



AGENDA

Regular Council Meeting

February 22, 2022

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 February 22, 2022 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

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

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

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

5.1. #Strong as Stone Nominees

Recognition of Final Nominees

Tina Ritu

Zoë Ritu

Willow Ritu

6. ACCEPTANCE OF MINUTES

6.1. Regular Council - February 8, 2022

9

RECOMMENDATION

THAT the February 8, 2022 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and Clerk.

7. CORRESPONDENCE

None

8. STAFF REPORTS

8.1. Administration

8.1.1. ADMIN 10-2022 February Monthly Report (Administration)

20

RECOMMENDATION

THAT ADMIN 10-2022 February Monthly Report (Administration) be received for information.

8.1.2. ADMIN 11-2022 Rotary Brews and Food Fest Designation

29

RECOMMENDATION

THAT ADMIN 11-2022 Rotary Brews and Food Fest Designation report be received; and

THAT Council designate the Rotary Club of St. Marys Brews and Food Fest as an event of municipal significance between 12:00 pm and 6:00 pm on Sunday, June 19, 2022; and

THAT Council provide an exemption to the interpretation of refreshment vehicle usage in St. Marys and grant the Rotary Club of St. Marys a one-day permit to host up to eight (8) refreshment vehicles at the Canadian Baseball Hall of Fame on Sunday, June 19, 2022 contingent upon the refreshment vehicle operators adhering to public health regulations implemented by Huron Perth Public Health and fire-related inspections by the St. Marys Fire Department.

8.2. Building and Development Services

8.2.1. DEV 09-2022 February Monthly Report (Building and Development)

33

RECOMMENDATION

THAT DEV 09-2022 February Monthly Report (Building and Development) be received for information.

8.2.2. DEV 10-2022 Site Plan Agreement for 60 Road 120 (Candice King and Donald King)

40

RECOMMENDATION

THAT DEV 10-2022 Site Plan Agreement for 60 Road 120 (Candice King and Donald King) report be received;

THAT Council consider By-law 21-2022 and authorize the Mayor and Clerk to sign a Site Plan Agreement between the Town of St. Marys and Candice King and Donald King; and,

THAT Council consider Zoning By-law Z148-2022 to remove the Holding symbols “-H” and “-H2” from the property known as 60 Road 120.

8.3. Community Services

- 8.3.1. DCS 04-2022 February Monthly Report (Community Services) 66**
- RECOMMENDATION**
THAT DCS 04-2022 Monthly Report (Community Services) be received for information.
- 8.3.2. DCS 02-2022 New Development Street Name Suggestions 70**
- RECOMMENDATION**
THAT DCS 02-2022 New Development Street Name Suggestions report be received for information, and;

THAT DCS 02-2022 New Development Street Name Suggestions be forwarded to the Building and Development and Public Works Departments for consideration when discussing street names in future developments.
- 8.3.3. DCS 05-2022 Skatepark Expansion 74**
- RECOMMENDATION**
THAT DCS 05-2022 Skatepark Expansion be received; and

THAT Council approves moving forward with a Request for Proposal of a design build option for the Skate Park Expansion, and

THAT Council approves up to \$15,000 for the design portion of the project, to be funded from the General Capital reserve.
- 8.3.4. DCS 06-2022 Inflatable Waterpark Management Contract 78**
- RECOMMENDATION**
THAT DCS 06-2022 Inflatable Waterpark Management Contract report be received; and

THAT Council consider By-law 17-2022 to authorize the Mayor and Clerk to execute the associated agreement with PT Watersports Inc. o/a Funsplash Sports Park - St. Marys and to repeal by-law 27-2020.

8.4. Corporate Services

8.4.1.	COR 09-2022 February Monthly Report (Corporate Services)	90
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RECOMMENDATION

THAT COR 09-2022 February Monthly Report (Corporate Services) be received for information.

8.5. Fire and Emergency Services

8.5.1.	FD 02-2022 February Monthly Report (Emergency Services)	95
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RECOMMENDATION

THAT FD 02-2022 February Monthly Report (Emergency Services) be received for information.

8.6. Human Resources

8.6.1.	HR 02-2022 February Monthly Report (Human Resources)	98
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RECOMMENDATION

THAT HR 02-2022 February Monthly Report (Human Resources) be received for information.

8.7. Public Works

8.7.1.	PW 10-2022 February Monthly Report (Public Works)	100
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RECOMMENDATION

THAT PW 10-2022 February Monthly Report (Public Works) be received for information.

8.7.2. PW 11-2022 Wellington Street Reconstruction Tender Award

103

RECOMMENDATION

THAT PW 11-2022 Wellington Street Reconstruction Tender Award be received; and,

THAT the tender for the Wellington Street Reconstruction be awarded to Lavis Contracting Company Ltd. for the bid price of \$2,375,792.94, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in PW 11-2022 Wellington Street Reconstruction Tender Award report; and,

THAT Council consider By-Law 18-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

8.7.3. PW 12-2022 Queen St. E. Guide Rail Replacement Tender Award

108

RECOMMENDATION

THAT PW 12-2022 Queen St. E. Guide Rail Replacement Tender Award be received; and,

THAT the tender for Queen St. E. Guide Rail Replacement be awarded to Royal Fence Ltd. for the bid price of \$98,168.75, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in PW 12-2022 Queen St. E. Guide Rail Replacement Tender Award; and,

THAT Council consider By-Law 19-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

RECOMMENDATION

THAT PW 13-2022 Pavement Marking Tender Award report be received; and,

THAT the tender for Pavement Markings be awarded to Provincial Road Markings Inc. for the bid price of \$89,958.62, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in PW 13-2022 Pavement Markings Tender Award report; and,

THAT Council consider By-Law 20-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

9. EMERGENT OR UNFINISHED BUSINESS**10. NOTICES OF MOTION****11. BY-LAWS****RECOMMENDATION**

THAT By-Laws 17-2022, 18-2022, 19-2022, 20-2022, 21-2022 and Z148-2022 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

11.1.	By-Law 17-2022 Agreement with PT Watersports Inc. o/a Funsplash Sports Park for Inflatable Waterpark and to Repeal By-Law 27-2020	116
11.2.	By-Law 18-2022 Agreement with Lavis Contracting Company Limited for Wellington Street Reconstruction	118
11.3.	By-Law 19-2022 Agreement with Royal Fence Ltd. for Guide Rail Replacement along Queen Street East at the CN Overpass	119
11.4.	By-Law 20-2022 Agreement with Provincial Road Markings Inc. for Annual Pavement Marking for three year term	120
11.5.	By-Law 21-2022 Site Plan Agreement with Candice King and Donald King for 60 Road 120	121
11.6.	Z148-2022 H Removal 60 Road 120	122

12. UPCOMING MEETINGS

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

March 8, 2022 - 6:00 pm, Regular Council

March 15, 2022 - 9:00 am, Strategic Priorities Committee

March 22, 2022 - 6:00 pm, Regular Council

13. CONFIRMATORY BY-LAW

124

RECOMMENDATION

THAT By-Law 22-2022, being a by-law to confirm the proceedings of February 22, 2022 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.

14. ADJOURNMENT

RECOMMENDATION

THAT this regular meeting of Council adjourns at _____ pm.



MINUTES Regular Council

February 8, 2022

6:00pm

Town Hall, Council Chambers

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

Council Regrets: Councillor Hainer

Staff Present: **In-Person**
Jenna McCartney, Clerk
Conference Line
Brent Kittmer, Chief Administrative Officer
Grant Brouwer, Director of Building and Development
Jed Kelly, Director of Public Works
André Morin, Director of Corporate Services / Treasurer
Mark Stone, Planner

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2022-02-08-01

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the February 8, 2022 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Rob Staffen re: Strategic Consideration

Rob Staffen presented the strategic consideration delegation and responded to questions from Council.

Councillor Luna requested a friendly amendment to motion 2022-02-08-02, so that the information presented from the delegation be set into an agenda at a future Strategic Priorities Committee meeting.

Councillor Craigmile supported the friendly amendment.

Resolution 2022-02-08-02

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT the delegation from Rob Staffen regarding strategic consideration be received;

THAT the information presented from the delegation be set into an agenda at a future Strategic Priorities Committee meeting.

CARRIED

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - January 25, 2022

Resolution 2020-02-08-03

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT the January 25, 2022 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and Clerk.

CARRIED

7. CORRESPONDENCE

7.1 Town of Aurora re: Dissolve the Ontario Land Tribunal

Resolution 2022-02-08-04

Moved By Councillor Luna

Seconded By Councillor Edney

THAT the correspondence from the Town of Aurora regarding a request to support the dissolving of the Ontario Land Tribunal be received.

CARRIED

8. STAFF REPORTS

8.1 Building and Development Services

8.1.1 DEV 06-2022 Site Plan Agreement Amendment for 752 Queen Street East

Resolution 2022-02-08-05

Moved By Councillor Edney

Seconded By Councillor Luna

THAT DEV 06-2022 Site Plan Agreement Amendment for 752 Queen Street East (North Bay Capital Investments Ltd.) be received; and

THAT Council consider By-law 15-2022 to approve the proposed Site Plan Agreement Amendment for 752 Queen Street East and authorize the Mayor and the Clerk to execute the Site Plan Agreement Amendment between the Town of St. Marys and North Bay Capital Investments Ltd.

CARRIED

8.2 Administration

8.2.1 ADMIN 06-2022 Service Delivery of Commissioner of Oath

Resolution 2022-02-08-06

Moved By Councillor Edney

Seconded By Councillor Luna

THAT ADMIN 06-2022 Service Delivery of Commissioner of Oath report be received; and

THAT Council direct staff to develop policy and procedures related to the commissioning of documents and the incorporation of a fee for service; and

THAT Council approve the fee of \$20 per commissioned document for the service delivery of Commissioner of Oath effective February 15, 2022.

Resolution 2022-02-08-07

Moved By Councillor Craigmile

Seconded By Councillor Edney

THAT resolution 2022-02-08-06 be amended to change the proposed fee from \$20 per commissioned document to \$25 per commissioned document.

CARRIED

Resolution As Amended 2022-02-08-06

Moved By Councillor Edney

Seconded By Councillor Luna

THAT ADMIN 06-2022 Service Delivery of Commissioner of Oath report be received; and

THAT Council direct staff to develop policy and procedures related to the commissioning of documents and the incorporation of a fee for service; and

THAT Council approve the fee of \$25 per commissioned document for the service delivery of Commissioner of Oath effective February 15, 2022.

CARRIED

**8.2.2 ADMIN 07-2022 Report Back on Refreshment Vehicles
Operating on Private Property**

Resolution 2022-02-08-08

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT ADMIN 07-2022 Report Back on Refreshment Vehicles Operating on Private Property be received for information.

CARRIED

Resolution 2022-02-08-09

Moved By Councillor Winter

Seconded By Councillor Pridham

THAT staff bring back a report regarding refreshment vehicle licensing in St. Marys to a future Strategic Priorities Committee meeting.

CARRIED

8.2.3 ADMIN 08-2022 Municipal Election Update for 2022

Resolution 2022-02-08-10

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT ADMIN 08-2022 Municipal Election Update for 2022 report be received for information.

CARRIED

8.2.4 ADMIN 09-2022 AMO Call to Action – CN Rail and Drainage

Resolution 2022-02-08-11

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT Council for the Town of St. Marys support the AMO call to action regarding CN Rail and Drainage; and

THAT the Clerk send a letter to CN Rail following the AMO letter template.

CARRIED

8.3 Corporate Services

Council took a brief break at 8:28 pm.

Mayor Strathdee called the meeting back to order at 8:40 pm.

8.3.1 COR 06-2022 Adoption of 2022 Budget

Resolution 2022-02-08-12

Moved By Councillor Winter
Seconded By Councillor Luna

THAT COR 06-2022 Adoption of 2022 Budget report be received;
and

THAT Council consider adopting By-law 10-2022 being a by-law to
adopt the 2022 Budget and Tax Levy; and

THAT Council consider adopting By-law 11-2022 being a by-law to
set tax ratios for prescribed property classes for municipal purposes
for the year 2022; and

THAT Council consider adopting By-law 12-2022 being a by-law to
levy the rates of taxation for the year 2022.

CARRIED

8.3.2 COR 08-2022 MMP Intake 3 Agreement

Resolution 2022-02-08-13

Moved By Councillor Craigmile
Seconded By Councillor Pridham

THAT COR 08-2022 MMP Intake 3 Agreement report be received;

THAT Council consider By-law 13-2022 authorizing the Mayor and
Clerk to sign the Transfer Payment Agreement for the Municipal
Modernization Program Intake 3 – Implementation stream; and

THAT Council consider By-law 14-2022 authorizing the Mayor and
Clerk to sign the Transfer Payment Agreement for the Municipal
Modernization Program Intake 3 – Review stream.

CARRIED

8.4 Public Works

8.4.1 PW 05-2022 Amending Agreement for Product Care Association of Canada

Resolution 2022-02-08-14

Moved By Councillor Luna
Seconded By Councillor Pridham

THAT report PW 05-2022 Amending Agreement for Product Care Association of Canada be received for information; and,

THAT Council authorize the Chief Administrative Officer to execute the amending agreement with Product Care Association of Canada on behalf of the Corporation.

CARRIED

8.4.2 PW 06-2022 Service Agreement for Trojan Technologies

Resolution 2022-02-08-15

Moved By Councillor Luna

Seconded By Councillor Craigmile

THAT report PW 06-2022, Service Agreement for Trojan Technologies be received for information; and,

THAT Council authorize the Chief Administrative Officer to execute the service agreement with Trojan Technologies on behalf of the Corporation.

CARRIED

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

Resolution 2022-02-08-16

Moved By Councillor Edney

Seconded By Councillor Craigmile

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

CARRIED

9.1.1 Bluewater Recycling Association - Coun. Craigmile

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

**9.1.3 Municipal Shared Services Committee - Mayor Strathdee,
Coun. Luna**

9.1.4 Huron Perth Public Health - Coun. Luna

9.1.5 Spruce Lodge Board - Coun. Luna, Pridham

9.1.6 Upper Thames River Conservation Authority

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

9.2.2 Business Improvement Area - Coun. Winter

9.2.3 CBHFM - Coun. Edney

9.2.4 Committee of Adjustment

**9.2.5 Community Policing Advisory Committee - Coun. Winter,
Mayor Strathdee**

9.2.6 Green Committee - Coun. Pridham

9.2.7 Heritage Advisory Committee - Coun. Pridham

**9.2.8 Huron Perth Healthcare Local Advisory Committee - Coun.
Luna**

9.2.9 Museum Advisory Committee - Coun. Hainer

9.2.10 Planning Advisory Committee - Coun. Craigmile, Hainer

9.2.11 Recreation and Leisure Advisory Committee - Coun. Pridham

9.2.12 Senior Services Advisory Committee - Coun. Winter

9.2.13 St. Marys Lincolns Board - Coun. Craigmile

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

9.2.15 Youth Council - Coun. Edney

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2022-02-08-17

Moved By Councillor Pridham

Seconded By Councillor Luna

THAT By-Laws 10-2022, 11-2022, 12-2022, 13-2022, 14-2022 and 15-2022 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

CARRIED

12.1 By-Law 10-2022 Adopt 2022 Budget

12.2 By-Law 11-2022 Tax Ratios

12.3 By-Law 12-2022 Tax Rates

12.4 By-Law 13-2022 Agreement with Minster of MMAH for Municipal Modernization Program Intake 3 (implementation stream)

12.5 By-Law 14-2022 Agreement with Minster of MMAH for Municipal Modernization Program Intake 3 (review stream)

12.6 By-Law 15-2022 Amend Site Plan Agreement with North Bay Capital Investment Ltd.

13. UPCOMING MEETINGS

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

Council took a brief break at 9:17 pm.

Mayor Strathdee called the meeting back to order at 9:18 pm.

14. CLOSED SESSION

Resolution 2022-02-08-18

Moved By Councillor Pridham

Seconded By Councillor Edney

THAT Council move into a session that is closed to the public at 9:18 pm as authorized under the *Municipal Act*, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

14.1 Minutes CLOSED SESSION

14.2 COR 07-2022 CONFIDENTIAL BIA Board Representation

15. RISE AND REPORT

Resolution 2022-02-08-19

Moved By Councillor Craigmile

Seconded By Councillor Luna

THAT Council rise from a closed session at 9:25 pm.

CARRIED

Mayor Strathdee reported that a closed session was held with one matter regarding BIA Board representation being considered. Council will now consider a resolution on the matter.

15.1 BIA Resignation

Resolution 2022-02-08-20

Moved By Councillor Edney

Seconded By Councillor Pridham

THAT Council accepts Kyle Burnside's resignation from the St. Marys Business Improvement Area Board effective March 31, 2022; and

THAT Council directs staff to open a nomination period to replace this position.

CARRIED

16. CONFIRMATORY BY-LAW

Resolution 2022-02-08-21

Moved By Councillor Edney

Seconded By Councillor Luna

THAT By-Law 16-2022, being a by-law to confirm the proceedings of February 8, 2022 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

CARRIED

17. ADJOURNMENT

Resolution 2022-02-08-22

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT this regular meeting of Council adjourns at 9:27 pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Administration

Date of Meeting: 22 February 2022

Subject: ADMIN 10-2022 February Monthly Report (Administration)

RECOMMENDATION

THAT ADMIN 10-2022 February Monthly Report (Administration) be received for information.

DEPARTMENTAL HIGHLIGHTS

COVID 19 Pandemic Response

- Pandemic Operations:
 - On February 14th the Province announced their accelerated reopening plan, with the first reduction in public health restrictions taking place February 17th. Their news release is attached to this report for further information.
 - Much of the changes on February 17th were related to capacity increases in areas that require proof of vaccination. The Director of Community Services will provide a verbal update as part of her monthly report.
 - The Province's plan sets March 1 as the next milestone. At this milestone, it is their intent to lift all capacity restrictions and to eliminate the proof of vaccination system.
 - **Discussion:**
 - In September 2021 Council passed a resolution requiring proof of vaccination at Town recreation facilities. This resolution will still stand if/when the Province eliminates their proof of vaccination requirements.
 - Is it Council's desire that the Town maintain its proof of vaccination requirements after March 1, or is it Council's desire to follow the Province and eliminate proof of vaccination requirements on the same date as they do?
- Council and Committee Meetings:
 - If the Province follows their milestones, capacity limits will be eliminated March 1.
 - Absent the fine details of the regulations from the Province, it is assumed that without capacity limitations Council could resume meeting in person in a similar fashion as to pre-pandemic.
 - **Discussion:**
 - It is staff's intent to bring back a more comprehensive report to outline how Council and committee meetings can function post-pandemic. Staff recommend that all meetings continue to be live streamed. It will take some time to sort out details and logistics to allow this to happen efficiently, which is why a report back is necessary.
 - In the interim, after March 1, staff believe that Council could resume hybrid meetings with those Councillors who are comfortable attending in chambers, and those who wish to participate electronically doing so. Under this approach, public

and Town staff participation would remain virtual until the Clerk has had the opportunity to provide a full report to Council regarding the return to chambers details.

- If Council wishes to move forward with this plan, staff are requesting that the first meeting with increased numbers of councillors in chambers be March 15th.
 - This is a small favour being asked as both the CAO and Clerk have a conflict on March 8th which will require them to participate in the meeting virtually. Having two or less councillors in chambers on March 8th significantly reduces the technology requirements for the meeting meaning there is less risk of error.
- Consideration of in-person committee meetings will be deferred to the report back by the Clerk.
- Community Emergency management Coordinator
 - On February 14th the County of Perth provided notice to the Town that they no longer have the capacity to provide CEMC services to the Town. This decision was made by the County after reviewing their program plan for the next several years and determining that all staff capacity will be committed directly to their own needs.
 - The Town remains in a position of compliance as Chief Richard Anderson remains the Town's statutory CEMC.
 - However, the KPMG review found that the Town should move away from having the Fire Chief be the appointed CEMC. Staff are currently looking at the program delivery model and will report back at a later date on how best to deliver this statutorily required program.

Strategic Planning and Projects

- 2022 Corporate Plan
 - The CAO and the SMT have been reconciling 2021's accomplishments against Council's identified strategic and operational priorities for the term.
 - In addition, the senior team has reviewed their various departmental plans and studies to develop a list of priorities projects for the year.
 - It is the CAO's intent to present Council with the 2022 Corporate Plan for review at the April Strategic Priorities Committee meeting. Overall, the goal for the 2022 plan will be to advance a number of major community projects that have received grant funding, and to try to close out as many of Council's term priorities that have been identified year over year.
- Community Transportation Project:
 - Ridership Update
 - Ridership saw a decrease in January across all 5 routes, which is perceived to be attributed to the heightened COVID-19 restrictions that were put in place by the province at the start of the month.

PC Connect 2020-2022 Ridership Report					
Month 2020-22	Route 1: KW to Listowel	Route 2: KW to St.Marys	Route 3: London to Stratford	Route A: Perth County North	Route B: Perth County South
16-30 November	9	37	N/A	20	19
December	20	59	N/A	48	22
January	4	13	6	43	10
February	11	20	29	73	13
March	11	57	59	158	23

April	7	10	33	135	11
May	6	39	36	62	20
June	12	85	49	50	29
July	46	108	91	80	29
August	34	116	143	81	44
September	91	119	144	87	118
October	104	84	149	88	74
November	141	102	142	122	62
December	127	88	111	130	66
January 2022	62	53	59	83	48
TOTALS	685	990	1050	1260	588

- PC Connect Ridership App & Fares:
 - Project administration staff have begun working with Blaise, the chosen app provider from the County's RFP to develop and implement the PC Connect rider application.
 - Pricing for each different route is being set in the app according to zone. Because the Stratford to St. Marys routes B, 2, and 3 overlap, the price for traveling between Stratford and St. Marys will need to be set at \$6 on all routes (2, 3, and B), as there is no way for the app to differentiate between the routes when the start and end points are the same.
 - The price is already \$6 on Route B, and it is expected that this fare reduction would likely improve ridership on routes 2 and 3. This is a price point that the project had hoped to set for travel between Stratford and St. Marys from the outset on Routes 2.
- Marketing & Advertising:
 - Efforts are ongoing, with a focus on employer and community outreach.

Land Sales

- 14 Church Street North
 - Sale closed February 16, and the Town is now the title owner of this property.
 - A report on the next steps for this property and the proposed project delivery model is scheduled for the April Strategic Priorities Committee meeting.
- 275 Victoria Street
 - Survey ordered for former rail lands owned by the Town.

Other Projects

- Climate Change Coordinator:
 - The Municipality of North Perth has advised that the Climate Change Coordinator has tendered her resignation from the shared contract position.
 - The regional CAOs have met to determine the next steps in this partnership.
 - The City of Stratford has decided not to participate as they will be hiring their own manager of Climate Change.
 - The lower tier municipalities have requested that the County consider creating a Climate Change Coordinator position on a permanent basis, to be shared amongst all municipalities.
 - For St. Marys, the CAO advised the partners that the Town will not be participating in a shared position in 2022.
 - It is staff's intent to use the Community Greenhouse Gas Reduction Plan to inform the development of a Corporate Climate Change Plan. The approach will be to narrow the climate change focus to Town operations from community wide.

- The 2022 budget allocation of \$20,000 will be used to support this approach, more specifically to develop a tool that allows the Town to prioritize climate change initiatives.
- Community Developer Pilot Program
 - Family Services Perth Huron has advised the funding partners that they are no longer able to fulfil the contract for this program due to recruitment difficulties.
 - A transition plan is being developed for when the contract ends on March 8.
 - Moving forward, the CAO will be meeting with the City of Stratford Director of Social Services and the United Way to review different models for delivering the community development program in St. Marys.
- Community Safety and Well-being Plan:
 - The CSWB Executive Council continues to meet on a monthly basis.
 - The current focus is to develop a program implementation plan that outlines the goals and outcomes intended for the CSWBP, complete with KPIs to measure the social impact.
 - The CAO will be sitting on the sub-committee that develops the performance measurement targets and KPIs.

2. Clerks

Animal Control

- Animal licensing is continuing to see a significant growth in registrations.
 - To date there has been 52 new pet registrations and 183 renewals for a total of 235 registered animals
- To continue to encourage new registrations and renewals, a social media campaign and print advertisement are underway, as well as internal contest for employees.
 - The contests will end March 31, 2022 when the fee for registration increases.
- Earlier in January, a notice was posted on all outgoing tax bills reminding residents to licence their dog and cats
- Agreement with local business for the sale of cat tags has been completed and awaiting implementation.

By-Law Enforcement

- Stratford Police Services have been issuing tickets regularly under By-law 58-2018, Traffic, Parking and Boulevard Maintenance related to 2:00am – 6:00am parking.
 - To date a total of 73 parking tickets have been issued in 2022, with 41 paid.
- A communication campaign has been implemented to advise the public of the prohibitions within the Traffic, Parking and Boulevard Maintenance By-law as it pertains to snowmobiles.
 - Police and Town staff have met with a community member to review the Snowmobile Enforcement Plan and brainstorm some additional options for deterring machines from accessing road allowance.
 - Police have received complaints about a trail accessing private property without permission. The police have connected the complainant with the applicable snowmobile club to discuss remediation.
 - Members of the Service conducted snowmobile enforcement on Sunday, February 13 west of St. Marys in partnership with the Science Hill Drifters Snowmobile Club. 154 machines were checked. The results were 3 with no trail permits, 2 issued provincial offences tickets and 7 warnings issued.
- Stratford Police stats for January 2022:

Table 1 - Total Complaints by Complaint Basis

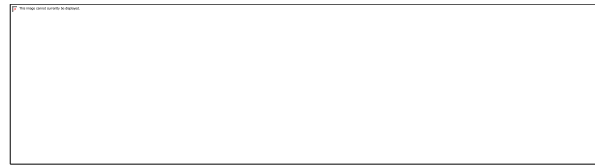
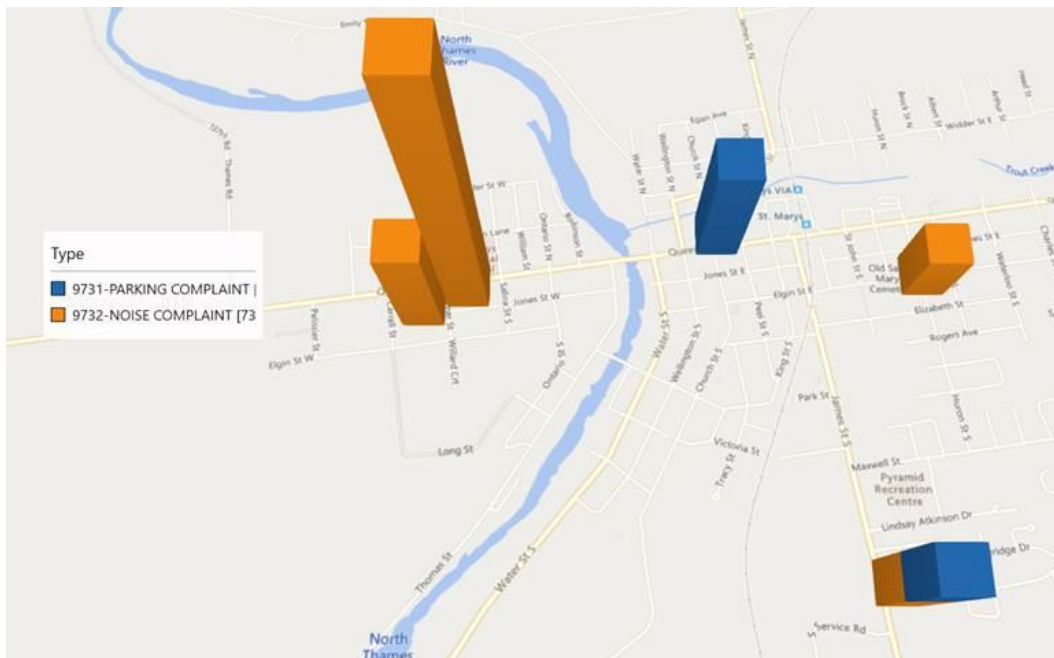


Table 2 – Total Complaints by Month

Bylaws	Count
Jan	12
Grand Total	12

Table 3 – Total Complaints by Location



Commissioner of Oaths

- On February 8, 2022 at the regular Council meeting, Council passed a resolution to begin a fee for service as well as recommending staff to draft work procedures
- As of February 15, 2022 a charge of \$25 has been implemented and work procedure has been created
- To date in 2022 there has been 13 Commissions completed

Council

- Released three surveys with the intent to target feedback from Council, committees and board members and staff liaisons of those committees and boards. The information sought will assist in a review of the current committee structure with a report planned to Council by the third quarter. The other component of information will support the development of the Council and committee onboarding process in the next term.

Election 2022

- Town has partnered with City of Stratford, Perth County and the lower tiers to host a session with retired city solicitor, Fred Dean, “So You Want to Run for Council” on Wednesday, April

13. The session will be hosted through a hybrid model of virtual participation as well, the Town will host an in-person viewing at the PRC for those interested.

- Waiting for Ministry of Municipal Affairs and Housing to finalize a plan for candidate information sessions. Historically these have been in-person at two different venues within the County for the purpose of speaking to the legislative requirements of running for a position on municipal council.

Town Hall

- Throughout January and February the majority of foot traffic through Town Hall is related to payments for animal licencing as well as parking tickets. Approximately 3-5 people are presenting at the counter daily.
- Call volume is consistent at around 20 calls per week.

SPENDING AND VARIANCE ANALYSIS

None

REVIEWED BY

Recommended by the CAO



Brent Kittmer

Chief Administrative Officer

Ontario Moving to Next Phase of Reopening on February 17

Improvements in key indicators allowing province to safely ease public health measures sooner

NEWS

February 14, 2022

TORONTO — With key public health and health system indicators continuing to improve, the Ontario government, in consultation with the Chief Medical Officer of Health, is cautiously and gradually easing public health measures sooner, with the next phase of measures being eased on February 17, 2022 at 12:01 a.m.

“Given how well Ontario has done in the Omicron wave we are able to fast track our reopening plan,” said Premier Doug Ford. “This is great news and a sign of just how far we’ve come together in our fight against the virus. While we aren’t out of the woods just yet we are moving in the right direction.”

Last month, Ontario [released its plan](#) to follow a cautious and phased approach to lifting public health and workplace safety measures if health indicators continued to remain stable and improve. Positivity rates have fallen and new admissions to hospital and ICU have been declining week over week, signalling that the Omicron peak is behind us. Over the coming days and weeks, these trends are expected to continue, allowing the province to safely accelerate its timelines.

“Thanks to the province’s high vaccination rates and the continued sacrifices of Ontarians, we are now in a position where we can move forward in our plan earlier than anticipated,” said Christine Elliott, Deputy Premier and Minister of Health. “With hospitalizations and ICU admissions continuing to decline, we are committed to maintaining a gradual and cautious approach to protect our hospital capacity and ensure patients can access the care they need when they need it.”

Effective February 17, 2022

Ontario will further ease public health measures, including, but not limited to:

- Increasing social gathering limits to 50 people indoors and 100 people outdoors
- Increasing organized public event limits to 50 people indoors, with no limit outdoors
- Removing capacity limits in the following indoor public settings where proof of vaccination is required, including but not limited to:
 - Restaurants, bars and other food or drink establishments without dance facilities
 - Non-spectator areas of sports and recreational fitness facilities, including gyms
 - Cinemas
 - Meeting and event spaces, including conference centres or convention centres
 - Casinos, bingo halls and other gaming establishments
 - Indoor areas of settings that choose to opt-in to proof of vaccination requirements.
- Allowing 50 per cent of the usual seating capacity at sports arenas
- Allowing 50 percent of the usual seating capacity for concert venues and theatres

- Increasing indoor capacity limits to 25 per cent in the remaining higher-risk settings where proof of vaccination is required, including nightclubs, restaurants where there is dancing, as well as bathhouses and sex clubs
- Increasing capacity limits for indoor weddings, funerals or religious services, rites, or ceremonies to the number of people who can maintain two metres physical distance. Capacity limits are removed if the location opts-in to use proof of vaccination or if the service, rite, or ceremony is occurring outdoors.

Capacity limits in other indoor public settings, such as grocery stores, pharmacies, retail and shopping malls, will be maintained at, or increased to, the number of people who can maintain two metres physical distance.

In addition, as of 8:00 a.m. on Friday, February 18, 2022, Ontario is expanding booster dose eligibility to youth aged 12 to 17. Appointments can be booked through the [provincial booking system](#) and the Provincial Vaccine Contact Centre, as well as at [select pharmacies](#) administering the Pfizer vaccine. Appointments will be booked for approximately six months (168 days) after a second dose. To book an appointment online, individuals must be 12 years old at the time of appointment.

Effective March 1, 2022

Ontario intends to take additional steps to ease public health measures if public health and health system indicators continue to improve. This includes lifting capacity limits in all remaining indoor public settings.

Ontario will also lift proof of vaccination requirements for all settings at this time. Businesses and other settings may choose to continue to require proof of vaccination. Masking requirements will remain in place at this time, with a specific timeline to lift this measure to be communicated at a later date.

To manage COVID-19 over the long-term, public health units can deploy local and regional responses based on local context and conditions.

“Thanks to the efforts of Ontarians to help blunt the transmission of Omicron, our health care indicators suggest a general improvement in the COVID-19 situation in the province,” said Dr. Kieran Moore, Chief Medical Officer of Health. “We are now in a position to lift more public health measures, but it is important to stay vigilant, as we don’t want to cause any further disruption to people’s everyday lives. We must continue to prevent the transmission of COVID-19 in our communities by following the measures in place and by vaccinating those who have not yet received their doses.”

QUICK FACTS

- Due to a steady decline in COVID-19 related hospitalizations and ICU admissions, on February 10, 2022, the government lifted Directive 2 to begin a gradual and cautious resumption of non-urgent and non-emergent surgeries and procedures across the province.
- Since Ontario entered modified Step Two, over 202,000 Ontarians have received a first dose and more than 2,575,000 Ontarians have received their booster.

- To further support the province's cautious easing of public health measures, Ontario is expanding access to free rapid tests, with 5.5 million rapid tests to be distributed each week for eight weeks through pharmacies, grocery stores, and community partners in vulnerable communities.
- Effective January 4, 2022, the use of the enhanced vaccine certificate with QR code and the Verify Ontario app must be used in settings where proof of vaccination is required.
- Download your vaccine certificate by visiting <https://covid-19.ontario.ca/get-proof/>.
- To have your vaccine certificate mailed to you, call the Provincial Vaccine Contact Centre at 1-833-943-3900.
- On January 17, 2022, Health Canada approved the antiviral Paxlovid. Ontario received approximately 10,000 courses of treatment from the federal government in January, with additional allocations of more than 10,000 courses for February and 33,000 courses for March. [Eligibility is currently focused on adults with the highest risk of severe outcomes.](#)
- In response to the highly transmissible Omicron variant, Ontario updated its COVID-19 testing and isolation guidelines. [Learn more](#) about what to do if you have symptoms or have been exposed to COVID-19.

ADDITIONAL RESOURCES

- [Ontario Expanding Access to Free Rapid Tests for General Public](#)
- [Ontario Outlines Steps to Cautiously and Gradually Ease Public Health Measures](#)
- [Proof of Vaccination Guidance under the Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#)
- [All Ontarians 18+ Eligible for COVID-19 Booster Appointments at Three-Month Interval](#)
- For public inquiries, please contact the Provincial Vaccine Contact Centre at 1-833-943-3900 (TTY for people who are deaf, hearing-impaired or speech-impaired: 1-866-797-0007).
- For resources in multiple languages to help local communication efforts in responding to COVID-19, visit Ontario's [COVID-19 communication resources webpage](#).
- Businesses that have questions about public health and workplace safety measures can call the Stop the Spread Business Information Line at 1-888-444-3659.

MEDIA CONTACTS

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Premier's Office
Ivana.Yelich@ontario.ca

Alexandra Hilken
Minister Elliott's Office
Alexandra.Hilken@ontario.ca

ontario.ca/health-news
Disponible en français



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Jenna McCartney, Clerk
Date of Meeting:	22 February 2022
Subject:	ADMIN 11-2022 Rotary Brews and Food Fest Designation

PURPOSE

To seek Council's approval to designate the Rotary Club of St. Marys' Brews and Food Fest event of municipal significance for the purpose of an application to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit to sell alcohol.

RECOMMENDATION

THAT ADMIN 11-2022 Rotary Brews and Food Fest Designation report be received; and

THAT Council designate the Rotary Club of St. Marys Brews and Food Fest as an event of municipal significance between 12:00 pm and 6:00 pm on Sunday, June 19, 2022; and

THAT Council provide an exemption to the interpretation of refreshment vehicle usage in St. Marys and grant the Rotary Club of St. Marys a one-day permit to host up to eight (8) refreshment vehicles at the Canadian Baseball Hall of Fame on Sunday, June 19, 2022 contingent upon the refreshment vehicle operators adhering to public health regulations implemented by Huron Perth Public Health and fire-related inspections by the St. Marys Fire Department.

BACKGROUND

In a situation where a person, acting solely or in conjunction with an organization, wishes to allow for the sale and service of alcohol at a special occasion, the person must apply for a Special Occasion Permit (SOP).

In a provincial change that took effect January 1, 2018, the AGCO now administers the SOP program directly rather than through the LCBO. In order for a person to seek a SOP for a public event, the event must be designated either as a provincially, nationally or internationally significant event, or one that is of municipal significance.

In the case of the Rotary Club of St. Marys' proposed event, the organization must seek permission from the municipally to be deemed as an event of municipal significance.

REPORT

The Rotary Club of St. Marys (the "Rotary Club") is proposing to hold a Brews and Food Fest event on Sunday, June 19, 2022 from 12:00 pm to 6:00 pm on the grounds of the Canadian Baseball Hall of Fame and Museum. The Rotary Club will be making use of the security measures that will be put into place on the grounds for Induction Weekend such as fencing, portable toilets and a tent. The event will include sales of six ounce pours from between 10 to 16 craft breweries, cideries and distilleries. In addition to the sale of alcohol, sales of food from eight (8) food trucks (refreshment vehicles) will round out the event.

The Rotary Club has stated that the following are ways in which St. Marys will benefit from this event:

- this will be an interesting way to celebrate Father's Day
- this event will bring exposure to the Canadian Baseball Hall of Fame & Museum
- patrons can sample craft beers and foods without leaving St. Marys
- out-of-town attendees will enjoy a positive experience in St. Marys

As part of the process for applying to the AGCO for a SOP, the applicant will have to ensure adequate security is provided as well as portable toilets, handwashing areas, and food. A review is required by the Fire Department. Based on the requirements that the applicant will have to complete for the AGCO, staff do not feel there is an issue with Council designating the Brews and Food Fest event as an event of municipal significance as this will allow the Rotary Club to move forward planning the event.

At present, the Town does not have a modern by-law regulating refreshment vehicles. Refreshment vehicles are not permitted on public property unless approved by Council. Over the last number of years, staff have communicated to operators and property owners that refreshment vehicles can operate on industrial, commercial, or institutional zoned properties as an accessory to the main use. "Accessory" means that the use is solely dedicated to the main use of the property.

The CBHFM property is zoned Institutional-4, so refreshment vehicles could be permitted at the site as an accessory use under the Town's current interpretation. However, in the case of the proposed festival, the refreshment vehicles would not necessarily meet the test of "accessory".

Therefore, Council is asked whether it wishes to grant an exemption to the organizers permitting the temporary establishment of up to eight (8) refreshment vehicles for the duration of the event recognizing that the event is operating as a fundraiser. The proceeds contribute to future community events offered by the service group.

Staff have reviewed the Noise By-law to determine if an exemption to the by-law is necessary for this event. By-law 43 of 2007 states that "the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound" is prohibited between 2300hrs one day and 0700hrs the next day, unless the next day is Sunday which the time is 0900hrs. Therefore, the Rotary Club does not require an exemption to the noise by-law as the event is between 12:00pm and 6:00pm.

When looking back at noise complaints received by Stratford Police Service on June 16, 2019, there was nothing filed related to this event.

The final component of the event will be adhering to public health measures of the day. The Rotary Club is prepared to consult with Huron Perth Public Health in advance of the event to ensure that current regulations are adhered to.

FINANCIAL IMPLICATIONS

None.

SUMMARY

The Rotary Club of St. Marys is seeking approval from Council to designate the June 19, 2022 Brews and Food Fest event as one of municipal significance. It is staff's recommendation that this designation be provided.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

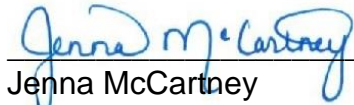
Mark Oliver, Rotary Club of St. Marys

ATTACHMENTS

Request from Rotary Club of St. Marys

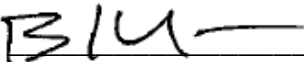
REVIEWED BY

Recommended by the Department



Jenna McCartney
Clerk

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

February 2, 2022

To St. Marys Town Council:

The Rotary Club of St. Marys would like to host our second-annual Brews & Food Fest at the Canadian Baseball Hall of Fame and Museum on Sunday, June 19, 2022 from 12 - 6 PM. This event is a fundraiser for the Rotary Club of St. Marys to support our work in the community and beyond.

Our goals for the event are:

- 700 attendees
- 10 - 16 craft breweries, cideries and distilleries
- 8 food trucks

The craft beer side of the event is by paid admission. Tickets will be used to obtain a 5 - 6 oz pour in a souvenir glass. (One ticket = one pour.) The food truck side of the event is open to the public, free of charge, excluding food purchases. Food trucks will not be allowed to serve alcohol of any kind. To secure the event we will use the existing security fencing already in place from the Induction Ceremony held the day before as well as security personnel. Food trucks will be located outside the security fencing in the parking lot adjoining the ball diamond. Craft beer attendees may leave the event (without alcohol) to patronize the food trucks. They can re-enter the craft beer event with a wrist band. Portable toilets and a large tent will also be in place as a result of the Induction Ceremony.

We will consult closely with Huron-Perth Public Health to ensure all COVID-related public health regulations are adhered to. If pandemic conditions necessitate it, we are prepared to cancel and / or alter the event on short-notice.

Our target audience for this event are people 25 years of age and older. We believe this event will benefit St. Marys in several ways:

- this will be an interesting way to celebrate Father's Day
- this event will bring exposure to the Canadian Baseball Hall of Fame & Museum
- patrons can sample craft beers and foods without leaving St. Marys
- out-of-town attendees will enjoy a positive experience in St. Marys

The 2019 Rotary Craft Beer & Food Truck Festival was a great success. We have had conversations with Scott Crawford at the Canadian Baseball Hall of Fame & Museum and he supports the festival's return in 2022. We are not aware of any noise complaints from our event in 2019. That said, we want to ensure that the neighbours aren't inconvenienced by our event in 2022. We are willing to apply for a noise by-law exemption if Council feels it is necessary.

It is our hope that Council will designate this an event of municipal significance. This designation is necessary for us apply for the appropriate license from AGCO. A member of our committee is happy to appear before Council to address any questions you might have.

Regards,

Mark Oliver, Event Chair
mark_oliver@mac.com

on behalf of -
The Rotary Club of St. Marys

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Building and Development

Date of Meeting: 22 February 2022

Subject: DEV 09-2022 February Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 09-2022 February Monthly Report (Building and Development) be received for information.

DEPARTMENTAL HIGHLIGHTS

Building

- There were 6 permits issued this month compared to 15 the previous year.
- There were 8 dwelling units issued this month compared to 2 the previous year.
- The total construction value was \$2,553,000.00 this month compared to \$6,446,463.00 the previous year.
- There were 71 appointments made this month by the Building Department.
- There was no permits issued for an accessory apartment unit this month.

Dwelling Units					
	2018	2019	2020	2021	2022
					YTD
Single	32	22	29	19	0
Semi	2	2	8	2	0
Townhouse	12	24	31	43	8
Duplex	0	2	2	2	0
Accessory Apartments	2	1	2	6	0
Modular House	0	1	0	0	0
Four Plex (1)	0	0	0	0	0
Five Plex (1)	5	0	0	0	0
Totals:	53	52	72	72	8

Planning - Applications

Miscellaneous	
Pre-Consultation for Planning Applications	<ul style="list-style-type: none"> Zero (0) pre-consultation meetings held between January 12, 2022 and February 10, 2022. Two (2) pre-consultation requests received the week of February 7th. Meetings to be scheduled later in February.
Zoning Compliance Letters	<ul style="list-style-type: none"> Two (2) Zoning and Compliances letters issued between January 12 to February 10, 2022.
Minor Variances	
279 Elizabeth Street (A00-2021)	<ul style="list-style-type: none"> Revised Application has been submitted, and review is ongoing. Committee of Adjustment meeting to be scheduled
143 St. Andrew Street North (A01-2022)	<ul style="list-style-type: none"> Application has been submitted, and review is ongoing. Committee of Adjustment meeting to be scheduled.
Severances	
14-16 Ingersoll Street (B02-2020)	<ul style="list-style-type: none"> Certificate of the Official issued on February 9, 2022. File Complete.
84 Water Street South (B01-2021)	<ul style="list-style-type: none"> Request to issue the Certificate of the Official received on February 9, 2022. Town staff to begin processing request.
Official Plan (OPA) and Zoning By-law (ZBLA) Amendments	
752 Queen Street East (Z05-2021)	<ul style="list-style-type: none"> Presented to the Planning Advisory Committee (PAC) on December 6, 2021. PAC requested that the Application provide an additional planning justification report to show conformity with the Official Plan and a revised replanting plan prior to the Committee making a recommendation to Council. Site Plan Agreement Amendment approved by Council on February 8, 2022, to address the unauthorized removal of trees, and present a replanting strategy. Planning Advisory Committee meeting to be scheduled upon receipt of the planning justification report.
178 Queen Street West (Z01-2022)	<ul style="list-style-type: none"> Application received on January 7, 2022 Working with Applicant to bring the Application to completeness.
Site Plan Agreement	
665 James Street North (Apartment Building)	<ul style="list-style-type: none"> Application for Site Plan Agreement received on September 21, 2021. Town Staff distributed comments to the Applicant on October 13, 2021.

488 Water Street South (Bovine Clinic)	<ul style="list-style-type: none"> • Site Plan Agreement approved by Council on January 25, 2022. • Update to be provided when request to close Site Plan Agreement is received.
60 Road 120 (Mini Storage Facility)	<ul style="list-style-type: none"> • Application for Site Plan Agreement received on November 17, 2021. • Site Plan Agreement to be presented to Council on February 22, 2022.
925 Queen Street East (Storage Building)	<ul style="list-style-type: none"> • Application for Site Plan Agreement received. • Comments returned to the Applicant the week of February 14, 2022.
Subdivision Agreements	
187 Wellington Street North	<ul style="list-style-type: none"> • Applicant has indicated that they are waiting to receive the Record of Site Condition (RSC) for the property. Upon registration of the Record of Site Condition, planning approvals can proceed such as Subdivision Agreement, and model home building permits can be issued • Town staff are drafting a Subdivision Agreement in anticipation of the RSC process being completed shortly.
Community Improvement Plan (CIP)	
Pre-Consultations	<ul style="list-style-type: none"> • One (1) pre-consultation meeting held between January 11 and February 10, 2022.
Submission Checklists Issued:	<ul style="list-style-type: none"> • King Street (Eligible for Building and Site Improvement Grant, and Design and Study Grant) • Queen Street East (Eligible for Sidewalk Cage and Outdoor Patio Grant, ineligible for Façade and Signage Improvement Grant, Building and Site Improvement Grant, Planning Application and Building Permit Fee Rebate Grant)
47 Water Street South	<ul style="list-style-type: none"> • Grant request approved for (a) Building and Site Improvement Grant, (b) Commercial Conversion and Expansion Grant and (c) Design and Study Grant

Planning – Strategic Projects

- Realtor's Tailgate held on February 9, 2022.
 - Roughly 20 people in attendance with six town staff, and two from UTRCA
 - Topics of discussion included:
 - a year in review,
 - 2021 growth rate,
 - Official Plan update,
 - Community Improvement Plan,
 - Heritage Property Grant,
 - Accessory Apartments,
 - Property assessment information,

- Tiny Homes and next steps,
- Development Charges,
- Building fee review,
- Planning Pre-Consultation Process,
- Parking Lot Conversations,
- Heritage,
- Property History Research,
- Property Assessment,
- Assessment to Sales Ratio 2021,
- Are Property Taxes High in St. Marys?,
- Misconceptions About Lowest Property Taxes,
- 2022 Budget to be approved Feb. 8th, New Homeowners/Real Estate,
- Upper Thames
- UTRCA's Policy Manual,
- The "Regulation Limit".
- Comprehensive Parking Study
 - Report back to Strategic Priorities Committee scheduled for March 15, 2022.
- Official Plan
 - Official Plan to be presented to Council for approval on February 22, 2022 Or March 8, 2022.
- Tiny Homes / Affordable Housing Strategies
 - Report to incorporate comments received at the February 8, 2022, Council Meeting. Report to Strategic Priorities Committee scheduled for February 15, 2022.
- Planning Process Review – in progress.
- Property File Digitization Project
 - File Clerk begins contract on February 14, 2022.
 - Standard Operating Procedures have been created to guide the project. Updates will be provided to Council each month regarding the status of the project.
- Community Improvement Plan – Promotional Campaign
 - Soft launch of the campaign took place in Fall of 2021. Given the complexity of the new CIP, a soft launch was preferred to work through implementation challenges.
 - Intention is to craft a promotional strategy for 2022 to generate further interest in the twelve (12) available programs.
 - Working with the Communications Staff to develop a critical path forward, which will focus on targeted audiences.
- Site Plan Agreement By-law (Repeal and Replace)
 - Staff are preparing a revised Site Plan Agreement By-law, new By-law to address the calculation of securities and better distinguishing between a minor and major site plan.
- Tree Replacement By-law
 - Report back to Strategic Priorities Committee scheduled for March/April.
- Growth Rate-2021
 - In 2021 the Town issued 72 permits for dwelling units. We separate the 72 dwelling units into built form of singles (19), semi-detached (2), Duplex (2), Town Houses (43) and Accessory Apartments (6) and use assumed Persons Per Unit (PPUs**) for different dwelling types. The total impact development in 2021 had on the Town's population is estimated as follows:
 - Singles: 19 units x 2.8 ppu = 53.2 new persons
 - Semi Detached: 2 units x 2.8 ppu = 5.6 new persons
 - Duplex: 2 units x 1.9 ppu = 3.8 new persons
 - Town Houses: 43 units x 1.9 ppu = 81.7 new persons

- Accessory Apartments 6 units x 1.5 ppu = 9 new persons
- TOTAL 154 new persons in 2021(rounded up)
- **PPU rates are supplied by Stats Can
- The recent 2021 Census reported growth in the Town' of St. Marys as follows:
 - Population 2016 – 7,137
 - Population 2021 – 7,271
 - Population Percentage Change – 1.9%

Facilities – Operational

- COVID 19 – cleaning and sanitizing MOC, Via, Fire Hall, Museum, Library & Town Hall daily, fogging weekly
- Continuity Plan developed and implemented for facilities staff
- Town Hall & Library – installation of Quadro fiber, awaiting scheduling
- Town Hall – a Designated Substance Survey was completed at Town Hall awaiting report
- Department Plan – completed
- Service Ontario – Sign Ontario installed new signage
- Museum Deck refinishing – awaiting pricing

Facilities – Capital

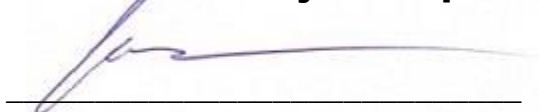
- MOC – MOC Window replacement, RFQ posted, site tours completed, closing on February 9th
- MOC & Town Hall – Floor Replacement RFQ posted, site tours completed, closing February 16th
- Lind Sportsplex – Retaining Wall RFQ, site tours completed awaiting pricing, closes February 23rd
- Lind Sportsplex – Lobby Door RFQ, awaiting pricing, closes February March 2nd
- Museum Retaining Wall RFQ – awaiting pricing
- Library Retaining Wall RFQ – awaiting pricing

SPENDING AND VARIANCE ANALYSIS

- Town Hall – mold testing and remediation to be completed. Costing to be determined.

REVIEWED BY

Recommended by the Department



Grant Brouwer
Director of Building and Development

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



Attachment A: Complaints and Issues Matrix

Building and Development Services Department

Last Updated: February 11, 2022

#	Street	Starting Date	Subdepartment	Issues	Action	Status
1	Southvale Rd.	10-Dec-20	Property Standards	Complaints received regarding the dumpster located on the property (foul odours and pests), and the stability of the perimeter fencing.	Letter created on December 10 2020 and delivered to property owner on December 11 2020. Property owner emailed on December 14 2020 letting Staff know that they are working on solutions. Staff and property owner have emailed back and forth regarding fence and garbage. Summer of 2021 emails and meetings discussing options for dumpster.	Ongoing due to lack of funding to complete in a timely manner.
2	Queen St. E.	06-Jun-21	Planning	37 trees were removed from a property under site plan control that were not to be removed	Site Plan Agreement Amendment approved by Council on February 8, 2022. Awaiting signature of agreement, and provisions securities for tree replacement.	Ongoing
3	Warner St.	15-Sep-21	Property Standards	Complaint received regarding vehicles being parked on front lawn and care of the front yard.	Property Standards letter delivered to property owner on October 6, 2021, conversations with the property owner have taken place in person and via phone. Site inspection completed on October 20, 2021; property standards contraventions not resolved. On November 1, 2021 an Order to Remedy letter was sent by registered by mail and received on November 2, 2021. On November 30, 2021 Property Owner requested an extension. Site inspection on December 15, 2021, follow up with Property Owner regarding outstanding contraventions. The file remains open until Spring 2022 when the outstanding items can be completed (i.e., levelling of ruts in front yard).	Ongoing Property owner had mentioned damage from the town during construction in 2017. The Town will go and top soil and level out in Spring 2022.

4	Queen St. E	08-Nov-21	Building	Outdoor porch canopy built without a building permit.	On December 14 2021, Town staff presented the Owner with two options under the Ontario Building Code: Option #1 – 3.1.16 of the Ontario Building Code applies to your situation. The material the is used in your application is required to meet CAN/ULC-S109. If you are going for a three season structure, you will need to be designed under Part 4 of the OBC for all items around that. (Roof Loading, Uplift etc.). Option #2 – 3.1.16 of the Ontario Building Code still applies, Material needs to meet Can/ULC-S109. The Structure requirements are to be designed under Part 4 of the OBC (Snow load, roof loading, up lift etc.).	Ongoing
5	Edison St.	12-Nov-21	Property Standards	Property owner of Edison St. emailed about the water behind her property pooling in one spot.	Town Staff performed a site inspection on November 15, 2021. Property is adjacent to a Perth South property. Meeting held between St. Marys and Perth South staff on January 5/2022 to discuss possible solutions regarding standing water and drainage along the municipal boundary. A follow up meeting is being scheduled. Information has been provided to the complainant regarding the status of this file.	Ongoing
6	James St. S	02-Dec-21	Building	Neighbouring property concerned about residential development lighting plan. Inquired if the installed lighting will spillover to neighbouring properties, and whether there are regulations that prevent flood lighting.	Town staff are reviewing the lighting plan, engineers have confirmed that if the lights have been installed as per the approved specifications in the lighting plan then there should be no spillover. If there is spillover, a site meeting and light metering assessment will take place. Lights energized on December 22, 2021, Staff have asked the complainant whether there is spillover - a response has not been received from the complainant.	Ongoing/ Monitoring

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	22 February 2022
Subject:	DEV 10-2022 Site Plan Agreement for 60 Road 120 (Candice King and Donald King)

PURPOSE

The purpose of this report is to present a Site Plan Application for 60 Road 120 and provide a recommendation to Council to approve the Site Plan Agreement.

RECOMMENDATION

THAT DEV 10-2022 Site Plan Agreement for 60 Road 120 (Candice King and Donald King) report be received;

THAT Council consider By-law 21-2022 and authorize the Mayor and Clerk to sign a Site Plan Agreement between the Town of St. Marys and Candice King and Donald King; and,

THAT Council consider Zoning By-law Z148-2022 to remove the Holding symbols “-H” and “-H2” from the property known as 60 Road 120.

BACKGROUND

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

REPORT

The subject property, 60 Road 120 has frontage onto Road 120 between Queen Street East to the North, and Line 7 to the South. While the property is within the Town of St. Marys boundary, the adjacent road itself is within the Township of Perth South boundary. As of today, the property includes a single-detached dwelling with a detached garage.

The subject property is designated General Industrial according to the Town’s Official Plan and is zoned “Light Industrial (M1-H-H2)” according to the Town’s Zoning By-law Z1-1997, as amended. The “-H” and “-H2” holding provisions prohibit development. The purpose of each holding provision is as follows:

- As per Section 27.2.1 of the Town’s Zoning By-law the “-H” provision is to ensure that development takes a form compatible with adjacent land uses; and,
- As per Section 27.2.3 of the Town’s Zoning By-law the “-H2” provision is to ensure there is an adequate provision of municipal services.

The “-H” symbols can be removed from the property only when the specific requirements of each holding provision has been appropriately addressed, and an amendment has been adopted to lift the holding provisions. The specific requirements can be addressed via the site plan agreement process.

On October 5, 2021, the Town received a pre-consultation request for Site Plan Application. Said request was reviewed and on October 22, 2021 a checklist was prepared by Town staff detailing the application submission requirements.

On November 17, 2021 the Town received two (2) planning applications for 60 Road 120:

- 1) A Site Plan Application for the purpose of constructing a mini-storage facility including both interior and exterior storage
- 2) Application to Remove a Holding Symbol

The proposed development and site plan includes the following details:

- The existing single-detached dwelling with a supporting well and septic system shall remain on the property. The Owner has agreed to make improvements to extend the well casing height to meet current standards.
- No municipal servicing is required for this property. Proposed Development does not require the use of water or wastewater services.
- Self-storage facility will be separated from the residential area via fencing. An automated gatehouse will be constructed.
- Proposing to construct two (2) 445.76m² self-storage units, with an additional four (4) 445.76m² self-storage units to be phased-in at a later date, and thirteen (13) outdoor storage locations.
- The property is designated for Restricted Land Use under Section 59 of the *Clean Water Act* in relation to the Town of St. Marys Municipal Drinking Water System (Source water Protection). The Owner has agreed to a Risk Management Plan (RMP) to manage the Handling and Storage of Dense Non-Aqueous Phase Liquids (DNAPLs).
 - Via the RMP the Owner has agreed to include a clause in any storage agreement detailing the storage unit location is within a drinking water well head protection area that serves the Town of St. Marys and activities occurring in that location directly impact those municipal drinking water wells. Terms and conditions of storage agreement must include specific test prohibiting users from storing hazardous toxic chemicals within storage units or on-site.
- Seventy-Four (74) trees in the proposed construction area will be removed (more details provided below).
- Owner will be required to install curb along driveway should Road 120 become urbanized.

Applicant's "Approach to Tree Preservation"

On January 25, 2022 Town staff brought forward report DEV 05-2022 Tree Compensation Policy which discussed the consideration of a tree compensation policy for when trees are removed as part of building and development process.

The report provided two tree compensation processes:

- **Option 1 – Simplified Process**
 - The number of Replacement Trees required for any trees destroyed will be calculated at the Town's replacement ration of 3:1 (three trees required to be planted for every one tree removed, regardless of age or condition of the tree).

- Location and caliper of Replacement Trees to be approved by staff.
- If there is insufficient space and some or all the Replacement Trees cannot be accommodated on the site, Applicant to provide the Town cash in lieu for Replacement Trees by multiplying (the number of Replacement Trees that could not be planted on site due to insufficient space) x (Town's current rate to procure trees)
- **Option 2 – Formalized Process** (adapted from City of London)
 - Submission of an Arborist Report to support the application – which will identify the location, species, size and condition of Trees to be destroyed and to include a calculation of the number of replacement trees required based on the chart below, identifying the caliper and the species to be used for replacement based on the Town's species list.
 - Calculation of number of replacement trees and calculation of cash-in-lieu of tree planting (if insufficient space on site to plant replacement trees)
 - The number of living replacement trees that will be required shall be based on the chart below. The diameter of the tree to be destroyed, as set out in Column 1, shall correspond to number of replacement trees required, as set out in Column 2.
 - Where there is insufficient space on the same site to plant all of the number of replacement trees, the Owner/Applicant shall plant as many replacement trees as the site will allow as determined by the Arborist Report, and with respect to the number of replacement trees that could not be planted due to insufficient space, the Arborist report shall calculate the cash-in-lieu of replacement required by multiplying (the number of replacement trees that could not be planted on site due to insufficiently space) x (Town's current rate to procure trees).

Column 1: Trunk Diameter of Tree Destroyed	Column 2: Number of Replacement Trees Required
50 cm	1
50-60 cm	2
61-70 cm	3
71-80 cm	4
81-90 cm	5
91-100 cm	6
101-110 cm	7
111-120 cm	8
121-130 cm	9
131-140 cm	10
>141 cm	11

At the January 25, 2022, Council passed the following resolution in response to the report,

Resolution 2022-01-25-12

Moved By Councillor Pridham

Seconded By Councillor Craigmile

THAT DEV 05-2022 Tree Compensation Policy be received; and

THAT the Town adopt the Tree Compensation standards as outlined in DEV 05-2022; and,

THAT staff report back with a formal Tree Compensation Policy to be applied to building and development projects.

A formal Tree Compensation Policy has not yet been adopted by Council; however, it has been demonstrated that Council has adopted the philosophy that if trees are being removed due to development or building processes, that said trees shall be compensated in some manner. The Owner has been advised of the tree replacement philosophy, and has provided a response, please see **Attachment A: Approach to Tree Preservation** for additional detail.

The Owner of 60 Road 120 has provided due consideration to the tree replacement requirements. In order to mitigate the number of removals required, the Owner:

- Adjusted the grading and fencing plans to save the tree lines along the north and west property lines, approximately 28 trees saved from the removal.
- Forty-one (41) trees along the edge of the proposed grading are to be protected with construction fencing to preserve the root structure during construction.

Due to construction constraints, the Owner is proposing to remove 74 trees. The Owner has opted to adopt Option 2 with respect to tree replacements. The Owner has provided a tree inventory for the site:

Tree Inventory			
Tree Size (cm)	Number of Existing Trees to be Removed	Replacement Rate	Proposed Tree Replacement
60	2	2	4
50	6	1	6
40	5	1	5
30	20	1	20
25	7	1	7
20	7	1	7
15	22	1	22
10	5	1	5
Total	74		76

Based on the provided tree inventory, and tree diameter calculation rates, the Owner is required to replant 76 trees. The GRIT Tree Preservation Drawing details a replacement of 14 trees. Due to insufficient space remaining on the site, 62 trees are proposed to be replaced via cash in lieu. The estimated cash-in-lieu rate for naturalized area tree planting is \$60.00.

Number of Trees Cannot be Replanted x Rate to Procure Trees = Cash-in-Lieu Payment

$$62 \text{ Trees} \times \$60.00 = \$3,720.00$$

At time of building permit, the Owner will be required to provide the cash-in-lieu payment.

The proposed replacement strategy aligns with the replacement compensation strategies provided in DEV 05-2022 Tree Compensation Policy.

Water and Sanitary Servicing Requirements

During the pre-consultation process, Town staff identified that the development property is located within the Town boundary, however access to the property and ownership of the road fronting the property fall within another jurisdiction which creates challenges related to utility services. Town staff further acknowledged that Council for the Town of St. Marys has a moratorium on utility servicing that extends beyond the Town boundary; for this property the services would extend beyond the boundary, on a non-municipally controlled road.

The existing single-detached dwelling will continue to utilize the existing private well and septic system. As per Section 10.2 (a) of By-law 46-2014, private wells are permitted if they legally existed prior to May 10th, 2011. The Town's records indicate that the well on the site was in existence prior to 2011, with water well records dating back to 1984. To ensure the adequacy of the well, a well inspection report was requested at time of site plan application. The well report recommended that a vermin proof well cap be installed. The Owner has agreed to this improvement. Staff further requested that the Owner increase the well casing height to meet today's standards, again, the Owner has agreed to this improvement. The septic system on this property is permitted, and is not bound by the Town's "must connect" requirements. It does meet the definition of a building required to be connected in By-law 78-2003, which states that a building which is subject to the "must connect" by-law must be on a parcel of land abutting a public highway or street in which sewage works is located or a parcel of land no more than one foot from a public highway or street. There are no sewage works located within Road 120.

The self-storage container business being proposed in the site plan agreement does not require the provision of municipal services to facilitate its intended use, nor are services mandated via applicable Town By-laws. Since the proposed development does not utilize water and sanitary services, it has been determined that services are not required for this site, and therefore, complies with the requirement under Section 27.2.3 of the Town's Zoning By-law that only allows the removal of the "-H2" provision when an adequate provision of municipal services, and in this case municipal services are not required.

Fire protection for the site will be provided via one (1) below-grade fire water storage tank within one (1) of the self-storage containers. The Town of St. Marys Fire Department have been notified of this method, and as per Part 3 of the Ontario Building Code, the Building Department will review the onsite water storage calculations at the time of building permit application review.

Conclusion

The Site Plan Application was reviewed by relevant Town staff and external partners and a site plan agreement has been prepared to ensure the development is completed and maintained in accordance with the proposed plans and other Town requirements. Based on the above, it is recommended that Council remove the holding symbol from the subject lands.

FINANCIAL IMPLICATIONS

At time of the building permit, the Owner will be required to pay the following amounts:

Item	Cost	Account
Registration on Title Fee	\$561.00	01-1200-4214
Site Plan Securities	\$15,000.00	01-0100-2300
Tree Cash-in-Lieu	\$3,720.00	Parkland Reserve

SUMMARY

The Owner of 60 Road 120 has applied for Site Plan, and removal of Holding Symbol for the purpose of establishing a self-storage facility on the site. In response to the removal of 28 trees, the Owner is seeking to plant 14 trees, and provide \$3,720.00 cash-in-lieu.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #5 Economic Development:
 - Outcome: New opportunities to attract small, medium, and large industry is in the Town's best interests as part of its growth strategy.
 - Tactic(s): Assess available industrial land with a view to zoning and development.

OTHERS CONSULTED

Town of St. Marys Development Team

Ken Bettles, Director of Public Works – *Township of Perth South*

Katie Ebel, Risk Management Official, and Inspector – *Upper Thames River Conservation Authority*

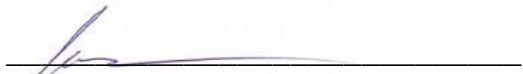
ATTACHMENTS


Attachment A: Approach to Tree Preservation

Attachment B: Site Plan Agreement

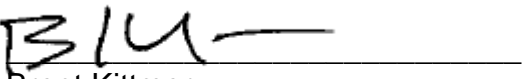
REVIEWED BY

Recommended by the Department


Grant Brouwer
Director of Building and Development


Morgan Dykstra
Public Works and Planning Coordinator

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer

January 25, 2022

Grant Brouwer
Director of Building Development
Town of St. Marys
408 James St. S.
St. Marys, Ontario
N4X 1B6

**Site Plan Application Response
Approach to Tree Preservation
60 Road 120, St. Marys**

GRIT Engineering In. (GRIT) was retained by C&C Stonetown Management to coordinate the site plan application for the proposed self storage development at 60 Road 120 in the Town of St. Marys. The purpose of this letter is to explain the tree preservation strategy proposed of the property. It is noted the property is currently zoned Industrial and was designated by the Town. In our experience it is not typical practise for non tree protection area, industrial properties, to have a replacement ratio of 3:1 or cash in lieu that amounts to the same. Further we are not aware of a By-Law within the Town that mandates this request.

C&C Management (site owner) desires to keep as many trees onsite as possible for enhanced screening and to promote the natural environment, while still allowing for sufficient room to develop the property. It is noted there are special limitations on the property that planting additional trees is not a viable option. All trees and shrubs surrounding the additional residential rental homes will remain.

GRIT Drawing No. Tree Preservation L200 dated January 24, 2022 identifies the individual trees on the property and denotes the proposed trees to be removed with a label "R". In order to maximize tree preservation the following items were addressed;

- The proposed grading and fencing was moved inside the property line to save the tree lines along the north and west property lines. This amounts to approximately 28 trees saved from removal.
- 41 trees along the edge of the proposed grading are to be protected with construction fencing to preserve the root structure during construction.
- 74 trees are in the area of proposed construction and will be required to be removed.

In an effort to replace trees that are removed, the site owner is proposing to replace trees based on the following chart.

Column 1: Trunk Diameter of Tree Destroyed	Column 2: Number of Replacement Trees Required
50 cm	1
51-60 cm	2
61-70 cm	3
71-80 cm	4
81-90 cm	5
91-100 cm	6
101-110 cm	7
111-120 cm	8
121-130 cm	9
131-140 cm	10
>141 cm	11

A review of the site's current tree inventory was complete based on tree diameter, which has been summarized in the table below as well as the Proposed Tree Replacement.

Tree Inventory			
Tree Size (cm)	Number of Existing Trees to be Removed	Replacement Rate	Proposed Tree Replacement
60	2	2	4
50	6	1	6
40	5	1	5
30	20	1	20
25	7	1	7
20	7	1	7
15	22	1	22
10	5	1	5
Total	74		76

As a result, 76 trees are proposed to be replaced. GRIT Tree Preservation Drawing No. details a replacement of 14 trees. Due to insufficient space remaining on the site, 62 trees are proposed to be replaced via cash in lieu. The current rate for tree replacement for the Town of St. Mary's



is \$60 to procure trees based on conversations with Gary Brower, resulting in a total replacement cash in lieu of \$3,720.00

We appreciate the importance of tree preservation it is the team's opinion all reasonable steps have been taken to preserve as many trees on the site as possible which still ensuring the site is viable as industrial land.

If you have any questions regarding the above or any other matter, please do not hesitate to contact us.

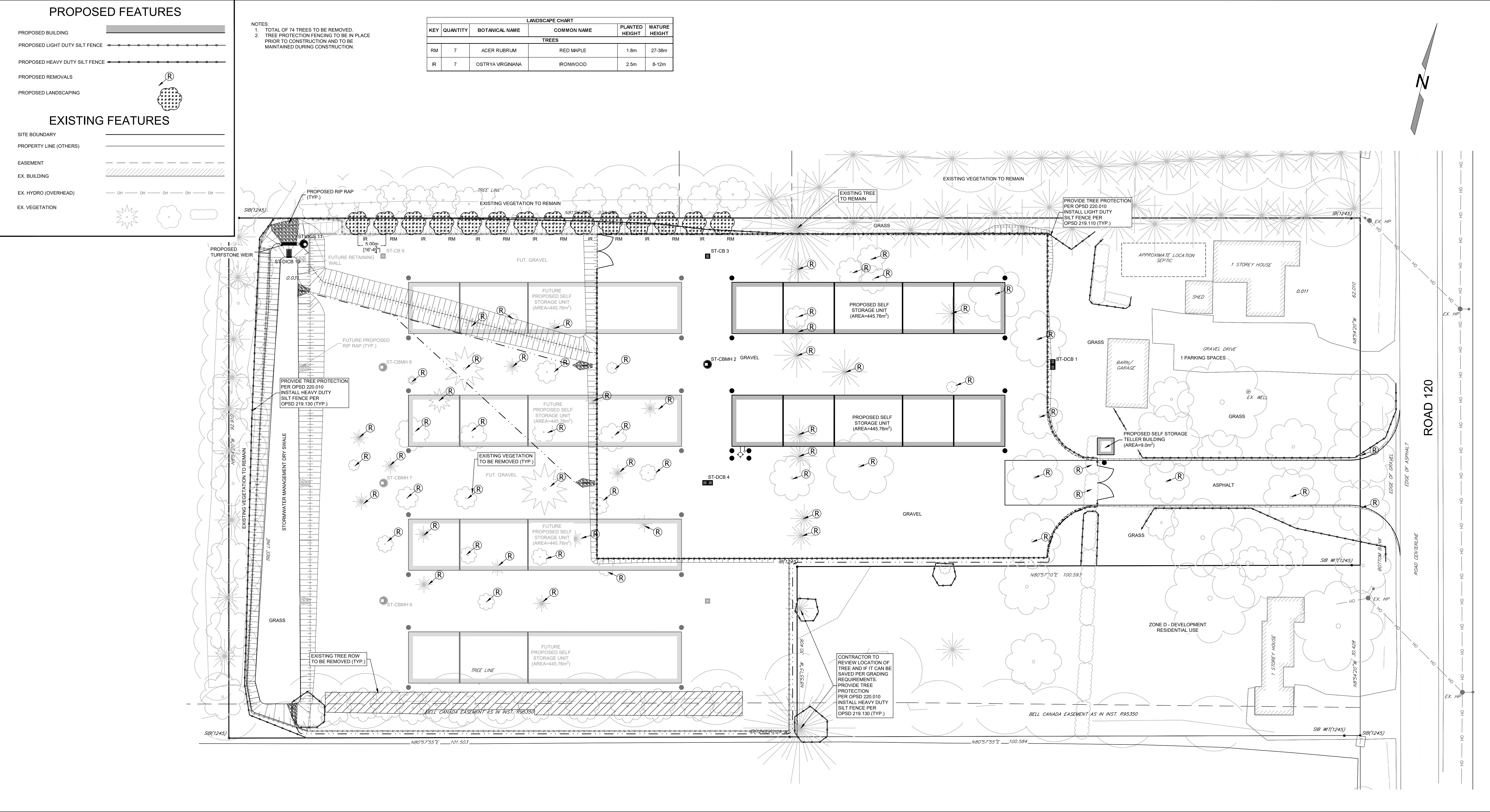
Sincerely,

Montana Wilson, EMBA, M.Eng, P.Eng, PMP

Founder & CEO

montana@gritengineering.ca

encl. L200



KEY PLAN
N.T.S

TOWN OF
ST. MARYS

SITE
LOCATION

TOWNSHIP OF
PERTH SOUTH

CONTRACTOR NOTES:

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY ERRORS TO THE ENGINEER PRIOR TO COMMENCEMENT OF WORK.

ALL DRAWINGS SHALL REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REUSED WITHOUT THE ENGINEER'S WRITTEN PERMISSION.

DRAWING SHOULD NOT BE SCALED FOR DIMENSIONS PURPOSES.

BENCHMARK
ELEVATIONS ARE RELATED TO TOP SPINDLE OF FIRE HYDRANT ON THE NORTH SIDE OF QUEEN STREET AT THE CORNER OF QUEEN AND 120 ROAD.

ELEVATION: 235.88m

No.	ISSUED DESCRIPTION	DATE
1	ISSUED FOR CLIENT REVIEW	2021-11-12
2	ISSUED FOR SITE PLAN APPROVAL	2021-11-16
3	REVISED PER MUNICIPAL COMMENTS	2021-12-20
4	REVISED PER MUNICIPAL COMMENTS	2022-01-25
5		

GRIT
ENGINEERING INC

ROAD 120
SELF STORAGE UNITS

PROJECT INFORMATION:
60 ROAD 120, ST. MARYS, ONTARIO

C & C MANAGEMENT

CLIENT INFORMATION:

DRAWING NAME:
TREE PRESERVATION PLAN

PROJECT No:
GE021-21

SCALE:
1:300

DRAWING No:
L200

SHEET SET No:
2 OF 4

Page 49 of 124

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

THIS AGREEMENT made this day of , 2022 .

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS

(Hereinafter called the "Town")

OF THE FIRST PART

AND:

CANDICE KING AND DONALD KING

(Hereinafter called the "Owner")

OF THE SECOND PART

WHEREAS the Owner is the owner of the lands described as PT Block B S/S Queen St, Plan 228 St. Marys, Parts 1 & 4, 44R2881; S/T R95350, Town of St Marys, hereto being PIN 53252-0496 (LT) and includes any successor PINs of which the Lands form a part, all in the Registry Office for the Land Titles Division of Perth (No.44) (hereinafter referred to as the "Lands").

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

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

AND WHEREAS this Agreement shall be registered against "the Lands" to this Agreement and the Town is entitled to enforce the provisions thereof against the

Owner and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent owners of the land, in accordance with subsection 10 of Section 41 of the Planning Act, R.S.O. 1990;

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

1. The Owner Agrees:

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

responsible for any and all costs associated with the required utility services. Utility services shall be installed and maintained in accordance with the drawings attached hereto as part of Schedule "A";

- d. That all necessary provisions for any service connections of the Lands shall be made to the satisfaction of the Town;
- e. That access to and from the Lands shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as Schedule "A";
- f. That the internal driveways, vehicle parking areas, vehicle maneuvering areas and pedestrian walkways shall be designed and constructed at the sole risk and expense of the Owner and shall be located and constructed as shown on the drawings attached hereto as part of Schedule "A";
- g. That erosion and sediment controls shall be provided for the site during construction to the satisfaction of the Town;
- h. That final grades and elevations shall be established to the satisfaction of the Town and shall be in accordance with the drawings attached hereto as part of Schedule "A";
- i. That all hydro cables be located underground on the Lands;
- j. That snow storage shall be on the property as shown on the drawings attached hereto as part of Schedule "A";
- k. That the development on the Lands including but not limited to driveways, buildings, structures, paved areas, landscaping and lot

grading shall be maintained at the sole risk and expense of the Owner on an ongoing basis;

- I. That any and all development on the Lands shall be to Town standards and the provisions of the Town's Zoning By-law in effect at the time of development;
 - m. That all uses on the Lands and within the buildings on the Lands shall be in accordance with the provisions of the Town's Zoning By-law Z1-1997, as amended.
2. Schedule "A" consists of the following drawing:
 - a. "C200 Site Plan" prepared by Grit Engineering Inc., dated November 12, 2021 and revised on December 20, 2021.
 - b. "L200 Tree Preservation Plan" prepared by Grit Engineering Inc., dated November 12, 2021, and revised on January 25, 2022.
 - c. "C300 Site Servicing, Grading, and Erosion and Sediment Control Plan" prepared by Grit Engineering Inc., dated November 12, 2021, and revised on December 20, 2021.
 - d. "C500 Notes and Details" prepared by Grit Engineering Inc., dated November 12, 2021 and revised on December 20, 2021.
3. Schedule "A", as described in paragraph 2 above and attached hereto shall form part of this Agreement.
4. The Owner shall enter into a separate agreement for electricity with Hydro One.
5. Entrances to buildings shall be kept clear of any obstructions including snow accumulation at the responsibility of the Owner.

6. The Owner shall be responsible for the cost of any signage and the installation of said signage required for this site.
7. The Owner agrees that the abutting street to be used for access during construction shall be kept in good and usable condition during the said construction and all necessary care will be taken to see that mud and soil is not tracked or pulled onto any public street or sidewalks. If damaged or muddied, such streets or sidewalks shall be restored and/or cleaned up by the Owner at his own expense. The Owner acknowledges that they have the responsibility to correct or clean muddied streets used for access during construction. If the Owner fails to complete said work, then the provision of paragraph 12 of this Agreement shall apply.
8. The Owner agrees that should any trees that have not already been identified for removal in the Tree Preservation Plan are removed for any reason, the Owner will be required to replant the trees on the Lands at a ratio of 3:1 or based on tree diameter size. If there is not sufficient area to replant, the Owner agrees to provide a cash-in-lieu payment to the Town for tree planting elsewhere within the Town of St. Marys boundaries. The 2022 cash-in-lieu payment per tree is \$60.00, this amount is subject to change based on market prices at time of removal.
9. The Owner agrees to install curbing along the driveway should curbing be installed on the adjacent roadway.
10. Minor adjustments to the requirements of this Site Plan Agreement may be made subject to the approval of the Town provided that the spirit and intent of the Agreement is maintained. Such minor adjustments shall not require an

amendment to this Agreement; however, the written approval of the Town is required before such minor adjustments can be made.

11. Nothing in this Agreement constitutes a waiver of the obligation of the Owner to comply with the Zoning By-law of the Town, Ontario Building Code or any other By-laws of the Town or any restrictions or regulations lawfully imposed by any other authorities having jurisdiction in connection therewith.
12. In the event of the failure by the Owner to comply with any of the provisions of this Agreement, the Town, its servants or agents, on seven (7) days' notice in writing to the Owner of its intention and forthwith if the failure is deemed an emergency, or poses a risk to the safety of the public or environment, the Town shall rectify the issue without seven (7) days notice and shall recover the expense incurred by the Town in a like manner as municipal taxes.
13. The Owner agrees to deposit with the Town a refundable security deposit in the amount of Twenty-Five Thousand Dollars (\$25,000.00) at the time of application for a building permit so as to ensure due performance of the requirements of this Agreement and to repair damaged public services including curb, road and sidewalk. The security deposit shall be refunded without interest or penalty when the Owner's engineer provides a certificate to the Town that the conditions of this Agreement have been completed and any damaged public services have been repaired to the satisfaction of the Town. The Owner intends to remove seventy-four (74) trees from the Lands. The Owner has opted to calculate the replacement tree rate based on the diameter of the trees being destroyed, said calculation identifies a replacement amount of 76 trees. The Owner proposes to plant fourteen (14) trees on the property

and provide a cash-in-lieu payment for sixty-two (62) trees. The Owner agrees to provide a cash-in-lieu payment for the replacement of trees in the amount of Three Thousand Seven Hundred and Twenty Dollars (\$3,720.00) at the time of application for a building permit.

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

CANDICE KING AND DONALD KING
417 WALMER ROAD
YORK, ON M5P 2X9

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

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

16. This Agreement shall be registered against the Lands by the Town and all costs associated with the said registration shall be the responsibility of the Owner. The covenants, agreements, conditions, and understandings herein contained on the part of the Owner shall run with the Lands and shall ensure to the benefit of and be binding upon the parties hereto and their respective successors, heirs, executors, administrators and assigns.

17. Execution of this Agreement shall be deemed to be authorization by all Parties to legal counsel for the Town to register same in the appropriate Land Titles Office without further written authorization.

18. The failure of a Party at any time to require performance by the other Party of any obligation under this Agreement shall in no way affect the first Party's right thereafter to enforce such obligation, nor shall any such waiver be taken or held to be a waiver of the performance of the same or any other obligation hereunder at any later time.

19. The Parties hereto covenant and agree that at all times and from time to time hereafter upon every reasonable written request so to do, they shall make, execute, deliver or cause to be made, done, executed and delivered, all such further, acts, deeds, assurances and things as may be required for more effectively implementing and carrying out the true intent and meaning of this Agreement including any amendments to this Agreement required to effect the registration of this Agreement.

20. The Parties here to acknowledge and agree that this Agreement is further to and does not remove any of the Owner's obligations under any prior Agreements.

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

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

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

CANDICE KING AND DONALD KING

Per: _____
Owner : Candice King

Per: _____
Owner : Donald King

(We have the authority to bind the Corporation)

THE CORPORATION OF THE TOWN OF ST. MARYS

Per: _____
Mayor: Al Strathdee

Per: _____
Clerk: Jenna McCartney

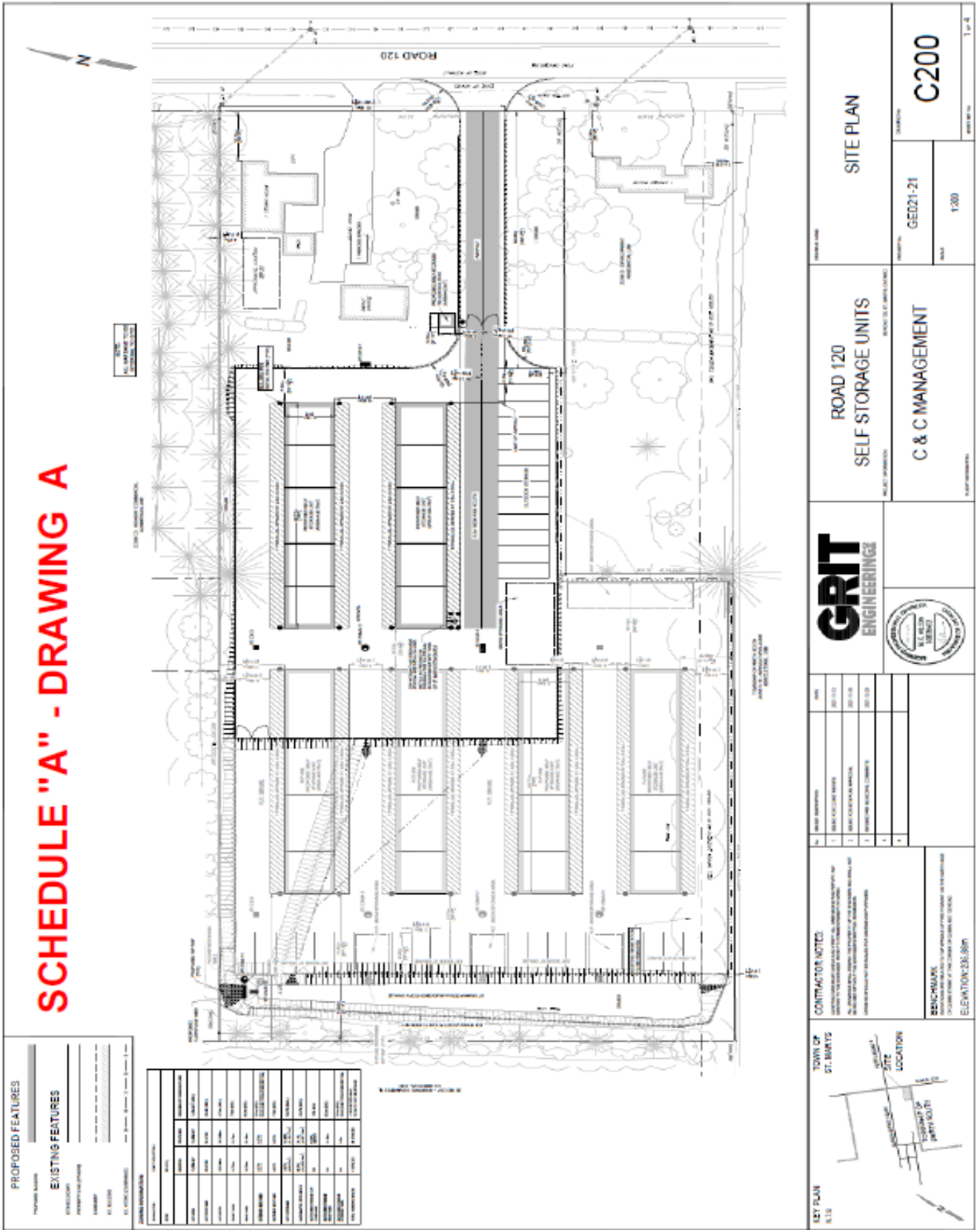
(We have the authority to bind the Corporation)

NOTES TO SPA

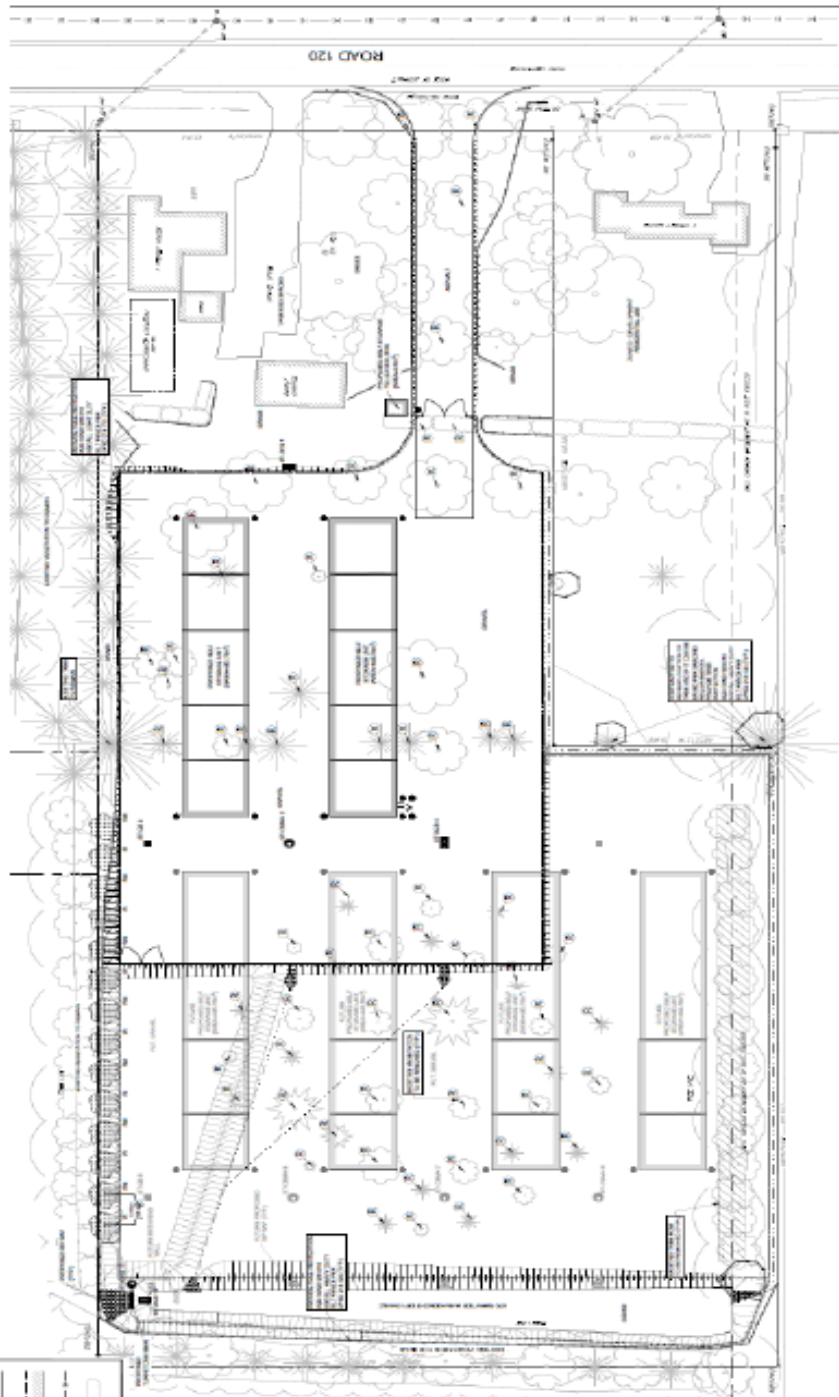
1. It is the Owner's responsibility to fulfill the obligations contained in this Site Plan Agreement. It is also the Owner's responsibility to submit a request for the refund of deposits in writing when all the work has been completed to the standards of this Site Plan Agreement.
2. Any sign erected on the subject property shall be in conformity with the Town's current sign by-law. The Owner shall apply for a separate sign permit.

Schedule “A” – Drawings

See attached for Drawings A, B, C, and D.



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MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Community Services
Date of Meeting:	22 February 2022
Subject:	DCS 04-2022 February Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 04-2022 Monthly Report (Community Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Grant Funding:

- Museum Staff applied to Young Canada Works for two summer positions, Canada Summer Jobs for one summer position, and Young Canada Works Building Careers in Heritage for a 25-week internship position.

Programming/Wellness:

- Child Care Centre has started to slowly increase capacity in our classrooms, trying to help alleviate the lengthy waitlist for programs but balance safety protocols and staffing at same time
- Parents of the children attending our childcare programs have been so understanding and cooperative with all the health and safety measures put in place.
- Two HEPA filters are being delivered to the Child Care Centre in early March. This is part of the province initiative to provide proper ventilation.
- Non-fitted N95 masks were delivered to the Child Care Centre, and although they are not mandated, 95% of staff wear them every day.
- Summer program pre-registration has gone out to all current families. We will be running 3 programs: Get Ready for Kindergarten, Kindie Camp and Gr. 1 & 2 camp.
- The Child Care Centre has successfully fulfilled the required 3 years of “low level of non-compliances” during Ministry’s monitoring and annual inspections. As a result, the Child Care Centre has now moved into a Tier 2 license category. This means we will only require annual inspection (no monitoring visit inspections).
- EarlyON will return to in-person programming starting Feb 22. We will start with a reduced number of programs and increase as needed. Will continue to provide virtual programming as well.
- EarlyON continues to partner with community members and other Town departments to offer unique programming.
- Plans underway for 2022 virtual heritage fair. A call for submissions has been made to the museum’s mailing list, social media, and published in the St. Marys Independent.

- Plans underway for 2022 historic photo recreation contest, following a successful contest in February 2021.
- Museum staff have established an exhibits, events, and programming plan for 2022. Highlights include supporting Homecoming/Heritage and reviving Melodies at the Museum.
- The Youth Council is in the planning stages of a Spring Eco-Friendly Event geared towards composting. They are in communications with the Green Committee for support.
- Registration is currently open for March Break Camp being held March 14-18 at the PRC.
- Three sponsored public skates are scheduled for February through April. Quadro sponsored February 21 (Family Day), and Optimist has sponsored February 26 and April 2.
- The following programs have been returned to in-person in the Friendship Centre; Vigorous Fitness, Men's Strength, Moderate Fitness Light Gentle Fitness, Pickle ball, Discussion Groups, Zumba, Line Dancing, Ballroom Dancing, Shuffleboard, Carpet Bowling, and Month Entertainment. The YMCA, Rotary and Kirkton fitness sites are all operations.
- The following programs will be returning to in person in March; Afternoon Card Programs and Quilting, Monthly Friday night Scrapbooking.
- The following programs have not operated in the Friendship Centre since March 2020; Music Jamboree, Stonetown Entertainers Choir, Weekly Scrapbooking Classes and in person Community Dining in the Friendship Centre. Staff will be connecting with programs facilitators to discuss returns in 2022 and to better understand the impact and changes due to the extended closure.
- Activenet - Created 5 guides to navigating Activenet and furthering efficiencies with online registrations: how to view my passes, how to add passes to account, how to view current registrations, how to register from the wishlist and how to cancel activity registrations. Added custom questions to swimming lesson registrations, public swims and family swims related to COVID and admissions policy.
- Smooth reopening of the Aquatics Centre- Swimming lessons rescheduled and resumed, Bronze Medallion rescheduled and resumed with 10 candidates, Middlesex swim team is back, however DCVI swim team season has been cancelled. Capacities put in place for aquafit, aqualight, family swims, lane swims, public swims and rentals in line with current regulations.
- During 2022 the Canadian Red Cross is winding down its Swimming & Water Safety to focus on surging humanitarian demands in other areas. We will be transition to the learn to swim program through the Lifesaving Society. Spring transition for a summer start.
- Maintenance shut down for the Aquatics Centre is booked for June 27 to July 15 for the boiler replacement
- Regular meetings continue with Funsplash Inflatable for summer preparations

Facility/Projects:

- The Skate Park Project is entering the first community engagement phase to aid in the scope/design of the upgrade. Schools have been contacted and virtual real time interactions will begin February/March, along with promotion in school newsletters. A survey will be launched in February for the general public to provide feedback. Promotion of the survey will be through multiple avenues (Facebook, Newspaper, Instagram, etc.).
- Canteen operations saw \$2,000 in sales in its first weekend open with a Lincolns' game and tournament running.
- New Model 526 Zamboni was received on Feb. 7th. This was three months ahead of schedule.
- New dishwasher installed for the PRC kitchen as scheduled and approved through the capital budget.

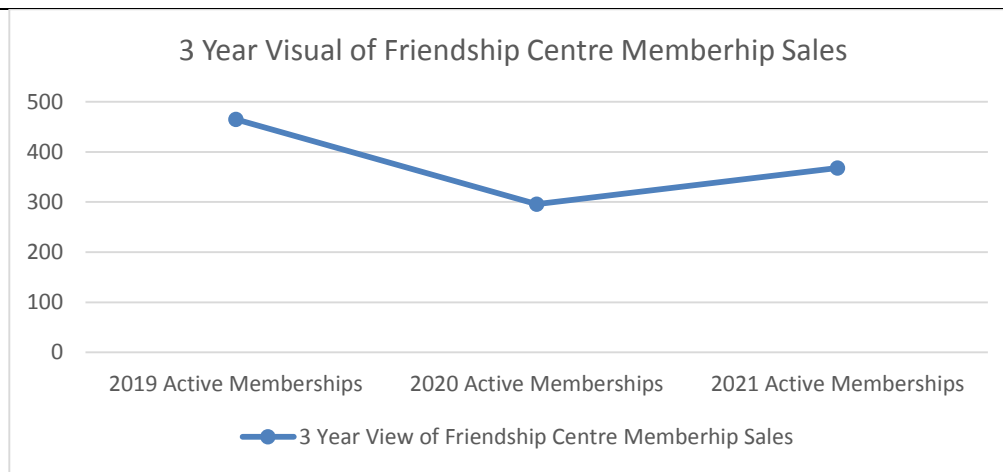
Impact/Feedback:

- EarlyON virtual participant – “Hey Jess, I just seen your videos for the early years and wanted to say you are such an awesome person”
- Member of the community – “I have heard such amazing things about your Get Ready for Kindergarten Program, my neighbour’s kids have attended in the last few years and told me how much it helped with the transition into school. Where can I sign up for this awesome program?”
- Feedback from St. Marys Minor Hockey Association tournament committee – “We have been receiving some emails as well as some in person comments over the weekend regarding the Tournament that was just held in town. They have all been positive and filled with kind comments about how well the event went. Although ... we would love to take all the accolades, this event would not run as smoothly as it did without the excellent effort put forth by the PRC Staff.”
- Aquafit participant- “Words can’t describe how it feels to be back at the pool”
- Aquafit participant- “I just started aquafit and love it so much I am registered for every day this week”
- Lane swim participant- “This pool is beautiful; we loved our lane swim and can’t wait to book again”
- Swim Lesson parent- Thank you so much for accommodating us, it means a lot, especially during these days with recreation restrictions being so limiting for kids. I am so excited for her, I appreciate this so much, thank you for putting a smile on her face!
- Part time lifeguard: I am so happy to be back to work, I really missed it.
- I forwarded your fitness video it to my sister in law who uses a walker. She has been doing a few exercised each day and slowly increasing. She just loves the exercises and hopes to soon only be using her walker outside. They are looking for a home in St. Marys and excited to be able to be able to come in person. They have nothing like our Recreation Centre in her town.

Program Statistics:

- Child Care Centre has a total of 218 children on the online waitlist. The breakdown is: Infant – 107, Toddler – 53, Preschool – 58
- Museum staff responded to 14 research requests in January.

Friendship Centre Membership Stats			
Active Memberships 2019	Active Memberships 2020	2021	Trends
465	296	368	Membership renewal notifications were not sent for most of 2020. Some residents who attended regular programs that have not returned may not have renewed in 2020 or 2021

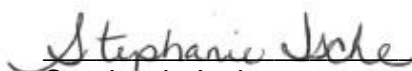


Senior Services Community Wellness Program
(These stats do not include Friendship Centre Social or Health Services programs)

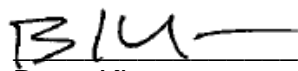
Program	Number of Patrons Served in 2019	Number of Patrons Served in 2020	Number of Patrons Served in 2021	Units of Services 2019	Units of Service 2020	Units of Service 2021
Social Connection Calls (Telephone Reassurance)	9	43	36	1498	2704	3250
Community Dinning Meals	192	91	177	2137	2313	2477
Hot Meals On Wheels	32	29	33	2259	1991	2000
Frozen Meals on Wheels	30	75	55	1359	2805	2130
Grocery Shopping Support	7	39	43	75	240	421
Exercise Programs	366	292	185	13552	3697	5610
Total Individuals	636	569	529	20880	13750	15888
Total Unique Individuals	541	537	429	-	-	-

REVIEWED BY

Recommended by the Department


Stephanie Ische
Director of Community Services

Recommended by the CAO


Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Amy Cubberley, Cultural Services Supervisor
Date of Meeting:	22 February 2022
Subject:	DCS 02-2022 New Development Street Name Suggestions

PURPOSE

The purpose of this report is to provide Council with a list of street names to consider for future development. If approved, this list will be forwarded to the Building and Development Department. It will help guide decisions when Building and Development and Public Works staff are working with developers to determine street names.

RECOMMENDATION

THAT DCS 02-2022 New Development Street Name Suggestions report be received for information, and;

THAT DCS 02-2022 New Development Street Name Suggestions be forwarded to the Building and Development and Public Works Departments for consideration when discussing street names in future developments.

BACKGROUND

Museum Staff and Heritage Committee members have periodically been asked to compile lists of street names for consideration. These lists are usually kept by the Director of Building and Development or Director of Public Works and are used to help guide discussions with developers when planning new streets. The most recent list was compiled in 2015 and many of the suggested names on that list have either since been used or are not relevant to the geographic areas currently being developed.

At their September 20, 2021 meeting, the Heritage Advisory Committee received correspondence from the Clerk's Department seeking the Committee's assistance in developing a list of potential street names that recognize St. Marys' heritage. In considering this request, the Heritage Committee requested that staff move forward with researching names and compiling a list for review with an emphasis placed on historic figures that have previously been overlooked, such as women. The names of early architects and builders were also suggested. The Committee also recognized that Indigenous heritage has traditionally been overlooked. Staff was given direction to consult a local Indigenous educator to ensure that this component of local history is included for consideration.

Additionally, the Mayor and Museum received correspondence from two residents with name suggestions, which have been listed in this report.

At the December 13, 2021 Heritage Advisory Committee meeting, the following motions were made:

THAT DCS 35-2021 New Development Street Name Suggestions report be received for information, and;

THAT the Heritage Advisory Committee recommends that the street names suggested in this report be forwarded to Council for future consideration.

THAT the Heritage Advisory Committee encourages Council to further pursue Indigenous name possibilities.

REPORT

The list of suggestions below has been divided into three sections: names with historic significance that have research supported by the Museum, names to honour Indigenous heritage, and names that have been submitted to the Museum and/or Mayor's Office by private citizens.

Historic Names:

- **Nora** Clench: Child prodigy and world-famous violinist who was born in St. Marys in 1867. Ms. Clench spent her childhood in St. Marys and returned for several performances throughout her career. There is a heritage interpretive plaque for Nora Clench in front of her childhood home at 96 Robinson Street.
- **Kathleen Rice**: Born in St. Marys in 1882 to a prominent grain merchant and milling family. Attended the University of Toronto for mathematics and eventually moved west to work as a teacher. Decided to give up teaching to become a prospector in northern Manitoba. In 2014 she became second female to ever be inducted into the Canadian Mining Hall of Fame.
- **Agnes** Knox Black: Born in St. Marys in 1864 to a stonemason and former teacher. Studied at the University of Toronto and eventually moved to Europe to further train in elocution. She had a successful career, eventually becoming the first female to be awarded the title "Professor" at Boston University.
- **Shirley Thomson**: Born in St. Marys in 1930. After completing her PhD at the age of 51, Dr. Thompson became the director of the McCord Museum in Montreal. She later became the director of the National Gallery of Canada in Ottawa and the Canadian Council for the Arts. Recipient of several awards including the Order of Canada and Order of Ontario. She maintained connections in St. Marys throughout her life and was a supporter of the St. Marys Public Library.
- **Lauriston Cruttenden**: An early settler and town councilor who was instrumental in establishing the first school in St. Marys. Also the grandfather of Nora Clench.
- **John G. Lind**: Original partner in the founding of the St. Marys Cement Company. Longtime supporter of the community, instrumental in establishing a parks system in St. Marys.
- **John and William Weir**: Scottish settlers who lived in the Tracy House (today's Museum). Were instrumental in establishing Cadzow Park. William Weir served as a town councilor and mayor.
- **Robert Barbour**: Arrived in St. Marys in the 1850s and worked as a builder/contractor and architect. He was responsible for the design and construction of many stone buildings in St. Marys, including the Museum, Westover, the Garnett House, and the stone block directly south of the Opera House.
- **James Elliott**: An early St. Marys quarry owner and stonemason responsible for the stonework on many St. Marys buildings, including the Collegiate Institute and the Opera House.

Indigenous Heritage:

Several names honouring Indigenous heritage were initially compiled by the Committee and forwarded to Indigenous Educator Patsy Ann Day for comment. Below is her response:

"I am pleased to see recognition for Indigenous input with street names. I am not sure the list should include names of the 4 Sacred medicines etc. just for the sake of leaning toward Indigenous. Perhaps we could learn more about the land and location as it pertains to

topography. For example, our elders refer to the Thames River as Antler River because of the prevalence of deer in the area. This example reflects the wildlife in the locale. Another area might be something like Red Fox Trail which informs us about the fox den seen near the James St. complex. Are Sumacs plentiful there or were they prior to clearing for development? (They make a great lemonade drink!) Many other plant and wildlife references can bring an Indigenous flavour to the area.

Hopefully this helps bring our thinking toward the natural way our Indigenous ancestors viewed the surroundings.”

As a committee of settlers, the Heritage Advisory Committee later decided that it was inappropriate to compile a list of Indigenous name suggestions. As such, no specific Indigenous names are being recommended in this report. Should Council wish to pursue Indigenous street names, it is suggested that they direct staff to either take Ms. Day’s suggestions for wildlife and plant inspired name into consideration, or consult with Indigenous experts to compile a specific list.

Submitted Suggestions (all submitted names are associated with Emily Street):

- Stewart
- Mitchell
- Prout
- Gilpin
- Scott
- Hunter
- Stevens
- Stinson

All the submitted names are associated with long-time residents of the Emily Street area. While staff does not wish to diminish these families or the contributions they may have made to this neighbourhood and the community at large, it is staff’s recommendation that Council prioritize the names in this report that are supported by historic research or have a focus on Indigenous heritage. The Heritage Committee’s direction to staff to focus on historic women, architects, and Indigenous heritage also supports this.

FINANCIAL IMPLICATIONS

None.

SUMMARY

This report compiles the street names suggested through Museum research, feedback provided by the Heritage Advisory Committee, an Indigenous educator, and resident submissions. Should these suggestions be found acceptable to Council, they will be forwarded to the Building and Development and Public Works Departments for future consideration.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

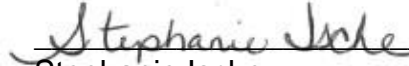
- Grant Brouwer, Director of Building and Development
- Heritage Advisory Committee

- Jenna McCartney, Clerk
- Patsy Ann Day, Indigenous Educator

REVIEWED BY

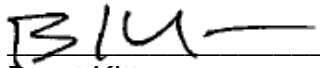
Recommended by the Department



Amy Cubberley
Cultural Services Manager

Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Darcy Drummond, Recreation Manager
Date of Meeting:	22 February 2022
Subject:	DCS 05-2022 Skatepark Expansion

PURPOSE

The purpose of this report is to update Council on the Skatepark Expansion and for Council to approve the direction to proceed with a design build option.

RECOMMENDATION

THAT DCS 05-2022 Skatepark Expansion be received; and

THAT Council approves moving forward with a Request for Proposal of a design build option for the Skate Park Expansion, and

THAT Council approves up to \$15,000 for the design portion of the project, to be funded from the General Capital reserve.

BACKGROUND

On October 26, 2022, Council approved the skate park expansion project in principle to allow for the Steering Committee to proceed with its planning efforts; and approved in-kind staff support to the Skate Park Steering Committee to assist with finance/donations, branding, engineering and design, etc. The goal of the project is to repair what currently exists and expand the park to ensure inclusivity of all wheels (bike, scooter, skateboard, and inline), and support a variety of skill levels.

REPORT

The Steering Committee and staff have created a skate park project timeline to guide the work of the committee – attached as Appendix A. Currently, preliminary community engagement is underway through local schools, and with the launch of a public survey through social media and the newspaper (Survey can be viewed at [Skate Park Upgrade Survey \(surveymonkey.com\)](https://www.surveymonkey.com)). The initial engagement will be complete by the middle of March. The combined results will aid in the design and scope of the project.

The Steering Committee has created a list of potential donors. They have not yet begun to actively seek out donors; however, community support is tangible. A skate shop will open in the spring/summer to service the community and visitors to the park and Town.

Rotary Club of St. Marys has pledged to donate a significant financial contribution of \$100,000 towards the Skate Park upgrade. Details of this pledge and recognition are currently being discussed between the Club and staff.

Lions Club of St. Marys was a large contributor to the original skate park and has expressed interest in sponsoring a part of the expansion. Discussions will continue with the Club.

At this stage, a design build process will create efficiencies and move the project forward with a smooth transition from the initial community engagement currently in progress. The design build process will allow the expertise to assist the community develop the design that best fits our needs through usability and functionality factors. For example, modern skate parks feature a variety of elements. It's important these elements are linked in a way that skaters/riders can easily move from one obstacle to next. This is called flow, and flow is one of the key factors in determining the quality of a skate park.

Furthermore, as the steering committee continues the fund-raising efforts; having a design build company involved early will allow the design to evolve and change as the total funding amounts are confirmed. This will also assist with providing conceptual designs as part of the community engagement. Staff will launch a request for proposal process to secure a skatepark design build proponent. The proposals will be evaluated on design strategies, implementation process, previous experience, value added services, and references. The successful proponent will be awarded with the right to both design and build the skatepark.

In order to reduce the risk for the proponents as the funds have not been completely secured, the Town would commit to funding the design portion of the project in the event the entire project does not move forward. The design portion is estimated to be between \$10,000 - \$15,000.

FINANCIAL IMPLICATIONS

The Town's current commitment would be to fund up to \$15,000 in design work. The cost would be funded from the General Capital Reserve. This project will add to the Town's asset management deficit and staff will include an increase to the annual General Capital Reserve transfer in the 2023 budget.

SUMMARY

This report lays out the next steps and timelines for a Skate Park expansion. If Council approves this recommendation, it will assist staff to move the project forward. Staff will continue to update Council on the project throughout the process.

STRATEGIC PLAN

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

- Pillar #3 Balanced Growth: Youth Retention & retention strategy
 - Outcome: It is important to not only attract youth to the Town, but also to retain existing youth by ensuring there are adequate opportunities.
 - Tactic(s): Focus on youth of all ages and abilities.
- Pillar #3 Balanced Growth: Business Attraction, retention & expansion program
 - Outcome: A key to growth is to ensure a vibrant and sustainable commercial sector.
 - Tactic(s): Partner with local business and work with local business development mentors.
- Pillar #4 Culture and Recreation:
 - Outcome: Focused Park Strategy.
 - Tactic (s): Enhance the cultural profile of St. Marys.

OTHERS CONSULTED

Skate Park Steering Committee

Internal staff – Jed Kelly, Grant Bouwer, Stephanie Ische, Andre Morin, Brent Kittmer

ATTACHMENTS

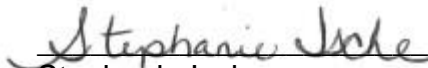
Appendix A – Skate Park Timeline

REVIEWED BY

Recommended by the Department

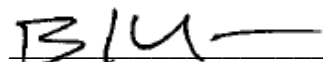


Darcy Drummond
Recreation Manager



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

Appendix A - Skate Park Project Timeline

Last Update : Feb 10 2022

Preliminary Work	Start	Est. Length	Status
Firehall land use	Nov/Dec	2 days	Completed
School Engagement	Feb/Mar	2 -3 weeks	underway
Survey	Feb/Mar	3 weeks	underway
Compile Results	Mar	1 week	
Council Report - seek approval of design/build option	Feb	1 week	underway
RFP Work	Start	Length	Status
Develop Criteria /RPF	Feb	1 week	underway
RFP open for submissions	Feb/Mar	2-3 weeks	
Review submitted RFPs	March	1 weeks	
Council Report - seek approval of chosen RFP	March	1 week	
Design Work	April/May	4 -6 weeks	
Budget estimate	May	1 week	
Council Report - seek approval of project design/budget. Get direction on funding	June	1 week	
Funding and Publicity	Start	Length	Status
Website development	Mar/Apr	3 weeks	
Donation Agreement Drafted	March/April	2 weeks	
Develop Donation Packages	March/April	2-3 weeks	
Raise funds	Estimated 2022-23	TBD	
Publicity/Social Media	throughout		
Other items to consider	Start	Length	Status
Council updates	throughout		
Fundraiser events	Spring onward		
Grand Opening Event	TBD		
Construction of New Park	TBD		



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Andrea Slade, Aquatics Manager
Date of Meeting:	22 February 2022
Subject:	DCS 06-2022 Inflatable Waterpark Management Contract

PURPOSE

The purpose of this report is for Council to repeal the previously approved Inflatable Waterpark Management Contract with PT Watersports Inc. and enter into a new agreement, changing the term to June 2022 to 2026.

RECOMMENDATION

THAT DCS 06-2022 Inflatable Waterpark Management Contract report be received; and

THAT Council consider By-law 17-2022 to authorize the Mayor and Clerk to execute the associated agreement with PT Watersports Inc. o/a Funsplash Sports Park - St. Marys and to repeal by-law 27-2020.

BACKGROUND

In the winter of 2019, Community Services staff undertook a core services review of all services offered by the Department. This involved in-depth analysis of program delivery, services and how they were offered, revenue generation strategies and opportunities for reduction of expenses. Staff presented these recommendations to Council September 2019.

Council approved in principle a partnership with an inflatable company to offer an inflatable park on the far end of the swimming quarry. In March 2020 the Inflatable Waterpark Management Contract was brought to Council and was approved. Due to COVID 19 restrictions this was put on hold.

The Inflatable Waterpark is ready to begin operations this Summer 2022. The purpose of this report is for Council to authorize an updated agreement that issues a new term for the agreement. This is necessary because the term of the agreement needs to reflect the actual start date of 2022. The term of the agreement now ends October 1, 2026. All other terms of the agreement are the same as those approved by Council in 2020.

REPORT

PT Watersport Inc. currently operates an inflatable park at the Bimbrook Conservation Area just south of Hamilton, Ontario. This park has been gaining attendance over the past three years and has become a destination for many in the Hamilton area.

Town staff have continued to work with this company for the last two years so that we would be ready to launch this new service when the pandemic allowed.

Summer 2022 Update:

Operations this summer will include opening on Saturday June 25 through to Monday September 5, 2022 with daily hours from 11:30 a.m. to 7:30 p.m.

The Town of St. Marys will host a National Lifeguard Waterfront Course to certify lifeguards for both teams: the Town of St. Marys lifeguard team and the PT Watersport lifeguard team. This will take place at the Quarry on June 11 and 12.

Staff will collaborate training initiatives with PT Watersport including all aquatic manuals (policies, procedures and work instructions). All training will include both staff teams for overall safety procedures and park operations.

The approximate dimensions of the inflatable park are 150 feet by 170 feet and will have a capacity of 120 people.

In terms of installation, the following tentative dates are scheduled. On June 8 and 9 the pouring of 50 to 60 concrete blocks weighing approximately 900 lbs each will take place on Washington Street. This area will be blocked off for one week for them to cure. On June 15 or 16 (depending on weather) these will be moved by helicopter and placed in the allocated position in the Quarry, the blocks will be secured by chains and a buoy floated to the top. Once the blocks are in the water, the inflatable will be inflated and floated out and locked in place. SCUBA divers will adjust the chains to the correct tension. The inflatable will remain in the water until they are ready to dismantle, this is set for the week of September 19.

Staff continue to work collaboratively with Tourism and Public Works to ensure a smooth and successful summer operation.

FINANCIAL IMPLICATIONS

The seasonal fees payable by the Licensee to the Town annually, not including HST, are:

Year	Seasonal Fee	Hydro/Water Fee
2022	\$6,500	\$200
2023	\$7,500	\$200
2024	\$8,500	\$200
2025	\$9,500	\$200
2026	\$9,500	\$200

SUMMARY

Based on attendance history of the Quarry, this location has grown and has become a popular destination. Staff believe an inflatable park will be the first of many enhancements. This partnership meets Council's goals in a variety of ways including a new revenue opportunity and fulfills a number of initiatives within Council's Tourism Strategy.

STRATEGIC PLAN

☒ Within the St. Marys Culture & Tourism Strategy the following priorities, outcomes, and tactics support the following initiatives in the Plan.

- Pillar #1 Infrastructure
 - Partner with the Community Services Department and Public Works Department to move forward initiatives that overlap between the Culture & Tourism Strategy and the Recreation and Leisure Master Plan.

- Pillar # 3 Tourism
 - Strength the local economy, with a focus on businesses that can cater to tourism.
 - Leverage the local culinary, heritage, recreation and agriculture sectors as a key differentiator and driver for tourism visits.
- Pillar # 4 Enhance Cultural Offerings
 - Opportunities for visitors to interact with St. Marys residents should be encouraged.

OTHERS CONSULTED

Stephanie Ische- Director of Community Services

Jed Kelly- Director of Public Works

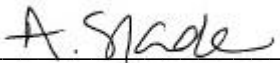
Doug LaPointe- Recreation Operations Manager

ATTACHMENTS

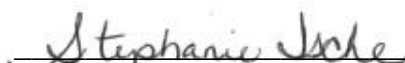
Updated contract

REVIEWED BY

Recommended by the Department

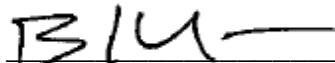


Andrea Slade
Aquatics Manager



Stephanie Ische
Director of Community Services

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



INFLATABLE WATERPARK MANAGEMENT CONTRACT

THIS CONTRACT made this _____ day of _____, 2022.

BETWEEN:

THE CORPORATION OF THE TOWN OF ST. MARYS
(hereinafter called the "Town")

AND

PT Watersports Inc. o/a FUNSPLASH SPORTS PARK– ST. MARYS
(hereinafter called the "Licensee")

1. PURPOSE

- 1.1 In consideration of the sum of the fees outlined in Section 3, the Town hereby grants the Licensee the right to manage an Inflatable Waterpark within a specified area of the Quarry (hereinafter called the "Park") as outlined on the plan attached as Schedule "A", together with the right to set up a 15' x 15' kiosk on land near the entrance to the water area specified on the attached Schedule "A".
- 1.2 The Inflatable Waterpark shall consist of modular, floating Wibit products, with approximate dimensions of 150 feet by 170 feet, located in the Park.
- 1.3 The Inflatable Waterpark structure remains set up and in place during the summer months. The Inflatable Waterpark and storage trailer shall be removed from Town property for the fall and winter seasons, by no later than September 30 every year. A storage trailer that will hold life jackets and other required equipment will be allowed near the entrance to the waterfront with the location being determined by the Town. However, should the Town receive complaints, it shall choose to change the location of the storage trailer within the park so the licensee will still be able to functionally perform day to day operations.
- 1.4 The rights and privileges granted by this contract are for the management, operation and maintenance of an Inflatable Waterpark for the general public to enjoy at an admission fee. The Licensee shall retain all fees collected.



2. TERM

- 2.1 The term of the Management Contract shall begin June 1, 2022 and end October 1, 2026.
- 2.2 The Licensee will operate annually from mid-June until Labour Day, generally following the school break schedule and the hours of the Quarry operation. Approximate daily hours, weather pending, are Monday to Sunday 11:30 a.m. to 7:30 p.m. and weekends/stat holidays.
- 2.3 Either the Town or the Licensee may terminate this contract effective November 15th in any year by giving written notice of termination to the other party by October 1st of that year should they be unsatisfied with the contract or operations.
- 2.4 If both parties agree, the Licensee and the Town may negotiate an extension or new contract without a request for proposal process.
- 2.5 The Town and the Licensee shall conduct a review of the state of the operating arrangement described in this Agreement after this Agreement has been in effect for one (1) year, and periodically thereafter. The purpose of this review is to identify the currency of this Agreement in describing the operating arrangement, and to identify any possible deficiencies.

3. FEES

- 3.1. The seasonal fees payable by the Licensee to the Town, not including HST, are:

Year	Seasonal Fee
2022	\$6,500
2023	\$7,500
2024	\$8,500
2025	\$9,500
2026	\$9,500

Seasonal fees will be invoiced and due as follows:

June 1st - 1/3 of annual fee plus HST

July 1st – 1/3 of annual fee plus HST

August 1st – 1/3 of annual fee plus HST

Additional property taxes or sublet fees will not be charged in addition to the seasonal fee.



- 3.2 The Licensee will be fully responsible for all costs associated with the Inflatable Waterpark. The Licensee will pay a flat rate of \$200 per season for use of water and hydro, this amount will be reviewed annually. The \$200 is payable at the same time as the seasonal payment. The Licensee is wholly responsible to ensure that they are in compliance with all regulations and requirements in relation to using the Inflatable Waterpark. The Licensee will obtain and pay for any permits, and will be responsible for any other related costs that may be required from outside organizations, such as the Ministry of Natural Resources, etc.

4 DEFAULT

- 4.1 If the fees above, or any part thereof, shall be in arrears or unpaid by the Licensee at any time or times, then, such non-payment of fees, defaults, breach or non-observance is not corrected within fifteen days from the date of written notice from the Town to the Licensee, the Town may terminate this contract by giving to the Licensee written notice. The notice will be delivered to the Licensee or any officer of the Licensee or mailed to the last known address of the place of business or office of the Licensee. Once service of the notice becomes effective pursuant to this Agreement, this contract shall be ended, and in that event, it shall be lawful for the Town, its employees or agents, to have all items removed at the expense of the Licensee without any compensation being payable to the Licensee.

5. MAINTENANCE

- 5.1 The Licensee shall be responsible to keep the area identified in Schedule “A” clean and clear of garbage and debris.
- 5.2 In order to ensure that the facilities are being maintained to the satisfaction of the Town, the Licensee and the Town will undertake joint inspections of the facilities at regular intervals as may be agreed upon between the parties, and the Licensee undertakes to rectify forthwith any maintenance deficiencies identified during such inspections.
- 5.3 The Licensee will be responsible for supplying and keeping all equipment aesthetically pleasing and in good repair, including damage caused by vandalism.
- 5.4 The Licensee will be responsible for keeping its area free of garbage and debris.
- 5.5 Without assuming responsibility or liability for the maintenance of the area described in Schedule “A” or the facilities, which remain exclusively the responsibility of the Licensee, the Town may perform or cause to be performed



any work which the Town, in its sole discretion, deems necessary to maintain the Inflatable Waterpark and facilities in a safe, operable condition.

- 5.6 If the Town acts under paragraph 5.5, it shall not do so before providing the Licensee reasonable notice of the fact that it requires the work to be done. The Licensee will be provided the opportunity to perform the required work, with the schedule of completion of the work being mutually agreed upon by both parties. The Licensee shall be responsible for all costs.

6. OPERATION

- 6.1 The Licensee shall pay all operating expenses incurred in managing the Inflatable Waterpark.
- 6.2 The Licensee agrees to manage and operate in a manner consistent with good business and safety practices satisfactory to the Town.
- 6.3 The Licensee is responsible for providing all lifeguards required for the operation of the Inflatable Waterpark. The Licensee will provide adequate lifeguards following the joint guidelines of the Ontario Waterfront Safety Standards and Inflatable Waterpark Standards.
- 6.4 The Licensee will ensure that all participants that are participating in the Inflatable Waterpark are wearing appropriately fitted Personal Flotation Devices (life jackets) at all times.
- 6.5 The Licensee is responsible for the safe and environmentally friendly installation and operation of the Inflatable Waterpark. The Licensee represents and warrants that the anchoring system for the inflatable products will follow the installation guidelines provided by Wibit. Prior to installation, the Licensee shall provide the Town with an anchor plan for the Inflatable Waterpark. The Licensee represents and warrants that it will follow the measurements and guidelines of the anchor plan when installing the anchoring system and all inflatable products as provided to the Town. For clarity, it is the sole responsibility of the Licensee to obtain the approval of any other governing bodies or agencies that may be required for the installation and operation and management of the Inflatable Waterpark.
- 6.6 Approved signage areas will be determined on site. The Licensee shall not erect any signs within the Park without obtaining approval from the Community Services Director or designate.



- 6.7 The Licensee will not sell any food, beverages or duplicate merchandise that is being sold by the canteen, in conjunction with this contract.
- 6.8 The Licensee will be responsible for the collection of admission fees to the Inflatable Waterpark.
- 6.9 The Licensee and anyone acting on its behalf shall immediately cease operation of the Inflatable Waterpark upon the Town's request, and shall not resume operation without the Town's permission, such permission not to be unreasonably withheld. The Town will not be responsible for any lost profit if it is required to act under this paragraph.
- 6.10 Nothing in this agreement shall be construed as a guarantee by the Town of the operating hours of the St. Marys Quarry facility, or as a guarantee of a profitable success of the Inflatable Waterpark. The Town reserves the sole right to determine the operating hours of the Park, and the Town will not be responsible for any loss of profit by the Licensee resulting from any change in operating hours.
- 6.11 Authorized personal and dependents of the Licensee shall be granted admission to Park as needed to conduct operations.
- 6.12 The Licensee will work together with Town representatives to ensure swim lane markers and buoys are appropriately placed and anchored to warrant the safety of all patrons of the Park and the Inflatable Waterpark.

7. INDEMNIFICATION AND INSURANCE

- 7.1 The Licensee shall indemnify and save harmless THE TOWN OF ST. MARYS and THE TOWN OF ST. MARYS employees, trustees and officers, independent contractors, subcontractors, agents, volunteers, successors, and assigns, of any and all losses, costs, expenses and damages including but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity. Liabilities include but are not limited to, any and all liability for damages to property and injury to persons (including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind. Expenses include, but are not limited to, legal fees for solicitor which indemnified persons, entitles or organizations or any of them, may suffer or incur howsoever caused arising out of or in connection with, in any way related to, or as a result of:
 - Anything done or omitted to be done by the Licensee or the Licensee's personnel with respect to their obligations under the Contract, including any breach by the



Licensee of its obligations under this Contract or any breach by the Licensee's representations, warranties and covenants set forth in the respondent proposal; and

- Any alleged infringement or infringement of any patent, copyright, trade mark, trade secret, or other intellectual or industrial property right or contractual right or obligation of any third party by reason of the purchase, use or possession of any of the services or deliverables under this Contract.

- 7.2 The Licensee agrees to implement and submit proof of insurance which must be maintained for the duration of the Contract at its own cost and expense, in such amount, in such forms and with insurers acceptable to THE TOWN OF ST. MARYS.

The Licensee must carry public liability and property damage insurance in the amount of not less than ten million dollars (\$10,000,000.00) per occurrence. THE CORPORATION OF THE TOWN OF ST. MARYS must be added as an additional insured to such policy and such policy must contain a cross liability clause, a waiver of subrogation clause in favour of THE CORPORATION OF THE TOWN OF ST. MARYS, and a thirty day prior notice clause of any cancellation or material change in coverage, terms and conditions. The Licensee must submit proof of this insurance before the Contract begins.

The Licensee shall maintain, for the duration of the Contract an insurance policy of general liability insurance having limits of not less than ten million dollars (\$10,000,000.00) per occurrence and/or up to ten million dollars (\$10,000,000.00) for bodily injury, death, and damage to property for all participating agencies. The Licensee shall provide the Town with a certified copy of these policies and each renewal thereof prior to expiry.

- 7.3 The Licensee shall maintain insurance against liability imposed by any Workers' Compensation Act or comparable legislation respecting the injury to or death of all permanent and part time employees engaged by the Licensee in the operation of the Inflatable Waterpark.

8. ACCESS

- 8.1 While acting in the scope of their duties of employment, the Town, its servants or agents shall, at all times and for all purposes, have free access to any and every part of the area identified on Schedule "A".
- 8.2 All patrons to the Inflatable Waterpark must enter through the Town admission gates.



9. CONSTRUCTION OF BUILDINGS OR STRUCTURES

- 9.1 The Licensee shall not construct or erect any buildings or other structures on the said facilities without the prior written consent of the Town, and all such buildings or structures shall be constructed and thereafter maintained by and at the cost and expense of the Licensee to the satisfaction of the Town.

10. COMPLIANCE WITH LAW

- 10.1 The Licensee shall in all respects abide by and comply with all rules, regulations and by-laws of the municipality and other governing bodies in any manner affecting the said facilities.
- 10.2 The Licensee shall ensure that all products and services provided in respect to this contract are in accordance with and under the authorization of all applicable authorities municipal, provincial, and federal legislation, including, but not limited to; the Occupational Health & Safety Act of Ontario, Workplace Safety & Insurance Act, Environmental Protection Act, and the Ministry of Natural Resources Explosives Regulatory Division requirement.

11. ASSIGNMENT

- 11.1 The Licensee shall not make any assignment of this contract nor any transfer of its rights or privileges under this contract without obtaining the prior consent in writing of the Town to such assignment or transfer, which consent may be arbitrarily withheld in view of the special purpose nature of this contract.

12. AMENDMENT OF AGREEMENT

- 12.1 No variation, amendment or addition of or to this Agreement shall be effective unless made in writing and signed by each party hereto and, if so made, such variation, amendment or addition shall be binding upon the parties as fully and to the same extent as if set out herein.

13. SEVERABILITY

- 13.1 If any term, covenant or provision of this Agreement shall be found or declared by a Court of competent jurisdiction to be invalid, unenforceable or *ultra vires* the



Town, such term, covenant or provision shall be conclusively deemed to be severable from all other terms, covenants and provisions of this Agreement and the remainder of this Agreement shall be and remain in full force and effect.

14. NOTICE

14.1 Any notice pursuant to any of the provision of this Agreement shall be deemed to have been properly given if delivered in person or mailed by prepaid registered post addressed:

a. In the case of notice to the Town to:

Corporation of the Town of St. Marys
2nd Floor, 175 Queen Street East
P.O. Box 998
St. Marys, ON N4X 1B6

Attention: Director of Community Services

b. In the case of notice to the Licensee to:

PT Watersports Inc.
Attention: Teresa Jackson
9 Lincoln Green
Spruce Grove, AB
T7X 0N5

or to such other address as either party may notify the other of, and in the case of mailing as aforesaid, such notice shall be deemed to have been received by the addressee, in the absence of a major interruption in the postal service affecting the handling or delivery thereof, on the fifth (5th) business day, excluding Saturdays, next following the date of mailing.

15. SCHEDULES

15.1 Schedule "A" attached hereto form part of this Agreement.

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MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Corporate Services

Date of Meeting: 22 February 2022

Subject: COR 09-2022 February Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 09-2022 February Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Strategic Projects:

ERP Project:

- A two step RFP was launched on January 26th. The first step includes the review of proposals from prospective suppliers and choose 2 or 3 suppliers to move the second step. The second step will include a full day demo from each supplier and the submission of a detailed work plan and budget. Final selection is expected to occur on April 12th

Redevelopment of the “Flats”:

- Steering committee meeting in February to determine the key stakeholders and engagement tactics
- The Town has confirmed receipt of a Federal grant in the amount of \$250,000 for the project

Monthly Division updates:

Finance:

- A/P processing for the month of January 237 cheques/EFT processed
- Approximately 100 tax receipts for 2021 Childcare
- Started the year-end process for account reconciliations
- 2021 Property Tax Year reconciled, final BIA payment and school board payments remitted in December 2021.
- 2022 Interim tax billing produced and delivered – 50% of previous years’ levy, \$ \$7,681,746 + new wheelie bin charges as per By-Law 97-2021
- 2022 Assessment Roll imported into Keystone
- 2022 Proportions of Enrollment entered into Keystone for education portion of property taxes
- Development Charge study project started – expect to bring draft by-law to Council in June 2022

Information Technology:

- Increased security on front facing exchange server
- Deployed new scheduled capital computers for staff
- Worked on ActiveNet debit machine for Guest Services
- Installed dressing room display at PRC
- Replaced public kiosk laptop at VIA
- Updated library station with new faster hard drive
- Replaced UPS for museum network switch
- Created new workstations for File Clerk positions

Communications:

Media Relations

Total # of Media Releases (Stories sent to news outlets)	Total # of Media Mentions (Stories, photos, etc. published by news outlets)	Total # of Media Outlets (Newspapers, radio and television stations, websites, etc., that covered St. Marys stories)
10	21	7
<ul style="list-style-type: none">• Topics included COVID-19 closures, 2022 budget deliberations, snowmobile safety and Firefighter of the Month• Snowmobile safety release resulted in three radio interviews with CBC (two on CBC London; one of CBC Kitchener)• Signed up several key staff members for a “Municipal Media Relations” training session with Redbrick Communications		

Traditional Advertising

Total # of Print Ads/Publications	Total # of Radio Ads
4	0
<ul style="list-style-type: none">• Continued with weekly Stonetown Crier Column• Currently investigating/researching opportunities to create enhanced, e-news version of Stonetown Crier	<ul style="list-style-type: none">• Continued coverage of all media releases on St. Marys Radio

Website

Total # Website Visits	Total # of Revised Pages (includes surveys/forms)	Total # of New Pages
99,409	27	0
Most Visited Pages		Number of Visits
Library		19,220
Home		9,392
COVID Master Screening Form		5,100
COVID Child Screening Form		3,879
Current Opportunities (Jobs)		2,098
Aquatics Centre		1,758

Social Media

Platform - Owner	Total # of New Followers	Total Followers
Facebook – Town of St. Marys	33	6,188
Facebook – Pyramid Rec Centre	18	3,400
Facebook – Friendship Centre	24	462
Twitter – Town of St. Marys	16	2,314
LinkedIn – Town of St. Marys	3	202
Instagram – Town of St. Marys	27	1,877
Instagram – Youth Centre	Not available	283
Top posts: <ul style="list-style-type: none">• Firefighter job post (Town Facebook): reached 14,100 users• Winter in St. Marys post (Town Instagram): reached 1,200 users• Dale Robinson retirement post (Town Facebook): 683 reactions, 167 comments• St. Marys trails post (Town Instagram): 195 reactions, 10 comments		

Digital Advertising

Current/Ongoing Communications Campaigns

Total # of Digital Ads (Facebook, Instagram, Google, etc.)	Total # of Users Reached by Ads (Number of times users saw ads on our digital platforms)	Total # of Engagements/Outcomes (Likes, comments, link clicks, direct messages etc.)
0	0	0
Topic	Tactics	
COVID-19	Website updates; media releases and column content; social media; screening form updates	
Budget	Media release, website updates	
Snowmobile safety	Media release and column content; flyer distribution to snowmobile clubs; social media, website	
Election	Survey development; website updates	
St. Marys Skate Park Upgrade Project	Survey development; virtual presentation	

Economic Development / Tourism:

- Continued work on 2022 Visitors Guide from design, content, advertising, editing and distribution
- Welcomed the opening of McDonald's to St. Marys.
- Worked with Invest Stratford to vet resumes for the St. Marys My Main Street Ambassador, we interviewed 4 candidates and completed 2 rounds of interviews. A successful candidate will be announced soon.
- Developed a staffing plan with staff at the Library for the Yak Shack summer program
- Developed a logistics plan with Public Works for the light-post banner program
- Onboarding for new VIA staff support

Events

- Completed two grant applications: Reconnect Ontario grant for Festivals and Events (Homecoming-Heritage 2022) and Commemorate Canada COVID recognition grant (Strong as Stone sculpture series)
- Continued working with Homecoming-Heritage committee on July event
- Seven Instagram posts (WinterLights thank yous, trails, #BestInSnow, Homecoming, sidewalk cleaning)
- Working with Public Works on finding new WinterLights builder
- Designed ad for Stratford Festival mailer

VIA Services

- Total phone calls/ travel Enquiries = 35


- Total GO passengers = 49 (27 departing, 22 arriving)
- Total GO tickets printed/ sold = 0
- Total VIA passengers = 52 (28 departing, 24 arriving)
- Total VIA tickets printed/ sold = 0

SPENDING AND VARIANCE ANALYSIS

n/a

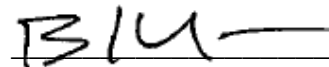
REVIEWED BY

Recommended by the Department



André Morin
Director of Corporate Services/Treasurer

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Emergency Services / Fire Department
Date of Meeting:	22 February 2022
Subject:	FD 02-2022 February Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD 02-2022 February Monthly Report (Emergency Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Emergency Responses

During the month of February (14 January – 11 February 2022) the Fire Department responded to 12 emergency responses most notably:

- Automatic Alarms – 3 St. Marys
- Open Air Burning/Unauthorized – 1 St. Marys
- MVC – 1 Perth South
- Fires – 2 St. Marys
- Mutual Aid – 1 Perth East
- CO Alarms – 3 St. Marys
- Pre-Fire – 1 St. Marys

Average attendance of firefighters per emergency call – 18

Fire Chief attended 2 emergency responses alone

St. Marys Firefighters have responded to 18 calls for service (01 January – 11 February 2022) compared to 15 emergency responses last year (01 January – 11 February 2021).

During the month of February (14 January – 11 February 2022) the Chief Fire Prevention Officer accomplished the following:

Inspections

- 15 Routine
- 2 Follow Up and ongoing
- 1 Safety concern
- 1 Site visit (request for clarification regarding Ontario Fire Code)
- 1 Home visit: Smoke/CO inspection outdated, and replacement required.

20 Total

Public Education

Covid19 has put a halt on all most in person Public Education events. Article for the Independent regarding 2 recent fires in the US that resulted in 31 fatalities.

Fanshawe College fire prevention mentorship program has begun. CFPO provides examples of building fire inspections and the infractions discovered. Students complete a fire inspection report.

Fire education information delivered to 20 residents in the neighbourhood of recent fire.

Fire Investigation

One residential house fire in the basement. Origin of fire was confirmed in conjunction with insurance investigator (former OFM investigator). Cause was undetermined.

Training

- Inspection, Maintenance and Testing of vehicles and equipment
- General Meeting
- Building Familiarization - Veterinary Purchasing

Who's Responding

- In the process of working with IT to install a TV Screen in the Bunker Gear room. The purpose of this would be when the firefighters are paged out and arrive at the fire hall to get dressed and proceed to their respective apparatus, they would be able to have one last look at the TV screen with all the Who's Responding information on it. This would include the type of call, address, number of firefighters responding, closest water sources (hydrants and underground water sources in Perth South).

Firefighter Certification

- Participated in the first of many Fire Marshal symposiums to discuss Firefighter Certification and how this will affect the fire service.
- The Ministry is proposing a firefighter certification model that outlines the mandatory minimum standard and corresponding job performance requirements of firefighters delivering specific fire protection services. The proposed approach would provide flexibility to meet local training needs based on the level of fire protection service set by municipal council, or territory without municipal organization, while promoting firefighter and public safety.
- The regulation is proposed to come into force on July 1, 2022, with a four- and six-year compliance timeline based on the level of fire protection service.
- The good news is that our fire department took a proactive approach to education four years ago to ensure that we train to a higher standard than the proposed minimum certification requirements, therefore these new requirements will have minimal effect on compliance costs related to training activities.
- Bottom line is our current Fire Officers and Firefighters have achieved the certifications required to fulfill their current duties.
- This department has established a policy, should a Firefighter wish to become a Fire Officer, they will be required to participate in the Fire Officer program.

The new requirements are likely to affect a lot of the smaller volunteer fire departments where they simply don't have the funds to support this or where recruiting and retention is already an issue.

New Pumper

- Fire Chief is currently arranging a meeting with Safetek representatives to review all the extra items that are required to bring the new Two Door Commercial Top Mount Enclosed Pumper up to St. Marys Fire Department standards.
- Safetek have several other contracts they are dealing with in addition to ours.
- Fire Chief will work with Safetek to keep the additional charges to within \$50,000.

SPENDING AND VARIANCE ANALYSIS

- Commercial Vehicle Inspection (CVI) Inspection and repairs Rescue 4 - \$2,364.01
- Two batteries for Ram Fan - \$1,275.22
- Ajax Air Chisel Kit - \$3,8880.42 (Covered by donations from Marty Thomson)

REVIEWED BY

Recommended by the Department



Richard Anderson

Director of Emergency Services / Fire Chief

Recommended by the CAO



Brent Kittmer

Chief Administrative Officer

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Human Resources
Date of Meeting:	22 February 2022
Subject:	HR 02-2022 February Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 02-2022 February Monthly Report (Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Recruitment

- Currently recruiting for an Adult Learning Coordinator, Adult Learning Instructor, two Volunteer Firefighters, a Policy Assistant, General Library Clerk, Library Page and up to 3 Museum Assistants (seasonal).
- Completed the recruitment for two contract File Clerks.
- Completed one exit interview with a departing childcare staff.

Employee Engagement

- STEAM initiative - acknowledgment and mental health resources sent by email for Bell Let's talk Day along with an encouragement for staff to use the.
 - Exploring new ways make it easier for staff to access the Employee and Family Assistance Program through existing technology.
 - Working with STEAM and Lifeworks on strategies to increase program usage.
- Pushed out the online Recognition Survey to all staff.
- Engaged STEAM, the Joint Health and Safety Steering Committee and the Senior Management Team to contribute ideas for the monthly policy review.

HR Systems

- Resolved one job evaluation appeal with one more to be sent to the consultant.
- Attended a Municipal Human Resources meeting where the focus was on sharing best practices and lesson learned around leadership training programs, the upcoming Right to Disconnect from Work policy requirement and covid-19.
- Facilitating the annual staff performance appraisal process.
- Reviewing our Key Performance Indicator (KPI) tracking process with the lens of capturing valuable data to review and analyze our HR processes.
- Researching the topics of Diversity, Equity, and Inclusion in the workplace as a first step in creating a program for the Town.

Health & Safety/ Training

- Continued tracking and reporting Covid-19 related absenteeism across all Town Departments.
- Welcomed new JHSC members to the PRC and MOC committees and provided each new member with orientation and basic Health and Safety Committee training.
- Working with the Fire Chief, created new guidelines for Firefighter safety boot allowances.

Payroll and Benefits

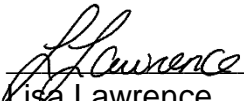
- Completed, filed and issued T4 and T4As for 2021.
- Completed and filed 2021 year-end reconciliation for OMERS, WSIB and EHT
- Assisted Early Learning Services and Finance in compiling the payroll cost of the Emergency Childcare program for the period January 10th to January 14th, 2022, for reporting to the City of Stratford.
- Summarized staff vacation/lieu time 2022 entitlement allocation (booked) for the Senior Leadership Team in compliance with the Vacation/Lieu Time Scheduling Policy.
- Conducted payroll processing training in accordance with the Business Continuity Plan.
- Completed Clearing Account balancing for January 2022.

SPENDING AND VARIANCE ANALYSIS

None to report

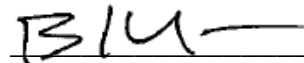
REVIEWED BY

Recommended by the Department



Lisa Lawrence
Director of Human Resources

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Public Works

Date of Meeting: 22 February 2022

Subject: PW 10-2022 February Monthly Report (Public Works)

RECOMMENDATION

THAT PW 10-2022 February Monthly Report (Public Works) be received for information.

DEPARTMENTAL HIGHLIGHTS

General Administration

- Green Committee
 - Committee meeting held on January 26, 2022; Committee discussed curbside collection service levels. A Curbside Collection Survey posing questions related solid waste collection, recycling collection, leaf and yard waste collection and organics collection will be released to the public in the near future. Results will be presented to the Green Committee.
 - Committee meeting being held on February 23, 2022. Town Staff to hold a working session with the Green Committee regarding the drafting of a corporate level climate change action plan, purpose of this meeting is to determine overarching pillars, initiatives and outcome statements. Specific projects will be considered once the main themes are determined.
- Traffic and Parking
 - Beginning to implement and sign the changes as per the second amendment to the Traffic and Parking By-law.
 - Installation of signage for snowmobilers detailing what is permitted / not permitted within Town boundaries.
 - Begin background work for a St. Marys Road Safety Plan.
- Playground Policy
 - The Town is required to create a playground policy, administration staff working with Parks Operators to create the first draft.
- Downtown On-Street Patio Policy
 - The Town implemented a downtown on-street patio program in 2021 as a pilot project. Council blessed a framework for 2021, formal policy is under consideration.
- Green Initiative Awareness Program
 - Program to be launched to the Public mid to late February.
- Turf Maintenance Tender issued and closes at the end of February.

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

- One (1) water main repair
- Water Meter repairs are ongoing
- Source Water Protection Annual Report submitted to the Conservation Authority
- Landfill EA efforts are ongoing (Government Review Table Comments response being prepared)
- Annual reporting for water, wastewater and solid waste
- Updated WPCP Capacity Assessment with peer review
- Review of Bell Canada request for water tower cell antenna improvements

Public Works Operations

- Winter Maintenance activities
 - Downtown snowbank removal on February 10, 2022 (experienced scheduling delays due to external contractor availability).
 - Removal of snow storage within facility parking lots, and cul-de-sacs occurs as time permits
- Streetlight storage container organized and inventoried. New streetlight globes received (additional details provided in Spending and Variance Analysis)
- Road maintenance activities including the patching of potholes with coldmix, potholes will need to be revisited throughout the winter season.
- Yak Shak moved

Parks, Trails, Tree Management, Beautification

- Winterlights taken down and put away
- Restrung winter lights with new LED rope lighting
- Tree trimming along sidewalks and trails
- Building and repairing picnic tables

Capital Projects and Engineering

- Various construction tenders for the 2022 operating and capital budget underway. Seeing inflated unit rate submissions in most cases.
- Mapping work for storm and sanitary - Streamline MOECC approvals for future stormwater works
- Preparation of detailed project inputs for Development Charges study
- Accessible design of outdoor spaces training
- Municipal Consent for Bell Canada upgrades to services downtown. Will result in short duration sidewalk closures at Church and Queen, and Wellington and Queen in the spring of 2022.
- Site Plan Approval development application review
- Thames Crest Phase 2B subdivision detailed design review

SPENDING AND VARIANCE ANALYSIS

- The Ministry of Environment, Conservation, and Parks (MECP) has requested an Air and Noise ECA Application and Technical Assessment for the WPCP Grit, Administration and Odour Control Capital Project. The Town's Engineering Consultants have advised a budget up to \$25,000.00 inclusive of tax and contingencies will be incurred to complete the application.

This cost is in addition to the previously approved capital budget and will be funded through wastewater reserves.

- Streetlight – Materials and Supplies (01-3400-5990)
 - \$6,500 budgeted for new decorative streetlight globes. Purchase price for new globes is \$14,000. Increased order for 2022 due to supply chain issues that may occur in late 2022 / early 2023, along with an increasing need to have additional stock for old / broken decorative globes.
 - New decorative globes to be installed along Stoneridge Boulevard. Existing globes will be stored at the MOC to be used as parts to refurbish broken decorative globes in other locations.
 - Approach is to replace street lengths for lighting consistency, rather than installing new globes mixed in with old globes.
- The Wellington Street Road reconstruction and Queen St. E Guiderail replacement capital projects came in \$138,475.13 and \$28,404.00 respectively over budget. More detail in tender award reports.

REVIEWED BY

Recommended by the Department


Jed Kelly

Director of Building and Development

Recommended by the CAO


Brent Kittmer

Chief Administrative Officer

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management Specialist
Date of Meeting:	22 February 2022
Subject:	PW 11-2022 Wellington Street Reconstruction Tender Award

PROJECT DETAILS

This project involves the reconstruction of Wellington Street from just north of Park Street to Trout Creek. It will include new water and storm sewer services, storm sewers, curb, asphalt and sidewalk as well as spot repairs to the sanitary sewer system. Enbridge crews will be replacing gas infrastructure in March and April prior to the start of the road reconstruction project. Construction is anticipated to take 4 months. Work will be staged to limit the length of time that the road is disturbed from Jones Street to Trout Creek. Additional effort is required by the contractor to ensure impacts to the post office operations are limited.

RECOMMENDATION

THAT PW 11-2022 Wellington Street Reconstruction Tender Award be received; and,

THAT the tender for the Wellington Street Reconstruction be awarded to Lavis Contracting Company Ltd. for the bid price of \$2,375,792.94, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in PW 11-2022 Wellington Street Reconstruction Tender Award report; and,

THAT Council consider By-Law 18-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Procurement Title:	RFT-PW-02-2022
Tender Closing Date:	Wednesday, February 9, 2022
Number of Bids Received:	Three (3)
Successful Proponent:	Lavis Contracting Company Ltd.
Approved Project Budget:	\$2,181,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$2,375,792.94
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$2,139,475.13
Other Costs	\$180,000
Total Project Over-budget (Net of HST)	\$138,475.13

The tender document submitted by Lavis Contracting Company Ltd. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. Additionally, Lavis completed the Queen Street E. reconstruction work downtown in 2016 which was widely regarded as a very successful project with positive feedback from the community. That experience should ensure another smooth and successful project in the downtown core. As such, staff recommends award of the project to Lavis Contracting Company Ltd.

FINANCIAL IMPLICATIONS

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

Roads Capital Budget (budgeted)	\$1,796,000
Wastewater Capital Budget (budgeted)	\$25,000
Water Capital Budget (budgeted)	\$291,000
Development Charges (budgeted)	\$69,000
Total Budgeted	\$2,181,000
Construction Tender (Net HST)	\$2,139,475.13
Other Costs (Engineering, fuel tank removal)	\$180,000.00
Total Costs (Net HST)	\$2,319,475.13
Tender over-budget	\$138,475.13
Transfer from Road Reserve account	\$138,475.13

Inflated construction unit rates and the presence of old underground storage tanks that need to be disposed of resulted in higher than anticipated project costs. The project will incur a variance of \$138,475.13 from the 2022 Capital budget. The variance is planned to be transferred from the road reserve fund but the transfer amount will be adjusted to come from the appropriate accounts (ie. Development Charges, Water, Wastewater) when the project is complete.

STRATEGIC PLAN

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

- Pillar #1 Developing a Comprehensive and Progressive Infrastructure Plan:
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow.
- Tactic(s): Identify immediate needs in the community. When developing the Annual Capital Plan, have regard for infrastructure needs identified in the asset management plan before considering new builds or renovations that rep.t service level improvements.

OTHERS CONSULTED

Darren Alexander, BM Ross

André Morin, Director of Corporate Services / Treasurer

Residents and businesses in the project area will be consulted throughout the project in the following ways:

- Hand delivered notices with project description and schedule (once finalized with contractor)
- BIA representatives to join project team for bi-weekly meetings while work occurs from Jones St. E. to the bridge.
- A project webpage will be developed for updates for the remainder of the project.
- Regular social media updates throughout the project


ATTACHMENTS

1. Bid Summary and recommendation letter

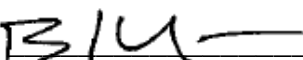
REVIEWED BY

Recommended by the Department


 Jeff Wolfe
 Asset Management Specialist


 Jed Kelly
 Director of Public Works

Recommended by the CAO


 Brent Kittmer
 Chief Administrative Officer

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

File No. 17227

VIA EMAIL ONLY

February 10, 2022

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

RE: Wellington Street Reconstruction
Contract No. RFT-PW-02-2022

Tenders were received on Wednesday, February 9, 2022 for the above mentioned project, as summarized by the following table:

Tenderer	Corrected Tendered Amount (incl. 13% HST)
Lavis Contracting Company Limited	\$2,375,792.94
Oxford Civil Group Inc	\$2,846,283.61
Birnam Excavating Ltd	\$3,678,129.75

All tenders were checked for mathematical errors. The Birnam Excavating Ltd submission had one significant error and a second minor mathematical error. The correction of the errors changed the tender submission to the dollar amounts noted in the summary table above and altered the bidder's position. All tenders were properly signed and each were submitted with the specified tender deposit and Agreement to Bond. Two Addenda were issued, and all bidders acknowledged receipt of it.

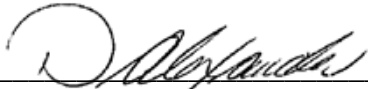
Since the lowest tender is acceptable contractually, and the tenderer is experienced in urban road reconstruction and infrastructure replacement, further analysis is limited to the lowest bid. We therefore recommend that this contract be awarded to Lavis Contracting Company Ltd. for the total tender sum of \$2,375,792.94.

Please retain the Bid Bonds from the two low bidders until the contracts are formally signed. The other bidder can be advised that their Bid Bonds are no longer required.

Should you have any questions, please contact the undersigned.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per _____
Darren L. Alexander, P. Eng.

DLA:hv
Encl.

PROCUREMENT AWARD

To:	Mayor Strathdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management Specialist
Date of Meeting:	22 February 2022
Subject:	PW 12-2022 Queen St. E. Guide Rail Replacement Tender Award

PROJECT DETAILS

The project involves replacing the guide rail adjacent to the Queen Street E. CN overpass, just east of the James Street intersection. The existing guide rail is in very poor condition and was identified as in need of replacement during condition inspections in 2021. Standards for guide rails have changed in recent years and as a result, the design required removal of the staircase on the south east side of the overpass structure. Town staff will complete this removal prior to the start of the project. Traffic control to accommodate the guide rail installation will be accomplished with single lane closures and flagging.

RECOMMENDATION

THAT PW 12-2022 Queen St. E. Guide Rail Replacement Tender Award be received; and,

THAT the tender for Queen St. E. Guide Rail Replacement be awarded to Royal Fence Ltd. for the bid price of \$98,168.75, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in PW 12-2022 Queen St. E. Guide Rail Replacement Tender Award; and,

THAT Council consider By-Law 19-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Procurement Title:	RFT-PW-08-2022
Tender Closing Date:	Wednesday, February 9, 2022
Number of Bids Received:	Two (2)
Successful Proponent:	Royal Fence Ltd.
Approved Project Budget:	\$60,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$98,168.75
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$88,404.00
Project Over-budget (Net of HST)	\$28,404.00

The procurement document submitted by Royal Fence Ltd. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. Royal Fence has operated as a subcontractor on other Town projects that included installation of new guide rail and staff found they were knowledgeable and performed work with a high level of workmanship. As such, staff recommends award of the project to Royal Fence Ltd.

FINANCIAL IMPLICATIONS

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

Road Capital Budget (budgeted)	\$60,000.00
Tender over-budget	\$28,404.00
Total	\$88,404.00
Transfer from Roads reserve account	\$28,404.00

The project will incur a variance of \$28,404.00 from the 2022 Capital Budget. The variance will be transferred from the Roads reserve fund. Staff followed up with the low bid contractor to review the results and they confirmed that material (specifically steel) inflation costs over the last year significantly impacted the tender price.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #1 Developing a Comprehensive and Progressive Infrastructure Plan:
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow.
 - Tactic(s): Identify immediate needs in the community. When developing the Annual Capital Plan, have regard for infrastructure needs identified in the asset management plan before considering new builds or renovations that rep.t service level improvements.

OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer

ATTACHMENTS


1. Bid Summary

REVIEWED BY

Recommended by the Department



Jeff Wolfe
Asset Management Specialist



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

VENDOR OPENING SUMMARY SHEET

CONTRACT NO: PW-08-2022-RFT

TITLE: Guide Rail Replacement

MOC

Feb 9 2022

2:30 PM

NO	VENDOR	DATE	TIME	AMOUNT
2	Peninsula Construction Inc	Feb 8/22	3:20pm	\$102,146.35
3	Roayal Fence Limited	Feb 9/22	10am	\$98,168.75
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	Opened By: Jeff Wolfe			
	Recorded By: Erica Martin-			

PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jeff Wolfe, Asset Management Specialist
Date of Meeting:	22 February 2022
Subject:	PW 13-2022 Pavement Marking Tender Award

PROJECT DETAILS

The Town owns 56 km of road and 11 parking lots that require various pavement markings to assist drivers. The Town splits this work into two contracts where the Town hires the County of Perth to paint the straight yellow centerline on arterial roads, and the Town hires a separate contractor to complete all other markings for turn lanes, parking stalls, stop bars, crosswalks and short sections of centerline on curved local roads. This report presents the results of a tender released for a three-year contract of the Town's misc. pavement markings.

RECOMMENDATION

THAT PW 13-2022 Pavement Marking Tender Award report be received; and,

THAT the tender for Pavement Markings be awarded to Provincial Road Markings Inc. for the bid price of \$89,958.62, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in PW 13-2022 Pavement Markings Tender Award report; and,

THAT Council consider By-Law 20-2022 and authorize the Mayor and the Clerk to sign the associated agreement.

PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Procurement Title:	RFT-PW-09-2022
Tender Closing Date:	Wednesday, February 9, 2022
Number of Bids Received:	Three (3)
Successful Proponent:	Provincial Road Markings Inc.
Approved 2022 Project Budget:	\$19,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$89,958.62
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$81,010.54
Cost Result – Successful Bid 2022 value (Net HST)	\$25,952.36
Separate Centerline Painting Contract	\$3,000.00
Project Over-budget (2022 Value Net of HST)	\$9,952.36

The bid document submitted by Provincial Road Markings Inc. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. Staff have experience working with Provincial Road Markings Inc. as they completed all centerline painting for the Town of St. Marys in 2021 with acceptable results. References from other municipalities were checked with positive results. As such, staff recommends award of the project to Provincial Road Markings Inc.

The project is overbudget and will negatively impact the 2022-2024 operating budgets. The Town interviewed some of the small business contractors that have historically bid successfully on this work and found that a variety of issues prevented them from submitting bids, of note were the increased cost of insurance policies for working for municipalities over the past three years.

FINANCIAL IMPLICATIONS

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

Annual Traffic Control Street Line Painting 01-3160-6315 (budgeted)	\$17,000
Annual Facility Maintenance 7320-5309 (budgeted)	\$2,000
Tender over-budget (2022 contract value)	\$9,952.36

The project will incur a variance of \$9,952.36 from the 2022 operating budget.

Impact to Level of Service

Staff will assess parking lot painting annually to determine whether the lots are in decent enough shape and can be skipped to lessen the impact on the operating budget. This will result in a reduced level of service as the parking lot markings may be more faded than in previous years.

The contract includes provisional items for installing a small number of turning arrows and stop bars with durable material instead of paint. This durable plastic material has a 3-year life while paint typically has a 1-year life, which would make markings during the winter easier to see. The quantities are limited and would be focused on the downtown core.

The contract would see stop bars painted at all stop signs.

STRATEGIC PLAN

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
- Pillar #1 Developing a Comprehensive and Progressive Infrastructure Plan:
 - Outcome: St. Marys is committed to developing a progressive and sustainable infrastructure plan that meets the infrastructure needs of today and tomorrow.
 - Tactic(s): Identify immediate needs in the community. When developing the Annual Capital Plan, have regard for infrastructure needs identified in the asset management

OTHERS CONSULTED

André Morin, Director of Corporate Services / Treasurer

ATTACHMENTS

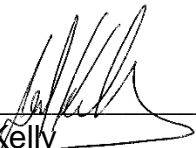
1. Bid Summary

REVIEWED BY

Recommended by the Department

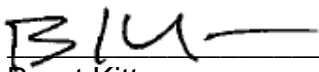


Jeff Wolfe
Asset Management Specialist



Jed Kelly
Director of Public Works

Recommended by the CAO



Brent Kittmer
Chief Administrative Officer

VENDOR OPENING SUMMARY SHEET

CONTRACT NO: PW-09-2022-RFT

TITLE: Pavement Marking 2022-2024

Feb 9 2022

MOC

2:30 PM

NO	VENDOR	DATE	TIME	AMOUNT
1	Provincial Road Markings Inc.	Feb 9/22	2:30pm	\$89,958.62
2	Stoneline Ltd.	Feb 3/22	10:50am	\$176,321.81
3	Upper Canada Road Services Inc.	Feb 9/22	10:41am	\$271, 534.13

BY-LAW 17-2022

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 PT Watersports Inc. o/a Funsplash Sports Park – St. Marys and to repeal By-law 27-2020.

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 for the Corporation of the Town of St. Marys wishes to enter into an agreement with PT Watersports Inc. o/a Funsplash Sports Park – St. Marys (the “Licensee”) for the purpose of granting the Licensee the right to manage an inflatable waterpark within a specified area of the St. Marys Quarry (the “Project”);

AND WHEREAS: The Council for the Corporation of the Town of St. Marys deems it expedient to enter into an agreement with PT Watersports Inc. o/a Funsplash Sports Park – St. Marys (the “Agreement”) for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project and to repeal by-law 27-2020;

AND WHEREAS: It is appropriate to authorize the Mayor and the Clerk to execute the Agreement on behalf of the Town;

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

1. That By-law 27-2020 is hereby repealed.
2. That the Agreement between The Corporation of the Town of St. Marys and PT Watersports Inc. o/a Funsplash Sports Park – St. Marys, attached hereto as Appendix “A”, is hereby authorized and approved.
3. That the Mayor and the Clerk are hereby authorized to execute the Agreement on behalf of The Corporation of the Town of St. Marys.
4. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time this 22nd day of February 2022.

Mayor Al Stratthdee

BY-LAW 18-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and Lavis Contracting Co.

- WHEREAS:** The Corporation of the Town of St. Marys released an RFT for the reconstruction of Wellington Street from just north of Park Street to Trout Creek (the "Project");
- AND WHEREAS:** A tender was submitted by Lavis Contracting Co. Ltd. which was subsequently approved by Council on February 22, 2022;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Lavis Contracting Co. Ltd. for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Lavis Contracting Co. Ltd.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 3. 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 22nd day of February 2022.

Mayor Al Stratthdee

Jenna McCartney, Clerk

BY-LAW 19-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and Royal Fence Ltd.

- WHEREAS:** The Corporation of the Town of St. Marys released an RFT for the replacement of guide rail along Queen Street East along the CN Rail Overpass (the "Project");
- AND WHEREAS:** A tender was submitted by Royal Fence Ltd. which was subsequently approved by Council on February 22, 2022;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Royal Fence Ltd. for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Royal Fence Ltd.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 3. 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 22nd day of February 2022.

Mayor Al Strathdee

Jenna McCartney, Clerk

BY-LAW 20-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between The Corporation of the Town of St. Marys and Provincial Road Markings Inc.

- WHEREAS:** The Corporation of the Town of St. Marys released an RFT for the annual pavement marking in a three-year term (the “Project”);
- AND WHEREAS:** A tender was submitted by Provincial Road Markings Inc. which was subsequently approved by Council on February 22, 2022;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Provincial Road Markings Inc. for the purpose of clarifying and delineating the respective rights, obligations and of the delivery of the Project;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Provincial Road Markings Inc.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 3. 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 22nd day of February 2022.

Mayor Al Strathdee

Jenna McCartney, Clerk

BY-LAW 21-2022

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize a site plan agreement between The Corporation of the Town of St. Marys and Candice King and Donald King. for 60 Road 120.

- WHEREAS:** Candice King and Donald King intend to develop, under site plan agreement, the lands legally described as PT Block B S/S Queen St, Plan 228 St. Marys, Parts 1 & 4, 44R2881; S/T R95350, Town of St Marys, hereto being PIN 53252-0496 (LT) and includes any successor PINs of which the Lands form a part, all in the Registry Office for the Land Titles Division of Perth (No.44) and having the municipal address of 60 Road 120;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into a site plan agreement (the "Agreement") with Candice King and Donald King for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the site plan development;
- THEREFORE:** The Council of The Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and Clerk are hereby authorized to execute an Agreement on behalf of The Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Candice King and Donald King.
 2. That a copy of the said Agreement is attached hereto this By-law, and to affix the corporate seal of the Corporation of the Town of St. Marys.
 3. Enactment of this By-law shall be deemed to be authorized to the solicitor for the Town to register same in the appropriate Land Registry Office, without further written authorization.
 4. This by-law comes into force and takes effect on the final passing thereof.

Read a first, second and third time and finally passed this 22nd day of February 2022.

Mayor Al Strathdee

Jenna McCartney, Clerk

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z148-2022

Being a By-law pursuant to the provisions of Section 36 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”, to remove a holding symbol affecting lands located at 60 Road 120 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 in red outline on the attached map, Schedule “A”, and described as 60 Road 120 in the Town of St. Marys shall be removed from the:
 - (a) “Light Industrial Zone (M1-H-H₂)” of By-law No. Z1-1997 and placed in the “Light Industrial Zone (M1)” of By-law No. Z1-1997, as amended;
2. The zoning of these lands shall be shown as “M1” on Key Map 10 of Schedule “A” to By-law No. Z1-1997, as amended.
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 22nd day of February, 2022.

Mayor Al Stratthdee

Jenna McCartney, Clerk

THIS IS SCHEDULE “A”

TO BY-LAW NO. Z148-2022

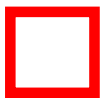
OF THE CORPORATION OF THE TOWN OF ST. MARYS

PASSED THIS 22nd DAY OF FEBRUARY, 2022

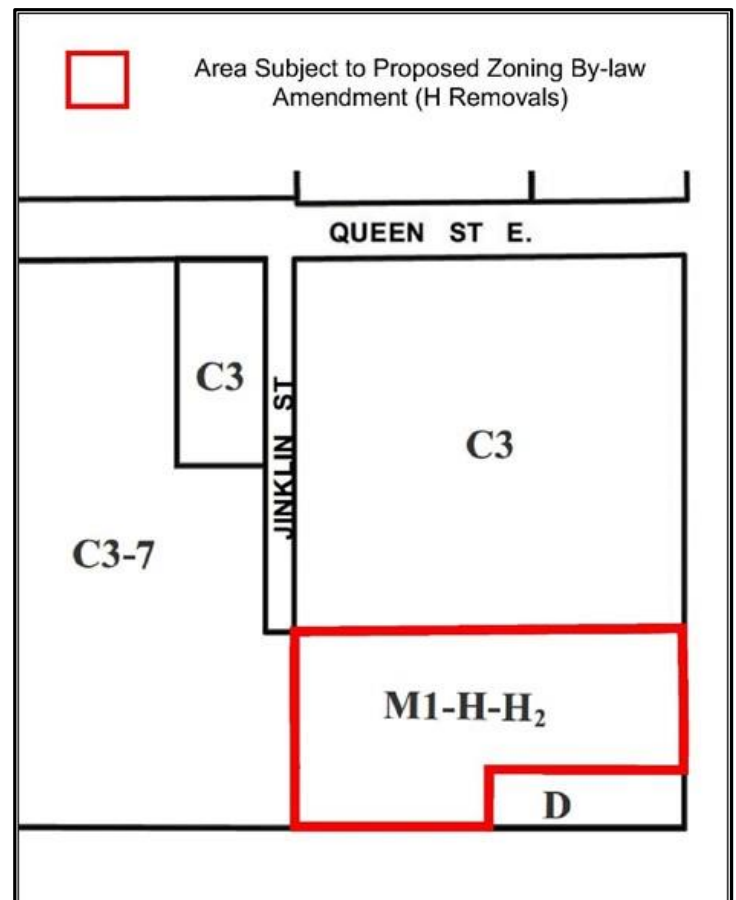
Al Stratthdee, Mayor

Jenna McCartney, Clerk

AREA AFFECTED BY THIS BY-LAW



Remove from the “Light Industrial Zone (M1-H-H₂)” of By-law No. Z1-1997 and placed in the “Light Industrial Zone (M1)”, of By-law No. Z1-1997, as amended.



BY-LAW 22-2022

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 February 22, 2022

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 22nd day of February 2022 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 22nd day of February 2022.

Mayor Al Strathee

Jenna McCartney, Clerk