



## **AGENDA**

### **Regular Council Meeting**

November 23, 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 November 23, 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 - 17 Peel Street South

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

<https://us06web.zoom.us/j/83376225473?pwd=MWJHcXFDMEdFTFo5YUMrckdEK1FBdz09>

Password: 247409

### RECOMMENDATION

**THAT** the November 23, 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 17 Peel Street South be opened at \_\_\_\_\_ pm.

### RECOMMENDATION

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

**THAT** the November 23, 2021 regular Council meeting reconvene at \_\_\_\_\_ pm.

## 6. ACCEPTANCE OF MINUTES

### 6.1. Regular Council - November 9, 2021

7

#### RECOMMENDATION

**THAT** the November 9, 2021 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

### 6.2. Special Council - November 16, 2021

17

#### RECOMMENDATION

**THAT** the November 16, 2021 special Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

## 7. CORRESPONDENCE

7.1.	<b>Perth County Federation of Agriculture re: Greenhouse Gas Reduction Plan</b>	22
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**RECOMMENDATION**

**THAT** the correspondence from Perth County Federation of Farmers regarding the Perth County Greenhouse Gas Reduction Plan be received.

**8. STAFF REPORTS**

**8.1. Administration**

8.1.1.	<b>ADMIN 49-2021 November Monthly Report (Administration)</b>	23
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**RECOMMENDATION**

**THAT** ADMIN 49-2021 November Monthly Report (Administration) be received for information.

**8.2. Building and Development Services**

8.2.1.	<b>DEV 50-2021 November Monthly Report (Building and Development)</b>	28
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**RECOMMENDATION**

**THAT** DEV 50-2021 November Monthly Report (Building and Development) be received for information.

8.2.2.	<b>DEV 51-2021 Application for Zoning By-law Amendment (Z04-2021) by Heybolt Ontario Ltd. for 17 Peel Street South</b>	32
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**RECOMMENDATION**

**THAT** DEV 51-2021 Application for Zoning By-law Amendment (Z04-2021) be received; and,

**THAT** Staff report back to Council through the preparation of a comprehensive report outlining staff recommendations on the disposition of this Application following an assessment of all internal department, external agency, public and Council comments.

**8.3. Community Services**

8.3.1.	DCS 37 November Monthly Report (Community Services)	78
	RECOMMENDATION	
	THAT DCS 37-2021 November Monthly Report (Community Services) be received for information.	
8.4.	Corporate Services	
8.4.1.	COR 38-2021 November Monthly Report (Corporate Services)	89
	RECOMMENDATION	
	THAT COR 38-2021 November Report (Corporate Services) be received for information.	
8.5.	Fire and Emergency Services	
8.5.1.	FD 15-2021 November Monthly Report (Emergency Services)	94
	RECOMMENDATION	
	THAT FD 15-2021 November Monthly Report (Emergency Services) be received for information.	
8.6.	Human Resources	
8.6.1.	HR 16-2021 November Monthly Report (Human Resources)	97
	RECOMMENDATION	
	THAT HR 16-2021 November Monthly Report (Human Resources) be received for information.	
8.7.	Public Works	
8.7.1.	PW 78-2021 November Monthly Report (Public Works)	99
	RECOMMENDATION	
	THAT PW 78-2021 November Monthly Report (Public Works) be received for information.	



**8.7.2. PW 80-2021 Award for RFT-PW-15-2021 Supply and Delivery of Fuel**

102

**RECOMMENDATION**

**THAT** PW 80-2021 Award for RFT-PW-15-2021 Supply and Delivery of Fuel be received; and,

**THAT** the procurement for the supply and delivery of fuel be awarded to Jutzi Fuels (a division of MacEwen Petroleum Inc.) for the bid unit prices of -0.026 for clear diesel, -0.022 for coloured diesel, and -0.018 for regular unleaded gasoline;

**THAT** Council consider By-Law 100-2021 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-Law 100-2021 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**11.1. By-Law 100-2021 Agreement with Jutzi Fuels (a division of MacEwen Petroleum Inc.)**

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**12. UPCOMING MEETINGS**

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

November 30, 2021 - 9:00 am, Special Strategic Priorities Committee

December 7, 2021 - 9:00 am, Special Council (budget)

December 14, 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 and employee negotiations.

**13.1. Minutes CLOSED SESSION**

**13.2. HR 17-2021 CONFIDENTIAL – Job Evaluation – Compensation Review**

**13.3. ADMIN 50-2021 CONFIDENTIAL Committee Appointment Amendment (Youth Council)**

**14. RISE AND REPORT**

**RECOMMENDATION**

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

**14.1. By-Law 99-2021 Amend By-laws 95-2018 and 63-2020, Committee Appointments** 107

**RECOMMENDATION**

**THAT** By-Law 99-2021, being a by-law to amend By-Laws 95-2018 and 63-2020, be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

**15. CONFIRMATORY BY-LAW** 108

**RECOMMENDATION**

**THAT** By-Law 101-2021, being a by-law to confirm the proceedings of November 23, 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.



## **MINUTES Regular Council**

November 9, 2021  
6:00pm  
Town Hall, Council Chambers

Council Present: Mayor Strathdee (in-person)  
Councillor Craigmile (in-person)  
Councillor Edney (in-person)  
Councillor Hainer (video conference)  
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**  
Sarah Andrews, Library CEO  
Grant Brouwer, Director of Building and Development  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
André Morin, Director of Corporate Services / Treasurer

### **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 2021-11-09-01**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Hainer

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

**4. PUBLIC INPUT PERIOD**

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

1. How many Town staff members met the October 31 deadline for vaccinations, whether by actual numbers or as a percentage.
2. What will the procedure be in the future for electric vehicle charging stations? Will the Town designate certain locations, or will that be up to individual businesses to choose?

In response to the first question, Mayor Strathdee stated Town employees were compliant with the policy as of November 1, 2021.

In response to the second question, Brent Kittmer stated that at this point it is expected both public agencies and private business will fill the need for a charging station network. . The Town has partnered with the lower tiers of Perth County and the City of Stratford with the County of Perth taking the lead to work with the County of Dufferin and the City of Guelph, County of Huron, County of Bruce and County of Gray. The municipalities are submitting a joint application to FCM (Federation of Canadian Municipalities) for a broad regional network of EV charging stations. There are large corporate entities recommending to their local business to install their own EV charging stations.

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

**5.1 Family Services Perth Huron re: Community Developer and Support Worker Project 6-month Report**

Ryan Erb of United Way Perth Huron and Kate Aarssen of Family Services Perth Huron provided an overview of the Community Developer and Support Worker project.

Cody Cunningham, Community Developer and Support Worker, reviewed the 6-month report of the project and responded to questions from Council.

**Resolution 2021-11-09-02**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** the presentation from Family Services Perth Huron regarding the Community Developer and Support Worker project 6-month report be received.

**CARRIED**

**6. ACCEPTANCE OF MINUTES**

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

**Resolution 2021-11-09-03**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

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

**CARRIED**

**6.2 Regular Council - October 26, 2021**

**Resolution 2021-11-09-04**

**Moved By** Councillor Pridham

**Seconded By** Councillor Winter

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

**CARRIED**

**7. CORRESPONDENCE**

**7.1 St Marys Cement re: Notice of Intent to Apply (O. Reg. 79/15)**

**Resolution 2021-11-09-05**

**Moved By** Councillor Edney

**Seconded By** Councillor Pridham

**THAT** the correspondence from St. Marys Cement regarding a notice of intent to apply under Ontario Regulation 79/15 be received.

**CARRIED**

**7.2 St. Marys Minor Hockey Association re: Council Liaison**

Councillor Luna nominated Councillor Craigmile.

Councillor Craigmile accepted the nomination.

**Resolution 2021-11-09-06**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** the correspondence from St. Marys Minor Hockey Association regarding a request to appoint a Council liaison to work with the St. Marys Minor Hockey Association Board be received; and

**THAT** Council appoint Councillor Craigmile as the Town of St. Marys Council Liaison to work with the St. Marys Minor Hockey Association Board.

**CARRIED**

**7.3 George Harrod re: Action Requested Related to Snowmobile Use**

**Resolution 2021-11-09-07**

**Moved By** Councillor Luna

**Seconded By** Councillor Edney

**THAT** the correspondence from George Harrod regarding a request for action related to snowmobiles be received; and

**THAT** Council supports the following recommendation from the Community Policing Advisory Committee on the matter:

**THAT** Council directs staff to work with the Stratford Police Service to create an enforcement plan in St. Marys for snowmobiles with a report back to Council no later than January 2022.

**CARRIED**

**8. STAFF REPORTS**

**8.1 Administration**

**8.1.1 ADMIN 48-2021 Council Meeting Calendar for 2022**

**Resolution 2021-11-09-08**

**Moved By** Councillor Pridham

**Seconded By** Councillor Craigmile

**THAT** ADMIN 48-2021 Council Meeting Calendar for 2022 report be received; and

**THAT** Council approve the 2022 Council meeting calendar as presented.

**CARRIED**

## **8.2 Building and Development Services**

### **8.2.1 DEV 49-2021 Part Lot Control Applications (Thames Crest Farms)**

**Resolution 2021-11-09-09**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** DEV 49-2021 regarding the Applications for Part Lot Control for Blocks 47, 49, 55 and 56 of the Thames Crest Farms subdivision be received;

**THAT** Council approve By-law 92-2021 affecting Block 47, Registered Plan No. 44M-79 for a one-year period, ending November 9, 2022;

**THAT** Council approve By-law 93-2021 affecting Block 49, Registered Plan No. 44M-79 for a one-year period, ending November 9, 2022;

**THAT** Council approve By-law 94-2021 affecting Block 55, Registered Plan No. 44M-79 for a one-year period, ending November 9, 2022; and,

**THAT** Council approve By-law 95-2021 affecting Block 56, Registered Plan No. 44M-79 for a one-year period, ending November 9, 2022.

**CARRIED**

## **8.3 Community Services**

### **8.3.1 DCS 36-2021 Reopening Plan**

**Resolution 2021-11-09-10**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** DCS 36-2021 Reopening Plan report be received; and

**THAT** Council directs staff to revise the community services and corporate services reopening plan to shift reopening timelines forward where possible in an effort to restore services, in compliance with current public health restrictions.

**CARRIED**

#### **8.4 Public Works**

##### **8.4.1 PW 76-2021 Forestry Management Policies Summary**

**Resolution 2021-11-09-11**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** PW 76-2021 Forestry Management Policies Summary report be received; and

**THAT** Council accepts the following recommendations from the Green Committee related to forestry management for both public and private properties:

- Develop education campaigns related to forestry management for both public and private properties;
- Develop subsidized tree programs for private property;
- Amend the Forestry Management Plan's "Appendix E: Tree Planting Locations" to consider existing residential areas with a reduced amount of shading;
- Amend Section 2.3 of the Town's Forestry Management Plan to include more robust language regarding the circumstances under which trees can be removed on public property; and
- Staff report back on an amount to be input to the 2022 draft budget for a subsidized tree program; and

**THAT** Council request the Green Committee to investigate and report back on the initiatives as recommended;

**CARRIED**

##### **8.4.2 PW 77-2021 Consideration of a Vision Zero Approach in St. Marys be received**



**Resolution 2021-11-09-12**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** PW 77-2021 Consideration of a Vision Zero Approach in St. Marys report be received; and

**THAT** Council accepts the recommendation from the Community Policing Advisory Committee and direct staff to develop a transportation network safety plan to address apparent safety issues; and,

**THAT** Council continue to monitor the status of Bill 185, *Vision Zero Strategy Act*, 2020.

**CARRIED**

**9. COUNCILLOR REPORTS**

**9.1 Operational and Board Reports**

Each Councillor provided an update regarding recent meetings of Committees and Boards.

**Resolution 2021-11-09-13**

**Moved By** Councillor Winter

**Seconded By** Councillor Pridham

**THAT** agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.15 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 Improvement Area - Coun. Winter**
- 9.2.3 CBHFM - Coun. Edney**
- 9.2.4 Committee of Adjustment**
- 9.2.5 Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee**
- 9.2.6 Green Committee - Coun. Pridham**
- 9.2.7 Heritage Advisory Committee - Coun. Pridham**
- 9.2.8 Huron Perth Healthcare Local Advisory Committee - Coun. Luna**
- 9.2.9 Museum Advisory Committee - Coun. Hainer**
- 9.2.10 Planning Advisory Committee - Coun. Craigmile, Hainer**

**Resolution 2021-11-09-14**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

**THAT** Council hold a statutory Public Meeting for the planning application related to 17 Peel Street South on November 23, 2021 at 6:00 pm.

**CARRIED**

- 9.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham**
- 9.2.12 Senior Services Advisory Committee - Coun. Winter**
- 9.2.13 St. Marys Lincolns Board - Coun. Craigmile**
- 9.2.14 St. Marys Cement Community Liaison Committee - Coun. Craigmile, Winter**
- 9.2.15 Youth Council - Coun. Edney**

## **10. EMERGENT OR UNFINISHED BUSINESS**

None.

## **11. NOTICES OF MOTION**

None.

## **12. BY-LAWS**

## **Resolution 2021-11-09-15**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** By-Laws 92-2021, 93-2021, 94-2021 and 95-2021 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 92-2021 Part Lot Control Exemption Block 47 44M-79 (Teahen)**

**12.2 By-Law 93-2021 Part Lot Control Exemption Block 49 44M-79 (Teahen)**

**12.3 By-Law 94-2021 Part Lot Control Exemption Block 55 44M-79 (RW Homes)**

**12.4 By-Law 95-2021 Part Lot Control Exemption Block 56 44M-79 (Otten)**

## **13. UPCOMING MEETINGS**

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

Council took a brief break at 8:59 pm.

Mayor Strathdee called the meeting back to order at 9:11pm.

## **14. CLOSED SESSION**

### **Resolution 2021-11-09-16**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** Council move into a session that is closed to the public at 9:11 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, (d) labour relations or employee negotiations, and (f) advice that is subject to solicitor - client privilege, including communications necessary for that purpose.

**CARRIED**

### **14.1 Minutes CLOSED SESSION**

### **14.2 CAO Verbal Update re: Employee Relations**

**15. RISE AND REPORT**

**Resolution 2021-11-09-17**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**THAT** Council rise from a closed session at 9:29 pm.

**CARRIED**

Mayor Strathdee reported that a closed session was held related to employee matters. There is nothing further to report at this time.

**16. CONFIRMATORY BY-LAW**

**Resolution 2021-11-09-18**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** By-Law 96-2021, being a by-law to confirm the proceedings of November 9, 2021 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**17. ADJOURNMENT**

**Resolution 2021-11-09-19**

**Moved By** Councillor Winter

**Seconded By** Councillor Luna

**THAT** this regular meeting of Council adjourns at 9:30 pm.

**CARRIED**

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Al Strathdee, Mayor

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Jenna McCartney, Clerk



## **MINUTES Special Council**

November 16, 2021

9:00 am

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  
André Morin, Director of Corporate Services / Treasurer

**Conference Line**  
Richard Anderson, Director of Emergency Services / Fire Chief  
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

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

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

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

None.

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

#### **Resolution 2021-11-16-01**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** the November 16, 2021 special meeting of Council agenda be accepted as presented.

**CARRIED**

**4. 2022 BUDGET DELIBERATION**

**4.1 2022 Budget Introduction**

Brent Kittmer and André Morin introduced the 2022 budget and outlined the orders of the day.

**4.2 COR 41-2021 Budget Engagement Summary**

**Resolution 2021-11-16-02**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** COR 41-2021 Budget Engagement Summary report be received.

**CARRIED**

**4.3 Finalize 2022 Capital Budget**

**Resolution 2021-11-16-03**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** Council approve the 2022 Capital Budget as presented.

**CARRIED**

**4.4 COR 37-2021 2022 Consolidated Fees By-law Review**

**Resolution 2021-11-16-04**

**Moved By** Councillor Edney

**Seconded By** Councillor Luna

**THAT** COR 37-2021 2022 Consolidated Fees By-law Review report be received; and

**THAT** Council consider By-Law 97-2021 approving the proposed 2022 consolidated fees.

**CARRIED**

**4.5 Review Draft Operating Budget**

**4.5.1 Administration**

Staff presented the draft department operating budget.

Council took a brief break at 10:27 am.

Mayor Strathdee called the meeting back to order at 10:38 am.

#### **4.5.2 Building and Development**

Staff presented the draft department operating budget.

##### **Resolution 2021-11-16-05**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** Council requests Building and Development to set a top priority for 2022 to be finding alternative forms of affordable housing for St. Marys in 2022 and report back to Council.

**CARRIED**

#### **4.5.3 Community Services**

Staff presented the draft department operating budget.

#### **4.5.4 Corporate Services**

Staff presented the draft department operating budget.

Following Councillor Luna having placed resolution 2021-11-16-06 on the table, Councillor Craigmile declared a potential conflict of interest related to the matter.

##### **Resolution 2021-11-16-06**

**Moved By** Councillor Hainer

**Seconded By** Councillor Winter

**THAT** Council approve the \$300,000 request received from St. Marys Healthcare Foundation to be fully funded in 2022 rather than over two years.

**CARRIED**

#### **4.5.5 Fire**

Staff presented the draft department operating budget.

#### **4.5.6 Human Resources**

Staff presented the draft department operating budget.

#### **4.5.7 Library and Adult Learning**

The budget presentation from the Library Board Chair and Library CEO will be provided on December 7, 2021.

#### **4.5.8 Public Works**

Staff presented the draft department operating budget.

#### **4.5.9 Self-Funded Public Works**

Staff presented the draft department operating budget.

### **5. PUBLIC INPUT**

None.

### **6. UPCOMING MEETINGS**

Mr. Morin reviewed the next steps of the budget meetings as presented on the agenda and explained that the December 7 meeting will commence at 9:00 am and likely adjourn around 12:00 pm.

### **7. BY-LAWS**

#### **7.1 By-Law 97-2021 Fees**

##### **Resolution 2021-11-16-07**

**Moved By** Councillor Edney

**Seconded By** Councillor Craigmile

**THAT** By-Law 97-2021, being a by-law to establish fees or charges, be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

**CARRIED**

#### **7.2 By-Law 98-2021 Confirming**

##### **Resolution 2021-11-16-08**

**Moved By** Councillor Luna

**Seconded By** Councillor Pridham

**THAT** By-Law 98-2021, being a by-law to confirm the proceedings of the November 16, 2021 special meeting of Council, be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.



**CARRIED**

**8. ADJOURNMENT**

**Resolution 2021-11-16-09**

**Moved By** Councillor Luna

**Seconded By** Councillor Hainer

**THAT** this special meeting of Council adjourns at 12:07 pm.

**CARRIED**

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Al Strathdee, Mayor

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Jenna McCartney, Clerk



To Perth County Council re the Greenhouse Gas Reduction Plan

By Email

Nov 2, 2021

The Perth County Federation of Agriculture (PCFA) represents the unique farming interests of Perth County farmers. After 75 years, we are proud to represent over 1,800 farming families in Perth County. PCFA believes the protection of prime agricultural land for agricultural use is of paramount importance.

The Perth County Federation of Agriculture (PCFA) has reviewed the Perth County Greenhouse Gas Emission Reduction Plan and feels the material on agriculture in the report was well done.

We support, in theory, efforts to implement a Clean Water Plan and bring more biogas production to Perth County and to explore other activities that agriculture might implement to work towards fulfilling the potential of the industry to mitigate and sequester carbon. PCFA applauds the suggested makeup for the partners in the implementation portion of the report and will provide representation.

PCFA has concerns with two important issues in regards to the report and its implementation:

1. The estimate of 15 off-road vehicles on the average farm in Perth County is quite high in our opinion. The resulting estimate for greenhouse gas emissions from farms in Perth County is therefore overestimated. It was disappointing to hear this estimate used in local media reports and reflected poorly on agriculture in Perth County, especially without context to the sequestration of greenhouse gases in crops grown in the agriculture industry.

2. PCFA is concerned with how working groups will function when formed for the Greenhouse Gas Reduction Plan. Will the groups have authority to revisit the reports presented to Perth County, Stratford and St Mary's councils in October, 2021? Can there be changes made to the presented reports or are the committees roles to only offer guidance to the implementation recommendations to be made to partnering councils?

PCFA feels these questions need to be answered before the plan can proceed further as they have created misinformation and confusion amongst councilors and the public.

Sincerely,

Sara Wood, President  
Perth County Federation of Agriculture

Cc: Stratford City Council  
St. Marys Council  
Perth East; Perth South; Perth West; Perth North

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Administration</b>
<b>Date of Meeting:</b>	<b>23 November 2021</b>
<b>Subject:</b>	<b>ADMIN 49-2021 November Monthly Report (Administration)</b>

## RECOMMENDATION

THAT ADMIN 49-2021 November Monthly Report (Administration) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### COVID 19 Pandemic Response

- Pandemic Operations:
  - Since the October 26, 2021 meeting there have been no provincial announcements that affect Town operations. The Provincial decision to pause capacity limit increases on November 15 only affected a limited number of business types.
- Vaccination Clinic Support:
  - HPPH is projecting the approvals for the pediatric COVID-19 vaccine will occur in late November.
  - It is expected that this announcement will result in a surge of vaccine demand within the early adopters in the population.
  - With high demand, the strategy may be to focus clinic efforts to two primary sites in Stratford and Goderich. As demand wanes, the strategy would be to resume rotating clinics to create vaccine convenience.
  - Staff have continued to communicate that the Town will support in any way we can.
- Declaration of Emergency:
  - The Town remains in a declared State of Emergency.
  - Recent Emergency Control Group meetings have discussed if the declaration remains relevant, or if it should be lifted.
  - The advice from CEME David Clarke is to remain in a state of emergency so long as the Town continues to support vaccine clinics. The advantage of this approach is additional liability coverage for volunteers.

### Strategic Planning and Projects

- Community Transportation Project:
  - Ridership Update

PC Connect 2020-2021 Ridership Report					
Month 2020-21	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
December	20	59	N/A	48	22
January	4	13	6	43	10
February	11	20	29	73	13
March	11	57	59	158	23
April	7	10	33	135	11
May	6	39	36	62	20
June	12	85	49	50	29
July	46	108	91	80	29
August	34	116	143	81	44
September	91	119	144	87	118
October	104	84	149	88	74

- Program Extension Update:
  - City of Stratford have prepared the following briefing notes to help answer Council's questions regarding how the 2022 budget could be reduced and why participating in this program is important in 2022 through to the project end date of March 2023:
    - Under the terms of our LPA and service agreement with Voyago, it may be possible to negotiate a 20% service reduction, however, this would require legal review and agreement renegotiation/expense. It will also impact Voyago's hourly rate – it would increase with service reductions;
    - Service reduction is counterintuitive to building ridership, as ridership depends on service frequency. Our current service frequency is already limited;
    - The level of investment needed to continue the program in 2023-25 is substantial. Therefore 2022 is pivotal for building enough ridership to demonstrate a business case for increased GO train frequency so that we may not need to continue with the PC Connect program extension. It is hoped that GO Trains will replace PC Connect for long distance service in the near future;
    - Our willingness to invest in intercity transit will be critical to negotiating increased GO frequency – cutting service levels will not help us demonstrate local demand, nor will it demonstrate that we value the intercity service that we spent so many years advocating for.

## Land Sales

- 14 Church Street North
  - Vendor has confirmed that process to revive the corporate ownership of the property is underway.
  - Targeting a closing early in 2022.

## Legal Matters

- None presently.

## Other Projects

- Police Contract Review:

- The service contract with SPS ends on December 31, 2023.
- If the Town does not wish to renew, notice needs to be given by December 31, 2021.
- On November 24 COAC will review a staff report that presents a clause by clause review of the policing contract, and will be asked to recommend to Council to renew or not.
- Council will consider the same report on December 14, 2022.
- Diversity, Equity and Inclusion Committee
  - Since early August and ad-hoc committee met with a goal to plan events for National Truth and Reconciliation Day.
  - Staff believe there is a purpose for this committee long term, and its activities have been temporarily pause to allow for a formal Terms of Reference to be developed for Council to approve.
  - A key decision point in the TOR is how broad the mandate should be for the committee (i.e. should the committee be focused on Truth and Reconciliation, or more broadly on all of the Town's efforts to promote diversity, equity and inclusion).

## **2. Clerks**

### **Legislative Services**

- Town Hall
  - Foot traffic during the last week of October that corresponded with property tax due date increased sharply although not to pre-pandemic levels.
  - Call volume is steady with approximately 25-30 calls per week.
- Animal Control
  - Animal Control Officers have been in St. Marys recently and conducting routine spot checks with the public to ensure pets are licensed.
  - Preparing to invoice existing pet tag holders for 2022 licence.
- 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, public nuisance and records retention. Amendments to Traffic, Parking and Boulevard Maintenance By-law required prior to winter 2021 / 22.
- By-Law Enforcement
  - Preparing for increased enforcement of Traffic and Parking By-law by Stratford Police Service and Town Municipal Law Enforcement Officers.
  - Issued temporary Part I Provincial Offences books which includes mandatory wording about attending court virtually.
  - Summary of tickets issued to date in 2021 under By-law 58-2018, Traffic, Parking and Boulevard Maintenance
    - Year to date: 137
    - Awaiting Payment: 37
    - Paid: 86
    - Diverted to Provincial Offences Court: 8
    - Written Off: 6
  - Stratford Police stats for October 2021:

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

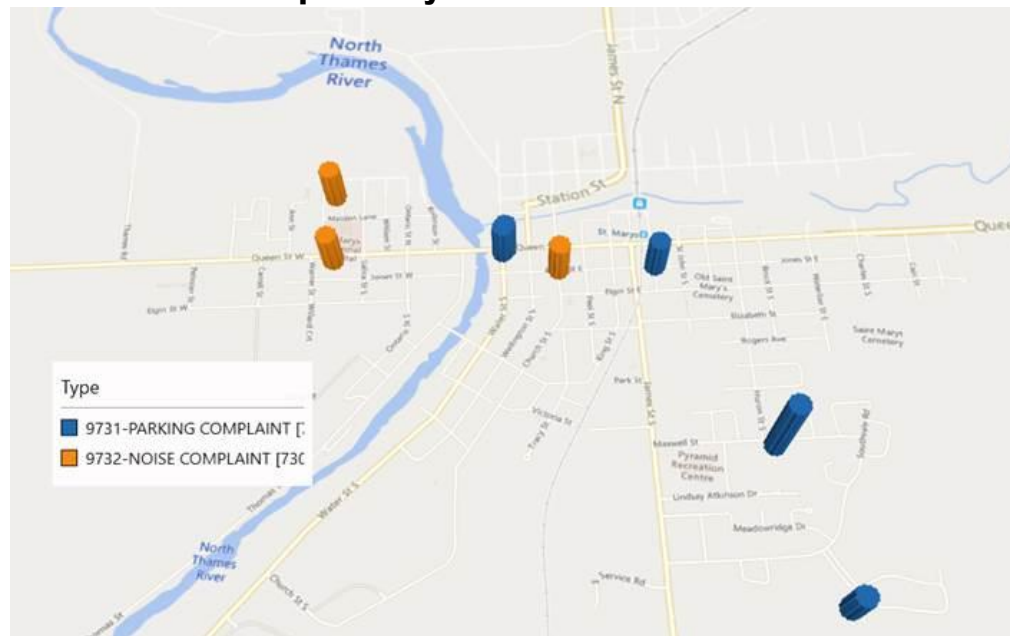
Bylaws	Count
9731-PARKING COMPLAINT [7300.0090]	6
9732-NOISE COMPLAINT [7300.0030]	4
<b>Grand Total</b>	<b>10</b>

\* Increase in complaints related to parking (from 4 to 6) and decrease in noise (from 6 to 4).

**Table 2 – Total Complaints by Month**

Bylaws	Count
Jan	20
Feb	10
Mar	19
Apr	19
May	10
Jun	19
Jul	17
Aug	15
Sep	14
Oct	10
<b>Grand Total</b>	<b>153</b>

**Table 3 – Total Complaints by Location**



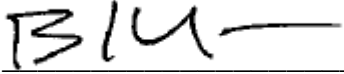
- Commissioner of Oaths
  - Renewal from Division Registrar through Service Ontario for Commissioner of Oaths appointments of staff remains pending.
- Council and Committee Services
  - Council approved 2022 Council, Strategic Priorities Committee and Budget meeting dates. Public notice to be provided via Town website shortly.
- Election 2022
  - Commenced AMCTO election training. Working towards presenting Council with the options for voting methods.
- Other – Document Remediation
  - By-laws and minutes from 1970 – 2021 are being removed from current storage and transitioned to off-site retention facility after being remediated of mould.

## **SPENDING AND VARIANCE ANALYSIS**

None.

### **REVIEWED BY**

**Recommended by the CAO**

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

---

Brent Kittmer

Chief Administrative Officer

# MONTHLY REPORT

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

**From:** Building and Development

**Date of Meeting:** 23 November 2021

**Subject:** DEV 50-2021 November Monthly Report (Building and Development)

## RECOMMENDATION

THAT DEV 50-2021 November Monthly Report (Building and Development) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Building Department

- There were 10 permits issued compared to 15 the previous year.
- There were 1 dwelling units issued this month compared to 13 the previous year.
- The total construction value was \$1,017,518 this month compared to \$5,093,700 the previous year.
- The total permit fees collected the month was \$4,661.
- There were 45 appointments made this month by the Building Department.
- There were **no** permits issued for an accessory apartment unit this month.

### Planning – Applications

- Pre-Consultations
  - One (1) pre-consultation meeting held in between October 14, 2021, and November 10, 2021. Meetings are scheduled for later in November
  - Three (3) pre-consultation meetings held between October 14, 2021, and November 10, 2021, for Community Improvement Plan Grants. Another scheduled later in November.
- Zoning By-law Amendments (ZBLA)
  - 615 Queen Street East (Z03-2021): No appeals received for this application; application complete.
  - 17 Peel Street South (Z04-2021): Public Meeting scheduled for November 23, 2021.
  - 752 Queen Street East (Z05-2021): Planning Advisory Committee meeting to be scheduled.
- Site Plan Agreement (SPA)
  - 665 James Street North: Application for Site Plan Agreement received, details related to the Site Plan are being reviewed.
  - 488 Water Street South: Application for Site Plan Agreement received, details related to the Site Plan are being reviewed with the Applicant.
- Subdivision Agreements



- 187 Wellington Street North: Applicant has indicated that the Record of Site Condition will be registered within the next thirty days. Upon registration of the Record of Site Condition, planning approvals can proceed such as Subdivision Agreement, and model home building permits can be issued.
- Minor Variances
  - 279 Elizabeth Street (A00-2021): Working with the Applicant to bring this file to completeness.
- Seven (7) Zoning Compliance letters issued between October 13, 2021, and November 9, 2021.

## **Planning – Strategic Projects**

- Comprehensive Parking Review
  - Second draft report has been submitted to Town Staff for review, and comments have been provided to the Consultant. Final report to be presented to Council on November 30, 2021.
- Official Plan
  - Statutory Public Open House held on November 17, 2021, at 6:00 P.M. via Zoom Webinar.
  - Current intention is to host a Public Meeting for the Official Plan in January/February of 2022
- Planning Process Review
  - Project was originally put on hold until the launch of the Community Improvement Plan, and finalization of the Comprehensive Parking Review. This project will be a priority in early 2022.
- Property File Digitization Project
  - Task list created along with priority rankings have been created. Tasks are corporate-wide with projects from various Departments including, Building and Development, Public Works, Heritage and Administration.
  - Working towards creating guidelines and work procedures for the project to ensure file consistency.

## **Facilities – Operational**

- COVID 19 – cleaning and sanitizing MOC, Via, Fire Hall, Museum, Library & Town Hall daily, fogging weekly
- Continuity Plan developed and implemented for facilities staff
- Town Hall & Library – installation of Quadro fiber, awaiting scheduling
- Seasonal washrooms – closed for the winter
- Lind Sportsplex – handed over to the Curling Club
- Town Hall – mold issue in the vault on 1<sup>st</sup> floor, air quality test completed, awaiting remediation. Roof leaks have been repaired.
- Library washroom upgrades – painting completed; installation of vanities & toilets scheduled for Nov 17
- Fire Hall – installation of exterior outlet has been completed
- MOC – excavated outside Andre's office to find water leak. Nothing obvious found
- Child Care Center – AC units removed for the winter
- Lind Sportsplex – entrance sign changed from Quarry Sign to Curling Sign
- Via Station – changed out Via office shield to accommodate Go Train
- Service Ontario – added to daily cleaning and sanitizing
- Lawn Bowling – replace roofs on 2 sheds

## Facilities – Capital

- Asset Management – working on document
- Fire Hall – container concrete pad has been poured, moving of container scheduled for Nov 12
- Fire Hall Digital Sign – installation completed
- Museum Façade Maintenance Project – project has been completed, awaiting completion of deficiencies.
- MOC Salt Shed Ramp – project has been completed

## SPENDING AND VARIANCE ANALYSIS

None.

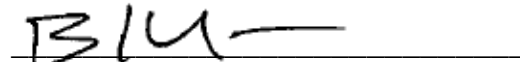
## REVIEWED BY

### Recommended by the Department



Grant Brouwer  
Director of Building and Development

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer

As of October 31 2021																												
Permit value (PV), Permit (PN), Dwelling unit (DU)		January		February		March		April		May		June		July		August		September		October		November		December		YTD Total		Annual permit fees
2021	PV	\$5,763,138		\$1,715,955		\$3,545,000		2,203,400.00		\$3,586,346		\$754,400		\$6,081,400		\$1,605,755		\$1,194,000		\$1,017,518						\$27,466,912		\$170,113
	PN (DU)	11	1	9	2	17	10	14	7	18	7	12	1	12	21	16	6	13	2	10	1					132	58	
2020	PV	\$950,000		\$624,000		\$10,678,320		2,829,500.00		\$287,000		\$3,733,000		\$1,391,200		\$3,955,499		\$6,407,984		\$5,093,700		\$2,090,000		\$761,000		\$38,801,203		\$181,501
	PN (DU)	7	3	7	2	17	21	13	3	11	0	26	9	14	4	19	7	15	5	15	13	12	4	10	1	166	72	
2019	PV	\$110,000		\$442,100		\$1,259,500		2,313,500.00		\$2,374,500		\$2,178,800		\$954,000		\$1,364,600		\$1,151,050		\$2,367,950		\$1,485,000		\$750,000		\$16,751,000		\$116,952
	PN (DU)	7	0	7	1	9	2	14	6	13	11	17	8	11	2	12	3	15	3	15	9	12	4	2	3	134	52	
2018	PV	\$700,000		\$233,500		\$1,332,500		4,721,000.00		\$4,461,001		\$1,887,100		\$1,984,300		\$644,100		\$2,737,450		\$2,220,500		\$1,561,200		\$393,000		\$22,875,651		\$151,296
	PN (DU)	7	2	4	0	15	6	15	7	23	5	23	4	22	5	13	1	21	5	14	14	11	3	4	1	172	53	
2017	PV	\$2,370,100		\$128,350		\$95,380		\$1,204,050		\$1,898,500		\$2,925,138		\$4,725,400		\$1,900,600		\$1,365,800		\$775,000		\$1,377,401		\$60,000		\$18,825,719		\$150,015
	PN (DU)	11	4	7	0	4	0	18	4	29	6	22	5	21	3	21	7	16	3	8	2	7	2	4	0	168	36	
2016	PV	\$161,000		\$336,000		\$867,600		\$760,201		\$1,809,000		\$1,511,000		\$1,227,000		\$644,501		\$764,400		\$1,433,300		\$2,215,000		\$2,515,000		\$14,244,002		\$114,897
	PN (DU)	4	0	3	1	8	2	13	1	12	7	11	1	13	6	15	1	15	2	15	3	7	3	4	11	120	38	
2015	PV	\$10,500		\$105,502		\$1,741,100		\$784,660		\$1,581,261		\$1,263,000		\$1,518,000		\$807,168		\$997,301		\$592,900		\$597,000		\$597,100		\$10,595,492		\$128,416
	PN (DU)	2	0	8	1	8	7	11	3	21	5	18	3	8	7	10	4	10	3	13	2	6	2	5	3	120	40	
2014	PV	\$475,000		\$44,500		\$895,000		\$1,792,000		\$1,544,500		\$2,053,650		\$1,049,500		\$1,004,900		\$1,226,750		\$1,199,001		\$534,200		\$1,449,000		\$13,268,001		\$140,304
	PN (DU)	5	2	6	0	4	2	9	2	13	2	13	2	12	8	14	4	13	5	11	5	5	2	10	9	115	43	
2013	PV	\$18,000		\$48,500		\$936,500		\$1,072,500		\$749,220		\$2,223,500		\$964,200		\$663,500		\$804,200		\$1,158,000		\$426,500		\$1,697,500		\$10,762,120		\$108,411
	PN (DU)	2	0	2	1	5	4	10	2	11	3	13	8	10	4	9	2	8	2	11	5	4	1	8	8	93	40	
2012	PV	\$518,300		\$25,000		\$610,000		\$522,802		\$784,150		\$3,288,988		\$1,523,500		\$2,586,000		\$659,500		\$736,000		\$700,300		\$477,900		\$12,432,440		\$152,225
	PN (DU)	8	2	1	0	5	2	13	1	9	3	15	6	11	6	19	0	7	1	6	3	9	3	4	2	107	29	
2011	PV	\$127,400		\$0		\$1,020,300		\$1,800,000		\$1,171,150		\$2,662,200		\$2,517,490		\$446,500		\$62,500		\$1,359,000		\$805,600		\$25,801		\$11,997,941		\$178,641
	PN (DU)	5	1	0	0	9	4	14	8	13	4	19	2	18	6	6	1	3	0	11	5	9	3	4	0	111	34	
2010	PV	\$65,000		\$75,000		\$1,582,000		\$603,800		\$323,700		\$302,300		\$1,570,000		\$4,069,000		\$1,014,300		\$2,226,260		\$1,085,200		\$553,500		\$13,470,060		\$154,284
	PN (DU)	3	0	5	0	7	6	11	3	7	2	16	1	12	4	12	32	10	1	14	7	11	4	3	1	111	61	
2009	PV	\$232,500		\$113,450		\$25,100		\$339,500		\$6,197,200		\$792,900		\$611,900		\$7,790,250		\$705,160		\$932,539		\$409,000		\$399,600		\$18,549,099		\$139,164
	PN (DU)	7	1	6	0	3	1	7	8	12	3	17	1	21	2	14	4	16	2	14	5	7	2	9	1	124	30	
Monthly average	PV	\$879,245		\$272,321		\$1,159,165		\$1,509,784		\$2,206,711		\$1,820,248		\$2,060,558		\$1,960,573		\$1,056,868		\$1,334,831		\$1,017,855		\$810,764		\$15,936,536		\$142,060
	PN (DU)	6.0	1.1	4.8	0.5	7.8	3.8	12.4	4.3	15.1	4.8	16.3	3.5	14.3	6.2	13.4	5.4	12.3	2.4	11.8	5.1	8.0	2.6	5.2	3.5	125.6	42.8	

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# FORMAL REPORT

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Mark Stone, Planner
<b>Date of Meeting:</b>	23 November 2021
<b>Subject:</b>	<b>DEV 51-2021 Application for Zoning By-law Amendment (Z04-2021) by Heybolt Ontario Ltd. for 17 Peel Street South</b>

## PURPOSE

This report has been prepared in conjunction with the statutory public meeting for the above referenced Application. The purpose of this report is to: provide an overview of the Zoning By-law Amendment Application and development proposal; summarize and discuss Town, agency and public comments received to date; and provide recommended direction for Council's consideration with respect to the Application.

## RECOMMENDATION

**THAT** DEV 51-2021 Application for Zoning By-law Amendment (Z04-2021) be received; and,

**THAT** Staff report back to Council through the preparation of a comprehensive report outlining staff recommendations on the disposition of this Application following an assessment of all internal department, external agency, public and Council comments.

## BACKGROUND

The 1,670 m<sup>2</sup> (0.41 acre) subject property is located at the southeast corner of Peel Street South and Queen Street East as shown on the General Location Map (see Attachment 1 of this report). There are two existing buildings on the property as shown on the concept plan provided in Attachment 2. An institutional building (Building A), where the Salvation Army currently operates their outreach initiatives and an accessory building (Building B) used as a residence for the institutional leadership. There is an existing driveway access from Peel Street that connects to an asphalted off-street parking area on the east part of the property.

The Owner is proposing a phased adaptive reuse of the property, utilizing the two existing buildings to provide a range of residential and non-residential uses in Building 'A' and two residential units in Building 'B'. The first phase of the adaptive reuse would include:

1. The addition of three dwelling units (two in Building A and one in Building B)
2. The retention of 162 m<sup>2</sup> for the Salvation Army within Building A
3. A commercial kitchen for the retail sale of pre-purchased bulk frozen food items (30 m<sup>2</sup>) within Building A
4. Office for use by a massage therapist (30 m<sup>2</sup>) within Building A

Following the second and final phase of the redevelopment, the site would have:

1. A total of eight dwelling units (six in Building A and two in Building B)
2. A commercial kitchen for the retail sale of pre-purchased bulk frozen food items (30 m<sup>2</sup>) within Building A

The purpose and effect of the Application is to amend the Town's Zoning By-law to change the zoning from "Institutional Zone (I)" to "Residential Zone Five (R5-XX)" with site-specific special provisions.

## **Application Submission Documents**

### Planning Justification Report

In support of the Application for Zoning By-law Amendment, a planning justification report was submitted to provide a detailed overview of the proposal and to review the application in the context of the Planning Act, the Provincial Policy Statement and the Town's Official Plan and Zoning By-law (copy provided as Attachment 3).

### Site Servicing Report

A site servicing report was also submitted in support of the application and was prepared by MR Engineering and Design Ltd. The following is a summary of findings in the report:

- There is a 250mm (10") water main located west of the centreline of Peel Street South. The water service for Building A will be required to be upgraded to a minimum size of 1-1/2". The existing water service to Building B appears to be adequate.
- There is a 200mm (8") sanitary main located east of the centreline of Peel Street South.
- This site can be redeveloped without negative impact to the existing water supply and sanitary services.

## **Planning Advisory Committee Meeting**

On October 4, 2021, the Planning Advisory Committee (PAC) received a staff report (DEV 46-2021) regarding the Application, in which Town staff recommended that the PAC endorse the Application in principle and recommend that Council proceed with the statutory public meeting as required by the Planning Act. The PAC considered public comments and also discussed some potential concerns related to lack of amenity space for residents, parking and the scope/scale of Phase 2 of the proposed development. In response to these concerns, the PAC endorsed Phase 1 of the Application in principle and recommended that Council proceed with a public meeting to consider the Application. Relevant excerpts of the October 4, 2021 PAC meeting minutes are provided as Attachment 4 of this report.

## **October 2021 Application Revision**

In a letter dated October 25, 2021 (provided as Attachment 5 of this report), the Applicant requested revisions to the Application to address concerns raised at the PAC meeting. In particular, the Application had been revised to:

1. Remove the request for a parking reduction to the proposed office use;
2. Add a new provision requiring a minimum of 5 square metres of common outdoor amenity area for each dwelling unit;
3. Add a new permitted use being "dwelling units"; and,
4. Require a minimum of 1.25 off-street parking spaces per dwelling unit.

Following receipt of the October 25, 2021 letter and in response to Town staff's recommendation, the Applicant further amended the Application to specify that the proposed uses are not in addition to those permitted in the "Residential Zone Five (R5)" but limited to only those uses proposed in the Application. Furthermore, it was agreed that a site specific definition for 'dwelling units' was not required given the existing definition of 'dwelling unit' in Section 3.48 of the Zoning By-law as follows:

3.48 Dwelling Unit means a suite operated as a housekeeping unit, used or intended to be used as a domicile by 1 or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities.

The applicant requested that the Town proceed with the original Application for Zoning By-law Amendment with the requested revisions.

## **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 3.1.2.3 of the Official Plan states the following:

“Residential infilling type development is generally permitted throughout the “Residential” designation where such development is in keeping with the attributes of the neighbourhood in terms of building type, building form, and spatial separation. When evaluating the attributes of the neighbourhood, regard shall be given to lot fabric (i.e., area, frontage, and depth), and built form (i.e., setbacks, massing, scale, and height). In cases where one or more of the existing zone provisions are not met, an amendment or a minor variance to the zone provisions may be

considered to permit the proposed development provided that the spirit of this Section is maintained.”

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”.

Section 3.1.2.5 states that “when reviewing development or redevelopment proposals, Council shall consider following density targets:

- a) Single-detached dwellings 10-15 units per hectare;
- b) Semi-detached, duplex dwellings 15-25 units per hectare;
- c) Townhouse dwellings 25-40 units per hectare;
- d) Low rise apartments 40-75 units per hectare.

Council may moderately increase or decrease these densities dependent upon specific site circumstances, provision of on-site amenities, and capabilities of municipal servicing systems to accommodate any increase. Council will favour those developments with a mixture of lower and higher densities of development over those consisting of only low densities of development.”

Section 3.1.3.8 states that “proponents of townhouse and apartment developments are encouraged to provide on-site recreational facilities in keeping with the proposed development”.

Section 3.1.2.17 states that “institutional uses of land such as hospitals, churches, schools, parks, senior citizen homes etc. are permitted in the “Residential” designation on Schedule “A” of this Plan except where prohibited by the policies of Section 3.8 of this Official Plan”.

And Section 3.1.2.22 states the following:

“Neighbourhood commercial type uses may be permitted in the “Residential” designation provided that such uses service the immediate neighbourhood, are located and have access on an Arterial or Collector Road, are small scale in nature, and take a form which is compatible to the character of the areas. An Amendment to the implementing Zoning By-law that shall regulate matters such as scale of use, parking, and building locations shall be required along with a Site Plan Agreement pursuant to Section 41 of the Planning Act, RSO 1990 prior to any neighbourhood commercial uses being established”.

It is concluded in the submitted planning justification report that:

- The proposed continued institutional use on the site is appropriate and conforms to the OP. The Site is well situated on an arterial road in proximity to the downtown area to provide a community supportive institutional use.
- The proposed wholesale kitchen with restricted retail space conforms to the OP, specifically Section 3.1.2.22. The proposed area will utilize the existing commercial kitchen already in operation within the building that originally supported the Salvation Army’s food programs. The reuse of this facility is an efficient and effective use of resources and materials.
- Within the Residential designation, small-scale neighbourhood servicing uses are permitted provided they are small in scale, located on an arterial road, are permitted by site-specific zoning, and have an approved Site Plan Application. The Site is located on an arterial road, a Zoning By-law Amendment is being applied for and it is anticipated that Site Plan will be required should the Zoning By-law Amendment be approved. With the proposed limits on the square footage of the wholesale kitchen and professional



office, each being 30 square metres in size, and the nature of both uses in terms of traffic generation and noise, is it our opinion that potential unacceptable adverse impacts to surrounding land uses have been appropriately addressed.

## Zoning By-law

As per the Town's Zoning By-law, Z1-1997, as amended, the subject property is currently zoned "Institutional (I)". The purpose and effect of the Application is to amend the Town's Zoning By-law to change the zoning from "Institutional Zone (I)" to "Residential Zone Five (R5-XX)" with site-specific special provisions.

The following chart provides a summary comparison of the original and revised Application for Zoning By-law Amendment. Requested changes to the original Application are highlighted; all others have remained the same.

<b>Zoning By-law Amendment Application</b>	
<b>Original Application August 2021</b>	<b>Application Revisions October 2021</b>
The following additional uses shall be permitted: dwelling units, wholesale establishment (commercial), institutional use, and professional office including a registered massage therapist.	Permitted uses shall be limited to dwelling units, wholesale establishment (commercial), institutional use, and professional office including a registered massage therapist in buildings existing on the date of passage of this By-law.
The existing lot area, lot frontage, yard setbacks, lot coverage, sight and visibility triangles and building height shall be deemed to comply with the Zoning By-law	The existing lot area, lot frontage, yard setbacks, lot coverage, sight and visibility triangles and building height shall be deemed to comply with the Zoning By-law
A wholesale establishment (commercial) shall have a maximum gross floor area of 30 m <sup>2</sup>	A wholesale establishment (commercial) shall have a maximum gross floor area of 30 m <sup>2</sup>
An institutional use shall have a maximum gross floor area of 400 m <sup>2</sup>	An institutional use shall have a maximum gross floor area of 400 m <sup>2</sup>
A professional office shall have a maximum gross floor area of 30 m <sup>2</sup> and shall include the office of a registered massage therapist	A professional office shall have a maximum gross floor area of 30 m <sup>2</sup> and shall include the office of a registered massage therapist
An off-street parking rate of 1.25 spaces per dwelling unit shall be required *	An off-street parking rate of 1.25 spaces per dwelling unit shall be required *
An off-street parking rate of 1.0 space per 30 m <sup>2</sup> of professional office shall be required	No longer part of the Application
To permit a planting strip to include either a minimum 1.5 metres of opaque visual barrier or a solid wood fence with a height 1.8 metres	To permit a planting strip to include either a minimum 1.5 metres of opaque visual barrier or a solid wood fence with a height 1.8 metres
	Amenity space shall be provided at a rate of 5 square metres per dwelling unit

\*Note: The current parking requirement for a converted dwelling (Building B) is 2 spaces per dwelling unit and 1.25 spaces per apartment dwelling unit. The requested parking rate of 1.25 spaces per unit would apply to all residential units and therefore, relief is only required as it relates to the existing dwelling (Building B) not Building A.

## 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, to those agencies as prescribed by Regulation and notice signage was also posted on the property. Information, notices and other documents related to this Application have been provided on the Town's Current Planning / Development Applications webpage throughout the review process.

Department/Agency (Date)	Summary of Comments
Chippewas of the Thames First Nation (September 14, 2021)	<ul style="list-style-type: none"><li>• No objection</li></ul>
Festival Hydro (October 1 and November 5, 2021)	<ul style="list-style-type: none"><li>• The site plan is showing a wood fence along the east property line that fully extends from the north to the south property line.</li><li>• Festival Hydro would like to request that the portion of the fence that crosses over the right of way along the south portion of the property is changed to some type of accessible gate that would allow access to the right of way from the east side of the property. There is a pole in there that under some circumstances may need to get accessed by multiple vehicles from both the east side and the west side.</li></ul>

Prior to the PAC meeting, one public submission was received from Jan Mustard of 224 Jones Street East. The following is a summary of Ms. Mustard's comments:

- Requesting clarification regarding the number of residential units being proposed, and the location designated for snow storage.
- Concerned that the number of parking stalls being proposed is not sufficient, and the impact the insufficient parking will have on on-street parking.
- Where will the patrons of the commercial units park?
- Concerned that the proposed development will augment the existing traffic congestion in the area.
- Concerned about limited visibility when exiting Peel onto Queen, and potential conflicts with the driveways across from the property on Peel Street South.
- Concerned about site and access design for allowing emergency vehicles to access the buildings.
- Concerns regarding traffic and pedestrian safety and grades in the immediate area.

## PRELIMINARY PLANNING COMMENTS

The following is a preliminary discussion of potential issues identified thus far in the review of the Application.

### Affordable/attainable Housing

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 report states, in part, the following:

- With respect to the provision of affordable housing, the Owner is proposed rental rates for the residential dwelling units between \$900 and \$1,500. The Town of St. Marys prepared a Affordable/Attainable Housing in St. Marys Report on October 27, 2020, that outlined the issues surrounding affordable and attainable housing as well as a recommended action plan. The Report notes that "housing options not only need to be affordable to the income level of the household, but must also be available at the time, appropriate to the circumstances of the individual or family (including of suitable quality), and an option that the household is able to put into action." The "affordable" and "alternate" monthly rental rates, based on 2018 data are as follows:

1-Bedroom: \$780 (affordable); \$1,032 (alternate rate)  
2-Bedroom: \$920 (affordable); \$1,351 (alternate rate)  
3-Bedroom: \$1,017 (affordable); \$1,663 (alternate rate)

### Parking

Questions and concerns were raised at the PAC meeting regarding the amount of parking proposed, potential impacts on on-street parking and parking congestion in the area, limited visibility at the Peel/Queen intersection, potential conflicts with existing driveways on the west side of Peel Street, emergency vehicle access to the site, and general concern regarding traffic and pedestrian safety and grades in the immediate area.

The Applicant has removed the request for a reduction in the parking requirement for office uses and the Application does not propose a reduction in the apartment unit parking standard of 1.25 spaces per dwelling unit and therefore, relief is only required for the residential units in Building B.

In the planning justification report, the following points are made in support of the proposed parking rates:

- The proposed off-street parking rate is in compliance with the existing requirement in the St. Marys Zoning By-law for apartment dwellings and is reflective of the dwelling units being smaller in size and in, this particular proposal, a site that is within walking distance to the downtown area.
- The proposed rate is reflective of providing one parking space per dwelling unit and 0.25 parking spaces for visitor parking. The proposed visitor parking rate reflects the intent of the Zoning By-law to provide for a mix of land uses, where parking requirements can occur at different times during the day and week and thereby provide an opportunity to share parking spaces and provide land use efficiencies.
- It is also noted that both buildings are currently located on the Site, and the proposed Zoning By-law Amendment does not increase the overall floor area, but provides for a greater range of uses. The proposed parking rates do not provide for an increase in overall floor area on the Site.

In the October 25, 2021 Application revision letter, the Applicant states that the apartment parking rate is an appropriate standard to apply to the entire site as "the proposed development functions similar to an apartment dwelling, as the development:

1. Is one overall development providing a mix of uses, and multiple dwelling units

2. A shared parking area with defined and demarcated visitor parking spots
3. With more than one dwelling unit, more than one visitor parking space will be provided and reserved at all times for visitors
4. Smaller units, ranging from 1 to 2 bedrooms”

Town staff note that on-street parking in the downtown core is only about 50 percent utilized throughout the day on 3 hour limit spaces.

The Town’s Public Works Department has reviewed the Application and has not identified any concerns with respect to visibility at the intersection, conflicts with existing driveways or impacts on traffic congestion in the area.

### Scope and Scale of Phase 2

At the PAC meeting, the Committee discussed if delaying approval of Phase 2 of the project would be appropriate until it could be determined that there is an adequate amount of parking being supplied, or a reduction in the number of dwelling units being proposed.

In the October 25, 2021 Application revision letter, the Applicant states “that the proposed amending by-law will provide for the first phase of development on the Site. It is however, also formatted, such that should the Salvation Army cease their operations, residential dwelling units could be constructed in the space vacated by the operation”.

With the revisions to the Application and clarification provided with respect to the extent of relief being requested from parking standards, the Applicant has requested that the Town move forward to the public meeting stage.

### Amenity Area

The Town’s Zoning By-law defines ‘amenity space’ as “the total area or areas within a lot provided for the use of the residents of a residential building or a commercial building containing residential units located on the lot for the purpose of personal recreation space or shared recreation space” (Section 3.5.1). The Applicant has revised the Application to require a minimum amenity space 5 square metres per dwelling unit.

### Snow Storage

A question was raised regarding the location of snow storage. The proposed concept plan shows a dedicated snow storage area located near the southeast corner of Building B.

## **FINANCIAL IMPLICATIONS**

Not known at this time.

## **SUMMARY**

The proposed development supports Provincial and Town policies with respect to encouraging development that efficiently uses land, infrastructure and public service facilities, and that provides a range and mix of housing types and densities to meet the needs of current and future residents. In general, higher order roads (such as arterial roads) are good locations for intensification, higher density type development.

Staff will provide further comments and opinion with respect to the Application following 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) General Location Map
- 2) Concept Site Plan
- 3) Planning Justification Report
- 4) October 4, 2021 Planning Advisory Committee Meeting Minutes (excerpts)
- 5) Application Resubmission

## REVIEWED BY

### Recommended by the Department

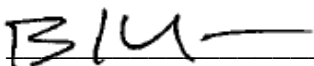


Mark Stone  
Planner



Grant Brouwer  
Director of Building and Planning

### Recommended by the CAO



Brent Kittmer  
Chief Administrative Officer

# GENERAL LOCATION MAP

17 Peel Street South  
Town of St. Marys



Subject Property



September 2021



Site Location: 17 Peel Street, St. Marys, ON



# Planning Justification Report

## Zoning By-law Amendment Application

17 Peel Street, St. Marys

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August 2021

Prepared For:  
**Heybolt Ontario Ltd.**

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Box 1507  
St. Marys, ON  
N6B 2B9

Prepared By:  
**Baker Planning Group**

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## 1 INTRODUCTION

On behalf of Heybolt Ontario Ltd. ("Owner"), Baker Planning Group is submitting a Zoning By-law Amendment Application for land known municipally as 17 Peel Street, St. Marys ("Site") (Figure 1).

The Site is an elevated property located at the intersection of Peel Street and Queen Street East and is 1,670 square metres in size with 36.531 metres of frontage on Queen Street East and 45.720 metres of frontage on Peel Street. The Site has two existing structures comprised of an institutional building (Building A), where the Salvation Army currently operates their outreach initiatives and an accessory building (Building B) used as a residence for the institutional leadership. The Site is bound by a retaining wall on Queen Street East and a portion along Peel Street, and a ten (10) foot wide vegetated Festival Hydro Easement to the south. There is an existing driveway access from Peel Street that connects to an asphalted off-street parking area on Site's eastern edge. There is a walkway/stair connection from the parking area to the intersection of Peel Street and Queen Street East. The remaining area of the Site is manicured lawn.

There is one (1) mature tree located in front of Building B along the Peel Street property line and a treeline along the southern and southeastern property line. There are also two (2) trees and some shrubbery along the northern property line between the retaining wall and Building A. The Site has a strong gradient from east to west, reflective of Queen Street East and the general topography of St. Marys.

The area surrounding the Site includes a mix of land uses (Figure 2), including:

South, east, northeast: low and medium density residential  
West and northwest: commercial

The Central Commercial District and Business Improvement Area (BIA) for St. Marys has Peel Street as its eastern boundary. The properties to the immediate east of the Site are within the defined downtown.

The Site is within walking distance of a range of parks, commercial uses and community services. It is also in proximity to the local schools, including St. Marys District Collegiate and Institute (700m), Holy Name of Mary School (750m) and Little Falls Public School (1.5km).

The Site is designated "Residential" in the Town of St. Marys Official Plan ("OP") and Queen Street East is identified as an arterial road and Peel Street as a local road. To accommodate the existing uses, and in keeping with the OP, the Site is currently zoned "Institutional (I)" in the St. Marys Zoning By-law.

The Planning Justification Report ("Report") has been prepared to fulfill the submission requirements set-out by the Town of St. Marys. The Report provides a summary of the proposed land uses and the applicable land use policies and will address the appropriateness of the Application and if it constitutes good land use planning.



Figure:

1

**SITE**

Site Location: 17 Peel Street, St. Marys, ON



**BAKER**  
Consulting Group





Figure:

2

## SURROUNDING LAND USE

Site Location: 17 Peel Street, St. Marys, ON



**BAKER**  
Planning Group

## 1-1 PROPOSED DEVELOPMENT

The Owner is proposing a phased adaptive reuse of the Site, utilizing the two existing buildings to provide a range of residential and commercial uses ("Proposed Development")(Figure 3). The intent is to maintain the general site layout, including access from Peel Street, the parking area and the walkways and to re-purpose the interior of the existing buildings. Minor exterior building modifications will be required, including the addition of windows.

The first phase of the adaptive reuse would include:

1. The addition of three (3) dwelling units (two in Building A and one in Building B)
2. The retention of 162 square metres for the Salvation Army within Building A
3. A commercial kitchen for the retail sale of pre-purchased bulk frozen food items (30 square metres) within Building A
4. Office for use by a massage therapist (30 square metres) within Building A

The second phase of the redevelopment would include:

1. A total of 8 dwelling units (six in Building A and two in Building B)
2. A commercial kitchen for the retail sale of pre-purchased bulk frozen food items (30 square metres) within Building A

The proposed dwellings in both Phase 1 and Phase 2 will consist of 1 and two-bedroom units with a portion being affordable to the lowest 60 per cent of income distribution for Perth County households as outlined in the Stratford, Perth County, and St. Marys Housing and Homelessness Plan (5-year update 2020-2024).

The dwellings units will contribute to the mix of rental housing, and the Owner is open to considering accessible units on the main floor of Building A. Both the off-street parkings and accessible parkings are proposed within the existing parking area on the Site. The enclosed garbage area and loading/unloading will continue to be located in defined loading area on Peel Street.

The existing concrete retaining wall is located within the municipal right-of-way and will continue to be maintained. The fencing on the Site will be replaced, including a new fence along the eastern property line.

As outlined in the Functional Servicing Letter, existing municipal sanitary, storm and water services connections are available to the Site. Through a future Site Plan Application, required servicing, grading and drainage plans will be provided.

To permit the proposed redevelopment, a Zoning By-law Amendment is required to a site-specific R5 Zone within the Town of St. Marys Zoning By-law.

## 1-2 ZONING BY-LAW AMENDMENT APPLICATION

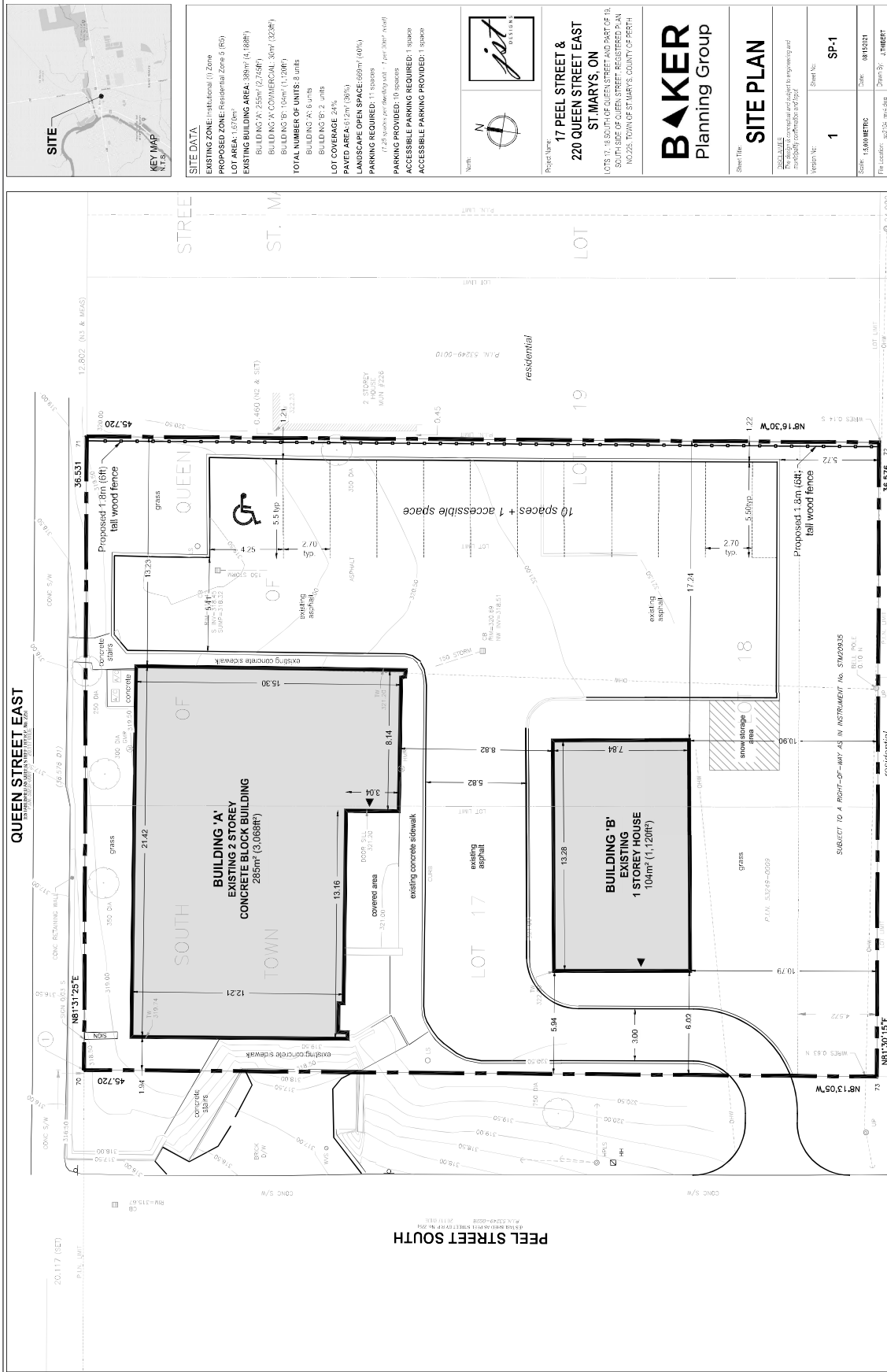




BAKER  
Planning Group

CONCEPT PLAN

Site Location: 17 Peel Street, St. Marys, ON



To permit the Proposed Development, a Zoning By-law Amendment is required to rezone the Site from "Institutional (I)" to "Residential Zone Five (R5)" with the following site-specific regulations:

#### Permitted Uses

Notwithstanding the provisions of Section 12.1 of By-law No. Z1-1997 to the contrary, the following uses shall also be permitted on the lands located within the "**R5-XX**" zone as shown on Key Map 13 of Schedule "A" to this By-law (also shown on Schedule "A" to By-law No. Z19-2000):

- Dwelling Units
- Wholesale Establishment (commercial)
- Institutional Use
- Professional Office, including a registered massage therapist

#### Requirements

Notwithstanding the provisions of Section 12.2 of By-law No. Z1-1997 to the contrary, the following zone provisions shall apply to the lands located within the "**R5-XX**" zone as shown on Key Map 13 of Schedule "A" to this By-law (also shown on Schedule "A" to By-law No. Z19-2000):

- The existing lot area, lot frontage, yard setbacks, building separation setbacks, lot coverage, and building height shall be deemed to comply with the Zoning By-law
- Section 5.6 (Daylight or Sight Triangles) requirements shall not apply
- A Wholesale Establishment (commercial) shall have a maximum gross floor area of 30 square metres
- A Institutional Use shall have a maximum gross floor area of 400 square metres
- A Professional Office shall have a maximum gross floor area of 30 square metres and shall include the office of a registered massage therapist
- An off-street parking rate of 1.25 spaces per dwelling unit shall be required
- An off-street parking rate of 1.0 space per 30 square metres of Professional Office shall be required
- To permit a planting strip to include either a minimum 1.5 metres of opaque visual barrier or a solid wood fence with a height 1.8 metres

## 2 PLANNING POLICY FRAMEWORK

This Section of the Planning Justification Report provides an overview of the relevant planning policies to the Proposed Development and the Zoning By-law Amendment Application.

### 2-1 PLANNING ACT

The *Planning Act, R.S.O. 1990, CHAPTER P.13*, provides provincial legislation that “sets out the ground rules for land use planning in Ontario. It describes how land uses may be controlled, and who may control them.”

Section 2 of the Planning Act outlines the matters of provincial interest that the council of a municipality, a planning board and the Local Planning Appeal Tribunal shall have regard to in carrying out their responsibilities under the Act. The following table provides a summary of the provincial interests, along with an analysis as it relates to the Proposed Development and the subject Zoning By-law Amendment Application.

**Table 2-1: Summary of Provincial Interest**

Section	Provincial Interest	Analysis
a)	the protection of ecological systems, including natural areas, features and functions	The Site does not contain any defined natural areas. The Owner will seek to maintain all existing healthy trees.
b)	the protection of the agricultural resources of the Province	The Site is not identified as being an area with known agricultural resources, and the land has already been developed for institutional uses. The development is an adaptive reuse development where no new structures are proposed.
c)	the conservation and management of natural resources and the mineral resource base	The Site does not contain any natural resources or mineral resources, as set out in the Town planning documents.
d)	the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest	There are no known significant features on the Site per the mapping in the Official Plan, and the Site is located within an existing built-up area.
e)	the supply, efficient use and conservation of energy and water	Full municipal water service is available for the proposed uses.
f)	the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems	<ul style="list-style-type: none"> <li>• Communication services are available.</li> <li>• Water and Sanitary services are available on Queen Street.</li> <li>• Waste management to be accommodated on-site with unloading in the existing location on Peel Street South.</li> </ul>



Section	Provincial Interest	Analysis
g)	the minimization of waste	The Owners will explore opportunities to minimize waste through the conversion process, should the application be approved.
h)	the orderly development of safe and healthy communities	The Site is located within a developed residential urban area of St. Marys. The proposed project will provide effective and efficient use of existing land and infrastructure while offering redevelopment of underutilized structures to supply new housing and an appropriate mix of uses. The proposed dwelling units will contribute to an increase in available rental housing stock. The proposed non-residential uses are compatible with the surrounding residential and commercial uses and benefit from existing site functions and facilities.
h.1)	the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies	The Owner is desirable to providing accessible units on the main floor of Building A, where feasible.
i)	the adequate provision and distribution of educational, health, social, cultural and recreational facilities	The Site is located within the urban area, proximate to parks and recreational opportunities, commercial and public services, employment, and schools.
j)	the adequate provision of a full range of housing, including affordable housing	The redevelopment will contribute to the range of rental housing types available in the Town. The dwelling units will provide options for 1 and 2 bedroom units with a portion being affordable to the lowest 60 per cent of income distribution for Perth County households as outlined in the Official Plan and the Stratford, Perth County, and St. Marys Housing and Homelessness Plan (5 year update 2020-2024).
k)	the adequate provision of employment opportunities	The provision of institutional and small business uses create employment opportunities, and more specifically small businesses.
l)	the protection of the financial and economic well-being of the Province and its municipalities	The efficient use of structures and land with existing municipal infrastructure provides long-term financial stability and cost-effective development.
m)	the co-ordination of planning activities of public bodies	To be addressed through the circulation of the planning applications to applicable public bodies.

Section	Provincial Interest	Analysis
n)	the resolution of planning conflicts involving public and private interests	Planning conflicts involving public and private interests have not been identified through the pre-consultation review.
o)	the protection of public health and safety	The Site is fully serviced on municipal water and sanitary, providing for the protection of public health and safety.
p)	the appropriate location of growth and development	The redevelopment provides the reuse of existing underutilized structures. The Site is located within a built-up residential area of St. Marys and proximate to the Central Commercial District. The development will contribute to the available housing mix within an area of existing municipal services.
q)	the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians	The Site is located at the intersection of a local and arterial municipal road with a pedestrian sidewalk, connecting to the downtown core and the community at-large.
r)	the promotion of built form that:	
r.i)	is well-designed	The redevelopment provides for the adaptive reuse of existing structures to offer modest intensification and a mix of residential dwelling options located in an area with existing residential and commercial uses. The Site location is in an area that identifies you are entering the downtown area with the historically established pattern of residential and commercial mixed uses.
r.ii)	encourages a sense of place	
r.iii)	provides for public spaces that are of high quality, safe, accessible, attractive and vibrant	Area parks, recreation facilities, and the downtown core are available within walking distance to the Site.
s)	the mitigation of greenhouse gas emissions and adaptation to a changing climate	The reuse of existing structures on land within a developed urban area to provide modest intensification and increased availability of mixed housing options, will help to reduce greenhouse gas emissions while also minimizing the consumption of agricultural land. The Site is located outside of any flood zone or regulation limit.

In summary, the proposed development and the implementing Zoning By-law Amendment Application have regard for matters of public interest.

## 2-2 PROVINCIAL POLICY STATEMENT, 2020

The Provincial Policy Statement ("PPS"), 2020 is a province-wide policy document that sets the foundation for regulating development and the use of land. The PPS is issued under Section 3 of the *Planning Act*. The PPS "provides 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. Municipal official plans are the most important vehicle for implementing the PPS and for achieving comprehensive, integrated and long-term planning.

The following section summarizes the policy directives relevant to the proposed development of the Site and the implementing Zoning By-law Amendment Application.

### Directive #1 – Efficient and Resilient Growth

Section 1.1 of the PPS outlines the general policies for the development of efficient and resilient land use patterns and growth. Specifically, Section 1.1.1 outlines the policies to create sustainable, healthy, liveable and safe communities, including:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;
- d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;
- e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;
- f) improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;
- g) ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;
- h) promoting development and land use patterns that conserve biodiversity; and
- i) preparing for the regional and local impacts of a changing climate.

Section 1.1.2 states that sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years. Section 1.1.3.1 and 1.1.3.2 states that growth and development shall be focused to settlement areas and that land use patterns in these areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) are appropriate for, and efficiently use, the *infrastructure* and *public service facilities* which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
- c) minimize negative impacts to air quality and climate change, and promote energy efficiency;
- d) prepare for the impacts of a changing climate;
- e) support *active transportation*;
- f) are *transit-supportive*, where transit is planned, exists or may be developed; and
- g) are *freight-supportive*.

Section 1.1.3.3 states that appropriate locations should be identified and opportunities promoted that accommodate a significant supply and range of housing options through *intensification* and *redevelopment*. Section 1.1.3.4 suggests that appropriate development standards should be promoted, which facilitate *intensification*, *redevelopment*, and compact form. Section 1.1.3.5 states that planning authorities shall establish and implement minimum targets for *intensification* and *redevelopment* within built-up areas, based on local conditions.

Section 1.1.3.6 states that new development in designated growth areas should occur adjacent to the existing built-up area and shall have a compact form, mix of uses, and densities that allow for the efficient use of land, infrastructure, and public service facilities.

Section 1.1.3.7 b) of the PPS addresses the phasing of growth, stating that development should proceed in an orderly progression, in keeping with the provision of the necessary public services and infrastructure.

### Directive #2 – Housing

Section 1.4 of the PPS addresses residential growth and the provision of an appropriate range and mix of housing types and densities. Section 1.4.1 states that to provide an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through *residential intensification* and *redevelopment* and, if necessary, lands which are designated and available for residential development; and
- b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate *residential intensification* and *redevelopment*, and land in draft approved and registered plans.

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.

### Directive #3 – Supporting Existing Transportation Infrastructure

Section 1.6.7.2 of the PPS states that “efficient use shall be made of existing and planned infrastructure, including through the use of transportation demand management strategies, where feasible.” Section 1.6.7.4 states that a land use pattern, density, and mix of uses should be promoted that minimize the length and number of vehicle trips and support current and future use of transit and active transportation.

### Directive #4 – Supporting Long-Term Economic Prosperity

Section 1.7 of the PPS provides a detailed list of policies to support long-term economic prosperity in the Province, including optimizing land, resources and infrastructure. Section 1.7.1 (b) also states that long term economic prosperity should be supported by encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce. The support of a greater mix of land uses is also supported in Section 1.3.1a which states that Planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs.

### **Planning Analysis**

It is our opinion that the Zoning By-law Amendment Application is consistent with the PPS. As outlined in the preamble to the PPS, the policy-led planning systems in Ontario seek to address the complex inter-relationships between the pillars that contribute to good land use planning. This

includes agricultural protection, range and mix of housing supply, barrier-free building design, long-term economic prosperity and climate change mitigation.

The Application has demonstrated consistency to these key directives, or pillars, by:

- Minimizing the need to expand the built boundary and remove land from agricultural production by providing new housing supply within the built-up area (Section 1.1.1).
- Promoting efficient development and land use as an adaptive reuse project supported by existing municipal water, storm, and sanitary infrastructure (Section 1.1.1, 1.1.3, 1.4, 1.6, 1.7).
- Providing an appropriate affordable and market-based range and mix of residential types and institutional uses (Section 1.1.1, 1.4, 1.7); with a portion of the dwelling units being affordable to the lowest 60 percent of income distribution for Perth County households as outlined in the St. Marys Official Plan and the Stratford, Perth County, and St. Marys Housing and Homelessness Plan (5-year update 2020-2024) (Section 1.4.3).
- Introducing compatible non-residential uses to utilize existing facilities located in the building, including a wholesaling kitchen and one (1) registered massage therapist.
- Accommodating an appropriate range and mix of land uses by combining increased residential density with the existing institutional use and a small retail component (Section 1.1.2, Section 1.3.1);
- Reducing greenhouse gas emissions by reusing existing structures and materials on land within a developed urban area provides modest intensification and increased availability of mixed housing options (Section 1.1.3.1 and 1.1.3.2). Also addressing climate change by supporting alternative transportation modes and minimizing further consumption of agricultural land (Section 1.1.1, 1.1.3);
- Providing residential intensification within the settlement area that has well-established transportation connections and pedestrian amenities (Section 1.1.2 and 1.4);
- Promoting active transportation due to the walking proximity of the Site to the Central Commercial District as well as community and recreational services (Section 1.1.3, 1.4) and providing access to existing transportation infrastructure with access to both an arterial and local road (Section 1.6); and
- Contributing to the long-term prosperity of the Province by providing new development through a conversion that does not require the extension of infrastructure or increased long-term maintenance responsibilities (Section 1.7).

## 2-3 THAMES-SYDENHAM & REGION SOURCE PROTECTION PLAN

The Province of Ontario passed the Clean Water Act in 2006 to ensure clean, safe, and sustainable drinking water is available for Ontarians. The intent is to protect water before it enters the municipal drinking water system. All planning decisions shall conform with the policies that address significant drinking water threats as per Section 39 (1) (a) of the Clean Water Act.

The Act established 22 source water protection areas and source protection regions to manage existing and future risks to municipal drinking water sources. The Site is located within the Thames - Sydenham Source Protection Region and is subject to the policies of the Thames - Sydenham Region Source Protection Area (2015).

Map 3-1-10 (St. Marys) to the Source Protection Plan identifies that the Site is within a sourcewater protection area. The proposed development poses minimal risk as no modifications are intended.

## **2-4 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 (Figure 4). 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.

Section 2.3 outlines the Heritage Conservation objectives and policies designed to conserve and maintain the “attractive aesthetic and heritage character of the Town” with a purpose of “preserving and enhancing the Town’s cultural heritage resources for future generations while moving forward with initiatives to foster their long-term economic well-being in a planned and managed manner.”

Residential objectives and policies are provided in Section 3.1 of the OP and outline several 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 and those with accessible needs and the encouragement of additional housing through intensification, diversification, and intermixing of different housing types and forms. The primary use of land shall be residential, including walk-up apartments, as well as institutional uses.

Section 3.1.2.22 of the OP states neighbourhood commercial type uses may be permitted in the “Residential” designation, subject to a Zoning By-law Amendment, provided that such uses:

- Service the immediate neighbourhood,
- Located on an Arterial Road
- Small scale
- Compatible to the character of the areas

Site Plan Approval is required for neighbourhood commercial uses to be located on land that is designated as Residential.



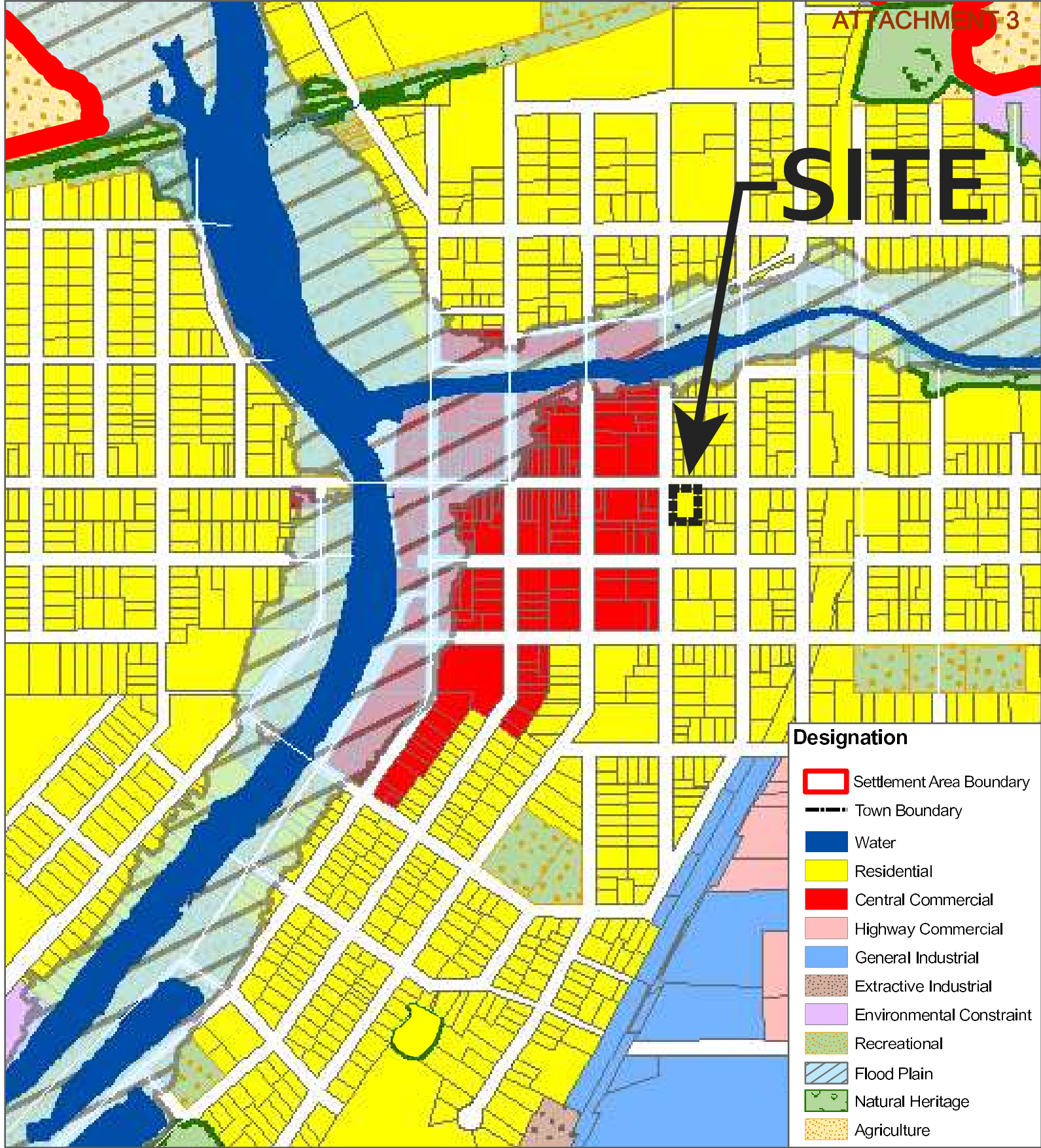


Figure:  
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# TOWN OF ST.MARYS OFFICIAL PLAN SCHEDULE 'A': LAND USE PLAN

Site Location: 17 Peel Street, St.Marys, ON



The OP supports residential infilling (Section 3.1.2.3) provided the development is in keeping with the inherent neighbourhood qualities and building type, form, and separation. Further, Section 3.1.2.3 states that “when evaluating the attributes of the neighbourhood, regard shall be given to lot fabric (i.e., area, frontage, and depth), and built form (i.e., setbacks, massing, scale, and height). In cases where one or more of the existing zone provisions are not met, an amendment or a minor variance to the zone provisions may be considered to permit the proposed development provided that the spirit of this Section is maintained.” Preference shall be given to intensification and redevelopment over greenfield development as a means of providing affordability and efficiencies in infrastructure and public services.

Further to the infilling policies, Section 3.1.2.5 indicates a preference for developments with a mixture of lower and higher densities of development over those consisting of only low densities of development. Development with a residential density greater than 18 units per hectare shall take into account the following before approval:

- a) That the development will not involve a building in excess of three full stories above average finished grade and designed to be in keeping with the general character of the area;
- b) That the physical condition of land proposed for development will not present a hazard to buildings structures and residents;
- c) That the net density of development shall not exceed 75 units per hectare;
- d) That the development is serviced by municipal water supply and sewage disposal facilities and that the design capacity of these services can accommodate such development;
- e) That the proposed development is within 100 metres of an arterial or collector road as defined in Schedule “B” of this Plan; and
- f) That sufficient on-site parking is provided, and adequate buffering, screening or separation distance is provided to protect adjacent areas of lower density housing.

In keeping with the PPS, Section 3.1.2.14 states that Council will encourage affordable housing development, with 30% of the new housing units created being considered by Council as affordable to households with incomes in the lowest 60 percent of income distribution for Perth County households.

With the conversion of the existing single detached dwelling on the Site for two (2) dwelling units, Section 3.1.3.10 of the OP applies. The policy states that conversions of older single-detached residences to a 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 existing institutional use on the Site is permitted through Section 3.1.2.17 the OP, which states that institutional uses are permitted in the “Residential” designation except were prohibited by the policies of Section 3.8 (Natural Hazards).

Section 3.1.2.22 permits neighbourhood commercial uses in the “Residential” designation provided that such uses service the immediate neighbourhood, are located and have access on an Arterial or Collector Road, are small scale in nature, and take a form which is compatible to the character of the areas, and that an Amendment to the implementing Zoning By-law shall regulate matters such as scale of use, parking, and building locations shall be required along with a Site Plan Agreement.

Section 3.8 addresses the objectives and policies related to Natural Hazards. Due to the “steeply sloped lands that are susceptible to erosion and valley lands that are susceptible to flooding from time to time” the Town has developed a Special Policy Area and a Two-Zone Concept approach limiting the development and regulated uses in these areas. The Site is located outside the Regulated Area of the Upper Thames Valley Conservation Authority.

### Planning Analysis

It is our opinion that the Application conforms to the OP as it provides effective use of existing resources and infrastructure with an efficient adaptive reuse of existing structures providing an increase in range of available housing and neighbourhood supporting commercial and institutional uses.

The OP permits the proposed range and mix of uses on the Site, including multi-unit residential dwelling units, institutional uses outside any natural hazards, and neighbourhood serving commercial uses.

The proposed redevelopment provides for a compatible development that addresses any potential unacceptable adverse impacts, including (per Section 3.1.2.3, 3.1.2.5 and 3.1.3.10):

- The proposed redevelopment does not result in any modification to the built-form, setbacks or building height on the Site, minimizing any change to the character of the neighbourhood
- The existing lot fabric is not altered through the proposed redevelopment
- The development does not exceed 75 units per hectare
- Significant slope and vegetation along the interior property lines, in combination with the proposed fencing, ensures that privacy is maintained to neighbouring residential uses
- The existing driveway access to the Site will be maintained, limiting changes to site access from Peel Street
- The assessment of off-street parking provisions, as provided in Section 2-5 of this Report demonstrates that the proposed rates are appropriate and address the specific nature of the proposed uses on the Site
- Sufficient services are available to accommodate the proposed redevelopment
- The proposed redevelopment provides a transition in use and built-form from the lower density residential uses to the east and south to the downtown area to the west

With respect to the provision of affordable housing, the Owner is proposed rental rates for the residential dwelling units between \$900 and \$1,500. The Town of St. Marys prepared a Affordable/Attainable Housing in St. Marys Report on October 27, 2020, that outlined the issues surrounding affordable and attainable housing as well as a recommended action plan. The Report notes that "housing options not only need to be affordable to the income level of the household, but must also be available at the time, appropriate to the circumstances of the individual or family (including of suitable quality), and an option that the household is able to put into action." The "affordable" and "alternate" monthly rental rates, based on 2018 data are as follows:

- 1-Bedroom: \$780 (affordable); \$1,032 (alternate rate)
- 2-Bedroom: \$920 (affordable); \$1,351 (alternate rate)
- 3-Bedroom: \$1,017 (affordable); \$1,663 (alternate rate)

With most of the units being between two (2) and three (3) bedrooms, the proposed rental rates are in line with the range between affordable and alternate rates. The above-noted rental rates were based on 2018 data, and the market has significantly shifted in the last three years with an average housing price increase of 39.4% (Huron Perth Association of Realtors).

In our opinion, the proposed continued institutional use on the Site is appropriate and conforms to the OP. The Site is well situated on an arterial road in proximity to the downtown area to provide a community supportive institutional use.

It is further our opinion that the proposed wholesale kitchen with restricted retail space conforms to the OP, specifically Section 3.1.2.22. The proposed area will utilize the existing commercial kitchen already in operation within the building that originally supported the Salvation Army's food programs. The reuse of this facility is an efficient and effective use of resources and materials.

Within the Residential designation, small-scale neighbourhood servicing uses are permitted provided they are small in scale, located on an arterial road, are permitted by site-specific zoning, and have an approved Site Plan Application. The Site is located on an arterial road, a Zoning By-law Amendment is being applied for and it is anticipated that Site Plan will be required should the Zoning By-law Amendment be approved. With the proposed limits on the square footage of the wholesale kitchen and professional office, each being 30 square metres in size, and the nature of both uses in terms of traffic generation and noise, is it our opinion that potential unacceptable adverse impacts to surrounding land uses have been appropriately addressed.

There are no identified built heritage features on the Site and those closest to the south are a Not Designated Category 1 and a Not Designated Category 2. As the proposal does not alter the exterior of the existing building a Heritage Impact Assessment was not required.

In summary, it is our opinion that the proposed developed addresses the policies in the OP by providing a mix of housing density and an expanded range of available rental dwelling units. The proposal provides efficient use of resources and infrastructure. The proposed adaptive reuse of existing structures provides additional needed housing mix without altering the current neighbourhood rooflines or geometry.

## 2-5 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 3.1.2.16)

## 2-6 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 “Institutional” (Figure 5). The I Zone permits a range of uses, including the current use by the Salvation Army within both structures.

Through the Zoning By-law Amendment Application, it is requested that the Site be rezoned to “Residential Five Zone (R5)” with the following site-specific regulations (Figure 6):

### Permitted Uses

Notwithstanding the provisions of Section 12.1 of By-law No. Z1-1997 to the contrary, the following uses shall also be permitted on the lands located within the “**R5-XX**” zone as shown on Key Map 13 of Schedule “A” to this By-law (also shown on Schedule “A” to By-law No. Z19-2000):

- Dwelling Units
- Wholesale Establishment (commercial)
- Institutional Use
- Professional Office, including a registered massage therapist

### Requirements

Notwithstanding the provisions of Section 12.2 of By-law No. Z1-1997 to the contrary, the following zone provisions shall apply to the lands located within the “**R5-XX**” zone as shown on Key Map 13 of Schedule “A” to this By-law (also shown on Schedule “A” to By-law No. Z19-2000):

- The existing lot area, lot frontage, yard setbacks, lot coverage, sight and visibility triangles and building height shall be deemed to comply with the Zoning By-law

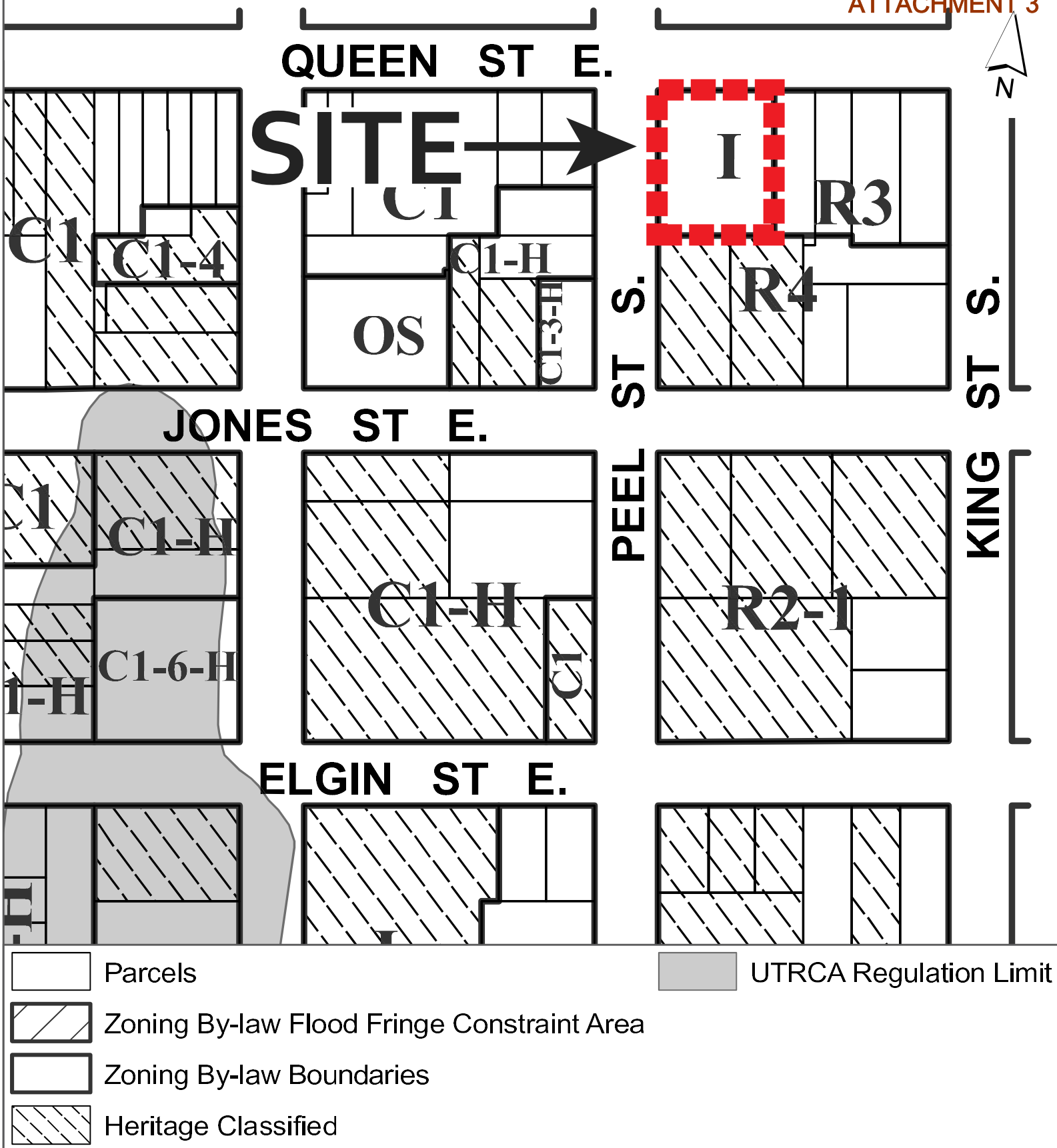


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## ST.MARYS ZONING BY-LAW

Site Location: 17 Peel Street, St.Marys, ON



**BAKER**  
Engineering Group

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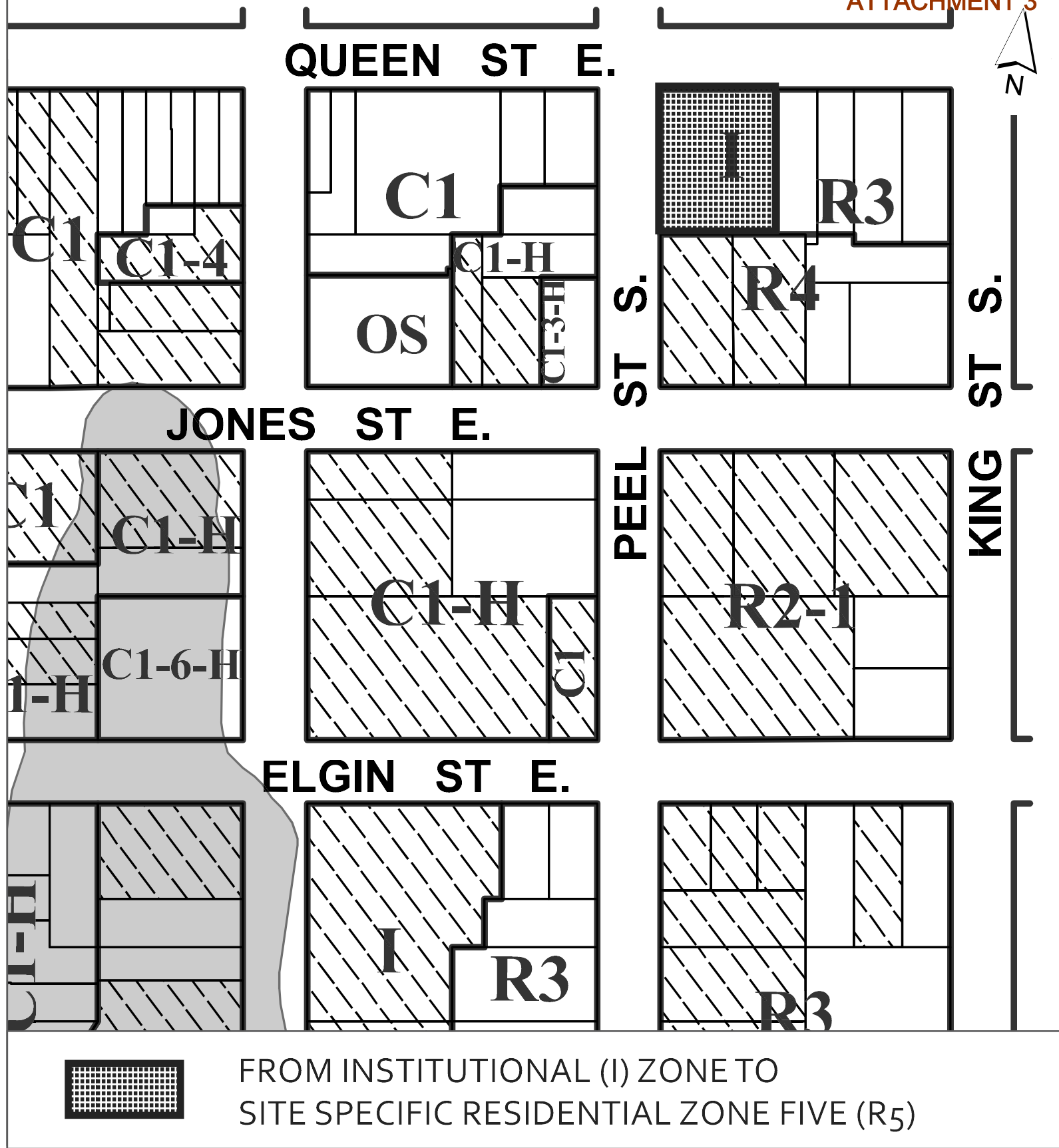


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# ST.MARYS ZONING BY-LAW AMENDMENT

Site Location: 17 Peel Street, St.Marys, ON



- A Wholesale Establishment (commercial) shall have a maximum gross floor area of 30 square metres
- A Institutional Use shall have a maximum gross floor area of 400 square metres
- A Professional Office shall have a maximum gross floor area of 30 square metres and shall include the office of a registered massage therapist
- An off-street parking rate of 1.25 spaces per dwelling unit shall be required
- An off-street parking rate of 1.0 space per 30 square metres of Professional Office shall be required
- To permit a planting strip to include either a minimum 1.5 metres of opaque visual barrier or a solid wood fence with a height 1.8 metres

The following table provides a zoning analysis of the R5 provisions and the proposed development.

Regulation	R5 - Apartment	Proposed Development	Complies
Minimum Lot Area	1620 sq.m (900m <sup>2</sup> + 90/additional unit)	1,670 sq.m.	Yes
Maximum Density	N/A	Max of 50 uph	Yes
Minimum Lot Frontage (Peel Street)	30.5 m	45.72m	Yes
Minimum Lot Depth	37.0m	36.53m	No*
Minimum Front Yard	7.5m	1.94m	No*
Minimum Side Yard (Interior)	7.5m	10.9m	Yes
Minimum Side Yard (Exterior)	7.5m	2.73m	No*
Minimum Rear Yard	12.0m	13.23m	Yes
Maximum Building Height	13.5m	>13.5m	No*
Maximum Number of Stories	3	3	Yes
Maximum Lot Coverage	35%	24%	Yes
Setbacks Between two (2) Buildings Windows Facing Each Other	21.0m	8.82m	No*
Minimum Dwelling Unit Floor Area	1 bedroom: 55.0 sq.m. 2 bedroom: 65.0 sq.m. 3 bedroom: 75 sq.m.	To comply	Yes
Minimum Landscaped Open Space	35%	40%	Yes
Required Planting Strip	Minimum width of 1.5m with vegetation	>1.5m (southern line) 1.2m (eastern line)	No
Off-Street Parking	2/unit (converted dwelling) 1.25/unit (apartment dwelling)	1.25/dwelling unit	No  Yes

Regulation	R5 - Apartment	Proposed Development	Complies
	1/20 sq.m. (Professional Office)	1.25/unit (apartment dwelling)	No
	1/30sq.m (wholesale use)	1/30 sq.m. (Professional Office)	Yes
	1/40 sq.m. (institutional use)	1/30sq.m (wholesale use)	Yes
		1/40 sq.m. (institutional use)	
Off-Street Parking Space Size	2.7m by 5.5m	2.7m by 5.5m	Yes

*\*Legal Non-Conforming*

In our opinion, the proposed range of uses within the site-specific zoning is appropriate and compatible with the surrounding uses. The Site has operated as a non-residential use, being an institutional use, for approximately 60 years. The mixed-use development provides an opportunity to transition from the residential uses to the east and south, the commercial uses within the downtown area of St. Marys.

In our opinion, the necessary supporting site functions can be accommodated on the Site for the proposed range of uses, including access, off-street parking, buffering, garbage collection, pedestrian connections, and snow storage areas.

A site-specific provision is proposed to address the existing legal non-complying matters to recognize the existing building and Site. The inclusion of this provision does not provide the opportunity to add additional building area but is simply required to ensure that the proposed redevelopment complies with the Zoning By-law.

In our opinion, the proposed site-specific provisions are appropriate and conform to the Official Plan for the following reasons:

*A Wholesale Establishment (commercial) shall have a maximum gross floor area of 30 square metres*

The intent of this provision is to limit the size and scale of the proposed wholesale commercial establishment to the existing commercial kitchen in Building A, in keeping with Section 3.1.2.22 of the OP. Further, the proposed building floor area limit intends to ensure that the use is secondary to the existing institutional use in the interim and residential use over the long-term development plan.

*An Institutional Use shall have a maximum gross floor area of 400 square metres*

The proposed institutional use is existing on the Site, and the intent of the proposed maximum floor area is to limit its continued use to Building A. Building B is proposed to



be converted to two (2) dwelling units and institutional uses within that building will not be required.

*A Professional Office shall have a maximum gross floor area of 30 square metres and shall include the office of a registered massage therapist*

A maximum floor area has been proposed for the professional office to reflect the desire to provide a transition in uses from the residential area to the downtown area. The maximum floor area has also been proposed to ensure that sufficient parking is available on Site for the range of proposed uses.

The proposed restriction on permitted floor area is also proposed to address Section 3.1.2.22 of the OP, which permits small-scale neighbourhood commercial uses within the Residential designation.

*An off-street parking rate of 1.25 spaces per dwelling unit shall be required*

The proposed off-street parking rate is in compliance with the existing requirement in the St. Marys Zoning By-law for apartment dwellings and is reflective of the dwelling units being smaller in size and in, this particular proposal, a Site that is within walking distance to the downtown area.

The proposed rate is reflective of providing one (1) parking space per dwelling unit and 0.25 parking spaces for visitor parking. The proposed visitor parking rate reflects the intent of the Zoning By-law to provide for a mix of land uses, where parking requirements can occur at different times during the day and week and thereby provide an opportunity to share parking spaces and provide land use efficiencies.

It is also noted that both buildings are currently located on the Site, and the proposed Zoning By-law Amendment does not increase the overall floor area, but provides for a greater range of uses. The proposed parking rates do not provide for an increase in overall floor area on the Site.

*An off-street parking rate of 1.0 space per 30 square metres of Professional Office shall be required*

The Zoning By-law requires a parking rate of 1.0 space per 20 square metres. This parking rate does not contemplate instances where a professional office is located on a mixed-use site that includes a range of uses with varying parking requirements in terms of number of spaces and utilization of those spaces. Typically, a professional office requires parking spaces during working hours when they are open; however, a portion of residential occupants require parking spaces in the evenings and weekends when not at work. This also includes the proposed residential visitor parking spaces, which may require greater use in the evenings and weekends when offices are generally closed.

The concept of shared parking and the promotion of mixed-use developments is to improve the efficiency of off-street parking, minimizing land area required for parking lots.

*To permit a planting strip to include either a minimum 1.5 metres of opaque visual barrier or a solid wood fence with a height 1.8 metres*

The intent of the planting strip requirement is to provide screening between residential properties, particularly when a higher residential density is proposed. The screening enhances privacy to adjacent land uses and minimizes overlook. In our opinion, a solid wood fence can achieve a comparable level of screening to maintain privacy. The proposed development is one-storey in height, and a solid fence will prevent any overlook from the new units to the two adjacent residential properties.

### 3 SUMMARY

The Owner proposes an adaptive re-use of the existing Site , transitioning the use from the existing institutional use, as the Salvation Army reduces its needs.

The Owner is seeking an amendment to the Town of St. Marys Zoning By-law to permit the phased development of eight (8) dwelling units and limited non-residential, while maintaining the existing institutional uses.

Based on the foregoing analysis, it is our opinion that the proposed development and the implementing Zoning By-law Amendment Application is appropriate, is in the public interest, and represents good land use planning. This opinion is supported by the following:

- The Site is well situated to provide a transitional use between the residential area to the south and east and the downtown area of St. Marys to the west and northwest
- The Application is consistent with provincial policy, by providing for the efficient and effective use of land within the built-up area and addressing a specific housing need within the community, and the re-use of existing resources in line with the direction to address climate change
- Conforms to the OP, as it provides for the effective use of resources with the adaptive reuse of existing structures providing an increase in range of available housing and a transition of land uses. The current institutional and proposed residential developments are permitted uses within the Residential designation
- The proposed zoning regulations address matters related to potential impact to surrounding land uses, including appropriate screening and buffering, sufficient off-street parking, and the general maintenance of the existing built-form
- Appropriate municipal servicing is available to support the proposed development

**Moved By** William Galloway

**Seconded By** Susan McMaster

**THAT** the October 4, 2021 Planning Advisory Committee agenda be accepted as presented.

**Carried**

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

**Moved By** William Galloway

**Seconded By** Susan McMaster

**THAT** the August 23, 2021 Planning Advisory Committee meeting minutes be approved and signed by the Chair and the Committee Secretary.

**Carried**

#### **5. REPORTS**

- 5.1 DEV 46-2021 Application for Zoning By-law Amendment (Z04-2021) by Heybolt Ontario Ltd. for 17 Peel Street South

Chair Don Van Galen asked the Town's Planner, Mark Stone to speak to the Application.

Grant Brouwer entered the meeting at 6:04 pm.

Mark Stone provided a brief overview of the Application and noted that since the circulation of the agenda, the Town has received comments from three external agencies, Chippewa of the Thames First and the Township of Perth South who both stated they have no concerns with the Zoning By-law Amendment being proposed, and Festival Hydro who have requested that the portion of the fence crossing the right of way include an accessible gate to allow for access to the east of the property.

Mark Stone further advised that one public submission was received following the posting of the Committee agenda from Jan Mustard of 224 Jones Street East, St. Marys. Ms. Mustard's points are:

- Requesting clarification regarding the number of residential units being proposed, and the location designated for snow storage.

- Concerned that the number of parking stalls being proposed is not sufficient, and the impact the insufficient parking will have on on-street parking.
- Where will the patrons of the commercial units park?
- Concerned that the proposed development will augment the existing traffic congestion in the area.
- Concerned about limited visibility when exiting Peel onto Queen, and potential conflicts with the driveways across from the property on Peel Street South.
- Concerned about site and access design for allowing emergency vehicles to access the buildings.
- Concerns regarding traffic and pedestrian safety and grades in the immediate area.

Chair Don Van Galen asked the Applicant's Agent, Caroline Baker of Baker Planning Group to speak to the Application. Caroline Baker provided an overview of the Application as outlined in the Planning Justification Report. Caroline further explained how the parking requirements have been calculated, stating the proposal provides a parking rate of 1.25 spaces per dwelling unit, in keeping with the Town of St. Marys Zoning By-law, Z1-1997, as amended, parking rate for apartment buildings, and a parking rate of 1 space per 30 square metres for a professional office, whereas the By-law requires 1 space per 20 square metres for a professional office. Caroline Baker further noted that the site provides a central parking area, and given the proposal is for a mixed-use development, certain uses will have differing levels of parking demands depending on the time of day.

Chair Don Van Galen asked the Committee if they had any questions regarding the Application.

The Committee discussed the potential for constructing balconies for the proposed dwelling units, and the inclusion of an outdoor amenity space. Mark Stone responded that the inclusion of an outdoor amenity space can be discussed with the Applicant prior to a Public Meeting.

The Committee discussed the parking requirements being proposed and discussed potential on-site locations where additional parking spaces can

be located. John Bolton advised that alternative on-site locations had been considered, but due to the grade of the property and the right of way, no additional parking can be identified. The Committee discussed the possibility of signage requirements for designated spots to help alleviate future parking issues.

Chair Don Van Galen asked Morgan Dykstra if any public comments have been received during the meeting. Morgan Dykstra confirmed no public comments had been received.

The Committee noted that a phased adaptive reuse of the property is being proposed, and sought clarification from the Applicant, John Bolton regarding project timelines. John Bolton responded that the timeline for implementing Phase II is dependent on the Salvation Army's use of Building A.

The Committee further discussed the combination of Phase I and Phase II of the proposed development within one Application and discussed delaying Phase II until it can be determined that there is an adequate amount of parking being supplied, or a reduction in the number of dwelling units being proposed.

The Committee inquired about parking in the Downtown, and Grant Brouwer indicated that the Town's Comprehensive Parking Study is currently under review.

The Committee made the following recommendation:

**Moved By** William Galloway

**Seconded By** Councillor Hainer

**THAT** DEV 46-2021 Application for Zoning By-law Amendment (Z04-2021) by Heybolt Ontario Ltd. for 17 Peel Street South be received;

**THAT** the Planning Advisory Committee endorse Phase I of the Application in principle; and,

**THAT** the Planning Advisory Committee recommend to Council:

**THAT** Council proceed with a public meeting to consider the Application

**Carried**

Baker Planning Group  
PO Box 23002 Stratford  
Stratford, ON  
N5A 7V8



October 25, 2021

File No.: 2021-01

Grant Brouwer  
Director of Building & Development  
Town of St. Marys  
175 Queen Street East  
St. Marys, ON  
N4X 1B6

**RE: Requested Revision  
Zoning By-law Amendment Application Zo4-2021  
17 Peel Street, St. Marys**

On behalf of Heybolt Ontario Ltd. ("Owners"), the purpose of this letter is to provide a formal response to the comments received at the Planning Advisory Committee ("PAC") on October 4<sup>th</sup>, 2021 regarding the above-noted application. We understand that the PAC supported a component of the application; however, concerns regarding the following were expressed:

1. Proposed residential parking rate
2. The scope and scale of the second phase of development
3. Provision of outdoor common amenity area for the residential uses

In response, the Owner is proposing the following modifications to the amending by-law:

1. Removing the request for a parking reduction to the proposed office use
2. Adding a new provision, requiring each dwelling unit to provide a minimum of 5 square metres of common outdoor amenity area
3. Adding a new permitted use, being "dwelling units"
4. Requiring a minimum of 1.25 off-street parking spaces per dwelling unit

### **Office Parking Rate**

In the original application, the Owner requested a reduction in required off-street parking for an office use from 1 space per 20 square metres to 1 space per 30 square metres. In order to address concerns expressed by PAC regarding the provision of parking on the Site, the Owner will remove this request.

### **Common Amenity Area**

While the proposed use of the Site maintains the minimum required landscape open space, concern was expressed by PAC regarding the provision of outdoor space, specifically balconies. Given that the development is an adaptive re-use of an existing building, it would be structurally challenging to add balconies, while maintaining reasonable rental rates.

To address the concern of PAC, the Owner is proposing a new zoning provision that would require minimum outdoor common amenity area for each dwelling unit to provide access to fresh area.

### **Dwelling Unit Permission**

The St. Marys Zoning By-law permits a range of residential uses, including converted dwelling and apartment dwellings. Each specific residential use is defined in the Zoning By-law and has separate parking requirements. In determining the appropriate residential use for the proposed development, we specifically considered the following definitions:

*3.47.2 Dwelling, Apartment means a dwelling containing 5 or more dwelling units, each of which has an independent entrance from a common corridor within the building.*

*3.47.2 Dwelling, Apartment means a dwelling containing 5 or more dwelling units, each of which has an independent entrance from a common corridor within the building.*

The proposed development represents a unique site in the Town, with the inclusion of an institutional building and former single detached dwelling, along with a communal parking area. With the existing Salvation Army being able to accommodate less than 5 dwelling units, and the former single detached dwelling being a part of a redevelopment site, neither a “apartment building” or “converted dwelling” use are appropriate.

In our opinion, the proposed development functions similar to an apartment dwelling, as the development:

1. Is one overall development providing a mix of uses, and multiple dwelling units
2. A shared parking area with defined and demarcated visitor parking spots
3. With more than one dwelling unit, more than one visitor parking space will be provided and reserved at all times for visitors
4. Smaller units, ranging from 1 to 2 bedrooms

It is also noted that the Owner is seeking to provide for more affordable rental units and the overall development does not add any new floor area to the Site.

Based on the foregoing, the proposed amending by-law is requesting a new defined residential use, being “dwelling units”. A parking rate of 1.25 spaces per dwelling unit is proposed, in keeping with the existing requirements for an apartment building.

The Planning Justification Report provided additional justification related to the proposed residential parking rate, including the proximity to the downtown area and the various amenities. The Site is also in walking distance to numerous outdoor recreation opportunities.

It is noted that that the proposed amending by-law will provide for the first phase of development on the Site. It is however, also formatted, such that should the Salvation Army cease their operations, residential dwelling units could be constructed in the space vacated by the operation.



### Summary

It is respectfully requested that the amended application be considered by staff and brought forward to the Statutory Public Meeting for consideration. 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. Heybolt Ontario Ltd.

## MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>23 November 2021</b>
<b>Subject:</b>	<b>DCS 37 November Monthly Report (Community Services)</b>

### RECOMMENDATION

THAT DCS 37-2021 November Monthly Report (Community Services) be received for information.

### DEPARTMENTAL HIGHLIGHTS

#### Community Services Reopening Plan

- Per Council's direction, see a revised version of the reopening plan attached to this report.

#### Programming/Wellness:

- Staff hosted Doors Open St. Marys on Saturday, October 16. Overall, many of the regular sites saw an increase in attendance from previous years. (Museum had 87 visitors in 2019, 120 visitors in 2021).
- Museum led in-person Cemetery tours for Girl Guides on October 19, general public on Saturday October 30, and a grade 7 class on November 10.
- Museum has nine virtual field trips booked with Little Falls Public School classes in November.
- Child Care ran its first fundraiser since 2019 and it was quite successful. They used two local businesses to make sure to support local!
- Starting in December, EarlyON will be operational 5 days a week with great collaborations with Library, PRC Arena and Aquatics department
- October Stats: Aquafit 90% Lanes 92% Family Swim 70%
- EarlyON swim details are confirmed, and the program begins December 1. This enhances the afternoon programming and fills a need for preschool swims.
- Working with EarlyON for a date to join in a program to demonstrate/educate parents on CPR and provide an opportunity to practice on infant actors.
- Beginning regular meetings with FunSplash to map out timelines for the inflatable at the quarry.
- Aqua-light fitness class began November 2 with high attendance and positive feedback, this program is an excellent addition to the schedule.
- Currently recruiting lifeguards to expand capacities and programming.
- Updating rental agreement, scheduling lifeguards, and working on promotions for pool rentals.
- Next session of swimming lessons begins November 20 with increased capacities in classes
- Senior Services will host a Drive through Christmas Lunch on December 8<sup>th</sup>. 300 tickets are almost sold out. The Maplevue Mennonite Church has been re-reengaged to support this event.

- Senior Services has begun to offer a monthly breakfast program in partnership with a local restaurant following all applicable restaurant COVID regulations.
- Senior Services continues to offer bi-monthly meal delivery in partnership with local restaurants. Participation in these programs has been averaging around 80 meals per date.
- Capacity in Group Fitness programs has begun to increase in classes. All classes have been waitlisted, increasing the capacity has removed the waitlist.
- Senior Services staff are in conversation with programming groups for the return of programs into the Friendship Centre.
- Senior Services staff have been working with the Clerks department and Salvation Army to secure space in Town Hall for the Salvation Army to store and pack Christmas Hampers. The Salvation Army no longer has the space in their current locations. The Hampers will be moved to the Friendship Centre December 17<sup>th</sup> for easy distribution.
- The Friendship Centre will be the drop off location for the Cohen Frayne Angel Tree once again. Items will be dropped off Monday to Friday 9-4pm and a Saturday collection date will be announced for those not able to make the daytime drop off.
- It is expected that support to book vaccines will increase over the next few weeks. HPPH will continue to offer some walk-in clinics, however it is now encouraged to book 3<sup>rd</sup> dose by calling the HPPH phone number or through the website.
- Many programs are being moved to accommodate Flu and COVID vaccine clinic. Numbers for programs are capped based on the spaces that are use. Virtual fitness continues participants have been informed that the sound quality of alternative spaces will change based on the spaces available.
- Racket courts saw an extended season that wrapped up November 12, 2021.
- 7 Public Skates have been organized and sponsored by the Optimist Club of Downie. Four of the skates are over the holiday season.
- Hiring of Canteen staff is underway to support the opening of that service.
- The badminton program will begin November 24 at DCVI.

#### Facility/Projects:

- Zamboni fill hot water system upgrade complete and operational
- 2016 Zamboni model 526 has been repaired with a replacement engine and full service, and has been returned to primary service and is working well
- 2006 Zamboni 526 has been repaired and is back in service as a back-up machine
- New Zamboni with laser system ordered; delivery expected for May 2022
  - Dowler-Karn has confirmed verbally they will continue with the propane delivery program in exchange for being the sole advertiser on the new Zamboni once delivered. A new contract will be signed prior to delivery. Cost savings are estimated to be \$5,000-\$6,000 annually.
- Pool boiler replacement project will be completed in November. No disruption to service expected.
- Refrigeration controls software will be upgraded in November as outlined in a previous report, funded through the modernization grant.

#### Impact/Feedback:

- “We really enjoyed your Cemetery Walk on Saturday. My partner was very impressed with you, noting you are so knowledgeable and well-spoken and friendly and encouraging and enthusiastic, passionate about local history and... just terrific. I totally agree. We’ll be watching all the Museum videos over the winter months. Thanks so much to you and Amy for all your dedicated work to archive and share local history.”

- "We recently moved to St. Marys. This Doors Open event gives us the chance to experience our new community, learn and appreciate the history. We plan on visiting/touring the sites we absolutely loved again"
- EarlyON parent participant: "I am very impressed with how the activities are different from each session to the next and with the beautiful space you create. We love that we have somewhere to go and meet up with other children and families to watch our children interact with others."
- EarlyON guest speaker: "It was an honor to attend Baby time. These moms are sure lucky to have a group like this"
- Resource Consultant from City of Stratford attending EarlyON: "so great being at the program this morning. Wonderful seeing all the smiling faces and kids playing with the great activities"
- Child Care parent: I cannot thank you girls enough for being the constant in our children's lives. Through the pandemic you have always been there for them and us and we couldn't have survived without you"
- Child Care parent: "we have decided to keep our daughter enrolled even though I am on maternity leave because how can we pull her from the only other family she knows. She loves it at the centre, and we cannot take that away from her. Thank you for being so wonderful"
- Middlesex Swim Team Coach: We swim out of three pools and the PRC is by far our favorite
- Aquatics participant: I love swimming here, the sunshine through the window is amazing, it lifts my spirits.

#### Program Statistics:

- Highest number attending EarlyON this month: 36 people, 34 new families have registered in November for various programs offered, total of 66 families registered
- October Pool Statistics: Aquafit 90% Lanes 92% Family Swim 70%
- There were 31 archival research appointments booked in October.
- Museum Staff responded to 14 archival research requests in October.
- Traffic Statistics for "Picture St. Marys" on Our Ontario website  
(Location of 3,500 digitized photographs from Museum's collection)

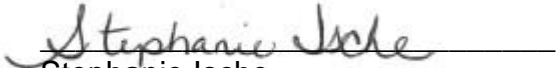
Month/Year	# Visitors to Site	# Visits to Site
October 2021	1,493	1,650
October 2020	791	985

Service	September 2020 Clients Served	September 2021 Clients Served	September 2020 Units	September 2021 Units
Hot Meals on Wheels	15	17	175	189
Frozen Meals on Wheels	14	18	192	201
Community Dining	0	78	0	108
Telephone Reassurance/Social Connection	20	30	342	372
Grocery Shopping/Food Delivery	5	14	10	29
Fitness	0	102	0	434

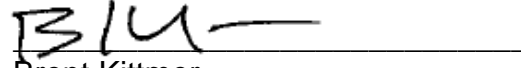
Social Phone Program	42	32	96	82
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## REVIEWED BY

### Recommended by the Department

  
 Stephanie Ische  
 Director of Community Services

### Recommended by the CAO

  
 Brent Kittmer  
 Chief Administrative Officer

Program/Service	Current Program Status	November 15, 2021	December 1, 2021	January 4, 2022	Critical Path Prior to Reopening
Aquatics	<ul style="list-style-type: none"> <li>For vaccinated patrons only, masks mandatory in change rooms</li> <li>Current programs: Aquafit, lane swim, swimming lessons and family swims, swim team with limited numbers</li> <li>Active screening prior to entry</li> <li>Registrations online only</li> <li>Pool hours are operating at Pre-COVID hours</li> </ul>	<ul style="list-style-type: none"> <li>Increase lane swim capacity from 4 patrons - 8 patrons</li> <li>Increase aquafit class from 14 patrons to 16 patrons per class</li> <li>Increase family swim capacity to 25 per swim</li> <li>Open all lockers in change rooms</li> <li>Keep lessons the same</li> <li>Ongoing needs assessment for all programs moving forward</li> </ul>	<ul style="list-style-type: none"> <li>Increase aquafit to 25 participants per class</li> <li>Increase participant numbers in swimming lessons where staff resources allow</li> <li>Family swim capacity increase to 30 per swim</li> <li>Pool rentals</li> </ul>	<ul style="list-style-type: none"> <li>Remove parents from supporting swimming lessons</li> </ul>	<ul style="list-style-type: none"> <li>Hire 3 additional lifeguards (recruitment process underway, hired 1 still looking for 2)</li> </ul>
Canteen/Bar Services	<ul style="list-style-type: none"> <li>Closed</li> </ul>	<ul style="list-style-type: none"> <li>Closed</li> </ul>	<ul style="list-style-type: none"> <li>Bar will open first Lincolns game in December</li> </ul>	<ul style="list-style-type: none"> <li>Open canteen once staff recruitment/staff training completed and Health Unit inspection</li> <li>Installing vending machines</li> </ul>	<ul style="list-style-type: none"> <li>Health unit inspection (have connected with the Health unit)</li> <li>Hire 6-7 staff (recruitment process underway)</li> <li>Safe food handling course required for all</li> </ul>

					<p>staff working these areas (certification expires after 5 years-trying to find a course)</p> <ul style="list-style-type: none"> <li>• Equipment maintenance (equipment replacement purchasing underway)</li> <li>• Purchasing inventory</li> <li>• Vending machines-running hydro currently and ordering units. May be in place before the new year if everything arrives.</li> </ul>
Ice	<ul style="list-style-type: none"> <li>• For vaccinated patrons only, masks mandatory</li> <li>• Active screening prior to entry</li> <li>• Dressing rooms open with limited capacity</li> <li>• No showers open</li> </ul>	<ul style="list-style-type: none"> <li>• Dressing room capacity removed</li> <li>• Full spectators permitted</li> <li>• Showers opened</li> <li>• Dressing rooms times remains the same 20 minutes before ice time, 20</li> </ul>			<ul style="list-style-type: none"> <li>• Hired 3 arena staff (recruitment completed)</li> </ul>

	<ul style="list-style-type: none"> <li>• Reduced spectators allowed</li> </ul>	<p>minutes after due to cleaning requirements (this will continue until regulations remove extra cleaning)</p> <ul style="list-style-type: none"> <li>• Private ice rentals</li> </ul>			
Recreation	<ul style="list-style-type: none"> <li>○ For vaccinated patrons 12+ only, masks mandatory</li> <li>○ Active screening prior to entry</li> <li>○ Registration online only</li> </ul>	<ul style="list-style-type: none"> <li>○ Tiny tots, public skate (as available) and adult skates will resume</li> <li>○ Badminton is ready to begin as soon as school allows community use</li> <li>○ Ongoing needs assessment for all programs moving forward</li> </ul>		<ul style="list-style-type: none"> <li>○ Reassess other adult recreation opportunities</li> </ul>	
Rentals are broken into: 1) Essential services 2) Specialty rentals	1. Essential services such as - Health related/food security rentals include blood donor clinics, vaccination clinics, flu clinics,	1. Continue service in current state	1. Continue service in current state	1. Continue service in current state	1. Health unit inspection of kitchen services <ul style="list-style-type: none"> <li>○ Safe food handling course</li> <li>○ Hired 3 arena staff</li> </ul>



	<p>school vaccination programs and farmers market</p> <p>2. Specialty rentals include, Christmas parties, birthday parties, weddings, anniversaries, banquets, funerals and craft/vendor show etc.</p>	<p>2. Continue service in current state</p> <ul style="list-style-type: none"> <li>Working through what rentals look like post pandemic</li> </ul>	<ul style="list-style-type: none"> <li>Funeral rentals to resume when managed by a funeral home following all Ontario Regulations (catered food only no bar services at this time)</li> <li>Rooms associated with tournaments</li> <li>Dry land rentals</li> </ul>	<p>2. Monthly regular rentals to resume (i.e. weight watchers, quilters)</p> <ul style="list-style-type: none"> <li>Work with groups to plan how to offer rentals in the new post pandemic reality (for some events there may be additional costs to the renter to cover requirements)</li> </ul>	<p>(recruitment completed)</p> <p>2. Health unit inspection of kitchen services</p> <ul style="list-style-type: none"> <li>Safe food handling course for staff working kitchen/food programs</li> <li>Hire 3 arena staff (recruitment completed)</li> </ul>
Senior Services	<ul style="list-style-type: none"> <li>For vaccinated patrons only, masks mandatory</li> <li>Active screening prior to entry</li> <li>Limited capacity in all programs as per regulations and to allow social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Gradual increase in participant numbers in select programs (i.e. exercise programs)</li> <li>Continue virtual programs if the need is there</li> <li>Ongoing needs assessment for</li> </ul>	<ul style="list-style-type: none"> <li>Gradual increase in participant numbers in select programs</li> <li>Slow return to programs that have not returned yet (i.e. some card programs, quilting)</li> </ul>	<ul style="list-style-type: none"> <li>Offer programs that have not been offered during the pandemic i.e.: <ul style="list-style-type: none"> <li>a) Indoor dining programs to resume in the Spring 2022</li> <li>b) In person fundraising</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Re-engage and recruit volunteers to pre-COVID compliment</li> </ul>

	<ul style="list-style-type: none"> <li>Virtual and telecommunications programs</li> </ul>	all programs moving forward		<p>Spring 2022 (i.e. scrap-a-thon)</p> <p>c) Music Jamboree Spring 2022</p> <p>d) Pepperama/euchreama Spring 2022</p> <p>e) Travel club Spring 2022</p> <ul style="list-style-type: none"> <li>Telecommunications programs will end in the Spring 2022</li> </ul>	
Youth Services	<ul style="list-style-type: none"> <li>Vaccination required for all participants in Youth Services 12+, masks mandatory</li> <li>Active screening prior to entry</li> <li>Online registration with limited drop in</li> </ul>	<ul style="list-style-type: none"> <li>VIP pregame program for youth grades 7-10 partnership with Lincolns</li> <li>Youth centre numbers will remain 22 participants</li> <li>GOALS is not in person currently but is financially supporting the nutrition program at Little Falls</li> <li>Ongoing needs assessment for</li> </ul>	<ul style="list-style-type: none"> <li>Reassess participation numbers</li> </ul>	<ul style="list-style-type: none"> <li>Reassess participation numbers</li> <li>March Break camp will be offered</li> <li>Reassess other youth programming opportunities</li> </ul>	

		all programs moving forward			
Child Care	<ul style="list-style-type: none"> <li>Reduced numbers in all classrooms and increased cleaning requirements, mandatory mask/eye protection for staff</li> </ul>	<ul style="list-style-type: none"> <li>Continue service in current state</li> </ul>	<ul style="list-style-type: none"> <li>Continue service in current state</li> </ul>	<ul style="list-style-type: none"> <li>Gradual increase in numbers</li> </ul>	
EarlyON	<ul style="list-style-type: none"> <li>Vaccination required for all participants 12+, masks mandatory</li> <li>Active screening prior to entry</li> <li>Limited capacity as per regulations and to allow social distancing</li> <li>Registration required</li> </ul>	<ul style="list-style-type: none"> <li>Continue service in Current state</li> </ul>	<ul style="list-style-type: none"> <li>Increase programs to 5 days a week</li> </ul>	<ul style="list-style-type: none"> <li>Gradual transition to increase capacity to alleviate waitlists</li> </ul>	
Museum	<ul style="list-style-type: none"> <li>Museum open for drop-in visitors at 50% capacity. Vaccination is not required,</li> </ul>	Continue service in current state.	<ul style="list-style-type: none"> <li>Reintroduce indoor programs (seminars) for vaccinated patrons only, pre-registration.</li> </ul>	<ul style="list-style-type: none"> <li>Consider increasing research appointment capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Staff training</li> <li>Volunteer recall</li> </ul>

	<p>masks mandatory, passive screening.</p> <ul style="list-style-type: none"> <li>• Archives open by appointment. Vaccination is not required, masks mandatory, active screening.</li> <li>• Outdoor programs with 25-person limit, active screening.</li> </ul>		<ul style="list-style-type: none"> <li>• Reintroduce events (Christmas Open House) – pre-registration, vaccinated patrons only, no food served.</li> </ul>		
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# MONTHLY REPORT

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

**From:** Corporate Services

**Date of Meeting:** 23 November 2021

**Subject:** COR 38-2021 November Monthly Report (Corporate Services)

## RECOMMENDATION

THAT COR 38-2021 November Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### KPMG – Modernize Finance Work Processes

- Information Systems Strategic Plan final report will be shared with Council at the November 30<sup>th</sup> SPC meeting
- In anticipation of the final report, staff have put forward preliminary estimates for the implementation of an ERP system in the 2022 draft Capital budget and have applied for the project under Intake 3 of the Provincial Modernization grant

### Budget 2022:

- Draft 2022 Budget book has been provided to Council for the budget deliberation meeting on November 16<sup>th</sup>
- Budget public engagement has gone well with 136 participants thus far, preliminary information will be shared with Council on November 16<sup>th</sup>
- Further budget meetings have been set for December 7<sup>th</sup> and January 18<sup>th</sup>. Final budget is expected to be passed in February 2022

### Monthly Division updates:

#### **Finance:**

- Reconciled 12 bank accounts for month of October
- Issued 231 cheques/efts in October
- Finance staff continue to work on Customer Service Standards project
- Final tax bills mailed to owners whose taxes are paid by mortgage companies
- November 2021 supplementary tax billing run results in \$251,450 in municipal revenue to exceed MPAC 2021 forecast. Internal staff have continued to work together with MPAC to virtual submit building plans
- Number of property sales per month, 2021 vs 2020:
 

Aug 2021:	25	Aug 2020:	18
Sept 2021:	13	Sept 2020:	15

- Service Ontario transition has been more time consuming than originally anticipated, but the team is gaining more comfort each day and the public is extremely appreciative of the Town re-opening the site.
  - The first 3 weeks has generated 662 transactions (\$73,271 in transactions) – this does not include health related transactions

### Information Technology:

- Worked with Contractor to upgrade indoor/outdoor cameras at PRC
- Installed off network printers at VIA and Service Ontario
- Recreated the PRC telephone call flow tree for easier navigation
- Assisted third party contractor to decommission VIA equipment and installed self serve ticket kiosk at VIA
- Recruitment has begun to fill IT vacancy

### Communications Division:

- Media Relations
  - Issued 14 media releases;
    - Community Improvement Plan Grants
    - Tree Donation Program Launch
    - Service Ontario Re-opening
    - Second Cindy's Law Fire Extinguisher giveaway
    - MHSW Event
    - Fire - Vehicle Extraction Training
    - Fire - Smoke Pork Chop dinner
    - Fire Prevention Week Colouring Contest
    - Thanksgiving hours
    - Tiny Tote and public skating returns
    - Official Plan Meeting Notice
    - Community Safety and Well-being website launched
    - Fire Prevention Week recap
    - VIA Station New Hours
    - Overnight Parking Ban
- Advertising:
  - Print:
    - Continued with weekly Stonetown Crier column
    - Speak Up budget engagement
    - Official Plan Open House full page ad
    - Inflow and Infiltration
    - Stonetown Supports Ad – Security
    - Fire Prevention Week Colouring Contest
  - Radio
    - Continued coverage of all media releases on St. Marys Radio
  - Digital
    - Town Facebook "Page Like" ad

Reach	Page Likes	Cost
2622	73	\$49

- Speak Up St. Marys (Rec Services) Facebook/Instagram ad

Reach	Website Clicks	Cost
2958	225	\$77

- Speak Up St. Marys (Community Concerns) Facebook/Instagram ad

Reach	Website Clicks	Cost
5471	199	\$77

- Website:

- Website Traffic: 21,134 users or 36,776 sessions.
- Top viewed pages: Library (12438), Aquatics (2634), Current Opportunities (2007).
- Revised and updated 18 webpages
- New “Cindy’s Law” webpage created
- New “Tree Donation” webpage created
- COVID-specific page views:
  - Over 25000 screening form page views
  - 1861 views of COVID-19 page
  - 78 views of Business Resources page
  - 124 views of Community Wellness page

- Social Media:

- Continued to share wellness, Covid-19 updates, vaccination clinic updates and resources from HPPH.
- Top posts:
  - Go Train Happy Moment
  - Remembrance Week
  - Pumpkin Parade
  - Cindy’s Law
  - Fire Prevention Week
  - Service Ontario Opening
- 116 new followers on the Town’s Facebook page in October (5938)
- 7 new followers on the Town’s Twitter page in October
- 14 new followers on the PRC’s Facebook page in October
- 15 new followers on the Friendship centre Facebook page in October
- 4 new followers on LinkedIn page (186 total)

- Other:

- Monthly OFM educational information continues to be shared
- Ongoing claiming and updating of Town Google Business listings (16 to date)
- Ongoing website accessibility updating
- New Cemetery signs created and ordered
- Business card orders
- Proofreading Friendship Centre News
- Photoshoot for Youth Centre
- Continued promotion of job opportunities
- 40 new news/notice/service disruption email subscribers (311 subscribers)

## **Tourism and Economic Development**

- Supported the addition of GO to the station: a new platform was constructed, new lighting and new signage is being implemented.
- Completed a review of the Yak Shack with staff and discussed additions/changes for 2022. The number of users is being compiled and will be added to a council report in the future for information.
- Supported the BIA on establishing a Christmas committee for the open-house and began budget discussions for 2022.

## **Events**

- Assisted with Doors Open information tent at Town Hall plus advance social media promotions.
- Welcomed the arrival of the Go Train with a special live Happy Moment that made the Metrolinx blog.
- 10 Instagram posts: Fall/Winter events, Go Train, Doors Open, cycling influencer, WinterLights. Reached 3,666 accounts and engaged 551 accounts. Net gain of 30 followers (40 new, 10 unfollows).
- Continued to work with Legion, Kinsmen and Rotary on Remembrance Week, Santa Claus Parade, and New Year's Eve fireworks, respectively.
- Fundraising for WinterLights, plus researching new suppliers for displays. Also purchased new colour wash lights with excess budget to add to trees. These lights are mobile, infinitely adjustable and can be used for various purposes/events throughout the year.
- Coordinated "Parade of Pumpkins" on November 1 at Milt Dunnell Field. Two hundred jack-o-lanterns were illuminated for a two-hour period, with approximately 300 total sent for compost. The firefighters collected for the Cindy's Law automobile extinguisher campaign during the event, raising \$540 for this cause.

## **VIA Services**

- Welcomed the inaugural trip for GO services
- VIA Corporate is transitioning service to a self-serve model. The VIA internal ticketing system is only available at large key stations (e.g., Toronto, London) and smaller stations are shifting to a self-serve model with staff assistance when required. VIA has supported the Town in the transition to this model which will also allow for patrons to purchase GO tickets from the station. Town IT staff have set up the new system and printer for patrons to purchase their ticket and either print their ticket on-site or utilize the electronic ticket sent to their email.
- The station continues to be staffed to assist patrons with their travel but our commission model for printed tickets has changed and as such our agreement is being amended.
- We are currently hiring for two VIA Attendants.
- The hours of the station have changed due to a shift in VIA train 84. The new hours are as follows:
  - Monday - Friday
    - 5:45am-6:45am – GO
    - 10:15am-11:15am – VIA
    - 7:00pm-9:00pm – VIA & GO



Saturday- Sunday

- 10:15am-11:15am – VIA
- 8:00pm-9:00pm – VIA

## **SPENDING AND VARIANCE ANALYSIS**

n/a

### **REVIEWED BY**

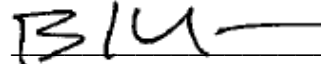
#### **Recommended by the Department**



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Andre Morin  
Director of Corporate Services/Treasurer

#### **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>23 November 2021</b>
<b>Subject:</b>	<b>FD 15-2021 November Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 15-2021 November Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

During the month of November (15 October – 12 November 2021) the Fire Department responded to 18 emergency responses most notably:

- MVC – 2 Perth South
- Automatic Alarm – 4 St. Marys
- VSA/Medical – 2 -1 St. Marys, 1 Perth South
- CO Alarms – 4 - 3 St. Marys, 1 Perth South
- Unauthorised Open air Burning -1 St. Marys
- Pre-Fire – 2 – 1 St. Marys, 1 Perth South
- Lift Assists – 3 St. Marys

Fire Chief Attended 05 Calls alone

Average attendance of firefighters per emergency call - 18

St. Marys Firefighters have responded to 107 calls for service (1 January – 12 November 2021) compared to 107 emergency responses last year (1 January – 12 November 2020).

## Inspections

During the month of November (15 October – 12 November 2021) the Chief Fire Prevention Officer (CFPO) has completed the following:

- 0 Complaint
- 1 Licensing
- 3 Follow Up & Ongoing
- 4 Requests
- 10 Routine
- 2 Safety Concerns
- 1 Site visit: Request clarification regarding Ontario Fire code, lock box installation location

21 Total

## **Fire Drills**

Fire drills were conducted in Town owned buildings.

## **Fanshawe Mentorship Program**

Started virtual mentorship of Fanshawe College FPO students.

## **Public Education**

### ***Fire Chief for a Day***

- Finn Reid was selected from more than 80 children who had entered a colouring contest during Fire Prevention Week.
- Finn was presented with a Fire Chief for a Day certificate, a Swag bag, tour of the fire hall, a ride in one of the fire trucks and he was able to meet and talk with his fellow firefighters about firefighting and fire safety.

### ***Fire Extinguisher Training***

- Fire Extinguisher training was taught to two Co-op students.
- The Bull-Ex Digital Fire Extinguisher Training system was utilized.

## **Training**

- Naloxone training - HPPH
- Inspection, Testing and Maintenance
- Administrative meeting
- Rapid Intervention Team (RIT) rescue training and rope rescue
- Remove equipment from sea container in preparation for the move of the sea container from Park Street to the cement pad behind the fire hall.

## **Personnel**

- 100% of our Firefighters are healthy.
- The Town hired Firefighter Connor Byers to replace Firefighter Sarah Black.
- HR initiated an internal Captain hiring process, which closes 12 November.
- This vacancy comes as Captain Dale Robinson has decided to hang up his helmet and enjoy retirement starting in January 2022. This will give Captain Robinson exactly 32 years serving on the fire department.

## **Charity**

### ***Pork Chop Drive by dinner 23 October***

- Firefighters hosted a Pork Chop Drive by dinner in conjunction with Joe's Diner and the Broken Rail Brewing.
- Money raised will go towards local sports teams and Muscular Dystrophy.

### ***Cindy's Law Event 30 & 31 October***

- Several Boot Drives were set up in town to promote this Cindy's Law event.
- The Lions Club donated \$1000 towards purchasing extinguishers.
- 100 extinguishers were given away to local citizens.
- A total of 220 fire extinguishers have been given away.

### ***Pumpkin Patch event***

- Firefighters volunteered their time to assisted with this event.
- Firefighters collected \$540 in donations towards purchasing more extinguishers for future Cindy's Law events.

### **Donations**

#### ***Safe Community Project Assist 2021***

- The Fire Department received a \$5,000 grant from the Safe Community Project Assist 2021.
- The Fire Department purchased IFSTA book and training DVD's.

#### ***Farmers Credit Canada***


- The Fire Department received a \$7,000 grant from Farmers Credit Canada (FCC).
- The Fire Department purchased new wildland coveralls for the firefighters

### **SPENDING AND VARIANCE ANALYSIS**

- 25 x AGO Nomex wildland firefighter coveralls - \$11,617.50 (\$7,000 covered by grant)
- Two Stihl BR800X Backpack Leaf Blowers - \$1,783.93
- 22 IFSTA Books and a Series (7) DVD's – \$5,000 (covered by grant)

### **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:** 23 November 2021

**Subject:** HR 16-2021 November Monthly Report (Human Resources)

## RECOMMENDATION

THAT HR 16-2021 November Monthly Report (Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Recruitment

- Currently recruiting an IT Workstation Administrator, Fire Captain, Guest Services Attendant, Lifeguards, Arena Assistants, Recreation Attendants (Youth and Child and Canteen duties), VIA Attendant, Facilities Operator B, and Early Learning Services Casual Supply Staff.
- Completed the recruitment for a Public Works Labourer, Educators and Educator Assistants.
- Working with Corporate Communications, creating a new email list to try and keep previous employees engaged with the Town after they leave as a recruitment strategy.

### Employee Engagement

- Preparing for the Town's annual United Way fundraising campaign. Kick off was November 18, 2021.
- With STEAM, organizing the annual Holiday celebration and lunch.
- Finalizing a staff recognition survey to be sent to all staff.

### HR Systems

- Completing the finishing touches on the Town's compensation project and creating a communications plan for staff.
- Conducted Employee Self-Serve and Electronic Timesheet module training sessions for new staff.
- Preparing for a review of the business continuity plan with the Senior Management Team.

### Health & Safety/ Training

- Joint Health and Safety Committees – attended the last meeting of the year for the PRC and MOC.
- Joint Health and Safety Steering Committee – completed the annual review of the Health and Safety statement.
- Reported two minor, workplace accidents to WSIB
- HR Generalist completed Joint Health and Safety Committee Certification training – Part 1

- Updated the Training Matrix – added training records and updated team members to reflect staff joining and leaving the Town
- In the process of bringing back an internal First Aid Trainer to train staff in a cost-effective way to keep more staff trained in First Aid.

#### Payroll and Benefits

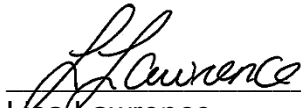
- Completed Benefits Consortium Absenteeism and LTD monitoring – Q3 2021
- Completed and submitted Report on Hiring to Service Canada for October 2021
- Updated Volunteer Firefighter calls and practices tracking and payment worksheets
- Submitted documentation for reimbursement of Covid Paid Days to WSIB for October and reconciled YTD WSIB reimbursement of Covid Paid Days payments
- Processed Records of Employment for staff who have resigned or ended their employment
- Participating in various OMERS year-end training webinars
- Completed Q3 of Clearing Account balancing

### **SPENDING AND VARIANCE ANALYSIS**

None to report.

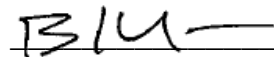
### **REVIEWED BY**

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



Lisa Lawrence  
Director of Human Resources

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



Brent Kittmer  
Chief Administrative Officer

# MONTHLY REPORT

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

**From:** Public Works

**Date of Meeting:** 23 November 2021

**Subject:** PW 78-2021 November Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 78-2021 November Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### General Administration

- Green Committee
  - Meeting scheduled for October 27, 2021, cancelled, topics originally scheduled for October moved to November.
  - Amara Kartick, Climate Change Coordinator will attend the November meeting to introduce the Green House Gas Emissions Plan to the Green Committee.
- Traffic and Parking
  - Traffic and Parking By-law to be presented to Council in November – By-law to address operational concerns raised by staff and the public.
  - Existing Downtown Parking Permits expired on October 31, 2021. As of November 11, 2021, thirty-two (32) parking permits have been issued for the 2021-2022 season, whereas nineteen (19) were issued for 2020-2021. This can be attributed to a more aggressive communications campaign.

- The inventory and actuals are as follows:

Parking Lot	Inventory	# of Permits Issued
Elgin Street East	11	2
Jones Street East	6	6
Water Street North	7	7
Opera House	34	17

- Working on additional signage with respect to snowmobile use within St. Marys.
- Coordination of Road Closure requests for Canadian National Railway Company (CN) at the Elizabeth Street crossing, and Samuel Street crossing. CN completed two major railway crossing rehabilitations (replacements of panels, ties, joints, rails and planks).
- Vision Zero / Road Safety Plan presented to Council on November 9, 2021. Intend to begin preparing the St. Marys Road Safety Plan in early 2022.

- Procurement
  - RFT-PW-15-2021 Supply and Delivery of Regular Unleaded Gasoline and Diesel Fuel to be released in October with a November closing date.
  - RFT-PW-16-2021 Pruning, Removal and Disposal of Trees to be released in November with a November closing date. Report to Council for approval to be presented in December.
  - RFT-PW-17-2021 Turf Maintenance (Open Spaces and Cemetery) to be released in November, closing date to be determined.

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

- Booster Station Capital Needs Assessment – System testing completed.
- Safety Bollard Replacement at Well No. 1 due to earlier vehicle damage
- Water Meter repairs and replacements
- Water lead service replacement at 437 Queen Street East (Public Works Operators used to complete the replacement)
- Watermain break repair on Queen Street East (Public Works Operators assisted with repair)
- Ongoing discussions with the Ministry of Environment, Conservation and Parks on the Future Solid Waste Disposal needs Environmental Assessment following final submission.

## **Public Works Operations**

- Removal of blocks at the Baseball Hall of Fame and Museum
- Sweeping of the entire road network
- Various cremation digs at the Cemetery
- Graded gravel on arterial road shoulders
- Continued maintenance and transfer of the brush pile at the Municipal Operations Centre
- Installation of various signage (no parking near intersections signs at Southvale and Parkhaven, Designated Parking Permit Signage, and trail signage repairs)
- Ditching and grading on Given Road
- Move generator from PRC to Well 3
- Winter Maintenance meeting held on October 27, 2021

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

- Tree management, trail maintenance and playground maintenance are all ongoing
  - Tree Planting: Planting of thirty-eight (38) boulevard trees scheduled for mid to late November. Notices have been provided to fronting properties.
  - Stump grinding of 15 stumps
  - Meadowridge Natural Area – Phase I of the project has commenced
    - Collaboration between Town Staff, Upper Thames River Conservation Authority, and St. Marys Rotary Club. Approximately 450 trees/shrubs planted in this first phase. Town staff will continue to water and maintain the area.
    - Installation of the trail delayed to Spring of 2022; due to very wet weather conditions the trail could not be installed in Fall of 2021.
  - Tree Donation Program has been launched, and donations are being received. All donations received will be allocated to the spring 2022 planting at the Meadowridge Natural Area.
- Seasonal switch over in Parks Operations in preparation of winter maintenance activities (removing garbage cans, picnic tables, flower boxes and urns, closing Cadzow Splash Pad)



- Coordination of the installation and removal of St. Marys Legion Remembrance Day Banners, and Winter lights in the Downtown
- Winterlights repairs contracted to an external vendor, Town staff will install and prepare the light set up at the Flats.

### **Capital Projects and Engineering**


- Installation of catch basin on Water Street South near Queen, storm service to Holy Name Elementary School and a new culvert at 940 Queen St. E.
- Concrete and asphalt repairs under way.
- Map generation for planning department
- Subdivision construction preliminary acceptance

### **SPENDING AND VARIANCE ANALYSIS**

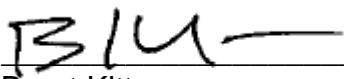
None.

### **REVIEWED BY**

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

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

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

  
\_\_\_\_\_  
Brent Kittmer  
Chief Administrative Officer

# PROCUREMENT AWARD

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jed Kelly, Director of Public Works
<b>Date of Meeting:</b>	23 November 2021
<b>Subject:</b>	<b>PW 80-2021 Award for RFT-PW-15-2021 Supply and Delivery of Fuel</b>

## PROJECT DETAILS

The Request for Tender covers the supply and delivery of unleaded gasoline and diesel fuel to the Municipal Operations Centre, the St. Marys Landfill Site and various water and wastewater facilities throughout St. Marys for a term of three years, 2022-2024.

The Form of Submission requested the bidders provide a unit cost per litres (L) of fuel using the October 7, 2021 London Daily Terminal Rack Price (L). To determine the approximate annual fuel costs, the bidder then multiplied the unit cost per litre (L) by the estimated annual fuel consumption.

On average, the Town of St. Marys consumes:

- 35,000 Litres of ULS Diesel Fuel
- 20,000 Litres of ULS Coloured Diesel Fuel
- 40,000 Litres of Regular Unleaded E-10 Gasoline

Please note that the above numbers are subject to change due to various reasons, including but not limited to weather patterns and number of fire calls.

Compared to the 2019 tender, the consumption rates have changed, gasoline fuel consumption has increased, whereas diesel fuel consumption has decreased. This can be attributed to the Mobility Bus vehicles having transitioned to a gasoline fuel system, and the County of Perth no longer using the Municipal Operations Centre as a depot for winter materials and fuel.

## RECOMMENDATION

**THAT** PW 80-2021 Award for RFT-PW-15-2021 Supply and Delivery of Fuel be received; and,

**THAT** the procurement for the supply and delivery of fuel be awarded to Jutzi Fuels (a division of MacEwen Petroleum Inc.) for the bid unit prices of -0.026 for clear diesel, -0.022 for coloured diesel, and -0.018 for regular unleaded gasoline;

**THAT** Council consider By-Law 100-2021 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:

<b>Procurement Information</b>	<b>Details and Results</b>
Procurement Title:	RFT-PW-15-2021
Tender Closing Date:	Thursday, November 11, 2021
Number of Bids Received:	Six (6) (one submission deemed incomplete)
Successful Proponent:	Jutzi Fuels (a division of MacEwen Petroleum Inc.)

#### Supplier Unit Prices Per Litre of Fuel

A rack price is the per litre daily cost of the gas itself, transportation and overhead costs – this number fluctuates on a day-to-day basis. The numbers below represent the bid unit price being provided for each type of fuel, the bid unit price is the amount the Supplier intends to deduct or add to the daily rack price.

<b>Bidder</b>	<b>ULS Diesel Fuel (\$)</b>	<b>ULS Coloured Diesel Fuel (\$)</b>	<b>Regular Unleaded E-10 Gasoline (\$)</b>
Jutzi Fuels	(-0.026)	(-0.022)	(-0.018)
Parkland Corporation	(-0.025)	(-0.021)	(-0.016)
Graham Energy	0	0	0
McDougall Energy Inc.	0	0	0
Core Fuels Ltd.	+0.01	+0.01	+0.01
Hensall Cooperative	Incomplete Bid	Incomplete Bid	Incomplete Bid

#### Projected Annual Costs based on October 7, 2021 Rack Price (Taxes not included)

<b>Bidder</b>	<b>Approximate Annual Cost</b>	<b>Approximate Three-Year Total</b>
Jutzi Fuels	\$80,890	\$242,670
Parkland Corporation	\$81,025	\$243,075
Graham Energy	\$82,960	\$248,880
McDougall Energy Inc.	\$82,960	\$248,880
Core Fuels Ltd.	\$83,910	\$251,730
Hensall Cooperative	Incomplete Bid	Incomplete Bid

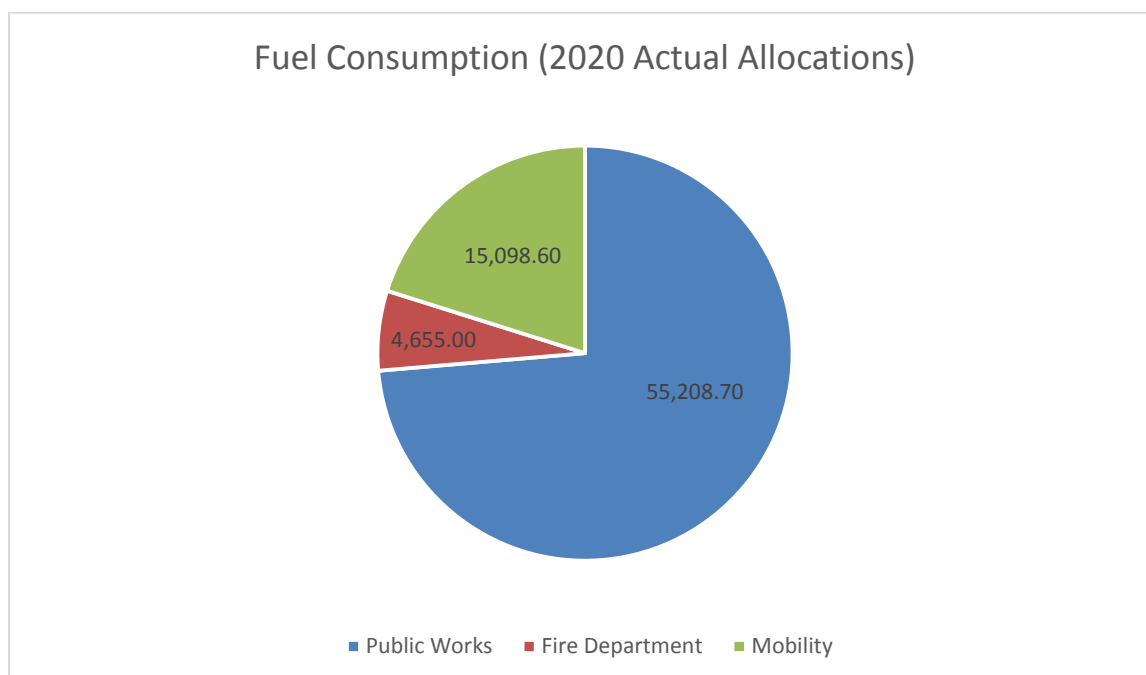
Note: the above numbers are approximate as the total cost to procure fuel relies on numerous variables that are subject to change including fluctuating daily rack prices, and actual fuel consumption rates. However, the bid price units submitted by the bidder will remain the same.

The procurement document submitted by Jutzi Fuels (a division of MacEwen Petroleum Inc.) was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. The proposed bid unit rates are less than the current service provider's bid unit rates. As such, staff recommends award of the project to Jutzi Fuels (a division of MacEwen Petroleum Inc.)

## FINANCIAL IMPLICATIONS

The Town procures the fuel for the Public Works, Landfill, Fire Department and St. Marys and Area Mobility Bus. Operational budgets are adjusted each year to reflect recent trends in fuel consumption. Each month Finance staff complete an internal reconciliation of fuel consumption and allocate costs to the appropriate users, both internal and external.

The fuel consumption breakdown for 2020 is as follows:



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

Department	Account	2022 Budget Amount
Public Works Department	01-3800-5210 and 01-4600-5210	\$88,100
Fire Department	01-2100-5210	\$3,500
St. Marys and Area Mobility Bus	Accounts Receivable	Revenue

The projected costs (based on the October 7, 2021 rack price) align with the proposed 2022 Budget. The annual projected cost is \$80,890 + tax (for Town Departments and St. Marys and Area Mobility Bus), whereas the 2022 Budget accounts for \$91,600 and cost recovery from St. Marys and Area Mobility Bus.

The projected costs are dependent on the market and daily rack prices that change each day, however, there is flexibility in the budget to withstand increasing rack prices. In addition, the proposed bid unit prices are less than the existing contract bid unit prices. Ongoing monitoring of the fuel budget will continue to ensure the Town is accurately forecasting fuel consumption and budget.

## STRATEGIC PLAN

☒ Not applicable to this report.

## OTHERS CONSULTED

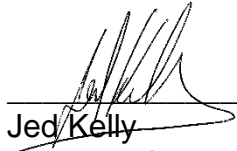
André Morin, Director of Corporate Services / Treasurer

## ATTACHMENTS

None.

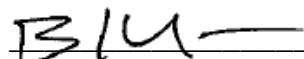
## REVIEWED BY

### Recommended by the Department

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

  
\_\_\_\_\_  
Morgan Dykstra  
Public Works and Planning Coordinator

### Recommended by the CAO

  
\_\_\_\_\_  
Brent Kittmer  
Chief Administrative Officer

## **BY-LAW 100-2021**

### **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 Jutzi Fuels (a division of MacEwen Petroleum Inc.) and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFT for the supply and delivery of unleaded fuel and diesel fuel for a three year term (2022-2024);
- AND WHEREAS:** A tender was submitted by Jutzi Fuels (a division of MacEwen Petroleum Inc.) which was subsequently approved by Council on November 23, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Jutzi Fuels (a division of MacEwen Petroleum Inc.) for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the service;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and 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 Jutzi Fuels (a division of MacEwen Petroleum Inc.).
  2. That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
  3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 23<sup>rd</sup> day of November 2021.

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Mayor Al Strathdee

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Jenna McCartney, Clerk

## **BY-LAW 99-2021**

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

Being a By-law to amend by-laws 95-2018 and 63-2020, appointing persons to committees, advisory committees, ad-hoc committees, special purpose committees, boards, commissions and other organizations.

- WHEREAS:** The Council of the Corporation of the Town of St. Marys has the authority under Section 238 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended and Procedure By-law 20 of 2016, to appoint members to advisory committees and boards as deemed appropriate;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to amend by-law 95-2018 and by-law 63-2020;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That Schedule 18 of By-law 95-2018 known as the Youth Council, be amended to remove Allison Kennedy Edney, Sam Truax, Aivery Neal, and to update a name change in one member from Lauren Partridge to Jordan Partridge.
  2. That By-law 63-2020 be amended to remove Paytien Truax, Carlee McCutcheon, Elissa Gammon, and Izzy Edwards.
  3. This by-law comes into force on the final passing thereof.

Read a first, second and third time and finally passed this 23<sup>rd</sup> day of November 2021.

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Mayor Al Stratthdee

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Jenna McCartney, Clerk

## **BY-LAW 101-2021**

### **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 November 23, 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 23<sup>rd</sup> day of November 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 23<sup>rd</sup> day of November 2021.

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Mayor Al Strathee

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Jenna McCartney, Clerk