



AGENDA

Regular Council Meeting

February 9, 2021

6:00 pm

Video Conference

Click the following link:

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

Pages

1. **CALL TO ORDER**
2. **DECLARATIONS OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

THAT the February 9, 2021 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

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

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

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

5.1. 2021 Draft Budget for Public Engagement

10

RECOMMENDATION

THAT the February 9, 2021 regular Council meeting be adjourned at _____ pm to hold a Public Meeting to discuss the draft 2021 municipal budget; and

THAT a Public Meeting to consider the draft 2021 municipal budget be open at _____ pm.

RECOMMENDATION

THAT this Public Meeting be adjourned at _____ pm; and

THAT the February 9, 2021 regular Council meeting reconvene at _____ pm.

RECOMMENDATION

THAT staff be directed to prepare the budget by-law for consideration at the February 23, 2021 regular Council meeting.

6. ACCEPTANCE OF MINUTES

6.1. Special Council - January 12, 2021

26

RECOMMENDATION

THAT the January 12, 2021 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.2. Special Council - January 19, 2021

29

RECOMMENDATION

THAT the January 19, 2021 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.3. Regular Council - January 26, 2021

39

RECOMMENDATION

THAT the January 26, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

7.1. Ontario Stone, Sand & Gravel Association

48

RECOMMENDATION

THAT the correspondence from Ontario Stone, Sand and Gravel regarding clarification of information about aggregate be received.

8. STAFF REPORTS

8.1. Administration

8.1.1. ADMIN 04-2021 Review of Climate Change Coordinator Contract Renewal

50

RECOMMENDATION

THAT ADMIN 04-2021 Review of Climate Change Coordinator Contract Extension report be received; and

THAT Council authorize the CAO to execute an updated Local Partnership Agreement with the Municipality of West Perth, Township of Perth East, Township of Perth South, County of Perth, Town of St. Marys and City of Stratford for the shared services of the Climate Change Coordinator for the period of March 1, 2021 to December 31, 2021, with an option for the potential for extension in 2022.

8.1.2. ADMIN 05-2021 Draft MOU with Family Services Perth Huron for a Community Development and Support Worker

53

RECOMMENDATION

THAT ADMIN 05-2020 regarding a memorandum of understanding with Family Services Perth Huron be received; and

THAT Council approves the memorandum of understanding with Family Services Perth Huron.

8.2. Corporate Services

8.2.1. COR 08-2021 Strong as Stone Recognition Program

62

RECOMMENDATION

THAT COR 08-2021 Strong as Stone Recognition Program report be received; and

THAT Council approve the “Strong As Stone” recognition program in principle, and to allow it to continue for the foreseeable course of the pandemic; and

THAT Council appoint the following people to the review committee:

Mayor Al Strathdee

Councillor _____

Jenny Mikita, Senior Services Supervisor

Andrea Macko, Events Coordinator

8.3. Public Works

8.3.1. PW 07-2021 Elizabeth St. and Waterloo St. Reconstruction Tender Award

65

RECOMMENDATION

THAT PW 07-2021 Elizabeth St. and Waterloo St. Reconstruction Tender Award report be received; and,

THAT the tender for the reconstruction of Elizabeth St. and Waterloo St. be awarded to McCann Redi-Mix Inc. for the bid price of \$971,623.02, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 11-2021 and authorize the Mayor and the Clerk to sign the associated agreement.

8.3.2.	PW 08-2021 Municipal Hazardous and Special Waste Program Delivery Review	70
	<p>RECOMMENDATION</p> <p>THAT PW 08-2021, Municipal Hazardous and Special Waste Program Delivery Review be received; and</p> <p>THAT Council authorize staff to amend the service delivery related to Municipal Hazardous and Special Waste Collection to event days and to discontinue operation of the collection and storage depot at the St. Marys landfill site.</p>	
8.3.3.	PW 09-2021 Asphalt Resurfacing Contract	80
	<p>RECOMMENDATION</p> <p>THAT PW 09-2021 Asphalt Resurfacing Contract report be received; and</p> <p>THAT the Town's 2021 asphalt resurfacing work be awarded to Brantco Construction as an extension of the 2020 asphalt resurfacing contract; and</p> <p>THAT Council consider By-law 13-2021 and authorize the Mayor and Clerk to sign the associated agreement.</p>	
9.	COUNCILLOR REPORTS	
9.1.	Operational and Board Reports	
	<p>RECOMMENDATION</p> <p>THAT agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.16 be received.</p>	
9.1.1.	Bluewater Recycling Association - Coun. Craigmile	83
	January 21, 2021	
9.1.2.	Library Board - Coun. Craigmile, Edney, Mayor Strathdee	93
	January 7, 2021 Minutes	
9.1.3.	Municipal Shared Services Committee - Mayor Strathdee, Coun. Luna	
9.1.4.	Huron Perth Public Health - Coun. Luna	

9.1.5.	Spruce Lodge Board - Coun. Luna, Pridham	96
	December 16, 2020 Minutes	
9.1.6.	Upper Thames River Conservation Authority	101
	November 17, 2020 Minutes	
	November 24, 2020 Special Meeting Minutes	
9.2.	Advisory and Ad-Hoc Committee Reports	
9.2.1.	Accessibility Advisory Committee - Coun. Hainer	
9.2.2.	Business Economic Support and Recovery Task Force - Mayor Strathdee, Coun. Edney	
9.2.3.	Business Improvement Area - Coun. Winter	112
	January 11, 2021 Minutes	
9.2.4.	CBHFM - Coun. Edney	116
	November 27, 2021 Minutes	
9.2.5.	Committee of Adjustment	
9.2.6.	Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee	121
	January 20, 2021 Minutes	
9.2.7.	Green Committee - Coun. Pridham	127
	January 27, 2021 Minutes	
	* Recommendation to Council listed in minute item 8.1. Recommendation considered in staff report associated with this agenda.	
9.2.8.	Heritage Advisory Committee - Coun. Pridham	
9.2.9.	Huron Perth Healthcare Local Advisory Committee - Coun. Luna	

9.2.10.	Museum Advisory Committee - Coun. Hainer	131
	January 13, 2021 Minutes	
9.2.11.	Planning Advisory Committee - Coun. Craigmile, Hainer	
9.2.12.	Recreation and Leisure Advisory Committee - Coun. Pridham	
9.2.13.	Senior Services Advisory Committee - Coun. Winter	
9.2.14.	St. Marys Lincolns Board - Coun. Craigmile	
9.2.15.	St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter	
9.2.16.	Youth Council - Coun. Edney	134
	January 8, 2021 Minutes	

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

*By-Law 12-2021 is a minor housekeeping matter that is not accompanied by a staff report.

RECOMMENDATION

THAT By-Laws 11-2021, 12-2021 and 13, 2021 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 11-2021 Agreement with McCann Redi-Mix Inc.	137
12.2.	By-Law 12-2021 Repeal By-law 102-2020	138
12.3.	By-Law 13-2021 Agreement with Brantco Construction	139

13. UPCOMING MEETINGS

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

February 16, 2021 - 9:00 am, Strategic Priorities Committee

February 23, 2021 - 6:00 pm, Regular Council

14. CLOSED SESSION

RECOMMENDATION

THAT Council move into a session that is closed to the public at _____ pm as authorized under the *Municipal Act*, Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

14.1. Minutes - CLOSED SESSION

14.2. PW 05-2021 CONFIDENTIAL Public Works Mutual Aid – Winter Maintenance

15. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at _____ pm.

RECOMMENDATION

THAT Council approves the Mutual Aid Agreement between the County of Perth, its four lower tier municipalities (West Perth, North Perth, Perth East and Perth South), and the Town of St. Marys; and

THAT Council consider By-Law 14-2021 regarding the agreement and authorizing the Mayor and Clerk to execute the Mutual Aid Agreement as presented.

15.1. By-Law 14-2021 Agreement with County of Perth, West Perth, North Perth, Perth East and Perth South

140

RECOMMENDATION

THAT By-Law 14-2021 being a by-law to authorize the execution of a mutual aid agreement be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

16. CONFIRMATORY BY-LAW

151

RECOMMENDATION

THAT By-Law 15-2020, being a by-law to confirm the proceedings of February 9, 2021 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

17. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at _____ pm.

2021 Draft Budget

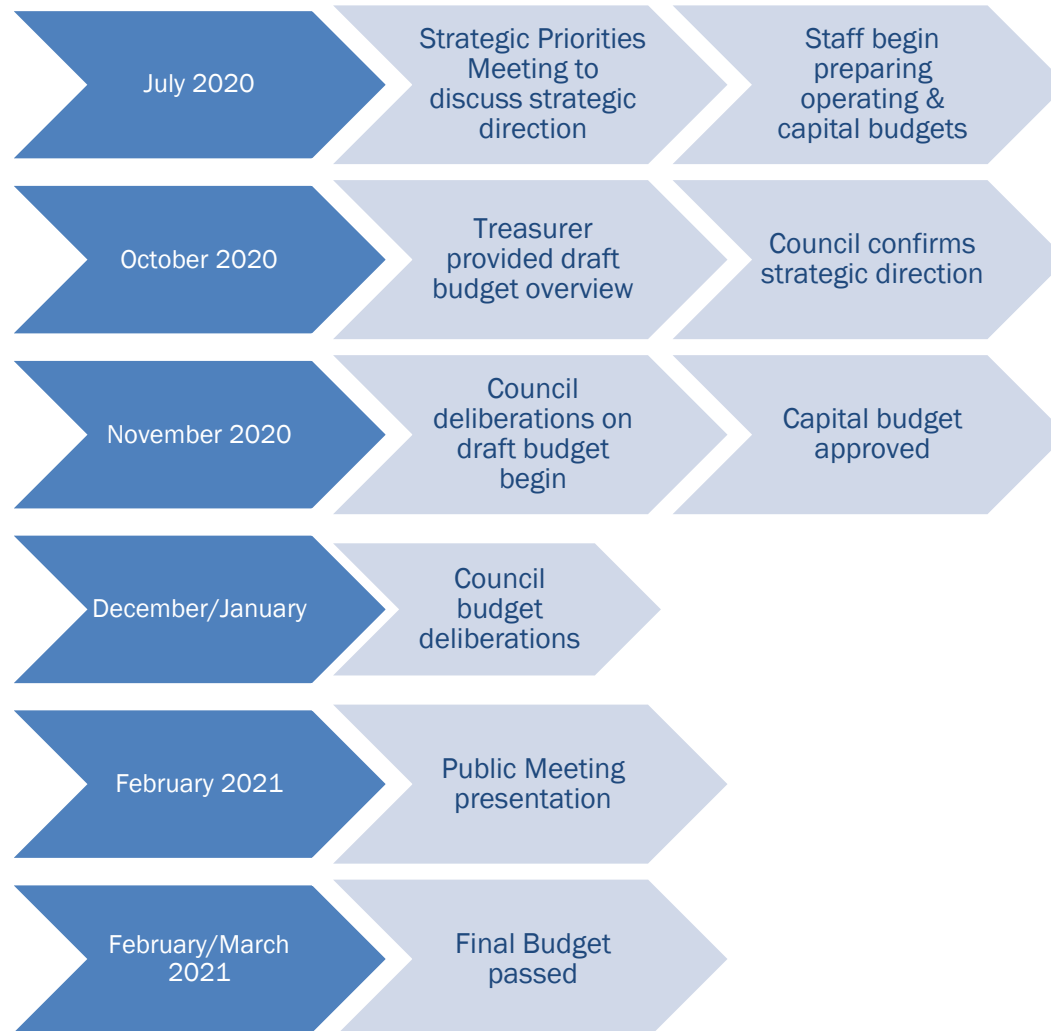
André Morin

Director of Finance/Treasurer

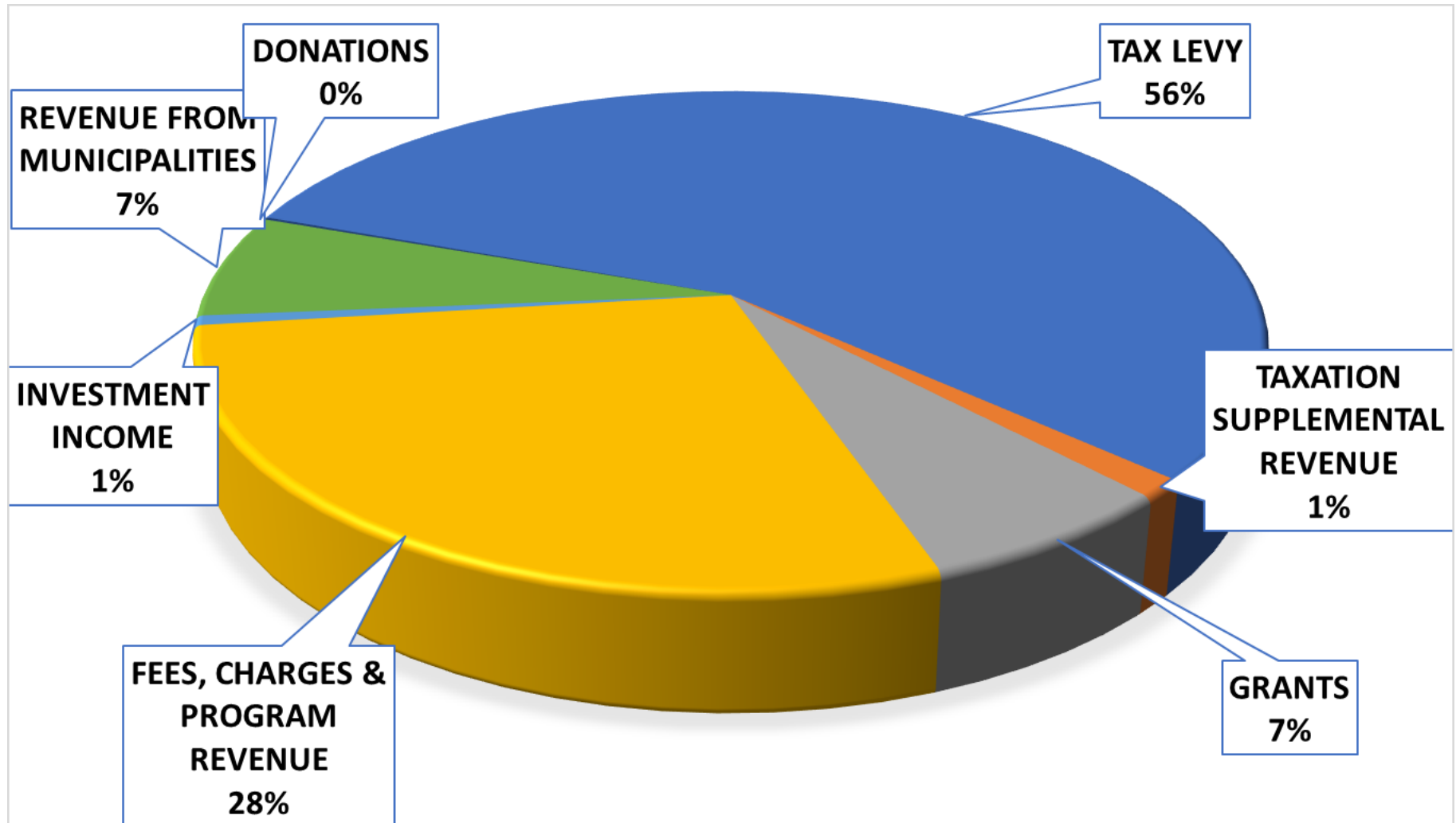
February 9, 2021



2021 Budget Process



2021 Draft Budget Revenue



2021 Expenditures – By Category

	2020 Budget	2021 Budget	Change
ADVERTISING, MARKETING & PROMOTION	87,950	105,400	17,450
ASSESSMENT SERVICES (MPAC)	96,000	98,000	2,000
COMMUNICATIONS	127,500	118,500	-9,000
CONFERENCES, SEMINARS & TRAINING	113,100	109,600	-3,500
CONTRACTED SERVICES	2,636,680	2,791,304	154,624
DEBENTURE PAYMENT	1,314,475	1,382,891	68,416
INSURANCE	254,058	282,100	28,042
MATERIALS & SERVICES	1,238,445	1,177,676	-60,769
POLICING CONTRACT	1,065,700	1,144,014	78,314
OTHER TRANSFERS	1,726,767	1,762,277	35,510
PROFESSIONAL FEES	173,200	215,800	42,600
PROGRAM EXPENSE	219,113	138,783	-80,330
REPAIRS & MAINTENANCE	568,912	529,650	-39,262
SALARIES, WAGES & BENEFITS	7,694,845	7,891,693	196,848
SUPPLIES	156,726	121,821	-34,905
TAXATION EXPENSE	169,000	174,000	5,000
UTILITIES	927,700	935,082	7,382
TRANSFER TO (FROM) RESERVES	3,733,338	3,813,884	80,546
TOTAL	22,303,509	22,792,475	488,966

2021 Net Expenditures By Department

DEPARTMENT	2020 Budget	2021 Budget	Change
CORPORATE ADMINISTRATION	\$562,780	\$431,844	-\$130,936
COUNCIL	\$143,347	\$142,048	-\$1,299
POLICE	\$1,147,600	\$1,190,014	\$42,414
RECREATION	\$1,300,136	\$1,552,083	\$251,947
CHILDCARE	\$228,927	\$153,230	-\$75,697
HOME SUPPORT	\$0	\$13,987	\$13,987
MUSEUM	\$112,761	\$136,697	\$23,936
EXTERNAL TRANSFERS	\$1,657,736	\$1,670,661	\$12,925
TREASURY	\$2,738,492	\$2,581,190	-\$157,302
INFORMATION TECHNOLOGY	\$209,279	\$255,683	\$46,404
COMMUNICATION, HERITAGE, ECONOMIC DEVELOPMENT	\$450,241	\$481,505	\$31,264
FIRE	\$566,251	\$582,174	\$15,923
HR & BENEFIT ADMIN	\$334,847	\$362,587	\$27,740
LIBRARY & ADULT LEARNING	\$431,975	\$454,243	\$22,268
PUBLIC WORKS	\$1,899,467	\$1,867,914	-\$31,553
BUILDING & PROPERTY STANDARDS	\$247,791	\$254,519	\$6,728
FACILITIES	\$593,024	\$669,331	\$76,307
TAX LEVY	\$12,624,654	\$12,799,710	\$175,056

2021 Draft Budget Impact

	2020	2021	Increase
Total Tax Levy	12,624,654	12,799,710	1.39%
Estimated 2020 Growth	66,570		
Adjusted Tax Levy	12,691,224	12,799,710	0.85%

2021 Net Municipal
Property Tax Increase

TOTAL MUNICIPAL BURDEN ON RESIDENTIAL DWELLING

¹ Avg. Municipal Tax - Residential Dwelling	3,472.20	3,501.80	0.85%
² Water	425.00	433.50	2.00%
² Wastewater	447.00	457.75	2.40%
Wheelie Bin	129.00	129.00	0.00%
Total Municipal Burden	4,473.20	4,522.05	1.09%

2021 Net Municipal
Tax Increase on
Average House

³ Education Tax	428.00	428.00	0.00%
TOTAL	4,901.20	4,950.05	1.00%

2021 Total Increase
on Average House

¹ *Municipal Tax only (does not include education tax)*

² *Based on average use of 13 cubic meters per month*

³ *Education rates prescribed by Province*

Average Municipal Property Tax Increases

Description	2021 CVA	2020 Total CVA Taxes	2021 Total CVA Taxes	\$ Tax Change	% Tax Change
Single Family Home (Avg)	249,000	3,090.04	3,116.45	26.41	0.85%
Single Family Home (High Value)	415,000	5,150.06	5,194.09	44.03	0.85%
Residential Condominium Unit	148,000	1,836.65	1,852.35	15.70	0.85%
Apartment Building	1,978,000	27,330.24	27,563.88	233.64	0.85%
Small Office Building	194,000	3,711.69	3,743.42	31.73	0.85%
Small Retail Commercial Property	190,000	3,635.16	3,666.24	31.08	0.85%
Standard Industrial Property	971,800	30,145.95	30,403.66	257.71	0.85%

Property Tax Calculation

Current Value
Assessment
X
Municipal Tax Rate
+
Education Tax Rate
=
Property Taxes

Assessment Update – 4 Years

Phase-In Program

Discount Factor

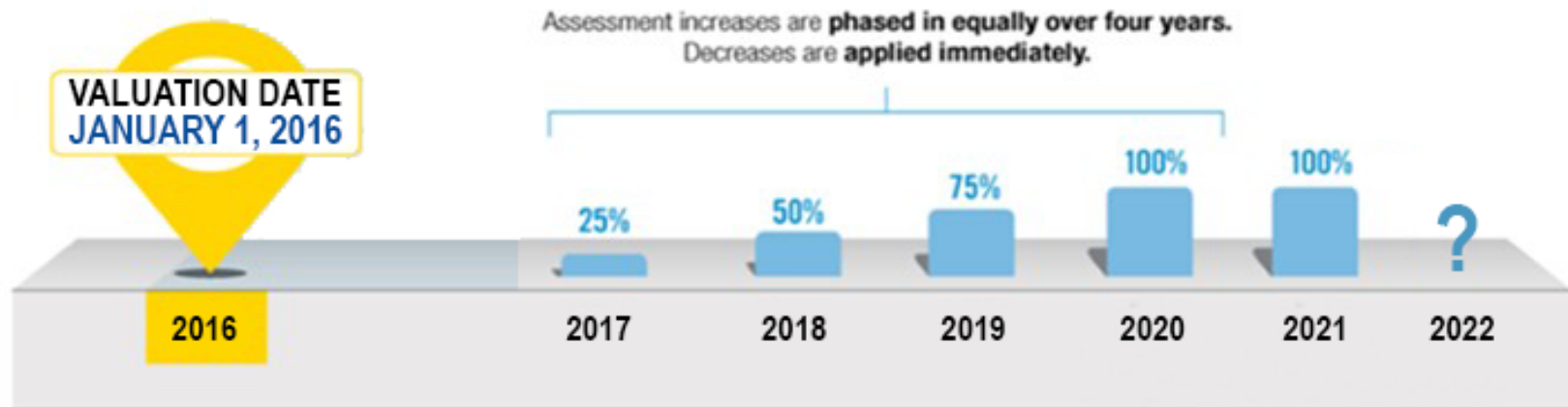
Class Ratios

Set annually by the Province of
Ontario

Municipal Act Rebates

Tax Capping Program

Property Assessment Cycle



Assessment to Sales Review

2020 Sales Review

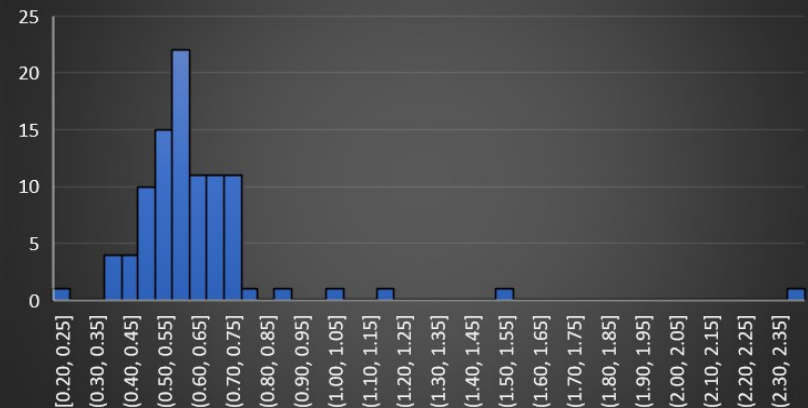
	2020	Change	2019
# of Arms length Property Sales - Single Detached	97	18.29%	82
Average Sale Price	439,532	9.55%	401,221
Median Sale Price	440,500	14.42%	385,000
Highest Sale Price	638,000		1,110,000
Lowest Sale Price	87,500		165,000

Average Assessment to Sale Ratio	0.62	-11.31%	0.70
Median Assessment to Sale Ratio	0.58	-14.97%	0.68
Highest Assessment to Sale Ratio	2.37		1.19
Lowest Assessment to Sale Ratio	0.20		0.45

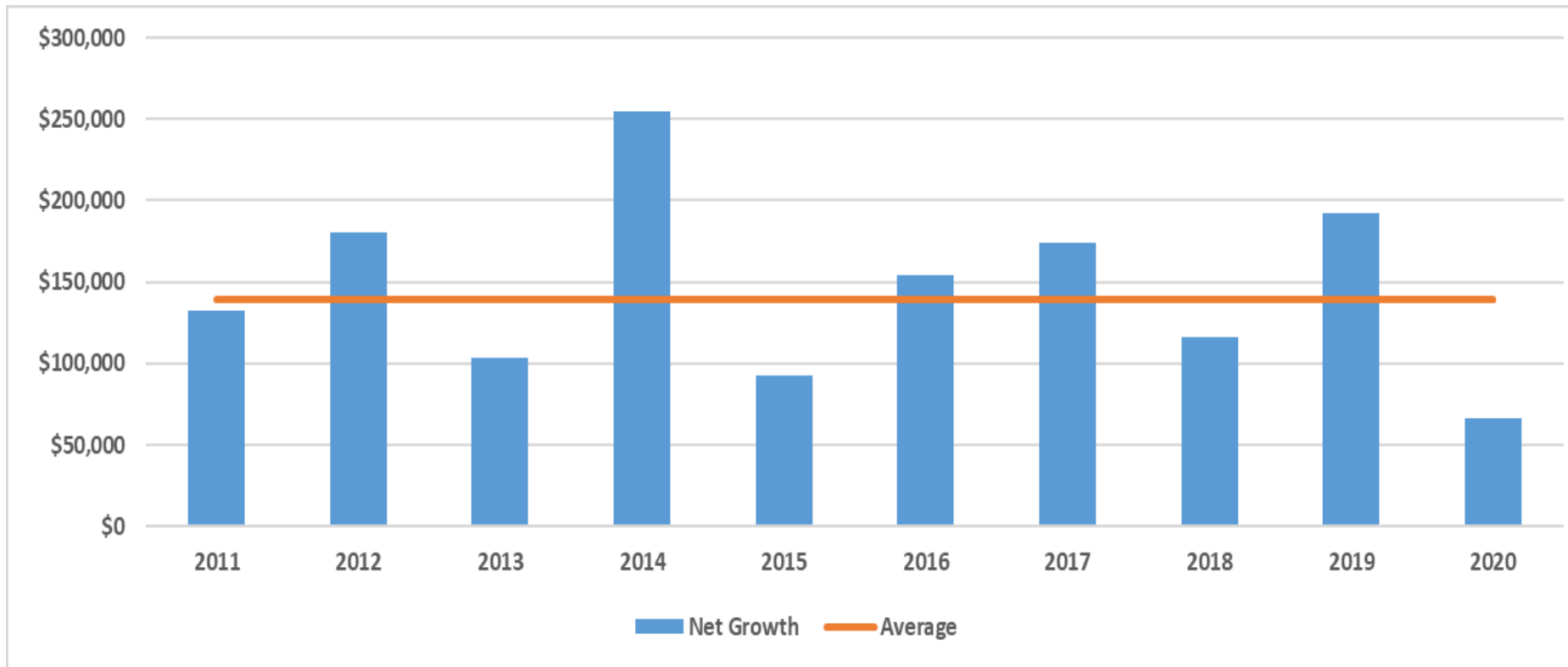
Assessment to Sales - 2020



Deviation of ASR



Annual Net Growth



2021 Capital Budget

CAPITAL EXPENDITURES

Department ▼	2021 ▼
Administration	64,500
IT	50,000
Fire	9,000
Facilities	226,500
Planning	0
Library	65,830
Public Works	15,000
Fleet	35,000
Roads	3,443,000
Water	340,000
Wastewater	5,015,000
Landfill	385,000
	9,648,830

FUNDING SOURCES

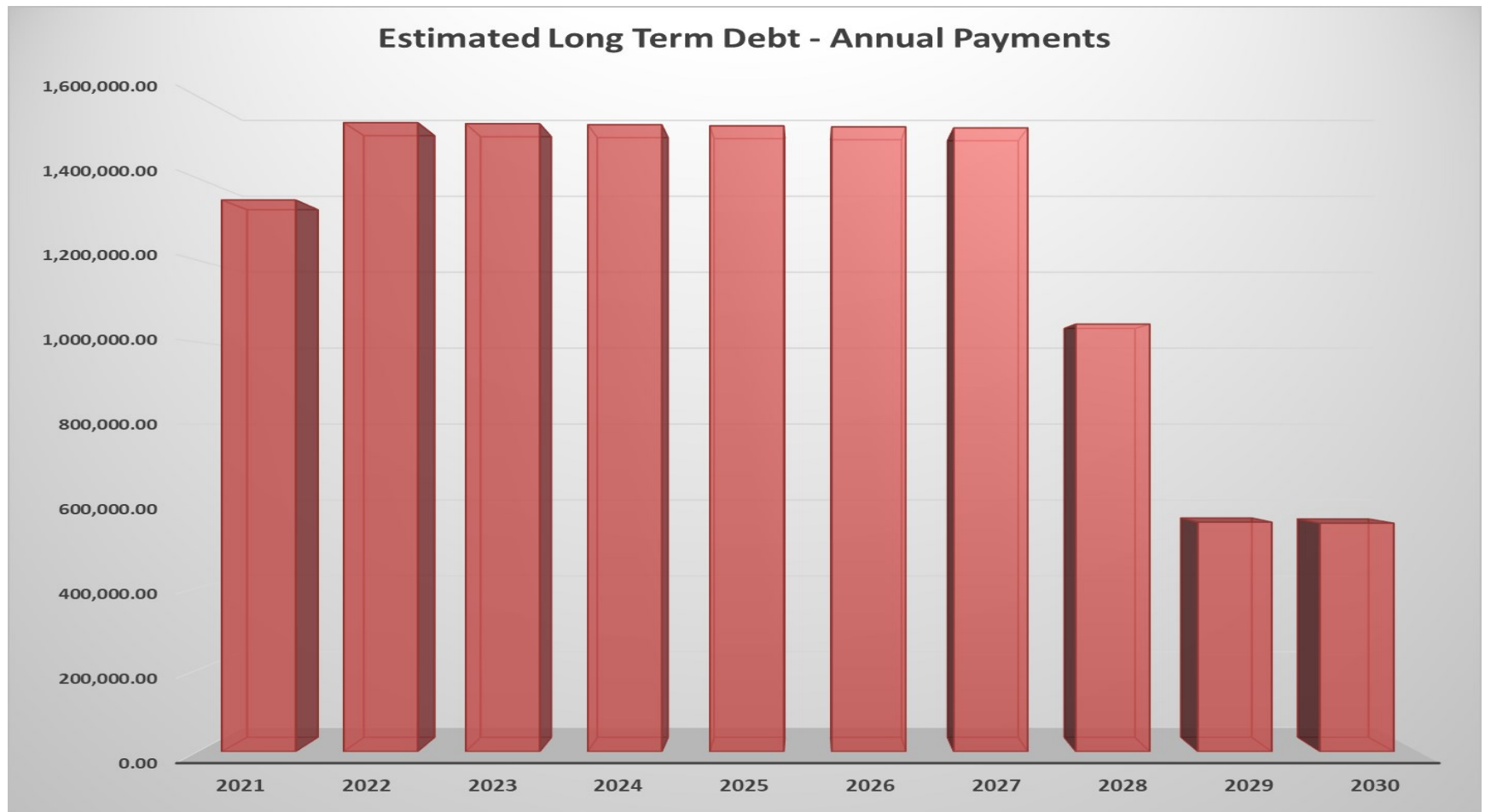
Funding Source ▼	2021 ▼
Reserve - General	394,765
Roads Reserve	976,000
Water Rates	271,000
Wastewater Rates	85,000
Ontario Community Infrastructure Grant	395,008
Other Grants	1,377,500
Federal Gas Tax	701,992
Development Charges	598,000
Developer/Owner/Other	14,565
Storm Water Reserve	0
PW Equipment Reserve	35,000
Landfill Reserve	385,000
Fire Capital Reserve	9,000
Debenture	4,406,000
	9,648,830

Notable 2021 Capital Projects



Project	Total Budgeted Cost
Museum Façade Upgrades	\$110,000
Waterloo/Elizabeth St. Reconstruction	\$1,122,000
Park Street Bridge	\$275,000
WWTP Upgrades	\$4,900,000

Long Term Debt



2021 Draft Budget Details can be found on the Town of St. Marys website

<https://www.townofstmarys.com/en/town-services/Annual-Budget.aspx>

Questions





MINUTES
Special Meeting of Council

January 12, 2021
9:00 am
Town Hall, Council Chambers

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

Council Absent: Councillor Luna

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Conference Line
Grant Brouwer, Director of Building and Development

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 2021-SC-01-12-01

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT the January 12, 2021 special meeting of Council agenda be accepted as presented.

CARRIED

4. ROUNDTABLE DISCUSSION RE: HOUSING

4.1 DEV 01-2020 Developer Roundtable re: Housing

Mayor Strathdee welcomed all participants to the roundtable discussion regarding housing.

Grant Brouwer explained the order of the roundtable discussion and introduced the panelists.

Mr. Brouwer proceeded through each of the roundtable groups, asking the questions as outlined in report DEV 01-2021.

Staff will report back in the future on the key messaging that emerged through today's discussion.

Resolution 2021-SC-01-12-02

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT DEV 01-2021 Developer Roundtable re: Housing be received; and

THAT staff summarize the key themes brought forward by the development community for further analysis and recommendations for adjustments to the Town's attainable housing strategy.

CARRIED

5. BY-LAWS

Resolution 2021-SC-01-12-03

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT By-Law 01-2021, being a by-law to confirm the proceedings of the January 12, 2021 special meeting of Council, be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

6. ADJOURNMENT

Resolution 2021-SC-01-12-04

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT this special meeting of Council adjourns at 12:14 pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk



MINUTES
Special Meeting of Council

January 19, 2021
9:00 am
Town Hall, Council Chambers

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

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Conference Line
André Morin, Director of Corporate Services / Treasurer

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

Councillor Craigmile declared a perceived conflict of interest in the matter relating to the St. Marys Healthcare Foundation's funding request which will be discussed in agenda item 4.1.1. Councillor Craigmile stated that he will participate in the debate and excuse himself from voting.

Councillor Edney declared a perceived conflict of interest in the matter relating to the United Way Perth Huron's community grant funding request which will be discussed in agenda item 4.3.1. Councillor Edney stated that he will participate in the debate and excuse himself from voting.

Councillor Winter declared a perceived conflict of interest in the matter relating to the St. James Club's community grant funding request which will be discussed in agenda item 4.3.1. Councillor Winter stated that he will participate in the debate and excuse himself from voting.

Mayor Strathdee declared a perceived conflict of interest in the matter relating to the St. James Club's community grant funding request which will be discussed in agenda item 4.3.1. Mayor Strathdee stated that he will participate in the debate and excuse himself from voting.

3. AMENDMENTS AND APPROVAL OF AGENDA

Councillor Hainer requested an amendment to the agenda, by adding COVID-19 subsidy.

Upon consulting Councillor Hainer, Mayor Strathdee ruled that the topic could be addressed during agenda item 4.3.2, COR 03-2021 2020 Direct COVID Costs and therefore, no amendment to the agenda was required.

Resolution 2021-01-19-01

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT the January 19, 2021 special meeting of Council agenda be accepted as presented.

CARRIED

4. 2021 BUDGET DELIBERATIONS

4.1 DELEGATION

4.1.1 St. Marys Healthcare Foundation

Pat Craigmile, Cindy Bilyea and Dr. John Schiedel presented the 2021 funding request to Council.

Councillor Craigmile participated in the discussion but did not participate in voting.

4.1.2 Upper Thames River Conservation Authority

Ian Wilcox presented the 2021 draft UTRCA budget and welcomed Tony Jackson as the Town's representative on the UTRCA board.

Council took a brief recess at 10:04 am.

Mayor Strathdee called the meeting back to order at 10:12 am.

4.2 ORDERS OF THE DAY SUMMARY

André Morin provided a review of the progress thus far for the 2021 draft municipal budget and explained where today's proceedings would lead.

4.3 STAFF REPORTS

4.3.1 ADMIN 03-2021 Review of 2021 Community Grant Applications

Jenna McCartney presented ADMIN 03-2021 report.

Council discussed the base budget community grants from the Canada Day parade organizers, DCVI Scholarship and St. Michaels Catholic School Scholarship programs, and were of the consensus that the funding would continue for 2021.

Councillor Edney participated in the debate regarding the United Way Perth Huron request but did not participate in voting.

During deliberations of the United Way Perth Huron community grant funding request, Councillor Luna proposed resolution 2021-SC-01-19-02.

Resolution 2021-SC-01-19-02

Moved By Councillor Luna

Seconded By Councillor Hainer

THAT Council approve a one-year increase in funding to the United Way Perth Huron from \$1.00 per resident to \$1.50 per resident in response to the ongoing supports implemented due to the COVID-19 pandemic.

Resolution 2021-SC-01-19-03

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT resolution 2021-SC-01-19-02 be deferred until the end of the community grant funding request deliberations.

CARRIED*

*Mayor Stratthdee stated that a resolution to defer required 2/3rd of the vote to be affirmative if considered carried. Mayor Stratthdee ruled the vote carried as such.

Resolution 2021-SC-01-19-04

Moved By Councillor Pridham

Seconded By Councillor Hainer

THAT Council approve an increase in the cash request for 2021 for the Canadian Baseball Hall of Fame and Museum by \$500 to offset

the costs to be incurred by the organization for landfill tipping fees, and to a cap of \$5,500 total.

DEFEATED

Resolution 2021-SC-01-19-05

Moved By Councillor Hainer

Seconded By Councillor Pridham

THAT Council approve the request from Canadian Baseball Hall of Fame and Museum for \$5,000 cash, and \$2,000 in-kind for garbage and recycling receptacles; and

THAT Council does not approve the request for in-kind funds to support building permit fees, delivery of picnic tables and tipping fees.

CARRIED

Resolution 2021-SC-01-19-06

Moved By Councillor Hainer

Seconded By Councillor Craigmile

THAT Council deny the request from Goals program for \$5,000 cash; and

THAT Council approve a community grant to Goals program for \$2,804.50.

CARRIED

Resolution 2021-SC-01-19-07

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT Council deny the request from the Friends of the St. Marys Public Library; and

THAT staff be directed to amend the 2021 capital budget for the St. Marys Public Library by including the funding request of \$1,525 to support the IT purchase by Friends of the St. Marys Public Library.

CARRIED

Resolution 2021-SC-01-19-08

Moved By Councillor Edney

Seconded By Councillor Winter

THAT Council approve the request from the Royal Canadian Legion Branch #236 for \$3,800 cash to support the veteran's banner program.

CARRIED

Mayor Strathdee passed the gavel to Deputy Mayor Edney having declared a perceived conflict of interest with the St. James Service Club request.

Having declared a perceived conflict of interest regarding the St. James Service Club grant application, Mayor Strathdee and Councillor Winter did not participate in the vote.

Resolution 2021-SC-01-19-09

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT Council approve the request from St. James Service Club for \$1,500 to support the barrier free operator installation at the Club.

CARRIED

Resolution 2021-SC-01-19-10

Moved By Councillor Winter

Seconded By Councillor Edney

THAT Council approve the request from St. Marys Kinsmen Club for \$4,300 cash and \$2,000 in-kind for garbage and recycling receptacles, hydro and water use and Milt Dunnell field rental; and

THAT Council does not approve the request for in-kind funds to support delivery of picnic tables and tipping fees.

CARRIED

Resolution 2021-SC-01-19-11

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT Council approve the request from St. Marys Lincolns for \$3,955 cash contingent upon the club's use of the End Zone facility rental; and

THAT staff be directed to report back on the request from the St. Marys Lincolns to sell advertising space at the PRC.

CARRIED

Resolution 2021-SC-01-19-12

Moved By Councillor Edney

Seconded By Councillor Luna

THAT Council approve the request from St. Marys Minor Basketball for \$2,000 cash contingent upon the organization's ability to operate a travel team in 2021; and

THAT Council's approval is contingent upon the organization's inclusion of the Town of St. Marys as a sponsor on the jerseys.

Resolution 2021-SC-01-19-13

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT resolution 2021-SC-01-19-12 be amended to increase the cash grant to \$2,250 recognizing that the sponsorship insignia on the jerseys may be costly.

CARRIED

Resolution 2021-SC-01-19-12

Moved By Councillor Edney

Seconded By Councillor Luna

THAT Council approve the request from St. Marys Minor Basketball for \$2,250 cash contingent upon the organization's ability to operate a travel team in 2021; and

THAT Council's approval is contingent upon the organization's inclusion of the Town of St. Marys as a sponsor on the jerseys.

CARRIED

Resolution 2021-SC-01-19-14

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT Council approve the request from St. Marys Minor Soccer for \$5,000 cash contingent upon the implementation of the 2021 season, and

THAT the Town of St. Marys provide the field lining on a go forward basis, effective in 2021 and

THAT the Minor Soccer participant fee be increased to \$20.25 effective 2021 per the Town's service delivery review recommendations.

CARRIED

Resolution 2021-SC-01-19-15

Moved By Councillor Luna

Seconded By Councillor Hainer

THAT Council denies the funding request from Thames River Paddling Club.

CARRIED

Resolution 2021-SC-01-19-16

Moved By Councillor Edney

Seconded By Councillor Hainer

THAT Council approve the request from Station Gallery for \$10,000 cash in 2021 contingent upon the program implementation in 2021.

CARRIED

Mayor Strathdee raised resolution 2021-SC-01-19-02 which was previously deferred to the end of the discussion.

Councillor Edney participated in the debate regarding the United Way Perth Huron request but did not participate in voting.

Resolution 2021-SC-01-19-02

Moved By Councillor Luna

Seconded By Councillor Hainer

THAT Council approve a one-year increase in funding to the United Way Perth Huron from \$1.00 per resident to \$1.50 per resident in response to the ongoing supports implemented due to the COVID-19 pandemic.

CARRIED

Resolution 2021-SC-01-19-17

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT staff investigate and report back on best practices to administer payments and reconciliations related to the Community

Grant program with a goal to streamline how the program is administered by the Town and grant recipients.

CARRIED

Council took a brief recess at 11:57 am.

Mayor Strathdee called the meeting back to order at 12:32 pm.

4.3.2 COR 03-2021 2020 Direct COVID Costs

André Morin presented COR 03-2021 report.

Resolution 2021-SC-01-19-18

Moved By Councillor Hainer

Seconded By Councillor Luna

THAT COR 03-2021 2020 Direct COVID Costs report be received for information.

CARRIED

4.3.3 COR 04-2021 Business Grant Program update

André Morin presented COR 04-2021 report.

Council was of the consensus to proceed with the implementation of round two for the Business Grant program in 2021 and that the Business Task Force make recommendations on the granting criteria that will be used to evaluate applicants.

Resolution 2021-SC-01-19-19

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT COR 04-2021 Business Grant Program update report be received for information.

CARRIED

4.3.4 COR 06-2021 2021 Draft Budget Summary

André Morin presented COR 06-2021 report.

Councillor Hainer departed the meeting at 1:58 pm.

Resolution 2021-SC-01-19-20

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT COR 06-2021 2021 Draft Budget Summary report be received; and

THAT Council consider approval of the following changes to the 2021 draft budget:

- Recognize Safe Restart funding revenue of \$79,000
- Decrease to net assessment growth of \$73,430; and

THAT Council provide the Treasurer with direction to hold the 2021 Budget public meeting on February 9, 2021.

CARRIED

4.4 NEXT STEPS

As discussed in COR 06-2021, the public meeting for budget consultation will be held on February 9th with the final budget coming before Council at its regular meeting on February 23, 2021.

5. UPCOMING MEETINGS

Mayor Strathdee reviewed the upcoming meeting schedule as presented on the agenda.

Council took a brief recess at 2:00 pm.

Mayor Strathdee called the meeting back to order at 2:04 pm.

6. CLOSED SESSION

Resolution 2021-01-19-21

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT Council move into a session that is closed to the public at 2:05 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

6.1 COR 05-2021 CONFIDENTIAL Business Grant Program Summary

7. RISE AND REPORT

Resolution 2021-SC-01-19-22

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Council rise from a closed session at 2:28 pm.

CARRIED

Mayor Strathdee reported that a closed session was held to discuss one matter.
There is nothing further to report at this time.

8. BY-LAWS

Resolution 2021-01-19-23

Moved By Councillor Edney

Seconded By Councillor Luna

THAT By-Law 06-2021, being a by-law to confirm the proceedings of the January 19, 2021 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

9. ADJOURNMENT

Resolution 2021-01-19-24

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT this special meeting of Council adjourns at 2:30 pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk



MINUTES Regular Council

January 26, 2021

6:00pm

Town Hall, Council Chambers

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

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

Conference Line
Andy 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
Lisa Lawrence, Director of Human Resources
André Morin, Director of Finance / Treasurer

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 2021-01-26-01

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT the January 26, 2021 regular Council meeting agenda be accepted as presented.

4. PUBLIC INPUT PERIOD

In advance of the meeting, Frank Doyle of the St. Marys Independent newspaper forwarded the following questions.

1. Has the Huron-Perth Health Unit approached the Town about a vaccination centre/clinic? What would the recommendation from the Town be for a possible location? When might it start?
2. Has there been any dates set for LPAT hearings?

In response to question #1, Brent Kittmer stated that Ontario public health units have submitted their immunization plan to the province. St. Marys has indicated their willingness to be a location for a mass immunization, which is scheduled to take place near the end of phase 2 or 3 of the provincial plan. As the Pyramid Recreation Centre has held previous immunization clinics, it would be the ideal location for a future one.

In response to question #2, Brent Kittmer stated the appeal for 151 Water Street North will be heard beginning April 26 at 10:00am. The case is reserved for 5 days.

With respect to the 665 James Street North appeal, it has been submitted to LPAT. Nothing further is known at this time.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

None.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - January 12, 2021

Resolution 2021-01-26-02

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT the January 12, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CORRESPONDENCE

7.1 Gravel Watch re: Ontario on the Rocks

Resolution 2021-01-26-03

Moved By Councillor Luna

Seconded By Councillor Edney

THAT the correspondence from Gravel Watch Ontario regarding Ontario on the Rocks be received.

CARRIED

7.2 Minister Yurek re: Conservation Authority Working Groups

Resolution 2021-01-26-04

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT the correspondence from Minister Yurek regarding conservation authority working groups be received.

CARRIED

7.3 Lori Black re: Appreciation of Efforts

Resolution 2021-01-26-05

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT the correspondence from Lori Black regarding her appreciation of efforts of Council and staff be received.

CARRIED

7.4 United Counties of Stormont, Dundas and Glengarry re: Request to Reopen Small Businesses

Resolution 2021-01-26-06

Moved By Councillor Winter

Seconded By Councillor Luna

THAT the correspondence from the United Counties of Stormont, Dundas and Glengarry regarding a request to the provincial government to reopen small businesses be received; and

THAT Council support this resolution.

CARRIED

8. STAFF REPORTS

8.1 Administration

8.1.1 ADMIN 03-2021 January Monthly Report (Administration)

Brent Kittmer and Jenna McCartney presented ADMIN 03-2021 report.

Resolution 2021-01-26-07

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT ADMIN 03-2021 January Monthly Report (Administration) be received for information.

CARRIED

8.2 Building and Development Services

8.2.1 DEV 02-2021 January Monthly Report (Building and Development)

Grant Brouwer presented DEV 02-2021 report.

Resolution 2021-01-26-08

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT DEV 02-2021 January Monthly Report (Building and Development) be received for information.

CARRIED

8.2.2 DEV 03-2021 Site Plan Agreement for 485 Queen Street West (Veterinary Purchasing Company Ltd.)

Grant Brouwer presented DEV 03-2021 report.

Resolution 2021-01-26-09

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT DEV 03-2021 Site Plan Agreement for 485 Queen Street West (Veterinary Purchasing Company Ltd.); and

THAT Council repeal By-law 30-2006 being a By-law that previously authorized the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and Veterinary

Purchasing Company Ltd for 485 Queen Street West in St. Marys;
and

THAT Council consider By-law 09-2021 to approve the proposed site plan agreement and authorize the Mayor and Clerk to execute a site plan agreement between the Town of St. Marys and Veterinary Purchasing Company Ltd.; and

THAT Council consider Zoning By-law Z142-2021 to remove the Holding “-H” symbol from part of the lands known as 545 Queen Street West and 543 Queen Street West.

CARRIED

8.3 Community Services

8.3.1 DCS 04-2021 January Monthly Report (Community Services)

Stephanie Ische presented DCS 04-2021 report.

Resolution 2021-01-26-10

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT DCS 04-2021 January Monthly Report (Community Services) be received for information.

CARRIED

8.4 Corporate Services

8.4.1 COR 07-2021 January Monthly Report (Corporate Services)

André Morin presented COR 07-2021 report.

Resolution 2021-01-26-11

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT COR 07-2021 January Monthly Report (Corporate Services) be received for information.

CARRIED

8.5 Fire and Emergency Services

8.5.1 FD 01-2021 January Monthly Report (Emergency Services)

Chief Anderson presented FD 01-2021 report.

Resolution 2021-01-26-12

Moved By Councillor Winter

Seconded By Councillor Luna

THAT FD 01-2021 January Monthly Report (Emergency Services) be received for information.

CARRIED

8.6 Human Resources

8.6.1 HR 02-2021 January Monthly Report (Human Resources)

Lisa Lawrence presented HR 02-2021 report.

Resolution 2021-01-26-13

Moved By Councillor Edney

Seconded By Councillor Luna

THAT HR 02-2021 January Monthly Report (Human Resources) be received for information.

CARRIED

8.7 Public Works

8.7.1 PW 04-2021 January Monthly Report (Public Works)

Jed Kelly presented PW 04-2021 report.

Resolution 2021-01-26-14

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT PW 04-2021 January Monthly Report (Public Works) be received for information.

CARRIED

8.7.2 PW 02-2021 Yard Waste Collection Contract Extension

Jed Kelly presented PW 02-2021 report.

Resolution 2021-01-26-15

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT report PW-02-2021, Yard Waste Collection Contract Extension be received; and

THAT Council authorize staff to negotiate a contract extension through 2022 with Barry's Handyman Services for the curbside collection of leaf and yard waste; and,

THAT Council authorize the Chief Administrative Officer to sign the associated agreement amendment.

CARRIED

8.7.3 PW 06-2021 Concrete Curb and Sidewalk Contract

Jed Kelly presented PW 06-2021 report.

Resolution 2021-01-26-16

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT PW 06-2021 Concrete Curb and Sidewalk Contract report be received; and

THAT Council approve a two-year contract extension with 465929 Ontario Ltd. O/A Nicholson Concrete for the Town's various concrete sidewalk and curb works for 2021 and 2022; and,

THAT Council consider By-Law 07-2021 for the contract extension and authorize the Mayor and Clerk to sign the associated agreement.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None.

10. NOTICES OF MOTION

None.

11. BY-LAWS

Resolution 2021-01-26-17

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT By-Laws 07-2021, 09-2021 and Z142-2021 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 07-2021 Agreement with 465929 Ontario Ltd (Nicholson Concrete)

11.2 09-2021 Site Plan Agreement with Veterinary Purchasing Company Ltd. for 485 Queen Street West

11.3 Z142-2021 H Symbol Removal for 523 and 545 Queen Street West

12. UPCOMING MEETINGS

Mayor Strathdee reviewed the upcoming meetings as presented on the agenda.

Council took a brief recess at 7:49 pm.

Mayor Strathdee called the meeting back to order at 8:02 pm.

13. CLOSED SESSION

Resolution 2021-01-26-18

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT Council move into a session that is closed to the public at 8:02 pm as authorized under the *Municipal Act*, Section 239(2)(a) the security of the property of the municipality or local board.

CARRIED

13.1 Minutes - CLOSED SESSION

13.2 PW 01-2021 CONFIDENTIAL Annual Security Audit Agreement

14. RISE AND REPORT

Resolution 2021-01-26-19

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Council rise from a closed session at 8:18 pm.

CARRIED

Mayor Strathdee reported that a closed session was held to discuss one matter. Council will now consider a resolution related to the matter.

Resolution 2021-01-26-20

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT Council consider By-Law 08-2021 to approve an agreement with Digital Boundary Group for IT Security Services.

CARRIED

14.1 By-Law 08-2021 Agreement with Digital Boundary Group

Resolution 2021-01-26-21

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT By-Law 08-2021 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

CARRIED

15. CONFIRMATORY BY-LAW

Resolution 2021-01-26-22

Moved By Councillor Craigmile

Seconded By Councillor Pridham

THAT By-Law 10-2021, being a by-law to confirm the proceedings of January 26, 2021 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

16. ADJOURNMENT

Resolution 2021-01-26-23

Moved By Councillor Luna

Seconded By Councillor Pridham

THAT this regular meeting of Council adjourns at 8:20 pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk

To: Mayor and Council
From: Ontario Stone, Sand & Gravel Association
Re: Gravel Facts in Ontario
Date: January 26, 2021

The Ontario Stone, Sand & Gravel Association (OSSGA) represents the producers and suppliers of aggregate resources – stone, sand and gravel – in Ontario.

An important part of our mandate is to correct misinformation about the industry that often finds its way into the media and the community at large. ‘NIMBY’ groups present themselves as watchdogs of industry, but all too often offer observations and recommendations which meet their own agendas – and most important, do not reflect the broader community and business interests. That said, OSSGA understands that the issues around the location and operation of pits and quarries raises questions with your constituents. We want to be here to help you answer those questions, and address assertions which are not substantiated by the facts.

As an example, a recent NIMBY report stated that aggregate poses a threat to Ontario’s important agriculture resources. The reality is that loss of agriculture because of aggregate is not accurate. Of the 4.9 million ha of prime agricultural land in southern Ontario, only 0.7% contains a licensed aggregate operation. And much of that land is returned to an agricultural use after extraction. In addition, aggregate is an essential part of the agri-food system – necessary for farm structures, farming road construction, soil amendments, bedding, drainage, etc.

The same report suggested that because some aggregate companies are operated by multi-nationals, aggregate does not contribute significantly to local economies. The reality is that the aggregate industry in Ontario, like many industries, consists of a small number of large multinational companies, large Canadian firms, and more than 200 medium and small sized operations that range in size from 20 sites to a single sand or gravel pit. Regardless of ownership, all sites hire local workers and supply the product that generates **hundreds of thousands of jobs** in the construction industry in Ontario.

There are also comments circulating regarding haul routes, road repair and the aggregate levy that require correcting. In Ontario, the aggregate industry is the only industry to pay a levy. Currently, that levy is 20.8 ¢ per tonne which equates to more than \$20 million for all of Ontario. The majority of these funds are distributed to local municipalities for infrastructure spending.

In most municipalities, haul routes are located on Regional Roads – which have been built for the purpose of hauling goods. In Ontario, there are more than 200,000 trucks on the roads every day. Only 3% of these trucks are aggregate trucks. The rest carry the 90% of goods that are delivered by truck in this province. Aggregate producers want to be good neighbours and have worked with the Top Aggregate Producing Municipalities of Ontario (TAPMO) to help increase the levy. In addition, producers often work with municipalities on haul road repairs and emergency response services. In many cases in Township's throughout Ontario where entrances are located on Township roads, the producers paid to upgrade the roads to accommodate heavy trucks at their own expense.

These are just some examples of misinformation. OSSGA offers many resources to help understand the aggregate industry.

Our [videos](#) are a great place to start to learn about the industry. You will discover how we all use aggregate – every day – including the individuals critical of the industry! How, in order to build the communities and meet the growth demands of tomorrow, we must look for new supplies of high-quality aggregate today. You'll learn about the environmental due diligence that producers undertake to ensure the industry is safe, clean and responsible. And you'll see for yourself the amazing rehabilitation efforts that have resulted in some of Ontario's most beautiful landscapes – as well as innovative new land uses and agricultural projects.

If you're looking for more, check out our GravelFacts.ca/resources page for brochures on topics including water management, dust-mitigation, blasting and more information on rehabilitation.

Finally, our new brochure – [The Life Cycle of a Pit or Quarry](#) – walks you through the operation of a pit or quarry from site planning through to rehabilitation. The smartest, most environmentally responsible consideration when mining for stone, sand or gravel is to ensure that the gravel pit is located as close to market as possible.

OSSGA would be delighted to answer any questions about the aggregate industry in Ontario. Please do not hesitate to reach out to OSSGA's Executive Director, Norm Cheesman at 647-727-8774 or by email at ncheesman@ossiga.com.

Our industry wants to work in partnership with communities, to bring the aggregate that we all use every single day of our lives - to where it is needed in the most environmentally and economically way possible.

We won't see you in person at ROMA but hope to see some of you at OSSGA's virtual booth!



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Brent Kittmer, Chief Administrative Officer
Date of Meeting:	9 February 2021
Subject:	ADMIN 04-2021 Review of Climate Change Coordinator Contract Extension

PURPOSE

The purpose of this report is to present Council with an update on the progress of the Town's joint Greenhouse Gas (GEG) Reduction plan, and for Council to consider extending the Town's existing partnership with other local municipalities for a contract Climate Change Coordinator.

RECOMMENDATION

THAT ADMIN 04-2021 Review of Climate Change Coordinator Contract Extension report be received; and

THAT Council authorize the CAO to execute an updated Local Partnership Agreement with the Municipality of West Perth, Township of Perth East, Township of Perth South, County of Perth, Town of St. Marys and City of Stratford for the shared services of the Climate Change Coordinator for the period of March 1, 2021 to December 31, 2021, with an option for the potential for extension in 2022.

BACKGROUND

During Council's priority setting session in the Fall of 2019, Council outlined the following strategic priority for the 2018-2022 term: *"Begin work towards developing a climate change strategy for the Town"*. This priority is supported by the Strategic Plan which includes calls to action for the Town to meet and exceed current and anticipated environmental standards.

The Town's work on this initiative began in early 2019, starting with a partnership to jointly hire a Climate Change Coordinator under a two-year contract. Rebecca Garlick was hired to develop a community wide green house gas (the "GHG") emission reduction plan for North Perth, West Perth, Perth East, Perth South, Perth County, the City of Stratford and the Town of St. Marys.

A Climate Change Staff Grant from the Federation of Canadian Municipalities (the "FCM") totalling \$110,400 was received for this project and supports 80% of the grant-funded Climate Change Coordinator salary and payroll costs over the contract period, with the partnering municipalities cost-sharing the remaining 20%. North Perth is the recipient of the grant funding and is the employer of the Climate Change Coordinator. A Local Partnership Agreement was established for this project and the partnering municipalities have reimbursed North Perth for their share of the project costs.

As per the Grant Agreement signed with FCM, the grant funding expires on February 28, 2021.

REPORT

Developing the community wide GHG emission reduction plan for the partnering municipalities has been a large and complex project, specifically in relation to the collection of local community emission data and the impact of the COVID-19 pandemic on the public consultation process.

The partnering municipalities have recently initiated discussions regarding the desire to extend the Climate Change Coordinator contract for the remainder of 2021 and potentially for an additional 1 year (2022). By extending the contract, the Climate Change Coordinator will be able to begin implementation of the community wide GHG emission reduction plan. It is important to note that when FCM approved the grant funding, they commented our project workplan was ambitious given the project timeline and implementation of the completed plan would likely proceed past the two-year window.

Below is an outline of the key accomplishments of the Climate Change Coordinator over the project period and proposed future work if the contract is extended.

Actions/Tasks Completed to Date:

- Completed Municipal and County Energy and Conservation Demand Management Plans in accordance with Provincial legislation
- Completed the community greenhouse gas emission inventories (buildings, transportation, waste, agriculture)
- Prepared individual municipal reports on community emissions
- Organized meetings with local stakeholders to gain support and partnerships for implementation
- Launched online democratic community engagement survey – data analysis underway
- Assisted staff and stakeholders in calculating emission reductions for proposed actions
- Nearing completion of draft community wide GHG emission reduction plan for presentation to Municipal Councils (anticipated late February 2021)

Proposed Future Work:

- Presentation and adoption of community wide GHG emission reduction plan
- Implementation of recommended actions included in plan
- Continued engagement with local stakeholders, establishment of partnerships to further implementation of plan
- Enhance community knowledge of GHG emission reduction initiatives and foster buy-in / environmental stewardship in community
- Investigation of other funding opportunities to support plan implementation
- Contribute to capital projects and strategic plan actions related to climate change/environmental protection/sustainability

FINANCIAL IMPLICATIONS

Presently, the costs of the Climate Change Coordinator position are shared equally by each participating municipality. Once the grant funding expires, the annual salary cost for the partnering municipalities for the shared Climate Change Coordinator position is \$9,964.20 per year per municipality. The total cost for the 10 months extension in 2021 would be \$8,832.07 per municipality. If approved, this cost would be funded from the Corporate Administration's annual budget for professional services.

Additional expenses related to the position will also be shared amongst the partnering municipalities, including those for training, conferences / seminars, travel, cellular service and computer maintenance. Based on the expenses for these items in 2020, the total additional expenses for the Climate Change Coordinator moving forward is estimated at \$3,700.00 annually (\$528.57 per municipality).

SUMMARY

It is staff's recommendation that continuing to partner with our neighbouring municipalities is a cost-effective way to advance the development and implementation of the Climate Change Plan.

To date, the decision of the other partner municipalities is as follows:

- City of Stratford, deciding February 8th.
- Municipalities of North Perth, approved an extension of the partnership.
- Municipality of West Perth, approved an extension of the partnership.
- Township of Perth East, approved an extension of the partnership.
- Township of Perth South, deferred a decision pending further information.
- County of Perth, deferred a decision pending further information.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- **Pillar #1 Infrastructure:** Municipal infrastructure needs in St Marys will require a focus on sustainability and growth, while balancing these activities against anticipated changes in provincial legislation (for example, AODA and the new climate change plan).
 - Outcome: Meeting and exceeding current and anticipated provincial environmental standards.
 - Tactic(s): Begin works towards developing a climate change strategy for the Town.

OTHERS CONSULTED

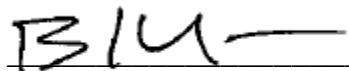
Perth County Municipalities and the City of Stratford.

ATTACHMENTS

None

REVIEWED BY

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Brent Kittmer, Chief Administrative Officer
Date of Meeting:	9 February 2021
Subject:	ADMIN 05-2021 Draft MOU with Family Services Perth Huron for a Community Development and Support Worker

PURPOSE

The purpose of this report is to present Council with the draft memorandum of understanding (MOU) with Family Services Perth Huron (FSPH) for a Community Development and Support Worker position. If the MOU is approved by Council on February 9, the position is expected to begin work within the month.

RECOMMENDATION

THAT ADMIN 05-2020 regarding a memorandum of understanding with Family Services Perth Huron be received; and

THAT Council approves the memorandum of understanding with Family Services Perth Huron.

BACKGROUND

Throughout 2020, an ad-hoc committee of Council worked with representatives from the United Way and the City of Stratford's Social Services department to explore social issues that exist in St. Marys, and to develop proposed supports to assist members of our public who are in need.

On October 20, 2020 Council considered a proposal from the sub-committee to partner with the United Way to fund Family Services Perth Huron to hire a Social Worker who would serve as a Community Development and Support Worker in St. Marys. As a reminder to Council, the proposal included the details:

Responsibilities:

1. The Social Worker will provide professional, confidential counselling/mediation services to individuals, couples, families, and groups and to engage in effective case management which includes assessment, co-ordination and advocacy primarily for residents of St. Marys.
2. The Social Worker will engage community members, neighbours and other stakeholders in relationship building activities.
3. The Social Worker will educate the community at large on relevant issues seeking to reduce isolation and negative attitudes while increasing awareness and empathy.
4. The Social Worker will coordinate with other human services organizations and make referrals as appropriate.

5. The Social Worker will liaise with the Town's Community Services department to identify community trends, areas of need and to help advise how the Town best deploys its Community Wellness Program.
6. The Social Worker will maintain current and accurate case records in accordance with existing guidelines, including the information needed to ensure consistent service to the client despite absence or termination of the worker.
7. The Social Worker will make constructive use of professional development opportunities, consultation, and supervision (which may include both individual and peer group supervision) in order to develop and upgrade knowledge and skills.

Time Expectations

While it will be determined by the employer, it is expected that the social worker will normally work 35 hours per week. Flexibility for evening and weekend hours is required as events or client contact warrants.

Employer

It is recommended that the social worker be employed by Family Services Perth Huron. Budget, qualifications, and responsibility refinements will need to be made reflecting organizational policies/preferences.

Office Location

It is recommended that the Town of St. Marys provide primary office space and/or the individual works from home. The individual will also be required to regularly be on site at the Family Services head office in Stratford.

Partners

- Town of St. Marys
- The Consolidated Social Services Manager; in particular, the Housing Division
- United Way Perth Huron (inclusive of the United Way St. Marys Community Committee)
- Family Services Perth-Huron

Council approved the proposal and passed the following resolution:

Resolution 2020-10-20-05

THAT ADMIN 60-2020 St. Mary Community and Social Wellbeing Pilot Proposal be received; and

THAT Council provides pre-budget approval to the Town's \$30,000 share to fund a social worker to administer the Community and Social Wellbeing pilot program.

REPORT

A simple memorandum of understanding has been negotiated to govern the partnership between the United Way, FSPH, the City of Stratford, and the Town for the Community Development and Support Worker position. The final draft of the MOU is attached to this report, with the following being key details of the agreement:

- The term will begin immediately after signing and will run for 12 months into 2022.
- Any of the partners can terminate the agreement on 60 days' notice. The agreement is structured such that if any partner terminates the agreement, the Town has the option of continuing to hire the services of FSPH (if Council chooses).

- The Town's funding share is \$30,000 (as previously approved). The Town is agreeing to make up any funding shortfalls that may be experienced by the United Way (Year 1 has been fully funded).
- The Community Development and Support Worker will be employed by FSPH, and they will be responsible for all employment related matters (hiring, supervision, performance management, compensation, and benefits).
- The Town will provide a workspace on an as needed basis, most likely to be located at Town Hall so that the worker has access to the police and walkability to the downtown core.
- FSPH will provide monthly update on key KPIs for the first 3 months of the position, and then every six months after that. This schedule was chosen based on FSPH's advice that once the caseload is established, there may not be much change in the KPIs on a month to month basis.
- Standard insurance and indemnification language are included.

FINANCIAL IMPLICATIONS

The total forecasted cost of this pilot proposal is up to \$87,600 per year. The contribution from the Town of St. Marys is \$30,000 in the 2021 municipal budget.

In the event that the United Way cannot raise all of the funds necessary for their contribution, the Town has agreed to fund any outstanding balances. For year 1 of the pilot project, staff have received confirmation that all funding is in place for the position and additional contributions from the Town will not be required

SUMMARY

Staff are recommending that Council approve the draft MOU. As noted, the pilot position will begin very shortly after the MOU is signed.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #2 Balanced Growth
 - Strategy: Scale-based demographic growth & targeted immigration
 - Tactic(s): Identify what infrastructure needs should be in place to attract and retain residents (e.g. housing that's affordable, public services, etc.)

OTHERS CONSULTED

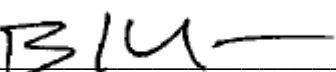
As noted in the report.

ATTACHMENTS

1. Draft MOU for a Community Development and Support Worker.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

Memorandum of Understanding

Memorandum of Understanding

Between

**United Way Perth – Huron
(hereinafter called “UWPH”)**

and

**Family Service Perth Huron
(hereinafter called “FSPH”)**

And

The Town of St. Marys

And

The Corporation of City of Stratford Consolidated Municipal Service Manager (CMSM)

Preamble:

This Memorandum of Understanding describes the collaborative relationship between FSPH, UWPH, The Town of St. Marys and The Corporation of the City of Stratford CMSM for the funding, hiring and delivery of services for a Pilot program with the position of Community Developer and Support Worker for The Town of St. Marys.

1. Terms of Agreement

Starting February _____ 2021 and terminating 12 months from hiring date into 2022, partnership can be terminated by any partner with 60 days notice.

2. Purpose of Agreement

The purpose of this Memorandum of Understanding (MOU) is to define the terms of the agreement between UWPH, FSPH, The Town of St. Marys and The Corporation of the City of the City of Straford CMSM. Each will cooperate to provide funds to hire a Social Worker who will work in the role of Community Developer and Support Worker to offer community development and support to the residents of the Town of St. Marys for urgent needs as a result of the COVID-19 crisis and mental health concerns relating to residents of St. Marys. All parties agree to work collaboratively toward positive solutions should a conflict arise.

3. Agreement

All parties agree to keep other parties informed of media content relating to this pilot program.

UWPH will:

- Raise funds to support this role in The Town of St. Marys, including charitable receipting.
- Provide approved funds to FSPH via Electronic Funds Transfer (EFT).
 - i. The initial installment of \$16,300 was issued on November 5, 2020, to allow for work to begin with hiring.
 - ii. The remaining funds will be issued via EFT by April 1, 2021 and will be \$26,600.
- Distribute progress/final reports from FSPH to the Town of St. Marys and The Corporation of the City of Stratford CSM.
- UWPH will inform FSPH with 30 days notice if the funds have not been raised and will not be provided.

The Town of St. Marys will:

- Provide funds to FSPH via Electronic Funds Transfer(EFT). The initial installment of approved funds of \$30,000 to be deposited within 10 business days of signing this memorandum of understanding.
- The Town of St. Marys will be initially responsible to fund this position should other fundraising not materialize from the current efforts of UWPH, to an upset limit project value of \$87,600.
- Provide a safe and suitable office space and access to internet in the Town of St. Marys for the Social Worker on an as needed basis.
- Provide a confidential meeting space on an as required basis.

The Corporation of the City CSM will:

- Provided initial funds to FSPH via Electronic Funds Transfer(EFT). The initial installment of approved funds of \$4,700 (issued on November 17, 2020) and second installment of \$10,000 (issued on December 22, 2020).
- The The Corporation of the City of Stratford CSM department will work collaboratively with all partners to continue to support the wellbeing of St. Marys residence receiving supports.

Family Services Perth Huron will:

- Manage delivery of funding to hire/supervise, generally act as the employer of the Social Worker- Community Developer and Support Worker position to support the Town of St. Marys, and will be responsible for complying with all applicable employment laws in connection with the Social Worker's employment.
- Provide all necessary technology and work equipment for the Social Worker, including, but not limited to: computer, telephone, et cetera.
- Provide ongoing communication to partners relating to status of program.
- Provide reports directly to UWPH based on key performance indicators (KPIs) of the project and brief overview of accomplishments and total revenue spent.
 - i. KPIs to be reported include:
 - # of unique individuals provided with support
 - # of counselling/mediation sessions provided
 - % of clients that feel they have improved social ties and support amongst community members

- # of community members, neighbours and other stakeholders that the Social Worker engages with in relationship building activities
- % of community members, neighbours and other stakeholders (that the Social Worker engages with) that feel they have built healthier connections, awareness and/or compassion for all those in need in their community
- # of households experiencing homelessness that received services and supports that are not related to the provision of accommodation but contribute to a positive change in housing status
- ii. Reporting timeline:
 - 6 months – Interim Report
 - End of Contract term 2022– Final Report
- Provide monthly summary of KPIs report to United Way for initial 3 months of service and thereafter at 6 months and end of contract. FSPH and the Town of St. Marys agree that the KPIs listed above are acceptable. FSPH, UW and the Town of St. Marys further agree to consider additional KPIs as the pilot program matures.
- Ensure all privacy structures, regulatory rules, FSPH policies and guidelines are followed by FSPH staff to ensure confidentiality of clients.
- Reserves the right to refuse service to clients who may pose a serious risk or endanger staff.
- FSPH will be the host and sole owner of all client files and documentation relating to the work of this position.
- Collaborate with partners as this role evolves to best serve the Town of St. Marys and its residents.
- Return any unused funds at the end of the agreement period, if applicable.

Note: FSPH may share information from the project for outside review, in relation to FSPH's accreditation processes.

4. Employment of Social Worker

- The Social Worker will be hired by FSPH.
- Save and except as otherwise provided under this Memorandum of Understanding, all matters relating to the employment of the Social Worker during the Term of this agreement will be the sole responsibility of FSPH during the Term and any Extended Term of this Agreement. FSPH will pay, deduct and, where applicable, remit to the appropriate governmental authorities all income taxes, contributions, premiums and assessments for Workplace Safety and Insurance Board, Employer Health Tax, Canada Pension Plan and Employment Insurance in respect of the Social Worker.
- In the event of performance or other concerns regarding the Social Worker and/or their provision of the Services, the designate of the respective partner with such concern will notify FSPH in writing as soon as practical after the concern arises. Receipt of such concern will be acknowledged by FSPH and a response will generally be provided in a period of not less than 5 business days which will outline a recommended course of action to address the issue(s).

5. Social Worker is not an Employee of the Funding Partners

When providing services under this MOU, the Social Worker is acting as an employee of FSPH and not as an employee of any of the funding partners. The Social Worker will not be entitled to receive any form of direct remuneration or benefits whatsoever from any of the Funding Partners.

6. Mutual Insurance

FSPH will be required to obtain and maintain on a continuous basis throughout the Term and any Extended Term of this MOU:

- i. General Liability Insurance for a limit of no less than \$5,000,000 per occurrence. Coverage will include, but not limited to, bodily injury, personal injury, property damage, contractual liability, and non-owned automobile liability and will contain a cross liability, severability of insured clause.
- ii. Public Entity Errors & Omissions Liability Insurance for a limit of no less than \$2,000,000 per claim.

7. Indemnification

Each party shall indemnify, defend and hold harmless ("indemnifying party") the other parties and their respective employees, elected officers, agents and representatives ("indemnified parties") from and against all claims, actions, demands, suits, liabilities, losses, expenses, costs or damages (collectively, "claims") of every nature and kind whatsoever which any of the indemnified parties may have or suffer, arising out of: (a) any breach by the indemnifying party of its obligations under this MOU; or (b) any claim which is caused by, or directly attributable to, the fault, failure or negligence of the Social Worker in respect of the provision of the Services to the indemnifying party.

8. Withdrawal of Partner

The scheduled duration of this agreement notwithstanding, any party may, with sixty (60) days written notice, cancel this Memorandum of Understanding.

If either or both of the UWPH or The Corporation of the City of Stratford CMSM decide to withdraw from this partnership, the Town of St. Marys may continue to contract FSPH to deliver services related to the Community Developer and Support Worker. The terms of this MOU would remain until a new two-party Memorandum of Understanding is negotiated.

The Memorandum of Understanding will automatically be void if:

- Any of the requirements outlined in the agreement are not completed.
- Appropriate funding is not provided to support Social Worker role.
- Any illegal or fraudulent activities occur.

In the instance that this agreement becomes null and void, any unused funds will be returned to the applicable funding partner.

9. Modifications to the Agreement

This MOU is at-will and may be modified by mutual consent of authorized officials from UWPH, Town of St. Marys, The Corporation of the City of Stratford CMSM and Family Service

Perth-Huron. This MOU shall become effective upon signature by the authorized officials from the UWPH, the Town of St. Marys, The Corporation of the City of Stratford CMSM and Family Services Perth Huron and will remain in effect until final date of employment contract.

This agreement shall be effective upon signing by all parties. The person signing this Agreement hereby warrant that they have the authority to so commit their respective parties.

United Way Perth – Huron

Name: Ryan Erb
Title: Executive Director

Date of signing

Town of St. Marys

Name: Brent Kittmer
Title: CAO

Date of signing

Family Service Perth Huron

Name: Dawne Boersen
Title: Board President

Date of signing

**The Corporation of the City of Stratford
CMSM**

Name: Kim McElroy
Title: Director of Social Services

Date of signing



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Andrea Macko, Event Coordinator
Date of Meeting:	9 February 2021
Subject:	COR 08-2021 Strong as Stone Recognition Program

PURPOSE

The purpose of this report is to inform Council of an interim program designed to recognize residents' good works in the community during the COVID-19 pandemic.

RECOMMENDATION

THAT COR 08-2021 Strong as Stone Recognition Program report be received; and

THAT Council approve the "Strong As Stone" recognition program in principle, and to allow it to continue for the foreseeable course of the pandemic; and

THAT Council appoint the following people to the review committee:

Mayor Al Strathdee

Councillor _____

Jenny Mikita, Senior Services Supervisor

Andrea Macko, Events Coordinator

BACKGROUND

The nature of this pandemic is such that individuals have performed extraordinary and meaningful deeds to benefit our town and its residents, often out of the public eye.

The COVID-19 pandemic has made traditional volunteer recognition programs challenging. Pandemic gathering restrictions have also made formal volunteering more challenging.

REPORT

Recognizing good deeds during these trying times brings optimism to residents and enforces the message that our community is "strong as stone." Our COVID-19 statistics have been relatively low and by persevering, our town can and will get through this pandemic.

The Strong As Stone program allows for recognition of those who fall outside of organized volunteerism parameters to celebrate so-called ordinary individuals on an ongoing basis. By linking the recognition close to the time of submission, good deeds will not fall by the wayside and the program can capitalize on the emotions of the moment.

A review of other volunteer recognition award processes was undertaken. According to Volunteer Canada, which provides leadership and expertise to organizations working with volunteers, the "2013 Volunteer Recognition Study" illuminated a gap between how volunteers want to be recognized and

the volunteer recognition activities in organizations. Many volunteers prefer a personal expression of thanks throughout the year, rather than an annual volunteer appreciation reception.

It was deemed important to make the application process as simple as possible without losing its validity. With the Town website allowing for fillable forms, the nomination process is easier and safer. Hard copies of the form can be available at municipal facilities as they reopen, or by request for curbside pickup.

An ad-hoc committee will be created to review nominations and make recommendations of recognition to Council. Recognition of nominees can occur on an as-submitted basis, with recognition taking place at the next convenient meeting of Town Council, as well as on social media.

FINANCIAL IMPLICATIONS

A maximum of \$500 for purchase of frames for certificates. Design and printing of certificates can be done in-house.

SUMMARY

As we approach a year of social distancing measures, it has been repeatedly shown that positive events help shore up our community spirit amidst serious guidelines and restrictive measures.

At the most recent Community Policing Advisory Committee, Chief Greg Skinner suggested that the sharing of positive messages was beneficial to maintaining the community's wellbeing and adherence to lockdown guidelines.

While we currently cannot recognize volunteers at large public events, we can share good deeds to reinforce our resolve.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #2 – Communication and Marketing
 - Outcome: Establish St Marys as an ideal setting for new businesses and tourism.
 - Tactic(s): Emphasize its quality of life as a means of encouraging residential growth.

OTHERS CONSULTED

Jenny Mikita, Senior Services Supervisor

Kelly Deeks Johnson, Tourism and Economic Development Manager

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department

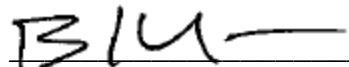


André Morin
Director of Corporate Services/Treasurer



Andrea Macko
Events Coordinator

Recommended by the CAO

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

Brent Kittmer

Chief Administrative Officer

PROCUREMENT AWARD

To:	Mayor Strathdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management Specialist
Date of Meeting:	9 February 2021
Subject:	PW 07-2021 Elizabeth St. and Waterloo St. Reconstruction Tender Award

PROJECT DETAILS

This report presents the results of the tender process for the reconstruction of Elizabeth Street from Brock St. to Waterloo St. and Waterloo St. from Elgin St. to Sparling Bush in 2021.

RECOMMENDATION

THAT PW 07-2021 Elizabeth St. and Waterloo St. Reconstruction Tender Award report be received; and,

THAT the tender for the reconstruction of Elizabeth St. and Waterloo St. be awarded to McCann Redi-Mix Inc. for the bid price of \$971,623.02, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 11-2021 and authorize the Mayor and the Clerk to sign the associated agreement.

PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

Procurement Information	Details and Results
Procurement Title:	RFT-PW-01-2021
Tender Closing Date:	Tuesday, January 26, 2021
Number of Bids Received:	Fourteen (14)
Successful Proponent:	McCann Redi-Mix Inc.
Approved Project Budget:	\$1,122,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$971,623.02
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$874,976.62
Project Under-budget (Net of HST)	\$173,943.41

Except for minor mathematical errors that did not materially change the bidder positions, the bid document submitted by McCann Redi-Mix Inc. was found to be complete, contractually acceptable, and

ultimately provide the best value for the municipality. As such, staff recommends award of the project to McCann Redi-Mix Inc.

FINANCIAL IMPLICATIONS

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

Reserve – Roads (budgeted)	\$359,000
Reserve – Water (budgeted)	\$90,000
Reserve Fund – Fed Gas Tax (budgeted)	\$277,992
Reserve Fund – OCIF (budgeted)	\$395,008
Tender Under-budget	\$173,943.41

The project is forecasted to be under-budget by \$173,943.41 compared to the 2021 Capital budget. Proportionate values will be transferred back to the applicable reserves and reserve funds.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #1 Developing a Comprehensive and Progressive Infrastructure Plan:
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow.
 - Tactic(s): Identify immediate needs in the community. When developing the Annual Capital Plan, have regard for infrastructure needs identified in the asset management plan before considering new builds or renovations that rep.t service level improvements.

OTHERS CONSULTED

André Morin, Director of Finance / Treasurer

Residents in the project area were consulted in the following ways:

- Hand delivered pre-design notices requesting that residents contact staff and advise of known issues to be addressed during design.
- Hand delivered notices directing residents in the neighbourhood to a pre-recorded open house/webinar info session where the technical team presented the design.
- Have had a number of one on one discussions with residents.
- Once Council gives approval to proceed, staff will get a better idea on schedule from the contractor and will once again hand deliver notices to residents to provide an update introducing the contractor and the proposed schedule.
- A project webpage will be developed for updates for the remainder of the project.

ATTACHMENTS

1. Bid Summary and recommendation letter


REVIEWED BY

Recommended by the Department


Jeff Wolfe
Asset Management Specialist


Jed Kelly
Director of Public Works

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
 62 North Street, Goderich, ON N7A 2T4
 p. (519) 524-2641 www.bmross.net

File No. 20012

VIA EMAIL ONLY

January 29, 2021

Jeff Wolfe, C. Tech.
 Asset Management Specialist
 Town of St. Marys (M.O.C.)
 408 James St. South., Box 998
 St. Marys, ON N4X 1B6

RE: Elizabeth And Waterloo Street Reconstruction
Contract No. RFT-PW-01-2021

Tenders were received on Tuesday, January 26, 2021 for the above mentioned project, as summarized by the following table:

Tenderer	Corrected Tendered Amount (incl. 13% HST)
McCann Redi-Mix Inc.	\$971,623.02
L82 Construction Ltd.	\$1,073,016.62
598424 Ont. Ltd. o/a R. Russell Construction	\$1,080,004.39
Steve Smith Construction Corp.	\$1,110,432.92
Birnam Excavating Ltd	\$1,112,906.50
Cassidy Construction London Ltd	\$1,126,046.19
Omega Contractors Inc.	\$1,139,816.68
Cope Construction	\$1,146,687.34
GW -Ex Inc	\$1,186,079.42
Blue-Con Construction	\$1,242,261.38
Elgin Construction Company Ltd.	\$1,295,838.77
C.H. Excavating (2013)	\$1,292,362.81
Alfred Fach Excavating Ltd.	\$1,349,213.22
Euro Ex Construction	\$1,539,405.20

Only the low 5 tenders were checked for mathematical errors. The McCann Redi-Mix and the L82 Construction Ltd. submissions both had math errors. The Birnam Excavation submission had an error, but oddly, the totals added up correctly. These amendments changed the tender submission to the dollar amounts noted in the summary table above, but did not alter the bidder's position. The other three that were checked, were found to be mathematically

correct. All tenders were properly signed and each was submitted with the specified tender deposit and Agreement to Bond. Two Addenda were issued, and all bidders acknowledged receipt of it.

Since the project awaits approval from the Ministry of the Environment, Conservation and Parks (MECP), for Waterloo Street, a definitive start date has not been established.

Since the lowest tender is acceptable contractually, and the tenderer is experienced in urban road reconstruction and infrastructure replacement, further analysis is limited to the lowest bid. We therefore recommend that this contract be awarded to McCann Redi-Mix Inc. for the total tender sum of \$971,623.02.

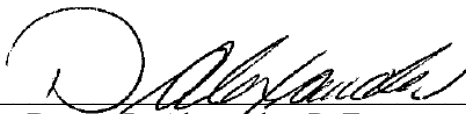
Please retain the Bid Bonds from the two low bidders until the contracts are formally signed. The other bidders can be advised that their Bid Bonds are no longer required.

Regarding the Festival Hydro provisional work, the McCann Redi-Mix submission had a tender price of \$36,535.28 (includes 13% HST). This amount is excluded from the table above.

Should you have any questions, please contact the undersigned.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per 
Darren L. Alexander, P. Eng.

DLA:hv
Encl.



FORMAL REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: Dave Blake, Environmental Services Supervisor

Date of Meeting: 9 February 2021

Subject: **PW 08-2021 Municipal Hazardous and Special Waste Program Delivery Review**

PURPOSE

This report is to present Council with the Green Committee's recommendation related to a service delivery change for the collection of Municipal Hazardous and Special Waste for the Town of St. Marys and the Municipality of Perth South.

It is staff's recommendation that Council support the Green Committee's recommendation to amend the current service delivery model, decommission the MHSW depot, and transition to event collection days starting in 2021. A service delivery shift would improve health and safety concerns related to material receipt and handling; allow for proper material identification, sorting and packaging; all while providing an appropriate level of service for the community.

RECOMMENDATION

THAT PW 08-2021, Municipal Hazardous and Special Waste Program Delivery Review be received; and

THAT Council authorize staff to amend the service delivery related to Municipal Hazardous and Special Waste Collection to event days and to discontinue operation of the collection and storage depot at the St. Marys landfill site.

BACKGROUND

Municipal Hazardous and Special Waste (MHSW) materials can be dangerous to people as well as the environment. It is because of this the Town of St. Marys administers MHSW collection via the landfill site for residents of St. Marys and Perth South.

Collection of MHSW material originally started in the mid-2000's with the depot collection at the landfill expanding to include Perth South in circa 2013.

Materials accepted under the program consist of the following:

Acids	Bleach	Garden chemicals	Pool chemicals
Aerosol cans	Light bulbs	Household cleaners	Propane tanks
Antifreeze	Fertilizers	Motor Oil	Solvents
Bases	Paints / Stains	Pesticides	Batteries

Current depot collection is for residential use only and is not designed or permitted for industrial, commercial or institutional (IC&I) utilization. IC&I properties who produce specific waste on regular intervals are required to contract and dispose of their waste properly through third party suppliers.

The depot has historically operated during regular landfill hours, however, was temporarily closed in March 2020 as service adjustments related to the novel coronavirus pandemic (COVID-19). In order to facilitate disposal of material in 2020, collection events were administered in July and October 2020 through the Town's existing service provider.

Long term program delivery in 2021 and beyond was considered by the Green Committee throughout the last year. On January 27, 2021, staff presented a report to the Green Committee for review and consideration. Following discussion at the Green Committee, the recommendation below was passed:

Resolution: GC-2021-01-06

Moved By John Stevens

Seconded By Fred Stam

THAT PW 03-2021, Municipal Hazardous and Special Waste Program Delivery Review be received; and,

THAT the Green Committee recommend to Council:

THAT Council authorize staff to amend the service delivery related to Municipal Hazardous and Special Waste Collection to event days and discontinue operation of the collection and storage depot at the St. Marys Landfill Site.

The following report provides Council with the information related to the MHSW program for their consideration of whether to adopt the Green Committee's recommendation.

REPORT

Historically, the Town has collected MHSW material at the landfill during regular operational hours. The existing depot consists of a series of shipping containers where drums or boxes are utilized to sort and store material prior to transport. Drums are set up based on waste classifications to ensure material is sorted and commingled with appropriate waste types to ensure compliance with the *Transportation of Dangerous Goods Act* and to prevent potentially significant adverse reactions between reactive chemicals. The Depot facility accepts waste from both residents of the Town of St. Marys and of the Municipality of Perth South and is approved to accept up to 1 tonne of waste per day, with no more than 5-tonnes of material being stored at the depot at any one time. Material accumulation within the depot generally requires the sorted and packed material to be transported for disposal / recycling every three (3) months. Material is generally screened upon entry into the site by the scale attendant with the customer being directed to the appropriate unloading area based on incoming material descriptions. Material is placed on designated tables to be sorted and packed by the on-site operator throughout the day as time permits.

Image No. 1 and 2 below provide a visual representation of the existing depot configuration.

Image No. 1: MHSW Depot Configuration



Image No. 2: MHSW Depot Storage



This process, although convenient for customers presents operational and safety concerns for Site staff in managing the depot's operation. In a review of the historical process, the following operational concerns have been identified that would need to be addressed moving forward:

- Visual sight lines to the MHSW depot material drop area from the scale house or the working face are obstructed for staff. This can result in frequent, ongoing disposal of unacceptable materials, un-marked materials, leaking materials, etc. that then must be handled, identified and processed by staff.
- Materials are being dropped off at the depot that are not labelled, not in sealed containers, etc. that can present health and safety issues.
- Customers fail to disclose MHSW material upon entry into the site, and then drop unidentified material off at the depot.
- Shipping containers do not have any ventilation, and vapours and fumes will accumulate during material storage. Storage facility upgrades, or suitable ventilation capabilities should be considered for the site.
- Customers will identify free disposal items such as MHSW material or recycling material to the scale operator while also disposing of general, chargeable waste at the site. Due to vehicle movements and sight line issues, this can result in a revenue reduction for the site.

In addition to the above process, ten total staff members are trained in the Transportation of Dangerous Goods (TDG) which is a cost to the Town. Certificates are renewed every 3-years as a minimum.

The following provides a breakdown of MHSW depot operations (2018 and 2019) for Council's consideration:

	2018 Totals	2019 Totals
Depot Duration	210 Hours	210 Hours
Vehicles Processed	Unknown	Unknown
Staffing Levels	2	2
Paint Collected	6080 ¹ Kg	7,360 ¹ Kg
Aerosols Collected	635 Kg	435 Kg
Lamps Collected	2,127 ft	10,247 ft
Batteries Collected	464 Kg	266 Kg

Misc. MHSW Materials Collected	9,016 Kg	5,945 Kg
Total Materials Collected	16,195 Kg (15.9 Tonnes)	14,006 Kg (13.78 Tonnes)
Total Material Costs	\$17,604.70	\$19,204.70
Total Labour Costs	\$11,569.95 ³	\$11,569.95 ³
Material Claims Reduction	\$1,787.63	\$610.19
Material Depot Reduction	\$6,310.20 ²	\$6,310.20 ²
Misc. Invoice Reduction	\$2,307.46	\$3,881.23
Total Net Depot Program Costs	\$18,769.36	\$19,973.03

1. Paint volumes estimated by number of gaylord boxes multiplied by 320Kg per box
2. Material Depot Reduction is annual funding agreements for maintaining depot operations
3. Labour costs based on existing staff compliment allocating 2 hours per operational day to depot operation

When the MHSW depot closed in March 2020 due to the COVID-19 pandemic, this resulted in customers having to safely store material at home until disposal could continue. In order to plan for an influx of material that had been stored for months, Town staff realized the need to expand the capacity of the landfill site in order to handle anticipated volumes once the service level returned. To be in a position to provide a safe disposal option that could accommodate the anticipated traffic volume, staff coordinated two (2) MHSW event days through the summer and fall of 2020. These MHSW days were delivered at the Pyramid Recreation Centre (PRC) parking area in collaboration with a third-party service provider. The events were administered under the third-party service providers mobile Environmental Compliance Approval (ECA) that enables events to be held at suitable locations while ensuring all conditions were being met or exceeded. This also eliminated the need for the Town to apply, receive and maintain its own property specific ECA for events.

The events were carefully organized in order to accommodate the volume of traffic while also ensuring residents a safe, convenient and quick disposal experience. Through event operations, vehicles would queue in line prior to being met by an event greeter who would provide clear and concise directions to the occupants of the vehicles on how to safely move forward and where to stop for unloading. At the events, residents remained in their vehicles while all material was safely unloaded by trained event staff. Once all the materials were removed from the transportation vehicle, the residents were able to leave the event while the received materials were immediately identified, sorted and packaged by highly trained third-party service providers. The events that were offered through 2020 for residents identified the following improvements over the concerns outlined about the permanent depot configuration at the landfill noted earlier within this report, such as:

- The event was held away from the landfill property at suitable locations to handle the influx of vehicles. Site line issues were not encountered during the two (2) events.
- Any material that was received was immediately identified by event staff. If material arrived in an unmarked, or unsealed container, event staff were immediately able to clarify the material with the resident, ensure safe handling procedures were in place, and advise the sorting staff for safe and proper packing and transportation.
- As the events were held at a location other than the landfill site, all material was disclosed, identified and suitably handled through the events. Event set up and material handling protocols prevent undisclosed materials from being dropped off at the event.
- Events do not present ventilation concerns as they are held outside. Furthermore, all materials collected are packaged and transported on the day of receipt and no material storage is required by the Town.

- Unacceptable waste (i.e. garbage) is rejected by event staff while advising residents of how to proceed to the landfill site for disposal. Events also remove residents from claiming this type of material drop off at the landfill site while also potentially disposing of household waste as well.

The following provides a breakdown of MHSW Events for the Committees consideration:

	July Event	October Event	Event Totals
Event Duration	4 Hours	4 Hours	8 Hours
Vehicles Processed	195	366	561
Staffing Levels	11	9	10 (Avg)
Paint Collected	2,919 Kg	5,172Kg	8,091 Kg
Aerosols Collected	268 Kg	502 Kg	770 Kg
Lamps Collected	1,760 ft	4,624 ft	6,384 ft
Batteries Collected	278 Kg	599 Kg	877 Kg
Misc. MHSW Materials Collected	2,636 Kg	4,454 Kg	7,090 Kg
Total Materials Collected	6,132 Kg (6.03 Tonnes)	10,963 Kg (10.79 Tonnes)	17,095 Kg (16.83 Tonnes)
Total Material Processing Costs	\$8,345.00	\$13,571.95	\$21,916.95
Total Labour Costs	\$5,995.00	\$4,661.20	\$10,653.06
HST (tax)	\$1,864.20	\$2,284.35	\$4,148.55
Total Event Invoices	\$16,204.20	\$19,856.30	\$36,060.50
Total Event Invoices, Net HST	\$14,592.38	\$17,881.22	\$32,473.60
Material Claims Reduction	\$3,699.54	\$6,372.64	\$10,072.18
Misc. Invoice Reduction	\$943.27	\$1,611.20	\$2,554.47
Total Net Event Costs Incurred	\$9,949.57	\$10,558.58	\$20,508.15

The two (2) MHSW events were very well utilized and positively received by the public and staff. Given the success of these events, standalone events present an alternative service delivery model for consideration by the Town moving forward. As such, the following options are presented for consideration and discussion by Council in regard to the ongoing MHSW program delivery.

Option 1 – Discontinue Service Delivery for Municipal Hazardous and Special Waste

This option would see the MHSW depot closed, and no further service delivery provided for the safe disposal of this material. This option would result in a significant service level reduction to residents and would eliminate the local safe disposal of program materials.

This option would likely result in the disposal of this material into the general waste stream, and result in improper disposal moving forward that could result in unknown exposure to site staff during waste compaction as well as unknown environmental impacts.

Based on the above, staff do not recommend this option for consideration.

Option 2 – Restore the permanent depot for Municipal Hazardous and Special Waste at the Landfill

This option would see the depot at the landfill site return to regular use, operating on days the landfill is open, and return the same level of service residents have been used to for years.

This method of program delivery does have identified safety concerns related to leaking material, non-acceptable materials being disposed, material in unlabelled containers, ventilation concerns, etc. All these issues present a health and safety concern for staff related to safe handling and proper identification and storage of material. It also presents challenges to ensure materials are properly sorted, and incompatible materials are not being placed in the same transport containers.

The safety concerns that have been identified through this method of program delivery would remain a concern unless additional staff members are present at the site during operational hours to properly sort and identify materials, as well as reject unacceptable items. To make this method of program delivery safe, it would require an increase in labour costs that would result in a convenient yet inefficient service delivery model. Furthermore, the material storage area is recommended to be upgraded to ensure proper material storage and separation requirements can be met while also ensuring suitable ventilation to prevent fumes or vapours from accumulating in storage containers.

Under this model, additional labour would be required on days the landfill is open. This would result in an increase in labour requirements for a total of 28 hours per week, or 1,456 hours per year. It is estimated that an additional \$53,475.00 per year would be required to address inspection concerns under this delivery model.

In addition to the above, capital upgrades to the MHSW depot should be considered to improve material handling and storage areas, improve facility ventilation capabilities as well as sight line issues for on-site staff.

Based on the above information, staff do not recommend restoring the permanent depot at the landfill site under historical operations due to ongoing safety concerns associated with its operation. Furthermore, staff do not recommend restoring the permanent depot at the landfill site with additional labour to mitigate those safety concerns as it would not be economically viable to do so and would result in an inefficient and costly service delivery model.

Option 3 – Restore depot operation at the landfill site under reduced hours

This option would see the depot at the landfill return to service but on reduced hours and would essentially act as small disposal events at the landfill. Under this proposed model, the depot at the landfill site would operate one day per month for a duration of four (4) hours. This option would enable the Town to continue to provide a relatively high level of service delivery for the disposal of material while moderately controlling costs. This option does result in a service level reduction based on historical program delivery.

This option would present its own challenges for consideration. By operating the depot at the landfill, it could be confusing to residents knowing when material can be accepted and when it cannot. Based on recent observations, customers could improperly disposal of material at the site should the depot not be operating at the time of their visit, forcing staff to continue to handle material in a method that can present a health and safety concern.

This method of service delivery would also reduce the frequency that staff members are familiarized with incoming materials and could present increased concerns related to improper sorting and packing. Due to increased traffic anticipated during the operational days, it would be recommended to have a third-party technical support on-site to assist with material identified and sorting.

Of note with this option, the landfill site is only permitted to accept a maximum of 1-tonne of material per day, with no more than 5-tonnes of material being stored on site at any time. As noted above, events have the potential to significantly increase the volume of material being received that could quickly eclipse the material thresholds for the landfill. This would raise the likelihood that events would need to be closed early once material limits were reached in order to maintain compliance to the sites operating requirements. The Town could apply for an amended ECA to accommodate additional household hazardous waste, however, would also need to expand on-site storage requirements in order to facilitate this option.

The following is a summary break down of this option:

Items	2021 Projections
Depot Operational Days per Year	12
Hours of Operation	48
Daily receiving limit	1 Tonnes
Facility Storage Limit	5 Tonnes
Technical Support Costs	\$18,000.00
Internal Labour Support Costs	\$10,579.20
Total Material Costs	\$20,000.00 ¹
Material Claims Reduction	\$9,200.00 ²
Material Depot Reduction	-- ³
Misc. Invoice Reduction	\$5,513.00 ⁴
Total Net Depot Event Program Costs	33,866.20

1. Total Material processing costs estimated based on historical material receipt and costing
2. Material claims reduction estimated based on assumed 46% cost recovery through material claims
3. Material depot reduction excluded. Existing Agreement would need to be revised for potential funding to continue
4. Misc. Invoice Reduction assumes 14% of net costs allocated to Perth South for Payment

Due to the logistical and capital concerns as well as ongoing safety concerns related to this program delivery method, Staff do not recommend this option at this time.

Option 4 – Close the permanent depot at the landfill and administer depot event days

This option would see the permanent depot at the landfill site be closed while offering residents a safe and efficient means of material disposal through MHSW event days.

Event disposal days would be scheduled throughout the Spring, Summer or Fall to enable residents multiple options for material disposal at a location suited for the traffic volume. Event days would be advertised well in advance to inform and advise residents of the service delivery.

Municipal staff would act as event greeters and material unloaders creating a familiar point of contact for residents while material identification, sorting and packing would be undertaken by a third-party contractor. The Town would be able to reduce the number of staff requiring TDG training which would assist in reducing annual training and operational budgets moving forward.

As two (2) events were administered throughout 2020, the Town was able to compile valuable data in regard to how the event program works, customer experience, and overall material capture. The events in 2020 were widely considered to be successful and convenient to those whom utilize the services.

Through two (2) MHSW events administered in 2020, the Town was able to safely manage and divert approximately 17 tonnes of household hazardous waste in eight (8) hours of event operations with a total net incurred cost to the Town of approximately \$20,508.15.

In the event MHSW material is managed through a proposed three (3) event days in 2021, it is estimated that the Town would capture similar, if not more material than through historical depot operations while providing a convenient and safe means for material recycling. Three event days are estimated to cost approximately \$31,000.00 in net program delivery for 2021.

This option would enable the Town to provide a convenient, safe method for material disposal while reducing the health and safety risks associated with material handling, sorting and storage.

Based on the above information, it is staff recommendation to transition MHSW collection to event days with up to three events being administered annually between Spring, Summer and Fall each year.

Supplemental Benefits for Consideration:

An ongoing concern related to landfill operation is free material diversion programs, and the extent that chargeable waste can be masked, or improperly disposed off while customers are on site. Since the landfill site returned to normal public disposal in May 2020 following a two-month restriction due to COVID-19 concerns (with the exception of MHSW materials), a significant increase in paid transactions have been noted at the site.

Over the six (6) months since the landfill site resumed general public drop off services without MHSW material being accepted, paid transactions at the landfill site are up on average of 45% per month when compared to the same period in 2019. Although this trending is a new development and will continue to be monitored in the coming months and years, it is possible that the closure of the MHSW depot at the landfill is partly responsible for this noted revenue increase.

The reason for this could be due to MHSW material being a free material and some customers to the site have been noted to indicate only free material is being received, when general waste (chargeable material) is also deposited. The removal of the free MHSW material reduces the potential for general waste materials to be masked by free drop off material to prevent payment. This additional paid revenue is averaging approximately \$1,500.00 per month since the site resumed general public drop off. Should this trending continue into 2021 and beyond, the closure of the MHSW depot at the landfill site could aid in capturing up to \$18,000.00 per year in revenue at the landfill site.

Review of Options and Staff Recommendation:

Based on information presented within this report, three (3) options have been carried forward for consideration. Option 1, discontinue service delivery, was not carried forward for consideration as it was identified as a non-viable option.

	OPTION 2 (LANDFILL DEPOT)	OPTION 3 (LANDFILL EVENTS)	OPTION 4 (EVENT DAYS)
SERVICE DELIVERY	Most Preferred	Somewhat Preferred	Less Preferred
HEALTH AND SAFETY	Less Preferred	Somewhat Preferred	Most Preferred
EFFICIENCY	Less Preferred	Somewhat Preferred	Most Preferred
CAPITAL REQUIREMENTS	Less Preferred	Somewhat Preferred	Most Preferred
STAFF TRAINING	Less Preferred	Somewhat Preferred	Most Preferred
PROGRAM COSTING	Most Preferred	Less Preferred	Somewhat Preferred
ESTIMATED VOLUME CAPTURE	Less Preferred	Somewhat Preferred	Most Preferred
OVERALL	Less Preferred	Somewhat Preferred	Most Preferred

Based on the above information and assessment, it is staff's recommendation that service delivery for Municipal Hazardous and Special Waste (MHSW) be transitioned to "Event Days" starting in 2021 and up to three (3) events for material disposal would be offered through the Spring, Summer and Fall. Furthermore, it is staff's recommendation that the MHSW depot at the St. Marys landfill site be decommissioned, with storage containers being repurposed.

FINANCIAL IMPLICATIONS

Each option noted herein presents various financial implications that must be considered. The following presents estimated financial implications based on program options:

Option 1 – This option would have no direct financial implications as the costs for material storage, transportation and processing would be eliminated. Existing assets could be liquidated. This option presents unknown potential financial implications related to potential environmental contamination of the site that could result from improper material disposal.

Option 2 – This option would have no additional financial implications as the costs for material storage, transportation and processing have historically been incurred and funded through landfill site operations. In order to adequately address historical health and safety concerns related to the depot and its operation, an additional labour position would be required at the site to receive, sort, and package material as its received. It is estimated that this additional labour requirement would cost an additional \$53,478.88 per year. Furthermore, inadequate material storage and ventilation should be upgraded. The construction of a new MHSW material storage area at the landfill that would have sufficient material storage, ventilation, and spill containment is estimated to cost \$160,000.00.

Option 3 – This option would result in increased labour costs related to staffing level increases to adequately staff and manage material and traffic on days the depot would be receiving material. In order to staff routine depot hours such as one day per month is estimated to cost an additional \$2,300 per day of operation, including on-site technical support for material identification and handling. Annual financial implications would be determined by the number of days of depot operation.

The existing ECA for the site would limit the amount of material that could be received at the landfill during these days. It is estimated to cost approximately \$5,000.00 to amend the existing site's ECA to accommodate this Option.

Finally, the material storage area would also be a potential limiting factor in being able to safely handle and store material from these events. The construction of a new MHSW material storage area at the landfill that would have sufficient material storage, ventilation, and spill containment is estimated to cost \$100,000.00 to \$160,000.00 depending on the storage size required

Option 4 – This option would see the service level condensed to a proposed three (3) MHSW event days per year moving forward. This Option is estimated to cost \$31,000.00 in net program delivery for 2021 while eliminating the need for a physical depot at the landfill site.

For 2021, Service delivery would be funded through the annual operations and maintenance budget for the landfill site [01-4600-6990]. When considering financial impacts of potential options, it should be noted that the Town receives funding from various sources to help off-set some of the financial impacts of operation and material disposal that has been accounted for herein.

Regardless of which preferred option is recommended, consideration should be given during the 2022 budget process to creating a waste diversion section within the budget to improve program costing and tracking moving forward.

SUMMARY

Based on information detailed within this report, it is staff's recommendation that Council support the Green Committee's recommendation to amend the current service delivery model for the collection of Municipal Hazardous and Special Waste to event collection days. A service delivery shift would allow

for improved health and safety related to material receipt and handling, as well as to allow proper material identification, sorting and packaging while providing an appropriate level of service for the community. Furthermore, a program shift to event days would also eliminate the need for necessary capital upgrades at the Site related to material handling and storage.

STRATEGIC PLAN

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

OTHERS CONSULTED

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

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

Public Works Operations Staff

Green Committee – Town of St. Marys

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department




Dave Blake, C.E.T.
Environmental Service Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management Specialist
Date of Meeting:	9 February 2021
Subject:	PW 09-2021 Asphalt Resurfacing Contract

PURPOSE

This report presents information on the Town's roadway asphalt resurfacing program for 2021.

RECOMMENDATION

THAT PW 09-2021 Asphalt Resurfacing Contract report be received; and

THAT the Town's 2021 asphalt resurfacing work be awarded to Brantco Construction as an extension of the 2020 asphalt resurfacing contract; and

THAT Council consider By-law 13-2021 and authorize the Mayor and Clerk to sign the associated agreement.

BACKGROUND

The Town's road maintenance program includes an annual contract for resurfacing asphalt roadways. The resurfacing process, also known as "mill and pave", removes the top layer of distressed asphalt and replaces it with new asphalt. The Town participated in a joint tender with the County of Perth in 2020 for resurfacing services. The 2020 asphalt contract was awarded to the low bid from Brantco Construction. The section of roadway to be resurfaced in 2020 was Queen Street W. from William Street to Thames Road. Prior to the start of resurfacing work, the Town received a development application for an expansion of Veterinary Purchasing at 485 Queen Street West. There was concern that the proposed development was going to require an upsized watermain along Queen Street West to accommodate fire flow. As a result, asphalt resurfacing work was paused until the development's infrastructure requirements were better understood. Ultimately it was determined that the watermain would not need to be upsized, but it was too late in the construction season, so resurfacing was postponed to the spring of 2021.

REPORT

The Town's 2021 capital plan includes \$176,000 for asphalt resurfacing as part of the Town's road maintenance program. There are various factors that influence the locations where the asset management plan prioritizes resurfacing works. Typically, roads with higher traffic volumes such as arterial and collector roads as well as roads within the commercial district (downtown) are prioritized, while areas of planned reconstruction or underground works are avoided. Some local roads are considered when conditions warrant, although current funding levels for the program do not allow for significant quantities of local roads to be considered.

The Town undertook a road condition assessment in late 2020 that will inform the road maintenance program in the future. The information is currently being processed by the condition assessment firm

and is expected to be delivered sometime in Q2 of 2021. Staff intend to present the findings and recommendations of the condition assessment to Council later in 2021.

The areas currently planned for resurfacing in 2021 include:

- Queen Street. W. from William St. to Thomas St. (combined with 2020 works would result in resurfacing from Thames Rd. to Thomas St.)
- Water Street S. from Elgin St. to Victoria St.
- Park Street from the Park St. Bridge to Water St. S.
- Waterloo Street S. from Queen St. E. to Elgin St. E.

Town staff have met with other municipal public works staff in Perth County that the Town would typically partner with. The opportunity for partnering on an asphalt resurfacing tender to receive lower pricing is not as strong as it was in 2020. Much of the County's work in 2021 will revolve around Cold in Place recycling, with less of an emphasis on resurfacing work. As a result, the Town would likely need to tender the 2021 resurfacing works alone.

Brantco Construction was the low bid from the 2020 tender, and the plan is for the company to complete the 2020 works that have Town deferred. In 2020 the company provided a very low bid. The company has offered to extend the 2020 pricing for the Town's 2021 work. This would improve the planning process and provide a more seamless delivery of the Town's asphalt works in 2021 than if a separate contractor was to be awarded the 2021 work. This would also ensure that the low bid unit rates received in 2020 would be extended to 2021, where typically a unit rate increase would be expected year over year.

Staff have discussed the performance of Brantco Construction with the neighbouring county and municipal staff that oversaw the other asphalt resurfacing work Brantco performed under the joint 2020 contract. All have said they were impressed with the quality of workmanship and finished product.

Staff are recommending the extension of the 2020 contract with Brantco to complete the Town's asphalt resurfacing work in 2021.

FINANCIAL IMPLICATIONS

The Town's asphalt road network has a replacement value of roughly \$55,000,000. The annual asphalt resurfacing project is an important component of the Town's road maintenance program required to maintain the overall level of service delivered by the road assets. The 2021 capital plan includes \$176,000 for resurfacing which will restore the surface condition of roughly 1.3 km (or 2%) of the Town's road network. Extending the 2020 contract would ensure competitive pricing is received for the proposed 2021 works.

SUMMARY

The Town's 2020 asphalt mill and pave program was delayed due to potential underground infrastructure conflicts in the work area related to a 2020 development application. The 2020 work and budget were carried over to 2021. The contractor has agreed to extend 2020 pricing to 2021 for any new work that the Town wishes to add. Staff are recommending hiring the 2020 contractor to complete the Town's 2021 mill and pave program at 2020 pricing.

STRATEGIC PLAN

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

- Pillar #1 Developing a Comprehensive and Progressive Infrastructure Plan:
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow.

- Tactic(s): Identify immediate needs in the community. When developing the Annual Capital Plan, have regard for infrastructure needs identified in the asset management plan before considering new builds or renovations that represent service level improvements

OTHERS CONSULTED

John McClelland, Perth County

André Morin, Treasurer


ATTACHMENTS

None

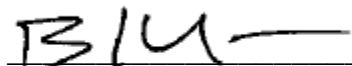
REVIEWED BY

Recommended by the Department


Jeff Wolfe
Asset Management Specialist


Jed Kelly
Director of Public Works

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

**Board of Directors Meeting Highlights
Held on January 21, 2021 at 8:30 AM
as a Virtual Meeting**



Ontario Declares Second Provincial Emergency to Address COVID-19

Effective Thursday, January 14, 2021, at 12:01 a.m., the government is issuing a stay-at-home order requiring everyone to remain at home with exceptions for essential purposes. In addition to limiting outings to essential trips, all businesses must ensure that any employee who can work from home, does work from home.

The government will enact the following additional measures under s 7.0.1 (1) of the *Emergency Management and Civil Protection Act* (EMPCA):

Outdoor organized public gatherings and social gatherings are further restricted to a limit of five people with limited exceptions.

Individuals are required to wear a mask or face covering in the indoor areas of businesses or organizations that are open. Wearing a mask or face covering is now recommended outdoors when you can't physically distance.

All non-essential retail stores, including hardware stores, alcohol retailers, and those offering curbside pickup or delivery, must open no earlier than 7 a.m. and close no later than 8 p.m.

Non-essential construction is further restricted, including below-grade construction, exempting survey.

Waste Management Services Considered Essential

Note, that under O. Reg 82/20, Schedule 2 Section 47, waste management services are considered essential:

O. Reg. 82/20 - SCHEDULE 2 - BUSINESSES THAT MAY OPEN:

47. (b) Businesses that deliver or support the delivery of community services including, collecting, transporting, storing, processing, disposing or recycling of any type of waste.

If you have questions about what will be open or impacts to your business or employment, call the Ontario Government's Stop the Spread Business Information Line at 1-888-444-3659.

Employee Transit Letter

The Association has provided its employees with "letters of passage" which indicates that they are essential service workers (as deemed by the government). Please note, while it is helpful to have a COVID passage letter, the Office of the Solicitor General has advised that law enforcement officials will be relying on verbal responses to ensure compliance with the latest emergency orders, and that such a letter may not be officially recognized by law enforcement officials.

Expansion Plans For Twin Creeks Landfill In Southwestern Ontario

Waste Management Canada is planning on seeking the approval of the Ontario Ministry of Environment, Conservation and Parks (MECP) to expand its landfill operation in southwestern Ontario. The existing landfill, which opened in 1972 is expected to reach capacity in 2032. If the MECP grants the company the right to expand, it will be possible to keep the landfill in operation until 2044.



As reported in the Sarnia Observer, the Mayor Jackie Rombouts of Watford Township (the municipality in which the landfill is located) stated the announcement of the expansion plans by Waste Management Canada was not welcome news. “Obviously, it’s not something that our community wants,” she said in an interview with the Sarnia Observer. “We were looking forward to the end of this.”

The township receives landfill royalties, based on the amount of waste entering the site, that totalled about \$4.4 million in 2019. The initial concerns expressed by the municipality was the potential of 12 more years of truck traffic in the area and nuisance issues (i.e., odour and noise).

The company has started the long process of getting approval for the expansion by initiating an environmental assessment (EA). An EA sets out a planning and decision-making process so that potential environmental effects are considered before a project begins. It requires that the company seek input in the planning process from a variety of stakeholders including the local government, neighbours, indigenous groups, and others.

As reported in the Sarnia Observer, Wayne Jenken, area landfill manager for Waste Management, said the environment assessment process is expected to take about five years and cost more than \$35 million. The typical timeline for an EA landfill expansion, from start to finish, is typically between three to five years.

The Notice of Commencement for the Terms of Reference was published on November 17, 2020. It seeks input from interested parties.

The proposed expansion will not involve an expansion in the existing landfill’s footprint. Instead, the proposal calls for modifying the side slopes of the landfill as well as increasing its existing height. Currently, the landfill site takes up approximately 300 hectares. Of that, about 100 hectares are currently approved for landfilling. If the expansion is granted, the maximum increase in the final height of the landfill could be 40 metres.

The remaining capacity of the existing landfill is Approximately 15 Million cubic metres. The proposed expansion would provide additional airspace of up to approximately 14M m³.

One of the factors working in favour of the proposal getting approved is that fact that it is very difficult to get EA approval for a new landfill in the province, especially with new requirements that allows municipalities more say in the approval of a new landfill in their boundaries. Also, study after study has shown that there is a dearth of landfill capacity in the province.

BLS Reports Solid Waste and Recycling Collectors Have Sixth Highest Fatality Rate

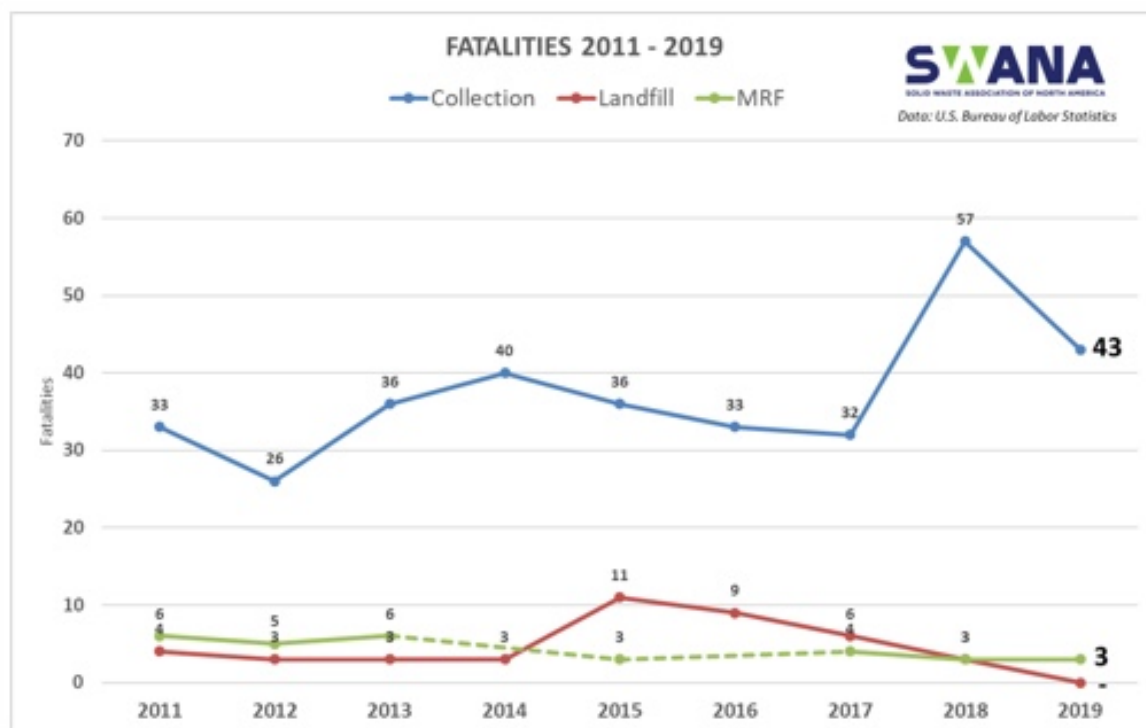
The U.S. Department of Labor's Bureau of Labor Statistics (BLS) released the 2019 National Census of Fatal Occupational Injuries showing that refuse and recyclable materials collectors had the 6th deadliest occupation in the United States. This is a slight improvement from being 5th on the list, where it has been for the past several years. The workplace fatality rate for this group declined from 44.3 in 2018 to 35.2. This is still above the 2017 and 2016 rates which were 35.0 and 34.1, respectively. Solid waste collection (NAICS 562111) saw a reduction in fatalities in 2019, with 43 worker deaths. This is down from 57 in 2018 but remains well above the average rate of 36.6 over the previous 8 years.

Chart 4. Fatal work injury rates per 100,000 full-time equivalent workers by selected occupations, 2019



Fatalities at material recovery facilities (NAICS 562920) remained unchanged from the previous year with 3. The data profile for solid waste landfills (NAICS 562212) does not show any fatalities listed for 2019. SWANA's 2019 fatality report recorded 11 fatalities occurring at landfills, including several incidents involving landfill workers and contract employees. SWANA intends to reach out to BLS for additional clarification concerning its 2019 landfill employee category.

“Although the reduction in worker fatalities last year compared to 2018 is welcome, the frequency of these fatal incidents is still above historical averages, and remains too high,” stated David Biderman, SWANA's Executive Director and CEO. “We expect to report a further decline for the current year when SWANA releases its annual industry safety report for 2020 in connection with our February 2021 Safety Summit. SWANA will continue providing useful safety resources and information to the public and private sector waste industry, in both the United States and Canada, in our effort to reduce fatalities, accidents, collisions, and claims involving our employees, trucks, heavy equipment and facilities. Nothing we do is more important.” Biderman added.



In November, BLS released 2019 employer-reported injury and illness data showing an increase in the injury and illness rate for landfill workers. Employees doing collection and at MRFs saw decreases in their incident rates last year. The results of the 2019 worker fatality census and injury and illness data will be addressed at the virtual SWANA Safety Summit on February 25, 2021. SWANA's 2020 fatality report will also be released as part of the Summit, followed by deep dives by industry safety experts into what this data means for collection and post-collection safety. Industry leaders will also gather to discuss their response to the pandemic along with lessons learned to prepare for future challenges. The SWANA Safety Summit will be an excellent opportunity to understand exactly where the industry stands and how we can do better.

RPRA Finds Evidence that OES-Dedicated EPRA Staff in Contravention of Conflict-of-Interest Measures

On December 10, 2020, RPRA issued a statement regarding a recent inspection undertaken by the Authority of Ontario Electronic Stewardship (OES) and Electronic Products Recycling Association (EPRA).

As service providers to the Electrical and Electronic Equipment (EEE) Waste Program, municipalities may have received communications from persons identifying themselves as OES or EPRA personnel advising that OES is being rebranded as EPRA Ontario and that it would continue to operate Ontario's electronics recycling program. The communications may have also advised municipalities to sign a new contract with EPRA Ontario to ensure continuity in service. These communications are incorrect, contravene the conflict-of-interest guidelines that are part of the OES Wind-Up Plan, are inconsistent with the Minister's Directions and non-compliant with the requirements of the Waste Diversion Transition Act (WDTA) and the Resource Recovery and Circular Economy Act (RRCEA).

As a result of RPRA's findings, OES has agreed to cease using the wind-up trust fund to support activities promoting EPRA's commercial interests and has taken additional steps to ensure compliance.

The Authority has approved SO's Blue Box Program Transition and Stewardship Ontario Wind-Up Plan with six conditions.

The plan details how the Blue Box Program will be wound up by December 31, 2025 in order to transition it to Ontario's new extended or individual producer responsibility regulatory framework and outlines how SO itself will be dissolved soon after.

The Authority imposed the following six conditions as a stipulation of its approval of the plan:

Prior to the implementation of the Material Cost Differentiation (MCD) methodology, SO is required to:

1. develop a proposal, to the Authority's satisfaction, to further mitigate the increase of InKind funding to municipalities and First Nation communities as a result of the adoption of the methodology until the program winds up
2. develop a plan, to the Authority's satisfaction, to address stakeholder concerns about potential impacts of the methodology on competition in the market for resource recovery services under the Resource Recovery and Circular Economy Act, 2016
3. SO shall ensure its Code of Conduct applies to all SO staff and develop a plan by February 15, 2021, to the satisfaction of Authority staff, to ensure measures are in place at the staff level to further mitigate conflict of interest
4. SO is required to develop a plan by May 31, 2021, to the satisfaction of Authority staff, to ensure data retained outside of its enterprise resource planning system is managed in a secure manner and destroyed following wind-up of the Blue Box Program
5. SO is required to develop a plan by September 15, 2021, to the satisfaction of Authority staff, to maintain or minimize reduction in program performance during the wind-up process
6. SO is required to update the plan as required to address operational and implementation issues and as directed by Authority staff
7. SO shall provide any information identified by Authority staff that it requires to perform its mandated duties

The Authority has also approved the Continuous Improvement Fund's wind-up plan and changes to its governance structure, which was included, by reference, in SO's wind-up plan.

During the transition period, SO will continue to operate the Blue Box Program without disruption and the Authority will continue to oversee SO and its operation of the Blue Box Program and monitor the implementation of the approved wind-up plan and its conditions.

For information on the implementation of the approved wind-up plan, visit SO's website. If you have any operational inquiries during the transition period, contact SO at werecycle@stewardshipontario.ca.

OWMA Re-trac Data Call

OWMA is requesting data collection from landfills, material recovery facilities (MRFs), transfer stations, and composting facilities, to monitor material flows, and capture rates. The data collected is used to help the government develop requirements, standards, and databases.

Please email Steven Crombie scrombie@owma.org for any questions.

Report Finds Aluminum Cans Remain Most Sustainable Package

The Aluminum Association and Can Manufacturers Institute released a new report, finding that Americans recycle cans twice as much as plastic bottles.

The Aluminum Association and the Can Manufacturers Institute (CMI), both based in Washington, have released an updated report, "The Aluminum Can Advantage: Sustainability Key Performance Indicators 2020," showcasing the ongoing sustainability of the aluminum beverage container compared with competing packaging types. The report finds that consumers recycle aluminum cans at nearly double the rate of plastic bottles.

The average aluminum can made in the United States contains about 73 percent recycled content compared with 23 percent for glass bottles and less than 6 percent for plastic. The Aluminum Association says aluminum can scrap is more valuable than glass or plastic.

In an effort to improve the aluminum can recycling rate in the United States, the Aluminum Association and CMI also released the new document, "Every Can Counts: An Aluminum Beverage Can Recycling Manifesto," to highlight the importance of aluminum can recycling.

"The aluminum industry is committed to bringing as many used beverage containers as possible back into the system," says Tom Dobbins, president and CEO of the Aluminum Association. "We are incredibly proud of our industry-leading sustainability metrics but also want to make sure that every can counts. Unlike most recycling, a used aluminum can is typically recycled directly into a new can – a process which can happen over and over again."

"The aluminum beverage can's existing circular system recycles approximately 45 billion cans each year in the United States," says Robert Budway, president of the CMI. "More than 90 percent of these recycled cans get turned into aluminum sheet used to make new beverage cans. These used cans plus other scrap metal create an average recycled content rate of 73 percent, which is exponentially higher than any competing substrate. While the beverage can's recycling rate is significantly better than other beverage containers, it is time for all of us to take action to keep more aluminum cans out of landfills."

Key findings in the 2020 report include:

- The industry recycling rate, which includes the recycling of all aluminum used beverage cans (UBCs) by the U.S. industry (including imported and exported UBCs), was 55.9 percent in 2019, a decline from 63.6 percent in 2018. This change was driven largely by production shifts within the industry in 2019, according to the report.
- The consumer recycling rate for aluminum beverage cans dropped to 46.1 percent in 2019, lower than the 2018 rate of 49.8 percent but above the 2017 number of 45.1 percent. The 20-year average for the consumer recycling rate is around 50 percent.
- The aluminum can remains by far the most valuable package in the recycling bin, with a value per ton of \$1,210 per ton compared with \$237 per ton for plastic and a negative value of \$21 per ton for glass, based on a two-year rolling average through February 2019.

Plans For Nikola Refuse Vehicle Head To Trash Bin

Nikola Corporation's goal of producing zero-emission vehicles has been dealt another setback, as it ends a collaboration with Republic Services to develop refuse trucks.

The companies were looking to develop a fully integrated refuse truck with a battery-electric drive and body, while also integrating new systems.



Nikola announced that both companies determined that the new technologies and design concepts would take longer to develop than expected and result in “unexpected costs”.

A previously announced vehicle order for 2,500 units has been canceled.

“This was the right decision for both companies given the resources and investments required,” said Nikola CEO Mark Russell. “We support and respect Republic Services’ commitment to achieving environmentally responsible, sustainable solutions for their customers. Nikola remains laser-focused on delivering on our battery-electric and fuel-cell electric commercial truck programs, and the energy infrastructure to support them.”

The plans had been to develop a vehicle that would run up to 240 km or 1,200 collections on a single charge. In a tweet to announce that deal, former CEO Trevor Milton tweeted that the order was guaranteed, with the option of 5,000 trucks.

Just last month, General Motors abandoned plans to take an 11% stake in Nikola, and instead introduced a non-binding Memorandum of Understanding to integrate GM Hydrotec fuel cell systems into Nikola Class 7 and 8 vehicles. Initial prototypes of that equipment are scheduled for next year, with the beta prototypes to follow in the first half of 2022.

In the process, Nikola announced that it was returning all deposits on its promised Badger pickup truck.

The company says it plans to begin delivering battery-electric Nikola Tre tractors next year, and also break ground on its first commercial hydrogen station. Fuel-cell-electric trucks are to be produced in Arizona beginning in 2023.

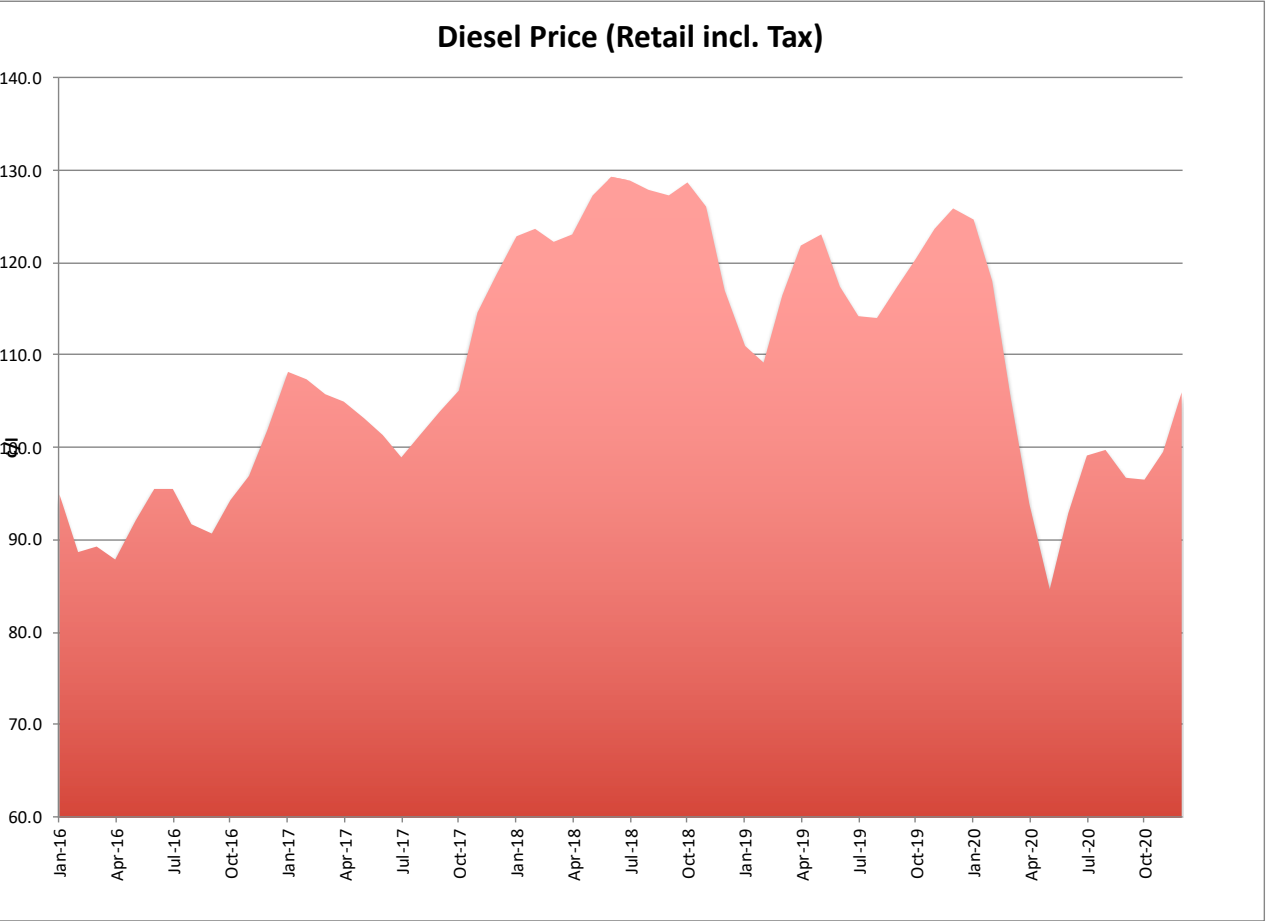
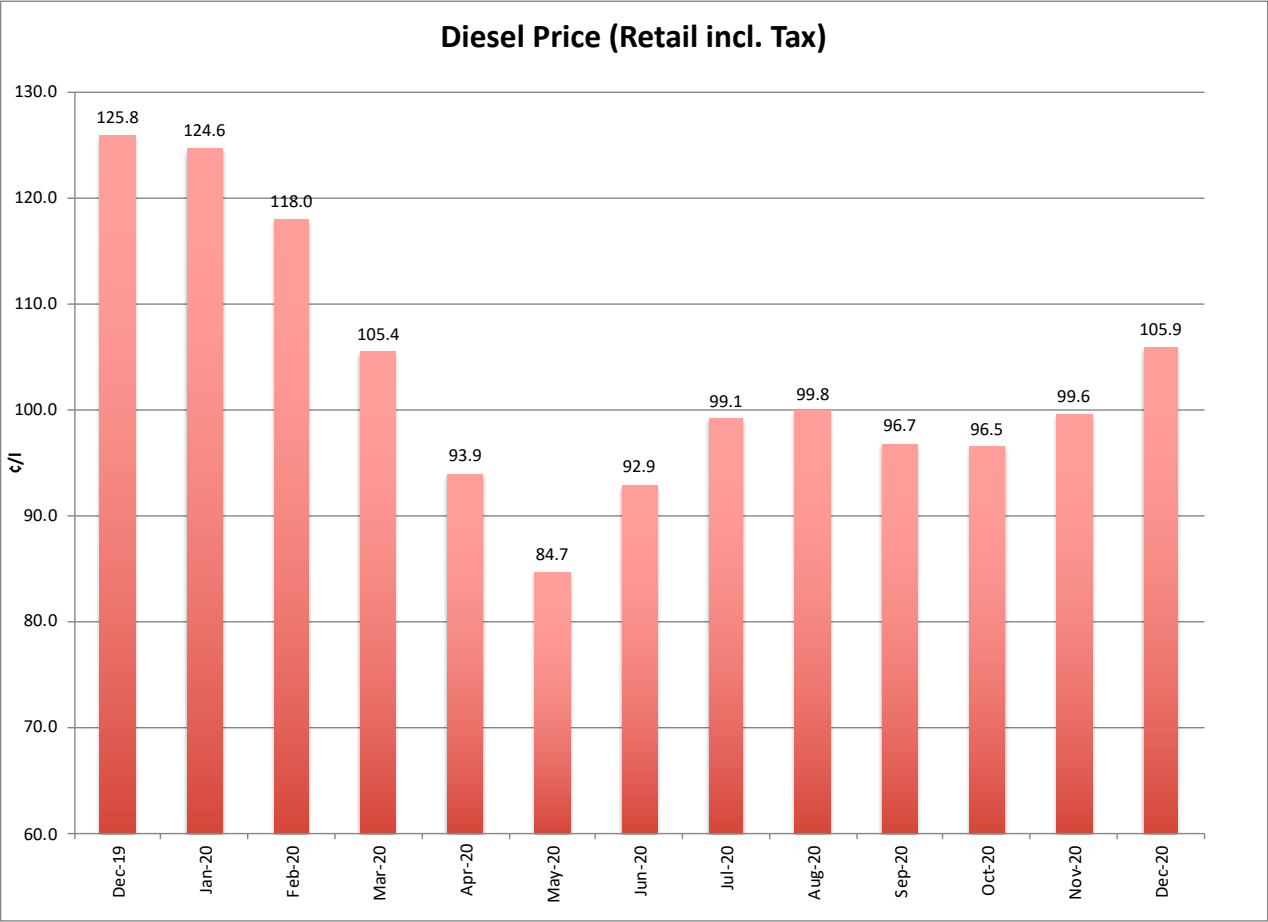
Stormfisher To Open Source Separated Organics Processing Centre In Southwestern Ontario

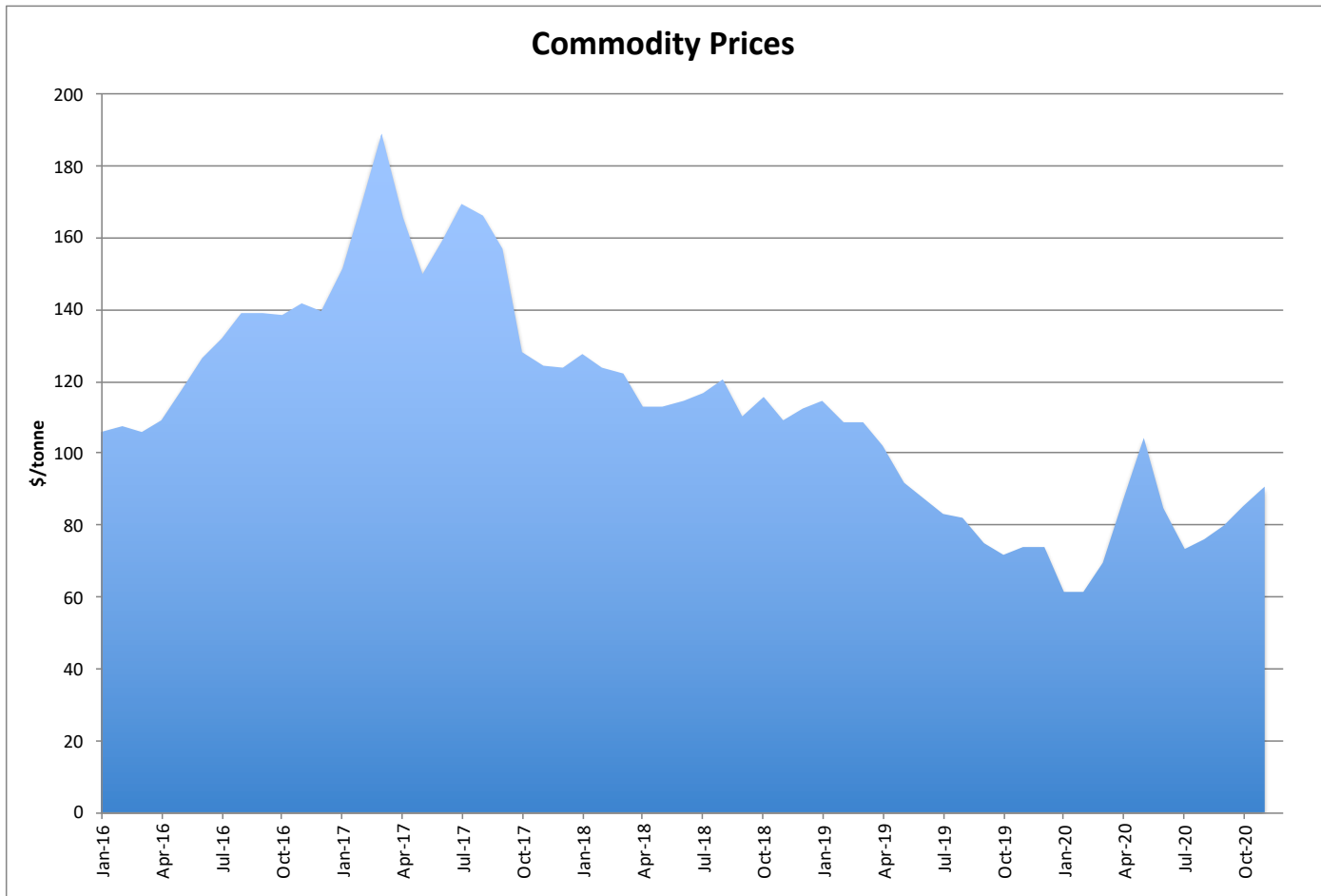
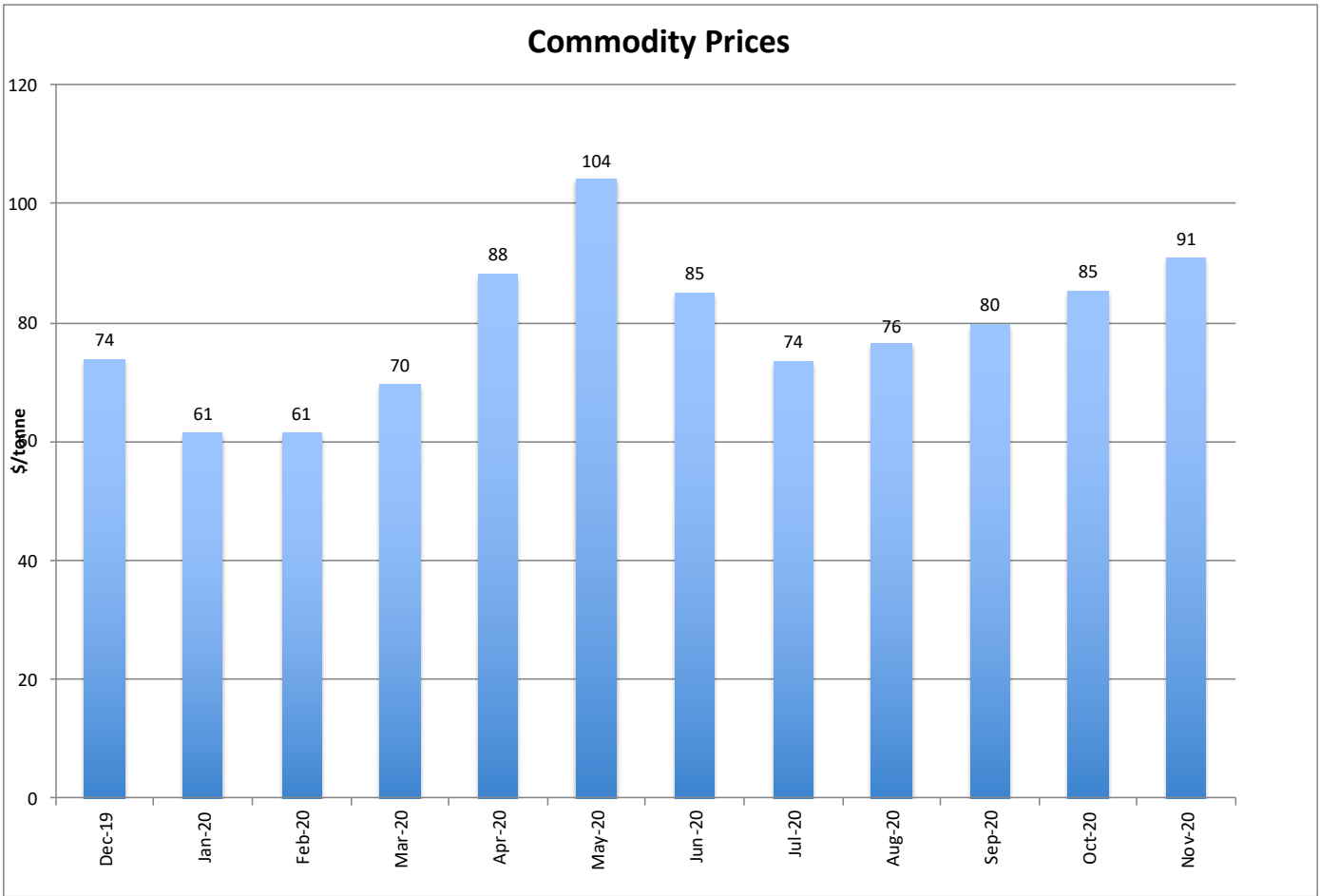
StormFisher Biogas, headquartered in London, Ontario, recently opened a new Resource Recovery Centre in southwestern Ontario. The new facility, located in the Village of Drumbo, receives and processes municipal source separated organics and packaged food waste. The incoming material is processed and is then supplied to either StormFisher's anaerobic digesters in London or is sent to third party digesters.

The facility also provides witnessed destruction through the Canadian Food Inspection Agency (CFIA) and certificates of destruction are available upon request.

The materials accepted at the new facility include municipal source separated organics (SSO), industrial, commercial and institutional (IC&I) waste, packaged food waste, liquid food waste, and solid food waste

The site is 4.29 hectares in area. The facility processes solid organic waste to produce products used in the agricultural industry. The facility receives up to 816 tonnes per day from an Ontario-wide service area. All waste is received, stored and processed indoors. The processing will include sorting, shredding, grinding and screening. The facility will process waste up to 24 hours per day, 7 days per week.







Minutes

Library Board

January 7, 2021

6:45 pm

Video Conference

Click the following link:

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

Member Present Mayor Strathdee, Councillor Craigmile, Councillor Edney,
Barbara Tuer, Lynda Hodgins, Melinda Zurbrigg, Reg Quinton,
Joyce Vivian

Member Absent Cole Atlin

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

1. CALL TO ORDER

Meeting was called to order at 6:46pm by Vice Board Chair B. Tuer.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Joyce Vivian

Seconded By Lynda Hodgins

That the agenda for the regular meeting on January 7th, 2021 be approved as presented.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

Members of the Board raised questions about the Library statistics regarding WIFI usage and a clarification of the meaning of "in-house" programming sessions.

CEO S. Andrews highlighted items in the CEO report including a discussion about the idea of going fine free in the future.

Moved By Councillor Craigmile

Seconded By Reg Quinton

That the January 7th, 2021 meeting consent agenda be approved as presented.

Carried

5.1 Acceptance of Minutes

5.2 CEO Report

5.3 Library Statistics

5.4 Financial Report

6. DISCUSSION ITEMS

6.1 Review of Quarter One Board Topics

CEO S. Andrews brought forth a discussion about items to be discussed in this quarter of the year at the Board level.

6.2 Donation to the St. Marys Library

CEO S. Andrews announced that the Library was the recipient of a large donation in the amount of \$10,000 to purchase technology including mi-fi hotspots and accessible readers.

7. FRIENDS OF THE LIBRARY REPORT

The Friends of the Library reported that their AGM will take place on January 23rd at 10:00am.

8. ROUNDTABLE DISCUSSION

CEO S. Andrews noted that the Library now has a 3D printer and two new sewing machines available for public use. The logistics of access to these items is still being determined.

The Library is now closed to the public in response to the Province-wide lockdown and has returned to a curbside service model. Home delivery services continue to be available and are becoming more popular. Return items are now quarantined for 7 days upon return to the Library.

9. UPCOMING MEETINGS

The next regularly scheduled meeting of the Library Board will take place on February 4th, 2021. The following meetings will be: March 4th, April 8th, May 6th, June 3rd, September 2nd, October 7th, and November 4th, of 2021.

10. ADJOURNMENT

Moved By Reg Quinton

Seconded By Councillor Edney

That the January 7th, 2021 regular meeting of the Library Board be adjourned.

Carried

Chair

Board Secretary

SPRUCE LODGE
Board of Management Meeting
December 16th, 2020

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

Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Danielle Ingram, Marg Luna, Fern Pridham, Kathy Vassilakos*

Regrets:

➤ *The Administrator, Peter Bolland brought the meeting to order.*

Moved by Councillor Luna
Seconded by Councillor Ingram

That the agenda for December 16th, 2020 be approved.
CARRIED

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

Election of Officers:

Peter Bolland opened the floor for nominations for the year 2021.

Moved by Councillor Aitcheson
Seconded by Councillor Ingram

Councillor Kathy Vassilakos accepted the nomination.

That Councillor Kathy Vassilakos be nominated as Chairperson.
CARRIED

Moved by Councillor Aitcheson
Seconded by Councillor Vassilakos

Councillor Marg Luna accepted the nomination.

That Councillor Marg Luna be nominated as Vice-Chairperson.
CARRIED

Chairperson Vassilakos resumed as chairperson of the meeting.

Appointments:

Spruce Lodge Non-Profit Housing

Councillor Vassilakos

Councillor Aitcheson

Councillor Pridham

Home Assistance

The Spruce Lodge Board

Foundation

The Spruce Lodge Board

Hamlet Estates

Rhonda Ehgoetz

SPRUCE LODGE - Continued

Board of Management Meeting

December 16th, 2020

Moved by Councillor Ingram
Seconded by Councillor Ehgoetz

**That the given appointments be accepted.
CARRIED**

Appointment Recommendations:

Secretary
Administrative Assistant

Finance & Personnel
Councillor Luna Councillor Vassilakos Councillor Ehgoetz

HPNHSS
Administrator – Peter Bolland Councillor Luna

Moved by Councillor Aitcheson
Seconded by Councillor Pridham

**That the given appointment recommendations be accepted.
CARRIED**

Medical Director Appointment:

Moved by Councillor Luna
Seconded by Councillor Ingram

**That Doctor Doug Thompson be appointed as the Medical Director for 2021.
CARRIED**

Auditor Appointment:

Moved by Councillor Luna
Seconded by Councillor Ingram

**That the Graham Matthew Professional Corporation be appointed
as the Auditor for 2021.
CARRIED**

Approval of Minutes:

Moved by Councillor Aitcheson
Seconded by Councillor Luna

**That the minutes of the December 16th, 2020 be approved as presented.
CARRIED**

SPRUCE LODGE - Continued

Board of Management Meeting

December 16th, 2020

Business Arising: *None Noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Pridham
Seconded by Councillor Ehgoetz

That the November 2020 accounts in the amounts of \$314,014.64 be ratified.

CARRIED

Financial Report:

The Business Manager distributed the Spruce Lodge Home for the Aged Financial Statement for the 11 months ending November 30, 2020 for review and discussion. The resident revenue negative variance is a result of lower than expected occupancy due to COVID restrictions, and no increase in per diem resident rates, which have been again deferred until July 2021. Received word this week that 115,000 will be received in December to offset. \$37,600 per month for November and December for containment funding. #s will be affected due to larger than normal payout for accrued vacation.

Moved by Councillor Ingram
Seconded by Councillor Pridham

To accept the Spruce Lodge Home Financial Report for the 11 months ending November 30th, 2020 as presented.

CARRIED

No issues with the budget.

Administrator's Report:

COVID Update:

Effective November 23rd, 2020, Huron Perth has moved to orange level. Spruce Lodge went into outbreak December 4th, 2020 in the West unit due to a positive staff test. The staff member was tested again, and was negative. A critical incident was filed with the Ministry of Health. We contacted WSIB and verified that we did not need to file as it was a false positive.

All other staff and residents tested negative. One resident in the building was away at a medical appointment and had to be tested later, drawing out the process somewhat.

The unit location was not communicated right away with family members.

Full PPE was in place in the unit.

There were lessons learned from the experience which include making sure staff in the affected unit are notified immediately, and have outbreak carts ready. A meeting took place with the West unit today, and will be reviewed at tomorrow's Emergency Control Group meeting. In the event of an outbreak and the use of the Griffith for the Covid Care Unit, the Support Service Manager will have to relocate offices due to its proximity.

A discussion took place regarding the vaccine. Delivery will be dependent on the number of doses received. 96,000 doses for Ontario would vaccinate 48,000 people. Long term care homes will

SPRUCE LODGE - Continued

Board of Management Meeting

December 16th, 2020

require 650,000 vaccines. We have been identified as residents and employees of congregate care settings. Public Health required a list of all of our staff at an hour's notice. We started to poll staff during regular surveillance testing with questions regarding the vaccine.

Details have been received regarding the pandemic pay, and will be rolled out retroactively with tomorrow's pay. Staffing has been good since the announcement of funds, although six (6) part-time lines remain unfilled.

Government had announced funding for the PSW program, and Spruce Lodge has two (2) staff that qualify.

There is a full-time Registered Nurse position vacant. Ads have been placed on indeed with a signing bonus of \$1,000 to attract candidates. There is also a part-time Registered Nursing line unfilled.

The infrastructure funding application is due tomorrow. We are currently in discussions with the architect about adding four (4) rooms onto Cottage C to address the rooms with four (4) residents. A nineteen (19) bed unit would be an ambitious project. It was suggested to contact John Nater, as we would advocate for us.

Critical Incidents:

There are no critical incidents to report aside from the outbreak.

CARF Accreditation:

We have been advised the Spruce Lodge received a three (3) year accreditation.

Moved by Councillor Aitcheson

Seconded by Councillor Pridham

To enter closed session at 5:31 p.m. to discuss an identifiable individual.

CARRIED

Moved by Councillor Ingram

Seconded by Councillor Luna

To enter open session at 5:39 p.m.

CARRIED

To enter open session at 5:33 p.m.

CARRIED

Moved by Councillor Aitcheson

Seconded by Councillor Ingram

That the Administrator's report be accepted as presented.

CARRIED

Other Business:

Correspondence: None presented.

SPRUCE LODGE - Continued
Board of Management Meeting
December 16th, 2020

Moved by Councillor Luna
That the meeting be adjourned.
CARRIED

Date & Time of Next Meeting:

Wednesday, January 20th, 2021 @ 5:30 p.m.

Councillor Vassilakos
Chairperson

Jennifer Facey
Secretary

Date

Jan 20/21

MINUTES
SPECIAL BOARD OF DIRECTORS' MEETING
Virtual Meeting Due to COVID-19 Pandemic
TUESDAY, NOVEMBER 17, 2020

Members Present:	M.Blosh A.Dale D.Edmiston A.Hopkins T.Jackson S.Levin – Chair N.Manning	P.Mitchell B.Petrie J.Reffle J.Salter M.Schadenberg A.Westman
Regrets:	A.Murray	H.McDermid
Solicitor:	G.Inglis	
Staff:	T.Annett B.Glasman C.Harrington T.Hollingsworth J.Howley	A.Shivas C.Tasker M.Viglianti – Recorder I.Wilcox

1. Approval of Agenda

Mover: N.Manning

Seconder: J.Salter

THAT the Board of Directors approve the Agenda as posted.

Carried.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Conservation Authorities Act Changes: Bill 229
(Report attached)

Staff introduced the report, highlighted the work done by Conservation Ontario, and informed the Board of the tight timeline and importance of Municipal support.

The Board discussed the recommendation and expressed their concern and displeasure with the actions of the Province. Concerns were raised that Municipalities may not be aware of the proposed changes given the bill was introduced within the larger Budget Bill.

A Board member raised concerns regarding some of the language used in the materials from Conservation Ontario, feeling it lacked specific definitions and quantifiable data, and suggested the first proposed Municipal resolution ask the Province to work with Conservation Ontario to address their concerns, and not ask for repeal or amendments.

A Board member felt that communications from the Board should be delivered to Municipalities by their Board representative instead of staff. After discussion, most Board members supported staff recommendation number two and felt the communication materials should be circulated by staff to Municipalities, rather than individual Board members, due to time constraints and to ensure a consistent message.

Board members raised concerns regarding the proposed restriction of Board appointments to only Municipal Councilors and were unsure how voting in the interest of the Municipality would work.

Concerns were raised around the potential logistical impossibility of Municipal resolutions being passed before the Bill is passed. Staff communicated the opinion of Conservation Ontario that there would be value even if resolutions of support were received after the Bill is passed, as Municipal support could help influence pending regulations.

Board members noted Bill 229 was introduced by Minister Philips and suggested recommendation number three of the staff report be amended to add Minister Philips, and the letter be addressed to him. Staff confirmed the letter would be from the Chair and contain a meeting request.

Mover: B.Petrie

Seconder: A.Dale

AMENDMENT to number three, that it be sent to Minister Philips as the lead.

Carried.

T.Jackson was disconnected from the meeting at 11:13am.

Mover: A.Dale

Seconded: B.Petrie

THAT the Board of Directors approve the recommendations as amended.

The Chair confirmed the mover and seconder were willing to let their names stand.

Carried.

11. Adjournment

There being no further business, the meeting was adjourned at 11:15 am on a motion by N.Manning.



Ian Wilcox

General Manager

Att.

MINUTES
BOARD OF DIRECTORS' MEETING
Virtual Meeting Due to COVID-19 Pandemic
TUESDAY, NOVEMBER 24, 2020

Members Present:

M.Blosh	P.Mitchell
A.Dale	A.Murray
D.Edmiston	B.Petrie
A.Hopkins	J.Reffle
T.Jackson	J.Salter
S.Levin – Chair	M.Schadenberg
N.Manning	A.Westman
H.McDermid	

Regrets:

Solicitor: G.Inglis

Staff:

T.Annett	C.Saracino
F.Brandon-Sutherland	J.Schnaithmann
D.Charles	A.Shivas
B.Glasman	P.Switzer
C.Harrington	C.Tasker
T.Hollingsworth	M.Viglianti – Recorder
J.Howley	S.Viglianti
S.Musclow	I.Wilcox
	K.Winfield

1. Approval of Agenda

The Chair confirmed the mover and seconder for approval of the agenda were willing to let their names stand.

Mover: A.Hopkins

Secunder: B.Petrie

THAT the Board of Directors add as items 6.7 the report sent out yesterday regarding NDMP proposals.

Carried.

Mover: H.McDermid

Seconded: P.Mitchell

THAT the Board of Directors approve the Agenda as amended.

Carried.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Minutes of the Previous Meeting

September 29, 2020

The Chair confirmed the mover and seconded were willing to let their names stand.

Mover: A.Murray

Seconded: B.Petrie

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated September 29, 2020, including any closed session minutes, as posted on the Members' web-site.

Carried.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Delegations

There were no delegations.

6. Business for Approval

6.1 Finance & Audit Committee Update

(Report attached)

The Chair confirmed the mover and seconded were willing to let their names stand.

Mover: J.Reffle

Second: J.Salter

THAT the Board of Directors approve the recommendations as presented in the report.
Carried.

6.2 Fee Schedule
 (Report attached)

The Chair confirmed the mover and second were willing to let their names stand.

Typos on pages eleven, fourteen and sixteen were identified for correction in the final document.

A concern was raised regarding the fee increase for minor municipal projects.

Staff clarified that the new, non-vehicle day pass was created in response to an increase in patrons accessing the parks on foot in 2020.

Board members raised concerns regarding the potential impact of rising tree prices on Schedule 4 – UTRCA Forestry Services, and rising prices creating a potential barrier to landowners purchasing trees. Staff shared the concern of prices continuing to increase, and will monitor the situation, but informed the Board of two contracts they have secured that should help mitigate the cost increases to landowners through the cost sharing program.

Mover: M.Schadenberg

Second: A.Westman

THAT the Board of Directors approve the recommendation as presented in the report.
Carried.

6.3 2021 UTRCA Draft Budget
 (Report attached)

The Chair confirmed the mover and second were willing to let their names stand.

The draft 2021 budget and cover memo were introduced. The objective of the 2021 draft budget was stated as being an attempt to balance the needs of 2021 while positioning the UTRCA for the upcoming Bill 108 and Bill 229 related changes.

Questions around discussion point two, salary review and reorganization, were brought up and it was clarified that while it is not yet a significant problem, retaining longer term staff and attracting new staff has been identified as a growing concern.

It was clarified that the increase in flood control levy and decrease in capital levy was due to a change in accounting practices.

Concerns were raised regarding the proposed increase from pre-COVID budget levels for the Conservation Areas. It was clarified that staff have had time to develop and adapt services to follow COVID guidelines they were not able to offer in 2020, an additional staff member is required to keep the parks running efficiently, and any deficit acquired would go against the Conservation Areas reserve.

Staff confirmed the overall plan is to return staffing back to pre-COVID levels for 2021.

Questions were raised around the purpose of the proposed increase in regulations staff capacity. It was clarified that the proposed increase was in response to the anticipated policy and procedure updates that will be needed due to new planning related Provincial regulations, which will require additional staff capacity in order to keep service levels at the set standard (i.e., faster application reviews and permit approvals).

Questions around the proposed increases for Community Partnerships were raised. It was clarified that these increases were based on existing contracts, Environmental Targets work, and anticipated additional communications work associated with Municipal contract negotiations.

Concerns were raised by Board Members regarding the potential for significant increases in insurance premiums. While staff consulted with the UTRCA insurance provider and budgeted for an estimated increase, the actual increase will not be known until March 2021.

It was confirmed the draft budget package will be circulated to member Municipalities within the next few days and the cover memo would speak to what the 2021 budget is trying to accomplish, along with an offer for staff to present the draft budget at Municipal Councils.

Questions regarding budgeting for unknown costs associated with creating and negotiating seventeen individual agreements were raised and discussed.

Mover: M.Blosh

Secunder: A.Dale

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.4 2021 UTRCA Board Meeting Dates (Report attached)

The Chair confirmed the mover and secunder were willing to let their names stand.

Zoom board meetings will continue to be recommended until COVID restrictions start to ease, at which point staff will look into adopting a hybrid in-person/online model for meetings.

Mover: D.Edmiston

Seconder: A.Hopkins

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.5 UTRCA Endorsement of the Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality and Quantity
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Staff confirmed that there would be no funding commitment should the Board endorse the Shared Waters Approach.

There was a suggestion and discussion on the possibility of the Thames River Clear Water Revival project steering committee taking on the previously abandoned Thames River Fisheries Plan as a future project.

Mover: T.Jackson

Seconder: N.Manning

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.6 Centreville Pond Petition to Dredge
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

It was discussed and clarified that although the petition was directed to the UTRCA, all decision making and costs would be the responsibility of the Municipality of South West Oxford as the landowner.

Questions around communication with the petition originators were raised. Due to the lack of contact information, staff crafted the proposed response directed to the Municipality, as they provided the petition to UTRCA staff and are the body with the decision making powers.

There was a discussion regarding the possibility of Board members visiting the site and it was decided it would be up to individuals to visit on their own time and contact UTRCA staff if they had questions.

Mover: H.McDermid

Seconder: P.Mitchell

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.7 National Disaster Mitigation Program Application – Intake 6
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Concerns were raised around possible negative impacts to the budget if the application is accepted and the UTRCA is required to match the funding. Staff confirmed the required matching funding is already in the budget due to deferred levies, so if the UTRCA is successful in its application for funding, there would only be positive impacts.

Mover: A.Dale

Seconder: P.Mitchell

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

7. Business for Information

7.1 Section 28 Status Report
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Staff noted that due to technical difficulties with the computer program, permit numbers 132-20 and 140-20 were repeated on each page of the September report.

Mover: A.Murray

Seconder: B.Petrie

THAT the Board of Directors receives the report as presented.

Carried.

7.2 January 2021 Board Elections
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Members noted that nominations for the position of Source Protection Striking Committee Member & Committee Liaison will also be needed at the January meeting.

Mover: J.Reffle

Secunder: J.Salter

THAT the Board of Directors receives the report as presented.

Carried.

7.3 Rental House Rates
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Board members shared their continued feelings that the UTRCA should remove it's self from the house rental business. Staff confirmed they continue to work with the Municipalities involved towards severing the lots where possible.

Mover: M.Schadenberg

Secunder: A.Westman

THAT the Board of Directors receives the report as presented.

Carried.

7.4 Board of Directors Check-In Meetings
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Two additional comments were provided by a member after the Board package had been posted. It was suggested that Zoom Board meetings continue until masks or other physical barriers are no longer required for in person meeting, and that staff consider only using the Zoom screen share when necessary so the Board members can see each other during the meeting.

Mover: M.Blosh

Secunder: A.Dale

THAT the Board of Directors receives the report as presented.

Carried.

8. November 2020 For Your Information Report

The November FYI was presented for the Member's information.

9. Other Business (Including Chair and General Manager's Concluding Remarks)

The General Manager thanked the Board for their support through the challenges brought forward during the past year. The Board will be kept up to date via email regarding any changes or updates to Bill 229.

10. Adjournment

The Chair confirmed the mover was willing to let their name stand. There being no further business, the meeting was adjourned at 11:44am on a motion by D.Edmiston.



Ian Wilcox
General Manager
Att.

Minutes

St. Marys Business Improvement Area (BIA) Board Meeting

Date: January 11, 2021

Time: 6:00 pm

Live Stream:

<https://www.youtube.com/channel/UCzuUpFqxcEl8OG-dOYKteFQ>

1. CALL TO ORDER

Members Present: Lanny Hoare (Chair), Amie Rankin (Secretary), Kyle Burnside (Treasurer), Councillor Tony Winter

Member Absent: Gwendolen Boyle (Vice-Chair)

Staff Present: Emily Taylor (Administrative Assistant)

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

The Chair called the meeting to order at 6:08 pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Agenda item 6. Delegations was moved forward to before agenda item 5. Business Arising From Minutes.

Moved By: Councillor Winter

Second: Amie Rankin

THAT the January 11, 2021 St. Marys Business Improvement Area Board agenda be approved as amended.

Carried

4. ACCEPTANCE OF MINUTES

Moved By: Amie Rankin

Second: Kyle Burnside

THAT the December 14, 2020 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

Carried

5. DELEGATIONS

5.1 Julie Johnson re: Christmas Committee

Julie Johnson presented information about the Christmas season's events on behalf of the BIA Christmas Committee. She noted that major successes included the decorations downtown and the Cookie Crawl event. Julie suggested that a sound system could be re-installed in the downtown to play music at all times of the year.

There was discussion about whether the Merchants Open House would occur on one day or three days in the future, but it was suggested that the full three days of events could be conducted again in 2021 to determine its success.

Moved By: Amie Rankin

Second: Kyle Burnside

THAT the Board accepts the verbal Christmas Committee report from Julie Johnson.

Carried

6. BUSINESS ARISING FROM MINUTES

6.1 Draft 2021 BIA Budget

Kyle Burnside presented on changes made to the Draft 2021 BIA Budget from the previous meeting. There was discussion of additional changes to

be made to the Reusable Bag Initiative budget item, which would be a collaboration with the BIA and the Rotary Club of St. Marys. Rotary will proceed with the project regardless of BIA participation, so more information from Rotary will be needed to finalize the cost of this project. It was also decided that the Christmas Event budget line item will remain at \$4500 but can be adjusted in the future.

Moved By: Kyle Burnside

Second: Amie Rankin

THAT the Draft 2021 BIA Budget be amended by:

- 1) Reducing the Reusable Bag Initiative budget line from \$10,000 to \$1,000.
- 2) Increasing the Remaining budget line from \$3244.42 to \$12,244.42.

Carried

7. CORRESPONDENCE

None.

8. REPORTS

8.1 Council Report

Councillor Winter presented on highlights from Council meetings.

Moved By: Councillor Winter

Second: Kyle Burnside

THAT the verbal Council report be received.

Carried

8.2 Treasurer's Report

Moved By: Amie Rankin

Second: Kyle Burnside

THAT the December 2020 Treasurer's report be accepted as presented.

Carried

9. OTHER BUSINESS

None.

10. UPCOMING MEETINGS

The next Board meeting will be held on Monday, February 8, 2021 at 6:00pm and will be livestreamed on the Town of St. Marys' YouTube page.

11. ADJOURNMENT

Moved By: Kyle Burnside

Second: Amie Rankin

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 7:15 pm.

Carried

Chair

Committee Secretary



Canadian Baseball Hall of Fame & Museum

P.O. Box 1838

St. Marys, Ontario, Canada, N4X 1C2

T: 519-284-1838 Toll Free: 1-877-250-BALL F: 519-284-1234

Email: baseball@baseballhalloffame.ca

MISSION: By honouring, preserving, fostering and sharing Canada's living history of baseball, we teach life lessons exemplified by the game

MINUTES

CBHFM Board of Directors Meeting – 7:00am, Friday November 27, 2020

386 Church St. S., St. Marys, ON – via conference call

Present: Jeremy Diamond (Chair), Adam Stephens (past-Chair), Jordan Schofield (Treasurer), Scott Smith (Secretary), Holly LaPierre, Chris Stamper, Julie Docker-Johnson, Libby Walker

Ex-Officio: Al Strathdee (Mayor), Rob Edney (Town Councilor)

Staff: Scott Crawford, Director of Operations, Nastassia Bakoyiannis, Administrative Assistant

Regrets/Absences: Liam Scott, Mike Wilner, Derek Aucoin,

Call to Order:

- Jeremy Diamond (Chair), called the meeting to order

Declaration of any conflict of interest:

- None

Additions to Agenda:

- None

Approval of Agenda:

Moved by Scott Smith; **Seconded** by Julie Docker-Johnson:

THAT the CBHFM Board of Directors approves the agenda as circulated by email and

distributed before this meeting November 27, 2020.

Carried.

Approval of Minutes from September 25, 2020

Moved by Scott Smith; **Seconded** by Julie Docker-Johnson:

THAT the CBHFM Board of Directors approves the minutes of the board meeting held on September 25, 2020 as circulated by email and distributed before the meeting.

Carried.

Business arising from the minutes September 25, 2020:

- None

NEW BUSINESS

- Board retreat on Saturday, January 23 – will be held virtually

Committee Reports:

a. Management

- No report.

b. Finance:

- Received two donations this fall, one from Bank of Montreal and one from TD Bank.

Moved by Scott Smith; **Seconded** by Holly LaPierre:
THAT the CBHFM Board of Directors approves the 2021 Budget.
Carried.

c. Resource Development

- Chris developed a pitch deck and it can be adjusted as needed for other requests.
- Jays Care Foundation – Field of Dreams grant was due October 30. This grant is for site and field related items. Asked for approx. \$100,000 for 10 small site projects. Town has committed \$29,500 and St. Marys Minor Ball \$5000 towards the projects.

d. Outreach

- Chris working on next Talkin' Baseball show ideas
- Humber College studying the Hall of Fame in their PR class to develop new and unique ideas and will submit suggestions in December.

e. Nominating

Moved by Chris Stamper; **Seconded** by Adam Stephens:
THAT the CBHFM Board of Directors approves Cecil Wright to hold a position on the Board of Directors.
Carried.

- More Board of Directors additions coming in the next couple months.

f. Governance

- No report.

g. Museum

- One new row of shelving was installed in archive room on November 23.
- Emma Thomas will be assisting Christi with the collection until end of March. This was made possible by grant from Young Canada Works.

Operations Report

Moved by Adam Stephens; **Seconded** by Chris Stamper:

THAT the CBHFM Board of Directors approves Dan Shulman as the winner of the 2020 Jack Graney award.

Carried.

Moved by Scott Smith; **Seconded** by Adam Stephens:

THAT the CBHFM Board of Directors approves Jamie Romak as the winner of the 2020 James Tip O'Neill award.

Carried.

Events/Induction

- No Selection Committee process for 2021. Sticking with same 2020 inductees for 2021. Letter being formed and sent out next week to Selection Committee to explain reasoning.
- Town of St. Marys Community Grant \$5000, plus inkind for induction weekend applied
- Holiday Silent Auction – partnered with Rotary Club of St. Marys – goal between \$15-\$20,000 raised – ends Dec 14
- Black Friday Sale is starting today and runs until Monday

Site

- Site closed for winter – last event was Oct 18 and site was closed November 2
- Only item left is tractor being fixed

Museum

- We are open for pre-booked tours all winter.
- New artifacts: Dave McKay, Brock Dykhoorn, Toronto Blue Jays 2020 items, bobblehead collection; HoF'er Jack Graney artwork. On its way include Jamie Romak and Stubby Clapp items.
- Nastassia started November 10 in the office as our new part-time staff and will concentrate on the financials, plus fundraising and events.
- We would like to add a great thank you to Jocelyne Gall for her excellent work and extra efforts in the office since February 2012. She will continue to assist when needed.
- Been busy sorting boxes – Toronto history and now St. Marys history – reducing duplicates and unneeded information.
- Membership drive ongoing

Baseball News

- Cooperstown ballot released. 7 former Blue Jays on ballot.
- Canadian Tyler O'Neill from BC won GG award. 4th ever Canadian (Walker, Martin, Votto)
- HoF'er Bill Humber is doing a SABR zoom call on December 8. His discussion will be the 1st ever Canadian to play MLB Bob Addy from back in 1871.

In Camera

- No

Motion to Terminate – 8:20am by Julie Docker-Johnson

Next CBHFM 2020 Board Meeting dates:
386 Church Street S., St. Marys at 7 am ET on January 29, 2021



MINUTES
Community Policing Advisory Committee

January 20, 2021
9:00 am
Video Conference

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

Stratford Police Services Present: Chief Greg Skinner
Deputy Chief Foster
Community Resources Officer Aaron Mounfield

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

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. APPOINTMENT OF CHAIR AND VICE-CHAIR

Chair Winter vacated his seat for the purpose of appointments of Chair and Vice-Chair.

Jenna McCartney opened the floor for nominations for the Chair of the Committee.

Jacqui Hibbert nominated Doug Diplock. Doug Diplock accepted the nomination.

Jenna McCartney called for any further nominations. None were received and nominations for chair were closed.

Moved By Paul Dunseith

Seconded By Jacqui Hibbert

THAT Doug Diplock be appointed as the Chair of the Community Policing Advisory Committee effective immediately to January 19, 2022.

CARRIED

Jenna McCartney opened the floor for nominations for the Vice - Chair of the Committee.

Jacqui Hibbert nominated Paul Dunseith. Paul Dunseith accepted the nomination.

Jenna McCartney called for any further nominations. None were received and nominations for vice chair were closed.

Moved By Mayor Strathdee

Seconded By Doug Diplock

THAT Paul Dunseith be appointed as the Vice-Chair of the Community Policing Advisory Committee effective immediately to January 19, 2022.

CARRIED

The Chair was passed to incoming Chair Diplock.

4. AMENDMENTS AND APPROVAL OF AGENDA

Councillor Winter requested that agenda item 7.4 be added titled General Safety.

Chair Diplock requested that agenda item 7.5, Correspondence, be added in addition to item 7.6, Police Media Releases.

Moved By Jacqui Hibbert

Seconded By Paul Dunseith

THAT the January 20, 2021 Community Policing Advisory Committee agenda be accepted as amended.

CARRIED

5. ACCEPTANCE OF MINUTES

In response to an inquiry about minutes stating "Member Absent" when in fact the member has provided their regrets in advance of the meeting, Jenna McCartney stated that the meeting agenda software that the municipality uses is programmed to automatically populate "Member Absent" whether the member has provided regrets or not.

Moved By Councillor Winter

Seconded By Mayor Strathdee

THAT the November 25, 2020 Community Policing Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and the Secretary.

CARRIED

6. REPORTS

6.1 CRIME STOPPERS REPORT

Chief Skinner presented the November and December Crime Stoppers reports to the Committee.

In response to Chair Diplock's inquiry whether follow up calls are from the tipster of the investigating officer, Chief Skinner stated that it is both.

Moved By Jacqui Hibbert

Seconded By Paul Dunseith

THAT the November 2020 and December 2020 Crime Stoppers reports be received.

CARRIED

6.2 POLICE MONTHLY STATISTICS

Deputy Chief Foster presented the November and December 2020 police monthly statistics.

In response to Councillor Winter's inquiry about the quantity of time that it takes for an officer to process a domestic violence call, Chief Skinner stated a call may result in a minimum of 4 hours of police work up to 60 hours, dependent upon the severity of the call.

In response to Councillor Winter's inquiry about the quantity of paperwork prepared required in response to a domestic violence call, Chief Skinner stated that the amount is significant. It not only involves paperwork but includes investigation and possibly court appearances. The minimum

Chief Skinner noted that two new MCRRT staff have begun working with Stratford Police Service and the Ontario Provincial Police in Huron and Perth Counties. These new members will join a rotation with the current MCRRT member.

Moved By Paul Dunseith

Seconded By Councillor Winter

THAT the November and December 2020 Police Monthly Statistics reports be received.

CARRIED

7. OTHER BUSINESS

7.1 Overnight Parking

Councillor Winter stated he has received concerns from the community about vehicles parking overnight on public highways within the downtown core which impede waste and recycling collection throughout the week.

Jenna McCartney and Aaron Mounfield stated that the police and by-law enforcement officers have been made aware of the situation and have increased patrols and enforcement in this area.

7.2 Event Parking and Traffic Control

Councillor Winter identified that a member of the public raised concerns about traffic control at the entrance to Milt Dunnell field during the recent fireworks display in 2020.

Chief Skinner stated that operational plans are beneficial for major events and the Stratford Police Service would be happy to review the plan in advance of the event and work with the organizers to ensure the smooth delivery of the event.

7.3 Enforcement of Provincial Orders

Brent Kittmer updated the Committee that the Town has received numerous inquiries about the logistics of enforcing the provincial orders from the public since the recent lockdown was implemented.

Chief Skinner stated that a number of the community members have been compliant with following provincial orders. In instances where a person is found not to be complying, the police educate the person about the expectations and how it may impact their daily lives.

In response to Paul Dunseith's inquiry about a complaint or tip line for concern persons to contact, Chief Skinner stated that a new email has been created for persons to forward their inquiries and complaints related to the pandemic.

During the pandemic, the City of Stratford's Social Services department has noticed a gap between access to general healthcare and have

implemented access to an RPN and pharmacist that visit with the marginalized, vulnerable population.

7.4 General Safety

Mayor Strathdee inquired how the Town can instill general safety within the community during the recent provincial orders and how to support messaging from the police about compliance with these orders.

Chief Skinner stated that positive messaging is the best approach. With the transition from the previous Community Resources Officer to the new person, additional information can be released that acknowledges the new contact.

7.6 Media Releases

In response to Chair Diplock's inquiry whether a media release was distributed regarding a recent call to an address on Church Street North, Chief Skinner confirmed that it had.

Town staff will investigate adding Committee members to the SPS distribution list for media releases.

7.5 Correspondence

In response to Chair Diplock's inquiry whether the Town's administration have replied to recent correspondence from the City of Windsor, it was confirmed that a response was provided.

7.7 Community Safety and Wellbeing Plan

Chief Skinner stated that the initial draft has been reviewed by advisory committee and the final report will be presented to partnering municipalities in February.

8. UPCOMING MEETING

Chair Diplock reviewed the upcoming meeting as presented on the agenda.

9. ADJOURNMENT

Moved By Paul Dunseith

Seconded By Councillor Winter

THAT this Community Policing Advisory Committee meeting adjourn at 10:16 am.

CARRIED

Chair Diplock

Brent Kittmer, Chief Administrative Officer



Minutes

Green Committee

January 27, 2021

5:30 pm

Video Conference

Click the following link:

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

Members Present Lynette Geddes, Chair
 Councillor Pridham
 Fred Stam
 John Stevens
 David Vermeire

Staff Present Jed Kelly, Director of Public Works
 Dave Blake, Environmental Services Supervisor
 Morgan Dykstra, Committee Secretary

1. CALL TO ORDER

John Stevens acting as Chair, called the meeting to order at 5:30 p.m.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution: GC-2021-01-01

Moved By Lynette Geddes

Seconded By Fred Stam

THAT the January 26, 2021 Green Committee Agenda be accepted as presented.

Carried

4. COMMITTEE APPOINTMENTS

Acting Chair John Stevens asked the Committee for nominations for the role of Chair.

Dave Vermeire nominated John Stevens to assume the role of Chair. John Stevens did not accept the nomination. Fred Stam nominated Lynette Geddes to assume the role of Chair. Lynette Geddes accepted the nomination.

Resolution: GC-2021-01-02

Moved By Fred Stam

Seconded By Councillor Pridham

THAT Committee member Lynette Geddes be appointed Green Committee Chair effective January 27, 2021 through to December 31, 2021.

Carried

Lynette Geddes assumed the role of Chair.

Chair Geddes asked the Committee for the role of Vice-Chair.

Councillor Pridham nominated John Stevens to assume the role of Vice-Chair. Chair Geddes asked John Stevens if he accepts the nomination, John Stevens accepted the nomination.

Resolution: GC-2021-01-03

Moved By Councillor Pridham

Seconded By David Vermeire

THAT Committee member John Stevens be appointed Green Committee Vice-Chair effective January 27, 2021 through to December 31, 2021.

Carried

5. DELEGATIONS

None.

7. STRATEGIC ITEMS - PROGRESS UPDATE

Morgan Dykstra and Jed Kelly spoke to the progress update.

Resolution: GC-2021-01-04

Moved By John Stevens

Seconded By David Vermeire

THAT the January Green Committee Strategic Priorities Status Table be received for information.

Carried

6. ACCEPTANCE OF MINUTES

Resolution: GC-2021-01-05

Moved By Fred Stam

Seconded By Councillor Pridham

THAT the November 25, 2020 Green Committee minutes be approved and signed by the Chair and the Committee Secretary.

Carried

8. REPORTS

8.1 PW 03-2021 MUNICIPAL HAZARDOUS AND SPECIAL WASTE PROGRAM DELIVERY REVIEW

Dave Blake spoke to the report and responded to questions from the Committee.

With respect to Option #4, as outlined in the staff report, the Committee asked staff to consider the following items:

- Determine if a mid-week evening depot event is feasible with the service provider, and consider extending the depot event hours;
- Re-locate the event to the Municipal Operations Centre;
- Include the depot event days on the annual yard waste calendar; and
- Identify if there are alternative drop off locations for MHWS should a resident not be able to attend a depot event

Resolution: GC-2021-01-06

Moved By John Stevens

Seconded By Fred Stam

THAT PW 03-2021, Municipal Hazardous and Special Waste Program Delivery Review be received; and,

THAT the Green Committee recommend to Council:

THAT Council authorize staff to amend the service delivery related to Municipal Hazardous and Special Waste Collection to event days and discontinue operation of the collection and storage depot at the St. Marys Landfill Site.

Carried

9. OTHER BUSINESS

None.

10. UPCOMING MEETINGS

February 24, 2021 at 5:30 p.m.

March 24, 2021 at 5:30 p.m.

11. ADJOURNMENT

Resolution: GC-2021-01-07

Moved By Councillor Pridham

Seconded By John Stevens

THAT this meeting of the Green Committee adjourn at 6:19 p.m.

Carried

Lynette Geddes, Chair

Morgan Dykstra, Committee Secretary



Minutes

Museum Advisory Committee

January 13, 2021

6:15 pm

Video Conference

Click the following link:

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

Member Present Doug Fread, Krissy Nickle, Peter McAsh, Scott Crawford, Karen Ballard, Mayor Al Strathdee

Member Absent Councillor Hainer

Staff Present Amy Cubberley, Cultural Services Supervisor
Emily Taylor, Curator Assistant

1. CALL TO ORDER

Chair Fread called the meeting to order at 6:16pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Scott Crawford

Seconded By Peter McAsh

THAT the January 13, 2021 Museum Advisory Committee agenda be accepted as presented.

Carried

4. APPOINTMENT OF CHAIR AND VICE-CHAIR

Amy Cubberley took over as Chair for the appointment of Chair and Vice-Chair.

Peter McAsh nominated Doug Fread as Chair. Doug agreed to stand.

Krissy Nickle nominated Scott Crawford as Chair. Scott declined to stand but agreed to stand as Vice-Chair.

Krissy Nickle nominated Scott Crawford as Vice-Chair. Scott agreed to stand.

Moved By Peter McAsh

Seconded By Karen Ballard

THAT Doug Fread be appointed Chair of the Museum Advisory Committee effective January 13 to December 31, 2021.

Carried

Moved By Karen Ballard

Seconded By Peter McAsh

THAT Scott Crawford be appointed Vice-Chair of the Museum Advisory Committee effective January 13 to December 31, 2021.

Carried

5. ACCEPTANCE OF MINUTES

Moved By Peter McAsh

Seconded By Krissy Nickle

THAT the July 8, 2020 Museum Advisory Committee minutes be accepted as presented.

Carried

6. BUSINESS ARISING FROM MINUTES

None.

7. REPORTS

7.1 Museum Update

Staff introduced Emily Taylor, Curator Assistant, spoke to DCS 03-2021 and responded to questions.

Moved By Krissy Nickle

Seconded By Karen Ballard

THAT DCS 03-2021 January Monthly Report (Museum and Archives) be received for information.

Carried

7.2 Council Update

Doug Fread left the meeting and Scott Crawford took over as Chair.

Mayor Strathdee updated the Committee on the 2021 budget, provincial emergency orders, and community wellness program.

8. OTHER BUSINESS

None.

9. UPCOMING MEETINGS

March 10, 2021 at 6:15pm.

10. ADJOURNMENT

Moved By Peter McAsh

Seconded By Krissy Nickle

THAT the January 13, 2021 Museum Advisory Committee meeting adjourn at 6:41 pm.

Carried

Chair Doug Fread

Board Secretary Amy Cubberley



Minutes

Youth Council

January 8, 2021

4:00 pm

Video Conference

Click the following link:

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

Member Present Lauren Partridge, Sam Truax, Councillor Edney, Allison Kennedy-Edney, Cate Poulton, Kirsten Pabillano, Meghan Hymus, Jess Hammond, Paytien Truax, Megan Richardson

Member Absent Izzy Edwards

Staff Present Amy Cubberley, Cultural Services Supervisor
Brittany Petrie, EarlyON Coordinator

1. CALL TO ORDER

Chair Truax called the meeting to order at 4:04pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Lauren Partridge

Seconded By Cate Poulton

THAT the January 8, 2021 Youth Council agenda be accepted as presented.

Carried

4. DELEGATIONS

4.1 Thomas and Sam- Bell Let's Talk Day

Thomas Redman introduced himself and spoke about Bell Let's Talk Day on Thursday, January 28. He hopes to bring awareness to mental health resources in the St. Marys area. He plans to use the #LetsTalkStMarys hashtag, as well as the #BellLetsTalk hashtag that serves as a fundraiser. Thomas has asked the Council for feedback on making the social media campaign successful.

5. ACCEPTANCE OF MINUTES

Moved By Lauren Partridge

Seconded By Allison Kennedy-Edney

THAT the November 20, 2020 Youth Council minutes be approved as presented.

Carried

6. BUSINESS ARISING FROM MINUTES

6.1 United Way Coldest Night

Due to technical difficulties, an email update will be circulated to the group.

6.2 Wilmot Rural Youth Summit Recap

Chair Truax provided an update on the Rural Youth Summit that took place in December. A focus of the discussion was transportation, employment and inclusivity.

7. REGULAR BUSINESS

7.1 2021 Fundraising

Chair Truax is exploring grants for the Council, including one from RBC. Based on the 2021 budget, the Council will have to undertake some fundraising.

7.2 Social Media Team Meetings

A social media team has been formed. They will meet monthly. Other Council members are welcome to join.

7.3 Mental Health Initiative

Council members will come back with ideas that to not involve a gathering. There will also be some related social media posts.

7.4 Town Committee Participation

Amy spoke about the opportunity for Youth Council members to sit on other Municipal Committees. She will send out a list of options.

7.5 Youth Council Executive Positions

Brittany updated the Council on executive roles, as well as a Terms of Reference for the Council. It will be brought forward in an upcoming meeting.

7.6 Youth Council Member Contract

Amy explained the updates to the Youth Council contract. Council members are asked to print and sign and to reach out if they need assistance getting a hard copy.

8. UPCOMING MEETINGS

Friday, February 5, 2021 at 4:00pm

9. ADJOURNMENT

Moved By Lauren Partridge

Seconded By Megan Richardson

THAT the January 8, 2021 Youth Council meeting adjourn at 4:36 pm.

Carried

Chair

Committee Secretary

BY-LAW 11-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and McCann Redi-Mix Inc. and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** The Corporation of the Town of St. Marys released an RFT for the procurement of Elizabeth Street and Waterloo Street South reconstruction (the "Project");
- AND WHEREAS:** A tender for the Project was submitted by McCann Redi-Mix Inc. which was subsequently approved by Council on February 9, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with McCann Redi-Mix Inc. for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and McCann Redi-Mix Inc.
 - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 9th day of February 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 12-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to repeal By-law 102-2020, appointing a deputy treasurer in the Town of St. Marys.

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 repeal by-law 102-2020, appointing a deputy treasurer in the Town of St. Marys;

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

- 1.** That By-law 102-2020, appointing a deputy treasurer in the Town of St. Marys is hereby repealed.
- 2.** This by-law comes into force on the final passing thereof.

Read a first, second and third time and finally passed this 9th day of February 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 13-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys and Brantco Construction and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** The Corporation of the Town of St. Marys partnered with the County of Perth in 2020 for a joint asphalt resurfacing works procurement (the "Project") and the Project was awarded to Brantco Construction;
- AND WHEREAS:** Due to development factors, The Corporation of the Town of St. Marys did not commence the resurfacing works in 2020 and have sought the approval of the Council of The Corporation of the Town of St. Marys to award the 2021 asphalt resurfacing works to Branto Construction inclusive of the outstanding 2020 works which was subsequently approved by Council on February 9, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with Brantco Construction for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Brantco Construction.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 9th day of February 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 14-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize an Agreement between The Corporation of the Town of St. Marys, The Corporation of the County of Perth, The Municipality of North Perth, The Corporation of West Perth, The Corporation of the Township of Perth East, and The Corporation of the Township of Perth South and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** The municipal councils of the County of Perth, North Perth, West Perth, Perth East, Perth South and St. Marys (each individually a “Party”, and collectively the “Parties”) have agreed to establish a mutual aid agreement for the purposes of contingency planning relating to public works services and utilities (the “Agreement”);
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with the Parties for the purpose of clarifying and delineating the respective rights and obligations for the delivery of the Agreement;
- 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, The Corporation of the County of Perth, The Municipality of North Perth, The Corporation of West Perth, The Corporation of the Township of Perth East, and The Corporation of the Township of Perth South.
 - 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 9th day of February 2021.

Mayor Al Strathdee

Jenna McCartney, Clerk

MUTUAL AID AGREEMENT

THIS AGREEMENT made as of the ____ day of January, 2021.

BETWEEN:

THE CORPORATION OF THE COUNTY OF PERTH
(Hereinafter referred to as the “**County**”)

– and –

THE MUNICIPALITY OF NORTH PERTH
(Hereinafter referred to as “**North Perth**”)

– and –

THE CORPORATION OF THE MUNICIPALITY OF WEST PERTH
(Hereinafter referred to as “**West Perth**”)

– and –

THE CORPORATION OF THE TOWNSHIP OF PERTH EAST
(Hereinafter referred to as “**Perth East**”)

– and –

THE CORPORATION OF THE TOWNSHIP OF PERTH SOUTH
(Hereinafter referred to as “**Perth South**”)

– and –

THE CORPORATION OF THE TOWN OF ST. MARYS
(Hereinafter referred to as “**St. Marys**”)

WHEREAS:

- A. The County is an upper-tier municipality as defined by the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “**Municipal Act**”);
- B. North Perth, West Perth, Perth East and Perth South are lower-tier municipalities and local municipalities as defined by the *Municipal Act*;
- C. St. Marys is a single-tier municipality and local municipality as defined by the *Municipal Act*;
- D. Section 9 of the *Municipal Act* provides that municipalities have the capacity, rights, powers and privileges of a natural person, which includes the power to do things that natural persons can do, such as, *inter alia*, entering into agreements;
- E. Section 8 of the *Municipal Act* provides that the powers of municipalities shall be interpreted broadly so as to confer broad authority to enable municipalities to govern their own affairs; and

- E. Sections 10 and 11 of the Municipal Act provides broad authority for municipalities to manage their respective financial affairs and to provide any services the municipality considers desirable for the public, including highways, transportation systems, waste management, public utilities, and drainage and flood control;
- F. All municipalities have minimum maintenance requirements in relation to certain services, as set out in provincial regulations;
- G. The municipal councils of the County, North Perth, West Perth, Perth East, Perth South and St. Marys (each individually a **"Party"**, and collectively the **"Parties"**) have agreed to establish a mutual aid agreement for the purposes of contingency planning relating to public works services and utilities;

NOW THEREFORE, in consideration of the mutual covenants and undertakings contained herein and the provision of other good and valuable consideration by each Party to the other, the receipt and sufficiency of which are hereby acknowledged, the Parties do hereby mutually covenant and agree with each other as follows:

1. INTERPRETATION

1.1 In this Agreement, in addition to the other terms defined herein:

- (a) **"Municipal Representative"** means the senior municipal employee responsible for each Party's public works operations, or his or her delegate;
- (b) **"Mutual Aid"** means assistance by providing, upon request, resources to another Party outside the jurisdictional boundaries of the Party that provides the resources;
- (c) **"Providing Party"** means a Party that provides Resources under this Agreement;
- (d) **"Requesting Party"** means a Party that requests and receives Resources under this Agreement; and
- (e) **"Resources"** means all persons, services, equipment and materials required in connection with municipal highways, municipally-owned public utilities, sanitary wastewater management and drinking water service.

2. PROVISION OF MUTUAL AID

- 2.1 If a Party is unable, or reasonably believes that it will be unable, to provide adequate service delivery as it relates to the spheres of jurisdiction set out in Section 11 of the Municipal Act, and any additional provincial legislation that lays out maintenance standards, it may request the required Resources from another Party or Parties. Such request shall be submitted in writing to the other Party's Municipal Representative(s), and the Requesting Party shall provide such details as the other Party may require in connection therewith. The Municipal Representative may make the initial request for assistance verbally, but any request for assistance made verbally shall be confirmed in writing by the Requesting Party within one (1) day of the initial verbal request. The Providing Party may provide assistance to the other Party upon receipt of the verbal request in accordance with the terms of this Agreement.
- 2.2 The Municipal Representative of the Party receiving the request for Resources under this Agreement shall:

- (a) determine, in his or her sole discretion, the availability of the requested Resources and the duration of such availability;
 - (b) to the extent that the requested Resources are available, as determined by the Municipal Representative, provide the requested Resources to the requesting party; and
 - (c) Respond to the Requesting Party within one (1) day, and may in his or her sole discretion determine the type, scope, nature and amount of assistance it is able to provide. The Providing Party shall confirm in writing the assistance it has agreed to provide.
- 2.3 For greater certainty, nothing in this Agreement shall be deemed or construed to require a Party to provide any Resources, and in no event shall any Party be liable for any failure or refusal to provide Resources to the other Party or for any loss or damages arising from such failure or refusal.
- 2.4 The Municipal Representative in charge of the Resources sent to assist a Requesting Party shall remain in charge of those resources and control and direct those resources in co - operation with the requesting Municipal Representative.
- 2.5 The Requesting Party is responsible for:
- (a) complying with all requirements imposed on an Owner, if the deployment is on land owned by the Requesting Party, and the requirements imposed on a prime contractor under the *Occupational Health and Safety Act*;
 - (b) implementing safe work procedures to protect the supplies, equipment, personnel, information and other resources provided by the Providing Party;
 - (c) ensuring that any personnel from the Providing Party understands the safe work procedures required to undertake the works and tasks assigned by the Requesting Party;
 - (d) ensuring that all safety equipment and proper protective equipment is provided to personnel from the Providing Party and that safety measures are implemented to protect the health, safety and property of the Providing Party; and
 - (e) if a Providing Party supplies any specialized equipment as a Resource to a Requesting Party, that specialized equipment will be provided with an appropriate operator by the Providing Party to ensure adequate familiarity and certification to operate.

3. LIMITATIONS ON ASSISTANCE PROVIDED

- 3.1 Nothing in this Agreement shall require or obligate or be constructed to require or obligate a party to provide Resources. Each party shall retain the right to refuse the request to provide Resources, and the right to offer options to the assistance that has been requested.
- 3.2 No liability shall arise against the Providing Party if it fails, for any reason whatsoever, to respond to a request for assistance made under this Agreement.

- 3.3 When Resources have been offered or provided by the Providing Party, the Providing Party shall not be obligated to provide any further Resources or to do anything or take any action beyond that which is specifically agreed to by the acceptance of the request for Resources.
- 3.4 Nothing in this Agreement shall prevent the Providing Party, in its sole discretion, from withdrawing any or all assistance provided to the Requesting Party. Any withdrawal of assistance by the Providing Party may be made verbally followed by written notice to the Requesting Party within one (1) day.
- 3.5 The Providing Party may determine in its sole discretion that its requirement for assistance has ceased and may notify the Requesting Party of this verbally and shall follow up in writing within one (1) day.

4. COST

- 4.1 The Requesting Party shall be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services and material furnished as assistance to the Requesting Party under the Agreement. The Requesting Party shall be responsible for the cost of replacing equipment or material furnished by the Providing Party if damaged beyond reasonable repair.
- 4.2 The Providing Party shall provide to the Requesting Party, if practical, an advance estimate of the cost of providing the assistance.
- 4.3 Each Party shall maintain Workers' Compensation coverage and other required coverage for the personnel of its own local government.

5. PAYMENT FOR RESOURCES

- 5.1 A Requesting Party shall pay for Resources on a cost-recovery basis. The Providing Party shall invoice the Requesting Party for the cost of the Resources within 90 days following the provision of the Resources, and the Requesting Party shall pay the invoiced amount to the Providing Party within 30 days following delivery of any invoice, notwithstanding that such costs may be recoverable from or by a third party.
- 5.2 Such invoice shall set out in detail, to the reasonable satisfaction of the Municipal Representative of the Requesting Party, the costs incurred by the Providing Party in providing assistance, and where practically available, receipts for disbursements shall be forwarded in support of the invoice.
- 5.3 For greater certainty, a Providing Party may only recover the actual cost of providing the Resources, including, without limitation, salaries of emergency personnel and out-of-pocket costs. No overhead or profit will be charged by any Providing Party to another Party.
- 5.4 Unless Provincial financial assistance has been requested and therefore payment may be deferred, the Requesting Party shall remit payment of the amount owing for the assistance provided within 90 days of the receipt of the Providing Party's invoice.

6. WITHDRAWAL

- 6.1 A Party may withdraw from this Agreement upon 30 days' advance written notice to the other Parties. Such withdrawal shall not affect the benefits or obligations of the remaining Parties hereunder.
- 6.2 Notwithstanding anything to the contrary contained in this Agreement, any obligations outstanding as of the date of expiry or earlier termination shall survive the withdrawal of a Party or termination of this Agreement.

7. EMPLOYMENT RELATIONSHIP

- 7.1 Despite the fact that the employees, contractors, servants and agents (collectively, the "**Workers**") of the Providing Party may be assigned to perform duties for the Requesting Party, and that for the duration of the assistance period the Requesting Party shall reimburse the Providing Party for the costs of the wages, salaries and expenses of the workers, in all other respects the Workers of the Providing Party shall retain their employment or contractual relationship with the Providing Party. The parties acknowledge and agree with the Requesting Party is not to be deemed the employer of the Providing Party's employees agents, or contractors or servants, under any circumstances or for any purposes whatsoever. The Providing Party shall remain responsible for all statutorily required deductions, contributions and/or payments such as EI and CPP.

8. INDEMNITY AND RELEASE

- 8.1 Each Party covenants and agrees that it shall not initiate a legal claim or third party proceeding against any other Party based on the provision of, or failure to provide, Resources, and hereby releases and discharges the other Parties from all such claims. In any claim arising from a third party due to the provision of or failure to provide Resources, the Party who requested or received Resources shall:
- (a) defend the action on behalf of itself and the other Party; and
 - (b) indemnify and save harmless the other party from and against any and all losses, damages, demands, actions, suits, proceedings, claims, costs, expenses and other liabilities that may result or arise from or in connection with the provision or failure to provide Resources, by whomsoever made, claimed or brought.
- 8.2 The provisions contained in this section 8 will survive the termination or expiry of this Agreement and the withdrawal of any Party from the Agreement in accordance with section 7.
- 8.3 Any dispute arising respecting a Party's rights or obligations shall be subject initially to good faith negotiations by the Municipal Representatives, and if unresolved, may be referred to the Parties' Chief Administrative Officers ("**CAO's**").
- 8.4 The Parties hereby agree that in the event of any dispute arising under or pursuant to this Agreement, which dispute cannot be resolved by the mutual agreement of the parties' CAO's, the CAO's shall refer the dispute to their respective Chair or Head of Council of the parties for resolution. In the event that the Chair or Head of Council cannot resolve the dispute, either party may, on providing ninety (90) days written notice to the other, refer the dispute to a third-party arbitrator of their mutual choice for resolution. Such

arbitration shall be conducted pursuant to the *Arbitration Act, 1991*, S.O. 1991 c. 17, as amended.

9. INSURANCE

- 9.1 During the term of this Agreement, each Party shall obtain and maintain in full force and effect, general liability insurance issued by an issuance company licensed to carry on business in the Province of Ontario, providing for, without limitation, coverage for personal and bodily injury, public liability and property damage. Such policy shall:
- (a) have inclusive limits of not less than Five Million Dollars (\$5,000,000) for injury, loss or damage resulting from any one occurrence;
 - (b) contain a cross-liability clause endorsement of standard wording;
 - (c) non-owned automobile liability coverage; and
 - (d) name the other Parties as additional insureds with respect to any claim arising out of the Requesting Party's obligations under this Agreement or the Providing Party's provision of personnel, services, equipment or material pursuant to this Agreement.
- 9.2 The Providing Party's and the Requesting Party's general liability insurance, when called upon to respond to a claim on behalf of the respective named insurance party, shall each apply as primary insurance and not excess to any other insurance available to the additional insured designated on the named insured's policy.
- 9.3 Each Party shall provide to each other Party proof of insurance, including proof of automobile liability insurance, in a form satisfactory to the requesting Party's Municipal Representative.

10. INFORMATION SHARING

- 10.1 If requested, each Party shall respond to another Party's request for information regarding specified types of personnel, services, equipment or material in the possession of each party that may be used in the provision of assistance under this Agreement. All such information shall be provided without any warranty of any kind as to its accuracy, reliability, usefulness or other characteristics.
- 10.2 The Parties shall consult on a regular basis through their Municipal Representatives on the best ways to achieve the optimum deployment of resources to control or address emergencies, and shall consult and share information regularly (no less than biannually) on resources and infrastructure.

11. TERM

- 11.1 The term of this Agreement shall be for five (5) years from the date set out on page 1 hereof and shall automatically expire after that time, unless extended by written mutual agreement of the Parties at any time before that termination date.

12. GENERAL

- 12.1 Notices and other communications permitted or required to be given under this Agreement will be sufficiently given only if delivered personally (including by nationally recognized courier service with signature obtained upon delivery) or mailed or emailed to:

In the case of the County to:

The Corporation of the County of Perth

1 Huron Street
Stratford ON N5A 5S4
Attention: Director of Public Works
Email:

In the case of North Perth to:

The Municipality of North Perth

330 Wallace Avenue North
Listowel ON N4W 1L3
Attention: Director of Public Works
Email:

In the case of Perth South to:

The Corporation of the Township of Perth South

3191 Road 122
St. Pauls ON N0K 1V0
Attention: Director of Public Works
Email:

In the case of Perth East to:

The Corporation of the Township of Perth East

25 Mill Street East
Milverton, ON N0K 1M0
Attention: Director of Public Works
Email:

In the case of West Perth to:

The Corporation of the Municipality of West Perth

169 St. David Street
Mitchell ON N0K 1N0
Attention: Director of Public Works
Email:

In the case of St. Marys to:

The Corporation of the Town of St. Marys

175 Queen Street East
St. Marys, ON N4X 1B6
Attention: Director of Public Works
Email:

Notices will be deemed to have been received on the day of delivery, if delivered personally, on the fourth day after mailing, if mailed, or on the day of emailing, if emailed before 4:30 pm on a business day (and otherwise on the next business day).

- 12.2 This Agreement does not interfere with, replace or supersede any existing written agreements between the Parties hereto.
- 12.3 The Parties may execute this Agreement in counterparts, and each such counterpart may be delivered by email or facsimile transmission, and each such counterpart, howsoever delivered, shall be deemed to be an original, and together all such counterparts shall be deemed to constitute one and the same document.

13. BINDING EFFECT

- 13.1 This Agreement shall enure to the benefit of, and be binding upon parties and their respective successors, administrators and assigns.
- 13.2 This Agreement shall not be constructed as or deemed to be an agreement for the benefit of any third parties, and no third party shall have any right of action arising in any way or manner under this Agreement for any clause whatsoever.

14. OTHER AGREEMENTS

- 14.1 The parties hereto acknowledge and agree that if assistance is provided pursuant to this Agreement, that this Agreement and its provisions shall work in conjunction with any other mutual assistance agreements in effect, to which the Requesting Party or the Providing Party may be a party.

IN WITNESS WHEREOF the parties hereto have executed this Agreement under the hands of their duly authorized signing officers.

THE CORPORATION OF THE COUNTY OF PERTH

Per:

Warden

Per:

Clerk

"We have the authority to bind the Corporation"

THE MUNICIPALITY OF NORTH PERTH

Per:

Mayor

Per:

Clerk

"We have the authority to bind the Corporation"

**THE CORPORATION OF THE
MUNICIPALITY OF WEST PERTH**

Per:

Mayor

Per:

Clerk

"We have the authority to bind the Corporation"

**THE CORPORATION OF THE
TOWNSHIP OF PERTH EAST**

Per:

Mayor

Per:

Clerk

"We have the authority to bind the Corporation"

**THE CORPORATION OF TOWNSHIP OF
PERTH SOUTH**

Per:

Mayor

Per:

Clerk

"We have the authority to bind the Corporation"

**THE CORPORATION OF THE TOWN OF
ST. MARYS**

Per:

Mayor

Per:

Clerk

"We have the authority to bind the Corporation"

BY-LAW 15-2021

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 February 9, 2021.

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 hereby 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 9th day of February 2021 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 9th day of February 2021.

Mayor Al Stratheedee

Jenna McCartney, Clerk