



AGENDA

Regular Council Meeting

July 25, 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 July 25, 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

5.1 Community Safety Well-Being Plan Update

9

Kim McElroy (Director of Social Services, City of Stratford) and Greg Skinner (Chief of Police, Stratford Police Service)

RECOMMENDATION

THAT the delegation from Kim McElroy, Director of Social Services and Greg Skinner, Chief of Police regarding the Community Safety and Wellbeing Plan update be received.

6. ACCEPTANCE OF MINUTES

6.1 Special Council - June 27, 2023 24

RECOMMENDATION

THAT the June 27, 2023 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.2 Regular Council - June 27, 2023 27

RECOMMENDATION

THAT the June 27, 2023 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1 Heather Parkinson re: Truck Traffic 35

RECOMMENDATION

THAT the correspondence from Heather Parkinson regarding truck traffic be received; and

THAT staff report back to Council regarding the Town's ability to manage truck traffic as a part of the pending Road Network Safety Plan

7.2 Town of Petrolia re: Increase Licensed Child Care Spaces 37

RECOMMENDATION

THAT the correspondence from the Town of Petrolia regarding a call to Hon. Stephen Lecce, Minister of Education, for an increase in licensed child care spaces throughout Ontario be received; and

THAT Council for the Town of St. Marys supports the Town of Petrolia's resolution.

7.3	Optimism Place Women's Shelter and Support Services	39
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RECOMMENDATION

THAT the correspondence from Optimism Place Women's Shelter and Support Services regarding a request for financial support be received; and

THAT Council forward the financial information to staff for further consideration during the 2024 budget process.

8. STAFF REPORTS

8.1 Administration

8.1.1	ADMIN 42-2023 July Monthly Report (Administration)	41
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RECOMMENDATION

THAT ADMIN 42-2023 July Monthly Report (Administration) be received for information.

8.2 Building and Development Services

8.2.1	DEV 45-2023 July Monthly Report (Building & Development)	45
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RECOMMENDATION

THAT DEV 45-2023 July Monthly Report (Building & Development) be received for information.

8.2.2	DEV 42-2023 Town of St. Marys Zoning By-law Housekeeping Amendments	50
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RECOMMENDATION

THAT DEV 42-2023 Town of St. Marys Zoning By-law Housekeeping Amendments be received; and

THAT Council direct staff to report back to Council with proposed Amendments to the Zoning By-law following consultation with the Town's Planning Advisory Committee.

8.2.3	DEV 44-2023 Repeal By-law 21-2022 Site Plan Agreement for 60 Road 120	53
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RECOMMENDATION

THAT DEV 44-2023 Repeal By-law 21-2022 a Site Plan Agreement for 60 Road 120 be received; and,

THAT Council consider By-law 77-2023, being a By-law to repeal By-law 21-2022 which authorized a site plan agreement between The Corporation of the Town of St. Marys and Candice King and Donald King, for land described as Pt Block B S/S Queen St, Plan 228 St. Marys, Parts 1 & 4, 44R2881; S/T R95350, Town of St. Marys and municipally known as 60 Road 120.

8.3 Community Services

8.3.1	DCS 36-2023 July Monthly Report (Community Services)	56
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RECOMMENDATION

THAT DCS 36-2023 July Monthly Report (Community Services) be received for information.

8.4 Corporate Services

8.4.1	COR 43-2023 July Monthly Report (Corporate Services)	59
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RECOMMENDATION

THAT COR 43-2023 July Monthly Report (Corporate Services) be received for information.

8.5 Fire and Emergency Services

8.5.1	FD 08-2023 July Monthly Report (Emergency Services)	68
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RECOMMENDATION

THAT FD 08-2023 July Monthly Report (Emergency Services) be received for information.

8.6 Human Resources

8.6.1	HR 01-2023 July Monthly Report (Human Resources)	70
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RECOMMENDATION

THAT HR 01-2023 July Monthly Report (Human Resources) be received for information.

8.7 Public Works

8.7.1	PW 45-2023 July Monthly Report (Public Works)	72
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RECOMMENDATION

THAT PW 45-2023 July Monthly Report (Public Works) be received for information.

8.7.2	PW 42-2023 Grand Trunk Trail Capital Improvement Project	75
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RECOMMENDATION

THAT PW 43-2023 Grand Trunk Trail Capital Improvement Project report be received; and

THAT Council approve project #70 “Grand Trunk Trail Capital Improvement Project” to be added as an amendment to the Town’s 2023 Capital Plan with funding to be provided by donations as described in “PW 43-2023 Grand Trunk Trail Capital Improvement Project” report.

8.7.3	PW 44-2023 Municipal Engineering Services	80
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RECOMMENDATION

THAT PW 44-2023 Municipal Engineering Services report be received; and

THAT BM Ross and Associates Ltd. be appointed as the Town’s municipal engineer of record for various infrastructure projects including but not limited to drinking water, wastewater, storm water, solid waste, transportation, structural and development review; and

THAT Council consider By-law 78-2023, being a by-law to appoint BM Ross and Associates Ltd as the Town’s municipal engineer of record and to authorize the Mayor and Clerk to sign the associated agreement to establish BM Ross and Associates Ltd. as the Town’s municipal engineer of record.

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 101

June 15, 2023 Highlights

9.1.2 Business Improvement Area - Coun. Aylward 111

June 12, 2023 Minutes

July 10, 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

9.1.7 Upper Thames River Conservation Authority - Coun. Craigmile

9.2 Advisory and Ad-Hoc Committee Reports

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

9.2.2 Committee of Adjustment 117

June 21, 2023 Draft Minutes

**9.2.3 Community Policing Advisory Committee - Couns. Edney and
Luna 126**

June 21, 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 129
June 15, 2023 Draft Minutes
- 9.2.7 Heritage and Culture Advisory Committee - Coun. Lucas
- 9.2.8 Huron Perth Healthcare Local Advisory Committee - Coun.
Luna
- 9.2.9 Planning Advisory Committee - Couns. Craigmile, Lucas
- 9.2.10 Recreation and Leisure Advisory Committee - Coun. Pridham
- 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 77-2023 and 78-2023 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 77-2023 Repeal By-Law 21-2022 Site Plan Agreement for 60
Road 120 132

12.2 By-Law 78-2023 Appoint BM Ross and Associates Ltd as Engineer of Record and Authorize Agreement

133

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

August 15, 2023 - 9:00 am, Strategic Priorities Committee

August 22, 2023 - 6:00 pm, Regular Council

14. CONFIRMATORY BY-LAW

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RECOMMENDATION

THAT By-Law 79-2023, being a by-law to confirm the proceedings of July 25, 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.

Roadmap for Collaboration:

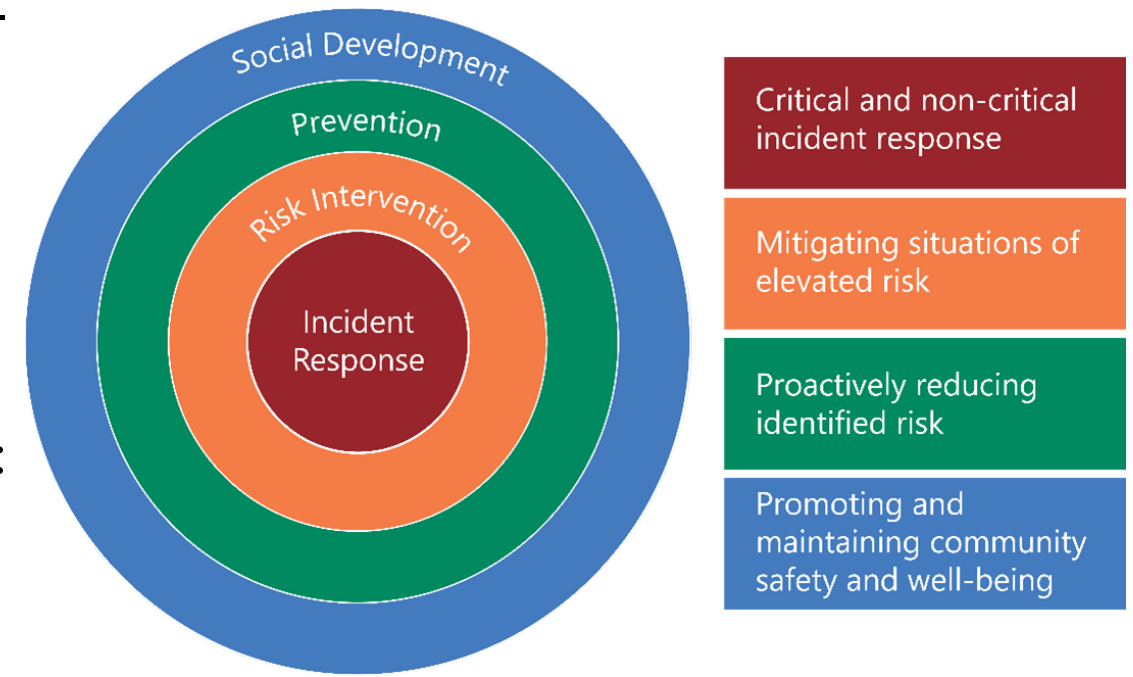
Community Safety and Well-being Plan (2021-2024)

2023 Update to Councils (St. Marys)



Context for the CSWB Plan

- ▶ Provincially legislated that municipalities develop and adopt community safety and well-being plans
 - Amendment to the *Police Services Act, 1990*
- ▶ Planning framework provided by Ministry of Solicitor General
 - Includes 4 levels of intervention
- ▶ Joint plan submitted by six local municipalities:
 - Stratford, St. Marys, North Perth, West Perth, Perth East, Perth South
 - Adopted by municipal councils in May 2021



Purpose of the CSWB Plan



- ▶ To provide a roadmap for inclusive, connected, and coordinated safety and well-being planning
- ▶ To ensure a proactive and integrated approach to addressing local crime and complex social issues on a sustainable basis
- ▶ To identify key priorities for safety and well-being planning locally
- ▶ To support and strengthen existing initiatives related to community safety and well-being
- ▶ To address local service and systems gaps

Creating the Roadmap

- ▶ CSWB Advisory Committee of multi-sector stakeholders provided leadership to consultants
- ▶ Guiding principles:



- ▶ **Plan development activities included:**
 - Review of existing plans and participation in provincial CSWB working group
 - Examination of community-based data and documents
 - Review of existing local strategic plans and initiatives as they relate to safety and well-being
 - Review of media releases
 - Engagement with a wide range of stakeholders living and working in the six partner municipalities.

The Community Speaks

We heard...

- ▶ That for all residents to feel safe and physically, mentally, and spiritually healthy, their **basic needs** must be met.
- ▶ That safety and well-being means residents feel they **belong**, they are **welcome**, they are **respected**, and they are **connected** to others in the community.
- ▶ There are vulnerable individuals and families in our communities who need **additional help** to enhance the quality of their lives.
- ▶ There are many excellent social, health and recreational/leisure **programs and services available** to residents in and across the six partner municipalities.
- ▶ That not all residents are able to **access the services and supports** they need, when they need them, and where they need them.

Work already underway

Consultations identified many strategies, programs, and community initiatives already underway to address these CSWB priorities:

- ▶ Coordinated Access System Leadership Group (CASLG)
- ▶ Supported Housing of Perth Program (SHOPP)
- ▶ North Perth Housing & Homelessness Committee
- ▶ **Huron Perth Addiction & Mental Health Alliance**
- ▶ **Huron Perth and Area Ontario Health Team (HPA-OHT)**
- ▶ Stop Violence Against Women (VAW) Coordinating Committee of Perth County
- ▶ Huron Perth Situation Table
- ▶ **Frail Seniors Strategy**
- ▶ Perth County (PC) Connect
- ▶ Social Research and Planning Council (SRPC)
- ▶ Community Equity Action Team (CEAT)
- ▶ OPP Equity, Diversity, and Inclusion Unit



Priority Areas, Goals, & Outcomes

Priority Areas

#1 Systems Planning & Integration

- ▶ **Goal 1.1.** Improved access to programs, services, supports, and resources by simplifying pathways and coordinating efforts.
- ▶ **Goal 1.2.** Enhanced prevention and protection for safer communities.

#2 Adequate, Affordable, & Attainable Housing

- ▶ **Goal 2.1.** Increased availability and accessibility of affordable, safe, and suitable housing.

Priority Areas

#3 Affordable & Accessible Health, Social, & Recreation Services

- ▶ **Goal 3.1.** Improved availability and accessibility to healthcare services and supports.
- ▶ **Goal 3.2.** Improved knowledge and awareness of crisis response triage options.
- ▶ **Goal 3.3.** Increased availability of affordable transportation options.

#4 Social Inclusion

- ▶ **Goal 4.1.** Increased application of equity, diversity, and inclusion practices across all partner agencies.
- ▶ **Goal 4.2.** Promote understanding of diverse groups.
- ▶ **Goal 4.3.** Enhanced sense of community belonging.

Key Outcomes

1. Increased coordination and collaboration between services
2. Improved access to services
3. Greater alignment on key safety and well-being issues
4. Reduced demand on emergency and crisis services
5. Enhanced systems planning



Community Safety & Well-Being 2022 Summary

CSWB Operations

- 3 Types of Positions Hired to Address Community Needs
- 3 Committees Formed
- 1 Priority Gap Identified
- 1 New Build for Affordable Housing
- Conducted environmental scan of the service area

Situation Table

- Re-launched in 2022
- 87% of referrals met the threshold for potential elevated risk
- 85% of referrals resulted in ongoing community support connections
- 38% had mitigated risk and no longer required supports following Table interventions
- 30 participating community partners

What We're Working On

- We identified areas of the population that were experiencing a gap in service delivery. The following areas are being examined further:
 - Preventative Programming for Violence Based Crimes
 - Youth Exhibiting Violent Behaviour
 - Senior Enrichment

Education & Training

- Organizations present on their focus area at each Partnership meeting
- 16 Members received training on Islamophobia



Community Safety & Well-Being

2022 Summary

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Communications and Engagement

- **CSWB** “Year in Review” Distributed to the Public
- Delegations to Council Held Throughout the County
- **Development of CSWB** Communications Sub-Committee
- Partnered with The Ranch for interviews
- Monthly posts promoting CSWB on social media sites

Investments

- More than \$1.3M of investments from:
 - Ministry of Municipal Affairs and Housing (MMAH)
 - Ministry of Health (MOH)
 - United Way of Perth Huron (UWPH)
 - Municipalities within Perth County
 - Programs funded include:
 - Nurse Practitioner/Pharmacist Program
 - Mobile Crisis Rapid Response Team (MCRRT)
 - Community Developer Program
 - Supportive Housing of Perth Program (SHOPP)
 - Intensive Case Management Program

Data and Measurements

- Established the **Key Performance Indicator Sub-Committee**
- Approved **Objective 1.1** for data measurement
- Collaboration with **Built for Zero** and **SRPC** research committees
- Developing new programs/incentives with performance indicators built in

Town of St. Marys

- ▶ St. Marys has representation in the Partnership Council and the Communications Group

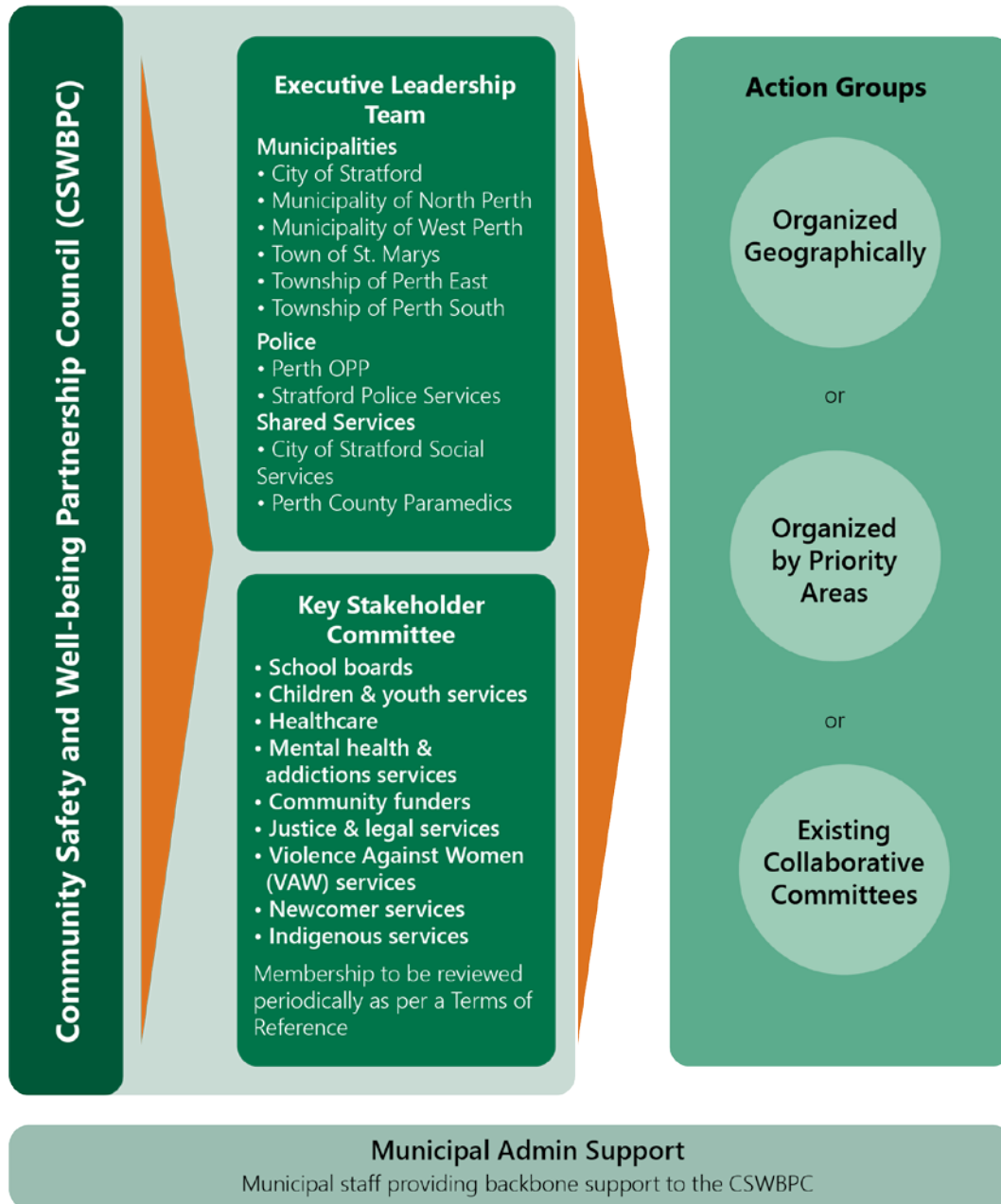
How St. Marys is Responding to the Community

- ▶ Adoption of inclusive flag policy.
- ▶ Revising staff policies to support diversity, equity, and inclusion principles and provide training to senior management regarding mental health in the workplace.
- ▶ Partnering with CAS to bring regular programming to the community.
- ▶ Hire of a community outreach worker and establishment of the shower program.

St. Marys has the Community Wellness Committee which works on promoting community wellness, engagement, and satisfaction regularly.

Questions





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CSWB Governance Structure

Council Co-Chairs

Kim McElroy
Director of Social Services
City of Stratford

Greg Skinner
Chief of Police
Stratford Police Services



MINUTES
Special Meeting of Council

June 27, 2023
9:00 am
Town Hall, Council Chambers

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

Council Regrets: Councillor Pridham

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Jennifer Knechtel, Director of Human Resources

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-SC-06-27-01

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the June 27, 2023 special meeting of Council agenda be accepted as presented.

CARRIED

4. CLOSED SESSION

Resolution 2023-SC-06-27-02

Moved By Councillor Aylward

Seconded By Councillor Edney

THAT Council move into a session that is closed to the public at 9:02 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 39-2023 CONFIDENTIAL CAO Performance Review

5. RISE AND REPORT

Resolution 2023-SC-06-27-03

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT Council rise from a closed session at 10:45 am.

CARRIED

Mayor Strathdee reported that a closed session was held with one matter related to employee relations being considered. There is nothing further to report at this time.

6. BY-LAWS

Resolution 2023-SC-06-27-04

Moved By Councillor Edney

Seconded By Councillor Luna

THAT By-Law 74-2023, being a by-law to confirm the proceedings of the June 27, 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-SC-06-27-05

Moved By Councillor Craigmile

Seconded By Councillor Lucas

THAT this special meeting of Council be adjourned at 10:50 am.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk



MINUTES Regular Council

June 27, 2023
6:00pm
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
Jenna McCartney, Clerk

Conference Line
Richard Anderson, Director of Emergency Services / Fire Chief
Sarah Andrews, Library CEO
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Jennifer Knechtel, Director of Human Resources
André Morin, Director of Corporate Services / Treasurer
Dave Blake, Environmental Services Manager
Ray Cousineau, Facilities Manager
Morgan Dykstra, Public Works and Planning Services Coordinator
Jenny Mikita, Seniors Services 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 2023-06-27-01

Moved By Councillor Luna
Seconded By Councillor Craigmile

THAT the June 27, 2023 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Retirement Presentation to Karen Coddington

Mayor Strathdee, Council and staff congratulated Karen Coddington on her retirement from the Town of St. Marys.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - June 13, 2023

Resolution 2023-06-27-02

Moved By Councillor Edney
Seconded By Councillor Lucas

THAT the June 13, 2023 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

6.2 Special Meeting of Council - June 19, 2023

Resolution 2023-06-27-03

Moved By Councillor Luna
Seconded By Councillor Craigmile

THAT the June 19, 2023 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

6.3 Strategic Priorities Committee - June 20, 2023

Resolution 2023-06-27-04

Moved By Councillor Aylward
Seconded By Councillor Lucas

THAT the June 20, 2023 Strategic Priorities Committee meeting minutes be received by Council and signed and sealed by the Mayor and Clerk;
and

THAT minute item 4.1 be raised for consideration.

CARRIED

6.3.1 Stone Walls

Resolution 2023-06-27-05

Moved By Councillor Edney
Seconded By Councillor Luna

THAT Council support future funding of culturally significant shared stone walls; and,

THAT Council not support future funding of private property walls;

THAT Council not support future funding of landscaping stone walls on private property; and,

THAT Council direct staff to incorporate funding provisions and requirements related to stone walls into the Community Improvement Plan (CIP) at its next revision.

CARRIED

7. CORRESPONDENCE

7.1 County of Perth re: PC Connect Transit Agreement Expiry

Resolution 2023-06-27-06

Moved By Councillor Pridham
Seconded By Councillor Aylward

THAT the correspondence from the County of Perth regarding the expiry of the PC Connect transit agreement be received.

CARRIED

8. STAFF REPORTS

8.1 Administration

8.1.1 ADMIN 40-2023 June Monthly Report (Administration)

Resolution 2023-06-27-07

Moved By Councillor Pridham

Seconded By Councillor Lucas

THAT ADMIN 40-2023 June Monthly Report (Administration) be received for information.

CARRIED

8.2 Building and Development Services

8.2.1 DEV 36-2023 June Monthly Report (Building & Development)

Resolution 2023-06-27-08

Moved By Councillor Lucas

Seconded By Councillor Luna

THAT DEV 36-2023 June Monthly Report (Building & Development) be received for information.

CARRIED

8.2.2 DEV 31-2023 Town Hall First Floor Renovation

Resolution 2023-06-27-09

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT DEV 31-2023 Town Hall First Floor Renovation report be received; and

THAT Council approves the Town Hall First Floor Renovation project to proceed to the tender process; and

THAT Staff report back to Council with interior design options.

CARRIED

8.2.3 DEV 32-2023 Community Improvement Plan – Progress Update and Path Forward

Resolution 2023-06-27-10

Moved By Councillor Aylward

Seconded By Councillor Lucas

THAT DEV 32-2023 Community Improvement Plan – Progress Update and Path Forward report be received;

THAT Council authorize Town staff to utilize the 2021 carry over funds for the purpose of funding housing related grant requests in 2023; and,

THAT Council direct staff to initiate the process to repeal and replace the Town of St. Marys Community Improvement Plan.

CARRIED

8.3 Community Services

8.3.1 DCS 34-2023 June Monthly Report (Community Services)

Resolution 2023-06-27-11

Moved By Councillor Edney

Seconded By Councillor Lucas

THAT DCS 34-2023 June Monthly Report (Community Services) be received for information.

CARRIED

8.3.2 DCS 35-2023 Declaration of Compliance

Resolution 2023-06-27-12

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT DCS 35-2023 Declaration of Compliance report be received; and

THAT Council authorize the Mayor to sign the Ontario Health Form of Declaration of Compliance Schedule F for the reporting period of April 1, 2022 to March 31, 2023

CARRIED

8.4 Corporate Services

8.4.1 COR 39-2023 June Monthly Report (Corporate Services)

Resolution 2023-06-27-13

Moved By Councillor Craigmile
Seconded By Councillor Pridham

THAT COR 39-2023 June Monthly Report (Corporate Services) be received for information.

CARRIED

8.4.2 COR 40-2023 Insurance Renewal 2023

Resolution 2023-06-27-14

Moved By Councillor Luna
Seconded By Councillor Lucas

THAT COR 40-2023 Insurance Renewal 2023 report be received;
and

THAT Council accept the municipal insurance proposal from Marsh Canada for the term of June 30, 2023 to June 30, 2024; and

THAT Council approve the increase for property insurance deductible to \$50,000; and

THAT savings from the increase in deductibles be transferred to the Facilities Reserve; and

THAT Council consider By-law 75-2023, being a by-law to authorize an agreement with Marsh Canada and to delegate the Treasurer the authority to execute the required agreements.

CARRIED

8.5 Fire and Emergency Services

8.5.1 FD 07-2023 June Monthly Report (Emergency Services)

Resolution 2023-06-27-15

Moved By Councillor Edney
Seconded By Councillor Aylward

THAT FD 07-2023 June Monthly Report (Emergency Services) be received for information.

CARRIED

8.6 Public Works

8.6.1 PW 42-2023 June Monthly Report (Public Works)

Resolution 2023-06-27-16

Moved By Councillor Edney

Seconded By Councillor Luna

THAT PW 42-2023 June Monthly Report (Public Works) be received for information.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

None.

11. BY-LAWS

Resolution 2023-06-27-17

Moved By Councillor Craigmile

Seconded By Councillor Lucas

THAT By-Law 75-2023 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 75-2023 Agreement with Marsh Canada and Delegate Authority to Treasurer

12. UPCOMING MEETINGS

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

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

13. CONFIRMATORY BY-LAW

Resolution 2023-06-27-18

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT By-Law 76-2023, being a by-law to confirm the proceedings of June 27, 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 2023-06-27-19

Moved By Councillor Edney

Seconded By Councillor Aylward

THAT this regular meeting of Council be adjourned at 8:19 pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk

The discussion of large 18 wheel trucks going through downtown when not associated with delivery - ie: Vet Purchasing continues to grow and effect the downtown. Concerns for infrastructure, noise, filth, smell, speed and congestion.

In my 12 years in business - our traffic and population have both increased.

My example of a pig transportation truck going through downtown, backing up traffic to be able to get through a light, the weight on our new bridge on Wellington, the odour regarding outdoor seating (which we have encouraged) is not very welcoming to the growth of our food and business industry.

We seldom see a vehicle from the Cement plant/Cascade/Shur Gain go through the downtown - yet I have seen up to 4 McLean Taylor vehicles in tandem (some with multiple cement blockades on a flat bed) going through the downtown. Respectfully - I know what they bring to our community - however, they have options from their location, to also go towards roads on the outskirts of town, via Rannoch, Prospect Hill.

I can't think of a pig farm on either end of Wellington or Queen to justify a vehicle like the one in the photo, going through downtown.

Businesses like Cascade and Shur Gain have terrific access off #7 down James St. therefore we never see these trucks going through the downtown. I can certainly understand how easy it is to get co-operation from these companies.



The speed at which some vehicles go have at times shaken my front door on Queen St. Or brakes that sound because they realize they can't make the light.

The suggestion that we do not have a truck route....isn't that what #7 highway was built for? At one time, traffic (like #4 in Exeter) the traffic had no other options. Trucks can now go down #7 coming in at Prospect Hill, Water St., James St, #19 or Wildwood according to their destination. What small town of our size has literally 5 points of entry from the main hwy (#7)

To exit at Wildwood and drive through town to a Rannoch area destination is unnecessary. That truck should not have the option to come any other way other than Prospect Hill.

When coming down #8 - they should be once again, forced to the outer perimeters, closest to the end destination.

Unless delivering downtown - large truck traffic should be forced out to #7 or back to Rannoch to catch #8.

To my understanding, large trucks are not permitted to drive through the downtown of Stratford during summer/tourist season.

Lets work towards a solution to both accommodate the necessary vehicle, as well as restrict unnecessary large trucks. My focus of concern is more towards the large trucks of weight and size. So this would fall under "certain types of vehicles" that I think is a reasonable expectation.

As we continue to try and grow our town, lets re-open this dialogue that benefits all of those trying promote our downtown.

Respectfully,
Heather Parkinson
O'Grady's Clothing & Accessories
143 Queen St. E.
St. Marys, ON
N4X 1A5

June 29, 2023

Hon. Stephen Lecce
Minister of Education
Stephen.Lecceco@pc.ola.org

Via email

RE: recommendation for amendment to the current regulations for licensed home-based childcare operators to increase allowable spaces.

Dear Minister Lecce,

During the June 26, 2023 regular meeting of council, council in response to recent publicly raised concern heard a report from staff in relation to the above, with the following resolution passed:

Moved: Liz Welsh

Seconded: Chad Hyatt

WHEREAS in response the Petrolia Childcare Advocacy Group's recent delegation to Council where they identified a shortage of child care spaces in the Town of Petrolia; and

WHEREAS through additional research undertaken by the Town Staff, and in consultation with the County of Lambton Social Services, it has been further identified that there is an extreme shortage of child care spaces not only across the County but the Province as a whole; and

WHEREAS in response to the identified need the County hosted a community information night to educate members of the public who may be able to offer a licensed home-based child care service;

NOW THEREFORE **the Council of the Town of Petrolia recommends to the Hon. Stephen Lecce, Minister of Education, that in time for the 2023 school year amendment to the current regulations be made to allow licensed home-based child care operators the ability to provide two (2) before and after school care spaces to school aged children, in addition the permitted six (6) full time child care spaces; and**

THAT in an effort to attract and retain qualified early childhood educators, the Minister of Education, review the current wage bracket for early childhood educators with implementation of an increase to wages to align with the services provided; and

THAT the province provides more capital based funding sources for the construction of new centre-based facilities; and

THAT the province considers increasing the current goal of thirty-three percent (33%) access ratio, to align better with the current provincial situation and anticipated population growth over the next ten (10) years; and

THAT these items be considered sooner rather than later, to assist in remedying the critical child care shortage experienced in Petrolia, Lambton, and across the province; and

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



THAT this recommendation be forwarded to Hon. Doug Ford, Premier of Ontario | Hon. Michael Parsa, Minister of Children, Community & Social Services | Mr. Bob Bailey, MPP of Sarnia-Lambton | Hon. Monte McNaughton, MPP of Lambton-Kent-Middlesex | Mr. Kevin Marriott, Warden of Lambton County | Municipalities of Ontario;

Carried

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

cc:

Hon. Doug Ford, Premier of Ontario premier@ontario.ca | Hon. Michael Parsa, Minister of Children, Community & Social Services Michael.Parsaco@pc.ola.org | Mr. Bob Bailey, MPP of Sarnia-Lambton bob.bailey@pc.ola.org | Hon. Monte McNaughton, MPP of Lambton-Kent-Middlesex Monte.McNaughtonco@pc.ola.org | Mr. Kevin Marriott, Warden of Lambton County Monte.McNaughtonco@pc.ola.org | Municipalities of Ontario

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Optimism Place Women's Shelter and Support Services

Wednesday, July 12, 2023

Mayor Stratthdee and St Marys Town Council
St Marys, ON

Dear Mayor Stratthdee and members of St Marys Town Council,

If you have been down Freeland Dr in Stratford recently, you may have noticed that Optimism Place Women's Shelter and Support Services is under construction. We are expanding our residential services to add 10 new bedrooms and increase our capacity by more than 115%!

We have been so very fortunate to receive \$3.4 million from the Canada Mortgage and Housing Corporation to cover about 80% of the costs related to this expansion. In order to cover the total cost of this expansion we launched a capital campaign in September 2022 with a goal of raising \$1 million. We are thrilled to share with you that so far through grants, insurance companies, other corporate donors and many generous individuals we have been able to raise \$700,000 towards our goal. The build will be completed this fall and we are hopeful that between now and then, together with our generous community, we can raise the remaining \$300,000 we need to reach our goal. The City of Stratford has contributed \$97,495 and Perth County provided a grant of \$2500 towards this expansion. We are writing this letter today to ask St Marys Town Council to contribute \$5000.

For many years we have seen the need for our services steadily increase and in the last 3 years we have seen the need skyrocket! We have seen the number of calls to our crisis support phone line increase 242% and we have unfortunately had to turn away 335 people requiring residential supports simply because there was not space last year when they made the brave decision to call our shelter and seek safe space. As a community we can no longer be satisfied with the status quo. We envision a day where every woman and her children who are seeking safety and support will be able to receive it right when they need it so that they can heal from their trauma and build a future of hope and optimism.

Optimism Place Women's Shelter and Support Services is the only organization in Perth County providing safe and secure emergency residence and wraparound community-based supports for women and their children who have experienced violence and abuse. Our dedicated staff team provides services 24 hours a day every day of the year. Last year we provided support to 29 women and children from the Town of St Marys. In addition, we work very closely with other local community-based service providers to ensure that women and children in St Marys have the support they need to thrive in your community.

Our expansion includes 7000sqft over 3 floors to the south end of our residential facility at 270 Freeland Dr in Stratford. This will increase our residential capacity from 13 beds to 28 beds – a full 115% increase. This fully accessible, energy efficient and modern space will also have additional washrooms, including ensuites; more laundry facilities, a kitchenette, a large bright entrance and two new multipurpose living areas. An expanded outdoor area will have more play space for children, gardens and sitting areas. We are also adding 600sqft to the north end of the building to provide expanded space for community-based supports including counselling, housing support, legal advocacy and outreach services. Construction began in January 2023 with a completion date of fall 2023.

We have been so fortunate to continue providing safety and supports in our existing building without interruption while the construction continues. The demand for our services has continued to increase over this past year which tells us that these additional bedrooms cannot come soon enough.



Optimism Place Women's Shelter and Support Services

We invite you to be a part of this exciting work, take a stand against violence against women and invest in the hopeful future of Perth County's women and children with a financial contribution of \$5000 towards the new bedrooms and community spaces being added to our building.

Please consider a donation of \$5,000 towards our capital campaign so that we can reach our \$1 million goal and so that when a woman and her children from St Marys needs safety and supports she won't be turned away.

As a thank you for your contribution, we will feature the Town of St Marys with a photo opportunity at our building. Your support will also be identified by your logo on our website and social media platforms, in newsletters as well as on our permanent donor recognition installation in the new entryway. All donors will be invited to an open house once the expansion is complete.

Thank you for carefully considering this investment in women and children. We have 5 residents of St Marys on our board of directors who are prepared to talk more about the opportunity before you at a future meeting of council.

I look forward to hearing from you soon.

Sincerely,

Jasmine Clark
Executive Director
jasmine@optimismplace.com
519-271-5310 x112



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Administration

Date of Meeting: 25 July 2023

Subject: ADMIN 42-2023 July Monthly Report (Administration)

RECOMMENDATION

THAT ADMIN 42-2023 July Monthly Report (Administration) be received for information.

DEPARTMENTAL HIGHLIGHTS

1. CAO

Strategic Planning and Projects

- Corporate Strategic Plan Review and Update
 - RFP for this project will be issued once the public consultation phase of the Downtown Service Location Review is completed.
 - The Senior Leadership Team is currently reviewing the current status of the Town's Corporate and Strategic priorities with a goal to develop a corporate work plan for 2024.
 - As in previous years, staff will present the list of coming year(s) priorities to Council for review as part of Council's pre-budget process. This will take place August 22.
- Downtown Service Location Review
 - Steering Committee:
 - The next meeting of the Steering Committee is expected to take place late summer.
 - The purpose of this meeting will be for the committee to review and prioritize the feedback received on the services and programs the Town should offer in and around downtown.
 - Interior Demolition of 14 Church Street North
 - Final details of the tender for interior demolitions and structural repairs are being completed.
- Community Transportation Project:
 - The County of Perth has provided formal notice to the Town that they have decided to Cancel Route B (Perth County South). Services will end August 31, 2023.
 - The Local Partnership Agreement with the City of Stratford and the Municipality of North Perth is set to expire September 30, 2023.
 - A preliminary meeting amongst CAOs has occurred to discuss an extension to the LPAs.
 - Further reports will be presented to Council in August/September with a recommendation to extend the LPA to March 31, 2025 (funding's end) for Council to consider.
 - Ridership:

Funding Period	Route A: Perth County North	Route B: Perth County South	Route 1: KW to Listowel	Route 2: KW to St. Marys	Route 3: London to Stratford	TOTALS
Funding Year 3: Nov 2020-Mar 2021	342	87	55	186	94	764
Funding Year 4: Apr 2021-Mar 2022	1116	578	872	978	1127	4671
Funding Year 5: April 2022	128	37	128	102	106	501
May 2022	143	38	110	168	64	589
June 2022	203	49	188	210	160	810
July 2022	320	120	209	335	227	1211
August 2022	250	104	140	296	252	1042
September 2022	258	112	136	362	153	1021
October 2022	211	96	140	297	189	933
November 2022	236	77	129	326	240	1008
December 2022	197	84	130	284	167	862
January 2023	213	76	146	328	201	964
February 2023	214	59	140	345	194	952
March 2023	342	123	269	460	276	1470
April 2023	304	97	228	363	299	1291
May 2023	335	163	285	361	320	1464
June 2023	342	168	389	509	315	1723

- Community Outreach and Community Wellness:
 - **New Referrals:** 8 new individual referrals; continue to provide ongoing supports to other open files
 - **Training:**
 - **Healthy Relationships Plus Program – Enhanced:** Program to promote healthy relationships and positive mental health enhanced for vulnerable youth. Completed training through Western University with Huron Perth CAS & Avon Maitland District School Board. Currently collaborating with community agencies to assess if this program can be offered in St. Marys.
 - **Community Presentations:**
 - Attended Community Policing Advisory Committee (CPAC) meeting to provide an update of Community Outreach position
 - **Adult Learning Centre:** Supported Adult Learning Centre to offer information sessions about financial literacy (ie. Budget) to individuals residing in Rent-to-Geared Income Housing & Cooperative Housing
 - **Community Connections:**

- **Ukrainian Volunteer Committee:** Met with a group of volunteers that are currently supporting Newcomers in St. Marys. In the process of collaborating with agencies to create more language supports.
- **Community Closet:** Working towards launch date of September 11, 2023 at St. James Anglican Church. Started process of recruiting volunteers & setting up space.
- **Shower Program** – Shower program moved to Friendship Centre to accommodate Camp PRC
- **Collaborative Relationship for Extended Services Partnership Agreement (CRES):** Agreement with Avon Maitland District School Board (AMDSB) to be able for the Community Outreach Worker to offer service within an AMDSB school. The vision is for the Community Outreach Worker to offer psychosocial support to students that need support in navigating and accessing resources within the community.
- Continue with monthly peer supervision initiated with North Perth Community Outreach Worker

2. Clerks

Animal Control

- Current animal control service provider agreement set to expire on December 31, 2023. Entering negotiations to renew agreement for an extended period of time.

By-Laws

- Animal Control By-law comes into force and effect on August 1, 2023.
- Traffic, Parking and Boulevard Maintenance By-law comes into force and effect on August 1, 2023.
- Drafting the Records Retention By-law and will present to Council for consideration shortly.

By-Law Enforcement

Month	Parking	Noise	Animal	Other	Total
January	4	7	0	1	12
February	7	1	1	0	9
March	7	12	2	0	21
April	4	5	0	0	9
May	4	7	1	1	13
June	5	7	1	4	17

Data Management

- Request for Proposal for an electronic document and records management system has been published. Anticipating award for project to be presented to Council on September 12.

Lottery Licensing

- 11 licences have been licensed in 2023 to date.

Refreshment Vehicle Licensing

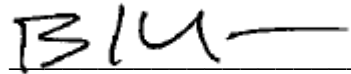
- To date:
 - 17 refreshment vehicles have applied to operate in St. Marys in 2023
 - 1 annual licence issued (although not operating at location currently)
 - 7 vehicles have returned to St. Marys at least on one occasion.

SPENDING AND VARIANCE ANALYSIS

None.

REVIEWED BY

Recommended by the CAO

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

Brent Kittmer

Chief Administrative Officer

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Building and Development

Date of Meeting: 25 July 2023

Subject: DEV 45-2023 July Monthly Report (Building & Development)

RECOMMENDATION

THAT DEV 45-2023 July Monthly Report (Building & Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building

- Please see Attachment A for building permit and inspection details.

Planning – Applications

Miscellaneous	
Pre-Consultation for Planning Applications	<ul style="list-style-type: none"> • Zero (0) pre-consultation meetings held between June 16, 2023, and July 14, 2023. Total of ten (10) pre-consultations. Two (2) pre-consultations scheduled for late-July. • Town Staff are coordinating with several potential Applicants to move their application to submission. Anticipating the receipt of several applications late summer / early fall.
Zoning Compliance Letters and Releases	<ul style="list-style-type: none"> • Zero (0) Zoning and Compliances letters issued between June 15, 2023, and July 14, 2023. A total of nine (9) Zoning and Compliance letters will be issued in 2023. Additional letters to be issued in late July. • Zero (0) Subdivision Agreement Release issued, total of two (2) releases issued.
Minor Variances	
446 Queen Street West (A02-2023)	<ul style="list-style-type: none"> • Application for Minor Variance being considered regarding exterior side yard setbacks and landscape open space. • Application approved by the Committee of Adjustment on June 15, 2023. No appeals received regarding the approval.
275 Victoria Street (A00-2023)	<ul style="list-style-type: none"> • Application for Minor Variance being considered regarding front yard setbacks.

	<ul style="list-style-type: none"> Application being reviewed for completeness.
Severances	
	<ul style="list-style-type: none"> Working towards closing several consent to sever files that were provisionally approved by the Committee of Adjustment.
Official Plan (OPA) and Zoning By-law (ZBLA) Amendments	
	<ul style="list-style-type: none"> No new applications.
Site Plan Agreement	
925 Queen Street East (Storage Building)	<ul style="list-style-type: none"> Application for Site Plan Agreement received. Comments returned to the Applicant the week of February 14, 2022.
275 Victoria Street (Building Expansion)	<ul style="list-style-type: none"> Application for Site Plan Agreement received on September 15, 2022. Application deemed complete mid-May. First submission review nearly complete, and comments to be returned to the Applicant.
60 Road 120 (Storage Containers)	<ul style="list-style-type: none"> Town review of Application has been completed. Awaiting sign off from external agencies, once sign off has been received, Town staff to prepare a site plan agreement for the CAO's consideration.
Subdivision Agreements / Draft Plan of Condominium	
165 Egan Avenue	<ul style="list-style-type: none"> Application received for vacant land condominiums; Town staff have reviewed the application and asked the Applicant to provide additional detail. Application to be presented to the Planning Advisory Committee on July 31, 2023.
275 James Street South (DPC 01-2023)	<ul style="list-style-type: none"> Application for Draft Plan of Condominium (DPC) approved by Council. Notice of Decision has been released, and Draft Conditions provided to the Applicant. No appeals received.
Community Improvement Plan (CIP)	
Pre-Consultations for Community Improvement Plan:	<ul style="list-style-type: none"> Zero (0) pre-consultation meetings held between June 15, 2023 and July 14, 2023.
Approved CIP Applications:	<p>127 Queen Street East (CIP-02-2023)</p> <ul style="list-style-type: none"> Approved for the (a) Commercial Conversion Agreement and (b) Building and Site Improvement Grant <p>6 Water Street South (CIP-03-2023)</p> <ul style="list-style-type: none"> Approved for (a) Façade and Signage Improvement Grant and (b) Building and Site Improvement Grant

	<p>36 Water Street South (CIP-04-2023)</p> <ul style="list-style-type: none"> • Approved for (a) Façade and Signage Improvement Grant and (b) Building and Site Improvement Grant <p>147 Queen Street East (CIP-05-2023)</p> <ul style="list-style-type: none"> • Approved for Façade and Signage Improvement Grant <p>10 Water Street North (CIP-06-2023)</p> <ul style="list-style-type: none"> • Approved for (a) Façade and Signage Improvement Grant and (b) Building and Site Improvement Grant.
Allotment	<ul style="list-style-type: none"> • Total of \$49,608.36 of \$50,000 has been allocated (\$392 remains) • Community Improvement Plan: \$39,614.36 • Heritage Grant: \$9,994.00

Planning – Strategic Projects

- Completing due diligence on Town Owned Land for possible future housing development.
- Met with Habitat for Humanity regarding future developments in St Marys.
- Started with Phase 1 of “Updating the Town’s Community Improvement Plan”. We will be meeting with Staff and Council on an individual basis for information gathering and brainstorming sessions,
- Met with the Town Solicitor to further discuss the Municipal Capital Facilities By-law.
- The CMHC portal for the Housing Accelerator Fund (HAF) has been opened and the Town is looking to make an application,
- Met with Staff to discuss a housekeeping update for the Town’s Zoning Bylaw.
- Meeting with the Communications Department to roll out a six-month communications plan “Why not in my Back Yard” in St Marys to help residents get a better understanding of housing in St Marys.

Facilities – Operational

- Town Hall – New desks were installed in staff offices.
- Fire Hall Sign – We have been experiencing issues with the electronic media sign lately. While it operates correctly for a few weeks, there are instances when it fails to upload new messages. Our staff has attempted to troubleshoot the problem, and we are currently monitoring the situation to determine if the sign technician needs to be involved to repair any faulty wiring within the sign. The sign has been functioning properly over the last month without any reported problems. We will continue to keep an eye on its performance and take necessary actions if the issue resurfaces.
- Lind Sportsplex – the building has been cleaned and prepared for summer operations. Guard keys have been issued for the summer season. Quarry is open for the season.
- Library – furniture has been moved out for the CEO Office construction and moved back into the office areas. The public computers were dismantled and re-installed in their new location.
- Lind Sportsplex – The source of the water leak into the canteen area has been identified and staff are meeting with contractors to fix the issue.
- Town Hall – The elevator at Town Hall dropped the programing during a power outage. Delta Elevator was called to site and re-programed the control panel. The elevator was out of service for 4 days.
- Teddy’s Field – A second key lock was installed at the request of the canteen operators. There are now two key locks, one with a canteen key and the second with a key to the storage room and washrooms.

- Facilities Staff working on Operational and Capital budgets for 2024 & 2025.

Facilities – Capital


- Town Hall First Floor Renovation – Council approved the project to move to the tendering process. Staff have been working with Ritz Architecture to get the pre-tender process completed and the tender process started.
- Town Hall Slate Roof Replacement – Work has progressed well on the project. Robertson Restoration have removed all the old slate and installation of the new slate on the north roof has been completed and the west roof is completed. The new drip edge detail has been installed and the two east chimneys that require pointing should be completed this week. These are the two change orders that have been approved. During the Council tour it was noted that the West Gable end masonry needed to be restored. This change order has been approved and the pointing should be completed the week of July 10. Scaffolding on the west side of Town Hall will not be removed in time for the Heritage Festival on July 15th.
- Library CEO Office -The new office has been built, the two existing offices have been renovated and painted. The one doorway from the existing office to the customer service desk has been closed in, the remaining door has had a “barn door” installed to allow for separation of the office area from the desk area. All areas of construction have been painted. The installation of the CEO office door has been completed. Completing the project.
- Train Station Interior & Exterior Painting – RFQ has been written, updating painting colors and awaiting scheduling window to complete document.
- MOC Roof Restoration -RFT written, Site tour occurred on May 8th with 5 vendors attending. Closing to occur on May 17th. The project award report has been written and submitted to Council for the June 13 Council meeting. Council awarded the project to Atlas-Apex Roofing and the project is to commence the week of July 17th.
- Cemetery Office Roof Replacement – RFT documents posted. Site tour occurred on April 11 with 4 vendors attending. Closing to occur on April 26th. Council report written for May 23 meeting. Project was awarded to Atlas-Apex Roofing at the May 23 Council Meeting. Project to commence in July.
- Lind Sportsplex Painting – RFQ document has been posted. Site tour occurred on April 5th with 3 vendors attending. Closing to occur on April 19th. Project has been awarded to Myers Painting. The project commenced on June 26 and was completed on July 29th.
- Lind Sportsplex Furnace Replacement – Specifications for the replacement furnaces have been acquired. The RFQ has been written and will be posted the Week of June 14th. Site tour to occur on June 28th and Closing date of July 12th.

SPENDING AND VARIANCE ANALYSIS

None.


REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



Attachment A: Building Department Monthly Summary

Building and Development Services Department

Table 1. Monthly Totals (as of July 1, 2023)

Yearly Dwelling Unit Break Down

Year	Building Permits	Year to Date	Dwelling Units for the Month	Year to Date	Single Family Dwelling	Semi Detached	Townhouse Unit	Accessory Dwelling Units	Apartment unit
2023	9	54	6	16	2	8	4	2	0
2022	144	144	0	55	17	4	28	3	3
2021	162	162	0	72	20	4	42	6	0

Table 2. Annual Totals

Year	Building Permits	Dwelling Units	Construction Value
2023	54	16	\$ 14,107,580.00
2022	144	55	\$ 33,148,700.00
2021	162	72	\$ 42,174,405.00
2020	166	72	\$ 38,801,203.00
2019	134	52	\$ 16,751,000.00
2018	172	53	\$ 22,875,651.00
2017	168	36	\$ 18,825,719.00
2016	120	38	\$ 14,244,002.00

There were **81** appointments made this month from the Building Department.

The Building Department presently has **3** permits waiting for payment.

The Building Department presently has **4** permits under review.

The Building Department presently has **11** new permit applications waiting to be transferred to "in review" (Permits in this section have outstanding documentation)

There were **22** inspections on properties with old outstanding permits

There were **10** inspections on properties with old outstanding pool permits from 2018-2022

The Department was proactive on **9** property for long grass and issued work orders to our contracted service to follow through on Property Standards orders. These properties are presently being cleaned up



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	25 July 2023
Subject:	DEV 42-2023 Town of St. Marys Zoning By-law Housekeeping Amendments

PURPOSE

The purpose of this report is to inform Council that staff will be initiating the a review process with Planning Advisory Committee to consider general housekeeping and technical amendments to the Town's Zoning By-law to be implemented through a Town initiated Zoning By-law Amendment.

RECOMMENDATION

THAT DEV 42-2023 Town of St. Marys Zoning By-law Housekeeping Amendments be received; and
THAT Council direct staff to report back to Council with proposed Amendments to the Zoning By-law following consultation with the Town's Planning Advisory Committee.

BACKGROUND

A Zoning By-law is a legally enforceable document containing regulations and maps, and consists of a series of zones in a range of categories (e.g. residential, commercial, industrial/employment, institutional, agricultural/rural, environmental, etc.).

The Town of St. Marys Zoning By-law No. Z1-1997 was originally enacted in 1997 and has been subject to several amendments since then as a result of Town initiated amendments to various regulations from time-to-time and the approval of Zoning By-law Amendment Applications initiated by property owners.

Council passed Zoning By-law No. Z153-2022 on June 28, 2022 to make a number of amendments to implement technical updates and address minor issues or discrepancies. Some of the changes included:

- employing the use of tables throughout the Zoning By-law to display zoning information in a more condensed and clear manner;
- consolidating similar zone sections through the use of tables;
- updating the Zoning By-law list of definitions (without a numbering system) to avoid the need for the complex re-numbering of all definitions any time a definition is added or removed in the future;
- updating definitions to reflect contemporary terminology and provide definitions for all land use terms;
- increasing the allowable lot coverage for accessory buildings and structures on residential lots;

- modifying certain setback, coverage and other regulations to allow for more efficient use of land and improved built form;
- modifying the Development (D / RD) Zone to permit the replacement of existing single detached dwellings, additions onto existing single detached dwellings, and new accessory buildings and structures, subject to appropriate regulations; and,
- implementing changes to parking regulations as a result of the Town's Parking Study.

REPORT

It is important for municipalities to monitor the effectiveness of the Zoning By-law and consider changes to address technical or interpretation issues and any new land use issues. Monitoring is conducted by staff on an ongoing basis through the review Planning Act and building permit applications, public inquiries, etc.

Staff have flagged a number of areas in the Zoning By-law that require review, and will be initiating that process with the Planning Advisory Committee in the short term. The purpose of this report is to make Council aware that this process is being undertaken.

Some of the sections for the review of the Planning Advisory Committee include:

- 5.6 – Daylight or Sight Triangle
- 5.11 – Home Occupations
- 5.19 – Outdoor Storage
- 5.20 – Outdoor Display and Sale Area
- 5.24 – Permitted Encroachments into Required Yards
- 5.25 – Planting Strips
- 5.32 – Swimming Pools
- 5.33 – Temporary Uses
- Addition of general provisions to regulate rooftop mechanicals and require on-site amenity areas for higher density housing
- Special Commercial Zone (C4-1) – regulations related to permitted dwelling units in the upper or rear portions of commercial buildings.

FINANCIAL IMPLICATIONS

None known at this time.

SUMMARY

It is recommended that Council direct staff to review issues and other housekeeping matters with the Planning Advisory Committee, and report back to Council with recommended amendments to the Zoning By-law.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Not applicable

ATTACHMENTS

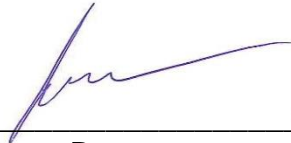
None

REVIEWED BY

Recommended by:

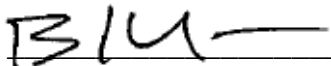


Mark Stone
Planner



Grant Brouwer
Director of Building and Planning

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Morgan Dykstra, Public Works and Planning Coordinator
Date of Meeting:	25 July 2023
Subject:	DEV 44-2023 Repeal By-law 21-2022 Site Plan Agreement for 60 Road 120

PURPOSE

A new Site Plan Agreement has been prepared for 60 Road 120; the purpose of this report is to repeal the existing site plan for the which Council authorized via By-law 21-2022.

RECOMMENDATION

THAT DEV 44-2023 Repeal By-law 21-2022 a Site Plan Agreement for 60 Road 120 be received; and,

THAT Council consider By-law 77-2023, being a By-law to repeal By-law 21-2022 which authorized a site plan agreement between The Corporation of the Town of St. Marys and Candice King and Donald King, for land described as Pt Block B S/S Queen St, Plan 228 St. Marys, Parts 1 & 4, 44R2881; S/T R95350, Town of St. Marys and municipally known as 60 Road 120.

BACKGROUND

In 2022, the Province of Ontario passed Bill 109, the *More Homes for Everyone Act*.

Section 41(4.0.1) of Bill 109 restricts a Council's ability to approve site plans and drawings for site plan agreements. Specifically, Councils were required to appoint an officer, employee or agent of the municipality as the approval authority. In response, Town Council passed By-law 59-2022 which appointed the Chief Administrative Officer as the approval authority for site plan agreements.

When the Chief Administrative Officer approves or amends a site plan agreement for a property that has an existing agreement that was approved by Council, a minor housekeeping report will be presented to Council for the purpose of repealing the By-law that approved the previous site plan agreement. Following the repeal of the By-law, the By-law will be deleted from the property title and replaced with the new agreement.

REPORT

In 2022, Council passed By-law 21-22 being a by-law to authorize a site plan agreement between the Town of St. Marys and Candice King and Donald King for 60 Road 120.

A new site plan agreement has been reviewed by Town staff and relevant agencies and has been deemed complete. The Chief Administrative Officer has approved the site plan agreement. As a result, the site plan agreement approved by By-law 21-22 is no longer valid, and there the By-law needs to be repealed so the new site plan agreement can take effect.

Information related to the new site plan agreement can be found on the Town's website: [Current Planning / Development Applications - Town of St. Marys \(townofstmarys.com\)](https://www.townofstmarys.com/Planning/DevelopmentApplications).

FINANCIAL IMPLICATIONS

The cost to remove By-law 21-2022 from the property title is \$561.00 + HST. The cost has been captured in the site plan agreement fee.

SUMMARY

A new Site Plan Agreement has been prepared for 60 Road 120; the purpose of this report is to repeal the existing site plan for the property which was approved by Town Council via By-law 21-22.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #3 Balanced Growth → Business attraction, retention, & expansion program
 - Outcome: A key to growth is to ensure a vibrant and sustainable commercial sector. Economic development needs to rest on three pillars, beyond the traditional business attraction. It should also focus on attention and resources to ensure both business retention and expansion.
 - Tactic(s): Encourage existing businesses to optimize their existing buildings/ spaces.

OTHERS CONSULTED

Town of St. Marys Development Team

ATTACHMENTS

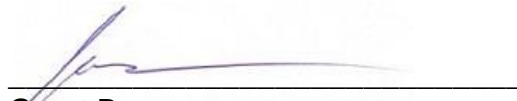
Attachment A: By-law 21-2022

REVIEWED BY

Recommended by:

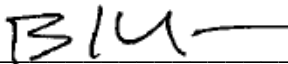


Morgan Dykstra
Public Works and Planning Coordinator



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

BY-LAW 21-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and Candice King and Donald King. for 60 Road 120.

WHEREAS: Candice King and Donald King intend to develop, under site plan agreement, the lands legally described as PT Block B S/S Queen St, Plan 228 St. Marys, Parts 1 & 4, 44R2881; S/T R95350, Town of St Marys, hereto being PIN 53252-0496 (LT) and includes any successor PINs of which the Lands form a part, all in the Registry Office for the Land Titles Division of Perth (No.44) and having the municipal address of 60 Road 120;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to enter into a site plan agreement (the "Agreement") with Candice King and Donald King for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the site plan development;

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 Candice King and Donald King.
- 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.** Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
- 4.** 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 22nd day of February 2022.

Signed by Mayor
Mayor Al Strathdee

Signed by Clerk
Jenna McCartney, Clerk



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Community Services

Date of Meeting: 25 July 2023

Subject: DCS 36-2023 July Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 36-2023 July Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Community Partnerships:

- St. Marys Heritage Walking Tour brochure, produced in partnership with Tourism Department, has arrived and distribution has begun. This brochure features three different walking tours (Downtown, South Ward and North Ward) with a total of 48 stops. It replaces the Stories of the Stores and Historic Walking Tour brochures, as well as Driftscape. The project received funding from RTO4 to improve self-guided tourism offerings.
- Photos selected and submitted for 2024 Rotary Calendar.
- Senior Services partnered with the Alzheimer's Society to host a Senior Safety Session. This event was attended by 48 participants who enjoy a great line up speakers including Stratford Police and St. Marys Fire.
- Senior Services toured the Friendship Force of North Bay through the complex in June. Residents of North Bay raved about the entire complex.

Wellness:

- Staff meeting with United Way to discuss current social service programs offered in the community.
- The shower program continues to see two clients using the program.

Facilities/Projects:

- Friendship Centre HVAC is up and running.
- Fencing has been repaired at the tennis courts.
- Supports for the netting at Teddy's Field have been put up and nets will be installed in a few weeks. The netting will need to be removed at the end of the season and installed prior to the start of each season.
- Pool update – staff are in the process of finalizing the hiring of an engineer to assist with reviewing the upgrades that are required to correct issues in the pool area. DEI consulting will be retained.
- With all of the rain staff are continually loosening the chains on the rafts at the Quarry.
- There have been some complications with the lights at the D.C.V.I. soccer field and they continue to shut off during games. Forman Electric is working on this problem.

Grant Funding:

- The EarlyON RFP was submitted to City of Stratford on June 21/2023 for renewal of services. Successful candidates will be informed on July 14.
- After initially being waitlisted, the Museum was successful with its Young Canada Works internship grant, to start in late August until late March. Recruitment is underway.
- Community Museum Operating Grant was submitted in late June.
- Ontario Trillium Foundation grant submitted for the All Wheels Park project.
- Senior Services received another extension to the current MSAA budget with Ontario Health. Final agreements are expected in September.
- Senior Services received communication from Ontario Health that the department will be receiving a 3% funding increase to the Ontario Health funding.
- Senior Services staff met with the Regional Development Advisor from the Ministry of Tourism, Culture and Sport to tour the Friendship Centre and check in on programs. The Ontario Government has put a call out to fund approximately 15 new Seniors Active Living Centres. This funding was for organizations who did not have existing SALC funding to start programs across the province.
- The Seniors Active Living Centre final report has been completed and submitted.

Programming:

- EarlyON staff completed a training workshop on Baby Connections – a literacy skills program for infants. This free community-based program provides coaching and easy to use strategies for families and we will offer our first session this fall.
- EarlyON is participating in Heritage Festival in the Kids Zone this year.
- EarlyON summer programming outdoors has begun in various locations around the Town of St. Marys.
- The Child Care Centre has 3 summer programs running out of Holy Name School. Programs are full and children are enjoying their summer camp experiences.
- Summer camps at Child Care Centre and Library are collaborating again this year with themed STEM, science and creative activities once a week.
- In-person seniors programming resumed for the first time since February 2020 with a program at Kingsway on June 13 and St. Marys VON on June 19.
- The museum hosted Grade 1/2 class from Holy Name of Mary on June 20 for an end of year field trip.
- Staff led a heritage walking tour for the Nashik Riverside India Friendship Force group on June 23.
- Staff traveled to Elma Public School for early settler themed outreach programming for grade 2/3/4 students on June 26.
- It's All Fun and Games exhibit opened on July 1. The exhibit includes several indoor and outdoor games.
- Staff supported Canada Day festivities in Cadzow Park and saw over 100 people through the museum doors that day.
- Staff led a heritage walking tour for children as part of the St. Marys Public Library's Friday Funday program on July 7.
- The first Heritage Kayak Tour of 2023 led on July 7 by Museum volunteer, Paul King.
- Archives Assistant is digitizing, researching, and uploading content from the Adanac Images negative collection to Picture St. Marys. Newly digitized images can be viewed at [What's New: Picture St. Marys \(ourontario.ca\)](https://www.ourontario.ca/What's-New-Picture-St-Marys)
- Ice allocation with regular ice users' complete staff is now working on slotting in the men's groups and will then move to external users.

- Participation in some Senior Services programs have started to slow down for the summer months. Staff are using this time for Fall/Winter program planning.
- Senior Services staff are working with Communications to move select volunteer forms into form builder so they can be completed electronically.
- Senior Service has begun planning for the November Craft Show. This event will take place on Saturday November 18th.

Impact/Feedback:

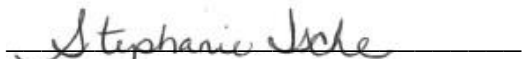
- “That tour was excellent! I would absolutely do it again.” -kayak tour participant
- When I first came back to the Friendship Centre I couldn’t walk more than a few steps without loosing my balance and needing my walking sticks. Now look at me! I am hear more than I am home, and I don’t need walking sticks and my balance has improved so much. - Friendship Centre participant.

Programing Statistics:

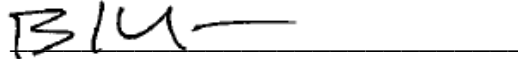
- Currently 353 children on the child care waitlist as of July 7, 2023
- Quarry local residents passes sold as of July 12, 2023 – 16 youth and 6 adults.
- Quarry attendance as of July 12, 2023
 - Quarry 3451 participants
 - Super Splash 1715 participants
- PRC Camp- Registrations are over 300 (and participants are still registering) this is more than in previous years.

REVIEWED BY

Recommended by the Department


 Stephanie Ische
 Director of Community Services

Recommended by the CAO


 Brent Kittmer
 Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Corporate Services

Date of Meeting: 25 July 2023

Subject: COR 43-2023 July Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 43-2023 July Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Finance:

- Payments – 957 cheques; \$2.3M
- Tax –supplementary tax bill processed; \$27k. Q2 BIA and education payments remitted. Monthly PAP updated.
- Finance Clerk – insurance renewal project. Internal audit project – ActiveNet transactions.
- Service Ontario – 751 transactions (excluding health related), average of 38 transactions per day.
- ERP – Security Assessment with ERP system and new payroll system is underway. Trial conversion completed last week of June. Tax Module/Waste Management in final phases of creation with Catalis.
- AMP – project ongoing, CRVs (current replacement value) report due July 31, 2023 – meeting with Treasurer and Manager of Infrastructure Services to finalize this submission.
- Q2 2023 Capital Spend Summary

2023 Budgeted	2022 Carryover Budgeted	Q2 2023 Actuals (YTD)
\$8.9M	\$6.1M	\$1.9M

- Q2 2023 Operational Summary

The Corporation of the Town of St. Marys					
Q2 2023 Summary					
	2023 Approved Budget	2023 Q2 (YTD) Revenue	2023 Q2 (YTD) Expense	2023 Q2 (YTD) Net	2023 Q2 (YTD) % of Budget
ADMINISTRATION					
ANIMAL CONTROL	3,900	-12,053	8,935	-3,118	
CORPORATE ADMINISTRATION	619,910	-41,909	305,917	264,008	
COUNCIL	155,591	0	73,147	73,147	
POLICE	1,206,960	-1,737	677,478	675,741	
TOTAL ADMINISTRATION	1,986,361	-55,699	1,065,477	1,009,778	51%
COMMUNITY SERVICES					
ADMINISTRATION	291,372	-83,795	215,312	131,517	
AQUATICS	109,810	-129,440	214,337	84,897	
CHILDCARE	184,677	-1,149,374	920,258	-229,116	
CULTURAL SERVICES	155,203	-31,695	91,787	60,092	
FACILITIES	653,784	-20,318	324,553	304,235	
RECREATION	430,271	-349,390	433,917	84,527	
SENIOR SERVICES	46,679	-377,084	367,281	-9,803	
TOTAL COMMUNITY SERVICES	1,871,796	-2,141,096	2,567,445	426,349	23%
CORPORATE SERVICES					
COMMUNICATION, HERITAGE, ECONOMIC DEVELOPMENT	453,629	-19,455	214,496	195,041	
EXTERNAL TRANSFERS	1,781,532	-85,500	1,119,466	1,033,966	
INFORMATION TECHNOLOGY	562,222	-73,252	364,520	291,268	
TREASURY	2,947,418	-1,155,420	2,549,831	1,394,411	
TOTAL CORPORATE SERVICES	5,744,801	-1,333,627	4,248,313	2,914,686	51%
FIRE	618,285	-31,861	382,009	350,148	57%
HR & BENEFIT ADMIN	360,214	0	110,361	110,361	31%
LIBRARY & ADULT LEARNING	556,960	-116,140	345,155	229,015	41%
PUBLIC WORKS					
FLEET	0	-277,837	295,430	17,593	
PARKS	253,149	0	112,406	112,406	
PUBLIC WORKS OPERATIONS	1,947,964	-68,555	853,481	784,926	
SELF-FUNDED	0	-1,961,174	2,176,204	215,030	
TOTAL PUBLIC WORKS	2,201,113	-2,307,566	3,437,521	1,129,955	51%
DEVELOPMENT				0	
BUILDING & PROPERTY STANDARDS	245,243	-152,081	217,111	65,030	
FACILITIES	679,074	-19,451	299,937	280,486	
TOTAL DEVELOPMENT	924,317	-171,532	517,048	345,516	37%
TAXATION	-14,263,847	-8,313,844	28,472	-8,285,372	58%
TOTAL TAX LEVY FUNDED	0			-1,769,564	

Information Technology:

- Updated FirePro install for Fire Department and reset Deployment Display TV
- Introduced new email distribution lists and adjusted existing groups for Daycare communication.
- Worked with Library staff to implement people counting software
- Assisted with Library renovation – hardware changes
- Reset user accounts for Friendship Centre volunteers
- Assisted with Quarry set-up and readiness
- Began new office software deployment for PDF creation/modification
- Interviews conducted for the Workstation Administrator position
- Cyber Monitoring report attached

Communications:

MEDIA RELATIONS		
Total # of Media Releases	Total # of Media Mentions	Total # of Media Outlets
16	18	7
TRADITIONAL ADVERTISING		
Total # of Print Ads/Publications		Total # of Radio Ads
7		-
SOCIAL MEDIA ADVERTISING		
Total # of Ads	Total # of Users Reached	Total # of Engagements
4	22,278	360
WEBSITE (TOWNOFSTMARYS.COM)		
Total # Website Visits	Most Visited Pages	
Data unavailable; in process of migrating to new Google Analytics platform		
SOCIAL MEDIA		
Platform - Owner	Total # of New Followers	Total Followers
Facebook – Town of St. Marys	51	6,646
Facebook – Pyramid Rec Centre	8	3,871
Twitter – Town of St. Marys	-4	2,417
LinkedIn – Town of St. Marys	-	321
Instagram – Town of St. Marys	135	2,410

Current/Ongoing Projects

- Continued to promote/manage public engagement opportunities for Milt Dunnell Field Revitalization project; closed survey with over 1,300 responses
- Exploring social listening/media monitoring tools to assist with tracking and monitoring online mentions/news articles about the Town of St. Marys
- Supporting Tourism & Events team with seasonal advertisements, events promotion, and Signage & Wayfinding strategy
- Working with Aquatics team to promote quarry operations; coordinating with Super Splash Water Park on ongoing marketing/social media initiatives

- Assisting departments with transition from Adobe products to Canva, which will save money and create efficiencies with internal graphic design projects

Tourism and Economic Development:

- Hosted Explore Ontario for an overnight stay to promote St. Marys for tourism.
- Installed a wall wrap design at the Quarry to promote the downtown for shopping and dining, installed a new brochure rack, posters on the back of each washroom stall door and a camera lift to promote visitors to take photos of their experience and share them on social media.
- Created and printed new banners for the downtown light posts. The banners are promoting tourism assets that are outside of downtown.
- Attended a day-long seminar hosted by RTO4 for their regional tourism partners.

Events

- Coordinated St. Marys Commemorates Canada Day at Cadzow Park event
- Stonetown Heritage Festival marketing: media releases, social media, event calendars
- Stonetown Heritage Festival volunteers, vendors, signage, performers, logistics, suppliers
- Tourism Instagram: 16.3K accounts reached (06/12-07/12) - Yak Shack reel (11k views) and Heritage Festival reel (14k views)

New summer student started and:

- Dispersed new tourism brochure and marketing materials for Stonetown Heritage Festival throughout St. Marys and surrounding areas.
- Prepared for Canada Day and Stonetown Heritage Festival.
- Made Instagram reels: One highlighting St. Marys Yak Shack Program and the other listing "Five Reasons to Attend Stonetown Heritage Festival"

Highlights for Wayfinding:

- The installation of sign bases and frames along Water St S – ready for sign faces

Train Operations

Total Phone Calls/ Travel Inquiries = 65

Total GO passengers = 123 (48 departing, 75 arriving)

Total GO tickets Sold/ Printed = 13

Total VIA passengers = 291 (130 department, 161 arriving)

Total VIA tickets Sold/ Printed = 21

SPENDING AND VARIANCE ANALYSIS

Budget summaries presented above.

REVIEWED BY

Recommended by the Department



Andre Morin
Director of Corporate Services/Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



June 2023

Monthly Summary

Town of St. Marys

Reporting period: 1 June 2023 - 1 July 2023

Covalence Report

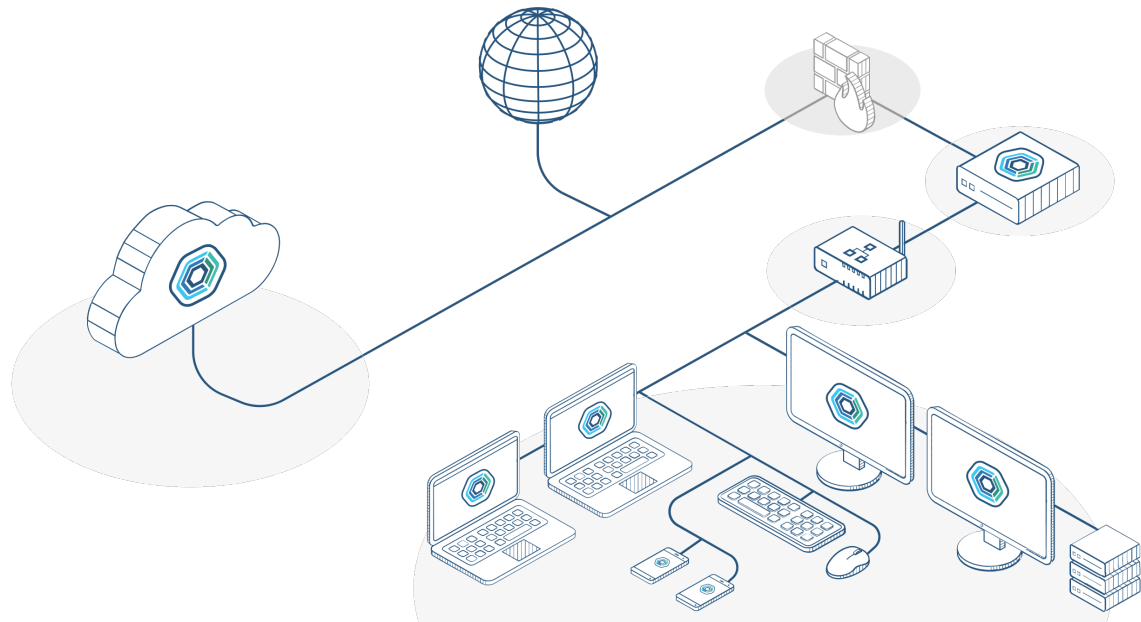
June 2023

Risk Level Trend

⊗ **Regressing**



Monitoring Services



- **Cloud Monitoring**
157 cloud accounts
- **Endpoint Monitoring**
91 endpoint agents
- **Network Monitoring**
1 network sensor
- **Email Analysis**
No emails analyzed
- **DNS Firewall**
No connections
- **External Monitoring**
6 domains

Key Insights

- ✗ **More AROs left unresolved**
You're not keeping up with the mitigation of your cyber security risk
- ✓ **Less time taken to resolve new AROs**
You're triaging your most recent AROs more efficiently than in the past
- **Usual amount of use of your email analysis service**
Your cloud email users are helping keep your domain as secure as they have in the past

Analytic Summary

Traffic Analyzed	Events Assessed	AROs Issued	Actions Issued
4 TB ▲ 715 GB	2932 ▼ 427	6 ▼ 4	1 ▲ 1

Traffic Analyzed

Total analytic input, such as captured network traffic and activity logs collected from endpoint systems and cloud domains.

Events Assessed

Total analytic output from a range of continuously evolving analytics and detections.

ARO Trends

June 2023

Risk Level Trend

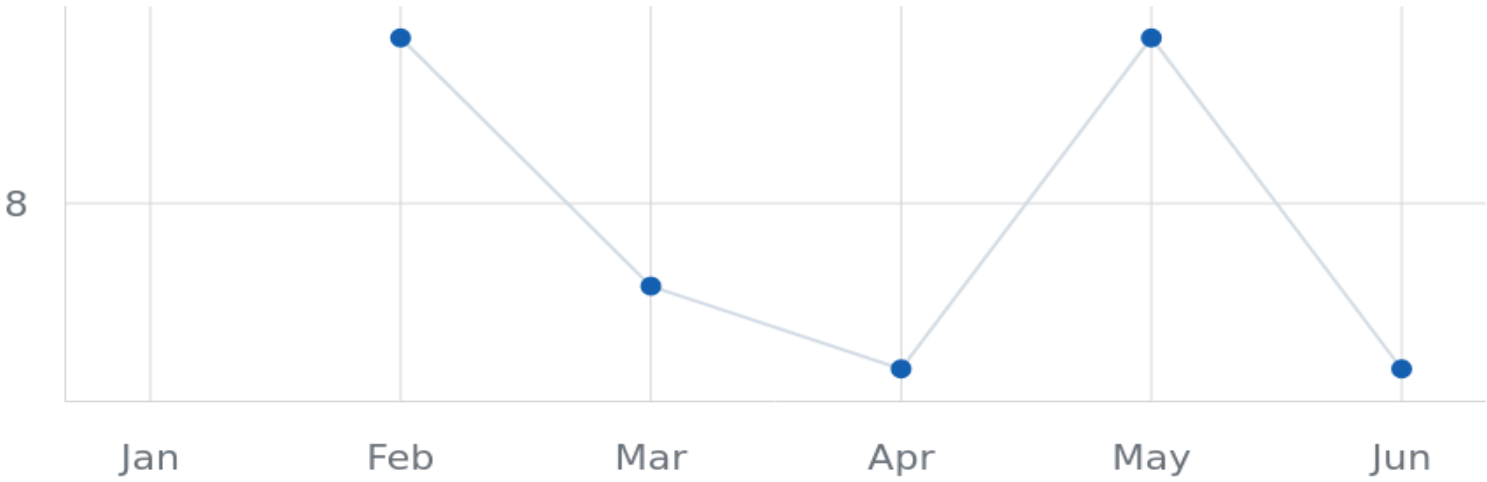
⊗ **Regressing**

This month, your organization...

- Received about the same number of AROs as usual
- ✓ Resolved AROs quicker than usual
- ⊗ Left more AROs unresolved than usual

+ New AROs

NEW AROS OVER TIME

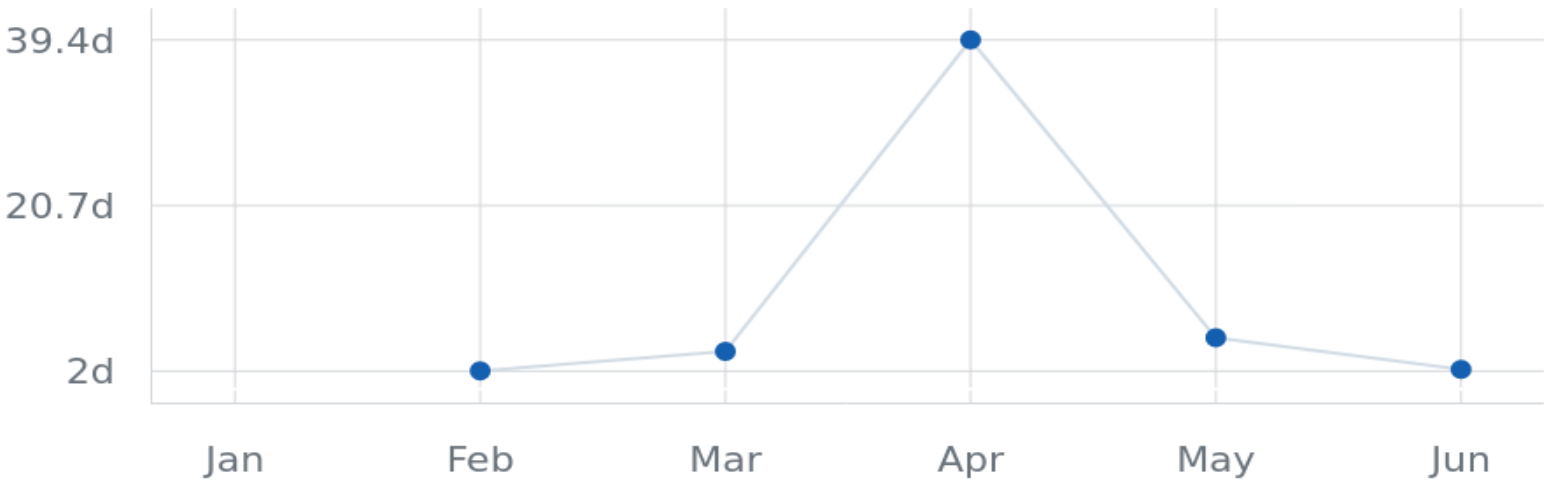


Response

	New	Closed	Unresolved
▲ Actions Avg. closure time: 2 hours	1 ▲ 1	1	0
▲ Recommendations Avg. closure time: N/A	3 ▼ 4	0	3
▲ Observations Avg. closure time: 4 days	2 ▼ 1	1	1

🕒 Response Time

AVG. TIME TAKEN TO CLOSE AROS



All AROs received in June

June 2023

All AROs from this month, ranked by impact. [See AROs in the Portal.](#)

#1

Closed • Resolved

Endpoint Risk - Malware Detected

ARO-39 • Action, Medium Severity

Reported:

23 June 2023 (2:45 p.m.)

Resolved in:

2 hours, 28 minutes

Mitigations completed:

3 of 4

#2

Unresolved

Endpoint Risk - Vulnerable Software Detected - C...

ARO-37 • Recommendation, High Severity

Reported:

8 June 2023 (8:41 p.m.)

Unresolved for:

22 days, 3 hours

Mitigations completed:

0 of 4

#3

Unresolved

Unencrypted Credentials Detected - Insecure Tra...

ARO-36 • Recommendation, Medium Severity

Reported:

2 June 2023 (5:52 p.m.)

Unresolved for:

28 days, 6 hours

Mitigations completed:

0 of 2

#4

Unresolved

Endpoint Risk - Vulnerable Software Detected - ...

ARO-35 • Recommendation, Medium Severity

Reported:

1 June 2023 (12:08 a.m.)

Unresolved for:

29 days, 23 hours

Mitigations completed:

0 of 1

#5

Unresolved

Account Risk - VPN Authentication Detected

ARO-40 • Observation, Medium Severity

Reported:

29 June 2023 (5:58 p.m.)

Unresolved for:

1 day, 6 hours

Mitigations completed:

0 of 2

#6

Closed • Resolved

Account Risk - VPN Authentication Detected

ARO-38 • Observation, Medium Severity

Reported:

9 June 2023 (10:10 a.m.)

Resolved in:

4 days, 6 hours

Mitigations completed:

0 of 2



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www.fieldeffect.com

+1.613.686.6342



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Emergency Services / Fire Department

Date of Meeting: 25 July 2023

Subject: FD 08-2023 July Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 08-2023 July Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of July (16 June – 14 July 2023) the Fire Department responded to 09 emergency responses most notably:

- Automatic Alarm – 3 St. Marys
- CO Alarms – 2 St. Marys
- Pre-fire – 2 St. Marys
- MVC – 1 Perth South
- Search for missing boy – 1 Perth South

Average attendance of firefighters - 14

Fire Chief/Duty Officer attended 1 call alone.

St. Marys Fire Department has responded to 50 calls for service (01 January – 14 July 2023) compared to 73 (01 January – 16 June 2022)

Fire Prevention

During the month of July (16 June – 14 July 2023) the Chief Fire Prevention Officer accomplished the following:

Inspections

- 8 Follow up and ongoing
- 2 Safety Concern
- 3 Requests
- 11 Routine
- 1 Site visits (request for clarification regarding Ontario Fire Code, lockbox installation location)
- 1 home visits re: smoke alarm/CO date and replacement
- Observed 1 fire drill

28 Total

Public Education

Mentoring a student that will be starting a Fire Prevention course at Fanshawe in September. CFPO will supervise and observe fire inspections of various buildings, identify violations and infractions, verify fire code violations, and conduct a follow up with the business upon completion.

Fire Safety seminar for caregivers of Dementia and Alzheimer's clients.

Responding to Animals Left in Motor Vehicles

In accordance with the Fire Protection and Prevention Act, 1997 (FPPA), municipal councils set the levels of fire protection services which may include the rescue of animals in motor vehicles. The FPPA provides authority for firefighters to enter motor vehicles to rescue and remove animals in distress.

Canada Day Parade

Fire Department participated in the Canada Day Parade.

Training

- Traffic Control Training
- Knots and hitches, low slope rescue
- Tanker shuttle training with Huron South Fire Department
- Pumper operations

New Pumper

- Personnel are currently undergoing pump ops training on the truck.
- Upon completion of the set training, equipment will be transferred from the old pumper to the new pumper and tool mounts installed, prior to being placed into operation.
- The target date for the truck to be placed into operation is July 26.

St. Marys Fire Department Firefighter Recruiting process.

- Fire Chief and HR are conducting interviews with potential candidates for four (4) available positions.

SPENDING AND VARIANCE ANALYSIS

- Rope rescue pulleys and clutch brakes - \$3,400.81
- Swift Water Rescue helmets - \$3,933.73
- NFPA 1006 General Rescue course for 5 personnel - \$1,750

REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services / Fire Chief

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Human Resources

Date of Meeting: 25 July 2023

Subject: HR 01-2023 July Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 01-2023 July Monthly Report (Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Recruitment (current/on-going)

- Fire Dept. recruitment open house – June 13th (7-9pm)
- Job postings, re-posts, interviews, and/or offers prepared for:
 - Summer Reading Program Assistant
 - Senior Services Volunteer Coordinator Assistant
 - Bartender
 - General Library Clerk (PT & Casual)
 - Head Lifeguard (internal only)
 - Firefighters
 - Library Page
 - Curatorial & Programming Assistant (Museum)
 - Train Attendant

Committee Engagement

- STEAM Committee Meeting – June 1st & June 22nd
- ELS JHSC Meeting – June 14th
- Siskinds Client Conference – London – June 8th

HR Systems/Admin

- Conducted Electronic Timesheet training sessions for new staff
- Updated HRIS system salary master with new wage grid
- Applied new rates to staff profiles in both the HRIS and Payroll systems
- Exit Interview – General Library Clerk – June 14th
- Exit Interview – IT Workstation Administrator – June 16th

Health & Safety/ Training

- New Hire Orientation – June 28th
- Lunch & Learn – *Privacy in HR* – June 21st

Payroll and Benefits

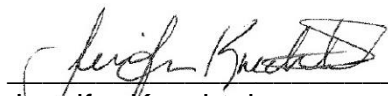
- Engaged in Avanti (HRIS & Payroll) weekly meetings
 - Completed payroll verification checklists for workbook 1, 2 & 3 for system setup
- Processed 1st payment of Volunteer Firefighters remuneration
- Processed 1st payment of Wage Enhancement Grant Funding to Early Learning Services staff
- Finalized 2023 Payroll Budget sheets
- Completed semi-annual balancing of taxable benefits

SPENDING AND VARIANCE ANALYSIS

None

REVIEWED BY

Recommended by the Department



Jennifer Knechtel
Director of Human Resources

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Public Works
Date of Meeting:	25 July 2023
Subject:	PW 45-2023 July Monthly Report (Public Works)

RECOMMENDATION

THAT PW 45-2023 July Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- Green Advisory Committee
 - No meetings scheduled for July and August. Next meeting scheduled for September 21, 2023.
 - Green Advisory Committee members to partake in a tour of the cement plant on July 21, 2023.
- Traffic and Parking
 - Traffic Control:
 - July – 2 event occupancy, and 1 construction occupancy
 - Approval of an additional outdoor road allowance patio on Water Street South. The patio utilizes one accessibility parking stall. Public Works staff are reviewing feedback regarding the use of the accessible stall and will install a temporary access parking stall if deemed necessary.
 - Additional accessible space was installed during 2016 Queen St. reconstruction, Water St. N.
- St. Marys Transportation Network Safety Plan
 - Project paused while Public Works staff manage capital project implementation.
- Corporate Climate Change Action Plan
 - Town staff are preparing a corporate greenhouse gas emissions inventory to supplement the information provided in the greenhouse gas reduction plan.
 - Internal development of possible short-term, mid-term and long-term initiatives are ongoing.
- 2023 Parks Program
 - June – 8 outdoor events scheduled, and Farmers Market each Saturday
 - July – 11 outdoor events scheduled (7 external, and 4 internal), and Farmers Market each Saturday

Environmental Service

- Preliminary Contract works related to various wastewater capital projects
- Prepare tender for wood and brush grinding to be released late August

- Update Budgets and Capital projections for water, wastewater and solid waste management services
- Completion of Public Comment period of Landfill EA - Ministry Review
- Develop updated interim fill plan for landfill operations and submit to Ministry for approval
- Graffiti damage to Well No. 1 treatment and storage building. Working with restoration company to remove material without damage to limestone buildings
- Ongoing water meter repairs and touch pad reading issue
- QA/QC results on CIPP Sanitary Sewer received - All samples indicate satisfactory installation in accordance with design.

Public Works Operations

- General equipment maintenance.
- Traffic – By-Law – Signage changes ongoing
- General maintenance activities such as placing cold mix, anticipating hot patching to commence in August – waiting for dry hot weather.
- Church Street South boulevard tree beds maintained (weeds removed and mulch applied)
- Pride banners were removed from Downtown, and new tourism banners installed.

Parks, Trails, Tree Management and Beautification

- Cemetery Statistics

Month	Traditional Burials	Cremation Burials	Cremation Interment	Interment Rights Sold	Traditional Interment Rights	Columbarium Interment Rights
January	4	0	2	3	1	2
February	1	2	0	2	2	0
March	5	1	0	2	2	0
April	1	6	1	1	0	1
May	1	2	0	2	2	0
June	2	4	1	3	3	
Total	14	15	4	14	10	3

- General maintenance activities such as collection of garbage, playground inspections, turf maintenance tree pruning and trail maintenance.
- Town's contractor to be commencing annual quadrant pruning program
- Two (2) large trees removed, (1) Queen Street East, and (2) St. Marys Cemetery. The anticipated cost of each removal is approximately \$10,000 due to the need to acquire a crane to assist with removal. Staff are anticipating the Contracted Services – Tree Removal account to have a variance in 2023.
- Town staff are experiencing some difficulty procuring parts for older playgrounds, continuing to contact alternative vendors for like parts.

Capital Projects, Engineering, and Asset Management

- Wellington Street detector loop damaged by Lavis during paving – fixed late June

SPENDING AND VARIANCE ANALYSIS

- 01-7180-6991 – Forestry Program – Contracted Services – Tree Removal
 - Budgeted \$10,000 for the program, current expectation is \$25,000 to \$30,000 due to the removal of two large trees. Future removal requests to be monitored. My reduced contracted services pruning activities to accommodate the variance.

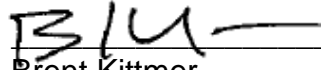
REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jeff Wolfe, Infrastructure Services Manager
Date of Meeting:	25 July 2023
Subject:	PW 42-2023 Grand Trunk Trail Capital Improvement Project

PURPOSE

The Town has received a number of significant donations from private donors in 2023 with the intended outcome of improving the Grand Trunk Trail from Wellington Street N. east towards Glass Street. This report presents the scope of the capital project as a mid-year addition to the Town's 2023 Capital Plan.

RECOMMENDATION

THAT PW 43-2023 Grand Trunk Trail Capital Improvement Project report be received; and

THAT Council approve project #70 "Grand Trunk Trail Capital Improvement Project" to be added as an amendment to the Town's 2023 Capital Plan with funding to be provided by donations as described in "PW 43-2023 Grand Trunk Trail Capital Improvement Project" report.

BACKGROUND

The Grand Trunk Trail is a 2.6km trail stretching from Thames Road N. to Glass Street. It forms part of the regional Avon Trail as well as the Town's Loop Trail and provides pedestrian links to Milt Dunnell Park and access to the cherished Sarnia Bridge over the Thames River. Roughly 650 m of the trail has been improved with asphalt and lighting. The remainder of the trail is a stone dust or a recycled asphalt product and is not lit.

Staff were approached several years ago by the Kinsmen Club interested in trying to introduce lighting on the trail from Wellington to James Street N. However, their ability to donate was hampered when their fundraising events were cancelled as a result of the Covid-19 pandemic. Since the beginning of 2023, staff have been approached by several donors wishing to make significant donations for improving the trail with lighting and hard surfacing.

REPORT

The Town's Grand Trunk Trail is a community asset enjoyed by locals and tourists alike. A regular comment during public engagement over the past 6 years has been that people value the trail and want to see it preserved, maintained and improved. Development over the last 10 years and anticipated development in the near future in the north end of town means that more and more pedestrians are utilizing the Grand Trunk Trail. The Town has prioritized investment in the trail with several maintenance and enhancement projects in recent years including:

- Emily St. overpass and Sarnia Bridge plank replacements, 2022
- New Staircase at Emily St. connecting Milt Dunnell Park, 2022
- PXO across James Street North to be installed summer, 2023

Several large donations and or commitments have been received in 2023 for further enhancement of the trail between Wellington Street N. and Glass St. with asphalt and lighting. These enhancements represent an increased level of service provided by the Town's trail network. Safety would be improved with lighting and the hard surface would allow for proper winter maintenance with the ability to apply de-icing material. It is expected that the future Town's Active Transportation Master Plan would have recommended these improvements as they are regularly mentioned in user feedback.

The lighting design on Town trails has historically utilized the decorative streetlight pole and fixture that are normally found roadside. Staff are looking at more cost-effective alternatives for trail lighting as the historical poles and fixtures are meant to adhere to strict lighting standards of roadways and far exceed what is necessary on a trail. The St. Marys Kinsmen Club has offered to install the electrical duct for the lighting. Several asphalt contractors have indicated that they have availability in the fall for paving so it is expected that all the improvements could be completed in 2023. The Town would communicate to the public when trail closures are required while the work is being done. It is expected that the lighting work could result in approximately 10 days where a section of trail is closed, and the surface prep and paving could require another 5 days.

FINANCIAL IMPLICATIONS

The project capital sheet has been appended as Attachment 1. This includes all the relevant financial information for the capital project.

SUMMARY

The Town has received a number of large donations and commitments to fully fund the capital works for surface and lighting improvements on the Grand Trunk Trail from Wellington St. N to Glass Street. Staff are proposing to add these improvements to the Town's 2023 capital plan.

STRATEGIC PLAN

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

- Pillar #1 Infrastructure:
 - Outcome: Developing a comprehensive and progressive infrastructure plan
 - Tactic(s): The Grand Trunk Trail is a Town icon and is one of the Towns priorities for maintenance investments.

OTHERS CONSULTED

Andre Morin – Director of Corporate Services / Treasurer

ATTACHMENTS

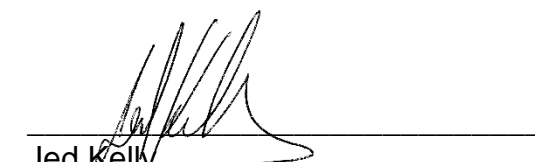
Attachment 1: Project 70 Grand Trunk Trail Improvement Project Capital Sheet

Attachment 2: Map of Project Area

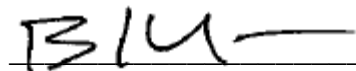
REVIEWED BY

Recommended by:


Jeff Wolfe
Infrastructure Services Manager


Jed Kelly
Director of Public Works

Recommended by the CAO

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

Brent Kittmer

Chief Administrative Officer



Grand Trunk Trail Improvements

— Paving — Lighting

0 50 100 m
Page 78 of 134

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TOWN OF ST. MARYS
Mid Year Addition - 2023 Capital Project

PROJECT #	70	PROJECT NAME:	Grand Trunk Trail Capital Improvement
DEPARTMENT:	Public Works	LOCATION:	GTT From Wellington St. N. to Glass St.

PROJECT DETAILS

SCOPE OF THE WORK

The project would see the existing granular Grand Trunk Trail from Wellington St. N. to Glass St. paved and lighting installed. There are two small diameter culverts under the trail that would be replaced prior to paving. Trail lighting will be introduced along the trail. Electrical conduit will be dug in along the edge of the trail prior to paving. The trail would be intermittently closed as work was completed.

JUSTIFICATION

The Town's Grand Trunk Trail with its Sarnia Bridge is an iconic landmark of the community. The Recreation and Leisure Master Plan along with subsequent active transportation community surveys identified the trail as a priority for preservation, maintenance and improvement. Private donors and the Kinsmen Club have committed to donations and in-kind support for lighting and asphalt surface improvements to this section of trail. The Town's long term plan would look to see these improvements made the trail and with donors specifically looking to have their donations go to this improvement work immediately, the timing is appropriate to undertake the work now.

ASSET MANAGEMENT

Investment Type	New Asset
New Asset Estimated Useful Life	Asphalt: 40 years Streetlight conductor and poles: 40 years Streetlight Fixtures: 20 years
New Asset Annual Operating Costs (Impact to operating budget)	Streetlights: \$4,600 increase Trail Maintenance: \$3,200 decrease
New Asset Lifecycle Maintenance Costs	Asphalt milling and paving @ 20 years: \$60,000
New Asset Replacement Cost	\$300,000
Funding Source of New Asset Lifecycle Costs	Tax based - Public Works Capital Budget
Associated Rate or Tax Increase in Operating Budget	\$1,400 increase
Required Future Operating Budget Transfer to Reserve	Asphalt: \$4,575/yr Lighting: \$4,817/yr
Impact to Level of Service	Improve

STRATEGIC ALIGNMENT

Supported by:	Town of St. Marys Strategic Plan Recreation and Leisure Plan
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BUDGET

COSTS	
Paving	\$125,000
Supply and install Streetlight conductor, poles and fixtures	\$175,000
TOTAL	\$300,000
FUNDING	
Anonymous Donor	\$100,000
Anonymous Donor	\$50,000
Estate Bequest	\$125,000
Kinsmen Club In-Kind Donation	\$25,000
TOTAL	\$300,000



COMMENTS

Staff are working with various lighting supply vendors to acquire a light fixture solution for this project. Historically the Town utilized decorative fixtures and poles but this option is not necessary for a trail and a more cost effective solution is appropriate.



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jeff Wolfe, Infrastructure Services Manager
Date of Meeting:	25 July 2023
Subject:	PW 44-2023 Municipal Engineering Services

PURPOSE

This report presents information related to assigning an engineer of record for municipal engineering services.

RECOMMENDATION

THAT PW 44-2023 Municipal Engineering Services report be received; and

THAT BM Ross and Associates Ltd. be appointed as the Town's municipal engineer of record for various infrastructure projects including but not limited to drinking water, wastewater, storm water, solid waste, transportation, structural and development review; and

THAT Council consider By-law 78-2023, being a by-law to appoint BM Ross and Associates Ltd as the Town's municipal engineer of record and to authorize the Mayor and Clerk to sign the associated agreement to establish BM Ross and Associates Ltd. as the Town's municipal engineer of record.

BACKGROUND

The Town owns and operates a vast number of infrastructure assets providing core services to the residents and the broader public. These include but are not limited to drinking water, wastewater, storm water, transportation, and solid waste. The Town does not have an engineering department and relies on third party engineering firms to complete detailed design work for its civil projects and assist on matters where specialized expertise is required to resolve an issue. An RFP competition is typical when the Town selects an engineering consultant to undertake an assignment. This RFP process is meant to satisfy the Town's procurement policy requirements for consulting services.

Over the past 7 years Staff have found that BM Ross and Associates regularly have the best proposal for meeting the Town's needs. There have been times in recent years when projects were assigned to other firms and the results and performance have varied.

REPORT

The Town owns and operates infrastructure that could pose a risk to the public if it were to fail. Regulations govern who can carry out work related to the design and construction of this infrastructure to reduce the likelihood of failure, namely professional engineers. Professional engineering is a regulated practice in Ontario requiring practicing professionals to have a high standard of knowledge, skill, experience, and ethical conduct. The Town does not have an engineering department and relies on third party engineering firms to complete tasks requiring these specialized qualifications.

Town staff typically release an engineering contract in a public competition to collect bids to complete the work. The bids are then assessed against a pre-determined criteria to determine which bid is best.

Theoretically this results in the best dollar for value consultant being hired for each assignment. However, staff have found that this is not always the case. The competitive process assigns a pre-determined weighting for the engineering cost. If a consultant was to bid with a below market value, and were otherwise qualified enough for the project, they could skew the results of the bid process and become the successful bid.

The issue with a competitive process for professional services of this kind is that the work they are carrying out generally results in a project worth ten times the cost of their contract. So, a municipality could save a small percentage of the project's value on a consulting contract only to pay significantly more than they should have at a magnitude higher for the corresponding construction works because of the performance of the consultant. Further, when a consulting firm is bidding on a contract, there are costs incurred by the consultants to put bids together. This cost isn't directly recouped from a municipality but indirectly recouped through higher hourly rates. By reducing the number of proposals needed to bid on, those base costs for consultants would be reduced and theoretically not need to be recuperated with higher hourly rates billed to the Town. Anecdotally, staff understand that this level of effort during a bid process is worth about \$5,000 per bidder.

Staff have found that BM Ross & Associates Ltd. out of Goderich have consistently been providing the best technical proposals and that projects assigned to them have typically had a higher degree of success than those assigned to other firms. BM Ross has uniquely positioned themselves as the preferred vendor for municipalities in Huron and Perth County, so their staff are well versed in the needs of small municipalities like St. Marys. They seem to constantly look to avoid unnecessary over-engineering which results in well thought out designs and lower overall project costs. BM Ross has worked on most of the Town's capital projects since 2015 including Well 1 Reservoir, Wellington St. Bridge, all the Town's Road reconstructions (including the Queen St. downtown project in 2016), water and sewer financial plans, system capacity analysis, various structural assessments, and development reviews. As a result, their staff are well versed in the design and function of the Town's various infrastructure systems and standards.

Considering the consistently high quality of work produced by BM Ross and a high confidence in their abilities, staff are recommending that Council appoints BM Ross as the vendor of record for municipal engineering services. The contract would be five years and would cover various municipal infrastructure works including drinking water, wastewater, storm water, solid waste, transportation, structural and development review. The attached agreement is the standard MEA agreement template, requiring appropriate insurance and conditions to allow the Town to hire a separate firm for specific projects as it deems necessary. BM Ross would be required to develop a budget and a workplan for each capital project assignment in order for staff to budget and track costs accordingly.

Higher profile works anticipated in the next 5 year that would be part of this agreement include Water Tower Recoating, Future Capacity Expansion at the Wastewater Treatment Plant, Landfill Site Expansion Design and Construction, and several road reconstruction projects.

FINANCIAL IMPLICATIONS

The four main segments of infrastructure that this contract would apply to include drinking water, wastewater, solid waste, and transportation. These collectively have an annual operating budget of approximately \$60,000 budgeted for miscellaneous engineering services. Over the course of the five-year contract, these areas are anticipated to have \$24M in project expenses. Depending on the level of complexity, 10-15% of capital works total costs are typically for engineering and contract administration. As a result, the anticipated cost for engineering services in the 5-year capital plan is approximately \$2,400,000. This is a cost that would be incurred regardless of the process for selecting an engineering consultant.

SUMMARY

The Town carries out a number of construction related activities that require professional engineering services. The Town hires third party engineering consultants to fulfill this need. Town Staff are recommending that Council appints BM Ross and Associates Ltd. as the Town's engineer of record and enter a 5-year agreement for services related to drinking water, wastewater, storm water, solid waste, structural, transportation and development review.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar # 1 Infrastructure
 - Outcome: Developing a comprehensive and progressive Infrastructure Plan

OTHERS CONSULTED

Dave Blake, Environmental Services Manager

Grant Brouwer, Director of Building and Development

ATTACHMENTS

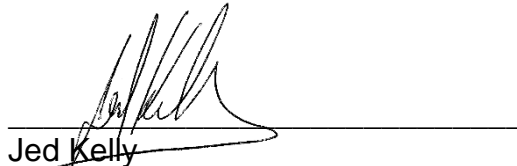
Attachment 1: MEA Agreement for municipal engineering services

REVIEWED BY

Recommended by:

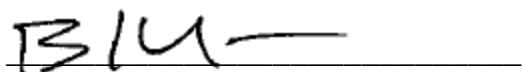


Jeff Wolfe
Infrastructure Services Manager



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

Association of Consulting Engineering
Companies | Ontario (ACEC-Ontario) in
partnership with the
Municipal Engineers Association (MEA)

CLIENT/ENGINEER AGREEMENT
FOR
PROFESSIONAL CONSULTING SERVICES

2020

~~(VERSION 3.1)~~

General Municipal Engineering Services

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**AGREEMENT
FOR
PROFESSIONAL CONSULTING SERVICES**

Dated the ____ day of _____ 20 ____

-BETWEEN-

The Corporation of the Town of St. Marys

Hereinafter called the 'Client'

-AND-

B. M. Ross and Associates Ltd.

Hereinafter called the 'Engineer'

WHEREAS the Client intends to (Description of Project)

Complete a range of general municipal infrastructure projects including but not limited to transportation and roads, structural, drinking water, storm drainage,

Hereinafter called the 'Project' and has requested the Engineer to furnish professional Services in connection therewith.

NOW THEREFORE WITNESSETH that in consideration of the covenants contained herein, the Client and the Engineer mutually agree as follows:

DEFINITIONS

1. Client

Client shall be the party identified herein, and shall mean a municipality within the Province of Ontario or a related municipal organization representing the interests of Ontario municipalities.

2. Engineer

Engineer shall be the party identified herein, and shall be properly qualified to provide the professional services prescribed in this Agreement.

3. Municipal Engineers Association (MEA)

MEA shall mean the association of public sector Professional Engineers engaged in performing the various functions that comprise the field of municipal engineering in Ontario

4. Association of Consulting Engineering Companies | Ontario (ACEC-Ontario)

shall mean the industry association created to represent the business interests of member consulting engineering firms, working with all levels of government and other stakeholders to promote fair procurement and business practices to support its member firms as necessary.

5. Order of Precedence:

- i. Standard Agreement
- ii. Schedule A: Supplementary Conditions to the Standard Agreement
- iii. Schedule B: Addenda to the Request for Proposals (RFP)
- iv. Schedule C: Request for Proposal (RFP)
- v. Schedule D: Proposal submission document(s) from the Engineer
- vi. Schedule E: Other

ARTICLE 1 - GENERAL CONDITIONS

1.1 **Retainer**

The Client hereby retains the services of the Engineer in connection with the Project and the Engineer agrees to provide the services described in Article 2 (Services to be provided) for the Project under the general direction and control of the Client.

1.2 **Compensation**

The Client shall pay the Engineer in accordance with the provisions set forth in Article 3. For purposes of this agreement, the basis of payment shall be as specified in Article 3.2.

1.3 **Staff and Methods**

The Engineer shall perform the services under this agreement with the degree of care, skill and diligence normally provided in the performance of such services as contemplated by the agreement at the time such services are rendered and as required by the Professional Engineers Act (RSO 1990, Chapter P.28) and the regulations therein. The Engineer shall employ only competent staff who will be under the supervision of a senior member of the Engineer's staff. The Engineer shall obtain the prior agreement of the Client before making any changes to the staff list after commencement of the Project.

1.4 **Drawings and Documents**

Subject to Article 3, drawings and documents or copies thereof required for the Project shall be exchanged between the parties on a reciprocal basis. Documents prepared by the Engineer for the Client may be used by the Client, for the Project herein described, including "record" drawings. Subject to Article 1.5, the Client has ownership of the drawings and the client indemnifies the Engineer for unauthorized use of the documents and deliverables.

1.5 **Intellectual Property**

All concepts, products or processes produced by or resulting from the Services rendered by the Engineer in connection with the Project, or which are otherwise developed or first reduced to practice by the Engineer in the performance of his/her Services, and which are patentable, capable of trademark or otherwise, shall be and remain the property of the Engineer.

The Client shall have permanent non-exclusive royalty-free license to use any concept, product or process, which is patentable, capable of trademark or otherwise produced by or resulting from the Services rendered by the Engineer in connection with the Project and for no other purpose or project.

1.6 **Records and Audit**

- a) In order to provide data for the calculation of fees on a time basis, the Engineer shall keep a detailed record of the hours worked by staff employed for the Project.
- b) The Client may inspect timesheets and record of expenses and disbursements of the Engineer during regular office hours with respect to any item which the Client is required to pay on a time scale or disbursement basis as a result of this Agreement.

- c) The Engineer, when requested by the Client, shall provide copies of receipts with respect to any disbursement for which the Engineer claims payment under this Agreement.
- d) For seven (7) years after the expiry date or any date of termination of the Agreement, the Engineer shall maintain all necessary records to substantiate i) all charges and payments under the Agreement and ii) that all deliverables were provided in accordance with the Agreement.

1.7 Changes and Alterations and Additional Services

With the consent of the Engineer, the Client may in writing at any time after the execution of the Agreement or the commencement of the Services delete, extend, increase, vary or otherwise alter the Services forming the subject of the Agreement, and if such action by the Client necessitates additional staff or Services, the Engineer shall be paid in accordance with Section 3.2.2.1 for such additional Services and staff employed directly thereon, together with such expenses and disbursements as allowed under Section 3.2.4, or as otherwise agreed in writing between the parties.

1.8 Delays

In the event that the start of the project is delayed for sixty (60) days or more for reasons beyond the control of the Engineer, the Engineer shall have the right to renegotiate the agreement before the commencement of the project.

1.9 Suspension or Termination

The Client may at any time by notice in writing suspend or terminate the Services or any portion thereof at any stage of the project. Upon receipt of such written notice, the Engineer shall perform no further Services other than those reasonably necessary to close out his/her Services. In such an event, the Engineer shall be entitled to payment in accordance with Section 3.2 for any of the Engineer's staff employed directly thereon together with such expenses and disbursements allowed under Section 3.2.

If the Engineer is an individual and deceases before his/her Services have been completed, this Agreement shall terminate as of the date of his/her death, and the Client shall pay for the Services rendered and disbursements incurred by the Engineer to the date of such termination.

1.10 Indemnification

The Engineer shall indemnify and save harmless the Client from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the Client, his employees, officers or agents may suffer, to the extent the Engineer is legally liable resulting from the negligent acts of the Engineer, his employees, officers or agents in the performance of this Agreement.

The Client agrees to hold harmless, indemnify and defend the Engineer from and against any and all claims, actions, losses, expenses, costs or damages of every nature including liability and costs of defense arising out of or in any way connected with the presence, discharge, release or escape of contaminants of any kind, excluding only such liability as may arise out of the negligent acts of the Engineer in the performance of his/her Services to the Client within this project.

1.11 Insurance

The Client will accept the insurance coverage amount specified in this clause section (a) or (b), or whichever is applicable to the claim or as specified in the RFP as the aggregate limit of liability of the Engineer for Clients damages.

- a) Comprehensive General Liability and Automobile Insurance

The Insurance Coverage shall be \$ 5,000,000 per occurrence and in the aggregate for general liability and \$ 2,000,000 for automobile insurance. When requested, the Engineer shall provide the Client with proof of Comprehensive General Liability and Automobile Insurance (Inclusive Limits) for both owned and non-owned vehicles.

b) Professional Liability Insurance

The Insurance Coverage shall be in the amount of \$ 5,000,000 per claim and in the aggregate. When requested, the Engineer shall provide to the Client proof of Professional Liability Insurance carried by the Engineer, and in accordance with Professional Engineers Act (RSO 1990, Chapter P.28) and Regulations therein.

c) Additional Coverage

If the Client requests to have the amount of coverage increased from that detailed in the RFP, or requests other special insurance for this Project then the Engineer shall endeavour forthwith to obtain such additional or special insurance at the Client's expense as a disbursement allowed under Section 3.2.

It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way nor cancelled by the Engineer until (30) days after written notice of such change or cancellation has been delivered to and acknowledged by the Client.

1.12 **Force Maieure**

The Client agrees that the Engineer is not responsible for damages arising directly or indirectly from any delays for causes beyond the Engineer's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labour disputes; severe weather disruptions or other natural disasters or acts of God; fires; riots, war or other emergencies; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if such delays resulting from any such causes increase the cost or time required by the Engineer to perform its services in an orderly and efficient manner, the Engineer shall be entitled to a reasonable adjustment in schedule and compensation.

1.13 **Contracting for Construction**

The Engineer or any person, firm or corporation associated or affiliated with or subsidiary to the Engineer shall not tender for the construction of the Project or have an interest either directly or indirectly in the construction of the Project.

1.14 **Assignment**

Neither party may assign this Agreement or any portion thereof without the prior consent in writing of the other party.

1.15 **Previous Agreements**

This Agreement supersedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

1.16 **Approval by Other Authorities**

Unless otherwise provided in this Agreement, where the work of the Engineer is subject to the approval or review of an authority, department of government, or agency other than the Client, such applications for approval or review shall be the responsibility of the Engineer, but shall be submitted through the offices of the Client and unless authorized by the Client in writing, such applications for approval or review shall not

be obtained by direct contact by the Engineer with such other authority, department of government or agency. Costs for all application fees shall be borne by the Client unless otherwise provided for by the Engineer. The foregoing in no way limits the Engineer's responsibility to identify, understand and coordinate any and all approvals and permits required for the Project unless otherwise specified in the RFP or agreed to by the Client.

1.17 Sub-Consultants

The Engineer may engage Sub-Consultants for specialized services provided that prior approval is obtained, in writing, from the Client and may add a mark-up of 5 % of the cost of such Services to cover office administration costs when claiming reimbursement from the Client.

1.18 Inspection (Review by the Client)

The Client, or persons authorized by the Client, shall have the right, at all reasonable times, to inspect or otherwise review the Services performed, or being performed, under the Project and the premises where they are being performed.

1.19 Publication

The Engineer agrees to obtain the consent in writing of the Client before publishing or issuing any information regarding the Project.

1.20 Confidential Data

The Engineer shall not divulge any specific information identified as confidential, communicated to or acquired by him/her, or disclosed by the Client in the course of carrying out the Services provided for herein. These obligations of confidentiality shall not apply to information which is in the public domain, which is provided to the Engineer by a third party without obligation of confidentiality, which is independently developed by the Engineer without access to the Client's information, or which is required to be disclosed by law or court order. No such information shall be used by the Engineer on any other project without the approval in writing of the Client.

1.21 Dispute Resolution

1) Negotiation

- a) In the event a matter of difference between the Engineer and the Client in relation to the Contract the grieved party shall send a notice in writing of dispute to the other party which contains the particulars of the matter in dispute and the relevant provisions of the Contract Documents. The responding party shall send a reply in writing to the dispute within ten (10) business days after receipt of the notice of dispute setting out particulars of this response and any relevant provisions of the Contract Documents.
- b) The Engineer and the Client shall make all reasonable efforts to resolve their dispute by amicable negotiations and agree to provide, without prejudice, frank, candid and timely disclosure of any and all relevant facts, information, and documents to facilitate these negotiations.

- c) In the event of failure by the Engineer and the Client to reach agreement within ten (10) business days of receipt of the responding party's reply, or if either party concludes that further negotiation is unlikely to result in agreement, the matter shall be referred to mediation as provided in Section 2 herein.

2) Mediation

- a) The Engineer and the Client shall jointly select an impartial Mediator who shall be, preferably, properly qualified in the area of work as contemplated by this Contract. In the event that the parties, acting reasonably, cannot agree on a mediator, the candidates selected by the parties shall, acting reasonably, choose a third party to act as the Mediator.
- b) The Mediator shall meet with the parties within ten (10) business days after the selection of the Mediator, or as soon thereafter as is practicable, to attempt to mediate and resolve the dispute. The Engineer and the Client shall observe such reasonable procedures for conducting the mediation as the Mediator may reasonably request.
- c) If no agreement is reached upon mediation, or if either party concludes that further mediation is unlikely to result in agreement, then either the Engineer or the Client may request the Mediator to recommend (and only recommend) a basis, or bases, for resolution of the dispute. The Mediator shall, after consideration of the parties' positions and written submissions (if so requested), issue a written recommendation in this regard. Any recommended basis for resolution shall have absolutely no binding effect upon either party unless both parties agree to accept it and shall be without prejudice to the parties' positions in any further proceeding.
- d) If no agreement is reached either party may refer such matter as is arbitrable to arbitration as provided in Section 3 herein or exercise any legal rights it may have.
- e) All meetings and proceedings shall be held in the municipality of the Client or a reasonable alternate at a time and location as determined by the parties.
- f) The costs and expenses of the Mediator shall be shared equally by the Engineer and the Client.

3) Arbitration

- a) In the event that the parties are unable to settle any dispute between them which is under mediation, either party may refer such matter to arbitration as provided herein:
 - i. The Client and the Engineer shall select an arbitrator within ten (10) business days of the submission of a dispute to arbitration under this Section, which arbitrator shall be neutral and independent of the parties. If the parties are unable to agree on an arbitrator, either party shall be at liberty to seek an appointment of an arbitrator upon application under the Arbitration Act, 1991, S.O. 1991, C. 17.
 - ii. The arbitration shall be conducted in accordance with the provisions of the *Arbitration Act, 1991*, S.O. 1991, C.17, unless the parties otherwise agree. If the issue in dispute is particularly time sensitive, the parties shall, in good faith, take such reasonable steps as may be required to expedite the arbitration process. In any event, all disputes shall be submitted to the arbitrator within thirty (30) calendar days of the selection of the arbitrator. All arbitration meetings and proceedings shall be held in the municipality of the Client or a reasonable alternate, at a time and location determined by the parties, but in any event no later than thirty (30) calendar days following the submission of the dispute to the arbitrator.
 - iii. In addition to the examination of the parties by each other, the arbitration panel may examine, in the ordinary course, the parties or either of them and the witnesses in the matter referred to the arbitration panel, and the parties and witnesses, if examined, shall be examined on oath or affirmation.
 - iv. The arbitration panel shall, after full consideration of the issues in dispute, the relevant facts and applicable law, render a decision within thirty (30) calendar days after argument of the issue to the arbitrator, which decision shall be final and binding on the parties and not subject to appeal or challenge, except such limited relief provided under Subsection 45(1) (appeal on a question of law, with leave) or Section 46 (setting aside award) of the *Arbitration Act, 1991*.
 - v. Each party shall bear its own costs and expenses incurred in the arbitration, and the parties shall share equally in the costs and expenses of the arbitrator.

- vi. Any award of the arbitration panel may, at the instance of either of the parties to this Agreement and without notice to the other of them, be made an Order of the Superior Court of Ontario, pursuant to the *Arbitration Act, 1991* and the *Courts of Justice Act, R.S.O. 1990, c.C-43*.

4) Adjudication

- a) Nothing in this Agreement shall prevent the right of either the Engineer or the Client to refer to adjudication any dispute which may be adjudicated under the provisions of section 13.5 of the *Construction Act, R.S.O. 1990, c. C-30*.
- b) Any such adjudication shall be governed by the provisions of Part II.1 CONSTRUCTION DISPUTE INTERIM ADJUDICATION of the *Construction Act*.

1.22 **Time**

The Engineer shall perform the Services in accordance with the requirements of Article 2 and shall complete any portion or portions of the Services in such order as the Client may require.

The Client shall give due consideration to all designs, drawings, plans, specifications, reports, tenders, proposals and other information submitted by the Engineer, and shall make any decisions which he/she is required to make in connection therewith within a reasonable time so as not to delay the work of the Engineer.

1.23 **Estimates, Schedules and Staff List**

1.23.1 **Preparation of Estimate of Fees, Schedule of Progress and Staff List**

When requested by the Client, and where payment is calculated on a time basis, the Engineer shall provide, for approval by the Client:

- a) An estimate of the total fees to be paid for the Services.
- b) A Schedule showing an estimate of the portion of the Services to be completed in each month and an estimate of the portion of the fee which will be payable for each such month.
- c) A Staff list showing the number, classifications and hourly rate ranges for staff, Principals and Executives, for which the Engineer will seek payment on a time basis. The Engineer shall relate such information to the particular type of work that such staff is to perform, while employed on the Project. Such list shall designate the member of the Engineer's staff who is to be the liaison person between the Engineer and the Client.

1.23.2 **Subsequent Changes in the Estimate of Fees, Schedule of Progress and Staff List**

The Engineer will require prior written approval from the Client for any of the following changes:

- a) Any increase in the estimated fees beyond those approved under Subsection 1.23.1 (a).
- b) Any change in the schedule at progress which results in a longer period than provided in Subsection 1.23.1 (b).
- c) Any change in the number, classification and hourly rate ranges of the staff provided under Subsection 1.23.1 (c).

1.23.3 **Monthly Reporting of Progress**

When requested by the Client, the Engineer shall provide the Client with a written report showing the portion of the Services completed in the preceding month.

1.24 **Additional Conditions**

Any requirements regarding insurance, WSIB, permits, approvals, AODA, etc. to be listed here. If there are no additional conditions, then this section is to be left blank. Documentation supporting additional conditions detailed here shall be contained in Article 5.

The Engineer shall provide proof of good standing with WSIB when requested
The Engineer will adhere to their Health and Safety Policy, the Town's Respect in the Workplace policy, and any other health or safety policies that the Town may implement that apply to contractors from time to time.

This agreement shall start on July 26, 2023 and shall continue in effect for an initial term of five (5) years, ending on July 25, 2028 and then may be renewed for successive five (5) year terms upon agreement between the parties.

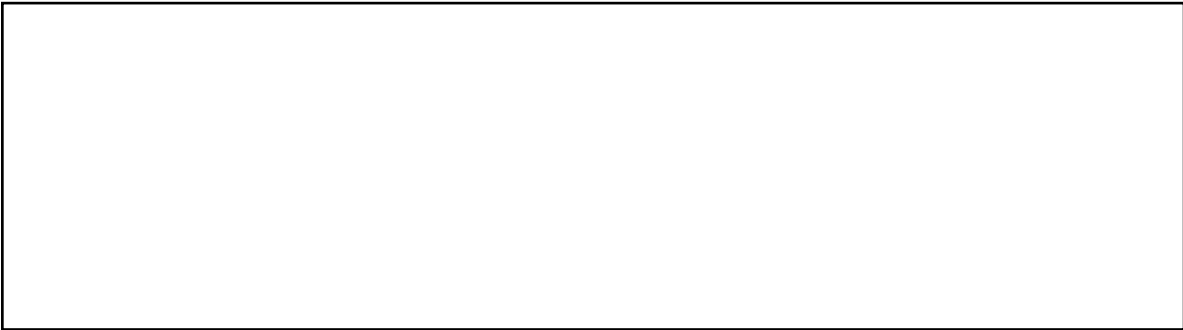
The Client shall retain the right to hire additional or substitute firms for assignments at their discretion.

ARTICLE 2 – SERVICES TO BE PROVIDED

- 2.1 Services to be provided by Engineer as detailed in the RFP and as provided for in the Engineer's Proposal.

Provide engineering services for a range of municipal infrastructure projects including but not limited to transportation and roads, structural, drinking water, storm drainage, stormwater management, water, wastewater, solid waste, and subdivision and site plan administration. Services will range from general advice to assistance with Master Plans, Rate Studies, construction probable cost preparation, Design, Contract Administration, Construction Review, and Technical review and administration of Development applications.

- 2.2 Services to be provided by Client as detailed in the RFP and as provided for in the Engineer's Proposal.



ARTICLE 3 - FEES AND DISBURSEMENTS

3.1 Definitions

For the purpose of this Agreement, the following definitions shall apply:

a) Cost of the Work:

- i. The "Cost of the Work" shall mean the total construction cost of the Project including all materials, equipment, sales taxes, labour and contractor's overhead and profit, necessary to complete the work for which the Engineer prepares designs, drawings or specifications, for which he/she is responsible. Where sales taxes are not included in the cost of the work, the fee shall be adjusted upwards by the factor equivalent to the sales taxes. The adjusted fee may be computed to the nearest one-tenth of one percent (1/10%).
- ii. Wherever the Client furnishes labour or other service which is incorporated in the work, the current price of labour or other service when the work was executed shall be used to compute the Cost of the Work.
- iii. Whenever used materials or equipment is furnished by or on behalf of the Client, the fair market value of such materials or equipment, as though it was purchased new, shall be used to compute the Cost of the Work.
- iv. In computing the Cost of the Work, no deductions shall be made on account of any penalties or damages claimed by the Client from any contractor or on account of any other sum withheld from any contractor.
- v. The Cost of the Work shall not include any fees and disbursements due to the Engineer, the Client's engineering and office expenses, or cost of land.

b) Site:

Site includes the actual work site and other locations where the checking of materials, equipment and workmanship is carried out.

3.2 Basis of Payment for this agreement

Fees Calculated on Time

Note: If you have multiple bases of payment please select "Applies" in the appropriate sections below. If one basis of payment applies, be sure it is the only option selected.

3.2.1 Fees Calculated on a Percentage of Cost Basis

The Client shall pay the Engineer fees to be calculated as a percentage of the Cost of the Work for normal projects as follows:

CALCULATION OF FEE

TYPE OF SERVICE	PERCENTAGE

3.2.2 Fees Calculated on a Time Basis

a) Fees

The Client shall pay the Engineer a fee, calculated on a time basis, for that part of the Services described in Article 2. Fees on a time basis for all staff shall be hourly rates based on job classifications as detailed in the Engineer's proposal.

For a project of over one (1) year duration, or for projects which become extended beyond one (1) year in duration, the Engineer may from time to time seek approval from the Client to adjust hourly rates and such approval shall not be unreasonably withheld.

b) Time Expended

All time expended on the assignment, whether in the Engineer's office, at the Client's premises, or elsewhere, and including travel time, shall be chargeable.

3.2.3 Upset Cost Limit

- (a) The Engineer shall be paid a fee, calculated on a time basis, for the Services.
- (b) Included in the fee, the Engineer shall be reimbursed at cost plus an administrative charge of 5 % for all reasonable expenses properly incurred by them in connection with the Services, including but not limited to: vehicle use charges, traveling ~~and living~~ expenses, ~~long distance telephone charges, report production costs, photography,~~ special delivery charges, supplies and equipment, field equipment costs, laboratory costs. Computer and office charges are considered part of overhead and shall not be invoiced as disbursements.
- (c) Notwithstanding Subsections (a) and (b) of this Section, the total fees and disbursements paid by the Client to the Engineer for the Services shall not exceed the total upset amount of \$ _____ plus, applicable taxes made up as follows:
 - (i) \$ _____ plus, applicable taxes for Core Services as described in Schedule A; and,
 - (ii) \$ _____ plus, applicable taxes as a Contingency Allowance for Additional Services that may be required but are not included in Schedule A.
- (d) Notwithstanding Subsections (a) and (b) of this Section, the Client, at its sole discretion, may limit the fees and disbursements paid by the Client to the percentage equivalent to the project complete in the opinion of the Client.
- (e) The Engineer must request and receive the written approval of the Client before any Additional Services are carried out that are not included in Schedule A. The Engineer shall not be entitled to any payment from the Contingency Allowance unless the Engineer has satisfied this condition. When approving Additional Services that are not included in Schedule A, the Client, at its sole discretion, may, in writing, set a limit on the monies from the Contingency Allowance that may be permitted for the requested Additional Services.

3.2.4 Reimbursable Expenses – Apply to 3.2.1. through 3.2.3. and shall be included in 3.2.5.

In addition to the fee, the Engineer shall be reimbursed at cost plus an administrative charge of 5 %, for all expenses and disbursements properly incurred by the Engineer in connection with the project.

3.2.5 Lump Sum Basis

- a) Fees for the scope of work covered under this Agreement will be on a Lump Sum Price Basis, inclusive of labour, disbursements and reimbursable expenses.
- b) Monthly progress invoices will be based on the percentage of project completed or

milestone achieved as detailed in the RFP.

- c) If the project is abandoned or delayed for any reason beyond the Engineer's control, the Client shall pay a fee for services rendered to that date, plus the termination expenses reasonably incurred by the Engineer in winding down the project.

3.3 Payment

3.3.1 Fees Calculated on a Time Basis Applies

The Engineer shall submit an invoice to the Client for all Services completed in the immediately preceding month.

3.3.2 Fees Calculated on a Percentage of Cost Basis Does Not Apply

a) Monthly Payment

The Engineer shall submit an invoice to the Client for that part of the design of the Project completed in the immediately preceding month calculated upon the basis of the Engineer's estimate of the cost of that part of the Project, and, if the Client agrees with such estimate and that such part has been completed, the Engineer will be paid the amount of the fee so invoiced.

b) On Award of Contract

Following the award of the contract for the construction of the Project, the Engineer shall recalculate his/her fee on the basis of the tender quantities and prices on which the contract for the construction of the Project was awarded, plus the estimated cost of materials and other services supplied by the Client and upon such recalculation, the amount paid to the Engineer shall be adjusted to equal the full amount of the recalculated fee including the repayment by the Engineer of any overpayment made to the Engineer.

c) Delay of Award of Contract

In the event the contract for construction of the Project is not awarded within _____ months of the acceptance of the Design by the Client the final fee for design shall be determined as in paragraph (a) above, and paragraph (b) shall not apply.

Further services for the Project beyond the _____ months will be undertaken on a time basis.

d) On Completion of the Work

Following Completion of the Work, the Engineer shall recalculate his/her fee on the basis of the actual Cost of the Work and upon such recalculation the amount paid to the Engineer shall be adjusted to equal the full amount of the recalculated fee including the repayment by the Engineer of any overpayment to the Engineer.

3.3.3 Lump Sum Does Not Apply

Based on a milestone basis as per the Engineer's proposal.

3.3.4 Invoices Generally

a) Requirements for a proper invoice

All invoices submitted by the Engineer to the Client under this Agreement shall contain the following information:

- (1) The Engineer's name and address;
- (2) The date of the invoice and the period during which invoiced Services were supplied;
- (3) Information identifying the Agreement under which Services were supplied;
- (4) A description of the services supplied;
- (5) The amount payable for the services supplied, and a statement that payment is due upon receipt;
- (6) The name, title, telephone number and mailing address of the person to whom payment is to be sent; and
- (7) The following additional information (if any):

b) Disputed invoices

If the Client intends to dispute any invoice delivered by the Engineer, in whole or in part, the Client shall within 14 calendar days of receiving the invoice, deliver to the Engineer a notice of non-payment in Form 1.1 as prescribed by the *Construction Act*.

Any undisputed portion of any invoice shall remain payable upon receipt in accordance with the terms of payment set out in section 3.3.5.

3.3.5 Terms of Payment

The Client will compensate the Engineer in accordance with the fees and charges for services as set out in the proposal or as otherwise mutually agreed.

All fees, irrespective of their basis, shall be exclusive of HST, and HST will be added to each invoice.

All fees and charges will be payable in Canadian funds unless noted otherwise.

Invoices will be due and payable, as presented and without hold-backs, by the Client upon receipt, and in any event no later than 28 days after receiving the proper invoice.

Interest on overdue accounts will be charged at the rate of 1 % per annum.

ARTICLE 4 – FORM OF AGREEMENT

ENGINEER: B. M. Ross and Associates Ltd.

The signatory shall have the authority to bind the Engineer for the purposes of this agreement.

This _____ Day of _____, 20 ____

Signature		Signature	
Name		Name	
Title		Title	

CLIENT: The Corporation of the Town of St. Marys

The signatory shall have the authority to bind the municipality or its agency for the purposes of this agreement.

This _____ Day of _____, 20 ____

Signature		Signature	
Name	Al Strathdee	Name	Jenna McCartney
Title	Mayor	Title	Clerk

ARTICLE 5 – SCHEDULES

Copies of Request for Proposal and Proposal Submission documents if required.

This article includes all schedules, (i.e. Request for Proposal, Proposal Submission, Certificates of Insurance, etc.) as well as any additional information required to form the Agreement, such as supplemental general conditions, etc.

The following schedules form part of:

- Schedule A: Supplementary Conditions – attached OR not used
- Schedule B: Addenda – attached OR not used
- Schedule C: Scope of Services – RFP attached OR not used
- Schedule D: Proposal from engineer – attached OR not used
- Schedule E: Other

Attached
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NOTE: Attach all appropriate schedule documents as indicated (✓).

Board of Directors Meeting Highlights
Held virtually on Zoom on June 15, 2023 at 8:30 AM



Amendments To The Blue Box Regulation To Expand Deductions For Producers

On June 3, 2021, Ontario finalized a new blue box regulation (O. Reg. 391/21) to make producers responsible for collecting and managing paper, packaging, and single-use items.

The new approach improves the blue box system by providing consistent service that will reduce litter and allow more materials to be recycled in more communities.

Ontario is working to create a stronger and more effective blue box service and has started the process of transitioning to a producer responsibility model.

To provide clarity to producers on their blue box obligations and support a smooth transition to a full producer responsibility framework, the MECP is proposing minor changes to the blue box regulation to:

1. expand permitted deductions used to set management requirements
2. harmonize annual reporting deadlines with other jurisdictions

Ontario municipal governments do not support the proposed amendments that would allow producers to deduct materials collected from industrial, commercial and institutional sources that producers are not required to provide blue box collection services to under the blue box regulation, which would include location such as:

- businesses and commercial sources (e.g., office buildings)
- recreational facilities (e.g., arenas)
- some institutions (e.g., hospitals)

Last minute changes of this sort have significant implications on the system. It impacts the budgets for the various producer responsibility organizations, as well as the Resource Productivity and Recovery Authority (RPRA) given their fee structures are based on materials supplied. The other issue for RPRA as it forces resources to be expanded on accommodating these changes rather than planned compliance activities.

We have already raised concern with the Ministry Environment, Conservation and Parks and with RPRA that the supply data shows that the management requirements already appear to either be set too low, the impact of de minimis requirements are creating more issues than expected or producers are improperly reporting (table below).

Category	RPRA 2021 Supplied Tonnes (reported in 2022)	Management Requirements for 2026	Current Blue Box Performance
Beverage Container	111,413	80%	n/a
Glass	60,439	75%	85,514
Flexible Plastic	83,462	25%	104,406*
Rigid Plastic	119,780	50%	
Metal	48,660	67%	44,247
Paper	493,987	80%	502,214
TOTAL	806,328		736,381

*Current performance of rigid and flexible plastics cannot be separated

While it is not possible to separate beverage container performance, based on the other categories it appears producers may already be meeting all of their targets based on current performance. Additional deductions applied to the supplied data will only exacerbate this issue.

Another complicating factor is that the current regulations require audits every three years instead of annually so potential issues with improper deductions may not be known until years later. This significantly reduces the oversight ability of RPRA as audit information is available to them on an annual basis. For producers collecting information and records for three years is more cumbersome and difficult to compile than simply collecting information every year on a consistent basis.

Allowing for these deductions increase challenges related to accurately determining what percentage of these materials are consumed and generated as waste within “eligible sources”. If the Ministry chooses to make these amendments, we recommend the Blue Box regulation also be amended to:

- make audit requirements annual rather than every three years;
- ensure producers report to RPRA on both the total supplied as well as the supplied minus the deductions; and that
- material targets be increased to ensure continuous improvement.

Finally, we would request the government provide a timeline for consultations on the industrial, commercial, and institutional waste reform framework. Progress on this consultation would help to reduce concerns about lack of recycling within these sectors.

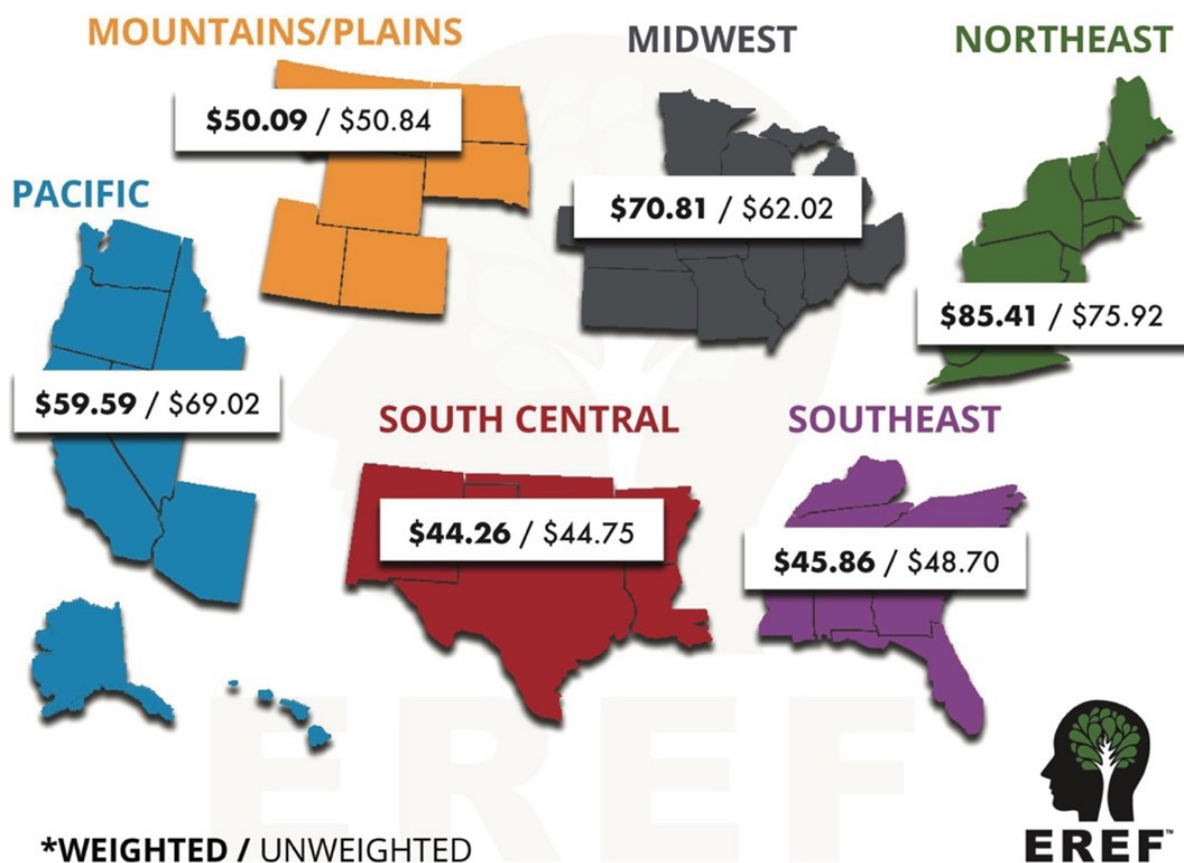
EREF study shows MSW tip fees rose 'sharply' in 2022

The Environmental Research & Education Foundation (EREF) has released its seventh annual municipal solid waste (MSW) landfill tip fee report, which includes data from 348 MSW landfills across all 50 states.

The 2022 iteration of the report found a steep incline in fees nationwide, apart from the Southeast, which experienced only a 2 percent increase. The national unweighted tip fee rose to \$58.4 per ton, 8 percent higher than the \$54.03 reported in 2021.

2022 REGIONAL LANDFILL TIPPING FEES

NATIONAL AVERAGE: **\$60.34** / \$58.47



The unweighted average is the average of all fees, with the fees of each reporting landfill being equally weighted. The weighted average is the average of all fees based on the relative amount of MSW managed at each reporting landfill.

While the Pacific and Northeast regions continue to have the highest fees per ton in the U.S., the Midwest and South-Central regions saw the highest percent increase at 22 and 29 percent, respectively. These two regions also exhibit the highest year-over-year increase since 2018, according to EREF.

The free report, "Analysis of MSW Landfill Tipping Fees—2022," shares additional 2022 tipping fee data. The full report can be found at www.erefndn.org.

Report Evaluates Plastic Bag Recycling Programs At Retail Locations

A study released by ABC News has led to some skepticism around plastic bag recycling programs at retail locations.

According to the report, ABC News collaborated with nine ABC-owned TV stations to place 46 trackers on plastic bag bundles that were deposited at Walmart and Target locations for recycling in 10 states. Trackers were super glued and wrapped inside multiple layers of clean plastic bags. ABC News reports its team monitored each tracker's location multiple times a day for months, and trackers pinged whenever they were near a compatible digital or mobile device.

The report says one of the first trackers to move was a bag bundle deployed at a Target store in Kingston, New York, in December 2022. ABC News says the bags ended up a week later inside the Seneca Meadows Landfill in Waterloo, New York and later a tracker dropped off at a New York Walmart eventually pinged in Indonesia. Other trackers dropped off at Walmart locations in Florida and Kansas pinged in Malaysia. Of the 46 trackers, most of the bags had not ended up at locations associated with plastic bag recycling, with many ending up in landfills.

Despite the findings, several industry trade groups have noted plastic bag recycling programs are essential to achieving a circular economy.

"America's plastic makers are investing billions of dollars in new recycling technologies and creating products that are more recyclable, durable and dependable," says Joshua Baca, vice president of plastics at the Washington-based American Chemistry Council. "Our goal is to make the planet cleaner and healthier for generations to come. Our world will only get to a sustainable circular economy by collaborating and coming together to achieve the economies of scale necessary to convert what today is waste into new products. This cannot be accomplished unless we are willing to engage in open dialogue and listen to both concerns and solutions. ACC remains committed to providing real solutions that will reduce plastic waste."

According to the Washington-based Association of Plastic Recyclers (APR), store drop-off programs across the United States serve as an important part of recycling for film and bags. The APR tells Recycling Today there is strong demand for this material, which can be recycled into new bags and film, as well as durable products such as composite lumber, containers and pallets. In 2021, more than 1 billion pounds of bags and film plastics were collected for recycling.

Additionally, a spokesperson for the Washington-based Plastics Industry Association tells Recycling Today a visit to a plastic recycling facility would reveal that recycling is real and contamination gets sent to landfills.

"Across the board, America needs to invest in recycling infrastructure to better collect, sort and process recyclable materials, including plastic films," the spokesperson says. "The ABC News story was about where contaminants, such as metal tracking devices, when commingled with recyclable material end up, not a story about plastic film recycling. Research shows that plastic film recycling, including material collected through retailer-led programs, continues to grow, helping manufacturers reduce their reliance on virgin resins. The conclusions implied by the ABC story are irresponsible and reinforce the misleading claims of activists that if left unchecked will drive more recyclable material into landfills, not less."

According to the spokesperson, the association also offers information about film recycling in its 2021 Plastic Recycling Report.

Newly Released Food Waste Reduction State Model Policy Toolkit

A new toolkit outlining the gold standard for state policy to reduce food loss and waste has just been released by the Zero Food Waste Coalition, of which NRDC is a founding member. “Achieving Zero Food Waste: A State Policy Toolkit” documents the necessary components of more than a dozen



state policies related to food waste reduction, explains their connection to federal law, gives examples of successful laws across the country, and includes a model for each policy which can be picked up by legislators and changemakers with minimal alterations.

In recent years, the number of state policies to improve waste diversion, increase redistribution of surplus food, and advance organics recycling have grown rapidly, but the movement as a whole is hampered by the need to start from scratch with a state-by-state approach to waste management. This toolkit will streamline state policy efforts with its comprehensive information and templates.

The report covers fifteen policies divided into sections that include:

1. Building and broadening organic waste bans and beyond,
2. Opportunities to promote food donation,
3. Supporting organic waste processing infrastructure,
4. Developing end markets for compost,
5. Preventing food waste upstream, and
6. Other governmental action to address food waste.

In addition to describing the need for each policy and suggesting best practices, the report offers case study examples of the policy in practice. For example, the section on organic waste bans and mandatory recycling policies talks through the ways in which Vermont’s 2012 Universal Recycling Law embodies elements of what we consider necessary for a successful state organics landfill ban. The section on food safety looks at Texas’s comprehensive food safety regulations as a model example and includes many of its best practices in the model.

In several cases, the authors wrote new draft policy combining elements of previously-introduced bills to make an ideal prototype. But in other instances, such as the disposal surcharge fees policy, other organizations had already published model legislation which the authors wished to describe and draw attention to. Another example is the model mandatory reporting policy, which is adopted from NRDC’s work with the Environmental Law Institute to generate model policies and ordinances for municipal actors.

Mattress Textiles Could Be Used To Make EV Batteries

In the project, funded by the Mattress Recycling Council (MRC), researchers converted and tested coconut fibres, shoddy pads, and cotton fibres in battery applications.

Electrodes in the lithium

batteries that power electric vehicles could be made from recycled mattress textiles, according to a new project funded by the Mattress Recycling Council (MRC).



In a three-year study at the National Institute for Materials Advancement at Pittsburg State University (PSU) in Kansas, researchers led by Dr. Ram Gupta developed a process that transformed mattress textiles into conductive carbon materials used to make the anodes and cathodes in lithium-sulphur rechargeable batteries. These lithium-sulphur batteries have two to three times more energy storage capacity than conventional lithium-ion batteries.

In the project researchers converted and tested coconut fibres, shoddy pads (which is a felt-like product already made of recycled fabrics), and cotton fibres in battery applications. These materials are difficult to recycle. Dr. Gupta's team found cotton was the best material for building these new batteries. Preliminary results indicate that experimental rechargeable batteries both perform equal to or better than conventional batteries and do not require scarce metals such as nickel, manganese, and cobalt, which are found in many lithium batteries.

There is a shortage of suitable carbon feedstocks for making electrodes, which are needed to satisfy the growing demand for rechargeable batteries. Textiles – and not just from mattresses – are challenging to recycle, but could provide an inexpensive, clean, and abundant feedstock that can fill current and emerging needs. Sourcing feedstocks from recycled materials means they have a much lower environmental footprint relative to conventional sources.

MRC operates statewide mattress recycling programs in California, Connecticut, and Rhode Island. Collectively, these programs have recycled over 12 million mattresses. MRC has documented that mattress recycling reduces greenhouse gas emissions and lowers energy and water consumption. By weight, about 75 percent of each mattress is recycled. The battery project with PSU is one of a series of MRC-funded research projects designed to find new markets for recycled mattress materials (including textiles) and increase both the percentage of each mattress that can be recycled and the environmental benefits of mattress recycling.

The PSU research team is currently exploring the potential for commercializing these positive results.

GPS tracking bottles will monitor garbage levels in Georgian Bay

If you notice some plastic bottles floating around Georgian Bay, take a second look before throwing them away.

'Georgian Bay Forever,' an organization dedicated to conserving the bay, has dropped dozens of bottles into the water, each outfitted with GPS tracking devices.

According to the group, the plan is to track each bottle to locate the pathway that trash may end up into Georgian Bay and where it feeds.

"One of the most notable items we found was a garbage bag from a grocery store that had closed in the '70s in Collingwood, washed up on shore," said David Sweetnam, Georgian Bay Forever Executive Director. "It pollutes the environment for life inside the bay, as well as for us, and even the impacting just the aesthetic views of the bay for people."

The bottles were launched at 20 different locations offshore on Saturday, stretching from Thornbury to Balm Beach.

In addition to researchers, Georgian Bay Forever said the public could track the bottles online.



A photo of one of many GPS Tracking bottles that have been deployed into Georgian Bay on Sat., May 27 (Steve Mansbridge/CTV News).

EPA Administrator Reverses Course On Chemical Recycling Exemption

A U.S. Environmental Protection Agency (EPA) document dated May 24 says EPA Administrator Michael S. Regan is withdrawing a modification made during an earlier review that involved effectively removing pyrolysis/combustion units from its list of municipal waste combustion units.

Investors in plastic scrap chemical recycling facilities, which often use pyrolysis technology, have been seeking clarity and consistency in how the EPA will monitor and judge emissions at such facilities. Opponents of the technology typically advocate for strict monitoring and low emissions restrictions.

The EPA has thus received feedback from both factions and how emissions will be monitored and restricted has become a multiyear storyline within the agency.

“As a result of recent market trends, especially with respect to the increased processing of [scrap] plastics, the EPA received several inquiries about other solid waste incineration (OSWI) units and the applicability of OSWI regulations to pyrolysis/combustion units for a variety of process and feedstock types,” the EPA writes.

The term “pyrolysis/combustion” is not defined in the current OSWI regulation and it is not included in the definition of “institutional waste incineration unit.”

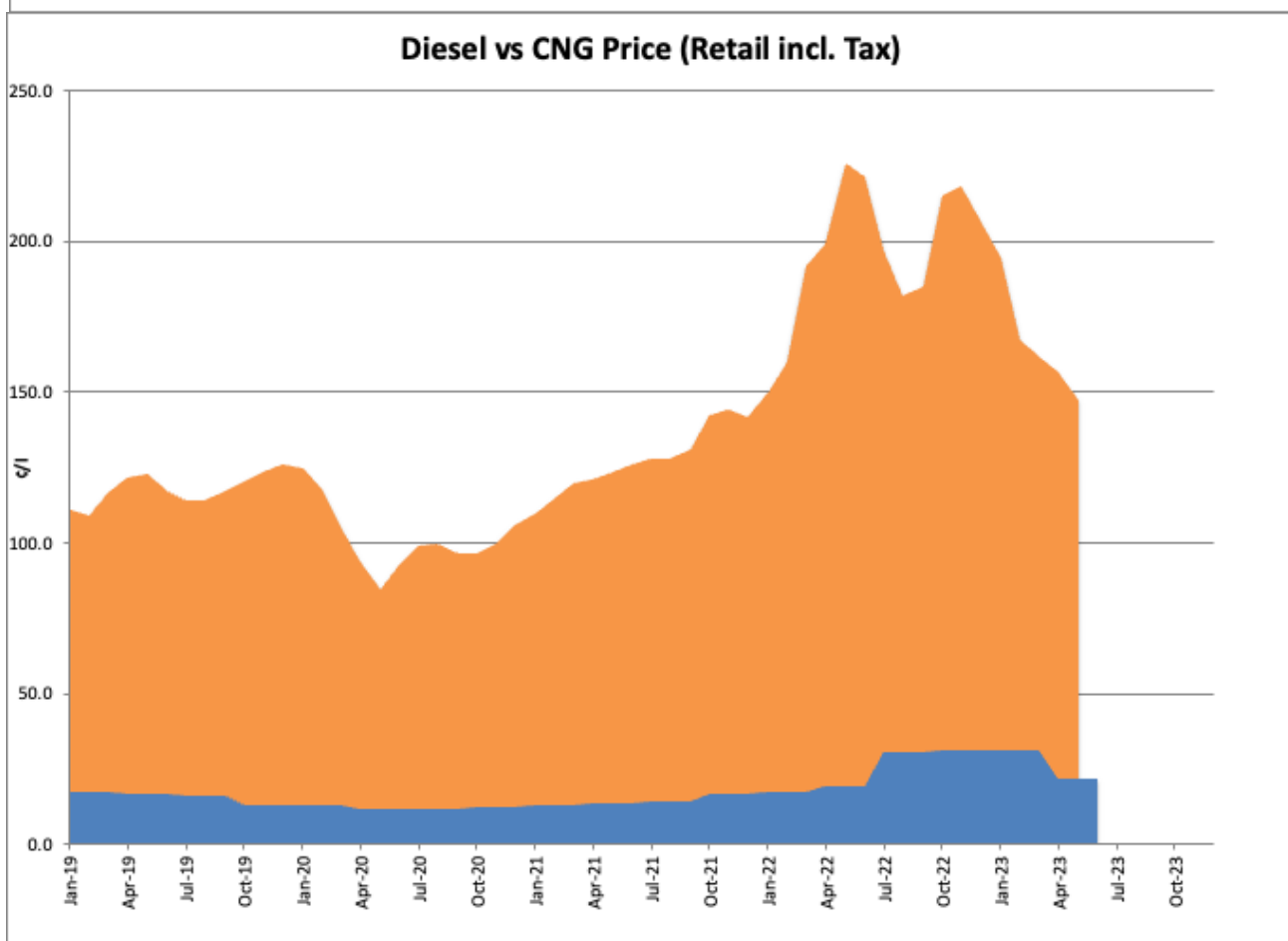
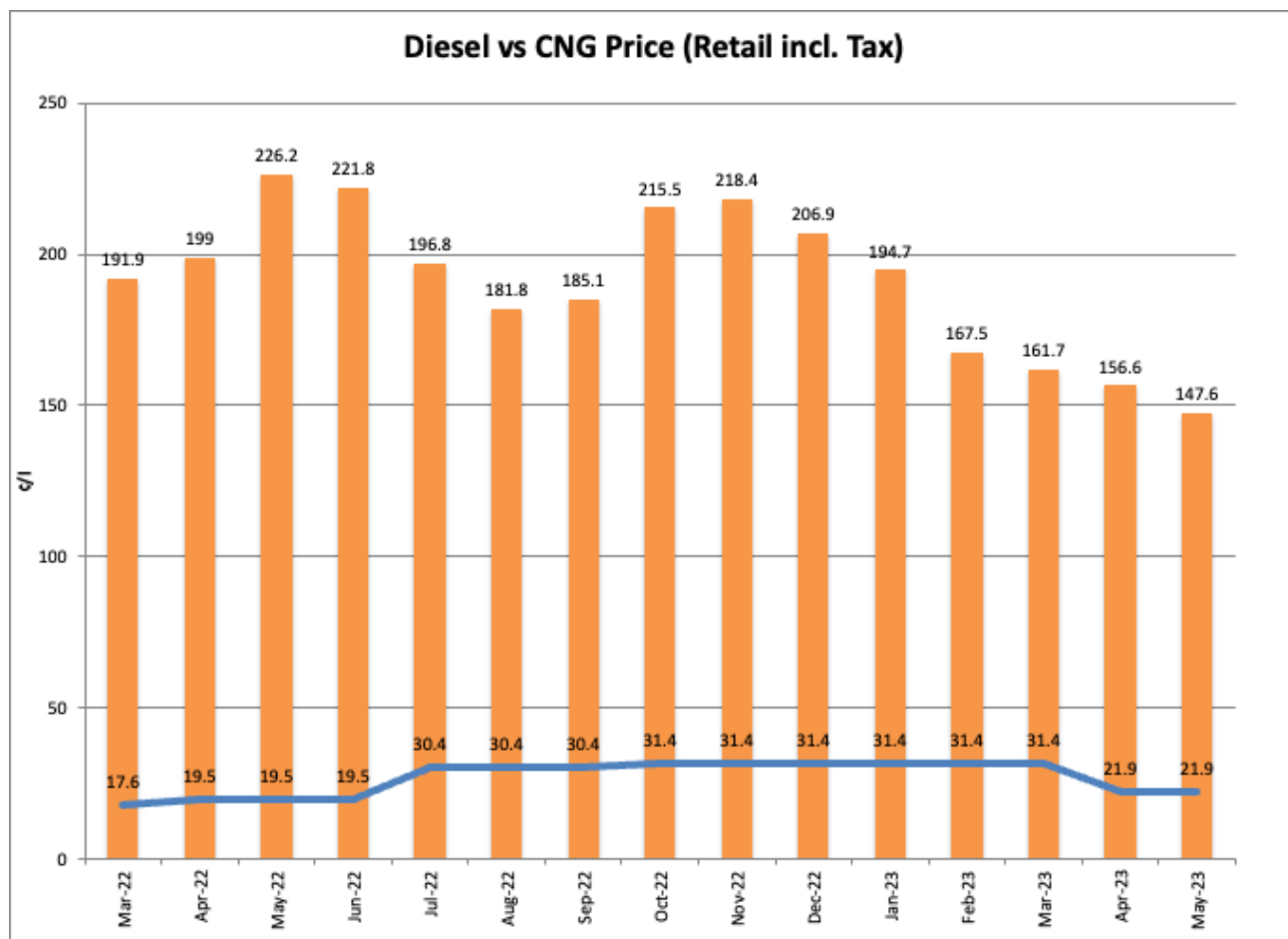
In August 2020, as part of an EPA periodic review, the agency says it proposed, among other things, to revise the OSWI definition of “municipal waste combustion unit” to remove the reference to “pyrolysis/combustion units.”

Subsequently, the EPA says it received significant adverse comments on that proposed revision, adding it received another 170 comments during an advance notice of proposed rulemaking (ANPRM) process.

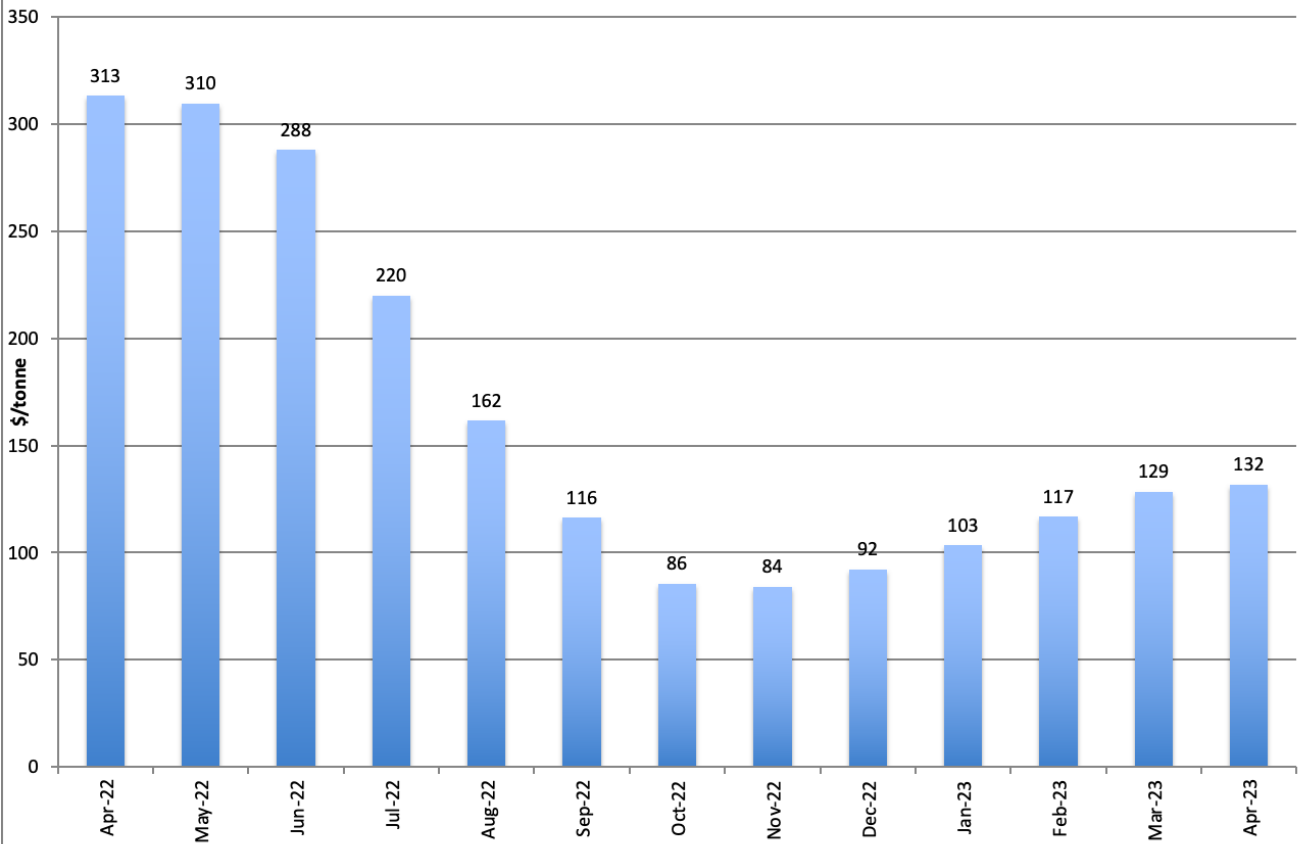
The May 24 notice does not point to a final conclusion of the matter. The EPA writes, it “has been reviewing the information gathered in the ANPRM and is developing the final OSWI rulemaking package. Based on discussions with stakeholders and our review of the comments on the ANPRM and OSWI proposal as well as current scientific literature on the topic, it is evident that pyrolysis is a complex process that is starting to be used in many and varied industries.

“The EPA will need significant time and personnel resources to fully analyze the comments and evaluate all current information sources to gain a technical and regulatory understanding of the pyrolysis process.”

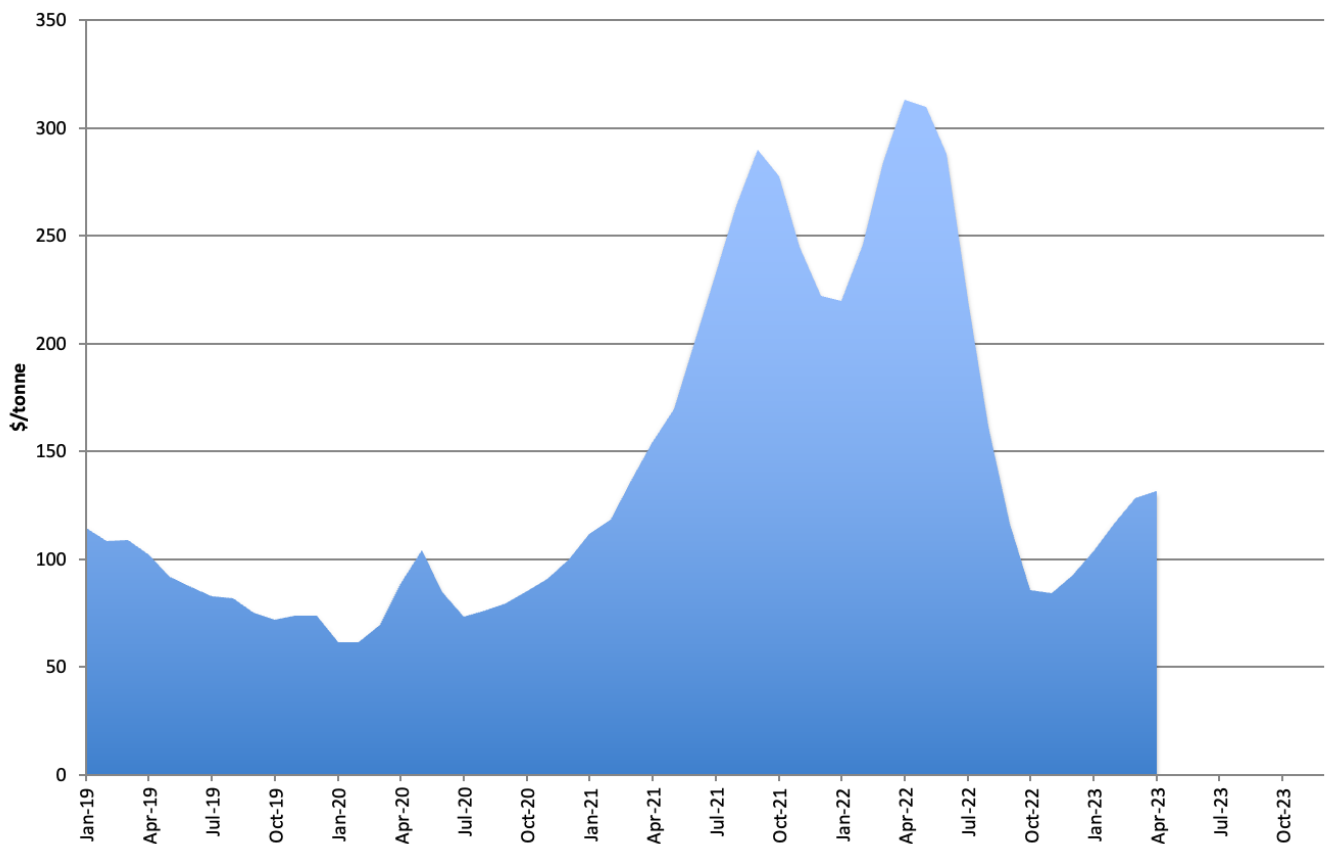
In the meantime, Regan tells operators of chemical recycling plants, “The EPA does not believe it would be appropriate for those sources to become unregulated emissions sources during the time required for our analysis of pyrolysis/combustion units to be completed, particularly if the agency ultimately concludes that regulation is needed.”



Commodity Prices



Commodity Prices





MINUTES
St. Marys Business Improvement Area Committee
Regular Meeting

June 12, 2023
6:00 pm
Municipal Operations Centre
408 James Street South, St. Marys

Committee Members Present: Councillor Aylward
Megan Feeney
Lisa Fewster
Sue Griffiths
Alexandra Pritchard O'Shea
Jan Scott
Dan Troyer

Committee Member Regrets: Claire Chapple

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

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Lisa Fewster

Seconded By Councillor Aylward

THAT the June 12, 2023 St. Marys Business Improvement Area Board agenda be approved.

Carried

4. ACCEPTANCE OF MINUTES

5. CORRESPONDENCE

5.1 Young Entrepreneurs at the St. Marys Farmers Market

Councillor Aylward spoke to the correspondence regarding young entrepreneurs at the St. Marys Farmers Market.

Moved By Jan Scott

Seconded By Dan Troyer

THAT the correspondence regarding young entrepreneurs at the St. Marys Farmers Market be received.

Carried

6. COUNCIL REPORT

Councillor Aylward provided updates on the Milt Dunnell Field Project and Downtown Service Location Review.

Moved By Lisa Fewster

Seconded By Councillor Aylward

THAT the verbal Council report be received.

Carried

7. TREASURER'S REPORT

Treasurer presented the financial report.

Moved By Jan Scott

Seconded By Dan Troyer

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

Carried

8. OTHER BUSINESS

8.1 Beautification Initiative Update

Lisa Fewster presented an update about the beautification initiative.

9. UPCOMING MEETINGS

July 10, 2023 - 6:00 pm

10. CLOSED SESSION

Moved By Jan Scott

Seconded By Sue Griffiths

THAT the St. Marys Business Improvement Area Board moved into a session that is closed to the public at 6:22 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

11. RISE AND REPORT

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the St. Marys Business Improvement Area Board rise from closed session at 6:50 pm.

Carried

The Chair stated that a closed session was held with two matters being discussed. Members were given direction in closed session. There is nothing further to report at this time.

12. ADJOURNMENT

Moved By Dan Troyer

Seconded By Sue Griffiths

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 6:52 pm.

Carried

Chair

Committee Secretary



MINUTES
St. Marys Business Improvement Area Committee
Regular Meeting

July 10, 2023
6:00 pm
Video Conference

Committee Members Present: Councillor Aylward
Claire Chapple
Megan Feeney
Lisa Fewster
Sue Griffiths
Alexandra Pritchard O'Shea
Jan Scott
Dan Troyer

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

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the July 10, 2023 St. Marys Business Improvement Area Board agenda be approved.

Carried

4. ACCEPTANCE OF MINUTES

4.1 Minutes - May 8, 2023

Moved By Sue Griffiths

Seconded By Claire Chapple

THAT the May 8, 2023 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

Carried

4.2 Minutes - June 12, 2023

Moved By Sue Griffiths

Seconded By Alexandra Pritchard O'Shea

THAT the June 12, 2023 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and Secretary.

Carried

5. BUSINESS ARISING FROM MINUTES

None.

6. COUNCIL REPORT

Councillor Aylward provided a verbal update from Council.

Moved By Claire Chapple

Seconded By Lisa Fewster

THAT the verbal Council report be received.

Carried

7. TREASURER'S REPORT

Sue Griffiths presented the June 2023 treasurer's report.

Ms. Griffiths confirmed that all invoices are approved by the treasurer and the Town issues the payment for the invoice.

Moved By Jan Scott

Seconded By Claire Chapple

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

Carried

7.1 Draft Auditor's Report

Ms. Griffiths presented the draft 2022 auditor's report.

Moved By Dan Troyer

Seconded By Claire Chapple

THAT the draft 2022 Auditor's Report be received by the Board of Management.

Carried

8. OTHER BUSINESS

8.1 Heritage Festival Logistics

Dan Troyer provided an overview of the Heritage Festival logistics for this upcoming weekend. A tent will be set up for the young entrepreneur early in the morning. Social media has been provided to ensure the event is communicated.

For set up logistics, please reach out to Town staff Alanna Bowes.

Kelly asked for all business owners who have not communicated their operational status for Saturday to reach out to Alanna as soon as possible.

Councillor Aylward will provide coverage at the BIA tent throughout the day.

9. UPCOMING MEETINGS

August 14, 2023 - 6:00 pm

The Board will be looking forward to an update from the Christmas working group.

In the future, the Board Chair will provide the agenda to the membership.

10. ADJOURNMENT

Moved By Lisa Fewster

Seconded By Claire Chapple

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 6:30 pm.

Carried

Chair

Committee Secretary



Minutes

Committee of Adjustment

June 21, 2023

6:00 pm

Municipal Operations Centre

408 James Street South, St. Marys

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

Member Present	Paul King, Deputy Chair William Galloway Stephen Glover Burton Pickel
Member Absent	Steve Cousins
Staff Present	Mark Stone, Town Planner Grant Brouwer, Director of Building and Development / Secretary-Treasurer Morgan Dykstra, Public Works and Planning Coordinator

1. CALL TO ORDER

Deputy Chair Paul King called the meeting to order at 6:04 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Stephen Glover

Seconded By Burton Pickel

THAT the June 21, 2023 Committee of Adjustment agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Burton Pickel

Seconded By Stephen Glover

THAT the March 1, 2023 Committee of Adjustment minutes be approved and signed by the Chair and the Secretary / Treasurer.

CARRIED

5. DELEGATIONS

5.1 Chris West re: 446 Queen Street West

Chris West presented to the Committee as it relates to the appropriateness of the zoning by-law variances being sought to facilitate the proposed development located at 446 Queen Street West.

Moved By Burton Pickel

Seconded By Stephen Glover

THAT the delegation from Chris West regarding 446 Queen Street West be received.

CARRIED

6. REPORTS

6.1 DEV 37-2023 Application for Minor Variance (File A02-2023) by 983132 Ontario Inc., 446 Queen St. West, St. Marys, ON

Deputy Chair Paul King advised how the Notice of Public Hearing was distributed, and how members of the public can participate or view the meeting.

Mark Stone, the Town's Planner spoke to the Application as detailed in the staff report, explaining how the frontage of the property was determined and explained that the notice of application was circulated in accordance with the Planning Act.

Mark Stone read comments from the public that have been received since the distribution of the agenda:

- Monica Smith asked questions regarding the type of rental units and height of the proposed building, and asked if there would be a mail out to the neighbours with respect to the site plan application.
- Scott and Laurie Graham indicated they do not agree with the requested variances, and believe the reductions are excessive. The reduction of the exterior side yard and open space requirements is not consistent with the neighbourhood, and a three-storey structure could have a negative impact on privacy and property values. Disagree with the Applicant's statement that the proposed development will maintain the context of the neighbourhood, with respect to height and design, but added they understand the need for additional housing in St. Marys but it should be in keeping with municipal by-laws and regulations.
- Lauren and Mark O'Keefe stated they are not in favour of the minor variances being requested, reducing the exterior side yard along Queen, and reducing the open space is not favourable to the aesthetics of the neighbourhood. The reduction of the exterior side yard from 6.0 metres to 0.5 metres needs to be further considered as far as closeness to the road and sidewalk as well as for safety. The additional loss of green space is unfavourable for this neighbourhood. Believe a three-storey structure is not a right fit for the neighbourhood, especially when parking is at a minimum and there are no sidewalks on Pelissier. The proposed development will have a negative impact on neighbour's privacy and property values.

Mark Stone responded to the comments, stating:

- the property is zoned for the proposed uses and the building form, and this zoning has been in place for decades. Without the approval of the variances, the property could be developed for commercial and residential uses, including up to 10.5 metres in height. The variances are to respond to the Town's road widening requirement with respect to the exterior side yard setback, and open space requirements.
- The proposed height of the building is three-storeys and is limited by the "C4 Zone", which is 10.5 metres. This is the same maximum height as in the "R2 Zone" which applies to adjoining properties and others in the area.

- The exterior side yard reduction is mainly required due to the road widening requirement.
- Concur that green space is important, but 20% can be excessive in a more urban context. If the Town continues to require significant landscaping, then less units can be provided on a site due to increased costs which then impacts rental rates. The Town is looking for more density on properties, otherwise development will need to look for alternative development lands sooner to accommodate needed units.
- Planning needs to balance the need to provide more dense development and variances to meet the need.
- Acknowledge that if the road widening were not required, the proposed development would meet the open-space threshold based on the concept plan. Open space on a property is for the greening of the property but also outdoor amenity space, and the developer has proposed an outdoor amenity area, and the West Ward Park is within walking distance to the property.
- The provision of attainable and affordable housing forms is important to the Town, and this is an opportunity to provide housing since the property is already zoned.
- A site plan application will be required with detailed technical plans and studies to address servicing, grading, traffic, safety, snow storage, landscape buffers, and interfacing with neighbouring properties.

Deputy Chair Paul King asked the Applicant's Agent, Nick Preikschas of Grit Engineering Inc. to speak to the Application.

Nick Preikschas spoke to the application stating:

- The Applicant has completed a pre-consultation development review with Town staff who indicated a 5-metre road widening is required, and therefore impacts the development concept with respect to exterior side yards and open space requirements.
- In consideration of the pre-consultation note, the placement of the building was duly considered and placed at the northwest corner as to provide screening to parking lot for aesthetics and security,

providing a larger buffer to the houses to the south and east, and two accesses to the site for safe fire and maintenance vehicle access.

- The parking is oriented to mitigate headlight spillage to neighbouring properties and provide safe pedestrian travel via internal sidewalks.
- The reduced landscape would not be requested if a road widening were not required, and it is understood that the Queen Street West road is not expected to expand within the near future, and therefore will remain grass.
- The Applicant is aware that the residential units are necessary in Town, and this site provides as such. The proposed concept site plan is designed as an optimized and safe design, and the request for variances are minor in nature and should be recommended for approval.

Deputy Chair Paul King asked if members of the Committee had any questions or comments regarding the Application.

Committee member Burton Pickel acknowledged that the site plan has not been finalized, and that the requirement for the road widening has triggered the variance, but expressed concern with the minimal floor space allocated for the commercial unit, and asked whether this is the intended mixed use under the zoning by-law.

Nick Preikschas responded the building design is not final, and currently in the preliminary stages.

Burton Pickel asked if the commercial to residential ratio will be further considered.

Nick Preikschas responded that any adjustments will align with parking required under the zoning by-law.

Mark Stone added that the Town has a pre-consultation process, where an Applicant discusses the application with staff. Staff have discussed whether it is favourable to include more commercial in the design and will convey that to the Applicant to determine if more commercial space could be considered.

Burton Pickel responded that there is a safety concern with first-floor dwelling units and a reduced exterior side yard setback.

Steve Glover noted that the proposed green space was 24%, and after the road widening, the green space was 10.7% yet, the Applicant is requesting 5%.

Nick explained that requesting 10% would leave little room for error, the Applicant is ensuring that there is some room for general minor errors during the construction of the site.

Steve Glover noted that buffer strips are required between residential and commercial properties and indicated that the concept plan does not demonstrate these buffers, and asked whether that variance should also be considered.

Mark Stone responded that the zoning provision requires a planting strip and / or fencing depending on the plan submitted, and agreed that a more robust landscape buffer should be considered when reviewing a site plan application.

Steve Glover confirmed that a variance will not be required in this instance, since it will be reviewed during site plan.

Mark Stone responded that this will be reviewed during site plan review to ensure there is an appropriate interface with residential properties, there are several options to deal with these interfaces.

William Galloway acknowledged that the Committee is not considering the use of the property and the Applicant will have to meet the requirements save and except the items being considered at the meeting. The Town is requiring 5 metres of land, therefore reducing the size of the lot, and limiting the developer's ability to comply with the zoning by-law with respect to exterior side yard setbacks and open space requirements. The proposal being made appears to constitute a minor variance.

Burton Pickel asked if when a minor variance is approved to decrease open landscaped and stormwater run off does occur, does the Town have strategies for permeable ground cover to help address run off.

Mark Stone noted that stormwater management will be considered via site plan review.

Deputy Chair Paul King asked if members of the gallery wished to comment or ask questions regarding the Application.

Scott Graham (468 Queen Street West), noted that the property owner and the applicant are not the same.

Grant Brouwer explained that there are two numbered companies, one company is the property owner and the other is the applicant.

Scott Graham noted that neighbouring properties were not aware that the Town required a road widening, and asked if 5 metres is required on the north and south side of Queen Street West.

Mark Stone and Grant Brouwer responded that a road widening is taken on both sides of the road.

Scott Graham expressed concern that widening the road would eliminate the sidewalk, and place the road next to the building.

Grant Brouwer commented that the actual design of the road allowance inclusive of the road, turning lanes and sidewalk will be considered at time of widening, and the road won't necessarily be immediately next to the property.

Scott Graham acknowledged that there is a need for housing however, the development being proposed is excessive, and the Town should encourage less units to ensure more green space and parking.

Chris West (41 Pelissier) noted that Mark Stone and committee member William Galloway indicated that the property has been zoned for several decades, however the Town was much smaller several decades ago. Acknowledged that the current property owner does not maintain the property, and there are concerns regarding their commitment to aesthetics. Requested that there should be an opportunity for an additional meeting, and that the ten-day circulation of the notice of public hearing should commence from the day of receipt of the notice rather than the date of mailing, to ensure neighbouring properties have an adequate timeframe to respond to the notice.

Morgan Dykstra provided an overview of the circulation requirements for a notice of complete application and public hearing.

Deputy Chair Paul King asked if there were further comments from the gallery. No further comments were received.

Deputy Chair Paul King asked if members of the committee had any further questions, there were not further comments.

The Committee made the following recommendation:

Moved By William Galloway

Seconded By Burton Pickel

THAT the Application for Minor Variance by 983132 Ontario Inc., affecting land described as 446 Queen Street West in the Town of St. Marys to permit, a minimum exterior side yard of 0.05 metres (along Queen Street West) whereas the Zoning By-law requires 6.0 metres, and permit a minimum landscaped open space of 5% whereas the Zoning By-law requires 20% be **APPROVED**, subject to the following conditions:

1. This approval is granted only to the nature and extent of this Application and proposed development;
2. Required building permit(s) shall be obtained within two (2) years of the Committee's decision; and,
3. That failure to comply with and maintain the conditions of the Committee will render the approval null and void.

CARRIED

7. UPCOMING MEETINGS

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

8. ADJOURNMENT

Moved By Burton Pickel

Seconded By Stephen Glover

THAT this Committee of Adjustment meeting be adjourned at 7:02 pm.

CARRIED

Paul King, Deputy Chair

Grant Brouwer, Director of Building and Development / Secretary Treasurer



MINUTES
Community Policing Advisory Committee

June 21, 2023
9:00 am
Municipal Operations Centre
408 James Street South, St. Marys

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

Committee Member Regrets: Jacqueline Hibbert

Stratford Police Services Present: Deputy Chief Foster
Inspector Mark Taylor
Constable Ian Siraj (video conference)

Staff Present: Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Brittany Petrie, Community Outreach Worker

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Tony Winter

Seconded By Robert Zensner

THAT the June 21, 2023 Community Policing Advisory Committee agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Community Policing Advisory Committee - June 21, 2023

1

Moved By Councillor Edney
Seconded By Mayor Strathdee

THAT the May 17, 2023 Community Policing Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and the Secretary.

CARRIED

5. CORRESPONDENCE

None.

6. REPORTS

6.1 CRIME STOPPERS REPORT

Inspector Mark Taylor presented the May Crime Stoppers report.

Moved By Robert Zensner
Seconded By Tony Winter

THAT the May 2023 Crime Stoppers report be received.

CARRIED

6.2 POLICE MONTHLY STATISTICS

Deputy Chief Foster presented the May monthly statistics.

In response to Tony Winter's inquiry about hate and bias incident reporting, Deputy Chief Foster and Inspector Mark Taylor explained the increase in incidents may be related to Pride initiatives occurring this month.

In response to Councillor Edney's inquiry about the recent fraud conference, Deputy Chief Foster shared the format of such training.

In response to Tony Winter's inquiry about expert witness training, Deputy Chief Foster stated that it is specific to an officer scheduled to present in court.

Moved By Councillor Edney
Seconded By Tony Winter

THAT the May 2023 Police Monthly Statistics report be received.

CARRIED

6.3 Stratford Police Service Board Liaison Report - Coun. Edney

Councillor Edney presented an update on the recent Police Service Board meeting.

Moved By Robert Zensner

Seconded By Tony Winter

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

CARRIED

7. OTHER BUSINESS

7.1 ADMIN 25-2023 Community Outreach Worker Annual Report

Brittany Petrie presented ADMIN 25-2023 report.

Ms. Petrie expanded on the numbers of community members she has visited to date.

The role has been well received within the community and has developed positive relationships.

Moved By Councillor Edney

Seconded By Mayor Strathdee

THAT ADMIN 25-2023 Community Outreach Worker Annual Report be received.

CARRIED

8. UPCOMING MEETINGS

September 20, 2023 - 9:00 am, Municipal Operations Centre

9. ADJOURNMENT

Moved By Tony Winter

Seconded By Councillor Edney

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

CARRIED

Jacqueline Hibbert, Chair

Jenna McCartney, Clerk

Community Policing Advisory Committee - June 21, 2023

3



Minutes

Green Advisory Committee

June 15, 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 Steve Vivian

Seconded By Lynette Geddes

THAT the June 15, 2023 Green Advisory Committee meeting agenda be accepted as presented.

Carried

4. DELEGATIONS

- 4.1 Upper Thames River Conservation Authority - Upper Thames River 2022 Watershed Report Cards

Cathy Quinlan, Terrestrial Biologist for the Upper Thames River Conservation Authority presented the Upper Thames River 2022 Watershed Report Cards and responded to questions from the Committee.

Moved By Fred Stam

Seconded By Teresa Barresi

THAT the delegation from the Upper Thames River Conservation Authority regarding the Upper Thames River 2022 Watershed Report Cards be received.

Carried

5. ACCEPTANCE OF MINUTES

Moved By Teresa Barresi

Seconded By Steve Vivian

THAT the May 18, 2023 Green Advisory Committee meeting minutes be approved by the Committee, and signed by the Chair and the staff liaison.

Carried

6. BUSINESS ARISING FROM MINUTES

None.

7. REPORTS

- 7.1 PW 41-2023 Cemetery Turf Maintenance and Threatened Bird Species (Bobolink)

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

Moved By Fred Stam

Seconded By Councillor Aylward

THAT PW 41-2023 Cemetery Turf Maintenance and Threatened report be received; and

THAT the Green Advisory Committee does not proceed with recommending to Council the delaying of mowing activities at the St. Marys Cemetery for the purpose of creating a suitable habitat for the Bobolink bird species.

Carried

8. OTHER BUSINESS

None.

9. UPCOMING MEETINGS

Thursday, September 21, 2023 at 5:30 p.m. (Municipal Operations Centre)

Thursday, October 19, 2023 at 5:30 p.m. (Municipal Operations Centre)

10. ADJOURNMENT

Moved By Lynette Geddes

Seconded By Teresa Barresi

THAT this meeting be adjourned at 6:45 pm.

Carried

Katherine Moffat, Chair

Jed Kelly, Committee Secretary

BY-LAW 77-2023

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to repeal By-law 21-2022 which authorized a site plan agreement between The Corporation of the Town of St. Marys and Candice King and Donald King for 60 Road 120.

- WHEREAS:** The Corporation of the Town of St. Marys authorized a site plan agreement between The Corporation of the Town of St. Marys and Candice King and Donald King for lands described as PT Block B S/S Queen St, Plan 228 St. Marys, Parts 1 & 4, 44R2881; S/T R95350, Town of St Marys, hereto being PIN 53252-0496 (LT), and having the municipal address of 60 Road 120 and having been registered on title in the Registry Office for the Land Titles Division of Perth (No. 44), and having the municipal address of 60 Road 120;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to repeal By-law 21-2022 and the associated site plan agreement for the purpose of entering into a new site plan agreement for said property which has already been approved by municipal staff as authority to do so has been provided in Bill 109, *More Homes for Everyone Act*;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to remove from registration the site plan agreement associated with By-law 21-2022 and to further register the new site plan agreement in the appropriate Land Registry Office, without further written authorization.
 2. 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 25th day of July 2023.

Al Stratheedee, Mayor

Jenna McCartney, Clerk

BY-LAW 78-2023

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to appoint BM Ross and Associates as the Engineer of Record for the Town of St. Marys and to authorize the signing of an agreement between The Corporation of the Town of St. Marys and BM Ross and Associates Ltd.

WHEREAS: The Council for The Corporation of the Town of St. Marys deems it desirable to appoint an Engineer of Record for the Town of St. Marys;

AND WHEREAS: The Corporation of the Town of St. Marys deems it expedient to appoint BM Ross and Associates Ltd. as the Engineer of Record for the Town of St. Marys;

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

- 1.** That BM Ross and Associates be appointed as the Engineer of Record for the Town of St. Marys.
- 2.** That the Mayor and the Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and BM Ross and Associates Ltd.
- 3.** 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.
- 4.** 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 25th day of July 2023.

Al Stratthdee, Mayor

Jenna McCartney, Clerk

BY-LAW 79-2023

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 July 25, 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 25th day of July 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 25th day of July 2023.

Al Strathdee, Mayor

Jenna McCartney, Clerk