Officer (CFPO) has completed the following:

- 1 Complaint
- 7 Follow Up
- 1 Safety Concerns
- 7 Requests
- 4 Routine
- 1 home visit re: smoke alarm/CO date and replacement

10 Total

The CFPO will return to work two days per week when Step 2 is initiated. The CFPO monitors emails, phone and text messages and communicates with members of the community answering all questions. If a situation warrants attention, the CFPO will report to work accordingly.

Public Education

Due to COVID-19 restrictions public education events have ceased.

Training

- Fit testing for our SCBA Masks – This must be conducted every two years
- Pump Operations, Relay Pumping, Tanker Shuttle
- Training house – Structural firefighting, pump ops, search and rescue, command and control

Three personnel completed NFPA 1521 Incident Safety Officer course.

One Firefighter completed the NFPA 1002 Pump Operations course.

Personnel

100% of our Firefighters are healthy.

99% of the Firefighters received the second vaccination during the week of the 14-20 June 2021.

Recruit Process 2021

A job posting for the position of a firefighter was posted from 21 May – 4 June. Interviews will be scheduled shortly. This will be followed by the Recruit Physical Appraisal.

SPENDING AND VARIANCE ANALYSIS

- SCBA Mask Fit Testing by Hot Zone - \$1,233.17
- Two 4"x10" Flex Hose and strainer - \$2,067.90
- Annual Undercoating of Vehicles - \$1,288.20

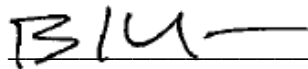
REVIEWED BY

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:	22 June 2021
Subject:	HR 09-2021 June Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 09-2021 June Monthly Report (Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Recruitment

- Currently recruiting for additional Lifeguards, Educator, Educator Assistants, Youth and Child Recreation Programmers, Causal Supply Staff, Summer Reading Coordinator, Volunteer Firefighter, and a contract Finance Supervisor.
- Prepared and issued employment packages for a Full time Lifeguard, Educators and Educator Assistants.

Employee Engagement

- Received STEAM's final recommendations from the Employee Engagement Survey. These will be presented to the Senior Leadership Team at the June meeting.
- Planning and coordinating team-based training at the Early Learning Services.

HR Systems

- Continued meeting with the Compensation/Job Evaluation consultant. Finalizing the phase 2 project plan and associated timelines.
- Attended the Siskinds' annual Labour and Employment Update (virtually). Topics focused on Covid-19 impacts on the workplace such as vaccination, mental health, remote work, personal protective equipment (i.e. masks) and constructive dismissals.
- Reviewed and updated the Exit Interview questionnaires and process.

Health and Safety

- Reviewing Joint Health and Safety Committee membership and Health and Safety Representative terms. Auditing their training records to ensure all are complete and up to date.
- Conducted an external review of the Respect in the Workplace policy to ensure it meets legislative compliance and best practice standards.
- Closed one WSIB claim as the employee was successfully able to return to their regular pre-injury job.

- Continuing to work through the return to work / accommodation process for one remaining WISB claim.

Payroll and Benefits

- Conducted virtual Employee Self-Serve / Electronic Timesheet training sessions and benefit enrollment for new staff.
- Completed and submitted a hiring report to Service Canada for May 2021.
- Completed Benefits Consortium Absenteeism and LTD monitoring for the first quarter of 2021.
- Submitted documentation for reimbursement of new Covid related sick days to WSIB.
- Processed the annual Volunteer Firefighter's Insurance Services (VFIS) renewal for Volunteer Firefighters.
- Started the 2022 Payroll Budget sheets.

SPENDING AND VARIANCE ANALYSIS

None to report.

REVIEWED BY

Recommended by the Department



Lisa Lawrence

Director of Human Resources

Recommended by the CAO



Brent Kittmer

Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Public Works

Date of Meeting: 22 June 2021

Subject: PW 49-2021 June Monthly Report (Public Works)

RECOMMENDATION

THAT PW 49-2021 June Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- Green Committee
 - The Green Committee is in the early stages of creating a framework for a recognition program for green initiatives. The Committee will submit its plan to Council upon finalization. Future meetings will focus on this project.
- Traffic and Parking
 - Documentation prepared for an amendment to the Traffic and Parking By-law to address operational concerns that have been flagged since the last by-law review.
 - Updating information related to Downtown Parking Lots (mapping and other processes)
- Procurement
 - RFT-PW-09-2021 Supply, Installation and Maintenance of Town Flower Program to be issued in June 2021, and close July 2021.
 - This document combines two existing programs. Ordering the annual flowers will become the responsibility of the Vendor, the Town will continue to approve planting plans. No service level changes are being proposed at this time, new program will provide insight regarding the cost per garden.
 - Turf Maintenance, Forestry Maintenance and the Fuel Contract all expire on December 31, 2021. Staff are drafting the procurement documents and will begin to release the tender documents mid-summer.
- Forestry Management and Natural Areas Webpage to be created, and Donation Program launched.
- Public Works Team developing strategies to improve fiscal management of the park-system, specifically playgrounds. Using tracking systems for repairs, and determining the costs associated with equipment to develop independent budget line items for 2022 to deploy best practice asset management strategies.
- Various team members have been tasked with participating in Town-wide collaborative projects such as the Asset Management Working Group (Public Works led), Development Team, Customer Service Working Group and Employee Engagement Survey Results.
- Uptick in resident inquiries and requests – Public Works staff are working through those requests to ensure timely customer service.

Environmental Services (Water, Wastewater, Solid Waste Collection, Management and Landfill)

- Activated Carbon Odor Control Media Replacement at the WPCP
- Watermain Break Repair at 172 James Street South
- Watermain repair at Cain and Elgin – Found through Town leak detection surveillance program.
- Watermain Commissioning completed for Thamescrest Phase II Development
- Curbside Leaf and Yard waste collection entered scaled back summer collection frequency.
- Spring Environmental Monitoring completed at the landfill site.
- Topographic survey completed at landfill site to assist operators and facilitate interim ECA Application design
- Spring Hydrant flushing completed.

Public Works Operations (Roads and Sidewalks)

- Yard Waste stockpile at MOC is being transferred to Landfill Site.
- Provide maintenance assistance at the Landfill (pushing down bins and clean up)
- Finish sign replacements as required by the annual Sign Reflectivity Inspection
- Completed spring oil spraying of fleet
- Topsoil screening
- Turf maintenance (including around stormwater management ponds)
- Weekly sweeping of Town streets and sidewalks
- Groomed baseball diamonds – New stone dust material to be placed as fields have been in disrepair due to lack of use.
- Assist with the movement of the COVID-19 Vaccination Clinic, positive feedback from HPPH representatives.
- MOC Fill Stockpile: contractors can presently drop off fill material at the Municipal Operations Centre. The stockpile at the MOC will be closed and contractors will be asked to take all clean fill material to the St. Marys Landfill Site. Operational Efficiency due to reduced trucking costs. Letters will be sent to contractors who currently use the site.
- MOC Material Piles: the upper area at the MOC that accepts materials such as concrete and other materials will be closed during non-operational hours due to abuse of the site (dropping off garbage) and vandalism. Area will be gated.

Parks, Trails, Tree Management, Flowers and Cemetery

- Tree management, trail maintenance, and playground maintenance are all ongoing
- Stump grinding
- Flowers planted the second week of June.
- Wildflower Meadow/Pollinator Garden planted on June 4, 2021, with Town and UTRCA Staff. Social media campaign and signage will follow.
- Cadzow Park – continue to monitor wet conditions in the area North of the Cadzow Splash Pad. Break in watermain at Museum entrance identified and repaired.
- Kin Park – Swing set structure – height, design of landing area, and age of structure no longer pass CSA playground inspection.
 - Staff will remove structure and request replacement swing set structure in 2022 capital budget – Approx. 5-10K budget item
 - Play swings have been out of service since 2019

Capital Projects and Engineering

- Elizabeth and Waterloo Reconstruction – underground work to be completed between June 8th and 14th. Working towards completing sub ground excavation from the existing road and

preparing for new road base. Final grading to be completed around June 16th, with curb line setups following.


- Thamescrest Farms (James Street North) – concrete work to be set up for June 16th, 2021. Glass Street to be re-opened for ½ day to allow detour and paving of James Street North and will close again once James Street North has reopened.
- Spring concrete repairs – Complete – Additional mobilization from contractor Fall of 2021
- Asphalt patching work - Pending
- Assisting Building and Planning Department with municipal address for new subdivision lots.
- Updating Geographic Information System mapping and integrating with the Building Department's Cloud Permit System for Building Permits.

SPENDING AND VARIANCE ANALYSIS

None.

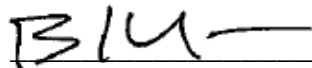
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

BY-LAW 60-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and Her Majesty the Queen in right of Ontario as represented by the Ministry of Government and Consumer Services.

- WHEREAS:** The Ministry of Government and Consumer Services manages Service Ontario operations throughout the Province of Ontario;
- AND WHEREAS:** The Ministry of Government and Consumer Services has offered The Corporation of the Town of St. Marys to be a service provider for the purpose of issuing service within St. Marys (the “Project”);
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with Her Majesty the Queen in right of Ontario by way of the Ministry of Government and Consumer Services (the “Agreement”) for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the CAO be delegated the authority to negotiate such changes to the Agreement with the Ministry of Government and Consumer Services as may be necessary to bring the Agreement to its final form prior to signing.
 - 2.** That the Mayor and the 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 Her Majesty the Queen in right of Ontario by way of the Ministry of Government and Consumer Services.
 - 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.** 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 22nd day of June 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 61-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of a lease agreement between The Corporation of the Town of St. Marys and RSTD Holdings Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys, by By-law 60-2021, shall enter into an agreement with Ministry of Government and Consumer Services for Service Ontario operations authorized at the June 22, 2021 Council meeting;
- AND WHEREAS:** The Corporation of the Town of St. Marys wishes to enter into a lease agreement with RSTD Holdings Ltd. for retail space at 194 Queen Street West for the purpose of providing Service Ontario operations for a disclosed period of time (the "Lease");
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into a Lease Agreement with RSTD Holdings Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Lease;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows;
- 1.** That the Mayor and the Clerk are authorized to execute a Lease Agreement on behalf of the Corporation of the Town of St. Marys between the Corporation of the Town of St. Marys and RSTD Holdings Ltd.
 - 2.** That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-law, and to affix thereto 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 22nd day of June 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 62-2021

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 Ken Robinson Refrigeration Inc. and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys authorized the procurement of HVAC replacement for the arena, pool change rooms and End Zone at the Pyramid Recreation Centre (the “Project”) and received a proposal from Ken Robinson Refrigeration Inc. which was subsequently approved by Council on June 22, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with Ken Robinson Refrigeration Inc. (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;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Agreement between The Corporation of the Town of St. Marys and Ken Robinson Refrigeration Inc., attached hereto as Appendix “A”, is hereby authorized and approved.
 2. That the Mayor and Clerk are hereby authorized to execute the Agreement on behalf of The Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 22nd day of June 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 63-2021

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 June 22, 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 22nd day of June 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 22nd day of June 2021.

Mayor Al Stratheedee

Jenna McCartney, Clerk