



## **AGENDA**

### **Regular Council Meeting**

September 28, 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 28, 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. Public Meeting - 615 Queen Street East

To participate in the public meeting, please join the Zoom Webinar through the following link:

<https://us06web.zoom.us/j/88233906330?pwd=RERnYS9ESURkY3VkQXJmMHg0aVJhZz09>

Passcode: 708430

#### RECOMMENDATION

**THAT** the September 28, 2021 regular Council meeting be adjourned at \_\_\_\_\_ pm to hold a statutory public meeting as required under the *Planning Act*, and

**THAT** a Public Meeting to consider a planning application for 615 Queen Street East be opened at \_\_\_\_\_ pm.

#### RECOMMENDATION

**THAT** this Public Meeting be adjourned at \_\_\_\_\_ pm; and

**THAT** the September 28, 2021 regular Council meeting reconvene at \_\_\_\_\_ pm

### 5.2. St. Marys Healthcare Foundation re: Hospital Renewal Project

10

#### RECOMMENDATION

**THAT** the delegation from St. Marys Healthcare Foundation regarding the hospital renewal project be received; and

**THAT** Council forward the financial information to staff for further consideration during the 2022 budget process.

### 5.3. St. Marys Minor Ringette Association re: Town's Enhanced Vaccine Measures

19

Further commentary provided in agenda item 8.2.2, ADMIN 43-2021 Proof of Vaccination - Implications to Ice Users

#### RECOMMENDATION

**THAT** the delegation from St. Marys Ringette Association regarding the Town's enhanced vaccine measures be referred to agenda item 8.2.2 for further discussion.

## 6. ACCEPTANCE OF MINUTES

**6.1. Regular Council - September 14, 2021**

32

**RECOMMENDATION**

**THAT** the September 14, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**7. CORRESPONDENCE**

**7.1. Stop Violence Against Women (VAW) re: Request for Community Support**

45

**RECOMMENDATION**

**THAT** the correspondence from Stop Violence Against Women regarding a request for community support be received.

**7.2. St. Marys Optometry and Lifetime Vision Care re: Optometrists Withdrawal of OHIP insured services**

49

**RECOMMENDATION**

**THAT** the correspondence from St. Marys Optometry and Lifetime Vision Care regarding optometrists withdrawal of OHIP insured service be received.

**8. STAFF REPORTS**

**8.1. Building and Development Services**

**8.1.1. DEV 44-2021 September Monthly Report (Building & Development)**

52

**RECOMMENDATION**

**THAT** DEV 44-2021 September Monthly Report (Building and Development) be received for information.

- 8.1.2.     **DEV 45-2021 Application for Zoning By-law Amendment (Z03-2021) by 2398315 Ontario Limited (KLM Properties) for 615 Queen Street East** 56

**RECOMMENDATION**

**THAT** DEV 45-2021 regarding an Application for Zoning By-law Amendment (Z03-2021) by 2398315 Ontario Limited (KLM Properties) for 615 Queen Street East be received;

**THAT** Council approve the Application for Zoning By-law Amendment (Z03-2021) for 615 Queen Street East; and,

**THAT** Council enact Zoning By-law Z145-2021 for 615 Queen Street East.

- 8.1.3.     **DEV 43-2021 Municipal Operations Centre Boiler Replacements** 73

**RECOMMENDATION**

**THAT** DEV 43-2021 Municipal Operations Centre Boiler Replacements report be received; and

**THAT** Council approve the pre-budget amount of \$34,000.00 for the purchase of three replacement boilers at the Municipal Operations Centre and authorize staff to procure replacements immediately.

**8.2.     Administration**

- 8.2.1.     **ADMIN 42-2021 September Monthly Report (Administration)** 75

**RECOMMENDATION**

**THAT** ADMIN 42-2021 September Monthly Report (Administration) be received for information.



**8.2.2. ADMIN 43-2021 Proof of Vaccination – Implications to Ice Users 80**

**RECOMMENDATION**

**THAT** ADMIN 43-2021 Proof of Vaccination – Implications to Ice Users be received; and

**THAT** Council grants an exemption to the Town’s enhanced proof of vaccination requirements for youth/minor participants, subject to organizations complying with: (i) Any applicable proof of vaccination requirements of their respective governing bodies; OR (ii) Any applicable Provincial regulations for proof of vaccination (and any future amendments thereof); whichever may be the more restrictive.

**8.3. Community Services**

**8.3.1. DCS 29-2021 September Monthly Report (Community Services) 87**

**RECOMMENDATION**

**THAT** DCS 29-2021 September Monthly Report (Community Services) be received for information.

**8.4. Corporate Services**

**8.4.1. COR 32-2021 September Monthly Report (Corporate Services) 90**

**RECOMMENDATION**

**THAT** COR 32-2021 September Monthly Report (Corporate Services) be received for information.

**8.5. Fire and Emergency Services**

**8.5.1. FD 13-2021 September Monthly Report (Emergency Services) 95**

**RECOMMENDATION**

**THAT** FD 13-2021 September Monthly Report (Emergency Services) be received for information.

**8.6. Human Resources**

<b>8.6.1.</b>	<b>HR 14-2021 September Monthly Report (Human Resources)</b>	<b>98</b>
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**RECOMMENDATION**

**THAT** HR 14-2021 September Monthly Report (Human Resources) be received for information.

**8.7. Public Works**

<b>8.7.1.</b>	<b>PW 71-2021 September Monthly Report (Public Works)</b>	<b>100</b>
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**RECOMMENDATION**

**THAT** PW 71-2021 September Monthly Report (Public Works) be received for information.

<b>8.7.2.</b>	<b>PW 63-2021 Park Street Bridge Repairs Tender Award</b>	<b>103</b>
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**RECOMMENDATION**

**THAT** PW 63-2021 Park Street Bridge Repairs Tender Award report be received; and,

**THAT** the tender for repairs to the Park St. Bridge be awarded to Across Canada Construction Ltd. for the bid price of \$213,733.85, inclusive of all taxes and contingencies; and,

**THAT** Council consider By-Law 84-2021 and authorize the Mayor and the Clerk to sign the associated agreement.

**8.7.3. PW 67-2021 Freedom Mobile Proposal**

108

**RECOMMENDATION**

**THAT** report PW 67-2021, Freedom Mobile Proposal, be received; and

**THAT** Council direct staff to enter discussions with Spectrapoint, on behalf of Freedom Mobile Inc. to investigate the feasibility of additional communications equipment on the water tower; and,

**THAT** Council direct staff to enter discussions with Spectrapoint, on behalf of Freedom Mobile Inc. to draft a lease Agreement with respect to their proposal to install cellular communication antenna and supporting equipment at the St. Marys Water Tower should it be deemed feasible; and,

**THAT** staff bring back a further report to Council detailing the feasibility of the proposal and a finalized Agreement for Council's consideration.

**8.7.4. PW 68-2021 Automotive Materials Stewardship Inc. Agreement**

111

**RECOMMENDATION**

**THAT** report PW 68-2021, Automotive Materials Stewardship Inc. Agreement, be received; and

**THAT** Council consider By-Law 82-2021, being a by-law to execute the agreement with Automotive Materials Stewardship Inc. and to authorize the Mayor and the Clerk to execute the agreement.

**RECOMMENDATION**

**THAT** Report PW 69-2021, Award of Wood and brush Grinding Services, be received; and,

**THAT** the procurement for wood and brush grinding be awarded to Sittler Grinding Inc. for the procured price of \$36,408.60, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in PW 69-2021 report; and,

**THAT** Council consider By-Law 83-2021 and authorize the Mayor and the Clerk to sign the associated agreement.

**9. EMERGENT OR UNFINISHED BUSINESS**

**10. NOTICES OF MOTION**

**11. BY-LAWS**

**RECOMMENDATION**

**THAT** By-Laws 82-2021, 83-2021, 84-2021 and Z145-2021 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

<b>11.1.</b>	<b>By-Law 82-2021 Agreement with Automotive Materials Stewardship Inc.</b>	<b>137</b>
<b>11.2.</b>	<b>By-Law 83-2021 Agreement with Sittler Grinding Inc.</b>	<b>138</b>
<b>11.3.</b>	<b>By-Law 84-2021 Agreement with Across Canada Construction Ltd.</b>	<b>139</b>
<b>11.4.</b>	<b>Z145-2021 Zoning By-law Amendment 615 Queen Street East</b>	<b>140</b>

**12. UPCOMING MEETINGS**

\*All meetings of Council to be live streamed to the Town's YouTube channel until further notice

October 12, 2021 - 6:00 pm, Regular Council

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

October 26, 2021 - 6:00 pm, Regular Council

**13. CLOSED SESSION**

**RECOMMENDATION**

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

**13.1. Minutes CLOSED SESSION**

**13.2. ADMIN 44-2021 CONFIDENTIAL Mandatory COVID-19 Vaccination Policy – Employee Relations Matters**

**14. RISE AND REPORT**

**RECOMMENDATION**

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

**15. CONFIRMATORY BY-LAW**

143

**RECOMMENDATION**

**THAT** By-Law 85-2021, being a by-law to confirm the proceedings of September 28, 2021 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

**16. ADJOURNMENT**

**RECOMMENDATION**

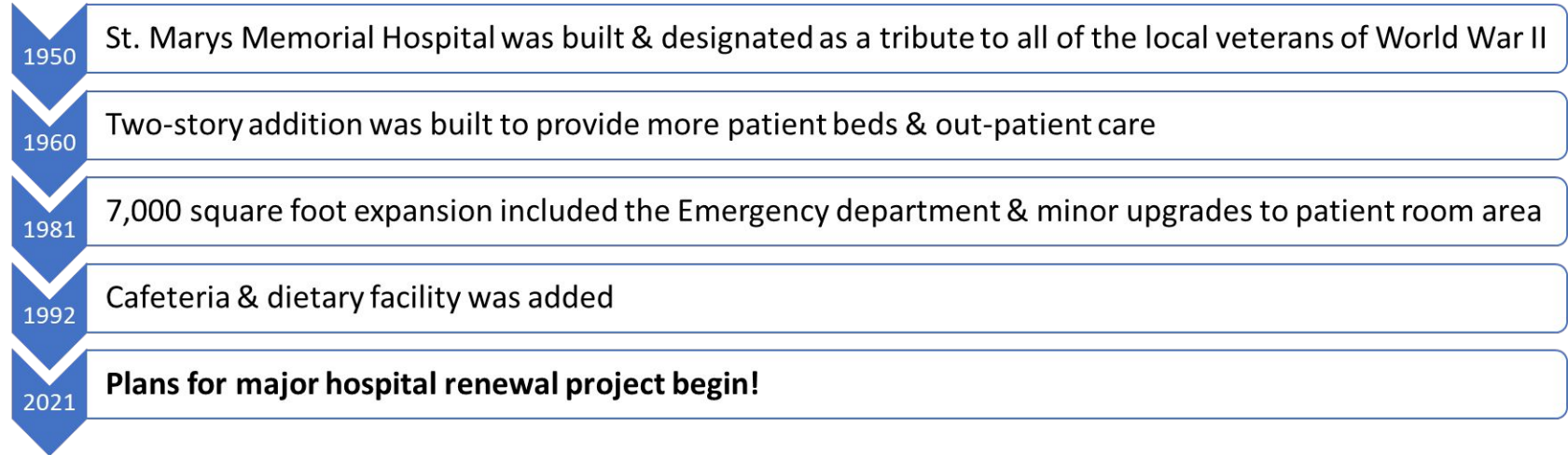
**THAT** this regular meeting of Council adjourns at \_\_\_\_\_ pm.



ST. MARYS HEALTHCARE FOUNDATION

*Hospital Renewal Project*

## CONSTRUCTION ON THE ST. MARYS HOSPITAL



***Between 2012-2019 the St. Marys Healthcare Foundation has provided funding for:***

- 20 new patient beds
- New digital imagery equipment
- New nurses station
- New communications station for emergency department
- New tub room

## CONSTRUCTION ON THE ST. MARYS HOSPITAL



Some of the building and expansion projects have been partially funded by upper-level governments; however...

**... none of these projects would have been completed without the financial support of local businesses, citizens and municipal governments!**

The Town of St. Marys, Perth County, Oxford County and Middlesex County have all generously contributed to hospital building projects in the past.



## HOSPITAL RENEWAL PROJECT

With the onset of the COVID-19 pandemic, the need to provide a facility that meets the expectations of Canadian Infectious Disease Control for hospitals has been recognized by the Huron Perth Healthcare Alliance.

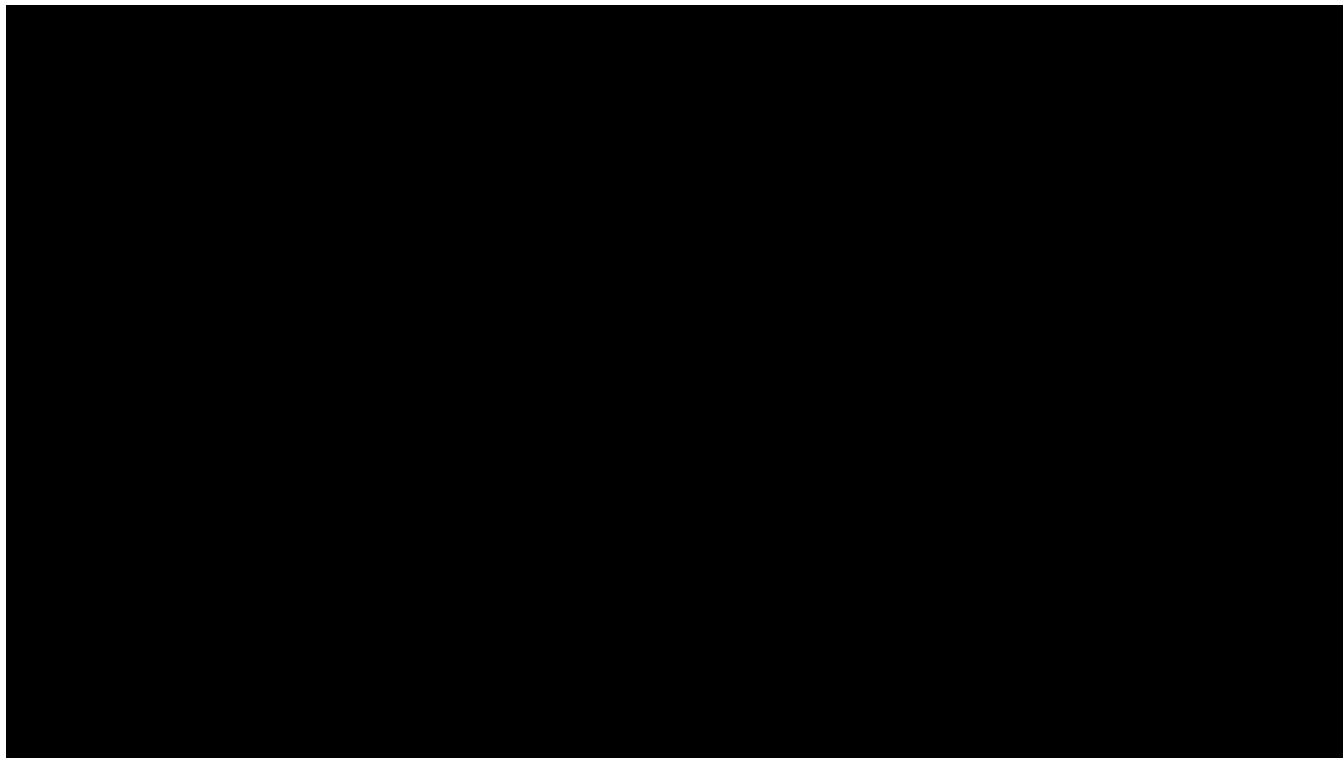
Upgrades of the patient rooms will include:

- 1) A zero-pressure isolation room
- 2) Mechanical patient lifts
- 3) Mechanized built-in headboards
- 4) Wheelchair accessible washrooms
- 5) A fire protection system
- 6) Healthcare staff sanitation stations



In order to provide the upgrades, new plumbing, electrical and duct work will be required throughout the original part of the hospital.

## HOSPITAL RENEWAL PROJECT



## HOSPITAL RENEWAL PROJECT

This project is estimated to cost six million dollars (\$6,000,000.00) based on the plans provided by the Huron Perth Healthcare Alliance.

The St. Marys Healthcare Foundation has pledged five million dollars (\$5,000,000.00) to this project.

In order to achieve our goal, three million dollars (\$3,000,000.00) needs to be raised.

The target of twenty percent (20%) of our goal requested from our local municipalities will tremendously enhance this project. The financial contribution requested from each municipality directly reflects the usage of the hospital by the residents of the municipality.

## HOSPITAL RENEWAL PROJECT

When the challenges of healthcare in a rural/urban environment are considered, it is a huge credit to the communities in and around St. Marys to be able to provide and support our twenty (20) bed facility that will have the ability to provide for future service that meets Ontario expectations.

We are requesting an amount of \$300,000.  
Your contribution will be recognized on a head wall of council's choice.

## HOSPITAL RENEWAL PROJECT

Your support for this essential service is appreciated.

**Thank you**

**St. Marys Healthcare Foundation campaign goal: \$3,000,000.00**

Requested Financial support of Municipalities (20%) = \$600,000.00

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*St. Marys Memorial Hospital Usage as per Municipalities (2019 and 2020)*

*Total usage: 25,401 hospital visits*

<b>Municipality</b>	<b>2019</b>	<b>2020</b>	<b>% usage</b>	<b>Requested contribution</b>
St. Marys	7129	5362	50	\$300,000.00
Stratford	1618	719	9	54,000.00
Perth South	1275	874	8.5	48,000.00
Oxford County	1200	757	7.5	45,000.00
Thames Centre	951	489	5.5	33,000.00
Lucan Biddulph	609	382	4.0	24,000.00
West Perth	539	351	3.5	21,000.00
Middlesex Centre	237	123	1.5	9,000.00

## SMRA Report to Council:

### Reconsideration of Enhanced Measures for PRC Youth Users

Hello again Mayor Strathdee and members of the St. Marys Town Council.

As a representative of the St. Marys Ringette Association Executive, I am sending this correspondence in response to your unanimous decision to subject youth 12-17 years of age to the enhanced measure of double vaccination effective November 1, 2021 in order to engage in recreational sport at the PRC.

You will find:

- (a) Supporting documentation from Ringette Ontario, Ministry of Health, Avon Maitland District School Board & Huron Perth Catholic District School Board, and West Perth Municipality,
- (b) Scenario describing ripple effect of enhanced measures on youth aged 12-17 regardless of vaccination status,
- (c) Summary of your own Recreation and Leisure Service Master Plan, and
- (d) Examination of policy as it pertains to female ice athletes in the Town of St. Marys.

#### Supporting Documentation:

I have attached the press release (September 21, 2021) of our governing body, Ringette Ontario which outlines the policies they require local associations adhere to. Namely that:

“Effective November 1, 2021, all RO Participants who are 18 years of age or older, including Players, RO Bench Staff, RO Officials, Minor Officials, Third-Party Contractors and RO Volunteers, are required to have provided to a designated representative of the Organization evidence demonstrating that they have received the completed series of an Accepted COVID-19 Vaccine at least 14 days before they are permitted to participate in Sanctioned Activities. Ringette participants who are under 18 years of age, are exempt from this requirement.”.

I have summarized the Ministry of Health requirements for comparison. As you are likely aware, it states that:

“Indoor premises of a facility used for sports and recreational fitness activities DO NOT REQUIRE Proof of Vaccination for youth under 18 years of age actively participating in an organized sport, including training, practices, games and competitions. Examples include: • sports leagues • organized pick-up sports • dance classes • martial arts • swimming classes”.

While both of these releases do afford local municipalities and/or health units the ability to impose additional requirements, that is not being done in a consistent manner throughout HPPH. Members of SMRA will engage in sanctioned game play involving associations in Mitchell, Goderich and Seaforth/Exeter. None of these respective municipalities have decided to impose additional measures, in spite of being part of the HPPH catchment. I have attached the document from West Perth for you to reference.

I have also included the Huron Perth Catholic District School Board and Avon Maitland District School Board “Return to Athletics” document so that you can see the direction they have taken for youth amateur sport across a variety of sports. In short,

“AMDSB and HPCDSB **will not require COVID-19 vaccination at this time** but it may become a requirement should the local COVID-19 situation change. All participants and parents/guardians must attest that they are aware of both the recommendations for vaccination by HPPH and the consequences should a confirmed case arise on an athletic team”.

### Possible Scenario and Ripple Effects:

Our season will not be restricted to game play with associations from only our HPPH catchment. We historically host home regional level games against associations in neighbouring counties including: Middlesex, Lambton, Kent, Grey, Bruce, Wellington and Oxford. In reaching out to some of these associations, their municipalities have decided to follow only the Ministry of Health recommendations and have chosen not to impose greater sanctions.

There will be ripple effects to the recreational opportunities we are able to provide our youth registered for ringette in St. Marys.

*Consider the following: Mitchell is scheduled to come to St. Marys to play a U12 game at 10:00 am and a U14 game at 11:00.*

Under your current policies, the U12 group will be able to come and play the scheduled game as all of those players will have birthdates in 2010 or later and are not eligible for the vaccination. Their coaches and their parents, aged 18+ will also be able to attend assuming they met the province wide Ministry requirement of double vaccination or medical exemption with a negative COVID test. However, the same will not be true for the U14 players. As it is not a requirement for play in Mitchell, one can safely assume that the whole team may not be double vaccinated. Now Mitchell is left with a choice: either they leave their unvaccinated players at home or they forfeit the game. As a coach, part of the value from playing ringette comes from fostering friendships and strengthening the skills of the team. This does not happen when some of your youth players are excluded. It follows that some teams will choose not to come to St. Marys rather than leaving some of their team behind. This may lead to SMRA requiring less ice if enough associations withdraw from playing here because of the enhanced measures. But the ripple doesn't stop there. The potential loss of home games will result in a loss of potential income for our local youth referees as well. If the enhanced measures are maintained, there is also a potential for more players to withdraw, even though they are double vaccinated themselves because of the added burden of more away games which will also force us to revisit our team structures in order to maintain viable bench sizes.

### St. Marys Recreation and Leisure Service Master Plan:

So SMRA is left struggling with why Council made the decision that they did when other municipalities in the same health unit did not reach the same decision. Our rate of community spread is not higher than those neighbouring communities in Huron Perth nor is our rate of double vaccination lower. Within your own Recreation and Leisure Services Master Plan you state that:

“Recreation and leisure services play an important role in advancing community health and well-being. **These services** – which are delivered by the Town of St. Marys, its partners, local volunteers and others in the community - **facilitate meaningful opportunities for physical activity and social cohesion.**”.

It goes on to say that:

“The Master Plan provides insights into St. Marys’ unique parks, recreation and leisure needs by **taking into consideration the feedback** provided by St. Marys residents, trends and best practices in the sector, population characteristics and projections for the Town, and a host of other inputs.”.

Furthermore, your plan shares that “respondents were **least satisfied with the indoor recreation and leisure opportunities for teens (age 13-18)**”.



It seems unlikely that adding barriers to participation for this demographic will do little to improve satisfaction with the services provided by the Town of St. Marys nor does it appear that this decision is well aligned with the goals and objectives of your own Master Plan.

Policy as it relates to Female Youth Athletes in St. Marys:

In light of the recent announcement by the Ontario Women's Hockey Association (OWHA) to remove the requirement for their members aged 12-17 years to be double vaccinated to participate in league play, I am hopeful that the members of St Marys Town Council will revisit and revoke their enhanced measures that seem to place potential **barriers based on gender** in ice sports. Those adolescent individuals identifying as female leave sport at a higher rate (1 of every 3) than their male counterparts. It would seem a progressive and proactive stance to remove barriers to women in sport, not add more hurdles for them to jump in requiring them to adhere to more measures than their governing sport holds them to.

I look forward to an opportunity to discuss this correspondence in person and in more detail. I suspect that perhaps a different decision would have been reached if Council was aware of the ripple effects of their decision and its specific fallout for young women in sport. I certainly hope that is the case.

Take care,

Lori Black  
Ice Scheduler, St. Marys Ringette Association

## Return to Athletics

September 21, 2021

### Introduction

The Avon Maitland District School Board (AMDSB) and Huron Perth Catholic District School Board (HPCDSB) believe the safe return to athletics promotes positive mental and physical health. In consultation with Huron Perth Public Health (HPPH), AMDSB and HPCDSB have established the following protocols for the safe return to athletics.

The Boards understand that the Ministry of Health, Ministry of Education and HPPH is continuing to monitor and respond to the presence of COVID-19 in Huron and Perth counties, and additional measures may be recommended/required for return to athletics. Any changes will be communicated.

The following protocols are to be followed in addition to each Board's health and safety protocols for COVID-19 currently established.

### Participation In Extracurricular Athletics

The health and safety of coaching staff, and students remains our first priority. **Huron Perth Public Health strongly recommends all participants (student athletes, school and community coaching staff) in inter-school athletics to be fully vaccinated against COVID-19, if eligible.**

**It is important that all participants and parents/guardians understand:**

- If there is a **COVID-19 case associated with an athletic activity**, HPPH will work closely with the school and/or organizers to prevent any potential spread. The case and anyone who is deemed a high-risk contact of the case will be required to follow HPPH direction on isolation and testing, including household members. At this time, unvaccinated high-risk contacts will need to follow more stringent isolation and testing requirements, and will not be able to continue to participate until isolation is complete. This could result in an individual's and/or a team's ability to continue participating in the activity/event. Fully vaccinated high-risk contacts, who are not symptomatic, will not need to be isolated (in most cases) and will be able to continue participation in the activity/event. **\*\*Fully vaccinated means that it has been 14 days or longer since the person received their second dose of vaccine.**
- When teams or individuals are **travelling to other locations** (within Huron-Perth and outside the region), coaches and team staff must be aware of rules that those facilities or organizations have in place (including vaccination policies which may include participants and coaches to be fully vaccinated). These policies (vaccination or other) may impact participation in the activity or event.

AMDSB and HPCDSB will not require COVID-19 vaccination at this time but it may become a requirement should the local COVID-19 situation change. All participants and parents/guardians must attest that they are aware of both the recommendations for vaccination by HPPH and the consequences should a confirmed case arise on an athletic team.

Schools will follow Ontario Federation of Secondary School Athletics (OFSAA) guidelines by sport. Where HPPH recommends enhanced safety measures, the HPPH enhanced measures must be followed. Refer to the specific safety measures by sport starting on page 3.

## **Return to Athletics - Stages**

### **Stage 1: Extracurricular Athletics**

**Date: Monday September 20, 2021**

**Sports: Cross country, golf, volleyball, field hockey, basketball**

A return to inter-school athletics allows the opportunity for coaches to focus on skill development and team building along with ensuring proper conditioning prior to the resumption of competition.

In-person practices/tryouts can begin Monday, September 20, for coaching staff and students.

Coaches must record and maintain [daily attendance records](#) of all practices for contact tracing purposes. Attendance records must be stored in a manner that can be easily accessible by administration (i.e., shared google folder with Administration).

### **Stage 2: Inter-School Athletics (Huron Perth)**

Inter-school athletics (competitions) will begin once schedules for regional play are determined in consultation with Huron Perth Public Health.

It is important to ensure that the required number of practices can be held prior to competition beginning. Seasons will be shortened and every effort will be made to have schools play regionally.

Coaches will continue to record and maintain [daily attendance records](#) of practices and games for contact tracing purposes. Attendance records must be stored electronically and be accessible to administration (i.e., shared google folder with Administration).

### **Stage 3: Inter-Board Competitions (i.e., WOSSAA and OFSAA)**

These details will be communicated when they have been approved.

## Return to Athletics - Huron Perth Guidelines

### GOLF

Masking and Distancing	
Athletes	<ul style="list-style-type: none"> <li>• Do not require masking during the round of play.</li> <li>• Require masking while indoors (e.g., change rooms, meeting rooms, club house).</li> </ul>
Coaches	<ul style="list-style-type: none"> <li>• Always require masking.</li> </ul>
Officials	<ul style="list-style-type: none"> <li>• Do not require masking while outdoors if physical distancing is in place.</li> <li>• Require masking while indoors (e.g., change rooms, meeting rooms, club house).</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• Always require masking.</li> </ul>
Spectators	<ul style="list-style-type: none"> <li>• Are not permitted.</li> </ul>
Sport Specific	
Pre/Post Tournament	<ul style="list-style-type: none"> <li>• Players will not shake hands before or after the round.</li> <li>• Players will minimize time on the course following their round and leave the facility in a timely fashion.</li> <li>• Award ceremonies will implement proper distancing between players, coaches, officials and volunteers.</li> </ul> <p>Individual award winners will retrieve their award from the awards area. For team awards, a team designate must retrieve the team awards.</p>
Practices	<ul style="list-style-type: none"> <li>• Require masking while indoors (e.g., change rooms)</li> <li>• Require Masks if 6ft distancing cannot be maintained</li> </ul>

## Volleyball

Masking and Distancing	
Athletes	<ul style="list-style-type: none"> <li>• Require masking while participating in the warm up or game.</li> <li>• Require masking on the bench.</li> <li>• Require masking while in change rooms or meeting rooms.</li> <li>• Require masking post game.</li> </ul>
Coaches	<ul style="list-style-type: none"> <li>• Always require masking.</li> </ul>
Officials	<ul style="list-style-type: none"> <li>• Follow the Ontario Volleyball Association (OVA) protocols for officials.</li> <li>• Minor officials (lines crew, scorers) require masking.</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• Always require masking.</li> </ul>
Spectators	<ul style="list-style-type: none"> <li>• Are not permitted.</li> </ul>
Sport Specific	
Pre/Post Game	<ul style="list-style-type: none"> <li>• Captains will not shake hands and physical distancing will occur between players and officials.</li> <li>• Teams will not shake hands after the game. (Consider a brief team cheer as acknowledgement instead)</li> <li>• Teams will minimize time on the court following the game.</li> <li>• The score table must be cleaned and disinfected between each new group of scorers.</li> <li>• The benches and game equipment must be cleaned and disinfected between each game.</li> <li>• Award ceremonies will implement proper distancing between players, coaches, officials, and volunteers. A team designate must retrieve the team awards from the awards area.</li> </ul>
Practices	<ul style="list-style-type: none"> <li>• Masking required indoors if distancing cannot be maintained</li> </ul>

## Basketball

Masking and Distancing	
Athletes	<ul style="list-style-type: none"> <li>• Require masking while participating in the warm up or game.</li> <li>• Require masking on the bench.</li> <li>• Require masking while in change rooms or meeting rooms.</li> <li>• Require masking post game.</li> </ul>
Coaches	<ul style="list-style-type: none"> <li>• Always require masking.</li> </ul>
Officials	<ul style="list-style-type: none"> <li>• Follow the Ontario Association of Basketball Officials (OABO) protocols for officials.</li> <li>• Minor officials (scorers and timers) require masking.</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• Always require masking.</li> </ul>
Spectators	<ul style="list-style-type: none"> <li>• Are not permitted.</li> </ul>
Sport Specific	
Pre/Post Game	<ul style="list-style-type: none"> <li>• Captains will not shake hands and physical distancing will occur between players and officials.</li> <li>• Teams will not shake hands after the game. (Consider a brief team cheer as acknowledgement instead)</li> <li>• Teams will minimize time on the court following the game.</li> <li>• The score table must be cleaned and disinfected between each new group of scorers.</li> <li>• The benches and game equipment must be cleaned and disinfected between each game.</li> <li>• Award ceremonies will implement proper distancing between players, coaches, officials, and volunteers. A team designate must retrieve the team awards from the awards area.</li> </ul>
Practices	<ul style="list-style-type: none"> <li>• Masking required indoors if distancing cannot be maintained</li> </ul>

## Field Hockey

Masking and Distancing	
Athletes	<ul style="list-style-type: none"> <li>• Require masking while participating in the warm up or game.</li> <li>• Require masking while on the sidelines.</li> <li>• Require masking while in change rooms or meeting rooms.</li> </ul>
Coaches	<ul style="list-style-type: none"> <li>• Always require masking.</li> </ul>
Officials	<ul style="list-style-type: none"> <li>• Follow the Field Hockey Ontario (FHO) protocols for officials.</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• Always require masking.</li> </ul>
Spectators	<ul style="list-style-type: none"> <li>• Are not permitted.</li> </ul>
Sport Specific	
Pre/Post Game	<ul style="list-style-type: none"> <li>• Players will not shake hands and physical distancing will occur between players and officials.</li> <li>• Teams will not shake hands after the game. (Consider a brief team cheer as acknowledgement instead)</li> <li>• Teams will minimize time on the Field following the game.</li> <li>• Game equipment must be cleaned and disinfected between each game.</li> <li>• Award ceremonies will implement proper distancing between players, coaches, officials, and volunteers. A team designate must retrieve the team awards from the awards area.</li> </ul>
Practices	<ul style="list-style-type: none"> <li>• Masking required if distancing cannot be maintained</li> </ul>

## Soccer

Masking and Distancing	
Athletes	<ul style="list-style-type: none"><li>• Require masking while participating in the warm up or game.</li><li>• Require masking while on the sidelines.</li><li>• Require masking while in change rooms or meeting rooms.</li></ul>
Coaches	<ul style="list-style-type: none"><li>• Always require masking.</li></ul>
Officials	<ul style="list-style-type: none"><li>• Always require masking</li></ul>
Volunteers	<ul style="list-style-type: none"><li>• Always require masking.</li></ul>
Spectators	<ul style="list-style-type: none"><li>• Are not permitted.</li></ul>
Sport Specific	
Pre/Post Game	<ul style="list-style-type: none"><li>• Players will not shake hands and physical distancing will occur between players and officials.</li><li>• Teams will not shake hands after the game. (Consider a brief team cheer as acknowledgement instead)</li><li>• Teams will minimize time on the Field following the game.</li><li>• Game equipment must be cleaned and disinfected between each game.</li><li>• Award ceremonies will implement proper distancing between players, coaches, officials, and volunteers. A team designate must retrieve the team awards from the awards area.</li></ul>
Practices	<ul style="list-style-type: none"><li>• Masking required if distancing cannot be maintained</li></ul>



## Cross Country

Masking and Distancing	
Athletes	<ul style="list-style-type: none"> <li>• Require masks at start of race and after race</li> <li>• Require masking while in change rooms or meeting rooms.</li> </ul>
Coaches	<ul style="list-style-type: none"> <li>• Always require masking.</li> </ul>
Officials	<ul style="list-style-type: none"> <li>• Always require masking.</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• Always require masking.</li> </ul>
Spectators	<ul style="list-style-type: none"> <li>• Are not permitted.</li> </ul>
Sport Specific	
Pre/Post Race	<ul style="list-style-type: none"> <li>• Marker will be placed 50m from start line to indicate when masks can be removed</li> <li>• Masks can be removed after participants have gone past 50m marker</li> <li>• Area will be place at finish line to allow participants to recover and be spaced after the race</li> <li>• Masks must put back on after participants have recovered from the race and distancing cannot be maintained</li> <li>• Athletes and teams will minimize time in the venue following the race and leave the venue in a timely fashion.</li> <li>• Award ceremonies will implement proper distancing between players, coaches, officials, and volunteers. Individual award winners will retrieve their award from the awards area. For team awards, a team designate must retrieve the team awards.</li> </ul>
Practices	<ul style="list-style-type: none"> <li>• Require masking while indoors (e.g., change rooms)</li> <li>• Require Masks if 6ft distancing cannot be maintained</li> </ul>

OPHEA	<b><u>Safety Standards for Interschool Athletics - COVID-19 Considerations</u></b>
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OFSA	<b><u>COVID-19 PROTOCOLS FOR FALL 2021 OFSAA CHAMPIONSHIPS AND FESTIVALS</u></b>
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September 21, 2021

### **Ringette Ontario COVID-19 Vaccination Policy**

On September 22<sup>nd</sup>, 2021, the Ministry of Ontario Proof of Vaccination regulations will come into effect for patrons seeking access to indoor facilities used for sports and recreational fitness activities. These regulations apply to all who wish to enter these locations with limited exceptions.

Ringette Ontario and its Members have legal obligations to take every precaution reasonable in the circumstances to protect the health and safety of their participants, workers, volunteers, and stakeholders, and strongly encourage every eligible person to get vaccinated and help stop the spread of COVID-19.

Through our Return to Ringette Guidelines, Ringette Ontario has established comprehensive COVID-19 health and safety protocols, including screening, appropriate mask usage, social distancing, modified game play and reporting measures for all ringette activities. Our member Clubs/Associations have worked hard to keep all participants in our sport safe and their actions and efforts over the last year should be commended.

Effective **November 1, 2021**, all RO Participants who are 18 years of age or older, including Players, RO Bench Staff, RO Officials, Minor Officials, Third-Party Contractors and RO Volunteers, are required to have provided to a designated representative of the Organization evidence demonstrating that they have received the completed series of an Accepted COVID-19 Vaccine at least 14 days before they are permitted to participate in Sanctioned Activities.

Ringette participants who are under 18 years of age, are exempt from this requirement.

Please note that your local facility may have stricter guidelines in place, so it's important to reach out to your club and find out what the protocols are for your location.

The Ringette Ontario Board of Directors has implemented this policy in support of our continued efforts to provide a safe environment for our participants and to minimize the spread of COVID-19 in order to mitigate further restrictions and disruption to programming.

Any questions can be directed to the Ringette Ontario Executive Director, Pamela Julian at [executivedirector@ringetteontario.com](mailto:executivedirector@ringetteontario.com).

## Reference Links from St. Marys Minor Ringette Association Delegation

[West Perth Protocols](#)

[Ontario Women's Hockey Association](#)

[Town of St. Marys Recreation Master Plan](#)

Ministry of Health ([Appendix A: Requirements for Patrons in Indoor Sport and Recreation Fitness Facilities](#))



## **MINUTES Regular Council**

September 14, 2021  
6:00pm  
Town Hall, Council Chambers

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

Staff Present: **In-Person**  
Brent Kittmer, Chief Administrative Officer  
Jenna McCartney, Clerk  
**Conference Line**  
Grant Brouwer, Director of Building and Development  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
Lisa Lawrence, Director of Human Resources  
Dave Blake, Environmental Services Supervisor

### **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 2021-09-14-01**

**Moved By** Councillor Edney  
**Seconded By** Councillor Luna

**THAT** the September 14, 2021 regular Council meeting agenda be accepted as presented.

**CARRIED**

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

In advance of the meeting, Lori Black provided correspondence related to the COVID-19 proof of vaccination requirement staff report listed on the agenda.

Ms. Black stated the following information is her personal concern and not necessarily shared by St. Marys Ringette Association.

- Any enhanced measure for youth aged 12 - 17 to be vaccinated exceeds the stipulations to attend school and will result in some minor aged youth not playing sport because of a decision their parents make on their behalf.
- From a health perspective, all children and youth spend portions of their day sitting beside others who may or may not be fully vaccinated.
- To set a higher standard for recreational sport does not create a safer environment or mitigate risk to the larger community.
- Unvaccinated children, as much as vaccinated children, benefit from the social and emotional wellness advantages that come from organized sport.

In advance of the meeting, Frank Doyle of St. Marys Independent provided the following question:

1. A while ago, a group in St. Marys donated \$10,000 for a "Wall of Fame" at the PRC. What happened to the money and the idea?

In response to the question, Brent Kittmer stated that Council had received correspondence from Mr. Rob Staffen on this matter earlier in the year. Council has referred the project to the Recreation and Leisure Committee for a review and a recommendation.

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

##### **5.1 #Strong As Stone Nominees**

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

- Terri Iredale
- Sheila Greason

## **5.2 Ontario Clean Water Agency re: 2nd Quarter Reporting**

Adam McClure presented the delegation from Ontario Clean Water Agency and responded to questions from Council.

### **Resolution 2021-09-14-02**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

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

**CARRIED**

## **6. ACCEPTANCE OF MINUTES**

### **6.1 Strategic Priorities Committee - August 17, 2021**

#### **Resolution 2021-09-14-03**

**Moved By** Councillor Pridham

**Seconded By** Councillor Edney

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

**CARRIED**

### **6.2 Regular Council - August 24, 2021**

Councillor Luna noted that she was absent from this meeting and asked that the minutes be updated to reflect this.

#### **Resolution 2021-09-14-04**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Winter

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

**CARRIED**

## **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.)**

Grant Brouwer presented DEV 41-2021 report.

##### **Resolution 2021-09-14-05**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**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.

**CARRIED**

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

Grant Brouwer presented DEV 40-2021 report.

##### **Resolution 2021-09-14-06**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**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, the Town of Smith Falls and the Municipality of Meaford as municipal comparators for the Town's Parking Study.

**CARRIED**

### **8.2 Administration**

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

Brent Kittmer presented ADMIN 36-2021 report.

#### **Resolution 2021-09-14-07**

**Moved By** Councillor Pridham

**Seconded By** Councillor Hainer

**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.

**CARRIED**

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

Brent Kittmer presented ADMIN 37-2021 report.

Council deliberated the specifics of the vaccine policy.

Councillor Luna requested a recorded vote for resolution 2021-09-14-08.

#### **Resolution 2021-09-14-08**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**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.

During discussion about resolution 2021-09-14-08, Councillor Luna moved a motion to amend the main motion.

Councillor Hainer requested a recorded vote.

#### **Resolution 2021-09-14-09**



**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** resolution 2021-09-14-08 be amended to include the following content as paragraph three:

**THAT** the following amendments be made to the policy prior to implementation on September 22, 2021:

- Subject to an appropriate medical exemption, that all new hires be required to be fully vaccinated against COVID-19 and/or meet the current COVID-19 vaccination standards;
- That a mandatory deadline of October 31, 2021 be established for all staff to be fully vaccinated against COVID-19 and after November 15, 2021 be deemed to have resigned their position if they are not fully vaccinated against COVID-19;
- That the religious exemption be eliminated

Support (6): Mayor Strathdee, Councillor Craigmile, Councillor Edney, Councillor Luna, Councillor Hainer, and Councillor Winter

Oppose (1): Councillor Pridham

**CARRIED**

Councillor Luna moved a motion to amend the amendment within resolution 2021-09-14-09.

Councillor Hainer requested a recorded vote.

**Resolution 2021-09-14-10**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** resolution 2021-09-14-09 being an amendment to 2021-09-14-08 be further amended so that bullet #2 be amended to read:

- That a mandatory deadline of October 31, 2021 be established for all staff to be fully vaccinated against COVID-19, and that staff be placed on an unpaid leave of absence from October 31 to November 15, and that after November 15, 2021 staff be deemed to have resigned their position if they are not fully vaccinated against COVID-19;

Support (6): Mayor Strathdee, Councillor Craigmile, Councillor Edney, Councillor Luna, Councillor Hainer, and Councillor Winter

Oppose (1): Councillor Pridham

**CARRIED**

Council considered the main motion with the amendments.

**Resolution 2021-09-14-08**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**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; and

**THAT** the following amendments be made to the policy prior to implementation on September 22, 2021:

- Subject to an appropriate medical exemption, that all new hires be required to be fully vaccinated against COVID-19 and/or meet the current COVID-19 vaccination standards and that this be included in all job postings;
- That a mandatory deadline of October 31, 2021 be established for all staff to be fully vaccinated against COVID-19, and that staff be placed on an unpaid leave of absence from October 31 to November 15, and that after November 15, 2021 staff be deemed to have resigned their position if they are not fully vaccinated against COVID-19;
- That the religious exemption be eliminated

Support (6): Mayor Strathdee, Councillor Craigmile, Councillor Edney, Councillor Luna, Councillor Hainer, and Councillor Winter

Oppose (1): Councillor Pridham

**CARRIED**

Council took a brief break at 7:38 pm.

Mayor Strathdee called the meeting back to order at 7:46 pm.

### **8.3 Community Services**

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

Doug LaPointe presented DCS 28-2021 report.

Councillor Pridham departed the meeting at 8:20 pm.

#### **Resolution 2021-09-14-12**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**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.

**CARRIED**

## **9. COUNCILLOR REPORTS**

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

Each Councillor provided an update of recent committee and board minutes.

Councillor Pridham returned to the meeting at 8:27 pm.

#### **Resolution 2021-09-14-13**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

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

**CARRIED**

#### **9.1.1 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**

**Resolution 2021-09-14-14**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**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.

**CARRIED**

**9.2.12 Recreation and Leisure Advisory Committee - Coun. Pridham**

**9.2.13 Senior Services Advisory Committee - Coun. Winter**

**9.2.14 St. Marys Lincolns Board - Coun. Craigmile**

**9.2.15 St. Marys Cement Community Liaison Committee - Coun.  
Craigmile, Winter**

**9.2.16 Youth Council - Coun. Edney**

**10. EMERGENT OR UNFINISHED BUSINESS**

None.

**11. NOTICES OF MOTION**

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

Councillor Hainer presented the notice of motion.

After deliberation, Councillor Hainer wished to withdraw the notice of motion and present a new motion.

**Resolution 2021-09-14-15**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**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.

**WITHDRAWN**

**Resolution 2021-09-14-16**

**Moved By** Councillor Hainer

**Seconded By** Councillor Luna

**THAT** Council requests the Heritage Advisory Committee and the Corporation Communication Department work together on an information gathering campaign to evaluate options for the Weir fountain.

**CARRIED**

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

Councillor Hainer presented the notice of motion.

**Resolution 2021-09-14-17**

**Moved By** Councillor Hainer  
**Seconded By** Councillor Pridham

**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.

**CARRIED**

## **12. BY-LAWS**

### **Resolution 2021-09-14-18**

**Moved By** Councillor Edney  
**Seconded By** Councillor Luna

**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.

**CARRIED**

**12.1 By-Law 77-2021 Repeal By-laws 46-2020 and 47-2020 regarding Economic Support and Recovery Task Force**

**12.2 By-Law 78-2021 Agreement with Raezors Inc. for 550 James Street South (Site Plan)**

**12.3 By-Law 79-2021 Agreement with SCT Mechanical Inc.**

## **13. UPCOMING MEETINGS**

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

Council took a brief recess at 9:17 pm.

Mayor Strathdee called the meeting back to order at 9:24 pm.

## **14. CLOSED SESSION**

### **Resolution 2021-09-14-19**

**Moved By** Councillor Craigmile  
**Seconded By** Councillor Luna

**THAT** Council move into a session that is closed to the public at 9:25 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.

**CARRIED**

**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**

**Resolution 2021-09-14-20**

**Moved By** Councillor Winter

**Seconded By** Councillor Hainer

**THAT** Council rise from a closed session at 10:27 pm.

**CARRIED**

Mayor Strathdee reported that a closed session was held with two matters being discussed.

Council will consider a resolution in open session related to the 151 Water Street Appeal.

Staff were given direction in closed session related to the COVID-19 Vaccine Policy.

There is nothing further to report at this time.

**Resolution 2021-09-14-21**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** Council delegate authority to the Chief Administrative Officer to take and to direct the taking of all steps the Chief Administrative Officer deems advisable in relation to the appeal brought by 1934733 Ontario Incorporated, Ontario Land Tribunal Case Number PL200131, including but not limited to entering into and signing Minutes of Settlement on behalf of the corporation in accordance with the development concept presented to Council in closed session, report ADMIN 39-2021, and to report to Council at a later date.

**CARRIED**

**16. CONFIRMATORY BY-LAW**

**Resolution 2021-09-14-22**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**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.

**CARRIED**

**17. ADJOURNMENT**

**Resolution 2021-09-14-23**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** this regular meeting of Council adjourns at 10:29 pm.

**CARRIED**

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Al Strathdee, Mayor

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Jenna McCartney, Clerk



# **STOP VIOLENCE AGAINST WOMEN**

## **COORDINATING COMMITTEE OF PERTH COUNTY**

August 10, 2021

Dear Mayor Al Strathdee and the Town of St. Marys Council,

The Stop Violence Against Women Coordinating Committee of Perth County (Stop VAW) is writing to share our concerns for the women and children who experience violence in our community and seek your support in creating a safer community for everyone.

### **Challenges, gaps and barriers**

The recently released Community Safety and Well-being Plan Roadmap for Collaboration: 2021-2024 highlights the need for a multi-sectoral approach to address community safety and well-being, and further identifies that women and children in abusive situations are a priority population.

The Community Safety and Well-being Plan Roadmap report states that “for vulnerable members of our communities, there is often a gap between the challenges they face and the resources they can access when they face those challenges.”

Stop VAW has compiled annual ‘snapshots’ of statistics that help to shed light on the reality of violence against women in Perth County. The 2020 Snapshot highlighted some of the local challenges and gaps for women and children in Perth County, including:

- Limited finances and resources of violence against women agencies to meet the community need, resulting in the service system operating in a crisis-oriented way with little consistency in prevention investments being made.
- Absence of a sexual assault centre. Women needing this service, including a rape kit, have to travel outside the county for support and care.
- Absence of a safe injection site. Safe injection sites provide clean supplies, education and care to people who use substances. The lack of a safe injection site in Perth places women and gender non-conforming people at increased risk of violence, sexual violence, overdose, and accidental drug poisonings.
- Limited shelter space. 119 women fleeing violent situations had to be turned away from emergency shelter in 2020 due to lack of space, with an average waitlist of 38 families trying to live safely and access second stage housing.
- Affordable housing is scarce and waitlists for social housing increase every day.

Stop VAW also collected several stories from women with lived experience of abuse regarding their experiences accessing services in Perth County. These stories, along with feedback shared by our Survivor Advisory group, provide important insights to effectively improve services; and as one woman stated, help us “get a much better understanding of how (our) responses and interactions can have a big impact on whether women become survivors, or remain trapped as victim(s).”

# STOP VIOLENCE AGAINST WOMEN

## COORDINATING COMMITTEE OF PERTH COUNTY

Violence against women is a complex issue and needs involvement and support from all levels of government. It is in our best interest to work together to ensure that communities and agencies have the resources, capacity and skills to:

- Address underlying causes of violence against women and children
- Protect and support women who experience violence both at home and at work
- Work directly with men to reduce their risk for violence
- Increase accessible, available supports for families including: income supports, affordable housing, food security, counselling
- Provide public education of neighbours, friends, family members, co-workers and employers to engage them to be able to respond to violence against women supportively and safely
- Multi-sectoral approach that includes 'no-blame' accountability practices, trauma and violence informed training, enhanced coordination, knowledge mobilization, innovation-sharing across the service system, and an open-door policy between service sectors

Stop VAW is a partnership of community partners with an aim to strengthen linkages among agencies and service providers, improve service navigation, provide training and skill development, and enhance inter-agency collaboration, coordination and integration. More information about who we are and what we do can be found at [www.stopvawperth.ca](http://www.stopvawperth.ca)

### **We can do better – we must do better**

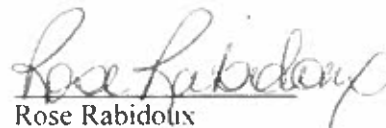
We urge you to consider your contribution to ending violence against women in our community. Your influence and leadership can help us develop a community response, with a commitment to prevention, safety and well-being.

Stop VAW would welcome the opportunity to discuss addressing the above mentioned challenges and gaps, as well as exploring new and innovative strategies and initiatives. We can be reached at [stopvaw@wightman.ca](mailto:stopvaw@wightman.ca).

Sincerely,



Emily Schurter  
Stop VAW Co-chair



Rose Rabidoux  
Stop VAW Co-chair

# Snapshot 2020

JANUARY - DECEMBER 2020

*Measuring the success & strength by  
the health and wellbeing of all citizens*

VAW = Violence Against Women

DV = Domestic Violence, SV = Sexual Violence

PAR = Partner Assault Response

Perth County population = 76,796

Incl. Stratford & St. Marys (2016 census)



## POLICING & JUSTICE



(Stratford Police stats)

726	Police DV Calls
276	Police DV Charges (248M, 28F)
30	Police reported SV
57	PAR Completions (FSPH)
3	Victim Services reported Human Trafficking (VS)

## SAFETY & SUPPORTS



118	Women and children in shelter
221	Women and children using second stage
14	Self-identified Indigenous women in shelter/ receiving support (8% of women in shelter/second stage)
96	Reports of SV to VAW services (OP, EMC, VS)
262	Reports of DV to VAW services (OP, EMC, VS)
332	VAW/DV Counselling (OP, EMC, FSPH)
(Choices for Change stats)	
1063	Accessed substance abuse counselling services
121	Accessed counselling services for family member substance abuse
185	Naloxone kits distributed

## CRISIS & HELPLINE



1343	Women's Shelter Crisis/Helpline Calls (OP, EMC)
78	Youth Shelter Crisis/Helpline Calls (SL)
495	Mental Health Crisis Calls (CO, FSPH)
281	Victim Services Crisis Calls (VS)

## HOUSING & WAITLIST



38 (Families)	Waitlist for second stage housing (EMC)
16	Applicants on the centralized waiting list for RGI housing with special priority status to flee abuse (As of Dec 2020)
49	Women on the By-Name-List actively experiencing homelessness (As of Dec 2020)
141	Accessing emergency accommodation through the community homelessness prevention initiative (40% are single women)

## CHILDREN & YOUTH



167	Child protection cases with exposure to DV (17.6% of all investigations)
76%	Families using Supervised Access Program services due to DV
951	CAS Investigations opened (26% which relate to partner violence)
175	Children in CAS care (13% of which are Indigenous)
7	Youth in Shelter
209	Children who received counselling (Not including private practices)

## SERVICE GAPS



- Lack of shelter space
  - 119 women had to be turned away from emergency shelter.
  - There were on average 38 families on the waitlist for second stage.
- We do not have a sexual assault centre in Perth County.
- Victims of sexual assault must leave Perth County to obtain a rape kit .
- We do not have a safe injection site in Perth County. The nearest site receives over 20,000 visits a year.
- Affordable housing is scarce and waitlists for social housing increases every day. Accessibility to market rent is stagnant.

## ADVANCEMENTS



- Increased collaboration and creativity by organizations to deliver gender-based violence awareness messaging
- New Survivor Advisory group sharing existing barriers and challenges to VAW-related services in Perth County, providing Stop VAW with advice informed by their experience, and allowing the survivor's voice to inform the work of Stop VAW

## COVID-19 IMPACT



Risk of intimate partner violence increases during pandemics. Physical distancing measures intended to contain COVID-19 exposure and illness also reduce women's access to supports and increase their daily exposure to potential abuse. The control and intimidation tactics already used by partners who cause harm, can be compounded by their use of Covid-19 controlling behaviours. (Learning Network)

- 6% increase in DV calls to police from 2019 to 2020
- Longer shelter stays due to increased risk of violence
- Lower shelter numbers due to required limits on spacing/bedding
- Limited services as agencies pull focus from VAW to pandemic issues
- Increase in referrals because of limited services
- Fluctuating counselling numbers
- More calls seeking support and outreach during isolation
- Lack of jury trial
- Positive: Victims in court didn't have to be in the same physical space as their abuser

## STOP VAW MEMBERSHIP & PARTICIPATING AGENCIES

**\* = Stop VAW Member      \* = Contributed to this 2020 snapshot**

- |   |   |
|---|---|
| ** Choices for Change (CFC)                           | ** Optimism Place (OP)                                |
| * ConnexOntario (CO)                                  | * Probation & Parole (PP)                             |
| ** Crown Attorney's Office                            | ** Regional HIV/AIDS Connection (RHAC)                |
| ** The Emily Murphy Centre (EMC)                      | ** Stratford/Perth Shelterlink (SL)                   |
| ** Family Services Perth-Huron (FSPH)                 | ** Stratford Police (SP)                              |
| * Huron-Perth Catholic District School Board          | ** Stratford Social Services Housing Division (HD)    |
| ** Huron Perth Children's Aid Society (CAS)           | ** Supervised Access Visitation and Exchange HP (SAP) |
| * Huron Perth Healthcare Alliance (HPHA)              | * United Way Perth-Huron                              |
| * Huron Perth Public Health (HPPH)                    | ** Victim Services Bruce Grey Perth (VS)              |
| * Ministry of Children, Community and Social Services | * Victim Witness Assistance Program Stratford (VWAP)  |
| * Ontario Provincial Police (OPP)                     |   |



To : **Office of Town of St. Marys Mayor Al Strathdee** ([astrathdee@town.stmarys.on.ca](mailto:astrathdee@town.stmarys.on.ca))

cc: **OAO President** ([oaopresident@optom.on.ca](mailto:oaopresident@optom.on.ca))

14 September 2021

**Re : Optometrists Withdrawl of OHIP insured services as of 1 September 2021**

Key Facts :

- The Ontario government has underfunded optometric eye care for over 30 years.
- Optometrists now subsidize the delivery of OHIP-covered eye care by \$173M a year.
- Ontario optometrists are the lowest paid in Canada.
- COVID-19 has forced optometrists to close their doors resulting in a 75%-plus drop in revenue.  
Optometrists will see patient volumes reduced between 40% and 60% resulting in more than two million comprehensive eye exams being wiped out over the next 12 months.
- With Withdrawl of OHIP insured services, which makes up about 70% of all eye care services performed, this will further create a backlog and reduce access to care.
- Communities across Ontario are in danger of losing access to optometric care.

Dear Mayor Strathdee,

As local optometrists, who are the primary eye care providers for many of your constituents, we are writing to request that the Town of St. Marys Council call on the Ontario Government to immediately enter into formal negotiations and address the chronic underfunding of eye care.

For more than 30 years, previous Ontario governments have ignored our requests for a sustainable funding system.

Did you know in 1989 the Ontario government paid \$39.15 for OHIP-insured eye exams? Did you know that today, 32 years later, the government only contributes an average of \$44.65 per exam? That's a 14% increase over three decades! With over four million services performed annually under OHIP, this level of funding is not sustainable. Overhead costs to deliver an eye exam average approximately \$80 in Ontario, which does not include any wage paid to the Optometrist. Due to this lack of funding, optometrists are limited in their ability to invest in their practices and access to eye care in rural areas is especially threatened. This is not acceptable.

We are fighting for continued access to quality eye care and have two very reasonable requests:

1. The government commits to a binding, formal negotiation process - the same way they do with other sectors;
2. And the government commits to reforms that no longer require optometrists to have to pay out of their own pockets to see patients.

As the most populated province in the country, compared to other provinces with publicly funded optometry services, Ontario is by far the lowest funded. For example, the funding for seniors' eye exams would have to increase more than 60% to reach the next lowest-funded province, Manitoba, and by more than 125% to reach the next lowest-funded, Québec.

Due to government inaction, Optometrists across Ontario were forced to withdraw services to everyone insured by OHIP starting on 1 September 2021. We're concerned about what this will mean for our patients and our community as a whole. We know the ones who will be impacted most by this are children, seniors and adults with diabetes and certain eye diseases. This is not acceptable.

Although it is the province that needs to fix the issue, the underfunding of eye care affects municipalities too.

Optometrists are located in over 200 communities, making us the most accessible primary eye care professionals in the healthcare system. In many of these locations (like the Town of St. Marys), we are the **only** providers of comprehensive general eye care. This is why municipalities must stand up for their residents and help protect access to OHIP optometry services.

A growing list of municipalities (listed on next page) have passed motions to urge the government to establish a timeline to solve the chronic underfunding of OHIP eye care services. We are hoping that you will also stand up for eye care by asking the provincial government to commit to reforms so that optometrists are compensated fairly compared to their colleagues all across Canada. Please pass such a motion as soon as possible so that residents can continue to access the quality eye care that they deserve.

Should you have any questions or would like more information, please let us know. You can also visit [www.saveeyecare.ca](http://www.saveeyecare.ca) to learn more about this issue. We and our patients hope that we can count on your support.

Sincerely,

Dr. Carol Venn  
Dr. Erica Gagnon  
*St. Marys Optometry*

Dr. Shannon Glitz  
Dr. Nestor Bayona  
Dr. Keren Prince  
Dr. Felicia Yong  
*Lifetime Vision Care*

Municipalities that have passed motions to support Save Eye Care :

- Town of Fort Frances
- Town of Rainy River
- Town of Oakville
- Town of Carleton Place
- Municipality of Kawartha Lakes
- Township of Emo
- Municipality of North Perth
- City of Cambridge
- Town of Whitby
- Township of Chapple
- Town of Rainy River
- Township of La Vallee
- Municipality of Trent Lakes
- Town of Minto
- Township of Lennox and Addington
- Town of Tillsonburg

# MONTHLY REPORT

**To:** Mayor Strathdee and Members of Council

**From:** Building and Development

**Date of Meeting:** 28 September 2021

**Subject:** DEV 44-2021 September Monthly Report (Building & Development)

## RECOMMENDATION

THAT DEV 44-2021 September Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Building Department

- There were 16 permits issued compared to 19 the previous year.
- There were 6 dwelling units issued this month compared to 7 the previous year.
- The total construction value was \$1,605,755 this month compared to \$3,955,499 the previous year.
- The total permit fees collected the month was \$12,079.88.
- There were 45 appointments made this month by the Building Department.
- There was one permit issued for an accessory apartment unit this month.
- As of September 15, 2021, the following property standard complaints have been received, and addressed:

	Completed	Outstanding	Total
Yard Maintenance	11	4	15
Structure Issue	2	2	4

### Planning – Applications

- Zoning By-law Amendment
  - 615 Queen Street East (Z03-2021): Planning Advisory Committee meeting held on August 23, 2021, and Public Meeting scheduled for September 28, 2021
  - 17 Peel Street South (Z04-2021): Application received, and deemed complete, Planning Advisory Committee meeting scheduled for October 4, 2021
- Site Plan Agreement
  - 550 James Street South: Reviewed and finalized by Staff, approved by Council on September 14, 2021
- Minor Variances
  - 36 Widder Street West (A04-2021): Committee of Adjustment meeting scheduled for September 15, 2021.
  - 279 Elizabeth Street (A00-2021): Application has been received and is under review.
- Seven (7) pre-consultation meetings held between August 12, 2021, and September 14, 2021.



- Mandatory pre-consultations were re-introduced in January 2021. Pre-consultation requests are reviewed by the Town's Development Team and relevant agencies. A meeting is then held with the Applicant to discuss the proposal, after the meeting an "Application Submission Checklist" is provided to the Applicant indicating the submission requirements at time of Application.

## **Planning – Strategic Projects**

- Comprehensive Parking Review
  - Comparators group established at the September 14, 2021, Council meeting, and forwarded to the Consultant
  - Public Works has developed and completed a parking utilization study to help with decision-making processes
- Community Improvement Plan (CIP)
  - Approved by Council on July 27, 2021. Appeal period closed on August 25, 2021; no appeals received.
  - Community Improvement Plan was launched to the public on September 14<sup>th</sup>, 2021.
  - Since this date there have been several inquiries. All potential applicants are being directed to a pre-consultation meeting (mirroring planning application processes). Future Monthly Reports will indicate the number of pre-consultation meetings held, and grants approved.
  - The September launch was a soft-launch, with an aggressive campaign at the beginning of 2022 (when most individuals begin looking at future projects for spring/summer implementation).
- Official Plan
  - Comprehensive update report presented to Council on August 24, 2021
  - Survey issued to the public to determine common questions regarding Official Plans – feedback to help inform the communication campaign
  - Determining a date for the statutory public open house (to be held via Zoom Webinar)
- Planning Process Review
  - Project on hold until the launch of the Community Improvement Plan, and finalization of the Comprehensive Parking Review.

## **Facilities – Operational**

- COVID 19 – cleaning and sanitizing Lind, Seasonal washrooms, MOC, Via, Fire Hall, Museum, Library & Town Hall daily, fogging weekly
- Continuity Plan developed and implemented for facilities staff
- Town Hall & Library – installation of Quadro fiber, awaiting scheduling
- Lind Sportsplex– painting of the lobby, washroom and guard room walls
- Budget – Capital project and operational budgets completed for facilities
- Service Ontario – office carpet has been replaced, office and waiting area walls & trim painted
- Job Descriptions – all facilities job descriptions updated
- Town Hall – separated councilor's desks and removed old chairs
- Fire Hall – electronic sign awaiting installation date

## **Facilities – Capital**

- Asset Management – working on document
- Cemetery Washroom Project – fixtures have been installed, awaiting installation of fan and door hardware and project will be complete.
- Fire Hall SCBA compressor RFQ – installation completed
- Museum Façade Maintenance Project – work has been completed
- Landfill Storage Building Maintenance- scheduled for November due to delay in steel delivery

- Town Hall Building Assessment project – final draft submitted; project completed.

## **SPENDING AND VARIANCE ANALYSIS**

None.

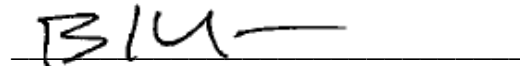
### **REVIEWED BY**

#### **Recommended by the Department**



Grant Brouwer  
Director of Building and Development

#### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer



## FORMAL REPORT

**To:** Mayor Stratthdee and Members of Council

**Prepared by:** Mark Stone, Planner

**Date of Meeting:** 28 September 2021

**Subject:** **DEV 45-2021 Application for Zoning By-law Amendment (Z03-2021) by 2398315 Ontario Limited (KLM Properties) for 615 Queen Street East**

### PURPOSE

To provide background information, staff comments and recommended direction for Council's consideration with respect to the Application for Zoning By-law Amendment (Z03-2021) by 2398315 Ontario Limited for 615 Queen Street East.

### RECOMMENDATION

**THAT** DEV 45-2021 regarding an Application for Zoning By-law Amendment (Z03-2021) by 2398315 Ontario Limited (KLM Properties) for 615 Queen Street East be received;

**THAT** Council approve the Application for Zoning By-law Amendment (Z03-2021) for 615 Queen Street East; and,

**THAT** Council enact Zoning By-law Z145-2021 for 615 Queen Street East.

### BACKGROUND

The 0.48 hectare (1.19 acre) irregularly subject property has frontage onto the north side of Queen Street East as shown on the General Location Map (refer to Attachment 1 of this report). The property has 26 metres of frontage along Queen Street East and depth of 99.6 metres. The subject property contains an existing one and a half storey stone residential structure and detached garage. A concept site plan has been submitted with this Application and is provided in Attachment 2 of this report.

The building is currently occupied by two residential dwelling units in the lower level and a main floor office unit. As noted in the planning justification letter submitted with this Application (see Attachment 3 of this report), "there is a driveway entrance from Queen Street East, providing access to an existing asphalt parking area that can accommodate a minimum of five (5) off-street parking spaces. There is existing sanitary, water and storm services from Queen Street East to the existing building. The waterline is 3/4" and the sanitary line is 4", which has been determined to be of a suitable size for the proposed use. No exterior changes are proposed to the Site which would alter the current location or rate of stormwater discharge".

Land uses surrounding the subject property are summarized as follows:

- North: Open space / UTRCA Regulated Area
- South: Queen Street East and commercial (Dollarama)
- East: Low density residential

West: Low density residential

The purpose and effect of the Application is to amend the Town's Zoning By-law to change the zoning from "Residential Zone Three (R3)" to "Residential Zone Four (R4-14)" to permit the conversion of the existing building's main floor from an office unit to a residential dwelling unit containing four (4) bedrooms, with special provisions: restricting permitted uses to a converted dwelling with a maximum of three dwelling units and accessory uses, buildings and structures; limiting increases to the gross floor area of existing main building to a maximum of 15 percent; and recognizing the existing minimum front yard and west side yard, dwelling unit gross floor area and driveway width and separation.

At the August 23, 2021 meeting, the Planning Advisory Committee received a Town Information Report DEV 39-2021 and passed a motion endorsing, in principle, the Application for Zoning By-law Amendment and recommended that Council proceed to a public meeting to consider the Application.

## **REPORT**

### **Provincial Policy Statement**

Section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Policy Statement (PPS) was issued under the authority of Section 3 of the Act. The PPS provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment. The purpose of this section is to identify policies in the PPS relevant to this Application.

Section 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by:

- promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term
- accommodating an appropriate range and mix of residential, employment, institutional, recreation, park and open space, and other uses to meet long-term needs
- promoting cost-effective development patterns and standards to minimize land consumption and servicing costs

Section 1.1.2 of the PPS states, in part, that sufficient land shall be made available in settlement areas through intensification and redevelopment and, if necessary, designated growth areas. Section 1.1.3.2 states that land use patterns within settlement areas shall be based on densities and a mix of land uses which: efficiently use land, resources, infrastructure, and public service facilities; minimize negative impacts to air quality and climate change, and promote energy efficiency; and support active transportation. Section 1.1.3.4 states that "appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety".

Section 1.4.3 of the PPS states, in part, that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents by:

- permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements, and all forms of residential intensification, including second units, and redevelopment
- directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs

- promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety

Sections 1.6.3 and 1.6.6.1 promote the efficient use and optimization of existing infrastructure and public service facilities.

## **Official Plan**

Goal 2.1.1 of the Official Plan states that “residential areas in St. Marys shall provide a range of housing accommodation suitable for all age groups and household incomes”.

The subject property is designated Residential in the Town’s Official Plan. The primary use of land in the Residential designation is for a range of dwelling types from single detached dwellings to walk-up type apartments, parks and open spaces, and institutional uses subject to the policies of the Plan. Residential Objectives are provided in Section 3.1.1 as follows:

- “3.1.1.1 To encourage the provision of an adequate supply and choice of housing for the existing and future residents of St. Marys in terms of quality, type, location and cost.
- 3.1.1.2 To promote creativity and innovation in new residential development in accordance with current design and planning principles and constantly evolving energy-saving measures and construction techniques.
- 3.1.1.3 To maintain and improve the existing housing stock and character of residential areas.
- 3.1.1.4 To prevent the location of non-compatible land uses in residential areas.
- 3.1.1.5 To continue to provide an attractive and enjoyable living environment within the Town.
- 3.1.1.6 To promote housing for Senior Citizens, the handicapped and low income families.
- 3.1.1.7 To encourage and promote additional housing through intensification and redevelopment.
- 3.1.1.8 To encourage a diversification and inter mixing of different housing types and forms.
- 3.1.1.9 To maintain at least a 10 year supply of land that is designated and available for residential uses and land with servicing capacity to provide a 3 year supply of residential units zoned to facilitate residential intensification and redevelopment, and in draft and registered plans”.

Section 3.1.2.4 states that “Council will favour residential intensification and redevelopment over new green land residential development as a means of providing affordability and efficiencies in infrastructure and public services”.

## **Zoning By-law**

As per the Town’s Zoning By-law, Z1-1997, as amended, the subject property is current zoned “Residential Zone Three (R3)” and the Heritage Classified overlay applies (for information purposes). The rear of the Subject Property is located within the Upper Thames River Conservation Authority (UTRCA) Regulation Limit.

The R3 Zone permits a range of dwelling types but in no case is more than two dwelling units permitted. The proposed change from “Residential Zone Three (R3)” to “Residential Zone Four (R4-14)” would permit the conversion of the existing building’s main floor from an office unit to a residential dwelling unit, for a total of three dwelling units in the building. The following is a summary of proposed site specific zoning regulations:

- Permitted uses are limited to a converted dwelling with a maximum of three dwelling units, and accessory uses, buildings and structures
- The gross floor area of a permitted converted dwelling may be increased to a maximum of 15% of the original gross floor area at the time of the passing of the by-law. (While no new buildings or expansion are contemplated, this regulation would allow for a minor addition to the existing dwelling provided it is in compliance with the Zoning By-law).
- Minimum Front Yard 4 metres
- Minimum Side Yard (West) 2 metres
- Maximum Driveway Width: Existing on the date of the passing of the by-law
- Minimum Driveway Separation: Existing on the date of the passing of the by-law
- Minimum Driveway Width: 4 metres
- Minimum Gross Floor Area 45 square metres per Dwelling Unit

The vast majority of proposed regulations are intended to recognize the existing site condition.

## **COMMUNICATIONS**

Notice of public meeting for the Zoning By-law Amendment Application was circulated by first class mail to all land owners within 120 metres of the subject property and any agencies that may have an interest in the Application. A sign notice was also posted on the property.

Both the Upper Thames River Conservation Authority and the Chippewas of the Thames First Nation have indicated no objection to the Application.

One comment was received the owners of a nearby property objecting to the proposed change to the Zoning By-law due to concerns that an apartment building could be built on the property. Town staff provided a response noting that the proposed change to the Zoning By-law would limit the number of dwelling units to three and an apartment building would not be a permitted use.

## **PLANNING COMMENTS**

The Residential designation in the Official Plan permits a range of housing types and forms. The proposed development would intensify the residential usage of the property and provide additional rental housing in the Town.

In response to the Town’s requirement for information to assess to what extent proposed development contributes to the provision of affordable and attainable housing, the applicant’s planning justification letter states, in part, the following:

- “In the Council Report of October 27, 2020 “DEV 77-2020 Affordable/Attainable Housing in St. Marys” it was recommended that the Town continue to define affordable ownership based on Provincial definitions as outlined above. Local affordable rental rates were calculated using both of the above noted definitions. Approved alternate average market rent (AMR) values as identified through the Stratford, Perth County, and St. Marys Housing and Homelessness Plan (5-year update 2020-2024), for a 4-bedroom apartment in the area is \$2,010, and

affordable rental rates, being those not exceeding 30 percent of gross income, for households in the 60th income percentile are identified as \$1,330/month. The Housing and Homelessness Plan indicates that only those in the 90th percentile annual household income range would meet the affordability criteria for the regional AMR for a 4-bedroom apartment.

The proposed new four-bedroom rental unit is proposed to be rented at a rate just above the alternative rental rate, at \$2100. While this exceeds the current established rate by \$90, the Site does continue to include two affordable one-bedroom rental units with Stratford Housing”.

The proposal contributes to the provision of an appropriate range and mix of housing types and provides new housing which efficiently uses land and infrastructure.

A copy of proposed Zoning By-law Z145-2021 is provided in the September 28, 2021 Council agenda.

## **FINANCIAL IMPLICATIONS**

Not known at this time.

## **SUMMARY**

The proposed Zoning By-law Amendment is consistent with the Provincial Policy Statement and conforms to the Official Plan. It is recommended that Council approve the Zoning By-law Amendment if no significant concerns are raised by the public or members of Council at the statutory public meeting.

## **STRATEGIC PLAN**

- ☑ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
  - Pillar #6 Housing:
    - Outcome: In order to get the ‘right demographic mix’ for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities.

## **OTHERS CONSULTED**

N/A

## **ATTACHMENTS**

- 1) Location Map
- 2) Concept Site Plan
- 3) Planning Justification Letter

## **REVIEWED BY**

### **Recommended by the Department**



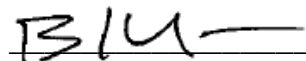
Mark Stone  
Planner



Grant Brouwer  
Director of Building and Planning



**Recommended by the CAO**

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

Brent Kittmer

Chief Administrative Officer

# GENERAL LOCATION MAP

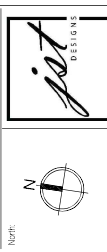
615 Queen Street East  
Town of St. Marys



Subject Property



August 2021

[illegible]

Project Name:  
**615 QUEEN STREET EAST  
ST. MARYS, ON**  
LOT 17, CONCESSION 19  
TOWN OF ST. MARYS, COUNTY OF PERTH

**BAKER**  
Planning Group

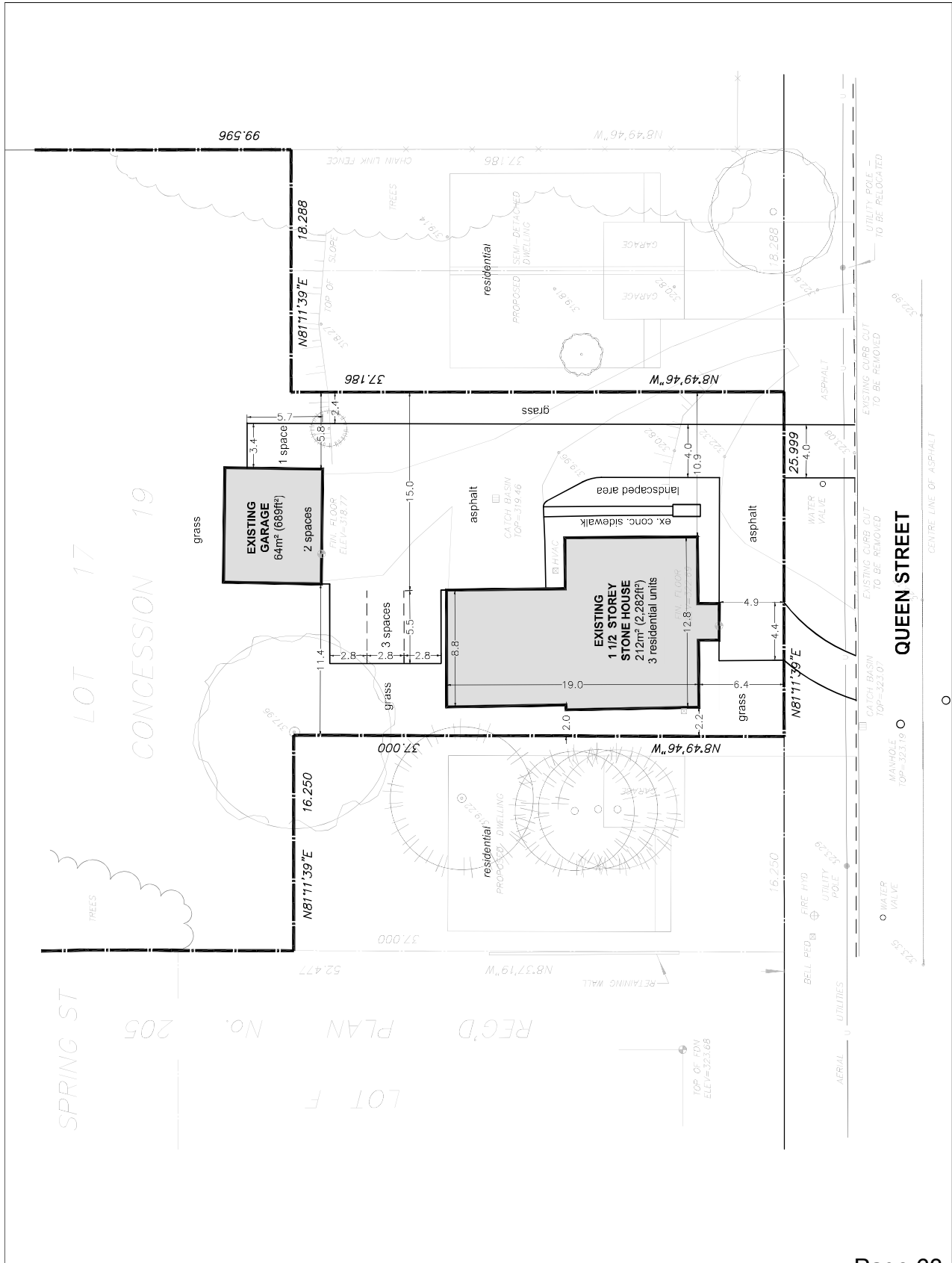
Street, Title:

**CONCEPTUAL SITE PLAN**

**DISCLAIMER**  
Site boundary and dimensions are approximate and subject to change based on a formal land survey. The design is conceptual and is subject to modification and is initially, non-binding and is not to be used for construction.

Version No:	1	Sheet No:	SP-1
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		Date:	06/05/2021
		Scale:	1:7,000 METRIC



July 14<sup>th</sup>, 2021

File No.: 2021-21

Morgan Dykstra  
Public Works & Planning Coordinator  
Town of St. Marys  
175 Queen Street East  
St. Marys, ON  
N4X 1B6

**RE: Planning Justification Letter  
Zoning By-law Amendment Application  
615 Queen Street East, St. Marys**

On behalf of KLM Properties (o/b 2398315 Ontario Ltd.) ("Owners") we are pleased to submit a Zoning By-law Amendment Application ("Application") for land known municipally as 615 Queen Street East, St. Marys (herein referred to as the "Site").

The Owners are proposing to convert the main floor from an office unit to a residential dwelling unit containing four (4) bedrooms. To permit the proposed residential dwelling unit on the main floor, a Zoning By-law Amendment Application is required to rezone the Site from "Residential Zone Three (R3)" to "Residential Zone Four (R4)".

As outlined in the Formal Consultation Submission Requirements Report, a Planning Justification Letter and Affordability Housing Letter is required in support of the Zoning By-law Amendment Application and the intent of this letter is to fulfill said requirements.

### **Site Overview**

The Site is located on the north side of Queen Street East between Charles Street and Cain Street in St. Marys and is legally identified as Part 2 of Lot 17 Concession 19. The Site is irregular in shape with 26.0 metres of frontage on Queen Street East and a lot depth of 99.575 metres. The property width increases to the north to 61.139 metres. The rear portion of the Site is treed and is located within the Upper Thames Region Conservation Authority Regulated Area.

The Site contains a one and a half storey stone residential structure and a detached garage. The building is currently occupied by two residential dwelling units in the lower level and a main floor office unit. The two existing dwelling units provide affordable housing with current tenancy coordinated through the Consolidated Municipal Service Manager and Community Living.

There is a driveway entrance from Queen Street East, providing access to an existing asphalt parking area that can accommodate a minimum of five (5) off-street parking spaces. There is existing sanitary, water and storm services from Queen Street East to the existing building. The waterline is 3/4" and the sanitary line is 4", which has been determined to be of a suitable size for the proposed use. No exterior changes are proposed to the Site which would alter the current location or rate of stormwater discharge.

The land surrounding the Site includes a mix of residential and commercial uses. To the immediate east and west are residential uses, including a single detached dwelling and semi-detached dwelling. Further to the east is a power station and to the north is a commercial plaza (Dollarama). To the north is the

**Image 1: Site Frontage on Queen Street East (Looking North)**



Source: Google, 2021

**Image 2: Looking North West from Queen Street across the Site**



Source: Google, 2021



Image 3: Overhead View of the Site



Source: Google, 2021

### Proposed Zoning By-law Amendment

The Owners are proposing to convert the main floor office to a 4-bedroom residential dwelling unit. No external alterations to the structure are planned, nor are any expansions of impermeable areas. It is the intent of the Owner to rent the new dwelling unit. The existing residential dwelling units, which are rental units, will be maintained in the lower level. As a result, the Site would contain a total of three (3) dwelling units.

The R3 Zone, applying to the Site, permits the existing two dwelling units in the lower level of the existing building and the main floor office use. Historically, the Site has been utilized for a range of uses as it was constructed in 1853 to 1854. Previous uses include the original magistrate, a dance hall, and a family residence with a commercial antique business.

To permit the conversion of the main floor office to a residential unit, the Owner requires a Zoning By-law Amendment to rezone the Site to "Residential Zone Four (R4)".

### Affordable Housing Analysis

The significance and need for affordable and attainable housing is highlighted in the Town of St. Marys' Strategic Plan where addressing housing needs is identified as a Pillar, as well as in the Stratford, Perth County, and St. Marys Housing and Homelessness Plan (5 year update 2020-2024). These documents indicate the importance of encouraging and facilitating affordable and attainable housing developments to meet local social and economic development needs. The draft Town of St. Marys Official Plan also puts additional emphasis on opportunities to encourage housing to meet local needs. The Provincial Policy Statement encourages accommodating an appropriate affordable and market-based range and mix of residential types, and alignment with applicable housing and homelessness plans to meet social, health, economic and wellbeing of residents.

The Provincial Policy Statement definition of affordable rental housing is described as the least expensive of:

- 1. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households (in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution are considered low and moderate) or;*
- 2. a unit for which the rent is at or below the average market rent of a unit in the regional market area.*

In the Council Report of October 27, 2020 "DEV 77-2020 Affordable/Attainable Housing in St. Marys" it was recommended that the Town continue to define affordable ownership based on Provincial definitions as outlined above. Local affordable rental rates were calculated using both of the above noted definitions. Approved alternate average market rent (AMR) values as identified through the Stratford, Perth County, and St. Marys Housing and Homelessness Plan (5-year update 2020-2024), for a 4-bedroom apartment in the area is \$2,010, and affordable rental rates, being those not exceeding 30 percent of gross income, for households in the 60th income percentile are identified as \$1,330/month. The Housing and Homelessness Plan indicates that only those in the 90th percentile annual household income range would meet the affordability criteria for the regional AMR for a 4-bedroom apartment.

The proposed new four-bedroom rental unit is proposed to be rented at a rate just above the alternative rental rate, at \$2100. While this exceeds the current established rate by \$90, the Site does continue to include two affordable one-bedroom rental units with Stratford Housing.

## Planning Policy Framework

This section of the Planning Justification Letter provides an overview and assessment of the relevant planning policies to the proposed By-law Amendment Application.

### Planning Act, R.S.O. 1990, CHAPTER P.13

In our opinion, the Application has regard for matters of public interest, as provided in the Planning Act, R.S.O. 1990, CHAPTER P.13 and are appropriate to proceed. The Application provides for the efficient use and supply of energy, water, and services by using existing infrastructure serving an existing structure; it provides for orderly development of safe, healthy communities while encouraging a sense of place accessible for pedestrians; it will not impact natural features or heritage resources; and will increase the range of available affordable housing options in St. Marys.

### Provincial Policy Statement, 2020

The Provincial Policy Statement ("PPS"), 2020 is a province-wide policy document that sets out the government's land use vision for the built environment and the management of land and resources. The overarching intent of the PPS is to "provide for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment." The document is to be read in its entirety and all relevant policies are to be considered.

The PPS, in Section 1.1 promotes the efficient use of land and infrastructure, range of appropriate housing and the development and growth of communities within the built-up area. Section 1.1.3.4 states that appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form.

Section 1.4 of the PPS more specifically speaks to residential growth and the provision of an appropriate range and mix of housing types and densities. Section 1.4.3 states that planning authorities shall provide for a mix of housing types and densities by:

- a) establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and which aligns with applicable housing and homelessness plans. However, where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with the lower-tier municipalities may identify a higher target(s) which shall represent the minimum target(s) for these lower-tier municipalities;
- b) permitting and facilitating:
  - 1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities; and
  - 2. all types of *residential intensification*, including additional residential units, and *redevelopment* in accordance with policy 1.1.3.3;



- c) directing the development of new housing towards locations where appropriate levels of *infrastructure* and *public service facilities* are or will be available to support current and projected needs;
- d) promoting densities for new housing which efficiently use land, resources, *infrastructure* and *public service facilities*, and support the use of *active transportation* and transit in areas where it exists or is to be developed;
- e) requiring *transit-supportive* development and prioritizing *intensification*, including potential air rights development, in proximity to transit, including corridors and stations; and
- f) establishing development standards for *residential intensification*, *redevelopment* and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

In our opinion the Application supports the PPS vision for the built environment and the management of land and resources. The Application provides an efficient use of resources and infrastructure and provides for a range and mix of affordable dwelling options through intensification and redevelopment within the built environment.

#### Town of St. Marys Official Plan, 1987

The Town of St. Marys Official Plan (OP), adopted in 1987 (Consolidated October 1, 2007), provides a series of policies to “ensure that St. Marys continued to attract new development in balance with preserving the Town’s character and charm.”

The Site is designated “Residential” on Schedule A to the OP. General goals and principles of the Official Plan (Section 2.1), applicable to the Proposed Development include:

- 2.1.1 Residential areas in St. Marys shall provide a range of housing accommodation suitable for all age groups and household incomes.
- 2.1.2 The Town will endeavour to provide stable, attractive residential areas for all its residents.
- 2.1.4 Owners will be encouraged to maintain and improve the physical condition and economic health of existing buildings in order to allow the Town to capitalize upon its natural and heritage resources and to provide for the integration of new, compatible uses.

Residential objectives and policies are provided in Section 3.1 of the OP and outline a number of objectives including the provision of a range in housing types, the promotion of creativity in new residential development, the promotion of housing for senior citizens, the handicapped and low-income families, and the encouragement of additional housing through intensification, diversification, and intermixing of different housing types and forms.

Section 3.1.3.10 states that conversions of older single-detached residences to multiple residential use may be permitted through an amendment to the Zoning By-law, and that Council may consider:

- a) the conversion would be in keeping with the adjacent residential area;

- b) the conversion would not result in changes to the existing exterior of the building proposed for conversion;
- c) the site can accommodate adequate parking for the proposed dwelling units so as not to detract unduly from adjacent single detached residential development, or alternatively, such required parking area can be effectively buffered;
- d) the municipal services are adequate in the immediate area to accommodate the proposed conversion; and
- e) conversions which propose basement residential units will generally be discouraged.

The northern undeveloped portion of the Site is located within a Natural Hazards Constraint Area (Schedule C) and is a Not Designated – Category 1 Heritage Conservation Site (Schedule D).

It is our opinion that the Application conforms to the OP as it provides for the efficient reuse of an existing structure providing an increase in range of available housing options in the community. Sufficient on-site amenities, including off-street parking and amenity area are available to support the additional dwelling unit. The Site has access to full municipal infrastructure, is located on an arterial road and is within walking distance to a range of commercial, recreational, and community services.

*Town of St. Marys Official Plan Review and Update, Draft Amendments (December 2019)*

The Town of St. Marys is currently going through an Official Plan (OP) review process. The proposed draft OP (December 2019), adopted in 1987, provides a series of policies to “ensure that St. Marys continued to attract new development in balance with preserving the Town’s character and charm.”

The Site continues to be designated “Residential” on Schedule A to the draft OP. The proposed development supports the intended purpose and goals of the draft OP and there are no recommended policy changes that would alter the planning analysis of the proposed development.

In keeping with the Provincial Policy Statement, the draft OP has an increased emphasis on infill and intensification (Sections 3.1, 3.1.1, 3.1.2). The draft OP also provides additional encouragement for the development of affordable housing (Section 3.1.2.4, 3.1.2.16).

The Site is also identified as being within the “Source Water Protection Area” on Schedule D and a defined “Woodland Cluster” on Appendix 1 – Potential Significant Woodlands. The adaptive re-use of the interior of the main floor of the building does not create an impact on source water or the woodland cluster.

*Town of St. Marys Zoning By-law, 1997*

The Town of St. Marys Zoning By-law (By-law), adopted in 1997, zones the Site as R3, which permits several uses including a converted dwelling containing not more than two dwelling units. The property is identified as Heritage Classified for information purposes only.

Through the Zoning By-law Amendment Application, it is requested that the Site be rezoned to “Residential Zone Four (R4)” which permits one converted dwelling on one lot, containing not more than four dwelling units.

The following table outlines the applicable zoning regulations for R4 and the compliance of the proposed Application.

Regulation	R4 Converted Dwelling, Maximum 4 Dwelling Units	Proposed Application	Complies?
Minimum Lot Area	3 unit building: 740.0 sq.m.	4754.6 sq.m.	Yes
Minimum Lot Frontage	3 unit building: 20.0 m	26.0 m	Yes
Minimum Lot Depth	3 unit building: 37.0 m	99.575 m	Yes
Minimum Front Yard	6.0 m	4.9m	Yes*
Minimum Side Yard (Interior)	2.7 m on one side of the dwelling where no attached garage or carport is provided and 1.2 m plus 0.6 m for each additional or partial storey above the first on the opposite side	2.0m (west); 10.9m (east)	Yes*
Minimum Rear Yard	7.5 m	>7.5m	Yes
Maximum Building Height	10.5 m	To comply	Yes
Maximum Lot Coverage	35 percent	6%	Yes
Minimum Dwelling Unit Floor Area	55.0 sq.m.	New dwelling unit to exceed minimum requirement.	Yes
Minimum Landscaped Open Space	35 percent	86%	Yes
Off-Street Parking	Converted dwelling = 2 per unit	6	Yes
Off-Street Parking Space Size	2.7 m by 5.5 m	2.8m by 5.5m	Yes
Driveway Requirements	width of 3.0-8.0 m or max 60% of width of the lot, whichever is less	1 driveway; width exceeds maximum	Yes*

\*Legal non-complying

## Summary

In our opinion, the Zoning By-law Amendment Application is appropriate, represents good land use planning and is in the public interest as it provides for an increased mix of available affordable rental housing stock, within an existing structure using current municipal services.

In support of the Applications, please find enclosed the following:

- One (1) copy of the completed application form, being the Application for Zoning By-law Amendment
- Conceptual Site Plan
- The applicable applications fees, being \$3,800 (hand delivered)

We trust the submission can be accepted and circulated for review. Should you have any questions or comments, please let us know and we would be happy to discuss further.

Kind regards,



Caroline Baker, MCIP, RPP  
Principal

c.c KLM Properties (o/b 2398315 Ontario Limited)



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Ray Cousineau, Facilities Supervisor
<b>Date of Meeting:</b>	28 September 2021
<b>Subject:</b>	<b>DEV 43-2021 Municipal Operations Centre Boiler Replacements</b>

## PURPOSE

To request pre-budget approval for the Municipal Operations Centre boiler replacements.

## RECOMMENDATION

**THAT** DEV 43-2021 Municipal Operations Centre Boiler Replacements report be received; and

**THAT** Council approve the pre-budget amount of \$34,000.00 for the purchase of three replacement boilers at the Municipal Operations Centre and authorize staff to procure replacements immediately.

## BACKGROUND

In 2006, the Municipal Operations Centre was built to house the Public Works Office and the Public Works shop. At that time, the heating and cooling of the building was split so that the shop area was heated by 3 boilers and inground piping. The office area heating and cooling is controlled by 2 HVAC units.

## REPORT

Boiler #1, which heats the east shop area, has started to leak. It was determined that the leak is from the heat exchanger. The replacement of the boiler was recommended by the contractor due to the hard water of the Town of St. Marys and the wear and tear it has on water systems.

Boiler #2 & #3 have not started to leak, but they were installed in 2006 and are also 14 years old. Due to this, it is likely these boilers will start to fail as well.

It is the recommendation of staff to have all three (3) boilers replaced at the same time. This will ensure that there is one vendor supplying all three boilers.

## FINANCIAL IMPLICATIONS

Construction	\$30,000.00
<u>Contingency</u>	<u>\$ 4,000.00</u>
Total	\$34,000.00

## SUMMARY

The Facilities staff recommend that Council pre-approve the purchase of three (3) boilers to replace the boilers at the Municipal Operations Centre. Boiler #1 is not operational and needs to be replaced the fall of 2021.

## STRATEGIC PLAN

☒ Not applicable.

## OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer

## ATTACHMENTS

Nil

## REVIEWED BY

### Recommended by the Department

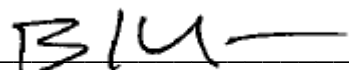


Grant Brouwer  
Director of Building & Development



Ray Cousineau  
Facilities Supervisor

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer

# MONTHLY REPORT

**To:** Mayor Stratthdee and Members of Council

**From:** Administration

**Date of Meeting:** 28 September 2021

**Subject:** ADMIN 42-2021 September Monthly Report (Administration)

## RECOMMENDATION

THAT ADMIN 42-2021 September Monthly Report (Administration) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### COVID 19 Pandemic Response

- Provincial Proof of Vaccination Requirements:
  - The Provincial mandate took effect on September 22, 2021. This mandate impacts indoor recreation facilities, and patrons are required to provide proof of vaccination prior to entry (subject to various exemptions).
  - The public communication of the Provincial rules was met with some negative pushback on Town staff. To ensure that the operations of the PRC transition smoothly to the new rules, the following steps have been taken:
    - Entry to the ice and aquatics facilities has been limited to Entrance B.
    - During day hours, PRC staff will check proof of vaccination. For evenings and weekends a security firm will complete the check.
    - For the first week of the new system, two security guards will be in place.
    - From September 22 – September 25, the security guards will be supported by a paid duty officer from the Stratford Police Service.
- Town Mandatory Vaccination Policy:
  - The Town's mandatory vaccination policy took effect September 22, 2021.
  - All staff who have not provided proof of vaccination, and who have not provided a valid exemption, are now required to undergo antigen testing two times per week.
  - All staff must be mandatorily vaccinated no later than October 31.
  - This policy is also applicable to Council members, committee members, volunteers, and contractors who work for or on behalf of the Town.
  - The interpretation approach to date has been strict regarding contractors, and all contractors who work for the Town (both inside and outside) have been requested to provide an attestation that they will comply with the Town's rules.
- Active Screening:
  - Active screening is a requirement of the Province for all patrons to the PRC, including spectators.
  - The Town's approach has been to require the organization using the PRC to administer active screening and contact tracing.

- This is administration heavy, and to support these organizations the Town has created a QR code that links to a Town facility screening portal that they can use to meet their legislative requirements.

## Strategic Planning and Projects

- Community Transportation Project:
  - Ridership Update

PC Connect 2020-2021 Ridership Report					
Month	Route 1: KW to Listowel	Route 2: KW to St.Marys	Route 3: London to Stratford	Route A: Perth County North	Route B: Perth County South
16-30 November	9	37	N/A	20	19
1-31 December	20	59	N/A	48	22
1-31 January	4	13	6 <sup>[1]</sup>	43	10
1-28 February	11	20	29	73	13
1-31 March	11	57	59	158	23
1-30 April	7	10	33	135	11
1-31 May	6	39	36	62	20
1-31 June	12	85	49	50	29
1-31 July	46	108	91	80	29
1-31 August	34	116	143	81	44
<b>TOTALS</b>	<b>160</b>	<b>544</b>	<b>446</b>	<b>750</b>	<b>220</b>

- Marketing:
  - Since executing marketing efforts mid-July, the following metrics have been achieved:
    - 100% increase in PC Connect call-center volume
    - 86% increase in PC Connect website traffic
    - Reached 40,000 viewers in 1-month of paid social media ads
  - Perth County's paid social media ads are being wrapped up, and organic marketing efforts will continue through community and employer outreach.
- Program extension:
  - Stratford:
    - \$611,000 to extend to 2023-25
    - The MTO has confirmed that they will not increase the funding extension as requested by the partners.
    - Voyago confirmed the price will increase if we extend our contract to 2025
    - MTO has confirmed that the partners will still receive the full amount of the extension if service levels are reduced as a budget management strategy to reduce the municipal contributions into the project
    - MTO will send a revised TPA soon – A future decision will need to be made regarding all partners' continued commitment to this project
  - Perth County:
    - \$858,713.68 to extend to 2023-25
    - Perth County Council approved Staff's recommendation to accept the funding extension and continue to operate the service as is until the funding is exhausted (forecasted to be mid-Year 7), which will provide staff with the necessary time to

<sup>[1]</sup>Launch date 18 January 2021



collect ridership data, improve capacity and work with community partners to secure additional funding to operate the full extension.

## **Land Sales**

- 14 Church Street North
  - Vendor continues to work through the process to clear a lien from the property.
  - A further request for closing date extension is expected to be received in the near future.

## **Legal Matters**

- 151 Water Street North LPAT hearing
  - The developer, the Town and the party-status resident have come to an agreement to settle this appeal.
  - Minutes of Settlement were signed on September 17, 2021 by all parties.
  - A settlement hearing with the Ontario Land Tribunal has been set for October 5, 2021 (hearing details pending).

## **Other Projects**

- Huron Perth Public Health 2022 Budget Forecasts:
  - HPPH has received their approved 2021 budget. Their budget was inflated due to COVID costs, and they received approval for 50% of what they asked for with a commitment from Minister Elliot that any health unit deficits caused by COVID will be funded by the province.
  - HPPH has advised the partner municipalities that they will not be coming back to municipalities in 2021 to ask for any additional dollars to fund COVID costs.
  - All partner municipalities have confirmed that they will not be seeking reimbursement for municipal costs to host clinics.
  - Provincial “mitigation funding” will be maintained, so large cost increases for 2022 will likely be delayed, with 2022 increases reflecting CPI.

## **2. Clerks**

### **Legislative Services**

- Town Hall
  - Foot traffic and call volume remain steady at Town Hall. Saw a number of tourists around the exterior of Town Hall during the summer months but few attempted to enter the building.
- Animal Control
  - Cat licenses to date = 25 (1 sold at Humane Society)
  - Dog licenses to date = 266 (1 sold at Humane Society)
- Budget 2022
  - Prepared initial budget figures for 2022. Next steps will be to review with the CAO and Director of Corporate Services / Treasurer.
- By-Law Review
  - Research continues for poultry licensing options. Will report back to Council at a future date.
  - Outstanding development of by-laws includes noise, refreshment vehicle and public nuisance. Amendments to Traffic, Parking and Boulevard Maintenance By-law required prior to winter 2021 / 22.
- By-Law Enforcement
  - Stratford Police stats for August 2021:

**Table 1 – Total Complaints by Complaint Basis**

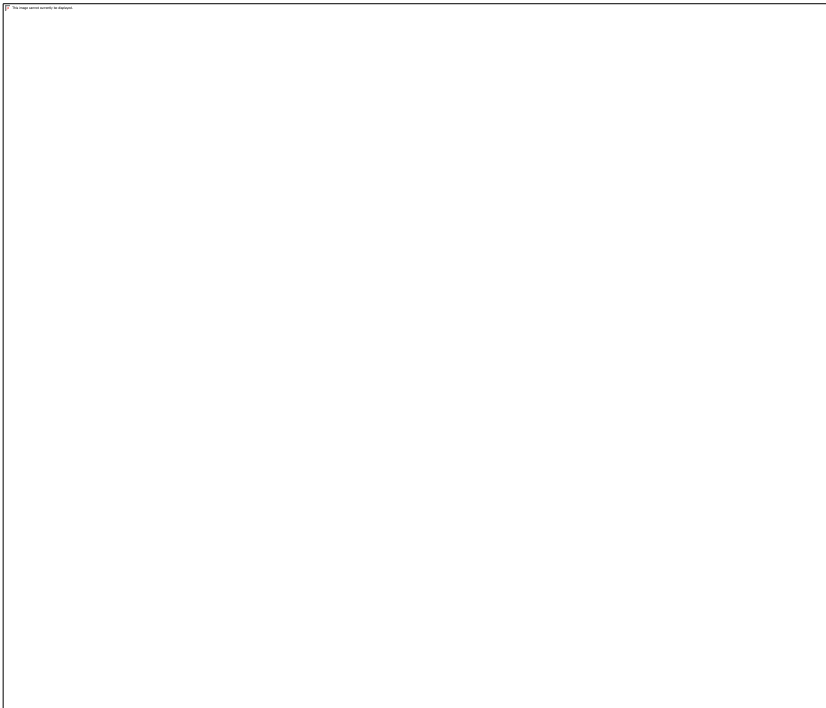
Bylaws	Count
9731-PARKING COMPLAINT [7300.0090]	4
9732-NOISE COMPLAINT [7300.0030]	7
9733-ANIMAL COMPLAINT-BY-LAW ONLY (BARKING, OFF-LEASH, ETC.) [7300.0040]	3
9739-OTHER BY-LAW COMPLAINT [7300.0090]	1
<b>Grand Total</b>	<b>15</b>

\* Two less complaints than July 2021.

**Table 2 – Total Complaints by Month**

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**Table 3 – Total Complaints by Location**

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- Public Works traffic study has unveiled extensive examples of enforcement concerns within the downtown parking spaces. Further review required with Public Works reporting back at a future meeting.
- Commissioner of Oaths
  - Renewal from Division Registrar through Service Ontario for Commissioner of Oaths appointments of staff (Director of Building and Development & Accounting Clerk) remains

pending. Both appointments have expired therefore diverting all requests through Clerks department at this time.

- Community Developer and Support Worker
  - Position will be working from Pyramid Recreation Centre by October with hopes of offering drop-in program for the public. Will continue engaging with the community in other areas of Town to ensure accessible opportunities.
  - Nearing halfway mark of one year project.
  - Anticipating six-month statistics to be available by end of October.
  - Will be meeting with Family Services Perth Huron in coming month to discuss project progress.
- Council and Committee Services
  - Implemented the return to in-person Council meetings as of September 14. Will anticipate a hybrid approach going forward.
- Election 2022
  - Commenced AMCTO election training. Working towards presenting Council with the options for voting methods.
- Emergency Management
  - Provincial requirement in 2021 for St. Marys to conduct a tabletop exercise related to emergency management.
  - Working with the Perth County CEMC (Community Emergency Management Coordinator) to plan for exercise and prepare the ECG (Emergency Control Group).
- Lottery Licensing
  - Closed one blanket raffle license.
  - Approved two licenses.
- Staffing
  - Legislative Services Assistant began on September 13. Working through onboarding requirements.

## **SPENDING AND VARIANCE ANALYSIS**

None.

## **REVIEWED BY**

**Recommended by the CAO**



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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>	28 September 2021
<b>Subject:</b>	<b>ADMIN 43-2021 Proof of Vaccination – Implications to Ice Users</b>

### PURPOSE

The purpose of this report is to facilitate Council's discussion of concerns received from the St. Marys Ringette Association, and to receive comments from the St. Marys Minor Hockey Association respectively. The concerns and comments relate to the implications of the Town's enhanced proof of vaccination requirements for 12-17 year sport participants, and the impact to the respective minor ice programs.

### RECOMMENDATION

**THAT** ADMIN 43-2021 Proof of Vaccination – Implications to Ice Users be received; and

**THAT** Council grants an exemption to the Town's enhanced proof of vaccination requirements for youth/minor participants, subject to organizations complying with: (i) Any applicable proof of vaccination requirements of their respective governing bodies; OR (ii) Any applicable Provincial regulations for proof of vaccination (and any future amendments thereof); whichever may be the more restrictive.

### BACKGROUND

On September 22, 2021, the Province released the regulations and guidelines for their proof of vaccination requirements. There are several exemptions listed for the requirements, with one specific to youth participants in minor sports:

- Patrons under 18 years of age who are entering the indoor premises of a facility used for sports and recreational fitness activities solely for the purpose of actively participating in an organized sport [are exempted from providing proof of vaccination.]

An excerpt from the Provincial guide advising how this exemption is to be interpreted in practice is attached to this report.

At the September 14, 2021 regular Council meeting, Council received a report from staff outlining how the Provincial proof of vaccination requirements apply at the PRC. Through the course of deliberating staff's report, Council adopted an enhancement to the proof of vaccination requirements for youth:

- 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.

The enhanced policy adopted by the Town is more restrictive than Provincial requirements and will require youth/minor participants in recreation and sport to provide proof of vaccination as of October 31. This policy approach is supported by Dr. Klassen, the local Medical Officer of Health. Attached to this report is Dr. Klassen's recommendations for amateur sports, which includes a recommendation

that all participants be vaccinated. Additionally, many ice users at the PRC are subject to a proof of vaccination requirement imposed by their governing body.

The decision of Council to enhance the proof of vaccine requirements to include 12-17 year old sport participants has been communicated to all regular ice users at the PRC. Since that communication, several implications of the policy have been flagged by both the St. Marys Ringette Association and the Ontario Women's Hockey Association (OWHA) program offered by St. Marys Minor Hockey Association (SMMHA).

The St. Marys Ringette Association has requested that Council reconsider this enhanced policy for 12-17 year old youth recreation and sport participants. The St. Marys Ringette Association will be providing a delegation to Council on September 28 to articulate their concerns.

## REPORT

Prior to Council deliberating the request, it may be useful to know which regular ice users at the PRC are subject to a mandatory vaccine policy by their governing body. The following chart provides this information:

User Group	Governing Body	Does the Governing Body Have a Vaccine Policy?
St. Marys Ringette Association	Ringette Ontario	Yes <ul style="list-style-type: none"> <li>Adult coaches, volunteers and participants to be vaccinated by November 1.</li> <li>Minor participants exempted – only Town policy applies.</li> </ul>
SMMHA – OWHA (Girls) Program	OWHA	No <ul style="list-style-type: none"> <li>Vaccination policy reversed September 18. Only Town policy applies to minor participants.</li> </ul>
SMMHA – OMHA (Boys) Program	OMHA	Yes <ul style="list-style-type: none"> <li>All minor participants to be vaccinated by October 31</li> </ul>
AAA Lakers	Alliance Hockey	Yes <ul style="list-style-type: none"> <li>All minor participants to be vaccinated by October 31</li> </ul>
Silverknights Hockey	None	No <ul style="list-style-type: none"> <li>Only Town policy applies to minor participants</li> </ul>
Jr. B Lincolns	GOJHL	Yes <ul style="list-style-type: none"> <li>All participants (minors and adults) to be vaccinated by September 22</li> </ul>
Adult Ice Sports Leagues	Varying	Yes <ul style="list-style-type: none"> <li>All adult groups must comply with the Sept 22 Provincial mandate</li> </ul>

As noted in the chart, the majority of regular users of the ice at the PRC are subject to a vaccination policy that has been mandated by their governing body.

In terms of St. Marys based minor organizations, the participants impacted by the Town's enhanced proof of vaccination requirements are registered in St. Marys Ringette Association and the SMMHA OWHA program.

The concerns of St. Marys Ringette Association are listed on the agenda. The SMMHA have shared their comments to staff, which are articulated below:

- There is not a unanimous position amongst the SMMHA Executive whether Council should reconsider the enhanced policy. Some have the view that the policy is restrictive and will impact OWHA program participation and satisfaction. Others have the view that the OWHA program players should be offered the same protection against COVID-19 as the OMHA program.
- SMMHA has 65 OWHA participants that fall within the 12-17 year old bracket who would be impacted by the policy. There is no data on their vaccination status.

- Other local facilities (Stratford, Mitchell, Lucan and Dorchester) plan to follow the Provincial rules which exempt 12–17-year-old participants in youth sports from the proof of vaccination requirements. If players from visiting centers are not able to access the PRC due to the Town's enhanced policy affecting 12 – 17 year-olds, SMMHA are unsure how that will impact booking games. If not permitted to participate in league play, there is a concern that participants may go play in other centers or drop out of hockey entirely.
- OWHHA is strongly encouraging all members to be vaccinated and acknowledges that some facilities may refuse entry to unvaccinated participants.
- Please refer to this article for more information on Girls and sport that references a 1 in 3 dropout rate in late adolescence <https://womenandsport.ca/canadian-girls-dropping-out-of-sport/> .

Why is this information being brought to Council? It is the CAO's view that it is important for Council to have all information in the event Council members are asked questions on the street, especially when it is related to the implications of a new policy decision.

The Town's initial approach to the pandemic in March – June 2020 was to solely focus on response tactics with infection control as the paramount consideration. Since the summer of 2020, as services have reopened, the Town approach has been to balance infection control with the need to provide safe activities and "things" for the community to participate in. This model relies on a partnership between the Town and its user organizations. The Town's role is to establish operating standards for its facilities and spaces to ensure that the risk of COVID-19 transmission is reduced as much as is reasonably possible. The role of the user organizations is to understand and implement the health and safety protocols set by the various provincial bodies that govern participation in their specific activity.

The difficult question Council and staff must address when reconsidering is "Does the Town policy approach come at the cost of providing a safe activity for youth to participate in?"

On one hand, Huron Perth Public Health has recommended that all participants in amateur sports be vaccinated. Also, the majority of ice users at the PRC are subject to a vaccination policy by their governing body. Thus, Council's enhanced policy is well rooted in medical advice, and it can be argued that it is best to have all users of the facility subject to the same or similar policy.

On the other hand, the Town has already adopted and matured its pandemic operating procedures at the PRC. Council can be assured that the PRC is a safe facility to host activities. It can be argued that the enhanced policy may be too strictly tilted to infection control, and not achieving the balance of "providing safe things to do". Additionally, although not intended, the enhanced policy appears to limit participation by local athletes who register with St. Marys Ringette Association and SMMHA OWHHA programs. Broadly speaking, this is a socio-economic concern as female participation in sport tends to drop off more quickly than male participation in sport. The Canadian Women & Sport published the "Rally Report" which notes:

*Overall, **The Rally Report** shows that sport participation levels for Canadian girls are much lower than boys. Among girls who have participated in sport, there is a dramatic dropout rate observed with 1 in 3 girls leaving sport by late adolescence. By comparison, the dropout rate for teenage boys (aged 16-18) is only 1 in 10. (<https://womenandsport.ca/canadian-girls-dropping-out-of-sport/>)*

Locally, the Town has a role in supporting and helping to increase female participation in sport. This role is articulated on Page 31 of the Recreation and Leisure Master Plan:

### **Female Participation**

*While just over half of the population is female, female youth often drop out of organized activities. Best practises include developing opportunities for females or for those who identify as females to develop programs and services that are designed around their specific needs. The Service Review did not have the data to differentiate between male and female participants however this phenomenon is evident in most municipalities in Ontario and Canada. The guidance offered is to monitor participation of all sport,*

*recreation and leisure opportunities in St. Marys to sustain a gender balance of opportunities and participation.*

## **FINANCIAL IMPLICATIONS**

None at this time.

## **SUMMARY**

The request received from the St. Marys Ringette Association to reconsider imposing proof of vaccination requirements on 12-17 year old's is not an easy one. The key questions that need to be answered are

- "Does the Town policy approach come at the cost of providing a safe activity for youth to participate in?"; OR
- "Is it best to have all users of the facility subject to the same or similar policy to afford participants of St. Marys Ringette and the SMMHA OWA program the same level of COVID-19 protection as all other ice users?"

The Town's enhanced policy is supported by the public health recommendations of the HPPH.

The Town's enhanced policy is not supported by its Recreation and Leisure Master Plan. The policy does not necessarily create a "gender balance of opportunity and participation". Although not intentional, the Town policy does disproportionately impact the St. Marys Ringette Association and the SMMHA OWA programs.

If Council wished to remedy this issue, Council could re-consider the proof of vaccination requirements for youth/minor participants in recreation and sport.

If Council were to take this course of action, it is staff's recommendation that the reconsideration only apply specifically to minor participants in recreation and sport programs. This would bring the Town's policy in line with the Provincial requirements.

## **STRATEGIC PLAN**

☒ This recommendation is supported by the Recreation and Leisure Master Plan's recommendations for the Town to create accessible and gender balanced opportunities for recreation in the community, and the Town's Strategic Plan priorities related to Youth.

## **OTHERS CONSULTED**

St. Marys Ringette Association  
St. Marys Minor Hockey Association

## **ATTACHMENTS**

1. Appendix A – Provincial Guide for "Youth Recreation Sport Exemptions"
2. HPPH Recommendations for Amateur Sports

## **REVIEWED BY**

**Recommended by the CAO**



Brent Kittmer

Chief Administrative Officer

**Recommendations and Guidance for Amateur Sports Leagues and Facility Owner/Operators****Huron Perth Public Health Recommendations**

In addition to current provincial requirements under Ontario Regulation 364/20, Huron Perth Public Health strongly recommends that all amateur sport leagues and facility operators adhere to the following:

- Require that any eligible player, coach, or volunteer be fully vaccinated before participating.
- Minimize pre and post-game activities and gathering time. Participants should only arrive immediately before the beginning of an activity and should leave immediately following an activity.
- Limit inter-league play including tournaments to limit contact to a smaller group of teams within the league.
- Keep participant cohort groups as small as possible (HPPH recommends that cohorts be limited to 12-15 people where possible)
- The capacity of dressing rooms must be kept to a maximum of 50% capacity, and also should not exceed the number of people that can maintain a 2 meter physical distance.

**Provincial Legislative Requirements**

Ontario Regulation 364/20, schedule 2, section 16 requires the following at facilities used for indoor and outdoor sports and recreational fitness activities.

1. The total number of people in the facility must not exceed 50% capacity of the facility.
2. The number of spectators must not exceed the following limits;
  - a. Where there is a designated area for indoor spectators; 50% of the usual indoor seating capacity, or 1000 persons, whichever is less
  - b. Where there is a designated area for outdoor spectators; 75% of the usual outdoor seating
  - c. Where there is no designated area for indoor spectators; spectators must be limited to the number that can maintain at least 2 meters distance, and not exceed 50% capacity, or 1000 people, whichever is less.
  - d. Where there is no designated area for outdoor spectators; spectators must be limited to 75% capacity, or 5000 persons, whichever is less.
3. Every indoor spectator must wear a mask or face covering
4. Every outdoor spectator must wear a mask unless they are seated at least 2 meters away from anyone outside their household
5. Signs must be posted to indicate the capacity limits for the facility
6. The person responsible for the facility, or the permit holder for the facility must;
  - a. Record the name and contact information of every member of the public who enters the facility
  - b. Maintain the records for at least one month
  - c. Only disclose those records to a Medical Officer of Health, an inspector, or otherwise required by law
7. Everyone entering the facility must be actively screened
8. Prior to permitting any practice or play, the facility must ensure that the league has prepared a COVID-19 safety plan



### **Vaccination Policy Requirements**

- As of August 24, 2021 there is a new requirement in Ontario Regulation 364/20 for businesses and organizations to create and implement their own COVID-19 Vaccination policies. (Schedule 1, s2(2.1))
- COVID-19 vaccination policies should strongly encourage all eligible employees to get two doses of the vaccine, and provide consideration to allow employees time off to get the vaccine. HPPH recommends any businesses wanting to implement a more rigorous mandatory vaccination policy for their employees seek legal counsel.
- Effective September 22, 2021, proof of vaccination will be required to enter facilities used for sports and fitness activities. HPPH recommends that vaccine policies also include how this provincial requirement will be operationalized at the facility.

### **Frequently Asked Questions:**

- **Do participants and spectators need to be screened or is signage good enough?**
  - o Ontario Regulation 364/20 requires that everyone entering the facility must be actively screened. That means they must be asked the questions either directly, or through an online platform. Names and contact information must also be collected for everyone entering the facility, and kept for a minimum of one month.
- **What is the capacity limit for dressing rooms? Our facility is small and we are having trouble ensuring we have enough dressing room space.**
  - o The capacity of dressing rooms must be kept to a maximum of 50% capacity, and also should not exceed the number of people that can maintain a 2 meter physical distance.
- **Can players use the showers after practice or games?**
  - o Ontario Regulation 364/20 does not prevent shower use in recreational facilities at this time. As masks are required in dressing rooms, HPPH recommends that only showers with individual stalls be used. That way players can remove their mask while in the individual space. HPPH recommends that large, open-concept showers not be used at this time as physical distancing and masking is not feasible in those spaces. It is important that all shower areas are cleaned and sanitized at a minimum of 2x per day or more frequently where able.
- **Do players need to wear masks in the dressing room? Even if they are all on the same team, or in the same cohort?**
  - o Yes. Ontario Regulation 364/20, Schedule 1 section 3.1 requires that any person in an indoor business or organization wears a mask in a manner that covers their mouth, nose and chin. Exemption has been provided to individuals while they are actively participating in physical activity. When players are indoors and not actively participating in sports or exercising they must be wearing a mask.
- **Do coaches need to wear masks on the bench?**
  - o Yes. Masks are only exempt for those actively participating in physical activities, coaches and spectators are required to wear masks while indoors.
- **Do spectators need to show proof of vaccination, or just players?**
  - o It is the understanding of HPPH that every member or the public entering the facility must show proof of vaccination (or a medical exemption), including spectators, coaches, and players.
- **What if someone refuses to show their vaccination status?**
  - o It is the discretion of the individual to determine whether they would like to disclose their vaccination status. Should they make the decision not to divulge this information, they will not be permitted to enter setting that require proof of vaccination.

## Appendix A: Requirements for Patrons in Indoor Sport and Recreational Fitness Facilities

Setting	Activity	Proof of Vaccination
Indoor premises of a facility used for sports and recreational fitness activities	Youth under 18 years of age actively participating in an organized sport, including training, practices, games and competitions. Examples include: <ul style="list-style-type: none"> <li>• sports leagues</li> <li>• organized pick-up sports</li> <li>• dance classes</li> <li>• martial arts</li> <li>• swimming classes</li> </ul>	Not required
	Youth under 18 years of age using a gym or other area with exercise equipment or weights	Required*
	Youth spectating, including at sporting events	Required*
	Adult (18+) patrons accessing the facility for any purpose, including parents or guardians of youth participating in an organized sport	Required*

\*unless patron qualifies for an exemption

## MONTHLY REPORT

<b>To:</b>	<b>Mayor Strathdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>28 September 2021</b>
<b>Subject:</b>	<b>DCS 29-2021 September Monthly Report (Community Services)</b>

### RECOMMENDATION

THAT DCS 29-2021 September Monthly Report (Community Services) be received for information.

### DEPARTMENTAL HIGHLIGHTS

#### Grant funding:

- Curatorial and Programming Assistant started a 24-week placement at the Museum on September 7. This position's wages are 85% funded through the Young Canada Works Building Careers in Heritage internship program.
- Staff applied to the Museum Assistance Program Reopening Fund for Heritage Organizations grant. The Museum is eligible for up to \$15,000 to assist with lost revenue and reopening expenses.
- Archives Assistant completed contract on August 27. This position's wages were 85% funded through the Young Canada Works Canadian Council of Archives grant program.
- Senior Services has submitted the Seniors Active Living Centre funding request to the Ministry of Senior Affairs.

#### Programming/Wellness:

- Plans to resume in-person retirement home museum programming in September was underway but has since been postponed due to rising COVID-19 numbers. Local retirement homes are ready to welcome fully vaccinated museum staff in for programs as soon as COVID-19 numbers decrease.
- Conducted Supervision Evaluation Enhancement audits for each lifeguard at the Quarry.
- Supervisor of Aquatics taught a Water Safety Instructors course for 8 staff members and a Water Safety Instructors transfer course for 2 staff members.
- The Aquatics Centre opened early August, all programs offered, including swim lessons, aquafit, family swims and camp PRC swims ran smoothly.
- Continuing to onboard 9 new lifeguards with confirmed training dates all leading up to having lifeguards deck ready for September 18 when weekend and evening programming begins.
- Middlesex Swim Club is under new management. They are rebuilding their team as they have not been swimming at the PRC since March 2020. They are following guidelines from Swim Ontario.
- Potential for the return of the Synchro Club, working with the organization for pool time/return to play.

- Senior Services have a number of programs that returned to in-person programs in September. Programs include various fitness class, line dancing, ballroom dancing, Zumba, discussion groups, and a music series.
- A new level of fitness has been introduced into the fitness schedule to help support people improve their functional mobility.
- Senior Services has resumed evening programs. Current programs offered include ballroom dancing, Zumba, Pickleball.
- The Friendship Centre will host Drive Thru/Delivery Thanksgiving Lunch October 6<sup>th</sup>
- The childcare centre continues to operate at approx. 60 % capacity and were able to welcome 15 new children to the centre in September. The Before & After school programs are doing well. At Holy Name, we have both a kindergarten and school age program operating out of the gym and our program at Little Falls is a combined group operating out of the gym.

#### Facility/Projects:

- Operational and Capital budget sheets submitted for 2022.
- Both ice pads operational with minor sports and Junior B use regularly.
- Hot water supply equipment for Zamboni fill water being replaced.
- Outdoor sports fields and swimming quarry being winterized

#### Impact/Feedback:

- Received a 5-star review through the Google Business page for the Quarry- "Excellent facility and wonderful place to cool off and have some fun doing it. Staff are friendly and professional. Definitely a place to spend the day in Southern Ontario."

#### Program Statistics:

- 10,484 swimmers registered over the summer at the Quarry. The summer ran very smoothly between public swims, SUP rentals and swimming lessons.

#### ***Home Support/Community Wellness Statistics***

<b>Service</b>	<b>July 2020 Clients Served</b>	<b>July 2021 Clients Served</b>	<b>July 2020 Units</b>	<b>July 2021 Units</b>
Hot Meals on Wheels	12	14	146	162
Frozen Meals on Wheels	12	18	159	210
Community Dining	0	44	0	44
Telephone Reassurance/Social Connection	21	30	481	308
Grocery Shopping/Food Delivery	11	11	27	26
Fitness	0	63	0	334
Social Phone Program	27	23	63	62

Town of St. Marys Online Booking Support Line		
Time of Service	Number of Vaccine Support Calls Answered	Number of rides to Vaccine Clinics Arranged/Sponsored
March 1, 2021 – March 31, 2021	210	0
April 1, 2021 – April 30, 2021	90	1
May 1, 2021 – May 31, 2021	51	3
June 1, 2021 – June 30, 2021	113	2
July 1, 2021 – July 31, 2021	24	0

***Museum Statistics:***

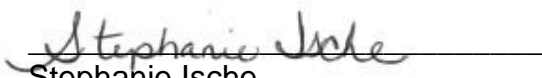
- Museum has now been open for a full month and operations are going well. Attendance for drop-in Museum tours is on par with what it was pre-covid. 30% of August visitors were local and 70% were tourists, with the majority being day-trippers from 1-2 hours away.
- There were 20 research appointments booked in August, with the majority being in-town users.
- Staff responded to 17 research requests in August, with the majority coming from out of town.

***Picture St. Marys Statistics:***

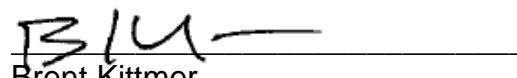
Month/Year	# Visitors to Site	# Visits to Site
August 2021	1,518	1,786
August 2020	1,445	1,620

**REVIEWED BY**

**Recommended by the Department**

  
 Stephanie Ische  
 Director of Community Services

**Recommended by the CAO**

  
 Brent Kittmer  
 Chief Administrative Officer

# MONTHLY REPORT

**To:** Mayor Stratthdee and Members of Council

**From:** Corporate Services

**Date of Meeting:** 28 September 2021

**Subject:** COR 32-2021 September Monthly Report (Corporate Services)

## RECOMMENDATION

THAT COR 32-2021 September Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### KPMG – Modernize Finance Work Processes

- Information Systems Strategic Plan project has kicked off. The first phase of the project is data collection and internal interviews for current state and needs analysis – this portion of the project is almost complete. Two workshops and 21 interviews have been conducted. Next steps are to interview 2 peer municipalities and assess the internal priority of technology needs.

### Tourism & Economic Development

- Staff have begun the planning stage of the “Flats” project with a report expected to come to Council in early October to confirm the objectives for the project

### Monthly Division updates:

#### Finance:

- Reconciled 12 bank accounts for the month of August
- RFT Issued for Grinding of Brush and Wood Waste Materials
- September supplementary tax billing run resulted in \$29,200 in municipal revenue from plans submitted by internal staff to MPAC.
- Aug 2021 monthly reports sent to VIA Rail head office.
- New lots being purchased quickly in Thamescrest Development, Plan 44M-79
- 1<sup>st</sup> instalment of the final tax bill was due on August 31<sup>st</sup>. Tax arrears continue to trend as in past years, within 1% of 2020, and slightly lower than 2019.
- Number of property sales per month, 2021 vs 2020:
 

June 2021	25	June 2020:	17
July 2021	8	July 2020:	20
Aug 2021	25	Aug 2020:	18

## Information Technology:

- Annual security audit performed – final report expected by the end of September
- Deployed frozen state laptops for council and prepared Council Chambers for live-streaming of in-person meetings
- Restored remote connectivity agent for internal device troubleshooting
- Orientation for new staff
- Provisioned new frozen state fire hall laptops for team use
- Adjusted remote access for HVAC system at the PRC
- Network appliance software upgraded

## Communications:

- Media Relations
  - Issued 9 media releases;
    - Speak Up St. Marys Budget Engagement
    - Labour Day Hours
    - Budget Knowledge Survey
    - Fire Department Training
    - Tourism Website Launched
    - Environmental Assessment
    - Yak Shack Reservations
    - Fire Water Rescue Training
    - Recreation Program Barriers Survey
- Advertising:
  - Print:
    - Continued with weekly Stonetown Crier column
    - Monthly half page Stonetown Supports ad (Housing)
    - Adult Learning promotional flyer
    - Falls Prevention promotional flyer
    - Proof of Vaccination posters
  - Radio
    - Launched Tourism Radio Campaigns:
      - 100 x 30s commercials on 100.1 The Ranch
      - 50 x 30s commercials on Country 106.7 (47000 people reached weekly)
    - Continued coverage of all media releases on St. Marys Radio
  - Digital
    - Tourism Facebook/Instagram Ad Campaigns

Reach	Website Clicks	Cost
60157	3745	\$634.33

- Tourism Google Advertising

Reach	Website Clicks	Cost
9031	433	\$386.72

Top Search Phrases:

- “Places to visit in Ontario”
- “Weekend getaway Ontario”
- Museum Facebook/Instagram Ad Campaigns

Reach	Website Clicks	Cost
23758	830	\$241.49

- Official Plan Feedback Survey Facebook Ad

Reach	Website Clicks	Cost
2774	89	\$20

- Recreation Barriers Survey Facebook Ad

- Participants could enter to win a \$50 credit for any 2021 recreation program

Reach	Website Clicks	Cost
3117	224	\$38.99

- Budget Knowledge Survey Facebook Ad

- Participants could enter to win a \$25 grocery gift card for filling out the survey

Reach	Website Clicks	Cost
2560	109	\$19.99

- Speak Up St. Marys Facebook/Instagram ad (to date)

Reach	Website Clicks	Cost
3373	238	\$104.98

- Website:

- Website Traffic: 25798 users or 39,843 sessions. (Up 22% over previous month).
  - Top viewed pages: Quarry (21574) Library (8095), Aquatics (2995), Current Opportunities (2376).
  - News Module upgrade preparation
  - Revised and updated 19 webpages
  - COVID-specific page views:
    - 1363 views of COVID-19 page
    - 20 views of Business Resources page
    - 55 views of Community Wellness page
  - New Home page banners
    - Speak Up St. Marys Budget Engagement
    - Recreation Barriers Survey
    - Budget Knowledge Survey

- Social Media:

- Continued to share wellness, Covid-19 updates, vaccination updates and resources from HPPH.
  - Top posts:
    - Overdose Awareness Day
    - Walk In clinics
    - Road Closures
    - Fire Training
    - Yak Shack
    - Tourism Website Launch



- Service Ontario job opportunity
- 53 new followers on the Town's Facebook page in August
- 16 new followers on the Town's Twitter page in August
- 9 new followers on the PRC's Facebook page in August
- 17 new followers on the Friendship centre Facebook page in August
- 34 new followers on LinkedIn page (178 total)
- Other:
  - Conducted quarterly departmental meetings
  - Monthly OFM educational information continues to be shared
  - Ongoing claiming and updating of Town Google Business listings (14 to date)
  - Ongoing efficiency and optimization analyzation of Activenet

### **Tourism and Economic Development:**

- Launched a series of water safety videos to align with the Yak Shack.
- Hosted an in-person session on the river on proper paddling technique and safety.
- Applied to the Tourism Relief Fund on behalf of the Town for funding towards the implementation of the Town's Signage and Wayfinding Strategy.
- Met with colleagues from RTO4 to review St. Marys Tourism activities and potential activities for the future.
- Launched a new regional cycling map with Stratford and Perth County to promote cycling in the region.
- Began discussions with staff and volunteers about recognizing September 30<sup>th</sup> as National Truth and Reconciliation Day.

### **Tourism Student**

- Assisted with coverage at the front counter at Town Hall in the absence of a full-time Legislative Assistant
- Ensured businesses have print materials topped up
- Assisted with a report on the website for RTO4
- General tourism inquiries at Town Hall
- Making updates to tourism website

### **VIA Services**


- Number of Boarding: 112
- Passengers Arriving: 108
- Percentage of Tickets Printed: 34.8%
- Hosted Metrolinx and VIA Staff at the station to discuss increased service on the Toronto to London corridor

## **SPENDING AND VARIANCE ANALYSIS**

n/a

## REVIEWED BY

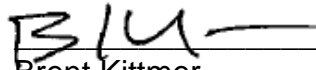
### Recommended by the Department



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André Morin  
Director of Corporate Services

### Recommended by the CAO



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Brent Kittmer  
Chief Administrative Officer



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>28 September 2021</b>
<b>Subject:</b>	<b>FD 13-2021 September Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 13-2021 September Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of August (13 August – 17 September 2021) the Fire Department responded to 08 emergency responses most notably:

- MVC – 1 Perth South
- Automatic Alarm – 6 St. Marys
- Medical – 1 St. Marys

Fire Chief Attended 01 Calls alone

Average attendance of firefighters per emergency call - 17

St. Marys Firefighters have responded to 78 calls for service (1 January – 17 September 2021) compared to 86 emergency responses last year (1 January – 17 September 2020).

## Inspections

During the month of August (13 August – 17 September 2021) the Chief Fire Prevention Officer (CFPO) has completed the following:

- 2 Complaint
- 8 Follow Up & ongoing
- 26 Requests
- 2 Routine
- 2 Home visits: Smoke alarm/CO detector replacement

40 Total

## **Training**

- Difficult Rescue
- Inspection, Testing and Maintenance
- Meeting
- Pump Operations
- SCBA Compressor training by AJ Stone

## **Personnel**

- Fire Chief on vacation 3-13 September 2021.
- 100% of our Firefighters are healthy.

## **Pumper**

The pumper was pickup up by “Dependable” on 31 August 2021 and taken to Brampton for their mechanics to inspect and provide an estimate of how much it will cost to repair the pump. Dependable informed staff of the following:

- All the steel piping getting thin and would need replacing
- Impeller Shaft needs replacing
- Valves kits at the minimum would need to be replaced
- Water level gauge needs replacing
- Vacuum leak needs to be addressed
- Exhaust needs attention
- Pump test has failed due to the pump issue.

The largest concern is the cutting edge of the pump. Their best guess looking through their camera is it needs to be replaced. Hale does not make replacement parts or a QSG pump any longer and we would have to replace the pump.

Estimate price would be approximately \$30,000.00 to repair issue. This price does not include if the pump needs to be replaced. If the pump must be replaced it would cost approximately \$65,000.00 - \$75,000.00.

Staff requested the pump be put back together and tested. The pump passed the pump test but failed the vacuum test. The pumper was returned to the fire hall on 02 September 2021. The plan is to keep the pumper in the secondary position and limit the use of the pump as much as we can. In an extreme situation (Fire) we will use it.

Staff has informed all the surrounding Fire Chiefs that we have a mutual aid agreement with of our situation. I have stated that if we run into any problems on the fire ground, I will be requesting assistance.

## **New Pumper**

Staff confirmed that a new pumper would arrive 12-14 months from the time a contract was awarded. When a company receives approval of the contract they will order a chassis and various other purchased parts (lights, pump, valves, etc.). When the chassis arrives, the other parts will have arrived as well. They commence building the body and pumphouse after the majority of the parts have arrived. That eliminates holdups due to part shortages.

## Genesis Rescue Spreader Tool

The Genesis rescue spreader tool became unserviceable on the 4<sup>th</sup> of August 21. Spreaders sent to manufacturer for repairs. Repairs were covered under warranty. Staff authorised a complete servicing of the spreaders and the unit was returned on the 15<sup>th</sup> of September.

## SCBA Air Compressor

The SCBA Air Compressor has been installed, inspected, maintained and tested by technicians from AJ Stone. An air sample was taken and has passed.

A technician from AJ Stone provided 3 hours training for the firefighters (15 September 2021).

## SPENDING AND VARIANCE ANALYSIS

- Retractable Awning for Rescue 4 – \$4,474.80 (covered by donations)
- Sani Gear Pump Installation Package - \$1,212.49
- Pumper inspection of the pump and operation report - \$1,514.20

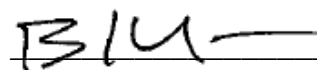
## REVIEWED BY

### Recommended by the Department



Richard Anderson  
Director of Emergency Services / Fire Chief

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer

# MONTHLY REPORT

**To:** Mayor Stratthdee and Members of Council

**From:** Human Resources

**Date of Meeting:** 28 September 2021

**Subject:** HR 14-2021 September Monthly Report (Human Resources)

## RECOMMENDATION

THAT HR 14-2021 September Monthly Report (Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Recruitment

- Currently recruiting for Recreational Before & After School program staff, Youth & Child Program staff, a Finance Clerk and a Museum Intern.
- Prepared offers for Lifeguards, Casual library staff, Crossing Guards, full and part time Service Ontario staff.

### Employee Engagement

- Facilitated a picnic lunch for staff in lieu of the traditional Mayor/CAO BBQ as a way to show appreciation to staff for their work over the past year.
- Worked with the Town's Truth and Reconciliation Day Committee, STEAM secured orange t-shirts for staff and Council to wear in recognition and support for indigenous peoples on September 30<sup>th</sup>.

### HR System

- Continued back-up Payroll training with the HR generalist
- Met with the Compensation consultant (ML Consulting) to discuss the progress of the Job Evaluation project.
- Conducted Electronic Timesheet training sessions for new and returning staff
- Activated returning staff for 2021-2022 school year (i.e. Crossing Guards & Before & After School staff)

### Health & Safety/ Training

- Met with management and team members to ensure understanding of the recently approved Covid-19 Vaccination Policy and outlined the path forward for unvaccinated team members.
- Ordered and distributed Covid 19 rapid test kits to unvaccinated staff for self testing between September 22, 2021-October 31, 2021.
- Created a process for unvaccinated staff to perform self-administered tests at home prior to attending work.

- Attended a Library Board meeting to provide information on and answer questions regarding the Town's Covid-19 Vaccination Policy during the Board's discussion on adopting the policy as their own.
- Reviewed the PRC Fire Safety Plan, to be signed off on & copies provided to PRC
- Virtually attended a training session for Municipal Leaders on Human Rights and Equality.
- Arranged & presented new hire orientation (In-person session).

#### Payroll and Benefits

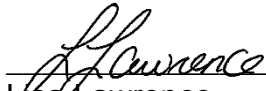
- Completed and submitted report on hiring to Service Canada for August 2021
- Completed & submitted August's invoicing for Camp PRC to the City of Stratford
- Updated Volunteer Firefighter calls and practices tracking and payment worksheets
- Submitted documentation for reimbursement of new Covid Paid Days (3) to WSIB for August
- Processed Records of Employments for staff who have resigned or end of employment contracts

### **SPENDING AND VARIANCE ANALYSIS**

None to report

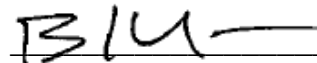
### **REVIEWED BY**

#### **Recommended by the Department**



Lisa Lawrence  
Director of Human Resources

#### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer

# MONTHLY REPORT

**To:** Mayor Stratthdee and Members of Council

**From:** Public Works

**Date of Meeting:** 28 September 2021

**Subject:** PW 71-2021 September Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 71-2021 September Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### General Administration

- Green Committee
  - Meeting scheduled for September 22, 2021
  - Committee to review Forestry Management policies, and discuss an invasive species pilot project
- Traffic and Parking:
  - Documentation prepared for an amendment to the Traffic and Parking By-law to address operational concerns that have been flagged since the last by-law review.
  - Design of a parking utilization study for the Downtown. Data collection taking place between September 14, 2021, and September 25, 2021.
  - Preparing 2021-2022 parking permit system materials for October launch date, existing permits expire on October 31, 2021.
  - Finalizing Vision Zero report for Community Policing Advisory Committee
- Procurement
  - Turf maintenance, forestry maintenance and the fuel contract all expire on December 31, 2021. Staff are drafting the procurement documents and will begin to release the tenders.
- Budget
  - Preparing 2022 Operational and Capital Budgets

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

- Continuing the Valve Exercising program
- Clarifier sandblasting and painting completed at the WPCP
- Landfill EA Comments being received and addressed
- Wood and Brush grinding tender released
- Industrial Waste Surcharge Program updated issued for legal review
- Pump performance testing of Well No. 1
- SCADA PLC upgrades deferred
  - Further review into the updated products and programming availability has identified concerns related to operations and compliance monitoring aspects that would need to be addressed prior to system upgrades. Project has been deferred until further notice.



- Existing hardware vendor has confirmed product support ongoing for 6 years.
- Completed and submitted the ICIP Green Infrastructure Stream 2021 Grant Intake for water storage rehabilitation works
- Updating Standard Operating Procedures for Waste Management

### **Public Works Operations**

- Replacement and repair of Green Bridge signage
- Provide maintenance activities at recently installed Fibremat locations
  - Frequent sweeping
  - Hydro-vac of catch basins
- Investigated and filled in old well at the St. Marys Museum
- Provided assistance at the Cemetery (pushing down bins, turning compost)
- Assisted with a sewer repair
- Commenced parking lot modifications at the Canadian Baseball Hall of Fame and Museum to accommodate additional parking
  - Created storage area for asphalt millings to be placed in Spring of 2022

### **Parks, Trails, Tree Management, Beautification and Cemetery**

- Tree management, trail maintenance and playground maintenance are all ongoing
- There are various stumps to be removed throughout Town, locates have been sought, and grinding to commence early fall
- Meadowridge Natural Area
  - Trail to be installed in September
  - Anticipate the planting of 450 trees (pooling a donation from the Rotary Club of St. Marys, and a private donation) to take place the week of October 25, 2021.  
Communications to the public regarding the project will be sent out prior to the planting.
- Clean up maintenance activities at several locations using the boom flail mower string trimming
- Installation of new table tops at the ELC playground

### **Capital Projects and Engineering**


- Elizabeth and Waterloo Reconstruction complete pending minor deficiencies. Topcoat asphalt in 2022.
- Asphalt mill and pave program planned for mid-October. Including Queen St. W. (Thames to Thomas), Waterloo St. S. (Queen St. to Elgin St.), Water St. S. (Elgin St. to Victoria St.) and Park St. (Bridge to Water St.)
- Park St. Bridge Repairs tender closed
- Deficiency walk-through for Stoneridge Phase 2 and Westover Place Subdivisions, as they prepare to request final acceptance of Stage 2 works. Stage 3 (topcoat asphalt, trees, sidewalk) have not received preliminary acceptance.
- Processing preliminary acceptance request for stage 1 and 2 works for Thames Crest Farms Phase 2 subdivision.
- Miscellaneous concrete and asphalt repairs to take place in September and October.
- Working on sidewalk reprioritization for sidewalk plan.
- Preparing contingency plans incase parking becomes an issue at the Quarry in 2022.

### **SPENDING AND VARIANCE ANALYSIS**

Notice sent to contractors regarding mandatory vaccine policy for working on Town projects. Some contractors have indicated they may not be able to complete our contracted work as a result of the policy. Depending on the work, this may result in delays in completion if work needs to be re-tendered.

## REVIEWED BY

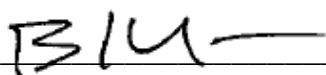
### Recommended by the Department



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Jed Kelly  
Director of Public Works

### Recommended by the CAO



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Brent Kittmer  
Chief Administrative Officer

# PROCUREMENT AWARD

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Jeff Wolfe, Asset Management Specialist
<b>Date of Meeting:</b>	28 September 2021
<b>Subject:</b>	<b>PW 63-2021 Park Street Bridge Repairs Tender Award</b>

## PROJECT DETAILS

The project includes concrete repairs to the sidewalk and deck of bridge as well as deck waterproof membrane and asphalt replacement. There is a provisional item for expansion joint seal replacement if it is determined necessary during construction.

## RECOMMENDATION

**THAT** PW 63-2021 Park Street Bridge Repairs Tender Award report be received; and,

**THAT** the tender for repairs to the Park St. Bridge be awarded to Across Canada Construction Ltd. for the bid price of \$213,733.85, inclusive of all taxes and contingencies; and,

**THAT** Council consider By-Law 84-2021 and authorize the Mayor and the Clerk to sign the associated agreement.

## PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Procurement Title:	RFT-PW-13-2021
Tender Closing Date:	Friday, August 27, 2021
Number of Bids Received:	Number (5)
Successful Proponent:	Across Canada Construction Ltd.
Approved Project Budget:	\$275,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$213,733.85
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$192,473.95
Cost Result – Other Project related costs (net HST)	\$37,651.20
Project Under-budget (Net of HST)	\$44,874.85

The bid document submitted by Across Canada Construction Ltd. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. The Town's

engineering consultant completed company profile and reference reviews and determined that the contractor is suitably experienced and qualified to complete the project scope of work. As such, staff recommends award of the project to Across Canada Construction Ltd.

## FINANCIAL IMPLICATIONS

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

Park St. Bridge Repair Capital Project (budgeted)	\$275,000
Total Anticipated Expense	<b>\$230,125.15</b>

## STRATEGIC PLAN

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

- Pillar # 1 Infrastructure:
  - Outcome: Develop a progressive and sustainable infrastructure plan
  - Tactic(s): Maintaining infrastructure costs at a level are sustainable given the Town's funding capacity.

## OTHERS CONSULTED

Jeffrey Jones P.Eng, BM Ross & Associates  
André Morin, Director of Corporate Services / Treasurer

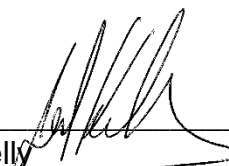
## ATTACHMENTS

1. Bid Summary
2. Recommendation Letter from BM Ross

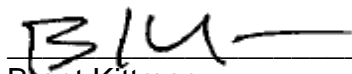
## REVIEWED BY

### Recommended by the Department

  
Jeff Wolfe  
Asset Management Specialist

  
Jed Kelly  
Director of Public Works

### Recommended by the CAO

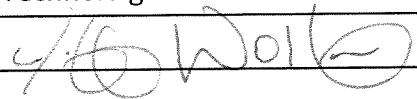
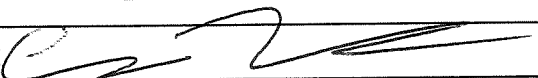
  
Brent Kittmer  
Chief Administrative Officer

## VENDOR OPENING SUMMARY SHEET

CONTRACT NO: RFT-PW-13-2021

TITLE: Park Street Bridge Repairs

August 27 2021      MOC      2:30 PM

NO	VENDOR	DATE	TIME	AMOUNT
1	2585284 Ontario Inc. o/a Beton	August 27 2021	1:50pm	\$332,021.12
2	Across Canada Construction	August 27 2021	1:30pm	\$213,733.85
3	Armstrong Paving and Materials Group Ltd.			
4	Carlington Construction Inc.	August 27 2021	12:13pm	\$236,735.00
5	D&A Road Services Inc.			
6	Engineered Concrete Limited			
7	Facca Incorporated			
8	Fuhrscher Installations Inc.			
9	Groundwater Environmental Management Services Inc.			
10	J.G. Goetz Construction Limited			
11	Jarlian Construction Inc.	August 27 2021	10:40am	\$290,217.90
12	Lobby Builders (Dublin) Limited			
13	McLean Taylor Construction Limited	August 27 2021	11am	\$279,823.26
14	VanDriel Excavating Inc.			
15	Vector Corrosion Technologies			
	Opened By: 			
	Recorded By: 			

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

File No. BR265B

**VIA EMAIL ONLY**

[jwolfe@town.stmarys.on.ca](mailto:jwolfe@town.stmarys.on.ca)

September 1, 2021

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

Dear Jeff

**RE: Repairs to the Park Street Bridge (Structure 6)**  
**Tender Submission Review Letter**

Tenders were received on Friday, August 27, 2021 for the repairs to the Park Street Bridge (Structure 6), as summarized by the following table:

<b>Tenderer</b>	<b>Tendered Amount</b>
Across Canada Construction Ltd.	\$213,733.85
Carlington Construction	\$237,011.85
McLean Taylor Construction Ltd.	\$279,823.26
Jarlian Construction Inc.	\$290,217.90
2585284 Ontario Inc. O/A Beton	\$332,021.12

All of the tenders were checked. The corrected value for Carlington Construction is shown above. All tenders were properly signed, and each was submitted with the specified tender deposit and Agreement to Bond.

The Contract allows construction in 2021 or 2022 with a completion date of May 24, 2022. Across Canada Construction Ltd. indicated that construction would occur in 2022.

Across Canada Construction supplied three contacts following their bid submission. One contact responded to us indicated that they were satisfied with Across Canada Construction's work. To date we have not received comments from the other two contacts.

GODERICH

MOUNT FOREST

SARNIA

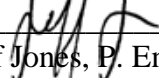
Since the lowest tender is acceptable contractually, and the tenderer is experienced in bridge rehabilitation, further analysis is limited to the lowest bid. We are not aware of any reason why the contract should not be awarded to Across Canada Construction Ltd. for the total tender sum of \$213,733.85.

Please retain the tender deposits from the two low bidders until the contracts are formally signed. The other tender deposits may now be returned.

Should you have any questions, please contact the undersigned.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per  \_\_\_\_\_  
Jeff Jones, P. Eng.

JJ:sd



# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	28 September 2021
<b>Subject:</b>	<b>PW 67-2021 Freedom Mobile Proposal</b>

## PURPOSE

This report presents Council with preliminary information related to a proposal received by Staff regarding the potential installation of cellular communications equipment atop the St. Marys Water Tower.

## RECOMMENDATION

**THAT** report PW 67-2021, Freedom Mobile Proposal, be received; and

**THAT** Council direct staff to enter discussions with Spectrapoint, on behalf of Freedom Mobile Inc. to investigate the feasibility of additional communications equipment on the water tower; and,

**THAT** Council direct staff to enter discussions with Spectrapoint, on behalf of Freedom Mobile Inc. to draft a lease Agreement with respect to their proposal to install cellular communication antenna and supporting equipment at the St. Marys Water Tower should it be deemed feasible; and,

**THAT** staff bring back a further report to Council detailing the feasibility of the proposal and a finalized Agreement for Council's consideration.

## BACKGROUND

Freedom Mobile Inc. is currently working to improve the quality of wireless service in the St. Marys area. On August 5, 2021, Town staff received a proposal from Spectrapoint on behalf of Freedom Mobile Inc. to lease a small amount of space on the Water Tower on Victoria Street.

This report provides information to Council regarding the request and direction on next steps.

## REPORT

Freedom Mobile Inc. is proposing to lease a small amount of space on the St. Marys Water Tower (Victoria Street Site) that would be used to install cellular communication antennas. The antennas would be secured to the structure of the Tower and any installation would also require a small equipment cabinet to be installed at the Site at ground level.

Currently, the St. Marys Water Tower leases space to another cellular communications company with a similar antenna and equipment cabinet installation as to what is being requested.

As currently proposed, it will need to be determined that it is feasible to install the additional cellular communications equipment at the site. This would include ensuring that the Tower structure and tank composition and construction can safely support any additional equipment; that additional equipment can be installed without interference to existing equipment; and that the site can accommodate further equipment enclosures at ground level, among others.



As such, staff is seeking direction from Council to enter into discussions with Spectrapoint on behalf of Freedom Mobile Inc. regarding the feasibility of the proposal, and if feasible, to enter into discussions to finalize an Agreement for future consideration.

## **FINANCIAL IMPLICATIONS**

None at this time. Costs to determine the feasibility of the proposal shall be the responsibility of the proponent.

Should the request be determined to be feasible, and an Agreement entered in the future, the Town would anticipate annual lease revenue from any equipment installation at the site based on Agreement terms and conditions.

## **SUMMARY**

Based on information within this report, staff recommend investigating the feasibility of additional cellular communications equipment atop the St. Marys Water Tower, and if feasible, to discuss a lease Agreement with Spectrapoint on behalf of Freedom Mobile Inc. to be considered by Council at a later meeting.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

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

## **ATTACHMENTS**

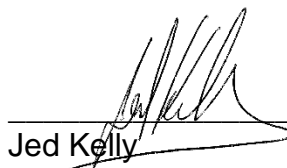
Freedom Mobile Lease Proposal

## **REVIEWED BY**

### **Recommended by the Department**

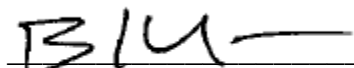


Dave Blake, C.E.T.  
Environmental Services Supervisor



Jed Kelly  
Director of Public Works

### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer

**SpectraSite Inc.**  
**3307-89 Dunfield Avenue**  
**Toronto, ON M4S 0A4**  
**(647) 835-3765**

**Robert Huras**  
**T: (416) 418-1588**  
**EMAIL: [rhuras@spectrapoint.ca](mailto:rhuras@spectrapoint.ca)**

**August 5, 2021**

**Attention: David Blake**

**RE: Freedom Mobil lease proposal**

Dear Dave,

Further to our conversation, Freedom Mobile is working to improve the quality of wireless service in the St Marys area. An implementation of a new antenna installation on the water tower on Victoria Street would allow us to meet that goal. This new site will greatly improve the quality of wireless service in the area.

Freedom Mobile Inc. proposes leasing a small amount of space on the water on Victoria Street in St Marys. This leased space would be used to install antennas that would be secured to the structure of the tower. In addition, we would include a small equipment cabinet likely somewhere on the ground level as well. The exact location and installation details will be chosen during a site meeting and will take into consideration any preferences or requirements you may have.

Also included with this proposal for your review, is a copy of the Freedom Mobile standard form lease agreement. Freedom Mobile is offering rent in the amount of \$16,000.00 per year. All expenses required to construct, maintain, and operate the site will be fully born by Freedom Mobile.

Please feel free to call if you have any questions or require additional information. I look forward to meeting with you at your property to discuss possible locations and review the lease agreement.

Best Regards

Robert Huras



# FORMAL REPORT

**To:** Mayor Strathdee and Members of Council

**Prepared by:** Dave Blake, Environmental Services Supervisor

**Date of Meeting:** 28 September 2021

**Subject:** **PW 68-2021 Automotive Materials Stewardship Inc. Agreement**

## PURPOSE

This report is to present Council with an Agreement with Automotive Materials Stewardship (AMS) to provide reimbursement for Municipal Hazardous and Special Waste (MHSW) Events and automotive materials collected under as a Producer Responsibility Organization.

## RECOMMENDATION

**THAT** report PW 68-2021, Automotive Materials Stewardship Inc. Agreement, be received; and

**THAT** Council consider By-Law 82-2021, being a by-law to execute the agreement with Automotive Materials Stewardship Inc. and to authorize the Mayor and the Clerk to execute the agreement.

## BACKGROUND

On April 1, 2017, Automotive Material Stewardship (AMS) began operations of the industry stewardship plan for the management of used oil filters, used oil containers, used antifreeze and its containers, collectively known as automotive materials. Administration of the program had historically been completed by Stewardship Ontario (SO), however as of March 31, 2017, SO no longer managed payment obligations to municipalities for the management of these materials.

In 2017, the Town of St. Marys and AMS entered into an Agreement concerning the collection of certain automotive materials.

As to Province of Ontario continues to move waste diversion programs to Producer Responsible Organizations (i.e. Producer Pay), AMS will begin operating as a Producer Responsibility Organization (PRO) for automotive materials and an updated Agreement is required to continue to receive funding for program delivery and materials.

The current Agreement is set to expire September 30, 2021.

## REPORT

On June 8, 2021, Ontario Regulation 449/21, Hazardous and Special Products, was filed under the *Resource Recovery and Circular Economy Act*, 2016 that moves the post life management of materials to producers which includes funding for end of life care of these materials.

Automotive Materials Stewardship Inc. (AMS) will begin operating as a Producer Responsibility Organization in accordance with the above Regulation on October 1, 2021 for automotive materials such as antifreeze, oil containers and filters.

The Town has been invited by AMS to participate in its collection and processing network that will enable producer compliance under Ontario's Hazardous and Special Products Regulation. This would continue to see the Town in an agreement with AMS for the collection and handling of automotive materials, however now under the HSP Regulation and Producer Responsibility Organization framework.

Under the Agreement, the Town would continue to receive funding for automotive materials collected within the community through our event collection days which would help offset the cost of program delivery within the community.

## **FINANCIAL IMPLICATIONS**

The Agreement will be updated to reflect the Town's shift to event collections. As such, reimbursement costing will be based at a rate of \$1,1100.00 per tonne of automotive HSP as opposed to historical funding metrics of \$0.22 per hour of depot operation (1,664 annual hours).

It is anticipated that the Town may see a slight increase in program material funding through the updated Agreement however actual reimbursements will be dependant on the volume of automotive materials collected through municipally held diversion events.

## **SUMMARY**

Based on the information detailed within this report, staff recommends that the Agreement with Automotive Materials Stewardship Ins. +be executed. An Agreement continuation with AMS as a Producer Responsibility Organization will continue to see the Town of St. Marys receive funds for the collection and diversion of automotive materials.

## **STRATEGIC PLAN**

☒ Not applicable to this report.

## **OTHERS CONSULTED**

Not Applicable

## **ATTACHMENTS**

Attachment No. 1 – Municipal & First Nations Automotive Materials Services Agreement

## **REVIEWED BY**

### **Recommended by the Department**

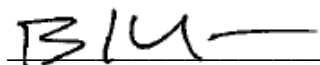


Dave Blake, C.E.T.  
Environmental Services Supervisor



Jed Kelly  
Director of Public Works

### **Recommended by the CAO**



Brent Kittmer  
Chief Administrative Officer

## MUNICIPAL & FIRST NATIONS AUTOMOTIVE MATERIALS SERVICES AGREEMENT

**THIS AGREEMENT** is made as of the 1<sup>st</sup> day of October, 2021 (the “**Effective Date**”).

BETWEEN:

**AUTOMOTIVE MATERIALS STEWARDSHIP INC. (“AMS”)**

- and -

**CORPORATION OF THE TOWN OF ST. MARY'S (“COLLECTOR”)**

**collectively, the “Parties”**

*Reporting Contract #:* \_\_\_\_\_ *(completed by AMS)*

### WHEREAS:

- A. AMS will be offering services as a producer responsibility organization (“**PRO**”) under the Hazardous and Special Products Regulation (“**HSP Regulation**”) made under the *Resource Recovery and Circular Economy Act, 2016* (the “**RRCEA**”) (collectively, the “**AMS Program**”).
- B. As a PRO, AMS is establishing a collection and management system for HSP consisting of antifreeze (including antifreeze containers less than 30 litres), oil containers, and/or oil filters (collectively, “**Automotive Hazardous and Special Products**” or “**Automotive HSP**”) as more particularly defined below.
- C. AMS and Collector wish to enter into an agreement concerning the provision of services by the Collector to AMS concerning Automotive HSP.

**NOW THEREFORE** in consideration of the premises, the parties hereto agree as follows:

**1.0 Definitions and Interpretation**

1.1. Terms beginning with capital letters and used herein without definition shall have the meanings given to them in the RRCEA or the HSP Regulation or the *Municipal Act, 2001* (Ontario), as the case may be unless otherwise specified.

1.2. In this Agreement:

(a) **“Agreement”** means this Agreement and includes all schedules and amendments thereto;

(b) **“Automotive HSP”** means one or more of the following as defined under the Regulation:

(i) **“Oil Container”** means a container that is used for the supply of new lubricating oil and that has a capacity of 30 litres or less;

(ii) **“Oil Filter”** means a fluid filter, other than a gasoline filter, and includes,

a. a spin-on style filter or element-style fluid filter that is sold separately or as part of a product, that is used in hydraulic, transmission or internal combustion engine applications,

b. a filter used for oil, diesel fuel, storage tank fuel, coolant, household furnace fuel, and

c. a sump type automatic transmission filter

(iii) **“Antifreeze”** means a product containing ethylene or propylene glycol that is used or intended for use as a vehicle engine coolant and includes,

a. the initial antifreeze supplied with a new vehicle, and

b. antifreeze that is premixed and concentrated.

“Antifreeze” includes the product’s primary packaging where that packaging is less than 30 litres.

(c) **“Business Day”** means Monday through Friday, excluding statutory holidays and any other day that the Government of Ontario has elected to be closed for business;

(d) **“Claims Submission”** means submission to AMS of data required to validate claim for payment;

(e) **“Collection Services”** means all the activities, including those conducted at Events and Depots operated by or on behalf of the Collector, for the purpose of receiving, classifying, packing, storing and transferring Automotive HSP onto transportation vehicles, including the manifesting of the Automotive HSP prior to transportation from the Event or Depot;

- (f) “**Depot**” means a collection and transfer facility/location operated by or on behalf of the Collector for receiving Automotive HSP from the public and transferring to Haulers for processing or recycling;
- (g) “**Diversión Report**” means invoices, Automotive Material tonnage reports, or other such documents in the form and format specified by AMS as may reasonably be required from time to time for the validation of Claims Submissions;
- (h) “**Event**” means a one-day or other collection event, operated by or on behalf of a Collector to collect, pack, transport, weigh, and process Automotive HSP from the public;
- (i) “**FOB**” means free on board;
- (j) “**Generator**” means the final user who generates waste which will be reused, recycled or disposed;
- (k) “**Hauler**” means a Service Provider that transports collected Automotive HSP to a Processor;
- (l) “**Manifesting**” means those activities associated with preparing a manifest for Post-Collection Services in accordance with Regulation 347 made under the *Environmental Protection Act* (Ontario);
- (m) “**Material Management Services**” means the Collection Services and/or Post-Collection Services provided by the Service Provider;
- (n) “**Packing Standards**” means the Waste Packing Protocols listed in Schedule “C” as amended by AMS from time to time;
- (o) “**Post-Collection Services**” means the management of Automotive HSP after transfer of such Automotive HSP to a Hauler FOB the Event or Depot location, including but not limited to transportation of Automotive HSP from Events and Depots, consolidation, sorting, weighing, processing, recycling, and safe disposal of residual waste and other post-collection waste management activities;
- (p) “**Processor**” means a Service Provider that processes collected Automotive HSP;
- (q) “**Service Provider**” means a Hauler and/or Processor, approved by AMS as posted in a secure location on the AMS website accessible to Collector, that provides Material Management Services to AMS or the Collector as the case may be; and
- (r) “**WeRecycle Portal**” means AMS’s online system for uploading Claims Submissions.

## **2.0 Material Management Services**

- 2.1. This Agreement is for three different service location types for the provision of Material Management Services by the Collector to AMS. These are as follows:

(a) Depot

- (i) The Collector or the Collector's Service Provider provides Depot Collection Services for Automotive HSP. AMS pays the Collector an hourly rate for the Collection Services of Automotive HSP.
- (ii) Automotive HSP are to be separately sorted by material as per Packing Standards by the Collector at its Depots and made ready for pick-up by approved AMS hauler.
- (iii) Depots must accept, at a minimum, all types of HSP that are in the same category as that type of HSP as defined in the Regulation.
- (iv) Depots must accept from a person, at a minimum, up to 25 kilograms per day of each type of Automotive HSP.
- (v) If a Depot accepts more than 50 kilograms of Automotive HSP from a person on a single day, Collector shall make reasonable efforts to record the person's name, contact information, any unique identifier assigned by the Registrar and the weight of Automotive HSP accepted.

(b) Event

- (i) The Collector or the Collector's Service Provider provides Event Collection Services for Automotive HSP. The Collector may combine Events with other activities, including collection of non-Automotive HSP. AMS pays the Collector a cost per tonne of Automotive HSP as per Schedule "B" for the Collection and Post-Collection Services.
- (ii) An Event must accept antifreeze, oil containers and oil filters.
- (iii) An Event must operate for a minimum of four (4) consecutive hours.

(c) Event (and transportation to Depot)

- (i) The Collector or the Collector's Service Provider provides Event Collection Services for Automotive HSP and transports the collected Automotive HSP to a Depot. AMS pays the Collector a cost per tonne.
- (ii) Automotive HSP are to be separately sorted by material as per Packing Standards by the Collector at its Depots and made ready for pick-up by an approved AMS Hauler.

For the purpose of this Agreement, AMS and the Collector have agreed that the service location types marked with an "X" below will be the ones under which the Collector will provide Material Management Services to AMS.

- ☐ Depot
- ☒ Event



- ☐ Event (and transportation to Depot)

2.2. AMS and Collector may agree in writing at any time to change the service location type under which Collector is providing Material Management Services to AMS herein to the other service location type listed or to add another service location type and this Agreement shall be deemed to have been amended accordingly.

### **3.0 Price and Payment**

#### **3.1. Price**

(a) Material Management Services – Depot. AMS will pay for Material Management Services provided by the Collector as follows:

- (i) AMS will pay the Collector the hourly rate as set out in Schedule “B” for the Total Reimbursable Hours of Operation as specified in Schedule “A” for the Collection Services.
- (ii) AMS will pay Service Providers directly for Post-Collection Services for Automotive HSP collected at Depots.

(b) Material Management Services - Event. AMS will pay for Material Management Services provided by the Collector as follows:

- (i) AMS will pay the Collector an amount per tonne as set out in Schedule “B” for the Collection Services and Post-Collection Services for each of the approved Events that are submitted as outlined in Schedule “A”. The actual weight of the Automotive HSP as determined by the Service Provider providing the Post-Collection Services will be used.

(c) Material Management Services – Event (and transportation to Depot). AMS will pay for Material Management Services provided by the Collector as follows:

- (i) AMS will pay the Collector an amount per tonne as set out in Schedule “B” for the Collection Services and transportation of Automotive HSP to a Depot for each of the approved Events that are submitted as outlined in Schedule “A”. The actual weight of the Automotive HSP as determined by the Service Provider providing the Post-Collection Services will be used.
- (ii) AMS will pay Service Providers directly for Post-Collection Services for Automotive HSP collected at Events and transported to Depots.

#### **3.2. Payment**

(a) Material Management Services – Depot.

- (i) For Depot Collection Services payable pursuant to Section 3.1(a)(i), AMS will pay the Collector pursuant to this Agreement within thirty (30) days of the end of each calendar month.

(b) Material Management Services - Event.

- (i) To receive payment for Event Collection Services and Post-Collection Services, the Collector must upload a Claims Submission via the WeRecycle Portal and send AMS a copy of the shipping manifest(s) and Diversion Report(s) from the End Processor with respect to the Automotive HSP. The Claims Submission is to be submitted by Collector to AMS within thirty (30) days of Collector receiving the related Diversion Report(s) but no later than the end of the following calendar quarter. AMS will validate the Claims Submission with the Diversion Report(s) received from Collector within thirty (30) days of receipt and AMS will pay the Collector pursuant to this Agreement within thirty (30) days of the date on which AMS determines the claim to be correct and accurate. If any errors or omissions are found, AMS will issue a payment adjustment and AMS may require a corrected Claims Submission from the Collector.

(c) Material Management Services – Event (and transportation to Depot).

- (i) To receive payment for Event Collection Services and transportation of Automotive HSP to a Depot, the Collector must upload a Claims Submission via the WeRecycle Portal and send AMS a copy of the shipping manifest(s) with respect to the Automotive HSP. The Claims Submission is to be submitted by Collector to AMS within thirty (30) days of Collector receiving the related manifest(s) but no later than the end of the following calendar quarter. AMS will validate the Claims Submission with the manifest(s) received from Collector within thirty (30) days of receipt and AMS will pay the Collector pursuant to this Agreement within thirty (30) days of the date on which AMS determines the claim to be correct and accurate. If any errors or omissions are found, AMS will issue a payment adjustment and AMS may require a corrected Claims Submission from the Collector.

3.3. Collector will provide any additional back-up/supporting information reasonably requested by AMS to verify the accuracy of the Claims Submissions from time to time.

3.4. The Collector will not charge residential Generators of Automotive HSP for collection of Automotive HSP at its Depots or Events.

3.5. Late Submission Penalties

- (a) AMS may reduce amounts payable under Claims Submissions which are not submitted to AMS within the time periods set out in section 3.2 (b) and (c) by five (5%) per cent per month.
- (b) AMS will have no responsibility to pay and Collector will forfeit the right to claim for, any Claim Submission in respect of a calendar year which is not received by AMS by January 31 of the following calendar year.

**4.0 Supplemental Reporting**

In addition to all other reporting requirements in this Agreement, Collector will provide information to AMS as required to satisfy AMS' reporting obligations to the Authority in the Regulation and the Hazardous and Special Products Verification and Audit Procedure

document, each of which can be found on the Government of Ontario and the Authority websites respectively. AMS will make no more than two (2) requests per calendar year.

## **5.0 Facility Access and Audit Rights**

- 5.1. Collector will grant AMS (or its authorized representative) or the Authority access to Collector's Depots used in the provision of Material Management Services to monitor Collector's performance in the delivery of Material Management Services. Such access will be during normal business hours and on a minimum of 48 hours' notice.
- 5.2. AMS or its representative will have the right to perform composition audits of Automotive HSP in the possession or control of the Collector and to review any documentation or other work product resulting from Material Management Services ("Audit Rights") at AMS' expense.
- 5.3. Collector will co-operate with AMS to allow AMS or its representative, to exercise its Audit Rights, and make reasonable efforts to provide access to adequate, indoor space and weighing devices, if available, at Collector's facilities at no charge to AMS.
- 5.4. All parties acting on behalf of AMS are bound by strict confidentiality agreements.

## **6.0 Term**

- 6.1. This Agreement will commence on the Effective Date and its initial term will continue until December 31, 2022. This Agreement will automatically renew for successive one (1) year terms unless or until it is terminated in accordance with this Agreement. The initial term and any such additional term or terms are herein referred to as the "Term".

## **7.0 Exclusivity**

- 7.1 The Collector will collect Automotive HSP exclusively on behalf of AMS and not for any other entity. In particular, Collector agrees not to enter into any other collection agreement for Automotive HSP with another producer responsibility organization or producer.

## **8.0 Title and Compliance with Laws**

- 8.1. Title to all Automotive HSP collected by Collector at Events and Depots will belong to Collector from the time of collection until transfer of the collected Automotive HSP to an approved Hauler. At no time will AMS have title to Automotive HSP unless handled directly by AMS employees. Any contract entered into between Collector and a Service Provider for Automotive HSP must provide that title transfers to the Service Provider.
  - (a) Notwithstanding the foregoing, if the Collector operates a reuse program for any Automotive HSP, title to the Automotive HSP being reused shall transfer to Collector one (1) second prior to being given to the person or entity requesting it for reuse purposes.
- 8.2. In performing Material Management Services hereunder, Collector represents and warrants that it will at all times, and will require its Service Providers to, have all Certificates of Approval (also known as an Environmental Compliance Approval), and any other approvals required and that it will otherwise comply at all times and require its Service

Providers to comply, with all applicable laws, regulations and requirements of any governmental authority having jurisdiction, including without limitation the Ontario Ministry of the Environment and the Ontario Ministry of Labour.

#### **9.0 AMS Policies, Standards and Guidelines**

- 9.1. Collector will at all times comply with the HSP Regulation and the HSP Verification and Audit Procedure document as applicable.
- 9.2. AMS may develop from time to time, policies, standards and guidelines relative to the provision of Material Management Services or make amendments thereto.
- 9.3. The AMS Waste Packing Standards in effect at the time of entering into this Agreement are included in Schedule "C" for convenience.
- 9.4. Collector will use best efforts to comply with, and will require that any of its contractors supplying Material Management Services use best efforts to comply with the provisions of all such policies, standards and guidelines as they pertain to the provision of Material Management Services. AMS will communicate any new or amended such policies, standards and guidelines to Collector via email.
- 9.5. Collector may provide written notice within thirty (30) days of receiving such communication that it does not wish to comply with a new or amended policy, standard or guideline, and in the event that the Collector provides such written notice either Party may exercise the termination provisions of 22.5(b).

#### **10.0 Promotion and Education**

- 10.1. Promotion and education of the proper end of life management of Automotive HSP is essential. The Collector will work cooperatively with AMS in undertaking such promotion and education activities with respect to Automotive HSP and collection of the Automotive HSP by the Collector as may be reasonably requested by AMS from time to time.
- 10.2. If a Collector provides Material Management Services for an Event or an Event (and transportation to Depot), the Collector will promote each Event in the local municipality, territorial district or First Nations community where it will be held for at least one week prior to the date of the Event using a combination of two or more forms of media, including but not limited to:
  - local print publications
  - local print media
  - local radio
  - local signage, or
  - social media.

Collector will submit a report to AMS in a form and format specified by AMS that indicates how the Collector promoted each Event.

- 10.3. The Collector must submit to AMS draft copies of all publications that make use of AMS trademarks and logos for approval, which AMS may withhold for any reason.

- 10.4. The Collector, its employees and Service Providers will not engage in any activity that may cause or perceive to cause harm to Automotive Materials Stewardship or any brand owned or used under license by AMS.

## **11.0 Indemnity and Insurance**

- 11.1. Each party (the “Indemnifying Party”) hereby indemnifies and saves harmless the other party (the “Indemnified Party”) on its behalf and as trustee for, its respective directors, officers, contractors, employees and agent, from and against any and all manner of actions or causes of actions, damages (but not including consequential damages), costs, loss or expenses of whatever kind (including related legal fees on a full indemnity basis) which the Indemnified Party, its directors, officers, contractors, employees and agents may sustain, incur or be put to by reason of or directly or indirectly arising out of any breach of this Agreement by the other party or any wilful misconduct or negligence of the Indemnifying Party or any person for whom the Indemnifying Party is, at law, responsible, in relation to matters arising out of this Agreement.
- 11.2. The Collector will, during the Term of the Agreement, self-insure, maintain at its expense and/or require any Service Provider to maintain at either the Collector’s or Service Provider’s expense Comprehensive General Liability coverage with limits of not less than \$5,000,000 (five million dollars) per occurrence. For clarity, only the Collector can self-insure.
- 11.3. The Comprehensive General Liability policy of insurance referred to in this section will include AMS as an additional insured.
- 11.4. Unless the Collector wholly self-insures, the Collector will deliver a copy of Certificate(s) of Insurance maintained by the Collector or a Service Provider pursuant to this Agreement, upon the effective date of this Agreement, and annually upon renewal of the Collector or Service Provider’s insurance, naming AMS as an additional insured with the following language:

“Automotive Materials Stewardship and its affiliated entities, officers, partners, directors, employees, representatives and agents are included as Additional Insureds for Comprehensive General Liability. Such coverage is primary and non-contributing.”

If the Collector wholly self-insures, the Collector will deliver a letter stating such self-insurance to AMS upon the effective date of this Agreement, and annually upon each automatic renewal of this Agreement.

- 11.5. The Certificate(s) of Insurance, referred to in subsection 11.4, must also provide that AMS will be provided with thirty (30) days advance written notice of cancellation, termination, non-renewal or material change.

## **12.0 Assignment**

- 12.1. The Collector may not subcontract or assign any of its rights or obligations under this Agreement or any part thereof without the prior written consent of AMS.

- 12.2. Notwithstanding subsection 12.1, the Collector may assign any of its rights or obligations under this Agreement or any part thereof without the prior written consent of, but with written notice to, AMS:
- (a) from a Lower-tier Municipality to an Upper-tier Municipality or vice versa;
  - (b) to a municipal service board pursuant to sections 194 to 202 of the Municipal Act, 2001, as amended; or
  - (c) to a municipal business corporation pursuant to section 203 of the Municipal Act, 2001, as amended.

### **13.0 Notices**

Any notice, request, demand or other instrument or communication herein provide, permitted or required to be given by either AMS or the Collector will be in writing and sufficiently given if delivered personally, by facsimile transmission or other electronic means of written communication tested prior to transmission to the extent such testing is available (unless otherwise expressly provided herein) or if sent by registered mail to the following respective address hereinafter set out, namely:

Notices to AMS will be delivered to:

Operations Officer  
Automotive Materials Stewardship  
1 St. Clair Avenue West, Suite 701  
Toronto, ON M4V 1K6

Email: [operations@autostewardship.ca](mailto:operations@autostewardship.ca)

Notices to the Collector will be delivered to:

Dave Blake, Environmental Coordinator  
Separated Town of St. Mary's  
408 James St. South  
St. Marys, ON N4X 1B6

Email: [dblake@town.stmarys.on.ca](mailto:dblake@town.stmarys.on.ca)

Any such notice if delivered personally, by facsimile transmission or by other electronic means will be conclusively deemed to have been given on the day of personal delivery, or facsimile transmission or electronic communication (and if after 5 p.m. E.T. the next following Business Day), or if mailed as aforesaid, will be conclusively deemed to have been received on the fifth (5<sup>th</sup>) business day following the day on which such notice is mailed as aforesaid (except during a postal strike in which case such notice shall be delivered via courier). Either party may, at any time, give written notice to the other of any change of address (postal and/or email) of the party giving such notice and from and after the giving of such notice the address therein specified shall (in the absence of knowledge to the contrary) be deemed to be the address of such party for the giving of notices thereafter.

#### **14.0 No Partnership or Joint Venture**

- 14.1. This Agreement does not create and will not in any circumstances create or be deemed to create a partnership or joint venture between the parties. For all purposes Collector will be an independent Collector.

#### **15.0 Severability**

- 15.1. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such determination will not impair or affect the validity, legality or enforceability of the remaining provisions hereof, and each provision is hereby declared to be separate, severable and distinct. To the extent that any such provision is found to be invalid, illegal or unenforceable, the parties hereto will act in good faith to substitute for such provision, to the extent possible, a new provision with content and purpose as close as possible to the provision so determined to be invalid, illegal or unenforceable.

#### **16.0 Amendment and Waivers**

- 16.1. No amendment or waiver of any provision of this Agreement will be binding on any party unless consented to in writing by such party. No waiver of any provision of this Agreement will constitute a waiver of any other provision, and no waiver will constitute a continuing waiver unless otherwise provided.

#### **17.0 Further Acts**

- 17.1. Each party will execute all such documents and do all such other acts and things as may be necessary or desirable from time to time in order effectively to carry out the provisions of this Agreement and will not to take any action, or omit to take any action, that would constitute a breach of this Agreement.

#### **18.0 No Third Party Beneficiaries**

- 18.1. No person or entity which is not a party hereto will have any rights or obligations pursuant to this Agreement or be permitted to place any reliance on anything in this Agreement or on the continuation of this Agreement.

#### **19.0 Counterparts and Facsimile**

- 19.1. This Agreement may be executed in counterparts, and may be transmitted by facsimile or secure electronic document (PDF) each of which will constitute an original and all of which taken together will constitute one and the same instrument.

#### **20.0 Force Majeure**

- 20.1. In the event that either party hereto is delayed or hindered in the performance of any act required herein by reason of Acts of God, riots, insurrection, war or other reasons of a like nature not the fault of such party (an "Event of Force Majeure"), then the performance of such act will be excused for the period of the delay and the period for performance of any such act will be extended for a period equivalent to the period of such delay. The party whose performance of this Agreement is or may reasonably be expected to be affected

by an Event of Force Majeure will promptly notify the other party of the existence of such circumstances and will use its best efforts to resume and complete performance. Whenever a party is reasonably certain that such an Event of Force Majeure is likely to occur, it will notify and consult with the other party as soon as practicable. All time periods for the performance of obligations hereunder will be extended by a period corresponding to the time period of any delay caused by the occurrence of an Event of Force Majeure.

## **21.0 Dispute Resolution**

- 21.1. All disputes arising out of in connection with this Agreement, or in respect of any legal relationship associated with or derived from this Agreement, that cannot be resolved within thirty (30) days by a senior representative of each party, will upon written notice by any party to the others be arbitrated and finally resolved by one (1) arbitrator qualified by education, experience or training to render a decision upon the issues in dispute and who has not previously been employed by any party or any of their affiliates, and does not have a direct or indirect interest in any party or the subject matter of the arbitration. Such arbitrator will either be mutually agreed upon by the parties within thirty (30) days after written notice from any party requesting arbitration or, failing agreement, the Resource Productivity and Recovery Authority may appoint the arbitrator on behalf of the Parties after receiving written submission from both.

## **22.0 Termination**

- 22.1. Upon execution of this Agreement by the Collector and acceptance by AMS, any prior agreement between the same Collector and AMS is automatically terminated with immediate effect, except for the provisions in the prior agreement which are expressly stated as surviving termination.
- 22.2. If, in the reasonable opinion of either party, there has been a breach of this Agreement (which, in the case of a Collector, includes the Collector's compliance with the policies, standards, and guidelines described in section 9.0) by the other party (the "defaulting party"), the Collector or AMS (the "party giving notice") may give the defaulting party written notice to remedy the breach or default within sixty (60) days, failing which the Agreement may be terminated. In the event that the remedy of such breach reasonably requires more than sixty (60) days, the defaulting party will so advise the party giving notice forthwith and provide a revised timetable for remedying the breach. The party giving notice will notify the defaulting party in writing as to whether the revised time line is acceptable and, if it is, the revised time line to remedy such breach will apply.
- 22.3. On the date of termination neither party shall have any obligations, financial or otherwise, hereunder save and except for matters and payment obligations arising prior to the date of termination.
- 22.4. Either Party may terminate this Agreement for any reason whatsoever save and except for matters arising from sections 22.2 & 22.5, without cause, cost or penalty, save and except for matters arising prior to termination, upon providing the other Party with ninety (90) days prior written notice of its intention to terminate this Agreement.
- 22.5. Either Party may terminate this agreement immediately upon written notice to the other Party, except as expressly stated, if:



- (a) Either Party assigns or subcontracts any of its rights or obligations under this Agreement or any part thereof except as expressly provided for herein; or
- (b) the Collector provides written notice that it will not comply with any new or amended policies, standards and guidelines developed by AMS as per section 9.0; or
- (c) the Collector fails to keep the terms of this Agreement confidential as per section 29.0, in such instances only AMS may terminate this agreement; or
- (d) a receiver or trustee is appointed for any part of the assets of AMS; or
- (e) AMS ceased to provide services as a PRO.

### **23.0 Survival**

- 23.1. Articles 11, 22.3 and 29 of this Agreement will survive termination or expiry and continue in full force and effect.

### **24.0 Additional Conditions**

- 24.1. The parties shall execute such further and other documents, cause such meetings to be held, resolutions passed and by-laws enacted, exercise their vote and influence, do and perform and cause to be done and performed such further and other acts and things as may be necessary or desirable in order to give full effect to this Agreement and every part thereof.

### **25.0 Entire Agreement**

- 25.1. This Agreement constitutes the entire agreement between the parties with respect to all of the matters herein and supersedes and replaces all previous agreements, whether oral or written, concerning the same or similar subject matter.

### **26.0 Headings for Convenience Only**

- 26.1. The division of this Agreement into articles and sections is for convenience of reference only and will not affect the interpretation or construction of this Agreement.

### **27.0 Governing Law**

- 27.1. This Agreement will be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and each of the parties hereto agrees irrevocably to conform to the non-exclusive jurisdiction of the Courts of such Province.

### **28.0 Legislation References**

- 28.1. Any reference in this Agreement to any law, by-law, rule, regulation, order or act of any government, governmental body or other regulatory body will be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto.

## **29.0 Confidentiality**

- 29.1. Subject to any legal requirements, including those included in the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"), Collector will at all times treat Schedule "B" and the financial terms contained therein as private and confidential information.

To the extent permitted under MFIPPA, Collector will inform AMS of any request made of Collector under MFIPPA for any records related to this Agreement that may reveal a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence by AMS to Collector so that AMS will have an opportunity to make representations to Collector with respect to the proposed disclosure.

## **30.0 Rights and Remedies**

- 30.1. The rights, remedies and privileges in this Agreement given to the Parties:
- (a) are cumulative and any one or more may be exercised;
  - (b) are without prejudice to and are in addition to and apply notwithstanding any other provisions in this Agreement; and
  - (c) are not dependent or conditional upon, or in any way lessened, restricted or affected by any other provisions of this Agreement.

## **31.0 Schedules**

- 31.1. Schedules "A" through "C" are attached hereto and incorporated in and form part of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first set out above.

**AUTOMOTIVE MATERIALS STEWARDSHIP**

by: \_\_\_\_\_

Name: David Pearce

Title: Operations Officer

**CORPORATION OF THE TOWN OF ST. MARY'S**

by: \_\_\_\_\_

Name:

Title:

by: \_\_\_\_\_

Name:

Title:

Note: Second signatory to be completed by Collector only if Collector requires two signatories (and by leaving the second signatory blank and returning the Agreement to AMS, Collector and the first signatory represent that no additional signatories are required).

## SCHEDULE “A” – COLLECTION ACCESSIBILITY SCHEDULES

Collector will collect all Automotive HSP from its residents according to the following Collection Accessibility Schedules.

### Depots

Depot Name	Address	Days & Hours of Operation	Operating Season	Operating Hours	Reimbursable Hours
N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTAL REIMBURSABLE HOURS</b>					<b>0</b>

### Events

Collector will use commercially reasonable efforts to submit Event Collection Accessibility Schedules in the format below to AMS for approval by March 31<sup>st</sup> of the calendar year in which the Events will be held, and in all cases will submit Event Collection Accessibility Schedules not less than sixty (60) days prior to the next planned Event. Once approved by AMS, the updated information on Event Schedules will be deemed to be incorporated into this Agreement.

### Event Collection Accessibility Schedule - Example

Event #	Collector	Date	Location	Address	Collection Hours	Service Provider
1	Collector name	Event date	Location name	Full address	ex. 9am - 2pm	SP Name

INITIALLED BY COLLECTOR: \_\_\_\_\_

## SCHEDULE "B" – PAYMENT FOR COLLECTION SERVICES

AMS will pay the Collector for Automotive HSP Collection Services as follows:

For Material Management Services – Depot, AMS will pay the Collector the rate of **\$0.00** per hour plus applicable taxes for the Total Reimbursable Hours set out in Schedule "A", to be paid in twelve (12) equal monthly instalments. For greater clarity, the monthly instalment will be calculated as Total Reimbursable Hours divided by twelve (12) and multiplied by the Hourly Rate.

For Material Management Services – Event, AMS will pay the Collector a rate of **\$1,100.00** per tonne of Automotive HSP plus applicable taxes.

For Material Management Services – Event (and transportation to Depot), AMS will pay the Collector a rate of **\$0.00** per tonne of Automotive HSP plus applicable taxes.

INITIALLED BY COLLECTOR: \_\_\_\_\_

## **SCHEDULE “C” – AMS WASTE PACKING STANDARDS**

The following are AMS Waste Packing Standards applicable to this Agreement as of the date of this Agreement. Revisions to these standards will be posted in a secure location on the AMS website accessible to Collector.

### **Waste Packing Protocols**

All collection site operators shall:

- 1.1 Pack waste according to the Ministry of the Environment and Climate Change waste classes and AMS Waste Packing Standards as outlined in Appendix A.
- 1.2 Ensure that Automotive HSP are handled and stored as follows:
  - In accordance with the conditions laid out in their respective Environmental Compliance Approval and all applicable laws and regulations.
  - Have the ability to receive wastes from the public in a controlled manner (direct supervision or monitored) in a customer drop-off area, as applicable;
  - Have adequate infrastructure to shelter material from inclement weather in a consolidation storage area;
  - Have sufficient space to receive, sort, store and prepare transportation containers for shipment;
  - As applicable, have material-handling equipment with the ability to move containers onto transport vehicles;
  - Be accessible to transport vehicles for pick-up of Automotive HSP; and
  - Have adequate security measures in place to prevent Automotive HSP from being tampered with by anyone at the site or using the collection facility at unauthorized times.
- 1.3 All waste must be packed in an approved UN container and all HSP transported must be contained in accordance with TDGA requirements.
- 1.4 Bulky items must be stored in an upright position in a secure area, and in accordance with Technical Standards & Safety Authority (TSSA) requirements.
- 1.5 Transportation containers must be filled to capacity, except if this practice contravenes either a ministry order or the Collection Site Operator's Environmental Compliance Approval Storage Requirements. Waste material collected at event days is an exception since it may not always be possible to fill a transport container of a given waste class to capacity.
- 1.6 Make use of vermiculite in sufficient quantity to cover and protect the waste material from breakage when there is a potential for spillage or breakage of containers in a lab pack during transport:

- 1.7 Place large pails (20 litres or more) on skids and shrink wrap to prevent shifting of waste during transport. Alternatively, gaylord boxes may be used.
- 1.8 Contamination allowances:
- Reasonable efforts must be taken to minimize contamination.
  - The maximum contamination allowance is 5%. This is a weight-based allowance assessed on individual transport containers for a given waste class.
  - Contamination levels in transport containers (mis-packed Automotive HSP, non-program wastes as identified in Appendix A) will be monitored by AMS through random sampling. Collection site operators will be required to take corrective action if contamination allowances are exceeded. AMS reserves the right to revoke the collection site's approval status if corrective action is not taken as requested by AMS.

## Appendix A – Waste Packing Standards

*Please note: Automotive Materials Stewardship requires that waste materials in each individual row (as numbered in the first column on the left) be packed separately (even though they may be packed under the same waste class)*

#	Waste Class / UN#	Examples of Inclusions	Examples of Exclusions	Eligible Generators
1	Antifreeze Bulked – 212  Or  Antifreeze Lab Pack – 212	<ul style="list-style-type: none"> <li>• Antifreeze returned in containers with a volume of 30 litres or less.</li> <li>• Antifreeze recovered from vehicles at automotive service centres.</li> </ul>	<ul style="list-style-type: none"> <li>• Plumbing antifreeze;</li> <li>• Vehicle windshield antifreeze;</li> <li>• Product marketed as industrial heat transfer fluid;</li> <li>• Fuel (gasoline &amp; diesel) antifreeze; Lock de-icer;</li> <li>• Air brake antifreeze;</li> <li>• Antifreeze which does not contain ethylene or propylene glycol;</li> <li>• Containers used to deliver Antifreeze with a capacity greater than 30 litres.</li> </ul>	<ul style="list-style-type: none"> <li>• Residential</li> <li>• All IC&amp;I</li> </ul>
2	Empty Auto Containers  Or  Empty Auto Containers - Shredded	<ul style="list-style-type: none"> <li>• Antifreeze containers that are 30 litres or less;</li> <li>• Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil.</li> <li>• <b>Note:</b> Lubricating oil includes: Synthetic crankcase or engine oil; Hydraulic fluid; Polyester fluids; Circulating oil or turbine oil; Paper machine oil; Transmission fluid; Power steering fluid; Gear oil; Vegetable oil for lubrication; Re-refined oil; Electrical insulating oil; Refrigeration system oil; Compressor oil; Mineral heat transfer fluid; Marine engine oil for vessels operating domestically; Metal working oil; Form release oil; Textile oil; Chain oil; Rock drill oil; 2-cycle engine oil; Gasoline / 2-cycle engine oil mixes; Saw guide oil; Drawing, stamping and shaping oil; Process oil; Deducting oil; Marine cylinder oil; Machine tool and sideway lubricant; Natural gas compressor oil; Conveyor lube; Dripless lube; Quenching oil; Pneumatic system oil; Rustproof oil; Food grade white mineral oil.</li> </ul>	Containers from any of the following: Oil treatment; Diesel fuel treatment; Cleaning/flushing fluids for motors/equipment; Winter start fluid; Brake fluid; Undercoating; Penetrating oil; Hydraulic jack oil; 3-in-1 household oil; Aerosol propelled lubricant; Gun oil; Kerosene; Urethane coating; Sewing machine oil; Cooking oil; Windshield washer fluid; Emulsified oil.	<ul style="list-style-type: none"> <li>• Residential</li> <li>• All IC&amp;I</li> </ul>



#	Waste Class / UN#	Examples of Inclusions	Examples of Exclusions	Eligible Generators
3	Oil Filters - 252	<ul style="list-style-type: none"> <li>• Spin-on or element style filters that are used in hydraulic, transmission or internal combustion engine applications;</li> <li>• Diesel fuel filters;</li> <li>• Household furnace fuel filters;</li> <li>• Coolant filters;</li> <li>• Storage tank diesel fuel filters;</li> <li>• Plastic &amp; paper element style filters;</li> <li>• Diesel fuel filters used at retail commercial pump islands</li> </ul>	<ul style="list-style-type: none"> <li>• Gasoline fuel filters;</li> <li>• Air filters (automotive or non-automotive);</li> <li>• Household furnace air filters;</li> <li>• Sock-type filters</li> </ul>	<ul style="list-style-type: none"> <li>• Residential</li> <li>• All IC&amp;I</li> </ul>

# PROCUREMENT AWARD

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	Dave Blake, Environmental Services Supervisor
<b>Date of Meeting:</b>	28 September 2021
<b>Subject:</b>	<b>PW 69-2021 Award of Wood and Brush Grinding Services</b>

## PROJECT DETAILS

This project consists of grinding the wood and brush material from the landfill site and Municipal Operations Centre (MOC) that has accumulated over the prior year. As part of the Town's waste management diversion programs, residents, contractors and businesses can dispose of wood waste and brush material at the landfill, as well as brush material at the MOC. The Town uses this material as alternative daily cover for landfill site operations throughout the winter months to prevent freezing of material while continuing to meet our Environmental Compliance Approval requirements.

## RECOMMENDATION

**THAT** Report PW 69-2021, Award of Wood and brush Grinding Services, be received; and,

**THAT** the procurement for wood and brush grinding be awarded to Sittler Grinding Inc. for the procured price of \$36,408.60, inclusive of all taxes and contingencies; and,

**THAT** Council approve the unbudgeted amount as identified in PW 69-2021 report; and,

**THAT** Council consider By-Law 83-2021 and authorize the Mayor and the Clerk to sign the associated agreement.

## PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Procurement Title:	RFQ PW-14-2021
Tender Closing Date:	Tuesday, September 14, 2021
Number of Bids Received:	One (1)
Successful Proponent:	Sittler Grinding Inc.
Approved Project Budget:	\$25,000.00 (O&M Estimate)
Cost Result – Successful Bid (Inclusive of HST):	\$36,408.60
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$32,787.07
Project Over-budget (Net of HST)	\$7,787.07 (estimated)

The procurement document submitted by Sittler Grinding 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 Sittler Grinding Inc.

## FINANCIAL IMPLICATIONS

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

Name and Number of Account (budgeted)	<b>Landfill Contracted Services</b> <b>01-4600-6990 \$21,640.00</b>
Name and Number of Other Account (if needed)	<b>Leaf and Yard Waste Contracted Services</b> <b>01-4450-6990 \$10,590.00</b>
Tender over-budget (if needed)	<b>Waste Management Reserve</b> <b>\$11,408.60</b>
Total	<b>\$36,408.60</b>
Transfer from TYPE account (if over-budget)	<b>Waste Management Reserve</b>

The project will incur a variance of approximately \$3,045.00 from the 2021 yard waste collection, contracted services operational budget. The variance will be transferred from the Waste Management Reserve.

Additionally, the project will incur a variance from the 2021 Landfill, Contractor Services operational budget estimated to be \$8,363.60. The variance will be transferred from the Waste Management Reserve.

## STRATEGIC PLAN

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

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

## OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer – Town of St. Marys  
Jed Kelly, Director of Public Works – Town of St. Marys


## ATTACHMENTS

1. Not Applicable

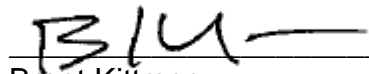
## REVIEWED BY

### Recommended by the Department

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

  
\_\_\_\_\_  
Jed Kelly  
Director of Public Works

**Recommended by the CAO**

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

Brent Kittmer

Chief Administrative Officer

**BY-LAW 82-2021**

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

**Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and Automotive Materials Stewardship Inc.**

- 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 operates an automotive materials diversion effort at the St. Marys Landfill whereby automotive materials are collected, sorted, and shipped by a third-party recycling company for final processing or reuse (the "Project");
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Automotive Materials Stewardship 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 Mayor and the Clerk are 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 Automotive Materials Stewardship Inc.
  - 2.** That a copy of the said Agreement is attached hereto and designated as Schedule "A" to this By-law, and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
  - 3.** This By-Law comes into force and takes effect on the final passing thereof.

**Read a first, second and third time and finally passed this 28<sup>th</sup> day of September 2021.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk

**BY-LAW 83-2021**

**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 Sittler Grinding 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 released a RFQ for the 2021 wood and brush grinding program (the “Project”) and a quotation was submitted by Sittler Grinding Inc. which was subsequently approved by Council on September 28, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with Sittler Grinding 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 Sittler Grinding 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 28<sup>th</sup> day of September 2021.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk

**BY-LAW 84-2021**

**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 Across Canada Construction Ltd. and to authorize the Mayor and Clerk to execute the Agreement.**

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys issued an RFT for the concrete repairs to the sidewalk and deck of Park Street bridge as well as deck waterproof membrane and asphalt replacement (the "Project") and received a proposal from Across Canada Construction Ltd. which was subsequently approved by Council on September 28, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with Across Canada Construction Ltd. (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Agreement between The Corporation of the Town of St. Marys and Across Canada Construction Ltd., attached hereto as Appendix "A", is hereby authorized and approved.
  2. That the Mayor and Clerk are hereby authorized to execute the Agreement on behalf of The Corporation of the Town of St. Marys.
  3. This by-law comes into force and takes effect on the final passing thereof.

**Read a first, second and third time and finally passed this 28<sup>th</sup> day of September 2021.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk

## THE CORPORATION OF THE TOWN OF ST. MARYS

### BY-LAW NO. Z145-2021

BEING a By-law pursuant to the provisions of Section 34 of the Planning Act, to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys” affecting land located on lands municipally known as 615 Queen Street East in the Town of St. Marys.

WHEREAS the Council of the Corporation of the Town of St. Marys deems it necessary in the public interest to pass a By-law to amend By-law No. Z1-1997, as amended;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ST. MARYS ENACTS AS FOLLOWS:

1. The area shown on the attached map, Schedule “A”, and municipally known as 615 Queen Street East in the Town of St. Marys shall be removed from the “Residential Zone Three (R3)” of By-law No. Z1-1997 and shall be placed in the “Residential Zone Four (R4-14)” of By-law No. Z1-1997, in accordance with Key Map 10 of Schedule “A” to By-law No. Z1-1997, as amended.
2. That Section 11.13 of By-law No. Z1-1997 is hereby amended by adding the following special provisions:
  - 11.13.14 R4-14
  - (a) Location: 615 Queen Street East, Key Map 10
  - (b) Notwithstanding the provisions of Sections 11.1 and 11.7.1, permitted uses are limited to a **converted dwelling** with a maximum of three **dwelling units**, and **accessory uses, buildings and structures** on those lands zoned “R4-14”.
  - (c) Notwithstanding Sections 11.2.10 and 11.13.14 b) the gross floor area of a permitted converted dwelling may be increased to a maximum of 15% of the original gross floor area at the time of the passing of the by-law.
  - (d) Notwithstanding the provisions of Sections 5 and 11, the following provisions shall apply to those lands zoned “R4-14”:
    - i. Minimum **Front Yard** 4 metres;
    - ii. Minimum **Side Yard (West)** 2 metres;
    - iii. Maximum **Driveway Width** Existing on the date of the passing of the by-law
    - iv. Minimum **Driveway Separation** Existing on the date of the passing of the by-law
    - v. Minimum **Driveway Width** 4 metres;
    - vi. Minimum **Gross Floor Area** 45 square metres  
per **Dwelling Unit**
3. Schedule “A”, attached hereto, shall form part of this By-law.
4. All other provisions of By-law No. Z1-1997, as amended, shall apply.
5. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.
6. This By-law shall come into force on the day it was passed pursuant to the Planning Act, and to the Regulations thereunder.



Read a first, second and third time this 28<sup>th</sup> day of September 2021.

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Mayor Al Stratthdee

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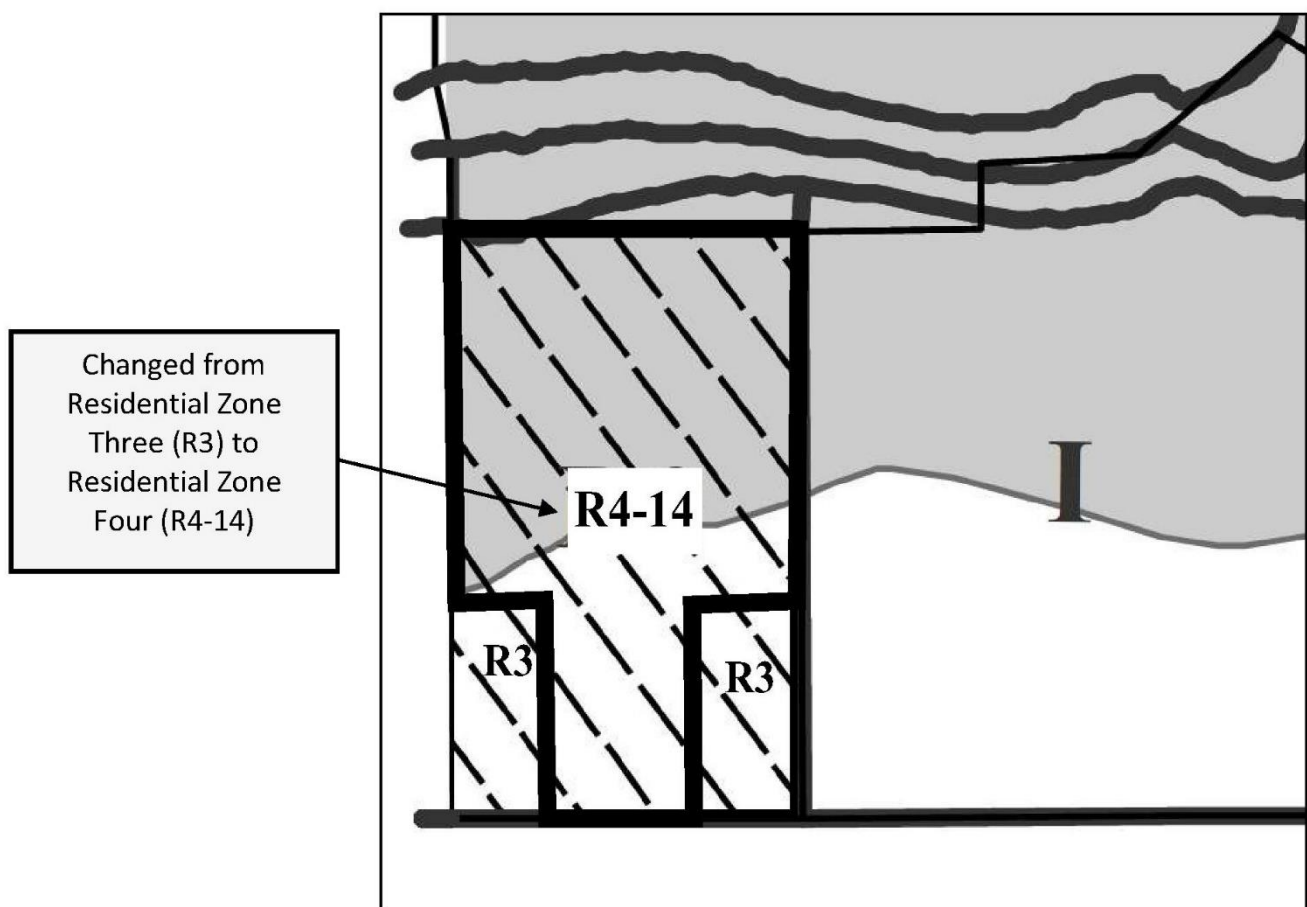
Jenna McCartney, Clerk

**THIS IS SCHEDULE "A"**  
**TO BY-LAW NO. Z145-2021**  
**OF THE CORPORATION OF THE TOWN OF ST. MARYS**  
**PASSED THIS 28<sup>th</sup> DAY OF SEPTEMBER 2021**

\_\_\_\_\_  
Al Stratthdee, Mayor

\_\_\_\_\_  
Jenna McCartney, Clerk

**AREA AFFECTED BY THIS BY-LAW**



**BY-LAW 85-2021**

**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 28, 2021**

**WHEREAS:** *The Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it represents, and its powers shall be exercised by by-law;*

**AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to confirm its actions and proceedings;

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

1. That all actions and proceedings of the Council of the Corporation of the Town of St. Marys taken at its regular meeting held on the 28<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 28<sup>th</sup> day of September 2021.**

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Mayor Al Stratthdee

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Jenna McCartney, Clerk