



AGENDA

Regular Council Meeting

January 25, 2022

6:00 pm

Video Conference

Click the following link:

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

Pages

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

RECOMMENDATION

THAT the January 25, 2022 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 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. **Mark Bell re: Request to Amend Town's Policy for Access to Facilities**

9

RECOMMENDATION

THAT the delegation from Mark Bell regarding the request to amend Town's policy for access to facilities be received.

6. ACCEPTANCE OF MINUTES

6.1. Regular Council - January 11, 2022 10

RECOMMENDATION

THAT the January 11, 2022 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and Clerk.

6.2. Special Council (Budget) - January 18, 2022 15

RECOMMENDATION

THAT the January 18, 2022 special Council meeting minutes (budget) be approved by Council and signed and sealed by the Mayor and the Clerk.

6.3. Special Council (Public Meeting) - January 18, 2022 20

RECOMMENDATION

THAT the January 18, 2022 special Council meeting (public meeting) minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1. Douglas Laycock re: Fireworks Ban 24

RECOMMENDATION

THAT the correspondence from Douglas Laycock regarding a Fireworks Ban be received.

8. STAFF REPORTS

8.1. Administration

8.1.1. ADMIN 02-2022 January Monthly Report (Administration) 26

RECOMMENDATION

THAT ADMIN 02-2022 January Monthly Report (Administration) be received for information.

8.1.2.	ADMIN 03-2022 Snowmobile Education and Enforcement Plan	33
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RECOMMENDATION

THAT ADMIN 03-2022 Snowmobile Education and Enforcement Plan report be received for information.

8.2. Building and Development Services

8.2.1.	DEV 02-2022 January Monthly Report (Building and Development)	40
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RECOMMENDATION

THAT DEV 02-2022 January Monthly Report (Building and Development) be received for information.

8.2.2.	DEV 01-2022 Site Plan Agreement for 488 Water Street South (Kirkton Veterinary Professional Corporation)	52
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RECOMMENDATION

THAT DEV 01-2022 Site Plan Agreement for 488 Water Street South (Kirkton Veterinary Professional Corporation) report be received; and

THAT Council consider By-law 04-2022 and authorize the Mayor and Clerk to sign a sign a Site Plan Agreement between the Town of St. Marys and Kirkton Veterinary Professional Corporation.

8.2.3.	DEV 04-2022 - Part Lot Control Application Registered Plan 44M-79, Thames Crest Farms Subdivision Block 46 – Bickell Built Homes Ltd.	74
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RECOMMENDATION

THAT DEV 04-2022 regarding the Application for Part Lot Control for Block 46 of the Thames Crest Farms subdivision be received; and

THAT Council consider By-law 07-2022 affecting Block 46, Registered Plan No. 44M-79 for a one-year period, ending January 25, 2023.

8.2.4.	DEV 05-2022 Tree Compensation Policy	79
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RECOMMENDATION

THAT DEV 05-2022 Tree Compensation Policy be received;
and

THAT the Town adopt the Tree Compensation standards as
outlined in DEV 05-2022; and

THAT staff report back with a formal Tree Compensation Policy
to be applied to building and development projects.

8.3. Community Services

8.3.1.	DCS 01-2022 January Monthly Report (Community Services)	84
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RECOMMENDATION

THAT DCS 01-2022 Monthly Report (Community Services) be
received for information.

8.4. Corporate Services

8.4.1.	COR 03-2022 January Monthly Report (Corporate Services)	89
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RECOMMENDATION

THAT COR 03-2022 January Monthly Report (Corporate
Services) be received for information.

8.4.2.	COR 02-2022 Access to Recreation Policy	95
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RECOMMENDATION

THAT COR 02-2022 Access to Recreation Policy report be
received; and

THAT Council approve the Access to Recreation Grant Policy.

8.4.3.	COR 04-2022 Interim Tax Levy By-law	102
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RECOMMENDATION

THAT COR 04-2022 Interim Tax Levy By-law report be
received; and

THAT Council consider By-law 05-2022 to authorize the
collection of the interim property taxes for 2022.

8.4.4.	COR 05-2022 Temporary Borrowing By-law	104
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RECOMMENDATION

THAT COR 05-2022 Temporary Borrowing By-law report be received; and

THAT Council consider By-law 06-2022 authorizing temporary borrowing for the Town.

8.5. Fire and Emergency Services

8.5.1.	FD 01-2022 January Monthly Report (Emergency Services)	106
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RECOMMENDATION

THAT FD 01-2022 January Monthly Report (Emergency Services) be received for information.

8.6. Human Resources

8.6.1.	HR 01-2022 January Monthly Report (Human Resources)	112
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RECOMMENDATION

THAT HR 01-2022 January Monthly Report (Human Resources) be received for information.

8.7. Public Works

8.7.1.	PW 03-2022 January Monthly Report (Public Works)	115
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RECOMMENDATION

THAT PW 03-2022 January Monthly Report (Public Works) be received for information.

8.7.2.	PW 01-2022 Award for RFT-PW-16-2021 Pruning, Removal and Disposal of Trees	121
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RECOMMENDATION

THAT PW 01-2022 Award for RFT-PW-16-2021 Pruning, Removal and Disposal of Trees report be received; and,

THAT the procurement for RFT-PW-16-2021 Pruning, Removal and Disposal of Trees be awarded to Davey Tree Expert Co. of Canada, Limited for the bid unit prices provided in Table 2. Bid Unit Prices of this report; and,

THAT Council consider By-Law 08-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

RECOMMENDATION

THAT By-Laws 04-2022, 05-2022, 06-2022, 07-2022, 08-2022 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

11.1.	By-Law 04-2022 Site Plan Agreement with Kirkton Veterinary Professional Corp. for 488 Water Street South	125
11.2.	By-Law 05-2022 Interim Tax Levy	126
11.3.	By-Law 06-2022 Temporary Borrowing	128
11.4.	By-Law 07-2022 Part Lot Control Exemption Block 46 44M-79 (Bickell)	129
11.5.	By-Law 08-2022 Agreement with Davey Tree Expert Co. of Canada Ltd.	130

12. UPCOMING MEETINGS

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

February 8, 2022 - 6:00 pm, Regular Council

February 15, 2022 - 9:00 am, Strategic Priorities Committee

February 22, 2022 - 6:00 pm, Regular Council

13. CLOSED SESSION

RECOMMENDATION

THAT Council move into a session that is closed to the public at _____ pm as authorized under the *Municipal Act*, Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, and (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

13.1. Minutes CLOSED SESSION

November 23, 2021 Regular CLOSED

November 30, 2021 SPC CLOSED

13.2. ADMIN 04-2022 CONFIDENTIAL Update on Employee Relations Matter

13.3. ADMIN 05-2022 CONFIDENTIAL Request to Purchase Town Owned Lands

14. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____ pm.

15. CONFIRMATORY BY-LAW

131

RECOMMENDATION

THAT By-Law 09-2022, being a by-law to confirm the proceedings of January 25, 2022 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

16. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at _____ pm.

Thank you to council for giving me this opportunity to speak. Over the years, and during my professional hockey career I was a major supporter, financially and otherwise of St.Mary's Minor Hockey Association and the funding of the Pyramid Center. Having taking into account of what has transpired over the past 2 years, I cannot stand idly by and allow a town, and a building that honors my past hockey experiences to continue to discriminate and segregate our community. The nature of why I am here tonight it to shine a light on our God given rights and freedoms as Canadians. My hope and my objective it for council to start taking steps to reunite vaccinated and unvaccinated people within our community. History has shown that divisiveness of race, creed, religion, skin color, etc, only leads to civil unrest. We talk a lot about mental health, our children, our future, and inclusion, but our actions are promoting the opposite.

Throughout the pandemic the Town of St.Mary's has not only followed the Province of Ontario's vaccine mandates but has taken further steps to restrict the citizens of the town and the surrounding community. Is the goal of Public Health to have everyone immune to Covid-19 or to have everyone vaccinated? To that point, why are we not honoring natural immunity?

Although I completely disagree with having to show papers to be allowed access into a publicly funded arena in what is thought of as a democratic society, I ask council to take a stance and broaden the access to our arena. When the Province reopens, I would ask you, the leaders of the Town of St.Mary's to take a stance on inclusion, by allowing medical exemptions and proof of natural immunity, without a QR code?

Mark Bell



MINUTES Regular Council

January 11, 2022
6:00pm
Town Hall, Council Chambers

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

Council Regrets: Councillor Craigmile
Councillor Hainer
Councillor Pridham

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Conference Line
André Morin, Director of Corporate Services / Treasurer

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2022-01-11-01

Moved By Councillor Luna

Seconded By Councillor Edney

THAT the January 11, 2022 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle of St. Marys Independent provided one question in advance of the meeting.

1. Has/would the Town consider adopting a four-day work-week for municipal employees like various businesses and communities have done recently, including Zorra Township?

Brent Kittmer stated that staff are monitoring the success of these trials but have no immediate intentions of adopting this work schedule.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

None.

6. ACCEPTANCE OF MINUTES

6.1 Special Council - December 7, 2021

Resolution 2022-01-11-02

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the December 7, 2021 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and Clerk.

CARRIED

6.2 Regular Council - December 14, 2021

Resolution 2022-01-11-03

Moved By Councillor Winter

Seconded By Councillor Edney

THAT the December 14, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CORRESPONDENCE

7.1 AMO re: Joint and Several Liability

Resolution 2022-01-11-04

Moved By Councillor Winter

Seconded By Councillor Edney

THAT the correspondence from the Association of Municipalities of Ontario (AMO) regarding Joint and Several Liability be received; and
THAT Council support the initiative as recommended by AMO.

CARRIED

8. COUNCILLOR REPORTS

8.1 Operational and Board Reports

Each Councillor provided an update on recent committee and board meeting minutes as provided in the agenda package.

Resolution 2022-01-11-05

Moved By Councillor Luna

Seconded By Councillor Edney

THAT agenda items 8.1.1 to 8.1.6 and 8.2.1 to 8.2.15 be received.

CARRIED

8.1.1 Bluewater Recycling Association - Coun. Craigmile

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

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

8.1.4 Huron Perth Public Health - Coun. Luna

8.1.5 Spruce Lodge Board - Coun. Luna, Pridham

8.1.6 Upper Thames River Conservation Authority

8.2 Advisory and Ad-Hoc Committee Reports

8.2.1 Accessibility Advisory Committee - Coun. Hainer

8.2.2 Business Improvement Area - Coun. Winter

8.2.3 CBHFM - Coun. Edney

8.2.4 Committee of Adjustment

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

8.2.6 Green Committee - Coun. Pridham

8.2.7 Heritage Advisory Committee - Coun. Pridham

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

8.2.9 Museum Advisory Committee - Coun. Hainer

8.2.10 Planning Advisory Committee - Coun. Craigmile, Hainer

8.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham

8.2.12 Senior Services Advisory Committee - Coun. Winter

8.2.13 St. Marys Lincolns Board - Coun. Craigmile

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

8.2.15 Youth Council - Coun. Edney

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

None.

11. UPCOMING MEETINGS

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

12. CONFIRMATORY BY-LAW

Resolution 2022-01-11-06

Moved By Councillor Luna

Seconded By Councillor Winter

THAT By-Law 01-2022, being a by-law to confirm the proceedings of January 11, 2022 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

13. ADJOURNMENT

Resolution 2022-01-11-07

Moved By Councillor Edney

Seconded By Councillor Luna

THAT this regular meeting of Council adjourns at 6:15 pm.

CARRIED

Al Strathee, Mayor

Jenna McCartney, Clerk



MINUTES Special Council

January 18, 2022

9:00 am

Town Hall, Council Chambers

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

Council Absent: Councillor Hainer
Councillor Pridham

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

Conference Line
Richard Anderson, Director of Emergency Services / Fire Chief
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

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

Councillor Craigmile declared a perceived conflict of interest with respect to agenda item 4.1, St. Marys Healthcare Foundation, and item 5.3, Community Grant Program that speaks specifically to funding the Healthcare Foundation. Councillor Craigmile stated that he would not vote on the matters.

Councillor Edney identified his relationship with the St. Marys Community Group as a sub-committee of the United Way Perth-Huron and stated that he would limit his comments within agenda item 5.3, Community Grant Program, when discussing the funding specific to United Way Perth-Huron.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2022-01-18-01

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the agenda for the January 18, 2022 special meeting of Council held at 9:00am be accepted as presented.

CARRIED

4. DELEGATIONS

4.1 St. Marys Hospital Foundation re: Annual Support

Pat Craigmile, Past Chair of St. Marys Healthcare Foundation and Dr. Chuck Gatfield of St. Marys Memorial Hospital presented the annual support request and responded to questions from Council.

Resolution 2022-01-18-02

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the delegation from St. Marys Hospital Foundation regarding the 2022 annual support be received.

CARRIED

4.2 Upper Thames River Conservation Authority re: 2022 Budget

Tracy Annett, General Manager of Upper Thames River Conservation Authority, presented the 2022 budget and responded to questions from Council.

Resolution 2022-01-18-03

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT the delegation from the Upper Thames River Conservation Authority regarding the 2022 draft budget be received.

CARRIED

5. SPECIAL MATTERS OF COUNCIL

5.1 COR 01-2022 Draft 2022 Budget Summary

Andre Morin presented COR 01-2022 report.

Resolution 2022-01-18-04

Moved By Councillor Winter

Seconded By Councillor Luna

THAT COR 01-2022 Draft 2022 Budget Summary report be received; and

THAT Council direct staff to bring forward the 2022 budget by-law for the consideration of Council on February 8, 2022.

CARRIED

Council took a brief break at 10:17 am.

Mayor Strathdee called the meeting back to order at 10:30 am.

5.2 PW 02-2022 Rainbow Markings Concept – Project Update

Jed Kelly presented PW 02-2022 report.

Resolution 2022-01-18-05

Moved By Councillor Edney

Seconded By

THAT PW 02-2022 Rainbow Markings Concept – Project Update report be received; and

THAT Staff are directed to finalize design and installation plans for Option 5 – Banners, and Option 6 - PRC Entrance Markings at entrances B & D; and

THAT Staff are directed to report back on banner program details and permanent marking details that do not exceed capital allocation of \$11,000.

FAILED (no seconder)

Resolution 2022-01-18-06

Moved By Councillor Luna

Seconded By Councillor Winter

THAT PW 02-2022 Rainbow Markings Concept – Project Update report be received; and

THAT Staff are directed to finalize design and installation plans for Option 5 – Banners; and

THAT Staff are directed to report back on banner program details that does not exceed capital allocation of \$3,500 plus \$1,000 for installation.

CARRIED

5.3 ADMIN 01-2022 Community Grant Program 2022

Jenna McCartney presented ADMIN 01-2022 Community Grant Program 2022 report.

Upon receiving a seconder to motion 2022-01-18-07, Councillors Luna and Edney agreed to a friendly amendment that added "to fund one meal" to the end of the motion.

Resolution 2022-01-18-07

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Council supports the St. Marys Community Dinner program on an annual basis through the community grant stream for a total of \$1,200 cash to fund one meal.

CARRIED

Resolution 2022-01-18-08

Moved By Councillor Luna

Seconded By Councillor Edney

THAT ADMIN 01-2022 Community Grant Program 2022 report be received;

THAT Council approve the base-budget grants within the community grant fund totalling \$15,579.50;

THAT Council approve the application-based grants within the community grant fund totalling \$32,475 and \$2,500 in-kind support;

THAT Council approve the \$50,000 donation to the St. Marys Hospital Foundation; and

THAT Council approve the \$10,000 grant to the Station Gallery.

CARRIED

6. UPCOMING MEETINGS

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

7. BY-LAWS

Resolution 2022-01-18-09

Moved By Councillor Luna

Seconded By Councillor Edney

THAT By-Law 02-2022, being a by-law to confirm the proceedings of the January 18, 2022 special meeting of Council at 9:00am, 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 2022-01-18-10

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT this special meeting of Council adjourns at 11:17 am.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk



MINUTES Special Council

January 18, 2022
6:00 pm
Town Hall, Council Chambers

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

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Conference Line
Grant Brouwer, Director of Building and Development
Mark Stone, Planner

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2022-SC-01-18-01

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT the agenda for the January 18, 2022 special meeting of Council at 6:00pm be accepted as presented.

CARRIED

4. Public Meeting

Special Council (public meeting) - January 18, 2022

1

Resolution 2022-SC-01-18-02

Moved By Councillor Hainer

Seconded By Councillor Pridham

THAT the January 18, 2022 special meeting of Council be adjourned at 6:05 pm to hold a statutory public meeting; and

THAT a Public Meeting to consider the Official Plan Update be opened at 6:05 pm.

CARRIED

Mayor Strathdee opened the public meeting and informed the public that if they wished to be notified of Council's decision related to the Official Plan, to contact the Clerk.

Jenna McCartney advised how notice was provided to the public.

4.1 Mark Stone - Overview of Official Plan Review

Mr. Stone presented an overview of the official plan review to date.

Mr. Stone provided a summary of correspondence received to date related to the Official Plan including the submissions received as a result of the notice of public meeting:

- Pamela Zabel and Eric Thomas
- Steve Lawton
- Paul King
- Dr. Derek Ruthig and Beverley Ruthig
- Karl and Shelly Weselan
- Dave Hannam on behalf of the Vermeire family
- Victor Labreche on behalf of the owners of 555 Emily Street, St. Marys

4.2 Registered Delegation - Rob Staffen

When called upon, Mr. Staffen was not present in the virtual meeting. Council asked staff to monitor for Mr. Staffen's arrival and would consider the delegation further in the meeting if available.

4.3 Registered Delegation - Masonry Works Council of Ontario

Andrew Payne and John Armstrong representing Masonry Works Council of Ontario presented recommendations to Council regarding the Official Plan review as it relates to urban design guidelines within the Town.

Following the registered delegations, the Mayor opened the floor to questions and comments from the public.

Staff confirmed there were no questions or comments in the queue.

Mayor Strathdee opened the floor to Council to ask questions related to the Official Plan.

Staff confirmed that Mr. Staffen was not in the virtual meeting and would connect with him after the fact.

Resolution 2022-SC-01-18-03

Moved By Councillor Winter

Seconded By Councillor Edney

THAT this Public Meeting be adjourned at 7:04 pm; and

THAT the January 18, 2022 special meeting of Council reconvene at 7:04 pm.

CARRIED

5. STAFF REPORTS

5.1 DEV 03-2022 Official Plan Review Project

Mark Stone presented DEV 03-2022 report and responded to questions from Council.

Resolution 2022-SC-01-18-04

Moved By Councillor Luna

Seconded By Councillor Edney

THAT DEV 03-2022 Official Plan Review Project be received for information; and,

THAT Staff report back to Council with final recommendations regarding the proposed Official Plan Update (Amendment) following consideration of any comments received at the public meeting.

CARRIED

6. UPCOMING MEETINGS

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

7. BY-LAWS

Resolution 2022-SC-01-18-05

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT By-Law 03-2022, being a by-law to confirm the proceedings of the January 18, 2022 special meeting of Council at 6:00pm, 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 2022-SC-01-18-06

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT this special meeting of Council adjourns at 7:21 pm.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk

From: Douglas <REDACTED>

Hi Mr. Strathdee - Thank you for getting back to me so quickly. I have attached an article from our own newspaper from last July that does a very good job of outlining the issues. While the fireworks alone are a problem, the greater problem is the small number of inconsiderate people who decide to let them off anywhere between supper and midnight (or later). These individuals have little concern for the rest of the population. And unfortunately, the police have little opportunity to apprehend the offenders. While it is nearly impossible to legislate against ignorance and stupidity, it is possible to reduce or restrict the number of places that fireworks can be purchased.

If our town takes the lead, perhaps others will follow. I intend to initiate contact with other levels of government, but at this time, I am sure 'back burner' status would be optimistic at regional or provincial levels, and not to expect any form of action, let alone response. But I will try.

Thank you for your time, and I do hope that council will consider some form of action.

Doug Laycock

COMMENTARY —

Are fireworks worth it?

By Spencer Seymour

For as long as I can remember, fireworks have been a central part of many holiday celebrations. But is it worth it? Is the hour of enjoyment one may get worth the negative impacts fireworks can have? And what are those negative impacts, anyway? This isn't meant to lambast anyone who enjoys fireworks, but we all have to be aware of what risks they pose, and simply ask ourselves; is it worth it?

I'm going to start with what I think is the biggest risk that fireworks pose; for many veterans with PTSD, they trigger traumatic memories of combat. Every sane and decent human being knows they're forever indebted to our veterans for the sacrifices they've made. One such sacrifice, for many veterans, is forever living with mental illnesses like PTSD. Traumatic memories of gunfire and explosions that caused the deaths of their fellow soldiers or innocent civilians haunt them in the back of their minds. So why, if we're indebted to the heroes who fought for our safety and peace of mind, would we not reciprocate? Why is an hour of entertainment worth negatively affecting their safety and peace of mind by causing those traumatic memories to flash behind their eyes once again?

Veterans aren't the only ones negatively impacted by fireworks. You may have a pet who gets frightened by fireworks or at least are aware that many pets become scared during fireworks. The bangs and flashes can cause pets to become severely anxious and potentially run off out of fear, becoming lost and at risk of being injured or killed. It's not just your dog or cat, though. Birds also become scared when fireworks are set off and will take flight en masse, which sees nesting birds abandon their nests and flightless chicks being separated from their parents, ultimately resulting in their death. Horses scared of fireworks can also run off

in fear, which, like dogs and cats, can see them hit by cars.

Then, of course, there's the basic premise of what goes up must come down. We don't think much about the material shooting into the sky when its colour is burnt out and it's falling back to the ground. The debris and small particles of traditional fireworks have been shown to pose a wide array of negative impacts to ecosystems and the environment at large. The explosive charge needed for fireworks contains perchlorates which, upon their return, contaminate the soil and water. The colour element in fireworks and the smoke causes toxic exhaust. And traditional fireworks are wrapped with metals like copper and lithium meaning that carcinogenic or toxic metallic compounds are hitting the ground.

Fireworks can negatively and severely impact veterans with mental illnesses, animals, and the environment. Are they worth it? I would argue the answer is no -- especially when there are much safer alternatives right at our fingertips.

Laser light shows would not only be quieter and more environmentally conscious but probably offer more versatility in terms of what you could do with them. Silent fireworks would definitely be an improvement, though they could still negatively impact bird populations and potentially the environment. Or, cities could capitalize on the technology of today like the city of Tianjin, China did earlier this year when 600 drones took flight and illuminated the night sky with light-up drones recreating some of Vincent Van Gogh's greatest paintings.

Fireworks have entertained many of us for many years but we're more informed these days. We know the negative impacts they can have. We know there are safer, cleaner, and potentially cheaper alternatives. So, knowing all that, are fireworks really worth it?

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Administration
Date of Meeting:	25 January 2022
Subject:	ADMIN 02-2022 January Monthly Report (Administration)

RECOMMENDATION

THAT ADMIN 02-2022 January Monthly Report (Administration) be received for information.

DEPARTMENTAL HIGHLIGHTS

COVID 19 Pandemic Response

- Pandemic Operations:
 - Since January 5th the Town has been operating under the Province's "modified Step 2" restrictions:
 - Recreation facilities, the Museum, and the Station Gallery are closed. The Library is open subject to capacity limitations.
 - The MOC, Town Hall, and Service Ontario are still open for walk-in traffic for customer service needs.
 - The Town's Work from Home Policy has been paused, meaning that staff do not have to meet a minimum threshold of in-office time. Staff whose positions allow them to do so are permitted to work from home as much as they feel comfortable.
 - Where possible, staff have been split into cohorts to help reduce contacts and minimize the impact if a staff member becomes infected.
 - The SMT is prepared to make decisions on what service levels can be reduced in the event the Town faces a staffing shortage. Absenteeism is being tracked so that SMT is aware which staff members are available in the event staff need to be temporarily redeployed to maintain services.
- Council and Committee Meetings:
 - A re-evaluation of the Town's ability to resume in-person committee meetings was to take place in January 2022.
 - Given the current COVID-19 situation, all Council meetings have returned to the virtual platform.
 - In-person meetings for Council will be evaluated on a month-by-month basis.
 - Consideration of in-person committee meetings will be deferred until at least March.
- Rapid Antigen Tests
 - Prior to Christmas the Town provided each member of Council and staff a 5-pack of rapid tests to help everyone with their decision making when returning to work in January.

- A limited stock of tests remains and will be dispersed in certain circumstances with a goal of ensuring that the Town's essential services remain available to the public. Further information is provided in the Human Resources monthly report.

Strategic Planning and Projects

- Community Transportation Project:
 - Ridership Update

PC Connect 2020-2021 Ridership Report					
Month 2020-21	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
December	20	59	N/A	48	22
January	4	13	6	43	10
February	11	20	29	73	13
March	11	57	59	158	23
April	7	10	33	135	11
May	6	39	36	62	20
June	12	85	49	50	29
July	46	108	91	80	29
August	34	116	143	81	44
September	91	119	144	87	118
October	104	84	149	88	74
November	141	102	142	122	62
December	127	88	111	130	66

- App Update
 - The booking app for the services is expected to go live in February/March.
- Interregional Transportation Update:
 - City of Stratford staff have met with Metrolinx to determine how best to build a business case that leverages data from PC Connect to increase Metrolinx service increases in the area. The Town will support as necessary.

Land Sales

- 14 Church Street North
 - Vendor application to revive the corporate ownership of the property has been approved.
 - Targeting a closing early in 2022.

Other Projects

- Community Safety and Well-being Plan:
 - The CSWB Executive Council has met to review proposed program goals and budget allocations for 2022.
 - The total forecasted 2022 budget for CSWB is proposed to be \$98,841.72 to be shared amongst the partner municipalities on a weighted assessment basis.
 - The contribution from St. Marys is projected to be \$8,050 which is less than the \$10,000 included in the 2022 operating budget.
 - Planned use of budget dollars include:
 - Continue to fund 0.5 FTE position responsible for establishing the CSWB implementation framework by providing administrative and coordination support to the Executive Council.

- Building the capacity of CSWB Partnership Council members to provide a common understanding of key safety and well-being issues that can be used to determine appropriate implementation activities and initiatives based on the CSWB priority areas.
- To hold public education and awareness forums in the six partner municipalities to share information with local residents.
- Community Developer Pilot Program
 - A meeting of the funders (Town of St. Marys, City of Stratford, and United Way) and Family Services Perth Huron (FSPH) was held to review the successes of the program to date and areas for improvement.
 - The funders were informed that the incumbent in the position has tendered his resignation at the end of the contract in March.
 - This position remains an important support to the community, and a posting for a replacement will be issued by FSPH in the coming weeks.

2. Clerks

Accessibility for Ontarians with Disabilities Act

The bi-annual compliance report was submitted at the end of 2021. Of the 22 applicable questions, the Town responded non-compliance to one question regarding the Information and Communication Standard of O. Reg 191/11 s.14(4) which cites:

Designated public sector organizations and large organizations for their internet websites shall meet the requirements of this section in accordance with the following schedule:

1. *By January 1, 2014, new internet websites and web content on those sites must conform with WCAG 2.0 Level A.*
2. *By January 1, 2021, all internet websites and web content must conform with WCAG 2.0 Level AA, other than,*
 - i. *success criteria 1.2.4 Captions (Live), and*
 - ii. *success criteria 1.2.5 Audio Descriptions (Pre-recorded). O. Reg. 191/11, s. 14 (4).*

While staff have been working towards accessible content that the municipality can control such as webpages and embedded information, there are areas such as historical pdf forms that do not meet the current level of compliance required. In addition to the pdfs, the municipality also posts documents from third parties to its website such as planning and development applications (including plans), compliance reports from other levels of government, and correspondence and reports included within Council, committee and board agendas.

The resources required to transition these documents to an accessible format should not be the responsibility of the municipality, nor does the municipality have the capacity through staffing or finances to complete.

Staff have taken the approach on the website to include a standard statement that alternative formats are available upon request. The expectation is that if a member of the public cannot access publicly provided content, the person must notify the municipality and staff will work towards a solution which may include providing the inaccessible information through verbal means and could be as extensive as paying for document remediation.

The Town of St. Marys is not the only municipality in this position. Through a network of public sector accessibility professions, 46 organizations responded to a survey regarding how it would respond to the Province's Compliance Audit for 2021. Four organizations stated they are in compliance and four organizations stated they are unsure of their response at the time of the survey leaving 38 public sector

organizations acknowledging that they would not be in compliance with the legislation and would respond accordingly to the Province.

An action plan will be created within 2022 including ongoing training for staff providing public information through the Town's websites, social media platforms and apps. Steps have been taken within procurement documents to require successful proponents to provide accessible plan documents.

Staff have grappled with how to manage inaccessible documents that are to be included in publicly accessible information such as agenda packages. On one hand, the intention of the document was to be provided to Council through a public form, however, by including inaccessible information, it may not be publicly accessible to all. Again, staff have navigated this dilemma by including the information in the public forum and being prepared to provide it in an alternative format if required.

By-Law Enforcement

- Detailed November 2021 monthly statistics were not provided to Council in December 2021. The information below in Table 2 identifies those stats as a whole.

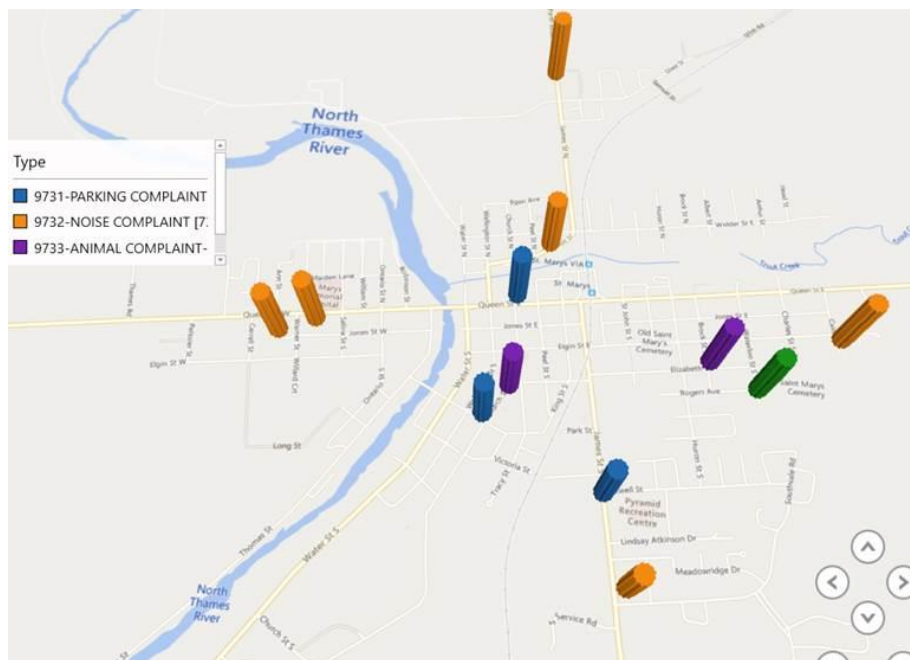
Table 1 - Total Complaints by Complaint Basis

Bylaws	Count
9731-PARKING COMPLAINT [7300.0090]	3
9732-NOISE COMPLAINT [7300.0030]	8
9733-ANIMAL COMPLAINT-BY-LAW ONLY (BARKING, OFF-LEASH, ETC.) [7300.0040]	2
9739-OTHER BY-LAW COMPLAINT [7300.0090]	1
Grand Total	14

Table 2 – Total Complaints by Month

Bylaws	Count
Jan	20
Feb	10
Mar	19
Apr	19
May	10
Jun	19
Jul	17
Aug	15
Sep	14
Oct	10
Nov	18
Dec	14
Grand Total	185

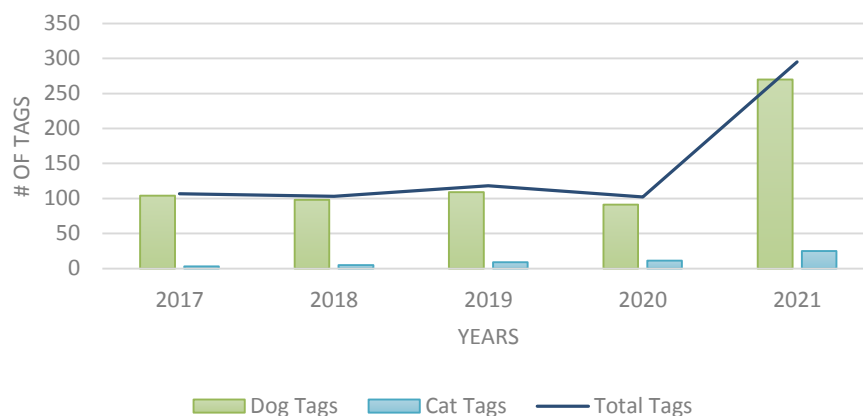
Table 3 – Total Complaints by Location



Animal Control

- The Town has seen a significant growth in animal registration. In 2021 there was a total of 295 tags registered, a 189% increase from the previous year.

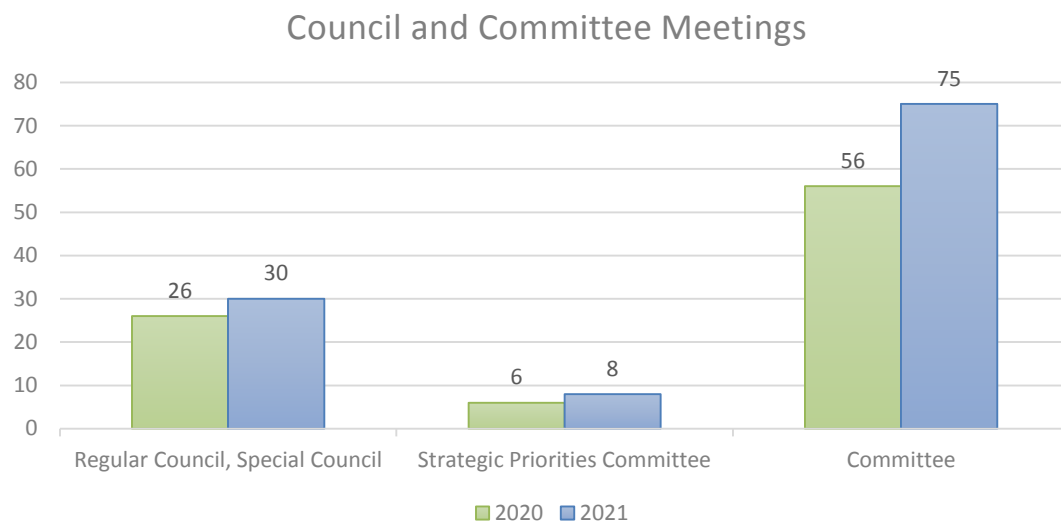
Animal Licencing Trending



- Total revenue of \$6,675.00 was generated compared to \$2,040.00 in 2020.
- New this year, invoices were prepared and sent to all existing registered owners for renewal, with 123 tags renewed at the time of penning this report.
- To continue to promote animal licensing throughout 2022 the following initiatives are being completed:
 - Reminder notice to be sent with January tax bills.
 - Social media campaign to encourage residents to register/renew their animal licensing.
 - Working with local business to develop a program where cat tags could be issued on all adoptions.

Council and Committee Services

- All meetings continue to be streamed through the Town's YouTube channel, with 150 subscribers.
- 2021 included 30 regular and special meetings of Council, 8 Strategic Priorities Committee meetings and 75 committee meetings for a total of 113.
- As of December 2021, the streaming platform YouTube enhanced services to provide closed caption in real time related to AODA, 2005 compliance.



Commissioner of Oaths

- This service has continued to be provided throughout 2021, with an increase for service noted when neighbouring municipalities issued service disruptions due to COVID. However, the biggest increase for service was noted following the opening of the St. Marys Service Ontario office in October.
- During the last quarter of the 2021, 29 commissions were completed at Town Hall with the majority being vehicle transfers, pension, or certification of true document.
- To date this service is provided at no cost to the public. Staff plan to bring forward a report at a February meeting to explore this service.

Licensing

- Lottery:
 - There were a total 9 lottery licenses requested in 2021, a 25% decrease from 2020. This is due to the impacts of the public health restrictions reducing the number of events and gatherings held in 2021.
- Marriage:
 - Over 2021 there was a total of 52 marriage licenses issued compared to 29 in 2020.
 - 1 civil ceremony officiated in 2021 with public health measures being followed

Parking Enforcement

- 150 parking tickets were issued in 2021 compared to 106 in 2020.
- In March 2021, ticket processing through the Perth County Provincial Offences Court resumed allowing outstanding tickets to be processed
 - There were 10 tickets diverted to Perth County Provincial Offences Court for inclusion on annual plate renewals with 4 being paid by the end of 2021.
- There are currently 5 tickets from 2021 pending payment.

Freedom of Information

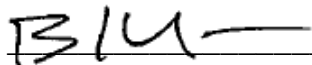
- There has been a substantial increase in Freedom of Information requests. In 2021 there was a total of 13 requests, compared to 5 in 2020.
- No appeals were filed in 2021.

SPENDING AND VARIANCE ANALYSIS

None to report.

REVIEWED BY

Recommended by the CAO

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

Brent Kittmer

Chief Administrative Officer



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenna McCartney, Clerk
Date of Meeting:	25 January 2022
Subject:	ADMIN 03-2022 Snowmobile Education and Enforcement Plan

PURPOSE

The purpose of this report is for a report back to Council about the snowmobile enforcement plan in response to public concerns received during the 2020/21 snowmobile season.

RECOMMENDATION

THAT ADMIN 03-2022 Snowmobile Education and Enforcement Plan report be received for information.

BACKGROUND

At the Community Policing Advisory Committee (the “CPAC”) meeting held on October 20, 2021, correspondence was received from Mr. George Harrod regarding action requested related to snowmobile use.

CPAC passed the following resolution, which was supported by Council at their November 9, 2021 meeting:

THAT the correspondence from George Harrod regarding a request for action related to snowmobiles be received; and

THAT the Community Policing Advisory Committee recommends to Council:

THAT Council directs staff to work with the Stratford Police Service to create an enforcement plan in St. Marys for snowmobiles with a report back to Council no later than January 2022.

Staff have worked towards creating an education and enforcement plan while seeking support from the Stratford Police Community Resource Officer and representatives from Science Hill Drifters Snowmobile Club. Details of the plan are provided below.

REPORT

January and February 2021 brought consistently low temperatures to Ontario resulting in long-term snow accumulation on the ground. This created an ideal season for local snowmobile enthusiasts to enjoy the local trails.

With the increased snowmobile usage came an increase in comments from the public about perceived improper use of snowmobiles on the St. Marys roadway and trail system. During the season, concerns were brought forward by way of social media posts addressed to the Town, telephone calls, and emails

addressed to the Clerks' department from residents specifically related to concerns in the area of the Stoneridge Subdivision. Concerns identified that snowmobiles were using the old train pedestrian trail immediately to the south of the subdivision to gain access to the local snowmobile club trail. One resident in particular raised concerns about the time snowmobiles were accessing the trail and the impact speed would have on pedestrians or pets using the trails should there be a collision. Although these concerns were specific to the Stoneridge subdivision, anecdotally the Town was informed of similar issues in other areas in Town where snowmobilers had easy access to the trail system. The concerns previously received by Council from Mr. Harrod are an example of concerns that existed in the north end of Town.

Complainants were advised to contact the non-emergent telephone number of the Stratford Police Service as they provide by-law enforcement services for the Town. In addition, the Town undertook and education campaign via social media platforms to remind the public of the prohibitions in place related to snowmobile and all-terrain vehicle use in St. Marys. The education campaign was live from mid to end of February 2021.

Since then, staff have been actively working on this file and have collaborated with the Stratford Police Service's to better inform snowmobilers of the Town's rules and to resolve the issues raised by complainants. Areas identified for improvement include:

- Enhanced By-law Prohibitions
- Signage
- Education and communication campaign
- By-law enforcement

Staff have developed a snowmobile education and enforcement plan that will: closes gaps in the previous by-law addressing snowmobile and all-terrain vehicles; improves the visibility of signage throughout the Town's trail network; increases communication with the public of expectations; and ensures by-law enforcement can enforce the rules of the Town by-law and other applicable legislation.

Each area is elaborated upon below to explain what has been done to improve compliance to legislation.

Enhanced By-law Prohibitions

Snowmobile and all-terrain vehicle (the "ATV") use within the Town of St. Marys is regulated through municipal by-law 58-2018 as amended, which was last amended November of 2021. Included in the most recent amendments was additional verbiage to further restrict snowmobile access in the Town's municipal parklands and trail network., specifically 2.1.4 and 2.1.5 below:

2.1. Motorized Snow Vehicle

No person shall operate a motorized snow vehicle:

- (1) along the Sidewalks or Boulevards.*
- (2) after 10:00pm and before 7:00am.*
- (3) within the boundaries of the St. Marys Cemetery.*
- (4) on the Town's parklands, trail network, or within naturalized areas.*
- (5) In a manner that contravenes the Motorized Snow Vehicles Act.*

The current by-law does allow for operation of a snowmobile along a roadway within the Town provided the user is following all other *Highway Traffic Act* and *Motorized Snow Vehicle Act* requirements. Notably, the *Motorized Snow Vehicle Act* limits the travel speed to 20 km/h for roadways with established speed limits of 50km/h or less.

Signage

Town staff have identified a series of locations for installation of additional or new signage in order to promote compliance and aid in by-Law enforcement. Signage can be divided into 2 segments, on road approaches to Town and signage throughout the municipal parklands and trail network.

On-Road

As previously noted, snowmobiles are allowed on the edge of the municipal road allowance between the hours of 7am and 10pm. Additional signage specifically highlighting this by-law restriction has been designed and ordered. These signs will be posted at the Town boundary of the approach lane of all Perth County and Perth South connecting link roads. See Attachment 1.

Staff also took the opportunity to order additional signage to address use of ATV and offroad vehicles within the road network. Staff and Stratford Police Service have noted increased use of ATV's and side by sides within the Town's network but are specifically not permitted at this time.

Parklands and Trail Network

Staff have identified 35 additional locations for supplemental signage based on known desired snowmobile paths to access lands outside of St. Marys and including trail head entry points. These signs are more discreet at 12" width x 18" height but can be affixed to existing post locations and offer a uniform signage throughout the parklands and trail network.

Education and Communication Campaign

Communications staff have created a seasonal information campaign. See Attachment 2 – Media Campaign. Initial program launch will depend on the installation of the additional and new by-law restriction signage. Moving forward post-2022, the media campaign will be reissued as part of the overall annual communications plan. Seasonal costs of \$435 are anticipated and will be absorbed into existing operational budgets.

Staff have also consulted with representatives of the local snowmobile club to ensure that information is communicated about expectations and any future modifications to the Town's trail network. The representatives will share throughout their organization resulting in an increased catchment of education.

The Community Resource Officer has shared with staff that future opportunities exist with the Science Hill Drifters Club to attend annual meetings reinforcing the legislative expectations of snowmobile usage within St. Marys and further reaching into the Province.

By-law Enforcement

Currently the Town has several fines registered through by-law 58-2018 in regards to snowmobile restrictions within the Town boundary. It should be noted that these are in addition to provincial fines and regulations that all snowmobile operators are required to comply with.

Through the seasonal communication, the public will be reminded regularly that enforcement is managed by the Stratford Police Service. If the public has concerns about compliance with the various legislation (by-laws and acts), the non-emergent telephone number of the Stratford Police Service should be used to share information.

Stratford Police Service will monitor the complaints received and will respond as appropriate. It should be noted that the Service does not have access to snowmobiles and therefore, this will affect the way in which members can respond. However, there is a commitment to observe the complaints and respond.

FINANCIAL IMPLICATIONS

Communications staff have outlined a media campaign for seasonal awareness, annual costs are projected at \$435. Building on the media campaign, 45 locations have been identified by Town staff for additional or supplemental signage to inform the public of the current by-law restrictions. Total cost for the signage is approximately \$3,000 without installation labour. Both the purchase, installation and outgoing maintenance of the signage will be absorbed into Public Works 2022 operational budget.

SUMMARY

In cooperation with the Stratford Police Service, Town staff have begun implementation of an education, enforcement and signage plan for 2022. Components of the program will be ongoing with timed releases of information to social media and local snowmobile clubs. Restriction signage will be maintained through Public Works sign program and inspected during trail inspections.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Stratford Police Service, Community Resource Officer

Representatives from Science Hill Drifters Snowmobile Club

ATTACHMENTS

Attachment 1 – Additional By-Law restriction information signage

Attachment 2 – Media Campaign Details

REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works



Jenna McCartney
Clerk

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



Existing Signage

10 Locations, approach lanes
from connecting roads from
Perth South

New Additional

To be affixed to Existing Posts

New Additional

To be affixed to Existing Posts



CRITICAL PATH – Snowmobiling Campaign Winter 2022

Internal Client: Town Clerk Strategy: Promote snowmobile do's and don'ts Audience: Local snowmobilers

Key Messages: *How to enjoy snowmobiling and be a good neighbor:*

- Not permitted
 - Along sidewalks or boulevards (grass between the sidewalk and street).
 - On trails (Grand Trunk Trail, The Loop, Riverview Walkway, Taylor Trail and Avon Trail).
 - Within the boundaries of the St. Marys Cemetery or on Town parklands.
 - After 10:00 p.m. and before 7:00 a.m.
 - Must have a permit and be displayed (\$110 fine)
- Must be insured (\$240 fine)
 - Do not exceed 20km/h on a highway with a posted speed limit of 50 km/h zone or less,
 - Do not exceed 50km/h where the posted speed limit exceeds 50 km/h
 - Obey signage
 - Wear a helmet (\$110 fine)
 - Residents are encouraged to contact Stratford Police Services at 519-271-4141 to report any concerns

TACTIC	TASK(S)	TIMING/STATUS <i>Dates may fluctuate depending on weather</i>	RESPONSIBLE	COST
NEWS RELEASE	<ul style="list-style-type: none">• Media release to local media	Jan 3	BB to draft article JM to review	\$0
WEBSITE	<ul style="list-style-type: none">• Home page banner linked to news release	Jan 4 – Feb 28	BB	\$0
SOCIAL MEDIA	<ul style="list-style-type: none">• Facebook & Twitter Organic Posts:<ul style="list-style-type: none">○ News release○ Permits, Insurance and licensing○ When/Where snowmobiling is permitted○ Speeding○ Obey signage○ Contact non-emergency line	Dates may fluctuate depending on the weather Jan 4 Jan 13 Jan 27 Feb 10 Feb 24	BB	\$0
	<ul style="list-style-type: none">• Paid Facebook Campaign running<ul style="list-style-type: none">○ Target age 19 - 55○ St. Marys + 10 mi	Jan 4 – Feb 28	BB or BO	\$150
PRINT - TBD	<ul style="list-style-type: none">• Informational Flyer<ul style="list-style-type: none">○ distributed by Snowmobile Club (TBD)○ distributed by McIntosh Power (TBD)	Week of Jan 20 Week of Jan 20	Bev Design, Aaron distribute Bev Design, distribute TBD	\$0
PRINT ADVERTISING	<ul style="list-style-type: none">• 1/2 Ad in Independent	Week of Jan 20	BB	\$285
SIGNAGE	<ul style="list-style-type: none">• none			
Total cost:				\$435
Account code:				

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Building and Development

Date of Meeting: 25 January 2022

Subject: DEV 02-2022 January Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 02-2022 January Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building – December Statistics

- There were 2 permits issued compared to 10 the previous year.
- There were 1 dwelling units issued this month compared to 3 the previous year.
- The total construction value was \$527,500 this month compared to \$750,000 the previous year.
- The total permit fees collected the month was \$1,860.
- There were 31 appointments made this month by the Building Department.
- There was **no** permits issued for an accessory apartment unit this month.
- Yearly TailGate Meeting held with the Building and Development Community (minutes attached) in December,
- We are holding a TailGate with Realtors on February 09, 2022 to discuss.
 - Tiny Homes,
 - Accessory Apartments,
 - Community Improvement Plan,
 - The Official Plan,
 - Heritage Research,
 - Heritage Conservation District,
 - Property Assessment,
 - Taxes, and
 - UTRCA.
- The 2021 building year saw strong growth for the Town of St. Marys again. We saw an increase for new industrial and commercial permits in 2021 which has been quiet in the past.
- New residential units continued on a strong path through 2021.
- The total of \$42,174,405 in construction value exceeds all previous years dating back more than 10 years. Building permit fees came in at just under \$200,000, collecting \$193,805 this year.
- When looking at our new residential dwelling units we can see a significant increase year over year. Our average new dwelling units have almost double in a six-year span, going from 38 dwelling units per year to 72 dwelling units per year in the last two years.

Planning – Applications

Miscellaneous	
Pre-Consultation for Planning Applications	<ul style="list-style-type: none"> Five (5) pre-consultation meeting held between November 10, 2021, and January 11, 2022.
Zoning Compliance Letters	<ul style="list-style-type: none"> Five (5) Zoning and Compliances letters issued between November 10, 2021 and January 11, 2022.
Minor Variances	
279 Elizabeth Street (A00-2021)	<ul style="list-style-type: none"> Town Staff are working with the Applicant to bring the Application to completeness.
Severances	
	<ul style="list-style-type: none"> None in process.
Official Plan (OPA) and Zoning By-law (ZBLA) Amendments	
17 Peel Street South (Z04-2021)	<ul style="list-style-type: none"> Zoning By-law Amendment Z147-2021 approved by Council on December 14, 2021 Appeal period closed on Thursday, January 6, 2022. No appeals received. Application Closed.
752 Queen Street East (Z05-2021)	<ul style="list-style-type: none"> Presented to the Planning Advisory Committee (PAC) on December 6, 2021. PAC requested that the Application provide an additional planning justification report to show conformity with the Official Plan and a revised replanting plan prior to the Committee making a recommendation to Council. Upon receipt of the above noted materials a PAC meeting will be scheduled. This would likely be back to PAC in Late February.
178 Queen Street West (Z00-2022)	<ul style="list-style-type: none"> Application received on January 7, 2022 Working with Applicant to bring the Application to completeness.
Site Plan Agreement	
665 James Street North (Apartment Building)	<ul style="list-style-type: none"> Application for Site Plan Agreement received on September 21, 2021. Town Staff distributed comments to the Applicant on October 13, 2021.
488 Water Street South (Bovine Clinic)	<ul style="list-style-type: none"> Application for Site Plan Agreement received on September 22, 2021 and deemed completed on October 18, 2021. Site Plan Agreement to be presented to Council for consideration on January 25, 2022.

60 Road 120 (Mini Storage Facility)	<ul style="list-style-type: none"> • Application for Site Plan Agreement received on November 17, 2021. Town Staff distributed comments to the Applicant December 9, 2021. • Applicant resubmitted on December 20, 2021. The second submission is under review and comments to be distributed mid-January.
925 Queen Street East (Storage Building)	<ul style="list-style-type: none"> • Application for Site Plan Agreement received on December 14, 2021. • Town staff working with the Applicant to bring the Application to completeness.
Subdivision Agreements	
187 Wellington Street North	<ul style="list-style-type: none"> • Applicant has indicated that they are waiting to receive the Record of Site Condition (RSC) for the property. Upon registration of the Record of Site Condition, planning approvals can proceed such as Subdivision Agreement, and model home building permits can be issued • Town staff are drafting a Subdivision Agreement in anticipation of the RSC process being completed shortly.
Community Improvement Plan (CIP)	
Pre-Consultations	One (1) pre-consultation meeting held between November 10, 2021, and January 11, 2022, for the Community Improvement Plan Grants.
Submission Checklists Issued:	<ul style="list-style-type: none"> • King Street (Eligible for Building and Site Improvement Grant, and Design and Study Grant) • Queen Street East (Eligible for Sidewalk Cane and Outdoor Patio Grant, ineligible for Façade and Signage Improvement Grant, Building and Site Improvement Grant, Planning Application and Building Permit Fee Rebate Grant) • Water Street South (Eligible for Façade and Signage Improvement Grant, Commercial Conversion and Expansion Grant, Building and Site Improvement Grant, Design and Study Grant)

Planning – Strategic Projects

- Comprehensive Parking Review
 - Report to be presented to SPC in February to discuss the proposed parking rates.
- Official Plan
 - Public Meeting scheduled for Tuesday, January 18, 2022, at 6:00 P.M. via Zoom.
- Tiny Homes
 - Pre-liminary report to be presented to SPC in February.
- Planning Process Review
 - Project being reinitiated now that the Community Improvement Plan has been launched, and Comprehensive Parking Review is nearly complete.
 - Background research being completed at this time.
- Property File Digitization Project

- Task list with corresponding priority rankings has been created. Tasks are corporate-wide with projects from various Departments including, Building and Development, Public Works, Heritage and Administration.
- Hiring process for the project has commenced, applications close on January 17, 2022.

Facilities – Operational

- COVID 19 – cleaning and sanitizing MOC, Via, Fire Hall, Museum, Library & Town Hall daily, fogging weekly
- Continuity Plan developed and implemented for facilities staff
- Town Hall & Library – installation of Quadro fiber, awaiting scheduling
- Library washroom upgrades – project completed
- Town Hall – a Designated Substance Survey was completed at Town Hall
- Staff have been finding evidence of drug paraphernalia such as tin foil and burnt items indicating that people are disposing of it or using drugs in our public washrooms. No sharps have been found at this time. Staff are monitoring at this time to decide next steps.

Facilities Capital

- Asset Management – working on document
- MOC – MOC shop boilers replaced on December 21
- Town Hall – concrete repairs were completed – finishing the washroom upgrade project

SPENDING AND VARIANCE ANALYSIS

Attachment A: Issues and Complaints Matrix

Attachment B: Building Department Summary for 2021

Attachment C: Planning Department Summary for 2021

Attachment D: Facilities Department Capital Project Summary for 2017-2021


Attachment E: Building and Development Tailgate Roundtable Minutes

SPENDING AND VARIANCE ANALYSIS

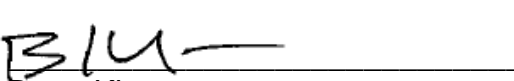
- Town Hall – mold testing and remediation from water leak in flashing along roof line. (costing to follow)

REVIEWED BY

Recommended by the Department


Grant Brouwer
Director of Building and Development

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer



Attachment A: Complaints and Issues Matrix

Building and Development Services Department

Last Updated: January 11, 2022

#	Street	Starting Date	Subdepartment	Issues	Action	Status
1	Southvale Rd.	10-Dec-20	Property Standards	Complaints received regarding the dumpster located on the property (foul odours and pests), and the stability of the perimeter fencing.	Letter created on December 10 2020 and delivered to property owner on December 11 2020. Property owner emailed on December 14 2020 letting Staff know that they are working on solutions. Staff and property owner have emailed back and forth regarding fence and garbage. Summer of 2021 emails and meetings discussing options for dumpster.	Ongoing due to lack of funding to complete in a timely manner.
2	Queen St. E.	06-Jun-21	Planning	37 trees were removed from a property under site plan control that were not to be removed	Staff is working with the property owner on a replanting strategy. The owner will be replanting at a 3:1 ratio, with the initial 37 trees being close to the same size shape as the ones that were removed. The remaining 74 trees will be planted in various sizes throughout the development. The owner will have to amend the Site Plan Agreement and discuss with neighbouring property owners prior to moving forward.	Ongoing
3	Warner St.	15-Sep-21	Property Standards	Complaint received regarding vehicles being parked on front lawn and care of the front yard.	Property Standards letter delivered to property owner on October 6, 2021, conversations with the property owner have taken place in person and via phone. Site inspection completed on October 20, 2021; property standards contraventions not resolved. On November 1, 2021 an Order to Remedy letter was sent by registered by mail and received on November 2, 2021. On November 30, 2021 Property Owner requested an extension. Site inspection on December 15, 2021, follow up with Property Owner regarding outstanding contraventions. The file remains open until Spring 2022 when the outstanding items can be completed (i.e., levelling of ruts in front yard).	Ongoing Property owner had mentioned damage from the town during construction in 2017. The Town will go and top soil and level out in Spring 2022.

4	Queen St. E	08-Nov-21	Building	Outdoor porch canopy built without a building permit.	On December 14 2021, Town staff presented the Owner with two options under the Ontario Building Code: Option #1 – 3.1.16 of the Ontario Building Code applies to your situation. The material the is used in your application is required to meet CAN/ULC-S109. If you are going for a three season structure, you will need to be designed under Part 4 of the OBC for all items around that. (Roof Loading, Uplift etc.). Option #2 – 3.1.16 of the Ontario Building Code still applies, Material needs to meet Can/ULC-S109. The Structure requirements are to be designed under Part 4 of the OBC (Snow load, roof loading, up lift etc.).	Ongoing
5	Edison St.	12-Nov-21	Property Standards	Property owner of Edison St. emailed about the water behind her property pooling in one spot.	Town Staff performed a site inspection on November 15, 2021. Property is adjacent to a Perth South property. Meeting held between St. Marys and Perth South staff on January 5/2022 to discuss possible solutions regarding standing water and drainage along the municipal boundary. A follow up meeting is being scheduled. Information has been provided to the complainant regarding the status of this file.	Ongoing
6	James St. S	02-Dec-21	Building	Neighbouring property concerned about residential development lighting plan. Inquired if the installed lighting will spillover to neighbouring properties, and whether there are regulations that prevent flood lighting.	Town staff are reviewing the lighting plan, engineers have confirmed that if the lights have been installed as per the approved specifications in the lighting plan then there should be no spillover. If there is spillover, a site meeting and light metering assessment will take place. Lights energized on December 22, 2021, Staff have asked the complainant whether there is spillover - a response has not been received from the complainant.	Ongoing
7	Queen St. E	21-Dec-21	Property Standards	Complaint that the signage front the property is excessive.	Property Owner has been contacted to address the amount of signage, and consider relocation.	Complete



Attachment B: Building Department Monthly Summary

Building and Development Services Department

Table 1. Monthly Totals (as of January 14 2022)

Year	Building Permits	Year to Date	Dwelling Units for the Month	Year to Date	# of Accessory Dwelling Units
2022	0	0	0	0	0
2021	162	162	0	72	2

Table 2. Annual Totals

Year	Building Permits	Dwelling Units	Construction Value
2021	162	72	\$ 42,174,405.00
2020	166	72	\$ 38,801,203.00
2019	134	52	\$ 16,751,000.00
2018	172	53	\$ 22,875,651.00
2017	168	36	\$ 18,825,719.00
2016	120	38	\$ 14,244,002.00

Attachment C: Planning Department Summary for 2021

Building and Development Services Department

Table 1. Planning By the Numbers: 2020 v. 2021

Type of Application	2020	2021
Pre-Consultation Requests	9	30
Subdivision Application	1	0
Zoning By-law Amendment	7	6
Official Plan Amendment	3	1
Site Plan Agreements (Major, Minor and Amendments)	8	5
Severance Applications	3	2
Minor Variance Applications	10	5
Part Lot Control Applications	5	7
Zoning Compliance Letters	14	25

* Applications may still be in progress in the following year.

** Applications submitted in the latter of December 2019 have been included in the 2020 figures.



Attachment D: Facilities Capital Project Summary (2017-2021)

Building and Development Services Department

Table 1. Annual Totals (2017-2022)

Year	Capital Projects	Operational Projects
2022	\$ 794,500.00	\$ 21,300.00
2021	\$ 325,656.00	\$ 10,900.00
2020	\$ 3,288,223.48	\$ 30,700.00
2019	\$ 187,000.00	\$ 36,500.00
2018	\$ 690,000.00	\$ 70,200.00
2017	\$ 980,000.00	\$ 27,100.00

Table 2. Capital Project Break Down - Actuals v. Budget

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget
Capital Projects \$	\$281,000.00	\$223,160.00	\$3,288,223.48	\$3,364,096.00	\$576,356.00	\$325,656.00	\$794,500.00
Operational Projects \$	\$36,500.00	\$25,200.00	\$30,700.00	\$16,600.00	\$10,900.00	\$12,370.00	\$21,300.00
Number of Capital Projects	12	8	19	16	15	14	15
Number of Operational Projects	14	9	13	10	6	6	15
Roll over projects	0	3	3	3		1	-



Attachment E

Building and Development: Tailgate Talks 2021

December 8, 2021, at 9:00 AM

Introduction

Grant Brouwer opened the meeting at 9:20 AM and advised how electronic and in-person attendees can participate in the meeting.

Finance

Andre Morin provided an overview of the MPAC re-evaluation process, 2022 Draft Budget, and Development Charges.

Development Charges will increase by 7% based on the construction price index. The Town will also be replacing the Development Charges By-law. Andre Morin indicated that the Town would like representation from the Development Community throughout the process and invited attendees to join this process. Those who would like to participate are to contact Andre Morin.

Planning

Grant Brouwer and Mark Stone presented the Planning Section of the meeting.

Grant Brouwer provided an overview of planning statistics for 2020 and 2021.

Grant Brouwer discussed development potential throughout St. Marys.

Mark Stone explained the Planning Pre-consultation Process, the process has now been formalized and is required prior to filing a planning application. The purpose of the pre-consultation is to identify application requirements and identify potential challenges. The requests are circulated to external agencies, as applicable.

John Bolton inquired what is the expectation for landscape designs, specifically for commercial buildings. Mark Stone responded it is dependent on the property, there are no specific design guidelines regarding landscape design guidelines, at the minimum there should be improvements. John Bolton noted that they need more specific guidelines for design.

Mark Stone provided an overview of the recent Local Planning Appeal Tribunal Decisions regarding 151 Water Street North, and 665 James Street South.

Mark Stone provided the group with a new timeline for submitting Part Lot Control (PLC) Applications, PLC Applications should be submitted a minimum of 8 weeks prior to the closing date of the sale. Grant Brouwer reminded the group to ensure that the "R Plans" meet Zoning.

Mark Stone introduced the Community Improvement Plan.



Brett Bickell asked if there are definitions for affordable and attainable housing. Grant Brouwer indicated that there is information in the Community Improvement Plan document.

Mark Stone provided an overview of the recently completed Comprehensive Parking Review. Grant Brouwer asked the community to provide comments related to the proposed parking standards. Grant Brouwer acknowledged that there are a lot of “asks” during the development phase, and that certain standards may need to be prioritized over others. The group asked, what is the order of priority? From a staff perspective, that parking and density appear to be the priority.

Mark Stone provided an update on the Official Plan Review and noted that a Housekeeping By-law will start soon.

Grant Brouwer introduced the concept of Tiny Homes and advised that the Town will be initiating a Tiny Home project in 2022. Grant Brouwer asked the community to reach out if they want to discuss further.

Grant Brouwer discussed Zoning By-law changes meant to ease access to Accessory Apartments. Tara Porter asked if there can be any changes made to the height restrictions of a secondary building included in the Zoning By-law.

Building

Jason Silcox discussed the following Building Code related items:

- Demising Walls
- Attic Separations
- Shaft Walls

Jason Silcox further discussed that Building Code Changes that will come into effect on January 1, 2022, being:

- Smoke alarm requirements in shared means of egress
- Laundry drying equipment shall be vented outside
- Dimensions for runs and rectangular treads for stairs

Jason Silcox asked the community to fully utilize Cloud Permit, asking that:

- Inspections be requested via Cloud Permit
- When edits need to be made to drawings, input them into the system

Jason Silcox noted that the system locks when waiting for permit payment, if the permit is required immediately, Jason suggested that the Builders pay online.

Brett Bickell asked if the Town gets a notification when there is a revision. Jason responded that the Town doesn't and asked that the applicant send a message.

Ben Dafoe asked if the Town would consider adding Section 28 permits in Cloud Permit. Jason responded that it's something the Town may consider.



Public Works

Jason Silcox explained that the Town has a Backflow Prevention Program, and that there are concerns that sump jets may cause backflow into the Town's distribution system.

Jason Silcox acknowledged that the Town has been experiencing issues with lot grading and water runoff. The Town is proposing to change the grading approval process and is looking towards surveyors, builders and excavators' community to help craft a new process.

The group proceeded to have a lengthy conversation related to lot grading, the following is a summary of that discussion:

- In many cases, the alteration of grade not in accordance with the lot grading plan is done by the homeowner.
- Recommendation that grading should be confirmed prior to any type of landscaping, however, the timeline to do so is too long.
- Notes that the lot grading process needs to be builder driven.
- The community needs to review what should be done when a house foundation is too low.
- Discussion regarding when fences can be installed. Fences should not be installed until the grading of all lots has been completed. This clause may need to be included in the subdivision agreement.

The meeting ended at 11:55 AM.

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	25 January 2022
Subject:	DEV 01-2022 Site Plan Agreement for 488 Water Street South (Kirkton Veterinary Professional Corporation)

PURPOSE

The purpose of this report is to present a Site Plan Application for 488 Water Street South and provide a recommendation to Council to approve the Site Plan Agreement.

RECOMMENDATION

THAT DEV 01-2022 Site Plan Agreement for 488 Water Street South (Kirkton Veterinary Professional Corporation) report be received; and

THAT Council consider By-law 04-2022 and authorize the Mayor and Clerk to sign a sign a Site Plan Agreement between the Town of St. Marys and Kirkton Veterinary Professional Corporation.

BACKGROUND

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

REPORT

The Town of St. Marys owned 478 Water Street South, the property's use included the storage of snow, and a parking lot for recreational amenities. In 2019 the land was declared surplus land and a Request for Proposal was issued for the purchase of the land. The land was sold to Meadowridge Properties Ltd., who then severed the parcel into two lots, 478 Water Street South being the northern parcel adjacent to residential uses, and 488 Water Street South being the southern parcel adjacent to the St. Marys Veterinary Clinic.

Table 1. Dimensions of 478 Water Street South and 488 Water Street South

	478 Water Street South	488 Water Street South
Lot Area (m2)	3,505.20	3,755
Lot Frontage (m)	63.146	63.146
Average Depth (m)	55.62	59.01

Upon severing the lands, 488 Water Street South was sold to Kirkton Veterinary Professional Corporation (“the Owner”), which also has interests in the neighbouring property 500 Water Street South, the St. Marys Veterinary Clinic.

On August 5, 2021, the Owner submitted a pre-consultation request for Site Plan Application, said request was reviewed and a checklist was prepared by Town staff detailing the application submission requirements.

On September 28, 2021, the Owner submitted a Site Plan Application for 488 Water Street South for the purpose of constructing a facility to house the embryo transfer (ET) division of the St. Marys Veterinary Clinic, and drug storage and sales for the large animal division of the Kirkton Veterinary Clinic. Currently, the embryo transfer division is located at the St. Marys Veterinary Clinic, which is adjacent to 488 Water Street South, the Owner’s intent is to move the embryo transfer services to 488 Water Street South to allow for more veterinary activities at the Clinic.

The subject property is designated Highway Commercial according to the Town’s Official Plan and is zoned Highway Commercial Zone (C3-8) according to the Town’s Zoning By-law Z1-1997, as amended. The proposed use of the property is permitted under the C3-8 Zone.

The proposed development and site plan include the following details:

- Construction of a 196.4m² building, and a future 402.2m² addition.
- Parking lot with 26 parking spaces, and 2 accessible parking spaces, and one loading space.
- Access to loading space to be from 500 Water Street South. A condition has been included in the Site Plan Agreement requiring the Owner to enter into a reciprocal access easement agreement. Both properties have confirmed they intend to enter said agreement. The reciprocal access shall remain closed until the agreement has been signed.
- A condition has been included in the agreement that the Owner shall pay for the construction of sidewalks along its entire frontage of Water Street South should the Town require it.
- The Owner proposes to remove 4 mature trees. To account for the removal of trees, the Owner has proposed to replant at a 3:1 ratio (therefore planting 12 new trees).

The Site Plan Application was reviewed by relevant Town staff and external agencies, and a Site Plan Agreement has been prepared to ensure the development is completed and maintained in accordance with the proposed plans and other Town requirements. One point that staff need Council to consider regarding tree removals is further discussed below.

FINANCIAL IMPLICATIONS

Town to incur an expense of \$550.00 to register the Site Plan agreement on Title, fees will be recuperated.

SUMMARY

It is recommended that Council approve the proposed Site Plan Agreement for 488 Water Street South for the construction of a facility of animal embryo transfer and the storage of large animal drugs and authorize the Mayor and Clerk to enter into the proposed Site Plan Agreement with Kirkton Veterinary Professional Corporation.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #3 Balanced Growth → Business attraction, retention, & expansion program:

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

OTHERS CONSULTED

Town of St. Marys Development Team

Upper Thames River Conservation Authority (Planning and Regulations)

Pinchin Ltd.

ATTACHMENTS

Attachment 1 – Draft Site Plan

Attachment 2 – Draft Site Plan Agreement

REVIEWED BY

Recommended by the Department

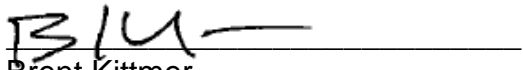


Grant Brouwer
Director of Building and Development



Morgan Dykstra
Public Works and Planning Coordinator

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

SITE LEGEND

BPED BELL PEDESTAL
CB CATCH BASIN
CO CLEANOUT
CS CURB STOP
FH FIRE HYDRANT
GUY GUY WIRE
HP HYDRO POLE
INV INVERT
MH MAINTENANCE HOLE
SAN SANITARY SEWER
STM STORM SEWER
TIG TOP OF GRATE
WS WATER SERVICE
WTM WATERMAIN
WV WATER VALVE

EXISTING ELEVATION
PROPOSED ELEVATION
ELEVATION CONTOUR
DIRECTION AND SLOPE OF OVERLAND WATER FLOW
PROPOSED SWALE
ROOF WATER LEADER
SIGN AND POST
OF PARKING SPACES

BENCHMARK
ELEVATION: 303.88 m
TOP NUT OF FIRE HYDRANT LOCATED ON THE WEST SIDE OF WATER STREET SOUTH, SOUTH OF THE SUBJECT SITE.

SCHEDULE A - DRAWING "A"

STAKE
GEOTEXTILE FABRIC
TRENCH TO BE BACKFILLED AND COMPACTED
GRADE
300mm (min.) OF GEOTEXTILE IN TRENCH
600 mm
200 mm
200 mm
600 mm
DIRECTION OF FLOW

NOTE:
CONTRACTOR TO MAINTAIN SILT FENCE BARRIER UNTIL VEGETATION HAS BEEN ESTABLISHED ON ALL EXPOSED SOILS WITHIN CATCHMENT AREA.

DRIP LINE
METAL T-BAR SUPPORTS
TOP AND BOTTOM RAILS
PLASTIC SAFETY FENCING
FINISHED GRADE
UNDISTURBED SUBSOIL

1000 mm (min.)
1500 mm
1000 mm

NOTE:
1. HOARDING TO BE INSTALLED AND MAINTAINED THROUGHOUT ALL PHASES OF CONSTRUCTION.
2. DO NOT ALLOW WATER TO COLLECT AND POND WITHIN HOARDING.

3 TEMPORARY SILT FENCE DETAIL
1 : 25

2 TYPICAL TREE HOARDING DETAIL
1 : 50

KEY PLAN

DRAWING LIST

PART OF LOT 35
THAMES CONCESSION
IN THE GEOGRAPHIC TOWNSHIP OF BLANSHARD
TOWN OF ST. MARY'S
COUNTY OF PERTH

NOTES:
1. PROPERTY BOUNDARIES FROM PLAN OF SURVEY, PLAN 44P-5765, DATED APRIL 17, 2020, BY MATE, ONTARIO LAND SURVEYORS LTD., ONTARIO LAND SURVEYORS, KITCHENER, ONTARIO.
2. EXISTING STRUCTURES AND FEATURES FROM TOPOGRAPHIC SURVEY COMPLETED BY MR ENGINEERING AND DESIGN LTD., DATED MAY 12, 2021.
3. SITE SKETCH IS CONCEPTUAL. FINAL SITING BY OTHERS.
4. THIS IS NOT A LEGAL SURVEY.

1 EXISTING CONDITIONS PLAN
1 : 200

SCALE 1:200 5m 10m 20m

[illegible]

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

THIS AGREEMENT made this day of , 2022 .

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS

(Hereinafter called the “Town”)

OF THE FIRST PART

AND:

KIRKTON VETERINARY PROFESSIONAL CORPORATION

(Hereinafter called the “Owner”)

OF THE SECOND PART

WHEREAS the Owner is the owner of the lands described as all of Part of Lot 35, Thames Concession, Blanchard, Parts 1, 2 and 3, Plan 44R-5755, hereto being PIN 53244-0085 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the “Lands”).

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

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

AND WHEREAS this Agreement shall be registered against “the lands” to this Agreement and the Town is entitled to enforce the provisions thereof against the Owner and, subject to the provisions of the Registry Act and the Land Titles Act, any

and all subsequent owners of the land, in accordance with subsection 10 of Section 41 of the Planning Act, R.S.O. 1990;

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

1. The Owner Agrees:

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

services. Utility services shall be installed and maintained in accordance with the drawings attached hereto as part of Schedule "A";

- d. That all necessary provisions for any service connections of the Lands shall be made to the satisfaction of the Town;
- e. That access to and from the Lands shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as Schedule "A";
- f. That the internal driveways, vehicle parking areas, vehicle maneuvering areas and pedestrian walkways shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as part of Schedule "A";
- g. That erosion and sediment controls shall be provided for the site during construction to the satisfaction of the Town;
- h. That final grades and elevations shall be established to the satisfaction of the Town and shall be in accordance with the drawings attached hereto as part of Schedule "A";
- i. That all hydro cables be located underground on the Lands;
- j. That snow storage shall be on the property as shown on the drawings attached hereto as part of Schedule "A";
- k. That the development on the Lands including but not limited to driveways, buildings, structures, paved areas, landscaping and lot

grading shall be maintained at the sole risk and expense of the Owner on an ongoing basis;

- l. That any and all development on the Lands shall be to Town standards and the provisions of the Town's Zoning By-law in effect at the time of development;
- m. That all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town's Zoning By-law Z1-1997, as amended.

2. Schedule "A" consists of the following drawing:

- a. "C1 Existing Conditions, Removals and Erosion Control Plan" prepared by MR Engineering and Design Ltd., dated September 22, 2021, and revised on November 30, 2021.
- b. "C2 Site Plan" prepared by MR Engineering and Design Ltd., dated September 22, 2021, and revised on November 30, 2021.
- c. "C3 Site Grading and Servicing Plan" prepared by MR Engineering and Design Ltd., dated September 22, 2021, and revised on November 30, 2021.
- d. "C4 Stormwater Catchment Areas" prepared by MR Engineering and Design Ltd., dated September 22, 2021 and revised on November 30, 2021.
- e. "S-0 Title Sheet" prepared by MR Engineering and Design Ltd., dated June 22, 2021, and revised on September 22, 2021.
- f. "S-1 Elevations" prepared by MR Engineering and Design Ltd., dated June 22, 2021, and revised on September 22, 2021.

3. Schedule "A", as described in paragraph 2 above and attached hereto shall form part of this Agreement.
4. The Owner shall enter into a reciprocal access easement agreement with the neighbouring property, 500 Water Street South. Until the reciprocal easement agreement has been signed, the internal access between 488 Water Street South and 500 Water Street South shall remain closed.
5. The Owner shall enter into a separate agreement for electricity with Festival Hydro Inc.
6. Entrances to buildings shall be kept clear of any obstructions including snow accumulation at the responsibility of the Owner.
7. The Owner shall be responsible for the cost of any signage and the installation of said signage required for this site.
8. The Owner agrees that the abutting street to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the Owner at his own expense. The Owner acknowledges that they have the responsibility to correct or clean muddied streets used for access during construction. If the Owner fails to complete said work, then the provision of paragraph 12 of this Agreement shall apply.
9. The Owner agrees that should any trees be removed for any reason, the Owner will be required to replant trees on the Property at a ratio of 3:1, if there is not sufficient area to replant, the Owner agrees to provide a cash-in-lieu payment

to the Town for tree planting elsewhere within the Town of St. Marys boundaries. The 2022 cash-in-lieu payment per tree is \$200.00, this amount is subject to change based on market prices at time of removal.

10. Minor adjustments to the requirements of this Site Plan Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Town is required before such minor adjustments can be made.

11. Nothing in this Agreement constitutes a waiver of the obligation of the Owner to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any restrictions or regulations lawfully imposed by any other authorities having jurisdiction in connection therewith.

12. In the event of the failure by the Owner to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days' notice in writing to the Owner of its intention and forthwith if the failure is deemed an emergency, or poses a risk to the safety of the public or environment, the Town shall rectify the issue without seven (7) days notice and shall recover the expense incurred by the Town in a like manner as municipal taxes.

13. The Owner agrees to deposit with the Town a refundable security deposit in the amount of Fifteen Thousand Dollars (\$15,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Owner's architect provides a certificate to the Town that the

conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town.

14. The Owner agrees to install a pedestrian sidewalk adjacent to Water Street South on the public road allowance of the entire property frontage at their own cost should the Town require it.

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

KIRKTON VETERINARY PROFESSIONAL CORPORATION
1911 MARY STREET
P.O. Box 96
KIRKTON, ON N0K 1K0

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

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

17. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Owner. The covenants, agreements, conditions, and understandings herein contained on the part of the Owner shall run with the Lands and shall ensure to the

benefit of and be binding upon the parties hereto and their respective successors, heirs, executors, administrators and assigns.

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

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

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

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

22. The Owner agrees on behalf of itself and its heirs, executors, administrators, successors and assigns to indemnify the Town from all losses damages, costs, changes and expenses which may be claimed or recovered against the Town

by any person or persons arising either directly or indirectly as a result of any action taken by the Owner pursuant to this Agreement.

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

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

KIRKTON VETERINARY PROFESSIONAL CORPORATION

Per: _____
Owner : Adam Haight

Per: _____
Owner : Reg Clinton

(We have the authority to bind the Corporation)

THE CORPORATION OF THE TOWN OF ST. MARYS

Per: _____
Mayor: Al Strathdee

Per: _____
Clerk: Jenna McCartney

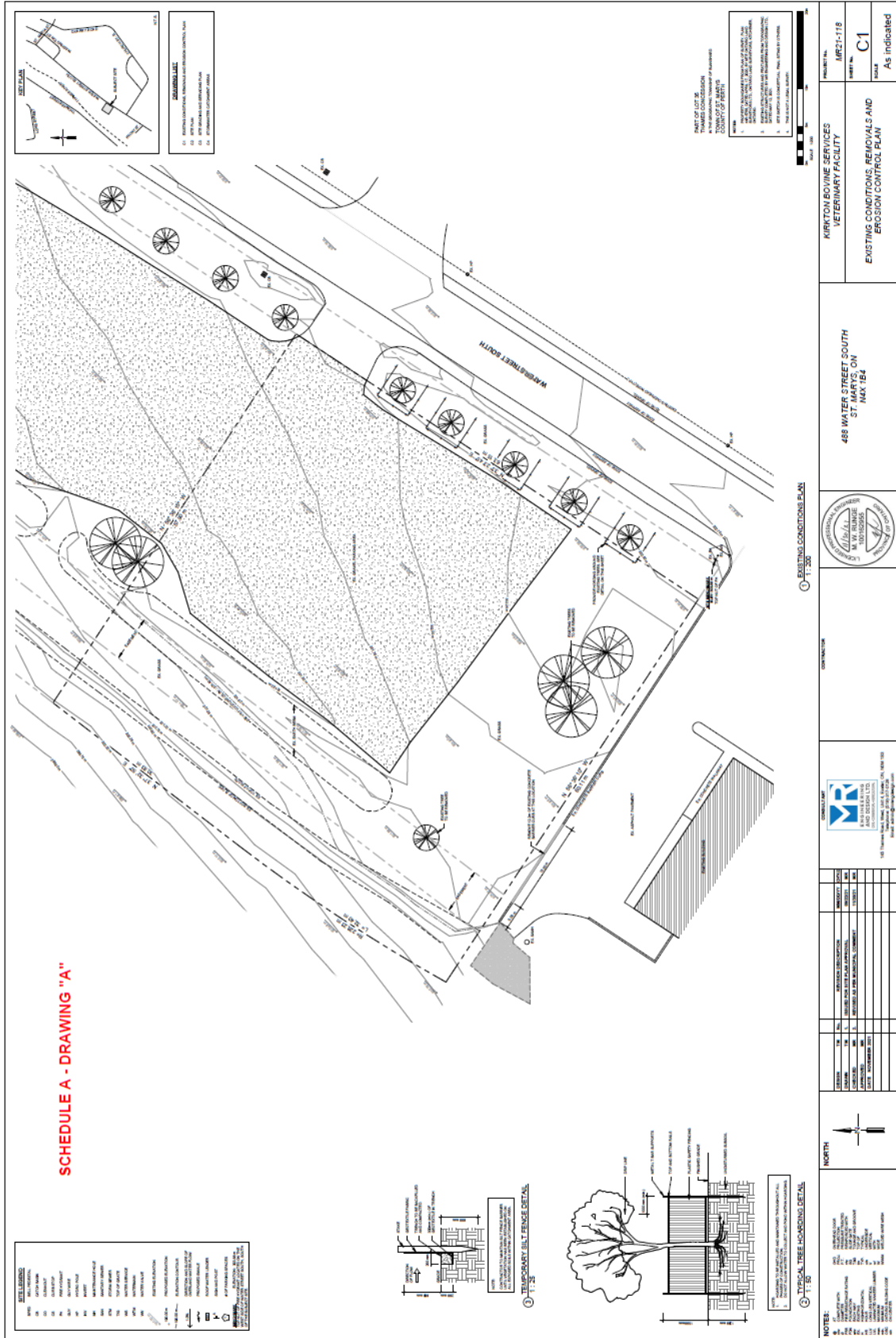
(We have the authority to bind the Corporation)

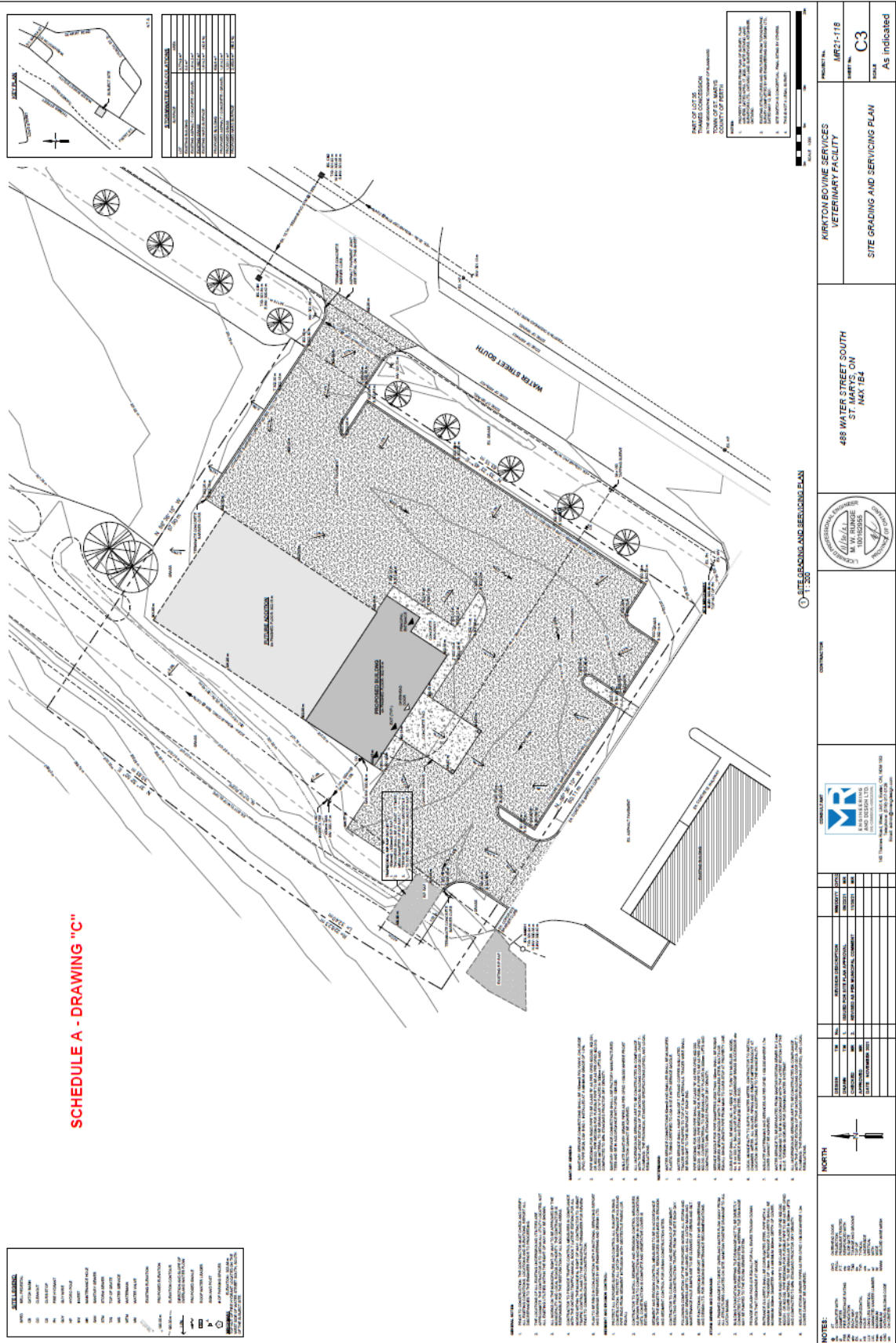
NOTES TO SPA

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

Schedule “A” – Drawings

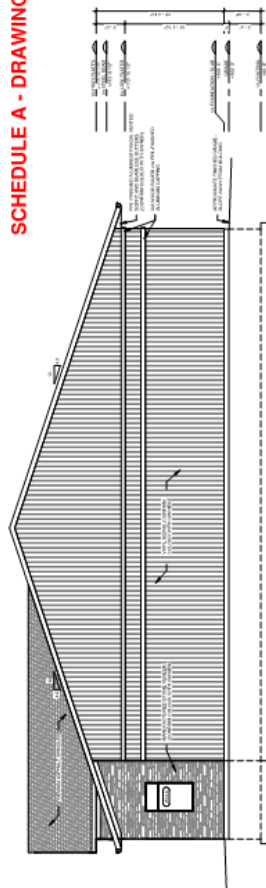
See attached for Drawings A, B, C, D, E and F.



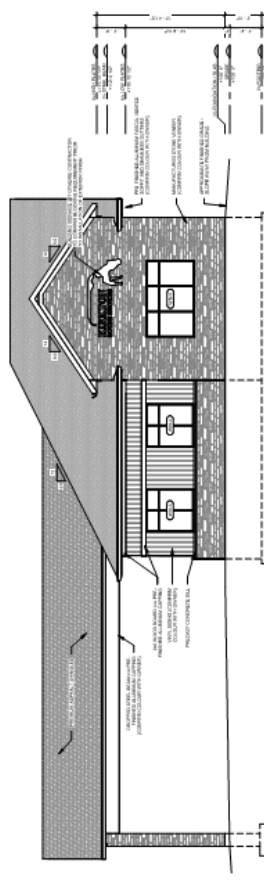


KIRKTON BOVINE SERVICES
VETERINARY CLINIC
ST. MARY'S, ON

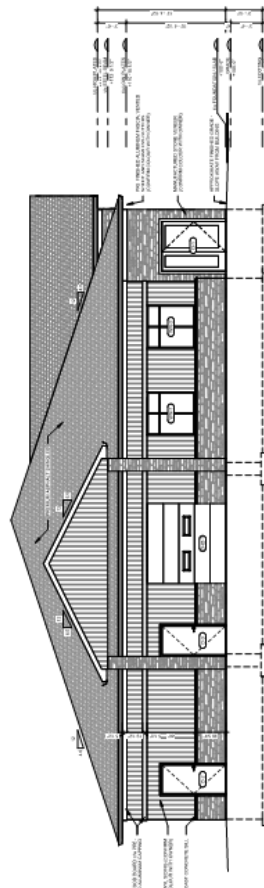
Page 72 of 131

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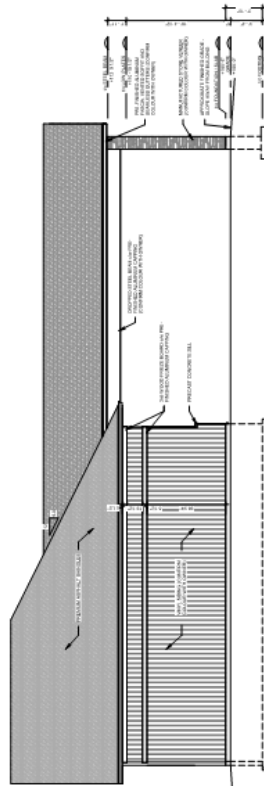
1 NORTH ELEVATION
3/16" = 1'-0"



② EAST ELEVATION
3'10" = 1'-0"



③ SOUTH ELEVATION
3/4" = 1'-0"



④ WEST ELEVATION
3'16" = 1.0"

NOTES:		NORTH				CONTRACTOR		481 WATER STREET SOUTH ST. MARYS, ON N4X 1B4		KIRKTON BOVINE SERVICES VETERINARY CLINIC		PROJECT No. MP21-118	
1. SITE INVESTIGATION		2. DESIGN		3. QUOTE		4. CONTRACT		5. COMMENCEMENT		6. COMPLETION		7. PAYMENT	
8. VARIATIONS		9. SITE INVESTIGATION		10. DESIGN		11. QUOTE		12. CONTRACT		13. COMMENCEMENT		14. COMPLETION	
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FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	25 January 2022
Subject:	DEV 04-2022 - Part Lot Control Application Registered Plan 44M-79, Thames Crest Farms Subdivision Block 46 – Bickell Built Homes Ltd.

PURPOSE

The purpose of this report is to provide Council with a summary and recommendations as it pertains to the Application for Part Lot Control for Block 46 of the Thames Crest Farms subdivision.

RECOMMENDATION

THAT DEV 04-2022 regarding the Application for Part Lot Control for Block 46 of the Thames Crest Farms subdivision be received; and

THAT Council consider By-law 07-2022 affecting Block 46, Registered Plan No. 44M-79 for a one-year period, ending January 25, 2023.

BACKGROUND

Part lot control is a power used by public authorities to prohibit a property owner from conveying a part of a lot from a registered plan of subdivision without approval from the appropriate authority. Section 50(7) of the *Planning Act* provides Council with the authority to exempt or suspend part lot control on parcel(s) of land to allow for further land division by passing a by-law which is registered on title. Exemptions from part lot control are typically requested for semi-detached and townhouse lots due to the difficulty in building common walls between dwelling units precisely along property lines. An exemption from part lot control allows for lot lines to be fixed along the common walls of built foundations/walls.

Council has approved policies for the implementation of exemption from part lot control under certain circumstances, including the creation of parcels for townhouse dwellings. Each by-law must include a lapse date to ensure part lot control is re-instated on the properties.

On June 23, 2021, Plan of Subdivision 44M-79 was registered to create 45 single-detached residential lots, 13 townhouse blocks, two park blocks (one for parking) and a storm water management block.

REPORT

Bickell Built Homes Ltd. submitted this Application for Part Lot Control to the Town seeking to subdivide Block 46 for the purposes of building four townhouse units along common party walls.

Block 46 is designated Residential in the Official Plan and zoned "Residential Zone Five (R5-11)" according to the Town's Zoning By-law which permits townhouse dwellings.

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

FINANCIAL IMPLICATIONS

\$1,000 Part Lot Control Fee

SUMMARY

An exemption from part lot control does not involve a public process under the *Planning Act* and as such, public notification is not required.

As the subject application meets the requirements for part lot control exemption and constitutes good planning, it is recommended that Council approve By-law 07-2022 to exempt part lot control for Block 46 of Registered Plan 44M-79, for a period of one year.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

N/A

ATTACHMENTS

- 1) General Location Map
- 2) Registered Plan 44M-79
- 3) Reference Plan

REVIEWED BY

Recommended by the Department

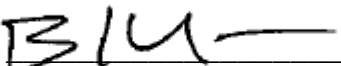


Mark Stone
Planner



Grant Brouwer
Director of Building and Development

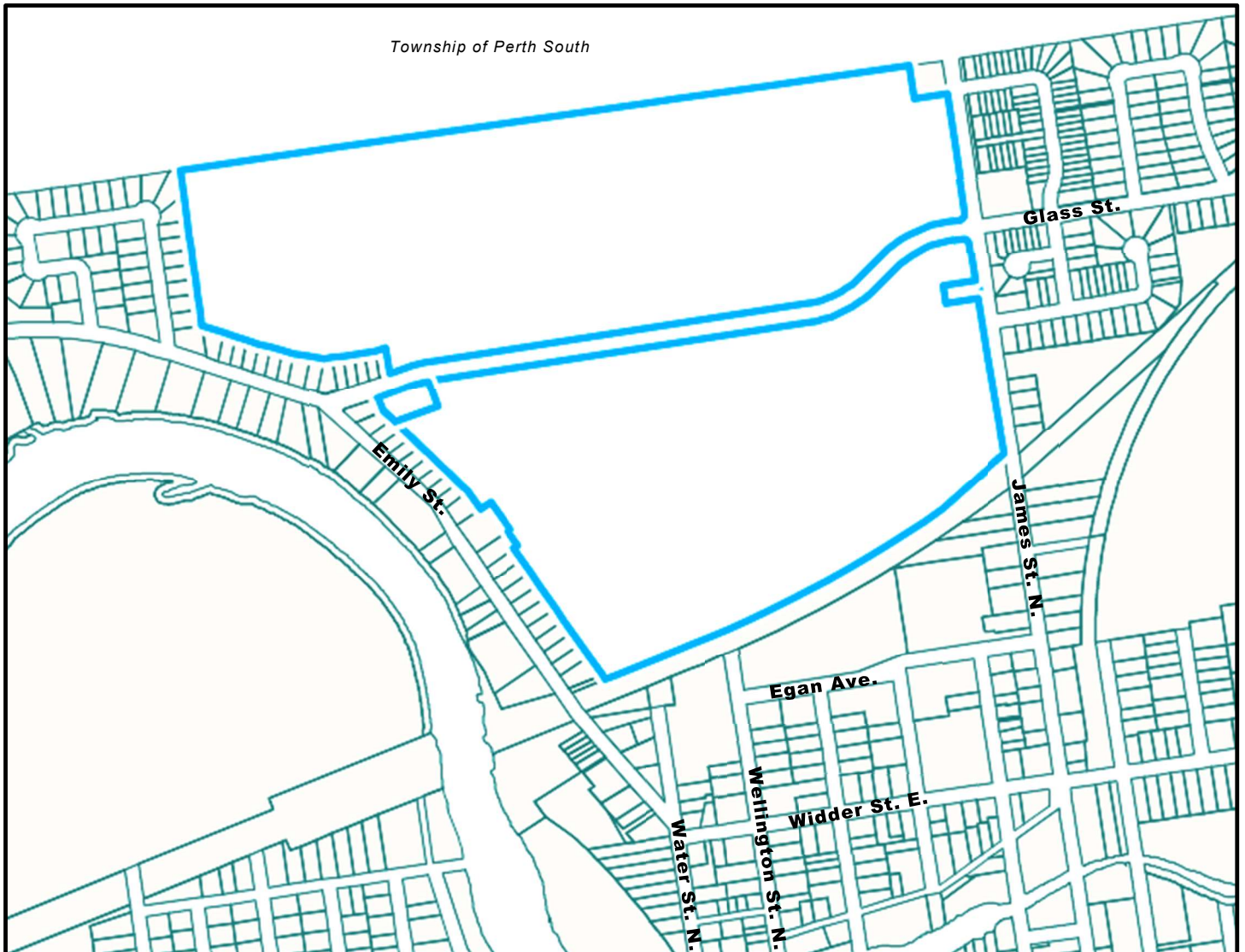
Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

GENERAL LOCATION MAP

Part Lots 15 and 16, Concession 17
and Part Lot 15, Thames Concession
Town of St. Marys



Total Landholding



May 14, 2019

CURVE SCHEDULE					
ID	RADIUS	ARC	CHORD	BEARING	DELTA
C1	25,000	1.187	1.187	S65°57'55"E	2°43'11"
C2	25,000	6.185	6.168	S128°55'W	14°10'30"
C3	25,000	21.177	20.550	S32°50'15"W	48°32'03"
C4	55,000	7.072	7.068	S60°47'10"W	7°22'06"
C5	55,000	2.081	2.082	S65°33'10"W	2°10'08"



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	25 January 2022
Subject:	DEV 05-2022 Tree Compensation Policy

PURPOSE

The purpose of this report is for Council to consider a tree compensation policy for when trees are removed as a part of building and development process projects in the community.

RECOMMENDATION

THAT DEV 05-2022 Tree Compensation Policy be received; and

THAT the Town adopt the Tree Compensation standards as outlined in DEV 05-2022; and

THAT staff report back with a formal Tree Compensation Policy to be applied to building and development projects.

BACKGROUND

The Modernizing Ontario's Municipal Legislation Act, 2018 (Bill 68) received Royal Assent on May 30, 2017. The *Act* required municipalities to adopt a policy By March 1, 2019 to describe the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality.

The Town of St. Marys has established a Forestry Management Plan regarding the enhancement, management, and protection of the urban forest located on **public property**. The Town's Forestry Management Plan details how the Town will continue to enhance the urban forest, the plan details an aggressive planting ratio (3:1) when the Town removes a tree on public property. The plan also details planting methods that encourage the long-term viability of a young tree to ensure the continued growth of the urban forest on Town-owned lands.

Presently, the Town does not have any policies or by-laws regulating management of trees on private property. In June 2021, members of the community expressed concerns related to the removal of trees on private lands. These concerns led to a robust public conversation on social media discussing the St. Marys urban forest and how the Town intends to maintain, enhance, and protect the Town's urban forest. Following the public concerns, Council put the question to both the Planning Advisory Committee and the Green Committee if Council should consider a more restrictive approach to managing trees on private property (i.e. implementing a Tree Cutting by-law for private property).

The Town's Planning Advisory Committee and Green Committee each reviewed the Town's existing tree management policies. The review was completed to ensure the policies continue to reflect the current needs of the urban forest, and to discuss comments and recommendations that were received from members of the community. Committee recommendations were brought forward to enhance the Town's current approach to tree management on public property, however neither committee recommended that Council implement a tree cutting by-law for private property.

REPORT

The common response to public concerns to date has been that the Town does not regulate management of trees on private property except through the land development process. This authority is vested in the *Planning Act*, which allows the Town to make comments on trees on private lands when considering a planning application, such as a plan of subdivision, site plan agreement, minor variance consents etc. As a part of the planning review and approvals process, the Town may require the applicant to create a tree conservation and management plan to determine which trees will be maintained, which trees will be removed and how compensation plantings will be achieved.

In reviewing the Town's current approach, staff have flagged the following gaps:

- The Town has no formal policy requirements to set out how trees removed will be compensated for. Further, a blanket application of the Town's 3:1 "plant three trees for every one removed" ratio may not be reasonable in all circumstances.
- If a large building/development project is not subject to the planning process (i.e. the project only requires a building permit to proceed) there is a risk that trees will be removed without any opportunity for the Town to require compensation plantings.

It is staff's expectation that management of the urban forest will continue to be a focus and concern of the community. It is reasonable to expect that the public will express concerns like those received in 2021 if/when trees are removed as a result of future building and development projects.

Protecting the urban forest on both public and private property is of the public interest, and it is staff's opinion that the Town should formalize a tree compensation policy for when trees are removed because of building and development projects. The Town's authority to do so is found in the *Municipal Act*:

- *Subsection 135(1), the authority to prohibit or regulate the destruction or injuring of trees on public and private lands*
- *Subsection 135(7), the authority to implement processes that require permits be obtained to injure or destroy trees, and impose conditions to a permit, including conditions relating to the manner in which destruction occurs and the qualifications of persons authorized to injure or destroy trees.*

Staff have reviewed tree by-laws in other municipalities and are recommending an adaptation of the approach the City of London uses for tree compensation because it is simple and straight forward. It is staff's intent that the process outlined below would not apply to the average homeowner who needs to remove a tree from their property unless their property is subject to a planning application.

Process Flow:

- Application received, including:
 - Development application (plan of subdivision, site plan, zoning change, minor variance, consent to sever, etc.) OR
 - Building permit application for a property that is 0.8 ha or larger
- Staff subject the application to the typical review process. If staff flag that there will be an impact to trees, this will be included in the comments back to the applicant with a request for clarity on how trees will be managed and compensated for.
- The applicant will be provided two options:
 - **Option 1** – Simplified Process

- The number of Replacement Trees required for any trees destroyed will be calculated at the Town's replacement ratio of 3:1 (three trees required to be planted for every one tree removed, regardless of age or condition of the tree).
 - Location and caliper of Replacement Trees to be approved by staff.
 - If there is insufficient space and some or all the Replacement Trees cannot be accommodated on the site, Applicant to provide the Town cash in lieu for Replacement Trees by multiplying (the number of Replacement Trees that could not be planted on site due to insufficient space) x (Town's current rate to procure trees).
- **Option 2 – Formalized Process (adapted from City of London)**
- Applicant can submit an Arborist Report to support their application. "Arborist Report" means a written report by an Arborist that contains the following:
 - a) identification of the location, species, size and condition of Trees to be destroyed;
 - b) states the Arborist's opinion why a Tree should be Injured or Destroyed, and whether it represents Good Arboricultural Practices or Good Forestry Practices;
 - c) describes how the Tree is proposed to be Injured or Destroyed;
 - d) an analysis and description of any reasonable alternatives to the Tree Injury or Destruction or an analysis and description as to why there are no reasonable alternatives to the Tree Injury or Destruction;
 - e) calculation of the number of Replacement Trees required based on the chart below, identifying the caliper and the species to be used for replacement based on the Town's species list;
 - f) if Trees are to be Injured but not Destroyed, description of maintenance strategies and protection measures to be implemented;
 - g) if requested by the Town, further information such as Tree or Trees on adjacent properties that may be affected, and an aerial map representation showing the Critical Root Zone of those Trees; and
 - h) the professional accreditation of the Arborist (e.g. International Society of Arboriculture (ISA) Certification Number);

Calculation of Number of Replacement Trees & Calculation of Cash-in-Lieu of Tree Planting (if insufficient space on Site to plant Replacement Trees)

- a) The number of living Replacement Trees that will be required shall be based on the chart below. The diameter of the Tree to be destroyed, as set out in Column 1, shall correspond to the number of Replacement Trees required, as set out in Column 2.
- b) Where there is insufficient space on the same Site to plant all of the number of Replacement Trees, the Property Owner/Applicant shall plant as many Replacement Trees as the site will allow as determined by the Arborist Report, and with respect to the number of Replacement Trees that could not be planted due to insufficient space, the Arborist report shall calculate the cash-in-lieu of replacement required by multiplying (the number of Replacement Trees that could not be planted on site due to insufficient space) x (Town's current rate to procure trees).

Column 1: Trunk Diameter of Tree Destroyed	Column 2: Number of Replacement Trees Required
50 cm	1
51-60 cm	2
61-70 cm	3
71-80 cm	4
81-90 cm	5
91-100 cm	6
101-110 cm	7
111-120 cm	8
121-130 cm	9
131-140 cm	10
>141 cm	11

The idea behind offering two options to determine compensation is to allow for a simple process for smaller developments. For example, the approach outlined in Option 1 could have been applicable to the development proposed at 488 Water Street south. In that development, 4 trees are being removed. Rather than slow the development and add more costs of a report, Option 1 allows a simple approach for compensation to be achieved.

FINANCIAL IMPLICATIONS

None.

SUMMARY

It is staff's expectation that management of the urban forest will continue to be a focus and concern of the community. It is reasonable to expect that the public will express concerns similar to those received in 2021 if/when trees are removed as a result of future building and development projects.

Protecting the urban forest on both public and private property is of the public interest, and it is staff's recommendation that the Town should formalize a tree compensation policy for when trees are removed as a result of building and development projects.

If Council agrees to adopt a tree compensation policy, this will be a new requirement for building and development files. It is expected that the Town will receive some pushback from the development community resulting in requests for relaxed requirements. This is not new for building and development files, and staff's typical response is to request that the applicant make their case in writing so that staff can include those comments in the reports that are considered by Committee and Council. These requests are considered through the approval process and Council ultimately makes the final determination if the policy is upheld as written, or if relaxed requirements will be accommodated.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4 Culture and Recreation:
 - Tactic(s): Investigate implementing a forestry and tree management policy for the Town.

OTHERS CONSULTED


Internal Development Team Staff

ATTACHMENTS

None

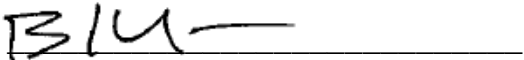
REVIEWED BY

Recommended by the Department



Grant Brower
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Community Services

Date of Meeting: 25 January 2022

Subject: DCS 01-2022 January Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 01-2022 Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Services Pandemic Update:

- The Museum was successful in their Museum Assistance Program, COVID-19 Reopening Fund for Heritage Organizations grant application for \$15,063.
- The Child Care Centre was successful in running all of 2021 without disruptions to our main centre.
- The Child Care Centre was successful in running 2 school age emergency childcare programs that were funded by the Province assisting those front-line essential workers during remote learning.
- Shopping Services Support, Meal Delivery and Virtual programs continue to be well utilized. New referrals in all programs.

Programming/Wellness:

- Museum led in-person Cemetery tours for Girl Guides on October 19, general public on Saturday October 30, and a grade 7 class on November 10.
- Museum led nine virtual field trips with Little Falls Public School classes in November.
- Museum staff planned and hosted two successful in-person events in 2021: Doors Open St. Marys on October 16 and the annual Christmas Open House on December 5.
- James Brine: Tolpuddle Martyr and Leaving Footprints opened at the Christmas Open House on December 5.
- December was the highest attendance to our EarlyON programs.
- EarlyON participants made Christmas cards for the Friendship Centre Meals on Wheels and Christmas meal delivery to brighten Christmas spirit in those receiving the meals.
- Added 1 Saturday programming a month to our EarlyON program starting in January.
- Child Care Centre made it until the last week of December with no COVID positive cases in all of 2021
- EarlyON play and swim was successful with 100% attendance
- There were 3 pool rentals over the Christmas holidays
- There were 2 sponsored swims thanks to Don Hamilton Real Estate over the Christmas holidays

- DCVI swim team secured a coach and began practicing twice a week. We are also hosting an Avon Maitland District high school swim meet February 3, 2022
- Aquatics year in review:
 - Quarry:
 - New safety signage at the quarry including general rules, specific rules for attractions, depth signs for entering water, admission signage
 - Exceeded budgeted revenue for quarry admissions
 - Provided swim kids lessons, Levels 5 to 10, Bronze Medallion and Bronze Cross course
 - Aquatics Centre:
 - 238 children registered in swimming lessons over 3 sessions with capacities in place, preschool swim lessons, swim kids (both private and group lessons) and a Water Safety Instructors course
 - Developed and implemented the annual training plan for lifeguards & SEE audits to enhance staff training sessions
 - Full use of new booking system Activenet for online registrations for all aquatic programs, passes, communications and reports
 - Onboarded a full part time staff compliment in September, held orientations, training and shadow shifts September/October.
- Youth and Recreation in Review:
 - The Youth Centre opened in October having 51 members registered for programming and will continue to accept members through the current school year.
 - Six of the seven Optimist sponsored skates have occurred with half being full and having waitlists. On average the rink is seeing 60 individuals each skate. The seventh sponsored skate has been postponed until the PRC re-opens.
 - The Tiny Tots Skate program was successfully cross promoted with EarlyON and is seeing upwards of 10 families accessing the program at one time.
 - Summer Camp PRC was successful in filling 228 of the available 234 spots or having a 97% fill rate.

Facility/Projects:

Summary of completed capital projects in 2021:

- Replaced Scissor Lift
- Replaced HVAC unit servicing Youth Centre, installed UV Light filtration technology
- Replaced Walk-in fridge cooling equipment in Community Centre
- Replaced Blue Rink Scoreboard
- Replaced Dectron Evaporative Coils
- Replaced Refrigeration Plant operating software
- Replaced Sliding Doors Entrances B and D
- Installed power capacitor bank

Summary of 2021 approved projects not yet completed:

- Replacement of HVAC units for change rooms, End Zone – delayed by supply chain/manufacturing
- Commercial dishwasher replacement in Friendship Centre kitchen – delayed by supply chain/manufacturing
- Replacement of pool boilers – delayed by supply chain/manufacturing

Senior Services

- Senior Services provided 300 Christmas meals for residents through the Christmas Lunch Drive Thru/Delivery. 25 meals were “gifted” by residents to residents who may not have been able to afford the meal, or who may have been experiencing a difficult December.
- Senior Services have started planning 2022 fundraisers. Events will follow any changes in Public Health regulations.
- Senior Services supported the Salvation Army in their annual Christmas Hamper program. Due to lack of space at the Salvation Army the Town Hall Auditorium was utilized for sorting and packing and the Friendship Centre was used for distribution. Staff will plan to meet with organizers to debrief 2021.
- Evening Pickleball at DCVI, as well as the hall walking program at DCVI, is on hold until further information is received from the school board. Pickleball was scheduled to return January 4, 2022. Avon Maitland had approved use of gym spaced for the community, while hall walking was still pending approval.
- Staff have been unavailable to make the St. Marys United Way meeting in both December and January, however, continues to support the Nourish Market.

Impact/Feedback:

- From a Facebook post: “Wonderful day in St Mary’s last week. The people at St. Marys Museum were amazing and pulled some family history for me in advance, helped me locate where my GGG Grandfather lived and how to find ancestors in their beautiful cemetery. We had an incredible lunch at Social 31 where the chef paid several visits to the table and then enjoyed an afternoon of shopping in so many lovely local shops. Highly recommend. Will be going back to do more walking and exploring soon.”
- “I just wanted to thank you... your staff and volunteers at the Friendship Center for all of your hard work keeping St Marys seniors safe and engaged. I think what you do with the services you provide to seniors of all ages is just amazing. I’m not sure how my mum and I would have fared especially prior to vaccination without your help...”
- From Canmore, Alberta regarding a research request submitted by one of their family members: “Wanted to let you know how far-reaching the impact of your work is and how it brought our family together to learn about our relative from St. Marys. It is so important to have younger generations working to share this information with families connected to the St. Marys area. We are excited to come visit St. Marys someday and will be making a trip to the Museum.”
- From a parent attending EarlyON “Jess, thank you for providing such an amazing program we are excited to attend each week. We are lucky to have you”
- From a parent attending EarlyON “we appreciate all your hard work and your timely communication, you are always so quick to let us know of changes happening”
- From parent at Child Care Centre “sending all the staff my greatest appreciation for all you have done over the past year, it was so reassuring knowing you all were doing your very best to take of our children and keeping them safe”
- From parent at Child Care Centre “Thank you for continuing to be there for the families in this community, you truly are a blessing to have” Aquafit participant- Many thanks. Aquafit makes a big difference in my life right now. Thanks for helping me.
- Aquafit participant- I have enjoyed the aqua fit so much this month and the instructor is great!! Thanks so much for helping me register.
- Public Health Inspector- Thank you for always having everything in place and for keeping your pool in such great condition!

- From Camp PRC survey – 92% of participants rated the camp 4 out of 5 stars or better (57% ranked it 5/5)

Program Statistics:

- Child Care Centre was able to bring in 4 new families from the waitlist in January as well as 3 new children for our B&A program at Little Falls
- There were 19 archival research appointments booked in December.
- Museum Staff responded to 11 archival research requests in December.
- 2021 Museum Facebook page followers: 1324 to 1435 in 2021
- Total 2021 Museum and Archives attendance was 1060. This is down from 5864 in 2019, but the museum was fully closed for 6 months, and open part-time for archives appointments only for 2 months.
- December Pool Program Stats: 1141 aquafit/aqua light, 336 lanes, 721 family/public swim

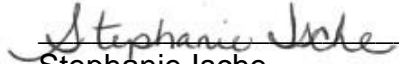
Picture St. Marys Visits

Year	Visits to Site	Visitors to Site	Top 5 Countries
2021	17,546	14,568	Canada (65%), USA (29%), UK (1%), AUS (.9%), Ireland (.5%)
2020	13,168	10,344	Canada (85%), USA (11%), UK (1.5%), AUS (.7%) Germany (.26%)
2019	9,920	7,391	Canada (83%), USA (9.4%), UK (1.8%), AUS (1.8%), India (.7%)

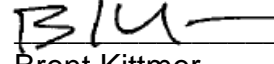
Service	October 2020 Clients Served	October 2021 Clients Served	October 2020 Units	October 2021 Units
Hot Meals on Wheels	17	14	203	172
Frozen Meals on Wheels	13	16	151	136
Community Dining	105	71	173	99
Telephone Reassurance/Social Connection	28	26	447	323
Grocery Shopping/Food Delivery	6	15	11	31
Fitness	56	118	145	651
Social Phone Program	36	16	89	37

REVIEWED BY

Recommended by the Department


Stephanie Ische
Director of Community Services

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Corporate Services

Date of Meeting: 25 January 2022

Subject: COR 03-2022 January Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 03-2022 January 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

- Reserve policy concepts were brought forward to Council in December – the actual policy will be tabled for consideration in February
- Residential Tax Strategies – a comparison chart has been produced and shared as part of the 2022 budget deliberations. It will be updated based on any Council direction and be used as part of future strategic priorities deliberations
- Asset Management Plan – The updated timelines are due July 1, 2022 – staff will be progressing on this in the first and second quarters of 2022.

KPMG – Reduce Financial Exposure – Community Services

- New software (Activenet) was launched in 2021. Processes were updated and finance staff are completing weekly reconciliations.
- Due to staffing changes, further work with Community Services finance processes and procedures will continue into 2022
- Updates to the Daycare software will be launched in 2022 in conjunction with the ERP project

KPMG – Modernize Finance Work Processes

- Information Systems Strategic Plan was presented to Council in November 2021. Council approved the recommendation of implementing an Enterprise Resource Planning (ERP). Staff has developed a plan and applied for Modernization funding. A supplier is expected to be selected by March 31st, implementation of phase 1 will take place throughout the rest of 2022.

Tourism & Economic Development

- The Town's new Tourism website was launched in May 2021
- The Town launched 2 business grants in 2021 and 1 in partnership with RTO4 to assist our local businesses with COVID related pressures
- Staff have completed several large funding applications for 2022 Tourism related projects – namely the revisioning of the "Flats" and implementation of our Wayfinding Strategy.

Monthly Division updates:

Finance Division:

- Property Tax supplementary revenue for 2021 \$403,701 (2020 \$192,500)
- Property Tax write-offs/adjustments for 2021 -\$16,700 (2020 -\$142,500)
 - As of December 31, 2021, only 1 property remains under assessment appeal, and 2 properties have outstanding requests for reconsideration
- Property Tax Receivable 2021 \$786,746; 5.0% of total taxes levied (2020 \$539,926; 3.5% of total taxes levied)
- 2021 accounts payable – 2,312 payments processed (67% using EFT, 33% using cheque)

Information Technology Division:

- 2nd annual cyber security audit performed in 2021
- Recruitment for IT vacancy completed at the end of 2021

Communications Division:

Media Relations

Total # of Media Releases (Stories sent to news outlets)	Total # of Media Mentions (Stories, photos, etc. published by news outlets)	Total # of Media Outlets (Newspapers, radio and television stations, websites, etc., that covered St. Marys stories)
132	311	21

- Produced a total of 132 media releases, resulting in 311 media mentions
- Stories about the Town of St. Marys were covered in 21 publications, from smaller, local outlets (St. Marys Independent, St. Marys Radio) to mid-size media companies (London Free Press, Toronto Star) to major news networks (CBC, CTV)
- St. Marys was also mentioned on large, online media platforms like Buzzfeed and Yahoo News

Traditional Advertising

Total # of Print Ads/Publications	Total # of Radio Ads
91	6

- Print
 - Produced 91 print ads and publications (posters, flyers, brochures, etc.)
 - Expanded our weekly Stonetown Crier column from COVID-19-specific information to more general, municipal updates
 - Started monthly Stonetown Supports ads with a new area of focus each month to help connect residents with local and regional service providers
- Radio
 - Produced 6 unique radio ads, including a 30-second tourism ad in July that ran 150 times on two stations, reaching over 47,000 listeners

Digital Advertising

Total # of Digital Ads (Facebook, Instagram, Google, etc.)	Total # of Users Reached by Ads (Number of times users saw ads on our digital platforms)	Total # of Engagements/Outcomes (Likes, comments, link clicks, direct messages etc.)
26	256,939	12,099

- Facebook remained the primary tool for digital advertising, but Instagram and Google were used as part of a summer tourism campaign, with excellent results:
 - The Facebook/Instagram ads reached 60,157 users and resulted in 3745 website visits
 - The Google ads reached 9,031 users and resulted in 433 website visits

Website

Total # Website Visits	Total # of Revised Pages	Total # of New Pages
875,540	76	10
Most Visited Pages	Number of Visits	
COVID visitor screening forms	94,330	
Library	82,374	
Quarry	55,731	
Aquatics Centre	17,578	
Current Opportunities (Jobs)	15,093	

- Worked with our web provider to ensure that all pages on the website are accessible to current provincial standards
- Used social media to encourage users to subscribe to the website for regular updates on projects, events, news, and alerts

Social Media

Platform - Owner	Total # of New Followers	Total Followers
Facebook – Town of St. Marys	531	6,200
Facebook – Pyramid Rec Centre	129	3,400
Facebook – Friendship Centre	462	462
Twitter – Town of St. Marys	111	2,300

LinkedIn – Town of St. Marys	185	199
Instagram – Town of St. Marys	350	1,850
Instagram – Youth Centre	Data not provided	283

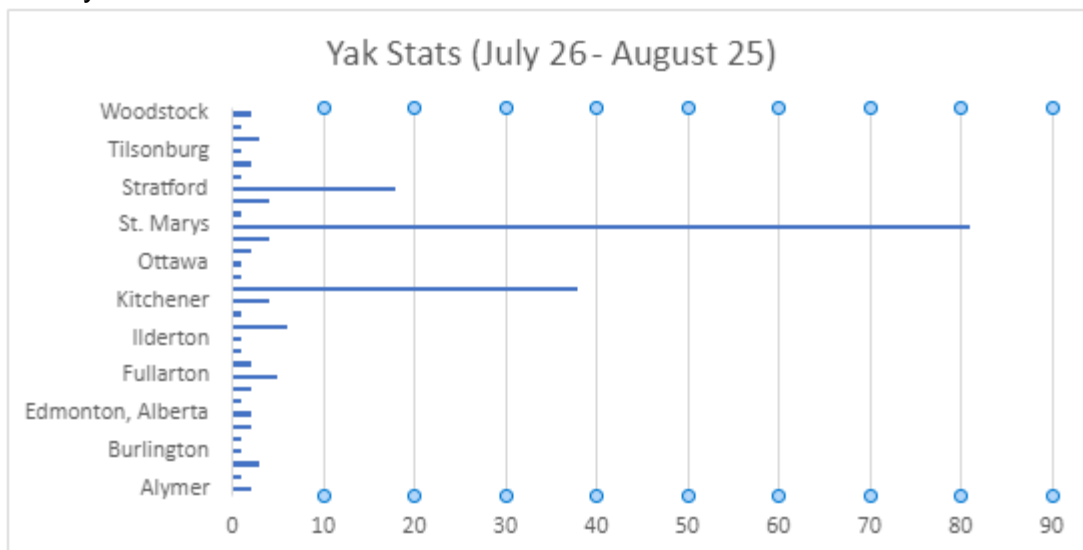
- 2021 saw steady growth on the Town's social media accounts, with Facebook still being the most popular platform
- A new Friendship Centre Facebook page was launched on June 8 with a contest to gain new followers.
 - The goal was to reach 300 followers by June 24
 - Reached 338 by contest end and awarded \$100 in St. Marys Money to the winner
- The Town's LinkedIn account was revived for use as a recruitment tool; it will continue to be developed over the next year

Tourism and Economic Development:

- Worked with IT to establish the self-serve system at the VIA station.
- Developed a new staff manual for VIA staff with the addition of GO and transition in operations. Received input on the manual from both VIA and GO staff.
- Staff are working with the St. Marys Independent Newspaper on the development of a 2022 Visitors Guide. Launch date is January or February. Developing a plan for distribution across Ontario.
- Hired two VIA Attendants to fill two vacancies.
- Staff met to develop a project planning strategy for the New Year to work on the Flats project.

Highlights for the division in 2021:

- Business Grants:
 - Worked with the Business Task Force to disseminate two grant programs through the Town to support local businesses in the pandemic.
 - Partnered with RTO4 to launch funding to support regional businesses in the tourism sector.
- 'Yak Shack:
 - Staff in partnership with the library developed the 'Yak Shack program. Received funding from the community foundation and donors, from construction to program development the program launched at the end of July. The kayaks were borrowed 195 times.
 - Produced and launched a video series in support of the 'Yak Shack to communicate safety.



- Discover St. Marys Website:
 - Launched Discover St. Marys tourism focused website in May and developed marketing initiatives to promote the site once the Provincial lockdown had ended.
- Picnic Table Art project and Take It Outside Picnic Box
 - Utilized ten Town picnic tables and retained local artists to create a piece on the table which was then placed in the community. Each table was highlighted on the Town's social media pages and contained a QR code for visitors to read about the art and artist.
 - Launched the Take It Outside picnic program in partnership with Cascades to support our local food establishments.
- Regional Cycle Tourism:
 - Partnered with Destination Stratford and Perth County Tourism on a membership with Ontario By Bike to promote the region for cycle tourism.
 - Building a strategy to continue to improve cycling infrastructure, communication and access to businesses while travelling by bike in the region.
 - Created Cycling Influencer series for social media
- St. Marys Money:
 - Launched the St. Marys Money program in June 2021.
 - To-date we've sold \$8,760 St. Marys dollars.
- VIA and GO
 - Welcomed the arrival of GO service through St. Marys Monday through Friday on a two-year pilot beginning in October 2021.
 - Transitioned to a self-serve operation for ticket sales, staff continue to be on site to assist patrons.

Events

- Returned to planning of Homecoming-Heritage 2022
- Promoted Coca Cola holiday truck visit
- Designed Christmas ad campaign
- Developed and promoted Holiday Home Tour
- Fundraised for WinterLights and added new spotlight feature to the display
- Promoted and live-streamed Rotary New Year's Eve fireworks
- Began work to outsource WinterLights creation and Milt Dunnell Field redevelopment
- Designed and promoted special edition Christmas sleeve for St. Marys Money
- Assisting with design work for promotional items, ads, posters, etc.

Event highlights from 2021:

- Launched and promoted "Strong as Stone" good citizen recognition program
- Developed Canada Day commemoration virtual programming

- Spearheaded committee for Indigenous truth and reconciliation – assisted in development of Truth and Reconciliation Day commemoration, t-shirt and flag production
- Assisted Museum with promotion and execution of in-person Doors Open event
- Developed new “Parade of Pumpkins” in-person event
- Developed Remembrance Week in-person and virtual events, worked with Legion and ANAF on their own events to ensure safety
- Worked with Kinsmen on in-person traditional Santa Claus parade
- Raising over \$16,000 in sponsorships for this year’s WinterLights (more than double the amount from before having an Events Co-ordinator), developing a plan for new displays

VIA and GO


Summary of train station activity, Dec 2021: Phone calls/ Travel Inquiries = 46; Total GO passengers = 97 (40 departure, 57 arrival); total GO tickets printed at station = 1; Total VIA passengers = 189 (90 departure, 99, arrival); total VIA tickets printed at station = 4

SPENDING AND VARIANCE ANALYSIS

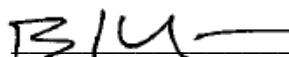
None to report.

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 Stratthdee and Members of Council
Prepared by:	André Morin, Director of Corporate Services / Treasurer
Date of Meeting:	18 January 2022
Subject:	COR 02-2022 Access to Recreation Policy

PURPOSE

To provide Council with the draft access to recreation policy for discussion and consideration for approval.

RECOMMENDATION

THAT COR 02-2022 Access to Recreation Policy report be received; and

THAT Council approve the Access to Recreation Grant Policy.

BACKGROUND

At the December 7, 2021 Special Meeting of Council, staff provided an overview of the research and information collected in relation to an access to recreation policy. Council passed the following resolution:

THAT COR 43-2021 Access to Recreation Grant report be received; and

THAT Council direct staff to add \$5,000 to the 2022 Budget and to prepare eligibility criteria and an application process in order to launch the Access to Recreation grant program in January 2022.

REPORT

Based on the feedback received, staff have attached a draft policy for the consideration of Council. The main topics contained in the policy are summarized below:

Grant Details:

- Up to \$100 will be available per individual per calendar year
- \$5,000 in total is available for the program in 2022

Eligibility:

- Must be a resident of St. Marys
- Any age, however, the application must be completed by an adult age 18 or older
- A Canadian citizen, permanent resident of Canada or refugee.
- Have a maximum household income based on family size that falls within the ranges shown in the chart below. Income ranges are based on the latest Statistics Canada before-tax low-income cut-offs (LICO):

Family Size	1	2	3	4	5	6	7+	Town Pays – Access Grant Maximum
ANNUAL HOUSEHOLD INCOME	Up to \$18,325	Up to \$22,814	Up to \$28,046	Up to \$34,053	Up to \$38,621	Up to \$43,559	Up to \$48,496	\$100
	\$18,326 to \$32,069	\$22,815 to \$39,925	\$28,047 to \$49,081	\$34,054 to \$59,593	\$38,622 to \$67,587	\$43,560 to \$76,228	\$48,497 to \$84,868	\$50
	Above \$32,070	Above \$39,926	Above \$49,082	Above \$59,594	Above \$67,588	Above \$76,229	Above \$84,869	\$0

Eligible Activities:

- The eligible activities are meant to be broad and include recreational, leisure, arts, and cultural activities and programs.
- The grant may also be used to cover supplies, equipment, manuals, examination and other administrative fees.
- Activities and programs may take place outside the Town

Administration:

- The Director of Corporate Services/Treasurer will administer the program and will provide grant approvals within the scope of the policy
- Applications will be available online or in paper copy at Town Hall, MOC, and PRC
- Staff will be available to assist with applications
- Payments will only be made directly to the program/service provider

Communication:

- Multiple avenues will be used to launch and advertise the program, including traditional and virtual resources. As well, the Town will leverage our partners to ensure they can direct any of their customers/clients to the program.

If approved, staff will launch the program as soon as possible and would attempt to coordinate with the re-opening of many of our recreational programs. As with any new grant/subsidy program, staff will monitor the success and challenges from the applicants and the administration. Recommendations for improvements to the program will be brought forward to Council as needed.

FINANCIAL IMPLICATIONS

The budget for 2022 for the program is \$5,000. Finance division staff, along with assistance from other Town departments, will administer the program within our current resource allotment.

SUMMARY

The Town has approved creating an Access to Recreation grant program. The draft policy has been drafted by staff and is being recommended to Council for approval. The access to recreation grant would provide eligible residents with up to \$100 towards the participation in recreation, leisure, arts or cultural activities.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Recreation and Culture
 - Access to recreation by all residents

OTHERS CONSULTED

Roupen Yeremian, Finance Clerk

Brett O'Reilly, Manager of Communications

Community Services Leadership Team

ATTACHMENTS

Access to Recreation Grant Policy - DRAFT

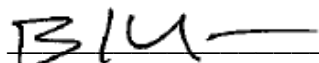
REVIEWED BY

Recommended by the Department



André Morin
Director of Corporate Services/Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

Access to Recreation Grant Policy

Policy Statement

The Town wants to reduce barriers for our residents' ability to access recreational programming and activities.

Scope

The Access to Recreation Grant Policy applies to all residents of the Town of St. Marys that meet the eligibility requirements. The policy is applicable to all recreational, leisure, arts, and cultural activities.

Purpose

The purpose of the Access to Recreation Grant Policy is to provide residents that meet the eligibility requirements a grant (i.e., fee assistance, subsidy) to access to recreational, leisure, arts, and cultural programs for those who are experiencing economic barriers.

Guidelines

Financial assistance of up to \$100 per individual per calendar year is available. In addition to registration fees, the Access to Recreation Grant may be applied to supplies, equipment, manuals, examination, and other administrative fees related to eligible programs.

For programs offered by the Town of St. Marys, the Access Grant, if approved, will be applied to the residents' recreation account. The resident will be required to register for a recreation account if none exists for the Access Grant to be applied.

For programs not offered by the Town of St. Marys, the grant will be paid directly to the program or service provider upon proof of registration. In relation to supplies, equipment, etc. that qualify for subsidy, all efforts will be made to pay suppliers directly; however, the Town will work with the applicant for direct payment under reasonable circumstances and proof of purchase will be required.

The grant cannot be transferred to future years or refunded.

To qualify for the Access Grant, you need to re-apply every year.

Applications can be accepted all year, but our funding year runs from January 1st until December 31st. Applications received after November 30th, we will consider your application in the next funding year, starting January 1st.

Financial assistance is conditional on available funds during funding year.

You may be eligible for the Access to Recreation grant if:

- You are a resident of the Town of St. Marys.
- The applicant, either for themselves or for their household, is of the age of majority of the Province of Ontario (18 years of age or older).
- A Canadian citizen, permanent resident of Canada or refugee.
- A person who is in Canada temporarily, such as an international student or foreign worker, are not considered permanent residents of Canada and do not qualify for the Access to Recreation Grant program.
- Have a maximum household income based on family size that falls within the ranges below. Income ranges are based on the latest Statistics Canada before-tax low-income cut-offs (LICO):

Family Size	1	2	3	4	5	6	7+	Town Pays – Access Grant Maximum
ANNUAL HOUSEHOLD INCOME	Up to \$18,325	Up to \$22,814	Up to \$28,046	Up to \$34,053	Up to \$38,621	Up to \$43,559	Up to \$48,496	\$100
	\$18,326 to \$32,069	\$22,815 to \$39,925	\$28,047 to \$49,081	\$34,054 to \$59,593	\$38,622 to \$67,587	\$43,560 to \$76,228	\$48,497 to \$84,868	\$50
	Above \$32,070	Above \$39,926	Above \$49,082	Above \$59,594	Above \$67,588	Above \$76,229	Above \$84,869	\$0

LICO values and ranges are updated annually by the indexation adjustment factor released by the Canada Revenue Agency in December in each funding year.

Town of St. Marys residents who are in receipt of Ontario Works, Ontario Disability Support Program (ODSP) benefits or Canada Pension Plan Disability (CPP-D) payments automatically qualify for the Access to Recreation Grant Program subject to verification.

Application Procedures

The application will be available online or through paper forms.

In case of applying for and presenting information on behalf of a household member who is 18 years of age or older, written authorization consenting to the release of this information on

his/her behalf must be provided. Any information provided will be returned to applicant or destroyed, as directed by the applicant.

Application Process

Residents are required to provide the following supporting documents for everyone 18 years and older in the household:

1. Proof of Income.
2. Proof of residency in the Town of St. Marys.
3. Proof of identification.

(1) For proof of income, the following is a list of acceptable documents:

- Latest Canada Revenue Agency Notice of Assessment or Proof of Income Statement (Option C printout) for each individual 18 and older. Even if income is NIL or \$0, the latest Notice of Assessment or Proof of Income Statement must still be provided.
- Latest Canada Revenue Agency Goods & Services Tax/Harmonized Sales Tax Credit statement showing family net income.
- Latest Canada Child Tax Benefit statement showing family's adjusted annual income.
- Government benefits statement such as: Ontario Works, ODSP, Employment Insurance, Old Age Security, Ontario GAINS, etc. or direct deposit statement displaying these benefits.

If any of the information above cannot be provided, Town staff will work with the applicant to determine what proof of income may be acceptable. The following are examples of possible acceptable proof of income documentation that may be considered:

- Current pay/income stubs for each adult with earnings.
- Other household income such as child or spousal support, rental income, etc.
- If you are a refugee: provide a copy of any government document that confirms you are receiving support under the Resettlement Assistance Program or Interim Federal Health Program. Anyone who has come to Canada as a refugee and is not sponsored by an individual, family, or outside agency/group will have their Access to Recreation application approved. Immigration papers cannot be accepted as proof of refugee status as they do not indicate that you are a refugee covered by these programs.

(2) Proof of residency in the Town of St. Marys:

- Property tax bill.
- Lease or mortgage agreement/statement.
- Rent receipts showing lessor's contact information, name of grant applicant (lessee), and address.

- Current utility bill.
- Current Child Tax Benefit statement.
- Valid Ontario Driver's License.

(3) Proof of identification for each household member:

- Birth certificate.
- Canadian citizenship or permanent residency card, or Refugee status documentation.
- Certificate of Indian Status.
- Valid Canadian Passport.
- Valid Ontario driver's license or Ontario Photo ID.

Authority

The Access to Recreation Grant Program is administered and approved by:

Director of Corporate Services / Treasurer
Town of St. Marys – Municipal Operations Centre
408 James Street S., St. Marys, ON
Phone: 519-284-2340, ext. 217

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
1	Jan. 25, 2022	Policy adopted by Council	RY/AM	AM	Council



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	André Morin, Director of Corporate Services / Treasurer
Date of Meeting:	25 January 2022
Subject:	COR 04-2022 Interim Tax Levy By-law

PURPOSE

The purpose of this report is to facilitate the passing of a By-law to authorize the collection of the interim property taxes for 2022.

RECOMMENDATION

THAT COR 04-2022 Interim Tax Levy By-law report be received; and

THAT Council consider By-law 05-2022 to authorize the collection of the interim property taxes for 2022.

BACKGROUND

The *Municipal Act 2001*, S.O. 2001, c.25, as amended, Section 317 provides that the Council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipality purposes.

The amount levied shall not exceed 50% of the total amount of taxes on the property for the previous year.

REPORT

As in the past, the Town of St. Marys will issue interim tax bills in late January 2022. The interim tax bill is calculated by taking 50% of the final 2021 property tax bill. It will have two (2) installments, first due February 28, 2022 and the second due May 31, 2022. The interim tax levy provides adequate cash flow to meet expenses required to operate the Town services and programs until the final municipal budget is passed and final tax levies are set. The final tax bill will also have two (2) installments due August 31, 2022 and October 31, 2022.

Penalty and interest will remain unchanged at 1.25% per month on overdue property tax levies.

FINANCIAL IMPLICATIONS

The 2022 interim tax levy is expected to have total billings of approximately \$6,400,000.

SUMMARY

The approval of the interim tax levy by-law is an annual requirement to authorize the Treasurer to proceed with the interim collection of property taxes prior to Council finalizing the annual budget and setting final tax levies.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED


Tax Collector

ATTACHMENTS

n/a

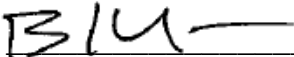
REVIEWED BY

Recommended by the Department



André Morin
Director of Corporate Services/Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	André Morin, Director of Corporate Services / Treasurer
Date of Meeting:	25 January 2022
Subject:	COR 05-2022 Temporary Borrowing By-law

PURPOSE

The purpose of this report is to recommend the adoption of an annual temporary borrowing by-law for 2022.

RECOMMENDATION

THAT COR 05-2022 Temporary Borrowing By-law report be received; and

THAT Council consider By-law 06-2022 authorizing temporary borrowing for the Town.

BACKGROUND

The *Municipal Act* provides Council and the Treasurer the authority to borrow funds from time to time to meet current expenditures, until the budgeted property taxes have been collected. In order for the Treasurer to borrow these temporary funds, an annual by-law must be passed.

Section 407 of the *Municipal Act* stipulates that the amount that may be borrowed at any one time shall not exceed from January 1 to September 30 of the year, 50 percent of the total, and from October 1 to December 31, 25 percent of the total of the estimated revenues of the corporation as set forth in the estimates adopted for the year.

REPORT

It is not expected that the Town will require any temporary borrowing in 2022, however, it is a best practice to have the by-law in place in case the need arises; and to ensure we continue to have authority to hold our current banking arrangements.

The Town has the following option immediately available through its banking agreement with BMO if temporary funds are required;

- \$2,000,000 operating demand loan
- Interest payable monthly at prime rate
- repayable on demand

FINANCIAL IMPLICATIONS

The Town has approximately \$10,000,000 in its general bank account as of the writing of this report. The first payment of the interim 2022 tax bill will be due on February 28, 2022.

It is not expected that any funds will be required to be borrowed for operational purposes in 2022.

SUMMARY

The borrowing by-law is recommended to be passed in order for the Treasurer to access temporary funds to fulfil the Town's operating requirements, if the need arises.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

n/a

ATTACHMENTS

n/a

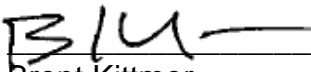
REVIEWED BY

Recommended by the Department



André Morin
Director of Corporate Services / Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Emergency Services / Fire Department

Date of Meeting: 25 January 2022

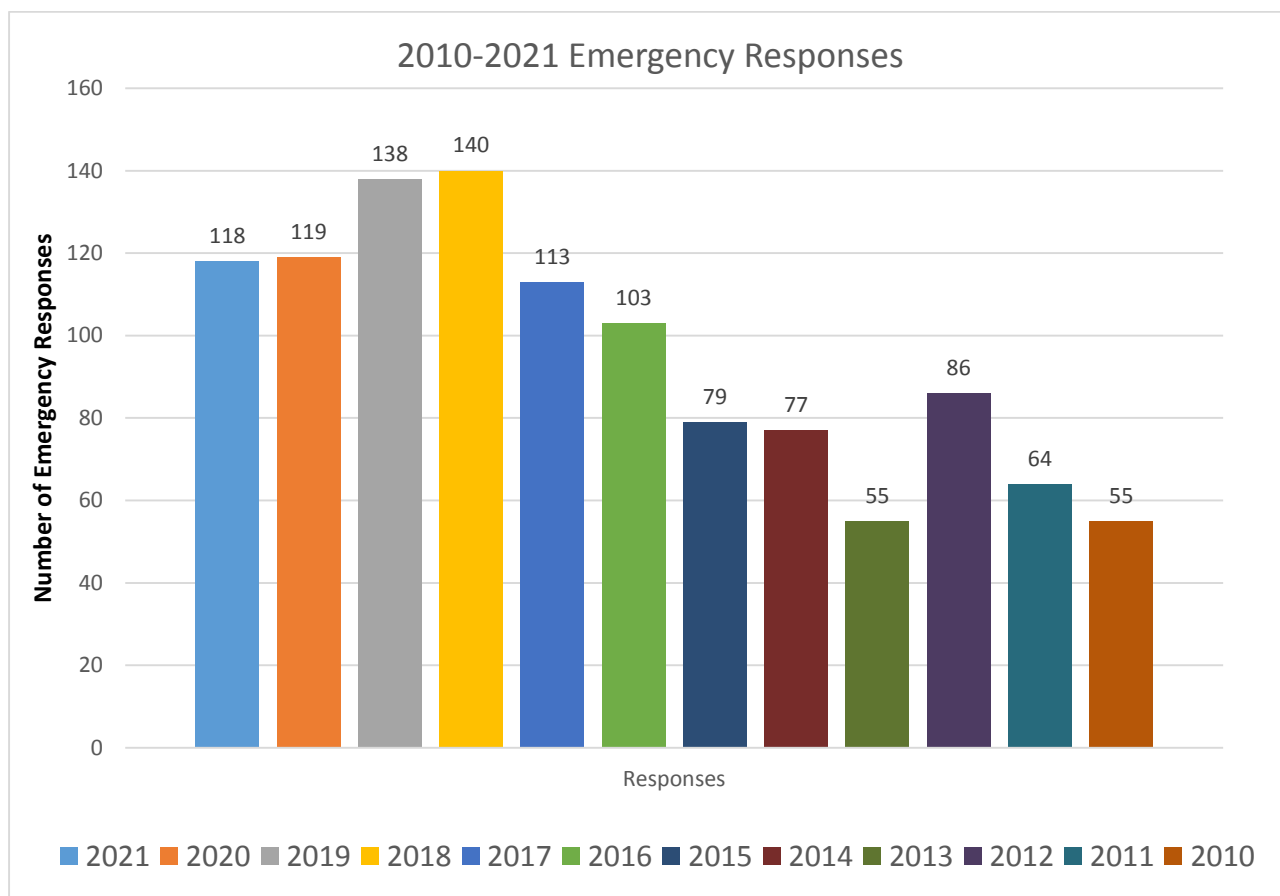
Subject: FD 01-2022 January Monthly Report (Emergency Services)

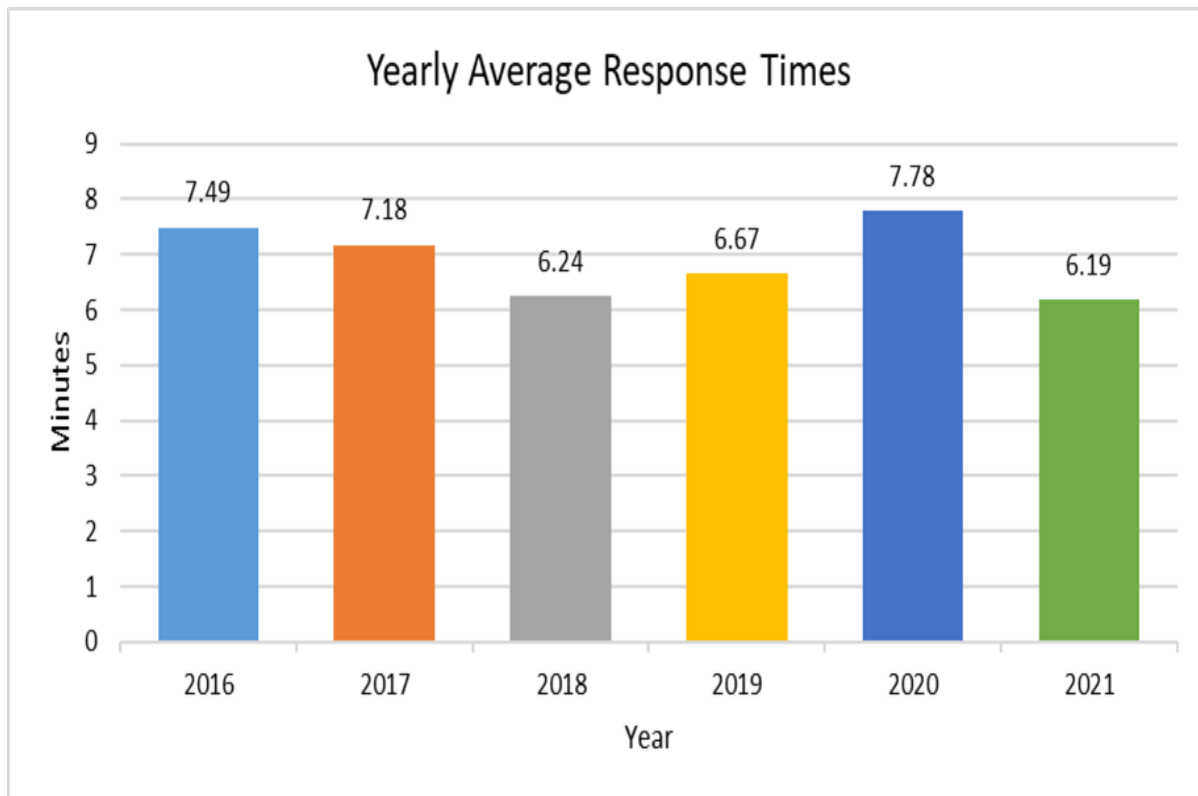
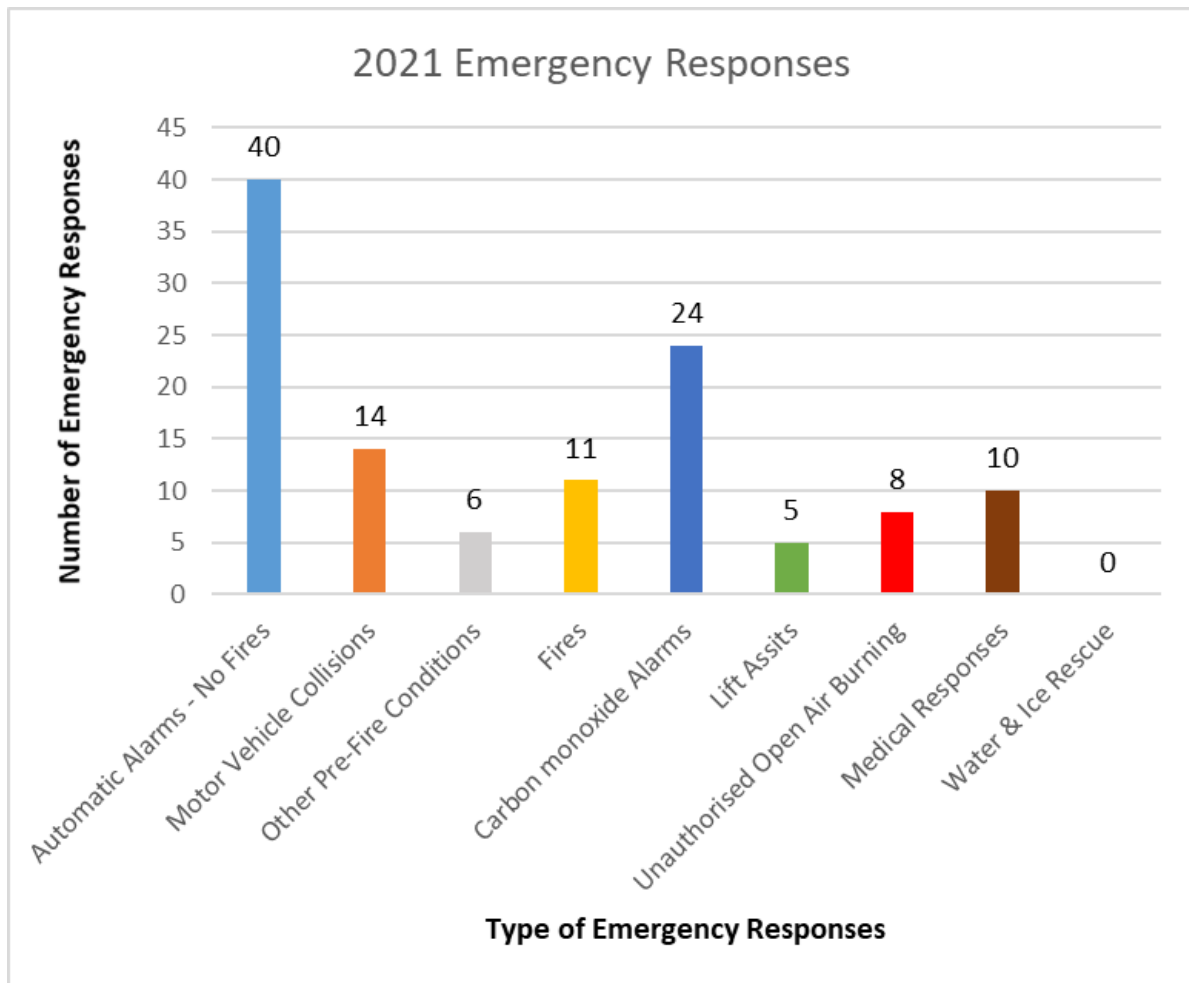
RECOMMENDATION

THAT FD 01-2022 January Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

The St. Marys Firefighters responded to 118 emergency calls for service in 2021, compared to 119 in 2020.





Average attendance of firefighters per emergency response call for 2021 – 19

Fire Chief attended 34 emergency responses alone. Cost savings of approximately \$27,564.48.

Year in Review 2021

During the year of 2021 the Chief Fire Prevention Officer accomplished the following:

Inspections

- 7 complaints
- 7 occupancy loads
- 6 licensing
- 61 Follow up and ongoing
- 9 Safety Concern
- 4 vulnerable occupancy fire drill, and 3 inspections
- 4 Fire Drills for Town owned buildings
- 56 Requests
- 112 Routine
- 18 Site visits (request for clarification regarding Ontario Fire Code)
- 1 electrical safety order

284 Total

Public Education

Fire Prevention week 3-9 October

- Social media releases
- Annual “Door to Door Campaign” 1000 home visited
- Display set up at Independent Grocery Store
- Fire Chief for the Day – Finn Reid was selected from more than 80 children who had entered a colouring contest to become the Fire chief for the Day. He received a certificate, Swag bag, tour of Fire Hall, fire truck ride.

Other events

- CTV News Interview and article Life and Death: Town’s Fire Chief speaks out amid spate of home blazes.
- Cottage Fire Safety
- CO Awareness Week
- “Change your Clock” events times 2

Programs

- Fanshawe Mentorship Program

Personnel

- Captain Dale Robinson retired on the 3rd of January 2022. He served the Town of St. Marys as a volunteer firefighter for 32 years.
- Lieutenant Phil West was promoted to Captain on the 3rd of January 2022.
- Firefighters Ian Edwards, Matt Smale and Sarah Black resigned.
- Firefighters Greg St. Clair, Neil Lippert and Connor Byers were hired.

Training

- NFPA 1006 Technical Rescue (2 personnel)
- NFPA 1002 Pump Operations course (1 person)
- NFPA 1521 Incident Safety Officer (3 personnel)
- Advanced Auto Extrication Course (8 personnel)
- Shore Base Water Rescue Training (24 personnel)
- Church Street South and Zorra Township Fire House training
- Responding to animals left in Motor Vehicles (23 personnel)
- Naloxone Training (23 personnel)
- Ice Water Rescue Training (24 personnel)

Charity

- Pork Chop Drive by Dinner 23 October
- Two Cindy's Law events 02 & 31 October
- Pumpkin Patch Event 01 November
- Canada Day Parade 01 July, Santa Claus Parade 27 November
- Youth Council Toy Drive 27 November

Highlights

- Moved into the new Fire Hall 13 February 2021
- Council approved the purchase of a new Two Door Commercial Top Mount Enclosed Pumper 14 December 2021
- Owen Sound Police Dispatch service 5 January 2022
- Updated the current Fireworks By-law

Donations

- Total received: \$56,172
- Fire Department was able to purchase the following items:
Firefighter helmets, Globe leather boots, portable radios, headsets, Nomex wildland firefighter coveralls, IFSTA textbooks & DVD's, two lap top computers, 38mm and 45mm nozzles, awning for Rescue truck, Bullseye Laser Fire Extinguisher training system, Wye gate valves, Hydrant gate valves, hard suction hose and strainer, personnel lockers, tools and plaques.

Emergency Responses

During the month of January (01 January – 14 January 2022) the Fire Department responded to 4 emergency responses most notably:

- Mutual Aid Response – One Tanker & four personnel - Mitchell
- CO Alarm – 1 St. Marys & 1 Perth South
- VSA – 1 St. Marys

During the month of January (01 January – 14 January 2022) the Chief Fire Prevention Officer accomplished the following:

Inspections

- 12 Routine
- 1 Site visit (request for clarification regarding Ontario Fire Code)
- 1 Home visit: Smoke/CO inspection outdated, and replacement required.
- 1 Home: Smoke/CO Loaner Program initiated. 2 Smoke and 1 CO alarms. Owners are now compliant.

15 Total

Public Education

Article for Independent Newspaper regarding 2 fires in the USA days apart that saw 31 people parish including 17 children. Fires that were determined to be preventable.

Fire Dispatch Services

- Wednesday the 5th of January 2022 we successfully transferred the Fire Dispatch Services from Stratford Fire to Owen Sound Police Dispatch Services.
- For the most part it was a seamless transition.
- Paging and communications were loud and clear.
- There will be some growing pains as we adopt to Owen Sound's way of conducting business.

Who's Responding

- Wednesday the 5th of January we successfully transferred the Active 911 App to Who's Responding App. In addition to being paged out, Who's Responding allows firefighters to receive an alert and information about an emergency response call on their phones.
- I am in the process of working with IT to install a TV Screen in the Bunker Gear room. The purpose of this would be when the firefighters are paged out and arrive at the fire hall to get dressed and proceed to their respective apparatus, they would be able to have one last look at the TV screen with all the Who's Responding information on it. This would include the type of call, address, number of firefighters responding, closest water sources (hydrants and underground water sources in Perth South).

Donations

- Marty Thomson of Don Hamilton Real Estate graciously donated \$4,500 to the fire department.
- The funds will be used to purchase a 911-RK Super Duty Air Chisel Kit. Our old air chisel kit was taken out of service in early 2020.

Firefighters without Borders

- The St. Marys Fire Department donated all the old firefighter boots to Firefighters Without Borders.
- The Fire Department received a donation last year to purchase new firefighter boot.

New Pumper

- Fire Chief is currently arranging a meeting with Safetek representatives to review all the extra items that are required to bring the new Two Door Commercial Top Mount Enclosed Pumper up to St. Marys Fire Department standards.
- Safetek have several other contracts they are dealing with in addition to ours.
- Fire Chief will work with Safetek to keep the additional charges to within \$50,000.

SPENDING AND VARIANCE ANALYSIS

- Who's Responding Annual Charge for services- \$904

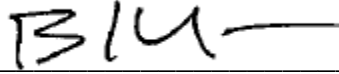
REVIEWED BY

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: 25 January 2022

Subject: HR 01-2022 January Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 01-2022 January Monthly Report (Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Recruitment

- Currently recruiting for 2 contract File Clerks.
- Completed the recruitment for an IT Workstation Administrator, Arena Attendants, Recreation Attendants and VIA Attendants.
- Completed one exit interview with a departing childcare staff.

Employee Engagement

- Wrapped up a successful 2021 United Way Campaign with a total donation of \$3,823
 - 2020 - \$1,765
 - 2019 - \$2,958
 - 2018 - \$2,120
- Onboarding one new STEAM Member and working with the committee to set 2022 priorities

HR Systems

- Conducted an online, all staff meeting to roll out the final results of the 2021 Job Evaluation/Compensation program to staff. Working through one staff appeal.

Health & Safety/ Training

- HR Generalist attended & completed JHSC Certification training – Part 2.
- Training with the HR Generalist on payroll processing, start to finish.
- Reported two workplace incidents to WSIB. One dating back to 2021 and the other from January 2022. Sending out training material to the Senior Leadership Team to review with their staff as a re-fresher on what to do in the case of a workplace injury.
- Complied year-over-year Team Member Health and Safety statistics – Attached.
- Connected with HRdownloads to work through technical issues reported by new employees attempting to complete their training – issue resolved, training completed.
- Tracking and reporting Covid-19 related absenteeism across all Town Departments.
- In addition to the tests kits that were given to all staff prior to the Christmas break, we are currently distributing 2 Rapid Antigen Tests to staff on a case-by-case basis and who meet specific requirements to ensure they have the tools they need to come back to work quickly and safely.

- Attended a webinar on Equity, Diversity & Inclusion in the Workplace.
- Conducted Electronic Timesheet module training sessions for new staff.

Payroll

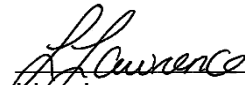
- Completed audits & balancing of entitlements, lieu & banked time for final payroll of 2021.
- Completed and filed Wage Enhancement Funding Grant payment and paperwork to the City of Stratford.
- Processed Record of Employments for staff who are off due to service reductions.
- Completed 2021 Year End closure of Easy Pay & InfoHR.
- Completed 2022 Set up of Easy Pay & InfoHR.
- Beginning T4/T4A processing.
- Completed Clearing Account balancing for Finance year end.

SPENDING AND VARIANCE ANALYSIS

None to report

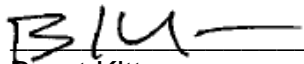
REVIEWED BY

Recommended by the Department



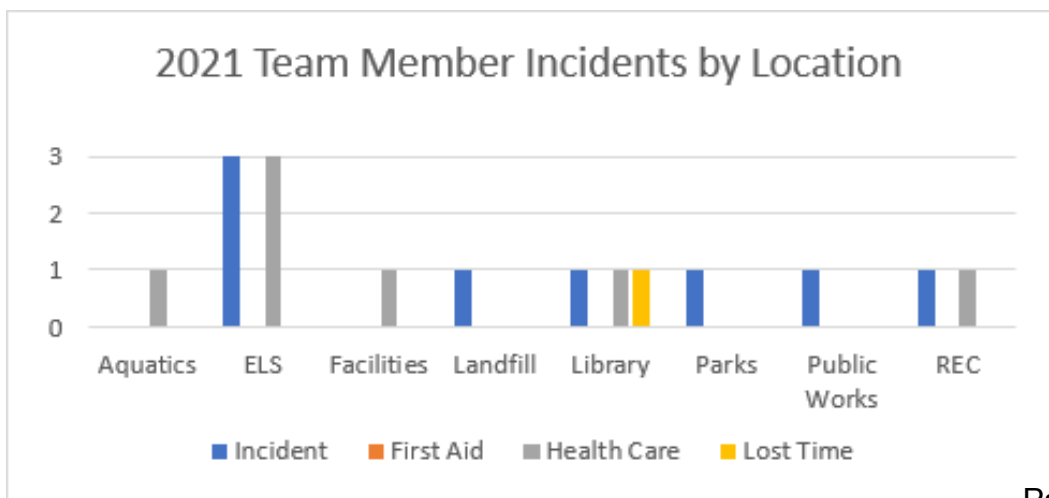
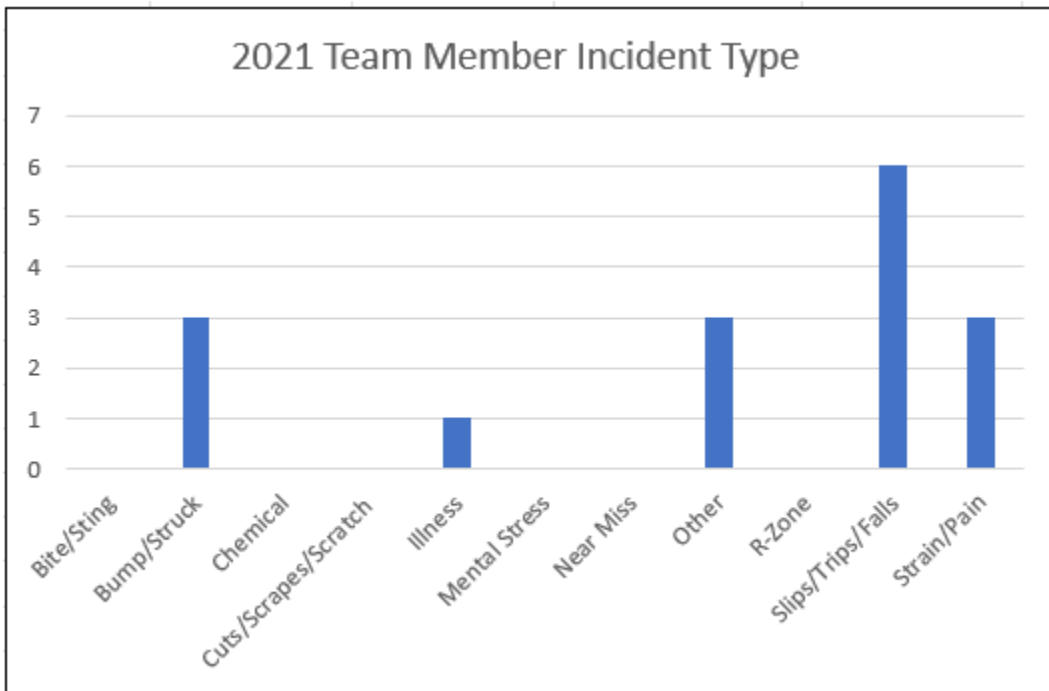
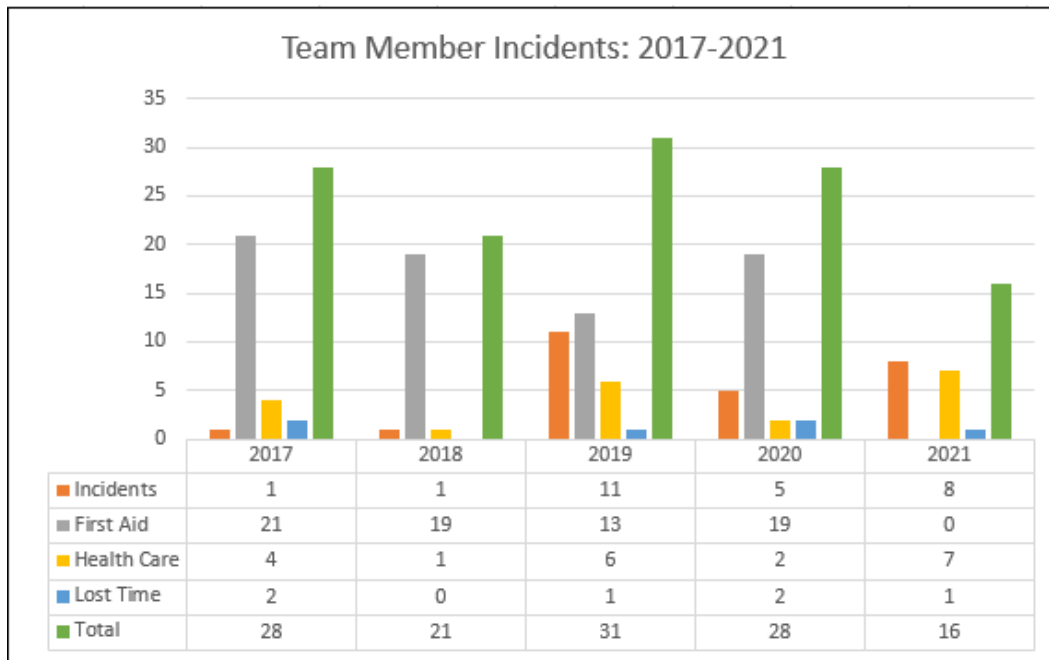
Lisa Lawrence
Director of Human Resources

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

2021 Health and Safety Statistics



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Public Works

Date of Meeting: 25 January 2022

Subject: PW 03-2022 January Monthly Report (Public Works)

RECOMMENDATION

THAT PW 03-2022 January Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- Green Committee
 - Amara Kartick, Climate Change Coordinator, attended the November Green Committee meeting, where the Committee asked that a task and priority list be created as it relates to the recommendations set out in the Green House Gas Reduction Plan.
 - Meeting scheduled for January 26, 2021, Committee to review the task and priority list.
- Traffic and Parking
 - Beginning to implement and sign the changes as per the second amendment to the Traffic and Parking By-law.
 - Installation of signage for snowmobilers detailing what is permitted / not permitted within Town boundaries.
 - Begin background work for a St. Marys Road Safety Plan.
- Playground Policy
 - The Town is required to create a playground policy, administration staff working with Parks Operators to create the first draft.
- Downtown On-Street Patio Policy
 - The Town implemented a downtown on-street patio program in 2021 as a pilot project. Council blessed a framework for 2021, which will now be converted into a policy for future use and application.

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

- Purchased items for 2022 capital projects where long delivery times are anticipated.
 - Advised from vendors that early purchasing saved considerable money for water and sewer items as prices were set to increase.
- Interim Operations Manager for OCWA starting mid-January for a period of approximately 9-weeks
- Well 1 Rehabilitation program and final pump tests completed. Well No. 3 scheduled for 2022 program (already under contract).
- Annual Water Tower Safety inspection to be completed in late January.

- Notified by Ministry of Environment, Conservation and Parks (MECP) of annual drinking water system inspection.
 - Currently compiling all system data to send for review.
- Supernatant Wetwell Pump failed Fall 2021 – was within the warranty period and is repaired by manufacturer. Continued operation managed with compatible spare pumps while being repaired. Repaired pump returned to site Mid-January 2022.
- Design engineering / tender development completed for Sanitary Pumping Station Upgrades resulting in a shovel ready project for 2023/2024.
- Automatic Bar Screen Auger failed and is awaiting machining repairs. Bar screen remains functional, with screening material being manually disposed until repairs can be made.

Public Works Operations

- Completing winter operations activities as required – working towards keeping sod damage to a minimum.
- Minor repairs to the existing fleet.
- Provide updated information to Service Ontario regarding the Town's fleet, and procurement of annual license plate stickers.
- Haul woodchips and leaf and yard waste to the Landfill.
- Move daycare furniture to the upstairs Cemetery chapel.
- Relocate Yak Shak away from the river
- Temp Berm installed at Grand Trunk Trail ditch near Wellington Street North
- Resecure manhole fronting 253 Water Street South
- Assist with various burials and cremation services
- Installation of new traffic and parking by-law signage, and snowmobile information signs throughout Town

Parks, Trails, Tree Management, Beautification

- Tree management, trail maintenance and playground maintenance are all ongoing
 - Parks operators completing tree pruning along the Riverview Walkway, and the Cemetery
- General maintenance activities as it relates to parks amenities including garbage cans being painted, repairs and painting of picnic tables, and repainting and minor repairs to the parks trailer
- Winterlights Program
 - Light displays removed the first week of January
 - Improvements made to the winter lights storage facility for better organization and access

Cemetery

- Between October 1 to December 31, 2021:
 - 9 Cremations (3 in columbarium, 6 cremation burials)
 - 7 Traditional Burials (5 with vaults, 2 with no vaults)
 - 10 Interment Rights sold (5 plots, and 5 columbarium)
 - 1 Name Transfer

Capital Projects and Engineering

- Tender preparation for 2022 operational and capital road related contracts.
- Preparation of communication plan for Wellington St. Reconstruction project
- SPA application review and comment
- Storm sewer mapping refinement and preparation for MOECC CLI-ECA

SPENDING AND VARIANCE ANALYSIS

Costs to be incurred for the deployment of additional snowmobile information signage. Total variance approximately \$3000, budget overage anticipated depending on replacements required after annual reflectivity testing.

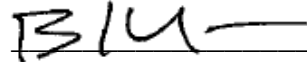
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

Public Works Department – 2021 Statistics

Work Order System Report (January 1, 2021, to December 31, 2021)

Work Order Type	Work Order Sub-Type	Number of Work Orders	# Complete	# Outstanding
Roads	Winter Maintenance	31	31	0
	Streetlight	54	32	22
	Sidewalk	21	16	5
	Traffic Sign	15	15	0
	Road Repairs	27	22	5
	Street Sign	3	3	0
	Radar Sign	2	2	0
	Road Alterations	2	0	2
	Sight Obstruction	1	0	1
	Line Painting	1	0	1
Water	Meter Inspection	156	69	87
	Water Distribution System	72	40	32
	Wells and Facilities	2	1	1
Waste Water	Waste Water Collection	14	9	5
Storm Water	Flooding	6	2	4
	Ditching	2	2	0
	Private Drain Connection	7	3	4
	Ponding	3	1	2
	Storm Water Management Ponds	1	1	0
	Catch Basin	2	1	1
Parks	Trails	11	10	1
	Tree Program	157	131	26
	Play Structure	2	2	0
	Benches	6	3	3

	Weed Inspector	6	6	0
Sidewalk	Adjacent Encroachment	1	1	0
	Sidewalk Panel Replacement	1	1	0
Landfill	Repairs/ Site Maintenance	2	2	0
Engineering	Subdivisions	2	1	1
	Utility Contractor	1	1	0
2021 Totals:		611	408	203

Solid Waste Collection, Management and Landfill

- 2021 paid landfill tickets (i.e., general public disposals) increased 17% over 2020 levels and has increased 39% over pre-pandemic levels
- Commercial disposals at the landfill site in 2021 increased 15% over 2020 levels and has increased 33% over pre-pandemic levels over the last two (2) years

Public Works and Parks

- 24 of road occupancy requests received and processed
- Approximately 41 winter events (considered a deployment of all winter maintenance equipment) between January 1, 2021, and December 31, 2021, whereas there were approximately 36 winter events between January 1, 2020, and December 31, 2020.
- Procurement of 870 tonnes of salt between January 1, 2021, and December 31, 2021, whereas the Town procured 1602 tonnes of salt between January 1, 2020, and December 31, 2020. Please note that the County of Perth utilized the Town of St. Marys salt storage from January to March of 2020.
- 549 Trees and shrubs planted between January 1, 2021, and December 31, 2021.
- 10 tree donation requests received, and \$1040.00 in donation funds processed and to be used in 2022.

Cemetery

- 70 Interments (27 traditional burials, and 43 cremations)

Geographic Information Systems and Engineering

- Locates Requests:
 - Total Locates: 1614
 - Total large Quadro locates (equivalent to 8 locates): 94
 - Total Equivalent Locate: 2366
 - Total Cleared Locates: 381
 - Average Turn-around Time: 4.2 days (regulation requires 5 days max)
 - Total locates over 5 days: 8
- Municipal Consents:
 - Total municipal consents: 103
- Concrete Repairs
 - Sidewalk Repairs: 356m²
 - Curb Replacement: 82m

- New Curb: 151m (Fire Hall)
 - Replaced Existing Sidewalk Ramps with Accessible Ramps with Tactile Plates: 10
 - Catch Basin Repairs: 5
- Asphalt Repairs
 - Asphalt Patch Repairs: 278m²

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Morgan Dykstra, Public Works and Planning Coordinator
Date of Meeting:	25 January 2022
Subject:	PW 01-2022 Award for RFT-PW-16-2021 Pruning, Removal and Disposal of Trees

PROJECT DETAILS

RFT-PW-16-2021 covers the provision of forestry maintenance activities inclusive of the pruning, removal, and disposal of trees on Town lands from 2022 to 2024. The Contractor will assist the Public Works Department in activities that the Department cannot facilitate.

The Contractor will help the Town achieve its quadrant pruning process, assessing the trees in the quadrant to determine their status (healthy/unhealthy) and decide if a tree needs to be pruned or removed (with Town approval). For example, the Contractor shall prune a tree if the tree has overhanging branches, impedes structures, obstructs traffic signs, sidewalks, sightlines, or has dead limbs with the overall goal being to improve the health of the tree and maintain safety objectives. The objective of remedial or restorative pruning is to prolong the useful life expectancy of the tree.

When considering tree removal, the Contractor shall consult with the Town of St. Marys to ensure the stipulations set out in the Forestry Management Plan are being followed, the removal of trees will take place under the following circumstances:

- The tree is dead or dying;
- The tree causes a hazard and needs to be removed to mitigate risk;
- Emergency work;
- Installation or reconstruction of Town infrastructure;
- At the discretion of the Director of Public Works, or their designate.

The Public Works Department has been actively using the Town's Work Order System as a means for directing the works of Town staff. To reach optimal utilization of the system, the next step is to integrate external Contractors. Meaning, that all requests for work are forwarded to the Contractor, who then will submit the work orders to the Town upon completion. Upon receipt the work order can be closed out, and if required, residents can be contacted regarding the work order. Furthermore, invoices will now include the work order number for proper reconciliation. The Town has been utilizing this method with the streetlight vendor for four (4) years, the new Forestry contractor will be required to participate in the process.

RECOMMENDATION

THAT PW 01-2022 Award for RFT-PW-16-2021 Pruning, Removal and Disposal of Trees report be received; and,

THAT the procurement for RFT-PW-16-2021 Pruning, Removal and Disposal of Trees be awarded to Davey Tree Expert Co. of Canada, Limited for the bid unit prices provided in Table 2. Bid Unit Prices of this report; and,

THAT Council consider By-Law 08-2022 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:

Table 1. Procurement Summary

Procurement Information	Details and Results
Procurement Title:	RFT-PW-16-2021
Tender Closing Date:	Thursday, December 23, 2021
Number of Bids Received:	One (1)
Successful Proponent:	Davey Tree Expert Co. of Canada Limited

Davey Tree Expert Co. of Canada Limited proposed the following bid unit prices per year:

Table 2. Bid Unit Prices

Type of Work	2022	2023	2024
3 Crew Members for the Removal of Trees	\$ 168.40 / hr	\$ 172.62 / hr	\$ 176.93 / hr
2 Crew Members for Pruning	\$131.08 / hr	\$ 134.36 / hr	\$ 137.72 / hr
Emergency Call out Price	\$ 183.51 / hr	\$ 188.10 / hr	\$ 192.80 / hr

Based on a four-year average (2018, 2019, 2020, and 2021), the Town requires the following number of hours of service from the Forestry Contractor:

- 67 hours / year for tree removals
- 281 hours / year for pruning

Taking into account the hourly rates provided by Davey Tree and the approximate hours of work, staff anticipates that the annual cost of the Contract per year is as follows:

Table 3. Approximate Annual Costs for RFT-PW-16-2021

Year	Cost Net. HST
2022	\$48,817.78
2023	\$50,243.21
2024	\$51,499.90

The proposed budget for 2022 is \$51,000, the approximate dollar figure being proposed is \$48,817.78, therefore there is an approximate reserve of \$2,182.22 which can absorb additional hours of service (if required), or emergency call outs.

Via a more methodic pruning process, and annual health reviews the Forestry Maintenance budget has been nominalized, today, the account is monitored, and staff spend the budgeted amount. Town staff will continue to monitor hours of service and adjust future operational budgets as required.

Davey Tree Expert Co. of Canada, Limited is the current service provider, and has demonstrated their ability to meet the demands of the forestry contract. The procurement document submitted by Davey Tree Expert Co. of Canada, Limited was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommend award of the project to Davey Tree Expert Co. of Canada, Limited.

FINANCIAL IMPLICATIONS

The funding sources for the above noted project in 2022 are as follows:

	Proposed Budget	Anticipated Costs
Forestry Program – Contracted Services Pruning (01-7180-6990)	\$36,000	\$37,502.56
Forestry Program – Contracted Services Removal (07-7180-6991)	\$15,000	\$11,315.23
Total	\$51,000	\$48,817.78

As previously noted a methodic quadrant approach to pruning has been employed in the last several years coupled with current operational funding allocations appears to be sufficient to manage the tree canopy within the town.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

John Hahn, Parks Operator A
André Morin, Director of Corporate Services / Treasurer

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department

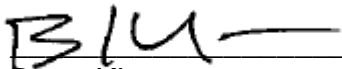

Morgan Dykstra

Public Works and Planning Coordinator


Jed Kelly

Director of Public Works

Recommended by the CAO

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

Brent Kittmer

Chief Administrative Officer

BY-LAW 04-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and Kirkton Veterinary Professional Corp. for 488 Water Street South.

- WHEREAS:** Kirkton Veterinary Professional Corp. intends to develop, under site plan agreement, the lands legally described as Part of Lot 35, Thames Concession, Blanchard, Parts 1, 2 and 3, Plan 44R-5755, hereto being PIN 53244-0085 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) and having the municipal address of 488 Water Street South;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into a site plan agreement (the "Agreement") with Kirkton Veterinary Professional Corp. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the site plan development;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. That the 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 Kirkton Veterinary Professional Corp.
 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. Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
 4. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 25th day of January 2022.

Mayor Al Strathdee

Jenna McCartney, Clerk

BY-LAW 05-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to provide for 2022 interim tax levies.

- WHEREAS:** The Municipal Act 2001, S.O. 2001, c.25, as amended Section 317 provides that the council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipality purposes;
- AND WHEREAS:** The Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;
- THEREFORE:** The Council of the Town of St. Marys enacts:
1. That the Council of The Town of St. Marys hereby imposes an interim levy in 2022 in an amount of 50% of the total annualized taxes for municipal and school purposes levied on the property in the previous year.
 2. For the purposes of calculating the total amount of taxes for the previous year, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during that year, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
 3. All taxes levied under this by-law shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law.
 4. If the taxes of any class or installment thereof so levied in accordance with this by-law remain unpaid on the due date, a penalty of one and one quarter per cent (1 $\frac{1}{4}$ %) (or 15% per annum) of the taxes remaining unpaid shall be levied on the first day of default and shall continue to accrue until paid in full.
 5. On the first day of the calendar month following the due date and every month thereafter for as long as there are taxes remaining unpaid, interest at the rate of one and one quarter per cent (1 $\frac{1}{4}$ %) (or 15% per annum) of the unpaid taxes shall be levied and shall continue to accrue until paid in full.
 6. The interim tax levy imposed by this by-law shall be paid in two equal installments due on the 28th day of February 2022 and 31st day of May 2022.
 7. A notice specifying the amount of taxes payable, may be mailed or caused to be mailed to the address of the residence or place of business of each person taxed under this by-law by the Treasurer.

8. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered in the Tax roll under section 340 of the Act.
9. The subsequent levy for the year 2022 to be made under the Act shall be reduced by the amount to be raised by the levy imposed by this by-law.
10. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment or late payment of any taxes or any installment of taxes.
11. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
12. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
13. This by-law shall come into force and take effect on the day of the final passing thereof.

Read a first, second and third time and finally passed this 25th day of January, 2022.

Mayor Al Strathee

Jenna McCartney, Clerk

BY-LAW 06-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize temporary borrowing to meet current year expenditures during the fiscal year ending December 31, 2022.

- WHEREAS:** Section 407 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality may authorize temporary borrowing from time to time such sums as the council considers necessary to meet, until the taxes are collected, the current expenditures of the corporation for the year;
- AND WHEREAS:** Section 407 (2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, stipulates that the amount that may be borrowed at any one time shall not exceed from January 1 to September 30 of the year, 50 percent of the total, and from October 1 to December 31, 25 percent of the total of the estimated revenues of the corporation as set forth in the estimates adopted for the year;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it advisable to have authority in place to borrow within the above limits to meet current year expenditures of the corporation for the year until taxes and are collected;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys enacts:
1. The Head of Council and the Treasurer are hereby authorized to borrow from time to time during the year 2022 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected, the current expenditures of the Corporation and the other amounts that are set out in subsection 407 (1) of the *Municipal Act*.
 2. This by-law comes into force on the final passing thereof.

Read a first, second and third time and finally passed this 25th day of January 2022.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 07-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a by-law to exempt from Part Lot Control
Block 46, Registered Plan No. 44M-79 in the Town of St. Marys

- WHEREAS:** Section 50(7) of the Planning Act, R.S.O. 1990, provides that the Council of a local municipality may, by By-law, provide that the Part Lot Control provisions contained in Section 50(5) of the Planning Act, R.S.O. 1990, do not apply to the lands designated in the By-law;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient and in the public interest that Block 46, Registered Plan No. 44M-79 in the Town of St. Marys, in the County of Perth, be exempted from the Part Lot Control provisions of the Planning Act.
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. Block 46 in Registered Plan 44M-79 in the Town of St. Marys, in the County of Perth is hereby exempted from Part Lot Control pursuant to Section 50(7) of the Planning Act, R.S.O. 1990 which land is zoned to permit, among other things, townhouse dwellings in conformity with By-law No. Z1-1997 as amended (the Town of St. Marys' Comprehensive Zoning By-law).
 2. This by-law comes into force on the final passing thereof.
 3. Enactment of this By-law shall be deemed to be authorization to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
 4. This By-law shall be in effect for one (1) year from the date of adoption of this By-law. Furthermore, this By-law may be repealed, extended, or may be amended to delete part of the lands described herein by the Council of The Corporation of the Town of St. Marys.
 5. This By-law shall be registered in the Registry Office for the County of Perth, pursuant to Section 50(28) of the Planning Act, R.S.O. 1990.

Read a first, second and third time and finally passed this 25th day of January, 2022.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 08-2022

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 Davey Tree Expert Co. of Canada Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys released RFT-PW-16-20121 for the purpose of obtaining a firm to prune, remove and dispose of trees for 2022- 2024 (the “Project”);
- AND WHEREAS:** A tender for the Project was submitted by Davey Tree Expert Co. of Canada Ltd. which was subsequently approved by Council on January 25, 2022;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Davey Tree Expert Co. of Canada 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 Davey Tree Expert Co. of Canada 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 25th day of January 2022.

Mayor Al Strathee

Jenna McCartney, Clerk

BY-LAW 09-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to confirm all actions and proceedings of the Council of the Corporation of the Town of St. Marys at its regular meeting held on January 25, 2022

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 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 25th day of January 2022 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 25th day of January 2022.

Mayor Al Strathee

Jenna McCartney, Clerk