



AGENDA

Regular Council Meeting

April 11, 2023

6:00 pm

Council Chambers, Town Hall

175 Queen Street East, St. Marys

YouTube 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 April 11, 2023 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

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

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

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

None

6. **ACCEPTANCE OF MINUTES**

6.1 Regular Council - March 28, 2023

10

RECOMMENDATION

THAT the March 28, 2023 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and Clerk.

6.2 Strategic Priorities Committee - March 21, 2023

22

Minute item 5.3, Service Delivery for Organics Material Management, will be considered under agenda item 8.4.1, PW 28-2023 Service Delivery of Organic Material Management.

Designation of Public Event as Municipally Significant Policy attached for reference.

RECOMMENDATION

THAT the March 21, 2023 Strategic Priorities Committee meeting minutes be received by Council and signed and sealed by the Mayor and Clerk; and

THAT minute item 5.2 be raised for consideration.

RECOMMENDATION

THAT Council approve the Designation of Public Events as Municipally Significant Policy; and

THAT Council consider By-law 41-2023, being a by-law to delegate to the Clerk the authority to process requests for events of municipal significance.

7. CORRESPONDENCE

7.1	Friends of the St. Marys Public Library re: Sign Fee Waiver Request	29
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RECOMMENDATION

THAT the correspondence from the Friends of the St. Marys Public Library regarding a request to the Town to waive the applicable sign permit fee be received; and

THAT the request from Friends of the St. Marys Public Library for sign permit fees be approved/denied for 2023; and

THAT staff direct the Friends of the St. Marys Public Library to the annual Community Grant Program for all future requests.

8. STAFF REPORTS

8.1 Administration

8.1.1	ADMIN 20-2023 Cyber Incident Report Out	30
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RECOMMENDATION

THAT ADMIN 20-2023 Cyber Incident Report Out be received for information.

8.2 Community Services

8.2.1	DCS 17-2023 National Volunteer Week	32
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RECOMMENDATION

THAT DCS 17-2023 National Volunteer Week report be received; and

THAT Council proclaim the week of April 16 – 22 as National Volunteer Week in the Town of St. Marys.

8.3 Corporate Services

8.3.1 COR 24-2023 Municipal Accessible Dock in Milt Dunnell Field

35

RECOMMENDATION

THAT COR 24-2023 Municipal Accessible Dock in Milt Dunnell Field report be received; and

THAT Council approve sole source procurement from EZ Dock for the supply and installation of an accessible dock system in the amount of \$62,680 plus HST; and

THAT Council consider By-law 40-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement for the supply and installation of an accessible dock system; and

THAT Council authorize staff to complete the full project, including dock purchase and installation and necessary additional groundworks, and fund the project through a donation from Community Living, with the remaining funds to be allocated through the Flats Revitalization project approved 2023 capital funding.

8.3.2 COR 31-2023 Mobility Gas Tax Request - 2023

44

RECOMMENDATION

THAT COR 31-2023 Mobility Gas Tax Request - 2023 report be received; and

THAT the Town of St. Marys approves the request for an increase to the Ontario Gas Tax transfer of \$115,000 for the period of April 1, 2023 to March 31, 2024; and

THAT Town staff is directed to negotiate the rental of space and IT equipment agreement to take effect retroactive to April 1, 2023; and

THAT Town staff be directed to work with the partners to complete the noted legal agreements by the end of 2023; and

THAT St. Marys and Area Mobility Service be requested to present Council with a long-term plan during the 2024 Town budget process for consideration of future dedicated Provincial Gas Tax allocations.

8.4 Public Works

8.4.1 PW 28-2023 Service Delivery of Organic Material Management

49

RECOMMENDATION

THAT report PW 28-2023, Service Delivery for Organics Material Management be received; and

THAT the procurement for curbside leaf and yard waste services be awarded to Barry's Handyman Services for a three-year contract totalling of ten (10) collection events per property per year for twenty (20) total collection events each year at the procured price of \$83,410.95 inclusive of all taxes and contingencies; and,

THAT the procurement for operations and management of the MOC leaf and yard waste depot be awarded to Texo Terra Contracting Ltd. for a three-year contract for the procured price of \$94,995.34 inclusive of all taxes and contingencies; and,

THAT Council approves a variance of \$31,558.40 to be incurred in 2023 as identified in report PW 28-2023, to be funded from waste management reserves; and,

THAT Council consider By-Law 38-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Barry's Handyman Services for leaf and yard waste collection services; and

THAT Council consider By-Law 39-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreements with Texo Terra Contracting Ltd for the operation and management of the leaf and yard waste depot; and,

THAT Council defer implementation of a curbside green bin organics program through at least 2025; and,

THAT Council direct staff to incorporate a Financial Plan for waste management services into the future scope of work that will be tendered for landfill operations and design in the coming years.

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

RECOMMENDATION

THAT Committee and Board minutes listed under agenda items 9.1.1 to 9.1.7 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 58

March 16, 2023 Highlights

9.1.2 Business Improvement Area - Coun. Aylward 68

March 13, 2023 Draft Minutes

9.1.3 Huron Perth Public Health - Coun. Luna

9.1.4 Library Board - Mayor Strathdee, Couns. Aylward and Pridham 75

March 23, 2023 Draft Property and Planning Subcommittee Minutes

March 27, 2023 Draft Policy Subcommittee Minutes

March 31, 2023 Draft Property and Planning Subcommittee Minutes

April 3, 2023 Draft Adult Learning Programs of Perth Committee Minutes

9.1.5 Municipal Shared Services Committee - Mayor Strathdee, Coun. Edney

9.1.6 Spruce Lodge Board - Couns. Lucas, Luna 83

February 15, 2023 Minutes

9.1.7 Upper Thames River Conservation Authority - Coun. Craigmile

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Canadian Baseball Hall of Fame and Museum - Coun. Edney

9.2.2	Committee of Adjustment	
9.2.3	Community Policing Advisory Committee - Couns. Edney and Luna	86
	March 15, 2023 Draft Minutes	
	2023 Annual Policing Cost Estimates Memo	
	*Recommendation from minute item 6.1 to be considered by Council	
	RECOMMENDATION	
	THAT Council approve the 2023 Stratford Police operating budget and 5 year capital plan.	
9.2.4	Downtown Service Location Review Committee - Mayor Strathdee, Coun. Pridham	96
	March 15, 2023 Draft Minutes	
9.2.5	Flats Revitalization Committee - Coun. Edney	
9.2.6	Green Advisory Committee - Coun. Aylward	100
	February 22, 2023 Draft Minutes	
	*Recommendation from minute item 9.2 has been discussed as Strategic Priorities Committee and will be presented in staff report PW 28-2023 Service Delivery of Organic Material Management at Council on April 11, 2023.	
9.2.7	Heritage and Culture Advisory Committee - Coun. Lucas	
9.2.8	Huron Perth Healthcare Local Advisory Committee - Coun. Luna	
9.2.9	Planning Advisory Committee - Couns. Craigmile, Lucas	
9.2.10	Recreation and Leisure Advisory Committee - Coun. Pridham	107
	March 22, 2023 Draft Minutes	
9.2.11	St. Marys Lincolns Board - Coun. Craigmile	

- 9.2.12 St. Marys Minor Hockey Association Board - Coun. Craigmile
- 9.2.13 St. Marys Cement Community Liaison Committee - Couns. Craigmile, Edney
- 9.2.14 Stratford Perth Chamber of Commerce - Coun. Lucas
- 9.2.15 Town Hall Renovation Committee - Couns. Luna and Pridham

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

RECOMMENDATION

THAT By-Laws 38-2023, 39-2023, 40-2023 and 41-2023 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

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|------|---|-----|
| 12.1 | By-Law 38-2023 Agreement with Barry's Handyman Services | 110 |
| 12.2 | By-Law 39-2023 Agreement with Texo Terra Contracting Ltd. | 111 |
| 12.3 | By-Law 40-2023 Agreement with EZ Dock | 112 |
| 12.4 | By-Law 41-2023 Delegation of Authority | 113 |

13. UPCOMING MEETINGS

*All meeting are open to the public to attend in person and will be live streamed to the Town's YouTube channel

April 18, 2023 - 9:00 am, Strategic Priorities Committee

April 25, 2023 - 6:00 pm, Regular Council

14. CLOSED SESSION

RECOMMENDATION

THAT Council move into a session that is closed to the public at _____pm as authorized under the *Municipal Act*, Section 239(2)(d) labour relations or employee negotiations.

14.1 Minutes - CLOSED SESSION

14.2 ADMIN 21-2023 CONFIDENTIAL Town of St. Marys COVID-19 Vaccination Policy

15. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____ pm.

15.1 Town of St. Marys COVID-19 Vaccination Policy

16. CONFIRMATORY BY-LAW

114

RECOMMENDATION

THAT By-Law 42-2022, being a by-law to confirm the proceedings of April 11, 2023 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

17. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council be adjourned at _____ pm.



MINUTES Regular Council

March 28, 2023
6:00pm
Town Hall, Council Chambers

Council Present: Mayor Strathdee
Councillor Aylward
Councillor Craigmile
Councillor Edney
Councillor Lucas
Councillor Pridham

Council Regrets: Councillor Luna

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

Conference Line

Richard Anderson, Director of Emergency Services / Fire Chief
Sarah Andrews, Library CEO
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
André Morin, Director of Corporate Services / Treasurer
Dave Blake, Environmental Services Manager
Jeff Wolfe, Infrastructure Services Manager
Mark Stone, Planner

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

Councillor Pridham declared a pecuniary interest related to agenda item 7.1, St. Marys Community Players, due to involvement in the upcoming production.

Councillor Pridham declared a potential pecuniary interest related to agenda item 8.2.3, Application for Plan of Condominium for 275 James Street South, due to

employment as a professional realtor and the potential for properties to come to market.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2023-03-28-01

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT the March 28, 2023 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

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

1. Are printer ink cartridges recyclable in St Marys and if so, how does one dispose of them? And if "no" what does one do with them? Garbage?
2. Does the Town have a comment about the report of possible asbestos cement pipes for the water system?

Dave Blake responded to the first question by stating printer ink cartridges are an acceptable product through the Town's electronic waste recycling program and can be disposed free of charge during regular operating hours at the landfill site.

In reference to the asbestos cement pipes, Dave Blake confirmed the Town does have asbestos cement water main in service making up a small fraction of the system at about two percent of all water mains. The Town samples according to the provincial regulatory requirements for our drinking water systems.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Ontario Clean Water Agency - 4th Quarter Reporting

Mark Bouw of Ontario Clean Water Agency presented the Q4 Water and Wastewater reports as well as the performance assessment reports.

Resolution 2023-03-28-02

Moved By Councillor Aylward

Seconded By Councillor Lucas

THAT the delegation from Ontario Clean Water Agency regarding the fourth quarter 2022 water and wastewater reporting be received.

CARRIED

5.2 St. Marys Public Library

Sarah Andrews and Cole Atlin presented the 2022 year-end report.

Resolution 2023-03-28-03

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT the presentation from St. Marys Public Library regarding the 2022 year end report be received.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - March 14, 2023

Resolution 2023-03-28-04

Moved By Councillor Pridham

Seconded By Councillor Aylward

THAT the March 14, 2023 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and Clerk.

CARRIED

7. CORRESPONDENCE

7.1 St. Marys Community Players re: Sign Fee Waiver Request

Having previously declared a pecuniary interest on the agenda item, Councillor Pridham recused herself and did not engage in discussion or the vote on this matter.

Resolution 2023-03-28-05

Moved By Councillor Edney

Seconded By Councillor Lucas

THAT the correspondence from St. Marys Community Players regarding a request to waive the Town's annual sign permit fee be received; and

THAT the request from Community Players for sign permit fees to be waived be approved for 2023; and

THAT staff direct the Community Players to the annual Community Grant Program for all future requests.

CARRIED

8. STAFF REPORTS

8.1 Administration

8.1.1 ADMIN 18-2023 March Monthly Report (Administration)

Resolution 2023-03-28-06

Moved By Councillor Craigmile

Seconded By Councillor Aylward

THAT ADMIN 18-2023 March Monthly Report (Administration) be received for information.

CARRIED

8.1.2 ADMIN 19-2023 Funding Agreements for Community Outreach Worker Program

Resolution 2023-03-28-07

Moved By Councillor Aylward

Seconded By Councillor Lucas

THAT ADMIN 19-2023 Funding Agreements for Community Outreach Worker Program report be received; and

THAT Council consider By-law 35-2023, being a by-law to authorize the Mayor and the Clerk to sign a Supported Partner agreement with United Way Perth Huron; and

THAT the Chief Administrative Officer be delegated the authority to negotiate any changes as may be necessary to bring the Memorandum of Understanding with the City of Stratford and the United Way Perth Huron into final form; and

THAT Council consider By-law 36-2023, being a by-law to authorize the Mayor and the Clerk to sign a memorandum of understanding with the City of Stratford and the United Way Perth

Huron once confirmed to be in final form by the Chief Administrative Officer.

CARRIED

8.2 Building and Development Services

8.2.1 DEV 17-2023 March Monthly Report (Building and Development)

Resolution 2023-03-28-08

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT DEV 17-2023 March Monthly Report (Building and Development) be received for information.

CARRIED

8.2.2 DEV 18-2023 - Part Lot Control Application, Block 52, Registered Plan 44M-79, Thames Crest Farms Subdivision – Bickell Built Homes Ltd.

Resolution 2023-03-28-09

Moved By Councillor Lucas

Seconded By Councillor Aylward

THAT DEV 18-2023 regarding the Application for Part Lot Control for Block 52 of the Thames Crest Farms subdivision be received; and

THAT Council consider By-law 31-2023, being a part lot control affecting Block 52, Registered Plan No. 44M-79 for a one-year period, ending March 28, 2024.

CARRIED

8.2.3 DEV 19-2023 Application for Plan of Condominium (DPC 01-2022) for 275 James Street South by A. Paola

Having previously declared a pecuniary interest on the agenda item, Councillor Pridham recused herself and did not engage in discussion or the vote on this matter.

Resolution 2023-03-28-10

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT DEV 19-2023 Application for Draft Plan of Condominium (DPC 01-2022) by A. Paola for 275 James South be received; and,

THAT Council approve the Draft Plan of Condominium (DPC 01-2022) by A. Paola for 275 James South subject to the conditions shown in Attachment 4 of DEV 19-2023 report.

CARRIED

8.3 Community Services

8.3.1 DCS 12-2023 March Monthly Report (Community Services)

Resolution 2023-03-28-11

Moved By Councillor Pridham

Seconded By Councillor Aylward

THAT DCS 12-2023 March Monthly Report (Community Services) be received for information.

CARRIED

8.4 Corporate Services

8.4.1 COR 29-2023 March Monthly Report (Corporate Services)

Resolution 2023-03-28-12

Moved By Councillor Aylward

Seconded By Councillor Lucas

THAT COR 29-2023 March Monthly Report (Corporate Services) be received for information.

CARRIED

8.4.2 COR 30-2023 Annual DC Report - 2022

Resolution 2023-03-28-13

Moved By Councillor Craigmile

Seconded By Councillor Lucas

THAT COR 30-2023 Annual DC Report-2022 report be received; and

THAT Council direct the Treasurer to transfer the amount of \$123,532.52 from the DC Administration Reserve Fund to the General Capital reserve for future growth-related studies.

CARRIED

8.5 Fire and Emergency Services

8.5.1 FD 03-2023 March Monthly Report (Emergency Services)

Resolution 2023-03-28-14

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT FD 03-2023 March Monthly Report (Emergency Services) be received for information.

CARRIED

8.5.2 FD 04-2023 Swift Water Rescue Equipment

Resolution 2023-03-28-15

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT FD 04-2023 Swift Water Rescue Equipment report be received; and

THAT Council approve the requested spending variance to the Fire Department's 2023 Operational Budget at \$25,000 for the purchase of the swift water rescue equipment.

CARRIED

8.6 Human Resources

8.6.1 HR 03-2023 March Monthly Report (Human Resources)

Resolution 2023-03-28-16

Moved By Councillor Pridham

Seconded By Councillor Lucas

THAT HR 03-2023 March Monthly Report (Human Resources) be received for information.

CARRIED

Council took a brief break at 7:48 pm.

Mayor Strathdee called the meeting back to order at 8:00 pm.

8.7 Public Works

8.7.1 PW 16-2023 March Monthly Report (Public Works)

Resolution 2023-03-28-17

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT PW 16-2023 March Monthly Report (Public Works) be received for information.

CARRIED

8.7.2 PW 18-2023 Summary Report for the Water System

Resolution 2023-03-28-18

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT Council receive report PW 18-2023, Summary Report for the Water System as information, and,

THAT Council acknowledges receipt of the 2022 Annual Water Summary Report for the Town of St. Marys Water Supply and Distribution System.

CARRIED

8.7.3 PW 19-2023 Wastewater Annual Summary Report

Resolution 2023-03-28-19

Moved By Councillor Edney

Seconded By Councillor Lucas

THAT report PW 19-2023, Wastewater Annual Summary Report be received for information.

CARRIED

8.7.4 PW 20-2023 Sole Source Main Line Sewer Inspections

Resolution 2023-03-28-20

Moved By Councillor Lucas

Seconded By Councillor Craigmile

THAT report PW 20-2023, Sole Source Main Line Sewer Inspections be received; and

THAT Council approves a sole source of this work to Clearwater Municipal Services Inc. for a cost up to \$20,000.00, plus HST.

CARRIED

8.7.5 PW 21-2023 St. James Anglican Church Water Bill

Resolution 2023-03-28-21

Moved By Councillor Edney

Seconded By Councillor Lucas

THAT report PW 21-2023, St. James Anglican Church Water Bill be received; and

THAT Council denies the request for relief from the wastewater component of the December water bill for the St. James Anglican Church located at 65 Church Street South.

CARRIED

8.7.6 PW 22-2023 Thames Crest Farms Playground Equipment Cost Sharing Proposal

Resolution 2023-03-28-22

Moved By Councillor Craigmile

Seconded By Councillor Lucas

THAT PW 22-2023 Thames Crest Farms Playground Equipment Cost Sharing Proposal report be received; and

THAT Council authorizes staff to negotiate a cost sharing agreement with the Thames Crest Farms subdivision developer and to prepare a draft agreement for Council consideration for the installation of playground equipment in the new park block adjacent to Trailside Drive and James Street North.

CARRIED

8.7.7 PW 25-2023 Recycled Concrete Crushing Tender Award

Resolution 2023-03-28-23

Moved By Councillor Aylward

Seconded By Councillor Lucas

THAT PW 25-2023 Recycled Concrete Crushing Tender Award report be received; and,

THAT the contract for Concrete Crushing, Screening and Stockpiling be awarded to Arro Crushing Ltd. for the bid price of \$71,755.00, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 32-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Arro Crushing Ltd.

CARRIED

8.7.8 PW 26-2023 Tender Award – One Half Ton Pickup Truck

Resolution 2023-03-28-24

Moved By Councillor Pridham

Seconded By Councillor Lucas

THAT PW 26-2023 Tender Award – One Half Ton Pickup Truck report be received; and

THAT the procurement for PW-16-2023-RFT be awarded to Blue Mountain Chrysler for the procured price of \$52,967.62, inclusive of all taxes and contingencies; and,

THAT Council approves a variance of \$12,698.98 to be incurred in the delivery of this project as identified in PW-26-2023 report; to be funded from Equipment Reserve fund and

THAT Council consider By-Law 33-2023 being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Blue Mountain Chrysler.

CARRIED

8.7.9 PW 27-2023 Tender Award – One Ton Truck – Cab and Chassis

Resolution 2023-03-28-25

Moved By Councillor Aylward

Seconded By Councillor Edney

THAT PW 27-2023 Tender Award – One Tone Truck – Cab and Chassis be received; and

THAT the procurement for PW-17-2023-RFT One (1) Ton Truck be awarded to Blue Mountain Chrysler for the procured price of \$74,081.67, inclusive of all taxes and contingencies; and

THAT Council consider By-Law 34-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Blue Mountain Chrysler.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

None.

11. BY-LAWS

Resolution 2023-03-28-26

Moved By Councillor Lucas

Seconded By Councillor Craigmile

THAT By-Laws 31-2023, 32-2023, 33-2023, 34-2023, 35-2023 and 36-2023 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 31-2023 Part Lot Control Exemption (Block 52 of 44M-79)

11.2 By-Law 32-2023 Agreement with Arro Crushing Ltd.

11.3 By-Law 33-2023 Agreement with Blue Mountain Chrysler (half ton truck)

11.4 By-Law 34-2023 Agreement with Blue Mountain Chrysler (one ton truck)

11.5 By-Law 35-2023 Agreement with United Way Perth Huron

11.6 By-Law 36-2023 Agreement with City of Stratford and United Way Perth Huron

12. UPCOMING MEETINGS

April 11, 2023 - 6:00 pm, Regular Council

April 18, 2023 - 9:00 am, Strategic Priorities Committee

April 25, 2023 - 6:00 pm, Regular Council

13. CONFIRMATORY BY-LAW

Resolution 2023-03-28-27

Moved By Councillor Edney

Seconded By Councillor Aylward

THAT By-Law 37-2023, being a by-law to confirm the proceedings of March 28, 2023 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

14. ADJOURNMENT

Resolution 2023-03-28-28

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT this regular meeting of Council be adjourned at 8:35 pm.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk



MINUTES
Strategic Priorities Committee

March 21, 2023
9:00 am
Town Hall, Council Chambers

Council Present: Mayor Strathdee
Councillor Craigmile
Councillor Edney
Councillor Luna
Councillor Lucas
Councillor Pridham
Councillor Aylward

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Conference Line
Jenna McCartney, Clerk
Jed Kelly, Director of Public Works
Andre Morin, Director of Corporate Services / Treasurer
Dave Blake, Environmental Services Manager
Alanna Bowes, Events Coordinator

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 2023-03-21-01

Moved By: Councillor Craigmile

Seconded By: Councillor Edney

THAT the March 21, 2023 Strategic Priorities Committee agenda be accepted as presented.

CARRIED

4. DELEGATIONS AND PRESENTATIONS

4.1 City of Stratford Social Services Department re: Housing and Homelessness Presentation

Staff from the City of Stratford Social Services department presented the Housing and Homelessness presentation and responded to questions from the Committee.

Resolution 2023-03-21-02

Moved By: Councillor Luna

Seconded By: Councillor Lucas

THAT the presentation from the City of Stratford Social Services department regarding housing and homelessness be received.

CARRIED

The Committee took a brief break at 10:16 am.

Chair Strathee called the meeting back to order at 10:34 am.

5. STRATEGIC PRIORITIES REVIEW

5.1 COR 28-2023 Reimagined Stonetown Heritage Festival

Alanna Bowes presented COR 28-2023 report and responded to questions from the Committee.

Resolution 2023-03-21-03

Moved By: Councillor Pridham

Seconded By: Councillor Luna

THAT COR 28-2023 Reimagined Stonetown Heritage Festival report be received.

CARRIED

5.2 ADMIN 17-2023 Review of Designation of Public Events as Municipally Significant Policy

Jenna McCartney presented ADMIN 17-2023 report.

The Committee was of the consensus that the policy stand as written, and that a fee for service should be implemented. The Committee was of the consensus that the application fee for designation of events as municipally significant be waived for service clubs and not-for-profit organizations in a

similar fashion to what is currently in place for the refreshment vehicle permitting process.

Resolution 2023-03-21-04

Moved By: Councillor Luna

Seconded By: Councillor Aylward

THAT ADMIN 17-2023 Review of Designation of Public Events as Municipally Significant Policy report be received; and

THAT the Strategic Priorities Committee endorse the draft Designation of Public Events as Municipally Significant Policy; and

THAT the Strategic Priorities Committee recommends to Council:

THAT Council approve the Designation of Public Events as Municipally Significant Policy; and

THAT Council consider by-law XX-2023, being a by-law to delegate to the Clerk the authority to process requests for events of municipal significance.

CARRIED

5.3 PW 17-2023 Service Delivery for Organics Material Management

Dave Blake presented PW 17-2023 report.

The Committee reviewed and discussed the service level options presented for organics materials management.

Resolution 2023-03-21-05

Moved By: Councillor Pridham

Seconded By: Councillor Luna

THAT the Strategic Priorities Committee recommends to Council that the following service level be implemented in relation to the leaf and yard waste program:

THAT the proposal from Barry's Handyman Service for 20 total curbside pick-up events annually using compostable and reusable containers be selected for leaf and yard waste pick-up services; and

THAT the proposal from Texo Terra Contracting Ltd. for full service, maintenance, operating and haulage be selected for the operation and management of the MOC yard waste depot.

CARRIED

Resolution 2023-03-21-06

Moved By: Councillor Luna

Seconded By: Councillor Aylward

THAT report PW 17-2023, Service Delivery for Organics Material Management be received.

CARRIED

6. NEXT MEETING

April 18, 2023 - 9:00 am

7. ADJOURNMENT

Resolution 2023-03-21-07

Moved By: Councillor Edney

Seconded By: Councillor Lucas

THAT this meeting of the Strategic Priorities Committee be adjourned at 11:57 am.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk

Designation of Public Events as Municipally Significant Policy

Policy Statement

To define the criteria and process for designating public events as municipally significant for liquor licencing purposes.

Scope

This policy applies to requests for designation of public events as municipally significant by individual or for-profit organizations, for the purpose of applying to acquire a Special Occasion Permit under the *Liquor Licence Act*, R.S.O 1990, c.L. 19, as amended. The Alcohol and Gaming Commission of Ontario requires a municipal resolution or a letter from the delegated municipal authority designating the event as municipally significant.

For clarity, this policy does not address charitable organizations registered under the *Income Tax Act* (Canada) applying for Special Occasion Permits.

Definitions

Special Occasion Permit (SOP): are permits issued by the Alcohol and Gaming Commission of Ontario for the sale and/or service of beverage alcohol at special occasion/events. An SOP is needed anytime alcohol is offered for sale or served anywhere other than in a licensed establishment

AGCO: Alcohol and Gaming Commission of Ontario

Eligibility Criteria

The Corporation of the Town of St. Marys requires that an event meets the following criteria in order to be designated as municipally significant.

For the purpose of a Special Occasion Permit, which allows for the sale and service of alcohol, an event may be designated as municipally significant if:

- It is a public event that is being advertised to the general public; and
- The event promotes the social, cultural, or economic development of the Town and/or aligns with the visions, goals, objectives or ideals of the Town as identified in municipal policies and plans such as but not limited to, the Town of St. Marys Strategic Plan, Cultural Plan, Commemorative Policy, Recreation and Leisure Master Plan, etc..

The Town of St. Marys will not designate events as municipally significant that:

- Promote the consumption of alcohol, marijuana, and addictive substances, at events or venues geared primarily to children.
- Promote the sale of tobacco.
- Promote pornography.

- Promote the support of or involvement in the production, distribution, and sale of weapons and other life-threatening products.
- Present demeaning or derogatory portrayals, statements, opinions, or representations of individuals or groups, or contain any messages that are likely to cause a deep or a widespread offence.

Any event receiving a designation of municipal significance must ensure compliance with the required criteria. If the event is in violation of the specified criteria, future requests will not be considered.

Delegated Authority

The Clerk of The Corporation of the Town of St. Marys is delegated by By-law the authority to process applications in accordance with this policy. The Clerk will provide a summary to Council of all applications on a monthly basis.

Request Process

Requests for a public event to be designated as an event of municipal significance must be submitted in writing to the Clerk at least 45 days before the event. The request must include:

- Name and contact information of the event organizer, association, organization;
- Description of the event including target audience, number of people invited or expected, entrance fees, music provided and source, and activities.
- Location description and set up.
- Date and time of the event and times alcohol will be served.
- Purpose of the event and how it promotes social, cultural or economic development in the Town.
- An explanation of the use of proceeds from a charitable event.
- Applicable fee, as set out in the Fee By-law.

Requests for municipally significant events occurring on Town property must comply with the Municipal Alcohol Policy and may be required to provide further documentation for compliance from applicable departments within the Town of St. Marys.

Exemption

The requirement for application fee shall be exempt for events organized by local service clubs and registered charities whose charitable objects benefit the residents of the Town of St. Marys.

Circulations

Before an event is declared municipally significant, the Clerk will circulate the event information for comments to applicable departments and/or external agencies where appropriate such as:

- St. Marys Fire Department

- Stratford Police Services
- Chief Building Official
- Director of Public Works
- Director of Community Services
- Huron Perth Public Health

The Clerk will take into consideration any comments received by the departments or agencies prior to declaring the event municipally significant.

Appeal Process

The Clerk reserves the right to accept or reject any request for an event of municipal significance in accordance with this policy. Any appeal from the public regarding applications that do not meet the requirements of this policy and as such are denied, may address Council in accordance with the Town's Procedure By-law pertaining to the process for delegations. Council's decision shall act as the final decision.

Letter of Designation

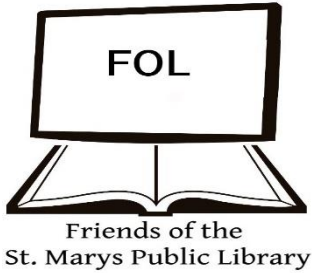
For a public event that is designated municipally significant, a letter will be prepared by the Clerk. It is the requestors responsibility to forward any necessary documentation to the AGCO. The Town of St. Marys will not submit the letter on their behalf.

References

Municipal Alcohol Policy

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
0	April 11, 2023	Creation	AB	JM	Council



Friends of St Marys Public Library
15 Church St. N., P.O. Box 700
St. Marys, ON, N4X 1B4

April 3, 2023

Re: Town of St Marys Town Bylaw 86-2018

St Marys Town Council:

The Friends of St Marys Public Library respectfully requests that fees required by the town for outdoor signs posted at the St Marys Town Hall for the Friends of the Library Spring and Fall Book Sales, which raise funds in support of the St Marys Public Library, be waived for the duration of the current council term.

We shall continue, of course, to follow the town processes required for approval of our signage.

Respectfully,

Reg Quinton, Chair, St. Marys Friends of the Public Library

Cole Atlin, Chair, St. Marys Public Library Board

Sarah Andrews, CEO, St Marys Public Library

/Cc Brent Kittmer, CAO Town of St Marys



FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: Brent Kittmer, Chief Administrative Officer
André Morin, Director of Corporate Services / Treasurer

Date of Meeting: 11 April 2023

Subject: **ADMIN 20-2023 Cyber Incident Report Out**

PURPOSE

This report serves as a close out report for the July 2022 cyber incident.

RECOMMENDATION

THAT ADMIN 20-2023 Cyber Incident Report Out be received for information.

REPORT

On Wednesday, July 20, 2022, the Town experienced a cyber security incident in the form of a ransomware attack. The threat actor deployed LockBit 3.0 onto the Town's systems, encrypting various servers and files. The infiltration was discovered quickly by IT staff during their routine Wednesday morning back-up of systems. Town staff responded by immediately disconnecting all servers, which prevented the ransomware from further infiltrating the Town's systems.

Because of quick actions of the IT staff, the ransomware did not fully encrypt all the Town's systems. This action, combined with a strategic decision in 2020 to begin migrating the Town's operating environment to the Cloud, meant that none of the Town's critical services like fire, police, transit, and water/wastewater were impacted. From the public's perspective, there was little, to nothing, in the way of perceived service disruption with the exception of some online and in-person services being unavailable (i.e. bookings, payments). Internally, staff maintained about 80% functionality following the attack.

The Town initiated its emergency response plan and called together an internal response team on July 20, 2022. Siskinds LLP was retained on July 21, 2022 to act as the incident response director due to complexities related to data security. The Town further retained Deloitte LLP on July 25, 2022 to act as the Town's technical lead and forensic auditor for the incident to: provide overall management of the incident response, ensure that incident response processes were sound and aligned with good practices; and investigate the incident to determine its nature, scope, and impact, to inform containment, remediation and recovery.

From a technical perspective, Deloitte determined the cyber incident to be contained by July 28, 2022. In August, Deloitte's scope expanded to include a design and rebuild of a new IT network for the Town. The rebuild of the new network was completed by Deloitte and was handed over to the Town at the beginning of November 2022. Deloitte's cyber monitoring services continued until December 31, 2022.

Regarding data security, on July 22, 2022, the threat actor sent communication to the Town's cyber security experts asserting they had exfiltrated sensitive data from the Town. This claim was investigated

and was determined to be credible enough to warrant legitimate concern about a breach of privacy if the threat actor released the data on the Dark Web.

Faced with this information, Council negotiated a ransom payment with the threat actor for the return of the Town's information. A third-party negotiator was retained, and a ransom payment of \$200,000 US (\$290,000 CDN) in bitcoin was agreed to. The ransom was paid to the threat actor in exchange for decryptor keys to be provided for encrypted systems, and for the stolen data to be destroyed. After the ransom was paid, the decryptor keys were received and, as of December 31, 2022, Deloitte's monitoring for evidence or information of hacker correspondence "chatter" of the incident, references to St. Marys' vulnerabilities and exposures, ongoing or future attacks against St. Marys and attempted sale or data dumps containing St. Marys information confirmed that nothing was released in the public realm or on the Dark Web.

The Town's goal has always been to have strong and safe technology systems and data management processes. Staff are now accelerating efforts to achieve this, using strategies and tactics recommended by Deloitte and Siskinds. The Town is also undertaking regular cyber security assessments to identify further steps that can be taken to enhance security. This will include revisions to policies and continued staff education. Furthermore, Council has approved the hiring of additional staff resources to assist with our data management and retention processes.

FINANCIAL IMPLICATIONS

The costs for the incident are broken down into two categories:

Incident management and investigation:	\$860,970.49
Network system rebuild:	\$440,133.37
Total costs to date:	\$1,301,103.86

* Note: all costs are net of the Town's HST rebate.

STRATEGIC PLAN

☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
New Initiative: Safeguarding Privacy and Data

ATTACHMENTS


None

REVIEWED BY


Recommended by:


Andre Morin
Director of Corporate Services/Treasurer


Brad Hynes
IT Manager


Jenna McCartney
Clerk

Recommended by the CAO


Brent Kittmer, Chief Administrative Officer



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenny Mikita, Senior Services Manager
Date of Meeting:	11 April 2023
Subject:	DCS 17-2023 National Volunteer Week

PURPOSE

National volunteer week offers the opportunity to celebrate the vibrancy and impact of volunteerism in our community and across the entire country. This report presents to Council information on National Volunteer week in Canada and offers an outlet to formally recognize the contributions of volunteers in the Town of St. Marys.

RECOMMENDATION

THAT DCS 17-2023 National Volunteer Week report be received; and

THAT Council proclaim the week of April 16 – 22 as National Volunteer Week in the Town of St. Marys

BACKGROUND

National Volunteer Week is celebrated annually during the third week of April and this year it will be observed from April 16 to 22. This week-long celebration is about placing a spotlight on those who volunteer to support the betterment of the community and our world in general. This week long celebration provides an opportunity to say thank you for making our community great!

The Town of St. Marys is a strong and giving community, with both individual and group volunteer efforts that make St. Marys a bright and welcoming community to live, raise children and age in.

REPORT

Each year during the month of April, communities across Canada will celebrate the contributions of volunteers in Canada. On a local level National Volunteer Week give municipalities the opportunity to formally recognize the support of those who give their time willingly for the betterment of the whole community.

The National Volunteer Week theme for 2023 is Volunteering Weaves Us Together. This reveals the importance of volunteering to the strength and vibrancy of our communities through the interconnected actions we take to support one another. These diverse forms of sharing our time, talent and energy strengthen the fabric of our community.

Through volunteering we experience interconnectedness, making our lives more meaningful. Knowing our volunteer contributions are valued and meaningful creates a greater sense of purpose and dedication.

Residents of St. Marys give countless hours volunteering to support the social fabric of our community, offering skills and knowledge, support, and kindness for people of all ages, with all interests. St. Marys

is fortunate to have a community of passionate individuals who strive to make St. Marys a great place to live.

FINANCIAL IMPLICATIONS

None

SUMMARY

Everyday, residents of St. Marys voluntarily give their time and talents to various initiative, special interest, and organizations. By proclaiming April 16-22, 2023, as National Volunteer Week, St. Marys pays tribute to the amazing efforts put forth.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

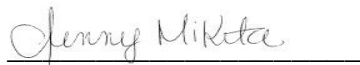
Volunteer Canada

ATTACHMENTS

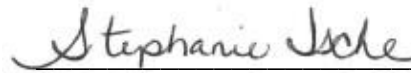
Volunteer Proclamation

REVIEWED BY

Recommended by:

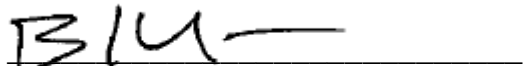


Jenny Mikita
Senior Services Manager



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

PROCLAMATION

NATIONAL VOLUNTEER WEEK

- Whereas:* 24 million Canadians give their time through formal or informal types of volunteering, contributing close to 5 billion volunteer hours per year; and
- Whereas:* volunteers in the Town of St. Marys mentor our children, support those feeling isolated, beautify our green spaces, and fundraise for our charitable organizations; and
- Whereas:* volunteering weaves us together, strengthening the fabric of our community by sharing our time, talent, and energy to support one another; and
- Whereas:* the Town of St. Marys volunteers are individuals, families, workers, retirees, community members of all ages and backgrounds; and
- Whereas:* the collective result of the work done by our town's volunteers is that St. Marys is a more desirable place to live; and
- Whereas:* National Volunteer Week is a time to celebrate and thank Prince George's volunteers for their contributions in our community.

Now, Therefore, as Mayor of the Town of St. Marys
I proclaim that **April 16-22, 2023**, be observed as:
National Volunteer Week
In the Town of St. Marys

Mayor Al Stratthdee
Town of St. Marys



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Kelly Deeks - Johnson, Tourism and Economic Development Manager
Date of Meeting:	14 March 2023
Subject:	COR 24-2023 Municipal Accessible Dock in Milt Dunnell Field

PURPOSE

To review the concept of an accessible dock for Milt Dunnell Field to support paddle activity in the Thames River and Trout Creek and to provide staff with direction to proceed with procuring the accessible dock system.

RECOMMENDATION

THAT COR 24-2023 Municipal Accessible Dock in Milt Dunnell Field report be received; and

THAT Council approve sole source procurement from EZ Dock for the supply and installation of an accessible dock system in the amount of \$62,680 plus HST; and

THAT Council consider By-law 40-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement for the supply and installation of an accessible dock system; and

THAT Council authorize staff to complete the full project, including dock purchase and installation and necessary additional groundworks, and fund the project through a donation from Community Living, with the remaining funds to be allocated through the Flats Revitalization project approved 2023 capital funding.

BACKGROUND

In the summer of 2021, the Town launched the Yak Shack, a partnership between Corporate Services and the St. Marys Library. The concept was developed as a kayak loan program through the Library. The shack was supported by St. Marys Home Hardware Building Centre and the Kinsmen Club. The supplies were purchased with the help of donations and a Stratford Perth Community Foundations grant. The kayaks were initially purchased for the quarry but with the addition of the Splash Park the kayaks were no longer being used at the site. The Yak Shack was met with great reviews and the project sparked an interest in exploring the Thames River and Trout Creek by both locals and visitors.

Staff had intended to integrate a dock meant for paddle activity into the redevelopment of Milt Dunnell Field, a project which is still in design stage. However, at the end of the most recent recreation season, Community Living St. Marys and Area approached staff about the addition of an accessible dock to the park. In addition, members of the public also weighed in on the interest of a dock on both social media and through emails and phone calls to staff. Steps have been taken to find the best suitable way to proceed with an accessible dock system for the 2023 season.

REPORT

Dock Location

The diagram below shows the proposed dock location:



The Dock System:

In researching a proper accessible dock system, it has been determined that EZDock would be the best option for this application for the following reasons:

- EZDock currently supplies the Town with the dock system at the St. Marys quarry
 - Town staff are very happy with the quality, durability and ease of use of the dock system.
- EZDock installed a fully accessible dock system at Wildwood Conservation Park
 - Wildwood staff have been very happy with the operation and use of the new dock system.
- EZDock systems provide dock systems that are fully scalable, allowing for the system to be easily changed and expanded as needs change.
- EZDock has received national recognition as a leader in accessibility innovation for its accessibility efforts.
- EZDock can meet spring 2023 installation timelines.

Staff have discussed options with EZDock and has been provided with two options, with quotes.

1. The first option is a scalable option that would allow the Town to provide a semi-accessible dock system, with room to grow and add-on features in the future to meet full accessibility. This option has a cost of \$37,465 plus HST.
2. The second option is a fully accessible build. The cost of this option is \$62,680 plus HST.

Both options will require engineering, pre-installation, and groundworks to ensure the installation is safe and the entry from the park to the dock is also accessible. This additional work is estimated to be between \$5,000 - \$10,000.

Project Funding:

Community Living St. Marys is supportive of the systems that were provided by EZDock and have provided the attached letter of support, including a very generous donation of \$35,000.

In 2022, the Town received a grant from the Community Revitalization fund in the amount of \$250,000 and a commitment from the Town capital reserves of \$187,500 for the initial phase of the “Flats” revitalization project which was to include the master planning and first phase of any proposed construction. While the master plan is not yet complete, an accessible dock continues to be a key element and this dock project would fit the criteria of the Town’s Flats revitalization project. The grant funding must be spent by the end of 2023.

A sketch and quote of the fully accessible dock unit has been attached to this report. A YouTube video of the EZDock Accessibility Transfer System can be seen here: [EZ Dock Handicap Accessible - Travis Mills Foundation - YouTube](#)

UTRCA Comments

Staff have corresponded with Upper Thames River Conservation Area (UTRCA) staff on several occasions to determine the best location and any environment concerns. UTRCA staff have provided the Town with written comments with their concerns with allowing docks in areas of running water that are susceptible to flooding – this increases the chance of the structure detaching and creating further blockages downstream and/or damaging public and private property downstream. UTRCA have recommended the Town consider excavating a small channel to accommodate an accessible dock. Town staff have met with UTRCA to discuss how this option might work, the work required, and the ongoing maintenance.

The meeting was a high-level scoping meeting and there would still be many questions in relating to building a channel or “inlet”. Since then, Town staff have spoken to its consultant and a dock manufacturer about a channel/inlet concept – both have raised questions in relation to the capital cost, annual maintenance, and possible hazards when dock is removed. Further to this, the Town has reached out to obtain references from users of a similar dock system on the Grand River. EZDock dealer Chad Dailey has advised that their dock system has never experienced problems unless in very extreme cases. Also, he was able to clarify the ease at which the dock can be placed and removed within a very timely manner (approximately 30 minutes). The Town spoke to Grand Experiences whom own EZDock systems and operate a canoe and kayaking business – they have confirmed that the Grand River is a fast moving river and their docks have never had issues and they are easy to place and remove annually. The Town is still awaiting for references from the Grand River Conversation Area whom also operate EZDock systems on the Grand River, but at time of writing they have not returned our calls/emails.

The dock system being proposed is modular; as such, if during the first year of operation and finalization of the Flats master plan, it is determined that concept of a “channel” needs to be reconsidered the dock system could easily be reconfigured and adjusted to work with the new concept.

The Town will require a permit from UTRCA for the dock and we will work with provider to submit any and all permit applications.

FINANCIAL IMPLICATIONS

Total cost of the proposed dock project:

Accessible Dock unit – net of HST	\$63,783
<u>Extra requirements – allowance</u>	<u>\$10,000</u>
Total	\$73,783

Funding Sources:

Community Living	\$35,000
Town Reserves – Flats Project	\$13,783
<u>CCRF Grant</u>	<u>\$25,000</u>
Total	\$73,783

SUMMARY

The Town is considering building an accessible dock system at Milt Dunnell Field with a donation from Community Living and funding from its “Flats” project revitalization project.

Based on the funding opportunities identified and information learned through existing owners and operators of dock systems, staff recommend proceeding with a fully accessible dock through EZDock under the original dock concept rather than the alternative of an inlet. Staff further recommend the following risk management processes:

- Dock inserted in the spring after the ice melt (May)
- Dock removed annually in the fall (September)
- Dock to be anchored/tethered to the shore in case the dock anchor system is comprised due to extreme weather
- In the event the Town is made aware of incoming extreme weather, the dock will be removed.

If Council approved this proposal, staff will proceed with all necessary approvals. If approved, the dock system would be expected to be launched in June/July, depending on the speed of the approval process.

STRATEGIC PLAN

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

- Pillar: Culture and Recreation
 - Focused Parks Strategy
 - Reprofile Milt Dunnell Field
- Pillar: Culture and Recreation
 - Waterways Integration
 - Part of recreation master plan will integrate natural asset of the waterfront

OTHERS CONSULTED

Community Living St. Marys and Area

Upper Thames River Conservation Authority

Internal Staff

ATTACHMENTS

Letter of support from Community Living St. Marys and Area

Quote from EZ Dock

Schematic concept from EZ Dock

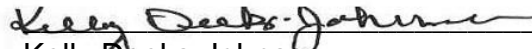
REVIEWED BY

Recommended by:



Andre Morin

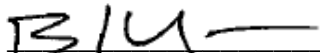
Director of Corporate Services/Treasurer



Kelly Deeks-Johnson

Manager of Economic Development and Tourism

Recommended by the CAO



Brent Kittmer

Chief Administrative Officer



February 21, 2023

Attention: Mayor Al Strathdee and Council Members

I am writing this letter of support for the Town of St. Marys accessible dock project. We are pleased to partner with the Town on this plan that will benefit so many citizens in our community!

The vision statement of Community Living St. Marys and Area (CLSMA) is “a community where everyone belongs”. That vision has fueled a long history of collaboration with individuals and groups on community development initiatives. Part of the mandate involves accessibility and promoting inclusive environments. In 2022, the CLSMA Board of Directors expressed an interest in utilizing some of the funds raised through the Create-A-Smile walkathon to support additional accessibility features in local parks. The walkathon is a fundraising event that just celebrated its 18th year in June 2022 and organized in partnership with the Create-A-Smile Foundation. The idea of an accessible dock at Milt Dunnell Field (or “The Flats” as many of us know it) seems like the ideal project.

Recently Town staff shared information about possible options with the EZ Dock system with one member of our senior leadership team. While the highest level of accessibility is always the goal, the quotes provided the option of beginning with the basic level of dock in the first year, with the ability to add on later as needed. This flexibility seems like the best choice as it allows for a period of initial use, followed by the opportunity to gather feedback from the public and organizing next steps. We support the location that staff have suggested, as well as having a paved path to the dock ramp.

CLSMA is pleased to provide a substantial donation of \$35,000.00 towards the project and partner in its development. Not only will it allow for many more citizens to enjoy and access water recreation in our community, it will also attract visitors and tourists to our beautiful town of St. Marys.

Sincerely

Becky Huffman

Executive Director
Community Living St. Marys and Area
rhuffman@clstmarys.ca
(519)284-1400

Ontario Dock Service LTD

9166 First Line Nassagaweya

Moffat ON L0P 1J0

+1 8663784713

sales@ezdockgta.com

GST/HST Registration No.: 79693 3331 RT0001

Business Number 79693 3331 RT0001

**ADDRESS**

Town of St.Marys

SHIP TO

Town of St.Marys

Quote 1233**DATE** 07/12/2022

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
One Way Kayak Launch Kit	One Way Kayak Launch Kit	1	14,704.00	14,704.00
EZ Port Max Entry	EZ Port Max Entry	1	2,905.00	
EZ Port MAX Extension	EZ Port MAX Extension	1	2,823.00	
Kayak Launch Roller Kit	EZ Kayak Launch Roller Kit	2	569.00	
KIT, KAYAK LAUNCH ONEWAY EXTENSION LorR	One Way Extension	1	2,940.00	
EZ LAUNCH SINGLE ENTRY RAILING RIGHT	EZ Kayak Launch Right	1	4,274.00	
EZ Port Coupler Sets 2 Pair, Port to Port	EZ Port Coupler Sets 2 Pair, Port to Port	1	216.00	
HINGE KIT FLOATING DOCK TO EZ PORT MAX (1 PR)	Hinge Kit	1	408.00	
EZ Kayak Launch	EZ Kayak Launch-Beige	1	2,905.00	2,905.00
EZ Dock Section 80"x120"	EZ Dock Section 80"x120"	6	3,648.00	21,888.00
4'x12' Aluminum Frame w/ Thruflow-Grey	Aluminum Frame with Thruflow-Grey, 4'x12'	1	3,900.00	3,900.00

Deposit of 50% required to hold an install date E trans Ahoy@ezdock.ca

Cheques made payable to Ontario Dock Service LTD

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Accessible Transfer Bench Kit w/ Signage	Accessible Transfer Bench Kit with Signage	1	8,145.00	8,145.00
Aluminum 2" Pipe	Aluminum schd 40 Pipe sold by the FT	40	14.00	560.00
Pipe Bracket Kit Standard Duty 2.5"	Pipe Bracket Kit Standard Duty 2.5"	4	237.00	948.00
Auger Kit for 2-1/2" OD Pipe	Auger Kit for 2-1/2" OD Pipe	4	57.00	228.00
Bench Kit with Arms and Hardware, AL, Beige	Bench Kit W/ Arms	1	1,156.00	1,156.00
Plastic Security Curbing	Plastic Security Curbing	5	132.00	660.00
Bolt for Plastic Curbing	Plastic Curbing Bolts	30	4.00	120.00
Coupler Set w/Composite Rod and Nut	Coupler Set w/Composite Rod and Nut	43	112.00	4,816.00
Installation/Setup Fee	Installation	1	1,800.00	1,800.00
Delivery Service	Delivery Fee	1	850.00	850.00

SUBTOTAL	62,680.00
HST (ON) @ 13%	8,148.40
TOTAL	\$70,828.40

TAX SUMMARY

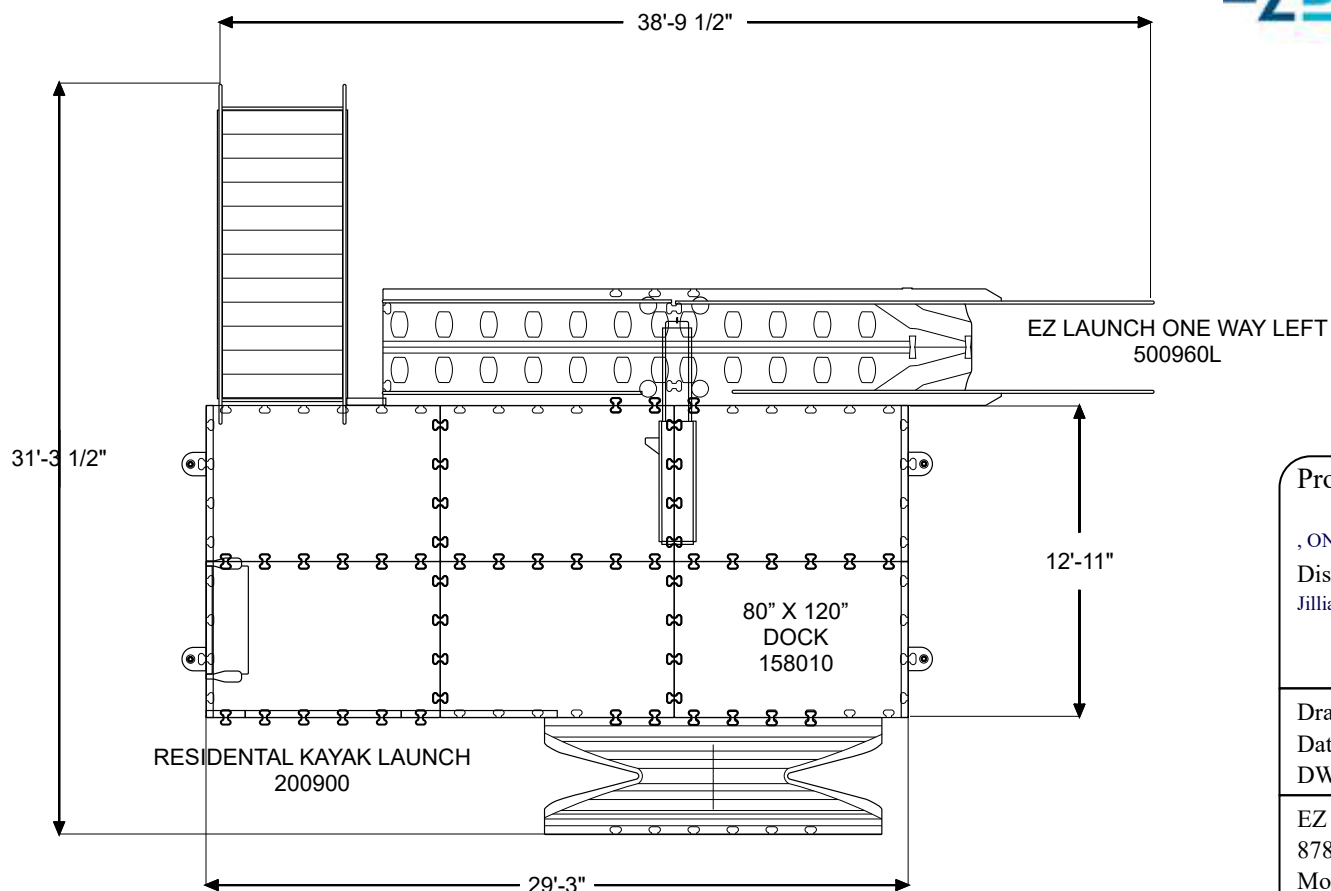
	RATE	TAX	NET
HST (ON) @ 13%		8,148.40	62,680.00

Accepted By

Accepted Date

Dock Live Load of 62.5 lbs/sqft
Low Profile Dock Live Load 30 lbs/sqft

MADE IN
USA



Project Name:

, ON

Distributor Name:
Jillian Dailey

Drawn by: Jillian Dailey
Date: 2022-12-07
DWG Name: EZ8422_44902583144

EZ Dock, Inc
878 East Highway 60
Monett, Missouri 65708
Phone: 1 (800) 654-8168
Fax: (417) 235-2232

General Notes:

1. This drawing does not reflect anchoring. Once sufficient information & completed Proposal Request Form concerning water and bottom conditions is received, anchoring may be detailed.
2. Note: It is the dock owner/operator's responsibility to ascertain and comply with all applicable Federal, State, and local laws, ordinances and regulations, as well as all inspection, permitting and licensing requirements pertaining to the installation, application and use of EZ Dock products on the owner/operator's premises. EZ Dock, Inc. assumes no duty or responsibility with respect to the legality or compliancy of the owner/operator's chosen installation, application or use of EZ Dock products.
3. Reference EZ Dock Owner Manual for additional details.

NOTICE! Read EZ Dock Limited Warranty carefully. Among other things, EZ Dock does not warrant damages, failures or defects caused by unauthorized modification of EZ Dock Product, and/or unauthorized attachment to/of EZ Dock Product.



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	André Morin, Director of Corporate Services / Treasurer
Date of Meeting:	11 April 2023
Subject:	COR 31-2023 Mobility Gas Tax Request - 2023

PURPOSE

To provide Council with information relating to the financial contributions to the St. Marys and Area Mobility Service and to consider their request for an increase in the Provincial Gas Tax allocation for 2023.

RECOMMENDATION

THAT COR 31-2023 Mobility Gas Tax Request - 2023 report be received; and

THAT the Town of St. Marys approves the request for an increase to the Ontario Gas Tax transfer of \$115,000 for the period of April 1, 2023 to March 31, 2024; and

THAT Town staff is directed to negotiate the rental of space and IT equipment agreement to take effect retroactive to April 1, 2023; and

THAT Town staff be directed to work with the partners to complete the noted legal agreements by the end of 2023; and

THAT St. Marys and Area Mobility Service be requested to present Council with a long-term plan during the 2024 Town budget process for consideration of future dedicated Provincial Gas Tax allocations.

BACKGROUND

At the special meeting of Council held on January 17, 2023, the St. Marys and Area Mobility Service (the “Mobility”) Manager made a presentation and request for an increase in the Provincial Gas Tax operating transfer from \$80,000 to \$115,000. Council passed the following resolution.

THAT the delegation from the St. Marys and Area Mobility Service regarding a funding request be received; and

THAT staff report back prior to April 1, 2023 regarding the request received from St. Marys and Area Mobility Service outlining how the service is currently funded and the current and future financial implications to the gas tax reserve.

The rationale for the request for additional operating funding from the Gas Tax is two-fold:

1. The Town has reviewed the “rent” model with Mobility and is suggesting an increase to market for the services provided;
2. Inflationary costs and lower ridership are having an impact on the Mobility’s operating budget.

REPORT

In order to provide Council with the information required to consider approving the increase, we must first provide some insight on the Provincial Gas Tax program.

Provincial Gas Tax program:

The provincial program began in 2004 and provides a portion of its gas tax collection (2 cents per litre) to municipalities to fund public transit. Total program funding in 2022/2023 is approximately \$300 million. Public transit can be either traditional transit or mobility transit. The allocation of funds is determined by ridership and population. The funds can be used for either operating or capital transit expenditures, and the municipality must contribute financially to the program. The funding amount is based on 30% population and 70% ridership. For St. Marys, the funding is based on population for not only Town of St. Marys, but also Perth South, Thames Centre, and Zorra. Below is a six-year history of the annual allocations received by Gas Tax and the municipal contributions:

Year	Provincial Gas Tax	Town of St. Marys	Partner Municipalities
2018	\$112,946	\$16,197	\$4,600
2019	\$121,907	\$16,521	\$4,600
2020	\$163,485	\$16,851	\$4,600
2021	\$142,538	\$18,788	\$4,600
2022	\$142,538	\$20,764	\$4,600
2023	\$163,485	\$20,764	\$4,600

The Town places the funds into a reserve fund, it collects interest, and withdrawals to Mobility Services are provided quarterly. At the end of 2022, the reserve fund balance was \$368,367.30. It should be noted that the Town's contribution increases by 2% each year to ensure the Gas Tax agreement requirements for municipal contributions are met. In 2021 and 2022, the 2% calculation was based on the total contribution (Gas Tax + Town = \$80,000 + \$16,851); as such in 2023 the Town funding was frozen to make up for the difference in 2021 and 2022 increases.

Rent and Administration Charge:

Mobility currently rents space at the PRC for \$150/month, parks the buses at the PRC, and uses the Town's IT services. The Town has always treated this relationship as a partnership due to the synergies of the services provided by Mobility and the Town's Senior Services department. The challenge this causes is that the Town further subsidizes Mobility without properly accounting for or recognition of such. It makes sense that the transactions are properly recorded at market value – the alternative was to reduce the annual budget contribution from the Town's general fund. The best option is to bill Mobility the proper costs. The funding of the increase can be achieved using one of three options:

1. Mobility funding through their normal operations
2. Increase the Town base municipal funding (net impact financial impact to the Town would be \$0 compared to current, but this would monetize the Town's subsidy to Mobility)
3. Increase the annual gas tax allocation – this is the preferred option as it does not impact Mobility's ability to operate and properly funds the Town's services without placing the financial burden strictly on the Town of St. Marys

The rent and administration charge has been calculated as follows:

2023 Town Services Charge

	Month	Year
Office Space - PRC incl. utilities, furnishing 120 sq ft	\$200.00	\$2,400.00
IT Services (2 office staff)	\$317.00	\$3,804.00
Network Services (O365, storage, etc.)	100	
High Speed Internet	50	
Tech Support	100	
Hardware (2 workstation with accessories)	67	
Outdoor Bus Parking incl. snow removal	\$100.00	\$1,200.00
Total rent charge	\$617.00	\$7,404.00

** any applicable taxes (HST) will be charged*

St. Marys and Area Mobility Service – Gas Tax request:

St. Marys and Area Mobility Service was founded in 1992 and provides accessible transit services to St. Marys and area residents. Mobility ensures that seniors and older adults, people recovering from injury or illness, people who require access to an accessible vehicle, or those who need some additional support in the community, have access to safe and reliable transportation. The service area includes St. Marys, Perth South, Zorra, and Thames Centre. The eligibility for riders is:

- 55 years of age or older and/or;
- Require accessible vehicle (18+ years old) and/or;
- Recovering from injury or illness and/or;
- Accessing third party funding for transportation costs.

Mobility is funded by the following sources:

- Municipal partners (as noted above)
- Provincial Gas Tax (as noted above)
- Ontario Health West (formerly LHIN)
- Ridership fees
- Community Grants
- Donations

The ridership statistics are as follows:

- 2019/2020 year – 14,183 rides
- 2020/2021 year – 3,880 rides
- 2021/2022 year – 5,250 rides
- 2022/2023 year to date – 7,314 rides as of Jan 31, 2023

In speaking to Mobility staff, ridership is 95% from St. Marys.

Two major financial challenges through the pandemic have been: the reduction in ridership, resulting in much lower ridership fees; and the increased costs of operating (fuel, insurance, cleaning). During the pandemic, a big portion of these costs were funded by special grants from the MTO-COVID Safe

Restart program and the Canada Emergency Wage Subsidy. These special funding programs are now closed, but the ridership (while increasing) will still take some time to get back to pre-pandemic levels.

In speaking to Mobility staff, they have begun the work on their long-term plan, starting with a 5-year capital plan. A portion of the increased Gas Tax funding would be used to start a capital reserve. As well, staff have reached out to Ontario Health to better define the funding supports for capital equipment. Historically, St. Marys Mobility has been successful in receiving one-time funding for much of their capital vehicle replacements, but it is difficult to predict those one-time grants.

A further development is that St. Marys Mobility is currently posting for the Manager position as the current Manager will be starting a new job at the end of April. It is expected that Board and new Manager will require some time to complete their long-term plan.

Town Staff Recommendation:

There are no formal agreements between the Town, Mobility, and the other municipal partners. Staff believe that the time should be taken to properly document the following agreements:

- Rental agreement between Town and St. Marys Mobility for space, parking, and IT services
- Contract for Service agreement between Town and St. Marys Mobility for the provision of accessible transit services
- Partnership agreement between the Town of St. Marys, Perth South, Thames Centre, and Zorra

As Mobility is hiring a new manager, and it will take time for all parties to finalize the above noted agreements; staff recommends:

- Partnership between the Town and St. Marys Mobility continues as it has in the past and that partners work together to complete the above noted legal agreements by the end of 2023
- The Town of St. Marys approves the request for an increase to the Ontario Gas Tax transfer of \$115,000 for the period of April 1, 2023 to March 31, 2024
- The Town and St. Marys Mobility negotiate the rental of space and IT equipment agreement to take effect retroactive to April 1, 2023
- St. Marys Mobility is to present Council with a long-term plan during the 2024 Town budget process for consideration of future dedicated Provincial Gas Tax allocations.

This will give both Town staff and Mobility board and new manager time to properly align the service agreements and necessary documents, as well as provide sufficient funding for 2023 operating costs.

FINANCIAL IMPLICATIONS

The Towns Provincial Gas Tax Reserve (Deferred revenue) has a balance of \$335,044 at the end of 2022. The Provincial Gas Tax allocation for 2023 is \$163,485. No capital requests are expected for 2023.

As such, at the end of 2023, the reserve balance is expected to be approximately \$385,000.

SUMMARY

The St. Marys and Area Mobility Service has requested an increase from \$80,000 to \$115,000 for the 2023/2024 operating year due to inflationary costs, reduced ridership, and an adjustment to the Town services provided (Rent and IT services).

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Stephanie Ische, Director of Community Services

Jenna McCartney, Town Clerk

Lauren Beer, Manager, St. Marys and Area Mobility Service

ATTACHMENTS

None

REVIEWED BY

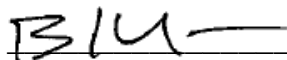
Recommended by:



André Morin

Director of Corporate Services/Treasurer

Recommended by the CAO



Brent Kittmer

Chief Administrative Officer



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Manager
Date of Meeting:	11 April 2023
Subject:	PW 28-2023 Service Delivery of Organic Material Management

PURPOSE

This report presents Council with information related to a Request for Proposal (RFP) for the Management of Organic Materials within the Town of St. Marys; service delivery options received through the RFP process; and available options for service delivery within the community as discussed through the Strategic Priorities Committee (the “SPC”) meeting in March 2023.

At the March 21, 2023 SPC meeting, the Committee considered information as well as the staff recommendations for service delivery through 2025. Through discussion, SPC recommended the following to Council:

Resolution 2023-03-21-05

Moved By: Councillor Pridham

Seconded By: Councillor Luna

THAT the Strategic Priorities Committee recommends to Council that the following service level be implemented in relation to the leaf and yard waste program:

THAT the proposal from Barry's Handyman Service for 20 total curbside pick-up events annually using compostable and reusable containers be selected for leaf and yard waste pick-up services; and

THAT the proposal from Texo Terra Contracting Ltd. for full service, maintenance, operating and haulage be selected for the operation and management of the MOC yard waste depot.

CARRIED

SPC discussed advantages & disadvantages of various service level adjustments in contrast to long term operational service level commitments. SPC was concerned an increased curbside service level was not sustainable long term. In addition, concerns over internal resource operational requirements of the MOC yard waste depot were noted. The committee was supportive of ongoing 24x7 self serve drop off depot as a service level norm moving forward.

The recommendation from SPC, should it be accepted by Council, would set the service delivery model, and contracted services for 2023 through 2025 for the management of leaf and yard waste material within the community.

RECOMMENDATION

THAT report PW 28-2023, Service Delivery for Organics Material Management be received; and

THAT the procurement for curbside leaf and yard waste services be awarded to Barry's Handyman Services for a three-year contract totalling of ten (10) collection events per property per year for twenty (20) total collection events each year at the procured price of \$83,410.95 inclusive of all taxes and contingencies; and,

THAT the procurement for operations and management of the MOC leaf and yard waste depot be awarded to Texo Terra Contracting Ltd. for a three-year contract for the procured price of \$94,995.34 inclusive of all taxes and contingencies; and,

THAT Council approves a variance of \$31,558.40 to be incurred in 2023 as identified in report PW 28-2023, to be funded from waste management reserves; and,

THAT Council consider By-Law 38-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Barry's Handyman Services for leaf and yard waste collection services; and

THAT Council consider By-Law 39-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreements with Texo Terra Contracting Ltd for the operation and management of the leaf and yard waste depot; and,

THAT Council defer implementation of a curbside green bin organics program through at least 2025; and,

THAT Council direct staff to incorporate a Financial Plan for waste management services into the future scope of work that will be tendered for landfill operations and design in the coming years.

BACKGROUND

The Town of St. Marys offers many waste management and material diversion options to the community. Each aspect or service provided to the community is intertwined together to make up the program of "Solid Waste Management Services".

Current Legislative Requirements of the Town Regarding Organics Materials

The Town has a legislative requirement to administer a leaf and yard waste system according to Ontario Regulation 101/94, as a result of having a population of at least 5,000.

That system must include:

1. The provision of home composters to residents by the municipality at cost or less;
2. The provision of information to residents, including Publicizing availability and proper install & use.

At this time, the Town is compliant with all current legislative requirements in regard to organics diversion with existing programs.

The collection of food and organic waste is required when a local municipality has a population greater than 20,000 and has a population density greater than or equal to 100 persons per square kilometres. At this time, the Town does not meet threshold requirements for a program of the collection of food and organic materials, however could elect to implement such a program if desired.

Current Service Level Summary

As of 2022, the Town of St. Marys had several programs aimed at diverting or reducing the volume of organic waste being received at the landfill site for disposal as waste, consisting of:

1. At Home Diversion with Green Cone Digesters which can be purchased at cost from the Town. For a limited time in 2023 as part of a pilot program initiative these were offered at 50% of the cost.
2. Leaf and Yard waste collection which included 20 curbside collection events in 2022 consisting of a total of 10 collection events per property.
3. A public drop off convenience depot at the Municipal Operations Centre.
4. A public drop off bin as well as access to the composting pad at the Landfill Site during regular operating hours.

This report follows the consideration of options at the March 21, 2023 Strategic Priorities Committee meeting for the management of organic material for further review and consideration.

REPORT

INFORMATION TO SPC MARCH 21st, 2023:

At the regular council meeting on September 27, 2022, Council carried a Resolution **(2022-09-27-16)** that directed 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.

Work Prior to RFP Release

Typically, staff draft RFPs to be open ended service requests, and it is up to bidders to propose and specify how they will deliver the service being requested. That said, staff typically have a strategy in mind that is being progressed towards because it helps to guide the eventual evaluation of the RFPs. In this instance, the strategy developed by staff was informed by two key areas.

First, staff proceeded to review the existing programs for leaf and yard waste, as well as organic material management as a whole.

Secondly, staff was also cognizant of various internal or external factors affecting the waste management programs within the community such as, but not limited to the following:

- The current Blue Box recycling program is transitioning to a Producer Responsible Framework. This transition, in theory will eliminate or significantly reduce the financial obligations for the Town however exact impacts are not fully anticipated to be known until circa 2025 or 2026.
- Recent survey data from within the community on waste collection programs
- The ongoing landfill Environmental Assessment and its projected timeline for approvals, design and capital works
- Competing Financial Pressures within the entire municipal waste management system as well as the level of uncertainty related to current cost projections and financial requirements.

With the above in mind, the internal strategy and approach that guided staff through the remainder of the process was identified as follows:

- Ideally, curbside leaf/yard waste collection volumes will be increased, and convenience depot drop-off volumes decreased. This will allow for a smoother transition of the depot to the landfill when it is expanded.
- Ideally, operations capacity dedicated to the service will be reduced. This will allow operations capacity to be freed up to complete other more specialized work that is either (a) new, or (b) that is currently being contracted out at a higher rate (i.e. sewer flushing services).
- There is much unknown within the solid waste management industry today due to producer pay. The current planning period should be considered to be 3-5 years to allow the industry to normalize before long-term service delivery decisions are made.

Staff released the RFP which was made open ended as a means to solicit a variety of program service delivery models that could be considered to best position the Town in the coming transitional years while being mindful of service delivery standards for the community.

RFP Evaluation Approach:

Through the RFP process, options were provided by three (3) proponents that provided various service delivery options and methods for consideration which are summarized as follows:

- Curbside Leaf & Yard Waste Program to Replicate existing
- Curbside Leaf & Yard Waste Program Service Expansion
- Contract Management of MOC Leaf and Yard Waste Depot
- Curbside Green Bin Organic Collection w/ reduced solid waste collection

Each service delivery option proposed comes with their own unique requirements, or considerations as well as financial commitments that need to be considered when determining the level of service that is appropriate for the community through 2025. *Please refer to the Financial Implications section of this report for service delivery costing.*

While it was acknowledged that each proponent provided varying service delivery options, they were grouped for evaluation based on the following:

1. Curbside Collection of Leaf and Yard Waste
2. Operation and / or Maintenance of the MOC Depot
3. Curbside organic “Green Bin” service

By grouping submissions, it enabled staff to more effectively evaluate the submissions received.

Based on the RFP evaluations, the following proponents were evaluated highest for each service delivery category:

Curbside Leaf and Yard Waste	Barry’s Handyman Service
MOC Depot Operations and / or Maintenance	Texo Terra Contracting Ltd.
Curbside Green Bin Organics Program	Bluewater Recycling Association

To help get a sense of which service delivery area might be the highest priority for the community, the RFP service delivery options were also presented to the Green Advisory Committee on February 22, 2023. The Green Committee supported all programs and / or program enhancements from an environmental diversion perspective.

Accordingly, staff moved forward to finalize the evaluation of each service delivery option received through the RFP. As noted, there is a wide range in the service delivery approach proposed in the RFP submissions, leading to varying service levels for the community. As a result, Council will need to make a decision on the service level for the management of organic materials that is appropriate for the community.

The following section provides various service delivery options for consideration by the Committee as well as staff recommendations for the management of Organic Materials through this transitional period (2023 through 2025):

Analysis of Service Delivery Areas and Service Levels

Service Area 1: Leaf and Yard Waste Curbside Collection Program:

1. Discontinue service delivery

This option would result in leaf and yard waste materials no longer being collected at the curb. This approach would require residents to utilize their own resources to dispose of material at available drop off locations (currently MOC Depot or Landfill Site). While this approach would result in a cost savings for the community by no longer requiring contracted services for this material, it does not provide a convenient, or accessible option for many residents within the community. Residents with mobility challenges or having no access to a vehicle would be challenged to effectively dispose of material should this occur.

2. Maintain service delivery as per previous years

This option would result in the leaf and yard waste program continuing to follow recent program delivery models where 20 total collection events would be completed, providing 10 collection events per property with a minimum of one (1) event scheduled per month with 3 collection events scheduled every other week in the Spring and Fall seasons when volumes are generally greater.

While this approach provides a level of budget control for the Town, the effectiveness and efficiency of the program remains a concern. With declining volumes in recent years from the program, it could be expected low volume coupled with low participation would continue. Key concerns from residents would remain around a fluctuating schedule and never being fully aware of when collection events are occurring.

Through the RFP process, option(s) were received that could maintain the existing curbside program through 2025.

3. Increase curbside collection service delivery

This option would result in the curbside leaf and yard waste collection program seeing an increased service delivery that would aim to rectify concerns around scheduling and frequency. This strategy is meant to drive material placement to the curb instead of the depot at the MOC. This approach would also allow residents to place their waste at the curb using compostable and reusable containers. This would provide residents with a greener and more flexible option while also providing a convenient and routine schedule that would be easy to remember for residents.

Through the RFP process, option(s) were received to increase the service delivery through 2025 which would include a total of thirty (30) total collection events per property, with each property receiving a weekly collection Spring through Fall.

While staff acknowledge costs related to a service level increase, staff recommend that the curbside leaf and yard waste program be expanded to include a routine and convenient schedule for residents totaling 30-collection events per property. This would effectively triple the service level for residents and, in staff's opinion, address many of the historical challenges noted with curbside collection. In theory, this change should increase the program participation that would in turn increase the volumes collected.

This approach is envisioned to result in material being handled only once, going from curb to end destination while also lessening the burden on the MOC convenience depot. Through the RFP evaluation process, the expanded Leaf and Yard Waste curbside program scored the highest among those grouped services offered.

Service Area 2: MOC Leaf and Yard Waste Depot:

1. Discontinue Service Delivery for MOC Depot

This option would result in the leaf and yard waste depot at the MOC being closed and this service discontinued. This approach would require residents to utilize the curbside collection program (should that option remain) or dispose of material at the landfill site. This approach does

have significant benefits such as eliminating the burden on operations staff capacity (and/or contractor service costing), and allows staff to refocus on higher priority services within the community while absorbing growth. It also would eliminate the “middle-man” approach the depot created by having material disposed at the end use site as opposed to having to handle and haul material multiple times. In addition, this would also help eliminate material from outside of the community becoming part of the program and municipal rate payers incurring those costs.

However, staff is also cognizant of the convenience factor the depot provides residents and how much use is seen at the depot at times when the landfill site is closed. While acknowledging the drawbacks of the MOC Depot at its current location, its function and convenience is desired by residents.

2. Maintain Service Delivery as per Previous Years for MOC Depot

This option would continue to see Public Works staff and equipment utilized to operate and maintain the depot as well as haul material to the end-use site (Landfill). With this option, there is no new directly incurred costs to operate the MOC Depot as the labour and equipment utilizations are drawn through annual allocations currently accounted for in the budget.

However, the burden placed on the department to operate and maintain the depot is estimated to be 600 hours per year. This loss of operator capacity results in additional services such as, but not limited, to asphalt patching, sewer flushing and ditching being outsourced. It is estimated that this cost of contracting out is approximately \$50,000-\$100,000 annually depending on the contracted services being provided, with specialty contracted services such as sewer flushing costs steadily increasing.

3. Contract Depot Management to Third Party Service Provider

This option would continue to see the Town provide a convenience depot for leaf and yard waste at the MOC, however its operation and maintenance would be provided through a third-party service provider. Within this option, the depot’s convenience to the community would remain, however the operational burden on town forces would be eliminated.

Through the RFP process, option(s) were provided to sub-contract the MOC depot operation to a third-party service provider with several varying levels of service and material haulage options.

Under this approach, the contractor would place “roll-off” bins at the depot to be filled and then hauled to the landfill. This would allow for a more environmentally friendly haulage option from the depot to the landfill site while also freeing up internal staff resources to be redirected to other priority services within the community. This approach would also position the Public Works Department to absorb continued growth related to roads, sidewalks and stormwater management without the need to expand department resources and hire more staff in the near term.

Curbside Organic (Green bin) Program:

1. Provide New Green Bin Service to the Community

This option would see green organics bins distributed to all eligible properties within the Town for the weekly collection of eligible organic materials. Curbside waste collection would be reduced as a result of the organics program to every other week along with recycling which would be collected on alternating cycles. Organic wheelie bins would be owned and maintained by the third-party service provider in a similar means as current recycling and waste bins within the community.

Material processing or recovery options are not located within the community, and collected materials would be hauled outside the community to an approved facility. Tonnage fees would be incurred through the program based on actual materials collection.

Through the RFP process, option(s) were provided for this service delivery to the community.

2. Decline or Defer Green Bin Service Level Increase

This option would result in a decision being made to not proceed with implementation of a curbside green bin program at this time and would enable a decision to be made on such a program at a future date.

This approach would allow the Town to better understand the financial challenges and requirements that are envisioned in the coming years through landfill expansion costs, blue box program transition or other material diversion needs or desires that may be identified.

FINANCIAL IMPLICATIONS

As part of the 2023 draft budget, \$20,000.00 was allocated for the management of organics material in keeping with a historical service delivery model for the program. Through RFP submissions, alternative service delivery options or methods have been proposed for consideration.

Leaf and Yard Waste Curbside Collection:

To maintain service delivery consistent with the 2022 Leaf and Yard Waste Program, it would cost between \$18,080.00 - \$24,000.00 (excluding HST) per year with the annual program cost increasing each year of the contract related to inflation. As such, the 2022 service delivery can be replicated for 2023 and beyond while aligning with existing budget projections.

To provide a more robust curbside collection program to include each property for 30 collection days, it would cost up to \$54,000.00 (excluding HST) per year with the annual program cost increasing each year of the contract related to inflation.

MOC Yard Waste Depot:

To provide the MOC convenience depot, managed by a third-party contractor would cost between \$26,666.67 - \$44,000.00 per year with the annual program cost increasing each year of the contract related to inflation. As noted above, this approach will save the Town approximately 600 hours per year of operator time, that can then be dedicated to other public works services that the Town is currently paying \$50,000 - \$100,000 per year to contract out.

Green Bin Collection:

A curbside Organics Green Bin program is estimated to cost between \$168,066.00 - \$224,073.00 per year with the annual program cost increasing each year of the contract related to inflation.

Based on the RFP submissions, and direction received by the Strategic Priorities Committee, the following financial implications would be incurred based on the recommended successful proponent(s):

Service Delivery	2023	2024	2025
Curbside Collection	\$24,000.00	\$24,600.00	\$25,215.00
MOC Depot	\$26,666.67	\$28,000.00	\$29,400.00
Green Bin	--	--	--
Program Sub-Total:	\$50,666.67	\$52,600.00	\$54,615.00
Program Total (Inclusive of HST):	\$57,253.34	\$56,240.00	\$58,437.00
Program Total (Net HST Rebate):	\$51,558.40	\$53,525.76	\$55,576.22
Impacts to Budget (+/- to existing)	+ \$31,558.40	+ \$33,525.76	+ \$35,576.22

While the above represents a budget increase for 2023, staff are anticipating collection costs incurred by the municipally related to recycling to decrease significantly as early as April 2024. In addition, the approach described in this report will allow the Town to avoid contract services costs in the order of \$50,000 - \$100,000 per year and redeploy 600 hours of operations staff time.

In consideration of that, staff propose any budgetary increase for 2023 be absorbed within the existing waste management revenue / expenses and or funded through internal reserves with future years costing to be absorbed into waste management services and funded with anticipated cost savings related to the pending transition of the Blue Box program.

SUMMARY

SPC recommended to Council that the leaf and yard waste curbside collection program be maintained at a total of 20 collection events, being 10 total events per property for 2023 through 2025 however to also include the use of reusable containers to improve convenience and use for residents and program users.

In addition, SPC further recommended that the MOC Leaf and yard waste depot continue to be operated for 2023 through 2025, however move to contracted operation. This will enable redistribution of municipal forces to higher priority needs and absorb growth within the community.

Finally, Staff recommend that the decision on a curbside green bin organics collection program be deferred until such a time as the financial commitments and requirements related to the Towns solid waste management services (as a whole) are better known and understood which was supported by SPC.

STRATEGIC PLAN

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

- Pillar #1 – Infrastructure – Waste Management Plan:
 - Outcome: With anticipated proactive measures for growth (residential, commercial and industrial), there will be a need for active consideration of optimizing landfill services, but with a view to controlled costs and forward thinking environmental initiatives.
 - Tactic(s): Build a program and identify a budget to accommodate.
 - Tactic(s): Implement renewed waste management approach on a phased-in basis.

OTHERS CONSULTED

Jed Kelly, Director of Public Works – Town of St. Marys
Morgan Dykstra, Planning and Public Works Coordinator – Town of St. Marys
Andre Morin, Director of Corporate Services / Treasurer – Town of St. Marys
Green Advisory Committee – Town of St. Marys
Todd Thibodeau, Operations Manager – Town of St. Marys
Jeff Wolfe, Infrastructure Services Manager – Town of St. Marys

ATTACHMENTS

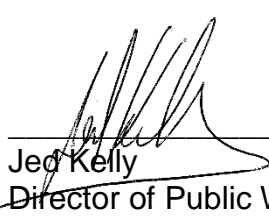
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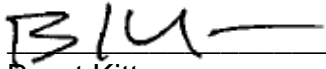
Recommended by:



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


Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

**Board of Directors Meeting Highlights
Held on March 16, 2023 at 8:30 AM
in the Board Room at the Material Recovery Facility**



CMO Declines Collaboration and Cooperative Effort

AMO recently presented a draft Memorandum of Understanding (MOU) to Circular Materials to alleviate anticipated issues during the transition of blue box responsibilities to producers across the province. Unfortunately, their response “we are not able to engage in further discussions regarding the MOU with eligible communities”...since “our top priority is preparing for transition on July 1, 2023 and implementing the new framework across the province over the next two and a half years.”

The MOU attempted to manage issues that will arise when an integrated system is split into different pieces managed by different entities. Some of the topics included:

Blue Box Material Collection Standards

Current by-laws, policies and other information in force and services available as it relates to the collection of Blue Box Materials.

Scheduling of the collection from the various locations including but not limited to private locations, publicly owned spaces, multi-residential, routing on narrow streets, as such activities relate to the collection of Blue Box Materials and taking into consideration the Community’s established service standards.

Applicable standards relating to the noise, school zone requirements, collection times, and other matters through the adoption and implementation of a Municipal By-law.

Any changes in the Blue Box Material collection days / schedules.

Notification in advance of any scheduled special curbside collections to coordinate the collection of Blue Box Materials with other materials streams such as waste and organics.

Work collaboratively as it relates to any alterations, amendments or revisions to the collection schedule(s) and messaging to the public including but not limited to any amendments or alterations as a result of any adverse weather conditions or other unforeseeable events.

New Development(s) of Eligible Source(s)

Sharing the addresses of any pending or newly built eligible sources to be included as part of the collection services provided for Blue Box Material.

Providing standards for Blue Box Material container storage and collection so that such standards can be incorporated into any design review and comment for any proposed development, such information may include storage requirements per unit/building, turning radius for collection vehicles, and any other design standards.

Promotion and Educational Materials

Work collaboratively and cooperatively in the use and creating of promotional and educational information as it relates to the collection of Blue Box Material. Such Educational Materials may include the following information:

- responses to frequently asked questions;
- local office address, mailing address (if different), telephone and email contact information;
- current schedule of collection days and routes;
- information on the types of Blue Box Material collected;
- set out instructions relating to the collection of Blue Box Material; and,
- a link for the public to file a complaint.

Complaint Protocol

Implement a complaint protocol to provide a consistent and uniform process for responding to, and resolving any, program and service delivery concerns relating to the collection of Blue Box Material that may be raised by members of the public.

Collection Containers

Use best efforts to ensure that the containers used for the collection of the Blue Box Material are maintained in a safe, serviceable and functional condition and will provide a mechanism by which members of the public can request new or replacement collection containers.

Collection Standards

Implement a series of protocols, policies and standards to require that the Contractor collects the Blue Box Material in a clean and tidy manner and understands that any litter caused or created as a result of the collection of Blue Box Material shall be cleaned up.

Performance Audits

Allow the Community to conduct a seasonal audit to ensure compliance with all Applicable Laws and appropriate diversion of the Blue Box Material from the waste stream and landfill.

Without collaboration and cooperation the potential for user dissatisfaction increases. There are increased possibilities where recyclables will be collected on a different day than waste. User may have to go to multiple sources to see service information and how they are affected during adverse conditions. Alternative containers may be use for collection. If smaller open Blue Box containers were re-introduced, more litter would be generated and lower diversion targets would be reached.

We continue to try to be proactive to ensure a seamless transition of the blue box program whether the producers are ready or not.



Kelowna, West Kelowna Fined \$55K For Exceeding Contaminated Recycling Levels:

Place only recyclable items — not garbage or unrecyclable materials — in your blue bins. That's the message the Regional District of the Central Okanagan (RDCO) issued after announcing Kelowna and West Kelowna had been fined \$55,000 recently for having too much contaminated recycling.

Costly financial penalties are being imposed on some Central Okanagan local governments by Recycle BC. And they'll see more unless some residents improve their curbside recycling habits.

The regional district says recycling can become contaminated when residents try to recycle material that isn't deemed recyclable.

Waste audits conducted regularly by Recycle BC show contamination in the region's curbside recycling carts average around 8%, well above allowable levels of 3%.

According to the regional district, the most common recycling contaminants are:

- Household garbage
- Scrap metal
- Durable plastics such as laundry baskets, toys, tarps, garden hoses
- Books
- Construction material
- Textiles such as clothes, shoes, bedding, pillows
- Hazardous waste such as electronics, propane tanks
- Depot only material such as plastic bags, styrofoam, glass and other flexible plastic packaging

When the regional district finds unacceptable items, they provide education and if there is a lot, they'll refuse to collect the cart. Despite their best efforts, contamination still gets through, and there is a cost to that.

While this story is unfolding in BC, the parent organization managing the recycling system in BC is the same as the one in Ontario. Municipalities in Ontario have long been on record expressing that any contamination issue is the responsibility of the producers and not a municipal one. The producers expect that material collected at the curb be limited to 4% contamination in Ontario but the current programs have between 5% to over 30% across the province. Their contract terms download this responsibility with the local carrier or municipalities.

Asking the municipalities to invest more in education, promotion, and enforcement without being compensated to reach unrealistic, arbitrary, aspirational limits is not within the spirit of an Expanded Producer Responsibility program.

Commodities Continue to Climb, Slowly but Surely

After a severe decline in commodity values in the last half of 2022, we have seen some recovery in the beginning of 2023. Steel Cans prices increased by 18% from \$270/MT in December to \$318/MT in January. PET (mixed) prices increased by 14% from \$293/MT in December to \$334/MT in January. Mixed Plastics prices increased by 41% from \$48/MT in December to \$68/MT in January

Environmental Impact Of PET Bottles Lower Than Glass Bottles And Aluminum Cans

The life cycle assessment issued by NAPCOR claims PET plastic bottles produce less greenhouse gas emissions and are better for the planet.

The National Association for PET Container Resources (NAPCOR), based in Charlotte, North Carolina, has released a life cycle assessment (LCA) comparing polyethylene terephthalate (PET) plastic, glass and aluminum carbonated soft drink (CSD) and still water beverage container systems, saying the assessment found PET bottles are significantly better for the environment.

The assessment, an update on a similar 2009 study, was completed by Franklin Associates, an Overland Park, Kansas-based LCA consulting firm, and went through an extensive peer review and verification process. NAPCOR claims the findings unequivocally show that when it comes to the best beverage packaging for the environment, the answer is PET.

Per the study, plastic packaging made from PET is used in more than 70 percent of beverage containers because it is lightweight, clear and 100 percent recyclable. Additionally, compared with glass and aluminum beverage containers, these bottles create less solid waste, use less water during production and generate fewer emissions that contribute to acid rain and smog.

The study shows that if U.S. consumers selected PET bottles instead of glass bottles for their CSDs over the course of one year, it would be equivalent to the amount of greenhouse gas emissions avoided by recycling instead of landfilling nearly 53,000 garbage trucks of waste and the carbon sequestered by adding almost 1.3 million acres of U.S. forest.

Similarly, if U.S. residents choose PET bottles instead of aluminum cans for their CSDs over the course of one year, the report says resulting impacts would be the same as conserving 4.4 billion liters of water; removing 688,000 gas-powered cars from the road annually; and diverting 138 million bags filled with trash for recycling versus landfills.

The LCA found that a 16.9-ounce PET water bottle compared with a 12-ounce aluminum can creates 80 percent less solid waste; uses 53 percent less water during production; has 74 percent lower global warming potential; and generates 68 percent to 83 percent fewer emissions that contribute to the formation of acid rain and smog.

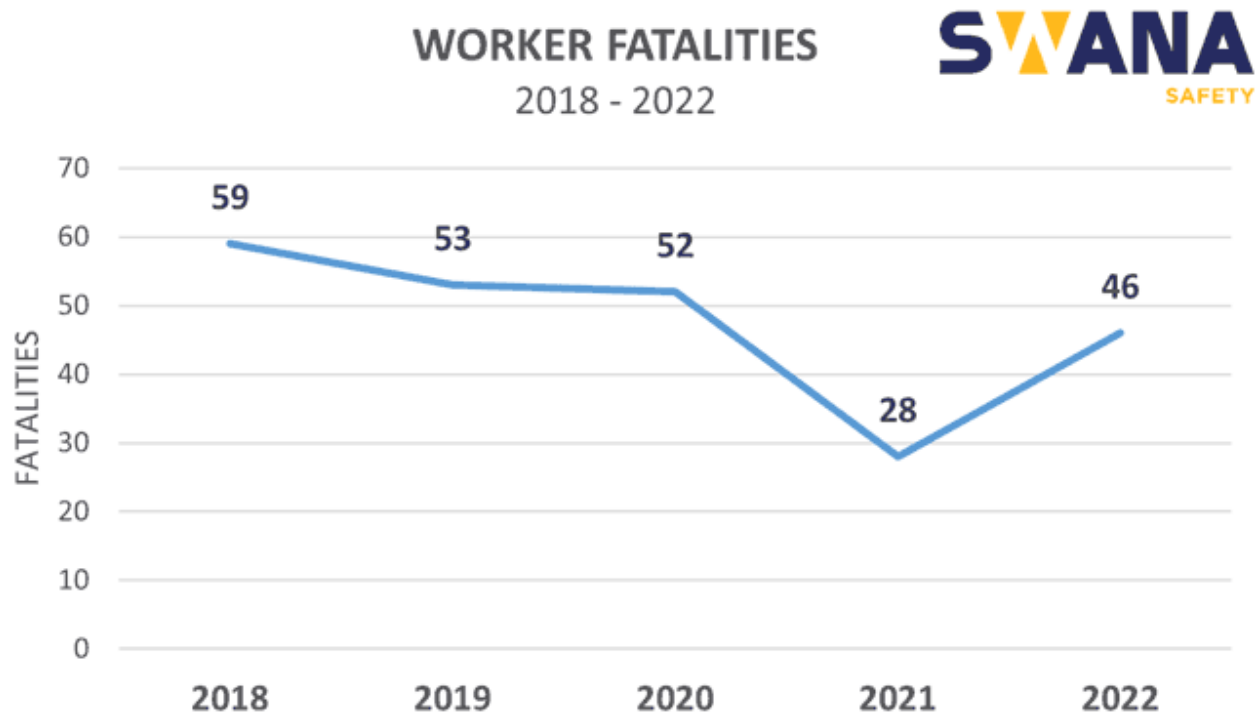
The study, which took place over a span of eight months, defines an LCA as a scientific method for evaluating the environmental benefits and tradeoffs for the entire life cycle of a product, from its beginning with raw material extraction, through production use, reuse and recycling (if applicable) and final disposition.

Buy Nothing Online Group

Instead of running to the store, more and more people are connecting online to find clothes, appliances, and food through “Buy Nothing” online groups. These groups help people declutter at home and purchase items at low to no cost, all while preventing consumer goods from going to landfill. The Buy Nothing Project was founded by Rebecca Rockefeller and Liesl Clark in 2013 in Washington as an experimental “hyper-local gift economy”. It has since turned into a worldwide movement, with its own mobile app, with the collective goals of reducing waste, saving money, and building community. Visit their site to learn more. <https://buynothingproject.org>

SWANA Reports Increase In 2022 Worker Fatalities

The association says postcollection and maintenance activities contributed to the rise.



The Solid Waste Association of North America (SWANA), Silver Spring, Maryland, reported an increase in worker fatalities in 2022 in the United States and Canada after a drop in 2021. For 2022, 46 solid waste industry worker fatalities were recorded by SWANA compared with 28 the year before.

According to data provided by SWANA, public sector workers represented a large percentage of fatalities in 2022 compared with previous years. About 35 percent of all solid waste workers killed last year worked in the public sector. SWANA says the average was around 21 percent over the past four years.

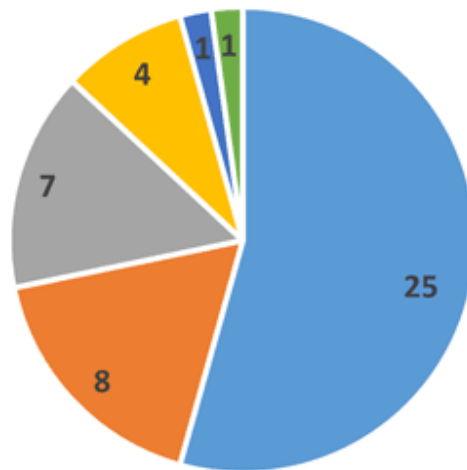
Collection jobs remained the leading type of work for fatal incidents. The most common cause of collection worker fatalities is employees falling off trucks or being struck by trucks. Being struck by a third-party vehicle remains the third leading cause of death for collection workers, followed by crashes with other vehicles.

Postcollection and maintenance activities both saw a large increase in fatalities in 2022, representing the bulk of the rise in worker deaths from 2021, according to SWANA. Fatal incidents at material recovery facilities (MRFs) jumped from one in 2021 to seven in 2022. Fatalities at landfills increased from five to eight in 2022.

Maintenance also contributed to the rise in worker fatalities in 2022, with four killed while working on trucks. Three of these incidents involved working on or around hydraulics.

The association says mechanical-related fatalities led the list of fatal events for the first time since SWANA has tracked this data. In addition to truck maintenance, work on and around shredders, balers, compactors and other equipment led to 11 worker deaths in 2022. Single-vehicle crashes were again the second leading cause of fatal incidents.

2022 FATALITY WORKSITES



■ Collection ■ Landfill ■ MRF ■ Maintenance ■ TF ■ Other

In addition to worker fatalities, SWANA tracks events in which a member of the public is killed in a solid waste-related incident. After several years of increases, pedestrian fatalities are down compared to 2021 but still higher than in earlier years. Fatal incidents involving bicyclists also jumped significantly in 2022 compared to 2021, when there was only one recorded, according to data provided by SWANA.

Texas, California and New York remain on the list of the top five states with the most fatalities in 2022. Florida and Pennsylvania join the list this year, replacing Ohio and Georgia from 2021. SWANA says these states represent more than 40 percent of all fatalities in 2022.

Three fatalities occurred in Canada in 2022, with one in Ontario and two in British Columbia.

Recyclability and Compostability Labelling

Plastics are an affordable and durable material used by Canadian businesses and individuals on a daily basis. Plastic products provide a benefit to the Canadian economy and to the quality of life of Canadians because of their high levels of versatility and functionality. However, Canadians are concerned about the high economic and environmental costs of plastic waste and pollution. To protect the environment and create the conditions for a circular economy, we must better manage plastics within markets and recycling infrastructure across Canada.

The Government of Canada is implementing a comprehensive plan to prevent plastic pollution and move toward the goal of zero plastic waste. In June 2022, the Government finalized the Single-use Plastics Prohibition Regulations.

These regulations ban certain single-use plastics that:

- are found in the environment
- pose a threat of harm to wildlife and its habitat
- are hard to recycle, and
- have available alternatives.

The Government of Canada is bringing forward new measures to help keep plastics in the economy and out of the environment. In winter 2022, the Government consulted on proposed minimum recycled content requirements for certain plastic items. On July 25, 2022, the Government launched 2 consultations on:

1. Developing rules for recyclability and compostability labelling
2. Establishing a federal plastics registry for producers of plastic products

The Government of Canada designed the two consultation papers to solicit feedback and information on the proposed approaches outlined in the documents from partners, stakeholders and interested parties.

The Government intends to publish the proposed regulatory framework for labelling rules and recycled content requirements for public comment in spring 2023.

Rumpke Breaks Ground On Central Ohio Recycling Facility

The company has invested more than \$90 million on its 223,000-square-foot MRF in Columbus, Ohio.

During a groundbreaking ceremony in late February, Rumpke announced it has increased its initial \$50 million investment in the new recycling campus to more than \$90 million on the 223,000 square-foot facility.

The company expects the new facility to be operational in 2024. The facility will have the capability to process 250,000 tons of material per year from 40 Ohio counties, and the company's current Columbus facility on Fields Avenue processes 150,000 tons of material per year.

Designed by local architects Moody-Nolan and constructed by Elford Inc. with recycling equipment manufactured by Machinex, based in Plessisville, Quebec, the new MRF will contain modern technology and keep all materials inside one building. The facility will feature optical scanners, equipment enhanced with artificial intelligence and a sampling station to offer a quick glimpse of material composition to identify recycling opportunities and challenges for communities and businesses.

In addition, Rumpke is collaborating with The Ohio State University to provide on-site learning and research center at the new facility. Additionally, the company is working with the Columbus-based Center of Science & Industry to provide STEM learning opportunities at its facility, including interactive exhibits at a Recycling & Resource Center coupled with facility tours. The company also is supporting the local Columbus community through its Rumpke Family scholarships to help students who live close to the facility.

MECP Offers Excess Soil Regulation Free Webinars and Resource Sheets

The Ontario Ministry of the Environment Conservation and Parks (MECP) will be hosting free webinars on March 21, 23 and 30 to provide key information on the Excess Soil Regulation for Low-Risk Projects and Project Area Requirements.

In December 2019, the Ministry of Environment, Conservation and Parks finalized O. Reg. 406/19: On-Site and Excess Soil Management (Excess Soil Regulation), supported by the Rules for Soil Management and Excess Soil Quality Standards document (Soil Rules), to support local reuse of excess soil. This regulation is being phased in, and the first part came into effect on January 1, 2021.

As of January 1, 2023, the second phase of the Excess Soil Regulation came into effect, which includes:

- Excess soil reuse planning requirements for certain projects
- Registration and procedures for large reuse sites
- Physical or electronic hauling records
- Registration for residential development soil depots

To help ensure the regulation and Soil Rules document are effective and practical, amendments were also made to the Excess Soil Regulation, which came into effect on January 1, 2023. To find out more about the amendments, please see the Environmental Registry of Ontario.

Excess Soil Webinars

1. Low Risk Projects: this webinar is focused on projects that do not have to complete the excess soil reuse planning requirements but may still be required to follow other requirements for soil management under the regulation.

March 21st, 2023,
9:30-11:30a.m.

<https://www.eventbrite.ca/e/515152524067>

2. Project Area Requirements: this webinar is for general requirements for a project excavating soil, including the reuse planning requirements for larger and riskier projects.

*Please only register for one of the two sessions and do not also register for the low-risk webinar (these will cover everything covered in that webinar)

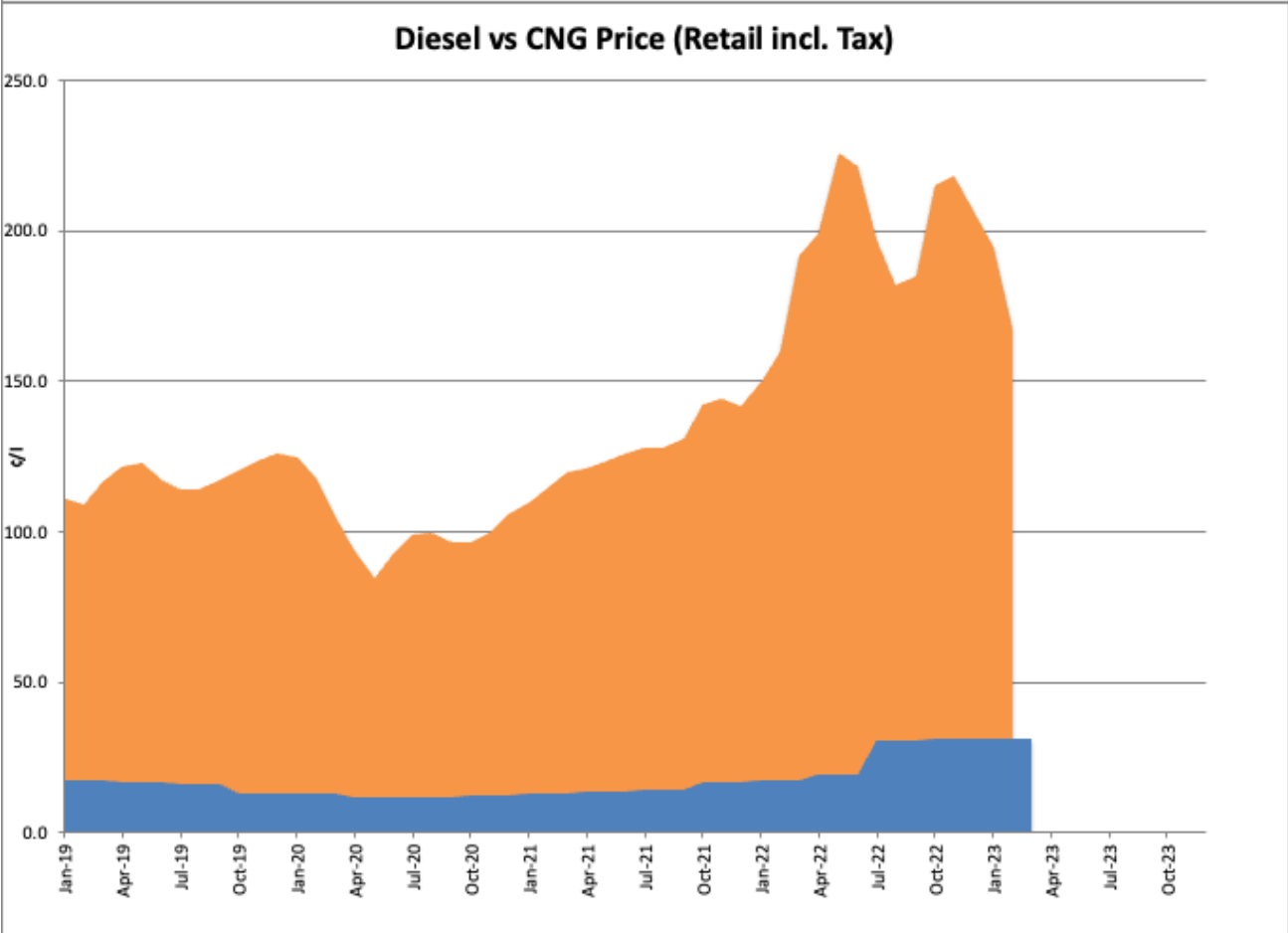
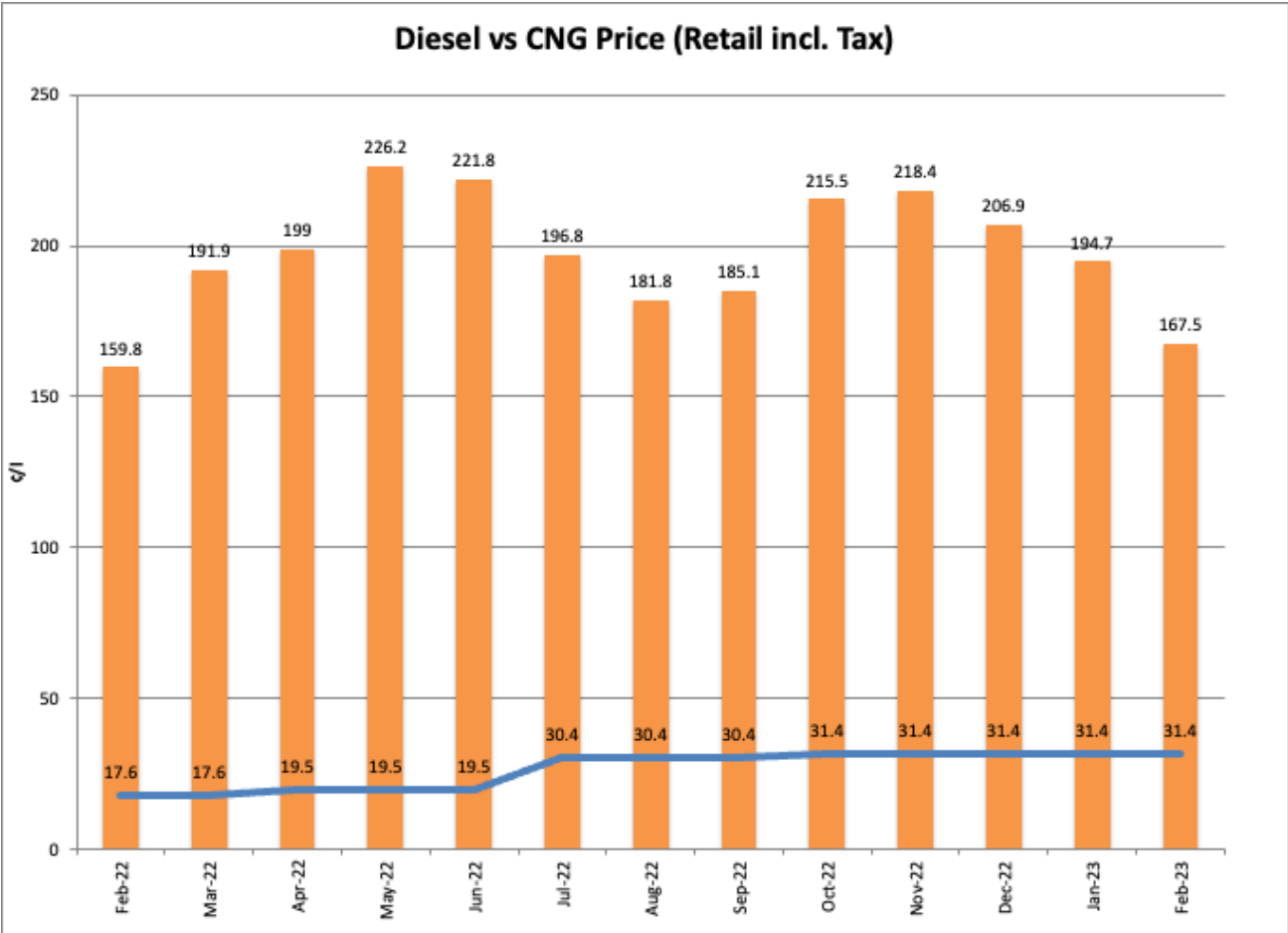
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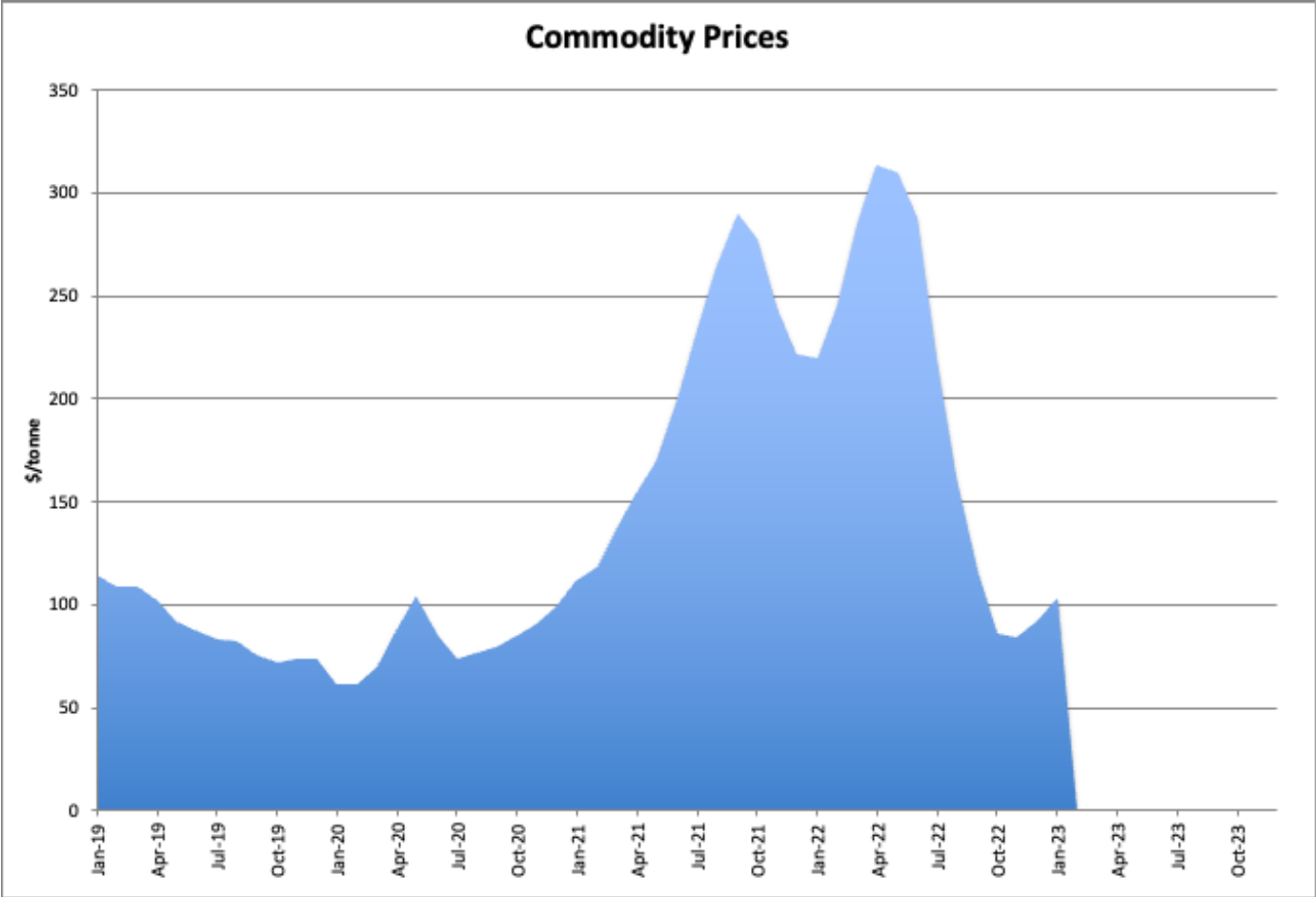
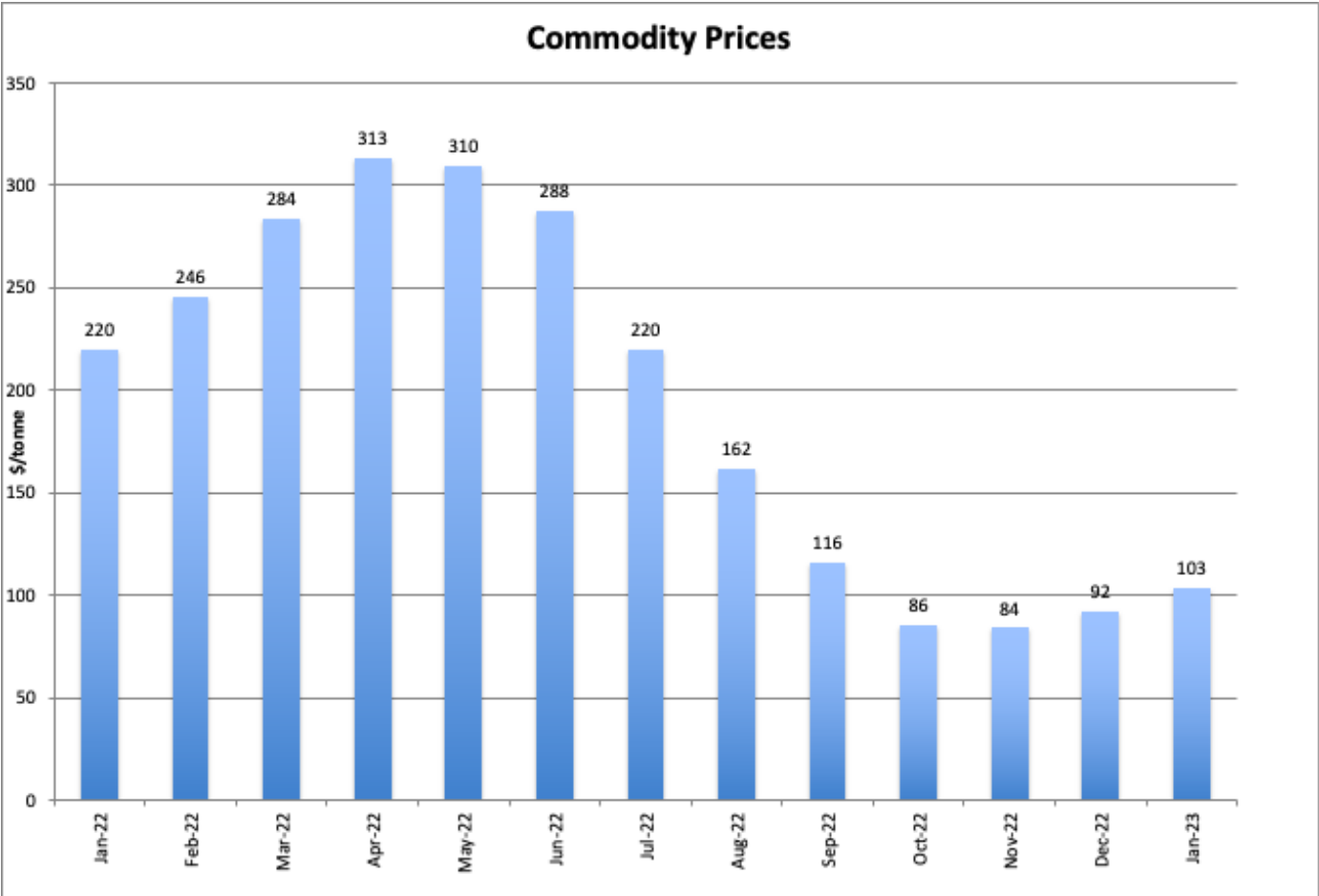
March 23rd, 2023,
9:30-11:30a.m.

<https://www.eventbrite.ca/e/514398558937>

March 30th, 2023,
9:30-11:30a.m.

<https://www.eventbrite.ca/e/515065543907>





Minutes
St. Marys Business Improvement Area Committee
Regular Meeting

March 13, 2023
6:00 pm
Municipal Operations Centre
408 James Street South, St. Marys
YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Board Members Present: Megan Feeney (Chair), Lisa Fewster, Sue Griffiths (Treasurer), Alexandra Pritchard O'Shea (Vice-Chair), Jan Scott, Dan Troyer, Councillor Brogan Aylward (Council Representative)

Board Members Absent: Claire Chapple

Staff Present: Stacey Frayne (Administrative Assistant)

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

1. CALL TO ORDER

The Chair called the meeting to order at 6:04 pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Lisa Fewster

Seconded By Sue Griffiths

THAT the March 13, 2023 St. Marys Business Improvement Area Board agenda be approved.

Carried

4. ACCEPTANCE OF MINUTES

4.1 February 13 Regular Meeting Minutes

Moved By Jan Scott

Seconded By Alexandra Pritchard O'Shea

THAT the February 13, 2023 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

Carried

4.2 Governance Sub-committee - February 3, 2023

Moved By Alexandra Pritchard O'Shea

Seconded By Dan Troyer

THAT the February 3, 2023 Governance Sub-committee meeting minutes be approved by the St. Marys Business Improvement Area Board of Management and signed by the Chair and the Secretary.

Carried

4.3 Governance Sub-committee - February 23, 2023

Moved By Lisa Fewster

Seconded By Dan Troyer

THAT the February 23, 2023 Governance Sub-committee meeting minutes be approved by the St. Marys Business Improvement Area Board of Management and signed by the Chair and the Secretary.

Carried

5. DELEGATIONS

5.1 Piecemakers Quilt Show

The Piecemakers Quilt Show presented their delegation for the event taking place on April 20-22, 2023.

Request for businesses to display a quilt in their storefront window for 2 weeks, 1 week prior to the event and 1 week following the event.

Board asked questions for details regarding previous years.

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the Piecemakers Quilt Show delegation be received; and

THAT the BIA Board support the Piecemakers Quilt Show event by sending out the information to the membership.

Carried

5.2 Staffing - Andre Morin

Director of Corporate Services/Treasure Andre Morin gave an update on reporting to Council and receiving support for the Town of St. Marys to support assisting the BIA with their Governance and Finances.

Andre will create a Memorandum of Understanding in the coming weeks to finalize the staffing assistance.

Moved By Sue Griffiths

Seconded By Dan Troyer

THAT the staffing update be received as information.

Carried

5.3 ADMIN 13-2023 Governance Constitution Draft

Town of St. Marys Clerk, Jenna McCartney gave delegation on revising the St. Marys BIA Constitution while explaining the process of the Governance Sub-Committee.

The Board discussed the draft Constitution and would like to bring the document in front of the membership before finalizing.

Moved By Lisa Fewster

Seconded By Jan Scott

THAT ADMIN 13-2023 Governance Constitution Draft report be received; and

THAT the St. Marys Business Improvement Area Board of Management recommend that municipal staff present the draft governance constitution

to the general membership of the St. Marys Business Improvement Area for further consultation.

Carried

6. CORRESPONDENCE

6.1 St. Marys Poetry Circle - Alizon Sharun

Board discussed the correspondence and the sponsorship request from the St. Marys Poetry Circle.

Moved By Jan Scott

Seconded By Lisa Fewster

THAT the St. Marys Poetry letter be received as information; and

THAT the St. Marys BIA Board of Management supports the request from St. Marys Poetry Circle by distributing information and material as presented to the membership; and

THAT the St. Marys BIA Board support St. Marys Poetry Circle with a financial contribution of \$100 from the Event budget line.

Carried

7. NEW BUSINESS

7.1 Heritage Festival Survey

Dan Troyer presented the results of the survey as the Director from the BIA Board that sits on the Heritage Festival Committee.

Board discussed how businesses can be supported during the event and the value of tracking numbers during the event for usable data.

Moved By Alexandra Pritchard O'Shea

Seconded By Sue Griffiths

THAT the Heritage Festival Survey Report be received.

Carried

7.2 Meet Me in St. Marys

Board discussed the further details provided in regards to the request from the Meet Me in St. Marys received at the February 13, 2023 meeting.

Moved By Lisa Fewster

Seconded By Sue Griffiths

THAT the Meet Me in St. Marys report be accepted; and

THAT the St. Marys BIA Board of Management supports the Meet Me in St. Marys event through the distribution of material to the membership as presented; and

THAT the St. Marys BIA Board revisit a financial contribution to the event after it takes place to reconvene any recuperation needed if there is any loss.

Carried

7.3 Visitors' Guide Price List

The Board discussed what was done for advertising in previous years to proceed with 2023 advertising in the Visitors' Guide.

Moved By Lisa Fewster

Seconded By Dan Troyer

THAT the St. Marys BIA advertise in the 2023 St. Marys Visitors' Guide for a full page advertisement for the amount of \$1150 plus HST from the Advertising budget line; and

THAT the St. Marys BIA Board allocates the St. Marys Independent to design the advertisement.

Carried

7.4 Administrative Assistant Job Description

The Board discussed the Administrative Assistant job description to ensure the position will meet the needs of the St. Marys BIA Board.

Moved By Alexandra Pritchard O'Shea

Seconded By Lisa Fewster

THAT the Administrative Assistant job description be received; and

THAT the St. Marys Board amends the Administrative job description; and

THAT the director Jan Scott make the final edits to the job description and send to the Administration Assistant to begin the hiring process.

Carried

8. TREASURER'S REPORT

8.1 February 2023 Treasurer's Report

Treasurer gave report on February finances.

Moved By Jan Scott

Seconded By Alexandra Pritchard O'Shea

THAT the February 2023 Treasurer's report be accepted as presented.

Carried

8.2 Draft Budget 2023 Continued

Moved By Jan Scott

Seconded By Dan Troyer

THAT the 2023 Budget included be moved forward to present to the membership at the Annual General Meeting on April 24, 2023.

Carried

9. COUNCIL REPORT

Councillor Aylward gave a verbal report on the decision of Council to supporting the Town assisting the Board with finance and governance.

Council was inquiring if the BIA Board has any intentions for art/murals within the budget. The Board discussed that this would be something that falls under beautification.

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the verbal Council report be received.

Carried

10. UPCOMING MEETINGS

St. Marys Business Improvement Area - March 13, 2023

6

10.1 Annual General Meeting - April 24, 2023

Riverwalk Commons is holding space for the BIA Annual General Meeting at a cost of \$150 from 5:00 - 10:00 pm.

Moved By Jan Scott

Seconded By Councillor Aylward

THAT the Annual General Meeting be held at Riverwalk Commons on Monday, April 24, 2023; and

THAT the Board reach out to businesses to cater refreshments for the AGM in the amount of no more than \$500 plus taxes; and

THAT notice of the meeting will go out for registration purposes with a deadline of April 6, 2023

Carried

11. ADJOURNMENT

Moved By Jan Scott

Seconded By Lisa Fewster

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 8:49 pm.

Carried

Chair

Committee Secretary



Minutes

Library Board Property and Planning Subcommittee

March 23, 2023

2:00 pm

St. Marys Public Library
15 Church Street North, St. Marys

Member Present Sylvain Robichaud, Colin Coburn, Sam Corriveau

Staff Present Sarah Andrews

1. CALL TO ORDER

The March 23, 2023 Meeting of the Planning and Policy Sub-committee was called to order at 2pm.

2. NEW AND UNFINISHED BUSINESS

2.1 Review of Draft Space Calculations

2.2 Additional Space Discussion

2.3 Confirmation of Recommendations for Board

Compiled recommendations to go to the Board April 6. Committee meets again April 3.

3. ADJOURNMENT

The Property and Planning Sub-Committee was adjourned at 4pm.

Chair

Board Secretary



Minutes

Library Board Policy Subcommittee

March 27, 2023

3:00 pm

St. Marys Public Library
15 Church Street North, St. Marys

Member Present Cole Atlin, Adrienne Tuling

Staff Present Sarah Andrews

1. CALL TO ORDER

The March 27th meeting of the Policy Sub-Committee was called to order at 3pm.

2. NEW AND UNFINISHED BUSINESS

2.1 Review of Policy Review Schedule 2022-2026

Draft Policy Review Schedule was reviewed and recommended to go to the Board April 6.

2.2 Review of BL-01 Constitution and Terms of Reference

The Constitution was reviewed and is recommended to go to the Board on April 6th.

3. ADJOURNMENT

The Policy Subcommittee meeting was adjourned at 4pm

Chair

Board Secretary



Minutes

Library Board Property and Planning Subcommittee

March 31, 2023

12:30 pm

St. Marys Public Library

15 Church Street North, St. Marys

Member Present Cole Atlin, Sylvain Robichaud, Colin Coburn, Sam Corriveau
Sarah Andrews

Staff Present

1. CALL TO ORDER

The March 31st Meeting of the Property and Planning Subcommittee was called to order at 12:30pm.

2. TOUR OF 14 CHURCH ST.

3. NEW AND UNFINISHED BUSINESS

3.1 Review Measurements Post Tour

Revised measurements will be presented to the Board on April 6th.

3.2 Finalize Recommendation for Library Board

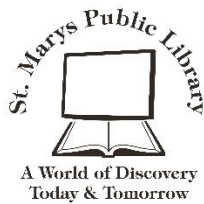
Compiled recommendations to go to the Library Board April 6.

4. ADJOURNMENT

The meeting was adjourned at 4pm

Chair

Board Secretary



Minutes Adult Learning Committee

April 3, 2023

3:00 pm

St. Marys Public Library
15 Church Street North, St. Marys

Member Present Cole Atlin, Councillor Aylward, Andrew Atlin
Staff Present Sarah Andrews, Nicole Carradine

1. CALL TO ORDER

The April 4th Meeting of the ALPP Subcommittee was called to order at 3 pm.

2. ADULT LEARNING COORDINATOR'S MONTHLY REPORT

The Adult Learning Coordinator gave a verbal update about the month's activities.

3. NEW AND UNFINISHED BUSINESS

3.1 Budget Statement

The Committee reviewed the 2023 budget.

3.1.1 Year End General Ledger

3.2 Staffing Update

The committee discussed updates to staffing.

3.3 Plans for 2023

2023 plans were reviewed and recommendations were made for additional communication with both Stratford City Council and Municipal Social Services Department.

4. ADJOURNMENT

The meeting was adjourned at 3:30pm

Chair

Board Secretary

SPRUCE LODGE
Board of Management Meeting
February 15th, 2023

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

Councillors: *Lesley Biehn, Marg Luna, Sue Orr, Jerry Smith, Geza Wordofa*

Regrets: *Councillor Dave Lucas*

➤ *Councillor Luna brought the meeting to order.*

Moved by Councillor Orr
Seconded by Councillor Wordofa

That the agenda for February 15th, 2023 be approved.

CARRIED

➤ Declaration of pecuniary interest. *(None noted.)*

Approval of Minutes:

Moved by Councillor Smith
Seconded by Councillor Wordofa

That the minutes of the January 18th, 2023 be approved as presented.

CARRIED

Business Arising: *None Noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Wordofa
Seconded by Councillor Biehn

That the January 2023 accounts in the amount of \$611,692.82 be ratified.

CARRIED

The Business Manager will flag any expenses on the cheque register that are out of the norm going forward.

Financial Report:

The Business Manager distributed the Spruce Lodge Home for the Aged Financial Statement for the 12 months ending December 31, 2022 for review and discussion. The deficit in December is \$940,566.00. Revenue is approximately \$280,000.00 under budget. Occupancy was at 97% to 98% in December 2022 and January 2023.

The Business Manager reviewed the Summary of Reserve Accounts prior to Audit for review. Beds are funded by the Province of Ontario, and by the residents themselves. The PSWs are receiving the PSW permanent wage enhancement, but no other classifications. This has been upsetting for staff, especially the RPNs. There was an interview from the Toronto Star regarding the use of agency. There is a 10-fold increase in agency service costs. There are other homes

SPRUCE LODGE - Continued

Board of Management Meeting

February 15th, 2023

that may be refusing to meet the new staffing levels, due to the increased costs. Spruce Lodge is reviewing its own staffing plan, finding it difficult to bring levels up to where they need with budget restrictions. We have modified the staffing plan for PSWs to lower costs, and hired 4 recent PSW graduates from the AMDSB program in an effort to decrease the need for agency staff, but are still questioning how we are going to cope with the demands of the Ministry, and the increased costs to operate. The government is considering dropping the necessity of credentials for cooks and activity staff.

Moved by Councillor Biehn

Seconded by wordofa

To accept the Spruce Lodge Home Financial Report for the 12 months ending December 31st, 2022 as presented.

CARRIED

The Long-Term care Service Accountability agreement (LSAA) Declaration of Compliance:

The Administrator reviewed the terms of the LSAA agreement for approval for the period January 1, 2022 – December 31, 2022.

Moved by Councillor Orr

Seconded by Councillor Biehn

To accept the declaration of compliance for the Long -Term Care Service Accountability Agreement (LSAA) for the period January 1, 2022 – December 31, 2022 as presented.

CARRIED

Administrator's Report:

Criminal Record Declaration:

According to the Fixing LTC Act, all Board members are required to sign a criminal record declaration.

Although it is the responsibility of Administration to inform the board of any compliance visits or orders, ultimately, the Board is responsible. The Administrator will enquire about a copy of the Advantage Ontario LTC webinar to share with board members.

Short Stay Beds:

Spruce Lodge has an agreement with the province for 128 LTC beds, with no reference to the short stay beds, although the LSAA agreement does reference short stay beds. We have agreed to operate one short stay bed until March. As a result of losing ward beds, 3 private rooms have been converted to semi-private, and the conversion of the short stay to long stay will increase revenue for the year.

Staffing Plan:

Every home is required to have a staffing plan which determines how we calculate the level of care plan. The staffing plan covers all classifications, where level of care is resident care focused. We have 3 PSWs in every living area, 4 RPNs on days and evenings and 2 on nights. The second Nursing station is installed and manned, but has been filled with agency for RNs and RPNs on nights. We have cut back on PSW staffing to account for this. We have continued to have

SPRUCE LODGE - Continued

Board of Management Meeting

February 15th, 2023

difficulty filling part-time PSW lines with 27 lines currently vacant, so are creating more full-time lines.

Can municipalities do anything to advocate? There is a media campaign started. Could funding for COVID containment be used to fund the costs of agency staffing? It was suggested to contact Advantage Ontario about a media campaign. Will the Association for Municipalities in Ontario (AMO) be involved? We need to maintain compliance, and the sector, as a whole, needs to reach the threshold.

Moved by Councillor Wordofa

Seconded by Councillor Biehn

To enter closed session at 6:18 p.m. to discuss identifiable individuals.

CARRIED

Moved by Councillor Smith

Seconded by Wordofa

To enter open session at 6:27 p.m.

CARRIED

Moved by Councillor Biehn

Seconded by Councillor Wordofa

That the Administrator's report be accepted as presented.

CARRIED

Other Business:

Correspondence: None presented.

Dress Down Days:

☺ *For January 2023, the lucky charitable receipt winner is Nicole Bontaine!*

Moved by Councillor Smith

That the meeting be adjourned.

CARRIED

Date & Time of Next Meeting:

Wednesday, March 15th, 2023 @ 5:00 p.m.

Councillor Sue Orr for
Councillor Marg Luna

Chairperson

Jennifer Facey

Secretary

Date

Mar 15/23



MINUTES
Community Policing Advisory Committee

March 15, 2023
9:00 am
Municipal Operations Centre
408 James Street South, St. Marys

Committee Members Present: Mayor Strathdee
Jacqueline Hibbert
Robert Zensner
Councillor Edney
Councillor Luna

Committee Member Regrets: Tony Winter

Stratford Police Services Present: Deputy Chief Foster
Constable Aaron Mounfield

Staff Present: Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Jed Kelly, Director of Public Works

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

Councillor Edney requested an item regarding parking be added under 6.3.

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the March 15, 2023 Community Policing Advisory Committee agenda be accepted as amended.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Robert Zensner

Seconded By Councillor Luna

THAT the February 15, 2023 Community Policing Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and the Secretary.

CARRIED

5. REPORTS

5.1 CRIME STOPPERS REPORT

Deputy Chief Foster presented in the February Crime Stoppers report.

Moved By Councillor Edney

Seconded By Mayor Strathdee

THAT the February 2023 Crime Stoppers report be received.

CARRIED

5.2 POLICE MONTHLY STATISTICS

Deputy Chief Foster presented the February police monthly statistics.

Constable Mounfield provided an update about the policing supports provided at the local high school.

Constable Mounfield confirmed that Liam Galloway has accepted a position for park patrol this year.

Moved By Councillor Luna

Seconded By Robert Zensner

THAT the February 2023 Police Monthly Statistics report be received.

CARRIED

6. OTHER BUSINESS

6.1 2023 Policing Operating Budget & 5 Year Capital Plan

Brent Kittmer provided an overview of the 2023 policing operating budget and 5-yr capital plan.

Moved By Councillor Edney

Seconded By Robert Zensner

THAT the information regarding the 2023 Policing budget and 5-year capital plan be received; and

THAT the Community Policing Advisory Committee recommend to Council:

THAT Council approve the 2023 Stratford Police operating budget and 5-year capital plan.

CARRIED

6.2 Vaping Concern at St. Marys Skatepark - Identified by St. Marys Council

Brent Kittmer explained that concerns have been noted regarding increased vaping at the St. Marys Skatepark.

Deputy Chief Foster stated that the park patrol team will increase patrol in the area.

6.3 Parking Concerns

A parking concern has been brought forward regarding St. George Street South and Jones Street East. Residents are finding it difficult to travel down the street as well as driveways being blocked.

Constable Mounfield confirmed that Stratford Police have been monitoring and enforcing the parking requirements in the area.

Staff will be reviewing the traffic by-law this year and will investigate the option of implementing no parking on one side of the street.

7. UPCOMING MEETINGS

April 19, 2023 - 9:00 am, Municipal Operations Centre

8. ADJOURNMENT

Moved By Robert Zensner

Seconded By Councillor Luna

THAT this Community Policing Advisory Committee meeting be adjourned at 9:32 am.

CARRIED

Jacqueline Hibbert, Chair

Jenna McCartney, Clerk

TO: Chair Hibbert and Members of CPAC

FROM: Brent Kittmer, Chief Administrative Officer

DEPARTMENT: Administration

DATE: March 15, 2023

SUBJECT: **2023 Policing Operating Budget & 5 Year Capital Plan**

CPAC,

Attached to this memo is the 2023 draft operating budget submission from the Stratford Police Service. Within the service agreement with the City of Stratford, there are prescriptive steps related to the annual budget review and dispute of the budget. The key sections of the agreement are Sections 14 – 19:

12. For every year in which this Agreement is in effect, the City shall provide the Town with a detailed Cost Estimate showing the projected cost of providing the Contracted Services for that year.

13. The Cost Estimate for 2018 is attached hereto as Schedule “E” to this Agreement.

14. For every Subsequent Year, the City shall provide the Cost Estimate to the Town not later than November 1 of the preceding year. The Cost Estimate for a Subsequent Year shall be in the same form as Schedule E, and shall include the following:

(a) Estimated Full-time Personnel Costs – the total Estimated Personnel Costs for the Subsequent Year, together with a detailed breakdown thereof;

(b) Part-time Personnel Costs – the total Part Time Salaries and Wages, Part-time Benefits, and Payable EAP;

(c) Estimated Capital Costs – the total estimated Capital Costs for the Subsequent Year, together with a detailed breakdown thereof;

(d) Estimated Special Services Costs – the total estimated Special Service Costs for the Subsequent Year, together with a detailed breakdown thereof;

(e) The Total Estimated Reconcilable Cost, which shall be the total of the Estimated Full-Time Personnel Costs, Estimated Capital Costs and Estimated Special Services Costs;

(f) Operating Costs & Support Costs – the total Operating Costs and Support Costs for the Subsequent Year, together with a detailed breakdown thereof;

(g) Total Estimated Annual Cost, which shall be the total of the Total Estimated Reconcilable Cost and the Operating and Support Costs; and,

(h) Monthly cost, which shall be the Total Estimated Annual Cost divided by twelve.

15. The Cost Estimate shall include, where applicable, a concise explanation of any projected cost increases compared to the previous year.

16. Within sixty (60) days of receiving the Cost Estimate, the Town shall either provide the City with written confirmation that the Cost Estimate is accepted, or shall initiate the Dispute Resolution process set out below. If the Town does not respond to the Cost Estimate within sixty (60) days of receiving it, then it shall be deemed to have accepted the Cost Estimate.

18. In the event that the Town disputes the Cost Estimate, the Town shall nevertheless pay the Monthly Cost to the City and the payments made under the disputed Cost Estimate may be retroactively adjusted as a result of the dispute resolution.

19. Once every five years during which this Agreement is in effect, the City shall provide the Town with a detailed projection of the Capital Costs under this Agreement for the following five years, broken down by year, to assist the Town in budgeting appropriately. The five-year cost projection shall be updated as often as required to remain accurate, and in any event not less than once per year. The City shall use best efforts to ensure the five-year cost projection remains up to date.

Within the CPAC terms of reference Council has delegated specific duties to CPAC regarding the annual budget review. These include:

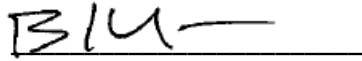
- *Reviewing the annual policing budget submission and recommending to Council to adopt or dispute the annual budget. This includes working with the contract police service provider to resolve any budget concerns prior to making a recommendation to Council to proceed with formal dispute resolution.*

In practical terms, the police are unable to provide their final budget estimates to the Town until Stratford City Council has reviewed and approved their budget. This does not perfectly align with the Town's budget schedule as the Town's budget process is generally completed ahead of the City of Stratford's by one to two months.

To develop the 2023 Town budget, the CAO used estimates from the Chief and Deputy Chief and included these in Council's budget package. The Town's 2023 budget has been approved, and Council approved the global police budget estimates provided. Staff can confirm that the budget estimates provided below by the police are within the budget that Council has approved for 2023.

OUTCOME: From the budget review, staff is seeking a final recommendation from CPAC to Council to accept the budget, or a recommendation to Council to initiate dispute resolution regarding the 2023 estimates.

Respectfully submitted,

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

Brent Kittmer
Chief Administrative Officer

2023 Policing Budget

Personnel Costs

Description	2020	2021	2022	2023
F.T. Salaries & Wages (Reconcilable)	\$684,690	\$679,855	\$731,592	\$724,569
F.T. Benefits (Reconcilable)	\$185,199	\$181,938	\$190,208	\$206,101
PREMIUMS (OT, Shif Diff, Acting, On Call, Coaching)	\$28,205	\$36,643	\$26,831	\$40,910
Part Time Salaries & Wages (Fixed)	\$17,225	\$22,405	\$24,405	\$31,075
P.T. Benefits (Fixed)	\$1,723	\$2,861	\$2,868	\$6,215
Payroll EAP (Fixed)	\$1,350	\$1,350	\$3,920	\$3,920
TOTAL	\$918,392	\$925,052	\$979,824	\$1,012,790

Support Costs (Fixed)

Description	2020	2021	2022	2023
Clothing	\$2,150	\$1,740	\$1,740	\$1,740
Petty Cash				
Office Supplies And Paper	\$800	\$765	\$900	\$900
Identification Supplies	\$425	\$425	\$425	\$600
Photocopier Expense	\$500	\$500	\$508	\$508
Postage	\$80	\$80	\$83	\$150
Printing				
Meals and Meeting Costs - Meeting Costs				
Prisoner Meals – Meals	\$253	\$253	\$253	\$100
Publications & Subscriptions				
Radio System Maintenance	\$1,450	\$1,450	\$1,450	\$6,248
Conferences				
Contracted Services	\$14,520	\$14,520	\$12,929	\$13,260
Courier/Freight	\$130	\$130	\$130	\$130
Legal	\$2,500	\$2,500	\$2,500	\$4,338
Maintenance Contracts	\$3,543	\$4,825	\$14,800	\$30,870
Training (Mileage, Expenses, Supplies)	\$5,500	\$5,050	\$7,260	\$7,260
RADIO Services – Other	\$200	\$200	\$200	\$200.00
Communications Revenue (Record Checks)	(\$4,000)			
Equipment Purchases	\$1,150	\$730	\$730	\$730
Materials - Community Services	\$500	\$500	\$500	\$500
Equipment Purchases - Pride Capital	\$8,700	\$10,500	\$8,700	\$8,429
Total Insurance				
Total Bell DSL IP Radio	\$10,250	\$10,250	\$10,250	\$10,250
TOTAL	\$48,651	\$54,418	\$63,358	\$86,231

Special Services Costs (Reconcilable)

Description	2020	2021	2022	2023
Cost of Special Services Procured from Other Providers	0.00	0.00	0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Operating Costs (Fixed)

Description	2020	2021	2022	2023
Uniforms	\$1,750	\$1,750	\$1,750	\$1,750
Vehicle – Fuel	\$14,960	\$14,960	\$17,440	\$17,440
Vehicle Repairs (labour, parts, licences)	\$3,700	\$5,250	\$5,250	\$6,000
Telephone – Basic	\$3,700	\$3,700	\$3,800	\$5,401
Materials - Law Enforcement	\$2,375	\$2,375	\$2,375	\$2,375
Materials – Containment	\$2,000	\$2,000	\$2,000	\$2,000
Materials - CISO Projects / Investigations	\$3,050	\$3,050	\$3,050	\$3,050
General Fund-Police Dept - Specialized Projects	\$525	\$525	\$525	\$525
Transfer To Reserves				
Canine Unit	\$720	\$720	\$720	\$720
Transfer To Reserves				
PRIDE Services – Other	\$14,093	\$15,035	\$14,496	\$15,311
Police Radio Materials	\$825	\$825	\$825	\$825
TOTAL	\$47,698	\$50,190	\$52, 231	\$55,397

Total Estimated Annual Cost = Total Personnel, Support, and Operating Costs (For 2023 Total Cost also includes Park Patrol, and grant revenue)	\$978,064	\$1,014,740	\$1,056,596	\$1,168,408
3% Assumption of Liability Payment	<u>\$29,341.92</u>	<u>\$30,562</u>	<u>\$31,698</u>	<u>\$35,052</u>
Total	\$1,007,405.9	\$1,045,302*	\$1,088,294	\$1,203,460
Monthly Cost	\$83,950.49	\$87,108.50	\$90,691.17	\$100,288.35

* NOTE:.. For comparison, the budget for final OPP contract in 2017 was **\$1,155,089.**

Park Patrol	N/A	\$15,600.00	\$26,936	\$28,800
Replacement Cruiser	N/A	N/A	N/A	\$81,000
ALPR/ICV (In-Car Video)				\$37,682
Grant Revenue (Part-time Policing)				(\$14,810)

Five Year Capital Plan - St Marys (as of 2023)

Year	Item	Details	Cost Estimate
2023	Radio System Upgrade Carry Over from 2021	Cost of a replacement repeater system in St Marys. To support radio system upgrades in Stratford	\$57,000
2023	Cruiser Replacement	Replacement of one St Marys cruiser. Total estimated cost would include vehicle, Re and Re, wrap and graphics. Note that the trade in value would be around \$5,000 per vehicle and a small buffer has been added for unknown costs during re and re	\$67,000
2023	Automatic Licence Plate Reader & In Car Video System	Outfit St Marys cruisers with ALPR/ICV technology	\$37,682
2024	Body Armor Replacement	Replace five sets of body armour for officers assigned to St Marys. Cost per set is \$1,100	\$5,500
2024	NG911	Shared cost of deployment for NG911 solution. Cost estimate provided is based on one of two vendors who have agreed to provide a costing at this point. Cost is for initial shared cost of set up and equipment. There would be a shared annual operational cost. Estimated St Marys cost annually is \$1000.00	\$10,000
2025	Cruiser Replacement	Replacement of one St Marys cruiser. This will depend on final number of kilometers and overall condition of both vehicles. Total estimated cost would include vehicle, Re and Re, wrap and graphics. Note that the trade in value would be around \$5,000 per vehicle and a small buffer has been added for unknown costs during re and re	\$84,239
2026	Cruiser Replacement	Replacement of one St Marys cruiser. This will depend on final number of kilometers and overall condition of both vehicles. Total estimated cost would include vehicle, Re and Re, wrap and graphics. Note that the trade in value would be around \$5,000 per vehicle and a small buffer has been added for unknown costs during re and re	\$85,891
2027	TBD		
2028	TBD		



MINUTES
Downtown Service Location Review Committee

March 15, 2023
2:00 pm
Municipal Operations Centre
408 James Street South, St. Marys

Committee Members Present: Mayor Strathdee
Councillor Pridham
John Hergel
Andrea Macko
Paul King
Mary Smith
Barb Tuer

Staff Present: Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Brett O'Reilly, Corporate Communications Manager
Melinda Main, A+ Link Architecture Inc.

1. CALL TO ORDER

Brent Kittmer called the meeting to order at 2:00 pm.

2. INTRODUCTIONS

The group provided introductions throughout the committee members, consultant, and staff members.

3. APPOINTMENT OF CHAIR

Mary Smith nominated Paul King. Mr. King declined the nomination.

Mary Smith nominated Andrea Macko. Ms. Macko declined the nomination.

Andrea Macko nominated Mary Smith. Ms. Smith accepted the nomination.

Moved By Andrea Macko

Seconded By Councillor Pridham

THAT Mary Smith be appointed as Chair of the Downtown Service Location Review Committee effective March 15, 2023 through to the end of the project.

CARRIED

4. APPOINTMENT OF VICE CHAIR

Mary Smith nominated Paul King. Mr. King accepted the nomination.

Moved By Mary Smith

Seconded By Barbara Tuer

THAT Paul King be appointed as Vice Chair of the Downtown Service Location Review Committee effective March 15, 2023 through to the end of the project.

CARRIED

Mr. Kittmer passed the gavel to Mary Smith.

Mary Smith assumed the role of Chair.

5. DECLARATION OF PECUNIARY INTEREST

None.

6. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Councillor Pridham

Seconded By Andrea Macko

THAT the March 15, 2023 Downtown Service Location Review Committee agenda be accepted as presented.

CARRIED

7. REPORTS

7.1 ADMIN 15-2023 Downtown Service Location Review Project Orientation and Overview

Brent Kittmer presented ADMIN 15-2023 report.

Moved By Councillor Pridham

Seconded By Paul King

THAT ADMIN 15-2023 Downtown Service Location Review Project Orientation and Overview report be received for information.

CARRIED

7.2 Presentation by A+Link Architecture Inc.: How Programs and Services are Currently Organized

Melinda Main of A+Link Architectural Inc. provided a presentation to the Committee regarding the locations being reviewed and next steps for the project.

Moved By Andrea Macko

Seconded By Barbara Tuer

THAT the presentation from A+Link Architecture Inc. regarding current services and programs be received.

CARRIED

7.3 Draft Public Engagement Plan

Brett O'Reilly presented the draft public engagement plan.

The Committee discussed additional means for communicating the details of the project and put forth the following suggestion for staff to consider:

- Direct communications with the Business Improvement Area and Community Players
- Sourcing a youth perspective by attending Tales for Tots, EarlyOn Programming, the Youth Centre and possibly DCVI
- Paid Advertising through InstaGram

The Committee requested to have the opportunity to review the public engagement survey prior to its release.

Councillor Pridham raised the matter of the Food Bank, their potential need for space, and the possibility of the organization being a stakeholder in the project.

Mary Smith advised that the St. Marys Museum and Archives does have a copy of the floor plans for the 1903 renovations at the property.

Mr. Kittmer explained the next steps related to 14 Church Street North for demolition and construction.

Moved By John Hergel

Seconded By Councillor Pridham

THAT the Downtown Service Location Review project draft public engagement plan be received.

CARRIED

8. **UPCOMING MEETINGS**

The Committee discussed a potential tour of the properties affected by the project and made a suggestion to staff to develop a virtual tour of the properties for the public.

Mr. Kittmer will poll the Committee members to determine future dates for tour of affected facilities. Mr. Kittmer further advised that all future meetings will be at key milestones for the project and will be at the call of the Chair.

9. **ADJOURNMENT**

Moved By Councillor Pridham

Seconded By Andrea Macko

THAT this meeting of the Downtown Service Location Review Committee be adjourned at 3:12 pm.

CARRIED

Mary Smith, Chair

Brent Kittmer, Secretary



Minutes

Green Advisory Committee

February 22, 2023

5:30 pm

Video Conference

Click the following link:

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

Members Present	Katherine Moffat, Chair Councillor Aylward Lynette Geddes Fred Stam Steve Vivian
Member Absent	Teresa Barresi
Staff Present	Jed Kelly, Director of Public Works Dave Blake, Environmental Services Manager Morgan Dykstra, Public Works and Planning Coordinator
Others Present	Councillor Craigmile

1. CALL TO ORDER

Morgan Dykstra called the meeting to order at 5:53 pm.

2. APPOINTMENT OF CHAIR

Morgan Dykstra opened the floor for the nomination of Chair.

Lynette Geddes nominated Katherine Moffat.

Katherine Moffat accepted the nomination.

There were no further nominations for Chair.

Moved By Lynette Geddes

Seconded By Fred Stam

THAT Katherine Moffat be appointed as the Chair of the Green Advisory Committee effective February 22, 2023 to December 31, 2023.

Carried

3. APPOINTMENT OF VICE CHAIR

Morgan Dykstra opened the floor for the nomination of Vice-Chair.

Fred Stam nominated Lynette Geddes.

Lynette Geddes accepted the nomination.

There were no further nominations for Vice-Chair.

Moved By Fred Stam

Seconded By Katherine Moffat

THAT Lynette Geddes be appointed Vice Chair of the Green Advisory Committee effective February 22, 2023 to December 2023.

Carried

Katherine Moffat assumed the role of Chair.

4. DECLARATION OF PECUNIARY INTEREST

None declared.

5. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Lynette Geddes

Seconded By Fred Stam

THAT the February 22, 2023 Green Advisory Committee meeting agenda be accepted as presented.

Carried

6. DELEGATIONS

None.

7. ACCEPTANCE OF MINUTES

Moved By Fred Stam

Seconded By Lynette Geddes

THAT the June 22, 2022 Green Advisory Committee meeting minutes be approved by the Committee, and signed by the Chair and the staff liaison.

Carried

8. COMMITTEE ORIENTATION PRESENTATION

Morgan Dykstra and Jed Kelly provided training to the Green Advisory Committee as it relates to the roles and responsibilities of the Committee, conflict of interest policies and the Committee's priorities, and responded to questions from the Committee.

Moved By Fred Stam

Seconded By Steve Vivian

THAT Green Advisory Committee Orientation Presentation be received for information.

Carried

9. REPORTS

9.1 PW 13-2023 Green Initiative Awareness Program (Spring 2023)

Morgan Dykstra spoke to the report and responded to questions from the Committee.

The Committee was of the consensus that submissions should also consider how businesses have reduced or mitigated waste in addition to greenhouse gas emissions, understanding that waste could be considered broadly to include waste from solids, energy or water usage.

Moved By Fred Stam

Seconded By Councillor Aylward

THAT PW 13-2023 Green Initiative Awareness Program (Spring 2023) be received; and

THAT the program requirements for the Green Initiative Awareness Program (Spring 2023) be:

- Businesses that are considered “Light Industrial” and “General Industrial” in the Town’s Zoning By-law Z1-1997, as amended shall be eligible.
- How businesses have changed their on-site processes to reduce or mitigate their greenhouse gas emissions and / or waste.

Carried

9.2 PW 14-2023 Management of Organic Materials

Dave Blake spoke to the report as provided in the agenda.

Lynette Geddes asked if there is an amount a green bin collection program could be expected divert from the landfill, and asked how successful have these programs have been in other municipalities.

Dave Blake responded that the program being proposed would only apply to residential curbside and would not apply to industrial and commercial properties, the downtown core, or multi-use blocks, which means the scope of the program is limited. Dave Blake added that based on available research the realistic target is 30% of waste could be diverted, on average the Town collects 1,200 tonnes of waste material per year, and that the Town would strive for a 30% diversion target of approximately 400 tonnes of material.

Lynette Geddes clarified that essentially only those with a backyards would be eligible for the program, and recommended the Town may want to encourages residents to use digesters and composters.

Lynette Geddes also added that green cone digesters do not take leaves, only food organics.

Chair Katherine Moffat noted that there appears to be statistics from the survey that conflict, the public wants an organics collection program but does not want additional fees to help fund an organics collection program. Chair Katherine Moffat asked how the Town can address that conflict.

Dave Blake commented that the financials are difficult, and explained that the responsibility for administering the blue-box recycling program is transitioning from municipalities to a producer pay model, the Town currently pays \$200,000 a year to offer the service, there is an opportunity to shift the costs of the blue-box recycling program to an organics

collection program in the next few years which would limit the cost burden on ratepayers.

Jed Kelly added that the blue box recycling program is loosely tied to the Town's waste collection program, the Town is unsure how the transition to producer pay may impact waste collection program costs.

Chair Katherine Moffat commented it's surprising to see that most residents use the Municipal Operations Centre leaf and yard waste depot as opposed to the leaf and yard waste curbside collection program.

Jed Kelly responded that the Town's leaf and yard waste collection program used to be more frequent, and that because there are reduced collection days residents are using the drop off location more. Jed Kelly added that the next three years are an interim period to trial different program delivery options as the Town waits for the recycling blue box transition, and Landfill Environmental Compliance Approval processes to be implemented

Lynette commented that it appears many residents do not put their materials out on the right day, and if a more regular schedule is implemented than the curbside collection program may be more successful.

Jed Kelly agreed with Lynette Geddes' comments, and noted that the 20-day collection program has not necessarily met the needs of residents.

Chair Katherine Moffat asked what is the impact of the Committee's discussion on the service delivery model decisions.

Jed Kelly responded that the Committee will work through the proposed recommendations provided in the staff report, following that, Town staff will present a report to Council with the Committee's recommendations, and more fulsome financial analysis for Council's consideration.

Chair Katherine Moffat clarified that if the Green Advisory Committee supports a proposal it means staff will provide more information to Council on that service.

Fred Stam stated that most programs are supportable as they provide environmental value.

Chair Katherine Moffat agreed with Fred Stam's comment.

Lynette added that there are no programs that she would not support, and the Committee should consider supporting all of the programs.

Moved By Fred Stam

Seconded By Councillor Aylward

THAT report PW 14-2023, Management of Organic Materials be received; and

THAT the Green Committee recommends to Council:

THAT the Green Committee ***supports*** the Town continuing to provide a curbside leaf and yard waste program; and,

THAT the Green Committee ***supports*** an increased frequency of Leaf and Yard Waste curbside collection; and,

THAT the Green Committee ***supports*** the Town continuing to provide a leaf and yard waste depot at the Municipal Operations Centre; and,

THAT the Green Committee ***supports*** a green bin curbside organics collection program.

Carried

9.2.1 Consultation from Bluewater Recycling Association Representative
- Councillor Craigmile

Councillor Craigmile as the Town's representative with the Bluewater Recycling Association attended to the meeting to provide additional clarification regarding existing and proposed programs.

10. OTHER BUSINESS

None.

11. UPCOMING MEETINGS

Meeting dates to be confirmed.

12. ADJOURNMENT

Moved By Lynette Geddes

Seconded By Fred Stam

THAT this meeting be adjourned at 7:25 pm.

Katherine Moffat, Chair

Jed Kelly, Director of Public Works



Minutes

Recreation & Leisure Advisory Committee

March 22, 2023

5:30 pm

Municipal Operations Centre

408 James Street South, St. Marys

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

Member Present Councillor Pridham, Jeremy Brock, Scott Crawford, Pam Zabel,
John Stevens, Rick Lyons

Staff Present Stephanie Ische, Vanessa Bisschop, Darcy Drummond

1. CALL TO ORDER

Meeting was called to order at 5:33pm by Chair, Scott Crawford.

2. DECLARATION OF PECUNIARY INTEREST

None received.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Rick Lyons

Seconded By Councillor Pridham

THAT the March 22,2023 Recreation and Leisure Advisory Committee agenda be accepted as presented.

Carried

4. ACCEPTANCE OF MINUTES

Moved By John Stevens

Seconded By Jeremy Brock

THAT the February 22,2023 Recreation and Leisure Advisory Committee minutes be accepted as written.

Carried

5. BUSINESS ARISING FROM MINUTES

6. REPORTS

6.1 DCS 14-2023 Program Review

Moved By Jeremy Brock

Seconded By Rick Lyons

RECOMMENDATION

THAT DCS 14-2023 Program Review report be received as provided.

Carried

6.2 DCS 15-2023 Sports Wall of Fame Information

Moved By John Stevens

Seconded By Councillor Pirdham

RECOMMENDATION

THAT DCS 15-2023 Sports Wall of Fame update report be received as presented.

Carried

7. OTHER BUSINESS

Recreation and Leisure Advisory Committee discussed other recreation assets within the town of St. Marys.

8. UPCOMING MEETINGS

April 26,2023 at 5:30pm.

9. ADJOURNMENT

Moved By Jeremy Brock

Seconded By Rick Lyons

THAT the Recreation and Leisure Advisory Committee be adjourned at 7:08pm.

Carried

Chair

Committee Secretary

BY-LAW 38-2023

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between the Corporation of the Town of St. Marys and Barry's Handyman Services related to leaf and yard waste collection services for 2023, 2024 and 2025.

- WHEREAS:** The Corporation of the Town of St. Marys released an RFP for the management of organic material (the "Project") for 2023, 2024 and 2025;
- AND WHEREAS:** A proposal for the Project was submitted by Barry's Handyman Services for the specific collection services of leaf and yard waste which was subsequently approved by Council on April 11, 2023;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Barry's Handyman Services for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Barry's Handyman Services.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 11th day of April 2023.

Al Strathdee, Mayor

Jenna McCartney, Clerk

BY-LAW 39-2023

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between the Corporation of the Town of St. Marys and Texo Terra Contracting Ltd. related to leaf and yard waste operations and management services for 2023, 2024 and 2025.

- WHEREAS:** The Corporation of the Town of St. Marys released an RFP for the management of organic material (the "Project") for 2023, 2024 and 2025;
- AND WHEREAS:** A proposal for the Project was submitted by Texo Terra Contracting Ltd. for the specific operation and management of the Municipal Operations Centre leaf and yard waste depot which was subsequently approved by Council on April 11, 2023;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Texo Terra Contracting Ltd. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Texo Terra Contracting Ltd.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 11th day of April 2023.

Al Stratthdee, Mayor

Jenna McCartney, Clerk

BY-LAW 40-2023

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and EZ Dock.

- WHEREAS:** The Corporation of the Town of St. Marys wishes to sole source the purchase and installation of an accessible dock system (the “Project”);
- AND WHEREAS:** A quotation for the Project was submitted by EZ Dock which was subsequently approved by Council on April 11, 2023;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with EZ Dock for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows;
- 1.** That the Mayor and the Clerk are hereby authorized to execute an Agreement on behalf of the Corporation of the Town of St. Marys between the Corporation of the Town of St. Marys and EZ Dock.
 - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This By-Law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 11th day of April 2023.

Al Strathdee, Mayor

Jenna McCartney, Clerk

BY-LAW 41-2023

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to delegate to the Clerk the authority to process requests for events of municipal significance for the purpose of a Special Occasion Permit.

- WHEREAS:** Section 23.1 of the *Municipal Act, 2001 S.O. 2001, c.25* (the Act) authorizes a municipality to delegate its powers and duties to a person or body, subject to certain restrictions;
- AND WHEREAS:** Section 224(d) of the Act states it is the role of Council to ensure that administrative practices and procedures are in place to implement the decision of Council;
- AND WHEREAS:** Section 227 of the Act states it is the role of officers and employees of the municipality to; (a) implement Council's decisions and establish administrative practices and procedures to carry out Council's decision; and (c) carry out other duties under this or any other Act and other duties assigned by the municipality;
- AND WHEREAS:** The Council of The Corporation of St. Marys has identified a routine administrative function to be delegated to staff to improve daily business efficiencies while continuing to adhere to the principle of accountability and transparency;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That Council delegates the authority to the Clerk to process requests related to the designation of events of municipal significance as required for special occasion permits as it pertains to the Alcohol & Gaming Commission of Ontario.
 - 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 April 2023.

Al Strathdee, Mayor

Jenna McCartney, Clerk

BY-LAW 42-2023

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 April 11, 2023

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 April 2023 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 April 2023.

Al Stratthdee, Mayor

Jenna McCartney, Clerk