



AGENDA

Regular Council Meeting

October 11, 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 October 11, 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**
6. **ACCEPTANCE OF MINUTES**

RECOMMENDATION

THAT the September 20, 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 6 be raised for consideration.

6.1.1. Consolidated Fees By-Law Review (2023)

Recommendation will be considered within staff report COR 46-2022, Consolidated Fees By-law (2023)

RECOMMENDATION

THAT Council provides approval for the Fees By-law with the proposed 2023 consolidated fees; and

THAT the family admission rate be retained for the PRC pool with a 7% increase in alignment with other aquatic increases.

6.1.2. Cost of Living Adjustment

RECOMMENDATION

THAT staff be directed to prepare the 2023 draft operating budget with an annual COLA adjustment of 3% on a preliminary basis, with COLA to be final approved by Council through the 2023 budget deliberations; and

THAT staff report back on an amendment to the Compensation Policy to address situations of significant fluctuations to the Consumer Price Index.

6.2. Regular Council - September 27, 2022

RECOMMENDATION

THAT the September 22, 2022 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1. David Steward re: To St. Marys With Love Request

Please reference report DCS 46-2022 under Community Services.

RECOMMENDATION

THAT the correspondence from David Steward regarding the To St. Marys with Love event be received and be referred for consideration under agenda item 8.3.3.

- 7.2. Reverend Dr. Mark G. McKim re: Policy With Respect to Flags and Banners 29**

RECOMMENDATION

THAT the correspondence from Reverend Dr. Mark G. McKim regarding a policy with respect to flags and banners be received and be referred for consideration during Council's deliberation of the Commemorative Policy.

- 7.3. Kelly Badger re: Banner Program 31**

RECOMMENDATION

THAT the correspondence from Kelly Badger regarding the banner program be received and be referred for consideration during Council's deliberation of the Commemorative Policy.

8. STAFF REPORTS

8.1. Administration

- 8.1.1. ADMIN 50-2022 Final Draft Refreshment Vehicle By-law 32**

RECOMMENDATION

THAT ADMIN 50-2022 Final Draft Refreshment Vehicle By-Law be received; and

THAT Council consider by-law 92-2022, being a By-law to regulate the operation of refreshment vehicles in the Town of St. Marys.

- 8.1.2. ADMIN 51-2022 Report Back on Memorandum of Understanding with the St. Marys Public Library Board 37**

RECOMMENDATION

THAT ADMIN 51-2022 Report Back on Memorandum of Understanding with the St. Marys Public Library Board be received; and

THAT Council consider By-law 93-2022, being a by-law to authorize the Mayor and the Clerk to sign a memorandum of understanding with the St. Marys Public Library Board.

- 8.1.3. ADMIN 52-2022 Event of Municipal Significance Request for Mudmen Performance 57**

RECOMMENDATION

THAT ADMIN 52-2022 Event of Municipal Significance Request for Mudmen Performance report be received; and

THAT Council designate the October 28, 2022 performance by Mudmen at St. Marys Town Hall as an event of municipal significance in accordance with the Alcohol and Gaming Commission of Ontario.

8.2. Building and Development Services

- 8.2.1. DEV 73-2022 Application for Zoning By-law Amendment (Z05-2022) for 60 Road 120 by C. and C. Management 60**

RECOMMENDATION

THAT DEV 73-2022 Application for Zoning By-law Amendment (Z05-2022) for 60 Road 120 by C. and C. Management report be received; and

THAT Council approve the Application for Zoning By-law Amendment (Z05-2022) by C. and C. Management for 60 Road 120; and

THAT Council consider Zoning By-law Z154-2022 for 60 Road 120.

8.2.2. DEV 72-2022 Planning Application Fee Review

73

RECOMMENDATION

THAT DEV 72-2022 Planning Fees Review report be received;
and

THAT Council approves the updated Planning Application fees
as outlined in Staff report DEV 72-2022, to be included in draft
By-law 91-2022; and

THAT Council consider repealing Schedule A of By-law 23-2006
to take force and effect on December 31, 2022.

8.2.3. DEV 75-2022- Building Permit Fee Review

82

RECOMMENDATION

THAT DEV 75-2022- Building Permit Fee Review report be
received; and

THAT Council approves the updated Building Department fees
recommended by Watson & Associates to be included in draft
By-law 91-2022; and

THAT Council directs staff to develop a policy that stipulates the
Building Code Act Reserve Fund hold a balance at a multiple of
2 times annual direct costs.

8.3. Community Services

8.3.1. DCS 44-2022 Sports Wall of Fame

117

RECOMMENDATION

THAT DCS 44-2022 Sports Wall of Fame report be received;
and

THAT Council approves the following recommendation from the
Recreation and Leisure Committee:

THAT staff proceed with a physical Sports Wall of Fame and
showcase displaying memorabilia and a QR code linking to the
website to be located on the East Wall at entrance B of the
PRC; and,

THAT a static T.V. be located on the wall featuring Sports Wall
of Fame inductees information with a blend of community
information; and further

THAT Council directs staff to implement a multi-purpose
interactive display kiosk to integrate with the Sports Wall of
Fame.

8.3.2. DCS 45-2022 Extended Ice Season Request

123

RECOMMENDATION

THAT DCS 45-2022 Extended Ice Season Request report be
received; and

THAT Council maintain the ice allocation policy, and that the ice
season not be extended beyond April 30 unless 30 hours per
week of rentals are guaranteed.

- 8.3.3. DCS 47-2022 Request for Support with ‘To St. Marys With Love’ Event 128**

RECOMMENDATION

THAT DCS 47-2022 Request for Support with “To St. Marys With Love” Event report be received; and

THAT Council approve option #1 and provide the “To St. Marys with Love” event organizers with all requested spaces free of charge, excluding event insurance, as per the Community Grant Policy and request that the organizers submit a Community Grant application for this event in future years; and

THAT \$1,366.50 be transferred from the Community Grant account to the Community Services budget to cover the cost of the foregone rental revenue.

- 8.3.4. DCS 48-2022 Canada-Wide Early Learning and Child Care Enrollment 131**

RECOMMENDATION

THAT DCS 48-2022 Canada – Wide Early Learning and Child Care Enrollment report be received; and

THAT Council authorizes the Chief Administrative Officer to sign the Canada – Wide Early Learning and Child Care enrollment application on behalf of the Corporation.

8.4. Corporate Services

- 8.4.1. COR 43-2022 Farmers' Market Association Community Grant Request** 139
- RECOMMENDATION**
THAT COR 43-2022 Farmers' Market Association Community Grant Request report be received; and
- THAT** Council approves the Farmers' Market Association grant request in the amount of \$267 for the rental of the PRC Community Centre to host indoor farmers' markets on November 5, December 3 and December 17, 2022; and
- THAT** \$267 be transferred from the Community Grant account to the Community Services budget to cover the cost of the forgone rental revenue.
- 8.4.2. COR 44-2022 Tourism Update** 142
- RECOMMENDATION**
THAT COR 44-2022 Tourism Update report be received for information.
- 8.4.3. COR 45-2022 Development Charges Update** 157
- RECOMMENDATION**
THAT COR 45-2022 Development Charges Update report be received for information.
- 8.4.4. COR 46-2022 Consolidated Fees By-law Review (2023)** 160
- RECOMMENDATION**
THAT COR 46-2022 Consolidated Fees By-law (2023) report be received; and
- THAT** Council consider By-law 91-2022 for the 2023 consolidated fees.

9. COUNCILLOR REPORTS

9.1. Operational and Board Reports

RECOMMENDATION

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

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

- | | | |
|---|---|------------|
| 9.1.1. | Bluewater Recycling Association - Coun. Craigmile | 162 |
| | September highlights | |
| 9.1.2. | Library Board - Coun. Craigmile, Edney, Mayor Strathdee | 178 |
| | September 15, 2022 Draft Minutes
*Recommendation from minute item 5 was discussed in closed session at the September 27, 2022 Regular Council meeting. | |
| 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 | 183 |
| | June 15, 2022 Minutes | |
| 9.1.6. | Upper Thames River Conservation Authority | |
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9.2. Advisory and Ad-Hoc Committee Reports | | |
| 9.2.1. | Accessibility Advisory Committee - Coun. Hainer | |
| 9.2.2. | Business Improvement Area - Coun. Winter | 187 |
| | September 12, 2022 Minutes | |
| 9.2.3. | CBHFM - Coun. Edney | |
| 9.2.4. | Committee of Adjustment | |

9.2.5.	Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee	191
	September 21, 2022 Minutes	
9.2.6.	Green Committee - Coun. Pridham	
9.2.7.	Heritage Advisory Committee - Coun. Pridham	
9.2.8.	Huron Perth Healthcare Local Advisory Committee - Coun. Luna	
9.2.9.	Museum Advisory Committee - Coun. Hainer	195
	September 14, 2022 Minutes	
9.2.10.	Planning Advisory Committee - Coun. Craigmile, Hainer	
9.2.11.	Recreation and Leisure Advisory Committee - Coun. Pridham	198
	July 14, 2022 Minutes	
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

11. NOTICES OF MOTION

12. BY-LAWS

RECOMMENDATION

THAT By-Laws Z154-2022, 91-2022, 92-2022 and 93-2022 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

12.1.	Z154-2022 60 Road 120	201
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12.2.	By-Law 91-2022 Fees	203
12.3.	By-Law 92-2022 Regulate Refreshment Vehicles	222
12.4.	By-Law 93-2022 Memorandum of Understanding with St. Marys Public Library	231

13. UPCOMING MEETINGS

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

November 8, 2022 - 6:00 pm Regular Council

November 15, 2022 - 6:00 pm Inaugural Meeting of Council

14. CONFIRMATORY BY-LAW 233

RECOMMENDATION

THAT By-Law 94-2022, being a by-law to confirm the proceedings of October 11, 2022 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

15. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at _____ pm.



MINUTES
Strategic Priorities Committee

September 20, 2022
9:00 am
Town Hall, Council Chambers

Council Present: Mayor Strathdee (in-person)
Councillor Craigmile (in-person)
Councillor Edney (in-person)
Councillor Hainer (video conference)
Councillor Luna (video conference)
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
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Dave Blake, Environmental Services Manager

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF THE AGENDA

Resolution 2022-09-20-01

Moved By: Councillor Edney

Seconded By: Councillor Luna

THAT the September 20, 2022 Strategic Priorities Committee agenda be accepted as presented.

4. STRATEGIC PRIORITIES REVIEW

4.1 COR 40-2022 Consolidated Fees By-law Review (2023)

Andre Morin presented COR 40-2022 report.

Councillor Winter joined the meeting at 9:36 am.

The Committee reviewed the proposed 2023 fees.

Mr. Morin provided next steps for the budget process.

Resolution 2022-09-20-02

Moved By: Councillor Luna

Seconded By: Councillor Craigmile

THAT COR 40-2022 Consolidated Fees By-law Review (2023) report be received; and

THAT the Strategic Priorities Committee recommends to Council:

THAT Council provides approval for the Fees By-law with the proposed 2023 consolidated fees.

Councillor Hainer requested an amendment to resolution 2022-09-20-02.

Resolution 2022-09-20-03

Moved By: Councillor Hainer

Seconded By: Councillor Edney

THAT resolution 2022-09-20-02 be amended to include the following statement at the end of the resolution:

THAT the family admission rate be retained for the PRC pool with a 7% increase in alignment with other aquatic increases.

CARRIED

Resolution 2022-09-20-02

Moved By: Councillor Luna

Seconded By: Councillor Craigmile

THAT COR 40-2022 Consolidated Fees By-law Review (2023) report be received; and

THAT the Strategic Priorities Committee recommends to Council:

THAT Council provides approval for the Fees By-law with the proposed 2023 consolidated fees; and

THAT the family admission rate be retained for the PRC pool with a 7% increase in alignment with other aquatic increases.

CARRIED

The Committee took a brief recess at 10:05 am.

The Chair called the meeting back to order at 10:10 am.

5. CLOSED SESSION

Resolution 2022-09-20-04

Moved By: Councillor Pridham

Seconded By: Councillor Craigmile

THAT the Strategic Priorities Committee move into a session that is closed to the public at 10:10 am as authorized under the Municipal Act, Section 239(2)(d) labour relations and employee negotiations.

CARRIED

5.1 ADMIN 47-2022 CONFIDENTIAL 2023 Cost of Living Adjustment

6. RISE AND REPORT

Resolution 2022-09-20-05

Moved By: Councillor Winter

Seconded By: Councillor Edney

THAT the Committee rise from a closed session at 10:40 am.

CARRIED

Chair Stratthdee reported that a closed session was held with one matter being discussed. The Committee will consider a motion in open session.

Resolution 2022-09-20-06

Moved By: Councillor Edney

Seconded By: Councillor Pridham

THAT staff be directed to prepare the 2023 draft operating budget with an annual COLA adjustment of 3% on a preliminary basis, with COLA to be final approved by Council through the 2023 budget deliberations; and

THAT staff report back on an amendment to the Compensation Policy to address situations of significant fluctuations to the Consumer Price Index.

CARRIED

7. ADJOURNMENT

Resolution 2022-09-20-07

Moved By: Councillor Luna

Seconded By: Councillor Pridham

THAT this meeting of the Strategic Priorities Committee adjourns at 10:42 am.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk



MINUTES Regular Council

September 27, 2022
6:00pm
Town Hall, Council Chambers

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

Council Present: Councillor Edney

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

Conference Line

Richard Anderson, Director of Emergency Services / Fire Chief
Sarah Andrews, Library CEO
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Andre Morin, Director of Corporate Services / Treasurer
Dave Blake, Environmental Services Manager
Kelly Deeks-Johnson, Tourism and Economic Development
Manager
Mark Stone, Planner

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2022-09-27-01

Moved By Councillor Craigmile
Seconded By Councillor Winter

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

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle of St. Marys Independent newspaper provide two questions in advance of the meeting.

What is the completion date for Wellington Street South?

Will the loss of revenue for license plate renewals have an effect on the future of the Service Ontario office in St. Marys?

In response to question 1, Jed Kelly stated that the Wellington Street South project was slightly delayed due to the Huron Street construction. A second crew will be arriving shortly to move the project along. Sidewalks, curbs and the first coat of asphalt should be laid by end of October.

In response to question 2, Brent Kittmer stated that the Town's agreement with Service Ontario is not based per transaction, rather on a fixed rate of operation.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Giving Tuesday Proclamation and Presentation

Julie Docker Johnson presented the Giving Tuesday delegation.

Resolution 2022-09-27-02

Moved By Councillor Luna
Seconded By Councillor Craigmile

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.

CARRIED

5.2 Statutory Public Meeting - 60 Road 120

5.2.1 Procedural Comments

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

Jenna McCartney, Clerk, advised how notice was provided to the public.

Councillor Hainer advised that at the August 29, 2022 meeting, the Planning Advisory Committee endorsed the Application in principle, and recommended that Council proceed with the statutory public meeting.

5.2.2 Presentation (Town Planner)

Mark Stone presented an overview of the application.

5.2.3 Presentation (Applicant and Agent)

Caroline Baker, acting as the Applicant's Agent, presented a review of the planning application.

Ms. Baker confirmed that the two properties are under the same ownership with differing zoning as the two properties have only recently been consolidated.

5.2.4 Public Comments

From correspondence received on August 25, 2022, the Township of Perth South provided the following comments:

- 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.

From correspondence received on September 27, 2022, the Township of Perth South provided the following comments:

- The Township has a number of concerns regarding the increased financial burden that this proposed development would have on Perth South.
- As any development activities impact this boundary road, we are requesting that the appropriate letter of credit in addition to the necessary upgrades to the entrance point be completed at the sole cost and expense of the developer.
- Any additional impacts on this infrastructure must be taken into consideration and reflected in any security provided that can be collected by the Township in the event of any damage to the road.
- As Perth South is the entity that has historically completed the repairs, maintenance and any upgrades associated with the road, the security deposit should be directed to the Township.
- In order for this development to proceed, Perth South asks that the applicant be required to provide a letter of credit in the amount of \$25,000 to the Township for any and all damages that may occur to the road in addition to the implementation of a condition that the developer be required to upgrade the entrance / exit to the road at their own cost and expense and to the applicable standards.
- Perth South also asks that the Town confirm the applicable standards it is enforcing with respect to the entrance of the development to and from the road. A further condition of the development is that Perth South be named as an additional insured for all work completed in the area of the road and that a Certificate of Insurance be provided to the Township.

There were no further comments from the public.

5.2.5 Council Questions

In response to an inquiry of Council whether the development could proceed without the Township of Perth South's permission with

respect to access to Road 120, Mr. Stone stated that the concerns raised by the Township of Perth South were only received earlier in the day and that staff would review and report back to Council about the situation.

5.3 Statutory Public Meeting - 2022 Building Permit Fees

5.3.1 Procedural Comments

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

Jenna McCartney, Clerk, advised how notice was provided to the public.

5.3.2 Presentation (Watson & Associates)

Sean-Michael Stephen of Watson and Associates presented the 2022 building permit fees report.

5.3.3 Public Comments

None.

5.3.4 Council Questions

In response to an inquiry whether the impact of building permit fees would raise housing prices, the consultant stated that would be up to the developer while pointing out that the fees in St. Marys have not been increased since 2006.

5.4 Bannikin Travel and Tourism re: Heritage Festival Revitalization

Kelly Deeks - Johnson welcomed the consultants from Bannikin Travel and Tourism, Camilo Montoya-Guevara and James Arteaga.

Council discussed the information contained within the report and the desire for a future event to attract tourists while maintaining the presence of residents.

Resolution 2022-09-27-03

Moved By Councillor Craigmile

Seconded By Councillor Luna

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.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - September 13, 2022

Resolution 2022-09-27-04

Moved By Councillor Winter

Seconded By Councillor Luna

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

CARRIED

7. CORRESPONDENCE

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

Resolution 2022-09-27-05

Moved By Councillor Hainer

Seconded By Councillor Pridham

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.

CARRIED

8. STAFF REPORTS

Council took a brief break at 7:53 pm.

Mayor Strathdee called the meeting back to order at 8:07 pm.

8.1 Administration

8.1.1 ADMIN 48-2022 September Monthly Report (Administration)

Resolution 2022-09-27-06

Moved By Councillor Craigmile
Seconded By Councillor Pridham

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

CARRIED

8.1.2 ADMIN 49-2022 Establish a Joint Compliance Audit Committee for 2022-2026

Resolution 2022-09-27-07

Moved By Councillor Pridham
Seconded By Councillor Luna

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.

CARRIED

8.2 Building and Development Services

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

Resolution 2022-09-27-08

Moved By Councillor Pridham
Seconded By Councillor Luna

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

CARRIED

8.2.2 DEV 68-2022 Application for Zoning By-law Amendment (Z05-2022) for 60 Road 120 by C. and C. Management

Resolution 2022-09-27-09

Moved By Councillor Winter
Seconded By Councillor Pridham

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.

CARRIED

8.2.3 DEV 69-2022- Building Permit Fee Review

Resolution 2022-09-27-10

Moved By Councillor Pridham

Seconded By Councillor Craigmile

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.

CARRIED

8.3 Community Services

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

Resolution 2022-09-27-11

Moved By Councillor Craigmile

Seconded By Councillor Luna

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

CARRIED

8.4 Corporate Services

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

Resolution 2022-09-27-12

Moved By Councillor Luna

Seconded By Councillor Craigmile

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

CARRIED

8.4.2 COR 42-2022 National Truth and Reconciliation Day

Resolution 2022-09-27-13

Moved By Councillor Pridham

Seconded By Councillor Winter

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 the evenings of September 29th and 30th for National Truth and Reconciliation Day.

CARRIED

8.5 Fire and Emergency Services

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

Resolution 2022-09-27-14

Moved By Councillor Winter

Seconded By Councillor Hainer

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

CARRIED

8.6 Public Works

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

Resolution 2022-09-27-15

Moved By Councillor Luna

Seconded By Councillor Craigmile

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

CARRIED

8.6.2 PW 59-2022 Organics Initiatives

Resolution 2022-09-27-16

Moved By Councillor Pridham

Seconded By Councillor Luna

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.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None

10. NOTICES OF MOTION

None

11. BY-LAWS

Resolution 2022-09-27-17

Moved By Councillor Luna

Seconded By Councillor Hainer

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.

CARRIED

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

12. UPCOMING MEETINGS

October 11, 2022 - 6:00 pm Regular Council

13. CLOSED SESSION

Resolution 2022-09-27-18

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 9:38 pm as authorized under the *Municipal Act*, Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED

13.1 Minutes CLOSED SESSION

13.2 LIB 01-2022 CONFIDENTIAL Adult Learning Relocation

14. RISE AND REPORT

Resolution 2022-09-27-19

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT Council rise from a closed session at 10:05 pm.

CARRIED

14.1 Adult Learning Relocation

Mayor Strathdee reported that a closed session was held with one matter being discussed. Council will consider a motion in open session.

Resolution 2022-09-27-20

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT, in accordance with Section 19 (1) of the Public Libraries Act, Council provides its consent to the Library Board to lease property for the delivery of the Adult Learning Program.

CARRIED

15. CONFIRMATORY BY-LAW

Resolution 2022-09-27-21

Moved By Councillor Luna

Seconded By Councillor Craigmile

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.

CARRIED

16. ADJOURNMENT

Resolution 2022-09-27-22

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT this regular meeting of Council adjourns at 10:09 pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk

St Marys Town Council.

On Sunday December 18th I would like to use your facility to run a Community dinner called To St. Marys with Love. This would be a St. Marys version of the To Stratford with Love event that has been running in Stratford for a couple of decades now. In a nutshell it is a "Christmas banquet for people who want to experience the true meaning of Christmas with a warm and friendly celebration!" It will be open to anyone who has an interest in attending.

Richard Kneider from Stratford who has been organizing the event since its inception is offering his full support to help get the St. Marys event off the ground. We think that we can serve approximately 350 guests plus the volunteers a full sit down roast beef dinner with dessert for no cost to those who attend. The plan is to run much of the event on donations and volunteer support.

<https://www.simplifiedreams.org/to-stratford-with-love-dinner.html>

What I am asking from the town Council is if they could waive or greatly reduce the rental fee for the facility. We will need the room where the meals are served setup with tables and chairs. The kitchen and about three other rooms to help execute the meal. At this time I feel we would like to use your facility for about 12 hours. That would allow time for setup, serving and then clean up and tear down afterwards.

If there are any further questions or concerns please do not hesitate to contact me.

Yours truly,

David Steward

The Rev'd Dr. Mark G. McKim
28 Church Street South,
St. Marys, Ontario N4X 1B3

September 20, 2022

Your Worship and Members of Council,

Recently there has been discussion about the town's policy with respect to flags, banners, and proclamations. In a democratic society such as ours, it is, of course, not the role of government to advocate, sanction, or promote any worldview (faith based or otherwise), partisan opinion, or philosophical, or ethical system.

Based on my experience of many years serving on university, college, and community boards and committees, it seems to me the Town is currently in a most difficult position. Issuing proclamations or displaying banners or flags for any one group, means that refusing to do so for any other group, leaves the town extremely vulnerable to very expensive, and time consuming legal challenges, and human rights commission complaints.

Unfortunately, these realities mean the Town of St. Marys is faced with a stark choice: either agree to *all* requests for flags/banners/proclamations received, or to *no* requests. The latter, in my experience, has become a fairly standard approach among public institutions.

Given all this it would seem to me the Town of St. Marys should - urgently - adopt a policy that, in future, it will not:

- Fly, or allow to be flown, on municipal property, provide, or finance flags or banners, other than those:

representing municipal, provincial, territorial, and national governments/entities, inter-governmental authorities (such as the Commonwealth of Nations, the United Nations);

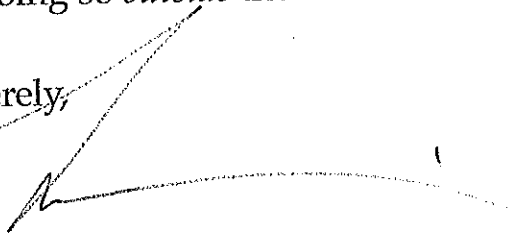
pertaining to a statutory provincial or federal holiday;

pertaining to the annual Remembrance Day observance.

- Issue proclamations pertaining to any groups other than those aforementioned.

Of course, as private individuals, the Mayor, Councillors, and staff of the Town of St. Marys may advocate for or support any group, cause, or worldview. However, care needs to be taken to ensure it is obvious they are doing so *outside* their official roles.

Sincerely,



Rev. Dr. Mark G. McKim
First Baptist Church

Mr. Kelly Badger
PO Box 2556
St. Marys, ON
N4X 1A4
September 28th, 2022

To the Town of St. Marys (Draft Commemorative Policy):

This letter is regarding an article appearing in the St. Marys Independent, issued September 22nd, 2022. Reverend John Goodwin proposed to the Town Council that religious flags and banners be hung in place of the Pride banners. Presumably, this would occur following the completion of the Town's timeframe for the Pride banners to be hung. The stated reason why this would be acceptable is that a precedence has been established by the Town's decision to display Pride banners along downtown streets. Flags and banners can be flown publicly by the Town of St. Marys, regardless of whether the Town residents agree or disagree with what they represent.

I am not a member of a denomination of the Church, nor am I an individual who can be identified under the LGBTQ2S+ collective. The reverend does raise a valid point, at least based on the facts presented in the newspaper article. For that reason and due to the positive influence of Religion in the history of the Town of St. Marys, I support religious banners being displayed by the Town in a similar manner to the Pride flags/banners.

This is an opportunity for the Town of St. Marys to demonstrate leadership and take a unique role in the promotion of equality and tolerance.

Sincerely,

Mr. Kelly Badger

A handwritten signature in black ink, appearing to read 'Kelly Badger', with a stylized flourish at the end.

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Brent Kittmer, Chief Administrative Officer
Date of Meeting:	11 October 2022
Subject:	ADMIN 50-2022 Final Draft Refreshment Vehicle By-law

PURPOSE

The purpose of this report is to present Council with the final draft of the Refreshment Vehicle by-law with a recommendation that it be enacted and come into force and effect on January 1, 2023.

RECOMMENDATION

THAT ADMIN 50-2022 Final Draft Refreshment Vehicle By-Law be received; and

THAT Council consider by-law 92-2022, being a By-law to regulate the operation of refreshment vehicles in the Town of St. Marys.

BACKGROUND

As Council may recall, Frenchie's Fries was located downtown for a long number of years at the northwest corner of Queen and Wellington Streets. When the proprietor decided to sell the business, the Town received correspondence from an interested purchaser in January 2016 requesting permission to continue operating from the historic location beside Scotiabank.

Through a series of reports, Council of the day learned that the existing by-law regulating mobile canteens (by-law 34-69) is not an enforceable by-law as the legislation it is based upon is significantly outdated. Council of the day deferred the request from the new proprietor in favor of developing a new by-law to govern the operation of refreshment vehicles.

The *Municipal Act*, 2001 provides licencing authority to municipalities for the purpose of consumer protection and to promote the health and safety of the public. Many municipalities choose to license Refreshment Vehicles as a method of ensuring safety for the public, both in terms of public health safety related to food, and safety in the operation of vehicles and equipment. While many common elements are found in refreshment vehicle by-laws, each is tailored to the specific municipality. While developing the draft by-law in 2016-2018, a thorough consultation process was undertaken and Council and staff adapted the draft by-law to the practical reality of the St. Marys community. A final draft by-law was presented to Council in August 2018, with the matter being deferred for further public input.

In the last number of years, there have been an increasing number of refreshment vehicles in St. Marys operating at special events and in permanent locations. Absent a municipal by-law to regulate their operation, staff have taken the position that vehicles cannot operate on public property without the permission of Council but may operate on occupied industrial, commercial, or institutional property as an accessory use. Refreshment vehicles that operate in St. Marys today are also required to follow food safety regulations administered by the health unit, and fire safety regulations administered by the Fire Department. Refreshment vehicle operators are required to have an inspection from the HPPH and from the Fire Department before operating.

Earlier in 2022, Council requested that staff present information on how the Town could formally regulate their operation. At the June and July Strategic Priorities Committee meetings the Committee considered the draft refreshment vehicle by-law and directed staff to make several minor edits and to bring forward a final draft for Council to consider.

REPORT

The purpose of this report is to present the final draft refreshment vehicle by-law for Council to consider. The Town's draft Refreshment Vehicle by-law is generally consistent with industry norms and has been adapted to the community norms in St. Marys while still ensuring that important public health and safety issues are addressed. The draft by-law is appended to the By-law section of the October 11, 2022 regular Council agenda, and its key components are explained below:

- **Definition of a Refreshment Vehicle:** The definition used in the by-law is intended to be all encompassing, including any vehicle from which fresh or prepackaged food is offered from. This ranges from what everyone commonly thinks of as a “food truck” to smaller carts, etc.
- **Scope:** The by-law will require refreshment vehicles that operate on any property (public or private) to obtain a license, with limited exemptions.
- **Exemptions:**
 - ***Public Events & Events Organized by Service Clubs and Charities:***
 - For Public Events, a license is required for owners, but license fees are exempted for refreshment vehicle owners who own a food/beverage establishment in St. Marys.
 - For events organized by service clubs and charities, a license is required for owners, but license fees are exempted for all owners.
- **Permitted Locations:**
 - ***Downtown:***
 - Public Property:
 - A total of two (2) licenses are permitted on public property downtown.
 - One location is defined as being the parking space immediately beside the Town parking lot on Water Street N (just south of Trout Creek).
 - The second location is at the discretion of the Town based on the application received.
 - Private Property
 - Refreshment vehicles may also operate in unlimited numbers on private property in the downtown, provided the zoning of the property is industrial, commercial or institutional or the zoning permits: “Eating establishment (take out)”, “caterer’s establishment”, “Banquet hall” and/or “Hotel”.
 - ***Municipal Facility Parking Lots and Municipal Parks:***
 - Refreshment vehicles are permitted at Town parks and facilities if invited by the Town, or if they have a license with the Town to be located at the site.
 - ***Private Property and Open to the General Public:***
 - As a rule, refreshment vehicles are only permitted on private property (inside and outside the downtown) where the zoning of the property is industrial, commercial

or institutional or the zoning permits “Eating establishment (take out)”, “caterer’s establishment”, “Banquet hall” and/or “Hotel”.

- The by-law allows the Clerk to issue a license to an owner at a public event on any other private property where they will be operating for no longer than 3 consecutive days.

- ***Private Event on Private Property (i.e. not open to the General Public):***

- Licenses and fees are not required for a refreshment vehicle that attends a private event on private property where refreshments are not available to the public.

- **Term of License:**

- 1-year, to be renewed on an annual basis. For the limited public property locations, preference will be given to existing operators first, and then on a first-come-first-served basis after that.

- **General Provisions:**

- **Size:** Refreshment vehicles cannot exceed the size of one parking stall when located in the downtown.
- **Parking By-law:**
 - Refreshment vehicles are exempt from the daytime parking time limits set out in the Traffic and Parking By-Law.
 - Refreshment vehicles are not permitted to park overnight on public property or on private property. The exception is that they may park overnight if they are part of a multi-day event and/or on land owned, leased or rented by the operator.
- **Town Services:** Refreshment vehicles must be fully self-sufficient and have capacity for grey water storage. They are not permitted to connect to Town services like water, hydro, or sewer.
- **Location Limitations:**
 - May not be operated within 10 m of a restaurant without their consent (except for when operating at a Public Event held downtown).
 - May not block a sidewalk or the boulevard.
 - May not operate within a residential area unless they have the approval of the property owner and food is only served to residents or guests of the property.
- **Waste:** The owner is responsible for all waste generated by their operations and must keep an area within 30 m of their operation clear as well.

- **Fees:**

- The fees for refreshment vehicle operations are as follows and have been included in the consolidated fee by-law:

Annual Fee (refreshment vehicles that are motorized and/or have food cooking/preparation facilities)	\$360 per year
Annual Fee (refreshment vehicles that are non-motorized and sell prepackaged or iced products)	\$180 per year
Daily Fee for all refreshment vehicles	\$80 per day

Refreshment vehicles operated by existing St. Marys food establishment owners.	Fees Waived
Refreshment vehicles participating in events organized by non-profit and charitable organizations.	Fees Waived
Refreshment vehicle operating at a private event on private property.	Fees Waived

FINANCIAL IMPLICATIONS

As a general rule, fees charged by municipalities are expected to be set at a rate that recovers the cost of providing the services. Fees that are set over and above the cost-of-service delivery can be considered a form of taxation that is not permitted. The fees as proposed would be sufficient to cover staff's time to process license applications.

SUMMARY

The current by-law for licencing of refreshment vehicle is based on legislation that is significantly outdated and is not enforceable. Today, refreshment vehicles are not permitted on public property without Council's authorization. Refreshment vehicles have been permitted on occupied industrial, commercial and institutionally zoned properties as an accessory to the main use.

Attached to this report is a draft Refreshment Vehicle by-law is generally consistent with industry norms and has been adapted to the community norms in St. Marys while still ensuring that important public health and safety issues are addressed.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

2022

Staff listed Refreshment Vehicles as a topic of discussion on the June 13, 2022 BIA agenda. The BIA provided no comments and did not take a formal position on Refreshment Vehicles.

Letters from Mr. Barry Mielke (owner/operator of Fat Panda) and Mr. Ryan Leaman (Owner of Broken Rail Brewing) were received and considered by Council at the July 19, 2022 meeting. After review of these letters, one minor edit to the location restrictions in the by-law was made, and a number of implementation issues were clarified.

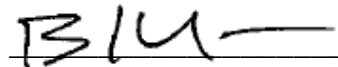
2017 Consultations

Through 2017, staff engaged local stakeholders and asked questions on specific topics including: location of refreshment vehicles (both in and outside the Central Commercial District), license fees, refreshment vehicles at special events; and other general discussion points. These one-on-one conversations were with restaurant owners and food retailers, a St. Marys owner of a refreshment vehicle, and an organizer of a food truck festival held in the Niagara Region. Staff also attended the February 2017 BIA meeting and received feedback from the BIA Executive. Feedback from these conversations was used to adapt the draft by-law to the community norms and local business expectations.

ATTACHMENTS

1. Draft Refreshment Vehicle by-law 92-2022 is attached in the "BY-LAWS" section of the agenda for review.

Recommended by the CAO

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

Brent Kittmer

Chief Administrative Officer

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Brent Kittmer, Chief Administrative Officer
Date of Meeting:	11 October 2022
Subject:	ADMIN 51-2022 Report Back on Memorandum of Understanding with the St. Marys Public Library Board

PURPOSE

The purpose of this report is to provide follow-up information to Council regarding a proposed Memorandum of Understanding with the St. Marys Public Library Board to clarify the roles and responsibilities between the Board and the Town.

RECOMMENDATION

THAT ADMIN 51-2022 Report Back on Memorandum of Understanding with the St. Marys Public Library Board be received; and

THAT Council consider By-law 93-2022, being a by-law to authorize the Mayor and the Clerk to sign a memorandum of understanding with the St. Marys Public Library Board.

BACKGROUND

The Town of St. Marys (the “Town”) and the St. Marys Public Library (the “Library”) have a close working relationship. Today, there is no formal agreement in place that delineates the role and responsibilities of the two parties. The Town owns the facilities and maintains the space for Library programming, and provides various other operating supports (human resources, finance, IT, etc.). Absent a formal agreement, commonly accepted operating practices and norms have been established over the years.

From time to time there have been changes in this arrangement advanced by either the Town or the Library. While changes are typically amicable, there have been times where perspectives differed, and temporary friction has existed between the Town and the Library.

Earlier in 2022 the current Library CEO flagged that it is a best practice for a public library and the local municipality to have a memorandum of understanding in place that formalizes the roles and responsibilities between the two parties. A draft memorandum of understanding (the “MOU”) was developed and has been reviewed and recommended by the Library Board. Council reviewed the draft MOU at their June 28, 2022 meeting and directed staff to report back with further information. The purpose of this report is to outline the key details of the MOU to Council and to recommend its adoption.

REPORT

The final draft of the MOU is attached to this report for consideration. The draft was developed by the Library CEO, and each Town department head had the opportunity to review and provide input into their particular area of responsibility. The key points of the MOU include:

- Human Resources:

- The MOU reflects the current practices in place whereby the Town provides both direct and indirect human resources, payroll, and health and safety support to the Library, but has no direct decision making role in areas like performance management, recruitment, etc.
- Of note, the MOU clarifies and sets out that employees of the Library are in fact employees of the Library Board and not the Town.
- Finance:
 - The MOU reflects the current practices in place whereby the Town provides both direct and indirect accounting, budgeting, procurement, accounts receivable/payable etc. services to the Library.
 - Council will note that the MOU sets out the Library is to have a bank account for operating purposes. This is not a new requirement and is the case today. In practice, operating costs are funded from Town accounts to reduce the financial administrative burden.
- IT:
 - The MOU reflects the current practices in place whereby the Town provides both direct and indirect information technology support to the Library.
 - Of note, the Town is the owner of all hardware used by the Library, with the exception of public access computers, and the Library is required to follow all Town IT policies. The Library has the right to establish their own policies for the public use computers.
 - The MOU sets out the devices that the Town will not support, namely secondary devices that are procured directly by the Library for their sole use.
- Facilities:
 - The MOU reflects the current practices in place whereby the Town provides all facilities maintenance of indoor and outdoor Library spaces including regular maintenance, capital upgrades, payment of utilities, snow removal, etc..
 - Of note, the MOU sets out that the Town must consult with the CEO and the Board before making any changes to existing facilities to ensure that they align with the long-term plans and strategies of the Board.
- Insurance and Risk Management:
 - The MOU sets out that the Library, including the Board members, all services, and building contents, are covered under the Town's general liability insurance policy.
 - The MOU does permit the Board to purchase a secondary insurance policy if it is determined that a separate policy is warranted.
- Shared Services:
 - The MOU sets out that the Library can be established as a location to deliver Town services (i.e. dog tag sales, customer service support, etc.) when mutually agreeable to by both parties.
 - The MOU clarifies that there is a reciprocal space use agreement in place where no rental fees will be paid by one party to the other if the Library uses other Town spaces, or vice versa.
- Marketing and Communications:
 - The MOU reflects the current practices in place whereby the Town provides direct and indirect communications support to the Library.

- Corporate Training:
 - The MOU sets out the current approach whereby Board orientation is completed as an extension of the Town's Council and Committee onboarding and orientation process.
- Community Services:
 - The MOU sets out the current approach whereby the Town's Community Services staff and Library staff communicate and collaborate on matters of mutual interest.
 - Of note, the MOU establishes that the Town and Library will work together to reduce instances of duplicate services and programs. The caveat is that the Library may provide similar programs as Community Services where the provision of the program by the Library is considered a community benefit.

FINANCIAL IMPLICATIONS

The annual Library Services operating budget is reviewed and approved by Council. There will be no new budgetary implications as a result of the MOU.

SUMMARY

Over the last several years both Council and the Library Board have developed a strong relationship. The proposed MOU is recommended as a best practice to ensure that this good relationship remains in place in times where there is a need for extra clarity surrounding a particular detail of "who can do what?".

The current draft of the MOU was developed by the Library CEO, and each Town department head had the opportunity to review and provide input into their area of responsibility. Overall it is senior staff's position that the current draft of the MOU reflects the current operating arrangement between the Town and the Library as it exists today, and that any proposed new additions are those that will only further improve the operating relationship.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

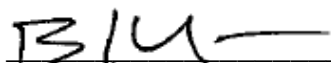
Senior Management Team

ATTACHMENTS

1. Proposed Memorandum of Understanding with the St. Marys Public Library Board

REVIEWED BY

Recommended by the CAO



Brent Kittmer

Chief Administrative Officer

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN:

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

and

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

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

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

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

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

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

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

NOW THEREFORE THE BOARD AND TOWN HEREBY STATE AS FOLLOWS:

1. For the purpose of this MOU, "Library" refers to the Library.
2. CEO refers to the Chief Executive Officer who is Secretary and Treasurer for The St. Marys Public Library.
3. CAO refers to the Chief Administrative Officer for the Town of St. Marys.
4. The Board and the Town hereby acknowledge:
 - a. The Board is a separate and independent corporate board of the municipality with independent corporate status from the Town, subject to the provisions of the Public Libraries Act, and has been established to provide public library services to the residents of the Town of St. Marys.
 - b. The Town is an independent entity separate from the Board and provides municipal services to the residents of the Town pursuant to the provisions of the Municipal Act, 2001 and related legislation.

- c. The Board, through its appointment by Town Council, delivers library services and resources to the residents of St. Marys, and, by service agreement to Perth South, in accordance with the Public Libraries Act, and the Board's Strategic Plan according to its stated Mission, Vision and Values.
 - d. The Town Council annually reviews and approves budgetary estimates received from the Board for the operation of the Library, in accordance with Section 24 of the Public Libraries Act.
 - e. Agendas and Minutes of the Board are presented to Council for information only.
 - f. The objective of this MOU is for the Board to utilize Town staff and resources for the services that may be required by the Board and that are outlined in the Schedules attached hereto.
5. Acknowledgement of Distinct Roles and Relationships:
- a. The CEO is an employee of and reports directly to the Library Board.
 - b. Library staff are also employees of the Library Board and report to the Library CEO.
 - c. The CEO serves as a member of the Town Senior Management Team, receives Council agendas and minutes, and attends Council and/or other committee meetings, when agenda items are relevant to the Library.
 - d. The CAO and CEO shall meet on a quarterly basis at mutually agreeable intervals to discuss issues of joint concern.
 - e. While it is understood that the Library CEO does not have the authority to direct Town Staff, it is agreed that the CEO may directly approach Town Directors and Managers for assistance and support as necessary to coordinate those services identified in the Schedules.
 - f. The CEO shall ensure that Town Directors are contacted directly on matters involving Town policies or directives and budgets. The Library CEO may directly contact Town Managers in regards to day-to-day operational matters.
 - g. The CEO and the CAO may each designate members of their respective staffs to address any issues that may arise out of the operation of this MOU.
6. The staff of the Library and the Town commit to share and consult with each other regarding any service delivery review that may either impact upon or be helpful to either or both parties.
7. The Board and the Town commit to ongoing collaboration of programs and services, in order to minimize duplications and schedule conflicts, and to maximize opportunities.

8. It is acknowledged by both parties that the Library is a tenant of Town properties. Facility Maintenance is provided to Town buildings by the Town. This is further described in “Schedule D”.
9. The Town and Board agree on the provision of services that are listed in this MOU and more particularly described in the schedules attached hereto.
 - Schedule A: Human Resources Support
 - Schedule B: Financial Services Support
 - Schedule C: Information Technology Support
 - Schedule D: Facility Maintenance Support
 - Schedule E: Insurance and Risk Management Support
 - Schedule F: Shared Town Services
 - Schedule G: Marketing and Communication
 - Schedule H: Corporate Training of the Board
 - Schedule I: Community Services Partnership
10. The Board and the Town acknowledge that the Town provides those services as set out in the Schedules attached hereto within existing Town staff and equipment. The parties agree that no costs shall be charged to the Board, unless the cost has been approved in writing by the Board prior to any expenditure by the Town. All support services provided by the Town to the Library shall be reported annually as a proration of salaries and expenses for an estimated cost of operating the public library.
11. The Board and the Town agree that the terms and provisions of this MOU apply only to the services set out in the Schedules attached hereto and do not apply to any other agreements or arrangements that may exist from time to time between the Town and the Board, unless such other agreements are stated in writing to be subject to the terms and provisions of this MOU.
12. The Board and CEO shall identify alignment of, or differentiation between Town and Board policies and services.
13. When either the Board or the Town makes changes to policies which may impact this MOU and its Schedules, notice shall be given to the other party to ensure appropriate changes or distinctions are made for the alignment or differentiation between Board and Town policies.
14. Where possible, the CEO and CAO shall consolidate Fee for Service contracts or agreements to improve efficiency and reduce costs of services (e.g. photocopier contracts, supply purchasing). The Board agrees to review all contracts held by the Library within three months

of this MOU to identify possible consolidation efficiencies, and to determine whether to retain contracts under Library expenses.

15. Upon execution of this MOU by the Board and the Town, staff, on behalf of the Board and the Town respectively shall adopt the services identified in the Schedules forthwith.
16. If at any time during the term of this agreement either party deems it necessary or expedient to make any alteration or addition to this MOU, they shall give written notice of the proposed amendment to the other party. Following agreement of execution of the amendment it shall become an addendum and form part of this MOU.
17. Any matters in dispute between the parties in relation to this MOU may be referred by either party to a committee to be struck including two members of Council, two members of the Board who are not also Councillors, and the CAO and CEO. This committee shall be tasked with determining a process of dispute resolution which may include third party mediation.
18. The Board and the Town hereby agree that either party to this MOU may terminate the MOU upon providing to the other party no less than six months written notice of its intention to do so.
19. The Board and the Town hereby agree that this MOU shall come into effect on the (TBD) and shall continue until such time as either party terminates this MOU in accordance with the provisions of paragraph 18.
20. Any notice or other communication to be given in connection with this MOU shall be given in writing by the CEO for the Board and the CAO for the Town.

This MOU is hereby executed on _____ 2022.

Mayor Al Strathdee

Jenna McCartney, Clerk

Cole Atlin, Board Chair

Sarah Andrews, Library CEO

SCHEDULE "A"

HUMAN RESOURCES SUPPORT

1. Principal Understanding:
 - a. The Board is the sole employer of the CEO. The Library staff are also employees of the Library Board.
 - b. The Town's Human Resources (HR) Department will administer payroll and benefit services on behalf of the Board for all employees.
2. The Town's HR Department shall provide advice and support to the Board and/or CEO upon request. HR advice and support are non-binding, and all decisions shall continue to be made by the Board and/or CEO. Advice shall be on procedural inquiries and shall not be a legal opinion. The Town reserves the right to decline any requests.
3. The Library shall participate in the Town's Compensation & Benefits Program. The CEO and the Director of HR will work together to align Library Job Descriptions and Grades to the Town's Pay Equity program.
4. The Board shall adhere to the Employment Standards Act and to all other relevant Acts, and shall align its policies with the Town's Human Resources policies. The Board shall be bound by the Town's Hiring Policy and make reference to specific Town HR policies.
5. The HR Department may communicate with individual Library employees directly and confidentially (e.g. personnel files, vaccination receipts, COVID test results etc.).
6. The Town and Board agree to the following supports and limitations pertaining to:
 - a. Health & Safety:
 - i. The Library's Health and Safety Representative shall continue to sit on the Town's Joint Health and Safety Steering Committee (JHSSC).
 - ii. The Town shall provide to employees of the Library any Health & Safety training that is provided for Town employees.
 - iii. The Library shall use the Town's Health and Safety forms for scheduled inspections, and for incident and accident reports.
 - iv. The Library shall respond to day-to-day Health and Safety issues that may arise and make notice to HR staff if WSIB claims are required.
 - b. Pay Equity:
 - i. The Town shall ensure maintenance of the Pay Equity Plan.
 - ii. The Town shall amend and/or create Library job descriptions as necessary in consultation with the CEO.
 - c. Performance Management:

- i. Performance Appraisals for Library staff shall be the sole responsibility of the CEO. Performance Appraisals for the CEO shall be the responsibility of the Board.
 - ii. The HR department shall provide document templates.
- d. Recruitment, Screening, Hiring and On-Boarding:
 - i. The Board is responsible for recruiting, hiring, contracting, and appraising the CEO.
 - ii. The CEO will participate in all recruitment, hiring, appraisal, discipline and termination activities pertaining to Library staff.
 - iii. Posting will be completed by HR and the applications shall be collected and provided to the Library.
 - iv. On-Boarding shall be completed by the Town in conjunction with the CEO.
- e. The Town shall administer the bi-weekly payroll for Library staff, including all payroll-related activities, benefits administration, and pension requirements. The Library shall complete the bi-weekly approval of timesheets.
- f. Discipline and termination of Library employees will be done in conjunction with the Town and CEO. Discipline and termination of the CEO is the sole responsibility of the Board.
- g. Policies and Procedures:
 - i. The HR Department shall inform the CEO of any significant changes to the Town's HR policies.
- h. Training:
 - i. Library staff shall participate in all Town staff wellness programs, training and leadership training opportunities.
 - ii. The Town shall cover costs of training for Library employees if such training is also made available to Town staff (e.g. AODA Customer Service, First Aid, Health & Safety Certification for committee members) and which is corporately funded. Any training which is billed to a department shall be billed to the Library for Library employees.
 - iii. The Library shall be responsible for budgeting and administering any costs associated with Library specific training, or any training which the Town is not offering to Town staff at the time it is required by the Library.
- i. Legal Advice:

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

SCHEDULE "B"

FINANCIAL SERVICES SUPPORT

1. Principal Understanding
 - a. The Board continues to appoint the Library CEO as Board Treasurer.
 - b. The Town Finance Division will provide financial and accounting services to the Board:
 - i. As payment release is authorized by the CEO,
 - ii. In Board-approved lines, and according to Board-approved budget, and
 - iii. In accordance with the annually approved Town Council Budget for the Library.
2. Finance shall provide the following financial services to the Board using the Town's By-laws and policies for the services listed below:
 - a. Purchasing services
 - b. Accounts Receivable services
 - c. Operating and Capital budget assistance/preparation, within Board-approved budget lines
 - d. Accounts Payable services
 - e. Banking/Cash Management/Investment Services
 - f. Financial Statements Preparation and assistance with audits
 - g. Harmonized Sales Tax remittance/reconciliation
 - h. Calculation of Annual Development Charges
 - i. Provision of official Income Tax Receipts for donations to the Library
 - j. Grant Application/Submission assistance for grants pertaining to Municipal Services, or those using the Town's business number
 - k. Maintenance of Reserve Accounts with annual roll over in the name of the library
3. The Library shall open a bank account in the name of The St. Marys Public Library Board as required by the Ministry of Tourism, Culture & Sport. The CEO shall be accountable for all of the Board's money, which will be deposited on the Board's behalf (including provincial, federal, self-generated revenue and donations) into the Board's bank account. Working with the Town, the CEO shall transfer sufficient funding to Town bank account(s) to carry out the financial services set out in this MOU on a regular basis. These funds shall be processed by the Town in the same manner as all other Board finances.

4. The Board shall adhere to the Town's Procurement Policy for the procurement of goods and services that shall be used whenever the Library is procuring goods or services independent of the Town.
5. The Library may conduct its own tender for goods or services, specific to the functions of the Library, or may request that the Town assist with any tender or procurement process.
6. The parties agree that any purchases made by the Town on behalf of the Board shall comply with the Town's Purchasing Policy and Procedures as may be amended from time to time.
7. The Library shall submit all invoices for processing in a timely manner and work with appropriate Town staff to ensure that Council and Board-approved budgets are followed.
8. Only the CEO or designate or Chair may authorize the Town to proceed with a payment on behalf of the Library.
9. The Town shall provide the CEO and designated Staff credit cards. The Library shall set policy for internal use and approve expenses in according with clause 7 and 8 above.
10. The Town shall assist the CEO with the budget planning process, and ensure that long-term needs are included in budget presentations to Council.
11. The Town shall assist the CEO in budgetary planning based on employee years of service and current and planned Town employee remuneration plans.
12. The Town shall include the Library asset acquisition and Fee for Service contracts in the Town Tender and Acquisition processes when requested by the CEO.
13. Financial Statements:
 - a. Monthly Trial, Variance, and Roll-Up Summary statements shall be available to the CEO for each of the Board's Operational and Capital accounts.
 - b. Quarterly Reserve and Development charge reserve and investment statements shall be provided by the Town to the CEO for each of the Board's Accounts.
14. The Library shall have access to any Town procurement discounts and buying rates. As per Vendor requirements, the Library may be required to make requisitions through the Town or under its own account.

SCHEDULE "C"

Information Technology Support

1. Principal Understanding:
 - a. All IT equipment and infrastructure located at the Library, excluding public access computers and tablets, including servers, phone system, computers, corporate software and printers are the property of the Town and Library employees are provided access for Library use.
 - b. The Town provides a separate network for public access terminals.
 - c. The Library shall accept all Town IT policies as they relate to the use of the Town's corporate IT equipment and infrastructure connected to the Town's Corporate drive.
 - d. The Library shall develop its own IT policies, independent of the Town, for certain patron use technology, including patron networks and Maker Spaces.
2. The Town shall provide to the Library:
 - a. Software and hardware support for Library employee users of Town technology.
 - b. Support during Town business hours, Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding Town statutory holidays. No emergency after-hour support is provided to any department. The Help Desk should be notified after hours, in order to minimize down time when Town staff return to work.
 - c. Help desk service tickets are handled on a priority basis throughout the entire Town. The Library tickets shall be handled at the same priority level as for Town departments.
 - d. Usernames and passwords shall be created for incoming staff and email shall be archived for outgoing users. Employees of the Library shall be provided with an account which shall allow access to the services of the Town that are provided to Town employees.
 - e. Procurement of IT equipment and infrastructure provided to the Library by the Town shall occur at the same times as for Town departments. The Library may choose to request items not provided, such as public networked systems be included in this RFP.
 - f. Support and general maintenance of staff and public networks of the Library. Any secondary devices or acquisitions acquired by the Library, as well as all equipment on the public network shall be the responsibility of the Library to maintain and service.

- g. The HR Department shall make the Town's Intranet available to all Library employees, including benefits and services for which they qualify under this agreement.
 - h. Training for Library staff in the use of corporate standard software shall be completed by Town IT staff and may include a Train the Trainer model of in-serving a member or small group of Library employees.
 - i. The Library shall adhere to all licensing agreements for any software or products that the Town provides. The CEO shall have an opportunity to review and provide feedback with regards to any large scale procurement in order to assure that general Library use needs shall be met within the requirements of these agreements.
 - j. MFIPPA Freedom of Information file and email searches, according to the terms of the Town's policy as required.
- 3. The Library shall be responsible for providing the following IT services without support of the Town:
 - a. Integrated Library System.
 - b. Unique Library software including the ILS.
 - c. Providing training to members of the community on their devices, hardware, software, licensing, printing needs and Wi-Fi network access.
 - d. Library web site design and support.
 - e. Library social media account support.
 - f. Support for devices and software that are not part of the Town's corporate standard.
- 4. The CEO shall participate in the Town's asset management plan by assisting with maintaining the Library's IT Capital Asset Inventory as required and receive assistance from the Town in evaluating the financial viability and replacement needs of each.
- 5. The Library shall be invited to participate in Town-wide procurement of leased technology (e.g. photocopiers).

SCHEDULE "D"

Facility Maintenance Support

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

SCHEDULE "E"

INSURANCE AND RISK MANAGEMENT

1. The Library shall receive support from the Town for insurance and risk management and agrees to the following:
 - a. The Library shall adhere to the requirements of the Town's Insurance Risk Management Program.
 - b. The Library shall not knowingly place the Corporation under any undue risk.
2. The CEO shall participate in the Town's asset management plan by preparing and maintaining an asset management plan for the facility's furniture and equipment and shall review and revise their content as per the town's schedule.
3. The Library may, at any time, purchase insurance outside of the Town's policy for additional insurable needs not covered by the Town or covered to the level the Board directs (e.g. to cover equipment, furniture or technology that may warrant a separate policy).
4. The Board and all officers of the Board, including the CEO shall be included in the liability, indemnification, and Errors & Omissions insurance of the Town.
5. Adequate insurance coverage for the Library's facilities and contents including furnishing, capital equipment, and other holdings, shall be provided under the Town's insurance policy. The CEO is responsible for ensuring maintenance of current records of library property for insurance purposes.

SCHEDULE “F”

SHARED TOWN SERVICES

1. The Board shall offer Town services through the Library which are appropriate to improved service to the community, provided:
 - a. the delivery of such services is within the scope and skill of the Library employees,
 - b. do not require additional Library staff, and
 - c. do not impact on other services provided by employees of the library.
2. These services may from time to time be discussed by the CAO and CEO, and this Schedule may be amended as required. These services may include the sale of such items as dog tags, garbage tags, and recycle bins on behalf of the Town or may include assistance with vaccine appointment support.
3. Although the priority space usage shall be for paid rentals, the Library and the Town shall provide free reciprocal rental space allowances to each other as needed.
4. The Library shall not charge any Town employees a non-residency fee, regardless of where the employee resides. Program fees may be charged at a rate equivalent to resident patrons.

SCHEDULE “G”

MARKETING AND COMMUNICATIONS

1. The Library may utilize Town advertising rates. The Library shall be included in Town marketing/communications procurement.
2. The Town shall assist the Library in communications regarding events and programs on the Town Website, in the Town’s e-blasts, and on any no-cost communication methods incorporated by the Town as resources permit.
3. The Town and Library websites shall not duplicate content on each other’s websites. The two websites shall include reciprocal links to each other’s websites/content.
4. The Library is responsible for managing its marketing materials and any costs associated with marketing, advertising or communication.
5. The CEO may consult with the CAO, or designate, for recommendations on media communications.
6. The CEO shall inform the CAO or designate of any changes to Library services, staffing or Board/Committee members, or any other information which is promoted on the Town’s website.

SCHEDULE “H”

CORPORATE TRAINING OF BOARD

1. The Town shall provide all legally required training to the CEO and Library Board members as appropriate no less than once in every four-year term of office following the appointment of the new Board. This shall include topics to be determined as a modified training of Council (such as Robert’s Rules, MFIPPA, AODA Customer Service Training, Financial Processes and Board Liability as it relates to policy approval, etc.) and occur consultation with the CEO.
2. The Town staff may provide instruction on interpreting financial and budgetary statements to the Board.
3. The Town shall include the Board in any of the Town’s committee education workshops.
4. The Library’s Board members and the Adult Learning Advisory Group shall be invited to participate in all relevant training. The CEO shall work directly with the Town CAO and Clerk to determine required municipal training for these bodies.

SCHEDULE “I”

COMMUNITY SERVICE PARTNERSHIPS

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

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenna McCartney, Clerk
Date of Meeting:	11 October 2022
Subject:	ADMIN 52-2022 Event of Municipal Significance Request for Mudmen Performance

PURPOSE

To seek approval from Council to designate the October 28, 2022 musical performance by Mudmen at St. Marys Town Hall as an event of municipal significance for the purpose of the event organizer applying for a special occasion permit through the Alcohol and Gaming Commission of Ontario (the "AGCO").

RECOMMENDATION

THAT ADMIN 52-2022 Event of Municipal Significance Request for Mudmen Performance report be received; and

THAT Council designate the October 28, 2022 performance by Mudmen at St. Marys Town Hall as an event of municipal significance in accordance with the Alcohol and Gaming Commission of Ontario.

BACKGROUND

The Traveling Tapster Ltd. has been contracted by the event organizer of the upcoming Mudmen concert at Town Hall on Friday, October 28, 2022. The event organizer contracted the services of The Traveling Tapster Ltd. (the "Service Provider") for the purpose of providing a licenced bar during the event. In order for the Service Provider to offer a licenced bar, it must obtain a special occasion permit from the Alcohol and Gaming Commission of Ontario (AGCO).

The AGCO states that a special event of this nature must be designated by the municipality as an event or festival of municipal significance prior to the organization applying to the AGCO for a special occasion permit.

REPORT

Council has the authority of designating an event of municipal significance as per the AGCO. By designating an event as such, there is no further obligation of the Town.

The musical event commences at 8:00 pm, ends at 10:30 pm and permits the sale of alcohol until 12:00am. As the event will be held indoors, the past practice of requesting the event organizer to notify property owners within a 150m radius will not be required under this application.

FINANCIAL IMPLICATIONS

None.

SUMMARY

Staff are recommending that Council designates the October 28, 2022 performance by Mudmen at St. Marys Town Hall as an event of municipal significance in accordance with the AGCO. Should Council approve the request, the Clerk will provide a copy of the necessary Council resolution to the event organizer so that it may proceed with the application for special occasion permit.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None

ATTACHMENTS

Request letter from The Traveling Tapster Ltd.

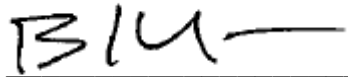
REVIEWED BY

Recommended by the Department



Jenna McCartney
Clerk

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

The Traveling Tapster Ltd. is looking for a municipal significant letter for Mudmen Live concert. Further to my telephone conversation with Amanda, here is the information you requested:

- 1) Name: The Traveling Tapster Ltd. (located in London, ON).
- 2) Website: <https://thetravelingtapster.ca/>
- 3) Incorporated since May 2020
- 4) TTT has general liability and Liquor Liability Insurance. Policy # CGLW17335
- 5) All our bartenders are Smart Service certified.

Mudmen has hired us for their bartending services for their concert at St Marys Town Hall, on Friday October 28th, 2022.

- Tickets for the alcohol will be sold by an employee of TTT.
- There will be 2 bartenders to provide service to the fans of Mudmen
- ID will be requested to purchase alcohol
- It is a cash bar (sold via tickets)
- Beer and Wine will be the alcohol options (requested by Mudmen). Red and White wine and 2 beers being Bud Light and Molson Canadian (requested by Mudmen)
- Pop, juice and water will also be provided
- TTT will be providing recyclable glassware
- TTT assures the clean up of the bar area and the patrons' area

Mudmen has advised Load in sound check is at 5pm and TTT would arrive approximately that time to assure set up and drinks will be cold.

Mudmen advised the concert starts at 8:00 pm with finishing time 10h30 pm. The artists will mingle with fans till midnight.

TTT will stop providing alcohol at 11h30 pm. Clean up and pack up will be completed by midnight.

If you require further information, please do not hesitate to contact me.

Have a nice day,
Rita

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	11 October 2022
Subject:	DEV 73-2022 Application for Zoning By-law Amendment (Z05-2022) for 60 Road 120 by C. and C. Management

PURPOSE

This report has been prepared as a follow-up to 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 73-2022 Application for Zoning By-law Amendment (Z05-2022) for 60 Road 120 by C. and C. Management report be received; and

THAT Council approve the Application for Zoning By-law Amendment (Z05-2022) by C. and C. Management for 60 Road 120; and

THAT Council consider Zoning By-law Z154-2022 for 60 Road 120.

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 December 6, 2021, 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.

On September 27, 2022, the Town held the statutory public meeting for this Application. Council directed staff to report back to Council through the preparation of a comprehensive report outlining staff recommendations on the disposition of this Application following an assessment of all internal department, external agency, public and Council comments.

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 supports 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. 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.
- This will also confirm that the Township of Perth South would like to be informed regarding the decision on the zoning by-law amendment.

In a letter dated September 27, 2022, the Township provided additional comments summarized as follows:

- The Township has a number of concerns regarding the increased financial burden that this proposed development would have on Perth South.
- As any development activities impact this boundary road, we are requesting that the appropriate letter of credit in addition to the necessary upgrades to the entrance point be completed at the sole cost and expense of the developer.
- Any additional impacts on this infrastructure must be taken into consideration and reflected in any security provided that can be collected by the Township in the event of any damage to the road.
- As Perth South is the entity that has historically completed the repairs, maintenance and any upgrades associated with the road, the security deposit should be directed to the Township.
- In order for this development to proceed, Perth South asks that the applicant be required to provide a letter of credit in the amount of \$25,000 to the Township for any and all damages that may occur to the road in addition to the implementation of a condition that the developer be required to upgrade the entrance / exit to the road at their own cost and expense and to the applicable standards.
- Perth South also asks that the Town confirm the applicable standards it is enforcing with respect to the entrance of the development to and from the road. A further condition of the development is that Perth South be named as an additional insured for all work completed in the area of the road and that a Certificate of Insurance be provided to the Township.

DISCUSSION

No concerns have been identified by Town staff, agencies or the public with the exception of the Township of Perth. Town staff has been discussions with Township of Perth officials and the applicant on how to resolve the issues identified by Perth South. The following has been proposed by Town staff to be secured through the site plan agreement, and has been communicated by the Town to the Township of Perth South and the applicant:

1. The developer shall submit a line of credit in favor of Perth South in the amount of \$25,000 as security for construction activities in the Perth South road allowance related to the development.
2. The developer shall submit a certificate of insurance naming Perth South as an additional insured.
3. All upgrades and construction activities for entrance works within the Perth South road allowance, including repairs of damages, shall be completed at the sole expense of the developer.
4. St. Marys shall confirm the standards that are being enforced with respect to the design of the entrance works.

FINANCIAL IMPLICATIONS

None known at this time.

SUMMARY

The application is generally consistent with the Provincial Policy Statement and conforms with the Town's Official Plan. It is recommended that Council approve the Zoning By-law Amendment application and pass Zoning By-law Z154-2022 which is provided in the October 11, 2022 Council agenda.

OTHERS CONSULTED

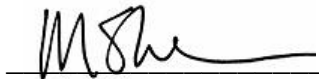
Town of St. Marys Development Team

ATTACHMENTS

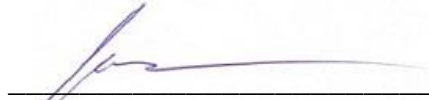
- 1) General location map
- 2) Site plan
- 3) Planning justification letter

REVIEWED BY

Recommended by the Department

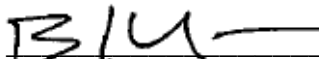


Mark Stone
Planner



Grant Brouwer
Director of Building and Development

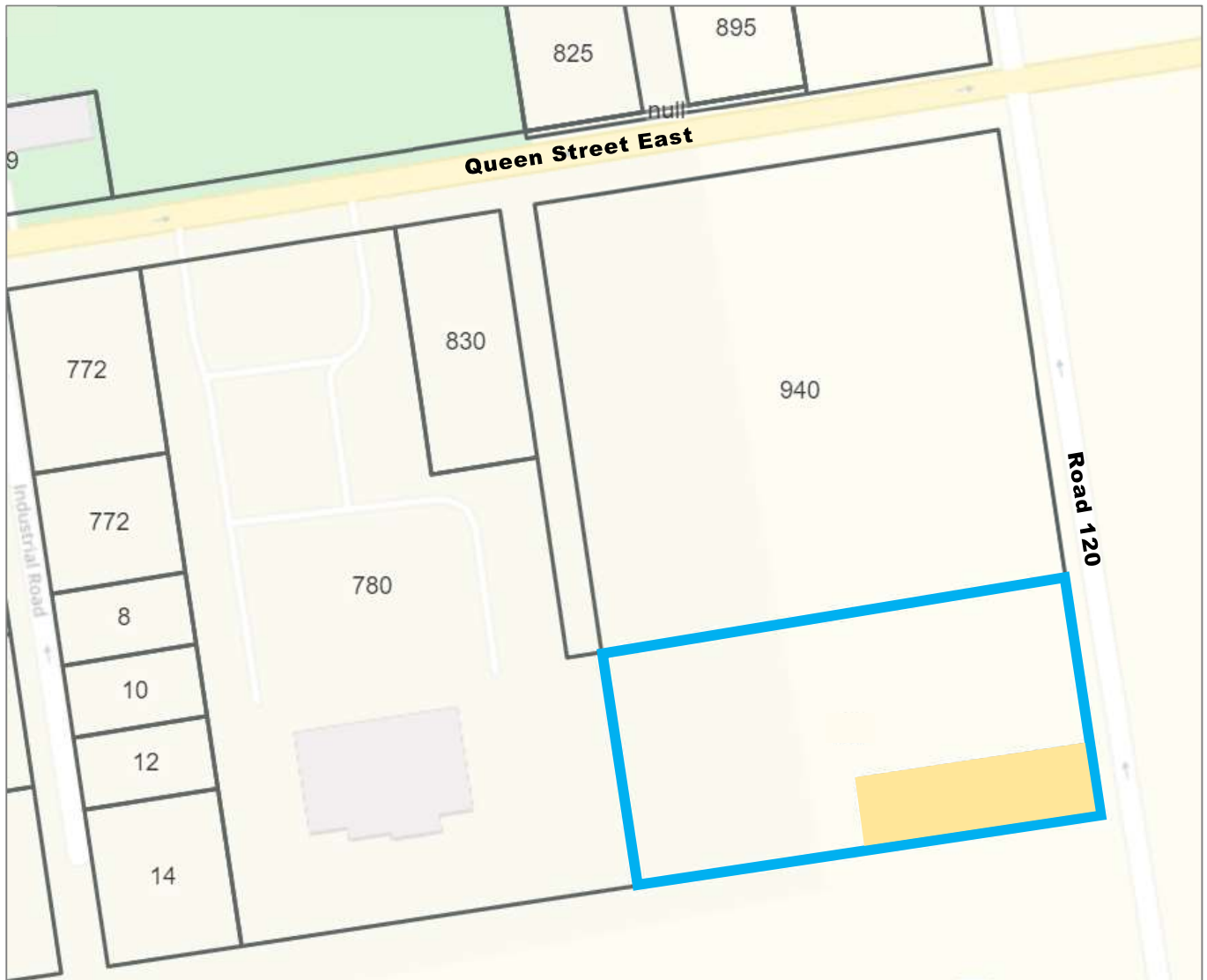
Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

GENERAL LOCATION MAP

60 Road 120
Town of St. Marys



Subject Property



Lands Subject to
Z05-2022



August 2022

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

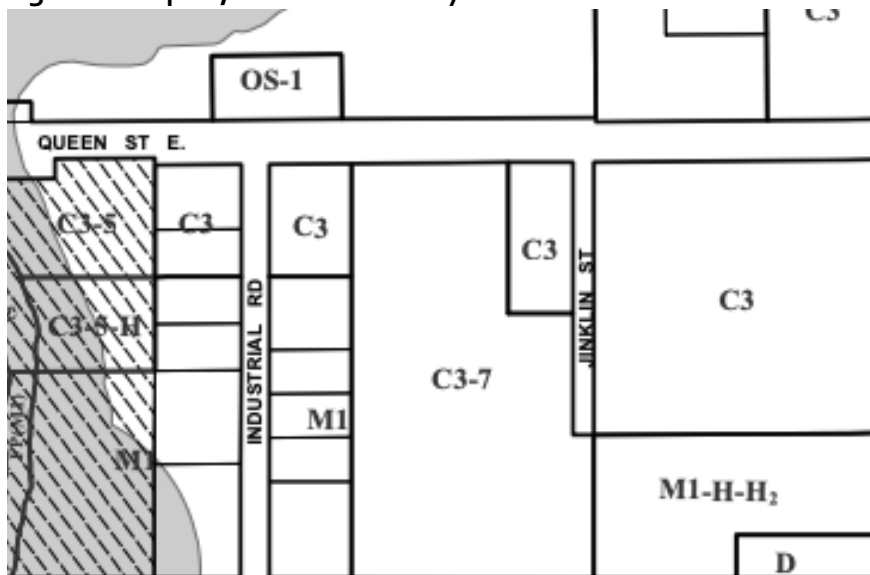
The Owners have submitted a Site Plan Application to the Town of St. Marys to permit the construction of a self-storage facility ("Proposed Development") on the Site. As illustrated on the attached Site Plan (GRIT Engineering, May 13th, 2022), the development will include the following:

- 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.

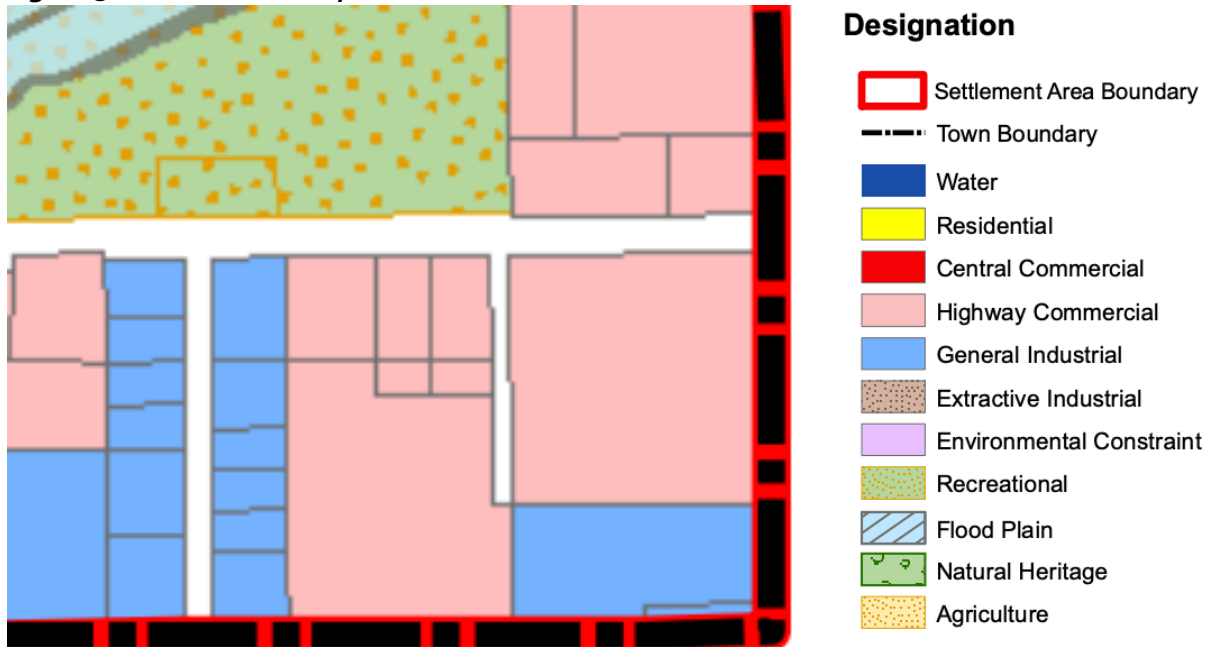
2.2.1.1 To encourage the retention of existing business and the establishment of new diversified business through the creation of a business-friendly culture.

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 Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	11 October 2022
Subject:	DEV 72-2022 Planning Application Fee Review

PURPOSE

To provide information regarding the Town's current planning application fees, discuss the basis for considering changes to certain application fees, provide an overview of fees levied in other municipalities, and make recommendations to Council with respect to an update to the Town's Tariff of Fees By-law.

RECOMMENDATION

THAT DEV 72-2022 Planning Fees Review report be received; and

THAT Council approves the updated Planning Application fees as outlines in Staff report DEV 72-2022, to be included in draft By-law 91-2022; and

THAT Council consider repealing Schedule A of By-law 23-2006 to take force and effect on December 31, 2022.

BACKGROUND

Section 69(1) of the Planning Act provides municipal Councils with the authority to establish a tariff of fees, by by-law, *"for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff"*.

Section 69(3) allows any person to pay a fee under protest and file an appeal with the Local Planning Appeal Tribunal *"against the levying of the fee or the amount of the fee by giving written notice of appeal to the Tribunal within thirty days of payment of the fee"*.

The Town collects fees for a variety of Planning Act applications. These fees are intended to cover the costs incurred by the Town in reviewing and processing these applications. Fees currently levied for planning applications are identified in Schedule 'C' of the Town's Tariff of Fees By-law No. 97-2021 (By-law excerpts provided in Attachment 1 of this report). A summary of the Town's current fee structure for planning applications is shown on the following page.

The planning review process in St. Marys has grown in complexity for a number of reasons: changes to Provincial policies, procedures and regulations; increases in the number of and variety of intensification projects that often involve complex issues; increased study requirements and the need to review and comment on multiple submissions; the potential for appeals and litigation; the Town's approach to more inclusive public consultation; and the need to ensure reports regarding planning matters are more detailed and defensible.

Report DEV 65-2022 respecting Bill 109 and the St. Marys Planning Process was presented to the Strategic Priorities Committee on August 23, 2022. Council directed 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.

REPORT

The Planning Act states that fees levied must be based on and not exceed the anticipated cost to the municipality of processing each type of application. When assessing the anticipated costs to a municipality of processing applications, an activity based costing model is often utilized which includes an analysis of direct costs (employee salaries and benefits, committee and consultant costs, office supplies, etc.), indirect costs (e.g. facility maintenance and IT), and capital costs (replacement costs for facilities, computers, etc.). If full or significant cost recovery is achieved through application fees, the assignment of costs to the general tax base is reduced.

Staff includes the Director of Building and Development, Public Works and Planning Coordinator, Chief Administrative Officer, Clerk, Public Works and Fire staff, and the Town's planning consultant. For comparison purposes, a survey of planning application fees levied in other municipalities was also completed.

Official Plan Amendment

The Town's current fee for an Official Plan Amendment Application is \$3,938. Direct, indirect, overhead and capital costs per application is estimated at approximately \$4,150.

Application Type	TOTAL DIRECT COSTS	TOTAL INDIRECT, OVERHEAD AND CAPITAL COSTS	TOTAL
Official Plan Amendment	\$3,350.00	\$800.00	\$4,150.00

Of municipalities surveyed, fees for Official Plan Amendment applications ranged from \$2,000 to \$12,000. The average fee of surveyed municipalities (with highest and lowest fees not included) is \$4,203.96.

Type of Fee	Fee
Development & Planning	
Official Plan Amendment	\$3,938.00
Zoning Amendment	\$3,938.00
Zoning By-law Amendment - Minor (e.g. addition of single use)	\$3,009.00
Concurrent Official Plan and Zoning By-law Amendments	\$6,222.00
Consent to Sever	\$1,561.00
Minor Variance	\$1,041.00
Site Plan Approval	
Site Plan Approval Exemption	\$210.00
Minor Site Plan Application	\$1,041.00
Major Site Plan Application \$2,240 + \$50 per lot/unit over 5 lots/units	\$2,285.00
+ \$50 per lot/unit over 5 lots/units	\$51 per lot/unit
+ - \$1/sq. meter of non-residential floor area after the first \$1,000 square meter	\$1.20/sq meter
Remove Holding Symbol	\$939.00
Part Lot Control - up to one lot	\$1,041.00
Deeming By-law	\$939.00
Registration on Title	\$561.00
Plan of Subdivision	
Up to 30 lots/units	\$5,192.00
Over 30 lots/units	add \$204 per lot/unit
Over 40 lots/units	add \$102 per lot/unit
Over 50 lots/units	add \$51 per lot/unit

	Fee
London	\$12,000.00
Lucan Biddulph	\$2,000.00
Niagara-on-the-Lake	\$8,610.00
North Perth	\$3,172.00
Perth East	\$3,172.00
Perth South	\$3,172.00
Stratford	\$5,590.00
Thames Centre	\$2,500.00
West Perth	\$3,211.74

Based on an assessment of the typical costs of processing Official Plan Amendment applications in St. Marys and fees levied in other municipalities, Staff are recommending no changes to the current fee at this time.

Zoning By-law Amendment

The Town's current fee for a Zoning By-law Amendment application is \$3,938. Direct, indirect, overhead and capital costs per application is estimated at approximately \$4,150.

Application Type	TOTAL DIRECT COSTS	TOTAL INDIRECT, OVERHEAD AND CAPITAL COSTS	TOTAL
Zoning By-law Amendment	\$3,350.00	\$800.00	\$4,150.00

Of municipalities surveyed, fees for Zoning By-law Amendment applications ranged from \$1,500 to \$15,396. The average fee of surveyed municipalities (with highest and lowest fees not included) is \$4,686.75.

	Fee
London	\$11,000.00
Lucan Biddulph	\$1,500.00
Niagara-on-the-Lake	\$8,110.00
North Perth	\$2,946.00
Perth East	\$2,946.00
Perth South	\$2,946.00
Puslinch	\$15,396.00
Stratford	\$4,600.00
Thames Centre	\$2,000.00
West Perth	\$2,946.00

Based on an assessment of the typical costs of processing Zoning By-law Amendment applications in Town St. Marys and fees levied in other municipalities, Staff are recommending no changes to the current fee at this time.

Plans of Subdivision

Direct, indirect, overhead and capital costs per application was estimated at approximately \$8,050.

Application Type	TOTAL DIRECT COSTS	TOTAL INDIRECT, OVERHEAD AND CAPITAL COSTS	TOTAL
Plan of Subdivision	\$6,650.00	\$1,400.00	\$8,050.00

The Town's current fee for Plan of Subdivision applications is summarized in the table below, along with a summary of fees from other municipalities. Fees levied for a 35-lot plan of subdivision is provided as a comparative example.

	Fee	Fee Example: 35 Lot Residential
St. Marys	\$5,192 + <ul style="list-style-type: none"> \$204 for each lot/unit over 30 \$102 for each lot/unit over 40 \$51 for each lot/unit over 50 	\$6,212
London	\$15,000 + <ul style="list-style-type: none"> \$150/single detached residential lot \$300/block (multiple residential, commercial, industrial, institutional or park) 	\$20,250
Niagara-on-the-Lake	\$9,110 + <ul style="list-style-type: none"> \$139 per lot/unit over 10 lots/units 	\$12,585
North Perth, Perth East, Perth South	\$5,000 + Review Deposits <ul style="list-style-type: none"> 1-6 units - \$2,000 7-20 units - \$5,000 21+ units - \$10,000 	\$5,000 + \$10,000 deposit
Stratford	\$7,600 + <ul style="list-style-type: none"> \$1,832 (if more than 50 units) 	\$7,600
Thames Centre	\$4,500	\$4,500
West Perth	\$2,500 + Review Deposit <ul style="list-style-type: none"> 1-6 units - \$2,000 7+ units - \$5,000 	\$2,500 + \$5,000 deposit

Of municipalities surveyed, fees for a 35 lot Plan of Subdivision application ranged from \$4,500 to \$20,250. The average fee of surveyed municipalities for a 35 lot plan of subdivision (with highest and lowest fees not included) is \$10,671.25.

Plan of subdivision applications require a substantial amount of review and processing time when compared to other types of Planning Act applications. It is recommended that Council consider an

increase to the base fee from \$5,192 to \$6,000. Staff also recommends adjustments to the rates at which additional fees are applied to each lot or unit, as follows:

- \$204 for each lot/unit over 20 (currently over 30)
- \$102 for each lot/unit over 30 (currently over 40)
- \$51 for each lot/unit over 40 (currently over 50)

No change to the fee per lot or unit is recommended.

Site Plan Approval

The Town's current fees for Site Plan Applications are summarized below. The chart below provides current fees in St. Marys and summarizes fees from other municipalities.

	Fees
St. Marys	<ul style="list-style-type: none"> • Site Plan Approval Exemption - \$210 • Minor Site Plan Application - \$1,041 • Major Site Plan Application - \$2,285 + <ul style="list-style-type: none"> – \$51 per lot/unit over 5 lots/units – \$1.20/m² of non-residential floor area after the first \$1,000 m²
London	\$1,205 + <ul style="list-style-type: none"> • \$60/residential unit after the first 5 units • variable fee of (total non-residential Gross Floor Area m² minus 1,000m² x \$1.24)
Lucan Biddulph	\$1,000
Niagara-on-the-Lake	\$7,945 + <ul style="list-style-type: none"> • Site plan agreement not requiring registration - \$3,774 • Minor amendment to existing site plan agreement - \$1,155
North Perth	\$1,500 + Review Deposits <ul style="list-style-type: none"> • Major Application - \$10,000 • Minor Application - \$5,000
Perth East	\$2,855 + Review Deposits <ul style="list-style-type: none"> • Engineering review, legal costs - \$1,037 • Applications requiring consultation - \$5,063
Perth South	\$2,855
Puslinch	<ul style="list-style-type: none"> • Standard Application - \$21,797 • Minor Application - \$11,481
Stratford	\$3,380 + <ul style="list-style-type: none"> • Additional \$1,060 for buildings or additions equal to or greater than 3,716 m², or greater than 50 units Amendments to Site Plan Agreements <ul style="list-style-type: none"> • Major - \$2,270 • Minor - \$420 • Applications for infill development - \$1,790
Thames Centre	\$1,500 + <ul style="list-style-type: none"> • SPA associated with plan of condominium - \$2,500
West Perth	\$2,855 + Deposit - \$5,000

On June 13, 2022, Council received report DEV 41-2022 respecting the Town's site plan approval process that resulted in the repeal and replacement of the Town's Site Plan Control By-law 111-2019 with By-law 59-2022. The new By-law resulted in changes to the classification of site plan application types by removing 'minor site plan applications'. Requests for exemption for site plan approval has been maintained as a type of application and major and minor applications have been replaced with applications for site plan agreement and application for amending site plan agreement.

Direct, indirect, overhead and capital costs per site plan application was estimated at approximately \$2,895 (not including exemption requests and amendments to site plan agreements).

Application Type	TOTAL DIRECT COSTS	TOTAL INDIRECT, OVERHEAD AND CAPITAL COSTS	TOTAL
Site Plan Approval	\$2,095.00	\$800.00	\$2,895.00

No change to the current fee for exemptions (\$210) is proposed. The fee for minor applications is no longer required and it is recommended that the fee structure for major applications apply to all site plan applications. For applications to amend an existing site plan approval and agreement, it is recommended that the Town apply a flat \$1,000 fee.

Consents / Severances

The Town's current fee for a Consent application is \$1,561. Direct, indirect, overhead and capital costs per application was estimated at approximately \$1,725.

Application Type	TOTAL DIRECT COSTS	TOTAL INDIRECT, OVERHEAD AND CAPITAL COSTS	TOTAL
Consent	\$1,325.00	\$400.00	\$1,725.00

Of municipalities surveyed, fees for Consent applications ranged from \$1,420 to \$3,634. The average fee of surveyed municipalities (with highest and lowest fees not included) is \$2,212.67.

	Fee
London	\$1,807 for the first lot and \$181 for each additional lot
Lucan Biddulph	\$1,500
Niagara-on-the-Lake	\$2,835
Perth East	\$3,634.00
Perth South	\$1,500
Stratford	\$1,420.00 + \$210 for each additional lot
Thames Centre	\$2,000.00
West Perth	\$3,634.00

Based on an assessment of the typical costs of processing Consent applications in Town St. Marys and fees levied in other municipalities, Staff is recommending a fee increase to \$1,725.

Minor Variances

The Town's current fee for Minor Variance applications is \$1,041. Direct, indirect, overhead and capital costs per application was estimated at approximately \$1,590.

Application Type	TOTAL DIRECT COSTS	TOTAL INDIRECT, OVERHEAD AND CAPITAL COSTS	TOTAL
Minor Variance	\$1,190.00	\$400.00	\$1,590.00

Of municipalities surveyed, fees for Minor Variance applications ranged from \$1,000 to \$2,165. The average fee of surveyed municipalities (with highest and lowest fees not included) is \$1,704.86.

	Fee
London	\$1,200.00
Lucan Biddulph	\$1,000.00
Niagara-on-the-Lake	\$2,165.00
North Perth	\$2,116.00
Perth East	\$2,116.00
Perth South	\$2,116.00
Stratford	\$1,270.00
Thames Centre	\$1,000.00
West Perth	\$2,116.00

Based on an assessment of the typical costs of processing Minor Variance applications in Town St. Marys and fees levied in other municipalities, Staff is recommending a fee increase to \$1,590.

Part Lot Control

The Town's current fee for Part Lot Control applications is \$1,041. Direct, indirect, overhead and capital costs per application was estimated at approximately \$1,085.

Application Type	TOTAL DIRECT COSTS	TOTAL INDIRECT, OVERHEAD AND CAPITAL COSTS	TOTAL
Part Lot Control	\$885.00	\$200.00	\$1,085.00

Of municipalities surveyed, fees for Part Lot Control applications ranged from \$400 to \$2,055. The average fee of surveyed municipalities (with highest and lowest fees not included) is \$792.71.

	Fee
Lucan Biddulph	\$1,000.00
Niagara-on-the-Lake	\$2,055.00

North Perth	\$700.00
Perth East	\$500.00
Perth South	\$500.00
Puslinch	\$619.00
Stratford	\$1,480.00
Thames Centre	\$400.00
West Perth	\$750.00

Based on an assessment of the typical costs of processing Part Lot Control applications in Town St. Marys and fees levied in other municipalities, Staff are recommending a minor increase in the fee to \$1,085.

Hold Removal

The Town's current fee for Hold Removal applications is \$939. Direct, indirect, overhead and capital costs per application was estimated at approximately \$972.50.

Application Type	TOTAL DIRECT COSTS	TOTAL INDIRECT, OVERHEAD AND CAPITAL COSTS	TOTAL
Holding Symbol Removal	\$772.50	\$200.00	\$972.50

Based on an assessment of the typical costs of processing Part Lot Control applications in Town St. Marys, Staff are recommending a minor increase in the fee to \$970.

SUMMARY

The following table summarizes the recommended changes to the Town's planning fees.

Indicates a proposed fee change

Application	Current Fee	Proposed Fee
Official Plan Amendment	\$3,938	\$3,938
Zoning By-law Amendment	\$3,938	\$3,938
Zoning By-law Amendment – Minor (e.g. addition of single use)	\$3,009	\$3,009
Concurrent Official Plan and Zoning By-law Amendments	\$6,222	\$6,222
Consent to Sever	\$1,561	\$1,725
Minor Variance	\$1,041	\$1,590
Site Plan Approval	<ul style="list-style-type: none"> Site Plan Approval Exemption - \$210 Minor Site Plan Application - \$1,041 Major Site Plan Application - 	<ul style="list-style-type: none"> Exemption from Site Plan Control - \$210 Site Plan Agreement <ul style="list-style-type: none"> \$2,285 +

Application	Current Fee	Proposed Fee
	<ul style="list-style-type: none"> \$2,285 + <ul style="list-style-type: none"> \$51 per lot/unit over 5 lots/units \$1.20/m² of non-residential floor area after the first \$1,000 m² 	<ul style="list-style-type: none"> \$51 per lot/unit over 5 lots/units \$1.20/m² of non-residential floor area after the first \$1,000 m² Amending Site Plan Agreement - \$1,000
Remove Holding Symbol	\$939	\$970
Part Lot Control	\$1,041	\$1,085
Plan of Subdivision or Condominium	\$5,192 + <ul style="list-style-type: none"> \$204 for each lot/unit over 30 \$102 for each lot/unit over 40 \$51 for each lot/unit over 50 	\$6,000 + <ul style="list-style-type: none"> \$204 for each lot/unit over 20 \$102 for each lot/unit over 30 \$51 for each lot/unit over 40

It is recommended that the new fees take effect on January 1, 2023.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

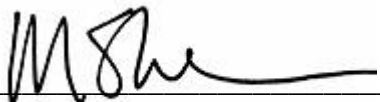
Not applicable

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department

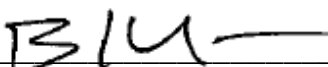


Mark Stone
Planner



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	11 October 2022
Subject:	DEV 75-2022- Building Permit Fee Review

PURPOSE

To finalize the Building Permit Fee Review process.

RECOMMENDATION

THAT DEV 75-2022- Building Permit Fee Review report be received; and

THAT Council approves the updated Building Department fees recommended by Watson & Associates to be included in draft By-law 91-2022; and

THAT Council directs staff to develop a policy that stipulates the Building Code Act Reserve Fund hold a balance at a multiple of 2 times annual direct costs.

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 bringing this report to Council, Town staff met with the development community to gather feedback. Most understood that the fees haven’t been raised since 2006 and the increase would be coming. One thing that they did ask for was an implementation date of January 01, 2023. The Town held its public meeting for Building Permits on Tuesday September 27, 2022. There were no written or verbal comments from the development community at the statutory public meeting.

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.

Overall, based on these fee recommendations, annual building permit fee revenue would increase by \$49,500 or 22%

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

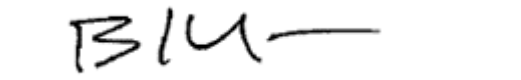
REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



2022 Building Permit Fee Review

Town of St. Marys

Final Report

September 12, 2022

Watson & Associates Economists Ltd.
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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

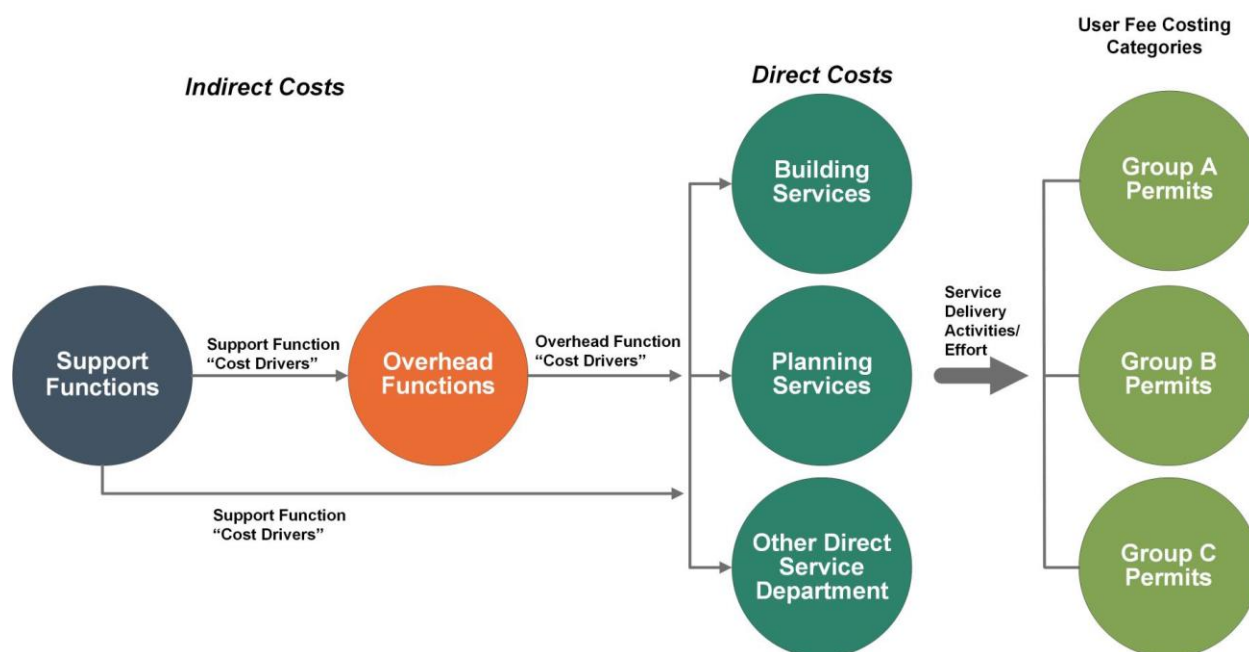
2.1 Activity Based Costing Methodology

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.

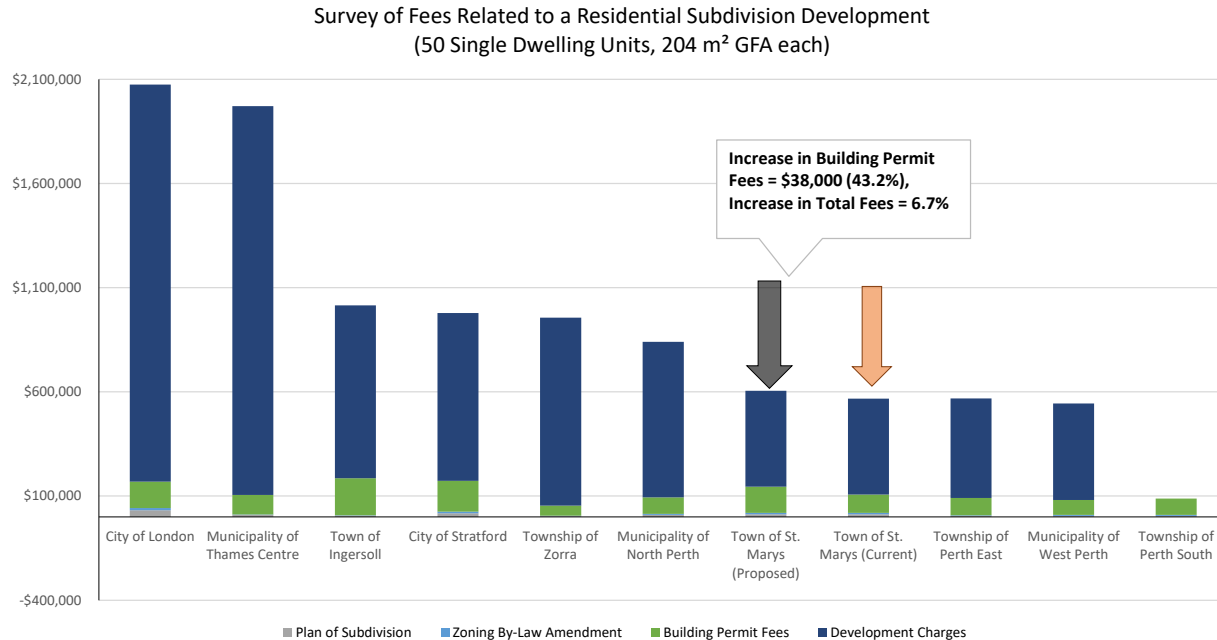
3.4.1 Low-Density Residential Development

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)



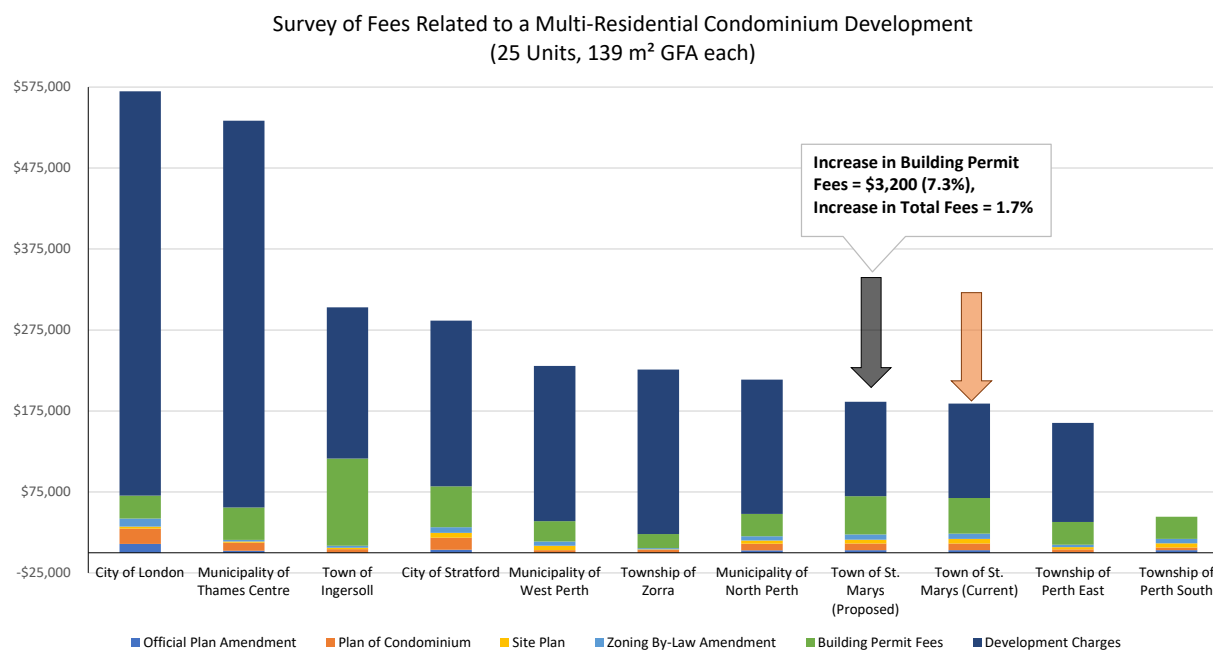
3.4.2 Medium Density Residential Development

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										

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Stephanie Ische, Director of Community Services
Date of Meeting:	11 October 2022
Subject:	DCS 44-2022 Sports Wall of Fame

PURPOSE

To provide Council with additional information on the sports wall of fame initiative based on the Recreation and Leisure Committee's discussion of a number of questions referred by Council.

RECOMMENDATION

THAT DCS 44-2022 Sports Wall of Fame report be received; and

THAT Council approves the following recommendation from the Recreation and Leisure Committee:

THAT staff proceed with a physical Sports Wall of Fame and showcase displaying memorabilia and a QR code linking to the website to be located on the East Wall at entrance B of the PRC; and,

THAT a static T.V. be located on the wall featuring Sports Wall of Fame inductees information with a blend of community information; and further

THAT Council directs staff to implement a multi-purpose interactive display kiosk to integrate with the Sports Wall of Fame.

BACKGROUND

The preservation and promotion of athletics history and tradition is important for any municipality. Many communities have a Sports Wall of Fame. Some communities have an actual dedicated physical wall display whereas others have moved to a virtual platform. Each wall is managed slightly different with a specific criterion for the selection.

During the construction of the Pyramid Recreation Centre in 2006 there was a donation made to develop a Sports Wall of Fame. The commitment of \$10,000 (\$1,000/year for a 10-year period) has been paid in full. The purpose of a Sports Wall of Fame is to celebrate all sports by honouring individual athletes, coaches, builders (i.e., trainer, official) and teams who through their athletic achievements have brought fame to themselves and the Town of St. Marys.

Throughout the pandemic we have learned to become very effective from a virtual perspective while still engaging our community. The Town has focused their efforts on becoming more sustainable from an economic standpoint (nothing to maintain), modernization as well from a climate perspective. It's because of this, staff have explored a few options for a Sports Wall of Fame including:

- Option 1: Physical Sports Wall of Fame with Showcase
- Option 2: Virtual Sports Wall of Fame (Website) via Display Screen
- Option 3: Virtual Sports Wall of Fame with a Kiosk/Interactive Display

Initially, staff put the bulk of their focus on a virtual wall of fame. This option was preferred by staff due to the strategic efficiencies that could be gained by implementing a Sports Wall of Fame through a multi-purpose kiosk. A kiosk was investigated based on direction from Council received in 2019 whereby Council provided a preliminary allocation of Municipal Modernization funds to implement two tourism kiosks in the community, on a condition that staff report back on how they would be implemented.

At the April 14, 2022, Recreation and Leisure Advisory Committee a report was presented and approved by the Committee with the following recommendations:

THAT the Recreation and Leisure Advisory Committee endorses the development of a virtual Sports Wall of Fame as presented; and

THAT the Committee recommend to Council; and

THAT Council approve the concept of a virtual Sports Wall of Fame; and

THAT staff proceed with the procurement of a tourism kiosk to be placed at the Pyramid Recreation Centre; and

THAT Council delegate the authority of selecting the required Sports Wall of Fame nominees to the Recreation and Leisure Advisory Committee through the amendment of the Committee's Terms of Reference.

The report went to the May 24, 2022, Council meeting. The consensus of Council was that further information should be researched and provided to the Recreation and Leisure Advisory Committee prior to a final decision. Council passed the resolution below referring this topic back to committee, and asked several questions for the committee to answer (see "Report" section below)

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

Based on discussions and talking through Council's question's the following recommendations were made at the June 9, 2022, Recreation and Leisure Advisory Committee meeting:

THAT the committee recommend staff approach user groups to condense/relocate their current trophy spaces for the purpose of the Sports Wall of Fame.

THAT the committee recommend staff investigate and proceed with developing a virtual website for the Sports Wall of Fame.

With respect to conversations with sports user groups, staff followed up with user groups to determine if they would be agreeable to condense/relocate their trophy cases. All user groups expressed a desire to keep their trophy cases where they are currently located and do not want them moved.

The balance of this report is focused on presenting information from the discussion by the committee to answer the questions raised by Council on May 24, 2022.

REPORT

Council tasked the committee with responding to questions below. Committee answers have been provided to each question.

1. What are the pros and cons of a physical wall of fame? Why should this option be ruled out as the preferred option?

Committee Answer:

- A physical wall is the preferred choice of the committee.

- The committee toured the PRC on July 4, 2022. During this walk through it was determined that a physical wall would fit nicely in the lobby area using the wall located near entrance B. This wall space would include the utilization of the showcase with the option to include TV display.
- The committee envisions the physical wall consisting of plaques with pictures and a small blurb about the inductee. The number of plaques on the wall will increase over time as more inductees get voted in.
- The committee believes having a show case remain and have it dedicated to recognizing the most recent inductees would be beneficial. Pictures, articles, and/or clothing could be a part of the show case. This could blend into the wall if not updated.

2. Will a virtual wall of fame meet the community's expectations for visibility and prominence? How does the committee recommend that this be accomplished?

Committee Answer:

- The committee likes the idea of the online website (virtual) so that those who cannot attend the PRC can see and learn about the inductees. They suggested promoting the website through a QR code.
- QR code to be displaced in the physical wall of fame and at other town locations in Town adding the visibility and presence.

3. If a virtual wall of fame is implemented:

- Should it be through the existing TV screens only? OR**
- Through the existing TV screens and the kiosks/interactive screen (i.e., Options #2/#3 in the staff report)**
- Should there be some form of physical recognition located in the PRC (i.e., one master plaque with all inductees' names engraved to serve as a permanent record at the facility?)**

Supplemental questions from Staff:

- **A TV can be added to display the Sports Wall of Fame website along with sports photos. Does the committee want a TV within the designated space of the wall of fame? If yes, what functionality would the TV have:**
 - Static TV - Pre-determined material rotated through on a screen for the public to view**

Committee Answer:

- Committee likes the static TV to be placed on the Sports Wall of Fame.
- Leave showcase as is for display of memorabilia of new inductees.
- ii. Will it display Sports Wall of Fame items only or in conjunction with other promotional items and/or in conjunction with Tourism?**

Committee Answer:

- The ratio will change over time as more are inducted however as a start to create a buzz promote local sports through this TV (i.e., minor sports registration dates).

4. If an interactive kiosk is implemented:

- Should it be solely dedicated to wall of fame inductees only to increase visibility? OR**
- Should it be multi-purpose and include other important community information (tourism, etc.).**

- **If the interactive kiosk is multi-purpose, what is the Committee’s recommendation to ensure that the visibility of the wall of fame is not lost? How can we ensure it remains prominent?**

Committee Answer:

- The Committee likes the idea of a kiosk but does not think they are the committee to put that recommendation forward to Council.

5. When unveiling the wall of fame, should we consider a large induction class in the first year to “seed” the wall of fame, and bring positive attention to this new initiative and the PRC?

Committee Answer:

- The Committee suggested a launch event.
- If not many nominees first year pull from past people that could qualify and work with the Museum.
- Didn’t want to set a number for launch rather based on merit.

6. How else can the wall of fame be used to bring a sense of pride and community ownership to the PRC?

Committee Answer:

- Incorporate sports winners from the past by working with the Museum.
- As previously approved at the April 14, 2022 meeting the virtual wall of fame website will further extend and enhance its presence to Town residents along with anyone on the internet.

Based on discussions and talking through Council’s questions the following recommendations were made at the July 14, 2022, Recreation and Leisure Advisory Committee meeting:

THAT the committee recommend staff investigate and proceed with the physical Sports Wall of Fame and showcase displaying memorabilia and a QR code linking to the website located on the East Wall at entrance B of the PRC; and,

THAT the committee recommend a static T.V. be located on the wall featuring Sports Wall of Fame inductees information with a blend of community information.

While the committee did not feel comfortable bringing the interactive display/kiosk forward staff are bringing this recommendation forward as it is staff’s belief that an interactive kiosk is a benefit and supports ‘Sports Tourism’ within our community. In addition, Council has previously set aside 2019 Municipal Modernization funds to support this initiative.

Sports Tourism is the act of travelling from one locality to another, with the intention of being in some way involved with a sporting activity or event. Sports Tourism is a fast-growing sector as we experienced this summer with the Quarry attendance. Just look at the distance people came from to participate at the Quarry. Sports Tourism is an economic driver and the social/economic benefits produced are a result of Sports activities within our community. Sports can be defined as active sports tourism, nostalgic sports tourism, or passive sports tourism.

The PRC is an active sports tourism facility with high foot traffic. In the winter months the facility can average up to 20,000 people per month. This foot traffic is from ice rentals, aquatics, tournaments, recreation/youth activities and rentals. With the addition of an interactive kiosk, it would allow visitors to look up information such as restaurants, trails, stores within our community etc. As mentioned in a previous report the Sports Wall of Fame could also be promoted and featured inductees based on events within the PRC/Town on the kiosk.

FINANCIAL IMPLICATIONS

Based on the previous reports costs for each option is as follows:

Option 1, a traditional physical wall of fame, is expected to have \$3,000 in start up costs, plus the costs to purchase plaques for the initial inductees (estimated to be \$150/plaque). Annual operating costs are then dependent upon the number of individuals inducted each year.

Option 2, the virtual wall of fame, has limited costs and will be developed and implemented in partnership with the Library and Museum staff.

Option 3, a virtual wall of fame + a kiosk/interactive display, will have capital start up costs ranging from \$5,000 - \$30,000 plus annual operating costs thereafter (staff time, kiosk maintenance, etc.).

If a kiosk/interactive display is the preferred option, there is \$65,000 set aside from the 2019 modernization funding to go towards two tourism kiosks, one which was designated to be located at the PRC. The wall of fame concept can be added to the modernization project without a need for extra funding. The tourism kiosks are planned to be implemented as part of the 2022 wayfinding project, which also may have extra funding.

SUMMARY

A Sports Wall of Fame would be an asset to our community as a way to celebrate sports and honor individuals, teams or builders. This program will not only recognize many within our community but will inspire all to strive for excellence in sports. As noted, the Recreation and Leisure Committee as made the following recommendation to Council:

THAT the committee recommend staff investigate and proceed with the physical Sports Wall of Fame and showcase displaying memorabilia and a QR code linking to the website located on the East Wall at entrance B of the PRC; and,

THAT the committee recommend a static T.V. be located on the wall featuring Sports Wall of Fame inductees information with a blend of community information.

In addition, staff are recommending that an interactive kiosk be implemented along with the initiatives above.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

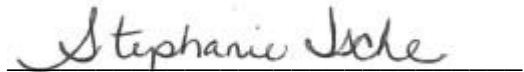
Amy Cubberley, Cultural Services Manager
Sarah Andrews, CEO, St. Marys Public Library
Rebecca Webb, Library Services Coordinator
Kelly Deeks-Johnson, Tourism and Economic Development Manager
Andre Morin, Director of Corporate Services/Treasurer
Doug LaPointe, Recreation Operations Manager
Brad Hynes, IT Manager

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department




Stephanie Ische
Director of Community Services



Darcy Drummond
Recreation Manager

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Doug LaPointe, Recreation Operations Manager
Date of Meeting:	11 October 2022
Subject:	DCS 45-2022 Extended Ice Season Request

PURPOSE

To summarize a written request for extending ice programming until June 24th, 2023 and receive Council's direction whether to grant or deny the request.

RECOMMENDATION

THAT DCS 45-2022 Extended Ice Season Request report be received; and

THAT Council maintain the ice allocation policy, and that the ice season not be extended beyond April 30 unless 30 hours per week of rentals are guaranteed.

BACKGROUND

The Town established an ice allocation procedure in 2011 which was approved by Council shortly after the addition of the second ice pad. This procedure is in place to create clarity and to address the supply and demand of ice required by groups. Since then, this procedure is reviewed annually by staff.

At the June 28, 2022, Council meeting staff presented the amended Ice Allocation for the upcoming season. When reviewing the Ice Allocation Policy as we come out of the pandemic staff found that a few modifications were required to meet the new normal. Changes as approved by Council included:

1. The first change pertains to spring ice. In March 2022 staff brought before Council a report to extend spring ice until April 30 of each year. Based on a review of operations this spring and industry trends, staff are recommending this revision be permanent unless a future review warrants a change.
2. Staff changed the dates that the clubs need to submit what they require for ice, trying to better balance the typical registration time period for ice associations with the need for planning and organizing the seasonal ice allocation including tournaments and special events. This is to assist with scheduling and gives the clubs more time to know what they need from an ice perspective. By changing these dates, it provides a more accurate timeline with less changes thus reducing any impact to a finalized allocation.

REPORT

An Ice Allocation Policy is a normal part of running an arena and a process that has created efficiencies. Additionally, as part the Recreation and Leisure Master Plan and subsequent core services review, it was determined that ending ice in the spring when demand was low would be most cost effective until demand for this service dictated keeping ice in longer.

The cost to operate summer ice is more expensive than the winter months. As the outdoor temperature goes up so does the cost to operate the ice plant and dehumidification equipment. During the Core Services review in 2018, a cost analysis was completed and it was estimated that for one rink to be maintained in the winter months the cost is approximately \$3200/week from a utilities cost standpoint only. This cost becomes significantly higher in the summer months, with most regional facilities who operate summer ice commonly seeing up to double the utility costs in summer.

Therefore, the existing Town ice allocation policy states that as of May 1st at least 30 hours per week (at the summer ice rate) needs to be booked to help offset the costs. These bookings need to be consecutively booked each week with no empty weeks in between, ensuring efficient use of the ice. This rate has been set at \$190/hour plus HST, which is the most competitive rate in the immediate area amongst arenas who provided summer ice in 2022.

Staff received a request to offer summer ice for a youth player development camp for the upcoming spring/summer season, which would run for 9 weeks from April 17 to June 24, 2023. The attached written request commits to 14 hours per week, less than half of the 30 hours per week outlined in the policy. To consider this in dollar amounts, the renter is committed to paying the Town \$2,660 in ice revenue per week of camp spanning 10 weeks, for a total of \$26,600. The utility costs to support this program includes hydro (mostly related to refrigeration), water for each ice resurfacing plus maintenance, and natural gas for dehumidification. These costs per week from May 1 to June 24 (8 weeks) to provide ice programming is estimated to be an average of \$5,700 per week, for a total of \$45,600. Additionally, more staffing would be required to support the operations of outdoor playing surfaces as the full time operators would be required to remain in the arena rather than moving outdoors. Finally, we could expect there to be some additional repairs and maintenance costs resulting from providing extended ice programming would result.

Using this past season as an example, Council agreed to keep spring ice in beyond April 30 to accommodate a request of St. Marys ringette. The ice remained in from May 1 to May 14. During these two weeks a total of 15.5 hours were rented, an average of roughly 1 hour per day. Staff attempts to sell unused ice included the following methods: Facebook, PRC advertising screens, Instagram, newspaper, emails to all ice users to share with coaches, and on the Town website. The uptick for wanting to purchase ice after that May first deadline was minimal, as most youth finished their ice seasons and had began outdoor sports participation such as soccer and baseball. The ice rate offered at that time was \$150 per hour plus HST, which was significantly cheaper than surrounding arenas.

Staff would like Council to consider one of the following two options:

Option 1 – Make an exception to the policy and approve the request with an extended ice season to accommodate the program requested by Hockey Hi-Lites.

Pros:

- Potential local youth participation in ice sports, instead of attending camps in other nearby community arenas.
- Use of a space at the PRC which would normally sit empty during these months.
- Supporting an entrepreneur attempting to run a business locally at the PRC.

Cons

- Significant increase in operational costs which would not be offset by incoming revenue proposed within the written request.
- Current staffing levels do not support maintaining spring/summer ice as operations staff move outside to commission fields, diamonds, quarry, splash pad and courts and then maintain the same playing surfaces. Unless additional seasonal staff were added, extended ice programming would result in a drop in service levels, potentially in all areas including the arena by adding

more services. Recreation operations is busiest in May and June preparing for outdoor programs.

- Additional staff would be required to accommodate the request in order to balance continued ice programming with the commissioning of outdoor activities. Staff recruitment and retention in recreation in St. Marys and surrounding regions has been challenging, which may result in poor service level delivery in multiple areas of recreation in order to accommodate extended ice programming if staff recruitment is unsuccessful.
- Youth participation in ice sports during May and June may have a negative impact on other youth sports associations including minor soccer and baseball

Cost implications

- Estimated Revenue: \$26,600
- Estimated Costs: \$55,000
 - Minimum Additional Utility Costs for 8 weeks: \$45,600
 - Additional Staff Costs dedicated to ice programming for 8 weeks: \$4,400
 - Additional Repairs and Maintenance Costs for Arena Operations for 8 weeks: \$5,000

Option 2 – Do not approve an exception to the policy and deny the request to extend the ice season for additional programming until June 24th.

Pros

- Operational costs remain on budget, with no additional increase in utilities, staffing, or maintenance
- Service levels are maintained in areas of recreation requiring the most attention: fields, courts, swimming quarry
- No negative impact to other local youth sports associations which are more seasonally appropriate – primarily minor baseball and soccer

Cons

- Youth participation is not provided at the PRC
- Support is not given to an entrepreneur in order to run youth programming
- The opportunity to attract additional users for this spring period will be lost (meaning, there may be other programmers who are prepared to rent the ice but will not plan and market their service until they know for certain ice will remain in)

Cost implications

- N/A

FINANCIAL IMPLICATIONS

Option 1: Increased unbudgeted cost of minimum \$28,400.00

Option 2: N/A

SUMMARY

Staff are requesting that Council give direction to either make an exception to the Ice Allocation Policy or deny the request to provide 8 weeks of additional ice programming.

From staff's perspective, the extension of ice through to the end of April in 2022 was a success with almost all hours of ice sold. Staff attribute this to the fact that April is the month when there are few minor sports operating and families are looking for things to do to fill their time. It is staff's expectation that this success will be repeated in 2023, and that April ice will sell out quickly once its availability is marketed in early 2023. As noted, staff are not confident that sales of ice in May will be successful. Yes, in 2022 ice was made available in May on short notice. However, there are factors that may contribute to a decline in interest. First, the cost of ice will need to increase given the increase in operating costs associated with the increased outdoor temperatures. Secondly, most summer minor sports begin in May shifting families' focus away from ice sports.

An argument can be made that keeping the ice in longer into the spring is a risk the Town may need to take to see if the demand will materialize and if additional users and programs will come forward once they know its certain there will be ice available. This risk needs to be weighed against the increased costs, and the bigger challenge that is maintaining the level of service in all areas of recreation unless additional seasonal staff are hired

Given the analysis above, it is staff's recommendation that Council maintain the ice allocation policy, and that the ice season not be extended beyond April 30 unless 30 hours per week of rentals are guaranteed.

STRATEGIC PLAN

☐ This initiative is supported by the following priorities, outcomes, and tactics in the Recreation and Leisure Master Plan primarily as it relates to the sale of additional ice. It should be noted that the recommendation refers primarily to selling additional ice during a traditional ice season from September through March.

- Recommendation #32
 - To maximize revenue opportunities by making efficient use of the Town's ice pads by encouraging greater use of available ice, particularly during the shoulder and weekend hours. Other strategies may include, but not limited to, promoting drop-in skating programs during available prime time hours on the weekend and co-ordinating blackout periods with user groups to ensure that it does not negatively impact playing schedules.

OTHERS CONSULTED

ATTACHMENTS

Letter requesting spring/summer ice.

REVIEWED BY

Recommended by the Department

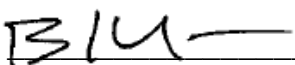


Doug LaPointe
Recreation Operations Manager



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer, Chief Administrative Officer



September 19, 2022

Vanessa Bisschop
Town of St. Marys, Community Services Coordinator
317 James St. South
St. Marys, ON N4X 1B6

Re: 2023 Spring Ice Rental

Dear Vanessa:

Hockey Hi-Lites is pursuing the possibility of offering a Spring hockey league for the young players in St Marys and surrounding areas. We have had extensive conversations over the past several months regarding the opportunity of having Spring ice available at the Pyramid Recreation Centre in St Marys for the Spring of 2023. As requested, please consider this letter a formal submission of my request to acquire ice from Monday, April 17, 2023 to Sunday, June 24, 2023. I will require a total of 14 hours per week over the nine weeks. The hours would be as follows:

Mondays - 3 hours in the evening (6 - 9 pm),
Fridays - 3 hours in the evening (6 - 9 pm) and
Sundays - 8 hours morning to afternoons (9 am - 5 pm).

As previously discussed, these hours are an estimate of what may be required depending on the registration. I trust this information I have provided is adequate for your review.

If you require additional information please do not hesitate to contact me.

Your support is appreciated.

Sincerely,

Brent Lemon
Hockey Hi-Lites Inc.



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenny Mikita, Senior Services Manager
Date of Meeting:	11 October 2022
Subject:	DCS 47-2022 Request for Support with ‘To St. Marys With Love’ Event

PURPOSE

To provide Council with supplemental information on the “To St. Marys with Love” event and present options to Council on how to respond to a request that the Town provides in-kind support to the event.

RECOMMENDATION

THAT DCS 47-2022 Request for Support with “To St. Marys With Love” Event report be received; and

THAT Council approve option #1 and provide the “To St. Marys with Love” event organizers with all requested spaces free of charge, excluding event insurance, as per the Community Grant Policy and request that the organizers submit a Community Grant application for this event in future years; and

THAT \$1,366.50 be transferred from the Community Grant account to the Community Services budget to cover the cost of the foregone rental revenue.

BACKGROUND

Simple Dreams Ministry Inc was officially founded by Richard and Ruth Kneider in 2002. The Kneiders, who have passion for helping others, began their journey after witnessing a local need for the under privileged, working poor, lonely and isolated community members in the Stratford community. The Simple Dreams Ministry is successful in supporting those who may identify as vulnerable. It is through engagement of local volunteers and donors such as churches, service clubs, service providers and businesses that their signature event “To Stratford with Love” has become such a staple event for the community they serve.

Simple Dreams Ministry is looking to extend their passion to help others into the St. Marys community. The organizing group which includes local business owner David Steward, along with three Church groups and the Kneiders, would like to launch a “To St. Marys with Love” event bringing together community groups, volunteers and business with the goal of hosting a St. Marys event in December 2022.

A detailed overview of the impact of the “To Stratford with Love” event can be found by visiting [To Stratford With Love - Celebrating 30 years - YouTube](#)

REPORT

Mr. Steward, on behalf of the group, has provided correspondence which is listed on the October 11, 2022 regular Council meeting agenda. The event is seeking in-kind support by way of access to Pyramid Recreation Center space either free of charge or at a greatly reduced fee to be able to offer a “To St. Marys with Love” event for the community.

The “To St. Marys with Love” event will be a free inclusive event for all residents of St. Marys regardless of financial status. The organizers’ goal is to serve up to 300 individuals a free meal. The group plans to partner with the United Church Community Dinner program to combine efforts including merging the last Community Dinner of the year. The group plans to use a variety of outlets to reach their target audience and will be engaging the support of the community through in-kind and financial donations to fund food costs. Although financial donations will not be required from participants, any contributions received will be reinvested into future events.

The “To St. Marys with Love” event is tentatively booked by the organizers for Sunday December 18, 2022, at the Pyramid Recreation Centre. The event requires approximately 12 hours for set up, services and clean up.

The spaces within the facility being requested for the event include: the Whole Hall Community Centre, the Kitchen, the Friendship Centre Main Hall, and the Multipurpose Room. The group is not looking for financial supports or staff resources to support the event outside of the typical operating practices at the Pyramid Recreation Centre.

As a private rental within the facility, the event organizer is required to abide by and agree to all terms within the facility booking agreement. Organizers will be required to purchase or provide proof of insurance for the event. The organizing group will be responsible for all aspects of the event including organization, promotion preparation, and facilitation and all cost associated with operating the event.

The request for support falls outside of the Community Grant Application submission time frame. Due to the nature of the request, staff is presenting the following options to Council:

- Option #1 Council approves providing organizers with all requested spaces free of charge and transfer funds from the Community Grant account to the Community Services budget to cover the cost of the foregone revenue. Furthermore, request that organizers submit a Community Grant application for this event in future years.
- Option #2 Council provides organizers with rate reduction of up to 50% of the Not-for-profit prime time rental rate and request that organizers submit a Community Grant application for this event in future years.
- Option #3 Council deny the request for support and encourage the organizers to submit a request through the Community Grant application for this event in future years.

FINANCIAL IMPLICATIONS

Option #1 In this option Council would be granting the request for a full rate reduction and providing a transfer of \$1,366.50 from the Community Grant account to the Community Services budget and includes no additional resources or financial contributions.

Option #2 In this option Council would be granting the request for a partial rate reduction and providing a cash transfer of \$683.25 between the Community Grant account to the Community Services budget thus requiring the organizer to fund the balance through other avenues

Option #3 In this option Council would be denying the request for support, thus leaving the organizer to fund in full the entire event

SUMMARY

Financial and social isolation are two huge underlying contributors to one’s mental health and wellbeing. “To St. Marys with Love” is an opportunity to bring the St. Marys community together encouraging people of all abilities young and old, long-term residents and newcomers alike to connect as a community at Christmas.

It is staff’s recommendation that Council choose option #1 to grant a full rate reduction to the organizing group.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

David Stewart- Organizing Groups Representative

ATTACHMENTS

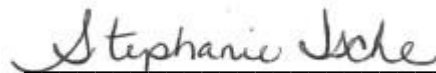
Request Letter (found in Correspondence section of Agenda)

REVIEWED BY

Recommended by the Department

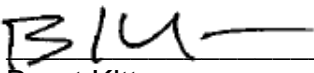


Jenny Mikita
Senior Services Manager



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Stephanie Ische, Director of Community Services
Date of Meeting:	11 October 2022
Subject:	DCS 48-2022 Canada-Wide Early Learning and Child Care Enrollment

PURPOSE

To enter into the Canada Wide Early Learning and Child Care (CWELCC) agreement with City of Stratford Social Services. This agreement is necessary to receive the funding to provide families with the 25% refund retroactive to April 1, 2022. This rebate is the first phase of the Provincial plan to reduce child care costs to an average of \$10/day.

RECOMMENDATION

THAT DCS 48-2022 Canada – Wide Early Learning and Child Care Enrollment report be received; and

THAT Council authorizes the Chief Administrative Officer to sign the Canada – Wide Early Learning and Child Care enrollment application on behalf of the Corporation.

BACKGROUND

On Monday, March 28, the Province reached an agreement with the federal government to provide an average of \$10-per-day childcare by September 2025. The agreement includes additional pillars such as improving access to care, sustaining high-quality services, and enhanced reporting.

All Ontario families with children five years old or younger in participating licensed Child Care will see a fee reduction of up to 25% (to a minimum of \$12 a day) in 2022, retroactive to April 1, 2022. A further reduction of up to 50% will take place by end of December 2022, another reduction in September 2024 and a final reduction to \$10 a day on average in September 2025.

All licensed Child Care providers in Ontario's are eligible to apply to participate in the Canada-Wide Early Learning and Child Care Systems (CWELCC). Child Care licensees will be able to choose to participate in the CWELCC system or not. Licensed centres that choose not to participate may continue to run their operations under the existing provincial licensing and regulatory framework and purchase of services agreements with their local CMSM (Social Services in Stratford) but will not receive CWELCC System funding and may continue to set out their own parent fees. The Provincial government will work with municipalities to enroll participating licensed Child Care operators to either opt in or out of this new program by November 1, 2022.

St. Marys is a licensed Child Care Provider that meets the criteria to apply. To be eligible to be part of CWELCC staff must notify the service system manager (Stratford Social Services) by November 1, 2022. We must maintain existing licensed spaces for children ages 0-5 and we may not convert existing 0-5 spaces to other age groups.

In addition, as Ontario is working to support a sustainable and smooth transition, there will be an immediate fee freeze to the Town's child-care rates if we were to opt in. Licensees that do not wish to participate in the CWELCC System and wish to have the restriction on fee increase lifted must opt out of the CWELCC System. The Consolidated Municipal Service Manager (CMSM, for the Town, Stratford Social Services) will continue their role as designated Child Care and early years' service system manager. They will continue to be responsible for planning and managing licensed Child Care services and EarlyON Child and Family Centres. Staff have been reassured should we chose to opt into the CWELCC program, financial assistance from Stratford Social Services will continue.

At the April 26, 2022, meeting Council authorized staff to opt into the Canada-Wide Early Learning and Child Care Agreement.

Opting into the program will include:

- Fee freeze - Centres are prohibited from increasing fees charged to parents for children in care who are under the age of six or six years old and enrolled in kindergarten.
- Licensees are required to advise parents if they intend to enroll by September 1, 2022
- Required to provide a refund to all eligible families – licensed Child Care centres will receive funding to reduce base fees for parents. Licensees will be required to provide a refund to all parents so that they receive a 25% reduction for any fees paid since April 1, 2022.
- Service systems managers (Stratford Social Services) will be required to reduce the fee subsidy parent contribution for eligible children who are enrolled in a participating program by 25% and refund retroactive to April 1, 2022,
- Parent handbooks will need to be updated to set out information about fees and whether a licensee is enrolled in this program.

Even though the Town has opted in, this does not prevent Council from opting out in the future if this program does not meet the Town's needs. The expectation is for a commitment of a one-year period (prorated this year), and agreements are to be renewed/reviewed every January.

REPORT

In order to receive the funding for rebates to families the Town needs to enter into an application agreement with the City of Stratford so they can release the funds to the Town. This is a short-term agreement for 2022 and a formal agreement will be brought to Council in the new year.

This agreement means that all current service providers with the City of Stratford who have opted into the CWELCC funding program will receive funding equivalent to 25% of their total base fees collected, back dated to April 1st, 2022. This funding will be given to the Town to be transferred to each family that was provided care during that time period as a rebate, based on their individual percentage of attendance and fees paid. The same reduction applies for families currently receiving fee subsidy, and their rates will also reflect a 25% decrease at the same time as full fee rates.

FINANCIAL IMPLICATIONS

The funding allocations for CWELCC have not yet been established for individual CMSMs. In discussions with Social Services, they are expecting Stratford and Perth County to receive approximately 0.4% of total Provincial share based on the area's proportion of the total provincial current license capacity. Total CWELCC allocations should be in the \$45-55 millions range over the next six years.

SUMMARY

This agreement is a short-term agreement from effective April 1, 2022, to December 31, 2022. Once staff receive the formal agreement for CWELCC it will be brought back to Council.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #3: Balanced Growth – Scale-based demographic growth & targeted immigration, Youth Recruitment and Retention Strategy
 - Outcome:
 - One of the only remaining means of growing the population is by attracting newcomers to St. Marys.
 - It is important to not only attract youth to the Town, but also to retain existing youth by ensuring there are adequate opportunities. Tactics will focus on youth of all ages and abilities.
 - Tactic(s):
 - Identify what infrastructure needs should be in place to attract retain this demographic (e.g., housing that's affordable, public services, etc.)

OTHERS CONSULTED

Andre Morin, Director of Corporate Services/Treasurer
Darren Barkhouse, Manager of Child Care, City of Stratford

ATTACHMENTS

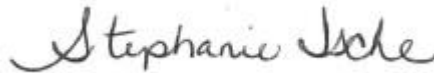
Agreement

REVIEWED BY

Recommended by the Department

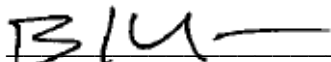


Jen Lewis
Early Learning Services Manager



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

City of Stratford Children's Services Enrollment Application Canada-Wide Early Learning and Child Care (CWELCC)

Funding under the Canada-Wide Early Learning and Child Care (CWELCC) system will be used to build and leverage the success of Ontario's existing early learning and child care system by increasing quality, access, affordability, flexibility and inclusivity in early learning and child care.

This will be accomplished by:

- Reducing base fees for eligible children by 25% (to a minimum of \$12 per day), retroactive to April 1, 2022
- Providing a 50% reduction in average base fees for eligible children by the end of December 2022, and reaching an average of \$10 a day child care fees for eligible children by September 2025 for licensees enrolled in the CWELCC System
- Note: The average of \$10 a day is calculated including fee subsidies paid to families. As a result, the rates charged by operators to families will be approximately \$12 a day by September 2025 to achieve a \$10 a day average
- Provides base wage funding (additional \$1/hr) for RECE's currently below the \$18/hour threshold
- Ensuring space expansion plans and programming are informed by, and support the needs of, vulnerable and diverse populations in communities
- Strengthening the early childhood workforce through enhanced compensation, training and professional learning opportunities.

To be eligible for CWELCC funding, child care operators must apply to their local CMSM/DSAAB to enroll and have or enter into a purchase of service agreement with the City of Stratford, agreeing to operate under the criteria outlined in the attached CWELCC Purchase of Service Agreement Addendum in order to receive this funding to reduce base fees for eligible children. This application is for the time period of April 1st, 2022 – December 31st, 2022. New purchase of service agreements with all service providers will be issued for 2023 based on forthcoming guidelines by the Ministry of Education.

Licensees that wish to enroll in the CWELCC System must confirm their intent to participate and agree to the conditions outlined in the "Terms of Application" section to the City of Stratford – Children's Services by November 1, 2022.

Definitions

In this form, the following terms will have the following meanings:

"CMSM/DSSAB" means the Service System Manager (SSM) as designated under the *Child Care and Early Years Act*, 2014 (CCEYA). CMSM is the City of Stratford

"Licensee/Service Provider" means the licensed home child care agency or child care centre.

“CWELCC System” means the Canada-Wide Early Learning and Child Care System for early years and child care funding provided for in an agreement entered into by the Province of Ontario and the Government of Canada.

“Eligible child” means any child under six years old; and up until June 30 in a calendar year, any child who (a) turns six years old between January 1 and June 30 in that calendar year, and (b) is enrolled in a licensed infant, toddler, preschool or kindergarten group, a licensed family age group, or home child care.

“Base fee” means any fee or part of a fee that is charged in respect of a child for child care, including anything a licensee is required to provide under the CCEYA, or anything a licensee requires the parent to purchase from the licensee, but does not include a non-base fee.

Child Care Licensee Basic Information:	Application Date:
Agency/Centre:	Main Address:
License #:	
License Capacity:	
Primary Contact:	
Phone:	
Email:	

Base Fees

Base fees are any fee or part of a fee that is charged in respect of a child for child care (i.e., if the Licensee requires parents to pay for something and it is not optional, then it has to be included in base fee). This includes anything the Licensee is required to provide under O. Reg. 137/15, or anything the Licensee requires the parent to purchase from the Licensee but does not include a non-base fee.

Current base fee information should be the fees as of March 27, 2022, unless otherwise amended with the CMSM. All base fee information should be calculated on the current daily basis even if your fees are typically calculated on an hourly, weekly, bi-weekly, monthly, or annual basis. Include your standard fees for children in each age group who are not receiving a fee subsidy.

Licensed Age Group:	Base Fee \$ (if applicable)
Full Day:	
Infant (Younger than 18 months)	
Toddler (18 months to 29 months)	
Preschool (30 months to 6 years)	
Kindergarten (44 months to 7 years)	
Family Age Grouping	
Half Day:	
Infant (Younger than 18 months)	
Toddler (18 months to 29 months)	
Preschool (30 months to 6 years)	
Kindergarten (44 months to 7 years)	
Family Age Grouping	
Before School Care:	
After School Care:	
Before/After School Care	

Staffing Information:

Please indicate the number of staff in each designation.

Do not include staff such as:

- Cook, custodial and other non-program staff positions.
- Special Needs Resource-funded resource teachers/consultants and supplemental staff.
- Staff hired through a third party (i.e., temp agency).

Note that qualified employees, supervisors, or home child care visitors that are not Registered Early Childhood Educators (RECEs) but are otherwise approved by a director under the Child Care and Early Year Act, 2014 (CCEYA) are not eligible for the wage floor or annual wage increase.

Please report total wages **before WEG**.

If your agency has a wage grid, please include as an additional document, and indicate number of staff in each wage grid.

Wages and Benefits:

	# Of FTE positions	Hourly Wage (Entry Level to Top)	Mandatory Benefits	Health Benefits & Paid Vacation
RECE Staff				
Non-RECE Staff				
Supervisor				
Support Staff				
Administration Staff				

*Based on the information provided above, we will be able to confirm an agencies eligibility for the additional \$1/hour wage enhancement that is reflected in the CWELCC guidelines.

Purchase of Service Contract – CWELCC Rebate Addendum

All current service providers with the City of Stratford opting into the CWELCC funding program will receive 25% of their total base fees collected, back dated to April 1st, 2022. This will be transferred to each family that was provided care during that time period as a rebate, based on their individual percentage of attendance and fees paid. The same reduction applies for families currently receiving fee subsidy, and their rates will also reflect a 25% decrease at the same time as full fee rates. If service providers have communicated a planned a fee increase in 2022 to the CMSM and families prior to the April 1st, 2022 fee freeze, these will be applied as your new base rate moving forward.

Example:

Base fee for full day care is \$47.60, CWELCC initial reduction of 25% (\$11.90) brings new base fee to \$35.70. Child A paid for 21 days of care in April 2022 and is entitled do a rebate of \$249.90 for that month. They paid for 18 days in May 2022 and will receive \$214.20. Once each month is calculated and each family has their total to date, a rebate for the total amount will be issued by the service provider.

Timelines:

Once a service provider has applied to opt into CWELCC, the CMSM will confirm eligibility within 10 calendar days, and has 30 calendar days to execute a final agreement. Once agreed, the service provider will provide rebate fees to families within 20 calendar days of receiving funds from the CMSM. Once opted in, service providers must update their parent handbooks with the new reduced fees. Further base fee reductions (50% by December 31st, 2022) will be reflected in the updated 2023 Purchase of Service Agreements with each service provider.

The CMSM will work with each service provider during the 30-day implementation window to ensure that each agreement suits the needs of the service provider, and that final agreements result in no loss of service outputs and maintain revenue generating abilities within the guidelines outlined by the Ministry of Education.

All questions and concerns can be addressed to the CMSM - Darren Barkhouse – Manager of Children’s Services with the City of Stratford at dbarkhouse@stratford.ca or 519-271-3773 ext 243

Please confirm:

- I understand this is an application to determine eligibility to enroll in CWELCC System funding and to enter an amended Purchase of Service Agreement with the City of Stratford for the time period of April 1st – December 31st, 2022. ☐
- I have read and understand the requirements associated with CWELCC System funding as outlined in the agreement and the *Child Care and Early Years Act, 2014*, including eligible and ineligible expenses and requirements set out under O. Reg 137/15. I understand that, as the licensee, upon approval of my application for enrollment in the CWELCC System. ☐
- I hereby attest that the information included in the application form is accurate at the time of submission. ☐

Signing Authority:

Date:

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	André Morin, Director of Corporate Services / Treasurer
Date of Meeting:	11 October 2022
Subject:	COR 43-2022 Farmers' Market Association Community Grant Request

PURPOSE

The purpose of this report is for Council to review and consider approval for the Farmers' Market Association (Farmers' Market) grant request.

RECOMMENDATION

THAT COR 43-2022 Farmers' Market Association Community Grant Request report be received; and

THAT Council approves the Farmers' Market Association grant request in the amount of \$267 for the rental of the PRC Community Centre to host indoor farmers' markets on November 5, December 3 and December 17, 2022; and

THAT \$267 be transferred from the Community Grant account to the Community Services budget to cover the cost of the forgone rental revenue.

BACKGROUND

The Farmers' Market is planning to host three winter markets at the PRC in 2022: November 5, December 3 and December 17 from 7am – 12pm. They wish to rent the 2/3 hall at the PRC. They have a total of \$750 available to contribute.

REPORT

The Fee By-Law states that the PRC 2/3 hall rental for a Saturday is \$60/hr plus HST for a non-profit organization. The hall rental would be a total of \$339 (including HST) for each Saturday, and \$1,017 (including HST) for all three events. The Farmers' Market only has \$750 available to contribute towards the rental of the hall. The deficit that would be required by the town is \$267.

The application deadline for the Community Grant program has passed, so the Farmers' Market is requesting that Council provide access to the grant program even though the deadline has been missed.

The Farmers' Market saw great success running the market in November and December of 2021 at the PRC and are looking forward to offering this to our community once again. A letter is included with this report from the board outlining their request and wish to run in the PRC once again.

The community grant program for 2022 is currently under budget. Included in the 2022 budget was \$77,000. At this current time the Town has used \$35,750.62 with a maximum of an additional \$25,000 to be issued over the next couple of months. There is still approximately \$20,000 available in the community grant program to remain within budget for 2022.

The Farmers' Market has advised that they will look at completing a community grant request for the 2023 season.

FINANCIAL IMPLICATIONS

There would be no negative financial implications of this because there is budget available in the community grant program.

SUMMARY

The goal of the Community Grant program is to support programs and events that have alignment with the Town's strategic plan. Staff are recommending supporting the request from the Farmer's Market as it will advance one of Council's strategic priorities (noted below).

STRATEGIC PLAN

☒ Pillar # 4 Culture and Recreation

- Strategic Priority: Year-Round Farmers and Artisans Market
 - Outcome: In smaller communities, a Farmers Market plays a strong role in terms of identity, as well as promoting tourism to sample local fare and crafts..
 - Supported Tactics:
 - Assess the infrastructure needs of creating a year-round, covered Farmers Market facility.
 - Actively grow the market, design it for local residents (retention) and as an attraction (tourism).

OTHERS CONSULTED

Denise Feeney, Finance Manager / Deputy Treasurer

Kelly Deeks-Johnson, Tourism and Economic Development Manager

ATTACHMENTS

St. Marys Farmers' Market Association Request

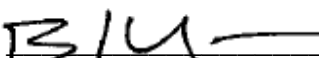
REVIEWED BY

Recommended by the Department



Andre Morin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

St. Marys Farmers' Market
Box 1537, St. Marys, ON N4X 1B9
stmarysfarmersmarket92@gmail.com
aslater@quadro.net

September 29, 2022

To St. Marys Council:

The St. Marys Farmers' Market would like to request funds from the 2022 Community Grant Program for the use of the 2/3 community centre hall at the PRC to host three indoor farmers' markets in 2022. These three markets are tentatively booked for Saturday mornings on November 5, December 3 and December 17. The market is able to contribute \$250 towards the rental costs for each of those three markets.

The St. Marys Farmers' Market board is currently discussing plans for 2023 and will be formally applying to the Town's Community Grant Program for support for occasional indoor farmers' markets in early 2023 and then again for markets in November and December, 2023.

The St. Marys Farmers' Market worked hard to stay open for our regular May to October season throughout the pandemic and to host a few winter markets in 2020 and 2021. The farmers' market benefits the St. Marys community in many ways, including providing local food and farm produce to the community, providing a location for small local food and craft businesses to offer their products to the public, providing a community gathering place, providing an attraction for tourists, acting as a start-up location for small food businesses, and providing a location for local community groups to connect with the broader public.

Occasional indoor, winter markets help keep the farmers' market in the public's mind during the market's off-season but more importantly they provide an outlet for small food and craft businesses to sell their products. Farmers' market vendors are asking the board to organize indoor, winter markets because they had success at the indoor markets held at the PRC in November and December, 2021 and during the market's pilot monthly winter market project in 2019/2020. The market has several new vendors in 2022 who are keen to sign-up for indoor markets, to benefit their businesses.

Thank you for considering this request and thank you to the Town of St. Marys for the ongoing support of the St. Marys Farmers' Market.

Ann Slater,
Chair, St. Marys Farmers' Market Association
aslater@quadro.net
519-349-2448



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Kelly Deeks - Johnson, Tourism and Economic Development Manager
Date of Meeting:	11 October 2022
Subject:	COR 44-2022 Tourism Update

PURPOSE

This report provides a summary of tourism and economic development related projects and programs in 2022 and plans for harnessing future opportunities.

RECOMMENDATION

THAT COR 44-2022 Tourism Update report be received for information.

BACKGROUND

For a second year the Library and Corporate Services partnered to deliver the free kayak loan program and developed a partnership with Community Services to provide loans on Sundays through July and August. We expanded the fleet to provide a full Yak Shack thanks to the generosity of a local donor. In addition, the St. Marys Museum, inspired by their walking tours, hosted heritage paddle tours using the Yak Shack. Community Services added the Super Splash water park to the Quarry to enhance its offerings. With the help of a volunteer committee Homecoming and Heritage Festival ran a three-day event that welcomed both visitors and residents to St. Marys.

In addition to these activities Corporate Services launched three projects with the assistance of Provincial and Federal grants and support from our RTO4. First, the completion of the Town's Wayfinding Strategy that was approved in 2019 was successfully tendered and work is well underway. The signage plan includes the addition of traditional land acknowledgement, highlighting local assets, and digital options for wayfinding. Public Works and Community Services have greatly assisted with this project.

The Revitalization of Milt Dunnell Field (the Flats) has successfully tendered landscape architect services, and initial key stakeholder discussions have taken place. The project is to enhance the Flats to be more accessible, provide a proper home for our Farmers Market, improve overall function of the park for events and daily visitors and enhance its offerings to be for every season.

Lastly Council asked for staff to look at revitalizing our Heritage Festival to attract a broader audience. Staff have enlisted the help of Bannikin Travel and Tourism in partnership with Ontario Culture Days. We are working to review our festival and develop a concept that speaks to our community and highlight St. Marys and its incredible talent and natural beauty.

REPORT

Tourism data is hard to gather but through programs like the Yak Shack and online registrations for the Quarry and Super Splash we can begin capturing some knowledge of where visitors are coming from.

Staff are looking to further these opportunities to increase our understanding of where people are visiting from and in turn help to inform future advertising and tourism strategies.

Wayfinding

The new signage will direct from highway 7 into St. Marys, signs will be on our main arteries and on our neighbourhood streets. Signage will have a cohesive look and will direct to community assets that were identified during the public process. Some changes have been made to the signage and some additions have been included. Staff are working with Public Works to better highlight our active transportation network. Consideration is being made for both walking and cycling traffic. Tourism directional signage will include a QR code to guide visitors through where to eat or where else to visit in St. Marys. Digital signage will also go to some Town facilities. Staff have sent all sign needs to FastSigns for rendering to be made and the next step is to work on finalizing the tourism trail signage. The project is to be completed on March 31, 2023.

Staff are planning to change the downtown Strong As Stone banners next year to highlight our cultural assets that are not in the downtown.

Heritage Festival Review

The work done on the review of the Heritage Festival has been valuable. Staff have been reminded of its history, where it has evolved, and discussed how we have changed as a community and how the festival can come along. Staff are excited about the new vision and will engage with the BIA on the plans. The final report will provide a phased in approach on developing the full vision for the revitalized festival. In addition, the plan will provide concepts for collecting statistics which is tough to grab at these events. The next step is to release the second community questionnaire, the responses will be reviewed and discussed, a work plan will be created with the final plan completed mid-November.

Revitalization of Milt Dunnell Field (the Flats)

COVID saw the use of this park increase but the park itself is not functioning effectively. The plan will be to create a destination for the community and visitors and enhance the space for community events. Public engagement will begin in the coming months and conceptual designs will be shared with the new Council prior to the end of the year.

Downtown (BIA)

St. Marys has seen new businesses open in the downtown. We have seen a gap in our food services sector in the downtown and many merchants have noted that has hurt business. Customers ask where to eat and had to leave the downtown to find a place. Some have noted that there seems to be lots of window shopping. People want to get out but are being strategic with their spending due to the current economic outlook. The BIA will be hosting a three-day Christmas event again this year and the Town is working in partnership to advertise the event broadly with a focus on the top places we saw summer visitors from at the Yak Shack and the Quarry. With the BIA election this fall, staff will look at rejuvenating the membership and effectively executing their strategy. Further observations:

- Wayfinding may assist with parking complaints.
- Host more BIA networking activities to build community amongst the businesses.

Station Gallery

The Station Gallery will be celebrating its 6th year in October. The gallery was unable to operate fully through the pandemic. The Station Gallery has shared preliminary information and their report is attached. To date they've had over 1,000 visitors.

Yak Shack

The kayak loan program was very successful in 2021 and operated from Monday through Saturday. Council asked staff to look at offering the program on Sundays in the summer. With the help of

Community Services, in 2022 a staff member opened the loan program from 10:00 – 4:00 in July and August. We utilized the Town's ActiveNet booking system for the kayaks which allowed us the opportunity to track usage for the program.

Key points from 2022:

- Popularity continued and usage increased in 2022,
- Top locations that people came from: St. Marys, London, Stratford,
- 975 registered users, 342 or 35% were local,
- July and August were the most popular months,
- Working to develop a plan for a summer student to be stationed at the Flats to loan the kayaks to assist with logistical concerns we have heard from patrons,
- Exploring a deposit for use to minimize no shows and late returns,
- Kayaks are in good condition following the season but will explore moving the shack back to the grassy area, so they are not dragged across the gravel,
- Exploring a dock for accessible access to the river,
- Sunday loans were provided, but also had our highest rate of cancellations and no shows.

A full snapshot of the Yak Shack usage has been attached with the highlight summarized:

Top 5 Locations		# of Users	
St. Marys		342	
London		204	
Stratford		129	
Toronto		15	
Kitchener Tavistock Wellburn Lucan	Granton Ingersoll Mitchell	10 to 13	
RESIDENTS		TOURISTS	TOTAL
342		633	975
35.08%		64.92%	

The Quarry

The addition of Super Splash brought record attendance at the St. Marys Quarry over the summer. The attraction was a great addition for kids and youth, even adults braved the inflatables and enjoyed the experience. This exposure to St. Marys is something we are working to harness. Staff plan to utilize physical spaces at the Quarry to encourage repeat visits at another time for users to the Quarry.

- Poster frames are being added to the back of bathroom stall doors. Staff will advertise other places in Town to visit and up-coming events (Christmas in St. Marys).
- Bare walls will be used to create striking images of St. Marys to invite guests to explore our trails, parks, and waterways.

- A feature photo area will be created to encourage promotion on social media. Staff have engaged the help of a local photographer to get the right location.
- Exploring opportunities for local businesses to advertise on site in a tasteful manner e.g., centre cards on the picnic tables like what is done in the Stratford city square.
- Staff have been in discussions with the owner of Super Splash for a partnership idea that encourages visits to our shops and services.

The top locations that visitors came from fall in line with that of the Yak Shack, which helps to support advertising plans for up-coming events and activities. More detailed statistics from the usage are attached, but summarized below from online registrations representing approximately 20% of total visits to the Quarry in 2022:

TOP 5 LOCATIONS	# OF PEOPLE
London	1883
St. Marys	655
Stratford	346
Kitchener	212
St. Thomas	203

RESIDENTS	TOURISTS	
655	5472	6127
10.69%	89.31%	

Observations of the Data:

Further analysis of the data for both the Yak Shack and Quarry based on distance travelled by visitors is show below:

Yak Shack - Data from Online Registrants		
Local	342	35.08%
Within 50 kms	487	49.95%
Between 50 - 100 kms	58	5.95%
Between 100 - 200 kms	53	5.44%
Over 200 kms	35	3.59%
	975	100.00%

Quarry 2022 Data from Online Registrants		
Local	655	10.69%
Within 50 kms	3,170	51.74%
Between 50 - 100 kms	1,307	21.33%
Between 100 - 200 kms	686	11.20%
Over 200 kms	309	5.04%
	6,127	100.00%
Total Quarry Attendees	31,793	
Data represents	19.27%	

From a tourism perspective, the data suggests the following:

- Tourists are coming to St. Marys for day trips
- A significant number of tourists come from within 50 kms away
- Tourists are willing to travel from within 200 kms away
- Tourists are willing to come back to St. Marys

Tourism efforts, along with partnerships with our local businesses and BIA, will be to ensure visitors are aware of everything St. Marys has to offer and continue having visitors return to St. Marys to experience more of our amenities. Marketing efforts will be directed through this lens.

Challenges staff have noted for 2023:

- Current economic outlook is changing disposable income levels which may have an impact on tourism spend.
- Lack of accommodations in St. Marys is a factor that is impacting the promotion of overnight stays, community events and private events (weddings, sports tourism).

FINANCIAL IMPLICATIONS

No financial implications with this report.

SUMMARY

With lots of summer attractions bringing visitors to Town we have an opportunity to showcase other assets and entice repeat visits throughout the year. We have experienced our first summer with Super Splash and got to see how it is used and the Yak Shack kayak loan program is a draw. The Town welcomed the Art of Ideas Art Gallery in the Spring of 2022 and now boasts two art gallery's and two museums. Staff are planning to highlight these cultural assets around the community in 2023. There is opportunity for a strong BIA with new businesses and leaders who have an interest and willingness to participate in making the downtown a destination.

STRATEGIC PLAN

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

- Pillar #2 Marketing and Communications
 - Wayfinding and Identity
 - Community events promotion
- Pillar # 4 Culture and Recreation
 - Actively include parks in marketing and promotion.
 - Tie the Grand Trunk Trail to Milt Dunnell Park
 - Waterways integration
 - Year-round farmers market location
- Pillar # 5 Economic Development
 - Downtown revitalization
 - Emphasize culture as a key driver

OTHERS CONSULTED

Stacey Frayne, Tourism Coordinator

Andre Morin, Director Corporate Services/Treasurer

ATTACHMENTS

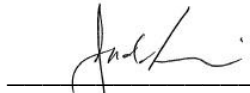
Yak Shack Stats

Quarry Stats

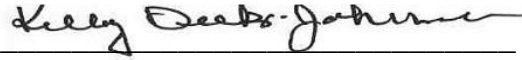
Station Gallery 2022 Snapshot

REVIEWED BY

Recommended by the Department

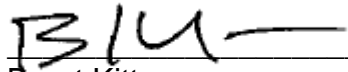


Andre Morin
Director of Corporate Services / Treasurer



Kelly Deeks - Johnson
Tourism and Economic Development Manager

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

Yak Shack 2022 Season

Yak Shack Rentals 2022 Season							
User Location	Total Number of Users	Distance from St. Marys (KM)	May #	June #	July #	August #	Sept. #
St. Marys	342	0	8	99	120	98	17
London	204	42.8	8	36	72	79	9
Stratford	129	19.3	5	32	51	37	4
Toronto	15	167.9	0	5	2	8	0
Kitchener	13	68.5	5	2	1	5	0
Granton	13	20.5	0	5	3	3	2
Tavistock	13	36.3	0	3	5	5	0
Ingersoll	10	39.2	2	4	4	0	0
Wellburn	10	8.6	0	3	1	6	0
Mitchell	10	29.3	0	0	2	8	0
Lucan	10	26.4	0	0	4	6	0
Woodham	9	17	0	1	0	6	2
St. Thomas	9	66.3	0	1	4	4	0
Thorndale	9	20.8	0	0	3	3	3
Denfield	7	31.2	0	0	1	6	0
Ilderton	7	35.7	0	0	3	2	2
Mississauga	7	143.8	0	0	1	6	0
Brampton	6	145.7	0	2	2	2	0
Woodstock	6	49.8	0	0	5	1	0
Embro	6	31.9	0	0	1	3	2

Fullarton	6	19.5	0	0	2	4	0
Arva	5	35.8	0	3	0	2	0
Edmonton, Alberta	5	3133.7	0	1	4	0	0
Ottawa	5	549.9	0	1	1	3	0
Pickering	5	191.5	0	0	5	0	0
Wellesley	5	60.8	0	0	1	4	0
Watford	5	82.1	0	0	0	0	5
Waterloo	4	64.5	1	0	3	0	0
Lakeside	4	15.8	0	0	3	1	0
Sudbury	4	518.3	0	0	3	1	0
Corunna	3	136.1	0	3	0	0	0
Wingham	3	96.3	0	3	0	0	0
Dorchester	3	37	0	1	2	0	0
Shakespeare	3	33.4	0	0	2	1	0
Belmont	3	51	0	0	3	0	0
St. Pauls	3	10.2	0	0	2	1	0
Exeter	3	34.3	0	0	1	2	0
Thamesford	3	28.9	0	0	1	2	0
Milverton	3	43	0	0	0	3	0
Windsor	3	233.4	0	0	0	3	0
Cambridge	3	81.5	0	0	0	3	0
Kirkton	2	17.3	0	1	0	1	0
Rostock	2	30.5	0	2	0	0	0
Brantford	2	97.8	0	0	2	0	0
Mount Hope	2	129.1	0	0	1	0	1
New South Wales, Australia	2	15613	0	0	2	0	0
Hamilton	2	131	0	0	2	0	0
Strathroy	2	60.8	0	0	2	0	0
Parkhill	2	37.2	0	0	2	0	0
Bayfield	2	65.6	0	0	2	0	0
Calgary, Alberta	2	3074.6	0	0	1	1	0
West Lorne	2	101.4	0	0	2	0	0
Tupperville	2	153.9	0	0	2	0	0
Bright's Grove	2	112.9	0	0	0	2	0

New Hamburg	2	41.7	0	0	0	1	1
Aylmer	2	57.7	0	0	0	2	0
Harper Woods, Michigan	2	205	0	0	0	0	2
Vashon, Washington	1	3848.2	0	1	0	0	0
Sebringville	1	19.6	0	1	0	0	0
Welland	1	209.6	0	1	0	0	0
Metepec, Mexico	1	3956.3	0	1	0	0	0
Mississauga	1	143.8	0	1	0	0	0
Chatham	1	157.2	0	1	0	0	0
Bonn, Germany	1	6333	0	1	0	0	0
Halifax, Nova Scotia	1	1943.6	0	1	0	0	0
Winnipeg, Manitoba	1	1864.5	0	1	0	0	0
Kelowna, British Columbia	1	3744.1	0	1	0	0	0
Sylvan Lake, Alberta	1	3160.7	0	0	1	0	0
Goderich	1	81.9	0	0	1	0	0
Vaughan	1	166.8	0	0	1	0	0
Sugar Land, Texas	1	2373.2	0	0	1	0	0
Montreal, Quebec	1	693.2	0	0	1	0	0
Richmond Hill	1	173.3	0	0	1	0	0
Oakville	1	143.3	0	0	0	1	0
Georgetown	1	133.6	0	0	0	1	0
Baden	1	48.6	0	0	0	1	0
Angus	1	185.9	0	0	0	1	0
Arwood	1	56.8	0	0	0	1	0
Grand Bend	1	59.5	0	0	0	1	0
Regina, Saskatoon	1	2353.1	0	0	0	1	0
Otterville	1	71.1	0	0	0	1	0
Whitby	1	215.1	0	0	0	1	0
Mount Brydges	1	62.5	0	0	0	1	0
Putnam	1	37.6	0	0	0	0	1

TOTAL 2022 RENTALS	975		29	218	342	335	51
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Top 5 Locations	# of Users
St.Marys	342
London	204
Stratford	129
Toronto	15
Kitchener Granton Tavistock Ingersoll Wellburn Mitchell Lucan	10 to 13

RESIDENTS	TOURISTS	
342	633	975
35.08%	64.92%	

2022 NO SHOW/CANCEL TRACKING							
	MON	TUES	WED	THURS	FRI	SAT	SUN
MAY		1				4	NOT OPEN
JUNE	1	3	12	6	4	11	NOT OPEN
JULY	5		3	3		6	18
AUGUST	6	9	2	2	2	5	18
SEPTEMBER				4		1	7
TOTAL	12	13	17	15	6	27	43

Quarry 2022 Season

Quarry 2022 Season- Not Walk-Ins		
User Location	Total Number of Users	Distance from St. Marys (KM)
London	1883	42.8
St. Marys	655	0
Stratford	346	19.3
Kitchener	212	68.5
St. Thomas	203	69.2
Woodstock	173	49.9
Waterloo	171	66.3
Toronto	165	167.9
Ilderton	112	35.5
Windsor	88	233.4
Lucan	85	26.4
Mitchell	82	29.3
Strathroy	80	61.8
Chatham	73	159.9
Thorndale	72	20.8
Cambridge	65	87.7
Guelph	62	93.3
Komoka	57	55.4
Tecumseh	53	223.9
Aylmer	50	57.7
Ingersoll	48	39.2
Thamesford	48	28.9
LaSalle	43	239.6
Milton	43	116.4
Denfield	38	31.2
Goderich	36	81.9
Oakville	35	143.3
Belle River	34	202.9
Brantford	32	97.8
Hamilton	32	131
Parkhill	32	37.2
Wallaceburg	32	162.2
Corunna	28	136.1

Granton	28	20.5
Listowel	26	65.4
Mississuga	26	143.8
Port Elgin	26	162.9
Tillsonburg	26	63
Ottawa	25	549.9
Baden	24	48.6
Forest	24	83.8
Glencoe	23	88.2
Brussels	22	72.6
Exeter	22	34.3
Embro	21	31.9
Lakeside	21	15.8
Delaware	20	60.2
Milverton	20	43
Mount Brydges	20	62.5
Wingham	20	96.3
Tilbury	19	178.4
Blenheim	18	153.4
Campbellville	18	105.3
Pickering	18	191.5
Breslau	17	73.8
Springfield	16	55.9
Ethel	14	65.9
Etobicoke	14	159.4
New Hamburg	14	41.7
Petrolia	14	112
Shakespeare	14	33.4
Arva	13	35.8
Brampton	13	145.7
Brights Grove	13	112.9
Kirkton	12	17.3
Port Rowan	12	106.4
Sebringville	12	19.6
St. Paul's	12	10.2
Belmont	11	51
Fergus	11	106.2
Fort McMurray	11	3618
Kingsville	11	226.6
Richmond Hill	11	173.3
Essex	10	218.3
Port Franks	10	73.2
Tavistock	10	36.3

Belgrave	9	87
Port Stanley	9	87.8
St. Catharines	9	187.2
Walkerton	9	116.5
Wyoming	9	102.2
Clinton	8	61.2
St. Clements	8	64
Wellburn	8	8.6
Ayr	7	68.9
Elmira	7	80.8
Gatineau QC	7	558
Lambton Shores	7	69.3
Palmerston	7	77.5
Port Lambton	7	165.1
Kincardine	6	133.7
Washington	6	663.8
Calgary AB	5	3240.3
Dresden	5	138.9
East York	5	190.5
Gadshill	5	33.6
Harrow	5	238.5
Hensall	5	40
Kintore	5	19.1
Peterborough	5	286.3
Plattsville	5	51.9
Thamesville	5	122.5
Caledon	4	157.5
Halifax NS	4	1943.6
Seaforth	4	47.3
Gorrie	3	84.5
Owen Sound	3	162
Walton	3	64
Watford	3	82.1
Wellesley	3	60.8
Langton	2	86.9
Mount Elgin	2	51.4
Paris	2	82.2
St. Agatha	2	56.7
Dublin	1	36.9
Florence	1	118.5
Mooretown	1	141.8
San Antonio	1	2596
South Woodslee	1	206.1

St. Jacob's	1	74.4
Stoney Point	1	189.4
Straffordville	1	74.6
Stoneybrook	1	53.4
Birr	0	27.4
Bowmanville	0	238.1
Burford	0	83.6
Delhi	0	85.3
Drumbo	0	62.3
Erieau	0	164.5
Fredericton NB	0	1516.2
Grande Prairie AB	0	3591.6
Kippen	0	46.7
Melancthon	0	136.1
Oil Springs	0	113.4
Princeton	0	71.3
Rockland	0	585.4
Salmon Arm BC	0	3581.1
Teeswater	0	111.2
Warwick	0	82.1
Waterdown	0	117.8

TOTAL 2022	6127
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TOP 5 LOCATIONS	# OF PEOPLE
London	1883
St. Marys	655
Stratford	346
Kitchener	212
St. Thomas	203

RESIDENTS	TOURISTS	
655	5472	6127
10.69%	89.31%	

Report on attendance at Station Gallery

Art of Textiles	January 7 to March 18th Most of these were Southern Ontario with the vast amount from London and Stratford. A few from Toronto. Time of year is a disadvantage.	200 visitors
Minimalist Eye	May 13 to June 25 About ½ are from St. Marys with the rest from all over Southern Ontario London, Stratford, Toronto etc.	126 visitors
Stonetown Arts	May 13 to June 25 ⅓ from St. Marys. The rest from Markham, Toronto, London, Stratford and many regional towns. Seattle Washington, Vancouver x2, 1 Alberta 2 Ireland.	231 visitors
First Nations	July 1 to August 13 ¼ from St. Marys This is the beginning of Tourist visitors. Texas, Pennsylvania Michigan Nova Scotia, Quebec, Alberta, Saskatchewan, Overseas, England, Australia, France, Barbados. This exhibition was popular with visitors from Ingersoll. More than half the local visitors were from Ingersoll.	269 visitors
Gary Austin	August 19th to September 30 ½ St. Marys. Most are tourists. Saskatchewan x2, England x2 Vancouver x2 Netherlands, Australia x2 Michigan, Illinois.	177 (to date)

Total 1003.00 to date

On our social media Gary Austin has	333 people on our website
	955 on facebook
	562 on Instagram

Our visitor numbers are not bad. Pre Covid lockdown would bring in 250 to 300 with about 25 to 30 percent would be American tourists. It is only in August that we see a sign of American tourism returning. I know that the Stratford Festival is down on attendance. This impacts on us for most American and International tourists that go to the festival, may come to the gallery before a show.

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	André Morin, Director of Corporate Services / Treasurer
Date of Meeting:	11 October 2022
Subject:	COR 45-2022 Development Charges Update

PURPOSE

The purpose of this report is to provide Council an update on the Development Charges (DC) background study and by-law.

RECOMMENDATION

THAT COR 45-2022 Development Charges Update report be received for information.

BACKGROUND

As per the legislation in the Development Charges Act, a municipality wanting to charge development charges must prepare a background study and new by-law every 5 years.

The Town's current by-law will expire at the end of 2022.

REPORT

In early 2022, the Town engaged Watson and Associates through an RFP process to complete the 2022 Development Charge background study and by-law. Much of the information required for the background study must be collected internally from various departments, with the bulk of the work within the Public Works and Finance departments. Some of the work was delayed throughout the summer months and the project has been unfortunately delayed. Further complicating this matter is properly ensuring the new Council will have appropriate time and information to review and approval a new by-law.

In order to meet our deadline of having a DC by-law in place for January 1, 2023, the following activities will occur:

- Staff review of background study and calculations – week of October 3, 2022
- Draft background study and by-law will be posted on the Town's website for public review and comments by October 10, 2022 (<https://www.townofstmarys.com/en/doing-business/Planning-Fees-and-Development-Charges.aspx>)
- Staff will have a meeting with stakeholders from the development community by the end of October 2022
- Statutory Public Meeting – November 22, 2022
- Council education and workshop – November 25, 2022
- On December 13, 2022 the final DC Background study and by-law presented for passing

For reference the current Development Charges are:

Town of St. Marys					
Schedule of Development Charges					
January 1, 2022					
SERVICE	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments 2 Bedrooms +	Apartments Bachelor & 1 Bedroom	Multiple Dwellings	(per ft ² of Gross Floor Area)
Roads and Related	1,658	987	683	1,132	-
Fire Protection Services	444	263	183	302	-
Police Services	92	55	39	64	-
Outdoor Recreational Services	-	-	-	-	-
Library Services	1,163	690	478	794	-
Administration	235	139	96	162	-
Child Care	96	57	40	66	-
Waste Diversion	7	4	3	5	-
Wastewater Services	4,908	2,922	2,022	3,353	-
Water Services	1,237	736	509	844	-
	9,840	5,853	4,053	6,722	-

The schedule of charges is not expected to have any significant changes with the update. However, there will be policy decisions for Council to consider, namely, to continue with any exemptions (currently non-residential DCs are exempt) and whether new exemptions are considered (ex. Attainable Housing).

FINANCIAL IMPLICATIONS

The Development Charges will be updated in the fee by-law once approved by Council.

SUMMARY

The Town will be considering a new Development Charges By-law at the Council meeting dated December 13, 2022. The draft background study and by-law will be available for the public to review and comment on the Town's website.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Denise Feeney, Finance Manager / Deputy Treasurer

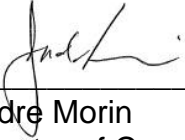
Watson and Associates

ATTACHMENTS

None

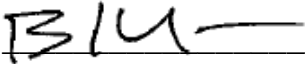
REVIEWED BY

Recommended by the Department



Andre 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: 11 October 2022

Subject: **COR 46-2022 Consolidated Fees By-law Review (2023)**

PURPOSE

The purpose of this report is for Council to approve the proposed 2023 fees to be imposed for Town services.

RECOMMENDATION

THAT COR 46-2022 Consolidated Fees By-law (2023) report be received; and

THAT Council consider By-law 91-2022 for the 2023 consolidated fees.

BACKGROUND

SPC met on September 20, 2022 and reviewed the draft fee proposals (COR 40-2022) and provided direction for the 2023 Fee By-Law.

REPORT

The following updates have been made since the SPC meeting:

1. Family admission was added to the PRC aquatics fees. The rate is \$15, and a family is defined as a maximum of 2 adults and 3 children.
2. The 2/3 hall rental rate for a “for profit” organization was corrected. Non-prime is \$70 and prime is \$75. These rates were incorrect in the previous By-Law, at \$65 and \$60, respectively.
3. Building Permit Fees (Schedule D) has been added as per DEV 69-2022.
4. Clarification was provided on the cemetery fees to better understand the capacity of a niche and a plot, a niche can contain up to two urns and a plot can contain one traditional burial and up to four cremations. The non-resident fee is applicable to any individual who has never resided within the Town of St. Marys.
5. Planning fees, Schedule C, has been updated as per DEV 72-2022.

Development charges will be presented on December 13. The Fee By-Law will be amended for these once they are complete.

A user group fee for recreation will be reviewed over the winter and be added to the Fee By-Law in 2023.

Attached in the By-Law section of this agenda is the detailed 2023 Fee By-Law.

FINANCIAL IMPLICATIONS

Any rate changes will be reflected in the 2023 Budget.

SUMMARY

Each year, as part of the budget process, staff will bring forward proposed fee changes for consideration. The 2023 Fee By-Law will be approved by council.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Senior Leadership Team

ATTACHMENTS

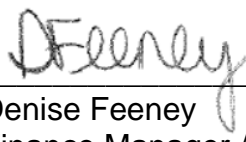
Proposed By-Law 91-2022 is appended to By-Law section of the agenda.

REVIEWED BY

Recommended by the Department

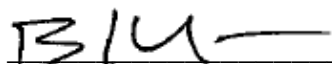


Andre Morin
Director of Corporate Services / Treasurer



Denise Feeney
Finance Manager / Deputy Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

**Board of Directors Meeting Highlights
Held on September 15th, 2022 at 12:00 PM
in the Board Room at the MRF**



Posturing Continues with Producers

As much as we would like to report that the Association has reached an agreement with the producers to continue recycling services until the end of 2025 or perhaps even beyond, we have not. At this time we would be even settle on reporting that our negotiations continue, but that is hardly an accurate reflection of what is happening.

As everyone should know by now, the Producers are set to assume full responsibility of the blue box program for our member beginning April 1, 2024. We are in the middle of the pact with some municipalities transitioning as early as July 1, 2023 and the last ones transitioning December 31, 2025. That period is referred to as the Transition Period. The Producers are obligated to maintain existing services.

The Post Transition Period beginning in January 2026 requires a common list of materials across the Province along with some performance targets and the requirement to collect biweekly only. It is meant to be the “new” blue box program. This provides the Producers with the ability to design a more efficient cohesive program for all resident ready to handle all printed paper and packaging.

The “transition” should not be complicated but yet they have managed to make it complicated. Municipalities have operated the system for decades and they have the knowledge, infrastructure, and/or contracts to perform the work obligated by the producers so they can focus on the Post Transition system.

Instead, they made an offer to continue services until the end of the transition period with a number of terms and conditions which add unnecessary risks and costs to municipalities with additional requirements, yet their offer fixes the costs at 2020 discounted equivalent. As a result, the cooperation from the majority of municipalities in Ontario has been limited.

This has forced the Producers to issue RFP’s to secure the services required to meet their obligations. These RFP’s contain terms and conditions even more egregious than those offered to municipalities.

We continue to engage the Producers to overcome some of the challenges they have chosen to impose so that we may continue to serve our member through the Transition Period. Similar to AMO, our main challenges remain:

- Delivery of Material to Unknown Receiving Facilities:
- Meeting the Proposed 4% Contamination Threshold
- Compensation for Promotion and Education
- Administration Costs
- Stranded Services for Institutional, Commercial, and Industrial Customers

We will continue to keep you apprised of any further developments with hopefully more guidance after the municipal election.

Holy Crap! Bluewater Recycling Association Truck Runs on Cow Manure.

The newest refuse vehicle to travel Ontario roads can be described as undeniably green because it is fueled by something undeniably brown — cow patties.

We have teamed up with the Ontario Waste Management Association and Enbridge Gas to unveil Ontario's first refuse "carbon-negative" truck fueled by renewable natural gas (RNG) that's produced using cow manure from a local farm.

The decomposing waste generates methane that is converted into the RNG, which will displace the carbon dioxide emissions that would have been generated by 18,000 liters of diesel in the demonstration vehicle's first 6 months on the road. It has been serving member for about two months.



This project is a natural next step in the progressive conversion of our fleet from diesel to a cleaner energy source. We want to use cleaner renewable energy sources to serve our communities while continuing to strive for a more circular economy in all aspects of our operations and help to ensure our municipal members meet their environmental commitments.

The story has been published in over 80 entities (publications/TV station/radio stations/blogs etc) reaching over 700 million readers/viewers, listeners around the world. It is touted as the most successful launch in the history of all three organizations beating Enbridge's last record by 500 million. It seems that people love to talk about poop.

Commodity Prices Continue to Drop

Commodities overall have started to take a dive in recent weeks which usually precedes a recession.

Most agree on the following reasons, to name a few:

- - Higher Fuel costs
- - Fears of a recession
- - Oversupply in the market (peak seasonality)
- - End-User summer 'Shutdowns'

The price for PET bottles have crumbled from a high of \$0.55/lb in May to a measly \$0.05/lb in August. Two very large consumers in the US stopped buying which sent the price on a precipitous downfall. The consumers were manufacturers of carpet for new housing and orders have dried up with rising interest rates.

Historically, most Price Trends of Recycled Materials (Metals, Paper, Plastics) are an 'Indicator', or a 'Forecast' of what is to come in the General Economy (both Ups & Downs).

Prices for bulk paper grades in the United States have taken a dive in the domestic and export markets as mills continue to divert tons, with some sources saying they essentially have been able to name their price, particularly for old corrugated containers (OCC).

The Northeast and Midwest regions were hit hard when it comes to OCC pricing, with Fastmarkets RISI's Pulp & Paper Week for Aug. 5 showing a \$20-per-ton decrease, while the Southeast saw a \$25-per-ton drop. Mixed paper also sank, with many regions seeing decreases of up to \$30 per ton.

About two months ago, the Southeast Asian market, particularly India, had bought lots of tons from the U.S., but before the tons could make it to their destinations, the orders were being canceled on the water. A lot of international brokers and shippers with goods on the water had to displace, and when that happens, typically you're discounting, you're calling in favours.

It is suspected that consumer habits have played a role in the state of the corrugated market today. The looming recession has curtailed spending to a degree, meaning fewer goods to ship requiring less cardboard boxes.

Many in the industry were blindsided by how quickly the market turned, and it's not going to change any time soon, despite the upcoming containerboard capacity expected to come online within the year as some of the projects are anticipating potential delays.

China's COVID Zero policy has left China in harsh lockdown conditions and slowed economy. With high inflation, rising interest rates, and the stock market performance are all indicating that the party is over. Projections for the year ahead indicate the continued fall of commodity prices to a level that is more sustainable in the long term.

Droughts around the world and leading to economic concern as some countries are experiencing the worst drought in decades, like China, Europe, and the US. The Western States like California are experiencing the worst droughts in over 1200 years, measured by the tree ring analysis. California produces a major portion of the country's tomatoes, and this drought will lead to less supply. The price of tomatoes will rise and red sauces will be charged at a premium, if you can find them.

Trucking Costs Reach Record Highs

Trucking was more expensive in 2021 than ever before, according to the latest Analysis of the Operational Costs of Trucking report from the American Transportation Research Institute (ATRI).

The total cost of trucking increased 12.7% in 2021, to US\$1.855 per mile, according to the study of U.S. fleets. That's the highest cost on record, and was driven by fuel (+35.4% compared to 2020), repair and maintenance costs (+18.2%), and driver wages (+10.8%).



Collectively, operating costs were up to US\$74.65 per hour.

Smaller fleets were hit hardest, with fleets running 100 or fewer trucks seeing their costs increase 4.9 cents a mile more than larger fleets.

Driver compensation averaged 80.9 U.S. cents a mile, a 10% increase over 2020, ATRI reports.

In response, fleets decreased deadhead miles to 14.8% and improved average fuel economy to 6.65 miles per gallon.

U.S. Senate Passes Inflation Reduction Act

The U.S. recently passed the Inflation Reduction Act (2022), which includes a \$369 billion investment in clean energy and climate to put more clean vehicles on the road and secure over a million new good-paying jobs in the U.S. The bill contains unprecedented incentives to accelerate the adoption of zero-emission transportation technologies, including a new tax credit for medium- and heavy-duty zero-emission vehicles, a new production tax credit for battery manufacturing, and enhancements to the light-duty electric vehicle tax credits.

UN Declares Access To Clean And Healthy Environment A Universal Human Right

With 161 votes in favour, and eight abstentions*, the UN General Assembly adopted a historic resolution, declaring access to a clean, healthy and sustainable environment, a universal human right.

The resolution, based on a similar text adopted last year by the Human Rights Council, calls upon States, international organisations, and business enterprises to scale up efforts to ensure a healthy environment for all.

The UN Secretary-General, António Guterres, welcomed the 'historic' decision and said the landmark development demonstrates that Member States can come together in the collective fight against the triple planetary crisis of climate change, biodiversity loss and pollution.

“The resolution will help reduce environmental injustices, close protection gaps and empower people, especially those that are in vulnerable situations, including environmental human rights defenders, children, youth, women and indigenous peoples”, he said in a statement released by his Spokesperson’s Office.

Guterres underscored that however, the adoption of the resolution 'is only the beginning' and urged nations to make this newly recognised right ‘a reality for everyone, everywhere’.

In a statement, UN High Commissioner for Human Rights Michelle Bachelet also hailed the Assembly’s decision and echoed the Secretary-General's



call for urgent action to implement it. Ms. Bachelet explained that environmental action based on human rights obligations provides vital guardrails for economic policies and business models.

The text, originally presented by Costa Rica, the Maldives, Morocco, Slovenia and Switzerland last June, and now co-sponsored by over 100 countries, notes that the right to a healthy environment is related to existing international law and affirms that its promotion requires the full implementation of multilateral environmental agreements.

It also recognises that the impact of climate change, the unsustainable management and use of natural resources, the pollution of air, land and water, the unsound management of chemicals and waste, and the resulting loss in biodiversity interfere with the enjoyment of this right - and that environmental damage has negative implications, both direct and indirect, for the effective enjoyment of all human rights.

In 1972, the United Nations Conference on the Environment in Stockholm, which ended with its own historic declaration, was the first one to place environmental issues at the forefront of international concerns and marked the start of a dialogue between industrialized and developing countries on the

link between economic growth, the pollution of the air, water and the ocean, and the well-being of people around the world.

UN Member States back then, declared that people have a fundamental right to "an environment of a quality that permits a life of dignity and well-being," calling for concrete action and the recognition of this right.

The recognition of the right to a healthy environment by these UN bodies, although not legally binding — meaning countries don't have a legal obligation to comply — is expected to be a catalyst for action and to empower ordinary people to hold their governments accountable.



As mentioned by the UN Secretary-General, the newly recognised right will be crucial to tackling the triple planetary crisis.

This refers to the three main interlinked environmental threats that humanity currently faces: climate change, pollution and biodiversity loss - all mentioned in the text of the resolution.

Each of these issues has its own causes and effects and they need to be resolved if we are to have a viable future on Earth.

The consequences of climate change are becoming increasingly apparent, through increased intensity and severity of droughts, water scarcity, wildfires, rising sea levels, flooding, melting polar ice, catastrophic storms and declining biodiversity.

Meanwhile, according to the World Health Organization (WHO), air pollution is the largest cause of disease and premature death in the world, with more than seven million people dying prematurely each year due to pollution.

Finally, the decline or disappearance of biological diversity - which includes animals, plants and ecosystems - impacts food supplies, access to clean water and life as we know it.

* States who abstained: China, Russian Federation, Belarus, Cambodia, Iran, Syria, Kyrgyzstan and Ethiopia.

Countries Across The Globe Aim To End Plastic Pollution By 2040



Plastic pollution has reached unprecedented levels the world over and is projected to rise significantly in the next decades.

The Governments of Rwanda and Norway have launched The High Ambition Coalition to End Plastic Pollution together with Canada, Peru, Germany, Senegal, Georgia, Republic of Korea, U.K., Switzerland, Portugal, Chile, Denmark, Finland, Sweden, Costa Rica, Iceland, Ecuador, France, and the Dominican Republic.

The High Ambition Coalition was first initiated following the historic UN Environment Assembly resolution 5/14 passed in March of 2022 to start negotiations of an international legally binding instrument to end plastic pollution.

The High Ambition Coalition to End Plastic Pollution will issue statements and undertake intercessional work on essential elements and issues to inform the negotiations in order to develop a landmark treaty by 2024.

Plastic pollution has reached unprecedented levels the world over and is projected to rise significantly in the next decades. According to the OECD's Global Plastic Outlook Policy Scenarios to 2060 report, without urgent global action, the volume of plastics in rivers and lakes will increase from 109 million tonnes in 2019 to 348 million tonnes in 2060 while plastics leaking into the ocean will rise from 30 million tonnes in 2019 to 145 million tonnes in 2060.

Plastic consumption is projected to skyrocket in the coming decades, from 460 million tonnes in 2019 to 1,231 million tonnes in 2060. The most significant sectors driving consumption are packaging, vehicles, and construction which will make up two-thirds of all use.

Members of the High Ambition Coalition to End Plastic Pollution will meet in New York in a few weeks, during the UN General Assembly, to discuss the next steps in the coalition's work.

Federal Ban on Single-Use Plastics Moves Ahead

On June 22, 2022, the Government of Canada published the Single-use Plastics Prohibition Regulations (the Regulations) under the Canadian Environmental Protection Act, 1999. The Regulations prohibit the manufacture, import, sale, and eventually export of six categories of single-use plastic (SUP) items completely by December 2025. The categories of items are:

- checkout bags
- cutlery
- foodservice ware
- ring carriers
- stir sticks
- straws

The prohibition on manufacture and import for sale in Canada of checkout bags, cutlery, straws, foodservice ware, and stir sticks will start December 20, 2022, and for ring carriers on June 20, 2023. Sale in Canada of checkout bags, cutlery, foodservice ware, stir sticks, straws will be banned by December 20, 2023, and June 20, 2024 for ring carriers.

Next Steps on Better Plastic Recyclability, Compostability, and Tracking

On July 25, 2022, the Minister of Environment and Climate Change, the Honourable Steven Guilbeault, announced the next step in delivering on Canada's commitments on plastic waste and pollution by launching two consultations to:

- develop rules for recyclability and compostability labelling; and
- establish a federal plastics registry for producers of plastic products.

New labelling rules would prohibit the use of the chasing-arrows symbol and other recyclability claims on plastic products unless at least 80 percent of Canadians have access to recycling systems that accept and have reliable end markets for these products.

The new proposed regulations would include rules requiring minimum levels of recycled plastic in certain products, on which the Government recently concluded consultations.

The Government of Canada is committed to developing a registry that would collect data on the life cycle of plastics in Canada.

Until October 7, 2022, the government is accepting comments on the discussion papers for the development of labelling rules and the federal plastic registry. A draft regulatory text for labelling rules is targeted for publication as early as mid-2023. OWMA will develop a formal response to the consultation.

ISRI Releases Updated Position on Minimum Recycled Plastic Content Legislation

ISRI has announced its position statement on the use of recycled plastics in the manufacture of new products, and on minimum mandates for recycled plastics in certain products imposed through legislation for the purpose of strengthening end markets for plastics derived from end-of-life consumer products. The updated statement was adopted by ISRI's Board of Directors on July 14, 2022.



Updates to the former policy include the addition of new definitions for “Consumer,” “Pre-Consumer Plastic,” and “Post-Consumer Plastic.” New content was added, including “For the purposes of verification and measurement process as a byproduct that was collected for the purpose of recycling separate from the process that generated it, rather than being reclaimed within the same process.” Additional new content was added, “Legislation that focuses on measuring recycled content using only post-consumer plastics (as defined below), provided that such limitations are not applied to any other commodity materials.”

The policy states:

Plastics are an incredibly diverse, versatile group of materials that are used in nearly all aspects of daily life, from life-saving medical supplies to light-weight food packaging. Despite the benefits plastics offer, many people in the United States are concerned about high levels of used plastic entering the natural environment. Using recycled plastic as a feedstock to manufacture new products is an environmentally responsible activity that also strengthens the economy by creating jobs and investment opportunities.

Plastics recyclers process material from commercial, industrial, institutional, and residential sources. While all four are important sources of material, they each have very different market dynamics. The markets for plastics sourced from industrial operations that were generated during a manufacturing process as a byproduct are strong, with supply and demand generally balanced. This plastic is generally homogeneous and “clean” and more easily recycled. All of this results in its desirability to be used as feedstock in the manufacturing supply chain. The market for these plastics – referred to by many as “pre-consumer” plastics – does not require intervention in the form of government mandates or policies to support them.

Under the new policy, ISRI supports:

Legislation that expands the use of recycled plastic from residential, commercial, institutional, and industrial sources in applications that are appropriate, noting these levels will vary by application and type of plastic;

Legislation that focuses on measuring recycled content using only post-consumer plastics (as defined below), provided that such limitations are not applied to any other commodity materials;

Efforts by manufacturers and brand owners to increase the use of recycled plastic resin beyond legislated levels and applications, when possible;

Manufacturers incorporating the principles of Design for Recycling® (DfR) to ensure their products are more easily recycled:

Stakeholder efforts that seek to increase plastic recycling through public education, outreach, and advocacy to meet growing demand for recycled plastic;

Efforts that consider the life cycle assessment of a plastic product to help manufacturers make informed choices on the inclusion of recycled plastic resin: and

For the purposes of verification and measurement, there may be up to a possible 10% variation in post-consumer plastics resulting in limited non-PCR contamination.

Such efforts will help spur the demand for recycled plastics while also increasing the commitment by stakeholders throughout the supply chain to ensure plastics are responsibly manufactured, collected, and recycled into new products.

Applicable Definitions

Consumer: Individuals, Households, Commercial, Industrial, and/or Institutional facilities in their role as end- users.

Pre-Consumer Plastic: “Pre-Consumer Plastic” is plastic resin material that resulted from a manufacturing process as a byproduct that was collected for the purpose of recycling separate from the process that generated it, rather than being reclaimed within the same process.

Post-Consumer Plastic: “Post-Consumer Plastic” is plastic resin material that has completed its life as a consumer item, having served its intended end use, and has been collected for the purpose of recycling

Sprite Switches To Clear Plastic Bottles



The iconic green plastic sprite bottle is getting a new look. Coca-Cola announced that starting August 1, they will be changing all new bottles of Sprite to clear plastic bottles to support the circular economy for plastic packaging. When bottles are recycled, coloured plastics are separated from clear plastic items to avoid discolouring recycled materials into new bottles. Coca-Cola reports that taking colours out of the plastics will increase the likelihood of being remade into new bottles.

Cardboard Packaging Made Of Straw, Seaweed, And More



DS Smith is pushing ahead in exploring outside-the-box options for the creation of paper and cardboard packaging, including the testing of materials typically seen in gardens, parks, and beaches.

In doing so, the company is working to give new life to alternative fibres for paper and cardboard, including daisies, straw, miscanthus (grass), cocoa shells, and seaweed – as part of its \$140 million investment in research and development to accelerate its work in the circular economy. The program will look at the fibre potential and plastic replacement capabilities of a number of materials in order to diversify the range of sources DS Smith uses for packaging.

DS Smith is also exploring the use of annual plants such as daisies and agricultural wastes for their fibre properties and potential paper performance. The company has also undertaken trials exploring how seaweed may be used as a raw material to design out problem plastics from cartons, paper wrap, and cardboard tray packaging.

DS Smith is experimenting with cocoa shells for carton boards in chocolate packaging and is looking at other materials with a good environmental profile. For example, agricultural waste in the form of straw, and annual plants like hemp or miscanthus, which in some cases might require significantly less energy and water to produce than some traditional paper-making materials.

DS Smith has already tested using seaweed fibres as a raw material in a range of packaging solutions, from cartons to paper wraps to cardboard trays. The seaweed fibres demonstrated unique properties capable of harnessing plastic's benefits as a barrier coating for food products.

The exploration of alternative fibres is part of the sustainable packaging provider's pledge to optimize fibre use for individual supply chains in 100 percent of its packaging solutions by 2025, as part of its "Now and Next" strategy. By 2023, DS Smith will manufacture 100 percent reusable or recyclable packaging and its aim is that by 2030 all its packaging will be recycled or reused.

DS Smith Survey Finds Younger Generations Least Confident About Recycling

In the latest U.K. poll, two-thirds of Gen Z respondents blame barriers to recycling, including confusion over what items can be recycled, a shortage of recycling bins, and a lack of clear disposal instructions on products.

DS Smith has revealed that the generational gap in recycling has gone global – with older people more than any other generation holding themselves accountable for responsibly recycling of boxes.



While Gen Z members often are considered to be the most environmentally conscious, they have the least confidence among all age groups in knowing how to recycle, based on DS Smith's new survey in the U.K. that matches a similar company poll in the United States.

In the latest U.K. poll, two-thirds of Gen Z respondents (those born from 1997 to 2012) blame barriers to recycling, including confusion over what items can be recycled, a shortage of recycling bins, and a lack of clear disposal instructions on products. Only 41 percent of those over age 55 see such obstacles.

Also, twice as many in the Gen Z group compared to their older counterparts say they don't know where to find advice on recycling.

The findings indicate that the generational split on sustainability is international.

A DS Smith survey in the U.S., released in May 2021, found that Baby Boomers – the generation that came of age amid the first Earth Day in 1970 – are the most motivated to recycle those leftover boxes.

Broken out by generation, Baby Boomers (71 percent) hold themselves more accountable for responsibly recycling their boxes than others – millennials (60 percent), Gen Z (59 percent) and Gen X (58 percent).

The U.S. survey found that all groups were united when asked about the surplus of boxes from e-commerce spending and the message was clear: They're not bothered by the extra packages but do want them made of sustainable materials.

About 44 percent of those surveyed report getting more shopping deliveries during the COVID-19 pandemic, with 15 percent saying they are "drowning in boxes."

In an important, pro-environment signal, three-quarters (73 percent) of those polled say they care if the box is made from sustainable materials.

DS Smith, in its operations, supports a circular economy that aims to reduce and eliminate waste and advocates for the reuse of materials, including its box-to-box in 14 days model that ensures boxes are collected, recycled, and turned into new boxes within two weeks.

SWANA's new strategic plan commits to increasing industry safety and education



SWANA's new strategic plan was developed with the participation of nearly 90 SWANA members and staff.

The Solid Waste Association of North America's (SWANA) Board of Directors (BOD) has approved the association's next five-year strategic plan – Forward, Together – following the successful implementation of its 2016 to 2020 strategic plan.

The board reaffirmed the SWANA's purpose to advance the responsible management of solid waste as a resource, noting the commitment of the association and its members to the purpose doesn't change even as the association continues to evolve and adapt. The board also recommitted to the 2016 to 2020 mission statement that emphasized progress through a focus on the areas of education, advocacy, safety, and research.

The plan was developed with the participation of nearly 90 SWANA members and staff who applied strategic foresight techniques to identify changes affecting the industry and to develop strategic goals, objectives, and strategies to address future needs. The drivers were:

- Shifting worker priorities
- Increasing impacts from climate change
- Expanding the use of technology, AI, and automation
- Expanding the value of resources and the circular economy
- Changing norms for meetings and connection

SWANA's new strategic plan identifies four goals to focus SWANA's work in the coming years:

Goal 1: Get off the top 10 list of most dangerous jobs

"Safety must be implemented and owned by every worker and every employer in this industry every day," says SWANA Executive Director and CEO David Biderman. "We will provide resources for employers; we will work with agencies and partners to support and encourage safer workplaces. Getting off the top 10 list takes a commitment from all of us."

Goal 2: Become climate champions

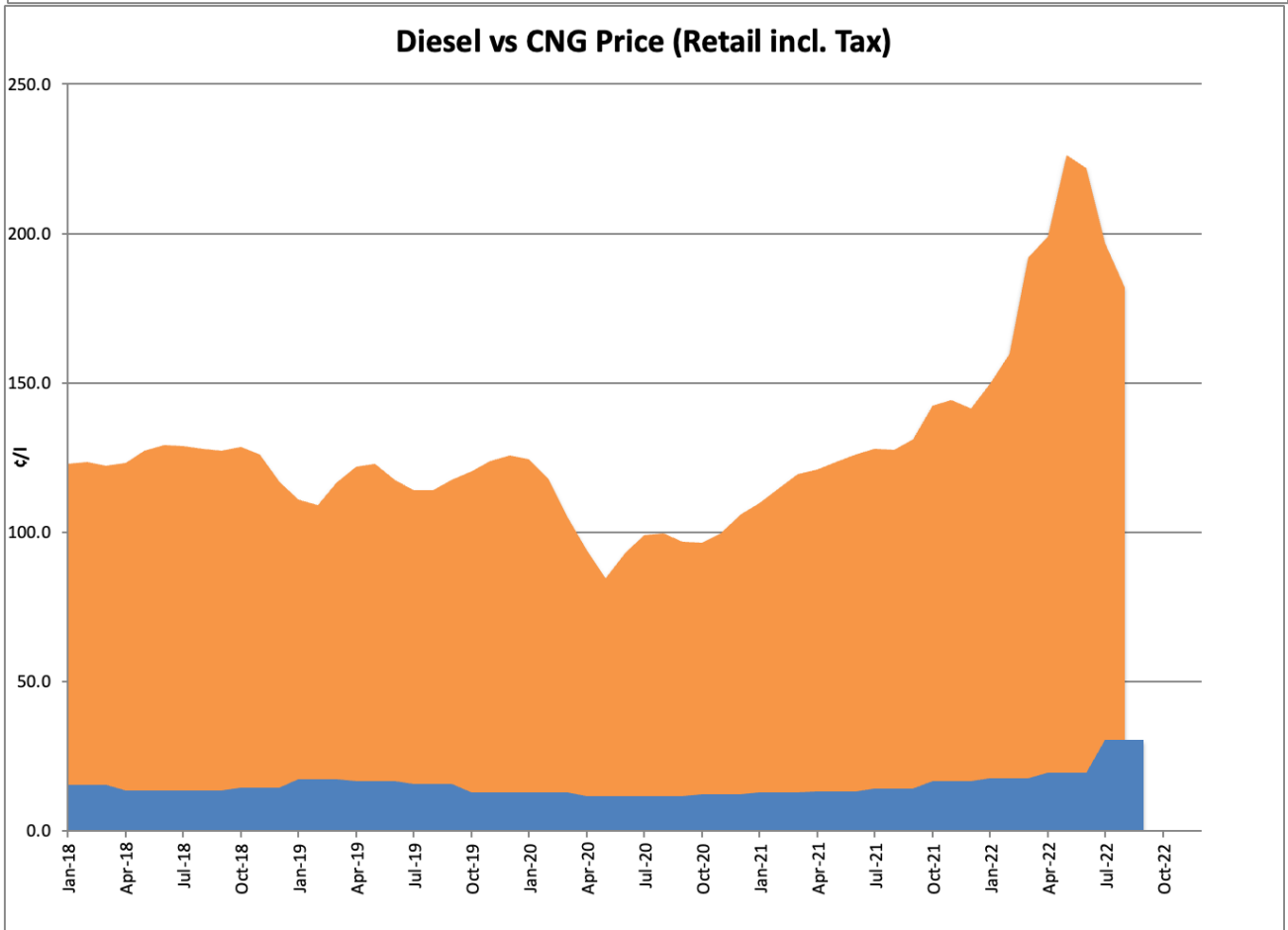
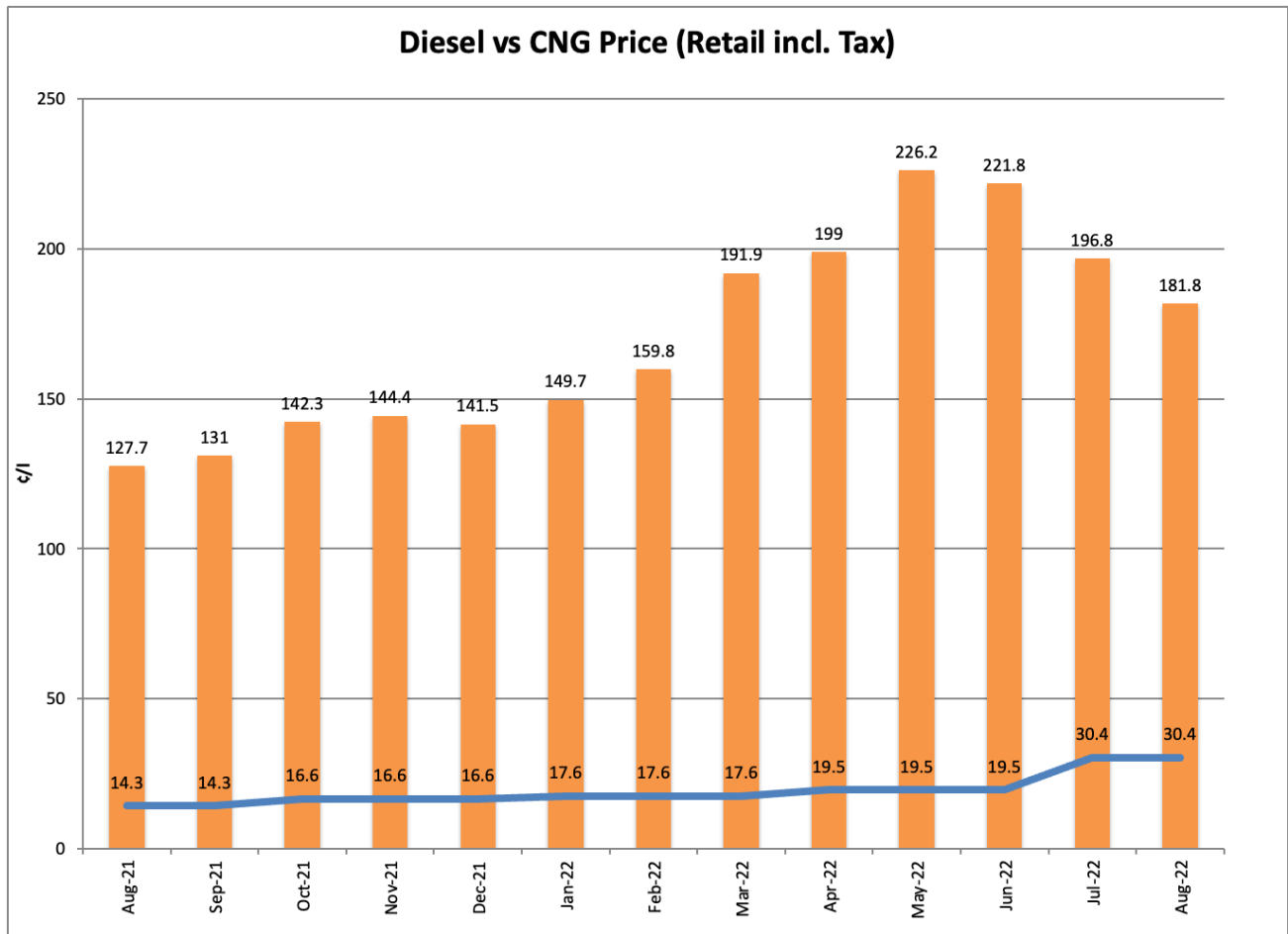
SWANA has long held as a core principle that members and their employers share a commitment to the protection of health and the environment. Participants in the development of the Forward, Together plan focused SWANA on an outcome that reframes resource management as a critical national infrastructure while elevating efforts to address the effects of extreme weather and consumer items that can damage trucks and facilities as well as harm workers. The plan also directs SWANA to create an organics management emphasis, both in collaboration with partners and through the provision of updated training materials. Developing an association position on extended producer responsibility is also one of several strategies identified to help implement this goal.

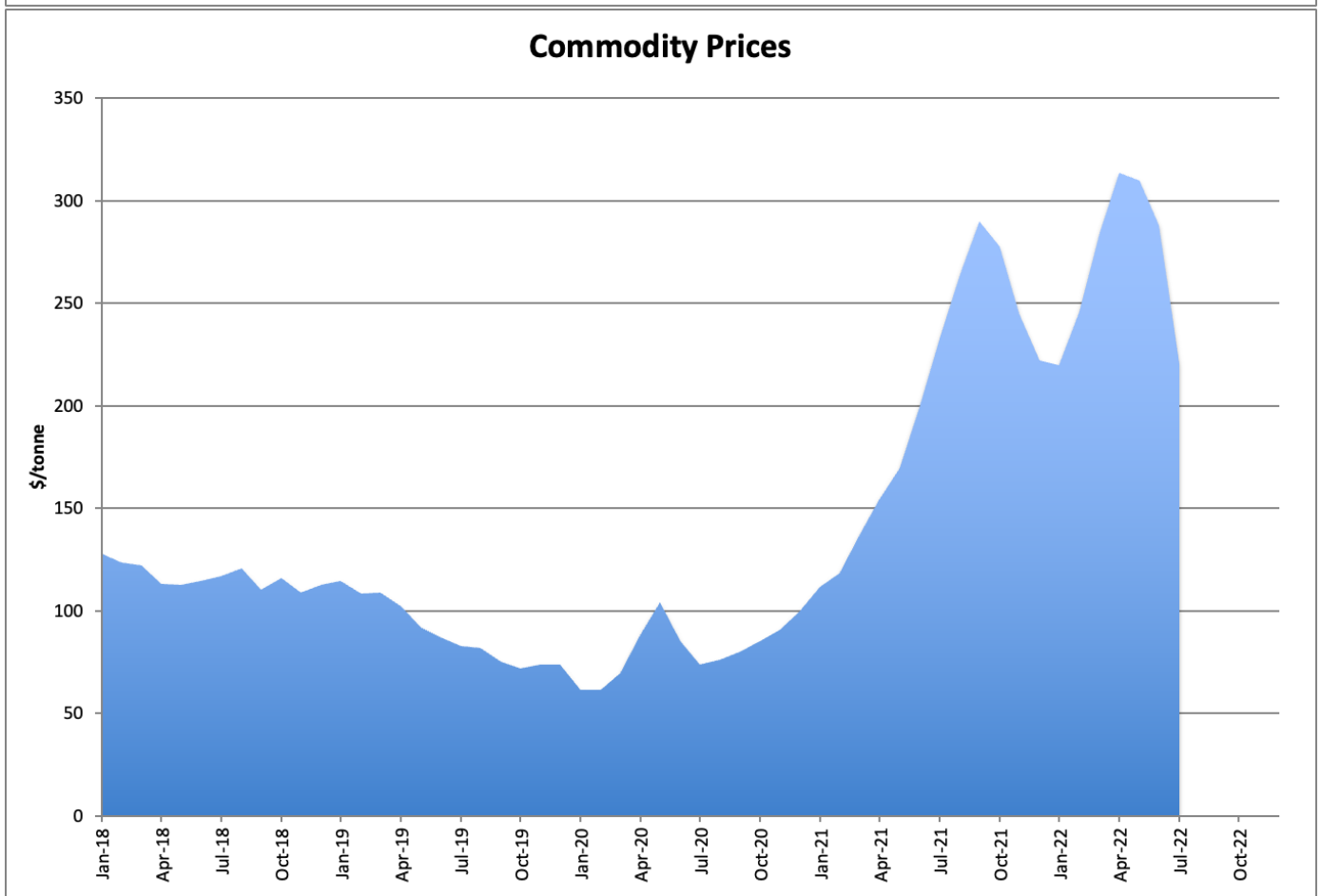
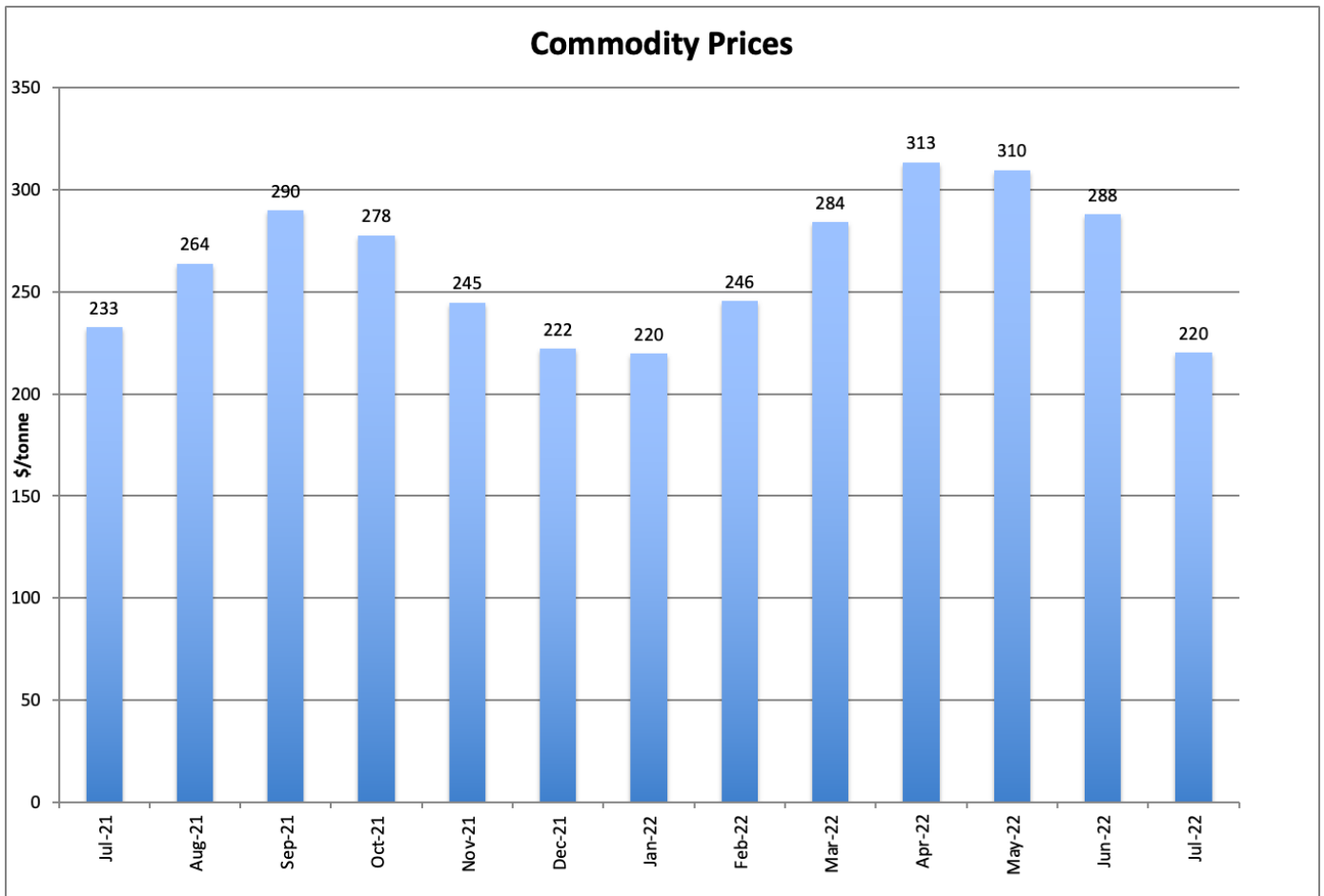
Goal 3: Reframe perception of the industry as employers of choice

Few, if any students, attend university intending to go to work at a landfill, though many young people are used to recycling and express enthusiasm about careers offering involvement in sustainability initiatives. Fewer young people than ever are going into skilled trades, confirmed by industry-wide struggles to fill mechanic, driver, and operator positions. Those are important considerations as employers across North America struggle to fill positions left open by retirement and resignation. SWANA's goal restates members' belief that employers across all aspects of resource management offer desirable jobs and opportunities for professional and personal growth. SWANA's strategies emphasize opportunities to reframe perceptions of the industry through young professional leadership training; through collaboration to recruit and train individuals into skilled trade positions, and through improving conditions for everyone by leading in diversity, equity, and inclusion.

Goal 4: Continue to strengthen SWANA's infrastructure and financial viability

SWANA grew in size, financial viability, and relevance by implementing its previous plan. The Forward, Together plan identifies opportunities to update and strengthen association infrastructure while focusing on changing member needs. Helping members connect with each other around more local and/or topic-driven issues will grow membership and strengthen the organization. SWANA will also continue to focus on professional growth for volunteer leaders and revisit the idea of what it means "to meet" as we emerge from the mostly virtual meetings of the COVID period.







Minutes

Library Board

September 15, 2022

6:45 pm

Video Conference

Click the following link:

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

Members Present: Councillor Craigmile, Councillor Edney, Barbara Tuer, Cole Atlin, Lynda Hodgins, Mayor Strathdee, Reg Quinton, Joyce Vivian

Members Absent: Melinda Zurbrigg

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

1. CALL TO ORDER

Library Board Vice Chair B. Tuer called the meeting to order at 6:50pm

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA RECOMMENDATION

Moved By Lynda Hodgins

Seconded By Reg Quinton

That the agenda for the September 15, 2022, regular meeting of the St. Marys Public Library Board be approved as presented with the following items added to the Roundtable Discussion: 9.2. logo discussion, 9.3 Ontario Public Library week event, 9.4 Staff Day, 9.5 Board Photo.

Carried

4. CLOSED SESSION RECOMMENDATION

Moved By Lynda Hodgins

Seconded By Councillor Edney

That the Library Board move into a session that is closed to the public at 6:52pm as authorized under the Public Libraries Act, Section 16.1(4)(b) personal matters about an identifiable individual, and (d) labour relations or employee negotiations.

Carried

4.1 Minutes CLOSED SESSION

4.2 ADMIN 46-2022 CONFIDENTIAL 2022 Library CEO Performance Review

5. RISE AND REPORT RECOMMENDATION

Moved By Reg Quinton

Seconded By Lynda Hodgins

That the Library Board rise from a closed session at 7:42pm.

Carried

Moved By Reg Quinton

Seconded By Lynda Hodgins

That the Library Board recommend the selection of the 47 Water St. Property as the location for Adult Learning and

That the recommendation be forwarded to Council at the next meeting.

Carried

6. DELEGATIONS

None present.

7. CONSENT AGENDA

Moved By Councillor Edney

Seconded By Councillor Craigmile

That consent agenda items 7.1 through 7.6 be approved as presented.

Carried

7.1. Acceptance of Minutes

7.2. CEO Report

- 7.3. Library Statistics
- 7.4. Adult Learning Monthly Report
- 7.5. Financial Report - Library
- 7.6. Financial Report - Adult Learning

8. NEW AND UNFINISHED BUSINESS

- 8.1. Strategic Plan Draft

Moved By Cole Atlin

Seconded By Reg Quinton

That the Library Board accept this report, and;

THAT the Library Board approve the draft Strategic Plan to be shared with the new Library Board.

Carried

- 8.2. Board Legacy Survey Report

Moved By Reg Quinton

Seconded By Councillor Craigmile

THAT the Library Board accept this report.

Carried

- 8.3. Program Policy Review

Moved By Reg Quinton

Seconded By Councillor Craigmile

THAT the Program Policy be approved as presented.

Carried

- 8.4. Collections Policy Review

THAT the Collections Policy be approved as presented.

Moved By Councillor Edney

Seconded By Cole Atlin

Carried

8.4. 2022-23 Holiday Schedule

THAT the Holiday Schedule be approved as presented.

Moved By Lynda Hodgins

Seconded By Reg Quinton

Carried

8.5. Perth South Agreement

Moved By Reg Quinton

Seconded By Cole Atlin

THAT the Library Board accept this report, and;

THAT the Library Board approve the signing of this agreement to continue our support of Perth South with our library services.

Carried

8.6. Database Purchases 2023

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT the Library Board accept this report, and;

THAT the Library Board approve the use of donation funds to pay for the PressReader database for one year.

Carried

9. ROUNDTABLE DISCUSSION

9.1. Friends of the Library Report

Joyce Vivian gave members of the Board a verbal update on the activities of the Friends of the Library.

9.2. Logo discussion

CEO S. Andrews informed the Board of an opportunity to pursue a new logo design process. More discussion will take place at the November meeting.

9.3. Ontario Public Library week event

CEO S. Andrews informed the Board of an upcoming program. In Conversation with Jean Rowcliffe, will take place October 20th at 7:00pm at the Town Hall auditorium.

9.4. Staff Day

October 28th, 2022 will see the Library closed for a staff training day.

9.5. Board Photo

CEO S. Andrews proposed to members of the Board that prior to the next meeting of the Board on November 3rd, 2022 at 6:30pm a photograph will be taken to commemorate the Board cohort.

10. UPCOMING MEETINGS

November 3rd, 2022 at 6:45pm.

11. ADJOURNMENT RECOMMENDATION

Moved By Reg Quinton

Seconded By Cole Atlin

That the September 15, 2022 regular meeting of the St. Marys Public Library Board be adjourned at 8:53pm.

Carried

SPRUCE LODGE
Board of Management Meeting
June 15th, 2022

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

Chairperson Councillor Kathy Vassilakos brought the meeting to order.

Moved by Councillor Aitcheson
Seconded by Councillor Ehgoetz

That the agenda for June 15th, 2022 be approved as presented.

CARRIED

➤ Declaration of pecuniary interest.

Approval of Minutes:

Moved by Councillor Ingram
Seconded by Councillor Luna

That the minutes of May 18th, 2022 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Aitcheson
Seconded by Councillor Pridham

That the May 2022 accounts in the amount of \$508,059.63 to be ratified.

CARRIED

Financial Report:

The Business Manager presented the Spruce Lodge Home for the Aged Financial Statements for the period ending April 30th, 2022 for review and discussion. Resident revenue is down. Occupancy was 88.1% in April and 91% in May. Approximately 30% of agency costs will be recovered by the COVID containment funding. The summary of funding adjustments was presented for review and information. Inventory of personal protective equipment (PPE) is kept in good supply.

Moved by Councillor Ingram
Seconded by Councillor Luna

To accept the Spruce Lodge Home Financial Report for the period ending April 30th, 2022 as presented.

CARRIED

SPRUCE LODGE - Continued
Board of Management Meeting
June 15th, 2022

Administrator's Report:

Mileage Review:

The Administrator presented the mileage review decision item.

Moved by Councillor Pridham
Seconded by Councillor Aitcheson

**That the milage rate be increased from \$0.51 to \$.058 per kilometer effective
July 1st, 2022.**

CARRIED

Enhanced Screening Measures:

The Administrator presented the Enhanced Screening Measures in LTC Home (information item) for review and discussion. In the Fixing Long Term Care Act (FLTCA) 2021 there will be a requirement of Board members to obtain a police check. Current Board members are asked to complete the criminal record declaration attached, and scan and email to the Business office to be kept on file. All staff and volunteers are required to do the same.

Moved by Councillor Ingram
Seconded by Councillor Pridham

**That the requirement for board member to provide a police check upon
commencement of their term on the Spruce Lodge Board be accepted.**

CARRIED

FLTCA 2021:

The Administrator presented the FLTCA 2021 summary for review and discussion. In addition to the enhanced screening measures the following areas will be addressed.

Air Conditioning:

Air conditioning is anticipated in October. There is currently a notation on the website the states rooms are not air conditioned.

Emergency Manual:

The emergency manual will need to added to the Spruce Lodge website. The website is five years old and requires updating.

Resident menus are changing. An a la carte menu must be offered. Spruce Lodge considered moving to a one (1) choice menu, but residents wish to keep two (2) menu choices.

Training for Medical Directors:

There are new training requirements for medical directors and physicians. Dr. Thompson is aware but is retiring September 22, 2022. Dr. Martin, will assume the role, plus one (1) attending physician. The medical agreement will be updated.

IPAC Lead Qualifications:

Spruce Lodge has a staff member in this role, although she will be retiring in the next three (3) years. The role must be designated through education.

SPRUCE LODGE - Continued

Board of Management Meeting

June 15th, 2022

Compliance:

There have been no compliance visits, and no findings from the most recent visit.

Spruce Lodge has been cleared from the previous order, with plans in place to improve medication compliance. There is now a fully equipped second nursing station with four (4) medication carts on the floor.

COVID Update:

There are currently no outbreaks in Huron Perth, and Spruce Lodge has had no positive cases reported to date in June.

Public Health strongly encourages boosters for staff.

Last month indoor visits were permitted with unvaccinated family members.

Family members are still permitted to take the resident out.

The Administrator presented the COVID-19 Pivot Points policy and procedure for review and discussion. If the mandate is dropped, we need to ability to pivot to respond to changing local circumstances. The green zone represents when covid funding ends, the yellow is a cautionary zone when there are a few outbreaks in Huron Perth or a new variant identified. For visitors, the same practice as contractors is proposed.

Should there be a more general pandemic policy? Yes, it will be added to the emergency manual. This policy is specific to COVID-19.

Moved by Councillor Ingram

Seconded by Councillor Aitcheson

To receive the Policy and Procedure COVID-19 Pivot points as information.

CARRIED

Quality Projects:

The Avon Maitland District School Board (AMDSB) program is going well, with evening placements being introduced. Students are learnings practical skills and will be helpful over meal time.

Draft schedules from Work Force Edge (WFE) were shared with staff, as well as the introduction of a hybrid schedule containing both eight (8) and twelve (12) hour shifts. Not all staff were happy with either schedule, as many long-standing staff hold straight day lines, and are opposed to switching back to shift work. C.U.P.E. wanted a survey of full membership for feedback on the hybrid schedule. Results determined staff were not in favour of the hybrid. Another survey has been issued for PSWs only, and is expected back at the end of the week. The new schedule will be implemented at end of September, although lines will be chosen over the coming months. Spruce Lodge has offered to cover the cost of the food service worker (FSW) program for those staff choosing to move to a kitchen dietary aide line.

Pride Flag:

The flag protocol went fine, with only positive comments.

Moved by Councillor Aitcheson

Seconded by Councillor Ehgoetz

To enter closed session at 5:39 p.m. to discuss identifiable individuals.

CARRIED

SPRUCE LODGE - Continued
Board of Management Meeting
June 15th, 2022

Moved by Councillor Pridham
Seconded by Councillor Ehgoetz

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

Moved by Councillor Aitcheson
Seconded by Councillor Luna

That the Administrator's report be accepted as presented.
CARRIED

Other Business:

Recognition:

Councillor Aitcheson attended a celebration of life on June 4th, 2022 for a resident of Spruce Lodge. The family commented on the great care and compassion given to the resident while they were at Spruce Lodge.

Correspondence: *None presented.*

Dress Down Days:

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

Moved by Councillor Ingram
That the meeting be adjourned.
CARRIED

Date & Time of Next Meeting:

Wednesday, September 21st, 2022 @ 5:00 p.m.

Councillor Vassilakos
Chairperson

Jennifer Facey
Secretary

Date

Sep 21/22

Minutes

St. Marys Business Improvement Area Meeting

Regular Meeting

September 12, 2022

6:00 pm

Video Conference

Click the following link:

1. CALL TO ORDER

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

Board Members Absent: Lanny Hoare (Chair), Megan Feeney (Treasurer)

Staff Present: Stacey Frayne (Administrative Assistant)

Staff Liaisons Present: Kelly Deeks-Johnson (Tourism and Economic Development Manager), Andre Morin (Director of Corporate Services/Treasurer)

Members Present: Julie Docker Johnson (St. Marys Giving Tuesday Committee)

The Vice-Chair called the meeting to order at 6:01 pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

None

Moved By: Amie Rankin

Seconded By: Councillor Winter

THAT the September 12, 2022 St. Marys Business Improvement Area Board agenda be approved as amended.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By: Councillor Winter

Seconded By: Amie Rankin

THAT the August 15, 2022 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

CARRIED

5. BUSINESS ARISING FROM MINUTES

5.1. St. Marys Money Report – Kelly Deeks-Johnson (Tourism – St. Marys Money)

Kelly Deeks-Johnson gave a breakdown of the initial start-up costs for the St. Marys Money program in 2021 outlining the initial spend and the cost thus far. Staff noted that the Holiday season brought the largest number of sales for the Program and expects to see sales pick up again during the 2022 Holiday season.

The Board discussed the minimal start-up costs for the St. Marys Money Program.

Moved By: Amie Rankin

Seconded By: Councillor Winter

THAT the St. Marys Money report be received as information.

CARRIED

7. CORRESPONDENCE

7.1. Email from Erin Holliday, Christmas Committee 2022

Kelly Deeks-Johnson noted that the correspondence outlined what has been done in previous years for the Merchant Open House event along with the feedback that has been received. The timeline for the 2022 Merchant's Open House event is November 18,19 and 20, with the Winterlights 'Lighting of the lights' occurring on November 18.

Kelly Deeks-Johnson discussed that the Committee will plan to be a delegation at a future meeting to discuss details of this years plan, such as a warming station with seating and food trucks.

Moved By: Councillor Winter

Seconded By: Amie Rankin

THAT the correspondence from Erin Holliday be received as information.

CARRIED

8. COUNCIL REPORT

Councillor Winter provided a verbal update on Council discussions.

Highlights included:

- Council will receive an Aqua Report on the water/wastewater system at the upcoming Council meeting
- PC Connect will also Report on how the current route is working
- Bill 109 has presented some changes for the building permit process, and staff is currently being directed to look at these changes
- Council is looking into housing strategies with modular and mobile homes as an option
- Correspondence was received regarding inclusivity

Moved By: Amie Rankin

Seconded By: Councillor Winter

THAT the verbal Council report be received.

CARRIED

9. TREASURER'S REPORT

None.

Not available for meeting

10. OTHER BUSINESS

10.2. OBIAA Governance Session Update – Kelly Deeks-Johnson

Kelly Deeks-Johnson introduced the OBIAA Governance Session presented by Kay Matthews – The Value of BIAs webinar that is taking place on October 3 at 6:00 pm outlining how a BIA functions and the role of the Town with the BIA Board. The webinar will highlight the functions of the BIA and its value to the community as whole while encouraging people to run in the upcoming election.

More communication on this event and what is involved will be distributed to the membership.

Moved By: Amie Rankin

Seconded By: Councillor Winter

THAT the OBIAA Governance session verbal update presented by staff be accepted as presented and **THAT** the BIA will host the Value of BIAs webinar on October 3, 2022.

CARRIED

10.1. Bring Your Keys – Merchant Event – Kelly Deeks-Johnson

Kelly Deeks-Johnson noted that awareness of the 'Bring Your Keys' event happening on September 28 has been brought to businesses in town to connect the business owners and understand what each participating establishment has to offer.

Board discussed how the event will be useful for the business owners to help each other and customers shopping in the downtown.

Moved By: Amie Rankin

Seconded By: Councillor Winter

THAT the Bring Your Keys event verbal update presented by staff be received and **THAT** the BIA will support the event on September 28, 2022.

CARRIED

6. DELEGATIONS

6.1. Julie Docker Johnson, St. Marys Giving Tuesday Committee

The delegation happened later within the meeting than expected due to technical issues.

Julie Docker Johnson presented a background on Giving Tuesday within the Community and the launch of the 'Pull up a Chair' initiative that saw a donation of 70 chairs to be decorated and auctioned off on Giving Tuesday with all proceeds going to Community Dinners at the United Church. There will be potential for businesses to display the chairs in their window front to promote Giving Tuesday and the 'Pull up a Chair' event.

Giving Tuesday will take place on November 29, 2022. Businesses are encouraged to participate by creating something and giving in any way that they choose. Any questions or guidance on how to participate in Giving Tuesday can be directed to Cindy Taylor and Julie Docker Johnson.

Moved By: Amie Rankin

Seconded By: Councillor Winter

THAT the delegation from Julie Docker Johnson regarding the St. Marys Giving Tuesday Committee be received.

CARRIED

11. UPCOMING MEETINGS

October 17, 2022 – 5:30 pm

12. ADJOURNMENT

Moved by: Amie Rankin

Seconded By: Megan Feeney

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 6:35 pm.

CARRIED

Chair

Committee Secretary



MINUTES
Community Policing Advisory Committee

September 21, 2022
9:00 am
Town Hall, Council Chambers

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

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

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

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By P. Dunseith

Seconded By Councillor Winter

THAT the September 21, 2022 Community Policing Advisory Committee agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By P. Dunseith

Seconded By Mayor Strathdee

THAT the June 15, 2022 Community Policing Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and the Secretary.

CARRIED

5. CORRESPONDENCE

5.1 Corey Elgie re: Cadzow Park

Brent Kittmer provided an overview of next steps that Stratford Police and the Town are taking to improve security at Cadzow Park including:

- increased length of time for lighting and the addition of new lights in the park
- automatic door locks on washrooms after-hours
- provision for reducing hours of wifi access
- investigate provisions for enforcement under trespassing after hours by-law
- Stratford Police Service has provisions under the Child and Family Services Act to enforce hours for park usage

Stratford police service will develop a plan for the spring of 2023 to increase their visibility in the park area for the summer months.

Moved By J. Hibbert

Seconded By Mayor Strathdee

THAT the correspondence from Corey Elgie regarding Cadzow Park be received.

CARRIED

6. REPORTS

6.1 CRIME STOPPERS REPORT

Chief Skinner reviewed the June, July and August 2022 Crime Stoppers report.

Moved By P. Dunseith

Seconded By Councillor Winter

THAT the June 2022, July 2022 and August 2022 Crime Stoppers report be received.

6.2 POLICE MONTHLY STATISTICS

Deputy Foster provided a review of the May, June, July and August 2022 monthly statistics.

In response to an inquiry about the additional charges incurred during the Ride program, it was noted that traffic charges were laid unrelated to the Ride program purpose.

Chief Skinner elaborated on the MCRRT program and stated that additional grant funds have been received to support the program and increase the amount of support provided. Huron-Perth Healthcare Alliance will be seeking additional MCRRT officers to support the program.

In response to an inquiry about the homelessness situation and encampments in St. Marys, it was reported that two occurrences were forwarded to City of Stratford Social Services. Stratford Police Service is working with the Social Services department to develop policies that support the management of encampments in Perth County.

7. OTHER BUSINESS

7.1 Road Network Safety Plan Updated: B. Kittmer

Brent Kittmer provided an update on the road network safety plan. The conversion of yield signs to stop signs continues with phase one completed in late August and phase two planned to wrap up in mid-October. Phase three will move forward in November. The Town is in receipt of requests from residents in other areas to town to transition from yield signs to stop signs.

Staff are preparing to release annual communication about on street parking prohibitions in the winter.

Staff are conducting an inventory of intersections with sightline concerns.

Finally, in the future, there will be a formalized crossing at the Quarry to provide enhanced safety for pedestrians in that area. The crossing at James Street North will be considered under future capital projects to enhance the existing crossing guard to an automated crossing.

7.2 Death of Two Officers

Chief Skinner acknowledged the tragic passing of two police officers from the GTA.

8. UPCOMING MEETINGS

October 19, 2022 - 9:00 am

9. CLOSED SESSION

Moved By Mayor Strathdee

Seconded By Councillor Winter

THAT the Community Policing Advisory Committee move into a session that is closed to the public at 9:30 am as authorized under the *Police Services Act*, Section 34(4)(b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

CARRIED

9.1 Occasional Deployment of Officers

10. RISE AND REPORT

Moved By Mayor Strathdee

Seconded By Councillor Winter

THAT the Community Policing Advisory Committee rise from a closed session at 9:40 am.

CARRIED

The Chair reported that a closed session was held with one matter being discussed. There is nothing further to report at this time.

11. ADJOURNMENT

Moved By Mayor Strathdee

Seconded By Councillor Winter

THAT this Community Policing Advisory Committee meeting adjourn at 9:39 am.

CARRIED

Doug Diplock, Chair

Jenna McCartney, Clerk

Community Policing Advisory Committee - September 21, 2022

4



Minutes

Museum Advisory Committee

September 14, 2022

6:15 pm

Video Conference

Click the following link:

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

Member Present	Doug Fread, Peter McAsh, Scott Crawford, Karen Ballard, Mayor Strathdee
Member Absent	Councillor Hainer, Krissy Nickle
Staff Present	Amy Cubberley, Cultural Services Manager

1. CALL TO ORDER

Chair McAsh called the meeting to order at 6:11pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

It was noted that the date under adjournment says September 24, not September 14.

Moved By Scott Crawford

Seconded By Doug Fread

THAT the September 14, 2022 Museum Advisory Committee agenda be accepted as amended.

Carried

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Moved By Karen Ballard

Seconded By Mayor Strathdee

THAT the June 8, 2022 Museum Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and the staff liaison.

Carried

6. BUSINESS ARISING FROM MINUTES

None

7. REPORTS

7.1 DCS 42-2022 September Museum and Archives Update

Amy Cubberley spoke to DCS 42-2022 and responded to questions.

Moved By Scott Crawford

Seconded By Mayor Strathdee

THAT DCS 42-2022 September Monthly Report (Museum and Archives) be received for information.

Carried

7.2 Council Report

Mayor Strathdee updated the Committee on the upcoming municipal election, committee recruitment, and memorial service for Queen Elizabeth II

8. OTHER BUSINESS

Amy Cubberley and Mayor Strathdee explained the Heritage and Culture Committee for the 2022-2026 Council term and responded to questions.

Mayor Strathdee thanked the 2018-2022 Museum Advisory Committee for their service.

9. UPCOMING MEETINGS

None scheduled.

10. ADJOURNMENT

Moved By Scott Crawford

Seconded By Doug Fread

THAT the September 14, 2022 Museum Advisory Committee meeting adjourn at 6:35 pm.

Carried

Chair Doug Fread

Board Secretary Amy Cubberley



Minutes

Recreation & Leisure Advisory Committee

July 14, 2022

5:30 pm

Video Conference

Click the following link:

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

Member Present Candice Harris, Mike Morning, Scott Crawford, Councillor Pridham

Member Absent Chelsea Coghlin-Fewster

Staff Present Stephanie Ische, Darcy Drummond

1. CALL TO ORDER

Meeting called to order at 5:32 pm by Mike Morning.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Councillor Pridham

Seconded By Scott Crawford

THAT the July 14, 2022, Recreation and Leisure Advisory Committee agenda be accepted as presented.

Carried

4. ACCEPTANCE OF MINUTES

Moved By Councillor Pridham

Seconded By Scott Crawford

THAT the June 9, 2022 Recreation and Leisure Advisory Committee meeting minutes be approved, signed, and sealed by the chair and Director, Community Services.

Carried

5. BUSINESS ARISING FROM MINUTES

None.

6. REPORTS

Moved By Scott Crawford

Seconded By Councillor Pridham

THAT DCS 39-2022 Sports Wall of Fame update report be received for review and discussion;and

THAT the committee recommend that staff proceed with a physical Sports Wall of Fame and a showcase displaying memorabilia and a QR code linking to the Sports Wall of Fame website to be located on the east wall at entrance B of the PRC: and

THAT the committee recommend a static T.V. will be located on the wall featuring inductees with a blend of community information.

Carried

7. OTHER BUSINESS

None.

8. UPCOMING MEETINGS

September 8, 2022 - 5:30 pm

9. ADJOURNMENT

Moved By Councillor Pridham

THAT the Recreation and Leisure Advisory Committee adjourn at 7:00 pm.

Carried

Chair

Committee Secretary

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z154-2022

Being a By-law pursuant to the provisions of Section 34 of the Planning Act to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys”, affecting lands located at 60 Road 120 in the Town of St. Marys.

WHEREAS the Council of the Corporation of the Town of St. Marys deems it necessary in the public interest to pass a By-law to amend By-law No. Z1-1997, as amended;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ST. MARYS ENACTS AS FOLLOWS:

1. The area shown on the attached map, Schedule “A”, and municipally known as 60 Road 120 in the Town of St. Marys shall be removed from the “Development Zone (D)” of By-law No. Z1-1997 and shall be placed in the “Light Industrial Zone (M1)” of By-law No. Z1-1997, in accordance with Key Map 10 of Schedule “A” to By-law No. Z1-1997, as amended.
2. All other provisions of By-law No. Z1-1997, as amended, shall apply.
3. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.
4. This By-law shall come into force on the day it was passed pursuant to the Planning Act, and to the Regulations thereunder.

Read a first, second and third time this 11th day of October 2022.

Mayor Al Stratheed

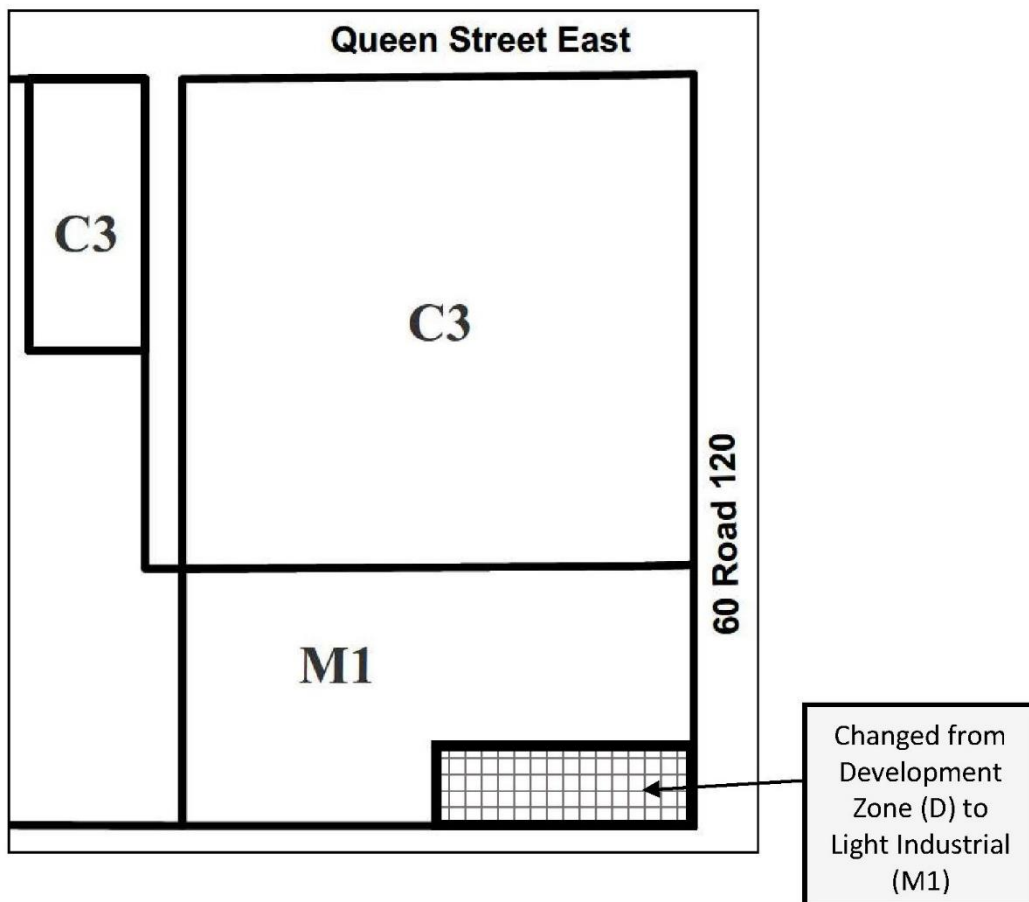
Jenna McCartney, Clerk

THIS IS SCHEDULE "A"
TO BY-LAW NO. Z154-2022
OF THE CORPORATION OF THE TOWN OF ST. MARYS
PASSED THIS 11th DAY OF OCTOBER 2022

Al Stratthdee, Mayor

Jenna McCartney, Clerk

AREA AFFECTED BY THIS BY-LAW



BY-LAW 91-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a by-law to establish fees or charges for services or activities provided or done by or on behalf of The Corporation of the Town of St. Marys.

- WHEREAS:** Section 10 of the *Municipal Act*, 2001 provides that a single-tier municipality may provide any service or thing that the municipality considers necessary for the public;
- AND WHEREAS:** Section 391 of the *Municipal Act*, 2001 provides that without limiting sections 9, 10, and 11 of the *Municipal Act*, 2001, those sections authorize a municipality to impose fees or charges on persons;
- a) for services or activities provided or done by or on behalf of it;
 - b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
 - c) for the use of its property including property under its control
- AND WHEREAS:** Section 398 of the *Municipal Act*, 2001 provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;
- AND WHEREAS:** Section 398, subsection (2) of the *Municipal Act*, 2001 provides that the Treasurer of a municipality may add fees or charges imposed by a municipality to the tax roll and collect them in the same manner as municipal property taxes;
- AND WHEREAS:** Section 69 of the *Planning Act*, 1990, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters;
- AND WHEREAS:** Section 7 of the *Building Code Act*, 1992, authorizes a municipal Council to pass a by-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;
- AND WHEREAS:** The Council for The Corporation of the Town of St. Marys deems it expedient to have a comprehensive user fee by-law;
- NOW THEREFORE:** The Council for The Corporation of the Town of St. Marys hereby enacts as follows:

1. That this By-law shall be known and may be cited as the "Fees By-law", "Fees and Charges By-law", "Fee Guide" or "Fee Schedule".
2. For the purposes of this By-law:

"Town" means the Corporation of the Town of St. Marys

"Municipal Act, 2001" means the Municipal Act, 2001, S.O. 2001 c. 25.
3. That the fees and charges for the Town of St. Marys services and activities and for the use of Town property set out in the following schedules of this by-law are hereby approved and deemed to form part of this By-law:
 - a) Schedule A – Recreation and Leisure
 - b) Schedule B – Facility Rentals
 - c) Schedule C – Building & Planning
 - d) Schedule D – Building Permit
 - e) Schedule E – Cemetery
 - f) Schedule F – Public Works
 - g) Schedule G – Waste Management
 - h) Schedule H – Water Supply & Distribution
 - i) Schedule I – Wastewater Collection & Treatment
 - j) Schedule J – Administration & Other
 - k) Schedule K – Early Learning Centre
 - l) Schedule L – Museum
4. That applicable taxes will be added to the fees where required.
5. That the fees and charges imposed on a person by the Town, as outlined in the Schedules to this by-law, constitute a debt of the person to the Town.
6. The late payment charges may be added to all or any portion of any fees and charges imposed by this by-law that are due and payable at a rate of 1.25% per month, on the 30th day of default, and every month thereafter and such late payment charges shall form part of the fees or charges owing.
7. Persons with disabilities will not be charged more to access Town programs or services than that charged for the same program or service to persons without disabilities, in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005- O. Reg. 191-11*.
8. Should any part of this by-law, including any part of any schedule, be determined by a court of competent jurisdiction to be invalid or of no force and effect, it is Council's intention that such invalid part of this by-law shall be severable and that the remainder of this by-law including the remainder of the impugned schedule, as applicable, shall continue to operate and to be in force and effect.

9. That this by-law be reviewed at least annually.
10. That by-law 97-2021 is hereby repealed on December 31, 2022.
11. That by-law 23-2006, Schedule A, is hereby repealed on December 31, 2022.
12. That this by-law shall come into full force and effect on January 1, 2023.

Read a first, second and third time and finally passed this 11th day of October 2022.

Mayor Strathdee

Jenna McCartney, Clerk

**SCHEDULE "A" 2023
RECREATION & LEISURE**

Type of Fee	2023 Fee	Multi-Discount	Insurance	Subtotal	HST	Total
Pyramid Recreation Centre - Aquatics						
Single Admission						
Child/Youth (3-18)	\$3.54			\$3.54	\$0.46	\$4.00
Adult (19-64)	\$4.96			\$4.96	\$0.64	\$5.60
Older Adult (65+)	\$4.78			\$4.78	\$0.62	\$5.40
Family Admission (Up to: 2 adults and 3 children)	\$15.00			\$15.00	\$1.95	\$16.95
15 Admissions (10% discount)						
Child/Youth (3-18)	\$53.29	\$5.33		\$47.96	\$6.23	\$54.19
Adult (19-64)	\$74.63	\$7.46		\$67.17	\$8.73	\$75.90
Older Adult (65+)	\$71.10	\$7.11		\$63.99	\$8.32	\$72.31
30 Admissions (12% discount)						
Child/Youth (3-18)	\$106.57	\$12.79		\$93.78	\$12.19	\$105.97
Adult (19-64)	\$149.27	\$17.91		\$131.36	\$17.08	\$148.44
Older Adult (65+)	\$142.20	\$17.06		\$125.14	\$16.27	\$141.41
60 Admissions (14% discount)						
Child/Youth (3-18)	\$213.14	\$29.84		\$183.30	\$23.83	\$207.13
Adult (19-64)	\$298.53	\$29.85		\$268.68	\$34.93	\$303.61
Older Adult (65+)	\$284.41	\$28.44		\$255.97	\$33.28	\$289.25
Swimming Lessons						
Swim lessons 1/2 hour- 10 lessons	\$82.93			\$82.93	n/a	\$82.93
Swim lessons 3/4 hour- 10 lessons	\$93.63			\$93.63	n/a	\$93.63
Swim lessons drop in - 30 mins	\$8.29			\$8.29	n/a	\$8.29
Swim lessons drop in - 45 mins	\$9.36			\$9.36	n/a	\$9.36
Private lessons - 30 min	\$19.66			\$19.66	n/a	\$19.66
Semi-private lessons	\$29.51			\$29.51	n/a	\$29.51
Recreational Swim Team per lesson	\$8.30			\$8.30	n/a	\$8.30
Junior Lifeguard Club per lesson	\$8.30			\$8.30	n/a	\$8.30
Advanced Aquatics						
Bronze Star	\$82.93			\$82.93	n/a	\$82.93
Bronze Medallion	\$145.00			\$145.00	n/a	\$145.00
Bronze Cross	\$145.00			\$145.00	\$18.85	\$163.85
Lifesaving Manual	\$45.60			\$45.60	\$5.93	\$51.53
LSS Swim Instructor	\$145.00			\$145.00	\$18.85	\$163.85
LSS Swim Instructor Recert	\$65.00			\$65.00	\$8.45	\$73.45
LSS Swim Instructor Recert Staff	\$0.00			\$0.00	\$0.00	\$0.00
NL Recert	\$65.00			\$65.00	\$8.45	\$73.45
NL Recert Staff	\$0.00			\$0.00	\$0.00	\$0.00
Standard First Aid CPR C						
Bronze Cross & LSS Swim Instructor-LIT discount - 40% with volunteer hours	\$103.57			\$103.57	\$13.46	\$117.03
LSS Swim Instructor - LIT discount - 40% with volunteer hours	\$103.57			\$103.57	\$13.46	\$117.03
Group Facility Rentals - Aquatic Centre						
0-60 Swimmers	\$104.36		\$1.51	\$105.87	\$13.76	\$119.63
61-100 Swimmers	\$122.98		\$3.02	\$126.00	\$16.38	\$142.38
100+ Swimmers	\$172.62		\$3.02	\$175.64	\$22.83	\$198.47
Middlesex Swim Club - Hourly Rate	\$63.23			\$63.23	\$8.22	\$71.45
School Agreement						
0-60 Swimmers	\$65.27			\$65.27	\$8.49	\$73.76
61-100 Swimmers	\$98.01			\$98.01	\$12.74	\$110.75
100+ Swimmers	\$163.50			\$163.50	\$21.26	\$184.76
St. Marys Quarry						
Single Admission						
Child/Youth (3-18)	\$4.20			\$4.20	\$0.55	\$4.75
Adult (19-64)	\$6.42			\$6.42	\$0.83	\$7.25
Paddle Board and Kayak Rental						
Season Pass - Youth (Resident, Mon-Fri ONLY)	\$63.05			\$63.05	\$8.20	\$71.25
Season Pass - Adult (Resident, Mon-Fri ONLY)	\$96.24			\$96.24	\$12.51	\$108.75

SCHEDULE "A"
RECREATION & LEISURE
2023

Type of Fee	Base Rate	HST	TOTAL	Base Rate	HST	TOTAL
	EFFECTIVE JANUARY 1, 2023			EFFECTIVE SEPTEMBER 1, 2023		
	Pyramid Recreation Centre Ice Fees					
Ice Rentals	Ice Rentals					
Prime Time - Adult	\$181.41	\$23.58	\$ 204.99	\$185.04	\$24.05	\$ 209.09
Non prime time - Adult	\$117.41	\$15.26	\$ 132.67	\$123.28	\$16.03	\$ 139.31
Prime time- Minor	\$148.77	\$19.34	\$ 168.11	\$156.21	\$20.31	\$ 176.52
Non prime time- Minor	\$93.57	\$12.16	\$ 105.73	\$98.25	\$12.77	\$ 111.02
Shoulder Ice Rate - reduced rate to sell unused times	\$89.25	\$11.60	\$ 100.85	\$93.71	\$12.18	\$ 105.90
New - Summer Ice Rate in effect May 1-Aug 30; one rate for all users.	\$190.00	\$24.70	\$ 214.70	\$190.00	\$24.70	\$ 214.70
Dry Pad	Dry Pad					
Hourly Rate	\$50.00	\$6.50	\$ 56.50	\$50.00	\$6.50	\$ 56.50
Max Rate	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$ -
Single Ice Admissions	Single Ice Admissions					
Youth	\$3.32	\$0.43	\$ 3.75	\$3.32	\$0.43	\$ 3.75
Adult	\$4.65	\$0.60	\$ 5.25	\$4.65	\$0.60	\$ 5.25
Older Adult	\$4.43	\$0.58	\$ 5.00	\$4.43	\$0.58	\$ 5.00
Family	\$12.39	\$1.61	\$ 14.00	\$12.39	\$1.61	\$ 14.00

**SCHEDULE "A" 2023
RECREATION & LEISURE**

Type of Fee		2023 Fee	HST	TOTAL
Birthday Party - PRC				
Public Skate or Swim Party		\$154.87	\$ 20.13	\$ 175.00
Fun Zone Party		\$146.02	\$ 18.98	\$ 165.00
	Add youth	\$10.50	\$ -	\$ 10.50
	Add Adult	\$7.30	\$ 0.95	\$ 8.25
Private Skate (pending space availability)		\$199.12	\$ 25.89	\$ 225.00
Private Swim (pending space availability)		\$199.12	\$ 25.89	\$ 225.00
	Additional 1.5 hour for movie	\$39.82	\$ 5.18	\$ 45.00
	Add pizza option	\$22.12	\$ 2.88	\$ 25.00
Parents Night Out				
Movie, Food and Swim		\$22.12	\$ 2.88	\$ 25.00
Camp PRC				
Full Day		\$37.00	n/a	\$ 37.00
Specialty Camps				
Full Day		TBD	n/a	\$ -
Programs				
Soccer Stars		n/a	n/a	\$ -
Dance		n/a	n/a	\$ -
Ball Hockey		n/a	n/a	\$ -
Kicks		n/a	n/a	\$ -
Red Cross Babysitting		\$70.00	\$ -	\$ 70.00
Red Cross Stay Safe Course		\$65.00	\$ -	\$ 65.00
Youth Centre- School Year Membership		\$40.00	\$ -	\$ 40.00
Youth Centre - Monthly Membership		\$5.00	\$ -	\$ 5.00
Minor Soccer (per player)		20.25	\$ -	\$ 20.25
Minor Baseball (per diamond per game)		\$27.60	\$ -	\$ 27.60
Adult Baseball (per diamond per game)		29.29	\$3.81	\$ 33.10
Adult Slo-Pitch (per diamond per game)		42.651	\$5.54	\$ 48.20
Adult Badminton (per person)		\$17.70	\$ 2.30	\$ 20.00
Adult Volleyball		n/a	n/a	\$ -
Adult Tennis (Tournaments only, cost per court)		\$22.12	\$ 2.88	\$ 25.00
Court - Club Hourly Rate		\$4.43	\$ 0.58	\$ 5.00

**Schedule "A" 2023
Recreation & Leisure**

Type of Fee	Member			Non - Member		
	2023 Member Rate	HST	TOTAL	2023 Non-Member Rate	HST	TOTAL
Friendship Centre						
Programs						
Membership	\$45.00	\$5.85	\$50.85			
Music Jamboree	\$3.54	\$0.46	\$4.00	\$5.31	\$0.69	\$6.00
Quilting Flat Rate Member	\$66.37	\$0.23	\$66.60			
Pickle ball - Drop In	\$1.77	\$0.23	\$2.00	\$3.54	\$0.46	\$4.00
Drop In Shuffleboard Rate	\$0.00	\$0.00	\$0.00	\$1.77	\$0.23	\$2.00
Drop In Carpet Bowling	\$0.00	\$0.00	\$0.00	\$1.77	\$0.23	\$2.00
Duplicate Bridge	\$1.77	\$0.23	\$2.00	\$2.66	\$0.35	\$3.00
Contract Bridge	\$0.89	\$0.12	\$1.00	\$2.66	\$0.35	\$3.00
Creative Minds Open Crafting	\$0.00	\$0.00	\$0.00	\$1.77	\$0.23	\$2.00
Scrapbooking	\$4.43	\$0.58	\$5.00	\$6.20	\$0.81	\$7.00
Open Crop Scrapbooking	\$4.43	\$0.58	\$5.00	\$6.20	\$0.81	\$7.00
Choir	\$48.67	\$6.33	\$55.00	\$99.12	\$12.89	\$112.00
Card Making	\$10.62	\$1.38	\$12.00	\$15.04	\$1.96	\$17.00
Yoga (Per Class)						
Meditation	\$4.43	\$0.58	\$5.00	\$6.20	\$0.81	\$7.00
Zumba	\$10.00	\$1.30	\$11.30	\$12.39	\$1.61	\$14.00
Pepperama	\$5.31	\$0.69	\$6.00	\$7.08	\$0.92	\$8.00
Euchrerama	\$5.31	\$0.69	\$6.00	\$7.08	\$0.92	\$8.00
Camp Fires	\$6.20	\$0.81	\$7.00	\$7.97	\$1.04	\$9.00
Scrap-a-ton				\$61.95	\$8.05	\$70.00
Evening Dinner Event	based on actual cost			based on actual cost		
Themed Lunch	based on actual cost			based on actual cost		
Scrapbooking Garage Sale per table				\$30.97	\$4.03	\$35.00
Craft Show per table				\$30.97	\$4.03	\$35.00
Coffee/Tea	\$0.89	\$0.12	\$1.00	\$1.32	\$0.17	\$1.50
Line Dancing	\$10.00	\$1.30	\$11.30	\$12.39	\$1.61	\$14.00
Ballroom Dancing	\$5.00	\$0.65	\$5.65	\$7.97	\$1.04	\$9.00
Community Garden				\$26.55	\$3.45	\$30.00
Pepper	\$0.89	\$0.12	\$1.00	\$1.77	\$0.23	\$2.00
Fine Dining	\$2.65	\$0.34	\$3.00	\$4.43	\$0.58	\$5.00
Travel Club	\$4.42	\$0.57	\$5.00	\$8.85	\$1.15	\$10.00
Friendship Centre Yearly Fee	\$50.00	\$6.50	\$56.50	\$75.00	\$9.75	\$84.75
DCVI Pickle ball Yearly Fee	\$20.00	\$2.60	\$22.60	\$35.00	\$4.55	\$39.55

**SCHEDULE "A" 2023
RECREATION & LEISURE**

Type of Fee	2023 Base Rate	HST Applicable	Total
Home Support			
Meals on Wheels - hot meal	\$9.00	N	\$ 9.00
Meals on wheels - frozen entrees	\$6.00	N	\$ 6.00
Meals on wheels - frozen soups and desserts	\$2.25	N	\$ 2.25
Frozen entrée package deal (7 meals)	\$38.00	N	\$ 38.00
Dining meals-supper	\$10.00	N	\$ 10.00
Dining meals - breakfasts	based on actual cost + \$1.00	N	\$ -
Special event meals	based on actual cost + \$5.00	N	\$ -

Shopping Service - Personal	\$10.00	N	\$ 10.00
Food Hamper Delivery	\$0.00	N	\$ -
Shopping Services - Delivery	\$3.00	N	\$ 3.00
More Services			
Foot Care Clinic	\$30.00	N	\$ 30.00
Chair Yoga	\$8.00	N	\$ 8.00
Fitness Workshop	\$10.00	N	\$ 10.00
Healthy Living Workshops	\$20.00	N	\$ 20.00

**SCHEDULE "B" 2023
FACILITY RENTALS**

Type of Fee			Profit			Non-Profit		
			Base Rate	HST	TOTAL	Non-Profit Rate	HST	TOTAL
Facility Rentals								
PRC Halls and Rooms								
1/3 hall, MP Room Main Hall & End Zone: Sun–Thurs (Non-prime)	per hour		\$45.00	\$5.85	\$50.85	\$40.00	\$5.20	\$45.20
1/3 hall & Multi purpose room Main Hall & End Zone: Fri-Sat (Prime)	per hour		\$50.00	\$6.50	\$56.50	\$45.00	\$5.85	\$50.85
2/3 hall: Sunday-Thursday (Non-prime)	per hour		\$70.00	\$9.10	\$79.10	\$55.00	\$7.15	\$62.15
2/3 hall: Friday - Saturday (Prime)	per hour		\$75.00	\$9.75	\$84.75	\$60.00	\$7.80	\$67.80
Whole hall: Sunday – Thursday (Non-prime)	per hour		\$85.00	\$11.05	\$96.05	\$70.00	\$9.10	\$79.10
Whole hall: Friday - Saturday (Prime)	per hour		\$90.00	\$11.70	\$101.70	\$75.00	\$9.75	\$84.75
Meeting Room A,B,C,D								
	(Non-prime)	per hour	\$15.00	\$1.95	\$16.95	\$15.00	\$1.95	\$16.95
	(Prime)	per hour	\$20.00	\$2.60	\$22.60	\$20.00	\$2.60	\$22.60
Set Up Fees (NEW) based on availability - 30% of hourly fee								
1/3 Hall, Multi-Purpose Room & End Zone								
	Prime	per hour	\$15.00	\$1.95	\$16.95			
	Non-prime	per hour	\$13.50	\$1.76	\$15.26			
2/3 Hall								
	Prime	per hour	\$19.50	\$2.54	\$22.04			
	Non-prime	per hour	\$18.00	\$2.34	\$20.34			
Whole Hall								
	Prime	per hour	\$27.00	\$3.51	\$30.51			
	Non-prime	per hour	\$25.50	\$3.32	\$28.82			
Main Hall								
	Prime	per hour	\$10.50	\$1.37	\$11.87			
	Non-prime	per hour	\$9.00	\$1.17	\$10.17			
Meeting Room A,B,C,D								
	Prime	per hour	\$6.00	\$0.78	\$6.78			
	Non-prime	per hour	\$4.50	\$0.59	\$5.09			
FC Industrial Kitchen		per hour	\$40.20	\$5.23	\$45.43			
*Note: There will be a full report brought to the Council in the New Year to develop options for kitchen operations								
Town Hall								
	Town Hall: Auditorium (Ballroom)	per hour	\$50.00	\$6.50	\$56.50			
			This is included in the above rate					
	Town Hall: Auditorium (Stage)	per hour						
Lind Sportsplex								
	Lind Sportsplex: Dry Surface	per hour	\$55.00	\$7.15	\$62.15			
	Lind Sportsplex: Lounge (Bar)	per hour	\$55.00	\$7.15	\$62.15			
			This is included in the above rate					
	Lind Sportsplex: Staffing Fee	per hour						
Municipal Building not open to the public								
		per hour	\$50.00	\$6.50	\$56.50			
Events with entertainment that plays non-original music								
Re-Sound and SOCAN tariffs may apply if music is played. These rates are not set by the Municipality.								
Alcohol for Facility								
Managed Bar								
	12 oz beer		\$4.65	\$0.60	\$5.25			
	Tall Can 473 ml		\$5.53	\$0.72	\$6.25			
	12 oz cooler		\$4.65	\$0.60	\$5.25			
	1oz liquor		\$4.65	\$0.60	\$5.25			
	5oz house wine		\$4.65	\$0.60	\$5.25			
	26 oz house wine		Determined by customer wine selection					
Profit Share for Bars								
Not-for Profit renters receive 50% of profit after expenses - proof is required								
All other groups - profit remains with the PRC-no profit share								
For private functions the minimum bar requirements is \$250 in sales, if this cannot be met the difference is added to the room rental.								
A La Carte Pricing								
Stage cost per section (4 feet by 8 feet is one section)			\$20.00	\$2.60	\$22.60			
Portable Projector/Screen			N/C					
Podium			N/C					
Portable Sound System			N/C					
Hourly rate after 1 a.m. (per staff)	per hour		\$60.00	\$7.80	\$67.80			
Power drops from height per drop plus the cost of lift access			\$10.00	\$1.30	\$11.30			
Lift access with staff (per hour)	per hour		\$60.00	\$7.80	\$67.80			

**SCHEDULE "C" 2023
BUILDING & PLANNING**

Type of Fee	2023 Fee	HST	Total
Development & Planning			
Official Plan Amendment	\$3,938.00		\$3,938.00
Zoning Amendment	\$3,938.00		\$3,938.00
Zoning By-law Amendment - Minor (e.g. addition of single use)	\$3,009.00		\$3,009.00
Concurrent Official Plan and Zoning By-law Amendments	\$6,222.00		\$6,222.00
Consent to Sever	\$1,725.00		\$1,725.00
Minor Variance	\$1,590.00		\$1,590.00

Site Plan Approval			
Site Plan Approval Exemption	\$210.00		\$210.00
Site Plan Agreement	\$2,285.00		\$2,285.00
+ \$51 per lot/unit over 5 lots/units	\$51 per lot/unit		\$51 per lot/unit
+ \$1.20/sq. meter of non-residential floor area after the first \$1,000 square meter	\$1.20/sq meter		\$1.20/sq meter
Amending Site Plan Agreement	\$1,000.00		\$1,000.00
Remove Holding Symbol	\$970.00		\$970.00
Part Lot Control - up to one lot	\$1,085.00		\$1,085.00
Deeming By-law	\$939.00		\$939.00
Registration on Title	\$561.00		\$561.00

Plan of Subdivision			
Up to 20 lots/units	\$6,000.00		\$6,000.00
Over 20 lots/units	add \$204 per lot/unit		add \$204 per lot/unit
Over 30 lots/units	add \$102 per lot/unit		add \$102 per lot/unit
Over 40 lots/units	add \$51 per lot/unit		add \$51 per lot/unit

Site Alteration			
Applications for fill and/or topsoil less than 500 cubic meters	\$255.00		\$255.00
Applications for fill and/or topsoil more than 500 cubic meters	\$510.00		\$510.00

Additional Applications			
Applications for additional inspection	\$153.00		\$153.00
Re-issue of expired permit	\$153.00		\$153.00
By-Law Variance	\$255.00		\$255.00

Sign Applications			
Portable sign (per occasion)	\$102.00		\$102.00
Temporary sign (per occasion)	\$41.00		\$41.00
Sidewalk sign (no charge)	\$0.00		\$0.00
Sign installed prior to issuance of permit	\$153.00		\$153.00

Encroachment Agreement	\$250.00		\$250.00
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Development Charges			
Single and Semi-detached dwelling	under review		under review
Apartment - Two or More Bedrooms	under review		under review
Apartment - Bachelor and One-bedroom	under review		under review
Townhouse and Other Multiple Dwelling	under review		under review
Commercial/Industrial/Institutional Buildings	under review		under review

*Please refer to By-Law 99-2017 for Development Charges

**SCHEDULE "D" 2023
BUILDING PERMIT**

Type of Fee	2023 Per sq. ft. fee	2023 Minimum fee
Building Permit Fees (no HST applicable to these fees)		
Group A - New Construction	\$1.68	\$4,200.00
Group A - Major Additions or Alterations (≥\$75,000 construction value)	\$1.00	\$2,640.00
Group A - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-\$75,000)	\$1.00	\$2,640.00
Group A - minor interior renovations, alterations, minor mechanical (up to \$50,000)	\$0.70	\$200.00
Group B - New Construction	\$1.68	\$4,200.00
Group B - Major Additions or Alterations (≥\$75,000 construction value)	\$1.00	\$2,640.00
Group B - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-\$75,000)	\$1.00	\$2,640.00
Group B - minor interior renovations, alterations, minor mechanical (up to \$50,000)	\$0.70	\$200.00
Group C - Low Density Residential	\$1.26	\$2,518.00
Group C - Low Density Residential CSA approved	\$1.26	\$1,888.00
Group C - Multiple Residential	\$1.26	\$1,888.00
Group D - New Construction	\$1.68	\$4,200.00
Group D - Major Additions or Alterations (≥\$75,000 construction value)	\$1.00	\$2,640.00
Group D - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-\$75,000)	\$1.00	\$2,640.00
Group D - minor interior renovations, alterations, minor mechanical (up to \$50,000)	\$0.70	\$200.00
Group E - New Construction	\$1.68	\$4,200.00
Group E - Major Additions or Alterations (≥\$75,000 construction value)	\$1.00	\$2,640.00
Group E - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-\$75,000)	\$1.00	\$2,640.00
Group E - minor interior renovations, alterations, minor mechanical (up to \$50,000)	\$0.70	\$200.00
Group F - New Construction	\$1.22	\$3,045.00
Group F - Major Additions or Alterations (≥\$75,000 construction value)	\$1.00	\$2,640.00
Group F - alterations, retrofit, interior finishes, mechanical stand alone (\$50,000-\$75,000)	\$1.00	\$2,640.00
Group F - minor interior renovations, alterations, minor mechanical (up to \$50,000)	\$0.70	\$200.00
Alterations and Additions - Residential		\$200.00
Change of Use		\$200.00
Conditional (Partial Permit) Permit		\$200.00
Minor residential (decks, sheds, etc.)		\$200.00
Demolitions - Residential		\$200.00
Demolitions - Non-Residential		\$1,100.00
Communication Tower or facility, silo, wind turbine		\$800.00
Revocation Fee		\$65.00
Additional Inspections		\$65.00
Transfer of Permit		\$200.00
Revisions - Residential		\$200.00
Revisions - Non-Residential		\$200.00

**Schedule "E" 2023
Cemetery**

Type of Fee	2023 Fee	2023 HST	2023 Total
Operations - Cemetery			
Burial Fees			
*All fees are inclusive of the Cemeteries Care and Maintenance Fund fee			
Cemetery (resident)	\$1,410.59	\$183.38	\$1,593.97
Cemetery (non-resident)	\$1,813.05	\$235.70	\$2,048.74
Cremation Plot (3 x 3") (resident)	\$806.24	\$104.81	\$911.05
Cremation Plot (3 x 3") (non-resident)	\$1,008.14	\$131.06	\$1,139.19
Columbarium Niche (resident)	\$2,200.80	\$286.10	\$2,486.90
Columbarium Niche (non-resident)	\$2,433.45	\$316.35	\$2,749.80
Extras			
Bronze Scroll Wreath for Columbarium Niche	\$806.24	\$104.81	\$911.05
Foundation	\$401.12	\$52.15	\$453.27
Interment Fees			
Youth 6+ Adult (resident)	\$1,208.70	\$157.13	\$1,365.83
Youth 6+ Adult (non-resident)	\$1,359.79	\$176.77	\$1,536.56
Child 5 and under	\$105.00	\$13.65	\$118.65
Cremated remains	\$604.35	\$78.57	\$682.91
Saturday or Statutory Holiday Internment	\$686.76	\$89.28	\$776.04
Winter Internment (Dec. 1 - April 15)	\$251.37	\$32.68	\$284.05
Weekdays after 4:00pm (per hour)	\$153.76	\$19.99	\$173.75
Chapel			
Chapel rental (resident)	\$91.16	\$11.85	\$103.01
Chapel rental (other cemeteries) (non-resident)	\$221.95	\$28.85	\$250.80
Markers (If not aligned with BAO, BAO rates are applicable)			
Flat Marker	\$100.00	\$0.00	\$100.00
Upright marker (up to and including 1.22m length and height)	\$200.00	\$0.00	\$200.00
Upright marker (more than 1.22m in length and height)	\$400.00	\$0.00	\$400.00
Monument Inspection Fee (Added to all marker fees)	\$66.85	\$8.69	\$75.54
Other			
Deed holder transfer back to Town	\$526.80	\$68.48	\$595.28
Deed holder name transfer	\$100.28	\$13.04	\$113.31
Registration fee	\$12.00	N	\$12.00
Disinterment	\$1,337.06	\$173.82	\$1,510.88
Reburial	\$2,139.29	\$278.11	\$2,417.40

SCHEDULE "F" 2023
PUBLIC WORKS

Type of Fee	2023 Fee	HST	TOTAL
General Operations - Hourly			
Labour (non-supervisor)	\$33.15	\$4.31	\$37.46
Labour - Supervisor & Admin Support	\$48.96	\$6.36	\$55.32
L-05 Linhai Utility Vehicle	\$21.42	\$2.78	\$24.20
L-10 GMC Pickup	\$27.54	\$3.58	\$31.12
L-20 Dodge Pickup	\$27.54	\$3.58	\$31.12
L-30 Chev Pickup	\$27.54	\$3.58	\$31.12
L-40 Dodge Pickup	\$27.54	\$3.58	\$31.12
L-50 Dodge Pickup	\$27.54	\$3.58	\$31.12
L-60 Tandem Trailer	\$27.54	\$3.58	\$31.12
L-70 Dodge Pickup	\$27.54	\$3.58	\$31.12
J-05 Kubota	\$15.30	\$1.99	\$17.29
J-10 JCB Cemetery Backhoe	\$36.72	\$4.77	\$41.49
J-20 Kubota	\$26.78	\$3.48	\$30.26
J-30 Cat Loader	\$76.50	\$9.95	\$86.45
J-40 Sweeper	\$110.50	\$14.37	\$124.87
J-50 Trackless	\$53.55	\$6.96	\$60.51
J-60 Caterpillar	\$107.10	\$13.92	\$121.02
J-?? Dozer Caterpillar(Landfill)	\$68.85	\$8.95	\$77.80
J-90 Trackless	\$53.55	\$6.96	\$60.51
T-10 Dodge Truck (Cemetary)	\$37.40	\$4.86	\$42.26
T-20 International	\$93.50	\$12.16	\$105.66
T-30 Freightliner	\$100.30	\$13.04	\$113.34
T-40 Freightliner	\$100.30	\$13.04	\$113.34
T-60 Dump Truck	\$37.40	\$4.86	\$42.26
R-10 Vactor	\$221.00	\$28.73	\$249.73
R-20 Chipper	\$39.78	\$5.17	\$44.95
R-30 Roller Wacker	\$15.30	\$1.99	\$17.29
R-40 Generator	\$30.60	\$3.98	\$34.58
Small Tools	\$20.40	\$2.65	\$23.05

Engineering			
Engineering Staff Rate	\$61.20	\$7.96	\$69.16

Designated Parking Permit			
Long-Term (Annual Fee)	\$71.40	\$9.28	\$80.68
Short-Term (7 Days)	\$15.30	\$1.99	\$17.29

**SCHEDULE "G" 2023
WASTE MANAGEMENT**

Type of Fee	2023 Fee	HST	TOTAL
Waste Collection & Diversion Fee			
Small Waste Cart - 35 Gallon	\$122.57		\$122.57
Medium Waste Cart - 65 Gallon	\$175.85		\$175.85
Large Waste Cart - 95 Gallon	\$244.06		\$244.06

St. Marys Landfill Site			
Solid Waste - Disposal Minimum Fee (0-100 KG)	\$10.00		\$10.00
Solid Waste - Disposal per tn (>100KG)	\$86.68/tonne		\$86.68/tonne
Wood Waste	\$86.68/tonne		\$86.68/tonne
Shingles/Roofing Material	\$86.68/tonne		\$86.68/tonne
Asbestos Containing Material Waste	cost + tipping fee		cost + tipping fee
Contaminated Soil	\$185.00/tonne		\$185.00/tonne
Loads Containing Banned Materials	\$205.00/tonne		\$205.00/tonne
Unsorted Waste	\$205.00/tonne		\$205.00/tonne
Recyclables	n/a		n/a
Leaf and Yard Waste	n/a		n/a
Brush Material	n/a		n/a
Electronic Waste	n/a		n/a
Scrap Metal	n/a		n/a
Municipal Special and Hazardous Waste	n/a		n/a
Mattress	minimum fee		minimum fee
Box Spring	minimum fee		minimum fee
Axle Weight - Single Axle Dump Truck/Trailer (Estimated Net Weight of 725 KG to be used)	\$59.81		\$59.81
Axle Weight - Double Axle Roll Off (Estimated Net Weight of 1,450 KG to be used)	\$119.63		\$119.63
Axle Weight - Tri-Axle Roll Off or Dump Truck (Estimated Net Weight of 3,750 KG to be used)	\$309.38		\$309.38
Axle Weight - Double Axle Compactor (Estimated Net Weight of 8,500 KG to be used)	\$701.25		\$701.25

Administrative Fees			
Wheelie Bin Container Size Increase or Decrease	\$100.00	\$13.00	\$113.00
Replacement or Removal of Waste or Recycling Carts	As determined by Service Provider		
Reproduction of Solid Waste Tickets and or Invoices	\$20.00	\$2.60	\$22.60

SCHEDULE "H" 2023
WATER SUPPLY & DISTRIBUTION

Type of Fee	2023 Fee	HST	TOTAL
Tier 1 Water User [0-250 cubic metres per month]			
Monthly Water Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]			
Base Rate [Monthly]:	\$15.60		\$15.60
Usage Rate [per cubic meter]: Note: Usage Charge [Water] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Water] per cubic metre	\$1.65		\$1.65
Tier 2 Water User [250-750 cubic metres per month]			
Monthly Water Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]			
Base Rate [Monthly]:	\$60.03		\$60.03
Usage Rate [per cubic meter]: Note: Usage Charge [Water] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Water] per cubic metre	\$1.51		\$1.51
Tier 3 Water User [751 + cubic metres per month]			
Monthly Water Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]			
Base Rate [Monthly]:	\$240.07		\$240.07
Usage Rate [per cubic meter]: Note: Usage Charge [Water] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Water] per cubic metre	\$1.19		\$1.19
Non-Resident Surcharge (applicable to any non-resident use, unless otherwise agreed to by the Town)	250%		
Change of Occupancy Charge	\$25.00	\$3.25	\$28.25
Water Meter Charges			
New Construction	\$265	\$34.45	\$299.45
New Construction IC&I Property	Full Cost		Full Cost
Touch Pad Not Installed by Builder (New Construction)	\$90.00	\$11.70	\$101.70
Water Meter Testing Deposit	\$75.00	\$9.75	\$84.75
Water Meter Testing Charge	\$145.00	\$18.85	\$163.85
Water Meter Calibration	Full cost		Full Cost
Water Meter Replacement Cost [Owner's Misuse]	\$210	\$27.30	\$237.30
Repair or Replace Touch Pad System as a Result of Damage	\$60.00	\$7.80	\$67.80
Bulk Water			
Bulk Water Surcharge Fee	250%		
Bulk Water Administration Fee	\$50.00	\$6.50	\$56.50
Backflow			
Backflow Testing, Late Filing Fee	\$150.00	\$19.50	\$169.50
Water Turn On/Off			
Water Turn On/Off [Non-Emergency - between Monday to Friday 8am to 4:30pm]	\$30.00		\$30.00
Water Turn Off [Non-Emergency, after hours]	\$350.00		\$350.00
Water Turn Off [Statutory Holiday]	\$700.00		\$700.00
Temporary Hydrant Connection			
Temporary Hydrant Connection/Disconnection Fee	\$175.00	\$22.75	\$197.75
Temporary Hydrant Connection, Usage Charge Minimum Charge includes 350 cubic metres if water. Current usage rate applies to usage above 350 cubic metres.	\$500.00	\$65.00	\$565.00
Other Fees			
Private Water Well Application Fee [Deposit]	\$250.00	\$32.50	\$282.50
Private Water Well Application Fee	Any Incurred Fee(s)		
External Water Use Permit	\$10.00	\$1.30	\$11.30
Property Connection Charge	Any Incurred Fee(s)		

SCHEDULE "I" 2023
WASTEWATER COLLECTION AND TREATMENT

Type of Fee	2023 Fee	HST	Total
Tier 1 Wastewater User [0-250 cubic metres per month]			
Monthly Wastewater Charge is equal to Monthly Base Rate [Water] + Usage Charge [Water]			
Base Rate [Monthly]:	\$21.69		\$21.69
Usage Rate [per cubic meter]: Note: Usage Charge [Wastewater] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Wastewater] per cubic metre	\$1.44		\$1.44
Tier 2 Wastewater User [250-750 cubic metres per month]			
Monthly Wastewater Charge is equal to Monthly Base Rate [Wastewater] + Usage Charge [Wastewater]			
Base Rate [Monthly]:	\$72.27		\$72.27
Usage Rate [per cubic meter]: Note: Usage Charge [Wastewater] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Wastewater] per cubic metre	\$1.44		\$1.44
Tier 3 Wastewater User [751 + cubic metres pre month]			
Monthly Wastewater Charge is equal to Monthly Base Rate [Wastewater] + Usage Charge [Wastewater]			
Base Rate [Monthly]:	\$252.97		\$252.97
Usage Rate [per cubic meter]: Note: Usage Charge [Wastewater] equals Water Quantity Used in cubic metres multiplied by the Usage Charge [Wastewater] per cubic metre	\$1.44		\$1.44
Sanitary System & Monitoring			
Sanitary Sewer Blockage - After Hours (Private)	\$350		\$350.00
CCTV Sanitary Sewer Inspection (Private)	Full Cost		Full Cost
Sewer Monitoring Testing and Sampling	Full Cost		Full Cost

**SCHEDULE "J" 2023
ADMINISTRATION & OTHER**

Fee		2023 Fee	HST	Total
Administration				
Marriage Licence		\$125.00		\$125.00
Marriage Ceremony				
	during business hours	\$275.00	\$35.75	\$310.75
	outside of business hours at Town Hall	\$600.00	\$78.00	\$678.00
	outside of business hours, not at Town Hall	\$400.00	\$52.00	\$452.00
	rehearsal, plus mileage @ CRA rate/km	\$75.00	\$9.75	\$84.75
Commissioner of Oath		\$22.12	\$2.88	\$25.00
Tax Certificates		\$40.00		\$40.00
Non-sufficient funds/stop payment fee		\$30.00		\$30.00
Copy of Tax Bill/Account Statement/Invoice		\$5.00	\$0.65	\$5.65
Building & Zoning Compliance Report		\$60.00		\$60.00
Property Tax Sale Registration		\$400.00		\$400.00
Property Tax Sale Extension Agreement		\$250.00		\$250.00
General Administration				
Photocopies - per page - minimum \$5.00		*Fee is consistent across all Town buildings		
	Black and white - per page	\$0.10	\$0.01	\$0.11
	Colour - per page	\$0.50	\$0.07	\$0.57

Fire Department

Approved Fire Pit - per year		\$25.00		\$25.00
Fire Department Reports		\$50.00		\$50.00
File Search and Letter		\$50.00		\$50.00
Real Estate Sale Inspection		\$50.00		\$50.00
False Alarm Charge		The rate is at the full cost of wages and administrative costs for each false alarm where in the opinion of the Fire Chief the alarms could have been controlled by the owner or the person(s) in charge of the property.		

Freedom of Information

Application Fee		\$5.00		\$5.00
Research Time - per 15 minutes		\$7.50		\$7.50
Records Preparation Time - per 15 minutes		\$7.50		\$7.50
Computer Programming - per 30 minutes		\$60.00		\$60.00
Floppy Disks		\$10.00		\$10.00
Other Costs		Specified on Invoice		

Licencing

Auctioneer Licence				
	Resident	\$75.00		\$75.00
	Non-resident	\$150.00		\$150.00
Lottery Licence Fee		3% of prize value		
Taxi Company Licence (first vehicle)		\$100.00		\$100.00
Taxi - Company Licence (subsequent vehicles)		\$50.00		\$50.00
Taxi Driver Licence		\$25.00		\$25.00
Lost or Damaged Plate		\$10.00		\$10.00
Refreshment Vehicles				\$0.00
	Motorized and/or cook/prep	\$360/year		\$0.00
	Non-motorized and prepack/ice	\$180/year		\$0.00
	Daily Fee - all vehicles	\$80.00		\$80.00
	Existing establishment owner	Fee waived		\$0.00
	Non-profit and charitable participant	Fee waived		\$0.00
	Private event/private property	Fee waived		\$0.00
Animal Control		Fee Before March 31st	After March 31st	
	Cat licence - per year	\$25.00	\$35.00	
	First Dog per household - per year	\$25.00	\$35.00	
	Second Dog per household - per year	\$25.00	\$35.00	
	Third Dog per household - per year	\$25.00	\$35.00	
	Fourth Dog per household - per year	\$25.00	\$35.00	
	Kennel Licence - per year	\$300.00	\$300.00	
	Service Animal	\$0.00	\$0.00	
	Replace of Tag	\$10.00	\$10.00	

**SCHEDULE "K" 2023
EARLY LEARNING CENTRE**

Type of Fee	2023 Fee	HST
EFFECTIVE APRIL 1, 2022		
Infant Program		
Monthly rate - 5 full days per week	\$1,203.60	N
Late charge - per minute	\$1.00	N
Preschool Groups		
Part-time contract enrollment - per day		N
Monthly rate - 5 full days per week	\$818.10	N
Emergency or Flex Care		N
Late charge - per minute	\$1.00	N
Toddler Groups		
Part-time contract enrollment - per day		N
Monthly rate - 5 full days per week	\$895.23	N
Emergency or Flex Care		N
Late charge - per minute	\$1.00	N
JK/SK Holiday's Program		
PRC location - per day	\$34.00	N
Late charge - per minute	\$1.00	N
Before and After School Program		
Little Falls School		
Kindergarten Before School	\$290.70	N
Kindergarten After School	\$258.06	N
Kindergarten both Before & After	\$548.76	N
Grade 1 and up Before School	\$231.54	N
Grade 1 and up After School	\$206.04	N
Grade 1 and up Both Before & After	\$437.58	N
Holy Name		
Kindergarten Before School	\$226.44	N
Kindergarten After School	\$322.32	N
Kindergarten both Before & After	\$548.76	N
Grade 1 and up Before School	\$179.52	N
Grade 1 and up After School	\$258.06	N
Grade 1 and up Both Before & After	\$437.58	N
Nursery School program - per day	\$22.25	N

**SCHEDULE "L" 2023
MUSEUM**

Type of Fee		Fees	HST	Total
Cultural Services - Museum				
Admission				
	Adult	By Donation		By Donation
	Senior	By Donation		By Donation
	Children 5-12	By Donation		By Donation
	Children under 5	By Donation		By Donation
	Family (2 adults and 1-3 children)	By Donation		By Donation
Guided group tour – regular hours per person				
	Adult	\$4.20	\$0.55	\$4.75
	Senior	\$3.54	\$0.46	\$4.00
Guided group tour – after hours				
	Adult	\$4.65	\$0.60	\$5.25
	Senior	\$3.98	\$0.52	\$4.50
Outreach program per program				
		By Donation		By Donation
Curriculum based school field trip per student (on-site)		\$3.50		\$3.50
Curriculum based school field trip per student (virtual)		\$2.00		\$2.00
Research request – full staff assistance required (per article)		\$5.09	\$0.66	\$5.75
Research request – full staff assistance required (per hour) *minimum ½ hour charge		\$29.20	\$3.80	\$33.00
Reproduction of photographs – digital image on CD or via email *personal use		\$11.06	\$1.44	\$12.50
Reproduction of photographs – digital image on CD or via email *commercial use		\$20.35	\$2.65	\$23.00
Photocopy (black & White)		\$0.10	\$0.01	\$0.11
Photocopy (Colour)		\$0.50	\$0.07	\$0.57
Printing microfilmed material – per copy by researcher		\$0.35	\$0.05	\$0.40
Reproduction of microfilmed material		\$1.99	\$0.26	\$2.25

BY-LAW 92-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to provide for the licencing, regulating and governing of refreshment vehicles within the Town of St. Marys.

WHEREAS: Pursuant to Section 150 and 151 of the *Municipal Act*, 2001, as amended, a municipality may provide for a system of licences with respect to any business wholly or partly carried on within the municipality, including the sale or hire of goods or services on an intermittent or one-time basis;

AND WHEREAS: Pursuant to Section 11(2) of the *Municipal Act*, 2001, as amended, a municipality may exercise its licencing powers for the purpose of consumer protection and to protect the health and safety of the general public;

AND WHEREAS: The Corporation of the Town of St. Marys has determined it is desirable to licence Refreshment Vehicles within the Town for reasons of health, safety and consumer protection;

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

1.0 DEFINITIONS

For the purpose of the By-law, the following terms shall have the meanings indicated:

- (a) "Applicant" shall mean the Refreshment Vehicle Owner, or their agent, who applies to the Clerk for a Refreshment Vehicle Licence in accordance with the provisions of this By-law;
- (b) "Clerk" shall mean the Clerk of the Corporation of the Town of St. Marys as appointed by By-law;
- (c) "Downtown" shall have the same meaning as defined in the Town of St. Marys Official Plan;
- (d) "Licence" shall mean a licence issued by the Clerk to operate a Refreshment Vehicle pursuant to the provisions of this By-law;
- (e) "Licensee" shall mean any person who is issued a Licence for a Refreshment Vehicle pursuant to the provisions of this By-law;
- (f) "Private Event" shall mean an event that is held on private property; that is by invite only and/or is not open to the general public; and where Refreshments are not made available to the general public, including but not limited to, weddings, birthday parties, family reunions, employee recognition events et cetera.

- (g) "Property Owner" shall mean the registered owner of land, and includes a lessee, mortgagee in possession or any person in charge of the property;
- (h) "Public Event" shall mean a cultural, recreational, educational, charitable or similar event that is open to the general public including, but not limited to, fairs, festivals and carnivals et cetera;
- (i) "Refreshment" shall mean any food or beverage prepared or provided for human consumption;
- (j) "Refreshment Vehicle" shall mean any vehicle whether motorized or not from which Refreshments are offered for consumption by the public and may include a motor vehicle, motor assisted bicycle, trailer, bicycle, tricycle or any other vehicle drawn, propelled or driven by any kind of power, including muscular power;
- (k) "Refreshment Vehicle Owner" shall mean the owner, or the operator in the case where the owner does not perform day to day operations, of the Refreshment Vehicle for which a Licence is applied pursuant to this By-law and in relation to a motor vehicle shall mean the registered owner of the vehicle as shown by the records kept by the Ministry of Transportation and includes a lessee or mortgagee in possession; and
- (l) "Town" shall mean the Corporation of the Town of St. Marys.

2.0 REQUIREMENTS

1. No person shall offer any Refreshment to the public from any Refreshment Vehicle unless the person has a valid Licence.
2. No person including any Property Owner shall cause or permit any person to offer Refreshments from a Refreshment Vehicle on any property located within the Town of St. Marys contrary to this By-law.

3.0 APPLICATIONS

1. Any person who wishes to sell Refreshments to the public from a Refreshment Vehicle must be a minimum of eighteen (18) years of age, and may apply to the Clerk for a Licence for the Refreshment Vehicle to be accompanied by the following:
 - (a) a completed application in writing in a form authorized by the Clerk and executed by the Applicant;
 - (b) an application fee as prescribed in the Town's Fees By-law, as amended;
 - (c) a satisfactory inspection report from the Health Unit completed no more than three (3) months prior to the date of application
 - (d) a Technical Standards & Safety Authority Field Approval for all equipment and appliances that are not approved by the Canadian Standard Association or the Underwriter Laboratories of Canada;
 - (e) proof that the Refreshment Vehicle complies with propane, handling and storage provision of the *Technical Standards and Safety Act*, 2000, S.O 2000, c. 16, as amended, and any regulations thereunder, where applicable;

- (f) proof that the Refreshment Vehicle has received a satisfactory inspection of its fire suppression system and fire extinguishers. The fire suppression system and fire extinguishers are required to be reinspected if the Refreshment Vehicle is on operation for greater than six (6) months of the year;
 - (g) documentation from the Fire Chief or designate confirming that the refreshment vehicle and all buildings, structures, and facilities, or the plan for same, are in compliance with applicable fire safety regulations;
 - (h) documentation from the Town's Chief Building Official confirming that all buildings, structures and facilities, on site, or the plans for same, are or will be in compliance with the requirements of the Town's Zoning By-law, Property Standards By-law and the Building Code Act S. O. 1992, c.23, as amended;
 - (i) proof of a valid Province of Ontario driver's licence, if applicable;
 - (j) a copy of the ownership for the Refreshment Vehicle, if applicable;
 - (k) proof of general liability insurance (by an insurer satisfactory to the Town) in the amount of \$2,000,000.00 naming the Town as an additional insured;
 - (l) proof of automotive liability insurance (by an insurer satisfactory to the Town) in the amount of \$2,000,000.00 on all vehicles used in Refreshment Vehicle operations;
 - (m) the dimensions of the Refreshment Vehicle;
 - (n) a plan for the containment and disposal of grey water, grease and garbage in a sanitary manner satisfactory to the Town;
 - (o) evidence that the Refreshment Vehicle does not require the use of municipal services when operating on public property;
 - (p) a description of food menu;
 - (q) a photograph of the Refreshment Vehicle;
 - (r) written permission from the Property Owner of private property, clearly acknowledging the intended use of the property (if applicable); and
 - (s) a general sketch or plan outlining the location of all roads and streets and their names, all buildings, the buildings dimensions and their proximity to other buildings and property lines.
 - (t) the appropriate Licence fee required in accordance with the Fees By-law
2. A Licensee must ensure the required certificates and approvals are kept in the Refreshment Vehicle at all times and available for immediate inspection upon demand by the Clerk, Police Officer, By-Law Enforcement, Fire Inspector, or Public Health Inspector.

4.0 ISSUANCE, INELIBILITY, AND DISQUALIFICATION OF LICENCE

1. The Clerk is not required to consider any application for a Licence until the application is complete, and the Applicant has provided all information and documentation as required pursuant to this By-law, as well as the annual application fee.

2. The Clerk is not required to consider any application for a Licence if the Applicant is in breach of this or any other Town by-law or health unit or provincial or federal legislation.
3. The Clerk may approve or refuse any Licence application and may impose any conditions upon an approval as they deem appropriate. This can be done based on the vehicle type, appearance or where the location is deemed inappropriate, unsuitable or unsafe.
4. No person shall operate a Refreshment Vehicle within fifteen (15) metres from a fuel dispenser at a fuel dispensing station or retail propane dispensing tanks and cylinders.
5. The St. Marys Fire Department may impose alternative setbacks from adjacent structures or Vehicles as is deemed necessary in the interest of public safety.
6. Licensees shall comply with all Town by-laws, including, but not limited to the Town's Zoning By-Laws and Property Standards By-Law, and comply with all provincial and federal legislation.
7. A Licensee shall comply with all Licence requirements.
8. If, at any time, the Clerk determines, as a result of evidence that is provided, that the operation of a licenced Refreshment Vehicle does not conform to the requirements of this or any Town by-law or health unit or provincial or federal legislation, the Clerk may suspend or revoke the Licence.
9. A total of two (2) Licences shall be issued for permanent Refreshment Vehicles to be located in the Downtown as detailed in Section 5 of this by-law. Each Refreshment Vehicle shall be subject to the Licence fees and regulations as set out in this By-law. Existing Licence holders will have priority over applications submitted by new applicants, subject to being in good standing with the Town.
10. Notwithstanding Section 4.9, there shall be no limit on the number of Licences for Public Events which are located in the Downtown.

5.0 LOCATIONS

1. Downtown
 - a. The parking stall on the west side of Water Street North, south of Trout Creek, adjacent to the municipal parking lot;
 - b. Additional location(s) deemed appropriate by the Town.
2. Municipal Facility Parking Lots and Municipal Parks
 - a. being requested by municipal staff to attend the property, or;
 - b. having been granted a Licence issued by the Clerk after considering the provisions of Section 5.3.c below; and
 - c. operating in compliance with regulations provided by the Town; and
 - d. operating in compliance with the by-law.
3. Private Property and Offering Refreshments to the General Public

- a. Private property in the “Industrial”, Commercial”, and “Institutional” zones and zones that include as a permitted use any of the following: “Eating establishment (take out)”, “Caterer’s establishment”, “Banquet hall” and/or “Hotel”, subject to the Refreshment Vehicle and its location meeting the requirement of the Town’s zoning by-law and traffic by-laws.
 - b. Notwithstanding subsection 3.a, the Clerk may approve the operation of a Refreshment Vehicle for a Public Event on private property in any zone with the submission of the following:
 - i. Written proof of invitation to the location from the property owner or event organizer; and
 - ii. Written proof the event is no more than three consecutive days in length.
 - c. The Clerk’s approval shall consider:
 - i. the general intent of the by-law;
 - ii. the past actions by the Refreshment Vehicle operator; and
 - iii. the impact on the community.
4. Private Events on Private Property
- a. Refreshment Vehicles that are providing services to Private Events with the consent of the Property Owner, and where Refreshments are not made available to the general public, are exempt from requiring a Licence and paying a fee.
 - b. Notwithstanding Section 5.2 (a) above, Refreshment Vehicles that are providing services to Private Events shall comply with all applicable Town, Provincial, Federal provisions and regulations.

6.0 TERM OF LICENCE

- 1. Licences shall be issued for a maximum period of one year and shall come into effect on the date that they are issued, and expire on December 31 of that same year, unless revoked or suspended.
- 2. Daily licenses are valid only for the date(s) as indicated on the license.
- 3. Licences are not transferable except with the written consent of the Clerk.

7.0 PROVISIONS

- 1. A Refreshment Vehicle shall not exceed:
 - (a) 2.6 metres in width, and ;
 - (b) 13.4 metres in length, and;
 - (c) or no larger than one parking stall if located within the Downtown, and;
 - (d) 4,500 kilograms.
- 2. No person shall carry on a Refreshment Vehicle business or occupation for which a Licence is required under this by-law:

- (a) if the Licence has expired or been revoked; or,
 - (b) while the Licence is under suspension.
- 3. Refreshment Vehicles shall be exempt from hourly parking limits on Town highways provided they are:
 - (a) parked in legal parking stalls;
 - (b) actively engaged in the operation of the Refreshment Vehicle business; and,
 - (c) in compliance with this by-law.
- 4. No person shall operate a Refreshment Vehicle business except in the defined areas set out in section 5 of this by-law, subject to Zoning By-Law compliance and compliance with other applicable by-laws not exempted by this by-law.
- 5. No person shall operate a Refreshment Vehicle without affixing a refreshment vehicle licence issued under the provisions of this by-law in a conspicuous place on a Refreshment Vehicle for which it is issued.
- 6. No person shall connect to a municipal utility source while situated on municipal property.
- 7. No person shall transfer a licence except with consent in writing of the Clerk, and the Clerk shall not be bound to give such consent to the transfer.
- 8. All Refreshment Vehicles shall operate in compliance with the Town's Noise By-law.
- 9. No person shall permit Refreshment Vehicles to park overnight on public property or private lands after operating hours except on land owned, leased or rented by the operator and in compliance with the Town's Zoning By-Law and Parking, Traffic and Boulevard Maintenance By-law.
- 10. The requirements of section 7.9 above do not apply where:
 - a. A Refreshment Vehicle is parked on private property for the duration of a Private Event or Public Event
 - b. A Refreshment Vehicle has been granted an exemption by the Town to permit overnight parking on public property.
- 11. No person shall equip a Refreshment Vehicle with any sounding device, loud speakers, amplifier or other hailing devices for attracting attention.
- 12. No person shall operate a Refreshment Vehicle:
 - a. within 10 metres of a restaurant without consent from the restaurant;
 - b. in a manner that interferes with the normal use of a sidewalk by pedestrians
 - c. on the boulevard adjacent to a public highway;
 - d. on private property without the written consent of the Property Owner;
 - e. in a residential area, except on the specific request and with the written permission of a resident to provide food to that resident and guests at the resident's address; or,

- f. on highways outside of the Downtown.
- 13. Notwithstanding 7.12 (a) there shall be no consent requirements for Refreshment Vehicles operating at Public Events which are located in the Downtown.
- 14. Every Licensee shall produce the Licence for inspection at the request of the Clerk, Police Officer, By-Law Enforcement, Fire Inspector, or Public Health Inspector .
- 15. Every Licensee shall maintain the Refreshment Vehicle in a clean and sanitary condition, with adequate measures for the storage and disposal of garbage and waste and sufficient levels of illumination to permit the safe use of the Refreshment Vehicle. The placing of refuse in a sidewalk refuge container provided by the Town is not sufficient to constitute removal.
- 16. Every Licensee shall ensure that the grounds in the vicinity of the Refreshment Vehicle for a distance of 30 metres are kept clean of all waste.
- 17. Every Licensee shall comply with all provisions of this By-law and with all provisions set out in the Licence.
- 18. Every Licensee shall comply with all applicable Town, Provincial, Federal provisions and regulations.

8.0 EXEMPTIONS

- 1. The requirement for Licence fees shall be exempt for those Refreshment Vehicles operating at Public Events that are owned and operated by existing St. Marys food and beverage establishment owners for the duration of the event.
- 2. The requirement for Licence fees shall be exempt for Public Events organized by service clubs and registered charities whose charitable objects benefit the residents of the Town of St. Marys.

9.0 INSPECTIONS

- 1. The Town may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether this By-law, an Order to Discontinue Activity, or an order under Section 431 of the *Municipal Act*, 2001 is being complied with.
- 2. For the purposes of conducting an inspection pursuant to 9.1 of this by-law, the Town may, in accordance with the provisions of Section 436 of the *Municipal Act*, 2001;
 - (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - (c) require information from any person concerning a matter related to the inspection; and,
 - (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take test, samples or photographs necessary for the purposes of the inspection.
- 3. No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this by-law.

10.0 ORDER TO DISCONTINUE ACTIVITY

1. Where the Clerk has reasonable grounds to believe that a contravention of this By-law has occurred, the Clerk may issue an Order to Discontinue Activity requiring the person contravening the By-law, or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to discontinue the contravening activity and every person shall comply with such an order.

11.0 ENFORCEMENT

1. This by-law may be enforced by the Clerk, Police Officer and Public Health Inspectors, By-Law Enforcement Officer, or Fire Inspector.

12.0 OFFENCE AND PENALTY PROVISIONS

1. Any person who contravenes any provision of this By-law is guilty of an offence and:
 - a. Upon conviction is subject to a maximum fine of five thousand dollars (\$5,000.00); and
 - b. A maximum fine of ten thousand dollars (\$10,000.00) upon a first conviction and a maximum fine of \$25,000 for any subsequent conviction.
2. Despite section 12.1, where the person convicted is a corporation, the corporation is liable;
 - a. On the first conviction, to a maximum fine of not more than ten thousand dollars (\$10,000.00); and
 - b. On any subsequent conviction, to a maximum fine of not more than twenty-five thousand dollars (\$25,000.00).

13.0 SHORT TITLE

This By-law may be referred to as the "Refreshment Vehicle By-law".

14.0 REPEAL

1. By-law 34-69, To Licence, regulate, and govern food premises, and for revoking any such licence.
2. By-law 16-1998, To Amend By-law No. 34-69 regulating mobile canteens in the Town of St. Marys.

15.0 ENACTMENT

This By-law comes into force and takes effect on January 1, 2023.

Read a first, second and third time and finally passed this 11th day of October 2022.

Mayor Al Strathdee

Jenna McCartney, Clerk

Penalties of Infraction

Part I: Provincial Offences Act

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Sell or offer to sell refreshments from a refreshment vehicle – no licence	2.1	\$150.00
2	Refreshment vehicle is within 15 metres of fuel or propane dispensing tank and cylinder	4.3	\$150.00
3	Operate a refreshment vehicle with an expired or revoked licence	7.2.a	\$150.00
4	Operate a refreshment vehicle with a suspended licence	7.2.b	\$150.00
5	Operate a refreshment vehicle in an unauthorized area	7.4	\$150.00
6	Operate a refreshment vehicle without a licence affixed to the vehicle	7.5	\$150.00
7	Connect to a municipal utility source while on municipal property	7.6	\$150.00
8	Transfer a licence without Town's consent	7.7	\$150.00
9	Operate a refreshment vehicle between 8:00pm and 11:00am	7.9	\$150.00
10	Vehicle equipped with sounding device, loud speakers, amplifier or other hailing device	7.11	\$150.00
11	Operate a refreshment vehicle within 10 metres of a restaurant without consent	7.12.a	\$150.00
12	Operate a refreshment vehicle that interferes with the normal use of a sidewalk	7.12.b	\$150.00
13	Operate a refreshment vehicle on the boulevard adjacent to a public highway	7.12.c	\$150.00
14	Operate a refreshment vehicle on private property	7.12.d	\$150.00
15	Operate a refreshment vehicle on highways outside of the Downtown	7.12.f	\$150.00
16	Contravene an order to discontinue activity	10.1	\$300.00

NOTE: The penalty provisions for the offences listed above is Section 12.1 of by-law 92-2022, a certified copy of which has been filed.

BY-LAW 93-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a memorandum of understanding between The Corporation of the Town of St. Marys and St. Marys Public Library.

- 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 St. Marys Public Library is established under the *Public Libraries Act, R.S.O. 1990, c. P.44*, as amended, and is managed by Board as appointed by the Council for The Corporation of the Town of St. Marys;
- AND WHEREAS:** The St. Marys Public Library Board and The Corporation of the Town of St. Marys have had no formal agreement that acknowledges the respective roles and responsibilities of The Corporation of the Town of St. Marys but have operated on a mutual understanding of the services provided by each party to date;
- AND WHEREAS:** The St. Marys Public Library Board and The Corporation of the Town of St. Marys wish to formally enter into a memorandum of understanding that clarifies and delineate the respective roles and responsibilities between the parties;
- AND WHEREAS:** The Council for the Corporation of the Town of St. Marys deems it expedient to enter into a memorandum of understanding with St. Marys Public Library (the "Memorandum of Understanding") for the purpose of clarifying and delineating the respective roles and responsibilities of and for the delivery of the services;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Memorandum of Understanding on behalf of the Town;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys enacts as follows;
1. That the Memorandum of Understanding between The Corporation of the Town of St. Marys and the St. Marys Public Library, attached hereto as Appendix "A", is hereby authorized and approved.
 2. That the Mayor and the Clerk are hereby authorized to execute the Memorandum of Understanding on behalf of The Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time this 11th day of October 2022.

Mayor Al Strathee

Jenna McCartney, Clerk

BY-LAW 94-2022

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 October 11, 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 11th day of October 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 11th day of October 2022.

Mayor Al Stratthdee

Jenna McCartney, Clerk