



## **AGENDA**

### **Regular Council Meeting**

April 23, 2024

6:00 pm

Municipal Operations Centre

408 James Street South, St. Marys

YouTube 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 April 23, 2024 regular Council meeting agenda be accepted as presented.

4. **PUBLIC INPUT PERIOD**

Public input received by the Clerks Department prior to 4:30 pm on the day of the meeting will be read aloud during this portion of the agenda. Submissions will be accepted via email at [clerksoffice@town.stmarys.on.ca](mailto:clerksoffice@town.stmarys.on.ca) or in the black drop box labeled Clerks Office at the St. Marys Public Library, Queen Street accessible entrance.

5. **ACCEPTANCE OF MINUTES**

#### **5.1 Regular Council - April 9, 2024**

7

#### **RECOMMENDATION**

**THAT** the April 9, 2024 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**RECOMMENDATION**

**THAT** the April 16, 2024 Strategic Priorities Committee meeting minutes be received by Council and signed and sealed by the Mayor and Clerk; and

**THAT** minute items 4.1 and 4.2 be raised for consideration.

**5.2.1 Library Surplus/Deficit**

**RECOMMENDATION**

**THAT** staff be directed to proceed with Option 1: to maintain the status quo, Library surpluses/deficits are retained/funded by the Town, and,

**THAT** staff be directed to include in the Library annual expenditures a reasonable cost for administrative and facility costs in order to properly reflect the full cost of Library services.

**5.2.2 Quarry Strategic Planning**

**RECOMMENDATION**

**THAT** staff be directed to develop a business plan for the Non-Swimming Quarry focusing on:

- a plan to clean it up, reduce liabilities, and create a groomed look
- a plan that focuses on increasing opportunities for passive and active public uses of the facility

**THAT** staff be directed to continue actively exploring additional amenities and modifications that could take place to maximize the recreational tourism potential of the Swimming Quarry location.

**6. CORRESPONDENCE**

None.

**7. STAFF REPORTS**

**7.1 Administration**

7.1.1	<b>ADMIN 19-2024 April Monthly Report (Administration)</b>	19
	<b>RECOMMENDATION</b> <b>THAT</b> ADMIN 19-2024 April Monthly Report (Administration) be received for information.	
7.2	<b>Building and Development Services</b>	
7.2.1	<b>DEV 16-2024 April Monthly Report (Building &amp; Development Department)</b>	24
	<b>RECOMMENDATION</b> <b>THAT</b> DEV 16-2024 April Monthly Report (Building & Development Department) be received for information.	
7.3	<b>Community Services</b>	
7.3.1	<b>DCS 24-2024 April Monthly Report (Community Services)</b>	28
	<b>RECOMMENDATION</b> <b>THAT</b> DCS 24-2024 April Monthly Report (Community Services) be received for information.	
7.4	<b>Corporate Services</b>	
7.4.1	<b>COR 21-2024 April Monthly Report (Corporate Services)</b>	33
	<b>RECOMMENDATION</b> <b>THAT</b> COR 21-2024 April Monthly Report (Corporate Services) be received for information.	
7.4.2	<b>COR 19-2024 Deloitte Outstanding Invoice</b>	41
	<b>RECOMMENDATION</b> <b>THAT</b> COR 19-2024 Deloitte Outstanding Invoice report be received; and  <b>THAT</b> Council direct staff to pay the final invoice of \$166,770 plus HST to Deloitte LLP for cyber incident response services from October 8, 2022 to April 10, 2023.	

<b>7.4.3</b>	<b>COR 22-2024 Provincial Gas Tax Agreement</b>	<b>44</b>
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**RECOMMENDATION**

**THAT** COR 22-2024 Provincial Gas Tax Agreement report be received; and

**THAT** Council confirms that the Town of St. Marys continues to be the host of transit joint service for the Town of St. Marys, Township of Perth South, Township of Zorra, and Municipality of Thames Centre; and

**THAT** Council consider By-law 44-2024, being a by-law to authorize the Mayor and the Clerk to execute the agreement with the Province of Ontario for Provincial Gas Tax Funds for Public Transportation Program.

**7.5 Fire and Emergency Services**

<b>7.5.1</b>	<b>FD 06-2024 April Monthly Report (Emergency Services)</b>	<b>49</b>
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**RECOMMENDATION**

**THAT** FD 06-2024 April Monthly Report (Emergency Services) be received for information.

**7.6 Human Resources**

<b>7.6.1</b>	<b>HR 04-2024 April Monthly Report (Human Resources)</b>	<b>51</b>
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**RECOMMENDATION**

**THAT** HR 04-2024 April Monthly Report (Human Resources) be received for information.

**7.7 Public Works**

<b>7.7.1</b>	<b>PW 26-2024 April Monthly Report (Public Works)</b>	<b>53</b>
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**RECOMMENDATION**

**THAT** PW 26-2024 April Monthly Report (Public Works) be received for information.

**RECOMMENDATION**

**THAT** PW 24-2024 Award for RFT-PW-07-2021 Supply and Delivery of Fuel Tender Award report be received; and,

**THAT** the procurement for the Supply and Delivery of Fuel be awarded to MacEwen Petroleum Inc. for the bid unit prices of \$(-0.051) for both clear and coloured diesel, and \$(-0.044) for regular unleaded gasoline; and,

**THAT** Council consider By-Law 45-2024, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with MacEwen Petroleum Inc. for the supply and delivery of fuel.

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

**THAT** By-Laws 44-2024 and 45-2024 be read a first, second and third time; and be finally passed by Council, and signed and sealed by the Mayor and the Clerk.

10.1	By-law 44-2024 Agreement with Province of Ontario for Dedicated Gas Tax Funds for Public Transportation Program	59
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10.2	By-law 45-2024 Agreement with MacEwen Petroleum Inc. for the Supply and Delivery of Fuel	60
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**11. UPCOMING MEETINGS**

\*All meetings are open to the public to attend in person and will be live streamed to the Town's YouTube channel.

Meetings will continue to be held at the Municipal Operations Centre until further notice.

May 14, 2024 - 6:00 pm, Regular Council

May 21, 2024 - 9:00 am, Strategic Priorities Committee

May 28, 2024 - 6:00 pm, Regular Council

**12. CONFIRMATORY BY-LAW**

61

**RECOMMENDATION**

**THAT** By-Law 46-2024, being a by-law to confirm the proceedings of April 23, 2024 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.

**13. ADJOURNMENT**

**RECOMMENDATION**

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



## **MINUTES Regular Council**

April 9, 2024  
6:00pm  
Municipal Operations Centre

Council Present: Mayor Strathdee  
Councillor Craigmile  
Councillor Edney  
Councillor Lucas  
Councillor Luna  
Councillor Pridham

Council Regrets: Councillor Aylward

Staff Present: **In-Person**  
Brent Kittmer, Chief Administrative Officer  
Jenna McCartney, Clerk  
**Conference Line**  
Stephanie Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
André Morin, Director of Corporate Services / Treasurer  
Jenny Mikita, Senior Services Manager

### **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 2023-04-09-01**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**THAT** the April 9, 2024 regular Council meeting agenda be accepted as presented.

**4. PUBLIC INPUT PERIOD**

None.

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

**5.1 Strong as Stone**

Council recognized the following recipients as #StrongAsStone:

- Cindy Bilyea
- Daniel Greig
- Ine Keller
- Phyllis Spearin
- Jeff Sager
- Pam Zabel

Council took a brief break at 6:13pm.

Mayor Strathdee called the meeting back to order at 6:25pm.

**6. ACCEPTANCE OF MINUTES**

**6.1 Strategic Priorities Committee - March 19, 2024**

**Resolution 2023-04-09-02**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** the March 19, 2024 Strategic Priorities Committee meeting minutes be received by Council and signed and sealed by the Mayor and Clerk; and

**THAT** minute items 4.2 and 4.4 be raised for consideration.

**CARRIED**

**6.1.1 Small Business Class - Commercial Vacancies**

**Resolution 2023-04-09-03**

**Moved By** Councillor Edney

**Seconded By** Councillor Lucas



**THAT** staff be directed to proceed with the investigation of options to assist with reducing Commercial vacancies as described within report COR 14-2024;

**THAT** Council allocate up to \$15,000 to be funded from the Working Funds reserve for this initiative.

**CARRIED**

#### **6.1.2 Report Back on Child Care Capacity Issues**

**Resolution 2023-04-09-04**

**Moved By** Councillor Luna

**Seconded By** Councillor Craigmile

**THAT** staff be directed to proceed with Option One (1) as presented in DCS-08-2024 report regarding Child Care Capacity.

**CARRIED**

#### **6.2 Regular Council - March 26, 2024**

**Resolution 2023-04-09-05**

**Moved By** Councillor Pridham

**Seconded By** Councillor Lucas

**THAT** the March 26, 2024 regular Council meeting minutes be approved by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

### **7. CORRESPONDENCE**

None.

### **8. STAFF REPORTS**

#### **8.1 Administration**

##### **8.1.1 ADMIN 18-2024 Noise By-law Exemption Request for Army, Navy and Air Force (ANAF)**

**Resolution 2023-04-09-06**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Pridham

**THAT** ADMIN 18-2024 Noise By-law Exemption Request for Army, Navy and Air Force (ANAF) for 2024 be received; and

**THAT** Council grant an exemption to the Noise By-law, under Section 6, to the applicant, Army, Navy and Air Force Branch #265, for the purpose of a Heritage Festival event on July 12, 2024 from 11:00 pm to 12:00 am, and July 13, 2024 from 11:00 pm to 12:00 am, subject to the condition of notifying all property owners within a 150 m radius.

**CARRIED**

## **8.2 Community Services**

### **8.2.1 DCS 16-2024 Memorandum of Understanding with Super Splash Inflatable Waterpark for Lifeguard Services**

**Resolution 2023-04-09-07**

**Moved By** Councillor Lucas

**Seconded By** Councillor Luna

**THAT** DCS 16-2024 Memorandum of Understanding with Super Splash Inflatable Waterpark for Lifeguard Services report be received; and

**THAT** Council consider By-law 39-2024, being a by-law to authorize the Mayor and Clerk to execute a Memorandum of Understanding with Super Splash Inflatable Waterpark for lifeguard services.

**CARRIED**

### **8.2.2 DCS 25-2024 National Volunteer Week**

**Resolution 2023-04-09-08**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**THAT** DCS 25–2024 National Volunteer Week report be received; and

**THAT** Council proclaim the week of April 14-20, 2024, as National Volunteer Week in the Town of St. Marys.

**CARRIED**

## **8.3 Corporate Services**

### **8.3.1 COR 18-2024 Development Charges By-law Amendment**

**Resolution 2023-04-09-09**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Luna

**THAT** COR 18-2024 Development Charges By-law Amendment report be received; and

**THAT** Council consider By-law 40-2024, being a by-law to amend section 10.1 of By-law 106-2022.

**CARRIED**

## **8.4 Public Works**

### **8.4.1 PW 23-2024 EV Charging Station Reimbursement**

**Resolution 2023-04-09-10**

**Moved By** Councillor Pridham

**Seconded By** Councillor Lucas

**THAT** PW 23-2024 EV Charging Station Reimbursement report be received; and

**THAT** the Chief Administrative Officer be delegated the authority to bring the memorandum of understanding into final form specific to this project; and

**THAT** Council considers By-law 41-2024, being a by-law to authorize the Mayor and the Clerk to execute a memorandum of understanding with the Community Energy Association.

**CARRIED**

### **8.4.2 PW 22-2024 Patio Policy Amendment**

**Resolution 2023-04-09-11**

**Moved By** Councillor Lucas

**Seconded By** Councillor Edney

**THAT** PW 22-2024 Patio Policy Amendment report be received; and

**THAT** Council approve the recommendation to amend the existing Retail and Dining Use of Downtown Road Allowance Policy; and

**THAT** Council consider By-law 42-2024, being a by-law to adopt a Retail and Dining Use of Downtown Road Allowance Policy.

**CARRIED**

## **9. COUNCILLOR REPORTS**

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

#### **Resolution 2023-04-09-12**

**Moved By** Councillor Craigmile

**Seconded By** Councillor Edney

**THAT** Committee and Board minutes listed under agenda items 9.1.1 to 9.1.7 and 9.2.1 to 9.2.15 be received; and,

**THAT** the verbal updates provided by Council representatives on those Committee and Board meetings be received.

**CARRIED**

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

**9.1.2 Business Improvement Area - Coun. Aylward**

**9.1.3 Huron Perth Public Health - Coun. Luna**

**9.1.4 Library Board - Mayor Strathdee, Couns. Aylward and Pridham**

**9.1.5 Municipal Shared Services Committee - Mayor Strathdee,  
Coun. Edney**

**9.1.6 Spruce Lodge Board - Couns. Lucas, Luna**

**9.1.7 Upper Thames River Conservation Authority - Coun. Craigmile**

### **9.2 Advisory and Ad-Hoc Committee Reports**

**9.2.1 Canadian Baseball Hall of Fame and Museum - Coun. Edney**

**9.2.2 Committee of Adjustment**

**9.2.3 Community Policing Advisory Committee - Couns. Edney and  
Luna**

**9.2.4 Downtown Service Location Review Committee - Mayor  
Strathdee, Coun. Pridham**

**9.2.5 Flats Revitalization Committee - Mayor Strathdee, Couns. Edney, Pridham**

**9.2.6 Green Advisory Committee - Coun. Aylward**

**9.2.7 Heritage and Culture Advisory Committee - Coun. Lucas**

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

**9.2.9 Planning Advisory Committee - Couns. Craigmile, Lucas**

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

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

**9.2.12 St. Marys Minor Hockey Association Board - Coun. Craigmile**

**9.2.13 St. Marys Cement Community Liaison Committee - Couns. Craigmile, Edney**

**9.2.14 Stratford Perth Chamber of Commerce - Coun. Lucas**

**9.2.15 Town Hall Renovation Committee - Couns. Luna and Pridham**

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

Councillor Edney stated that a local business owner has identified challenges with accessing service at the St. Marys branch of Service Ontario due to sudden business closures and sought information from staff whether a contingency plan is being considered.

Brent Kittmer stated that a plan is being developed as part of the downtown service delivery review.

## **11. NOTICES OF MOTION**

None.

## **12. BY-LAWS**

**Resolution 2023-04-09-13**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** By-Laws 39-2024, 40-2024, 41-2024, and 42-2024 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 39-2024 Memorandum of Understanding with Super Splash Inflatable Waterpark for Lifeguard Services**

**12.2 By-law 40-2024 Amend By-law 106-2022 Development Charges**

**12.3 By-law 41-2024 Memorandum of Understanding with Community Energy Association**

**12.4 By-Law 42-2024 Patio Policy**

**13. UPCOMING MEETINGS**

April 16, 2024 - 9:00 am, Strategic Priorities Committee

April 23, 2024 - 6:00 pm, Regular Council

**14. CONFIRMATORY BY-LAW**

**Resolution 2023-04-09-14**

**Moved By** Councillor Luna

**Seconded By** Councillor Lucas

**THAT** By-Law 43-2024, being a by-law to confirm the proceedings of April 09, 2024 regular Council meeting be read a first, second and third time; and be finally passed by Council and signed and sealed by the Mayor and the Clerk.

**CARRIED**

**15. ADJOURNMENT**

**Resolution 2023-04-09-15**

**Moved By** Councillor Pridham

**Seconded By** Councillor Luna

**THAT** this regular meeting of Council be adjourned at 7:55 pm.

**CARRIED**

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Al Strathdee, Mayor

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Jenna McCartney, Clerk

Regular Council - April 9, 2024



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

April 16, 2024  
9:00 am  
Municipal Operations Centre

Council Present: Mayor Strathdee  
Councillor Aylward  
Councillor Craigmile  
Councillor Lucas  
Councillor Luna  
Councillor Pridham

Council Regrets: Councillor Edney

Staff Present: **In-Person**  
Brent Kittmer, Chief Administrative Officer  
Morgan Dykstra, Deputy Clerk

Staff Present: **Conference Line**  
Sarah Andrews, Library CEO  
Ische, Director of Community Services  
Jed Kelly, Director of Public Works  
Andre Morin, Director of Corporate Services / Treasurer  
Andrea Slade, Manager of Aquatics

**1. CALL TO ORDER**

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

**2. DECLARATIONS OF PECUNIARY INTEREST**

None.

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

**Resolution 2024-04-16-01**

**Moved By:** Councillor Craigmile

**Seconded By:** Councillor Pridham

**THAT** the April 16, 2024 Strategic Priorities Committee agenda be accepted as presented.

**CARRIED**

#### **4. STRATEGIC PRIORITIES REVIEW**

##### **4.1 COR 20-2024 Library Surplus/Deficit**

Andre Morin presented COR 20-2024 report.

The Committee sought clarification regarding what funds are currently allocated to the Library reserve, and how unused donations are managed. Mr. Morin clarified that donations are placed in a separate reserve dedicated for the Library.

##### **Resolution 2024-04-16-02**

**Moved By:** Councillor Aylward

**Seconded By:** Councillor Luna

**THAT** COR 20-2024 Library Surplus/Deficit report be received; and

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

**THAT** staff be directed to proceed with Option 1: To maintain the status quo, Library surpluses/deficits are retained/funded by the Town, and,

**THAT** staff be directed to include in the Library annual expenditures a reasonable cost for administrative and facility costs in order to properly reflect the full cost of Library services.

**CARRIED**

##### **4.2 DCS 17-2024 Quarry Strategic Planning**

Stephanie Ische and Andrea Slade spoke to DCS 17-2024.

The Committee discussed the options provided in the report regarding the swimming and non-swimming quarry, and asked that the following items be considered when developing any future plans for both locations:

- management of and reduction of liability concerns
- how new amenities may impact passive uses
- how parking will be impacted and managed
- maintaining a natural look of the quarry



- opportunities for cost sharing or partnership with the private sector partners
- feedback from the Upper Thames River Conservation Authority

**Resolution 2024-04-16-03**

**Moved By:** Councillor Luna

**Seconded By:** Councillor Aylward

**THAT** DCS 17-2024 Quarry Strategic Planning report be received as information; and,

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

**THAT** staff be directed to develop a business plan for the Non-Swimming Quarry focusing on:

- A plan to clean it up, reduce liabilities, and create a groomed look
- A plan that focuses on increasing opportunities for passive and active public uses of the facility

**THAT** staff be directed to continue actively exploring additional amenities and modifications that could take place to maximize the recreational tourism potential of the Swimming Quarry location.

**CARRIED**

**5. NEXT MEETING**

\*All meetings are open to the public to attend in person and will be live streamed to the Town's YouTube channel.

May 21, 2024 - 9:00 am, Municipal Operations Centre Boardroom

**6. ADJOURNMENT**

**Resolution 2024-04-16-04**

**Moved By:** Councillor Pridham

**Seconded By:** Councillor Lucas

**THAT** this meeting of the Strategic Priorities Committee be adjourned at 10:25 am.

**CARRIED**

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Al Strathdee, Mayor

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Jenna McCartney, Clerk

# MONTHLY REPORT

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

**From:** Administration

**Date of Meeting:** 23 April 2024

**Subject:** ADMIN 19-2024 April Monthly Report (Administration)

## RECOMMENDATION

THAT ADMIN 19-2024 April Monthly Report (Administration) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### 1. CAO

#### Strategic Priorities and Projects

- Strategic Priorities Review
  - The Town has taken on three project groups from a 4<sup>th</sup> year business consulting class from Huron College. These groups completed their own analysis of strategic issues facing the organization including: improvements to the new employee onboarding process; customer service strategy; and growth strategies for staff.
  - The final report outs from these student projects were received in the last 3 weeks, and each can be considered “consultant quality”. These reports will be used as conversation starters with the Senior Leadership Team to generate ideas on how best to address these issues.
- Downtown Service Location Review
  - The Facilities department completed their review and report out of a facilities space need for the Library covering a review period of 10-years. This review concluded that the Library requires 2,638 net new square feet to meet the service level and service population forecasted for the next 10-years.
  - The Library Board considered this report and voted in favour of accepting a minimum of 2,638 square feet of additional space being offered to the Library.
  - Now that this step has been completed, the DTSLR project can re-commence. This will start with an internal staff meeting to consolidate all information collected to date and committee meetings are expected to resume in May/June.
- EV Charger Strategy
  - ChargeON grant application submitted for additional chargers in the community. A decision is pending.
- Public Transportation
  - Local Services:

- A report will be drafted for Council to consider in May regarding how the Town might assist addressing barriers to establishing a local taxi service.
- Regional Services
  - Public Works staff continue to be in discussion with Onex to finalize a bus stop location. Once a stop is agreed to in concept, a bus stop agreement will need to be put in place for service to start in St. Marys.
- PC Connect:
  - Ridership – As shown below, ridership continues to trend positively:

<b>Funding Period</b>	<b>Route A: Perth County North</b>	<b>Route 1: KW to Listowel</b>	<b>Route 2: KW to St. Marys</b>	<b>Route 3: London to Stratford</b>	<b>TOTALS</b>
<b>Funding Year</b> Nov 2020-Mar 2021	<b>342</b>	<b>55</b>	<b>186</b>	<b>94</b>	<b>764</b>
<b>Funding Year</b> Apr 2021-Mar 2022	<b>1116</b>	<b>872</b>	<b>978</b>	<b>1127</b>	<b>4671</b>
<b>Funding Year</b> April 2022 – Mar 2023	<b>2715</b>	<b>48655</b>	<b>3513</b>	<b>2229</b>	<b>11363</b>
April 2023	304	228	363	299	<b>1291</b>
May 2023	335	285	361	320	<b>1464</b>
June 2023	342	389	509	315	<b>1723</b>
July 2023	343	488	442	319	<b>1785</b>
August 2023	398	461	444	377	<b>1831</b>
September 2023	408	520	535	415	<b>1886</b>
October 2023	484	514	564	452	<b>2014</b>
November 2023	473	534	552	359	<b>1918</b>
December 2023	449	500	372	328	<b>1649</b>
January 2024	542	458	379	281	<b>1660</b>
February 2024	641	462	426	299	<b>1828</b>
March 2024	637	370	494	328	<b>1829</b>
<b>Funding YTD Total</b>	<b>5356</b>	<b>5209</b>	<b>5441</b>	<b>4092</b>	<b>20,878</b>

- Funding: the Provincial budget made mention of a new funding stream to go beyond the original March 2025 deadline for the Community Transportation Projects. The government is launching the Ontario Transit Investment Fund to provide annual funding of \$5 million to deliver local and intercommunity transportation projects in unserved and underserved areas in Ontario, particularly in rural areas. The City of Stratford is monitoring this announcement on the partners' behalf and expects to have a clearer picture over the next few months on how this could benefit the PC Connect service beyond 2025.

## Municipal Shared Services

- The Town, the City of Stratford continue to negotiate a renewal of the shared services agreements for social services, EMS, Spruce Lodge, and HPPH.
  - None of the parties issues a “negotiation notice” prior to March 31, meaning that the renewal should be more straightforward.
  - The Spruce Lodge and HPPH draft agreements are substantially completed, and the CAO presented the HPPH agreement to Huron County Council on April 17<sup>th</sup> for their consideration.
  - The CAOs and Treasurers of the respective Perth County municipalities have developed a critical path to have the remaining three tri-party agreements finalized and signed by June.

## **2. Community Outreach and Community Wellness**

- **New Referrals:** 2 new individual referrals; continue to provide ongoing case management to open files, including individuals on the By-Named-List (comprehensive list of individuals experiencing homelessness updated in real time for St. Marys).
- **St. Marys Housing & Consultation:** : On March 20, 2024 the Town of St. Marys & the City of Stratford Social Services Department collaborated to offer a Housing & Homelessness public consultation. The evening provided a presentation on current services & programs that are offered by the City of Stratford & the Town of St. Marys to support individuals that are experiencing homelessness in St. Marys & Perth County. Then community members had the opportunity to provide feedback & engage in facilitated discussion about current & future projects, policies & approaches for housing & homelessness. Participants also had the opportunity to meet directly with local service providers to discuss their role in addressing homelessness. There were 28 registered participants at this public consultation.
- **Collaborations:**
  - **St. Marys Friendship Centre:** Gifted meals from the St. Marys Friendship Centre Easter lunch were given to individuals that are supported by Town of St. Marys Community Outreach.
  - **McConnell Club Presentation:** Facilitated a presentation to the McConnell Club to discuss current services, programming, local issues & gaps in services through the role of Community Outreach.

## **3. Clerks**

### Animal Control

- Past due notices are being prepared and mailed to all outstanding animal licenses. At the time of preparing this report, there are currently 141 tags that are expired. Any remaining expired tags as of May 31, 2024, will be transferred to property taxes for payment.
- **Animal Control Stats – January – March 2024**

Case Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Ttl.
Welfare Check	0	0	0										0
DOA	0	1	0										1
Enforcement	0	2	4										6
Misc.	0	0	0										0

Seizure, Police, Prov. Asst.	0	0	0										0
Stray	1	0	0										1
Transport	0	0	0										0
Wildlife	0	0	1										1
<b>Total</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>Stray Intake</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Ttl.</b>
Dog	0	0	0										0
Cat	1	1	1										3
Rabbit	0	0	0										0
Guinea Pig	0	0	0										0
Bird	0	0	0										0
Reptile	0	0	0										0
Rodent	0	0	0										0
Wildlife	0	0	0										0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

#### Lottery Licensing

- 5 Lottery Licenses were issued in the past month to various organizations. Staff are continuing to work through final reports from previous licenses.

#### Alcohol Licensing

- One (1) Municipal Information for Liquor Sales Licensing issued.
- Two (2) Temporary patio licenses issued.
- One (1) Event of Municipal Significance issued.

#### By-Laws

- Drafting a revised Noise By-law to address outstanding issues with the existing Noise By-law. Draft by-law circulated to internal departments for review, comments being reviewed.
- Initial stages of formalizing warming and cooling center processes. Drafting policies, to be reviewed across departments and then presented to Council for consideration.

#### By-Law Enforcement

- There are currently no outstanding parking infractions. All infractions for 2024 have either been paid or forwarded to Provincial Offences for processing. Overnight parking on streets outside of the downtown core to resume as of May 1<sup>st</sup>.

<b>By-Law Complaints Received By Stratford Police Service</b>					
<b>Month</b>	<b>Parking</b>	<b>Noise</b>	<b>Animal</b>	<b>Other</b>	<b>Total</b>
January	5	8	0	0	13
February	2	3	0	0	5
March	5	7	0	1	13

#### Data Management Project

- As of Friday, April 19, 9 “teams” consisting of administration, finance, fire, library, public works, museum, human resource, community services, and building and development have been through content reorganization. Three of the teams have yet to complete go live and end user training.
- To date, this project has consisted of 38 dedicated days to review tens of thousands of files and determine the destiny of the file (record).

- Corporate Services will begin the final content reorganization in the last week of April.

## **SPENDING AND VARIANCE ANALYSIS**

None.

### **Report Approval Details**

Document Title:	ADMIN 19-2024 April Monthly Report (Administration).docx
Attachments:	
Final Approval Date:	Apr 17, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Building and Development</b>
<b>Date of Meeting:</b>	<b>23 April 2024</b>
<b>Subject:</b>	<b>DEV 16-2024 April Monthly Report (Building &amp; Development Department)</b>

## RECOMMENDATION

THAT DEV 16-2024 April Monthly Report (Building & Development Department) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Building

Please see Attachment A for the building permit information.

- There were 62 appointments made this month from the Building Department.
- The Building Department presently has 5 permits waiting for payment.
- The Building Department presently has 4 permits under review.
- The Building Department presently has 8 new permit applications waiting to be transferred to "in review" (Permits in this section have outstanding documentation)
- There were 16 inspections on properties with old outstanding permits
- There were 0 inspections on properties with old outstanding pool permits from 2018-2022

### Planning – Applications

Minor Variances	
766 Queen Street East (A01-2024)	<ul style="list-style-type: none"><li>• Minor Variance Application by 2344808 Ontario Inc. was held March 27<sup>th</sup> and as passed.</li><li>• The purpose and effect of the Minor Variance Application is to seek approval to recognize an existing lot area of 2,700 m2 whereas the C3 Zone requires a minimum lot size of 4,000 m2 for medical/dental offices.</li></ul>
Severances	
	<ul style="list-style-type: none"><li>• No new applications.</li></ul>
Official Plan (OPA) and Zoning By-law (ZBLA) Amendments	



	<ul style="list-style-type: none"> <li>No new applications.</li> </ul>
<b>Site Plan Agreement</b>	
772 Queen Street East (McKinley Hatchery)	<ul style="list-style-type: none"> <li>Application for Amend a Site Plan Agreement received on March 28th. Application deemed complete October 4, 2023.</li> </ul>
<b>Subdivision Agreements / Draft Plan of Condominium</b>	
165 Egan Avenue (DPC 02-2023)	<ul style="list-style-type: none"> <li>Application for Draft Plan of Condominium (DPC) approved by Council.</li> </ul>
275 James Street South (DPC 01-2023)	<ul style="list-style-type: none"> <li>Application for Draft Plan of Condominium (DPC) approved by Council. Notice of Decision has been released, and Draft Conditions provided to the Applicant. No appeals received.</li> </ul>
<b>Community Improvement Plan (CIP)</b>	
<ul style="list-style-type: none"> <li>Consultations for Community Improvement Plan: One pre-consultation meeting held on April 12, 2024</li> </ul>	

## Facilities – Operations

- Town Facilities – facility staff have completed the process of updating the fire plan maps for all Town buildings. The final step will be installing the updated Fire Plan Maps. Maps have been sent away to be boarded.
- Teddy's Field - seasonal washroom has been prepared for the season and will be open starting on April 12.
- Train Station – door lock issue. FOB reader has been making a beeping noise and not operating properly. Staff have ordered a replacement reader. New reader has been installed and issue has stopped.
- Cadzow Pavilion – seasonal washroom has been prepared for the season and will be open starting on April 12.
- Kin Pavilion - seasonal washroom has been prepared for the season and will be open starting on April 12.
- Seasonal Staff – two seasonal staff have been hired and started on April 2<sup>nd</sup>.
- MOC Office reorganization – the MOC office reorganization planning has begun. Lovers furniture have been contacted to design office spaces.

## Facilities – Capital

- Town Hall First Floor Renovation –Construction has begun. The demolition of the interior has been completed. Structural steel has been installed and approved at inspection. Plumbing has been approved. Framing has been approved. HVAC units have been installed. Tradition has installed the drywall. Painting of the wood trim and walls has begun. Furniture and AV equipment has been ordered for Council Chambers. Furniture for offices has been ordered. Council Desk design has been confirmed and ordered. The T bars for the suspended ceiling are currently being installed. Flooring to be installed starting on April 17<sup>th</sup>. The planning of moving furniture and staff back into Town Hall has begun with the estimated start dates of May 6<sup>th</sup> for furniture and May 13 for staff.
- Train Station Interior & Exterior Painting – Project has been awarded to Royalway Painting Inc. Project started March 18 and the interior painting has been completed. The exterior painting is to be scheduled once weather permits.
- Town Hall Elevator Upgrades – Staff have met with Otis Canada Inc on site to discuss scheduling of the work. Otis will send documents for approval and then order the required components. Once orders have been placed the scheduling has been tentatively set for end May.
- Milt Dunnell Field Washroom Upgrades – Project was awarded to UZCA Building with construction starting in December. The project has progressed with the demolition completed, plumbing and framing inspections have been completed. The concrete apron has been installed. All new doors have been installed. UZCA has completed the project with deficiencies to be completed week of April 15<sup>th</sup>.
- Mercury Theater – N1 Construction was awarded the project with a start date of February 2024. February 5, interior demolition began. The demolition of the first floor and basement has been completed. The installation of structural steel has begun. An updated scope of work has been completed and pricing received. A Council report updating the project will be sent to Council in May.
- Museum Interior Painting - Project has been awarded to Tursun Painting Inc. Project started on April 2<sup>nd</sup> and to be completed by April 12<sup>th</sup>. Museum staff with the help of Public Works and Facilities staff will move furniture and artifacts back into the display areas the week of April 22<sup>nd</sup>.
- MOC HVAC Upgrade – Tender documents have been written and posted. Site tour to take place on May 16<sup>th</sup> with closing date for submission on April 30<sup>th</sup>.

## SPENDING AND VARIANCE ANALYSIS

None.

### Report Approval Details

Document Title:	DEV 16-2024 April Monthly Report (Building and Development.docx
Attachments:	- Building Monthly Report April 01 2024.pdf
Final Approval Date:	Apr 16, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer



## Attachment A: Building Department Monthly Summary

*Building and Development Services Department*

**Table 1. Monthly Totals** (as of April 1, 2024)

**Yearly Dwelling Unit Break Down**

Year	Building Permits	Year to Date	Dwelling Units for the Month	Year to Date	Single Family Dwelling	Semi Detached	Townhouse Unit	Accessory Dwelling Units	Apartment unit
2024	7	22	3	16	1	1	0	3	11
2023	122	122	0	28	4	8	10	5	0
2022	144	144	0	55	17	4	28	3	3
2021	162	162	0	72	20	4	42	6	0

**Table 2. Annual Totals**

Year	Building Permits	Dwelling Units	Construction Value
2024	22	16	\$ 8,627,060.00
2023	122	28	\$ 52,579,854.00
2022	144	55	\$ 33,148,700.00
2021	162	72	\$ 42,174,405.00
2020	166	72	\$ 38,801,203.00
2019	134	52	\$ 16,751,000.00
2018	172	53	\$ 22,875,651.00
2017	168	36	\$ 18,825,719.00
2016	120	38	\$ 14,244,002.00

# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Community Services</b>
<b>Date of Meeting:</b>	<b>23 April 2024</b>
<b>Subject:</b>	<b>DCS 24-2024 April Monthly Report (Community Services)</b>

## RECOMMENDATION

THAT DCS 24-2024 April Monthly Report (Community Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Community Partnerships:

- The Recreation department has been working with community sport organizations (minor baseball, minor soccer, tennis club, pickleball club, etc.) to get facilities and agreements organized in advance of outdoor seasons starting in the spring.
- Senior Services is working with the Alzheimer's Society and Family Services to offer education sessions in the community.
- Community Services continues to work with Ontario Summer Games organizers to finalize details for the triathlon event. This event will be hosted in St. Marys on August 3.

### Grant Opportunities:

- Senior Services is working to complete year end reporting for the Ministry of Sports, Culture and Tourism as well Ontario Health.

### Facilities/Projects:

- Preparation is underway for the Sports Wall of Fame, including updates to the wall space such as refurbishment of the display case and relocation of other materials.
- Preparations for outdoor sports activities have started: tennis nets installed at the outdoor sports courts; protective netting raised at Teddy's Field along Water St. S; soccer netting installed at the Solis soccer fields.
- The prequalification process has been concluded for general and mechanical contractors to lead the pool renovation. There were 14 applicants, which DEI Consulting Engineers will evaluate and advise the Town of next steps.
- Washroom partitions in the Friendship Centre will be replaced in April.
- CIMCO Refrigeration is the successful proponent to complete the regasketing of the arena refrigeration heat exchangers. Work will be completed in the summer months between ice seasons.

- The Town is currently accepting proposals for the supply and replacement of the outdoor sports lights at DCVI and outdoor sports courts. A site meeting is scheduled for April 16<sup>th</sup> and the tender closes April 25<sup>th</sup>. Work will be completed in late summer at DCVI before the beginning of the new school year.
- The RFP for the Recreation, Leisure and Culture Master Plan has closed with two bids coming forward. Staff are in the process of evaluation.

## **Programming:**

### Museum

- March Break (March 11-15) saw 43 visitors through the Museum for drop-in tours, many of whom completed scavenger hunts.
- Friends of the St. Marys Museum Annual General Meeting was held at the Museum on March 18.
- Museum seminar held on March 21 to a sold-out crowd. Led by Janis Fread and Diane O'Shea, this seminar explored culinary artifacts and cookbooks in the Museum's collection.
- Museum closed to the public on March 27 to prepare for renovations. Museum staff moved objects and exhibit materials from 8 exhibit spaces for painting and floor refinishing work. Staff are on-site during renovations and available to respond to requests. Museum exhibits are closed for the duration of the work, archives remain open for research by appointment. The anticipated reopening date is April 22.
- Museum staff responded to 10 archival research requests in March.
- Museum staff travelled to Toronto to install an exhibit on Timothy Eaton for the Ontario Legislative Assembly's Community Exhibits program. The exhibit will be on display from April until December and will potentially be viewed by thousands of visitors.
- Museum staff continued monthly outreach programs to Kingsway on April 9.

### Aquatics

- March Break public swims were very well attended, both sponsored and paid, average 90-110 swimmers per public swim time.
- Over March Break staff ran a Bronze Medallion/Emergency First Aid & Swim Instructors, currently running a Bronze Cross course.
- Additional afternoon programming for group lessons and private lessons are at capacity.
- Staff are preparing for summer operations both indoor and outdoor, meeting regularly with Super Slash.
- Onboarded 3 new volunteers, 2 more have applied.
- Completed SEE (Supervision Evaluation & Enhancement) audits for swim lessons and spring staff training planned for end April/start of May.

### Child Care

- March Break camps at the main child care centre went very well with both kindergarten and school age programs full.
- EarlyON experienced an increase in participants during March Break.
- All child care staff will be participating in a full day professional development conference in Stratford on Friday April 19<sup>th</sup>. All programs are closed for the day so staff can attend.

## Senior Services

- Senior Services continue to see an increase in demand for in-home support services such as Volunteer Visiting and Telephone Reassurance.
- Senior Services and volunteers hosted another successful Scrapbooking Garage Sale. Approximately 1000 people attended from all over the region. This event raised \$3000 for the department.
- Senior Services has a waitlist for the Dine In, and Chair Yoga programs, and continues to see large numbers in all levels of fitness classes. Card programs such as Pepper, Euchre and Bridge continue to see growth.
- Senior Services is seeing a decline in evening Zumba. This program will pause for the summer. Staff have offered Line Dancing during the evening Zumba time slot and have over 30 people registered.
- Senior Services staff are busy planning the Scrap-a-thon for the end of April, choir concert in May, and a 50<sup>th</sup> anniversary social celebration in June.

## **Wellness:**

- Senior Services continues to see new referrals for Shopping Service and food deliveries (i.e., food hampers). Staff are evaluating the programs to ensure that procedures are in place for volunteers and staff. This will include ensuring that all new referrals receive an intake assessment prior to their first delivery.

## **Impact/Feedback:**

- I have talked to Tourism London, and they know St. Marys is open for business, easy, and cooperative to work with. – From the convenor of Ontario Summer Games.

## **Program Statistics:**

### Day Camps

- Youth Centre Participation:
  - 399 total participants in March 2024 (lower than months prior due to March Break)
- March Break Day Camps
  - 150 total spaces available (daily registration)
  - 148 registered (98% filled)
- Summer Camp PRC Registration:
  - 360 total spaces available (weekly registration)
  - 327 of those spaces have already been registered (91% filled)
  - Additional spaces may be considered pending waitlists and staff availability.
- Summer Specialty Camp Registration:
  - 36 total specialty camp spaces were available (12 campers for 3 weeks)
  - 21 of those spaces have already been registered.

## Aquatics

<b>2023/2024 Comparison</b>	<b>March 2023 *closed March 1-8.</b>	<b>March 2024</b>	<b>Increase/Decrease</b>
Aquafit	1086	1379	
Lane swim	225	312	
Family/Public Swim/EarlyON	909	1337	
Rentals	122	333	
<b>Total</b>	<b>2342</b>	<b>3361</b>	<b>30% increase</b>

<b>Swim Lessons</b>	<b>2023</b>	<b>2024</b>	<b>Increase/Decrease</b>
Spring	434	488	11% increase

## EarlyON

- Total of 1178 participants in March
- Highest attendance was 186 at the Erick Traplin Music performance.
- Total March numbers are: Play & Learn = 365, Play & Read = 96, Play & Swim = 147, Baby Time = 82, Play & Skate = 61, St. Patrick's Day party = 125, Run, Jump, Clumb = 70, Bedtime Storytime = 33, CPR/Choking presentation = 13
- Up 270 (22% increase) participants from March 2023

## Child Care

- Waitlist total = 511 children
- Total infants – 217
- Total toddlers – 109
- Total preschool – 116
- Total kindergarten – 58
- Total school age – 11

## Senior Services

- A total of 1214 participants/clients served in March.
- A total of 1358 patrons attended events in March.
- A total of 4259 units of programming were accessed in March.

## PRC March Activity Usage

- Internal programs – 214 programs
- Pool – 528 programs

- Room rentals – 43 room rentals
- Ice – 537 hours of ice

### Report Approval Details

Document Title:	DCS 24-2024 April Monthly Report (Community Services).docx
Attachments:	
Final Approval Date:	Apr 16, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Corporate Services</b>
<b>Date of Meeting:</b>	<b>23 April 2024</b>
<b>Subject:</b>	<b>COR 21-2024 April Monthly Report (Corporate Services)</b>

## RECOMMENDATION

THAT COR 21-2024 April Monthly Report (Corporate Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Finance:

- Payments – 268 payments; \$2.36M processed in MuniWare.
- Tax – Q1 School board payments, Q1 BIA payments
  - Property Tax Receivable (Apr 09/24): \$4,289,322.48
- Service Ontario –679 transactions (excluding health), average of 45 transactions per day.
- Procurement – 6 Tenders added to Bids & Tenders, 1 closed – Sarnia Bridge repairs.
- AMP – draft information received April 2024, Finance / Infrastructure Services Manager review taking place.
- On-site ERP Support Training – April 2024
- Year End – **preliminary** Surplus: \$576,045 (missing POA/City of Stratford 2023 Reconciliation)

- More details will be shared in the following month

	Sum of YTD Total	Sum of 2023 Budget	Variance to Budget
<b>☐ Tax Levy</b>			
Tax Levy	- 14,069,087.11	- 14,066,922.00	2,165.11
<b>Tax Levy Total</b>	<b>- 14,069,087.11</b>	<b>- 14,066,922.00</b>	<b>2,165.11</b>
<b>☐ Revenue</b>			
Grants	- 1,413,219.38	- 1,322,017.00	91,202.38
Internal	- 506,848.71	- 621,781.00	- 114,932.29
Investment	- 763,670.31	- 261,000.00	502,670.31
Other	- 960,811.29	- 713,562.00	247,249.29
Other Municipalities	- 1,886,600.49	- 1,239,304.00	647,296.49
Reserve Transfer	- 559,127.77	- 522,465.00	36,662.77
Taxation Supplemental Revenue	- 351,527.76	- 321,125.00	30,402.76
User Fees	- 8,034,825.44	- 7,760,021.00	274,804.44
Sale of Equipment	- 73,006.58	-	73,006.58
<b>Revenue Total</b>	<b>- 14,549,637.73</b>	<b>- 12,761,275.00</b>	<b>1,788,362.73</b>
<b>☐ Expense</b>			
Advertising	63,101.73	79,320.00	16,218.27
Bank Charges	33,984.48	25,570.00	- 8,414.48
Contracted Services	4,897,569.75	4,879,948.00	- 17,621.75
Debenture	1,256,912.82	1,262,616.00	5,703.18
External Transfers	1,253,676.98	1,207,499.00	- 46,177.98
Internal	736,631.00	853,131.00	116,500.00
Program	543,251.02	430,441.00	- 112,810.02
Reserve Transfer	5,688,385.98	4,572,559.00	- 1,115,826.98
Taxation Expense	90,052.28	124,200.00	34,147.72
Utilities/Fuel/Oil	1,082,382.33	1,086,800.00	4,417.67
Supplies	823,280.69	597,888.00	- 225,392.69
Repairs & Services	1,093,383.35	984,704.00	- 108,679.35
Materials & Services	37,855.94	32,207.00	- 5,648.94
Telecommunications	342,374.23	384,340.00	41,965.77
Wages & Benefits	9,234,851.23	9,445,192.00	210,340.77
Conferences, Seminars & Training	148,398.49	167,346.00	18,947.51
Professional Fees	660,898.34	694,436.00	33,537.66
DC Contribution	55,689	-	- 55,689
<b>Expense Total</b>	<b>28,042,679.50</b>	<b>26,828,197.00</b>	<b>- 1,214,482.50</b>
<b>Grand Total</b>	<b>- 576,045.34</b>	<b>-</b>	<b>576,045.34</b>

### Information Technology:

- Soft launch of new IT ticketing system in SharePoint
- Began deployment of Windows 11 computers
- Assisted staff with EDRMS file management
- Met with contractors and staff regarding Town Hall network needs
- Replaced OCWA computer at Well 2
- Ported Museum website hosting into Town's control
- Moved VIA computer system to accommodate painting
- Removed unneeded network conduit from PRC dressing room
- Reworked telephone decision tree for PRC towards Guest Services
- IT Staff have been testing a new Dark Web Exposure and Phishing Test and comparing the results against some other municipalities. A summary of how the Town compares to other municipalities affected by a cyber attack are shown below:

## Summary of town.stmarys.on.ca Dark Web Exposure and Phishing Test

town.stmarys.on.ca was tested 1 times during the last 12 months.

Date/Time: Mar 25th, 2024 09:31:18 GMT-4

Test Runtime: 2 minutes

Source IP/Port: 20.104.12.1

Server Location: Toronto (Canada) 🇨🇦

Domain Owner: Unknown



Refresh Test



Download report



Dark Web  
Security Incidents

NOTHING FOUND



Phishing  
Websites and Pages

NOTHING FOUND



Cybersquatting  
Domain Names

NOTHING FOUND



Typosquatting  
Domain Names

NOTHING FOUND



Fake Accounts  
in Social Media

NOTHING FOUND

## Summary of stratford.ca Dark Web Exposure and Phishing Test

stratford.ca was tested 1 times during the last 12 months.

Date/Time: Mar 25th, 2024 09:34:58 GMT-4

Test Runtime: 4 minutes

Source IP/Port: 20.104.12.1

Server Location: Toronto (Canada) 🇨🇦

Domain Owner: Unknown



Refresh Test



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Dark Web  
Security Incidents

21 ISSUES FOUND



Phishing  
Websites and Pages

NOTHING FOUND



Cybersquatting  
Domain Names

NOTHING FOUND



Typosquatting  
Domain Names

12 ITEMS FOUND



Fake Accounts  
in Social Media

NOTHING FOUND

## Summary of hamilton.ca Dark Web Exposure and Phishing Test

hamilton.ca was tested 1 times during the last 12 months.

Date/Time: Mar 25th, 2024 10:22:25 GMT-4

Test Runtime: 10 minutes

Source IP/Port: 23.185.0.3

Server Location: Mount Hope (United States) 🇺🇸

Domain Owner: Unknown



Refresh Test



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Dark Web  
Security Incidents

8,311 ISSUES FOUND



Phishing  
Websites and Pages

NOTHING FOUND



Cybersquatting  
Domain Names

NOTHING FOUND



Typosquatting  
Domain Names

48 ITEMS FOUND



Fake Accounts  
in Social Media

NOTHING FOUND

## Summary of cityofwoodstock.ca Dark Web Exposure and Phishing Test

cityofwoodstock.ca was tested 1 times during the last 12 months.

Date/Time: Mar 27th, 2024 17:27:10 GMT-4

Test Runtime: 2 minutes

Source IP/Port: 20.104.12.1

Server Location: Toronto (Canada) 🇨🇦

Domain Owner: Unknown



Refresh Test



Download report



Dark Web  
Security Incidents

44 ISSUES FOUND



Phishing  
Websites and Pages

NOTHING FOUND



Cybersquatting  
Domain Names

NOTHING FOUND



Typosquatting  
Domain Names

NO MAJOR ITEMS FOUND



Fake Accounts  
in Social Media

NOTHING FOUND

- **Dark Web Incidents:** These incidents often highlight the darker side of the internet, involving criminal activities, illicit markets, and plain and simple Personally Identifiable Information sales (usernames/ passwords, banking information and large stolen data dumps from affected corporations). The number of Dark Web Incidents that appear above are not necessarily current credentials, but rather credentials that were allegedly real at one point (meaning, the user may have since changed their password)
- **Phishing Websites and Pages:** A cyberthreat in which scammers attempt to coax sensitive information or data out of a user by disguising themselves as a trustworthy source. The phishing attempts can use a slew of communication methods, including email, chat platforms, text messages, phone calls, and more.

- **Cybersquatting Domain Names:** Also known as Domain Squatting, refers to the practice of registering an Internet domain name with the intent to profit from the trust of a trademarked entity, belonging to a legitimate company. Examples of this can range from someone registering the domain stmaryshalloffame.com with the intention of selling it to the Town for a profit or using a similar domain name to damage the Town's reputation.
- **Typosquatting Domain Names:** Also known as URL Hijacking, is a more targeted form of cybersquatting that fixates on the actual users themselves, who incorrectly type a website address into their web browser. Instead of reaching the intended legitimate website, users end up on malicious websites due to common misspellings in the domain names. For example: gooogle.com, amzon.com and linkdn.com.
- **Fake Accounts in Social Media:** Phony actors that often use actual pictures of the user, often poached from a legitimate social media account and the real names of the impersonated user. It is a very common occurrence when leaving fake reviews on websites. This is often used for extortion purposes of someone familiar to the real user or to commit brand damage or to spread misinformation (fake romance schemes, grandparent scam and amazon delivery delay notifications...potentially using amazon.com).

### Corporate Communications:

MEDIA RELATIONS		
Total # of Media Releases	Total # of Media Mentions	Total # of Media Outlets
15	32	3
TRADITIONAL ADVERTISING		
Total # of Print Ads/Publications		Total # of Radio Ads
7		-
SOCIAL MEDIA ADVERTISING		
Total # of Ads	Total # of Users Reached	Total # of Engagements
1	4,328	231
WEBSITE (TOWNOFSTMARYS.COM)		
Total # Website Visits	Most Visited Pages	
47,714	1. Home 2. Aquatics Centre 3. Pyramid Recreation Centre 4. Library 5. Current Opportunities	

Platform - Owner	Total # of New Followers	Total Followers
Facebook – Town of St. Marys	10	6,973
Facebook – Pyramid Rec Centre	31	4,035
Twitter – Town of St. Marys	-5	2,447
LinkedIn – Town of St. Marys	3	338
Instagram – St. Marys Youth Centre	5	339

## Current/Ongoing Projects

- Website upgrade
  - Migrating current Content Management System (CMS) from iCreate to Govstack, a new CMS offered by GHD, the Town's web provider
  - Have chosen a template that will determine the look/feel of the website, based on feedback from staff and the public
  - Ran a public/staff survey from March 11 - 20; 88 people responded
    - Results showed that people are often using Google and other search functions to find information on the website
    - The most sought-after information on the site is related to events and recreation
    - All data from the survey will help inform where/how content is placed on the site
  - Next steps are to test the navigation of the new sitemap through another staff/public engagement process, which will take place in April
- Supporting Pyramid Recreation Centre with spring/summer programming promotion
  - Assisting with promotion of all aquatics, recreation, Friendship Centre and EarlyON programs/events
  - Supporting the announcement and promotion of the Sports Wall of Fame
- Supporting Events with promotion
  - Preparing communications for upcoming summer events
- Media relations policy
  - Drafted corporate media relations policy to explain how the Town manages its relationship with the media, the different ways that the Town engages with the press, who can speak to the media, and how requests should be handled
  - Policy is currently being reviewed and approved by staff; it will be presented to Council in the near future
- Recreation print piece
  - Working with Community Services and Library to create a promotional print piece to replace the former Recreation and Leisure Guide
  - The piece will be more generic and undated to reduce the potential for errors and prolong the piece's shelf-life

- Currently organizing information and content for each recreation department and facility to be included in the print piece
- Next steps are to collaborate with departments to ensure all information is covered
- Planning for the promotion of Earth Week initiatives

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

- Applied for the My Main Street Community Activator grant in partnership with the BIA for three initiatives: public art on utility boxes, self-watering pots for the street, artistic bike racks and enhancement to the racks on the corner of Water and Queen Street.
- Attended the Women in Business event as a sponsor in partnership with Invest Stratford, Perth County and the Stratford Perth Small Business Centre.
- BIA Annual AGM being held on April 8<sup>th</sup>
- RFP for Tourism Marketing Strategy closing on April 10<sup>th</sup>
- Marketing/Advertising
  - Stratford Festival Guide
  - St. Marys Visitors Guide (Town-wide, Quarry, Heritage Festival)
  - Day Tripper (partnership with BIA)
  - Canadian Cycling Magazine (partnership with Destination Stratford and Perth County)
  - Globe and Mail Experience Ontario (coming out in May)

### **Events**

- Stonetown Heritage Festival planning: programming, organizing group meeting, emergency services logistics
- Maintained Instagram account: 61 new followers (total 2,855) and 16,174 impressions in March
- St. Marys Commemorates Canada Day event planning
- Service Club Information Night planning

### **Train Operations**

VIA passenger usage data:

- Total Phone Calls/ Travel Inquiries = 20
- Total VIA passengers = 378 (198 departing, 180 arriving)
- Total VIA tickets Sold/ Printed = 1

The Station was closed for two days on March 19 & 20 for interior painting; no data was recorded for those days, as a result, passenger usage numbers listed here reflect a lower limit.

## **SPENDING AND VARIANCE ANALYSIS**

n/a

### **Report Approval Details**

Document Title:	COR 21-2024 April Monthly Report (Corporate Services).docx
Attachments:	
Final Approval Date:	Apr 16, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer



## FORMAL REPORT

<b>To:</b>	Mayor Strathdee and Members of Council
<b>Prepared by:</b>	André Morin, Director of Corporate Services / Treasurer
<b>Date of Meeting:</b>	23 April 2024
<b>Subject:</b>	<b>COR 19-2024 Deloitte Outstanding Invoice</b>

### PURPOSE

To seek direction from Council on the payment of an outstanding invoice from Deloitte regarding the cyber incident.

### RECOMMENDATION

**THAT** COR 19-2024 Deloitte Outstanding Invoice report be received; and

**THAT** Council direct staff to pay the final invoice of \$166,770 plus HST to Deloitte LLP for cyber incident response services from October 8, 2022 to April 10, 2023.

### BACKGROUND

The Town of St. Marys engaged the legal firm of Siskinds LLP to assist with the July 2022 cyber incident. Siskinds, on behalf of the Town of St. Marys, entered into two (2) contracts with Deloitte LLP to provide the following:

1. July 25, 2022 - Incident Response and Forensics
2. August 29, 2022 - Change Order #1 – Staff Augmentation Services (Network Rebuild)

#### Incident Response and Forensics Agreement:

This statement of work was for:

- Cyber Incident response which includes:
  - Incident response
  - Incident advisory services
  - 3<sup>rd</sup> party management
  - Dark web monitoring
  - Comprise assessments
  - Communications support
- Forensics includes:
  - Preservation of data
  - Forensic analysis
  - Data recovery and data culling

- Written finding report

This agreement was on a time and materials basis and there was no upset limit.

The Town received one invoice as part of this service:

1. Invoice #8002986160 October 21, 2022 – (this invoice was later amended, see below) for work performed from July 25<sup>th</sup> to October 7<sup>th</sup>, 2022.

#### Network Rebuild:

This statement of work was for Deloitte to provide the Town with expertise and resources to rebuild the Town's network in accordance with industry good practices. This agreement was on a time and materials basis and included a budget estimate of \$450,000.

The Town received two invoices as part of this service:

1. Invoice #8003035494 Nov. 9, 2022 –for work performed from August 29, 2022 – October 7, 2022
2. Invoice #79475318 February 17, 2023 – (this invoice was later amended) for work performed from October 8, 2022 – January 31, 2023

The Town worked with both 3<sup>rd</sup> parties and provided a report to Council on April 11, 2023 on the cyber incident, which included the total cost of the incident management and the network system rebuild.

## **REPORT**

Firstly, it is important to note that there was much confusion around billing, invoicing, and payments in relation to these two statements of work throughout the process. Each time an invoice was submitted by Deloitte, Finance staff needed to reconcile the bill and ask for further information and adjustments.

In November 2022, incident response was considered to be complete and a new hardened network was handed over to the Town. The Town agreed to retain Deloitte through to the end of 2022 for end-point monitoring to ensure that the new hardened network was functioning properly. In addition, at this time Deloitte had substantially completed their incident investigation report, and drafts were being reviewed and exchanged between Deloitte, Siskinds, and the Town.

In early 2023 the Town considered the engagement to be substantially complete, save and except Deloitte needing to complete edits to their final report and to produce a summary for public report out. At this point in time, staff began preparations for the public report, and asked for all accounts to be submitted.

Unfortunately, Deloitte was never able to produce a public summary that met the Town's timeline for public reporting, and staff proceeded to list report ADMIN 20-2023 on the April 11, 2023 agenda to publicly disclose details of the cyber incident to the public. Notably, the financial implications were reported as follows:

- Incident management and investigation: \$860,970.49
- Network system rebuild: \$440,133.37
- Total costs to date: \$1,301,103.86

\* Note: all costs are net of the Town's HST rebate.

On August 23, 2023, Siskinds received a further invoice from Deloitte:

- Invoice #800387139 in relation to cyber incident response and forensic services from October 8, 2022 – April 10, 2023 in the amount of \$166,770 plus HST.

This invoice was unexpected by staff because staff had asked for all final accounts to be submitted months earlier. Staff advised the solicitor that staff were not expecting a final invoice and requested further details to understand what the invoice captured.

For the better part of the last year, staff, the solicitor, and Deloitte have been discussing the validity, timing, and options for settlement of this final invoice. Through out the process, Deloitte has produced a detailed accounting of their time and effort to back up their invoice and has maintained the invoice is accurate and the amounts owed are warranted. Staff also requested the Siskinds enter into a discussion with Deloitte to determine if there was an opportunity to have the bill negotiated and/or reduced given the fact that the Town had asked for final bills to be submitted and had already publicly reported the cost of the incident. Staff have recently had a reply from Siskinds that Deloitte will not reduce or negotiate their invoice. After discussions with Siskinds, the only option left available to the Town is to pay the invoice.

**FINANCIAL IMPLICATIONS**

This invoice is a 2023 accrual and would be accounted for in the 2023 year. It would be funded by the 2023 general surplus. The net financial impact is \$169,705.15 when accounting for the HST rebate.

**SUMMARY**

The Town received a further invoice for cyber security services in 2023. The Town was not expecting any further invoices, or at the very least an invoice of this magnitude.

Deloitte has maintained that their accounting is correct, and that the amount is billed is correct. After discussions with Siskinds, the only option left available to the Town is to pay the invoice.

The Deloitte invoice represents a large and unexpected variance to the Town’s budget, and staff have brought this report forward seeking Council’s authorization to pay it.

**STRATEGIC PLAN**

☒ Not applicable to this report.

**OTHERS CONSULTED**

Brent Kittmer, CAO  
Paula Lombardi, Siskinds LLP

**Report Approval Details**

Document Title:	COR 19-2024 Deloitte Outstanding Invoice.docx
Attachments:	
Final Approval Date:	Apr 17, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer



# FORMAL REPORT

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

**Prepared by:** André Morin, Director of Corporate Services / Treasurer

**Date of Meeting:** 23 April 2024

**Subject:** **COR 22-2024 Provincial Gas Tax Agreement**

## PURPOSE

To provide Council with the details of the 2024 Provincial Gas Tax Agreement and receive the authority to execute the agreement.

## RECOMMENDATION

**THAT** COR 22-2024 Provincial Gas Tax Agreement report be received; and

**THAT** Council confirms that the Town of St. Marys continues to be the host of transit joint service for the Town of St. Marys, Township of Perth South, Township of Zorra, and Municipality of Thames Centre; and

**THAT** Council consider By-law 44-2024, being a by-law to authorize the Mayor and the Clerk to execute the agreement with the Province of Ontario for Provincial Gas Tax Funds for Public Transportation Program.

## BACKGROUND

The Town of St. Marys administers annual Provincial Gas Tax funding received on behalf of the Town of St. Marys, Township of Perth South, Township of Zorra, and Municipality of Thames Centre. Each Municipality provides annual operating funding to the St. Marys and Area Mobility Service, along with an \$80,000 operating transfer.

2024 operating funds by Municipality:

Town of St. Marys	\$20,764
Municipality of Perth South	\$ 2,600
Municipality of Zorra	\$ 1,000
Municipality of Thames Centre	\$ 1,000

In 2023, the Town of St. Marys received \$163,485 as part of the Provincial Gas Tax program.

## REPORT

Each year, the Province reviews and updates the gas tax program and provides each qualifying municipality with a revised funding agreement. This year's allocation was recently announced by the Province and for 2024 the Town of St. Marys (on behalf of the Town, Township of Perth South, Township of Zorra, and Municipality of Thames Centre) will receive \$163,485 (2023: \$163,485).

This year the Mobility service has requested a slight decrease to the operating amount from the Gas Tax transfer from \$115,000 to \$110,000. This request was previously approved by Council earlier this year.

**FINANCIAL IMPLICATIONS**

The Provincial Gas Tax funding is kept in a separate bank account with the Town of St. Marys. The reserve fund currently has a balance of approximately \$415,000.

**SUMMARY**

The Town of St. Marys will receive \$163,485 on behalf of St. Marys, Township of Perth South, Township of Zorra, and Municipality of Thames Centre from the Provincial Gas Tax program in support of mobility public transportation support.

**STRATEGIC PLAN**

☒ Not applicable to this report.

**OTHERS CONSULTED**

n/a

**Report Approval Details**

Document Title:	COR 22-2024 Provincial Gas Tax Agreement .docx
Attachments:	- St. Marys - Letter of Agreement - 23-24 (002).pdf
Final Approval Date:	Apr 16, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer

**Ministry of  
Transportation**

Office of the Minister

777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M7A 1Z8  
416 327-9200  
[www.ontario.ca/transportation](http://www.ontario.ca/transportation)

**Ministère des  
Transports**

Bureau du ministre

777, rue Bay, 5<sup>e</sup> étage  
Toronto ON M7A 1Z8  
416 327-9200  
[www.ontario.ca/transports](http://www.ontario.ca/transports)



March 15, 2024

Mayor Al Stratthdee  
Town of St. Marys  
175 Queen Street East, P.O. Box 998  
St. Marys ON N4X 1B6

Dear Mayor Stratthdee:

**RE: Dedicated Gas Tax Funds for Public Transportation Program**

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This Letter of Agreement between the **Town of St. Marys** (the "Municipality") and His Majesty the King in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario (the "Ministry"), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the "Program"). Under the Program, the Province of Ontario provides two cents out of the provincial gas tax to municipalities to improve Ontario's transportation network and support economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2023-24 Guidelines and Requirements (the "guidelines and requirements").

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to **\$163,485** ("the "Maximum Funds") in accordance with, and subject to, the terms and conditions set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements.
2. Subject to Section 1, the Ministry will, upon receipt of a fully signed copy of this Letter of Agreement and a copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement, provide the Municipality with **\$122,614**; and any remaining payment(s) will be provided thereafter.

.../3

3. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in Section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds.
4. The Municipality agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the guidelines and requirements.
5. The Municipality will deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
6. The Municipality will adhere to the reporting and accountability measures set out in the guidelines and requirements, and will provide all requested documents to the Ministry.
7. The Municipality agrees that the funding provided to the Municipality pursuant to this Letter of Agreement represents the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2023-24 Program year.
8. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the return of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b); and (ii) subject to Section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.
9. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.
10. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
11. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.

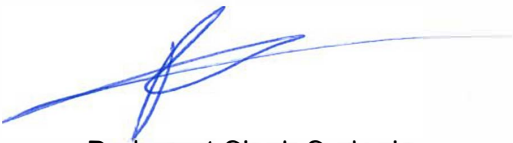


12. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
13. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
14. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print and secure the required signatures, and then deliver a fully signed pdf copy to the Ministry at the email account below. Subject to the province's prior written consent, including any terms and conditions the Ministry may attach to the consent, the Municipality may execute and deliver the Letter of Agreement to the Ministry electronically. In addition, all program documents are also to be sent to the following email account:

[MTO-PGT@ontario.ca](mailto:MTO-PGT@ontario.ca)

Sincerely,



Prabmeet Singh Sarkaria  
Minister of Transportation

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

**Municipality**

Date	Name (print):
	Title (head of council or
	authorized delegate):

I have authority to bind the Municipality.

Date:	Name (print):
	Title (clerk or authorized delegate):

I have authority to bind the Municipality.





# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Emergency Services / Fire Department</b>
<b>Date of Meeting:</b>	<b>23 April 2024</b>
<b>Subject:</b>	<b>FD 06-2024 April Monthly Report (Emergency Services)</b>

## RECOMMENDATION

THAT FD 06-2024 April Monthly Report (Emergency Services) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Calls for Service

During the month of April (15 March – 12 April 2024) the Fire Department responded to 12 emergency responses most notably:

- Automatic Alarm – 4 St. Marys
- VSA & Medical – 1 St. Marys & 1 Perth South
- MVC - 1 Perth South
- Pre-Fire – 2 St. Marys
- CO Alarm – 2 St. Marys
- Unauthorised Open-Air Fire – 1 Perth South
- Still Water rescue training (Swimming Quarry)

Average attendance of firefighters - 19

Fire Chief attended 0 calls alone.

St. Marys Fire Department has responded to 31 calls for service (01 January – 12 April 2024) compared to 28 (01 January – 12 April 2023)

### Fire Prevention

During the month of April (15 March – 12 April 2024) the Chief Fire Prevention Officer accomplished the following:

#### Inspections

- 1 Complaint
- 2 Safety concern
- 4 Routine
- 10 Follow up and ongoing
- 1 home visit re: smoke alarm/CO date and replacement

18 Total

### Public Education

- Mentoring Fanshawe students enrolled in the Fire Prevention course.

### **Training**

- Inspections, testing and maintenance of equipment and vehicles.
- Meeting Night
- Fire Service Awards night.
- Structural Firefighting operations - Positive and negative pressure ventilation, roof operations, and wall breach.
- Positive and negative pressure ventilation – Theory

### **Community Risk Assessment**

The Office of the Fire Marshal and Emergency Management (OFMEM) announced that Ontario Regulation 378/18 came into force on July 1, 2019. This regulation, made under the Fire Protection and Prevention Act, 1997 (FPPA) requires all municipalities and fire departments in territories without municipal organization to complete a community risk assessment and use its community risk assessment to inform decisions about the provision of fire protection services.

This regulation will ensure municipalities, and fire departments in territories without municipal organization, make evidence-based decisions on the provision of fire protection services based on the unique needs and circumstances of each of their communities in accordance with 2.(1) of the FPPA.

Fire Chief is nearing completion of the community risk assessment and will be submitted to OFMEM well in advance of the July 1, 2024, deadline.

### **SPENDING AND VARIANCE ANALYSIS**

Water Rescue helmets and associated lights - \$2,398.99

### **Report Approval Details**

Document Title:	FD 06-2024 April Monthly Report (Emergency Services) .docx
Attachments:	
Final Approval Date:	Apr 16, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer

# MONTHLY REPORT

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

**From:** Human Resources

**Date of Meeting:** 23 April 2024

**Subject:** HR 04-2024 April Monthly Report (Human Resources)

## RECOMMENDATION

THAT HR 04-2024 April Monthly Report (Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### Recruitment (current/on-going)

- Job postings, re-posts, interviews, and/or offers prepared for:
  - Tourism & Events Assistant
  - Lifeguard
  - Canteen Attendant – Quarry
  - SS Volunteer Coordinator Assistant
  - Early Childhood Educator (Contract)
  - Educator Assistant (Contract)
  - ELS Program Assistant (Contract)
  - Recreation Attendant

### HR Systems/ Admin.

- AVANTI – Training Session (Performance & Development) – March 7<sup>th</sup>
- AVANTI – Training Session (Career Connector) – March 22<sup>nd</sup>
- Working on AVANTI scheduling component for rollout in Q2
- EDRMS Implementation – March 25<sup>th</sup> to 28<sup>th</sup>
- Annual Performance Reviews Tracking – Due: March 28<sup>th</sup>

### Health & Safety/ Training

- EarlyON Guest – CPR Information session – March 13<sup>th</sup>

### Committee Engagement

- ELS JHSC – March 6<sup>th</sup>
- JHSSC – March 13<sup>th</sup>
- STEAM: upcoming CMHA mental health week “A Call to be Kind”

### Payroll and Benefits

- Completed and submitted Report on Hiring to Service Canada for March 2024
- Completed Statistics Canada Payroll Survey for pay period 06, 2024
- Updated Volunteer Firefighter calls and practices tracking and payment worksheets
- Assisted Early Learning Services with annual Child Care Survey
- Assisted Senior Services with budget calculations
- Troubleshooting AVANTI and Muniware account code allocation

### **SPENDING AND VARIANCE ANALYSIS**

None to report.

### **Report Approval Details**

Document Title:	HR 04-2024 April Monthly Report (Human Resources).docx
Attachments:	
Final Approval Date:	Apr 16, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer

# MONTHLY REPORT

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

**From:** Public Works

**Date of Meeting:** 23 April 2024

**Subject:** PW 26-2024 April Monthly Report (Public Works)

## RECOMMENDATION

THAT PW 26-2024 April Monthly Report (Public Works) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### General Administration

- Patio and Retail Display Policy amended
  - Processing of 2024 patio applications underway
- Development of 2024 Downtown Parking Study framework underway
- Supply and delivery of fuel tender closed – Award report to Council April 23<sup>rd</sup>
- Earth Week initiatives preparation and implementation (April 15 - April 20)
- Equipment unit rate tender closed
- Grant submission complete – EV charger project – Electric Pathway grant

### Environmental Services

- Hazardous Waste Collection Day held April 13<sup>th</sup>
- Development of landfill leachate collection system flushing tender
- WPCP capital upgrade ongoing
  - Festival Hydro expressed concerns over site trees adjacent to high voltage lines and main fiber communications
    - Removals required; Town will replant at 3 to 1 ratio following forestry management policy
  - Communications and electrical cut over completed
  - Administration building demolition started April 12<sup>th</sup>



## Public Works Operations

- Spring street-sweeping ongoing
- Spring sanitary flushing complete
- Winter to summer operations switchover partially underway
  - Plows to remain in ready state until May 1
- Fabricated new loading ramps to accommodate new wide area mower to existing trailer
- Crack seal equipment setup & trailer layout complete
  - Have capability internally to complete limited scope crack sealing on recently resurfaced roads
- Assisting with storm water inspection requirements, development of inspection procedures ongoing
- Working with Community Services regarding various events requiring occupancy of the municipal road allowance
- Pothole repairs – cold patching ongoing

## Cemetery

- 4 Interment rights sold for the columbarium this month
- 1 full interment casket burial
- Grave top ups and leveling
- Ongoing data transfer and input migration to Muniware

## Parks, Trails, Tree Management and Beautification

- Rolling and fertilizing of all sports fields completed
- Additional picnic tables and garbage receptacles placed in parks
- Sparling Bush – dead tree removals completed
- Stump grinding – internal – depending on Trackless availability and sweeping requirement
- Provide comments to Quarry SPC report for Community Services
- Parks event bookings for 2024 as of time of report

Event Type	April	May	June	August	September	October
Internal	2	1	6	2	2	1
External	0	0	1	5	1	0

- Does not include - Farmer's Market confirmed for Milt Dunnell additional 26 dates booked

## Capital Projects, Engineering and Asset Management

- Ongoing 911 enhanced map updating
- Waiting on validation check / confirmation
- Grand Trunk Trail project, lighting energized week of April 2<sup>nd</sup>
- Sarnia Bridge repairs project start April 13<sup>th</sup>
- Review of Thames Crest Farms initial next phase concept
- Wellington Street South reconstruction tender released
- Tender includes a construction completion date of Sept 28<sup>th</sup>, 2024
- Carling Street water main replacement completed
- Asset Management Plan – initial draft review completed
- Development of tenders underway for:
  - Water Street Bridge re-surfacing of SPS decking
  - Skate Park fencing

- Landfill service building electrical upgrades

## **SPENDING AND VARIANCE ANALYSIS**

### **Traffic Control**

- Contracted Services budget line nearing annual budget allotment
  - Due to contractor callouts because of weather related issues with temp repair of Wellington Street traffic control system
  - Staff will look to recover cost as part of 3<sup>rd</sup> party insurance claim process

### **Storm Water Inspections**

- Several repairs to municipal storm water collection outlet discharge points identified

### **Fleet**

- J71 – Dozer – requires top end gasket kit
- J20 – Parks Kubota – front wheel hub assembled failed

### **Report Approval Details**

Document Title:	PW 26-2024 Public Work April Monthly Report.docx
Attachments:	
Final Approval Date:	Apr 17, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer

# PROCUREMENT AWARD

<b>To:</b>	Mayor Stratthdee and Members of Council
<b>Prepared by:</b>	Jed Kelly, Director of Public Works
<b>Date of Meeting:</b>	23 April 2024
<b>Subject:</b>	<b>PW 24-2024 Supply and Delivery of Fuel Tender Award</b>

## PROJECT DETAILS

The Request for Tender PW-07-2024 covers the supply and delivery of unleaded gasoline and diesel fuel to the Municipal Operations Centre, the St. Marys Landfill Site, and various water and wastewater facilities throughout St. Marys for a term of three years, spanning from 2025-2027.

The Form of Submission requested the bidders provide a unit cost per litres (L) of fuel using the February 5, 2024, London Daily Terminal Rack Price (L). To determine the approximate annual fuel costs, the bidder then multiplied the unit cost per litre (L) by the estimated annual fuel consumption.

On average, the Town of St. Marys consumes:

- 20,000 Litres of ULS Diesel Fuel
- 34,000 Litres of ULS Coloured Diesel Fuel
- 42,000 Litres of Regular Unleaded E-10 Gasoline

Please note that the above numbers are subject to change due to various reasons, including but not limited to, abnormal weather patterns, emergency response calls, varying fuel needs, and ongoing projects.

Compared to the 2021 tender, the consumption rates have changed; gasoline fuel and coloured diesel fuel consumption has increased, whereas clear or road diesel fuel consumption has decreased.

## RECOMMENDATION

**THAT** PW 24-2024 Award for RFT-PW-07-2021 Supply and Delivery of Fuel Tender Award report be received; and,

**THAT** the procurement for the Supply and Delivery of Fuel be awarded to MacEwen Petroleum Inc. for the bid unit prices of \$(-0.051) for both clear and coloured diesel, and \$(-0.044) for regular unleaded gasoline; and,

**THAT** Council consider By-Law 45-2024, being a by-law to authorize the Mayor and the Clerk to sign the associated agreement with MacEwen Petroleum Inc. for the supply and delivery of fuel.

## 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-07-2024
Tender Closing Date:	Wednesday, April 3, 2024
Number of Bids Received:	Three (3)
Successful Proponent:	MacEwen Petroleum Inc
Projected Annual Cost Result – Successful Bid (Inclusive of HST):	\$87,181.86
Projected Annual Cost Result – Successful Bid (Inc. Net of HST rebate):	\$85,674.00

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

Projected Annual Costs based on February 5, 2024, Rack Price (Taxes not included)

Bidder	Approximate Annual Cost	Approximate Three-Year Total	Estimated Annual Total Cost w/ Projected Tax
MacEwen Fuels	\$85,674.00	\$257,022.00	\$131,937.96
McDougall Energy Inc.	\$87,384.00	\$262,152.00	\$134,571.36
Graham Energy	\$91,337.00	\$274,011.00	\$140,658.98

Note: the above figures are approximate given the total cost to procure fuel relies on several variables including fluctuating daily rack prices, and actual fuel consumption rates. However, the bid price units submitted by the bidder will remain the same.

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

## FINANCIAL IMPLICATIONS

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

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

Public Works Fleet.	\$107,750
Landfill	\$20,000
Fire	\$5,000
Total Budgeted Funds	<b>\$132,750.00</b>
Total Projected Annual Cost w/ Taxes	<b>\$131,937.96</b>
Total Projected Under Budget	<b>(\$812.40)</b>

## STRATEGIC PLAN

☒ Not applicable to this report.

**OTHERS CONSULTED**

André Morin, Director of Corporate Services / Treasurer  
**Report Approval Details**

Document Title:	PW 24-2024 Supply and Delivery of Fuel Tender Award.docx
Attachments:	
Final Approval Date:	Apr 16, 2024

This report and all of its attachments were approved and signed as outlined below:

Jed Kelly

Brent Kittmer

**BY-LAW 44-2024**

**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 His Majesty the King in the right of the Province of Ontario represented by the Minister of Transportation for the Province of Ontario and related to funding provided under the 2023/2024 Dedicated Gas Tax Funds for Public Transportation Program.

- WHEREAS:** The Province of Ontario provides funding on annual basis through the Dedicated Gas Tax Funds for Public Transportation Program;
- AND WHEREAS:** The Corporation of the Town of St. Marys provides a public transportation service through St. Marys and Area Mobility Services that includes services to, and receives financial contributions from, the Township of Perth South, the Municipality of Thames Centre, and the Township of Zorra;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with the Province of Ontario;
- THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and the Clerk are hereby authorized to execute an agreement on behalf of the Town of St. Marys between the Corporation of the Town of St. Marys and His Majesty the King in the right of the Province of Ontario related to funding provided under the Dedicated Gas Tax Funds for Public Transportation Program.
  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 23<sup>rd</sup> day of April 2024.

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Al Strathdee, Mayor

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Jenna McCartney, Clerk

**BY-LAW 45-2024**

**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 MacEwen Petroleum Inc.

**WHEREAS:** The Corporation of the Town of St. Marys released RFT-PW-07-2024 for the purpose of procuring services for the supply and delivery of unleaded fuel and diesel fuel for a three-year term (2025-2027) (the "Project");

**AND WHEREAS:** A proposal for the Project was submitted by MacEwen Petroleum Inc, which was subsequently approved by Council on April 23, 2024;

**AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an agreement with MacEwen Petroleum Inc., for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for 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 the 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 MacEwen Petroleum 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 23<sup>rd</sup> day of April 2024.

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Al Stratheedee, Mayor

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Jenna McCartney, Clerk

**BY-LAW 46-2024**

**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 April 23, 2024**

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

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

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

- 1.** That all actions and proceedings of the Council of the Corporation of the Town of St. Marys taken at its regular meeting held on the 23<sup>rd</sup> day of April 2024 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
- 2.** This by-law comes into force on the final passing thereof.

**Read a first, second and third time and finally passed this 23<sup>rd</sup> day of April 2024.**

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Al Stratthdee, Mayor

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Jenna McCartney, Clerk