



AGENDA

Regular Council Meeting

July 27, 2021

6:00 pm

Video Conference

Click the following link:

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

Pages

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

RECOMMENDATION

THAT the July 27, 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 Nominees

Recognition of June Nominees

Matt Brenner

Don Pike

6. ACCEPTANCE OF MINUTES

- 6.1. Regular Council - June 22, 2021 12**

RECOMMENDATION

THAT the June 22, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

- 6.2. Special Council - June 29, 2021 27**

RECOMMENDATION

THAT the June 29, 2021 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

- 6.3. Special Council - July 20, 2021 30**

RECOMMENDATION

THAT the July 20, 2021 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

- 7.1. Ministry of Municipal Affairs and Housing re: Municipal Modernization Program Funding for Town of St. Marys Projects 36**

RECOMMENDATION

THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding the municipal modernization program funding for Town of St. Marys projects be received.

- 7.2. Ministry of Municipal Affairs and Housing re: Municipal Modernization Program funding for the Perth County Municipalities Joint Road Maintenance Modernization Project 38**

RECOMMENDATION

THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding the municipal modernization program funding for the Perth County Municipalities Joint Road Maintenance Modernization project be received.

- 7.3. **St. Marys Business Improvement Area re: Request for Increased Surveillance and Patrol in the Downtown Core** 40

RECOMMENDATION

THAT the correspondence from St. Marys Business Improvement Area regarding a request for increased surveillance and patrol by police in the downtown be received; and

THAT the correspondence be forwarded to the Community Policing Advisory Committee for consideration.

- 7.4. **Wilson Court Residents re: Request to Amend Town Zoning By-Law and Establish a By-Law to Regulate Trees on Private Property** 41

RECOMMENDATION

THAT the correspondence from residents of Wilson Court regarding an amendment to the Town's Zoning By-law be received; and

THAT staff report back on the process, timelines, and implications of amending the Town Zoning By-Law to include buffering for residential zones, including the R3-16 zone; and

THAT staff report back on the Town's tree management policies for private and public property.

- 7.5. **St. Marys Minor Ringette Association re: Request to Reduce Ice User Fees** 42

RECOMMENDATION

THAT the correspondence from the St. Marys Minor Ringette Association requesting reduced user fees be received.

- 7.6. **St. Marys Pickleball Association re: Request to Paint Additional Pickleball Courts at the Tennis/Pickleball Facility** 43

RECOMMENDATION

THAT the correspondence from the St. Marys Pickleball Association requesting painting of additional courts be received and referred to staff to report back as part of the 2022 Budget deliberations.

8. STAFF REPORTS

8.1. Administration

8.1.1.	ADMIN 31-2021 July Monthly Report (Administration)	46
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RECOMMENDATION

THAT ADMIN 31-2021 July Monthly Report (Administration) be received for information.

8.2. Building and Development Services

8.2.1.	DEV 35-2021 July Monthly Report (Building & Development)	52
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RECOMMENDATION

THAT DEV 35-2021 July Monthly Report (Building & Development) be received for information.

8.2.2.	DEV 34-2021 Sole Source Award for Planning Services to MLS Planning Consulting	55
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RECOMMENDATION

THAT DEV 34-2021 Sole Source Award for Planning Services to MLS Planning Consulting be received;

THAT Council approves a two-year contract with with MLS Planning Consulting, with an option for a possible extension of two years, as per Attachment A: "Proposal for Continuation of Planning Consulting Services for the Town of St. Marys"; and

THAT Council consider By-Law 70-2021 authorizing the Mayor and the Clerk to sign the associated contract extension agreement with MLS Planning Consulting.

8.2.3.	DEV 36-2021 St. Marys Community Improvement Plan	60
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RECOMMENDATION

THAT DEV 36-2021 St. Marys Community Improvement Plan be received; and

THAT Council consider By-law 68-2021 to establish a Community Improvement Project Area for the Town of St. Marys Community Improvement Plan; and,

THAT Council consider By-law 69-2021 to adopt the Community Improvement Plan for the Town of St. Marys.

8.3. Community Services

8.3.1. DCS 24-2021 July Monthly Report (Community Services) 105

RECOMMENDATION

THAT DCS 24-2021 July Monthly Report (Community Services) be received for information.

8.4. Corporate Services

8.4.1. COR 27-2021 July Monthly Report (Corporate Services) 109

RECOMMENDATION

THAT COR 27-201 July Monthly Report (Corporate Services) be received for information.

8.4.2. COR 28-2021 Municipal Insurance Renewal 113

RECOMMENDATION

THAT COR 28-2021 Municipal Insurance Renewal report be received; and

THAT the Town of St. Marys renew its 2021 insurance contract with Intact Public Entities for the term June 30, 2021 – June 30, 2022; and

THAT Council consider By-Law 71-2021 authorizing the Mayor and the Clerk to sign the associated renewal documents with Intact Public Entities.

8.5. Fire and Emergency Services

8.5.1. FD 11-2021 July Monthly Report (Emergency Services) 116

RECOMMENDATION

THAT FD 11-2021 July Monthly Report (Emergency Services) be received for information.

8.6. Human Resources

8.6.1.	HR 11-2021 July Monthly Report (Human Resources)	121
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RECOMMENDATION

THAT HR 11-2021 July Monthly Report (Human Resources) be received for information.

8.7. Public Works

8.7.1.	PW 52-2021 July Monthly Report (Public Works)	123
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RECOMMENDATION

THAT PW 52-2021 July Monthly Report (Public Works) be received for information.

8.7.2.	PW 50-2021 Service Club Sign Application - Inner Wheel Club of St. Marys	130
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RECOMMENDATION

THAT PW 50-2021 Service Club Sign Application – Inner Wheel Club of St. Marys report be received;

THAT Council approves the Inner Wheel Club of St. Marys' application to install a logo sign on each of the Service Club Sign Structures; and

THAT the Town no longer accept Application the Service Club Sign Structures unless there is vacancy.

8.7.3.	PW 53-2021 Award for RFT-PW-09-2021 Supply, Installation and Maintenance of Town Flower Program	136
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RECOMMENDATION

THAT PW 53-2021 Award for RFT-PW-09-2021 Supply, Installation and Maintenance of Town Flower Program be received; and

THAT the procurement for RFT-PW-09-2021 be awarded St. Marys Landscaping Ltd. for the approximate price of \$336,529.82, inclusive of all taxes and contingencies; and

THAT Council consider By-Law 72-2021 authorizing the Mayor and the Clerk to sign the associated agreement with St. Marys Landscaping Ltd.

9. COUNCILLOR REPORTS

9.1. Operational and Board Reports

RECOMMENDATION

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

9.1.1. Bluewater Recycling Association - Coun. Craigmile 140

June 17, 2021 Highlights

9.1.2. Library Board - Coun. Craigmile, Edney, Mayor Strathdee 151

June 3, 2021 Minutes

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

9.1.4. Huron Perth Public Health - Coun. Luna

9.1.5. Spruce Lodge Board - Coun. Luna, Pridham 154

May 19, 2021 Minutes

9.1.6. Upper Thames River Conservation Authority 157

April 27, 2021 Minutes

May 25, 2021 Minutes

9.2. Advisory and Ad-Hoc Committee Reports

9.2.1. Accessibility Advisory Committee - Coun. Hainer

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

9.2.3. Business Improvement Area - Coun. Winter 169

June 14, 2021 Minutes

9.2.4. CBHFM - Coun. Edney

9.2.5.	Committee of Adjustment	173
	June 16, 2021 Minutes	
	July 7, 2021 Minutes	
9.2.6.	Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee	187
	June 16, 2021 Minutes	
	Minute item 7.3 to be raised for consideration.	
9.2.6.1.	Community Equity Action Team	
	RECOMMENDATION	
	THAT Council recommends to the Stratford Police Service Board that the Community Equity Action Team be expanded to include the Town of St. Marys as a contributing member.	
9.2.7.	Green Committee - Coun. Pridham	192
	June 23, 2021 Minutes	
	Minute item 7.1 to be raised and considered at a future Council meeting.	
9.2.8.	Heritage Advisory Committee - Coun. Pridham	196
	June 14, 2021 Minutes	
9.2.9.	Huron Perth Healthcare Local Advisory Committee - Coun. Luna	
9.2.10.	Museum Advisory Committee - Coun. Hainer	
9.2.11.	Planning Advisory Committee - Coun. Craigmile, Hainer	
9.2.12.	Recreation and Leisure Advisory Committee - Coun. Pridham	
9.2.13.	Senior Services Advisory Committee - Coun. Winter	200
	May 31, 2021 Minutes	
9.2.14.	St. Marys Lincolns Board - Coun. Craigmile	

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

9.2.16. Youth Council - Coun. Edney

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June 4, 2021 Minutes

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

11.1. Councillor Hainer re: Weir Fountain and Painting of Crosswalks

As per Section 12.1 of the Procedure By-law, 20 of 2016, a Notice of Motion pertaining to a matter that has not been dealt with previously by Council will be presented on the current agenda, but will not be received and debated by Council until the next following meeting being August 24, 2021.

Notice of Motion #1 - THAT Council direct Public Works to include options for the refurbishing the Weir Fountain, including the option of retiring the current fountain to the St Marys Museum as an artifact in their 2022 budget for deliberation.

Notice of Motion #2 - THAT Council direct Public Works to include one or more pedestrian crosswalks in the Downtown core to be painted in the Pride colours in their 2022 budget for deliberation.

12. BY-LAWS

RECOMMENDATION

THAT By-Laws 68-2021, 69-2021, 70-2021, 71-2021 and 72-2021 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

12.1. By-Law 68-2021 Community Improvement Plan Area Designation

206

12.2. By-Law 69-2021 Adopt a Community Improvement Plan

207

12.3. By-Law 70-2021 Agreement with MLS Planning Consulting

208

12.4. By-Law 71-2021 Agreement with Intact Public Entities

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13. UPCOMING MEETINGS

* All meetings of Council to be live streamed to the Town's YouTube channel until further notice.

August 17, 2021 - 9:00 am, Strategic Priorities Committee

August 24, 2021 - 6:00 pm, Regular Council

14. CLOSED SESSION

RECOMMENDATION

THAT Council move into a session that is closed to the public at ____pm to consider closed session agenda items 14.1, 14.2 and 14.3 as authorized under the *Municipal Act*, Section 239(2)(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; and Section 239(2)(a) the security of the property of the municipality.*

14.1. Minutes CLOSED SESSION

14.2. COR 29-2021 CONFIDENTIAL Cyber Security Update

14.3. ADMIN 32-2021 CONFIDENTIAL Update on 665 James Street North LPAT Appeal

15. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at ____ pm.

16. CONFIRMATORY BY-LAW

RECOMMENDATION

THAT By-Law 73-2021, being a by-law to confirm the proceedings of the July 27, 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.

17. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at _____ pm.



MINUTES Regular Council

June 22, 2021

6:00pm

Town Hall, Council Chambers

Council Present: Mayor Strathdee (in-person)
Councillor Craigmile (video conference) arrived at 7:10 pm
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
Lisa Lawrence, Director of Human Resources
André Morin, Director of Corporate Services / Treasurer
Mark Stone, Planner

1. CALL TO ORDER

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

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2021-06-22-01

Moved By Councillor Edney

Seconded By Councillor Pridham

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

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 #Strong as Stone Nominations

Council acknowledged the following #StrongAsStone nominees and thanked them for their contribution to the community:

- 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

Gary Cumming, representing Rotary Club of St. Marys, presented Council with keepsake totes. The proceeds from the totes will support future projects throughout St. Marys.

5.3 Public Meeting - Community Improvement Plan

Resolution 2021-06-22-02

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT the June 22, 2021 regular Council meeting be adjourned at 6:15 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 6:15 pm.

CARRIED

Mayor Strathdee opened the public meeting and explained how the public could engage with Council during the public meeting.

Jenna McCartney, Clerk, explained how notice of the public meeting was provided and stated that formal comments from Town departments or external agencies had not been received. Ms. McCartney offered that the St. Marys Business Improvement Area Board has endorsed in principle the proposed Community Improvement Plan (the "CIP").

Mark Stone, Planner, provided an overview of the CIP.

Mayor Strathdee reiterated to the public how to engage with Council during the public meeting.

Ms. McCartney confirmed that there were no callers or emails received during the meeting.

In advance of the meeting, Ms. McCartney confirmed that two pieces of correspondence had been received. Ms. McCartney proceeded with reading the correspondence into the record. The general nature of each correspondence is summarized below:

Chantal Lynch, 144 Church Street East

- Section 6.5
 - let the market take care of the need to occur vacant space and use provincial and federal programs to support the business
- Section 6.6, 6.7, 6.11 and 6.14
 - concerned that these incentives are contributing to a capital investment.
 - has the Town considered additional co-op style housing?
 - concerned with single family homes being converted with accessory apartments
 - suggests removing the incentive from the plan
- Section 6.9
 - would like the inclusion of financial support for consultants related to economic development, tourism, business retention and recruitment, and streetscape design plans.
 - increase the financial support from \$5,000 with contribution from the Town and the BIA.

Pamela Zabel, 428 Emily Street

- Referencing page 9 of CIP, section 4.2, CIP Objectives
 - improving units in the downtown core is good for short-term plans although ideas for future affordable apartment complexes are needed as well

- for economic development, more multi-residential apartments are needed
- Referencing page 10 of the CIP, table A
 - consider checking off criteria for the CIP "inadequate mix of housing types and densities including insufficient affordable housing"
- Referencing page 11, section 5.3
 - consider adding financial incentive to aid developing more multifamily, affordable complexes
- Referencing page 19, section 6.7
 - consider the creation of an accessory dwelling unit guidance handbook including layman's terms with chapters on design, contractors, insurance, tenancy act, fire codes, rental contracts, etc. Webinars would be beneficial as well.

Mayor Strathdee opened the floor for questions from Council.

Councillor Hainer stated her support of the creation of a guidance handbook following the approval of the CIP.

There were no further questions from Council and no questions provided by email or telephone.

Mayor Strathdee thanked the public for participating in the meeting and confirmed that notice would be provided as prescribed by the *Planning Act* should Council proceed with approval of the Community Improvement Plan.

Resolution 2021-06-22-03

Moved By Councillor Luna

Seconded By Councillor Edney

THAT this Public Meeting be adjourned at 6:45 pm; and

THAT the June 22, 2021 regular Council meeting reconvene at 6:45 pm.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Special Council - June 8, 2021

Resolution 2021-06-22-04

Moved By Councillor Luna

Seconded By Councillor Edney

THAT the June 8, 2021 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

6.2 ADHOC CAO Performance Review - June 8, 2021

Resolution 2021-06-22-05

Moved By Councillor Hainer

Seconded By Councillor Luna

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.

CARRIED

6.3 Regular Council - June 8, 2021

Resolution 2021-06-22-06

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT the June 8, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

6.4 Strategic Priorities Committee - June 15, 2021

Resolution 2021-06-22-07

Moved By Councillor Pridham

Seconded By Councillor Hainer

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.

CARRIED

6.4.1 Annual Water and Wastewater Financial Assessment

Resolution 2021-06-22-08

Moved By Councillor Pridham

Seconded By Councillor Hainer

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.

CARRIED

6.4.2 Waste Management Financial Assessment

Resolution 2021-06-22-09

Moved By Councillor Edney

Seconded By Councillor Winter

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

CARRIED

6.4.3 Service Ontario Contract for Service

Resolution 2021-06-22-10

Moved By Councillor Winter

Seconded By Councillor Luna

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

7. CORRESPONDENCE

7.1 HPPH re: Acknowledgement of Municipal Collaboration

Resolution 2021-06-22-11

Moved By Councillor Luna

Seconded By Councillor Pridham

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

CARRIED

7.2 Ministry of the Environment, Conservation and Parks re: Recommendations

Resolution 2021-06-22-12

Moved By Councillor Winter

Seconded By Councillor Edney

THAT the correspondence from the Ministry of the Environment, Conservation and Parks regarding recommendations be received.

CARRIED

8. STAFF REPORTS

8.1 Building and Development Services

8.1.1 DEV 26-2021 June Monthly Report (Building & Development)

Grant Brouwer presented DEV 26-2021 report.

Resolution 2021-06-22-13

Moved By Councillor Luna

Seconded By Councillor Edney

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

CARRIED

8.1.2 DEV 31-2021 St. Marys Community Improvement Plan

Grant Brouwer presented DEV 31-2021 report.

Councillor Craigmile joined the meeting at 7:10 pm.

Resolution 2021-06-22-14

Moved By Councillor Luna

Seconded By Councillor Pridham

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.

CARRIED

8.2 Administration

8.2.1 ADMIN 28-2021 June Monthly Report (Administration)

Brent Kittmer and Jenna McCartney presented ADMIN 28-2021 report.

Resolution 2021-06-22-15

Moved By Councillor Winter

Seconded By Councillor Pridham

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

CARRIED

8.3 Community Services

8.3.1 DCS 22-2021 June Monthly Report (Community Services)

Stephanie Ische presented DCS 22-2021 report.

Resolution 2021-06-22-16

Moved By Councillor Craigmile

Seconded By Councillor Luna

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

CARRIED

8.3.2 DCS 23-2021 HVAC Replacement for Arena and Pool Change Rooms

Stephanie Ische presented DCS 23-2021 report.

Resolution 2021-06-22-17

Moved By Councillor Edney

Seconded By Councillor Pridham

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 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.

CARRIED

8.3.3 DCS 21-2021 Declaration of Compliance

Stephanie Ische presented DCS 21-2021 report.

Resolution 2021-06-22-18

Moved By Councillor Craigmile

Seconded By Councillor Luna

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

CARRIED

8.4 Corporate Services

8.4.1 COR 24-2021 June Monthly Report (Corporate Services)

André Morin presented COR 24-2021 report.

Resolution 2021-06-22-19

Moved By Councillor Edney

Seconded By Councillor Winter

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

CARRIED

8.5 Fire and Emergency Services

8.5.1 FD 09-2021 June Monthly Report (Emergency Services)

Chief Anderson presented FD 09-2021 report.

Resolution 2021-06-22-20

Moved By Councillor Luna

Seconded By Councillor Edney

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

CARRIED

8.6 Human Resources

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

Lisa Lawrence presented HR 09-2021 report.

Resolution 2021-06-22-21

Moved By Councillor Craigmile

Seconded By Councillor Luna

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

CARRIED

8.7 Public Works

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

Jed Kelly presented PW 49-2021 report.

Resolution 2021-06-22-22

Moved By Councillor Luna

Seconded By Councillor Pridham

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

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

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

Councillor Pridham presented the notice of motion to Council.

Resolution 2021-06-22-23

Moved By Councillor Pridham

Seconded By Councillor Luna

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.

Following preliminary discussion amongst Council, Councillors Pridham and Luna agreed to a friendly amendment within the second paragraph to state the following:

"**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 **as they deem appropriate** for the 215 children buried at the site of the Kamloops Residential School;"

Councillor Pridham sought an amendment to the resolution within the second paragraph to change the recipient of the donation.

Resolution 2021-06-22-24

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT resolution 2021-06-22-23 be amended to remove the reference to "the Tk'emlúps te Secwépemc First Nation" in the second paragraph and to replace with the "Indian Residential School Survivors Society".

DEFEATED

Councillor Craigmile sought an amendment to the main motion.

Resolution 2021-06-22-25

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT resolution 2021-06-22-23 be amended to remove the second paragraph and replace with the following:

THAT Councillors who feel compelled to do so will make a personal donation of \$215.00 to the Indian Residential School Survivors Society; and

THAT Council encourages members of the public who are financially capable to do the same.

CARRIED

Councillor Craigmile requested a recorded vote on the final motion.

Council considered the main motion with the approved amendments.

Resolution 2021-06-22-23

Moved By Councillor Pridham

Seconded By Councillor Luna

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

THAT Councillors who feel compelled to do so will make a personal donation of \$215.00 to the Indian Residential School Survivors Society; and

THAT Council encourages members of the public who are financially capable to do the same; 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.

CARRIED

11. BY-LAWS

Resolution 2021-06-22-26

Moved By Councillor Edney

Seconded By Councillor Luna

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.

CARRIED

11.1 By-Law 60-2021 Agreement with Ministry of Government and Consumer Services for Service Ontario Services

11.2 By-Law 61-2021 Lease Agreement with RSTD Holdings Ltd. for 194 Queen Street West

11.3 By-Law 62-2021 Agreement with Ken Robinson Refrigeration Inc.

12. UPCOMING MEETINGS

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

Council took a brief break at 8:33 pm.

Mayor Strathdee called the meeting back to order at 8:44 pm.

13. CLOSED SESSION

Resolution 2021-06-22-27

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 8:45 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.

CARRIED

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

Resolution 2021-06-22-28

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Council rise from a closed session at 9:45 pm.

CARRIED

Mayor Strathdee reported that a closed session was held with two matters being discussed.

Regarding the verbal update on the LPAT matter, there is nothing further to report at this time.

Council will now consider a resolution regarding the second matter regarding a land purchase matter.

Resolution 2021-06-22-29

Moved By Councillor Hainer

Seconded By Councillor Edney

THAT Council waives the condition of purchase for 14 Church Street North.

CARRIED

15. CONFIRMATORY BY-LAW

Resolution 2021-06-22-30

Moved By Councillor Luna

Seconded By Councillor Edney

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.

CARRIED

16. ADJOURNMENT

Resolution 2021-06-22-31

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourns at 9:49 pm.

CARRIED

Al Stratheed, Mayor

Jenna McCartney, Clerk



MINUTES
Special Meeting of Council

June 29, 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
Lisa Lawrence, Director of Human Resources (delegated Clerk)

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2021-06-29-01

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT the June 29, 2021 special meeting of Council agenda be accepted as presented.

CARRIED

4. CLOSED SESSION

Resolution 2021-06-29-02

Moved By Councillor Pridham

Seconded By Councillor Hainer

Special Council CLOSED - June 29, 2021

THAT Council move into a session that is closed to the public at 9:02 am as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

4.1 HR 10-2021 CAO Performance Review

5. RISE AND REPORT

Resolution 2021-06-29-03

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT Council rise from a closed session at 10:53 am.

CARRIED

Mayor Strathdee reported that a closed session was held. There is nothing further to report at this time.

6. UPCOMING MEETINGS

Mayor Strathdee noted that the July 6 special council meeting has been cancelled.

7. BY-LAWS

Resolution 2021-06-29-04

Moved By Councillor Luna

Seconded By Councillor Hainer

THAT By-Law 64-2021, being a by-law to confirm the proceedings of the June 29, 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 2021-06-29-05

Moved By Councillor Winter

Seconded By Councillor Edney

THAT this special meeting of Council adjourns at 10:56 am.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk



MINUTES
Special Meeting of Council

July 20, 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)

Council Absent: Councillor Luna

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Conference Line
Jenna McCartney, Clerk
Grant Brouwer, Director of Building and Development
Jed Kelly, Director of Public Works
Andre Morin, Director of Corporate Services / Treasurer

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2021-07-20-01

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT the July 20, 2021 special meeting of Council agenda be accepted as presented.

4. SPECIAL MATTERS OF COUNCIL

4.1 COR 26-2021 Pre-Budget 2022 Report

André Morin presented COR 26-2021 report.

Council discussed the impact of growth, MPAC's reassessment schedule, and the timelines that growth actually affect the budget.

Council discussed capital and operating reserves and the growth of such.

Council discussed the need for COVID premiums on recreation fees for the remainder of 2021.

Council discussed a number of factors that may impact the 2022 budget, including unknown cost increases for Shared Services, reductions in Provincial funding.

Council discussed the 2022 budget target.

Councillor Hainer briefly departed the meeting at 9:40 am and returned at 9:45 am.

Resolution 2021-07-20-02

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT COR 26-2021 Pre-Budget 2022 Report be received; and

THAT Council approves the proposed 2022 Budget process; and

THAT Council eliminates the COVID user fee for the remainder of 2021, effective immediately; and

THAT By-law 66-2021, being a by-law to amend By-law 104-2020 to eliminate COVID fees, be considered; and

THAT Council provides the following budget direction to staff:

- That the 2022 budget target be 2%.

CARRIED

4.2 ADMIN 30-2021 Annual Review of the Strategic Priorities Identified by Council for the 2018-2022 Term

Brent Kittmer presented ADMIN 30-2021 report.

Council reviewed the priorities identified within the report and expanded upon additional priorities that should be included in the next year's work term. Council will consider these priorities through a resolution.

Resolution 2021-07-20-03

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT ADMIN 30-2021 Annual Review of the Strategic Priorities be received for discussion; and

THAT Council directs staff to include the following strategic and operational priorities to the 2021/2022 workplan:

- Developing approaches to increase inclusion, diversity and anti-racism into the Town business practices;
- Proactively communicating the Town's development and growth vision as part of the Official Plan review;
- Re-Profiling Milt-Dunnell park as the "central park" of St. Marys; and

THAT Council approves reallocating 2019 One-Time Modernization funds to the following project:

- Milt-Dunnell Park Redevelopment Plan (if not funded by other sources); and

THAT staff create a map showing trees in the right of way that impact sight triangles;

THAT staff report on the following initiatives as part of the 2022 budget process:

- Hiring a consultant to complete an Active Transportation Master Plan;
- Hiring a firm to help administer by-law enforcement;
- Extend the climate change coordinator's contract to the end of 2022;
- Create a portage route from Milt-Dunnell to downstream;
- Increase the number of SPS patrol officers from 1 to 2; and
- Next steps and Town use of 14 Church Street North.

CARRIED

4.3 DEV 33-2021 - Application for Part Lot Control - Lot 19, Registered Plan 44M-70 Meadowridge Subdivision (Phase 2), Town of St. Marys

Grant Brouwer presented DEV 33-2021 report.

Resolution 2021-07-20-04

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT DEV 33-2021 regarding the Application for Part Lot Control for Lot 19 of the Meadowridge subdivision (Phase 2) be received; and,

THAT Council approve By-law 65-2021 affecting Lot 19, Registered Plan No. 44M-70 for a one-year period, ending July 20, 2022.

CARRIED

5. UPCOMING MEETINGS

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

Council took a brief recess at 11:05 am.

Mayor Strathdee called the meeting back to order at 11:12 am.

6. CLOSED SESSION

Resolution 2021-07-20-05

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 11:12 am as authorized under the *Municipal Act*, Section 239(2)(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 related to agenda item 6.1.

CARRIED

6.1 COR 25-2021 Update on Bankruptcy Proceedings – Solis Foods

7. RISE AND REPORT

Resolution 2021-07-20-06

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT Council rise from a closed session at 11:35 am.

CARRIED

Having experienced a technical issue at the end of closed session, Mayor Strathdee, Councillor Winter and Brent Kittmer were unable to attend the meeting.

Deputy Mayor Edney assumed the role as Chair for the duration of the meeting.

Deputy Mayor Edney reported that a closed session was held with one item being discussed related to Solis Foods bankruptcy proceedings and the Town's position related to the proceedings. There is nothing further to report at this time.

8. BY-LAWS

Resolution 2021-07-20-07

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT By-Laws 65-2021 and 66-2021 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

8.1 By-Law 65-2021 Part Lot Control

8.2 By-Law 66-2021 Fee Amendment

8.3 CONFIRMATION BY-LAW

Resolution 2021-07-20-08

Moved By Councillor Craigmile

Seconded By Councillor Hainer

THAT By-Law 67-2021, being a by-law to confirm the proceedings of the July 20, 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

9. ADJOURNMENT

Resolution 2021-07-20-09

Moved By Councillor Hainer
Seconded By Councillor Pridham

THAT this special meeting of Council adjourns at 11:37 am.

CARRIED

Al Stratheed, Mayor

Jenna McCartney, Clerk

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-3044

June 30, 2021

Your Worship
Mayor Al Strathdee
Town of St. Marys

Dear Mayor Strathdee,

Thank you for your application to the second intake of the **Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the third-party review stream, I am pleased to inform you that the Ford government will provide funding of up to \$30,000 towards:

- Town of St. Marys Information Systems Strategic Plan

All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies by November 30, 2021.

Under the implementation stream, I am pleased to inform you that the Ford government will provide funding of up to \$61,500 towards:

- Town of St. Marys Document Digitization

The provincial funding is for up to 75% of total eligible costs to implement the project and complete a final report that forecasts annual savings and other efficiency outcomes by September 30, 2022.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects selected for funding under the second intake of the Municipal Modernization Program will further support municipalities' efforts to implement efficiencies, with a focus

on digital modernization, service integration, streamlining development approvals and alternative service delivery.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email municipal.programs@ontario.ca.

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,



Steve Clark
Minister

c. Brent Kittmer, CAO, Town of St. Marys
André Morin, Director of Finance/Treasurer, Town of St. Marys
Parliamentary Assistant Randy Pettapiece, MPP, Perth—Wellington

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234-2021-3044

June 30, 2021

Your Worship
Warden Walter McKenzie
County of Perth

Dear Warden McKenzie,

Thank you for your application to the second intake of the **Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the implementation stream, I am pleased to inform you that the Ford government will provide funding of up to \$162,500 towards:

- Perth County Municipalities Joint Road Maintenance Modernization

The provincial funding is for up to 65% of total eligible costs to implement the project and complete a final report that forecasts annual savings and other efficiency outcomes by September 30, 2022.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects selected for funding under the second intake of the Municipal Modernization Program will further support municipalities' efforts to implement efficiencies, with a focus on digital modernization, service integration, streamlining development approvals and alternative service delivery.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email municipal.programs@ontario.ca.

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,



Steve Clark
Minister

- c. Lori Wolfe, Chief Administrative Officer, County of Perth
- Corey Bridges, Manager of Finance/Treasurer, County of Perth
- Parliamentary Assistant Randy Pettapiece, MPP, Perth—Wellington
- Todd Kasenberg, Mayor, Municipality of North Perth
- Kriss Snell, Chief Administrative Officer, Municipality of North Perth
- Rhonda Ehgoetz, Mayor, Township of Perth East
- Theresa Campbell, Chief Administrative Officer, Township of Perth East
- Robert Wilhelm, Mayor, Township of Perth South
- Rebecca Clothier, Administrator/Deputy Clerk/Treasurer, Township of Perth South
- Al Strathdee, Mayor, Town of St. Marys
- Brent Kittmer, CAO, Town of St. Marys
- Jeff Brick, Chief Administrative Officer, Municipality of West Perth

July 16, 2021

Dear Council Members,

It has been brought to our attention that there is an ongoing & growing concern amongst local merchants downtown concerning the increased “unwelcomed activity,” such as vandalism, theft, and those who suspiciously hangout near our backdoors checking locked doors and vehicles, all of which several of our local businesses have experienced as of late.

We have many darkened areas surrounding our older buildings / businesses (alleys included) and are asking if Stratford Police would increase their surveillance and patrol to include more frequent monitoring of businesses in the downtown core. While daytime checks are, and continue to be, appreciated we ask specifically if the Stratford Police would increase their monitoring frequency to include more checks throughout the after-hours / overnight timeslots, preferably ramped up even more so than usual on Friday & Saturday nights.

As a Board, we will also be sending out correspondence to our membership discussing the importance of being self-aware & vigilant when it comes to our own safety and what safety precautions we can make to do our best to limit potential unwelcomed occurrences.

Sincerely,

Amie Rankin, BIA Secretary

Submitted on behalf of the St. Marys BIA

From: Mary <REDACTED>

Sent: Monday, July 19, 2021 8:47 PM

To: Jenna McCartney <jmccartney@town.stmarys.on.ca>

Cc: Al Strathdee <astrathdee@town.stmarys.on.ca>; Brent Kittmer <bkittmer@town.stmarys.on.ca>;

Jed Kelly <jkelly@town.stmarys.on.ca>; Grant Brouwer <gbrouwer@town.stmarys.on.ca>; Morgan

Dykstra <mdykstra@town.stmarys.on.ca>

Subject: R3-16 zone

[EXTERNAL]

Dear Jenna,

Further to our correspondence please see our motion, below. We would like this to be included in the town council meeting on July 27, 2021.

We, the undersigned, are residents of Wilson Crt. and understand at present, there is no buffering requirement for the King property at R3-16 zone facing Carrell St. and running adjacent to Ardmore (Lovers Lane) and backing on to Wilson Crt. Can the bylaw be amended to allow for some trees to remain at the edge of this property, to create a buffer?

Also, with the rapid growth in St. Marys, is it time to create a bylaw protecting trees on private property?

Concerned residents:

Dustin and Amber Elder 6 Wilson Crt.

Mary and John Howorth 10 Wilson Crt.

Rob and Deb Lemmons 14 Wilson Crt.

Brian Humphrey and Cathy Bone 22 Wilson Crt.

Kristin De Brandere and Allison Dunseith 50 Wilson Crt,

Good evening all!

On behalf of the St. Marys Ringette Association and our neighbouring communities, I want to thank you for your support over the 2020-2021 season. In spite of the challenges that COVID brought to life in general, we were able to launch two seasons that provided players aged 3 to 19 years old a chance to play the sport they love. In a year where nothing was “normal”, the chance to be physically active playing ringette with old friends and new, would not have been possible without your support. Please accept our heartfelt gratitude.

As we begin to plan for the 2021-2022 season, I am cautiously optimistic that we will be that much closer to a “normal” season. Ringette Ontario, along with our regional governing body, have significantly lessened restrictions for play but SMRA and the families we serve are facing new challenges post-COVID so we ask for your assistance again.

In order to buffer our members from the increased costs associated with ice fees last year, we drew significantly on our meager reserves to keep our sport financially accessible to as many families as possible. If ice costs remain the same this year, we will have little choice but to pass that increased cost onto our families. Like many families, some of our members may struggle financially as the costs related to COVID continue to emerge. Recreational sport should not be accessible only to those families with financial means. Ice sports in particular are costly on the basis of equipment alone.

I ask for consideration and continued support on behalf of youth as we continue to move forward from COVID as a community. As shared at your Special Meeting of Council, on July 20th, 2021, a recommendation was made that “Council eliminate the COVID user fee for the remainder of 2021, effective immediately”. With the town receiving more funding from the COVID Safe Restart program than necessary to offset the deficit in 2020-2021, I would expect no need to maintain current levels of user fees. Further savings for the town through lower than expected staff costs as well as reduced PRC hydro costs should also support a reduced cost for users. A return to 2019-2020 ice fees or a reduction below those fees will reduce financial burdens and barriers for our families while supporting a commitment to address the wellness of our community as we all work together to create a “new normal” post-COVID.

Thank you for your time and consideration.

Lori Black

Ice Scheduler, on behalf of the St. Marys Ringette Association

From: Deb Pearce <REDACTED>

Sent: Monday, July 19, 2021 1:21 AM

To: Stephanie Ische <sische@town.stmarys.on.ca>

Cc: Douglas LaPointe <dlapointe@town.stmarys.on.ca>; Ray Cousineau <rcousineau@town.stmarys.on.ca>; Brent Kittmer <bkittmer@town.stmarys.on.ca>; Al Strathdee <astrathdee@town.stmarys.on.ca>

Subject: St. Marys Outdoor Pickleball Courts Amended Proposal

[EXTERNAL]

Good day Stephanie,

The SMPA executive and member Steve Lawton held a meeting Friday, July 16th to discuss the need for more outdoor pickleball courts. Steve was on the committee for the proposed plan to create a shared tennis court with two pickleball courts in November of 2019.

On Wednesday night July 14th there were 20 members at the outdoor courts and only 8 members were able to play on the two existing courts; hence there were 12 members waiting for a court!

The executive and Steve Lawton request to resurrect the plan from November 2019 with some amendments. It was noted during the meeting that the 2019 proposed plan would have been completed and we would have two dedicated courts and one shared tennis/pickleball court, had it not been for Covid 19 putting virtually all plans to a standstill.

The amended/new proposed plan requests the Town paint lines to create 4 pickleball courts on the existing 2 courts. We request to extend the lines to include two kitchen areas (no volley zones) and service courts on each end of the existing courts. . Please see attached document. SMPA will purchase 4 portable nets to be used on the those courts during SMPA members' nights and tournaments.

There will be no changes to the existing courts and nets; this will allow the public to still play pickleball at any time.

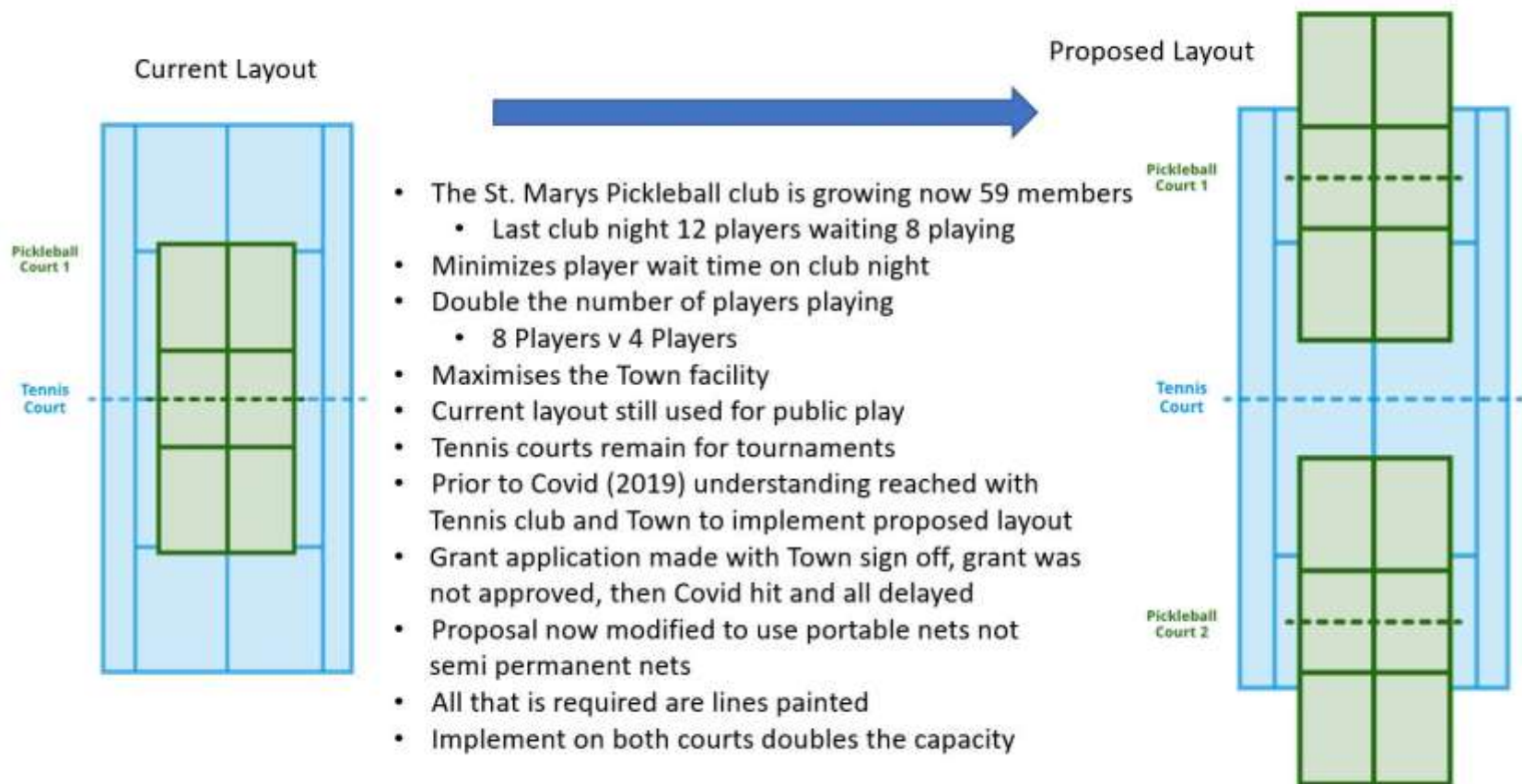
SMPA has doubled its membership from 30 members in 2019 to 60 members as of July 18, 2021. Thirteen new members have joined the club this year since the courts opened after the Provincial Covid19 lockdown, and we anticipate more new members as restrictions are lifted.

There seemed to be some confusion regarding the amount paid for the previous courts that were painted in 2019: that SMPA had not paid its allotment in full. SMPA financial records indicate the club made a payment of \$500 in December of 2018 and \$500 in 2019. The remaining \$2,750 was paid on August 31, 2020. The Town was paid in full for the painting of the courts. ** Many members complained that it was difficult to see the newly painted boundary lines. With the Town's permission, SMPA put down tape lines on the courts to improve visibility. However, despite using the recommended type of tape, it was not durable, so the Town repainted the lines in the summer of 2020, at no cost to SMPA.

As a trial, we are considering to tape court lines, as indicated in the attached document, Monday night, July 19, 2021, just prior to the SMPA members' night, which is 7:00-9:00pm. Painters tape will be used, as to not leave a residue on the courts, and the tape will be removed at 9:00pm following Members' night play.

As President of the SMPA, I would like to meet with you to discuss the amended plans, at your earliest convenience. I would also request that Doug Diplock, SMPA Past President and Steve Lawton, 2019 Court Proposal Committee member, also be present at the meeting.

Thank you,
Deb Pearce
SMPA President



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Administration

Date of Meeting: 27 July 2021

Subject: ADMIN 31-2021 July Monthly Report (Administration)

RECOMMENDATION

THAT ADMIN 31-2021 July Monthly Report (Administration) be received for information.

DEPARTMENTAL HIGHLIGHTS

COVID 19 Pandemic Response

- On Friday July 16, Huron-Perth moved into Step 3 of the Provincial Roadmap to Reopen.
- Step 3 reflects a relaxation of a many public health measures.
- The plan attached to this report outlines how and when various services will be opened. This is based on the best available information today and is considered a flexible working document.
- Some of the key points of Step 3:
 - **New Openings** (see full details attached):
 - MOC/Town Hall Customer Service Desks July 26
 - PRC Pool August 3
 - Museum August 3
 - Station Gallery July 23
 - Water Fountains July 16
 - **Screenings:**
 - Staff, Council and contractors entering Town facilities still need to be actively screened. Sign-in sheets remain in effect as well.
 - The general rule is that patrons to buildings can be passively screened using signage.
 - Where there are specific requirements for active screening of patrons, this is flagged in the reopening plan.
 - **Masks in the Workplace:**
 - As of July 16, members of Council or staff who are in an area that is not open to the public are no longer required to wear a mask if 2 m physical distance can be maintained.
 - **Remote Work/Working from Home**
 - The Province has removed language in their technical guide that requires persons to work from home where they can.
 - This is a key public health signal for employers and employees to work together to start the process of re-integrating into the workplace, where appropriate.
 - The Corporate stance is as follows:

- All steps have been taken to make facilities, services, and workplaces safe. This has been confirmed by the Town JHSC, and we are committed to continuous improvement as new information arises.
- The Town remains a traditional service-based workplace, and full-time work from home will not be the norm. There will still be an expectation to report to the workplace.
- Remote work can be successful. Moving forward, the Work from Home Policy will be used to accommodate staff who are interested in requesting that their position be considered.
- Reintegration of staff into the workplace will be informal for the remainder of the summer, with formal Work from Home plans required for September and beyond.
- **Travel Outside of Ontario**
 - Nothing in Step 3 changes the rules for travel outside of Ontario/Canada.
 - The Corporate position is that staff are to follow the travel rules put in place by the Province for interprovincial travel, and by the Federal government for international travel.

Strategic Planning and Projects

- 2021 Strategic Priorities
 - Municipal Modernization Funding – Round 2:
 - Two grant applications approved totaling \$91,500 to modernize services by digitizing property files, and to complete software mapping and integration master plan.
- Community Transportation Project:
 - The Ontario government is extending funding of up to \$14 million over two years for communities providing transportation services in unserved and underserved regions across Ontario through the Community Transportation Grant Program.
 - Funding allocations for an additional two years were received as follows:
 - Stratford - \$611,936.91
 - Perth County - \$858,713.68
 - With provincial reopening, PC Connect has resumed advertising. Organic social media and digital billboard advertisements are live, and limited radio and paid social media advertising will begin next week.
 - Staff are negotiating an agreement with Spare Labs for the creation of a digital booking platform. We plan to have the agreement in place by 1 August and the app available by September.
 - Ridership updates are as follows:

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
1-31 June	12	85	49	50	29
TOTALS	80	320	212	589	147

- Climate Change Project:
 - Shared contract staff resource tendered her resignation several months ago. Amara Kartick has been hired to fill the vacancy and resume project activities.
 - Critical path of next steps will see the draft Climate Change Action Plan put in final draft within a month.
 - After that, the report will be adopted by all partner Councils, and review and implementation of recommendations will commence.
 - For St. Marys, the vision is to have the Green Committee assume the role of the local working group to review and recommend how to implement the plan locally.
- Service Ontario
 - Working towards a target in-service date of September 13, 2021.

Intergovernmental Relations:

- The County of Perth has provided the following updates on matters of mutual interest:
 - **Perth County Municipalities Joint Road Maintenance Modernization Project** – Received up to \$162,500 towards the Perth County Municipalities Joint Road Maintenance Modernization Project. The County will work with the local municipalities and St. Marys to complete the project to forecast annual savings and other efficiency outcomes that can be realized through increased collaboration on road maintenance activities.
 - **County Ambulance Services Modernization and Virtual and Mobile Health Modernization** – Received \$74,100 towards the costs of implementing modernization changes in their operations, as well as \$15,470 towards the Virtual and Mobile Health Modernization project.
 - **Oxford, Elgin and Perth Counties Joint Municipal Paramedic Service Deployment Review** – As a group, Perth/Oxford/Elgin has received funding up to \$150,000 for a joint paramedic services deployment review. This is a very important project as paramedic services are very high, if not the highest, cost business unit in all three Counties. The project goals are to seek ways to modernize, drive efficiencies in the programs that will make them more financially sustainable.
 - **Paramedic Headquarters** – Received a grant in the amount of \$72,000 for the facility changes at the Paramedic Services HQ re: office space and HVAC upgrades.

Land Sales

- 14 Church Street North
 - Closing delayed to September.
 - 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 held June 23, 2021, with a third following immediately after on July 5, 2021.
 - Outcome is that the issues list has been settled and refined to 3 key issues surrounding the planning merits of the approved development.
 - A procedural order has been issued by LPA, and the hearing has been set for two days beginning November 2, 2021.

2. Clerks

Legislative Services

- Town Hall
 - Anticipating a reopening to the public on Monday, July 26. Visitors will be required to passively screen upon entry and the occupancy will be 2 persons in the waiting area in the lower level.
 - In-person traffic remains slow however, telephone call volume is seeing incremental increases. As the Province progresses in the re-opening plan, there seems to be more inquires and complaints being voiced by telephone.
- Animal Control
 - Two new animal control officers (ACO) have taken over St. Marys and surrounding area for coverage. The ACOs have been visiting local parks to educate the public about responsible pet ownership and provide enforcement where necessary.
 - A responsible pet ownership brochure was mailed out to 3,500 addresses in St. Marys. Staff have noted an increase of pet license applications since the mailing.
 - An additional 25 dog licenses have been issued since June's report. (Total 237 to date)
- By-Law Review
 - Research continues for poultry licensing options. Will report back to Council at a future date.
 - Waiting for approval from Attorney General for short form wording of Fireworks By-law.
- By-Law Enforcement
 - Stratford Police have provided a year to date (as of June 30, 2021) overview of by-law enforcement laws for service received.

Table 1 – Total Complaints by Complaint Basis

Bylaws	Count
3731-PARKING COMPLAINT [7300.0090]	45
3732-NOISE COMPLAINT [7300.0030]	42
3733-ANIMAL COMPLAINT-BY-LAW ONLY (BARKING, OFF-LEASH, ETC.) [7300.0040]	3
3734-SMOKING COMPLAINT [7300.0080]	1
3739-OTHER BY-LAW COMPLAINT [7300.0090]	6
Grand Total	97

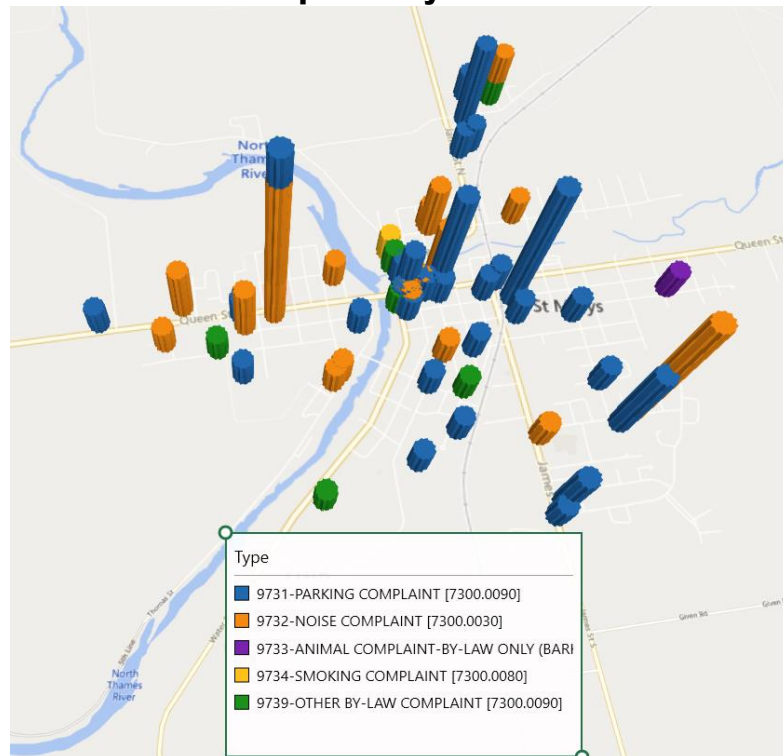
Table 2 – Total Complaints by Month

Bylaws	Count
Jan	20
Feb	10
Mar	19
Apr	19
May	10
Jun	19
Grand Total	97

Table 3 – Total Complaints by Day of the Week Received

Bylaws	Count
Sun	16
Mon	15
Tue	11
Wed	14
Thu	12
Fri	13
Sat	16
Grand Total	97

Table 4 – Total Complaints by Location



- Parking in excess of 3 hours in the downtown core remains a common complaint amongst downtown merchants. Stratford Police and Park Patrol continue to monitor and enforce as required.
- Park Patrol continues to operate five days a week from Wednesday to Sunday. Staff have been monitoring and enforcing by-laws throughout Town.
- Commissioner of Oaths
 - Seeking renewal from Division Registrar through Service Ontario for Commissioner of Oaths appointments of staff (Director of Building and Development & Accounting Clerk).

Will likely seek appointment for Building and Development and Public Works Coordinator from an efficiency standpoint.

- Council and Committee Services
 - Given the progress of the Province to enter Step 3 on July 16, staff are investigating the logistics of returning to in-person meetings. A full report will be provided to Council shortly.
- Lottery Licensing
 - With the Province's move to Step 3 on July 16, working with service clubs to ensure valid lottery licenses are in place for weekly licensed events.
- Taxi Licensing
 - Commenced annual licensing process for taxi provider.

Other Projects

- Community Safety and Wellbeing Plan (CSWB)
 - The Town's internal Community Wellness Committee will act as an action group in relation to the CSWB Plan. The Team includes representation from Community Services, Corporate Services, Library and Administration. The Team is broadening its expertise by inviting the Community Developer and Support Worker, the Community Resources Officer (Stratford Police) and a member of the MCRRT (HPHA).

SPENDING AND VARIANCE ANALYSIS

None.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Building and Development

Date of Meeting: 27 July 2021

Subject: DEV 35-2021 July Monthly Report (Building & Development)

RECOMMENDATION

THAT DEV 35-2021 July Monthly Report (Building & Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building Department

- There were 12 permits issued compared to 26 the previous year
- There were 1 dwelling units issued this month compared to 9 the previous year
- The total construction value was \$754,000 this month compared to \$3,733,000 the previous year
- The total permit fees collected the month was \$3,794.00.
- There were 45 appointments made this month by the Building Department
- There were zero permits issued for accessory apartment units this month.
- As of July 6, 2021 the following property standard complaints have been received, and addressed:

	Completed	Outstanding	Total
Yard Maintenance	8	4	12
Structure Issue	1	2	3

Planning – Applications

- Town initiated Zoning By-law Amendment regarding Accessory Apartments (Z144-2021), Public Meeting held on June 8, 2021. Appeal period ends July 12, 2021.
- Minor Variance Application for 342 Jones Street East (A01-2021) deemed complete, approved by the Committee of Adjustment on June 16. No appeals received.
- Minor Variance Application for 239 James Street South (A02-2021) deemed complete, approved by the Committee of Adjustment on June 16. No appeals received.
- Consent to Sever Application for 84 Water Street South (B01-2021) deemed complete, approved by the Committee of Adjustment on June 16. No appeals received.
- Minor Variance Application for 223 Wellington Street South (A03-2021) deemed complete, approved by the Committee of Adjustment on July 7, 2021. Appeal period commenced.
- Consent to Sever Application for 279 Elizabeth Street (B02-2020) deemed complete, approved by the Committee of Adjustment on July 7, 2021. Appeal period commenced.

- One (1) pre-consultation meeting held between June 12 and July 9, 2021. Several inquiries have been directed to the pre-consultation process.

Planning – Strategic Projects

- Comprehensive Parking Review
 - Staff are reviewing the Consultant's submission. Report planned for August 17 SPC meeting.
- Community Improvement Plan
 - Recommendation for approval being presented at the July 27, 2021 Council Meeting.
 - Town Staff are preparing an implementation plan including processes and program materials.
- Official Plan
 - Comments received from MMAH. Staff are working through the comments.
 - Comprehensive update report to be presented to Council August 24, 2021.
- Planning Process Review
 - A formalized pre-consultation process was established in January 2021, pre-consultation checklist has been updated. Upper Thames River Conservation Authority (UTRCA), and Festival Hydro representatives now attend the pre-consultation meetings.

Facilities – Operational

- COVID 19 – cleaning and sanitizing Lind, Seasonal washrooms, MOC, Via, Fire Hall, Museum, Library & Town Hall daily, fogging weekly
- Town Hall Public Washroom upgrades – project completed
- Continuity Plan developed and implemented for facilities staff
- Firehall – blinds installed
- Via – blinds installed
- Backflow Preventors annual check at all facilities completed

Facilities – Capital

- Asset Management – working on document
- Cemetery Washroom Project – project commenced on June 17
- Fire Hall SCBA compressor RFQ – project awarded to AJ Stone, delivered expected at the end of July
- Museum Façade Maintenance Project – Project awarded to Zero Defects, work commenced on June 24th.
- Landfill Storage Building Maintenance- awarded to JSB Construction, materials ordered, awaiting scheduling
- Lind Sportsplex HVAC Replacement – project completed
- Town Hall Building Assessment project – awarded to Capital Management Engineering Ltd., work to commence on July 13th.

SPENDING AND VARIANCE ANALYSIS

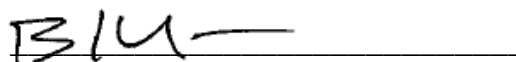
None.

REVIEWED BY

Recommended by the Department

Recommended by the CAO


Grant Brouwer
Director of Building & Development


Brent Kittmer
Chief Administrative Officer

As of June 30 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		\$3,545,000		2,203,400.00		\$3,586,346		\$754,400														\$17,568,239		\$107,337
	PN	(DU)	11	1	9	2	17	10	14	7	18	7	12	1													81	28	
2020	PV		\$950,000		\$624,000		\$10,678,320		2,829,500.00		\$287,000		\$3,733,000		\$1,391,200		\$3,955,499		\$6,407,984		\$5,093,700		\$2,090,000		\$761,000		\$38,801,203		\$181,501
	PN	(DU)	7	3	7	2	17	21	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		\$2,374,500		\$2,178,800		\$954,000		\$1,364,600		\$1,151,050		\$2,367,950		\$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	52	
2018	PV		\$700,000		\$233,500		\$1,332,500		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		\$1,377,401		\$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		\$161,000		\$336,000		\$867,600		\$760,201		\$1,809,000		\$1,511,000		\$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	13	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		\$2,053,650		\$1,049,500		\$1,004,900		\$1,226,750		\$1,199,001		\$534,200		\$1,449,000		\$13,268,001		\$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		\$663,500		\$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		\$3,288,988		\$1,523,500		\$2,586,000		\$659,500		\$736,000		\$700,300		\$477,900		\$12,432,440		\$152,225
	PN	(DU)	8	2	1	0	5	2	13	1	9	3	15	6	11	6	19	0	7	1	6	3	9	3	4	2	107	29	
2011	PV		\$127,400		\$0		\$1,020,300		\$1,800,000		\$1,171,150		\$2,662,200		\$2,517,490		\$446,500		\$62,500		\$1,359,000		\$805,600		\$25,801		\$11,997,941		\$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		\$603,800		\$323,700		\$302,300		\$1,570,000		\$4,069,000		\$1,014,300		\$2,226,260		\$1,085,200		\$553,500		\$13,470,060		\$154,284
	PN	(DU)	3	0	5	0	7	6	11	3	7	2	16	1	12	4	12	32	10	1	14	7	11	4	3	1	111	61	
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		\$1,820,248		\$1,695,026		\$1,992,829		\$1,044,401		\$1,363,677		\$1,017,855		\$810,764		\$15,111,647		\$136,829
average	PN	(DU)	6.0	1.1	4.8	0.5	7.8	3.8	12.4	4.3	15.1	4.8	16.3	3.5	14.5	4.8	13.2	5.4	12.2	2.5	12.0	5.5	8.0	2.6	5.2	3.5	121.3	40.3	

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FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	27 July 2021
Subject:	DEV 34-2021 Sole Source Award for Planning Services to MLS Planning Consulting

PURPOSE

To seek Council's approval to renew the contract for planning services with MLS Planning Consulting for an additional two years, with a possible extension of two (2) years.

RECOMMENDATION

THAT DEV 34-2021 Sole Source Award for Planning Services to MLS Planning Consulting report be received;

THAT Council approves a two-year contract with with MLS Planning Consulting, with an option for a possible extension of two years, as per Attachment A: "Proposal for Continuation of Planning Consulting Services for the Town of St. Marys"; and

THAT Council consider By-Law 70-2021 authorizing the Mayor and the Clerk to sign the associated contract extension agreement with MLS Planning Consulting.

BACKGROUND

In 2017, the Town of St. Marys issued RFP-DEV-01-2017 Provisions for Planning Services, with the purpose of retaining a consulting firm or individual to provide expertise in various land use and community planning practices areas. The term of the initial contract was two (2) years, with a possible extension of two (2) years. The Town awarded the contract to MLS Planning Consulting. MLS Planning Consulting's contract expired in June of 2021.

REPORT

The Town requires planning services to support planning applications and help execute strategic projects. Town Staff are recommending that Council sole source the above activities to the current vendor of record, MLS Planning Consulting, for and additional two (2) years, with the possible extension of two (2) years.

As per Section 9, of By-law 36-2012, Council has the authority to sole source projects to companies if certain elements exist. Section 9(b)(vi) states that the Town may sole source because doing so is more cost effective or beneficial for the Town. Procuring the services of MLS Planning Consulting for the next two+ years provides a significant benefit to the Town. Mark Stone, the Principal of MLS Planning Consulting, is an integral participant in various ongoing projects, including but not limited to the Community Improvement Plan, Official Plan Review, and two (2) Local Planning Appeal Tribunal files. It is essential that Mark Stone continue to participate in these processes given his knowledge of the topics, and for continuity purposes. In addition, Mr. Stone has provided excellent services to the Town

over the tenure of his contract. As such, there are significant benefits for retaining the services of MLS Planning Consulting.

The Town's annual average budget for planning services is \$60,000 to \$80,000, with the actual costs spent being determined by the number of planning files undertaken in a fiscal year. For clarity, the Town does not seek fixed fee contracts for planning services. It is the Town's expectation that the Consultant will negotiate a cost for service contract that will be based on actual hours of work rendered to the Town.

In a letter dated June 6, 2021, MLS Planning Consulting outlined the scope of the services they will provide and associated fees to providing continued from now until May of 2025. It is staff's recommendation that the scope of work and proposed fees outlined in the letter are accepted by Council. Given the current contract expired on June 29, 2021, staff are proposing that the fees be backdated to begin on July 1, 2021. For more detail, please see **Attachment A: Proposal for Continuation of Planning Consulting Services for the Town of St. Marys.**

Note: the meeting attendance rate is for in person meetings and is only charged for the first meeting on that date, if there are subsequent meetings, the hourly rate is charged.

FINANCIAL IMPLICATIONS

The Town incurs a cost of \$60,000 to \$100,000 for planning fees each year, the amount is determined by the number of planning files undertaken in a fiscal year, and the Town's strategic projects.

MLS Planning Consulting is proposing the following hourly rates for Mark Stone:

Year 1 (June 2021 to May 2022)	\$70
Year 2 (June 2022 to May 2023)	\$75
Year 3 (June 2023 to May 2024)	\$80
Year 4 (June 2024 to May 2025)	\$85

SUMMARY

Town staff are recommending that the contract for planning services be sole sourced to MLS Planning Consulting to ensure there is continuity on projects such as the Community Improvement Plan, Official Plan Review, and for two ongoing Local Planning Appeal Tribunal files.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Morgan Dykstra, Public Works and Planning Coordinator

ATTACHMENTS

Attachment A: Proposal for Continuation of Planning Consulting Services for the Town of St. Marys

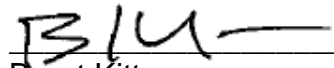
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO

A handwritten signature in black ink, appearing to read "BK", followed by a horizontal line.

Brent Kittmer

Chief Administrative Officer

June 6, 2021

Grant Brouwer, Director Building and Development
Town of St. Marys
Municipal Operations Centre
408 James Street South
P.O. Box 998
St. Marys, ON
N4X 1B6

Dear Mr. Brouwer:

**RE: Proposal for Continuation of Planning Consulting Services
for the Town of St. Marys**

As per your request, this letter sets out the scope of services and associated fees for MLS Planning Consulting to provide continued planning consulting services to the Town of St. Marys from now until May of 2025.

Scope of Services

The planning consulting services we will provide, include, but are not necessarily limited to:

- coordinating and assessing preconsultation submissions
- reviewing and processing Planning Act application submissions
- assisting with the preparation and issuance of required notices under the Planning Act
- attending meetings with Town staff, applicants and their representatives, agencies and residents
- conducting site visits
- preparing staff reports and draft official plan and zoning by-law amendments

- preparing conditions of provision consent, minor variances and draft approval of plans of subdivision
- assisting with the preparation of site plan agreements, subdivision agreements and other agreements
- attending Committee Adjustment meetings, Planning Advisory meetings, open houses, public meetings and Council meetings
- responding to general inquiries

Proposed Fees

Under the current contract, my hourly rate for professional fees is \$60.00, exclusive of expenses and HST. We continue our commitment to the Town to provide much lower fees when compared to industry averages but as per your request, I provide new professional fee rates in consideration of factors such as increased cost of living and business operations since the start of the original contract in early 2017. As requested, we provide the following hourly rates for Mark Stone, with graduated increases, over the four-year term:

Year 1 (June/21 to May/22)	\$70
Year 2 (June/22 to May/23)	\$75
Year 3 (June/23 to May/24)	\$80
Year 4 (June/24 to May/25)	\$85

The current rate for my attendance at meetings is a flat fee of \$225 per meeting. The new proposed rate will be \$275 per meeting for Years 1 and 2, and \$295 per meeting in Years 3 and 4. The rate for GIS / mapping services will increase from the current hourly rate of \$40 to \$50 for Years 1 and 2, and \$55 for Years 3 and 4. Note that all fees do not include HST.

Should you have any questions or require any additional information, please do not hesitate to contact me.

Sincerely,



Mark Stone,
Principal

mark@mlsplanning.ca



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	27 July 2021
Subject:	DEV 36-2021 St. Marys Community Improvement Plan

PURPOSE

The purpose of this report is to provide an overview of comments received as a result of public consultation and make recommendations regarding the Community Improvement Project Area By-law and Town of St. Marys Community Improvement Plan.

RECOMMENDATION

THAT DEV 36-2021 St. Marys Community Improvement Plan be received; and

THAT Council consider By-law 68-2021 to establish a Community Improvement Project Area for the Town of St. Marys Community Improvement Plan; and,

THAT Council consider By-law 69-2021 to adopt the Community Improvement Plan for the Town of St. Marys.

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 Community Improvement Plan (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 with the following 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.

A project work plan was established and the following table provides an update on the status of each project task. 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.

Table 1 – Project Work Plan

TASK	DESCRIPTION	STATUS
Project Kick-off	• Advise Ministry of Municipal Affairs and Housing (MMAH) of Town's CIP project	COMPLETE
	• Establish Town CIP project webpage with project description, background documents, opportunities for public input, etc.	COMPLETE
Research/Analysis and Public Consultation	• Planning policy and background document review	COMPLETE
	• Needs and opportunities assessment and option identification and assessment	COMPLETE
Report to Council	• Present draft Community Improvement Plan to Council	COMPLETE
Consultation	• Consult with MMAH	COMPLETE
	• Statutory public meeting	COMPLETE
Report to Council and Approval	• Council considers approval of CIP and passes by-law • Notice of approval issued	Pending

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.

On June 22, 2021, Council held a virtual public meeting as required under the Planning Act, received DEV 31-2021 regarding the CIP project and directed Town staff to report back to Council with final recommendations regarding the proposed CIP following consideration of public comments.

REPORT

PUBLIC CONSULTATION

Notice of the Virtual Public Open Houses was published in the November 19, 2020 edition of the St. Marys Independent. Two Virtual Open Houses were held on December 3, 2020, from 2 to 2:45 p.m. and 6:30 to 7:15 p.m.

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 agencies as prescribed by Regulation.

Several options for the community to provide comments were provided including by regular mail, phone, facsimile and email. During the open houses and public meeting, the public was able to provide comments or ask questions by appearing in the virtual meeting or by calling in using a toll-free number.

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.

PROPOSED COMMUNITY IMPROVEMENT PLAN

Some of the key components of the proposed 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.

TOWN OF ST. MARYS NOTICE OF PUBLIC MEETING



PROPOSED TOWN OF ST. MARYS COMMUNITY IMPROVEMENT PLAN

A Community Improvement Plan (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. The purpose and effect of the Town's proposed CIP is to provide a range of financial incentive programs to owners and tenants of privately owned land and buildings within the CIP area to: renew and restore private buildings and properties; expand local business activity; attract new investment, partnerships, and funding; increase the municipal tax base; promote St. Marys built and cultural heritage, and unique character; reduce vacant commercial and industrial buildings and properties; and increase the availability of affordable housing units.

To view any information or materials related to this project, please contact the Building and Development Department at the Town's Municipal Operations Centre, 408 James Street South, P.O. Box 998, St. Marys, ON, N4X 1B6 (phone: 519-284-2340 ext. 213) or visit the Town's CIP webpage at: www.townofstmarys.com/CIP.

PUBLIC MEETING

TAKE NOTICE THAT PURSUANT TO Section 28 of the Planning Act, R.S.O. 1990, the Council of the Corporation of the Town of St. Marys will hold a public meeting on Tuesday, June 22, 2021 at 6:00 p.m. to consider the proposed Town of St. Marys CIP. The meeting will be held virtually and will be live streamed to the Town's YouTube channel (Town of St. Marys). The purpose of the Public Meeting is to provide the public with an opportunity to understand and comment on the proposed CIP which relates to all lands located within the Town's municipal boundary. Any person may attend a public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Town of St. Marys CIP.

PLEASE NOTE that due to the COVID-19 pandemic state of emergency, all Council meetings will be held online, until further notice. As this will be an online meeting, there will be no physical in person attendance. For further details on how to attend online or provide comments to the Town respecting this matter, please contact the Clerk at 519-284-2340 x 212 or clerk@townofstmarys.on.ca or visit www.townofstmarys.com/planning.

WRITTEN/VERBAL SUBMISSIONS

If you wish to be notified of the decision of the Town of St. Marys with respect to the proposed CIP, you must make a written request to Jenna McCartney, Clerk of the Town of St. Marys (175 Queen Street East, P.O. Box 998, St. Marys, ON N4X 1B6; Telephone: 519-284-2340 212; Fax: 519-284-3881; Email: jmcarterney@townofstmarys.on.ca).

If a person or public body would otherwise have an ability to appeal the decision of Council of the Corporation of the Town of St. Marys to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or making written submissions to the Town of St. Marys before the CIP by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the Town of St. Marys before the proposed CIP by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

ADDITIONAL INFORMATION

For more information about this matter, including information about preserving your appeal rights, please contact Grant Brouwer, Director of Building and Development at the Town of St. Marys Municipal Operations Centre:

408 James St. S.
P.O. Box 998, St. Marys, ON N4X 1B6
Telephone: 519-284-2340, ext. 215
Email: gbrouwer@townofstmarys.on.ca

Please note: Comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public, may be published in a Planning Report to Planning Advisory Committee and/or Council, and may be included in Planning Committee and/or Council agendas and minutes. Agendas and minutes are published on the Town of St. Marys website at www.townofstmarys.com.

DATED AT THE TOWN OF ST. MARYS THIS 2nd DAY OF JUNE, 2021.

Jenna McCartney, Clerk, Town of St. Marys
175 Queen St. E., P.O. Box 998, St. Marys, ON N4X 1B6
Telephone: 519-284-2340
Fax: 519-284-3881
Email: jmcarterney@townofstmarys.on.ca

- 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 table provides a summary of the proposed CIP programs.

Table 2 – Summary of CIP Incentive Programs

CIP SECTION	INCENTIVE PROGRAM	DESCRIPTION	MAXIMUM FUNDING AMOUNT 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. • Intended to maintain the historic character of the Downtown, and attract businesses and tourism. 	\$8,000 to \$10,000
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

CIP SECTION	INCENTIVE PROGRAM	DESCRIPTION	MAXIMUM FUNDING AMOUNT PER PROJECT
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 Building Permit Fee Rebate Grant	<ul style="list-style-type: none"> Reduce the cost of improvements by offering a grant for any required planning application or building permit fees. Program is intended to increase the supply of attainable housing units in the Town. 	\$5,000
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

ISSUES AND ANALYSIS

The following is a summary of comments, questions and issues raised through the public consultation process, and staff responses.

1) What is the total budget and how are those funds distributed to various programs?

Staff response: CIP budgets will be determined by Council on an annual basis. The budget for 2021 is \$50,000. Requests for assistance through the CIP will be considered and approved on a first come, first serve basis (Section 7.2.3). Also on a yearly basis, Council will determine which financial incentive programs are in effect (Section 7.2.1).

2) What are the problems/issues being addressed by each program?

Staff response: Refer to Table 2 in this report.

3) Need for measurable outcomes based on goals and objectives

Staff response: The CIP sets out a monitoring strategy and data collection requirements to ensure that there is accurate tracking of funding and achievement of CIP goals and objectives (Section 8.2). The CIP also has annual reporting requirements to highlight successes and identify needed adjustments or amendments to the CIP (Section 8.3).

4) Is this an appropriate use of taxpayer dollars (i.e. subsidizing the middle class when others are facing economic challenges)? Let the market address issues and rely upon Provincial and Federal programs to help businesses.

Staff response: Funding will encourage and assist property owners who want to invest their own resources to improve their properties, buildings and infrastructure. Such improvements will benefit the broader community by providing local employment, improving infrastructure and increasing the supply of attainable housing. Municipal funding programs can more specifically address local issues when compared to provincial and federal programs.

5) Concerns with housing outside of the downtown. Has the Town considered other initiatives to address housing issues?

Staff response: Consultation during the CIP project and other Town projects related to local housing has revealed that some residents are willing to, but not able to, afford the costs related to adding or retrofitting an existing house for a secondary unit. The Town has approved or is considering several initiatives to address housing needs through amendments to the Town's Official Plan and Zoning By-law, and changes to the Town's Development Charges By-law.

6) Design and Study Grant should include economic development, tourism, business retention and recruitment, streetscape design plans, and grant amount is too low.

Staff response: The Design and Study Grant is intended to assist with the completion of studies, plans, or designs that will investigate the site-specific potential of an improvement project. The recommended studies do not fit with the intent of the grant.

The grant amount is appropriate as it provides a grant of up to \$5,000.00 for eligible studies, plans or design with a total project value of \$10,000.00 or greater.

7) The grant amounts for the Downtown Rental Housing Grant and Accessory Dwelling Unit Grant should be the same or comparable.

Staff response: On average, the costs of building additions or retrofitting space in an existing house is anticipated to be considerably higher than retrofitting and/or making improvements to existing second storey building space in the downtown.

FINANCIAL IMPLICATIONS

Consultation fees associated with completing this project are accommodated in the Town budget. The Council approved 2021 budget allocates \$50,000 to attainable housing incentives and \$30,000 to Façade and Heritage improvement grants. Upon approval of the CIP in 2021, it is recommended that Council dedicate the combined total of \$80,000 to fund approved CIP programs.

SUMMARY

It is recommended that Council enact a by-law to establish a CIP Area for the Town of St. Marys CIP and adopt the Town of St. Marys CIP. The proposed by-law is provided in the July 27, 2021 Council agenda and the proposed CIP is provided as Attachment 1 of this report. The CIP Area by-law and the CIP are approved under the Planning Act and are subject to a 20 day appeal period.

A working group of Town staff from various departments has assessed each incentive program in the CIP and presented these findings to Council. On the basis of this analysis, it is recommended that Council activate all incentive programs for the remainder of 2021 with the exception of the POPS and Public Art Grant (CIP Section 6.8) and the Redevelopment and Adaptive Reuse Grant (CIP Section 6.12).

Section 8.1 of the CIP sets out possible communications strategies for promote the program and available incentives including an informative webpage with easy to use and access application forms, and social media, newsletters. Town staff have developed a communications plan to be initiated following the CIP approval appeal period.

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.

ATTACHMENTS

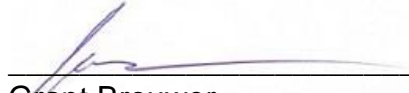
- 1) Town of St. Marys Community Improvement Plan

REVIEWED BY

Recommended by the Department

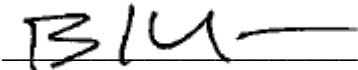


Mark Stone
Planner



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

TOWN OF ST. MARYS

COMMUNITY IMPROVEMENT PLAN

2021

APPROVED
JULY 27, 2021



Town of St. Marys
2021 Community Improvement Plan
July 27, 2021

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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);
- Community Improvement Goal Statement and Objectives (Section 4);

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

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- Community Improvement Project Areas (Section 5);
- Financial Incentive Programs (Section 6);
- Details about implementing (Section 7), 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
2018	4,575	31,612	36,187

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Year	Total Façade Grants (\$)	Total Heritage Grants (\$)	Total of All Grants (\$)
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

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:

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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));
- 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

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- 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) 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.

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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*
- 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.*

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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 attainable housing units. *

* Note: ‘Attainable housing’ includes housing that is affordable as defined in the Provincial Policy Statement and housing that is available at the time, appropriate to the circumstances of the individual or family (including of suitable quality), and an option that the household is able to put into action.

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**

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extent in key areas of the Town. At least one criterion must be met in order to designate an area a CIPA.

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;
- Attainable housing projects;
- 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 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 in a single calendar year 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.

6.5 Commercial Conversion and Expansion Grant

6.5.1 Purpose and Anticipated Benefits

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- 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
 - 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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6.5.5 *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 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:
 - A. improve the quality of life for the occupants;
 - B. increase the value of the unit(s);

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- 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 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.

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;

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

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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.

6.8.5 *Payment*

- a) All completed projects must comply with the description as provided in the grant application form.

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- 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.
- 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:

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- 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).

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:

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- 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 infill housing projects.

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.

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- 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.

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.

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- 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;
 - 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

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- 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
 - iii. Promote development on previously undevelopable lands.

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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;
 - iii. Costs of preparing a RSC, including subsequent subsurface characterization work required to support RSC filing;
 - iv. Placing clean fill and grading;

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- 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.
- 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.

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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 July 27, 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,
 - 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

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- 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.
- 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.
- 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.

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- 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;
- 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

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- 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;
- 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).

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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.

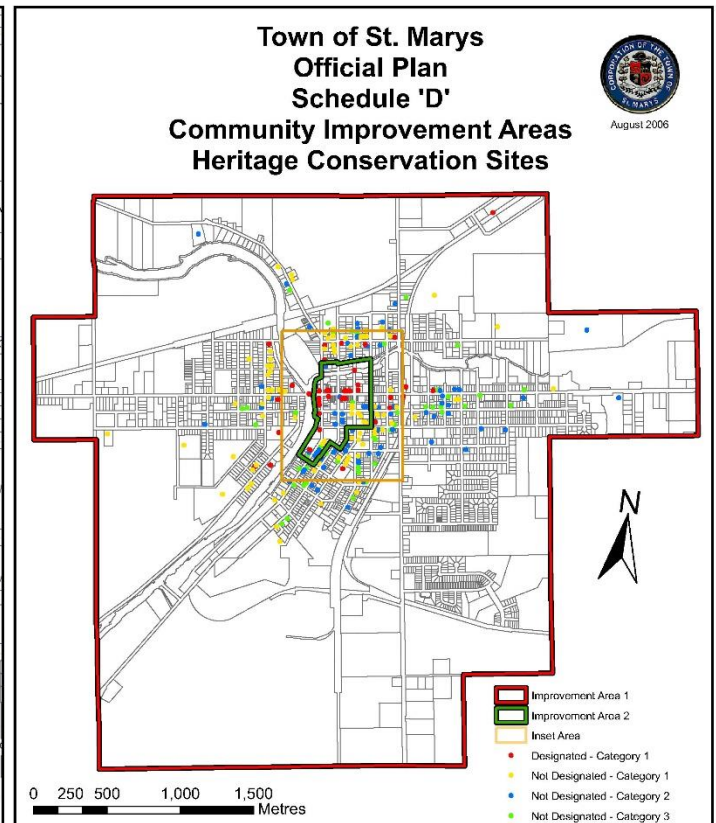
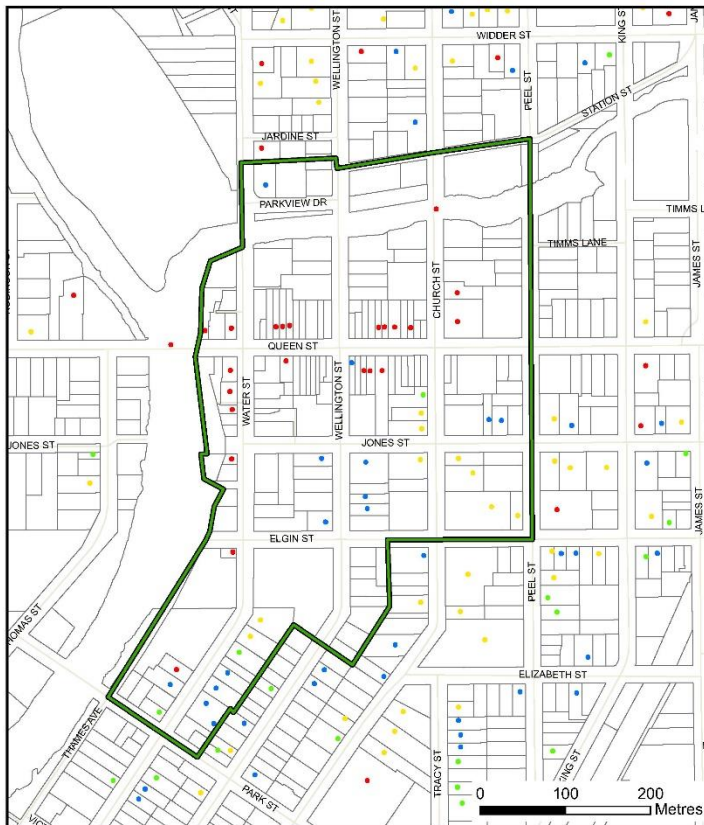
The following summarizes when CIP amendments are and are not required:

- 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**.

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APPENDIX A



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Community Services

Date of Meeting: 27 July 2021

Subject: DCS 24-2021 July Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 24-2021 July Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Grant Funding:

- Senior Services Annual Reconciliation Report was submitted to Ontario Health for the Home Support Services programs.
- Senior Services continues to work with Kingsway Lodge and Fairhill Residence to obtain funding for Pandemic Pay for PSW's.
- The Active Living Centre's Grant yearend report for 2020-2021 have been delayed by the Ministry of Seniors Affairs and as such the Grant application for 2021-2021 is also delayed. Staff have spoken with Ministry staff who expect the information to flow shortly.
- Community Museum Operating Grant submitted for June 30 deadline.
- Museum successful with grant for a Young Canada Works Building Careers in Heritage inter. This contract position is slated to be hired in late summer/early fall.

Programming/Wellness:

Senior Services

- Senior Services began outside programming June 14th. Programs include Group Fitness, Chair Yoga, Ballroom Dancing, Line Dancing, Zumba, Discussion Group, Carpet Bowling. Staff are modifying some programs as based on Step 3.
- Senior Services will be resuming their stage 1 of returning to Community Dining. The program will begin as Dine Out at Home program utilizing local business and volunteers to provide the program. Staff are working on a long-term plan for the Community Dining program.

Child Care Centre

- Summer camp programs started July 5 and will run until Aug 27. We are running 3 camp programs: Get Ready for Kindergarten, Kinder Camp and Gr. 1/2 camp, all out of Holy Name School
- Staff are working to secure Before & After School staff to run programs at Little Falls Public School for the 2021-2022 school year. Job postings have been out since May with little

response. Staff hope to be able to find staff but are unsure if we will be able to offer this program at this time unless staff can be secured.

- Holy Name School is installing a new roof so construction will be taking place approx. July 15 to mid-August. Program will remain in the building and safety measures will be put in place.
- EarlyON program has been given green light to start in person outdoor programming starting the week of July 26-30. We plan to start slow and work up based on community needs.

Camp PRC

- Camp PRC is underway, starting July 5 and running to September 3. It is run as a one cohort camp of up to 26 participants, with ages ranging from 5 to 12.

Aquatics

- The Town of St. Marys Quarry is now an accredited facility through the Lifesaving Society. The accreditation is earned by facilities that meet stringent aquatic safety standards and demonstrates the facility's ongoing commitment to public safety.
- Quarry is open for swimming and Stand up paddleboard rentals. Attendance has been inconsistent due to the unsettled weather.
- Swimming lessons for children in levels 5-10 have been going smooth. The instructors are happy to be teaching again and swimmers and parents are thrilled to have lessons available.
- There are 6 registered in the Bronze Cross course, of that 7 there are 4 candidates that are continuing to take Standard First Aid and National Lifeguard and have applied to the Lifeguard job posting.
- As of July 16, the quarry capacity will be increasing from 70 to 100.
- The Aquatics Centre is reopening Tuesday August 3, Monday to Friday 8am-2pm. We will offer 2 sessions of swimming lessons, Starfish to level 4. Family Swims, Camp swims and aquafit.

Museum

- The Museum has coordinated a virtual tour of the Mohawk Institute Residential School on July 16. The full \$10 admission fee will be directed to their Save the Evidence campaign.
- Museum will reopen on August 3 as part of Step 3 of Ontario's Reopening Plan. This will include drop-in museum visits and pre-booked archival research appointments, available Monday to Friday from 9am to 4pm.
- Video and telephone programs continue. These will slowly be scaled back when the Museum reopens in Step 3.

Facilities/Projects:

- The remaining astro-turf has been installed on both playgrounds at the childcare centre and it looks amazing. Many parents and staff have commented on the look and the children are enjoying the space without drainage issues.

Collaborative Projects:

- In partnership with staff from the St. Marys Public Library and the Clerks department staff continue to work to evaluate and explore the Town's Customer Service approach. Discussion with the committee have included; Corporate Customer Service Strategy, resources to support excellent service as well as a corporate standard. Work will continue with the committee over the next number of months.

- Two meetings of Internal Grants Committee were held. Direction to move forward on an application to the Canada Community Revitalization Fund decided on.
- Cultural Services staff met with Doors Open Coordinator at the Ontario Heritage Trust regarding the possibility of an in-person Doors Open event later in 2021. If this event moves forward, it will be co-lead with Events Coordinator.
- Vaccine clinics going well and continue every other week.

Impact/Feedback:

- The Friendship Centre hosted a Seniors Month Drive Thru BBQ. 178 meals were sold with a many positive comments on the efficacy and quality of the meal.
- The May Vaccine Hotline's statistics were not available at the time of reporting and will be reporting in the August departmental report.
- Museum Student digitized, edited, researched, and uploaded 134 new images to Picture St. Marys in June. Website attendance was up 20% from June 2020.
- Museum staff responded to 15 research quests in June.

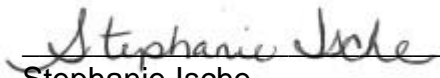
Service	May 2020 Clients Served	May 2021 Clients Served	May 2020 Units	May 2021 Units
Hot Meals on Wheels	13	10	116	124
Frozen Meals on Wheels	26		185	
Community Dining	0	85	0	342
Telephone Reassurance/Social Connection	28	22	498	264
Grocery Shopping/Food Delivery	26	10	55	27
Fitness	0	64	0	412
Social Phone Program	NA	55	NA	192

Recreation/Facility Projects:

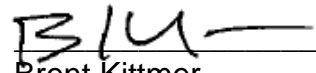
- Baseball and soccer fields were prepared for use as permitted by reopening regulations prior to July 5th.
- Cleaning and disinfecting protocols implemented for Camp PRC, facility prepped and is ready for use
- PRC splash pad is open, with one hour set aside each weekday (1:30-2:30pm) for use of Camp PRC, to ensure we maintain proper distancing and capacity limits for the health and safety of the public and the camp participants.
- Smoking by-law data for the PRC compiled for Clerk's department as requested.
- Capital and Operational projects ongoing as approved and outlined in the 2021 budget.

REVIEWED BY

Recommended by the Department


Stephanie Ische
Director of Community Services

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Corporate Services

Date of Meeting: 27 July 2021

Subject: COR 27-2021 July Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 27-201 July Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

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

Fiscal Health (2019) Recommendations

- Updates be completed as part of the 2022 budget process.

KPMG – Modernize Finance Work Processes

- \$30,000 received from Modernization grant for the Information Systems Strategic Plan
- Staff have reviewed 4 proposals relating to the Town's Information Systems Strategic Plan. The successful proponent is Pucunia House Consulting. The project is expected to kick off the week of July 19th with a final report expected in October 2021.

Tourism & Economic Development

- Tourism website project is progressing – Soft GO-LIVE date was June 1.

2022 Budget

- Operating budget development has begun.
- Pre-budget meeting with Strategic Priorities Committee scheduled for July 20, 2021.
- Draft public education and engagement plan has been created and staff will begin to action the plan in August 2021.

Monthly Division updates:

Finance Division:

- Reconciled 12 bank accounts for the month of June
- Issued 193 cheques and EFTs in June
- Continue to issue refunds to customers relation to COVID Pandemic
- Year end financial reconciliations completed for 2020
- Participated in training for Pro-Care – changes from Excare Childcare software
- Participating in Staff Survey Recommendations and Implementation process
- June 2021 monthly reports sent to VIA Rail head office.

- Q2 BIA Levy Payment issued.
- (2) tenders/RFPs issued in June/July (Flower Program & Information Systems Strategy)
- Staff continue to scan/upload building plans, final inspections to MPAC for future revenue. Manual scanning of electronic building plans to MPAC has resulted in \$30,900.00 in municipal revenue (not education) in supplementary tax billing.
- Number of property sales per month, 2021 vs 2020:

○ April 2021:	15	April 2020:	7
○ May 2021:	11	May 2020:	18
○ June 2021	25	June 2020:	17

Information Technology Division:

- Renewed Library wifi reporting tool and upgraded the public computers
- Deployed new office install at VIA
- Ported half of the internal servers over to new hardware, for improved response
- Ongoing computer deployment and new staff orientations
- Reviewed information systems strategic plan proposals

Communications Division:

- Media Relations
 - Issued 14 media releases;
 - Roadmap to Reopen Step One Changes
 - Roadmap to Reopen Step Two Changes
 - Canada Day
 - Cottage Season Fire Safety
 - Pollinator Garden Pilot Project
 - Top Five by-laws Contravened
 - Community Safety and Well-being Plan Launch
 - Canada Day
 - Introduction of Park Patrollers
 - St. Marys Money
 - Firefighter Medal recognition
 - CIP Meeting Notice
- Advertising:
 - Print:
 - Continued with weekly Stonetown Crier column
 - Monthly half page Stonetown Supports ad (Financial)
 - Quarry Opening half page ad
 - Radio
 - Continued coverage of all media releases on St. Marys Radio
- Social Media:
 - Continued to share wellness, construction updates, Covid-19 updates, vaccination updates and resources from HPPH.
 - Top posts:
 - Picnic table project
 - Firefighter recognition
 - By-law officers
 - Quarry opening
 - Top 5 by-laws broken
 - Pollinator Garden contest

- Canada Day
- Campfire safety
- 11 new followers on the Town's Facebook page in June
- 2 new followers on the Town's Twitter page in June
- 10 new followers on the PRC's Facebook page in June
- 11 new followers on LinkedIn page (138 total)
- New Friendship Centre Facebook page
 - Launched new friendship Centre Facebook page on June 8 with a contest to gain new followers.
 - Goal was to reach 300 followers by June 24. Reached 338 by contest end and awarded \$100 in St. Marys Money to the winner.
 - To date there are 364 followers
- Pollinator Garden Contest
 - To promote the Town's new pollination garden with an educational component, the campaign was launched with a colouring contest.
 - Contest was held June 15 to 21
 - There were 48 entries, including a large banner submission by EarlyON
- Website:
 - [Stonetown Supports webpage](#) updated with new resources (649 page views to date)
 - Top viewed pages: Quarry (10827) Library (7858), Current Opportunities (1734).
 - COVID-specific page views:
 - 1590 views of COVID-19 page
 - 89 views of Business Resources page
 - 81 views of Community Wellness page
 - New webpages created
 - Forestry
 - History of the fire Department
 - Pollinator Garden
- Print materials and Signage:
 - New fishing quarry sign
 - New lifejacket zone sign
 - New pickleball sign.
 - 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.
 - Ongoing claiming of Town Google Business listings (13 to date)
 - Ongoing accessibility checking and fixing of Town website

Tourism and Economic Development Division:

- Developing a plan with Public Works to extend the Legion Banner program launched in 2020
- Organized the materials needed for the Kinsmen Club to begin construction on the Yak Shack
- The discoverstmarys.ca website went live on June 1; continually developing plan to promote the site based on Ontario's guide to reopening
- Continue to work along side Destination Stratford and Perth County Tourism on strategies to build cycle tourism in our region.

Events

- Executed Canada Day programming; Corduroy Gordon live-stream has reached almost 3,500 people; Town Hall ceremony has reached over 1,500 people. Assisted in drive-thru parade at PRC, both in logistics and day-of execution.
- Creating signage and 'YAK FAQ for 'Yak Shack kayak lending program, assisting with publicity
- Launching Picnic Box program; leading publicity
- Did CTV interview for Picnic Project tables, CJCS interview for Canada Day
- Designed postcards for Picnic Boxes, informative QR code stickers for picnic tables, signage for bike racks downtown, signage for farmers market

Tourism Student

- Organizing restaurant menus for the Picnic Project and disseminating the materials to businesses.
- Completing the Business Directory for the discoverstmarys.ca site
- Coordinating a 2021 Visitors' Guide drop off to B&B and Air B&B locations in Stratford area.
- Fulfilling orders of the 2021 Visitors' Guide from surrounding City and Towns

VIA Services


- Number of Boarding: 46
- Passengers Arriving: 44
- Percentage of Tickets Printed: 58.7%

SPENDING AND VARIANCE ANALYSIS

None to report.


REVIEWED BY

Recommended by the Department



André Morin
Director of Corporate Services/Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: André Morin, Director of Corporate Services / Treasurer

Date of Meeting: 27 July 2021

Subject: **COR 28-2021 Municipal Insurance Renewal**

PURPOSE

This report summarizes the 2021/2022 insurance renewal for Council consideration. The recommendation is that the Town renew with Intact Public Entities (formerly Frank Cowan Company).

RECOMMENDATION

THAT COR 28-2021 Municipal Insurance Renewal report be received; and

THAT the Town of St. Marys renew its 2021 insurance contract with Intact Public Entities for the term June 30, 2021 – June 30, 2022.

THAT Council consider By-Law 71-2021 authorizing the Mayor and the Clerk to sign the associated renewal documents with Intact Public Entities.

BACKGROUND

Previously the town purchased its insurance through Frank Cowan Company. The Town went to market in 2019 with Frank Cowan Company being the successful bidder. On August 15, 2019, Frank Cowan Company was purchased by Intact Public Entities (Intact), and the renewal insurance is quoted through Intact. The Town's insurance contract expired on June 30, 2021.

The Town's current coverage includes general liability of \$15M plus \$5M excess liability. The policy also includes general owned automobile and non-owned automobile coverages of \$15M each. Property insurance providing physical coverage of \$98M for all the Town's facilities and buildings, including contents. The Town also has further coverages including crime, accident, conflict of interest, and legal expense. Intact provides many risk management services and training complimentary to the Town as value added services.

The Town's current deductible for liability insurance is \$15,000 for liability claims and \$10,000 for most other coverages.

The Town's total insurance costs (including taxes) over the last 5 years has been:

Year	Premium
2016	\$231,065
2017	\$235,897
2018	\$237,401
2019	\$217,871
2020	\$236,325

REPORT

Staff have met with Intact regarding a renewal of the insurance contract. The service being provided by Intact continues to be excellent. As the Town went through a competitive process in 2019, there would likely be little benefit received from going to market in 2021. The insurance market is currently considered a “hard” market. In a “hard” market, insurers are much more selective with the risks they are willing to take on and ultimately underwrite.

Intact released a report in 2021 about the escalating costs of Municipal claims addressing the recent and historical trends of increasing municipal insurance. In the report it states that, “double digit premium increases were typical for municipalities in 2020 and will continue through 2021”. The Town’s insurance increase is just under 10% (with the exclusion of cyber liability the net increase is approximately 5%). (2020 adjusted premium: \$219,252 and 2021 premium: 229,857). There are a few reasons that are driving the spike in the market. Many municipality claims are long and exist over multiple policy years, which makes it difficult to forecast. Property losses are more frequent and severe. There is an increase in class action lawsuits. The joint and several liability is an ongoing problem with municipalities, regardless of 1% rule, municipalities are paying out much more than their 1% liable portion. The Province of Ontario has initiated a process regarding this principle. As a society we are becoming more litigious and damage awards are substantial.

The insurance market cycle is cyclical, and has not been classified as a “hard” market since the early 2000’s. A hard market is typically short in duration – approximately 3 years and soft markets are typically much longer. There are two factors that will impact the length of the hard market – investment returns and COVID-19. In the interim period of this hard market the municipality needs to continue their efforts to attack the root cause of claims to reduce their frequency and severity. The Town of St. Marys has been very successful in this process, and since 2012 the town has reported 19 claims, with only one claim remaining open from November 2020.

Intact provided the Town of St. Marys with a renewal quote of \$229,857 plus taxes, for a total quote of **\$248,245.56**. This represents a total increase over 2020 of **5%**. The current quote is slightly elevated from the previous 2019 RFP and does not include cyber liability. Please refer to COR 29-2021 for Cyber Insurance Report.

Deductibles:

As part of the 2019 service delivery review, an option for annual cost savings was to increase our insurance deductibles. Our current deductibles are \$15,000 for liability claims and \$10,000 for most other claims. The estimates at the time were potential annual premium savings of \$5,500 - \$6,000 per year; based on historical claims this could have resulted in net savings of \$2,000 per year.

Within this market, the annual premium savings for an increase of \$5,000 to our deductible only results in annual premium savings of \$4,000. This negates any potential net savings. It is recommended that the deductible not be changed at this time.

The Town should continue to increase its insurance reserve over time. In the future, the Town can be in a better position to take advantage of larger savings from deductible increases where the financial benefit is more worthwhile.

FINANCIAL IMPLICATIONS

The insurance premium costs for 2021 would be estimated at \$248,246 (Based on current insurance program until June 30th and the renewal premium to December 31st). The 2021 Budget is \$282,100, which provides for \$33,854 for any deductible payments, and mid-term cyber insurance coverage. No

new claims have been received to date in 2021, with only one claim remaining open since November 2020.

The Town has \$80,000 in reserves to protect against an increase in claims and deductibles.

SUMMARY

The Town of St. Marys has received its renewal quote from Intact for annual insurance premiums. The increase is 5.0% over the previous year.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Intact Public Entities

ATTACHMENTS

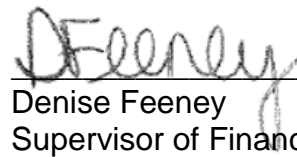
None

REVIEWED BY

Recommended by the Department

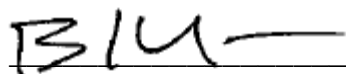


André Morin
Director of Corporate Services/Treasurer



Denise Feeney
Supervisor of Finance

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: 27 July 2021

Subject: FD 11-2021 July Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 11-2021 July Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of June (11 June – 16 July 2021) the Fire Department responded to 15 emergency responses most notably:

- VSA – 1 Perth South
- Fire – 2 - 1 St. Marys & 1 Perth South
- MVC – 2 – 1 St. Marys & 1 Perth South
- Automatic Alarm – 6 St. Marys
- CO Alarm – 4 St. Marys

Fire Chief Attended 02 Calls alone

Average attendance of firefighters per emergency call - 16

St. Marys Firefighters have responded to 63 calls for service (1 January – 16 July 2021) compared to 65 emergency responses last year (1 January – 16 July 2020).

Inspections

During the month of April (11 June – 16 July 2021) the Chief Fire Prevention Officer (CFPO) has completed the following:

- 2 Complaint
- 2 Follow Up
- 1 Safety Concerns
- 1 Requests
- 29 Routine

35 Total

Public Education

Cottage Fire Safety Tips was submitted to the Independent Newspaper, Beacon Herald, on social media, and the Fire Chief conducted an interview for Juice FM.

Training

- Ventilate, Enter, Isolate, Search (VEIS), ladder rescue and knots & hitches training
- Training house – Structural firefighting, (VEIS), pump ops, search and rescue, command and control
- (TFT nozzles) demonstration and display
- Equipment maintenance, Shore based water rescue theory and practical training
- Joint Tanker Water Shuttle training with Uniondale Fire Department

Responding to Animals Left in Motor Vehicles Training

Ontario's Provincial Animal Welfare Services Act, 2019 (PAWS Act) came into effect on January 1, 2020 and allows police, First Nations constables and provincial animal welfare inspectors to enter motor vehicles to remove animals in critical distress. In accordance with the Fire Protection and Prevention Act, 1997 (FPPA), municipal councils set the levels of fire protection services which may include the rescue of animals in motor vehicles. The FPPA provides authority for firefighters to enter motor vehicles to rescue and remove animals in distress.

To support firefighters in exercising this rescue function, the Ministry of the Solicitor General has developed a new voluntary, training e-module for fire services on responding to animals left in motor vehicles.

The module includes information related to

- The risks of an animal being left in a motor vehicle, and where the ministry directs the public to report these incidents;
- Authorities and protections under the FPPA related to rescuing animals left in motor vehicles;
- How to assess whether an animal in a motor vehicle is in distress, guidance on handling of the animal and immediate steps that can be taken to relieve the animal's distress; and,
- Who to contact when an animal has been removed from a motor vehicle.
- 100% of firefighters completed this course.
- A firefighter completed NFPA 1006 Low Slope Rescue course.

Personnel

100% of our Firefighters are healthy.

99% of our firefighters have received their second vaccine.

Volunteer work

Firefighters participated in the Canada Day parade.

Pumper

Staff had a company conduct the annual pump testing on all three vehicles. The Pumper failed the vacuum test. Potentially the pump may not be able to draft water from a static source of water i.e. portable tank, pool, pond. Staff is waiting for a report from the company and what procedures they will have to take to rectify the problem as well as the associated cost is to fix the pump.

Recruit Process 2021

Four of six candidates were interviewed on the 18th of June 2021 for the position of a firefighter.

Three successful candidates participated in the Job Specific Physical Appraisal process on the 29th of June 2021. Three passed.

One has been given a conditional offer and we are waiting on his job specific administrative forms.

Dispatch Services Update:

GIS Data

- Owen Sound IT lead has requested GIS data, during the discussion other data layers were identified as being beneficial as well (hydrants, water tanks, road network etc.)
- Manager of Technology Services Corporation of the County of Perth to provide data to Owen Sound. County will prepare data and present to Chiefs for review/confirmation.
- Any data not current will be updated or created if there are sources (paper-based records, Municipal 511).

Site Locations

- MRC reported that the site visit had focused on the old water tower in Mitchell as a viable spot (there was a question of a generator being installed/relocated) and Listowel
- MRC directed Owen Sound to BM Ross for original engineering information and confirmation.
- Owen Sound would need to negotiate a rental agreement with both West Perth and North Perth to locate their equipment at those sites
- Owen Sound working with Bell to confirm dedicated circuit/line locations at Mitchell and Listowel

Run Responses

- Chiefs to supply any specific processes they want setup in the system - alarm types, equipment assignments, call types with specific responses
- St. Marys had a few suggestions including residential CO/Smoke alarms, Open Air Permit complaints, Fireworks complaints and other minor calls that the chief would prefer to handle instead of paging out the entire Fire Department

Bell 911 and Northern 911

- Manager of Technology Services Corporation of the County of Perth to confirm change in dispatch with both
- Owen Sound to help identify and notify others (CACC, OPP, Stratford Police, etc.)

Other Information

Boundary calls - we'll need to work with them to identify boundary call notices and who should be called if they receive a transfer meant for a boundary service etc.

Special Address Identification - hazardous material, grow op, solar panels etc. list of addresses that might contain any of these hazards so they can alert fire staff on call out

Pager Tests - when do we usually do pager tests - they recommend 6pm if that's possible to match up with their current process for all other services - 7pm is shift change and not good for them

Communication - all log/call requests and complaints will go to Owen Sound. Also identified the three chiefs as the "Fire Committee" for regular meetings with Owen Sound

Who's Responding - Owen Sound is setting this up for burn permits and other items with other services and has offered to help bring our services on board with group pricing, currently only North Perth uses this service, but our other services are interested in moving.

Schedule - Owen Sound is going to work on a timeline chart with milestones and dates

Excel Worksheet - Owen Sound will send us an excel sheet that we need to fill in for each service with a large amount of information. Manager of Technology Services Corporation of the County of Perth to coordinate with Chiefs.

Onsite Visits – St. Marys Fire Chief recommended Owen Sound come to the County for an onsite visit and Owen Sound requested a close to go live on-site visit to Owen Sound for chiefs to verify processes and practice run throughs including boundary class etc.

Agreement – Chiefs asked Manager of Technology Services Corporation of the County of Perth about update on the agreement now that the project is in full swing.

SPENDING AND VARIANCE ANALYSIS

- Bunker Gear was professionally inspected, cleaned, hydrostatically tested, repaired by Sani-Gear. This is an NFPA 1851 requirement to have the Bunker Gear professionally cleaned once a year if we have a washer and dryer. If we did not, we would have to have the gear cleaned twice a year. \$2,526.48
- Jaws of Life Servicing - \$1,169.55
- Pump testing three vehicles - \$2,880.82
- Fabricate and install a new shelf for hard suction and High Vol storage - \$,353.74
- 4 Gated Wye connections - \$2,278.89 (covered by donations)
- 3 Hydrant Gate valves - \$1,935.69 (covered by donations)
- 2 Salvage Tarps - \$496.97 (covered by donations)
- 15 Firefighter Helmets - \$7,231.28 (covered by donations)

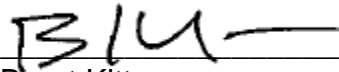
REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services / Fire Chief

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Human Resources

Date of Meeting: 27 July 2021

Subject: HR 11-2021 July Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 11-2021 July Monthly Report (Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Recruitment

- Currently recruiting for additional Lifeguards, Before and After School Educator & Educator Assistants, a Finance Supervisor, Program Assistants for Camp PRC and a Legislated Services Assistant.
- Prepared and issued employment packages for Youth and Child Recreation Programmers an additional Summer Reading Coordinator, two Runner/Screeners for the Childcare Centre and a Volunteer Firefighter.
- Welcomed a Volunteer Human Resources Assistant to the team for the summer months.

Employee Engagement

- Drafted an implementation plan for the recommendations from the Employee Engagement Survey.
- Planning for the Mayor/CAO BBQ in August.
- Participated in the corporate wide Customer Service Committee. Took meeting minutes for June 7th & 28th meetings. Team will break for summer to reconvene in September 2021, during this time, the team is to review KPMG recommendations document.
- Planning and coordinating team-based training at the Early Learning Services, on-going from last month.

HR System

- Working through Job Description updates using the new template. Facilitated training with all the Senior Leadership team. Supporting all departments while they work with staff to complete as the next phase in the compensation project.
- Updated the salary master in our HRIS system with COLA (1.17%), updated staff wages and applied annual step increases to applicable staff.
- Working with the Library board to facilitate the CEO's annual performance appraisal.

- In anticipation of staff returning to the workplace during Step 3, conducting a review of the Remote Work Policy and associated plan to ensure it will be appropriate for remote work requests outside of a pandemic situation.

Health & Safety/ Training

- Resulting from the training audit, assigned additional training to all JHSC members through HR Downloads to increase the knowledge of our H&S representatives and committee members.
- Completed two orientation sessions for new hires, via Zoom
- Working through additional updates to the New Hire Orientation to include introduction videos for each department.
- Following the external review of our Respect in the Workplace Policy, we are now focusing on an internal review. Additions to the policy are focused on remote work situations and digital forms of harassment.

Payroll and Benefits


- Conducted Employee Self-Serve/Electronic Timesheet training sessions and virtual benefit enrollment for new staff.
- Completed and submitted the report on hiring to Service Canada for June 2021.
- Completed Q2 Absenteeism & LTD reporting for the Benefit Consortium.
- Submitted documentation for reimbursement of new Covid Paid Days (3) to WSIB for June.
- Processed the 1st payment of the year for Volunteer Firefighter remuneration and Wage Enhancement Grant for Early Learning Services staff.
- Finalized the 2022 Payroll Budget sheets.
- Compiled billing information for Public Works & Finance on Holy Name of Mary School Crossing Guard invoicing to the Huron-Perth Catholic District School Board for the period January to June 2021
- Completed semi-annual balancing of taxable benefits.

SPENDING AND VARIANCE ANALYSIS

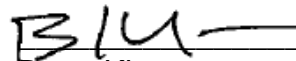
None to report.

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: 27 July 2021

Subject: PW 52-2021 July Monthly Report (Public Works)

RECOMMENDATION

THAT PW 52-2021 July Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- Green Committee
 - There are no Green Committee meetings scheduled for July and August.
 - The Green Initiative Awareness Program Framework will be brought forward for Council's review on August 24, 2021.
- 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.
 - Background work being completed for report to CPAC re: Vision Zero initiatives.
- Procurement
 - RFT-PW-09-2021 Supply, Installation and Maintenance of Town Flower Program closed on July 6, 2021. Report to Council scheduled for July 27, 2021.
 - 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.
- MMP2 Funding approved for Perth County Municipalities Joint Road Maintenance Modernization project.
- There has been an uptick in requests from the public. A work order report has been appended to the monthly report to demonstrate the work orders that are being created.
- Forestry Management Natural Areas webpage has been created. Additional material to be added to the website. Gypsy Moth Press Release issued on July 6 – advising how residents can address the gypsy moth infestation.
- 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.
- 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.

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

- Watermain break on Widder Street East – repaired
- Water Service leak at Cadzow Park – repaired
- New RAS Pump received at WPCP – pending installation
- Municipal Hazardous and Special Waste Event scheduled for July 24, 2021 at the Municipal Operations Centre from 8:00 am to 12:00 pm.
 - Advertised on the Town's social media platforms, St. Marys Independent and the Public Works flyer issued in the spring.
- Earthworks and final cover placement at the Landfill – Ongoing
- Landfill Interim Fill ECA Application due July 31, 2021 – pending submission
 - Interim Fill design being completed by engineering consultants
- Landfill Environmental Assessment Final Draft Review completed by staff – notification for submission to MECP is pending.
- Backflow Prevention Devices tested in all Town facilities – 26 total devices
- Sanitary flow monitoring devices (2) – updated and repaired
- New RAS Pump received at WPCP – pending installation
- Industrial Waste Surcharge Program consultations ongoing with industry program users

Public Works Operations

- Yard Waste stockpile at the MOC is being transferred to the Landfill site
- Provided maintenance assistance at the Landfill (pushing down bins and clean up)
- Gravel replacement and grading of shoulders that have been washed out by heavy rains
- Clean topsoil bunker, and restock with screened topsoil
- Weather dependent – Public Works will commence hot patching program at the end of July and continue through to August. In the meantime, cold patches will be applied to potholes that require repair.
- Catch Basin Cleaning completed by B. Edwards Transfer the first week of July. Huron Perth Public Health contractor to complete larvicide program the second week of July.

Parks, Trails, Tree Management, Beautification and Cemetery

- Tree management, trail maintenance and playground maintenance are all ongoing
- Stump grinding to take place throughout July and August
- Annual string trimming has commenced
- Cadzow Park Splash Pad repaired on July 5, 2021 – no outstanding issues

Capital Projects and Engineering

- Waterloo/Elizabeth Street Reconstruction to be completed late July
- James Street asphalt patching complete
- Preliminary Acceptance of underground infrastructure for Thames Crest Farms Phase 2A (have now entered 2-year warranty). Subdivision roads have signage installed saying "Unassumed Road, use at your own risk" until final acceptance of works.
- Pavement marking paint supply slowly coming in. Stop bars, crosswalks, turn arrows and parking stalls to be completed in July. Centerline work which the Town hires Perth County to complete looks to be starting as early as late July but will likely be completed in August.
- Park Street Bridge rehabilitation tender to be released July.
- Emily Street Staircase is now going to be tendered. Tender to be released July.
- Surface Treatment to occur in August

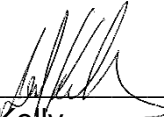
- New sidewalk on east side of Huron Street from Elgin Street E. to Rogers Ave to be constructed in August.
 - This project was included in the Town's Sidewalk Strategy adopted by Council in 2020, and approved in the 2021 Capital Plan.
 - Notices to residents affected were distributed, with a sample attached (including a larger format map of the project area).
- Investigation/research on New Generation 911 (NG911) GIS requirements – awaiting a Canadian standard prior to proceeding with GIS data analysis
- Working with finance on 2020 year end

SPENDING AND VARIANCE ANALYSIS

- Eighty (80) No Smoking/No Vaping signage ordered for municipal property inclusive of trails and parks – incurring a variance of \$1,783.32 to be applied to the trails (01-7190-5990) and parks (01-7195-5990) material and supplies budgets

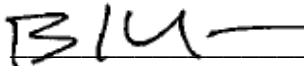
REVIEWED BY

Recommended by the Department



 Jed Kelly
 Director of Public Works

Recommended by the CAO



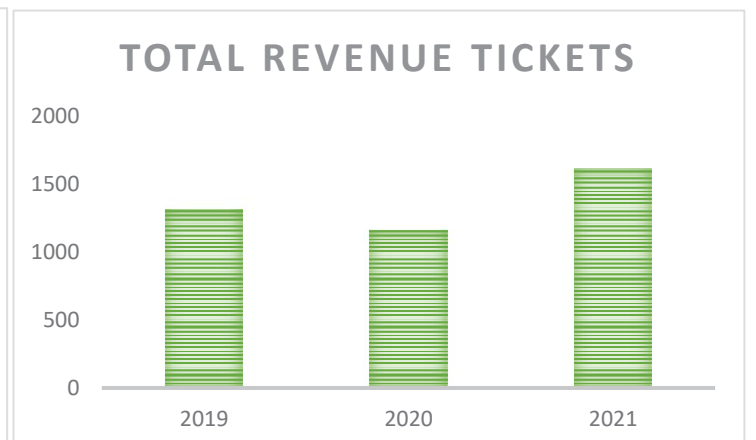
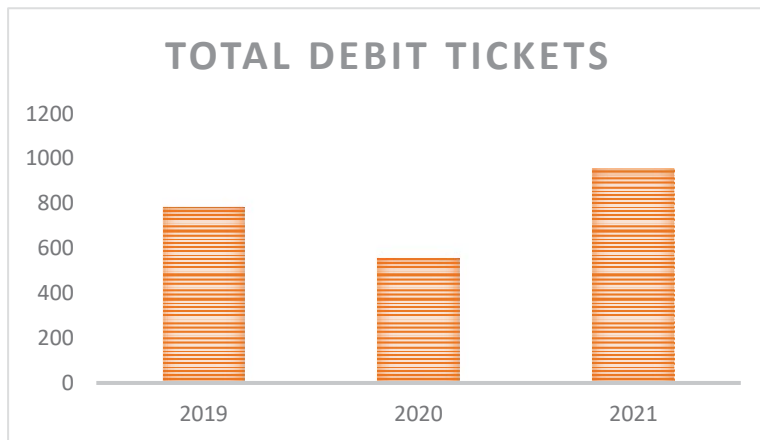
 Brent Kittmer
 Chief Administrative Officer



Quarterly Summary Report

Q2 - 2021

Year		Paid (Debit) Transactions	Total Revenue Transactions
2019	(April 1 through June 30)	783	1312
2020	(April 1 through June 30)	554	1160
2021	(April 1 through June 30)	955	1614



Materials (Q2 - April 1 through June 30)	2019	2020	2021
Brush	31.95	56.24	7.18
Clean Fill	429.44	1817	368
Construction / Demo	92.58	170.53	135.31
E-Waste	1	0	0.94
General Recyclables	6.53	10.45	5.37
Industrial Solid Waste	773.56	684.01	1091.64
Leaf and Yard Waste	109	251.81	161.48
Municipal Solid Waste	223	230	245.28
Municipal Waste - BRA	364.18	294.61	323.4
Shingles	45.46	27.43	30.51
Steel	4.28	2.22	2.74
Wood Waste	71.14	32.32	39.21

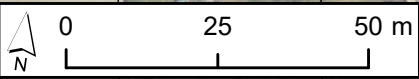
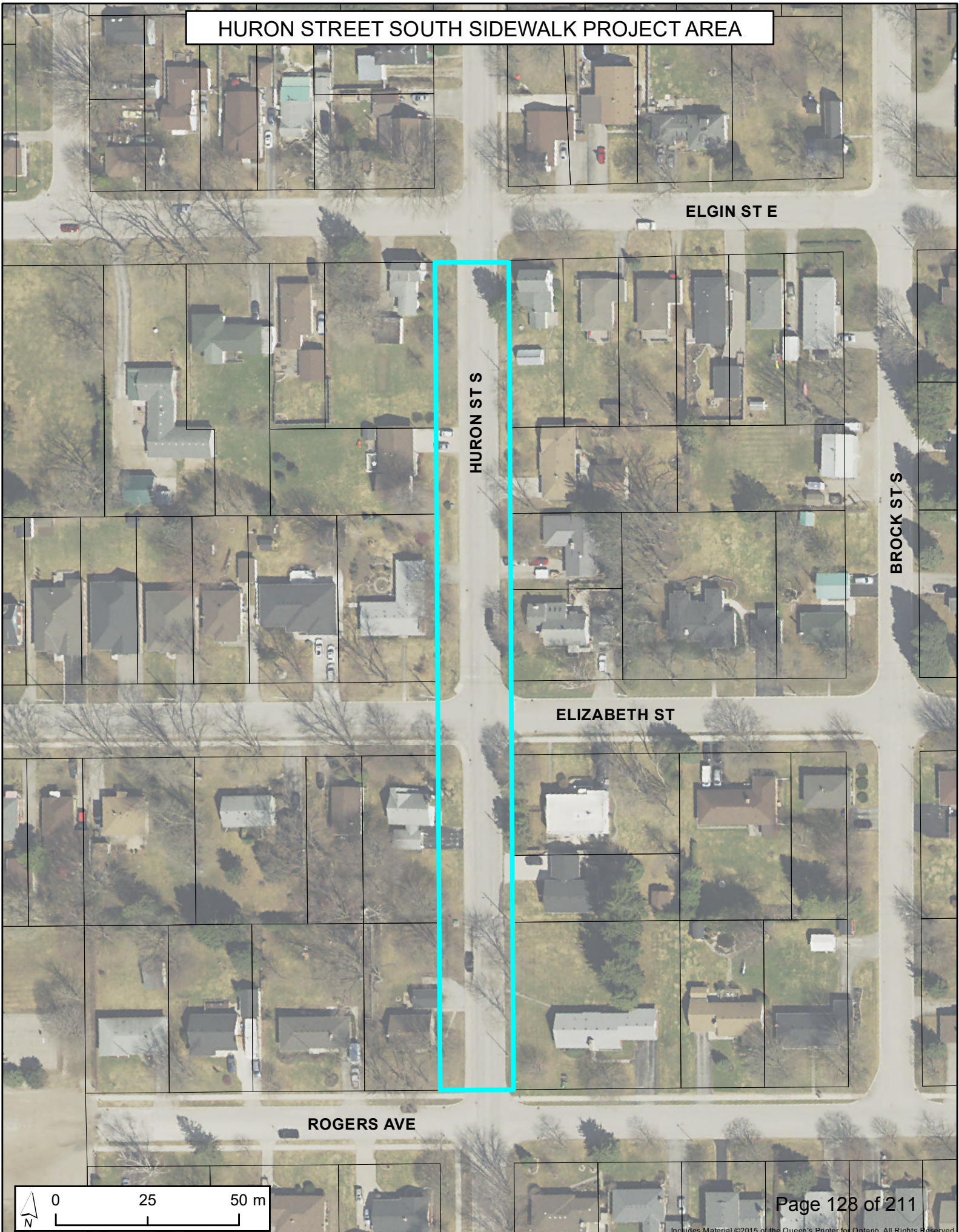


Department of Public Works - Work Orders

January 1, 2021 - July 6, 2021

Work Order Type	Completed Work Orders	Total Work Orders
Locate	567	577
Meter Inspection	33	72
General Repair	1	6
Tree Program	44	70
General	7	8
Winter Maintenance	28	30
Street Light	14	21
Waste Water Collection	4	7
Water Distribution System	22	36
Roads Repairs	8	11
Sidewalk	12	14
Wells and Facilities	1	1
Other	0	2
Repairs / Site Maintenance	1	2
Ditching	1	2
Trails	4	6
Road Alterations	0	3
Street Sign	2	3
Traffic Sign	4	13
Culvert	1	1
Flooding	1	1
Radar Sign	2	2
Private Drain Connection	0	3
Ponding	0	2
Benches	2	3
Weed Inspector	2	3
Storm Water Management Ponds	0	1
Railway Crossings	0	1
Play Structure	2	2
	763	903

HURON STREET SOUTH SIDEWALK PROJECT AREA



TOWN OF ST. MARYS

Huron Street Sidewalk Improvements

JULY 2021

About the Project

The Town of St. Marys has made pedestrian safety a priority in recent years and invested in projects that improve the Town's pedestrian transportation network. The Town's 2021 capital plan includes a project to further this cause and improve the sidewalk network along the Huron Street collector road corridor from Elgin Street to Rogers Avenue. Today's Town standard includes sidewalk on both sides of collector roads to accommodate the higher pedestrian and motorized traffic on these roads. The project will bring the Huron Street road allowance up to today's standard for Collector roads by installing sidewalk on the east side of Huron Street from Elgin Street to Rogers Avenue.

Construction Area

- Huron Street from Elgin Street E. to Rogers Avenue.

Project Scope

- Installation of sidewalks on the east side of Huron Street from Elgin Street East. to Rogers Avenue.
- Movement of a fire hydrant at corner of Huron and Elizabeth.
- Correction of hydro pole anchor wire
- Tree removals (three) in road allowance between Elizabeth St. and Rogers Avenue. As per the Town's Tree Planting Policy, nine trees will be planted in replacement of those being removed.

Project Timeline

- Work will begin in late July as the Town adjusts a fire hydrant and removes three trees.
- Sidewalk area will be prepared and poured mid-August. Restoration to be complete end of August

Impacts to Neighbours

- Impacts to the neighbourhood will be minimal. Construction crews will typically have yield to oncoming traffic control set up while working. Typical equipment noise related to excavating for sidewalk base and dust when cutting joints in the concrete. Freshly poured concrete is vulnerable to damage from vehicles. The Town asks for one week if possible to allow the concrete to cure before driving on it. Input period on preliminary design



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TOWN OF ST. MARYS - PUBLIC WORKS DEPARTMENT

Jeff Wolfe, C.Tech.

519-284-2340, ext. 397 | jwolfe@town.stmarys.on.ca | townofstmarys.com/construction





FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Morgan Dykstra, Public Works and Planning Coordinator
Date of Meeting:	27 July 2021
Subject:	PW 50-2021 Service Club Sign Application – Inner Wheel Club of St. Marys

PURPOSE

To present an application submitted by the Inner Wheel Club of St. Marys seeking approval to install their Service Club logo on the Town's four Service Club Sign structures, and, if approved, seek Council's approval to no longer accept Service Club Sign Applications

RECOMMENDATION

THAT PW 50-2021 Service Club Sign Application – Inner Wheel Club of St. Marys report be received;

THAT Council approves the Inner Wheel Club of St. Marys' application to install a logo sign on each of the Service Club Sign Structures; and

THAT the Town no longer accept Application the Service Club Sign Structures unless there is vacancy.

BACKGROUND

The Town removed and replaced its entry signs in 2005. The original signs included service club logos and the new entry signs did not include the logos. In February 2017, Town staff-initiated discussions with local service clubs to install new signs acknowledging the Clubs. Originally, only eight Clubs demonstrated interested in being included in the signs.

The 2018 Capital budget allocated funds to construct the four signs. Council approved a sign structure with capacity for 15 spaces when only 8 service clubs expressed interest, the larger design permits for service club growth.

On March 27, 2018, Council approved By-law 32-2018 being a by-law to regulate the erection and display of Service Club Signs on Town Service Club Sign structures at the Town's points of entry.

The By-law requires that interested parties submit an application to the Town's Public Works Department, who will review the application to determine if it meets the definition of a service club as set out in By-law 32-2018, and then, staff will provide a report to Council including a recommendation.

The Town has received an application from the Inner Wheel Club of St. Marys, this report will detail their application.

REPORT

Inner Wheel Club of St. Marys Application

Staff have completed a review of the application to determine if the Inner Wheel Club of St. Marys meets the definition of a service club. By-law 32 of 2018 defines a service club as:

“Service Club” means a not-for-profit corporation or group, whose philanthropic principles are to address various community service needs in the Town via direct hands on efforts or by raising money for other organizations. Historical Service Clubs include Rotary International, Kiwanis and Lions Service Clubs.

There three key components that a club must demonstrate to be defined as a service club in the Town’s by-law, (1) a not for profit club, (2) hands on efforts for betterment or (3) raise funds for other organizations.

The by-law further defines philanthropic as:

“Philanthropic” means dispensing or receiving aid from funds set aside for humanitarian purposes or overall betterment of the Town.

The remainder of the report will provide a review of the application, in contrast to the definition of a service club as per Resolution **2019-09-24-19**, using the template used for past applications.

Background	Compliance with Service Club Definition:
<p>The Inner Wheel Club is an international women’s organization whose objectives include the promotion of true friendship, encourage the ideals of personal service and foster international understanding.</p> <p>Established in 1974, the St. Marys Chapter of the Inner Wheel Club, the Club continues to consistently support the St. Marys Community. For example, for the celebration of Canada’s 150th Anniversary the Club set up an 1860’s style general store and donated the proceeds to the Town of St. Marys Museum. In addition, each year the Club provides a bursary to one DCVI student. The Club has also volunteered to deliver meals as part of the Meals on Wheels Program. The Club has also supported programs like the Winter Lights, GOALS breakfast program, Perth Heritage Sign Project, and organizations like the Salvation Army, local food bank, St. Marys Station Gallery and Stratford/Perth Hospice Foundation. The Club also provides volunteers at Rotary events.</p>	<p><input checked="" type="checkbox"/> Not for profit organization</p> <p><input checked="" type="checkbox"/> Direct hands-on efforts, or</p> <p><input checked="" type="checkbox"/> Raise money for other organizations or for the betterment of the community</p>
<p style="text-align: center;">Recommendation</p> <p>Staff recommend that Council approve the Inner Wheel Club of St. Marys’ application. The Inner Wheel Club is a not-for-profit organization that provides direct hands-on efforts and raises money for the betterment of the St. Marys community. The club meets the definition of a Service Club as outlined in the By-law and continues to support the St. Marys community through its actions.</p>	

Discontinue Accepting Applications

To date, Council has approved 14 Service Club Sign Applications, the Service Club Sign Structures are designed to promote 15 Service Clubs. Should Council approve the Inner Wheel’s Application, the Service Club Sign will be complete.

The existing by-law does not address what shall be done when the sign is complete, but does acknowledge that signs are only removed for the following reasons:

- The sign is damaged;
- The sign is in decay;

- The Service Club is terminated.

As such, Town staff do not foresee the removal of any existing signs in the near future. Town staff are requesting that Council pass a motion that the Town will no longer be accepting any Service Club Sign Applications unless there is a vacancy to address this oversight in the By-law.

FINANCIAL IMPLICATIONS

Service Clubs who are approved by Council will have to purchase four signs, a sign for each entry point. A quote has been received by the Town regarding the costs for four signs that meet the dimension and material requirements set out in By-Law 32-2018. In 2019 the cost per sign was \$75.00 for a total of \$300.00, the Inner Wheel Club of St. Marys have been advised that cost of the signage may have increased.

SUMMARY

Town staff recommend that Council approve the Inner Wheel Club of St. Marys' application for a Service Club Sign logo. Should Council approve the application, the Service Club Sign Structures will be full, and no further applications will be accepted by the Town of St. Marys.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Amy Cubberley, Cultural Services Supervisor

ATTACHMENTS

Attachment A: Inner Wheel Club of St. Marys Application

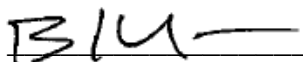
REVIEWED BY

Recommended by the Department


Morgan Dykstra
Public Works & Planning Coordinator


Jed Kelly
Director of Public Works

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer



APPLICATION FOR A SERVICE CLUB SIGN AT TOWN ENTRANCES FORM

APPLICATION IS HEREBY MADE FOR A SERVICE CLUB SIGN AT TOWN ENTRANCES:

APPLICANT INFORMATION	ORGANIZATION/AGENCY: INNER WHEEL CLUB OF ST MARYS	
	CHARITY NO.:	
	CONTACT PERSON: Victoria Vine, President	
	ADDRESS: 202 Widder St E	
	PHONE NO: 519-284-4588	ORGANIZATIONS YEARS OF SERVICE: Chartered in Oct 1974
	EMAIL: doghowl@hotmail.com	FAX NO:
GENERAL INFORMANTION REGARDING THE SERVICE CLUB	<p>How does your Service Club contributed to the well-being of the Town of St. Marys and its residents? (i.e. Town events, fundraising, scholarships etc.)</p> <p>Inner Wheel Club of St Marys has supported The Salvation Army, the local Food Bank, Meals On Wheels, The Christmas Lights, the Stonetown Heritage Festival, The Rotary Club of St. Marys (support with events), St. Marys celebration of Canada's 150th Anniversary, Perth heritage sign project, the garden beds at the post office, DCVI student bursary, St Marys Museum, St Marys Mobility Service, GOALS breakfast program, St Marys Station Gallery and Stratford/Perth Hospice Foundation.</p>	

SERVICE CLUB SIGN APPROVAL PROCESS

- ☐ Submission of "The Application For a Service Club Sign at Town Entrances" Form to the Department of Public Works

By Mail:

Attention: Public Works Coordinator

P.O. Box 998, St. Marys, ON N4X 1B6

In Person:

Attention: Public Works Coordinator

408 James St. S, St. Marys, ON N4X 1B6

Business Hours: Monday to Friday – 8:30 am to 4:30 pm

- ☐ Public Works Department presents the Application to Town of St. Mary's Council for sign approval
- ☐ Upon approval the Service Club pays an annual one dollar (\$1.00) fee to the Town of St. Marys
- ☐ Service Club orders their four (4) Service Club Logo Signs in accordance with Section 5.0 of By-Law No 32-2018 from Sign Ontario
- ☐ Department of Public Works installs and maintains the Service Club Logo

INQUIRES CAN BE DIRECTED TO:

Morgan Dykstra, Public Works Coordinator

Corporation of the Town of St. Marys

Telephone No. (519) 284-2340 ext. 213

Email: mdykstra@town.stmarys.on.ca



The Inner Wheel Club of St. Marys

International Inner Wheel consists of Inner Wheel Clubs around the world.
Membership levels include National, District and Clubs.

The International Constitution shall be binding on all Members and shall be as follows:

1. The name shall be “International Inner Wheel”.
2. The emblem shall be as shown in the top left corner of this page.
3. The Inner Wheel year shall be from 1st July to 30th June.
4. Inner Wheel shall not be sectarian or party political.
5. There shall be a standard naming system for all offices at International, National, District and Club levels.
6. The official language is English.

The objects of Inner Wheel shall be:

1. To promote true friendship.
2. To encourage the ideals of personal service.
3. To foster international understanding.

Active Membership may be retained or taken up by the following, provided that they are over 18 years:

- a) Women related to Inner Wheel members/former Inner Wheel members.
- b) Women related to Rotarians/former Rotarians.
- c) Women who have been invited to join – provided that a majority of the Club members agree.

Officers of Inner Wheel Club of St Marys as of September 2019 are as follows:

President – Victoria Vine

Past President – June Cunningham

Secretary – Wendy Aitken

Treasurer – Marie Stevens

PROCUREMENT AWARD

To:	Mayor Strathdee and Members of Council
Prepared by:	Morgan Dykstra, Public Works and Planning Coordinator
Date of Meeting:	27 July 2021
Subject:	PW 53-2021 Award for RFT-PW-09-2021 Supply, Installation and Maintenance of Town Flower Program

PROJECT DETAILS

The Town has a robust flower program, the management of the program has experienced several changes since 2012, transitioning from an internally maintained program to a program fully maintained by an external contractor with management oversight by Town staff. In 2017, the program became fully contracted, the Town issued two contracts (1) the planting and maintenance of the Town's flower program, and (2) the watering of flowers.

- RFQ-DEV-06-2017, being a tender for watering the Town's annual flowers, was issued for a three-year term (2017, 2018 and 2019), followed by two one-year contract extensions (2020 and 2021).
- RFQ-DEV-08-2018, being a tender for planting and maintaining the Town's flower beds and urns, was issued for a two-year term (2018 and 2019), followed by one two-year contract extension (2020 and 2021). Note: a tender was issued in 2017 for a one-year term.

RFT-PW-09-2021 combines the two contracts. RFT-PW-09-2021 Supply, Installation and Maintenance of the Town Flower Program is for a term of three years, with the possibility of one additional extension year (2022, 2023, and 2024), and includes:

- Thirteen (13) annual flower beds;
- Twelve (12) perennial garden beds (watering not required);
- Ninety-three (93) annual hanging baskets;
- Eighteen (18) bridge boxes;
- Thirty-six (36) Urns; and,
- Four (4) Large Urns and community gardens along the Riverview Walkway.

Compared to previous tenders where contract costs were a singular sum, RFT-PW-09-2021 sought to breakdown the costs for each item, including the annual maintenance cost per garden and per event watering costs for annual flowers. Since watering is calculated on a per event basis, the costs provided in the submissions are an estimation, on average, there are 76 watering events, this number has been used to help determine the overall contracts cost per fiscal year.

While completing a project review, staff identified that additional costs are incurred each year for items outside the original scope of work. Those items, such as cutting back perennial shrubs and mulching, and have now been added to the contract. Please note that the costs for the procurement of the annual

flowers for the annual flower beds, hanging baskets and bridge boxes are not included in this tender and are on average an additional \$10,000-\$13,000/year.

As per the procurement document, the Town retains the right to add, modify and delete garden locations and levels of services. Now that the contract cost breakdown is more granular level and financial costs per garden are available, it is staff's intention to review this program throughout the contract period to determine if any future cost savings can be identified.

RECOMMENDATION

THAT PW 53-2021 Award for RFT-PW-09-2021 Supply, Installation and Maintenance of Town Flower Program be received; and,

THAT the procurement for RFT-PW-09-2021 be awarded St. Marys Landscaping Ltd. for the approximate price of \$336,529.82, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 72-2021 and authorize the Mayor and the Clerk to sign the associated agreement.

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-PW-09-2021
Tender Closing Date:	Tuesday, July 6, 2021
Number of Bids Received:	One (1)
Successful Proponent:	St. Marys Landscaping Ltd.
Approximate Cost Result – Successful Bid (Inclusive of HST):	\$336,529.82
Approximate Cost Result – Successful Bid (Inc. Net of HST rebate):	\$303,055.526

The procurement document submitted by St. Marys Landscaping Ltd. 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 St. Marys Landscaping Ltd.

FINANCIAL IMPLICATIONS

The flower and program costs for maintenance and watering is as follows:

Item	2022	2023	2024
Maintenance Activities	\$52,352.00	\$53,923.00	\$55,537.00
Watering Cost per Event	\$578.00	\$596.50	\$615.00
Estimated Watering Cost (76 watering events)	\$43,928.00	\$45,334.00	\$46,740.00

Subtotal	\$96,280.00	\$99,257.00	\$102,277.00
HST	\$12,516.40	\$12,903.41	\$13,296.01
Total	\$108,796.40	\$112,160.41	\$115,573.01

For comparison purposes, please see the below chart outlining the previous program costs and the proposed program costs. The costs for 2017 thru 2020 are estimates, the program costs have been allocated to several budget accounts making it difficult to confirm the actual program costs. Further, the 2022 thru 2024 costs will differ based on the number of watering events. Please note that all costs are net HST.

Year	Watering Unit Rate	Annual Watering	Monthly Maintenance Rate	Annual Maintenance	Watering and Maintenance	Additional Items	Annual Flowers
2017	\$285.00	\$27,080.00	\$3,579.00	\$17,987.00	\$44,977.00	\$4,694.87	\$13,309.15
2018	\$305.00	\$22,195.00	\$4,332.00	\$25,992.00	\$48,187.00	\$4,851.34	\$11,804.50
2019	\$305.00	\$20,708.77	\$3,247.60	\$22,564.65	\$43,273.42	\$4,411.77	\$8,545.50
2020	\$305.00	\$23,587.97	\$3,177.24	\$22,241.00	\$45,829.00	\$3,647.59	\$13,230.33
2021	\$470.00	\$32,166.97	\$3,177.24	\$22,241.00 ¹	\$54,408.00	-	-
2022	\$578.00	\$39,558.52	\$6,734.94	\$47,144.59	\$86,703.11	-	-
2023	\$596.50	\$40,824.67	\$6,937.05	\$48,559.33	\$89,384.00	-	-
2024	\$615.00	\$42,090.80	\$7,144.68	\$50,012.79	\$92,103.59	-	-

As demonstrated in the above table, there is a significant difference between the current contract costs and the proposed contract costs for the watering and maintenance of the Town's flower and garden program. The costs may be attributed to the following factors:

- RFT-PW-09-2021 required bidders to provide a price per location, whereas previous tender documents sought a blanket maintenance sum and did not require location prices. Having costs per location can help the Town assess the flower program and understand the costs per garden which can inform future service delivery review assessments.
- There have been no competitive bids for the flower program in four to five years, the contract prices were set in 2017 and 2018 with nominal increases.
- The program was first tendered in 2017 and 2018, and contractors did not have a complete understanding of the delivery of the program and the costs to do so.
- The dataset above is an approximation, as costs related to the flower program have been allocated to several budget line items, some incidental costs may have been missed.
- The tender document included some additions, such as:
 - Perennial flower beds are to be mulched every year

¹ Full costs have not been fully realized for 2021, Town staff have authorized the re-mulching of all perennial flower beds which will increase the overall amount.

- Contractor is now responsible for purchasing materials and supplies such as fertilizer and soil
- Contractor will choose the flowers required for the annual flower beds and will be responsible for ordering the flowers (traditionally Town Staff have done this).

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

Year	Account	Amount
2022	Parks Community Gardens/Features 01-7115-5990 (Materials and Supplies)	\$108,796.40
2023	Parks Community Gardens/Features 01-7115-5990 (Materials and Supplies)	\$112,160.41
2024	Parks Community Gardens/Features 01-7115-5990 (Materials and Supplies)	\$115,573.01
Total		\$336,529.82

As noted under Project Details, the overall costs are an estimation as the amounts are dependent on the number of watering events. The 2022-2024 operational budgets will need to be adjusted to reflect these costs.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

André Morin, Director of Finance / Treasurer
John Hahn, Parks Operator – Team Lead


ATTACHMENTS

None.

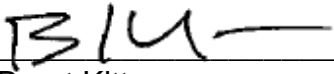
REVIEWED BY

Recommended by the Department


Morgan Dykstra
Public Works and Planning Coordinator


Jed Kelly
Director of Public Works

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

Board of Directors Meeting Highlights
Held on June 17, 2021 at 8:30 AM
as a Virtual Meeting



Mert Schneider Past Chairman of the Board

March 10, 1946 - June 13, 2021



It is with great sadness that we report the loss of our former Chairman of the Board, Mert Schneider. Mert's leadership brought his Township of Wallace to join the Association in 1992. He joined our board in January of 1995 where he served the Association for the next 20 years. He soon served as vice chair before becoming our longest serving Chairman. He was a big man with an equally big heart who loved to serve his community and for that he will be missed by all.

The thoughts of my family and those of everyone at the Association are with those he left behind.

Thank you Mert. You can rest now.

Francis Veilleux, President

[View Mert's Obituary Here](#)

Updated June 15, 2021

Comparison of the Blue Box Regulation and Proposed Consultation Draft

On June 3, 2021, Minister Yurek announced that the responsibility of Ontario's Blue Box Program will be transferred to producers of plastic and other packaging. The below highlights key differences between the Proposed Consultation Draft of the Regulation on October 19, 2020 to the filed O. Reg. 391/21 on June 3, 2021.

Overall, the preliminary review of the final Blue Box regulation indicates that most key provisions remain consistent with the proposed draft version. As expected, there were some minor reductions to diversion targets for paper and plastics. Other key changes include deletion of recycled content requirements, exclusion of for-profit long-term care homes from collection requirements, and reduction in material volumes needed for Producer Responsibility Organizations (PROs) to qualify as a rule creator.

Key Changes of the Established Blue Box Regulation from the Consultation Draft

Section 1: Definitions

“Facility” is expanded to include a retirement home and a long-term care home. Producers are required to provide services at long-term care and retirement homes currently serviced by municipal programs. For-profit long-term care homes are excluded from collection requirements.

“Packaging Like Product” does not include a product made from flexible plastic that is ordinarily used for the containment or handling of food such as cling wrap, sandwich bags, or freezer bags. The definition still does include aluminum foil, metal trays, plastic film, plastic wrap, wrapping paper, paper bags, beverage cups, plastic bags, plastic cutlery, straws, and cardboard boxes or envelopes.

“Transition Period” will begin on July 1, 2023 and end by December 31, 2025. No changes were made to any community's transition year. Municipalities scheduled to transition in 2023 will do so in the final six-month period of 2023.

Section 1 also adds specific definitions of “alcoholic beverage”, “alcoholic beverage product and packaging”, “Blue Box Verification and Audit Procedure”, “consumer”, “convenience packaging”, “First Nation”, “primary packaging”, “product”, “transport packaging” and “WDTA blue box program”.

Section 14: Rule Creators

A producer responsibility organization (PRO) must have signed up producers with a combined total of 20,000 tonnes of blue box material to qualify as a rule creator (one who can make rules relating to the creation of an allocation table). Specifics are also set out in this section of the requirements of the representation agreement that producers must execute to qualify. This is a change from the draft proposal that PROs must have signed up 10 per cent of the total tonnage of blue box material supplied to consumers in Ontario by all producers (approx. 80,000 tonnes), and should allow more PROs to qualify.

The rules for the allocation table must have agreement from PROs representing 66% of all producer tonnes at the negotiation stage (the previously set out threshold was 90% agreement).

Section 23: Collection Requirements to be the same or improved upon during Transition Period

During the transition period, producers are still required to maintain (or improve upon) previous collection frequency, to collect at a minimum the material collected under the WDTA (Waste Diversion Transition Act, 2016) blue box program, and to operate at least as many depot collection sites for blue box material as there were under the WDTA blue box program.

Sections 28-30: Obligations for Public Spaces Provisions

The definition of “public space” was expanded to include transit stations or stops under municipal or provincial jurisdiction as a public space.

Producers are required to provide a minimum number of bins per person in every community.

The number of bins is determined by an equation: $A \times B / C$ (specifics of the equation can be found in section 28 and are personalized depending on population size and aggregate weight of the blue box material).

It is the producer’s responsibility to provide blue box receptacles appropriate for public spaces, provide repairs or replacements, and to locate the receptacle at entry or exit points or where people are likely to congregate.

Section 36: Deletion of Recycled Content Requirements

Deletion of the draft section 36, setting out a formula for calculating the weight of recycled content.

Section 40 and 42: Management Requirement for a Material Category

Targets on management requirements for paper materials were reduced to 80% by 2026 and 85% by 2030.

Targets for rigid plastic by 2026 were reduced from 55% to 50%.

Targets for flexible plastic by 2026 were reduced from 30% to 25% (targets for rigid plastic and flexible plastic for 2030 onwards remain respectively at 60% and 40%).

Management requirements refer to the weight in tonnes of blue box material multiplied by the recovery percentage for the previous year.

Next Steps

Municipalities to plan for transition of their services and consider whether to continue to offer service as service providers for local collection contracts.

Producers to decide whether to establish their own PROs to provide collection services.

PROs to begin planning their common collection system.

Municipal and First Nations Programs to begin preparing to submit data to help build the allocation table and to help producers know how to service residences, facilities, and public spaces during transition.

More to come from the Association on the next steps with the membership.

Hazardous and Special Products Regulation in Force

On June 8, 2021, the Ministry of the Environment, Conservation and Parks finalized the Hazardous and Special Products (HSP) Regulation under the Resource Recovery and Circular Economy Act, 2016 with the intent of transitioning the Municipal Hazardous or Special Waste (MHSW) program to a full producer responsibility model, making producers environmentally accountable and financially responsible for managing HSPs at the end of life.

The following dates are important to note to ensure compliance with the new Regulation:

- **July 1, 2021:** HSP Regulation comes into force.
- **July 31, 2021:** Processors of HSP, haulers of HSP, and HSP disposal facilities are required to register with the Resource Productivity and Recovery Authority (RPPRA).
- **September 30, 2021:** The MHSW program ends and is transitioned to a full producer responsibility model.
- **October 1, 2021:** Producers must enter agreements with service providers complying with the HSP Regulation.
- **October 1, 2021:** Applicable collection requirements apply.
- **October 31, 2021:** Producers of HSP are required to register with RPPRA.
- **January 1, 2023:** Producers of HSP managed under MHSW programs must continue current collection sites and events for the first 15 months from July 1, 2021, and their new collection requirements apply starting January 2023.

While the Association supports general producer responsibility provisions, the Association does not support the finalized HSP regulation, which will lead to worse environmental and economic outcomes than are currently being achieved. We see tremendous opportunity for enhancement of regulatory requirements through more aggressive and better-defined diversion targets. The general framework does not consider all human health and safety risks associated with hazardous waste.

Authority Appoints Stewardship Ontario Administrator

The Resource Productivity and Recovery Authority has appointed former Ontario Assistant Deputy Minister Susan Lo Administrator of Stewardship Ontario to oversee the implementation of the Municipal Hazardous or Special Waste (MHSW) Program Wind Up Plan and the Blue Box Transition and Stewardship Ontario Wind Up Plan, previously approved by the Authority.

As Administrator, Ms. Lo will oversee the operations of Stewardship Ontario, the industry funding organization responsible for the administration of the programs, following the planned resignation of the organization's Board of Directors.

Transitioning the governance of Stewardship Ontario, which comes after the release of the final Blue Box Regulation by the Ontario government on June 3rd and the release of the final Hazardous and Special Products Regulation on June 7th will allow stewards who served on the Board to focus on meeting the new regulatory requirements for businesses to assume full financial and operational responsibility and accountability for the MHSW and Blue Box programs.

The Administrator appointment is part of a coordinated plan with Stewardship Ontario to transition the organization's governance to facilitate the orderly wind up of both programs and transition it to Ontario's new producer responsibility regulatory framework outlined in the new Blue Box and Hazardous and Special Products regulations. As part of this coordinated process, Stewardship Ontario has established a Steward Advisory Group to support Ms. Lo and the management of Stewardship Ontario by providing advice and feedback on the implementation of the Blue Box wind-up plan.

AMO Discussion Paper on Food and Organic Waste

AMO is working on a discussion paper to explore ways in which the provincial government could focus actions related to food and organic waste to:

- Reduce the amount of food and organic waste being generated;
- Increase the amount of the amount of food and organics being diverted from landfill;
- Generate greater value from the organic waste materials being diverted; and
- Create a more sustainable environment for planning and investment.

Municipal governments have championed efforts to divert organic material (e.g., food waste and leaf and yard waste) from disposal through operation of household organics collection programs for over a decade. These programs have increased the amount of organic waste diverted from under 500,000 tonnes in 2004 to over 1.1 million tonnes in 2019.

These efforts are important as they:

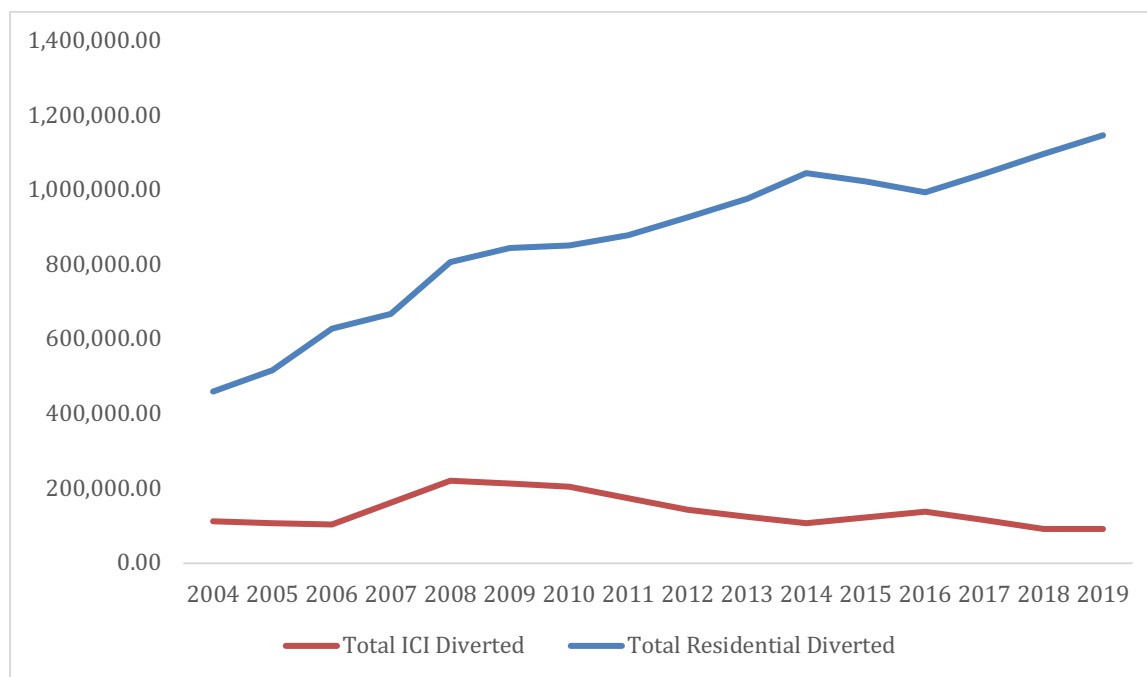
- Reduce GHG emissions. Few recognize the significant role that food and organic waste reduction and diversion has in reducing greenhouse gas (GHG) emissions. The value should be viewed not only in reducing methane generation in landfills, but instead, by the cascading benefits it can provide by reducing the need for primary resource extraction, refinement, transportation and production through activities like prevention, reuse, recycling, composting, anaerobic digestion.
- Conserve resources. It is estimated that across Canada 35.5 million tonnes of the food we produce annually is lost or wasted.
- Reduce the burden on our dwindling landfill capacity. The Ontario Waste Management Association in their latest report indicates the province only has about 15 years of remaining capacity based on current disposal rates.
- Create greater opportunities to generate renewable energy.
- Create greater opportunities to replenish our soils. Ontario's Agricultural Soil Health and Conservation Strategy outlines the importance soil management has to our agricultural sector and the role compost and other nutrients amendments have in building soil organic matter.
- Generate greater opportunities to generate jobs and investment. The Canadian Biogas Association estimates the construction of over 1,260 biogas facilities across Canada would result in a capital investment of \$7 billion, with an economic spinoff of \$21 billion. Construction projects would create about 16,700 FTE jobs for one year, and about 2,650 long-term operational jobs.

Such transformative change is welcome but has its costs. Diverting increasing amounts from the waste stream comes at a time of dwindling municipal government resources. It is also important to note that while residential waste is a front and centre issue to all Ontarians - that profile tends to hide the fact that what municipal governments do is only part of a much larger waste and recycling industry.

It is estimated that over 2.2 million tonnes of organic waste generated in Ontario is still being sent to landfill. The majority of food and organic waste is generated by industrial, commercial, and institutional (ICI) sectors which has had no food and organic waste requirements in place.

As a result, the amount of organic waste being diverted from ICI entities significantly trails behind the performance of municipal government programs. Figure 1 illustrates the amount of the performance difference between residential and the ICI sectors.

Figure 1 – Total Food and Organic Waste Diverted in Ontario



Further progress will not come without tackling food and organic waste from the ICI sectors. These sectors need to be addressed to help create greater system efficiencies and to improve outcomes.

This discussion paper does not propose radical change but instead seeks for Ontario to implement some practical policies being applied by other leading jurisdictions, including many of those that surround us. These recommendations include four key actions that are discussed in further detail in the proceeding sections:

1. Develop and implement a coordinated provincial plan to address food loss and waste, including:
 - a. An awareness/public education campaign to drive consumer behaviour change to avoid and reduce food loss and waste;
 - b. Working with retailers to develop and promote “smart shopping” offerings and merchandising in grocery/food stores to support consumer behaviour change
 - c. Promoting and participating in reallocation of surplus food by supporting food rescue organizations through food donation provisions in government catering contracts
2. Implement a disposal ban for Ontario, including:
 - a. Progressive source separation requirements for Ontario businesses, institutions, and commercial entities starting with the largest organizations

- b. Mechanisms to help maintain current infrastructure, develop new, and incent better environmental and economic outcomes
 - c. Providing enough time to allow for proper planning and consultation
 - d. Phase-in of smaller generators and exemptions for unique environments
 - e. Reporting requirements for all organic waste processing facilities
- 3. Establish an escalating landfill levy for all waste being sent to disposal in Ontario or being exported outside Ontario for disposal to better reflect the environmental cost of disposal and to create incentives for reduction or diversion activities. Funds raised from this levy should be allocated to municipal governments through a joint fund established to reduce waste, increase waste diversion and promote other activities that reduce GHG emissions.
- 4. Address issues related to compostable products and packaging by:
 - a. Finalizing the Blue Box Regulation under the RRCEA and include reporting, collection and management targets for compostable materials
 - b. Researching the efficacy of compostable materials in existing organics processing facilities and make recommendations on how producers of these materials should best manage them at end-of-life

Food Loss and Reduction

While it is often the forgotten of the 3Rs, food reduction and loss needs to be prioritized over diversion. Individuals and companies need to have the tools available to understand how they can reduce the amount of food and organic waste they are generating in the first place.

Municipal governments support a province-wide education campaign on avoiding food waste and how to safely donate food. The issue of food loss and waste touches many areas in addition to the environment that will need to be considered such as social services on issues such as food insecurity and food donation/re-distribution as well as health services. Food loss and waste occurs throughout the supply chain and all stakeholders including producers, post-harvest handling and storage operators, processors and manufacturers, distributors and retailers, and consumers need to be engaged and play a role in the development and implementation of this campaign.

This type of campaign could be informed by similar collaborative initiatives like that of the “Love Food, Hate Waste” campaign in the UK, which has proven success in reducing avoidable food waste across the supply chain and work completed by the National Zero Waste Council and the Ontario Food Collaborative.

Making Menstrual Hygiene Sustainable With Reusable Pads

May 28 was World Menstrual Hygiene Day, an annual awareness day to highlight the importance of good menstrual hygiene management at a global level.

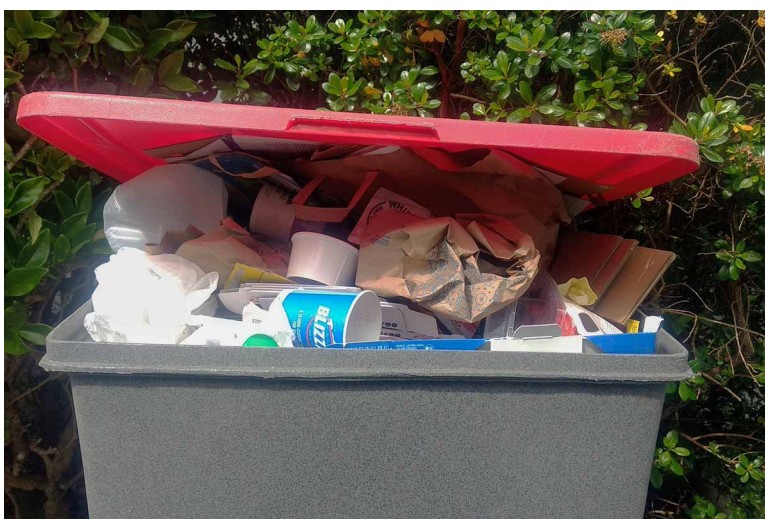
Saukhyam, a company in India is the first to make reusable sanitary pads from cloth and banana fibres. Banana fibre is naturally occurring, locally sourced, and can absorb six times its weight. Additionally, the fibres are obtained through agricultural waste, avoiding the need to cut down billions of trees to source cellulose for traditional pads. Saukhyam Reusable Pads can be washed and re-worn, eliminating the waste of disposable pads

How Do Outreach Efforts Impact Different Households?

The report from SWANA delves into how poor recycling behaviors develop and why they persist.

Education campaigns may improve curbside recycling practices for residents who produce average or low amounts of contamination, but they may not impact the worst offenders, according to new research.

The Solid Waste Association of North America (SWANA) released a report developed by its Applied Research Foundation. Titled “Reducing Contamination in Curbside Recycling Programs,” the report details a study of residents’ recycling behavior in 2018.



The study was initiated to probe how poor recycling behaviors develop and why they persist. Understanding these factors “should enable recycling and sustainability program managers to develop and implement more effective anti-contamination programs that address the underlying reasons for curbside recycling contamination,” SWANA wrote in an executive summary of the research.

Researchers looked at recycling practices in two communities in the Solid Waste Authority of Central Ohio (SWACO) service area, sampling curbside recyclables before and after a switch from bins to carts. The switch was accompanied by an outreach campaign.

The study identified three groups of households based on contamination in their recyclables. “High performers” were households with contamination rates of less than 10%; “learners” had rates of 10% to 24%; and “under performers” produced contamination rates of higher than 25%.

After recycling carts and the outreach campaign, “high performers” jumped from 39% to 50% of households and “learners” dropped from 38% to 22%, suggesting outreach reduced contamination rates for these groups.

But the highest-contamination group saw different results. Households deemed “under performers” increased from 23% to 28%.

“This increase in contamination occurred despite the extensive educational outreach that was conducted during the bin-to-cart conversion program,” SWANA wrote. “This suggests that increased education outreach is not likely to have a significant impact on the contamination caused by this group.”

These different trends – and the tailored outreach efforts that can address these differences – are detailed in the full SWANA report, which is only available to SWANA Applied Research Foundation subscribers.

“One factor that is often overlooked in responding to the curbside recycling contamination issue is the varying levels of recycling commitments of residents who are provided with curbside recycling collection s be resolved through increased spending on recycling public education programs.”

RBC, U of M Publish First 'Green Principles' For EV Battery Management

Ten new “Green Principles” for managing the full lifecycle of electric vehicle (EV) batteries are now available to help guide environmentally responsible EV battery manufacturing, use and end-of-life management.

The principles, published in the Journal of Energy Storage on May 25, were developed by researchers at the University of Michigan’s School for Environment and Sustainability under sponsorship from the national nonprofit Responsible Battery Coalition (RBC). The principles represent a comprehensive set of recommendations to guide mobile battery deployment and technological development from an environmental perspective.

A second phase of the university’s research will focus on application of the principles for end users, including specific guidance for optimizing battery life and recommended consumer practices, and is expected to be completed by late summer or early fall.

The RBC is a coalition of companies, academics and organizations committed to the responsible management of the batteries of today and tomorrow.

Recent analysis from the International Energy Agency predicts that 125 million electric vehicles will be on the road around the world by 2030, and other projections suggest that a total of 2 billion combustion engine and electric vehicles will be on the road globally by 2040, each of which requires a battery.

A team led by Dr. Gregory A. Keoleian, director of the University of Michigan Center for Sustainable Systems and a member of the RBC Scientific Advisory Board, developed the “Green Principles for Vehicle Energy Storage,” which define best practices for minimizing the environmental impact of EV batteries. Drs. Maryam Arbabzadeh and Geoffrey M. Lewis conducted the research with Dr. Keoleian.

Building on existing green principles for stationary batteries, these new principles address mobile battery applications, servicing and emissions, metrics and methods for assessment, and ongoing challenges to making continuous environmental improvements.

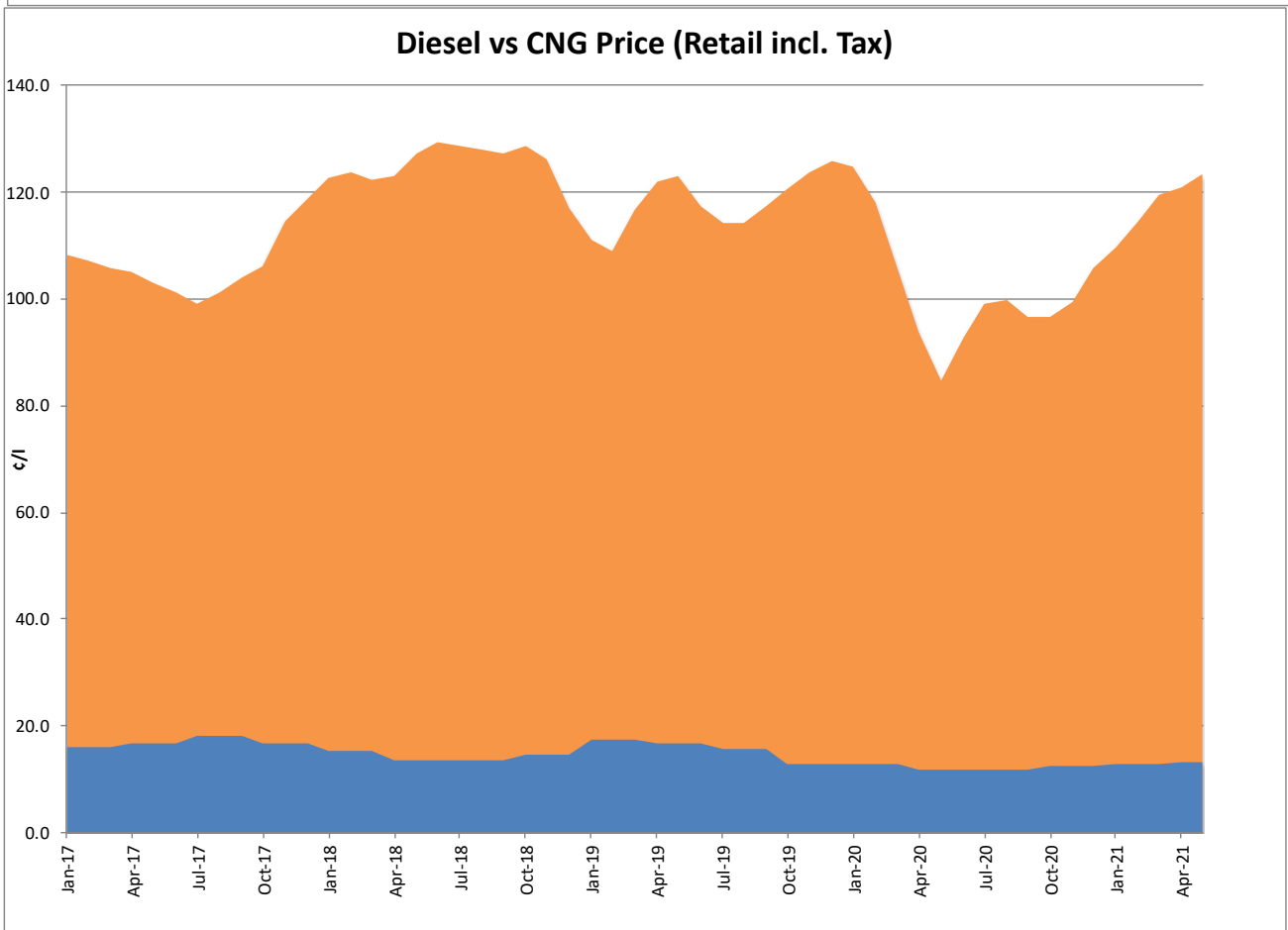
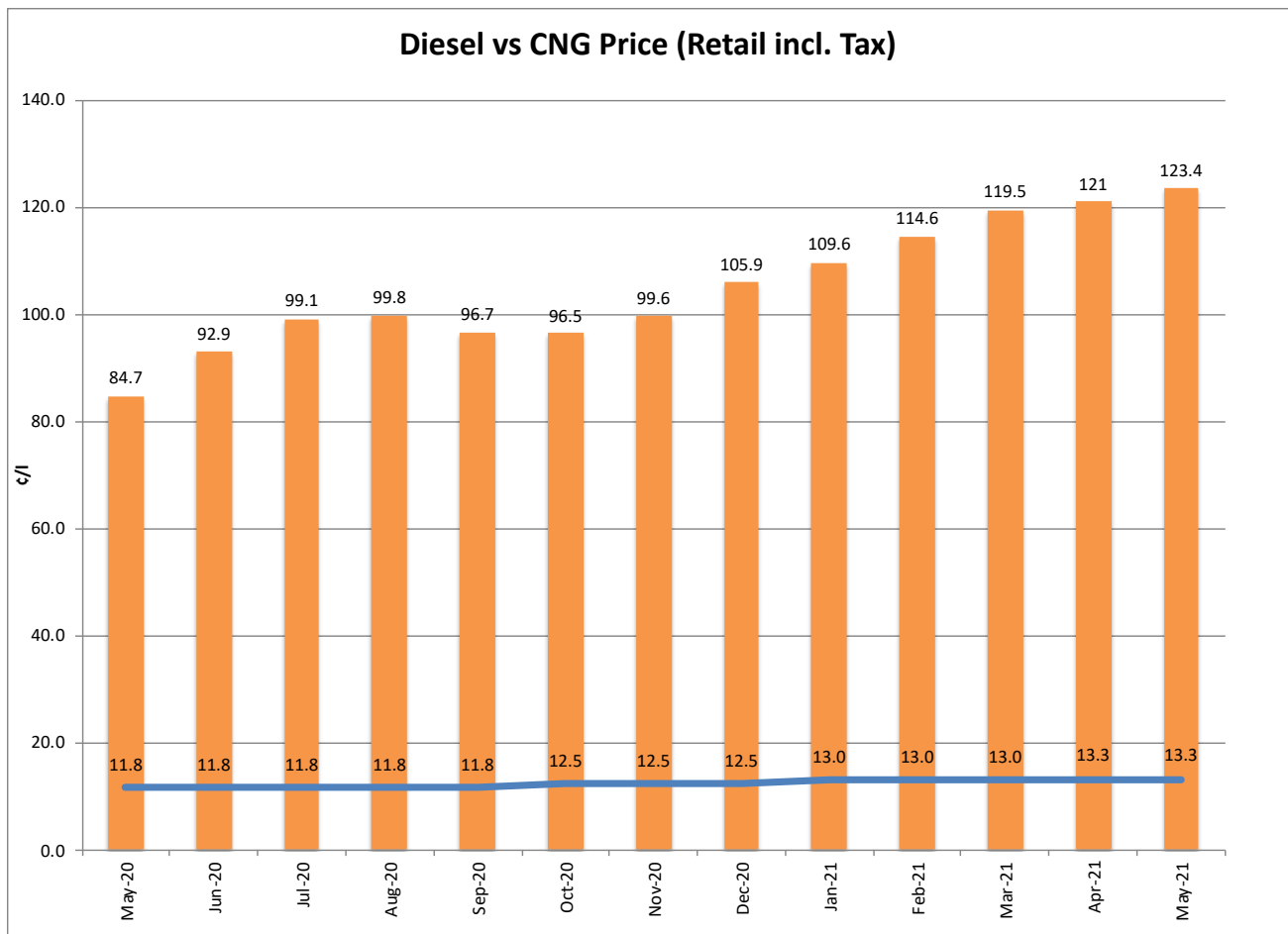
The principles are applicable to emerging battery technologies such as lithium-ion, and can also enhance the stewardship of existing lead-acid batteries,

RBC Executive Director Christensen noted that the principles are important steps in the RBC’s “define, develop and demonstrate” process for establishing best practices for mobile batteries.

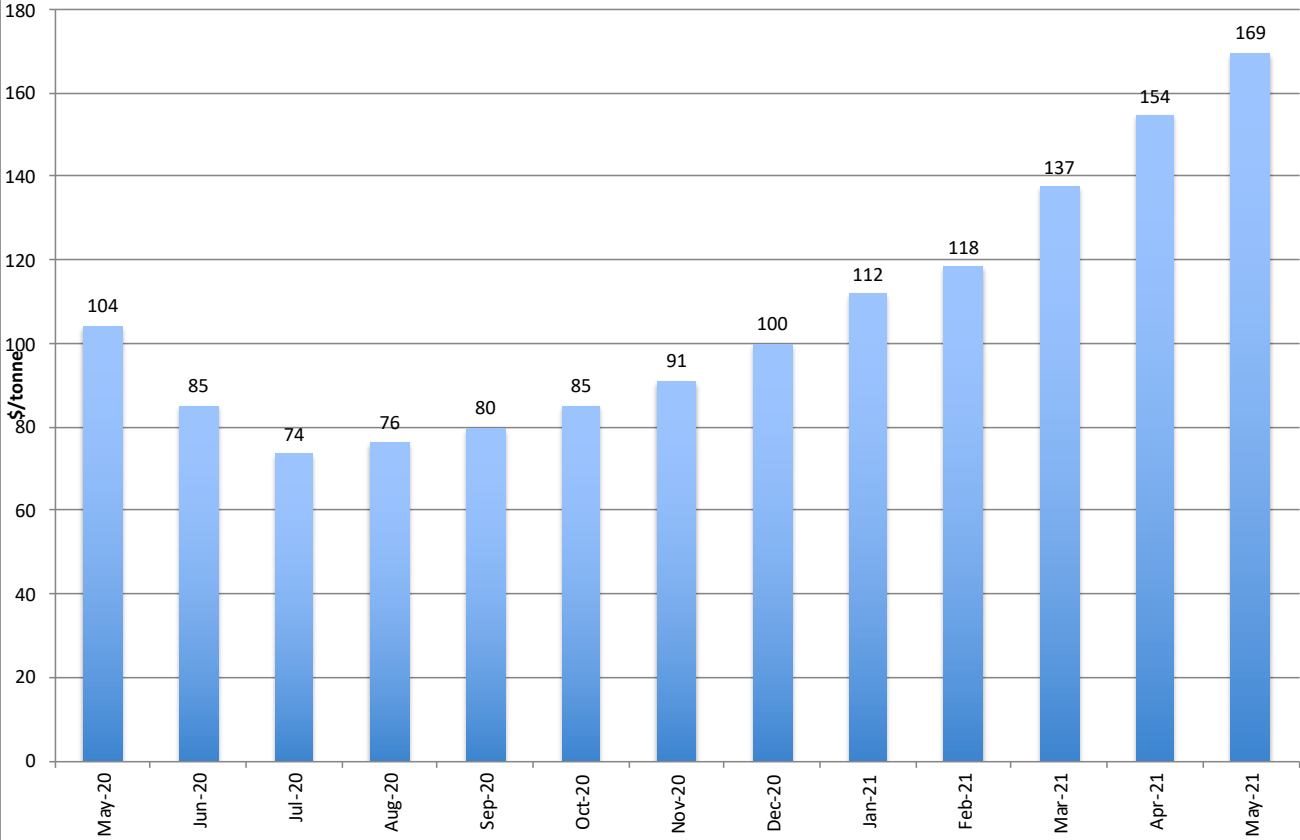
The findings behind the 10 green principles also lend themselves to educational campaigns associated with EV charging strategies to extend battery life and minimize emissions, Christensen said. Other findings focus on design for end-of-life and material recovery; battery round-trip efficiency; and comparisons of battery chemistries in minimizing life cycle environmental impacts.

Changing Our View On Clothing Ownership

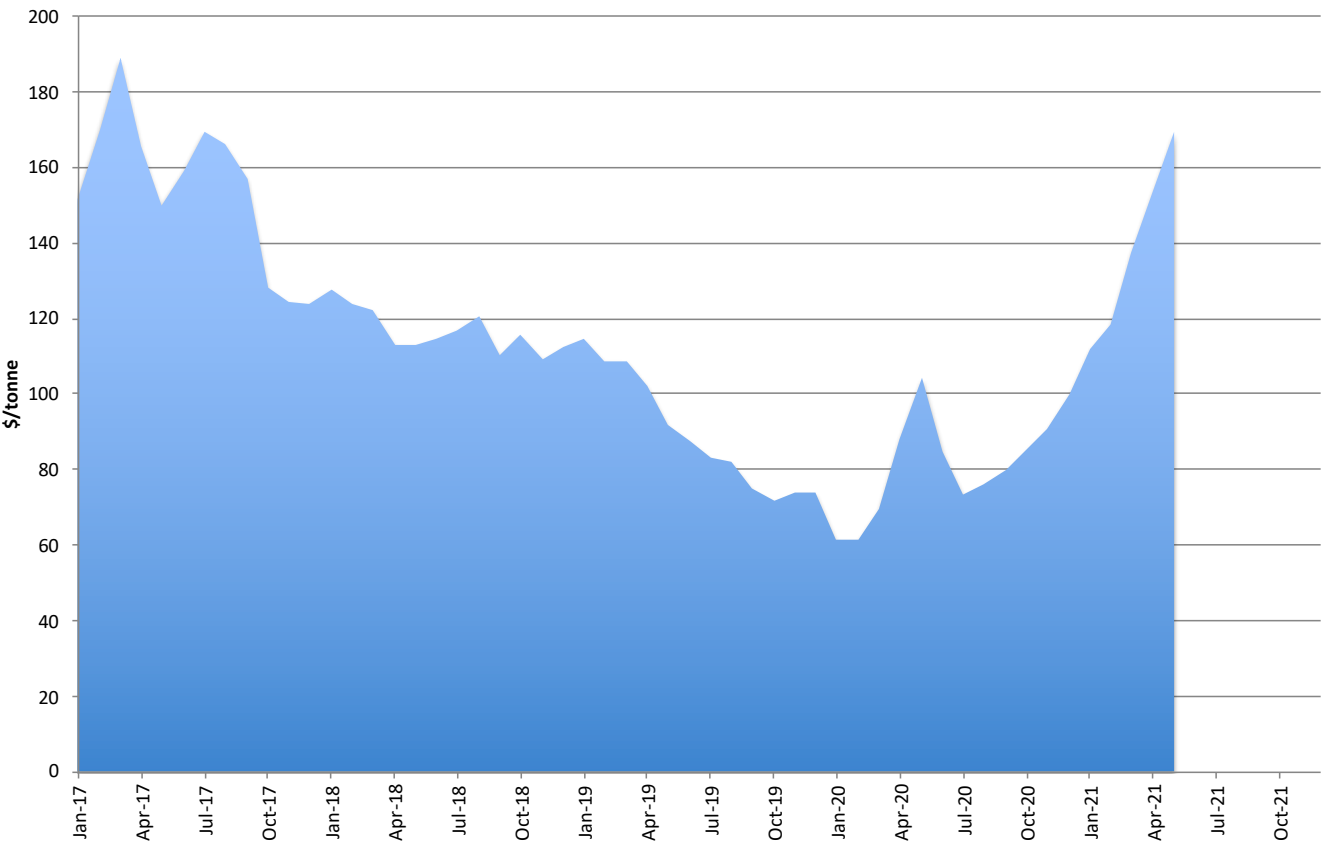
Adidas is turning the linear clothing system on its head, with its trial outdoor gear rental program in France. Customers can rent and then return many outdoor products, which are then sanitized and repaired to be rented again. The goal of the program is to rethink our views on product design and clothing ownership so that products can move from customer to customer, skipping the landfill.



Commodity Prices



Commodity Prices





Minutes

Library Board

June 3, 2021

6:45 pm

Video Conference

Click the following link:

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

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

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

1. CALL TO ORDER

The June 3, 2021 Regular Meeting of the St. Marys Public Library Board was called to order at 6:45pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Joyce Vivian

Seconded By Reg Quinton

That the agenda for the June 3, 2021 regular meeting of the St. Marys Public Library Board be approved as presented.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

Moved By Reg Quinton

Seconded By Councillor Edney

That consent agenda items 5.1 though 5.4 be approved as presented.

Carried

5.1 Acceptance of Minutes

5.1.1 Minutes of the May Meeting

5.2 CEO Report

5.2.1 CEO Report (June)

5.2.2 ALPP Monthly Report (June)

5.3 Library Statistics

5.3.1 Stats Infographic (April in Review)

5.3.2 Stats Graphs (April in Review)

5.4 Financial Report

5.4.1 Financial Report Library (June)

5.4.2 Financial Report Adult Learning (June)

6. NEW AND UNFINISHED BUSINESS

Moved By Reg Quinton

Seconded By Lynda Hodgins

That an additional item be added to the agenda as item 6.3 under New and Unfinished Business

Carried

6.1 Budget Preparations Discussion

The Board and CEO will meet with Andre Morin, Treasurer for the Town of St. Marys to discuss budget preparations further on August 19th at 6:45pm.

6.2 Public Consultation regarding Mission, Vision, and Values

6.3 CEO Update

CEO S. Andrews gave a verbal update to the Board about emerging items. Including that the Library continues to support the Town of St. Marys Vaccine Support line and will soon be supporting clients of Ontario works as they transition to an online service model. The Library will also be supporting community members in completing their census. The Library gratefully accepted a memorial donation from the estate of Mr. Ken Gorvett. The Library is slated to open in Phase 2 of the Provincial reopening plan.

7. ROUNDTABLE DISCUSSION

7.1 Friends of the Library Report

J. Vivian updated the Board on the activities of the FOL management committee.

8. UPCOMING MEETINGS

The next regular meeting of the St. Marys Public Library Board will take place on August 19th, 2021 at 6:45pm.

9. ADJOURNMENT

Moved By Reg Quinton

Seconded By Melinda Zurbrigg

That the June 3, 2021 regular meeting of the St. Marys Public Library Board be adjourned at 7:32pm.

Carried

Chair

Board Secretary

SPRUCE LODGE
Board of Management Meeting
May 19th 2021

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

Chairperson Councillor Kathy Vassilakos brought the meeting to order.

Moved by Councillor Aitcheson
Seconded by Councillor Ehgoetz

That the agenda for May 19th, 2021 be approved as presented.
CARRIED

➤ Declaration of pecuniary interest.

Approval of Minutes:

Moved by Councillor Aitcheson
Seconded by Councillor Luna

That the minutes of April 21st, 2021 be approved as presented.
CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Pridham
Seconded by Councillor Ehgoetz

That the April 2021 accounts in the amount of \$496,204.27 to be ratified.
CARRIED

Financial Report:

The Business Manager presented the financial report for the period ending March 31st, 2021 for review and discussion. The negative variance in revenue is due to Spruce Lodge being currently below normal occupancy. The Lodge is now starting to re-occupy vacant rooms. The Business Manager reviewed the COVID Pandemic Special funding and Expenses for information.

Moved by Councillor Aitcheson
Seconded by Councillor Luna

**To accept the Spruce Lodge Revenue and Expenses for the period ending
March 31st, 2021 prior to audit as presented.**
CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

May 19th, 2021

Administrator's Report:

Occupancy:

Spruce Lodge is at 88% occupancy. The third bed in ward rooms must remain empty, short stay beds cannot be filled, and 10 beds have been held for isolation. Targets are 90% by August, and full occupancy by September.

COVID Update:

When staff vaccination rates reach 80% for first vaccination, and 70% for second vaccination, communal dining and group activities will be able to take place without physical distancing. Staff are still be required to wear masks and eye protection. Currently 59.14% of staff have received their double vaccination.

Staff who are fully vaccinated are now able to work in more than one health care facility, and we are trying to get those who had chosen to work in other facilities back to Spruce Lodge, although some are working in the hospital. Vaccination clinics are giving priority to staff and essential visitors for their 2nd vaccination., although vaccination is a slow process for essential care givers. Public Health has indicated the ability to refrigerate the Pfizer vaccine for up to 5 days such that plans are moving forward to make vaccine available in the homes. The stay-at-home orders appear to be working with +-2000 cases in Ontario. There is an outbreak in a long-term care (LTC) home in Goderich with one infected staff member, and one resident. As much as outbreaks are dropping, there are still outbreaks in LTC (ie. +-40 in the province). Physicians are able to return to LTC homes if they have received both vaccinations.

Staffing Premium:

Advocacy groups are calling for continuation of the personal support worker (PSW) premium scheduled to end June 30, 2021. The Registered Practical Nurses (RPN) are not impressed, and have suggested that other homes are giving premiums to Registered staff. We cannot rationalize giving the premium to one group, and not others, and know it is a problem. An assessment of RPN wages (including charitable and municipal) was carried out with other homes, and determined that Spruce Lodge is less than average, but wages are determined through the collective bargaining process. The workload is higher proportionate to other homes, and Spruce Lodge needs to look at the ratio of RPN to resident to examine workload. Spruce Lodge is looking at a staffing model with a team approach versus department. and a committee has been struck with all departments involved.

Moved by Councillor Pridham
Seconded by Councillor Aitcheson

To enter closed session at 5:32 p.m. to discuss personnel.

CARRIED

Moved by Councillor Aitcheson
Seconded by Councillor Luna

To enter open session at 5:43 p.m.

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

May 19th, 2021

Roof Replacement:

Roof top inspection identified leaks above the North unit, and minor leaking in the main living room. Costs to repair are estimated at \$32,000.00 and \$192,000.00 to replace the entire roof section. Note that the current roof is +-30 years old.

Moved by Councillor Luna
Seconded by Councillor Ehgoetz

To replace the entire roof section of the North Unit and living room area at an estimated cost of \$192,000.00.

CARRIED

Moved by Councillor Aitcheson
Seconded by Councillor Pridham

To accept the Administrator's report as presented.

CARRIED

Correspondence:

Dress Down Days:

The dress down days draws will take place at the next Board meeting.

Other Business: *None presented.*

Moved by Councillor Luna

That the meeting be adjourned.

CARRIED

Date & Time of Next Meeting:

Wednesday, June 16th, 2021 at 5:00 p.m. – Teleconference

Councillor Vassilakos
Chairperson

Jennifer Facey
Secretary

Date

June 16/21

MINUTES
BOARD OF DIRECTORS' MEETING
Virtual Meeting Due to COVID-19 Pandemic
TUESDAY, APRIL 27, 2021

The UTRCA Board Chair called the meeting to order at 10:24am. In the Source Protection Committee meeting, which preceded this meeting, it was announced that Board member Don Edmiston had resigned from the Board.

Members Present:	M.Blosh	P.Mitchell
	A.Dale – Chair	A.Murray
	A.Hopkins	B.Petrie
	T.Jackson	J.Reffle
	S.Levin	J.Salter
	N.Manning	M.Schadenberg
	H.McDermid	A.Westman
Regrets:	None	
Solicitor:	G.Inglis	
Staff:	T.Annett	C.Saracino
	B.Dryburgh	J.Schnaithmann
	C.Harrington	A.Shivas
	T.Hollingsworth	C.Tasker
	J.Howley	B.Verscheure
	C.Quinlan	M.Viglianti – Recorder

1. Approval of Agenda

The Chair notified the Board that, in reference to agenda item 6.1, at the time of this meeting, Brad Dryburgh had completed the Conservation Authority Compliance Training, so the clause at the beginning of the recommendation was so longer required. The Chair confirmed the mover and seconder for approval of the agenda were willing to let their names stand.

Mover: J.Reffle

Seconder: J.Salter

THAT the Board of Directors approve the Agenda as amended.

Carried.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Minutes of the Previous Meeting

March 23, 2021

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: M.Schadenberg

Secunder: A.Westman

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated March 23, 2021, including any closed session minutes, as posted on the Members' web-site.

Carried.

4. Business Arising from the Minutes

4.1 2020 Health and Safety Summary Follow Up Report: Accident Investigations
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: M.Blosh

Secunder: A.Hopkins

THAT the Board of Directors receives the report as presented.

Carried.

4.2 Community Volunteer Participation Update

(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: T.Jackson

Secunder: S.Levin

THAT the Board of Directors receives the report as presented.

Carried.

5. Delegations

There were no delegations.

6. Business for Approval

6.1 Provincial Offences Act Officer Designation for Brad Dryburgh, Pittock Conservation Area
(Report attached)

The Chair confirmed the first line of the recommendation up to the first comma was no longer necessary, as B.Dryburgh received confirmation that he passed the Conservation Authority Compliance Training at the time of this meeting. It was confirmed the recommendation being considered was as follows:

The Board of Directors designate Brad Dryburgh as a Provincial Offences Act Officer for the purpose of enforcing the Trespass to Property Act, the Conservation Authority Regulations on UTRCA property, as a requirement of the position of Assistant Superintendent at Pittock Conservation Area.

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: N.Manning

Secunder: H.McDermid

THAT the Board of Directors approve the recommendation as amended.

Carried.

6.2 Proposed Conservation Ontario Governance Accountability and Transparency Initiative
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Concerns were raised regarding the increased powers of the Province over Conservation Authorities and the costs and administrative challenges of implementing the upcoming changes.

Mover: P.Mitchell

Secunder: A.Murray

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

7. Business for Information

7.1 Administration and Enforcement - Section 28 Status Report – Development,
Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation
(O.Reg157/06)
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: B.Petrie

Secunder: J.Reffle

THAT the Board of Directors receives the report as presented.

Carried.

7.2 Q1 Financial Results 2021
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: J.Salter

Secunder: M.Schadenberg

THAT the Board of Directors receives the report as presented.

Carried.

7.3 UTRCA Properties Reported for Canada 1 Target
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Staff presented the report and it was confirmed the London Environmentally Significant Areas, submitted by the City of London, were also reported to the Canadian Protected and Conserved Areas Database.

Mover: A.Westman

Secunder: M.Blosh

THAT the Board of Directors receives the report as presented.

Carried.

7.4 Mitchell Reservoir Vegetation Management Presentation
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

C.Tasker provided a presentation outlining the background and challenges facing UTRCA staff and the Municipality of West Perth regarding the management of vegetation in preparation for the raising of water levels at Mitchell Dam.

Mover: A.Hopkins

Secunder: T.Jackson

THAT the Board of Directors receives the presentation.

Carried.

8. April 2021 For Your Information Report

The April FYI was presented for the Member's information.

9. Other Business (Including Chair and General Manager's Concluding Remarks)

The Chair reported that contrary to the update provided at the March Board meeting regarding the 2020 audit, MNP had taken over all activity and would be the firm signing off on the 2020 Audit, not KPMG.

The Chair reported UTRCA staff member Brandon Williamson was endorsed as the new Conservation Ontario representative on the Ontario Invasive Plant Council.

An update regarding the progress of the provincial Conservation Authorities Working Group was provided.

Staff confirmed the meeting with the Ministry of Environment, Conservation and Parks and the Ministry of Natural Resources regarding the operation of Wildwood dam was held and it was suggested the Ministry of Natural Resources take the lead in establishing a third party review of operation.

The Board was informed that due to the stay at home order from the Province, the opening of the Conservation Areas would be delayed until the stay at home order is lifted or amended. Board members were encouraged to visit the Conservation Areas, or arrange a tour once permitted.

10. Closed Session – In Camera

There were no items dealt with in closed session.

11. Adjournment

The Chair confirmed the mover was willing to let their name stand. There being no further business, the meeting was adjourned at 11:45 am on a motion by S.Levin.



Tracy Annett
General Manager
Att.

MINUTES
BOARD OF DIRECTORS' MEETING
Virtual Meeting Due to COVID-19 Pandemic
TUESDAY, MAY 25, 2021

The UTRCA Board Chair called the meeting to order at 9:30am and introduced new board member Councillor Margaret Lupton, representing East Zorra-Tavistock and Blandford-Blenheim.

Members Present:	M.Blosh	P.Mitchell
	A.Dale – Chair	A.Murray
	A.Hopkins	B.Petrie
	T.Jackson	J.Reffle
	S.Levin	J.Salter
	M.Lupton	M.Schadenberg
	N.Manning	A.Westman
	H.McDermid	
Regrets:	None	
Solicitor:	G.Inglis	
Staff:	J.Allain	C.Saracino
	T.Annett	J.Schnaithmann
	J.Dony	A.Shivas
	C.Harrington	C.Tasker
	T.Hollingsworth	M.Viglianti – Recorder
	J.Howley	S.Viglianti

1. Approval of Agenda

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: N.Manning

Secunder: H.McDermid

THAT the Board of Directors approve the agenda as posted.

Carried.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Minutes of the Previous Meeting

April 27, 2021

The Chair confirmed the mover and seconder were willing to let their names stand.

An error in the proposed motion on the agenda was noted and the assembly agreed the words Annual General Meeting were to be removed, as they were mistakenly carried over from a previous agenda.

Mover: P.Mitchell

Secunder: A.Murray

THAT the UTRCA Board of Directors approve the Board of Directors' minutes dated April 27, 2021, including any closed session minutes, as posted on the Members' web-site.

Carried.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Delegations

There were no delegations.

6. Business for Approval

6.1 Approval of Audited Financial Statements for 2020

(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: B.Petrie

Secunder: J.Reffle

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.2 Update to Section 28 Permit Fee Schedule for Minister's Zoning Orders (MZO) Requests
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

The report was introduced and board members discussed and voiced their support for the recommendation, feeling cost recovery was beneficial to all parties, and voiced concerns regarding the provisions of the new section of the act.

Concerns were raised around the potential liability of Conservation Authorities being required, by the new provisions, to issue permits for MZOs. Conservation Ontario had requested an indemnity clause from the Province for Conservation Authorities to address this issue.

It was suggested that staff undertake an exercise of tracking the costs of planning and regulations permits.

Mover: J.Salter

Secunder: M.Schadenberg

THAT the Board of Directors approve the recommendation as presented in the report.
Carried.

7. Business for Information

7.1 Administration and Enforcement - Section 28 Status Report – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O.Reg157/06)
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: A.Westman

Secunder: M.Blosh

THAT the Board of Directors receives the report as presented.
Carried.

7.2 Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Staff introduced the report and noted Conservation Ontario would be creating a template for providing comments.

Board members raise concerns regarding the anticipated administrative burden and cost of the municipal consultation process and subsequent agreement negotiations.

Questions around whether the municipal consultation and subsequent agreement negotiations would happen at the upper or lower tier level for Oxford County municipalities were raised. Staff confirmed they were seeking clarity on this matter through Conservation Ontario. A board member suggested that the members representing the County of Oxford present resolutions to their councils requesting the County of Oxford negotiate on behalf of the lower tier Municipalities.

Staff confirmed board members will be kept up to date as regulations are received through emails and board reports.

Mover: A.Hopkins

Secunder: T.Jackson

THAT the Board of Directors receives the report as presented.

Carried.

7.3 Group Insurance Renewal
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

It was noted that staff had begun to organize the salary review. It was anticipated the salary review would be completed by the end of 2021.

Mover: S.Levin

Secunder: N.Manning

THAT the Board of Directors receives the report as presented.

Carried.

7.4 Alternative Sources of Funding Presentation
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

T.Hollingsworth provided a presentation outlining the many alternative sources of funding utilized by the UTRCA.

Mover: H.McDermid

Secunder: P.Mitchell

THAT the Board of Directors receives the presentation.

Carried.

8. May 2021 For Your Information Report

The May FYI was presented for the member's information.

The board requested an email update from staff regarding the June 10th controlled drainage demo day considering the Provincial requirements for outdoor gatherings.

Staff confirmed the UTRCA had not undertaken any aerial spraying for gypsy moths on UTRCA owned lands, but would follow up with the board members concerning a question on spraying that may have occurred on lands adjacent to UTRCA owned land.

9. Other Business (Including Chair and General Manager's Concluding Remarks)

There was no other business to discuss.

10. Closed Session – In Camera

There were no items dealt with in closed session.

11. Adjournment

The Chair confirmed the mover was willing to let their name stand. There being no further business, the meeting was adjourned at 11:21 am on a motion by A.Murray.

Tracy Annett
General Manager
Att.

Minutes
St. Marys Business Improvement Area Committee
Regular Meeting

June 14, 2021

6:00 pm

Video Conference

Click the following link:

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

1. CALL TO ORDER

Members Present: Lanny Hoare (Chair), Gwendolen Boyle (Vice-Chair), Amie Rankin (Secretary), Kyle Burnside (Treasurer), Councillor Tony Winter (Council Representative)

Staff Present: Emily Taylor (Administrative Assistant)

Staff Liaisons Present: Kelly Deeks-Johnson (Tourism and Economic Development Manager)

The Chair called the meeting to order at 6:02 pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Kyle Burnside submitted the addition of 9.1 Rotary Keepsake Totes Update.

Moved By: Gwendolen Boyle

Seconded By: Amie Rankin

THAT the June 14, 2021 St. Marys Business Improvement Area Board agenda be approved as amended.

Carried

4. DELEGATIONS

4.1 Grant Brouwer, Morgan Dykstra & Mark Stone re: Community Improvement Plan

Grant Brouwer, Morgan Dykstra, and Mark Stone presented on the St. Marys Community Improvement Plan (CIP). The CIP is a tool used for economic development and local revitalization. Some of the objectives identified for the CIP include attracting and supporting businesses, encouraging vacant units to be filled, and supporting more attainable housing in town.

The CIP will include 13 different items with opportunities for grant funding to help specific initiatives. A public meeting to discuss the CIP is scheduled for June 22, 2021. More information is found on the Town of St. Marys [website](#).

Moved By: Gwendolen Boyle

Seconded By: Kyle Burnside

THAT the St. Marys Business Improvement Area Board endorse the proposed Community Improvement Plan, in principle.

Carried

5. ACCEPTANCE OF MINUTES

Moved By: Councillor Tony Winter

Seconded By: Kyle Burnside

THAT the May 10, 2021 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

Carried

6. BUSINESS ARISING FROM MINUTES

None.

7. CORRESPONDENCE

7.1 Letter from Chantal Lynch

The letter from Chantal Lynch asks the BIA to financially support the bicycle racks in front of Snapping Turtle Coffee Company. These bicycle racks were made by Chris Cumming for approximately \$1530. The Town of St. Marys is contributing \$500 towards the project.

The Board noted this should be a formal funding request that includes the receipt for a financial contribution to be considered.

Moved By: Amie Rankin

Seconded By: Gwendolen Boyle

THAT the correspondence from Chantal Lynch be accepted as information.

Carried

Moved By: Kyle Burnside

Seconded By: Gwendolen Boyle

THAT the Business Improvement Area Board will contribute financially to the bicycle racks after a Request for Funding is received from Snapping Turtle Coffee Company.

Carried

8. REPORTS

8.1 Council Report

Councillor Winter presented on highlights from Council meetings. This included an update on the accessory apartments by-law and looking into bringing Service Ontario back to St. Marys.

Moved By: Councillor Tony Winter

Seconded By: Kyle Burnside

THAT the verbal Council report be received.

Carried

8.2 Treasurer's Report

Moved By: Gwendolen Boyle

Seconded By: Councillor Tony Winter

THAT the May 2021 Treasurer's report be accepted as presented.

Carried

9. OTHER BUSINESS

9.1 Rotary Keepsake Totes Update

The new Rotary Keepsake Totes have arrived and will be delivered to participants before the media campaign begins the week of June 21.

Moved By: Gwendolen Boyle

Seconded By: Councillor Tony Winter

THAT the verbal presentation on the Rotary Keepsake Totes be accepted as presented.

Carried

10. UPCOMING MEETINGS

The next Board meeting will be held on Monday, July 12, 2021 at 6:00pm and will be live-streamed on the Town of St. Marys' [YouTube page](#).

11. ADJOURNMENT

Moved By: Amie Rankin

Seconded By: Gwendolen Boyle

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 6:55 pm.

Carried

Chair

Committee Secretary



Minutes

Committee of Adjustment

June 16, 2021

6:00 pm

Video Conference

Click the following link:

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

Members Present	Steve Cousins, Chair William Galloway Stephen Glover Paul King
Members Absent	Clive Slade
Staff Present	Mark Stone, Town Planner Grant Brouwer, Committee Secretary-Treasurer Morgan Dykstra, Public Works & Planning Coordinator
Others Present	Rick Martin, Applicant (239 James Street South) Andrea Martin, Applicant (239 James Street South) Marianne Debrabandere, Applicant (84 Water Street South) Jason Clarke, Applicant (342 Jones Street East) Katrina Clarke, Applicant (342 Jones Street East) Justine Nigro, Applicant's Agent (342 Jones Street East)

1. CALL TO ORDER

Chair Steve Cousins called the meeting to order at 6:02 pm.

Chair Steve Cousins advised how the meeting will be conducted, and how members of the public can provide comments or ask questions for the planning files being considered by the Committee. The Committee meeting agenda as posted on the Town's website provided instructions on how to participate in the meeting.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By William Galloway

Seconded By Paul King

THAT the June 16, 2021 Committee of Adjustment agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By William Galloway

Seconded By Stephen Glover

THAT the February 3, 2021 Committee of Adjustment minutes be approved and signed by the Chair and the Secretary / Treasurer.

CARRIED

5. REPORTS

5.1 DEV 28-2021 Application for Minor Variance (File A02-2021) by R. and A. Martin, 239 James Street South, St. Marys, ON

Chair Steve Cousins asked the Town's Planner, Mark Stone, to speak to the Application.

Mark Stone spoke to the report and advised that since the circulation of the agenda, comments have been received from the Upper Thames River Conservation Authority, who acknowledged they have no concerns related to the proposal. Mark Stone further advised that the Owners are proposing to reposition the placement of the parking stall at the front of the dwelling; the alteration will ensure that vehicles will not back onto James Street South.

Chair Cousins asked the Applicants, Rick and Andrea Martin, to speak to the Application. Rick and Andrea Martin spoke to the Application, commenting that the new building will complement the neighbourhood, and the proposed units will be equal in size.

Chair Steve Cousins asked the Committee if they had any questions. The Committee discussed the placement of exterior windows along the northerly face of the property where an interior side yard setback reduction is being sought. The Applicants explained that the placement is due to the interior configurations of the building.

Chair Steve Cousins asked Morgan Dykstra if any public comments have been received for the Application. Morgan Dykstra advised that no public comments have been received.

The Committee made the following recommendation:

Moved By William Galloway

Seconded By Paul King

THAT the Application for Minor Variance by R. and A. Martin, affecting land described as 239 James Street South in the Town of St. Marys to permit a minimum lot frontage of 15.24 metres and a minimum interior side yard setback along the northern property line of 2.0 metres, be **APPROVED**, subject to the following conditions:

1. This approval is granted only to the nature and extent of this Application to permit a minimum lot frontage of 15.24 metres and a minimum interior side yard setback along the northern property line of 2.0 metres.
2. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.
3. That the construction of the proposed semi-detached dwelling, accessory detached garage, driveway and parking area be substantially in keeping with the plans submitted with the Minor Variance Application, with revisions to the proposed parking space west of the proposed dwelling to eliminate the need for vehicles to back onto James Street South.
4. That failure to comply with and maintain the conditions of the Committee will render the approval null and void.

CARRIED

- 5.2 DEV 29-2021 Consent to Sever Application (File B01-2021) by 2798672 Ontario Limited, 84 Water Street South, Town of St. Marys

Chair Steve Cousins asked the Town's Planner, Mark Stone, to speak to the Application.

Mark Stone spoke to the report and advised that comments have been received from the Upper Thames River Conservation Authority and Festival Hydro since the circulation of the agenda. The Upper Thames River Conservation commented that it has no objections to the Application but reminds the Owner that both properties are regulated. Permission may be required from the Authority for any future development or building permits. Festival Hydro advised that it has no objections to the Application and commented that it has an unregistered easement on the land to be severed, including a transformer, underground primary, and underground secondary conductors. Unobstructed access for Hydro personnel and vehicles is to be maintained at all times. Should there be a need to relocate the equipment due to any planned development on the lands that are to be severed, the Owner of the benefitting lands will be responsible for covering all the costs associated with any such removal or relocation.

Chair Steve Cousins asked the Applicant, Marianne Debrabandere to speak to the Application. Marianne Debrabandere responded that the consent to sever is being sought for landscaping and design reasons to make the area more park-like and some financial advantages concerning taxes. Marianne noted there had been some discussion to construct a garage at 68 Water Street South; however, this proposal has not been finalized or comments made by the Upper Thames River Conservation Authority.

Chair Steve Cousins asked the Committee if they had any questions.

Paul King inquired if a road widening for Water Street South is a condition of the consent to sever. Mark Stone responded that as per the Official Plan, a road widening could be requested; however, along Water Street South, the buildings are within the road widening area. Road widenings cannot be taken for properties with buildings within the road widening area.

Morgan Dykstra advised that no public comments have been received for this Application.

The Committee made the following recommendation:

Moved By William Galloway

Seconded By Paul King

THAT the Application for Consent to Sever by 2798672 Ontario Limited (Application No. B01-2021) affecting a parcel of land municipally known as 84 Water Street South, in the Town of St. Marys for the purpose of conveying a portion of the property as a lot addition to the lot that abuts the subject property to the north (municipally known as 68 Water Street South) be **APPROVED** as the severance proposal conforms to the policies of the Official Plan, subject to the following conditions:

1. The Certificate of the Official must be issued by the Secretary-Treasurer for Committee of Adjustment within a period of one year from the date of the mailing of the Notice of Decision;
2. Confirmation from the Town's Treasury Department that their financial requirements have been met;
3. The Committee must be provided with a description that is consistent with the application and equal to that required for registration of a deed/transfer or other conveyance of interest in land under the provisions of the Registry Act or Land Titles Act;
4. Confirmation be received from the solicitor that the Certificate of the Official will be scanned and attached to the electronic registration of the Transfer;
5. Undertaking from the solicitor that the parcels will be consolidated under Land Titles onto one P.I.N.

CARRIED

- 5.3 DEV 30-2021 Application for Minor Variance (File A01-2021) by J. and K. Clarke, 342 Jones Street East, St. Marys, ON

Chair Steve Cousins asked the Town's Planner, Mark Stone, to speak to the Application.

Mark Stone spoke to the report and advised that since the circulation of the agenda, the Town has received comments from the Upper Thames River Conservation Authority and the owners of 55 St. John Street South, each expressing they have no objections to the Application.

Chair Steve Cousins asked the Applicant's Agent, Justine Nigro of Hive Design Co., to speak to the Application. Justine Nigro spoke to the Application.

Chair Steve Cousins asked the Applicant's, Jason and Katrina Clarke if they wish to speak to the Application. Jason Clarke spoke to the Application.

Chair Steve Cousins asked the Committee if they had any questions. Steve Glover sought clarification regarding the location of the addition.

Chair Steve Cousins asked Morgan Dykstra if any public comments have been received for the Application. Morgan Dykstra advised that no public comments have been received.

The Committee made the following recommendation:

Moved By William Galloway

Seconded By Paul King

THAT the Application for Minor Variance by J. and K. Clarke, affecting land described as 342 Jones Street East in the Town of St. Marys to recognize an existing front yard of 0.73 metres for the existing dwelling, an existing minimum interior side yard of 0.22 metres for the existing garage, and existing minimum exterior side yards of 0.82 and 0 metres for the existing dwelling and porch, and 1.06 metres for the proposed addition, be **APPROVED**, subject to the following conditions:

1. This approval is granted only to the nature and extent of this Application to recognize an existing front yard of 0.73 metres for the existing dwelling, an existing minimum interior side yard of 0.22 metres for the existing garage, and existing minimum exterior side yards of 0.82 and 0 metres for the existing dwelling and porch, and 1.06 metres for the proposed addition.
2. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.
3. The owners shall plant a minimum of three petticoat maple trees and one Japanese maple tree along the north property line in compensation for tree removals, to the satisfaction of the Town.
4. The owners shall enter into an encroachment agreement with the Town of St. Marys to recognize the existing porch encroaching onto the Jones Street East road allowance.
5. That failure to comply with and maintain the conditions of the Committee will render the approval null and void.

CARRIED

6. UPCOMING MEETINGS

Committee of Adjustment meeting has been scheduled for July 7, 2021 at 6 PM via Zoom Webinar.

7. ADJOURNMENT

Moved By Bill Galloway

Seconded By Stephen Glover

THAT this Committee of Adjustment meeting adjourn at 6:42 pm.

CARRIED

Steve Cousins, Chair

Grant Brouwer, Committee Secretary-Treasurer



Minutes

Committee of Adjustment

July 7, 2021

6:00 pm

Video Conference

Click the following link:

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

Members Present	Steve Cousins, Chair William Galloway Stephen Glover Paul King
Members Absent	Clive Slade
Staff Present	Mark Stone, Town Planner Grant Brouwer, Committee Secretary-Treasurer Morgan Dykstra, Public Works & Planning Coordinator
Others Present	Paul Trethewey, Applicant (223 Wellington Street South) Tom Dill, Applicant (279 Elizabeth Street) Wilma Dill, Applicant (279 Elizabeth Street)

1. CALL TO ORDER

Chair Steve Cousins called the meeting to order at 6:00 pm.

Chair Steve Cousins advised how the meeting will be conducted, and how members of the public can provide comments or ask questions for the planning files being considered by the Committee. The Committee meeting agenda as posted on the Town's website provided instructions on how to participate in the meeting.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By William Galloway

Seconded By Stephen Glover

THAT the July 7, 2021 Committee of Adjustment agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By William Galloway

Seconded By Paul King

THAT the June 16, 2021 Committee of Adjustment minutes be approved and signed by the Chair and the Secretary / Treasurer.

CARRIED

5. REPORTS

5.1 DEV 34-2021 Application for Minor Variance (File A03-2021) by P. Trethewey for 223 Wellington Street South, Town of St. Marys

Chair Steve Cousins asked the Town's Planner, Mark Stone to speak to the Application.

Mark Stone spoke to the Application and advised that since the circulation of the agenda, the Town has received a comment from Festival Hydro, who indicated they have no concerns with the Application.

Chair Cousins asked the Applicant, Paul Trethewey to speak to the Application. Paul Trethewey spoke to the Application.

Chair Cousins asked the Committee if they had any questions for the Applicant. The Committee sought clarification regarding the calculation of the total lot coverage for accessory buildings and structures. Mark Stone advised that the calculation includes the proposed accessory garage and existing garden shed.

Chair Steve Cousins asked Morgan Dykstra if any public comments have been received for the Application. Morgan Dykstra advised that no public comments have been received.

The Committee made the following recommendation:

Moved By William Galloway

Seconded By Stephen Glover

Subject to review of submissions/comments considered at the public hearing, the following recommendation is made:

THAT the Application for Minor Variance by P. Trethewey (Application No. A03-2021) affecting a parcel of land described as 223 Wellington Street South, in the Town of St. Marys to permit:

- a maximum total lot coverage of 7.9 percent for all accessory buildings and structures, for a proposed detached garage and existing garden shed, whereas Section 5.1.5A(b) of Zoning By-law No. Z1-1997, as amended, would permit a maximum total lot coverage of 5 percent,

be **APPROVED** as the request conforms to the general intent and purpose of the Official Plan and the Zoning By-law, is considered minor in nature, and is desirable for the appropriate development or use of the subject property, subject to the following conditions:

1. This approval is granted only to the nature and extent of this application being relief to permit the construction of a detached accessory garage, for a maximum total lot coverage for accessory buildings and structures measuring a total of 7.9 percent.
2. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.
3. The space for the proposed detached accessory garage shall not be used for home occupation or any other business.
4. That the detached garage be substantially in keeping with the plans submitted with the Application for Minor Variance.
5. That failure to comply with and maintain the conditions of the Committee will render the approval null and void.

CARRIED

- 5.2 DEV 35-2021 Consent to Sever Application (File B02-2020) by T. and W. Dill, 279 Elizabeth Street, Town of St. Marys

Chair Steve Cousins asked the Town's Planner, Mark Stone to speak to the Application.

Mark Stone spoke to the Application and advised that since the circulation of the agenda the Town has received the four (4) comments from agencies:

- Enbridge Gas Inc. commented that they have service lines running in the area, and should the severance impact those services, termination and relocation of the service may be required.
- Festival Hydro commented they have no objections to the Application but do acknowledge there is an unregistered easement for an aerial conductor on the parcel of land that is proposed to be severed, should the parcel being severed be redeveloped for residential purposes, the owner of that parcel is responsible for covering all costs associated with the relocation. Festival Hydro further advised that there is a pole and anchor fronting the parcel of land that is proposed to be severed, should the parcel be redeveloped, the driveway should be installed a minimum of 1.5 metres from the existing anchor.
- Hydro One indicated they have no comments regarding the Application.
- Canadian National Railway (CN) commented that the subject property is in proximity of CN's right of way. CN further commented that they recommend implementing noise mitigation measures in the construction of any future dwelling such as brick or a masonry equivalent for the exposed faces, a forced air ventilation system with ductwork sized for future installation of central air conditioning, a noise reduction fence, noise insulating windows and doors, and use of noise absorbing wall composition materials. CN recommended that a warning clause be inserted in all development agreements, offers to purchase, and agreements of Purchase and Sale or Lease of each dwelling unit within 300 metres of the railway right of way. CN further added that a minimum 30 metre setback is required for vehicular property access points from at-grade railway crossings. CN recommends for any driveway proposed on the divided lot located on James Street be a single car access and be placed closest to the retained lot.

Chair Cousins asked the Applicant's Tom and Wilma Dill to speak to the Application. Tom and Wilma Dill spoke to the Application.

Chair Steve Cousins asked the Committee if they had any questions for the Applicant. The Committee sought clarification regarding the calculation for cash-in-lieu parkland payments, road widenings, addressing, the location of services and existing easements.

The Committee discussed the future location of a driveway on the severed parcel given the comments from CN and Festival Hydro.

The Committee discussed the condition for a Minor Variance Application to address zoning deficiencies with respect to the minimum lot area, lot depth and front yard, and the timeline for satisfying the conditions of approval.

Chair Steve Cousins asked Morgan Dykstra if any public comments have been received for the Application. Morgan Dykstra advised that no public comments have been received.

Mark Stone presented the staff recommendation and spoke to the conditions of approval.

The Committee made the following recommendation:

Moved By William Galloway

Seconded By Paul King

Subject to review of submissions/comments considered at the public hearing, the following recommendations are made:

THAT the Application for Consent to Sever by T. and W. Dill (Application No. B02-2020) affecting a parcel of land municipally known as 279 Elizabeth Street Street, in the Town of St. Marys for the purpose of severing a lot into two lots be **APPROVED** as the severance proposal conforms to the policies of the Official Plan, subject to the following conditions:

1. The Certificate of the Official must be issued by the Secretary-Treasurer for Committee of Adjustment within a period of one year from the date of the mailing of the Notice of Decision;
2. Confirmation from the Town's Treasury Department that their financial requirements have been met;

3. Pay 5 per cent of the value of the land as cash-in-lieu-of parkland pursuant to Section 51 of the Planning Act;
4. Approval of an Application for Minor Variance for the severed and/or retained parcels, as required, to the satisfaction of the Town;
5. To make payment to the Town for one boulevard hardwood tree for each lot as per the Town's tree planting policy;
6. The Committee must be provided with a description that is consistent with the application and equal to that required for registration of a deed/transfer or other conveyance of interest in land under the provisions of the Registry Act or Land Titles Act;
7. Confirmation be received from the solicitor that the Certificate of the Official will be scanned and attached to the electronic registration of the Transfer;
8. That the owner prepare a Reference Plan to the satisfaction of the Town of St. Marys Engineering and Public Works Department showing a 5.0 metre road allowance parallel to James Street South for the extent of the James Street South frontage of 279 Elizabeth Street to be conveyed to the Town; and further, those lands identified on the Reference Plan as the 5.0 metre road allowance be conveyed to the Town of St. Marys; and,
9. Prior to final approval, the Owners shall enter into a registered development agreement, for the severed and retained lands, with the Town of St. Marys to secure the following noise warning clause:
"Warning: Canadian National Railway Company or its assigns or successors in interest has or have a rights-of-way within 300 metres from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the residents in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwelling(s). CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way."

10. That the Owners address the recommendation by CN Rail that any driveway to be established on the proposed severed lot be located as close to the proposed lot as possible and be restricted in width to limit the driveway to a single car access, to the satisfaction of the Town.

CARRIED

6. UPCOMING MEETINGS

No meetings are scheduled at this time. Town staff will contact the Committee when an application has been deemed complete.

7. ADJOURNMENT

Moved By William Galloway

Seconded By Stephen Glover

THAT this Committee of Adjustment meeting adjourn at 6:53 pm.

CARRIED

Steve Cousins, Chair

Grant Brouwer, Committee Secretary-Treasurer



MINUTES
Community Policing Advisory Committee

June 16, 2021
9:00 am
Video Conference

Committee Members Present: Mayor Strathdee
Councillor Winter
Doug Diplock
Jacqueline Hibbert
Paul Dunseith

Stratford Police Services Present: Chief Greg Skinner
Deputy Chief Foster
Community Resources Officer Aaron Mounfield

Staff Present: Jenna McCartney, Clerk

1. CALL TO ORDER

The Chair called the meeting to order at 9:00 am.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Councillor Winter

Seconded By Doug Diplock

THAT the June 16, 2021 Community Policing Advisory Committee agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Paul Dunseith

Seconded By Jacqui Hibbert

THAT the May 19, 2021 Community Policing Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and the Secretary.

CARRIED

5. DELEGATIONS

5.2 Park Patrol Introduction

Gracie Dafoe and Marcel Lundrigan introduced themselves and provided an overview of their role and responsibility in St. Marys.

5.1 Community Developer and Support Worker Introduction

Jenna McCartney introduced Cody Cunningham as the Town's Community Developer and Support Worker.

Cody Cunningham provided an overview of the position and the connections with residents that he is making during the first quarter of the project.

In response to the query whether there is a trend related to age of individuals seeking support, Mr. Cunningham stated there is not although persons seeking support may be seeking personal support or support for family or friends.

In response to the query whether access to the Community Developer and Support Worker is diverting mental health calls from the police, Chief Skinner stated that there has been proactive education from the Town that offers guidance to citizens on the available resources and to whom to contact in specific situations.

6. REPORTS

6.1 CRIME STOPPERS REPORT

Chief Skinner presented the May 2021 Crime Stoppers report.

In response to a query whether the tips related to child pornography were received from the same person, Chief Skinner stated it is unknown.

Moved By Jacqui Hibbert

Seconded By Paul Dunseith

THAT the May 2021 Crime Stoppers report be received.

CARRIED

6.2 POLICE MONTHLY STATISTICS

Deputy Chief Foster provided a review of the May 2021 police monthly statistics.

In response to a query about how the police conduct a vehicle pursuit, Deputy Chief Foster stated that the Stratford Police Service provides significant training to its officers regarding the conduct to adhere to when in pursuit of a vehicle. Chief Skinner added that a supervisor is immediately deployed to the situation as backup to support the situation.

In response to a query of the amount of money involved in the theft under \$5,000 category, Deputy Chief Foster stated the statistics are not broken out further.

Moved By Paul Dunseith

Seconded By Jacqui Hibbert

THAT the May 2021 Police Monthly Statistics report be received.

CARRIED

7. OTHER BUSINESS

7.1 ADMIN 25-2021 2020 Policing Budget Reconciliation

Mayor Strathdee departed the meeting at 9:50 am.

Deputy Chief Foster presented the 2020 policing budget reconciliation report.

Moved By Councillor Winter

Seconded By Jacqui Hibbert

THAT ADMIN 25-2021 2020 Policing Budget Reconciliation be received for information.

CARRIED

7.2 Community Safety and Well-being Plan

Chief Skinner presented an update to the Committee regarding the Community Safety and Well-being Plan citing that all partner municipalities have adopted the Plan and the Partnership Council has begun to meet.

7.3 Community Equity Action Team (CEAT)

Chief Skinner provided an overview of the Community Equity Action Team that was initiated in Stratford in response to community equity and diversity.

In response to an inquiry about the data collected related to the CEAT, Chief Skinner stated that the team will review the data and determine the best approach to reporting back to the stakeholders. The end goal will be to have regular meetings with BIPOC representation seeking comments on lived experience of systemic racism when dealing specifically with the Stratford Police Service.

Chief Skinner stated that over 50 organizations have been consulted as stakeholders.

Moved By Jacqui Hibbert

Seconded By Paul Dunseith

THAT the Community Policing Advisory Committee recommends to Council:

THAT Council recommends to the Stratford Police Service Board that the Community Equity Action Team be expanded to include the Town of St. Marys as a contributing member.

CARRIED

7.4 Boating and Water Safety along Thames River and Trout Creek

Paul Dunseith stated that there is an increase in recreational use of the Thames River and Trout Creek and as such inquired who would support a water rescue if required.

Community Resource Officer Mounfield stated that water rescue is performed by St. Marys Fire Department.

In response to an inquiry about enforcement of safe boating practices, Community Resource Officer Mounfield stated that a specific program has not been initiated although something of this nature is in effect at Wildwood Conservation Authority through the Stratford Police.

In response to an inquiry about who enforces waterways, Community Resource Officer Mounfield stated that the Canadian Waterways Act provides federal legislation of which Stratford Police Service has some degree of enforcement power.

7.5 Upcoming St. Marys Events

Community Resource Officer Mounfield provided the following update about upcoming events to be held in St. Marys:

- Crime Prevention Through Environment Design support
- Safe bicycle operation blitz
- Heavy truck inspection
- Canada Day participation

In response to an inquiry about the progress of the body camera roll out, the Committee was informed that the progress is proceeding well, and that the retention of material depends on the nature of the incident.

8. UPCOMING MEETINGS

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

9. ADJOURNMENT

Moved By Paul Dunseith

Seconded By Jacqui Hibbert

THAT this Community Policing Advisory Committee meeting adjourn at 10:29 am.

CARRIED

Chair Diplock

Brent Kittmer, Chief Administrative Officer



Minutes

Green Committee

June 23, 2021

5:30 pm

Video Conference

Click the following link:

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

Member Present	Lynette Geddes, Chair Councillor Pridham Fred Stam John Stevens David Vermeire
Staff Present	Jed Kelly, Director of Public Works Morgan Dykstra, Committee Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 5:30 p.m.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution: GC-2021-06-01

Moved By John Stevens

Seconded By David Vermeire

THAT the June 23, 2021 Green Committee agenda be accepted as presented.

Carried

4. CORRESPONDENCE

4.1 Krysanne C Klassen re: St. Marys' Canopy Trees

Resolution: GC-2021-06-02

Moved By Fred Stam

Seconded By John Stevens

THAT the correspondence from Krysanne C. Klassen regarding St. Marys' Canopy Trees be received; and

THAT staff report back to the Green Committee regarding the items discussed in the correspondence, and,

THAT the Chair send a letter to Krysanne C. Klassen informing her of the Committee's next steps.

Carried

5. ACCEPTANCE OF MINUTES

Resolution: GC-2021-06-03

Moved By David Vermeire

Seconded By Fred Stam

THAT the May 26, 2021 Green Committee minutes be approved and signed by the Chair and Committee Secretary.

Carried

6. STRATEGIC ITEMS - PROGRESS UPDATE

Morgan Dykstra spoke to the Strategic Priorities Table for June and responded to questions from the Committee.

Resolution: GC-2021-06-04

Moved By Councillor Pridham

Seconded By Fred Stam

THAT the June Green Committee Strategic Priorities Table be received for information.

Carried

7. REPORTS

7.1 PW 51-2021 Green Initiative Education Program Framework

Morgan Dykstra spoke to the report and responded to questions from the Committee.

The Committee was of the consensus that the title of the program should be changed from Green Initiative Education Program to Green Initiative Awareness Program.

Resolution: GC-2021-06-05

Moved By Fred Stam

Seconded By John Stevens

THAT PW 51-2021 Green Initiative Education Program Framework report be received: and,

THAT the Green Committee recommend to Council:

THAT Council approves the Green Initiative Awareness Program Framework;

THAT the program launches in February 2022; and,

THAT as it relates to the Green Initiative Awareness Program, Council names the Green Committee as its designate.

Carried

8. OTHER BUSINESS

None.

9. UPCOMING MEETINGS

September 22, 2021 at 5:30 pm (Virtual)

October 27, 2021 at 5:30 pm (Virtual)

10. ADJOURNMENT

Resolution: GC-2021-06-06

Moved By Councillor Pridham

Seconded By Fred Stam

THAT this meeting of the Green Committee adjourn at 5:58 p.m.

Carried

Lynette Geddes, Chair

Morgan Dykstra, Committee Secretary



MINUTES

Heritage Advisory Committee

June 14, 2021

6:15 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-d0YKteFQ>

Members Present

Al Strathee
Councillor Pridham
Barbara Tuer
Clive Slade
Janis Fread
Michael Bolton
Michelle Stemmler
Paul King
Sherri Winter-Gropp
Stephen Habermehl

Staff Present

Amy Cubberley, Cultural Services Supervisor
Jason Silcox, Building Official

1. CALL TO ORDER

Chair Habermehl called the meeting to order at 6:15 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution

Moved By Clive Slade

Seconded By Sherri Gropp

THAT the June 14, 2021 Heritage Advisory Committee agenda be accepted as presented.

CARRIED

4. DELEGATIONS

None.

5. CORRESPONDENCE

5.1 Notice of Public Meeting- 84 Water St S

Amy Cubberley explained the Notice of Public Meeting for 84 Water Street South.

5.2 Notice of Public Meeting- CIP

Amy Cubberley explained the Notice of Public Meeting for the Community Improvement Plan, noting that the Facade Improvement Program is part of this plan, but the Heritage Property Grant is not.

5.3 Ontario Heritage Act training

Amy Cubberley reminded Committee members of upcoming training opportunities on the amended Ontario Heritage Act.

6. AMENDMENT AND ACCEPTANCE OF MINUTES

Resolution

Moved By Michelle Stemmler

Seconded By Janis Fread

THAT the April 12, 2021 Heritage Advisory Committee minutes be accepted as presented.

CARRIED

7. BUSINESS ARISING FROM MINUTES

None.

8. REGULAR BUSINESS

8.1 Heritage Conservation District Update

8.1.1 Heritage Permits

Jason Silcox spoke to DEV 21-2021 in detail and responded to questions. The Committee requested that the property owner consider a staircase colour other than black, so that it blends better with the colour of the limestone.

Resolution

Moved By Clive Slade

Seconded By Paul King

THAT DEV 21-2021 6 Water St S Heritage Permit Application be received; and

THAT the Heritage Committee support a heritage permit for the replacement of windows, doors, the removal of the lower roof on the west side of the building, and the installation of an exterior fire escape staircase on the west side of the building.

CARRIED

8.1.2 Sign Applications

Jason Silcox spoke to DEV 25-2021 and responded to questions.

Resolution

Moved By Paul King

Seconded By Michelle Stemmler

THAT DEV 25-2021 Report 20-26 Wellington St S Sign Permit Application; and

THAT ... the Heritage Committee support the sign permit application

CARRIED

8.2 Municipal Register, Part 1 - Designations/designated property matters

8.2.1 Updating Designation Statements

The Committee suggested that a number of designation statements should be updated due to recent renovations to the heritage properties. Amy Cubberley will circulate the designation statements for

480 Water Street South and 481 Glass Street for review at the next Heritage Advisory Committee meeting.

8.3 Municipal Register, Part 2 - List of Significant properties

8.3.1 266 Jones Street East

It was noted that some inaccuracies in the description for 266 Jones Street East were recently uncovered while conducting further research. The home is believed to be built in 1870, not the early 1860s as is stated in the register. This correction will be made next time the register is reviewed.

8.4 Properties of interest or at risk (not necessarily designated)

None discussed.

8.5 Homeowner/Property owner letters

Letters will be sent to the owners of 266 Jones Street East and 261 Widder Street East.

9. COUNCIL REPORT

Councillor Pridham updated the Committee on recent decisions regarding accessory apartments, tree donation policy, and pet/animal management. She also noted that the Quarry will open for the season on June 19.

10. OTHER BUSINESS

None discussed.

11. UPCOMING MEETINGS

July 12, 2021 at 6:15 pm.

12. ADJOURNMENT

Resolution

Moved By Michelle Stemmler

Seconded By Michael Bolton

THAT the June 14, 2021 Heritage Advisory Committee meeting adjourn at 7:28 pm.

CARRIED

Chair

Committee Secretary



MINUTES

Senior Services Advisory Committee

May 31, 2021

1:00 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI80G-d0YKteFQ>

Members Present: Candice Harris
Donna Kurchak
Joyce Vivian
Marie Ballantyne
Owen O'Brien
Councillor Winter
Richard Lyons

Member Absent: Donna Simmons

- 1. CALL TO ORDER**
- 2. DECLARATION OF PECUNIARY INTEREST**
None.
- 3. AMENDMENTS AND APPROVAL OF AGENDA**

Moved By Councillor Winter

That the May 31, 2021 Senior Services Advisory Committee meeting agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Acceptance of the March 29, 2021 Senior Services Advisory Committee minutes will be deferred to the June Senior Services meeting due to an error with the May Senior Services agenda package.

5. BUSINESS ARISING FROM MINUTES

5.1 Ontario Health Team Update

Staff updated the committee on the work of the Huron Perth and Area Ontario Health Team. Staff informed the committee the team is currently working on Terms of Reference. The Terms of Reference will be forwarded to Council for approval once completed. A project lead and a digital support team member have been hired for the Ontario Health Team.

6. REPORTS

In the absence of the May Senior Services Program report staff verbally updated the committee. The May Senior Service program report will be included in the June 28, 2021 Senior Services Committee meeting.

7. OTHER BUSINESS

7.1 ActiveNet Registration Software

Staff updated the committee on the new registration software ActiveNet that has been implemented by the Community Services department. Committee members have been asked to review the work instruction to set up an ActiveNet account and report back on their experience.

7.2 Recreation Committee Update

The Recreation Committee has not formally met as a committee, however continue to receive email updates. Darcy Drummond has accepted the Recreation Supervisor position and is planning for Camp PRC. The St. Marys Quarry will open for summer swimming. Registration for 90 minute swims will follow the same registration process as 2020.

7.3 Town of St. Marys Council Update

Councillor Winter updated the committee of various Municipal initiatives. St. Marys has been selected as a pilot location for a new service delivery model, where Service Ontario Services are delivered through a broader public sector organization such as the Municipality.

8. UPCOMING MEETINGS

Monday June 28, 2021

1:00 p.m.

9. ADJOURNMENT

Moved By Councillor Winter

That this Senior Services Advisory Committee meeting adjourn at 1:55 p.m.

CARRIED

Chair

Committee Secretary



Minutes

Youth Council

June 4, 2021

4:00 pm

Video Conference

Click the following link:

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

Member Present	Allison Kennedy-Edney, Lauren Partridge, Paytien Truax, Jess Hammond, Meghan Hymus, Cate Poulton, Kirsten Pabillano, Councillor Edney
Member Absent	Sam Truax, Megan Richardson
Staff Present	Amy Cubberley, Darcy Drummond

1. CALL TO ORDER

In the Chair, Allison Kennedy-Edney called the meeting to order at 4:10 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved by: Lauren Partridge

Seconded by: Jess Hammond

THAT the June 4, 2021 Youth Council meeting agenda be accepted as presented.

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Moved by: Lauren Partridge

Seconded by: Jess Hammond

THAT the May 14, 2021 Youth Council minutes be approved by the Youth Council and be signed by the Chair and Staff Liaison.

Carried

6. BUSINESS ARISING FROM MINUTES

6.1 Mental Health Initiative

Self Care Bags

Discussion occurred around buying local vs online. The care bags will be deferred until a later date.

Virtual Rave

Members determined the rave will have minimal attendance and will no longer happen. Instead, members agreed a summer music playlist would be created based on input of youth in the community. Promotion will happen for a week on the St Marys Youth Instagram account starting mid June, and the voting will take place at the end of June.

Resource Website

The website is nearing completion and should be ready to launch by the of the month in conjunction with the summer playlist.

6.2 Social Events Calendar

No events will run in the summer at this time.

6.3 Summer Meeting Dates

An unofficial meeting will occur in July to celebrate the launch of the playlist and resource website. There will be no meeting in August.

7. REGULAR BUSINESS

None.

8. UPCOMING MEETINGS

Unofficial meeting in July. Next official meeting will be set for September.

9. ADJOURNMENT

Moved by: Cate Poulton

Seconded by: Lauren Partridge

THAT this meeting adjourns at 4:36 pm.

Carried

Chair

Committee Staff Liaison

BY-LAW 68-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to designate a Community Improvement Project Area for the Town of St. Marys.

- WHEREAS:** Section 28(2) of the Planning Act, R.S.O. 1990, c. P.13, empowers the Council of a municipality in which an Official Plan is in effect to designate the whole or any part of the municipality covered by the Official Plan as a Community Improvement Project Area;
- AND WHEREAS:** The Council of The Corporation of the Town of St. Marys has adopted an Official Plan which covers all the land within its boundaries and which contains provisions relating to community improvement;
- AND WHEREAS:** Section 28(1) of the *Planning Act*, defines a “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”;
- AND WHEREAS:** The Council of The Corporation of the Town of St. Marys deems it in the interest of the municipality to designate land hereinafter described as a Community Improvement Project Area;
- NOW THEREFORE:** The Council of The Corporation of the Town of St., pursuant to Section 28 of the *Planning Act*, R.S.O. 1990, C.P.13 enacts as follows:
1. That By-laws 38 of 1986 and 87 of 1990 are hereby repealed.
 2. That pursuant to Section 28(2) of the *Planning Act*, the whole of the area within the corporate limits of Town of St. Marys is hereby designated as a Community Improvement Project Area.
 3. This By-law comes into force on the day it is passed.

Read a first, second and third time this 27th day of July 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 69-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a Community Improvement Plan for the Town of St. Marys.

- WHEREAS** Pursuant to Section 28 of the *Planning Act*, R.S.O. 1990, c. P.13, empowers the Council of a municipality to provide for the preparation of a plan suitable for adoption as a Community Improvement Plan;
- AND WHEREAS** Such a plan has been prepared and attached hereto as Schedule "A" and forming part of this by-law;
- NOW THEREFORE** The Council for The Corporation of the Town of St. Marys enacts as follows:
1. That the provisions of By-laws 39 of 1986, 54 of 1988, 88 of 1990, 14-2007, 33 of 2009, 41 of 2011, 13-15 and 21-15 are repealed.
 2. That the Community Improvement Plan for the Town of St. Marys attached hereto is hereby approved.
 3. This By-law comes into force on the day it is passed.

Read a first, second and third time this 27th day of July 2021.

Mayor Al Strathdee

Jenna McCartney, Clerk

BY-LAW 70-2021

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 MLS Planning Consulting for the provision of planning services.

- WHEREAS:** The Corporation of the Town of St. Marys entered into an agreement for the provision of planning services in 2017 with MLS Planning Consulting;
- AND WHEREAS:** Council for The Corporation of the Town of St. Marys subsequently approved an extension to the agreement on July 27, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with MLS Planning Consulting for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for 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 Mayor and the Clerk are authorized to execute the Agreement on behalf of the Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and MLS Planning Consulting.
 - 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 27th day of July 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 71-2019

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 Intact Public Entities 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:** Council for the Corporation of the Town of St. Marys approved the execution of an agreement with Frank Cowan Company for general insurance needs of the municipality through the procurement process held in 2019 (the “Service”);
- AND WHEREAS:** Frank Cowan Company is now known as Intact Public Entities for the purpose of future Service;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an additional one-year term agreement with Intact Public Entities (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 Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Intact Public Entities.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 27th day of July 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 72-2021

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 St. Marys Landscaping Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys released RFT-PW-09-2021 for the purpose of obtaining a firm to supply, install and maintain the flower program in St. Marys (the “Project”);
- AND WHEREAS:** A tender for the Project was submitted by St. Marys Landscaping Ltd. which was subsequently approved by Council on July 27, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with St. Marys Landscaping Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and St. Marys Landscaping Ltd.
 - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 27th day of July 2021.

Mayor Al Strathdee

Jenna McCartney, Clerk

BY-LAW 73-2021

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 July 27, 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 27th day of July 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 27th day of July 2021.

Mayor Al Stratheedee

Jenna McCartney, Clerk