



AGENDA

Regular Council Meeting

June 13, 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 June 13, 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 - May 23, 2023	8
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RECOMMENDATION

THAT the May 23, 2023 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.2	Special Meeting of Council - May 30, 2023	20
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RECOMMENDATION

THAT the May 30, 2023 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.3	Special Meeting of Council - June 2, 2023	23
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RECOMMENDATION

THAT the June 2, 2023 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.4	ADHOC Committee - June 6, 2023	26
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RECOMMENDATION

THAT the June 6, 2023 ADHOC Committee meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1	Jeff Swan re: Pride Flags	28
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RECOMMENDATION

THAT the correspondence from Jeff Swan regarding the Pride flags be received.

8. STAFF REPORTS

8.1 Administration

8.1.1	ADMIN 38-2023 Perth County Ingredients Inc. Lease Agreement	29
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RECOMMENDATION

THAT ADMIN 38-2023 Perth County Ingredients Inc. Lease Agreement report be received; and

THAT Council consider By-law 70-2023, being a by-law to authorize the Mayor and the Clerk to sign a land lease agreement with Perth County Ingredients Inc.

8.2 Building and Development Services

8.2.1	DEV 30-2023 Municipal Operations Centre Roof Repair and Restoration	41
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RECOMMENDATION

THAT DEV 30-2023 Municipal Operations Centre Roof Repair and Restoration report be received; and

THAT the procurement for Municipal Operations Centre Roof Repair and Restoration be awarded to for the procured price of \$151,111.57 including HST, plus \$2,888.43 for contingency for a total price of \$154,000.00; and

THAT Council consider By-Law 71-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Atlas-Apex Roofing Inc.

8.3 Community Services

8.3.1	DCS 27-2023 Public Art and Monuments Policy	44
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RECOMMENDATION

THAT DCS 27-2023 Public Art and Monuments Policy report be received; and

THAT Council consider By-Law 69-2023, being a by-law to approve the Public Art and Monuments Policy.

8.4 Corporate Services

8.4.1 COR 36-2023 Service Ontario Lease Update 61

RECOMMENDATION

THAT COR 36-2023 Service Ontario Lease Update report be received for information; and

THAT Council approve continuing with a month-to-month lease for 194 Queen Street West until such time that a suitable location within a Town building is finalized

8.4.2 COR 37-2023 Milt Dunnell Field Project Update 68

RECOMMENDATION

THAT COR 37-2023 Milt Dunnell Field Project Update report be received; and

THAT staff be directed to bring a detailed report back to Council on implementation options to satisfy the use of the federal grant; and

THAT staff be directed to bring a report back to Council summarizing the public engagement results and options to consider for the master plan; and

THAT staff be directed to continue to work with UTRCA staff by providing some preliminary engineering due diligence on the installation of an accessible dock and provide Council with an update in July 2023 to consider any further next steps.

8.5 Public Works

8.5.1 PW 38-2023 Tender Award – Tandem Axle Plow Truck 89

RECOMMENDATION

THAT report be received; and,

THAT the procurement for Tandem Axle Plow Truck be awarded to Carrier Truck Centers for the procured price of \$452,397.76, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 68-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Carrier Truck Centers.

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	92
	May 18, 2023 Highlights	
9.1.2	Business Improvement Area - Coun. Aylward	100
	May 8, 2023 Draft Minutes	
9.1.3	Huron Perth Public Health - Coun. Luna	
9.1.4	Library Board - Mayor Strathdee, Couns. Aylward and Pridham	
9.1.5	Municipal Shared Services Committee - Mayor Strathdee, Coun. Edney	
9.1.6	Spruce Lodge Board - Couns. Lucas, Luna	106
	April 19, 2023 Minutes	
9.1.7	Upper Thames River Conservation Authority - Coun. Craigmile	109
	April 25, 2023 Draft Minutes	
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	114
	May 17, 2023 Draft Minutes	

9.2.4	Downtown Service Location Review Committee - Mayor Strathdee, Coun. Pridham	
9.2.5	Flats Revitalization Committee - Coun. Edney	
9.2.6	Green Advisory Committee - Coun. Aylward	118
	May 18, 2023 Draft Minutes	
9.2.7	Heritage and Culture Advisory Committee - Coun. Lucas	121
	May 10, 2023 Draft Minutes	
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	126
	May 24, 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 68-2023, 69-2023, 70-2023 and 71-2023 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

12.1	By-Law 68-2023 Agreement with Carrier Truck Centers	129
12.2	By-Law 69-2023 Public Art and Monuments Policy	130
12.3	By-Law 70-2023 Land Lease Agreement with Perth County Ingredients Inc.	131
12.4	By-Law 71-2023 Agreement with Atlas Apex Inc.	132

13. UPCOMING MEETINGS

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

June 19, 2023 - 9:00 am, Special Meeting of Council

June 20, 2023 - 9:00 am, Strategic Priorities Committee

June 27, 2023 - 9:00 am, Special Meeting of Council

June 27, 2023 - 6:00 pm, Regular Council

14. CONFIRMATORY BY-LAW 133

RECOMMENDATION

THAT By-Law 72-2023, being a by-law to confirm the proceedings of June 13, 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.

15. ADJOURNMENT

RECOMMENDATION

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



MINUTES Regular Council

May 23, 2023
6:00pm

Town Hall, Council Chambers

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

Council Regrets: Councillor Craigmile

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

Conference Line
Richard Anderson, Director of Emergency Services
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
Ray Cousineau, Facilities Manager
Doug LaPointe, Recreation Operations Manager

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2023-05-23-01

Moved By Councillor Luna

Seconded By Councillor Aylward

THAT the May 23, 2023 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

None.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - May 9, 2023

Resolution 2023-05-23-02

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT the May 9, 2023 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and Clerk.

CARRIED

6.2 Strategic Priorities Committee - May 16, 2023

Resolution 2023-05-23-03

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the May 16, 2023 Strategic Priorities Committee meeting minutes be received by Council and signed and sealed by the Mayor and Clerk;
and

THAT minute item 5.3 be raised for consideration.

CARRIED

6.2.1 Animal Control By-law

Resolution 2023-05-23-04

Moved By Councillor Edney

Seconded By Councillor Lucas

THAT Council consider By-law 56-2023, being a by-law to prohibit, regulate and restrict animals in the Town of St. Marys; and

THAT non-complying properties are required to come into compliance within a two-year period with regard to the prohibition of chickens and the prohibition of livestock, both on non-agricultural land, effective May 23, 2023 to May 22, 2025.

CARRIED

7. CORRESPONDENCE

7.1 National Chronic Pain Society re: Request to Support Call to Provincial Government

Resolution 2023-05-23-05

Moved By Councillor Luna

Seconded By Councillor Aylward

THAT the correspondence from the National Chronic Pain Society regarding a call for support to the Provincial government to maintain OHIP coverage for chronic pain treatments and continue to provide much-needed care for the people of Ontario be received.

CARRIED

8. STAFF REPORTS

8.1 Administration

8.1.1 ADMIN 33-2023 May Monthly Report (Administration)

Resolution 2023-05-23-06

Moved By Councillor Edney

Seconded By Councillor Aylward

THAT ADMIN 33-2023 May Monthly Report (Administration) be received for information.

CARRIED

8.1.2 ADMIN 34-2023 Commemoration Policy

Resolution 2023-05-23-07

Moved By Councillor Aylward

Seconded By Councillor Pridham

THAT ADMIN 34-2023 Commemoration Policy staff report be received; and

THAT the request received from Rev. John Goodwin for the Town to install Christian banners in the downtown be respectfully declined, and

THAT the correspondence received from Rev. Dr. Mark McKim be received and filed, and

THAT the request from Stratford-Perth Pride to proclaim June as Pride month and the request for the Pride flag to be raised be approved as these requests meet the goals and objectives of the Town to create a community that embraces and promotes diversity, equity and inclusion; and

THAT the Town's downtown banner program remain for Town purposes only and not be opened up to commemoration requests from the public; and

THAT Council consider By-law 57-2023, being a by-law to adopt the Commemoration Policy as presented in staff report ADMIN 34-2023.

Councillor Luna motioned to amend resolution 2023-05-23-07.

Resolution 2023-05-23-08

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Council consider By-law 57-2023 as amended to include "crown" in eighth bullet of the Criteria section, being a by-law to adopt the Commemoration Policy as presented in staff report ADMIN 34-2023.

CARRIED

Resolution 2023-05-23-07

Moved By Councillor Aylward

Seconded By Councillor Pridham

THAT ADMIN 34-2023 Commemoration Policy staff report be received; and

THAT the request received from Rev. John Goodwin for the Town to install Christian banners in the downtown be respectfully declined, and

THAT the correspondence received from Rev. Dr. Mark McKim be received and filed, and

THAT the request from Stratford-Perth Pride to proclaim June as Pride month and the request for the Pride flag to be raised be approved as these requests meet the goals and objectives of the Town to create a community that embraces and promotes diversity, equity and inclusion; and

THAT the Town's downtown banner program remain for Town purposes only and not be opened up to commemoration requests from the public; and

THAT Council consider By-law 57-2023 as amended to include "crown" in eighth bullet of the Criteria section, being a by-law to adopt the Commemoration Policy as presented in staff report ADMIN 34-2023.

CARRIED

8.1.3 ADMIN 35-2023 Municipal Law Enforcement Officers Appointment (HSKWSP)

Resolution 2023-05-23-09

Moved By Councillor Luna

Seconded By Councillor Lucas

THAT ADMIN 35-2023 Municipal Law Enforcement Officers Appointment (HSKWSP) report be received; and

THAT Council consider By-law 58-2023, being a by-law to appoint animal control officers as municipal law enforcement officers in the Town of St. Marys.

CARRIED

8.2 Building and Development Services

8.2.1 DEV 26-2023 May Monthly Report (Building and Development)

Resolution 2023-05-23-10

Moved By Councillor Edney
Seconded By Councillor Lucas

THAT DEV 26-2023 May Monthly Report (Building and Development) be received for information.

CARRIED

8.2.2 DEV 27-2023 - Part Lot Control Application, 167-173 Hooper Street, Block 50, Registered Plan 44M-79 – Thames Crest Farms Subdivision – Bickell Built Homes Ltd.

Resolution 2023-05-23-11

Moved By Councillor Aylward
Seconded By Councillor Lucas

THAT DEV 27-2023 regarding the Application for Part Lot Control for Block 50 of Registered Plan 44M-79 be received; and

THAT Council consider By-law 53-2023, being a part lot control affecting Block 50 of Registered Plan 44M-79 for a one-year period, ending May 23, 2024.

CARRIED

8.2.3 DEV 28-2023 - Part Lot Control Applications, Lots 6 and 7, Registered Plan 44M-86 – 2231872 Ontario Inc.

Resolution 2023-05-23-12

Moved By Councillor Luna
Seconded By Councillor Edney

THAT DEV 28-2023 regarding the Applications for Part Lot Control for Lots 6 and 7 of Registered Plan 44M-86 be received;

THAT Council approve By-law 54-2023 affecting Lot 6, Registered Plan No. 44M-86 for a one-year period, ending May 23, 2024; and,

THAT Council approve By-law 55-2023 affecting Lot 7, Registered Plan No. 44M-86 for a one-year period, ending May 23, 2024.

CARRIED

8.2.4 DEV 29-2023 Lind Sportsplex Roof Restoration

Resolution 2023-05-23-13

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT DEV 29-2023 Lind Sportsplex Roof Restoration report be received; and,

THAT the procurement for RFT-DEV-22-2023 Lind Roof Restoration be awarded to Keller Roofing & Sheet Metal Inc. for the procured price of \$56,251.40, inclusive of all taxes and contingencies; and,

THAT Council approves a variance to be incurred in the delivery of this project as identified in DEV 26-2023 report, to be funded from Capital account; and,

THAT Council consider By-Law 61-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Keller Roofing and Sheet Metal Inc.

CARRIED

8.2.5 DEV 23-2023 Cemetery Roof Repair & Restoration

Resolution 2023-05-23-14

Moved By Councillor Lucas

Seconded By Councillor Edney

THAT DEV 23-2023 Cemetery Roof Repair & Restoration report be received; and,

THAT the procurement for RFT-DEV-21-2023 Cemetery Roof Repair & Restoration be awarded to Atlas-Apex Roofing Inc for the procured price of \$32,434.39, inclusive of all taxes and contingencies; and,

THAT Council approves a variance of \$9,208.18 to be incurred in the delivery of this project as identified in DEV 23-2023 report, to be funded from the Capital Reserves account.

CARRIED

8.3 Community Services

8.3.1 DCS 29-2023 May Monthly Report (Community Services)

Resolution 2023-05-23-15

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT DCS 29-2023 May Monthly Report (Community Services) be received for information.

CARRIED

8.3.2 DCS 31-2023 Memorandum of Understanding (MOU) with Super Splash Inflatable Waterpark

Resolution 2023-05-23-16

Moved By Councillor Edney

Seconded By Councillor Aylward

THAT DCS 31-2023 Memorandum of Understanding (MOU) with Super Splash Inflatable Waterpark report be received; and

THAT Council consider By-law 60-2023, authorizing the Mayor and the Clerk to execute the associated Memorandum of Understanding with Super Splash Inflatable Waterpark.

CARRIED

8.3.3 DCS 32-2023 Curling Association Amending Lease Agreement

Resolution 2023-05-23-17

Moved By Councillor Aylward

Seconded By Councillor Lucas

THAT DCS 32-2023 Curling Association Amending Lease Agreement report be received; and

THAT Council consider By-law 62-2023, being a by-law to authorize the Mayor and the Clerk to execute an amended lease with the St. Marys Curling Association.

CARRIED

8.3.4 DCS 24-2023 Aquatics Centre Lower Roof Replacement

Resolution 2023-05-23-18

Moved By Councillor Edney

Seconded By Councillor Aylward

THAT DCS-24 2023 Aquatics Centre Lower Roof Replacement report be received; and,

THAT the procurement for the replacement of the lower roof, along with a small section above the Entrance “D” corridor be awarded to Nedlaw Roofing Ltd. for the procured price of \$371,487.50, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 63-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Nedlaw Roofing and Ltd.

CARRIED

8.4 Corporate Services

8.4.1 COR 35-2023 May Monthly Report (Corporate Services)

Resolution 2023-05-23-19

Moved By Councillor Aylward

Seconded By Councillor Edney

THAT COR 35-2023 May Monthly Report (Corporate Services) be received for information.

CARRIED

8.5 Fire and Emergency Services

8.5.1 FD 06-2023 May Monthly Report (Emergency Services)

Resolution 2023-05-23-20

Moved By Councillor Edney

Seconded By Councillor Luna

THAT FD 06-2023 May Monthly Report (Emergency Services) be received for information.

CARRIED

8.6 Public Works

8.6.1 PW 34-2023 May Monthly Report (Public Works)

Resolution 2023-05-23-21

Moved By Councillor Lucas
Seconded By Councillor Aylward

THAT PW 34-2023 May Monthly Report (Public Works) be received for information.

CARRIED

8.6.2 PW 35-2023 Procurement Award for the Rehabilitation of the Robinson, Queen and Emily Street Sewage Pump Stations

Resolution 2023-05-23-22

Moved By Councillor Pridham
Seconded By Councillor Edney

THAT PW 35-2023, Procurement Award for the Rehabilitation of the Robinson, Queen and Emily Street Sewage Pump Stations report be received; and,

THAT the procurement for the rehabilitation of the Robinson, Queen and Emily Street sewage pump stations be awarded to Birnam Excavating Ltd. for the procured price of \$486,835.47, inclusive of all taxes and contingencies; and,

THAT Council approve Contract Administration services from B.M. Ross and Associates Limited in the amount of up to \$35,000.00 for the delivery of this project; and,

THAT Council consider By-Law 59-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Birnam Excavating Ltd.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

None.

11. BY-LAWS

Resolution 2023-05-23-23

Moved By Councillor Pridham
Seconded By Councillor Luna

THAT By-Laws 53-2023, 54-2023, 55-2023, 56-2023, 57-2023, 58-2023, 59-2023, 60-2023, 61-2023, 62-2023 and 63-2023 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 53-2023 Part Lot Control Exemption Block 50 44M-79**
- 11.2 By-Law 54-2023 Part Lot Control Exemption Lot 6 44M-86**
- 11.3 By-Law 55-2023 Part Lot Control Exemption Lot 7 44M-86**
- 11.4 By-Law 56-2023 Animal Control**
- 11.5 By-Law 57-2023 Commemoration Policy**
- 11.6 By-Law 58-2023 Appointment of Municipal Law Enforcement Officers**
- 11.7 By-Law 59-2023 Agreement with Birnam Excavating Ltd.**
- 11.8 By-Law 60-2023 Memorandum of Understanding with Super Splash Waterpark**
- 11.9 By-Law 61-2023 Agreement with Keller Roofing and Sheet Metal Inc.**
- 11.10 By-Law 62-2023 Amending Lease Agreement with St. Marys Curling Association**
- 11.11 By-Law 63-2023 Agreement with Nedlaw Roofing Ltd.**

12. UPCOMING MEETINGS

June 6, 2023 - 9:00 am, ADHOC - CAO Performance Review
June 13, 2023 - 6:00 pm, Regular Council
June 19, 2023 - 9:00 am, Special Meeting of Council
June 20, 2023 - 9:00 am, Strategic Priorities Committee
June 27, 2023 - 9:00 am, Special Meeting of Council
June 27, 2023 - 6:00 pm, Regular Council

13. CONFIRMATORY BY-LAW

Resolution 2023-05-23-24

Moved By Councillor Edney
Seconded By Councillor Aylward

THAT By-Law 64-2023, being a by-law to confirm the proceedings of May 23, 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 2023-05-23-25

Moved By Councillor Luna
Seconded By Councillor Aylward

THAT this regular meeting of Council be adjourned at 7:33 pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk



MINUTES
Special Meeting of Council

May 30, 2023
9:00 am
Town Hall, Council Chambers

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

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer / Deputy Clerk
Jenna McCartney, Clerk
André Morin, Director of Corporate Services
Paula Lombardi, Solicitor

Conference Line
Jed Kelly, Director of Public Works
Dave Blake, Environmental Service Manager
Jeff Wolfe, Infrastructure Services Manager

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2023-05-30-01

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT the May 30, 2023 special meeting of Council agenda be accepted as presented.

CARRIED

4. CLOSED SESSION

Resolution 2023-05-30-02

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Council move into a session that is closed to the public at 9:01 am as authorized under the *Municipal Act*, Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

5. RISE AND REPORT

Resolution 2023-05-30-03

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT Council rise from a closed session at 9:42 am.

CARRIED

Mayor Strathdee stated that a closed session was held with one matter being discussed. Staff were given direction in closed session. There is nothing further to report at this time.

6. BY-LAWS

Resolution 2023-05-30-04

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT By-Law 65-2023, being a by-law to confirm the proceedings of the May 30, 2023 special meeting of Council, 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

7. ADJOURNMENT

Resolution 2023-05-30-05

Moved By Councillor Luna
Seconded By Councillor Lucas

THAT this special meeting of Council be adjourned at 9:45 am.

CARRIED

Al Strathee, Mayor

Jenna McCartney, Clerk



MINUTES
Special Meeting of Council

June 2, 2023
9:00 am
Town Hall, Council Chambers

Council Present: Mayor Strathdee (Conference Line)
Councillor Aylward
Councillor Craigmile
Councillor Edney
Councillor Lucas
Councillor Luna
Deputy Mayor Pridham

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

Conference Line
Jed Kelly, Director of Public Works
Dave Blake, Environmental Service Manager
Jeff Wolfe, Infrastructure Services Manager

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2023-06-02-01

Moved By Councillor Lucas

Seconded By Councillor Luna

THAT the June 2, 2023 special meeting of Council agenda be accepted as presented.

CARRIED

4. SPECIAL MATTERS OF COUNCIL

4.1 PW 36-2023 Procurement Award for WPCP Upgrades

Resolution 2023-06-02-02

Moved By Councillor Edney

Seconded By Councillor Aylward

THAT report PW 36-2023, Procurement Award for WPCP Upgrades be received; and,

THAT the procurement for Water Pollution Control Plant upgrades be awarded to H2Ontario Inc. for the procured price of \$11,007,454.30, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 66-2023 to authorize the Mayor and the Clerk to sign the associated agreement.

CARRIED

5. BY-LAWS

5.1 By-Law 66-2023 Agreement with H2Ontario Inc.

Resolution 2023-06-02-03

Moved By Councillor Luna

Seconded By Councillor Aylward

THAT By-Law 66-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement, 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

5.2 By-Law 67-2023 Confirming

Resolution 2023-06-02-04

Moved By Councillor Craigmile

Seconded By Councillor Lucas

THAT By-Law 67-2023, being a by-law to confirm the proceedings of the June 2, 2023 special meeting of Council, 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

6. ADJOURNMENT

Resolution 2023-06-02-05

Moved By Councillor Luna

Seconded By Councillor Aylward

THAT this special meeting of Council be adjourned at 9:08 am.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk



ADHOC CAO Performance Review Committee

June 6, 2023

9:00 am

Town Hall, Council Chambers

Council Present: Mayor Strathdee
Councillor Craigmile
Councillor Luna

Staff Present: Jenna McCartney, Clerk

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2023-AD-06-06-01

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the June 6, 2023 ADHOC CAO Performance Review Committee agenda be accepted as presented.

CARRIED

4. CLOSED SESSION

Resolution 2023-AD-06-06-02

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the ADHOC CAO Performance Committee move into a session that is closed to the public at 9:01 am as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

4.1 ADMIN 37-2023 CONFIDENTIAL CAO Performance Review

5. RISE AND REPORT

Resolution 2023-AD-06-06-03

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the Committee rise from a closed session at 9:41 am.

CARRIED

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

6. ADJOURNMENT

Resolution 2023-AD-06-06-04

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT this Committee meeting adjourn at 9:41 am.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk

From: noreply@town.stmarys.on.ca <noreply@town.stmarys.on.ca> on behalf of Jeff Swan <redacted>
Sent: Thursday, May 25, 2023 12:27:41 PM
To: Al Stratthdee <astrathdee@town.stmarys.on.ca>
Subject: pride flags

Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Dear Mayor Stratthdee,

I totally disagree with our town flying the pride flags during the month of June. I must note that I do agree with the Ministers that have addressed this issue (in this week's Independent newspaper) to the Town Council.

Please reconsider this and not fly the pride flags. If you decide to go forward you should also allow us with a Christian faith, fly flags.

Thank you for serving our community.

Blessings,

Jeff Swan
(redacted)
St Marys, ON
(redacted)



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Brent Kittmer, Chief Administrative Officer
Date of Meeting:	13 June 2023
Subject:	ADMIN 38-2023 Perth County Ingredients Inc. Lease Agreement

PURPOSE

The purpose of this report is to present Council with a draft agreement with Perth County Ingredients (20 Thames Road North) for the lease of Town owned lands immediately north of their facility. The company is in the process of expanding and has asked to lease and improve a portion of Town lands adjacent to the Grand Trunk Trail to help them improve truck movements on their property.

RECOMMENDATION

THAT ADMIN 38-2023 Perth County Ingredients Inc. Lease Agreement report be received; and

THAT Council consider By-law 70-2023, being a by-law to authorize the Mayor and the Clerk to sign a land lease agreement with Perth County Ingredients Inc.

BACKGROUND

The Town of St. Marys became the owner of a number of parcels of former rail lands in the community when they were divested by rail companies in the past. This includes the former rail line allowance that is now the Grand Trunk Trail.

Perth County Ingredients (PCI) is located at 20 Thames Road immediately beside the Grand Trunk Trail trail head on Thames Road. The company is planning a facility expansion and contacted the Town in March 2022 requesting to purchase approximately 8.5 x 140.65 m (0.295 acres) of Town owned lands located to the north of PCI. The company indicated that they have been maintaining these lands for a number of years, and desire ownership to help them improve truck movements on the property after the expansion is completed. PCI's intent is to improve the Town-owned open space into a truck lane that will serve their expanded operations and reduce truck movements on Thames Road. PCI's engineering consultant estimates that: *"With the construction of the building addition and the lane on the north side of the building there will be approximately 40 to 50% less trucks using the front loading docks. With the new lane on the north side of the building it will also mean that the truck will spend less time on Thames Road backing into the loading docks."*

The previous term of Council considered this request and determined that, although the Town presently has no future plans for the lands, it is in the Town's best interest to retain ownership of the requested parcel. Council instructed staff to discuss an alternate option of a lease of the land to PCI, which the company agreed to.

The purpose of this report is to present the final draft of the lease agreement to Council for consideration.

REPORT

The final draft of the lease agreement with PCI is attached for Council's full consideration and review. Staff are noting the following key points:

- The initial term of the agreement is through to December 31, 2028. If the lease is not terminated, the agreement will automatically "roll" for an additional 5 years.
- PCI can continue to occupy the leased property with the Town's consent in the event the lease is terminated.
- Upon the signing of the lease, PCI has the Town's permission to perform the works necessary to create the internal roadway for their expansion.
- For the duration of the lease, PCI is required to perform all regular maintenance, landscaping, snow removal, etc. on the leased property.
- In the event of environmental contamination, PCI will be responsible for the cost of remediation.
- PCI is required to plant a vegetative buffer along the north side of the leased property for appropriate buffering between PCI and the recreational use of the Grand Trunk Trail to the north. PCI is responsible for the maintenance of the buffer for the duration of the lease.

FINANCIAL IMPLICATIONS

The fee for the lease is \$2,100/year. This is based on the rate the Town has previously established for the lease of limited-marketability lands for commercial purposes. The established rate is \$2.03/m²/annum. The leased land is 1,031 m², resulting in an annual lease rate of \$2,092, rounded to \$2,100. The lease fee is proposed to increase 3% per year for inflation.

SUMMARY

The lease agreement proposed with Perth County Ingredients Inc. is based on the Town's standard template, with some adaptations to reflect PCI's use of the land. The agreement has been vetted internally, and was shared with PCI for their concurrence.

Staff are recommending that Council approve the lease to be signed by the Mayor and the Clerk.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Austin Currah, Perth County Ingredients Inc.

ATTACHMENTS

1. Picture of the leased lands
2. Draft Lease Agreement and Reference Plan (Part 3 showing the Leased Lands)

REVIEWED BY

Recommended by the CAO



Brent Kittmer, Chief Administrative Officer

ATTACHMENT 1 – Picture of the Leased Lands





Land Lease Agreement

This Lease made this _____ day of _____, 20_____.

BETWEEN

THE CORPORATION OF THE TOWN OF ST. MARYS
(Hereinafter called the "Corporation")

- and -

PERTH COUNTY INGREDIENTS INC.
(Hereinafter called the "Lessee")

IN CONSIDERATION of the rents, covenants and agreements contained in this Lease, and in the spirit of mutual understanding and security, the parties to this agreement (this "**Lease**") agree as follows:

1. LEASED PROPERTY

- a. The Corporation hereby confirms that it is the legal owner of property legally described as Part 3 of Part of Lot 19 Thames Concession Blanshard as in 44R6103; St. Marys, being part of PIN 53235-0210 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44) (the "**Leased Property**").
- b. The Corporation hereby agrees to lease to the Lessee the Leased Property (fully described in Schedule "A"), and the Lessee agrees to lease the Leased Property.

2. TERM OF THE LEASE

- a. The Lease shall commence on the _____ day of _____ 2023 (the "Commencement Date") and end on the 31st day of December 2028 (the "Termination Date") unless terminated earlier in accordance with the provisions of this Lease.
- b. The Lease shall automatically renew for additional periods of five (5) years, provided neither party to the Lease has given its notice of termination of the Lease.
- c. If the Lessee continues to occupy the Leased Property with the written consent of the Corporation after termination of the Lease, then, without any further agreement, the Lessee shall be a lessee from year to year unless stated explicitly otherwise in the written consent of the Corporation, and subject always to all of the other provisions in this Lease; provided that if the Lessee continues to occupy the Leased Property without prior written consent, then the Lessee shall be a tenant at will and shall pay to the Corporation, as liquidated damages and not as rent, an amount equal to the amount the Lessee would otherwise be liable to pay under the terms of the Lease if it had not expired or otherwise been terminated, accruing from day to day and adjusted pro rata accordingly and subject

always to all provisions of this Lease insofar as they are applicable to a tenancy at sufferance, and a tenancy from year to year shall not be created by implication of law; provided that nothing herein contained shall preclude the Corporation from taking action for recovery of possession of the Leased Property.

3. LEASE FEE

- a. The Lessee shall pay to the Corporation \$2,100 per year plus HST for the Leased Property on or about the 31st day of January of each year commencing January 31, 2024. For each subsequent year the lease amount shall increase by 3% per annum.
- b. For the year 2023, the Lessee shall pay to the Corporation a prorated amount of XXXXXX plus HST, payable within thirty (30) days of signing this lease.
- c. The Lessee shall not be responsible for the payment of property taxes, which shall be the responsibility of and paid for by the Corporation.

4. CONDITION OF THE LANDS

- a. The Lessee acknowledges and agrees that it is leasing the Leased Property in its current condition "as is" and the Lessee has conducted all inspections and performed its own due diligence to determine the suitability of the Leased Property for the Lessee's use. The Lessee acknowledges that the Corporation has made no representation or warranty and provides no covenant, representation or warranty concerning soil conditions, the existence of any items below the surface, and/or the environmental status of the Leased Property at any time. The Lessee acknowledges having inspected the property prior to signing this Lease and has relied upon its inspection regarding the suitability, condition, and state of repair of the Leased Property. The Lessee further acknowledges that it has conducted its own due diligence as the size of the Leased Property and the size of the arable part of the Leased Property and has not relied upon any representation or warranty of the Corporation. The Lessee acknowledges that they shall not submit any claim for rent repayment if size of the arable land is less than as set out in this Lease.

5. USE OF LAND

- a. The Lessee shall use the Leased Property to construct an internal driveway for the purposes of its business and commercial interests, more particularly described in detail within the Site Plan Agreement (and attached schedules) dated April 14, 2023 between the Corporation of the Town of St. Marys and Perth County Ingredients Inc.
- b. The Lessee shall be responsible for all maintenance, snow removal, landscaping, repair, construction and general upkeep of the Leased Property
- c. The Lessee agrees to keep the Leased Property in a clean and well-ordered condition and not to permit any rubbish, refuse, debris or other objectionable material to be stored or to accumulate in the Leased Property, all to the satisfaction of the Corporation, acting reasonably.
- d. The Lessee agrees not to do, store or keep on the Leased Property anything that may be a nuisance or which may cause damage to or interfere with normal usage of any adjoining property.
- e. The Lessee shall not store any hazardous substances on the Leased Property or permit any conditions of use of the Leased Property which may reasonably cause environmental contamination. Any remediation of contamination caused by a Lessee or its contractors or

invitees which is required by law or which is deemed necessary shall be performed by Corporation and Lessee shall reimburse Landlord for the cost thereof.

- f. In the event of a spill on the Leased Property, the Lessee shall immediately notify the Corporation and the Ministry of Environment, Conservation and Parks and act promptly, at its sole expense, to contain the spill, repair any damage, absorb and clean up the spill area, and restore the Leased Property to a condition satisfactory to the Corporation and the Ministry of Environment, Conservation, and Parks.
- g. The Lessee shall comply with all federal, provincial and municipal laws, by-laws, rules and regulations affecting the Leased Property, including obtaining all necessary permits and licenses and to save the Corporation harmless from any liability or cost suffered by it as a result of failure of the Lessee to do so.

6. ALTERATIONS BY LESSEE

- a. The Corporation permits the Lessee to perform cutting, filling, and other site works on the Leased Property as described in the Site Plan Agreement dated April 14, 2023 between the Corporation of the Town of St. Marys and Perth County Ingredients Inc. and as shown on the drawings attached to that agreement as "Schedule A".
- b. The Lessee agrees to install, and maintain for the duration of this lease, at its own cost, a vegetative buffer as shown on drawing A1.1 Site and Landscape Plan prepared by MTE Consultants Inc., dated March 9, 2022, and revised on March 21, 2023, attached as Schedule "A" to the Site Plan Agreement dated April 14, 2023 between the Corporation of the Town of St. Marys and Perth County Ingredients Inc. The vegetative buffer shall meet the requirements of Festival Hydro Inc., and be located at least 1.5 m from the centre-line of the existing pole line on the Lease Property, and not exceed 6.0 m at mature height.
- c. The Lessee may from time to time at its own expense make changes, additions and improvements to the Leased Property to better adapt the same to its business, provided that any change, addition or improvement shall be made only after obtaining written consent of the Corporation which consent may not be unreasonably withheld and shall be carried out in a good and workmanlike manner and only by persons selected by the Lessee and reasonably approved in writing by the Corporation.

7. TERMINATION AND/OR CANCELLATION

- a. Upon failure of the Lessee to comply with any covenant(s) incumbent upon it under this Lease, the Corporation shall provide written notice to the Lessee describing the requirements for compliance and setting out a timeframe for said compliance. If the Lessee fails to comply at the expiration of the timeframe as required by the Corporation, the Corporation may do such works as may be required at the sole expense of the Lessee. The Lessee agrees to reimburse the Corporation for said works within thirty (30) days of receiving an invoice for same. Continued failure of the Lessee to comply with any covenant(s) properly shall result in a termination of the Lease.
- b. The Corporation may terminate this Lease at any time. If the Corporation wishes to terminate the Lease without cause, it shall provide written notice of the termination. The Lessee shall not demand claim or plead any damages, costs, monies or further compensation from the Corporation of any kind whatsoever except as specifically provided for in this Lease. The Lessee waives any and all claims, damages, and/or losses for future income, profits or monies due to the termination of this Lease agreement. If the Lease is

terminated for breach or default of the Lessee, then at the Corporation's option the Lease shall be at an end and the Lessee shall not be entitled to any compensation.

- c. Upon termination of this Lease, at its own risk and expense, the Lessee shall remove from the Leased Property within ninety (90) days or such other period of time as may be mutually agreed to by the parties, any fixtures, chattels, equipment and artifacts belonging to it and to leave the Leased Property neat, clean, level and free of all waste material, debris and rubbish, all to the Corporation's satisfaction. The Corporation shall become the rightful and lawful owner of any fixtures, chattels, equipment and artifacts remaining on the Lands that are not removed from the Leased Property in accordance with this Lease subject to written notice provided from the Lessee to the Corporation stating its intention to maintain ownership upon termination.

8. INDEMNITY

- a. The Lessee shall indemnify and hold harmless the Corporation, its officers and employees from and against any and all liabilities, claims, demands, loss and cost, expenses, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the use of the Leased Property attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Lessee, its officers, agents, employees or other persons for whom the Lessee is legally responsible.
- b. Indemnity agreements provided for in this Lease shall survive the termination of this Lease and any renewals thereof.

9. INSURANCE

- a. The Lessee shall, at its own expense, obtain and keep in force during the term of the Lease the following insurance requirements:
 - i. Commercial General Liability insurance satisfactory to the Corporation and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for bodily injury, property damage and personal injury and shall include but not be limited to:
 - A limit of a liability not less than \$5,000,000 per occurrence with an aggregate of not less than \$10,000,000.
 - The Corporation shall be added as an additional insured with respect to the operations of the Named insured.
 - The policy shall contain a provision for cross liability in respect if the Named insured.
 - Non-owned automobile coverage with a limit of \$2,000,000 and shall include contractual non-owned coverage.
 - Products and completed operations coverage.
 - Broad Form Property Damage.
 - Contractual Liability.
 - The policy shall provide 30 days prior notice to cancellation.

- ii. A standard Automobile Policy with liability limits no less than \$5,000,000 in respect of each owned or leased licensed vehicle.

10.SUB-CONTRACTS

- a. The Lessee acknowledges and agrees that this Lease cannot be sub-contracted to any other party without the previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.

11.ASSIGNMENT OF LEASE

- a. The Lessee acknowledges and agrees they shall not assign transfer, convey, sublet, or otherwise dispose of this Lease or their right, title, or interest therein, or their power to execute such Lease, to any other person, company or corporation, without the previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.

12.PROTECTION OF PROPERTY

- a. The Lessee agrees it will be responsible for any damage that may occur relative to the execution of all operations arising from this Lease. Any damage done to the Leased Property must be made good to the satisfaction of the Corporation.

13.GENERAL

- a. Workplace Safety Insurance Act
 - i. The Lessee shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account, and that their account is in good standing as part of an executed Lease. The Lessee acknowledges and agrees to maintain their WSIB accounting in good standing throughout the Lease period
 - ii. If the Lessee does not pay WSIB premium and is recognized by WSIB as an "independent operator" a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is not required must be provided to the Corporation at time of execution of the Lease
- b. Occupational Health and Safety
 - i. The Lessee's attention is drawn to the regulations issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. The Lessee acknowledges that they will comply with the Act, and all applicable regulations related to the contracted work.
- c. Freedom of Information
 - i. The Corporation is subject to the Municipal Freedom of Information and Protection of Privacy Act as amended ("MFIPPA") with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Corporation by the Lessee pursuant to this Lease may be available to the public unless the party submitting the information request that it be treated as confidential.
- d. Relationship of the Parties
 - a. The parties hereto expressly disclaim any intention to create, and nothing in this Lease shall be deemed to create, a partnership or joint venture between them

and neither of the parties hereto shall have any authority to act for or to assume any obligation or responsibilities on behalf of the other except as otherwise expressly provided herein.

e. Access

- a. An incoming Lessee, purchaser, or the Corporation shall have the right to enter upon the Leased Property to examine, inspect and show the Leased Property for the purposes of leasing, sale or financing.
- b. The Corporation or its agents or employees, at all times for all purposes, shall have full and free access to the Leased Property upon the provision of a reasonable notice to the Lessee.
- c. The Corporation and any agency (whether governmental or otherwise) owning or operating a public utility as that term is defined in the Public Utilities Act, R.S.O. 1990, c. P.52, and their respective successors and assigns shall have the right:
 - a. To install, maintain, repair, replace, reconstruct, enlarge, inspect or test any pipes, cable, meters or other plant whatsoever on, under or adjacent to the Lands as part of, appurtenant to or in connection with any such public utility; and
 - b. By their respective officers, employees, agents and contractors, to enter upon the Lands, with or without all necessary or convenient gear and equipment, for the purposes set out in clause 4(a) of this Lease.

f. No Transfer on Bankruptcy

- a. Neither this Lease nor any interest of the Lessee herein nor any estate hereby created will pass or ensure to the benefit of any trustee in bankruptcy or any receiver or any assignee for the benefit of creditors of the Lessee or other by operation of law.

g. Amendments to the Lease

- a. No alteration or amendment of this Lease shall take effect unless the same is in writing duly executed by each of the parties in the same manner as this Lease.

14. MISCELLANEOUS

- a. The Lessee shall not at any time register notice of or a copy of this Lease on title to the Lands or any part thereof without consent of the Corporation.
- b. This Lease constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representation or other agreements between the parties in connection with subject matter hereof, except as specifically set forth herein.
- c. The Lease shall not call on or demand the Corporation to perform any repairs or renovations prior to or after it obtained possession of the Leased Property.
- d. No condonation, excusing or overlooking by the Corporation of any default, breach or non-observance of any of the Lessee's obligations under this indenture at any time or times shall affect the Corporation's remedies or rights with respect to any subsequent (even if by way of continuation) default, breach or non-observance.

- e. No waiver shall be inferred from or implied by anything done or omitted by the Corporation.
- f. Any written waiver by the Corporation shall have effect only in accordance with its expressed terms.

15. NOTIFICATION

16. Any notice or other communication required or permitted to be given shall be directed to the following addresses:

If to the Corporation:

The Corporation of the Town of St. Marys
Attn: Clerk
175 Queen Street East
P.O. Box 998
St. Marys, Ontario
N4X 1B6
clerksoffice@town.stmarys.on.ca

If to the Lessee:

Perth County Ingredients Inc.
Attn: Plant Manager
20 Thames Road
St. Marys, Ontario
N4X 1C4
acurrah@perthingredients.com

IT IS HEREBY declared and agreed that the expressions of the parties hereto wherever used in the indenture shall, when the context allows, include, be binding on and enure to the benefit of not only the parties hereto, but also their respective executors, administrators, successors or assigns.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.



SIGNED, SEALED AND DELIVERED

In the presence of:

THE CORPORATION OF THE TOWN OF ST. MARYS

Al Strathdee, Mayor

Jenna McCartney, Clerk

PERTH COUNTY INGREDIENTS INC.

Austin Currah, Lessee

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Ray Cousineau, Facilities Manager
Date of Meeting:	13 June 2023
Subject:	DEV 30-2023 Municipal Operations Centre Roof Repair and Restoration

PROJECT DETAILS

This project entails installing a non-fiber, asphalt-based aluminum roof coating and addressing any loose screws and seams in the roof system. The installation of the aluminum coating serves multiple purposes. Firstly, it helps protect and preserve the existing roof surfaces, shielding them from various weather elements. Additionally, the coating effectively reduces the temperature underneath the roof, creating a more comfortable interior work environment. By minimizing heat loads within the building's interior, it becomes less costly to maintain, and the need for extensive HVAC running times to cool the building is reduced. This approach is a cost-effective alternative to completely replacing the roof, which would typically incur an approximate cost of \$500,000 for the MOC.

RECOMMENDATION

THAT DEV 30-2023 Municipal Operations Centre Roof Repair and Restoration report be received; and

THAT the procurement for Municipal Operations Centre Roof Repair and Restoration be awarded to Atlas-Apex Roofing Inc. for the procured price of \$151,111.57 including HST, plus \$2,888.43 for contingency for a total price of \$154,000.00; and

THAT Council consider By-Law 71-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Atlas-Apex Roofing Inc.

PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The site meeting was held on May 8, with five (5) contractors attending. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

Procurement Information	Details and Results
Procurement Title:	RFT-DEV-23-2023
Tender Closing Date:	Wednesday, May 19, 2021
Number of Bids Received:	one (1)
Successful Proponent:	Atlas-Apex Roofing Inc.
Approved Project Budget:	\$154,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$167,802.74
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$151,111.57

The procurement document submitted by Atlas-Apex Roofing Inc. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to Atlas-Apex Roofing Inc.

FINANCIAL IMPLICATIONS

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

01-9122-6990 MOC Roof Capital	\$139,000.00
01-9122-6990 Contingency Fund	\$ 12,111.57
01-9122-6990 Contingency	\$ 2,888.43
Total	\$154,000.00

The project will not incur a variance from the 2023 Capital budget.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #1 Infrastructure:
 - Outcome: Given the large number of Town-owned heritage assets, a maintenance schedule ought to be agreed to by Council in prioritizing which of these assets will be the recipient of discretionary funding.
 - Tactic(s): Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly. Assess if any assets can be better utilized.

OTHERS CONSULTED


André Morin, Director of Corporate Services / Treasurer

ATTACHMENTS

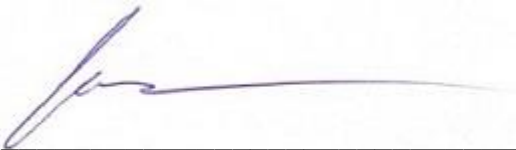
1. Bid Summary

REVIEWED BY

Recommended by the Department

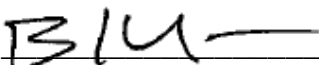


Ray Cousineau
Facility Manager



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

BID SUMMARY OPENING SHEET

CONTRACT NO: DEV-23-2023-RFT

TITLE: MOC Roof Repair & Restoration

MOC May 17 2023 @ 2:30pm

NO	VENDOR	DATE	TIME	AMOUNT	Site Visit
1	✓ Atlas-Apex Roofing Inc.	May 17/23	12.04pm	\$167,802.74	Yes
2	✓ Hastings Painting Corporation				Yes
3	✓ Keller Roofing & Sheet Metal Inc				No
4	✓ Smith-Peat Roofing and Sheet Metal Ltd.				Yes
5	Sample Gooder? (not registered on Bids?)				Yes
6	HN Roofing & Sheet Metal? (not registered)				Yes
	Opened By: <i>Ray [Signature]</i> on Bids?				
	Recorded By: <i>[Signature]</i>				

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Amy Cubberley, Cultural Services Manager
Date of Meeting:	13 June 2023
Subject:	DCS 27-2023 Public Art and Monuments Policy

PURPOSE

The purpose of this report is to provide Council with a Public Art and Monuments Policy for their consideration.

RECOMMENDATION

THAT DCS 27-2023 Public Art and Monuments Policy report be received; and

THAT Council consider By-Law 69-2023, being a by-law to approve the Public Art and Monuments Policy.

BACKGROUND

Public art has been a topic of conversation amongst staff, Council, and community members for many years. While various committees and working groups have been formed over the years, a policy has never been formally adopted by Council. There have been various ideas and opportunities for public art to enhance the community, particularly the Downtown, but there has never been a policy in place to support these concepts.

During the 2014-2018 term of Council, the BIA attempted to initiate a public art program. It was eventually determined that while the BIA is in support of a public art program, they did not have the capacity to take the lead on public art projects and it should therefore be brought back to Town staff and a committee of Council.

In 2019 Council considered implementing a public art program, and a Public Art Committee was formed. This Committee began working to develop a policy and terms of reference. As the pandemic took over much of staff's daily lives, Council was of the consensus to place this committee on hiatus while staff focused their efforts on pandemic related activities.

In 2021 the Community Improvement Plan (the "CIP") was adopted by Council, which includes a segment for funding public art. The Cultural Services Manager was tasked with creating a public art policy, to be implemented by the next term of Council.

In 2022, the Cultural Services Manager wrote a draft Public Art and Monuments Policy. Around this time, it was determined that the Museum, Heritage, and Public Art Committees would be consolidated to form the Heritage and Culture Advisory Committee for the 2022-2026 term of Council to streamline permits and reduce redundancies in the Cultural Services Manager's tasks. The Public Art Policy's approval process was put on hold, to be reviewed by this new Committee in early 2023.

Staff returned to completing the Public Art policy in early 2023, bringing monuments into the scope of the policy as well. The Public Arts and Monuments Policy was brought to the April 8 Heritage and Culture Advisory Committee meeting, where the following recommendation was made:

THAT DCS 23-2023 Public Art and Monuments Policy report be received; and

THAT the Heritage and Culture Advisory Committee recommends to Council that the Public Art and Monuments Policy be approved, as amended.

Minor amendments included the addition of an education and interpretation component and adding standard benches and headstones to the list of items excluded from the policy.

REPORT

The intent of the attached Public Art and Monuments Policy is to provide a starting point for the Heritage and Culture Advisory Committee and municipal staff to establish a more formalized public art program for the Town of St. Marys. The policy takes into consideration the suggestions made by Council in 2018, the Public Art Committee in early 2020, the current funding structure for public art within the CIP, and best practices from other municipalities in Ontario that have successful public art programs.

The policy also takes into consideration the current political landscape and has been written so that it supports the Commemoration Policy.

The key intended outcomes of this Public Art and Monuments policy are to:

1. Establish a definition for public art and what is included/excluded from the Town's jurisdiction over public art. In the past, there has been debate as to what qualifies as public art, and whether the Town should have jurisdiction over murals on private property, etc. The intent of this policy is to clearly define what the Town is responsible for, keeping in mind that the property standards bylaw would still be enforceable for any public art on private property that is not covered by this policy.
2. Support a fair and transparent acquisition process. Town staff currently receive occasional proposals from local artists but have no process for assessing and potentially supporting these proposals. A policy would provide guidance on how to handle these requests in a fair manner.
3. Develop an inventory and maintenance plan for the public art and monuments that already exist in the community. Using the Museum's Collections Management Policy as a guide, a maintenance plan for current public art pieces and monuments has been proposed within the policy.
4. Improve the Town's eligibility for various grant opportunities. Occasionally opportunities arise for grant funded public art projects. Unfortunately, without a policy to support these projects, the Town has been either ineligible or unable to apply for these funding opportunities.
5. Support a fair and transparent deaccessioning process. As most public art is not designed to last forever, the intent of this policy is to have a plan established from the outset as to how long public art remains on exhibit, how is it maintained, and how is it deaccessioned when it reaches its end of life.

Next Steps: If the policy is approved by Council, staff intend to complete an inventory of current public art and monuments in 2023 so that a maintenance schedule can be reflected in the 2024 budget and beyond. The policy will also be used for external CIP applicants, as well as for the internal grants committee, which is responsible for sourcing grants to match up with policy supported projects in the Town.

FINANCIAL IMPLICATIONS

The Public Art and Monuments Policy has been drafted to work within the current municipal budget. External grants would be sought for any new acquisition or special project.

After an inventory of current public art and monuments is completed in 2023, a maintenance schedule would be reflected in the 2024 budget and beyond.

SUMMARY

The Public Art and Monuments policy is the culmination of work that has been taken on by previous Councils, BIA, committee members, volunteers, and staff. The policy takes into consideration the suggestions made by Council in 2018, the Public Art Committee in early 2020, the current funding structure for public art within the CIP, and best practices from other municipalities in Ontario that have successful public art programs. The intent of this policy is to provide a starting point for the Heritage and Culture Advisory Committee and municipal staff to establish a more formalized public art program for the Town of St. Marys.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #4 Recreation and Culture:
 - Outcome: Downtown Revitalization
 - Tactic(s): Promote local theatre and arts in the core by making an investment in space and programming. Investigate opportunities to invest in space in the core to further promote and expand local arts, culture, and theatre.

OTHERS CONSULTED

- Emily Taylor, Assistant Curator
- Stephanie Ische, Director of Community Services
- Brent Kittmer, CAO
- Grant Brouwer, Director of Building and Development
- Morgan Dykstra, Public Works and Planning Coordinator

ATTACHMENTS

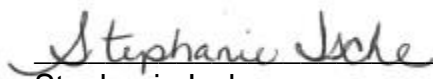
- Public Art and Monuments Policy
- St. Marys Museum and Archives Collections Management Policy

REVIEWED BY

Recommended by:

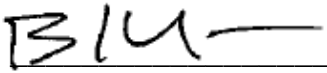


Amy Cubberley
Cultural Services Manager



Stephanie Ische
Director of Community Services

Recommended by the CAO

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

Brent Kittmer
Chief Administrative Officer

Public Art and Monuments Policy

1.0 Policy Statement

The Public Art and Monuments Policy establishes a standardized and transparent process through which the Town of St. Marys acquires and supports public art and monuments for municipally owned public spaces and publicly accessible private spaces through purchase, commission, or donation.

The goal of public art and monuments are to:

- Enrich public spaces for the enjoyment of all
- Engage the community and its visitors
- Promote St. Marys as a unique destination
- Provide opportunities for local artists
- Support placemaking and neighbourhood revitalization
- Commemorate events of local, provincial, or national significance
- Complement the built and natural heritage landscape of St. Marys

The objectives of the Public Art and Monuments Program are:

- a) Increase opportunities for the community and artists to participate in the design of the public realm;
- b) Develop original site-specific works of art in order to contribute to cultural vibrancy;
- c) Select art through an arm's-length process incorporating professional advice and community input that ensures the quality of art and its relevance to the community and site;
- d) Ensure that a public and transparent process is maintained to develop and accept public art;
- e) Enter into partnerships with private and public organizations to further public art in St. Marys;
- f) Ensure that public art, and the environs of that art, are maintained in a manner that will allow for continued public access to, and enjoyment of, these artworks in appropriate settings.

2.0 Scope

This Policy covers all public art and monuments, or proposed public art, to be located on municipally owned public space or privately owned spaces that are publicly accessible and eligible for Community Improvement Plan (CIP) funding. Forms of public art may include, but are not limited to:

- Sculpture
- Murals
- Fountains and water features
- Digital/light displays
- Hard and soft landscaping components

- Community public art related to beautification
- Monuments

Exclusions:

- Art inside municipal buildings with exhibit spaces, such as the St. Marys Museum or the Station Gallery
- Art on private lands that are not accessible to the public. While not under the authority of the Public Art and Monuments Policy, the Property Standards Bylaw will still apply.
- Art on/in a space that requires an admission fee
- Directional signage
- Standard park benches
- Cemetery headstones
- Trees and markers
- Performances
- Special Events
- Graffiti

The following themes will not be supported through the Public Art and Monuments Policy:

- Political parties and organizations,
- Religious organizations or movements
- Organizations, events, and/or private purposes with no direct relationship to the corporation or community of the Town of St. Marys
- Themes supporting discrimination, hatred, violence or prejudice
- Public art or monuments attempting to defame the integrity of the Town, Ontario or Canada

3.0 Definitions

Acquisition refers to the process of accepting an artistic work into the Town's collection of Public Art.

Artist refers to the designer/creator of an artistic work.

Borrowed refers to an artistic work that is borrowed by the Town, through a loan agreement, for a defined period. The artist/owner retains ownership during this time.

De-accession refers to the process of removing an artistic work from the Town's collection of Public Art.

Donor refers to an individual or group that is donating an artistic work or monument to the Town of St. Marys without monetary compensation. They may not be the original Artist, but they are the legal owner of the works. A Donor may be entitled to a charitable tax receipt for the appraised value of the work.

Public Art refers to artworks created for, or located in, part of a public space and/or accessible to the public. Public art includes works of a permanent or temporary nature

located in the public domain and created in any medium. There are three main types of public art that should be considered based on the unique requirements and characteristics of the site identified for public art:

- a) Independent Sculpture – A freestanding work that was created independent of its site, and that could be moved to another location without losing its meaning and aesthetic qualities.
- b) Site Specific – A work that is created as a response to its immediate context and which would lose its meaning, function or relevance if moved to another location.
- c) Integrated – A work that is a physical part of a building, structure or landscape. If the building were demolished, the site redeveloped or the structure removed, the work would be removed or relocated, if possible.

4.0 Public Art Program Administration

4.1 Acquisition of Public Art/Monuments in Municipally Owned Spaces

The Town of St. Marys may encounter opportunities to acquire, commission, or borrow public art and monuments through grant funding, private donations, or allocated municipal budget.

Generally, public art will be acquired through donation as the Town of St. Marys does not have an acquisitions budget for public art. In keeping with Canadian Revenue Agency guidance, a Donor may be entitled to a charitable tax receipt for the appraised value of the work.

There may be times when the Town of St. Marys determines the need for the acquisition of public art or a monument to support tourism or recognize a significant event. In this case, the Town will seek funding opportunities through grants or private donors and a Request for Proposal (RFP) will be circulated.

All acquisitions and commissions shall be vetted by the Heritage and Culture Advisory Committee and receive final approval from Council.

4.2 Acquisition of Public Art/Monuments in Privately Owned Publicly Accessible Spaces

The Town of St. Marys believes in encouraging the inclusion of outdoor art/monuments in privately-owned publicly accessible space in the community. It is recognized that these works have significant appeal and can contribute to the identity and character of our community. The Town will encourage the installation of art in publicly accessible private spaces in the downtown core through the CIP program.

With the exceptions listed below, the Town of St. Marys does not regulate the installation of public art/monuments on private land.

- a. The property owner is applying for a POPS and Public Art Grant through the CIP.
- b. Instances where a permit would be required for other reasons, such as a sign permit for a mural, or a heritage permit for an installation in the Heritage Conservation District.

4.3 Public Art on Loan

The Town may secure borrowed public art or monuments for display on a temporary basis. Temporary installations may last from one day to one year, and the term will be defined before the art is installed. The Artist and/or sponsoring organization will be responsible for funding, installation, maintenance, and removal of the art or monument.

4.4 Vetting Process

All public art and monuments being considered for permanent acquisition or temporary installation will be vetted by staff and the Heritage and Culture Advisory Committee. Consideration will be made for but not limited to the following:

- Cost
- Location
- Quality of work
- Local relevance
- Appropriate content
- Maintenance capacity

4.5 Agreements

Following the vetting process and approval of acquisition, the Artist or Donor will enter into a written agreement with the Town. This agreement will address the Artist/Donor's obligations, which may include but are not limited to:

- Scope of work and timeline
- Materials
- Insurance
- Installation requirements
- Maintenance plan
- Warranty
- Copyright
- Payments to sub-contractors

The agreements would also set out the Town's obligations, which may include but are not limited to:

- Payment schedule
- Commitment to maintenance plan
- Insurance
- Artist recognition

4.6 Collections Management, Maintenance and Conservation/Restoration

Once acquired, all public art and monuments will fall under the St. Marys Museum and Archives Collections Management Policy. The Cultural Services Manager, in conjunction with Facilities Manager, will create an inventory and maintenance schedule of all municipally owned public art and monuments. In conjunction with the Heritage and Culture Advisory Committee, they will oversee the maintenance, conservation, and restoration of public art and monuments.

4.7 Public Art Ownership

Ownership of artwork selected in accordance with this Policy shall transfer to the Town of St. Marys upon final installation in the public domain. In accepting ownership of public art, the Town of St. Marys also accepts responsibility for its maintenance, insurance, and for upholding contractual agreements made between the artist and the Town of St. Marys. Copyright privileges in accordance with the Canadian Copyright Act shall remain with the artist.

4.8 Insurance and Liability

The Artist in charge of the public art project shall provide and maintain insurance coverage for the duration of the creation, fabrication and installation of the artwork. Upon completion and installation at the prescribed site, the finished artwork shall be insured by the Town of St. Marys until such time as it is de-accessioned from the public art collection inventory.

4.9 Documentation

All public artworks shall be properly documented and shall be included a Public Art Inventory maintained by the Cultural Services Department.

4.10 Maintenance and Conservation

During the artwork and site selection process, due consideration shall be given to maintenance requirements including structural and surface soundness, inherent resistance to theft, vandalism, and weathering as well as to the cost and amount of on-going maintenance and/or repair anticipated. In this regard, the artist shall be responsible for providing any and all requested information regarding maintenance requirements that are unique to a particular public art project.

4.11 De-accession

The Cultural Services Manager will consider candidates for the de-accessioning of permanent and temporary public art/monuments. The de-accessioned art/monuments may be moved, sold, or destroyed, following the same process as outlined in the St. Marys Museum and Archives Collections Management Policy.

The Heritage and Culture Advisory Committee shall be responsible for reviewing all proposals for de-accessioning of permanent and temporary public art, based on an artwork meeting one or more of the criteria specified in the Public Art Guidelines. In all cases the rights of the artist shall be upheld in accordance with the Canadian Copyright Act. No public artwork or any portion thereof shall be relocated, removed, or destroyed without the prior notification of the artist or the artist's estate.

4.12 Public Education/Interpretation

To support public understanding and appreciation for public art pieces, new installations will include an interpretive plaque with pertinent information such as the piece's title, date, artist, and artist statement.

In instances where a person or theme highlighted in a monument is found to be problematic, the monument will not be removed. An interpretive plaque will be added to the monument to accurately reflect the history of the person or theme in question.

5.0 Roles

5.1 Role of the Heritage and Culture Advisory Committee

- Advise and promote communication and outreach of this Policy to the community.
- Advise and recommend to Council the selection, acquisition, and de-accession of Public Art to which this Policy applies.

5.2 Role of Town Staff

- Facilitate Committee meetings to allow for the review of public art acquisitions.
- Establish and maintain a public art/monuments inventory and maintenance plan.
- Coordinate the acquisition of public art and monuments in accordance with this Policy.
- Seek out funding opportunities for public art/monument acquisition.

5.3 Role of Town Council

- Approve the Public Art and Monuments Policy, as well as any changes, as needed.
- Approve/reject recommendations from the Heritage and Culture Advisory Committee regarding the acquisition and de-accession of public art/monuments.

6.0 Training and Communication

This Policy shall be posted on the Corporate drive, Town website, and the original copy located in the St. Marys Museum in the Cultural Services Manager's office.

The Director of Community Services and/or Cultural Services Manager shall ensure that all staff, volunteers, Artists, Donors, Council and Committee Members involved in Public Art and Monuments are familiar with this Policy.

7.0 References

St. Marys Museum and Archives Collections Management Policy

St. Marys Museum Collections Management Policy

1.0 Policy Statement

The acquisition and management of artifacts and archival materials is a major activity of the St. Marys Museum. Working within the scope of its Values and Statement of Purpose and with the objective of fulfilling its Vision, the Museum has policies for both the development and the maintenance of the collection.

2.0 Scope

The terms of this policy shall apply to all artifacts and archival materials the Museum's permanent collection, the Museum's historic buildings, and any artifacts on loan to the Museum.

3.0 Purpose

Acquiring and conserving artifacts are important and necessary tasks at the St. Marys Museum to ensure research and public education is achieved.

4.0 Definitions

4.1 Accession Number

A tracking number assigned to an artifact accepted into the Museum's permanent collection; based on the year in which the artifact came to the Museum and the donor.

4.2 Artifact

An object that has been made or modified by human beings and is considered to be part of the Museum's collection.

4.3 Borrower

An individual, group or institution who has been granted temporary custody of parts of the Museum collection.

4.4 Deaccession

The permanent removal of an artifact from the Museum's collection.

4.5 Donor

An individual, group or institution who plans to or has left an object at the Museum as an unconditional gift.

4.6 Lender

An individual, group or institution who has granted temporary custody of objects or artifacts.

4.7 Object

Something that can be seen and touched; a material thing; not necessarily an artifact.

5.0 Ethical and Legal Responsibilities

5.1 Ethics

The St. Marys Museum acquires artifacts and/or collections only if it has adequate resources (human, financial, temporal, and spatial) to document, preserve, store, research, exhibit and interpret the artifact/collection being considered.

The St. Marys Museum does not acquire material:

- a) which has been collected, sold or otherwise transferred in contravention of any provincial or national statute;
- b) which has questionable, undetermined or unethical history of ownership;

The St. Marys Museum holds the artifacts in its collection in trust for the community. The Museum upholds all federal, provincial and municipal legislation, legally binding trusts or conditions relevant to procedures for collections management.

6.0 Training

- a. The Director of Corporate Services (The Director) and/or Curator shall ensure that all staff and volunteers working with artifacts or archival documents are aware of and familiar with the Collections Policy.
- b. The Director and/or Curator shall advise and train museum staff and volunteers in the proper care and handling of artifacts and archival documents.
- c. The Director and/or Curator shall advise and train museum staff and volunteers in good housekeeping and recordkeeping practices when working with the collection.
- d. The Director and/or Curator shall advise and train museum staff and volunteers on the safe packing, unpacking, storage and transportation of artifacts and archival documents.
- e. The Director and/or Curator shall recommend training opportunities to Museum staff to maintain or develop their knowledge and skills. Training opportunities include but are not limited to, attendance at seminars, conferences, workshops and courses, and study visits.

7.0 Collections Management Program

7.1 Collection Development and Acquisition

1. The St. Marys Museum collects artifacts and archival materials that are significant to the history of St. Marys and its surrounding community. Artifacts not related to the history of this area are not accepted into the permanent collection.

2. As needed, the Curator and the Museum Board evaluate the collection to identify gaps that need to be filled so that the Museum can effectively interpret the history of the community. The Museum publicizes its collecting objectives within the community and actively works to fill these gaps.
3. Artifacts are added to the collection through donation. The Museum does not have an acquisitions budget but can provide tax receipts for fair market value of donations when requested by the donor.
4. Before accepting a donation, the Curator is reasonably certain that the donor has both the legal and ethical right to offer the artifacts to the Museum and that the transaction is in accordance with all municipal, provincial and federal laws.
5. Duplicates of artifacts already in the Museum's collection are not accepted if they cannot be used for display, programming or research purposes.
6. Artifacts of a size, nature or condition such that they cannot be adequately cared for by the Museum are not accepted.
7. Unless suggested by the Director and/or Curator, donations to the Museum are made free and clear of restrictions and conditions as to future use and disposition. For example, no guarantee can be given to the donor that an artifact shall remain on permanent display.

7.2 Collections Maintenance

1. When new artifacts are received, these accepted museum procedures are followed to create complete records:
 - a. Donors sign a Deed of Gift form transferring ownership of the artifacts to the St. Marys Museum. The Curator signs on behalf of the Museum. A signed copy is given to the donor as a receipt.
 - b. Each new artifact is accessioned into the Museum's permanent collection following best museum practices.
 - c. A full description is prepared for each artifact's record, including measurements and details of its condition. Catalogue and donor records are prepared as well as a record of the artifact's display or storage location and its movement within the Museum.
 - d. All artifact and donor information is entered into the Museum's collections management database. Hard copies of all information are kept in secure storage.
2. The provenance of each artifact and the history of its use by its previous owners are researched and documented as fully as possible and included in the permanent

records. Research of the collection is ongoing and additional information about an artifact is added to its record.

3. Museum staff review the collection records regularly to verify and update information i.e. artifact location and condition.
4. Museum records of the collection are current and complete and artifacts are properly stored and exhibited. This assures potential donors that their gifts shall be respected and permanently recorded.
5. The Museum keeps a regularly updated copy of the permanent collections digital records in a secure, off-site location.
6. The collection records of the St. Marys Museum may contain information about donors and their families that is subject to Right to Privacy legislation. These records are not accessible to the public; selective information from them may be released at the Curator's discretion.
7. A record of each artifact's display and/or storage location, as well as its movements within the Museum, are recorded and updated within the hard copy and collections management database.
8. Conservation of artifacts shall take place as prescribed in the St. Marys Museum Conservation Policy.

7.3 Deaccessioning

1. Deaccessioning, or the permanent removal of an artifact from the collection, is only done under special circumstances following specific procedures. Donors who give artifacts to the Museum in good faith and have them accepted in accordance with the Museum's collection policies have the right to expect that their donations shall remain a part of the permanent collection.
2. Deaccessioning is not a substitute for good collections management. With the Museum's Statement of Purpose and Collections Policies in effect, artifacts are screened during the acquisitions procedure and are not accepted if they do not meet the policy requirements.
3. Artifacts that were accepted into the collection prior to current policies may be considered for deaccession under certain circumstances:
 - a. the artifact is inappropriate to the collection; i.e., has no relation to local history;
 - b. there are duplicates of the artifact in the collection; to relieve overcrowding, only the most significant example(s) can be retained;

- c. the artifact is damaged beyond the point of restoration and no longer has any value for exhibit or research.
4. The Curator recommends deaccessioning of an artifact but the final decision is made by the Museum Advisory Committee by a majority vote.
5. Artifacts identified for deaccessioning are disposed of by one of the following methods:
 - a. offered to another museum, educational or cultural institution.
 - b. sold at public auction.
 - c. repatriated.
 - d. destroyed as a last resort.
6. No Museum Advisory Committee member or staff member may purchase any deaccessioned artifact.
7. Proceeds from the sale of deaccessioned artifacts are added to the Museum's acquisitions or collections care fund and cannot be used for general operations of the Museum.
8. For each deaccessioned artifact, the process is fully documented and becomes part of the permanent records of the Museum's collection.

7.4 Outgoing Loans

On occasion, the Museum may be asked to loan artifacts to another institution or individual. Outgoing loans typically are only allowed for temporary exhibits within another museum or within another department of the Town of St. Marys.

1. The Museum staff bears the right to refuse to loan artifacts to any individual or institution. Artifacts shall only be loaned if the proposed use of the artifact falls within the Museum's statement of purpose.
2. Should the staff agree to loan an artifact, an Outgoing Loan Form shall be completed by Museum staff and the borrower, with the original copy remaining at the Museum. Photographs of all outgoing artifacts shall also be taken and filed electronically.
3. Museum staff reserve the right to request that an artifact be returned to the Museum prior to the predetermined date if it is determined that the artifact is either required on site at the Museum or it is discovered that the loan is proving to be detrimental to the preservation of the artifact.

4. The borrower is responsible for ensuring that all artifacts are returned to the Museum at a predetermined date, unless other arrangements for the return of the artifacts have been mutually agreed upon.
5. Once an artifact has been returned to the Museum, the Outgoing Loan Form will be updated with both parties retaining a copy of the record.

7.5 Incoming Loans

The St. Marys Museum occasionally borrows artifacts from individuals or institutions for specific, short-term exhibits, or study purposes.

1. The Museum may request incoming loans through public notices and/or directly approaching potential lenders.
2. An Incoming Loan Form shall be completed for all incoming loans. The Museum shall file the original and a copy shall be made for the lender.
3. A photograph shall be taken of all incoming loaned objects promptly upon their arrival and filed electronically. These photos shall serve as proof should there be any discrepancies in the condition of the object upon its return.
4. The Museum's insurance shall not cover any damage incurred by loaned objects. The Museum staff shall ensure that all loaned objects receive the utmost care during their time at the Museum in order to prevent damage.
5. When the loaned object is no longer required, the Museum staff shall contact the lender and arrange to drop off or have the object picked up. Upon returning the object the lender shall assess the condition of the object and sign and date the original Incoming Loan Form. The donor shall receive a copy of this signed form.
6. Because of restrictions of display and storage space, the St. Marys Museum only accepts artifacts on long-term loan under exceptional circumstances. Long-term loan agreements are renegotiated yearly. If the artifact is important to the collection, the owner is encouraged to donate it to the Museum.

8.0 Policy Review and Approval

The St. Marys Museum's Collections Management Policy is reviewed by the St. Marys Museum Advisory Committee.

The Collections Management Policy shall be reviewed a minimum of once every three (3) years, or at any time that changes are deemed necessary. The Director of Corporate Services or the Curator conducts the review and the revised version is submitted to the St. Marys Museum Advisory Committee for approval. The revised version must be approved by motion by St. Marys Town Council.

9.0 Communication

This policy is posted on the corporation drive, and the original copy is located at the Museum in the Curator/Archivist's office.

10.0 References

Ministry of Heritage, Sport, Tourism and Culture Industries *Standards for Community Museums in Ontario*

St. Marys Museum, *Conservation Policy*

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
0	May 8, 2002	Inception			
1	February 2016	Accessible format, template change, review and update by Staff	February 2016	April 2016	
2	May 2018	Change of Board roles, changed of department name	May 2018	May 9, 2018	
3	October 2018	Updated deaccessioning process to reflect ministry guidelines	Amy-October 2018	October 2018	
4	January 2020	Due for full review	Amy-January 27, 2020	February 12, 2020, MAC	August 18, 2020



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Denise Feeney, Finance Manager / Deputy Treasurer
Date of Meeting:	13 June 2023
Subject:	COR 36-2023 Service Ontario Lease Update

PURPOSE

To provide Council with an update on the lease agreement with RSTD Holdings Limited (Reid Dundas) for the Service Ontario location.

RECOMMENDATION

THAT COR 36-2023 Service Ontario Lease Update report be received for information; and

THAT Council approve continuing with a month-to-month lease for 194 Queen Street West until such time that a suitable location within a Town building is finalized

BACKGROUND

The Town entered into an agreement with RSTD Holdings on September 29, 2021, for the 194 Queen Street West location for the purposes of a Service Ontario Office location.

REPORT

The term of the Lease Agreement was from July 1, 2021, until June 20, 2023, with an option to renew, subject to approval of both parties.

The end of an agreement does not imply the tenant needs to move out or sign a renewal agreement to stay. The conditions of the agreement will still apply as per Section 3 – Term of Lease of the agreement authorized by By-law 61-2021.

The plan for the operation of Service Ontario is to incorporate the service within a current Town location to provide a collaborative and more efficient service for the public. The best location is being reviewed as part of the downtown location review project. The Town will be discussing the renewal of the Service Ontario agreement over the next few months which is set for renewal in October 2023.

FINANCIAL IMPLICATIONS

The lease agreement stipulated a fee increase each year, on July 1 of \$15.00 per month. As of July 1, 2023, the monthly rent will be \$830.00 per month, with a \$15.00 increase on July 1, 2024, if the Town remains a tenant at the location.

SUMMARY

The lease agreement with RSTD Holdings Limited for the Service Ontario location at 194 Queen Street West is becoming a month-to-month lease.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

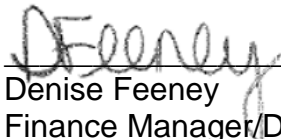
Reid Dundas (RSTD Holdings).

ATTACHMENTS

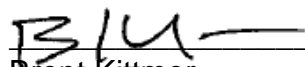
1. Lease with RSTD Holdings

REVIEWED BY

Recommended by:


Denise Feeney
Finance Manager/Deputy Treasurer

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

THIS LEASE AGREEMENT is made the 29th day of September 2021

BETWEEN

RSTD HOLDINGS LIMITED (Reid Dundas)

(Hereinafter called the "Landlord")

OF THE FIRST PART

AND

THE CORPORATION OF THE TOWN OF ST. MARYS

(Hereinafter called the "Tenant")

OF THE SECOND PART

WHEREAS the Tenant is desirous of using the rental space at 194 Queen Street West, St. Marys ("Leased Premises") for the purposes of a Service Ontario Office;

AND WHEREAS it is deemed expedient to outline the roles and responsibilities of each of the parties:

NOW THEREFORE WITNESSETH that for an in consideration of the premises and mutual covenants hereinafter set forth, the parties agree as follows:

1. The Landlord hereby grants leave and license and full permission and authority to the Tenant to enter upon, occupy, use and enjoy the Leased Premises for the purposes of a Service Ontario office in accordance with the terms set out herein.
2. The Leased Premises are as shown in Schedule "A" and are generally described as 600 square feet including an accessible entrance, main lobby entry, rear entry, waiting area, main office with lockable closet, common washroom, and access to parking at the front and rear of the building.
3. **TERM OF LICENSE**
The term of this Lease Agreement shall be for one (2) years, commencing July 1, 2021 and expiring June 20, 2023, with an option to renew, subject to approval of both parties.
4. **UTILITY, TAXES AND CLEANING COSTS**
Utility costs, including heat, hydro, water and wastewater costs shall be borne by the Landlord. Every effort shall be made by the Tenant to minimize utility costs by reducing consumption.

The costs of annual property taxes shall be borne by the Landlord.

The cost of phone lines and internet services shall be the responsibility of the Tenant.

Cleaning of the Leased Premises, including common areas, used by the Tenant specifically for Service Ontario purposes shall be the responsibility of the Tenant.

Snow shoveling of common walkways shall be the responsibility of the Tenant. Major snow removals shall be the responsibility of the Landlord.

5. RENTAL FEE

For the first twelve (12) months, the fee for the use of the Leased Premises shall be \$800.00 per month, plus applicable taxes. The fee shall increase on July 1 every year after at a rate of an additional \$15.00 per month plus applicable taxes.

6. INSURANCE

The Landlord shall provide liability insurance on the building and appurtenances.

The Tenant shall maintain insurance in force throughout the term of this agreement and shall deliver to the Landlord evidence of:

- a) Public liability insurance coverage for personal injury and property damage in a minimum amount of \$2,000,000.00; and
- b) Comprehensive liability insurance veering premises and operation liability, produce and/or completed operation liability, liability with respect to all operations including sub-contractors.
- c) The insurance coverage shall name the Landlord as an additional insured.

7. BUILDING MAINTENANCE

The Landlord shall be responsible for all external and internal maintenance necessary to protect the integrity of the building.

8. SIGNAGE

The Landlord shall approve all signage prior to it being erected on the building or elsewhere on the property. Any signage shall be consistent with the Town of St.Marys current by-law.

9. POSSESSORY INTEREST

It is the intention of the parties that this Lease Agreement between the two parties for occupancy by the Tenant shall not create a possessory interest or any other interest in real property and the property shall remain the sole property of the Landlord.

10. MODIFICATIONS TO THE BUILDING

The Tenant shall be responsible for any decorating and/or leasehold improvements within the Leased Premises. The Tenant shall seek the written

approval of the Landlord before any modifications are made to the Leased Premises, and such approval shall not be unreasonably withheld.

11. GENERAL CONDITIONS

- a) The Tenant acknowledges that the property and building is owned by the Landlord, and as the owner; the Landlord has the right to use the building when required. The Landlord reserves the right to use any portion of the Leased Premises provided a minimum of seven (7) days' notice is given to the Tenant. The seven days' notice requirement will be waived in the case of an emergency, at which time no notice will be required to be provided to the Tenant;
- b) Requests to utilize any space habitually not being used by the Tenant will be discussed between the Landlord and the Tenant;
- c) The Tenant acknowledges that the Landlord is not responsible for lost, stolen or damaged equipment belonging to the Tenant.

12. NOTICE OF TERMINATION

If either the Tenant or the Landlord wishes to terminate this Lease Agreement prior to the end of the term created by this Agreement, notice to that affect shall be given in writing NOT LESS THAN SIXTY (60) DAYS to the expected termination date.

The Tenant agrees and acknowledges that a notice to terminate the Lease Agreement as described above shall be delivered or mailed to the offices of the Landlord at:

RSTD Holdings LTD.
194 Queen Street West
St. Marys, ON N4X 1A4

Attention: Reid Dundas

The Landlord agrees that a notice to terminate the Lease Agreement as described above shall be delivered or mailed to:

The Town of St. Marys
175 Queen Street
St. Marys, ON N4X 1B6

Attention: CLERK

13. INDEMNITY

The Tenant agrees to indemnify and save the Landlord harmless from any claims, prosecutions, actions, proceedings and judgments of any type relating to the use

of the Leased Premises by the Tenant. The Tenant shall respond to any such matter by engaging legal counsel to represent the Landlord's interest and will promptly satisfy any settlement amount, fine, bill of costs or judgment imposed with respect to same.

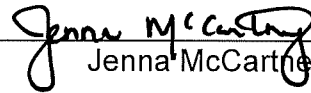
IN WITNESS WHEREOF the Parties hereto have hereunto caused to be affixed their respective seals, attested by the hands of their proper officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED
In the presence of

THE CORPORATION OF THE
TOWN OF ST. MARYS



Al Stratthdee, Mayor



Jenna McCartney, Clerk

RSTD Holdings Limits



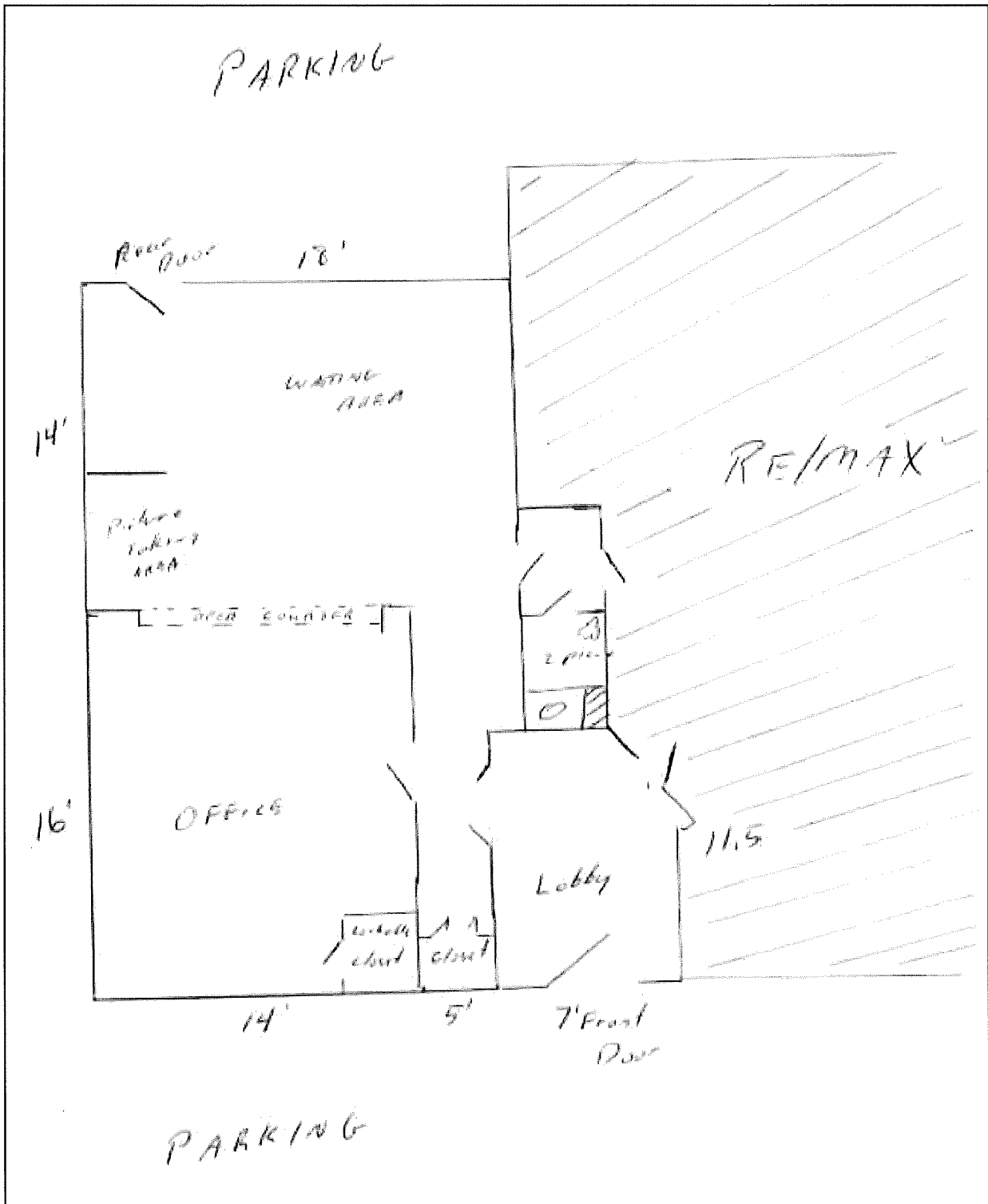
Reid Dundas

Signed on 2021-10-07 16:39:41 EDT

Reid Dundas

SCHEDULE A – "LEASED PREMISES"

194 Queen Street West





FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	André Morin, Director of Corporate Services / Treasurer
Date of Meeting:	13 June 2023
Subject:	COR 37-2023 Milt Dunnell Field Project Update

PURPOSE

To provide an update and seek direction from Council in relation to the Milt Dunnell project.

RECOMMENDATION

THAT COR 37-2023 Milt Dunnell Field Project Update report be received; and

THAT staff be directed to bring a detailed report back to Council on implementation options to satisfy the use of the federal grant; and

THAT staff be directed to bring a report back to Council summarizing the public engagement results and options to consider for the master plan; and

THAT staff be directed to continue to work with UTRCA staff by providing some preliminary engineering due diligence on the installation of an accessible dock and provide Council with an update in July 2023 to consider any further next steps.

BACKGROUND

The Town's strategic plan included a vision to reprofile Milt Dunnell Field (the Flats) to be an improved outdoor amenity for the community and to attract visitors to the Town. Through the pandemic, there has been a shift for interest for outdoor amenities and recreation – certainly the Town's Yak Shack kayak loan program has been a good example of this.

As part of the 2022 Budget, Council approved upgrades to the Flats including creation of a master plan, and improvements to accessibility including upgrades to equipment, parking and the public washroom. This was contingent on grant funding which was also successful in 2022 with a FedDev grant awarded in the amount of \$250,000.

The Town launched an RFP for a landscape architect to complete the master plan. Northern Lights Landscape Architects were hired in the summer of 2022 to assist the Town with the master plan.

At the April 18, 2023 Strategic Priorities Committee, staff shared with Council the proposed engagement strategy, along with the concept designs created to generate public feedback. The following resolution was passed:

THAT COR 32-2023 Flats Conceptual Designs for Public Engagement report be received; and

THAT the Strategic Priorities Committee recommends to Council:

THAT Staff be directed to begin public consultation process as described within report COR 32-2023.

REPORT

The public consultation process was launched on May 27, 2023. A survey was launched and open for a period of three weeks. Staff attended the Farmers' Market on May 27th and June 3rd to promote public engagement. The public engagement thus far has succeeded in creating much conversation and we expect to have a great deal of feedback to provide recommendations to Council into the master plan for Milt Dunnell Field.

There have been some questions raised as part of the process that require some further clarification:

1. The lands are restricted by environmental regulations due to being in the flood plain. Can we reasonably achieve any changes being proposed?
2. The Town has received a federal grant to not only assist with the master plan, but also perform some of the work. The grant has a deadline, and can the funds be reasonably spent on time?
3. The Town approved moving forward with an accessible dock. Approvals are required from Upper Thames River Conservation Authority and all options need to be considered to move it forward.

1. The lands are restricted by environmental regulations due to being in the flood plain. Can we reasonably achieve any changes and development that might be proposed?

The Town has included the Upper Thames River Conservation Authority (UTRCA) in its planning committee meetings. The UTRCA are the regulator and cannot fully comment or approve any plans or development until the final plans are designed and submitted. However, they have been able to provide feedback through discussions and were able to provide high level written commentary on the draft concepts. As part of that process, the Town amended portions of the engagement concepts based on that commentary. The full UTRCA letter was previously shared at the SPC meeting of April 18th and has been attached to this report as well.

There have been continued conversation with the conservation authority to discuss various processes and concepts as we begin to develop the master plan so that we can better understand the UTRCA approval process and which amenities are feasible. The comments immediately below regarding the approval process need to be read in context with the UTRCA comments on the specific amenities (see chart below) to best understand the feasibility of the amenities currently proposed.

Staff's summary of the UTRCA:

- In relation to the measurement of existing site coverage versus potential proposed site coverage. Presently, Town staff estimate there to be 4,000 ft² – 5,000 ft² of developed area at the park today.
- In relation to the UTRCA approval process for new amenities, the following is the process for approvals:
 - No need for UTRCA approval – to be confirmed, but if no “structural” work being performed on the building.
 - Streamlined process:
 - When there is no net increase in existing building area and/or gross floor area → no objections at a UTRCA staff level
 - Full process:
 - Any proposal with up to 50% increase in building area and/or gross floor area → no objections if applicant can floodproof to level of regulatory flood event and there is safe access (within 0.3m of Regulatory Flood Elevation).

- If floodproofing or safe access cannot be achieved → UTRCA staff level support would be limited to a 25% increase in building area and gross floor area - No increase in bedrooms/intensification.
- Anything larger than 50% increase, staff would recommend refusal.

Below is a summary of the potential amenities along with a paraphrased version of UTRCA's comments:

Amenity	UTRCA Comments (Paraphrased)
Washroom/Lawn Bowling facility and storage sheds	<ul style="list-style-type: none"> • At staff level, no objection to replacement concepts • Would need to be designed by qualified professional to be flood proofed to level of Regulatory Flood or extent feasible from engineering perspective • Would be subject to UTRCA Hearings process
Shade Pavilion, Band Shell, Pergola/Gazebo Garden	<ul style="list-style-type: none"> • At staff level, no objection if meets certain criteria (30 m setback, open walled) • Would need to be designed by qualified professional to be flood proofed to level of Regulatory Flood or extent feasible from engineering perspective
New Washroom Facility	<ul style="list-style-type: none"> • Unknown at this time if this could be supported • Acknowledge there is no room outside the flood hazard • Acknowledge there is considerable public benefit to municipal structure • Would need to be designed by qualified professional to be flood proofed to level of Regulatory Flood and may require flood modeling • May be subject to UTRCA Hearings process
Childrens' Playground	<ul style="list-style-type: none"> • No objection to the proposed size or locations • Recommend surface that is less likely to wash away • Should be designed with anchoring system
Sports Fields	<ul style="list-style-type: none"> • No objection if no external fill required • Recommend surfaces that are less likely to wash away
Dock & Kayak Launch	<ul style="list-style-type: none"> • Not supportive of dock in this location due to running water and highly susceptible to flooding • Recommend consideration of different approach – excavation of small channel
Look-Out (note that staff changed look-out concept to not extend into/onto the water)	<ul style="list-style-type: none"> • Supportive of strategic lookouts but same concerns as dock

Shoreline Restoration & Re-naturalizations	<ul style="list-style-type: none"> • Highly supportive of native plantings of trees, shrubs and grasses • UTRCA stewardship staff would love to assist in designing and developing naturalized areas
Event Garden	<ul style="list-style-type: none"> • Gardens are perfectly suited for this location and we are supportive
Asphalt parking lots, paths, and roads (staff are reviewing alternative “pervious” options to consider)	<ul style="list-style-type: none"> • UTRCA would like to keep paved surfaces to minimum • Acknowledgement that current hard surfaces exist • Flood monitoring to determine changes in water flow may be required, along with grading and drainage plans would be required • Not supportive of new impervious surfaces

The concepts were developed for engagement purposes; the process was to continue to work with UTRCA and the committee in taking the public feedback and creating a final master plan and final design for necessary approvals, etc. There are some elements that may not require UTRCA approvals and others would require approvals and possibly hearing committee decisions. Some of these processes will take some time and it has always been suggested that depending on the final master plan, the implementation will take multiple years, including time necessary to secure future funding opportunities – with the master plan and public engagement giving us a good tool to use for possible future funding.

2. The Town has received a federal grant to not only assist with the master plan, but also perform some of the work. The grant has a deadline, and can the funds be reasonably spent on time?

The development of the master plan has been delayed for various reasons which does impact the ability to perform some of the intended works that could be completed using grant funds by the end of 2023 – specifically, those items that require engineering and design, along with UTRCA approvals. Staff have been exploring options but did not want to go too far until the public consultation results were reviewed and analyzed. The grant was approved for the master plan development, project management, park equipment, hard surfaces, and accessible improvements to the washroom. The grant is for 75% funding, up to \$250,000. The master plan development and project management are ongoing with the incurred and projected costs summarized below:

	Incurred to May 31/23	Estimate Remaining	Total	CCRF - 75%	Town - 25%
Project Management	11,343	1,000	12,343	9,257	3,086
Master Plan Development	16,916	10,000	26,916	20,187	6,729
Survey/Elevation Engineering	4,650	5,000	9,650	7,238	2,413
	\$32,909	\$16,000	\$48,909	\$36,682	\$12,227

This leaves approximately \$285,000 (75% funded by grant) to be spent by December 31, 2023. The options to consider are:

- Request extension of the grant deadline

- In speaking with the grant representative, an extension to March 31, 2024 would be easily supported
- An extension beyond March 31, 2024 would be challenging and require a formal request and decisions by senior executives
- Continue with the proposed grant application infrastructure proposals
 - Purchase park equipment (e.g., Benches, tables, seating, garbage receptacles)
 - Accessible washroom
 - Work with the Building and Development Department and UTRCA to renovate the existing washroom facility – would not require any UTRCA hearing
 - Consider the purchase of a mobile accessible washroom facility – would not require approval from UTRCA unless infrastructure connections are proposed
 - Hard-surfaces
 - Work with UTRCA to identify acceptable permeable products to resurface the parking areas
- Request changes in scope of the grant agreement
 - In speaking with the grant representative, a change in scope that remains within the original intent of the application and grant guidelines should be easily supported
 - Consideration is given to accessibility, inclusivity, environmental improvements, and downtown renewal
 - Most, if not all, of the amenity additions/changes the Town is likely to consider would fit within the spirit of the original grant application.
- A combination of the above options
 - Extend deadline to March 31, 2024
 - Work with UTRCA and internal resources to finalize the reasonable options in relation to the accessible washroom and hard-surfaces
 - As the engagement results are analyzed, identify the possible amenities/work that can be completed in a timely manner
 - Amend the grant request accordingly

Staff would recommend option four, where a small extension is requested, public engagement comments are reviewed, and options are brought back to Council for phase 1 of implementation. The grant amendment can be requested once Council provides confirmation of next steps.

While we do not want to pre-determine the outcome of the public consultation, some of the potential work that can be accomplished within the grant deadline could include:

Dust control treatment on parking lots		\$2,000
Permeable parking lot treatment		tbd
Purchase and Install Lighting		tbd
Purchase new Accessible Playground equipment		\$125,000
Purchase Seating		\$20,000
Purchase benches, garbage receptacles, bike locks, etc.		\$25,000

Final Design of building structures		tbd
Engineering for Site works		tbd
Current Washroom renovations		tbd
Purchase mobile accessible washroom		125,000
Farmers' Market Pavilion (replacement of current pavilion)		tbd
	0	\$297,000

* Estimates have been included where staff have obtained preliminary information

Staff would bring back a detailed review of the public engagement information and recommendations for “phase 1” implementation in July 2023. As demonstrated above, many improvements can be achieved within the year.

3. The Town approved moving forward with an accessible dock. Approvals are required from Upper Thames Conservation Authority and all options need to be considered to move it forward.

The UTRCA staff have concerns with a floating dock being proposed in an area with running water and highly susceptibility to flooding. As such, they have advised that a full UTRCA hearing committee is required for approvals and have provided the information that would be required to provide. The technical information required includes:

- Elevation survey, Site plan, Construction Plans and Grading Plans (all prepared by qualified professionals), showing existing and proposed conditions (including access pathway or associated development with accessible dock. Any loss of flood storage shall be accompanied with a stage-storage balance ("cut-and-fill") calculation and plan;
- Details on how the dock will be designed to be floodproofed to the regulatory flood elevation of 306.20 m geodetic (based on the 1928 Vertical Datum). This should be prepared and stamped by a qualified professional. (Drawings, data and correspondence submitted to UTRCA regarding flooding and elevation must be in this datum and marked as such);
- Written confirmation from a qualified professional engineer that the dock will not become detached in the event of the regulatory flood. Details such as post anchoring, height of posts, additional anchoring to shoreline should also be reviewed and signed off/stamped by a qualified engineer.
- Any other information pertinent to our review

This level of information has not been completed and would take some time and effort to complete. A hearing meeting was tentatively scheduled for June 20th, 2023, however the Town will not be able to meet the requirements by this date. The Town has been working with GRIT Engineering in relation to the site elevation survey. The options to consider with the dock include:

- a) Perform all the engineering work required for the dock and submit an application to attend a future UTRCA hearing
 - i. This option will take some time and costs, result is unknown
- b) Perform some engineering and due diligence to provide UTRCA staff feedback. This option creates the potential for recommending an expedited UTRCA hearing where UTRCA staff have no need to provide comments
 - i. This option will take less time and approximately \$5,000 in costs, result is unknown

- c) Await the Bill 23 regulations in relation to conservation authorities – proposed legislation has changes to expedited approval process for floating docks
 - i. Timing of this is unknown but expected this year. Also the details of the final legislation are unknown.
- d) Pause on the dock installation, complete the full master plan and site engineering work and submit a proposal to UTRCA for the entire new site design, including the dock – the dock element may change (ie. Dock on channel).
 - i. This approach may be considered if other options are not timely or successful

In speaking with our legal counsel, a full hearing would be a costly process, especially if required in short order, with no guarantee on the outcome. The recommended next step is to work with GRIT Engineering to expand some of their current work and share our wholesome proposal with UTRCA staff to determine a more feasible option for the dock/kayak launch to be supported by UTRCA. As that work continues, we may receive updates from the Bill 23 regulations that will assist and possibly streamline the approval process.

FINANCIAL IMPLICATIONS

The Town has an approved total budget of \$333,333 for the master plan and first phase of implementation. The budget is funded 25% from the Town reserves (\$83,333) and 75% from a federal grant (\$250,000).

SUMMARY

The Town is collecting public input on the revitalization of the Milt Dunnell Field. As part of this process clarification has been requested in relation to three areas:

1. Will any of the proposed work at Milt Dunnell Field be supported by the conservation authority
2. How will the Town expend the grant funds before it expires
3. Update on the installation of an accessible dock and kayak launch

The next steps recommended by staff are:

- Staff to review, analyze, and summarize the public consultation.
- Workshop the public consultation with the working committee to provide a list of recommendations to bring forward to Council in July 2023; recommendations would be in two categories:
 - Short term recommended options to consider as Phase 1 of the implementation.
 - Long term recommended options to consider as part of the Milt Dunnell Field master plan.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #4: Culture and Recreation
 - A focused Park Strategy
 - Re-Profile Milt Dunnell Park

OTHERS CONSULTED

UTRCA staff

Internal Milt Dunnell project team


Nothern Lights Architects

ATTACHMENTS

UTRCA Letter re: Draft Concepts

REVIEWED BY

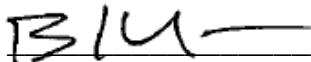
Recommended by:



André Morin

Director of Corporate Services/Treasurer

Recommended by the CAO



Brent Kittmer

Chief Administrative Officer



"Inspiring a Healthy Environment"

March 6, 2023

Town of St. Marys
175 Queen Street East
St. Marys, ON N4X 1B6

Attn: Kelly Deeks-Johnson – (via e-mail: kdeeks@town.stmarys.on.ca)
Andre Morin – (via e-mail: amorin@town.stmarys.on.ca)
Dave Blake – (via e-mail: dblake@town.stmarys.on.ca)

**Re: Draft Concept Plans for Milt Dunnell Field
1 Veterans Circle, Town of St. Marys**

Hi Kelly et al

Thank you for providing the requested sizing calculations pertaining to both versions of the draft concept proposal, regarding the proposed upgrades located at 1 Veterans Circle in the Town of St. Marys (MDF Site Coverage, Concept Plan A and Concept Plan B, Sheets LC-A and LC-B, dated January 31, 2023).

Since our last correspondence, we felt it important to circulate the plans to regulations staff and compile some comments on both proposals. UTRCA staff had previously worked with a variety of Town of St. Marys staff (since approximately 2011) on ways to improve Milt Dunnell Field, the Island and the Flats. There have been many great ideas discussed over the years but many ended up being a challenge to implement at this site in terms of the natural hazard constraints local to this area. To begin with, we offer some recent history of the site. This may help provide some context to our comments below.

This area of St. Marys is highly susceptible to flooding. This has been observed through a variety of flood events in the past 15 years alone. To have this many large floods in this short of a time period is evidence of the high flood risk nature of the park. While it may only be a few days before the floodwaters subside, it only takes a few minutes of rushing water to detach items or destroy them with water damage. The following photos were all taken during a variety of flood events (labelled the year they were taken by UTRCA staff). Additionally, there are ample flood photos pre-dating this 15-year time period available at our office and on the St. Marys library website. Please see below.

2008 (April)



(Photo taken by UTRCA of Milt Dunnell Field during the flood of April 2008.)

2008 (December)



(Photo taken by UTRCA of Milt Dunnell Field during the flood of December 2008.)

2009 (February)



(Photo taken by UTRCA of Milt Dunnell Field during the flood of February 2009.)

2018 (February)



(Photo taken by UTRCA of Milt Dunnell Field during the flood of February 2018.)

***From the 2018 flood we also have on-the-ground and aerial photos of Town staff trying to undertake emergency repairs in the park – working with an excavator and large dewatering pumps. A discussion may be warranted regarding the history of past damages and repair costs incurred with long term public works staff.

Our staff want to work with the Town to improve the park amenities and to have a beautiful and safe space for residents to enjoy. We encourage the Town to consider the flood prone nature of the site when considering what would be appropriate for improvement at this location and what might best be located at another less flood susceptible park area within the Town limits.

We note regulatory comments are provided under Ontario Regulation 157/06 and our responsibilities as a commenting agency providing technical review and advisement related to water resources, pollution prevention and natural hazard management pursuant to relevant legislation and policies set out in the UTRCA Planning Policy Manual (June 28, 2006)

General Comments

- ***A Conservation Authorities Act [Section 28] - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses permit will be required prior to any filling, excavation, site grading/alteration, demolition of existing structures and construction of any new structures (including docks and look-out point platforms) within the floodplain. (We note the entire park falls within the floodplain of the North Thames River and Trout Creek.)***

Redevelopment of Buildings A-E

- At a staff level we have no objection to the currently proposed replacement concepts and footprint sizes for Buildings A-E (Lawn Bowling Facility, Storage Building, Lion Pavilion, Shed 1, and Shed 2). We would recommend Option B for the location of the replacement Storage Building given elevation data for the park suggests it would be easier to flood proof at the more easterly location;
- All of the replacement structures would have to be designed by a qualified professional to be flood proofed to the level of the Regulatory Flood or the extent feasible from an engineering perspective. The qualified professional would need to confirm they are all designed to handle lateral and buoyant hydrostatic pressures in the event of a Regulatory Flood. The qualified professional would have to confirm their location and design meet UTRCA flood hazard policies, would be less flood susceptible than existing, and would not cause or exacerbate flooding on upstream/downstream/adjacent properties. Additionally, all electrical would need to be flood proofed to the level of the Regulatory Flood. As observed on our site visit, December 21, 2022 there appears to be some opportunities for

flood proofing existing electrical infrastructure (load center panels, hydro posts, etc.) ;

- As mentioned on site, replacement of all of the (closed wall) structures would be subject to approval from the UTRCA Hearings Committee (a subsection of our Board). While staff cannot presuppose the outcome of the hearing, provided the replacement structures meet the currently proposed sizing and could meet the above noted design criteria, we would recommend approval in our staff report.

Proposed Shade Pavilion, Band shell, Pergola & Gazebo

- Provided all proposed structures are open walled (as per the submitted concept photos) and set a minimum of 30 metres back from the top of bank of the North Thames River and Trout Creek, we have no objection to either the currently proposed band shell concept or the currently proposed shade pavilion concept;
- Provided they are open walled (as per the submitted concept photos) and set a minimum of 30 metres back from the river bank, we have no objection to an appropriately sized pergola or gazebo;
- All of the open walled structures would have to be designed by a qualified professional to be flood proofed to the level of the Regulatory Flood or the extent feasible from an engineering perspective. The qualified professional would need to confirm they are all designed to handle buoyant and hydrostatic pressures in the event of a Regulatory Flood. The qualified professional would have to confirm their location and design meet UTRCA flood hazard policies would not detach in a flood and would not cause or exacerbate flooding on upstream/downstream/adjacent properties. All electrical would need to be flood proofed to the level of the Regulatory Flood;

Proposed Washroom Building (& mechanical)

- It is unknown at this time if the proposed washroom could be supported. In general, our policies would not support a new building of this size or use in an area as flood susceptible as The Flats. We also generally require new park washrooms be located outside the flood hazard. However, we acknowledge there is no room outside the flood hazard at this park and further acknowledge this is a municipal structure with considerable public benefit. On limited occasions (only 2 times in the last 20 years) we have approved new municipal park washroom facilities in flood hazard land but with strict conditions. They must be designed (by a qualified professional) to be completely flood proofed to the level of the Regulatory Flood. This would require elevating the entire facility above the Regulatory Flood elevation which may prove challenging at this site. The

qualified professional would need to confirm the proposed washroom/mechanical building – and all associated filling/grading and drainage – would not cause or exacerbate flooding and/or erosion on upstream/downstream/adjacent properties for all flood events up to and including the Regulatory Flood. The submission of flood modeling may be required to confirm that and – depending on the subsequent loss of flood storage – a balanced cut-and-fill may be required.

- The proposed washroom facility may be subject to approval from the UTRCA Hearings Committee (a subsection of our Board) who determines whether or not the application could be approved or refused. Staff cannot presuppose the outcome of the hearing.

Proposed Playgrounds

- UTRCA has no objection to either of the currently proposed playground size or locations;
- We note at other municipal park locations in our watershed gravel surfaces tend to wash away into the river during a flood which results in increased maintenance time/cost for municipal parks staff and the import of fresh gravel. Rather than gravel surface for a playground at this location we recommend the playground surface be designed with a base that is less likely to wash away. For instance some of the newer (and safer) playground options such as pour-in-place rubber;
- All playground structures should be designed to be firmly anchored into the ground so as not to detach in a Regulatory Flood Event. Depending on the size and specifics of the playground structure proposed, we may require that a qualified professional confirm how the structures would be anchored properly;

Proposed Sports Fields

- Provided grading will be minimal and no external fill will be required to construct the sports fields then the UTRCA has no objection to either the proposed soccer field or the proposed baseball diamond;
- At this site-specific park we would recommend the soccer field over the ball diamond given the same concerns with the gravel surface washing away as noted in the playground section above. Further, a grassed soccer field would allow for better (and faster) infiltration of water after a precipitation event or flood;

Proposed Dock & Kayak Launch

- The UTRCA generally approves reasonably sized docks in backwater flooding areas, slower moving reservoirs, or small inland lakes that are not susceptible to

riverine flooding. This area of the North Thames River meets none of those qualifiers. As previously mentioned, we are not supportive of docks in areas of running water that are highly susceptible to flooding given the increased likelihood of the structure detaching. UTRCA staff has seen numerous docks (of all sizes) detach over the years and float downstream where they damage bridges or other private properties. Many become blockages which then further back up floodwaters onto the properties where they lodge at.

- This area is deemed high risk floodway and would be susceptible to high flood flow velocities and higher flood depths for not only the 1:250 year flood but other smaller seasonal events. Staff has documented many events within the past 20 years (as mentioned above) that would be cause for concern.
- Rather than a traditional riverbank dock, we recommend the Town consider a novel approach – the excavation of a small side channel, where access can be attained to an accessible dock structure. This would safely accommodate accessibility needs for kayaks/canoes to safely enter the water in the park and then exit via kayak/canoe to the connected river. Our staff would be more than happy to assist the Town with design options that would negate the need for an external “dock” structure;

Proposed Look-Out Points

- The Authority is highly supportive of strategic look-out points that would guide park visitors to select locations along the trail and limit foot traffic in other bank areas to be naturalized. However, we discourage the type of look-out structure proposed in the submitted photos for the same reasons as the dock structure noted above. UTRCA bio-engineer staff have designed other trail look-out points (for other municipalities along parts of large creeks or the river) that serve as erosion control, trail focal points and include improved aquatic or riparian habitat. Our staff would be more than happy to assist the Town with design options that would be more suitable for a flood susceptible river bank location;

Refrigerated Skating Loop

- The Authority is not supportive of a refrigerated skating loop for Milt Dunnell Field given it may be impossible to flood proof the refrigeration system at the current park elevations. We understand a refrigerated skating loop may be an exciting recreational amenity for the Town, but suggest another park in Town outside the floodplain would be a more suitable location. The Town is welcome to bring this location forward for approval from our Hearings Committee but we note that we would have to recommend refusal in our staff report;

Proposed Shoreline Restoration & Renaturalized Areas Along the River Bank

- The Authority is highly supportive of native plantings of trees, shrubs and grasses along the river bank outside of the look-out points. Given the flood susceptibility of the site, a naturalized park is more in keeping with what this park location is inherently suited for. Due to the flood susceptibility of the site, there will always be a risk of new plantings to be washed out in a flood. There may need to be multiple replanting attempts to allow for root establishment that will withstand a flood event. Our stewardship staff would love to assist the Town with a naturalized design and planting of the site with species that may be suitable for floodplain lands. It would be a prime location to have community (potentially school groups) involved with the planting, and, again, our staff would be able to assist with organizing community plantings;

Proposed Event Garden or Victorian Garden

- Gardens are perfectly suited for this location and we are supportive. Given the location immediately adjacent Trout Creek and the North Thames River, we recommend native plants and discourage invasive plants as the seeds may travel via air or the waterways to invade and spread on downstream properties;

Proposed Asphalt & Concrete Roads, Parking Lots, Pathways, Sidewalks, Walls and Plaza

- UTRCA staff would like to keep the addition of paved surfaces to a minimum as policies would require maintenance of the stage-storage-discharge relationship for a range of rainfall events;
- While we disagree with the calculations of the asphalt, concrete and hardened structures provided, the greater challenge is the increase in size and/or configuration of hardened areas in certain locations which will change the way floodwaters (and erosion forces) behave on the site.

In general, UTRCA policies would not support a new parking lot and increased parking areas of this size in an area as flood susceptible as the Flats. While we acknowledge the existing ring road may be narrowed along the river in the conversion to a trail, the new parking lot proposed for the south of the site may impact the stability of the Trout Creek retaining wall and increase localized flooding and/or erosion. As mentioned on site, we recognize the need to pave some parking and sidewalk areas in relation to replacement buildings to comply with accessibility standards.

Given the changes proposed with the incorporation of new and expanded parking lots, pathways, sidewalks, plaza area, concrete walls, armour stone areas, concrete pads for new park benches and picnic tables - grading and drainage plans of the entire site should be designed (by a qualified professional). The qualified professional would need to confirm all the new paved, asphalt, concrete areas – and all associated filling/grading and drainage – would not cause or exacerbate flooding and/or erosion on upstream/downstream/adjacent properties for all flood events up to and including the Regulatory Flood. Depending on details of what is proposed the submission of flood modeling may be required to confirm that and – depending on any subsequent loss of flood storage – a balanced cut-and-fill may be required.

Given the potential impact to the Trout Creek retaining wall, a qualified geotechnical professional should also provide input into the design;

- The proposed (south) parking lot and any expansion of the north parking lot may be subject to approval from the UTRCA Hearings Committee (a subsection of our Board) who determine whether or not the application could be approved or refused. Staff cannot presuppose the outcome of the hearing;
- We are of the understanding the north parking area is associated with an outdoor farmer's market. We are not supportive of increase in parking area through the construction of asphalt or additional impervious surface. If improvements to the site are being undertaken for the market we note that any new electrical or water hook-ups for the vendors would need to be flood proofed to the level of the Regulatory Flood Elevation;

Some Other Ideas From the Past

- The following is a list of other ideas for Milt Dunnell Park (and/or the “Flats” or “Island”) that UTRCA has been supportive of in past discussions with Town staff :
 - Improving the weir so the picnic area stays nicer;
 - Instream naturalization;
 - Improve/refurbish bridge to the Island;
 - A better barrier at the bridge entrance to the Island. This could potentially be both an artistic 'gateway' to the island during good weather and a functional/closable gate to prevent access in the event of a flood. (We

note previous flood event photos show this area was simply cordoned off with flagging tape.)

- A railing along the raceway. Could be both artistic and functional - beneficial for the public safety of visitors to the island. Would need to be designed by a qualified professional to ensure stability. (An engineer would have to look at the options regarding installation of the railings - i.e. drilling into the capstone, installation of individual sonotubes, etc.)
- Refurbish the raceway – to manage sediment – to ultimately improve the vista;
- Sediment management behind the weir in general – possibly would need to dredge first;
- Stone benches (would need to be anchored properly or could be sheared off the surface.);
- Dam safety review/inspection;
- Improve the mill race operating system;
- Some artistically designed shade sails;
- Steps for safer access down to the river (south of the weir). We are not suggesting materials be imported to create stairs, but rather the existing area be reshaped. (We note waterwatchers and fishermen in the area currently scale down the rocks to access the river during low flows. Stairs may provide a safer route.);
- Enhanced lighting either scenic or for safety (in the vicinity of the island);
- Signage – recreational, naturalist/ecological and/or river health and safety themed. (Our staff would gladly assist with content.);
- Vegetative plantings to enhance the vista for the Island. (Obviously in the least flood susceptible portion of the island.)

(We note that anything proposed for the Island or the Flats would need to be situated so as to accommodate maintenance access to the floodwall.)

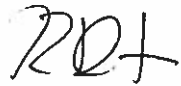
Summary

In summary there are some items proposed on the concept plan for Milt Dunnell Park that might be too ambitious for the flood prone nature of this park, the Island and the Flats. In those instances we recommend the Town reconsider them for a more suitable park within the town boundary where assets wouldn't become damaged or destroyed in a flood. There are many items on the concept plans for Milt Dunnell Park that our staff do support and there are a few that our stewardship staff may be able to assist the Town with. We appreciate the opportunity for collaboration and look forward to further discussion on proposals to improve the park. Recognizing that UTRCA staff want to work with you on this proposal, please reach out if there are any questions or concerns

your team would want to raise with our staff. We are happy to work with you to submit a proposal our staff can support in a board hearing.

Yours truly,

UPPER THAMES RIVER CONSERVATION AUTHORITY



Ben Dafoe

Land Use Regulations Officer

- c.c. - Jenna Allain, UTRCA – (via e-mail: allainj@thamesriver.on.ca)
 - Brad Dryburgh, UTRCA – (via e-mail: dryburghb@thamesriver.on.ca)
 - Tracy Annett, UTRCA – (via e-mail: annettt@thamesriver.on.ca)

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	13 June 2023
Subject:	PW 38-2023 Tender Award – Tandem Axle Plow Truck

PROJECT DETAILS

Capital fleet replacement of a Tandem Axle Plow Truck – Fleet #T40.

RECOMMENDATION

THAT PW 38-2023 Tender Award – Tandem Axle Plow Truck report be received; and,

THAT the procurement for Tandem Axle Plow Truck be awarded to Carrier Truck Centers for the procured price of \$452,397.76, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 68-2023, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with Carrier Truck Centers.

PROCUREMENT SUMMARY

The Public Works Department owns and operates three heavy axle plow trucks, whose primary function is to complete snow clearing operations and haul material. There are supplementary pieces of equipment in the fleet for operations activities, but do not have the same capacity of the axle plow trucks. The tandem axle plow truck is the cornerstone of winter operations and has met its lifecycle replacement for front line services. The Town's 2023 Capital Plan allocated \$430,000 for unit replacement cost, consisting of \$350,000 contribution from equipment reserve & \$80,000 in residual value to be obtained at auction. Any residual value not realized at auction will be funded from equipment reserves.

The Town issued a Request for Tender, in response, only one bid was received for the truck chassis. Staff have since learned that equipment manufacturers have implemented supply restrictions on dealers, and as such, other dealers may have reached their quota for the year and were unable to bid on the RFT. In addition, the truck chassis manufacturers are only proceeding with builds when all subcomponents have been received, in recent years this has slowed the replacement process, effectively requiring 24 months from time of award to in service date.

The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

Procurement Information	Details and Results
Procurement Title:	PW-18-2023-RTF Tandem Axle Plow Truck
Tender Closing Date:	Wednesday, May 17, 2023
Number of Bids Received:	1
Successful Proponent:	Carrier Truck Centers
Approved Project Budget:	\$430,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$452,397.76
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$407,398.22
Project Under budget (Net of HST)	\$22,601.78

The procurement document submitted by Carrier Truck Centers was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to Carrier Truck Centers.

FINANCIAL IMPLICATIONS

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

2023 Capital Budget – Fleet Reserve Fund	\$430,000.00
Total Chassis - Carrier Truck Centers w/ HST	\$233,396.86
Total Equipment Outfitting – Viking Cives w/ HST	\$219,027.90
Total Price Truck and Equipment Outfitting	\$452,397.76
Total Purchase – Net of HST	\$407,398.22
Tender under-budget – Net of HST	\$22,601.78
2023 Capital Budgeted - Project Residual Value in Existing Unit	\$80,000.00
Total cost to Fleet Reserve Fund	\$327,398.22

The project is anticipated to incur a positive budget variance of \$22,601.78 from the 2023 Capital budget value provided that residual sale value is reached.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer

ATTACHMENTS

None.

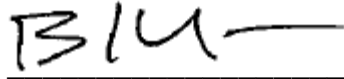
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

**Board of Directors Meeting Highlights
Held on May 18, 2023 at 8:30 AM
in the Board Room at the Material Recovery Facility**



Niagara Region moves forward with sale of Material Recycling Facility in Niagara Falls

Niagara Region is proceeding with the sale of the Material Recycling Facility in Niagara Falls. Following a public procurement process initiated in December 2021, Halton Recycling, doing business as Emterra Environmental, is the successful proponent for the purchase of the Region's facility with a closing date of April 21, 2023. The final purchase price of the Material Recycling Facility was approximately \$12.7 million.

In addition to purchasing the facility, Emterra Environmental will enter into a short-term operations contract until the end of 2023 to process and market recycling materials collected through the residential curbside collection program.

The sale of the Material Recycling Facility prepares Niagara Region for upcoming changes to residential recycling programs across the province. In June 2021, the Province of Ontario introduced a new Blue Box regulation under the Resource Recovery and Circular Economy Act.

The new Provincial Blue Box regulation will make producers of products and packaging fully responsible for the cost and operation of the residential Blue Box program in Ontario. A person is considered a producer under the Blue Box regulation if they supply Blue Box material (such as packaging, paper products or packaging-like products) comprised of paper, glass, metal or plastic, or a combination of these materials to consumers in Ontario.

Starting July 1, 2023, all Ontario municipalities will begin to transition out of the collection and processing of residential recycling programs, with the last municipalities transitioning out by Dec. 31, 2025. Niagara Region is set to transition out on Jan. 1, 2024.

Australia Introduces New Recyclable Chocolate Bar Wrappers

Australian producers of Mars bars and Snickers plan to keep hundreds of tons of plastic out of landfills and the environment by wrapping chocolate bars in paper-based recyclable packaging. Milky Way bars will be next to adopt this sustainable approach to packaging.

The Aussie market is the first in the world where Mars Wrigley will roll out its new paper-based wrappers, which will be available around the country.



After a three-year project to redesign our packaging for our bars portfolio, seeing our chocolate bars now in store in our new paper-based wrapping is incredibly exciting for us. Mars bars and Snickers are the first to sport the new packaging, with Milky Way to follow. Mars Wrigley's new sustainably packaged bars are now in-store nationally across leading retailers – including 7-Eleven, Coles and Woolworths.

Survey Finds 93% of Americans Overestimate the Amount of Plastic Recycled

A national consumer perception survey revealed a disparity in the fundamental understanding of how plastic waste impacts human life, despite consumers' strong desire for a more sustainable future. Protein Evolution and Wakefield Research surveyed American adults in April 2023, and gathered insights into consumers' comprehension of the plastics and recycling industries. The findings highlight the ubiquity of plastic, the material's ties to fossil fuels, and the mounting expectations for businesses to take action and responsibility for finding replacements for products derived from virgin plastic.

Key Findings:

- Almost all Americans (93%) overestimate the percentage of plastic products that are recycled and reused each year, including 35% who mistakenly think it is half or more. In reality, a report from Greenpeace cited a recycling rate of only 5-6% in 2021.
- More than 4 in 5 Americans believe they're at least somewhat knowledgeable about ways to reduce plastic waste in their day-to-day life.
- Nearly 7 in 10 Americans (69%) do not recognize that crude oil is used to produce new plastic products, including most textiles for clothing. The Center for International Environmental Law notes that over 99% of plastic is made from chemicals sourced from fossil fuels.
- Nearly a third of surveyed adults (27%) believe none of their clothes contain the same raw materials used to manufacture plastic. Yet, the National Institutes of Health estimates that nearly 70% of clothing is made with polyester or other plastic-derived fabric.
- A massive 98% of Americans overestimate the actual amount of discarded textiles that are recycled, including 30% who believe half or more are recycled.
- More than 3 in 4 (76%) believe it is very or extremely important that companies increase the amount of recycled materials they use to make clothing and apparel, including 82% of parents.
- Nearly 2 in 3 (66%) would be willing to pay more for clothes made from recycled polyester, including 40% who would pay \$20+ more.
- Overall, 89% of Americans believe that when it comes to reducing plastic waste, everyone has a role to play, including individuals.

Why It Matters

Traditional methods used to create virgin plastic or textile goods rely heavily on fossil fuels as feedstock. The existing plastic production process is extremely energy intensive and can result in problematic contaminants for the environment. Even more so, at the end of life, plastic and polyester waste contribute significant methane emissions due to landfilling and incineration in the United States.

The textile industry, in particular, is adding 11.3 million tons of polyester waste to landfills or incinerators annually. Today, the industry lacks commercially sufficient technologies to recycle end-of-life textiles into new products. As a result, the Ellen MacArthur Foundation estimates that 10 percent of global emissions are related to the textile industry.

If people knew that most of their clothes are petroleum-based, coming from an oil rig, they would probably demand that we do better. Solving the problem of plastic waste will require a variety of strategies and new technologies to move toward sustainable and circular materials.

The Future of Textile Recycling

Protein Evolution, the CT-based biological recycling company that commissioned this survey, envisions a world where waste is no longer an environmental constraint, but rather a valuable resource that can reduce our reliance on Earth's resources, including fossil fuels.

The future of textile recycling will rely on true circularity at both the start and end of a product's lifecycle. This is made possible through biological recycling. Biological recycling utilizes enzymes to reduce the burden of the expensive waste sorting process, which is a current bottleneck in recycling and one of the main drivers of rising costs across the industry today. By being able to address hard-to-recycle textiles at the end-of-life, while providing brands with a high-quality recycled material, Protein Evolution has the potential to deliver the first true, circular solution to the fashion industry, without asking consumers to compromise on cost.

Plastics Industry Association Survey Support Mechanical, Advanced Recycling Methods

The survey indicates most respondents believe single-use plastics are important to the quality of life.

The Plastics Industry Association (Plastics), Washington, has released a survey that indicates that consumers overwhelmingly support all types of recycling when it comes to plastic products or packaging that should be considered "recyclable" or made from "recycled material."

Plastics partnered with RG Strategies for the survey, which was conducted from Feb. 22-28 and surveyed 1,200 Americans. According to the survey, about two-thirds of respondents believe that single-use plastics are important to their quality of life.

In addition, the survey indicated that most Americans see both advanced recycling and mechanical recycling as examples of recycling. According to the survey, 90 percent of Americans care more that plastics don't end up in trash than the process by which they are recycled.

Additional findings of the survey include:

- 87 percent of Americans believe industry and government should do more to support all types of recycling, including advanced recycling;
- 89 percent of Americans say that the label of "recycled content" is appropriate for plastics processed by mechanical recycling or advanced recycling;
- 91 percent of Americans say the label "recyclable" is appropriate for products that could be processed by mechanical recycling or advanced recycling; and
- 82 percent of respondents agree that it is appropriate to label an item as recyclable if a product can be recycled.

Survey participants also recognized the value of "mass balance" accounting practices that are used to track attributes of sustainable feedstocks, such as amount of recycled content across complex supply chains. The survey indicates that 67 percent of Americans consider mass balance-certified plastics to be better or the same as other recycled content, while only 14 percent of survey participants disagree with this.

Plastics says it plans to submit these survey findings to the Federal Trade Commission, which is accepting comments on potential changes to its Green Guides, which are intended to provide guidance on how consumers interpret environmental marketing claims.

Juno Technology Aims For 90% Diversion



The president of the Georgia-Pacific subsidiary hopes his company's technology will eventually address stagnant recycling rates nationwide.

Georgia-Pacific's Juno Technology is testing out plant locations and partnerships through a Seattle pilot project, using its patented wet processing system to reclaim contaminated fiber.

The technology, which targets traditionally unrecyclable fiber, is being put to use in a 12-week pilot project to recycle material sourced from King County, Washington that began on Feb. 28.

Juno uses a patented wet waste processing solution that separates, sanitizes and washes fiber contaminated with food and other organic debris. It can handle cups with plastic coatings and paper-based packaging, as well as divert more metals and plastics and send them back into the recycling system. Organics are turned into biogas.

King County, which sits in the heart of the Seattle metro area, estimated that despite "robust curbside recycling programs," over 600,000 tons of recyclable material end up in landfills every year. The Solid Waste Division is testing how Juno could help reduce that amount.

Juno has been running a plant on three acres in Toledo, Ore. since 2021, Henriksson said, close to the Georgia-Pacific containerboard facility in the same town. Since then, Juno has tripled landfill diversion rates in Toledo.

The facility has an annual capacity of 60,000 to 70,000 tons. King County is sending about 1,000 total tons of material to the facility over the 12-week period.

Juno is also looking outside the U.S. and Canada at the United Kingdom and Australia as potential areas of expansion. The technology can be set up in a standalone facility or integrated into existing facilities.

Oregon Passes Single-Use Plastic Law

Senate Bill 543 bans the use of polystyrene foam foodware in Oregon, and Senate Bill 545 promotes the use of reusable container options at restaurants.

Senate Bill 543 will phase out the use of polystyrene (PS) foam foodware in Oregon and limit the use of per- and polyfluoroalkyl substances (PFAS) in food packaging starting Jan. 1, 2025. Senate Bill 545 instructs the Oregon Health Authority to update Oregon's health code to make it easier for restaurants to provide reusable container options by no later than June 30, 2024.

According to a report from the Oregon Capital Chronicle, a nonprofit news organization based in Salem, Oregon, these two laws build on other recent laws that are intended to reduce plastic waste in Oregon. State lawmakers passed a plastic bag ban that went into effect Jan. 1, 2020, prohibiting stores and restaurants from providing single-use plastic bags and instead offering paper bags or thicker, reusable plastic bags at a cost of at least 5 cents per bag to customers.

Maryland EPR Bill Downsized Before Passage

Senate Bill 222 (SB 222), as initially drafted by the state's senate, spelled out numerous responsibilities and potential penalties tied to an extended producer responsibility (EPR) system for packaged products sold in Maryland.

The sizable number of eventual revisions include redefining the EPR bill in the opening paragraphs and title of the bill. What had been titled the Reducing Packaging Materials—Producer Responsibility is now called the Statewide Recycling Needs Assessment and Producer Responsibility for Packaging Materials Act.

Also part of the signed bill are instructions for the Office of Recycling in the Department of the Environment to procure a statewide recycling needs assessment. The needs assessment is the most comprehensive aspect of the law and includes a look at the reuse infrastructure in the state, an evaluation of commingled recycling processing facility worker conditions wages and benefits and "opportunities to increase employment in the recycling industry by material type."

Indiana Passes Advanced Recycling Legislation

Indiana's SB 472, which passed 94-1 in the state House and 44-5 in the Senate, establishes advanced recycling technologies remain subject to applicable manufacturing regulations and applies a regulatory framework for advanced recycling facilities to encourage investment in these technologies in the state.

According to SB 472, the legislation defines advanced recycling as manufacturing process for the conversion of postuse polymers and recovered feedstocks into basic raw materials, feedstocks, chemicals and other products. It defines an advanced recycling facility as a manufacturing facility that receives, stores and converts postuse polymers and recovered feedstocks resulting from advanced recycling and is subject to manufacturing regulation by the state's Department of Environmental Management.

Additionally, the legislation provides that postuse polymers and recovered feedstocks that are converted at an advanced recycling facility or are held at an advanced recycling facility before conversion are not to be defined as solid waste and that advanced recycling facilities are not to be considered solid waste disposal facilities.

Indiana is the 24th state to pass an advanced recycling law.

Electric Refuse Collection Vehicle

McNeilus Truck and Manufacturing Inc., together with parent company Oshkosh Corporation, are showing a fully integrated, zero-emission electric refuse collection vehicle (eRCV).

The pass-through cab has a Direct Vision Standard 5-star rating for visibility, as well as a 360-degree camera and radar system to provide enhanced visibility. Easy, consistent operation is delivered in part through Oshkosh's Advanced Driver Assistance Systems (ADAS), which are offered as standard equipment and provide complete vehicle coverage.

A 15-inch step eases access to and from the cab. It also boasts a tilt and telescoping steering wheel with integrated controls, heated and ventilated seats, integrated operator controls in the seat, automated full-length sun shade, a 15-inch touchscreen and 12-inch cluster displays for streamlined controls, enhanced storage areas, and vibration limits below the ISO standard.



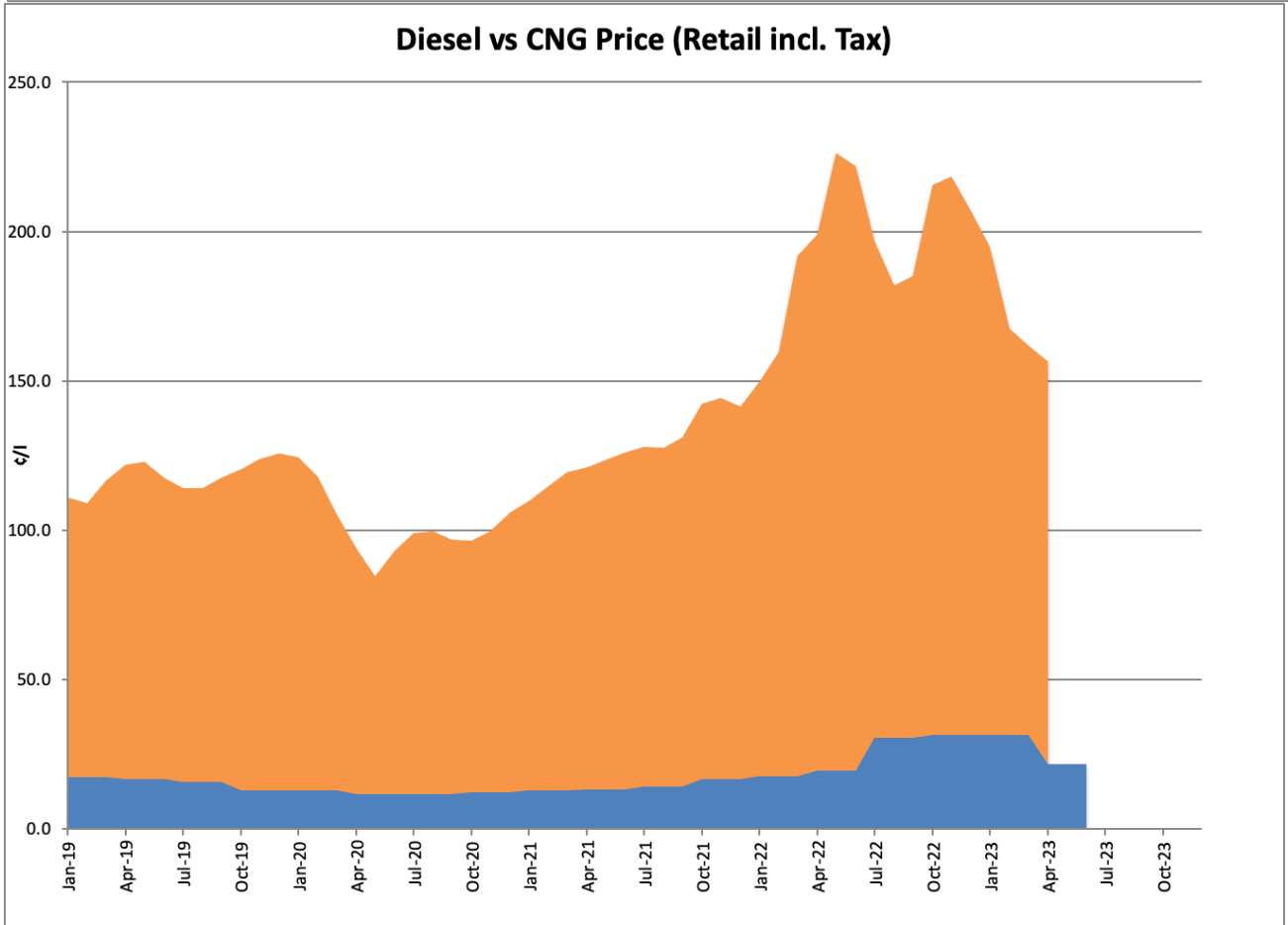
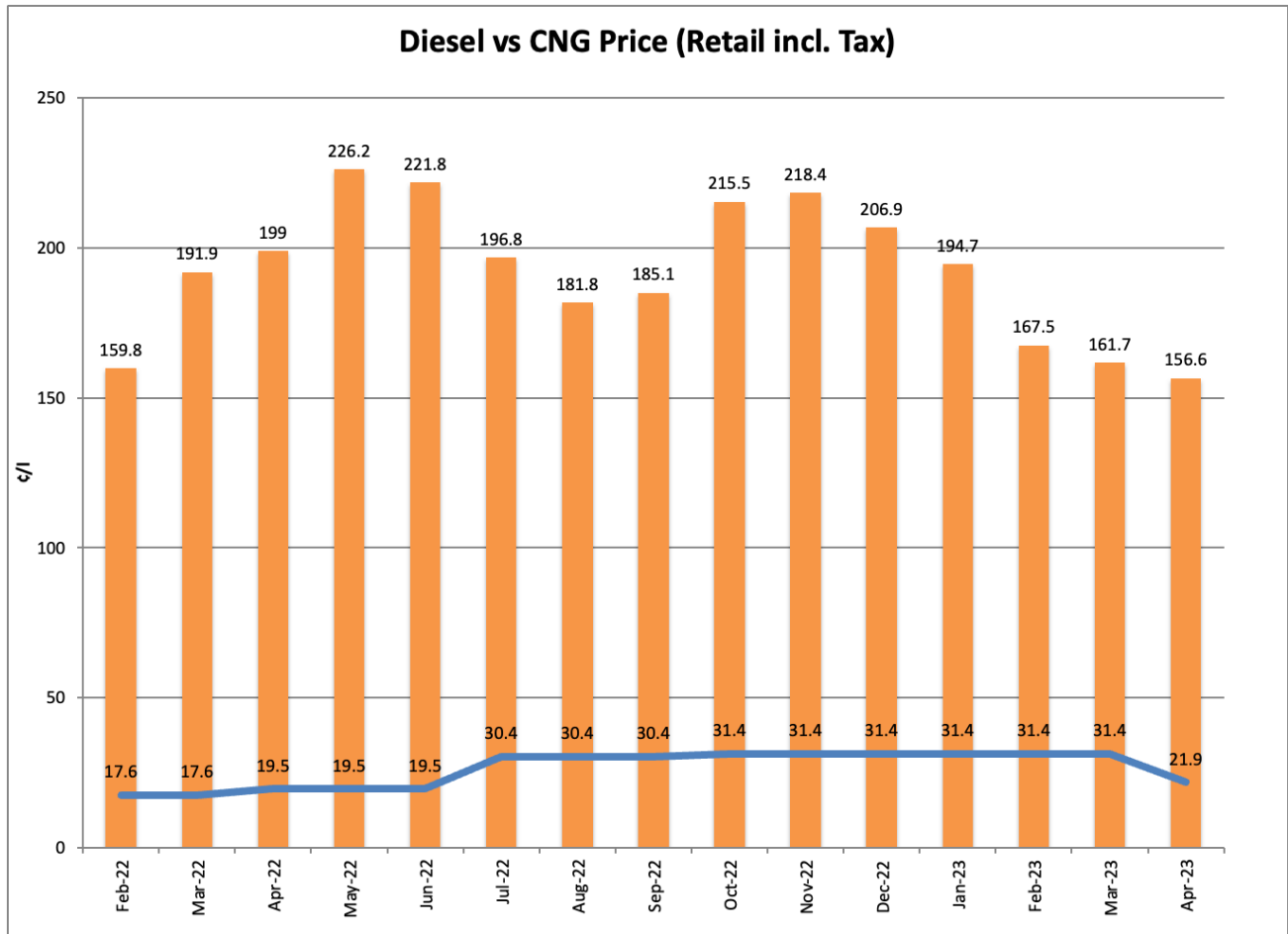
The company says simplified maintenance and parts inventory, and extended service life all help contribute to improving total cost of ownership by up to an estimated 14%. Other key contributing factors include connected, intelligent telematics providing condition-based and predictive maintenance, tire pressure monitoring system, regenerative braking, battery preconditioning and more.

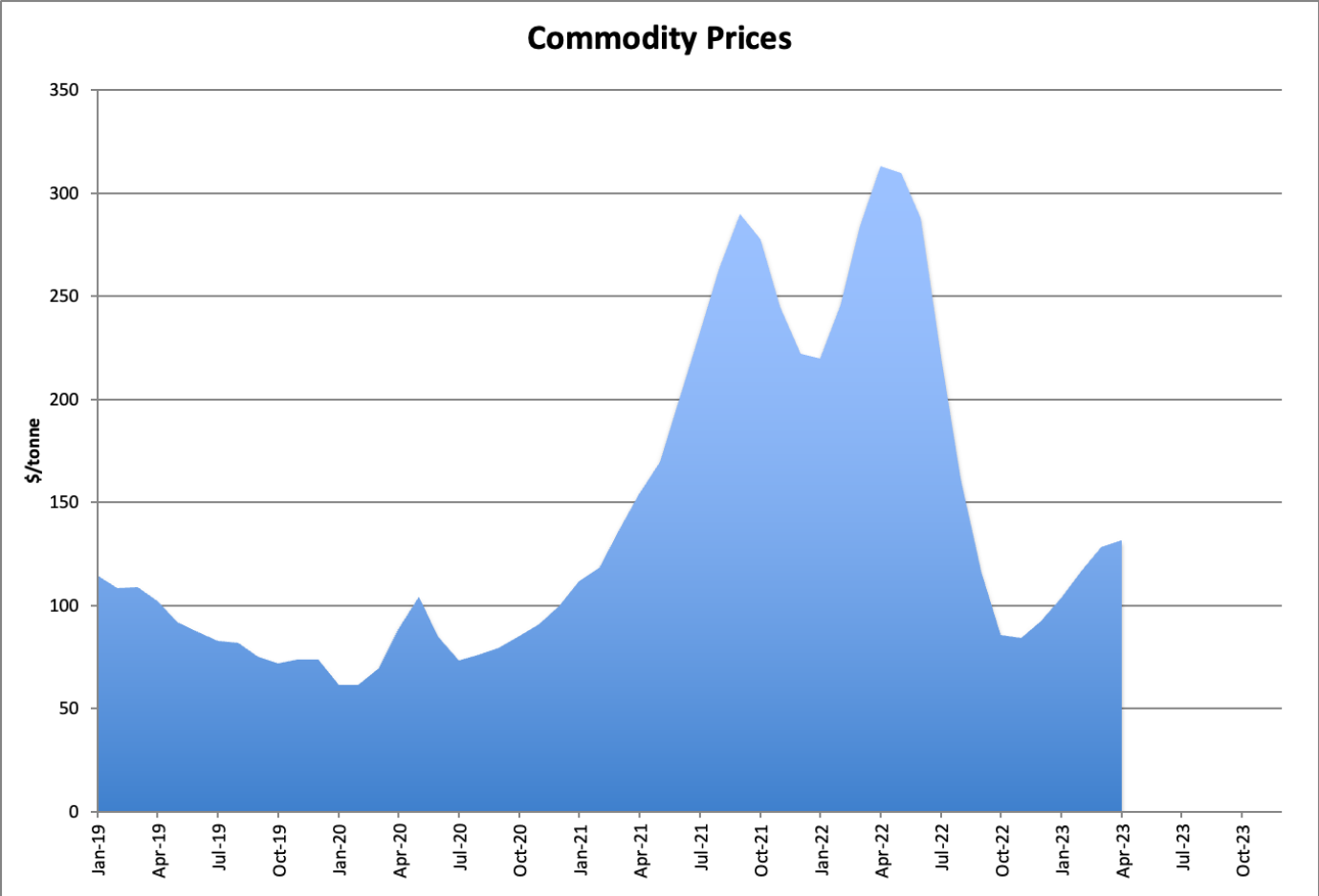
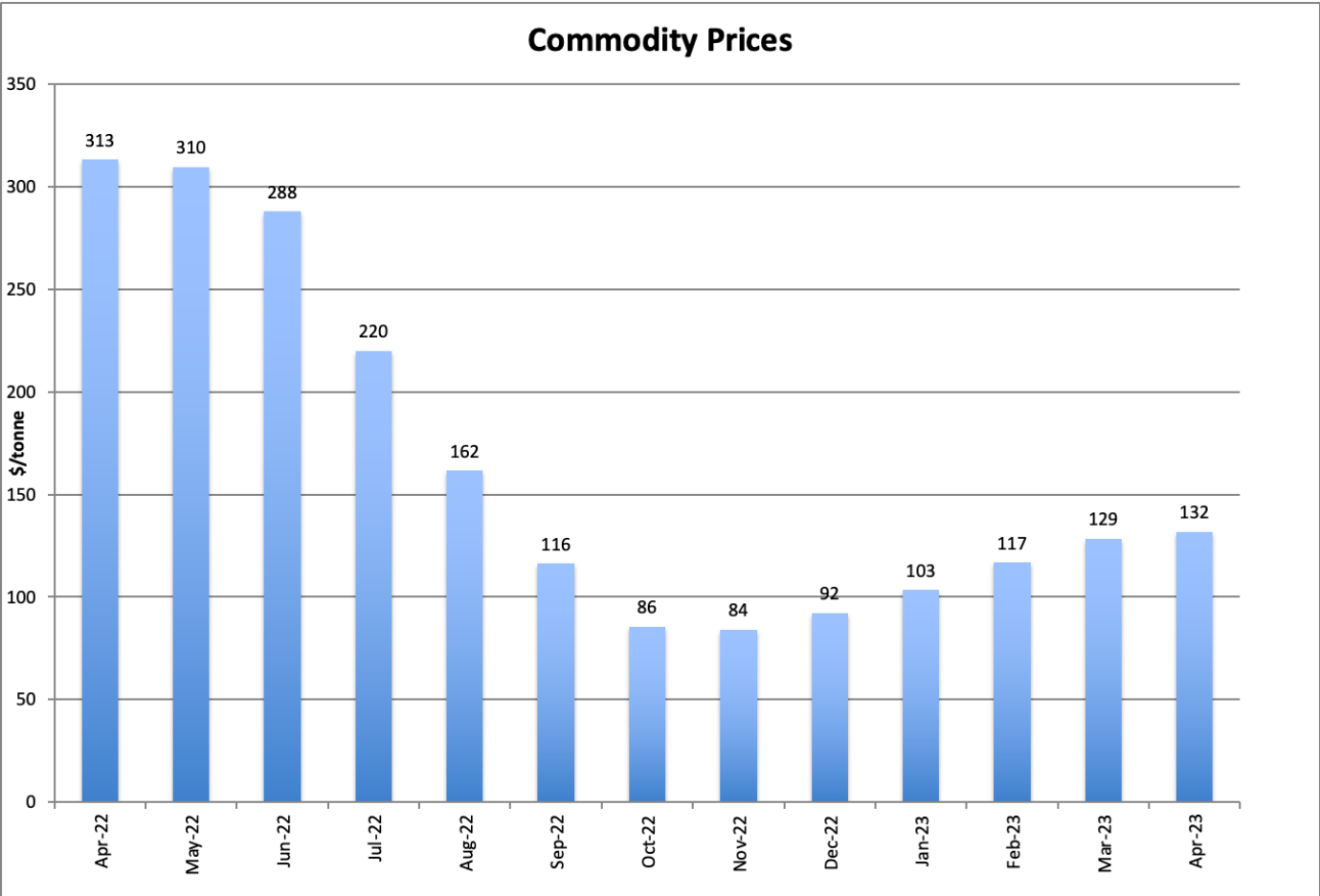
The design of the compaction unit is based on the proven performance and design of the McNeilus Zero Radius Automated Side Loader. The vehicle's zero radius lift arm – available in 6-foot or 12-foot reach, combined with a tight vehicle turning radius of up to 67 feet (depending on configuration) allow drivers to collect refuse without leaving the cab and to maneuver around cul-de-sacs and tight corners with ease. Additionally, integrated telematics systems provide data on fleet performance, route management, battery management system status and more for optimal operation.

Strategic placement of key serviceable components provides accessibility from the ground with no climbing or lifting equipment required and allows convenient daily checks and services. The Zero Radius lift arm's rebuildable grabber assembly also enables easy replacement of high-wear items for optimal service life.

This vehicle meets or exceeds clean energy mandates and qualifies for EV incentives. The battery management system is optimized for refuse collection and enables all-day route collection on a single charge. Other features include a revolutionary e-axle architecture with a B10-rating of 300,000 miles, plus regenerative braking and battery preconditioning for outstanding range and compaction.

The Oshkosh fully integrated electric refuse collection vehicle will be produced in a new, state-of-the-art facility in Murfreesboro, Tenn., with the compaction assemblies manufactured at the McNeilus facility in Minnesota.





Minutes
St. Marys Business Improvement Area Committee
Regular Meeting

May 8, 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), 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 6:01 pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Alexandra Pritchard O'Shea

Seconded By Claire Chapple

THAT the May 8, 2023 St. Marys Business Improvement Area Board agenda be amended to add St. Marys Pride Sponsorship as agenda item 7.3 under New Business.

Carried

4. ACCEPTANCE OF MINUTES

Moved By Jan Scott

Seconded By Lisa Fewster

THAT the April 17, 2023 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

Carried

5. DELEGATIONS

5.1 Public Works - Town of St. Marys

Jed Kelly, Director of Public Works for the Town of St. Marys presented the delegation for Downtown Beautification highlighting how the Town and BIA work together.

Moved By Alexandra Pritchard O'Shea

Seconded By Dan Troyer

THAT the Public Works Downtown Beautification delegation be received as information.

Carried

5.2 Amy Cubberley and Alanna Bowes - Doors Open

Amy Cubberley, St. Marys Museum Curatorial Services Manager and Alanna Bowes, Events Coordinator presented their delegation for the Doors Open Event on September 23, 2023.

Moved By Claire Chapple

Seconded By Lisa Fewster

THAT the Doors Open delegation be received as information.

Carried

5.3 Andre Morin and Kelly Deeks-Johnson - Milt Dunnell Field Revitalization Project

Andre Morin, Director of Corporate Services/Treasurer for the Town of St. Marys and Kelly Deeks-Johnson, Tourism and Events Manager presented their delegation on the Town of St. Marys Milt Dunnell Field Revitalization project and provided concepts.

Moved By Claire Chapple
Seconded By Sue Griffiths

THAT the Milt Dunnell Field Revitalization Project delegation be received as information.

Carried

6. CORRESPONDENCE

6.1 C. Lynch - The Winter Season

Chantal Lynch's correspondence was read into the meeting.

Moved By Alexandra Pritchard O'Shea
Seconded By Dan Troyer

THAT correspondence from C. Lynch be received as information.

Carried

7. NEW BUSINESS

7.1 Annual General Meeting Feedback

Board discussed the feedback they got from the 2023 Annual General Meeting noting that the collaboration was positive and saw everyone working together. Board discussed increasing attendance for future years.

Moved By Claire Chapple
Seconded By Jan Scott

THAT the Annual General Meeting Feedback presentation be accepted as information.

Carried

7.2 Heritage Festival Update

Dan Troyer provided an update for the 2023 Heritage Festival update to the Board. Board discussed the promotion for the downtown in this event as attracting visitors to the downtown as a whole. Encouraging the businesses to track their numbers for the weekend as whole.

Board discussed the sidewalk sale and how to engage the membership for ideas.

Save the date cards for the Festival will be drafted for Board approval.

Moved By Claire Chapple

Seconded By Sue Griffiths

THAT the verbal Heritage Festival update be received.

Carried

7.3 Pride Event Sponsorship

The BIA discussed the sponsorship levels for the St. Marys Pride Day Event for 2023.

Moved By Dan Troyer

Seconded By Lisa Fewster

THAT the St. Marys Business Improvement Area sponsor the St. Marys Pride Day 2023 event for the amount of \$500 from the Events budget line.

Carried

8. TREASURER'S REPORT

Treasurer presented financial report as of April 28, 2023.

Moved By Claire Chapple

Seconded By Jan Scott

THAT the May 8 2023 Treasurer's report be accepted as presented.

Carried

9. COUNCIL REPORT

Councillor Aylward provided the Board with an update on the Downtown Service Location Review the Town is conducting. Public Engagement ended this week, and the Town is now working with the information and consultants to determine the best use of the building. Board is encouraged to offer their feedback on this project.

Visitor's Guide 2023 was completed.

Moved By Alexandra Pritchard O'Shea

Seconded By Lisa Fewster

THAT the verbal Council report be received.

Carried

10. UPCOMING MEETINGS

11. CLOSED SESSION

Moved By Claire Chapple

Seconded By Jan Scott

THAT the St. Marys Business Improvement Area Board moved into a session that is closed to the public at 7:42 pm as authorized under the Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including Municipal or local Board employees, and (d) labor relations or employee negotiations.

Carried

12. RISE AND REPORT

The Chair reported that a closed session was held with two matters relating to the Administrative Assistant and Community Engagement and Social Media Coordinator postings being considered. The Board will now consider resolutions in open session related to those matters.

Moved By Claire Chapple

Seconded By Alexandra Pritchard O'Shea

THAT the St. Marys Business Improvement Area Board rise from closed session.

Carried

12.1 Community Engagement and Social Media Coordinator Hiring Committee

Moved By Claire Chapple

Seconded By Alexandra Pritchard O'Shea

THAT Board members Jan Scott, Lisa Fewster and Alexandra Pritchard O'Shea be appointed as the hiring committee for the purpose of

conducting candidate interviews for the Community Engagement and Social Coordinator position.

Carried

12.2 Administrative Assistance Candidate Selection

Moved By Claire Chapple

Seconded By Lisa Fewster

THAT the Board approve the hiring of Samantha Brown for the role of Administrative Assistance for the St. Marys Business Improvement Area effective May 15, 2023.

Carried

13. ADJOURNMENT

Moved By Dan Troyer

Seconded By Claire Chapple

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 8:18 pm.

Carried

Chair

Committee Secretary

SPRUCE LODGE
Board of Management Meeting
April 19th, 2023

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

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

Regrets:

Guests: *Mike Arndt, Brad Klein, Graham Mathew Professional Group*

- *Councillor Luna brought the meeting to order.*

Moved by Councillor Lucas
Seconded by Councillor Smith

That the agenda for April 19th, 2023 be approved.

CARRIED

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

Auditor's Report:

Mike Arndt and Brad Klein from Graham Mathew Professional Group joined the meeting Mike Arndt gave an overview of the audit process and indicated they have a clean audit opinion. Brad Klein reviewed the to present the Spruce Lodge Audited Financial Statements for the year ended December 31, 2022.

Moved by Councillor Smith
Seconded by Councillor Wordofa

**To approve the Spruce Lodge Audited Financial Statements for the year ended
December 31, 2022 as presented.**

CARRIED

Approval of Minutes:

Moved by Councillor Biehn
Seconded by Councillor Wordofa

That the minutes of the March 15th, 2023 be approved as presented.

CARRIED

Business Arising: *None Noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Biehn
Seconded by Councillor Orr

That the March 2023 accounts in the amount of \$835,879.22 be ratified.

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

April 19th, 2023

Financial Report:

The Business Manager distributed the Spruce Lodge Home for the Aged Financial Statement for the 2 months ending February 28th, 2023 for review and discussion. The Business Manager reported that the agency costs are trending down over the first 3 months of the year, albeit remains significant, however if Spruce Lodge staff were filling those shifts, the budget would be on target.

Funding increases will become effective April 1st, 2023.

Moved by Councillor Lucas
Seconded by Councillor Smith

**To accept the Spruce Lodge Home Financial Report for the 2 months ending
February 28th, 2023 as presented.**

CARRIED

Administrator's Report:

Advocate Letter:

The Administrator made a presentation to the County of Perth, resulting in a Council vote in favour of sending a letter to the Ministry of Long-Term Care (LTC) regarding the recommendation to improve the LTC regulatory framework. The Ministry should consider eliminating claims-based funding and recognize the costs for agency staffing, and consider per diem funding rather than containment funding which ends in March 2023. The Town of St. Marys supported this letter.

The Administrator has also emailed the Director, LTC Funding Program Branch to clarify the terms of the funding, as other homes are using the funding for all incremented agency costs. The auditor opinion is that Spruce Lodge has interpreted the wording correctly, but suggested there is minimal risk to submit agency costs, as the decision to approve will be well in advance of the end of the year.

Insurance Broker:

Spruce Lodge has requested a 30-day extension from Intact in order to obtain insurance from another company. Zehr Insurance has approached several insurance companies, and applications have been submitted, and Hub International has been contacted.

Risk Management - Outbreak:

An outbreak declared on March 13th, 2023 of the Human Metapneumovirus ended in the North wing, but then affected Cottage C, and then B. It should be over by April 23rd, 2023. The outbreaks lasted about 1 ½ weeks in each area with resident experiencing cold-like symptoms. There are about six (6) outbreaks in Huron Perth, only two (2) of which being COVID.

Capital Projects:

The air conditioning project is near completion. Dining rooms will be next.

Quotes to replace the cedar shake parapet in the North with steel were received ranging from \$108,100.00 to \$189,700.00. O'Brien Fabrications in Guelph was recommended at a cost \$108,100.00

Quotes are being obtained for options for the elevator which is failing frequently.

SPRUCE LODGE - Continued

Board of Management Meeting

April 19th, 2023

Moved by Councillor Orr
Seconded by Councillor Wordofa

To enter closed session at 7:01 p.m. to discuss identifiable individuals.

CARRIED

Moved by Councillor Biehn
Seconded by Councillor Wordofa

To enter open session at 7:10 p.m.

CARRIED

Moved by Councillor Smith
Seconded by Councillor Lucas

That the Administrator's report and recommendations be accepted as presented.

CARRIED

Other Business:

Correspondence: None presented.

Moved by Councillor Orr
That the meeting be adjourned.

CARRIED

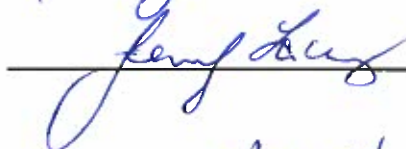
Date & Time of Next Meeting:

Wednesday, May 17th, 2023 @ 5:00 p.m.


Councillor Marg Luna
Chairperson



Jennifer Facey
Secretary



Date



Minutes

Upper Thames River Conservation Authority (UTRCA)

Board of Directors Meeting

Tuesday, April 25, 2023

Brian Petrie, UTRCA Board Chair, called the meeting to order at 10:05am.

Members Present:

Jim Craigmile – Online
Skylar Franke – Online
Tom Heeman – Online
Debbie Heffernan
Anna Hopkins – Online
Sandy Levin
Hugh McDermid – Online

Paul Mitchell
Brian Petrie – Chair
Mark Schadenberg
Dean Trentowsky
George Way
Scotty Zehr – Online

Regrets:

Harj Nijjar
Peter Cuddy

Solicitor: Grant Inglis – Online

Staff Present:

Jenna Allain
Tracy Annett
Dave Charles
Emily Chandler
Brad Dryburgh
Mike Funk
Scott Gillingwater
Mark Helsten

Teresa Hollingsworth
Christine Saracino
Chris Tasker
Tara Tchir
Brent Verscheure
Michelle Viglianti – Recorder
Sharon Viglianti
Julie Welker

1. Territorial Acknowledgement

The Chair read the territorial acknowledgement.

2. Modifications to the Agenda

There were no modifications to the agenda.

Draft

3. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

4. Delegations/Presentations

4.1. Water and Information Management

Staff provided a presentation outlining the programs and services provided by the Water and Information Management unit.

A.Hopkins joined the meeting at 10:45am

A member suggested a future discussion on the viability of additional hydro plants.

Mover: S.Franke

Seconder: G.Way

THAT the Board of Directors receive the presentation for information.

Carried.

5. Administrative Business

5.1. Approval of Minutes of Previous Meeting: March 28, 2023

Mover: S.Levin

Seconder: M.Schadenberg

THAT that the Upper Thames River Conservation Authority Board of Directors approve the Board of Directors' minutes dated March 28, 2023, including any closed session minutes, as posted on the Upper Thames River Conservation Authority web-site.

Carried.

5.2. Business Arising from the Minutes

There was no business arising from the minutes.

5.3. Correspondence

There was no correspondence.

Draft

6. Reports – For Consideration

6.1. 2023 Water and Erosion Control Structure (WECI) Projects

(Report attached)

Mover: S.Levin

Seconder: G.Way

THAT the UTRCA Board of Directors approve the 2023 WECI Projects, with eleven repair projects and nine studies along with their respective project budgets, as included on the two WECI funding applications submitted on February 17th and March 21st, 2023 respectively.

Carried.

7. Reports – In-Camera

There were no reports to be discussed in closed session.

8. Reports – For Information

8.1. Administration and Enforcement – Section 28 Status Report

(Report attached)

S.Levin proposed a part B to the motion to receive the report for information. It would ask staff to consider additional reporting on applications received but not completed and report back to the Board by the end of the second quarter.

Mover: S.Levin

Seconder: J.Craigmile

THAT the Board of Directors receive the report for information and

Part B: THAT staff be asked to consider additional reporting on applications received but not completed and report back to this Board by the end of Q2.

Carried.

8.2. First Quarter Financial Update

(Report attached)

Staff reported an error on the page titled Statement of Financial Position and Accumulated Surplus. The note at the bottom of the page should read “Budgeted 2023 deficit is \$494K”, not 2022.

Draft

Mover: S.Franke

Seconder: D.Heffernan

THAT the Board of Directors receive the report for information.

Carried.

8.3. April For Your Information Report

(Report linked)

The April For Your Information Report was presented for the member's information.

Mover: M.Schadenberg

Seconder: S.Franke

THAT the Board of Directors receive the report for information.

Carried.

The Chair called for a ten minute break at 11:11am.

The Chair called the meeting back to order at 11:22am.

9. Presentation of Conservation Award

9.1. Kayla Berger Stewardship Award – Ruth and Mike John

The Chair and General Manager presented Ruth and Mike John with the Kayla Berger Stewardship Award for their long-term and significant conservation and stewardship contributions in the Dorchester Mill Pond area and across Dorchester, as well as their contributions to the Species at Risk program and dedicated efforts towards protecting at risk turtles.

10. Notices of Motion for May 23, 2023

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

11. Chair's Comments

The Chair noted he and T.Annett attended the Conservation Ontario Annual General Meeting in April. He announced that the new Chair of Conservation Ontario Council is Chris White from the Grand River Conservation Authority.

The Chair encouraged members to attend the Children's Water Festival Partner's recognition event.

The Chair noted a new Provincial Policy Statement has come through Bill 97 from the Province. No Section 28 regulations have been released.

12. Member's Comments

There were no members' comments.

13. General Manager's Comments

Members were notified there would be a bus tour following the May meeting.

The General Manager noted Conservation Ontario was coordinating comments for the most recent Environmental Registry of Ontario posting.

14. Adjournment

There being no further business, the meeting was adjourned at 11:50am on a motion by D.Trentowsky.



Tracy Annett, General Manager
Att.



MINUTES
Community Policing Advisory Committee

May 17, 2023
9:00 am
Municipal Operations Centre
408 James Street South, St. Marys

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

Stratford Police Services Present: Chief Greg Skinner
Deputy Chief Foster

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

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

The Chair added item 6.2, Traffic, Parking and Boulevard Maintenance By-law Update, to the agenda.

Moved By Councillor Edney

Seconded By Robert Zensner

THAT the May 17, 2023 Community Policing Advisory Committee agenda be accepted as amended.

CARRIED

4. ACCEPTANCE OF MINUTES

Community Policing Advisory Committee - May 17, 2023

1

Moved By Councillor Luna
Seconded By Tony Winter

THAT the April 19, 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

Chief Skinner acknowledged the recent death of Sgt. Eric Mueller while in the line of duty.

Chief Skinner presented the March and April 2023 Crime Stoppers report.

Moved By Councillor Luna
Seconded By Robert Zensner

THAT the March 2023 and April 2023 Crime Stoppers reports be received.

CARRIED

5.2 POLICE MONTHLY STATISTICS

Deputy Chief Foster presented the April 2023 police statistics.

In response to an inquiry regarding the process for responding to domestic calls, Deputy Chief Foster provided an overview of different scenarios and how they would be handled.

In response to an inquiry regarding the process for commendation and recognition, Deputy Chief Foster explained the different processes for internal or external requests. A recommendation was considered by the Committee at this time.

Moved By Councillor Luna
Seconded By Councillor Edney

THAT the Committee recognize Constable Mounfield for his service to the community of St. Marys.

CARRIED

In response to an inquiry about an increase in false alarms, Deputy Chief Foster will investigate whether the increases are related to common occurrences.

In response to a question regarding an impaired by alcohol crime, Deputy Chief Foster stated that it was a result of a motor vehicle collision.

Moved By Robert Zensner

Seconded By Tony Winter

THAT the April 2023 Police Monthly Statistics report be received.

CARRIED

5.3 Stratford Police Service Board Liaison Report - Coun. Edney

Councillor Edney provided highlights of the recent police services board meeting.

In response to an inquiry about training programs related to fraud and artificial intelligence, Deputy Chief Foster stated there are factors that are impeding immediate training which include the specialized skills of individuals, cost of training and the maintenance of the training.

Moved By Councillor Luna

Seconded By Tony Winter

THAT the Stratford Police Services Board Liaison report from Councillor Edney be received.

CARRIED

6. OTHER BUSINESS

6.1 June 11, 2023 Stratford-Perth Pride Event in Milt Dunnell Park (Brent Kittmer)

Brent Kittmer provided an overview of the upcoming Stratford-Perth Pride event to be hosted at Milt Dunnell Park on Sunday, June 11, 2023 and wanted to draw the police service's attention to the event due to increasing protests in the area.

Chief Skinner and Deputy Chief Foster noted that the police would develop a plan to ensure there was an appropriate visible deterrent for the event.

6.2 Traffic, Parking and Boulevard Maintenance By-law Update

Jenna McCartney provided an overview of the updates to the Traffic, Parking and Boulevard Maintenance By-law that was recently passed by Council.

7. UPCOMING MEETINGS

Community Policing Advisory Committee - May 17, 2023

3

June 21, 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 9:38 am.

CARRIED

Jacqueline Hibbert, Chair

Jenna McCartney, Clerk



Minutes

Green Advisory Committee

May 18, 2023

5:30 pm

Municipal Operations Centre

408 James Street South, St. Marys

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

Member Present	Katherine Moffat, Chair Councillor Aylward Teresa Barresi Lynette Geddes Fred Stam Steve Vivian
Staff Present	Jed Kelly, Director of Public Works Morgan Dykstra, Public Works and Planning Coordinator

1. CALL TO ORDER

The Chair called the meeting to order at 5:35 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Lynette Geddes

Seconded By Fred Stam

THAT the May 18, 2023 Green Advisory Committee meeting agenda be accepted as presented.

Carried

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

In response to the minutes of the previous meeting, Lynette Geddes commented that the Municipality of Saugeen Shores has launched an electronic home composter pilot project and asked if Town staff have considered a similar pilot project.

Jed Kelly responded that the company running the pilot project had reached out to the Town to gauge the Town's interest in launching a similar pilot project, however, they did not provide a submission in response to the Town's Request for Proposal for Organics Diversion.

Moved By Fred Stam

Seconded By Lynette Geddes

THAT the February 22, 2023 Green Advisory Committee meeting minutes be approved by the Committee, and signed by the Chair and the staff liaison.

Carried

6. REPORTS

6.1 PW 37-2023 Consideration of Future Naturalization Areas

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

Moved By Councillor Aylward

Seconded By Fred Stam

THAT PW 37-2023 Consideration of Future Naturalization Areas report be received; and

THAT staff investigate the details of Option A and Option C as presented in PW 37-2023 Consideration Future Naturalization Areas report and bring further information back to the Committee.

Carried

7. OTHER BUSINESS

7.1 Protection of the Bobolink (bird species) at the St. Marys Cemetery Site

Lynette Geddes advised the Committee that Bobolink is an endangered bird species, and that the Town could help protect the species by providing an unmowed grass area for the birds to nest and reproduce.

The Committee was of the consensus that further research is required before a recommendation to Council can be made.

Moved By Lynette Geddes

Seconded By Teresa Barresi

THAT staff investigate the feasibility of one section of the St. Marys Cemetery be left unmowed until the end of July each summer, and report back to the Committee at the next meeting.

Carried

8. UPCOMING MEETINGS

Thursday, June 15, 2023 at 5:30 P.M. (Municipal Operations Centre)

9. ADJOURNMENT

Moved By Teresa Barresi

Seconded By Fred Stam

THAT this meeting be adjourned at 6:15 pm.

Carried

Katherine Moffat, Chair

Jed Kelly, Committee Secretary



MINUTES

Heritage and Culture Advisory Committee

May 10, 2023

6:00 pm

Municipal Operations Centre

408 James Street South, St. Marys

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

Members Present	Councillor Lucas Karen Ballard Julian Francoeur Stephen Habermehl Andrea Macko Sherri Winter-Gropp
Staff Present	Amy Cubberley, Cultural Services Manager Jason Silcox, Building Official
Members Absent	Al Strathdee Trevor Schram Clive Slade

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

Councillor Lucas declared an apparent conflict of interest for agenda item for 8.1.2.1.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Sherri Gropp

Seconded By Julian Francoeur

THAT the May 10, 2023 Heritage and Culture Advisory Committee agenda be accepted as presented.

CARRIED

4. DELEGATIONS

None

5. CORRESPONDENCE

None

6. ACCEPTANCE OF MINUTES

Moved By Councillor Lucas

Seconded By Karen Ballard

THAT the April 12, 2023 Heritage and Culture Advisory Committee minutes be approved by the Committee and signed by the Chair and the staff liaison.

CARRIED

7. BUSINESS ARISING FROM MINUTES

7.1 Priority Heritage Designations- verbal update

Amy Cubberley updated the Committee on the status of reaching out to prospective designated heritage property owners. The owners of 236 Jones Street East have declined to pursue designation at this time but may be interested in the future. The owner of 130 Wellington Street North is interested in pursuing designation and will meet with staff to learn more in the coming weeks.

8. REGULAR BUSINESS

8.1 Heritage Business

8.1.1 Heritage Permits

None.

8.1.2 Sign Permits

8.1.2.1 127 Queen Street East Sign Permit

Having declared an apparent conflict of interest,
Councillor Lucas removed himself from the conversation.

Jason Silcox presented DEV 24-2023 and responded to questions.

Moved By Karen Ballard

Seconded By Andrea Slade

THAT DEV 24-2023 127 Queen St E sign permit be received; and

THAT ...the Heritage and Culture Advisory Committee support the façade sign permit for 127 Queen Street East, as presented.

CARRIED

Councillor Lucas rejoined the meeting.

8.1.2.2

481 Water Street South Sign Permit

Jason Silcox presented DEV 25-2023 and responded to questions.

Moved By Andrea Slade

Seconded By Sherri Gropp

THAT DEV 25-2023 481 Water St s sign permit be received; and

THAT the Heritage and Culture Advisory Committee support the design of facade sign permit for 481 Water Street South, as presented, with the direction that the Building Official encourage the applicant to adjust the placement of the signs further forward on the building so that the unique stones at the centre and front of the building are not covered.

CARRIED

8.1.3 Heritage Grant Applications

8.1.3.1

20 Water Street South Heritage Grant

Amy Cubberley presented DCS 26-2023 and responded to questions.

Moved By Karen Ballard

Seconded By Councillor Lucas

THAT DCS 26-2023 Heritage Grant- 20 Water Street South (Opera House) report be received; and

THAT the Heritage and Culture Advisory Committee recommends approval of a Heritage Grant for the application, as submitted, for 20 Water Street South in the amount no greater than \$1201.

CARRIED

8.1.3.2 75 Water Street North Heritage Grant

Amy Cubberley presented DCS 30-2023 and responded to questions.

Moved By Andrea Macko

Seconded By Julian Francoeur

THAT DCS 30-2023 Heritage Grant- 75 Water Street North report be received; and

THAT the Heritage and Culture Advisory Committee recommends approval of a Heritage Grant for the application, as submitted, for 75 Water Street North in the amount no greater than \$3600.

CARRIED

8.1.4 Properties of Interest or At Risk

None identified.

8.1.5 Homeowner / Property Owner Letters

None identified.

8.2 Museum Business

Amy Cubberley presented DCS 28-2023 and responded to questions.

Moved by Julian Francoeur

Seconded by Andrea Macko

THAT DCS 28-2023 Museum and Archives May Monthly Report be received for information.

CARRIED

8.3 Public Art Business

Amy Cubberley provided a verbal update. All amendment suggestions made by the Committee at the April 12 meeting have been made. Some further minor amendments have been made so that the policy aligns with a new Commemoration Policy being implemented by the Town. The Public Art and Monuments Policy will go to Council on June 13.

9. COUNCIL REPORT

Councillor Lucas updated the Committee on a recent tour of the Town Hall roof.

10. OTHER BUSINESS

None identified.

11. UPCOMING MEETINGS

June 14, 2023 at 6:00pm.

12. ADJOURNMENT

Moved By Andrea Macko

Seconded By Sherri Gropp

THAT this meeting be adjourned at 6:43 pm.

CARRIED

Chair

Committee Secretary



Minutes

Recreation & Leisure Advisory Committee

May 24, 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, Andrea
Slade

1. CALL TO ORDER

THAT the May 24, 2023 Recreation and Leisure Advisory Committee be called to order at 5:30pm.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

THAT the May 24, 2023 Recreation and Leisure Advisory Committee agenda be accepted as presented.

Moved By John Stevens

Seconded By Jeremy Brock

Carried

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

THAT the March 22, 2024 Recreation and Leisure Advisory Committee minutes be accepted as presented.

Moved By John Stevens

Seconded By Pam Zabel

Carried

6. BUSINESS ARISING FROM MINUTES

THAT the YouTube link be removed from the previous meetings minutes, due to the Live Streaming issue.

Moved By John Stevens

Seconded By Pam Zabel

Carried

7. REPORTS

7.1 Recreation and Leisure Flats Presentation.

THAT the Recreation and Leisure Flats presented received be accepted.
Survey to come for feedback from all users.

Moved By Councillor Pridham

Seconded By John Stevens

Carried

7.1 DCS 33-2023 Quarry Update

THAT the Quarry update report be accepted as presented.
Lots of changes coming to ensure another good summer at the Quarry.

Moved By Rick Lyons

Seconded By Jeremy Brock

Carried

8. UPCOMING MEETINGS

. June 28, 2023 at 5:30pm

9. ADJOURNMENT

THAT the Recreation and Leisure Advisory Committee adjourn at 6:35pm

Moved By Rick Lyons

Seconded By Councillor Pridham

Carried

Chair

Committee Secretary

BY-LAW 68-2023

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 Carrier Truck Centers.

- WHEREAS:** The Corporation of the Town of St. Marys released PW-18-2023-RFT for the purpose of purchasing a tandem axle plow truck (the "Project");
- AND WHEREAS:** A tender for the Project was submitted by Carrier Truck Centers which was subsequently approved by Council on June 13, 2023;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Carrier Truck Centers 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 Carrier Truck Centers.
 - 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 13th day of June 2023.

Al Strathdee, Mayor

Jenna McCartney, Clerk

BY-LAW 69-2023

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to adopt a Public Art and Monuments Policy for the Corporation of the Town of St. Marys

- WHEREAS:** Subsection 5(3) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended (“Municipal Act, 2001”) provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** Subsection 224(b) of the Act states it is the role of Council to develop and evaluate the policies and programs of the municipality;
- AND WHEREAS:** Subsection 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:** Town Council has determined that it is desirable to enact a By-law that establishes a standardized and transparent process through which public art and monuments are acquired and supported;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Public Art and Monuments Policy attached hereto as “Schedule A” is hereby adopted and shall form 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 13th day of June 2023.

Al Strathdee, Mayor

Jenna McCartney, Clerk

BY-LAW 70-2023

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 Perth County Ingredients Inc. for the provision of land lease along the Grand Trunk Trail, off of Thames Road, in the Town of St. Marys and to authorize the Mayor and Clerk to execute the Lease Agreement.

WHEREAS: The Corporation of the Town of St. Marys is desirous of executing a lease agreement with Perth County Ingredients Inc. for the purpose of leasing land legally described as Part 3 of Part of Lot 19 Thames Concession Blanshard as in 44R6103; St. Marys, being part of PIN 53235-0210 (LT) all in the Registry Office for the Land Titles Division of Perth (No. 44), being known as land to the north of 20 Thames Road, (the "Lease"), which was subsequently approved on June 13, 2023;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into a Lease Agreement with Perth County Ingredients Inc. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Lease;

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 authorized to execute the Agreement on behalf of the Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Perth County Ingredients Inc.
2. That the Agreement is hereby authorized and approved, and 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 13th day of June 2023.

Al Strathdee, Mayor

Jenna McCartney, Clerk

BY-LAW 71-2023

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 Atlas Apex Roofing Inc.

- WHEREAS:** The Corporation of the Town of St. Marys released RFT-DEV-23-2023 for the purpose of obtaining a firm to complete repairs and restoration to the Municipal Operations Centre roof (the “Project”);
- AND WHEREAS:** A tender for the Project was submitted by Atlas Apex Roofing Inc. which was subsequently approved by Council on June 13, 2023;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Atlas Apex Roofing Inc. 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 Atlas Apex Roofing Inc.
 - 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 13th day of June 2023.

Al Strathdee, Mayor

Jenna McCartney, Clerk

BY-LAW 72-2023

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 June 13, 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 13th day of June 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 13th day of June 2023.

Al Stratthdee, Mayor

Jenna McCartney, Clerk