



## **AGENDA**

### **Regular Council Meeting**

September 14, 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 September 14, 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 during this portion of the agenda.

Submissions will be accepted via email at [clerksoffice@town.stmarys.on.ca](mailto: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. #Strong As Stone Nominees**

##### **Recognition of July and August Nominees**

Terri Iredale

Sheila Greason

5.2.	Ontario Clean Water Agency re: 2nd Quarter Reporting	10
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**RECOMMENDATION**

**THAT** the delegation from Ontario Clean Water Agency regarding the second quarter water and wastewater reports be received.

**6. ACCEPTANCE OF MINUTES**

6.1.	Strategic Priorities Committee - August 17, 2021	29
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**RECOMMENDATION**

**THAT** the August 17, 2021 Strategic Priorities Committee meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

6.2.	Regular Council - August 24, 2021	34
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**RECOMMENDATION**

**THAT** the August 24, 2021 Regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**7. CORRESPONDENCE**

None

**8. STAFF REPORTS**

**8.1. Building and Development Services**

8.1.1.	DEV 41-2021 Site Plan Agreement for 550 James Street South (Raezors Inc.)	48
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**RECOMMENDATION**

**THAT** DEV 41-2021 Site Plan Agreement for 550 James Street South (Raezors Inc.) be received; and

**THAT** Council consider By-law 78-2021 and authorize the Mayor and the Clerk to sign a Site Plan Agreement between the Town of St. Marys and Raezors Inc.

**8.1.2. DEV 40-2021 Parking Study Comparator Recommendations**

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**RECOMMENDATION**

**THAT** DEV 40-2021 Parking Study Comparator Recommendations report be received; and

**THAT** Council endorses the use of the Town of Aylmer, the Town of Goderich, the Town of Shelburne, the Town of Carleton Place, and the Municipality of Meaford as municipal comparators for the Town's Parking Study.

**8.2. Administration**

**8.2.1. ADMIN 36-2021 Recognizing National Truth and Reconciliation Day on September 30, 2021**

69

**RECOMMENDATION**

**THAT** ADMIN 36-2021 Recognizing National Truth and Reconciliation Day on September 30, 2021 be received; and

**THAT** Council for the Town of St. Marys commits to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

**8.2.2. ADMIN 37-2021 COVID-19 Vaccine Policy**

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**RECOMMENDATION**

**THAT** ADMID 37-2021 COVID-19 Vaccine Policy report be received; and

**THAT** that Council adopts HSY-P-023 "Mandatory Covid-19 Testing Policy" to apply to Council and its committees and to all staff, contractors and volunteers working for or on behalf of the Town.

**RECOMMENDATION**

**THAT** ADMIN 38-2021 September 22 Proof of Vaccination Requirement report be received; and

**THAT** the Town of St. Marys adopts the following interpretation of the “youth recreational sport” exemption for proof of vaccination requirements:

- Effective September 22 – October 30, any patron under the age of 18 who is attending an indoor recreation facility for the purpose of “youth recreational sport” is exempt from providing proof of vaccination prior to entry.
- Effective September 22, any patron 18 years of age or older who is attending an indoor recreation facility for the purpose of “youth recreational sport” is required to provide proof of vaccination prior to entry, subject to Provincial exemptions; and

**THAT** the Town of St. Marys adopts the following enhanced proof of vaccination requirements:

- Effective September 22, all patrons who attend an indoor recreational facility who claim a medical exemption are required to provide a doctor’s note and a negative COVID-19 test that is not older than 48-hours old; and
- Effective October 31, all patrons to an indoor recreational facility who are 12+ (i.e. eligible to receive the COVID-19 vaccine based on their age) are required to show proof of vaccination prior to entry, subject to Provincial exemptions.

**8.3. Community Services**



**8.3.1. DCS 28-2021 Pool Boiler System Replacement**

115

**RECOMMENDATION**

**THAT** DCS 28-2021 Pool Boiler System Replacement report be received; and,

**THAT** the procurement for the replacement of the Pool Boiler System be awarded to SCT Mechanical Inc. for the procured price of \$66,975.00, inclusive of all taxes and contingencies; and,

**THAT** Council consider By-Law 79-2021 and authorize the Mayor and the Clerk to sign the associated agreement with SCT Mechanical Inc.

**9. COUNCILLOR REPORTS**

**9.1. Operational and Board Reports**

**RECOMMENDATION**

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

**9.1.1. Bluewater Recycling Association - Coun. Craigmile**

118

August Highlights

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

130

August 19 Minutes (draft)

**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**
- Committee term concluded August 31, 2021.
- 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**
- 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** 133
- August 23, 2021 Minutes
- \*Recommendation from Minute Item 5.1 (Public meeting set for September 28, 2021 at 6:00 pm)
- RECOMMENDATION**
- THAT** Council proceeds with a public meeting to consider the Application for Zoning By-law Amendment (Z03-2021) by 2398315 Ontario Limited (KLM Properties) for 615 Queen Street East.
- 9.2.12. Recreation and Leisure Advisory Committee - Coun. Pridham**
- 9.2.13. Senior Services Advisory Committee - Coun. Winter** 136
- June 28, 2021 Minutes
- 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**

**11. NOTICES OF MOTION**

**11.1. Councillor Hainer re: Options for Weir Fountain Refurbishing**

**RECOMMENDATION**

**THAT** Council direct Public Works to include options for the refurbishing the Weir Fountain, including the option of retiring the current fountain to the St Marys Museum as an artifact in their 2022 budget for deliberation.

**11.2. Councillor Hainer re: Budget Deliberation for Sidewalk Painting of Pride Colours in 2022**

**RECOMMENDATION**

**THAT** Council direct Public Works to include one or more pedestrian crosswalks in the Downtown core to be painted in the Pride colours in their 2022 budget for deliberation.

**12. BY-LAWS**

**RECOMMENDATION**

**THAT** By-Laws 77-2021, 78-2021 and 79-2021 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

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|---|------------|
| <b>12.1. By-Law 77-2021 Repeal By-laws 46-2020 and 47-2020 regarding Economic Support and Recovery Task Force</b> | <b>140</b> |
| <b>12.2. By-Law 78-2021 Agreement with Raezors Inc. for 550 James Street South (Site Plan)</b>                    | <b>141</b> |
| <b>12.3. By-Law 79-2021 Agreement with SCT Mechanical Inc.</b>  | <b>142</b> |

**13. UPCOMING MEETINGS**

\*All meetings of Council to be live streamed until further notice.

September 21, 2021 - 9:00 am, Strategic Priorities Committee

September 28, 2021 - 6:00 pm, Regular Council and Public Meeting for 615 Queen Street East

**14. CLOSED SESSION**

**RECOMMENDATION**

**THAT** Council move into a session that is closed to the public at \_\_\_\_\_ pm to consider closed session agenda items 14.1, 14.2, and 14.3 as authorized under the *Municipal Act*, Section 239(2)(d) labour relations or employee negotiations, (f) advice that is subject to solicitor - client privilege, including communications necessary for that purpose, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**14.1. Minutes CLOSED SESSION**

**14.2. ADMIN 39-2021 CONFIDENTIAL 151 Water Street Appeal – Settlement Concept**

**14.3. ADMIN 40-2021 CONFIDENTIAL COVID-19 Vaccine Policy – Employee Relations Matters**

**15. RISE AND REPORT**

**RECOMMENDATION**

**THAT** Council rise from a closed session at \_\_\_\_\_ pm.

**16. CONFIRMATORY BY-LAW**

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**RECOMMENDATION**

**THAT** By-Law 80-2021, being a by-law to confirm the proceedings of September 14, 2021 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

**17. ADJOURNMENT**

**RECOMMENDATION**

**THAT** this regular meeting of Council adjourns at \_\_\_\_\_ pm.



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

Town of St. Marys Wastewater Treatment  
Plant & Collection System  
Operational Report  
Second Quarter 2021

Ontario Clean Water Agency, Midwest Region  
Adam McClure, Senior Operations Manger  
Jackie Muller, Business Development Manager  
Issue Date: July 16, 2021

**Facility Name:** St. Marys Wastewater Treatment Plant & Collection System  
**Facility Classification:** Class 3 Wastewater Treatment/Class 2 Wastewater Collection  
**Population Served:** 7,200  
**Environmental Compliance Approval:** 4934-AH9S98

### **Capacity Information**

Total Design Capacity: 5,560 m<sup>3</sup>/day

-	2017 Flow Data	2018 Flow Data	2019 Flow Data	2020 Flow Data	2021 Flow Data
<b>Average Daily Flow (m<sup>3</sup>/d)</b>	4,228.26	4,373.87	4,416.46	4,112.89	4,116.70
<b>% of Average Daily Design Flow</b>	76%	79%	80%	74%	74%

-	Design Flow (m <sup>3</sup> /d)	2021 Average Daily Flow (m <sup>3</sup> /d)	2021 % Capacity	Design Peak Flow (m <sup>3</sup> /d)	2021 Maximum Daily Flow (m <sup>3</sup> /d)	2021 % Peak Flow
<b>January</b>	5,560	4,072.23	73%	14,250	4,843	34%
<b>February</b>	5,560	3,493.57	63%	14,250	4,331	30%
<b>March</b>	5,560	5,043.39	91%	14,250	7,787	55%
<b>April</b>	5,560	4,757.23	86%	14,250	6,676	47%
<b>May</b>	5,560	3,656.94	66%	14,250	4,431	31%
<b>June</b>	5,560	3,676.87	66%	14,250	5,159	36%
<b>July</b>	5,560	-	-	14,250	-	-
<b>September</b>	5,560	-	-	14,250	-	-
<b>October</b>	5,560	-	-	14,250	-	-
<b>November</b>	5,560	-	-	14,250	-	-
<b>December</b>	5,560	-	-	14,250	-	-
<b>Average to Date</b>	-	4,116.70	74%	-	-	-
<b>Maximum to Date</b>	-	-	-	-	7,787	55%

### **Operational Description**

#### **Treatment Process**

Raw sewage flows by gravity throughout the system to the wastewater treatment plant. Where gravity flow is not possible due to elevation restrictions, raw sewage flows to one of the three pump stations.

### Inlet Works

Sewage flows from the collection system and pump stations into the wet well through automatic bar screens then through a grit tank and comminutor, the grit is conveyed to a bin which is then sent to a landfill. Sewage then flows by gravity to the anoxic tanks.

### Anoxic Tanks

Sewage is split between two circular tanks with submersible mixers.

### Aeration Tanks

Sewage enters an inlet chamber where flows are split to three distribution chambers which feed three aeration basins operating in parallel.

### Phosphorus Removal

Aluminum sulphate is added to the channel of the outlet of the aeration tanks in order to reduce the phosphorus.

### Secondary Clarifiers

Sewage is split in to four centre feed round clarifiers. Waste activated sludge collected here can be transferred from the clarifiers to the aeration, anoxic tanks or waste activated equalization tanks.

### Disinfection and Discharge

Effluent passes through two ultraviolet banks containing a total of 112 lamps. A sodium hypochlorite liquid feed system is provided for backup chlorination in the event of UV failure.

Final effluent is discharged via pipe to a concrete structure on the bank of the Thames River.

### Sludge Handling

Waste activated sludge is transferred to one of the two sludge storage tanks on site. Currently one of the storage tanks is out of service. Digester supernatant can be directed to the aeration or anoxic tanks inlet.

The sludge is dosed with polymer and passes through a rotary drum thickener prior to transfer to the sludge storage tank. The sludge storage is the holding tank for the centrifuge. The dewatered sludge produced by the centrifuge is then run through the Lystek process. Sludge is mixed with potassium hydroxide in a heated mixing tank and processed. Product from the mixing tank is pumped to a sludge storage tank equipped with an odour control system. Sludge is then loaded to a tanker from an overhead fill pipe.



## **Compliance and Exceedance Summary**

- Plant process By-Pass (Apr 21) – A process pipe blockage caused WAS (waste activated sludge) to bypass the clarification process and overflowed directly into the UV channel; bypassed flow received UV disinfection treatment. Approximately 2-4 m<sup>3</sup> of WAS bypassed clarifiers.
- Final effluent Daily Concentration TSS exceedance (Apr 21) – Final effluent Daily Concentration TSS value (25 mg/L) was exceeded on Apr 21, 2021; Apr. 21 Daily Concentration TSS was 45 mg/L; exceedance was related to reported bypass event on this date.
- Final effluent Daily Concentration Total Phosphorus exceedance (June 01) – Final effluent Daily Concentration Total Phosphorus (1.0 mg/L) was exceeded on June 01, 2021; June 01 Daily Concentration TP was 1.21 mg/L; exceedance was related to industrial load into the system.

## **Inspections**

The last MECP Inspection occurred on December 7, 2017, typically inspections occur every 3-5 years based on the ministry's scheduling.

## **Occupational Health & Safety**

The COVID-19 Pandemic Issue was corporately brought to the attention of all OCWA staff; precautionary protection measures were implemented at all facilities.

- Additional PPE and supplies were sourced as applicable.
- The frequency of facility and vehicle cleaning and surface disinfection was increased.
- Staff re-organization was implemented to meet social distancing requirements where applicable.
- Facility access to required contractors or delivery personal is closely monitored.

There has been no other health and safety issues reported to date.

## **General Maintenance and Plant Activities**

### **Water Pollution Control Plant**

The following repairs and maintenance were completed during the first quarter:

- Clarifier chamber clean out (Jan 5)
- Centrifuge pinion speed failure and re-adjusted (Jan 13)
- Raw sewage pump #3 leakage fault pulled for rebuild (Jan 22)
- Internal recirculation pump painted (Feb 5)
- RAS pump #5 bearing replacement (Feb 18)
- Centrifuge main drive motor removed for rebuild (Feb 18)
- WAS building heater repair (Feb 19)
- Anoxic tank sensor air-line replacements (Mar 4)
- Aeration purge valve replacement (Mar 11)
- KOH line repair (Mar 15)
- Lystek building overhead door repair (Mar 16)
- Anoxic tank mixer repair (Mar 18)

- Backflow preventer replacement WAS building (Mar 23)
- Replacement sludge storage tank lids installed (Mar 26)
- Containment area catch basin clean out (Mar 30)
- Centrifuge solenoid valve replacement (Mar 31)
- Bridge breaker maintenance (Apr 14)
- Centrifuge polymer pump repair (Apr 16)
- Lifting device inspections (Apr 26)
- Raw sewage exhaust fan repair (May 4)
- Boiler Annual inspections and maintenance (May 11)
- Polymer mixer bearing assembly replacement (May 13)
- Aeration piping repair Cell #2 (May 14)
- Bi-annual gas sensor calibrations (May 17)
- Aeration DO sensor repairs and relocation (May 25)
- Blower building exhaust fan repairs (Jun 6)
- Carbon replacements in odour control units (Jun 9)
- Clarifier #2 oil drain line replacement (Jun 9)
- Exhaust fan rebuilds WAS/RAS buildings (Jun 10)
- Lystek storage odour control unit silencer replacement (Jun 15)
- Annual Instrumentation calibration (Jun 16)

### **Robinson St. Pumping Station**

The following repairs and maintenance were completed during the first quarter:

- Wet well clean out (Jan 6)
- Pump #2 failed, removed and installed spare pump (Jan 13)
- Pump #1 pulled to remove clogged impeller (Feb 10)

### **Queen St. Pumping Station**

- Wet well clean out (Mar 23)

### **Wastewater Collection System**

There were two mainline sewage backups in the collection system during the first quarter. The first was on Elgin St E/St. Andrew St S on Jan 21 and the second was on Ridgewood Cres on Feb 23. Blockages were removed and collection returned to normal operation.

- Auger and Camera inspection 15 Sparling Crt.
- Camera inspection 226 Queen St E

### **Other**

In January, the annual Generator maintenance was completed as well as the fire extinguishers inspections.

## **Alarms/Call-Ins**

### **January**

No Alarms/Call-Ins

### **February**

21: WPCP – Blower alarm

### **March**

No Alarms/Call-Ins

### **April**

No Alarms/Call-Ins

### **May**

No Alarms/Call-Ins

### **June**

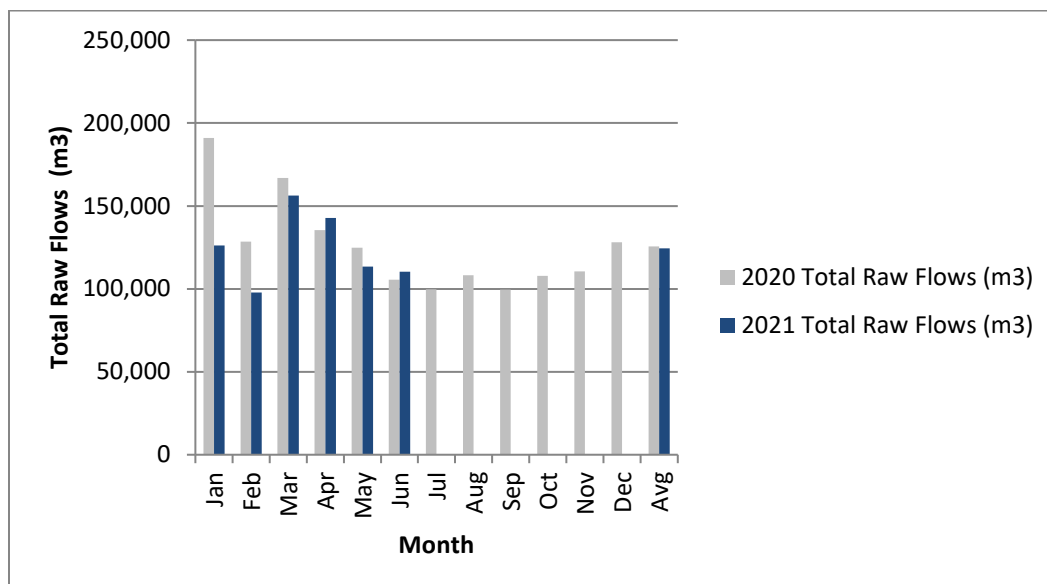
29: All facilities – Power failure

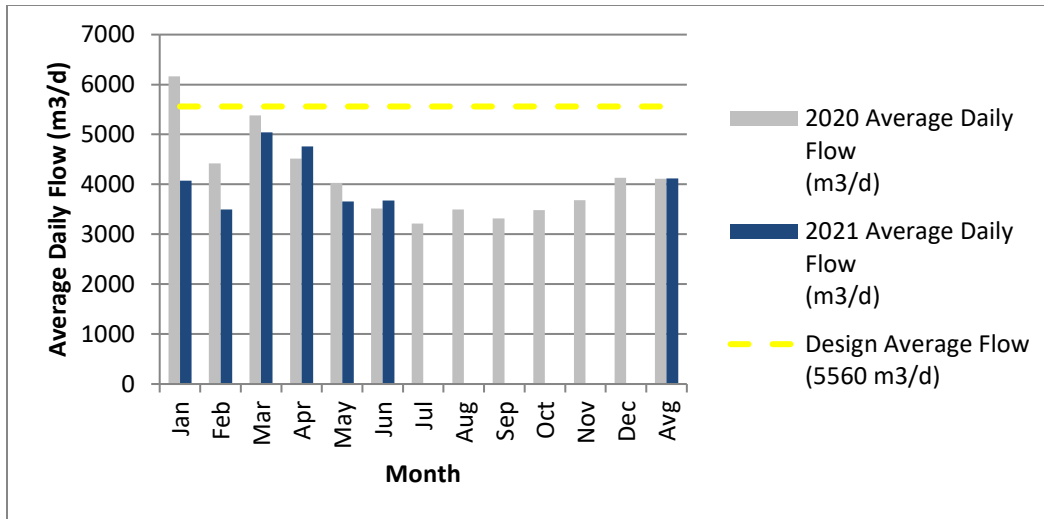
## **Complaints & Concerns**

There were no complaints or concerns identified to date.

## **Performance Assessment Report**

The total raw flow January to June 2021 was 746,792 m<sup>3</sup>. The average daily flow to date in 2021 was 4116.76 m<sup>3</sup>/day.





Raw sewage samples are collected on a monthly basis following the ECA requirements. The table below shows the raw sewage sample results for 2021. The ECA does not stipulate raw sewage compliance values.

Table 1. Raw Sewage sample results for 2021.

-	BOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TKN (mg/L)
<b>January</b>	343	365	4.8	28.5
<b>February</b>	319	192	5.6	33.1
<b>March</b>	535	872	8.8	52.6
<b>April</b>	827	993	10.8	61.7
<b>May</b>	367	277	5.5	31.7
<b>June</b>	346	273	5.7	28.8
<b>July</b>	-	-	-	-
<b>August</b>	-	-	-	-
<b>September</b>	-	-	-	-
<b>October</b>	-	-	-	-
<b>November</b>	-	-	-	-
<b>December</b>	-	-	-	-
<b>Average To Date</b>	456	495	6.9	39.4

- The effluent is sampled on a weekly basis following the requirements of the ECA. The table below summarizes the monthly average results compared against the objectives and limits identified in the ECA.
- There were two daily limit exceedances and one design objective exceedances to date in 2021.

- Final effluent Daily Concentration TSS value (25 mg/L) was exceeded on Apr 21, 2021; Apr. 21 Daily Concentration TSS was 45 mg/L; exceedance was related to reported bypass event on this date. A process pipe blockage caused WAS (waste activated sludge) to bypass the clarification process and overflowed directly into the UV channel; bypassed flow received UV disinfection treatment. Approximately 2-4 m<sup>3</sup> of WAS bypassed clarifiers.
- Final effluent Daily Concentration Total Phosphorus (1.0 mg/L) was exceeded on June 01, 2021; June 01 Daily Concentration TP was 1.21 mg/L; exceedance was related to industrial load into the system.
- Final effluent Monthly Average Objective TSS (10 mg/L) was not met for the month of April. April TSS monthly average was 14 mg/L; objective exceedance was related to reported bypass event on this date.

Table 2. Effluent sample results for 2021.

-	CBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	***E. coli (cfu/100mL)	pH	Dissolved Oxygen Min. (mg/L)
<b>January</b>	4.5	7.8	0.1	0.1	9.6	6.80- 7.60	6.1
<b>February</b>	6.5	8.3	0.2	0.3	27.4	7.13- 7.74	4.5
<b>March</b>	4.4	7.4	0.2	0.3	13.7	6.73- 8.32	4.9
<b>April</b>	6.6	14.0	0.2	0.1	6.8	7.07- 8.00	5.0
<b>May</b>	2.8	8.3	0.2	0.2	2	7.07- 7.86	4.6
<b>June</b>	3.5	6.5	0.4	0.1	2.4	7.07- 7.48	4.0
<b>July</b>	-	-	-	-	-	-	-
<b>August</b>	-	-	-	-	-	-	-
<b>September</b>	-	-	-	-	-	-	-
<b>October</b>	-	-	-	-	-	-	-
<b>November</b>	-	-	-	-	-	-	-
<b>December</b>	-	-	-	-	-	-	-
<b>Average To Date</b>	4.7	8.7	0.2	0.2	10.3	NA	NA
<b>ECA Objective</b>	10	10	0.7	2.5	100 / **200	6.0- 8.5	4.0
<b>ECA Limit</b>	15	15	1.0	6.0	200	6.0- 9.5	NA

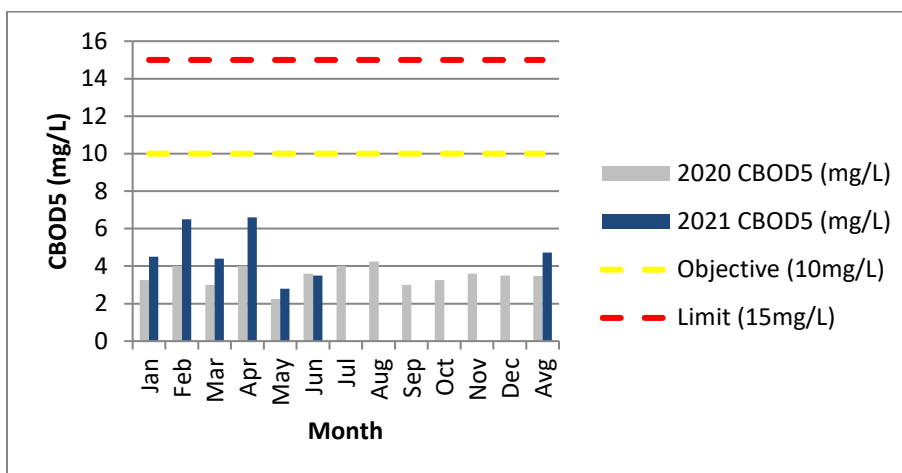
\*Non-freezing months

\*\*Freezing months

\*\*\*Expressed as geometric mean density

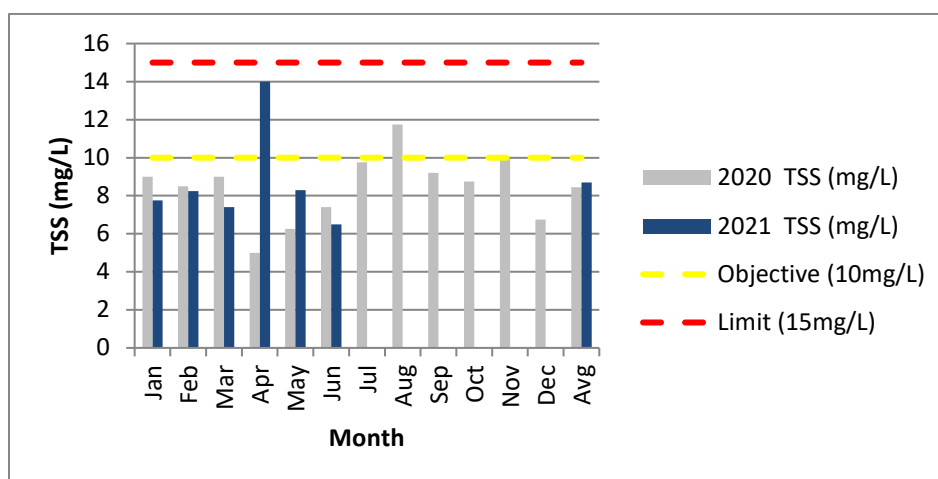
Effluent Carbonaceous Biochemical Oxygen Demand (CBOD5) monthly average to date for 2021 was 4.7 mg/L. The maximum monthly CBOD average value of 6.6 mg/L was recorded for the month of April. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 2 below.

Chart 2. Average Monthly Effluent CBOD5 results for 2021 compared to 2020.



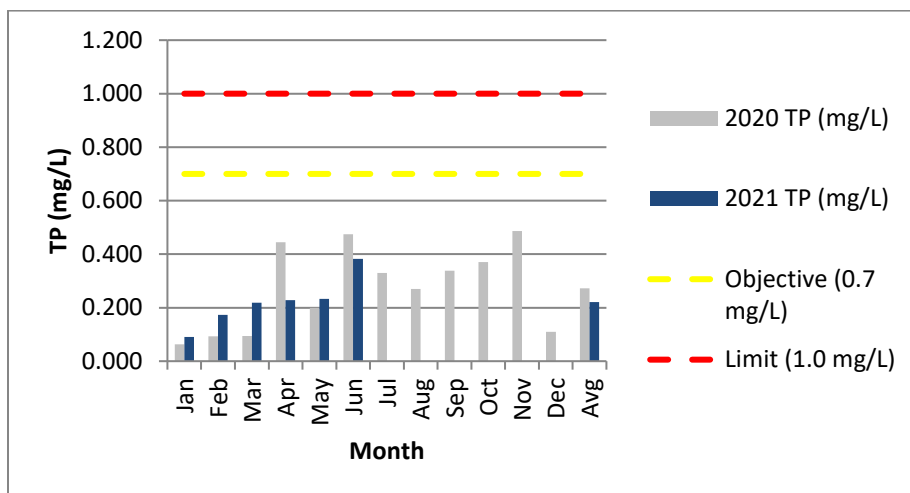
Effluent Total Suspended Solids (TSS) monthly average to date for 2021 was 8.7 mg/L. The maximum monthly TSS average value of 14.0 mg/L was recorded for the month of April. Monthly averages met the effluent limit identified in the ECA. April monthly average did not meet ECA design objective; see Chart 3 below.

Chart 3. Average Monthly Effluent TSS results for 2021 compared to 2020.



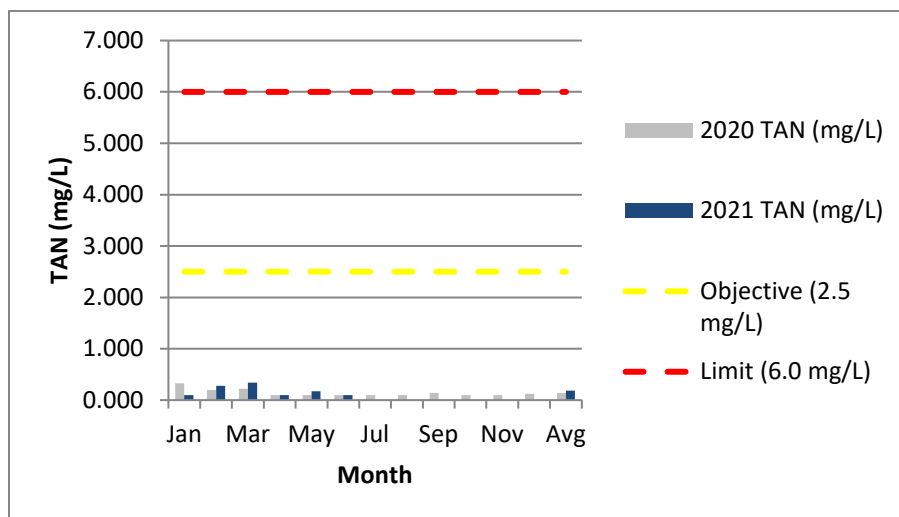
Effluent Total Phosphorus (TP) monthly average to date for 2021 was 0.2 mg/L. The maximum monthly TP average value of 0.4 mg/L was recorded for the month of June. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 4 below.

Chart 4. Average Monthly Effluent TP results for 2021 compared to 2020.



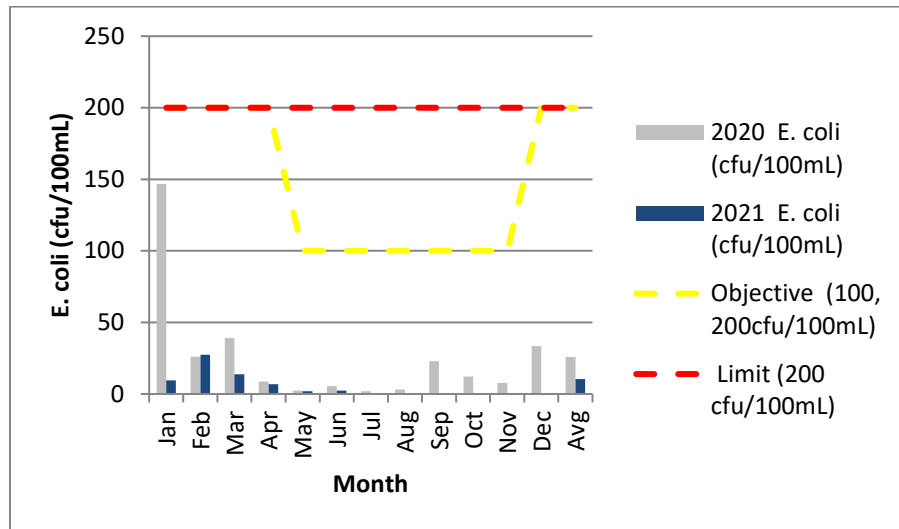
Effluent Total Ammonia Nitrogen (TAN) monthly average to date for 2021 was 0.2 mg/L. The maximum monthly TAN average value of 0.34 mg/L was recorded for the month of March. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 5 below.

Chart 5. Average Monthly Effluent TAN results for 2021 compared to 2020.



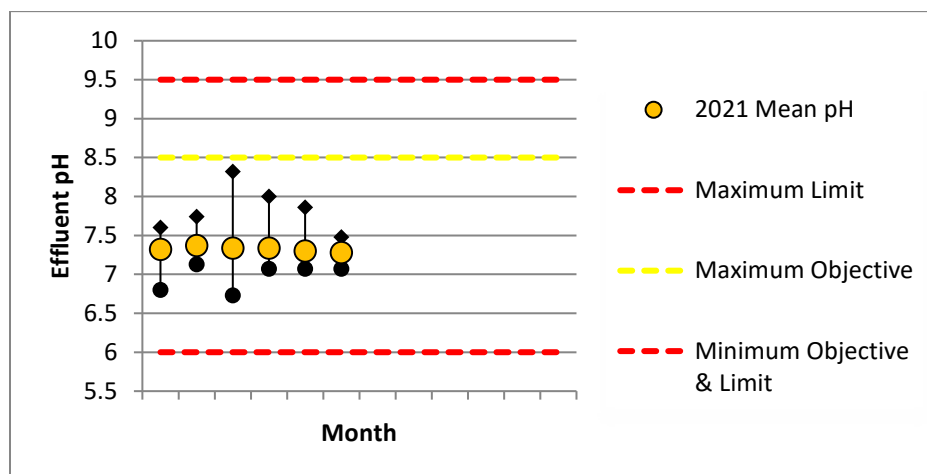
Effluent *E. coli* average monthly Geometric Mean Density (GMD) to date for 2021 was 10.3 cfu/100 mL. The maximum monthly GMD value of 27.4 cfu/100 mL was recorded for the month of February. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 6 below.

Chart 6. Effluent *E. coli* GMD results for 2021 compared to 2020.



Effluent pH values to date for 2021 met the objectives and limits identified in the ECA. A minimum pH value of 6.73 was recorded in the month of March; a maximum pH value of 8.32 was recorded in the month of March; see Chart 7 below.

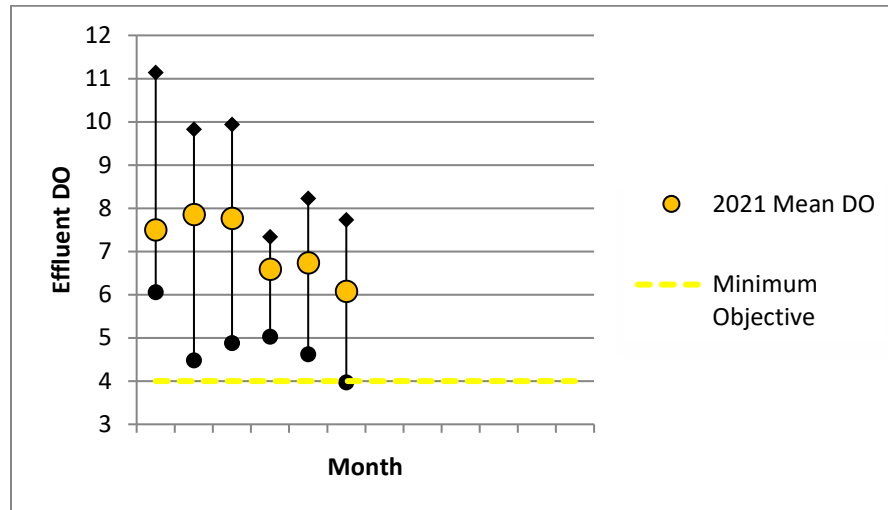
Chart 7. Final Effluent pH results for 2021.





Effluent Dissolved Oxygen (DO) values to date for 2021 met the objective identified in the ECA. The minimum DO value of 4.0 mg/L was recorded in the month of June; see Chart 8 below.

Chart 8. Final Effluent DO minimum results for 2021.





**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# Town of St. Marys Drinking Water System Operational Report Second Quarter 2021

Ontario Clean Water Agency, Midwest Region  
Adam McClure, Senior Operations Manager  
Jackie Muller, Business Development Manager  
Issue Date: July 16, 2021

**Facility Name:** St. Marys Drinking Water System  
**Facility Classification:** Class 2 Water Distribution & Supply  
**Population Served:** 7,200

### **Capacity Information**

#### **Capacity Information – Well No. 1**

Total Design Capacity: 5,184 (m<sup>3</sup>/day)  
Total Annual Flow (2020 Data): 407,291.28 (m<sup>3</sup>/year)  
Average Day Flow (2020 Data): 1,111.21 (m<sup>3</sup>/day)  
Maximum Day Flow (2020 Data): 3,433.02 (m<sup>3</sup>/day)

#### **Capacity Information – Well No. 2A**

Total Design Capacity: 5,184 (m<sup>3</sup>/day)  
Total Annual Flow (2020 Data): 372,687.77 (m<sup>3</sup>/year)  
Average Day Flow (2020 Data): 1,019.18 (m<sup>3</sup>/day)  
Maximum Day Flow (2020 Data): 3,452.86 (m<sup>3</sup>/day)

#### **Capacity Information – Well No. 3**

Total Design Capacity: 5,184 (m<sup>3</sup>/day)  
Total Annual Flow (2020 Data): 397,535.89 (m<sup>3</sup>/year)  
Average Day Flow (2020 Data): 1,085.50 (m<sup>3</sup>/day)  
Maximum Day Flow (2020 Data): 3,422.93 (m<sup>3</sup>/day)

#### **Capacity Information – Ground Level Reservoir**

Total Design Capacity: 1,600 m<sup>3</sup>

#### **Capacity Information – Elevated Tower (37.9 m)**

Total Design Capacity: 1,820 m<sup>3</sup>

### **Flow Comparisons (Total monthly flows of Wells 1, 2A and 3 - m<sup>3</sup>)**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>2021</b>	88,841	85,693	95,047	90,660.6	103,380	104,477	-	-	-	-	-	-
<b>2020</b>	97,779	84,805	95,150	87,706	97,038	107,482	119,072	103,066	97,680	97,861	95,490	94,385

### **Operational Description**

Each of the Pump Houses No. 1, 2A and 3 houses a vertical turbine pump, each rated at 60L/s capacity. These draw water from the three wells. Water passes through the air release valves, a backflow check valve, pressure gauges, the primary UV light disinfection unit, flow meter, the chlorine gas injection point, and actuator control valve and then into the contact chamber piping located underground.

## **Compliance and Exceedance Summary**

There were no compliance or exceedance issues identified to date.

## **Occupational Health & Safety**

The COVID-19 Pandemic Issue was corporately brought to the attention of all OCWA staff; precautionary protection measures were implemented at all facilities.

- Additional PPE and supplies were sourced as applicable
- The frequency of facility and vehicle cleaning and surface disinfection was increased.
- Staff re-organization was implemented to meet social distancing requirements where applicable.
- Facility access to required contractors or delivery personal is closely monitored.

There has been no other health and safety issues reported in 2021.

## **General Maintenance and Plant Activities**

### **Well #1**

The following repairs and maintenance were completed during the first quarter:

- Chlorine gas system annual maintenance (Jan 7)
- UV bulb replacement (Jan 14)
- Annual fire extinguisher inspections (Feb 28)
- UV sensor sent for calibration (Mar 14)
- Chlorine ball valve replacement (Mar 29)
- Outdoor lighting replacement (Mar 31)
- Chlorine injection line replacement (Apr 7)
- HMI replacements (Apr 27)
- Bi-annual chlorine gas sensor calibrations (May 17)
- Chlorine booster line repair (May 18)
- Chlorine booster line repair (May 21)
- Bi-annual UV maintenance (Jun 3)
- UV bulb replacement (Jun 3)
- Annual instrumentation calibrations (Jun 16)
- Chlorine analyzer probe membrane cap replacement (Jun 23)

### **Well #2A**

The following repairs and maintenance were completed during the first quarter:

- Chlorine gas system annual maintenance (Jan 20)
- Water heater replacement (Feb 2)
- Annual fire extinguisher inspections (Feb 28)
- Chlorine gas line repair (Mar 5)
- Computer monitor replacement (Mar 19)
- Analyzer drain line repair (Mar 19)
- Faulty outdoor lighting replaced, Indoor lighting ballast replacements (Apr 1)
- UV bulbs replaced (Apr 21)
- UV sensor sleeve replaced (May 3)

- Bi-annual chlorine gas sensor calibrations (May 17)
- UV ballast replacement (May 21)
- Verbatim battery replacement (May 25)
- Bi-annual UV maintenance (Jun 3)
- Annual Instrumentation calibrations (Jun 16)

### **Well #3**

The following repairs and maintenance were completed during the first quarter:

- Chlorine gas system annual maintenance (Jan 11)
- Chlorine booster pump gasket replacement (Jan 29)
- Sample line repair (Feb 1)
- Backflush gate valve replacement (Feb 17)
- Annual fire extinguisher inspections (Feb 28)
- Pump packing added (Mar 31)
- Bi-annual chlorine gas sensor calibrations (May 17)
- Bi-annual UV maintenance (Jun 3)
- Annual Instrumentation calibrations (Jun 16)

### **Booster Station**

The following repairs and maintenance were completed during the first quarter:

- Testing in coordination with industries (Jan 25)
- Generator annual maintenance (Feb 17)
- Annual fire extinguisher inspections (Feb 28)
- Drain repair (Mar 31)
- Testing in coordination with industries (Apr 20)
- Testing in coordination with industries (Jun 17)

### **Reservoir**

The following repairs and maintenance were completed during the first quarter:

- Chlorine gas system annual maintenance (Jan 19)
- Generator annual maintenance (Jan 28)
- Annual fire extinguisher inspections (Feb 28)
- Waterline repair (May 6)
- Bi-annual chlorine gas sensor maintenance (May 17)

### **Tower**

The following repairs and maintenance were completed during the first quarter:

- Annual fire extinguisher inspections (Feb 28)
- Paint of the piping (Mar 3)

## **Preventative Maintenance Work Orders Generated**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
72	54	67	45	58	76	-	-	-	-	-	-	372

All work orders were completed on schedule.

## **Distribution Work**

<b>Location</b>	<b>Date</b>
Service Repair – 125 James St S	Jan. 9, 2021
Watermain break – Maiden Lane/Robinson St	Feb. 8, 2021
Watermain break – Huron St S/Rogers Ave	Feb. 28, 2021
Water meter replacement – 425 Church St S	Mar. 24, 2021
Watermain Tie-In – Trailside Dr./James St N	Apr. 7, 2021
Service Repair – 22 Wellington St N	Apr. 20, 2021
Watermain Tie-In – Trailside Dr./James St N	Apr. 28, 2021
Watermain Tie-In – Glass St/James St N	Apr. 29, 2021
New water service installations Waterloo St/Elizabeth St	Apr. 21-22, 2021 May 10-11, 2021
Service repair – Wilson Crt. Lot #11	May 3, 2021
Watermain Defection – Elizabeth St	May 5, 2021
Hydrant Installation – Waterloo St	May 6, 2021
New water service installations Glass St	May 18-19, 2021
Watermain Tie-Ins – Glass St	May 18, 2021
Watermain Break – 172 James St S	May 18, 2021
Hydrant Repair - #191 Grayhlen Ave	May 26, 2021
Service Repair – 48 Sparling Cres	May 31, 2021
Service Repair – 29 Huron St	May 31, 2021
Spring Hydrant Flushing	May 2021
Watermain break – Cain St/Elgin St E	Jun. 2, 2021
Hydrant Repair - #233 Emily St	Jun. 2, 2021
Hydrant Repair - #115 Elgin St E	Jun. 3, 2021
Hydrant Installation Watermain Tie-In– Glass St	Jun. 4, 2021
Hydrant Repair - #39 Maxwell St	Jun. 7, 2021
Service Repair – 229 Jones St E	Jun. 8, 2021
Hydrant Repair - #104 Industrial Rd	Jun. 10, 2021
Hydrant Repair - #236 Station St	Jun. 10, 2021
Hydrant Repair - #123 Tracy St	Jun. 11, 2021
Service Repair – Cadzow Park	Jun. 11, 2021
Hydrant Repair - #198 Thames Rd	Jun. 14, 2021
Service Repair – 157 Church St N	Jun. 16, 2021
Hydrant Raised - # 109 Queen St E	Jun. 17, 2021
Service Raised – 11 Peel St N	Jun. 18, 2021
Watermain Break – 354 Widder St E	Jun. 30, 2021

### **Alarms/Call-Ins**

- 500 Queen St E – Emergency water shut off (Jan 2)
- 125 James St S – Service repair (Jan 9)
- Well #2A – Low chlorine alarm (Jan 17)
- Tower – Security alarm (Feb 9)
- Huron St S/Rogers Ave – Watermain break (Feb 28)
- Tower – Security alarm (Apr 4)
- Well 2A – UV alarm (Apr 18)
- Well 2A – UV alarm (Apr 28)
- Well #1 – Low chlorine alarm (May 13)
- Well #1 – Low chlorine alarm (May 16)
- 172 James St S – Watermain Break (May 18)
- Booster Station – Signal alarm (Jun 14)

### **Complaints & Concerns**

- Taste complaint, 9 Southvale Rd related to internal plumbing modifications (Jun 21)

### **DWQMS Update**

Management Review – Oct 22, 2020

Internal Audit – Sept 24, 2020

External Audit – Dec 4, 2020

Annual Risk Assessment Review – October 22, 2020

36 Month Risk Assessment – March 11, 2020

Accreditation Status – Full Scope Entire Accreditation Expires Nov 2, 2023

### **Regulatory Inspections**

MECP Inspection occurred on July 17, 2020; a rating of 100 % was received for the St. Marys Drinking Water System.

### **APPENDIX A – PERFORMANCE ASSESSMENT REPORT**

See attached.

Ontario Clean Water Agency  
Performance Assessment Report Water

From: 01/01/2021 to 30/06/2021

Facility: [1262] ST MARYS DRINKING WATER SYSTEM

Works: [220000521]

	01/2021	02/2021	03/2021	04/2021	05/2021	06/2021	<--Total-->	<--Avg-->	<--Max-->	<--Min-->	<--Criteria-->
Flows:											
Raw Flow: Monthly Total - Well #1 (m³)	16330.42	26439.47	24125.02	41858.78	45934.93	37231.62	191920.24				
Raw Flow: Monthly Total - Well #2 (m³)	56700.5	34171.34	27844.82	32661.02	20224.75	43595.35	215197.78				
Raw Flow: Monthly Total - Well #3 (m³)	15809.69	25081.91	43077.53	16140.8	37220.44	23650.47	160980.84				
Raw Flow: Monthly Avg - Well #1 (m³/d)	526.79	944.27	778.23	1395.29	1481.77	1241.05		1061.23			
Raw Flow: Monthly Avg - Well #2 (m³/d)	1829.05	1220.41	898.22	1088.7	652.41	1453.18		1190.33			
Raw Flow: Monthly Avg - Well #3 (m³/d)	509.99	895.78	1389.6	538.03	1200.66	788.35		887.07			
Raw Flow: Monthly Max - Well #1 (m³/d)	2593.69	2747.98	2833.45	2942.5	3312.43	3094.9			3312.43		
Raw Flow: Monthly Max - Well #2 (m³/d)	2945.3	2860.01	3013.53	2954.97	3063.76	3140.29			3140.29		
Raw Flow: Monthly Max - Well #3 (m³/d)	1804.76	2722.76	2881.39	2017.49	2934.08	2205.09			2934.08		
Raw Flow: Monthly Total - Total Raw Flow (m³)	88840.61	85692.72	95047.37	90660.6	103380.12	104477.44	568098.86				
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	2865.83	3060.45	3066.04	3022.02	3334.84	3482.58		3138.63			
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	3428.93	3556.99	3427.22	3481.27	4489.28	4070.4			4489.28		
Turbidity:											
Raw: Max Turbidity - Well #1 (NTU)	0.21	0.3	0.35	0.25	0.44	0.52			0.52		
Raw: Max Turbidity - Well #2 (NTU)	0.21	0.25	0.31	0.28	0.28	0.46			0.46		
Raw: Max Turbidity - Well #3 (NTU)	0.28	0.22	0.35	0.35	0.21	0.28			0.35		
Chemical Parameters:											
Treated: Max Nitrite - Treated Water #1 (mg/L)	< 0.003			0.007					0.007		
Treated: Max Nitrite - Treated Water #2 (mg/L)	< 0.003			< 0.003					< 0.003		
Treated: Max Nitrite - Treated Water #3 (mg/L)	< 0.003			< 0.003					< 0.003		
Treated: Max Nitrate - Treated Water #1 (mg/L)	1.65			3.04					3.04		
Treated: Max Nitrate - Treated Water #2 (mg/L)	0.413			0.758					0.758		
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.399			0.677					0.677		
Distribution: Max THM - Distribution System (µg/l)	18			12					18		
Chlorine Residuals:											
Treated: Min Free Cl2 Resid - Treated Water #1 (mg/L)	0.91	1.04	0.96	0.97	0.97	0.97				0.91	
Treated: Min Free Cl2 Resid - Treated Water #2 (mg/L)	0.99	1.07	0.99	0.92	1.03	1.01				0.92	
Treated: Min Free Cl2 Resid - Treated Water #3 (mg/L)	0.98	1.03	0.95	0.94	0.94	0.97				0.94	
Treated: Max Free Cl2 Resid - Treated Water #1 (mg/L)	1.32	1.4	1.36	1.32	1.44	1.55			1.55		
Treated: Max Free Cl2 Resid - Treated Water #2 (mg/L)	1.33	1.39	1.37	1.38	1.37	1.32			1.39		
Treated: Max Free Cl2 Resid - Treated Water #3 (mg/L)	1.38	1.38	1.36	1.4	1.36	1.4			1.4		
Dist: Min Free Cl2 Resid - Distribution System (mg/L)	0.61	0.65	0.6	0.6	0.56	0.4				0.4	
Dist: Max Free Cl2 Resid - Distribution System (mg/L)	1.34	1.19	1.34	1.12	1.17	1.23			1.34		
Bacti Samples Collected:											
Raw Bacti: # of samples - Well #1	4	4	5	4	4	5	26				
Raw Bacti: # of samples - Well #2	4	4	5	4	4	5	26				
Raw Bacti: # of samples - Well #3	4	5	5	4	4	5	27				
Treated Bacti: # of samples - Treated Water #1	4	4	5	4	4	5	26				
Treated Bacti: # of samples - Treated Water #2	4	4	5	4	4	5	26				
Treated Bacti: # of samples - Treated Water #3	4	4	5	4	4	5	26				
Dist Bacti: # of samples - Distribution System	16	18	20	16	16	20	106				
Treated Bacti: # of TC exceedances - Treated Water #1	0	0	0	0	0	0	0				
Treated Bacti: # of TC exceedances - Treated Water #2	0	0	0	0	0	0	0				
Treated Bacti: # of TC exceedances - Treated Water #3	0	0	0	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #1	0	0	0	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #2	0	0	0	0	0	0	0				
Treated Bacti: # of EC exceedances - Treated Water #3	0	0	0	0	0	0	0				
Dist Bacti: # of TC exceedances - Distribution System	0	0	0	0	0	0	0				
Dist Bacti: # of EC exceedances - Distribution System	0	0	0	0	0	0	0				





**MINUTES**  
**Strategic Priorities Committee**

August 17, 2021  
9:00 am  
Town Hall, Council Chambers

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

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

**Conference Line**  
Jenna McCartney, Clerk  
Grant Brouwer, Director of Building and Development  
Jed Kelly, Director of Public Works  
André Morin, Director of Corporate Services / Treasurer  
Jeff Wolfe, Asset Management Specialist  
Mark Stone, Planner

**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 2021-08-17-01**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Luna

**THAT** the August 17, 2021 Strategic Priorities Committee agenda be accepted as presented.

#### 4. DELEGATIONS AND PRESENTATIONS

##### 4.1 Paradigm Transportation Solutions Ltd. re: Town of St. Marys Comprehensive Parking Review

Jill Juhlke of Paradigm Transportation Solutions Ltd. presented the comprehensive parking review.

The Committee raised a number of comments as feedback for staff:

- additional parking that was not listed in the review
  - land at Station Street and James Street North
  - Milt Dunnell Field (Flats)
  - Bell Canada parking lot
  - parking lot north of Garnett House (Church Street North)
- does the VIA station parking lot offer enough parking for future business needs?
- comparators used for parking review not necessarily reflective of St. Marys needs
- quantify the need for parking in St. Marys
- what is the development cost impact of newly proposed parking standards?
- ensure that accessible parking standards reflect best practices, and integrate the Accessibility Advisory Committee into the review.
- quantify the need for parking in St. Marys
- provide examples of cash-in-lieu policies, and how they work

##### **Resolution 2021-08-17-02**

**Moved By:** Councillor Pridham

**Seconded By:** Councillor Edney

**THAT** the presentation from Paradigm Transportation Solutions Ltd. regarding the Town of St. Marys Comprehensive Parking Review be received.

**5. STRATEGIC PRIORITIES REVIEW**

**5.1 DEV 32-2021 Recommendations: Comprehensive Parking Review Study**

Grant Brouwer and Jed Kelly presented DEV 32-2021 report.

The Committee continued the discussion about the comprehensive parking review.

Chair Strathdee passed the gavel to Deputy Mayor Edney.

Deputy Mayor Edney assumed the role of Chair.

**Resolution 2021-08-17-03**

**Moved By:** Mayor Strathdee

**Seconded By:** Councillor Craigmile

**THAT** the Comprehensive Parking Review Study and recommendations from staff report DEV 32-2021 be tabled to a future Strategic Priorities Committee meeting.

**CARRIED**

Deputy Mayor Edney passed the gavel back to Chair Strathdee.

Chair Strathdee assumed the role of Chair.

Brent Kittmer elaborated on the comparators that were selected for this project and identified possible limitations that the comparators present.

Mr. Kittmer identified that staff and the consultant will compile a list of potential comparators and will present the list to Council at a later date for review and approval.

**5.2 PW 56-2021 Sidewalk Needs Assessment Update and Review**

Jeff Wolfe presented PW 56-2021 report.

Councillor Hainer departed the meeting at 10:26 am and returned at 10:29 am.

The Committee was of the consensus that where no sidewalk currently exists on either side of the public highway, the priority for construction should be elevated especially if there is a connection to the trail system.

#### **Resolution 2021-08-17-04**

**Moved By:** Councillor Winter

**Seconded By:** Councillor Luna

**THAT** the 2020 Sidewalk Infrastructure Review be amended to change the "new sidewalk" prioritization approach to:

- Prefer "large scope" projects rather than annual "small scope projects";
- prefer projects where new sidewalk is added to streets where sidewalk exists on either side;
- prefer projects where new sidewalks create a connection to the trail network;
- prefer projects where a new sidewalk will complete a full corridor on one side of the street; and
- account for a project's impact on the neighbourhood.

**CARRIED**

#### **5.3 PW 60-2021 East Ward Traffic Study**

Jed Kelly presented PW 60-2021 report.

#### **Resolution 2021-08-17-05**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Luna

**THAT** PW 60-2021 East Ward Traffic Study report be received; and,

**THAT** the Strategic Priorities Committee Recommends to Council:

**THAT** Council direct staff to include a traffic study for the East Ward with a focus on Huron Street South, Waterloo Street South, and Maxwell Street to be considered in the 2022 budget deliberations.

**CARRIED**

The Committee took a brief recess at 11:24 am.

Chair Strathdee called the meeting back to order at 11:33 am.

#### **5.4 PW 57-2021 Road Condition Assessment and Pavement Management Program**

Jeff Wolfe presented PW 57-2021 report.

**Resolution 2021-08-17-06**

**Moved By:** Councillor Edney

**Seconded By:** Councillor Luna

**THAT** PW 57-2021 Road Condition Assessment and Pavement Management Program be received; and

**THAT** the Strategic Priorities Committee recommends to Council:

**THAT**, in the short term, staff use a pavement condition index target of “fair” and the current approach to project prioritization be maintained when determining which pavement management projects to include in the annual capital plan; and

**THAT** staff report back on the funding implications of increasing the PCI service level from “fair” to “good”

**THAT** the Town complete road condition assessments on a bi-annual basis to monitor condition trends and the effectiveness of investment strategies.

**CARRIED**

**6. NEXT MEETING**

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

**7. ADJOURNMENT**

**Resolution 2021-08-17-07**

**Moved By:** Councillor Luna

**Seconded By:** Councillor Pridham

**THAT** this meeting of the Strategic Priorities Committee adjourns at 12:09 pm.

**CARRIED**

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Al Stratthdee, Mayor

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Jenna McCartney, Clerk



## **MINUTES Regular Council**

August 24, 2021

6:00pm

Town Hall, Council Chambers

- Council Present: Mayor Strathdee (in-person)  
Councillor Craigmile (video conference)  
Councillor Edney (video conference)  
Councillor Hainer (video conference)  
Councillor Luna (video conference)  
Councillor Pridham (video conference)  
Councillor Winter (in-person)
- Council Regrets: Councillor Hainer  
Councillor Luna
- Staff Present: **In-Person**  
Brent Kittmer, Chief Administrative Officer  
Jenna McCartney, Clerk
- Conference Line**  
Andy Anderson, Director of Emergency Services / Fire Chief  
Stephanie Ische, Director of Community Services  
Lisa Lawrence, Director of Human Resources  
André Morin, Director of Corporate Services / Treasurer  
Mark Stone, Planner  
Dave Blake, Environmental Services Supervisor  
Morgan Dykstra, Public Works and Planning Coordinator

### **1. CALL TO ORDER**

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

### **2. DECLARATIONS OF PECUNIARY INTEREST**

None.

### **3. AMENDMENTS AND APPROVAL OF AGENDA**

**Resolution 2021-08-24-01**

**Moved By** Councillor Pridham  
**Seconded By** Councillor Craigmile

**THAT** the August 24, 2021 regular Council meeting agenda be accepted as presented.

**CARRIED**

#### **4. PUBLIC INPUT PERIOD**

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

1. Has the the Town considered mandating vaccines for staff? If yes, would that include volunteers?
2. What is the latest on the Service Ontario office?
3. Has there been any progress on the long-term care beds that were previously approved for Kingsway?

In response to question 1, Brent Kittmer stated that in response to a medical directive released from the Province of Ontario, the Town will need to create a vaccine policy for a number of staff including volunteers.

In response to question 2, Mr. Kittmer stated that the Service Ontario office in St. Marys is tentatively scheduled to be open to the public on October 18, 2021.

In response to question 3, Mr. Kittmer stated that the Town has held preliminary discussions with the property owner and is waiting for the applicable planning application to be submitted to the Town.

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

##### **5.1 Moms Stop the Harm re: International Overdose Awareness Day Proclamation for August 31, 2021**

Anna Maria Iredale presented her personal story and explained her involvement with Moms Stop the Harm the supports International Overdose Awareness Day on August 31.

##### **Resolution 2021-08-24-02**

**Moved By** Councillor Edney  
**Seconded By** Councillor Winter

**THAT** the delegation from Moms Stop the Harm regarding International Overdose Awareness Day proclamation for August 31, 2021 be received.

**CARRIED**

**Resolution 2021-08-24-03**

**Moved By** Councillor Pridham

**Seconded By** Councillor Edney

**WHEREAS**, the Town of St. Marys affirms and acknowledges the harm and hardship caused by drug overdoses; and

**WHEREAS**, we recognize the purpose of International Overdose Awareness Day as remembering loved ones lost to overdoses and ending substance use related stigma, harms and deaths; and

**WHEREAS**, we resolve to play our part in reducing the toll of overdoses in our community, which claimed the lives of 8 loved ones in 2020, with countless more affected forever; and

**WHEREAS**, we affirm that the people affected by overdoses are our sons and daughters, our mothers and fathers, our brothers and sisters, our friends and neighbours, and that they are deserving of our love, compassion and support; and

**THEREFORE**, the Town of St. Marys hereby proclaims August 31st, 2021 as Overdose Awareness Day in St. Marys.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

**6.1 Regular Council - July 27, 2021**

**Resolution 2021-08-24-04**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

**THAT** the July 27, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**7. CORRESPONDENCE**

**7.1 CN re: Rail Safety Week 2021**

**Resolution 2021-08-24-05**



**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** Rail Safety Week is to be held across Canada from September 20 to 26, 2021;

**THAT** it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

**THAT** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

**THAT** CN has requested Town Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality; and

**THAT** it is hereby resolved to support national Rail Safety Week to be held from September 20 to 26, 2021.

**CARRIED**

**7.2 Perth County Federation of Agriculture re: Opposition to Municipal Zoning Orders**

**Resolution 2021-08-24-06**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** the correspondence from the Perth County Federation of Agriculture regarding opposition to municipal zoning orders be received.

**CARRIED**

**7.3 Ontario Land Tribunals re: Notice of Withdrawal for PL200481 Appeal of 665 James Street North**

**Resolution 2021-08-24-07**

**Moved By** Councillor Winter

**Seconded By** Councillor Craigmile

**THAT** the correspondence from Ontario Land Tribunals regarding the notice to withdrawal for PL200481 Appeal of 665 James Street North be received.

**CARRIED**

**7.4 St. Marys Terry Fox Run re: Raising Flag in St. Marys**

**Resolution 2021-08-24-08**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** the correspondence from the St. Marys Terry Fox Run organizers be received.

**CARRIED**

**Resolution 2021-08-24-09**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**WHEREAS**, On April 12, 1980, Terry Fox undertook his Marathon of Hope, moved by his experience in the cancer ward where a few children had given up on the hope of a cure; and

**WHEREAS**, the Province of Ontario now observes the second Sunday after Labour Day as Terry Fox Day; and

**WHEREAS**, 2021 is the 41<sup>st</sup> Anniversary of The Terry Fox Run for Cancer research that has raised more the \$850 Million, across Canada, and in over 50 countries throughout the world; and

**WHEREAS**, As Terry said, "I want to set an example that will never be forgotten. It's got to keep going without me."; and

**WHEREAS**, the Terry Fox Run is inspired by a dream, grounded in tradition and entirely volunteer driven, with events held annually around the world; and

**WHEREAS**, The Terry Fox Run will take place on Sunday, September 19, 2021 in a virtual format: "One Day. Your Way." This event gives our St. Marys Community an opportunity to get involved in the efforts to find a cure for cancer, a disease whose devastating effects have been felt by so many people. As Terry said, "The answer is to try and help others."; and

**THEREFORE**, Council for The Corporation of the Town of St. Marys, does hereby proclaim the week of **September 13 to September 19, 2021** as "**Terry Fox Week**" in the Town of St. Marys and encourage citizens to take note of this special week and to participate in the Terry Fox Run for Cancer Research on Sunday, September 19, 2021.

**CARRIED**

**7.5 Marlene Poirier re: Open Air Burn By-law**

**Resolution 2021-08-24-10**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** the correspondence from Marlene Poirier regarding the open air burn by-law be received.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Administration**

**8.1.1 ADMIN 34-2021 August Monthly Report (Administration)**

Brent Kittmer and Jenna McCartney presented ADMIN 34-2021 report.

During their deliberations, Council discussed the pending vaccine policy for staff. Council requested that the CAO present a policy that applies to all staff and Councillors at a future meeting.

**Resolution 2021-08-24-11**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** ADMIN 24-2021 August Monthly Report (Administration) be received for information.

**CARRIED**

**8.1.2 ADMIN 35-2021 Return to In-person Meetings**

Jenna McCartney presented ADMIN 35-2021 report.

**Resolution 2021-08-24-12**

**Moved By** Councillor Winter

**Seconded By** Councillor Edney

**THAT** ADMIN 35-2021 Return to In-Person Meetings report be received;

**THAT** Council resumes in-person meetings on September 14, 2021;

**THAT** Committees of Council continue to be held virtually;

**THAT** statutory public meetings continue to be held virtually; and

**THAT** all meetings of Council and committees of Council continue to be live streamed.

**CARRIED**

## **8.2 Building and Development Services**

### **8.2.1 DEV 37-2021 August Monthly Report (Building & Development)**

Brent Kittmer presented DEV 37-2021 report.

**Resolution 2021-08-24-13**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** DEV 37-2021 August Monthly Report (Building & Development) be received for information.

**CARRIED**

### **8.2.2 DEV 38-2021 Official Plan Review Project Update**

Mark Stone presented DEV 38-2021 report.

**Resolution 2021-08-24-14**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** DEV 38-2020 Official Plan Review Project Update report be received;

**THAT** Staff be directed to proceed with the statutory (virtual) open house to update the community and seek comments and input on

the draft Official Plan in accordance with the *Planning Act* following consultation with affected landowners as outlined in this report;

**THAT** Staff be directed to establish an intensification and redevelopment target of 20 percent for new residential development; and,

**THAT** Staff be directed to implement the proposed settlement area expansions as outlined in this report.

**CARRIED**

### **8.3 Community Services**

#### **8.3.1 DCS 27-2021 August Monthly Report (Community Services)**

Stephanie Ische presented DCS 27-2021 report.

**Resolution 2021-08-24-15**

**Moved By** Councillor Pridham

**Seconded By** Councillor Winter

**THAT** DCS 27-2021 August Monthly Report (Community Services) be received for information.

**CARRIED**

### **8.4 Corporate Services**

Council took a brief recess at 7:33 pm.

Mayor Strathdee called the meeting back to order at 7:42 pm.

#### **8.4.1 COR 30-2021 August Monthly Report (Corporate Services)**

André Morin presented COR 30-2021 report.

**Resolution 2021-08-24-16**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** COR 30-2021 August Monthly Report (Corporate Services) be received for information.

**CARRIED**

#### **8.4.2 COR 31-2021 Transfer Payment Agreement – ICIP COVID**

André Morin presented COR 31-2021 report.

**Resolution 2021-08-24-17**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** COR 31-2021 Transfer Payment Agreement – ICIP COVID report be received; and

**THAT** Council consider By-law 74-2021 authorizing the Mayor and Clerk to sign the Transfer Payment Agreement for ICIP COVID funding.

**CARRIED**

**8.5 Fire and Emergency Services**

**8.5.1 FD 12-2021 August Monthly Report (Emergency Services)**

Chief Anderson presented FD 12-2021 report.

**Resolution 2021-08-24-18**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** FD 12-2021 August Monthly Report (Emergency Services) report be received.

**CARRIED**

**8.5.2 FD 10-2021 Proposed Capital Purchase of an Enclosed Cab Pumper Apparatus**

Chief Anderson presented FD 10-2021 report.

**Resolution 2021-08-24-19**

**Moved By** Councillor Edney

**Seconded By** Councillor Winter

**THAT** FD 10-2021 Proposed Capital Purchase of an Enclosed Cab Pumper Apparatus report be received; and

**THAT** Council provides approval to the Director of Emergency Services/Fire Chief to begin the process of procuring a new Enclosed Cab, Triple Combination Pumper Apparatus.

**CARRIED**

**8.6 Human Resources**

**8.6.1 HR 13-2021 August Monthly Report (Human Resources)**

Lisa Lawrence presented HR 13-2021 report.

**Resolution 2021-08-24-20**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** HR 13-2021 August Monthly Report (Human Resources) be received for information.

**CARRIED**

**8.7 Public Works**

**8.7.1 PW 61-2021 August Monthly Report (Public Works)**

Morgan Dykstra presented PW 61-2021 report.

**Resolution 2021-08-24-21**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

**THAT** PW 61-2021 August Monthly Report (Public Works) be received for information.

**CARRIED**

**8.7.2 PW 62-2021 Green Initiative Awareness Program**

Morgan Dykstra presented PW 62-2021 report.

**Resolution 2021-08-24-22**

**Moved By** Councillor Pridham

**Seconded By** Councillor Winter

**THAT** PW 62-2021 Green Initiative Awareness Program report be received;

**THAT** Council approves the Green Initiative Awareness Program Framework;

**THAT** the first Call for Submission be scheduled for February of 2022; and,

**THAT** Council delegates authority to the Green Committee, its designate as it relates to Council's responsibilities outlined in the Green Initiative Awareness Program.

**CARRIED**

#### **8.7.3 PW 54-2021 Booster Station Assessment**

Dave Blake presented PW 54-2021 report.

##### **Resolution 2021-08-24-23**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**THAT** report PW 54-2021, Booster Station Assessment be received; and

**THAT** Council approves sourcing a Capital and Future Needs Assessment of the Booster Pumping Station to B.M. Ross and Associates Limited for the amount of \$17,750.00, excluding HST; and,

**THAT** Council authorizes an unbudgeted amount of \$17,750.00 + HST to be funded through existing water reserves; and,

**THAT** Council authorizes the Chief Administrative Officer to sign the associated Agreement.

**CARRIED**

#### **8.7.4 PW 55-2021 Cross Border Utility Servicing**

Dave Blake presented PW 55-2021 report.

##### **Resolution 2021-08-24-24**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** Council refer PW 55-2021 Cross Border Utility Servicing staff report to a future meeting of the Strategic Priorities Committee for further discussion; and



**THAT** Council implement a moratorium on considerations of new requests for cross border servicing.

**CARRIED**

## **9. COUNCILLOR REPORTS**

### **9.1 Operational and Board Reports**

Each Councillor provided a brief update of recent Committee and Board meetings.

#### **Resolution 2021-08-24-25**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

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

**CARRIED**

**9.1.1 Bluewater Recycling Association - Coun. Craigmile**

**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**

**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**

**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 2021-08-24-26**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** By-Laws 74-2021 and 75-2021 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 74-2021 Agreement with Ministry of Infrastructure for ICIP**

**12.2 By-Law 75-2021 Repeal By-Law 51-2021 Appointment of MLEO**

**13. UPCOMING MEETINGS**

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

**14. CONFIRMATORY BY-LAW**

**Resolution 2021-08-24-27**

**Moved By** Councillor Craigmile  
**Seconded By** Councillor Edney

**THAT** By-Law 76-2021, being a by-law to confirm the proceedings of August 24, 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**

**15. ADJOURNMENT**

**Resolution 2021-08-24-28**

**Moved By** Councillor Edney  
**Seconded By** Councillor Winter

**THAT** this regular meeting of Council adjourns at 10:06 pm.

**CARRIED**

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Al Strathdee, Mayor

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Jenna McCartney, Clerk



# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Morgan Dykstra, Public Works and Planning Coordinator
<b>Date of Meeting:</b>	14 September 2021
<b>Subject:</b>	<b>DEV 41-2021 Site Plan Agreement for 550 James Street South (Raezors Inc.)</b>

## PURPOSE

The purpose this report is to present a Site Plan Agreement for 550 James Street South.

## RECOMMENDATION

**THAT** DEV 41-2021 Site Plan Agreement for 550 James Street South (Raezors Inc.) be received;

**THAT** Council consider By-law 78-2021 and authorize the Mayor and the Clerk to sign a Site Plan Agreement between the Town of St. Marys and Raezors Inc.

## BACKGROUND

Section 41 of the *Planning Act* provides municipalities with the authority to require and approve plans and other supporting information/studies prior to development proceedings. In accordance with Section 41 (2) of the *Act*, the Town passed By-law 111-2019 to designate all of St. Marys as a site plan control area.

The owner of 550 James Street South, Raezors Inc., has submitted a Site Plan Application to construct a contractor's yard.

## REPORT

The subject property is located on the west side of James Street South between Given Road and the southerly Town limits. The property is approximately 0.40 hectares (0.98 acres) in size, with 61 metres of frontage along James Street South. The subject property is designated "General Industrial" in the Town's Official Plan, and zoned "General Industrial (M2-4)" in the Town's Zoning By-law Z1-1997, as amended.

Currently, there is a two-storey residential dwelling with an attached garage located on the property. The Owner is proposing to retain the existing building and construct a 297.29m<sup>2</sup> shop, to establish a contractor's yard for the Owner's business, Raezor's Edge. The Site Plan being proposed has been prepared in accordance with the Town's Zoning By-law, Z1-1997 and relevant Town policies.

The Site Plan Application was reviewed by relevant Town staff and a Site Plan Agreement has been prepared to ensure the development is completed and maintained in accordance with the proposed plans and other Town requirements.

## FINANCIAL IMPLICATIONS

The Town will incur an expense of \$550.00 to register the Site Plan Agreement on title.

## SUMMARY

A Site Plan Agreement is proposed for 550 James Street South, it is recommended that Council authorize the Mayor and Clerk to enter into the proposed Site Plan Agreement with the Owner of the subject property.

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #3: Balanced Growth → Business Attraction, Retention and Expansion Program
    - Identify vacant spaces to host entrepreneurs and create an inventory.

## OTHERS CONSULTED


Town of St. Marys Development Team

## ATTACHMENTS

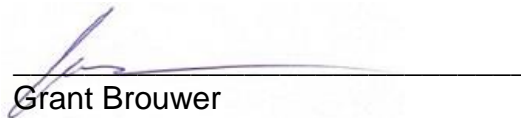
Attachment 1 – Site Plan Agreement

## REVIEWED BY

### Recommended by the Department

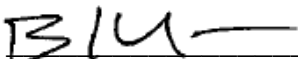


Morgan Dykstra  
Public Works & Planning Coordinator



Grant Brouwer  
Director of Building and Development

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer

**AGREEMENT MADE UNDER SECTION 41 OF THE PLANNING ACT, R.S.O. 1990**

THIS AGREEMENT made this            day of            , 2021 .

BETWEEN:

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

(Hereinafter called the "Town")

OF THE FIRST PART

AND:

**RAEZOR'S INC.**

(Hereinafter called the "Owner")

OF THE SECOND PART

**WHEREAS** the Owner is the owner of the lands municipally known as 550 James Street South and described as Part Lot 13 Concession South Boundary Blanshard; Parts 1 & 2, 44R1694 S/T R247903; Secondly: Part Lot 13 Concession South Boundary Blanshard Part 7, 44R-3949 in the Town of St. Marys, hereto being PIN 53245-0285 (LT), all in the Registry Office for the Land Titles Division of Perth (No. 44) (hereinafter referred to as the "Lands").

**AND WHEREAS** the Town has imposed the provisions of Section 41 of the Planning Act, R.S.O. 1990 in respect to the land;

**AND WHEREAS** this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings referred to in Subsection 4 of Section 41 of the Planning Act, R.S.O. 1990;

**AND WHEREAS** this Agreement shall be registered against “the lands” to this Agreement and the Town is entitled to enforce the provisions thereof against the Owner and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent owners of the land, in accordance with subsection 10 of Section 41 of the Planning Act, R.S.O. 1990;

**NOW THEREFORE WITNESSETH** that for the sum of TWO DOLLARS (\$2.00) paid to the Town by the Owner (receipt whereof is hereby acknowledged), and in consideration of the Town approving the plans and drawings for the development of “the lands”, the Owner covenants and agrees with the Town to provide, to the satisfaction of and at no expense to the Town, the following:

1. The Owner Agrees:

- a. That all buildings and structures to be erected on the Lands shall be located in accordance with the building locations as shown on the Site Plan attached hereto as part of Schedule “A”;
- b. That if required, private utilities utility services including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and appurtenances, as shown on the drawings attached hereto as part of Schedule “A”, shall be maintained by the Owner at its expense on an ongoing basis;
- c. That, if required, all municipal utility services to the property line including sanitary sewers and appurtenances, storm sewers and approved storm water management, and water main and appurtenances shall be installed under the authority and supervision of

the Town of St. Marys. Utility service installations shall be facilitated by the Town, at the request of the proponent. The Owner shall be responsible for any and all costs associated with the required utility services. Utility services shall be installed and maintained in accordance with the drawings attached hereto as part of Schedule "A";

- d. That all necessary provisions for any service connections of the Lands shall be made to the satisfaction of the Town;
- e. That access to and from the Lands shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as Schedule "A";
- f. That the internal driveways, vehicle parking areas, vehicle maneuvering areas and pedestrian walkways shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as part of Schedule "A";
- g. The driveways and parking areas shall be hard surfaced and bounded by a concrete curb according to the provisions of the Town of St. Marys Zoning By-law;
- h. That erosion and sediment controls shall be provided for the site during construction to the satisfaction of the Town;
- i. That final grades and elevations shall be established to the satisfaction of the Town and shall be in accordance with the drawings attached hereto as part of Schedule "A";



- j. That all hydro cables be located underground on the Lands;
  - k. That snow storage shall be on the property as shown on the drawings attached hereto as part of Schedule "A";
  - l. That the development on the Lands including but not limited to driveways, buildings, structures, paved areas, landscaping and lot grading shall be maintained at the sole risk and expense of the Owner on an ongoing basis;
  - m. That any and all development on the Lands shall be to Town standards and the provisions of the Town's Zoning By-law in effect at the time of development;
  - n. That all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town's Zoning By-law Z1-1997, as amended.
2. Schedule "A" consists of the following drawings:
- a. A1.1 Site Plan prepared by MTE, dated June 4, 2021 and revised on September 1, 2021;
  - b. C2.1 Site Grading, Servicing, and Sediment & Erosion Control Plan prepared by MTE, dated June 5, 2021 and revised on September 1, 2021; and,
  - c. C2.2 Construction Notes & Details prepared by MTE, dated June 5, 2021, 2021 and revised on September 1, 2021.
3. Schedule "A", as described in paragraph 2 above and attached hereto shall form part of this Agreement.
4. The Owner further agrees:

- a. That it shall prepare and register or cause to be prepared and registered a reference plan to the satisfaction of the Town, acting reasonably for that part of the Lands required for the road widening described and shown on the Drawings attached hereto as part of Schedule “A” known as the “Road Widening Lands”;
  - b. Prior to registering or causing to be registered the reference plan for the Road Widening Lands, the Owner shall review the draft plan with the Town and obtain written confirmation from the Town, acting reasonably that it is satisfied with the Road Widening Lands as shown on the reference plan;
  - c. To take all necessary steps and to pay all associated costs of the transfer of lands from the Owner to the Town of the Road Widening Lands; and,
  - d. That the Owner shall not commence, cause to be commenced or permit to be commenced any construction on the Lands or carry out, cause to be carried out or to permit to be carried out any works related to the proposed development on the Lands before Road Widening Lands are legal transferred from the Owner to the Town.
5. The curbing as described in paragraph 1(g) of this Agreement is required to be constructed as the same time the Town will install curbing on the abutting road allowance.
6. Entrances to buildings shall be kept clear of any obstructions including snow accumulation at the responsibility of the Owner.

7. The Owner shall be responsible for the cost of any signage and the installation of said signage required for this site.
8. The Owner agrees that the abutting street to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the Owner at his own expense. The Owner acknowledges that they have the responsibility to correct or clean muddied streets used for access during construction. If the Owner fails to complete said work, then the provision of paragraph 11 of this Agreement shall apply.
9. Minor adjustments to the requirements of this Site Plan Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Town is required before such minor adjustments can be made.
10. Nothing in this Agreement constitutes a waiver of the obligation of the Owner to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any restrictions or regulations lawfully imposed by any other authorities having jurisdiction in connection therewith.
11. In the event of the failure by the Owner to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days' notice in writing to the Owner of its intention and forthwith if the failure is deemed an emergency, or poses a risk to the safety of the public or environment, the Town

shall rectify the issue without seven (7) days notice and shall recover the expense incurred by the Town in a like manner as municipal taxes.

12. The Owner agrees to deposit with the Town a refundable security deposit in the amount of Twenty Thousand Dollars (\$20,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Owner's architect provides a certificate to the Town that the conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town.

13. If any notice is required to be given by the Town to the Owner in respect to this Agreement, such notice shall be sent by registered mail, registered courier or delivered personally by the Town employee or its agent to:

RAEZOR'S INC

P.O. BOX 43

ST. MARYS, ON N4X 1EB

Or to such addresses of which the Owner has notified the Town in writing, and any such notice mailed, sent or delivered shall be deemed good and sufficient notice under the terms of this Agreement.

14. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability and shall be severed from the balance of this Agreement, all without affecting the remaining provisions of this Agreement.

15. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Owner.
- The covenants, agreements, conditions, and understandings herein contained on the part of the Owner shall run with the Lands and shall ensure to the benefit of and be binding upon the parties hereto and their respective successors, heirs, executors, administrators and assigns.
16. Execution of this Agreement shall be deemed to be authorization by all Parties to legal counsel for the Town to register same in the appropriate Land Titles Office without further written authorization.
17. The failure of a Party at any time to require performance by the other Party of any obligation under this Agreement shall in no way affect the first Party's right thereafter to enforce such obligation, nor shall any such waiver be taken or held to be a waiver of the performance of the same or any other obligation hereunder at any later time.
18. The Parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further, acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this Agreement including any amendments to this Agreement required to effect the registration of this Agreement.
19. The Parties here to acknowledge and agree that this Agreement is further to and does not remove any of the Owner's obligations under any prior Agreements.

20. The Owner agrees on behalf of itself and its heirs, executors, administrators, successors and assigns to indemnify the Town from all losses damages, costs, changes and expenses which may be claimed or recovered against the Town by any person or persons arising either directly or indirectly as a result of any action taken by the Owner pursuant to this Agreement.

21. The Owner hereby covenants and agrees to save harmless the Town from any loss whatsoever arising out of or pursuant to the execution of this Agreement and the issuing of a building permit whether final or conditional for any construction on the Lands. This indemnification shall apply to all claims, demands, costs and expenses in respect to the development of the Lands as set out in this Agreement.

**IN WITNESS WHEREOF** the Owner has hereunto set its hand and seal and the Town  
has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

**RAEZOR'S INC.**

Per: \_\_\_\_\_  
Owner : Don Rae

**(We have the authority to bind the Corporation)**

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

Per: \_\_\_\_\_  
Mayor: Al Strathdee

Per: \_\_\_\_\_  
Clerk: Jenna McCartney

**(We have the authority to bind the Corporation)**

## NOTES TO SPA

1. It is the Owner's responsibility to fulfill the obligations contained in this Site Plan Agreement. It is also the Owner's responsibility to submit a request for the refund of deposits in writing when all the work has been completed to the standards of this Site Plan Agreement.
2. The Owner shall enter into a separate agreement for electricity with the Festival Hydro Inc., 1887 Erie Street, P.O. Box 397, Stratford ON N5A 6T5, 519-273-4703.
3. Any sign erected on the subject property shall be in conformity with the Town's current sign by-law. The Owner shall apply for a separate sign permit.



## **Schedule “A” – Drawings**

See attached for Drawings A, B, and C.



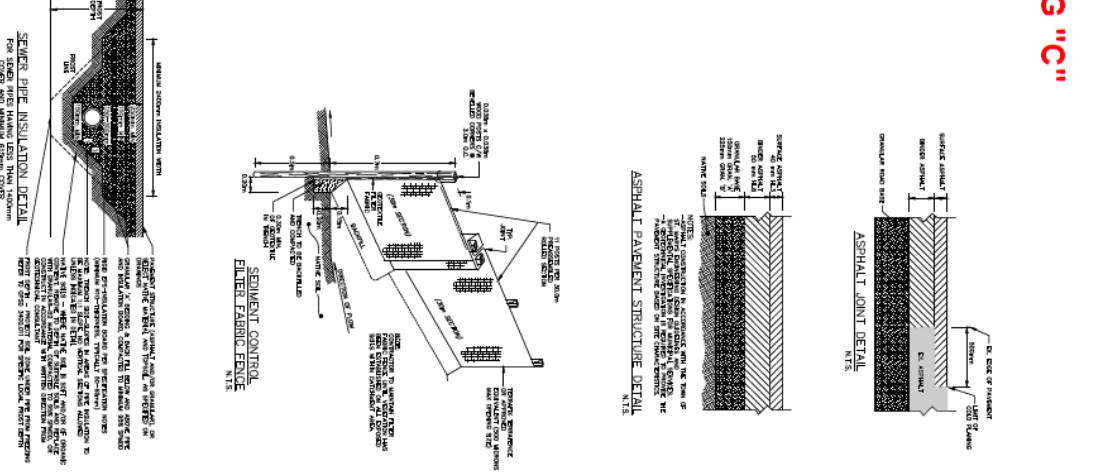


# SCHEDULE "A" - DRAWING "C"

- CONSTRUCTION NOTES AND SPECIFICATIONS**
1. GENERAL
  2. EXISTING
  3. NEW
  4. EXISTING
  5. NEW
  6. EXISTING
  7. NEW
  8. EXISTING
  9. NEW
  10. EXISTING
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**GENERAL CONTRACTOR**

**RAEZOR'S EDGE**

550 JAMES STREET

DEVELOPMENT

NOTES & DETAILS

DATE: 10/1/21

SCALE: 1/8" = 1'-0"

**CONTRACTOR**

**RAEZOR'S EDGE**

550 JAMES STREET

DEVELOPMENT

NOTES & DETAILS

DATE: 10/1/21

SCALE: 1/8" = 1'-0"

# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Grant Brouwer, Director of Building and Development
<b>Date of Meeting:</b>	14 September 2021
<b>Subject:</b>	<b>DEV 40-2021 Parking Study Comparator Recommendations</b>

## PURPOSE

The purpose of this report is for Council to consider and endorse the municipal comparators for the Town's Parking Study, as well to review the next steps for the report.

## RECOMMENDATION

**THAT** DEV 40-2021 Parking Study Comparator Recommendations report be received: and

**THAT** Council endorses the use of the Town of Aylmer, the Town of Goderich, the Town of Shelburne, the Town of Carleton Place, and the Municipality of Meaford as municipal comparators for the Town's Parking Study.

## BACKGROUND

On August 17, 2021, Strategic Priorities Committee Meeting, Paradigm Transportation Solutions Ltd presented the draft Comprehensive Parking Review. During the presentation it was noted that the report did not dig deep enough into a number of areas and the Committee asked staff and the consultant for further consideration on the following items:

- additional parking that was not listed in the review
  - land at Station Street and James Street North
  - Milt Dunnell Field (Flats)
  - Bell Canada parking lot
  - parking lot north of Garnett House (Church Street North)
- does the VIA station parking lot offer enough parking for future business needs?
- comparators used for parking review not necessarily reflective of St. Marys needs
- quantify the need for parking in St. Marys
- what is the development cost impact of newly proposed parking standards?
- ensure that accessible parking standards reflect best practices, and integrate the Accessibility Advisory Committee into the review.
- quantify the need for parking in St. Marys
- provide examples of cash-in-lieu policies, and how they work



Ultimately, the Committee decided that the report be tabled to a future Strategic Priorities Committee meeting to allow staff and the consultant to research the items listed above and update the draft report.

## REPORT

Town Staff has met with Paradigm Transportation Solutions Ltd to discuss the parameters of the missing pieces of the report, and the project timelines:

### Municipal Comparators

Regarding the comparators, a discussion was held on how to best describe the characteristics of St. Marys that may contribute to traffic and parking. Staff and the consultant established that the following factors need to be considered when seeking our comparator municipalities for St. Marys when it comes to parking and traffic:

- Comparable population size today, and into the near future (i.e. reflecting the Town's growth target)
- Existence of a Downtown core
- Similar built-forms (low and medium density)
- No traditional transit system available
- Urban cross-section in a rural area
- In addition, to the above we want to identify:
  - The age of the Zoning By-law for each
  - Whether they have a cash-in-lieu policy for parking

With the above noted factors, staff and the consultant compiled the list of possible comparators below.

Name	Population (2016)	Downtown Core	Low-Med Density Built Form	Transit	Urban X-Section in rural area	Cash-in-Lieu Policy/Cost	Year that Zoning Bylaw was established
<b>St. Marys</b>	<b>7,265</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes (On-Demand)</b>	<b>Yes</b>	<b>No</b>	<b>1995</b>
Aylmer	7,492	Yes	Yes	No	Yes	No	1999
Goderich	7,628	Yes	Yes	No	Yes	Yes	2013
Meaford	10,991	Yes	Yes	Yes (On-Demand)	Yes	Yes	2009
Shelburne	8,126	Yes	Yes	Yes (Fixed Route)	Yes	No	2007
Carleton Place	11,936	Yes	Yes	Yes (On-Demand)	Yes	Yes	2015
Perth	5,930	Yes	Yes	Yes	Yes	Yes	2000
Hanover	7,688	Yes	Yes	Yes (Fixed Route)	Yes	Yes	2015
Kapuskasing	7,378	Yes	Yes	Yes (On-Demand)	Yes	No	2017
Fort Frances	7,420	Yes	Yes	Yes (On-Demand)	Yes	No	2014
Renfrew	8,152	Yes	Yes	Yes (On-Demand)	Yes	No	2010
Bracebridge	9,232	Yes	Yes	Yes (Fixed Route)	Yes	Yes	2016
Kenora	10,687	Yes	Yes	Yes (Fixed Route)	Yes	No	2015
Ingersoll	12,757	Yes	Yes	Yes (Fixed Route)	Yes	No	
Port Colborne	15,037	Yes	Yes	Yes (Fixed Route)	Yes	No	2018
Tillsonburg	15,872	Yes	Yes	Yes (Fixed Route)	Yes	No	2008
Essex	7,446	Yes	Yes	No	Yes	Yes	2010
Smiths Falls	8,780	Yes	Yes	No	Yes	Yes	2017
Hawkesbury	10,263	Yes	Yes	No	Yes	No	2017
Arnprior	10,426	Yes	Yes	No	Yes	Yes	2018
Kincardine	11,389	Yes	Yes	No	Yes	Yes	2003

After review, staff are recommending that the project team use the Town of Aylmer, the Town of Goderich, the Town of Shelburne, the Town of Carleton Place, and the Municipality of Meaford as comparators in the Town's Parking Study.

## **Project Timelines**

- August 20 – August 27
  - Paradigm to provide information related to designing a utilization/turnover study
  - Paradigm to offer additional suggestions to be considered for comparators
  - Development Department to move forward with the Downtown Private Parking project
  - Development Department to create Table with information related to the proposed comparators
- August 30 – September 3
  - Public Works to design utilization/turnover study
    - Tuesday to Saturday – 8am to 5pm – Sept – 14<sup>th</sup> to 25<sup>th</sup>
    - All On-Street parking space in Downtown core
      - Queen St. – Victoria Bridge to Peel St.
      - Church St. – Bridge to Jones St.
      - Wellington St – Bridge to Jones St.
      - Water St. – Bridge to Jones St.
    - Municipal Owned Parking lots, Opera House, Jones St., Water St.
    - Data capture to include assigned overnight parking permit spaces in municipal lots
    - On-Street Accessible space utilization rates will be captured for analysis
  - Public Works to design utilization/turnover study
  - Development Department to prepare Staff Report detailing the comparators
  - Development Department to continue the Downtown Private Parking project
- September 6 – 10
  - Public Works to prepare materials for utilization/turnover study + explain project to staff members performing the study
- September 13 – 17
  - Public Works to perform utilization/turnover study
  - Comparator Report to Council on September 14, 2021
  - Development Department to provide outcomes of September 14, 2021 meeting to Paradigm, and internal zoning review for downtown
  - Paradigm to commence review of comparator data
- September 20 – 24
  - Public Works to perform utilization/turnover study
  - Paradigm to commence review of comparator data
- September 27 – October 1
  - Public Works to transcribe utilization/turnover study data and provide to Paradigm
  - Paradigm to continue review of comparator data and utilization/turnover study data
- October 4 – 8

- Paradigm to provide results to the Town of St. Marys for review
- October 25 – 29
  - Final Report due to Town\*\*
- November 1 – 5
  - Staff to prepare Staff Reports for SPC
- November 15 – 19
  - Presentation of Report to SPC – November 16, 2021

## **FINANCIAL IMPLICATIONS**

To contain costs on this project, a number of the tasks above will be completed internally with the raw data turned over to the Consultant for analysis.

## **SUMMARY**

To move this project forward, the first key step is to consider and select appropriate municipal comparators. Staff are recommending that the project team use the Town of Aylmer, the Town of Goderich, the Town of Shelburne, the Town of Carleton Place, and the Municipality of Meaford as comparators in the Town's Parking Study.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Brent Kittmer, CAO


Paradigm Transportation Solutions Ltd


## **ATTACHMENTS**

None

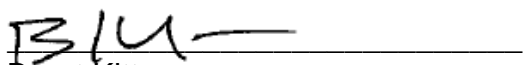
## **REVIEWED BY**

### **Recommended by the Department**

  
 Grant Brouwer  
 Director of Building and Development

  
 Jed Kelly  
 Director of Public Works

### **Recommended by the CAO**

  
 Brent Kittmer  
 Chief Administrative Officer





# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, Chief Administrative Officer
<b>Date of Meeting:</b>	14 September 2021
<b>Subject:</b>	<b>ADMIN 36-2021 Recognizing National Truth and Reconciliation Day on September 30, 2021</b>

## PURPOSE

The purpose of this report is to present Council with information regarding the new statutory holiday on September 30, 2021 (National Truth and Reconciliation Day) and information on ways the Town can support recognition of Truth and Reconciliation.

## RECOMMENDATION

**THAT** ADMIN 36-2021 Recognizing National Truth and Reconciliation Day on September 30, 2021 be received; and

**THAT** Council for the Town of St. Marys commits to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

## BACKGROUND

Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish a National Day for Truth and Reconciliation as a statutory holiday. The purpose is to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.

The Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday for those who work in Federally regulated jobs.

## REPORT

Since the announcement of the September 30<sup>th</sup> statutory holiday, there have been some questions if municipal governments will be recognizing this as a public holiday. The new holiday is federally mandated meaning that it is automatic for all federal employees. There is no regulatory obligation for observing this holiday by Provincial or Municipal governments or other employers (private, public or not for profit).

At the Town of St. Marys, statutory holidays are recognized as those defined in the Ontario *Employment Standards Act* (details can be found on page 26 of the Team Member Handbook). When communicating with multiple Ontario Municipalities, it appears that none are planning to observe the National Day for Truth and Reconciliation unless they are obligated to do so by Provincial legislation.

At the present time, the Province has not declared National Truth and Reconciliation Day as a paid holiday for provincially regulated workplaces. However, the Province has indicated that, as an

employer, they will observe September 30, 2021 as a day of commemoration to reflect on the history and legacy of Residential Schools in Canada. This means provincial offices like public ServiceOntario locations will be closed on September 30<sup>th</sup>.

Since September 30, 2021 is not a mandatory holiday, at present it will not be recognized as a holiday for Town employees. However, recognizing Truth and Reconciliation remains important and the Town does have a role to play on September 30<sup>th</sup>. Recently, the AMO board presented their member municipalities with a recommendation to find ways to promote the topic of Truth and Reconciliation on September 30<sup>th</sup>. The AMO Board of Directors approved two resource papers to assist municipal Councils' efforts to support Truth and Reconciliation. The first resource paper provides an overview of the [Truth and Reconciliation Commission's \(TRC's\) Calls to Action](#) that municipal governments can address themselves. The second resource paper provides ideas and options for [what municipal leaders, councils can do to better support and engage Indigenous residents and neighbours at this time](#).

## **FINANCIAL IMPLICATIONS**

None at this time.

## **SUMMARY**

AMO is recommending that Council's formally recognize September 30<sup>th</sup>, 2021 by sharing the stories of residential school survivors, their families, and communities.

The Town has begun its recognition efforts through its Cultural Services, Library, Corporate Events, and Communications departments. A virtual tour of the Mohawk Residential School has been hosted, and the Town helped promote a talk on Residential Schools by the Western University History Department. The Library holds a collection of Indigenous materials that has been promoted over the last few months. Finally, Corporate Events staff are organizing a day of reflection to further the Town's efforts.

At the staff level, staff are being encouraged to consider and mark the importance of Truth and Reconciliation in their own personal way. STEAM has started a conversation about ways they can support staff in educating themselves and personally observing the day.

## **STRATEGIC PLAN**

- ☑ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - The Town's Strategic Plan includes a call to action to "develop an Inclusion Policy/standard partnered with guidelines or standard operating procedures that outline how the Town will adopt inclusion and to what extent inclusion will be considered for Town infrastructure, programs, events, etc."
  - Town's Community Safety and Wellbeing Plan encourages "increased application of equity, diversity, and inclusion practices across the partner agencies."

## **OTHERS CONSULTED**

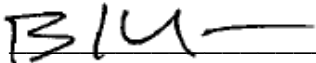
None.

## **ATTACHMENTS**

None.

**REVIEWED BY**

**Recommended by the CAO**

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

Brent Kittmer

Chief Administrative Officer

# FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, Chief Administrative Officer
<b>Date of Meeting:</b>	14 September 2021
<b>Subject:</b>	<b>ADMIN 37-2021 COVID-19 Vaccine Policy</b>

## PURPOSE

The purpose of this report is to present Council with the draft COVID-19 Vaccine Policy that the Town is required to have in place in response to the Chief Medical Officer of Health's Directive #6. Council is asked to consider if the scope of the policy should be expanded to apply Council and all team members of the organization.

## RECOMMENDATION

**THAT** ADMID 37-2021 COVID-19 Vaccine Policy report be received; and

**THAT** that Council adopts HSY-P-023 "Mandatory Covid-19 Testing Policy" to apply to Council and its committees and to all staff, contractors and volunteers working for or on behalf of the Town.

## BACKGROUND

On August 17, 2021, the Ontario Chief Medical Officer of Health issued Directive #6 [COVID-19 Vaccine Policy in Health Care Settings](#) (Directive) regarding the implementation of a mandatory vaccine policy for employees, staff, contractors, volunteers and students in certain health care settings.

The Directive has been issued with a view to protecting vulnerable patients and staff in settings where there is a higher risk of transmitting or contracting COVID-19 (in particular, the Delta variant). The Town qualifies as a "Covered Organization" under the directive, and by September 7, 2021 must have a policy in place for:

- Employees, staff, contractors, volunteers and students providing services to clients and families; and
- Employees, staff, contractors, volunteers and students interacting with workers providing services to clients and families.

Team members and volunteers at the Friendship Centre and PRC who are involved with providing home support services and health care services will be subject to the mandatory policy.

In addition, on August 17, 2021, the Ministry of Education announced that they intend to introduce an immunization disclosure policy for all publicly funded school board employees, staff in private schools and licensed childcare settings for the 2021-22 school year, with rapid antigen testing requirements for staff who are not immunized against COVID-19. These requirements came into effect on September 7.

## REPORT

As of September 7, 2021 the Town is required to have a vaccine policy in place for approximately 53% of the staff compliment. Vaccine policies are a new concept, and there are very few templates and

precedents to draw from. The Town retains the services of Siskinds LLP for employment law. Siskinds has provided their clients with a sample policy. That template has been adapted to the Town's needs and is attached to this report for review and consideration. Staff preferred the Siskinds template over the Provincial policy template because we know the example from Siskinds has been prepared and vetted by experts in employment law.

Council's primary consideration is the scope and breadth of the vaccine policies application. As discussed in the CAO's monthly report in August, Directive #6 makes the policy applicable to anyone who "interacts" with staff who provide services. This means that organizational support services like human resources, information technology, finance et cetera who work with all staff in the organization on an as needed basis should be covered by the policy. Additionally, the Town is a small organization, and it is not uncommon for other staff to enter the Friendship Centre to help out here and there.

To simplify policy interpretation, it is the recommendation of senior staff that the vaccine policy be scoped to apply to all team members, contractors and volunteers who work for the organization. Council will need to decide if they also wish to make the policy apply to members of Council and committees.

Other key points in the policy include:

- The Town will require all workers to be fully vaccinated, and to provide proof of vaccination.
- Exemptions include those persons who have submitted a medical exemption (signed off by a medical practitioner) or a religious exemption (signed off by a spiritual advisor).
- Those individuals who are not vaccinated will be subject to the following requirements:
  - Antigen testing two times per week. Tests will be provided free of charge through a Provincial allocation. If the Provincial allocation ends, individuals will need to arrange for testing at their own costs.
  - Despite current public health rules, unvaccinated individuals will be required to wear a mask at all times while indoors.
- All team members will be required to complete a COVID-19 vaccination education session.
- The Town will accommodate requests from the public if they ask to not meet in-person with unvaccinated team members.
- All team members will be prohibited from meeting in-person with unvaccinated members of the public unless everyone is masked and socially distanced.

## **FINANCIAL IMPLICATIONS**

None at this time. At this point in time the antigen test kits are provided free of charge by the Province.

## **SUMMARY**

As noted, the Town is "Covered Organization" under Directive #6 and is required to have a COVID-19 Vaccine policy in place by September 7, 2021. For simplicity of interpretation, the recommendation from the Senior Management Team is that Council adopt the template provided by Siskinds to apply to all staff, contractors and volunteers working for or on behalf of the Town. Staff are further recommending that the template be adopted to apply to Council and its committees.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Siskinds LLP

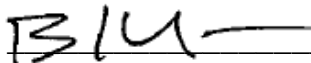
Senior Management Team

## **ATTACHMENTS**

1. Draft COVID-19 Vaccine Policy
2. Directive #6 Issued by the Chief Medical Officer of Health
3. Guide for Directive #6
4. Ministry of Education Communication re: Vaccine Policy

## **REVIEWED BY**

### **Recommended by the CAO**

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

Brent Kittmer

Chief Administrative Officer

## **Mandatory Covid-19 Testing Policy**

### **Policy Statement**

The Corporation of the Town of St. Marys (“the Town”) is committed to providing a healthy and safe environment for all its workers and acknowledges that Ontario’s Occupational Health and Safety Act requires us to take all reasonable precautions necessary in that regard and that the Chief Medical Officer of Ontario’s Directive #6 for Public Hospitals within the meaning of the Public Hospitals Act, Service Providers within the meaning of the Home Care and Community Services Act, 1994, and Local Health Integration Networks within the meaning of the Local Health System Integration Act, 2006, also requires the Town to establish, implement and ensure compliance with a Covid-19 vaccination policy. With these goals, the Town is adopting this vaccination policy to safeguard the health and safety of everyone with whom we work—including the public—and to minimize the spread of COVID-19 in the workplace.

### **Scope**

This Policy covers all Town of St. Marys Team Members, Council, Committee Members, Volunteers Students on educational placements, Resource Consultants and Contractors to the workplace.

### **Guidelines**

- 1) Subject to applicable human rights legislation and vaccine availability, the Town requires all workers to be fully vaccinated against the virus that causes COVID-19, including first and second doses of two-dose vaccines and boosters when necessary (collectively “COVID-19 vaccines”). Each worker must:
  - a) make arrangements to receive COVID-19 vaccines from time to time as soon as they are eligible to do so; and
  - b) provide the Human Resources Department with written confirmation of each COVID-19 vaccine received within seven calendar days after receiving it. Confirmation must be from the vaccination clinic, pharmacy or other medical practitioner and include the worker’s name and date received. Receipts for COVID-19 vaccines may be found online <https://covid19.ontariohealth.ca>
- 2) The above requirements will not apply to workers who are unable to receive COVID-19 vaccines because of a disability or other protected ground under applicable human rights legislation (“Exempt Workers”). To qualify as Exempt Workers, workers must:

- a) notify the Director of Human Resources prior to the start of their employment with the Town or September 21, 2021, whichever is later, that they do not intend to receive COVID-19 vaccines; and
  - b) at the same time, provide the Director of Human Resources with one of the attached Exemption Forms completed by their treating physician, nurse practitioner or spiritual adviser.
- 3) The Director of Human Resources will review the Exemption Forms and any other information provided and make a determination on a case-by-case basis. The Town reserves the right to request further information and/or supporting documentation to substantiate a worker's eligibility for an exemption.
- 4) Commencing September 22, 2021, any worker who has not confirmed their COVID-19 vaccination as required under paragraph 1(a), including Exempt Workers:
- a) will be required to mask and maintain social distancing in all open areas of the office, including washrooms;
  - b) using testing kits sourced by the Town, provide the Town with proof of a negative rapid antigen COVID-19 test before commencing work at a minimum 2 times a week. The testing days will be dependent on the worker's specific schedule; and
  - c) must complete an educational session approved by the Town that addresses:
    - i) how COVID-19 vaccines work;
    - ii) vaccine safety related to the development of the COVID-19 vaccines;
    - iii) benefits of vaccination against COVID-19;
    - iv) risks of not being vaccinated against COVID-19; and
    - v) possible side effects of COVID-19 vaccination.
- 5) Commencing September 22, 2021, any worker who has not confirmed their COVID-19 vaccination as required under paragraph 1(a), other than Exempt Workers:
- a) will be required to pay any cost incurred by the Town for obtaining the necessary rapid COVID-19 tests;
- 6) If a member of the public requests that unvaccinated workers not attend an in-person meeting, the Town will respect the request and assign workers accordingly.
- 7) Workers are prohibited from meeting indoors with unvaccinated members of the public unless all parties are masked and observe social distancing requirements. Prior to



scheduling meetings, workers must make inquiries of the client to establish whether masks/distancing will be necessary.

- 8) Workers who are uncomfortable meeting with unvaccinated members of the public should notify their supervisor and make alternate meeting or service arrangements as appropriate in the circumstances.
- 9) Workers must always comply with all occupational health and safety measures and other COVID-19 protocols required by the Town including daily screening, masking, physical distancing and hygiene requirements. Different measures and protocols may apply to those workers who have provided confirmation of COVID-19 vaccination (under paragraph 1(a)) and those who have not, regardless of the reason.
- 10) The Town will provide vaccination support to workers by providing three hours of paid time off to get the vaccine (or three hours of additional pay when workers have to receive their vaccination outside of work hours) and provide assistance booking vaccine appointments.
- 11) The collection, use, and storage of workers' medical information is necessary to administer this policy. Medical information includes COVID-19 testing and vaccination records, as well as information about medical exemptions to vaccination. The Town is committed to maintaining the confidentiality of all such medical information, which will be stored in the Human Resources office or a designated secure location as dictated by ministry requirements and destroyed when no longer required.
- 12) Statistical information, with no identifying information will be reported in relation to this policy, as required (i.e. Ministry of Education and Provincial Antigen Screening Program).
- 13) This policy will be updated and amended as required from time to time in the Town's discretion, taking into consideration legislated obligations, public health recommendations, and business needs.
- 14) Failure to comply with this policy may result in disciplinary action, up to and including termination of employment/contract for cause.

## Training

Training will be provided to all staff by their supervisor. New staff will be informed of the policy at time of hire by the Human Resources Department.

## References

Covid-19 Vaccination – Medical Exemption Form

Covid-19 Vaccination – Religious Exemption Form

Covid-19 Vaccination - Declination Form

Rev #	Date	Reason	Initiated	Reviewed
0	Aug 30, 2021	Inception	HR	

DRAFT

**Covid-19 Vaccination – Medical Exemption Form**  
(to be completed by treating physician/registered nurse)

Patient Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

How long has this Patient been under your care on a regular basis?	_____ weeks / months / years
Is this Patient currently <u>medically unable</u> to obtain any available COVID-19 vaccine <u>due to their own disability</u> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer is “Yes”, how long do you expect that this Patient’s disability will prevent them from obtaining any available COVID-19 vaccine?	Permanently <input type="checkbox"/> Until _____
Please provide any other relevant information that will help the Corporation of the Town of St. Marys understand whether and when this Patient will be medically able to obtain any available COVID-19 vaccine.	

I, \_\_\_\_\_, hereby certify that the above information is complete and accurate based on my own personal medical examination of this Patient, the information in my medical files, and the medical information obtained directly from other treating physicians / specialists / medical establishments.

Date: \_\_\_\_\_

Doctor's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Covid-19 Vaccination – Religious Exemption Form**  
(to be completed by spiritual adviser)

Employee/Volunteer/Contractor Name: \_\_\_\_\_

Is the above Employee/Contractor a member of your religious community?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How long have they been a member of your religious community?	_____ weeks / months / years
Does the creed of your religious community prohibit the Employee/Contractor from receiving a COVID-19 vaccination?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide any other relevant information that will help the Corporation of the Town of St. Marys understand the Employee/Contractor's position with respect to COVID-19 vaccination.	

I, \_\_\_\_\_, hereby certify that the above information is complete and accurate based on my own personal knowledge of the Employee/Contractor in my role as their spiritual advisor.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

## Covid-19 Vaccination Declination Form

Please read and complete all sections and return this form to the Human Resources Department by September 21, 2021.

---

**I understand** that the COVID-19 Vaccine is recommended by Public Health Ontario as a safe, and effective way to protect myself and those around me from COVID-19.

**I acknowledge** that I have access to COVID-19 vaccine information and the risks and benefits of being vaccinated.

**I confirm** that I completed the educational session approved by the Town about the benefits of COVID-19 vaccination.

**I understand** that if I decline the vaccine, I may choose to be vaccinated at a later date, with the understanding that vaccination will be based on the availability of the COVID-19 vaccine at that time.

**I understand** that the purpose (as outlined below) of collecting and reporting the information contained in this document is consistent with all applicable legislation including but not limited to:

- Personal Health Information Protection Act (PHIPA)
- Occupational Health and Safety Act (OHSA)
- Home Care and Community Services Act,
- Local Health System Integration Act,
- Child Care and Early Years Act, 2014

It is my decision to **DECLINE** the vaccination at this time.

I, \_\_\_\_\_ (print name) am declining the COVID-19 vaccination.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Covid 19 Rapid Antigen Self Testing procedure

### Purpose

Upon receiving an approved exemption or completing the declination form, all unvaccinated team members will automatically be enrolled in the Town's rapid antigen COVID-19 testing program. This document will support and educate unvaccinated team members on the steps required to properly and safely administer the self-test and report the results to the Town.

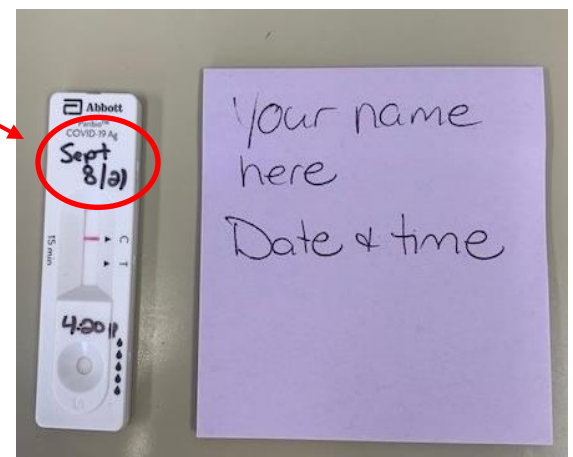
### Responsibilities

#### The Town

- 1) Supply all unvaccinated team members with rapid antigen Covid-19 tests and accompanying supplies required for team members to complete the self-test prior to entering the workplace.
- 2) Provide appropriate training resources to team members so they can perform the self-test.
- 3) Ensure all results are recorded and stored in a confidential matter that meets the requirements as outlined in HSY-P-023 Mandatory Covid 19 Testing Policy.

#### Team Members

- 1) Review the self-test training video link [Training Video: Self-Collection for COVID-19 Antigen Rapid Testing - YouTube](#)
- 2) Following the instruction provided in the Rapid Antigen Testing Kits, conduct a self-test at home on the designated testing day.
- 3) For Negative test results:
  - a) Using a permanent marker, write the date on the rapid antigen test.
  - b) Take a picture of the completed test ensuring the team members' name and date are included and the test results are clearly visible. See example.
  - c) Complete the online, self-test attestation form [INSERT LINK HERE](#) and attach the picture of the test results (identified in step 4) to their manager and human resources before entering the workplace on the designated testing days.
- 4) In the case of an invalid test, complete the testing process again using new test supplies.
- 5) For Positive test results:




- a) Understand the result is a preliminary positive and a Polymerase Chain Reaction (PCR) test is required for confirmation.
  - b) Notify your manager immediately of the preliminary positive result.
  - c) Self-isolate and follow public health guidance until the result of the confirmatory, lab-based PCR test is known. Ensure the confirmatory lab-based PCR test is performed within 24 hours.
- 6) Notify human resources when home testing supplies are running low ensuring at least two weeks of notice for additional testing supplies to be ordered and delivered.

## References

Appendix A Covid 19 Quick Reference Guide

Appendix B Test Result Interpretation Chart

## Appendix A



**COVID-19 Ag RAPID TEST DEVICE**  
(NASAL)

QUICK REFERENCE GUIDE  
REF 41FK11/41FK21

**DE**  
Kurzanleitung  
(NASAL)  
Technischer Support:  
Abbott.com/POCT

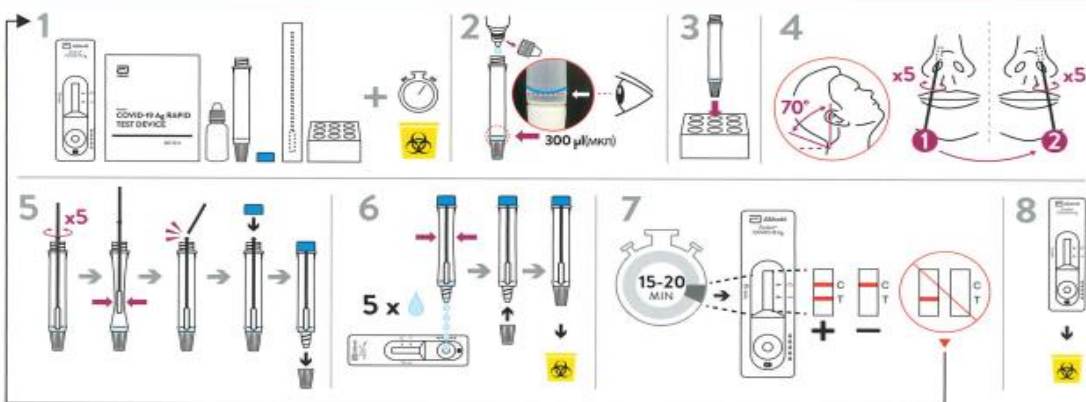
**ES**  
Guía de referencia rápida  
(NASAL)  
Asistencia técnica:  
Abbott.com/POCT

**FR**  
Guide de référence rapide  
(Prélèvement Nasal)  
Support Technique:  
Abbott.com/POCT

**IT**  
Guida Rapida di Riferimento  
(NASALE)  
Supporto Tecnico:  
Abbott.com/POCT

**PT**  
Guia de referência rápida  
(NASAL)  
Suporte técnico:  
Abbott.com/POCT

**RU**  
Краткое руководство  
(назальный тампон)  
Техническая поддержка:  
Abbott.com/POCT

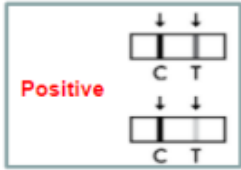
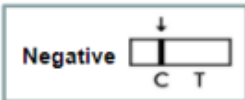



**TECHNICAL SUPPORT: ABBOTT.COM/POCT**

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41FK11/41FK21-07-QRG-A3

## Appendix B

Test Result Interpretation			
Displayed Result	Test Result	Test Interpretation	Follow-up Action
 <p><b>Positive</b></p> <p>Control line is <b>visible</b></p> <p>Test line is <b>visible</b></p>	Preliminary Positive	<p>SARS-CoV-2 detected.</p> <p>This is a preliminary positive result.</p> <p>Confirmatory testing using laboratory-based PCR test is required within 24 hours.</p>	<p>Notify your manager immediately.</p> <p>The result is preliminary positive and PCR test is required for confirmation.</p> <p>Self-isolate and follow public health guidance until the result of the confirmatory, lab based PCR test is known.</p> <p>Ensure confirmatory lab based PCR test is performed within 24 hours.</p>
 <p><b>Negative</b></p> <p>Control line is <b>visible</b></p> <p>Test line is <b>NOT visible</b></p>	Negative	<p>SARS-CoV-2 NOT detected.</p> <p>This is a screening test result, and only applies if there are no symptoms present and no known exposure to COVID-19.</p>	<p>The result is negative, but a false negative is still possible.</p> <p>Continue to follow all infection prevention and control measures in place.</p>
 <p><b>Invalid</b></p> <p>Control line is <b>NOT visible</b></p>	Invalid	<p>Test is uninterpretable due to test failure; no result is available.</p>	<p>Conduct repeat testing with a second specimen using the COVID-19 Ag Rapid Test supplied by the Town.</p>



## **COVID-19**

**Directive #6 for Public Hospitals within the meaning of the *Public Hospitals Act*, Service Providers in accordance with the *Home Care and Community Services Act, 1994*, Local Health Integration Networks within the meaning of the *Local Health System Integration Act, 2006*, and Ambulance Services within the meaning of the *Ambulance Act, R.S.O. 1990, c. A.19*.**

**Issued under Section 77.7 of the Health Protection and Promotion Act (HPPA), R.S.O. 1990, c. H.7**

**WHEREAS** under section 77.7(1) of the HPPA, if the Chief Medical Officer of Health (CMOH) is of the opinion that there exists or there may exist an immediate risk to the health of persons anywhere in Ontario, he or she may issue a directive to any health care provider or health care entity respecting precautions and procedures to be followed to protect the health of persons anywhere in Ontario;

**AND WHEREAS**, many health care workers (HCW) in higher risk settings remain unvaccinated, posing risks to patients and health care system capacity due to the potential (re) introduction of COVID-19 in those settings, placing both HCW and patients at risk due to COVID-19 infection;

**AND HAVING REGARD TO** the prevalence of the Delta variant of concern globally and within Ontario, which has increased transmissibility and disease severity than previous COVID-19 virus strains, in addition to the declaration by the World Health Organization (WHO) on March 11, 2020 that COVID-19 is a pandemic virus and the spread of COVID-19 in Ontario

**AND HAVING REGARD TO** the immediate risk to patients within hospitals and home and community care settings who are more vulnerable and medically complex than the general population, and therefore more susceptible to infection and severe outcomes from COVID-19

**I AM THEREFORE OF THE OPINION** that there exists or may exist an immediate risk to the health of persons anywhere in Ontario from COVID-19;

**AND DIRECT** pursuant to the provisions of section 77.7 of the HPPA that:

Directive #6 for Public Hospitals within the meaning of the *Public Hospitals Act*, Service Providers within the meaning of the *Home Care and Community Services Act, 1994*, Local Health Integration Networks within the meaning of the *Local Health System Integration Act, 2006*, and Ambulance Services within the meaning of the *Ambulance Act, R.S.O. 1990 c. A19*.

**Date of Issuance:** August 17, 2021

**Effective Date of Implementation:** September 7, 2021

**Issued To:** Public hospitals within the meaning of the *Public Hospitals Act*, service providers within the meaning of the *Home and Community Care Act, 1994* with respect to their provision of community services to which that Act applies, Local Health Integration Networks within the meaning of the *Local Health System Integration Act, 2006* operating as Home and Community Care Support Services with respect to the provision of community services and long-term care home placement services, and Ambulance Services within the meaning of the *Ambulance Act*, with respect to paramedics (collectively the “**Covered Organizations**”).

## **Required Precautions and Procedures**

1. Every Covered Organization must establish, implement and ensure compliance with a COVID-19 vaccination policy requiring its employees, staff, contractors, volunteers and students to provide:
  - a) proof of full vaccination<sup>[1]</sup> against COVID-19; or
  - b) written proof of a medical reason, provided by a physician or registered nurse in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason; or
  - c) proof of completing an educational session approved by the Covered Organization about the benefits of COVID-19 vaccination prior to declining vaccination for any reason other than a medical reason. The approved

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<sup>[1]</sup> For the purposes of this document, “fully vaccinated” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by WHO (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago.

session must, at minimum address:

- i. how COVID-19 vaccines work;
  - ii. vaccine safety related to the development of the COVID-19 vaccines;
  - iii. the benefits of vaccination against COVID-19;
  - iv. risks of not being vaccinated against COVID-19; and
  - v. possible side effects of COVID-19 vaccination.
2. Despite paragraph 1, a Covered Organization may decide to remove the option set out in paragraph 1(c) and require all employees, staff, contractors, volunteers and students to either provide the proof required in paragraph 1 (a) or (b).
3. Where a Covered Organization decides to remove the option set out in paragraph 1(c) as contemplated in paragraph 2, the Covered Organization shall make available to employees, staff, contractors, volunteers and students an educational session that satisfies the requirements of paragraph 1(c).
4. Every Covered Organization's vaccination policy shall require that where an employee, staff, contractor volunteer, or student does not provide proof of being fully vaccinated against COVID-19 in accordance with paragraph 1(a), but instead relies upon the medical reason described at paragraph 1(b) or the educational session at 1(c) or if applicable, the employee, staff, contractor volunteer or student shall
  - a) submit to regular antigen point of care testing for COVID-19 and demonstrate a negative result, at intervals to be determined by the Covered Organization, which must be at minimum once every seven days.
  - b) provide verification of the negative test result in a manner determined by the Covered Organization that enables the Covered Organization to confirm the result at its discretion.
5. Where the Covered Organization is a public hospital, the Covered Organization's vaccination policy applies to any businesses or entities operating on the hospital site.
6. Every Covered Organization must collect, maintain and disclose, statistical (non-identifiable) information as follows:
  - a) Documentation that includes (collectively, "the statistical information"):
    - i. the number of employees, staff, contractors, volunteers and students that provided proof of being fully vaccinated

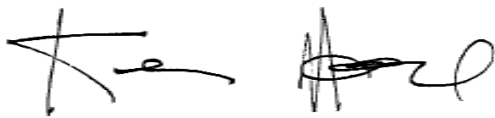
against COVID-19;

- ii. the number of employees, staff, contractors, volunteers and students that provided a documented medical reason for not being fully vaccinated against COVID-19; and
  - iii. the number of employees, staff, contractors, volunteers and students that completed an educational session about the benefits of COVID-19 vaccination in accordance with 1(c), where applicable.
  - iv. the total number of the Covered Organization's employees, staff, contractors, volunteers and students to whom this Directive applies.
- b) Upon request of OCMOH, disclose the statistical information to the Ministry of Health in the manner and within the timelines specified in the request. The ministry may seek additional detail within the requested statistical information outlined above which will also be specified in the request. The Ministry of Health may further disclose this statistical information and may make it publicly available.

## Questions

Covered Organizations may contact the ministry's Health Care Provider Hotline at 1-866-212-2272 or by email at [emergencymanagement.moh@ontario.ca](mailto:emergencymanagement.moh@ontario.ca) with questions or concerns about this Directive.

**Covered Organizations are also required to comply with applicable provisions of the [Occupational Health and Safety Act](#) and its Regulations.**

A handwritten signature in black ink, appearing to read 'Kieran Moore', with a stylized flourish at the end.

Kieran Moore, MD  
Chief Medical Officer of Health

# RESOURCE GUIDE

**Chief Medical Officer of Health's Directive #6 for Public Hospitals within the meaning of the [Public Hospitals Act, 1990](#) , Service Providers in accordance with the [Home Care and Community Services Act, 1994](#), Local Health Integration Networks within the meaning of the [Local Health System Integration Act, 2006](#) operating as Home and Community Care Support Services (providing community services and long-term care home placement services), and Ambulance Services paramedics within the meaning of the [Ambulance Act, 1990](#) (collectively the “Covered Organizations”)**

## Introduction

Under section 77.7(1) of the [Health Protection and Promotion Act, 1990](#) (HPPA), if the Chief Medical Officer of Health (CMOH) is of the opinion that there exists or there may exist an immediate risk to the health of persons anywhere in Ontario, he may issue a directive to any health care provider or health care entity to be followed to protect the public's health. World Health Organization (WHO) declared COVID-19 a pandemic virus on March 11, 2020 and the spread of COVID-19 is being tracked in Ontario.

There are many health care workers (HCW) in higher risk settings (e.g., public hospitals, home or community service settings, paramedics in ambulances, etc.) who remain unvaccinated and are posing risks to patients and other HCWs as well as to the health care system capacity due to the potential (re) introduction of COVID-19 in those settings.

In addition to these concerns, the prevalence of the Delta variant of concern globally and within Ontario, has increased transmissibility and disease severity than previous COVID-19 virus strains. There is, therefore, an immediate risk to patients within hospitals and home and community care settings who are more vulnerable and medically complex than the general population, and therefore more susceptible to infection and severe outcomes from COVID-19.

The CMOH has exercised his authority to direct that:

1. All Covered Organizations must establish, implement and ensure compliance with a COVID-19 vaccination policy that requires its employees, staff, contractors, volunteers and students to provide:

- a. proof of full vaccination<sup>1</sup> against COVID-19; or
  - b. written proof of a medical reason provided by a physician or registered nurse in the extended class that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time period for the medical reason;
2. All Covered Organizations must also make available an educational session about the benefits of COVID-19 vaccination which addresses:
  - a. how COVID-19 vaccines work;
  - b. vaccine safety related to the development of the COVID-19 vaccines;
  - c. the benefits of vaccination against COVID-19;
  - d. risks of not being vaccinated against COVID-19; and
  - e. possible side effects of COVID-19 vaccination.
3. Despite paragraph 1, a Covered Organization's vaccine policy may allow for an employee, staff, contractor, volunteer or student to provide proof of completing the educational session described in paragraph 2, as an alternative to the requirements of paragraph 1 (a) or (b), and must comply with the requirements set out in paragraph 4.
4. Every Covered Organization's vaccination policy shall require that where an employee, staff, contractor, volunteer or student does not provide proof of being fully vaccinated against COVID-19 in accordance with paragraph 1(a), but instead relies upon the medical reason described at paragraph 1(b) or, if applicable, the educational session described at paragraph 3, the employee, staff, contractor, volunteer or student shall:
  - a. submit to regular antigen point of care testing for COVID-19 and demonstrate a negative result, at intervals to be determined by the Covered Organization which must be at a minimum once every seven days.
  - b. Provide verification of the negative test result in a manner determined by the Covered Organization that enables the Covered Organization to confirm the result at its discretion.

The objectives of the CMOH's Directive are to set out a provincially consistent approach to COVID-19 immunization policies in Covered Organizations to:

- optimize COVID-19 immunization rates in these settings;
- ensure that individuals have access to information required to make informed decisions about COVID-19 vaccination; and
- ensure that individuals not vaccinated for COVID-19 are being monitored for COVID-19 exposure to minimize the risks for patients and other HCWs.

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<sup>1</sup> For the purposes of this document, "fully vaccinated" means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago.

The purpose of this resource guide is to support Covered Organizations in developing and implementing their immunization policies<sup>2</sup>.

The CMOH recognizes that Covered Organizations include First Nations, Inuit and Metis organizations. The CMOH supports the principles of reconciliation and recognizes that these organizations may adapt the content of this policy to reflect the experience and perspective of the Indigenous community or communities that they serve, while retaining alignment with the Directive's objectives. The province is engaging with First Nation, Inuit and Metis leadership and will provide further advice and guidance on the implementation of this Directive based on that engagement.

## Covered organizations

The following provides additional guidance regarding which employees, staff, contractors, volunteers and students the policy applies to.

Please note that Covered Organizations may include additional workers within the scope of its policy for consistency purposes. The Directive and this guidance outlines the **minimum** requirements.

Covered Organizations	Impacted Workers
Public hospitals within the meaning of the <a href="#">Public Hospitals Act, 1990</a>	<ul style="list-style-type: none"><li>• All employees, staff, contractors, volunteers and students</li><li>• Any businesses or entities operating on the hospital site.</li></ul>
Service providers within the meaning of the <a href="#">Home and Community Care Act, 1994</a> with respect to their provision of community services to which that Act applies including: home care, community support services, assisted living services and services for people with acquired brain injury.  This includes Local Health Integration Networks operating as Home and Community Care Support Services with respect to the provision of community services.	<ul style="list-style-type: none"><li>• Employees, staff, contractors, volunteers and students providing services to clients and families</li><li>• Employees, staff, contractors, volunteers and students interacting with workers providing services to clients and families.</li><li>• Employees, staff, contractors, volunteers and students on the premises of a congregate care setting.</li></ul>

<sup>2</sup> The application and use of this document are the responsibility of the user. The Ministry of Health assumes no liability resulting from any such application or use. This document is not intended as a substitute for any applicable legislation, directives, or orders and does not constitute legal advice. In the event of any conflict between this document and any legislation, directive, or order, the legislation, directive, or order prevails. Additionally, this document is not intended to take the place of medical advice, diagnosis, or treatment.

Covered Organizations	Impacted Workers
Local Health Integration Networks within the meaning of the <a href="#">Local Health System Integration Act, 2006</a> operating as Home and Community Care Support Services with respect to long-term care home placement services	<ul style="list-style-type: none"> <li>Employees, staff, contractors, volunteers and students providing long-term care home placement services to clients and families.</li> <li>Employees, staff, contractors, volunteers and students interacting with workers providing services to clients and families.</li> </ul>
Ambulance Services within the meaning of the <a href="#">Ambulance Act, 1990</a> , with respect to paramedics	<ul style="list-style-type: none"> <li>Paramedics and community paramedics (excluding back office staff and centralized ambulance communications centre staff)</li> </ul>

This guide also includes:

- **Appendix 1:** example minimum policy
- **Appendix 2:** resources to support the creation of a Covered Organization's educational program
- **Appendix 3:** frequently asked questions (FAQs)

## Providing proof

### *Proof of vaccination*

After vaccination, individuals with an Ontario photo health card can log in to the provincial portal to download or print an electronic COVID-19 vaccine receipt (PDF) for each dose received.

Receipts are available:

- for first and second doses received in Ontario regardless of where you were vaccinated in Ontario (for example, at a mass immunization clinic, hospital, pharmacy, or primary care setting)
- for doses received out of province, if reported to the local public health unit (and if approved international vaccines<sup>3</sup>)

To log in, individuals will need:

- a **green photo health (OHIP) card** (you will need numbers from both the front and back of the card, expired cards will be accepted)
- date of birth
- postal code

If you have a **red and white health card**, call the Provincial Vaccine Booking Line at [1-833-943-3900](tel:1-833-943-3900). The call centre agent can email you a copy of your receipt.

<sup>3</sup> Health Canada approved vaccines are currently available online; after August 24<sup>th</sup>, all receipts for World Health Organization approved vaccines will be available.



Individuals in the following circumstances should contact their [local public health unit](#) for further information:

- Individuals without an Ontario health card (or who did not provide their Ontario health card at the time of vaccination) should contact public health for a copy of their receipt.
- Individuals who did not receive a Canadian approved vaccine
- Individuals who have received an out-of-province vaccination and have not yet contacted their local public health unit should do so to ensure their records are validated and recorded.
- Individuals who received their vaccine through Ornge and Operation Remote Immunity and received a hand-written hard copy receipt and do not have green health card or computer to print off receipt from the port.
- Individuals who have questions or concerns about the information supporting their COVID vaccine receipt

The majority of people who were vaccinated in Ontario were provided a receipt from the Ministry of Health (ministry) with the individual's name, date of vaccination and product name (i.e., Pfizer, Moderna, etc.). The physical/hard copy receipt and email version of the receipt a person would have received will resemble the following:

<b>Ontario</b>	
<b>Ministry of Health</b>	
<b>Ministère de la Santé</b>	
Name/Nom: [REDACTED]	
Health Card Number/Numéro de la carte Santé: [REDACTED]	
Date of Birth/Date de naissance: [REDACTED]	
Date/Date: 2021-05-16, 3:43 p.m.	
Agent/Agent: COVID-19_mRNA	
Product Name/Nom du produit: PFIZER-BIONTECH COVID-19 VACCINE mRNA	
Diluent Product: PFIZER Diluent 0.9% Sodium Chloride	
Lot/Lot: [REDACTED]	
Dosage/Dosage: 0.3ml	
Route/Voie: Intramuscular / intramusculaire	
Site/Site: Left deltoid / deltoïde gauche	
You have received 1 valid dose(s) / Vous avez reçu 1 dose(s) valide(s)	
Vaccine Administered By/Vaccin Administré par: [REDACTED]	
Registered Practical Nurse	
Authorized Organization/Organisme agréé: [REDACTED]	
Note: Only valid doses are counted / Remarque: Seules les doses valides sont comptées	
Please remain on the premises for the next 15 minutes for observation. You are free to leave the vaccination clinic at: 3:58 PM / Veuillez rester sur place pendant les 15 prochaines minutes aux fins d'observation. Vous pouvez quitter la séance de vaccination à 3:58 PM.	

### ***Proof of a medical reason for not being vaccinated***

There are likely to be very few medical exemptions to COVID-19 vaccination. The largest group of individuals who receive a medical exception will be those with severe allergic reactions or anaphylaxis to a previous dose of a COVID-19 vaccine or to any of its components and who have been assessed by an allergist/ immunologist to review methods for possible (re)administration of a COVID-19 vaccine. There are existing protocols to administer COVID-19 vaccines to individuals with other types of allergies. These other types of allergies do not on their own constitute the grounds for a medical exemption.

- Individuals who have had an allergic reaction within 4 hours and/or anaphylaxis that occurred with a vaccine or injectable medication that does not contain a

component or cross-reacting component of the COVID-19 vaccines can receive the COVID-19 vaccine followed by observation for a minimum of 30 minutes.

- Individuals with a history of significant allergic reactions and/or anaphylaxis to any food, drug, venom, latex or other allergens not related to the COVID-19 vaccine can receive the COVID-19 vaccine followed by observation for a minimum of 15 minutes. Individuals with allergy issues like allergic rhinitis, asthma and eczema can receive the vaccine followed by observation for a minimum of 15 minutes

Another group of individuals who may receive a medical exemption are those who are delaying their second dose because of a diagnosed episode of myocarditis/pericarditis after receipt of an initial dose of an mRNA vaccine.

In some instances, the medical reason for the person not being vaccinated may be time-limited (e.g., timing around a procedure or other medical treatment). The Directive requires that the note from the physician/nurse practitioner specifies whether the reason is permanent or time-limited. If time-limited, the note should indicate how long it is expected to last. Covered Organizations should communicate this requirement to anyone who is planning on submitting proof of a medical reason.

Proof must be provided by either a physician or a nurse practitioner (note: A nurse practitioner is a registered nurse who holds an extended certificate of registration under the [Nursing Act, 1991](#)). Referral and consultation support for Physicians and Nurse Practitioners is available through Ontario's [eConsult Service](#) and [OTN Hub](#).

More information about Medical Exemptions can be found in the Vaccine Information Sheets and Special Populations Documents available on the ministry's [website](#).

### ***Proof of completion of an educational program***

If they choose to offer an educational program option in their policy, Covered Organizations are encouraged to plan a way for people to provide proof that they have completed the educational program. Options could include having the person sign a form saying they completed the educational program (i.e., an attestation) or having them answer questions that confirm they have understood the program's content.

Covered Organizations delivering their own educational programs can record the person's participation directly.

## **Choosing the content for the educational program**

The educational program must address, at a minimum, all of the following:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19; and
- Possible side effects of COVID-19 vaccination.

When choosing the content for the educational program that they will be offering, Covered Organizations should:

- Consider whether the content meets the requirements specified in the Directive.

- Consult with the Covered Organization's senior administration, Infection Prevention and Control (IPAC) specialists who work in the hospital, and/or the local IPAC hub where appropriate/feasible.
- Consider the source of the information. Questions to ask include:
  - Is the content from a reputable source?
  - Is the content current?
  - Is the content clear and easy to understand?
  - Does the content represent the risks and benefits of vaccination fairly and in a transparent manner?
  - Does the content respect that it is an individual's personal choice as to whether to get vaccinated?
- Consider whether the content is appropriate for the linguistic and cultural characteristics of the people who will be taking the educational program.

Covered Organizations should also consider and address any accessibility needs of people who will be taking the educational program.

Resources to help support the creation of a Covered Organization's educational program are provided in **Appendix 2**.

## Implementing Antigen Point of Care Testing

Covered Organizations are required to ensure that individuals who are not fully vaccinated or do not provide proof of vaccination are undertaking regular antigen testing, and to verify the negative test results.

Individuals who are partly vaccinated (have received one dose of a two-dose vaccine series, or a final dose of a two-dose vaccine series within the last 14 days), should undertake antigen testing until they are fully vaccinated.

Antigen point-of-care tests are available to Covered Organizations free of charge and can be ordered online through the [Provincial Antigen Screening Program](#) (PASP).

The PASP also provides comprehensive [onboarding and training resources](#) to support implementation of regular antigen testing as required for employees, staff, contractors, volunteers, and/or students.

Provincial guidance on the use of antigen tests is available at [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/Antigen\\_Screening\\_Guidance\\_2021-03-5.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/Antigen_Screening_Guidance_2021-03-5.pdf)

## Communicating about the policy

Covered Organizations should communicate the content/requirements in the organization's policy to everyone who is subject to the policy and make it available to employees, staff, contract workers, students, volunteers and patients/residents/clients, their substitute-decision makers and family members.

While Covered Organizations should continue to encourage identified workers and anyone who enters the Covered Organizations' premises to get vaccinated, communication about the policy should be provided in a way that respects and supports education and informed choice about COVID-19 vaccination.

### ***Sample key messages:***

- Given hospitals are community congregate settings and patients may have underlying medical conditions, these patients are at increased risk for contracting the COVID-19 virus and experiencing serious outcomes.
- Given home and community care services are serving vulnerable patients with complex care needs in their homes or in community aggregate settings, it is understood that these patients are at increased risk for contracting the COVID-19 virus and experiencing serious outcomes.
- Given paramedic services are responding to vulnerable patients as they are transported for continued care, it is understood that these patients are at increased risk for contracting the COVID-19 virus and experiencing serious outcomes. It is also understood that some patients may be carrying the COVID-19 virus and a risk to paramedic employee.
- High rates of vaccination in our <Covered Organization> are important to protect all people: our patients as well as those who live in, work, and visit settings where we work and to help reduce the risk of outbreaks and the need to isolate patients, their families, and other community congregate setting participants.
- Although we will respect your decision about whether to be vaccinated or not, we strongly encourage you and all people employed by or otherwise working for or entering <Covered Organization> to help protect everyone by getting vaccinated. We will support you in getting access to vaccination.

### ***Ways to support employees, staff, contractors, volunteers, and students with their decisions regarding vaccination include:***

- Facilitating one-to-one conversations with a trusted peer, community leader, or health care professional.
- Tailoring messages to the unique employee characteristics and needs within your organization/unit or group that the employee works in.
- Continuing to work with local public health units to offer onsite vaccine opportunities wherever possible.
- Identifying vaccine champions in your communities, including primary care physicians, veteran employees, and faith/cultural leaders, who can talk to your employee directly (such as, through a virtual event) and share their personal stories.
- Providing the opportunity to go to an offsite vaccination clinic during paid work time and covering the transportation costs (where onsite options are not feasible), as well as providing paid leave should a employee person experience side effects from the vaccine.
  - Note: On April 29, 2021, the government amended the [Employment Standards Act, 2000](#) (ESA) to require employers to provide employees who are covered by the ESA with up to three days of paid leave, at their regular wage, up to \$200 per day, for reasons related to COVID-19. Paid leave is

available for certain reasons related to COVID-19, including going to get vaccinated and experiencing a side effect from a COVID-vaccination.

## Statistical Information

Per the Directive, every Covered Organization must collect, maintain and disclose, statistical (non-identifiable) information as follows:

1. Documentation that includes (collectively, “the statistical information”):
  - a. the number of employees, staff, contractors, volunteers, and students that provided proof of being fully vaccinated against COVID-19;
  - b. the number of employees, staff, contractors, volunteers, and students that provided a documented medical reason for not being fully vaccinated against COVID-19; and
  - c. the number of employees, staff, contractors, volunteers, and students that completed an educational session about the benefits of COVID-19 vaccination as an alternative to 1(a) or (b), where applicable.
  - d. the total number of the Covered Organization’s employees, staff, contractors, volunteers and students to whom this Directive applies.

Upon request of the Office of the CMOH (OCMOH), disclose the statistical information to the ministry in the manner and the timelines specified in the request. The ministry may seek additional detail within the requested statistical information outlined above which will also be specified in the request. The ministry may further disclose this statistical information and may make it publicly available.

Covered Organizations must not provide any identifying information to the ministry and should communicate to all individuals who are subject to the policy that information will be shared with the ministry in aggregate form only and without any identifying information.

# Appendix 1

## Example Policy (Minimum Requirements)

### *Covered Organization ABC's COVID-19 Immunization Policy*

#### **Purpose**

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization of employees, staff, contractors, volunteers and students.

Contingent upon vaccine availability, all eligible employees, staff, contractors, volunteers and students are strongly encouraged to receive a COVID-19 vaccine, unless it is medically contraindicated.

#### **Background**

ABC Covered Organization recognizes the importance of immunization of employees, staff, contractors, volunteers and students, due to the nature of their work with vulnerable patients and seniors and the potential for exposure in the community. This COVID-19 immunization policy aims to protect the ABC Covered Organization's population including patients, employees, staff, contractors, volunteers and students.

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

#### **Application of the Policy**

Regardless of how often they are at ABC Covered Organization and how much time they spend there or in their respective workplace, this policy applies to:

- Employees and staff including regulated health professionals, personal support workers, and other workers that are or may be in the patient environment
- contractors (including people on contract, and people employed by an employment agency or other third party)
- students on an educational placement
- volunteers

#### **Policy**

It is important to protect the health and well-being of ABC Covered Organization's patients, employees, staff, contractors, volunteers and students where there is evidence of a risk with identified measures for management. The CMOH has directed ABC

Covered Organization to develop, implement and ensure compliance with a COVID-19 vaccination policy.

To facilitate this policy all employees, staff, contractors, volunteers and students will be required to provide one of the following:

1. Proof of COVID-19 vaccine administration as per the following requirements:
  - a. If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by the World Health Organization proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or
  - b. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization
2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
  - a. that the person cannot be vaccinated against COVID-19; **and**
  - b. the effective time period for the medical reason (i.e., permanent or time-limited).
3. Proof that the individual has completed an educational program approved by *ABC Covered Organization*.<sup>4</sup>

Employees, staff, contractors, volunteers and students who elect not to provide proof of COVID-19 vaccination per 1 above, and rely on 2 or 3, are required to perform rapid antigen testing, at a frequency of not less than X in alignment with provincial guidance, and provide verification of negative test results as specified by *ABC Covered Organization* (e.g., in person on the worksite, remotely via email or app)

## Educational Program

The educational program has been approved by an approved vendor and/or provided by *ABC Covered Organization* and addresses all of the following learning components:

- how COVID-19 vaccines work;
- vaccine safety related to the development of the COVID-19 vaccines;
- benefits of vaccination against COVID-19;
- risks of not being vaccinated against COVID-19; and
- possible side effects of COVID-19 vaccination.

## Support for Vaccination

*ABC Covered Organization* will provide the following supports for people subject to this policy to receive a vaccine: \_\_\_\_\_ (for example: paid time off, assistance with booking vaccine appointment, peer-to-peer support, etc.).

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<sup>4</sup> Per the Directive, this option is at the discretion of the Covered Organization.

## Non-compliance with the policy

In accordance with *ABC Covered Organization's* human resources policies, collective agreements and applicable legislation, directives, and policies \_\_\_\_\_.

## Confidentiality Statement

*ABC Covered Organization* is required, pursuant to the *Chief Medical Officer of Health's Directive #6 for Public Hospitals within the meaning of the [Public Hospitals Act, 1990](#) and Service Providers in accordance with the [Home Care and Community Service Act, 1994](#), Local Health Integration Networks within the meaning of the [Local Health System Integration Act, 2006](#) and Ambulance Services within the meaning of the [Ambulance Act, 1990](#) (operating as Home and Community Care Support Services) providing long-term care home placement services COVID-19 Immunization Policy, to report statistical information to the OCMOH or the ministry. No identifying information will be provided to the ministry in relation to this policy; all statistical information will be provided in aggregate form.*

## Disclaimer:

This document is an example of a policy based on the *Chief Medical Officer of Health's Directive #6*. It is intended for illustrative purposes only. It is the responsibility of the Covered Organization to ensure that the information included in their policy meets all requirements under the Chief Medical Officer of Health's Directive and applicable legislation and reflects the individual circumstances and needs of each Covered Organization in accordance with the Directive and other applicable legislation.

Please be advised that this example of a policy **does not constitute legal advice** and should not be relied on as such. The information provided in this document does not impact the Ministry's authority to enforce the [Public Hospitals Act, 1990](#), the [Home Care and Community Services Act, 1994](#); the [Local Health System Integration Act, 2006](#), and the [Ambulance Act, R.S.O. 1990](#). Ministry employees will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the Covered Organization to ensure compliance with all applicable legislation, regulations, and Minister's Directives. If the Covered Organization requires assistance with respect to the interpretation of the legislation, regulations, and Minister's Directives and their application, the Covered Organization may wish to consult legal counsel.



## Appendix 2

# Resources to support the creation of a covered organization's educational program (in alphabetical order)

[About COVID-19 Vaccines](#) (Ontario Ministry of Health)

**\*\*bilingual\*\*** [Building Confidence in Vaccines](#) [English] and [Accroître la confiance à l'égard des vaccins](#) [French] (Public Health Ontario)

[Communicating effectively about immunization: Canadian Immunization Guide](#) (Government of Canada)

**\*\*multilingual\*\*** [Coronavirus disease \(COVID-19\): Awareness resources](#) (Government of Canada)

[COVID-19 Info](#) (Immunize Canada)

[COVID-19 Vaccination Education Video](#) (Dr. Nathan Stall for AdvantAge Ontario) *\*new*

[COVID-19 Vaccination: Making an Informed Decision Learning Module](#) (Lakeridge Health)

[COVID-19 Vaccination: Making an Informed Decision Learning Module](#) [working file for download and editing] (Lakeridge Health) Note: In order to access the workable Lakeridge Health module your computer will require an Articulate licence.

[COVID-19 Vaccination Declaration Sample](#) (Lakeridge Health)

**\*\*bilingual\*\*** [COVID-19 vaccines and workplace health and safety: Learn how COVID-19covid 19 vaccines help protect you and make your workplace safer](#) [English] and [Les vaccins contre la COVID-19 et la santé et la sécurité au travail: Découvrez comment les vaccins contre la COVID-19covid 19 contribuent à vous protéger et à rendre votre lieu de travail plus sécuritaire](#) [French] (Ontario Ministry of Labour, Training and Skills Development)

[COVID-19: Vaccines | Centre for Effective Practice - Digital Tools](#) (Centre for Effective Practice)

[COVID-19 Vaccines Explained](#) (World Health Organization)

[COVID-19 Vaccine Information Sheet](#) (Ontario Ministry of Health)

**\*\*multilingual\*\*** [COVID-19: Vaccine Resources](#) and in [American Sign Language](#) (City of Toronto)

**\*\*multilingual\*\*** [Documents multilingues sur la vaccination contre la COVID-19](#)  
(Alliance des communautés culturelles pour l'égalité dans la santé et les services sociaux)

[Gashkiwidoon toolkit: covid-19 vaccine implementation](#) (Indigenous Primary Health Care Council)

**\*\*multilingual\*\*** [LTC COVID-19 Vaccine Promotion Toolkit](#) (Ministry of Long-Term Care)

[Ontario's doctors answer COVID-19 vaccine questions](#) (Ontario Medical Association)

[Sunnybrook COVID-19 e-learning module](#) (Sunnybrook Health Sciences Centre)

[Tools to Boost Vaccine Confidence in LTC Teams](#) (Ontario Centres for Learning, Research and Innovation in Long-Term Care)

[Updates on COVID-19](#) (National Collaborating Centre for Indigenous Health)

**Disclaimer:** The Ministry of Health and the Province of Ontario do not assume any responsibility for the content of any of the resources listed above. The inclusion of the resources in the list above does not constitute an endorsement of the resource or the organization/entity that developed the resource. Covered Organizations should seek legal advice on the use of any resources/materials that hold a patent, copyright, trademark, or other proprietary rights. If a Covered Organization wishes to use any or all of the resources in the list above, the Covered Organization should clearly and expressly attribute sources appropriately.

# Appendix 3

## FAQs

### Chief Medical Officer of Health's Directive #6 for

### Public Hospitals, Services Providers, and Ambulance Services and Paramedics COVID-19 Immunization Policy

#### 1. Who does the new Chief Medical Officer of Health's (CMOH) Directive #6 apply to?

The new CMOH's Directive #6 will apply to all public hospitals within the meaning of the [Public Hospitals Act, 1990](#) and service providers within the meaning of the [Home Care and Community Services Act, 1994](#) providing community services to which that Act applies, Local Health Integration Networks within the meaning of the [Local Health System Integration Act, 2006](#) (operating as Home and Community Care Support Services) providing long-term care home placement services and Ambulance Services within the meaning of the [Ambulance Act, 1990](#) with respect to paramedics (collectively the "Covered Organizations").

#### 2. What are the requirements in the new Chief Medical Officer of Health's (CMOH) Directive?

Under Directive #6, Covered Organizations will be required to establish and implement a COVID-19 immunization policy for employees, staff, contractors, volunteers and students. At a minimum, each Covered Organization policy must require that employees, staff, contractors, volunteers, and students do one of three things:

- **Provide proof of full vaccination** against COVID-19; **OR**
- **Provide a documented medical reason** for not being fully vaccinated against COVID-19.

The Covered Organization must also provide an educational program about the benefits of COVID-19 vaccination available to employees, staff, contractors, volunteers, and students. If they so **choose**, the Covered Organization can require staff participation as an alternative to providing proof of vaccination or of a medical exemption to vaccination, but they do not have to do so.

In addition, where an employee, staff, contractor, student or volunteer does not provide proof of being fully vaccinated against COVID-19 there is a requirement for regular point of care rapid antigen testing. The employee, staff, contractor, student or volunteer must provide the Covered Organization with proof of negative results in the manner prescribed in the policy. Testing must occur at a minimum of once every 7 days.

### **3. Why did CMOH issue this new CMOH Directive?**

Achieving high immunization rates in Ontario's Covered Organizations through vaccination is part of a range of measures and actions that can help prevent and limit the spread of COVID-19 in these settings. Vaccination against COVID-19 helps reduce the number of new cases, and, most importantly, can limit severe outcomes including hospitalizations and death due to COVID-19 in patients, employees, staff, contractors, volunteers, students, and all others who may be present in Covered Organizations.

- A provincial vaccination policy promoting vaccine uptake among health care workers in the hospital, home and community care and ambulance sectors is aligned with the goals and overall provincial response to COVID-19 in:
  - Protecting vulnerable patients who may be health compromised or at risk of being health compromised in settings that face a higher risk of contracting and transmitting COVID-19.
  - Protecting staff and health human resource (HHR) capacity
  - Reducing the potential for outbreaks, potential disruptions in service and continuity of care.

### **4. When are these requirements going into effect?**

To provide for a period of transition, the effective date of the CMOH's Directive is September 7, 2021. A September 7 effective date balances the need for hospitals and service providers to have some lead time to establish, implement and ensure compliance with a COVID-19 vaccination policy, with the need to have the policy in place as soon as possible to protect Covered Organizations and their populations.

### **5. Who is responsible for ensuring that employees, staff, contractors, students, and volunteers are notified of a hospital and home and community care organization's immunization policy?**

Every Covered Organization shall ensure that the policy on COVID-19 immunization is communicated to all employees, staff, contractors, students and volunteers, and a copy is made available to employees, patients and their substitute-decision makers and family members attending to the setting free of charge.

### **6. To whom do the new requirements apply?**

The Directive requires that Covered Organizations' COVID-19 immunization policies apply to all employees, staff, contractors, students and volunteers. The definition of "employee" in the Directive is the same as that under the [Public Hospitals Act, 1990](#), the [Home Care and Community Services Act, 1994](#), Local Health Integration Networks within the meaning of the [Local Health System Integration Act, 2006](#) (operating as Home and Community Care Support Services) providing long-term care home placement services and the [Ambulance Act, 1990](#).

Covered Organizations	Impacted Workers
Public hospitals within the meaning of the <a href="#">Public Hospitals Act, 1990</a>	<ul style="list-style-type: none"> <li>All employees, staff, contractors, volunteers and students</li> <li>Any businesses or entities operating on the hospital site.</li> </ul>
Service providers within the meaning of the <a href="#">Home and Community Care Act, 1994</a> with respect to their provision of community services to which that Act applies, including: home care, community support services, assisted living services and services for people with acquired brain injury.  This includes Local Health Integration Networks operating as Home and Community Care Support Services with respect to the provision of community services.	<ul style="list-style-type: none"> <li>Employees, staff, contractors, volunteers and students providing services to clients and families</li> <li>Employees, staff, contractors, volunteers and students interacting with workers providing services to clients and families.</li> <li>Employees, staff, contractors, volunteers and students on the premises of a congregate care setting.</li> </ul>
Local Health Integration Networks within the meaning of the <a href="#">Local Health System Integration Act, 2006</a> operating as Home and Community Care Support Services with respect to the provision of long-term care home placement services	<ul style="list-style-type: none"> <li>Employees, staff, contractors, volunteers and students providing long-term care home placement services to clients and families.</li> <li>Employees, staff, contractors, volunteers and students interacting with workers providing services to clients and families.</li> </ul>
Ambulance Services within the meaning of the <a href="#">Ambulance Act, 1990</a> , with respect to paramedics	<ul style="list-style-type: none"> <li>Paramedics and community paramedics (excluding back office staff and central ambulance communications centre staff)</li> </ul>

**7. Do third party contractors, such as building maintenance or suppliers fall under the definition of “contractors” pursuant to the Directive?**

Yes, third party contractors such as building maintenance (e.g., HVAC, fire alarm inspection, trades, landscaping, pest control, etc.) or suppliers (e.g., Sysco/MM/Eco lab/Life Labs/Arjo, etc.) **do** fall under the definition of “contractor” for employers responsible for congregate care settings. These would, in general, fall under the category of support worker, which is commonly defined as a type of essential visitor who is visiting to perform essential support services for a hospital or other Covered Organization in the context of a congregate care setting.

**8. My hospital has volunteers that only come into the setting for 2 hours once a week; would they be subject to the Covered Organization's COVID-19 immunization policy?**

Yes. The Directive requires that Covered Organizations' immunization policies apply to all employees, staff, contractors, students and volunteers regardless of the frequency or duration they attend the Covered Organization congregate care setting(s).

**9. I work for a restaurant in the hospital cafeteria, does this new policy apply to me?**

Yes, under Directive #6, every employee, staff, contractor, volunteer and student are required to follow the Covered Organization's policy once it is developed.

**10. What must be included in Covered Organization's COVID-19 immunization policy?**

Under Directive #6, Covered Organizations will be required to establish and implement a COVID-19 immunization policy for employees, staff, contractors, volunteers and students. At a minimum, each Covered Organization policy must require that employees, staff, contractors, volunteers, and students do one of three things:

- **Provide proof of full vaccination** against COVID-19; **OR**
- **Provide a documented medical reason** for not being fully vaccinated against COVID-19.

The Covered Organization must also provide an educational program about the benefits of COVID-19 vaccination available to employees, staff, contractors, volunteers, and students. If they so **choose**, the Covered Organization can require staff participation as an alternative to providing proof of vaccination or a medical exemption to vaccination, but they do not have to do so.

In addition, where an employee, staff, contractor, student or volunteer does not provide proof of being fully vaccinated against COVID-19 there is a requirement for regular point of care rapid antigen testing. The employee, staff, contractor, student or volunteer must provide the Covered Organization with proof of negative results in the manner prescribed in the policy. Testing must occur at a minimum of once every 7 days.

- a) Proof of COVID-19 vaccine administration as per the following requirements:
  - i. If the individual has only received the first dose of a two-dose COVID-19 vaccination series approved by the WHO, proof that the first dose was administered and, as soon as reasonably possible, proof of administration of the second dose; or
  - ii. If the individual has received the total required number of doses of a COVID-19 vaccine approved by WHO, proof of all required doses.
- b) Written proof of a medical reason, provided by either a physician or registered nurse in the extended class, that sets out:
  - i. that the person cannot be vaccinated against COVID-19; and
  - ii. the effective time period for the medical reason.

- c) Proof that the individual has completed an educational program approved by the covered organization that addresses, at a minimum, all of the following:
- i. how COVID-19 vaccines work;
  - ii. vaccine safety related to the development of the COVID-19 vaccines;
  - iii. the benefits of vaccination against COVID-19;
  - iv. risks of not being vaccinated against COVID-19; and
  - v. possible side effects of COVID-19 vaccination.

There are also requirements regarding the reporting of statistical information related to the Directive.

## 11. What is an acceptable proof of full vaccination?

“Fully vaccinated” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by WHO (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago. After vaccination, individuals with an Ontario photo health card can log in to the provincial portal to download or print an electronic COVID-19 vaccine receipt (PDF) for each dose received.

Receipts are available:

- for first and second doses received in Ontario regardless of where you were vaccinated in Ontario (for example, at a mass immunization clinic, hospital, pharmacy or primary care setting)
- for doses received out of province, if reported to the local public health unit (and if approved international vaccines<sup>5</sup>)

To log in, individuals will need:

- a **green photo health (OHIP) card** (you will need numbers from both the front and back of the card, expired cards will be accepted)
- date of birth
- postal code

If you have a **red and white health card**, call the Provincial Vaccine Booking Line at [1-833-943-3900](tel:1-833-943-3900). The call centre agent can email you a copy of your receipt.

Individuals in the following circumstances should contact their [local public health unit](#) for further information:

- Individuals without an Ontario health card (or who did not provide their Ontario health card at the time of vaccination) should contact public health for a copy of their receipt.
- Individuals who did not receive a Canadian approved vaccine

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<sup>5</sup> Health Canada approved vaccines are currently available online; after August 24<sup>th</sup>, all receipts for World Health Organization approved vaccines will be available.

- Individuals who have received an out-of-province vaccination and have not yet contacted their local public health unit should do so to ensure their records are validated and recorded.
- Individuals who received their vaccine through Ornge and Operation Remote Immunity and received a hand-written hard copy receipt and do not have green health card or computer to print off receipt from the portal.
- Individuals who have questions or concerns about the information supporting their COVID vaccine receipt

## **12. How will compliance with Directive #6 be ensured?**

Every Covered Organization must collect, maintain and disclose, statistical (non-identifiable) information as follows:

1. Documentation that includes (collectively, “the statistical information”):
  - a) the number of employees, staff, contractors and volunteers that provided proof of being fully vaccinated against COVID-19;
  - b) the number of employees, staff, contractors and volunteers that provided a documented medical reason for not being fully vaccinated against COVID-19; and
  - c) the number of employees, staff, contractors and volunteers that completed an educational session about the benefits of COVID-19 vaccination.

Upon request of OCMOH, disclose the statistical information to the OCMOH or the Ministry of Health in accordance with the manner and timelines specified in the request. The OCMOH or Ministry of Health may further disclose this statistical information and may make it publicly available.

## **13. How are Covered Organizations expected to choose content for their educational program?**

When choosing the content for the educational program that they will be offering, Covered Organizations should:

- Consider whether the content meets the requirements specified in the Directive regarding what a Covered Organization’s educational program must address.
- Consult with the Covered Organization’s medical director and/or administration, Infection Prevention and Control (IPAC) specialists who work in their Covered Organization, Occupational Health and Safety lead and/or their local IPAC hub where appropriate/feasible.
- Consider the source of the information. Questions to ask include:
  - Is the content from a reputable source?
  - Is the content current?
  - Is the content clear and easy to understand?
  - Does the content represent the risks and benefits of vaccination fairly and in a transparent manner?
  - Does the content respect that it is an individual’s personal choice as to whether to get vaccinated?



- Consider whether the content is appropriate for the linguistic and cultural characteristics of the person(s) who will be undertaking the educational session.

Covered Organizations should also consider and address any accessibility needs of people who will be taking the educational session.

**Date:** August 18, 2021

**Memorandum to:** Child Care Licensees  
Consolidated Municipal Service Managers and District Social  
Services Administration Boards (CMSMs and DSSABs)

**From:** Phil Graham  
Assistant Deputy Minister  
Early Years and Child Care Division

**Subject:** **COVID-19: Immunization Disclosure Policy and Testing  
Requirements**

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This government is committed to supporting healthy and safe learning environments for children in child care settings. As Ontario continues with its vaccination program and rollout, amidst a rapid spread of the Delta variant, the province's number one priority is getting as many Ontarians vaccinated as possible. All vaccines delivered as part of Ontario's vaccine rollout provide high levels of effectiveness against hospitalization and death from COVID-19 and its variants, including the Delta variant.

As announced on August 17, 2021, the Ministry of Education intends to introduce an immunization disclosure policy for all publicly-funded school board employees, staff in private schools and licensed child care settings for the 2021-22 school year, with rapid antigen testing requirements for staff who are not immunized against COVID-19. This plan aligns with immunization measures already in place in Ontario's long-term care settings, and new requirements announced in health care and congregate care settings.

### **Child Care Staff in Licensed Settings:**

The Ministry of Education will, subject to Lieutenant Governor-In-Council approvals, require all child care licensees to implement a COVID-19 immunization disclosure policy as an additional tool to advance health and safety. This information will also support local public health units to follow case, contact and outbreak management guidance.

At a minimum, the licensee COVID-19 immunization policy must require licensed child care centre staff, home child care providers, home child care visitors, every person who is ordinarily a resident of the premises or regularly at the premises, volunteers, students on educational placements, Special Needs Resources and frequent visitors to do one of the

following:

1. Provide proof of full vaccination against COVID-19; or
2. Provide a formal/official documented medical reason for not being vaccinated against COVID-19; or
3. Participate in an educational program approved by the licensee.

Child care staff, home child care providers, home child care visitors, every person who is ordinarily a resident of the premises or regularly at the premises, volunteers, students, Special Needs Resources and frequent visitors, who are not immunized, including those with medical reasons, will be required to complete regular COVID-19 testing as directed in provincial guidance.

The means of obtaining, administering, and reporting the tests will be communicated in the near future.

Licensees will be required to track and report on the implementation of the policy and provide aggregated and de-personalized statistical information to the ministry and publicly disclose child care sector immunization status data on a regular basis. Subject to Lieutenant Governor-In-Council (LGIC) approval, this policy will be outlined in forthcoming regulations.

Further details and guidance will be provided to support licensees in implementing the proposed policy, testing strategy, and reporting expectations for early Fall 2021.

Promoting vaccination through a consistent provincial policy for schools and licensed child care settings will support our students, families and communities as we enter the 2021-22 school year. Thank you for your continued to commitment to the safety and well-being of students, staff and families.

Sincerely,

Phil Graham

## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Brent Kittmer, Chief Administrative Officer
<b>Date of Meeting:</b>	14 September 2021
<b>Subject:</b>	<b>ADMIN 38-2021 September 22 Proof of Vaccination Requirements</b>

### PURPOSE

The purpose of this report is to share with Council the implications of the Provincial proof of vaccination requirements that come into effect on September 22, 2021.

### RECOMMENDATION

**THAT** ADMIN 38-2021 September 22 Proof of Vaccination Requirement report be received; and

**THAT** the Town of St. Marys adopts the following interpretation of the “youth recreational sport” exemption for proof of vaccination requirements:

- Effective September 22 – October 30, any patron under the age of 18 who is attending an indoor recreation facility for the purpose of “youth recreational sport” is exempt from providing proof of vaccination prior to entry.
- Effective September 22, any patron 18 years of age or older who is attending an indoor recreation facility for the purpose of “youth recreational sport” is required to provide proof of vaccination prior to entry, subject to Provincial exemptions; and

**THAT** the Town of St. Marys adopts the following enhanced proof of vaccination requirements:

- Effective September 22, all patrons who attend an indoor recreational facility who claim a medical exemption are required to provide a doctor’s note and a negative COVID-19 test that is not older than 48-hours old; and
- Effective October 31, all patrons to an indoor recreational facility who are 12+ (i.e. eligible to receive the COVID-19 vaccine based on their age) are required to show proof of vaccination prior to entry, subject to Provincial exemptions.

### BACKGROUND

On September 1<sup>st</sup>, the government confirmed that, effective September 22<sup>nd</sup>, proof of vaccination confirming full COVID-19 immunization will be required to access certain activities viewed to be discretionary. Businesses and settings affected include:

- Restaurants and bars (excluding outdoor patios, as well as delivery and takeout);
- Nightclubs (including outdoor areas of the establishment);
- Meeting and event spaces, such as banquet halls and conference/convention centres;

- Facilities used for sports and fitness activities and personal fitness training, such as gyms, fitness and recreational facilities with the exception of youth recreational sport;
- Sporting events;
- Casinos, bingo halls and gaming establishments;
- Concerts, music festivals, theatres and cinemas;
- Strip clubs, bathhouses and sex clubs;
- Racing venues (e.g., horse racing).

The Province has indicated that individuals will not be denied access to settings where they receive medical care, food from grocery stores, basic medical supplies or other essential services based on their vaccination status. The requirements also do not apply to outdoor settings where the risk of transmission is lower.

Individuals who cannot receive the COVID-19 vaccine due to medical exemptions will be permitted entry into the settings listed above with a doctor's note until recognized medical exemptions can be integrated as part of a digital vaccine certificate. Children who are 11 years of age and younger and unable to be vaccinated will also be exempted from the requirements above.

## **REPORT**

The Provincial proof of vaccination mandate applies to the Town's indoor recreational facilities. As of September 22, patrons 18 years of age and older wishing to access recreation facility amenities like ice rinks, curling facilities, Aquatics Centre and Friendship Centre etc. will need to show proof of being fully vaccinated (two doses plus 14 days) upon entry.

As noted above, the only exemptions to the proof of vaccination requirements will be for those individuals who access facilities for medical services, for food (i.e. Nourish Market), those who have a medical exemption with a doctor's note, and children 11 years old and younger.

Since the Provincial announcement, the most frequent question received is regarding the exemption that reads "with the exception of youth recreational sport". To date, the Province has not provided any guidance on how to interpret or administer their new rules. With respect to this specific exemption, and until further information is provided, the working interpretation that has been adopted is:

- Anyone who is under 18 and attends an indoor recreation facility for youth recreational sport is exempt from providing proof of vaccination.
- Adults who are attending the facility as parents, guardians, volunteer or spectators of "youth recreational sport" are required to provide proof of vaccination effective September 22.

Despite the interpretation above, some associations have begun to implement higher requirements for their participants. For example:

- The Ontario Minor Hockey Association and the Ontario Women's Hockey Association who govern local minor hockey have mandated that all volunteers and participants who are 12+ must be fully vaccinated by October 31.
- Other local municipalities (Perth East for example) have mandated that all patrons to their indoor recreation facility who are eligible for a vaccine (i.e. 12+) must be fully vaccinated by September 22.
- Other recreation facilities are enhancing the medical exemption by requiring both a medical note and a negative test result 48-hours prior to entry.

## **FINANCIAL IMPLICATIONS**

Staff are currently working on how best to enforce the proof of vaccination requirements. To do this, a dedicated individual will need to be placed at the entrance of each indoor recreation facility to check proof of vaccination. Rather than hiring a student or part time position to fill this role, staff have secured the services of a security company to do this work. This approach is preferred due to the high risk of conflict in this position, the specialized training that security guards have in conflict management, and the fact that the overall costs is close to the same as hiring a staff member.

For efficiency, it is expected that there will be a need to redirect flow in to and out of the building for ice and the pool to one entrance, likely being Entrance B by the Aquatics Centre. The Friendship Centre entrance will remain, with Friendship Centre staff performing the services of checking proof of vaccination prior to entry.

## **SUMMARY**

It is staff and Council's job to take all necessary steps to safeguard the public and to protect the workplace. For these reasons, staff are recommending that the following enhanced proof of vaccination requirements be put into place:

- Effective September 22, all patrons to the PRC who claim a medical exemption be required to produce a doctor's note and a negative COVID-19 test that is no older than 48-hours old.
- Effective October 31, all patrons to the PRC who are 12+ (i.e. eligible to receive the COVID-19 vaccine) be required to show proof of vaccination.

These proposed measures strike a balance between protecting the facility and its patrons, with the need to provide reasonable and fair notice. In particular, it's not equitable to hold back a child who wishes to participate in sport due to the choices of their parents not to have them vaccinated. The plan above provides reasonable notice to these individuals to allow them to be vaccinated to continue their participation.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**


Stephanie Ische, Director of Community Services

## **ATTACHMENTS**

None.

## **REVIEWED BY**

### **Recommended by the CAO**



Brent Kittmer

Chief Administrative Officer

# PROCUREMENT AWARD

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Doug LaPointe, Recreation Operations Supervisor
<b>Date of Meeting:</b>	14 September 2021
<b>Subject:</b>	<b>DCS 28-2021 Pool Boiler System Replacement</b>

## PROJECT DETAILS

The project components of the Pool Boiler System Replacement include replacing 2 natural gas fired boiler units which service the pool water supply with hot water to maintain a temperature of 29 Celsius (84 Fahrenheit).

The units being replaced were identified as due for replacement in the Asset Management Plan and were already considered in the 2021 capital budget, of which \$80,000 was approved for this project.

## RECOMMENDATION

**THAT** DCS 28-2021 Pool Boiler System Replacement report be received; and,

**THAT** the procurement for the replacement of the Pool Boiler System be awarded to SCT Mechanical Inc. for the procured price of \$66,975.00, inclusive of all taxes and contingencies; and,

**THAT** Council consider By-Law 79-2021 and authorize the Mayor and the Clerk to sign the associated agreement with SCT Mechanical Inc.

## PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Procurement Title:	RFT-COM-02-2021
Tender Closing Date:	Thursday, August 26, 2021
Number of Bids Received:	Number (8)
Successful Proponent:	SCT Mechanical Inc.
Approved Project Budget:	\$80,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$66,975.00
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$59,269.91
Project Over-budget (Net of HST)	N/A

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

## FINANCIAL IMPLICATIONS

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

General Capital Reserve	\$66,975.00
<b>Total</b>	<b>\$66,975.00</b>

## STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #1 Infrastructure – 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. This will require a balance between building and regular maintenance.

## OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer

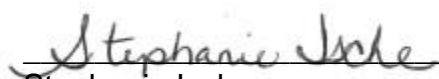
## ATTACHMENTS

1. Bid Summary

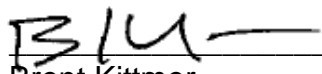
## REVIEWED BY

### Recommended by the Department

  
Doug LaPointe  
Supervisor of Recreation Operations

  
Stephanie Ische  
Director of Community Services

### Recommended by the CAO

  
Brent Kittmer  
Chief Administrative Officer

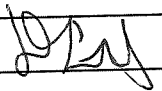



## VENDOR OPENING SUMMARY SHEET

CONTRACT NO: RFT-COM-02-2021

TITLE: Pool Boiler System Replacement

Aug 26 2021      MOC      2:30 PM

NO	VENDOR	DATE	TIME	AMOUNT	Site Visit
1	Arcadian Projects	Aug 26 2021	1:48pm	\$87,150.00	yes
2	Besterd Mechanical				
3	Canem Systems Ltd.	Aug 26 2021	2:14pm	\$87,920.00	yes
4	Cimco Refrigeration, a Division of Toromont Industries Ltd.	Aug 26 2021	1:35pm	\$90,287.00	yes
5	Clark Multi-Trade Contractors Inc.	Aug 26 2021	12:42pm	\$82,379.83	yes
6	Conestogo Mechanical Inc.				
7	ContructConnect				
8	Curney Mechanical Ltd.	Aug 26 2021	2:19pm	\$104,638.00	yes
9	Elite Group	Aug 26 2021	2:13pm	\$119,441.00	yes
10	JTS Mechanical Systems Inc.	Aug 26 2021	1:46pm	\$107,350.00	yes
11	Neptune Security Services Inc.				
12	SCT Mechanical Inc.	Aug 26 2021	1:58pm	\$66,975.00	yes
	Opened By: 				
	Recorded By: 				

**Board of Directors Meeting Highlights  
Held on August 19th, 2021 at 8:30 AM  
as a Virtual Meeting**



**Ontario Launches New Youth Environment Council**

The Ontario government is creating a new youth environment council. This will provide young Ontarians in grades 9 to 12 with more opportunities to share their insights and ideas on



climate change and other key environmental issues impacting the province's future. Ontario high school students are encouraged to apply to be volunteer members of the council by August 4, 2021.

“As the youngest environment minister in Ontario's history I am excited to launch this new youth environment council to ensure our next generation are at the table to help find solutions to some of the most pressing environmental challenges of our time such as climate change and conservation,” said David Piccini, minister of the environment, conservation, and parks. “As the leaders of tomorrow, we want to work together with youth as we look for ways to protect our environment, reduce greenhouse gas emissions and prepare for the impacts of climate change.”

Members of the youth council will meet monthly from September 2021 to April 2022 to hear from expert guest speakers, discuss a range of environmental and climate change issues and provide input on potential solutions to ministry officials, including the Minister of the Environment, Conservation and Parks.

Eligible youth can apply to be members of the consultation group by completing an application form on [ontario.ca](https://ontario.ca) by August 4, 2021 at 11:59 p.m. Candidates must be in grades 9 to 12 as of the 2021 fall school year, and should have:

A passion for the environment.

An understanding of key climate-related issues and solutions in their regions.

Work or volunteer experience with activities related to climate change and the environment.

The Ministry is collaborating with a wide range of stakeholders who engage with youth to ensure we have applicants with diverse interests. Applicants from across the province, including Indigenous communities, are encouraged to apply. Members of the Ontario Youth Environment Council will be announced later this summer.

## Best Management Practices for Disposal Bans, Levies, and Incentives for End-of-Life Plastics

The Canadian Council of Ministers of the Environment posted a document setting out Best Management Practices for Disposal Bans, Levies and Incentives for End-of-Life Plastics. The plastics of interest include all plastic products, such as durable and semi-durable plastic products, single-use plastics, and plastic packaging. The document presents a toolbox of options that have been shown to work in some



jurisdictions (e.g., a municipality, regional government, province, territory, state, or country). If a management practice has been identified for a specific type of plastic, it is noted; however, this document is not intended to provide lists of recommended plastic materials for each instrument.

Plastic taxes for packaging will be set as follows in some European countries as of 2022:

**United Kingdom:** £200 per tonne tax applied to packaging that is predominantly plastic by weight that does not contain 30% recycled content. Certain exemptions apply, such as human-medicine-contact packaging, cellulose material, and importers/manufacturers of less than 10t.

**Spain:** €450 per tonne (for a 10-litre container at 350 grams that would be €0.158 per container). The tax is applicable to non-reusable packaging containing virgin plastic.

**Italy:** €450 per tonne (for a 10-litre container at 350 grams that would be €0.158 per container). The taxes are inclusive of all products intended for containment, protection, handling, or delivery. The tax also applies to liquid food and drinks cartons; however, it does not apply to manufactured plastic products for single-use exported from Italy.

### How Cows Could Help Solve the Problem of Plastic Pollution

Bacteria found in cow stomachs can be used to digest polyesters used in textiles, packaging, and compostable bags, according to a new study by the open access publisher Frontiers. Plastic is notoriously hard to break down, but microbial communities living inside the digestive system of animals are a promising but under-investigated source of novel enzymes that could do the trick. The new findings present a sustainable option for reducing plastic waste and litter, co-opting the great metabolic diversity of microbes.

Plastic is notoriously hard to break down, but researchers in Austria have found that bacteria from a cow's rumen – one of the four compartments of its stomach – can digest certain types of the ubiquitous material, representing a sustainable way to reduce plastic litter. The discovery is published today in the open access journal Frontiers in Bioengineering and Biotechnology.

The scientists suspected such bacteria might be useful since cow diets already contain natural plant polyesters. “A huge microbial community lives in the rumen reticulum and is responsible for the digestion of food in the animals,” said Dr Doris Ribitsch, of the University of Natural Resources and Life Sciences in Vienna, “so we suspected that some biological activities could also be used for polyester hydrolysis,” a type of chemical reaction that results in decomposition. In other words, these microorganisms can already break down similar materials, so the study authors thought they might be able to break down plastics as well.

## **David Piccini Appointed Minister of Environment, Conservation & Parks**

Premier Ford announced a major cabinet shuffle. Dave Piccini, MPP for was appointed as Minister of Environment, Conservation and Parks.

David Piccini is the MPP for Northumberland-Peterborough South. He previously served as the Parliamentary Assistant to the Minister of Training, Colleges and Universities and on the Standing Committee on Finance and Economic Affairs. David began his career with the Federal Public service, first as an International Market Analyst at Agriculture Canada, then as a Policy Advisor at Service Canada. Following his time in the public service, David then took a position in the Office of the Minister of International Trade, working with the Honourable Ed Fast, where he contributed to key trade files, including the Canada-Europe Free Trade Agreement.

## **Hazardous and Special Products Regulation Finalized**

The Government of Ontario has finalized the Hazardous and Special Products (HSP) Regulation under the Resource Recovery and Circular Economy Act, 2016. The regulation sets requirements for producers that supply designated automotive materials (oil filters, oil containers and antifreeze), solvents, paints and coatings, pesticides, fertilizers, mercury-containing devices (barometers, thermometers and thermostats) and pressurized containers (non-refillable and refillable pressurized containers, refillable propane containers) to consumers in Ontario.

The regulation makes producers fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed; sets mandatory and enforceable requirements for HSP collection systems; and gives producers choices for resource recovery services in a competitive market.

The Resource Productivity and Recovery Authority is the regulator established by the Government of Ontario to enforce the requirements of the HSP Regulation, which requires producers to undertake all or some of the following activities, depending on the material:

- Establish a free collection network for consumers across the province, including for those living in rural and northern communities, as well as First Nation communities located within and outside the Far North. In larger communities, there must be an accessible network of drop-off locations, while in more remote communities, collection on a call-in basis from municipalities, territorial districts and First Nation reserves is required.
- Manage all collected materials properly by ensuring they are recycled or, in the case of pesticides, disposed of.
- Provide promotion and education materials to increase consumer awareness about how and where to properly recycle or dispose of these products.
- Provide information related to any separate fee charged by the producer or seller in connection to the sale of HSP regarding who imposed the fee and how this fee will be used for resource recovery efforts.
- Register with the Authority and report to the Authority on both supply data and collection and management outcomes, complete a third-party audit of management activities, as well as keep records and meet other requirements.

Producers' collection, promotion, education and management obligations begin on October 1, 2021, following the wind-up of the Municipal Hazardous or Special Waste (MHSW) program operated by Stewardship Ontario on September 30, 2021.

## Why do New Yorkers keep trying to recycle bowling balls?

Approximately 1,200 bowling balls end up at New York City's main recycling plant each year. Unfortunately, bowling balls cannot be recycled or even broken down as they are made from many different types of materials, including very strong thermoset plastic. Just putting bowling balls in the recycling does not magically allow them to be recycled. The bigger conversation around these difficult-to-recycle materials includes waste managers pushing to shift to extended producer responsibility (EPR). Learn about how implementing EPR will help with costs, compel manufacturers to redesign, and subsidize environmental efforts such as recycling, landfilling, or other waste management options.

## Environmental Land Use Planning Guides

The Ministry of the Environment, Conservation and Parks recently released three proposed guidance documents.

### **1) Proposed Land Use Compatibility Guideline** - Environmental Registry Posting 019-2785.

Ontario is proposing a new land use compatibility guideline as an update to a number of existing D-series guidelines for municipalities to use when making land use planning decisions. The proposed guideline is intended to help ensure certain land uses can co-exist and thrive for the long-term within a community, including major industrial facilities and more sensitive residential land uses.

### **2) Odour Guideline** - Environmental Registry Posting 019-2768.

The MECP is proposing guidance on how industrial facilities, development proponents, and other members of the regulated community can anticipate, prevent, and address odour issues. A proactive approach will provide more regulatory certainty for facilities, better coordination with land planning decisions, and more effective remediation of issues caused by odour mixtures.

### **3) Updating Compliance Policy** - Environmental Registry Posting 019-2972.

The MECP is updating and modernizing its compliance policy to ensure that compliance and enforcement activities are risk-based. The ministry has publicly posted the Referral Tool, which will help the ministry to triage public reports received through phone calls or emails. Service standards for responding to incident reports received from the public have also been posted publicly.

## Rules for Soil Management and Excess Soil Standards

The Ministry of the Environment, Conservation & Parks has published a document entitled, "Rules for Soil Management and Excess Soil Quality Standards", including both "Soil Rules" and "Excess Soil Standards," which contains the excess soil quality standards and rules that are required as part of the new Excess Soil Regulation 406/19.

This is a technical document meant for Qualified Persons, municipalities, contractors, developers, and others who will be applying the rules in the new regulation.

The document describes:

- rules related to assessments of past uses, sampling and analysis plans, excess soil characterization reports, and excess soil destination assessment reports
- rules related to soil storage and processing
- requirements for excess soil tracking systems
- tables that identify chemical and applicable soil quality standards and related reuse rules



## Mayors of Ingersoll, Zorra Township move to deny support for proposed Walker landfill

Motions could pose problems for dump that if approved, would be fifth largest in province



The site of a proposed landfill in Zorra Township, near Ingersoll. The site is currently operating as a limestone quarry and owned by Carmeuse. If approved, this site will become Ontario's fifth largest landfill.

The heads of four municipalities plan to each bring motions at their July council meetings announcing they will not be supporting a proposal by Walker Environmental to build a massive landfill in a limestone quarry in Zorra Township, close to Ingersoll.

Provincial legislation requires municipal support for any new landfill as part of the environmental assessment process, so the municipalities acting in a united front of opposition could kill the landfill which, if approved, would be Ontario's fifth largest.

The landfill Walker is proposing would be large enough to take 17 million tonnes of trash — most of it from outside the community — over its 20-year lifespan.

The proposal has met stiff local opposition, with concerns raised about the 150 daily truck visits it will generate along with worries about contaminating the nearby Thames River and groundwater sources.

For its part, Walker has insisted the site is a safe location for a landfill, pointing to plans for a thick liner to contain leachate, the toxic liquid created as trash gets wet and decomposes.

Last year, new legislation came into effect which requires companies to get municipal approval for new landfills. Ontario municipal politicians applauded the decision, but those in the waste industry said it will make it more difficult to meet the rising waste demands of a growing province.

According to the Ontario Waste Management Association (OWMA), Ontario's available landfill capacity is expected to be exhausted in 10 to 14 years. Of the 8.1 million tonnes of waste the province landfilled in 2017, about 3.5 million tonnes was exported to the United States, mostly to Michigan.

## StormFisher and Generate launch food waste recycling facility in Canada

StormFisher, a renewable energy company based in Toronto, has launched a \$20 million resource recovery facility in Drumbo, Ontario. The project was built in partnership with Generate Capital, a sustainable infrastructure company based in San Francisco. The facility provides food waste recycling services to handle packaged organics to divert waste from landfills.



According to a news release from StormFisher, the Drumbo facility will enable more municipalities, restaurants, grocery stores and food manufacturers to achieve their environmental goals by reducing food waste. The facility will also produce renewable energy and organic fertilizer with the capacity to process more than 100,000 tons of food waste per year.

The company says the facility will be accessible and transparent to the customers they serve and the communities they operate in.

## More than 100 companies endorse EPR approach to packaging

The Ellen MacArthur Foundation, a U.K.-based nonprofit that promotes the circular economy, released a statement June 15 advocating for extended producer responsibility (EPR) for the packaging industry. The statement was endorsed by more than 100 companies and associations.

“As a group of businesses and stakeholders that are drawn from across the packaging value chain, we are calling for the implementation of extended producer responsibility (EPR) schemes for packaging,” the statement reads in part. “We recognize that EPR is a necessary part of the solution to create the circular economy for packaging we are aiming for. EPR schemes, through which all industry players that introduce packaging to the market provide funding dedicated to its collecting and processing after use, are the only proven and likely pathways to provide the required funding. Without such policies, packaging collection and recycling is unlikely to be meaningfully scaled, and tens of millions of [metric tons] of packaging will continue to end up in the environment every year.

“To solve the packaging waste and pollution crisis, a comprehensive circular economy approach is required. We must: eliminate the packaging we don’t need; innovate to ensure all the packaging we do need is reusable, recyclable or compostable; and circulate all the packaging we use, keeping it in the economy and out of the environment. This circular economy approach would lead to significant economic, environmental and social benefits and contribute to addressing major global challenges, such as plastic pollution, climate change and biodiversity loss.”

Along with the statement, the Ellen MacArthur Foundation committed to engage with governments, associations and other stakeholders advocating for the establishment of well-designed EPR policies and support implementing and improving EPR schemes locally.

Companies endorsing the statement include Beiersdorf, Borealis, Berry Global, Danone, Diageo, DS Smith, Ferrero, Friesland Campina, H&M, Henkel, Inditex, Indorama Ventures, L'Oréal, Mars, Mondi, Nestlé, PepsiCo, Pick n Pay, Reckitt, Schwarz Group, Tetra Pak, The Coca-Cola Co., Unilever, Veolia and Walmart.

## GFL turning PRO as Ontario rolls out extended producer responsibility-based Blue Box program



GFL founder and CEO, Patrick Dovigi.

At the beginning of July, Vaughan, Ontario-based GFL Environmental announced the formation of the Resource Recovery Alliance (RRA), a producer responsibility organization (PRO) that will operate within the framework of Ontario's newly introduced extended producer responsibility (EPR) regulations surrounding the provincial Blue Box residential recyclables collection program. The new regulatory landscape, to be phased in between 2023 and 2025, sets lofty diversion targets for residential recyclables and will require product and packaging producers to operate and fully finance the provincial program.

The RRA has also entered into an agreement to purchase the assets of the Canadian Stewardship Services Alliance (CSSA), a national, not-for-profit organization set up to provide support services for packaging and printed paper stewardship organizations across the country.

### A collaborative approach to curbside recyclables collection in Ontario

According to GFL founder and CEO, Patrick Dovigi, forming the RRA in Ontario and adding producer responsibility organization (PRO) to their diverse portfolio of businesses was driven by several factors. Mainly, producers must now alter the way they design products and packaging and will be required to fund an entire system for its collection and processing. Those producers are looking for guidance and options. As a PRO, GFL will consult companies on how to best spend dollars to recover the products and packaging they produce, and will simultaneously help them drive recycling diversion numbers significantly higher than what they currently are - all at a lower cost.

"The end goal of RRA in Ontario is, number one, to work collaboratively with all producers," says Dovigi. "Number two, it is to meet or exceed the recycling diversion targets set by the province in the most efficient and cost-effective way. With our experience, from collection to processing, we think we can be a value-added partner, not only to our PRO, but for other PROs and whoever else is involved."



Dovigi continues, saying the formation of the RRA is "really a means to get a seat at the table and to pass on intellectual property to the broader organization, particularly around collection and processing, and to provide smaller producers, and some larger producers, with alternatives."

"Producers were looking for another opportunity, another option for them to think about or participate in, with respect to establishing an EPR-based program for their goods and packaging. What we are thinking about is creating a holistic environment for every one of the producers, big and small."

"Producers want to sign up with an organization that has experience and understanding of how collection works, and how processing recyclables works," says Dovigi.

"We could pass on our knowledge of what it would take to actually do the collection and processing, and about how many people we would need to bring in to do it, and what are the costs involved. We have the front end figured out."

"Our anticipation is that given where we are as a company, and how we got to this point, there will be a number of producers that sign up with the RRA alliance," adding that a number of producers have already expressed interest in signing up.

EPR is the way of the future

"From our perspective, EPR is the way of the future. Extended Producer Responsibility is here to stay. It's happened in Europe successfully with different models, some similar to B.C., and now similar to Ontario. I think it's gaining traction and it'll be a matter of time. We have a lot of experience in EPR development. I would say by 2025, 2026, it's going to go across our entire country.

"Once we finish in Canada, it's our belief that this is going to happen in the U.S. as well."

While Dovigi is very optimistic about the future success of Ontario's revised curbside collection program, he also agrees that as the new EPR-based program is rolled out in Ontario for residential recyclables, it is no doubt going to be a challenging shift.

"There's going to be a lot of different heads at the table with a lot of different ideas," he says. "Our view is the only way this works is if it's done collaboratively. Our hope is that everybody will work together, but it's too early to know how it's actually going to get rolled out. The reality is, 2023 is not that far away."

CSSA assets provide missing piece of compliance puzzle

With respect to GFL's purchase of Canadian Stewardship Services Alliance (CSSA) assets, Dovigi explains that it will provide the ability to offer producers a fully vertically integrated solution that will keep them compliant in the most cost efficient and effective way possible.

"There have been some misconceptions in the market that we bought CSSA to get confidential information," he continues. "This is incorrect. Our intent was to buy the asset - the people and the software compliance tool that was developed by CSSA over a long period of time. We think this is the final missing piece of the puzzle for our service offering."

He concludes, "Good human talent on all sides of the equation is going to lead to the best results, particularly when people have been there and done it before.

"All of that put together, we think, adds a great opportunity for all of us."

## Commitment To Expansion Of Renewable Natural Gas Generation

The Ontario government recently announced new rules related to biogas that are designed to create new ways for farmers to expand the emerging biogas and renewable natural gas (RNG) market in the province, creating economic opportunities while maintaining the province's strict environmental protections.

There are approximately 40 agri-food anaerobic digesters in the province; located mostly on farms. The regulation changes will enable new on-farm biogas systems and expansion of existing systems to be approved more easily and at a lower cost to help ensure that Ontario continues to be a biogas sector leader in Canada. The changes will also help reduce GHG emissions by diverting waste from landfills and by encouraging production of RNG. The regulation changes will enable Ontario's \$35 million-a-year biogas sector to grow by up to 50 percent over the next five years.



“By reducing regulatory burden for on-farm anaerobic digesters, we can provide economic solutions to divert more valuable food and organic waste from landfills, while maintaining environmental protections by encouraging the recycling of nutrients and reducing greenhouse gas emissions,” said Lisa Thompson, Minister of Agriculture, Food and Rural Affairs. “We’re saving farm businesses time and money to allow them to grow untapped economic opportunities and take advantage of the emerging renewable natural gas market.”

Using farm waste to generate renewable natural gas is win-win for farmers and the environment: not only does it give farmers the opportunity to use materials that would otherwise go to waste, they are also able to reduce their carbon footprint,” said David Piccini, Minister of the Environment, Conservation and Parks. “Importantly, these changes include new requirements to better safeguard the environment and human health – helping to ensure that economic growth doesn’t come at the expense of environmental health.”

“StormFisher and the Ontario Government share a vision of an Ontario with less waste going to landfills, more clean energy being created here at home, and more jobs and investment in rural Ontario. The changes announced today regarding on-farm anaerobic digestion will help with all of these goals,” said Brandon Moffatt, Vice President of Development, StormFisher. “The agricultural industry plays a vital role in reducing greenhouse gas emissions. The conversion of manure and other agricultural materials to renewable natural gas is a great step forward that will lead to significant economic development in rural Ontario and will support our farmers in diversifying their revenues.”

Changes to regulations under the Nutrient Management Act will create more opportunities for farmers to treat on-farm materials as well as other types of off-farm food and organic waste materials in on-farm regulated mixed anaerobic digestion facilities. This will enable an increase in on-farm production of biogas to generate renewable natural gas and will provide Ontario farmers with a new source of on-farm income.

## City of Ottawa sets out 72 ways to avoid filling up the landfill

Trail Road landfill to reach capacity between 2036 and 2038.

The City of Ottawa is proposing a long list of ways to curb waste— from banning some materials from garbage collection to charging residents per bag — in a bid to keep the Trail Road landfill from running out of room.

Staff have been analyzing just how much space the landfill has left and have determined it's reached 70 per cent of its capacity. That means that if Ottawa keeps producing waste the way it does now, the site will be full in 15 to 17 years. As things stand, however, projections show that by 2052 Ottawa and its growing population could be generating 37 per cent more waste per year — or 487,000 tonnes annually — than it does now.



The city released a 465-page document with a list of 72 options for how to deal with Ottawa's waste over the next 30 years, while reducing and reusing as much as possible.

The options include:

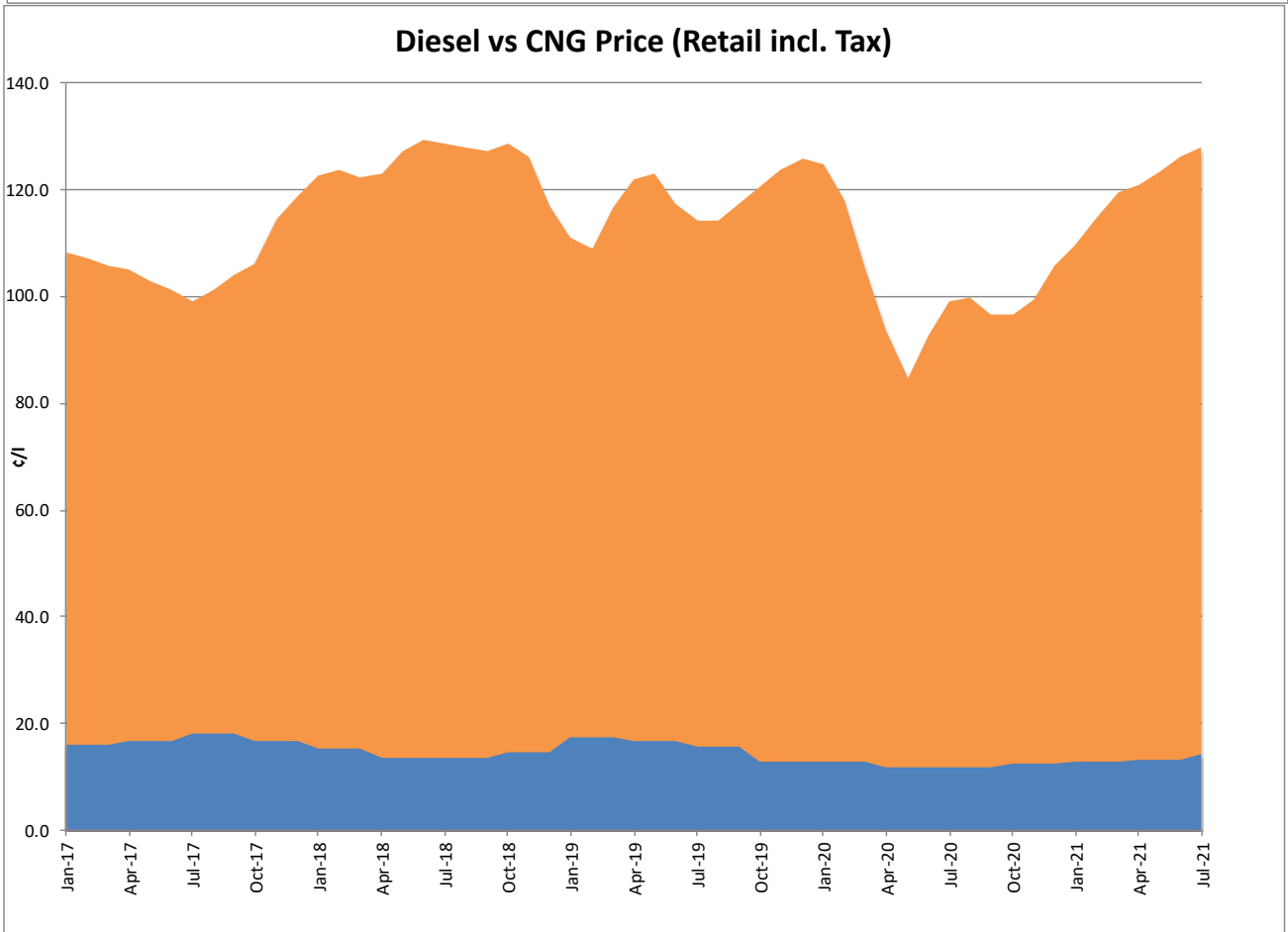
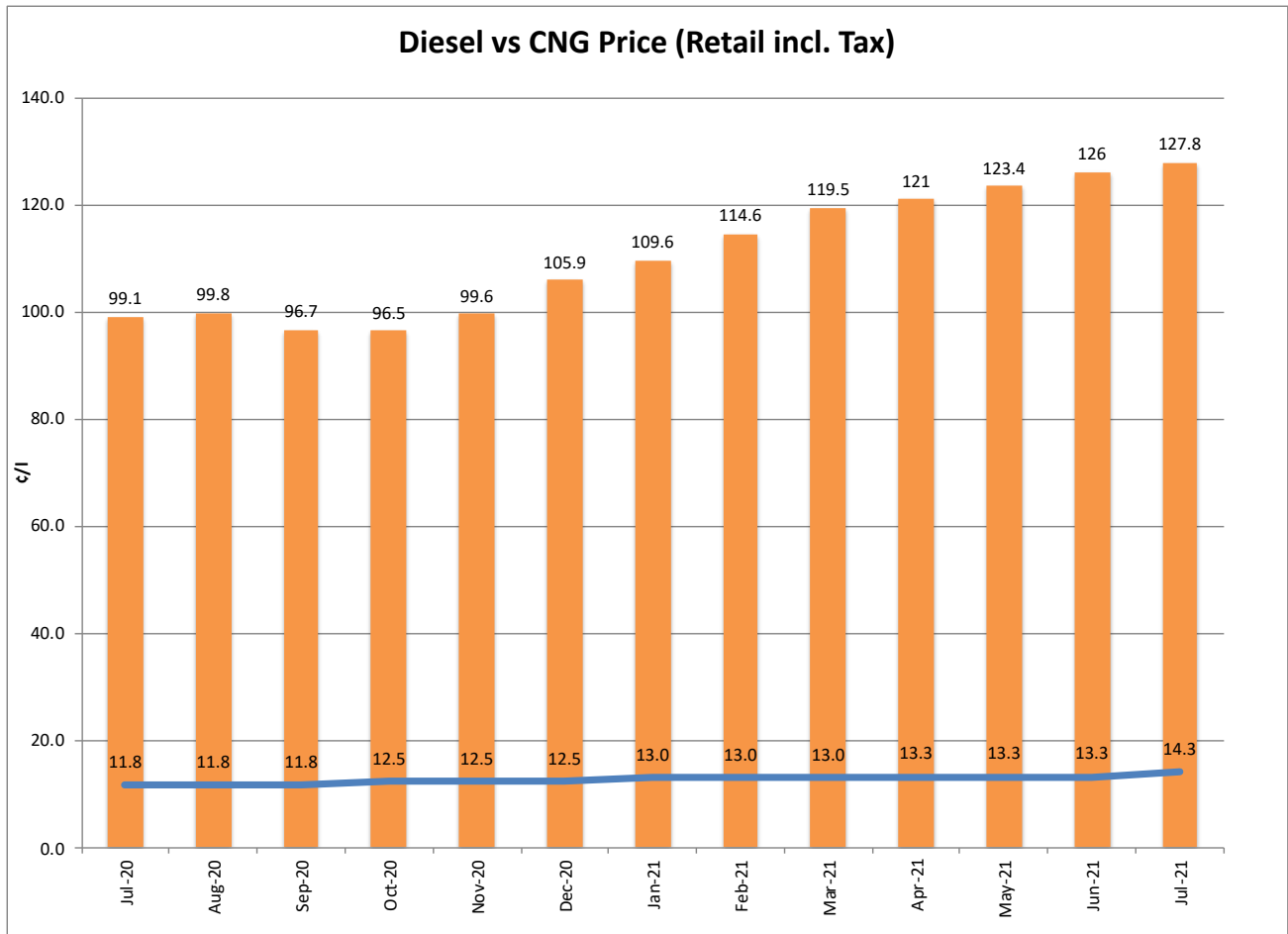
- Banning some materials from the landfill, such as renovation and construction waste.
- Banning green bin organics from the garbage.
- Limiting the number of bins curbside.
- Implementing a "pay as you throw" system that would see fees charged based on what gets set out at the curb.
- Closing garbage chutes in multi-residential buildings.
- Separating mattresses and furniture for better recycling.
- Creating lending libraries and neighbourhood depots for items that can be reused.
- Creating a strategy to reduce food waste.
- Purchasing an existing landfill.
- Developing a new landfill.

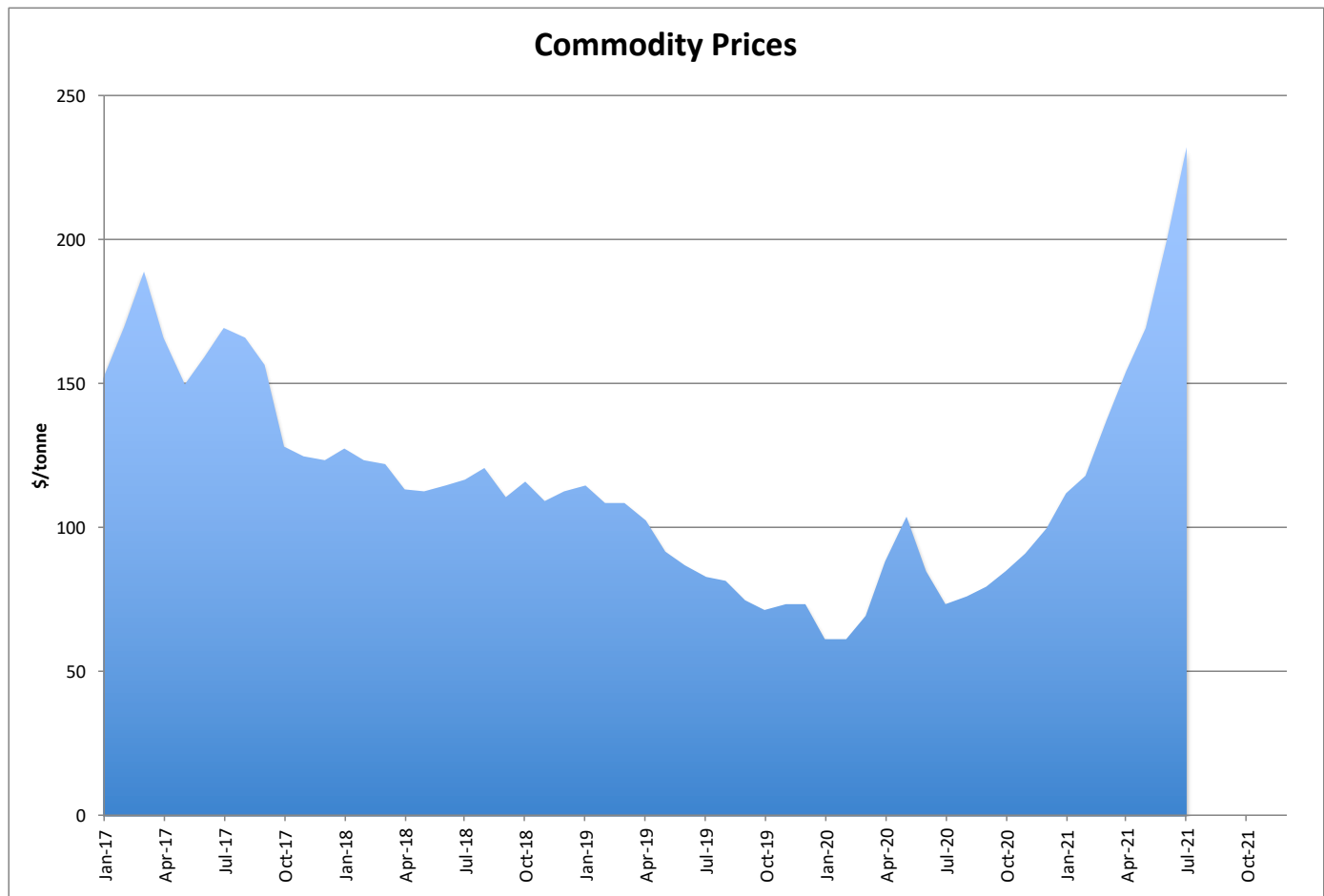
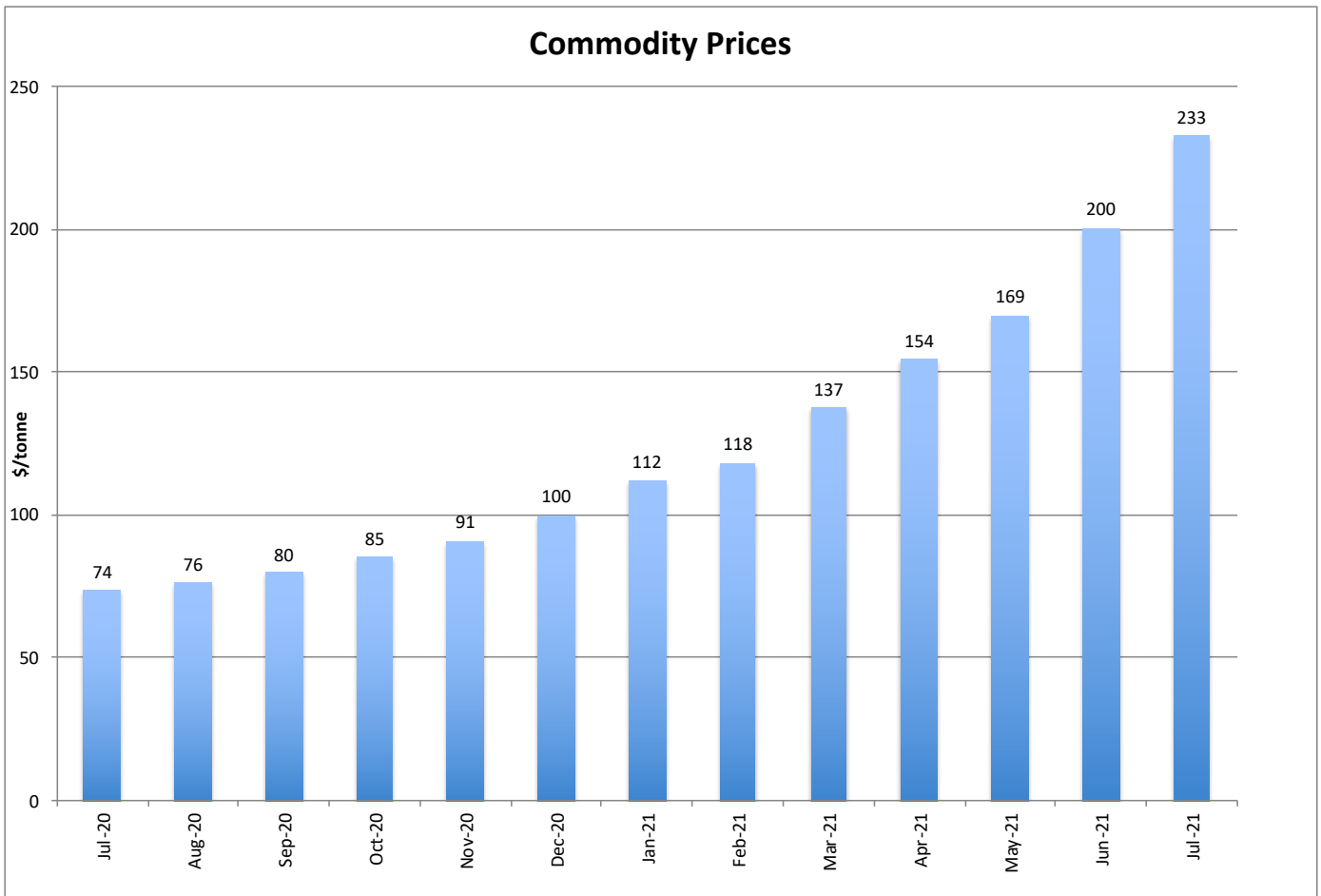
Finding a new site for a landfill, staff said, would take 12 to 15 years alone.

Banning organics from going in the garbage might be the most aggressive option for residents. Last year, just 58 per cent of households were disposing of their organic waste in the green bin.

In this second step in creating a new master plan for solid waste, the City of Ottawa wants to set a vision for creating "zero waste," according to the document. It plans to study the long list of options, come up with "aggressive" and "moderate" paths, and present business cases by next spring.

The city is developing its 30-year plan at a time when the regulatory landscape is changing. The provincial government is set to turn responsibility for blue boxes over to waste producers and allow more items to be recycled, while the federal government has pledged to ban single-use plastics and finalize a list of prohibited items by the end of the year.







## **Minutes**

### **Library Board**

August 19, 2021

6:45 pm

Video Conference

Click the following link:

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

Member Present	Councillor Craigmile, Councillor Edney, Barbara Tuer, Cole Atlin, Lynda Hodgins, Reg Quinton, Joyce Vivian
Member Absent	Mayor Strathdee, Melinda Zurbrigg
Staff Present	Sarah Andrews, Library CEO

#### **1. CALL TO ORDER**

The August 19, 2021 meeting of the St. Marys Public Library Board was called to order at 6:47pm by Board Chair C. Atlin.

#### **2. DECLARATION OF PECUNIARY INTEREST**

None declared.

#### **3. AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Reg Quinton

**Seconded By** Lynda Hodgins

That the August 19, 2021 meeting agenda be approved as presented.

**Carried**

**4. DELEGATIONS**

Present at the meeting is HR Director Lisa Lawrence and Town Treasurer Andre Morin.

**5. CLOSED SESSION**

**Moved By** Reg Quinton

**Seconded By** Joyce Vivian

That the St. Marys Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 16.1(4)(d) labour relations or employee negotiations at 6:53pm.

**Carried**

**6. RISE AND REPORT**

Board Chair C. Atlin reported that one matter was discussed related to the CEO Performance Review in closed session and direction has been given to staff.

**Moved By** Lynda Hodgins

**Seconded By** Joyce Vivian

THAT the Library Board rise from a closed session at 7:22pm and that the Board accept the recommendation put forth by the personnel committee.

**Carried**

**7. NEW AND UNFINISHED BUSINESS**

**7.1 Draft Budget Discussion**

The Board reviewed the Library and Adult Learning draft budgets and requested changes to be made and presented at the September meeting of the Board.

That the 2022 Library budget be forwarded to the Town Council for consideration.

**Defeated**

That the 2022 Adult Learning budget be forwarded Town Council for consideration.

**Defeated**

**8. ROUNDTABLE DISCUSSION**

**9. UPCOMING MEETINGS**

The next regular meeting of the St. Marys Public Library Board will take place on September 9, 2021 at 6:45pm.

**10. ADJOURNMENT**

**Moved By** Barbara Tuer

**Seconded By** Joyce Vivian

That the August 19, 2021 meeting of the St. Marys Public Library Board be adjourned at 8:12pm.

**Carried**

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Chair

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Board Secretary





## **Minutes**

### **Planning Advisory Committee**

August 23, 2021

6:00 pm

Video Conference

Click the following link:

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

Members Present	Chair Don Van Galen Councillor Craigmile William Galloway Susan McMaster
Member Absent	Councillor Hainer
Staff Present	Mark Stone, Town Planner Morgan Dykstra, Public Works and Planning Coordinator
Others Present	Caroline Baker, Baker Planning Group (Applicant's Agent) Scott McIntosh, 2398315 Ontario Limited (Applicant)

#### **1. CALL TO ORDER**

Chair Don Van Galen called the meeting to order at 6:00 pm.

Chair Don Van Galen advised how members of the public can participate in the meeting and provide comments related to the application being considered by the Planning Advisory Committee.

#### **2. DECLARATION OF PECUNIARY INTEREST**

None declared.

#### **3. AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** William Galloway

**Seconded By** Susan McMaster

**THAT** the August 23, 2021 Planning Advisory Committee agenda be accepted as presented.

**Carried**

#### **4. ACCEPTANCE OF MINUTES**

**Moved By** Susan McMaster

**Seconded By** Councillor Craigmile

**THAT** the April 6, 2021 Planning Advisory Committee meeting minutes be approved and signed by the Chair and the Committee Secretary.

**Carried**

#### **5. REPORTS**

- 5.1 DEV 39-2021 Application for Zoning By-law Amendment (Z03-2021) by 2398315 Ontario Limited (KLM Properties) for 615 Queen Street East

Chair Don Van Galen asked the Town's Planner, Mark Stone to speak to the Application. Mark Stone provided a brief overview of the Application and noted that since the circulation of the agenda, comments have been received from the Upper Thames River Conservation Authority who stated they have no concerns with the Zoning By-law Amendment being proposed.

Chair Don Van Galen asked the Applicant's Agent, Caroline Baker of Baker Planning Group to speak to the Application. Caroline provided an overview of the application as outlined in the Planning Justification Report.

Chair Don Van Galen asked the Committee if they had any questions regarding the Application, the Committee sought clarification regarding the use of outdoor amenity spaces.

Chair Don Van Galen asked Morgan Dykstra if there are any public comments. Morgan Dykstra confirmed that there are no public comments with respect to the application.

The Committee made the following recommendation:

**Moved By** William Galloway

**Seconded By** Councillor Craigmile

**THAT** DEV 39-2021 Application for Zoning By-law Amendment (Z03-2021) by 2398315 Ontario Limited (KLM Properties) for 615 Queen Street East be received;

**THAT** the Planning Advisory Committee endorse the Application in principle; and,

**THAT** the Planning Advisory Committee recommend to Council:

**THAT** Council proceeds with a public meeting to consider the Application.

**Carried**

**6. UPCOMING MEETINGS**

September meeting date to be confirmed.

**7. ADJOURNMENT**

**Moved By** William Galloway

**Seconded By** Councillor Craigmile

**THAT** this meeting of the Planning Advisory Committee be adjourned at 6:13 pm.

**Carried**

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Don Van Galen, Chair

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Morgan Dykstra, Committee Secretary



## MINUTES

### Senior Services Advisory Committee

June 28, 2021

10:30 am

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-d0YKteFQ>

Member Present      Donna Simmons  
Donna Kurchak  
Joyce Vivian  
Marie Ballantyne  
Owen O'Brien  
Councillor Winter  
Richard Lyons

Member Absent      Candice Harris

#### 1.      **CALL TO ORDER**

Chair Ballantyne called the meeting to order at 10:33 a.m.

#### 2.      **DECLARATION OF PECUNIARY INTEREST**

None.

#### 3.      **AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Rick Lyons

**Seconded By** Owen O'Brien

That the June 28, 2021 Senior Services Advisory Committee meeting agenda be accepted as presented.

**CARRIED**

**4. ACCEPTANCE OF MINUTES MARCH 29, 2021**

**Moved By** Rick Lyons

**Seconded By** Donna Simmons

That the March 29, 2021 Senior Services Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and staff liaison with the following amendments

**3. AMENDMENTS AND APPROVAL OF AGENDA**

Moved By Joyce Vivian

Seconded By Donna Simmons

**4. ACCEPTANCE OF MINUTES**

Moved By Owen O'Brien

Seconded By Councillor Winter

**9. ADJOURNMENT**

Moved By Joyce Vivian

Seconded By Owen O'Brien

**CARRIED**

**5. ACCEPTANCE OF THE MINUTES MAY 31, 2021**

**Moved By** Rick Lyons

**Seconded By** Donna Kurchak

That the May 31, 2021 Senior Services Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and staff liaison with the following amendments

**3. AMENDMENTS AND APPROVAL OF THE AGENDA**

Moved By Donna Kurchak

Seconded By Rick Lyons

## 9. ADJOURNMENT

Moved By Donna Kurchak

Seconded By Candice Harris

**CARRIED**

## 6. BUSINESS ARISING FROM MINUTES

### 6.1 Ontario Health Team Update

Staff gave an update on the Huron Perth Ontario Health team. The OHT hosted an Integrated Data Solution In- Service. The team is also working a website to the OHT.

### 6.2 ActiveNet Registration Softwear

No feedback was received on the new ActiveNet Registration Softwear.

## 7. REPORTS

### 7.1 June Monthly Report

Staff update the committee on Senior Services programs and services.

## 8. OTHER BUSINESS

### 8.1 Recreation Committee Update

Staff updated the group that Quarry opened June 19th and will fully open for the summer season June 28th. Camp PRC will be operational for the 2021 summer. The first day of Camp is July 5.

### 8.2 Town of St. Marys Update

Councillor Winter updated the committee on various Municipal projects included an update on Service Ontario.

## 9. UPCOMING MEETINGS

Monday September 27, 2021

1:00 p.m.

## 10. ADJOURNMENT

**Moved By** Joyce Vivian

**Seconded By** Donna Simmons

That this Senior Services Advisory Committee meeting adjourn at 11:03 a.m.

**CARRIED**

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Chair

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Committee Secretary

**BY-LAW 77-2021**

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

**Being a By-law to repeal By-laws 46-2020, establishing the Business Economic Support and Recovery Task Force and 47-2020, appointing members to the Business Economic Support and Recovery Task Force.**

- WHEREAS:** The *Municipal Act, 2001, S.O. 2001, c.25*, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents, and its powers shall be exercised by by-law;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to repeal by-laws 46-2020, establishing the Business Economic Support and Recovery Task Force and 47-2020, appointing members to the Business Economic Support and Recovery Task Force;
- NOW THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That By-law 46-2020, establishing the Business Economic Support and Recovery Task Force, is hereby repealed.
  - 2.** That By-law 47-2020, appointing members to the Business Economic Support and Recovery Task Force, is hereby repealed.
  - 3.** This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 14<sup>th</sup> day of September 2021.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk



**BY-LAW 78-2021**

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

**Being a By-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and Raezors Inc. for 550 James Street South.**

**WHEREAS:** Raezors Inc. intends to develop, under site plan agreement, the lands legally described as Part Lot 13 Concession South Boundary Blanshard; Parts 1 & 2, 44R1694 S/T R247903; Secondly: Part Lot 13 Concession South Boundary Blanshard Part 7, 44R-3949 in the Town of St. Marys, hereto being PIN 53245-0285 (LT) in the Registry Office for the Land Titles Division of Perth (No. 44) and having the municipal address of 550 James Street South;

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

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

- 1.** That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Raezors Inc.
- 2.** That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
- 3.** Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
- 4.** This by-law comes into force and takes effect on the final passing thereof.

**Read a first, second and third time and finally passed this 14<sup>th</sup> day of September 2021.**

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Mayor Al Strathdee

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Jenna McCartney, Clerk

**BY-LAW 79-2021**

**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 SCT Mechanical Inc. 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 RFT for the pool boiler system replacement at the Pyramid Recreation Centre (the "Project") and received a proposal from SCT Mechanical Inc. which was subsequently approved by Council on September 14, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with SCT Mechanical Inc. (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 SCT Mechanical Inc., 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 14<sup>th</sup> day of September 2021.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk

**BY-LAW 80-2021**

**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 September 14, 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 represent and its powers shall be exercised by by-law;*

**AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to confirm its actions and proceedings;

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

1. That all actions and proceedings of the Council of the Corporation of the Town of St. Marks taken at its regular meeting held on the 14<sup>th</sup> day of September 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 14<sup>th</sup> day of September 2021.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk