



AGENDA

Regular Council Meeting

September 27, 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 September 27, 2022 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

Public input received by the Clerks Department prior to 4:30 pm on the day of the meeting will be read aloud during this portion of the agenda.

Submissions will be accepted via email at clerksoffice@town.stmarys.on.ca or in the drop box at Town Hall, 175 Queen Street East, lower level.

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

5.1. Giving Tuesday Proclamation and Presentation

8

RECOMMENDATION

THAT the delegation from Julie Docker-Johnson regarding Giving Tuesday 2022 be received; and

THAT Council proclaim November 29, 2022 as Giving Tuesday in the Town of St. Marys.

5.2. Statutory Public Meeting - 60 Road 120

To participate in the public meeting, please join the Zoom Webinar through the following link:

<https://us06web.zoom.us/j/82315685000?pwd=aWphdldGdmpHUHIGdE9VNDBRRTTh0Zz09>

Password: 720171

5.2.1. Procedural Comments

5.2.2. Presentation (Town Planner)

5.2.3. Presentation (Applicant and Agent)

5.2.4. Public Comments

5.2.5. Council Questions

5.3. Statutory Public Meeting - 2022 Building Permit Fees

10

*Watson and Associates to present the 2022 Building Permit Fees Report

To participate in the public meeting, please join the Zoom Webinar through the following link:

<https://us06web.zoom.us/j/82315685000?pwd=aWphdldGdmpHUHIGdE9VNDBRRTTh0Zz09>

Password: 720171

5.3.1. Procedural Comments

5.3.2. Presentation (Watson & Associates)

5.3.3. Public Comments

5.3.4. Council Questions

5.4. Bannikin Travel and Tourism re: Heritage Festival Revitalization 42

RECOMMENDATION

THAT the delegation from Bannikin Travel and Tourism regarding the Heritage Festival revitalization be received; and

THAT staff report back to Council regarding next steps at a later date which will align with the next phase of the project.

6. ACCEPTANCE OF MINUTES

6.1. Regular Council - September 13, 2022 65

RECOMMENDATION

THAT the September 13, 2022 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and Clerk.

7. CORRESPONDENCE

7.1. Kelly Boudreau re: Light it Up! for NDEAM 2022 74

RECOMMENDATION

THAT the correspondence from Kelly Boudreau regarding a request to participate in Light it Up! for NDEAM 2022 be received; and

THAT Council support the request to light up Town Hall on October 21, 2022 during the evening hours in support of National Disability Employment Awareness Month.

8. STAFF REPORTS

8.1. Administration

8.1.1. ADMIN 48-2022 September Monthly Report (Administration) 76

RECOMMENDATION

THAT ADMIN 48-2022 September Monthly Report (Administration) be received for information.

8.1.2.	ADMIN 49-2022 Establish a Joint Compliance Audit Committee for 2022-2026	84
	<p>RECOMMENDATION</p> <p>THAT ADMIN 49-2022 Establish a Joint Compliance Audit Committee for 2022 - 2026 report be received; and</p> <p>THAT Council consider By-law 89-2022 to establish and approve the appointment of members to a Joint Compliance Audit Committee for the 2022 – 2026 term of Council.</p>	
8.2.	Building and Development Services	
8.2.1.	DEV 72-2022 September Monthly Report (Building and Development)	87
	<p>RECOMMENDATION</p> <p>THAT DEV 72-2022 September Monthly Report (Building and Development) be received for information.</p>	
8.2.2.	DEV 68-2022 Application for Zoning By-law Amendment (Z05-2022) for 60 Road 120 by C. and C. Management	102
	<p>RECOMMENDATION</p> <p>THAT DEV 68-2022 Application for Zoning By-law Amendment (Z05-2022) for 60 Road 120 by C. and C. Management report be received; and</p> <p>THAT staff report back to Council through the preparation of a comprehensive report outlining staff recommendations on the disposition of the Application following an assessment of all internal department, external agency, public and Council comments.</p>	
8.2.3.	DEV 69-2022- Building Permit Fee Review	114
	<p>RECOMMENDATION</p> <p>THAT DEV 69-2022 Building Permit Fee Review report be received; and</p> <p>THAT Staff report back to Council on October 11 for the adoption of the recommended building permit fees with an implementation date of January 01, 2023.</p>	

8.3. Community Services

8.3.1. DCS 43-2022 September Monthly Report (Community Services) 117

RECOMMENDATION

THAT DCS 43-2022 September Monthly Report (Community Services) be received for information.

8.4. Corporate Services

8.4.1. COR 41-2022 September Monthly Report (Corporate Services) 123

RECOMMENDATION

THAT COR 41-2022 September Monthly Report (Corporate Services) be received for information.

8.4.2. COR 42-2022 National Truth and Reconciliation Day 127

RECOMMENDATION

THAT COR 42-2022 National Truth and Reconciliation Day report be received; and

THAT Council provides staff with the authority to light up Town Hall orange on September 30th for National Truth and Reconciliation Day.

8.5. Fire and Emergency Services

8.5.1. FD 11-2022 September Monthly Report (Emergency Services) 130

RECOMMENDATION

THAT FD 11-2022 September Monthly Report (Emergency Services) be received for information.

8.6. Public Works

8.6.1. PW 61-2022 September Monthly Report (Public Works) 134

RECOMMENDATION

THAT PW 61-2022 September Monthly Report (Public Works) be received for information.

RECOMMENDATION

THAT report PW 59-2022, Organics Initiatives be received; and

THAT Council direct staff to administer a pilot program regarding At-Home organics options whereas the remaining Green Cone Digesters be sold to the public at \$67.50 + HST, which is equivalent to 50% of the unit cost; and,

THAT Staff report back on the success of the subsidy of the At-Home Diversion initiative for future consideration; and,

THAT Council direct staff to administer a Request for Proposal for Organics and / or Leaf and Yard Waste Collection services to facilitate 2023 budget deliberations and community program delivery.

9. EMERGENT OR UNFINISHED BUSINESS**10. NOTICES OF MOTION****11. BY-LAWS****RECOMMENDATION**

THAT By-Laws 89-2022 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

11.1. By-Law 89-2022 Establish a Joint Compliance Audit Committee

144

12. UPCOMING MEETINGS

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

October 11, 2022 - 6:00 pm Regular Council

13. CLOSED SESSION**RECOMMENDATION**

THAT Council move into a session that is closed to the public at ____pm as authorized under the *Municipal Act*, Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

13.1. Minutes CLOSED SESSION

August 16, 2022 CLOSED

13.2. LIB 01-2022 CONFIDENTIAL Adult Learning Relocation

14. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____ pm.

14.1. Adult Learning Relocation

15. CONFIRMATORY BY-LAW

155

RECOMMENDATION

THAT By-Law 90-2022, being a by-law to confirm the proceedings of September 27, 2022 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

16. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at _____ pm.

St. Marys Giving Tuesday 2022

GivingTuesday is Tuesday, November 29, 2022! For the fifth consecutive year St. Marys will be participating in the world's largest movement of giving. In the past five years our St. Marys Downtown businesses have lead the charge in so many ways.

Here is a little background about the day, the movement and what we already have planned in St. Marys:

GivingTuesday began 10 years ago! GivingTuesday is a global generosity movement, taking place each year after Black Friday. The "Opening day of the giving season," it's a time when charities, companies and individuals join together to rally for favourite causes.

GivingTuesday harnesses the potential of social media and the generosity of people around the world to bring about real change in their communities, it provides a platform for them to encourage the donation of time, resources and talents to address local challenges. It also brings together a collective power of a unique blend of partners - nonprofits, civic organizations, businesses and corporations, as well as families and individuals - to encourage and amplify small acts of kindness. Across Canada and around the world Giving Tuesday unites communities by sharing our capacity to care for and empower one another.

In St. Marys over the past five years we have increased the number of businesses, service clubs and individuals that participate every year. Last year we had 75 partners. This year we would love more! If you have participated before we hope you plan to be part of the movement this year. If you have not participated we would be grateful if you would consider it. If you need help with ideas on how your business can participate we would be happy to help.

The GivingTuesday Canada web site lists all of the partners in the country. The St. Marys Page will list all of the partners in our community. The page has been cleared from previous years as it was difficult to make changes. You will need to go on the GivingTuesday Canada web site and join the St. Marys movement and input all of your information (it does not take long). In September, volunteer students from DCVI will be coming to each business with an information package. How to sign up on the web site will be included in the package. Of course, you don't have to wait to start planning.

The St. Marys GivingTuesday Committee have been meeting since June to plan for this year. As a committee we have launched the Pull Up A Chair initiative. Over 75 chairs were donated to us. We in turn offered them to the public to "decorate" in any way they choose. Once they are decorated they will be returned to the Giving Tuesday Committee, we will then photograph all of them. On, GivingTuesday November 29 the chairs will be auctioned off at the St. Marys United Church - live auction and silent auction. All proceeds from the auction will be donated to the Community Dinners that the United Church hosts each month during the winter months.

There will be an opportunity for businesses to display one of the chairs in their windows prior to the auction. If that is of interest please let us know, we would appreciate the help in promoting the event.

As in past years, we will be raising the GivingTuesday flag at the Town Hall to celebrate the amazing generosity of our community.

We would appreciate your participation very much! If you have any questions, comments or suggestions please do not hesitate to contact us.

Better Together,
Julie Docker Johnson
The Flower Shop and More
On Behalf of the St. Marys GivingTuesday Committee

GIVINGTUESDAY™

NOVEMBER 29TH

JOIN THE MOVEMENT

An opportunity to support your community by giving your time, collecting donations or pairing with a charity.

<https://givingtuesday.ca/partners/givingtuesdaystmarys>

A DCVI student will visit your establishment to explain more and help you register

PULL UP A CHAIR EVENT

- November 29th Auction at the United Church
- 75 decorated chairs (donated and decorated by locals)
- 100% of proceeds to St. Marys community dinners

BUSINESS OPPORTUNITY

You can have a one-of-a-kind chair on display in your business for the month leading up to Giving Tuesday

: if interested please contact a Giving Tuesday committee member



www.GivingTuesday.ca



 **Watson
& Associates**
ECONOMISTS LTD.

2022 Building Permit Fee Review

Town of St. Marys

Final Report

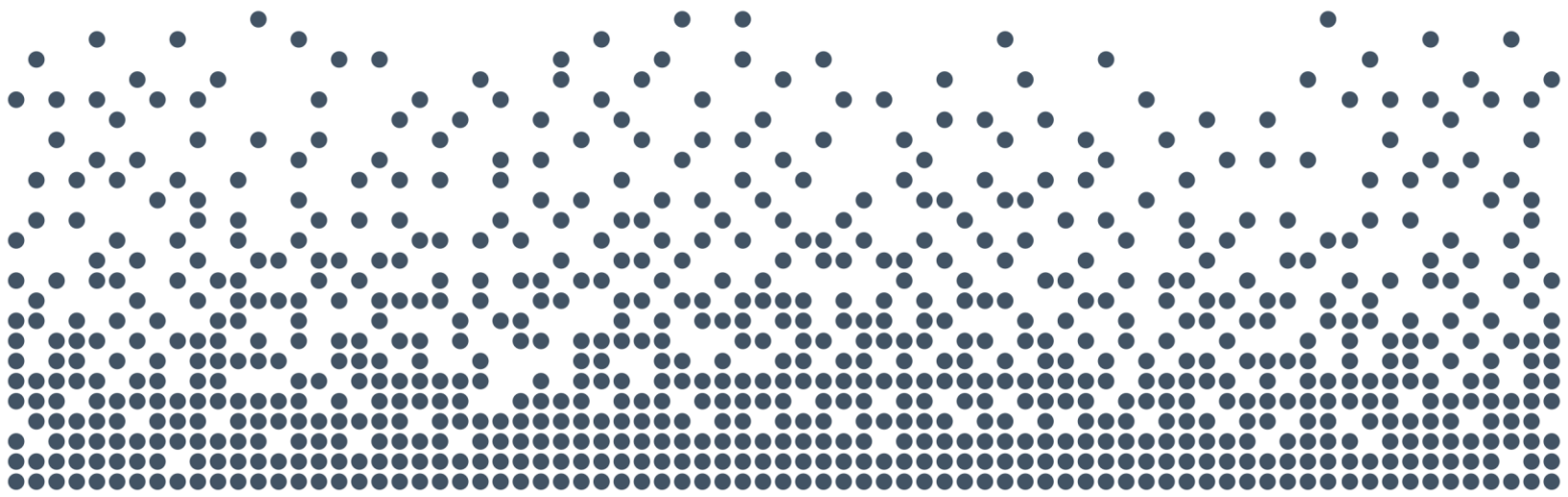
September 12, 2022

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

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Report



Chapter 1

Introduction



1. Introduction

1.1 Background Information

The Town of St. Marys (Town) retained Watson & Associates Economists Ltd. (Watson) to conduct a review and update of its building permit fees. The first objective of the building permit fee review is to develop an activity-based costing model to substantiate the full costs of service. The full cost assessment (i.e. direct, indirect, and capital costs) will be used to inform recommended rates and fees to recover the full cost of service and decrease the burden on property taxes. Moreover, the fee recommendations were developed with regard for the statutory requirements, the Town's market competitiveness, and fiscal position. The *Building Code Act* governs fees related to the administration and enforcement activities under the authority of the building code.

This report summarizes the findings and recommendations related to the building permit fee services within the scope of the review. The following chapters of this report summarize the legislative context for building permit fees, the building permit fee methodology developed, and the full cost findings and fee recommendations of the building permit fee review.

1.2 Legislative Context – *Building Code Act*, 1992

The Town's statutory authority for imposing building permit fees is provided under the provisions of Section 7 under the *Ontario Building Code Act*.

Section 7 of the *Building Code Act* provides municipalities with general powers to impose fees through passage of a by-law. The Act provides that:

"The council of a municipality...may pass by-laws

- (c) Requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;
- (d) Providing for refunds of fees under such circumstances as are prescribed;"

The *Building Code Statute Law Amendment Act* imposed additional requirements on municipalities in establishing fees under the Act, in that:



“The total amount of the fees authorized under clause (1)(c) must not exceed the anticipated reasonable cost of the principal authority to administer and enforce this Act in its area of jurisdiction.”

In addition, the amendments also require municipalities to:

- Reduce fees to reflect the portion of service performed by a Registered Code Agency;
- Prepare and make available to the public annual reports with respect to the fees imposed under the Act and associated costs; and
- Undertake a public process, including notice and public meeting requirements, when a change in the fee is proposed.

O.Reg. 305/03 is the associated regulation arising from the *Building Code Statute Law Amendment Act, 2002*. The regulation provides further details on the contents of the annual report and the public process requirements for the imposition or change in fees. With respect to the annual report, it must contain the total amount of fees collected, the direct and indirect costs of delivering the services related to administration and enforcement of the Act, and the amount of any reserve fund established for the purposes of administration and enforcement of the Act. The regulation also requires that notice of the preparation of the annual report be given to any person or organization that has requested such notice.

Relating to the public process requirements for the imposition or change in fees, the regulations require municipalities to hold at least one public meeting and that at least 21-days notice be provided via regular mail to all interested parties. Moreover, the regulations require that such notice include, or be made available upon request to the public, an estimate of the costs of administering and enforcing the Act, the amount of the fee or change in existing fee and the rationale for imposing or changing the fee.

The Act specifically requires that fees “must not exceed the anticipated reasonable costs” of providing the service and establishes the cost justification test based on the total administration and enforcement costs at global *Building Code Act* level. With the Act requiring municipalities to report annual direct and indirect costs related to fees, this would suggest that *Building Code Act* fees can include general corporate overhead indirect costs related to the provision of service. Moreover, the recognition of anticipated costs also suggests that municipalities could include costs related to future compliance requirements or fee stabilization reserve fund contributions. As a result,



Building Code Act fees modeled in this exercise include direct costs, capital related costs, indirect support function costs directly consumed by the service provided, and corporate management costs related to the service provided, as well as provisions for future anticipated costs.



Chapter 2

Activity Based Costing Methodology



2. Activity Based Costing Methodology

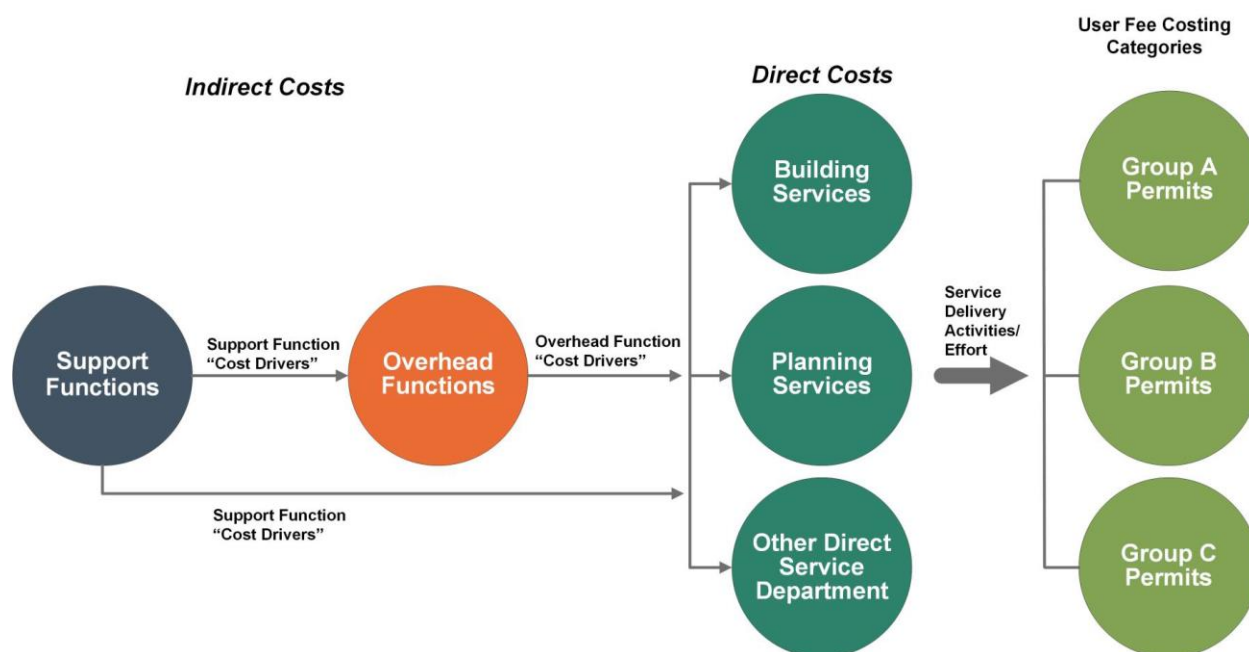
2.1 Activity Based Costing Methodology

An activity-based costing (A.B.C.) methodology, as it pertains to municipal governments, assigns an organization's resource costs through activities to the services provided to the public. Conventional municipal accounting structures are typically not well-suited to the costing challenges associated with application processing activities as these accounting structures are business unit focused and thereby inadequate for fully costing services with involvement from multiple business units. An A.B.C. approach better identifies the costs associated with the processing activities for specific application types and thus is an ideal method for determining full cost of processing applications and other user fee activities.

As illustrated in Figure 2-1, an A.B.C. methodology attributes processing effort and associated costs from all participating municipal business units to the appropriate service categories (building permit fee costing categories). The resource costs attributed to processing activities and building permit fee costing categories include direct operating costs, indirect support costs, and capital costs. Indirect support function and corporate overhead costs are allocated to direct business units according to operational cost drivers (e.g., information technology costs allocated based on the relative share of departmental personal computers supported). Once support costs have been allocated amongst direct business units, the accumulated costs (i.e., indirect, direct, and capital costs) are then distributed across the various building permit fee costing categories, based on the business unit's direct involvement in the processing activities. The assessment of each business unit's direct involvement in the building permit fee review processes is accomplished by tracking the relative shares of staff processing efforts across the sequence of mapped process steps for each building permit fee category. The results of employing this costing methodology provides municipalities with a better recognition of the costs utilized in delivering building permit fee review processes, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support costs required by those resources to provide services.



Figure 2-1
Activity-Based Costing Conceptual Flow Diagram



2.2 Building Permit Fee Costing Category Definition

The Town delivers imposes a variety of fees related to the administration and enforcement of the *Building Code*. These fees are captured in various cost objects or building permit fee categories. A critical component of the full cost building permit review is the selection of the costing categories. This is an important first step as the process design, effort estimation and subsequent costing is based on these categorization decisions. Moreover, it is equally important in costing building permit fees to understand the cost/revenue relationships within the Town's by-law, beyond the statutory cost justification for fees established at the level of administration and enforcement under the authority of the Building Code to understand how costs and revenues may change in the future.

The Town's A.B.C. user fee model allocates the direct and indirect costs presented in the following sections across these defined building permit fee categories. Categorization of building permit fees occurred during the project initiation stage of the study and through subsequent discussions with Town staff. The building permit fee costing categories included in the A.B.C. model and later used to rationalize changes to the Town's fee structure are presented in Tables 2-1. While many of these costing



categories reflect the Town's current fee schedule, new categories were also considered to understand the difference in application processing complexity and costs.

Table 2-1
Building Permit Fee Costing Categories

No.	Costing Categories
1	Group A - New Construction
2	Group A - Major Additions or Alterations (≥\$75,000 construction value)
3	Group A - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)
4	Group A minor interior renovations, alterations, minor mechanical. (up to \$50,000)
5	Group B - New Construction
6	Group B - Major Additions or Alterations (≥\$75,000 construction value)
7	Group B - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)
8	Group B minor interior renovations, alterations, minor mechanical. (up to \$50,000)
9	Group C - Low Density Residential
10	Group C - Low Density Residential CSA approved
11	Group C - Multiple Residential
12	Group D - New Construction
13	Group D - Major Additions or Alterations (≥\$75,000 construction value)
14	Group D - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)
15	Group D minor interior renovations, alterations, minor mechanical. (up to \$50,000)
16	Group E - New Construction
17	Group E - Major Additions or Alterations (≥\$75,000 construction value)
18	Group E - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)
19	Group E minor interior renovations, alterations, minor mechanical. (up to \$50,000)
20	Group F - New Construction
21	Group F - Major Additions or Alterations (≥\$75,000 construction value)
22	Group F - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)
23	Group F minor interior renovations, alterations, minor mechanical. (up to \$50,000)
24	Alterations and Additions - Residential
25	Change of Use
26	Conditional (Partial Permit) Permit
27	Minor residential (decks, sheds, etc.)
28	Demolitions - Residential
29	Demolitions - Non-Residential
30	Communication Tower or facility, silo, wind turbine
31	Revocation Fee
32	Additional Inspections
33	Transfer of Permit
34	Revisions - Residential
35	Revisions - Non-Residential



2.3 Processing Effort Cost Allocations

To capture each participating Town staff member's relative level of effort in processing activities related to building permit fees, process estimates were obtained for each of the above-referenced costing categories. The effort estimates received were applied against a combination of historical (average annual volumes for 2017 - 2021) and forecast permit volumes to assess the average annual processing time per position spent on each building permit fee category and in aggregate.

Annual processing effort per staff position were measured against available processing capacity to determine overall service levels. The capacity utilization results were refined with the Town staff to reflect staff utilization levels reflective of current staffing levels. Table 2-2 summarizes the utilization by involved individual. The utilization is presented as a percentage of available time.

Table 2-2
Individual Staff Capacity Utilization

Costing Category Group	Director	Building Inspector	PW/Building Assistant	Total
FTE	1	1	1	3
Group A	0.34%	0.81%	0.23%	0.46%
Group B	0.31%	0.81%	0.23%	0.45%
Group C	25.87%	63.54%	40.37%	43.26%
Group D	1.16%	2.77%	1.24%	1.72%
Group E	1.16%	2.77%	1.24%	1.72%
Group F	1.12%	9.15%	1.51%	3.93%
Other	0.04%	0.14%	0.18%	0.12%
Grand Total	30.00%	80.00%	45.00%	51.67%

In aggregate the three staff positions within the building and property standards department spend approximately 52% of their annual time on activities related to the administration and enforcement of the *Building Code*. These positions are not 100% allocated to *Building Code* related activities as they are involved in other activities such as planning, public works, property standards, and facilities.



2.4 Direct Costs

Based on the results of the staff capacity utilization analysis summarized above, the proportionate share of each individual's direct costs is allocated to the respective costing categories. The direct costs included in the Town's costing model are taken from the Town's 2022 Budget and includes cost components such as:

- Labour costs, e.g. salary, wages, and benefits;
- Materials and services; and
- • Other Direct Costs, e.g. professional fees, contracted services, etc.

2.5 Indirect Costs

An A.B.C. review includes not only the direct cost of providing service activities but also the indirect support costs that allow direct service business units to perform these functions. The method of allocation employed in this analysis is referred to as a step costing approach. Under this approach, support function and general corporate overhead functions are classified separate from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to the building permit fee categories according to staff effort estimates. Cost drivers are a unit of service that best represent the consumption patterns of indirect support and corporate overhead services by direct service delivery departments or business units. As such, the relative share of a cost driver (units of service consumed) for a direct department determines the relative share of support/corporate overhead costs attributed to that direct service department. An example of a cost driver commonly used to allocate information technology support costs would be a department or business unit's share of supported personal computers. Cost drivers are used for allocation purposes acknowledging that these business units do not typically participate directly in the delivery of services, but that their efforts facilitate services being provided by the Town's direct business units.

2.6 Capital Costs

The inclusion of capital costs within the full cost review follows a methodology similar to indirect costs. Capital costs for the utilization of facility space were included based on benchmark facility replacement costs and space needs per employee.



These costs have been allocated across the various fee categories, and non-user fee activities, based on the underlying effort estimates of direct division staff (as presented in section 2.4).

2.7 Building Code Act Reserve Fund Policy

The *Building Code Act* recognizes the legitimacy of creating a municipal reserve fund to provide for service stability and mitigate the financial and operational risk associated with a temporary downturn in building permit activity. Specifically, a reserve fund should be maintained to reduce the staffing and budgetary challenges associated with a cyclical economic downturn and the requirement for ongoing legislative turnaround time compliance. Without such a reserve fund, reduced permit volumes during a downturn could result in severe budgetary pressures and the loss of certified Town building staff, which would be difficult to replace during the subsequent recovery when mandatory permit processing turnaround times apply.

Although the Act does not prescribe a specific methodology for determining an appropriate reserve fund, municipalities have developed building permit reserve funds with the aim of providing service stabilization. A target reserve fund balance has been recommended based on historical building permit activity and municipal practice across the Province. Historical building permit activity has been considered with regard for witnessed reductions in building permit activity during recessionary periods when compared with the long-run average to ensure that sufficient reserve fund levels are attained to sustain operations through a downturn in permit activity and acknowledging the Town's responsibility to manage some of the cost impacts.

The Town's current reserve fund policy is to achieve a balance equal to the annual costs of service. Through this review it is recommended that the Town's reserve fund target balance be equivalent to 2 years' annual direct costs of building permit review. The impact of anticipated building permit activity and fee recommendations over the 2022 to 2027 period on costs and revenues have been assessed in Section 3.3.



Chapter 3

Building Permit Fees Review



3. Building Permit Fees Review

3.1 Introduction

This chapter presents the full costs, cost recovery levels of current fees, and recommended fee structure and rates for building permit fees. Furthermore, the Town's ranking in comparison to other neighbouring municipalities has been assessed for common permit types under the current and proposed fee schedule. Additionally, the impact of the proposed fees on municipal development costs for sample developments are also presented in Section 3.4.

A municipal fee survey for all building permit fees has been included in Appendix A for market comparison purposes. The survey results were considered in conjunction with the fee impacts summarized in Section 3.4 and discussions with Town staff in determining recommended user fees.

3.2 Full Cost of Building Permit Fees Review

Table 3-1 presents the Town's annual costs of providing building permit review services. The costs and estimated revenues are presented in aggregate. The annual costs (denoted in 2022\$ values) reflect the organizational direct, indirect, and capital costs associated with processing activities at average historical volumes levels for the period 2017-2021.

Costs are based on 2022 budget estimates and are compared with revenues modeled from current building permit fees applied to average permit volumes and charging parameters. The charging parameters for these permits (e.g. gross floor area) were based on the average historical permit characteristics, with adjustments made for anticipated development activity through discussion with staff.

The administration and enforcement of the building code account for \$271,100 in annual costs. Direct costs represent 85% (\$230,300) and indirect and capital costs represent 15% (\$40,800) of the total annual costs. Based on the modelled volumes, the Town's current fees recover approximately 83% (\$224,900) of total costs annually. A detailed analysis of forecast building permit activity, revenues, and *Building Code Act* reserve



fund levels is contained in Section 3.3, which has been used to inform potential fee structure revisions.

Further details on the cost recovery assessment, recommendations, and modelled impact on revenues is provided in the following sections.

Table 3-1
Cost Recovery Assessment of Current Building Permit Fees (2022\$)

Description	
Direct Costs	
Salary, Wage, and Benefits (SWB)	164,792
Non-SWB	65,488
Subtotal	230,280
Indirect and Overhead Costs	40,000
Capital Costs	803
Total Annual Costs	271,082
Annual Revenue (Current Fees)	224,867
Surplus/(Deficit)	(46,216)
Cost Recovery %	83%

3.3 Building Permit Fee Recommendations

As noted in Section 2.7 above, the recommendation is that the Town adopt a policy to for their *Building Code Act* Reserve Fund for service stabilization at multiple of 2 times annual direct costs. Based on annual direct costs of \$230,300, the 2022 reserve fund target balance would equate to \$460,600 at the desired multiple. The ability of current and proposed fees to recover the full cost of service and contribute to reserve fund sustainability was assessed over the 2022- 2027 forecast period based on forecast costs and revenues. Overall, permit volumes are expected to increase over the forecast period. The building permit volume forecast by major permit category is presented in Table 3-2 and was developed in discussion with staff based on average historical permit volumes, forecast development activity within the draft D.C. Background Study growth forecast and discussions with staff.



Table 3-2
Building Permit Volume Forecast (2022-2027)

Description	2022	2023	2024	2025	2026	2027
Non-Residential - New Construction	10.5	10.5	10.5	10.5	10.5	10.5
Non-Residential - Renovations and Alterations	12.7	12.9	13.1	13.2	13.4	13.6
Residential New Construction - Low Density	40.0	40.0	40.0	40.0	40.0	40.0
Residential New Construction - Multi Residential	40.0	40.0	40.0	40.0	40.0	40.0
Residential - Renovations and Alterations	87.4	89.4	91.4	93.4	95.5	97.6
Other Misc	0.1	0.1	0.1	0.1	0.1	0.1
Total	190.7	192.8	195.0	197.2	199.5	201.9

Based on the forecast development activity and costs of service, the Town's current fees (with annual inflationary increases) would be insufficient to fund the full cost of service or make contributions to the reserve fund for service sustainability. As such, fee increases have been recommended.

Except where implemented on a flat fee basis, the Town's current fees are imposed on a per square foot of gross floor area fee with minimum fees imposed in some cases. It is recommended that the Town continue to impose their fees using their current fee structure. Building permit fee revenue based on the anticipated development activity and imposing fees at the proposed rates (with 3% annual indexing beginning in 2024), would not result in the Town achieving the target reserve fund balance by 2027. However the full cost of service would be funded and building permit reserve funds would begin to accumulate by 2023. By 2027 a reserve fund balance of \$549,900 (or 1.03 times annual direct costs of service) is forecast, moving the Town towards the targeted reserve fund multiple of 2.0 times annual direct costs. Table 3-3 presents the forecast of annual building permit review costs, revenues, and reserve fund position.

Current and recommended building permit fees are presented in Table 3-4.



Table 3-3
Reserve Fund Continuity – Recommended Fees

Proposed Fees (2 x Direct Costs) + Inflation	2022	2023	2024	2025	2026	2027
Opening Balance	6,481	(1,803)	101,127	209,664	324,070	444,625
Expenditures	(339,281)	(359,943)	(370,742)	(381,864)	(393,320)	(405,119)
Revenue	331,015	461,873	477,202	493,062	509,472	526,451
Closing Balance	(1,785)	100,126	207,588	320,862	440,222	565,956
Interest	(18)	1,001	2,076	3,209	4,402	5,660
Reserve Fund Target (2 x Direct Costs)	460,559	488,607	503,266	518,364	533,915	549,932
<i>Reserve Fund Ratio</i>	<i>0.00</i>	<i>0.20</i>	<i>0.41</i>	<i>0.62</i>	<i>0.82</i>	<i>1.03</i>



**Table 3-4
Recommended Building Permit Fees**

Costing Category	Current Fees		Proposed Fees	
	Per sq. ft. Fee	Minimum Fee	Per sq. ft. fee	Minimum Fee
Group A - New Construction	1.00	2,640	1.68	4,200
Group A - Major Additions or Alterations (≥\$75,000 construction value)	1.00	2,640	1.00	2,640
Group A - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)	1.00	2,640	1.00	2,640
Group A minor interior renovations, alterations, minor mechanical. (up to \$50,000)	0.70	1,760	0.70	200
Group B - New Construction	1.00	2,640	1.68	4,200
Group B - Major Additions or Alterations (≥\$75,000 construction value)	1.00	2,640	1.00	2,640
Group B - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)	1.00	2,640	1.00	2,640
Group B minor interior renovations, alterations, minor mechanical. (up to \$50,000)	0.70	1,760	0.70	200
Group C - Low Density Residential	0.88	1,760	1.26	2,518
Group C - Low Density Residential CSA approved	0.88	1,320	1.26	1,888
Group C - Multiple Residential	0.88	1,760	1.26	1,888
Group D - New Construction	1.00	2,640	1.68	4,200
Group D - Major Additions or Alterations (≥\$75,000 construction value)	1.00	2,640	1.00	2,640
Group D - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)	1.00	2,640	1.00	2,640
Group D minor interior renovations, alterations, minor mechanical. (up to \$50,000)	0.70	1,760	0.70	200
Group E - New Construction	1.00	2,640	1.68	4,200
Group E - Major Additions or Alterations (≥\$75,000 construction value)	1.00	2,640	1.00	2,640
Group E - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)	1.00	2,640	1.00	2,640
Group E minor interior renovations, alterations, minor mechanical. (up to \$50,000)	0.70	1,760	0.70	200
Group F - New Construction	1.00	2,640	1.22	3,045
Group F - Major Additions or Alterations (≥\$75,000 construction value)	1.00	2,640	1.00	2,640
Group F - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)	1.00	2,640	1.00	2,640
Group F minor interior renovations, alterations, minor mechanical. (up to \$50,000)	0.70	1,760	0.70	200
Alterations and Additions - Residential	-	138	-	200
Change of Use	-	138	-	200
Conditional (Partial Permit) Permit	-	138	-	200



Costing Category	Current Fees		Proposed Fees	
	Per sq. ft. Fee	Minimum Fee	Per sq. ft. fee	Minimum Fee
Minor residential (decks, sheds, etc.)	-	138	-	200
Demolitions - Residential	-	138	-	200
Demolitions - Non-Residential	-	1,100	-	1,100
Communication Tower or facility, silo, wind turbine	-	800	-	800
Revocation Fee	-	65	-	65
Additional Inspections	-	65	-	65
Transfer of Permit	-	138	-	200
Revisions - Residential	-	138	-	200
Revisions - Non-Residential	-	138	-	200

The key changes to the recommended fees are summarized as follows:

- Group A, B, D, E – New Construction
 - Increase per sq.ft. fee from \$1.00 to \$1.68 and minimum fee from \$2,640 to \$4,200
- Group F– New Construction
 - Increase per sq.ft. fee from \$1.00 to \$1.22 and minimum fee from \$2,640 to \$3,045
- Non-residential alteration/addition fees (up to \$50,000 in construction value)
 - No change to the per sq.ft. fee of \$0.70 and reduction of the minimum fee from \$1,760 to \$200 to encourage compliance with the building permit process
- Non-residential alteration/addition fees (\$50,000-\$75,000 & \$75,000+) remain unchanged
- Group C New Construction
 - Low Density: Increase per sq.ft. fee from \$0.88 to \$1.26 and minimum fee from \$1,760 to \$2,518
 - Low Density (CSA Approved): Increase per sq.ft. fee from \$0.88 to \$1.26 and minimum fee from \$1,320 to \$1,888
 - Multiple Residential: Increase per sq.ft. fee from \$0.88 to \$1.26 and minimum fee from \$1,760 to \$1,888
- Residential Alterations: Increase from \$138 to \$200
- All other minimum fees increased from \$138 to \$200 unless otherwise stated



3.4 Building Permit Fee Impacts

To understand the impacts of the proposed full cost recovery building permit fees, the current and proposed fee for a sample of common building permits has been compared with the fees in neighbouring municipalities. Table 3-5 summarizes the building permit fees for the following permit types:

- 2,500 sq.ft. single detached home permit;
- 1,500 sq.ft. Townhouse permit;
- 500 sq.ft. residential deck permit;
- 200 sq.ft. residential shed permit;
- 1,000 sq.ft. commercial renovation permit; and
- 900 sq.ft. secondary unit within an existing residential structure

The comparison in Table 3-5 demonstrates that under the proposed fees the Town's position relative to the comparator municipalities will increase (except for commercial renovations) but will remain within the range of fees imposed in the other municipalities. For example, the proposed fees for a 2,500 single detached home would increase by \$950 but would still be less than the fees imposed in the City of Stratford and Township of Zorra.



Table 3-5
Permit Fee Comparison

Municipality	Single Detached (2,500 sq.ft)		Townhouse (1,500 sq.ft)		500 sq.ft. Deck		200 sq.ft. Shed		1,000 sq.ft. Commercial Renovation		900 sq.ft. Secondary Unit within Existing Structure	
	Fee	Rank	Fee	Rank	Fee	Rank	Fee	Rank	Fee	Rank	Fee	Rank
Town of St. Marys (Current)	2,200	6	1,760	5	138	11	138	11	1,760	1	1,760	3
Town of St. Marys (Proposed)	3,150	3	1,888	4	200	6	200	3	700	5	1,888	2
City of Stratford	3,375	2	2,025	3	185	8	185	4	420	10	1,215	6
Municipality of North Perth	1,775	9	1,105	9	425	1	230	2	700	5	703	8
Township of Perth East	1,875	8	1,125	8	282	3	174	5	310	11	675	10
Township of Perth South	1,752	10	1,092	10	282	3	174	5	762	4	696	9
Municipality of West Perth	1,600	11	1,000	11	250	5	160	8	450	9	640	11
City of London	2,887	4	1,732	6	189	7	281	1	578	7	1,039	7
Township of Zorra	3,800	1	2,400	1	300	2	150	10	1,700	2	1,560	5
Town of Ingersoll	2,435	5	2,100	2	163	9	163	7	1,000	3	2,100	1
Municipality of Thames Centre	2,125	7	1,600	7	160	10	160	8	500	8	1,600	4



An impact analysis for sample developments has also been prepared. The impact analysis includes planning application fees, building permit fees, and development charges for each development sample. The comparison illustrates the impacts of the recommended building permit fees in the context of the total development fees payable to provide a broader context for the fee considerations. In addition to providing the fee impacts for the Town, the development impact analysis provides the comparisons for the same municipalities as in Table 3-5.

Two development types have been considered including:

- Low-Density – example includes a 50-unit, low density residential development requiring plan of subdivision, site plan and zoning by-law amendment;
- Medium Density – example includes a 25-unit, medium density residential development requiring official plan amendment, plan of condominium, site plan control and zoning by-law amendment.

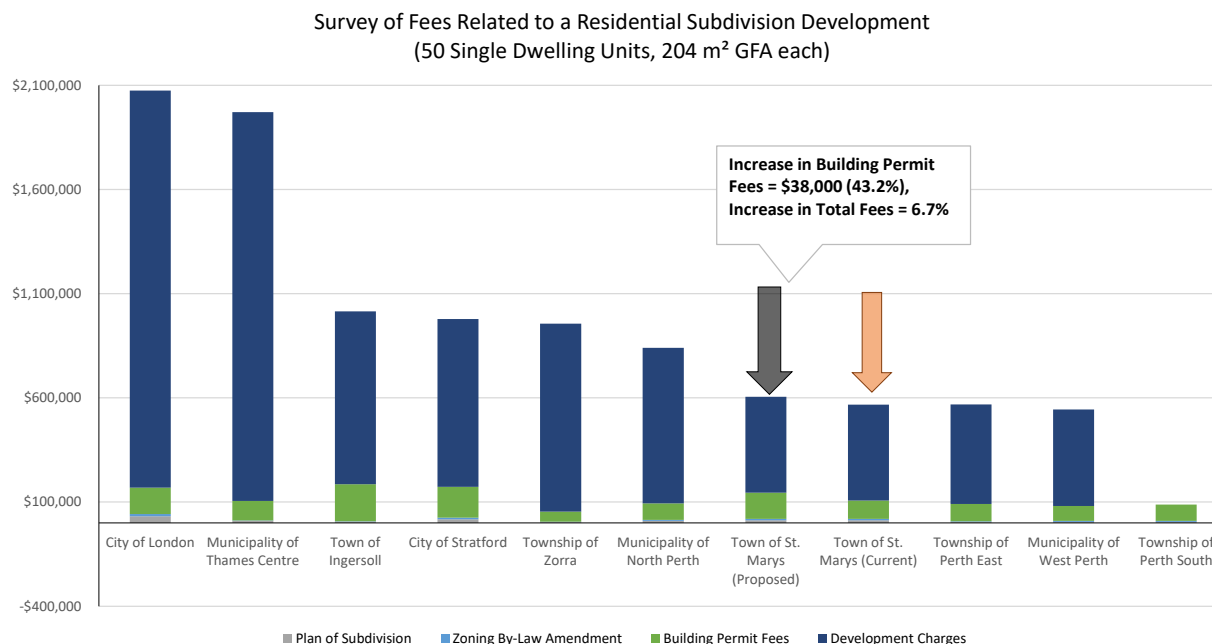
3.4.1 Low-Density Residential Development

The Town's current development fees imposed on a 50-unit single detached residential subdivision include plan of subdivision application fees, zoning by-law amendment fees, building permit fees, and development charges imposed by the Town. On a per unit basis, these fees total \$11,339. Building permit fees account for 15.5% of the total per unit fees imposed.

The recommended fees would increase the total fees payable by \$757 per unit or an increase of 6.7% in total development costs. With the proposed increases, the Town's overall ranking would be unchanged at 7th place relative to the ten municipalities included in the survey and shown in Figure 3-1 below.



Figure 3-1
Survey of fees Related to a Low-Density Residential Development
(50-Unit Single Detached Units, 204 m² GFA each)



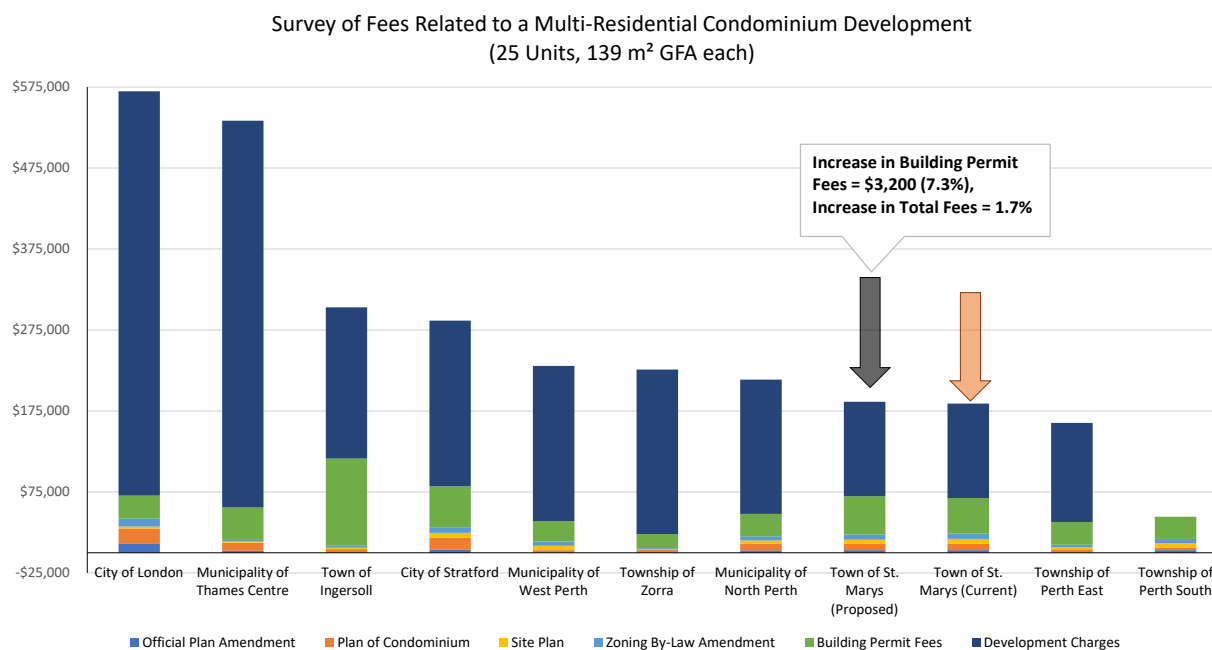
3.4.2 Medium Density Residential Development

The Town's current development fees imposed on a 25-unit multi-residential condominium include official plan amendment, plan of condominium, site plan control, zoning by-law amendment, building permit fees, and development charges imposed by the Town. On a per unit basis, these fees total \$7,364. Building permit fees account for 23.9% of the total per unit fees imposed.

The recommended fees would increase the total building permit fees payable by \$88 per unit (+7.3%) or an increase of 1.7% in total development costs. With the proposed increases, the Town's overall ranking would be unchanged at 8th place relative to the ten municipalities included in the survey and shown in Figure 3-2 below.



Figure 3-2
Survey of fees Related to a Low-Density Residential Development
(25-Unit Single Detached Units, 139 m² GFA each)





Chapter 4

Conclusion



4. Conclusion

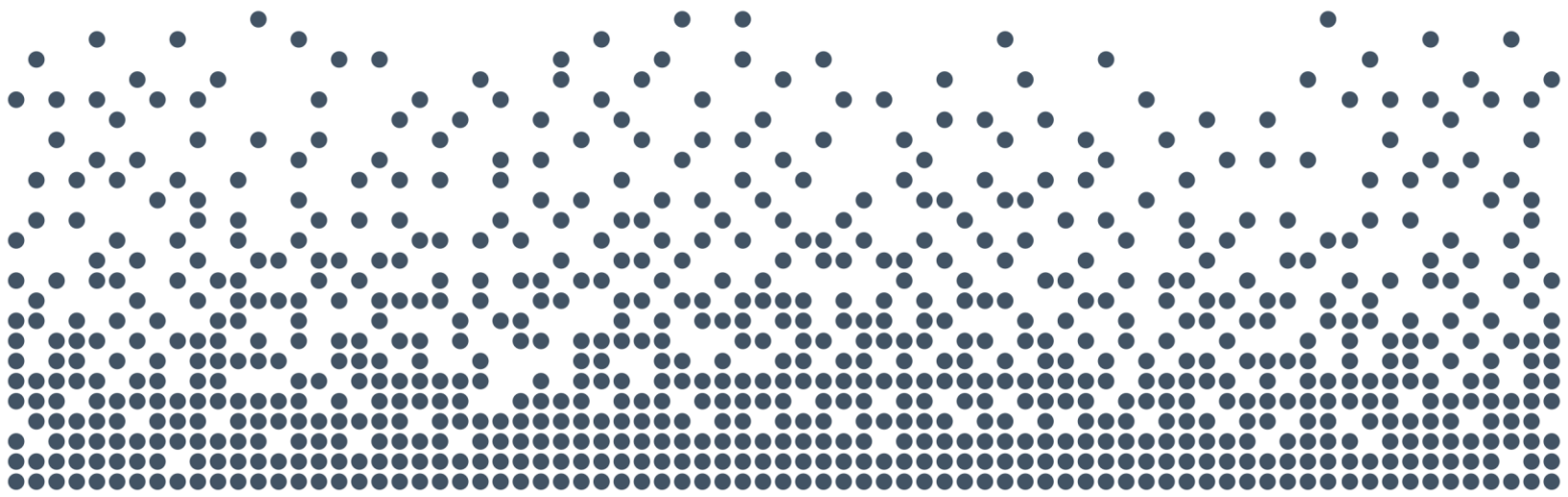
Summarized in this technical report is the legislative context for the building permit fee review, the methodology undertaken, A.B.C. results and full cost of service, and fee structure recommendations. In developing the recommended fee structure, careful consideration was given to affordability, market competitiveness, and to the recent trends pertaining to building permit fees.

The full cost of administration and enforcement of the code has been analyzed as well as current cost recovery levels and cost recovery levels based on the recommended fees. Furthermore, the impacts of the recommended fees would have on the Town's building permit reserve fund have also been assessed. The fee recommendations have been made while having regard for applicant affordability, market competitiveness and compliance with the governing legislation.

Overall, based on these fee recommendations, annual building permit fee revenue would increase by \$49,500 or 22%, thereby reducing the burden on municipal taxes to fund these services and contributing to reserve funds to ensure future service stability and mitigate the financial and operational risk associated with a temporary downturn in building permit activity.

The intent of the fees review is to provide the Town with a recommended fee structure for Council's consideration to appropriately recover the service costs and contributions to reserves from benefiting parties. The municipality will ultimately determine the level of cost recovery and implementation strategy that is suitable for their objectives.

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Appendices



Appendix A

Building Permit Fee Comparison

Building Permit Costing Categories	Town of St. Marys	City of Stratford	Municipality of North Perth	Township of Perth East	Township of Perth South	Municipality of West Perth	City of London	Township of Zorra	Town of Ingersoll	Municipality of Thames Centre
Group A - New Construction	\$2640 up to 2500 sqft, \$1 per sqft for over 2500 sqft MIN \$2640	\$2.10 per sqft Finished, \$1.85 per sqft Shell Only \$260 flat fee Outdoor Patio \$880 flat fee Outdoor Pool - Public \$465 flat fee Portable Classroom					\$20.27 per sqm All recreation facilities, schools, libraries, places of worship, theatres, arenas, gymnasiums, indoor pools, restaurants (Finished) \$22.71 per sqm All other Group A buildings		\$4200 base fee plus \$0.80 per sqft for projects > 2500 sqft	\$0.99 per sqft
Group A - Major Additions or Alterations (\$75,000 construction value)	\$2640 per dwelling unit up to 2500 sqft, \$1 per sqft for buildings with a floor area over 2500 sqft, MIN \$2640	\$0.42 per sqft Alterations/Renovations to previously finished areas - All Classifications not specified elsewhere					\$6.22 per sqm		\$3360 base fee plus \$0.80 per sqft for projects > 2500 sqft Major Alterations \$1000 Minor Alterations	\$0.99 per sqft Additions \$0.40 per sqft MIN \$500 Alterations
Group A - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)	\$1760 up to 2500 sqft \$0.70 per sqft for buildings with a floor area over 2500 sqft MIN \$1760				\$102 base fee plus \$0.66 per sqft					
Group A minor interior renovations, alterations, minor mechanical. (up to \$50,000)	Flat Fee \$250, up to 500 sqft Projects over 500 sqft x \$0.51									
Group B - New Construction	\$2640 up to 2500 sqft, \$1 per sqft for over 2500 sqft MIN \$2640	\$2.55 per sqft	\$100 basic fee plus \$0.60 per sqft		\$102 base fee plus \$0.56 per sqft		\$26.28 per sqm	\$100 plus \$8/\$1000 of construction value	\$4200 base fee plus \$0.80 per sqft for projects > 2500 sqft	\$0.99 per sqft
Group B - Major Additions or Alterations (\$75,000 construction value)	\$2640 per dwelling unit up to 2500 sqft, \$1 per sqft for buildings with a floor area over 2500 sqft, MIN \$2640	\$0.42 per sqft Alterations/Renovations to previously finished areas - All Classifications not specified elsewhere	\$100 basic fee plus \$0.45 per sqft		\$102 base fee plus \$0.66 per sqft	\$100 base fee plus: \$0.42 per sqft New and additions, first 40,000 sq. ft. \$0.35 per sqft New and additions, over 40,000 sq. ft. \$0.35 per sqft Renovation	\$6.22 per sqm		\$3360 base fee plus \$0.80 per sqft for projects > 2500 sqft Major Alterations \$1000 Minor Alterations	\$0.99 per sqft Additions \$0.40 per sqft MIN \$500 Alterations
Group B - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)	\$1760 up to 2500 sqft \$0.70 per sqft for buildings with a floor area over 2500 sqft MIN \$1760									
Group B minor interior renovations, alterations, minor mechanical. (up to \$50,000)	Flat Fee \$250, up to 500 sqft Projects over 500 sqft x \$0.51									
Group C - Low Density Residential	\$1760 per dwelling up to 2000 sqft, \$0.88 per sqft for over 2000 sqft MIN \$1760	\$1.35 per sqft \$185 flat fee Garage/Carport (per bay)	\$100 basic fee plus \$0.67 per sqft, Construction of or additions to Residential & Mobile Homes	\$0.75 per sqft	\$102 base fee plus \$0.66 per sqft	\$100 base fee plus \$0.60 per sqft Residential, mobile homes, additions	\$12.43 per sqm plus \$973.45 with private septic system (additional fee) \$454.27 with geothermal system (additional fee)	\$100 plus \$0.40 per sqft	\$2100 base fee plus \$0.67 per sqft for projects > 2000 sqft	\$0.85 per sqft MIN \$1600
Group C - Low Density Residential CSA approved	\$1320 per dwelling up to 1500 sqft, \$0.88 per sqft for over 1500 sqft MIN \$1320									
Group C - Multiple Residential	\$1760 per dwelling up to 2000 sqft, \$0.88 per sqft for over 2000 sqft MIN \$1760	\$1.55 per sqft Apartment Building, \$2 per sqft Hotels/Motels, \$1.35 per sqft Residential Care Facility					\$8.11 per sqm plus \$564.07 with geothermal system (additional fee)		\$4300 base fee plus \$0.67 per sqft for projects > 2000 sqft	
Group D - New Construction	\$2640 up to 2500 sqft, \$1 per sqft for over 2500 sqft MIN \$2640	\$1.75 per sqft Finished, \$1.45 per sqft Shell Only, \$0.45 per sqft Finishing of Existing Shell					\$15.14 per sqm Shell \$18.39 per sqm Finished		\$4200 base fee plus \$0.80 per sqft for projects > 2500 sqft	\$0.85 per sqft
Group D - Major Additions or Alterations (\$75,000 construction value)	\$2640 per dwelling unit up to 2500 sqft, \$1 per sqft for buildings with a floor area over 2500 sqft, MIN \$2640	\$0.42 per sqft Alterations/Renovations to previously finished areas - All Classifications not specified elsewhere	\$102 base fee plus \$0.66 per sqft		\$102 base fee plus \$0.66 per sqft		\$5.42 per sqm		\$3360 base fee plus \$0.80 per sqft for projects > 2500 sqft Major Alterations \$1000 Minor Alterations	\$0.85 per sqft Additions \$0.33 per sqft MIN \$500 Alterations
Group D - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)	\$1760 up to 2500 sqft \$0.70 per sqft for buildings with a floor area over 2500 sqft MIN \$1760									
Group D minor interior renovations, alterations, minor mechanical. (up to \$50,000)	Flat Fee \$250, up to 500 sqft Projects over 500 sqft x \$0.51									
Group E - New Construction	\$2640 up to 2500 sqft, \$1 per sqft for over 2500 sqft MIN \$2640	\$1.75 per sqft Finished, \$1.45 per sqft Shell Only, \$0.45 per sqft Finishing of Existing Shell	\$100 basic fee plus \$0.60 per sqft	\$0.75 per sqft	\$102 base fee plus \$0.56 per sqft		\$9.51 per sqm Shell \$12.98 per sqm Finished	\$100 plus \$8/\$1000 of construction value	\$4200 base fee plus \$0.80 per sqft for projects > 2500 sqft	\$0.85 per sqft
Group E - Major Additions or Alterations (\$75,000 construction value)	\$2640 per dwelling unit up to 2500 sqft, \$1 per sqft for buildings with a floor area over 2500 sqft, MIN \$2640	\$0.42 per sqft Alterations/Renovations to previously finished areas - All Classifications not specified elsewhere	\$100 basic fee plus \$0.45 per sqft	\$0.31 per sqft Renovation	\$102 base fee plus \$0.66 per sqft	\$100 base fee plus: \$0.42 per sqft New and additions, first 40,000 sq. ft. \$0.35 per sqft New and additions, over 40,000 sq. ft. \$0.35 per sqft Renovation	\$5.42 per sqm		\$3360 base fee plus \$0.80 per sqft for projects > 2500 sqft Major Alterations \$1000 Minor Alterations	\$0.85 per sqft Additions \$0.33 per sqft MIN \$500 Alterations
Group E - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)	\$1760 up to 2500 sqft \$0.70 per sqft for buildings with a floor area over 2500 sqft MIN \$1760									
Group E minor interior renovations, alterations, minor mechanical. (up to \$50,000)	Flat Fee \$250, up to 500 sqft Projects over 500 sqft x \$0.51									
Group F - New Construction	\$2640 up to 2500 sqft, \$1 per sqft for over 2500 sqft MIN \$2640	\$1.05 per sqft Finished, \$0.80 per sqft Shell Only, \$0.45 per sqft Finishing of Existing Shell, \$0.80 per sqft Parking Garage	\$100 basic fee plus \$0.60 per sqft		\$102 base fee plus \$0.56 per sqft		\$7.57 per sqm Shell \$9.19 per sqm Finished	\$100 plus \$8/\$1000 of construction value	\$3045 base fee plus \$0.80 per sqft for projects > 2500 sqft	\$0.76 per sqft
Group F - Major Additions or Alterations (\$75,000 construction value)	\$2640 per dwelling unit up to 2500 sqft, \$1 per sqft for buildings with a floor area over 2500 sqft, MIN \$2640	\$0.42 per sqft Alterations/Renovations to previously finished areas - All Classifications not specified elsewhere	\$100 basic fee plus \$0.45 per sqft		\$102 base fee plus \$0.66 per sqft	\$100 base fee plus: \$0.42 per sqft New and additions, first 40,000 sq. ft. \$0.35 per sqft New and additions, over 40,000 sq. ft. \$0.35 per sqft Renovation	\$5.42 per sqm		\$3360 base fee plus \$0.80 per sqft for projects > 2500 sqft Major Alterations \$1000 Minor Alterations	\$0.76 per sqft Additions \$0.28 per sqft MIN \$500 Alterations
Group F - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-75,000)	\$1760 up to 2500 sqft \$0.70 per sqft for buildings with a floor area over 2500 sqft MIN \$1760									
Group F minor interior renovations, alterations, minor mechanical. (up to \$50,000)	Flat Fee \$250, up to 500 sqft Projects over 500 sqft x \$0.51									

Building Permit Costing Categories	Town of St. Marys	City of Stratford	Municipality of North Perth	Township of Perth East	Township of Perth South	Municipality of West Perth	City of London	Township of Zorra	Town of Ingersoll	Municipality of Thames Centre
Alterations and Additions - Residential	Major - \$1760 per dwelling up to 2000 sqft, \$0.88 per sqft for over 2000 sqft MIN \$1760 Minor - \$138 up to 300 sqft or \$138 per permit flat fee for other types of permits. \$0.46 per sqft for buildings or structures with a floor area over 300 sqft MIN \$138	\$0.42 per sqft Alterations/Renovations to previously finished areas - All Classifications not specified elsewhere	\$100 basic fee plus \$0.58 per sqft	\$0.31 per sqft Renovation	\$102 base fee plus \$0.66 per sqft	\$100 base fee plus \$0.60 per sqft Additions \$100 base fee plus \$8/\$1000 of construction value Alterations and Renovations	\$3.24 per sqm Group C - Dwelling units \$5.42 per sqm All other Occupancies	\$100 plus \$0.40 per sqft	\$163 plus \$0.67 per sqft	\$0.85 per sqft MIN \$1600 Additions \$0.46 per sqft MIN \$160 Alterations
Change of Use	Minor - \$138 up to 300 sqft or \$138 per permit flat fee for other types of permits. \$0.46 per sqft for buildings or structures with a floor area over 300 sqft MIN \$138	\$0.21 per sqft Change of Use (with no renovations) - All Classifications (min. fee \$260.00)	\$100 Change of Use (where no renovations proposed)	\$0.20 per sqft	\$102	\$100	\$189.29 flat fee	\$50	\$1,050	\$160
Conditional (Partial Permit) Permit	Minor - \$138 up to 300 sqft or \$138 per permit flat fee for other types of permits. \$0.46 per sqft for buildings or structures with a floor area over 300 sqft MIN \$138		Rates for building as above with written Agreement and deposit	\$243.76 per unit		Rate of building (as above) with written agreement + deposit	Conditional permit: \$297.45 per permit Single detached dwellings, duplexes, semi-detached dwellings or row townhouses \$648.97 per permit all other uses Partial Occupancy permit \$605.70 flat fee	\$50		\$250
Minor residential (decks, sheds, etc.)	Minor - \$138 up to 300 sqft or \$138 per permit flat fee for other types of permits. \$0.46 per sqft for buildings or structures with a floor area over 300 sqft MIN \$138	\$185 flat fee	\$100 basic fee plus \$0.65 per sqft	\$0.36 per sqft Misc./Decks/Outdoor patios, etc. \$0.75 per sqft Accessory Buildings (Carports/Garage/Sheds)	\$102 plus \$0.36 per sqft Decks/Porches	\$100 base fee plus \$0.30 per sqft Detached accessory decks and sheds	\$189.29 each Uncovered \$324.48 each Covered (supporting roof loads)	\$100 plus \$0.40 per sqft Decks \$50 flat fee Sheds	\$163	\$160
Demolitions - Residential	Major - \$1760 per dwelling up to 2000 sqft, \$0.88 per sqft for over 2000 sqft MIN \$1760 Minor - \$138 up to 300 sqft or \$138 per permit flat fee for other types of permits. \$0.46 per sqft for buildings or structures with a floor area over 300 sqft MIN \$138	\$0.16 per sqft Demolition (If P.Eng. review required min. fee of \$525.00)	\$100 basic fee. No fee charged if construction permit issued for replacement structure at same time. Not required for agricultural buildings.	\$112.30 per unit	\$102	\$75	\$378.56 flat fee	\$50	\$163	\$260
Demolitions - Non-Residential	\$1100 flat fee			\$112.30 per unit Commercial	\$102 Accessory, Commercial and Industrial \$50 Farm Buildings		\$0.48 per sqm with gfa less than 600 sqm \$1.08 per sqm with gfa more than 600 sqm		\$1,900	\$460
Communication Tower or facility, silo, wind turbine	\$800 flat fee	\$0.65 per sqft All Agricultural classifications	\$20000 flat rate for Each Turbine. Industrial wind turbines. A structure (base and tower) that supports a wind turbine generator having a rated output of more than 3kw \$300 basic fee Silos (bunker or tower) and grain or hopper bins over 12 meters in height	\$447.30 Manure Tanks/Bunker Silos \$10920 per unit Wind Turbines	\$255 Silo, \$382.50 Bunker Silo	\$150 Silos (greater than 10 metres) \$100 base fee plus \$0.10 per sqft Silos (horizontal)	\$411.02 per tower Communication tower supported by a building \$411.02 flat fee Stand alone structure supporting a wind turbine generator having a rated output of more than 3kW	\$200 Silos - vertical or horizontal		\$2500 Review of Telecommunication Tower Applications \$850 Communication Tower/Industrial Silo/Agricultural Silo/Wind Turbine (Designated Structures Permit Fees)
Revocation Fee	\$65						\$324.48 per permit Permission to defer permit revocation			
Additional Inspections	\$65 per inspection		\$75 (Inspection only – no permit required; a fee of \$75.00 per hour shall be charged. Inspection requested and not ready; a fee of \$75.00 shall apply.)	\$112.30 Additional Inspection & File re-openings fee for all permits with no inspections within 4 YEARS	\$102 Missed Inspection - not ready, Misc. Inspection	\$75 rescheduling fee if an inspection is called for and the project is not ready for inspection		\$50	\$55 per additional Inspection	\$380 Re-Inspection Fee after 2 inspections or inspection request is premature
Transfer of Permit		\$260 flat fee		\$236.56 per unit Permit Transfer when land ownership changes		\$75	\$189.29		\$155	\$190
Revisions - Residential		\$0.10 per sqft MIN \$125		\$112.30 Revised Plan Examination					\$55 per hour MIN \$165 Plans Re-examination	\$380 Plan Re-Examinations due to material change
Revisions - Non-Residential										

Town of St. Marys
Reimagining the Stonetown Heritage Festival

Festival Assessment Report



Prepared by:

Bannikin Travel & Tourism

in collaboration with **Ontario Culture Days**

September 2022



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From Sidewalk Days to the Stonetown Heritage Festival

A quick history of St. Marys' local festival

Today's well-known Stonetown Heritage Festival in St. Marys, Ontario dates to at least the early 90s. The Stonetown Heritage Festival's predecessor was known as Sidewalk Days held on the second weekend of July each year. The event would close off the main street of town and focus on the products and services offered by local businesses including offering sidewalk sales to residents. A page in the local newspaper from 1993, courtesy of the St. Marys Museum, shows a collage of local businesses offering 30% to 80% off products and services.

By 1996, the event had transformed into a four-day (Thursday to Sunday) festival known as the Stonetown Festival. A page in the local newspaper from 1996, shows a collage of sidewalk sales and special, as well as a list of activities offered as part of the festival, including: the merchant's street sale (Thursday to Saturday); Rockin' on the River Concert – Mitchell Legion Band (Friday); Historic House Tour, farmers' market, garage sale, Off the Wagon Players, local entertainment, carriage tours (Saturday); and St. Marys Horticulture Society Garden Tour (Sunday).

By the following year, the name had changed to the Stonetown Heritage Festival. A page in the local newspaper from 1997, shows an article written by the Editor Laura Payton titled, "Something for everyone at second annual Stonetown Heritage Festival." The article indicates the Downtown Merchants Association as the sponsors of the second annual, four-day festival and June Cunningham as the festival manager. The list of activities for that year included: sidewalk sales, historic house tour, rubber ducky race, street dance, fireworks, art exhibition, photographic exhibition, children's heritage festival, architectural walking tours, horse and carriage rides, truck sale/flea market, garden tour, quilt display, line dancing lessons, humorous skits, clown and town crier, musical entertainment, stone mason demonstrations, and "Stonetown Fritters".

The origins of the heritage component in the festival can be summed up in June Cunningham's quote in the 1997 article, "...St. Marys' stone architecture will again be the theme of the event. 'It's going to be great...we have stressed the town's heritage a bit more this year, and the committee decided to use the word heritage in the festival's name...the reason for that is we didn't want to attract people who expected a fair-like atmosphere that you would find at the Elmira Syrup Festival, for example...we want them to understand what we're celebrating is the stone architecture in St. Marys.'"



Introduction

The Town of St. Marys engaged Bannikin Travel & Tourism, in collaboration with Ontario Culture Days, to re-imagine the Stonetown Heritage Festival for the near future. The project kicked off in June 2022 and is due for completion by November 2022. Specifically, the goal of the project is to reimagine the Stonetown Heritage Festival and develop a clear direction for how to implement the reimaged festival in the near future. Below are the four research objectives identified to achieve the project goal.

1. To engage community members and local stakeholders toward reimagining and building buy-in for the festival
2. To understand the tourism potential of the festival, including how the town's communities, histories/heritage, and environment can be integral parts of the festival (e.g., downtown, alleyways, architecture, river, Milt Dunnell Park, etc.)
3. To identify how the festival can better align with existing or upcoming plans, initiatives, and developments (e.g., Strategic Plan)
4. To reimagine the festival and plan the steps needed to implement it in the years to come

The primary research question asked by the project team was, “what does the Town of St. Marys need to do to reimagine the Stonetown Heritage Festival in a way that better reflects the town’s sense of place? (e.g., communities, histories/heritage, and environment)”.

To answer the primary research question, the project team reviewed over fourteen (14) background documents, including reports, studies, plans, and other materials; conducted a cultural events and festival leaders survey at Ontario Culture Days’ 2022 Cultural Tourism Symposium; conducted eleven (11) key informant interviews; conducted a 1 day in-market assessment during the 2022 Homecoming & Stonetown Heritage Festival; conducted the first stakeholder survey which saw thirty-three (33) industry respondents and one-hundred and seventy-seven (177) attendee respondents; and conducted a jurisdictional scan of three other festivals/events of similar scope and size to the Stonetown Heritage Festival.

This Festival Assessment Report is a summary of the above-named research methods’ findings, pulled out by the project team through an integrated analysis process. More specifically, the first section “Planning the Stonetown Heritage Festival” focuses on the elements and activities involved in planning the festival and draws from background documents, key informant interviews, and direct information from the festival organizer. The second section of the report focuses on “Experiencing St. Marys through the Stonetown Heritage Festival” and draws from festival attendee, volunteer, local businesses’, and key informant perspectives on the current festival as well as opportunities and challenges for its reimagination. The third section of the report presents key findings from the jurisdictional scan through vignettes of the “Canal Days Marine Heritage Festival” (Port Perry, ON), the “Perry Chalk Art Festival” (Perry, NY), and the “Up Here Festival” (Sudbury, ON). Finally, the report concludes with preliminary recommendation and considerations to inform the evolution of the Stonetown Heritage Festival in the years to come. Additionally, the insights and learnings from the integrated analysis are also presented in a table that outlines the strengths, weaknesses, opportunities, and challenges of the current festival as part of the report’s appendix.

Moving forward, the project team will finalize its answer to the primary research question by conducting a second stakeholder survey, and a virtual presentation to council to gather insight on the proposed reimaged festival. The collection of insights in the festival assessment report, as well as supplementary data and feedback gathered, will inform the reimaged festival concept note.



Planning the Stonetown Heritage Festival

The following section outlines the current structure of the festival and provides a narrative overview of the key components that make up the planning and delivery process. Importantly, the presentation of each component focuses on the festival in its current form. Although some initial considerations or insights from the research activities are also included where appropriate, the primary aim of this section is to provide a comprehensive snapshot of the festival as it is in 2022. This section is an important foundation for the reimagination process, as it presents how the festival operates in its current form and begins to signal areas of change or reconsideration for developing the reimagined festival concept.

It is important to note the 2022 festival did not take shape as usual. The Town merger resources for the festival with those for Town's homecoming event held every 10 years and the Canada Day celebrations. This resulted in a bigger event with multiple focus areas and related activities.

Value proposition

Currently, the Stonetown Heritage Festival's value proposition is primarily one of a town street fair or celebration. Importantly, there is not a strong connection between the festival's name, with its focus on 'heritage', and the activities and attractions on offer. When asking key informants how they would describe the festival in one sentence, the top three responses included an event for young families and children, a community celebration, and a street festival. Other responses included a celebration of heritage and architecture; and festive, energetic, and fun. Additionally, participants at the 2022 festival referred to the event as a "street dance" while others referred to the festival as "an event held for Canada Day". These references regarding the festival and what it is point to a need to strengthen or form a festival identity that can be easily communicated, demonstrated through the festival's activities, and resonates with participants each year.

Currently the festival uses the Town of St. Marys logo and does not have an official slogan or catchphrase that clearly articulates the purpose and objective of the event. There is also limited information on the municipal website about key festival details including festival location and address, a full list of festival events and activities, and any updates to festival changes.

Human Resources

The Stonetown Heritage Festival is primarily planned and delivered by a part-time event staff person at the Town of St. Marys. The event staff person is also responsible for other one-off events held by the town, including sponsorship coordination, talent booking, and promotion and logistics. However, there is some support from municipal staff at the local museum, and library for the Stonetown Heritage Festival. Additionally, volunteers from the local business improvement area and other local community groups provide support. Importantly, planning of the festival takes place without the support of a steering committee or group that engages community perspectives.

The Stonetown Heritage Festival is primarily staffed by volunteers with two (2) hour shifts. These shifts begin as early as 7:00am until 5:00pm. This allows for one (1) hour prior to the start of the festival at 9:00am and one (1) hour after the festival ends at 4:00pm. The types of volunteer roles include signage support, tent setups, food/event vendor assistants, barrier supervisors, inflatable castle supervisors, information booth support, playlist/stage support, washroom and garbage cleaning, etc. Importantly, across the research volunteer labour was highlight by key informants and stakeholders as a main challenge for the future of the festival. As noted, municipal staff are a main source of volunteers for the festival and their engagement and participation will need to be strengthened for future festivals. Limited volunteer numbers and capacity may in part be due to a lack of volunteer-incentives as well as



the types of activities volunteers are called on to help with (i.e., delivering information to guests, assisting with booths, etc.).

Timeline

As outlined below, the festival is currently planned in about a six-month window. However, for a festival to come together and grow as a major community event as well as a potential tourism attraction, a six-month planning window is too short. Moving forward, and as the reimagined festival takes shape, a longer planning timeline will be needed to build the budget, apply for grants, and properly market the event. As the reimagined festival moves forward, an iterative approach to planning will benefit incremental growth, with certain aspects being piloted one year and others the year that follows.

Month	Activity
January	Confirm bookings of major actions
Mid-March	Release of vendor forms
April	Release of initial communications for all summer events, incl. festival
Late May	Discuss logistics conversations (i.e., public works, emergency management services, etc.) Release of festival-specific save-the-date communications
Early June	Due date of vendor forms Confirmation of auxiliary events Promotion of the festival on social media Promotion of the festival in the newspaper and radio advertising (1 week after social media)
July	Run of ad in local newspaper (1 week before event)

Budget & Resources

Below are the current resource contributors, the related resource(s) provided, and the approximate budget for the resource(s) provided for the Stonetown Heritage Festival. It is important to understand who is currently providing resources, what types of resources, and the approximate budget for the resource(s) received in order to identify opportunities for future resource contributors, including private and public grants, sponsorship opportunities, and the types of resources they can offer, including non-financial supports.

Resource contributor	Resource provided	Approximate budget
BIA and local business sponsorships	Funding, programming, incl. performers, first aid coverage, porta-johns, bouncy castles, etc.	\$13,000
Municipality	Marketing and promotion budget	\$1,500



Municipality	Events staffing	
Vendor fees (out-of-town vendors)	General funds	
Rotary Club	Fireworks	\$5,000

Sponsorships

The Stonetown Heritage Festival offers the opportunity for others to be official sponsors of the festival. Sponsorship levels include platinum, gold, silver, and bronze. When asking industry members through the Industry Survey how they have been involved in the festival, one-third (n=11) of total respondents (n=33) mentioned their involvement to be showcasing their products/services at the festival (e.g., booths, stands, etc.), while only two (2) identified themselves as being a formal sponsor.

Importantly, across the jurisdictional scan research, it was found that comparable festivals offer clear sponsorship packages for vendors and organizations. These festival-specific packages present the sponsorship opportunities, which include but are not limited to naming rights to zones and activities or sponsoring specific performances. The packages also clearly outline the sponsorship benefits provided to sponsors, including the potential audience reach and visitor numbers to the festival. Additionally, the sponsorship packages provide a channel to amplify the festival's theme or focus area. For instance, the Canal Marine Heritage Days sponsorship package breaks down the sponsorship levels based on crew members on a boat, with sponsorship cost ranging from "deckhand" for \$1,000 to "captain" at \$15,000 or more.

Below is a list of previous sponsors along with their sponsorship level and the benefits they receive from the festival. This is important to keep in mind as this list provides insight into what other businesses and organizations similar to previous sponsors would be interested in supporting the festival in the future.

Sponsorship level	Previous sponsors	Sponsorship benefits
Platinum (\$1,000 +)	Town of St. Marys BIA, Cascades, Meridian, Tim Hortons, Fix Auto Collision, St. Marys Rotary Club	Acknowledgement by Master of Ceremonies; Logo on event posters; Logo on event sponsor signage; Logo I event program; Logo on website and social media
Gold (\$500 - \$999)	Hubbard Pharmacy	Logo on event sponsor signage; Logo in event program; Logo on website and social media
Silver (\$250 - \$499)	Kinsmen Club of St. Marys, E.E. McLaughlin, McLean-Taylor Construction, Dunny's Source for Sports, Tradition Mutual Insurance, Hodges Funeral Home, Village Craft & Candle, St. Marys Cement, St. Marys Landscaping, Quadro Communications, Fawcett Tractor Supply, Enchanted Crystal, Canadian Tire, Kingsway Lodge, Veterinary Purchasing	Logo in event program; Logo on website and social media; Name on event sponsor signage.



Bronze (\$100 - \$249)	Thames Label & Litho Ltd., Snapping Turtle Coffee Roasters, Daryl Mc Clure & Co., Inner Wheel Club of St. Marys, The Source, McConnell Club, D.R. Robinson Fabricating, Graham Energy Ltd. Jackson's Pharmacy, St. Marys Ford, Little Falls Car & Pet Wash, Waghorn Stephens, Sipos and Poulton, Troyer's Spices	Name on event sponsor signage; Name in event program; Name on website and social media
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Other Resources

In addition to financial supports from sponsors and other contributors, the Stonetown Heritage Festival has existing formal and informal relationships with other public and private organizations/institutions. Below are the organizations/institutions with a formal or informal relationship with the festival, as well as the type of support they provide the festival. This is important to understand as there may be opportunities to strengthen existing partnerships and relationships, and/or develop new connections with other organizations/institutions previously not pursued. One example may be leveraging the framers' market as a food and drink asset that allows residents and visitors to connect, taste, and learn from the local food and drink vendors.

Organization/Institution	Support type
Municipal departments (e.g., library, museum, early learning centre, and mobility services)	Delivery and programming
Local high school	Recruitment of volunteers
Local businesses & non-profit organizations – approximately 31 vendors in 2019 (e.g., Stonetown Karate, Thompson Martial Arts, local art shops, local antique shops, Stratford Perth Pride, Healthcare Foundation, St. Marys' Hospital Auxiliary, St. Marys' Fire Department, St. Marys' United Church, St. Marys' Friends of the Library, Rotary Club, St. Marys' Community Players, Canadian Baseball Hall of Fame, St. Marys' Museum, etc.)	Vendors, and host smaller events (e.g., Stratford Perth Pride – making and handing out buttons and stickers; Canadian Baseball Hall of Fame – offering drinks, snacks, merchandise, and opportunity to pitch balls in a net area; Stonetown Karate – wood splitting demo; Thompson Martial Arts – foam bat demo, etc.)
Business Improvement Area	Hosts small events (occasionally)
Local Rotary Club	Provides Fireworks (connected to Canada Day celebration in 2022)
Army Navy & Airforce Club	Hosts "Bavarian Gardens" event
Local farmers' market	Hosts fundraising breakfast on Saturday morning



Marketing & Promotion

Below are the Stonetown Heritage Festival's marketing and promotional methods and related target audiences:

Method	Target Audience
Event website listing (e.g., FEO, etc.)	Out-of-town visitors
Social media	Current or former residents
Newspaper	Senior residents
Print material (e.g., posters, signage, etc.)	No specific audience, but used for general awareness

Currently, the marketing and promotional activities for the festival rely primarily on channels that target residents. Moving forward and as the festival grows into a tourism attraction for St. Marys it will be important to collaborate with local and regional tourism organizations to reach more regional and day-tripper audiences who may be interested and willing to visit the festival for a day or two. Moreover, working to develop a marketing plan for the festival, along with design and implementation of materials, will be an important stage in the implementation of the reimagined festival concept.



Experiencing St. Marys through The Stonetown Heritage Festival

The following section outlines key findings from the research that seek to better understand and assess the visitor experience and festival's connection to St. Marys. More specifically, findings from the stakeholder (attendee and industry) survey, key informant interviews, and the in-market visit are discussed.

Reasons for Participating

Attendees

Through the stakeholder survey, information about attendees' area of residence and reasons for attending were collected. It is important to note that the survey was disseminated after the event and primarily through St. Marys channels; as such, the majority of festival attendees who responded to the survey identified themselves as residents of St. Marys (86%). The remaining responses were primarily from residents of the nearby region (up to 1.5-hour drive from St. Marys). Among the participant responses, 94% were attending the festival and 6% were volunteering at the festival.

When asked to select the top three reasons for going to the Stonetown Heritage Festival, most attendees selected to "participate in the activities offered" (71%). This was followed by to "spend time with family & friends" (55%) and "visit the local businesses in the downtown" (46%). Notably, to "watch live performances" (40%) was the third most selected option among volunteers, pointing to an interest to leverage when planning the festival and to attract volunteers.

Key informants were also asked their perspective on what is currently drawing residents and visitors to the festival. Their responses reflect the attendee responses to the survey, with most key informants (64%) mentioning that the festival is an opportunity to get together with family and friends. The strong presence of families attending the festival was noted during the in-market visit as well as during the key informant interviews, where festival activities such as the Farmers' Market, the Thames Crest Farms St. Marys Kinsmen Homecoming Parade, and main festival zone on Queen Street were well attended by families.

Through the in-market visit, it was only noted that select activities appealed more to certain age groups. For example, Heritage Tours attendance was skewed toward adults and seniors while young adults were seen to be more at the Street Dance and the food truck area. This is not to say that these activities/areas appealed to one demographic exclusively, but rather that aspects of the current festival are more geared to appeal to certain age groups. Importantly, given the focus on "heritage" based on the festival's name, two of the least selected reasons for attending among the survey respondents were to "learn about St. Marys (incl. history, heritage, culture)" (14%) and to "visit historical/cultural spaces within St. Marys (e.g., the museum/gallery, historic downtown, natural landmarks, etc.)" (14%). There is then a disconnect between the theme and name of the festival, focused on "heritage" and the main reasons attendees identified for participating in the festival. Through its evolution, there is an opportunity to define what heritage means for St. Marys in a clear and creative way that also allows for the festival components to be consistently tied to the notion of "heritage" being celebrated.

Businesses and Organizations

Industry respondents to the stakeholder survey were also asked to identify why they were involved in the festival. More than a third of industry respondents (40%) have showcased their products/services at the festival (e.g., booth, stand, etc.). However, very few respondents (7%) identified themselves as being a formal sponsor of the festival, and only about 20% of respondents noted they have not been involved in the festival in a formal capacity. There is a clear opportunity to bring industry members, both downtown businesses and businesses and organizations from around St. Marys, to actively engage in



the festival. Industry engagement could include both participating or providing input when planning the festival as well as invitations to support or partner in the delivery of certain activities or branding of parts of the festival.

Industry members were also asked to identify the top three reasons they their business or organization is involved in the festival. More than half of all industry respondents selected to “support events that bring the community together” (61%) and nearly half of all respondents also selected to “connect/reconnect with the community”, “promote our business or organization”, and “promote and amplify St. Marys as a destination” (46%, respectively). Industry responses indicate a balance between acknowledging the value the festival has in bringing community together as well as the interest in showcasing their businesses/organizations and the destination. However, only a small percentage of industry respondents selected to “sell our products/services at the festival” (14%) or to “reach new customers” (14%), even though about half of all festival attendees identified “visit the local businesses in the downtown” as the third most popular reason for attending the Stonetown Heritage Festival. Industry respondent comments through the survey add context to their responses, with several remarking that the festival in its current form has veered away from showcasing retail options and the downtown businesses in St. Marys as opposed to when the festival first started.

St. Marys Sense of Place

Both festival attendees and St. Marys industry members were asked to name three things that are unique to St. Marys and make it a unique place to visit. Their responses were aligned, highlighting:

1. the built heritage and architecture of St. Marys (including downtown)
2. the quarry
3. the river and natural assets in and around St. Marys (e.g., Milt Dunnell Field, trails)

Key informant responses to the same question were reflective of stakeholder survey respondents with a focus on the history and architecture of St. Marys. The main difference in key informant responses was a focus on the picturesque character of the town, including its natural setting and environment such as the river, trails, and quarry. This was also noted during the in-market visit, with Kaitlyn, the in-market researcher on the project team noting that:

The background elements of the town, specifically the waterway and the buildings felt very special ... there is something in these elements that should probably be retained. It was the matching stone buildings downtown, the “pause” spots on the waterway, and the people who waded casually into the Thames and walked around the riverbed that made St. Marys feel magical. Additionally, there were numerous arts shops in business (retail and workshop locations) which felt surprising and unlikely following a pandemic.

However, few of the unique factors identified above, such as the uniqueness of the architectural heritage and picturesque setting, correspond with attendee responses when asked why they attend the festival. The evolved festival has much opportunity to establish and build a sense of place for participants. This can take place by better highlighting the unique characteristics of St. Marys as draws to attend the festival by creating stronger ties between the festival components and their relevance to St. Marys, whether it be the towns histories, people, businesses, or buildings. The connections of the future festivals’ name, theme, activities, and program elements will also need to be made explicit through marketing and promotions and supported by on-site interpretation materials.



Experience at the Festival

An important research activity to understand attendee experience of the festival was the in-market research trip undertaken by a project team member across Friday evening and Saturday morning of the festival. Below is a summary of key observations from the in-market experience based on the different areas and activities visited:

Heritage Mobility Bus Tour:

- Extremely well organized, they were timely and accessible for different types of mobility capacity
- The tours were close to “sold out” in advance of each tour
- The guides were very well informed and shared their expertise through both factual information and anecdotal stories of interest that appealed to both visitors and residents
- Tours took anywhere from 45 minutes to 1-hour, with opportunity to improve their consistency in time and shorten them to 40 minutes

St. James Anglican Church Tour and Church Lady Box:

- Food provided was delicious and classic
- Packaging and presentation of food and beverage were basic and no connection between the food and the histories or heritage of St. Mary
- Contribution by the church to the festival was a highlight for the in-market experience, feeling genuine and of the place

Farmers’ Market:

- Weekly event held at Lion’s Park close to Milt Dunnell Park and tethered to the Heritage Festival due to its day of the week, timing, and proximity
- Brought additional value to the overall event, with the opportunity to explore food vendors (which were not evident at the main corridor event)

Summer Art Show and Sale:

- Friendly atmosphere with helpful volunteers
- Great opportunity and use of the empty space, opportunity to make a bigger element of the festival

Cascades Homecoming Street Dance & Food Trucks:

- Event was split up, with music indoors and food trucks outdoors, without much notice or update
- Timely start, well attended, and lively atmosphere
- For the music portion, attendees did not seem to know whether the event was to celebrate Homecoming, or Heritage Festival
- For food trucks, people were enjoying their food, mainly on picnic blankets where they could find a spot as there was no seating options provided

Music Event:

- No signage for the event (outdoors or indoors) and attendees did not know where to go.
- The music was rock/heavy metal themed, and the volume was far too loud which did not facilitate conversation or dancing
- No secondary elements to the events such as beverage or food for purchase



- Atmosphere felt awkward with the type of music, lights not fully turned down, and lack of information about the component

Ease of Exploration and General Experience:

- The location of the festival components was easy to navigate and access, with a particular strength being how close different components were. This was observed across different modes of transportation (walking, driving, cycling).
- Parking was widely available and well-marked
- Bike locks were available, although not many bikers
- The festival website did not provide much up-to-date or updated information, including specific information about the different activity locations/addresses
- There needs to be more clarity, branding, signage and event updates.
- The festival was very well attended, but not uncomfortably crowded.
- Family-friendly atmosphere to the festival was noted
- Heritage Festival was an enjoyable experience and very much a standard small-town festival and currently some elements that are “exciting” or unique such as the colourful train, with room for more differentiating factors

Additionally, stakeholders who responded to the survey were asked to rate to what extent they agreed with statements about the festival by selecting “strongly disagree”, “disagree”, “neither agree nor disagree”, “agree”, or “strongly agree.” Based on their responses three key areas of focus to enhance attendee experience were identified through the analysis of the stakeholder survey responses and reflect the observations taken during the in-market trip. Three main areas of focus for the future festival were food and beverage options, variety of activities for different age groups, and signage and information about the festival.

Based on attendee and industry responses to the survey the main area for attentions is the variety of types of food and beverage available, incl. for different dietary restrictions at the festival. This was also reflected in stakeholder responses for the future of the festival, where more food options and food-based activations were the most named opportunities for the festival. The second area flagged by stakeholders was the relevance and appeal of different festival activities for different age groups. For examples, although about 45% of attendee respondents to the survey agreed that “Festival activities/experiences appeal to different age groups (e.g., children, youth, seniors)”, a significant percentage of respondents (~21%) disagree or strongly disagree, while about 25% of remaining respondents “neither agree nor disagree”. As such there is a perception among a significant portion of festival participants that activities at the festival could better appeal to different age groups. Lastly, about half of attendee respondents agree that “Signage and information around the festival is clear and readily available”, while 20% disagree or strongly disagree with the statement. It is encouraging to see about half of respondents recognize the clarity and visibility of signage and information, yet there remains an opportunity to enhance how it is made available so that participants receive information during and during the months and weeks leading up to the festival.



Beyond the Stonetown Heritage Festival

The project team scanned multiple festivals/events in and outside Ontario that were similar in scope and size to the Stonetown Heritage Festival. They also asked key informants, and cultural events and festival leaders to name festivals/events that incorporate their host community's histories, heritage, communities, and environment, and attract both residents and visitors. Through this research and scanning three festivals/events were identified as being similar in scope and size that could provide insight and learnings to inform the reimagining of the Stonetown Heritage Festival. These included the Canal Days Marine Heritage Festival in Port Colborne, ON; the Perry Chalk Art Festival in Perry, NY; and the Up Here Festival in Sudbury, ON.

Canal Days Marine Heritage Festival

[Link](#)

Organized by the City of Port Colborne and the Vale Health & Wellness Centre, the Canal Days Marine Heritage Festival is a four-day celebration of Port Colborne's marine heritage along the Welland Canal. It was established in Port Colborne, Ontario and is held on Civic Holiday from Friday, 29 July to 1 August. The festival centres around cultural and community groups, music, a street fair and the history/heritage of the area; and its name reflects the location of the event and what it is celebrating.

The origins of the festival date back to 1979 when it was a small fair held at the Historical & Marine Museum. It has now transitioned to centre around the historic West Street that runs alongside the Welland Canal and celebrates the heritage of the juncture between the Welland Canal and Lake Erie and the connection to the St. Lawrence Seaway.

The festival attracts primarily locals and regional residents, including families, boaters, marine heritage aficionados, and music fans. It also attracts Americans, and visitors from across Niagara, Hamilton, and the Greater Toronto Area. However, of the over 300,000 attendees, a little over 50% come from the Niagara Region. The concert series specifically attracts over 30,000 attendees, while the fireworks show attracts over 20,000 spectators. According to a 2022 Welland Tribune article, the Canal Heritage Days Festival had a total cost of \$652,000, with \$527,000 being offset by sponsorship, vendor fees, ticket sales for attractions such as the tall ship tours while the City of Port Colborne contributed \$127,000 to the festival. Although free parking for visitors was made available at select locations, parking on residential streets around the festival was increased in 2022 to \$20 after 3pm to collect more funds to offset the cost of the festival.

The festival uses its logo, promotional videos, concert series announcements, sponsorship information package, and designated parking map to invite residents and visitors each year. They also use the City of Port Colborne's website, Tourism Niagara's website, online articles and blog posts from media partners, Facebook, TripAdvisor, and radio ads. Specifically, the logo reflects Port Colborne and the festival celebration through the use of sails that reflect the marine heritage of the community, as well as firework elements reflective of the festival celebrations.

The festival is connected to the place through its offerings, including the array of tall ships, coast guard vessels, and working fireboats; and the local/regional food and drink producers and vendors, including Riverside Berry Farm, and Arabella's Edwardian Tea Room. Additionally, industry members are invited to participate as food vendors, retail vendors, or community groups and organizations through a sponsorship package and vendors page included online. Some key organizations that showcase themselves during the festival include Vale Health & Wellness Centre, Seaway Park, Port Colborne Historical & Marine Museum, Historic West Street, H.H. Knoll Lakeview Park, and Sugarloaf Sailing Club.



The festival provides opportunities to visitors to connect with the community by offering a free shuttle service that takes visitors to the different festival locations, providing access to the historical tall ships through donation, offering a boat cruise through paid tickets, providing access to Port Colborne Historical Marine Museum free of charge, offering lighthouse tours, providing food and drink through select businesses, and providing detailed directions on how to reach Port Colborne through different modes of transportation, including car, boat, bike, rail, and bus.

The festival offers a variety of activities for residents and visitors, including but not limited to a farmers' market, vintage car show, craft show, artisan zone presented by the BIA, recreation zone in partnership with the YMCA, Labatt drinks patio, dinner cruise on Empire Sandy, Princess Street Midway rides and amusements, Kids Zone, theatre show, and the "Touch-a-Truck" interactive experience exploring different types of trucks, to name a few.

A key learning from the Canal Days Marine Heritage Festival is the importance of having activities/attractions that are connected to the theme of the festival, including artisan rope maker demonstrations at the museum, marinas sponsoring the event and providing services, and incorporating the canal and the heritage vessels.

Perry Chalk Art Festival

[Link](#)

Organized by the Perry Main Street Association, the Perry Chalk Art Festival is a chalk painting and visual and performing arts street fair with a variety of food options. It was established in 2006 in Perry, New York with its name highlighting the location and chalk art feature of the festival. Additionally, it is held on the second Saturday of July with the 2022 theme being "Down to Earth".

The festival attracts primarily residents of Perry and the surrounding region, including families, cyclists, and youth and adult artists. The festival uses the Perry Main Street Association website, GoWyoming Chamber & Tourism, Explore Genesee Valley, and Eventbrite to invite residents and visitors to the festival. They also use maps and photos to attract and invite participants. Specifically, the marketing material used for the festival is primarily images of chalk art and people creating chalk art pieces. There is no specific logo for the festival, and there is only a simple webpage with information about the festival and the schedule.

The festival is connected to place through the participation of the farmers' and public market, local and regional music performers, featured tattoo artists from the region, regional cuisines, and homegrown produce and unique regional gifts. Additionally, community members are invited to participate as part of the Perry Public Market, host and/or facilitate festival activities, participate in the artist recognition contest, or participate in special sessions (e.g., Taste of Summer event – highlighting local restaurants, wineries, breweries, and seasonal ingredients). Overall, local businesses, the agricultural community and local/regional visual and musical artists are invited to showcase themselves in the festival.

The festival provides opportunities for visitors to connect to the community by offering the opportunity to create their own chalk art along the festival areas, participate in a cycling tour of the broader region as part of the Tour de Perry, and taste local food and drink through the local vendors open along Main Street. Additionally, the main activities for residents and visitors include music, dances, arm and hand painting, glitter tattoos, air sculpture/balloon art, freestyle chalking, bike tours, retail, and food and drink.

A key learning from the Perry Chalk Art Festival is the importance of offering interactive, engaging activities for residents and visitors to participate in, as well as the importance and value of having a variety of food and drink options that also reflect the local and regional area of a place. Engaging



residents' and visitors' multiple senses including sound through music, sight and touch through art, and taste through local and regional food, creates an engaging event that attract both adults and youth to participate in a one-day festival.

Up Here Festival

[Link](#)

Organized by *We Live Up Here*, a volunteer-run non-profit organization, the Up Here Festival is an independent urban art and emerging music festival that combines the live creation of large-scale murals with musical performances by some of Canada's most established and emerging artists. It was established in 2012 in Sudbury, Ontario, and is held in the summer from 19 to 21 August. The festival centres around visual and performing arts, music, a street fair, murals, and the heritage of Sudbury and Northern Ontario, and its name is reflective of the pride in being a Northern Ontario community. Although no specific budget for the Up Here festival was found during the research, several organizations in Sudbury report their financial contributions to the festival in the end of year reports. Some of the financial contributions found include a \$25,000 contribution by the Greater Sudbury Development Corporation in 2015, a \$22,000 contribution by the Greater Sudbury Development Corporation in 2017, or a \$12,500 contribution by the Downtown Sudbury BIA in 2018. Moreover, the Up Here Festival also relies on government funding as they make up a "significant chunk of [their] structure" as explained by co-founder Jen McKerral in a 2018 CBC article. As such, the festival relies on a mix organization and government grants and contributions to implement the yearly festival while facilitating free access for participants.

The festival attracts primarily residents of Sudbury, including "die-hard music fans", and visitors in the area. The festival uses the Up Here app, Facebook (including a Facebook ride-sharing page), Twitter, and Instagram to invite residents and visitors to the event. They also use the Up Here app with curated playlists and schedules, maps, announcements, and artist profiles, as well as the Tourism Sudbury/Discover Sudbury website, local supplier partnerships (e.g., Quality Inn), and online merchandise sales to invite residents and visitors to the event. Specifically, the marketing material used for the festival is artful with an aim to showcase "weird and wonderful" Sudbury. The logo is simple, well executed, and modern; and the festival uses many images and videos of artists that portray an event that is fun, engaging, and tied to locations in Sudbury.

The festival is connected to place through the participation of artists from the area of Sudbury and Northern Ontario. Additionally, the mural subjects are residents or have a connection to the Greater Sudbury Area. Local stakeholders and businesses are invited to showcase themselves through sponsorship opportunities, while local artists are invited to be featured in the festival. The festival acknowledges the lands on which it is held are the lands of the Atikameksheng Anishnawbek and the traditional lands of the Wahnapiatae First Nation. However, there is no other mention of any groups related to these communities participating in the festival. The festival's main activities include live music and concerts, mural painting, and art installations. Specifically, the festival provides opportunities for visitors to connect with the community by offering self-guided mural tours of downtown Sudbury, pay-what-you-can concerts and late-night 19+ events, as well as watching muralists create new artwork in the downtown, and offering a downtown "mystery tour" on Sunday.

A key learning from the Up Here Festival is the importance of celebrating and showcasing the living cultural heritage of Sudbury and the surrounding area. Rather than focus on the historical heritage of the city, the festival's central goal is to facilitate activations and activities that beautify the downtown by showcasing the unexpected and artistic in Sudbury that contradicts typical notions of what Sudbury is and what it offers. As their mission statement says, "Save Sudbury From Sudbury With Sudbury."



The Future of the Stonetown Heritage Festival

The final section of this report presents preliminary recommendations and considerations for reimagining the festival. Importantly, the below points begin to identify the direction for the reimagined festival. However, they should not be read as the new concept, as the development of a concept note for the reimagined festival will follow the finalization of this report.

Preliminary Recommendations and Considerations

Festival Focus and Value Proposition

- Develop a value proposition that reflects ‘heritage’ in St. Marys so that it is carried through all aspects of the festival and can appeal to a diversity of attendees and age groups. This includes, identifying aspects of St. Marys past and recent heritage that can be celebrated through the festival, going beyond the material/built heritage, to focus messaging on the vibrancy of the community that continues to honour its past and celebrate its present.
- Additionally, consider expanding the focus on the natural environment, sustainability, including offering outdoor activities.
- Plan for a variety of program types to offer a range of entry points for audiences. For example, a mix of larger “showpiece” elements and smaller more intimate or hands-on experiences. This could look like a separate section with hands on experiences to offer visitors more value.
- Grow relationship with long-time attendees to leverage roots of the festival within the community and inspire excitement and visitation for the reimagined festival.

Locations and Accessibility

- Concentrate the event area as much as possible; focus on Downtown/Riverfront/the Flats (incl. riverside walkway).
- Add more seating and rest areas across the festival and in the vicinity of food areas and in shaded areas.
- Incorporate unique and tranquil spaces such as heritage interiors or lookouts along riverfront trails for activities or activations as part of the festival.
- Maintain programming free wherever possible, while considering how paid components can inform the festival budget and size.
- Structure event to facilitate economic impact within St. Marys through attendee spending on food, beverages, and retail (rather than ticket sales).
- Incorporate active transportation methods on land and on water to support the Transportation Master Plan and better connect St. Marys across the festival.
- Consider incorporating electrical infrastructure to public spaces as part of future infrastructure development and maintenance project to support the festival and other events.
- Conduct accessibility review of site plan to ensure accessibility for different mobility types.
- Continue to engage community groups and minority group associations (e.g., LGBTQ+ association) to have program reflect wide diversity and communicate message of inclusivity.

Festival Components and Activities

- Increase number and type of food offerings/experiences from local and regional businesses across the festival, highlighting these as part of marketing and promotions.
- Diversify program while maintaining connections to theme to be able to market diverse activities/program elements that are welcoming to different age-groups and audiences.



- Strengthen partnership and role of farmers' market as part of the festival, with a potential focus on the agricultural heritage of the broader area and enhance connectivity between the town and the surrounding rural area.
- Increase the number of music events/activations across the festival.
- Offer a variety of tours that tie into the theme of the festival and highlight St. Marys history and environment (e.g., kayak tour of the river and waterfront, back-alley heritage tour and art walk, bike tour of "the loop", etc.)
- Incorporate water zones and water-based activities as part of the festival, while maintaining festival locations as centralized as possible (e.g., free swim at the quarry).
- Strengthen ties with business community in and around St. Marys, renewing their engagement and buy-in to contribute to aspects of planning and delivery.
- Increase retail options that highlight local businesses and craftspeople (e.g., vendor corridor or tent, special discount for consumers).
- Support local businesses in participating by providing information on the potential target audiences, the products and services they seek, as well as sharing more information about the festival program ahead of time.
- Plan to have a children's zone with specific activities for kids that are connected to the theme and separate from the main festival area.

Human Resources

- Explore the setting up of an organizing committee, with resident and industry representation and leadership from the municipality, that would inform the conceptualization and planning of the reimagined festival in the years to come.
- Develop and communicate volunteer-engagement plan/structure, including identifying incentives for participation (e.g., access to volunteer zone for concerts, volunteer celebration at the end of the festival, etc.)
- Identify more specialized volunteer roles, including across the planning process, that could appeal to a broader base of individuals and alleviate some of the festival planning capacity constraints. If volunteer training is needed, provide where appropriate.
- Engage with local and regional First Nations, Métis, and Inuit cultural leaders and community members to invite cultural sharing at the festival and heritage of the area.

Timeline

- Extend the planning timeline for the festival beyond six months. At the beginning stages of the reimagined festival, a timeline of up to 18 months is recommended to build the budget, apply for grants, and properly market the event.
- Market and promote the festival sooner, releasing the program up to three months in advance of the festival date to reach and attract visitors from further afield who may need to plan for their visit.

Budget & Resources (incl. Partnerships)

- Increase budget for the festival by growing sponsorship revenue and applying for funding and grants (e.g., Reconnect/Celebrate Ontario, Heritage Building Communities, OCAF, etc.).
- Rework sponsorship levels (incl. price and benefits) and expand sponsorship prospects beyond local businesses.
- Offer opportunities for sponsors to host a booth or zone with participatory activities to draw more attention to sponsor.
- Reach out to specific businesses and organizations that are part of St. Marys history and heritage or align with the festival's theme for sponsorship or other support opportunities.



- Target larger businesses/corporations present in the area to support the festival through financial sponsorship.
- Strengthen partnership with BIA to highlight downtown businesses and facilitate support in planning and volunteer-recruitment process.
- Incorporate key heritage places and attractions such as the St. Marys Museum and Baseball Hall of Fame for audience outreach and as key spaces and resources throughout the festival (e.g., stops along tours).
- Explore new partnerships and/or program support with special interest groups and community groups (e.g., Wildwood Conservation Authority)

Marketing & Promotion

- Create a marketing plan for the festival and build a welcoming brand for the festival (incl. marketing collateral).
- Collaborate with local and regional tourism organizations to reach more regional and day-tripper audiences (e.g., Destination Stratford, Perth County, Tourism Oxford County).
- Strengthen existing channels such as Facebook page to provide more timely updates on the festival in the weeks prior to and during the festival.
- Enhance or renew festival webpage into a more developed website (incl. streamlining information on the website and ensuring consistent branding).
- Continue targeting local and nearby residents through existing channels and consider engaging long-time attendees as champions through future marketing efforts.
- Continue targeting families with children, and grow efforts in planning programming that appeals to day-trippers (e.g., outdoor activities such as kayak rentals as part of the festival)
- Grow social media presence to reach and appeal to out-of-town visitors, focusing on the reimagined value proposition and the uniqueness of the experiences on offer at the festival.
- Grow relationship with community groups and local businesses/organizations involved so that they can amplify the festivals' marketing efforts through their channels.
- Plan for robust and appealing wayfinding design and supporting materials to facilitate attendee access throughout the festival and create a cohesive visual image across the festival.



Appendix: Strengths, Weaknesses, Opportunities, and Challenges

Below are the perceived strengths and weaknesses of the current Stonetown Heritage Festival, as well as the perceived opportunities and challenges of the reimagined festival. These strengths, weaknesses, opportunities, and challenges are based on the research conducted, including secondary research, key informant interviews, resident and industry survey responses, cultural events and festival leaders survey responses, and in-market visit observations.

Strengths	Weaknesses
<p>Marketing & promotion</p> <ul style="list-style-type: none"> Existing communications channels available (e.g., municipal channels, community channels, etc.) <p>Target audience</p> <ul style="list-style-type: none"> Interest from young families with children to attend Significant resident buy-in as a community celebration, and street festival A welcoming and inclusive space for diverse groups of peoples, including 2SLGBTQ+, Indigenous, Black, and People of Colour <p>Offerings/activities</p> <ul style="list-style-type: none"> Mixture of offerings/activities (e.g., live music, open houses, food, events for seniors, street dance, performers, fireworks, etc.) Strong appeal of activities for families with young children Existing colourful train (festival transportation) Availability of downtown shopping St. James Anglican Church Tour and Church Box Lunch (non-indoctrinating experience of local architecture alongside a nice simple meal) Heritage Bus Tours (well organized, accessible buses, informative guide) Stonetown Arts Summer Show and Sales (welcoming and informative artist volunteers) St. Marys' Museum (significant information about St. Marys history, 	<p>Marketing & promotion</p> <ul style="list-style-type: none"> No official logo, slogan, or catchphrase No clear articulation of the purpose and objective of the event Limited information about the festival on the municipal website, including location and address, full list of festival events and activities Limited updates of festival changes Limited festival signage during the festival Limited creative assets illustrating the festival (e.g., photos, videos) Lack of marketing plan and focused public relations <p>Target audience</p> <ul style="list-style-type: none"> Limited participation/engagement from seniors and students (intergenerational exchange) <p>Offerings/activities</p> <ul style="list-style-type: none"> Limited history and heritage-related offerings (e.g., natural, social, Indigenous history; telling the stories of main street buildings; leverage tangible cultural resources; increase heritage bus tours, etc.) Limited interactive educational components and offerings Limited storytelling, music and art (e.g., local musicians, street dances, sack races, photoshoot opportunities, neighbourhood tours, Doors Open activities, etc.) Limited food and drink vendors/options, including for different dietary restrictions Heritage Bus Tour time lengths (too long)



<p>historical room set up and local student artwork)</p> <ul style="list-style-type: none"> • Farmers' market, including fruits, bakery, preserves, and craft vendors, and pancake breakfast • Festival zones and program components are mostly accessible for different types of mobility and cognitive levels, including physical, cognitive, and intellectual, invisible and undiagnosed, mental illness, and sensory perceptions • Activities/experiences are unique or significant to St. Marys <p>Logistics/infrastructure</p> <ul style="list-style-type: none"> • Pedestrian main street (closed to vehicles) • Consistent festival date (2nd weekend of July) • Proximity of offerings/activities to the main street • Signage and information around the festival is clear and readily available <p>Partnerships, collaborations & supports</p> <ul style="list-style-type: none"> • A part-time municipal staff member focused on the planning of the festival • Some support from municipal staff at the local museum, and library • Support from the BIA and other local community groups (e.g., volunteers, sponsorships, etc.) • Existing formal and informal relationships with public and private organizations/institutions • Interest from local industry members to participate in the festival by having a booth or stand • Good representation of local vendors and organizations 	<ul style="list-style-type: none"> • Distance of St. Marys' Museum from the main street • Limited offerings/activities that are different and exciting for various age groups (incl. youths, adults without children, and seniors) <p>Partnerships, collaborations & supports</p> <ul style="list-style-type: none"> • Limited financial support through sponsorships of local businesses • Limited municipal staffing support, including a dedicated full time event planning staff member • Heavily reliant on volunteer staff <p>Location</p> <ul style="list-style-type: none"> • Limited integration of the natural environment (e.g., river, wildlife, Milt Dunnell Park, etc.) • Limited use of other assets in the town (e.g., trails, walkways, etc.)
Opportunities	Challenges
<p>Focus areas</p> <ul style="list-style-type: none"> • Focus on opportunities for cross-cultural dialogue through festival offerings and activities, including increasing participation of diverse communities 	<p>Focus areas</p> <ul style="list-style-type: none"> • Incorporating/addressing diversity, equity and inclusion, including addressing the Truth & Reconciliation Commission's recommendations



<ul style="list-style-type: none"> • Focus on opportunities to showcase St. Marys as an attractive place to live and work to visitors (potential future residents, industry members, and labourers) • Re-focus festival towards “heritage” through a broader definition (e.g., tangible, intangible, and living heritage) • Strengthen focus and understanding of festival’s actions on social justice and inclusion and measures to address climate change and adaptation <p>Marketing & promotion</p> <ul style="list-style-type: none"> • Develop a communication strategy that clearly identifies key information to share about the festival on relevant communications platforms, as well as method of communicating real-time festival updates • Develop a brand and marketing strategy that clearly articulates the purpose and objective of the festival through key messaging (e.g., festival name, slogan, catchphrase, logo, etc.) • Increase marketing and promotion of the festival, including schedule to local and surrounding area well in advance • Enhance signage and information around the festival <p>Target audiences</p> <ul style="list-style-type: none"> • Increase offerings and activities for youth, young adults, and seniors <p>Offerings/activities</p> <ul style="list-style-type: none"> • Leverage existing tangible assets (e.g., trestle bridge, Canadian Baseball Hall of Fame, train stations, museum, downtown, Rotary Club, quarry, sports events, trails, parks, rivers, etc.) • Leverage current and former local residents (e.g., stories, connections, local and regional musicians, Indigenous representatives, etc.) • Integrate new technologies to offerings and activities 	<ul style="list-style-type: none"> • Maintaining smalltown character and charm while growing the event <p>Marketing & promotion</p> <ul style="list-style-type: none"> • Marketing and promotion, including re-engaging and growing audience • Clarifying purpose and objectives of the festival <p>Target audience</p> <ul style="list-style-type: none"> • Setting visitor expectations and securing buy-in from resident community <p>Offerings/activities</p> <ul style="list-style-type: none"> • Planning relevant, innovative, and varied programming that highlight local talent • Reducing cost barriers for participation while maximizing local financial impact <p>Logistics/infrastructure</p> <ul style="list-style-type: none"> • Risk management and adaptation, including COVID-19, climate change, new technology, transportation constraints, etc. • Approval from the Conservation Authority to hold the festival along the waterfront • Use of different spaces and facilities • Limited/reduced parking during festival <p>Partnerships, collaborations & supports</p> <ul style="list-style-type: none"> • Long-term and consistent economic and political support (e.g., required funding) • Collaborating with different local and regional community members and stakeholders, including local businesses, BIA, municipality • Securing and maintaining necessary labour, including volunteers, dedicated Pushback from residents, incl. changing the name
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<ul style="list-style-type: none"> • Enhance and diversify offerings and activities available that highlight St. Marys (e.g., theatre production, live music, etc.) • Incorporate niche offerings and activities (e.g., car shows, buskers, etc.) • Improve food and drink options and experiences offered (e.g., food trucks, dinner on the bridge experience, etc.) <p>Logistics/infrastructure</p> <ul style="list-style-type: none"> • Retain festival date to the second weekend in July (consistency, and not on a long weekend) <p>Partnerships, collaborations & supports</p> <ul style="list-style-type: none"> • Leverage arts and culture community (e.g., Stonetown Arts Group, community clubs, museum volunteers, etc.) • Increase community involvement, including Indigenous communities and groups; students/seniors (intergenerational component); special groups (e.g., Crokinole Canada, etc.) • Increase local and regional industry involvement, including to collaborate and deliver activities/experiences at the festival, and promote and sell products/services at the booths, and highlight the stories behind their businesses and/or buildings • Increase active participation from municipal council (e.g., additional funding and supports, etc.) • Leverage local talent in St. Marys (e.g., local musicians, artisans, storytellers, performers, historians, etc.) <p>Locations</p> <ul style="list-style-type: none"> • Leverage different locations around St. Marys' for different offerings and activities (e.g., Milt Dunnell Park, bridges, downtown, etc.) 	
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MINUTES Regular Council

September 13, 2022
6:00pm
Town Hall, Council Chambers

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

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Conference Line
Sarah Andrews, Library CEO
Dave Blake, Environmental Services Manager

1. CALL TO ORDER

Mayor Strathdee called the meeting to order at 6:08 pm.

Council departed the Council Chambers to convene at the front steps of Town Hall to lay a floral arrangement in recognition of Queen Elizabeth II's recent death.

Council returned to Council Chambers and held a moment of silence in memory of the Queen.

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2022-09-13-01

Moved By Councillor Edney
Seconded By Councillor Craigmile

THAT the September 13, 2022 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

In advance of the meeting, Frank Doyle of St. Marys Independent provided the following inquiry.

1. With the Quarry having an outstanding season both with the number of people and financially, are there any numbers on tourists in town this year, whether they were up or down.

Mayor Strathdee stated that there will be more information at a later Council meeting.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Ontario Clean Water Agency- 2nd Quarter Reporting

Renee Hornick of Ontario Clean Water Agency presented the 2nd quarter reporting.

Resolution 2022-09-13-02

Moved By Councillor Winter
Seconded By Councillor Pridham

THAT the delegation from Ontario Clean Water Agency regarding the second quarter reporting be received.

CARRIED

5.2 Maggie Kerr re: PC Connect Quarterly Update

Resolution 2022-09-13-03

Moved By Councillor Craigmile
Seconded By Councillor Edney

THAT the delegation from Maggie Kerr of Perth County regarding the PC Connect quarterly update be received.

CARRIED

5.3 Rev. John Goodwin re: Street Banners

Rev. John Goodwin presented a request to Council regarding street banners.

Resolution 2022-09-13-04

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the delegation from Rev. John Goodwin regarding street banners be received; and

THAT Council refer the request to staff for a report back when the draft Commemorative Policy is considered by Council.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - August 16, 2022

Resolution 2022-09-13-05

Moved By Councillor Edney

Seconded By Councillor Hainer

THAT the August 16, 2022 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and Clerk.

CARRIED

6.2 Strategic Priorities Committee - August 23, 2022

Resolution 2022-09-13-06

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT the August 23, 2022 Strategic Priorities Committee meeting minutes be received by Council and signed and sealed by the Mayor and the Clerk; and

THAT minute items 4.1 and 4.2 be raised for consideration.

CARRIED

6.2.1 Bill 109 and St. Marys Planning Process

Resolution 2022-09-13-07

Moved By Councillor Edney
Seconded By Councillor Hainer

THAT the Town maintain the Planning Advisory Committee's role with respect to reviewing Planning Act applications and general policy or regulatory matters (Option 1A); and

THAT the Town implement the following planning process enhancements:

- a. Require applicants to ensure certain Town department and agency reviews and approvals are completed prior to submitting application.
- b. Reduce time to deem complete (target a maximum of 15 to 20 days).
- c. Reduce time to issue notice (target within 48 hours of deeming application complete).
- d. Reduce minimum circulation periods in advance of PAC meetings from 20 to 15 days.
- e. Eliminate PAC deferrals; and

THAT Council direct staff to complete a review of Planning Act application fees levied by the Town and present findings and recommendations to Council in a detailed report (Option 3A).

CARRIED

6.2.2 St. Marys Housing Strategy - Mobile/Modular Homes

Resolution 2022-09-13-08

Moved By Councillor Pridham
Seconded By Councillor Luna

THAT Council direct staff to:

- a. include a proposed amendment to the definition of 'modular home' to also include detached accessory apartments as permitted in Section 5.1.2 of the Zoning By-law, with the next general or housing related amendment to the Zoning By-law; and,
- b. include specific guidelines for modular homes as part of the upcoming project to establish urban design guidelines in the Town.
- c. include a proposed amendment to the definition of 'single - detached dwelling' to state that Section 3.47.13 of the Zoning By-law be replaced with the following "Single-Detached means a separate building which contains one (1) dwelling unit in which

entrance is gained only by a private entrance directly from outside, including modular homes. Single-detached dwelling shall not include a mobile home."

CARRIED

7. CORRESPONDENCE

7.1 CN re: Rail Safety Week 2022

Resolution 2022-09-13-09

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT Rail Safety Week is to be held across Canada from September 19 to 25, 2022;

THAT it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

THAT Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

THAT CN has requested Town Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

THAT it is hereby resolved to support national Rail Safety Week to be held from September 19 to 25, 2022.

CARRIED

8. STAFF REPORTS

8.1 Building and Development Services

8.1.1 DEV 67-2022 Part Lot Control Block 1, R. Plan 44M-86 (by Lang Contracting Co. Ltd.)

Resolution 2022-09-13-10

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT DEV 67-2022 Part Lot Control Block 1, R. Plan 44M-86 (by Lang Contracting Co. Ltd.) report be received; and

THAT Council consider By-law 87-2022 affecting Block 1, Registered Plan No. 44M-86 for a one-year period, ending September 13, 2023.

CARRIED

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

Resolution 2022-09-13-11

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT Committee and Board minutes listed under agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.15 be received; and,

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

CARRIED

9.1.1 Bluewater Recycling Association - Coun. Craigmile

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

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

9.1.4 Huron Perth Public Health - Coun. Luna

9.1.5 Spruce Lodge Board - Coun. Luna, Pridham

9.1.6 Upper Thames River Conservation Authority

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

9.2.2 Business Improvement Area - Coun. Winter

9.2.3 CBHFM - Coun. Edney

9.2.4 Committee of Adjustment

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

Resolution 2022-09-13-12

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT Council proceed with a public meeting to consider the application for 60 Road 120.

CARRIED

- 9.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham**
- 9.2.12 Senior Services Advisory Committee - Coun. Winter**
- 9.2.13 St. Marys Lincolns Board - Coun. Craigmile**
- 9.2.14 St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter**
- 9.2.15 Youth Council - Coun. Edney**

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2022-09-13-13

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT By-Law 87-2022 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

12.1 By-Law 87-2022 Part Lot Control Exemption for Block 1 44M-86 (Lang)

13. UPCOMING MEETINGS

September 20, 2022 - 9:00 am Strategic Priorities Committee

September 27, 2022 - 6:00 pm Regular Council

- Statutory Public Meeting for 60 Road 120
- Statutory Public Meeting for Planning Fees

14. CONFIRMATORY BY-LAW

Resolution 2022-09-13-14

Moved By Councillor Hainer

Seconded By Councillor Luna

THAT By-Law 88-2022, being a by-law to confirm the proceedings of September 13, 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

15. ADJOURNMENT

Resolution 2022-09-13-15

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT this regular meeting of Council adjourns at 7:19 pm.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk

Planning underway for Light It Up! for NDEAM® 2022! Are you in again?

[EMAIL BODY COPY:]

Hello Jenna:

October's still a few weeks off, but planning is already underway for Light It Up! For NDEAM® 2022.

I'd like to thank you for participating in the first national *Light It Up! For NDEAM* event last year on Thursday, October 21.

Your participation helped make the event incredibly successful. Town of St. Marys was one of over 300 locations in 113 communities across Canada that participated.

As you know, *Light It Up! for NDEAM* is a national event that recognizes how people who have a disability contribute to businesses and their communities, helping companies be successful and competitive.

Your participation in 2021 helped ignite nationwide awareness and conversation about the importance and business benefits of disability-inclusive hiring.

It also helped raise awareness about the importance of making disability part of the business conversation around diversity, equity and inclusion — it's often left out of the conversation.

Please be sure to see the photo gallery and short videos highlighting some of the many cities and locations that were lit purple and blue last October 21:

- You can see [the photo gallery here](#)
- Watch the **highlights** videos:
 - *Light It Up! For NDEAM* [in Atlantic Canada highlights](#)
 - *Light It Up! For NDEAM* [in Ontario highlights](#)
 - *Light It Up! For NDEAM* [in Western Canada highlights](#)

Together, let's keep the conversation going this year. Are you in for 2022?

Light It Up! For NDEAM is more than a night; more than an event. It's fast becoming a **movement** that ignites conversation about disability inclusion in employment. There's no other event quite like this one, during National Disability Employment Awareness Month.

Join us at Community Living St. Marys & Area, along with the Ontario Disability Network; the Canadian Association for Supported Employment; MentorAbility Canada; and Jobs Ability Canada, in collectively and collaboratively lighting up the nation purple and blue again this year!

I'm inviting you to participate in *Light It Up! For NDEAM* again this year by lighting the *Town of St. Marys Town Hall* purple and blue on **Thursday, October 20** during National Disability Employment Awareness Month.

Just a reminder again about the colours I'm requesting for *Light It Up! For NDEAM* — here are the RGB specifications: Purple (R 50 G 82 B 138) Blue (R 50 G 77 B 92)

When you're ready to start promoting the Town of St. Marys - Town Hall involvement in *Light It Up! For NDEAM* 2022, these are the event hashtags: **#LightItUpForNDEAM**, **#LightItUpForDEAM**, **#EngageTalent**,

Looking forward to hearing back from you about your involvement in this year's event.

Kind Regards,

Kelly J. Boudreau

Employment Specialist

Community Living St, Marys & Area

St. Mary, ON

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Administration

Date of Meeting: 27 September 2022

Subject: ADMIN 48-2022 September Monthly Report (Administration)

RECOMMENDATION

THAT ADMIN 48-2022 September Monthly Report (Administration) be received for information.

DEPARTMENTAL HIGHLIGHTS

1. CAO

Strategic Planning and Projects

- Downtown Service Location Review
 - Project Consultant Procurement
 - Kick-off meeting pending.
 - Interior Demolition of 14 Church Street North
 - BM Ross retained as the project engineer. Currently developing tender specs for the interior demolition.
- Corporate Diversity, Equity, Inclusion and Belonging (DEIB) Policy
 - Draft framework for the policy has been created and will become a key project for Human Resources in the latter half of 2022/early 2023.
 - The process of training and educating staff on DEIB principles has begun with voluntary training being offered to all staff.
 - Expectation is that mandatory training will begin in 2023.
- Emergency Management Modernization Project:
 - Consultant site visit hosted. Consultant continues to complete background work.
 - Interim report to be presented to Council when available.
- Community Transportation Project:
 - No further update from delegation received on September 13, 2022.

Intergovernmental Relations

- UTRCA Board Member Appointment
 - The Township of Perth South, Town of St. Marys and Municipality of South Huron share an Upper Thames River Conservation Authority (UTRCA) board member representative
 - Each term of Council, the 3 municipalities review the current UTRCA appointment.
 - For the 2018-2022 term, the three municipalities came to a friendly agreement that Perth South and St. Marys would rotate who makes the Board member appointment each term.
 - For the 2018-2022 term, Perth South was the lead on appointment, and all municipalities agreed to appoint Tony Jackson for the role.

- Effective February 2, 2021, new provisions under the Conservation Authorities Act require participating municipalities to ensure that at least 70 per cent of its appointees to the Authority are selected from among members of its Council (Section. 14 (1.1)).
- It has been confirmed between the three municipalities that it will be St. Marys' rotational turn to make the Board member appointment for the 2022-2026 term. Per the Conservation Authorities Act changes above, Council will be required to appoint an elected official to represent the three municipalities on the Board. If Council prefers to appoint a member of the public, an exception is required to be granted from the Ministry of Environment, Conservation, and Parks.
- See attached letters for further information.

Land Sales

- 275 Victoria Street
 - Sale closing delayed until October. A revision needs to be made to the reference plan before Land Registry will accept it.
- 20 Thames Road North
 - Lease negotiations under way for Town owned lands adjacent to the western trailhead of the Grand Trunk Trail.
- Adult Learning Program Perth (ALPP) Relocation
 - Town provided assistance to the Library Board in seeking out alternate locations for the ALPP to function out of.
 - Remax Realty was hired to review the facility needs of ALPP; to review available properties in St. Marys that may be suitable; and to make a recommendation on a preferred location.
 - Further information is included in camera for Council to consider.

Report on Exercise of Delegated Authority re: Restricted Acts of Council

- Council is currently in a period of restricted acts as less than 75% of the incumbent Council will be returning for the 2022-2026 term.
- For business continuity purposes, Council has passed a by-law delegating authority to the CAO for various matters.
- The following is a report out on how that delegated authority has been acted upon:
 - T- 20 Plow Truck Tender Award:
 - The 2022 Capital plan included a \$250,000 project to replace this piece of equipment.
 - There was a sole bidder for this tender (Carrier Truck Centre Inc.) with an overall cost (net of HST rebate) of \$348,317.36. This is \$98,317.36 over budget.
 - The CAO approved moving forward with the award on the following basis:
 - This is a replacement of a critical piece of equipment that is currently at the end of its lifecycle.
 - There is a long lead time for delivery of the equipment, with delivery projected in early 2024
 - Prices are not expected to decrease because: vendors are currently on a strict allowance from manufacturers, and new emissions standards come into effect on January 1, 2024.
 - PRC Emergency Roof Repairs:
 - The joint in the steel roof runs the length of the Blue Pad, over 200 feet in total, and is coming apart due to age and the expansion and contraction of the joint due to seasonal forces.
 - There is currently a leak with water building up within the Low-E ceiling system.
 - Staff will push the water from the ceiling, have it fall onto the ice surface, and scrape off the ice using the Zamboni once frozen.

- The cost of the repair is projected to be \$15,000 which was not budgeted in 2022.
- The CAO approved moving forward with this emergency repair on the following basis:
 - The hazard is the water eventually rips the Low-E ceiling apart and the leak falls directly onto the ice surface, creating either bumps or holes in the ice depending on the size of the leak.
- Robinson Street Sanitary Sewer Repairs:
 - On August 16, 2022 Council provided 2023 pre-budget approval of \$525,000 for the rehabilitation of various sanitary sewers in Town.
 - \$175,000 of this budget was allocated to repairs of known deficiencies in sections of pipe downstream from the Robinson Street pump station.
 - Staff moved forward with tendering certain works on Robinson Street as recent sewer investigations noted these as priority repairs.
 - The scope of work includes the replacement of a sanitary lateral at a private residence; replacement of up to 20 m or 200 mm diameter sanitary sewer. The project will result in the correction of deficiencies and prepare this section of main for cured in place pipe rehabilitation.
 - The successful proponent was Cope Construction & Contracting Inc. at a price of \$136,582.27 (net of HST rebate). The project includes a contingency of \$20,000 for a total expected cost of \$156,582.27.
 - The CAO approved moving forward with this award on the following basis:
 - This is a priority project that will correct known sanitary sewer deficiencies, protect private property and help prevent further degradation of the sanitary sewer system.
- Drinking Water Well #3 Maintenance Repairs
 - The Town has a retainer with International Water Supply for annual maintenance repairs to the Town drinking water wells. The annual budget is \$44,000.
 - Additional repairs were identified as being required to Well #3 due to larger pitting on column assemblies not generally experienced; and pump motor failure in early August 2022 that requires more work than generally incurred.
 - These additional repairs are expected to cost in the range of \$28,901.22 (plus HST).
 - Although there is sufficient budget to cover these costs today, it is expected that by year end the operations and maintenance account for the water system will incur a variance.
 - The CAO provided approval for moving forward with these repairs as they are necessary and recommended repairs to critical infrastructure (drinking water system).

2. Clerks

By-Law Review

- In progress:
 - Noise
 - Traffic, Parking and Boulevard Maintenance (ATV usage)
 - Animal Control
 - Procedure
 - Records Retention
- Comparing paper versions of historical by-laws and minutes to determine if electronic records exist. In cases where only paper exists, staff are converting the document to an electronic format which includes a word searchable option to aid in future searches of relevant material.

Election

- Ensuring that statutory requirements under the Municipal Elections Act are completed at key deadlines leading up to election day.
- As of September 15, 2022, there are 6,204 registered electors within St. Marys.
- Completed recruitment of election officials including internal municipal staff and external community members. Preparing to onboard through training the last week of September.
- Call for 2022-2026 committee members has been released. Response has been reasonable for many committees although Corporate Communications is supporting direct marketing of specific committees that could benefit from additional applicants. The applications will be presented to the incoming Council when seated as a nomination committee prior to officially taking office in November.
- Finalizing onboarding requirements of the incoming term of Council with training looking to take up a few meetings in late November and early December.

Records Retention

- Reviewing draft by-law and records retention schedule to determine if it meets the needs of today's environment.
- Looking to bring forward a by-law for Council's review in the near future.
- In accordance with Section 254(1) of the *Municipal Act*, a municipality shall retain and preserve records of the municipality ensuring that the records are secure and accessible. In this digital world, it is vital to transition paper documents to electronic records with optimal character recognition (OCR) abilities to permit electronic discovery of records when research is required. That research may be necessary for internal activities or external requests under the *Municipal Freedom of Information and Protection of Privacy Act*.
- Researching options for electronic data and records management system (EDRMS) software to support the retention and eventual destruction of certain records.

3. Human Resources

Recruitment (current/on-going)

- Community Developer
 - Start date has been delayed as the successful candidate is currently on leave.
- Director of HR
 - Jennifer Knechtel has been hired to fill this role with a start date of October 3, 2022.
- Community Services meeting to prepare for Fall recruitment needs – August 11th
- Job postings, re-posts, interviews, and/or offers prepared for:
 - General Library Clerk
 - Finance Clerk
 - ELS Cook
 - Educator Assistant (B&A)
 - Volunteer Fire Chaplain
 - Lifeguard
 - Crossing Guard
- Offer Letters/Letter of Understanding completed for ELS Before & After programs + Casual ELS Supply Staff (approx. 13x total)
- Contract Extensions:
 - Facilities Labourer
 - Y&C Program Leader

HR Systems/ Admin.

- Exit Interviews completed for:

- Events Coordinator
- Corp. Communications Specialist
- General Library Clerk
- Cook – ELS
- Exit Survey (via HRdownloads) sent to summer-contract staff members

Health & Safety/ Training

- HRdownloads Webinar, “*Building Resilient and Versatile Teams to Weather Any Workplace Shortage*” – August 18th

Committee Engagement

- STEAM meeting – August 25th

Payroll and Benefits

- Conducted Employee Self-Serve (ESS), Electronic Timesheet training sessions for new full-time staff
- Completed and submitted report on hiring to Service Canada for August 2022
- Compiled billing information for Aquatics – Super Splash Inflatables for the month of July for invoicing
- Continuing to compile billing information for Aquatics – Super Splash Inflatables for the month of August/September (to Labour Day) for invoicing
- Generated Record of Employments for end of summer contracts

SPENDING AND VARIANCE ANALYSIS

None to report.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

August 22, 2022

Attention: Jenna McCartney, Town of St. Marys, Lizet Scott, Township of Perth South, and Rebekah Msuya-Collison, Municipality of South Huron

Subject: Conservation Authority Appointments

This letter is to inform you of changes to the Conservation Authorities Act (CAA) that affect the appointment of Board representatives. New provisions under the Conservation Authorities Act, effective February 2, 2021, now require participating municipalities to ensure that at least 70 per cent of its appointees to the Authority are selected from among members of its council (Section. 14 (1.1)).

Members of council appointed

(1.1) When appointing members of an authority, the council of a participating municipality shall ensure that at least 70 per cent of its appointees are selected from among the members of the municipal council, subject to subsection (1.2). 2020, c. 36, Sched. 6, s. 2 (2).

Exception

(1.2) Upon application by a participating municipality, the Minister may grant permission to the municipality to select less than 70 per cent of its appointees to an authority from among the members of the municipal council, subject to such conditions or restrictions as the Minister considers appropriate. 2020, c. 36, Sched. 6, s. 2 (2).

The number of representatives for each member municipality is outlined in the Upper Thames River Conservation Authority's [Order in Council](#). The Town of St. Marys, Township of Perth South, and Municipality of South Huron are entitled to appoint one joint representative. Currently, Tony Jackson is the Citizen Representative to the Conservation Authority Board. He also serves on the Hearing Committee.

Following the municipal election on October 24, 2022 the Town of St. Marys, Township of Perth South, and Municipality of South Huron will be required to appoint representation to the CA for the next term of council. If a citizen appointee rather than a member of council is chosen to be appointed, an exception from the Minister of Environment, Conservation and Parks (MECP) using the attached template will be required. If you are planning to proceed with a request for an exception please contact the Conservation Authority directly to inform us of your request, or for assistance if required.

Sincerely,



Tracy Annett,
General Manager

Cc. Brent Kittmer, CAO, Rebecca Clothier, CAO/Treasurer/Deputy Clerk, Dan Best, CAO

Encl

Template: Subsection 14(1.2) of the *Conservation Authorities Act* (CAA)
Application for Minister's Exception
(less than 70% municipal council members appointed to an authority)

Please complete the following table and submit to the Minister at minister.mecp@ontario.ca, along with:

- a covering letter, and
- clear statement of the request from the council of the participating municipality through a council resolution.
- meeting minutes and details of a recorded vote on that resolution.

Item	Details from Applicant
Name of participating municipality submitting application	
Composition of Authority:	
Total number of the authority membership	
Number of participating municipalities in the authority	
Proposal details:	
The number of members the participating municipality is proposing to appoint who are not members of municipal council, and the total number of members the participating municipality appoints to the authority.	
Change in the number of non-elected members the participating municipality is proposing to appoint as compared to previous appointees by the municipality.	
Proposed length of term for each proposed appointment of a non-elected member.	
Detailed rationale, including local circumstances, for Minister to consider as to why an exception is needed.	

Appendix: Relevant wording in the *Conservation Authorities Act*

Members of authority

14 (1) Subject to subsection (3), members of an authority shall be appointed by the respective councils of the participating municipalities in the numbers set out in subsection 2 (2) for the appointment of representatives. 2017, c. 23, Sched. 4, s. 12 (1); 2020, c. 36, Sched. 6, s. 2 (1).

Members of council appointed

(1.1) When appointing members of an authority, the council of a participating municipality shall ensure that at least 70 per cent of its appointees are selected from among the members of the municipal council, subject to subsection (1.2). 2020, c. 36, Sched. 6, s. 2 (2).

Exception

(1.2) Upon application by a participating municipality, the Minister may grant permission to the municipality to select less than 70 per cent of its appointees to an authority from among the members of the municipal council, subject to such conditions or restrictions as the Minister considers appropriate. 2020, c. 36, Sched. 6, s. 2 (2).

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jenna McCartney, Clerk
Date of Meeting:	27 September 2022
Subject:	ADMIN 49-2022 Establish a Joint Compliance Audit Committee for 2022-2026

PURPOSE

The purpose of this report is to present Council with information relating to the establishment of a Joint Municipal Election Compliance Audit Committee, and the appointment of members to said Committee, for the November 15, 2022 – November 14, 2026 period aligned with the next Term of Council. The report outlines the coordinated approach with other area municipalities regarding the recruitment, selection and establishment of standardized administrative practices and procedures to assist the Compliance Audit Committee (the “Committee”) to perform their legislative duties.

RECOMMENDATION

THAT ADMIN 49-2022 Establish a Joint Compliance Audit Committee for 2022 - 2026 report be received; and

THAT Council consider By-law 89-2022 to establish and approve the appointment of members to a Joint Compliance Audit Committee for the 2022 – 2026 term of Council.

BACKGROUND

Subsection 88.37(1) of the *Municipal Elections Act* provides that:

“A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.”

Subsection 88.37(2) of the Act further provides that:

“The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;*
- (b) members of the council or local board;*
- (c) any persons who are candidates in the election for which the committee is established; or*
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.”*

The Committee is activated when a compliance audit is requested by an elector who is entitled to vote and who believes on reasonable grounds that a candidate or third-party advertiser has contravened the Act relating to campaign finances. Recent amendments to the Act also include that the Committee must receive a report from the Clerk regarding any election campaign finance contribution contraventions.

REPORT

Subsection 88.37 (6) of the Act provides that:

“The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee’s decisions.”

Given the coordinated approach used by the Clerks responsible for the conduct of the 2022 municipal elections in the Municipality of North Perth, Municipality of West Perth, Township of Perth East, Township of Perth South, the City of Stratford and Town of St. Marys, administrative practices and committee procedures as required under the Act have been developed jointly by the Clerks for use in each of the jurisdictions to ensure consistency in approach.

The administrative practices and procedures address the following:

- Governing legislation and expanded purpose of the Committee
- Responsibilities for the preparation of Committee agendas and minutes
- Form and process regarding the distribution of reports from the Clerk to the Committee
- Meeting notice provisions
- Recommended skill sets for members
- Setting the composition of the Committee at a final total of four members, being three voting members and one alternate, to assume the duties of a member if needed
- Process for selection of a Chair at the first Meeting of the Committee, and for the appointment of an Acting Chair if needed
- Clerk reporting process and the application for an audit and auditor report consideration processes

The intent of a joint committee, shared amongst the participating municipalities is to draw members from a larger pool of potential candidates with the required skillsets to perform their legislated duties. The Act provides for a Committee to consist of 3 – 7 members. The clerks of the participating municipalities have reviewed the applications and are making a recommendation to each applicable Council to consider an appointment of four individuals to the committee. Recommended skillsets for members of the Committee include:

- Accounting and/or auditing experience
- Professionals who in the course of their duties are required to follow codes or standards which may be enforced by disciplinary tribunals
- Legal experience and/or education
- Others with knowledge of the campaign finance rules contained in the Act

Criteria used to determine committee membership may include:

- Demonstrated knowledge and understanding of municipal election finance rules;
- Analytical and decision-making skills;
- Availability for meetings;
- Previous committee experience;
- Excellent oral and written communication skills.

FINANCIAL IMPLICATIONS

Each municipality participating in the coordinated approach will be responsible for any costs associated with Committee business related to an application submitted for review of financials within its jurisdiction. The recommended model does provide for the benefit of one orientation meeting in order that the Committee may receive training regarding their legislated powers under the Act, and review Committee practices and procedures and appeal hearing processes.

SUMMARY

Recruitment efforts commenced in the Summer of this year following Nomination Day, with the final list of recommended candidates prepared in September, and a training session to be scheduled for the selected committee members in the Fall. The candidate applications have been reviewed collectively by the respective clerks responsible for the 2022 municipal election in the six participating municipalities. The legislative deadline to establish the Audit Committee is October 1, 2022, with the Committee being comprised of 3-7 individuals. The coordinated model is premised upon the committee members being jointly appointed for each participating municipality.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

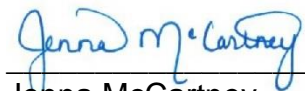
Eric Bell, Acting Clerk, Township of Perth East
Lindsay Cline, Clerk, Municipality of North Perth
Tatiana Dafoe, Clerk, City of Stratford
Daniel Hobson, Clerk, Municipality of West Perth
Lizet Scott, Clerk, Township of Perth South

ATTACHMENTS

Draft by-law is appended to By-law section of agenda.

REVIEWED BY

Recommended by the Department



Jenna McCartney
Clerk

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Building and Development

Date of Meeting: 27 September 2022

Subject: DEV 72-2022 September Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 72-2022 September Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building

- Please see attachment B for detail

Planning – Applications

Miscellaneous	
Pre-Consultation for Planning Applications	<ul style="list-style-type: none"> • One (1) pre-consultation meeting held between August 5 and September 13, 2022. A total of Twenty-one (22) pre-consultation meetings have been facilitated by the Department. • Significant support being provided to several applicants who have completed the pre-consultation process and are working towards submitting a planning application.
Zoning Compliance Letters	<ul style="list-style-type: none"> • Three (3) Zoning and Compliances letters issued between August 5, 2022, and September 13, 2022. A total of eleven (14) Zoning Compliance Letters have been issued in 2022.
Minor Variances	
33-35 Wellington Street North (A03-2022)	<ul style="list-style-type: none"> • Request for Minor Variance to extend legal non-conforming residential use • Application approved by COA on August 3, 2022 • Last day of appeal is August 23, 2022, no appeals received.
130 Maxwell Street (A04-2022)	<ul style="list-style-type: none"> • Request for Minor Variance to reduce minimum exterior yard setbacks • Application approved by COA on August 3, 2022

	<ul style="list-style-type: none"> Last day of appeal is August 23, 2022, no appeals received.
453 Jones Street East (A05-2022)	<ul style="list-style-type: none"> Request for Minor Variance to supplement Consent to Sever Application seeking variances related to (designate lot frontage, minimum lot area, minimum lot frontage, minimum lot depth, interior side yard) Application to be presented to the Committee of Adjustment on September 21, 2022.
Severances	
279 Elizabeth Street (B02-2022)	<ul style="list-style-type: none"> Committee of Adjustment gave provision approval of Consent to Sever Application B02-2020 affecting this property on July 7, 2021. The approval sets out a series of conditions that needed to be completed within (1) year of the Committee of Adjustment's decision. The Owner did not satisfy all the conditions of the approval is resubmitting an Application for Consent to Sever for the Committee's consideration. Application to be presented to the Committee of Adjustment on September 21, 2022.
453 Jones Street East (B03-2022)	<ul style="list-style-type: none"> Request for Consent to Sever the rear yard of the property for the purpose of constructing a semi-detached dwelling unit. Application to be presented to the Committee of Adjustment on September 21, 2022.
Official Plan (OPA) and Zoning By-law (ZBLA) Amendments	
60/50 Road 120 (Z05-2022)	<ul style="list-style-type: none"> Application submitted for rezoning, rezone part of the property from "Development (D1)" to "Light Industrial (M1)" to align with the zoning on the remaining portion of the Site to facilitate the expansion of the self-storage business. Properties have been deemed together. Application deemed complete on August 16, 2022 Planning Advisory Committee meeting held on August 29, 2022. Committee recommended that the Application proceed to Public Meeting. Comments received from the Township of Perth South to be addressed by the Applicant. Public Meeting scheduled for September 27, 2022.
769 Queen Street East (OPA 00-2022 & ZBA 00-2022)	<ul style="list-style-type: none"> Application for site specific amendments to permit the establishment of short-term rental units to support the existing functions of the property. Application submitted on August 19, 2022. Follow up provided to the Applicant regarding the materials. Application has not yet been deemed complete.
Site Plan Agreement	

665 James Street North (Apartment Building)	<ul style="list-style-type: none"> • Application for Site Plan Agreement received on September 21, 2021; Town Staff distributed comments to the Applicant on October 13, 2021. • Second submission received on June 6, 2022, Town staff comments returned to the Applicant the week of July 11, 2022.
925 Queen Street East (Storage Building)	<ul style="list-style-type: none"> • Application for Site Plan Agreement received. • Comments returned to the Applicant the week of February 14, 2022.
347 James Street South (Townhouse)	<ul style="list-style-type: none"> • Application received on May 5, 2022; Town staff returned comments to the Applicant on June 10, 2022.
20 Thames Road (Building Expansion)	<ul style="list-style-type: none"> • Application for Site Plan Agreement received. Comments provided to the Applicant for response.
478 Water Street South (Contractor's Shop)	<ul style="list-style-type: none"> • Application for Site Plan Agreement received on September 7, 2022. Application under review for completeness.
175 Victoria Street (Building Expansion)	<ul style="list-style-type: none"> • Application for Site Plan Agreement received on September 15, 2022. Working with Applicant to bring the Application completeness and commence comment process.
Subdivision Agreements	
187 Wellington Street North	<ul style="list-style-type: none"> • Subdivision Agreement brought forward to Council on May 10, 2022. • Working with the Developer to execute the Subdivision Agreement requirements.
Community Improvement Plan (CIP)	
Pre-Consultations for Community Improvement Plan:	<ul style="list-style-type: none"> • One (1) pre-consultation meeting held between July 13 and August 5.
Submission Checklists Issued (and applications not yet received):	<ul style="list-style-type: none"> • King Street (Eligible for Building and Site Improvement Grant, and Design and Study Grant) • Queen Street East (Eligible for Sidewalk and Outdoor Patio Grant, ineligible for Façade and Signage Improvement Grant, Building and Site Improvement Grant, Planning Application and Building Permit Fee Rebate Grant) • Queen Street East (Downtown Rental Housing Unit Grant, and Building and Site Improvement Grant) • Queen Street East (Façade and Signage Improvement Grant) • Queen Street East (Sidewalk Café and Outdoor Patio Grant) • Queen Street East (Façade and Signage Improvement Grant) • Queen Street East (Downtown Rental Housing Grant) • Water Street South (Downtown Rental Housing Grant and Building and Site Improvement Grant) • Park Street (Accessory Dwelling Unit Grant)

	<ul style="list-style-type: none"> • Peel Street (Accessory Dwelling Unit Grant) • Water Street South (Façade and Signage Improvement Grant) • Queen Street East (Downtown Rental Housing Grant) • Elgin Street East (Accessory Apartment) • Queen Street East (Downtown Rental Housing Grant)
Approved CIP Applications:	<p>47 Water Street South (CIP-01-2022) – COMPLETE</p> <ul style="list-style-type: none"> • Grant request approved for (a) Building and Site Improvement Grant, (b) Commercial Conversion and Expansion Grant and (c) Design and Study Grant • Grant funds distributed to the Applicant. <p>145 Queen Street East (CIP-02-2022) - COMPLETE</p> <ul style="list-style-type: none"> • Grant request approved for Sidewalk Café and Outdoor Patio Grant • Grant funds distributed to Applicant week of July 4, 2022 <p>84 Water Street South (CIP-03-2022)</p> <ul style="list-style-type: none"> • Grant request approved for Building and Site Improvement Grant <p>163-167 Queen Street East (CIP-04-2022)</p> <ul style="list-style-type: none"> • Grant request approved for Façade and Signage Improvement Grant <p>130 James Street North (CIP-05-2022)</p> <ul style="list-style-type: none"> • Grant request approved Accessory Dwelling Unit Grant <p>Two additional applications were received on September 13, 2022 and will be processed by staff.</p>
Allotment	As of September 13, 2022, \$39,677.49 of \$50,000 (\$10,323 remaining) has been allotted to CIP and Heritage projects, and \$19,154.13.

Planning – Strategic Projects

- Official Plan
 - Staff have forwarded the notice and package to the Province. There is no appeal period related to the Town’s adoption; the appeal period will follow Provincial approval. Staff is expecting comments soon.
- Affordable Housing Strategies
 - As per Council’s directions:
 - Proceeding to retain experts/consultants to provide housing advice and assistance and prepare urban design guidelines for the Town. Initial discussions have been held, and draft contract is in negotiation.
 - Definition of “Modular Home” and “Single Detached Dwelling” to be amended in next general or housing related amendment to the Zoning By-law, along with specific design guidelines to be developed for modular homes.
- Property File Digitization Project
 - Two (2) File Clerks are currently completing the project, progress is slower than originally anticipated, however efficiencies have already been realized on completed files.

- Support from staff required as File Clerks encounter larger planning files
- Mobile Homes report presented to Planning Advisory Committee on August 2, 2022.
- Bill 109, More Homes for Everyone Act, 2022
 - Link to Bill 109: [Bill 109, More Homes for Everyone Act, 2022 - Legislative Assembly of Ontario \(ola.org\)](https://ola.org)
 - Planning Process report for Zoning By-law Amendments and Official Plan Amendments presented to Planning Advisory Committee on August 2, 2022, and the Strategic Priorities Committee on August 23, 2022.
 - Staff are now implementing the processes as approved by the Strategic Priorities Committee. More emphasis is being placed at the beginning of the process to ensure complete applications with all necessary information.
 - Staff have commenced a review of the Planning Act applications levied by the Town and will present findings and recommendations to Council in October.
- Community Improvement Plan – Promotional Campaign
 - Re-evaluating the CIP as it relates to affordable/attainable housing with recommendations related to necessary funding levels.
 - Evaluating how successful the 2022 program has been, report to Council will follow at the end of the year.

Facilities – Operational

- Town Hall – JFM has been abating the mold issue. Second tape tests revealed a need to remove more plaster. Work is still proceeding
- Museum – Technology Room floor completed
- St. Maria Pumphouse Exterior painting – Completed
- Town Hall Queen Street Steps – completed
- Town Hall – Roof Tile Management was onsite to repoint the stonework outside the second-floor window (west wall). Completed
- Kin Pavilion – electronic strikes have been installed to allow scheduling for automatic washroom opening and closing
- Cadzow Pavilion – electronic strikes have been installed to allow scheduling for automatic washroom opening and closing.
- Museum – front and back porch refinishing completed
- MOC – board room south and east walls painted
- Teddy’s Field- washrooms painted
- MOC – relocating staff from the board room back to regular offices to allow board room to be used for meetings
- Via – Fob access backup power supply replaced
- Lind Sportsplex – cleaning of the facility for the hand over to the Curling Club at the start of October.

Facilities – Capital

- Museum Retaining Wall RFQ – project completed
- Library Southside Exit Door Replacement – project completed
- Lind Sportsplex Canteen Upgrades – project to start September 16 and completed by end of the month
- Library Church Street Door refinishing – Professional Service Agreement is completed. Heritage Committee Report to be submitted and approved. Scheduling of work estimated for September
- Town Hall First Floor Renovation – staff are meeting with the design committees to review final drawing for the project.

SPENDING AND VARIANCE ANALYSIS

- Mold testing and remediation, costing received. Council Report approved budget for remediation.

REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



Attachment A: Complaints and Issues Matrix

Building and Development Services Department

Last Updated: September 13 2022

#	Starting Date	Subdepartment	Issues	Action	Status
1	10-Dec-20	Property Standards	Complaints received regarding the dumpster located on the property (foul odours and pests), and the stability of the perimeter fencing.	Letter created on December 10 2020 and delivered to property owner on December 11 2020. Property owner emailed on December 14 2020 letting Staff know that they are working on solutions. Staff and property owner have emailed back and forth regarding fence and garbage. Summer of 2021 emails and meetings discussing options for dumpster. The Building Department sent an email on April 22, 2022 asking for an update and property owner is still waiting on funds and a company to do back flow testing. Director of Building and Development met with 2 board members and maintenance person to figure out a solution on May 3, 2022 in person at the property. They are going to figure out a plan and touch base with the Building Department on May 20 2022. The Board had a meeting and approved work to be completed, the meeting happened around May 13 2022 and work to be started in the Summer of 2022. Building Department drove by on June 4 2022 and the work was not complete yet. An email was received from the Property Manager on June 30, 2022 and they have obtained a quote for the work and estimated start date of the project is August/September.	Ongoing due to lack of funding to complete in a timely manner.
2	06-Jun-21	Planning	37 trees were removed from a property under site plan control that were not to be removed	Site Plan Agreement Amendment approved by Council on February 8, 2022. Agreement has been signed and securities have been retained for tree replacement. Property Owner emailed on April 26, 2022 that they will get a landscaping work schedule and will send to the Building Department so they are aware of the plan. Received an update on June 30, 2022 that a contractor is going to start re-planting on July 18, 2022.	Ongoing

#	Starting Date	Subdepartment	Issues	Action	Status
3	15-Sep-21	Property Standards	Complaint received regarding vehicles being parked on front lawn and care of the front yard.	Property Standards letter delivered to property owner on October 6, 2021, conversations with the property owner have taken place in person and via phone. Site inspection completed on October 20, 2021; property standards contraventions not resolved. On November 1, 2021 an Order to Remedy letter was sent by registered by mail and received on November 2, 2021. On November 30, 2021 Property Owner requested an extension. Site inspection on December 15, 2021, follow up with Property Owner regarding outstanding contraventions. The file remains open until Spring 2022 when the outstanding items can be completed (i.e., levelling of ruts in front yard).	Complete
4	08-Nov-21	Building	Outdoor porch canopy built without a building permit.	On December 14 2021, Town staff presented the Owner with two options under the Ontario Building Code: Option #1 – 3.1.16 of the Ontario Building Code applies to your situation. The material the is used in your application is required to meet CAN/ULC-S109. If you are going for a three season structure, you will need to be designed under Part 4 of the OBC for all items around that. (Roof Loading, Uplift etc.). Option #2 – 3.1.16 of the Ontario Building Code still applies, Material needs to meet Can/ULC-S109. The Structure requirements are to be designed under Part 4 of the OBC (Snow load, roof loading, up lift etc.). Property Owner provided documentation on June 16, 2022 to the Building Department and Staff currently reviewing documentation. Staff has reviewed the information provided and there are still outstanding items that need to be resolved.	Ongoing
5	12-Nov-21	Property Standards	Property owner of Edison St. emailed about the water behind her property pooling in one spot.	Town Staff performed a site inspection on November 15, 2021. Property is adjacent to a Perth South property. Meeting held between St. Marys and Perth South staff on January 5/2022 to discuss possible solutions regarding standing water and drainage along the municipal boundary. A follow up meeting is being scheduled. Information has been provided to the complainant regarding the status of this file. As of June 6 2022 the Building Department is still working with Perth South on a solution for this issue. Staff came up with a solution aggregable to both parties, property owner to install drainage tile. Staff to set up meeting with abutting property owner to discuss next steps.	Ongoing

#	Starting Date	Subdepartment	Issues	Action	Status
6	30-Mar-22	Property Standards	Complaint received regarding 7 non running vehicles stored on property and on lawn. Engine motor hanging from a tree by a chain.	Letter created and dropped off to property owner on April 12, 2022. No response to the letter so Order to Remedy Letter created and taken to post office as registered mail on April 29 2022. Clean up to be done by May 13, 2022 or Appeal by May 18, 2022 as per letter. Property Owner did not contact Building Department so inspection done on May 24 2022 and nothing cleaned up. Building Department went to go talk to property owner on May 31 2022 and the owner left abruptly during conversation. The Building Department visited on June 2 2022 to start the clean up with a local contractor and the majority of the property had already been cleaned up. Most of the items have been resolved there are two outstanding items. Items have been resolved and property standards complaint is closed.	Complete
7	04-Mar-22	Planning	Head lights being cast on abutting properties from commercial business	Informed property owner. Screening has been installed. Further discussion with the abutting owner, the screen has not been installed in the proper location and lights are still geeing through. Staff will discus with peppertree owner and have the screening adjusted. The Building Department emailed the property owner regarding another complaint about the screening and location of it. The property owner responded on April 26, 2022 with they are going to further extend the fence along the drive-thru curb. As of June 17, 2022 the screen has not been installed. As of July 12, 2022 the screen has not been installed. September 6, 2022 Building Department attended the site in the evening to verify light pollution. Sent property owner and email on September 7, 2022 to correct the lighting from the North West building. September 13, 2022 temporary screening installed to reduce headlights from drive-thru.	Ongoing
8	22-Mar-22	Building	Complaint about a lot of surface water onto their property since the Wilson Subdivision went in.	Setting up a meeting with abutting property owner and developer to discuss options. Building Department is dealing with it through Subdivision close out.	Ongoing

#	Starting Date	Subdepartment	Issues	Action	Status
9	11-Apr-22	Property Standards	Complaint about animal feces on property.	<p>Letter created and dropped off to property owner on April 12, 2022. Owner called on April 14th, 2022, letting staff know that the animal feces has been picked up. Inspection was done on Friday, April 22, 2022 and all animal feces was picked up so property standards issue now closed. Complainant emailed on April 29, 2022 stating that the issue was not fully dealt with and there was still animal feces. The building department determined that they would re-open the property standards and delivered another letter in person on May 6 2022. The building department met with the property owner on site on May 6 2022 and discussed the complaint. Inspections were done by the building department on May 19th, May 24 and May 27th. Complainant send another email on June 6 2022 with more pictures; Building Department responded on June 8 2022 letting complainant know they received the pictures and have added it to the file and will do an inspection. Building Department received a complaint by email on June 16 2022 from original complainant with further information. Registered letters were sent to complainant and property owner on July 6 2022. Tracking numbers for the letters was checked on July 12, 2022. The complainant letter was picked up on July 8, 2022. Property Owner was given a final notice by Canada Post on July 14 2022 to pick up the letter if it was not picked up it would be returned to sender within 10 days. The complainant emailed the Town on August 4, 2022 regarding the registered letter they received and included more pictures of the animal feces. Registered letter for the property owner was returned so a letter was hand delivered to them by Tenet on September 8 2022 with new dates to get the work done in the letter. The property owner reached out to the Building Department on the same day.</p>	Completed/ Re-opened

#	Starting Date	Subdepartment	Issues	Action	Status
10	09-May-22	Property Standards	Uncontrolled weeds/Long Grass	The complaint contained pictures from last year (2021) so the Building Department went and inspected the property on May 24, 2022 and took pictures. Mailed Letter on June 9 2022 to property owner to cut the grass. No response to the letter so Building Department is laying an order to remedy on the property. Letter of Order to Remedy in registered mail on June 27 2022. Talked to property owner on July 11, 2022 and he did not receive the first letter and received the second letter. He requested an extension for clean up to be done by August 15, 2022 and not August 5, 2022 and that request was denied by Town Staff. Grass was cut on August 27 2022 from property owner we believe. Building Department going on August 29 2022 to take updated pictures and see if it can be closed. Contractor is working on cleaning up as it was not all cleaned up. Tenet is working with the contractor on getting it done.	Ongoing
11	24-May-22	Property Standards	Uncontrolled weeds	Received 2 complaints regarding long grass. Building Department emailed the letter on June 13, 2022. The property owner responded by email on June 13, 2022 and they are working on getting the grass cut. Follow up email was sent to the property owner on July 11 2022 asking for update as there have still been complaints. Property owner responded on July 15,2022 and they are looking into what areas were included for clean up. Email was received by one of the complainants on July 21, 2022 on weeds still behind their property. Email sent to complainant by Building Department on July 29 2022 that the outstanding items behind their property are taken care of. As of August 9 2022 TENET taking over this file. Tenet worked with the developer and received a cutting schedule and as of September 2, 2022 this file has been closed.	Complete
12	31-May-22	Property Standards	Long grass and water on abutting property	Complaint came into Building department regarding long grass and water being directed on abutting property. Building Department took pictures and did inspection on May 31 2022. It was determined to create a letter and send to property owner to resolve. Letter sent on June 9 2022 about water and grass needing to be cut. The Building Department received a response on June 23 2022 and the property owner was working on the issues. An inspection was done on July 4, 2022 and the issues were resolved.	Completed

#	Starting Date	Subdepartment	Issues	Action	Status
13	Jan-22	Building	Property Owner contacted Building Department beginning of 2022 for advice regarding mold in her house	Early 2022- Building Department received a phone call from property owner asking for advice on mold in their home. June 2 2022- Building Department went onsite to discuss concerns about mold with property owner. June 15 2022- Order to Remedy unsafe building letter was issued. Property owner advised Jason that Insurance Adjuster would be on site June 16 2022. June 16 2022- Order prohibiting occupancy of an unsafe building issued on property. June 21 2022- Property owner called Building Department to let them know that the Insurance Company approved funds to inspect roof and attic. Belform to confirm dates of inspection. June 23 2022- Property owner called to confirm inspections will be completed in the next couple of days. July 12 2022- Building Department contacted property owner and there was an inspection done by the insurance company on June 28, 2022 and they are still waiting to hear back. July 29 2022- Contractor was onsite on July 18 and report will be created from this inspection. August 2- Property owner spoke to adjuster on July 29 once the report was done and submitted the engineer will review and do an inspection.	Ongoing

#	Starting Date	Subdepartment	Issues	Action	Status
14	June 30 2022	Building	Complaint received regarding construction in an apartment	Complainant from resident was questioning the work that was being done at a property and was looking for zoning information to confirm the permitted uses of construction. The concern from the resident was short term versus long term rentals and possible establishment of a Bed and Breakfast. Emails from the complainant started on June 30 2022. The owner of the apartment reached out to the Building on July 5 2022 to look for information on Building Permits as they are doing more work then they originally thought. The Building Department is working with the Property Owner on the Building Permit.	Ongoing
15	July 12 2022	Property Standards	overgrown vines	Overgrown vines going into complainant back yard and driveway. Building Department went to do inspection/talk to the complainant on July 15 2022 and no one was home so a card was left to contact the building department. Building department met with the complainant on July 26, 2022 and it was determined to do a letter of remedy to the property owner as the property has not been maintained. Letter of remedy was sent on July 29 2022 and has till September to clean up the yard (30 business days). Property owner called and asked for extension as they received the letter late because of wrong address. Extension was made to September 23, 2022 for clean up and Tenet will work with them.	Ongoing
16	July 31 2022	Property Standards	Standing water, dog barking, dog feces, long grass, garbage	Tenet talked to the complainant and property owner and did not see any major issues. Tenet contacted the police as there are issues with the owners not getting along. Tenet has closed this file.	Complete

#	Starting Date	Subdepartment	Issues	Action	Status
17	August 9 2022	Property Standards	5 high wattage security lighting complaint	Tenet is creating a Notice of Attending/Letter for the property owner and will note that they have a week to fix the issue or a formal process will follow.	Ongoing
18	Aug 26 2022	Property Standards	Long grass and weeds in the fenced in area	Building Department and Tenet are working on this. The building Department will issue a letter and give 5 days for clean up. Tenet will follow up after the 5 days.	Ongoing
19	Aug 30 2022	Property Standards	Complaint about state of downtown building	Tenet sent an email detailing the issues and how it falls in the Property Standards By-Law. There was a registered letter sent as well (Order to Remedy). The Property owner has reached out to the Building Department and working on a solution.	Ongoing
20	Sept 1 2022	Property Standards	Complaint about weeds and grass	Tenet is calling the property owner and working with them on a schedule for taking care of the grass and weeds.	Ongoing
21	Sept 8 2022	Property Standards	Complaint about Carport	Carport was built without a building permit and it is touching the complainant's garage. The building department has gone and done an inspection and they will be talking to the property owner and laying an order.	Ongoing



Attachment B: Building Department Monthly Summary

Building and Development Services Department

Table 1. Monthly Totals (as of September 1 2022)

Yearly Dwelling Unit Break Down

Year	Building Permits	Year to Date	Dwelling Units for the Month	Year to Date	Single Family Dwelling	Semi Detached	Townhouse Unit	Accessory Dwelling Units	Apartment unit
2022	12	107	1	41	13	2	21	2	3
2021	162	162	0	72	20	4	42	6	0

Table 2. Annual Totals

Year	Building Permits	Dwelling Units	Construction Value
2022	107	41	\$ 20,076,473.00
2021	162	72	\$ 42,174,405.00
2020	166	72	\$ 38,801,203.00
2019	134	52	\$ 16,751,000.00
2018	172	53	\$ 22,875,651.00
2017	168	36	\$ 18,825,719.00
2016	120	38	\$ 14,244,002.00

There were **66** appointments made this month from the Building Department.

The Building Department presently has **4** permits waiting for payment.

The Building Department presently has **16** permits under review.

The Building Department presently has **6** new permit applications waiting to be transferred to "in review" (Permits in this section have outstanding documentation)



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	27 September 2022
Subject:	DEV 68-2022 Application for Zoning By-law Amendment (Z05-2022) for 60 Road 120 by C. and C. Management

PURPOSE

This report has been prepared in conjunction with the statutory public meeting for the above referenced Application. The purpose of this report is to: provide an overview of the Application; consider information and comments provided by the Applicant, Town departments, agencies and the public; and consider recommendation(s) with respect to the further processing of the Application.

RECOMMENDATION

THAT DEV 68-2022 Application for Zoning By-law Amendment (Z05-2022) for 60 Road 120 by C. and C. Management report be received; and

THAT staff report back to Council through the preparation of a comprehensive report outlining staff recommendations on the disposition of the Application following an assessment of all internal department, external agency, public and Council comments.

BACKGROUND

The properties known municipally as 50 Road 120 and 60 Road 120 have been merged as one property, now known as 60 Road 120 (the 'subject property'). The 1.87 ha subject property fronts onto Road 120 at the Town's boundary limit, as shown on the General Location Map (provided as Attachment 1 of this report). There are two existing single detached dwellings on the property, with individual driveways, septic beds, and wells.

The subject property is zoned "Light Industrial (M1)" in the Town of St. Marys Zoning By-law Z1-1997, as amended, with the exception of approximately 0.31 ha located in the southeast corner of the property that is zoned "Development (D)" and subject to this application.

On February 22, 2022 Town Council entered into a Site Plan Agreement with the Owner for the purpose of constructing a mini-storage facility on the lands zoned "Light Industrial (M1)". Council also passed Zoning By-law Z148-2022 to remove holding symbols that formally applied to the lands zoned M1.

The owner is now proposing to expand the proposed development to the lands zoned "Development (D)" to permit a total of eight storage units. The owner has submitted a Zoning By-law Amendment Application, along with a site plan and a planning justification letter (the 'PJL') prepared by Baker Planning Group (refer to Attachments 2 and 3 of this report). As noted in the PJL, the proposed development consists of eight self-storage buildings with 3,566.08 m² of floor area:

- Self-storage teller building with 9 m² of floor area

- Outdoor storage
- 112 off-street parking spaces
- Stormwater management (dry swale)
- Snow storage areas
- Retention of the existing residential dwellings

On August 29, 2022 the Planning Advisory Committee (PAC) reviewed the Zoning By-law Amendment Application as presented in Formal Report DEV 67-2022. After considering the Application submission and public and staff comments, the PAC passed the following resolution:

Moved By William Galloway Seconded By Susan McMaster

THAT DEV 67-2022 Application for Zoning By-law Amendment (Z05-2022) by C. and C. Management for 60 Road 120 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.

REPORT

PLANNING CONTEXT

Provincial Policy Statement (2020)

Section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Policy Statement (PPS) was issued under the authority of Section 3 of the Act and provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment. The purpose of this section is to identify policies in the PPS relevant to this Application.

Section 1.1.1 of the PPS states, in part, that “healthy, liveable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;
- e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs”.

Sections 1.3.1 (a) and (b) of the PPS state, in part, that planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of employment uses to meet long-term needs and by providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses.

The proposed rezoning and development will promote economic development and contribute to the mix of employment uses in the Town.

Town Official Plan

The subject lands are designated General Industrial. Section 3.4.2.1 of the Official Plan states the following with respect to permitted uses:

“Within the “General Industrial” areas designated on Schedule “A” to this Plan the primary use shall be manufacturing, processing, warehousing, wholesaling, repair, servicing, transportation terminals, communication facilities, and research and development facilities, and goods storage facilities. Ancillary uses such as eating establishments and accessory uses are also permitted as accessory uses to the Industrial activities and may include minor retail sales and office uses provided they are directly related to the principal industrial use”.

Section 3.4.2.2 of the Official Plan states that “Council will encourage a wide variety of new industrial uses that provides a balanced mixture of uses across the industrial sector while continuing to support the Town’s existing industrial community”.

The proposed amendment to the Zoning By-law would appear to support these policies.

Zoning By-law

The subject property is zoned “Light Industrial (M1)” in the Town of St. Marys Zoning By-law Z1-1997, as amended, with the exception of approximately 0.31 ha located in the southeast corner of the property that is zoned “Development (D)” and subject to this application.

As per Section 28 of the Town’s Zoning By-law Z1-1997, as amended, no person shall within the “Development (D)” zone use any land or erect, alter or use any building or structure unless:

- (a) Uses, buildings, and structures lawfully existing on the date of passing of this By-law
- (b) Agricultural uses, excluding buildings and structures
- (c) Accessory uses, buildings, and structures lawfully existing on the date of the passing of this By-law.

Therefore, no development is permitted on lands zoned “Development (D)”. The purpose and effect of the Zoning By-law Amendment Application is to amend the Town’s Zoning By-law to change the zoning of the lands subject to this application to “Light Industrial (M1)” to align with the zoning on the remaining portion of the property and to conform with the Official Plan designation to facilitate the expansion of the proposed mini-storage facility.

COMMUNICATIONS

Notice of Public Meeting for the Zoning By-law Amendment Application was circulated by first class mail to all land owners within 120 metres of the subject property, to those agencies as prescribed by Regulation and notice signage was also posted on the property. Information, notices and other documents related to this Application have been provided on the Town’s Current Planning / Development Applications webpage throughout the review process.

The Township of Perth South provided the following comments on August 25, 2022:

- The applicant will be required to obtain new commercial access to Road 120 through a request to Perth South Council. A request can be made through the Township Clerk. Perth South Council would set the terms and conditions for access, if granted.
- Alternatively, the existing site plan could be revised to access St. Marys road infrastructure to gain access to the property.

- Perth South staff will view the Planning Advisory Committee meeting as per the instructions outlined in the notice.
- The Township of Perth South would like to be informed regarding the decision on the zoning by-law amendment.

PRELIMINARY DISCUSSION AND COMMENTS

The application appears to be generally consistent with the Provincial Policy Statement and conform with the Town's Official Plan. As of the date this report was prepared, no public, Town department or agency comments have been received with the exception of comments from the Township of Perth.

FINANCIAL IMPLICATIONS

None known at this time.

SUMMARY

Staff will provide further comments and opinion following the statutory public meeting.

OTHERS CONSULTED

Town of St. Marys Development Team

ATTACHMENTS


- 1) General location map
- 2) Site plan
- 3) Planning justification letter

REVIEWED BY

Recommended by the Department

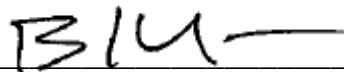


Mark Stone
Planner



Grant Brouwer
Director of Building and Development

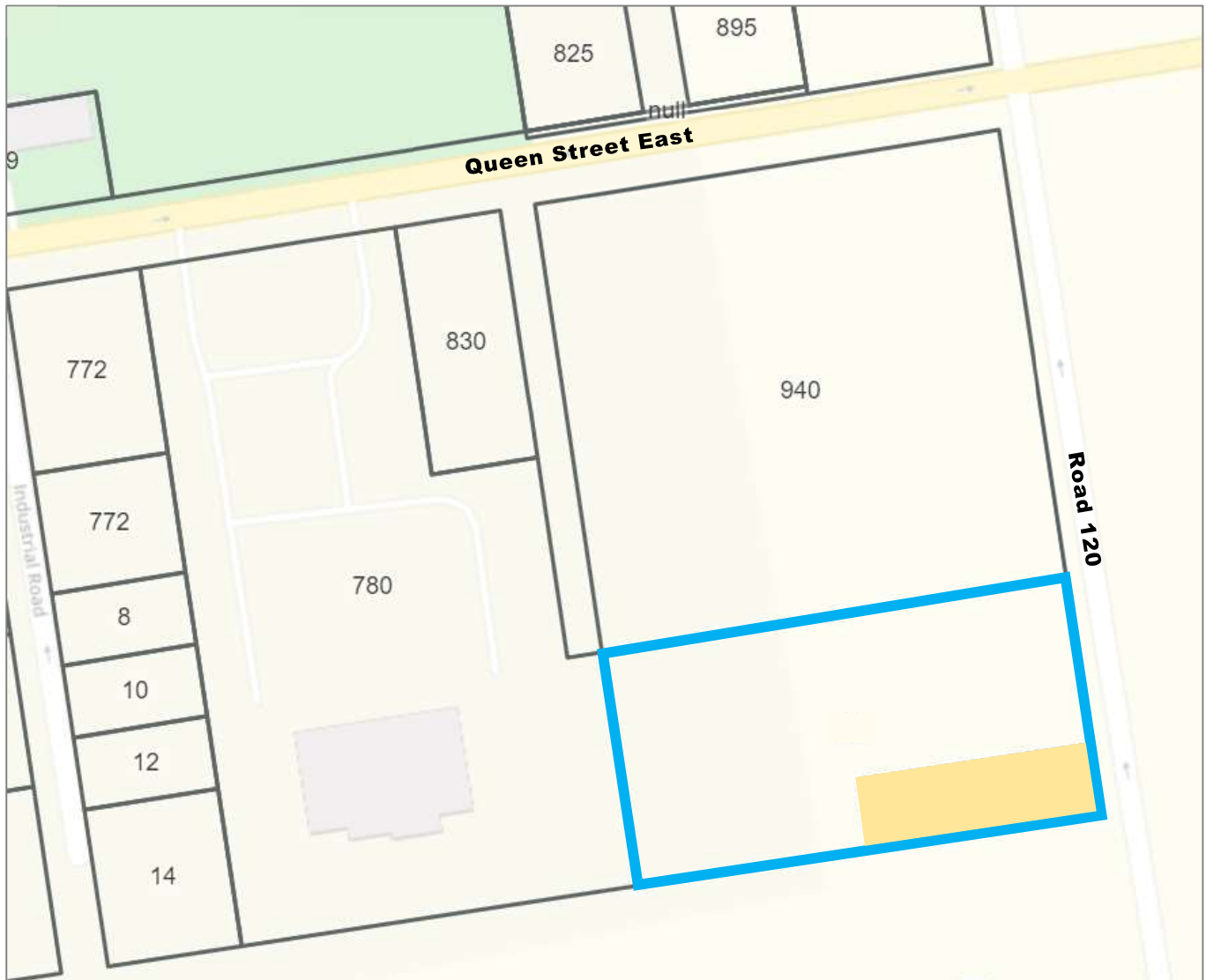
Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

GENERAL LOCATION MAP

60 Road 120
Town of St. Marys



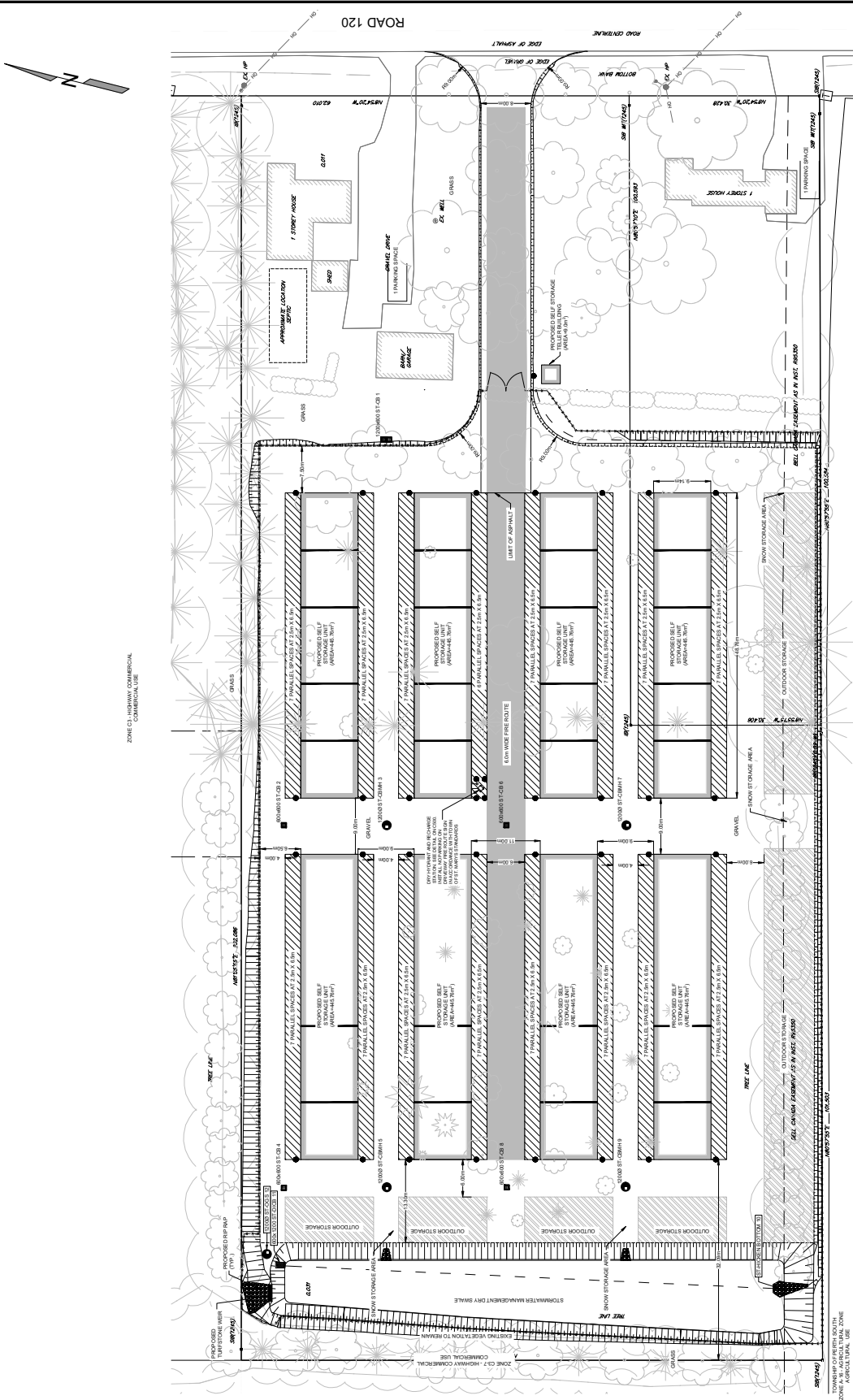
Subject Property



Lands Subject to
Z05-2022



August 2022



ATTACHMENT

<div>CONTRACTOR NOTES:</div> <div>CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY ERRORS TO THE ENGINEER PRIOR TO COMMENCEMENT OF WORK.</div> <div>ALL DIMENSIONS SHALL REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REPRODUCED OR COPIED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF GRIT ENGINEERING.</div> <div>THIS DRAWING SHALL NOT BE USED FOR ANY OTHER PROJECTS, NOR SHALL IT BE REPRODUCED OR COPIED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF GRIT ENGINEERING.</div>		<div>GRIT ENGINEERING</div>		<div>PROJECT INFORMATION:</div> <div>ROAD 120</div> <div>SELF STORAGE UNITS</div> <div>60 ROAD, DS, ST. JAMES, ONTARIO</div>		DRAWING NAME		<div>SITE PLAN</div>		<div>C200</div>		DRAWING NO.	
						PROJECT No.						GE22-0021-2	
<div>BENCHMARK</div> <div>TO TOP OF FINISH OF FIRST FLOOR ON THE NORTH SIDE OF GARDEN STREET AT THE CORNER OF GARDEN AND 120 ROAD</div> <div>ELEVATION: 235.88m</div>		<div>CLIENT INFORMATION:</div>		SCALE		1:300		SHEET SET NO.		1 OF 1			
				PROJECT INFORMATION:		C & C MANAGEMENT		60 ROAD, DS, ST. JAMES, ONTARIO		DRAWING NO.		GE22-0021-2	
NO.		ISSUED DESCRIPTION		DATE									
1		ISSUED FOR CLIENT REVIEW		2021-11-12									
2		ISSUED FOR SITE PLAN APPROVAL		2021-11-16									
3		RE-USED FOR MUNICIPAL COMMENTS		2021-12-20									
4		ISSUED FOR SITE PLAN AMENDMENT		2022-05-13									
5													

Baker Planning Group
PO Box 23002 Stratford
Stratford, ON
N5A 7V8



July 22nd, 2022

File No.: 2021-40

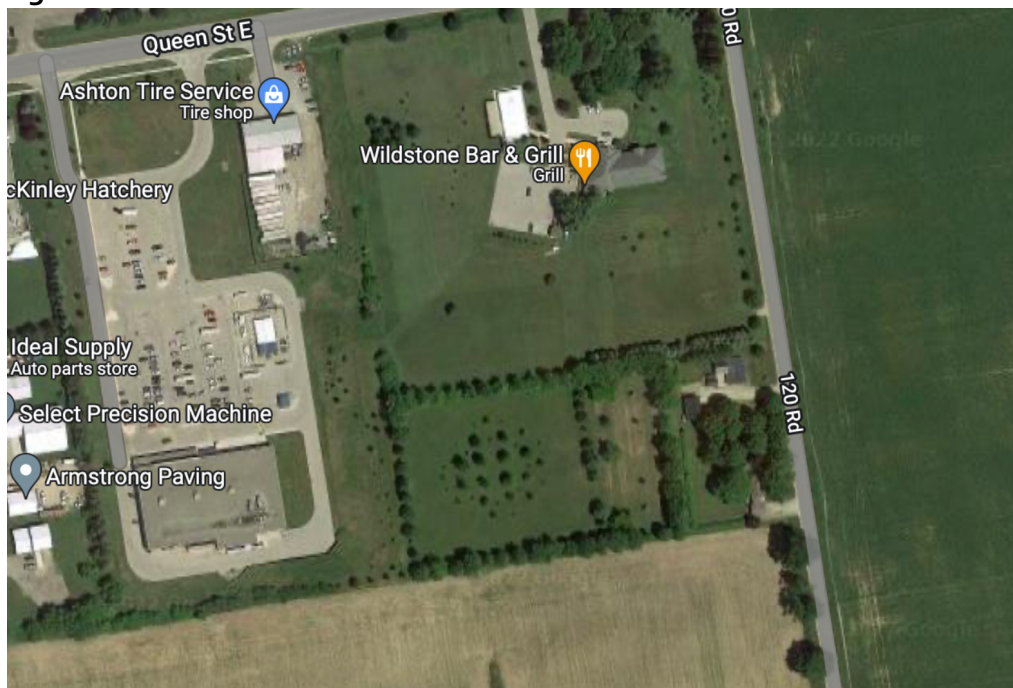
Morgan Dykstra
Public Works & Planning Coordinator
Town of St. Marys
175 Queen Street East
St. Marys, ON
N4X 1B6

**RE: Planning Justification Letter
Zoning By-law Amendment Application
50 and 60 Road 120, St. Marys**

On behalf of C & C Management ("Owner") we are pleased to submit a Zoning By-law Amendment Application ("Application") for a portion of land known municipally as 50 and 60 Road 120, St. Marys (herein referred to as the "Site").

The Site is 1.87 hectares in size with 92.4 metres of frontage on Road 120. There are two existing single detached dwellings on the Site, oriented to Road 120, with individual driveways, septic beds, and wells. The rear portion of the Site is vacant. The land surrounding the Site includes a mix of commercial and agricultural uses.

Figure 1: Site



Source: Google Maps, 2022

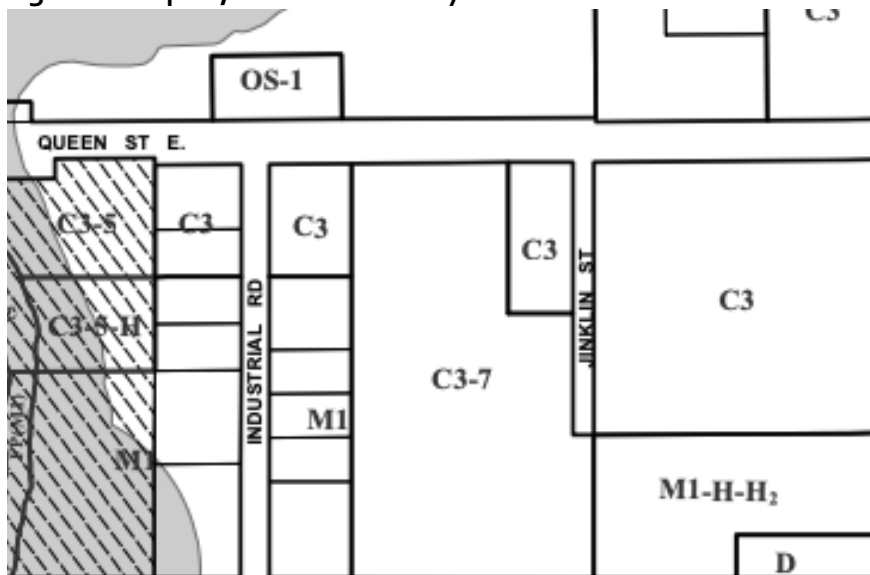
The Owners have submitted a Site Plan Application to the Town of St. Marys to permit the construction of a self-storage facility ("Proposed Development") on the Site. As illustrated on the attached Site Plan (GRIT Engineering, May 13th, 2022), the development will include the following:

- Eight (8) self-storage buildings with 3,566.08 square metres of floor area
- Self-storage teller building with 9 square metres of floor area
- Outdoor storage
- 112 off-street parking spaces
- Stormwater Management (dry swale)
- Snow storage areas
- Retention of the existing residential dwellings

While the entire Site is designated as "General Industrial" in the Town of St. Marys Official Plan, the land is split zoned, as illustrated below. Most of the Site is zoned "Light Industrial (M1)", with a small southern portion is zoned "Development (D)". The purpose of the Zoning By-law Amendment Application is to rezone the portion of the Site zoned "Development (D)" to "Light Industrial (M1)" to align with the zoning on the remaining portion of the Site and to conform to the Official Plan designation.

As outlined in the submission requirements from the Town, a Planning Justification Letter is required in support of the Zoning By-law Amendment Application and the intent of this letter is to fulfill said requirements.

Figure 2: Map 10, Town of St. Marys



Source: Town of St. Marys Zoning By-law (*note the H and H2 were removed in 2021)

As outlined in the submission requirements from the Town, a Planning Justification Letter is required in support of the Zoning By-law Amendment Application and the intent of this letter is to fulfill said requirements.

Planning Policy Framework

This section of the Planning Justification Letter provides an overview and assessment of the relevant planning policies to the proposed Application.

Planning Act, R.S.O. 1990, CHAPTER P.13

In our opinion, the Application has regard for matters of public interest, as provided in the Planning Act, R.S.O. 1990, CHAPTER P.13 and are appropriate to proceed. The Application provides for the efficient use of land within the settlement area and will facilitate the construction of an industrial use on land designated for said purpose.

Provincial Policy Statement, 2020

The Provincial Policy Statement ("PPS"), 2020 is a province-wide policy document that sets out the government's land use vision for the built environment and the management of land and resources. The overarching intent of the PPS is to "provide for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment." The document is to be read in its entirety and all relevant policies are to be considered.

Section 1.1 of the PPS outlines the general policies for the development of efficient and resilient land use patterns and growth. Specifically, Section 1.1.1 c) outlines the policies to create sustainable, healthy, liveable and safe communities, including: avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas.

Section 1.3 outlines the policies for employment areas, stating that "planning authorities shall promote economic development and competitiveness by:

- a) providing for an appropriate mix and range of employment and institutional, and broader mixed uses to meet long-term needs;
- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- d) encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities, with consideration of housing policy 1.4; and
- e) ensuring the necessary infrastructure is provided to support current and projected needs.

Section 1.7 of the PPS provides a detailed list of policies to support long-term economic prosperity in the Province, including the promotion of economic development and community investment-readiness.

It is our opinion that the Application is consistent with the PPS, implementing the planned function and use of the Site for industrial purposes, and supporting the development of industrial land in the Town. The Site

has access to existing public infrastructure, including roads and municipal services should they be required in the future. Matters related to land use compatibility have been addressed through the siting of industrial land adjacent to non-industrial uses, including commercial and agricultural uses.

Town of St. Marys Official Plan, 1987

The Town of St. Marys Official Plan ("OP"), adopted in 1987 (Consolidated October 1, 2007), provides a series of policies to "ensure that St. Marys continued to attract new development in balance with preserving the Town's character and charm." It is noted that the Town approved a new Official Plan on April 12th, 2022; however, the plan has yet to be approved by the Ministry of Municipal Affairs and Housing and therefore the 1987 OP remains in force and effect.

The Site is designated "General Industrial" on Schedule A to the OP. This designation has been maintained in the new Official Plan.

General goals and principles of the Official Plan (Section 2.1), applicable to the Proposed Development include:

2.1.6 Sufficient land will be allocated to attract a diversity of new light industry in locations which can be efficiently serviced.

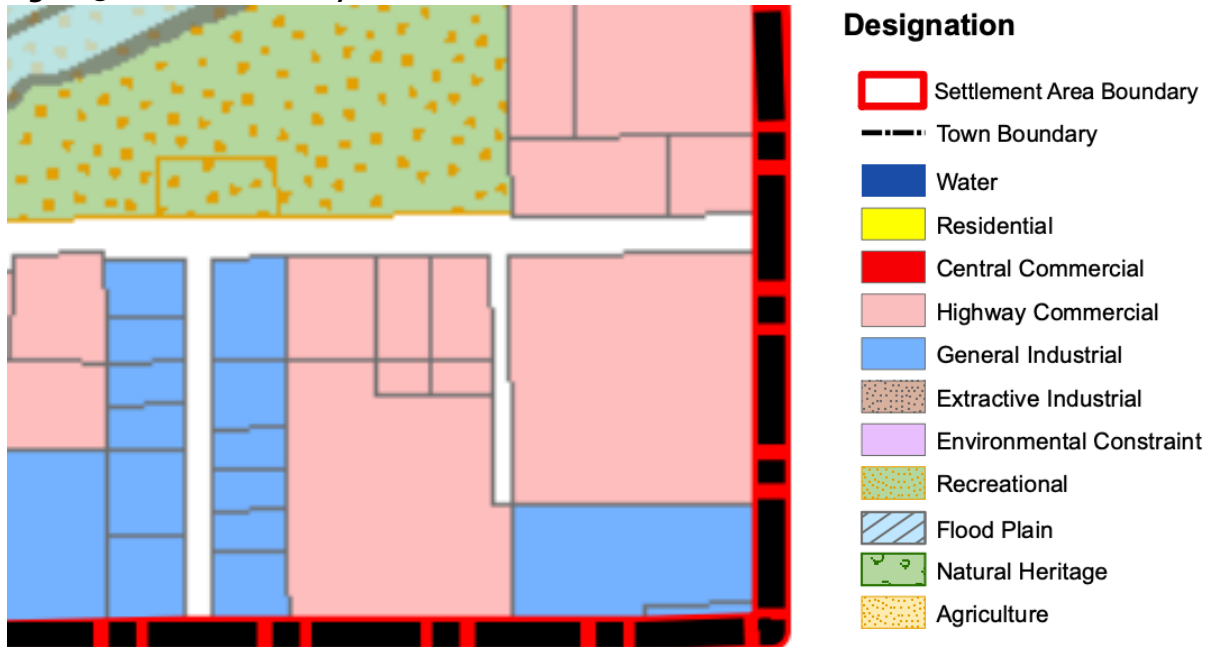
2.2.1.1 To encourage the retention of existing business and the establishment of new diversified business through the creation of a business-friendly culture.

2.2.2.4 Council will ensure an adequate supply of available serviced land at all times and may enter into the marketplace, through the purchase of vacant land, for the development of industrial or commercial lands.

Section 3.4 of the OP provides specific policies related to the "General Industrial" designation. Objectives include encouraging the development of light industry as well as providing, servicing, protecting, and preserving lands in the "General Industrial" designation as an industrial employment area. Permitted uses include manufacturing, processing, warehousing, wholesaling, repair, servicing, transportation terminals, communication facilities, and research and development facilities, and goods storage facilities.

The OP defines Class 1 (Light Industry) uses are those that are self-contained, small scale and low probability of point source of fugitive emissions (noise, dust, vibration, or odour). Under the definition in Section 3.4.2.2.1 of the OP, the Proposed Development would be considered a Class 1 industrial use.

Section 3.4.2.7 of the OP requires Site Plan Approval for industrial uses which address building locations, landscaping, buffering, parking and vehicle movements, lighting, and drainage.

Figure 3: Town of St. Marys Official Plan (Schedule A)

Source: Town of St. Marys Official Plan

It is our opinion that the Application conforms to the OP by implementing the overall intent for the Site to be utilized for industrial uses that minimize servicing requirements, supports business growth in the community and is compatible with surrounding land uses, being commercial and agricultural.

A Site Plan Application has been submitted that to address matters set out in the OP, including servicing, landscaping, parking, screening, and overall site circulation.

Town of St. Marys Zoning By-law, 1997

The Town of St. Marys Zoning By-law (By-law), adopted in 1997, zones the Site as M1 and D. The purpose of the Zoning By-law Amendment Application is to rezone the portion of the Site zoned as D to M1, providing for a consistent zone across the Site that conforms to the OP designation and would permit the Proposed Development over the entire property.

The existing D zone applies to the southeastern portion of the Site, likely intended to acknowledge the existing residential dwelling. In this regard, Section 28 of the By-law states that “no person shall within any D zone use any land or erect, alter, or use and building or structure for any purpose” except those that are existing. With a known industrial development, proposed for the entire Site through a Site Plan Application, it is our opinion that it is appropriate to rezone the land to M1.

The Proposed Development and the Site Plan comply with all applicable zoning provisions in the M1 Zone.

Summary

In our opinion, the Zoning By-law Amendment Application is appropriate, represents good land use planning and is in the public interest as it implements the Official Plan designation and provides for industrial development and growth in the Town of St. Marys. Appropriate access and servicing are available to support the Proposed Development and all required provisions of the Zoning By-law have been complied with.

We trust this letter can be accepted as part of the existing Application. Should you have any questions or comments, please let us know and we would be happy to discuss further.

Kind regards,



Caroline Baker, MCIP, RPP
Principal

c.c. Candice King, C & C Management

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	27 September 2022
Subject:	DEV 69-2022- Building Permit Fee Review

PURPOSE

To update Council on the Building Permit Fee Review process and the next steps.

RECOMMENDATION

THAT DEV 69-2022 Building Permit Fee Review report be received; and

THAT Staff report back to Council on October 11 for the adoption of the recommended building permit fees with an implementation date of January 01, 2023.

BACKGROUND

The Town of St. Marys (Town) retained Watson & Associates Economists Ltd. (Watson) to conduct a review and update of its building permit fees. The first objective of the building permit fee review was to develop an activity-based costing model to substantiate the full costs of service. The full cost assessment (i.e. direct, indirect, and capital costs) was used to inform recommended rates and fees to recover the full cost of service and to decrease the burden on property taxes. The fee recommendations were developed with regard for the statutory requirements, the Town's market competitiveness, and fiscal position.

The Building Code Act governs fees related to the administration and enforcement activities under the authority of the building code. The last time that the Building Permits were raised was in 2006.

REPORT

The Town's statutory authority for imposing building permit fees is provided under the provisions of Section 7 under the Ontario Building Code Act.

Section 7 of the Building Code Act provides municipalities with general powers to impose fees through passage of a by-law. The Act provides that:

"The council of a municipality...may pass by-laws

(c) Requiring the payment of fees on applications for and issuance of permits
and prescribing the amounts thereof;

(d) Providing for refunds of fees under such circumstances as are prescribed;"

The Building Code Statute Law Amendment Act imposed additional requirements on municipalities in establishing fees under the Act, in that: "The total amount of the fees authorized under clause (1)(c) must not exceed the anticipated reasonable cost of the principal authority to administer and enforce this Act in its area of jurisdiction."

In addition, the amendments also require municipalities to:

- Reduce fees to reflect the portion of service performed by a Registered Code Agency;
- Prepare and make available to the public annual reports with respect to the fees imposed under the Act and associated costs; and
- Undertake a public process, including notice and public meeting requirements, when a change in the fee is proposed.

O.Reg. 305/03 is the associated regulation arising from the Building Code Statute Law Amendment Act, 2002. The regulation provides further details on the contents of the annual report and the public process requirements for the imposition or change in fees. With respect to the annual report, it must contain the total amount of fees collected, the direct and indirect costs of delivering the services related to administration and enforcement of the Act, and the amount of any reserve fund established for the purposes of administration and enforcement of the Act. The regulation also requires that notice of the preparation of the annual report be given to any person or organization that has requested such notice.

Relating to the public process requirements for the imposition or change in fees, the regulations require municipalities to hold at least one public meeting and that at least 21-days notice be provided via regular mail to all interested parties. The regulations require that such notice include, or be made available upon request to the public, an estimate of the costs of administering and enforcing the Act, the amount of the fee or change in existing fee and the rationale for imposing or changing the fee.

The Act specifically requires that fees “must not exceed the anticipated reasonable costs” of providing the service and establishes the cost justification test based on the total administration and enforcement costs at global Building Code Act level. With the Act requiring municipalities to report annual direct and indirect costs related to fees, this would suggest that Building Code Act fees can include general corporate overhead indirect costs related to the provision of service. The recognition of anticipated costs also suggests that municipalities could include costs related to future compliance requirements or fee stabilization reserve fund contributions. As a result, Building Code Act fees modeled in this exercise include direct costs, capital related costs, indirect support function costs directly consumed by the service provided, and corporate management costs related to the service provided, as well as provisions for future anticipated costs.

Prior to bring this report to Council, Town staff met with the development community to gather feed back. Most understood that the fees haven’t been raised since 2006 and it the increase would be coming. One thing that they did ask for was an implementation date of January 01, 2023.

FINANCIAL IMPLICATIONS

The ability of current and proposed fees to recover the full cost of service and contribute to reserve fund sustainability was assessed over the 2022- 2027 forecast period based on forecast costs and revenues. Overall, permit volumes are expected to increase over the forecast period.

The administration and enforcement of the building code accounts for \$271,100 in annual costs. Direct costs represent 85% (\$230,300) and indirect and capital costs represent 15% (\$40,800) of the total annual costs. Based on the modelled volumes, the Town’s current fees recover approximately 83% (\$224,900) of total costs annually.

The annual costs (denoted in 2022\$ values) reflect the organizational direct, indirect, and capital costs associated with processing activities at average historical volumes levels for the period 2017-2021. Costs are based on 2022 budget estimates and are compared with revenues modeled from current building permit fees applied to average permit volumes and charging parameters. The charging parameters for these permits (e.g. gross floor area) were based on the average historical permit characteristics, with adjustments made for anticipated development activity through discussion with staff.

SUMMARY

Today's building permit fees have been in place since 2006 and roughly cover 83% of expenses. For this reason, the report by Watson and Associates is recommending that fees be increased.

It is the recommendation is that Council adopt a policy to for their Building Code Act Reserve Fund for service stabilization at multiple of 2 times annual direct costs. Based on annual direct costs of \$230,300, the 2022 reserve fund target balance would equate to \$460,600 at the desired multiple and have implementation date of January 01, 2023.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Brent Kittmer, CAO

Denise Feeney, Finance Manager/Deputy Treasurer

Jason Silcox, Building Official

Sean-Michael Stephen, Watson & Associates Economists Ltd.

Connor Jakobschuk, Watson & Associates Economists Ltd.

ATTACHMENTS

1. Watson and Associates Report (appended to Public Meeting portion of agenda)

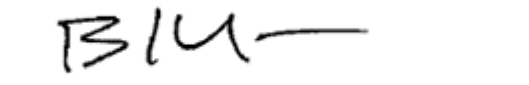
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Community Services
Date of Meeting:	27 September 2022
Subject:	DCS 43-2022 September Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 43-2022 September Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Grant funding:

- Museum received a top-up in funding for one of its YCW summer student positions. The position went from being 52% funded to 75% funded.
- YCW Intern, Sophie Thorpe, began her 25-week work placement at the Museum on September 6.

Programming/Wellness:

- Despite two concerts having to move to Town Hall due to weather, the Melodies at the Museum concert series was a success. Total attendance over the four concerts was 330, and over \$1100 was raised.
- Museum hosted Tracey-Mae Chambers, a Metis artist on August 21. Her textile art installation will remain on the museum's porch until late November.
- Child Care centre operating 1 infant room, 2 toddler rooms, 2 preschool rooms this fall with higher enrollment and less COVID restrictions from Public Health & Ministry. There were 10 new children that joined the centre in September.
- Before and After school programs at both Holy Name and Little Falls schools are up and running and staff were able to open another program at Little Falls to accommodate the growing waitlist for that school. We had 32 new children join our B&A program this fall.
- Child care programs have welcomed many new staff to our main centre, B&A programs, and kitchen.
- EarlyON is continuing to offer outdoor programming while the weather cooperates. EarlyON has a nice mix of indoor, outdoor, and virtual programming to meet the needs of the community.
- The Youth Centre has enjoyed its first week of operations in the 2022-23 school year. The Centre is open for youth in grade 3-10, Monday-Thursday.
- Badminton is resumed September 14 and is be played out of DCVI for those 14 and older. The season membership costs \$20 for the year.
- The first public skate of the ice season is September 25 from 2 p.m.- 3:30 p.m.
- The Friendship Centre will be hosting a Thanksgiving Drive Thru/Delivery Lunch October 5.
- Zumba, Ballroom Dancing, and Quilting have returned for Fall and Winter programming.

- Shuffleboard at the Lind Sportsplex was well received operating 1 time weekly in the morning throughout the summer months. The last day of shuffleboard at the site was September 15th. Staff will continue to support the volunteer program for the 2023 spring/summer shuffle season.
- Pepperama returned to the Friendship Centre in August. The times of this program have been modified to 1- 4:30 p.m. from 10 a.m. to 3 p.m. Changing the time has removed the need for a food component. Overall participants are happy to be back playing in person again.
- Indoor walking will return to DCVI in late October.
- Ice allocation is complete and there are only 13 hours of unsold ice that staff will try to sell.
- Pickleball at DCVI will return in October after the outdoor courts have closed for the season.
- The Aquatics Centre had a successful summer, the new scaled back schedule worked on many levels, we had 172 children registered for summer swimming lessons.
- Transitioning from the Red Cross to Lifesaving Society swimming lessons will take place the next swim session that starts the week of November 19. Aquatics has been working with both the Lifesaving Society and local pools for best practices for a smooth transition.
- Bronze Medallion is scheduled for Oct 16 to November 13 (once per week).
- Two lifeguards obtained their examiner status, they will follow the mentorship program to co-examine a Bronze Medallion and Bronze Cross course.
- Summer Quarry operations:
 - The Quarry had an outstanding summer with the addition of Super Splash. Attendance to the Quarry hit a record high with 31,793 patrons visiting this summer. The lifeguard and canteen team worked very well together to coordinate lifeguard rotations, first aid/rescues, capacity limits between both swim areas, registered and walk in customers, canteen operations etc.
 - Participants came from all over to attend the Quarry this summer including:

○

Alviston,
Amherstburg,
Angus,
Appin,
Arkona,
Arthur,
Arva,
Alymer,
Ayr,
Baden,
Belgrave,
Belle River,
Belmont,
Birr,
Blenheim,
Bowmanville,
Brampton,
Brantford,
Breslau,
Brights Grove,
Brussels,
Burford,
Caledon,
Calgary AB,
Cambridge,
Campbellville,
Chatham,
Clinton,
Corunna,
Delaware,
Delhi,
Denfield,
Dresden,
Drumbo,
Dublin,
East York,
Elmira,
Embro,
Erieau,
Essex,
Ethel,
Etobicoke,
Exeter,
Fergus,
Florence,
Forest,
Fort McMurray,
Fredericton NB,
Gadshill,
Gatineau QC,
Glencoe,

Goderich,
Gorrie,
Grand Prairie AB,
Granton,
Guelph,
Halifax NS,
Hamilton,
Harrow,
Hensall,
Ilderton,
Ingersoll,
Kincardine,
Kingsville,
Kintore,
Kippen,
Kirkton,
Kitchener,
Komoka,
Lakeside,
Lambton Shores,
Langton,
LaSalle,
Listowel,
London,
Lucan,
Melancthon,
Milton,
Milverton,
Mississauga,
Mitchell,
Mooretown,
Mount Brydges,
Mount Elgin,
New Hamburg,
Oakville,
Oil Springs,
Ottawa,
Owen Sound,
Palmerston,
Paris,
Parkhill,
Peterborough,
Petrolia,
Pickering,
Plattsville,
Port Elgin,
Port Franks,
Port Lambton,
Port Rowan,
Port Stanley,
Princeton,

Richmond Hill,
Rockland,
St. Marys,
St. Thomas,
Salmon Arm BC,
San Antonio,
Seaforth,
Sebringville,
Shakespeare,
South Woodslee,
Springfield,
St. Clements,
St. Jacob's,
St. Agatha,
St. Catharines,
Stratford,
St. Paul's,
Stoney Point,
Straffordville,
Stoneybrook,
Strathroy,
Tavistock,
Tecumseh,
Teeswater,
Thamesford,
Thamesville,
Thorndale,
Tilbury,
Tillsonburg,
Toronto,
Walkerton,
Wallaceburg,
Walton,
Warwick,
Washington,
Waterdown,
Waterloo,
Watford,
Wellburn,
Wellesley,
Windsor,
Wingham,
Woodstock,
Wyoming.

- The partnership between the Town of St. Marys and Super Splash was a success, as challenges arose, so did the staff to overcome them and create new ways to operate together for success in both areas.
- The new Water Safety Educator position (Grant funded position) was a benefit to Quarry operations, this provided a moment for each customer to come through a water safety briefing along with the particulars for swim tests and lifejacket allocation.
- Going forward as we develop plans for the Quarry staff will be exploring a strategy to continue to expand attendance/revenue. Next steps include:
 - Exploration of other amenities that could be added to this location (i.e., wakeboarding).
 - Partnering with local restaurants for food opportunities.
 - New features to be added to the canteen to expand this service. (i.e., pizza warmer)
 - A backdrop for photo opportunities to demonstrate that you visited St. Marys Quarry. This would be a social media friendly type photo opportunity with St. Marys branding for people to post on social media where they visited so their friends get exposure to our community and amenity and in turn will visit. (i.e., selfie).
 - Community Services staff will work in partnership with Corporate Services to develop a comprehensive strategy for tourism.
 - Implementing a local residents Quarry seasons pass.
 - Working with Public Works on a parking plan for the 2023 season.
 - A TV to be installed to the Quarry entrance that will display pricing, other Town events, etc.
 - Improved signage.

Community Partnerships:

- Museum is hosting a PhD candidate from the University of Montreal September 28-30 to run 3 interactive sessions/day that gather the public's reaction to learning about residential schools. They will be promoted to the general public mid-September, and participation will be encouraged in recognition of National Day for Truth and Reconciliation.
- The Town is partnering with St. Marys Minor Basketball to offer programming for youth grades 3-8. The Town assists in the administration side of registration and the Club members run programming out of DCVI starting in October.
- The Huron Perth Alzheimer's Society will return to offering weekly office hours in the Friendship Centre meeting space beginning in September.
- Staff attending the Southwest Health Partner Information Session August 30. The province reviewed the actions the Ministry of Health in partnership with the Ministry of Long-Term Care and Ontario Health are taking to support health system stabilization for the Fall.
- Senior Services staff attended the United Way Food Security Sub Committee meeting and noted the following; Currently an average of 60 community members accesses the Nourish Market each time it is hosted. The Local Community Food Centre is working on resources to support education of food in-security and services available within the St. Marys community that residents can access. Debra Swan from the Local Community Food Centre will be attending the next Community Network Meeting to request all partner and service organizations who participate to offer insight as to what they see as key social issues within their organizations. Information will be reported back to the sub-committee for discussion.
- Senior Services staff attended the St. Marys United Way committee meeting and noted the following: United Way is working with a sign sponsor and a local business to install a local fundraisings thermometer. Once details are security United Way staff will follow the appropriate Municipal steps for installation.

- The St. Marys United Church has restarted the St. Marys Community Meal. The Town of St. Marys is scheduled to sponsor a meal on November 21. The St. Marys Community meals has returned to an in-person format and will be hosted at the United Church by the United Church every other Monday evening until the end of June.

Facility Projects:

- Condenser for the refrigeration plant has been replaced and both ice pads installed for the ice season. First rental for the Rock Rink was Sept.6th and for the Blue Rink was Sept. 12th.
- Annual emissions testing completed for both Zambonis, and semi-annual service completed on the indoor air quality monitors – wall mounted and personal hand-held units
- Emergent roof repairs above the Blue Rink are required to be completed due to the frequency of roof leaks, which are scheduled to be completed prior to September 16th, to prevent damage to the ice surface and subsequent service disruptions.
- Upon start-up of this season's ice pads, it has become obvious that the underfloor heating system for the Blue Rink had a glycol leak somewhere under the rink surface, in the dirt under the building below all the ice rink infrastructure. The purpose of the underfloor system is to ensure the soil under the ice rink infrastructure does not form frost build-up during the winter months, which would continue to expand throughout the year if the rink was left in year-round. Summer ice is not possible without this system being operational, however the system being down for a small amount of time this time of year is not a high risk to the ice pad. In anticipation for favouring an attempt at a repair, staff are obtaining pricing for consideration.

Impact Feedback:

- I'm not sure if this is the right place but I hope it can get to those it should. I visit campgrounds, quarries, swimming pools all over the province and I just felt it needed to be said how incredibly impressed I was with the lifeguards at the quarry. Not only were they very diligent but went out of their way to be incredibly friendly and polite. Life guarding is a tough job for a teenager, but these young men and women did an amazing job...
- Just a note to say a big thank you for all your hard work, patience, and dedication this summer. You have all made sure our wonderful Quarry has remained an amazing place to swim, relax, socialize, and have fun all the while ensuring everyone's safety. No small feat. Great job everyone!
- My husband was the president of the Chicago Field Museum and I'm a science educator, so we appreciate a good museum when we visit one, and you are doing a great job here!" - visitors from Chicago

Program Statistics:

- August attendance for drop in Museum visits was on par with what it was pre-pandemic. This was our first month of seeing "normal" visitor numbers since the pandemic.
- Museum staff responded to 16 archival research requests in August.
- Waitlist for main child care centre – 270, and at Little Falls – 21
- Camp PRC 2022 had a 35% increase in registration compared to 2021 registration or from 228 campers to 308.
- Quarry summer attendance- 31,793 (this exceeds our average attendance of 18,000-20,000 annually)
- Summer swim lessons- 172

Friendship Centre Program Stats				
Program	June Units of Services 2021	June Clients Served 2021	June Units of Services 2022	June Clients Served 2022

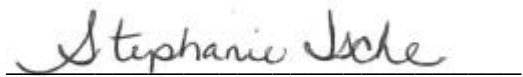
Meals on Wheels	290	25	290	25
Group Fitness	376	64	263	93
Telephone Calls	392	35	106	18
Grocery Shopping	40	15	32	13
Community Dining	85	320	111	221

SPENDING AND VARIANCE ANALYSIS

None

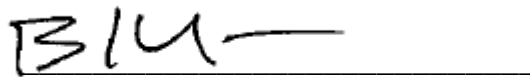
REVIEWED BY

Recommended by the Department



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	27 September 2022
Subject:	COR 41-2022 September Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 41-2022 September Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Strategic Projects:

Budget 2023

- Delayed (budget software not yet available) however finance staff have begun internal work and will ramp up at end of September
- Budget books to be delivered to Council for beginning of December

Wayfinding Project

- Finalized locations for signage, noted state of existing sign poles and finalized the blade listing for each level of signage
- This project is coming along well, we've made great progress through the month of August and thus far in September

Flats Project

- RFP for landscape architect firm complete, Northern Lights Landscape Architects is the successful proponent
- Initial meeting held and onsite visit scheduled for September

ERP Project

- Continuing to work with project manager, meeting on a weekly basis.

Finance

- 108 cheques issued in August. Returning to EFT in September.
- Finalized Heritage/Homecoming financials. Both events had donations exceed expenses. Heritage - \$4,174.44 and Homecoming - \$9,430.22.
- Finance Clerk hired – started September 6, training at Service Ontario.
- Reconciling and validating the financials within Procure software for the Daycare.
- Property tax installments due August 31.
- Property sales; June = 14, July =13, August =19.
- Tax collector attended OMTRA's tax conference.
- Sending 40 building plans to MPAC and 3 new assessment supplementary tax runs.

- Started Milestone 1 exercise for the Asset Management Plan, anticipated completion is March 2023.
- Auditors will be on site Sep 26-29 to finalize 2021.

Information Technology

- Town staff are working with Deloitte on hardening our network security.

Tourism and Economic Development

- Attended a business after 5 at Broken Rail Brewing in collaboration with Peak Realty in St. Marys
- The Town Events Co-ordinator resigned from her position with the Town and was finished with the role on August 12th. Staff are working through replacing the position.
- Began working with the BIA on their plans for the Christmas open house event in November.
- Pleased to welcome two new restaurants to downtown Tutt Co Eatery and Food Station39.

VIA Services

- Train Station Usage Data for August 2022:
- Total Phone Calls/ Travel Inquiries = 57.
- Total GO passengers = 171 (82 departing, 89 arriving)
- Total GO tickets Sold/ printed = 0
- Total VIA passengers = 251 (122 departing, 129 arriving)
- Total VIA tickets Sold/ printed = 19
- Notes: the station experienced some issues with getting our systems fully operational so there were several shifts which had no data recorded, so these values are likely underestimates.
- Several travellers have been asking when GO will be introducing the "Presto" service at our station, so there is growing interest in this. GO's position is that this is a pilot program for two years so at this time they won't be adding the Presto service.

Corporate Communications

Media Relations

Total # of Media Releases (Stories sent to news outlets)	Total # of Media Mentions (Stories, photos, etc. published by news outlets)	Total # of Media Outlets (Newspapers, radio and television stations, websites, etc., that covered St. Marys stories)
19	21	4
<ul style="list-style-type: none"> • Topics included: Stop sign replacements, cyber security, election 		

Traditional Advertising

Total # of Print Ads/Publications	Total # of Radio Ads
5	-
<ul style="list-style-type: none"> • Continued Weekly Stonetown Crier column • Other ads: Municipal election notice 	

Digital Advertising

Total # of Digital Ads (Facebook, Instagram, Google, etc.)	Total # of Users Reached by Ads (Number of users that saw the ad at least once)	Total # of Engagements/Outcomes (Likes, comments, link clicks, direct messages etc.)
-		

Website (townofstmarys.com)

Total # Website Visits	Most Visited Pages
192,055	<ol style="list-style-type: none"> 1. Swimming Quarry 2. Library 3. Aquatics Centre 4. Pyramid Centre 5. Elections

Social Media

Platform - Owner	Total # of New Followers	Total Followers
Facebook – Town of St. Marys	2	6,356
Facebook – Pyramid Rec Centre	38	3,598
Facebook – Friendship Centre	26	666
Twitter – Town of St. Marys	1	2,053
LinkedIn – Town of St. Marys	7	292
Instagram – Town of St. Marys	13	2,053
Instagram – Youth Centre	-6	284

Current/Ongoing Communications Campaigns

	Tactics								
Topic	Web updates	News release	Social media	Print ads	Digital ads	Posters	Newsletter	Signage	Publication

Stop Sign Replacement	X	X	X				X		
Road closures (multiple)		X	X						
Facility closures	X	X	X				X	X	
Election	X		X	X				X	
Recruitment			X	X					
Open Air Burning ban	X	X	X						
Firefighter of the Month		X	X						
Trout Creek event		X	X						
Fire Department events		X	X					X	
Board/committee recruitment	X	X	X	X		X		X	

Additional Departmental Highlights

- Corporate e-newsletter:
 - e-Newsletter was formally launched on June 27
 - Three editions have been published to date:
 - Average open rate: 70%
 - Current subscribers: 260 (up by 30 since June)
- Commemoration policy:
 - A first draft of the Commemoration Policy has been drafted and circulated to the Clerk's Department for review.
- The Corporate Communications Specialist has resigned; job description is currently under review

SPENDING AND VARIANCE ANALYSIS

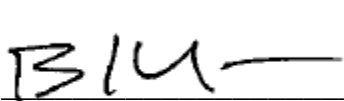
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REVIEWED BY

Recommended by the Department


 André Morin
 Director of Corporate Services / Treasurer

Recommended by the CAO


 Brent Kittmer
 Chief Administrative Officer

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	André Morin, Director of Corporate Services / Treasurer
Date of Meeting:	27 September 2022
Subject:	COR 42-2022 National Truth and Reconciliation Day

PURPOSE

The purpose of this report is for Council to review and provide approval to light up Town Hall orange on September 30th in honour of National Truth and Reconciliation Day.

RECOMMENDATION

THAT COR 42-2022 National Truth and Reconciliation Day report be received; and

THAT Council provides staff with the authority to light up Town Hall orange on September 30th for National Truth and Reconciliation Day.

BACKGROUND

On September 30, 2022, the Town of St. Marys will join people across the country in observing the National Day for Truth and Reconciliation. This day was created in 2021 to recognize the tragic legacy of residential schools, the missing children, the families left behind and the survivors of these institutions.

September 30 is also Orange Shirt Day, an Indigenous-led grassroots commemorative day intended to raise awareness of the impacts of residential schools and to promote the concept of “Every Child Matters”. The orange shirt is a symbol of the stripping away of culture, freedom and self-esteem experienced by Indigenous children over generations.

REPORT

Staff from various Town departments have a number of activities occurring for the public to participate in:

Flag Raising Ceremony:

- At 9:00 am on September 30, the Town of St. Marys will host a flag raising ceremony at Town Hall. Guests will include Mayor Al Strathdee and local Indigenous educator Patsy Anne Day. The flag that will be raised features an image of an eagle along with the words “Every Child Matters.” It was designed by Jeffrey “Red” George, an Ojibway artist who grew up on the lands of the First Nation of Kettle and Stoney Point.

Corn Husk Doll Workshop

- At 10:00 am on September 30, local Indigenous educator Patsy Anne Day will host a corn husk doll workshop in the Town Hall Auditorium. Participants will learn about the Haudenosaunee legend of the No Face Doll and create their own corn husk doll to take home.

Curated Reading List:

- The St. Marys Public Library is sharing curated reading lists for both children and adults. The lists feature books that honour the Indigenous children who endured residential schools in Canada.

#Hopeandhealingcanada Project;

- The St. Marys Museum is currently hosting the #hopeandhealingcanada project, a site-specific art installation by Métis artist Tracey-Mae Chambers. The installation is made of crochet, knit, and woven red yarns. This ongoing body of work is used to illustrate connections between Indigenous, Inuit, and Métis peoples with Canadians, while also addressing the decolonization of public spaces.
- The installation is available for viewing during the museum's regular hours until November 22, 2022.

Talking About Treaty 29

- From September 28 to November 30, the St. Marys Museum will host an exhibit titled Talking About Treaty 29. The exhibit will examine the creation of Treaty 29, also known as the Huron Tract Purchase of 1827. It will also explore the history of treaties and how the ongoing rights and responsibilities impact the area now known as St. Marys.

Learning About Residential Schools – Dialogue & Engagement Sessions

- From September 28 to 30, Sierra McKinney, a Ph.D. student from the University of Montreal will be hosting several object engagement and dialogue sessions. The sessions will discuss how you can channel difficult emotions related to Canada's colonial past towards future reconciliation. As a result of these sessions, Sierra intends to create tools to help museums encourage emotional reflection and allyship when teaching about difficult or upsetting history to non-Indigenous Canadians.
- Residents are invited to participate in the sessions as research volunteers. The sessions will take place at the St. Marys Museum on September 28, 29 and 30 at the following times:
 - 9:30 – 10:45 am
 - 11:45 am – 1:00 pm
 - 2:00 – 3:15 pm

Further to this, staff are seeking permission from Council to light Town Hall in Orange on September 30th.

FINANCIAL IMPLICATIONS

n/a

SUMMARY

The Town will be hosting several opportunities for the community to participate and learn on National Truth and Reconciliation Day.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

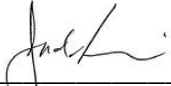
Ray Cousineau, Manager of Facilities

ATTACHMENTS

None.

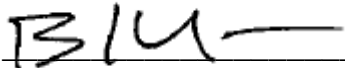
REVIEWED BY

Recommended by the Department



Andre Morin
Director of Corporate Services/Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Emergency Services / Fire Department
Date of Meeting:	27 September 2022
Subject:	FD 11-2022 September Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 11-2022 September Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Emergency Responses

During the month of September (05 August – 20 September) the Fire Department responded to 09 emergency responses most notably:

- Automatic alarms – 5 St. Marys
- MVC – 1 St. Marys & 1 Perth South
- Pre-fire – 1 St. Marys
- CO Alarm – 1 St. Marys

Average attendance of firefighters - 18

Fire Chief attended 03 calls alone.

St. Marys Fire Department has responded to 92 calls for service (01 January – 13 September 2022) compared to 86 (01 January – 20 September 2021)

Fire Prevention

During the month of September (05 August – 20 September) the Chief Fire Prevention Officer accomplished the following:

Inspections

- 18-Routine
- 8-Follow up & ongoing
- 1-Requests
- 3-Site Visit
- 2-complaints
- Total-32

Public Education

Fire Extinguisher Training - Shur-Gain – 15 personnel

Kingsway Lodge Evacuation Drill

Emergency Pet Decals

The Humane Society of Kitchener Waterloo & Stratford Perth (HSKWSP) has partnered with fire departments across Perth County to launch an emergency decal to help keep pets safe in the event of a fire or another life-threatening emergency. Fire services from the City of Stratford, Town of St. Marys, Township of Perth East, Municipality of West Perth and Municipality of North Perth have joined forces in support of the decal, with the goal to quickly identify what pets, as well as how many, are in a home when an emergency strikes.

Decals will be available at each fire station and the Humane Society's Stratford Perth Animal Centre at 125 Griffith Road. While they are free, the group is asking for a donation of any amount to support HSKWSP's Pet Pantry Program. Funds will be used to provide pet food and supplies to Perth County pet owners experiencing a crisis.

Training

- Survival training/Rapid Intervention Team (RIT) training
- Inspections & Maintenance of vehicles and equipment
- General meeting night
- Rope Launching Gun/Highline training

Volunteer/Fundraising

The Town of St. Marys Fire Department hosted the third annual smoked pork chop drive-through dinner on September 10, in partnership with Joe's Diner and Broken Rail Brewing.

The firefighters took time out of their own busy schedule to serve dinner for the community to raise money for Muscular Dystrophy, local sports, and other charities.

Annual Perth County Emergency Management Exercise

Fire Chief participated in the Annual Perth County Emergency Management exercise. In total there were 73 participants of varying experience levels who shared their collective thoughts, resources, and problem-solving skills. The Emergency Management Program's success is dependent upon this type of interaction and community / stakeholder collaboration.

Fire Chief will be scheduling an Annual Town Emergency Management exercise in late November after elections.

Genesis Spreaders

- Staff sent a set of Genesis Spreaders to AJ Stone due to internal damage. They will conduct an inspection, maintenance, and testing of the unit.
- AJ Stone have sent us a set of spreaders.

Hazardous Materials Contractor

Hazardous Materials Contractor RFP closed August 12, 2022.

Perth County Fire Chiefs have reviewed and submitted their scores. The Fire Chiefs are scheduling a meeting to discuss and select a suitable company.

Once this is completed it will be presented to council for approval.

Tiered Response

Perth County Fire Chiefs are working with Perth County Paramedic Chief Mike Adair to update the current Tiered Response Agreement.

Next meeting is scheduled for October 13, 2022

Once this is completed it will be presented to Council for approval.

Fire Department Chaplain

Staff has selected a chaplain for the Fire Department Chaplain position effective September 01, 2022.

Our department feels that there is a need to implement holistic support initiatives and health and wellness programs. Programs which are designed to educate, promote, and encourage the health and well-being of firefighters which, in-turn, directly and indirectly impacts his or her home and family life. The goal of an effective health and wellness program is to build a firefighter's resiliency, improve health outcomes and enhance their overall quality of life.

There will be an official announcement of this in the coming weeks.

Equipment

The fire department purchased a Phoenix 4 suit dryers so that the firefighters can dry their personal protective equipment (Mustang water rescue suits) more efficiently without the risk of causing damage to the integrity of the fabric.

Phoenix Dryers aid in reducing musty odors, bacteria build-up and assist in limiting the potential of cross-contamination caused by the donning of wet or damp gear. This follows proper cleaning practices as suggested by NFPA 1581.

Phoenix Dryers uses a forced air method with an internal heating element, which allows for more rapid drying time by the induction of constant and equal warm (approx. 20F above ambient) air flow through and around the garment.

The durable construction allows firefighters to hang equipment safely without the risk of the apparatus tipping or causing damage to the unit.



SPENDING AND VARIANCE ANALYSIS

- Genesis M28 5.0 batteries - \$921.01
- Phoenix 4 Suit Water Rescue Dryer - \$4,802.50

REVIEWED BY

Recommended by the Department

A blue ink signature of Richard Anderson.

Richard Anderson
Director of Emergency Services / Fire Chief

Recommended by the CAO

A blue ink signature of Brent Kittmer.

Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Public Works

Date of Meeting: 27 September 2022

Subject: PW 61-2022 September Monthly Report (Public Works)

RECOMMENDATION

THAT PW 61-2022 September Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- Green Committee
 - The Green Committee does not meet in July or August. Staff do not have new content for the September meeting and will be cancelling the September meeting. Green Committee members will be invited to attend the Tree Power Event on October 15, 2022.
 - First round of Green Initiative Recognition Program was launched in March – April, the program is also slated to launch in September – October, due to Committee meeting schedules because of the election period and staff capacity, Town staff are proposing to pause the program for the fall and launch again in April 2023.
- Traffic and Parking
 - Phase II of the stop sign installation process occurred on Friday, September 9, 2022. Phase III to be initiated in October.
 - Residents from other wards have expressed interest in the replacement of yield signs with stops signs in other locations, which will be considered as a component of the St. Marys Transportation Network Safety Plan.
 - Preparing plans for 2022-2023 Parking Permit process, existing permits expire on October 31, 2022.
 - Considering communication plans for on-street overnight parking changes that come into effect on November 1, 2022.
- St. Marys Transportation Network Safety Plan
 - Background work for the Safety Plan is ongoing
 - Outline of the report drafted
 - Concept #3 Sightline Inventory is underway – Town staff will be reviewing each intersection to identify sightline obstructions and recommendations to remediate those obstructions. Staff anticipate this may take a minimum of two months to complete.
- Corporate Climate Change Action Plan (CCAP)
 - Next step is to create a second draft of CCAP that includes the identification of short-term, mid-term, and long-term initiatives to help mitigate and adapt to climate change. This project has been paused while staff respond to emergency infrastructure repairs / planning files / cyber incident.

- CCAP continues to be a priority for the department. Town staff will work towards completing the second draft of CCAP.
- Road Occupancy Requests
 - Department continues to process occupancy requests for both construction projects and events.
- Procurement
 - Cemetery Columbarium Tender – closes on September 21, 2022.
 - T-20 Replacement Plow Tender – closed and awarded to Carrier.
 - Wood and Brush Grinding Tender – closed and awarded to Sittler Grinding, grinding to be completed between end of September to October 31.
- Departmental Assistance
 - Provide both administration and operation assistance to various departments and organizations regarding various events
- 2023 Budget
 - Starting to prepare both Capital and Operational Budgets
- 2023 Parks Program
 - Working with the Recreation and Facilities Department to create a plan forward regarding the management of Town Parks.

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

- Facility Lead Testing has been completed in accordance with the endorsed policy. Website has been updated to provide current lead content within the municipal water supply from municipally controlled locations.
- Website has been updated to include most recently available sodium levels within the drinking water supply
- 2 watermain breaks repaired
- 4 water valves replaced as part of annual maintenance efforts
- Tender administered for wood and brush grinding with services to be completed October 2022
- Capital budget development for Environmental Services (2023 + Update to 10-year plan)
- Operations and maintenance budget development for Environmental Services drafted for 2023 budget deliberations.
- Financial Assessments completed to support fee recommendations – to be tabled by Corporate Services with Fee Bylaw.
- Storm Sewer Repair completed on Wellington St South that caused a sink hole.
- Interim Environmental Compliance Approval (ECA) application submitted to MECP for landfill operations.
- Air and Noise ECA received from MECP for capital upgraded at the Water Pollution Control Plant
 - “Sewage” ECA pending final approval.
- UTRCA submitted a TD Tree Days Application for coniferous trees at the landfill site – grant was approved. Anticipate planting the trees along the stormwater management pond, if any remain, trees will be planted along the roadway for additional buffering. Anticipate planting in September.

Public Works Operations

- Continue to receive resident inquiries and requests that are being completed as time permits
- Hauling yard waste to the landfill
- Screening topsoil bunkers at the MOC and Cemetery
- Installation of new stop signs, and painting of stop bars at the stop signs (thermoplastic sealer)
- Provide assistance on various environmental services emergency repairs
- Several burials and cremations

- Backfill at the landfill
- Fleet Maintenance
- Scheduling of hot patching program for mid to late September

Parks, Trails, Tree Management, Beautification

- Meadowridge Park – Tree Donations
 - Trail installed mid-July
 - Town staff working with vendor to order plaques to recognize donors
- Tree Subsidy Program – “St. Marys Tree Power”
 - Collaborating with UTRCA staff to launch the tree subsidy program
 - 300 trees will be available of several different varieties (all natural species)
 - Final cost of the tree to be determined in the next couple weeks
 - Preliminary timelines have been established, residents will be able to order their tree starting Tuesday, September 20, 2022, and tree collection at the MOC will take place on Saturday, October 15, 2022, from 8am to 12pm.
 - Communications campaign launched on September 12, 2022, Town staff have received good feedback from the community regarding the program.
- Forestry Management
 - Pruning program is ongoing
 - Trees planted – Parks staff are continuing to water the trees on an ongoing basis
 - Stump grinding to commence end of September, being coordinated through internal and external services.
- General Operations
 - Monthly and weekly playground inspections
 - Daily splashpad inspections
 - Grass cutting and trimming
 - Garbage collection on Mondays and Fridays
 - Grooming trails weekly
- Repairs made to several benches along the trails due to damage

Capital Projects, Engineering, Asset Management

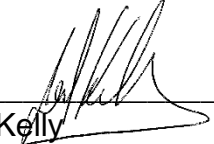
- Huron Street Construction – nearly complete
 - Turf restoration scheduled for September
 - Barrels for raised manholes to remain until topcoat asphalt installation in October
- Wellington Street reconstruction
 - Work from Elgin St. to Queen Street is underway
 - Water distribution works to be completed week of September 19, 2022
 - Storm sewer upgrades are ongoing
- Robinson Street Sewer Tender issued and closed
 - Scope includes immediate spot repair pending contractor availability
 - Construction slated for October – November 2022
- Jones Street Parking Lot Upgrades
 - Lighting standards to be installed October 2022
 - Trenching to be completed internally by Public Works
 - Expecting some service disruption to parking lot during October

SPENDING AND VARIANCE ANALYSIS

Update on any know budget variances, and why

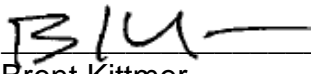
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: Dave Blake, Environmental Services Manager

Date of Meeting: 27 September 2022

Subject: **PW 59-2022 Organics Initiatives**

PURPOSE

This report is to provide information to Council regarding organics initiatives for the community and to facilitate discussion and provide direction to staff.

RECOMMENDATION

THAT report PW 59-2022, Organics Initiatives be received; and

THAT Council direct staff to administer a pilot program regarding At-Home organics options whereas the remaining Green Cone Digesters be sold to the public at \$67.50 + HST, which is equivalent to 50% of the unit cost; and,

THAT Staff report back on the success of the subsidy of the At-Home Diversion initiative for future consideration; and,

THAT Council direct staff to administer a Request for Proposal for Organics and / or Leaf and Yard Waste Collection services to facilitate 2023 budget deliberations and community program delivery.

BACKGROUND

The Town of St. Marys has many programs aimed at diverting or reducing the volume of waste received at the landfill site for disposal. Organics diversion is a growing service delivery within many municipalities, which the Town currently offers two (2) related streams, consisting of:

1. At Home Diversion with Green Cone Digesters which can be purchased at cost from the Town; and,
2. Leaf and Yard waste collection which includes 20 curbside collection events, public drop off depot at the Municipal Operations Centre and Landfill Sites.

Organic waste material makes up a significant portion of the waste stream, and in particular, the residential waste stream for which the Town has a requirement to administer in regards to leaf and yard waste. According to Ontario Regulation 101/94, a local municipality that has a population of at least 5,000 shall establish, operate and maintain a leaf and yard waste system.

That system must include:

- a) The provision of home composters to residents by the municipality at cost or less;
- b) The provision of information to residents;
 - Publicizing the availability of home composters;
 - Explaining the proper installation and use of home composters and the use of compost; and,

- Encouraging home composting.

This report provides information to Council for consideration related to current and future program delivery models related to Leaf and Yard waste and / or Organics.

REPORT

Discussion No. 1 – At-Home Diversion Incentive(s)

Backyard composting is a cost-effective tool for waste diversion, but typically results in a smaller percentage of overall diversion. This is attributed to difficulty in getting public involvement and portions of the organics stream which cannot be composted in such a manner for instance, dairy, meats, fish, etc. In circa 2008, the Town, in association with Bluewater Recycling Association (BRA), distributed backyard digesters to residents. This partnership turned out to be largely successful, so much so that the original 100 composters were reportedly sold out within 30 minutes. The Town funded approximately 50% of the cost of the digester.

The Green Cone is an at-home composting system which offers an alternative means of disposing of organic kitchen waste to Anaerobic Digestion (AD) and In-Vessel Composting (IVC). The advantage to the Green Cone over traditional techniques is that it takes all types of food waste (meat, dairy, bones, vegetables and even animal feces). Essentially, it allows residents to take everything from the kitchen table and dump it directly in. Advantages to this system are that it does not need to be turned or emptied more than once every few years. In addition, as an enclosed system, it does not attract vermin or other animals. (*Waste Reduction and Diversion Assessment, Town of St. Marys, 2018*)

At the July 26, 2022 Council meeting, Council received the following recommendation from the Green Committee as follows:

THAT report PW 44-2022, At Home Organics Diversion be received; and,

THAT the Green Committee recommends to Council:

THAT the remaining organics digesters be sold at 50% of cost;

THAT the staff report back on the uptake of the sales; and,

THAT Council consider including \$5,000 in the 2023 budget deliberations to subsidize at-home organics diversion.

Currently, the Town has approximately 20 Green Cone Digesters in inventory that are to be sold at cost, which is \$135 + HST. Since the inventory was received, there has been very little interest within the community and only a couple of units have been distributed over the last 3+ years. The current approach to sell units “at cost” is in keeping with regulatory requirements, however suffers from a lack of uptake. The above recommendation from the Green Committee would facilitate a pilot program where remaining units would be sold at 50% of their cost to gauge community interest in at home initiatives and better assess whether cost is a determining factor to unit sales and the viability of a subsidized system.

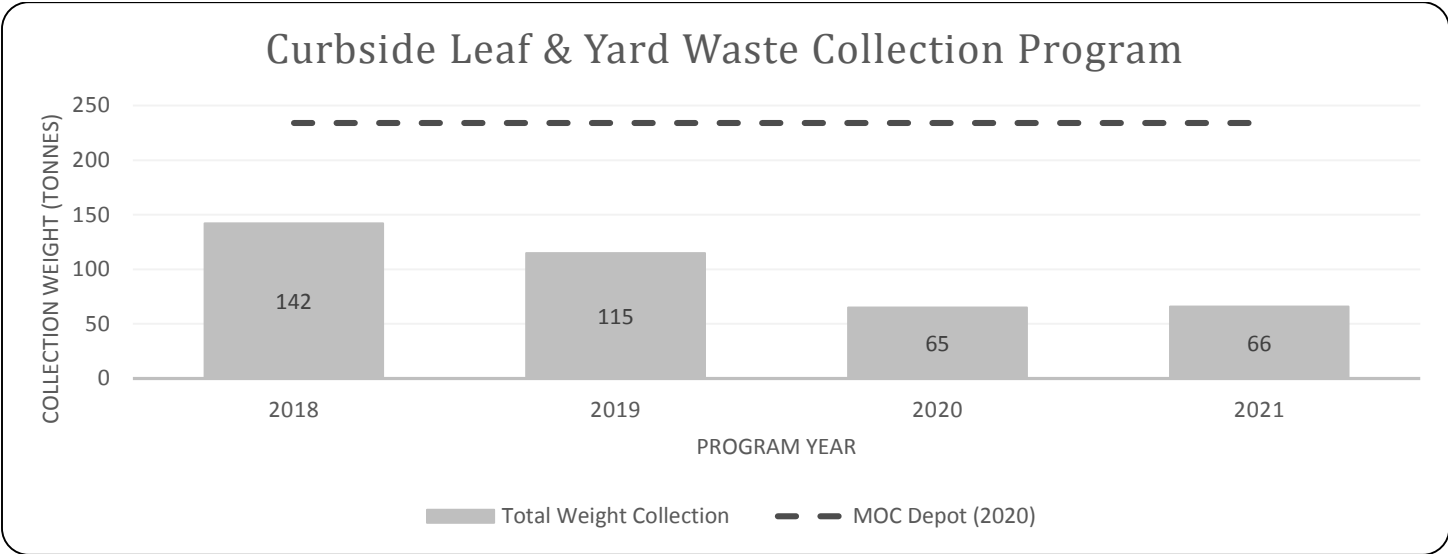
With a limited stock of units, a pilot program to subsidize Green Cones to help gauge interest and support within the community is a low-risk endeavour that would help better inform diversion discussions and delivery methods moving forward. As such, Staff recommend that the remaining units currently in inventory be offered for sale at 50% of their cost, or \$67.50 + HST for the remainder of 2022, or until inventory levels are depleted.

Discussion No. 2 – Leaf and Yard Waste Collection Initiatives

As noted above, the Town currently administers several means to collect and divert leaf and yard waste across the community. These include the curbside collection of material via 20 collection days between April and November, currently administered by a third party contractor. As well, the Town maintains a drop off depot located at the Municipal Operations Centre where Public Works staff clear, load and

transport material to the landfill site on a routine basis. The public also has access to a or a drop off location at the landfill site. Last tendered in 2018, 2022 is the final year under contract for the existing curbside Leaf and Yard Waste Collection system. At this time, the existing contractor has indicated that they will not be interested in continued service delivery beyond 2022 and as such, the Town, through will need to secure a new vendor or alternative program delivery model for 2023 and beyond. Given historical interest in this program, staff have concerns related to the viability of the program and costs that may be required to maintain the service level moving forward.

The following graph provides information related to the current Leaf and Yard Waste program and annual collection weights for consideration.



As illustrated on the above graph, the utilization of the curbside collection program has decreased significantly based on weight of material being collected over the last four (4) years. This is the opposite of the MOC depot, which has continued to see increasing use year after year. Town staff managed, loaded and hauled 234 tonnes of leaf and yard waste material in 2020 from the depot to the landfill site for processing.

Given the declining curbside collection volumes, it's worth the discussion of whether there is continued value in maintaining the existing curbside leaf and yard waste program or whether other program delivery methods may be better suited for the community.

According to the Food and Organic Waste Policy Statement (Province of Ontario), municipalities that have a population of over 50,000 and greater than or equal to 300 persons per square kilometre are required to provide a food and organic waste collection. Based on this information, the Town of St. Marys is not required to provide a food and organic waste collection, but does have the option of doing so voluntarily.

With the contract ending for the current Leaf and Yard Waste curbside collection program at the end of 2022, a new vendor will be required to maintain the existing program model. With declining program usage, submissions from interested contractors may not return a financially feasible program delivery for 2023 and beyond. As such, there are several options for consideration in determining program delivery, and financial requirements needed moving forward, noted below:

Option 1: Request for Quotation to maintain existing Service Delivery Model

With this option, Staff would administer a Request for Quotation to maintain the existing program delivery model for 2023 and beyond. A proponent would be sought for the delivery of a total of 20 collection dates (10 per property) scheduled between April and November of each year. Town Staff would continue to manage the material being received at the MOC Depot. This would identify a cost for program delivery for inclusion in the 2023 Budget deliberations.

Staff does not recommend this Option as it would only seek quotations to maintain the existing service delivery model which has become under utilized and an inefficient means for service delivery within the community.

Option 2: Request for Proposal for Curbside

This Option would see staff administer a broad Request for Proposal for the collection of leaf and yard waste materials. As many organics collection programs can include Leaf and Yard Waste Materials within their collection streams, this approach would also present an opportunity to assess available options and costing for curbside collection of organics (i.e. green bins). Additionally, this approach could also look to include material recovery from the MOC Depot that could alleviate pressures and requirements on Public Works Staff in its ongoing maintenance and operation potentially freeing staff and resources up for other tasks within the community.

Option 3: Discontinue Curbside Service Delivery but incorporate a fee for collection service for 2023

With this Option, the Town would move to discontinue a routine, scheduled curbside collection program and seek to move to a “request only” collection program where residents could request curbside collection from the Town or an approved third-party contractor for a pre-determined fee. This option would see a reduction compared to the existing service delivery model but would still provide an option for residents where movement of material to the MOC depot may not be feasible.

Staff do not recommend this Option as the administration of such a program delivery model would be significant and has the potential to consume significant staff time and resources that are better suited for other tasks within the community. Additionally, it may prove difficult to secure third party interest in such a program delivery model due to the unknown variability in its use.

Option 4: Discontinue Curbside Service Delivery for Leaf and Yard Waste

With this Option, the Town would discontinue the curbside collection of leaf and yard waste material and provide only a depot drop off location at the Municipal Operations Centre.

At this time, Staff do not recommend this Option.

Based on the above Options, Staff recommend Option 2, Administering a Request for Proposal for Leaf & Yard Waste / Organics Collection services to evaluate program delivery models available to the Town, which materials could be managed or diverted through such programs and the financial requirements necessary for program delivery. This approach would allow Staff to collect necessary information to enable an informed decision from Council on long term program delivery and viability within the community.

FINANCIAL IMPLICATIONS

The Town currently has approximately 20 Green Cone Digesters in inventory as part of the initiative to have stock available in Town for the community as residents request or as purchases are made. This stock was purchased a number of years ago as part of an initial \$5,000.00 investment. Should Council direct staff to offer the sale of the remaining Green Cone Digesters to residents at 50% of the cost, it would result in an unrecovered cost of approximately \$2,500.00 should all remaining stock be sold. This deficit would be funded through waste management reserves.

The Town’s current leaf and yard waste collection program costs \$17,854 (inclusive of HST) per year which facilitates 10 collection days per property, for a total of 20 collection days administered between April and November.

Based on the Options above, the following financial implications are noted:

Option 1 – Request for Quotation to Maintain Existing Service Delivery Model

The exact cost required to maintain the existing service delivery model would not be known until submissions are received. Based on historical procurement efforts, there is significant variability in

costing depending on where service providers are located, means and methods for collection and overall interest in the program. Staff would anticipate a significant cost increase based on historical procurement efforts, and more recent inflationary pressures within the industry.

Option 2: Request for Proposal for Curbside

This Option provides the greatest variability for financial implications and would ultimately depend on program proposals, materials for inclusion, collection frequency, travel distance for service providers, processing facilities, etc. A proposal to manage a depot location or locations will be less than a proposal for a community wide organics collection program. Financial Implications could range from \$25,000 to \$250,000 depending on options proposed.

Option 3: Discontinue Curbside Service Delivery but incorporate a fee for collection service for 2023

Funding Implications for this Option would be based on time and materials necessary for administration of the program. The inclusion of a “fee for service” would seek to recover program costing. Existing funding resources could either be maintained to subsidize this program delivery method, or redirected to other waste management initiatives or support within the community.

Option 4: Discontinue Curbside Service Delivery for Leaf and Yard Waste

This Option would see existing program delivery funding implications cease. Funding resources could then be redirected to other waste management initiatives or support within the community.

SUMMARY

Based on information detailed herein, Staff recommend that the remaining inventory of Green Cone Digesters be offered to the public at a subsidized rate of 50% or \$67.50/ea as a pilot initiative to collect information to support future recommendations related to at-home diversion initiatives and options for within the community. Furthermore, Staff recommend Council provide direction to administer a Request for Proposal for Leaf and Yard Waste / Organics collection and diversion within the Town as a means to seek a variety of delivery methods and options as well as applicable costing for consideration in the 2023 Budget process.

STRATEGIC PLAN

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

OTHERS CONSULTED

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

Morgan Dykstra, Public Works and Planning Coordinator – Town of St. Marys

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department

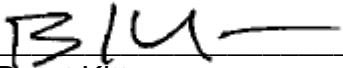


Dave Blake, C.E.T.
Environmental Services Manager



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

BY-LAW 89-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to appoint members to the Joint Compliance Audit Committee for the 2022-2026 term of Council under the *Municipal Elections Act*.

WHEREAS: Council is required by section 88.37(1) of the *Municipal Elections Act*, 1996 as amended, to establish a committee for the purposes of the Act;

AND WHEREAS: Council has agreed to a Joint Compliance Audit Committee between the Municipality of North Perth, Municipality of West Perth, Township of Perth East, Township of Perth South, the City of Stratford and Town of St. Marys;

AND WHEREAS: The Corporation of the Town of St. Marys deems it necessary to make appointments to the Joint Compliance Audit Committee for the 2022-2026 term of Council; and

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

1. That a Joint Compliance Audit Committee is hereby confirmed to continue between the Municipality of North Perth, Municipality of West Perth, Township of Perth East, Township of Perth South, City of Stratford and Town of St. Marys to deal with matters provided for in the *Municipal Elections Act*, 1996 as amended.
2. That an exemption be granted from the Town requirement that appointed members of Town committees be eligible electors for the municipal election in the Town.
3. That the following persons are hereby appointed by St. Marys Council to the Joint Compliance Audit Committee for the 2022-2026 term of Council:
 - Bob Malcolmson
 - Frank Mark
 - Angela (Anxhela) Peco
 - Chris Vardy
4. That the business of the Joint Municipal Election Compliance Audit Committee be conducted in accordance with the Terms of Reference set out in Schedule "A" attached hereto and forming a part of this by-law;
5. This by-law comes into force on the final passing thereof.

Read a first, second and third time and finally passed this 27th day of September 2022.

Mayor Al Strathee

Jenna McCartney, Clerk

Joint Compliance Audit Committee [JCAC] Terms of Reference

LEGISLATIVE AUTHORITY

Sections 88.33, 88.34, 88.35, 88.36 and 88.37 of the Municipal Elections Act, 1996 as amended (“the Act”).

ESTABLISHMENT

The Joint Compliance Audit Committee is established by the municipalities of North Perth, Perth East, Perth South, St. Marys, Stratford and West Perth pursuant to the requirements of the Act, as amended.

DEFINITIONS

“Act” means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended from time to time.

“Applicant” means the individual who submitted the application requesting a Compliance Audit.

"Auditor" means a person appointed by the Committee, licensed under the Public Accounting Act, 2004, S.O. 2004, c. 8 to conduct a Compliance Audit of a Candidate's election campaign finances pursuant to Section 88.33(10) of the Act.

"Auditor's Report" means a report prepared by an Auditor for the Committee pursuant to Section 88.33(12) of the Act.

“Candidate” means the candidate whose election campaign finances are the subject of an application for a Compliance Audit.

“Clerk” means, as the context provides, the Clerk of any of the Participating Municipalities, or their designate.

“Committee” means the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

“Committee Member(s)” means a member or members, as appropriate, of the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

"Compliance Audit" means an audit of a Candidate's election campaign finances conducted by an Auditor appointed by the Committee.

“Contributor” means an individual or organization that has made a financial donation to a candidate or registered third party in an election campaign.

“Council” means, as the context provides, the Council of any of the Participating Municipalities.

“Family Member” means a parent, spouse, or child of a Committee member, as defined in the Municipal Conflict of Interest Act, and shall also include a grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece, whether related by blood, marriage or adoption.

“Meeting” means a meeting of the Committee.

“Municipal Conflict of Interest Act” means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended from time to time.

“Participating Municipalities” means all or some of the following municipalities participating in the joint compliance audit committee process: North Perth, Perth East, Perth South, St. Marys, Stratford and West Perth.

“Pecuniary Interest” means a direct or indirect interest within the meaning of the Municipal Conflict of Interest Act.

“Selection Committee” means the committee, composed of the Clerks of the Participating Municipalities that will choose the members of the Committee.

“Registered Third Party” means an individual resident in Ontario, a corporation carrying on business in Ontario or trade union who has filed with the clerk of the municipality responsible for conducting an election a notice of registration to be a registered third party for the election pursuant to Section 88.6 of the Act.

“Trade Union” means a trade union as defined in the Labour Relations Act, 1995 or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

MANDATE

Section 88.37(1) of the Act requires that before October 1st in an election year, Council establish a compliance audit committee. The mandate of the Committee is to carry out the functions of a compliance audit committee as set out in the Act.

The powers and functions of the Committee are set out in section 88.33 and 88.37 of the Act, as amended. The Committee will perform the functions relating to the compliance audit application process as outlined in the Act.

The powers and functions are generally described as:

Candidate Contravention

1. Within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
2. Give to the Candidate, the Clerk and the Applicant, the decision of the Committee to grant or reject the application and brief written reasons for the decision;
3. If the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate’s election campaign finances;
4. Receive the auditor’s report from the Clerk;

5. Within 30 days receipt of the auditor's report, consider the report;
6. If the auditor's report concludes that the Candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the Candidate for the apparent contravention;
7. After reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Candidate Contributor Contravention

1. Within 30 days receipt of a report from the Clerk identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention;
2. After reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Registered Third party Contravention

1. Within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
2. Give to the Registered Third Party, the Clerk and the Applicant, the decision of the Committee to grant or reject the application and brief written reasons for the decision;
3. If the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
4. Receive the auditor's report from the Clerk;
5. Within 30 days receipt of the auditor's report, consider the report;
6. If the auditor's report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
7. After reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contributor Contravention

1. Within 30 days receipt of the report from the Clerk, consider the report;
2. If the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for an apparent contravention;
3. After reviewing the report, give to the Contributor and the Clerk the decision of the

Committee, and brief written reasons for the decision.

TERM OF THE COMMITTEE

The term of the Committee shall be concurrent with the term of Council that takes office following the 2022 regular election, being November 15, 2022 to November 14, 2026.

AUDITOR SELECTION

If the Committee decides to grant the application, it shall appoint an auditor licensed under the *Public Accounting Act, 2004* to conduct a compliance audit of the Candidate's election campaign finances.

The selection process will be coordinated through the Clerk of the Participating Municipality. The Auditor will be appointed by resolution of the Committee. The engagement letter will indicate that the Auditor has been engaged by the Committee and will be prepared and executed by the Clerk, or other officer of the Participating Municipality as may be designated, on behalf of the municipality.

Upon formation of the Committee, a list of qualified auditors may be compiled by the Participating Municipalities and provided to the Committee to facilitate the auditor selection process.

COMPOSITION

The Committee shall be composed of three (3) voting members with two (2) alternate members that would assume all the rights and privileges of a voting member if called upon. Alternate members shall be ranked and will be called upon to replace a voting member that has resigned from the Committee or declared a conflict of interest under the Municipal Conflict of Interest Act.

Membership of the Committee shall be drawn from the following stakeholder groups, where possible:

1. Accounting and audit profession, including accountants or auditors with experience in preparing or auditing financial statements of municipal candidates and registered third parties;
2. Legal profession with experience in municipal law, or administrative law;
3. Professionals who in the course of their duties are required to follow codes or standards of their profession which may be enforced by disciplinary tribunals;
4. Other individuals with knowledge of the campaign financing rules of the Act.

Pursuant to section 88.37 of the Act, the following are not eligible to be appointed to the Committee:

- a) employees or officers of the municipality or local board;
- b) members of the council or local board;

- c) any persons who are candidates in the election for which the committee is established;
or
- d) any persons who are registered third parties in the municipality in the election for which the committee is established.

In addition, any person who prepares the financial statements of any candidate running for office on Council during the term for which the Committee has been established would not be eligible for appointment to the Committee.

Members will be required to participate in an orientation session as a condition of appointment.

MEMBERSHIP SELECTION

The Terms of Reference and the application form will be posted at a minimum on the municipal websites of the Participating Municipalities and the County of Perth website. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in local newspapers in Participating Municipalities, where applicable.

All applicants will be required to complete an application form outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list of voting members and alternate members. Recommended candidates will be submitted to the Council of each Participating Municipality for consideration.

Members will be selected on the basis of the following:

- demonstrated knowledge and understanding of municipal election campaign financing rules;
- proven analytical and decision-making skills;
- experience working on a committee, task force or similar setting;
- availability and willingness to attend meetings;
- excellent oral and written communication skills; and
- any other criteria as may be prescribed under the Act.

Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any Participating Municipality. Members shall also not work or volunteer for, or contribute to, any Candidate or Registered Third Party in any capacity in an election of any of the Participating Municipalities. Failure to adhere to this requirement will result in the individual being removed from the Committee.

CONFLICT OF INTEREST

The principles of the Municipal Conflict of Interest Act, apply to this Committee. Members are encouraged to seek independent legal advice if they are unsure of whether they have a pecuniary interest in a matter. Staff from the Participating Municipalities will not provide advice or interpretation related to declarations. Failure to adhere to this requirement will result in the individual being removed from the Committee.

SELECTION OF THE CHAIR

The Chair shall be selected from among the Committee members at its first Meeting when a compliance audit application or report from the Clerk is received. If there is no consensus on a Chair, selection will be carried out by way of nomination and vote of the Committee members present.

DUTIES OF THE CHAIR

The Chair shall:

- call Committee Meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow Meeting procedures, identify the order of proceedings and speakers and rule on points of order;
- enforce the observance of order and decorum among the Committee members and the public at all meetings;
- participate as an active member;
- encourage participation by all members;
- act as the spokesperson for the Committee and speak on behalf of the Committee to the media, as necessary;
- act as the liaison between the members and the Secretary of the Committee on matters of policy and process.

When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair. Selection of the Acting Chair will be made by resolution.

DUTIES OF COMMITTEE MEMBERS

The duties of Committee members are as follows:

- carry out all statutory obligations of the Committee in accordance with the Act;
- attend all Committee Meetings, sending regrets otherwise;
- understand their role, the Committee's mandate and Meeting procedures;
- declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter. If the declaration

relates to a matter being discussed during a closed portion of the meeting, the member must leave the Meeting during all discussion on the matter;

- where the pecuniary interest of a member has not been disclosed by reason of the member's absence from the Meeting, the member shall disclose the pecuniary interest and otherwise comply with the above noted subsection at the next Meeting of the Committee attended by the member;
- participate as an active and voting member, asking questions, and seeking clarification through the Chair;
- assist in drafting the reasons for a decision, as applicable;
- develop and maintain a climate of mutual support, trust, courtesy and respect;
- work together to utilize the knowledge, expertise and talents of all members; and
- respect the decisions of the Committee and that such decisions reflect the majority view.

STAFF RESOURCES

The Clerk of the applicable Participating Municipality shall act as Secretary to the Committee.

The Secretary may establish administrative practices and procedures for the Committee and shall carry out any other duties required under this Act to implement the Committee's decision.

When a Participating Municipality receives a compliance audit request or a report of the Clerk, the Clerk of the Participating Municipality shall, within 10 days, contact the Committee members and arrange for a minimum of three committee members to sit as the Compliance Audit Committee for the purpose of considering the compliance audit request or report of the Clerk. The selected Members sitting as a Compliance Audit Committee shall be required to participate in all meetings and any other proceedings pertaining to the request(s) or report of the Clerk.

MEETINGS

Committee meetings will be conducted in accordance with the open meeting provisions of the Municipal Act, 2001, as amended, and a municipality's official website will be used to communicate the notices of meetings. The Committee may deliberate in private in accordance with section 88.33 (5.1).

Timing of Meetings – Meetings shall be called by the Clerk of the Participating Municipality when required. The date and time of the meeting will be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk.

Meeting Location – The Committee shall meet at the location determined by the Participating Municipality.

Meeting Notices, Agendas and Minutes – The Agenda shall constitute notice. The Clerk of the Participating Municipality requiring the services of the Committee shall cause notice to the meetings to be provided:

- to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector;
- to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report;
- to members of the Committee, Contributor, Registered Third Party and the Public for a meeting regarding a Registered Third-Party Contributor Contravention.

Notice shall be given a minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The Agendas and Minutes of meetings shall be posted on the Participating Municipality's website.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

Agenda Format

1. Call to Order
2. Disclosure of Pecuniary Interest and the General Nature Thereof
3. Consideration of Compliance Audit Application, Clerk's Report or Auditor's Report
4. Adjournment

Quorum – Quorum for meetings shall consist of a majority of the members of the Committee.

If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

Meeting Attendance_– Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations by a report to Council for the removal of any member.

Motions and Voting_– A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the Minutes.

Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

The Chair shall vote on all matters unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been lost. The manner of determining the vote on a motion shall be by show of hands. The Chair shall announce the result of every vote.

REMUNERATION

Committee members shall receive an honorarium of \$150.00 per meeting attended, plus mileage at a rate commensurate with the rate established by the Participating Municipality requiring the services of the Committee. Remuneration is payable by the Participating Municipality requiring the services of the Committee.

ADMINISTRATIVE PRACTICES AND PROCEDURES

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the Municipal Elections Act, 1996.

The Clerk, of a Participating Municipality, at any time has the right to develop additional administrative practices and procedures.

FUNDING

The Participating Municipality requiring the services of the Committee shall be responsible for all associated expenses including the auditor's costs.

RECORDS

The records of the Committee meetings shall be retained and preserved by the Clerk of the Participating Municipality requesting the service of the Committee in accordance with that municipality's Records Retention rules.

BY-LAW 90-2022

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 September 27, 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 27th day of September 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 27th day of September 2022.

Mayor Al Stratthdee

Jenna McCartney, Clerk