



AGENDA

Regular Council Meeting

June 14, 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 June 14, 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**

None

6. **ACCEPTANCE OF MINUTES**

6.1. Regular Council - May 24, 2022

7

RECOMMENDATION

THAT the May 24, 2022 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and Clerk.

7. CORRESPONDENCE

None

8. STAFF REPORTS

8.1. Library

8.1.1. LIB 01-2022 Pyramid Pickup Report

22

RECOMMENDATION

THAT LIB 01-2022 Pyramid Pickup Report be received; and

THAT Council approve the use of 2019 “one-time” modernization funding for the Pyramid Pickup Project

8.1.2. LIB 02-2022 Memorandum of Understanding

29

RECOMMENDATION

THAT Council receive this report and the attached MOU; and

THAT Council approve the Memorandum and authorizes the Chief Administrative Officer to sign the document on Council’s behalf

8.2. Community Services

8.2.1. DCS 24-2022 Memorandum of Understanding (MOU) with Super Splash Inflatable Waterpark

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RECOMMENDATION

THAT DCS 24-2022 Memorandum of Understanding (MOU) with Super Splash Inflatable Waterpark report be received; and

THAT Council consider By-law 61-2022, authorizing the Mayor and the Clerk to execute the associated Memorandum of Understanding with Super Splash Inflatable Waterpark.

9. COUNCILLOR REPORTS

9.1. Operational and Board Reports

RECOMMENDATION

THAT Committee and Board minutes listed under agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.16 be received; and,

THAT the verbal updates provided by Council representatives on those Committee and Board meetings be received.

9.1.1.	Bluewater Recycling Association - Coun. Craigmile	52
	May 19, 2022 Highlights	
9.1.2.	Library Board - Coun. Craigmile, Edney, Mayor Strathdee	
9.1.3.	Municipal Shared Services Committee - Mayor Strathdee, Coun. Luna	
9.1.4.	Huron Perth Public Health - Coun. Luna	
9.1.5.	Spruce Lodge Board - Coun. Luna, Pridham	64
	April 20, 2022 Minutes	
9.1.6.	Upper Thames River Conservation Authority	68
	April 26, 2022 Draft Minutes	
9.2.	Advisory and Ad-Hoc Committee Reports	
9.2.1.	Accessibility Advisory Committee - Coun. Hainer	
9.2.2.	Business Improvement Area - Coun. Winter	75
	May 9, 2022 Minutes	
9.2.3.	CBHFM - Coun. Edney	
9.2.4.	Committee of Adjustment	78
	April 20, 2022 Minutes	
	June 1, 2022 Minutes	

9.2.5.	Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee	87
	May 18, 2022 Minutes	
9.2.6.	Green Committee - Coun. Pridham	
9.2.7.	Heritage Advisory Committee - Coun. Pridham	
9.2.8.	Huron Perth Healthcare Local Advisory Committee - Coun. Luna	
9.2.9.	Museum Advisory Committee - Coun. Hainer	
9.2.10.	Planning Advisory Committee - Coun. Craigmile, Hainer	90
	May 2, 2022 Minutes	
	*Recommendation from minute item 5.1 to hold a public meeting to consider application for 478 Water Street South was held at Regular Council on May 24, 2022.	
	May 30, 2022 Minutes	
	*Recommendation from minute item 5.1	
	RECOMMENDATION	
	THAT Council proceed with a public meeting on June 28, 2022 to consider the application for 178 Queen Street West.	
9.2.11.	Recreation and Leisure Advisory Committee - Coun. Pridham	
9.2.12.	Senior Services Advisory Committee - Coun. Winter	101
	March 28, 2022 Minutes	
	May 30, 2022 Minutes	
9.2.13.	St. Marys Lincolns Board - Coun. Craigmile	
9.2.14.	St. Marys Minor Hockey Association Board - Coun. Craigmile	
9.2.15.	St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter	

May 6, 2022 Minutes

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

RECOMMENDATION

THAT By-Law 61-2022 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

12.1. By-Law 61-2022 Memorandum of Understanding with Super Splash Inflatable Waterpark for provisions of lifeguards

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13. UPCOMING MEETINGS

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

June 21, 2022 - 9:00 am Strategic Priorities Committee

June 28, 2022 - 9:00 am Special Meeting of Council

June 28, 2022 - 6:00 pm Regular Council, Public Meeting for 178 Queen Street East

14. 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)(b) personal matters about an identifiable individual, including municipal or local board employees, and (d) labour relations or employee negotiations.

14.1. Minutes CLOSED SESSION

14.2. ADMIN 31-2022 CONFIDENTIAL Update on Various Employee Relations Matters

15. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____ pm.

15.1. Appointment to Recruitment Committee for Director of Human Resources Position

RECOMMENDATION

THAT _____ be appointed to participate in the Director of Human Resources recruitment.

16. CONFIRMATORY BY-LAW

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RECOMMENDATION

THAT By-Law 62-2022, being a by-law to confirm the proceedings of June 14, 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.

17. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at _____ pm.



MINUTES Regular Council

May 24, 2022
6:00pm

Town Hall, Council Chambers

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

Council Regrets: Councillor Edney
Councillor Hainer

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

Conference Line
Richard Anderson, Director of Emergency Services / Fire Chief
Sarah Andrews, Library CEO
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
André Morin, Director of Corporate Services / Treasurer
Jeff Wolfe, Infrastructure Services Manager
Kelly Deeks-Johnson, Tourism and Economic Development Manager
Andrea Macko, Events Coordinator
Mark Stone, Planner

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 2022-05-24-01

Moved By Councillor Luna
Seconded By Councillor Craigmile

THAT the May 24, 2022 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 #Strong as Stone

Council acknowledged the nominations of Laura Parkinson and Andrew Middleton as #Strong As Stone and thanked them for their contribution to the community.

5.2 St. Marys Homecoming 2022 Proclamation and Event Update

John Flanagan presented an overview of the St. Marys Homecoming 2022 event schedule and sought a proclamation from Council.

Resolution 2022-05-24-02

Moved By Councillor Craigmile
Seconded By Councillor Winter

THAT Council recognize our community's ability to gather after more than two years of social distance, and

In recognition of the importance of friendship, both renewing old and discovering new, and

In recognition of the desire of all who hold St. Marys in high regard to come together to celebrate the best our citizens, past and present, have to offer, Council for the Town of St. Marys, hereby proclaims the dates of July 1-3 2022 "Homecoming-Heritage 2022" and

Furthermore, encourages all residents of St. Marys – young and old, and past, present and future – to join in celebrating "the Town worth living in."

CARRIED

5.3 Public Meeting 478 Water Street South

Resolution 2022-05-24-03

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the May 24, 2022 regular Council meeting be adjourned at 6:21 pm to hold a statutory public meeting as required under the Planning Act; and

THAT a Public Meeting to consider a planning application for 478 Water Street South be opened at 6:21 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 planning application, to contact the Clerk.

Jenna McCartney, Clerk, advised how notice was provided to the public. Ms. McCartney stated that the Chippewas of the Thames First Nation have no objection to the application.

Councillor Craigmile advised that at the May 2, 2022 meeting, the Planning Advisory Committee considered the Application and public comments, and recommended that Council proceed with the statutory public meeting.

The Town's Planner, Mark Stone, provide an overview of the planning application.

Andy Forman, Applicant, confirmed his desire to proceed with the planning application for the subject property.

Staff confirmed that there were no questions from the public that has been submitted since the release of the agenda or during the meeting.

Council did not have any questions of staff or the applicant.

Mayor Strathdee thanked those who participated in the meeting and included that should Council proceed with passage of the Zoning By-law Amendment, notice will be provided as prescribed by the Planning Act and a 20-day appeal period to the Ontario Land Tribunal applies.

Resolution 2022-05-24-04

Moved By Councillor Winter

Seconded By Councillor Luna

THAT this Public Meeting be adjourned at 6:29 pm; and
THAT the May 24, 2022 regular Council meeting reconvene at 6:29 pm.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - May 10, 2022

Resolution 2022-05-24-05

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the May 10, 2022 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

6.2 Strategic Priorities Committee - May 17, 2022

Resolution 2022-05-24-06

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the May 17, 2022 Strategic Priorities Committee meeting minutes be received by Council and signed and sealed by the Mayor and the Clerk; and

THAT minute items 4.2, 4.3, 4.4 and 4.5 be raised for consideration.

CARRIED

**6.2.1 Downtown Service Location Review - Advisory Committee
Terms of Reference**

Resolution 2022-05-24-07

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the terms of reference for the Downtown Service Location Review and Master Plan project advisory committee be approved with the following amendment:

- Mayor and one councillor to represent Council.

CARRIED

6.2.2 St. Marys Housing Strategy - Tiny Homes

Resolution 2022-05-24-08

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the Town support the implementation of Option 1: Permit tiny homes on existing smaller lots of record, and Option 3: Permit tiny homes development projects – infill, as set out in DEV 30, 2022; and

THAT staff report back on Option 2, Permit Tiny Homes Development Projects – Greenfield, as presented in DEV 30-2022 St. Marys Housing Strategy - Tiny Homes report.

CARRIED

6.2.3 St. Marys Housing Strategy - Surplus Lands

Resolution 2022-05-24-09

Moved By Councillor Luna

Seconded By Councillor Winter

THAT the Town support the implementation of the following options, as set out in DEV 31-2022:

Option 1: Sell Surplus Land at or Below Market

and/or

Option 2: Partnership Approach

and/or

Option 4: Consider Opportunities to Sell or Lease Parts of Underutilized Town Lands.

CARRIED

6.2.4 St. Marys Housing Strategy - Inclusionary Zoning

Resolution 2022-05-24-10

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT the Town does not pursue an inclusionary zoning approach in St. Marys at this time.

CARRIED

7. CORRESPONDENCE

None.

8. STAFF REPORTS

8.1 Administration

8.1.1 ADMIN 26-2022 May Monthly Report (Administration)

Council provided consensus direction that it would like staff to report back on the legislation surrounding all-terrain vehicle use on public highways and the options available to a municipality for prohibition or permitting use.

Resolution 2022-05-24-11

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT ADMIN 26-2022 May Monthly Report (Administration) be received for information.

CARRIED

8.1.2 ADMIN 27-2022 Noise By-law Exemption Request for Queen Street and Water Street (Homecoming – Heritage 2022)

Resolution 2022-05-24-12

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT ADMIN 27-2022 Noise By-law Exemption Request for Queen Street and Water Street (Homecoming – Heritage 2022) report be received; and

THAT Council grant an extension to the Noise By-law, 43 of 2007, under Section 6, to the Homecoming Committee at Queen Street and Water Street, St. Marys, for the purpose of a public street dance between 11:00 pm to 11:59 pm on July 1, 2022, subject to the condition of notifying all property owners with a 150m radius.

CARRIED

8.1.3 ADMIN 28-2022 Appoint Deputy Treasurer

Resolution 2022-05-24-13

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT ADMIN 28-2022 Appoint Deputy Treasurer report be received; and

THAT Council consider By-law 54-2022 to appoint a Deputy Treasurer for the Corporation.

CARRIED

8.2 Building and Development Services

8.2.1 DEV 33-2022 May Monthly Report (Building and Development)

Resolution 2022-05-24-14

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT DEV 33-2021 May Monthly Report (Building and Development) be received for information.

CARRIED

8.2.2 DEV 34-2022 - Part Lot Control Application Registered Plan 44M-79, Thames Crest Farms Subdivision Block 54 – RW Homes Inc.

Resolution 2022-05-24-15

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT DEV 34-2022 regarding the Application for Part Lot Control for Blocks 54 of the Thames Crest Farms subdivision be received;

THAT Council consider By-law 57-2022, to exempt from part lot control affecting Block 54, Registered Plan No. 44M-79 for a one-year period, ending May 24, 2023.

CARRIED

8.2.3 DEV 35-2022 Application for Zoning By-law Amendment (Z05-2021) for 752 Queen Street East by North Bay Capital Investments Ltd.

Resolution 2022-05-24-16

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT DEV 35-2022 Application for Zoning By-law Amendment (Z05-2021) by North Bay Capital Investments Ltd. for 752 Queen Street East be received;

THAT Council approve the Zoning By-law Amendment Application for 752 Queen Street East; and,

THAT Council consider By-law Z150-2022, being a zoning by-law amendment for 752 Queen Street East.

CARRIED

8.2.4 DEV 36-2022 Application for Zoning By-law Amendment (Z02-2022) for 478 Water Street South by Forman Electric Ltd.

Resolution 2022-05-24-17

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT DEV 36-2022 regarding an Application for Zoning By-law Amendment (Z02-2022) by Forman Electric Ltd. for 478 Water Street South be received;

THAT Council approve the Application for Zoning By-law Amendment (Z02-2022) for 478 Water Street South; and,

THAT Council consider By-Law Z151-2022, being a zoning by-law amendment for 478 Water Street South.

CARRIED

8.3 Community Services

8.3.1 DCS 21-2022 May Monthly Report (Community Services)

Resolution 2022-05-24-18

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT DCS 21-2022 May Monthly Report (Community Services) be received for information.

CARRIED

8.3.2 DCS 18-2022 Sports Wall of Fame

Council discussed the merits of the report and was of the consensus that further information should be researched and provided to the Recreation and Leisure Advisory Committee prior to a final decision.

Council would like the following considered by the Recreation and Leisure Advisory Committee:

- What are the pros and cons of a physical wall of fame? Why should this option be ruled out as the preferred option?
- Will a virtual wall of fame meet the community's expectations for visibility and prominence? How does the committee recommend that this be accomplished?
- If a virtual wall of fame is implemented:
 - Should it be through the existing TV screens only? OR
 - Through the existing TV screens and the kiosks (i.e. Options #2/#3 in the staff report)
 - Should there be some form of physical recognition located in the PRC (i.e. one master plaque with all inductees names engraved to serve as a permanent record at the facility?)
- If a kiosk is implemented:
 - Should it be solely dedicated to wall of fame inductees only to increase visibility? OR
 - Should it be multi-purpose and include other important community information (tourism, etc).
 - If the kiosk is multi-purpose, what is the Committee's recommendation to ensure that the visibility of the wall of

fame is not lost? How can we ensure it remains prominent?

- When unveiling the wall of fame, should we consider a large induction class in the first year to “seed” the wall of fame, and bring positive attention to this new initiative and the PRC?
- How else can the wall of fame be used to bring a sense of pride and community ownership to the PRC?

Resolution 2022-05-24-19

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT Council refer the report back to the Recreation and Leisure Advisory Committee with a request for additional information about the Sports Wall of Fame as discussed at the May 24, 2022 regular meeting of Council.

CARRIED

8.4 Corporate Services

8.4.1 COR 27-2022 May Monthly Report (Corporate Services)

Resolution 2022-05-24-20

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT COR 27-2022 May Monthly Report (Corporate Services) be received for information.

CARRIED

8.4.2 COR 25-2022 Wayfinding RFP Award

Resolution 2022-05-24-21

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT COR 25-2022 Wayfinding RFP Award report be received; and,

THAT the procurement for COR 25-2022 RFP Wayfinding production and installation be awarded to FastSigns, London East

for the procured price of \$146,640.01, inclusive of all taxes plus up to \$50,000 for contingency; and,

THAT Council consider By-Law 56-2022, authorizing the Mayor and the Clerk to sign an agreement with FastSigns, London East.

CARRIED

8.4.3 COR 28-2022 TRF Contribution Agreement

Resolution 2022-05-24-22

Moved By Councillor Winter

Seconded By Councillor Luna

THAT COR 28-2022 TRF Contribution Agreement report be received; and

THAT Council consider By-law 55-2022, authorizing the Mayor and Clerk to sign the Contribution Agreement with Her Majesty the Queen in Right of Canada for the Tourism Relief Fund.

CARRIED

8.4.4 COR 29-2022 Heritage Event Re-Imagining – Sole Source

Resolution 2022-05-24-23

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT COR 29-2022 Heritage Event Re-Imagining – Sole Source report be received; and

THAT Council approve staff's funding options as outlined in COR 29-2022 report; and

THAT Council approve the unbudgeted difference of \$22,000.

CARRIED

Council took a brief break at 8:32 pm.

Mayor Strathdee called the meeting back to order at 8:40 pm.

8.5 Fire and Emergency Services

8.5.1 FD 06-2022 May Monthly Report (Emergency Services)

Resolution 2022-05-24-24

Moved By Councillor Craigmile
Seconded By Councillor Pridham

THAT FD 06-2022 May Monthly Report (Emergency Services) be received for information.

CARRIED

8.6 Human Resources

8.6.1 HR 05-2022 May Monthly Report (Human Resources)

Resolution 2022-05-24-25

Moved By Councillor Luna
Seconded By Councillor Craigmile

THAT HR 05-2022 May Monthly Report (Human Resources) be received for information.

CARRIED

8.7 Public Works

8.7.1 PW 34-2022 May Monthly Report (Public Works)

Resolution 2022-05-24-26

Moved By Councillor Pridham
Seconded By Councillor Luna

THAT PW 34-2022 May Monthly Report (Public Works) be received for information.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

None.

11. BY-LAWS

Councillor Winter requested that By-law Z150-2022 be withdrawn and voted on separately with a recorded vote.

Resolution 2022-05-24-27

Moved By Councillor Pridham
Seconded By Councillor Craigmile

THAT By-Laws 54-2022, 55-2022, 56-2022, 57-2022 and Z151-2022 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

CARRIED

Resolution 2022-05-24-28

Moved By Councillor Pridham
Seconded By Councillor Luna

THAT By-Law Z150-2022 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

Support (3): Mayor Strathee, Councillor Craigmile, and Councillor Pridham

Oppose (2): Councillor Luna, and Councillor Winter

CARRIED

11.1 By-Law 54-2022 Appoint Deputy Treasurer Denise Feeney

11.2 By-Law 55-2022 Agreement with Federal Economic Development Agency for Southern Ontario

11.3 By-Law 56-2022 Agreement with FastSigns London East

11.4 By-Law 57-2022 Part Lot Control Exemption for Block 54 44M-79 (RW Homes Inc.)

11.5 Z150-2022 Zoning By-Law Amendment 752 Queen Street East

11.6 Z151-2022 Zoning By-law Amendment 478 Water Street South

12. UPCOMING MEETINGS

Mayor Strathee noted that the May 30 and June 6 meeting have been postponed.

13. CLOSED SESSION

Resolution 2022-05-24-29

Moved By Councillor Pridham
Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 9:20 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.

CARRIED

13.1 Minutes - CLOSED SESSION

13.2 ADMIN 29-2022 CONFIDENTIAL Request to Purchase Town Owned Lands (Near 20 Thames Road North)

14. RISE AND REPORT

Mayor Strathdee stated that a closed session was held with one matter related to a proposed or pending acquisition or disposition of land by the municipality being considered. Staff were given direction in closed session.

Resolution 2022-05-24-30

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT Council rise from a closed session at 9:50 pm.

CARRIED

15. CONFIRMATORY BY-LAW

Resolution 2022-05-24-31

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT By-Law 58-2022, being a by-law to confirm the proceedings of May 24, 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

16. ADJOURNMENT

Resolution 2022-05-24-32

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourns at 9:51 pm.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	14 June 2022
Subject:	LIB 01-2022 Pyramid Pickup Report

PURPOSE

To present Council with a proposal to provide an automated service kiosk at the Pyramid Centre to provide library lending services onsite. Funding for the purchase of this unit would come from some of the remaining Modernization funding received by the Town in 2019.

RECOMMENDATION

THAT LIB 01-2022 Pyramid Pickup Report be received; and

THAT Council approve the use of 2019 “one-time” modernization funding for the Pyramid Pickup Project

BACKGROUND

While the Library was temporarily located at the Pyramid Centre during the 2019 renovation, we saw services accessed by existing and new patrons who use the pyramid space regularly. Upon our return to the Church St. North location, not all of those patrons followed us back. The Pyramid Centre sees hundreds and sometimes close to a thousand people through its doors each day. It would be strategic to provide collection services onsite at the Pyramid Centre in addition to our Church St. location. The most efficient way to do this is through an automated kiosk.

REPORT

An automated service kiosk would allow patrons to browse a curated collection of materials in person, place and pick up holds, borrow and return materials. The kiosk is accessible by library card and PIN number, that can hold around 150 items in a variety of formats from books, DVDs, pictures books, and even MiFis, including items on hold which a patron has requested.

Access to a unit at the Pyramid Centre will also extend the hours that the community can access library collections. The Pyramid Centre is open 28 more hours a week than the library. We are currently not open Sundays, so a kiosk allows an additional day of access each week throughout the year. A "Pyramid Pickup" kiosk would be an ideal way to situate library collections in a busy space in St. Marys. It would increase awareness and use of our collection, widen the audience to whom the library is valued, and continue to increase our relevance to many more community members.

Further, it demonstrates we understand individuals and families are busy, and that we are willing to bring services to where they are.

The unit which offers the widest range of services to patrons (holds pickup, in person browsing and borrowing, and returning items) is available through a sole source vendor, Convergent Library Technologies.

FINANCIAL IMPLICATIONS

The unit itself, shipping and installation, as well as the purchase of RFID equipment and supplies would be covered by the Modernization Funding. The cost of the unit is about \$41,000 plus shipping.

The Annual Service Fee would begin in Year Two, and would be \$3,500, with a potential annual increase in Year 3 (See vendor letter). The boost in circulation of items in the box to PRC patrons will be a significant benefit to the library and will outweigh the small cut to the Collections budget. Perhaps we could look at a sponsorship opportunity to cover the annual increase to the fee should there be one.

The Town's IT Department would need to ensure that data was available at the physical location of the unit. part of our annual Town service charge

The PCIN staff will need to ensure that the Library's ILS connects with the unit. This will generate a cost that becomes part of our annual PCIN service charge.

OTHERS CONSULTED

Lindsay Brock, CEO Middlesex County Library. They purchase a unit for the Adelaide Metcalfe Municipal Building.

ATTACHMENTS

The quote from the sole source vendor is attached.

REVIEWED BY

Recommended by the CEO



Sarah Andrews
CEO, Library Services

March 16, 2022

Sarah Andrews
St. Marys Public Library
15 Church St. N.
St. Marys, Ontario
N4X 1B4

Dear Sarah,

Thank you for the conversation yesterday. It was lovely to meet you by phone and learn about your goals for extending the Library's presence to the Pyramid Recreation Centre. Online it looks like a fantastic municipal facility and a natural fit for a kiosk outreach service.

NovelBranch is an excellent way to meet the literacy and recreational needs of the members of your community who use the Rec Centre, while simultaneously showcasing the library's brand and commitment to inclusivity, outreach and growing membership.

Browse 'n Borrow & Return too!

As we discussed, **NovelBranch** functions as a mini-Library giving library patrons easy access to a browsing collection, allowing them to check-in and check-out items all at the same time. It communicates with your ILS in real-time through SIP2, ensuring that circulation status information is updated instantly. The default barcode scanner will scan all relevant library symbologies so you can rest assured your current patron cards will work just fine.

Holds Pick up

Some customers during the pandemic expanded NovelBranch's use to be that of also a smart holds pick up shelf, where on-hold items may be placed in labelled bags and positioned on a shelf (just as they would in the Library) in the kiosk for a patron to retrieve. The reserve item is then checked out just as it would if the patron collected it from the Holds shelf in the Library and checked out at a self-check machine. Again, during the pandemic, some customers have sourced temporary return bins to place near the kiosk and directional signage to instruct patrons to return all items to the bin instead of to NovelBranch directly in order that they can follow local health protocols in place for returned items.

NovelBranch includes a touchscreen and receipt printer. It requires standard power and an internet connection for ILS communication. Your material will be accommodated across five shelves, where each shelf is 1-metre (3.2 feet) wide. The exterior offers you an excellent opportunity to ensure your brand is fully promoted on



This NovelBranch located at the Hamilton Community Centre in Richmond, BC, is a white kiosk that is beautifully branded with a full graphic wrap.

screen, as well as on the front and sides of the unit itself. The unit stands 6 feet tall, is almost 4 ½ feet wide and 18 inches deep, with almost 20 square feet of branding space. It can be installed almost anywhere.

NovelBranch uses RFID technology to facilitate circulation transactions. Items in the unit are given an RFID tag and this functions very much like a barcode does: it provides the necessary item identifier information when read by the RFID technology of the unit to the NovelBranch software which in turn connects in real time to your integrated library system (ILS). You do not need to be an “RFID Library” to use NovelBranch, all you need to worry about is RFID tagging the unique collection you are selecting to go into NovelBranch - and we’ve included a Starter Kit in the pricing below to ensure you have what you need to do this.

NovelBranch - Per Unit	
NovelBranch, basic white.	<u>\$34,297</u>
Professional Services: Configuration, system parameterization and training, all provided remotely.	<u>INCLUDED</u>
RFID Equipment – Tagging the NovelBranch Collection	
Because your Library currently only uses barcodes to circulate items, you’ll need our RFID Starter Kit. This kit will equip one staff station with everything needed to RFID tag the collection that will be curated for NovelBranch (includes tag conversion software, RFID reader, 2000 RFID book tags, and remote services for software configuration and training).	<u>\$3050</u>
NovelBranch Options (Per Unit)	
<i>Note re: full graphic wraps:</i> White is recommended for full graphic wraps (pictured above on page 1 is a white kiosk with custom graphic wrap). <i>Premium and Custom Colours are recommended for reinforcing brand/corporate colours and when applying vinyl cut graphics. Note: due to supply chain and delivery delays, we are only stocking white units in our warehouse (Barrie).</i>	
Premium Colours: Red, Orange, Blue, Lemon (adds multiple weeks to delivery time)	<u>\$500</u>
Custom Colours: must provide RAL or RGB and closest match will be emailed for approval. (adds multiple weeks to delivery time)	<u>\$1500</u>
Vinyl Graphic of your logo (max. 12" x 12", 4- color; .PNG or .PSD formatted file) – which we'll affix above screen.	<u>\$100</u>
Magnetic stripe card reader (incl. cost of reader, replaces standard barcode).	<u>\$1200</u>
Custom card reader (incl. cost of reader, replaces standard barcode). Subject to review for compliance, and may be subject to change.	<u>\$1200</u>
RFID Options	
Additional Staff RFID Station (software & reader)	<u>\$1597</u>
Additional RFID book tags, 10,000 (minimum order quantity)	<u>\$1750</u>

Convergent

Library Technologies

I've included as a separate document with this message, detailed measurements and schematics of the unit, as well as a document that gives you a short visual tour highlighting several customer installations.

NovelBranch kiosks at the Halifax International Airport, temporarily located in the Main Atrium for their launch.



If you would like additional information about our other kiosk products, such as our indoor/outdoor Hold Pick up Lockers ("Holds-To-Go") or TekLender (our technology and asset lending lockers), please let me know.

We are also proud to represent a full line of automated return options powered by Lyngsoe Systems. From simple conveyor drop boxes, to our smart return shelves, to sorters ranging in size from 3-bins on up, we would be pleased to speak with you about how you can achieve higher

transactions rates handled by technology, so that staff can focus on doing what they do best: liaising with people and providing transformative activities.

And lastly, if you are considering extending library hours, but are thinking about doing it unstaffed, then speak with us. We will soon be offering to Canadian organizations a Self-Service Library technology package, powered by Lyngsoe Systems Self-Operated Library solution.

All prices are in Canadian dollars and are provided for budgetary purposes. When you are close to a decision will finalize the package and any options you wish to purchase in a formal quote for your approval. We look forward to working with you!

Sincerely,

Allison Standen

Convergent Library Technologies

Allison@CLibTech.com | 1-866-213-8880 x113 | CLibTech.com



The Launch of our NovelBranch and Holds Pick-up Locker systems in the Centennial Arena in Virgil, an outreach location for Niagara-on-the-Lake Public Library. Pictured above from left to right is Madeleine Lefebvre, former Board Chair, Allison Standen, Convergent Library Technologies, and Cathy Simpson, Library CEO.

1. **The information contained in this proposal, including all pricing and specifications are to remain confidential** and may not be distributed to any outside individual, institution or company without prior written permission from Convergent Library Technologies Inc. All Intellectual Property provided by Convergent Library Technologies in relation to this proposal remains with Convergent Library Technologies including but not limited to product supplied, or developed in response to customer request(s).
2. **All prices are in Canadian dollars, taxes, duties, shipping excluded.** Prices are valid for 30 days unless otherwise specified and thereafter are subject to change without notice.
3. **Payment Terms:** Project will be invoiced in three milestones as follows: Milestone 1 (Deposit) = 65% of project due with receipt of PO; Milestone 2 = 25% of project upon delivery, Milestone 3 = 10% is due thirty days after delivery.
4. **Travel: Due to COVID-19 we are only delivering onsite service for essential work.** We will work to do all final assembly and configuration of kiosks at our Barrie facility, enabling us to deliver as close to a “plug and play” unit(s) as possible, which then does not require an onsite visit. Where required and deemed essential, travel costs for onsite service for customers in Zone 1 (within 1 hour of Toronto) is included; but travel costs for customers outside Zone 1 are extra; the costs can be provided as a capped amount.
5. **Shipping/Handling is extra. FOB Barrie.** Delivery of units will require a loading dock. If a loading dock is not available and a delivery truck with lift gate is required, please note that an additional fee may apply. The NovelBranch unit will arrive crated measuring approx. 82” x 40” x 63”, and weighs approx. 850 lbs in weight. The Library will need to use an appropriate moving dolly to transit the crate from loading dock to installation space. The Library is responsible for storing crates and packing materials in the event that NovelBranch’s final destination is different from its ship to location. It is recommended that whenever being moved between locations that the units be transported in their specially designed crates. Disposal of the crates and all packing material is the Library’s responsibility.
Once received, the Library accepts responsibility for the units. Upon receipt of delivery, it is the Library’s responsibility to identify and document any damage to shipping containers. Uncrating and unpacking procedures will be part of the pre-install review and are not be undertaken by the Library until fully confirmed and directed by your Implementation Coordinator.
Standard shipping is to loading dock (or curbside if a loading dock isn’t available). Premium shipping for inside delivery, uncrating and crate removal may be available (dependent on geography). Please discuss with your Sales Rep.
6. **Annual maintenance cost** is \$3270 per unit starting in year two. Annual maintenance costs are subject to an increase each subsequent year starting in year three. All products come with a 1-year warranty. Warranty period starts upon receipt of delivery. All products must be installed within 60 days of delivery date unless otherwise agreed to. After the first 12 months the annual maintenance agreement would be applied, the cost of which covers software license fees, software support by phone, email and via remote access through TeamViewer. It includes all updates and upgrades relevant to the application used. Standard service hours are 9:00-5:00 Eastern Standard Time, excluding holidays.
7. **Connection to the ILS:** Any interfaces to the Integrated Library System (ILS) required for the purpose of patron authentication against the Library's patron database may necessitate additional software licenses and/or services from the ILS supplier, the costs of which are not part of this proposal.
8. **Anchoring at Location:** The location must permit NovelBranch to be securely anchored to a solid structure. As with shelving in the library or other furniture, NovelBranch must be attached securely at the top to a permanent structure such as a wall or window frame immediately after its arrival at any location.



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	14 June 2022
Subject:	LIB 02-2022 Memorandum of Understanding

PURPOSE

To present Council with the Memorandum of Understanding which has been drafted between the Town and the Library.

RECOMMENDATION

THAT Council receive this report and the attached MOU; and

THAT Council approve the Memorandum and authorizes the Chief Administrative Officer to sign the document on Council's behalf

BACKGROUND

The Library CEO began meeting with Department Directors and the Town CEO to capture the current relationship with the library and record it in a document to assist future Library Board members, staff and Council members the understanding the relationship between the Town and the Library.

REPORT

Attached is a copy of the memorandum of understanding capturing our current relationship.

FINANCIAL IMPLICATIONS

The financial implications remain the same with the Town.

SUMMARY

The attached MOU has been considered and approved by the Library Board. The MOU formalizes the current relationship between the Library and the Town.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Brent Kittmer, Town CAO

Andre Morin, Treasurer and Director of Corporate Services

Grant Brouwer, Director of Building and Development

Stephanie Ische, Director of Community Services

Lisa Lawrence, Director of Human Resources

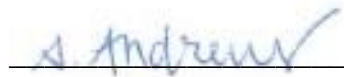
Jed Kelly, Director of Public Works

ATTACHMENTS

The MOU Agreement is attached.

REVIEWED BY

Recommended by the CEO



Sarah Andrews
CEO, St. Marys Public Library

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN:

THE ST. MARYS LIBRARY BOARD
(hereinafter referred to as the "Board")

and THE CORPORATION OF THE TOWN OF ST. MARYS
(hereinafter referred to as the "Town")

WHEREAS the Town is The Corporation of the Town of St. Marys, incorporated pursuant to the provisions of the Municipal Act, 2001, S.O., 2002, c.25 as amended;

AND WHEREAS the Board is The St. Marys Public Library Board that has been established pursuant to the provisions of the Public Libraries Act, R.S.O., 1990, c. P-44 as amended;

AND WHEREAS the Town employs staff who have expertise in Human Resources, Finance, Facility Maintenance and Information Technology;

AND WHEREAS the Board and the Town are committed to cost-effective delivery of services, avoiding unnecessary duplication and costs, and minimizing the impact of support services on rate payers;

AND WHEREAS it is important to the Board that specific expertise in certain administrative functions be utilized to benefit the Library;

AND WHEREAS the Board and Town wish to enter into a Memorandum of Understanding to outline the services and support the Town is prepared to provide to the Board;

NOW THEREFORE THE BOARD AND TOWN HEREBY STATE AS FOLLOWS:

- 1) For the purpose of this MOU, "Library" refers to the Library.
- 2) CEO refers to the Chief Executive Officer who is Secretary and Treasurer for The St. Marys Public Library.
- 3) CAO refers to the Chief Administrative Officer for the Town of St. Marys.
- 4) The Board and the Town hereby acknowledge:
 - a) The Board is a separate and independent corporate board of the municipality with independent corporate status from the Town, subject to the provisions of the Public Libraries Act, and has been established to provide public library services to the residents of the Town of St. Marys.

- b) The Town is an independent entity separate from the Board and provides municipal services to the residents of the Town pursuant to the provisions of the Municipal Act, 2001 and related legislation.
- c) The Board, through its appointment by Town Council, delivers library services and resources to the residents of St. Marys, and, by service agreement to Perth South, in accordance with the Public Libraries Act, and the Board's Strategic Plan according to its stated Mission, Vision and Values.
- d) The Town Council annually reviews and approves budgetary estimates received from the Board for the operation of the Library, in accordance with Section 24 of the Public Libraries Act.
- e) Agendas and Minutes of the Board are presented to Council for information only.
- f) The objective of this MOU is for the Board to utilize Town staff and resources for the services that may be required by the Board and that are outlined in the Schedules attached hereto.

5) Acknowledgement of Distinct Roles and Relationships:

- a) The CEO is an employee of and reports directly to the Library Board.
- b) Library staff are also employees of the Library Board and report to the Library CEO.
- b) The CEO serves as a member of the Town Senior Management Team, receives Council agendas and minutes, and attends Council and/or other committee meetings, when agenda items are relevant to the Library.
- c) The CAO and CEO shall meet on a quarterly basis at mutually agreeable intervals to discuss issues of joint concern.
- d) While it is understood that the Library CEO does not have the authority to direct Town Staff, it is agreed that the CEO may directly approach Town Directors and Managers for assistance and support as necessary to coordinate those services identified in the Schedules.
- e) The CEO shall ensure that Town Directors are contacted directly on matters involving Town policies or directives and budgets. The Library CEO may directly contact Town Managers in regards to day-to-day operational matters.
- f) The CEO and the CAO may each designate members of their respective staffs to address any issues that may arise out of the operation of this MOU.

6) The staff of the Library and the Town commit to share and consult with each other regarding any service delivery review that may either impact upon or be helpful to either or both parties.

7) The Board and the Town commit to ongoing collaboration of programs and services, in order to minimize duplications and schedule conflicts, and to maximize opportunities.

8) It is acknowledged by both parties that the Library is a tenant of Town properties. Facility Maintenance is provided to Town buildings by the Town. This is further described in "Schedule D".

9) The Town and Board agree on the provision of services that are listed in this MOU and more particularly described in the schedules attached hereto.

- Schedule A: Human Resources Support
- Schedule B: Financial Services Support
- Schedule C: Information Technology Support
- Schedule D: Facility Maintenance Support
- Schedule E: Insurance and Risk Management Support
- Schedule F: Shared Town Services
- Schedule G: Marketing and Communication
- Schedule H: Corporate Training of the Board
- Schedule I: Community Services Partnership

10) The Board and the Town acknowledge that the Town provides those services as set out in the Schedules attached hereto within existing Town staff and equipment. The parties agree that no costs shall be charged to the Board, unless the cost has been approved in writing by the Board prior to any expenditure by the Town. All support services provided by the Town to the Library shall be reported annually as a proration of salaries and expenses for an estimated cost of operating the public library.

11) The Board and the Town agree that the terms and provisions of this MOU apply only to the services set out in the Schedules attached hereto and do not apply to any other agreements or arrangements that may exist from time to time between the Town and the Board, unless such other agreements are stated in writing to be subject to the terms and provisions of this MOU.

12) The Board and CEO shall identify alignment of, or differentiation between Town and Board policies and services.

13) When either the Board or the Town makes changes to policies which may impact this MOU and its Schedules, notice shall be given to the other party to ensure appropriate changes or distinctions are made for the alignment or differentiation between Board and Town policies.

14) Where possible, the CEO and CAO shall consolidate Fee for Service contracts or agreements to improve efficiency and reduce costs of services (e.g. photocopier contracts, supply purchasing). The Board agrees to review all contracts held by the Library within three months of this MOU to identify possible consolidation efficiencies, and to determine whether to retain contracts under Library expenses.

15) Upon execution of this MOU by the Board and the Town, staff, on behalf of the Board and the Town respectively shall adopt the services identified in the Schedules forthwith.

16) If at any time during the term of this agreement either party deems it necessary or expedient to make any alteration or addition to this MOU, they shall give written notice of the proposed amendment to the other party. Following agreement of execution of the amendment it shall become an addendum and form part of this MOU.

17) Any matters in dispute between the parties in relation to this MOU may be referred by either party to a committee to be struck including two members of Council, two members of the Board who are not also Councillors, and the CAO and CEO. This committee shall be tasked with determining a process of dispute resolution which may include third party mediation.

18) The Board and the Town hereby agree that either party to this MOU may terminate the MOU upon providing to the other party no less than six months written notice of its intention to do so.

19) The Board and the Town hereby agree that this MOU shall come into effect on the (TBD) and shall continue until such time as either party terminates this MOU in accordance with the provisions of paragraph 18.

20) Any notice or other communication to be given in connection with this MOU shall be given in writing by the CEO for the Board and the CAO for the Town.

This MOU is hereby executed on _____ 2022.

By the Town Council Resolution _____

Town Clerk _____

By the Board Chair or Other _____

Library CEO _____

SCHEDULE "A"

HUMAN RESOURCES SUPPORT

1) Principal Understanding:

a) The Board is the sole employer of the CEO. The Library staff are also employees of the Library Board.

b) The Town's Human Resources (HR) Department will administer payroll and benefit services on behalf of the Board for all employees.

2) The Town's HR Department shall provide advice and support to the Board and/or CEO upon request. HR advice and support are non-binding, and all decisions shall continue to be made by the Board and/or CEO. Advice shall be on procedural inquiries and shall not be a legal opinion. The Town reserves the right to decline any requests.

3) The Library shall participate in the Town's Compensation & Benefits Program. The CEO and the Director of HR will work together to align Library Job Descriptions and Grades to the Town's Pay Equity program.

4) The Board shall adhere to the Employment Standards Act and to all other relevant Acts, and shall align its policies with the Town's Human Resources policies. The Board shall be bound by the Town's Hiring Policy and make reference to specific Town HR policies.

5) The HR Department may communicate with individual Library employees directly and confidentially (e.g. personnel files, vaccination receipts, COVID test results etc.).

6) The Town and Board agree to the following supports and limitations pertaining to:

a) Health & Safety:

i) The Library's Health and Safety Representative shall continue to sit on the Town's Joint Health and Safety Steering Committee (JHSSC).

ii) The Town shall provide to employees of the Library any Health & Safety training that is provided for Town employees.

iii) The Library shall use the Town's Health and Safety forms for scheduled inspections, and for incident and accident reports.

iv) The Library shall respond to day-to-day Health and Safety issues that may arise and make notice to HR staff if WSIB claims are required.

b) Pay Equity:

i) The Town shall ensure maintenance of the Pay Equity Plan.

ii) The Town shall amend and/or create Library job descriptions as necessary in consultation with the CEO.

c) Performance Management:

i) Performance Appraisals for Library staff shall be the sole responsibility of the CEO. Performance Appraisals for the CEO shall be the responsibility of the Board.

ii) The HR department shall provide document templates.

d) Recruitment, Screening, Hiring and On-Boarding:

i) The Board is responsible for recruiting, hiring, contracting, and appraising the CEO.

ii) The CEO will participate in all recruitment, hiring, appraisal, discipline and termination activities pertaining to Library staff.

iii) Posting will be completed by HR and the applications shall be collected and provided to the Library.

iv) On-Boarding shall be completed by the Town in conjunction with the CEO.

e) The Town shall administer the bi-weekly payroll for Library staff, including all payroll-related activities, benefits administration, and pension requirements. The Library shall complete the bi-weekly approval of timesheets.

f) Discipline and termination of Library employees will be done in conjunction with the Town and CEO. Discipline and termination of the CEO is the sole responsibility of the Board.

g) Policies and Procedures:

i) The HR Department shall inform the CEO of any significant changes to the Town's HR policies.

h) Training:

i) Library staff shall participate in all Town staff wellness programs, training and leadership training opportunities.

ii) The Town shall cover costs of training for Library employees if such training is also made available to Town staff (e.g. AODA Customer Service, First Aid, Health & Safety Certification for committee members) and which is corporately funded. Any training which is billed to a department shall be billed to the Library for Library employees.

iii) The Library shall be responsible for budgeting and administering any costs associated with Library specific training, or any training which the Town is not offering to Town staff at the time it is required by the Library.

j) Legal Advice:

- i) The HR Department shall provide Human Resources support and facilitate access to legal advice on a case by case basis. The Town reserves the right to decline any requests.

SCHEDULE "B"

FINANCIAL SERVICES SUPPORT

1) Principal Understanding

- a) The Board continues to appoint the Library CEO as Board Treasurer.
- b) The Town Finance Division will provide financial and accounting services to the Board:
 - i) As payment release is authorized by the CEO,
 - ii) In Board-approved lines, and according to Board-approved budget, and
 - iii) In accordance with the annually approved Town Council Budget for the Library.
- 2) Finance shall provide the following financial services to the Board using the Town's By-laws and policies for the services listed below:

- a) Purchasing services
- b) Accounts Receivable services
- c) Operating and Capital budget assistance/preparation, within Board-approved budget lines
- d) Accounts Payable services
- e) Banking/Cash Management/Investment Services
- f) Financial Statements Preparation and assistance with audits
- g) Harmonized Sales Tax remittance/reconciliation
- h) Calculation of Annual Development Charges
- i) Provision of official Income Tax Receipts for donations to the Library
- j) Grant Application/Submission assistance for grants pertaining to Municipal Services, or those using the Town's business number
- k) Maintenance of Reserve Accounts with annual roll over in the name of the library

3) The Library shall open a bank account in the name of The St. Marys Public Library Board as required by the Ministry of Tourism, Culture & Sport. The CEO shall be accountable for all of the Board's money, which will be deposited on the Board's behalf (including provincial, federal, self-generated revenue and donations) into the Board's bank account. Working with the Town, the CEO shall transfer sufficient funding to Town bank account(s) to carry out the financial

services set out in this MOU on a regular basis. These funds shall be processed by the Town in the same manner as all other Board finances.

4) The Board shall adhere to the Town's Procurement Policy for the procurement of goods and services that shall be used whenever the Library is procuring goods or services independent of the Town.

5) The Library may conduct its own tender for goods or services, specific to the functions of the Library, or may request that the Town assist with any tender or procurement process.

6) The parties agree that any purchases made by the Town on behalf of the Board shall comply with the Town's Purchasing Policy and Procedures as may be amended from time to time.

7) The Library shall submit all invoices for processing in a timely manner and work with appropriate Town staff to ensure that Council and Board-approved budgets are followed.

8) Only the CEO or designate or Chair may authorize the Town to proceed with a payment on behalf of the Library.

9) The Town shall provide the CEO and designated Staff credit cards. The Library shall set policy for internal use and approve expenses in according with clause 7 and 8 above.

10) The Town shall assist the CEO with the budget planning process, and ensure that long-term needs are included in budget presentations to Council.

11) The Town shall assist the CEO in budgetary planning based on employee years of service and current and planned Town employee remuneration plans.

12) The Town shall include the Library asset acquisition and Fee for Service contracts in the Town Tender and Acquisition processes when requested by the CEO.

13) Financial Statements:

a) Monthly Trial, Variance, and Roll-Up Summary statements shall be available to the CEO for each of the Board's Operational and Capital accounts.

b) Quarterly Reserve and Development charge reserve and investment statements shall be provided by the Town to the CEO for each of the Board's Accounts.

14) The Library shall have access to any Town procurement discounts and buying rates. As per Vendor requirements, the Library may be required to make requisitions through the Town or under its own account.

SCHEDULE "C"

Information Technology Support

1) Principal Understanding:

- a) All IT equipment and infrastructure located at the Library, excluding public access computers and tablets, including servers, phone system, computers, corporate software and printers are the property of the Town and Library employees are provided access for Library use.
- b) The town provides a separate network for public access terminals.
- c) The Library shall accept all Town IT policies as they relate to the use of the Town's corporate IT equipment and infrastructure connected to the Town's Corporate drive.
- d) The Library shall develop its own IT policies, independent of the Town, for certain patron use technology, including patron networks and Maker Spaces.

2) The Town shall provide to the Library:

- a) Software and hardware support for Library employee users of Town technology.
- b) Support during Town business hours, Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding Town statutory holidays. No emergency after-hour support is provided to any department. The Help Desk should be notified after hours, in order to minimize down time when Town staff return to work.
- c) Help desk service tickets are handled on a priority basis throughout the entire Town. The Library tickets shall be handled at the same priority level as for Town departments.
- d) Usernames and passwords shall be created for incoming staff and email shall be archived for outgoing users. Employees of the Library shall be provided with an account which shall allow access to the services of the Town that are provided to Town employees.
- e) Procurement of IT equipment and infrastructure provided to the Library by the Town shall occur at the same times as for Town departments. The Library may choose to request items not provided, such as public networked systems be included in this RFP.
- f) Support and general maintenance of staff and public networks of the Library. Any secondary devices or acquisitions acquired by the Library, as well as all equipment on the public network shall be the responsibility of the Library to maintain and service.
- g) The HR Department shall make the Town's Intranet available to all Library employees, including benefits and services for which they qualify under this agreement.
- h) Training for Library staff in the use of corporate standard software shall be completed by Town IT staff and may include a Train the Trainer model of in-serving a member or small group

of Library employees.

i) The Library shall adhere to all licensing agreements for any software or products that the Town provides. The CEO shall have an opportunity to review and provide feedback with regards to any large scale procurement in order to assure that general Library use needs shall be met within the requirements of these agreements.

j) MFIPPA Freedom of Information file and email searches, according to the terms of the Town's policy as required.

3) The Library shall be responsible for providing the following IT services without support of the Town:

a) Integrated Library System.

b) Unique Library software including the ILS.

c) Providing training to members of the community on their devices, hardware, software, licensing, printing needs and Wi-Fi network access.

d) Library web site design and support.

e) Library social media account support.

f) Support for devices and software that are not part of the Town's corporate standard.

4) The CEO shall participate in the Town's asset management plan by assisting with maintaining the Library's IT Capital Asset Inventory as required and receive assistance from the Town in evaluating the financial viability and replacement needs of each.

5) The Library shall be invited to participate in Town-wide procurement of leased technology (e.g. photocopiers).

SCHEDULE "D"

Facility Maintenance Support

1) The Town shall provide the following maintenance services to the Board under the Town's Policies and Procedures for the services listed below:

a) Preventative Maintenance

b) Code Compliance - TSSA, OHSA, ESA, MOL, Building, Fire, AODA

c) Minor Improvements

d) Capital Project Management

e) Property Management

- f) Support for emergency after-hours incidents on Library
 - g) Budget for Facility and Grounds maintenance, Health & Safety upgrades as required, repair/replacement of components of the buildings and property of the Library
 - h) Contractor Policy for facility maintenance
- 2) The Town shall complete all necessary repairs and enhancements in a timely manner to mitigate risk.
 - 3) The CEO and CAO shall liaise in decision making for closures due to weather related events.
 - 4) Should the library be designated as an emergency centre for media coverage in the event of a large-scale emergency in the Town, the Town shall consider upgrades for necessary business continuity.
 - 5) Prior to the start of any planned changes to the grounds of the Library, discussions shall take place with the CEO and the Board in order to ensure that said additions or changes meet the long term plans of the Board, including any Space or Strategic Plans.
 - a) The CEO and Board shall consult the Town when producing any Space Plans to ensure these plans meet the Town's Official Plan or any Master Plans.
 - b) The Custodial Facility Maintenance of all Library locations shall be provided by the Town at all Town owned properties. The CAO and CEO may choose to develop a separate Schedule to outline any specific options to this clause.
 - 6) The Town shall cover all utility expenses.
 - 7) The Town shall maintain snow removal services and lawn/garden maintenance at all Board operated locations owned by the Town to the same standards of other Town owned facilities.
 - 8) As the library is open to the public on weekends and in evenings, the Town shall ensure that Board services are not interrupted due to maintenance issues.

SCHEDULE "E"

INSURANCE AND RISK MANAGEMENT

- 1) The Library shall receive support from the Town for insurance and risk management and agrees to the following:
 - a) The Library shall adhere to the requirements of the Town's Insurance Risk Management Program.
 - b) The Library shall not knowingly place the Corporation under any undue risk.
- 2) The CEO shall participate in the Town's asset management plan by preparing and maintaining an asset management plan for the facility's furniture and equipment and shall review and revise their content as per the town's schedule.

3) The Library may, at any time, purchase insurance outside of the Town's policy for additional insurable needs not covered by the Town or covered to the level the Board directs (e.g. to cover equipment, furniture or technology that may warrant a separate policy).

4) The Board and all officers of the Board, including the CEO shall be included in the liability, indemnification, and Errors & Omissions insurance of the Town.

5) Adequate insurance coverage for the Library's facilities and contents including furnishing, capital equipment, and other holdings, shall be provided under the Town's insurance policy. The CEO is responsible for ensuring maintenance of current records of library property for insurance purposes.

SCHEDULE "F"

SHARED TOWN SERVICES

1) The Board shall offer Town services through the Library which are appropriate to improved service to the community, provided:

a) the delivery of such services is within the scope and skill of the Library employees,

b) do not require additional Library staff, and

c) do not impact on other services provided by employees of the library.

2) These services may from time to time be discussed by the CAO and CEO, and this Schedule may be amended as required. These services may include the sale of such items as dog tags, garbage tags, and recycle bins on behalf of the Town or may include assistance with vaccine appointment support.

3) Although the priority space usage shall be for paid rentals, the Library and the Town shall provide free reciprocal rental space allowances to each other as needed.

4) The Library shall not charge any Town employees a non-residency fee, regardless of where the employee resides. Program fees may be charged at a rate equivalent to resident patrons.

SCHEDULE "G"

MARKETING AND COMMUNICATIONS

1) The Library may utilize Town advertising rates. The Library shall be included in Town marketing/communications procurement.

2) The Town shall assist the Library in communications regarding events and programs on the Town

Website, in the Town's e-blasts, and on any no-cost communication methods incorporated by the Town as resources permit.

3) The Town and Library websites shall not duplicate content on each other's websites. The two websites shall include reciprocal links to each other's websites/content.

4) The Library is responsible for managing its marketing materials and any costs associated with marketing, advertising or communication.

5) The CEO may consult with the CAO, or designate, for recommendations on media communications.

6) The CEO shall inform the CAO or designate of any changes to Library services, staffing or Board/Committee members, or any other information which is promoted on the Town's website.

SCHEDULE "H"

CORPORATE TRAINING OF BOARD

1) The Town shall provide all legally required training to the CEO and Library Board members as appropriate no less than once in every four-year term of office following the appointment of the new Board. This shall include topics to be determined as a modified training of Council (such as Robert's Rules, MFIPPA, AODA Customer Service Training, Financial Processes and Board Liability as it relates to policy approval, etc.) and occur consultation with the CEO.

2) The Town staff may provide instruction on interpreting financial and budgetary statements to the Board.

3) The Town shall include the Board in any of the Town's committee education workshops.

4) The Library's Board members and the Adult Learning Advisory Group shall be invited to participate in all relevant training. The CEO shall work directly with the Town CAO and Clerk to determine required municipal training for these bodies.

SCHEDULE "I"

COMMUNITY SERVICE PARTNERSHIPS

1) The Library will work in conjunction with the Community Services staff on projects that benefit community needs as required, to support community wellness, including through emergencies and unexpected events, including such initiatives as vaccination appointment support.

- 2) The Library's Programming & Events staff will continue to meet regularly to review and plan upcoming programs and events, ensuring wide awareness of services and the opportunity for partnership.
- 3) The Town and the Library staff will communicate and define the relationship between Community Services and the Library in service delivery and we will seek to ensure there is no duplication of service except where it is a benefit to the community.
- 4) In a circumstance where there is concern of roles and/or responsibility, The Director of Communication Services and the Library CEO will engage in a discussion to determine a path forward. If necessary, we may seek input from Senior Management Team.
- 5) The Library staff and the Town staff will support each other's initiatives within our spaces with approval from the Director and CEO, such as remote library collections, toy libraries, and digital Technology, that are owned by one and yet housed temporarily by the other, and which will be returned at the end of the partnership.
- 6) The Director may provide the Library CEO with non-traditional material for loan through the Library (i.e. Quarry passes, kayaks, tennis and pickle ball rackets). The processes around loaning will be mutually determined and documented in the Library's Lending Policy.
- 7) The Community Service Department and the Library may choose to cross promote programs, activities and events through the Town's resources including editions of The Community Guide, newsletters, departmental websites, and social media. We will seek to keep each other informed to also facilitate staff-to-client sharing.



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Stephanie Ische, Director of Community Services
Date of Meeting:	14 June 2022
Subject:	DCS 24-2022 Memorandum of Understanding (MOU) with Super Splash Inflatable Waterpark

PURPOSE

The purpose of this report is for Council to enter a Memorandum of Understanding (MOU) with Super Splash Inflatable Waterpark for the Town to provide lifeguard staff for the inflatable water park.

RECOMMENDATION

THAT DCS 24-2022 Memorandum of Understanding (MOU) with Super Splash Inflatable Waterpark report be received; and

THAT Council consider By-law 61-2022, authorizing the Mayor and the Clerk to execute the associated Memorandum of Understanding with Super Splash Inflatable Waterpark.

BACKGROUND

In the winter of 2019, Community Services staff undertook a core services review of all services offered by the Department. This involved in-depth analysis of program delivery, services and how they were offered, revenue generation strategies and opportunities for reduction of expenses. Staff presented these recommendations to Council September 2019. As part of this core services review, a partnership with an inflatable water park for the swimming quarry was brought forward. Council approved the partnership in principle with a company to offer an inflatable water park on the north end of the swimming quarry. In March 2020 the Inflatable Water Park Management Contract was brought before Council and was approved. However due to the pandemic and COVID restrictions this initiative was put on hold.

As restrictions from the pandemic lessened and constraints were dropped, the contract was brought back before Council for modifications. Council approved the changes to the Inflatable Water Park management contract at the February 22, 2022, Council meeting. The Inflatable Water Park is ready to begin operations this summer.

REPORT

There is currently a nation-wide lifeguard shortage, and coming out of the pandemic, it has been challenging to hire certified lifeguards. This is in part to limited opportunities for lifeguards to be trained and certified. Many pool programs in the Country are being delayed and some canceled altogether due to this shortage.

As an Aquatics department, staff have been working on creative solutions to build a team for this summer and going forward. This includes working with prospective lifeguards to be fast tracked through the system to become certified in time for the opening of the Quarry. Staff are also in the midst of

developing a Lifeguard in Training Program (LIT) that will be in place for younger participants to get a taste of lifeguarding and to help them through the next steps to become a certified Lifeguard.

Super Splash Inflatable Waterpark has posted for lifeguards for many months with no success. Without lifeguards, the park may not be able to open. The purpose of the attached MOU is to allow the Town of St. Marys the ability to contract lifeguard staff to the Inflatable Water Park located at the Town of St. Marys swimming Quarry. This MOU means that the Town of St. Marys would provide lifeguards to work at both the Quarry operation as offered by the Town and at the Super Splash Inflatable Waterpark. Staff would be scheduled to meet the minimum staffing requirements as recommended by Lifesaving Society and the requirements of Super Splash Inflatable Waterpark. However, in times of staff shortage, the Town will prioritize lifeguards to work at the swimming Quarry first, and the inflatable park second.

The agreement would begin June 18, 2022, until the end of the season September 6, 2022.

FINANCIAL IMPLICATIONS

There are no financial implications to the Town as all costs will be recovered. The Town will record hours of service provided to Super Splash Inflatable Waterpark and will invoice for hours of service provided. Lifeguard hours provided by the Town to the inflatable park will be tracked and totalled monthly. The Town will then invoice Super Splash Inflatable Waterpark monthly for the total contracted hours.

SUMMARY

Based on attendance history of the Quarry, this location has grown and has become a popular destination. Its because of this staff are working with the inflatable company to ensure it will have staff to operate. Without this assistance the inflatable may not be able to open.

STRATEGIC PLAN

☒ Within the St. Marys Culture & Tourism Strategy the following priorities, outcomes, and tactics support the following initiatives in the Plan.

- Pillar #1 Infrastructure
 - Partner with the Community Services Department and Public Works Department to move forward initiatives that overlap between the Culture & Tourism Strategy and the Recreation and Leisure Master Plan.
- Pillar # 3 Tourism
 - Strength the local economy, with a focus on businesses that can cater to tourism.
 - Leverage the local culinary, heritage, recreation and agriculture sectors as a key differentiator and driver for tourism visits.
- Pillar # 4 Enhance Cultural Offerings
 - Opportunities for visitors to interact with St. Marys residents should be encouraged.

OTHERS CONSULTED

Andrea Slade, Aquatics Manager

Andre Morin, Director of Corporate Services/Treasurer

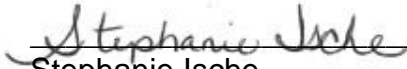
Patrick Jackson, Owner Super Splash Inflatable Waterpark

ATTACHMENTS

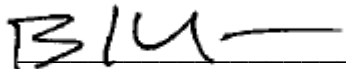
Memorandum of Understanding

REVIEWED BY

Recommended by the Department


Stephanie Ische
Director of Community Services

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

Memorandum of Understanding

Memorandum of Understanding Between Super Splash Inflatable Waterpark

And

The Town of St. Marys

(the “Parties” to the Memorandum of Understanding)

Preamble:

This Memorandum of Understanding (MOU) describes the relationship between Super Splash Inflatable Waterpark and The Town of St. Marys for contracting the Town of St. Marys to provide lifeguard staff for the inflatable water park located at the Town of St. Marys swimming quarry (425 Water Street South, St. Marys, ON) owned by Super Splash Inflatable Waterpark.

1. Term of Agreement

Starting June 18, 2022 until the end of season September 6, 2022 partnership can be terminated by any partner with 30 days notice.

2. Purpose of Agreement

The purpose of this Memorandum of Understanding (MOU) is to define the terms of the agreement between Super Splash Inflatable Waterpark and The Town of St. Marys. Both parties will work together to offer a seamless summer operation at the St. Marys Quarry. All parties agree to work collaboratively toward positive solutions should a conflict arise.

3. Agreement

The Town of St. Marys will:

- Provide open waterfront lifeguarding services in compliance with Lifesaving Society
- Hire Lifeguards for the Quarry location to work in both service areas:
 - The Quarry operation as offered by the Town of St. Marys
 - Super Splash Inflatable Waterpark
- Schedule lifeguards to staff the hours required at the Town of St. Marys swimming quarry and the inflatable park to meet the minimum staffing requirements as recommended by Lifesaving Society (standards) and the requirements of Super Splash Inflatable Waterpark. Both parties agree and acknowledge that in times of staff shortage, the Town will prioritize lifeguards to work at the swimming quarry first, and the inflatable park second.
- Be responsible to pay the guards for their time and will track the hours provided to Super Splash Inflatable Waterpark. Pay will include all benefits/payroll taxes et cetera.

- Train Lifeguards on the Town of St. Marys Quarry operations. This will include situational training, review of policies and procedures along with work instructions. Where possible, both parties will work to combine Town training with the training provided by the Super Splash Inflatable Waterpark.
- Work in partnership with Super Splash Inflatable Waterpark to develop a schedule to cover lifeguarding requirements at the Quarry location.
- Record hours of service provided to Super Splash Inflatable Waterpark, and will invoice for hours of service provided. Lifeguard hours provided by the Town to the inflatable park will be tracked and totalled monthly. The Town will invoice Super Splash Inflatable Waterpark monthly for the total guard hours on the Inflatable Waterpark.
- Invoice Super Splash Inflatable Waterpark the current guard rates as set out by the Town of St. Marys compensation grid, plus all applicable mandatory employment related costs, plus applicable HST.
- Provide all necessary equipment to the lifeguard staff while working for the Town, including, but not limited too: safety equipment, uniforms et cetera.
- Provide ongoing communication to Super Splash Inflatable Waterpark relating to status of program.
- Be responsible for overseeing all emergency responses that may occur within the swimming quarry facilities, including the inflatable park.

Super Splash Inflatable Waterpark will:

- Provide the Town the number of guards that are required for each shift.
- Train Lifeguards on the inflatable park operations. This will include situational training, review of policies and procedures along with work instructions. Where possible, both parties will work to combine Town training with the training provided by the Super Splash Inflatable Waterpark.
- Provide payment to the Town within 30 days of being invoiced the hours the Lifeguards work on the Inflatable as invoiced by the Town of St. Marys.
- Provide all necessary equipment to the lifeguard staff while working on the inflatable, including, but not limited too: safety equipment, uniform et cetera.
- Provide ongoing communication to the Town of St. Marys relating to status of the program.

Employment of Lifeguards:

- Lifeguards will be hired by the Town of St. Marys.
- Save and except as otherwise provided under this Memorandum of Understanding, all matters relating to the employment of Lifeguards will be the sole responsibility of the Town of St. Marys during the Term of this Agreement and any extended Term of this Agreement. The Town of St. Marys will pay, deduct and, where applicable, remit to the appropriate governmental authorities all income taxes, contributions, premiums and assessments for Workplace Safety and Insurance Board, Employer Health Tax, Canada Pension Plan and Employment Insurance in respect of lifeguards.

- In the event of performance or other concerns regarding a lifeguard and/or their provision of the services, Super Splash Inflatable Waterpark will notify the Town of St. Marys in writing as soon as practical after the concern arises. Receipt of such concern will be acknowledged by the Town of St. Marys and a response will generally be provided in a period of not less than 5 business days which will outline a recommended course of action to address the issue(s).

4. Lifeguards are not an Employee of Super Splash Inflatable Waterpark

When providing services under this MOU, a lifeguard is acting as an employee of the Town of St. Marys and not as an employee of Super Splash Inflatable Waterpark. The lifeguards will not be entitled to receive any form of direct remuneration or benefits whatsoever from Super Splash Inflatable Waterpark.

5. Mutual Insurance

Both parties will be required to obtain and maintain on a continuous basis throughout the Term and any Extended Term of this MOU:

- General Liability Insurance for a limit of no less than \$10,000,000 per occurrence. Coverage will include, but not limited to, bodily injury, personal injury, property damage, contractual liability, and non-owned automobile liability and will contain a cross liability, severability of insured clause.
- Public Entity Errors & Omissions Liability Insurance for a limit of no less than \$2,000,000 per claim.

6. Indemnification

Each party shall indemnify, defend and hold harmless ("indemnifying party") the other parties and their respective employees, elected officers, agents and representatives ("indemnified parties") from and against all claims, actions, demands, suits, liabilities, losses, expenses, costs or damages (collectively, "claims") of every nature and kind whatsoever which any of the indemnified parties may have or suffer arising out of: (a) any breach by the indemnifying party of its obligations under this MOU; or (b) any claim which is caused by, or directly attributable to, the fault, failure or negligence of a lifeguard in respect of the provision of the Services to the indemnifying party.

7. Withdrawal of Party

Notwithstanding the Term of this Memorandum of Understanding, any party may, with thirty (30) days written notice, cancel this Memorandum of Understanding.

If either or both The Town of St. Marys and Super Splash Inflatable Waterpark decide to withdraw from this partnership, the Town of St. Marys will no longer provide Lifeguards to work on the Inflatable and staffing for this service would be turned over the Super Splash Inflatable Waterpark.

The Memorandum of Understanding will automatically be void if:

- Any of the requirements outlined in the agreement are not completed.
- Any illegal or fraudulent activities occur.

In the instance that this agreement becomes null and void, Lifeguards will remain employed by the Town of St. Marys.

8. Modifications to the Agreement

This MOU is at-will and may be modified by mutual consent of authorized officials from Town of St. Marys and Super Splash Inflatable Waterpark. This MOU shall become effective upon signature by the authorized officials from the Town of St. Marys and Super Splash Inflatable Waterpark will remain in effect until the final date summer operation season, September 6, 2022.

This agreement shall be effective upon signing by all parties. The person signing this Agreement hereby warrant that they have the authority to so commit their respective parties.

Town of St. Marys

Name: Al Stratthdee
Title: Mayor

Date of signing

Name: Jenna McCartney
Title: Clerk

Date of signing

Super Splash Inflatable Waterpark

Name: Patrick Jackson
Title: Owner

Date of signing

**Board of Directors Meeting Highlights
Held on May 19th, 2022 at 8:30 AM
as a Virtual Meeting**



Amendments to Ontario's Blue Box Regulation

On April 19, 2022, the provincial government filed amendments to the Blue Box regulation (O. Reg. 391/21) that replace rule making and the allocation table requirements with an alternative process for establishing a collection system for blue box materials in Ontario.

The government chose to pass these amendments, some of them substantial, without posting them on the Environmental Registry of Ontario (ERO) for public consultation.

Earlier, the Association had voiced concerns that changes to the Blue Box regulation were unnecessary at this time and could potentially jeopardize the timely transition of blue box recycling services from municipalities to producers and threaten the emergence of a competitive market for procurement of collection and processing.

While the Association continues to analyze the impact of these amendments on the member municipalities, we have listed some of the key changes below.

Removal of Rule Making and Allocation Table

The amended Regulation removes all references to rule making and the allocation table (Part III of the regulation was revoked in its entirety).

Those sections have been replaced with requirements making every producer responsible for providing curbside collection of blue box materials for every eligible source that receives curbside garbage collection.

Producers must provide depot collection for every eligible source that receives depot collection.

In general, the changes remove a major administrative exercise to assign a producer for every household by making them all responsible for all households.

Less obvious but significant by removing Part III any reference to the Competition Act has been removed opening the door for a potential monopoly which we had fought to exclude. Previous programs operated by a single entity led to predatory procurement practices heavily favouring the producers at the detriment of the service providers. The producers tend to dictate pricing and terms rather than letting the natural market forces dictate the outcome.

Initial Report from PROs

To set up Ontario's new blue box recycling system, the amended Regulation requires the submission of a report to RPRA, no later than July 1, 2022, by a PRO or multiple PROs, through agreement, that represent 66% of the aggregate weight of blue box material supplied to Ontario consumers in 2020.

PROs' market shares will be calculated based on the agreements they have signed with producers prior to April 1, 2022.

If a PRO or PROs, through agreement, meet this threshold, the report they submit must include the following:

- A description of how the collection system will be established and operated.
- A detailed description of how collected blue box materials will be made available for processing, how it will be processed, and where receiving facilities will be located in Ontario.
- A description of how the Regulation's promotion and education requirements will be met.
- If two or more PROs have entered into an agreement, one PRO must submit a single report to RPRA on their behalf.

Newspapers

If in a calendar year more than 70% of the weight of a producer's total blue box materials supplied to Ontario consumers is newspapers, that producer is exempt from the collection, management, and promotion and education requirements under the Regulation for newspapers, as well as any protective plastic wrapping, supplemental advertisements, and inserts that are provided along with newspapers.

The Regulation requires other obligated producers to collect newspapers. They can then count the management of those collected newspapers towards their paper target.

These amendments can be found as [O. Reg 349/22 on the Ontario e-Laws website](#).

Circular Materials Ontario Releases Their Master Service Agreement and Schedules of Work for Blue Box Collection Services

Circular Materials Ontario has published their Master Service Agreement and Schedules of Work for Blue Box collection services. Additionally, they have posted a survey for you to indicate your desire to provide services or not during the transition period (due June 30). The slides they presented in the AMO webinar and a list of responses to the questions posed during the webinar, are also [posted](#).

The published documents are essentially the producer's offer that have signed up with Circular Materials Ontario to have the municipalities continue existing collection services until the end of 2025 when their obligations change and the blue box program will change the most. It is a logical request given the current status of the supply chain making it difficult to get the equipment require on time to take over the programs at a time when their obligations are simply to maintain the current programs until then.

Circular Materials Ontario is widely regarded as the largest Producer Responsibility Organization (PRO) albeit unverified because the PROs market share has not been published and is unlikely to be since the amendments to the regulations were made. Two other PROs have been relatively silent on their position.

Bluewater Recycling Association Initial Take on the Offer

As you know, we have been actively involved in the process to transition to the new blue box regulation and ensuring that the transition is seamless to the residents. This file is now a daily subject in our office.

We have been vocal throughout the process that we did not want just a BC 2.0 program in Ontario. During the consultations and our many meetings since the new blue box regulation was announced, Circular Materials Ontario have regularly confirmed that situations were different in BC and they required an approach that would not be repeated in Ontario.

In our most recent meeting with them, they expressed concerns with the current supply chain issues that would make it difficult if not nearly impossible to procure the services needed during the transition period. As such, they were looking for cooperation from the municipalities to continue “existing collection services” until the end of 2025 when the new requirements would be implemented.

Even though they did not provide any details, the basis of the offer presented at the most recent meeting was not perfect but it had the foundation to initiate discussions that may have met the needs of our member municipalities while others that have renewed or extended their contracts since 2020 may have needed a modified approach to compensate them for the much higher increases they have experienced than the adjustments offered.

Unfortunately, now that more details have been released, we are deeply disappointed with their offer. Our members and the municipalities of Ontario are proud of the blue box program they have delivered for over 40 years in this Province and we were prepared to work collaboratively with the producers to ensure a smooth transition to preserve the integrity of the program while shifting to full producer responsibility seamlessly.



Alas, it seems the promises throughout the consultation were simply stalling tactics to deliver the same rhetoric we did not want. They continue to nickel and dime the municipalities of Ontario by offering less than 100% of the cost while increasing the scope of the work demanding more services with 237 pages of primarily one-sided conditions for us to maintain “existing collection services” on their behalf. Yes, you have read this right, they would like us to maintain “existing collection services” but they have attached [237 pages of conditions](#) and changes.

In its present format, the Association cannot recommend the offer to any of its members as it increases the risks and liabilities to the members vastly exceeding the potential rewards.

We will continue to work with the PROs in an attempt to reach a mutually beneficial arrangements that can help them meet their obligations while delivering the blue box program residents of this area deserve.

As always, we will continue to act in your best interest and respond to their offer before the published deadline. remain open to discussing how we can proceed to collaborate on a successful transition.

Used Battery Recycling Update

RPRA has announced that its Compliance and Enforcement Team is currently reviewing battery producers' compliance with the Batteries Regulation (O. Reg. 30/20). OWMA estimates that a disruption in the collection of used batteries is impacting over 600,000 households across Ontario. In its bulletin, RPRA announced that its inspectors will move to confirm that the required number of sites remain operational and that all batteries from any closed sites are processed within 3 months of being collected. Obligated parties in breach of the requirements outlined in the Batteries Regulation may be subject to compliance orders and fines. This matter highlights the concerns OWMA has persistently raised about the risks to recycling associated with monopolistic behaviour of incumbent PROs, low recycling targets, and lack of compliance with regulatory obligations. OWMA will fully cooperate with RPRA in its efforts to enforce compliance of battery producers with the regulation.

Statement from the Registrar: Used Battery Collection System

A recent contractual dispute between Call2Recycle Canada Inc. (Call2Recycle), a producer responsibility organization (PRO) operating a battery collection and recycling system in Ontario on behalf of its battery producer clients, and Raw Materials Company Inc. (RMC), an Ontario-based battery processor, has resulted in a significant reduction of used battery collection sites in Ontario.

While the contractual dispute itself between Call2Recycle and RMC is a private business matter outside the purview of O. Reg. 30/20 (the Batteries Regulation), the impact of the dispute on the used battery collection system is not.

RPRA's Compliance and Enforcement Team is currently reviewing battery producers' compliance with the Batteries Regulation, including but not limited to the following requirements outlined in Part III (Collection of Batteries), s. 8-11 and Part IV (Management of Batteries), s. 14:

Establish a Public Collection System

The number of sites required in each municipality in the Public Collection System is determined based on population requirements. The Battery Collection Systems Compliance Bulletin identifies the total number of sites in each municipality required under the regulation.

The regulation also allows the number of required sites to be reduced by offering curbside collection, direct collection programs or collection events.

The regulation does not require every community to have a collection site, as battery producers are permitted to replace up to 25 per cent of Ontario's sites with four-hour collection events.

Operate the Public Collection System

The obligation to service a Public Collection System must continue even if the system produces more batteries than is necessary to meet a producer's minimum management requirement.

The Public Collection System must accept all batteries, including batteries previously sold with other products.

Operating a collection system means that when a battery producer closes a collection site, they must recover the remaining batteries. Battery producers cannot strand batteries at a collection site in the Public Collection System.

Process the Batteries Collected

Batteries collected through the Public Collection System must be processed by a registered battery processor within three months of being collected by a hauler.

All batteries collected must be processed by a registered processor that meets the Recycling Efficiency Rates (RER) in the regulation. Registered processors are required to submit a third-party audit to RPRA confirming their RERs by April 30 of this year. Battery producers cannot send batteries to processors that do not meet the RER requirements in the regulation.

The “best efforts” standard referenced in the Batteries Regulation applies only to the minimum management requirements and is a legally enforceable standard requiring battery producers to, acting in good faith, take all reasonable steps to meet the requirements.

As part of the inspection of producer and PRO compliance with O. Reg. 30/20, the Registrar has assembled a team of senior inspectors led by the Manager of Compliance and Enforcement who are currently, among other things:

Confirming that the required number of sites remain operational,

Confirming that all batteries from any closed sites are not stranded and are processed within 3 months of being collected, and

Reviewing all documentation related to any audits or reviews of service providers, including the full results of any third-party audits.

Under Part V (Enforcement) of the Resource Recovery and Circular Economy Act, 2016 (RRCEA), obligated parties in breach of the requirements outlined in the Batteries Regulation may be subject to:

Compliance orders

Fines, including recovering any economic benefit that resulted in the non-compliance, once the Administrative Penalties Regulation proposed under the RRCEA is finalized

Prosecution

Any orders issued related to this matter will be publicly disclosed, as per the RRCEA, on the Authority’s website. A follow up statement will be issued at the conclusion of the inspection.



Tomra Identifies Five EPR Success Factors

Convenience is among the five principles to consider, says recycling technology provider.

The Tomra Recycling business unit of Norway-based Tomra Group has issued a white paper identifying common traits of extended producer responsibility (EPR) programs that are designed to boost recycling rates.

Saying EPR “has the power to accelerate society’s shift toward a more circular economy,” Tomra says it prepared its 30-page report to serve “as a detailed guide for policymakers who design or develop EPR schemes, offering a multi-faceted perspective and practical insights to help achieve greater performance.”

Tomra has identified these five design principles in its report:

- 1) **circularity**, which incentivizes eco-design and uses reliable measurement protocols;
- 2) **performance**, which includes a well-defined scope, clear roles and responsibilities, and comprehensive targets that scale up over time;
- 3) **convenience** and user-friendly systems that increase the amount of materials collected and processed effectively;
- 4) **producer responsibility**, which establishes clear rules for the management of discarded packaging; and
- 5) **system integrity**, which Tomra says ensures transparency and compliance to support the achievement of targets.

“Tomra’s first-hand experience in numerous markets on all continents has taught us which methods can be used to successfully address the challenge of managing post-consumer packaging waste, and which combinations work best,” says Wolfgang Ringel, a senior vice president with Tomra. “In some regions, where effective waste management systems have been established, more needs to be done to encourage the proper collection, sorting and recycling of valuable material that is simply thrown away. Implementing legally defined (in other words, mandatory) obligations covering the use of resources, and their responsible handling, is the way forward, as this will result in direct, active climate protection.”

In Asia, EPR initiatives have developed into cross-industry networks – a response to the fact that 80 percent of the plastic in the world’s oceans entered them via Asian waterways, says the equipment provider.

South Africa and Vietnam have recently implemented EPR for packaging, and several states within the United States are currently considering such measures, adds the company.

In Europe, the “robust targets defined in the 2019 Single-Use Plastics Directive have resulted in almost all EU member states introducing legislation on deposit-return systems for beverage containers that will be applied by 2029, says the vendor of sorting equipment and reverse vending machines.

“The implementation of EPR legislation is a transformative measure to improve both the quality and quantity of the resources that get recycled, thereby supporting the acceleration to a circular economy,” states Tomra.

Coca-Cola Aims To Use 50 Percent Recycled Glass By 2030

The Coca-Cola Bottling Co. United has announced its goal of using 50 percent recycled material in its glass bottles by 2030, leveraging a partnership with O-I Glass, headquartered in Perrysburg, Ohio. Through the partnership, Coca-Cola United, Birmingham, Alabama, expects to recycle more than 700,000 out-of-date and damaged bottles annually.

Glass is 100 percent and infinitely recyclable, making it an ideal packaging material to support a low-waste, circular economy. Recycled glass is the main ingredient in manufacturing new glass bottles and jars, and the more that's used in each batch, the more energy is saved and emissions are decreased. O-I is committed to Coca-Cola United's 10 sustainability goals, which include increasing recycled content to 50% on average by 2030.

O-I's recycling business relies heavily on finding sources of glass that require recycling.

Coca-Cola United had an existing relationship with O-I, which led to the new partnership.

They started to look at all of their recyclables and where they end up. They contacted O-I because they supply their glass bottles, and they learned that they have a team dedicated to increasing glass recycling. The team at O-I is laser-focused on implementing solutions to allow more glass to be recycled and used in glass packaging.

Collaborations such as this are vital steps in boosting the amount of recycled glass in the manufacturing stream and creating a more sustainable future, the companies say.

Alberta Funds Gas-From-Plastic Project

NOVA Chemicals Corporation and Enerkem Inc. have received funding of \$4.5 million from Alberta Innovates.

The funding, provided through Alberta Innovates' Technology Innovation and Emissions Reduction (TIER) Economic Recovery Program is allowing the companies build a pilot-scale reactor system that produces gas from used, non-recyclable and non-compostable plastics to feedstocks for virgin-grade plastics.

The team – which includes experts from leading chemicals and plastic resins producer, NOVA Chemicals – has been working to achieve lower greenhouse gas emissions while significantly accelerating the upgrading process for waste materials.

The successful implementation of this technology in Alberta could result in reduction of local CO₂ emissions by approximately 165,000 tCO₂e per year, while also diverting 230,000 tonnes of waste (including over 100,000 tonnes of mixed plastic waste) per year from landfills.

“By taking waste streams that are otherwise non-recyclable, we can complement mechanical recycling efforts and provide an important solution to close the gap between recycling targets and the important role plastics play in our daily lives,” said Michel Chornet, executive vice-president, engineering, innovation and operations at Enerkem.

“The project aims to expand the types of materials that can be recycled and increase recycling rates while reducing emissions from incineration and landfill and keeping plastic out of the environment.”

New Recycling Techniques Not Incineration

The American Chemistry Council (ACC), Washington, has written a letter objecting to an attempt by some members of Congress to regulate newer plastic recycling facilities using Clean Air Act techniques applied to incinerators.

On Friday [April 29], members of Congress sent a letter to the House Subcommittee on the Interior, Environment and Related Agencies requesting that the Environmental Protection Agency (EPA) regulate advanced recycling technologies as municipal waste combustion units under the Clean Air Act.

The May 3 reply by the ACC refers to advanced recycling—a term it uses for a collection of solvent-based or other thermochemical technologies to convert plastic scrap into new polymers and other marketable materials—as “game-changing technologies that enable a circular economy by transforming used plastics into high quality new plastics.”

Characterizing advanced recycling as ‘waste combustion’ or ‘burning plastics’ is scientifically inaccurate and distracts from the real and significant progress being made.

The organization points to “seven commercial-scale advanced recycling facilities” and others “leveraging existing chemical manufacturing infrastructure to make virgin-quality plastic from used plastics in the U.S.” as “just the beginning of a massive wave of new projects.”

Since 2017, \$7.5 billion in investments have been announced involving more than 70 projects with the potential to divert up to 8.75 million tons of plastic scrap from landfills annually.

A recent independent study found advanced recycling reduces greenhouse gas emissions 43 percent relative to waste-to-energy incineration of plastic films made from virgin-resources. Another study found benchmarked air emissions from an average-sized advanced recycling facility were often on par with those from common well-regulated facilities such as hospitals and universities, and often too low to trigger key EPA permitting thresholds.

The trade association says regulating advanced recycling as solid waste incineration would be “inconsistent with Clean Air Act legal criteria” and would conflict with laws in 18 states that have passed laws regulating the facilities as manufacturing operations.

Clean Air Act regulation also “would undermine EPA’s National Recycling Goal to increase the U.S. recycling rate to 50 percent by 2030,” the ACC says, adding “America’s plastic makers will rely on advanced recycling to help EPA meet its goal.”

The ACC concludes, “From Wendy’s to Warby Parker, advanced recycling is being used to make plastic consumer products from the hard-to-recycle plastics mechanical recycling cannot process. We urge lawmakers and the EPA to follow the science and reject the false claims that advanced recycling is ‘waste combustion,’ and we invite them to visit an advanced recycling facility to get the facts in person.”

California Opens Investigation Into Plastics Recycling Industry

California Attorney General Rob Bonta recently announced an investigation into the fossil fuel and petrochemical industries for their roles in causing and exacerbating the global plastics pollution crisis. It also will look for what laws, if any, have been broken in the process.



Bonta says the global plastics pollution crisis has been driven by the fossil fuel and petrochemical industries. In the 1950s, the world produced about 1.5 million tons of plastic annually. He says that number has skyrocketed to more than 300 million tons, with plans to continue to increase supply in the coming decades.

Bonta says the fossil fuel and petrochemical companies have doubled down on plastics production, recently investing an additional \$208 billion to expand plastic production worldwide. Plastic production is a significant source of greenhouse gas emissions, and the planned expansion of fossil-fuel-based production runs counter to efforts to address the climate crisis through a transition to clean energy, according to the Californian Attorney General's office.

Bonta claims that companies spent millions promoting the benefits of plastics and how they can be recycled. However, industry officials knew recycling plastic was not feasible as far back as the 1970s, according to a report from NPR.

The American Chemistry Council (ACC) strongly disagrees with the portrayal of the industry by Attorney General Bonta. As they've repeatedly emphasized, plastics belong in our economy, not our environment. America's plastic makers are committed to a more sustainable future and have proposed comprehensive and bold actions at the state, federal and international levels in their 5 Actions for Sustainable Change and 5 Principles to End Plastic Waste Globally.

The ACC's proposal includes requiring all plastic packaging in the U.S. to include at least 30 percent recycled plastic by 2030, establishing a producer responsibility system for packaging that will help increase recycling infrastructure and supporting a legally binding global agreement to stop leakage and build waste management infrastructure globally.

This November, Californians will vote on the Stop Plastic Pollution initiative, a policy that would reduce single-use plastic packaging. In addition, the California legislature is currently considering Assembly Bill 2026 to address the increasing threat of single-use plastic packaging in online sales.

WM To Invest \$825M In Renewable Natural Gas Efforts

The company anticipates the investment will increase its RNG production by 600 percent over the next four years.

WM, Houston, has announced plans to invest \$825 million in its renewable energy footprint from 2022 to 2025 by expanding its renewable natural gas (RNG) infrastructure. The company says it plans to build 17 facilities across North America by 2026.

The company says the investment is anticipated to increase RNG production by 600 percent to help fuel its entire RNG fleet and communities across the country. The company says it will be able to provide enough renewable energy to supply the equivalent of 1 million homes.

Today, WM has 16 plants across North America through a mix of WM plants and third-party developers. By 2026, the company plans to expand its RNG network in several states including Arkansas, California, Florida, Illinois, Oklahoma and Pennsylvania in the U.S. The company is also investing in plants in Quebec and Ontario in Canada. WM expects RNG plants in Oklahoma City, Oklahoma, and Springdale, Arkansas, to come online in 2022.

The increase in RNG production WM expects from the new investments will lead to the displacement of approximately 1.3 million metric tons of CO₂ greenhouse gas emissions by 2026, the equivalent to 3 billion miles driven by an average gasoline-powered passenger vehicle.

WM says it will continue to invest in areas across the business when it comes to sustainability, with renewable energy being one of them. The company also continues to invest in areas like recycling, with a \$275 million planned investment in materials recovery facilities for recycling infrastructure for 2022 alone.

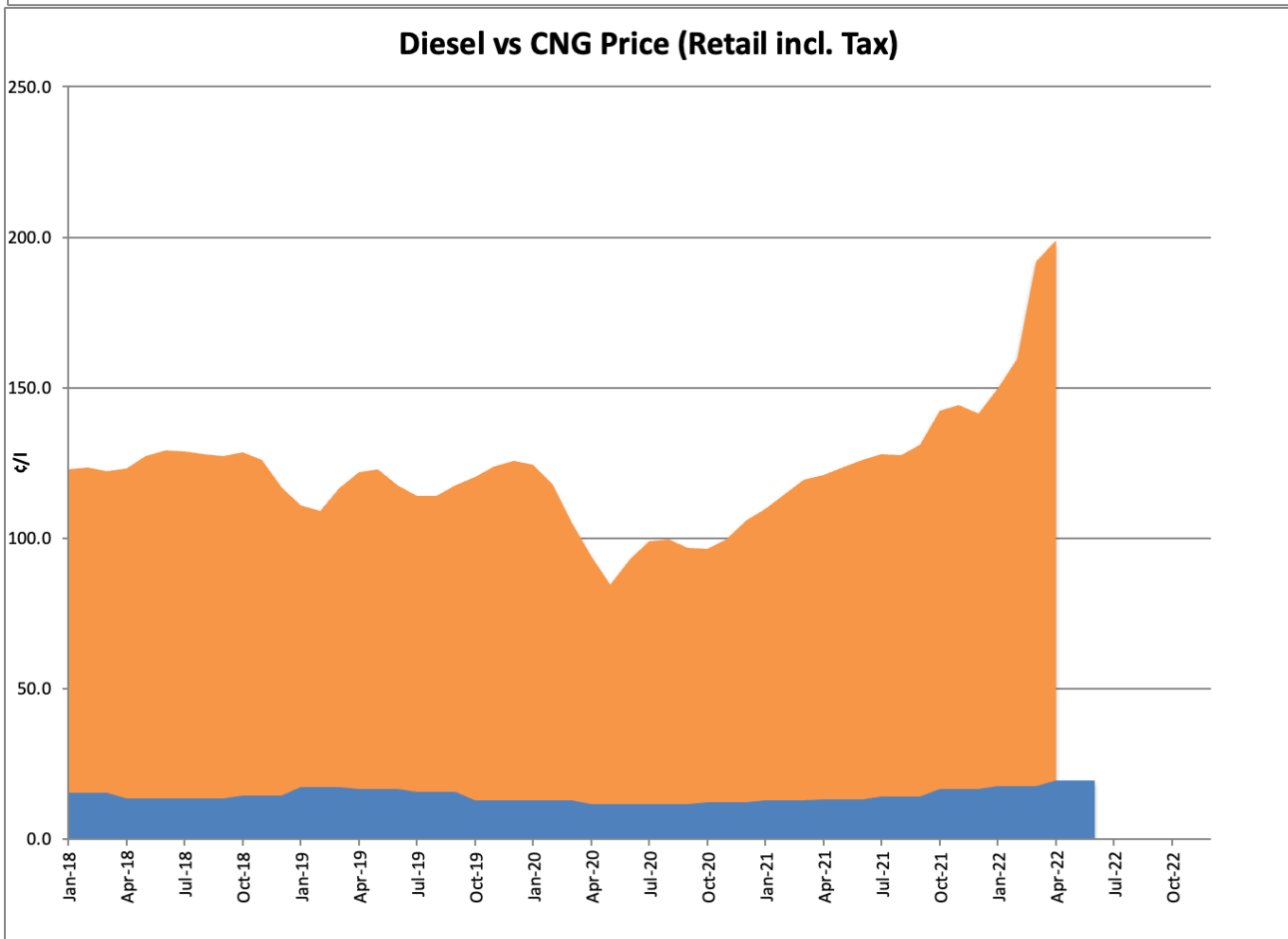
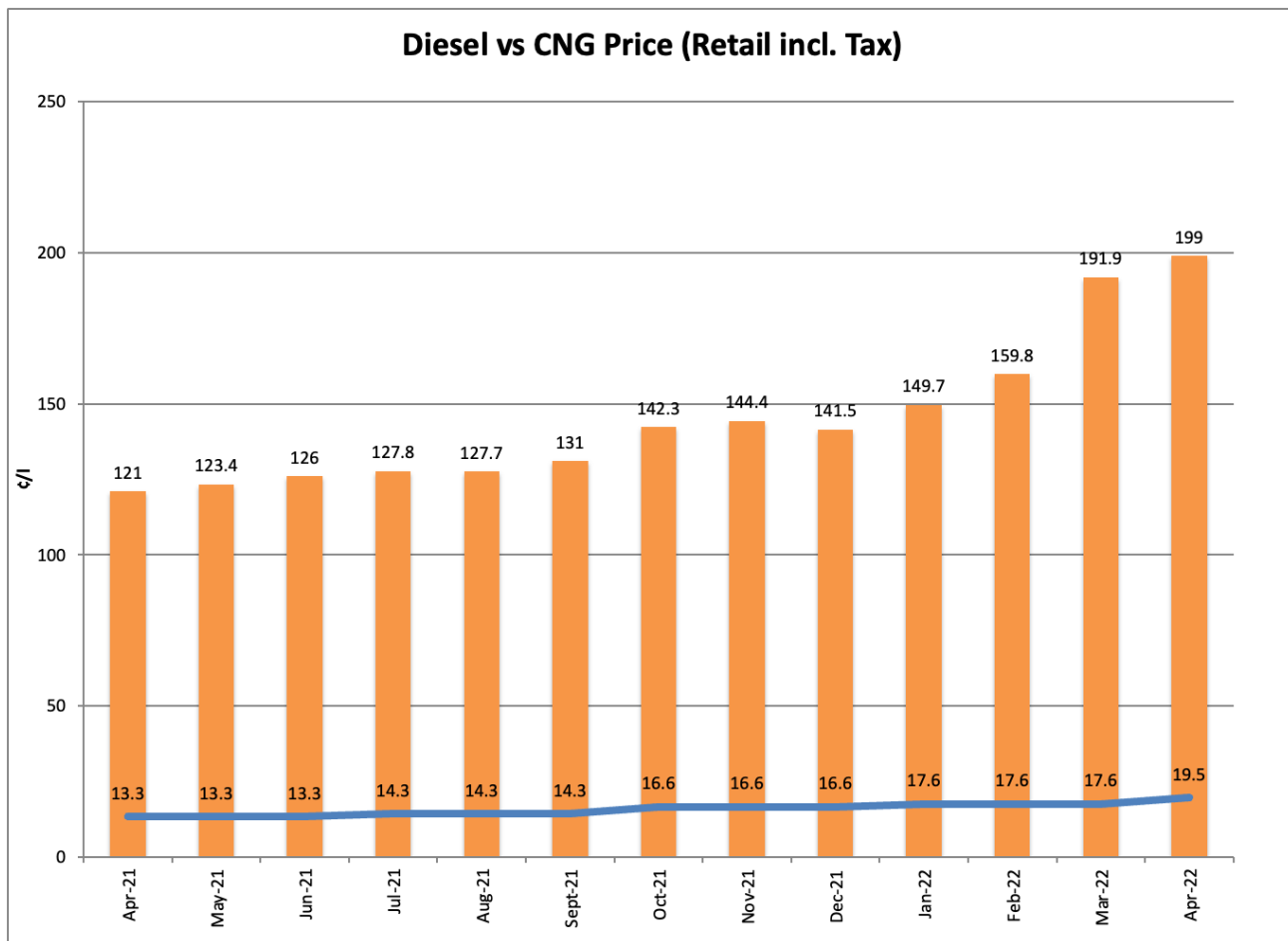
Upcycled Certified Food Program Comes To Canada

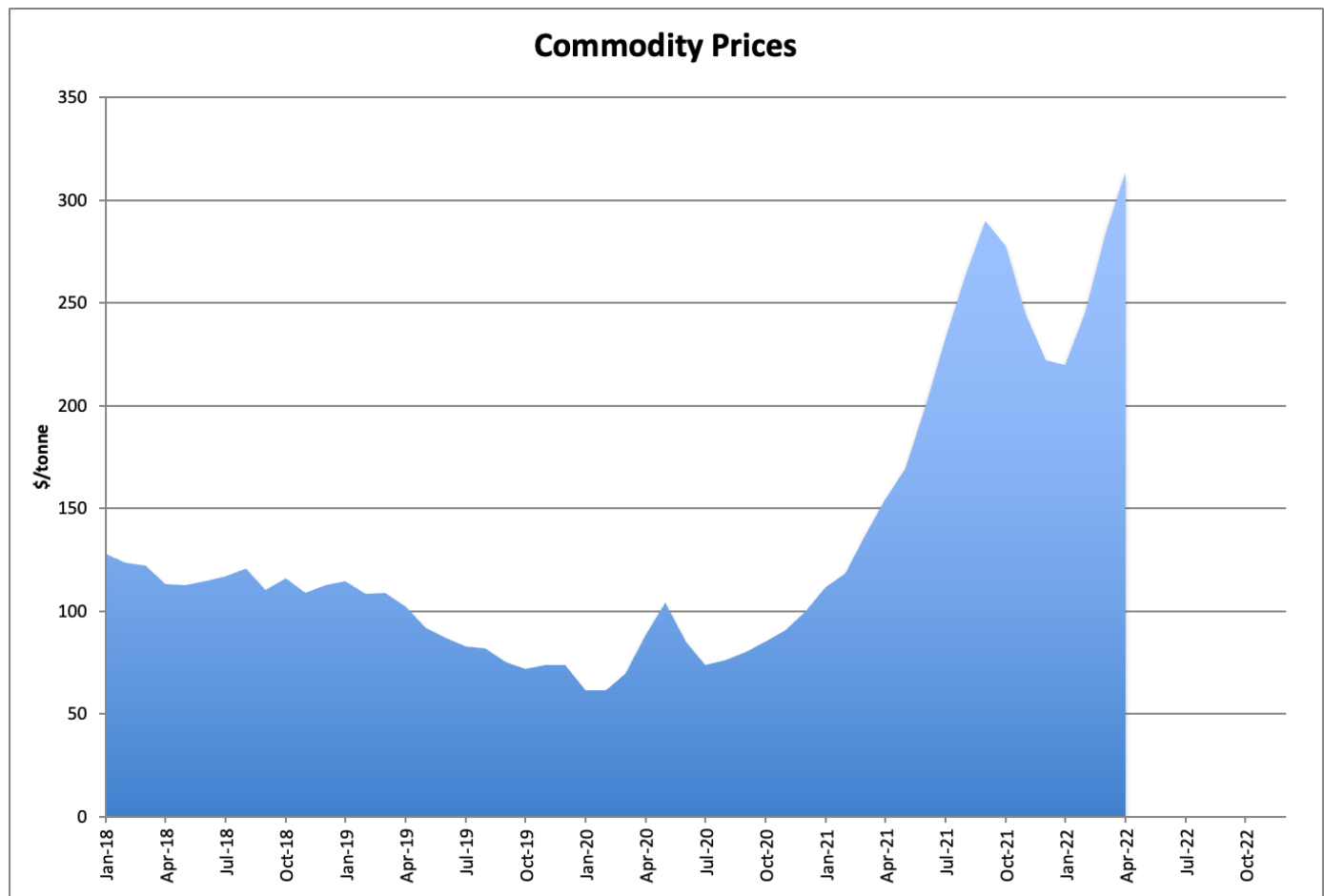
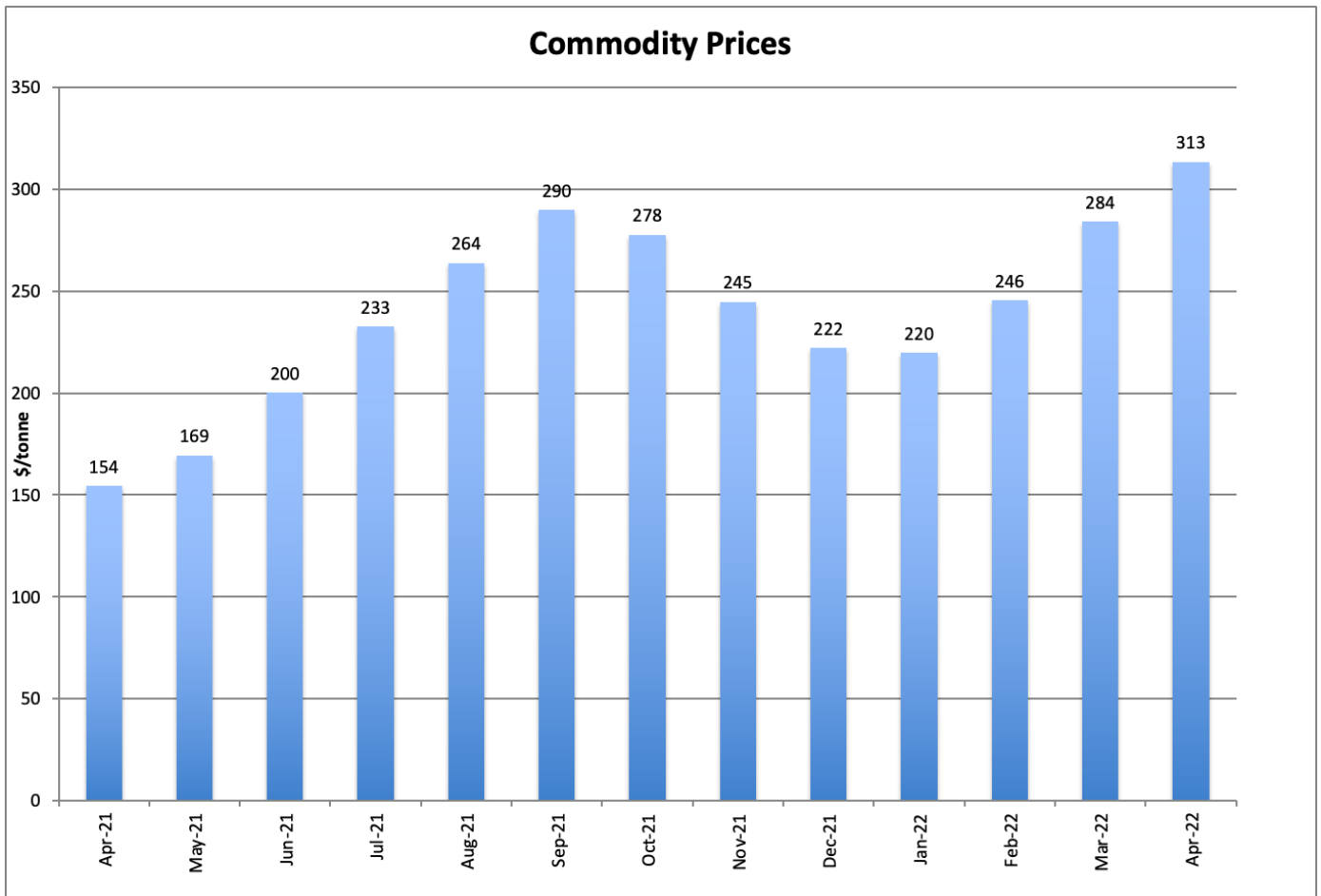
The Upcycled Food Association (UFA) has expanded its Upcycled Certified program into Canada. UFA is partnering with Anthesis Provision, and COIL (Circular Opportunity Innovation Launchpad), the circular business accelerator of Ontario municipalities Guelph-Wellington, to expand the reach of the third-party verified Upcycled Certified Mark to Canadian consumers. The program certifies that food, beverage, cosmetic, companion pet food, home care, and cleaning products they buy include upcycled ingredients. The Upcycled Certified Program has certified over 200 products and ingredients in the United States and is projected to prevent over 820 million pounds of food waste in the next year.

Named as one of the top food trends for 2021 by Whole Foods and one of the most prominent trends at Expo West in 2022, consumer research shows that demand for Upcycled Foods is strong and growing, with 80 percent of consumers saying they would seek out upcycled products.

Callebaut's Evocao WholeFruit Chocolate is the first upcycled certified chocolate made from 100% pure cacaofruit. Given that 70% of the 14 million tons of harvested cacaofruit is wasted annually, cacaofruit is the most impactful fruit to fully upcycle.

Anthesis Provision, part of the world's largest group of sustainability experts, is delighted to help bring the Upcycled Certified Program to Canadian food and beverage companies, to enable them to showcase their efforts to prevent food waste and use all their resources by creating new upcycled products that meet a growing consumer demand.





SPRUCE LODGE

Board of Management Meeting

April 20th, 2022

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*

Councillors: *Jim Aitcheson, Ronda Ehgoetz, Danielle Ingram, Marg Luna, Fern Pridham, Kathy Vassilakos*

Regrets:

Guests: *Drew Campbell, Zehr Insurance,
Mike Arndt & Brad Klein, Graham Mathew Professional Group*

Chairperson Councillor Kathy Vassilakos brought the meeting to order.

Moved by Councillor Aitcheson

Seconded by Councillor Pridham

That the agenda for April 20th, 2022 be approved as presented.

CARRIED

Insurance Presentation:

Drew Campbell from Zehr Insurance joined the meeting to present the insurance renewal for the period April 15, 2022 to April 15, 2023. It is not necessary to request a value assessment of the property, as it is provided by the insurance company.

Premiums have increased approximately 25%, with the additional cyber coverage at \$8,614.00.

An application and risk process took place for cyber insurance, as the initial estimate was approximately \$15,000.00.

Moved by Councillor Ingram

Seconded by Councillor Aitcheson

**To accept the Insurance renewal for the period April 15, 2022 to April 15, 2023
as presented.**

CARRIED

Auditor's Report:

Mike Arndt and Brad Klein from Graham Mathew Professional Group joined the meeting. Mike Arndt gave an overview of the audit process and indicated they have a clean audit opinion. Mike Arndt reviewed the Spruce Lodge Audited Financial Statements for the year ended December 31, 2021.

Moved by Councillor Pridham

Seconded by Councillor Ingram

**To approve the Spruce Lodge Audited Financial Statements for the
year ended December 31, 2021. as presented.**

CARRIED

There are no developments in the Sholdice settlement. She has been directed to consult with the union.

➤ Declaration of pecuniary interest.

SPRUCE LODGE - Continued

Board of Management Meeting

April 20th, 2022

Approval of Minutes:

Moved by Councillor Ingram
Seconded by Councillor Aitcheson

That the minutes of March 16th, 2022 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Luna
Seconded by Councillor Ehgoetz

That the March 2022 accounts in the amount of \$496,195.45 to be ratified.

CARRIED

Financial Report:

The Business Manager presented the Spruce Lodge Home for the Aged Financial Statements for the period ending February 28th, 2022 for review and discussion.

Moved by Councillor Aitcheson
Seconded by Councillor Luna

To accept the Spruce Lodge Home Financial Report for the period ending February 28th, 2022 as presented.

CARRIED

Administrator's Report:

COVID Update:

There is one resident in the East wing who remains isolated due to COVID. Cottage A will be out of outbreak tomorrow. Cottage C has no active cases, but still remains closed due to possible staff links, and may possibly open April 28th, 2022. There have been a total of 45 resident cases, with two (2) resident deaths, although these residents also had underlying medical conditions. There have been 28 staff cases, with new cases being identified every week.

Occupancy

Occupancy is currently at 80% due to no admissions being permitted due to outbreak.

Vaccinations:

100% of Spruce Lodge staff are triple vaccinated, with only one staff affected by the most recent mandate. There are a few who will become eligible in the coming month.

The Administrator has met with, and received written letters from family regarding the mandate.

Outdoor visits will resume again soon, although not entirely risk free and labour intensive for staff. Residents are free to come and go. If they acknowledge they have been a close contact, they would be tested and isolated, otherwise they are tested on day 5 after outing. Most homes have lifted mandate for visitors. Risk is reduced, but still significant. Unvaccinated visitors can visit outdoors in a designated space while continuing to wear a mask, and shield.

SPRUCE LODGE - Continued

Board of Management Meeting

April 20th, 2022

It was suggested that Spruce Lodge should allow essential visitors who are not vaccinated as many homes are doing so. Discussion took place. From a risk management perspective a policy should be implemented to address unvaccinated visitors. The Administrator will come up with a recommendation to share with the Board.

Quality Projects:

The Avon Maitland District School Board (AMDSB) program has not begun due to the outbreak.

Air Conditioning:

The Ministry of Health contacted the Administrator regarding a quote for air conditioning, as currently Spruce Lodge has only received an estimate. A quote will follow in the next couple of weeks. There has been potentially \$986,000.00 approved by government. Plans would be to – replace fan motors with air conditioning, and possibly heat during shoulder season. Rooms would have their own thermostat.

The initial funds would be used for common areas, and in hallways in the cottages where problems have persisted for years. The system would be completely replaced. Dining rooms would be upgraded to variable refrigerant flow (VRF) units. The remaining \$40,000 would be used to convert a one or two dining room areas.

Moved by Councillor Aitcheson

Seconded by Councillor Luna

To enter closed session at 6:26 p.m. to discuss identifiable individuals.

CARRIED

Moved by Councillor Aitcheson

Seconded by Councillor Pridham

To enter open session at 6:30 p.m.

CARRIED

Moved by Councillor Luna

Seconded by Councillor Pridham

That the Administrator's report be accepted as presented.

CARRIED

Other Business: None presented.

Correspondence: *None presented.*

Dress Down Days:

☺ *For March 2022, the lucky charitable receipt winner is **Jayne Petrie!***

Moved by Councillor Luna

That the meeting be adjourned.

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

April 20th, 2022

Date & Time of Next Meeting:

Wednesday, May 18th, 2022 @ 5:00 p.m.

Councillor Vassilakos
Chairperson



Jennifer Facey
Secretary



Date _____

Minutes

Upper Thames River Conservation Authority (UTRCA)

Board of Directors Meeting

Tuesday, April 26, 2022

Virtual Meeting Due to COVID-19 Pandemic.

Alan Dale, UTRCA Board Chair, called the meeting to order at 9:49am.

Members Present:

M.Blosh	H.McDermid
A.Dale – Chair	P.Mitchell
A.Hopkins	B.Petrie
T.Jackson	J.Reffle
S.Levin	J.Salter
M.Lupton	M.Schadenberg
N.Manning	A.Westman

Regrets: A.Murray

Solicitor: G. Inglis

Staff:

J.Allain	T.Hollingsworth
T.Annett	B.Mackie
J.Bice	C.Saracino
A.Brooker	D.Schofield
E.Chandler	S.Singh
B.Dafoe	C.Tasker
K.Ebel	B.Verscheure
B.Glasman	M.Viglianti – Recorder
M.Helsten	J.Welker

1. Territorial Acknowledgement

The Chair read the territorial acknowledgement.

DRAFT

2. Modifications to the Agenda

The Chair inquired whether the members had any proposed modifications to the agenda. There were none.

3. Declarations of Pecuniary Interest

The Chair inquired whether the members had any Pecuniary Interests to declare. There were none.

4. Delegations/Presentations

There were no delegations or presentations.

5. Administrative Business

5.1. Approval of Minutes of Previous Meeting: March 22, 2022

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

Mover: T.Jackson

Seconder: S.Levin

THAT that the Upper Thames River Conservation Authority Board of Directors approve the Board of Directors' minutes dated March 22, 2022, including any closed session minutes, as posted on the Upper Thames River Conservation Authority web-site.

Carried.

5.2. Business Arising from the Minutes

5.2.1 Species at Risk Stewardship Program Funding Update

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

Members thanked the citizens, not for profit organizations, and businesses who donated money to the species at risk stewardship program.

Mover: M.Lupton

Seconder: N.Manning

THAT the report regarding the Species at Risk Stewardship program be received for information.

Carried.

DRAFT

5.2.2 Workplace Safety and Insurance Board (WSIB) Rebate

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

Staff noted that since the writing of the report, the rebate, which is a credit on the UTRCA account, has now been confirmed to be \$83,963.

Staff will look into whether or not the rebate is related to the UTRCA's claim history.

Mover: P.Mitchell

Secunder: H.McDermid

THAT the report regarding the Workplace Safety and Insurance Board rebate be received for information.

Carried.

5.2.3 Site Alteration By-Law Report

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

Staff will be communicating this information and provide a By-Law template to Municipalities, as indicated in the report. A Board member suggested directing staff to reach out to municipalities be added to the motion for discussion and consistency.

It was noted that Lucan-Biddulph also has a Site Alteration By-Law in progress. There was a discussion about staff appearing as a delegation to the member Municipalities without a Site Alteration By-Law to discuss and recommend the development of one.

Mover: A.Westman

Secunder: B.Petrie

THAT the report regarding Site Alteration By-Laws be received for information.

Mover: T.Jackson

Secunder: B.Petrie

THAT the motion be amended to add that staff will reach out to the municipalities identified in the above table that do not currently have a site-alteration by-law to recommend the development of one.

Carried.

THAT the report regarding Site Alteration By-Laws be received for information and that staff reach out to the municipalities identified in the above table that do not currently have a site-alteration by-law to recommend the development of one.

Carried.

DRAFT

5.3. Correspondence

There was no correspondence.

6. Reports – For Consideration

6.1. Provincial Offences Act Officer Designation for Aaron Brooker

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

Mover: J.Reffle

Secunder: J.Salter

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

7. Reports – For Information

7.1. Administration and Enforcement – Section 28 Status Report

(Report attached)

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

There was a discussion on communicating the information in the monthly section 28 status reports to Municipal Councils and partners in the industry in light of ongoing criticisms regarding permit delays. It was suggested that staff reach out to home builders associations and the London Development Institute to communicate this information and for educational purposes. It was note with new timelines coming through in Bill 109, this will be an important conversation to have across the watershed.

It was suggested that the monthly section 28 status report include the active applications to give the Members a more complete picture of the workload staff are dealing with, which would allow the Board to determine how to best support staff.

Mover: M.Schadenberg

Secunder: A.Westman

THAT the Board of Directors receive the report for information.
Carried.

7.2. Water Management Spring Update and Reservoir Status

Mover: B.Petrie

Seconded: J.Reffle

THAT the Board of Directors receives the report as presented.

Carried.

7.3. First Quarter 2022 Financial Update

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

Staff confirmed the compensation review would be presented at the May Board meeting.

Mover: M.Blosh

Seconded: A.Hopkins

THAT the Board of Directors receives the two financial statements as presented for review and discussion.

Carried.

7.4. April For Your Information Report

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

Members thanked all those who participated in the Thames River cleanup this past weekend.

Mover: S.Levin

Seconded: T.Jackson

THAT the Board of Directors receive the report for information.

Carried.

8. Notices of Motion

The Chair inquired whether any Board members had motions to bring to the floor for a future meeting. There were none.

9. Chair's Comments

The Chair informed the Board that two of the three finalists for the Oxford County Council Stewardship Award are in the UTRCA watershed and one is Scott Gillingwater, who was nominated for the extensive work undertaken on his property.

10. Member's Comments

The Board members congratulated Chair Alan Dale on being elected Vice-Chair of Conservation Ontario.

Members shared their appreciation for the new agenda format, specifically the member's comments section.

11. General Manager's Comments

The General Manager shared the sad news of the passing of Cameron Gorrie, who was a long time employee at Stantec. UTRCA staff are working with the City of London and Ro-Buck to plant a tree at the West London Dykes in his memory.

T.Annett noted the Province had recently released the Phase 2 regulations, which formalized processes that the UTRCA already has in place.

12. Reports – In-Camera

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

Mover: N.Manning

Secunder: M.Lupton

THAT the Board of Directors adjourn to Closed Session – In Camera, in accordance with Section C.13 of the UTRCA Administrative By-Law, to discuss a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

Carried.

12.1 Plan and Instruction to be Applied to Negotiations

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

DRAFT

Moved by: H.McDermid

Seconded by: P.Mitchell

THAT the Board of Directors Rise and Report progress.

Carried.

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

Mover: B.Petrie

Secunder: J.Salter

THAT staff be instructed to proceed in accordance with direction issued in closed session.

Carried.

13. Adjournment

The Chair confirmed the mover was willing to let their name stand. There being no further business, the meeting was adjourned at 11:42 am on a motion by P.Mitchell.



Tracy Annett, General Manager
Att.

Minutes
St. Marys Business Improvement Area Committee
Regular Meeting

May 9, 2022

6:00 pm

Video Conference

Click the following link:

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

1. CALL TO ORDER

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

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

The Chair called the meeting to order at 6:05 pm.

1.1 Welcome new Treasurer

Introduction of Megan Feeney to the board. She is within the banking business.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By: Councillor Tony Winter

Seconded By: Gwendolen Boyle

THAT the May 9, 2022 St. Marys Business Improvement Area Board agenda be approved.

Carried

4. ACCEPTANCE OF MINUTES

Moved By: Amie Rankin

Seconded By: Megan Feeney

THAT the March 21, 2022 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

Carried

5. BUSINESS ARISING FROM MINUTES

None

6. CORRESPONDENCE

Email from Chantal Lynch requesting to be a delegation in June regarding gift card program. This will be added to the agenda.

7. COUNCIL REPORT

Councillor Winter gave an overview of recent discussion this included;

- Decided on optical scanning for the election. Should show the results immediately.
- Approved money for a Community Developer
- Opted into the childcare fees proposed by the province
- Public meeting on Tuesday regarding Pet Value
- Approval for subdivision on Wellington
- Golf Course is putting on an addition to the shop
- Huron Street - unexpected sewer collapsed this is being fixed and coming along well

Moved By: Councillor Tony Winter

Seconded By: Amie Rankin

THAT the verbal Council report be received.

Carried

8. TREASURER'S REPORT

New Treasurer Megan Feeney noted that there have not been any expenditures since the previous meeting. Working on changing over signing authority. The draft budget will go to council tomorrow.

Moved By: Gwendolen Boyle

Seconded By: Councillor Tony Winter

THAT the April 2022 verbal Treasurer's report be accepted as presented.

Carried

9. OTHER BUSINESS

9.1 Homecoming Heritage Sponsorship request

Moved By: Gwendolen Boyle

Seconded By: Amie Rankin

THAT the BIA sponsor the Homecoming Heritage event at \$2,500.

Carried

9.2 Return to in-person meetings

Board members will send their preference to Kelly individually. It was raised that the meeting day will likely have to change to the 4th Monday. This can't happen in June due to schedule conflicts with the board so will look at this for July.

10. UPCOMING MEETINGS

The next regular meeting will occur June 13 at 6:00 p.m. and will be virtual.

11. ADJOURNMENT

Moved By: Gwendolen Boyle

Seconded By: Councillor Tony Winter

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 6:48 pm.

Carried

Chair

Committee Secretary



Minutes

Committee of Adjustment

April 20, 2022

6:00 pm

Video Conference

Click the following link:

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

Member Present	Steve Cousins, Chair William Galloway Stephen Glover Paul King Clive Slade
Staff Present	Mark Stone, Town Planner Grant Brouwer, Secretary / Treasurer
Others Present	David Greene, Applicant's Agent (323 Elgin Street West) Marilyn Greene, Applicant's Agent (323 Elgin Street West)

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By William Galloway

Seconded By Stephen Glover

THAT the April 20, 2022 Committee of Adjustment agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By William Galloway

Seconded By Paul King

THAT the April 6, 2022 Committee of Adjustment minutes be approved and signed by the Chair and the Secretary / Treasurer.

CARRIED

5. REPORTS

Chair Steve Cousins advised how members of the public can participate in the meeting as described in the agenda and Notices of Public Hearing.

Committee member Clive Slade entered the meeting at 6:03 p.m.

- 5.1 DEV 25-2022 Consent to Sever Application (File B01-2022) by D. Richmond, 323 Elgin Street West, St. Marys

Mark Stone, the Town's Planner spoke to the Application as detailed in the staff report.

Mark Stone advised that in response to the circulation of the Notice of Public Hearing, the Town received no public comments and two agency comments, they are as follows:

- Enbridge Gas Inc. has notified the Town that there are gas lines present in the general area, and that if any works are to be completed the Applicant may need to contact Enbridge Gas Inc.
- Bell Canada has requested a three (3) metre wide easement to access and repair underground infrastructure as required, and that the establishment of an easement be a condition of approval for the consent to sever.

Chair Steve Cousins asked the Applicant's Agents and owners of the benefitting lands, Marilyn and David Greene to speak to the Application.

David Greene explained to the Committee that they have a small garage in their rear yard, to access the garage by vehicle, they utilize the subject lands being considered by the Committee, the Owner of 323 Elgin Street

West has authorized the use of the subject lands, however, David and Marilyn are seeking a land conveyance to formalize access to the subject lands.

Chair Steve Cousins asked if the Committee has any questions.

Paul King inquired if Bell Canada has any underground infrastructure documentation registered on the property title.

David Greene responded that the underground infrastructure exists, and that Bell Canada does access the infrastructure, but to his knowledge there is no documentation registered on the property title.

Paul King asked if a separate consent application is required to establish an easement.

Mark Stone explained that if it is an easement agreement exceeds twenty-one (21) years in duration, then a consent application is required, the requested easement is less than twenty-one (21) years, therefore no consent application is required.. Mark Stone further advised that the request is unusual, but not unprecedented, similar requests have been made on previous consent to sever applications, and the establishment of an easement was incorporated into the Committee's condition of approval. Mark Stone further noted that the *Planning Act* permits these types of conditions, however the conditions must be reasonable and have regard to the development being proposed.

William Galloway commented that the consent to sever being sought is a lot line adjustment, and that given the nature of the Application, Bell Canada's request is not reasonable.

The Committee was of the consensus that Bell Canada's request to establish a three (3) metre easement is unreasonable, and that it not be included as a condition of approval.

Steve Cousins asked Morgan Dykstra if there are any public comment related to the Application, Morgan Dykstra confirmed there are no public comments.

Clive Slade sought confirmation that there is no existing easement agreement with Bell Canada, and that the request is new.

Mark Stone confirmed there is no existing easement.

The Committee made the following recommendation:

Moved By William Galloway

Seconded By Paul King

THAT the Application for Consent to Sever by D. Richmond (Application No. B01-2022) affecting a parcel of land municipally known as 323 Elgin Street West, in the Town of St. Marys for the purpose of conveying a portion of the property as a lot addition to the lot that abuts the subject property to the west (municipally known as 331 Elgin Street West) be **APPROVED** as the severance proposal conforms to the policies of the Official Plan, subject to the following conditions:

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

CARRIED

6. UPCOMING MEETINGS

Town staff to contact the Committee when an application has been deemed complete.

Morgan Dykstra advised the Committee that the Town is considering a return to in-person meetings, and that more information will be provided to the Committee in the following weeks.

7. ADJOURNMENT

Moved By William Galloway
Seconded By Stephen Glover

THAT this Committee of Adjustment meeting adjourn at 6:20 pm.

CARRIED

Steve Cousins, Chair

Grant Brouwer, Secretary / Treasurer



Minutes

Committee of Adjustment

June 1, 2022

6:00 pm

Video Conference

Click the following link:

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

Member Present	Steve Cousins, Chair William Galloway Stephen Glover Paul King Clive Slade
Staff Present	Mark Stone, Town Planner Grant Brouwer, Morgan Dykstra, Public Works and Planning Coordinator
Others Present	Mark Armstrong, Applicant (469 Queen Street East)

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Clive Slade

Seconded By William Galloway

THAT the June 1, 2022 Committee of Adjustment agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By William Galloway

Seconded By Stephen Glover

THAT the April 20, 2022 Committee of Adjustment minutes be approved and signed by the Chair and the Secretary / Treasurer.

CARRIED

5. REPORTS

- 5.1 DEV 39-2022 Application for Minor Variance (File A02-2022) by M. and T. Armstrong for 469 Queen Street East, Town of St. Marys

Chair Steve Cousins advised how members of the public can participate in the meeting as described in the agenda and Notice of Public Hearing.

Mark Stone, the Town's Planner spoke to the Application as detailed in the staff report.

Chair Steve Cousins asked the Applicant, Mark Armstrong to speak to the Application.

Mark Armstrong explained to the Committee that the proposed replacement shed is for storage purposes only and will complement the existing single-detached dwelling, and that the neighbours are in favour of the Application.

Chair Steve Cousins asked if the Committee had any questions or comments regarding the Application, the Committee had no questions or comments.

Chair Steve Cousins inquired if Upper Thames River Conservation Authority has expressed any concerns with the Application.

Mark Stone responded that the Upper Thames River Conservation Authority has not objected to the Application.

Chair Steve Cousins asked Morgan Dykstra if there are any public comments related to the Application, Morgan Dykstra confirmed there are no public comments.

The Committee made the following recommendation:

Moved By William Galloway

Seconded By Clive Slade

THAT the Application for Minor Variance by M. and T. Armstrong (Application No. A02-2022) affecting a parcel of land described as 469 Queen Street East, in the Town of St. Marys to permit:

- a maximum total lot coverage of 7.8 percent for all accessory buildings and structures, in the amount of 80 m² / 861.1 ft² for a proposed replacement storage shed, and existing woodshed, pool equipment shed and change room, whereas Section 5.1.5A(b) of Zoning By-law No. Z1-1997, as amended, would permit a maximum total lot coverage of 50 m²,

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

1. This approval is granted only to the nature and extent of this application being relief to permit the construction of a replacement storage shed, for a maximum total lot coverage for accessory buildings and structures measuring a total of 80 m².
2. Required building permit(s) shall be obtained within one (1) year of the Committee's decision.
3. The space for any accessory buildings or structures shall not be used for home occupation or any other business.
4. That the storage shed be substantially in keeping with the plans submitted with the Application for Minor Variance.
5. That failure to comply with and maintain the conditions of the Committee will render the approval null and void.

CARRIED

6. UPCOMING MEETINGS

Town staff to contact the Committee when an application has been deemed complete.

7. ADJOURNMENT

Moved By William Galloway

Seconded By Stephen Glover

THAT this Committee of Adjustment meeting adjourn at 6:11 pm.

CARRIED

Steve Cousins, Chair

Grant Brouwer, Secretary / Treasurer



MINUTES
Community Policing Advisory Committee

May 18, 2022
9:00 am
Video Conference

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

Stratford Police Services Present: Chief Greg Skinner
Deputy Chief Gerry Foster
Constable Aaron Mounfield

Staff Present: Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Paul Dunseith

Seconded By Jacqui Hibbert

THAT the May 18, 2022 Community Policing Advisory Committee agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Jacqui Hibbert

Seconded By Paul Dunseith

THAT the April 20, 2022 Community Policing Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and the Secretary.

CARRIED

5. REPORTS

5.1 CRIME STOPPERS REPORT

Chief Skinner presented the April 2022 Crime Stoppers report.

Community Resources Officer Mounfield has joined the Crime Stoppers Board and noted that the Board is seeking replacement for vacancies.

Moved By Councillor Winter

Seconded By Paul Dunseith

THAT the April 2022 Crime Stoppers report be received.

CARRIED

5.2 POLICE MONTHLY STATISTICS

Deputy Chief Foster presented the April 2022 monthly statistics report.

In response to an inquiry whether all auto thefts undergo forensic examination of the vehicle, Deputy Chief Foster stated that the process is dependent upon the situation.

Chief Skinner confirmed that property crimes rates may be higher in frequency while violent crimes tend to be more traumatic and not as frequent.

Moved By Jacqui Hibbert

Seconded By Mayor Strathdee

THAT the April 2022 Police Monthly Statistics report be received.

CARRIED

6. OTHER BUSINESS

6.1 Road Network Safety Plan Update: B. Kittmer

Brent Kittmer stated that the process of the road network safety plan has slowed significantly over the last few weeks due to emergent road work in the eastward. However, line painting of stop bars at specific intersections is ongoing. The contractor will not paint stop bars at intersections where

yield signs remain in place due to current regulations. Staff will complete permanent pavement markings when stop signs have been installed.

In response to an inquiry about the ability to use paraplastics for line markings, Mr. Kittmer stated that staff will investigate this option.

6.2 2022 Park Patrol

Deputy Chief Foster stated that five individuals have been hired as summer park patrol for 2022. Two individuals will be specifically appointed to St. Marys. Staff will be in place within the next couple of weeks.

6.3 On-street Parking: D. Diplock

Paul Dunseith asked staff to review the reason for permitting parking on both sides of Elizabeth Street. As for roads with high traffic such as Meadowridge Drive, Southvale Road and Elizabeth Street, would the Town consider reducing parking to one side?

6.4 How to Contact the Police Notification

Chief Skinner informed the Committee that the 'how to contact police' media information has been forwarded to St. Marys mailboxes.

Constable Mounfield stated that a bike rodeo will be held at the Pyramid Recreation Centre for the purpose of registering bikes from St. Marys through 529 Garage.

7. UPCOMING MEETINGS

June 15, 2022 - 9:00 am, live streamed to the Town's YouTube channel

8. ADJOURNMENT

Moved By Jacqui Hibbert

Seconded By Councillor Winter

THAT this Community Policing Advisory Committee meeting adjourn at 9:36 am.

CARRIED

Doug Diplock, Chair

Jenna McCartney, Clerk



Minutes

Planning Advisory Committee

May 2, 2022

6:00 pm

Video Conference

Click the following link:

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

Member Present	Chair Don Van Galen Councillor Craigmile William Galloway Councillor Hainer Susan McMaster
Staff Present	Mark Stone, Town Planner Grant Brouwer, Director of Building and Development Morgan Dykstra, Committee Secretary
Others Present	Stewart Findlater, Findlater & Associates (478 Water St South)

1. CALL TO ORDER

Chair Don Van Galen called the meeting to order at 6:00 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By William Galloway

Seconded By Councillor Craigmile

THAT the May 2, 2022 Planning Advisory Committee agenda be accepted as presented.

4. ACCEPTANCE OF MINUTES

Susan McMaster requested an amendment to the April 4, 2022 Planning Advisory Committee minutes as it relates to the resolution for Item 6.1.

Susan McMaster requested that the following statement be removed from the minutes as it is incorrect:

"THAT the Planning Advisory Committee endorse the Application, in principle".

Moved By William Galloway

Seconded By Councillor Hainer

THAT the April 4, 2022 Planning Advisory Committee meeting minutes be approved as amended and signed by the Chair and the Committee Secretary.

Carried

5. REPORTS

5.1 DEV 26-2022 Application for Zoning By-law Amendment (Z02-2022) for 478 Water Street South by Forman Electric Ltd.

Chair Don Van Galen advised how members of the public can participate in the meeting and provide comments related to the application being considered by the Planning Advisory Committee.

Chair Don Van Galen asked the Town's Planner, Mark Stone to speak to the Application.

Mark Stone spoke to the Application as detailed in the staff report and suggested that the Applicant consider including office space as a permitted use on the property.

Chair Don Van Galen asked the Applicant's Agent, Stewart Findlater of Findlater & Associates to speak to the Application.

Stewart Findlater spoke to the Application. Stewart Findlater advised that the property was purchased to accommodate the Owner's expanding business, Forman Electric, and acknowledged that subject property is a better location for the business compared to its existing location. Stewart

Findlater agreed with Mark Stone's suggestion that the Application include office space as a permitted use.

Chair Don Van Galen asked if the Committee has any questions.

Councillor Craigmile inquired if the addition of including office space as a permitted use will slow down the Application.

Mark Stone indicated that it should not slow down the Application, and that the Applicant may provide a letter to Town staff requesting the additional permitted use.

Councillor Hainer inquired what are the Owner's obligations regarding accessibility for the proposed building.

Mark Stone responded that that accessibility is dealt with during the site plan agreement process for exterior works, and at time of building permit for interior works.

Susan McMaster inquired if the proposal is compatible with the neighbouring development at 488 Water Street South.

Grant Brouwer advised the Committee that a bovine clinic is being constructed at 488 Water Street South, the use is permitted under the Town's Zoning By-law and a site plan agreement was approved earlier this year. Grant Brouwer acknowledged the Applicant's proposed use of the subject property is sympathetic to neighbouring uses such as the bovine clinic, veterinarian office and dentist office. Grant Brouwer noted that a noise study will not be required for the proposed development.

Susan McMaster asked if the Town requires the installation of construction fencing, noting that construction fencing has not been installed at 488 Water Street South.

Grant Brouwer responded that the Town's By-laws do not require the installation of construction fencing, but he will speak to the property owner.

Susan McMaster noted that the inclusion of office space as a permitted use should be described as ancillary to the contractor's yard / shop.

Mark Stone responded that he'll work with the Applicant's Agent to confirm the appropriate wording.

Don Van Galen inquired under which zoning classification a contractor's yard / shop would be appropriate.

Mark Stone responded that typically a contractor's yard / shop is permitted in the "Light Industrial Zone (M1)" and site-specific zoning. Mark Stone remarked that there is an overlap of permitted uses in the "Light Industrial Zone (M1)" and the "Highway Commercial Zone (C3)", and that at this location the proposed use of a contractor's yard / shop is appropriate in the "Highway Commercial Zone (C3)".

Stewart Findlater agreed with Mark Stone's interpretation

Chair Don Van Galen asked if fencing or other screening materials are required to mitigate noise impacts.

Mark Stone responded that fencing may be required, however, this will be determined during the site plan review process.

Stewart Findlater advised that the Applicant has not yet completed a draft site plan, however R. J. Burnside & Associates Limited has produced a noise impact study and advised they do not anticipate noise impacts with respect to the use being proposed.

Chair Don Van Galen asked if there are any public comments. Morgan Dykstra responded that no public comments have been received during the meeting. Morgan Dykstra advised the Committee that Delmer Thompson (466 Water Street South) has indicated that he has no concerns with the proposal.

The Committee made the following recommendation:

Moved By William Galloway

Seconded By Susan McMaster

THAT DEV 26-2022 Application for Zoning By-law Amendment (Z02-2022) by Forman Electric Ltd. for 478 Water Street South be received; and,

THAT the Planning Advisory Committee endorse the Application, in principle.

THAT the Planning Advisory Committee recommend to Council:

THAT Council proceed with a public meeting to consider the Application.

Carried

6. UPCOMING MEETINGS

Town staff to contact the Committee when an application has been deemed complete.

7. ADJOURNMENT

Moved By William Galloway

Seconded By Councillor Hainer

THAT this meeting of the Planning Advisory Committee be adjourned at 6:26 pm.

Carried

Don Van Galen, Chair

Morgan Dykstra, Committee Secretary



Minutes

Planning Advisory Committee

May 30, 2022

6:00 pm

Video Conference

Click the following link:

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

Member Present	Don Van Galen, Chair Councillor Craigmile William Galloway Councillor Hainer Susan McMaster
Staff Present	Mark Stone, Town Planner Grant Brouwer, Director of Building and Development Morgan Dykstra, Committee Secretary
Others Present	Caroline Baker, Baker Planning Group (178 Queen Street West) Amy Brooke, Applicant (178 Queen Street West)

1. CALL TO ORDER

Chair Don Van Galen called the meeting to order at 6:00 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Councillor Craigmile

Seconded By Susan McMaster

THAT the May 30, 2022 Planning Advisory Committee agenda be accepted as presented.

4. ACCEPTANCE OF MINUTES

Moved By Bill Galloway

Seconded By Susan McMaster

THAT the May 2, 2022 Planning Advisory Committee meeting minutes be approved and signed by the Chair and the Committee Secretary.

Carried

5. REPORTS

5.1 DEV 37-2022 Application for Zoning By-law Amendment (Z03-2022) for 178 Queen Street West by A. and N.D. Brooke

Chair Don Van Galen advised how members of the public may participate in the meeting as described in the agenda and Notice of Complete Application.

Mark Stone, the Town's Planner spoke to the Application as detailed in the staff report.

Mark Stone advised that in response to the circulation of the Notice of Complete Application, the Town received no agency comment, and one public comment from John and Terri Thomson (20 Ontario Street South), stating:

1. At the corner of Ontario Street South, and Queen Street, when trying to turn onto Queen Street, looking west, if a vehicle is parked in the existing driveway on Queen Street, the site lines for oncoming traffic are obstructed.
2. Have concerns with the side yard setback of the shed and the drainage pond on Ontario Street South, flooding their driveway and encroaching on their property.

Mark Stone indicated that Public Works has been contacted to respond to the drainage concerns.

Chair Don Van Galen asked the Applicant's Agent, Caroline Baker of Baker Planning Group to speak to the Application.

Caroline Baker spoke to the Application, and the details contained within the Planning Justification Report. In response to the comments, Caroline Baker explained that the Queen Street parking is being tucked into the property to prevent sightline concerns, and there are no proposed changes to the existing shed which may impact drainage.

Chair Don Van Galen asked the Committee if they had any questions.

Councillor Hainer inquired what the Applicant means by attainable range rental rates for this development.

Caroline Baker responded that the Applicant is proposing rental rates between \$1,400 and \$1,800 per month, and in the historical St. Marys housing report looking at attainable housing, the rate was just under \$1,400 for these size units and explained that Applicant is trying to stay close to the \$1,400 rental rate while also recognizing that the report was prepared two years ago and there has been a significant number of shifts in the market and cost of building materials.

Councillor Hainer commended the exterior work done to the existing structure and indicated support for the Application.

The Committee discussed the location of the parking, expressing concern with the proposed tandem parking on Queen Street and considered alternative options including non-tandem parking along Queen and relocating one parking space to Ontario Street.

The Committee was of the consensus that one of the parking spaces proposed along Queen Street be relocated to Ontario Street.

Mark Stone advised that the proposed relocation of parking will result in an undersized parking space and should be considered in the Zoning By-law Amendment, and that the Committee's comments will be circulated to the Public Works Department for review prior to the public meeting.

Chair Don Van Galen asked Morgan Dykstra if there any public comments related to the Application, Morgan Dykstra responded there are no public comments.

The Committee made the following resolution:

Moved By Bill Galloway

Seconded By Councillor Craigmile

THAT DEV 37-2022 Application for Zoning By-law Amendment (Z03-2022) by A. and N.D. Brooke for 178 Queen Street West be received;

THAT the Planning Advisory Committee endorse the Application, in principle; and,

THAT the Planning Advisory Committee recommend to Council:

THAT Council proceed with a public meeting to consider the Application.

Carried

5.2 DEV 38-2022 Town of St. Marys Zoning By-law – Housekeeping Amendment

The Town's Planner, Mark Stone spoke to the report and responded to questions from the Committee.

Councillor Craigmile commented that the tables will be an improvement and asked if the tables will account for legal non-conforming properties.

Mark Stone responded that the amendment does not amend the zoning of properties and is not creating new non-conforming or non-compliant situations and explained that if inadvertently the property no longer complies, the property will be legal non-complying.

Councillor Craigmile acknowledged that changes need to be made to meet the attainable housing price point.

Mark Stone explained, that by allowing a developer to increase lot coverage from 35 percent to 45 percent the floor plate of the structure may be increased to provide additional units, therefore possibly allowing the opportunity for the developer to increase property value which hopefully filters down to more affordable rental rates.

Councillor Hainer asked how the new regulations regarding accessory dwelling units have been accommodated in the amendment.

Mark Stone responded that the Town's Zoning By-law was revised in 2017, and in 2019 to address the accessory dwelling unit regulations, and there is no intention to amend those revisions.

Councillor Hainer commented that the tables will improve readability and asked if the zoning maps will be appended to the Zoning By-law.

Mark Stone responded that the maps will be included and be available and proposed that the Town create a reference document outlining how to use the Zoning By-law.

The Committee was of the consensus that the Development (D/RD) Zone be modified to permit the replacement of existing single-detached dwellings, additions onto existing single detached dwellings, and new accessory buildings and structures, subject to appropriate regulations.

Councillor Hainer commented that not all the amendments are not housekeeping matters, as there are additions to the by-law that exceed what may be considered housekeeping, and that the staff may wish to consider using alternative language when describing the proposed by-law amendment.

Mark Stone responded that the Notice of Public Meeting will be explicit in what changes are being proposed.

The Committee made the following recommendation:

Moved By Councillor Craigmile

Seconded By Bill Galloway

THAT DEV 38-2022 Town of St. Marys Zoning By-law – Housekeeping Amendment report be received; and

THAT the Planning Advisory Committee recommend that Council initiate a Housekeeping Amendment to the Town's Zoning By-law to:

1. employ the use of tables throughout the Zoning By-law to display zoning information in a more condensed and clear manner;
2. consolidate similar zone sections through the use of tables;
3. update the Zoning By-law list of definitions (without a numbering system) to avoid the need for the complex re-numbering of all definitions any time a definition is added or removed in the future;
4. update definitions to reflect contemporary terminology and provide definitions for all land use terms;

5. increase the allowable lot coverage for accessory buildings and structures on residential lots;
6. modify certain setback, coverage and other regulations to allow for more efficient use of land and improved built form; and,
7. modify the Development (D / RD) Zone to permit the replacement of existing single detached dwellings, additions onto existing single detached dwellings, and new accessory buildings and structures, subject to appropriate regulations.

Carried

6. UPCOMING MEETINGS

Town staff to contact the Committee when an application has been deemed complete.

Grant Brouwer advised the Committee that Town staff are presenting a report to Council regarding changes to the planning process as required by Bill 109, More Homes for Everyone Act, and that a follow up report will be presented to the Committee at a later date.

7. ADJOURNMENT

Moved By Bill Galloway

Seconded By Susan McMaster

THAT this meeting of the Planning Advisory Committee be adjourned at 7:06 pm.

Carried

Don Van Galen, Chair

Morgan Dykstra, Committee Secretary



MINUTES

Senior Services Advisory Committee

March 28, 2022

1:00 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI80G-d0YKteFQ>

Member Present Donna Kurchak
Donna Simmons
Joyce Vivian
Marie Ballantyne
Owen O'Brien
Councillor Winter

Member Absent Candice Harris
Richard Lyons

1. **CALL TO ORDER**

Chair Joyce Vivian call the meeting to order at 1:03 p.m.

2. **DECLARATION OF PECUNIARY INTEREST**

None.

3. **AMENDMENTS AND APPROVAL OF AGENDA**

Staff requested the follow items be added to the agenda. 7.2 Recreation Committee Updates and 7.3 Town of St. Marys Updates.

Moved By Owen O'Brien

Seconded By Donna Kurchak

That the March 28, 2022 Senior Services Advisory Committee meeting agenda be accepted with the addition of item 7.2 Recreation Committee Updates and item 7.3 Town of St. Marys updates.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Councillor Winter

Seconded By Marie Ballantyne

THAT the February 22, 2022 Senior Services Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and staff liaison.

CARRIED

5. BUSINESS ARISING FROM MINUTES

5.1 Ontario Health Update

The Multi Service Sector Agreement had been signed back to Ontario Health. The Ontario Health Community Action Planning Submission (CAPS) budget will be rolled over again for 2022. It is anticipated that because the Ontario Health budget has not been updated for a few years the targets for units of service may be out of corridor, however financial budget numbers should be on target.

6. REPORTS

6.1 Senior Services Program Report

Staff updated the committee on the status of Senior Services programs. Staff continue to meet with various committee groups.

Staff met with the District 29 Senior Games representative and have determined that the Friendship Centre will not play an active role in Senior Games in 2022. It is anticipated that Carpet Bowling will operate in the Friendship Centre.

Staff met with the Music Jamboree program committee. This program will be returning on Tuesdays. The department received many inquiries as to when this program will resume.

Virtual fitness continues to be offered. The department will continue to offer this as an option if the demand continues. On average 20 participants

continue to log on to fitness virtually with approximately 20-25 participants in person.

The Dine out at Home program continues to see huge numbers. Staff will continue to monitor this program over the summer to help shape the return to in-person dining.

The PRC Kitchen has been approved for use by Huron Perth Public Health and is open for private rentals.

The department hosted the Scrapbooking Garage Sale. This event will be hosted again in September based on the results of this event.

International Women's Day was held earlier in March. This event was a hybrid program. 80 participants joined in person and 20 joined virtually.

Scrap-a-thon will be held April 30th. This event has been advertised word of mouth and will sell out.

Staff continue to track traffic and phone volume to help with program planning.

7. OTHER BUSINESS

7.1 Fundraising Dinner Discussion

Staff requested feedback from the committee on the return to in-person fundraising dinners. Staff reviewed pro's and con's in offering an in-person dining program vs a drive thru/delivery program.

Feedback received is to continue the drive thru/delivery for a little while longer based on the ticket sales and the fact that this method is more efficient.

The outcome of the discussion is that the department will continue with the drive thru/delivery for the remainder of 2022 while monitoring the feedback from the community and adjust planning based on the needs of the community.

Staff gave an overview of the gifted fundraising meal program. This program is designed for a resident to pay it forward for someone in the community that may have barriers to participate. A meal is purchased and then gifted to a community member who would benefit from an extra special meal.

7.2 Recreation Committee Update

The Recreation Department operated a March Break Camp for the community. Both Ice Pads are still in and will be removed later in the Spring. The Aquatics Centre is currently closed due to a mechanical issue, operations staff are working on a solution. The EarlyOn program continues to operate and see great numbers. The Pyramid Recreation Centre is open for private rentals.

7.3 Town of St. Marys Update

Councillor Winter updated the committee on projects happening within the Town.

8. UPCOMING MEETINGS

Staff reviewed the communication from the Clerks department on the return to in-person meetings and encourage committee members to fill out the survey.

Monday April 25

1:00 p.m.

Meeting location to be determined.

9. ADJOURNMENT

Moved By Marie Ballantyne

Seconded By Donna Kurchak

THAT this Senior Services Advisory Committee meeting adjourn at 1:36 p.m.

CARRIED

Chair

Committee Secretary



MINUTES

Senior Services Advisory Committee

May 30, 2022

1:00 pm

Video Conference

Click the following link:

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

Member Present Candice Harris
Donna Simmons
Joyce Vivian
Marie Ballantyne
Owen O'Brien
Councillor Winter
Richard Lyons

Member Absent Donna Kurchak

1. **CALL TO ORDER**

Chair Joyce Vivian called the meeting to order at 1:01pm.

2. **DECLARATION OF PECUNIARY INTEREST**

None.

3. **AMENDMENTS AND APPROVAL OF AGENDA**

Moved By Rick Lyons

Seconded By Owen O'Brien

THAT the May 30, 2022 Senior Services Advisory Committee meeting agenda be accepted as presented.

4. ACCEPTANCE OF MINUTES

Moved By Marie Ballantyne

Seconded By Rick Lyons

THAT the March 28, 2022 Senior Services Advisory Committee meeting minutes be approved by the committee and signed by the Chair and staff liaison.

CARRIED

5. BUSINESS ARISING FROM MINUTES

5.1 Ontario Health Update

Staff reported that the department is currently working on submitting the Home Support Services year end report. Overall things look good. Meals on Wheels units of services are down from 2020-2021. Once completed staff will be working on submitting the Home Support Services Annual Reconciliation Report.

6. REPORTS

6.1 DCS 27-2022 Senior Services May Monthly Report

Staff reviewed the May Senior Services Report, noting that the weekly Music Jamboree has returned.

Staff updated the group that we are planning for the return of Pepperama in August. St. Marys will be following other communities leads and bringing back the Pepperama as an afternoon program. Play will be offered in the afternoon with light refreshments served. The change to the structure for the Friendship Centre and other communities who have attempted to return to programs is due to the increased costs in operating this program. Offering a lunch program at this time is not feasible with dramatically increased costs associated with the meal. Staff will continue to monitor this and will re-evaluate after the program has been re-established. To date very few communities have brought back the Pepperama and Euchreama event.

Staff are working on surveying current "Dine at Home" clients and past "Dine In" clients to help shape the return of in-person Community Dining program.

Staff are surveying shuffleboard patrons to help shape the return of a Summer shuffleboard program.

7. OTHER BUSINESS

7.1 Recreation Committee Update

Candice Harris gave an update from the Recreation Committee.

7.2 Town of St. Marys Update

Councillor Winter updated the group on various projects happening within the Town.

9. ADJOURNMENT

Moved By Candice Harris

Seconded By Marie Ballantyne

THAT this Senior Services Advisory Committee meeting adjourn at 1:45 p.m.

CARRIED

8. UPCOMING MEETINGS

Mondy June 27, 2022

1:00 p.m.

Town Hall Council Chambers

Chair

Committee Secretary



Minutes
Youth Council

May 6, 2022

4:00 pm

Video Conference

Click the following link:

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

Member Absent	Councillor Edney, Megan Richardson, Kirsten Pabillano, Jordan Partridge
Member Absent	Meghan Hymus, Cate Poulton
Staff Present	Darcy Drummond

1. CALL TO ORDER

The Chair called the meeting to order at 4:02pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved by: Megan Richardson

Seconded by: Kirsten Pabillano

THAT the May 6, 2022, Youth Council meeting agenda be accepted as presented

4. ACCEPTANCE OF MINUTES

Moved by: Megan Richardson

Seconded by: Kirsten Pabillano

THAT the April 22, 2022, Youth Council meeting minutes be approved by the Youth Council and be signed by the Chair and Staff Liaison.

5. BUSINESS ARISING FROM MINUTES

5.1 Eco-Friendly Event

The Youth Council will reach out to the library for their interest in providing a guest speaker as the horticultural society does not have anyone available. Youth Council discussed the amount of supplies required, time frame of event, and promotional material at the event for the committee. The committee changed one item of the event regarding flowerpots decoration. Markers will be used instead of paint for ease of transporting.

5.2 June is Pride Month

The Youth Council is interested in participating in the Pride Day Event happening June 12. Members of the committee will reach out to the organizer to see how they can best get involved.

6. OTHER BUSINESS

Youth Council will start to think about their future on the committee as their term is coming to an end in November.

7. UPCOMING MEETINGS

The next meeting is at 4pm on Friday, June 3.

8. ADJOURNMENT

Moved by: Megan Richardson

Seconded by: Kirsten Pabillano

THAT this meeting adjourn at 4:34pm

Chair

Committee Secretary

BY-LAW 61-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a memorandum of understanding between The Corporation of the Town of St. Marys and Super Splash Inflatables Waterpark.

- 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 for the Corporation of the Town of St. Marys entered into an agreement with PT Watersports Inc. o/a Funsplash Sports Park – St. Marys by By-law 17-2022 for the purpose of granting the party the right to manage an inflatable waterpark within a specified area of the St. Marys Quarry;
- AND WHEREAS:** PT Watersports Inc. o/a Funsplash Sports Park – St. Marys has since seized operating as such and is now legally known as Super Splash Inflatable Waterpark;
- AND WHEREAS:** Super Splash Inflatable Waterpark wishes to contract the Corporation of the Town of St. Mary for the provision of lifeguards staff at the St. Marys Quarry, 425 Water Street South, (the “Project”);
- AND WHEREAS:** The Council for the Corporation of the Town of St. Marys deems it expedient to enter into a memorandum of understanding with Super Splash Inflatable Waterpark (the “Memorandum of Understanding”) for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Memorandum of Understanding on behalf of the Town;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys enacts as follows;
1. That the Memorandum of Understanding between The Corporation of the Town of St. Marys and Super Splash Inflatable Waterpark, attached hereto as Appendix “A”, is hereby authorized and approved.
 2. That the Mayor and the Clerk are hereby authorized to execute the Memorandum of Understanding on behalf of The Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time this 14th day of June 2022.

Mayor Al Strathee

Jenna McCartney, Clerk

BY-LAW 62-2022

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 June 14, 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 14th day of June 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 14th day of June 2022.

Mayor Al Stratthdee

Jenna McCartney, Clerk