



AGENDA

Regular Council Meeting

April 27, 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 April 27, 2021 regular Council meeting agenda be accepted as presented.

- 4. PUBLIC INPUT PERIOD**

(Public input received by the Clerks Department prior to 4:30 pm on the day of the meeting will be read aloud by the Mayor during this portion of the agenda. Submissions will be accepted via email at clerksoffice@town.stmarys.on.ca or in the drop box at Town Hall, 175 Queen Street East, lower level.)

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

- 5.1. Adult Learning Programs of Perth re: 2020/21 Program Review**

8

RECOMMENDATION

THAT the Adult Learning Programs of Perth presentation regarding the 2020 / 21 Program Review be received.

5.2. St. Marys Business Improvement Area Board re: 2021 Budget

15

RECOMMENDATION

THAT the delegation from the St. Marys Business Improvement Area Board regarding the 2021 BIA Levy be received; and

THAT Council approve the 2021 BIA Levy; and

THAT the 2021 BIA Levy summarized in Schedule A to By-law 42-2021 be considered.

6. ACCEPTANCE OF MINUTES

6.1. Regular Council - April 13, 2021

20

RECOMMENDATION

THAT the April 13, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.2. Strategic Priorities Committee - April 20, 2021

33

RECOMMENDATION

THAT the April 20, 2021 Strategic Priorities Committee meeting minutes be accepted by Council and signed and sealed by the Mayor and the Clerk; and

THAT item 5.1 from the minutes, Widder Street Secondary Access, be raised for discussion.

6.2.1. Widder Street Secondary Access

RECOMMENDATION

THAT staff be directed to pursue an easement agreement to create an emergency egress for Widder Street East, east of the CN railway.

7. CORRESPONDENCE

- 7.1. **Perth County Federation of Agriculture re: Perth Municipal Infrastructure and Maintenance** 36

RECOMMENDATION

THAT the correspondence from Perth County Federation of Agriculture regarding Perth municipal infrastructure and maintenance be received.

8. STAFF REPORTS

8.1. Administration

- 8.1.1. **ADMIN 16-2021 April Monthly Report (Administration)** 37

RECOMMENDATION

THAT ADMIN 16-2021 April Monthly Report (Administration) be received for information.

8.2. Building and Development Services

- 8.2.1. **DEV 16-2021 April Monthly Report (Building & Development Services)** 40

RECOMMENDATION

THAT DEV 16-2021 April Monthly Report (Building & Development Services) be received for information.

- 8.2.2. **DEV 15-2021 172 James St S. (Fire Hall) Breathing Air Compressor** 43

RECOMMENDATION

THAT DEV 15-2021 172 James St. S. (Fire Hall) Breathing Air Compressor report be received; and,

THAT the procurement for Breathing Air Compressor be awarded to AJ Stone Company Ltd. for the procured price of \$84,575.98, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 43-2021 and authorize the Mayor and the Clerk to sign the associated agreement.

8.2.3.	DEV 18-2021 201 Queen St. E. Sign Variance	46
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RECOMMENDATION

THAT DEV 18-2021 201 Queen St. E. Sign Variance report be received; and

THAT Council approves the sign variance at 201 Queen St. E.

8.2.4.	DEV 19-2021 752 Queen St. E. Sign Variance	53
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RECOMMENDATION

THAT DEV 19-2021 752 Queen St. E. Sign Variance report be received; and

THAT Council approves the sign variance at 752 Queen St. E.

8.2.5.	DEV 20-2021 Proposed Regulation Changes for Accessory Apartment Units in St. Marys	57
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RECOMMENDATION

THAT DEV 20-2021 Proposed Regulation Changes for Accessory Apartment Units in St. Marys be received; and

THAT Council proceed with a public meeting to consider amendments to the Town's Zoning By-law regulations related to accessory apartments as outlined in DEV 20-2021.

8.3. Community Services

8.3.1.	DCS 15-2021 April Monthly Report (Community Services)	64
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RECOMMENDATION

THAT DCS 15-2021 April Monthly Report (Community Services) be received for information.

8.4. Corporate Services

8.4.1.	COR 21-2021 April Monthly Report (Corporate Services)	67
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RECOMMENDATION

THAT COR 21-2021 April Monthly Report (Corporate Services) be received for information.

8.5. Fire and Emergency Services

8.5.1.	FD 05-2021 April Monthly Report (Emergency Services)	71
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RECOMMENDATION

THAT FD 05-2021 April Monthly Report (Emergency Services) be received for information.

8.6. Human Resources

8.6.1.	HR 04-2021 April Monthly Report (Human Resources)	74
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RECOMMENDATION

THAT HR 04-2021 April Monthly Report (Human Resources) be received for information.

8.7. Public Works

8.7.1.	PW 35-2021 April Monthly Report (Public Works)	76
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RECOMMENDATION

THAT PW 35-2021 April Monthly Report (Public Works) be received for information.

8.7.2.	PW 33-2021 Establish a Naturalized Area Adjacent to Meadowridge Park	80
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RECOMMENDATION

THAT PW 33-2021 Establish a Naturalized Area Adjacent to Meadowridge Park be received; and

THAT Council approve the recommendation from the Green Committee to establish a naturalized area adjacent to Meadowridge Park.

8.7.3.	PW 36-2021 Procurement Award for RFQ-PW-05-2021 Catch Basin Cleaning	85
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RECOMMENDATION

THAT PW 36-2021 Procurement Award for RFQ-PW-05-2021 Catch Basin Cleaning report be received; and,

THAT the procurement for RFQ-PW-05-2021 Catch Basin Cleaning be awarded to B. Edwards Transfer Ltd. for the procured price of \$61, 573.14, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 44-2021 and authorize the Mayor and the Clerk to sign the associated agreement.

8.7.4.	PW 37-2021 Landfill Annual Report for 2020	88
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RECOMMENDATION

THAT report PW 37-2021 Landfill Annual Report for 2020 be received for information.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

RECOMMENDATION

THAT By-Laws 42-2021, 43-2021 and 44-2021 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

11.1.	By-Law 42-2021 BIA Tax Levy 2021	91
11.2.	By-Law 43-2021 Agreement with AJ Stone Company Ltd. for Breathing Air Compressor	95
11.3.	By-Law 44-2021 Agreement with B. Edward Transfer Ltd. for Catch Basin Cleaning	96

12. UPCOMING MEETINGS

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

May 11, 2021 - 6:00 pm, Regular Council

May 19, 2021 - 9:00 am, Strategic Priorities Committee

May 25, 2021 - 6:00 pm, Regular Council

13. 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)(b) personal matters about an identifiable individual, including municipal or local board employees, and (d) labour relations or employee negotiations.

14. RISE AND REPORT

RECOMMENDATION

THAT Council rise from a closed session at ____pm.

15. CONFIRMATORY BY-LAW

97

RECOMMENDATION

THAT By-Law 45-2021, being a by-law to confirm the proceedings of April 27, 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.

16. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at ____ pm.

LEARNERS SERVED

REGISTRATIONS



- 51 learners served this year (63% of target).
- 28 were newly registered and 23 were carried over.
- The program had served 70 in the year prior to Covid-19.



LEARNER PROFILE

DEMOGRAPHICS



- Average age of learner increased from 43 to 46 years this year.
- Largest age demographic represented was 55+ (35% of caseload).
- 53% of learners (27) were unemployed, where Employment remained the



LEARNER PROFILE

DEMOGRAPHICS



- 33% (17) of learners for example had only obtained a grade 11 or less.
- Further, 29% (15) of learners had disclosed that they had a history of interrupted education.



CUSTOMER SERVICE LEARNER EXPERIENCE



- Despite challenging conditions, the program achieved a 96% customer service rating against a mandated target of 90%.
- 84% of learners successfully completed each of their identified milestones and 76% completed at least one



CUSTOMER SERVICE

WIDER OUTCOMES



- 72% (37) of learners completed their programming during 2020/21.
- Upon follow up 35% were employed (13) and 14% (5) communicated that they were in further training.



2021/22 GOALS

FUTURE DIRECTIONS



- To continue to develop and refine our online platforms so that they are accessible for all.
- To establish relationships with local employers and businesses.
- To find a new Stratford location owing to the closure



QUESTIONS OR REFLECTIONS

- Please feel free to ask any questions or offer any reflections you may have – thank you.



April 21st, 2021

Your Worship and Members of Council,

We trust that this correspondence finds you all well and staying safe during these tumultuous times that we are still enduring. The St. Marys BIA Board, as with all those that must conduct meetings, continue to meet on-line through “Zoom”. Throughout the months of November 2020 to March 2021, inclusive, the BIA Board, with the input of the membership, determined how the 2021 BIA Budget would be presented at the March 9th, 2021 Annual General Meeting. We, the BIA Board and the membership, made the resolution to approve the budget as presented by the Treasurer, Kyle Burnside, at the 2021 Annual General Meeting.

During November 2020 – December 2020, inclusive, the present St. Marys BIA Board moved forward with its largest initiative to date, “Need a Little Christmas”. Julie Docker-Johnson was the committee’s spearhead and reported to the St. Marys BIA Board several times throughout the 2020 year on their progress. The St. Marys BIA Board felt that this was the perfect uplifting event that the community needed, and we can all agree that the cedar garland and red bows throughout the BIA district led to that perfect Christmas card feeling.

The St. Marys BIA Board remains hopeful, as we all do, that as vaccines are rolled out, and the pandemic is brought under control, we will be able to return to opening our businesses and services within our beautiful downtown.

Stay safe and healthy!

Respectfully,



Landon Hoare – Chair of the BIA



Kyle Burnside – Treasure of the BIA

Downtown St. Marys Business Improvement Area – 2021 Budget Summary

Prepared by: Kyle Burnside, Treasurer

April 20, 2021

Revenue

NO CHANGE to levy

Member Support & Engagement

<i>REDUCE</i> Training & Education	\$1,600
<i>REMOVE</i> COVID-19 Relief Fund, one-time expense adjusted in 2020 from capital reserves	
Net Change:	(\$46,600)
2021 Allotment of Budget (7.6%):	\$3,620

Improving Public Space & Beautification

<i>REMOVE</i> Public Art Maintenance	(\$3,900)
<i>REDUCE</i> Downtown Bench Project	\$2,500
ADD Beautification 2021 Initiatives	\$2,730
Net Change:	(\$3,670)
2021 Allotment of Budget (23%):	\$10,930

Bringing People Downtown

ADD Marketing & Communication Sub Committee with budget	\$5,000
ADD 'Bus Wrap' with budget	\$2,500
<i>AMEND</i> 'Christmas Event' to 'Christmas Sub Committee'	
<i>REDUCE</i> Christmas Sub Committee	\$1,500
<i>REDUCE</i> Heritage Festival	\$1,000
Net Change:	\$3,235
2021 Allotment of Budget (42%):	\$20,000

Running The BIA

Net Change:	(\$505)
2021 Allotment of Budget (22%):	\$10,450

BIA BUDGET 2021			REMAINING		
	ITEM	BUDGET 2021	ACTUAL 2021	Under Budget (Over Budget)	Details
	Revenues				
	BIA Levy	\$ 45,000.00	\$ -	\$ 45,000.00	
	HST Rebate	\$ 2,500.00	\$ -	\$ 2,500.00	
	Miscellaneous	\$ -	\$ -	\$ -	
	SUBTOTAL:	\$ 47,500.00	\$ -	\$ 47,500.00	
	Expenses				
A	MEMBER SUPPORT & ENGAGEMENT				
	Membership				
	Member Recognition	\$ 500.00	\$ -	\$ 500.00	
	Member Welcome	\$ 500.00	\$ -	\$ 500.00	
	Networking Socials	\$ 1,000.00	\$ -	\$ 1,000.00	
	Training & Education				
	Training & Education	\$ 1,400.00	\$ -	\$ 1,400.00	
		\$ -			
	Organizational Capacity				
	OBIAA Conference				
	OBIAA Membership	\$ 220.00	\$ -	\$ 220.00	
	Policies & Procedures			\$ -	
				\$ -	
	SUBTOTAL Member Support and Engagement:	\$ 3,620.00	\$ -	\$ 3,620.00	
B	IMPROVING PUBLIC SPACE & BEAUTIFICATION (Misc)		\$ -	\$ -	
	Flower Baskets	\$ 4,500.00	\$ -	\$ 4,500.00	

	Christmas Lights Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00	
	Lions Club Flag Replacement	\$ 200.00	\$ -	\$ 200.00	
	Beautification 2021 Initiatives	\$ 2,730.00	\$ -	\$ 2,730.00	
	Downtown Bench Project	\$ 2,500.00	\$ -	\$ 2,500.00	
			\$ -	\$ -	
	SUBTOTAL Improving Public Space and Beautification:	\$ 10,930.00	\$ -	\$ 10,930.00	
C	BRINGING PEOPLE DOWNTOWN				
	Volunteer Recognition	\$ 500.00	\$ -	\$ 500.00	
	Marketing & Promotion				
	Marketing & Communication Sub Committee	\$ 5,000.00			
	Bus Wrap	\$ 2,500.00			
	Advertising	\$ 4,500.00		\$ 4,500.00	
	Events				
	Meet Me in St. Marys	\$ -	\$ -	\$ -	
	Event	\$ -	\$ -	\$ -	
	Christmas Sub Committee	\$ 4,500.00	\$ -	\$ 4,500.00	
	Heritage Festival	\$ 2,000.00	\$ -	\$ 2,000.00	
	Santa Claus Parade - Sponsorship to Kinsman	\$ 1,000.00	\$ -	\$ 1,000.00	
	Partnerships			\$ -	
			\$ -	\$ -	
	SUBTOTAL Bringing People Downtown:	\$ 20,000.00	\$ -	\$ 12,500.00	
D	RUNNING THE ST. MARYS BIA				

	Running the BIA				
	Admin Support	\$ 5,200.00	\$ -	\$ 5,200.00	
	Annual General Meeting	\$ 500.00	\$ -	\$ 500.00	
	Audit	\$ 1,000.00	\$ -	\$ 1,000.00	
	Email/Quadro	\$ 300.00	\$ -	\$ 300.00	
	Bank Fees	\$ 50.00	\$ -	\$ 50.00	
	Office Supplies	\$ 400.00	\$ -	\$ 400.00	
	Miscellaneous	\$ 1,000.00	\$ -	\$ 1,000.00	
	GST/HST	\$ 2,000.00	\$ -	\$ 2,000.00	
	SUBTOTAL Running the BIA:	\$ 10,450.00	\$ -	\$ 10,450.00	
	GRAND TOTALS:	\$ 45,000.00	\$ -	\$ 37,500.00	
	Total Levy (Income)	\$ 47,500.00	\$ -	\$ 47,500.00	
	Total Expenses	\$ 45,000.00	\$ -	\$ 45,000.00	
	Reserve Funds:				
	Remaining in Bank	\$ 47,244.42			
	BIA Loyalty Card Project	\$ (25,000.00)			
	Christmas Lights	\$ (5,000.00)			
	Constitution	\$ (1,500.00)			
	Remaining	\$ 15,744.42			



MINUTES Regular Council

April 13, 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
Richard Anderson, Director of Emergency Services / Fire Chief
Sarah Andrews, Library CEO
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
André Morin, Director of Corporate Services / Treasurer
Kelly Deeks – Johnson, Tourism and Economic Development Manager

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

To recognize the recent loss of Prince Phillip, Council bowed their heads for a moment of silence.

Councillor Luna requested that an additional item be added to the closed session agenda regarding Huron Perth Public Health update permitted under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

In response to Councillor Winter's request for an update about the municipality's response to the current Stay-at-home order mandated by the Province of Ontario, Mayor Strathdee stated that Brent Kittmer will provide a verbal update during agenda item 8.1.1.

Resolution 2021-04-13-01

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT the April 13, 2021 regular Council meeting agenda be accepted as amended.

CARRIED

4. PUBLIC INPUT PERIOD

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

1. Are the Strong as Stone recognitions (which are a great idea) in lieu of Volunteer of the Year?
2. Are donations to the Fire Department (or any other department) considered part of the budget as revenue and deducted from capital or reserves?

In response to the first question, Mayor Strathdee stated that the Town has been primarily focusing its efforts on the pandemic over the last year and has not given consideration to the future of the Volunteer of the Year program.

In response to the second question, André Morin stated that there are some departments that traditionally receive donations and therefore donations are often budgeted for. When donations are received which are greater than the budgeted amount, the funds are applied to the capital reserve transfers.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 #Strong As Stone Nominees

Council acknowledged the following #StrongAsStone nominees and thanked them for their contribution to the community:

- Leslie Edney
- Joe Robson
- Rachael O'Neill
- St. Marys Life Moderators

5.2 PC Connect Transportation Project Update

Maggie Martin of the County of Perth presented the PC Connect transportation project update and responded to questions from Council.

Resolution 2021-04-13-02

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT the presentation from the County of Perth regarding the PC Connect transportation project be received.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Strategic Priorities Committee - March 16, 2021

Resolution 2021-04-13-03

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT the March 16, 2021 Strategic Priorities Committee meeting minutes be accepted by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

6.1.1 Community Improvement Plan

Resolution 2021-04-13-04

Moved By Councillor Winter

Seconded By Councillor Hainer

THAT Council direct staff to circulate the draft Community Improvement Plan to the Ministry of Municipal Affairs and Housing for review; and,

THAT upon receipt of comments from the Ministry of Municipal Affairs and Housing, that Council direct staff to initiate the required public meeting.

CARRIED

6.1.2 COVID-19 Pandemic Impact on School Aged Children

Resolution 2021-04-13-05

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT Council recognizes the impacts of the COVID-19 pandemic as it has affected the community as a whole; and

THAT Council direct staff to send correspondence to the Avon Maitland District School Board and the Huron-Perth Catholic District School Board to recommend the school boards consider supporting the survey of school aged children regarding the impacts of the pandemic.

CARRIED

6.2 Regular Council - March 23, 2021

Resolution 2021-04-13-06

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT the March 23, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CORRESPONDENCE

7.1 Canadian Union of Postal Workers re: Delivery Community Power

Resolution 2021-04-13-07

Moved By Councillor Pridham

Seconded By Councillor Winter

THAT Council support the resolution from the Canadian Union of Postal Workers regarding the request to implement the recommendations in Delivering Community Power.

DEFEATED

8. STAFF REPORTS

8.1 Administration

8.1.1 ADMIN 13-2021 Emergency Management Program Year End for 2020

Brent Kittmer presented ADMIN 13-2021 report and provided a status update regarding the stay-at-home order that is in place by the Province of Ontario.

Resolution 2021-04-13-08

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT ADMIN 13-2021 Emergency Management Program Year End for 2020 report be received for information.

CARRIED

8.1.2 ADMIN 15-2021 Court Security and Prisoner Transportation Program 2021

Jenna McCartney presented ADMIN 15-2021 report.

Resolution 2021-04-13-09

Moved By Councillor Edney

Seconded By Councillor Winter

THAT ADMIN 15-2021 Court Security and Prisoner Transportation Program 2021 report be received; and

THAT Council approve the terms and conditions of the Court Security and Prisoner Transportation program agreement; and

THAT Council consider By-law 37-2021 authorizing the Mayor and the Clerk to execute the associated agreement.

CARRIED

8.2 Building and Development Services

8.2.1 DEV 11-2021 175 Queen Street East (Town Hall) Exterior Washroom Drain Project

Grant Brouwer presented DEV 11-2021 report.

Resolution 2021-04-13-10

Moved By Councillor Hainer

Seconded By Councillor Luna

THAT DEV 11-2021 175 Queen Street East (Town Hall) Exterior Washroom Drain Project report be received; and

THAT Council approves the Town Hall Exterior Washrooms Repairs Option 2 and authorize staff to proceed to procure the work by soliciting written quotes; and

THAT Council approves the project to be funded from the Facilities Reserve.

CARRIED

8.2.2 DEV 12-2021 150 Cain St (Cemetery) Washroom Upgrades

Grant Brouwer presented DEV 12-2021 report.

Resolution 2021-04-13-11

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT DEV 12-2021 150 Cain St (Cemetery) Washroom Upgrades report be received; and

THAT Council approves the reallocation of the \$5,400 surplus from the Cemetery Window Project to the Cemetery Washroom Upgrades; and

THAT Council approves an additional \$5,000 from the Facilities Reserve to be allocated to the Cemetery Washroom Upgrades.

CARRIED

8.3 Community Services

8.3.1 DCS 13-2021 National Volunteer Week

Stephanie Ische presented DCS 13-2021 report.

Resolution 2021-04-13-12

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT DCS 13-2021 National Volunteer Week report be received; and

THAT Council proclaim the week of April 18 to April 24 as National Volunteer Week in the Town of St. Marys.

CARRIED

8.4 Corporate Services

8.4.1 COR 18-2021 Summer Activities for Milt Dunnell Field

Kelly Deeks - Johnson presented COR 18-2021 report.

Resolution 2021-04-13-13

Moved By Councillor Edney

Seconded By Councillor Craigmile

THAT COR 18-2021 Summer Activities for Milt Dunnell Field report be received.

CARRIED

8.4.2 COR 19-2021 Provincial Gas Tax Agreement - 2021

André Morin presented COR 19-2021 report.

Resolution 2021-04-13-14

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT COR 19-2021 Provincial Gas Tax Agreement - 2021 report be received; and

THAT Council confirm that the Town of St. Marys continues to be the host of transit joint service for the Town of St. Marys, Municipality of Perth South, Municipality of Zorra, and Municipality of Thames Centre; and

THAT Council consider By-law 36-2021 authorizing the Mayor and the Clerk to execute the Letter of Agreement for Provincial Gas Tax Funds for Public Transportation Program.

CARRIED

8.5 Public Works

8.5.1 PW 30-2021 Encroachment Agreement for 178 Ontario Street South, St. Marys (Logan)

Jed Kelly presented PW 30-2021 report.

Resolution 2021-04-13-15

Moved By Councillor Winter

Seconded By Councillor Edney

THAT PW 30-2021 Encroachment Agreement for 178 Ontario Street South, St. Marys (Logan) report be received; and

THAT Council consider By-law 38-2021 for an encroachment agreement with the property owner and authorize the Mayor and Clerk to execute the associated agreement respecting 178 Ontario Street South, St. Marys.

CARRIED

8.5.2 PW 32-2021 Lystek Management Contract Renewal

Jed Kelly presented PW 32-2021 report.

Resolution 2021-04-13-16

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT report PW 32-2021 Lystek Management Contract Renewal be received; and

THAT Council consider By-Law 39-2021 authorizing the Mayor and the Clerk to sign the biosolids management and handling renewal amending agreement with Lystek International Inc.

CARRIED

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

Each Councillor provided an update on recent board and committee meetings.

Resolution 2021-04-13-17

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.16 be received.

CARRIED

9.1.2 Library Board - Coun. Craigmile, Edney, Mayor Strathdee

- 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**
- 9.1.6 **Upper Thames River Conservation Authority**

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**
- 9.2.4 **CBHFM - Coun. Edney**
- 9.2.5 **Committee of Adjustment**
- 9.2.6 **Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee**

Resolution 2021-04-13-18

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT Council approve the 2021 Stratford Police operating budget and 5-year capital plan.

CARRIED

- 9.2.7 **Green Committee - Coun. Pridham**
- 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**
- 9.2.11 **Planning Advisory Committee - Coun. Craigmile, Hainer**

Resolution 2021-04-13-19

Moved By Councillor Edney

Seconded By Councillor Hainer

THAT Council proceed with a public meeting on May 11, 2021 to consider Zoning By-law Amendment (Z01-2021) by BDS Construction c/o Adriano Paola for 347 James Street South.

CARRIED

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

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2021-04-13-20

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT By-Laws 36-2021, 37-2021, 38-2021 and 39-2021 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

12.1 By-Law 36-2021 Agreement with Minister of Transportation for Provincial Gas Tax Funding (2021)

12.2 By-Law 37-2021 Minister of Solicitor General for Court Security and Prisoner Transportation Program (2021)

12.3 By-Law 38-2021 Encroachment Agreement with Lynda Logan for 178 Ontario Street South

12.4 By-Law 39-2021 Agreement to extend contract with Lystek International Inc. for management and handling of biosolids

13. UPCOMING MEETINGS

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

Council took a brief recess at 8:05 pm.

Mayor Strathdee called the meeting back to order at 8:18 pm.

14. CLOSED SESSION

Resolution 2021-04-13-21

Moved By Councillor Winter

Seconded By Councillor Edney

THAT Council move into a session that is closed to the public at 8:18 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable, including municipal or local board employees, (c) a proposed or pending acquisition or disposition of land by the municipality or local board, and (f) advise that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

14.1 Minutes CLOSED SESSION

14.2 COR 20-2021 CONFIDENTIAL Town Business Grant – Round 2

14.3 ADMIN 14-2021 CONFIDENTIAL Sale of Town Owned Lands (Part 7, South of 550 James Street S)

14.4 PL200131-1934733 Ontario Inc v St Marys Update (151 Water Street N.)

14.5 Additional Item - HPPH Update

15. RISE AND REPORT

Resolution 2021-04-13-22

Moved By Councillor Edney

Seconded By Councillor Luna

THAT Council rise from a closed session at 9:16 pm.

CARRIED

Mayor Strathdee reported that a closed session was held with four items being discussed including one addition as an amendment to the closed session agenda.

Council will consider motions in open session related to the sale of town owned lands and the Huron Perth Public Health update.

There is nothing further to report at this time.

15.2 Huron Perth Public Health Mass Vaccine Clinics

Resolution 2021-04-13-23

Moved By Councillor Hainer

Seconded By Councillor Luna

THAT Council extends an offer of free space and staff support to the Huron Perth Public Health for mass vaccination clinics in an effort to reduce potential impacts to the Huron Perth Public Health budget.

CARRIED

15.1 Sale of Town Owner Lands (Part 7, South of 550 James Street South)

Resolution 2021-04-13-24

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT By-law 40-2021, being a by-law to authorize the Mayor and the Clerk to sign a land sale agreement with Raezor's Inc, 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. CONFIRMATORY BY-LAW

Resolution 2021-04-13-25

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT By-Law 41-2021, being a by-law to confirm the proceedings of April 13, 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

17. ADJOURNMENT

Resolution 2021-04-13-26

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourns at 9:20 pm.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk



MINUTES
Strategic Priorities Committee

April 20, 2021

9:00 am

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
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Andrea Slade, Aquatics Supervisor
Jeff Wolfe, Asset Management Specialist

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF THE AGENDA

Resolution 2021-04-20-01

Moved By: Councillor Edney

Seconded By: Councillor Pridham

THAT the April 20, 2021 Strategic Priorities Committee agenda be accepted as presented.

CARRIED

4. CLOSED SESSION

Resolution 2021-04-20-02

Moved By: Councillor Craigmile

Seconded By: Councillor Luna

THAT the Strategic Priorities Committee move into a session that is closed to the public at 9:01 am as authorized under the *Municipal Act*, Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

4.1 DCS 09-2021 CONFIDENTIAL Quarry Audit

4.2 PW 31-2021 CONFIDENTIAL Widder Street East Secondary Access Options Review

4.3 ADMIN 10-2021 CONFIDENTIAL Request to Purchase Town Owned Lands (Huron Street N)

5. RISE AND REPORT

Resolution 2021-04-20-03

Moved By: Councillor Winter

Seconded By: Councillor Craigmile

THAT the Strategic Priorities Committee rise from a closed session at 11:03 am.

CARRIED

Chair Stratthdee reported that a closed session was held with three matters being discussed.

Staff were given direction in closed session related to request to purchase Town owned lands. There is nothing further to report at this time.

The Committee will now consider a resolution related to the Widder Street secondary access matter.

5.1 Widder Street Secondary Access

Resolution 2021-04-20-04

Moved By: Councillor Luna

Seconded By: Councillor Craigmile

THAT Strategic Priorities Committee recommends to Council:

THAT staff be directed to pursue an easement agreement to create an emergency egress for Widder Street East, east of the CN railway.

CARRIED

6. NEXT MEETING

The upcoming meeting details are presented on the agenda.

7. ADJOURNMENT

Resolution 2021-04-20-05

Moved By: Councillor Luna

Seconded By: Councillor Pridham

THAT this meeting of the Strategic Priorities Committee adjourns at 11:05 am.

CARRIED

Al Strathee, Mayor

Jenna McCartney, Clerk



April 13, 2021

Hello,

The Perth County Federation of Agriculture (PCFA) advocates on behalf of over 1800 farm family members in Perth County.

PCFA appreciates the communication and relationships with municipal representatives throughout Perth County on various issues and opportunities.

Safety is a high priority for all Perth Residents and visitors. Agriculture is an industry that moves specialized equipment throughout various areas in Perth County. Safety on roadways can be precarious due to various situations and factors including but not limited to vehicles present, quantity and experiences of drivers, weather conditions and location features. Specifically, we have members that are concerned regarding visibility when travelling between locations. While we understand that specific concerns can be forwarded to your municipality and roads department, PCFA would appreciate clarifications and information on the following.

What are your policies regarding timing, frequency and methods of grass and weed control along roadsides in your municipality?

Similarly, is there a schedule for the trimming of trees or bushes along roadways, particularly those present at and approaching intersections?

PCFA understands there have been limitations during Covid-19. Therefore, certain activities may not have occurred as intended.

There have been announcements regarding funding availability for different sectors impacted by the current Covid-19 circumstances. This has included mention of support for economic stimuli and infrastructure improvement. PCFA appreciates that the local municipalities within Perth County work to secure optimal dollar utilization of projects. If PCFA can provide supportive comments during applications for federal and provincial funds for investment in local infrastructure, please contact us.

We eagerly anticipate your response.

Sara Wood, President
Perth County Federation of Agriculture

41584 Kirkton Rd.,
RR1 Woodham, N0K 2A0
1-833-229-6834
perthcountypedofag@gmail.com
www.perthcountyfarmers.ca

President: Sara Wood
5905 Line 42, RR5 Mitchell N0K 1N0
519-272-5525
swood082015@gmail.com
Office Administrator: Sue Shafer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Administration

Date of Meeting: 27 April 2021

Subject: ADMIN 16-2021 April Monthly Report (Administration)

RECOMMENDATION

THAT ADMIN 16-2021 April Monthly Report (Administration) be received for information.

DEPARTMENTAL HIGHLIGHTS

1. CAO

COVID 19 Pandemic Response

- Within each respective monthly report department heads have provided an update on how their day to day operations have been delivered during the COVID-19 pandemic.
- From the corporate perspective, the CAO offers the following points:
 - The Provincial return to lockdown with new Stay at Home orders has primarily impacted operations in the following way:
 - Amenities including baseball diamonds, soccer fields, skate parks and tennis/pickleball courts are all now closed. Playgrounds and parks remain open.
 - Municipal offices remain open for appointments and drop-in service.
 - While the nature of municipal work does not allow all employees to work from home, those employees who can are being encouraged to do so.
 - The Province has rolled out vaccination as a key prong of their strategy to respond to the pandemic. The Town is supporting that strategy in the following ways:
 - Regional Vaccination Clinics
 - The Town has partnered with the County of Perth to provide staff to support the HPPH at their mass vaccination clinics. Three part time staff from the Town are being scheduled to work at the clinics, with the costs being funded from provincial COVID Safe Restart funding.
 - An offer letter has been provided to the Board of the HPPH indicating that the Town will support any permanent or temporary mass vaccination clinic that is located in St. Marys free of charge. A response is pending.
 - Paid Time Off for Staff – Administration has taken a progressive approach and has offered that staff may have up to 3 paid hours to go get their vaccine when they are eligible. The hope is that this will help to remove any financial barrier that may exist for staff wishing to get vaccinated.

Strategic Planning and Projects

- 2021 Strategic Priorities

- Municipal Modernization Funding – Round 2:
 - Two project applications were submitted. The projects directly relate to the recommendations and findings of the 2020 KPMG Review: modernizing services by digitizing property files, software mapping and integration master plan.
 - Funding decisions are pending.
- Community Transportation Project:
 - City and County staff continue to investigate how best to leverage PC Connect to remove transportation barriers to mass vaccination clinics.
- Service Ontario
 - After successful efforts by Mayor Strathdee, have made contact with the Province about re-establishing a Service Ontario office in St. Marys.
 - The Province is not interested in having a private contract for an office and has offered the Town the opportunity to take on the service for a 2-year contract.
 - Staff are currently reviewing the contract documents from the Province, along with their location requirements. Once this analysis is completed staff will report to Council with a business case for the service and a recommendation on appropriate locations.

Land Sales

- 481 Water Street South (McDonald House) – Restrictive covenant has been finalized and registered against the property. Waiting for the purchaser's legal counsel to confirm a closing date.
- Part 7 (550 James Street South) – Land sale closed April 15.

Legal Matters

- 151 Water Street LPAT Hearing – 9 hearing dates tentatively booked for September 27 through to October 8 (excluding Thanksgiving Monday)
- 665 James Street Hearing – Second Case Management Conference tentatively booked for June 23, 2021 at 10:00 am.

2. Clerks

Legislative Services

- Town Hall
 - Foot traffic to Town Hall continues with an average of 6 people per week. Reasons include drop off or pick up of documents, Commissioning, lost and found, and need for police.
- Animal Control
 - 170 dog licences have been issued to date in 2021 compared to 95 in 2020 for a 78% increase in licenced dogs.
 - 20 cat licences have been issued to date in 2021 compared to 10 in 2020 for a 100% increase in licenced cats.
- Elections
 - Elections Ontario has developed a three-year plan to transition to a single registrar of electors to improve the municipal voters' list. This change is the result of 16 years of advocacy work through organizations such as AMCTO and AMO who represent municipalities. This list will not be in place for the 2022 municipal election.
- Lottery Licensing
 - Issued one licence.
- By-Law Review
 - Animal Control, Public Nuisance and Noise By-law

- By-Law Enforcement
 - Work continuing with Public Works and Stratford Police Service to review Traffic, Parking and Boulevard Maintenance By-law specifically related to use of snowmobiles and ATVs in Town as well as parking requirements within the downtown core.
- Public Meetings – Planning Files
 - May 11 – 347 James Street South planning application
 - TBD – Zoning By-law Amendment regarding accessory apartments

Other Projects

- Community Safety and Wellbeing Plan
 - Communications department completing graphic design for the final version of the plan in addition to the implementation plan.
 - Terms of Reference has been finalized and will be reviewed by Advisory Committee shortly.
 - Anticipating a presentation to Council within the next 4-6 weeks of the full Plan.
 - The deadline for a Council resolution supporting the Community Safety and Well-being Plan is July 1, 2021.
- Community Developer and Support Worker
 - Introductions to internal stakeholders continue. Will meet with the Community Policing Advisory Committee in June due to scheduling conflicts.
 - Communications department preparing to launch *Stonetown Supports* webpage which identifies a number of resources available to the community. This webpage will require ongoing review to ensure it is up to date.
 - 988, a 3-digit suicide and crisis prevention hotline
 - Federal government has passed a motion to adopt 988, a national three-digit suicide and crisis hotline.
 - The idea is that the three digits are easier to remember in a moment of crisis rather than having to search for a ten-digit phone number.

SPENDING AND VARIANCE ANALYSIS

None.

REVIEWED BY

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Building and Development

Date of Meeting: 27 April 2021

Subject: DEV 16-2021 April Monthly Report (Building & Development Services)

RECOMMENDATION

THAT DEV 16-2021 April Monthly Report (Building & Development Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building Department

- There were 17 permits issued compared to 17 the previous year.
- There were 10 dwelling units issued this month compared to 21 the previous year.
- The total construction value was \$3,545,000 this month compared to \$10,678,320 in 2020.
- The total permit fees collected in the month was \$22,274.84.
- There were 35 appointments made this month by the Building Department.

Planning

- Applications:
 - Application for a Zoning By-law Amendment for 347 James Street South has been deemed complete and Planning Advisory Committee meeting held on April 6, 2021. Statutory Public Meeting being held on May 11, 2021.
 - Three (3) Pre-consultation meetings held between March 13 and April 13, 2021 (more meetings are scheduled for later in April).
 - One (1) Zoning Compliance Letter issued between March 13 and April 13, 2021.
 - One (1) Minor Site Plan Amendment received and processed by staff as per By-law 111-2019.
 - Applications have been received but have not yet been deemed complete by Town staff.
- Strategic Initiatives:
 - Comprehensive Parking Review
 - Town staff have met with the Consultants regarding the content.
 - Community Improvement Plan - has been forwarded to the Ministry for review.
 - Official Plan –Submitted to Ministry for review – Province has 90 days to respond with comments (anticipate early May response).
 - Planning Process Review is ongoing
 - The Upper Thames River Conservation Authority has now joined the pre-consultation process – which has improved the information being provided prior to application submission.

- Create approval process for minor site plan amendments.
- Reviewing which types of supplementary material should be provided with applications.
- Reviewing application timelines and how the public is notified of applications and the number of external facing meetings are required.

Facilities – Operational

- COVID 19 – cleaning and sanitizing MOC, VIA, Fire Hall, Museum, Library & Town Hall daily, fogging weekly.
- Continuity Plan developed and implemented for facilities staff.
- Alarm Monitoring for Town Buildings – changing over to Chubb Edwards.
- Department Plan created.
- Seasonal Washrooms – have been opened for the summer.

Facilities – Capital


- Asset Management – working on document.
- Cemetery Washroom Project – report sent to Council for April 13 meeting.
- Fire Hall SCBA compressor RFQ – report sent to Council for April 23 meeting.
- Working on RFQ and RFP's for approved 2021 projects.
- Cemetery Window Project – Pricing acquired, and project awarded. Scheduling to follow.

SPENDING AND VARIANCE ANALYSIS

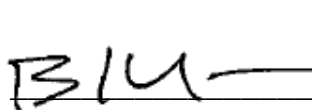
None.

REVIEWED BY

Recommended by the Department


 Grant Brouwer
 Director of Building and Development

Recommended by the CAO


 Brent Kittmer
 Chief Administrative Officer

Permit value (PV), Percent (PI), Overlaid unit (OU)		January		February		March		April		May		June		July		August		September		October		November		December		YTD Total		Annual permit fees	
2021	PV	\$5,763,138		\$1,715,055		\$1,546,000																				\$11,024,093	\$69,125		
	PI	11	1	9	2	17	10																			17	11		
2020	PV	\$790,000		\$634,000		\$10,478,130		2,873,400.00		\$287,000		\$1,733,000		\$1,781,200		\$3,976,499		\$6,407,964		\$5,091,200		\$2,070,000		\$783,000		\$18,401,201	\$181,501		
	PI	7	1	7	2	17	21	11	3	11	0	26	9	14	4	19	7	15	5	15	11	12	4	10	1	166	72		
2019	PV	\$110,000		\$442,100		\$1,773,300		2,111,500.00		\$2,174,300		\$1,178,800		\$976,000		\$1,964,600		\$1,171,070		\$1,767,790		\$1,485,000		\$770,000		\$16,751,000	\$116,782		
	PI	7	0	7	1	9	2	14	6	11	11	17	8	11	2	12	8	15	3	15	9	12	4	2	3	184	52		
2018	PV	\$700,000		\$213,500		\$1,312,500		4,771,000.00		\$4,461,071		\$1,807,100		\$1,084,300		\$544,100		\$2,717,400		\$1,270,500		\$1,581,200		\$191,000		\$2,875,651	\$151,296		
	PI	7	2	4	0	15	6	15	7	23	5	23	4	22	5	13	1	21	5	14	14	11	3	4	1	172	51		
2017	PV	\$2,370,100		\$128,150		\$95,300		\$1,204,050		\$1,894,500		\$2,425,138		\$4,773,400		\$1,900,600		\$1,563,800		\$375,000		\$1,377,403		\$60,000		\$18,015,719	\$150,015		
	PI	11	4	7	0	4	0	18	4	29	6	22	5	21	3	21	7	16	3	8	2	7	2	4	0	164	36		
2016	PV	\$161,000		\$198,000		\$907,600		\$761,201		\$1,409,000		\$1,511,000		\$1,277,000		\$644,501		\$764,400		\$1,431,300		\$2,175,000		\$2,515,000		\$14,564,002	\$114,897		
	PI	4	0	3	1	8	2	11	1	12	7	11	1	11	6	15	1	15	2	15	3	7	3	4	11	120	18		
2015	PV	\$16,500		\$165,500		\$1,741,100		\$784,660		\$1,541,263		\$1,361,000		\$1,518,000		\$807,164		\$997,001		\$502,900		\$597,000		\$507,100		\$76,009,492	\$128,416		
	PI	2	0	8	1	8	7	11	3	21	5	18	3	8	7	10	4	10	3	13	2	6	2	5	3	120	40		
2014	PV	\$470,000		\$68,500		\$695,000		\$1,792,000		\$1,544,500		\$2,051,600		\$1,603,000		\$1,000,000		\$1,276,750		\$1,179,001		\$534,300		\$1,440,000		\$1,136,001	\$140,804		
	PI	5	2	6	0	4	2	9	2	13	2	13	2	12	3	14	4	13	5	11	5	5	2	10	9	115	41		
2013	PV	\$14,000		\$48,500		\$986,500		\$1,071,500		\$749,200		\$1,271,500		\$964,200		\$663,500		\$804,200		\$1,150,000		\$478,500		\$1,697,500		\$15,762,120	\$108,411		
	PI	2	0	2	1	5	4	10	2	11	3	13	8	10	4	9	2	8	2	11	5	4	1	8	8	91	40		
2012	PV	\$510,300		\$75,000		\$610,000		\$522,002		\$784,150		\$1,381,001		\$1,523,500		\$2,586,000		\$593,500		\$778,000		\$700,300		\$407,500		\$12,432,440	\$152,275		
	PI	8	2	1	0	5	2	11	1	9	1	15	6	11	6	19	0	7	1	6	3	9	1	4	2	107	29		
2011	PV	\$127,400		\$0		\$1,070,300		\$1,800,000		\$1,171,150		\$2,462,200		\$2,517,400		\$446,500		\$62,500		\$1,103,000		\$805,000		\$25,401		\$11,970,941	\$178,641		
	PI	5	1	0	0	9	4	14	8	13	4	19	2	18	6	6	1	3	0	11	5	9	1	4	0	111	14		
2010	PV	\$61,000		\$75,000		\$1,540,000		\$601,000		\$571,700		\$102,500		\$1,570,000		\$4,060,000		\$1,014,300		\$2,276,300		\$1,005,700		\$551,500		\$11,479,060	\$154,284		
	PI	1	0	5	0	7	6	11	3	7	2	16	1	12	4	12	12	10	1	14	7	11	4	3	1	111	61		
2009	PV	\$212,500		\$113,400		\$25,100		\$106,500		\$6,197,200		\$792,900		\$611,900		\$1,790,250		\$705,100		\$942,500		\$400,000		\$109,600		\$10,540,099	\$158,164		
	PI	7	1	6	0	3	1	7	8	12	3	17	1	21	2	14	4	16	2	14	5	7	2	9	1	124	30		
Monthly average	PV	\$479,245		\$272,111		\$1,159,165		\$1,486,738		\$2,081,289		\$1,917,141		\$1,675,025		\$1,979,107		\$1,044,401		\$1,561,677		\$1,017,305		\$403,764		\$14,596,302	\$111,644		
	PI	6.8	1.1	4.8	0.5	7.8	1.4	12.1	4.1	14.8	4.6	16.7	1.7	14.5	4.8	11.2	5.4	12.2	2.5	12.0	5.5	8.0	2.6	5.2	1.5	117.7	39.1		

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Ray Cousineau, Facilities Supervisor
Date of Meeting:	27 April 2021
Subject:	DEV 15-2021 172 James St S. (Fire Hall) Breathing Air Compressor

PROJECT DETAILS

This report presents the results of the tender process for the supply and installation of the Fire Hall Breathing Air Compressor.

RECOMMENDATION

THAT DEV 15-2021 172 James St. S. (Fire Hall) Breathing Air Compressor report be received; and,

THAT the procurement for Breathing Air Compressor be awarded to AJ Stone Company Ltd. for the procured price of \$84,575.98, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 43-2021 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:	RFQ-DEV-01-2021
Tender Closing Date:	Wednesday, March 31, 2021
Number of Bids Received:	Three (3)
Successful Proponent:	AJ Stone Company Ltd.
Approved Project Budget:	\$63,534.00
Cost Result – Successful Bid (Inclusive of HST):	\$84,575.98
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$74,846.00
Project Over-budget (Net of HST)	\$11,312.00

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

FINANCIAL IMPLICATIONS

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

01-9158-6990

\$74,846.00

The project will incur a variance of \$11,312.00, but the overall Fire Hall equipment project will be under budget due to savings from previous purchases. The variance will be absorbed within the overall budget of the project.

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.

OTHERS CONSULTED

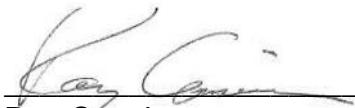
André Morin, Director of Corporate Services / Treasurer

ATTACHMENTS

1. Bid Summary

REVIEWED BY

Recommended by the Department



Ray Cousineau
Facilities Supervisor



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

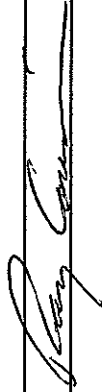
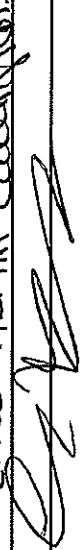
VENDOR OPENING SUMMARY SHEET

CONTRACT NO: RFQ-DEV-01-2021

TITLE: FIRE HALL COMPRESSOR

Date: March 31/21 MOC 2:30 PM

before
taken

NO	VENDOR	DATE	TIME	AMOUNT
1	A.J. Stone Company Ltd.	March 30, 2021	3:15 PM	\$74,846.00
2	Canadian Safety Equipment Inc.	March 31, 2021	2:24pm	\$76,183.00
3	ContractConnect			
4	Levitt Safety	Mar 31/2021	11:17 AM	\$89,808.00
5	Vallen	Mar 31/2021	2:35pm	-late didn't open
6				
7				
8				
9				
10				
11				
12				
13				
14	Opened By: 			
15	Ray Cousineau			
16				
17	Recorded By:			
18	Christine Brine 			
19				
20				



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jason Silcox, Building Inspector
Date of Meeting:	27 April 2021
Subject:	DEV 18-2021 201 Queen St. E. Sign Variance

PURPOSE

To provide information to Council for their consideration in review of a proposed variance to the Sign By-Law 86-2018.

RECOMMENDATION

THAT DEV 18-2021 201 Queen St. E. Sign Variance report be received; and

THAT Council approves the sign variance at 201 Queen St. E.

BACKGROUND

The property at 201 Queen St. E. is located at the northwest corner of Queen St. E. and Peel St. N. This property is located in the Central Commercial District and the Heritage District. Tim Hortons restaurant is located at this address. The restaurant chain is updating their menu boards at this time.

REPORT

The Town has received a sign permit application to update the menu board sign and ordering display sign for the drive thru. The existing signage is internally lit. The proposed sign replacement consists of the removal of the existing signage and replacing new signage in the same location and same size. The present sign locations are along the northwest corner and west property line, approximately 15' from the property line. The proposed updated sign is an electronic led display sign.

The Town's Sign By-Law has a list of restricted signs. Under section 3.2(1)(n) **Restricted Signs**, an "electronic media sign" is a restricted type of signage. The proposed sign would fall into this type of application.

The existing and proposed signs would emit similar light levels. The applicant's proposed signage update would allow the operator easier changes to menus and seasonal information from within the restaurant. The applicant is looking for a sign variance to allow this type of sign to be used at this location.

Attached drawings show the proposed look of the signage.

FINANCIAL IMPLICATIONS

None.

SUMMARY

That staff recommend Council approves the sign variance of two electronic media signs for the menu board and ordering sign located at the northwest corner of 201 Queen St. E.

OTHERS CONSULTED

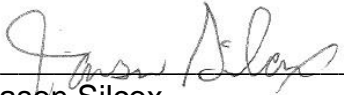
Nil

ATTACHMENTS


1. Drawings

REVIEWED BY

Recommended by the Department

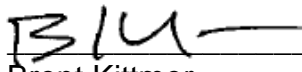


Jason Silcox
Building Inspector

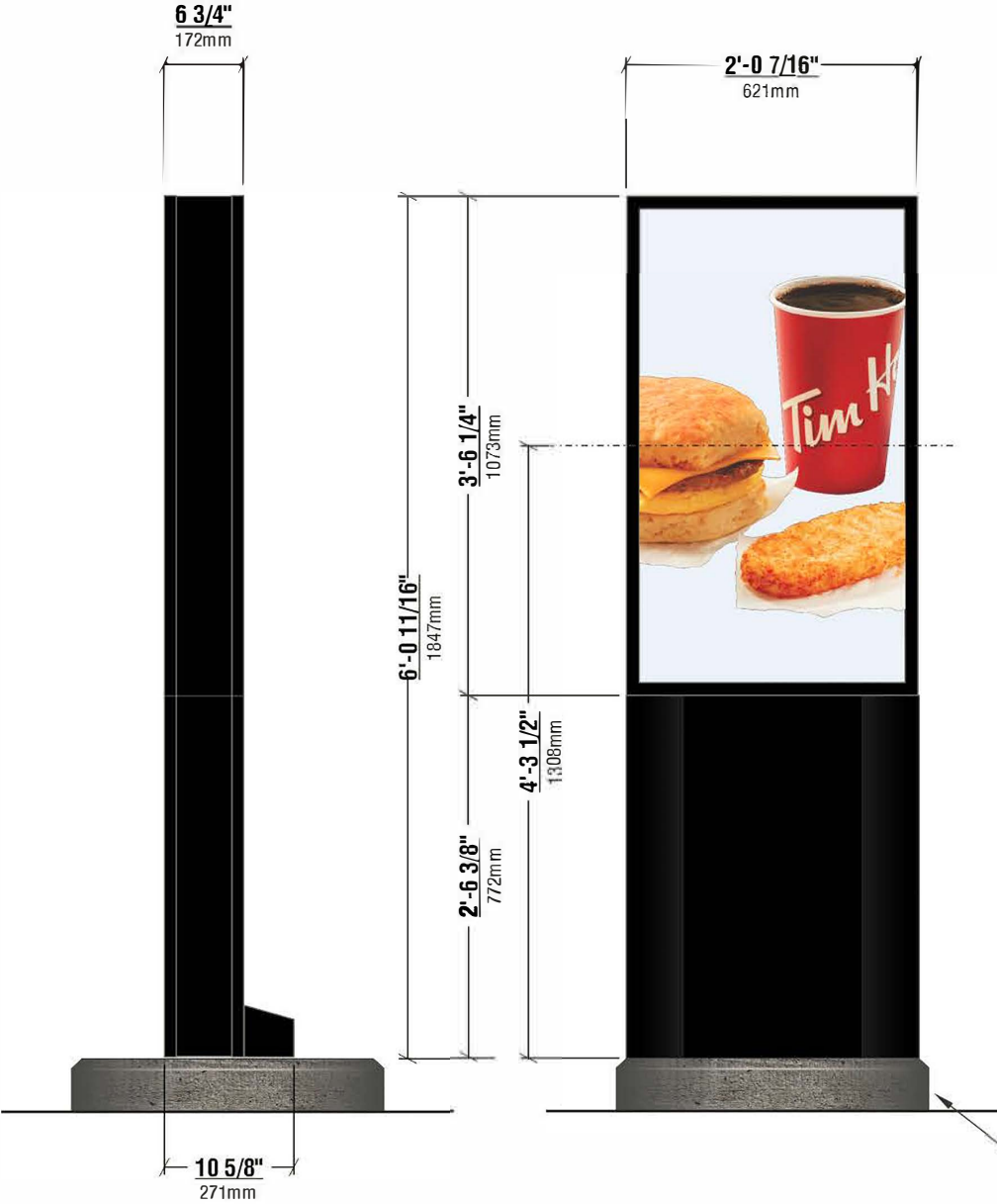


Grant Brouwer
Director of Building and Development Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



Material Specifications

- 1. Internal frame materials: Steel, powder coated Pantone 425 (Matte Grey)
- 2. External covers: Aluminum power coated Pantone 2479CP (Matte Black)
- 3. External perimeter trim: Aluminum power coated Pantone 425 (Matte Grey)
- 4. Digital display equipment: Samsung outdoor display model OH46F

Power & Data Requirements

- 1. Power supply: 120v Single Phase 60HZ 20A
- 2. Data feed: CAT6 cable with RJ45 Termination

TOTAL CABINET AREA = .67m2

As per structural drawing (Site Specific)

Electrical Requirements

120v

Sign 1

Structural Reference:
TIMS_-MB101497.150A1

May 21, 2020 8:21 AM
B. Guse
REVISED DIMS TO STRUCTURAL

☒ Preliminary Artwork
☐ Approved for Production



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Tim Hortons

DRAWN BY: T. Dodge
DATE: October 31, 2019

Graphic rendition is representative of specific signage. Colour / dimensional / material details should be verified using reference drawing specifications. Pride Signs Ltd. is not responsible for inherent variations caused by display and/or reproduction.

SHEET #: 1 OF 1

TEM#4 NOT SHOWN



- CUT ANY EXISTING BOLTS FLUSH TO GRADE
- DRILL $\phi \frac{5}{8}$ " HOLE - 7" INTO EXISTING CONCRETE

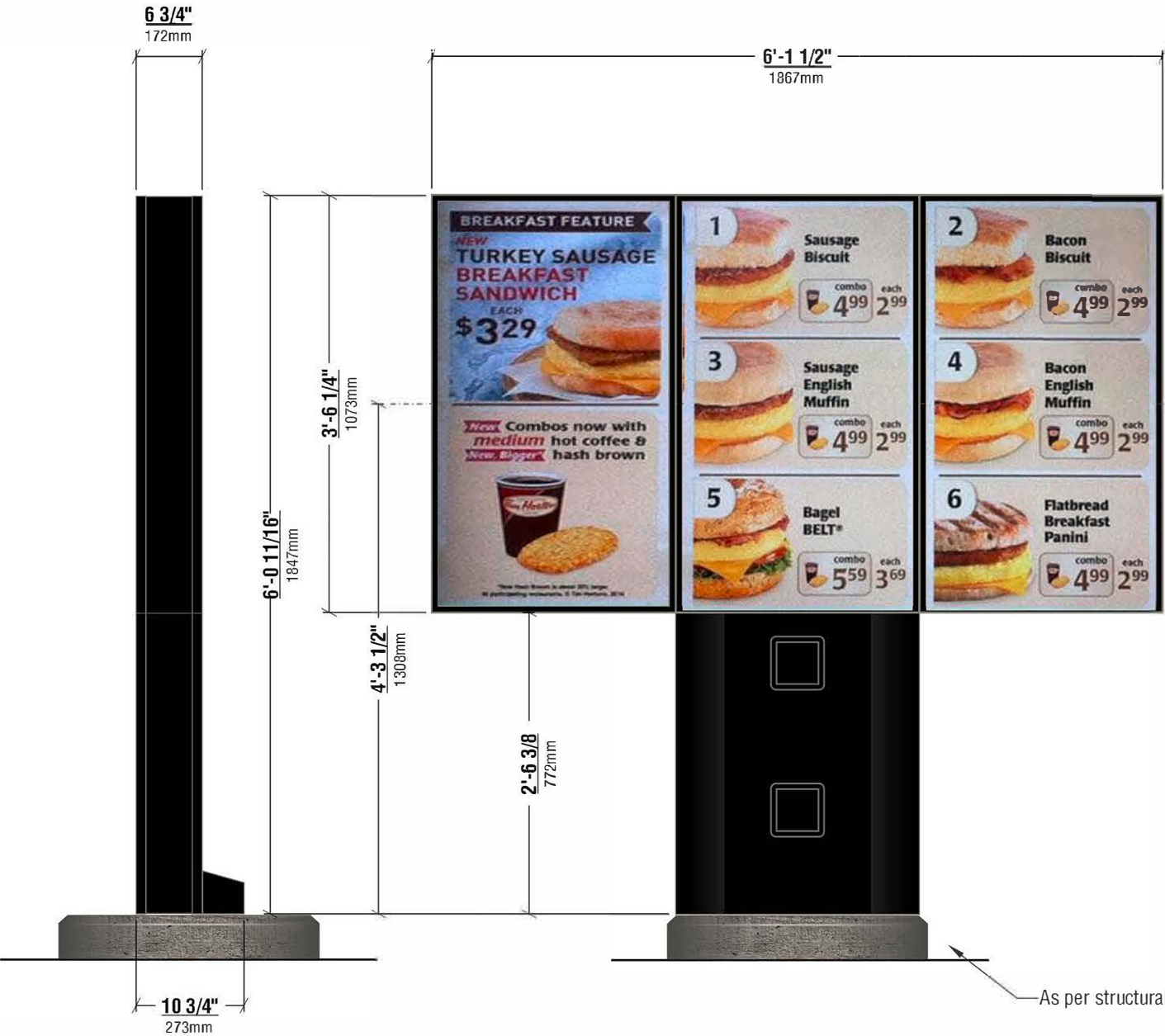
USING PLYWOOD PATTERN PROVIDED

- BLOW OUT HOLE / CLEAN HOLE
- PLACE WEDGE BOLTS INTO DRILLED HOLES
- PLACE WASHER AND NUT
- TIGHTEN INTO PLACE - MIN 4" ABOVE GRADE
- MINIMUM EMBEDMENT OF 5.625" BELOW TOP OF BASE

WMND $q(1/50) = 0.47 \text{ kPa}$
 SNOW $S_s = 2.2 \text{ kPa}$
 $S_r = 0.4 \text{ kPa}$



WEIGHT: 291 LBS



Electrical Requirements

120v

Sign 2

Structural Reference:
TIMS_-MB101497.150B1

Material Specifications

1. Internal frame materials: Steel, powder coated Pantone 425 (Matte Grey)
2. External covers: Aluminum power coated Pantone 2479CP (Matte Black)
3. External perimeter trim: Aluminum power coated Pantone 425 (Matte Grey)
4. Digital display equipment: Samsung outdoor display model OH46F (3)

Power & Data Requirements

1. Power supply: 120v Single Phase 60HZ 20A
2. Data feed: CAT6 cable with RJ45 Termination

TOTAL CABINET AREA = 2.00m2

May 21, 2020 8:23 AM

B. Guse

REVISED DIMS TO STRUCTURAL

 Preliminary Artwork

 Approved for Production



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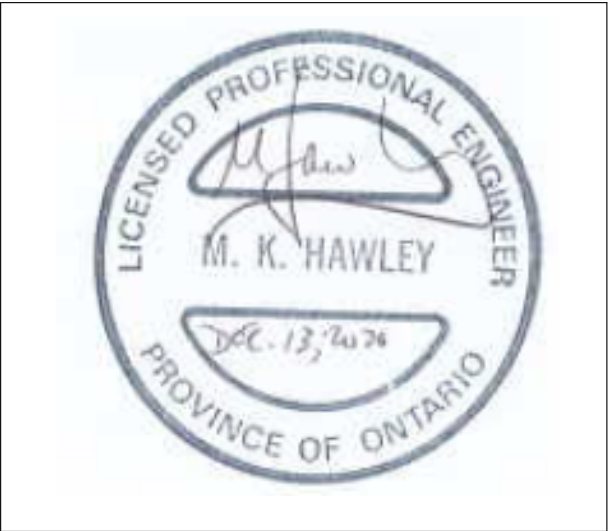
Tim Hortons

DRAWN BY: T. Dodge
DATE: October 31, 2019

Graphic rendition is representative of specific signage.
Colour / dimensional / material details should be verified
using reference drawing specifications. Pride Signs Ltd. is
not responsible for inherent variations caused by display
and/or reproduction.

TIMS-MB101497.150 B1				
SHEET #: 1 OF 1				
#	PART	QTY	DESCRIPTION	LENGTH
1	BOLT146	4	3/4" x10" WEDGE BOLT	
2	NUT011	12	3/4" STEEL HEX NUT - GRADE 5	
3	WASH047	12	Ø3/4" STEEL WASHER	
4	PLY002	1	ROUTED PLYWOOD PATTERN	1'-8"
ITEM#4 NOT SHOWN				

EXISTING MENU BOARD AREA = 39.6 SF
NEW MENU BOARD AREA = 27 SF

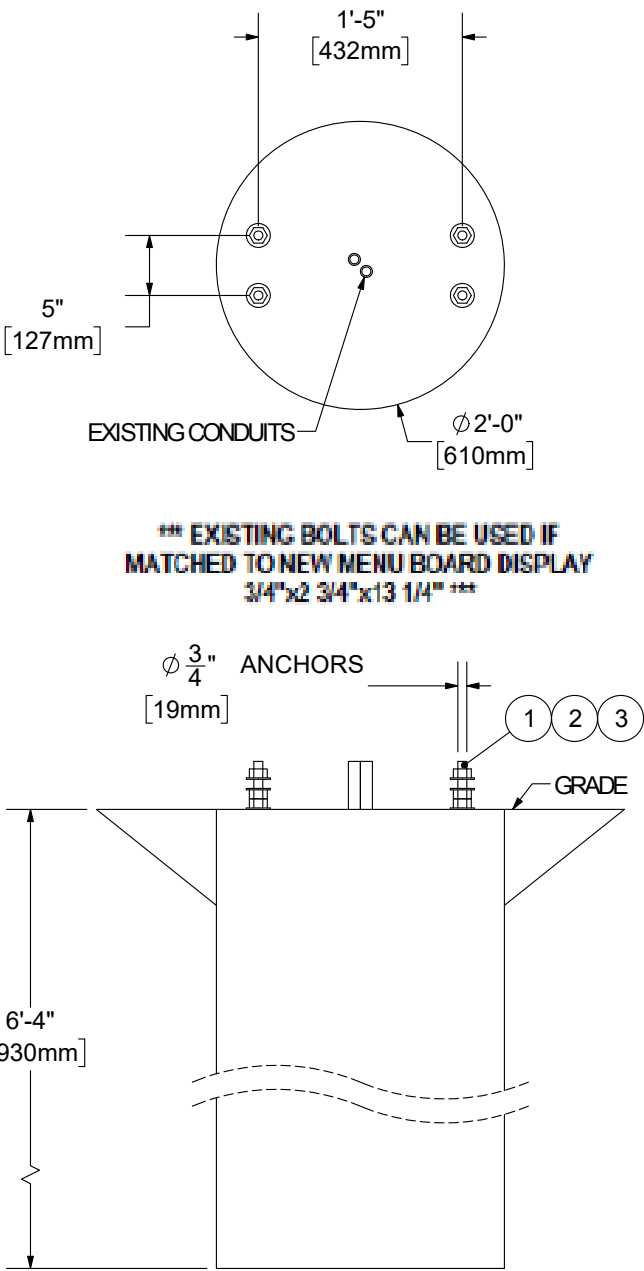


WEDGE BOLT INSTALLATION
PROCEDURE

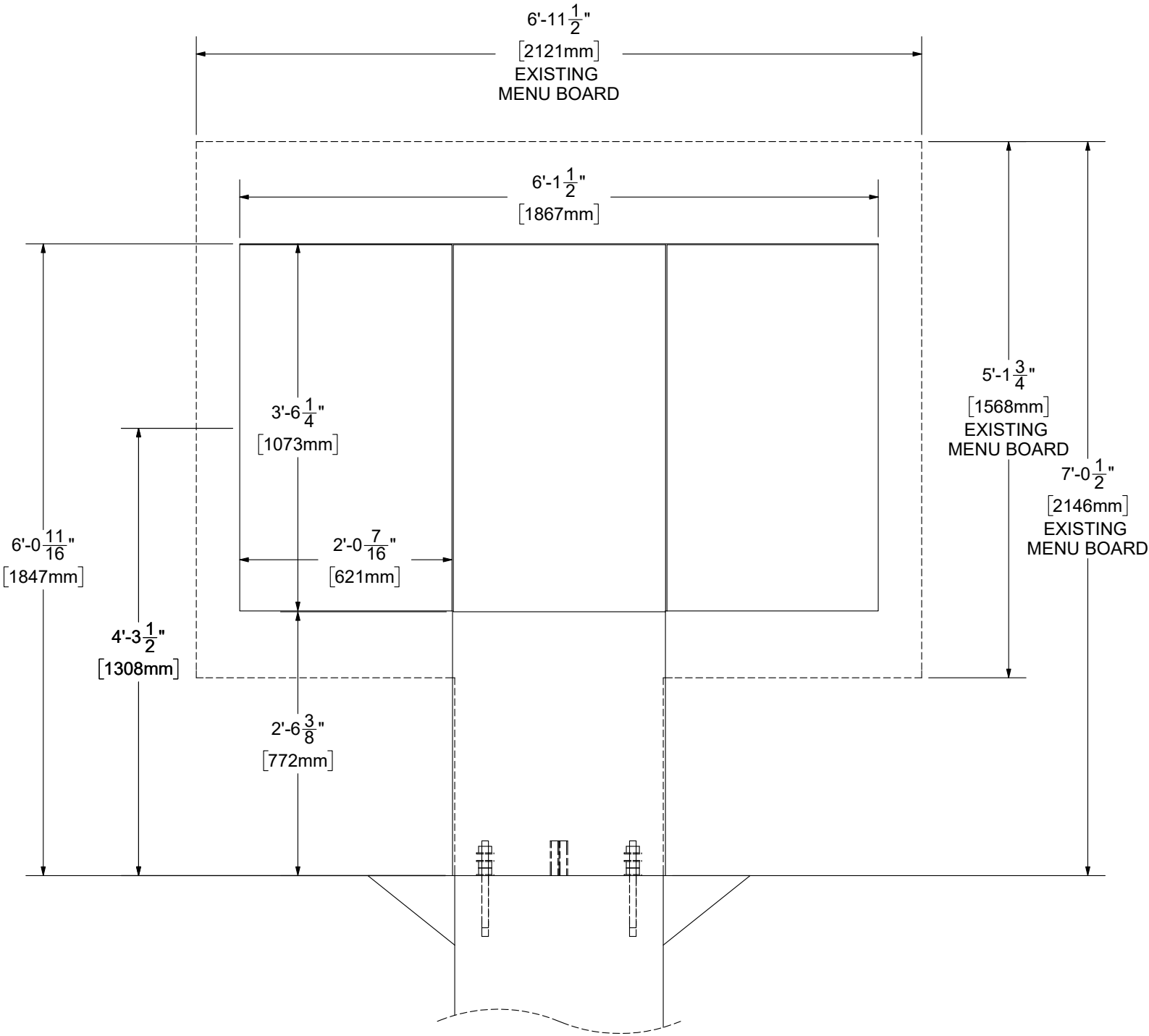
- CUT ANY EXISTING BOLTS FLUSH TO GRADE
- DRILL Ø 3/4" HOLE - 7" INTO EXISTING CONCRETE USING PLYWOOD PATTERN PROVIDED
- BLOW OUT HOLE / CLEAN HOLE
- PLACE WEDGE BOLTS INTO DRILLED HOLES
- PLACE WASHER AND NUT
- TIGHTEN INTO PLACE - MIN 4" ABOVE GRADE
- MINIMUM EMBEDMENT OF 5.625" BELOW TOP OF BASE

DESIGN NOTES:
LOADS AS PER OBC - 2015 FOR
ST. MARY'S, ON AREA:

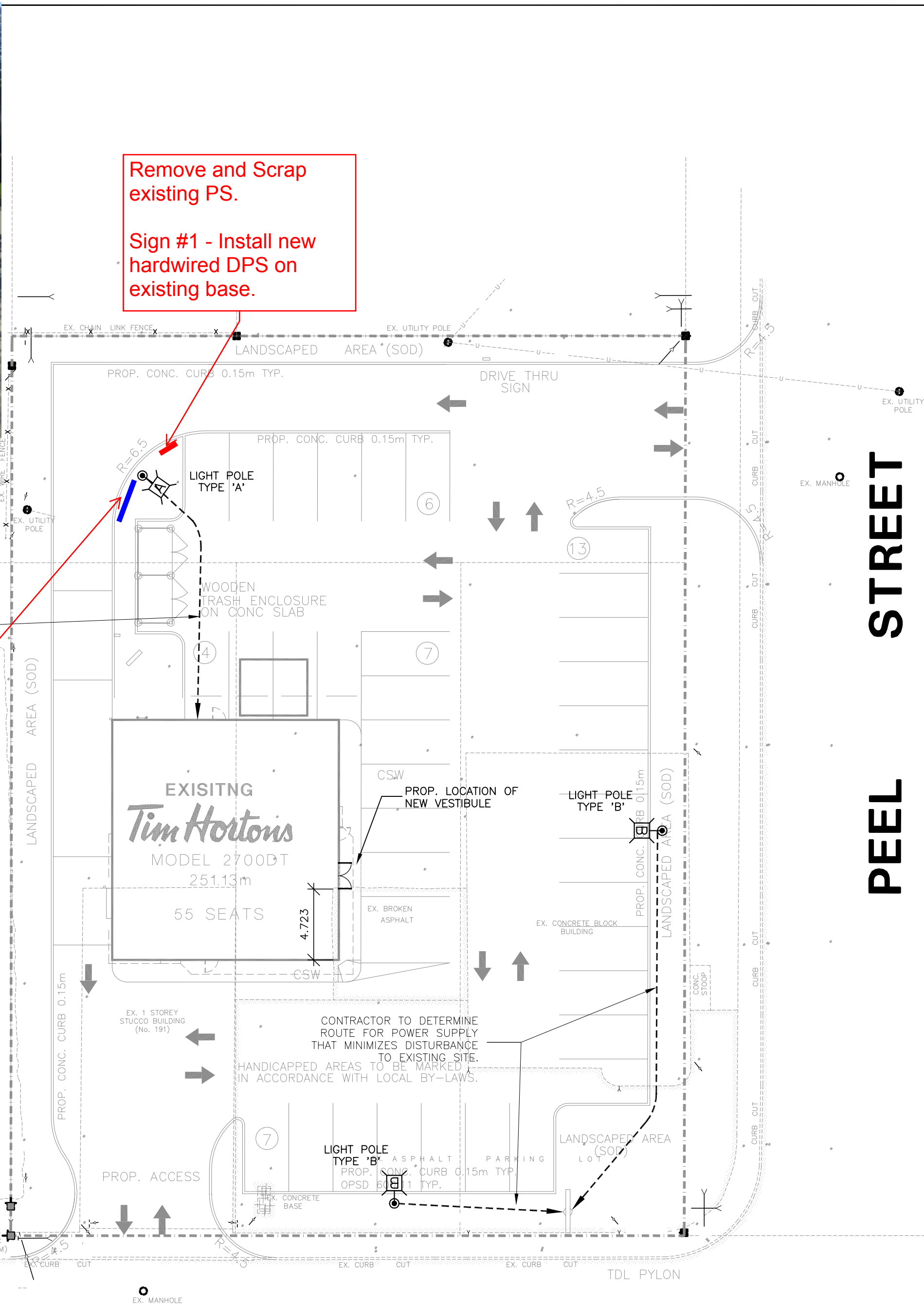
WIND q(1/50) = 0.47 kPa
SNOW Ss = 2.2 kPa
Sr = 0.4 kPa



EXISTING CONCRETE BASE
/ NEW WEDGE BOLTS



PROPOSED MENU BOARD HAS SIGNIFICANTLY LESS
WIND LOAD THAN EXISTING MENU BOARD



LIGHTING ANALYSIS:
CAP INDEX LEVEL: 1
REQUIRED LIGHTING LEVEL: 2-3 FOOT CANDLES
CALCULATED LIGHTING LEVEL: 12 FOOT CANDLES
PROPOSED LIGHTING LEVEL: 3.3 FOOT CANDLES
3 NEW LIGHT STANDARDS PROPOSED

GENERAL NOTES

- GENERAL:**
1. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH TDL BUILDING ELECTRICAL DRAWINGS FOR THIS PROJECT AS WELL AS ARCHITECTURAL AND SITE DRAWINGS PERTAINING TO NEW CONSTRUCTION AND DEMOLITION.
 2. REFER TO DRAWING EL2 FOR INSTALLATION DETAILS.
 3. IT IS THE RESPONSIBILITY OF THESE CONTRACTORS TO VISIT THE SITE BEFORE SUBMITTING THEIR TENDERS TO EVALUATE ANY SITE CONDITIONS THAT MIGHT ARISE DURING THE CARRYING-OUT OF THESE CONTRACTS. FAILURE TO DO SO WILL NOT BE ACCEPTED AS A REASON FOR SUBMITTING A CLAIM FOR ANY ADDITIONAL WORK.
 4. ALL CUTTING AND PATCHING SHALL BE BY THIS CONTRACTOR. PROVIDE ALL INFORMATION AND MEASUREMENTS REQUIRED.
 5. ALL EQUIPMENT SUPPLIED SHALL BE NEW AND OF THE BEST QUALITY.
 6. EACH CONTRACTOR SHALL PROVIDE ALL NECESSARY PROTECTION FOR FINISHED OR UNFINISHED WORK. ANY DAMAGE INCURRED BY THEM CONTRACTOR SHALL BE REPAIRED BY THEM TO THE OWNERS SATISFACTION.
 7. EACH CONTRACTOR SHALL MAINTAIN SUCH INSURANCE TO FULLY PROTECT BOTH THE CONTRACTOR AND THE OWNER FROM ANY AND ALL CLAIMS SUCH AS UNDER THE WORKERS' COMPENSATION ACT, ETC.
 8. ALL STRUCTURAL SUPPORTS, PLATFORMS, SUPPORTING RODS, HANGERS, INSERTS AND BRACKETS FOR EQUIPMENT SHALL BE SUPPLIED AND INSTALLED BY THIS CONTRACTOR UNLESS OTHERWISE NOTED.
 9. UPON COMPLETION, EACH CONTRACTOR SHALL REMOVE ALL SURPLUS AND WASTE MATERIALS PROMPTLY FROM THE PREMISES.
 10. THE CONTRACTOR SHALL PROVIDE ALL LABOUR, MATERIAL AND EQUIPMENT REQUIRED TO PROVIDE A COMPLETE INSTALLATION.
 11. CONTRACTORS SHALL ENSURE THAT ALL OPENINGS MADE IN EXTERIOR WALLS TO FACILITATE RUNNING OF CABLES, MUST BE SEALED COMPLETELY TO PREVENT ENTRANCE OF MOISTURE, TO THE SATISFACTION OF THE GENERAL CONTRACTOR.
 12. ALL CONDUIT RUN BELOW GRADE TO BE P.V.C. TYPE 2 C/W PULLWIRE.
 13. ALL CONDUIT RUNS MAY BE CORRECTED TO THE LEAST AMOUNT OF CONDUIT.
 14. THE CONTRACTOR SHALL PROVIDE AN ONTARIO HYDRO CERTIFICATE OF FINAL INSPECTION PRIOR TO REQUEST FOR FINAL PAYMENT.
- MAIN ELECTRICAL AND TELEPHONE SERVICE:**
SEE DRAWINGS ESP-1 AND ESP-2 FOR MAIN ELECTRICAL AND TELEPHONE REQUIREMENTS.

Legend:

- new DMB (digital menu board)
- new DPS (digital presell)

Note: All existing non digital menu boards and speaker post will be removed.

Proposed Scenario 1B

QUEEN STREET

PEEL STREET



THE TDL GROUP CORPORATION

HEAD OFFICE 874 SINCLAIR ROAD OAKVILLE, ON L6K 2Y1 Ph (905) 845-6511 Fax (905) 845-5551	WESTERN OFFICE 7460 - 51st STREET SE CALGARY, AB T2C 4B4 Ph (403) 203-7400 Fax (403) 203-7430	QUEBEC OFFICE 10590 CHEMIN COTE DE LIESSE LACHINE, QC H8T 1A4 Ph (514) 636-2233 Fax (514) 636-5313	ATLANTIC OFFICE 476 MacELMON ROAD, BOX280 DEBERT, NS B0M 1G0 Ph (902) 662-2522 Fax (902) 662-2501	US OFFICE 4150 TULLER ROAD DUBLIN, OH 43017 Ph (614) 791-4200 Fax (614) 791-4234
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1	ISSUED FOR REVIEW	JAN 28/08	8		
2	UPDATED LIGHTING	JUN 24/08	9		
3			10		
4			11		
5			12		
6			13		
7			14		

PROJECT
ST. MARYS

201 QUEEN ST.

STORE No.1497

DRAWING TITLE: TRAILER PLAN	DRAWING NO.
DRAWN BY: AR	
SCALE: 1:250	

SP



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jason Silcox, Building Inspector
Date of Meeting:	27 April 2021
Subject:	DEV 19-2021 752 Queen St. E. Sign Variance

PURPOSE

To provide information to Council for consideration in the review of the proposed sign variance at 752 Queen St. E.

RECOMMENDATION

THAT DEV 19-2021 752 Queen St. E. Sign Variance report be received; and

THAT Council approves the sign variance at 752 Queen St. E.

BACKGROUND

The property at 752 Queen St. E. is located across from the St. Marys Golf & County Club. It presently has an Esso gas station located on the property. There is an approved site plan for this property with the potential addition of a restaurant, car wash and commercial building on the property. The Town issued a permit for the existing sign on October 27, 2016.

REPORT

The Town has received a sign permit application for adding new signage to the existing pylon sign on the property. The existing pylon sign has the maximum limit allowed based on the Sign By-law for ground sign requirements. The applicant has proposed an additional 4 square meters to be added to the existing sign. This equals one third of the proposed finished area.

As an alternative, a second pylon sign for the property was requested by the applicant but would require a minor variance to allow the applicant's request. The Sign By-Law restricts one pylon sign per property frontage, so no more pylon signs would be allowed under the current by-law restrictions.

Staff feel that increasing the allowable size of the existing sign would work best for the property and the traffic along Queen St. E. The property at 752 Queen St. E. has over 300 feet of frontage. With this property having a significant frontage along Queen St. E., the increase to the existing sign will have limited visual impact over its total frontage. The location of the existing sign sits back from the travelled portion of the road allowing for good sight lines exiting the property onto Queen St. E. even with the proposed increase to the overall sign area.

FINANCIAL IMPLICATIONS

None.

SUMMARY

That staff recommend Council approves the sign variance for the pylon sign at 752 Queen St. E.

OTHERS CONSULTED


Nil

ATTACHMENTS

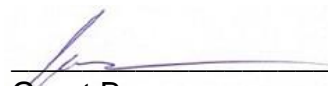
1. Drawings

REVIEWED BY

Recommended by the Department

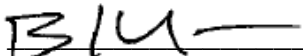


Jason Silcox
Building Inspector



Grant Brouwer
Director of Building and Development Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

752 QUEEN ST. EAST
ST. MARYS



DF ILLUMINATED PYLON SIGN
REFURBISHING





FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	27 April 2021
Subject:	DEV 20-2021 Proposed Regulation Changes for Accessory Apartment Units in St. Marys

PURPOSE

To provide Council with background information and recommendations regarding proposed amendments to the Town's Zoning By-law to update regulations pertaining to accessory apartment units.

RECOMMENDATION

THAT DEV 20-2021 Proposed Regulation Changes for Accessory Apartment Units in St. Marys be received; and

THAT Council proceed with a public meeting to consider amendments to the Town's Zoning By-law regulations related to accessory apartments as outlined in DEV 20-2021.

BACKGROUND

Accessory apartments are private, self-contained units with kitchen and bathroom facilities within dwellings or accessory structures, and typically take the form of basement apartments or apartments above garages. The *Planning Act* requires municipal official plans to authorize, and zoning by-laws to implement, second units in detached, semi-detached and row houses if an ancillary building or structure does not contain a second unit; and in a building or structure ancillary to these housing types provided that the primary dwelling does not contain a second unit.

Strategic Pillar 6, Housing, of the Town's Strategic Plan states that "*the recent County labour market survey indicates an acute shortage of skilled workers, particularly in the 'blue collar' and agricultural sectors. The one barrier to supplying that labour is housing options. There need to be housing options that are affordable, attainable and even include rentals. This solution might also partially encourage youth and cultural practitioners to consider St. Marys as the place to live, work and play*". A Strategic Priority under Pillar 6 is exploring alternative forms of housing and this may include accessory apartments in accessory buildings.

In recent years, the Town of St. Marys has identified the shortage of attainable housing as an important issue and has prioritized the creation of accessory apartments to bring a wider variety of housing options into the local market. On October 9, 2018, Council passed Zoning By-law No. Z130-2018 to add provisions to the Town's Zoning By-law to permit accessory apartments in the Town. The following definition of 'accessory apartment' was added to the By-law:

Accessory Apartment means a separate dwelling unit, which is located within and subordinate to a single-detached, a semi-detached, or row or townhouse dwelling.

A new Section 5.1 was added to the General Provisions section of the Zoning By-law to regulate attached and detached accessory apartments. Subsection 5.1.1 sets out regulations for accessory apartments located within or attached to a single detached, semi-detached or townhouse dwelling.

5.1.1 In a Single-detached, Semi-detached or Row or Townhouse Dwelling

A maximum of one accessory apartment is permitted per lot in any single-detached, semi-detached or row or townhouse dwelling provided that:

- (a) The maximum gross floor area of the accessory apartment shall not exceed 40 percent of the gross floor area of the main building (including the gross floor area of the accessory apartment) and shall not exceed 100 m² (1,076 ft²);*
- (b) A home occupation is prohibited in any accessory apartment;*
- (c) An accessory apartment is prohibited on any lot where a garden suite dwelling exists;*
- (d) The lot is serviced by municipal water and sanitary sewer services; and,*
- (e) The establishment of a new accessory apartment on any lot located east of the CNR tracks and north of Trout Creek is prohibited until a secondary means of access to these lands is available.*

Subsection 5.1.2 sets out regulations for accessory apartments located in an accessory building or structure.

5.1.2 In an Accessory Building or Structure

Alternatively, the accessory apartment may be permitted in an accessory building or structure on the lot in accordance with Section 5.1.1 and provided that:

- (a) There is an existing single-detached, semi-detached or row or townhouse dwelling on the lot;*
- (b) The size of the lot is a minimum of 1,000 m²;*
- (c) The accessory building or structure complies with minimum front, rear, interior side and exterior side yard requirements for the main building in the applicable zone; and,*
- (d) The accessory building or structure complies with the building height and lot coverage requirements of Sections 5.1.4 and 5.1.5.*

Section 5.21.1.1 of the Zoning By-law was amended to require one parking space per accessory apartment.

Since the addition of these regulations to allow for accessory apartments, Town staff has monitored the appropriateness of these provisions and have identified issues and areas for improvement. Town staff has also consulted with the development and building industry, the real estate industry and residents to identify issues and constraints to the establishment of accessory apartments.

REPORT

This section provides a discussion of issues with existing zoning regulations pertaining to accessory apartments. Town staff has also conducted a review of best practices in other municipalities to assist with the analysis of these issues and to identify recommended changes to the Zoning By-law.

Issue #1 – Maximum Floor Area

Section 5.1.1(a) of the Town's Zoning By-law states that "*the maximum gross floor area of the accessory apartment shall not exceed 40 percent of the gross floor area of the main building (including the gross floor area of the accessory apartment) and shall not exceed 100 square metres (1,076 ft²)*". The purpose of this regulation was, in part, to ensure that accessory dwelling units are subordinate to the main residential use and building on a property, including in terms of function and appearance.

A review of best practices in other municipalities is summarized as follows:

- Meaford and Mississauga – maximum of 50% of the total gross floor area of the building
- Vaughan – maximum of 45% of the total gross floor area of the building
- Toronto – 45% but unit may occupy entirety of basement in a bungalow
- Centre Wellington – 45% of the floor area of the principal dwelling but no more than 100 m². (floor area does not include stairs, landings, cold cellars, garages and carports)
- Brantford – accessory dwelling units located at or above grade shall not be larger than 50% of the gross floor area for the principal dwelling or 110 square metres, whichever is lesser. If located in the basement of the principal dwelling the accessory dwelling unit may occupy the entire basement area.

Through consultation, there was general consensus that the maximum floor area should be increased. Staff have discussed and are recommending 45 percent and maintain the maximum floor area of 100 square metres for any accessory apartment, recognizing that property owners will have the option to request relief from the Committee of Adjustment for special circumstances.

It is also recommended that the provisions regulating apartment size not apply to unit located in a basement or cellar.

Issue #2 – Minimum Lot Size

Section 5.1.2(b) of the Town's Zoning By-law requires a minimum lot size of 1,000 square metres for any accessory apartment in a detached building. The intent of this regulation was based on the view that two separate buildings with dwelling units is only appropriate on larger sized lots. The purpose of this regulation was to also ensure that an appropriate amount of open space / amenity area could be maintained.

A review of best practices in other municipalities revealed that most municipalities do not prohibit accessory apartments in detached buildings based on lot size. On this basis, it is recommended that the Town consider removing the minimum lot size requirement, provided that appropriate regulations are maintained based on lot coverage, setbacks and building height (see Issue #3).

Issue #3 –Setbacks, Building Height and Lot Coverage for Detached Accessory Apartments

Based on a review of other Zoning By-laws, most municipalities restrict the size, scale and location of detached accessory apartments.

Setbacks

Subsection 5.1.2 (c) of St. Marys Zoning By-law requires that a detached accessory apartment comply with the minimum front, rear, interior side and exterior side yard requirements for the main building in the applicable zone. For reference, the following is a summary of required setbacks (in metres) in the Residential Zone One (R1), Two (R2), Three (R3) and Four (R4) Zones for one-storey single detached dwellings with attached garages.

Zone	Front	Exterior Side	Interior Side	Rear
R1	7.5	7.5	3 and 2.4	7.5
R2	6	6	1.2	7.5
R3	6	6	1.2	7.5
R4	6	6	1.2	7.5

In discussions with the industry and some property owners, the consensus was that the requirements for the main building are too onerous when applied to detached accessory apartments, in particular the rear yard requirement. The Kitchener Zoning By-law requires a 0.6 metre minimum setback from rear and interior side lot lines and prohibits detached accessory apartments in front and exterior side yards. In Kingston, the minimum rear and interior side yard setback is 1.2 metres provided the unit does not exceed the maximum height requirement for accessory buildings (ranges from 4.5 to 5.0 metres) and provided that a solid privacy fence is installed and maintained.

It is recommended that the following existing setback requirements for accessory buildings and structures apply to detached accessory apartments:

5.1.3A Location

- (a) all accessory buildings and structures shall comply with the minimum front yard requirement for the main building on the lot or be located to the rear of the front wall of the existing main building on the lot, whichever is greater;*
- (b) all accessory buildings and structures shall be required to comply with the side and rear yard requirements for the zone in which they are located as set out in this By-law;*
- (c) accessory buildings and structures shall not be structurally attached to a main building in any way and they shall be located at a distance of not less than 1.0 metres from the main building. The provisions of this Section shall not apply to standby generators or air conditioning/ventilation devices;*
- (d) notwithstanding the foregoing, in any Residential Zone One (R1), Residential Zone Two (R2), Residential Zone Three (R3), or Residential Zone Four (R4) a detached garage or other accessory building may be erected and used in a rear yard provided it is located not less than 1.0 metres from any lot line;*
- (e) where an accessory building or structure is built on a corner lot, it shall be no closer to the front lot line than permitted by Clause (a) above and no closer to the exterior side lot line than the minimum exterior side yard distance required for the main building under this By-law.*

Building Height and Lot Coverage

Subsection 5.1.2 (d) of St. Marys Zoning By-law requires that a detached accessory apartment comply with the building height requirements of Section 5.1.4 (for accessory buildings and structures).

5.1.4A Height

Except as otherwise provided in this By-law, no accessory building or structure shall exceed 4.5 metres in height or be higher than the main building on the lot, whichever is the lessor. This provision shall not apply to the Agricultural Zone One (A1).

The majority of other Zoning By-laws surveyed apply the same height restriction for accessory buildings and structures to detached accessory apartments. It is recommended that the Town maintain this regulation.

Subsection 5.1.2 (d) of St. Marys Zoning By-law require that a detached accessory apartment comply with the lot coverage requirements of Section 5.1.5 (for accessory buildings and structures).

5.1.5A Coverage

- (a) The total lot coverage of all accessory buildings and structures on a lot shall not exceed 10 per cent of the lot area.*
- (b) Notwithstanding the above paragraph (a), the total lot coverage of all accessory buildings and structures on a lot in any Residential Zone One (R1), Residential Zone*

Two (R2), Residential Zone Three (R3), or Residential Zone Four (R4) shall not exceed 10 per cent of the lot area or 50 square metres whichever is the lesser.

In a R1, R2, R3, or R4 zone with a lot area of 1,050 square metres or more, shall not exceed 5% of the lot area or 115 square metres, whichever is the lesser.

For the purpose of Section 5.1.5 (a) and 5.1.5 (b), the area of a swimming pool that is not enclosed by a building or structure shall not be included in the calculation of lot coverage.

It is recommended that the Town maintain this regulation with respect to lot coverage.

FINANCIAL IMPLICATIONS

None known at this time.

SUMMARY

The following is a summary of recommendations respecting accessory apartment regulations in the Town's Zoning By-law.

Section	Existing Regulation	Discussion
3.1	Accessory Apartment means a separate dwelling unit, which is located within and subordinate to a single-detached, a semi-detached, or row or townhouse dwelling.	<u>Preliminary recommendation</u> : no change
In a Single-detached, Semi-detached or Row or Townhouse Dwelling		
5.1.1	A maximum of one accessory apartment is permitted per lot in any single-detached, semi-detached or row or townhouse dwelling provided that:	<p><u>Preliminary recommendation</u>: remove reference to "per lot" to remove any confusion respecting permitting accessory apartments in condominium developments (e.g. condominium townhouses)</p> <p><u>Proposed changes to regulation</u>:</p> <p><i>A maximum of one accessory apartment is permitted per lot in any single-detached, semi-detached or row or townhouse dwelling provided that:</i></p>
	(a) The maximum gross floor area of the accessory apartment shall not exceed 40 percent of the gross floor area of the main building (including the gross floor area of the accessory apartment) and shall not exceed 100 m ² (1,076 ft ²)	<p><u>Preliminary recommendations</u>:</p> <ul style="list-style-type: none"> increase maximum floor area from 40 to 45% but no change to 100 m² maximum add wording to exempt dwelling units in basements or cellars from these regulations <p><u>Proposed changes to regulation</u>:</p> <p><i>(a) The maximum gross floor area of the accessory apartment shall not exceed 45 40 percent of the gross floor area of the main building (including the gross floor area of the accessory apartment) and shall not exceed 100 m² (1,076 ft²). This does not apply to an accessory apartment located entirely in a basement or cellar.</i></p>
	(b) A home occupation is prohibited in any accessory apartment.	<u>Preliminary recommendation</u> : no change

Section	Existing Regulation	Discussion
	(c) An accessory apartment is prohibited on any lot where a garden suite dwelling exists.	<u>Preliminary recommendation</u> : no change
	(d) The lot is serviced by municipal water and sanitary sewer services; and,	<u>Preliminary recommendation</u> : no change
	(e) The establishment of a new accessory apartment on any lot located east of the CNR tracks and north of Trout Creek is prohibited until a secondary means of access to these lands is available.	<u>Preliminary recommendation</u> : no change
<i>In an Accessory Building or Structure</i>		
5.1.2	Alternatively, the accessory apartment may be permitted in an accessory building or structure on the lot in accordance with Section 5.1.1 and provided that:	
	(a) There is an existing single-detached, semi-detached or row or townhouse dwelling on the lot;	<u>Preliminary recommendation</u> : no change
	(b) The size of the lot is a minimum of 1,000 m ² ;	<u>Preliminary recommendation</u> : delete subsection (b)
	(c) The accessory building or structure complies with minimum front, rear, interior side and exterior side yard requirements for the main building in the applicable zone; and,	<u>Preliminary recommendation</u> : change to require same setbacks as accessory buildings and structures <u>Proposed changes to regulation</u> : <i>(c) The accessory building or structure complies with Section 5.1.3A minimum front, rear, interior side and exterior side yard requirements for the main building in the applicable zone; and,</i>
	(d) The accessory building or structure complies with the building height and lot coverage requirements of Sections 5.1.4 and 5.1.5.	<u>Preliminary recommendation</u> : no change
5.8	<p>Dwelling Units Below Grade</p> <p>No dwelling unit shall, in its entirety, be located in a cellar. If any portion of a dwelling unit is located in a cellar, such portion of the dwelling unit shall be used only as a furnace room, laundry room, storage or utility room, recreation room, bedroom subject to applicable Building Code requirements, or for a similar use. However, a dwelling unit, in its entirety, may be located in a basement subject to applicable Building Code requirements.</p> <p>This section shall not apply to an accessory apartment.</p>	<u>Preliminary recommendation</u> : change to clearly indicate that an accessory apartment is permitted below grade <u>Proposed changes to regulation</u> : <p><i>Dwelling Units Below Grade</i></p> <p><i>No dwelling unit shall, in its entirety, be located in a cellar with the exception of an accessory apartment. If any portion of a dwelling unit is located in a cellar, such portion of the dwelling unit shall be used only as a furnace room, laundry room, storage or utility room, recreation room, bedroom subject to applicable Building Code requirements, or for a similar use. However, a dwelling unit, in its entirety, may be located in a basement subject to applicable Building Code requirements.</i></p>

Section	Existing Regulation	Discussion
		<i>This section shall not apply to an accessory apartment.</i>

It is recommended that Council proceed with the holding of a public meeting and authorize staff to provide newspaper notice of a public meeting (since these are proposed amendments to the Zoning By-law that will apply Town-wide).

OTHERS CONSULTED

N/A

ATTACHMENTS

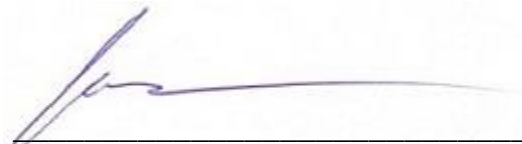
None

REVIEWED BY

Recommended by the Department

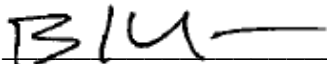


Mark Stone
Planner



Grant Brouwer
Director of Building and Planning

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Community Services
Date of Meeting:	27 April 2021
Subject:	DCS 15-2021 April Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 15-2021 April Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Aquatics:

- The pool closed Saturday April 3 due to recent emergency brake, part time staff were placed on leave, programs cancelled, and refunds issued.
- Arranging a Water Safety Instructors recertification course, this will be an alternative option this year, the Red Cross has offered a one-time opportunity to continue professional development independently. All instructors will take their Psychological First Aid, followed by a staff training that targets new teaching strategies.
- Inputting both Aquatics Centre and Quarry programs and fees into Activenet.
- Planning several options for both small group swimming lessons and leadership courses for May & June if provincial restrictions allow.
- Recruiting 3-5 lifeguards and recalling canteen staff for the Quarry this summer.
- Collecting water safety information to enhance Red Cross preschool lessons, swim kids and Leadership Courses.
- Staff continue to support the Community Wellness Program & the EarlyON program
- Calling regular Aquatic Centre swimmers to update their accounts and inform them of the new booking system to allow a smooth transition once the pool reopens.

Community Wellness:

- Staff continue to work on a program to support transportation to out of town vaccine clinics. Staff have met with staff of the PC Connect transportation service to discuss options to support vaccine transportation.
- The Community Dinner program will transition to the St. Marys United Church as planned for April 19th, however, the Senior Services will continue to utilize local restaurants for food service until after the provincial lock down to support local as well as reduce risk of virus transmission.
- March program statistics were not available at the time of reporting for many programs. Services continue to remain steady. March stats will be available in the May monthly report
- The vaccine support line continues to be utilized. Due to recent temporary booking delays, phone calls have dropped.

Town of St. Marys Online Booking Support Line	
Time of Service	Number of Vaccine Support Calls Answered
March 1, 2021 – March 31, 2021	210

Cultural Services:

- Staff led writing and submitting the Town's grant application for the Healthy Communities Initiative, combining projects from Community Services, Library and Public Works.
- Staff assisted with writing content for the tourism website.
- Museum received a \$4,071 Community Museum Digital Capacity grant to assist with the transition to digital services.
- Along with Corporate Services staff, met with Stratford Festival staff regarding opportunities for collaboration and advertising during the 2021 season.
- Staff working on several new exhibits for when the Museum reopens in April or May.
- Museum student recruitment underway. Currently waiting to hear back on three student grants.
- Staff replied to 16 distance research requests and assisted 22 on-site researchers in March.
- Staff processed one filming permit, submitted by AKOOLFILM Company for filming that took place in late March.
- A heritage grant was approved to support painting and decorative woodwork repair at 109-113 Queen Street East (SunRayz).
- Young Canada Works Building Careers in Heritage internship ended on March 31.
- Weekly telephone and video programs continue as part of the Community Wellness Program.

Child Care:

- The Child Care Centre and both before and after school programs at Little Falls & Holy Name school continue to operate as usual.
- EarlyON program continues to operate virtually with focus on outdoor activities as the weather starts to warm up. Staff were all set to open for limited in-person programming this month but due to recent emergency brake and stay at home order, the program will remain virtual for the time being.
- We are accepting applications for summer care within our current families and will make it available to public after April 17.
- "March Break/April Break" camp ran with maximum capacity.
- Awaiting Ministry approval to run Emergency Child Care now that schools will not be going back to in-person learning.

Recreation Operations:

- PRC building systems lowered to standby status such as HVAC settings, pool water temperature, hot water tanks etc. for the duration of the stay at home order.
- Both ice pads removed.
- Evaporator coils scheduled to be replaced in the main pool HVAC (Dectron) system the week of April 19th. The scope of this project also includes a complete cleaning of the unit to rid the equipment of salt residue from the prior salt system in an attempt to slow corrosion.
- Funding has been approved to replace HVAC units for the arena and pool change rooms. Procurement process has begun to complete the project in late spring or early summer.
- UV light filtration has been added to 4 additional HVAC systems similar to last month, with a focus on fitness and wellness programming spaces such as in the Community Centre and multi-purpose rooms.

- Staff have installed all 4 nets at the tennis/pickle ball courts. Court lighting has also been fixed.

Recreation/Youth Services:

- Stay safe course offered during the spring break filled within a few days.
- University/College/Workplace take over will be rolled out to youth this month.
- Wellness bags (in partnership with the library) were handed out to youth for their spring break. This bag was filled with fun activities for children and youth.
- Art contest- the first one was offered in March with a slow response however we did receive 6 submissions (all visual art) so we will continue to promote this program in hopes to engage children and youth in the coming months.
- Due to the lockdown, the Youth Centre pop up in the parks will be paused. Once out of lockdown staff will begin this program.
- Working on a summer camp program. Staff are unsure of what the regulations will look like come summer but are starting to form a shell of what a program could look like.

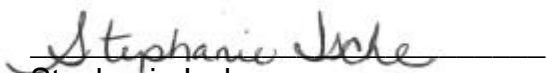
Senior Services:

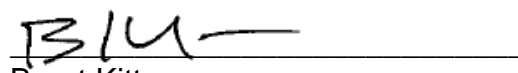
- The Friendship Centre is closed for in-person programming with the exception of health services such as Footcare and Blood Pressure Screening.
- Virtual programming continues to be offered. Virtual fitness and virtual telephone programs continue to see steady attendance.
- Staff are preparing to open the Community Gardens located at the Cemetery. To date all 20 beds have been spoken for. There is currently a waiting list for gardens. Staff are working with a local volunteer to prepare the existing beds as well as create an additional number of beds to support the growth in the program. Fees have been re-implemented to support any costs associated with the program. Subsidized rates are available for those with financial barriers.
- Staff are currently working on completing a programs and service inventory to support the Customer Services project.
- The Perth Community Foundations final report for “The Friendship Centre without Walls” grant is complete. This grant funded operational expenses including payroll associated with operating the telephone-based programs over the past year. Funding for this program also supported a portion of the Museum’s expenses to offer virtual programs as well as mobile hot spots available at the St. Marys Public Library.
- Staff are working on year-end reporting for Ontario Health.
- The Huron Perth Ontario Health Team recently celebrated its 1-year anniversary.
- Working with Communications to promote Volunteer Appreciation week.

REVIEWED BY

Recommended by the Department

Recommended by the CAO


Stephanie Ische
Director of Community Services


Brent Kittmer
Chief Administrative Officer



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Corporate Services

Date of Meeting: 27 April 2021

Subject: COR 21-2021 April Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 21-2021 April Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

The following is an update on the specific strategic departmental plans identified for 2021:

Fiscal Health (2019) Recommendations

- Updates to be available for the beginning of the 2022 budget cycle (June 2021)

KPMG – Reduce Financial Exposure – Community Services

- Director, IT Network Administrator and Finance Clerk have been directly involved in the software application implementation to ensure integration to financial systems and update financial processes. New system will go live at the end of April.

KPMG – Modernize Finance Work Processes

- Work has begun on reviewing credit card policies and processes
- Work has begun in mapping out the plan and recommendations to address the financial processes
- IT staff are creating an application process map detailing the integrations between our software applications.
- Investigating possible financial software suites in order to develop business case and future roadmap

Tourism & Economic Development

- Tourism website project is progressing – Soft GO-LIVE date has been moved to end of May, was April 19 but the team has delayed this until after the Stay At Home order.

Monthly Division updates:

Finance Division:

- Reconciled 12 bank accounts for the month of March
- Issued 199 cheques and EFTs in March
- Assisted with training the Finance Clerk in her new role
- Continue to issue refunds to customers relation to COVID Pandemic
- Year end financial reconciliations being completed

- Six (6) tenders/RFPs issued in March
- Providing 2020 property tax statements for income tax.
- Uploading electronic building plans to MPAC for assessment growth and supplementary tax billing purposes.
- Number of property sales per month, 2020 vs 2021:
 - January 2021: 17 January 2020: 8
 - February 2021: 17 February 2020: 9
 - March 2021: 25 March 2020: 16

Information Technology Division:

- Installed projector and screen at Fire Hall
- IT orientation for Adult Learning
- Began software process mapping
- Onboarded new staff
- Installed public phone at Library for patron use
- Installed and tested debit machines in preparation for Active Net launch.
- Setup socially distanced workstations for Public Works online learning

Communications Division:

Media Relations

- Issued 7 media releases;
 - EcoDog Box Program
 - \$12 000 Fire Department donation
 - Easter Hours
 - Tennis nets up
 - Covid Memorial
 - Vaccine Booking Support Line
 - Welcoming Constable Aaron Mounfield
- Advertising:
 - Print:
 - Continued with weekly Stonetown Crier/COVID-19 column in the St. Marys Independent with the additional section to share general municipal news, unrelated to pandemic.
 - Radio
 - Continued coverage of all media releases on St. Marys Radio
- Social Media:
 - Continued to share wellness, business resources (Phase Two of Business Grant Program), Covid-19 updates, vaccination updates and resources from HPPH.
 - Top posts:

• Gypsy Moth education	• EcoDog Box Program	• Fire Department donation
• Green Light awareness	Strong As Stone Nominees	• Grand Trunk Staircase
• Keeping dogs leashed	• Business Grant	• Canadian Tire donation
• MHSW event	• Covid Memorial	
	• Vaccine Booking Support Line	
 - 39 new followers on the Town's Facebook page in March
 - 10 new followers on the Town's Twitter page in March

- 11 new followers on the PRC's Facebook page in March
- 15 new followers on new LinkedIn page (111 total)
- Website:
 - Website visits increase 25% over February
 - Top viewed pages: Recreation & Culture (5173), Current Opportunities (3340), and Aquatics (2897), Staff and child care screening forms also account for high website visitation.
 - COVID-specific page views:
 - 2597 views of COVID-19 page
 - 445 views of Business Resources page
 - 134 views of Community Wellness page
 - new webpage to promote all virtual programs launched on March 7 had 120 views
- Public engagement:
 - Currently promoting upcoming council meetings and researching new ways to encourage public budget engagement
- Print materials and publications:
 - Printed and distributed Leaf & Yard Waster flyer (5000)
 - Working to develop CSWB plan report design
 - Working to develop inflow and infiltration door hanger alerts
- Other:
 - YouTube account has been switched to a Business Account so going forward it can be tested as an alternate option for virtual program videos
 - Communications has completed Q2 meetings and developed Communications plans to move forward
 - Working with department managers to get final approval/publish on new accessible online forms
 - Continue to assist Tourism with new Tourism website
 - StoneTown Supports (Community Social and Wellbeing Program)
 - Branding is in final stages of planning. Program will include:
 - New webpage
 - Monthly news releases
 - Monthly ½ Independent ads
 - Weekly social media coverage
 - Print flyers distributed to strategically
 - Posters

Tourism and Economic Development Division:

- Launched a second round of Business Economic Support and Recovery Task Force grant funding.
- Staff have continued to work on content development for the website, setting up pages within the site and adding photography.
- Staff have worked with the Farmers Market board to develop a plan for the 2021 season to be located at the Flats. The board unanimously agreed to make the move.
- Assisted the BIA on their AGM and the development of their budget.
- Staff are developing plans for a picnic project for the summer and a kayak loan program in partnership with the Library.
- Met with the Legion to discuss the 2021 banner program and expanding its reach.

Events

- Coordinated State of Service Club night
- Created event process sheet in conjunction with Community Services
- Designed new "COVID information window" for downtown
- Began outreach for Heritage Festival review
- Executed April Strong as Stone recognition

Tourism Student

- Organizing photos for tourism website
- Cleaning up content and layout of the tourism website
- Looking into St. Marys Dollar initiatives in surrounding areas

VIA Services

- Boarding: 28
- Arriving: 26
- % Tickets Printed: 71.4

SPENDING AND VARIANCE ANALYSIS

n/a

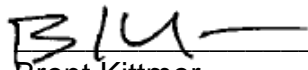
REVIEWED BY

Recommended by the Department



Andre Morin
Director of Corporate Services / Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Emergency Services / Fire Department

Date of Meeting: 27 April 2021

Subject: FD 05-2021 April Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 05-2021 April Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of April (12 March – 16 April 2021) the Fire Department responded to 13 emergency responses most notably:

- Automatic Alarms 4 – St. Marys
- VSA 1 – St. Marys
- Unauthorized Open Air fires 5 – 3 (St. Marys) 2 (Perth South)
- Fires 2 – 1 (St. Marys) & 1 (Perth South)
- MVC 1 – Perth South

Fire Chief attended 4 Calls alone.

Average attendance of firefighters per emergency call – 20.

St. Marys Firefighters have responded to 36 calls for service (1 January – 16 April 2021) compared to 28 emergency responses last year (1 January – 16 April 2020).

During the month of April (12 March – 16 April 2021) Brian Leverton (Chief Fire Prevention Officer) has completed the following:

- 1 Complaint
- 8 Follow Up and ongoing
- 0 Safety Concerns
- 6 Requests
- 13 Routine
- 0 Site visits (request for clarification regarding Ontario Fire Code, lockbox installation location)
- 1 home visit re: smoke alarm/CO date and replacement
- 1 Fire investigation-origin (back deck), cause (improper disposal of smoking item).

30 Total

Public Education

Covid-19 has put a halt on most Public Education programs. Article for the Independent.

Continue mentorship to fire prevention students at Fanshawe College. Students have started to submit the final project for evaluation.

New Fire Hall

Operationally, firefighters are responding from the new fire hall following new operational response procedures. There have been no noticeable delays and is working as expected.

Contractors continue to work on the Fire Hall.

Training

Training was being conducted two nights per week with 10 firefighters per training session. Due to the province wide emergency brake effective Saturday, April 3, 2021, at 12:01 a.m. firefighters have ceased all training until further notice.

Training sessions include:

- Tactical ventilation
- Inspections, testing and maintenance of equipment
- Accountability Board procedures

Personnel

100% of our Firefighters are healthy.

99% of the firefighters received the first vaccine. Second vaccines are due 18 June 2021.

Open Air Burn Permits

The new online Open-Air Burn Permit program is working extremely well. There have been 89 permits approved online since the introduction of the program.

Donations

Ron & Pat Wouter have generously donated a substantial amount of money to the fire department to purchase new Globe Leather Firefighter boots and communications equipment.

An anonymous donation of \$12,000 was graciously given to the fire department to purchase new Firefighter helmets and 7 x 38mm nozzles.

The Fire Chief has purchased tools and other items that were not covered by the current annual Capital or Operations budget.

Fire Radio Dispatch Update

RFP for Fire Dispatch has closed on Friday 5th of February 2021. All Fire Chiefs in Perth County have presented their Fire Radio and Dispatch Services RFP to their respective councils with an unanimous approval.

The County will contact Owen Sound to set up a meeting with the Fire Chiefs on the workplan for implementation.

Legal is already working on the contract and once completed each Fire Chief will be provided a copy for our review. A meeting with legal will be scheduled so we can go through it and see what else is required. Once completed we would then review with Owen Sound and see if implementation details need to be included.

Fire Safety Grant Announcement

On March 11, 2021, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to the Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, not all training priorities may have been met over the last year. In addition, the Fire Marshal's office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

Fire Chief applied for \$6,800 as part of this grant program on March 19, 2021. The OFM's Office has returned the completed Transfer Payment Agreement and next they will begin the process for releasing funds to the municipality.

SPENDING AND VARIANCE ANALYSIS

- Ladder testing - \$2,005.75
- Personal Lockers – \$1,393.29
- Annual Service Testing of 21 SCBA's - \$2,461.99
- Globe Firefighter boots (partial shipment) - \$6,499.59 (covered by donations)

REVIEWED BY

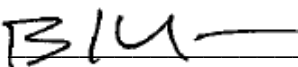
Recommended by the Department



Richard Anderson

Director of Emergency Services/Fire Chief

Recommended by the CAO



Brent Kittmer

Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Human Resources

Date of Meeting: 27 April 2021

Subject: HR 04-2021 April Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 04-2021 April Monthly Report (Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Recruitment

- Currently recruiting for a Library Summer Reading Coordinator, Labourer (Facilities), Tourism Assistant and part time Lifeguards.
- Recently completed the recruitment for a Custodian, Arena Assistants, Recreation Supervisor and HR Generalist.
- Working with the Early Learning Services Supervisor in shifting and reallocating staffing resources to accommodate the emergency childcare, staff leaves and contracts ending.
- Recruited three current staff to assist with the HPPH vaccine clinics and have continued to support staffing and training needs as required.

Employee Engagement

- In conjunction with the CAO, facilitated our Spring All-Staff meeting. Engaged the STEAM in the creation of agenda topics to ensure they are relevant to staff.
- Supporting the STEAM+ committee through the staff engagement survey project. After identifying potential areas of concern, we are currently focusing on root cause analysis.
- Facilitating conversations with STEAM and JHSC to identify mental health initiatives in preparation for the Canadian Mental Health Association's Mental Health Week, May 3-9, 2021.

HR Systems

- Continuing to work on updating training plans for all positions on our Training Matrix.
- Reviewing job descriptions and job evaluations for new positions introduced in the fall of 2020 as part of the six-month review process (as per our Compensation Policy).
- Participating in on-going meetings with our compensation consultant regarding the Job Evaluation/Compensation project. This included reaching out to various municipal and non-municipal comparators to request compensation information for benchmarking purposes.
- Working with WSIB Return to Work Specialists to continue facilitating the RTW process for two staff members.

Health & Safety

- Continuing to support the transition from working in office to remote working for those positions that can. This includes providing ergonomic workspace training and general incident reporting requirements when working remotely.
- Issued Monthly Incident reports to SLT and Joint Health & Safety committee members.

Payroll and Benefits


- Conducted virtual Employee Self-Serve/Electronic Timesheet training sessions and benefit enrollment for new staff.
- Completed Q1 Clearing Account reconciliations.
- Completed and submitted report on hiring to Service Canada for February and March 2021.
- Inactivated and issued record of employments (ROE) for PRC staff affected by the recent Covid-19 stay at home order.
- Compiled payroll information for Museum grant for Curatorial Services Supervisor to submit final reporting to Young Canada Works internship grant.
- Compiled costing for Early Learning Services staff training project.

SPENDING AND VARIANCE ANALYSIS

None to report.

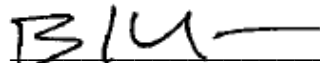
REVIEWED BY

Recommended by the Department



Lisa Lawrence
Director of Human Resources

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Public Works

Date of Meeting: 27 April 2021

Subject: PW 35-2021 April Monthly Report (Public Works)

RECOMMENDATION

THAT PW 35-2021 April Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- Green Committee
 - Review and made recommendations related to amending the tree donation policy and creating a green recognition program
- Traffic and Parking
 - Ramping up targeted enforcement activities with the Clerks Department and Stratford Police for parking on municipal roadways and parking lots. Collaboration between Departments and the Police has been very beneficial and legacy issues are being addressed.
 - 10+ Parking Permits issued for Elgin Street and Water Street Parking Lots
 - Online forms built in FormBuilder for Road Occupancies – anticipate online launch by mid to late April – frequent users will be notified of the change.
- Procurement – general housekeeping as operations shift to Spring works (update agreements, insurance, quotations etc.)
 - RFT-PW-03-2021 Supply and Delivery of Half Ton Pickup Truck (Capital) closed on April 8, 2021
 - 1 bid received, overall project cost less than <\$50,000 – Request for Purchase provided to CAO and Treasurer
 - RFQ-PW-05-2021 Catch Basin Cleaning (Operations) closed on April 5, 2021
 - Report to Council for award on April 27, 2021
 - RFQ-PW-07-2021 Heavy Equipment Roster (excavators, dump trucks, bulldozers) closed on April 12, 2021
 - Agreements to be executed with the bidders and equipment roster to be created
 - RFT-PW-08-2021 Asphalt Repairs closes on April 27, 2021
- City Wide Work Order System
 - Internal training being completed, and standard work processes for resident requests are being created to ensure consistency of application.
 - Public Works will begin to add quarterly updates to the monthly report, outlining the number of work orders created and the number of work orders closed. The January 1 thru March 31 data has been appended to this report.

- Please note that some work orders have been created and cannot be addressed until the seasons change (i.e. sod repairs).
- In future months the number of work orders may increase as a result of increasing the use of the software
- Asset Management
 - Year-end entries and database updates underway
 - Parks staff working on GIS survey of trail signage and features
- Various team members have been tasked with participating in Town-wide collaborative projects such as the Asset Management Working Group (Public Works led), Development Team, Customer Service Working Group and Employee Engagement Survey Results.

Environmental Services (Water, Wastewater, Solid Waste Collection, Management and Landfill)

- Leak Detection Program completed on Water Distribution System – 1 leak found
- Sanitary Maintenance Hole Inspection Program started – 20% of structures inspected annually
- Watermain Installation along James Street North from Trailside to Glass Street
- Utility Installation for Thamescrest Farms Phase 2A
- MHSW Event held at the MOC on April 10th, 2021 – 258 vehicles processed
- Spring Maintenance cleanup of Landfill completed
- Landfill Annual Monitoring Report completed and received

Public Works Operations (Roads and Sidewalks)

- Transitioning to Spring and Summer operations:
 - Plows have been removed, bi-annual maintenance performed and moved into storage
 - Spring and Summer machines and accessories have been removed from storage and are being prepared for Spring and Summer operations
 - Daily sweeping of roads, sidewalks and parking lots
- Various water service repairs, ditching and culvert cleanouts
- Spring concrete work to begin mid-April
- Centerline painting (historically completed by Perth County Staff) being jointly tendered with Perth County
- Sod Repairs anticipated to begin late April early May. Locations are being tracked in City-Wide
 - Department is reviewing its operations to hopefully reduce the number of repairs required for the 2021-2022 winter season
- Ontario Traffic Manual – Book 7 (Traffic Control) training for 12 Public Works Team Members (all Public Works Staff members inclusive of Operations and Administration are trained in Book 7 for redundancy purposes)

Parks, Trails, Tree Management, Flowers and Cemetery

- Tree management is ongoing (number of work order requests can be seen in the appended City Work Order Report)
 - Coniferous trees used in the Downtown during the winter season have been transplanted and are now permanently planted near the James Street North well #4 site.
- Trail network – as weather permits, Park Operators are completing an inventory of trail amenities (signs, garbage cans, etc.) that is geographically tagged in the GIS. The data collection is supporting the Active Transportation Master planning project.
- Flowers – materials ordered, watering and maintenance contracts finalized for 2021
- Natural Areas:
 - Wildflower Meadow: materials on hold at nursery, and application for funding submitted to TD Friends of the Environment Foundation – report back on application status expected in April 2021
 - Report to Council on April 27, 2021 regarding Meadowridge Park Naturalization Plan

- Sparling Bush Interior Tree Planting (funded by the St. Marys Rotary Club) delayed due to stay at home orders (project as per the Sparling Bush Management Plan)
- Working with Community Services Department to review childcare turf options
- Jointly working with Friendship Centre to offer garden plots at the Cemetery – considering an expansion of the existing garden to meet demand (Public Works to prepare the lands, and Friendship Centre administering the program)
- Parks
 - Operators are refurbishing picnic tables as time permits
 - Playground maintenance and inspections are ongoing
 - Turf maintenance to being April 1, 2021
- Cemetery Statistics (January 1 thru March 31, 2021)
 - 8 traditional burials – 4 with vault
 - 6 cremations – 1 in Columbarium, 4 burials
 - 5 internment rights sold (3 in plots, 1 in cremation gardens, 1 in columbarium)

Capital Projects and Engineering

- Thames Crest Farms 2A infrastructure construction progressing quickly.
 - James St North closed for a total of 3 days in April to accommodate road crossings – 2 day detour on Emily Street, and 1 day detour on Edison.
 - Glass Street to be closed for a 6 to 8-week period, from April 13 to early June for infrastructure construction.
 - Intermittent single lane closures with flagging on James Street anticipated in April and May
- Waterloo & Elizabeth Reconstruction project started April 12, 2021
 - Anticipate completion early July – updates to residents via construction webpage
- 2 Sanitary laterals installed on St. Andrew Street North
- Grand Trunk Trail Staircase
 - 5-meter section of Grand Trunk Trail staircase cordoned off due to excessive retaining wall lean. Pedestrians can still pass on area beside cordoned off area until new staircase built this Summer
 - Working on tender for Grand Trunk Trail Staircase project – spring release
- Quadro finishing last of main line work in downtown core April/May
 - Service installations on private property as customers connect expected for several years.
- Parking lot improves at Flats for Farmers Market setup tentative start date April 19th
 - Target completion May 1
- Extension of Jones St. Municipal parking lot, extension to South to property limits pending.

SPENDING AND VARIANCE ANALYSIS

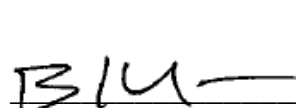
- Pavement marking (line painting) contract re-negotiated as per Section 11.3 of the Town Procurement By-law as a result of industry-wide paint shortage in 2021

REVIEWED BY

Recommended by the Department


 Jed Kelly
 Director of Public Works

Recommended by the CAO


 Brent Kittmer
 Chief Administrative Officer

Public Works Work Orders Jan 1, 2021 - March 31, 2021	Work Orders Created	Work Orders Closed
Locate	130	129
Meter Inspection	44	16
Tree Program	8	5
General	1	1
Winter Maintenance	23	14
Street Light	10	7
Waste Water Collection	5	4
Water Distribution System	22	12
Roads Repairs	5	4
Sidewalk	6	0
Repairs / Site Maintenance	2	0
Ditching	1	1
Trails	2	2
Street Sign	2	2
Traffic Sign	3	3
Culvert	1	1
Flooding	1	1
Radar Sign	2	1
Benches	1	0
Play Structure	2	1
	271	204

Page 1 of 1, © CityWide Solutions- Work Order Report, Town of St. Marys (Default), 2021-04-12 10:51 AM

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	27 April 2021
Subject:	PW 33-2021 Establish a Naturalized Area Adjacent to Meadowridge Park

PURPOSE

To seek Council's approval to establish a multi-year project that creates a naturalized area along the south-east perimeter of Meadowridge Park. The project will also include the installation of a trail to improve wayfinding in the area.

RECOMMENDATION

THAT PW 33-2021 Establish a Naturalized Area Adjacent to Meadowridge Park be received; and

THAT Council approve the recommendation from the Green Committee to establish a naturalized area adjacent to Meadowridge Park.

BACKGROUND

As per the Meadowridge Subdivision Agreement, Meadowridge Park ("the Park") was created. Today, the Park is 7.8ha in size, and includes a storm water management pond, youth play structure, soccer fields and a hill used for tobogganing. There is a Hydro One easement for high voltage power lines that run through the property from North to South. Consequently, the easement limits the use of the lands beneath and adjacent to the power lines, therefore, there is open space acting as a buffer to residential housing. The recreational facilities are located East of the easement. The east side of the Park abuts a drainage area and has been graded so turf can be maintained to a finished cut level.

The majority of the Park is maintained as finished turf with little to no large-scale naturalization contained within the Park. However, to the eastern most limit of the Park, there is an existing forested area surrounding a small cluster of mature trees.

The Town's trail system leads to the Park, and then connects to the sidewalk network. At this time, trail users who are unfamiliar with the trail network experience some navigation problems when trying to determine how to connect with the trail from the Park. This is an issue identified during the Trail Network Survey issued in April of 2019.

For a better understanding of the location, please see **Attachment A – Meadowridge Park Naturalization Plan**.

REPORT

Receipt of Donation

In 2020, the Town of St. Marys received a sizeable donation in the amount of \$10,000. The donor earmarked the donation to improve the Park's forested areas. As per the Tree Donation Policy approved by Council in 2020, the donation has been placed in the Forestry Reserve.

Utilizing the Donation – Creating a Meadowridge Naturalization Plan

After considering the use of the donation, staff are proposing a multi-year naturalization project. The multi-year approach is required as the intended project area is too large to complete in a single year and the costs associated will exceed the donation and any supplemental budget funds.

Walking the site with UTRCA representatives, staff identified the existing cluster of mature trees isolated in the middle of the finished turf area near the Eastern limit of the park and determined it would serve as a good starting point to expand the tree grove. In conjunction with UTRCA, staff have developed an initial concept sketch of the proposed works, which upon completion would see the planting of 520 trees and shrubs over the 30,000 sq ft area. The project would also seek to address the trail navigation issues identified above and install a connecting link trail from the existing trail to the sidewalk network. Staff are proposing to extend the trail via installation of gravel surface to be maintained at existing service levels in the area.

Plan Details

At its March meeting, staff proposed an implementation plan to the Green Committee. Please see Attachment A for visual representation of the implementation plan.

The Plan is as follows:

Table: 1 Meadowridge Park Naturalization Plan

Phase 1 (2021) – Trail Extension – Yellow Area
<ul style="list-style-type: none"> • Full length installation of 227 metres – total width of 2.5 metres • The width of the trail shall meet accessibility standards and be 1.5 metres in width • There will be a 1 metre finished grass funning edge on either side of the trail (easier maintenance and preventing invasive species growth) • To complete the installation approximately 12' of topsoil will be removed and replaced with recycled A gravel from the Town's existing stockpile
Phase 2 (2021) – Establish Planting Area – Red Area
<ul style="list-style-type: none"> • The proposed planting area for 2021 is 956 square metres or 10,288 square feet • Plant at 675 stems/acre or 155 trees/shrubs (as approved by the tree species list)
Phase 3 (2022 and 2023) – Planting Area – Green Area
<ul style="list-style-type: none"> • The proposed planting area for 2022 and 2023 is 1,128 square meters or 12,133 square feet • Plant at 675 stems/acre = 189 trees/shrubs
Phase 4 (2024 +) – Planting Area – Purple Area
<ul style="list-style-type: none"> • The proposed planting area is 787 square meters or 8,461 square feet • Plant at 675 stems/acre = 128 trees/shrubs

The proposed naturalizing area is 30,000 sq ft, or 0.3 ha, therefore, the proposed timelines may be subject to change as some of the phases may take several years to complete. The schedule will also

be subject to available budget funds and donations received, annual nursery inventories and available labour resources consisting of either staff or volunteers. Staff are anticipating providing maintenance and care to the new areas as they are brought online until plantings have been established.

After much discussion, the Green Committee made the following recommendation to Council:

Resolution: GC-2021-03-06

Moved By Fred Stam

Seconded By David Vermeire

THAT PW 28-2021 Establish a Naturalized Area Adjacent to Meadowridge Park report be received; and

THAT the Committee recommends to Council:

THAT Council approve the Meadowridge Park Naturalization Plan as outlined in the report.

CARRIED

Creation of a Donation Forest

In 2020, the Town of St. Marys adopted a tree donation policy that directs all donations to a forestry reserve for mass planting. After several conversations with possible donors, Town staff believe those donations may need to be directed to a specific location. Town staff believe that this location may be the appropriate one. Donation support would assist with the growth of the naturalized area, including increasing the available funds to purchase trees, and inviting those in the community to participate in the planting process.

A follow up report discussing a donation forest and amending the tree donation policy will be presented to the Green Committee at its April meeting.

Climate Change

Once established, these areas would assist to reduce the Town's carbon footprint by reduction of mower emissions and increased tree cover CO2 absorption. A single mature tree can absorb 48lbs of CO2 per year. The proposed project, when completed, could add hundreds of trees to the Town's urban canopy. Further, the finished grass areas in the park would be reduced by almost 4% without affecting the overall service level of the park. Moving forward, staff are hopeful similar naturalization techniques could be applied to other Town lands which consist of approx. 40ha.

FINANCIAL IMPLICATIONS

2021 Works – See Attachment A – Yellow and Red Areas

Trail installation will be completed primarily using internal resources, installing a gravel base from the Town's concrete recycling program. An external contracted excavator & additional dump truck will be required for one day for efficient sod removals. These costs will be absorbed by existing operational budgets and donation funds and will be completed during regular working hours. Staff expect no unbudgeted operational variances to be incurred.

UTRCA staff will be sourcing and aligning volunteers for planting as COVID restrictions allow. If current restrictions are such that volunteers can not be utilized, Public Works operational staff will be used to fill the labour gap.

2022 and Beyond – See Attachment A – Green and Purple Areas

Volunteer and labour restrictions, nursery inventory availability as well as fiscal constraints will more than likely cause a multi year implementation schedule. Staff are planning on utilizing future donations and grant funding applications to complete the naturalization of the remaining areas. Effectively dividing the project into smaller phases similar to Sparling Bush initiatives in past years.

SUMMARY

Staff are proposing a multiyear plan to create a new 30,000 sq ft or 0.3ha naturalized area along the east side of Meadowridge Park and installing a new trail extension on the East perimeter. The project would be a shovel ready project for future donations and grant funding opportunities. Areas selected for naturalization or trail extension would not affect existing features or uses of the park. Finish grass reduction of 4% in the park would be achieved and would assist to offset the Town's CO2 footprint.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #4 4. Culture and recreation
 - Outcome: St. Marys' parks are not only a prized asset; they are also a natural gathering place that can be optimized and incorporated into enhancing the cultural profile of St. Marys.
 - Tactic(s): Continue to seek opportunities to add to its profile.
 - Recreation and Leisure Master Plan:
 - Recommendation #24: Consider naturalization of select areas of parklands, including Meadowvale Park and Southvale Park, in order to reduce parkland maintenance efforts. The naturalization of these parks or park areas may require the removal and/or relocation of certain recreation facilities, as articulated in this Master Plan. Where appropriate, naturalization of other municipal lands is also encouraged.

OTHERS CONSULTED

Vanni Azzano, Community Education Specialist – Upper Thames River Conservation Authority

John Hahn, Park Operator A - Town of St. Marys

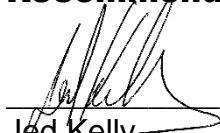
Green Committee – Town of St. Marys

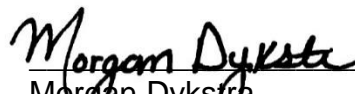
ATTACHMENTS

Attachment A - Meadowridge Park Naturalization Map


REVIEWED BY

Recommended by the Department


Jed Kelly
Director of Public Works

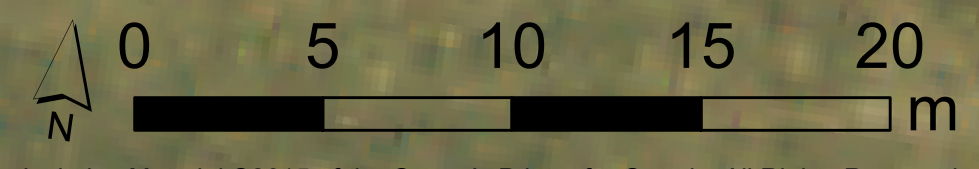

Morgan Dykstra
Public Works and Planning Coordinator

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer



- Trail 60" Mowing Zone
- Trail Length 227m
- Red Phase Area 787m² / 8461sq ft
- Green Phase Area 1128m² / 12133sq ft
- Purple Phase Area 956m² / 10288sq ft



PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Morgan Dykstra, Public Works and Planning Coordinator
Date of Meeting:	27 April 2021
Subject:	PW 36-2021 Procurement Award for RFQ-PW-05-2021 Catch Basin Cleaning

PROJECT DETAILS

Each Spring the Town seeks contracted services to complete catch basin cleaning. The project includes the supply of all labour, equipment and materials necessary to vacuum all debris in 1,313 catch basins within the Town of St. Marys.

As per RFQ-PW-05-2021, the contract shall be for a term of three (3) years, 2021, 2022 and 2023. The contract may be renewed for one (1) additional year (2024) as the same rate, terms and conditions as 2023. Any extension shall be subject to performance review.

RECOMMENDATION

THAT PW 36-2021 Procurement Award for RFQ-PW-05-2021 Catch Basin Cleaning report be received; and,

THAT the procurement for RFQ-PW-05-2021 Catch Basin Cleaning be awarded to B. Edwards Transfer Ltd. for the procured price of \$61, 573.14, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 44-2021 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:	RFQ-PW-05-2021
Tender Closing Date:	Tuesday, April 6, 2021
Number of Bids Received:	Four (4)
Successful Proponent:	B. Edwards Transfer
Approved Project Budget:	\$19,500.00/year or \$58,500 for 3 years
Cost Result – Successful Bid (Inclusive of HST):	\$61,573.14 for 3 years
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$55,448.52

The procurement document submitted by B. Edwards Transfer Ltd. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommend award of the project to B. Edwards Transfer Ltd.

FINANCIAL IMPLICATIONS

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

Stormwater (01-4200-6990)	\$17,069 +HST (2021); \$18,382 + HST (2022); \$19,038.50 + HST (2022)
Total	\$ 61,573.14

Annual operating budgets will be amended to reflect the costs proposed.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer
Todd Thibodeau, Public Works Supervisor

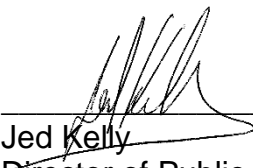
ATTACHMENTS

1. Bid Summary for RFQ-PW-05-2021 Catch Basin Cleaning Program

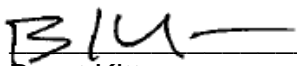
REVIEWED BY

Recommended by the Department


Morgan Dykstra
Public Works and Planning Coordinator


Jed Kelly
Director of Public Works

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer



**Bid Summary for RFQ-PW-05-2021
for Catch Basin Cleaning (2021-2023)**

BIDDER	DATE RECEIVED	Amount for 3 Years (Including HST)
B. Edwards Transfer	April 6, 2021	\$61, 573.14
P.A Catch Basin Cleaning Services Inc.	April 6, 2021	\$ 124, 184.85
Nieltech Services Ltd.	April 6, 2021	\$ 158, 903.20
Accuworx Inc.	April 6, 2021	\$ 347, 995.16



INFORMATION REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Supervisor
Date of Meeting:	27 April 2021
Subject:	PW 37-2021 Landfill Annual Report for 2020

INFORMATION

To update Council regarding the submission of the 2020 Annual Monitoring Report for the St. Marys Landfill site to the Ministry of Environment, Conservation and Parks (MECP) and to summarize key aspects within the annual monitoring report for Council.

RECOMMENDATION

THAT report PW 37-2021 Landfill Annual Report for 2020 be received for information.

BACKGROUND

The Town is required to submit an annual report to the MECP prior to March 31 of each year for the previous year's site operations. Each year this report is prepared by engineering consultants and submitted to the MECP on the Town's behalf.

The 2020 Report was submitted on March 29th, 2021.

REPORT

In 2020, the St. Marys landfill site was operated by the Town of St. Marys and supplied successful waste disposal and diversion needs to residents and businesses within the Town. The following is a summary of information presented within the annual report:

- Between September and November 2020, approximately 2 acres of Cells No. 7 and 8 had final cover material placed at the site – estimated to be approximately 6,300 cubic metres of clay-soil.
- The adjusted landfill volume utilization (excluding final cover placement) was estimated to be 7,137 cubic metres for 2020 compared to an estimated annual filling of 9,359 cubic metres in 2019.
- The 2020 volumetric fill rate represents a 7,863 m³ savings over the annual design fill rate of 15,000 m³ per year for Phase II/III.
- In 2020, approximately 5,921 tonnes of waste was placed for final disposal at the landfill site. This equates to an in-situ density of approximately 1,037 kg/m³ which represents the most efficient waste placement on record for the landfill.
 - For context, typical industry standards for density are around 700 kg/m³. The Town's density far exceeds the standards, which will lead to extended landfill life. This achievement is a testament to the investment in new equipment at the landfill (modern compactor and bulldozer) which allow staff to better control fill and cover.

- It is estimated (assumed at 20%) that approximately 1,427 m³ of daily cover was placed within the active cells in 2020 (included in above volumetric fill utilizations).
- The landfill's remaining approved site life is estimated to be approximately 1.4 years as of January 2021. The Town is required to submit a request for additional interim approval in mid-2021.
- A detailed evaluation on potential groundwater impacts noted in prior years at up gradient wells (OW9B-91, OW15-91 and OW21-91) related to suspected leachate indicators concluded that impacts appear to be directly attributable to road salting and dust suppression applications, and not landfill leachate.
- Manhole B (MHB) was added to the sampling program in 2016. The 2018 results suggested a potential for leachate influence. Based on recent monitoring analysis, the water quality appears to be primarily influenced by salt application, as opposed to leachate. Monitoring will continue in 2021 to aid in determining a trend or potential impact. If leachate impact is confirmed, consideration will be given to preventing overflow from MHB from discharging to the surface water drainage system.
- Reasonable Use Criteria (RUC) was not exceeded in down gradient overburden or bedrock wells at the site.
- No operational issues related to treating leachate were identified by the Wastewater Treatment Plant.
- Groundwater, surface water and leachate sampling shall continue in 2021 to continue trending for site operations and monitor for potential site impacts.
- The Town did not receive any formal complaints regarding landfill operation in 2020.
- The Town saw significant diversion efforts related to the various programs offered and administered at the landfill, consisting of, but not limited to, recycling, leaf collection, yard waste collection, E-Waste Depots, Household Hazardous Waste Depots, etc. This resulted in a total of 2,058 tonnes being diverted from the landfill in 2020.

General Notes:

An Environmental Assessment to determine future solid waste disposal needs for the Town of St. Marys was commenced on February 9, 2015 and continued throughout 2020. The final Environmental Assessment is expected to be completed and submitted for approval in 2021. The Town of St. Marys will be applying to the MECP in July 2021 as a condition of the site's approval for continued interim capacity approval to continue operations while the EA is finalized, submitted and subsequently reviewed.

SUMMARY & IMPLICATIONS

The above information has been summarized from the Annual Monitoring Report for 2020. The landfill site continues to provide effective and efficient solid waste disposal for the Town. There was approximately 1.4 years of approved filling remaining at the landfill as of January 2021.

The Town is required to submit an application in mid-2021 for additional interim capacity approval at the site while the EA is completed and reviewed. Should interim approval not be granted, the Town would be required to find alternative means of waste disposal until such time as additional capacity could be approved.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Not Applicable

ATTACHMENTS

None

REVIEWED BY

Recommended by the Department

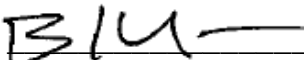


Dave Blake, C.E.T.
Environmental Services Supervisor



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

BY-LAW 42-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to establish the 2021 St. Marys Business Improvement Area (BIA) Levy.

- WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 8, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;
- AND WHEREAS:** Business Improvement Areas (BIA), herein referred to as the “St. Marys Business Improvement Area”, allows local business people and property owners to join together and with the support of the municipality, to organize, finance and carry out physical improvement and promote economic development within their district;
- AND WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 208 provides that the municipality shall annually raise the amount required for the purposes of a board of management, and may establish a special charge for the amount to be raised;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts:
- 1.** That Schedule “A” St. Marys Business Improvement Area 2021 Annual Budget attached hereto forms part of this by-law.
 - 2.** That for the purposes of the Board of Management of the St. Marys Business Improvement Area the sum of \$45,000 is raised for 2021 by applying the rate of .0028729113 against the commercial current value assessment within the designated area.
 - 3.** That the minimum levy shall be \$100.00 and the maximum levy shall be \$761.25 for single unit and \$971.25 for multi-properties within the Improvement Area.
 - 4.** This By-law shall be deemed to have come into force and take effect on January 1, 2021.

Read a first, second and third time and finally passed this 27th day of April 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BIA BUDGET 2021			REMAINING		
	ITEM	BUDGET 2021	ACTUAL 2021	Under Budget (Over Budget)	Details
	Revenues				
	BIA Levy	\$ 45,000.00	\$ -	\$ 45,000.00	
	HST Rebate	\$ 2,500.00	\$ -	\$ 2,500.00	
	Miscellaneous	\$ -	\$ -	\$ -	
	SUBTOTAL:	\$ 47,500.00	\$ -	\$ 47,500.00	
	Expenses				
A	MEMBER SUPPORT & ENGAGEMENT				
	Membership				
	Member Recognition	\$ 500.00	\$ -	\$ 500.00	
	Member Welcome	\$ 500.00	\$ -	\$ 500.00	
	Networking Socials	\$ 1,000.00	\$ -	\$ 1,000.00	
	Training & Education				
	Training & Education	\$ 1,400.00	\$ -	\$ 1,400.00	
		\$ -			
	Organizational Capacity				
	OBIAA Conference				
	OBIAA Membership	\$ 220.00	\$ -	\$ 220.00	
	Policies & Procedures			\$ -	
				\$ -	
	SUBTOTAL Member Support and Engagement:	\$ 3,620.00	\$ -	\$ 3,620.00	
B	IMPROVING PUBLIC SPACE & BEAUTIFICATION (Misc)		\$ -	\$ -	
	Flower Baskets	\$ 4,500.00	\$ -	\$ 4,500.00	

	Christmas Lights Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00	
	Lions Club Flag Replacement	\$ 200.00	\$ -	\$ 200.00	
	Beautification 2021 Initiatives	\$ 2,730.00	\$ -	\$ 2,730.00	
	Downtown Bench Project	\$ 2,500.00	\$ -	\$ 2,500.00	
			\$ -	\$ -	
	SUBTOTAL Improving Public Space and Beautification:	\$ 10,930.00	\$ -	\$ 10,930.00	
C	BRINGING PEOPLE DOWNTOWN				
	Volunteer Recognition	\$ 500.00	\$ -	\$ 500.00	
	Marketing & Promotion				
	Marketing & Communication Sub Committee	\$ 5,000.00			
	Bus Wrap	\$ 2,500.00			
	Advertising	\$ 4,500.00		\$ 4,500.00	
	Events				
	Meet Me in St. Marys	\$ -	\$ -	\$ -	
	Event	\$ -	\$ -	\$ -	
	Christmas Sub Committee	\$ 4,500.00	\$ -	\$ 4,500.00	
	Heritage Festival	\$ 2,000.00	\$ -	\$ 2,000.00	
	Santa Claus Parade - Sponsorship to Kinsman	\$ 1,000.00	\$ -	\$ 1,000.00	
	Partnerships			\$ -	
			\$ -	\$ -	
	SUBTOTAL Bringing People Downtown:	\$ 20,000.00	\$ -	\$ 12,500.00	
D	RUNNING THE ST. MARYS BIA				

	Running the BIA				
	Admin Support	\$ 5,200.00	\$ -	\$ 5,200.00	
	Annual General Meeting	\$ 500.00	\$ -	\$ 500.00	
	Audit	\$ 1,000.00	\$ -	\$ 1,000.00	
	Email/Quadro	\$ 300.00	\$ -	\$ 300.00	
	Bank Fees	\$ 50.00	\$ -	\$ 50.00	
	Office Supplies	\$ 400.00	\$ -	\$ 400.00	
	Miscellaneous	\$ 1,000.00	\$ -	\$ 1,000.00	
	GST/HST	\$ 2,000.00	\$ -	\$ 2,000.00	
	SUBTOTAL Running the BIA:	\$ 10,450.00	\$ -	\$ 10,450.00	
	GRAND TOTALS:	\$ 45,000.00	\$ -	\$ 37,500.00	
	Total Levy (Income)	\$ 47,500.00	\$ -	\$ 47,500.00	
	Total Expenses	\$ 45,000.00	\$ -	\$ 45,000.00	
	Reserve Funds:				
	Remaining in Bank	\$ 47,244.42			
	BIA Loyalty Card Project	\$ (25,000.00)			
	Christmas Lights	\$ (5,000.00)			
	Constitution	\$ (1,500.00)			
	Remaining	\$ 15,744.42			

BY-LAW 43-2021

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 AJ Stone Company Ltd. and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys authorized the procurement of a breathing air compressor for the Fire Hall located at 172 James Street South (the "Project") and received a proposal from AJ Stone Company Ltd. which was subsequently approved by Council on April 27, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with AJ Stone Company Ltd. (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Agreement between The Corporation of the Town of St. Marys and AJ Stone Company Ltd., attached hereto as Appendix "A", is hereby authorized and approved.
 2. That the Mayor and Clerk are hereby authorized to execute the Agreement on behalf of The Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 27th day of April 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 44-2021

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 B. Edwards Transfer Ltd. and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys issued an RFQ for the catch basin cleaning program in 2021, 2022 and 2023 (the “Project”) and received a quotation from B. Edwards Transfer Ltd. which was subsequently approved by Council on April 27, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with B. Edward Transfer Ltd. (the “Agreement”) for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Agreement between The Corporation of the Town of St. Marys and B. Edwards Transfer Ltd., attached hereto as Appendix “A”, is hereby authorized and approved.
 2. That the Mayor and Clerk are hereby authorized to execute the Agreement on behalf of The Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 27th day of April 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 45-2021

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 April 27, 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 27th day of April 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 27th day of April 2021.

Mayor Al Stratheed

Jenna McCartney, Clerk