



AGENDA

Regular Council Meeting

December 14, 2021

6:00 pm

Video Conference

Click the following link:

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

Pages

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

RECOMMENDATION

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

4. **PUBLIC INPUT PERIOD**

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

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

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

- 5.1. **Ontario Clean Water Agency - 3rd Quarter Reporting**

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RECOMMENDATION

THAT the delegation from Ontario Clean Water Agency regarding the third quarter reporting be received.

5.2. #Strong As Stone Nominees

Recognition of December Nominees

Julie Docker Johnson

Marilyn Haywood

Julie McNeil

Nancy Wojcik

Jennifer Cronsberry

Marg McLean

Cindy Taylor

6. ACCEPTANCE OF MINUTES

6.1. Regular Council - November 23, 2021

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RECOMMENDATION

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

RECOMMENDATION

THAT the November 30, 2021 Special Strategic Priorities Committee meeting minutes be accepted by Council and signed and sealed by the Mayor and the Clerk; and

THAT resolution 2021-11-30-05 (Comprehensive Parking Review) be raised for consideration by Council; and

THAT resolution 2021-11-30-06 (Information Systems Strategic Plan) be raised for consideration by Council; and

THAT resolution 2021-11-30-07 (Traffic, Parking and Boulevard Maintenance By-law Amendment 2.0) be raised for consideration by Council.

RECOMMENDATION

THAT Council accepts the Comprehensive Parking Review and directs staff to report back with an implementation plan, in particular showing how High Priority recommendations will be advanced, as well as the other matters raised the Committee, and budgeted for.

RECOMMENDATION

THAT Council accepts the final Information Systems Strategic Plan and directs staff to develop an implementation plan.

RECOMMENDATION

THAT Council consider the proposed amendment to By-law 58-2018 Traffic, Parking and Boulevard Maintenance By-law within agenda item 8.4.1, PW 84-2021 Request to Approve Traffic, Parking and Boulevard Maintenance 2.0.

7. CORRESPONDENCE

7.1. Municipality of Perth South re: Zoning By-law Amendment Proposal for Lands in Perth South

RECOMMENDATION

THAT the correspondence from the Municipality of Perth South regarding a proposed zoning by-law amendment of lands in Perth South be received.

7.2.	St. Marys United Way Community Committee re: Coldest Night of the Year	49
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RECOMMENDATION

THAT the correspondence from the St. Marys United Way Community Committee regarding the Coldest Night of the Year event be received; and

THAT Council consider staff report ADMIN 53-2021 By-law Exemption Request for Coldest Night of the Year Event.

8. STAFF REPORTS

8.1. Administration

8.1.1.	ADMIN 52-2021 Annual Deputy Mayor Appointment	50
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RECOMMENDATION

THAT ADMIN 52-2021 Annual Deputy Mayor Appointment report be received; and

THAT Council appoint Councillor _____ as Deputy Mayor effective December 15, 2021 through to November 14, 2022.

8.1.2.	ADMIN 53-2021 Request for Coldest Night of the Year Event Use of Refreshment Vehicle at PRC	52
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RECOMMENDATION

THAT ADMIN 53-2021 Request for Coldest Night of the Year Event Use of Refreshment Vehicle at PRC report be received; and

THAT Council permit the organizers of the Coldest Night of the Year in St. Marys to utilize one refreshment vehicle on the public property at 317 James Street South (Pyramid Recreation Centre) on February 26, 2022 provided the refreshment vehicle owner complies with requirements from the St. Marys Fire Department and Huron Perth Public Health.

RECOMMENDATION

THAT ADMIN 54-2021 Stratford Police Service Agreement Review be received; and

THAT Council continues to retain the policing from the Stratford Police Services (SPS) and renew the services agreement for a second 5-year term; and

THAT Council considers improvements to the language of the following sections of the Services Agreement, to be discussed with the SPS, the City of Stratford Police Services Board, and the City of Stratford:

- Financial Administration and Cost Reconciliation; and
- Termination.

8.2. Building and Development Services

8.2.1. DEV 51-2021 Application for Zoning By-law Amendment (Z04-2021) by Heybolt Ontario Ltd. for 17 Peel Street South

RECOMMENDATION

THAT DEV 51-2021 Application for Zoning By-law Amendment (Z04-2021) by Heybolt Ontario Ltd. for 17 Peel Street South be received;

THAT Council approve the Zoning By-law Amendment Application for 17 Peel Street South; and,

THAT Council consider Zoning By-law Amendment No. Z147-2021.

8.3. Fire and Emergency Services

8.3.1. FD 16-2021 Award for RFP-FIRE-01-2021 Pumper

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RECOMMENDATION

THAT FD 16-2021 Award for RFP-FIRE-01-2021 Pumper report be received; and,

THAT the procurement for the two-door commercial top mount enclosed pumper with pump and water tank be awarded to Safetek Emergency Vehicles for the procured price of \$605,042.68, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 104-2021 and authorize the Mayor and the Clerk to sign the associated agreement.

8.4. Public Works

8.4.1. PW 84-2021 Request to Approve Traffic, Parking and Boulevard Maintenance 2.0

120

RECOMMENDATION

THAT PW 84-2021 Request to Approve Traffic, Parking and Boulevard Maintenance 2.0 report be received;

THAT Council approve the proposed changes to By-laws 58-2018 and 59-2019; and

THAT By-law 105-2021, being a by-law to amend By-laws 58-2018 and 59-2019, be approved.

8.4.2. PW 85-2021 Request to Expand the St. Marys Pollinator Garden

180

RECOMMENDATION

THAT PW 85-2021 Request to Expand the St. Marys Pollinator Garden report be received; and

THAT Council approve an expansion of the St. Marys Pollinator Garden located in the Sparling Bush trail triangle by 96m²; and,

THAT Council direct staff to pursue grant funding to fund the pollinator garden expansion.

9. COUNCILLOR REPORTS

9.1. Operational and Board Reports

RECOMMENDATION

THAT agenda items 9.1.1 to 9.1.6 and 9.2.1 to 9.2.15 be received.

9.1.1.	Bluewater Recycling Association - Coun. Craigmile	185
	November 19, 2021 Meeting Highlights	
9.1.2.	Library Board - Coun. Craigmile, Edney, Mayor Strathdee	196
	November 4, 2021 Meeting	
	December 2, 2021 Meeting *draft minutes	
9.1.3.	Municipal Shared Services Committee - Mayor Strathdee, Coun. Luna	
9.1.4.	Huron Perth Public Health - Coun. Luna	206
	November 5, 2021 Meeting	
	April 2021, May 2021, June 2021, September 2021, October 2021 and November 2021 Ministry of Health Reports	
9.1.5.	Spruce Lodge Board - Coun. Luna, Pridham	239
	October 21, 2021 Meeting	
9.1.6.	Upper Thames River Conservation Authority	242
	October 26, 2021 Meeting *draft minutes	
9.2.	Advisory and Ad-Hoc Committee Reports	
9.2.1.	Accessibility Advisory Committee - Coun. Hainer	
9.2.2.	Business Improvement Area - Coun. Winter	249
	November 15, 2021 Meeting *draft minutes	
9.2.3.	CBHFM - Coun. Edney	
9.2.4.	Committee of Adjustment	

9.2.5.	Community Policing Advisory Committee - Coun. Winter, Mayor Strathdee	254
	November 24, 2021 Meeting	
	Council to consider minute item 6.1 under staff report ADMIN 54-2021 Stratford Police Service Contract Review	
9.2.6.	Green Committee - Coun. Pridham	259
	November 24, 2021 Meeting	
	Council to consider minute item 7.1 under staff report PW 85-2021 Request to Expand the St. Marys Pollinator Garden	
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	
9.2.11.	Recreation and Leisure Advisory Committee - Coun. Pridham	
9.2.12.	Senior Services Advisory Committee - Coun. Winter	264
	November 22, 2021 Meeting	
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	267
	November 12, 2021 Meeting	

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

RECOMMENDATION

THAT By-Laws Z147-2021, 104-2021 and 105-2021 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

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|--------------|--|------------|
| 12.1. | Z147-2021 17 Peel Street South | 269 |
| 12.2. | By-Law 104-2021 Agreement with Safetek Emergency Vehicles | 273 |
| 12.3. | By-Law 105-2021 Amendment to 58-2018 and 59-2019 Traffic, Parking and Boulevard Maintenance | 274 |

13. UPCOMING MEETINGS

January 11, 2022 - 6:00 pm, Regular Council

January 18, 2022 - 9:00 am, Special Council (budget)

January 18, 2022 - 6:00 pm, Special Council (public meeting for Official Plan)

January 25, 2022 - 6:00 pm, Regular Council

14. CONFIRMATORY BY-LAW 277

RECOMMENDATION

THAT By-Law 106-2021, being a by-law to confirm the proceedings of December 14, 2021 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

15. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at _____ pm.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

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

Ontario Clean Water Agency, Midwest Region
Adam McClure, Senior Operations Manager
Susan Budden, Business Development Manager
Issue Date: Oct 20, 2021

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

Capacity Information

Capacity Information – Well No. 1

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2020 Data): 407,291.28 (m³/year)
Average Day Flow (2020 Data): 1,111.21 (m³/day)
Maximum Day Flow (2020 Data): 3,433.02 (m³/day)

Capacity Information – Well No. 2A

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2020 Data): 372,687.77 (m³/year)
Average Day Flow (2020 Data): 1,019.18 (m³/day)
Maximum Day Flow (2020 Data): 3,452.86 (m³/day)

Capacity Information – Well No. 3

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2020 Data): 397,535.89 (m³/year)
Average Day Flow (2020 Data): 1,085.50 (m³/day)
Maximum Day Flow (2020 Data): 3,422.93 (m³/day)

Capacity Information – Ground Level Reservoir

Total Design Capacity: 1,600 m³

Capacity Information – Elevated Tower (37.9 m)

Total Design Capacity: 1,820 m³

Flow Comparisons (Total monthly flows of Wells 1, 2A and 3 - m³)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2021	88,841	85,693	95,047	90,661	103,380	104,477	100,237	101,151	86,109	-	-	-
2020	97,779	84,805	95,150	87,706	97,038	107,482	119,072	103,066	97,680	97,861	95,490	94,385

Operational Description

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

Compliance and Exceedance Summary

There were no compliance or exceedance issues identified to date.

Occupational Health & Safety

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

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

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

General Maintenance and Plant Activities

Well #1

The following repairs and maintenance have been completed:

- Chlorine gas system annual maintenance (Jan 7)
- UV bulb replacement (Jan 14)
- Annual fire extinguisher inspections (Feb 28)
- UV sensor sent for calibration (Mar 14)
- Chlorine ball valve replacement (Mar 29)
- Outdoor lighting replacement (Mar 31)
- Chlorine injection line replacement (Apr 7)
- HMI replacements (Apr 27)
- Bi-annual chlorine gas sensor calibrations (May 17)
- Chlorine booster line repair (May 18)
- Chlorine booster line repair (May 21)
- Bi-annual UV maintenance (Jun 3)
- UV bulb replacement (Jun 3)
- Annual instrumentation calibrations (Jun 16)
- Chlorine analyzer probe membrane cap replacement (Jun 23)
- Chlorine gas system maintenance (July 23)
- Chlorine system rotometer repair (Aug 24)
- Exhaust fan motor replacement (Aug 20)

Well #2A

The following repairs and maintenance have been completed:

- Chlorine gas system annual maintenance (Jan 20)
- Water heater replacement (Feb 2)
- Annual fire extinguisher inspections (Feb 28)
- Chlorine gas line repair (Mar 5)
- Computer monitor replacement (Mar 19)
- Analyzer drain line repair (Mar 19)

- Faulty outdoor lighting replaced, Indoor lighting ballast replacements (Apr 1)
- UV bulbs replaced (Apr 21)
- UV sensor sleeve replaced (May 3)
- Bi-annual chlorine gas sensor calibrations (May 17)
- UV ballast replacement (May 21)
- Verbatim battery replacement (May 25)
- Bi-annual UV maintenance (Jun 3)
- Annual Instrumentation calibrations (Jun 16)
- Turbidity Analyzer repair (July 9)
- Chlorine gas system maintenance (July 26)
- Pressure Reducing Valve and Air Release Valve maintenance (Sept 9)

Well #3

The following repairs and maintenance have been completed:

- Chlorine gas system annual maintenance (Jan 11)
- Chlorine booster pump gasket replacement (Jan 29)
- Sample line repair (Feb 1)
- Backflush gate valve replacement (Feb 17)
- Annual fire extinguisher inspections (Feb 28)
- Pump packing added (Mar 31)
- Bi-annual chlorine gas sensor calibrations (May 17)
- Bi-annual UV maintenance (Jun 3)
- Annual Instrumentation calibrations (Jun 16)
- Pressure Reducing Valve maintenance (July 13)
- Chlorine gas system maintenance (July 26)

Booster Station

The following repairs and maintenance have been completed:

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

Reservoir

The following repairs and maintenance have been completed:

- Chlorine gas system annual maintenance (Jan 19)
- Generator annual maintenance (Jan 28)
- Annual fire extinguisher inspections (Feb 28)
- Waterline repair (May 6)
- Bi-annual chlorine gas sensor maintenance (May 17)
- Waterline repair (July 21)
- Chlorine gas system annual maintenance (July 27)

Tower

The following repairs and maintenance have been completed:

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

Preventative Maintenance Work Orders Generated

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
72	54	67	45	58	76	71	69	69	-	-	-	581

All work orders have been completed on schedule.

Distribution Work

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

Location	Date
Service Repair - Cadzow Park	Jun. 11, 2021
Hydrant Repair - #198 Thames Rd	Jun. 14, 2021
Service Repair - 157 Church St N	Jun. 16, 2021
Hydrant Raised - # 109 Queen St E	Jun. 17, 2021
Service Raised - 11 Peel St N	Jun.18, 2021
Watermain Break - 354 Widder St E	Jun. 30, 2021
Service Repair - 23 Wellington St N	July 15, 2021
Service Repair - 29 Millson Cres	July 15, 2021
Watermain Replacement - 239 James St S	Aug 18, 2021

Alarms/Call-Ins

- 500 Queen St E – Emergency water shut off (Jan 2)
- 125 James St S – Service repair (Jan 9)
- Well #2A – Low chlorine alarm (Jan 17)
- Tower – Security alarm (Feb 9)
- Huron St S/Rogers Ave – Watermain break (Feb 28)
- Tower – Security alarm (Apr 4)
- Well 2A – UV alarm (Apr 18)
- Well 2A – UV alarm (Apr 28)
- Well #1 – Low chlorine alarm (May 13)
- Well #1 – Low chlorine alarm (May 16)
- 172 James St S – Watermain Break (May 18)
- Booster Station – Signal alarm (Jun 14)
- 29 Millson Cres – Service leak investigation (Jul 14)
- Well #3 – UV alarm (Jul 21)
- James St N – Broken Hydrant, water turn off (Jul 23)
- Well #3 – Power Failure (Jul 31)
- Well #1 – Chlorine gas alarm (Aug 4)
- Well #2A – Power Failure (Aug 7)
- Well #3 – UV alarm (Sept 3)
- Well #1 – UV alarm (Sept 17)

Complaints & Concerns

- Taste complaint, 9 Southvale Rd – Related to internal plumbing modifications (Jun 21)
- Low pressure complaint, 143 Tracy St – Curbstop was not open completely (Aug 25)
- Low (hot water) pressure complaint, 111 Water St S – Water heater failure (Aug 31)
- Discoloured water complaint, 241 Church St S – Related to galvanized plumbing on the private side (Sept 18)

DWQMS Update

Management Review – Sept. 10, 2021

Internal Audit – July 27, 2021

External Audit – Oct. 01, 2021

Annual Risk Assessment Review - Sept. 10, 2021

36 Month Risk Assessment – March 11, 2020

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

Regulatory Inspections

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

APPENDIX A – PERFORMANCE ASSESSMENT REPORT

See attached.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

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

Ontario Clean Water Agency, Midwest Region
Adam McClure, Senior Operations Manager
Susan Budden, Business Development Manager
Issue Date: Oct 20, 2021

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

Capacity Information

Total Design Capacity: 5,560 m³/day

-	2017 Flow Data	2018 Flow Data	2019 Flow Data	2020 Flow Data	2021 Flow Data
Average Daily Flow (m³/d)	4,228.26	4,373.87	4,416.46	4,112.89	4,084.72
% of Average Daily Design Flow	76%	79%	80%	74%	73%

-	Design Flow (m ³ /d)	2021 Average Daily Flow (m ³ /d)	2021 % Capacity	Design Peak Flow (m ³ /d)	2021 Maximum Daily Flow (m ³ /d)	2021 % Peak Flow
January	5,560	4,072.23	73%	14,250	4,843	34%
February	5,560	3,493.57	63%	14,250	4,331	30%
March	5,560	5,043.39	91%	14,250	7,787	55%
April	5,560	4,757.23	86%	14,250	6,676	47%
May	5,560	3,656.94	66%	14,250	4,431	31%
June	5,560	3,676.87	66%	14,250	5,159	36%
July	5,560	3,459.52	62%	14,250	4,381	31%
August	5,560	3,351.52	60%	14,250	3,971	28%
September	5,560	5,251.23	94%	14,250	15,675	110%
October	5,560			14,250		
November	5,560	-	-	14,250	-	-
December	5,560	-	-	14,250	-	-
Average to Date	-	4,084.72	74%	-	-	-
Maximum to Date	-	-	-	-	15,675	110%

Operational Description

Treatment Process

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

Inlet Works

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

Anoxic Tanks

Sewage is split between two circular tanks with submersible mixers.

Aeration Tanks

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

Phosphorus Removal

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

Secondary Clarifiers

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

Disinfection and Discharge

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

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

Sludge Handling

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

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

Compliance and Exceedance Summary

- Plant process By-Pass (Apr 21) – A process pipe blockage caused WAS (waste activated sludge) to bypass the clarification process and overflowed directly into the UV channel; bypassed flow received UV disinfection treatment. Approximately 2-4 m³ of WAS bypassed clarifiers.
- Final effluent Daily Concentration TSS exceedance (Apr 21) – Final effluent Daily Concentration TSS value (25 mg/L) was exceeded on Apr 21, 2021; Apr. 21 Daily Concentration TSS was 45 mg/L; exceedance was related to reported bypass event on this date.
- Final effluent Daily Concentration Total Phosphorus exceedance (June 01) – Final effluent Daily Concentration Total Phosphorus (1.0 mg/L) was exceeded on June 01, 2021; June 01 Daily Concentration TP was 1.21 mg/L; exceedance was related to industrial load into the system.
- Final effluent Daily Concentration Total Phosphorus exceedance (July 06) – Final effluent Daily Concentration Total Phosphorus (1.0 mg/L) was exceeded on July 06, 2021; July 06 Daily Concentration TP was 2.29 mg/L; exceedance was related to industrial load into the system.
- Final effluent Daily Concentration Total Phosphorus exceedance (Sept 08) – Final effluent Daily Concentration Total Phosphorus (1.0 mg/L) was exceeded on Sept 08, 2021; Sept 08 Daily Concentration TP was 2.08 mg/L; exceedance was related to industrial load into the system.

Inspections

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

Occupational Health & Safety

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

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

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

General Maintenance and Plant Activities

Water Pollution Control Plant

The following repairs and maintenance were completed:

- Clarifier chamber clean out (Jan 5)
- Centrifuge pinion speed failure and re-adjusted (Jan 13)
- Raw sewage pump #3 leakage fault pulled for rebuild (Jan 22)

- Internal recirculation pump painted (Feb 5)
- RAS pump #5 bearing replacement (Feb 18)
- Centrifuge main drive motor removed for rebuild (Feb 18)
- WAS building heater repair (Feb 19)
- Anoxic tank sensor air-line replacements (Mar 4)
- Aeration purge valve replacement (Mar 11)
- KOH line repair (Mar 15)
- Lystek building overhead door repair (Mar 16)
- Anoxic tank mixer repair (Mar 18)
- Backflow preventer replacement WAS building (Mar 23)
- Replacement sludge storage tank lids installed (Mar 26)
- Containment area catch basin clean out (Mar 30)
- Centrifuge solenoid valve replacement (Mar 31)
- Bridge breaker maintenance (Apr 14)
- Centrifuge polymer pump repair (Apr 16)
- Lifting device inspections (Apr 26)
- Raw sewage exhaust fan repair (May 4)
- Boiler Annual inspections and maintenance (May 11)
- Polymer mixer bearing assembly replacement (May 13)
- Aeration piping repair Cell #2 (May 14)
- Bi-annual gas sensor calibrations (May 17)
- Aeration DO sensor repairs and relocation (May 25)
- Blower building exhaust fan repairs (Jun 6)
- Carbon replacements in odour control units (Jun 9)
- Clarifier #2 oil drain line replacement (Jun 9)
- Exhaust fan rebuilds WAS/RAS buildings (Jun 10)
- Lystek storage odour control unit silencer replacement (Jun 15)
- Annual Instrumentation calibration (Jun 16)
- Raw sewage miltronics replacement (Jul 19)
- Aeration D.O. probe replacement (Jul 22)
- Aeration roof fan belt replacement (Jul 26)
- RAS pump #1 replacement (Aug 23)
- Supernatant pump failure and temp replacement (Sept 1)
- Clarifier sandblasting and painting (Sept 13)
- UV bank, plug replacement (Sept 20)

Robinson St. Pumping Station

The following repairs and maintenance were completed:

- Wet well clean out (Jan 6)
- Pump #2 failed, removed and installed spare pump (Jan 13)
- Pump #1 pulled to remove clogged impeller (Feb 10)
- Pump #1 pulled to removed clogged impeller (Jul 5)

Queen St. Pumping Station

The following repairs and maintenance were completed:

- Wet well clean out (Mar 23)

Wastewater Collection System

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

- Auger and Camera inspection 15 Sparling Crt. (Apr 16)
- Camera inspection 226 Queen St E (May 17)
- Sewer lateral repair 21 Church St S (Aug 26)

Other

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

Alarms/Call-Ins

January

No Alarms/Call-Ins

February

21: WPCP – Blower alarm

March

No Alarms/Call-Ins

April

No Alarms/Call-Ins

May

No Alarms/Call-Ins

June

29: All facilities – Power failure

July

4: WPCP/Robinson St PS – Power Failure

23: WPCP – Power Failure

24: WPCP/Robinson St PS – Power Failure

31: WPCP – Power Failure

August

No Alarms/Call-Ins

September

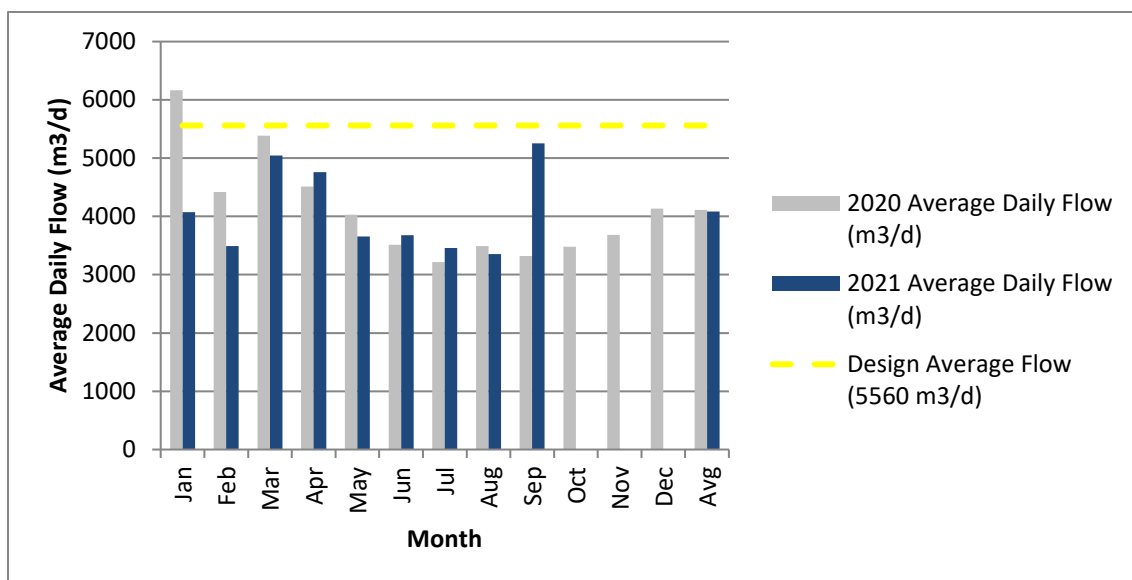
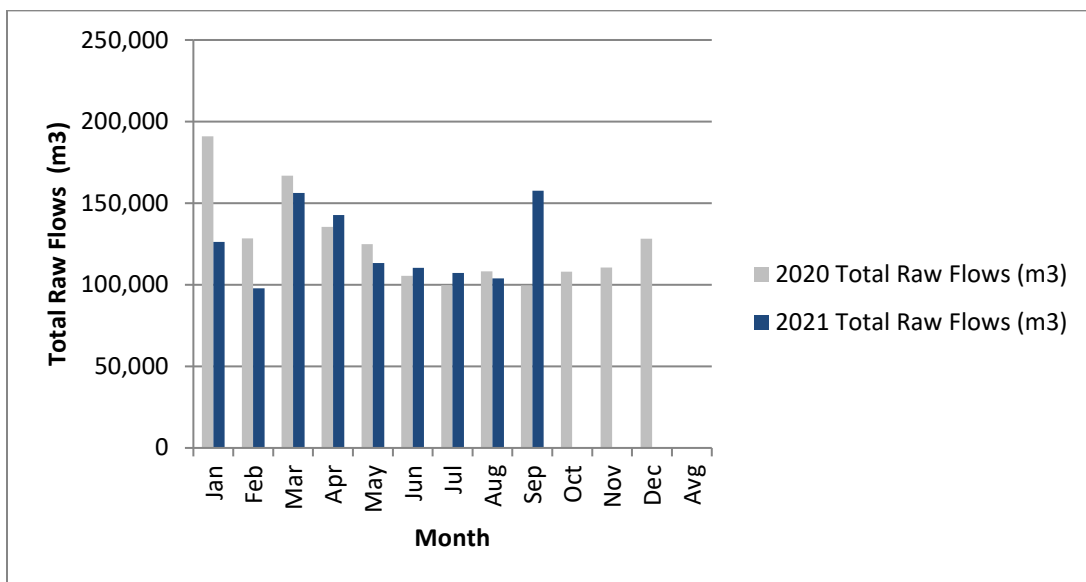
22: WPCP/Robinson St PS – Power Failure and High level alarms

Complaints & Concerns

- Sanitary backup into unfinished basement , 51 St. Andrew Str. S – Related to collection system blockage (Jan 21)

Performance Assessment Report

The total raw flow January to September 2021 was 1,115,471 m³. The average daily flow to date in 2021 was 4,085 m³/day.



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

Table 1. Raw Sewage sample results for 2021.

-	BOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TKN (mg/L)
January	343	365	4.8	28.5
February	319	192	5.6	33.1
March	535	872	8.8	52.6
April	827	993	10.8	61.7
May	367	277	5.5	31.7
June	327	262	5.5	28.7
July	486	288	5.2	32.9
August	559	288	5.2	31.2
September	338	230	3.7	20.7
October	-	-	-	-
November	-	-	-	-
December	-	-	-	-
Average To Date	456	418	6.1	35.7

- The effluent is sampled on a weekly basis following the requirements of the ECA. The table below summarizes the monthly average results compared against the objectives and limits identified in the ECA.
- There were four daily limit exceedances and four design objective exceedances to date in 2021.
- Final effluent Daily Concentration TSS value (25 mg/L) was exceeded on Apr 21, 2021; Apr. 21 Daily Concentration TSS was 45 mg/L; exceedance was related to reported bypass event on this date. A process pipe blockage caused WAS (waste activated sludge) to bypass the clarification process and overflowed directly into the UV channel; bypassed flow received UV disinfection treatment. Approximately 2-4 m³ of WAS bypassed clarifiers.
- Final effluent Daily Concentration Total Phosphorus (1.0 mg/L) was exceeded on June 01, 2021; June 01 Daily Concentration TP was 1.21 mg/L; exceedance was related to industrial load into the system.
- Final effluent Daily Concentration Total Phosphorus exceedance (July 06) – Final effluent Daily Concentration Total Phosphorus (1.0 mg/L) was exceeded on July 06, 2021; July 06 Daily Concentration TP was 2.29 mg/L; exceedance was related to industrial load into the system.
- Final effluent Daily Concentration Total Phosphorus exceedance (Sept 08) – Final effluent Daily Concentration Total Phosphorus (1.0 mg/L) was exceeded on

Sept 08, 2021; Sept 08 Daily Concentration TP was 2.08 mg/L; exceedance was related to industrial load into the system.

- Final effluent Monthly Average Objective TSS (10 mg/L) was not met for the month of April. April TSS monthly average was 14 mg/L; objective exceedance was related to reported bypass event on this date.
- Final effluent Monthly Average Objective TSS (10 mg/L) was not met for the month of July. July TSS monthly average was 10.5 mg/L; objective exceedance was related to industrial load into the system.
- Final effluent Monthly Average Objective TP (0.7 mg/L) was not met for the month of July. July TP monthly average was 0.8 mg/L; objective exceedance was related to industrial load into the system.
- Final effluent Dissolved Oxygen Objective (DO) (4.0 mg/L) was not met for the consistently in the month of August. August minimum DO was 3.8 mg/L.

Table 2. Effluent sample results for 2021.

-	CBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	***E. coli (cfu/100mL)	pH	Dissolved Oxygen Min. (mg/L)
January	4.5	7.8	0.1	0.1	9.6	6.80- 7.60	6.1
February	6.5	8.3	0.2	0.3	27.4	7.13- 7.74	4.5
March	4.4	7.4	0.2	0.3	13.7	6.73- 8.32	4.9
April	6.6	14.0	0.2	0.1	6.8	7.07- 8.00	5.0
May	2.8	8.3	0.2	0.2	2	7.07- 7.86	4.6
June	3.6	6.4	0.4	0.1	3.6	7.07- 7.48	4.0
July	3.8	10.5	0.8	1.5	3.4	7.25- 7.59	4.3
August	3.0	7.4	0.2	1.4	5.8	6.98- 7.42	3.8
September	2.8	8.8	0.7	0.8	55.6	6.97- 7.46	5.7
October	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-
Average To Date	4.2	8.7	0.3	0.5	14.2	NA	NA
Minimum Value	-	-	-	--	-	-	3.8
ECA Objective	10	10	0.7	2.5	100 / **200	6.0- 8.5	4.0
ECA Limit	15	15	1.0	6.0	200	6.0- 9.5	NA

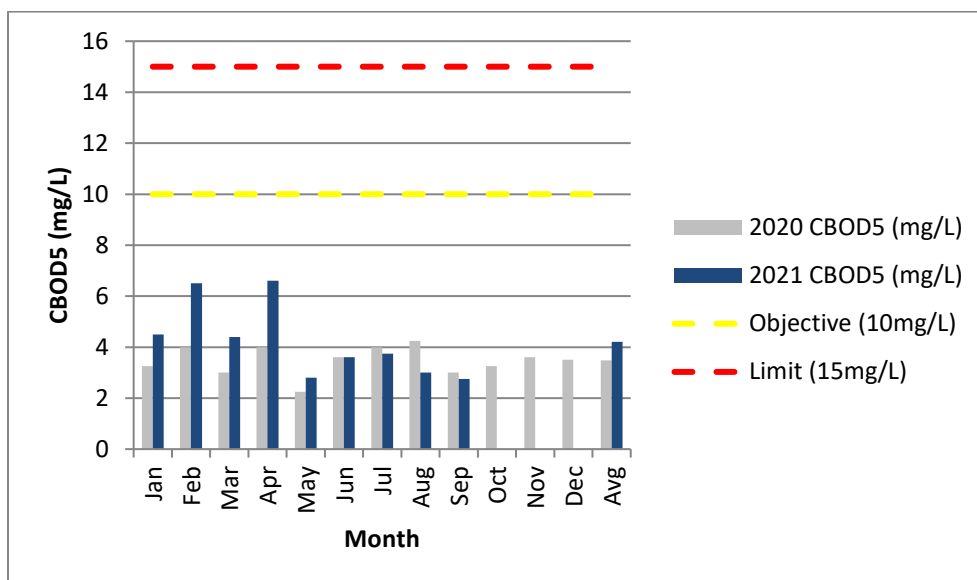
*Non-freezing months

**Freezing months

***Expressed as geometric mean density

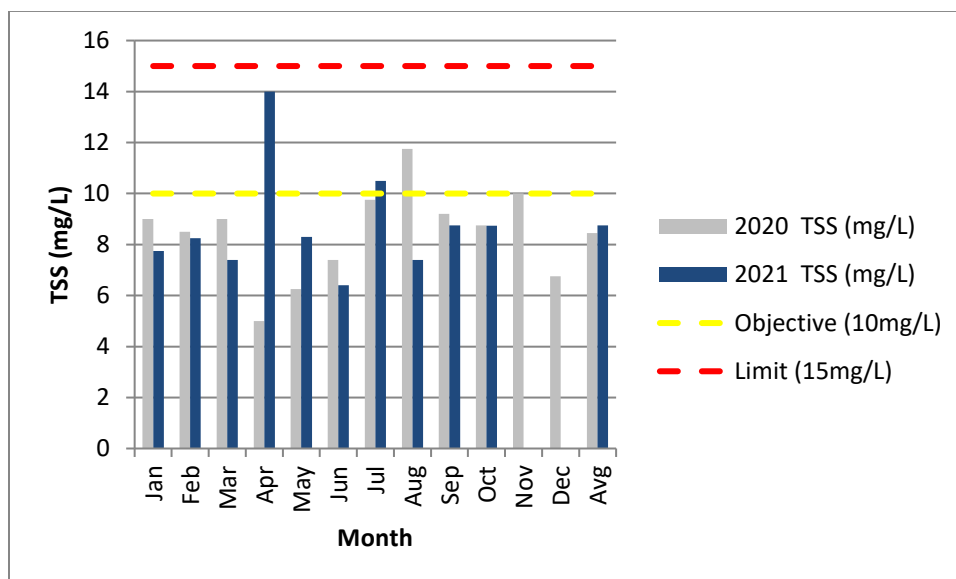
Effluent Carbonaceous Biochemical Oxygen Demand (CBOD5) monthly average to date for 2021 was 4.2 mg/L. The maximum monthly CBOD average value of 6.6 mg/L was recorded for the month of April. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 2 below.

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



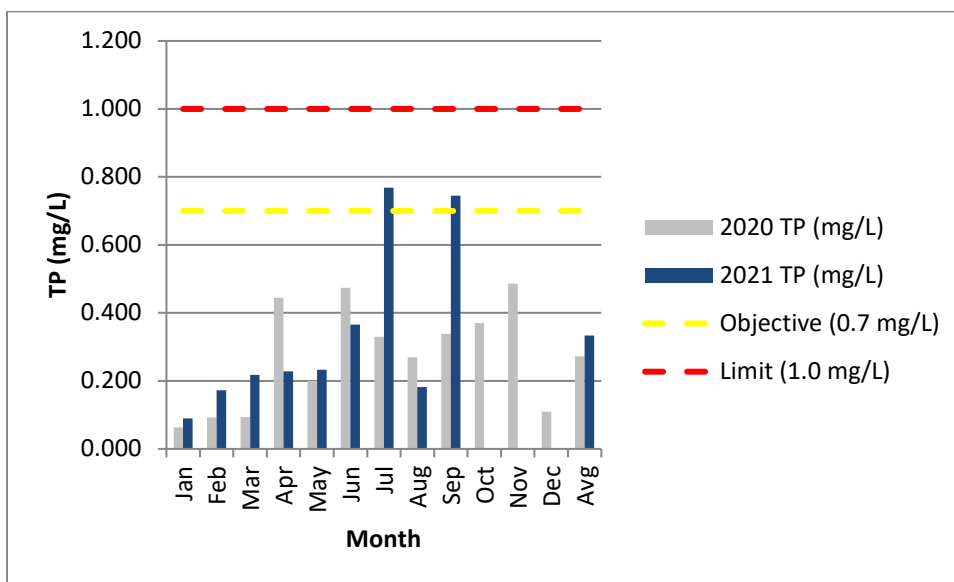
Effluent Total Suspended Solids (TSS) monthly average to date for 2021 was 8.7 mg/L. The maximum monthly TSS average value of 14.0 mg/L was recorded for the month of April. Monthly averages met the effluent limit identified in the ECA. April monthly average did not meet ECA design objective; see Chart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

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



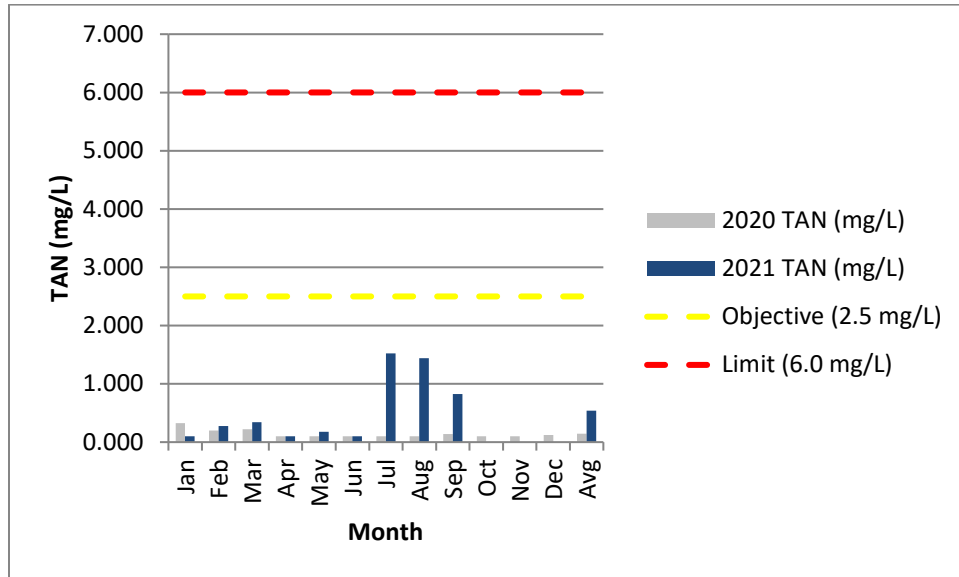
Effluent Total Phosphorus (TP) monthly average to date for 2021 was 0.3 mg/L. The maximum monthly TP average value of 0.8 mg/L was recorded for the month of July. Monthly averages met the effluent limit identified in the ECA. Monthly averages did not meet the design objective in the month of July 2021; see Chart 4 below.

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



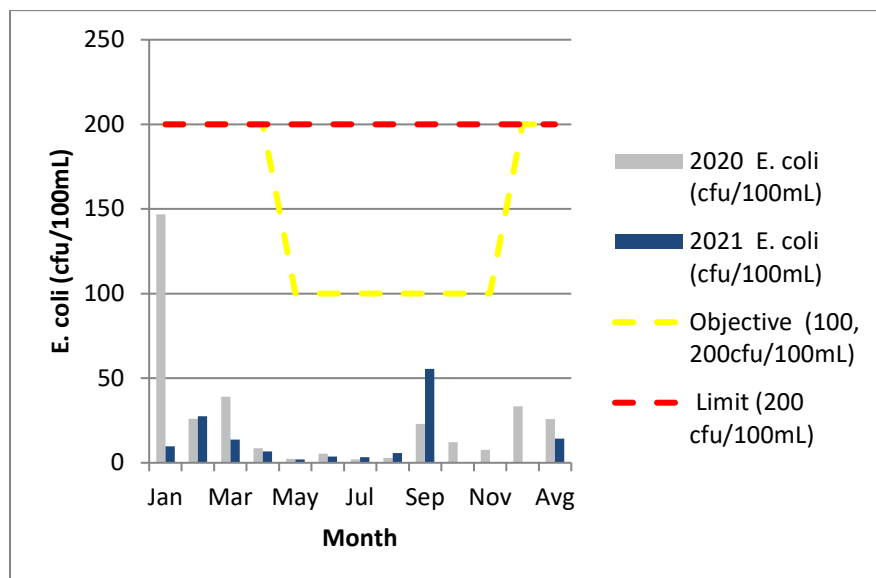
Effluent Total Ammonia Nitrogen (TAN) monthly average to date for 2021 was 0.5 mg/L. The maximum monthly TAN average value of 1.5 mg/L was recorded for the month of July. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 5 below.

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



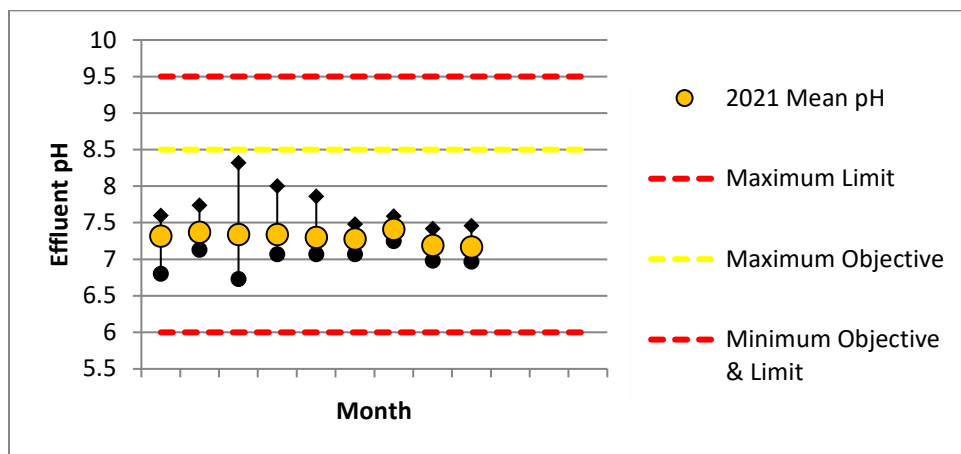
Effluent E. coli average monthly Geometric Mean Density (GMD) to date for 2021 was 14.2 cfu/100 mL. The maximum monthly GMD value of 55.6 cfu/100 mL was recorded for the month of September. Monthly averages met the effluent objective and limit identified in the ECA; see Chart 6 below.

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



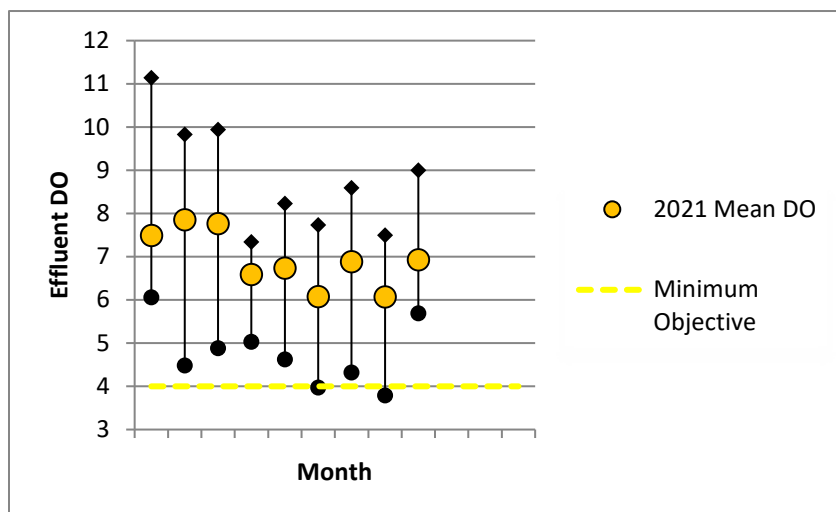
Effluent pH values to date for 2021 met the objectives and limits identified in the ECA. A minimum pH value of 6.73 was recorded in the month of March; a maximum pH value of 8.32 was recorded in the month of March; see Chart 7 below.

Chart 7. Final Effluent pH results for 2021.



Effluent Dissolved Oxygen (DO) values to date for 2021 did not meet the design objective identified in the ECA consistently. The minimum DO value of 3.8 mg/L was recorded in the month of August; see Chart 8 below.

Chart 8. Final Effluent DO minimum results for 2021.





MINUTES Regular Council

November 23, 2021
6:00pm
Town Hall, Council Chambers

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

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Lisa Lawrence, Director of Human Resources

Conference Line

Andy Anderson, Director of Emergency Services / Fire Chief
Sarah Andrews, Library CEO
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
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

Councillor Pridham declared a potential pecuniary interest for agenda items 5.1, Public Meeting - 17 Peel Street South, and 8.2.2, DEV 51-2021 Application for Zoning By-law Amendment (Z04-2021) by Heybolt Ontario Ltd. for 17 Peel Street South. Councillor Pridham noted that she would participate in discussion but would not vote on the matters.

3. AMENDMENTS AND APPROVAL OF AGENDA

Councillor Hainer requested an amendment to the agenda under 9, Emergent Business as "Smart and Caring Committee Grant".

Mayor Strathdee noted that all agenda items under 8.2 would be moved to 8.1.

Resolution 2021-11-23-01

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT the November 23, 2021 regular Council meeting agenda be accepted as amended.

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Public Meeting - 17 Peel Street South

Councillor Pridham declared a conflict on this item.

Resolution 2021-11-23-02

Moved By Councillor Hainer

Seconded By Councillor Winter

THAT the November 23, 2021 regular Council meeting be adjourned at 6:04 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 6:04 pm.

CARRIED

Mayor Strathdee stated "*This Public Meeting is being held in accordance with Section 34 of the Planning Act, RSO 1990.*

The purpose of tonight's Public Meeting is to solicit the public's comments with respect to a proposed Zoning By-law Amendment by Heybolt Ontario Ltd. for 17 Peel Street South.

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)” to permit the re-use of the property for a range of residential and non-residential uses.

Tonight's meeting is the mandatory Public Meeting held under the Planning Act. Council will make a decision regarding this matter at a future Council meeting.

As a reminder, when using the video conference, to participate and make a comment please select the “raise hand” feature at the bottom of your screen to be placed in queue. The moderator will unmute you and acknowledge your presence when it is your turn to speak.

*When using the telephone conference, to participate and make a comment press *9 on your keypad to be placed in queue. The moderator will unmute you and acknowledge your presence when it is your turn to speak.*

Alternatively, during the meeting you can email
[*clerksoffice@town.stmarys.on.ca*](mailto:clerksoffice@town.stmarys.on.ca)

If you wish to be notified of Council's decision, please contact the Clerk, Jenna McCartney, at clerksoffice@town.stmarys.on.ca

I will now ask Ms. McCartney to advise how notice was given and provide a summary of the comments received regarding the Application."

Ms. McCartney stated "Notice was given by first class mail to the owners of all properties located within 120 metres (400 feet) of the subject property, to those agencies as prescribed by Regulation, and signage advertising tonight's meeting was posted on the subject property.

Special instructions for attending this online meeting and/or providing comments were provided in the notice and on the Town's Current Planning / Development Applications webpage.

The Chippewas of the Thames First Nation has indicated no objection to the Application.

Festival Hydro is requesting that the portion of the fence that crosses over the right of way along the south portion of the property is changed to an accessible gate that would allow access to the right of way from the east side of the property.

The Town has received one public comment submission 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.*
- *Asked 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."*

Councillor Hainer confirmed that the Planning Advisory Committee endorsed Phase 1 of the Application in principle and recommended that Council proceed with the statutory public meeting under the *Planning Act*.

Mark Stone, Planner, provided an overview of the application.

Caroline Baker, agent for the applicant, provided an overview of the Application.

Mayor Strathdee asked if there were any questions from Council.

Council discussed zoning related parking requirements.

Staff confirmed that there no comments have been received during the meeting.

Mayor Strathdee thanked those who participated in the meeting and confirmed that if Council proceeds with passage of the Zoning By-law Amendment, notice will be provided as prescribed by the *Planning Act* and a 20-day appeal period to the Ontario Land Tribunal applies

Resolution 2021-11-23-03

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT this Public Meeting be adjourned at 6:45 pm; and

THAT the November 23, 2021 regular Council meeting reconvene at 6:45 pm.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - November 9, 2021

Resolution 2021-11-23-04

Moved By Councillor Pridham

Seconded By Councillor Edney

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

CARRIED

6.2 Special Council - November 16, 2021

Resolution 2021-11-23-05

Moved By Councillor Luna

Seconded By Councillor Craigmile

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

CARRIED

7. CORRESPONDENCE

7.1 Perth County Federation of Agriculture re: Greenhouse Gas Reduction Plan

Resolution 2021-11-23-06

Moved By Councillor Craigmile

Seconded By Councillor Luna

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

CARRIED

8. STAFF REPORTS

8.2 Building and Development Services

8.2.1 DEV 50-2021 November Monthly Report (Building and Development)

Resolution 2021-11-23-07

Moved By Councillor Edney

Seconded By Councillor Craigmile

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

CARRIED

8.2.2 DEV 51-2021 Application for Zoning By-law Amendment (Z04-2021) by Heybolt Ontario Ltd. for 17 Peel Street South

Councillor Pridham declared a conflict on this item.

Resolution 2021-11-23-08

Moved By Councillor Hainer

Seconded By Councillor Luna

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.

CARRIED

8.1 Administration

8.1.1 ADMIN 49-2021 November Monthly Report (Administration)

Resolution 2021-11-23-09

Moved By Councillor Winter

Seconded By Councillor Pridham

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

CARRIED

8.3 Community Services

8.3.1 DCS 37 November Monthly Report (Community Services)

Resolution 2021-11-23-10

Moved By Councillor Pridham

Seconded By Councillor Craigmile

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

CARRIED

8.4 Corporate Services

8.4.1 COR 38-2021 November Monthly Report (Corporate Services)

Resolution 2021-11-23-11

Moved By Councillor Hainer

Seconded By Councillor Luna

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

CARRIED

8.5 Fire and Emergency Services

8.5.1 FD 15-2021 November Monthly Report (Emergency Services)

Resolution 2021-11-23-12

Moved By Councillor Edney

Seconded By Councillor Luna

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

CARRIED

8.6 Human Resources

8.6.1 HR 16-2021 November Monthly Report (Human Resources)

Resolution 2021-11-23-13

Moved By Councillor Pridham

Seconded By Councillor Luna

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

CARRIED

8.7 Public Works

8.7.1 PW 78-2021 November Monthly Report (Public Works)

Resolution 2021-11-23-14

Moved By Councillor Craigmile

Seconded By Councillor Luna

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

CARRIED

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

Resolution 2021-11-23-15

Moved By Councillor Edney

Seconded By Councillor Hainer

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.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

9.1 Smart and Caring Community Grant Program

Councillor Hainer informed Council of a call for applications to the Smart and Caring Community Grant program through Stratford Perth Community Foundations.

Following Council deliberation, Councillor Hainer withdrew the motion citing that other community organizations should be in the running for this grant opportunity at this time.

Resolution 2021-11-23-16

Moved By Councillor Hainer

Seconded By Councillor Winter

THAT Council supports the Smart and Caring Community Grant program;
and

THAT that staff submit an application to the grant program with respect to a pride project.

WITHDRAWN

Councillor Hainer departed the meeting at 8:11 pm.

10. NOTICES OF MOTION

None.

11. BY-LAWS

Resolution 2021-11-23-17

Moved By Councillor Edney

Seconded By Councillor Pridham

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.

CARRIED

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

12. UPCOMING MEETINGS

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

Council took a brief break at 8:12 pm.

Mayor Strathdee called the meeting back to order at 8:26 pm.

13. CLOSED SESSION

Resolution 2021-11-23-18

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT Council move into a session that is closed to the public at 8:26 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.

CARRIED

13.1 Minutes CLOSED SESSION

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

13.1 ADMIN 50-2021 CONFIDENTIAL Committee Appointment Amendment (Youth Council)

14. RISE AND REPORT

Resolution 2021-11-23-19

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT Council rise from a closed session at 10:29 pm.

CARRIED

Mayor Strathdee reported that a closed session was held with two items related to personal matters and labour relations being discussed. Council will now consider motions related to those items.

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

Resolution 2021-11-23-20

Moved By Councillor Edney

Seconded By Councillor Pridham

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.

CARRIED

14.2 2022 Town of St. Marys Wage Grid

Resolution 2021-11-23-21

Moved By Councillor Luna

Seconded By Councillor Edney

THAT Council approves the proposed 2022 Town of St. Marys wage grid to be implemented at Pay Period 14 in 2022.

CARRIED

15. CONFIRMATORY BY-LAW

Resolution 2021-11-23-22

Moved By Councillor Craigmile

Seconded By Councillor Pridham

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.

CARRIED

16. ADJOURNMENT

Resolution 2021-11-23-23

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT this regular meeting of Council adjourns at 10:32 pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk



MINUTES
Special Strategic Priorities Committee

November 30, 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 (video conference)
Councillor Pridham (in-person)
Councillor Winter (in-person)

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Conference Line
Grant Brouwer, Director of Building and Development
André Morin, Director of Corporate Services / Treasurer
Morgan Dykstra, Public Works and Planning Coordinator

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF THE AGENDA

Resolution 2021-11-30-01

Moved By: Councillor Edney

Seconded By: Councillor Pridham

THAT the November 30, 2021 special Strategic Priorities Committee meeting agenda be accepted as presented.

CARRIED

4. STRATEGIC PRIORITIES REVIEW

4.1 DEV 52-2021 Comprehensive Parking Review (final)

Grant Brouwer presented DEV 52-2021 report.

Resolution 2021-11-30-02

Moved By: Councillor Pridham

Seconded By: Councillor Winter

THAT DEV 32-2021 Comprehensive Parking Review Study be lifted from the table for discussion.

CARRIED

During deliberation of the comprehensive parking review, Chair Strathee passed the gavel to Deputy Mayor Edney and placed a motion on the floor for consideration.

Resolution 2021-11-30-03

Moved By: Mayor Strathee

Seconded By: Councillor Craigmile

THAT staff report back with specific examples and greater detail on costs to a developer for changes to the apartment dwelling requirement changes from 1.25 to 1.75 spaces including visitor spaces. The report should include details as to why our apartment requirements for parking would need to be higher than neighbouring municipalities such as South Huron.

CARRIED

Deputy Mayor Edney passed the gavel back to Chair Strathee.

Resolution 2021-11-30-04

Moved By: Councillor Pridham

Seconded By: Councillor Winter

THAT staff report back to Council on:

- attainable housing and the effect of adjusting our by-laws for percentage of green space required; and
- adding development charges if allowed to build a fund to offset attainable housing and to add a special parking requirement for adjusting parking ratios for attainable housing projects only.

The Committee raised the following points:

- why is there a different parking requirement for a nursing home and a long term care home which under a separate Act are considered the same?
- does the reduction of parking spaces at medical clinics and hospitals make sense based on current needs of the establishment in St. Marys?
- will there be options for electric vehicle charging stations in public spaces?
- how is Tim Hortons queuing being addressed on Peel Street North?
- are there opportunities for off-site parking for proposed developments to comply with their parking requirements?
- what will the impact of raising parking rates be for residential? how will that impact the number of units being provided?
- are there concessions for attainable housing residential parking requirements?
- for attainable housing specific developments, could zoning requirements be refocused from offering greenspace to utilizing for parking instead?
- what is an estimated fee for a parking study and a queuing study?
- does section 2.6 of the Zoning By-law include parking for e-bikes?
- what is the vision for the Jones Street parking lot and will horse and buggy parking be impacted?
- would the pump house parking be better utilized for permit parking?

Resolution 2021-11-30-05

Moved By: Councillor Craigmile

Seconded By: Councillor Luna

THAT DEV 52-2021 Comprehensive Parking Review (final) report be received; and

THAT the Strategic Priorities Committee recommends to Council:

THAT Council accepts the Comprehensive Parking Review and directs staff to report back with an implementation plan, in particular showing how High Priority recommendations will be advanced, as well as the other matters raised the Committee, and budgeted for.

CARRIED

4.3 COR 39-2021 Information Systems Strategic Plan

In the essence of time, the Committee moved to agenda item 4.3.

André Morin introduced Ru Ogbonna of Pecunia House Consulting to speak to the Information Systems Strategic Plan.

The Committee raised the following points:

- implementation costs as it relates to staffing support
- how incoming staff will contribute to the project.

Resolution 2021-11-30-06

Moved By: Councillor Edney

Seconded By: Councillor Pridham

THAT COR 39-2021 Information Systems Strategic Plan report be received; and

THAT the Strategic Priorities Committee recommends to Council:

THAT Council accepts the final Information Systems Strategic Plan and directs staff to develop an implementation plan.

CARRIED

4.2 PW 79-2021 Traffic, Parking and Boulevard Maintenance By-law Amendment 2.0

Morgan Dykstra presented PW 79-2021 report.

The Committee considered the proposed amendments and the implications of boulevard maintenance, motorized snow vehicle use and infraction fees, and recreation vehicle parking.

Resolution 2021-11-30-07

Moved By: Councillor Winter

Seconded By: Councillor Luna

THAT PW 79-2021 Traffic, Parking and Boulevard Maintenance By-law Amendment 2.0 report be received;

THAT the Strategic Priorities Committee recommend to Council:

THAT Council consider the proposed amendment to By-law 58-2018 Traffic, Parking and Boulevard Maintenance By-law.

CARRIED

5. NEXT MEETING

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

6. CLOSED SESSION

Resolution 2021-11-30-08

Moved By: Councillor Craigmile

Seconded By: Councillor Luna

THAT the Strategic Priorities Committee move into a session that is closed to the public at 10:41 am as authorized under the *Municipal Act*, Section 239(2)(a) the security of the property of the municipality or local board.

CARRIED

6.1 COR 40-2021 CONFIDENTIAL Cyber Security Audit Update

7. RISE AND REPORT

Resolution 2021-11-30-09

Moved By: Councillor Luna

Seconded By: Councillor Edney

THAT the Strategic Priorities Committee rise from a closed session at 12:02 pm.

CARRIED

8. ADJOURNMENT

Resolution 2021-11-30-10

Moved By: Councillor Craigmile

Seconded By: Councillor Winter

THAT this meeting of the Strategic Priorities Committee adjourns at 12:03 pm.

CARRIED

Al Stratthdee, Mayor

Jenna McCartney, Clerk



NOTICE OF RECEIPT OF COMPLETE APPLICATION AND **REMOTE** PUBLIC MEETING CONCERNING PROPOSED ZONING BY-LAW AMENDMENT

TAKE NOTICE a Statutory Public Meeting is scheduled for **Tuesday, December 21, 2021 at 7:00 pm**. This meeting **will be held remotely** to discuss a proposed Amendment to the Perth South Zoning By-law affecting property located at 4608 Line 5, Blanshard Ward. The Township deems the application, submitted by MHBC Planning Ltd. on behalf of Rosedale Securities Ltd (St. Mary's Cement Inc), as a "complete application" pursuant to Section 34 (10.4) of the Planning Act. This remote Public Meeting is intended to replace an in-person Statutory Public Meeting and to meet the requirements of the Ontario Planning Act, R.S.O. 1990.

The proposed zoning by-law amendment (ZBA) has been made to permit a pit/quarry expansion of the St. Marys "Thomas Street Pit". The ZBA would rezone the property from the existing Agricultural (A) Zone, Agricultural Two (A-2) Zone, and Flood Plain (FP) Zone to the Mineral Aggregate Resources (MAR) Zone to permit a pit and quarry operation expansion.

Because of the COVID-19 pandemic, the Township is electing to host public meetings through remote electronic participation in accordance with the Municipal Act, 2001, as amended by Bill 187, the Municipal Emergency Act, 2020, which amended the Emergency Management and Civil Protection Act and prohibits organized public events of more than ten people.

If you would like to be included in the videoconference meeting on **Tuesday, December 21, 2021** please email the Clerk at lscott@perthsouth.ca by **Monday, December 20, 2021**. More information regarding this process will be made available to those that register.

Those interested in viewing the meeting but not directly participating are asked to view the webcast via Township of Perth South Facebook page at www.facebook.com/PerthSouthTwp/.

We recognize that there may be circumstances that require special accommodation to attend public meetings. Residents can contact the Clerk's Department in advance to make alternative arrangements. A limited number of spaces in the public gallery may be available, should this be necessary. Residents will be subject to a screening test.

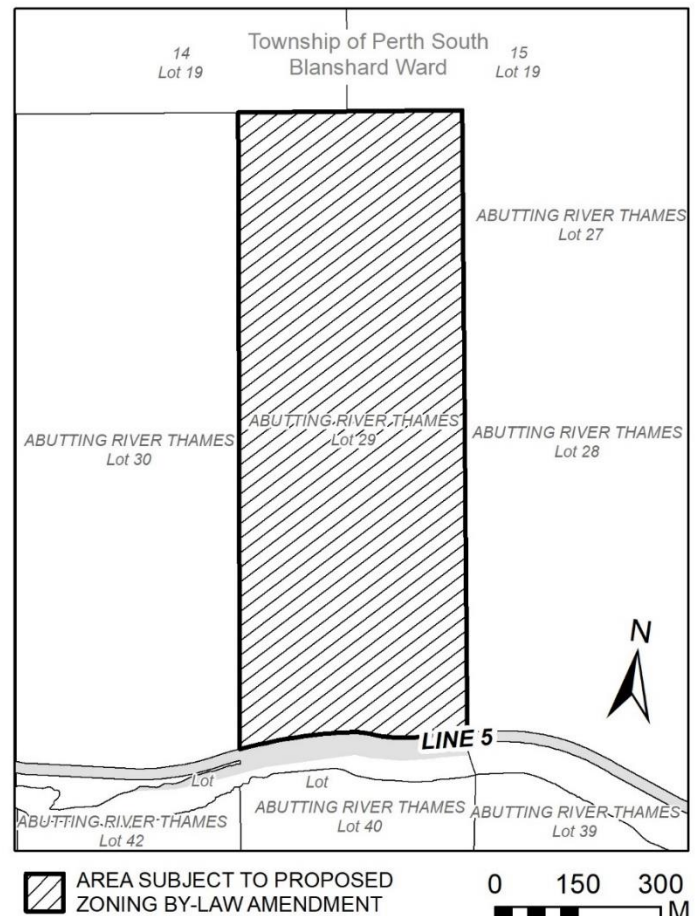
ANY PERSON may virtually attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Zoning By-law Amendment.

Important information regarding appeal rights (please read carefully):

If a person or public body would otherwise have an ability to appeal the decision of the Township of Perth South Council to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting (virtual or in-person) or make written submissions (virtual or in-person) to the Township of Perth South before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions (virtual or in-person) at a public meeting, or make written submissions (virtual or in-person) to the Township of Perth South before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

ADDITIONAL INFORMATION relating to the proposed Zoning By-law Amendment is available upon request and will be shared virtually where possible. If required, arrangements can be made to have a package prepared and available for pick up at the Township office.



DATED AT THE TOWNSHIP OF PERTH SOUTH THIS 1st DAY OF DECEMBER, 2021.

Lizet Scott, Clerk, Township of Perth South, 3191 Road 122, St. Pauls, ON N0K 1V0,

Telephone: 519-271-0619 x224, Email: LScott@perthsouth.ca

From: REDACTED
To: Jenna McCartney
Cc: REDACTED
Subject: Coldest Night Of the Year - 2022
Date: Friday, December 3, 2021 9:42:25 AM

[EXTERNAL]

December 3, 2021

Leslie Hall Edney
136 Queen St. W
St.Marys, On

Jenna McCartney
Town Of St.Marys
Town Clerk
St.Marys, On

Dear Mayor Strathdee and members of Council

I am writing to you in regards to asking Council for an exemption to the by-law that restricts the use of a food truck on public property.

The St.Marys United Way Community Committee is excited to invite our community to participate in a Covid-safe fundraising event the Coldest Night Of the Year; to be held at the Pyramid Recreation Center on the afternoon of Saturday February 26, 2022. David Steward, owner of The Sunset Diner has generously offered to support this event with his food truck by offering participants hot chocolate to help keep people warm on the day of the event.

With guidance from Erica Coddington-Martin, Vanessa Bisschop, and Stephanie Ische our committee was informed that we would need to ask Council for an exemption to the by-law regarding food trucks on public property.

The Coldest Night Of the Year is an inclusive community walk-a-thon that brings together local families and citizens to advocate and fundraise towards programming dedicated to supporting our community members. Services such as the Nourish Market (an equal access market) and our St.Marys Community Developer (Cody Cunningham).

Last year the Coldest Night Of the Year event was held virtually for the Town of St.Marys due to Covid restrictions. The 'virtual walk' encouraged citizens to walk any day in the month of February. This year we would like to host an in person walking event and a virtual event. An in person event option will give St.Marys citizens the opportunity to walk together (united) for a common cause in support of ending homelessness and supporting programs that prevent homelessness.

Thank you for your time and consideration. I would be happy to collaborate and discuss any questions or concerns.

Warmest Regards,
Leslie Hall-Edney
Co-Chairperson
St.Marys United Way Community Committee



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenna McCartney, Clerk
Date of Meeting:	14 December 2021
Subject:	ADMIN 52-2021 Annual Deputy Mayor Appointment

PURPOSE

To facilitate Council's appointment of a Deputy Mayor for the fourth and final year of this 2018 – 2022 term of Council.

RECOMMENDATION

THAT ADMIN 52-2021 Annual Deputy Mayor Appointment report be received; and

THAT Council appoint Councillor _____ as Deputy Mayor effective December 15, 2021 through to November 14, 2022.

BACKGROUND

The Town's Procedure By-Law 20 of 2016 Section 2.5 explains the process of Council appointing a Deputy Mayor on an annual basis as the electors of St. Marys do not elect a Deputy Mayor.

2.5 Appointment of a Deputy Mayor

A Councillor shall be selected to act as Deputy Mayor for a period of 1 year. Nomination shall be by another Councillor and selection shall be at the first regular meeting of Council in December of each year. The appointment procedure shall be presided over by the Mayor. Election shall be by members of Council. A Councillor may be re-elected to serve as Deputy Mayor.

REPORT

The appointment of deputy Mayor to date for this term of Council is as follows:

December 2018 – December 2019 : Councillor Luna

December 2019 – December 2020 : Councillor Craigmile

December 2020 – December 2021 : Councillor Edney

On December As per section 2.5 of By-law 20 of 2016, a Councillor shall be selected to act as Deputy Mayor for a one-year period at the first regular meeting of Council in December of each year.

Mayor Strathdee will open the floor to nominations during the Council meeting of December 14, 2021 for the purpose of appointing a Deputy Mayor for a one-year period effectively bringing to an end the 2018-2022 term of Council.

FINANCIAL IMPLICATIONS

None.

SUMMARY

This report is to facilitate Council's discussion regarding the annual necessity of appointing a Deputy Mayor for the fourth and final year of this term of Council.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None.

ATTACHMENTS

None.

REVIEWED BY

Recommended by the Department



Jenna McCartney
Clerk

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

FORMAL REPORT

To: Mayor Strathdee and Members of Council

Prepared by: Jenna McCartney, Clerk

Date of Meeting: 14 December 2021

Subject: **ADMIN 53-2021 Request for Coldest Night of the Year Event Use of Refreshment Vehicle at PRC**

PURPOSE

To provide Council with background information about the upcoming Coldest Night of the Year event to be held on February 26, 2022 and to seek approval from Council for the event organizers to utilize the parking lot of the Pyramid Recreation Centre for the purpose of hosting a refreshment vehicle.

RECOMMENDATION

THAT ADMIN 53-2021 Request for Coldest Night of the Year Event Use of Refreshment Vehicle at PRC report be received; and

THAT Council permit the organizers of the Coldest Night of the Year in St. Marys to utilize one refreshment vehicle on the public property at 317 James Street South (Pyramid Recreation Centre) on February 26, 2022 provided the refreshment vehicle owner complies with requirements from the St. Marys Fire Department and Huron Perth Public Health.

BACKGROUND

Staff received correspondence from a co-chair of the St. Marys United Way Community Committee seeking permission to place a refreshment vehicle (food truck) at the Pyramid Recreation Centre for the purpose of distributing hot chocolate to participants of the Coldest Night of the Year event.

The Town enacted by-law 34-69 related to the licensing, regulation and governance of food premises including refreshment vehicles in St. Marys. As the by-law is over fifty years old, it is no longer relevant to today's legislation.

As staff receive inquiries from the public from time to time about the Town's regulations surrounding refreshment vehicles, staff provided Council with the following update within report ADMIN 20-2021 May Monthly Report (Administration):

Refreshment Vehicles: Council may have noticed that there are up to three refreshment vehicles operating in St. Marys periodically.

- The operation of refreshment vehicles is regulated by the HPPH in terms of food, health, and public safety approvals.*
- Operators are required to have the Fire Department approve their suppression requirements.*
- Municipalities typically also regulate the operation of refreshment vehicles on public property through a Refreshment Vehicle By-law. Presently, the Town does not have a Refreshment Vehicle By-law. When asked by interested persons, the interpretation that*

staff have provided to date is that refreshment vehicles are not permitted on public property.

- *The Zoning by-law is silent on the operation of refreshment vehicles on private property. When asked by interested persons, the interpretation that staff have provided to date is that refreshment vehicles are permitted to operate on private property if the property is commercially zoned.*

REPORT

Staff have interpreted that refreshment vehicles may be utilized on private property and not public property. If an owner of a refreshment vehicle wishes to set up business on private, commercially zoned property, other than seeking approvals from the St. Marys Fire Department and Huron – Perth Public Health, the Town has no further interest in the matter.

If a Town department were to hold an event, the interpretation of staff is that the department could enter into an agreement with a refreshment vehicle vendor for the sole purpose of that event and proceed accordingly on Town property (public property).

As there is no specific by-law on the books that addresses the use of refreshment vehicles on public property for an event not hosted by a municipal department, staff are seeking Council's approval of this matter.

The Coldest Night of the Year in St. Marys will be hosted by the Community Developer and the Nourish Market. It will be held on Saturday, February 26, 2022 and commences at 2:30 pm. The event includes an option for a 2 km or 5 km walk which get under way at 3:00 pm. The funds raised are for United Way Perth-Huron and specifically support St. Marys programs and services.

The event organizer's have partnered with a local business for the purpose of offering hot chocolate to the participants of the event. The hot chocolate will be offered through the refreshment vehicle. As well, fries will be available for purchase.

If Council approves of the use of a refreshment vehicle on Town property for this specific event, staff will ensure that the refreshment vehicle owner notifies the St. Marys Fire Department and Huron Perth Public Health for any further requirements.

FINANCIAL IMPLICATIONS

None.

SUMMARY

The St. Marys United Way Community Committee is seeking permission from Council to place a refreshment vehicle on the property of the Pyramid Recreation Centre for the Coldest Night of the Year event on February 26, 2022 for the purpose of distributing hot chocolate during the event.

Staff recommend approval of this request as the event supports programs and services within St. Marys and therefore, it is charitable in nature. The refreshment vehicle will be serving items to participants of the event and is not considered to be open to the public for general use.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

None.

ATTACHMENTS

None.

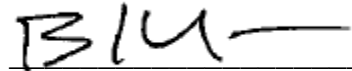
REVIEWED BY

Recommended by the Department



Jenna McCartney
Clerk

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Brent Kittmer, Chief Administrative Officer
Date of Meeting:	14 December 2021
Subject:	ADMIN 54-2021 Stratford Police Service Agreement Review

PURPOSE

The purpose of this report is to present to Council a review of the current police services contract. The Community Policing Advisory Committee (CPAC) has completed their review of the contract, and they have recommended that the Town continue to retain the services of the Stratford Police Services.

RECOMMENDATION

THAT ADMIN 54-2021 Stratford Police Service Agreement Review be received; and

THAT Council continues to retain the policing from the Stratford Police Services (SPS) and renew the services agreement for a second 5-year term; and

THAT Council considers improvements to the language of the following sections of the Services Agreement, to be discussed with the SPS, the City of Stratford Police Services Board, and the City of Stratford:

- Financial Administration and Cost Reconciliation; and
- Termination.

BACKGROUND

In November 2018 the Town of St. Marys transitioned from being policed by the OPP to being policed by the Stratford Police Service. SPS services in St. Marys are guided by a services agreement. At the time of negotiating the agreement, it was acknowledged by the City of Stratford, the Police Services Board (PSB), the SPS, and the Town that there are few existing similar service agreement precedents to draw upon. As a result, the services contract that was agreed upon is fully customized.

Knowing this, the parties further acknowledged that the services agreement may not perfectly describe the operating relationship once it was put into practice. The services agreement plans for this, and includes Clause 41 which charges the CPAC with completing periodic reviews of the services agreement to:

- Evaluate the successes of the agreement in providing adequate and effective police services to the Town;
- Assess the costs impacts of the agreement on the City, the Town and the Board; and
- Make recommendations to the City, the Town and the Board as may be appropriate in light of the findings.

Additionally, the term of the services agreement is set to end on December 31, 2023. The agreement includes an automatic 5-year renewal so long as no party to the agreement provides notice of its intent

to terminate. The notice period is set at 24-months, meaning that notice of termination needs to be delivered on or before December 31, 2021.

REPORT

At their November 24, 2021 meeting, CPAC completed their review of the current state of policing services, and how the services agreement is functioning to manage the partnership between the Town, the City of Stratford, the Stratford PSB, and the SPS. The SPS services agreement and the CPAC terms of reference both note that the committee may conduct its review on such terms of reference as the committee may adopt. For simplicity, staff developed a chart that provides a clause-by-clause review of the SPS services agreement. Through this approach, along with the additional information below, the committee was able to satisfy each of the three key purposes for the review noted above.

The clause-by-clause review is attached to this report in chart form. To help facilitate Council's discussion, staff have included their observations of how each clause is functioning along with a recommendation if the clause should stand, be amended, or if further discussion is warranted with the SPS.

Notable excerpts and discussion points are as follows:

Police Facilities:

Requirement:

See attached Clause 7.

Staff Comments:

To date the SPS has access to 600 sq ft of office space located in the lower Town Hall. The topic of the adequacy of this space has been discussed a number of times at CPAC with the Chief, Deputy Chief, and officers using the space with the following relevant points made:

- The space is adequate for the routine day to day uses that they need (i.e. reporting, lunchroom, small meeting space, etc.).
- The space is not sufficient for the officers to conduct the full slate of services similar to while in Stratford. For example:
 - There is no location to conduct sensitive interviews (i.e. sexual assault investigations).
 - Drivers suspected of being impaired need to be taken to Stratford for an intoxilyser test.
 - Fingerprinting etc. must be completed in Stratford.
- One advantage of Town Hall is patrons seeking police assistance are greeted by Town customer service staff. If the Town were to consider relocating the SPS to a storefront it may reduce accessibility to the police as normal operating procedure would be for the door to be secured unless a customer service position was added. This would increase the Town's cost of policing.

Under the current service approach, there are a number of instances where an officer is required to return to Stratford to complete their necessary investigation. This does not necessarily mean that St. Marys is left without an officer as alternative patrols (i.e. Perth South Officer) ensure that St. Marys is covered.

Staff Recommendation:

Unless the Town is prepared to provide or construct a fully outfitted space for the police, the police will be required to go to Stratford for certain aspects of their work. Even if turn-key space is provided, the police have indicated it may not fully remove their need to return to Stratford on a case-by-case basis.

No changes recommended.

Financial Administration and Cost Reconciliation:

Requirement:

See attached Clauses 12-15

Staff Comments:

Overall, the Town's budget process is ahead of the City of Stratford's, which causes Clauses 12-15 not to be fully adhered to.

To date, the SPS has provided staff with a budget estimate by mid-November of each year to use as the Town develops its draft budget for Council deliberation in December. The budget estimate provided is qualified by the SPS as not having been approved by the City, and subject to change. The budget estimate includes explanations and rationale of changes. Informal discussions are held between the Chief, Deputy Chief and the Town CAO to explain any areas of increase when the first budget estimate is provided.

After the Stratford PSB and City Council have reviewed the SPS budget, then the Chief and Deputy are able to provide the formal final budget estimate required by Clause 14. Once received, staff confirm if the formal estimate is within the budget estimate used in drafting the budget and determine if any budget changes are needed. To date, the formal estimate has closely matched the preliminary estimate and there has been no need to adjust the Town's budget to reflect the final estimate.

In theory, the clauses of the agreement as written work well. However, in practice the timing issues noted above could cause a budget issue for the Town. By the time the formal budget estimate is received, usually Town Council has almost completed their budget process and the Town has a good understanding of what the tax levy increase will be. If it ever came to be that the final estimate was far greater than the preliminary estimate, this could cause the Town's levy to increase and require Council to revisit the budget to find reductions.

Staff Recommendation:

It is worth a discussion with the SPS to find a budget process that meets their need to have their budget estimates considered by their PSB and City Council before being formally issued to the Town, but also meets the need of the Town to have accurate budget estimates early that won't affect the Town's budget deliberations at the 11th hour.

Contract Termination:

Requirements:

See attached Clauses 45-51

Staff Comments:

The Termination clauses have not been tested as this is the first iteration of the agreement.

In regards to notice, 24 months was chosen to provide the SPS sufficient time to address employee relations matters for the officers assigned to the contract. This was in an effort to help reduce potential termination costs to the Town as it would allow time for officers to be reassigned internally using attrition.

Of note, the agreement only addressed how to reconcile costs if the agreement is terminated by the Town.

Staff Recommendation:

A key question today is does the 24-month notice period remain relevant? Should it be shortened or lengthened?

Additionally, it is assumed that if the agreement is terminated by the City that the Town will not be responsible for termination costs. However, this is not expressly clear and does represent a risk for a dispute upon termination unless clear language can be agreed upon.

Staff are recommending that these Clauses are worth a discussion with the SPS and the City of Stratford to determine if amendments should be made for the sake of clarity.

FINANCIAL IMPLICATIONS

Overall, the Town is receiving good value for the costs of services that are provided. Staff's conclusion is that the costs impacts of the agreement are reasonable for the Town, and is based on the following:

Operating Costs:

- The final year of the OPP contract for service in 2017 was budgeted at \$1,155,089, which is the aggregate costs for capital and operating contributions.
- The actual contract costs to date for 2019-2021 with the SPS are shown below:

St. Marys Police Costs Stratford Police Contract	Actuals		
	2019	2020	2021
Monthly Contract	1,007,400	1,045,302	1,088,282
Year End Adjustment	-35,789	-35,542	
Vaccination Cost			1,562
Net Contract Cost	971,611	1,009,760	1,089,844

- The 2022 operating budget projection for the SPS is \$1,136,465, including Park Patrol.

Capital Costs:

- The primary cost impact to the Town from the service agreement is the Town's responsibility to purchase capital equipment used by the police.
- The SPS has provided a 5-year capital plan as required in the agreement so that the Town can develop a plan to fund these capital replacements.
- The impact of this cost has been smoothed out by using reserves to fund annual purchases:
 - The reserve was initially seeded by budgeting for operating police costs at 2017 levels, and placing the difference between the actual costs and budget costs in reserve.
 - Now, any annual reconciliation payments paid back to the Town are placed into reserve to ensure there is sufficient balance to fund future capital purchases.

Special Service Costs

One cost risk flagged during the policing transition was the risk of increased costs driven by special services (i.e. services that the SPS have to procure from another police force in a response). Through the Town's negotiations with the police, staff and Council were assured that the Town would not see an impact due to special services costs as the SPS and neighbouring forces work together in a reciprocal without an exchange of invoices.

Throughout the life of the contract to date, there have been a number of situations in St. Marys that have dictated the use of "special services" by the SPS in their response. To date, the Town has not been billed for these special services.

SUMMARY

CPAC has been charged by Council to complete a review of the services agreement with the SPS to:

- Evaluate the successes of the agreement in providing adequate and effective police services to the Town;
- Assess the costs impacts of the agreement on the City, the Town and the Board; and
- Make recommendations to the City, the Town and the Board as may be appropriate in light of the findings.

Overall, it is staff's position and recommendation that:

- Having the SPS provide policing to the Town of St. Marys represents good value for service, at an appropriate service level for the community. For these reasons, staff recommends that the Town renew the agreement for a second 5-year term.
- Overall, the service agreement with the SPS functions well to describe the contractual relationship. However, improvements to the language of the following sections should be discussed with the SPS, the City of Stratford Police Services Board, and the City:
 - Financial Administration and Cost Reconciliation
 - Termination

Upon completing their review, CPAC agreed with staff's recommendation and passed the following resolution for Council to consider:

Moved By Councillor Winter

Seconded By Paul Dunseith

THAT ADMIN 51-2021 Policing Contract Review be received; and

THAT the Community Policing Advisory Committee recommends to Council:

THAT Council continues to retain the policing from the Stratford Police Services (SPS) and renew the services agreement for a second 5-year term; and

THAT Council considers improvements to the language of the following sections of the Services Agreement, to be discussed with the SPS, the City of Stratford Police Services Board, and the City of Stratford:

- Financial Administration and Cost Reconciliation; and
- Termination.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Community Policing Advisory Committee, Stratford Police Services

ATTACHMENTS

1. Review of Policing Contract

REVIEWED BY

Recommended by the CAO



Brent Kittmer, Chief Administrative Officer

Agreement Clause	Observations to Date	Recommendation
CONTRACTED SERVICES		
<p>3.</p> <p>(a) The City shall provide adequate and effective police services in accordance with the needs of the Town and in compliance with the terms and conditions of this Agreement.</p> <p>(b) The police services to be provided under subsection (a) are set out more particularly in Schedule B to this Agreement, "Description of Contracted Services".</p>	<p>Schedule B (attached) describes the legislative policing services to be provided. It also describes a number of other services that SPS is to provide, and in some circumstances, how they are to be provided (i.e. directly, mutual aid, etc.). The schedule also describes the staffing compliment to be dedicated to St. Marys</p> <p>To date, a number of the services described have not been able to be observed because incidents requiring their use have not occurred.</p> <p>With respect to day to day services, there have been minimal to no service concerns raised by the public since the commencement of the contract. From a contract administration perspective, the SPS has been responsive to the organization's needs and have dealt with service requests and other inquiries.</p> <p>With respect to staffing levels, the contractual requirements for a Community Resources officer and dedicated patrol officer have been fulfilled with no concerns noted to date. Council requested that staff investigate the cost of increasing the service level to two patrol officers. This was presented at a start up cost in the order of \$120,000 - \$150,000, annual budget increase of \$600,000, and a capital budget cost impact of a minimum \$65,000 every three years. Council's decision was to maintain service levels at the 2021 level.</p> <p>Throughout the pandemic, the SPS has participated as a member of the Town's emergency control group as required in the agreement and has supported the development of the Town's emergency response.</p>	<p>This section and the associated schedule(s) appear to effectively describe the policing services required and provided in the Town of St. Marys.</p> <p>In terms of service levels, Council has provided direction that the 2022 budget be prepared at the same service level as 2021.</p> <p>No recommendations to this section of the agreement.</p>
<p>4. The City shall undertake and be responsible for ensuring that the police services provided pursuant to this Agreement comply with all applicable laws, by-laws, regulations, policies and policing standards, including but not limited to those set by the Act, O. Reg 3/99, "Adequacy and Effectiveness of Police Services".</p>	<p>None. Provides clarity as to who is statutorily responsible for meeting the standards of the Police Services Act.</p>	<p>No changes recommended.</p>
<p>5. The City shall enforce the by-laws of the Town set out in Schedule "B".</p>	<p>By-laws listed for enforcement include</p> <ul style="list-style-type: none"> • Traffic and parking • Cemetery by-Law (establishing a speed limit on the grounds) • Noise • Fees for public services (fees for police services, false alarms) • Public nuisance • Hawkers and peddlers • Quarries • Fortification of land • Salvage yards <p>To date, by-law enforcement has been on an as required basis. When extra attention has been requested by the Town (i.e. parking enforcement) the SPS has responded effectively, and in partnership with the Town. Reporting of by-law issues to CPAC and the Town has improved through the police providing maps of occurrences by type.</p> <p>The service level increase of adding Park Patrol staff in the summer months has made by-law enforcement more proactive. The Town assists in this process by providing by-law specific training to members of the Park Patrol.</p>	<p>No changes recommended.</p>

Agreement Clause	Observations to Date	Recommendation
	Overall this program has become very successful with Park Patrol staff being used to complete public education on key by-laws and issues.	
6. If, as a result of a change to any law, by-law, regulation or provincial policy, the services set out in Schedule B no longer meet the standards for adequate and effective police services, then the City shall provide any and all additional equipment, personnel, and resources required to provide adequate and effective police services to the Town and the Town shall be responsible for the additional costs of any such equipment, personnel and resources in accordance with this Agreement.	<p>To date, this clause has not been formally tested. However, the SPS are taking on a body camera pilot, and it can be used to offer observations.</p> <p>In the case of the change to body cameras, there was adequate notice to the Town of the impending pilot and the forecasted costs. This allowed the Town to budget accordingly.</p>	No changes recommended.
7. The Town shall provide the City with sufficient office space, equipment and facilities to run a police detachment, as set out in Schedule "C", "Description of Town Facilities".	<p>To date the SPS has access to 600 sq ft of office space located in the lower Town Hall. The topic of the adequacy of this space has been discussed a number of times with the Chief, Deputy Chief, and officers using the space with the following relevant points made:</p> <ul style="list-style-type: none"> The space is not sufficient for the officers to conduct the full slate of services similar to while in Stratford. For example: <ul style="list-style-type: none"> There is no location to conduct sensitive interviews (i.e. sexual assault investigations). Drivers suspected of being impaired need to be taken to Stratford for an intoxilyser test. Fingerprinting etc. must be completed in Stratford. One advantage of Town Hall is patrons seeking police assistance are greeted by Town customer service staff. If the Town were to consider relocating the SPS to a storefront it may reduce accessibility to the police as normal operating procedure would be for the door to be secured unless a customer service position was added. This would increase the Town's cost of policing. <p>Under the current service approach, there are a number of instances where an officer is required to return to Stratford to complete their necessary investigation. This does not necessarily mean that St. Marys is left without an officer as alternative patrols (i.e. Perth South Officer) ensure that St. Marys is covered.</p>	<p>Unless the Town is prepared to provide or construct a fully outfitted space for the police, the police will be required to go to Stratford for certain aspects of their work. Even if turn-key space is provided, the police have indicated it may not fully remove their need to return to Stratford on a case-by-case basis.</p> <p>The continued summary feedback from the police is that the space is adequate for the routine day to day uses that they need (i.e. reporting, lunchroom, small meeting space, etc.).</p> <p>No changes recommended.</p>
AREA SERVICED		
8. The Contracted Services shall be provided to the area within the geographic boundaries of the Town as set out in the Boundary Schedule attached as Schedule "D" to this Agreement.		No changes recommended. The existing schedule accurately depicts the service area.
PAYMENT TO THE CITY		
9. The Town shall pay the City to provide police services to the Town.		No changes recommended. This clause is a lead-in to the payment sections.
10. The Town shall pay the City a fixed amount for the following costs in accordance with the Cost Estimate. For greater certainty, there shall be no reconciliation or other adjustment to the fixed amount of the costs set out in this paragraph: (a) Personnel Costs – the fixed amount set out in the Cost Estimate and referred to as Part Time Salaries and Wages, Part Time Benefits and Payable EAP for the cost of wages, benefits and allowances for the part-time police officers required to provide the Contracted Services; (b) Support Costs – the fixed amount set out in the Cost Estimate and referred to as Support Costs for supervisory and support personnel,	This section establishes the major non-reconcilable cost categories that the Town's annual budget is prepared to reflect. To date, the SPS has provided the budget in a format that reflects these categories.	No changes recommended.

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<p>including staff sergeants, sergeants, communicators and recording clerks; and</p> <p>(c) Operating Costs – the fixed amount set out in the Cost Estimate and referred to as Operating Costs for all operating costs not covered above, including administrative support, investigative support, Emergency Response Unit, canine, community services, training, criminal investigations, street crime unit, special victims unit, prisoner meals, police vehicle leases, police vehicle maintenance, general supplies and equipment, Bell Private I.P. Radio, and legal services.</p>		
<p>11. The Town shall pay the City a reconcilable amount for the following costs in accordance with the Cost Estimate:</p> <p>(a) Personnel Costs – The reconcilable amount set out in the Cost Estimate and\ referred to as F.T. Salaries and Wages and F.T. Benefits for the cost of wages, benefits and allowances for the full time police required to provide the Contracted Services;</p> <p>(b) Capital Costs – the actual cost to the City or any equipment or upgrades required to provide the Contracted Services, or the Town's share of the actual cost if the capital cost is shared; and</p> <p>(c) Special Services Costs – the actual cost to the City of any service required to provide the Contracted Services which the Stratford Police Service is unable to provide internally, or the Town's share of the actual cost if the special service is shared.</p>	<p>This section establishes the major reconcilable cost categories that the Town's annual budget is prepared to reflect. To date, the SPS has provided the budget in a format that reflects these categories.</p>	<p>No changes recommended.</p>
FINANCIAL ADMINISTRATION AND COST RECONCILIATION		
<p>12. For every year in which this Agreement is in effect, the City shall provide the Town with a detailed Cost Estimate showing the projected cost of providing the Contracted Services for that year.</p>	<p>Overall, the Town's budget process is ahead of the City of Stratford's, which causes Clauses 12-15 not to be fully adhered to.</p>	<p>It is worth a discussion with the SPS to find a budget process that meets their need to have their budget estimates considered by their PSB and City Council before being formally issued to the Town, but also meets the need of the Town to have accurate budget estimates early that won't affect the Town's budget deliberations at the 11th hour.</p>
<p>13. The Cost Estimate for 2018 is attached hereto as Schedule "E" to this Agreement.</p>	<p>To date, the SPS has provided staff with a budget estimate by mid-November of each year to use as the Town develops its draft budget for Council deliberation in December. The budget estimate provided is qualified by the SPS as not having been approved by the City, and subject to change. The budget estimate includes explanations and rationale of changes. Informal discussions are held between the Chief, Deputy Chief and the Town CAO to explain any areas of increase when the first budget estimate is provided.</p>	
<p>14. For every Subsequent Year, the City shall provide the Cost Estimate to the Town not later than November 1 of the preceding year. The Cost Estimate for a Subsequent Year shall be in the same form as Schedule E, and shall include the following:</p> <p>(a) Estimated Full-time Personnel Costs – the total Estimated Personnel Costs for the Subsequent Year, together with a detailed breakdown thereof;</p> <p>(b) Part-time Personnel Costs – the total Part Time Salaries and Wages, Part-time Benefits, and Payable EAP;</p> <p>(c) Estimated Capital Costs – the total estimated Capital Costs for the Subsequent Year, together with a detailed breakdown thereof;</p> <p>(d) Estimated Special Services Costs – the total estimated Special Service Costs for the Subsequent Year, together with a detailed breakdown thereof;</p> <p>(e) The Total Estimated Reconcilable Cost, which shall be the total of the Estimated Full-Time Personnel Costs, Estimated Capital Costs and Estimated Special Services Costs;</p> <p>(f) Operating Costs & Support Costs – the total Operating Costs and Support Costs for the Subsequent Year, together with a detailed breakdown thereof;</p>	<p>After the Stratford PSB and City Council have reviewed the SPS budget, then the Chief and Deputy are able to provide the formal final budget estimate required by Clause 14. Once received, staff confirm if the formal estimate is within the budget estimate used in drafting the budget and determine if any budget changes are needed. To date, the formal estimate has closely matched the preliminary estimate and there has been no need to adjust the Town's budget to reflect the final estimate.</p> <p>In theory, the clauses of the agreement as written work well. However, in practice the timing issues noted above could cause a budget issue for the Town. By the time the formal budget estimate is received, usually Town Council has almost completed their budget process and the Town has a good understanding of what the tax levy increase will be. If it ever came to be that the final estimate was far greater than the preliminary estimate, this could cause the Town's levy to increase and require Council to revisit the budget to find reductions.</p>	

Agreement Clause	Observations to Date	Recommendation
<p>(g) Total Estimated Annual Cost, which shall be the total of the Total Estimated Reconcilable Cost and the Operating and Support Costs; and,</p> <p>(h) Monthly cost, which shall be the Total Estimated Annual Cost divided by twelve.</p>		
<p>15. The Cost Estimate shall include, where applicable, a concise explanation of any projected cost increases compared to the previous year.</p>		
<p>16. Within sixty (60) days of receiving the Cost Estimate, the Town shall either provide the City with written confirmation that the Cost Estimate is accepted, or shall initiate the Dispute Resolution process set out below. If the Town does not respond to the Cost Estimate within sixty (60) days of receiving it, then it shall be deemed to have accepted the Cost Estimate.</p>	<p>Town Council has delegated authority to CPAC to review the annual budget estimate and to make a recommendation to Council if the budget estimate should be accepted or sent to dispute.</p> <p>To date, when the formal budget estimate is received from the SPS, the budget estimate is brought to the next available CPAC meeting for review and discussion, and CPAC's recommendation is then presented to Council at the next available "first meeting of the month".</p> <p>To date, CPAC has only recommended that Council accept the budget estimate from the SPS, meaning the dispute resolution mechanisms have not been tested.</p> <p>When this clause was written into the agreement, the intent was to give the Town the ability to dispute large policing budget increases. It was originally contemplated that this budget review process by CPAC would occur before the policing budget estimate was included in the Town's draft operating budget. Practically speaking, because of the timing issue noted above, CPAC's budget review has occurred after Council has already considered the global policing budget estimate included in the draft budget.</p>	<p>No changes recommended.</p> <p>Despite the timing issue noted, this clause still functions as intended. The Town still has the ability to dispute the budget, and the 60-day window is triggered by receipt of the formal estimate.</p>
<p>17. The Town shall pay the Monthly Cost to the City monthly, on the fifteenth (15th) of the month, for every month in which this Agreement is in effect.</p>	<p>This clause provides clarity as to the expectation for the Town's payment to the City with no issues noted to date.</p>	<p>No changes recommended.</p>
<p>18. In the event that the Town disputes the Cost Estimate, the Town shall nevertheless pay the Monthly Cost to the City and the payments made under the disputed Cost Estimate may be retroactively adjusted as a result of the dispute resolution.</p>	<p>This clause provides clarity as to the expectation of what will happen in the case of a dispute resolution involving costs and has not yet been tested.</p>	<p>No changes recommended.</p>
<p>19. Once every five years during which this Agreement is in effect, the City shall provide the Town with a detailed projection of the Capital Costs under this Agreement for the following five years, broken down by year, to assist the Town in budgeting appropriately. The five year cost projection shall be updated as often as required to remain accurate, and in any event not less than once per year. The City shall use best efforts to ensure the five-year cost projection remains up to date.</p>	<p>To date, the SPS has provided an updated capital plan each year with the annual budget estimate.</p> <p>In addition, as new capital costs may emerge (i.e. radio upgrades and body cameras) the Chief and Deputy Chief have consulted the Town far in advance of the annual budget preparation. This has provided the Town with sufficient time to budget plan for any cost increases.</p>	<p>No changes recommended.</p>
Cost Reconciliation of Full Time Personnel Costs		
<p>20. After every year for which this Agreement is in effect, the City shall provide the Town with a Reconciliation Statement showing the actual amount incurred by the City for the full time salaries, wages and benefits for the entire Stratford Police Service. The Town agrees that it will be responsible for 8.7% of the actual amount incurred for full time salaries, wages and benefits for the entire Stratford Police Service. If 8.7% of the actual amount incurred is greater than the amount set out in the Cost Estimate, the Town shall make a payment to the City in the amount of such difference. If 8.7% of the actual amount incurred</p>	<p>To date, the Town has received a reconciliation payment in each year of the contract.</p> <p>2019 – credit \$35,789.27</p> <p>2020 – TBD</p> <p>The reconciliation payment is placed in the policing reserve to fund future operating deficits and/or capital purchases.</p>	<p>No changes recommended.</p> <p>This approach to reconciliation was chosen to simplify the process and to reduce the administrative burden on the Stratford Police Service so they would not have to keep a line-by-line account of costs.</p>

Agreement Clause	Observations to Date	Recommendation
is less than the amount set out in the Cost Estimate, the City shall make a payment to the Town in the amount of such difference.		
Cost Reconciliation of Capital Costs and Special Service Costs		
21. After every year for which this Agreement is in effect, the City shall provide the Town with a Reconciliation Statement showing the actual cost incurred by the City for the Capital Costs and Special Service Costs listed in the Cost Estimate for that year, as well as the total thereof (the Total Actual Reconcilable Cost), and the difference between the two, if any.	<u>Special Service Costs and Reconciliation:</u> To date, there have been special services provided in the contract on several occasions. In the case of the August 2020 drowning, OPP divers were called in to assist, and no additional “special service” costs were billed. In 2020 the Town added Park Patrol, and this was funded through an approved budget variance. The SPS provided a budget estimate and final bill reflecting direct costs that was paid by the Town. There was no reconciliation of costs required. For 2021, the costs of park patrol are included in the base policing budget approved by Council. No reconciliation was provided as Park Patrol services billed as a separate item by the police reflecting direct costs of the service. <u>Capital Costs and Reconciliation:</u> To date, the practice for capital costs is similar to the above. The SPS have made the Town aware in advance of budget preparation of the forecasted capital costs for the upcoming year. After costs are incurred, the Town pays is direct proportional costs and there is no need for reconciliation. This is a simpler and more practical way to administer capital costs.	No changes recommended. Although the reconciliation approach in this clause has not been tested, it is a good practice to keep the process as set out in the agreement. This will protect the Town and the City in the event the relationship changes in such a way that the formality of the agreement needs to be relied upon.
22. In the event that the Total Actual Reconcilable Cost is greater than the Total Estimated Reconcilable Cost, the Reconciliation Statement shall include a concise explanation of the discrepancy.		
23. The City shall provide the Reconciliation Statement not later than March 1 of each year.		
24. Within sixty (60) days of receiving the Reconciliation Statement, the Town shall either provide the City with written confirmation that the Reconciliation Statement is accepted, or shall initiate the Dispute Resolution process set out below. If the Town does neither within sixty (60) days, then it shall be deemed to have accepted the Reconciliation Statement.		
25. The difference between the Total Estimated Reconcilable Cost and the total shown in the Total Actual Reconcilable Cost shall be known as the Reconciliation Payment.		
26. If the Total Actual Reconcilable Cost is greater than the Total Estimated Reconcilable Cost, then the Town shall pay the Reconciliation Payment to the City.		
27. If the Total Actual Reconcilable Cost is less than the Total Estimated Reconcilable Cost, then the City shall pay the Reconciliation Payment to the Town.		
28. The Reconciliation Payment shall be made by the party responsible for paying it not more than thirty (30) days after the Reconciliation Statement is accepted or deemed accepted.		
29. No interest shall be payable on the Reconciliation Payment.		
Record Keeping		
30. The City and the Board shall keep all records, statements of account, invoices and any other such financial and accounting documents related to the Contracted Services, for a period of seven years.	This clause provides clarity as to the expectation of the SPS and has not yet been tested.	No changes recommended.
31. The City and the Board shall permit the Town, upon reasonable notice to the City and the Board, to examine all such records and books of account related to the Cost Estimate, the Reconciliation Statement, or both.	This clause provides clarity as to the expectation of the SPS and has not yet been tested.	No changes recommended.
32. The City and the Board shall, if requested by the Town and at the Town’s sole expense, provide the Town with audited financial statements in relation to the Contracted Services.	This clause provides clarity as to the expectation of the SPS and has not yet been tested.	No changes recommended.
PROPERTY ACQUIRED PURSUANT TO THIS AGREEMENT		
33. Any property, asset or equipment listed in the Cost Estimate (hereinafter called a “Town Asset”) shall, once purchased, be owned and insured by the City and used to benefit the Town unless otherwise agreed to in writing by the parties.	This clause provides clarity as to who owns assets after they are purchased. No issues noted to date.	No changes recommended.
34. The City shall not sell, transfer or dispose of any Town Asset unless it has first provided the Town with the option of purchasing the Town Asset for a sale price of one dollar (\$1.00), and the Town has declined the option in writing. If the Town declines the option in writing, then the City may sell, transfer or dispose of the Town Asset as it sees fit and the Town shall not be entitled to any revenue from such a sale.	This clause provides clarity as to how assets are disposed once they are replaced. This clause will be tested in 2022 with the replacement of a cruiser dedicated to St. Marys. SPS has noted that any residual trade-in value of the vehicle will be deducted from the amount paid by the Town.	No changes recommended.

Agreement Clause	Observations to Date	Recommendation
35. If, upon the termination of this Agreement, the City wishes to retain any Town Asset for use by the City or the Board, then the City may deliver a written request to the Town to retain the Town Asset. If the Town approves the request, then the City shall pay the Town the depreciated fair market value of the Town Asset, as agreed to by the treasurers of the City and the Town, both acting reasonably, in consideration of the continued ownership of the Town Asset. If the Town rejects the request, then the City shall sell the Town Asset to the Town for a sale price of one dollar (\$1.00).	This clause provides clarity as to how asset ownership is dealt with upon termination of the agreement. Clause has not yet been tested.	No changes recommended.
COMMUNICATION		
36. The Town shall establish and appoint members to a Community Policing Advisory Committee ("Committee") to advise the Chief of the overall objectives and priorities for police services in the Town. The role and responsibilities of the Committee shall be analogous to those described in Section 10 (9)(b), (c) and (e) and (f) of the Act. The Committee's role shall be advisory and the Committee shall not give orders or directions to the Chief or any member of the police force.	Council has established a CPAC with a terms of reference that is consistent with the provisions of this clause.	No changes recommended.
37. A representative of the Committee shall be permitted to attend meetings of the Board to advise the Board with respect to objectives and priorities for the police services in the Town. The representative of the Committee shall be a non-voting attendee.	CPAC has nominated one member of the committee to attend Stratford PSB meetings consistent with the provisions of this clause.	No changes recommended.
38. Not less than once per month, the Chief shall submit to the Committee a written report summarizing the policing activities in the Town, the form of which report shall be agreed to by the Chief and the Committee. The monthly report shall include the following: (a) a summary of the status of any active complaints under Part V of the Act which relate to the Contracted Services; (b) a summary of the status of any active Special Investigations Unit investigations which relate to the Contracted Services; (c) the total number of calls for service and total number of tickets issued in relation to the Contracted Services; (d) a summary of the number and type of reported motor vehicle collisions occurring in the Town of St. Marys; (e) a summary of the number and type of criminal charges laid in relation to the Contracted Services; (f) a summary of the number and type of incidents related to the Contracted Services involving young offenders; (g) a summary of the community involvement activities and functions of the Stratford Police Services in the Town of St. Marys; (h) a detailed monthly statement of operations showing the actual expenditures made by the Stratford Police Services Board in providing the Contracted Services in that month; and, (i) any other information the Committee requests be included in the report, provided that disclosing such information does not violate any applicable law or policy of the Stratford Police Service.	To date, the SPS has been flexible to adjust the monthly report at the request of CPAC to reflect the statistics of interest of the committee. As a result, the CPAC receives a report from the SPS that meets and exceeds the requirements of this clause.	No changes recommended.
39. Not less than once per month, or more frequently if requested by the Committee, the Chief shall meet with the Committee or its representative to discuss the policing activities in and needs of the Town and any required or recommended changes to the Contracted Services.	The meeting schedule of CPAC reflects the Town's former PSB and is meeting once a month, excepting July, August and December.	No changes recommended.
40. The Town may by By-law delegate any of its rights and responsibilities pursuant to this Agreement to the Committee, and if it does so, the City and the Board shall work cooperatively with the Committee to give effect to the terms of this Agreement.	As noted, though the CPAC TOR Council has delegated CPAC the responsibility to review the annual budget estimate and to make a recommendation to Council to accept/dispute. This is the only right or responsibility of Council that has been delegated to CPAC to date.	No changes recommended.

Agreement Clause	Observations to Date	Recommendation
PERIODIC REVIEW		
41. The Committee shall conduct a review of the state of the Town’s police service, on such terms of reference as the Committee may adopt, after this Agreement has been in effect for one (1) year, and periodically thereafter, and shall report its findings to the Town Council.	The present review is the first review of the contract for services.	
42. The Chief, the City and the Board shall participate in and cooperate with the Committee in completing the review, including providing such information as may be reasonably requested by the Committee.		
43. The purposes of the Review shall be: (a) To evaluate the success of this Agreement in providing adequate and effective police services to the Town; (b) To assess the cost impacts of this Agreement on the City, the Town and the Board; and, (c) To make any recommendations to the City, the Town and the Board as may be appropriate in light of the findings.		
44. Any recommendations resulting from the Review shall be non-binding and shall not affect the rights and obligations of any party under this Agreement unless mutually agreed to in writing.		
TERM AND TERMINATION		
45. This Agreement shall come into force and take effect at 12:01 a.m. on the 5th day of November, 2018 and continue until 12:00 midnight on the 31st day of December, 2023, unless terminated earlier as provided for under section 46.	The Termination clauses have not been tested as this is the first iteration of the agreement.	To be discussed - does the 24-month notice period remain relevant? Should it be shortened or lengthened?
46. This Agreement may be terminated by either the Town or the City upon the provision of twenty-four (24) months’ notice in writing.	In regards to notice, 24 months was chosen to provide the SPS sufficient time to address employee relations matters for the officers assigned to the contract. This was in an effort to help reduce potential termination costs to the Town as it would allow time for officers to be reassigned internally using attrition.	
47. This Agreement shall automatically be extended for additional terms of five (5) years each, unless either party provides written notice of termination to the other party at least twenty-four (24) months prior to the termination of the then current term.		
COST RECONCILIATION UPON TERMINATION		
48. If the Town terminates this Agreement under subsection 46, above, then the City and the Board shall use best efforts to avoid the termination of police officers assigned to the Town, including but not limited to re-assigning any officers who had been assigned to the Town within the Stratford Police Service.	The Termination clauses have not been tested as this is the first iteration of the agreement. Of note, the agreement only addressed how to reconcile costs if the agreement is terminated by the Town.	To be discussed – It is assumed that if the agreement is terminated by the City that the Town will not be responsible for termination costs. However, this is not expressly clear and does represent a risk for a dispute upon termination unless clear language can be agreed upon. The Termination clauses are worth a discussion with the SPS and the City of Stratford to determine if amendments should be made for the sake of clarity.
49. If, despite the best efforts of the City and the Board, the Board terminates the employment of any of the police officers assigned to the Town as a result of the Town`s termination of this Agreement under section 46, above, then the Town shall be responsible to pay the reasonable costs of termination, including, but not limited to, severance pay, accrued vacation, sick pay and pension adjustment.		
50. The Town’s liability under section 49 of this Agreement shall be limited to an amount of \$60,000 per employee terminated, and the Town shall have no liability to pay any other costs or damages associated with the termination of this Agreement above that amount.		
51. The Town’s liability under section 49 of this Agreement shall be limited to reimbursement for costs actually paid by the City or the Board pursuant to an agreement or arbitration award under Section 40 of the Act.		
DISPUTE RESOLUTION		
52. The provisions of this section apply in the event of a dispute between the Town, the City and the Board concerning financial and related issues arising out of the interpretation, application, administration or alleged violation of this Agreement (“Financial Disputes”), or between the Town, the City and the Board concerning policing issues arising out of the interpretation, application, administration or alleged violation of this Agreement (“Policing Disputes”).	These clauses provide clarity as to how financial related and policing related disputes will be resolved. Clause has not yet been tested.	No changes recommended.

Agreement Clause	Observations to Date	Recommendation
53. In the event that a dispute arises, the Town or its representative shall meet with the City or its representative and/or the Board and its representative within thirty (30) days of such dispute arising and all shall use all best good faith efforts to resolve the dispute.		
54. If a Financial Dispute remains unresolved after such a meeting, the issue may be referred to mediation by any party and each party shall use all best good faith efforts to resolve the dispute.		
55. If a Financial Dispute cannot be resolved through any of the methods described above, then the matter may be referred to and settled by binding arbitration. The provisions of the Arbitration Act, 1991, SO 1991 c 17 shall apply to any such arbitration, unless otherwise indicated below: (a) The language of the arbitration shall be English (b) The place of the arbitration shall be mutually agreed to by the parties and failing agreement in the location where the arbitrator determines; (c) Each party agrees that the arbitration shall be conducted in a summary manner to ensure a full hearing in a cost effective and efficient manner; (d) Each party shall make prompt full disclosure to the other; (e) Subject to the availability of an arbitrator, the arbitration shall be commenced within 30 days of the conclusion of the meeting referred to in section 53, or the mediation, if applicable. (f) Each party shall be responsible for its own legal expenses and for an equal share of the fees and expenses of the arbitration and any other related expenses. Section 54 of the Arbitration Act shall not apply; the arbitration shall have no right to make an award relating to costs. (g) The parties shall have no right to appeal from a decision of an arbitrator.		
56. A Financial Dispute shall be resolved in accordance with the following principles: (a) The Town should fully reimburse the City for the cost of providing the Town with police services to the level required by the Act; (b) The Town should not subsidize police services to the City or pay more for any specific item than Stratford pays for same proportion of use of that item; and, (c) The City and the Town should each pay their own proportionate share of shared costs and cost increases from changes to service level mandated by the Act.		
57. If a Policing Dispute remains unresolved after a meeting referred to in section 53, it may be dealt with in accordance with the Act. Policing Disputes shall not be subject to mediation or arbitration.		
58. No party shall be entitled to proceed to mediation or arbitration until it has exerted all best good faith efforts to resolve the dispute.		
59. Mediations or arbitrations conducted under this Agreement shall be closed to the public. The parties shall keep all details, admissions and communications made in the course of the dispute resolution process strictly confidential and no such information shall be admissible in any other legal proceeding except as follows: (a) On consent of the parties; or, (b) As may be ordered by a court of competent jurisdiction.		
60. Notwithstanding section 59, the final decision of the arbitrator may be released to the public.		

Agreement Clause	Observations to Date	Recommendation
INSURANCE		
<p>61.</p> <p>(a) The City shall provide and keep in force throughout this Agreement, municipal, general liability insurance against claims for personal injury, death or property damage or loss arising out of the performance of this Agreement in the amount of not less than Twenty Five Million (\$25,000,000.00) Dollars naming the Town as an additional insured, as evidenced by a certificate of insurance. Such insurance policy shall include collision and comprehensive coverage, personal injury, contractual liability, non-owned automobile liability and a cross liability clause, insuring the operations of the Stratford Police Services; and</p> <p>(b) The City will be liable for any deductibles and uninsured claims arising from the performance of the Contracted Services and therefore the Town agrees to pay to the City in each year that this Agreement is in effect, a fixed amount equal to three (3%) percent of the Total Estimated Annual Cost of providing the Contracted Services as set out in the Cost Estimate.</p>	<p>At the time of negotiating the original agreement, these Insurance provisions were the last item settled. The Town and the City had a gap in regards to who should be responsible for the costs of insurance claims.</p> <p>It was the Town's position that it was hiring a contract for service, and as a third-party contractor the City should be responsible for insuring the costs of services provided. The City's position was, generally, that this should be treated as a shared service and the City's cost of insurance should not increase as a result of providing service to the Town.</p> <p>The compromise struck was the Town would pay the 3% annual fee to offset any future insurance claims costs, and the City would be responsible for paying insurance claims that may arise.</p>	<p>No changes recommended.</p> <p>Although the 3% fee approach is not ideal, it is more favorable to keep this clause in the agreement rather than to reopen a stalemate discussion surrounding whose responsibility it is for paying insurance claims.</p>
62. All parties agree to promptly notify the others of any occurrence, incident or event which may reasonably be expected to expose any party to liability of any kind in relation to the Contracted Services.		
GENERAL		
63. This Agreement shall be governed by and construed and interpreted in accordance with the Laws of the Province of Ontario and the Laws of Canada. The parties hereby irrevocably attorn to the exclusive jurisdiction of the courts of Ontario with respect to any matter arising under or related to this Agreement.	Boilerplate.	No changes recommended.
64. This Agreement shall be read with such changes of gender and number as the context requires and all shall be construed to be several as well as joint.	Boilerplate.	No changes recommended.
65. Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof.	Boilerplate.	No changes recommended.
66. Schedules A, B, C, D, and E, attached hereto, are hereby incorporated into and form part of this Agreement.	Boilerplate.	No changes recommended.
67. This Agreement, including the Schedules hereto, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether written or oral. There are no conditions, covenants, agreements, representations, warranties or other provisions, expressed or implied, collateral, statutory or otherwise, relating to the Contracted Services except as provided in this Agreement.	Boilerplate.	No changes recommended.
68. No amendment or waiver of this Agreement shall be binding unless executed in writing by the party to be bound. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, even if similar in nature, unless otherwise expressly provided.	Boilerplate.	No changes recommended.
69. This Agreement is not transferable or assignable by any party to any third party without the prior written consent of the other party, which consent may be unreasonably withheld.	Boilerplate.	No changes recommended.
70. Any notice required to be given to the Town, the City or the Board under this Agreement shall be sufficiently given if delivered or mailed postage prepaid to the addresses below. Such notice shall be deemed to have been received on the date of its delivery or in the case of mailing, three (3) business days after it was delivered to the post office.	Boilerplate.	No changes recommended.

Agreement Clause	Observations to Date	Recommendation
71. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.	Boilerplate.	No changes recommended.
Schedule A		
ONTARIO CIVILIAN POLICE COMMISSION ORDER 2017-ADJ-006 (APRIL 12, 2017)	N/A – not required to be reviewed.	
Schedule B		
Description of Contracted Services	<p>Does this schedule still adequately describe the services provided?</p> <ul style="list-style-type: none"> 6 (a) – should this be updated to eliminate a specific schedule and just include a set number of hours so there is flexibility? Similar comment for 6 (b) – does it make more sense to note this is a sample schedule? 	To be further discussed with SPS.
Schedule C		
Description of Town Facilities	<p>Per discussion above:</p> <p>To date the SPS has access to 600 sq ft of office space located in the lower Town Hall. The topic of the adequacy of this space has been discussed a number of times with the Chief, Deputy Chief, and officers using the space with the following relevant points made:</p> <ul style="list-style-type: none"> The space is not sufficient for the officers to conduct the full slate of services similar to while in Stratford. For example: <ul style="list-style-type: none"> There is no location to conduct sensitive interviews (i.e. sexual assault investigations). Drivers suspected of being impaired need to be taken to Stratford for an intoxilyser test. Fingerprinting etc. must be completed in Stratford. One advantage of Town Hall is patrons seeking police assistance are greeted by Town customer service staff. If the Town were to consider relocating the SPS to a storefront it may reduce accessibility to the police as normal operating procedure would be for the door to be secured unless a customer service position was added. This would increase the Town's cost of policing. <p>Under the current service approach, there are a number of instances where an officer is required to return to Stratford to complete their necessary investigation. This does not necessarily mean that St. Marys is left without an officer as alternative patrols (i.e. Perth South Officer) ensure that St. Marys is covered.</p>	<p>Unless the Town is prepared to provide or construct a fully outfitted space for the police, the police will be required to Stratford for certain aspects of their work. Even if turn-key space is provided, the police have indicated it may not fully remove their need to return to Stratford on a case by case basis.</p> <p>The continued summary feedback from the police is that the space is adequate for the routine day to day uses that they need (i.e. reporting, lunchroom, small meeting space, etc.).</p> <p>No changes recommended.</p>
Schedule D		
Map of “Boundary Schedule”	None – Town boundary and service area have not changed since the contract start date.	None.
Schedule E		
2018 Cost Estimate	<p>This schedule served to set out the template to be used for the annual budget submission, and to clearly show Year 1 contract costs.</p> <p>The template is simple and has functioned well to break out annual costs in an understandable way.</p>	None.

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	14 December 2021
Subject:	DEV 51-2021 Application for Zoning By-law Amendment (Z04-2021) by Heybolt Ontario Ltd. for 17 Peel Street South

PURPOSE

The purpose of this report is to: review the Application; discuss the development proposal; consider information and comments provided by the Applicant, Town staff and the public; and consider recommendation(s) to Council with respect to the further processing of this Application.

RECOMMENDATION

THAT DEV 51-2021 Application for Zoning By-law Amendment (Z04-2021) by Heybolt Ontario Ltd. for 17 Peel Street South be received;

THAT Council approve the Zoning By-law Amendment Application for 17 Peel Street South; and,

THAT Council consider Zoning By-law Amendment No. Z147-2021.

BACKGROUND

The 1,670 m² (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 m² for the Salvation Army within Building A
3. A commercial kitchen for the retail sale of pre-purchased bulk frozen food items (30 m²) within Building A
4. Office for use by a massage therapist (30 m²) 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 m²) 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.

Public Meeting

On November 23, 2021, the Town held the statutory public meeting for this Application. Council also received staff report DEV 51-2021 regarding the Application and directed staff to report back to Council with recommendations following an assessment of all internal department, external agency, public and Council comments.

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.

The proposal represents efficient, cost-effective development and provides a mix of residential and non-residential development.

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 proposed development would contribute to the supply and choice of available housing in the Town in terms of form and affordability.

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”.

The proposed development utilizes an existing developed site, buildings and parking area. The surrounding area is characterized by a variety of residential and non-residential building forms, and is located within walking distance of various commercial and institutional uses and 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”. The 8 proposed units represents approximately 48 units per hectare and is in keeping with the density targets established by Council.

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”. The applicant has agreed to provide on-site outdoor amenity space with a minimum requirement in the proposed Zoning By-law Amendment.

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”.

The proposed continued institutional and commercial uses are appropriate and conform to the Official Plan.

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.

Zoning By-law Amendment Application	
Original Application August 2021	Application Revisions October 2021
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 ²	A wholesale establishment (commercial) shall have a maximum gross floor area of 30 m ²
An institutional use shall have a maximum gross floor area of 400 m ²	An institutional use shall have a maximum gross floor area of 400 m ²
A professional office shall have a maximum gross floor area of 30 m ² and shall include the office of a registered massage therapist	A professional office shall have a maximum gross floor area of 30 m ² 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 ² 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.

A copy of proposed Zoning By-law Z147-2021 is provided in the December 14, 2021 Council agenda.

COMMUNICATIONS

The following chart provides a summary of agency comments received.

Department/Agency (Date)	Summary of Comments
Chippewas of the Thames First Nation (September 14, 2021)	<ul style="list-style-type: none">• No objection
Festival Hydro (October 1 and November 5, 2021)	<ul style="list-style-type: none">• The site plan is showing a wood fence along the east property line that fully extends from the north to the south property line.• 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.

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.

ANALYSIS

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)

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

Parking

There have been some questions and concerns 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 additional concerns with the proposed zoning change and creation of additional traffic congestion in comparison to the legacy use. Some existing non-conforming conditions exist with respect to sight line conditions and grading but are mitigated by the arterial size lane of travel widths of Queen Street, combined with on-street parking lane and wider boulevards mitigating these conditions.

It should be noted the intersection is scheduled for detailed review as part of the development of a St. Marys Traffic Safety Plan in 2022 as recommended in PW 77-2021 Consideration of a Vision Zero Approach. Staff suspect physical road network changes or additional by-law restrictions that could potentially be proposed to increase the safety of the Queen Street and Peel Street intersection will not affect the proponent's proposed functional use of the property.

The demand for residential parking is influenced by a number of factors and parking standards for apartment buildings/units are generally lower when compared to other lower density forms of housing. The determination of appropriate parking standards is based on a number of factors such as unit size, location, etc. The applicant is proposing one and two unit apartment units, the site is located on the edge of the downtown and is within walking distance of a variety of commercial uses and services, and there is available on-street parking in the area for visitors.

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 revised Application and proposed By-law requires a minimum amenity space of 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.

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. The site is located on the edge of the downtown and is within walking distance of a variety of commercial uses and services, and there is available on-street parking in the area for visitors. The proposed parking standard of 1.25 spaces per unit for Building B (and the entire site) is appropriate.

The Town's Public Works Department has reviewed the Application and has not identified any additional concerns with respect to visibility at the intersection, conflicts with existing driveways or impacts on traffic congestion in the area in comparison with the legacy use. The applicant has agreed to provide on-site outdoor amenity space with a minimum requirement in the proposed Zoning By-law Amendment.

On the basis of the above, it is recommended that Council approve the proposed Zoning By-law Amendment.

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

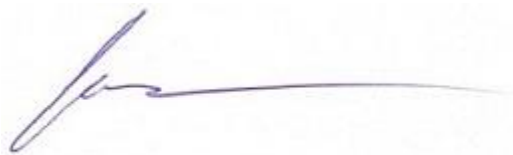
- 1) General Location Map
- 2) Concept Site Plan
- 3) Planning Justification Report
- 4) October 4, 2021 Planning Advisory Committee Meeting Minutes (excerpts)
- 5) Application Resubmission

REVIEWED BY

Recommended by the Department

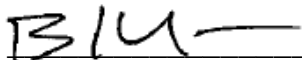


Mark Stone
Planner



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

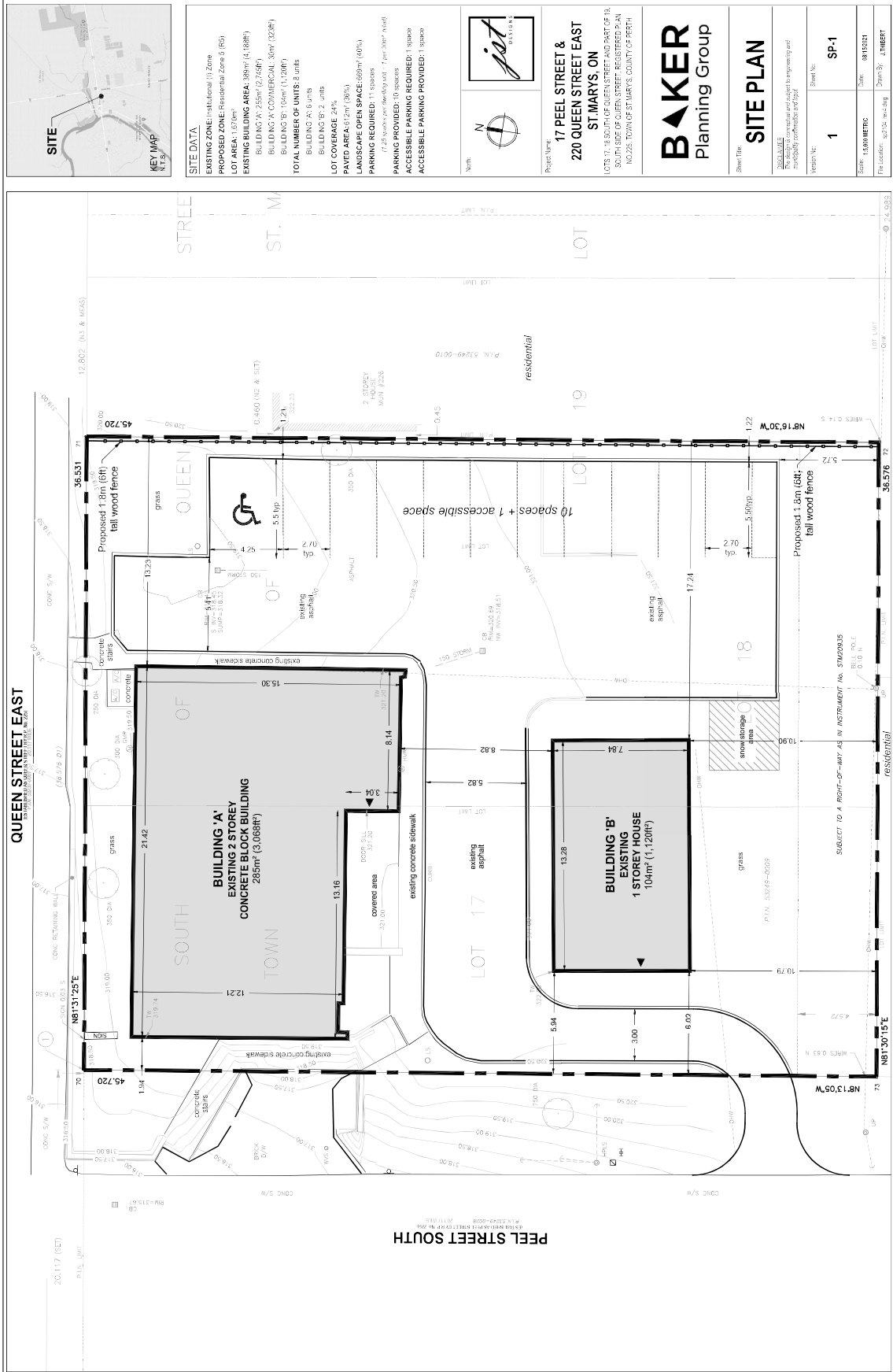


September 2021



CONCEPT PLAN

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





Planning Justification Report

Zoning By-law Amendment Application

17 Peel Street, St. Marys

August 2021

Prepared For:
Heybolt Ontario Ltd.

Box 1507
St. Marys, ON
N6B 2B9

Prepared By:
Baker Planning Group

PO Box 23002 Stratford
Stratford, ON
N5A 7V8

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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.

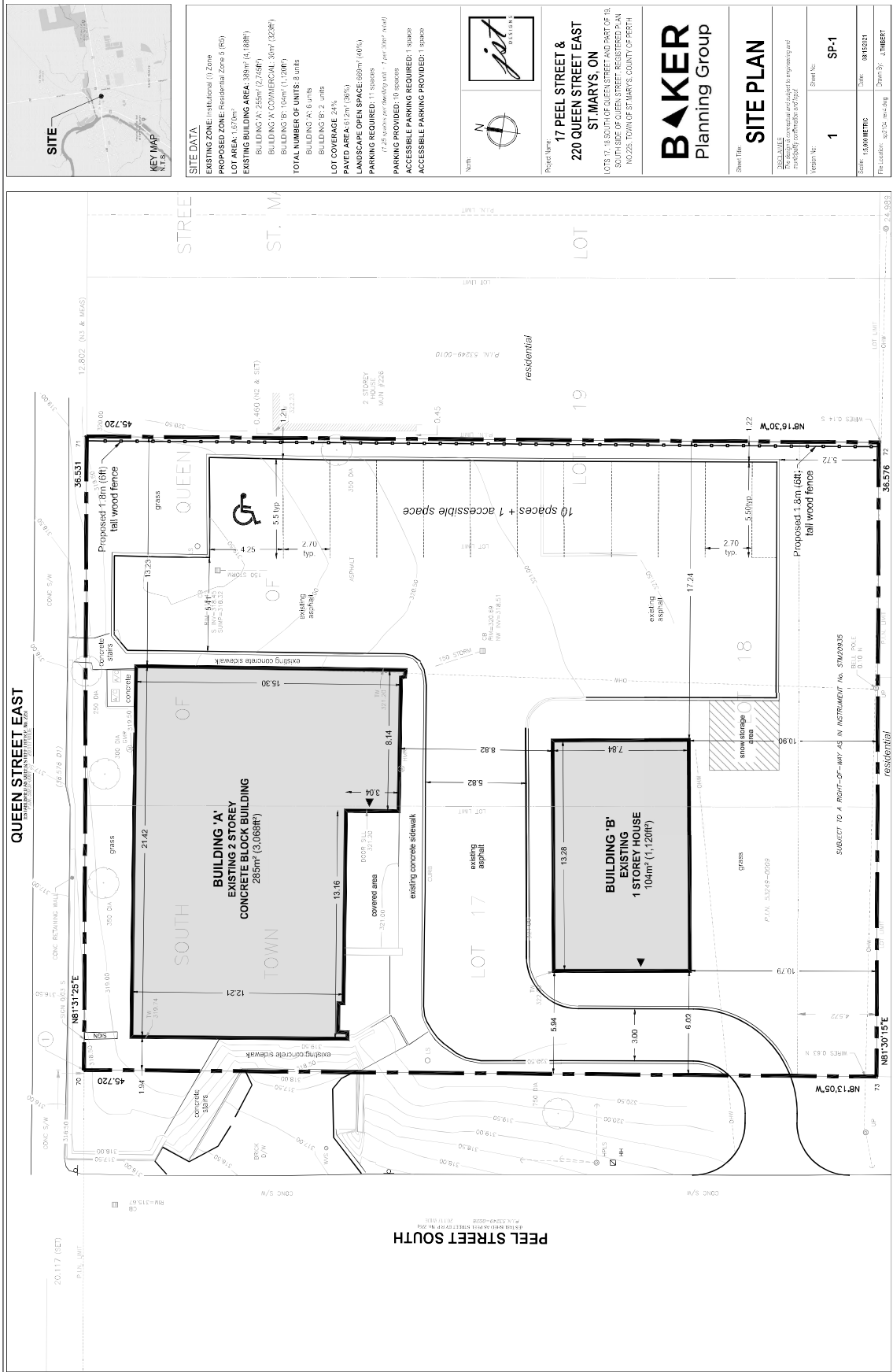
To permit the proposed redevelopment, a Zoning By-law Amendment is required to a site-specific R5 Zone within the Town of St. Marys Zoning By-law.

1-2 ZONING BY-LAW AMENDMENT APPLICATION



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"> • Communication services are available. • Water and Sanitary services are available on Queen Street. • Waste management to be accommodated on-site with unloading in the existing location on Peel Street South.

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:

4

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

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



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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

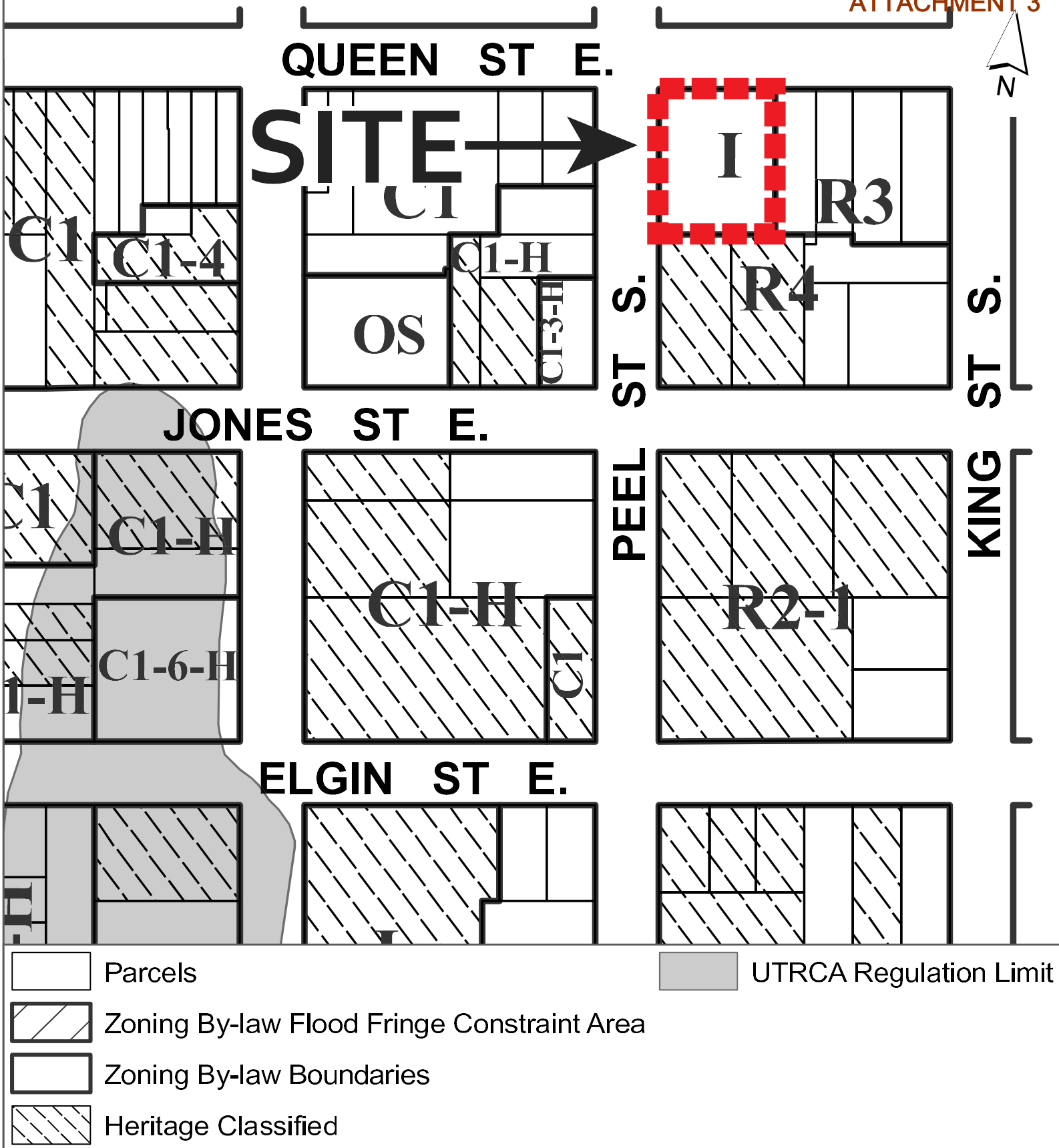


Figure:

5

ST.MARYS ZONING BY-LAW

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



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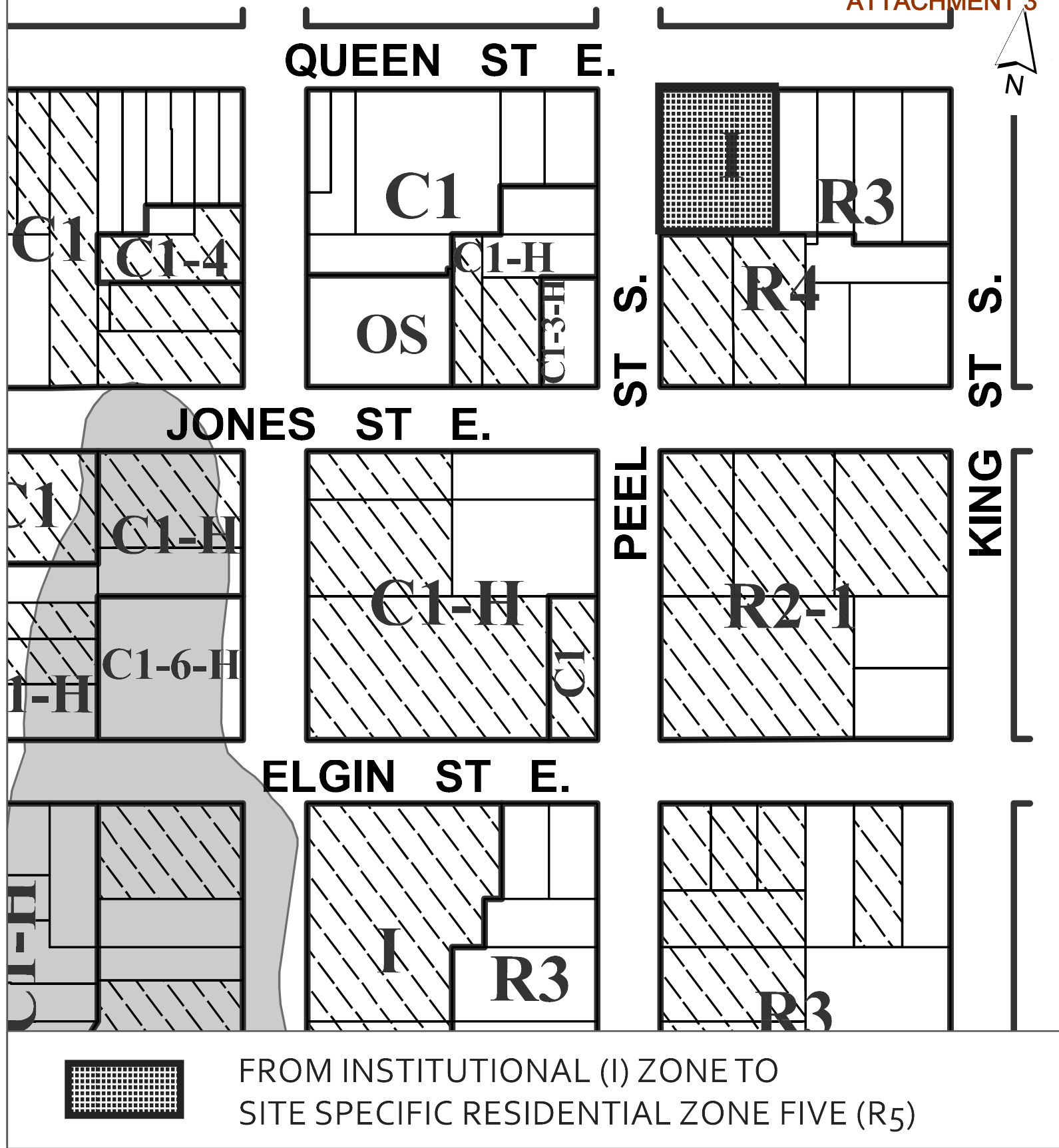


Figure:

6

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 ² + 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 Z04-2021
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 4th, 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.

PROCUREMENT AWARD

To:	Mayor Strathdee and Members of Council
Prepared by:	Richard Anderson, Director of Emergency Services / Fire Chief
Date of Meeting:	14 December 2021
Subject:	FD 16-2021 Award for RFP-FIRE-01-2021 Pumper

PROJECT DETAILS

Purchase of a new Two Door Commercial Top Mount Enclosed Pumper with Pump and Water Tank. The new Pumper Fire Apparatus will replace an existing 1998 Freightliner, triple combination apparatus. The proposed Safetek Emergency Vehicles Pumper Fire Apparatus fulfills the Fire Departments requirements and for the protection of the Town of St. Marys and Perth South.

RECOMMENDATION

THAT FD 16-2021 Award for RFP-FIRE-01-2021 Pumper report be received; and,

THAT the procurement for the two-door commercial top mount enclosed pumper with pump and water tank be awarded to Safetek Emergency Vehicles for the procured price of \$605,042.68, inclusive of all taxes and contingencies; and,

THAT Council consider By-Law 104-2021 and authorize the Mayor and the Clerk to sign the associated agreement.

PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Procurement Title:	RFP-FIRE-01-2021
Tender Closing Date:	Thursday, November 25, 2021
Number of Bids Received:	Three (3)
Successful Proponent:	Safetek Emergency Vehicles
Approved Project Budget:	\$650,000.00 + HST
Cost Result – Successful Bid (Inclusive of HST):	\$605,042.68
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$544,859.67
Project Under-budget	See “Financial Implications” below.

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

A picture of a Safetek truck similar to the one that Town will be receiving is shown below:



FINANCIAL IMPLICATIONS

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

Fire Reserve Fund	\$544,859.67
Total	\$544,859.67

The next step of the project will be for the review team to finalize the final specifications on the unit. There is an expectation that some further costs will be required but will not exceed the current budget. The Fire Chief will update Council on any updated costs, if any, once the specifications are finalized

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer

ATTACHMENTS

1. Bid Summary – Point Allocation

REVIEWED BY

Recommended by the Department



Richard Anderson
Director of Emergency Services / Fire Chief

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

SUMMARY OF POINT ALLOCATION - PROPOSALS

Budget: \$650,000 + HST

Proposed Price (includes HST):		\$578,797.30	\$587,600.00	\$605,042.68
		Fort Garry	Resqtech	Safetek
TOTAL POINTS ALLOCATED	Max. Points	Points	Points	Points
	100	84	85.5	90

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	14 December 2021
Subject:	PW 84-2021 Request to Approve Traffic, Parking and Boulevard Maintenance 2.0

PURPOSE

To seek Council's approval of a second amendment to By-law 58-2018, being a by-law to regulate traffic, parking and boulevard maintenance within the Town of St. Marys.

Key changes include:

- Updates to the Public Parking Lot regulations, and Designated Parking Permit Program to reflect operational activities.
- Replace Yield Signs with Stop Signs at locations where sidewalks have been installed to improve pedestrian linkages and safety, and areas that have increased average daily traffic.
*****New:** Additional locations have been included since the time of the Strategic Priorities Committee review on November 30. This is based on feedback received from the Community Policing Advisory Committee
- Updates to Schedule 10: No Parking to address sightline concerns related to on-street parking.

RECOMMENDATION

THAT PW 84-2021 Request to Approve Traffic, Parking and Boulevard Maintenance 2.0 report be received;

THAT Council approve the proposed changes to By-laws 58-2018 and 59-2019; and

THAT By-law 105-2021, being a by-law to amend By-laws 58-2018 and 59-2019, be approved.

BACKGROUND

The *Highway Traffic Act* (HTA) and Part III of the *Municipal Act* are the governing pieces of legislation that regulate traffic on roadways. The HTA delegates authority to municipalities to pass by-laws to regulate various traffic related matters on municipal roadways.

Throughout 2017, and 2018, Town staff conducted an extensive review of By-law 6 of 2014 the traffic by-law at the time. In June 2018, a new Traffic, Parking and Boulevard Maintenance By-law was presented to Council, the By-law addressed the following:

- Re-organized the By-law into three parts to improve readability, (1) Traffic, (2) Parking, and (3) Boulevard Maintenance
- Consolidation of existing by-laws that pertain to related items in the new by-law

- Allowed on-street parking between May 1 and October 31 except for the Downtown Core and existing 'no parking' areas, while continuing to monitor for conflicts
- Regulated municipal parking lots and implemented parking permits in public parking lots
- Boulevard maintenance standards to provide residents with guidelines to comply with Minimum Maintenance Standards for Municipal Highways O. Reg. 366/18: (MMS) – Section 16.2

On June 12, 2018, Council approved By-law 58-2018, with the By-law taking effect November 1, 2018. At the time of passage, staff indicated that annual updates would be required to address changing operational needs and new development.

In May 2019, Town staff brought forward an amendment to By-law 58-2018, the amendment addressed the following:

- Amendments to Section 3.1(3) Parking Regulations and Restrictions as it relates to enforcement challenges
- Addition of Level II Type C pedestrian crossover on James Street South
- Edits to Schedule 10: No parking to address a changing road network (schools moving etc.), no parking area overlaps, and move Stratford Police Parking to Queen Street East

Council approved the proposed changes, and passed By-law 59-2019, being a by-law to amend By-law 58-2018.

Since the 2019 amendment, Town staff have identified various items within the existing By-law that need to be addressed, because of operational challenges, public concerns and a changing road network. The changes were presented to the Strategic Priorities Committee for discussion at its November 30, 2021 meeting, with no further changes being required, but understanding that a new Traffic, Parking and Boulevard Maintenance will be required in 2022.

REPORT

For the 2021 update, staff identified several items that need to be amended.

The report section details the proposed changes and includes comments to illustrate the reason for the amendment, addition, or removal. Furthermore, **Attachment A: Summary of By-law 58-2018 Traffic, Parking and Boulevard Maintenance By-law Amendments** is presented to show a full view of the amendments, please note that any verbiage in red indicates changes to the By-law as per By-law 59-2019, and verbiage in purple indicates changes being proposed.

Section 1.0 Definitions

SECTION	BY-LAW 58-2018 BY-LAW 59-2019	AMENDMENT
Section 1.0 Definitions		"Designated Parking Permit Stall" means a parking space that is designated by signage, for the exclusive use of a Motor Vehicle approved by the Town and issued a Designated Parking Permit.
	Comment: Designated Parking Permit holders who use Downtown Parking Lots are now assigned specific parking stalls, as opposed to a specific Parking Lot.	

Section 2.0 Traffic

SECTION	BY-LAW 58-2018 BY-LAW 59-2019	AMENDMENT
Section 2.8 Motorized Snow Vehicle	2.8 (4) No person shall operate a motorized snow vehicle on the Town's parklands	2.8 (4) No person shall operate a motorized snow vehicle on the Town's parklands, trail network or within naturalized areas.
	Comment: Addition of trail network and naturalized area for further clarification regarding use of motorized snow vehicles within the St. Marys boundaries to assist with enforcement activities.	
		2.8(5) No person shall operate a motorized snow vehicle in a manner that contravenes the <i>Motorized Snow Vehicles Act</i> .
	Comment: Notation that all rules under the <i>Motorized Snow Vehicles Act, R.S.O. 1990, c. M.44</i> continue to apply in conjunction with the Town's By-law. Some key regulations under the <i>Motorized Snow Vehicles Act</i> that continue to apply: <ul style="list-style-type: none"> • Issuance of a permit • Operation of a motorized snow vehicle shall not exceed 20km/h on a highway with a posted speed limit of 50 km/h zone or less, and 50km/h where the posted speed limit exceeds 50 km/h. • All users are required to obey signage • All users are required to wear a helmet 	

Section 3.0 Parking

The regulation of Public Parking Lots, and the Designated Parking Permit System were first introduced in By-law 58-2018. Since the adoption of By-law 58-2018, Town staff have become more familiar with the Public Parking Lot system within the Downtown Core and have adjusted operations to meet the needs of the parking lot users and permit holders. The purpose of the amendments listed below is to ensure the Town's By-law and operations are compatible.

Some key operational changes include:

- Designated Parking Permit Holders are assigned a specific Designated Parking Permit Stall as opposed to a Parking Lot.
- Physical Designated Parking Permits are not issued (now that Designated Parking Permit stalls exist). Permit holders are provided an approval document indicating that they have a parking permit, and their assigned parking stall. The Public Works Department maintains an index with all approved parking permits that is then shared with the Town's Clerks Department and the Stratford Police Services for enforcement related activities.

SECTION	BY-LAW 58-2018 BY-LAW 59-2019	AMENDMENT
Section 3.1 Parking Regulations and Restrictions	(6) No person shall occupy any recreation Vehicle or holiday trailer as a dwelling or sleeping place at any time while it is Parked on a Highway, Public Parking Lot.	(6) No person shall occupy any Vehicle or holiday trailer as a dwelling or sleeping place at any time while it is Parked on a Highway or Public Parking Lot.
	Comment: Recreation removed; the clause will now apply to all Vehicles (i.e., camper vans) as well. Please note that enforcement officers will be considerate of extenuating circumstances should the situation arise.	
Section 3.5 Public Parking Lot	3.5 (2) No person shall permit a Vehicle to be parked in a Public Parking Lot between 2:00am and 6:00am unless displaying a Designated Parking Permit.	3.5 (2) No person shall permit a Vehicle to be parked in a public Parking Lot between 2:00am and 6:00am unless assigned a valid Designated Parking Permit by the Town.
	Comment: Replacing display with assigned to acknowledge the elimination of a physical parking permit.	
	3.5 (3) No person shall permit a Vehicle to be parked in a Public Parking Lot for more than eight (8) hours at any time unless displaying a Designated Parking Permit.	3.5 (3) No person shall permit a Vehicle to be parked in a Public Parking Lot for more than twelve (12) hours at any time unless assigned a Designated Parking Permit.
	Comment: Suggestion to increase the time limits on Public Parking Lots to better accommodate the hours of work for employees in the Downtown. By extending parking periods within the parking lots may help move employees from on-street parking to the parking lots.	
	3.5 (7) No person shall park in the area identified in Schedule 17 unless displaying a valid Designated Parking Permit.	3.5 (7) No person shall park in the area identified in Schedule 17 unless assigned a valid Designated Parking Permit.
	Comment: Replacing display with assigned to acknowledge the elimination of a physical parking permit.	
		3.5 (8) No person shall park a Motor Vehicle in a Designated Parking Stall unless that Motor Vehicle has been assigned to the Designated Parking Stall by a valid Designated Parking Permit.
	Comment: In some cases, non-permit holders will use assigned parking permit stalls, meaning the permit holder is not able to access their parking permit stall.	

	The sole use of the stall by a permit holder cannot be enforced unless a clause is included in the Town's By-law.	
Section 3.6 Designated Parking Permit	3.6 (1) Designated Parking Permits for the parking of Motor Vehicles in Public Parking Lots are hereby authorized and assigned by the Clerk	3.6 (1) Designated Parking Permits for the parking of Motor Vehicles in Public Parking Lots are hereby authorized and assigned by the Clerk or the Public Works Director.
	Comment: The Public Works Department has been administering the Designated Parking Permit program.	
	3.6 (3) The Designated Parking Permit shall contain the permit number, the permit location, the make of the approved Motor Vehicle, year of the vehicle, License plate number, and permit expiry date.	Removed.
	Comment: Removed to acknowledge the elimination of a physical parking permit being provided to the permit holder.	
	3.6 (4) No person shall display an expired Designated Parking Permit.	Removed.
	Comment: Removed to acknowledge the elimination of a physical parking permit being provided to the permit holder. The use of a valid parking permit is provided in the amended Section 3.5 (2) clause.	

Schedules:

SECTION	BY-LAW 58-2018 BY-LAW 59-2019	AMENDMENT
Schedule 1: Stop Sign	(107) Waterloo St. & Elgin St. – Eastbound & westbound on Elgin St.	Removed.
		4 – Way Stops (5) Waterloo St. & Elgin St. E.– All ways
	Comment: Waterloo St. and Elgin Street converted to a 4-Way due to construction upgrades that added sidewalks and pedestrian linkages.	
		(117) Stoneridge Blvd. & Ridgewood Cres. – Westbound at both exits.
	Comment: Yield signs removed at both exits, and to be replaced by Stop Signs due to development occupancy and increasing average daily traffic counts.	
		(118) Waterloo St. & Rogers Ave. – Eastbound on Rogers Ave.
	Comment: Yield sign removed and replaced with stop to improve safety concerns due to construction upgrades that added sidewalks and pedestrian linkages.	
		(119) King St. & Egan Ave. – Northbound on King

Comment: During the Egan Ave design and reconstruction, the yield sign was replaced with a stop sign.	
	(124) Charles St. & Jones St. E. Northbound & Southbound on Charles
Comment: *** NEW Change existing Yield conditions to Stop condition. Raised as point of concern for traffic safety during Community Policing Advisory Committee. – East ward traffic concerns with legacy yield conditions, stop control improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity.	
	(123) Charles St. & Elgin St. E. Northbound and Southbound on Charles
Comment: *** NEW Raised as point of concern for traffic safety during Community Policing Advisory Committee. Change existing Yield conditions to Stop condition. – East ward traffic concerns with legacy yield conditions, stop control improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity	
	(121) Brock St. & Jones St. E. Northbound and Southbound on Brock St.
Comment: *** NEW Raised as point of concern for traffic safety during Community Policing Advisory Committee. Change existing Yield conditions to Stop condition.– East ward traffic concerns with legacy yield conditions, stop control improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity	
	(122) Brock St. & Rogers Ave. Southbound on Brock St.
Comment: *** NEW Raised as point of concern for traffic safety during Community Policing Advisory Committee. Change existing Yield conditions to Stop condition.– East ward traffic concerns with legacy yield conditions, stop control improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity	
	(120) Brock St. & Elizabeth St. Northbound & Southbound on Brock St
Comment: *** NEW Raised as point of concern for traffic safety during Community Policing Advisory Committee. Change existing Yield conditions to Stop condition.– East ward traffic concerns with legacy yield conditions, stop control improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity	
	(125) Peel St. & Elgin St. Northbound & Southbound on Peel St.
Comment: *** NEW Raised as point of concern for traffic safety during Community Policing Advisory Committee. Change existing Yield conditions to Stop condition.– East ward traffic concerns with legacy yield conditions, stop	

	control improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity	
Schedule 2: Yield Signs	(1) Brock St & Elgin St. – Northbound and southbound on Brock St.	Removed.
	Comment: Error in the existing By-law, there are stop signs on Brock heading northbound and southbound. Stop signs are already in Schedule I.	
	(9) Church St. & Jones St – Eastbound and Westbound on Jones St.	(9) Church St. & Jones St – Eastbound on Jones St.
	Comment: Error in the existing By-law, there is a stop sign heading westbound on Jones Street (already in the By-law)	
	(21) King St. & Egan Ave – Northbound on King St.	Removed.
	Comment: During the Egan Ave design and reconstruction, the yield sign was replaced with a stop sign.	
	(52) Stoneridge Blvd. & Ridgewood Cres. – westbound at both exits	Removed.
	Comment: Yield signs removed at both exits, and to be replaced by Stop Signs due to development occupancy and increasing average daily traffic counts.	
	(60) Waterloo St. & Rogers Ave. – Eastbound on Rogers Ave.	Removed.
	Comment: Yield sign removed and replaced with stop to improve safety concerns due to construction upgrades that added sidewalks and pedestrian linkages.	
	(7) Charles St. & Jones St. E Northbound & Southbound on Charles	Removed
	Comment: Change existing Yield conditions to Stop condition. Raised as point of concern for traffic safety during Community Policing Advisory Committee. – East ward traffic concerns with legacy yield conditions, stop control improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity.	
	(6) Charles St. & Elgin St. E Northbound and Southbound on Charles	Removed
	Comment: Raised as point of concern for traffic safety during Community Policing Advisory Committee. Change existing Yield conditions to Stop condition. – East ward traffic concerns with legacy yield conditions, stop control improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity	
	(3) Brock St. & Jones St. E Northbound and Southbound on Brock St.	Removed
	Comment: Raised as point of concern for traffic safety during Community Policing Advisory Committee. Change existing Yield conditions to Stop condition.– East ward traffic concerns with legacy yield conditions, stop control	

	improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity	
	(4) Brock St. & Rogers Ave. Southbound on Brock St.	Removed
	Comment: Raised as point of concern for traffic safety during Community Policing Advisory Committee. Change existing Yield conditions to Stop condition.– East ward traffic concerns with legacy yield conditions, stop control improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity	
	(2) Brock St. & Elizabeth St. Northbound & Southbound on Brock St	Removed
	Comment: Raised as point of concern for traffic safety during Community Policing Advisory Committee. Change existing Yield conditions to Stop condition.– East ward traffic concerns with legacy yield conditions, stop control improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity	
	(33) Peel St. & Elgin St. Northbound & Southbound on Peel St.	Removed
Schedule 10: No Parking	Comment: Raised as point of concern for traffic safety during Community Policing Advisory Committee. Change existing Yield conditions to Stop condition.– East ward traffic concerns with legacy yield conditions, stop control improved pedestrian linkages for Loop trail connectivity, mild traffic calming in proximity	
	(43a) Queen Street East – Northside from Church Street to 30 metres easterly to permit police services parking only.	Removed.
		(3a) Church Street North – East side from Queen St. to 30 metres northerly to permit police services and approved transit parking only.
	Comment: The 2019 Amendment, amended the location of the police services parking to Queen Street East, at the request of Stratford Police Services, the police parking has been returned to Church Street North, while also allowing for Perth County Connect parking.	
		(67) Emily Street – East & West Side for 30 metres of each side of the Emily Street Overpass
	Comment: Public concern regarding sightlines when attempting to enter and exit the Emily Street Overpass, restrict parking on either side near the Overpass to improve sightlines.	
	(31) Maxwell St. – Southside of Maxwell Street from the west curb line of Huron St. S 85 metres westerly.	(31) Maxwell St – Southside of Maxwell Street from the west curb line of Huron St S to the easterly entrance of Dunsford Crescent.

	Comment: Wording updated for clarification; 85 metres westerly is the Dunsford Crescent easterly entrance.	
	(42) Queen St – Northside & Southside from easterly limits to westerly limits. Except as allowed by Designated Parking Spaces.	(42) Queen St – Northside and Southside from easterly limits to westerly limits. Except as allowed by Designated Parking Spaces and approved transit pick up locations.
	Comment: Amended to acknowledge public transit pick up location near St. Marys Memorial Hospital, while also allowing for flexibility if pick up locations change along Queen Street.	
	(45) Rogers Ave – North and South side from Huron Street westerly to end at DCVI Parking lot, from 8:00 a.m. to 4:00 p.m., Monday to Friday, inclusive, September to June.	(45) Rogers Ave – Northside from Huron Street westerly to end at DCVI Parking lot, from 8:00 a.m. to 4:00 p.m., Monday to Friday, inclusive, September to June.
	Comment: Parking restrictions added in By-law 58-2018 in response to residents along Rogers Ave and use of the road for DCVI staff overflow parking. Residents have indicated that they would like restrictions removed on one side to accommodate visitor parking.	
		(68) St. John St. North – Westside from Queen Street East to Trout Creek.
	Comment: No parking added to address sightline concerns exiting Hearn's Ice Cream, and private property driveways along St. John Street North.	
		(69) Wellington St. North – Westside from Parkview Drive to Station Street.
	Comment: No parking added to address public concerns regarding sightline concerns at Wellington Street North and Parkview Drive.	
Schedule 16: School Bus Loading Zone	Peel St., East side from Egan Street 56 metres southerly	Removed.
	Comment: Holy Name of Mary School has formally transferred school bus loading zone to Egan Ave, there is no use for the Peel Street loading zone.	

Future Traffic and Parking By-law

Town staff anticipate that the next updates to the by-law will be a comprehensive one that consolidates By-law 58-2018, By-law 59-2019, the proposed By-law amendments herein and any future updates. Such By-law will be brought forward in 2022.

That By-law will address traffic and by-law related items that are in progress today, but not at a point to be incorporated into the 2021 update. This includes any changes related to:

- New Provincial regulations regarding Off Road Utility Vehicles, and E-Scooters
- Review Boulevard definitions and the Boulevard Maintenance section
- Any recommendations because of the Town of St. Marys Transportation Network Safety Plan project
- Relevant 2020 Parking Survey Results

FINANCIAL IMPLICATIONS

Nominal costs to purchase additional signage – most signs are in the Town's existing sign inventory.

SUMMARY

By-law 58-2018 Traffic, Parking, and Boulevard Maintenance By-law was first passed in 2018, and an amendment to the By-law was approved in 2019. Town Staff are proposing a second amendment to the By-law to address operational challenges, public concern and a changing road network.

Key changes include:

- Updates to the Public Parking Lot regulations, and Designated Parking Program to reflect operational activities.
- Replace Yield Signs with Stop Signs at locations where sidewalks have been installed to improve pedestrian linkages and safety, and areas that have increased average daily traffic.
 - Includes updates to Yield Signs and Stops Signs based on safety concerns of the East ward traffic patterns raised during Community Policing Advisory Committee deliberations of road safety concerns.
- Updates to Schedule 10: No Parking to address sightline concerns related to on-street parking.

A new By-law will be presented to Council in 2022 which will address regulatory changes at the Provincial level, and changes because of the Town of St. Marys Transportation Network Safety Plan project.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Jenna McCartney, Clerk

Constable Aaron Mounfield, Stratford Police Services Community Resource Officer

Todd Thibodeau, Public Works Supervisor

ATTACHMENTS

Attachment A: Summary of By-law 58-2018 and 59-2019 Traffic, Parking and Boulevard Maintenance By-law Amendments

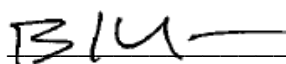
REVIEWED BY

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

Attachment A: Summary of Amendments to By-law 58-2018 Traffic, Parking, and Boulevard Maintenance By-law Amendments

The following colour codes are used throughout the document:

By-law 59-2019 Amendments

Proposed 2021 Amendments

BY-LAW 58-2018

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to regulate traffic, parking and boulevard maintenance within the Town of St. Marys.

- WHEREAS:** The *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, Section 10 gives The Corporation of the Town of St. Marys the power to pass by-laws respecting its highways, including parking and traffic on highways;
- AND WHEREAS:** O. Reg. 366/18 of The *Municipal Act, 2001*, S.O. 2001, c. 25, sets out minimum standards for road and highway maintenance for all municipalities in Ontario including but not limited to sidewalk trip and encroachment hazards;
- AND WHEREAS:** The *Motorized Snow Vehicles Act*, R.S.O. 1990, c.M.44, as amended, Section 7 provides that the municipality may by by-law regulate, govern and prohibit the operation of motorized snow vehicles within the municipality including any highways therein or on part or parts thereof;
- AND WHEREAS:** The *Highway Traffic Act*, R.S.O. 1990, C.H. 8, as amended, Section 123(2) provides that the municipality may by by-law limit the gross vehicle weight of any vehicle or any class thereof passing over the bridge;
- AND WHEREAS:** The *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended, provides that a council of a municipality may pass by-laws designating private roadways as fire routes along which no parking of vehicles shall be permitted and providing for the removal and impounding of any vehicle parked or left along any of the fire routes at the expense of the owner of the vehicle;
- AND WHEREAS:** The *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended, provides that a municipality may appoint an officer to enter

upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with this section are being complied with;

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

1.0. DEFINITIONS

1.1. For the purpose of this By-law:

“Accessible Parking Space” means a parking space designed under this By-law for the exclusive use of a Motor Vehicle displaying a Minister of Transportation issued accessible parking permit;

“Authorized Sign” means any Traffic Control Device that has been erected on a Highway under the authority of this By-law for the purpose of regulating, warning or guiding Traffic;

“Boulevard” means that part of the Highway situated between the Curb line and the nearest lateral property line of the lot abutting the Highway, including a driveway, but does not include a Sidewalk or Shoulder or multi-use trail;

“Clerk” means the Clerk of the Town of St. Marys, or designate, as appointed by Council;

“Community Safety Zone” means a part of a Highway which is designated by the Town as an area where public safety is of special concern, and where fines imposed upon conviction of a moving violation, are increased;

"Council" means the Council of The Corporation of the Town of St. Marys;

“Crosswalk" means:

- (a) that part of a Highway at an Intersection that is included within the connections of the lateral lines of the Sidewalks on opposite sides of the Highway measured from the Curbs or, in the absence of Curbs, from the edges of the Roadway, or
- (b) any portion of a Roadway at an Intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface;

“Curb” includes the edge of the traveled portion of a street or Roadway;

“Designated Parking Permit” means a permit issued by the Town of St. Marys in accordance with this by-law for the designation of a parking space in a Public Parking Lot for the exclusive use of a Motor Vehicle approved by the Town;

“Designated Parking Permit Stall” means a parking space that is designated by signage, for the exclusive use of a Motor Vehicle approved by the Town and issued a Designated Parking Permit;

“Director” means the Director of Public Works for the Town or any successor position, or his or her appointed designate;

“Fire Route” means an access route required for the use by the Fire Department provided by means of a Private Roadway or yard;

"Gross Weight" means the combined weight of Vehicle and load;

“Heavy Vehicle” means any Commercial Motor Vehicle for which Gross Weight as shown on the registration permit issued under the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8 exceeds 5 tonnes and 6.5 meters in length but does not include:

- (a) ambulances, police or fire department vehicles,
- (b) school buses;
- (c) emergency motor vehicles;
- (d) public utility motor vehicles;
- (e) motor vehicles owned or operated by the Town;
- (f) motor vehicles of the Ministry of Transportation of the Province of Ontario.

“Highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of Vehicles and includes the area between the lateral property lines thereof;

“Inoperative Vehicle” means any Vehicle that is, dismantled, broken or incomplete, decayed or dilapidated by the reason of missing or damaged part(s), tire(s), engine, drive train or body components or window(s) or, the removal or damage of other parts or equipment necessary for the Vehicle’s operation or, being in an unsightly state of disrepair, or being wrecked and incapable of use as a means of lawful transportation;

"Intersection" means the area embraced within the prolongation or connection of the lateral Curb lines or, if none, then of the lateral boundary lines of two or more Highways that join one another at an angle, whether or not one Highway crosses the other;

“Motor Assisted Bicycle” includes a motor-assisted bicycle or any other motor-assisted transportation device that weighs not more than 55 kilograms and that does not have sufficient power to enable the transportation device to attain a speed greater than 50 kilometres per hour on level ground within a distance of 2 kilometres from a standing start, but does not include a wheelchair;

"Motor Vehicle" includes an automobile, motorcycle, motor-assisted bicycle and any other vehicle propelled or driven other than by muscular power, but does not include a street car or other motor vehicle running only upon rails, a motorized snow vehicle, a traction engine, a farm tractor, power-assisted bikes, a self-propelled implement of husbandry or a road-building machine;

“Municipal Law Enforcement Officer” means a by-law enforcement officer appointed by Council;

"Park" or “Parking”, when prohibited, means the Standing of a Vehicle, whether occupied or not, except when Standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers;

“Police Officer” means a current member of the Town of St. Marys police services contractor or a person authorized by the police services contractor thereof to regulate or direct Traffic;

“Private Roadway” means a Roadway other than municipal or government property, and includes privately owned roads, driveways and laneways;

“Public Parking Lot” means an off-street parking lot or other parking facility, owned by the municipality and signed accordingly, to which the public has access whether on payment of a fee or otherwise;

"Roadway" means the part of the Highway that is improved, designed or ordinarily used for vehicular Traffic, but does not include the Shoulder, and, where a Highway includes two or more separate Roadways, the term “Roadway” refers to any one Roadway separately and not to all of the Roadways collectively;

“Shoulder” means that portion of a Highway lying adjacent to the Roadway that is improved with granular or paved surface and is not intended for the passage of Motor Vehicles;

"Sidewalk" means any municipal walkway, or that portion of a Road between the curb line or the lateral line of a Roadway and the adjacent property line, primarily intended for the use of pedestrians;

"Stand" or “Standing” means the halting of a Motor Vehicle, whether occupied or not, except for the purpose of and while actually engaged in receiving or discharging passengers;

"Stop" or “Stopping" when prohibited, means the halting of a Motor Vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other Traffic or in compliance with the directions of a Police Officer or of a Traffic Control Device;

“Town” means the Corporation of the Town of St. Marys;

"Traffic Control Device" means any sign or other device erected or placed for the purpose of guiding, directing or regulating Traffic;

"Traffic" includes pedestrians, ridden or herded animals, Vehicles and other conveyances either singly or together while using any Highway for the purpose of travel;

"Vehicle" includes a Motor Vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or a street car.

For the purpose of this By-law, where no definition is made herein and a definition is required, the applicable definition shall be as set forth in the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8 as amended.

2.0. TRAFFIC

2.1. Traffic Control Devices

- (1) Traffic Control Devices for the purpose of regulating, warning or guiding Traffic shall be erected as authorized by Council.
- (2) Pavement markings for the purpose of directing and guiding Traffic and the Parking of Motor Vehicles shall be marked as authorized by the Director.
- (3) No person shall display any unauthorized device, sign or marking upon any Highway attempting or purporting to regulate, warn or guide Traffic or the Parking of Vehicles on a Highway.
- (4) Any unauthorized sign, signal marking or device so erected shall be removed by the Director, Police Officer or Municipal Law Enforcement Officer.
- (5) No unauthorized person shall remove a sign, signal marking or device.
- (6) No unauthorized person shall give any signal or direction attempting or purporting to direct Traffic unless in an emergency to direct Traffic around the scene of an accident or obstacle.
- (7) Stop signs are authorized and shall be installed at the Intersections set out in Schedule 1 hereto.
- (8) All-way stops are authorized and shall be installed at the Intersections set out in Schedule 1 hereto.
- (9) Yield signs are authorized and shall be installed at the Intersections set out in Schedule 2 hereto.
- (10) Electronic Traffic Control Devices (light signals), comprising red, amber and green lights, are authorized and shall be installed at the Intersections set out in Schedule 3 hereto.

2.2. Use of Sidewalk

- (1) No person shall use any Sidewalk for any purpose other than pedestrian Traffic, except as specifically permitted in this or any other by-law.

- (2) A person may use the Sidewalk for the purpose of walking a bicycle or Motor Assisted Bicycle.
- (3) Within the downtown area, identified on Schedule 11, no person shall ride a bicycle on a Sidewalk.
- (4) Persons under the age of 14 are permitted to ride a bicycle or Motor Assisted Bicycle upon a Sidewalk, with the exception of the area within the area identified on Schedule 11.
- (5) No person shall at any time use or operate skateboards, roller skates, in-line skates or other similar devices on municipal Sidewalks in the area identified on Schedule 11.

2.3. Prohibited Turn

- (1) Streets where turns are prohibited are set out in Schedule 4 hereto.
- (2) No person shall make a prohibited turn when a prohibited turn sign is on display.

2.4. No Stopping

- (1) No Stopping areas are set out in Schedule 5 hereto.
- (2) No person shall Stop a Vehicle in an area that has been designated as a No Stopping area when a sign is on display **except for mobility assisted transport services and the delivery of goods to local addresses.**

2.5. Obstructing Traffic

- (1) No person shall obstruct a Highway with a Motor Vehicle which becomes stalled or for any reason cannot be moved by its ordinary motive power.
- (2) Any Vehicle stopped on any Highway shall be moved away by the owner or operator thereof at the direction of a Police Officer or Municipal Law Enforcement Officer when Traffic congestion, proximity to a fire or any other condition renders the removal of such Vehicle expedient.

2.6. One-Way Streets

- (1) Streets that are designated as one-way streets are set out in Schedule 6 hereto.

2.7. Operation of Vehicles

- (1) No person operating a Vehicle shall use engine brakes in the Town, except to avoid or reduce the impact of a collision or in the case of such other emergency.

- (2) No person shall drive a Vehicle, except an emergency Vehicle or a Vehicle authorized by the Director or by a Police Officer, on any Highway that is roped, barricaded or marked by an Authorized Sign prohibiting its use.
- (3) No person shall drive or operate a Vehicle or equipment of any nature or kind in such a manner as to track mud or debris upon a Highway.
- (4) Any person who tracks mud or debris upon a Highway contrary to subsection 2.7(3) of this By-law, in addition to any other penalty, shall be liable to the Town for costs of clean up or removal of the mud or debris.
- (5) No person shall while driving a Vehicle will allow such Vehicle to be reversed or backed before it is first ascertained by observation that such movement can be safely made.
- (6) No person shall while driving a Vehicle allow such Vehicle to be reversed or backed before there is given an unmistakable warning signal to Pedestrians and approaching Vehicles of such movement.
- (7) No person operating a Vehicle shall drive on any Highway in the Town other than in a single file formation in one direction.
- (8) No person while driving a Vehicle shall turn such a Vehicle so as to proceed in the opposite direction in the areas set out in Schedule 4 hereto.
- (9) No person shall drive an all-terrain Vehicle on public roads and road allowances unless they are a Town all-terrain Vehicle, all others shall only be used on private property at the consent of the property owner.

2.8. Motorized Snow Vehicle

No person shall operate a motorized snow vehicle:

- (1) along the Sidewalks or Boulevards.
- (2) after 10:00pm and before 7:00am.
- (3) within the boundaries of the St. Marys Cemetery.
- ~~(4) on the Town's parklands, trail network, or within naturalized areas-~~
- ~~(4)(5) In a manner that contravenes the *Motorized Snow Vehicles Act*.~~

2.9. Speed Limits

- (1) The maximum speed limit on a municipal Highway is 50 kilometres per hour unless otherwise posted.
- (2) Reduced speed limits are set out in Schedule 7 hereto.

- (3) Reduced speed limits within a school zone are set out in Schedule 7 hereto.
- (4) No person shall operate a Vehicle in excess of the posted speed limit.

2.10. Community Safety Zones

- (1) Community Safety Zones as designated by the *Highway Traffic Act* are set out in Schedule 8 hereto.

2.11. Heavy Vehicles

- (1) No person shall operate a Heavy Vehicle on any Highway except on the Highways or parts of Highways described in Schedule 9.
- (2) Notwithstanding subsection 2.11(1), a Heavy Vehicle may be driven to make a delivery to, or collection from a premise or premises that cannot be reached by any route other than the Highway where Heavy Vehicles are prohibited within this By-law, provided that when making such a delivery or collection the same Highway is travelled only as far as is unavoidable in getting to and from such premise or premises.
- (3) Engine brakes are not permitted in the Town, except to avoid or reduce the impact of a collision or in the case of such other emergency.
- (4) No person shall operate a Heavy Vehicle on the Highways during specific time periods as set out in Schedule 9 under the heading "Time Limitations".

2.12. Temporary Highway Closing

- (1) No person shall block or close off a Highway without first:
 - a) Submitting a Road Closure Application to the Municipal Operation Centre, 408 James Street South, at least 30 days in advance and;
 - b) Receiving written consent from the Town.

2.13. Oversize or Overweight Load Permits

- (1) The Director is hereby authorized to grant or refuse permits for the moving of Heavy Vehicles, loads, objects or structures in excess of the otherwise lawful limits, pursuant of the *Highway Traffic Act*.
- (2) No Vehicle shall be operated on a Highway that exceeds the prescribed size and weight limits of the Highway Traffic Act, as amended without a valid permit.

2.14. Reduced Load Limit

- (1) No Vehicle shall be operated over the bridge known as Water Street Bridge at Trout Creek on Water Street North where:

- a) In the case of a single Vehicle the Gross Weight exceeds five (5) tonnes, and
- b) In the case of a combination of two or more Vehicles the Gross Weight exceeds five (5) tonnes

3.0. PARKING

3.1. Parking Regulations and Restrictions

- (1) All Parking in the Town on a Highway, shall be parallel Parking.
- (2) No person shall Park a Vehicle on any Highway except upon the right-hand side of the Roadway, having regard for the direction in which the Vehicle is required to proceed, and when Parked on a Highway, the right front and rear wheels or runners of the Vehicle shall be parallel to and distant not more than 0.3 metres from the right-hand edge of the Highway adjacent to which such Vehicle is Parked.
- (3) No person shall Park a Vehicle in any of the following places during the specified times:
 - a) at any time in such a manner so that any part of the Vehicle is situated upon or over a Sidewalk;
 - b) at any time between a Sidewalk and the adjacent Roadway where the shortest distance between the Sidewalk and the Roadway is less than 5.5 metres;
 - c) on any Boulevard at any time;
 - d) on a Roadway or Shoulder in front of a public or private driveway access or lane at any time;
 - e) within an Intersection at any time;
 - f) on a Crosswalk at any time;
 - g) within six (6) metres of the nearest Crosswalk at an Intersection at any time, except within the area identified on Schedule 11;
 - h) within three (3) metres of a point on the Curb or edge of the Roadway adjacent to any fire hydrant **except within the areas identified in Schedule 11**
 - i) within ten (10) metres of any Intersection at any time, except within the area identified on Schedule 11;
 - j) within nine (9) metres of any bridge or curve at any time, except within the area identified on Schedule 11;

- k) within sixteen (16) metres of an overpass at any time;
 - l) within four (4) metres of railway tracks at any time;
 - m) on a Highway in a manner which obstructs Traffic at any time;
 - n) in a position which will prevent the convenient removal of any other Vehicle previously parked at any time;
 - o) on a Highway between 2:00am and 6:00am from November 1 until April 30;
 - p) on a Highway for a duration longer than 72 hours from May 1 until October 31;
 - q) in a municipal facility parking lot between the hours of 2:00am and 5:00am;
 - r) on a Highway when a trailer is attached to a Motor Vehicle between 9:00 pm and 6:00 am;
 - s) for the purpose of repairs, oiling and greasing;
 - t) for the purpose of advertising, or pricing for sale; or
 - u) **except within the limits defined by pavement markings where pavement markings exist.**
- (4) No person shall operate or Park any Vehicle upon any land owned by the Town which includes but is not limited to: playgrounds, trails, Boulevard, recreation or public park, or any utility right-of-way, except on such part thereof as the Town may designate by a sign or signs for vehicular use or Parking, or by exemption through the Town.
- (5) No Inoperative Vehicle's shall be parked on Town Highways.
- (6) No person shall occupy any ~~recreation~~ Vehicle or holiday trailer as a dwelling or sleeping place at any time while it is Parked on a Highway, Public Parking Lot.

3.2. Parking Restrictions on Specified Highways

- (1) No Parking areas are set out in Schedule 10 hereto.
- (2) No person shall Park a Vehicle on any of the Highways or portions designated no parking areas.
- (3) On-street parking areas with a three (3) hour parking limit are set out in Schedule 11 hereto.

- (4) No person shall Park a Vehicle for longer than three hours in designated areas.
- (5) No person shall Park a Vehicle in the downtown boundaries as identified in Schedule 4 between 2:00am and 6:00am, year round.

3.3. Parking Restrictions for Heavy Vehicles

- (1) No person shall Park a Heavy Vehicle in a Public Parking Lot.
- (2) No person shall Park a Heavy Vehicle in a municipal facility parking lot other than for the purpose of delivery of goods.
- (3) No person shall Park a Heavy Vehicle on a Highway except for the purpose of delivery of goods or construction activities within the areas set out on Schedule 4.

3.4. Accessible Parking Space

- (1) On-Street Accessible Parking Spaces are set out in Schedule 12 hereto.
- (2) No person shall Park, Stand or Stop a Motor Vehicle in any designated Accessible Parking Space except a Motor Vehicle,
 - a) that is operated by or carries a person with a disability, and
 - b) that is identified by a current original identifying marker, and
 - c) that is parked entirely within a designated parking space.
- (3) An identifying marker shall be displayed on,
 - a) an inner surface of the windshield, as close as practicable to the lower left-hand corner and as close as practicable to the left-hand side of the Motor Vehicle, or
 - b) the outer surface of the sun visor on the left-hand side of the Motor Vehicle so as to be visible through the windshield from the exterior of the car when the sun visor is in a lowered position.

3.5. Public Parking Lot

- (1) Public Parking Lots are set out in Schedule 13 hereto.
- (2) No person shall permit a Vehicle to be parked in a Public Parking Lot between 2:00am and 6:00am unless assigned displaying a valid Designated Parking Permit by the Town.
- (3) No person shall permit a Vehicle to be parked in a Public Parking Lot for more than twelve eight (128) hours at any time unless displaying a assigned a Designated Parking Permit.

- (4) No person shall permit a Heavy Vehicle to be parked in a Public Parking Lot.
- (5) No person shall park a Vehicle in a Public Parking Lot for the purpose of repairs, oiling and greasing.
- (6) No person shall park an Inoperative Vehicle or detached trailer in a Public Parking Lot.

(7) No person shall park in the area identified in Schedule 17 unless assigned ~~displaying~~ a valid Designated Parking Permit.

~~(7)(8)~~ No person shall park a Motor Vehicle in a Designated Parking Stall unless that Motor Vehicle has been assigned to the Designated Parking Stall by a valid Designated Parking Permit.

3.6. Designated Parking Permit

- (1) Designated Parking Permits for the parking of Motor Vehicles in Public Parking Lots are hereby authorized and assigned by the Clerk or Public Works Director.
 - a) Long-term Designated Parking Permits shall be for a maximum term of one year, from November 1 until October 31 of the next calendar year. A renewal Designated Parking Permit may be applied for from the Town in advance of the expiry of the permit.
 - b) Short-term Designated Parking Permits shall be for a maximum term of seven (7) days.
- (2) The allocation of the Designated Parking Permit shall be based on need and capacity.

~~(3)~~ The Designated Parking Permit shall contain the permit number, the permit location, the make of the approved Motor Vehicle, year of the vehicle, License plate number, and permit expiry date.

~~(4)(3)~~ No person shall display an expired Designated Parking Permit.

~~(5)(4)~~ No person shall use the Designated Parking Permit for any location other than the location approved by the Town and listed on the permit.

~~(6)(5)~~ The Director may request that the Designated Parking Permit holder move their Motor Vehicle at any time.

~~(7)(6)~~ The Town may revoke any permit issued at any time.

3.7. Fire Routes

- (1) The Town may require a Private Roadway to be established as a Fire Route.

- (2) Where a Fire Route has been designated under this by-law, the Town may issue an order requiring the property owner;
 - a) to establish the Fire Route in accordance with the provisions of this by-law; and
 - b) erect and maintain an Authorized Sign at locations on the Fire Route.
- (3) Where a property owner fails to erect or to maintain an Authorized Sign under this by-law, the Fire Chief or designate may enter on the property owner's land and may erect an Authorized Sign at the expense of the property owner and the costs incurred as a result thereof may be added to the tax roll and collected by the Town in the same manner as municipal taxes.
- (4) Where a Fire Route has been designated, constructed and signed in accordance with this by-law, if the Fire Chief deems it to be in the interest of the life safety requirements under the *Fire Code*, the Fire Chief may issue an order for any change to the designated Fire Route deemed necessary and the property owner shall carry out whatever construction or changes to an unauthorized sign as may be necessary.
- (5) No person shall Park or Stand a vehicle along, in, or over, any properly signed Fire Route designated in Schedule 14.
- (6) No person shall move, remove or interfere with a Fire Route sign along a Fire Route or obstruct a view of the Fire Route sign along a Fire Route.
- (7) No person shall erect or maintain along a Fire Route any sign which may conflict or be confused with a Fire Route sign.
- (8) No person shall erect or maintain a facsimile of a Fire Route sign along any Private Roadway, whether a Fire Route or not.

3.8. Parking During Emergencies and Special Events

- (1) Notwithstanding any other provisions of this by-law to the contrary, in case of fire, a parade, an assembly of persons, a congestion of traffic, a construction project or an emergency, parking may be restricted or prohibited by the Director or Police Officer, and no person shall Park a Vehicle in contravention of such restrictions and prohibition.
- (2) For the purposes of this section, "emergency" includes a snow fall or other act of God which hinders, restricts or prohibits movement of Vehicles or pedestrians on a Highway.

3.9. Loading and Unloading

- (1) Loading Zone areas are set out in Schedule 15 hereto.

- (2) No person shall Stop or Stand a Vehicle in an area designated as a No Loading Zone.
- (3) No person shall Park a Vehicle in an area designated as a Loading Zone.

3.10. School Bus Loading Zones

- (1) School bus loading zone areas are set out in Schedule 16 hereto.
- (2) No person shall Park a school bus or a school vehicle or any part of a school bus or a school vehicle except entirely in a School Bus Loading Zone that has been established in this by-law.
- (3) No person shall Park a Vehicle other than a school bus in a School Bus Loading Zone.

3.11. Emergency Vehicles

- (1) Nothing in this By-law prohibits Municipal Law Enforcement, emergency services or municipal vehicles from being parked on the Highway.

3.12. Recreation Vehicles

- (1) No person shall Park a recreation vehicle, motorhome, or camping trailer as a dwelling or sleeping place at any time in a municipal facility parking lot, Public Parking Lot or municipal park.

4.0. BOULEVARD MAINTENANCE

4.1. Property Owner Prohibitions

- (1) No person shall permit any garbage, debris or discarded materials to accumulate on the Boulevard.
- (2) No person shall place any encroachment within 45 centimeters of the edge of the Sidewalk, such as sporting equipment, rocks, gravel, landscape features, ties, rails, asphalt, bricks, concrete structures or figurines.

4.2. Property Owner Obligations

- (1) In regards to the Boulevard immediately fronting an owner's property:
 - a) No property owner shall permit grass on the Boulevard to grow more than 10 centimeters within 45 centimeters adjacent to Sidewalk edge;
 - b) No property owner shall permit brush or noxious weeds to grow within the boulevard:
 - c) Prune and trim hedges, trees and shrubs in the Boulevard, except for those planted by the Town, as part of a development requirement, so that

a minimum vertical clearance of 3.0 metres above the sidewalk and 4.5 metres above the Roadway, is maintained and there is no encroachment on:

- i. A Sidewalk; or
 - ii. A Roadway, where there is no Sidewalk
- d) Ensure that sight lines to Intersections, driveways, Sidewalk, walkways, travel lanes, and visibility to all traffic control devices is not restricted by modifications to the Boulevard which the property owner may undertake;
 - e) Maintain any shrubbery, landscaping, and flower beds on the Boulevard below a maximum permitted height of 0.5 metres from the Boulevard level; and maintain a 2 meter clearance for shrubbery, hedges and trees from any fire hydrant or fire hydrant valve;
 - f) A property owner may add flower beds, plant shrubbery, and ground cover in a Boulevard provided such additions match existing grade of Sidewalk edge with no more than 2 centimetres deviation of surface continuity and comply with the requirements above.
- (2) The obligation to maintain the Boulevard as specified in Section 4.2(1) does not apply where in the opinion of the Director the property owner is unable to directly access the Boulevard due to steep grades, walls, fences or other obstructions.

4.3. Authority of the Director of Public Works

- (1) The Director may require an owner of real property to:
- a) Remove any flower beds, plant shrubbery, and landscaping located in a Boulevard in accordance with section 4.1(1), to facilitate work that the Town will have to undertake in the vicinity;
 - b) Remove any addition to the Boulevard undertaken by the property;
 - c) Remove or trim any trees, shrubs, hedges or bushes growing or standing on property adjacent to a Highway, where in their opinion:
 - i. The safety or convenience of the public so requires;
 - ii. Where any such trees, shrubs, hedges or bushes become encroaching to the Roadway or Sidewalk.
 - d) The Town has the authority to assume ownership of any tree, hedge or shrubbery in a Boulevard for the purpose of being the sole maintainer of such tree, hedge or shrubbery.

4.4. Restoration of Boulevard After Construction

- (1) Upon completion of any work by the Town, which required the removal of any flower beds, plant shrubbery and landscaping, the property owner may replace such vegetation with the permission of the Director.

4.5. Order to Discontinue Activity

- (1) If the Director determines that this Boulevard Maintenance portion of the by-law has been contravened, the Director may issue an Order to Discontinue Activity requiring the person contravening the by-law to immediately discontinue the contravention.
- (2) No person shall contravene an Order to Discontinue Activity.

5.0. CONFLICT WITH HIGHWAY TRAFFIC ACT

- (1) In the event of a conflict between the provisions of this by-law and the *Highway Traffic Act*, the provisions of the *Highway Traffic Act* prevail.

6.0. VALIDITY

- (1) If a court of competent jurisdiction declares any subsection, section or part of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

7.0. SCHEDULES

- (1) The following schedules shall constitute and form part of this by-law:
 - Schedule 1 – Stop Sign
 - Schedule 2 – Yield Sign
 - Schedule 3 – Electronic Traffic Control Devices
 - Schedule 4 – Downtown Boundaries & Prohibited U-Turn Areas and Prohibited Heavy Vehicle Parking Areas
 - Schedule 5 – No Stopping
 - Schedule 6 – One-Way Traffic
 - Schedule 7 – Reduced Speed Limit
 - Schedule 8 –Community Safety Zone
 - Schedule 9 – Heavy Vehicle Route
 - Schedule 10 – No Parking
 - Schedule 11 – Use of Sidewalk, Intersection and Three Hour Parking
 - Schedule 12 – On-Street Accessible Parking
 - Schedule 13 – Public Parking Lot
 - Schedule 14 – Fire Route

Schedule 15 – Loading Zone

Schedule 16 – School Bus Loading Zone

Schedule 17 – Designated Permit Only Parking Lots

Schedule A – Part I Short Form Wording

Schedule B – Part II Short Form Wording

8.0. ENFORCEMENT

- (1) This by-law may be enforced by a Police Officer or a Municipal Law Enforcement Officer appointed by Council.

9.0. PENALTIES

9.1. General

- (1) Except where otherwise expressly provided by this by-law or the *Highway Traffic Act*, every person who
 - a) contravenes any provision of this by-law; or
 - b) is the owner of a Vehicle that is parked or stopped in contravention of any provision of this by-law, is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33, as amended.
- (2) Despite subsection (1), any person who contravenes section 3.4(2) of this by-law is guilty of an offence and on conviction is liable to a fine of not less than \$300.00.
- (3) Despite subsection (1), any person who contravenes section 2.8 of this by-law is guilty of an offence and on conviction is liable to a fine of not less than \$125.00.
- (4) Despite subsection (1), any person who contravenes sections 3.7.(5), 3.7.(6), 3.7.(7) and 3.7.(8) of this by-law is guilty of an offence and on conviction is liable to a fine of not less than \$75.00.

9.2. Illegally Parked Vehicles

- (1) Where a Vehicle has been stopped or left Standing in contravention, the owner of the Vehicle, notwithstanding that he was not the driver of the Vehicle at the time of the contravention of the by-law, is guilty of an offence and is liable to the fine prescribed for the offence unless, at the time of the offence, the Vehicle was in the possession of some person other than the owner without the owner's consent.
- (2) No person shall permit a vehicle to be parked or left on Corporation-owned or occupied land without the authorization of the Corporation.

- (3) A Vehicle parked or left contrary to this By-law may be removed or impounded at the Vehicle Owner's expense. The costs and charges incurred for removing, taking away and storing a Vehicle pursuant to the provisions in this By-law, shall be a lien against the Vehicle, which shall be enforced in the manner prescribed by the *Repair and Storage Liens Act*, R.S.O. 1990, c. R.25, as amended.
- (4) Notwithstanding all other provisions of this by-law, in respect of penalties for violations of the Parking and Stopping provisions of this by-law, any person may, upon presentation of a Parking infraction notice issued by a Police Officer or Municipal Law Enforcement Officer alleging the commission of any of the offences under this by-law, pay out of Court within five (5) days from the date of said notice and penalty set out opposite such offence. Upon such payment no further proceedings shall be taken under this by-law in respect to the said alleged offence.

10.0. SHORT TITLE

This By-law may be referred to as the "Traffic, Parking and Boulevard Maintenance By-law".

11.0. REPEALED

By-law No. 6 of 2014 and all amendments thereto, including 41 of 2014, 4-15, 38-15, 41-15, and 54 of 2016, are hereby repealed on the day which this By-law comes into force and effect.

By-law 19-2003, To authorize certain parking, standing and stopping of vehicles operated by, or carrying, physically handicapped persons.

By-law 34-2002, To restrict the use of bicycles, skateboards, scooters and rollerblades / skates in the downtown core area.

By-law 8 of 2000, To amend By-law 6 of 1995

By-law 43 of 1998, To restrict weight of vehicles passing over the Bridge across Trout Creek on Water Street North

By-law 4 of 1998, To restrict weight of vehicles passing over the Bridge across Trout Creek on Water Street North

By-law 6 of 1995, To regulate the driving of motorized snow vehicles in Town

12.0. ENACTMENT

This By-Law comes into force and takes effect on November 1, 2018.

Read a first and second time this 12th day of June, 2018.

Read a third and final time and passed this 12th day of June, 2018.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

Schedule 1

STOP SIGN

	INTERSECTION	FACING TRAFFIC
1	Brock St. & Elgin St. East	Northbound on Brock
2	Brock St. & Elgin St. East	Southbound on Brock
3	Cain St. & Elgin St.	Eastbound & westbound on Elgin St
4	Cain St. & Jones St.	Eastbound on Jones St.
5	Church St. & Elgin St.	Westbound on Elgin St.
6	Church St. & Elizabeth St.	Westbound on Elizabeth St.
7	Church St. & Jones St.	Westbound on Jones St.
8	Church St. & Park St.	Northbound & southbound on Church St.
9	Church St. & Station St.	Eastbound & westbound on Station St.
10	Church St. & Victoria St.	Westbound on Victoria St.
11	Church St. & Widder St.	Eastbound & westbound on Widder St.
12	George St. & Park St.	Northbound on George St.
13	Glass St. & Edison St.	Northbound on Edison St.
14	Glass St. & Samuel St.	Northbound on Samuel St.
15	Glass St. & Emily St.	Northbound on Emily St.
16	Guest Crt.	Southbound on Glass St.
17	Guest Court & Glass Street	Southbound on Guest Court
18	Huron St. & Elgin St.	Eastbound and westbound on Elgin St.
19	Huron St. & Jones St.	Eastbound & westbound on Jones St
20	Huron St. & Maxwell St.	Southbound on Huron
21	Huron St. & Rogers Ave.	Eastbound & westbound on Rogers Ave
22	James St. & both exits Pyramid Recreation Centre	Westbound on both exits to James St.
23	James St. 230 metres southerly	Eastbound from Skate Park
24	James St. & Edison St.	Westbound on Edison St.
25	James St. & Egan Ave.	Eastbound on Egan Ave.
26	James St. & Enterprise Dr.	Eastbound on Enterprise Dr.
27	James St. & Given Road	Westbound on Given Road
28	James St. & Glass St.	Westbound on Glass St.
29	James St. & Jones St.	Eastbound on Jones St.

	INTERSECTION	FACING TRAFFIC
30	James St. & Maxwell St.	Westbound on Maxwell St.
31	James St. & Meadowridge Dr.	Westbound on Meadowridge Dr.
32	James St. & South Service Rd.	Eastbound on South Service Rd.
33	James St. & Southvale Rd.	Westbound on Southvale Rd.
34	James St. & Trailside Crt.	Westbound on Trailside Crt.
35	James St. & Victoria St.	Eastbound on Victoria St.
36	James St. & Widder St.	Eastbound & westbound on Widder St.
37	King St. and Elgin St.	Eastbound & westbound on Elgin St.
38	King St. & Elizabeth St.	Northbound & southbound on King St.
39	King St. & Jones St.	Eastbound & westbound on Jones St.
40	King St. & Station St.	Southbound on King St.
41	King St. & Widder St.	Eastbound & westbound on Widder St.
	Lindsay Atkinson Drive & Little Falls Public School	Northbound & Southbound on Lindsay Atkinson Dr. 150 metres southerly of Maxwell St.
42		
43	Lindsay Atkinson Dr. & Maxwell St.	Northbound on Lindsay Atkinson Dr.
44	Maiden Lane & Ingersoll St.	Westbound on Maiden Lane
45	Maiden Lane & Ontario St.	Eastbound & westbound on Maiden Lane
46	Maiden Lane & Robinson St.	Eastbound on Maiden Lane
47	Maiden Lane & Salina St.	Eastbound & westbound on Maiden Lane
48	Maiden Lane & William St.	Eastbound & westbound on Maiden Lane
49	Maxwell Street & Dunsford Cres.	Southbound at both exits
50	Millson Crescent (both legs) & Glass St	Southbound on Millson Crescent
51	Ontario St. & Elgin St.	Eastbound on Elgin St.
52	Ontario St. & Jones St.	Northbound & southbound on Ontario St.
53	Ontario St. & Westover St.	Northbound & southbound on Ontario St.
54	Park Lane & Ontario St.	Westbound on Park Lane
55	Park Lane & Thomas St.	Eastbound on Park Lane
56	Peel St. & Egan Ave	Northbound on Peel St.
57	Peel St. & Jones St.	Eastbound & westbound on Jones St.
58	Peel St. & Station St.	Southbound on Peel St.
59	Peel St. & Widder St.	Eastbound & westbound on Widder St.

	INTERSECTION	FACING TRAFFIC
60	Queen St. & Ann St.	Southbound on Ann St.
61	Queen St. & Brock St.	Northbound & southbound on Brock St.
62	Queen St. & Cain St.	Northbound on Cain St.
63	Queen St. & Carrall St.	Northbound on Carrall St.
64	Queen St. & Charles St.	Northbound & southbound on Charles St.
65	Queen St. & Huron St.	Northbound & southbound on Huron St.
66	Queen St. & Industrial Rd.	Northbound on Industrial Rd.
67	Queen St. & Ingersoll St.	Southbound on Ingersoll St.
68	Queen St. & James St.	Northbound & southbound on James St.
69	Queen St. & King St.	Northbound & southbound on King St.
70	Queen St. & Ontario St.	Northbound & southbound on Ontario St.
71	Queen St. & Peel St.	Northbound & southbound on Peel St.
72	Queen St. & Pelissier St.	Northbound on Pelissier St.
73	Queen St. & Robinson St.	Southbound on Robinson St.
74	Queen St. & St. Andrew St.	Northbound & southbound on St. Andrew St.
75	Queen St. & St. George St.	Southbound on St. George St.
76	Queen St. & St. John St.	Northbound & southbound on St. John St.
77	Queen St. & Salina St	Northbound & southbound on Salina St.
78	Queen St. & Thames Rd.	Southbound on Thames Rd.
79	Queen St. & Thomas St.	Northbound on Thomas St.
80	Queen St. & Warner St.	Northbound on Warner St.
81	Queen St. & Waterloo St.	Northbound & southbound on Waterloo St.
82	Queen St. & William St.	Southbound on William St.
83	Southvale Rd & Meadowridge Dr.	Eastbound on Meadowridge Dr.
84	Southvale Rd & Stoneridge Blvd.	Northbound on Stoneridge Blvd.
85	Spring St. & Waterloo St.	Westbound on Spring
86	St. John St. & Elgin St.	Southbound on St. John St. S
87	St. John St. & Elizabeth St.	Northbound on St. John St. S.
88	St. John St. & Jones St.	Eastbound & westbound on Jones St
89	Thames Ave. & Park St.	Northbound on Thames Ave.
90	Thomas St. & Jones St.	Eastbound on Jones St.
91	Thomas St. & Park Lane	Eastbound on Park Lane

	INTERSECTION	FACING TRAFFIC
92	Thomas St. & Park St.	Westbound on Park St.
93	Thomas St. & Westover St.	Eastbound on Westover St.
94	Tracy St. & Elizabeth St.	Northbound on Tracy
95	Tracy St. & Park St.	Northbound & southbound on Tracy St.
96	Valleyview Lane & Southvale Rd.	Southbound on Valleyview Lane
97	Water St. & Elgin St.	Westbound on Elgin St.
98	Water St. & Emily St.	Southbound on Water St.
99	Water St. & Jardine St.	Westbound on Jardine St.
100	Water St. & Jones St.	Eastbound & westbound on Jones
101	Water St. & Park St.	Eastbound & westbound on Park St.
102	Water St. & Parkview Dr.	Westbound on Parkview Dr.
103	Water St. & St. Maria St.	Eastbound & westbound on St. Maria St.
104	Water St. & Victoria St.	Eastbound & westbound on Victoria St.
105	Water St. & Washington St.	Westbound on Washington St.
106	Water St. & Widder St.	Westbound on Widder St.
107	Waterloo St. & Elgin St.	Eastbound & westbound on Elgin St.
108	Waterloo St. & Elizabeth St.	Eastbound on Elizabeth St.
109	Waterloo St. & Jones St.	Eastbound & westbound on Jones St
110	Wellington St. & Egan Ave.	Westbound on Egan Ave.
111	Wellington St. & Elgin St.	Eastbound & westbound on Elgin St.
112	Wellington St. & Jones St.	Eastbound & westbound on Jones St.
113	Wellington St. & Park St.	Southbound & northbound on Wellington St.
114	Wellington St. & Parkview Dr.	Eastbound on Parkview Dr.
115	Wellington St. & St. Maria St.	Northbound & southbound on Wellington St.
116	Wellington St. & Station St.	Westbound on Station St.
116	Wellington St. & Widder St.	Eastbound & westbound on Widder St.
<u>117</u>	<u>Stoneridge Blvd. & Ridgewood Cres.</u>	<u>Westbound at both exits</u>
<u>118</u>	<u>Waterloo St. & Rogers Ave</u>	<u>Eastbound on Rogers Ave.</u>

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	INTERSECTION	FACING TRAFFIC
<u>119</u>	<u>King St. & Egan Ave</u>	<u>Northbound on King</u>
<u>120</u>	<u>Brock St. & Elizabeth St.</u>	<u>Northbound & Southbound on Brock St.</u>
<u>121</u>	<u>Brock St. & Jones St.</u>	<u>Northbound & Southbound on Brock St.</u>
<u>122</u>	<u>Brock St. & rogers Ave.</u>	<u>Southbound on Brock St.</u>
<u>123</u>	<u>Charles St. & Elgin St. E</u>	<u>Northbound and Southbound on Charles St.</u>
<u>124</u>	<u>Charles St. & Jones St.</u>	<u>Northbound and Southbound on Charles St</u>
<u>125</u>	<u>Peel St. & Elgin St.</u>	<u>Northbound and Southbound on Peel St.</u>

4- WAY STOP SIGNS

	INTERSECTION	FACING TRAFFIC
1	Elgin St., Warner St. & Willard Crt.	All ways
2	Elgin St. & Huron St.	All ways
3	Huron St. & Elizabeth St.	All ways
4	Peel St. & Elizabeth St.	All ways

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<u>5</u>	<u>Waterloo St. & Elgin St. E</u>	<u>All ways</u>
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3- WAY STOP SIGNS

	INTERSECTION	FACING TRAFFIC
1	Maxwell St. & Huron St.	All ways

Schedule 2

YIELD SIGN

	INTERSECTION	FACING TRAFFIC
1	Brock St. & Elgin St.	Northbound and southbound on Brock St.
2	Brock St. & Elizabeth St.	Northbound & southbound on Brock St.
3	Brock St. & Jones St.	Northbound & southbound on Brock St.
4	Brock St. & Rogers Ave.	Southbound on Brock St.
5	Carrall St. & Elgin St.	Northbound & southbound on Carrall St.
6	Charles St. & Elgin St.	Northbound & southbound on Charles St.
7	Charles St. & Jones St.	Northbound & southbound on Charles St.
8	Church St. & Egan Ave.	Northbound on Church St.
9	Church St. & Jones St.	Eastbound and westbound on Jones St.
10	Church St. & St. Maria St.	Eastbound & Westbound on St. Maria St.
11	Elgin St. & Hillside Crt	Southbound & northbound on Hillside Crt.
12	Emily St. & Thamesview Cres.	Southbound at both legs
13	Emily St.	Southbound at Overpass
14	George St. & Victoria St.	Southbound on George St.
15	Huron St. & Ethel Crt.	Eastbound on Ethel Court
16	Huron St. & Margaret Crt.	Eastbound on Margaret Court
17	Huron St. & Sparling Cres.	Westbound on both exits
18	Huron St. & Widder St.	Southbound on Huron St.
19	Ingersoll St. & Widder St.	Westbound on Widder St.
20	James St. & Timms Lane	Northbound on James St.
21	King St. & Egan Ave.	Northbound on King St.
22	King St. & Timms Lane	Eastbound on Timms Lane
23	Lady Court at Edison Street	Eastbound on Lady Court
24	Markham St. & Maiden Lane	Southbound on Markham St.
25	Markham St. & Widder St.	Northbound on Markham St.
26	Maxwell St. & Oakwood Crt.	Southbound on Oakwood Crt.
27	Maxwell St. & White Crt.	Southbound on White Crt.
28	Maxwell St. & Trillium Cres.	Southbound on Trillium Cres.
29	Meadowridge Dr. & Meadowridge Crt.	Southbound on Meadowridge Crt.

	INTERSECTION	FACING TRAFFIC
30	Meadowridge Dr & Highland Ct.	Southbound on Highland Ct.
31	Meighen Crt. & Dunsford Cresc.	Eastbound on Meighen Crt.
32	Parkhaven Cres & Southvale Rd	Northbound both legs
33	Peel St. & Elgin St.	Northbound & southbound on Peel St.
34	Peel St. & King St.	Southbound on Peel St.
35	Peel St. & Timms Lane	Westbound on Timms Lane
36	Pelissier St. & Elgin St.	Southbound on Pelissier St.
37	Pelissier St. & Graylyn Ave	Eastbound on Graylyn Ave.
38	Salina St. & Elgin St.	Southbound on Salina St.
39	Salina St. & Jones St.	Eastbound & westbound on Jones St.
40	Salina St. & Widder St.	Northbound on Salina St.
41	St. Andrew St. & Elgin St.	Southbound on St. Andrew St.
42	St. Andrew St. & Jones St.	Southbound & northbound on St. Andrew St.
43	St. Andrew St. & Widder St.	Southbound & northbound on St. Andrew St.
44	St. George St. & Elgin St.	Southbound on St. George St.
45	St. George St. & Jones St.	Westbound on Jones St.
46	St. George St. & Timms Ln.	Eastbound on Timms Lane
47	St. George St. & Widder St.	Southbound on St. George St.
48	St. John St. & Widder St.	Southbound on St. John St.
49	St. Maria St & Diamondridge Crt.	Southbound on Diamondridge Crt.
50	Southvale Rd & Homefield Crt.	Eastbound on Homefield Crt.
51	Southvale Rd & Bitchcreek Cres.	Westbound both legs
52	Stoneridge Blvd. & Ridgewood Cres.	Westbound at both exits
53	Tracy St. & Trafalgar St.	Westbound on Trafalgar St.
54	Tracy St. & Victoria St.	Eastbound & westbound on Victoria St.
55	Tracy St. & St. Maria St.	Eastbound on St. Maria St.
56	Trailside Crt. & Edison St.	Southbound on Edison St.
57	Valleyview Ln. & Meadowridge Dr.	Northbound on Valleyview Lane
58	Warner St. & Jones St.	Eastbound & westbound on Jones St.
59	Water St. & Front St.	Eastbound on Front St.
60	Waterloo St. & Rogers Ave.	Eastbound on Rogers Ave.
61	Wellington St. & Victoria St.	Westbound & eastbound on Victoria St.

	INTERSECTION	FACING TRAFFIC
62	Widder St. East & Albert St.	Northbound off Albert St.
63	William St. & Widder St.	Northbound on William St.

Schedule 3

ELECTRONIC TRAFFIC CONTROL SIGNAL LIGHT

1. Queen St. & Water St., intersection
2. Queen St. & Wellington St., intersection
3. Queen St. & Church St., intersection

ELECTRONIC TRAFFIC WARNING LIGHTS, RE: DANGEROUS AREA

Yellow caution light - Queen Street East - at James Street South, facing east and west

Red flashing light – James Street South – at Queen Street East, facing south

ELECTRONIC PEDESTRIAN SIGNAL CROSS OVERS

1. Queen St. West, just west of St. John St.
2. James Street South, between Elizabeth Street and Victoria Street

Schedule 4

DOWNTOWN BOUNDARIES & PROHIBITED U-TURN AREAS & PROHIBITED HEAVY VEHICLE PARKING AREAS

	STREET	DESCRIPTION
1	Queen St.	Between James St. and Thomas St.
2	Water St.	Between Parkview Dr. and Elgin St.
3	Wellington St.	Between Parkview Dr. and Elgin St.
4	Church St.	Between Station St. and Elizabeth St.

Schedule 5

NO STOPPING AREA

	STREET	DESCRIPTION
1	Egan Ave.	Southside from Peel Street 65 metres easterly, from 8:00am to 4:00pm, Monday to Friday, inclusive, September to June, School buses excepted.
2	Egan Ave.	Southside between King St. and James St. North
3	Park St.	Both sides from Water St. South to Thomas St.
4	Park St.	Both sides from Church St. South to Peel St. South
5	Lindsay Atkinson Dr.	Northbound and southbound from Maxwell St. to the south end of Lindsay Atkinson Drive.
6	Maxwell St.	North side of Maxwell St. from James St. South to Huron St. from 8:00am to 4:00pm, Monday to Friday, inclusive, September to June.
	Maxwell Street	Southside of Maxwell Street from 70 m westerly of Lindsay Atkinson Drive to the eastern entrance to Dunsford Crescent from 8:00 a.m. to 4:00 p.m., Monday to Friday, inclusive, September to June
7	Peel St.	East side from Egan Avenue to 55 metres south, from 8:00am to 4:00pm, Monday to Friday inclusive, September to June, except school buses.

Schedule 6

ONE-WAY TRAFFIC

1. One-way Traffic only on path commonly known as Veterans Circle (Milt Dunnell Field - "The Flats").
2. One-way Traffic only on Jardine Street – westbound from Wellington Street to Water Street.
3. One-way Traffic Southbound only on west side of Stoneridge Boulevard median from Southvale Road to a point 190 metres south easterly.
4. One-way Traffic Northbound only on east side of Stoneridge Boulevard median from Southvale Road to a point 190 metres south easterly.

Schedule 7

REDUCED SPEED LIMIT

1. All speed limits within the Corporation of the Town of St. Marys shall be 50 km/hr, with the exception of the following:
 - a. Speed limit along Egan Avenue from James Street North to Wellington Street North shall be 40 km/hr;
 - b. Speed limit along Maxwell Street from James Street South to Huron Street shall be 40 km/hr;
 - c. Speed limit along Thomas Street from Town Limits to Queen Street West shall be 40 km/hr;
 - d. Speed limit along Wellington Street South from Park Street to Jones Street East shall be 40 km/hr;
 - e. Speed limit along Emily Street from Glass Street to Water Street North shall be 40 km/hr;
 - f. Speed limit within any park or playground including Veterans Circle (Milt Dunnell Field) shall be 20 km/hr.

School Zones

- a. Speed limit along James Street South at the northerly entrance /exit of the school to 150 metres north, and at the southerly entrance / exit of the school to 150 metres south shall be 40 km/h Monday to Friday, between 8:00am to 4:00pm, from September to June.

Schedule 8

COMMUNITY SAFETY ZONE

1. James St. South from Elgin St. to southerly entrance to the Pyramid Recreation Centre
2. Thomas St. from Town limits to Queen St. West
3. Wellington St. South from Park St. to Jones St. East

Schedule 9

HEAVY VEHICLE ROUTE

No person shall operate a Heavy Vehicle on any Highway within the Municipality, other than:

Carling St.

Church St. North between Queen St. and Station St.

Church St. South between Queen St. & Jones St.

Elizabeth St. between James St. & King St.

Emily St.

Glass St.

Industrial Rd.

James St. North between Station St. & Town Limits

James St. South

King St. South between Elizabeth St. & Park St.

Park St. between King St. & Thomas St.

Parkview Dr.

Queen St.

Samuel St.

South Service Rd.

Station St.

Thames Rd.

Thomas St.

Victoria St. between James St. & C.N. Railway

Water St. North between Emily St. & Parkview Dr.

Water St. South

Wellington St. North between Queen St. & Station St.

Wellington St. South between Park St. & Queen St.

TIME LIMITATIONS

Thomas Street from 44 metres north of the St. Marys Cement conveyor belt to Queen Street West – except during the hours of 6:00pm to 7:00am, seven days a week and every month of the year.

Schedule 10

NO PARKING

	STREET	NO PARKING
1	Ann St.	Westside from Queen St. to 75 metres north.
2	Church St North	Eastside from Widder St. to Egan Ave.
3	Church St. North	Eastside from Queen St. to 30 metres northerly to permit police services parking only
3(a)	<u>Church St. North</u>	<u>Eastside from Queen St. to 30 metres northerly to permit police services and approved transit.</u>
4	Church St. North	Both sides between Widder Street East and to a point 3 meters south of the Church St. Bridge
5	Church St. South	Westside from Jones St. to Elizabeth St.
6	Church St. South	Westside from Queen Street to Elizabeth St.
7	Church St. South	Eastside from Elizabeth St. to Cement Plant Property
8	Church St. South	East side from Jones Street to 16.5 metres southerly
9	Egan Ave.	Southside from Peel St. to Wellington St.
10	Egan Ave.	Southside between King & James St.
11	Egan Ave.	Northside Southside 8:00 a.m. to 4:00 p.m., Monday to Friday, from James St N. to Wellington St. N
12	Egan Ave.	Northside & Southside from Peel St. 50 metres easterly , from 8:00 a.m. to 4:00 p.m., Monday to Friday, inclusive, September to June from James Street North to Wellington Street North. School buses to be excluded
13	Elgin St. East	Southside between Church Street South and James Street South
14	Emily St.	East & Westside for 40m within Emily St. sewage lift station frontage on Emily St.
15	Glass St.	Northside Glass Street from 160 metres east of James Street North to Guest Court.
16	Huron St. South	Eastside of Huron Street South from the north curb line of Maxwell Street to 50 metres northward.

	STREET	NO PARKING
35	Park St.	Southside & Northside from Thomas St. to Elizabeth.
36	Parkview Dr.	Northside & Southside
37	Peel St. South	Westside from Queen St. to Jones St.
38	Peel St. South	Eastside from Queen St. to 25m southerly
39	Peel St. North	Westside from Queen St. to Timms Lane.
40	Peel St North	Eastside from Widder St. to Catholic Church.
41	Peel St. North	Eastside from Egan Ave. to 55 metres south, from 8:00 a.m. to 4:00 p.m., Monday to Friday, inclusive, September to June.
42	Queen St.	Northside & Southside from easterly limits to westerly limits. Except as allowed by Designated Parking Spaces <u>and approved transit pick up locations</u> .
	Queen St. East	Northside from Church St. to 30 metres easterly to permit police services parking only Northside from Church St. 30 metres easterly to permit police services parking only
43	Queen St. East	Northside, from east of Tim Horton's entrance/exit to 7m easterly
44	Robinson St.	Westside from Maiden Lane to Queen St.
45	Rogers Ave.	North and South side Huron Street westerly to end at DCVI Parking lot, from 8:00 a.m. to 4:00 p.m., Monday to Friday, inclusive, September to June.
46	Salina St. North	Westside from entrance to St. Marys Memorial Hospital to Queen St.
47	Southvale Rd.	Northside from a point 77 metres east of James Street South to Trillium Crescent
48	St. Andrew St. North	Westside from Queen St. to 45 metres north.
49	St. George St. South	Westside between Jones Street East and Elgin Street East
50	St. George St. North	East & Westside from Timms Ln. to Walking bridge for emergency operating authority access to Well #1
51	Station St.	North side & Southside from Widder St. to Wellington St.

	STREET	NO PARKING
52	Station St.	Northside from Widder St. to Wellington St.
53	Station St.	Southside from Church St to Widder St.
54	Thomas St.	Westside from Queen St. to Park St.
55	Thomas St.	Eastside from Park St. to 30 metres north.
56	Thomas St.	East & Westside for 180m within Waste Water Treatment Plant frontage on Thomas St.
57	Timms Lane	Northside and Southside from King St. to Peel St.
58	Trafalgar St.	Southside of Trafalgar Street between Tracy Street and the GEXR railway lands.
59	Victoria St.	South side of Victoria Street between George Street and the GEXR railway lands.
60	Victoria St	East & Westside from GEXR railway lanes to 30m easterly for operating authority access to Water Tower.
61	Water St. South	East & Westside from Jones St. to southerly limit.
62	Water St. North	Eastside from Parkview Dr. to 17 metres north
63	Wellington St. North	Eastside from Station St. to Egan Ave.
64	Wellington St. South	Eastside from Elgin St. to St. Maria St.
65	Wellington St. South	Eastside from Jones St. to 12 metres north.
66	Widder St. East	Northside from Peel Street north to Water Street North. Exemption applies to funeral hearse only.
<u>67</u>	<u>Emily St.</u>	<u>East and Westside for 30 metres each side of the Emily St. Overpass</u>
<u>68</u>	<u>St. John St. North</u>	<u>Westside from Queen St. East to Trout Creek</u>
<u>69</u>	<u>Wellington St. North</u>	<u>Westside from Parkview Drive to Station Street</u>

Schedule 11

ON-STREET THREE-HOUR PARKING

1. Queen Street East from Peel Street to Water Street
2. Water Street from Water Street Bridge at Trout Creek to Jones Street East
3. Church Street from Church Street Bridge at Trout Creek to Jones Street East
4. Jones Street East from Wellington Street South to Water Street South
5. Wellington Street from Wellington Street Bridge at Trout Creek to Elgin Street East

Schedule 12

ON-STREET ACCESSIBLE PARKING

	STREET	INTERSECTION	SIDE	LOCATION
1	Queen St.	Queen St. & Church St.	North	The fifth parking space from the north-east corner of this intersection
2	Church St.	Church St. & Queen St.	West	The first parking space on the north-west corner of this intersection
3	Wellington St.	Wellington St. & Queen St.	West	The first parking space on the south-west corner of this intersection
4	Water St.	Water St. & Queen St.	East	The third parking space on the south-east corner of this intersection
5	Wellington St.	Wellington St. & Jones St.	East	The first parking space on the north-east corner of this intersection
6	Water St.	Water St. & Queen St.	East	The first parking space on the north-east corner of this intersection

Schedule 13
PUBLIC PARKING LOT



1. Station Station and Peel Street North, southeast corner
2. Water Street North and Trout Creek, southwest corner
3. Queen Street East and Water Street South, southwest corner along Thames River
4. Jones Street East between Water Street South and Wellington Street South, south side of Jones Street East
5. Elgin Street East between Water Street South and Wellington Street South, north side of Elgin Street East

6. St. Maria Street, west of Water Street South
7. Water Street South, across from Lind Sportsplex north of tennis courts
8. Water Street South, across from Lind Sportsplex south of tennis courts
- ~~9. Water Street South, across from Base Ball Hall of Fame Entrance~~
 - ~~a. Seasonal Use April 30th to November 1~~

Schedule 14

FIRE ROUTE

1. A part of that part of 267 Queen Street West, being known as St. Marys Memorial Hospital, described as follows:

A driveway having the following characteristics:

- a. Commencing at the most easterly entrance drive from Queen Street, measuring 6.09 metres in uniform width, and running northerly 27.1 metres, then easterly for 23.7 metres.

2. A part of that part of 940 Queen Street East, known as Stone Willow Inn, described as follows:

A driveway having the following characteristics:

- a. Commencing at the most northerly entrance from Queen Street, measuring 6.09 metres in uniform width, and running southerly 73.3 metres where it splits;
- b. From the point of the split, going east 32.6 metres and 6.09 metres wide ending at the edge of the pavement at the front entrance to the Inn;
- c. Back to the split where it goes east, continuing south 48.2 metres and 6.09 metres wide where it ends at the fenced in area for waste storage.

3. A part of that part of 300 Thomas Street, being known as Westover Inn, described as follows:

A driveway having the following characteristics:

- a. Commencing at the most easterly entrance from Thomas Street, measuring 4.4 metres in uniform width and running southeast 84 metres where it begins to head in a southerly direction;
- b. From the point where it starts south measuring 4.4 metres in uniform width and running 40 metres to the southeast corner of the Westover Manor;
- c. From the southeast corner of the Manor measuring 4.4 metres in uniform width and running in a southwest direction for 88 metres where it splits and continues on for 33.7 metres;
- d. From the split it continues 88.1 metres and 4.4 metres in uniform width, to completely circle the Inn and stops at the originating northeast corner of the Manor.

4. A part of that part of 20 Southvale Road, described as follows:

A driveway having the following characteristics:

- a. Commencing from the most westerly entrance from Southvale Road, measuring 6.4 metres in uniform width and running easterly 133.6 metres to the east exit back onto Southvale Road.

5. A part of that part of 772 Queen Street East, being known as McKinley Hatchery, described as follows:

A driveway having the following characteristics:

- a. Commencing at the most westerly entrance from Industrial Road, measuring 6.096 metres in uniform width and running southeast 17 metres to the southwest corner of the building;
 - b. From the southwest corner of the building measuring 6.096 metres in uniform width and running east 39.5 metres to the southeast corner of the building.
6. A part of that part of 505 James Street South, being known as Solis Mexican Foods Inc., described as follows:

A driveway having the following characteristics:

- a. Commencing from the south entrance off James Street, measuring 6 metres in uniform width running 146 metres;
 - b. From this point at the east side of the lot measuring 6 metres in uniform width running north 80 metres to the north side of the lot;
 - c. From this point at the north side of the lot measuring 6 metres in uniform width running west 146 metres back to the north exit to James Street.
7. A part of that part of 555 Queen Street West, being known as St. Marys Ford Sales Ltd., described as follows:

A driveway having the following characteristics:

- a. Commencing from the east entrance off of Thames Road, measuring 6 metres in uniform width and running east 68 metres;
 - b. From this point at the west side of the lot measuring 6 metres in uniform width it runs south 70 metres to the edge of Queen Street.
8. A part of that part of 515 James Street South, being known as Easy Lift Doors Limited, described as follows:

A driveway having the following characteristics:

- a. Commencing from the north entrance off of James Street, measuring 6 metres in uniform width and running east 127.6 metres to the fire hydrant;
 - b. From the originating point off James Street, measuring 6 metres in uniform width running eastward 66.8 metres;
 - c. From this point measuring 6 metres in uniform width running south 20.3 metres into the main lot of Easy Lift Doors.
9. A part of that part of 25 South Service Road, being known as E. & E. McLaughlin Ltd., described as follows:

A driveway having the following characteristics:

- a. Commencing at the west entrance off of South Service Road measuring 6.01 metres in width and running southwest 53.5 metres to the northwest corner of the building;

- b. From this point it runs south, measuring 6.01 metres in width for a distance of 55 metres;
 - c. From this point it runs east, measuring 6.01 metres in width for a distance of 240.2 metres;
 - d. From this point it runs north, measuring 6.01 metres in width for a distance of 169.7 metres to the east entrance off of South Service Road.
10. A part of that part of the 317 James Street South, being known as Pyramid Recreation Centre, described as follows:
- A driveway having the following characteristics:
- a. Commencing at the most northerly entrance from James Street, measuring 7.1 metres in uniform width and running east 61.1 metres where it splits;
 - b. From the point of the split, going northeast 51.1 metres and encompassing the whole paved portion of the Roadway for Motor Vehicle use, ending at the west end vehicle entrance to the arena;
 - c. Back to the point of the split it runs southeast, measuring 7.1 metres in uniform width for a distance of 68 metres;
 - d. From this distance it runs east, measuring 7.1 metres in uniform width for a distance of 59.3 metres;
 - e. From this point it runs south, measuring 7.1 metres in uniform width for a distance of 29 metres;
 - f. From this point it runs east, measuring 7.1 metres in uniform width for a distance of 60 metres;
 - g. From this point it runs north, measuring 7.1 metres in uniform width for a distance of 56.7 metres;
 - h. From this point it runs northeast, measuring 7.1 metres in uniform width for a distance of 52.7 metres;
 - i. From this point it runs north, measuring 7.1 metres in uniform width for a distance of 99.5 metres where it exits onto Maxwell Street.
11. A part of that part of 780 Queen Street East, being known as Loblaw Properties Ltd., described as follows:
- A driveway having the following characteristics:
- a. Commencing at the west entrance; exit off Queen Street, measuring 6.9 metres in width and running south 203.8 metres;
 - b. From this point it runs east measuring 6.9 metres in width for a distance of 105.8 metres;
 - c. From this point it runs north measuring 6.9 metres in width for a distance of 75 metres;

- d. From this point it runs west as well as north, measuring 6.9 metres in width it runs west for a distance of 100 metres where it intersects with the west entrance/exit off Queen Street;
 - e. From the originating point in Clause (d) it runs north measuring 6.9 metres in width for a distance of 131.2 metres where it exits onto Queen Street at the eastern entrance/exit.
12. A part of that part of 925 Queen Street East, being known as St. Marys Building Centre Inc., described as follows:
- A driveway having the following characteristics:
- a. Commencing at the east gate on Perth South Road 120, measuring 6.0 metres in width and running west 76 metres;
 - b. From this point measuring 6.0 metres in width it runs south for a distance of 85 metres where it exits onto Queen Street.
13. A part of that part of 475 Water Street South, being known as Canadian Baseball Hall of Fame and Museum, described as follows:
- A driveway having the following characteristics:
- a. Commencing at the Church Street entrance, measuring 6.0 metres in width and running southwest 48 metres.
14. A part of that part of 201 James Street South, being owned by Adriano Paola, described as follows:
- A driveway having the following characteristics:
- a. Commencing at the James Street entrance, measuring 6.0 metres in width and running east 28 metres, ending at most eastern point of 201 James Street South.
15. A part of that part of 304 James Street South, being known as Cascades Canada Inc., described as follows:
- A driveway having the following characteristics:
- a. Commencing at the James Street entrance, measuring 6.0 metres in width and running west 38 metres,
 - b. From this point measuring 6.0 metres in width it runs north for a distance of 112 metres, ending at the fire department standpipe near front entrance.
16. A part of that part of 769 Queen Street East, being known as St. Marys Golf and Country Club, described as follows:
- A driveway having the following characteristics:
- a. Commencing at the most easterly entrance from Queen Street East, measuring 6.0 metres in width and running north 7 metres,
 - b. From this point, measuring 6.0 metres it runs west 90 metres, ending at the most westerly point of the building,

- c. From 7 metres north of Queen Street East, measuring 6.0 metres it runs east 60 metres, ending at the most easterly point of the building.
- 17. A part of that part of 93 Ann Street, being owned by Heybolt Ontario Ltd., described as follows:
 - A driveway having the following characteristics:
 - a. Commencing at the Ann Street entrance, measuring 6.0 metres in width and running east 47 metres, ending at the most easterly point of the building.
- 18. A part of that part of 20 Thames Street North, being known as Vanderpol Enterprises Inc., described as follows:
 - A driveway having the following characteristics:
 - a. Commencing at the Thames Street entrance, measuring 6.0 metres in width and running north 20 metres,
 - b. From the Thames Street entrance, measuring 6.0 metres in width and running east 50 metres ending at the fire department standpipe.
- 19. A part of that part of 485 James Street South, being owned by South Ridge Holdings, described as follows:
 - A driveway having the following characteristics:
 - a. Commencing at the James Street entrance, measuring 6.0 metres in width on the south side of the building, heading east 82 metres, ending at most eastern point of the building.
- 20. A part of that part of 74 Edison Street, being owned by Lang Contracting Company, described as follows:
 - A driveway having the following characteristics:
 - a. Commencing at the Edison Street entrance, measuring 6.0 metres in width and running west 100 metres ending at the James Street entrance.

Schedule 15

LOADING ZONE

	STREET	DESCRIPTION
1	Peel Street South	Eastside, 20 metres from curb at Queen Street East, to 25m southerly

Schedule 16

SCHOOL BUS LOADING ZONE

Egan Ave., Southside from Peel Street 65 metres easterly

~~Peel St., Eastside from Egan Street 56 metres southerly~~

Lindsay Atkinson Boulevard, East side at 60m south of Maxwell Street for 10m southerly

Schedule 17
DESIGNATED PERMIT ONLY PARKING LOTS



1. Water St. North for residents of Water St. N by permit only

FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Morgan Dykstra, Public Works and Planning Coordinator
Date of Meeting:	14 December 2021
Subject:	PW 85-2021 Request to Expand the St. Marys Pollinator Garden

PURPOSE

The purpose of the report is to seek Council's approval to expand the Pollinator Garden by 96m².

RECOMMENDATION

THAT PW 85-2021 Request to Expand the St. Marys Pollinator Garden report be received; and

THAT Council approve an expansion of the St. Marys Pollinator Garden located in the Sparling Bush trail triangle by 96m²; and,

THAT Council direct staff to pursue grant funding to fund the pollinator garden expansion.

BACKGROUND

The Town's Recreation and Leisure Services Master Plan recommends and encourages the naturalization of municipal lands, including Town parks. The Town of St. Marys Council tasked the 2018-2022 Green Committee with recommending policies to establish natural areas and create strategies for maintaining natural areas.

In 2020, a Green Committee member received an inquiry from the public regarding pollinator gardens (wildflower areas). Researching and recommending establishing pollinator gardens falls within the Green Committee's mandate under naturalization projects.

Upon review, the Green Committee recommended that Council approve the Green Committee's request to consider a pollinator garden pilot project to be in the Sparling Bush trail triangle in St. Marys, and to seek grant funding to fund the project. Council ultimately approved the pilot project.

The implementation of the project went as follows:



- October 2020 – Pollinator Garden Pilot Project approved by Council
- January 2021 – Applied for TD Friends of the Environment Foundation Grant (FEF)
- April 2021 – Grant application successful, Town received \$4,950.00
- May 2021 - Public Works Operators prepared the planting site (Town did not use the proposed geo-textile fabric, instead scraped away the grass and rototilled the area)
- June 2021 – Planted Pollinator Garden



- Project completed by 8 Town of St. Marys and Upper Thames River Conservation Authority Staff within 4 hours (intent was to include local service clubs and schools, however, due to COVID-19 restrictions this option was not pursued)
 - Planting method included distributing the plug packages, planting the plug packages and then adding a 3-inch layer of mulch around the plants to prevent weed growth (approximately 10 plug packages are used per square meter)
 - 1,650 plugs planted, a mix of plants were used including: black-eyed susan, bergamot, coreopsis, purple coneflower, white coneflower, sedum, balloon flower, butterfly milk weed, and blanket flower
- June/July 2021
 - Launched Pollinator Garden communications campaign including a colouring contest to celebrate the start of the Pollinator Garden, the Town received 50 creative entries. Winners received one of three fun prize packs including a six piece set of kids gardening tools, a handheld hummingbird feeder, bright flowerpot, gummy treats and wildflower seeds



- Created webpage on the Town's website with information regarding pollinator gardens: [Pollinator Garden - Town of St. Marys \(townofstmarys.com\)](http://townofstmarys.com/Pollinator-Garden)

Town Staff have continued to monitor the pollinator garden. Some observations include:

- Residents have helped maintain the pollinator garden by removing weeds
- Area has been acting as a habitat for various animals and insects including caterpillars, spiders, birds, frogs, newts, and toads

- Very good feedback from the community – many comments asking if pollinator gardens can be established in other areas of St. Marys

REPORT

The Town has focused on creating natural areas, usually in the form of woodlots. The pollinator garden was originally proposed as an alternative naturalization project. The 2021 project was originally conceived as pilot project to understand the work and costs required to establish a pollinator garden, and then how much maintenance is required. Ultimately, it has been determined that the work and costs involved with establishing and maintaining a pollinator garden are limited.

Due to the success of the pollinator garden, Town staff are recommending that the pollinator garden be expanded following the 2021 success, with the hope to utilize students and/or service clubs to assist with planting.

Town staff are proposing to increase the pollinator garden by 96m². The proposed design takes into consideration the increase in costs for plug packages and maintains a minimum 2 metre distance from the trail. This would be the final phase for this area. Should the Town wish to establish additional pollinator gardens, alternative locations would be considered in the North, West or Southwest Wards.



The Green Committee discussed the request at its November 24th meeting. The Green Committee asked if the plants in the pollinator garden will continue to spread independently, Town staff have consulted with UTRCA staff who have advised that some plants may spread within the garden which will give the garden a fuller appearance, however, it is unlikely that there will be significant spread outside the perimeter of the garden.

The Green Committee passed the following recommendation:

Resolution: GC-2021-08-05

Moved By Katherine Moffat

Seconded By David Vermeire

THAT PW 81-2021 Request to Expand St. Marys' Pollinator Garden report be received; and,

THAT the Green Committee recommend to Council:

THAT Council approve the action to expand the St. Marys' Pollinator Garden located in the Sparling Bush trail triangle by 96m²; and,

THAT Council direct staff to pursue grant funding to fund the pollinator garden expansion.

Carried.

FINANCIAL IMPLICATIONS

Town staff are proposing a 96m² pollinator garden expansion at the Sparling Bush trail triangle.

Approximately 10 plug packages are used per square metre, the unit rate for plug packages is \$5.00. The material cost per square metre is \$50 + HST, the labour costs are unknown at this time as the planting will be supplemented by volunteers, however labour costs incurred will be minimal and absorbed through the operating budget.

Based on a proposed site of 96m², the material cost for the project is \$4,600.00 + HST. Please note there has been a \$2.00 increase per plug package, which influenced reducing the size of the expansion (in 2021 165 m² equaled \$4,950.00 +HST).

Grant funding is available and should be pursued to cover the cost of the initiative. It is staff's intent to apply for grant funding to cover the costs available, most likely the original funder, TD Friends of the Environment Foundation. If funding is not received, the flower program and turf maintenance budgets may be able to recuperate the costs.

SUMMARY

The Recreation and Leisure Services Master Plan tasks the Town with investigating naturalization projects to reduce turf maintenance costs. In 2021, the Town established its first pollinator garden as pilot project, due to the success of the project, Town staff and the Green Committee are recommending that the garden be expanded, and grant monies be sought to fund the project.

STRATEGIC PLAN

☑ This initiative is supported by the following priorities, outcomes, and tactics in the Recreation and Leisure Services Master Plan

- Parks and Trails Recommendation:
 - Outcome: consider naturalization of select areas of parklands, including Meadowridge Park and Southvale Park in order to reduce parkland maintenance efforts. Where appropriate, naturalization of other municipal lands is also encouraged.

OTHERS CONSULTED

Vanni Azzano – Supervisor, Community Education (Upper Thames River Conservation Authority)

ATTACHMENTS

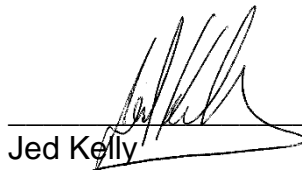
None.

REVIEWED BY

Recommended by the Department

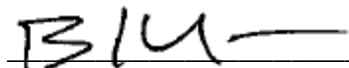


Morgan Dykstra
Public Works and Planning Coordinator



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

Board of Directors Meeting Highlights
Held on November 18th, 2021 at 8:30 AM
as a Virtual Meeting



2022 Budget

As we prepare for the blue box transition in 2024, in light of COVID the Association is finally benefiting from the best markets prices in its history but it continues to struggle with difficult labour market conditions and excessive contamination of the recycling bins.

In 2022, the per share cost will rise to \$65.69 which represents a 2% increase on recycling fees. Waste automated rates are based on the September CPI rate posted at 4.4% as published by Statistic Canada. Commodity revenue for 2022 is based on current tonnages and the 5 year average prices since the current market highs are not sustainable. Grants are based on what was received for this year. Expenses reflect a full staff complement and expected increases in supplies and fuel.

	2021 Budget	2021 Projection	2022 Budget	\$ Diff.	%
Sales					
Commodity Revenue	1,475,000	2,348,000	1,636,000	-712,000	30.3%
Grants	2,517,000	2,882,000	2,882,000	0	0.0%
Municipal Levy	4,601,000	4,416,000	4,506,000	90,000	2.0%
Automated Revenue	3,818,000	3,847,000	4,069,000	222,000	5.8%
Containerized Services	1,500,000	1,681,000	1,750,000	69,000	4.1%
Disposal Revenue	539,000	497,000	517,000	20,000	4.0%
Processing Revenue	288,000	411,000	400,000	-11,000	-1.7%
Other	10,000	157,000	20,000	-137,000	-87.3%
Total Sales	14,748,000	16,239,000	15,780,000	-459,000	-2.8%
Total Cost of Goods Sold	1,795,000	2,036,000	1,865,000	-171,000	-8.4%
Gross Profit	12,953,000	14,203,000	13,915,000	-288,000	-2.0%
Operating Expenses					
<i>Total Administration Expenses</i>	1,053,000	954,000	1,108,000	154,000	16.1%
<i>Total Collection Expenses</i>	6,484,000	6,626,000	7,151,000	525,000	7.9%
<i>Total Processing Expenses</i>	2,468,000	3,212,000	3,144,000	-68,000	-2.1%
Total Operating Expenses	10,205,000	10,792,000	11,403,000	611,000	5.7%
Operating Income	2,780,000	3,411,000	2,512,000	-899,000	-26.4%
Total Nonoperating Expense	2,577,000	2,594,000	2,432,000	-162,000	-6.2%
Net Change in Cash Position	171,000	817,000	80,000	-737,000	-90.2%
Share Charge	\$64.40	\$64.40	\$65.69	\$1.29	2.00%

SWANA report examines the value of recyclables

The organization's CEO says the recovery in pricing has been "one of the few silver linings of the COVID-19 pandemic."

Following China's ban on the import of several recyclables, some curbside recycling programs faced challenges. However, beginning in 2020, commodity prices for recyclables have recovered strongly in many cases, benefitting local recycling programs, according to a new report from the Solid Waste Association of North America (SWANA), Silver Spring, Maryland.

In "Recycling Markets Have Strongly Recovered Since National Shutdown," SWANA reports the prices and demand for recyclables from municipal curbside recycling programs have rebounded and are close to record highs in the U.S. and Canada. The report quantifies how much commodity prices have recovered from 2020 lows and discusses how increased domestic demand and consumer brand commitments to use recycled materials have improved market conditions.

"One of the very few silver linings of the COVID-19 pandemic has been the remarkable recovery of recycling prices," says David Biderman, SWANA CEO and executive director. "This is encouraging investments in new technologies at MRFs and new carts at municipalities."

The report cites the Northeast Recycling Council's Report on Blended MRF Commodity Values in the Northeast from April to June 30, when the "blended" value of a ton of recyclables recovered at MRFs in New England increased by 160 percent to \$134.26 compared with April through June of 2019.

An Old Toronto, ON Incinerator Could Soon Become a Massive Community Hub

After sitting vacant for more than three decades, an old Toronto incinerator is about to have a new life breathed into it. The Wellington Destructor, located on the southeast corner of Wellington Street West and Walnut Avenue near Stanley Park, is set to undergo a total transformation that would see it become a large community hub.

The City-of-Toronto-owned building was built in 1925 and used as a garbage incinerator until the mid-70s. It was then switched over to be a garbage transfer station until the '80s, and has sat vacant ever since. The City announced that it is recommending real estate development company TAS be given a long-term lease for the site — 49 years with two optional 25-year extensions — during which time they will renovate and operate the property.

"This is a great step forward in the Wellington Destructor project," said Mayor John Tory. "By preserving its heritage elements and creating new flexible spaces, this site will serve many uses and become a destination for people to create, learn and innovate."

NWRA Responds to 2020 Injury and Illness Report from BLS

The United States Bureau of Labor Statistics (BLS) released its 2020 Employer-Reported Workplace Injuries and Illness report. According to the report, private industry employers reported 2.7 million non-fatal workplace injuries and illnesses last year. The overall injury rate for the waste and recycling industry declined to 3.5 from 4.2 in 2019. The injury rate for solid waste collection fell to 5.2 from 5.8 over the same period. The rate for landfills fell to 3.4, down from 3.9 in 2019. The injury rate at materials recovery facilities (MRFs) rose to 5.2 from 3.6 in 2019.

“The recent BLS data tell us we have more work to do to reduce injuries and illness in the waste and recycling industry. Though we are pleased with the significant drop at landfills and among waste hauling, it is important that we work just as hard to reduce injuries and illness at MRFs and across the industry,” said NWRA President and CEO Darrell Smith. “We cannot be satisfied with this report and we have a long way to go.”

Bank of Canada ends QE bond buying program, a sign that higher rates are coming

Canada's central bank is keeping its benchmark policy interest rate right where it is, but is signalling that higher rates are coming soon.

In its latest policy decision, the Bank of Canada opted to hold its benchmark rate steady at 0.25 per cent, the same level it has been throughout the pandemic.

The bank slashed its rate in March 2020 to stimulate the economy by making it as cheap as possible to borrow and invest.

While holding that rate steady, the bank's statement does make it clear that it's getting ready to raise that rate sooner rather than later as the economy gets back on to its own two feet and the cost of living is increasing at a faster pace than expected.

Normally, higher than expected inflation is the sort of thing that would compel a central bank to hike its interest rate to cool things down. But the bank isn't doing that because stimulus is still needed to get out of the pandemic hole that the economy fell into last year.

While the bank makes it clear it's not ready to raise its benchmark rate yet, it gave a clear signal that it is headed in that direction by winding down its so-called quantitative easing program, one that saw the bank buy up as much as \$5 billion worth of government bonds every week to keep lending cheap.

What is QE and how does it work?

Quantitative easing or QE works by having a central bank buy up large amounts of government bonds, which pushes up the price of those bonds since there is a sudden and sustainable surge in demand for them.

That in turn drags down their yield or the rate of interest attached to them, which has the effect of bringing down the cost of all sorts of things linked to government bond yields, including some mortgages and business loans.

Governments around the world implemented QE programs throughout last year as a way to squeeze as much stimulus into the system, even after they slashed their lending rates to basically zero.

As Canada's economy has slowly improved through 2021, the bank has slowly wound down the number of bonds it was buying under the program, and announced it would come to an end entirely.

That's a sign that the bank is getting ready to raise rates. Economists think there could be as many as four rate hikes by the end of next year.

The Canadian dollar jumped on the news, gaining about two thirds of a cent to trade at 81.35 cents US.

ATA's Spear questions vaccine mandate

The American Trucking Associations (ATA) continue to question a U.S. plan to require companies with more than 100 employees to mandate Covid-19 vaccines.

In a letter to ATA members, president and CEO Chris Spear noted the OSHA mandate was sent to the White House for review, and warns of “obvious problems and potentially dire consequences.”



Saskatchewan and Manitoba truckers were vaccinated at the rest area near Drayton, North Dakota. (File Photo: North Dakota Department of Health)

The letter notes that a small portion of the trucking industry has more than 100 employees. “If these mandates are designed to actually better protect all Americans, how are employee lives at a smaller employer less important,” Spear asks.

He also says drivers spend most of their work days isolated in a truck cab – “literally one of the safest places possible during a pandemic” – and that testing hundreds of thousands of truck drivers who move across the country every day is a virtual impossibility.

“We are working to ensure the ultimate rule, if and when it issues, takes into account the vital work that ATA members do every day in delivering life-saving Covid vaccines, medical supplies, and the necessities of life,” Spear said.

In a September Pulse survey of Today’s Trucking readers, 63% of respondents said Canadian jurisdictions should also require workplaces with more than 100 employees to ensure employees are vaccinated or tested once per week. The survey included 554 respondents.

Canada short 18,000 truck drivers in second quarter

About 18,000 of Canada's truck driving jobs were vacant in the second quarter of 2021, leaving 72% of surveyed employers to identify driver recruitment as a significant business challenge.

The results emerged Tuesday with the release of Trucking HR Canada's latest labor market information update.

While the number of vacancies is expected to ease somewhat after 2021, Trucking HR Canada projects the industry will annually face 17,230 truck driver vacancies in coming years.)

About 40% of employers surveyed by Trucking HR Canada said current business activity was higher than pre-pandemic levels, while 2/3 were unable to hire all the people they needed in the past year. Fleets reported they receive few applications for vacant driving positions, and the applicants who respond rarely have the training and experience needed to start immediately.

About 1/3 of surveyed employers said retirements and voluntary turnover had also increased during the pandemic.

Young truck drivers up to the age of 24 were more likely than their older peers to be laid off during the pandemic, and many left the labor force altogether, Trucking HR Canada adds. The labor force for young truck drivers was down 38% year over year in January 2021. But the number of truck drivers age 55 and over expanded.

While women account for 3.7% of truck driving jobs, they represented 15.9% of the drop in employed truck drivers during the second quarter. Most of those who lost their jobs also left the labor force, although the share of female drivers recovered to pre-pandemic levels by June.

The facts emerged against a backdrop of an acute driver shortage in the U.K., where panicked consumers have been draining fuel stations dry.

"While the causes of the U.K. driver shortage are nuanced and context-specific, the 'perfect storm' represented by the crisis raises important questions about the driver shortage in Canada," the updates notes.

"In Canada, labor shortages in trucking and logistics are an ongoing and growing concern."

As an example, Trucking HR Canada cites Forest Products Association of Canada estimates that the driver shortage cost its industry sector about \$450 million in lost productivity.



U.S. driver shortage worse than ever: ATA

The U.S. trucking industry is short about 80,000 drivers today – an all-time high – and if current trends continue, will be short 160,000 drivers by 2030.

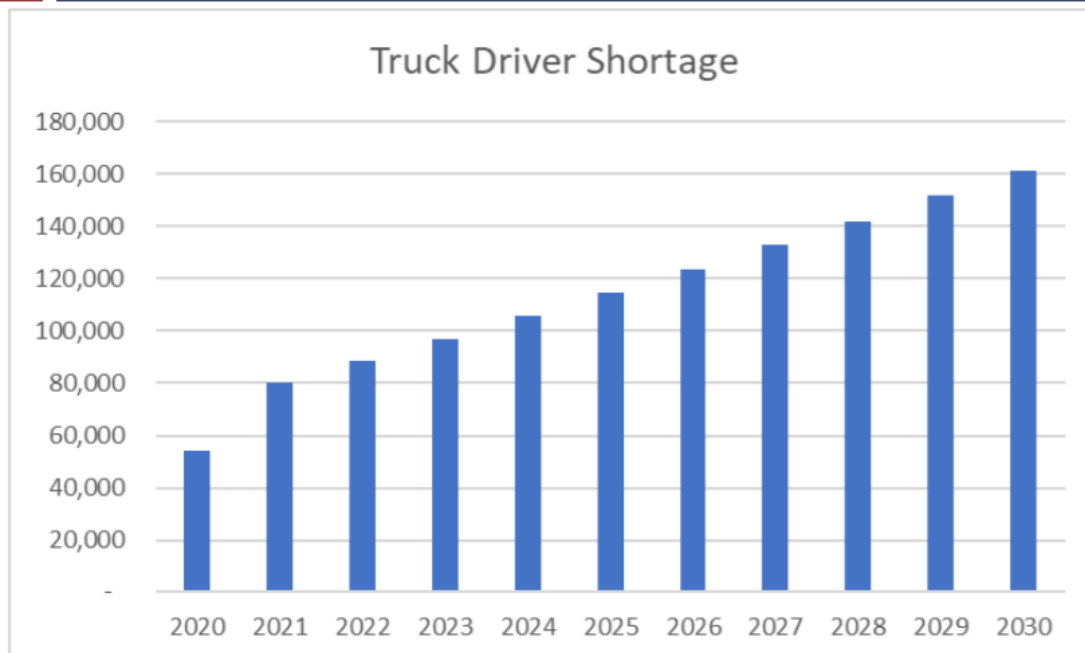
The figures come from the latest analysis by the American Trucking Associations (ATA). ATA chief economist Bob Costello discussed the report with media, saying the numbers should come as a warning that the supply chain issues seen today could be permanent in the future due solely to a lack of drivers.

The driver shortage was first documented by ATA in 2005.

“Those items that were true in 2005 are still true today,” Costello said, citing factors like an aging demographic, an inability to attract women, and lifestyle challenges. “We have some new things that have exacerbated the shortage.”

Among those, he listed the pandemic, which curtailed the flow of new entrants, and a surge in e-commerce. Costello said van delivery drivers may make less money than over-the-road truckers, however they are home every night and can supplement their income as rideshare drivers.

Driver Shortage Update 2021



(Source: ATA)

There's also the drug and alcohol clearinghouse, which came into effect in January and has sidelined about 70,000 drivers.

Costello noted the driver shortage actually improved just prior to the pandemic, due to softening freight demand.

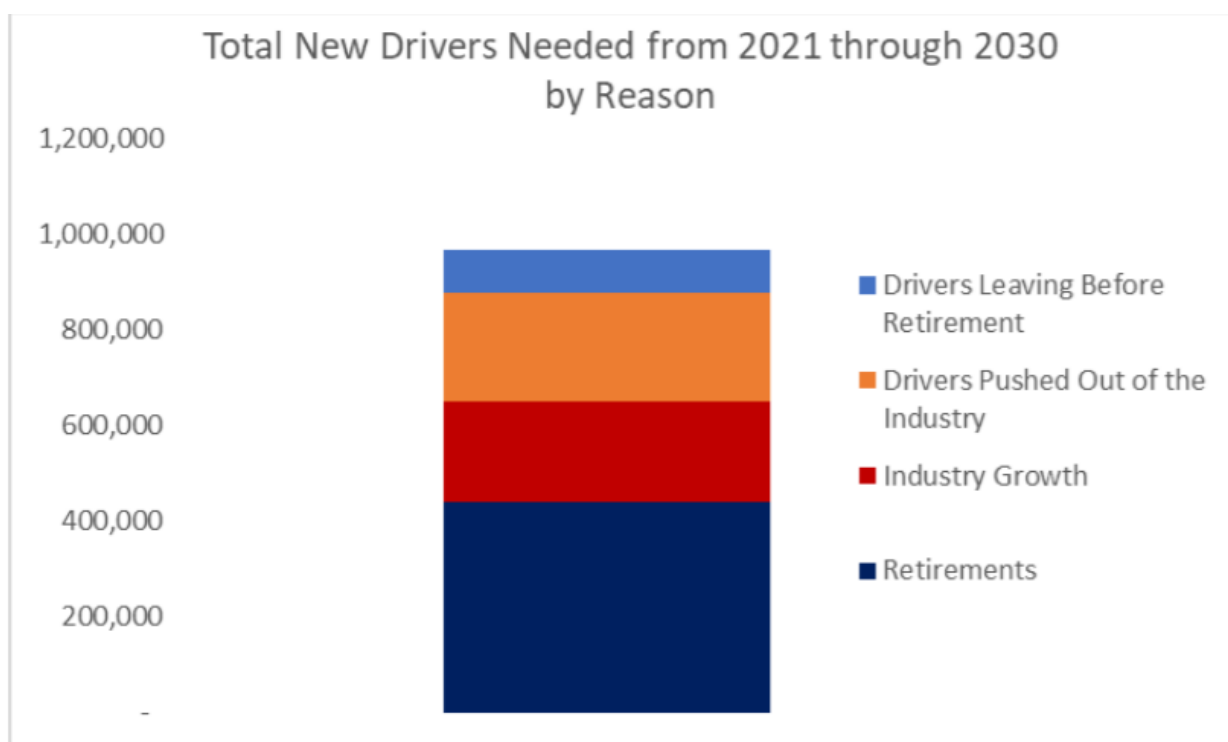
He said shippers have a role to play in solving the problem, by reducing wait times for drivers at their facilities.

As an example, he said consumers may find only three varieties of apples at their local supermarket instead of seven, as some shipments aren't able to be delivered.

While truck driver wages are on the rise (Costello said average weekly earnings in the industry are increasing at five times the historical average), he said lifestyle issues are a bigger concern. As trucker wages increase, he said many drivers would prefer to drive less and enjoy more home time.

The shortage is most pronounced in the over-the-road truckload segment. But even LTL and private fleets are struggling, Costello said, noting private fleets that historically never had to offer signing bonuses are now doing so.

Over the next decade, ATA projects the U.S. industry will need to attract nearly a million drivers, primarily due to driver retirements. "We need to figure out how to get a lot of people into this occupation over the next 10 years," Costello said.



(Source: ATA)

Getting young drivers approved to run across state lines is another partial solution, Costello said. While fleets have plenty of intrastate freight, it tends to be inner-city and more challenging for newly licensed drivers.

"It's better for those folks as they're learning to be out on the open road," he said. The average newly trained entrant to the profession is 35 years old. Costello said that's when they typically want to be home with their families.

Costello also noted fleets do receive lots of applicants, but "there's a quality issue here. They cannot hire the vast majority of them."

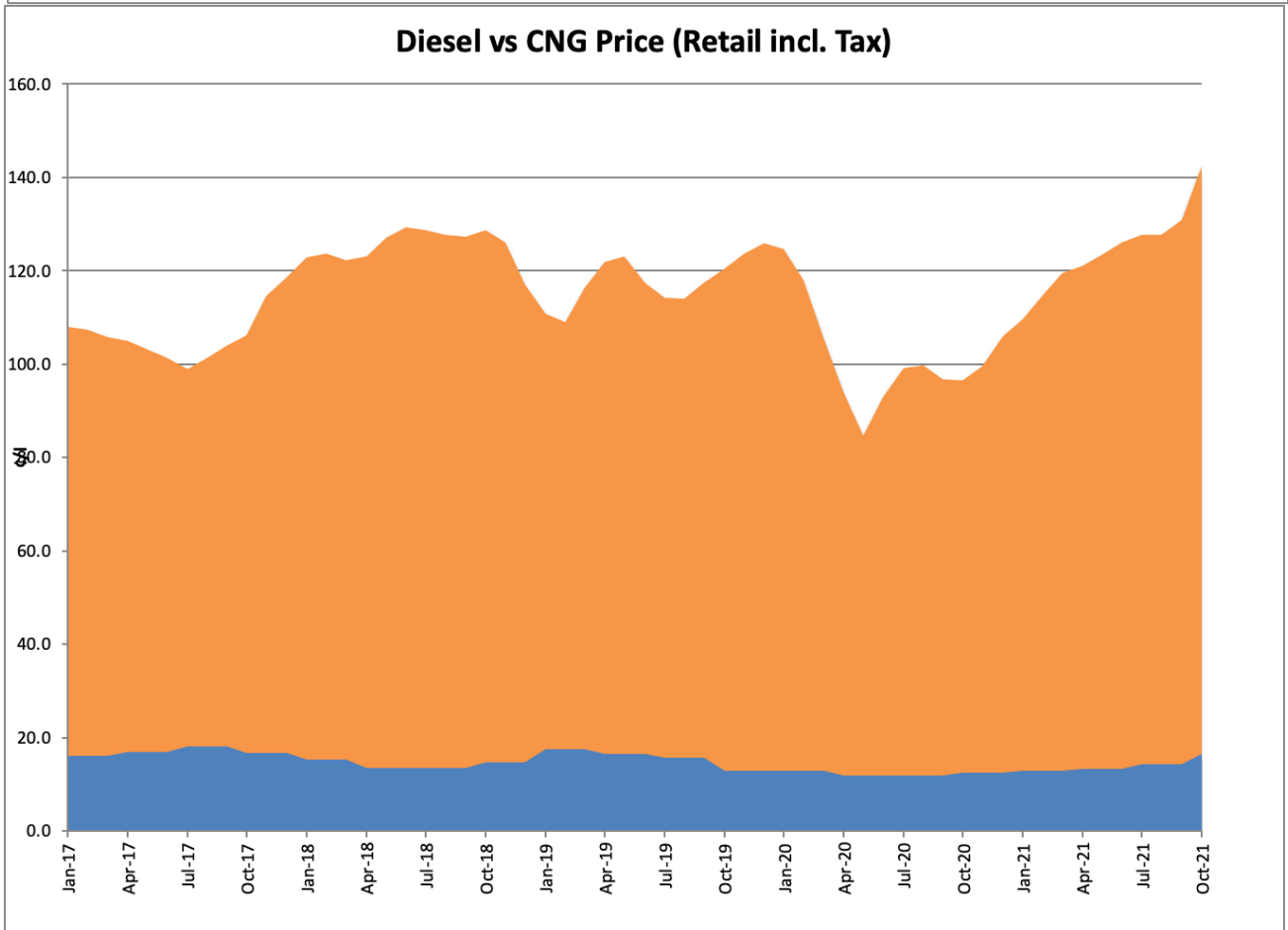
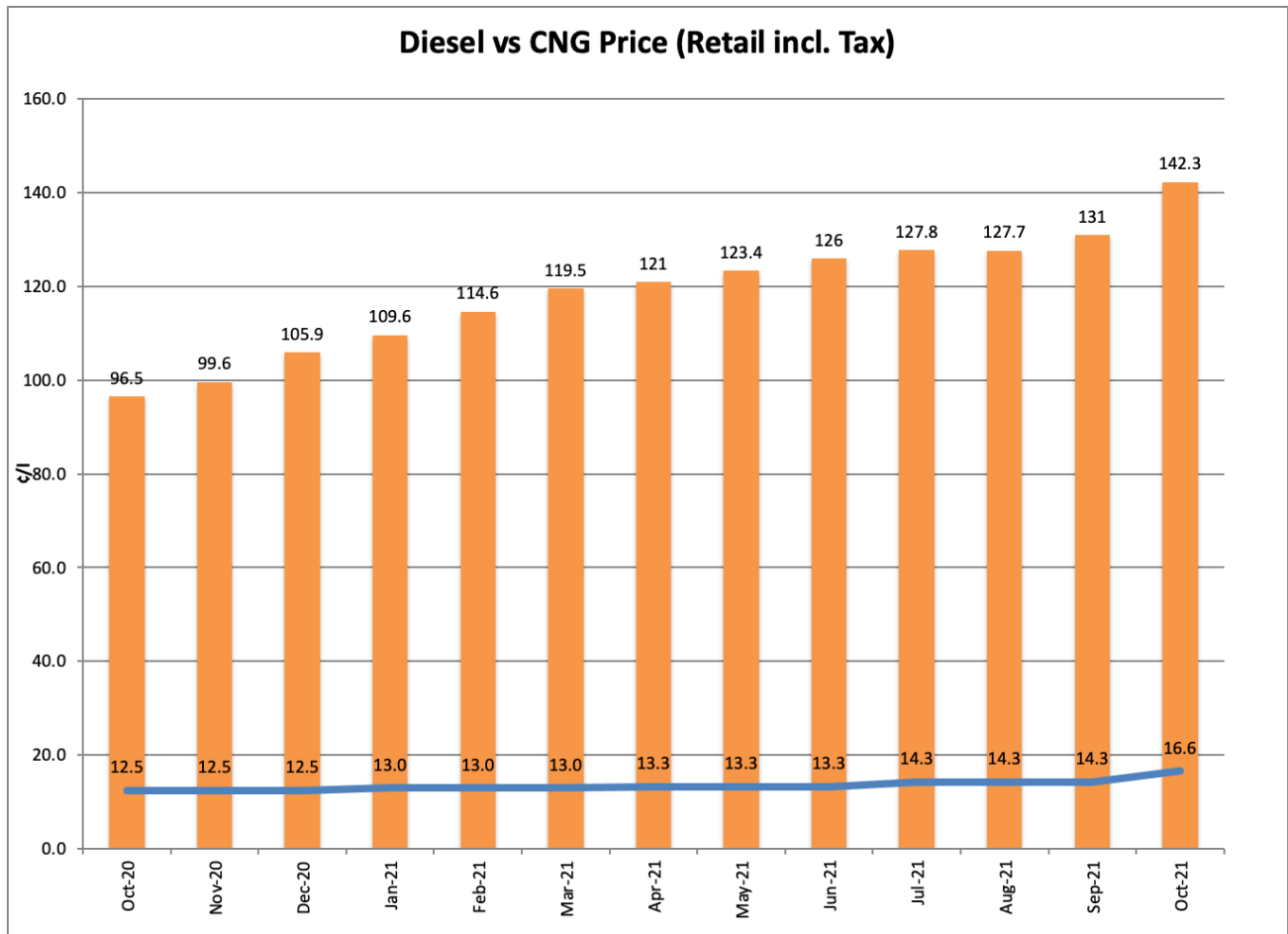
Driver turnover also remains a challenge, at about 90% today, but well off the record 136% in 2005.

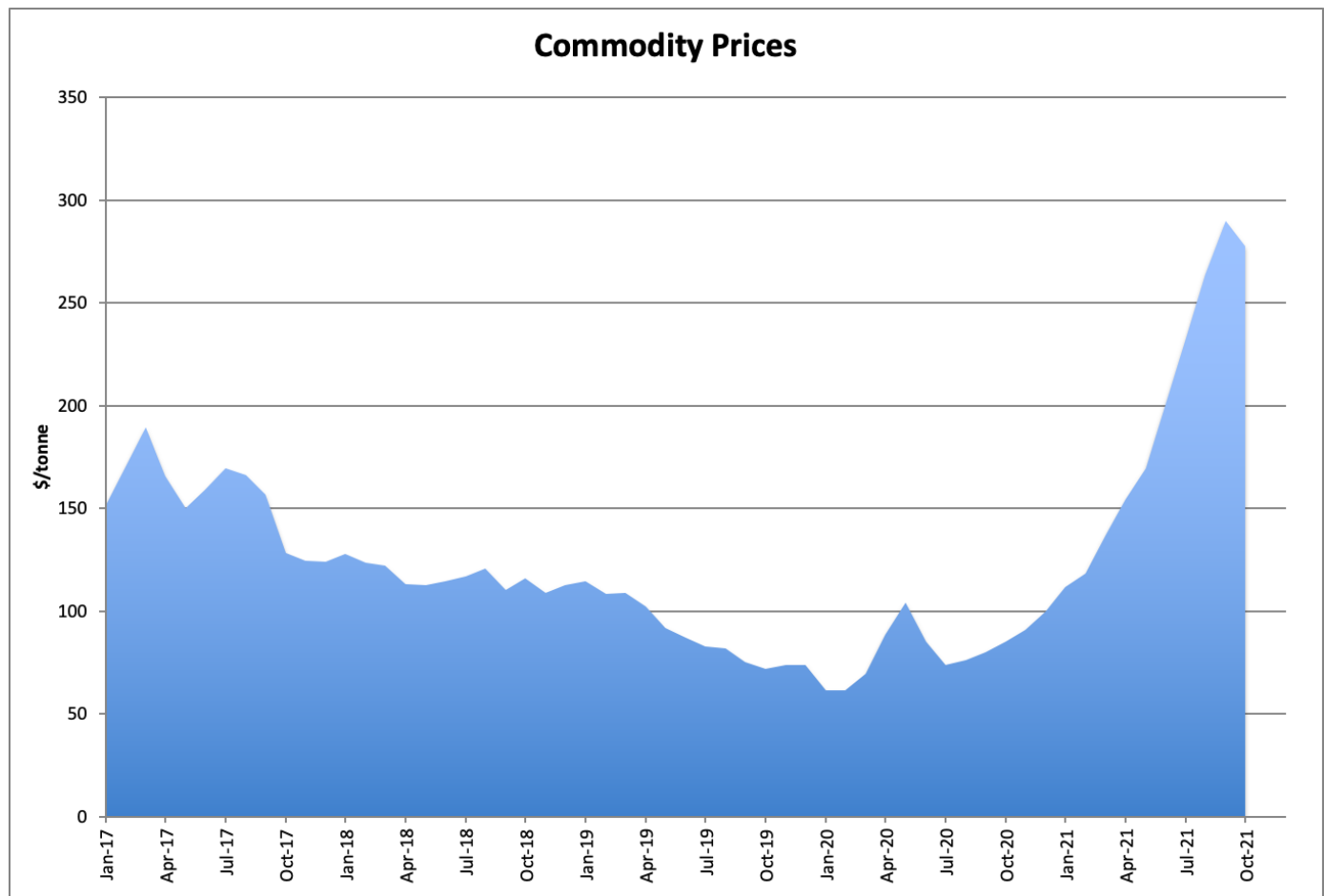
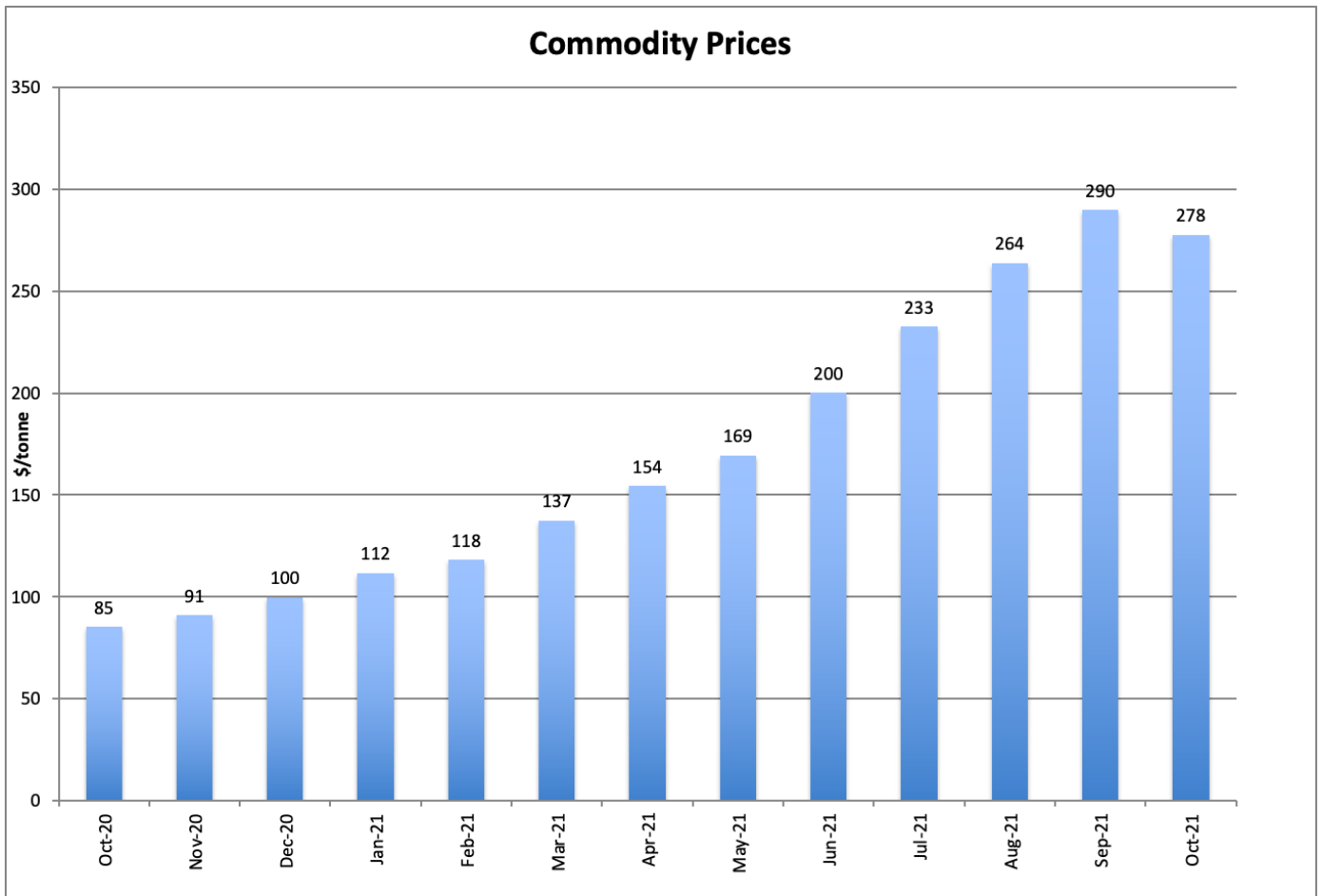
GFL Into Second Step of Proposed Moose Creek Landfill Expansion in Ontario

GFL Environmental Inc., which owns and operates the landfill, is looking to expand it by 15.1 million cubic meters — enough to increase the location's lifespan by 20 years. The current location only has an estimated four years left before it becomes full. "It's a long process, therefore we started it before it was actually full," said Daniel Brien, vice-president of environmental compliance and landfill operations for GFL. "It's the continuation of our operation."

Located north of Moose Creek, the landfill currently has a permitted annual fill rate of 755,000 tons per year and an average daily fill rate of 2,500 tons per day. Although the company is seeking to enlarge the site, it isn't requesting an increase in the permitted daily and annual fill. According to Brien, the same amount of traffic will continue to flow to the landfill — there won't be any increase. "It's only to continue to serve our customers," he said. "We serve pretty much the majority of eastern Ontario."

Locally, North Glengarry and North Stormont both send curbside garbage to this GFL facility. The Mohawk Council of Akwesasne also has a contract with GFL to landfill the waste collected from the northern part of the community. Beyond that, GFL has collection contracts with some commercial, industrial, and multi-residential buildings in the region.







Minutes

Library Board

November 4, 2021

6:45 pm

Video Conference

Click the following link:

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

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

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

1. CALL TO ORDER

The November 4, 2021 Regular Meeting of the St. Marys Public Library Board was called to order at 6:45pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Reg Quinton

Seconded By Councillor Craigmile

That the agenda for the November 4, 2021 regular meeting of the St. Marys Public Library Board be approved with an additional item, Vaccine Requirements for Library programming added at 6.8 for discussion.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

Moved By Joyce Vivian

Seconded By Reg Quinton

That consent agenda items 5.1 through 5.4 be approved as presented.

Carried

5.1 Acceptance of Minutes

5.1.1 Minutes of the September 9th Regular Meeting of the Board

5.1.2 Minutes of the September 23 Special Meeting of the Board

5.2 Monthly Reports

5.2.1 REPORT CEO Monthly

5.2.2 REPORT Adult Learning Monthly

5.3 Library Statistics

5.3.1 Statistics Graphs (September in Review)

5.3.2 Statistics Infographic (September in Review)

5.4 Financial Report

5.4.1 Library Financial Report (November)

5.4.2 ALPP Financial Report (November)

6. NEW AND UNFINISHED BUSINESS

6.1 Community Survey Results

CEO S. Andrews presented the results of the Community Survey to members of the Board for considering and further discussion at future meetings.

6.2 Memorandum of Understanding

CEO S. Andrews presented the Memorandum of Understanding to the Board for consideration at the December Board meeting.

6.3 Fines Free and Material Recovery Report

CEO S. Andrews presented the Fines Free and Material Recovery report for Board consideration.

Moved By Lynda Hodgins

Seconded By Melinda Zurbrigg

THAT the Fines Free and Materials Recovery Report be received for information; and

THAT the Board consider and approve this report; and

THAT the Board approve moving to being fines free for January 1, 2022; and

THAT the Board approve the PCIN contract with Unique Management Systems for 2022; and

THAT the Board approve the cost recovery charge of \$12.95 to the library account holder; and

THAT the Board approve not credit report accounts for first 6 months of 2022.

Carried

6.4 Tech Intern Position Update

CEO S. Andrews provided an update to the Board on the Tech Intern position.

6.5 PCIN Board Update

CEO S. Andrews updated the Board on the PCIN board.

6.6 Library Closure for Staff Development Day

Moved By Barbara Tuer

Seconded By Joyce Vivian

THAT the Board accept this report; and

THAT the Board approve the closure of the Library on Nov. 24th for staff to attend a development day.

Carried

6.7 Holiday Hours Report

Moved By Reg Quinton

Seconded By Councillor Edney

THAT this report be received; and

THAT the Library board approve this schedule for the 2021 holiday season.

Carried

6.8 Vaccine Requirements for Library Programming

CEO S. Andrews and staff R. Webb updated the Board on the Library staff's intention to return some programs to an in person format and the vaccine proof requirements that will be required.

7. ROUNDTABLE DISCUSSION

7.1 Friends of the Library Report

The Friends of the Library will not have a fall book sale but are pursuing other options.

8. UPCOMING MEETINGS

The next regular meeting of the St. Marys Public Library Board will take place on December 2, 2021 at 6:45pm.

9. ADJOURNMENT

Moved By Joyce Vivian

Seconded By Barbara Tuer

That the DATE regular meeting of the St. Marys Public Library Board be adjourned at 8:00pm.

Carried

Chair

Board Secretary



Minutes

Library Board

December 2, 2021

6:45 pm

Video Conference

Click the following link:

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

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

Member Absent Barbara Tuer

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

1. CALL TO ORDER

The December 2, 2021 Regular Meeting of the St. Marys Public Library Board was called to order at 6:55pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Melinda Zurbrigg

Seconded By Councillor Edney

That the agenda for the December 2, 2021 regular meeting of the St. Marys Public Library Board be approved as presented.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

Moved By Cole Atlin

Seconded By Councillor Edney

That consent agenda items 5.1 though 5.4.2 be approved as presented.

Carried

5.1 Acceptance of Minutes

5.1.1 Minutes of the November 4, 2021 Regular Board Meeting

5.2 CEO Report

5.2.1 CEO Report (December)

5.3 Library Statistics

5.3.1 Statistics Infographic- October in Review

5.3.2 Statistics Graphs- October in Review

5.4 Financial Report

5.4.1 Financial Report Library (December)

5.4.2 Financial Report ALPP

6. NEW AND UNFINISHED BUSINESS

6.1 Memorandum of Understanding

Members of the Board ultimately agreed to approve the document with the understanding that the document is a living document and further changes may be made.

Moved By Reg Quinton

Seconded By Councillor Edney

THAT the MOU report be received;

THAT the Board approve the Memorandum of understanding;

THAT the Chair and CEO sign the MOU, as well as the Town CAO, and enact it effective January 1, 2022.

THAT the document will be approved as amended and with the acknowledgment that the document may have further changes.

6.2 Annual General Meeting

CEO S. Andrews proposed that the Board move forward with a Annual General Meeting in cooperation with the Friends of the Library in January.

Moved By Reg Quinton

Seconded By Joyce Vivian

THAT the Board have a shared Annual General Meeting with the Friends of the Library on January 22, 2022.

Carried

6.3 Board Self Evaluation

Members of the Board discussed moving forward with a Board Self Evaluation process in 2022.

6.4 Supporting the Foodbank

CEO S. Andrews discussed with the Board the opportunity to provide auxiliary food bank services at the Library.

Moved By Reg Quinton

Seconded By Councillor Craigmile

THAT this report be received;

Carried

Moved By Reg Quinton

Seconded By Melinda Zurbrigg

THAT the Board approve the Library CEO to secure equipment necessary to successfully offer this service via a community donor on a trial basis.

Carried

Moved By Reg Quinton

Seconded By Joyce Vivian

THAT the Board approve the Library CEO to move forward with outlining a relationship to support the Food Bank;

Carried

6.5 Fine Policy

CEO S. Andrews reported that changes were required to the Fine Policy and it would therefore be brought back to the Board at the next regular meeting.

7. CLOSED SESSION

Moved By Councillor Edney

Seconded By Reg Quinton

That the St. Marys Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 16.1(4)(d) labour relations or employee negotiations at 8:09pm.

Carried

8. RISE AND REPORT

Board Chair C. Atlin reported that a closed session was held and one item was discussed with a motion on the table.

Moved By Lynda Hodgins

Seconded By Joyce Vivian

THAT the Library Board rise from a closed session at 9:03pm.

Carried

Moved By Councillor Craigmile

Seconded By Mayor Strathdee

THAT the St. Marys Public Library Board approves the proposed 2022 Town of St. Marys wage grid to be implemented at pay period 14 in 2022.

Carried

9. ROUNDTABLE DISCUSSION

9.1 Friends of the Library Report

The Friends of the Library has been appearing at the Farmers Market inside the Pyramid Recreation Centre and has a new Management Committee Member.

10. UPCOMING MEETINGS

The next meeting of the Board will take place on January 22nd, 2022.

11. ADJOURNMENT

Moved By Mayor Strathdee

Seconded By Reg Quinton

That the December 2, 2021 regular meeting of the St. Marys Public Library Board be adjourned at 9:14pm.

Carried

Chair

Board Secretary

HURON PERTH PUBLIC HEALTH BOARD OF HEALTH

Zoom & Teleconference

**November 05, 2021
09:30am**

The Board of Health of the Huron Perth Health Unit met on the above date via Zoom following meetings of the Risk and Governance Committee and the Finance and Personnel Committee.

Members present: Jim Fergusson, Bonnie Henderson, Dave Jewitt, Todd Kasenberg, Bernie MacLellan, Myles Murdock, Paul Robinson, Kathy Vassilakos (Chair), Bob Wilhelm

Staff present: Dr Miriam Klassen, Medical Officer of Health/CEO; Julie Pauli, Director of Corporate Services; Dr Lauren Hayward, Physician Consultant; Barb Leavitt, Director of Population Health, Tanya Sangster, Director of Community and Family Health; Christina Taylor, Director of Health Protection; Melissa Rintoul, Assistant to the MOH (Recorder)

Others present: Kim Baker, The Neoteric Group – for presentation to the Board

Regrets: Marg Luna

Dave Jewitt joined the meeting at 10:02 am
Todd Kasenberg left the meeting at XX:XX

Agenda Approval

Moved by: Todd Kasenberg
Seconded by: Bernie MacLellan

That the agenda for today's meeting be adopted as presented with the addition of 8a Staff report – *Municipal Support of HPPH COVID-19 Vaccine Programs* and additions of 8b. Annual Staff Appreciation

Carried.

Pecuniary Interest

There were no disclosures of pecuniary interest.

Mission Vision and Values Statements

Kim Baker, The Neoteric Group presented an overview of the development process and introduced the final statements.

Moved by: Todd Kasenberg
Seconded by: Bob Wilhelm

That the Board of Health accept and support the new Huron Perth Public Health Mission, Vision and Values Statements and directs staff to move forward with a communication plan and roll out to our stakeholders and community partners

Carried.

Closed Session

Moved by: Myles Murdock
Seconded by: Jim Fergusson

**That the Board enter into Closed Session meeting at 9:40am.
Carried.**

Acceptance of the Recommendations from Closed Session

Moved by: Bernie MacLellan
Seconded by: Todd Kasenberg

**That the Board approve and accept the motions and recommendations as made in closed session.
Carried.**

Director of Corporate Services Report

Statement of Accounts

Moved by: Myles Murdock
Seconded by: Bob Wilhelm

**That the Board approve the Statement of Accounts for period ending September 30, 2021.
Carried.**

Financial Transactions Reports

Julie Pauli, provided an overview of the final GL Trial Balance Transaction Details for the period ending September 30, 2021.

Moved by: Dave Jewitt
Seconded by: Bernie MacLellan

**That the Board approve the Financial Transaction Reports for the period of September 1, 2021 to September 30, 2021 in the amount of \$1,950,967.95.
Carried.**

MCCSS 2020-2021 Settlement

Moved by: Bernie MacLellan
Seconded by: Paul Robinson

**That the Board of Health receive the MCCSS 2020-2021 Settlement and direct the Board Chair to sign.
Carried.**

HPPH Staff Report – Ontario Seniors Dental Care Program

Moved by: Bernie MacLellan
Seconded by: Todd Kasenberg

That the Board of Health receive the HPPH Staff Report – *Ontario Seniors Dental Care Program* and support the signing and sending of the accompanying letter of advocacy to Hon. Christine Elliott, with the addition of wording that emphasizing the importance of this program to our seniors, the need for long term stable financial commitment and possibly including real world feedback/impact statements.

Carried.

Board of Health Policy 1.03.120 Unpaid Leave of Absence

Moved by: Todd Kasenberg
Seconded by: Jim Fergusson

That the Board of Health accepts and approves Board of Health Policy 1.03.120 *Unpaid Leave of Absence* as amended.

Carried.

Board of Health Policy 1.03.125 ESA Leaves of Absence

Julie Pauli, Director of Corporate Services, to investigate HPPH's benefit carrier policies in regards to employees on unpaid leaves of absence.

Moved by: Bonnie Henderson
Seconded by: Dave Jewitt

That the Board of Health accepts and approves Board of Health Policy 1.03.125 *ESA Leaves of Absence*.

Carried.

MOH Report

A written report, was presented by Dr Miriam Klassen and updated to current information in regards to the COVID-19 pandemic and the public health response, including time for questions from the Board of Health and discussion.

Moved by: Bonnie Henderson
Seconded by: Dave Jewitt

That the Medical Officer of Health Report be adopted as presented.

Carried.

HPPH Staff Report – *Support of HPPH COVID-19 Vaccine Programs*

Moved by: Bob Wilhelm
Seconded by: Bernie MacLellan

That the Board of Health support the sharing of this report with municipal partners as one way to acknowledge and express our appreciation for their significant contributions to the success of the pandemic response and especially COVID-19 vaccination, in Huron Perth.

Carried.

Staff Appreciation

Moved by: Bonnie Henderson
Seconded by: Todd Kasenberg

**That the Board supports annual expenditure for an annual staff appreciation lunch.
Carried.**

Correspondence

Grey Bruce HU letter re: Support for a Local Board of Health
Simcoe Muskoka District Health Unit letter re: COVID-19 Funding

Moved by: Jim Fergusson
Seconded by: Myles Murdock

**That the Board of Health receive the items of correspondence for information
purposes.**

Carried.

Approval of Minutes of November 5, 2021 Board of Health Meeting

Moved by: Bernie MacLellan
Seconded by: Myles Murdock

**That the minutes for the November 5, 2021 Board of Health Meeting be approved as
presented.**

Carried.

Next Meeting

December 3, 2021 at 9:30am

Adjournment

Moved by: Bob Wilhelm
Seconded by: Dave Jewitt

That we now adjourn.

Carried.

Meeting adjourned at 11:02 am.

Respectfully submitted,



Kathy Vassilakos, Chair

Date: November 5, 2021
To: Huron Perth Public Health Board of Health
From: Dr. Klassen, Medical Officer of Health & CEO, in collaboration with the Senior Leadership Team
Subject: Municipal Support of HPPH COVID-19 Vaccine Programs

DECISION

Staff recommend that the Board of Health receive this information

Staff recommend that the Board of Health continue to share with municipalities that:

- The global COVID-19 pandemic remains a serious threat
- HPPH, as the lead agency for the COVID-19, response must continue to ensure a strong comprehensive response including, but not limited to:
 - Case and Contact Management, Outbreak Management
 - Enforcement of the Reopening Ontario and the Health Protection and Promotion Acts
 - COVID-19 vaccination (the largest such program undertaken in Ontario)
- Accordingly, HPPH is not yet able to move forward with recovery and will continue to:
 - pause or decrease many other public health programs and services
 - redeploy staff to the COVID-19 response
 - employ additional temporary staff for the COVID-19 response
 - depend on partnerships and collaboration to successfully provide a response in Huron Perth

Staff recommend that this report be shared with municipal partners as one way to acknowledge and express our appreciation for their significant contributions to the success of the pandemic response, and especially COVID-19 vaccination, in Huron Perth.

CURRENT ISSUE

The winter of 2021/2022 will hopefully be a turning point in the COVID-19 pandemic, as vaccination demonstrates its effectiveness in reducing transmission, severe outcomes and death from COVID-19. In the meantime however, the focus of pandemic response efforts will be locally driven, which will require a coordinated response by local partners. HPPH, as the local public health agency, is considered the lead agency in the local pandemic response. It is important to note that continued control over case growth requires high vaccination rates in the eligible population, continued public health measures (including strong Case and Contact Management), and a flattening of growth in mobility (Science Advisory and Modelling Consensus Tables).

On November 3, the province announced that it was expanding COVID-19 third doses to several additional higher risk populations, and signalled the likelihood that all Ontarians would be considered for third doses, starting in January of 2022. In addition, increased case and contact management, outbreak management and COVID-19 enforcement efforts must continue. **This represents an ongoing**

Increased demand on HPPH resources, and we will continue to need the support of local partners, in order to ensure that transmission remains controlled while vaccination efforts continue.

On behalf of HPPH, at this time, I would like to acknowledge the tremendous support we have received from local partners including but not limited to HP & Area Ontario Health Team (and all participating agencies), hospitals, paramedic services, primary care, and volunteers who have all worked together to support the pandemic response, including staffing of vaccine clinics.

HPPH also recognizes the critical role our municipalities have played in supporting the HPPH pandemic response, including providing physical space for Huron Perth residents to be vaccinated against COVID-19. Municipal government is on the frontline every day, protecting residents, providing essential services, and safeguarding local economies. See below Appendix A for a more fulsome description of all the municipal supports provided to HPPH.

HPPH is incredibly proud of the work completed together with our partners; 81.6% of eligible individuals in Huron-Perth are fully vaccinated as of Oct. 31. We remain committed to providing vaccines to the large groups of Huron-Perth residents who will become eligible in the months ahead, and look forward to the ongoing successful collaboration.

When it is safe to do so, HPPH plans to acknowledge the amazing work done by all our partners in a celebration befitting this achievement. In the meantime, we want to pause at this time, and thank everyone as we also seek continued support for the next phase of the pandemic response.

BACKGROUND

The Ministry of Health has communicated that, “Overall, while PHUs will coordinate planning, a broad health system response is needed to ensure coverage for all immunization programs and populations throughout the fall. We are still in a pandemic context, and immunization remains the best prevention tool available. PHUs are expected to work closely with all relevant partners (pharmacy, primary care, hospitals, school boards, OHTS, etc.)” (Memo from MOH)

The pandemic has required collaboration among all levels of governments and across sectors. Locally, we have been pleased with the collaborative and flexible approach taken by all partners and stakeholders building on existing structures and processes, with the goal to best serve the communities of Huron and Perth. As part of Fall Planning, in accordance with Ministry direction, HPPH has engaged with healthcare and municipal partners.

FINANCIAL IMPACTS

The COVID-19 response has resulted in significant extra costs to HPPH. The Ministry has approved the one-time grants requested by HPPH in 2020 and 2021, and it is anticipated that additional costs incurred by HPPH to provide the vaccine program will also be approved for 2022. The Ministry has also provided direct financial supports to the municipal and healthcare sectors for their COVID-19 pandemic response work.

REFERENCES

Fall/Winter Vaccine Planning: Collaboration across Ontario Health Teams and Public Health Units (Oct 1, 2021). Memo to Approved Ontario Health Teams and Public health units from Melanie Fraser (Associate Deputy Minister, Health Services), Alison Blair (Associate Deputy Minister, Pandemic Response and Recovery), Dr. Kieran Moore (Chief Medical Officer of Health, Public Health), Dr. Sacha Bhatia (Executive Lead, Population Health and Value Based Care, Ontario Health)

Update on COVID-19 Projections. Science Advisory and Modelling Consensus Tables (Sept 28, 2021.)
https://covid19-sciencetable.ca/wp-content/uploads/2021/09/Update-on-COVID-19-Projections_2021.09.28_English-2.pdf

Appendix A: Municipal Supports Provided

- 1) Comply with, model, and communicate Public Health Measures
- 2) Provide staff resources to help plan mass vaccination clinics; membership on *Huron Perth Mass Vaccination Committee* and/or *Clinic Logistics Working Group*
- 3) Provide staff resources to help support mass vaccination clinics
- 4) Provide physical space for Vaccination Clinics

Under the guidance of the *Huron Perth Mass Vaccination Advisory Committee*, the *Vaccine Logistic Group* worked with municipal partners to identify the best locations for Huron Perth vaccine clinics, based on criteria which included suitability for the provision of clinics and population needs. HPPH is grateful to all willing municipalities. While the Town of Goderich and the City of Stratford were chosen as the main clinic sites, 49 mass vaccination clinics were held in multiple municipal sites across Huron-Perth as part of our plan to make vaccine as accessible as possible. This includes municipalities who hosted clinics, as well as municipalities who provided support to help their neighbouring municipality host for mutual benefit of area residents.

Huron Perth Municipalities:

City of Stratford (Mayor Dan Mathieson, CAO Joan Thomson, CEMC Neil Anderson)

Huron County (Warden Glen McNeil, CAO Meighan Wark, CEMC David Clarke)

- Municipality of Bluewater (Mayor Paul Klopp, CAO Laurie Spence Bannerman)
- Municipality of Central Huron (Mayor Jim Ginn, CAO Steve Doherty)
- Municipality of Howick (Reeve Doug Harding, Clerk Carol Watson)
- Municipality of Huron East (Mayor Bernie MacLellan, CAO Brad McRoberts)
- Municipality of Morris-Turnberry (Mayor Jamie Heffer, CAO/Clerk Trevor Hallam)
- Municipality of South Huron (Mayor George Finch, CAO Dan Best)
- Town of Goderich (Mayor John Grace, CAO Janice Hallahan, CEMC Michaela Johnston)
- Township of Ashfield-Colborne-Wawanosh
- Township of North Huron (Mayor Bernie Bailey, CAO Dwayne Evans)

Perth County (Warden Jim Aitchieson, CAO Lori Wolfe, CEMC formerly Todd McKone, now David Clarke)

- Municipality of North Perth (Mayor Todd Kasenberg, CAO Kriss Snell)
- Municipality of West Perth (Mayor Walter MacKenzie, CAO Jeff Brick)
- Township of Perth East (Mayor Rhonda Ehgoetz, CAO Theresa Campbell)
- Township of Perth South (Mayor Robert Wilhelm, CAO Rebecca Clothier)

Town of St. Marys (Mayor Al Strathdee, CAO Brent Kittmer, CEMC Neil Anderson)

In addition, we want to extend our thanks to **all** elected officials and **all** municipal staff for their support of the pandemic response, and especially of HPPH programs and services.



Huron Perth Public Health

Report of the Medical Officer of Health

April 9, 2021

Health Protection

COVID-19 Update

March 17th marked one year since a state of emergency was declared in Ontario. The Ontario government further extended, to April 20th, all emergency orders under the Reopening Ontario Act.

Ontario's total daily cases of COVID-19 continued to fall into the first week of March; then the fall in case counts stalled and counts began to climb again, driven by Variants of Concern (VOCs) which are more transmissible. The number of hospital and ICU admissions also began to climb again. Fortunately, outbreaks and deaths in LTCHs and Retirement Homes have been much mitigated by high vaccination rates in these facilities. Health Minister Elliott noted that while variants of concern are impacting more younger people, the province is working to contain them while racing against time to inject as many people as possible with the COVID-19 vaccine.

On March 22, the Province shared additional detail about Phase 2 of Ontario's Vaccination Plan, which is summarized in the table below.

Figure 1: Projected Timing of Phase 2 Sequence

Phase 2	Primary Priority		Secondary Priority	
	APR	MAY	JUN	JULY
Older Adults	Over 75	Over 70		
		Over 65		
		Over 60		
Health Conditions	Individuals with health conditions			
	Highest Risk & Caregivers	High Risk & Certain Caregivers	At Risk Health Conditions	
Congregate Settings	High Risk Congregate Living Settings			
Hot Spots	COVID-19 Hot Spot Communities			
	Highest Risk Communities	Remaining Hot Spot Communities		
Cannot-Work-From-Home			Essential Workers who cannot work from home	
			Group 1	Group 2

A recent [brief from Ontario's Science Advisory Table](#) has noted that Variants of Concern (VOCs) are having a substantial impact on Ontario's healthcare system. When compared with early variants of SARS-CoV-2, VOCs are associated with a 63% increased risk of hospitalization, a 103% increased risk of intensive care unit (ICU) admission and a 56% increased risk of death due to COVID-19; the number of people hospitalized with COVID-19 is now 21% higher than at the start of the province-wide lockdown, while ICU occupancy is 28% higher and the percentage of COVID-19 patients in ICUs who are younger than 60 years is about 50% higher now than it was prior to the start of the province-wide lockdown.

The Chair of the Scientific Table emphasized that the pandemic is "out of control...we should not hope for miracles...they're not coming ... vaccines will work much better when we start to control the growth we have now, otherwise the force of infection will be too high...it's important now that everybody just wakes up and comes out of denial."

Huron Perth moved to the Yellow-Protect level of Ontario's strengthened Coronavirus Response Framework on March 1st, and our COVID case counts have remained stable since that time. However, neighbouring health units are experiencing a surge in cases. Page 214 of 277

increase in case counts; Middlesex London health Unit moved to the Red-Control level as of March 30th. The Ontario Health West dashboard screenshot below (data as of March 29) reflects the increased community transmission.

Snapshot						
		Page	→	Data As Of:	202	
LHIN	Master PHUs	COVID Response Level	Incidence (Weekly New Cases per 100k)	% Positivity (7d Avg - Interim Data)	ICU Occupancy	Acute Occupancy
01 ESC	Chatham-Kent HU	3 - Restrict	65.8	3.53%	50%	60%
01 ESC	Lambton HU	4 - Control	136.7	2.88%	71%	74%
01 ESC	Windsor-Essex HU	4 - Control	49.2	3.93%	79%	90%
02 SW	Grey Bruce HU	1 - Prevent	27.1	1.66%	72%	80%
02 SW	Huron-Perth HU	2 - Protect	10.7	0.63%	50%	72%
02 SW	Middlesex-London HU	3 - Restrict	70.7	2.75%	71%	81%
02 SW	Southwestern PH	3 - Restrict	41.1	1.71%	76%	77%
03 WW	Waterloo PH	4 - Control	53.1	2.64%	78%	87%
03 WW	Wellington-Dufferin-Guelph HU	4 - Control	38.2	1.80%	80%	83%
04 HNHB	Brant HU	3 - Restrict	56.7	2.51%	73%	88%
04 HNHB	Haldimand-Norfolk HU	2 - Protect	64.5	2.10%	100%	80%
04 HNHB	Hamilton HU	4 - Control	118.7	3.20%	86%	98%
04 HNHB	Niagara HU	4 - Control	72.0	3.23%	80%	83%

As of March 31, HPPH reported a total of 1,417 positive results (10 of which have screened positive for Variants of Concern (VOC)), with 11 active cases, 0 current hospitalizations (55 total), 2 active cases in Health Care Workers (220 total) and 50 deaths.

Ontario reported 2,102,380 vaccine doses administered in Ontario on March 30th (data as of March 29th, 8:00 am). In Huron Perth, the final groups within Phase 1 populations were provided the opportunity to book a vaccine appointment starting as of March 22, ahead of the provincial target. In addition, HPPH was able to open bookings to those aged 70 years and older as of March 25th, ahead of target. In total, as of March 29th, HPPH is reporting 18,124 vaccines administered (to Huron Perth and non Huron Perth residents at Huron Perth clinics and/or to Huron Perth residents outside of Huron Perth).

The vaccine allotment to HPPH has been modest to date; this is a function of many factors including the initial logistics of managing ultra-cold vaccine as well as the fact that Huron Perth has not experienced high rates of transmission, and Huron Perth does not include a defined Indigenous Community, which are risk factors that were used to target vaccine allotments.

Nonetheless, according to the PHO Surveillance Report. COVID-19 Vaccine Uptake in Ontario: December 14, 2020 to March 20, 2021, the coverage in Huron Perth is comparable to Ontario.

% coverage	ON	HPPH
At least one dose	8.2	8.9
2 doses	2.0	2.3
Total # doses	1,523,872	11,917

HPPH's participation in the regional COVID-19 Vaccine Prioritization Advisory Committee (which is guiding a fair and consistent vaccine roll out in accordance with the provincial plan and ethical framework), and HPPH's facilitation of the Huron Perth Mass Vaccination Advisory Committee (HPMVAC) continues to underpin our COVID-19 vaccine program.

In Huron Perth, the vaccine strategy uses multiple channels; mass vaccination clinics, mobile clinics, some forward deployment of vaccine to Primary Care and soon, there will be vaccine available in area pharmacies. It is anticipated that this widespread availability will be one important strategy to address vaccine confidence.

The provincial vaccine booking system has some limitations including:

- the inability to book only second appointments (and we launched our local solution prior to the launch of the provincial system so we need this ability)
- age only-booking capacity (which means we would need to run a parallel booking system for other criteria)
- a reliance on postal codes (which is problematic in rural areas where there is overlap between health unit jurisdictions)

The Vaccine Preventable Diseases (VBD) team continues to use a local booking solution, until the provincial booking system is strengthened and will meet our needs.

We have increased our temporary staff in order to be able to staff our vaccine program. We are also receiving support from partner agencies including our local HP & Area Ontario Health Team (HP & A OHT) partners such as hospitals, Paramedic Services, and Primary Care, and also much appreciated Municipal support to deal with mass vaccination clinic logistics.

A decision was made mid March to pause our rotating clinic schedule and run mass immunization clinics only at our Stratford and Goderich sites. Several factors were taken into account when making this decision including vaccine supply, efficiency of the clinics and the toll that it takes on staff due to continuous set up and take down of sites. This decision was not taken lightly and goes against our philosophy of taking the vaccine to the people. We recognize that there may be a need to start these rotating clinics again, particularly as vaccine confidence dwindles, but we also recognize that much more support will be required related to clinic set up and take down if we are to be successful in this model.

At the time of this report, the Facilities Response Team is facilitating the outbreak response at one Long Term Care Facility, Ritz Lutheran Villa in Mitchell.

Surge capacity for our Case and Contact Management work is underway with cross training of our School COVID Team and Facilities Response Team staff, as many of our case and contact management staff have been redeployed to immunization clinics. This is a high priority as cases of Variants of Concern increase.

In November 2020, the Ministry of Health conducted an evaluation of the provincial School-Focused Nurse (SFN) initiative. This evaluation (attached) asked PHUs about the work and activities of the SFNs from September 1 – October 31, 2020. At HPPH, the SFN positions are primarily operationalized in the School COVID team. PHUs are expected to complete monthly activity reports for April – July (current funding ends July 31, 2021)

The communications team's primary focus at the current time is supporting all aspects of COVID-19 vaccination efforts – this includes online, print and radio communications around eligibility, messaging support for the booking system, on-site clinic communications and volunteering at clinics where possible. Broader messaging has also been developed for the following topics:

- Vaccine roll out in Huron-Perth
- Vaccine products
- Vaccine timing (second dose)
- Need to continue public health measures after vaccination for time being
- Vaccine hesitancy

Communications also continues to assist in providing and refining HPPH messaging related to other aspects of COVID-19 response. In March, aspects of COVID-19 response (non-vaccine) requiring increased messaging included:

- Huron-Perth's status in the enhanced provincial framework;
- Variants of Concern (and resulting isolation requirements); and
- Guidance for outdoor activities and special events

As usual, messaging includes broad external messaging and targeted messaging to stakeholders, as well as supporting the COVID Intake line and other HPPH staff with responses to the many individual phone calls, emails and social media messages from Huron-Perth residents. Paid advertising to support vaccine communications around eligibility also began in March.

In terms of voice and tone, the communications team continues to emphasize kindness, patience and cooperation during this challenging, and yet hopeful, time.

At this time, HPPH staff have accrued > 22,179 hours of overtime in the pandemic response

Substance

In March, HPPH submitted feedback in support of the proposed Health Canada Regulation as posted in Canada Gazette, *Part 1, Volume 154, Number 51: Concentration of Nicotine in Vaping Products Regulations*. The Regulation would limit nicotine concentration in vaping products to a maximum of 20mg/mL and prohibit the packing and sale of vaping products if the nicotine concentration displayed on the package exceeds this new limit of 20 mg/mL for products sold in Canada.

Health Promotion

HPPH, as part of the Southwest Rethink Your Drinking Working Group, submitted a letter to the Alcohol and Gaming Commission of Ontario (AGCO). The letter expressed public health concern about the 61 liquor sale licence applications made to the AGCO on behalf of 7-Eleven Canada, Inc. Expanding the availability of alcohol to some convenience stores will have negative impacts on the health and safety of our communities, as research has clearly shown that increased physical availability of alcohol is strongly related to alcohol use and associated harms. Past deregulation of alcohol sales in Ontario has disproportionately increased access to some of the most vulnerable residents in our communities.

Health Unit staff participated in a meeting with City of Stratford, Stratford Police and local school boards to improve safety and reduce parking congestion around schools. The campaign will focus on education and will include social media messaging encouraging students to walk, bike or use some other form of active transportation to travel to and from school each day. Stratford Policy Community resource officer and Stratford parking enforcement also attended some school locations to provide education and enforcement in non-parking zones.

Respectfully submitted by Dr Miriam Klassen, MOH & CEO



Huron Perth Public Health

Report of the Medical Officer of Health

May 7, 2021

Health Protection

COVID-19 Update

Ontario's total daily cases of COVID-19 continued to climb in April, reaching a peak of 4,812 Cases on April 12 and 41 deaths on April 29 (compared to a peak of 640 cases on April 24, 2020 and 86 deaths on April 30, 2020 in the first wave, and 4,249 cases on January 8 and 89 deaths on January 7 in the second wave).

On April 8, the province issued a province wide Stay-at-Home order, requiring everyone to remain at home except for essential purposes, such as going to the grocery store or pharmacy, accessing health care services (including getting vaccinated), for outdoor exercise with your household in your home community, or for work that cannot be done remotely.

On April 12th, Ontario hospitals were instructed to ramp down all elective surgeries and non-emergent/non-urgent activities in order to preserve critical care and human resource capacity. Ontario also announced the decision to move elementary and secondary schools to remote learning following the April break, starting April 19th. Childcare for non-school aged children would remain open, before and after school programs would be closed and free emergency child care for the school-aged children of eligible health care and frontline workers will be provided

On April 16, Dr. Adalsteinn Brown, Co-Chair of the *COVID-19 Scientific Advisory Committee*, provided an update on the latest modelling data. He outlined three potential scenarios: the best-case scenario projected that Ontario could see 2,000 cases per day by late May with strong measures and a daily vaccination rate of 300,000; there would be 10,000 cases per day with the current measures in place and a daily vaccination rate of 100,000; and under a worst-case scenario, Ontario would see 30,000 cases per day by the end of May with weak measures and a daily vaccination rate of 100,000. The modelling data suggested the only way to flatten the curve is through a six-week stay-at-home order with a vaccination rate of 100,000 doses per day. On the same day, Premier Ford announced that the State of Emergency and Stay-At-Home order will be extended by an additional two weeks to May 19th, as well as a series of new restrictions and a plan to increase vaccinations by 25% in those hardest hit areas (i.e. in 13 public health regions).

On April 6th, the Ontario government moved into Phase Two of its COVID-19 vaccine distribution plan, with a focus on reaching individuals in "hot spot" communities where COVID-19 has disproportionately impacted certain neighbourhoods. Starting April 20, Ontario started offering the AstraZeneca COVID-19 vaccine to individuals aged 40 and over at pharmacy and primary care settings across the province, including 13 locations in Huron Perth as of the week of April 12 (and one in nearby Grand Bend). For a list of pharmacies currently offering COVID-19 vaccinations, please visit: <https://covid-19.ontario.ca/vaccine-locations>

On April 29, Ontario announced a ramp up of vaccination, based on the increased vaccine allocations Ontario is expecting in May, due to a predictable and increased vaccine supply from the federal government. Accordingly, the government has developed an anticipated schedule to expand eligibility to receive the COVID-19 vaccine throughout May, with individuals aged 18 and older eligible to book through the provincial booking system as early as the week of May 24, 2021.

As of April 30, HPPH reported a total of 1573 positive results (99 of which have screened positive for Variants of Concern (VOC)), with 31 active cases, 1 current hospitalization (63 total), 2 active cases in Health Care Workers (225 total) and 52 deaths. The Stratford General Hospital site of the Huron Perth Healthcare Alliance began accepting admissions from outside the region to assist with managing the demand on the provincial hospital system, in particular with regard to ICU beds.

Here is a snapshot of COVID cases and hospital capacity taken from the Ontario Health website on April 30:

Snapshot

Page



Data As Of:

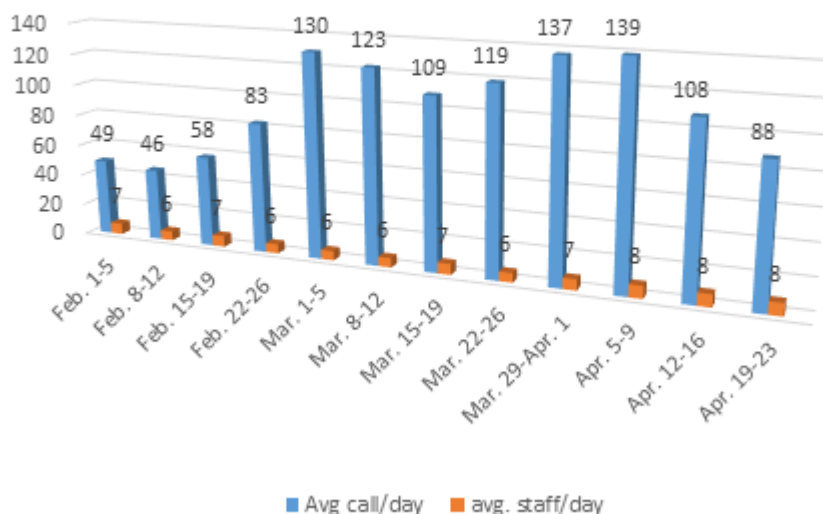
LHIN	Master PHUs	COVID Response Level	Incidence (Weekly New Cases per 100k)	% Positivity (7d Avg - Interim Data)	ICU Occupancy	Acute Occupancy
01 ESC	Chatham-Kent HU	5 - Lockdown	35.7	2.52%	82%	83%
01 ESC	Lambton HU	5 - Lockdown	57.3	1.64%	71%	59%
01 ESC	Windsor-Essex HU	5 - Lockdown	86.9	6.63%	74%	77%
02 SW	Grey Bruce HU	5 - Lockdown	33.6	3.13%	78%	73%
02 SW	Huron-Perth HU	5 - Lockdown	22.9	1.36%	70%	66%
02 SW	Middlesex-London HU	5 - Lockdown	136.4	7.12%	95%	78%
02 SW	Southwestern PH	5 - Lockdown	59.6	3.51%	86%	78%
03 WW	Waterloo PH	5 - Lockdown	93.4	6.35%	78%	80%
03 WW	Wellington-Dufferin-Guelph HU	5 - Lockdown	119.9	6.43%	74%	76%
04 HNHB	Brant HU	5 - Lockdown	142.4	5.46%	113%	96%
04 HNHB	Haldimand-Norfolk HU	5 - Lockdown	135.0	4.38%	63%	86%
04 HNHB	Hamilton HU	5 - Lockdown	156.2	6.34%	89%	95%
04 HNHB	Niagara HU	5 - Lockdown	224.6	8.98%	91%	86%

COVID Intake line is staffed by Public Health Nurses, Registered Dietitians, Public Health Promoters, and dental hygienists and educators. In total there are between five and nine staff responding to public inquiries (through email, phone calls and voice mail messages) on a daily bases. Often the volume of inquiries reflect the local response to what is happening at the provincial level such as announcements or changes in the colour our region is designated. The volume is also highly influenced by our own announcements for vaccine availability and changes in vaccine eligibility.

The table below provides the average number of inquiries per day for each week (February; March and April). It also shows, a week at a time, the average number of staff supporting the intake line each day. Some weeks, the volume of inquiries are not able to be followed-up by the end of the day and may carry over into the next day.

Over the three month period, the range of calls per day have ranged from 30 to 186 calls with the median being 105 inquiries in a day. In eight of the 12 weeks, each staff responded to between 14 to 22 inquiries a day. Some are easy to respond to, and require little time but most are more complex and take significant time to provide a response.

COVID-19 Intake Inquiries
by week



Generally, inquiries are about the following topics but are not limited to these topics:

- Asking about COVID-19 symptoms
- Vaccine inquiries such as seeking clarity about specific eligibility; booking vaccine and side-effects
- Business inquiring about rapid tests; inspections and public health measures
- Calls about schools; parents seeking clarification about a letter they received re: a school case and their role; being a household member; going to work when their child is ill
- Provincial framework and seeking clarification about the colour zone; asking about an event
- Variant of Concern and asking about additional requirements
- Travel questions
- Previous positive cases with new symptoms
- Seasonal question about an event, sports etc.

These totals do not include email and calls that are sent directly to our Environmental Health and Communications teams.

HPPH is now displaying its vaccination coverage information on a separate dashboard available on our website page [COVID-19 Vaccination Coverage Dashboard](#). This is not a real-time tool, but is meant to keep the community informed on vaccine administration and coverage. 5,139,984 vaccine doses have been administered in Ontario as of April 30. In Huron Perth, the vaccine program continues to move through Phase 2 populations although not as rapidly as in some regions. Part of the reason for that may be high uptake in eligible populations. In total, as of April 29:

46,791 doses have been administered in Huron Perth by HPPH, Primary Care and Pharmacies

50,129 total doses have been administered to Huron Perth residents:

Coverage of at least one dose (%)

80+ yrs = 94.2

75 – 79 = 91.2

70 – 74 = 90.3

65 – 69 = 69.2

60 – 64 = 43.8

55 – 59 = 36.8

16 – 54 = 13.8

TOTAL = 38.0 (2 doses = 3.3%)

According to the PHO Surveillance Report. **COVID-19 Vaccine Uptake in Ontario: Apr 11, 2020 to Apr 17, 2021**

<https://www.publichealthontario.ca/-/media/documents/ncov/epi/covid-19-vaccine-uptake-ontario-epi-summary.pdf?la=en>

% coverage	ON	HPPH
At least one dose	23.5	24.5
2 doses	2.4	3.0
Total # doses	3,148,080	35,575

Population includes entire population

There are no facility or school outbreaks at this time, and one workplace outbreak.

The Environment Team is providing support to our community to comply with the new Lockdown measures as outlined in *Ontario Regulation 82/80 Rules for Areas in Stage 1* (consolidated April 19) found

here: <https://www.ontario.ca/laws/regulation/200082>

The team is also managing an increasing number of workplace outbreaks.

The Health Equity team is leading the Urban Indigenous Outreach. Indigenous adults 16+ have been eligible for vaccination for several weeks, with their household members recently becoming eligible. While HPPH does not have any organized Indigenous communities in our borders, we have done intentional outreach to Indigenous peoples in Huron and Perth counties through several groups: Indigenous Working Group (mostly Huron County and Perth reps, including the school boards and The Local); Indigenous Talking Circle; as well as sending HP updates to Metis Nation of Ontario and the Southwest Ontario Aboriginal Health Access Centre for further distribution to their HP members.

The Anabaptist Needs assessment was completed. While there is variation among the different groups, in general there is a need to build more vaccine confidence and that planning is underway, and will likely consist of zoom or in-person (when permissible) meetings with leaders to provide information and answer questions.

The communications team's continues to support all aspects of COVID-19 vaccination efforts (eligibility, bookings, on-site clinic communications). Messaging is distributed through multiple mass communication platforms (online, print, radio, etc.) as well as stakeholder meetings and individual replies to phone calls, emails and social media messages from Huron-Perth residents.

The communications goals of the HPPH Vaccine Implementation Plan are:

- Ensure the community is informed;
- Provide timely reliable information to partners and public;
- Promote public confidence in the public health system and vaccines.

As vaccination efforts intensify, we are grateful for the ways our partners have been supporting these goals. HPMVAC primary care representative and St. Mary's physician, Dr. Gilmour, filmed a series of short videos with us about COVID-19 vaccinations, which have been very popular on our social media platforms. The Huron and Perth area Ontario Health Team has generously agreed to be lead funder on a HPPH/OHT vaccine confidence project with a local video company. In addition, municipal leaders have shared "vaxxies" (photos taken in front of our COVID-19 vaccination selfie station) on their municipal social media accounts, which we have shared as well.

Communications also continues to assist in providing and refining HPPH messaging related to other aspects of COVID-19 response. In April, aspects of COVID-19 response (non-vaccine) requiring increased messaging included:

- Provincial shutdown and stay-at-home order
- Return to at-home learning
- Workplace support and Temporary Foreign Worker support

The communications team continues to encourage kindness, patience and cooperation in all messaging.

COVID has created many challenges and frustrations for Huron Perth residents, organizations and businesses. Our COVID Intake phone line has been fielding calls for over a year and many include callers who are expressing their frustrations. However, we also get positive feedback and it is important to acknowledge those as well. Here are some samples:

From HPPH staff working the COVID Intake Phone line: I just spoke with a caller to COVID Intake who called with vaccine related questions. At the end of our discussion, she had some kind words about the work that HPPH is doing, specifically around communications and vaccine clinics. She said that she feels HPPH is doing a great job at communicating information to the public - the information is timely and straightforward. She added that the website is well organized and full of helpful information. She explained that she has helped family members in different regions of the province look for information and book vaccine appointments on various HU websites and that the HPPH site, in her experience, is by far the easiest one to navigate.

From an organization: We now have everyone that we support vaccinated with their first dose. We wondered if you would be able to express our thanks and gratitude to the amazing staff at the vaccination clinic in Goderich. They were so accommodating and supportive administering the vaccine to the people we support. They did not hesitate to accommodate our request to administer the vaccine in the vehicle and they were so friendly.

From a local business: I am writing to thank you, and your team, very much for all of the support that you have provided to both us over the past few months. I cannot imagine the stress that your team is under, yet they have always been helpful (and even cheerful) when we required COVID-19 related support or advice.

From a member of the public: I attended the vaccination clinic on Wednesday – and I was truly impressed by the efficiency, the sense of order and the friendliness of the professional staff and the volunteers. My wife and I left home at 10 minutes before our appointment and we were home again 40 minutes later. Impressive.

At this time, HPPH staff have accrued > 24,243 hours of overtime in the pandemic response.

Health Promotion

In April, a HPPH Senior Public Health Promoter was a panelist in Gateway Centre of Excellence in Rural Health's monthly lecture series speaking to the topic of "Healthy Rural Communities: Linking Municipalities, Planning and Health Outcomes". In this lecture, Dr. Wayne Caldwell from the University of Guelph talked about some of the innovative practices that make

healthy rural communities, highlighting excerpts from the Healthy Rural Communities Toolkit. HPPH staff highlighted the local community development work being done by Destination Prosperity as an innovative practice to link municipalities, planning and health outcomes and suggested community development is an important approach to consider using in the implementation of municipal Community Safety and Well-Being Plans.

On April 21st in collaboration with community partners, HPPH participated in a virtual town hall event called Huron-Perth Community Partner Open House Topic: Opioids and Addictions. The event was streamed live on the West Region OPP Face Book site and remains available for viewing <https://www.facebook.com/OPPWest/videos/4380405118660341/>. Within 48 hours after the evening event, the video had been viewed over 7.4K times! The event was moderated by Derek Rogers, OPP and the expert panel included the MOH and a Public Health Nurse from HPPH, Robin Spence Haffner from Choices for Change, Detective Constable Chris Auger from OPP, and John Steffler from Tanner Steffler Foundation. The panel provided information about opioids and additions, how to access supports in Huron and Perth and included an interactive question and answer portion for viewers to get their questions answered. The event was the creative visioning of Sgt Scott Bentley from Perth OPP who along with the other collaborating partners are currently not able to provide in-person sessions with students or in the community due to COVID restrictions. Conveying this information is important, as deaths related to opioid and substance use has increased across the province and Huron and Perth counties since 2017.

West Region OPP Face Book:

<https://www.facebook.com/OPPWest/videos/4380405118660341/>

Respectfully submitted by Dr Miriam Klassen, MOH & CEO



Huron Perth Public Health

Report of the Medical Officer of Health

June 4, 2021

Health Protection

COVID-19 Update

The third 'wave' of the COVID pandemic continued into spring in Ontario. On May 13, Ontario extended the stay-at-home order for an additional two weeks until at least June 2nd. All public health and workplace safety measures under the province-wide emergency brake were to remain in effect, and schools to remain closed with continuation of virtual learning.

Ontario's total daily cases (and hospitalizations) of COVID-19 dropped slowly and steadily in May, with a daily count of 1,273 on May 28 (total cases 528,453).

On May 20th, the Ontario Science Advisory Table (OSAT) provided an update (<https://covid19-sciencetable.ca/sciencebrief/update-on-covid-19-projections-8/>) - with the following Key Findings

- Cases, positivity and hospitalization rates are decreasing. Control of the pandemic is improving due to current public health measures and the efforts of Ontarians.
- The access to care deficit continues but high-priority surgeries are being performed at higher rates.
- Maintaining progress on vaccinations and maintaining some public health measures until mid-June can help ensure a good summer:
 - School re-opening will create an increase in cases, but this may be manageable.
 - Outdoor activities are much safer than indoor activities and should be encouraged.

Premier Ford released the government's three step Roadmap to Reopen, also on May 20th.

- Step One (assuming 60 percent of adults vaccinated with one dose): Resume outdoor activities with small crowds where the risk of transmission is lower and permit retail with restrictions. Allow outdoor gatherings of up to 10 people, outdoor dining with up to four people per table and non-essential retail at 15 per cent capacity.
- Step Two (assuming 70 percent of adults vaccinated with one dose and 20 percent vaccinated with two doses): Further expand outdoor activities and resume limited indoor services with small numbers of people where face coverings are worn, including outdoor gatherings of up to 25 people, outdoor sports and leagues, personal care services where face coverings can be worn and with capacity limits, as well as indoor religious services, rites or ceremony gatherings at 15 per cent capacity.
- Step Three (assuming 70 to 80 percent of adults vaccinated with one dose and 25 percent vaccinated with two doses): Expand access to indoor settings, with restrictions, including where there are larger numbers of people and where face coverings can't always be worn, including indoor sports and recreational fitness; indoor dining, museums, art galleries and libraries, and casinos and bingo halls, with capacity limits.
- Ontario will remain in each step of the reopening for 21 days to evaluate any impacts on key public health and health system indicators. If at the end of the 21 days, the vaccination thresholds have been met, along with positive trends in other key public health and health system indicators, then the province will move to the next step.

Ontario continued its aggressive COVID vaccine program as supplies permitted, expanding to Ontarians 18+ booking as of May 18 and to Youth 12+ (both ahead of schedule). As of May 28th, at least 65 % of Ontarians (aged 18 and older) have received at least one dose of vaccine

HPPH experienced a surge of cases in May; there was sufficient Case and Contact Management capacity to respond to the increase in cases, many of which were related to workplace outbreaks. As of May 28th, HPPH reported a total of 1789 positive results with 41 active cases, 0 current hospitalization (71 total), 1 active cases in Health Care Workers (235 total) and 57 deaths. There is one Retirement Home outbreak (Goderich Place; 1 staff and 1 resident), and 6 workplace outbreaks.

Here is a snapshot of COVID cases and hospital capacity taken from the Ontario Health website on May 28th:

Snapshot						Page	→	Data As Of:	2021
LHIN	Master PHUs	COVID Response Level	Incidence (Weekly New Cases per 100k)	% Positivity (7d Avg - Interim Data)	ICU Occupancy	Acute Occupancy			
01 ESC	Chatham-Kent HU	5 - Lockdown	6.6	0.82%	95%	88%			
01 ESC	Lambton HU	5 - Lockdown	37.4	1.67%	86%	75%			
01 ESC	Windsor-Essex HU	5 - Lockdown	60.3	5.39%	71%	91%			
02 SW	Grey Bruce HU	5 - Lockdown	19.4	1.99%	75%	72%			
02 SW	Huron-Perth HU	5 - Lockdown	27.9	2.61%	77%	66%			
02 SW	Middlesex-London HU	5 - Lockdown	78.2	4.62%	76%	81%			
02 SW	Southwestern PH	5 - Lockdown	34.5	3.74%	74%	74%			
03 WW	Waterloo PH	5 - Lockdown	67.4	6.04%	69%	75%			
03 WW	Wellington-Dufferin-Guelph HU	5 - Lockdown	57.4	9.12%	89%	84%			
04 HNHB	Brant HU	5 - Lockdown	66.4	4.83%	65%	79%			
04 HNHB	Haldimand-Norfolk HU	5 - Lockdown	51.7	3.08%	75%	85%			
04 HNHB	Hamilton HU	5 - Lockdown	121.6	7.37%	83%	94%			
04 HNHB	Niagara HU	5 - Lockdown	66.7	5.52%	87%	80%			

The Vaccine Team (as guided by the Huron Perth Mass Vaccination Advisory Committee), together with many partners (including Primary Care, Paramedic Services, Municipalities, Volunteers) continues to successfully administer every dose received; vaccine doses delivered as of May 27th:

70,794 doses administered in HP by HPPH, PC and Pharmacies

76,711 total doses given to HP residents

Coverage of at least one dose in population 16+ years (%)

80+ yrs = 95.0

75 – 79 = 93.5

70 – 74 = 94.9

65 – 69 = 88.8

60 – 64 = 78.2

55 – 59 = 69.9

16 – 54 = 35.6

TOTAL = 58.2 (2 doses = 4.9 %)

According to the **PHO SURVEILLANCE REPORT. COVID-19 Vaccine Uptake in Ontario: Dec 14, 2020 to May 22, 2021:**

<https://www.publichealthontario.ca/-/media/documents/ncov/epi/covid-19-vaccine-uptake-ontario-epi-summary.pdf?la=en>

% coverage	ON	HPPH
At least one dose	50.7	46.4
2 doses	3.6	4.2
Total # doses	8,069,397	63,950

Population includes entire population

The gap between HPPH and the province in May is due to the prioritized vaccine allotments to hot spot areas, and we expect that the gap will be closed as vaccine supplies increase in June.

The Communications Team is focusing on supporting vaccination rollout as well as the cautious, measured re-opening of different sectors in Huron-Perth.

Communications needs around vaccination rollout currently include:

- News release and additional promotion for the primary care Moderna Clinic June 4
- Messaging around eligibility for extended and shortened second-dose intervals
- Messaging on age limits for Pfizer and Moderna
- Vaccine confidence - based on the experience of other Public Health Units, we anticipate that we may start to see vaccine hesitancy once the majority of the vaccine-eager have received their first doses.
- Celebrating vaccination milestones, in order to document the vaccination rollout in Huron-Perth as well as support vaccine confidence campaigns.

As the province prepares to implement the three-step Roadmap to Reopen, the communications team is also working closely with the Environmental Health team to ensure sectors in Huron-Perth are updated with the latest information, and that legislative requirements are understood.

Messaging continues to be distributed through multiple mass communication platforms (online, print, radio, etc.) as well as stakeholder meetings and individual replies to phone calls, emails and social media messages from Huron-Perth residents.

The communications team continues to encourage kindness, patience and cooperation in all messaging.

The OSAT released a brief on data that showed the COVID-19 pandemic has caused a 12.8% increase in the number of deaths, compared to data from previous years. The causes of these excess deaths include infection with SARS-CoV-2, mortality due to non-COVID-19 causes reflecting the impact of delays in care for conditions such as cancer and cardiovascular disease, in addition to other indirect effects of the pandemic, such as the increase in opioid-related death.

At this time, HPPH staff have accrued > 31,699.58 hours of overtime in the pandemic response.

Health Promotion

In collaboration with the Municipality of North Perth, a second sharps kiosk has been installed in Listowel. The kiosk was installed based on need and is right beside the first kiosk. All kiosk locations can be found on our website. A new report from the Ontario Drug Policy Research Network, Public Health Ontario and the Office of the Chief Coroner shows opioid-related deaths surged during the pandemic.

HPPH and Huron and Perth EarlyON are working together to pilot *Something for You & the Kiddos too!* A six week, one hour online forum that will allow moms to connect with one another, chat, share challenges and celebrate what has gone well. Staff in this program were noticing a community theme happening in the families that they have been connecting with of a strong need for social connection and sense of belonging during this challenging time. This program provides this opportunity as well as a way for us to connect with some families that we previously had on caseload.

The ePrenatal Classes have been a valuable method for HPPH to continue to provide essential prenatal information to expectant families in Huron and Perth Counties during the pandemic as in-person classes were suspended. 140 individuals have already created an account in 2021. In 2020, of the 282 who registered and were issued a code, 230 individuals created an account with the Injoy ePrenatal Program. A survey of the ePrenatal program was completed from August 2020 - January 2021 with an impressive response rate of just under 30%. The Final report is in process.

Respectfully submitted by Dr Miriam Klassen, MOH & CEO



Huron Perth Public Health

Report of the Medical Officer of Health

September 3, 2021

Health Protection

COVID-19 Update

Provincial COVID-19 infection rates, hospitalizations and deaths declined in the summer but infection rates have been increasing again over the last month.

The Provincial stay-at-home order and state of emergency ended June 2, 2021, and the government released its "Roadmap to Reopen" expecting to enter Step one the week of June 14, dependent on the province-wide vaccination rate and improvements in public health and health system indicators.

For the time between the stay-at-home order ending and Step one of the reopening plan beginning, the province remained under the provincial 'emergency brake' (also referred to as Shutdown in Ontario Regulation 82/20), and Public Health Measures (PHMs) and restrictions remained in place (<https://www.ontario.ca/page/reopening-ontario>). Schools also remained closed for the rest of the school year.

With falling infection rates and meeting the vaccination target (at least 60% of adults with one dose), the government moved the province into Step 1 of its Roadmap to Reopen at 12:01 a.m. on Friday, June 11, 2021.

As of June 23, over 76 per cent of the population in Ontario ages 18 and over had received one dose of a COVID-19 vaccine and over 29 per cent had received their second dose, with more than 13.3 million doses of the COVID-19 vaccine administered province-wide. The Province announced it would move the province into Step Two of its *Roadmap to Reopen* on June 30, 2021, ahead of schedule, due to continuing improvement in key public health and health care indicators and with the province-wide vaccination rate surpassing the targets outlined (at least 70 per cent of adults with one dose and 20 per cent with two doses for at least two weeks).

On July 9th, the province announced Ontario would be moving into Step Three of its reopening plan on Friday July 16th. The scientific director of Ontario's Science Advisory Table, Dr. Peter Juni warned that Ontario is "absolutely not" ready to enter into Step Three due to the spread of the Delta variant.

Dr Tam (Canada's Chief Public Health Officer), shared National COVID-19 transmission modelling data (attached) on July 30, indicating that "we've made tremendous progress both in reducing COVID-19 disease activity and increasing vaccination coverage," and noting "this has enabled the lifting of many public health restrictions across the country, but ... that comes with some expected increases in daily case counts." Further, she stated that the long-term epidemic forecast "suggests we are at the start of the Delta driven fourth wave, but that the trajectory will depend on ongoing increase in fully vaccinated coverage and the timing, pace and extent of reopening."

Data from Public Health Ontario's *Surveillance Report. COVID-19 Vaccine Uptake and Program Impact in Ontario: December 14, 2020 to August 14, 2021* <https://www.publichealthontario.ca/-/media/documents/ncov/epi/covid-19-vaccine-uptake-ontario-epi-summary.pdf?la=en> shows that an estimated 37,408 cases of COVID-19 amongst individuals 18 and over have been prevented to date, due to the direct effects of Ontario's vaccination program. A further 2,759 hospitalizations or deaths have been prevented in individuals 70 years of age and older. Despite the effectiveness of the province's vaccine program, approximately 2 in 10 eligible Ontarians have not received a single dose of a vaccine and 1.8 million Ontarians need a second dose.

On August 16th, the province announced that municipalities and Indigenous community partners will receive an additional \$307M to help deliver critical services, create longer-term housing solutions and keep people safe.

On Aug 17, Dr. Moore announced a new policy that will make COVID-19 vaccination mandatory in high-risk settings, including healthcare and long-term care sectors, beginning September 7th. The policy will require routine testing for those who refuse to get vaccinated. Ontario also announced it would start to provide third doses of the COVID-19

vaccine to select vulnerable populations, and also expanded eligibility for the Pfizer COVID-19 vaccine to all youth who were born in 2009 or earlier. As of August 15th, more than 69 percent of youth aged 12 to 17 have received a first dose and 56 percent have received a second.

On August 20, Ontario recorded 650 new COVID-19 infections, the highest number since early June. Dr. Moore announced the government had paused the province's exit from the *Roadmap to Reopen* and Ontario would remain in Step 3. Additionally, Ontario announced it would invest \$47 million in one-time mitigation funding to help public health units stop the spread of COVID-19. Ontario also announced its intention to implement a mandatory vaccine policy that requires provincial public servants to be fully vaccinated against COVID-19 or face regular testing to return to their workplaces. Those unable to provide a medical exemption must complete an education session.

Ontario has a new website with vaccination data. The province updated its vaccine data website recently to include new ways of viewing important COVID-19 information, including:

- The vaccination status of positive COVID-19 cases, as well as those in hospital and ICU, based on all cases reported the previous day,
- Daily graphs and tables on the progress of vaccine administration,
- The number of people vaccinated by age group,
- The number of first and second doses administered,
- Hospitalizations,
- Case numbers and spread,
- Testing volumes and results,
- Likely sources of infection, and
- Long-term care homes

On Aug 24, with over 82 per cent of eligible Ontarians aged 12 and over having received one dose of the vaccine and 75 per cent having received both doses, the government announced ongoing efforts to support the province's 'last mile strategy'; the province and public health units are focusing on smaller, community-based and easy-to-access settings for vaccinations.

Huron Perth enjoyed relatively low rates of COVID-19 over the summer months. As of Aug 27, HPPH is reporting 2,013 total cases, 21 active cases, 0 hospitalizations and 57 deaths. At the time of this report, there are 2 outbreaks; one community outbreak and one Long-Term Care Home outbreak (Knollcrest Lodge in Milverton with 4 staff cases and 4 resident cases).

Here is a snapshot of COVID cases and hospital capacity taken from the Ontario Health website on Aug 25:

Snapshot						Page	→
LHIN	Master PHUs	Incidence (Weekly New Cases per 100k)	% Positivity (7d Avg - Interim Data)	ICU Occupancy	Acute Occupancy		
01 ESC	Chatham-Kent HU	31.0	3.02%	86%	106%		
01 ESC	Lambton HU	15.3	1.21%	64%	74%		
01 ESC	Windsor-Essex HU	93.9	7.72%	71%	87%		
02 SW	Grey Bruce HU	13.0	1.75%	61%	91%		
02 SW	Huron-Perth HU	17.2	1.56%	55%	80%		
02 SW	Middlesex-London HU	43.0	3.24%	80%	88%		
02 SW	Southwestern PH	12.3	1.25%	70%	87%		
03 WW	Waterloo PH	20.7	2.10%	68%	85%		
03 WW	Wellington-Dufferin-Guelph HU	19.6	1.98%	88%	94%		
04 HNHB	Brant HU	33.5	2.92%	75%	100%		
04 HNHB	Haldimand-Norfolk HU	25.4	2.33%	63%	99%		
04 HNHB	Hamilton HU	79.0	6.66%	78%	96%		
04 HNHB	Niagara HU	21.6	2.84%	68%	87%		

As of Aug 26, 2021 (end of day), 189,308 COVID-19 vaccine doses have been administered in Huron Perth by HPPH, Primary Care and Pharmacies. A total of 102,014 1st and 93,459 2nd doses have been delivered to Huron Perth residents with a Coverage of at least one dose in population 12 + years (%)

Population	Aged 12 years +
% with 1 dose	79.8
% with 2 doses	73.1

Many staff were redeployed to this massive undertaking (administering approximately 12,000 doses per week at its peak). This is an unprecedented mass vaccination program response and was greatly aided by the incredible collaboration with partners across the health, municipal and volunteer sectors. Currently, the program is transitioning to a more targeted approach, and eventual normalizing, as a routine part of Ontario's *Publicly Funded Immunization Schedule*.

Staff continued to provide management for Cases, Contacts, and Outbreaks, and provide support and enforcement of the *Roadmap to Reopen*. The School Team is preparing for school re-openings in accordance with updated Ministry of Education guidance and with additional recommendations from myself as MOH. The Facilities Response Team has prepared a comprehensive plan to support Long-Term Care and Retirement Homes to strengthen Infection Prevention and Control and increase staff vaccination rates, and will continue to work with individual facilities in the coming weeks. The Section 22 for Temporary Foreign Workers was updated. Work is underway to update HPPH Public Health Instructions and recommendations for the fall.

The communications team continues to focus on supporting vaccination rollout as well as "return to school" communications and communications about changing public health guidance and restrictions.

Communications needs around vaccination rollout currently include:

- Promoting vaccination opportunities across Huron-Perth, especially HPPH clinics and pop-up clinics
- Local youth campaign
- Celebrating vaccination milestones, in order to document the vaccination rollout in Huron-Perth as well as support vaccine confidence campaigns.

Messaging continues to be distributed through multiple mass communication platforms (online, print, radio, etc.), stakeholder communications, and individual replies to phone calls, emails and social media messages from Huron-Perth residents. The communications team is very thankful for the many municipal and community partners who have been sharing and promoting information about where to get vaccinations.

Staff were also encouraged to take well earned summer vacations, so our staffing has been relatively leaner over the summer. At this time, HPPH staff have accrued > 41,399.51 hours of overtime in the pandemic response.

Recovery Planning

While case rates were lower, the Senior Leadership Team (SLT) spent some time on Recovery Planning, hoping to transition out of Incident Management System at the end of September. However, given the changing context, this has been delayed until at least October 31, and will be reassessed in one month. The SLT did participate in an Association of Local Public Health Agencies of Ontario (alPHA) survey intended to document a Public Health Program Deficits Assessment that can be used to inform future communications, including with the Ministry of Health.

Association of Local Public Health Agencies (alPHA)

This year's Conference and Annual General Meeting *Ontario's Public Health System: Challenges – Changes – Champions* was held on June 8th, 2021, and focused on the critical role of Ontario's public health system. alPHA's members participated in a program that featured speakers who discussed Ontario's key public health issues, including the response to COVID-19.

The 2021 Disposition of alPHA Resolutions from this year's online conference and further information on alPHA's resolutions are available [here](#). alPHA's [Annual Report](#), recipients of alPHA's [Distinguished Service Awards for 2020 and 2021](#), detailed [bios](#) for speakers and other materials can be found on alPHA's [website](#). A presentation by alPHA's legal counsel, James LeNoury, on legal matters for Boards of Health can be found [here](#).

Chronic Disease Prevention, Substance Use and Injury Prevention

The Special Advisory Committee on the Epidemic of Opioid Overdoses released the latest [national data on the overdose crisis](#) and [new modelling projections of the number of opioid-related deaths](#) that may occur over the course of the coming months. The results of the model suggest that, under some scenarios, the number of opioid-related deaths may remain high or may even increase through to December 31, 2021.

The Public Health Agency of Canada has published new information on [substance-related poisonings and homelessness](#) in Canada.

Respectfully submitted by Dr Miriam Klassen, MOH & CEO



Huron Perth Public Health

Report of the Medical Officer of Health

October 3, 2021

Health Protection

COVID-19 Update

The COVID-19 pandemic in Ontario continues to be the main focus of public health work. Since the last board report, daily case counts increased to a high of 944 on September 4. Since then case counts have varied between a low of 463 on Sept 22 and a high of 864 on Sept 16. The impact of school reopening (with increased contacts) and the fall weather (with more time indoors) is expected to drive further transmission, while increasing vaccination rates and ongoing public health measures (such as masking indoors and Safety Plans for all businesses and organizations permitted to be open) are expected to protect against transmission.

On September 1st the Provincial government announced plans to launch a vaccine certificate and verification program. As of September 22, 2021, Ontarians will need to be fully vaccinated (two doses plus 14 days) and provide proof of vaccination along with ID to access certain public settings and facilities. This approach focuses on indoor public settings where face coverings cannot always be worn and where the risk of COVID-19 transmission is higher, including:

- Restaurants and bars (excluding outdoor patios, as well as delivery and takeout);
- Nightclubs (including outdoor areas of the establishment);
- Meeting and event spaces, such as banquet halls and conference/convention centres;
- Facilities used for sports and fitness activities and personal fitness training, such as gyms, fitness and recreational facilities with the exception of youth recreational sport;
- Sporting events;
- Casinos, bingo halls and gaming establishments;
- Concerts, music festivals, theatres and cinemas;
- Strip clubs, bathhouses and sex clubs;
- Racing venues (e.g., horse racing).

These requirements will not apply to outdoor settings where the risk of transmission is lower, including patios, with the exception of outdoor nightclub spaces given the risk associated with the setting.

These requirements will also not apply to settings where people receive essential services such as medical care, food from grocery stores and medical supplies. Aligned with current public health measures already in place, indoor masking policies will continue to remain in place. The vaccine certificate requirements will only apply to those individuals eligible to receive the COVID-19 vaccine and will not apply to children under the age of 12 and those with documented medical exemptions.

The government also moved forward with a 3-dose series of COVID-19 vaccine for residents of LTCHs, High Risk Retirement Homes, Elder Care Lodges and certain immunocompromising conditions.

The COVID-19 Science Table Daily dashboard is a good source of data that includes cases, hospitalizations, deaths, effective reproduction number, and vaccination rates: <https://covid19-sciencetable.ca/ontario-dashboard/>

Here is a screen shot taken on September 24th:

Current Status in Ontario

<i>Key Indicators</i>	
Effective Reproduction Number R(t), on 20-Sep-2021	0.92
Estimated Number of COVID-19 Cases per Day, on 23-Sep-2021	662
Change per week	-47
Estimated Percentage Caused by Delta	99.7%
COVID-19 Hospital Occupancy, on 23-Sep-2021	332
Change per week	-40
COVID-19 ICU Occupancy, on 23-Sep-2021	193
Change per week	+2
COVID-19 Deaths per Day, on 20-Sep-2021	6
Change per week	-1
COVID-19 Cases per 1 Million per Day, on 23-Sep-2021	45.0
Among Unvaccinated	147.6
Among Fully Vaccinated	20.8
Reduction Associated with Full Vaccination	-85.9%
COVID-19 Hospital Occupancy per 1 Million, on 23-Sep-2021	22.5
Among Unvaccinated	120.3
Among Fully Vaccinated	4.4
Reduction Associated with Full Vaccination	-96.4%
COVID-19 ICU Occupancy per 1 Million, on 23-Sep-2021	13.1
Among Unvaccinated	80.4
Among Fully Vaccinated	1.3
Reduction Associated with Full Vaccination	-98.3%
<i>COVID-19 Vaccination, on 22-Sep-2021</i>	
Number of People With at Least 1 Dose	11'141'404
Change per week	+94'367
Percent of Population Aged 12+ Vaccinated With at Least 1 Dose	85.5%
Change per week	+0.7%
Number of Fully Vaccinated People	10'378'380
Change per week	+142'237
Percent of Population Aged 12+ Fully Vaccinated	79.6%
Change per week	+1.1%

These data from the Science Table indicate that people who are unvaccinated are seven times more likely to be infected with COVID-19 and 24 times more likely to be in a hospital than those who are fully vaccinated. Among those in the intensive care unit, people who are unvaccinated are 43 times more likely to be a patient compared with those who have been fully vaccinated. It is important to note that, while vaccinated people can transmit

COVID-19, such transmission only happens once they become a case, which is far less likely than among unvaccinated people.

As of Sept 22, 85.5 % of eligible Ontarians have received at least one dose of vaccine, and 79.6 % are fully vaccinated.

On September 9th, a new COVID-19 variant was detected in Ontario. The World Health Organization recently added Mu to its list of “variants of interest.” Scientists are raising concerns this new variant could evade the neutralizing antibodies resulting from vaccination and infection.

On Sept 14, the government released [the regulations](#) and [guidance](#) for businesses and organizations to support them in implementing [proof of vaccination requirements](#), which take effect on September 22, 2021. Requiring proof of vaccination will help increase vaccination rates, protect individuals in higher-risk indoor settings, and keep businesses open.

HPPH is reporting 2,136 cases as of Sept 23, 2021. 27 cases are active and 4 cases remain in hospital out of a total of 95. The total number of deaths climbed sharply in September to 65 (including 4 deaths of residents associated with the Knollcrest Lodge Outbreak). There are currently 3 outbreaks, one at Bluewater Rest Home (1 staff, 1 residents), 1 workplace and 1 school (LDSS).

Here is a snapshot of COVID cases and hospital capacity taken from the Ontario Health website on Sept 23 with data as of Sept 22: <https://ohwestcovid19.ca/g15dashboard/>

Snapshot						Page	→	Data As Of:
LHIN	Master PHUs	COVID Response Level	Incidence (Weekly New Cases per 100k)	% Positivity (7d Avg - Interim Data)	ICU Occupancy	Acute Occupancy		
01 ESC	Chatham-Kent HU	5 - Lockdown	94.1	4.86%	73%	95%		
01 ESC	Lambton HU	5 - Lockdown	45.1	2.18%	71%	80%		
01 ESC	Windsor-Essex HU	5 - Lockdown	64.5	3.81%	76%	87%		
02 SW	Grey Bruce HU	5 - Lockdown	8.8	0.66%	67%	81%		
02 SW	Huron-Perth HU	5 - Lockdown	18.6	1.28%	73%	78%		
02 SW	Middlesex-London HU	5 - Lockdown	32.9	2.04%	74%	87%		
02 SW	Southwestern PH	5 - Lockdown	23.6	1.61%	83%	87%		
03 WW	Waterloo PH	5 - Lockdown	28.2	2.24%	67%	89%		
03 WW	Wellington-Dufferin-Guelph HU	5 - Lockdown	46.8	2.39%	88%	89%		
04 HNHB	Brant HU	5 - Lockdown	52.8	3.31%	65%	101%		
04 HNHB	Haldimand-Norfolk HU	5 - Lockdown	21.9	2.38%	50%	96%		
04 HNHB	Hamilton HU	5 - Lockdown	39.2	2.61%	81%	94%		
04 HNHB	Niagara HU	5 - Lockdown	40.2	3.58%	71%	89%		

As of Sept 19, 2021 (end of day), 196,642 COVID-19 vaccine doses have been administered in Huron Perth by HPPH, Primary Care and Pharmacies. A total of 105,495 1st and 97,966 2nd doses have been delivered to Huron Perth residents with a Coverage of at least one dose in population 12 + years (%):

Population	Aged 12 years +
% with one dose	82.5
% with 2 doses	76.6

The Case and Contact Management, Facilities Response and School teams continue to respond to a steady stream of COVID-10 cases and outbreaks. During wave 4, it is evident that high vaccination rates are mitigating against the large and tragic outbreaks in congregate settings for seniors; however, those populations remain vulnerable and aggressive outbreak measures are still required when outbreaks do occur. During wave 4, we are

experiencing numerous cases associated with school settings; this was anticipated as community rates drive school cases. To date, the public health measures that are in place seem to be preventing widespread transmission in the school setting.

Staff on the Vaccine Preventable Diseases Team are preparing for various scenarios including: COVID-19 vaccine booster doses for some or all of the population, COVID-19 pediatric vaccine approval and program, fall influenza vaccine program, and pediatric catch-up vaccine programs for other vaccines.

The Environment Team is reviewing and updating Section 22 orders, Public Health Instructions under the *Reopening Ontario Act* and Public Health Recommendations in order to support a safe and prudent approach in Huron Perth.

The MOH and the Chair of the Board attended the 2021 *Business Excellence Awards* for Stratford, St Marys and Perth on Sept 16th, as HPPH was nominated in the Not-For-Profit category. Although HPPH did not win, organizers kindly acknowledged HPPH staff for all their hard work over the past 18 months, and their dedicated efforts to keep Huron Perth safe.

The MOH was invited to kick off the next series of Huron Perth Healthcare Alliance Grand Rounds on Sept 17th, presenting, *COVID-19 Update/Ask the Expert*. There were many questions received and the feedback was very positive.

The communications team continues to support messaging on vaccine rollout, vaccine confidence and public health measures in our region.

Communication priorities currently include:

- Promoting vaccination opportunities across Huron-Perth, including HPPH clinics and pop-up clinics
- Supporting messaging for staff, operators and patrons around the provincial vaccine certificate requirement
- Continuing to celebrate vaccination milestones, in order to document the vaccination rollout in Huron-Perth as well as support vaccine confidence campaigns.
- Providing communication support as needed to settings affected by an outbreak.

Messaging continues to be distributed through:

- multiple mass communication platforms (online, print, media releases)
- stakeholder communications
- individual replies to phone calls, emails and social media messages from residents

It is anticipated that HPPH will require additional resources into 2022 to manage on-going COVID-19 response needs as well as program recovery efforts.

Respectfully submitted by Dr Miriam Klassen, MOH & CEO



Huron Perth Public Health

Report of the Medical Officer of Health

November 5, 2021

Health Protection

COVID-19 Update

The federal government shared updated COVID-19 modelling on October 8th (Latest COVID-19 Federal Modelling Data). The key messages from the modelling data are listed below:

- Nationally, daily COVID-19 case counts have slowed though severe outcomes, occurring primarily among the unvaccinated, are still elevated
 - Daily counts (average over past 7 days): 3,745 cases, 2,514 in hospital, 769 in ICU and, sadly, 8 deaths
- Although the Delta-driven wave has levelled off nationally, there is considerable regional variation and significant strain on the health system in heavily impacted areas (i.e. Alberta and Saskatchewan)
- For the first time in many weeks, Canada's R_t has fallen below 1, indicating the epidemic has dropped out of a growth pattern at the national level. Dr. Tam said, however, it could be over 1 in some regions.
- Vaccine coverage continues to increase, though a significant protection gap remains among the younger age groups with persistently high infection rates
 - Over 88% of eligible people, aged 12 years or older, have at least one dose of COVID-19 vaccines and over 82% are fully vaccinated nationwide
- Health regions with lower vaccination coverage are experiencing, or at risk of, high infection rates and hospitalizations, leading to strain across the health system
- Evidence shows COVID-19 vaccines continue to be highly protective, even with the Delta variant predominating in Canada
 - New cases among unvaccinated people were 10 times higher than in the fully vaccinated; and
 - Hospitalized cases among unvaccinated people were 36 times higher than in the fully vaccinated
- Longer-range forecast suggests that, at current levels of transmission, the fourth wave could decline in the coming weeks
- Maintaining key public health measures such as masking and spacing through the fall and winter could reduce the likelihood of overwhelming healthcare capacity

In Ontario, COVID-19 cases, hospitalizations and deaths have been on a downward trend over the past month, while vaccination rates continue to slowly climb. As of October 28th, there have been a total of 598,840 cases and 9,865 deaths; the 7-day rolling average is 366 and the percent positivity is 1.3%. More than 10.9 million people are fully vaccinated. These positive trends have allowed the province to continue to move forward with loosening of Public Health Measures (PMH)

On September 24th, Ontario's Chief Medical Officer of Health, Dr. Moore, announced the province would increase capacity limits for select indoor and outdoor settings where proof of vaccination is required, starting September 25th. Capacity limits for indoor events expanded to 50%, up to a maximum of 10,000 people and 75% for outdoor events to a maximum of 30,000. Restaurants were not included among the selected venues.

Also, starting October 4th, a new policy at Queen's Park will require anyone seeking access to the Ontario Legislature to provide "either proof of fully-vaccinated COVID-19 status or proof of a recent negative rapid antigen test result."

On October 1st, Long-Term Care Minister Philips announced that a new policy mandating vaccination for in-home staff has now become essential, and homes are now required to meet the following requirements:

- Staff, support workers, students, and volunteers will have until November 15th to show proof that they have received all required doses of a COVID-19 vaccine, or to show proof of a valid medical exemption.
- Homes will begin randomly testing fully vaccinated individuals, including staff, caregivers and visitors, to help detect possible breakthrough cases of COVID-19 as early as possible.
- Minister Phillips confirmed a special care centre, mobile support teams and more personal support workers will be made available to address staffing concerns created by the potential loss of unvaccinated workers to ensure homes have enough staff to care for residents.

On October 2nd, the Ontario COVID-19 Science Advisory Table and Modelling Consensus Table provided an update on the latest modelling data. ([Analytics Related to Projections and Modelling:](#))

The key findings were that:

- New cases, hospitalizations and ICU occupancy are not increasing.
- Continued control over case growth requires high vaccination rates in the eligible population, continued public health measures, and a flattening of growth in mobility.
- The risk of contracting COVID-19, being hospitalized for COVID-19, and entering the ICU is several times higher for unvaccinated individuals. (e.g. a 7-fold higher risk of symptomatic COVID-19 disease, a 25-fold higher risk of being in the hospital and 60-fold higher risk of being in the ICU).
- Hospital and ICU occupancy have been stable for several weeks, however, a slow increase is expected over the next 30 days and a more rapid increase as the number of cases grows. ICU occupancy estimates vary from under 200 beds to over 300 beds by the end of October. Patients are expected to be younger in age.
- Vaccination coverage is increasing slowly.
- Post COVID-19 Condition – or Long COVID – will substantially impact the health of thousands of Ontarians.

Education Minister Lecce confirmed his ministry is preparing for a province-wide rollout for vaccinations of children aged between 5-11. Dr. Moore indicated that a working group has been developed and is working on the plan to vaccinate children under 12 years old. The Province will be working with the Hospital for Sick Children to provide an information line on any questions related to the vaccine, as well as knowledge activities to inform parents on the risks and benefits of the vaccine through the Pediatric Working Group.

On October 8th, with public health and health care indicators remaining stable or improving, the government, announced it would be further cautiously lifting capacity limits in select indoor and outdoor settings where proof of vaccination is required, as well as certain outdoor settings that have a capacity below 20,000. This gradual and incremental approach is intended to continue to help protect people and ensure the province continues to cautiously lift public health measures safely.

The COVID-19 Science Table provided another Modelling Update on October 22nd: <https://covid19-sciencetable.ca/sciencebrief/update-on-covid-19-projections-12/>

- COVID-19 cases are declining in most Public Health Units and hospitalizations and ICU occupancy are stable. The combination of vaccination and continuing public health measures is controlling this pandemic wave.
- Recent experience in other countries and Ontario modelling suggests that continuing some public health measures will let us maintain control of the pandemic as other factors – such as cold weather – increase the risk of a growth in cases, hospitalizations and ICU occupancy.
- If we adopt smart, tailored strategies – like working with children, parents, schools, and communities – we can set the course for a strong immunization program in children when the vaccine is approved in younger age groups.

On October 22nd, the Ontario government released *A Plan to Safely Reopen Ontario and Manage COVID-19 for the Long-Term*, which outlines the province's gradual approach to lifting remaining public health and workplace safety measures by March 2022. This phased approach will be guided by the ongoing assessment and monitoring of key public health and health care indicators, such as the identification of any new COVID-19 variants, increases in hospitalizations and ICU occupancy and rapid increases in transmission to ensure that public health and workplace safety measures are lifted safely. As a first step, starting October 25th, Ontario lifted capacity limits, including physical distancing requirements, in the vast majority of settings where proof of vaccinations are required, such as restaurants, bars and other food or drink establishments; indoor areas of sports and recreational facilities such as gyms and where personal physical fitness trainers provide instruction; casinos, bingo halls and other gaming establishments; and indoor meeting and event spaces. Limits will also be lifted in certain outdoor settings. The government will also allow other settings (such as personal services settings, museums) to lift capacity limits and physical distancing requirements if they choose to require proof of vaccination. To manage COVID-19 over the long-term, local and regional responses by public health units will be deployed based on local context and conditions. Public health measures that may be applied locally could include reintroducing capacity limits and/or physical distancing, reducing gathering limits and adding settings where proof of vaccination is required, among others. Public health measures would be implemented provincially in exceptional circumstances, such as when the province's health system capacity is at risk of becoming overwhelmed or if a vaccine resistant COVID-19 variant is identified in the province.

In Huron Perth COVID-19 cases continue at a moderate rate with a total of 2,323 cases as of October 28th; 31 cases are active and 1 case remains in hospital (out of a total of 101). The total number of deaths rose to 67 (with an age range of 25 years to 104 years). There are currently 2 school outbreaks (Milverton Public and Huron Christian).

Here is a snapshot of COVID cases and hospital capacity taken from the Ontario Health website on October 28th with data as of October 27th: <https://ohwestcovid19.ca/g15dashboard/>

Snapshot

Page



LHIN	Master PHUs	Incidence (Weekly New Cases per 100k)	% Positivity (7d Avg - Interim Data)	ICU Occupancy	Acute Occupancy
01 ESC	Chatham-Kent HU	60.2	3.14%	64%	93%
01 ESC	Lambton HU	39.7	2.78%	57%	77%
01 ESC	Windsor-Essex HU	32.7	2.63%	68%	90%
02 SW	Grey Bruce HU	12.4	1.49%	100%	95%
02 SW	Huron-Perth HU	17.9	1.69%	82%	83%
02 SW	Middlesex-London HU	23.1	1.55%	71%	89%
02 SW	Southwestern PH	44.9	3.59%	90%	104%
03 WW	Waterloo PH	15.1	1.70%	74%	97%
03 WW	Wellington-Dufferin-Guelph HU	13.5	1.11%	83%	92%
04 HNHB	Brant HU	20.6	2.01%	78%	107%
04 HNHB	Haldimand-Norfolk HU	24.5	3.39%	100%	103%
04 HNHB	Hamilton HU	18.1	1.61%	88%	96%
04 HNHB	Niagara HU	28.6	3.12%	89%	108%

As of October 24th, 204,767 COVID-19 vaccine doses have been administered in Huron Perth by HPPH, Primary Care and Pharmacies. A total of 108,328 1st and 103,483 2nd doses have been delivered to Huron Perth residents, with third doses having been completed in the Long Term Care and Retirement Home Sector. Coverage in the eligible population 12 + years (%) stands at:

Population	Aged 12 years +
% with 1 dose	84.7
% with 2 doses	81.0

The Case and Contact Management, Facilities Response and School teams continue to respond to a steady stream of COVID-19 cases and outbreaks. During wave 4, we are experiencing a high number of school-related exposures with 4 outbreaks and 3 closures so far this term. In general, where the Public Health Measures are followed, transmission is limited. The closures have occurred in complex outbreaks with overlapping exposures; in one instance, there were 48 confirmed cases, 13 probable cases, and over 240 high-risk contacts involving multiple households, a church, three schools and two workplaces.

Staff on the Vaccine Preventable Diseases Team continue preparations for COVID-19 vaccine booster doses/3rd doses, COVID-19 pediatric program, fall influenza vaccine program, and pediatric catch-up vaccine programs for other school-based vaccines.

Communication priorities currently include:

- Promoting vaccination opportunities across Huron-Perth, including HPPH clinics and pop-up clinics,
- Communicating non-COVID-19 vaccination opportunities, such as the annual flu immunization campaign, as well as the Grade 7 immunization clinics held late October
- Continuing to support messaging for staff, operators and patrons around the provincial vaccine certificate requirement as well as the HPPH *Letter of Instruction* to recreational facilities used for organized sports, issued in October,

- Continuing to celebrate vaccination milestones, in order to document the vaccination rollout in Huron-Perth as well as support vaccine confidence campaigns,
- Customized outreach to women who are hoping to conceive, expecting or breastfeeding,
- Preparing outreach to parents of children ages 5-11, as well as groups eligible for a third dose,
- Providing communication support as needed to settings affected by an outbreak,
- Supporting continuing stakeholder calls, as well as additional Zoom meetings/conference calls with groups such as the Anabaptist communities and faith leaders.

Messaging continues to be distributed through:

- multiple mass communication platforms (online, print, media releases),
- stakeholder communications,
- individual replies to phone calls, emails and social media messages from residents.

HPPH has been informed that additional ministry funding support will be provided to ensure a continued successful response to COVID-19 and including the anticipated need for a large ongoing vaccine program

Respectfully submitted by

Dr Miriam Klassen, MOH & CEO

SPRUCE LODGE
Board of Management Meeting
October 20th, 2021

Present: *Peter Bolland, David Schlitt, and Jennifer Facey*
Councillors: *Jim Aitcheson, Rhonda Ehgoetz, Danielle Ingram, Marg Luna, Fern Pridham, Kathy Vassilakos*
Regrets:
Guests:

Chairperson Councillor Kathy Vassilakos brought the meeting to order.

Moved by Councillor Ingram
Seconded by Councillor Aitcheson

That the agenda for October 20th, 2021 be approved as presented.

CARRIED

➤ Declaration of pecuniary interest.

Approval of Minutes:

Moved by Councillor Pridham
Seconded by Councillor Ehgoetz

That the minutes of September 15th, 2021 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Aitcheson
Seconded by Councillor Ehgoetz

That the September 2021 accounts in the amount of \$271,821.71 to be ratified.

CARRIED

Financial Report:

The Business Manager presented the financial report for the period ending August 31st, 2021 for review and discussion. The negative variance in resident revenue is being driven by an occupancy rate of approximately 93% for September. Financial relief was received in October for the period covering January to March 2021.

An asset management plan is in place, and at year end expenses are reviewed to determine if any can be capitalized. With rising food costs, we are suffering a loss on Meals on Wheels costs. The contingency reserve or level of care reserve would be used to cover a deficit.

Moved by Councillor Ingram
Seconded by Councillor Luna

To accept the Spruce Lodge Revenue and Expenses for the period ending August 31th, 2021 prior to audit as presented.

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

October 20th, 2021

Administrator's Report:

Mandatory Vaccinations:

96% of staff are fully vaccinated. November 12th is the deadline for mandatory vaccinations. The Ministry announced mandatory vaccinations a few weeks later than Spruce Lodge. The union has been quiet about the mandate.

The Administrator received a notice of liability from a local law firm on behalf of a staff member, who is seeking a \$35,000 payment for severance. It has been forwarded to the lawyer, as it is the understanding that employees must first go through their union.

Spruce Lodge anticipates six (6) other staff members will not be vaccinated, with two (2) in Woodland Towers, two (2) full-time Nursing staff, two (2) in maintenance, and one (1) student dietary aide. The labour lawyer understands the difficulty in filling temporary lines, and has indicated that homes are updating policies. We are proposing giving six (6) weeks for staff to comply with the policy, after which their lines will be filled on a permanent basis. Staff placed on a leave of absence, are able to return to work if they comply with the policy, and may post into any available jobs they are qualified for, but will lose their original line. The updated policy will be brought to the Board for approval.

Funding Announcement:

There was a huge funding announcement last week. Funding is to increase average resident care (RN, RPN, PSW) hours per day from 2.45 to 3 hours per day.

Funding will also increase allied professionals from 30 minutes to 33 minutes per day, and then to 36 minutes per day over the next two (2) years.

This is good news. It appears that the entire one year of funding will be distributed evenly over the remainder of the fiscal year at approximately \$700 per bed based on 125 beds (with the removal of the persona basic) which amounts to approximately \$450,000 for Spruce Lodge for the period November 2021 to March 2022. This will increase to \$280,000,000 for the sector in 2022.

Plans are to add an extra full-time RN on the day shift which will help to increase presence on the floor. The PSW positions in the unit kitchen will transition to dietary aides. The initial plan was for four (4) Resident Support Assistants (RSA) in the building to float to units and assist, but now there will be an extra PSW in each unit. An additional scheduler will be added to extend service to seven (7) days per week. Student Dietary aides will increase to seven (7) which will give one per unit, with extra float student to assist residents with meals. The day-time housekeeping position will be added to the weekend. Currently there is one (1) RN on nights, and we are proposing an RPN to assist with med passes rounds, and increasing the PSW staff on nights from five (5) to seven (7).

Workforce Edge has been contacted to quote the development of a new schedule. Their proposal will be presented to the Board.

There is no cost sharing requirement for municipalities.

A presentation will be made to staff in excel spreadsheet form with some narrative of what is changing and who is impacted. This will also be sent out to the board.

Air Conditioning

Engineers have been in to assess for air conditioning in Spruce Lodge. No report has been received yet, but they did come back last week with some additional questions, and are suggesting the ideal type of system could cost possibly \$3,000,000.00, and funding is only \$360,000.00. Anything over the provincial funding might have to involve Infrastructure Ontario,

SPRUCE LODGE - Continued

Board of Management Meeting

October 20th, 2021

who might suggest wall unit air conditioners which would require ongoing maintenance, and repair, and would not be esthetically pleasing. Spruce Lodge will push for better solution for the best type of system the government will pay for.

Moved by Councillor Aitcheson
Seconded by Councillor Ingram

To enter closed session at 5:45 p.m.

CARRIED

Moved by Councillor Aitcheson
Seconded by Councillor Pridham

To enter open session at 6:05 p.m.

CARRIED

Moved by Councillor Aitcheson
Seconded by Councillor Ingram

To accept the Administrator's report as presented.

CARRIED

Correspondence:

Dress Down Days:

The Board gave direction for the Administrator to make the draws for dress down days.

☺ *For June 2021, the lucky charitable receipt winner is Jeanette Bender!*

☺ *For July 2021, the lucky charitable receipt winner is Lily Kampferseck!*

☺ *For August 2021, the lucky charitable receipt winner is Lauren Moore!*

☺ *For September 2021, the lucky charitable receipt winner is Jayne Petrie!*

Other Business: None noted.

Moved by Councillor Pridham

That the meeting be adjourned.

CARRIED

Date & Time of Next Meeting:

Wednesday, November 17th, 2021 at 5:00 p.m. – Teleconference

Councillor Vassilakos
Chairperson

Jennifer Facey
Secretary

Date

Nov 17/21

Minutes
Upper Thames River Conservation Authority Board of Directors
Meeting
Tuesday, October 26, 2021

Virtual Meeting Due to COVID-19 Pandemic

Alan Dale, UTRCA Board Chair, called the meeting to order at 9:31am.

Members Present:

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

Regrets: T.Jackson

Solicitor: G. Inglis

Staff:

J.Allain	A.Miller
T.Annett	C.Ramsey
D.Charles	C.Saracino
B.Glasman	A.Shivas
C.Harrington	S.Singh
T.Hollingsworth	C.Tasker
J.Howley	B.Verscheure
B.Mackie	M.Viglianti - Recorder

1. Approval of Agenda

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

DRAFT

Mover: A.Murray

Seconder: B.Petrie

THAT the Board of Directors approve the agenda as posted.

Carried.

2. Declaration of Conflicts of Interest

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

3. Minutes of the Previous Meeting – September 28, 2021

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

Mover: J.Reffle

Seconder: J.Salter

THAT the UTRCA Board of Directors approve the Board of Directors' minutes dated September 28, 2021, including any closed session minutes, as posted on the Members' web-site.

Carried.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Delegations

There were no delegations.

6. Business for Approval

6.1. 2022 Draft Budget Approval

(Report attached)

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

DRAFT

Board members discussed the draft budget and asked questions to staff regarding the compensation review, logistics of presentations to Municipalities and balancing revenues and expenses.

It was suggested that it be communicated clearly to Municipalities the time frame being used to set CPI percentages. It was emphasized that the time frame used will influence the percent CPI, which may result in variances amongst municipalities.

An amendment to the motion to approve the recommendation was put on the floor, moved by S.Levin and seconded by P.Mitchell. The amendment proposed the Board of Directors approve the UTRCA 2022 Draft Budget with a 3.1% increase in the operating levy for discussion with member municipalities, noting it would require a reduction of \$200,000 in the levy shown in the budget presented in the agenda.

The Board discussed the amendment. Concerns were raised on the long term implications of running an even higher deficit, pulling from reserves to balance the budget, the lack of financial support from the Federal and Provincial government, and the unpredictability of alternative funding sources. Some felt the 6.6% increase proposed in the draft budget presented in the agenda was justifiable due to the majority of the increase being caused by uncontrollable externalities.

Other felt the 3.1% increase was a more justifiable increase given the reduction in contract revenue, good returns on investments, the unpredictability of inflation and the 6.6% increase including funding for changes that won't come into effect until 2024.

The vote was called on the amendment. The vote was a tie and the motion was lost.

Mover: M.Schadenberg

Seconder: A.Westman

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

A point of order was raised during the vote on the motion above, asking if the vote was a weighted vote. The Chair ruled it was not a weighted vote, the recommendation on the floor was giving direction to staff on continued budget development and not to approve a budget.

6.2. Provincial Offences Act Designation (Report attached)

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

DRAFT

Mover: M.Blosh

Secunder: A.Hopkins

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

6.3. Hearing Procedure Updates

(Report attached)

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

The Board shared concerns over section 3.3 Attendance of Hearing Committee Members, feeling there needed to be a quorum requirement in place to prevent a situation where a meeting could continue with only one committee member present to pass a decision.

Mover: P.Mitchell

Secunder: S.Levin

THAT the Board of Directors approve the recommendation with the following addition to page 4, section 33 of the Hearing Guidelines: The meeting must maintain quorum, once quorum is lost the meeting shall be adjourned until the meeting can be re-constituted with a quorum in place.

Carried.

The Chair called for a five minute break at 11:03am. The meeting was re-convened at 11:09am.

6.4. UTRCA COVID-19 Interim Vaccination Policy

(Report attached)

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

Members voiced and discussed concerns on pressuring staff to get the vaccine at this time, the disciplinary action up to termination outlined in the proposed interim vaccine policy, and the potential legal liability. Upon the request of the Board, UTRCA solicitor G.Inglis provided comments on the legal concerns of the Board and the overall uncertainty around the outcomes of the cases currently making their ways through the Courts.

Staff confirmed that given the interim nature of the policy, any part of the policy would be open for review depending on how the rest of the pandemic and legal cases unfold.

DRAFT

Staff confirmed the Board members were not included in the interim Policy at this time since there are no plans for in person Board meetings to resume in the near future and a lack of viable recourse for violation of the policy.

Mover: M.Lupton

Seconded: N.Manning

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

6.5. Frivolous and Vexatious Complaints and Requests Policy (Report attached)

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

Mover: H.McDermid

Seconded: P.Mitchell

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

7. Business for Information

7.1. Administration and Enforcement - Section 28 Status Report (Report attached)

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

Mover: B.Petrie

Seconded: A.Murray

THAT the Board of Directors receives the report as presented.
Carried.

7.2. Conservation Authorities Act Phase 1 Regulations Update (Report attached)

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

Mover: J.Salter

Seconded: J.Reffle

THAT the Board of Directors receives the report as presented.
Carried.

DRAFT

7.3. 2022 Rental House Rates
(Report attached)

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

Staff noted an update would be provided at the November meeting in closed session regarding litigation concerning the Authority.

Mover: A.Westman

Secunder: M.Schadenberg

THAT the Board of Directors receives the report as presented.

Carried.

8. October 2021 For Your Information Report

The October FYI was presented for the member's information.

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

The transition plan will be presented to the Board at the November meeting so it can be submitted to the Province by the end of the year.

10. Closed Session – In Camera

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

Mover: A.Hopkins

Secunder: M.Blosh

THAT the Board of Directors adjourn to Closed Session – In Camera, in accordance with Section C.13 of the UTRCA Administrative By-Law, to discuss a proposed or pending acquisition or disposition of land by the Authority.

Carried.

10.1. A Proposed or Pending Acquisition or Disposition of Land by the Authority

Mover: S.Levin

Seconded by: A.Westman

THAT the Board of Directors rise and report progress.

DRAFT

Carried.

Mover: N.Manning

Seconder: M.Lupton

THAT staff be instructed to proceed in accordance with direction issued in closed session.

Carried.

11. Adjournment

The Chair confirmed the mover was willing to let their name stand. There being no further business, the meeting was adjourned at 12:22 pm on a motion by H.McDermid.



Tracy Annett, General Manager
Att.

Minutes
St. Marys Business Improvement Area Committee
Regular Meeting

November 15, 2021

6:00 pm

Video Conference

Click the following link:

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

1. CALL TO ORDER

Members Present: Lanny Hoare (Chair), Gwendolen Boyle (Vice-Chair), Amie Rankin (Secretary), Kyle Burnside (Treasurer), Councillor Tony Winter (Council Representative)

Staff Present: Emily Taylor (Administrative Assistant)

Staff Liaisons Present: Kelly Deeks-Johnson (Tourism and Economic Development Manager)

The Chair called the meeting to order at 6:05 pm.

2. DECLARATION OF PECUNIARY INTEREST / CONFLICT OF INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By: Gwendolen Boyle

Seconded By: Amie Rankin

THAT the November 15, 2021 St. Marys Business Improvement Area Board agenda be approved.

Carried

4. DELEGATIONS

4.1 Councillor Lynn Hainer re: Pride Crosswalk

Councillor Lynn Hainer presented on a proposed Pride crosswalk in Downtown St. Marys. The Pride crosswalk will include rainbow colours and serve as a symbol of inclusion for the LGBTQ2S+ community. Stratford Perth Pride will be leading the marketing and communication efforts to fundraise for the crosswalk.

Two crosswalks are proposed, with one located at St. Marys DCVI and one in Downtown St. Marys. The two sidewalks are estimated to cost a total of \$25,000. The Board suggested that the sidewalk be located north and south across Wellington and Queen Street. Councillor Hainer agreed to share quotes and finalized numbers of the cost so the BIA Board can determine how much funding is needed from the BIA.

Moved By: Councillor Tony Winter

Seconded By: Amie Rankin

THAT the verbal presentation by Councillor Lynn Hainer be accepted.

Carried

4.2 Marketing and Communications Committee re: BIA Logo and Future Projects

Scott McLauchlan presented on the Marketing & Communications Committee's four proposed projects for 2022. The first project is the creation of a BIA logo. A call-out for submissions from local artists will be conducted and the logo will ideally be finalized in February 2022. The second project is a thank-you to the community for their support of local businesses during a challenging year. The third project includes a highlight of St. Marys Money as a way to encourage shopping local. The fourth project is a downtown banner initiative.

Moved By: Gwendolen Boyle

Seconded By: Amie Rankin

THAT the Marketing & Communications Committee report be accepted as presented.

Carried

5. ACCEPTANCE OF MINUTES

Moved By: Gwendolen Boyle

Seconded By: Kyle Burnside

THAT the October 18, 2021 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

Carried

6. MEMBERSHIP INPUT PERIOD

None.

7. BUSINESS ARISING FROM MINUTES

7.1 Christmas Committee 2021 Holiday Season Plans

The included Christmas Committee report was read out loud at the previous BIA meeting and included in this agenda to accurately capture it.

7.2 Draft BIA Budget 2022 Discussion

The Draft BIA Budget 2022 Discussion was postponed to the January BIA meeting. A framework is being created for the new budget and will include membership recommendations for future projects.

7.3 Town Hall Bench

The BIA has been in discussion with the Town of St. Marys to support a revitalization of the bench located at Town Hall. A quote for the Town Hall bench project will be included in the next agenda package.

8. CORRESPONDENCE

8.1 Kinsmen Club of St. Marys re: Santa Claus Parade Donation

A letter was submitted by Andrew Hodges, Kinsmen Parade Chairmen, to ask the BIA for a donation to support the Santa Claus Parade. There is

already a line item included in the budget for a donation of \$1,000 to the Kinsmen and this will be allocated to them.

9. REPORTS

9.1 Council Report

Councillor Winter presented on highlights from Council meetings. This included; changes to the Town of St. Marys COVID-19 reopening plan, the Vision Zero approach to traffic safety, and upcoming budget meetings.

Moved By: Councillor Tony Winter

Seconded By: Kyle Burnside

THAT the verbal Council report be received.

Carried

9.2 Treasurer's Report

The Remaining in Bank line on page 19 is incorrect and should be \$80,012.99. There was also discussion of moving funds to assist the Marketing and Communications Committee in their future initiatives.

Moved By: Kyle Burnside

Seconded By: Amie Rankin

THAT the October 2021 Treasurer's report be accepted as amended with the total balance changed to \$80,012.99.

Carried

Moved By: Kyle Burnside

Seconded By: Amie Rankin

THAT the \$5,000 be moved from Reserve Funds to Marketing & Communications Sub Committee budget line.

Carried

10. OTHER BUSINESS

None.

11. UPCOMING MEETINGS

The next Board meeting will be held on Monday, December 13, 2021 at 6:00pm and will be live-streamed on the Town of St. Marys' [YouTube page](#).

Agenda items for upcoming meetings include:

- Constitution discussion
- Town Hall bench discussion
- Budget 2022 discussions

12. ADJOURNMENT

THAT this meeting of the St. Marys Business Improvement Area Board adjourns at 6:59 pm.

Carried

Chair

Committee Secretary



MINUTES
Community Policing Advisory Committee

November 24, 2021
9:00 am
Video Conference

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

Stratford Police Services Present: Chief Greg Skinner
Deputy Chief Foster

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

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Councillor Winter requested that the topic "Vision Zero Traffic Measures" be added to future agendas.

Moved By Paul Dunseith

Seconded By Jacqui Hibbert

THAT the November 24, 2021 Community Policing Advisory Committee agenda be accepted as amended.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Councillor Winter
Seconded By Paul Dunseith

THAT the October 20, 2021 Community Policing Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and the Secretary.

CARRIED

5. REPORTS

5.1 CRIME STOPPERS REPORT

Chief Skinner provided an overview of the October 2021 Crime Stoppers report.

In response to Chair Diplock's inquiry about the reference to "abuse", Chief Skinner stated that it refers to incidents that are criminal in nature.

In response to Paul Dunseith's inquiry about the fraud report, Constable Mounfield stated that it is a separate incident than the one reported through a recent media release.

Moved By Paul Dunseith
Seconded By Jacqui Hibbert

THAT the October 2021 Crime Stoppers report be received.

CARRIED

5.2 POLICE MONTHLY STATISTICS

Deputy Chief Foster provided an overview of the October 2021 police monthly statistics report.

In response to Chair Diplock's inquiry about the number of auxiliary members, Deputy Chief Foster stated four (4) persons completed training bringing the number of members to ten (10). Deputy Chief Foster reported that two (2) of the new auxiliary officers are from St. Marys.

Constable Mounfield provided a review of the October by-law complaints received by the Stratford Police Service.

Constable Mounfield also reported on the recent participation of the 'stuff a cruiser' event in St. Marys with proceeds being donated to the St. Marys Salvation Army.

In response to Jacqui Hibbert's inquiry about the increase in number of impaired by alcohol charges, Chief Skinner stated that he cannot speak to

the specific incidents however, he reaffirmed there has been a sharp increase in substance abuse during the pandemic.

Moved By Councillor Winter

Seconded By Paul Dunseith

THAT the October 2021 Police Monthly Statistics report be received.

CARRIED

6. OTHER BUSINESS

6.2 Vision Zero Traffic Measures

Brent Kittmer provided an update to the Committee on staff's focus on traffic measures in St. Marys. Mr. Kittmer stated that a proposed traffic by-law amendment will be presented to Council on November 30 which will recommend a number of changes, like replacing yield signs with stop signs, that work within the spirit of the proposed traffic safety plan.

In response to committee inquiries, Chief Skinner explained a recent media report of the proposed regional traffic committee initiative that would include a partnership among Stratford Police Service, the City of Stratford, Town of St. Marys and the Municipality of Perth South. The Chief has been contacted by Accident Support Services related to reporting capabilities that will support the initiative.

The Chair suggested that Council appoint a civilian representative from the Committee to represent the Committee. Paul Dunseith advised the committee he would be interested in sitting on the proposed committee.

6.1 ADMIN 51-2021 Policing Contract Review

Brent Kittmer presented ADMIN 51-2021 report.

There was a general consensus that the Committee supports the continued use of Town Hall as a community office for policing.

Stratford Police Service acknowledged it will be working towards ratifying two association contracts in 2022 and will communicate with St. Marys if budget adjustments will be required.

In response to Mr. Kittmer's acknowledgement that the outline for budget dates within the contract do not necessarily align between the City of Stratford and Town of St. Marys budget process, the Committee was of the consensus that staff flag the key dates in hopes to amend the dates to something that works well with all parties' budget practices.

The Committee recommended wording be added to the contract for clarity regarding a situation if the Town were to terminate the contract versus the City terminating.

Mr. Kittmer elaborated on the Town's portion of costing.

Moved By Councillor Winter

Seconded By Paul Dunseith

THAT ADMIN 51-2021 Policing Contract Review be received; and

THAT the Community Policing Advisory Committee recommends to Council:

THAT Council continues to retain the policing from the Stratford Police Services (SPS) and renew the services agreement for a second 5-year term; and

THAT Council considers improvements to the language of the following sections of the Services Agreement, to be discussed with the SPS, the City of Stratford Police Services Board, and the City of Stratford:

- Financial Administration and Cost Reconciliation; and
- Termination.

CARRIED

6.3 See Something, Say Something

Chief Skinner reported that the 'See Something, Say Something' campaign will be ready for launch in the near future.

Chair Diplock stated that the media releases and the communication shared through the local newspapers has been informative.

7. UPCOMING MEETINGS

Chair Diplock presented the upcoming meetings for 2022 as presented on the agenda.

8. ADJOURNMENT

Moved By Councillor Winter

Seconded By Paul Dunseith

THAT this Community Policing Advisory Committee meeting adjourn at 10:07 am.

CARRIED

Chair Diplock

Brent Kittmer, Chief Administrative Officer



Minutes

Green Committee

November 24, 2021

5:30 pm

Video Conference

Click the following link:

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

Member Present	Lynette Geddes, Chair Katherine Moffat Councillor Pridham Fred Stam John Stevens David Vermeire
Staff Present	Jed Kelly, Director of Public Works Morgan Dykstra, Committee Secretary Erica Martin-Coddington, Public Works and Planning Assistant
Others Present	Amara Kartick, Climate Change Coordinator

1. CALL TO ORDER

Chair Geddes called the meeting to order at 5:30 P.M.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Fred Stam entered the meeting at 5:31 P.M.

Resolution: GC-2021-08-01

Moved By John Stevens

Seconded By Councillor Pridham

THAT the November 24, 2021 Green Committee agenda be accepted as presented.

Carried

4. DELEGATIONS

4.1 Creating a Healthy Environment - Greenhouse Gas Reduction Plan

Amara Kartick, Climate Change Coordinator for the Town of St. Marys presented the Creating a Healthy Environment Greenhouse Gas Reduction Plan (the “Plan”) and responded to questions from the Committee.

Amara Kartick advised the Committee that she is currently drafting an implementation work plan that will detail how the actions described in the Plan will be executed. The Committee sought clarification regarding how they will participate in the work plan creation process. Jed Kelly, Director of Public Works proposed that Town staff create a preliminary work plan detailing the action items, and their status, the Green Committee can assign a priority status to each action item. The Green Committee was of the consensus that the proposed approach is agreeable.

The Committee recommended that other strategic documents like the Community Safety and Well-being Plan be considered while creating an implementation work plan.

The Committee discussed how the Plan will be rolled out to the public and how it can be simplified for general consumption. Jed Kelly advised that the work plan will address this concern.

Councillor Pridham inquired if Amara Kartick has prepared any responses to the questions posed by Council at the October 12, 2021 Regular Council Meeting. Amara Kartick responded that she hopes to have a response to Council by the end of the year.

The Committee discussed the importance of having a tool that can calculate greenhouse gas emissions, and how that tool could measure

how each proposed action item will decrease greenhouse gas emissions in St. Marys to determine overall impact.

The Committee inquired how the emissions data included in the report was collected. Amara Kartick responded that the data is derived from the St. Marys Emission Profile using 2017 as the baseline year. Amara Kartick further advised that she is currently collecting the 2020 and 2021 emissions data.

Resolution: GC-2021-08-02

Moved By Fred Stam

Seconded By David Vermeire

THAT Creating a Healthy Environment – Greenhouse Gas Reduction Plan report be received.

Carried

5. ACCEPTANCE OF MINUTES

Resolution: GC-2021-08-03

Moved By John Stevens

Seconded By Fred Stam

THAT the September 22, 2021 Green Committee minutes be approved and signed by the Chair and Committee Secretary.

Carried

6. STRATEGIC ITEMS - PROGRESS UPDATE

Morgan Dykstra and Jed Kelly presented the November Green Committee Strategic Priorities Table and responded to questions from the Committee.

Resolution: GC-2021-08-04

Moved By Councillor Pridham

Seconded By Fred Stam

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

Carried

7. REPORTS

7.1 PW 81-2021 Request to Expand St. Marys' Pollinator Garden

Morgan Dykstra and Jed Kelly spoke to the report and responded to questions from the Committee.

The Committee asked if the wildflowers will continue to spread, Morgan Dykstra responded that she will need to confirm, and will present the response to Council.

The Committee asked if pollinator gardens can be planted in new developments. Jed Kelly responded that new developments can be reviewed, along with the St. Marys Cemetery.

Resolution: GC-2021-08-05

Moved By Katherine Moffat

Seconded By David Vermeire

THAT PW 81-2021 Request to Expand St. Marys' Pollinator Garden report be received; and

THAT the Green Committee recommend to Council:

THAT Council approve the action to expand the St. Marys' Pollinator Garden located in the Sparling Bush trail triangle by 96m² square meters; and,

THAT Council direct staff to pursue grant funding to fund the pollinator garden expansion.

Carried

7.2 PW 82-2021 Green Initiative Awareness Program (February 2022)

Morgan Dykstra and Jed Kelly presented the report and responded to questions from the Committee.

Resolution: GC-2021-08-06

Moved By John Stevens

Seconded By Fred Stam

THAT PW 82-2021 Green Initiative Awareness Program (February 2022) report be received; and

THAT the program requirements February 2022 call for submission be:

- Small businesses (2 to 15 employees) shall be the eligible submitters, and,
- The submissions should be waste reduction related initiatives.

Carried

8. OTHER BUSINESS

None.

9. UPCOMING MEETINGS

January 26, 2022 at 5:30 p.m. (Virtual)

February 23, 2022 at 5:30 p.m. (Virtual)

10. ADJOURNMENT

Resolution: GC-2021-08-07

Moved By Katherine Moffat

Seconded By Councillor Pridham

THAT this meeting of the Green Committee adjourns at 6:34 P.M.

Carried

Lynette Geddes, Chair

Morgan Dykstra, Committee Secretary



MINUTES

Senior Services Advisory Committee

November 22, 2021

1:00 pm

Video Conference

Click the following link:

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

Member Present Donna Simmons
 Joyce Vivian
 Marie Ballantyne
 Owen O'Brien
 Councillor Winter

Member Absent Candice Harris
 Donna Kurchak
 Richard Lyons

1. **CALL TO ORDER**

Due to technical difficulty the meeting was called to order by Chair Ballantyne at 1:16 p.m.

2. **DECLARATION OF PECUNIARY INTEREST**

None.

3. **AMENDMENTS AND APPROVAL OF AGENDA**

Moved By Owen O'Brien

Seconded By Joyce Vivian

That the November 22, 2021 Senior Services Advisory Committee meeting agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Councillor Winter

Seconded By Joyce Vivian

THAT the October 25, 2021 Senior Services Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and staff liaison.

CARRIED

5. BUSINESS ARISING FROM MINUTES

The Huron Perth Ontario Health Team has not met. No update was given.

6. REPORTS

Staff reviewed the Senior Services November program report, highlighting various program updates.

7. OTHER BUSINESS

7.1 Recreation Committee Update

The Recreation Committee has not had a meeting. No update was given.

7.2 Town of St. Marys Council Update

Councillor Winter updated the committee on various Municipal initiatives.

8. UPCOMING MEETINGS

Monday January 24, 2021

1:00pm

Virtual

9. ADJOURNMENT

The Senior Services Advisory Committee meeting was adjourned at 1:51 p.m. by Chair Ballantyne.

Chair

Committee Secretary



Minutes
Youth Council

November 12, 2021

4:00 pm

Video Conference

Click the following link:

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

Member Present	Meghan Hymus, Cate Poulton, Kirsten Pabillano, Jordan Partridge
Member Absent	Councillor Edney, Megan Richardson, Jess Hammond
Staff Present	Darcy Drummond

1. CALL TO ORDER

The Chair called the meeting to order at 4:05 pm.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved by: Meghan Hymus

Seconded by: Cate Poulton

THAT the November 12, 2021, Youth Council meeting agenda be accepted as presented.

4. ACCEPTANCE OF MINUTES

Moved by: Kirsten Pabillano

Seconded by: Meghan Hymus

THAT the October 22, 2021, Youth Council minutes be approved by the Youth Council and be signed by the Chair and Staff Liaison.

5. BUSINESS ARISING FROM MINUTES

Ms. Drummond thanked Paytien Truax for their time served on Youth Council and wished them well on their future endeavours.

5.1 Toy Drive

Discussion occurred around what events to be apart of and the location of toy drive boxes.

Kinsmen Christmas Parade - The toy drive will be a part of the Christmas parade on November 27, 2021. The Youth Council will correspond with the parade committee to determine logistics and finalize location.

DCVI location - Youth Council will work with the leadership class at the high school to run a satellite toy drive location in the school.

BIA Open House - Youth Council determined this may be too much to take on at this time as it is a week away. They will thank the businesses for the opportunity but will focus on the other two avenues for this year.

6. UPCOMING MEETINGS

January 7, 2022, at 4pm.

7. ADJOURNMENT

Moved by: Meghan Hymus

Seconded by: Kirsten Pabillano

THAT this meeting adjourns at 4:25 pm.

Chair

Committee Secretary

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z147-2021

BEING a By-law pursuant to the provisions of Section 34 of the Planning Act, to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys” affecting land located on lands municipally known as 17 Peel Street South in the Town of St. Marys.

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

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

1. The area shown on the attached map, Schedule “A”, and municipally known as 17 Peel Street South in the Town of St. Marys shall be removed from the “Institutional Zone (I)” of By-law No. Z1-1997 and shall be placed in the “Residential Zone Five (R5-16)” of By-law No. Z1-1997, in accordance with Key Map 13 of Schedule “A” to By-law No. Z1-1997, as amended.
2. That Section 12.9 of By-law No. Z1-1997 is hereby amended by adding the following special provisions:
 - 12.9.16 R5-16
 - (a) Location: 17 Peel Street South, Key Map 13
 - (b) Notwithstanding the provisions of Sections 5.6, 5.21, 5.24, 5.25 and 12 to the contrary:
 - i) Permitted uses are limited to **dwelling units**, **wholesale establishment** (commercial), **institutional use**, and **business or professional office** including a registered massage therapist in **buildings existing** on the date of passage of this By-law on those lands zoned “R5-16”.
 - ii) The **existing lot area**, **lot frontage**, **yard setbacks**, **lot coverage**, **daylight triangle or sight triangle** and **building height** shall be deemed to comply with the Zoning By-law.
 - iii) A **wholesale establishment** (commercial) shall have a maximum **gross floor area** of 30 square metres.
 - iv) An **institutional use** shall have a maximum **gross floor area** of 400 square metres.
 - v) A **business or professional office** shall have a maximum **gross floor area** of 30 square metres and shall include the office of a registered massage therapist.
 - vi) An off-street parking rate of 1.25 spaces per **dwelling unit** shall be required.
 - vii) 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.
 - viii) **Amenity space** shall be provided at a rate of 5 square metres per **dwelling unit**.
3. Schedule “A”, attached hereto, shall form part of this By-law.
4. All other provisions of By-law No. Z1-1997, as amended, shall apply.
5. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.

6. This By-law shall come into force on the day it was passed pursuant to the Planning Act, and to the Regulations thereunder.

Read a first, second and third time this 14th day of December 2021.

Mayor Al Strathee

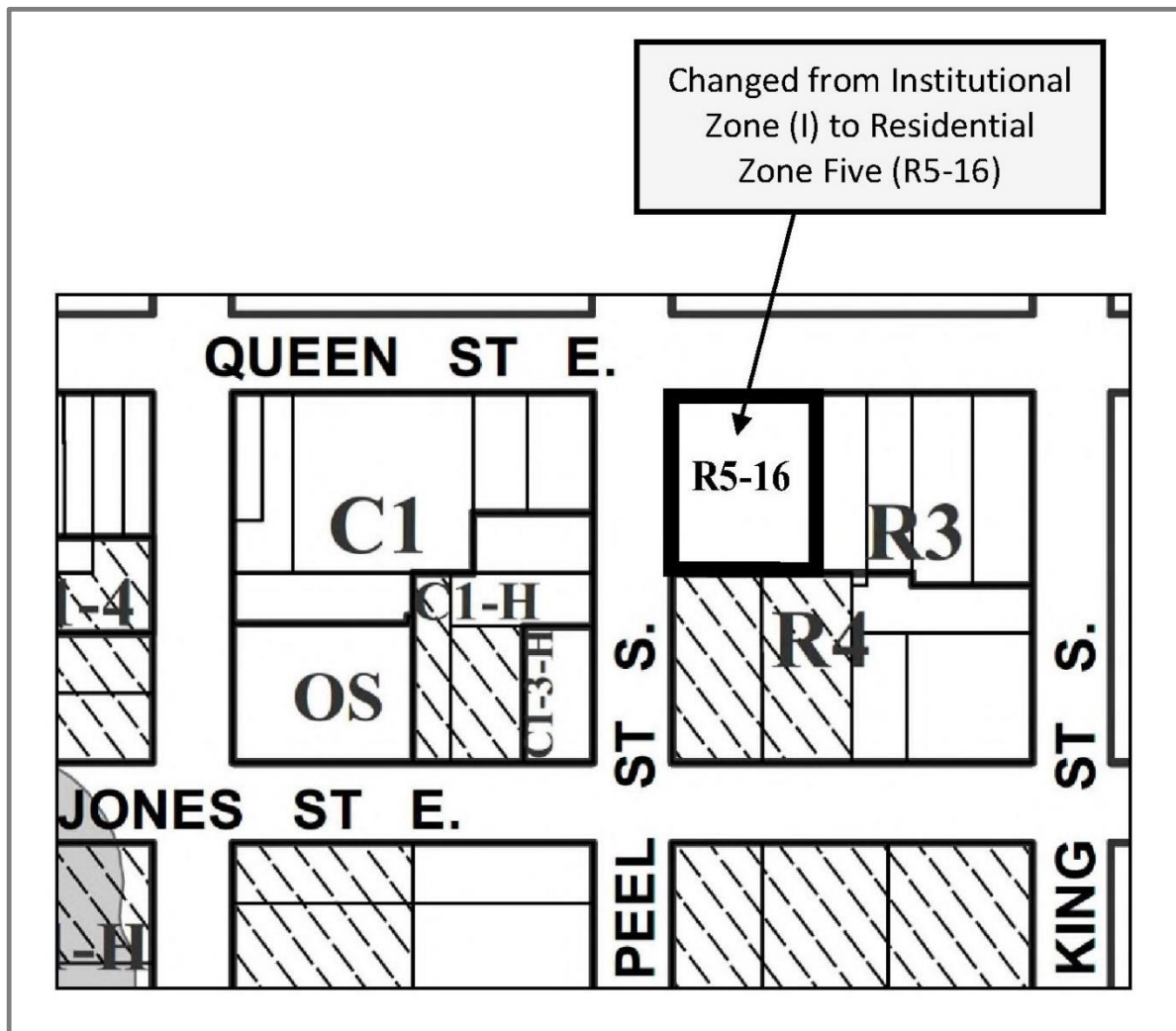
Jenna McCartney, Clerk

THIS IS SCHEDULE "A"
TO BY-LAW NO. Z146-2021
OF THE CORPORATION OF THE TOWN OF ST. MARYS
PASSED THIS 14th DAY OF DECEMBER 2021

Al Stratthdee, Mayor

Jenna McCartney, Clerk

AREA AFFECTED BY THIS BY-LAW



BY-LAW 104-2021

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 Safetek Emergency Vehicles and to authorize the Mayor and Clerk to execute the Agreement.

- WHEREAS:** Section 5(3) of the *Municipal Act, 2001 S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** The Corporation of the Town of St. Marys released an RFP for a two-door commercial top mount enclosed pumper with pump and water tank (the "Project") and a proposal was submitted by Safetek Emergency Vehicles which was subsequently approved by Council on December 14, 2021;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with Safetek Emergency Vehicles (the "Agreement") for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- AND WHEREAS:** It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Agreement between The Corporation of the Town of St. Marys and Safetek Emergency Vehicles, attached hereto as Appendix "A", is hereby authorized and approved.
 2. That the Mayor and Clerk are hereby authorized to execute the Agreement on behalf of The Corporation of the Town of St. Marys.
 3. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 14th day of December 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 105-2021

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to amend by-laws 58-2018 and 59-2019, Traffic, Parking and Boulevard Maintenance By-law.

WHEREAS: The *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, Section 10 gives The Corporation of the Town of St. Marys the power to pass by-laws respecting its highways, including parking and traffic on highways;

AND WHEREAS: Council for The Corporation of the Town of St. Marys passed By-law 58-2018 for the purpose of regulating traffic, parking and boulevard maintenance in the Town of St. Marys and By-law 59-2019 to amend By-law 58-2018;

AND WHEREAS: Council for The Corporation of the Town of St. Marys deems it expedient to amend By-laws 58-2018 and 59-2019 at this time;

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

1. That Section 1.0, Definitions, be amended to include "Designated Parking Permit Stall means a parking space that is designated by signage, for the exclusive use of a Motor Vehicle approved by the Town and issued a Designated Parking Permit".
2. That Section 2.8(4) be repealed and replaced with "on the Town's parklands, trail network or within naturalized areas."
3. That Section 2.8(5) be added "No person shall operate a motorized snow vehicle in a manner that contravenes the *Motorized Snow Vehicles Act*."
4. That Section 3.1(6) be repealed and replaced with "No person shall occupy any Vehicle or holiday trailer as a dwelling or sleeping place at any time while it is Parked on a Highway or Public Parking Lot."
5. That Section 3.5(2) be repealed and replaced with "No person shall permit a Vehicle to be parked in a public Parking Lot between 2:00am and 6:00am unless assigned a valid Designated Parking Permit by the Town."
6. That Section 3.5(3) be repealed and replaced with "No person shall permit a Vehicle to be parked in a Public Parking Lot for more than twelve (12) hours at any time unless assigned a Designated Parking Permit."
7. That Section 3.5(7) be repealed and replaced with "No person shall park in the area identified in Schedule 17 unless assigned a valid Designated Parking Permit."
8. That Section 3.5(8) be added "No person shall park a Motor Vehicle in a Designated Parking Stall unless that Motor Vehicle has been assigned to the Designated Parking Stall by a valid Designated Parking Permit."

- 9. That Section 3.6(1) be amended to add “or Public Works Director.”**
- 10. That Section 3.6(3) be repealed.**
- 11. That Section 3.6(4) be repealed.**
- 12. That Schedule 1, Stop Sign 107 be repealed.**
- 13. That Schedule 1, Stop Sign 117 be added “Stoneridge Blvd. & Ridgewood Cres., Westbound at both exits.”**
- 14. That Schedule 1, Stop Sign 118 be added “Waterloo St. & Rogers Ave., Eastbound on Rogers Ave.”**
- 15. That Schedule 1, Stop Sign 119 be added “King St. & Egan Ave., Northbound on King”**
- 16. That Schedule 1, Stop Sign 120 be added “Brock St. & Elizabeth St., Northbound & Southbound on Brock St.”**
- 17. That Schedule 1, Stop Sign 121 be added “Brock St. & Jones St. E., Northbound and Southbound on Brock St.”**
- 18. That Schedule 1, Stop Sign 122 be added “Brock St. & Rogers Ave., Southbound on Brock St.**
- 19. That Schedule 1, Stop Sign 123 be added “Charles St. & Elgin St. E., Northbound and Southbound on Charles.”**
- 20. That Schedule 1, Stop Sign 124 be added “Charles St. & Jones St. E., Northbound & Southbound on Charles.”**
- 21. That Schedule 1, Stop Sign 125 be added “Peel St. & Elgin St., Northbound & Southbound on Peel St.”**
- 22. That Schedule 1, 4-Way Stop Sign 5 be added “Waterloo St. & Elgin St. E., All ways.”**
- 23. That Schedule 2, Yield Sign 1 be repealed.**
- 24. That Schedule 2, Yield Sign 2 be repealed.**
- 25. That Schedule 2, Yield Sign 3 be repealed.**
- 26. That Schedule 2, Yield Sign 4 be repealed.**
- 27. That Schedule 2, Yield Sign 6 be repealed.**
- 28. That Schedule 2, Yield Sign 7 be repealed.**
- 29. That Schedule 2, Yield Sign 9 be amended to remove “westbound”.**
- 30. That Schedule 2, Yield Sign 21 be repealed.**
- 31. That Schedule 2, Yield Sign 33 be repealed.**
- 32. That Schedule 2, Yield Sign 52 be repealed.**
- 33. That Schedule 10, No Parking 3(a) be added “Church St. North, East side from Queen St. to 30 metres northerly to permit police services and approved transit parking only.”**
- 34. That Schedule 10, No Parking 8 be amended to remove “South6” and replace with “South”.**

- 35.**That Schedule 10, No Parking 31 be repealed and replaced with Maxwell St., Southside of Maxwell Street from the west curb line of Huron Street south to the easterly entrance of Dunsford Crescent.”
- 36.**That Schedule 10, No Parking 42 be amended to add “and approved transit pick up locations.”
- 37.**That Schedule 10, No Parking 43a) be repealed.
- 38.**That Schedule 10, No Parking 45 be amended to remove “North and South” and replace with “Northside”.
- 39.**That Schedule 10, No Parking 67 be added “Emily St., East and Westside for 30 metres of each side of the Emily St. overpass.”
- 40.**That Schedule 10, No Parking 68 be added “St. John St. North, Westside from Queen St. East to Trout Creek.”
- 41.**That Schedule 10, No Parking 69 be added “Wellington St. North, Westside from Parkview Drive to Station Street.”
- 42.**That Schedule 16, School Bus Loading Zone be amended to remove “Peel St., Eastside from Egan Street 56 metres southerly.”
- 43.**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 14th day of December 2021.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 106-2021

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 December 14, 2021

WHEREAS: *The Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5(3), provides that the jurisdiction of every council is confined to the municipality that it 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 14th day of December 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 14th day of December 2021.

Mayor Al Strathee

Jenna McCartney, Clerk