



AGENDA

Regular Council

Tuesday, October 14, 2025, 6:00 PM

Town Hall Council Chambers
175 Queen St. E., St. Marys, Ontario

This meeting is live streamed on the [Town's YouTube page](#)

1. CALL TO ORDER

2. DECLARATIONS OF PECUNIARY INTEREST

3. AMENDMENTS AND APPROVAL OF AGENDA

THAT the October 14, 2025 regular Council meeting agenda be accepted as presented.

4. PUBLIC INPUT PERIOD

Public input received by the Clerks Department prior to 4:30 pm on the day of the meeting will be read aloud during this portion of the agenda. Submissions will be accepted via email at clerksoffice@town.stmarys.on.ca or in the drop box at Town Hall, 175 Queen Street East, lower level.

5. PUBLIC MEETING - 178 THOMAS STREET

5.1. Procedural Comments

5.2. Planner Presentation - M. Stone

5.3. Agent / Applicant Presentation

5.4. Public Comments

5.5. Council Comments

6. ACCEPTANCE OF MINUTES

THAT the September 23, 2025 regular Council meeting minutes be approved by Council.

[09 23 2025 Regular Council Minutes.docx](#)

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7. CORRESPONDENCE

7.1. Scott Layland regarding Water Bill

**To be considered with staff report PW 53-2025 Consideration for Water Leak Forgiveness

THAT the correspondence from Scott Layland regarding a water bill be received and referred for consideration with staff report PW 53-2025.

[09 11 2025 Scott Layland regarding Water Bill.docx](#)

(Page 18)

7.2. Community Living St. Marys and Area re: Disability Employment Awareness Month

THAT the correspondence from Community Living St. Marys regarding the Light It Up 2025 campaign be received; and

THAT Council proclaim October 2025 as National Disability Employment Awareness Month in St. Marys.

[Community Living St Marys regarding Light It Up 2025.docx](#)

(Page 19)

7.3. ICI Recycling Collection

THAT the correspondence from Allen Langdon, the Ministry of the Environment, Conservation, and Parks, and Bluewater Recycling Association be received; and

THAT staff report back to Council regarding the impact to the Town of the recent correspondence related to the Producer Responsibility Organizations Blue Box decision for industrial, commercial, and institutional properties.

[ICI Letter to Town of St. Marys.pdf](#)

(Page 20)

[Honourable Todd McCarthy regarding Producer Responsibility Organizations.docx](#)

(Page 25)

[Update on Small ICI Recycling Collection.docx](#)

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8. REPORTS

8.1. ADMIN 46-2025 Milt Dunnell Field (the Flats) Project Update

THAT ADMIN 46-2025 Milt Dunnell Field (the Flats) Project Update be received; and

THAT Council directs staff to make the following modifications and additions to the list of proposed Milt Dunnell Field improvements:(to be discussed and added during deliberations)

[ADMIN 46-2025 Milt Dunnell Field \(the Flats\) Project Update](#)

(Page 29)

[Attachment 1 Map of Improvements](#)

(Page 36)

[Attachment 2 Milt Dunnell Refresh Project Plan](#)

(Page 37)

8.2. ADMIN 47-2025 Distribution of Staff’s Proposed 2026 Capital and Operating Budget

THAT ADMIN 47-2025 Distribution of Staff’s Proposed 2026 Capital and Operating Budget report be received; and

THAT Council acknowledges receipt of staff’s proposed 2026 Capital and Operating Budget.

[ADMIN 47-2025 Distribution of Staff’s Proposed 2026 Capital and Operating Budget](#)

(Page 50)

8.3. COR 33-2025 Heritage Festival Debrief and Proposal for a 2026 Stonetown Heritage Summer Series

THAT COR 33-2025 Heritage Festival Debrief and Proposal for a 2026 Stonetown Heritage Summer Series report be received; and

THAT Council supports the implementation of the “Stonetown Heritage Summer Series” and collaboration between the Stonetown Heritage Festival and Kinsmen Summerfest for 2026.

[COR 33-2025 Heritage Festival Debrief and Proposal for a 2026 Stonetown Heritage Summer Series](#)

(Page 55)

(Page 55)

[2025 Heritage Festival Data Report](#)

(Page 59)

[2025 Heritage Festival Social Media Marketing](#)

(Page 72)

8.4. DEV 30-2025 Application for Zoning By-law Amendment (Z03-2025) for 178 Thomas Street

If Council prefers immediate approval:

THAT DEV 30-2025 Application for Zoning By-law Amendment (Z03-2025) for 178 Thomas Street report be received; and

THAT Council approves the Application for Zoning By-law Amendment (Z03-2025) for 178 Thomas Street; and,

THAT Council consider enacting Zoning By-law Amendment No. Z161-2025.

If Council requires a report back prior to making a decision:

THAT DEV 30-2025 Application for Zoning By-law Amendment (Z03-2025) for 178 Thomas Street report be received; and

THAT staff report back to Council through the preparation of a comprehensive report outlining the assessment of all internal department, external agency, public and Council comments.

[DEV 30-2025 Application for Zoning By-law Amendment \(Z03-2025\) for 178 Thomas Street](#)

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[General Location Map](#) (Page 95)

[Concept Plan / Severance Sketch](#) (Page 96)

8.5. PW 50-2025 Information Update Regarding Ontario's Environmental Compliance Policy

THAT report PW 50-2025, Information Update Regarding Ontario's Environmental Compliance Policy be received for information.

[PW 50-2025 Information Update Regarding Ontario's Environmental Compliance Policy](#) (Page 8)

(Page 8)

8.6. PW 51-2025 Amending Agreement for Source Water Protection Services

THAT report PW 51-2025, Amending Agreement for Source Water Protection Services be received; and,

THAT Council approves the amending agreement for continued source water protection services with the Upper Thames River Conservation Authority through December 31, 2027.

[PW 51-2025 Amending Agreement for Source Water Protection Services](#) (Page 97)

[Attachment 1 Amending Agreement for Source Protection Services](#) (Page 99)

8.7. PW 52-2025 Bell Mobility Lease Agreement

THAT report PW 52-2025, Bell Mobility Lease Agreement be received; and,

THAT Council approves the Bell Mobility Inc. Lease Amending Agreement.

[PW 52-2025 Bell Mobility Lease Agreement](#) (Page 108)

[Attachment 1 Third License Amending Agreement](#) (Page 110)

8.8. PW 55-2025 Water Leak Forgiveness Policy

THAT report PW 55-2025, Water Leak Forgiveness Policy be received; and **THAT** Council approves the Water Leak Forgiveness Policy to address adjustments to water bills resulting from severe or unexpected water usage caused by leaks; and **THAT** Council consider By-law 55-2025 being a by-law to authorize the Water Leak Forgiveness Policy.

[PW 55-2025 Water Leak Forgiveness Policy](#) (Page 112)

[Policy's Water Leak Forgiveness](#) (Page 116)

[Form's Water Leak Forgiveness Request](#) (Page 123)

8.9. PW 53-2025 Consideration for Water Leak Forgiveness

THAT report PW 53-2025, Consideration for Water Leak Forgiveness be received; and
THAT Council approve the water leak forgiveness request for 100 Church Street North in the amount of \$594.09; and,

THAT Council direct staff to coordinate with Festival Hydro to apply the necessary credit to the water account.

[PW 53-2025 Consideration for Water Leak Forgiveness](#)

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9. COUNCILLOR REPORTS

9.1. Bluewater Recycling Association - Coun. Craigmile

THAT Committee and Board minutes listed under agenda items 9.1 to 9.18 be received; and,

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

[Q3 BRA Membership Report.pdf](#)

(Page 128)

9.2. Business Improvement Area - Coun. Aylward

[09 08 2025 BIA Minutes.docx](#) (Page 141)

[10 06 2025 BIA Minutes.docx](#) (Page 145)

9.3. Canadian Baseball Hall of Fame and Museum - Coun. Edney

9.4. Committee of Adjustment

9.5. Community Policing Advisory Committee - Couns. Edney, Luna

[09 17 2025 CPAC Minutes.docx](#) (Page 149)

9.6. Downtown Service Location Review Committee

9.7. Green Advisory Committee - Coun. Aylward

[09 18 2025 Green Minutes.docx](#) (Page 151)

9.8. Heritage and Culture Advisory Committee - Coun. Lucas

[09 10 2025 Heritage and Culture Advisory Minutes.docx](#) (Page 153)

9.9. Huron Perth Public Health - Coun. Luna

[09 12 2025 HPPH Minutes.pdf](#) (Page 156)

9.10. Library Board - Mayor Strathdee, Couns. Aylward, Pridham

[09 04 2025 Library Board Minutes.docx](#) (Page 160)

[10 02 2025 Library Board Minutes.docx](#) (Page 163)

9.11. Municipal Shared Services Committee - Mayor Strathdee, Coun. Edney

9.12. Planning Advisory Committee - Coun. Craigmile, Lucas

**Public meeting to be held on October 14, 2025

THAT Council proceed with a public meeting to consider the Application for Zoning By-law Amendment (Z03-2025) for 178 Thomas Street.

[09 15 2025 PAC Minutes.doc](#) (Page 167)

9.13. Recreation and Leisure Advisory Committee - Coun. Pridham

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

9.15. St. Marys Minor Hockey Association - Coun. Craigmile

9.16. St. Marys Lincolns Board - Coun. Craigmile

9.17. Spruce Lodge Board - Couns. Lucas, Luna

[Spruce Lodge - Minutes 06 18 2025.pdf](#) (Page 170)

9.18. Upper Thames River Conservation Authority - Coun. Craigmile

[UTRCA - August 26, 2025.pdf](#) (Page 173)

10. EMERGENT OR UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. BY-LAWS

THAT By-Laws 53-2025, 54-2025, 55-2025 and Z161-2025 be approved by Council.

12.1. BY-LAW 53-2025 Amendment to 100-2022 Committee and Board Appointments

[53-2025 Amend 100-2022 Committee and Board Appointments.docx](#) (Page 180)

12.2. BY-LAW 54-2025 Appoint Deputy Division Registrar

[54-2025 Appoint Deputy Division Registrar.docx](#) (Page 181)

12.3. BY-LAWS 55-2025 Water Leak Forgiveness Policy

[55-2025 Water Leak Forgiveness Policy.docx](#) (Page 182)

[PW4308 Water Leak Forgiveness Policy.docx](#) (Page 183)

12.4. Z161-2025 178 Thomas Street Zoning Amendment

[Z161-2025 178 Thomas.docx](#) (Page 188)

13. CLOSED SESSION

THAT Council move into a session that is closed to the public at ____ pm as authorized under the Municipal Act, 2001, as amended, Section 239(2) (d) labour relations or employee negotiations.

13.1. CLOSED Minutes

13.2. PW 54-2025 CONFIDENTIAL Parks Service Delivery

14. RISE AND REPORT

THAT Council rise from a closed session at ____ pm.

14.1. Parks Service Delivery

15. UPCOMING MEETINGS

October 21, 2025 - 9:00 am, Special Council (budget), Council Chambers

October 28, 2025 - 6:00 pm, Regular Council, Council Chambers

16. CONFIRMATORY BY-LAW

THAT By-law 56-2025, being a by-law to confirm the proceedings of October 14, 2025 regular Council meeting, be approved by Council.

[56-2025 Confirming October 14.docx](#) (Page 191)

17. ADJOURNMENT

THAT this regular Council meeting be adjourned at ____ pm.



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Manager
Date of Meeting:	14 October 2025

TITLE

PW 50-2025 Information Update Regarding Ontario's Environmental Compliance Policy

EXECUTIVE SUMMARY

This report provides an information update to Council regarding recent revisions to Ontario's Environmental Compliance Policy by the Ministry of Environment, Conservation and Parks (MECP). The updated Policy aims to enhance consistency and transparency in managing non-compliance issues, streamline regulatory processes, and prioritize enforcement on higher risk concerns such as environmental spills. For Council's understanding, staff have summarized the key changes, their potential impacts on the Town, and outlined how future referrals will be managed as a result of these updates.

RECOMMENDATION

THAT report PW 50-2025, Information Update Regarding Ontario's Environmental Compliance Policy be received for information.

BACKGROUND

The Ministry of Environment, Conservation and Parks (MECP) has completed updates to their "Environmental Compliance Policy". This Policy promotes consistency in dealing with non-compliance scenarios across the Province, allows for transparency on how the MECP administers compliance, assists in avoiding regulatory negligence and acts as a reference for tribunals and courts.

The Policy is a public document used by front line officers to provide guidance on how and when compliance and enforcement tools are used.

The MECP notes that the Policy was updated to modernize the guidance document, reduce duplication for the regulated community and focus compliance and enforcement objectives on higher risk issues such as spills.

This report provides Council with a high-level overview of updates to the MECP policy and how the updates may or may not impact the Town.

REPORT & ANALYSIS

Staff have provided a summary of changes to the policy, potential impacts to the Town and how referrals will be completed moving forward for Council's information:

Changes to the Policy:

The compliance policy has been updated to focus on higher-risk incidents. Key changes include:

- Prioritizing efforts towards higher-risk incidents and referring suitable low-risk incidents (e.g., noise, odour, dust) to more appropriate parties, such as municipalities. This change is effective from September 1, 2025.
- Publishing a public referral guide as an appendix within the updated policy to provide examples of low-risk incidents that may be suitable for referral.
- Updating the policy's Informed Judgment Matrix (IJM) by incorporating modern risk approaches to provide better guidance on the application of compliance tools.

Impact on the Town:

- The updated compliance policy will reduce regulatory duplication between municipalities and MECP for low-risk incidents by clarifying MECP's role in compliance and enforcement.
- Low-risk complaints that fall under the purview of municipalities will now be consistently referred under the updated policy.
- It is anticipated that some municipalities will see an increase in the number of low-risk incidents referred to them because of the changes to the compliance policy.
- Municipalities are already responding to many of these low-risk incidents through permitting and by-law tools.
- Most referrals for low-risk incidents will continue to be directed to larger municipalities located in urban areas.
- If a municipality lacks the capacity or mandate to carry out compliance and enforcement activities, MECP may intervene if the risk level is deemed sufficiently high.

MECP Referrals:

- Incidents will be assessed to determine if they meet the criteria for referral outlined in the public-facing compliance policy.
- If suitable for referral, MECP staff will consult their contact lists to identify the appropriate contact at the relevant regulatory authority (e.g., municipal by-law office).
- MECP staff will provide the person reporting the issue with the relevant contact information so that they can report the incident to the relevant regulatory authority.
- The referral will be documented for future reference and case history

The above information has been provided as a high level summary to inform Council as to potential impacts to the Town and Town staff as a result of the MECP policy update.

CONCLUSION

The updated Environmental Compliance Policy from the MECP is now in effect and may result in the downloading of response and investigative efforts to the Town. Given the Town's historical responsiveness in addressing lower risk complaints, such as noise, odour, and dust, staff feel that any immediate impact can be absorbed within current program delivery and response frameworks. However, staff will continue to monitor actual impacts on resources and staff time should the policy updates lead to an increase in complaints received by the Town.

FINANCIAL IMPLICATIONS

There are no known financial implications at this time.

Staff will monitor incoming complaints and any necessary response efforts that may be conducted as a result of the policy update(s). Should a noticeable increase in financial commitments be identified, Town staff will review and report to Council as appropriate.

STRATEGIC ALIGNMENT

Not Applicable

OTHERS CONSULTED

Ministry of Environment, Conservation and Parks - Ontario

ATTACHMENTS

Not Applicable



MINUTES Regular Council

September 23, 2025
6:00pm
Town Hall, Council Chambers

Council Present: Deputy Mayor Aylward
Councillor Craigmile
Councillor Edney
Councillor Lucas
Councillor Luna
Councillor Pridham

Council Regrets: Mayor Strathdee

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Jed Kelly, Director of Public Works
Conference Line
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Jennifer Knechtel, Director of Human Resources
Phil West, Director of Emergency Services / Fire Chief

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2025-09-23-01

Moved By: Councillor Luna

Seconded By: Councillor Craigmile

THAT the September 23, 2025 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1. Giving Tuesday

Resolution 2025-09-23-02

Moved By: Councillor Edney

Seconded By: Councillor Lucas

THAT the delegation from the Julie Docker Johnson regarding the 2025 Giving Tuesday campaign be received and

THAT Council proclaim December 2, 2025 as Giving Tuesday in the Town of St. Marys.

CARRIED

6. ACCEPTANCE OF MINUTES

Resolution 2025-09-23-03

Moved By: Councillor Pridham

Seconded By: Councillor Luna

THAT the following meeting meetings be approved by Council:

September 9, 2025 regular Council, and

September 16, 2025 special Council.

CARRIED

Resolution 2025-09-23-04

Moved By: Councillor Edney

Seconded By: Councillor Lucas

THAT the September 16, 2025 Strategic Priorities Committee be received; and

THAT minute item 5.1 be raised for consideration.

CARRIED

Resolution 2025-09-23-05

Moved By: Councillor Edney

Seconded By: Councillor Craigmile

THAT Council directs staff to include the required capital project details for consideration during the 2026 and 2027 budget deliberations.

CARRIED

7. CORRESPONDENCE

None

8. REPORTS

8.1. ADMIN 45-2025 September Monthly Report (Administration)

Resolution 2025-09-23-06

Moved By: Councillor Craigmile

Seconded By: Councillor Edney

THAT ADMIN 45-2025 September Monthly Report (Administration) report be received.

CARRIED

8.2. COR 32-2025 September Monthly Report (Corporate Services)

Resolution 2025-09-23-07

Moved By: Councillor

Seconded By: Councillor

THAT COR 32-2025 September Monthly Report (Corporate Services) report be received.

CARRIED

8.3. DEV 27-2025 September Monthly Report (Building and Development)

Resolution 2025-09-23-08

Moved By: Councillor Pridham

Seconded By: Councillor Lucas

THAT DEV 27-2025 September Monthly Report (Building and Development) report be received.

CARRIED

8.4. DCS 54-2025 September Monthly Report (Community Services)

Resolution 2025-09-23-09

Moved By: Councillor Lucas

Seconded By: Councillor Luna

THAT DCS 54-2025 September Monthly Report (Community Services) report be received; and

THAT Council approves an additional \$13,366 of contingency funding for the natatorium project to be funded from the general capital reserve.

CARRIED

8.5. FD 11-2025 September Monthly Report (Emergency Services)

Resolution 2025-09-23-10

Moved By: Councillor Edney

Seconded By: Councillor Pridham

THAT FD 11-2025 September Monthly Report (Emergency Services) report be received for information.

CARRIED

8.6. HR 13-2025 September Monthly Report (Human Resources)

Resolution 2025-09-23-11

Moved By: Councillor Craigmile

Seconded By: Councillor Pridham

THAT HR 13-2025 September Monthly Report (Human Resources) report be received.

CARRIED

8.7. PW 49-2025 September Monthly Report (Public Works)

Resolution 2025-09-23-12

Moved By: Councillor Lucas

Seconded By: Councillor Edney

THAT Council direct staff to report back with a professional opinion from BM Ross regarding the delivery of the 2025 paving contract.

CARRIED

Resolution 2025-09-23-13

Moved By: Councillor Luna

Seconded By: Councillor Pridham

THAT PW 49-2025 September Monthly Report (Public Works) report be received.

CARRIED

8.8. PW 46-2025, Procurement Award for Roll Off Container Services for the Town of St. Marys

Resolution 2025-09-23-14

Moved By: Councillor Edney

Seconded By: Councillor Craigmile

THAT report PW 46-2025 Procurement Award for Roll Off Container Services for the Town of St. Marys be received; and

THAT Council award the Roll Off Container Services contract to Waste Management of Canada Corporation for the tender price of \$22,402.25, inclusive of taxes and contingencies.

CARRIED

8.9. PW 47-2025, Amending Agreement with Product Care Association

Resolution 2025-09-23-15

Moved By: Councillor Pridham

Seconded By: Councillor Lucas

THAT report PW 47-2025, Amending Agreement with Product Care Association of Canada be received; and,

THAT Council approve the Amending Agreement with Product Care Association of Canada.

CARRIED

8.10. PW 48-2025 Amending Agreement with Automotive Material Stewardship

Resolution 2025-09-23-16

Moved By: Councillor Edney

Seconded By: Councillor Luna

THAT report PW 48-2025, Amending Agreement with Automotive Material Stewardship be received; and,

THAT Council approve the amending Agreement with Automotive Material Stewardship.

CARRIED

9. EMERGENT OR UNFINISHED BUSINESS

None

10. NOTICES OF MOTION

None

11. UPCOMING MEETINGS

October 14, 2025 - 6:00pm, Regular Council, Council Chambers

October 21, 2025 - 9:00am, Special Council (budget), Council Chambers

October 28, 2025 - 6:00pm, Regular Council, Council Chambers

12. CONFIRMATORY BY-LAW

Resolution 2025-09-23-17

Moved By: Councillor Pridham

Seconded By: Councillor Lucas

THAT By-law 52-2025, being a by-law to confirm the proceedings of the September 23, 2025 regular Council meeting, be approved by Council.

CARRIED

13. ADJOURNMENT

Resolution 2025-09-23-18

Moved By: Councillor Edney
Seconded By: Councillor Luna

THAT this regular meeting of Council be adjourned at 7:19pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk

From: Scott Layland <redacted>
Sent: September 11, 2025 4:42 PM
To: Jenna McCartney <jmccartney@town.stmarys.on.ca>
Subject: Water Bill - Town Council Consideration

You don't often get email from <redacted>. [Learn why this is important](#)

Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Hello Jenna,

I had a water leak in my crawl space basement due to fixture failure (hot water tank - leaked). I have no floor drain so the water drained out through my foundation footings, not through the sewer. As advised by Dave Blake I am asking you to put this forward to town council. I am asking them to consider a credit for a portion of these fees. I had my house checked daily while I was away, however they did not open the trap door and inspect my basement. As you can see by my attached bill my water consumption was 36 times my previous month. I would appreciate any consideration they could grant me towards crediting my Festival Hydro account.

Thank you,

Scott Layland

<redacted>

St. Marys

Festival Account <redacted>

From: Kelly Boudreau <kboudreau@clstmarys.ca>
Sent: September 29, 2025 9:21 AM
To: Jenna McCartney <jmccartney@town.stmarys.on.ca>
Subject: Light it Up! 2025

Good Morning Jenna:

I am reaching out to businesses in Perth County, Stratford, and St. Marys once again to invite you to participate in the yearly Light it Up! event taking place on October 16th. We would be delighted to have you join again this year by lighting up St. Marys Town Hall supporting People with Disabilities in their communities. Please bring my request before the town council once again, that would be most appreciated. I have provided some of the details and a link for St. Marys Town Hall to register using the link below. Thanks very kindly; I look forward to hearing from you,

Are you Ready to Light It Up!?

On Thursday, October 16th, communities across Canada will glow purple and blue for Light It Up! For NDEAM™. This event has become the biggest event to celebrate disability inclusion at work, with nearly 800 locations participating last year.

We need your help to make 2025 even bigger! That is why I am reaching out to you, our local municipalities, to encourage you to participate. If you're already participating, don't forget to **submit your confirmed location** and let us know so your location is confirmed.

Submit your locations here: <https://www.surveymonkey.com/r/NDEAM2025>

And don't forget to post photos on October 16 and tag us
@OntarioDisabilityEmploymentNetwork (ODEN), #LightItUpforNDEAM #NDEAM2025

If you have any questions, please e-mail lightitup@odenetwork.com.

Best Regards,

Kelly

Kelly Boudreau

Employment Specialist

Community Living St. Marys & Area
kboudreau@clstmarys.ca

October 1, 2025

Circulated via email: astrathdee@town.stmarys.on.ca

Al Strathdee
Mayor
Town of St. Marys

Re: Collection from IC&I Locations

Dear Mayor Strathdee,

In response to the request made by the Minister of the Environment, Conservation and Parks (MECP), the Producer Responsibility Organizations (PROs) representing producers obligated under the Ontario Blue Box Regulation consulted with municipalities and First Nations to support consideration of a collaborative and effective approach to IC&I. This included:

- August 15, 2025: consultation with municipalities on the draft approach;
- September 10, 2025: consultation with First Nations on the draft approach; and
- Between August 15 and September 10, 2025: the PROs considered feedback, assessed implications to the common collection system (CCS) and reached consensus on next steps.

As a result of these consultations, the PROs have agreed to allow the blending of eligible source and IC&I blue box material at depots with producers and municipalities assuming operational and financial responsibility for each party's respective proportionate share of the blended material. Due to several unresolvable challenges that emerged from the analysis and stakeholder engagement, the PROs have determined that it is not possible to provide curbside collection to IC&I locations in municipalities. An overview of these challenges is provided below.

Capacity: The CCS was procured for eligible sources included in Initial and Transition Reports. Further eligible communities with additional eligible sources were subsequently added by the MECP in December 2022 and February 2024. With these additions, the CCS has no remaining capacity for IC&I.

The CCS was procured to service eligible sources receiving collection prior to transition and single-family households eligible for curbside collection of blue box material in 2026, as reported in Initial and Transition Reports, plus allowances for natural growth based on historical year-over-year growth. CCS procurement and the resulting contracts did not include capacity for non-eligible source blue box material.

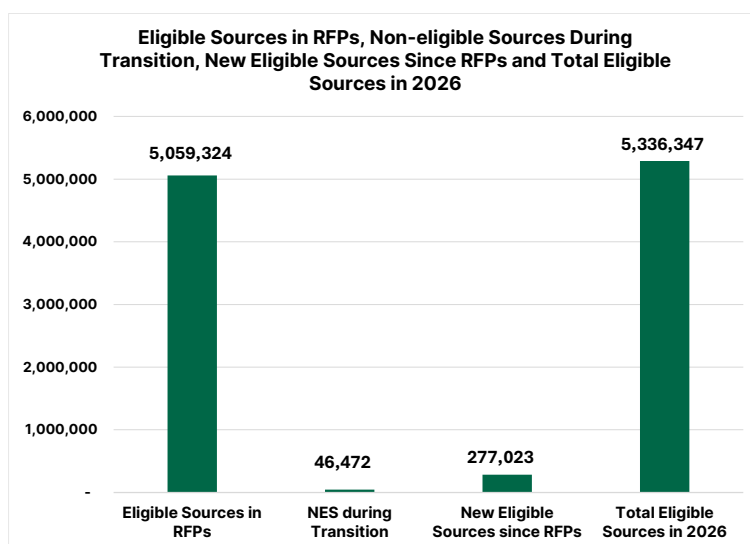
In response to requests from municipalities to provide sufficient time to prepare to service IC&I locations, CCS capacity procured for eligible sources was 'loaned' to non-eligible sources on a temporary basis during transition, on the understanding that the capacity

would become available again for eligible sources entering the system in 2026 and going forward.

Following the CCS procurement process, expansion of the MECP's Transition Schedule and the introduction of the MECP's Outside-of-Transition Schedule added more eligible sources to be serviced. The CCS capacity loaned to non-eligible sources during transition is required to service the new eligible sources in 2026 and natural growth going forward.

The graph presented in Figure 1 illustrates the number of non-eligible sources serviced during transition compared to the new eligible sources added since procurement, including the impact of these new eligible sources on the procured CCS capacity.

Figure1: CCS Capacity Utilization



The Total Eligible Sources in 2026 (in the right bar) is greater than the Eligible Sources in RFPs for which CCS services were procured (in the left bar) by the number of New Eligible Sources since RFPs. In addition to the eligible sources detailed in Table 1, the CCS is responsible for adding eligible sources arising from natural growth in 2027 and beyond. As illustrated, the CCS has no surplus capacity for non-eligible sources.

Any additional stops or increased quantity per stop would jeopardize service to eligible sources and may trigger the acquisition of additional collection vehicles. Procuring additional collection vehicles would require 18 to 24 months lead time based on current supply chain realities, leaving the CCS without sufficient collection vehicles to service the eligible sources on January 1, 2026. This would impact resident collection services, which compromises our commitment to provide a seamless transition to EPR for Ontarians.

Regulatory Obligation: Servicing IC&I creates risk for the CCS and producers in meeting regulatory obligations.

The final step in the transition to full extended producer responsibility is taking place in January 2026, requiring PROs to meet post-transition obligations set out in Ontario's Blue Box Regulation. This is a substantive change for the province of Ontario and requires considerable effort.

Implementing CCS IC&I blue box services within the six-month timeframe provided by the Minister on June 4, 2025 would create risk for disruption of services to eligible sources and compromises the ability of PROs to meet the regulatory obligations of their producers.

Regulatory Obligation: IC&I material in performance reporting is contrary to the Ontario Blue Box Regulation.

In developing the approach to IC&I services, PROs assumed that producers would not be required to deduct IC&I material from reporting in the six performance categories. RPRA has indicated that the Blue Box Regulation does not permit materials collected from the IC&I sector to be counted towards producers' performance requirements.

This poses a challenge as:

- Deducting IC&I from performance reporting significantly compromises the reconciliation of blue box material picked up by each PRO with blue box material supplied by each PRO's producers in each of the six performance reporting categories. This reconciliation process is already complex in meeting the regulatory reporting timelines. Further complications to this process cannot be borne.
- Deducting IC&I from performance reporting substantially increases sampling and auditing of collected materials which would further increase the preliminary cost recovery rates well above private sector service options.

Timing: The CCS and municipalities cannot complete the required tasks by January 1, 2026.

Municipalities report there is insufficient time for staff to complete their review and municipal councils to reach their decisions prior to the October 31, 2025 deadline for execution of IC&I service agreements. The October 31, 2025 deadline for execution of IC&I service agreements cannot be deferred given the January 1, 2026 timeline.

Eligibility: CCS cannot address the needs of IC&I locations serviced by municipalities.

CCS eligibility criteria for curb collection from IC&I are required to:

- Limit the amount of blue box material collected from IC&I locations as the CCS has no surplus capacity.
- Predict the quantity set out by an IC&I location to ensure accurate cost recovery rates to fully recover IC&I costs and to avoid charging producers for IC&I service (i.e., IC&I locations cannot set out more than the cost recovery rate covers); and
- Align curbside service with CCS curbside collection contracts.

The implications of the eligibility criteria for municipal buildings, BIAs and other IC&I locations are illustrated in the following table.

Table 1: CCS IC&I Eligibility Criteria Implications

	Would Not be Eligible	Would Be Eligible
Municipal buildings	• If collected more frequently than single-family curbside	• If collected at same frequency as single-family curbside
BIAs	• If setting out more than 1 cart	• If setting out 1 cart
Other IC&I	• If BBM placed beside container • If > 2% of single-family stops • Not on residential route	• If all BBM in container • If < 2% of single-family stops • On residential route

Feedback from municipalities on the August 15, 2025 proposal indicated many IC&I sources do not meet the CCS eligibility requirements in the right column of Table 1. Municipalities would need to seek alternative solutions for their IC&I locations that would not be eligible as set out in the middle column of Table 1.

Costs: CCS cost recovery rates for small IC&I are higher than private sector quotes to municipalities.

Preliminary estimated CCS cost recovery rates for small IC&I are substantially higher than private sector costs being quoted to municipalities, according to recent media coverage, for IC&I service.

These preliminary estimated CCS cost recovery rates are likely to increase as a result of change notices to, and cost estimates from, affected CCS contractors. As final cost recovery rates cannot be set until the change notice process is complete, any municipal council decisions would be based on preliminary cost recovery rates that are subject to adjustment. Such uncertainty further complicates council decision-making processes.

CCS cost recovery rates for larger IC&I cannot be calculated as the quantity per IC&I set out cannot be predicted.

Alternative Options: Municipalities have other options to service IC&I.

Some municipalities have already contracted, or implemented procurement processes, for IC&I services in 2026.

Municipalities can leverage ‘at the curb’ efficiencies in their garbage and organics collection systems without encountering the complexity of EPR requirements.

The northern and rural communities identified by the MECP are already providing garbage and blue box collection services for larger IC&I.

Establishing the CCS has resulted in a private company operating in each community on the MECP’s Transition Schedule and Outside-of-Transition Schedule. Municipalities that did not previously have a private sector option available in their community may now be able to explore IC&I services from these companies.

Summary

We thank you for your feedback during the consultation process. After consultation and analysis, system capacity limitations, current regulatory obligations, and time constraints for both the CCS and municipalities make it impractical for the CCS to provide curbside collection from IC&I locations.

While it is not feasible for the CCS to provide curbside collection from IC&I locations, PROs have agreed to allow blending of eligible source and IC&I blue box material at depots with physically sharing of responsibility by producers and municipalities. The CCS will pick up its proportionate share of blue box material from required depots and will be responsible for management of this material. The municipality will be responsible to haul, consolidate if required and process the remaining blue box material accepted at the depot. Municipalities should make the appropriate arrangements to do so prior to January 1, 2026.

Municipalities with IC&I locations provided with curbside collection of blue box material by the CCS during transition should have alternative arrangements in place prior to January 1, 2026, as these IC&I stops will no longer be serviced by the CCS as of this date.

We welcome the opportunity to meet with you to address any questions.

Sincerely,

Allen Langdon
Chief Executive Officer, Circular Materials

Gordon Day
Vice President, Ryse Solutions

John Hayes
President, Landbell Canada (formerly H2 Compliance)

Cc:

Brent Kittmer, CAO, Town of St. Marys

From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Sent: October 1, 2025 12:27 PM

Subject: Letter from the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks / lettre de l'honorable Todd McCarthy, ministre de l'Environnement, de la Protection de la nature et des Parcs

Good morning,

As you know, Ontario is transitioning the blue box system from municipal control to a producer-run model where Producer Responsibility Organizations (PROs) will be running a province-wide blue box collection system. This will save municipalities over \$171 million annually and the transition will be complete in 2026.

I am writing today to confirm that, under the Blue Box Regulation, PROs are not, and have never been, responsible for collecting blue box waste from industrial, commercial, and institutional (IC&I) sources. In addition, PROs have indicated that, beginning in 2026, they will not voluntarily continue to offer this service to municipalities who are willing to pay for it as they have been doing for some small IC&I locations during the transition.

As PROs have been communicating since 2023, this means that municipalities will need to continue to work with their small IC&I establishments to identify the best path forward for collection in their communities. It is the ministry's understanding that many municipalities have already started this work to be ready for January 1, 2026.

This is not the outcome I had hoped for when I wrote PROs on June 4, 2025, to ask them to prepare an offer of service that would continue small IC&I collection at municipal cost. I had heard from municipalities and PROs that PROs could leverage the province-wide blue box collection system to offer a cost-effective option for municipalities to consider.

Unfortunately, on September 19, 2025, PROs indicated that they would not be able to fulfill my initial direction. They identified operational, infrastructure, and financial challenges to providing small IC&I collection that would make it impractical and unaffordable for most municipalities and potentially disruptive for the residential collection run by PROs.

While I remain disappointed that the design of the proposal does not support broader curbside collection, leaving a gap in service across municipalities, I am pleased that PROs have agreed to work with communities that rely on depots for blue box collection to facilitate small IC&I collection. They are proposing to allow for comingling of residential and small IC&I blue box in shared depot containers. This means that municipalities will not have to plan and pay for separate depot containers for small IC&I blue box waste, which would add cost and burden. Under the PROs' proposed approach, PROs will be responsible for hauling and recycling the estimated share of collected recyclables from residential sources, and municipalities will be responsible for hauling and recycling the estimated share from small IC&I establishments.

I am very disappointed that PROs were not able to deliver an offer for small IC&I collection. However, I also recognize that the vast majority of businesses in Ontario arrange their own recycling

collection through private contracts, or through an arrangement with their municipalities. While PROs will not be making municipalities an offer for small IC&I collection, these private sector solutions are still available to municipalities. If municipalities are not going to offer this service to businesses, proactive communication will be needed to inform individual businesses and business associations of the need to organize recycling independently.

My government is committed to the best possible blue box system for both producers and municipalities. To this end, we will be considering improvements to the system over the coming year. As this occurs, we will be looking into how any changes to the Blue Box Regulation could leverage the producer-run system and support our communities, small businesses, and institutions to cost-effectively maintain blue box services.

My ministry will be in touch with further information over the coming months as we move forward on this initiative. In the meantime, if you have questions about the PROs' offer to facilitate small IC&I collection in depot communities, please contact info@circularmaterials.ca.

Thank you for your continued support of the transition to producer responsibility. This transition will improve the amount of material recycled in Ontario and save money for municipalities.

Todd McCarthy

Minister of the Environment, Conservation and Parks

From: Michelle Courtney <michelle@bra.org>
Sent: October 1, 2025 2:16 PM
Subject: Update on Small IC&I Recycling Collection

Dear Members and Municipal Staff,

You may have received the letter from the Ministry of the Environment, Conservation and Parks regarding the decision by Producer Responsibility Organizations (PROs) not to continue collection of small Industrial, Commercial, and Institutional (IC&I) recycling as of January 2026.

While we are extremely disappointed by this decision, I want to assure you that the Bluewater Recycling Association will continue to collect IC&I material as we always have. You and your communities can rely on us to provide the same dependable level of service.

That said, there will be some operational changes as we adapt to this new framework:

1. **Separate collection trucks** will be used to service IC&I wheelie bins, independent from residential recycling routes.
2. **Red lids** will be installed on IC&I wheelie bins so they can be easily distinguished from residential bins.
3. **Collection days and frequency** for IC&I recycling may change. We will be working through these adjustments over the next month.
4. **Site visits** – Between now and end of December, our team will visit all IC&I locations to swap lids and confirm updated collection schedules with businesses.
5. **Pricing** – As outlined in our budget communication, IC&I collection fees for member municipalities will increase in line with the September CPI. Importantly, the Association will absorb all additional costs throughout 2026, giving municipalities the time needed to fully understand the changes and prepare. Beginning in Q1 2026, we will share detailed cost per bin and operational information so municipalities can plan. No further cost increases will take effect until 2027, by which time the requirements will be fully clarified and the new collection structure finalized.

We understand that this transition presents challenges, but we remain committed to supporting our municipal partners and ensuring IC&I recycling services continue smoothly. Please don't hesitate to reach out if you have any questions or wish to discuss these changes further.

Thanks,

Michelle Courtney, CPA, CA
President & CEO



Bluewater Recycling Association

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FORMAL REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: Brent Kittmer, Chief Administrative Officer

Date of Meeting: 14 October 2025

TITLE

ADMIN 46-2025 Milt Dunnell Field (the Flats) Project Update

EXECUTIVE SUMMARY

This report provides an update on the Milt Dunnell Field project, outlining both completed and proposed improvements.

In 2024, short-term upgrades—such as washroom renovations, an accessible dock, paving for the Farmers’ Market, and playground enhancements—were completed using FedDev grant funding. The project then paused to align with the Recreation, Leisure and Culture Master Plan, which recommended relocating minor baseball from East Ward Park to Milt Dunnell Field due to cemetery-related restrictions. With baseball now permanently at Milt Dunnell Field, staff have restarted the project, proposing further improvements for 2026 with a goal to support minor baseball’s relocation to the park and to incrementally enhance user experience and park amenities. Improvements proposed for 2026 including a new pavilion, dugouts, bleacher refurbishment, and enhanced river access.

The purpose of this report is to make Council aware that these projects are proposed in the budget, and their rationale. Staff is not asking Council to deliberate on the merit of the improvements at this time as financial decisions related to the proposed improvements will be made during the 2026 budget deliberations.

The report also seeks Council’s input on the list of improvements, input on new ideas for improvements at the park; input on the proposed timelines for the various improvements; and input whether anything proposed is a non-starter.

RECOMMENDATION

THAT ADMIN 46-2025 Milt Dunnell Field (the Flats) Project Update be received; and **THAT** Council directs staff to make the following modifications and additions to the list of proposed Milt Dunnell Field improvements:

- (to be discussed and added during deliberations)

BACKGROUND

The Town’s strategic plan includes a vision to reprofile Milt Dunnell Field (the Flats) to be an improved outdoor amenity for the community and to attract visitors to the Town. The 2017 Strategic Plan includes the following calls to action:

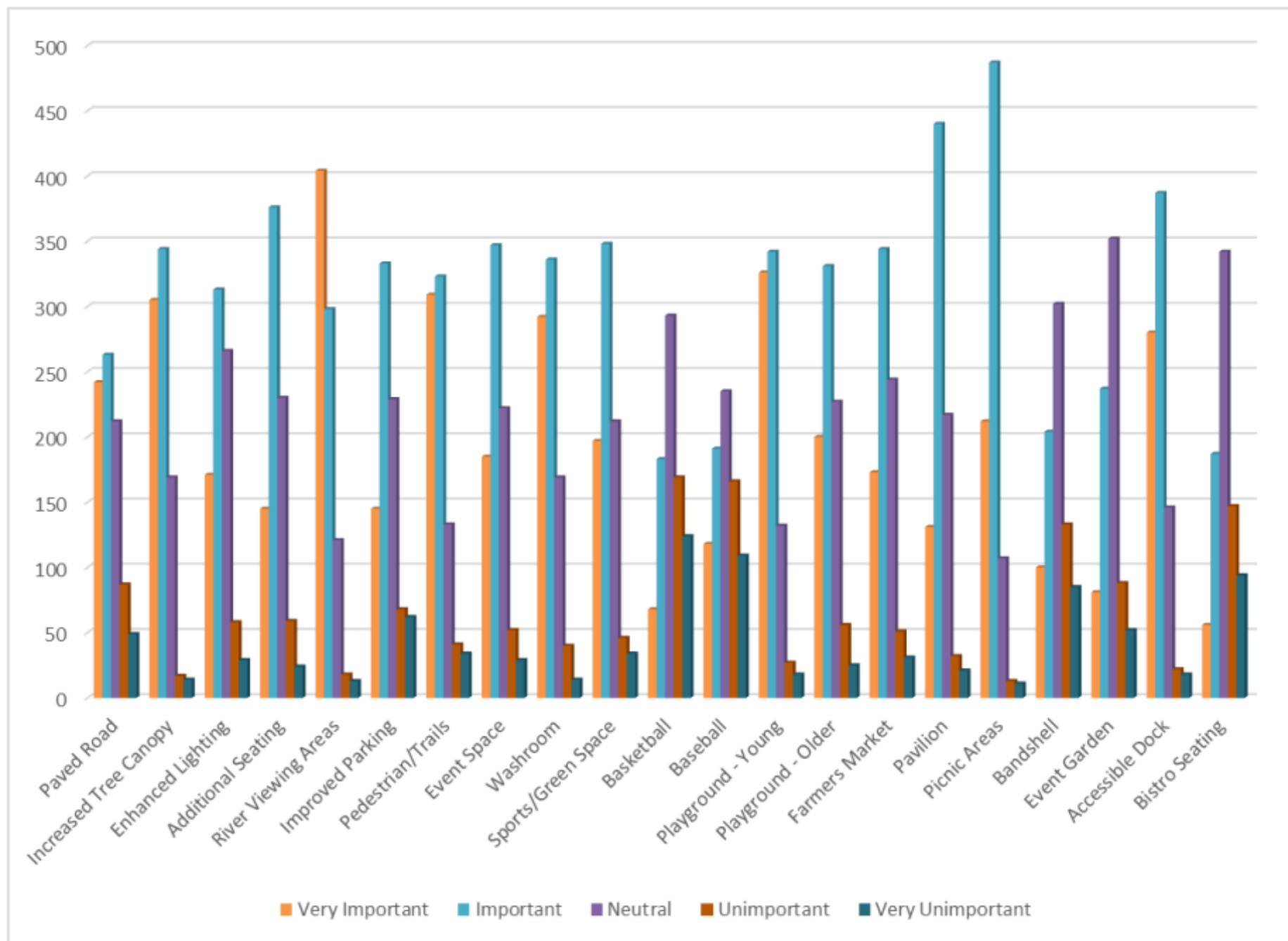
A Focused Park Strategy	St Marys’ parks is not only a prized asset, but it is also a natural	Perform an initial assessment of necessary	Actively include the parks in marketing and promotion.	Ensure Milt Dunnell Park remains the
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	gathering place that can be optimized and incorporated into enhancing the cultural profile of St Marys.	improvements (beautification, accessibility, etc.). Preserve Cadzow Park as a quiet, residential, family-oriented park. Investigate Milt Dunnell Park ("The Flats") in terms of capacity to host cultural events, such as festivals, "gathering on the green", art exhibits, performances, etc. Re-profile Milt Dunnell Park as "the Central Park of St Marys"	Tie the Grand Trunk Trail to Milt Dunnell Park. Investigate implementing a Forestry and Tree Management policy for the Town.	central focus for community events. Continue to seek opportunities to add to its profile. Continue investments in Cadzow Park as a family-oriented public space.
Waterways Integration	Part of a recreational master plan will involve and integrate the natural asset of the waterfront.	Ensure the RFP includes a request to provide a design for the waterfront, incorporating trails and signage so that it becomes a more celebratory public space.	Create seamless linkages between the downtown and waterfront.	Incorporate the waterfront in the cultural life of the Town, including the prospect of tying it with recurring signature festivals.

As part of the 2022 Budget, Council approved upgrades to the Flats including creation of a master plan, and improvements to accessibility including upgrades to equipment, parking and the public washroom. This approval was contingent on grant funding which was also successful in 2022 with a FedDev grant awarded in the amount of funding 2/3 of project costs up to \$250,000.

Through 2022 to mid-2023, staff engaged in discussion with the public, stakeholders at the park, and the UTRCA to develop a list of possible upgrades at the park. Staff then retained the services of a landscape architect to create several new visions for Milt Dunnell Field and completed a comprehensive engagement process to gather public input to vote on how important each of the proposed changes were.

The chart on the next page shows how the public voted on the various changes:



The proposed changes listed above were incorporated into two renderings for a public survey and in person meetings. Notably, in both renderings the ring road at Milt Dunnell Field was eliminated in favor of walking paths. Feedback on these renderings was mixed. Online survey results and in-person discussions at the Farmer's Market appeared to indicate a willingness by the community to embrace a change at the park; while written correspondence received after the survey closed demonstrated strong opposition to change, especially any change to the ring road.

Staff presented the draft renderings and public feedback to Council on July 18, 2023. Council passed the following direction to staff:

Re: Short-Term Priority Upgrades

THAT Council direct staff to proceed with the following Milt Dunnell priority items:

- 1. Milt Dunnell Field washrooms with budget up to \$150,000*
- 2. Accessible dock \$61,283*
- 3. Farmers' Market paving \$80,000*
- 4. Lawn bowling wooden gutter boards \$8,000*
- 5. Accessible playground upgrades \$29,000*
- 6. Trees, conservation and education (balance of \$333,333 project budget)*

THAT staff consult with the St Marys Lawn Bowling Club prior to finalizing the design for the washroom upgrades.

Re: Future Vision for the Park

THAT Council short-lists the following amenities/upgrades to be included in the revised concepts for the long-term master plan for Milt Dunnell Field:

- Protection for shoreline erosion,*
- pedestrian walkways/trails including along the ring road and connections to the Grand Trunk Trail and Downtown sidewalk network,*
- increased tree canopy,*
- enhanced lighting,*
- additional seating areas and river viewing areas,*
- additional picnic areas,*
- upgraded pavilion,*
- event space*

THAT the revised concepts retain the ring road at Milt Dunnell Field; and

THAT Staff be directed to develop three 'final draft' master plans for Milt Dunnell Field for future public consultation as recommended in COR 41-2023; and

THAT Mayor Strathdee, Councillor Pridham and Councillor Edney sit on the Milt Dunnell Field internal project committee

Items 1-4 of the short-term priorities (washroom upgrades, accessible dock, Farmer's Market Paving, and gutter boards for Lawn Bowling) were implemented through 2024 and fully expended the FedDev grant funding.

Since then, the Milt Dunnell Field project has sat dormant. This was purposeful in part as the Recreation, Leisure and Culture Master Plan was being developed in 2024. At the time, staff expected

the RLCMP to make recommendations related to the baseball fields at Milt Dunnell Field that would also impact the long-term vision for the park.

When received, the RLCMP provided the following commentary related to Milt Dunnell Field:

Milt Dunnell Field – The Town has been proactive in finding ways to make better use of this space and has found success in investing in several areas, including enhanced washrooms and lawn bowling facilities, parking lot paving (which also supports the Farmers' Market), and installation of an accessible dock. Future plans are also underway to improve the successful Yak Shack program, which is provided by the Town and key partners. Recognizing its position along two waterways and its environmental constraints such as the frequent flooding, opportunities for active recreation are limited; the two existing ball diamonds should be removed from this site and it should continue to be used for passive activities, including special events. Ensuring that the two pavilions are maintained in a state of good repair to support park and special event use is recommended. There may be opportunities to enhance the large pavilion at this park to better support special events and festivals.



The commentary and recommendations for Milt Dunnell Field were to be considered holistically within the strategy the RLCMP laid out for parks and playing fields. Important to the discussion in this report is the RLCMP's discussion on East Ward Park (Cemetery):

East Ward Park – Two ball diamonds and a playground are located at East Ward Park, which is an important park that serves residents in this area and has a unique history in St. Marys. While it has been used as a park and its assets are maintained by the Town for more than 60 years, it is not municipal property as it is a former cemetery that is owned by local churches. There is currently no known use and maintenance agreement between the Town and the churches for the site. This Master Plan identifies potential opportunities that could be considered at East Ward Park, including enhancements to the ball diamonds to support greater use; however, the Town must engage the current property owners to establish a user agreement for the property, as well as establish an understanding of the burial locations to ensure that any activity or capital work taking place at this site respects the past use of the property. As a contingency, the Town should evaluate alternative park opportunities within the same general area to accommodate the existing assets (e.g., playground and ball diamonds), should it be determined that an agreement cannot be established.

As Council is aware, when staff began to operationalize the recommendations related to East Ward Park, the Bereavement Authority of Ontario became involved and sent a letter of direction to the Town to cease all recreational infrastructure at the former cemetery. This direction caused the Town to move forward on a contingency plan to relocate the baseball use at East Ward park, and minor baseball operations were relocated to Milt Dunnell Field.

Based on discussions with the BAO, it appears as though this contingency plan will be permanent, meaning minor baseball will continue to be programmed at Milt Dunnell Field. This helps to bring clarity to the future use of Milt Dunnell Field and means that the project file for the Milt Dunnell Field project can be reopened.

REPORT & ANALYSIS

In mid-September, a staff project team with representatives from Public Works, Building/Facilities, Recreation and Economic Development/Tourism was re-struck to begin working on the Milt Dunnell Field project again.

At the outset, the group developed a guiding statement to reflect what staff perceived to be a key theme of the 2022-2023 public engagement and Council's deliberation on the project. The goal statement below was crafted to help guide staff's work:

"Milt Dunnell Field an icon of the Town that is beloved by the community. What we have in the park today appears to be functioning and is used well for a wide breadth of purposes. Our goal

is to understand how patrons experience and use the park, and to make incremental improvements to make their time in the park even better”

Over several meetings, staff reviewed Council’s direction and the list of amenities that have not been actively improved at Milt Dunnell Park, this includes:

- Baseball facilities (not directed by Council, but necessary due to moving play from East Ward)
- Accessible playground upgrades
- Trees, conservation and education
- Protection for shoreline erosion,
- Pedestrian walkways/trails including along the ring road and connections to the Grand Trunk Trail and Downtown sidewalk network,
- Increased tree canopy,
- Enhanced lighting,
- Additional seating areas and river viewing areas,
- Additional picnic areas,
- Upgraded pavilion,
- Event space

When reviewing each amenity, the key question considered was *“How can this amenity be improved for the user at Milt Dunnell Field?”*. Through this process, staff have developed a list of improvements for Milt Dunnell Field, along with a proposed plan to move the improvements forward. The list of improvements and planned next steps is attached to this report.

In staff’s timeline, some improvements at Milt Dunnell Field could move forward in 2026. Staff’s proposed 2026 Capital and Operating Budget includes a capital sheet that will ask Council to consider funding the following improvements at Milt Dunnell Field in 2026:

- Replacing the pavilion located at the northern baseball diamond;
- Constructing dugouts for the baseball diamonds;
- Refurbishing the existing bleachers serving the baseball diamonds;
- Installing additional “Hawk Kites” to help with goose control.

Additionally, some improvements will be absorbed into operations in 2026. This includes:

- Improving access to the fishing area at the north end of the park (clearing weeds, etc);
- Improving the visibility of the river (mowing to the water’s edge, pruning shoreline trees, etc).

CONCLUSION

The Milt Dunnell Field refresh project has sat dormant for two years. Staff have restarted the project, and the purpose of this report is to present the planned list of improvements and next steps to Council for review and feedback.

Staff is seeking: input on the list of improvements, input on new ideas for improvements at the park; input on the proposed timelines for the various improvements; and input whether anything proposed is a non-starter.

FINANCIAL IMPLICATIONS

There are no financial implications specifically related to this report. As noted in the report, staff will present a proposed 2026 capital project to move forward the priority improvements related to minor baseball’s use of Milt Dunnell Field, and to move forward an upgraded pavilion.

Council will have the opportunity to further deliberate the costs and timelines of those specific projects when they consider staff's proposed 2026 Capital and Operating Budget on October 21, 2025.

STRATEGIC ALIGNMENT

As noted in the background section of the report.

OTHERS CONSULTED

Internal staff project team.

ATTACHMENTS

1. Map showing the location of various improvements proposed for Milt Dunnell Field
2. Mild Dunnell Field Refresh – Project Plan

Milt Dunnell Filed (The Flats) Refresh Project



Milt Dunnell Field (the Flats) Refresh Project

Project Goal:

“Milt Dunnell Field an icon of the Town that is beloved by the community. What we have in the park today appears to be functioning and is used well for a wide breadth of purposes. Our goal is to understand how patrons experience and use the park, and to make incremental improvements to make their time in the park even better”.

Council Direction:

- Retain the ring road at Milt Dunnell Field.
- Proceed with the following Milt Dunnell priority items:
 1. ~~Milt Dunnell Field washrooms with budget up to \$150,000~~
 2. ~~Accessible dock \$61,283~~
 3. ~~Farmers' Market paving \$80,000~~
 4. ~~Lawn bowling wooden gutter boards \$8,000~~
 5. Accessible playground upgrades \$29,000
 6. Trees, conservation and education (balance of \$333,333 project budget)
- Short-list the following amenities/upgrades to be included in the revised concepts for the long-term master plan for Milt Dunnell Field:
 - Protection for shoreline erosion,
 - pedestrian walkways/trails including along the ring road and connections to the Grand Trunk Trail and Downtown sidewalk network,
 - increased tree canopy,
 - enhanced lighting,
 - additional seating areas and river viewing areas,
 - additional picnic areas,
 - upgraded pavilion,
 - event space

Plan to Address Remaining Priority Areas

Priority Area: Baseball Diamonds

Proposed Improvement	Next Step	Action By
Construct covered dug outs (See Map #4)	2026 Capital Budget Proposal	Community Services
Repair existing bleachers and install on hard surface (See Map #5)	2026 Capital Budget Proposal	Public Works
Consider extending fencing further to delineate boundaries of right and left field	This needs further investigation to ensure that it will not impede events held in the green space.	Public Works
Improve drainage in the central green space (See Map #17)	Retain a drainage engineer in 2026 to review options. Plan for improvements in 2027.	Public Works

Priority Area: Accessible Playground

Proposed Improvement	Next Step	Action By
Improve Surfacing - Remove existing pea stone and concrete curbing - Install wood chips	Previously approved by Council. 2026 Capital Budget Proposal	Public Works
Improve Accessibility (See Map #3) - Purchase and install accessible swing set - Create hard surface connection from the parking area(s) to the playground.	2026 Capital Budget Proposal	Public Works

Priority Area: Environmental

Proposed Improvement	Next Step	Action By
Conservation and education	Council priority Need to define scope and contact UTRCA for partnership	
Protection for shoreline erosion	Council priority Need to define scope and contact UTRCA for partnership.	
Increased Tree Canopy	Defer as a later consideration. Need to identify areas (if any) for tree plantings after park improvements have been made.	
Fishing Area – North End of Park (See Map #6) • Retain existing foot bridge that provides access to fishing area. • Groom the natural underbrush and weeds to improve access to the shoreline.	Absorb into 2026 operations	Public Works
Fishing Area – Accessible (See Map #16) • Persons with mobility needs are using the accessible dock for access to the river for fishing. This conflicts with boater use. • Create an accessible fishing area along the river.	UTRCA Consultation	Public Works

Pest Management (See Map #2) - Expand use of “Hawk Kites” by installing 2 additional poles about mid-field of the large, grassed area. - Evaluate success before pursuing additional measures.	2026 Capital Budget Proposal	Public Works
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Priority Area: Pedestrian Walkways/Trails and Connections to the Grand Trunk Trail and Downtown

Proposed Improvement	Next Step	Action By
Delineate a walking path along the existing ring road. (See Map #14) - The ring road is wide enough to accommodate delineated parking, path of vehicular travel, and a delineated walking path. - Proposal: - Delineate a walking path along the outside (river side) and a parking area on the inside (field side) of the ring road. - Why? - The space between the ring road and the water edge is narrow, and is used by picnickers - Feedback from picnickers is that having cars parked immediately beside them takes away from the experience. - The plan calls for increasing the number of picnic areas. - Having the walking path on the river side of the ring road allows walkers to enjoy the river view.	Requires further investigation in 2026 to determine if the road geometry will support. Once this is known, Council and public consultation will be required as this is a change in the norm for the park.	Public Works

▪ Pushing car parking to the inside (filed side) of the ring road still allows for parking in close proximity to the river, and should not impact parking to enjoy a river view.		
Establish a new parking area on the Town owned Jardine Street road allowance. (See Map #8) • This would provide for extra parking in the park, in particular baseball users, taking more vehicles off of parking on the ring road. • If an access point is created to Water Street from this parking area, it divert some vehicles that enter the park from having to travel around the full ring road to exit.	Requires further investigation in 2026 to determine the scope of work required. Once this is known, Council and public consultation will be required as this lot is bordered by neighbours to the north and south who will be impacted.	Public Works
Establish “No Parking” Areas • In the north paved parking lot near the access point to the accessible dock to help keep this access point open for use (rather than blocked by a vehicle). • In the south end of the park near the boat launch to keep the area open rather than blocked.		Public Works

Priority Area: Passive Amenities

Proposed Improvement	Next Step	Action By
Enhanced lighting (See Map #11) • Electrical is readily available in the park. • Electrical is readily available on Mill Race Island • Develop an illumination plans for a scope of work to add decorative streetlights around the ring road and on the island	Requires further investigation to determine the scope of work and costs. Possible 2027 project, or project that is earmarked for donations.	Public Works
Improve Visibility of the River (See Map #7) • Increase mowing to water's edge, where possible, to remove weed growth to improve sightlines to the water. • Prune trees at water's edge to improve visibility	Absorb into 2026 operations.	Public Works
Additional seating areas and river viewing areas (See Map #15) • The success of this partially relies on getting vehicle parking to the inside of the ring road. • Identify locations for benches etc at the staff level after river visibility has been improved.	Staff to identify locations that have a view of the river, and are suitable for a bench. Implement on a reactive basis, relying on memorial bench donations.	Public Works
Additional picnic areas (See Map #9) • Adjacent to the entrance sign. • Lions Pavilion area • Adjacent to the dock • Adjacent to the playground	Implement on a reactive basis, relying on memorial bench and picknic table donations.	EcD/Tourism
Install Wifi in the Park (See Map #13)	Requires further investigation in 2026 (may be cost prohibitive).	Public Works IT

	To be completed after the pavilion upgrade as that is a natural location to install the necessary hardware.	
New/Improved Signage within the Park (See Map #10) Courtesy signage: for example, at the dock (i.e. this is shared use, etc).		Public Works

Priority Area: Upgraded Pavilion

Proposed Improvement	Next Step	Action By
Include design + upgrades in 2026 capital budget. (See Map #1) User and internal feedback to consider: - Primary uses today: winter market, picnics, farmers market, plant sale, breakfasts - Storage for winter lights, Farmer's market, and Minor Baseball remains important in some capacity. - Improved lighting - Remove the ability for birds to nest and roost. - Hard surfacing - Reduce wind impact when hosting events	Staff have investigated the opportunity to simply refresh the existing pavilion. This is not possible due to the current poor condition of the structure, and workmanship issues (i.e. roof trusses not to code, etc). 2026 Capital Budget proposal. This is a high cost item, Council will need to determine if the project moves forward, or should be viewed as a community partnership project.	Facilities

Priority Area: Event Space

Proposed Improvement	Next Step	Action By
Winter access to washrooms	Requires further investigation in 2026.	Facilities
Updated gateway signage (See Map #12) • Modern and vibrant signage to celebrate the park. • Consider LED to allow for advertising of Town related matters (similar to PRC)		Facilities IT EcD/Tourism



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Brent Kittmer, Chief Administrative Officer
Date of Meeting:	14 October 2025

TITLE

ADMIN 47-2025 Distribution of Staff's Proposed 2026 Capital and Operating Budget

EXECUTIVE SUMMARY

The 2026 capital and operating budget is the Town of St. Marys' first budget cycle under the new Strong Mayor Powers. The Mayor has indicated he prefers the budget process to remain the same as previous years. Under this direction from the Mayor, this report explains how the budget process has been adapted to be as close to possible as previous years, while still maintaining compliance with the budget requirements of Strong Mayor Powers.

This report serves as the formal delivery of Staff's Proposed 2026 Capital and Operating Budget to Council.

Budget deliberations will commence on October 21, 2025 with Council's review booked from 9:00 am – 5:00 pm that day.

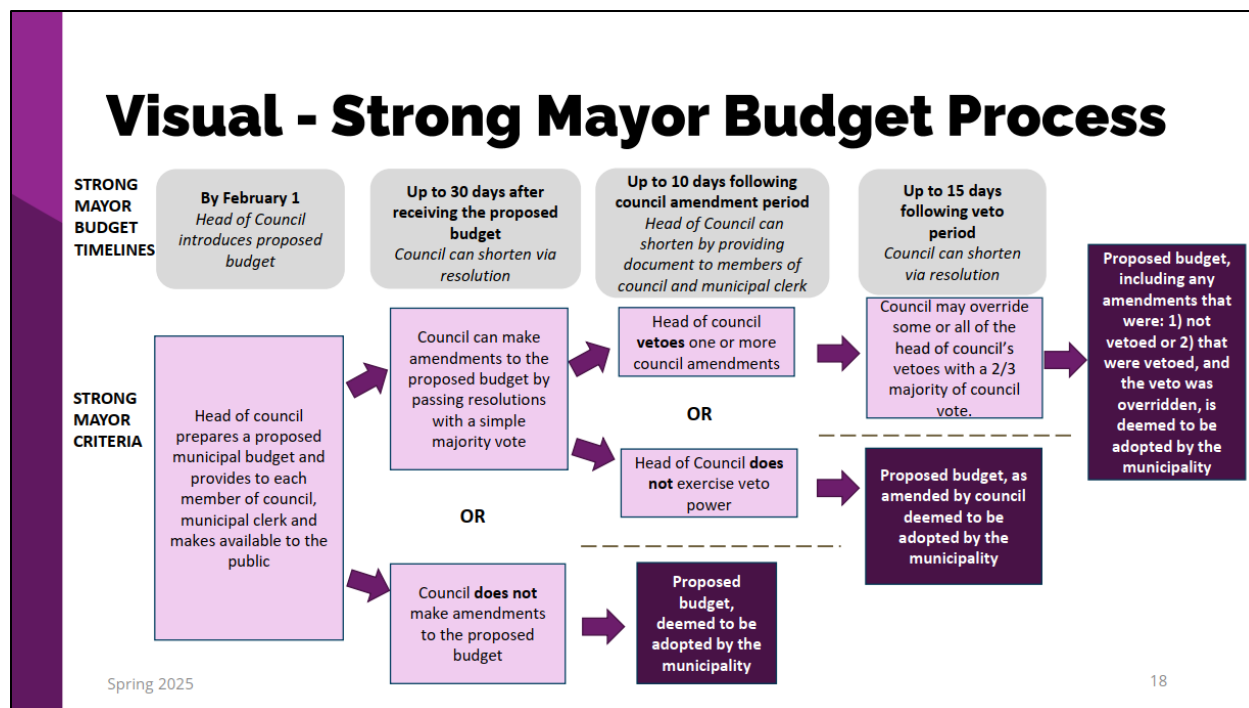
RECOMMENDATION

THAT ADMIN 47-2025 Distribution of Staff's Proposed 2026 Capital and Operating Budget report be received; and

THAT Council acknowledges receipt of staff's proposed 2026 Capital and Operating Budget.

BACKGROUND

The 2026 capital and operating budget is the Town of St. Marys' first budget cycle under the new Strong Mayor Powers. Under this new legislative regime, the Mayor is statutorily responsible for tabling the annual budget by February 1. Once the budget is tabled, the following process takes place:



Importantly, the budget is no longer “passed” or adopted by Council. Once Council and the Mayor have subjected the “Mayor’s budget” to the process above, the budget is “deemed adopted”.

In St. Marys, Mayor Strathdee has indicated that he prefers the budget process to remain the same as in the past and has provided no other specific budget instructions to staff.

This report serves to outline budget process that is required under the new Strong Mayor Powers to keep the process as close to the same as previous years. This report also facilitates delivery of Staff’s Proposed 2026 Capital and Operating Budget to Council.

REPORT & ANALYSIS

During Council’s pre-budget report on July 15, 2025, the Town’s former Director of Corporate Services/Treasurer outlined budget process options for Council.

To have the process remain close to the same as it has been in the past there are two options. The Mayor could choose not to table a budget until after February 1, which turns the budget process over to Council starting February 2, 2026. This is not preferred as it will result in a later adoption of the budget, and a later start to capital projects.

The second option is for staff to table staff’s proposed 2026 Capital and Operating Budget, and for Council to provide feedback and input into staff’s budget before the Mayor tables his budget. This was the option considered by Council at their July 15 pre-budget meeting.

Under this process, the timelines shown below have been developed for the 2026 budget:

Action Item	Due Date	Responsibility
Council provides recommendations on priorities and direction for the 2026 budget to the Mayor	July 15, 2025 – SPC Meeting	Council
Staff prepare operating and capital budgets	August 31, 2025	SLT/SMT Finance
Public engagement	September 6 – Farmer's Market Online September 10 – 26	Staff Council - optional
Finance and CAO budget review	September	SMT/Finance/CAO
Staff deliver budget binder to Council	October 14	Staff
Staff proposed budget tabled for Council feedback Staff presentations	October 21, 2025	Council/SMT
Staff provide Mayor with Draft Budget	November 7, 2025	Finance
Mayor tables Budget	November 11, 2025	Mayor
Council makes any amendments to the Mayor's Budget	November 18, 2025 <i>Period for Council amendments ends on December 11, 2025</i>	Council
Mayor can veto any Council amendments	December 21, 2025	Mayor
Council can override Mayor veto	January 5, 2026	Council
Budget deemed adopted	January 5, 2026	

The concern with the timelines above is that the statutory periods for amendments, vetoes, and overrides falls over the holiday break. This was discussed at Council's July 15 pre-budget meeting, and there was preliminary agreement amongst Council to shorten Council's Amendment period from 30 days to 10 days.

Under this approach, assuming there is general satisfaction with the budget at the end of the October 21, 2025 meeting, Council would pass a resolution to shorten the statutory period for amendments to the Mayor's budget. The Mayor would then table his budget with Council at the November 11, 2025 regular Council meeting. Council would have 10 days to make any budget amendments, with a special meeting of Council scheduled on November 18, 2025. The Mayor would have the ability to veto any amendments by December 1, 2025, which Council could override by December 16, 2025.

Under this shortened timeline, the budget would be finally deemed adopted by December 16, 2025. Visually:

Action Item	Due Date	Responsibility
Council passes resolution shortening the amendment period from 30 to 10 days	October 21, 2025	Council
Mayor Tables Budget	November 11, 2025	Mayor
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Council can override Mayor veto	December 16, 2025 (completed at December 9, 2025 Council meeting or special meeting)	Council
Budget deemed adopted	December 16, 2025	

The process above will allow the Mayor and Council to move through the budget process as close as possible to the budget process of previous years. The one significant change is to the timing of the review of Community Grants. The deadline for Community Grants is November 30, 2025 and the turn around will be too tight to have grant applications reviewed and vetted at the staff level and presented to Council before the budget is "deemed adopted".

To give Council some comfort, the budget for Community Grants is \$56,000 and is funded from the PUC Reserve, meaning there is no levy impact. Staff's vision is that Community Grants will be reviewed at either the January 20, 2026 or February 17, 2026 Strategic Priorities Committee meeting. If the requests from the Community Grants exceeds the budget, as in past practice, Council will have the option to prorate applications or approve a variance to the budget and increase transfer from the PUC Reserve. There is no concern with either of these approaches as it relates to the budget rules under Strong Mayor Powers.

CONCLUSION

This report serves as the formal delivery of Staff's Proposed 2026 Capital and Operating Budget to Council.

Budget deliberations will commence on October 21, 2025 with Council's review booked from 9:00 am – 5:00 pm that day.

FINANCIAL IMPLICATIONS

There are no direct financial implications of this report.

STRATEGIC ALIGNMENT

The comprehensive budget binder that Council has received outlines the 2026 capital and operating budget estimates developed by staff to deliver the Town's current service level and Council's identified corporate and strategic priorities.

OTHERS CONSULTED

N/A

ATTACHMENTS

The budget binder will be digitized and made available to the public through the Town's website, and in person at the Municipal Operations Centre and Town Hall.

When the digital version is available, it will be posted here: <https://www.townofstmarys.com/town-government/budget-financial-reports/annual-budget/>



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Brent Kittmer, Chief Administrative Officer
Date of Meeting:	14 October 2025

TITLE

ADMIN 47-2025 Distribution of Staff's Proposed 2026 Capital and Operating Budget

EXECUTIVE SUMMARY

The 2026 capital and operating budget is the Town of St. Marys' first budget cycle under the new Strong Mayor Powers. The Mayor has indicated he prefers the budget process to remain the same as previous years. Under this direction from the Mayor, this report explains how the budget process has been adapted to be as close to possible as previous years, while still maintaining compliance with the budget requirements of Strong Mayor Powers.

This report serves as the formal delivery of Staff's Proposed 2026 Capital and Operating Budget to Council.

Budget deliberations will commence on October 21, 2025 with Council's review booked from 9:00 am – 5:00 pm that day.

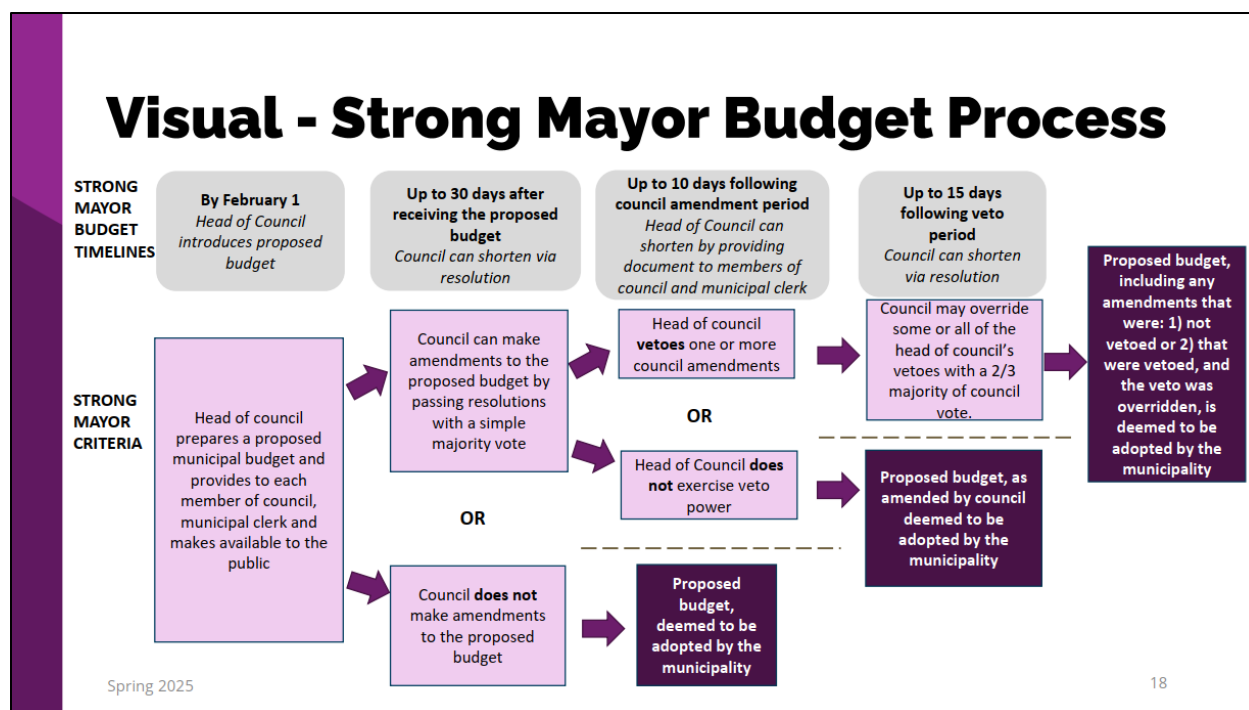
RECOMMENDATION

THAT ADMIN 47-2025 Distribution of Staff's Proposed 2026 Capital and Operating Budget report be received; and

THAT Council acknowledges receipt of staff's proposed 2026 Capital and Operating Budget.

BACKGROUND

The 2026 capital and operating budget is the Town of St. Marys' first budget cycle under the new Strong Mayor Powers. Under this new legislative regime, the Mayor is statutorily responsible for tabling the annual budget by February 1. Once the budget is tabled, the following process takes place:



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In St. Marys, Mayor Strathdee has indicated that he prefers the budget process to remain the same as in the past and has provided no other specific budget instructions to staff.

This report serves to outline budget process that is required under the new Strong Mayor Powers to keep the process as close to the same as previous years. This report also facilitates delivery of Staff’s Proposed 2026 Capital and Operating Budget to Council.

REPORT & ANALYSIS

During Council’s pre-budget report on July 15, 2025, the Town’s former Director of Corporate Services/Treasurer outlined budget process options for Council.

To have the process remain close to the same as it has been in the past there are two options. The Mayor could choose not to table a budget until after February 1, which turns the budget process over to Council starting February 2, 2026. This is not preferred as it will result in a later adoption of the budget, and a later start to capital projects.

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CONCLUSION

This report serves as the formal delivery of Staff's Proposed 2026 Capital and Operating Budget to Council.

Budget deliberations will commence on October 21, 2025 with Council's review booked from 9:00 am – 5:00 pm that day.

FINANCIAL IMPLICATIONS

There are no direct financial implications of this report.

STRATEGIC ALIGNMENT

The comprehensive budget binder that Council has received outlines the 2026 capital and operating budget estimates developed by staff to deliver the Town's current service level and Council's identified corporate and strategic priorities.

OTHERS CONSULTED

N/A

ATTACHMENTS

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FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Kelly Deeks - Johnson, Tourism and Economic Development Manager
Date of Meeting:	14 October 2025

TITLE

COR 33-2025 Heritage Festival Debrief and Proposal for a 2026 Stonetown Heritage Summer Series

EXECUTIVE SUMMARY

This report provides Council with a debrief of the 2025 Heritage Festival, including a review of marketing initiatives undertaken. The annual Stonetown Heritage Festival was held on Saturday July 12th in downtown and along the Riverview Walkway to McGivern Island.

The report also outlines proposed enhancements for the 2026 festival, notably a potential partnership with the Kinsmen Summerfest, and further strengthen the event's appeal to visitors and residents.

RECOMMENDATION

THAT COR 33-2025 Heritage Festival Debrief and Proposal for a 2026 Stonetown Heritage Summer Series report be received; and

THAT Council supports the implementation of the "Stonetown Heritage Summer Series" and collaboration between the Stonetown Heritage Festival and Kinsmen Summerfest for 2026.

BACKGROUND

The Stonetown Heritage Festival began as a BIA and then volunteer organized event where merchants utilized the day for sidewalk sales and community engagement. By the mid-2000s, the Town of St. Marys took over its organization, formalizing its structure and expanding its reach. The event has historically included a downtown street festival all-day Saturday, with a street dance and fireworks at night.

In 2022 the annual Stonetown Heritage Festival was reviewed and reimagined, by Bannikin Travel & Tourism Ltd. to greater reflect the Town's sense of place. The reimagined festival began to take shape in 2023, with greater consideration to St. Marys' history, heritage, arts, culture and natural environment. All components of the festival are free, and programming is entirely funded via sponsorship. The event execution is managed by Town staff and dependent on the help of volunteers.

The festival is weather dependent. In 2023 the event had to pivot activities to account for inclement weather threats, cancelling vendors, inflatables and the street dance, moving the evening music indoors to Town Hall. In 2024 the day was met with blistering heat causing some vendors to pack up early. The 2025 festival dealt with extreme heat and at times high winds.

Summer events in St. Marys predominantly take place in July with the Canada Day in Cadzow Park, the Heritage Festival, Kinsmen Summerfest, the Horticultural Fair and the Lions Car Show. 2025 also saw the addition of the Stonetown Triathlon in early July.

REPORT & ANALYSIS

Stonetown Heritage Festival – 2025 Debrief

Attached to this report is a detailed review of the 2025 Stonetown Heritage Festival. The review is based on tourism data collected by Propulso (using geo fencing), feedback from event vendors, volunteers, and vendors, along with key stakeholders. Council is encouraged to read the full review report as it provides valuable insights as to the rationale for staff's proposal to re-vision the event.

A summary of some of the key themes of the report is below:

What Went Well

- **Community Atmosphere:** Positive feedback from vendors and attendees, described as a “community festival” and “big block party.”
- **Vendor Variety:** Vendors were well-received and appreciated by both visitors and local businesses.
- **Happy Hour Patios & Live Music:** Concept was engaging and drew positive attention (though communication clarity needed).
- **Morning Attendance:** Families with young children participated actively in the morning, creating a lively start to the day.
- **Public Interest in Heritage & Arts:** Activities like tours and the art walk generated interest, even if attendance varied by location.
- **Strong Social Media Reach:** Multiple posts created awareness and promoted festival programming
- Heard great reviews on the Horse & Wagon, Magician, and stage performances.
- **Pop-Up Patio dining** was popular, particularly in the evening.
- **Heritage bus tours** and shuttle were both highly used and aided accessibility.
- Saw strong engagement on social media from visitors during & after the event.
- Restaurants in general did well, especially during the vendor clean-up break (The Creamery was full during this time).

What Didn't Go Well

- **Event Length:** 10 AM – 10 PM felt too long; noticeable slow period from 2–6 PM. Many families left midday and returned only for fireworks.
- **Heat Impact:** High temperatures reduced overall attendance and shortened the time people stayed downtown.
- **Vendor Village Early Pack-Up:** Vendors closed early, potentially due to wind and heat.
- **Art Island Attendance:** Reported as poorly attended, with vendor feedback confirming low engagement.
- **Overlapping Major Events:** Close timing with Canada Day and Kinsmen Summerfest may have contributed to event fatigue.
- **Happy Hour Patios Messaging:** Some feedback indicated that promotions unintentionally implied exclusion of other local eateries.
- **Logistics Challenges:**
 - Moving picnic tables was time-consuming.

- Vendor tents lacking proper anchors/weights; vendors will be required to bring sandbags/weights.
- Lacked enough tables and shaded seating.
- Even more garbage cans needed, especially by food trucks.
- **Incident Tracking:** No clear process for recording medical or safety incidents; no report received from St. John's Ambulance.

Despite the Stonetown Heritage Festival being a beloved event for the community it has been met with challenges.

- Increased marketing efforts and revisions to the festival program have not increased visitor attendance and the festival remains predominantly a local festival.
- A one-day only summer event is very weather dependent.
- Overlapping efforts with other community groups running events.
- Volunteer strain.

Proposed vision for the 2026 Heritage Festival:

Staff have engaged in discussions with the Kinsmen Club, BIA, and Rotary Club to develop a new vision for the Stonetown Heritage Festival in 2026.

The revised festival report completed by Bannikan Travel and Tourism recommended collaboration and partnership with other groups to enhance the festival. The vision is for a more collaborative approach to the Stonetown Heritage Festival, by having the event collaborate with other community events. Under this approach, there would be an increase in smaller events and activations throughout the month of July to enhance our summer offerings for visitors and residents.

Under this vision, the plan would be the development of a festival brand, such as "Stonetown Heritage Summer Series", setting a seasonal and cultural tone for the month-long celebration. The proposal for July 2026, would encompass a diverse array of events and activities aimed at celebrating local heritage and fostering community spirit throughout the month. The program will culminate in the traditional annual summer festival event. Planned components will be further refined in consultation with stakeholders such as the BIA; however preliminary suggestions include regular Heritage Bus Tours and Walking Tours during July, as well as a downtown musical busker series. The month includes building excitement with smaller events, pop-up music performances, summer picnics with live music, and inclusion of already happening events to be promoted as part of summer in St. Marys.

The traditional Heritage Festival event would conclude the month-long event series and would be in collaboration with the Kinsmen Club. Summerfest is scheduled for the end of July, and staff propose the Town and the BIA hold the annual Stonetown Heritage Festival Day on July 25th during Summerfest celebrations.

The Stonetown Heritage Festival Day would follow a similar format to past years, with the addition of activities at Milt Dunnell Field and evening music organized by the Kinsmen at Milt Dunnell Field. Discussed activities for the day include a pancake breakfast during the Farmers Market, the Art Walk relocated to the Flats, midway starting at noon, street closure downtown during the day, merchant involvement, a kid's zone, vendor marketplace downtown, and live music throughout the day downtown. The possibility of reinstating a trolley train service shuttle to connect Milt Dunnell Field and downtown is being considered. Additionally, a shuttle bus would operate from the PRC and the west end of town to bring attendees downtown. Evening events would feature music in the Flats.

It is important for Council to know that the Rotary Club has stated they will not sponsor fireworks for Heritage Festival in 2026. Alternative donors can be sought if desired; however, it is proposed that the fireworks show be moved to Canada Day (with a funder to be determined).

CONCLUSION

The Stonetown Heritage Festival is a beloved event for the community, but it has been met with challenges. The construct of the event was reviewed by Bannikan Travel and Tourism with a recommendation for collaboration and partnership with other groups to enhance the festival.

For 2026, staff are proposing a vision of a “Stonetown Heritage Summer Series” for July, that ultimately concludes with a Heritage Festival Day on July 25th that aligns and collaborates with the Kinsmen Summerfest.

Through this report staff are seeking Council’s support of this vision so that event planning staff can take the next steps to implement the new vision for 2026.

FINANCIAL IMPLICATIONS

The financial landscape for the 2026 Stonetown Heritage Festival is shaped by the simultaneous requests for support from both the Town and the Kinsmen Club, as each seeks funding that share overlapping goals. By uniting our efforts and pooling resources, we can not only eliminate redundancy but also amplify the scope and impact of our programming.

Collaborative funding will allow us to host activities throughout the summer season. This unified approach is poised to increase the festival’s overall appeal, encourage greater participation from residents and visitors, ease event fatigue, diversify our events, and strengthen the town’s reputation as a vibrant summer destination.

Joint financial support will also streamline operational costs and maximize promotional reach, ensuring that our events remain sustainable and that the festival continues to thrive in attracting tourism and fostering community spirit.

STRATEGIC ALIGNMENT

The recommendation in this report is supported by:

- The Tourism Marketing Plan
- The Reimagined Heritage Festival – Development of partnerships

OTHERS CONSULTED

St. Marys BIA Board

St. Marys Kinsmen Club

Rotary Club of St. Marys

ATTACHMENTS

2025 Heritage Festival Data Report

2025 Heritage Festival Social Media Marketing

STONETOWN **HERITAGE FESTIVAL**

August 2025

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Executive Summary

2



The Stonetown Heritage Festival is the Town of St. Marys' largest annual event. This year, over **13,000 people** came out to attend the Festival.

Data and feedback from the festival has been collected and analyzed, focusing on two areas:

Festival Analysis

- What is the Heritage Festival's attendance?
- Is the festival drawing in local or non-local visitors?
- How is the festival operationally (i.e. staffing, scheduling, funding)?
- How do outside factors (i.e. weather) impact the event?

Summer Events

- What are the Town of St. Marys' other summer events?
- What is the summer schedule for community group events?
- Are there opportunities for partnership or collaboration?
- How would a revised Heritage Festival fit into the larger summer schedule?

All data in this report has been provided by Propulso.

2025 Stonetown Heritage Festival

Local and Tourist Attendance



22%

22% of Saturday attendees were non-local tourists.*

** People travelling 40km+ to attend the event.*

Saturday was the day of the 2025 Stonetown Heritage Festival's major events and activities. On Saturday, the Festival saw 6,900 attendees. Only **1,500** of those were non-local tourists.



40%

Of total event visits came from St. Marys residents.



65%

Of total event visits came from Perth County residents.

2025 Stonetown Heritage Festival

Non-local Tourism Breakdown

	2025 Heritage Festival Attendance (Data for Whole Weekend)	2024 OVERALL St. Marys Tourism (Data for Full Year)
London	1,375 (8.0% of Event Total)	4,323 (18.1% of Yearly Total)
	1,031 (6.0% of Event Total)	2,914 (12.2% of Yearly Total)
	Data Unavailable (>1% of Event Total)	1,433 (6.0% of Yearly Total)
KITCHENER	309 (1.6% of Event Total)	740 (3.1% of Yearly Total)
Woodstock	223 (1.3% of Event Total)	430 (1.8% of Yearly Total)
MISSISSAUGA	Data Unavailable (>1% of Event Total)	428 (1.8% of Yearly Total)

The 2025 Stonetown Heritage Festival was compared against 2024 general tourism data, to see how well the festival attracts non-local tourists from nearby cities.

Evidently, the Stonetown Heritage Festival brings in a lower percent of non-local tourists, when compared to general St. Marys tourism throughout the year.

2025 Stonetown Heritage Festival

Attendance Duration



The average attendee stayed at the Stonetown Heritage Festival for 25.2 minutes before leaving.

Morning

9.1

Minutes Spent
at the Festival

Afternoon

27.1

Minutes Spent
at the Festival

Evening

16.1

Minutes Spent
at the Festival



80% of attendees
made just one visit
to the festival.

20% of attendees
made two or more
visits to the festival.

2025 Stonetown Heritage

Attendance Implications

The Stonetown Heritage Festival in its current form is well-attended by St. Marys residents, but is **not reaching** a necessary audience: non-local tourists.

To improve this, the Festival could make use of unique experiences and activities that draw on St. Marys' space and history, to draw visitors.



Heritage Tours proved to be a popular activity amongst non-local tourists.



Attendees - especially locals - typically make only one visit to the event, and do not stay long enough to make use of every activity.

As a result, it may be more effective to remold the festival with smaller, but more frequent, events and activities over the course of days or weeks.

Inclement Weather

Poor weather impacts the Heritage Festival in several ways. Severe rain or thunderstorms can lead to delays and cancellations. High heat, humidity, or wind can deter attendees and cause potential safety issues.

At the 2023 Heritage Festival, poor weather led to:

- Cancellation of the Downtown Vendor Marketplace.
- Cancellations of walking tours & children's inflatables.
- Location changes for almost all other activities.



In 2025, extreme heat negatively impacted afternoon attendance and led to heat-related health concerns.

Putting all of these activities on a single day is extremely **high risk**, for a comparatively **low reward**, especially if attendees don't participate in every activity anyways.

Spreading these out over several days minimizes the impacts inclement weather can have on the Festival.

Operations Analysis

Event Runtime

Saturday's festivities during the 2025 Stonetown Heritage Festival ran from 8:00am to 10:00pm. Including set-up and tear-down, team members were on site for 18+ hours.

Volunteer Acquisition

At times, the Heritage Festival has struggled acquiring enough volunteers to fill all roles for the 12-hour event. The events being scheduled so closely with St. Marys' Canada Day festivities and community group summer events may be hurting volunteer acquisition.

Activities and Overlap

There is noticeable overlap in features held at the Heritage Festival and other community events. Examples include activities like children's inflatables and stage concerts, as well as specific artists, vendors, and performers.



Max Smith performed at both the 2025 Heritage Festival and Kinsmen Summerfest.

Summer Events

Town and Affiliate Events

The Town of St. Marys and town-affiliated organizations run several annual and biennial events throughout the summer.

St. Marys Summer Events

Organized by Town of St. Marys and Affiliates

STONETOWN
HERITAGE FESTIVAL

Town of St. Marys
Hosts of The Stonetown
Heritage Festival



Town of St. Marys
Hosts of St. Marys'
Canada Day Celebration



**Canadian Baseball Hall
of Fame and Museum**
Hosts of the Baseball Hall
of Fame Induction Day



St. Marys Museum
Hosts of Doors Open
**Biennial Event*

Summer Events

Community Group Events

The Town of St. Marys' summer events are competing with other community groups and clubs for **sponsorships, volunteers, and attendees.**

St. Marys Summer Events

Organized by Community Groups

Rotary



St. Marys Rotary Club

Hosts of The Rotary
Brews and Food Fest



St. Marys Lions Club

Hosts of The
Lions Car Show



Kin Canada
st. maryskinsmen

St. Marys Kinsmen

Hosts of St. Marys
Kinsmen Summerfest



Balance Point Triathlon Club

Hosts of The St. Marys
Stonetown Triathlon

Conclusions

In its current form, the Stonetown Heritage Festival struggles with three main barriers:

1

Difficulty attracting tourists to the Festival.

2

Highly susceptible to weather related cancellations.

3

Activity overlap with events hosted by community groups.

The system of independently-hosted summer events ran by St. Marys' and local community groups faces three issues:

1

Forces sponsors and volunteers to pick which events to assist.

2

Hinders organizers' ability to promote and support each other.

3

Increased risk of repetitive events, services, or activities.

These issues could largely be solved with a reimagined Heritage Festival and a collaborative event structure.

Heritage Festival Expansion

There is opportunity to turn the Stonetown Heritage Festival into a multi-week or month-long event series in partnership with local community event organizers.

Current Events

**St. Marys
Commemorates
Canada Day**

**St. Marys
Stonetown
Triathlon**

**St. Marys Lion's
Club Car Show**

**St. Marys Rotary Club
Brews and Food Fest**

Example Events

**'Food Crawl' Style
Dining Event**

**'Nuit Blanche' Style
Arts Event**

**'Downtown Weekly
Engagement' Retail
Events**

**'Stonetown Sounds'
Weekly Music Events**

**Stonetown Heritage Festival
Kinsmen Summerfest
Combined 'Main Event' Weekend Festival**

Stonetown Heritage Festival 2025 Promotional Data:

Website Banner Ad on My Stratford Now:

Advertiser	Date Range	Impressions	Clicks
Town of St. Marys	May 29 – July 13, 2025	45,061	111

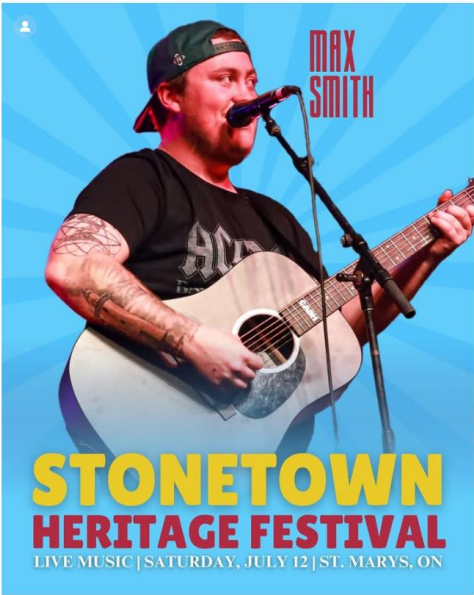
Instagram Boosted Insights:



BASIC HERITAGE FESTIVAL POST

Regular Insights	Ad Insights: \$80 over 4 days
Views: 24,248	Views Ad: 11,702
Likes: 124	Engagement ⓘ 306 Link clicks197 Likes and reactions65 Shares30 Saves14
Shares: 50	Profile activity ⓘ Profile visits210 Follows38 External link taps13 Messaging conversations started2
Saves: 25	Who saw your ad ⓘ Top Locations Gender Age Range Ontario99.9% New Brunswick0.1%

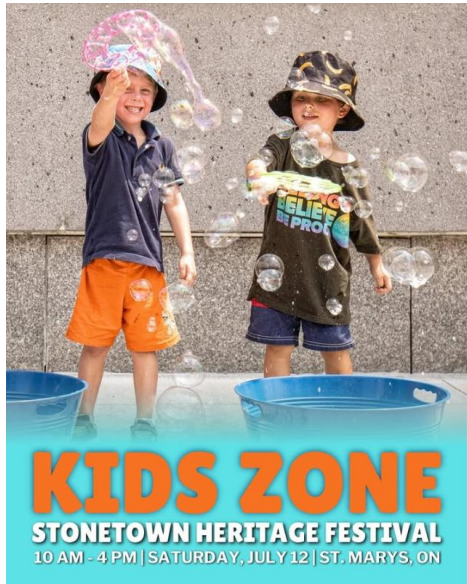
Profile Visits: 222	Who saw your ad ⓘ Top Locations Gender Age Range Female 72.5% Male 25.9% Unknown 1.6%
External link taps: 34 Follows: 49	Who saw your ad ⓘ Top Locations Gender Age Range 25-34 19.8% 35-44 36.8% 45-54 22.1% 55-64 14% 65+ 7.2%



ENTERTAINMENT SLIDE POST

Regular Insights	Ad Insights: \$112 over 4 days
Views: 32,411	Views Ad: 23,562

Likes: 167	Engagement ⓘ 498 <table> <tr> <td>Link clicks</td><td>468</td></tr> <tr> <td>Likes and reactions</td><td>27</td></tr> <tr> <td>Comments</td><td>2</td></tr> <tr> <td>Shares</td><td>1</td></tr> </table>	Link clicks	468	Likes and reactions	27	Comments	2	Shares	1				
Link clicks	468												
Likes and reactions	27												
Comments	2												
Shares	1												
Shares: 14	Profile activity ⓘ <table> <tr> <td>Messaging conversations started</td><td>2</td></tr> <tr> <td>Profile visits</td><td>0</td></tr> <tr> <td>Follows</td><td>0</td></tr> </table>	Messaging conversations started	2	Profile visits	0	Follows	0						
Messaging conversations started	2												
Profile visits	0												
Follows	0												
Saves: 2	Who saw your ad ⓘ Top Locations Gender Age Range <table> <tr> <td>Ontario</td><td>61.4%</td></tr> <tr> <td>Quebec</td><td>7.3%</td></tr> <tr> <td>British Columbia</td><td>5.6%</td></tr> <tr> <td>Nova Scotia</td><td>5.3%</td></tr> <tr> <td>Alberta</td><td>5.2%</td></tr> </table>	Ontario	61.4%	Quebec	7.3%	British Columbia	5.6%	Nova Scotia	5.3%	Alberta	5.2%		
Ontario	61.4%												
Quebec	7.3%												
British Columbia	5.6%												
Nova Scotia	5.3%												
Alberta	5.2%												
Profile Visits: 11	Who saw your ad ⓘ Top Locations Gender Age Range <table> <tr> <td>Female</td><td>42.4%</td></tr> <tr> <td>Male</td><td>55.2%</td></tr> <tr> <td>Unknown</td><td>2.4%</td></tr> </table>	Female	42.4%	Male	55.2%	Unknown	2.4%						
Female	42.4%												
Male	55.2%												
Unknown	2.4%												
External link taps: 5 Follows: 1	Who saw your ad ⓘ Top Locations Gender Age Range <table> <tr> <td>18-24</td><td>0.4%</td></tr> <tr> <td>25-34</td><td>2.5%</td></tr> <tr> <td>35-44</td><td>7%</td></tr> <tr> <td>45-54</td><td>12.4%</td></tr> <tr> <td>55-64</td><td>32%</td></tr> <tr> <td>65+</td><td>45.7%</td></tr> </table>	18-24	0.4%	25-34	2.5%	35-44	7%	45-54	12.4%	55-64	32%	65+	45.7%
18-24	0.4%												
25-34	2.5%												
35-44	7%												
45-54	12.4%												
55-64	32%												
65+	45.7%												



KIDS ZONE POST

Regular Insights	Ad Insights: \$84 over 4 days	
Views: 22,444	Views Ad: 19,637	
Likes: 43	Engagement ⓘ Link clicks Likes and reactions Shares Saves Comments 401 372 24 2 2 1	
Shares: 2	Profile activity ⓘ External link taps Profile visits Follows 1 0 0	
Saves: 3	Who saw your ad ⓘ Top Locations Gender Age Range Ontario 98.6% New Brunswick 1.4%	

Profile Visits: 9	Who saw your ad ⓘ Top Locations Gender Age Range Female 68.3% Male 29.6% Unknown 2%
External link taps: 3 Follows: 0	Who saw your ad ⓘ Top Locations Gender Age Range 35-44 11.6% 45-54 17% 55-64 29.1% 65+ 42.2%



HERITAGE FESTIVAL REEL

Regular Insights	Ad Insights: \$119 over 7 days												
Views: 19,447	Views Ad: 23,895												
Likes: 113	Engagement ⓘ 4,233 <table> <tr><td>3s plays</td><td>3,839</td></tr> <tr><td>Link clicks</td><td>276</td></tr> <tr><td>Likes and reactions</td><td>79</td></tr> <tr><td>Shares</td><td>29</td></tr> <tr><td>Saves</td><td>7</td></tr> <tr><td>Comments</td><td>3</td></tr> </table>	3s plays	3,839	Link clicks	276	Likes and reactions	79	Shares	29	Saves	7	Comments	3
3s plays	3,839												
Link clicks	276												
Likes and reactions	79												
Shares	29												
Saves	7												
Comments	3												
Shares: 48	Profile activity ⓘ <table> <tr><td>Profile visits</td><td>287</td></tr> <tr><td>Follows</td><td>96</td></tr> <tr><td>Messaging conversations started</td><td>2</td></tr> </table>	Profile visits	287	Follows	96	Messaging conversations started	2						
Profile visits	287												
Follows	96												
Messaging conversations started	2												
Saves: 9	Who saw your ad ⓘ Top Locations Gender Age Range Ontario 100%												

	Who saw your ad ⓘ Top Locations Gender Age Range Female 66.9% Male 31.8% Unknown 1.3%
Follows: 101	Who saw your ad ⓘ Top Locations Gender Age Range 18-24 13.6% 25-34 29.8% 35-44 27.1% 45-54 14.3% 55-64 10.5% 65+ 4.7%

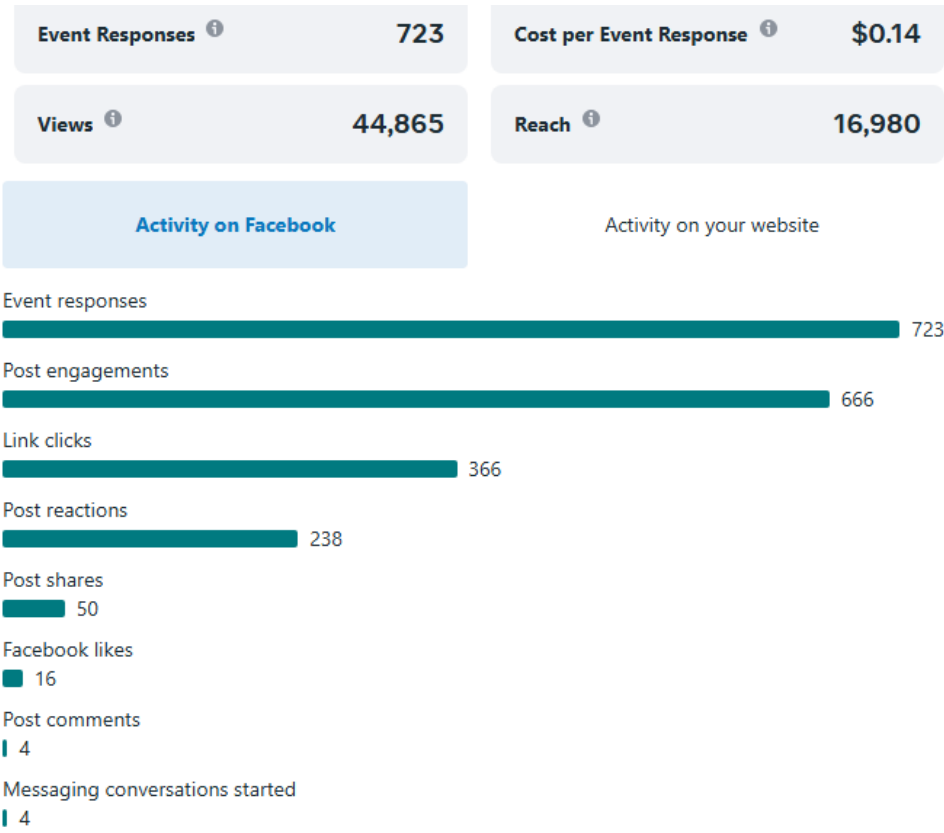


ENTERTAINMENT POST

Regular Insights	Ad Insights: \$144 over 12 days
Views: 32,382	Views Ad: 25,830
Likes: 146	Engagement ⓘ 462 Link clicks 335 Likes and reactions 109 Shares 7 Saves 3 Comments 1
Shares: 23	Profile activity ⓘ Profile visits 341 Follows 50 External link taps 4 Messaging conversations started 3
Saves: 4	Who saw your ad ⓘ Top Locations Gender Age Range Ontario 100%

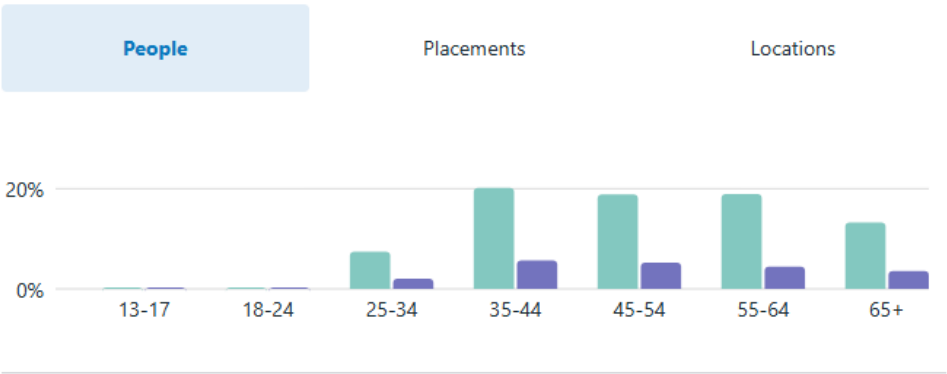
Profile Visits: 257	Who saw your ad ⓘ Top Locations Gender Age Range Female 63.2% Male 35.7% Unknown 1.1%
External Link Taps: 5 Follows: 32	Who saw your ad ⓘ Top Locations Gender Age Range 18-24 24.1% 25-34 24.9% 35-44 16.3% 45-54 13.4% 55-64 12.6% 65+ 8.7%

Facebook Boosted Event:



Audience

This ad reached 16,980 Accounts Center accounts in your audience.



Audience

This ad reached 16,980 Accounts Center accounts in your audience.

People

Placements

Locations

Facebook mobile app feed



Facebook Reels



Audience

This ad reached 16,980 Accounts Center accounts in your audience.

People

Placements

Locations

Ontario



unknown





FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Mark Stone, Planner
Date of Meeting:	14 October 2025

TITLE

DEV 30-2025 Application for Zoning By-law Amendment (Z03-2025) for 178 Thomas Street

EXECUTIVE SUMMARY

The Town has received a Zoning By-law Amendment Application related to a proposed consent to divide the subject property into two lots. The Applicant is proposing to retain the existing dwelling on the Proposed Retained Lot, relocate the existing driveway and detached garage to south of the existing dwelling, and construct a new single detached dwelling on the Proposed Severed Lot with access from Park Lane.

The subject lands are designated Residential according to the Town's Official Plan. The purpose and effect of the Zoning By-law Amendment Application is to change the zoning of the subject lands from "Residential Zone Two (R2-1)" to "Residential Zone Two (R2-11A)" on the Proposed Retained Lot and "Residential Zone Two (R2-11B)" on the Proposed Severed Lot with site-specific regulations, to facilitate the proposed severance.

RECOMMENDATION

If Council prefers immediate approval:

THAT DEV 30-2025 Application for Zoning By-law Amendment (Z03-2025) for 178 Thomas Street report be received; and

THAT Council approves the Application for Zoning By-law Amendment (Z03-2025) for 178 Thomas Street; and,

THAT Council consider enacting Zoning By-law Amendment No. Z161-2025.

If Council requires a report back prior to making a decision:

THAT DEV 30-2025 Application for Zoning By-law Amendment (Z03-2025) for 178 Thomas Street report be received; and

THAT staff report back to Council through the preparation of a comprehensive report outlining the assessment of all internal department, external agency, public and Council comments.

BACKGROUND

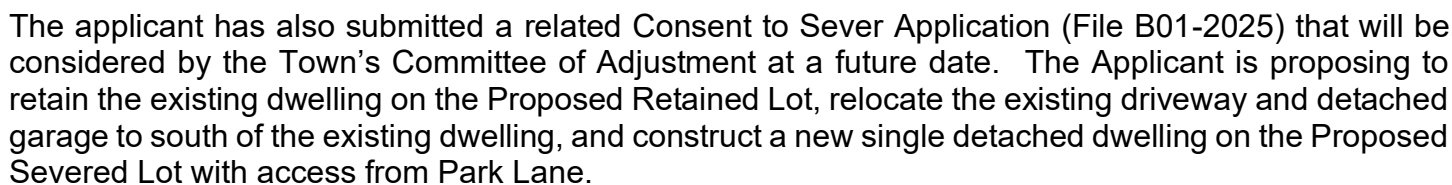
The purpose of this report is to: provide an overview of the Application; consider information and comments provided by the Applicant, Town departments, agencies and the public; and consider recommendation(s) with respect to the further processing of the Application.

REPORT & ANALYSIS

The subject property is approximately 981 square metres in size and is located at the intersection of Thomas Street and Park Lane, as shown on the General Location Map (see Attachment 1 of this report).

There is an existing single detached dwelling on the eastern half of the property and an existing detached garage located along the Park Lane frontage. Access to the site is provided via an existing driveway from Thomas Street, near the intersection with Park Lane. The proposed concept plan / severance sketch is provided as Attachment 2 of this report.

The Property Owner has applied for a consent to divide the property into two lots as shown on the concept plan / severance sketch excerpt below.



The concept plan / severance sketch shows road widenings required to be conveyed to the Town (3.0 metre wide along Thomas Street and 2.5 metre wide along Park Lane). The following chart describes the characteristics of the proposed lots, before and after the required road widenings are conveyed as conditions of the Consent to Sever Application.

	Frontage (m)	Size (m ²)
Retained Lot		
Pre road widening	20.1	618.2
Post road widening	17.6	488.5
Severed Lot		
Pre road widening	18.0	362.7
Post road widening	18.0	317.6

Supporting studies and plans submitted with the Application include a Planning Justification Report prepared by Zelinka Priamo Ltd.

Typically, an Application for Minor Variance would be submitted to address zoning deficiencies related to the proposed creation of lots. However, given the extent of the proposed reduction to the minimum lot size of the Proposed Severed Lot in particular, an Application for Zoning By-law Amendment has been submitted.

The purpose and effect of the Zoning By-law Amendment Application is to change the zoning of the subject lands from “Residential Zone Two (R2-1)” to “Residential Zone Two (R2-11A)” on the Proposed Retained Lot and “Residential Zone Two (R2-11B)” on the proposed Severed Lot with site-specific regulations detailed and discussed later in this report.

Planning Context

Provincial Planning Statement

Section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Planning Statement (PPS) was issued in 2024 under the authority of Section 3 of the Act. The PPS provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment.

Section 2.1.6 of the PPS states that planning authorities should support the achievement of complete communities by accommodating an appropriate range and mix of land uses and housing options. Section 2.2.1 of the PPS states that “planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents” through the provision of affordable housing and planning for housing to address the full range of housing options, and permitting and facilitating all types of residential intensification. In addition, planning authorities are required to promote “densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation”.

Section 2.3.1.3 states that “planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities”.

The project represents an efficient form of development that utilizes existing infrastructure and public service facilities, and contributes to the provision of a range and mix of residential housing options in the Town.

Official Plan

The subject lands are designated Residential according to the Town Official Plan. “The primary use of land shall be for a range of dwelling types from single-detached dwellings to low rise apartments, parks and open spaces, as well as the institutional uses provided for in Section 3.1.2.18 of this Plan. The various types of residential uses shall be controlled through the application of the Town’s implementing Zoning By-law” (Section 3.1.2.2). The proposed land use is permitted in the Residential designation.

An objective of the Official Plan is “to encourage the provision of an adequate supply and choice of housing for the existing and future residents of St. Marys in terms of quality, type, location and cost” (Section 3.1.1.1). The proposed development will provide additional choice in the market, and will further contribute to the target of 20 percent of all new residential development to be provided through intensification and redevelopment (Section 2.1.13) and the goal of providing a full range and mix of housing types, affordability, and densities to meet the needs for Senior Citizens, persons with disabilities and households with lower incomes (Section 3.1.1.6). The proposed development aligns with policies that support residential intensification through efficient and compact development, the use of under developed lands, and the efficient use of existing infrastructure (Sections 3.1.1.7 and 3.1.2.4).

As indicated in the applicant’s Planning Justification Report, “the majority of the surrounding residential lots and dwellings are larger in size and higher in price. The proposed development provides an opportunity to diversify the housing supply and price within the Town of St. Marys”. It is also noted that “the proposed severance provides a lot that can accommodate a modest building envelope. This form of housing is consistent with the objective of providing a wide range and mix of housing types, densities, and price ranges to support a range of needs in the community.”

Section 3.1.2.3 of the Official Plan reads as follows:

“New development, intensification and infilling is permitted throughout the Residential designation provided it is in keeping with the character of the neighbourhood. When evaluating the character of the neighbourhood, regard shall be given to attributes such as: land use, lot sizes and fabric (i.e., area, frontage, and depth); building type, location, form and scale (i.e., setbacks from lots lines and roads, spacing from other buildings, massing, scale, and height), building materials and architecture, lot coverage (coverage of buildings and open/green space), and streetscapes and planned function of roads.”

The applicant’s Planning Justification Report notes that there are residential land uses with various densities surrounding the subject property, stating that “uses directly abutting the property include:

- A single-storey, single-detached dwelling directly abuts the interior side yard to the south.
- A single-storey, single-detached dwelling abuts the rear yard of the subject lands to the west.
- Two, three-storey apartment buildings are opposite to the subject lands on the north side of Park Lane.
- Single-storey, single-detached dwellings are opposite to the subject lands on the east side of Thomas Street.”

A detailed analysis of the surrounding area is provided in the Planning Justification Report indicating that “the lot abutting the rear portion of the subject lands known municipally as 139 Ontario Street is of a similar intensified form to the proposed development (Figure 5). The majority of the residential lots along Thomas Street have an average lot area of approximately 1,000 m², while the abutting lot has an area of approximately 466.5 m², and a building envelope of approximately 90 m²”.

Figure 5: Surrounding Context Spatial Analysis (Source: Ontario Ministry of Natural Resources)



From: Zelinka Priamo Planning Justification Report

It is also indicated in the Planning Justification Report that “the majority of lands within 400 m of the subject lands are comprised of residential uses with some open space, and commercial uses. Notable features within the 400 m and 800 m radiuses include:

1. Low-density residential uses in the form of single-detached dwellings, which generally surround the subject lands in all directions. Semi-detached dwellings are located approximately 400 m southeast of the site.
2. Medium-density residential uses in the form of three-storey apartment buildings abutting Park Lane, directly north of the subject lands.
3. Open space and recreational uses include the Hall of Fame Baseball Diamonds, St. Marys Racket Courts, St. Marys Skate Park, The Peace Garden, Milt Dunnell Park, and West Ward Park.
4. Downtown commercial uses located north of the subject site include a variety of shops and restaurants.
5. Commercial and retail uses, including small businesses and restaurants offer a range of products and services.
6. A wastewater treatment plant is located along the Thames River to the south of the subject lands.
7. Institutional uses such as the St. Marys Memorial Hospital, Canadian Baseball Hall of Fame, and the St. Marys Museum.

8. Industrial uses including a portion of the St. Marys quarry extraction pit located southwest of the subject lands.”

Subsection 3.1.2.3.1 of the Official Plan provides additional policy directions:

“Section 3.1.2.3.1, General Policies for New Development and Intensification/Infill

- a) Development shall respect the existing character of the surrounding neighbourhood through compatible and complementary building siting, massing, height and scale.
- b) Proposed land uses and development should have minimal impacts on adjacent properties in relation to grading, drainage, shadowing, access and circulation, and privacy.
- c) Existing trees and vegetation should be retained and enhanced where possible and additional landscaping should be provided to integrate the proposed development with the existing neighbourhood.”

Through their Planning Justification Report, the applicant responds to the policies in Section 3.1.2.3.1 indicating that:

- “The proposed development is regarded as appropriate and respectful of the existing character of the surrounding neighbourhood as it is consistent and compatible with the range of uses surrounding the site. Intensification initiatives can be identified to the north of the subject lands in the form of two, three-storey apartment buildings.
- The proposed development is not anticipated to have significant undue impacts on abutting and adjacent properties.
- Trees and vegetation will be retained where possible and only removed where necessary to allow for the proposed dwelling to be constructed. A proposed landscaped open space of 68% for the lot to be retained and 66% for the lot to be severed provides a significant amount of space to enhance the trees and vegetation.”

Section 3.1.2.3.2 of the Official Plan provides policies specific to the creation of lots for single detached and semi-detached dwellings between existing lots, as follows:

- a) Proposed building heights should reflect the pattern of heights of adjacent housing and shall not exceed two storeys.
- b) Proposed lot coverage should be similar to the lot coverage permitted on adjacent housing through the applicable zoning.
- c) The predominant or average front yard setback for adjacent housing should be maintained to preserve the streetscape edge, and character.
- d) Similar side yard setbacks should be provided to preserve the spaciousness of lots on the street.
- e) The depth of a new dwelling should provide for a usable sized rear yard amenity area.

Through their Planning Justification Report, the applicant responds to the policies in Section 3.1.2.3.2 indicating that “the proposed zoning regulations provide a building envelope to accommodate future residential intensification opportunities that are consistent with the current regulations of the front, rear, and side yard setbacks, lot coverage, and landscaped open space areas. Although the proposed building envelope conforms to the current zoning setback regulations, the proposed lot area, lot depth, and gross floor area do not meet the current regulations. As a result, site-specific residential zones are required to permit the additional lot which, as discussed in this report, are appropriate.”

Section 3.1.2.19 of the Official Plan encourages the development of affordable housing through a variety of measures including “the implementation of innovative and flexible design standards through

the Town's Zoning By-law to permit more efficient development of affordable housing". The proposed smaller lot sizes and zoning regulations represent flexibility in design standards that will allow for more choice in the market.

Section 4.2.1 of the Official Plan sets out general consent policies. Section 4.2.1.6, Size Requirements, states that "the lot frontage, depth, and size of any parcel of land created by consent (severed or retained portion) shall be adequate for the proposed use of the land and consistent where possible with adjacent lots. The Committee of Adjustment shall be satisfied that the proposed parcel(s) can be properly integrated into the anticipated urban development of the area. Both the severed lot and the retained lot created as a result of a consent shall conform to the provisions of the implementing Zoning By-law". The proposed lots can accommodate the existing and proposed single detached dwellings with the proposed site specific zoning regulations.

Section 4.2.1.9, Compatibility of Land Uses, states that "compatibility with neighbouring land uses shall be considered during the review of all consent applications. Where adverse effects could occur as a result of the proximity of non-compatible land uses, adequate screening or buffering provisions may be required in order to reduce or eliminate the non compatibility". This policy will be considered as part of the Consent to Sever Application before the Committee of Adjustment.

According to the Schedule 'B' of the Official Plan, Thomas Street is identified as an arterial road (Section 5.3.1.1), while Park Lane and Ontario Street South are identified as local roads (Section 5.3.1.3). The Official Plan sets out planned right-of-way widths of 30 metres for arterial roads and 20 metres for local roads and based on the current right-of-way widths of Thomas Street and Park Lane, the applicant is required to convey land along both frontages (3.0 metres along Thomas Street and 2.5 metres along Park Lane) to meet the planned road widths. As noted in the Planning Justification Report, the "required road widening from Park Lane extends into the existing asphalt driveway and detached garage on the subject lands. As such, the existing driveway and garage are proposed to be removed and relocated to the south of the existing dwelling."

Zoning By-law

The subject property is currently zoned "Residential Zone Two (R2-1)" according to the Town of St. Marys Zoning By-law Z1-1997, as amended. The purpose and effect of the Zoning By-law Amendment Application is to change the zoning of the subject lands to "Residential Zone Two (R2-11A)" on the Proposed Retained Lot and "Residential Zone Two (R2-11B)" on the Proposed Severed Lot with the following site-specific regulations based on the proposed lots (post road widenings):

Retained Lot - "Residential Zone Two (R2-11A)"

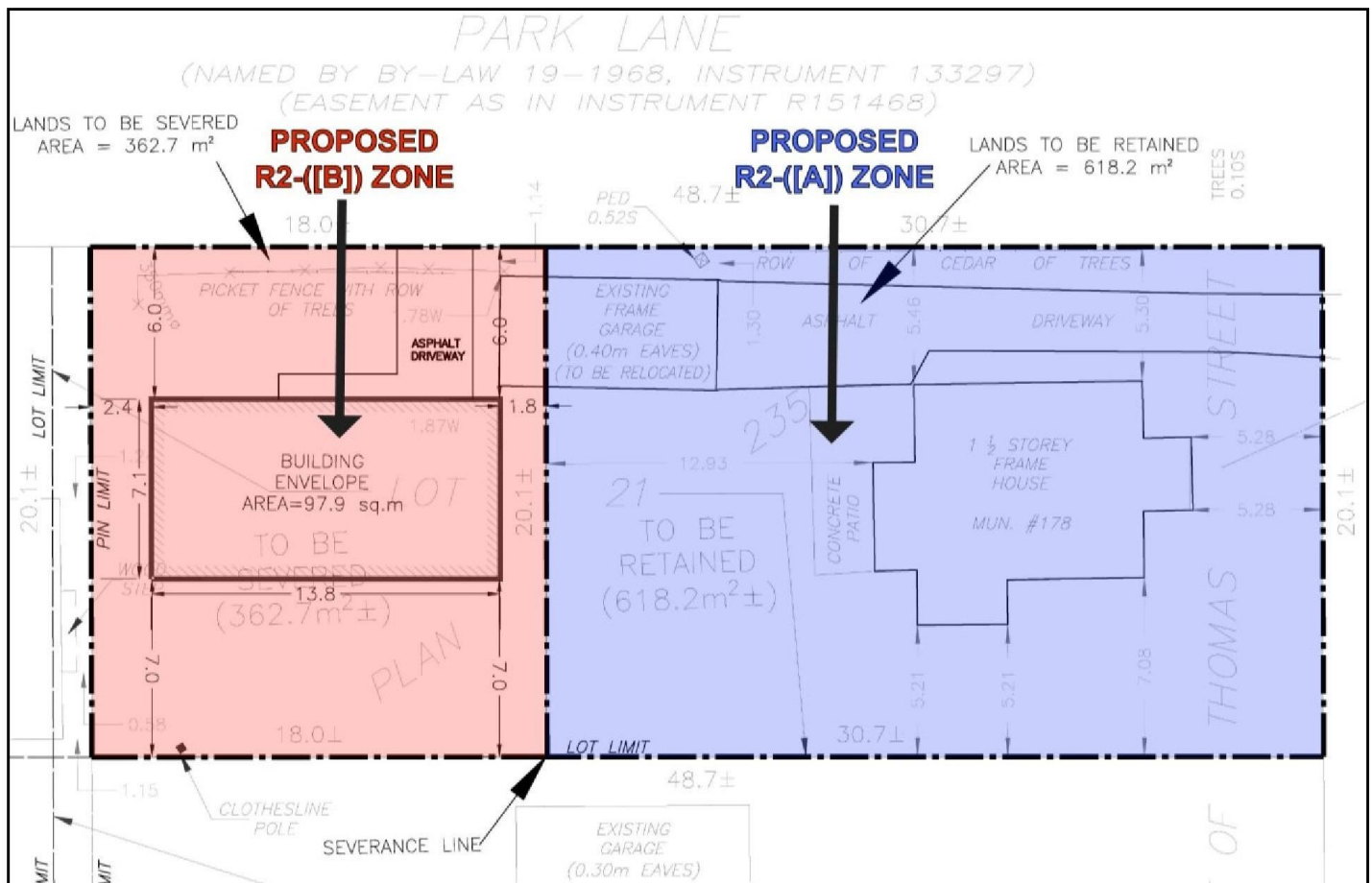
- Minimum lot area (corner lot) of 488.5 m², whereas the minimum required is 795.5 m²;
- Minimum lot frontage (corner lot) of 17.6 m, whereas the minimum required is 21.5 m;
- Minimum lot depth of 27.7 m, whereas the minimum required is 37.0 m;
- Minimum front yard of 2.1 m, whereas the minimum required is 6.0 m;
- Minimum exterior side yard of 2.8 m, whereas the minimum required is 6.0 m; and,
- Recognize the encroachment of the existing dwelling in the required daylight/sight triangle (10.8 x 10.8 m).

Severed Lot - "Residential Zone Two (R2-11B)"

- Minimum lot area (interior lot) of 317.6 m², whereas the minimum required is 666.0 m²;
- Minimum lot depth of 17.6 m, whereas the minimum required is 37.0 m;
- Minimum front yard of 5.5 m, whereas the minimum required is 6.0 m;
- Minimum rear yard of 5.0 m, whereas the minimum required is 7.0 m; and,

- Minimum gross floor area of 97.9 m², whereas the minimum required is 100 m².

Figure 9: Proposed Zones (excerpt)



From: Zelinka Priamo Planning Justification Report

There is a discussion in the Planning Justification Report of the requested relief from the Zoning By-law for the Proposed Retained and Severed Lots, summarized as follows:

- Lot area ensures that appropriate built-form, parking, and adequate amenity areas can be accommodated on the parcels. While the resulting lot area is under the minimum required, the proposed consent sketch demonstrates that the existing and proposed built-forms can be accommodated on their respective lots, along with the appropriate parking areas, and amenity spaces ensuring the lots function properly as intended by the residential land use designation.
- These proposed zoning provisions are consistent with a shift toward more intense developments that facilitate an efficient use of land. The policy supportive development demonstrates intensification that is compatible and appropriate for the surrounding context of the subject lands and the community.
- The proposed building envelope satisfies the setback regulations of the R2 Zone and is appropriately sized for the proposed severed lot. The proposed development efficiently utilizes residential land, optimizes municipal services, and supports housing supply policies of the St. Marys Official Plan through a development that is compatible with the surrounding context of the subject lands. The creation of an additional lot is consistent with these objectives and provides

an opportunity for appropriate intensification that blends well with the existing built forms found in the area.

- The proposed severed lot is smaller in size; therefore, a smaller building footprint such as the proposed is more appropriate, attainable, and better suited for the context of the site. To comply with the zoning setback regulations, the maximum gross floor area will be less than the required for the current zone, similar to the dwellings on either side of the proposed interior lot. A smaller dwelling is not only appropriate for the context of the lot area but also contributes to achieving St. Marys attainable housing goals. Naturally, due to the modest size of the lot and proposed dwelling, the property may be priced more affordably. For these reasons, the reduced gross floor area can be regarded as a negligible difference to the functionality of the site.
- The rezoning of both proposed lots to a unique “*Residential 2 (R2-[])*” zone to recognize the existing, legal non-confirming conditions within the current regulations, and permit the special provisions required to facilitate the policy supportive development.

Communications

Notice of this meeting was circulated by first class mail to all landowners within 120 metres of the subject property and any agencies, and signage was posted on the property in accordance with the Planning Act.

The following is a summary of comments received.

Department/ Agency	Date	Summary of Comments
Festival Hydro	September 3, 2025	• Festival Hydro currently has no infrastructure along Park Lane, however the proposed lot could be serviced off Ontario Street or Thomas Street, pending Town of St. Marys approvals. • As the road allowance width for Ontario Street and Park Lane appears to be narrower than typical, there may be challenges bringing servicing to the lot for this reason. It does look like Right-of-Way widenings are depicted which may assist. • The applicant or any future purchasers of the lot should contact Festival Hydro engineering directly to discuss servicing options and high-level costs.
Town Public Works	September 3, 2025	• The sanitary connection for the retained lot is on Thomas Street. The water service to the retained lot is on Park Lane however would remain on the lands to be retained and no service modifications would be required. • As for the severed lot, utility services (water, wastewater and potentially stormwater) would be required. • A 150 mm diameter watermain, a 250 mm diameter sanitary main and a storm sewer main are within the Park Lane Right-Of-Way and front the property.

Department/ Agency	Date	Summary of Comments
		Any utility services would require connections from Park Lane. The Applicant should discuss service requirements with the Public Works Department and would need to make an application for utility services.
Upper Thames River Conservation Authority	September 12, 2025	No objections

The Town has received one written public submission from Amy Brennan, 223 Thomas Street, comments summarized as follows:

- While the residents of Thomas Street have appreciated the work the new owners have done to the current home, I don't believe cramming another home behind it is fair to the existing surrounding home owners.
- Assuming they will be removing the beautiful tree in the back yard, which provides privacy and shade, the owners directly behind this lot (on Ontario Street) and the ones beside them on Thomas Street will be looking directly into this proposed home. Both of these home owners have put up with the previous property owners, which brought a police presence, standoffs, unkept grass and landscaping, etc.
- Why do we feel it necessary to utilize every inch of green space? The three apartment buildings across the road (soon to be 4) already took away the local tobogganing hill and the lovely view of the old school.
- Not against progress and finding housing for St. Marys residents but I am against not factoring in the charm of a small town, larger lots, access to historical buildings and an overall feeling of community. Since the existing home on this lot has been redone, there hasn't even been anyone living in it. Why the need for another home?

During the September 15 Planning Advisory Committee meeting, Pat D'agostino, 184 Thomas Street, asked for clarification on where the proposed driveway and accessory building would be located on the Proposed Retained Lot.

Discussion

Under Pillar #6 – Housing of the Town's Strategic Plan, exploring alternative forms of housing is a strategic priority to provide affordable housing. On February 15, 2022, the Strategic Priorities Committee received Report DEV 08-2022 that provided an update on the Town's housing strategy and also examined the appropriateness of permitting tiny homes in St. Marys. And while what is proposed on the subject property may not be considered a 'tiny home', the discussion and Council direction provides some context when reviewing this application. As noted in DEV 08-2022, "to allow for more efficient use of land and provide opportunities for the provision of more affordable housing through tiny homes, planning policies and regulations must permit smaller dwellings on smaller lots".

On June 28, 2022, Council passed a comprehensive Amendment (Z153-2022) to the Town's Zoning By-law and included changes to allow for more intensive development in residential zones including:

- Increasing the maximum lot coverage for single detached dwellings in the R1, R2, R3 and R4 Zones, semi-detached dwellings in the R3 and R4 Zones, and townhouse dwellings in the R5 Zone;

- b) Reducing the minimum rear yard for single detached dwellings in the R2, R3 and R4 Zones, semi-detached dwellings in the R3 and R4 Zones, and townhouse dwellings in the R5 Zone; and,
- c) Reducing the minimum open space required for lots with single detached dwellings in the R1, R2, R3 and R4 Zones, semi-detached dwellings in the R3 and R4 Zones, and townhouse dwellings and apartment buildings in the R5 Zone.

Changes to the Zoning By-law to consider reductions in minimum lot sizes for the entire municipality will be addressed on a comprehensive basis through the upcoming Zoning By-law update. However, in the meantime, the Town can use the policies of the Official Plan to consider site specific applications.

Key policies and factors are discussed below in considering the appropriateness of the proposed consent to sever and requested zoning relief:

- The proposed development to create two lots with a single detached dwelling on each reflects the predominant form of housing (single detached dwellings) in the area;
- The Official Plan encourages the development of affordable housing through a variety of measures including the implementation of innovative and flexible design standards through the Town's Zoning By-law to permit more efficient development of affordable housing;
- The proposed development will further contribute to the Official Plan target of 20 percent of all new residential development to be provided through intensification and redevelopment, and the goal of providing a full range and mix of housing types, affordability, and densities;
- The proposed development represents efficient use of land and existing infrastructure such as existing roads and sewer/water services; and,
- The frontage, depth and size of the proposed lots will be sufficient to accommodate uses permitted in the R2 Zone and will be of sufficient size to accommodate amenity space, parking and drainage.

In addition, it should be noted that while there is the need for relief from the Zoning By-law for the Proposed Severed Lot, including to address the reduced lot size, and front and rear yard setbacks, the Proposed Severed Lot and development complies with the current zoning in terms of:

- permitted land uses and building forms;
- minimum lot frontage;
- minimum interior side yards;
- maximum building height;
- maximum lot coverage;
- minimum landscaped open space; and,
- parking.

Furthermore, more than 60 percent of the Proposed Severed Lot will be maintained as open space, amenity area, based on the proposed zoning and concept plan / severance sketch.

It is noted that a member of the Planning Advisory Committee suggested that the applicant consider increasing the size of the Proposed Severed Lot (by reducing the size of the Proposed Retained Lot). Following the Planning Advisory Committee meeting, staff asked the applicant to consider the suggestion to shift the proposed dividing lot line between the Retained and Severed Lots eastward to increase the size of the Proposed Severed Lot. The applicant indicated that they would like to maintain the sizes of the proposed lots, reiterating that the size of the Proposed Severed Lot provides a reasonable building envelope with a lot frontage and interior side yard setbacks that are compliant with

the prescribed zoning, and there is the desire to maintain the proposed rear yard setback for the Proposed Retained Lot to ensure adequate space for establishing a new garage in the future.

CONCLUSION

In accordance with the PPS and the Town's Official Plan, the project represents an efficient, compact form of 'gentle intensification' that utilizes existing infrastructure, and contributes to the provision of a range and mix of residential housing options in the Town. While the proposed lots are smaller in size than most of the lots in the area, single detached dwellings can be accommodated on both lots with adequate parking and amenity space. If approved, the proposed zoning will continue to match the permissions on the vast majority of existing lots in the area, including with respect to permitted land uses, building forms and height, maximum lot coverage and minimum landscaped open space.

It is recommended that Council approve the Zoning By-law Amendment if no significant concerns are raised by the public or members of Council at the statutory public meeting. A copy of proposed Zoning By-law Z161-2025 is provided in the October 14, 2025 Council agenda.

FINANCIAL IMPLICATIONS

None known at this time.

STRATEGIC ALIGNMENT

- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #6 Housing:
 - Outcome: In order to get the 'right demographic mix' for St. Marys, it will be essential to ensure housing stock is flexible and attractive for youth, workers, immigrants and persons of all abilities.
 - Outcome: To ensure affordability, new forms of housing styles should be investigated; for example amongst millennials, smaller "tiny houses" are becoming a popular alternative.

OTHERS CONSULTED

Town of St. Marys Development Team

ATTACHMENTS

1. General Location Map
2. Concept Plan / Severance Sketch

GENERAL LOCATION MAP

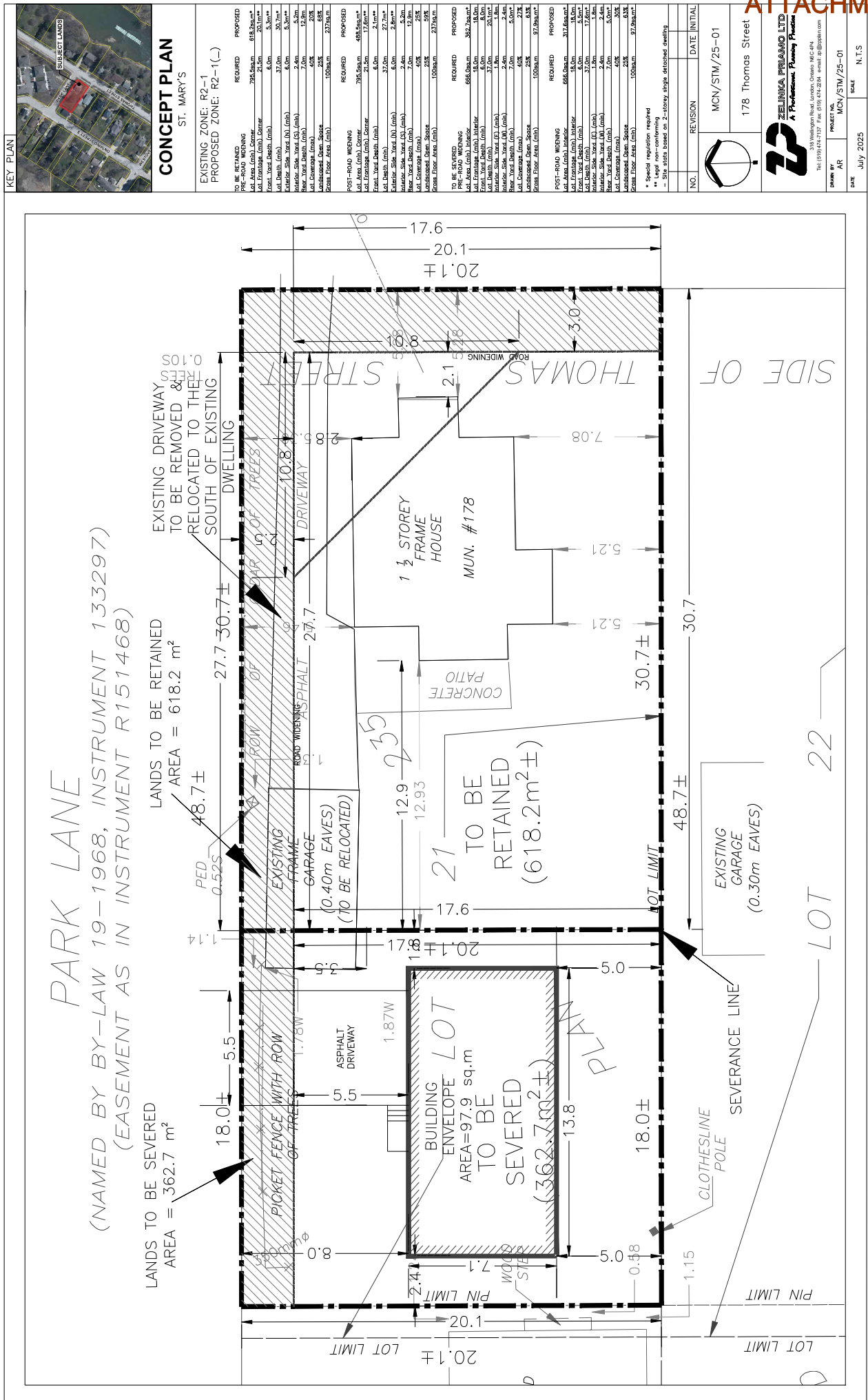
178 Thomas Street
Town of St. Marys



Subject Lands



August 2025





FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Manager
Date of Meeting:	14 October 2025

TITLE

PW 51-2025 Amending Agreement for Source Water Protection Services

EXECUTIVE SUMMARY

This report recommends that the Town of St. Marys enter into an amending agreement with the Upper Thames River Conservation Authority (UTRCA) to continue source water protection services through December 31, 2027. The Clean Water Act, enacted by Ontario in 2006, mandates the protection of drinking water sources, and the Town has met its obligations under this legislation by partnering with UTRCA since 2015. The renewed agreement will allow the UTRCA Risk Management Officer to administer relevant policies and ensure ongoing compliance, with funding provided by the Town based on its unique source protection area and workload. Council is asked to receive this report and authorize the Mayor and Clerk to sign the amending agreement to maintain these critical services.

RECOMMENDATION

THAT report PW 51-2025, Amending Agreement for Source Water Protection Services be received; and,

THAT Council approves the amending agreement for continued source water protection services with the Upper Thames River Conservation Authority through December 31, 2027.

BACKGROUND

In October 2006, the Province of Ontario passed the Clean Water Act (CWA). The CWA aims to protect existing and future sources of drinking water. The protection of source water is one barrier in the multibarrier approach recommended by Justice O'Connor and approved by the Province for safe drinking water in Ontario. A Source Protection Plan (SPP) was required as part of this program. Source water protection is science based, having no regard for municipal boundaries. The SPP for the Town of St. Marys is the Thames - Sydenham Region Source Water Protection Plan.

In 2015, the Town of St. Marys retained the services of the Upper Thames River Conservation Authority (UTRCA) to provide source water protection services on behalf of the Town to meet the Town's obligations under the CWA.

This report provides an amending agreement for Council's consideration with the UTRCA through December 31, 2027.

REPORT & ANALYSIS

Under a renewed agreement, the UTRCA Risk Management Officer would continue to implement and administer Part IV policies under the same agreement that is currently in place between the Town of

St. Marys and the UTRCA, with the exception of those changes noted in the Amending Agreement (attached).

Under the UTRCA model, the source protection program is funded by partner municipalities based on the estimated portion of the workload. For St. Marys, this has the potential to be significant because of the unique nature of the Town's source water protection area, and the nature of the wellhead protection area for the water supply wells which encompass a large portion of the Town. The Town's Source Protection Area includes all properties in the downtown core and Industrial, Commercial and Institutional properties through to the western Town boundary.

The amending agreement would continue to see service delivery for the Town through 2027 while enabling sufficient resources to update and maintain plans and complete property inspections and follow ups during the Agreement period.

CONCLUSION

The proposed amending agreement with the Upper Thames River Conservation Authority will ensure the Town of St. Marys continues to meet its obligations under the Clean Water Act by maintaining robust source water protection services through to the end of 2027. This partnership not only supports effective risk management and compliance but also delivers cost efficiencies for the municipality. Approval of this agreement will enable ongoing protection of the Town's drinking water sources while upholding the commitment to public health and safety.

FINANCIAL IMPLICATIONS

The amending Agreement for source water protection services with the UTRCA will result in a total program cost of \$48,268.21 to be incurred over a two (2) year period (2026-2027). This represents an annual program cost of \$23,793.48 in 2026 and \$24,474.72 in 2027.

These forecasted costs represent a decrease of approximately \$5,600.00 per year, which is approximately a 19% decrease when compared to the existing service agreement. The decrease is a result of the anticipated inclusion of another municipality where the UTRCA will provide services which allows for the program costs to be distributed among more municipal partners.

Source water protection services are funded through the annual operating budget for the water system. The Agreement costing proposed has been allocated for in the proposed 2026 municipal budget.

STRATEGIC ALIGNMENT

Not Applicable

OTHERS CONSULTED

Not Applicable

ATTACHMENTS

Attachment No. 1 – Amending Agreement for Source Protection Joint Risk Management Services

AMENDMENT NO.4
SOURCE PROTECTION JOINT RISK MANAGEMENT SERVICES AGREEMENT

THIS AMENDMENT NO.4 made effective the first day of January, 2026.

BETWEEN:

Upper Thames River Conservation Authority,
(hereinafter called "the Authority")
OF THE FIRST PART

- and -

The Corporation of the City of Stratford,
OF THE SECOND PART

- and -

The Corporation of the Municipality of Chatham-Kent,
OF THE THIRD PART

- and -

The Corporation of the Township of Perth East,
OF THE FORTH PART

- and -

The Corporation of the Municipality of West Perth,
OF THE FIFTH PART

- and -

The Corporation of the Town of St Marys
OF THE SIXTH PART

-and –

The Corporation of the Township of St. Clair,
OF THE SEVENTH
PART

-and –

Lambton Area Water Supply System,
OF THE EIGHTH

-and-

The Corporation of the Municipality of Thames Centre,
OF THE NINTH PART

(hereinafter called “the Municipalities”)

WHEREAS the Parties entered into an agreement dated as of September 1, 2014 (and March, 2024 for Thames Centre) for the purpose of developing and implementing a joint program for the enforcement and jurisdictional rights under Part IV of the *Clean Water Act* (the “**Agreement**”).

And Whereas pursuant to Section 6.04 of the Agreement, amendments may only be made by mutual agreement;

NOW THEREFORE in consideration of the contractual relationship between the Authority and the Municipality and for other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged by both Parties, the Authority and the Municipalities hereby acknowledge, agree and undertake as follows:

1. This Amendment No. 4 shall have an effective date of January 1, 2026 and shall continue for a period of 2 years, ending the 31st day of December 2027.
2. All other terms and conditions of the Agreement shall remain in full force and effect unchanged and unmodified except in accordance with this Amendment No. 4.
3. The Agreement is amended as follows:
 - a. Schedule “A” (Program Description and Timelines), Schedule “B” (Notification Contacts), Schedule “C” (Reports) and Schedule “D” (Payment Schedule), as set out in the Agreement are deleted in their entirety and replaced with the following:

Schedule A – Joint Risk Management Services Agreement

Program Description and Timelines

Upper Thames River Conservation Authority (UTRCA) was delegated Part IV authorities (as per Ontario *Clean Water Act, 2006*) on behalf of the Municipality in September 2014 (and March, 2024 for Thames Centre). Since the commencement of the Agreement, UTRCA has established a regional Risk Management Office with duties and responsibilities carried out by designated Risk Management Officials (RMO) and Risk Management Inspectors (RMI). The services performed by and related to the RMO and RMI and are collectively referred to as Risk Management Services (RMS) and are summarized in this schedule. This schedule forms part of the Joint Risk Management Services Agreement.

The Risk Management Office will continue to implement and enforce the Part IV policies contained in the Thames-Sydenham and Region Source Protection Plan on a regional basis. The Risk Management Office is operated by the UTRCA out of the Authority's administrative office, with support provided by staff from the St. Clair Region Conservation Authority. The following table provides a description of the scope of the services included in the joint risk management program and summarizes the services by program area. It also provides information on the timing of the program area within the term of the amended Agreement.

Program Area	Description	Timing
Program Administration	▪ Ongoing administration of the program and liaison with municipal participants. ▪ Refine and improve the program over the course of agreement term through discussion with the participating municipalities. ▪ Maintain an information management system to address record keeping requirements of the Clean Water Act, program administrative needs and reporting requirements through continued participation in the online information management system developed by UTRCA referred to as LSWIMS. ▪ Engage municipal participants towards the conclusion of the amended Agreement term, for the purpose of either renewing the agreements or revising the approach.	Term of the agreement

Risk Management Plan (RMP) Negotiation	▪ Contact with landowner and persons believed to be engaged in activities which require a RMP (proponents). ▪ Negotiate or otherwise establish A RMP (or provide appropriate notices) for proponents identified through Restricted Land Use provisions discussed below. ▪ RMP's will be negotiated through interaction with the proponent including: ○ Pre-consultation with proponent to explore the need for and nature of RMP including review of risk management measures (RMM) already in place. ○ Visit the site to determine the nature of activities which might require RMP and review risk management measures in place or possible. ○ Negotiate RMP with person engaged in the activity or otherwise establish a RMP as may be appropriate. ▪ Issue and deliver orders and notices under CWA and Regulations as may be required in carrying out the duties and responsibilities as part of negotiating or otherwise establishing RMPs.	SPP effective date to expiry of agreement
Restricted Land Use and Land Use Planning Support	▪ Pre-consultation with proponent and or municipal staff as requested ▪ Integration of services with municipal land use planning and building permit applications and review processes. ▪ Assess applications and issue appropriate notice, or negotiate RMP as described above. ▪ Respond to inquiries from municipalities or proponents when requested. ▪ Provide advice to municipal staff on other aspects of the Source Protection Plans, such as those pertaining to <i>Planning Act</i> processes.	SPP effective date to expiry of agreement
Site Specific Risk Assessment (SSRA)	▪ Review and approve Site Specific Risk Assessments in accordance with CWA, regulations and provincial guidance/rules ▪ Pre-consultation with proponents when requested ▪ Discuss with municipal drinking water system operator if appropriate ▪ Review submitted SSRA to ensure that, among other things, the work has been: ○ completed according to the appropriate rules; ○ undertaken by a qualified professional; ○ utilizes the best available information; ○ follows accepted practices; and ○ is appropriately documented. ▪ Consult with appropriate technical staff and engage them in the review. ▪ Issue notices as appropriate. ▪ Documentation of results and consideration for future Assessment Report updates (when warranted).	SPP effective date to expiry of agreement

Threats Review and Assessment	- Review of activities in vulnerable areas as a result of changes to threat circumstances made by the Ontario Ministry of the Environment Conservation and Parks. - Identify new significant threats, and any changes to existing threats as a result of these changes. - Review SPP policy implications with the persons engaged in threat activities. - Establish new risk management plans where new significant drinking water threats are identified (as outlined above). - Enforce new prohibitions (where required) when activities are identified as being subject to Section 57 prohibitions as a result of changes to threat circumstances.	Upon approval of changes to the Technical Rules made under the Ontario Clean Water Act to expiry of agreement
Education, Outreach and Stewardship Support	- Communicate the purpose, effect and function of the Part IV policies to residents and businesses in the subject vulnerable areas. - Develop and use, in consultation with municipalities, education and outreach materials as part of the personal contact that the RMO/RMI has with proponents.	SPP effective date to expiry of agreement
Compliance and Enforcement	- Maintenance of a focused and prioritized compliance monitoring program. - Appropriate enforcement of requirements including s57 prohibitions and s58 regulated activities (RMP) under the CWA. - Consultation with the municipal operators on enforcement alternatives when appropriate. - Consultation with municipalities on extraordinary cost. Extraordinary costs defined in this agreement and/or the municipal transfer agreement. These include costs associated with legal proceedings which are beyond the costs included in schedule A of the municipal transfer agreement. - Monitoring changes to activities in the area to prioritize inspection and compliance monitoring programs. - Response to complaints and inquiries.	SPP effective date to expiry of agreement
Monitoring and Reporting	- Annual reporting as required by the Act and SPP (February of each year). - Annual reporting on the program summarized by municipality as identified in the reporting schedule of this agreement. - Annual program financial report summarizing program revenues and expenditures as identified in the reporting schedule of this agreement.	SPP effective date to expiry of agreement

Schedule B – Joint Risk Management Services Agreement

Notification Contacts

	Official Administrative Contact	Technical Contact
Upper Thames River Conservation Authority	Attention: General Manager/Secretary Treasurer Tracy Annett 1425 Clarke Rd, London, ON, N5V 5B9 Phone 519 451-2800x259 Email annettt@thamesriver.ca	Attention Source Protection Coordinator Julie Welker 1425 Clarke Rd, London, ON, N5V 5B9 Phone 519 451-2800x255 Email welkerj@thamesriver.ca
The Corporation of the City of Stratford	Attention: Chief Administrative Officer Andre Morin 1 Wellington St.	Attention: Manager of Environmental Services, Infrastructure and Development

	Official Administrative Contact	Technical Contact
	PO Box 818 Stratford, ON, N5A 6W1 Phone 519-271-0250 ext 237 Email amorin@stratford.ca	Sean Beech 82 Erie Street Stratford, ON, N5A 2M4 Phone 519-271-0250 ext 5315 Email sbeech@stratford.ca
The Corporation of the Township of Perth East	Attention: Chief Administrative Officer Michael Givens P.O Box 455 25 Mill St East Milverton, ON, N0K 1M0 Phone 519-595-2800 ext 232 Email mgivens@pertheast.ca	Attention: Manager of Public Works Jake Collings P.O Box 455 25 Mill St East Milverton, ON, N0K 1M0 Phone 519-595-2800 ext 234 Email jcollins@pertheast.ca
The Corporation of the Municipality of West Perth	Attention: CAO Daniel Hobson 160 Wellington Street, PO Box 609 Mitchell, ON N0K 1N0 Phone 519-348-8429 Email: cao@westperth.com	Attention: CAO Daniel Hobson 160 Wellington Street, P.O. Box 609 Mitchell, ON N0K 1N0 Phone 519-348-8429 Email: cao@westperth.com
The Corporation of the Town of St Marys	Attention: CAO Brent Kittmer 175 Queen St East, P.O Box 998, St. Mary's, ON. N4X 1B6 Phone 519-284-2340 ext 216 Email: bkittmer@town.stmarys.on.ca	Attention: Environmental Services Supervisor Dave Blake 408 James Street South, P.O. Box 998, St. Mary's, ON N4X 1B6 Phone: 519-284-2340 ext. 209 Email: dblake@town.stmarys.on.ca
The Corporation of the Municipality of Chatham-Kent	Attention: General Manager, Community Development Bruce McAllister 315 King Street West, P.O. Box 640, Chatham, Ontario, N7M 5K8 Phone 519-360-1998 ext. 3800 Email: brucem@chatham-kent.ca	Attention: General Manager, Community Development Bruce McAllister 315 King Street West, P.O. Box 640, Chatham, Ontario, N7M 5K8 Phone 519-360-1998 ext. 3800 Email: brucem@chatham-kent.ca

	Official Administrative Contact	Technical Contact
The Corporation of the Lambton Area Water Supply System on behalf of the Municipalities of Lambton Shores, Plympton-Wyoming, Point Edward and the City of Sarnia	Attention: LAWSS Water System General Manager Clinton Harper 1215 Fort St., Sarnia, ON Phone: 519-344-7429 Email: Clinton.harper@lawss.org Attention: The Village of Point Edward Jim Burns 135 Kendall Street, Point Edward, ON, N7V 4G6 Phone: 519-337-3021 Email: jburns@villageofpointedward.com Attention: The Municipality of Lambton Shores Steve McAuley 7883 Amtelecom Parkway Forest, ON N0N 1J0 Phone: 519-243-1400 Email: smcauley@lambtonshores.ca Attention: The Town of Plympton-Wyoming Maria Cossa-Rossi 546 Niagara Street, Box 250, Wyoming, On, N0N 1T0 Phone: 519-845-3939 Email: mcoffa-rossi@plympton-wyoming.ca Attention: The City of Sarnia David Jackson 255 Christina St. North P.O. Box #3018 Sarnia, ON N7T 7N2 Email: david.jackson@sarnia.ca	Attention: LAWSS Water System General Manager Clinton Harper 1215 Fort St., Sarnia ON Phone: 519-344-7429 Email: Clinton.harper@lawss.org Attention: The Village of Point Edward Jim Burns 135 Kendall Street, Point Edward, ON, N7V 4G6 Phone: 519-337-3021 Email: jburns@villageofpointedward.com Attention: The Municipality of Lambton Shores Steve McAuley 7883 Amtelecom Parkway Forest, ON N0N 1J0 Phone: 519-243-1400 Email: smcauley@lambtonshores.ca Attention: The Town of Plympton-Wyoming Maria Cossa-Rossi 546 Niagara Street, Box 250, Wyoming, On, N0N 1T0 Phone: 519-845-3939 Email: mcoffa-rossi@plympton-wyoming.ca Attention: The City of Sarnia David Jackson 255 Christina St. North P.O. Box #3018 Sarnia, ON N7T 7N2 Email: david.jackson@sarnia.ca
The Corporation of St. Clair Township	Attention: St. Clair Township Ian MacDougall 1155 Emily Street Mooretown, ON, N0N 1M0 Phone: 519-867-2021 Email: Ian.MacDougall@county-lambton.on.ca	Attention: St. Clair Township Ian MacDougall 1155 Emily Street Mooretown, ON, N0N 1M0 Phone: 519-867-2021 Email: Ian.MacDougall@county-lambton.on.ca

	Official Administrative Contact	Technical Contact
The Corporation of Thames Centre	Attention: Director of Planning and Development Services Amanda Storrey 4305 Hamilton Road Dorchester, ON, N0L 1G3 Phone: 519-268-7334 ext, 223 Email: astorrey@thamescentre.on.ca	Attention: Director of Planning and Development Services Amanda Storrey 4305 Hamilton Road Dorchester, ON, N0L 1G3 Phone: 519-268-7334 ext, 223 Email: astorrey@thamescentre.on.ca

***Schedule C – Joint Risk Management Services Agreement
Reports***

Report	Description	Timing
Source Protection Annual Reporting	- Annual Reporting requirements of the CWA and SPP - Individual reports for each municipality	February 1 st each year (as required CWA and SPP)
Municipal Work summary	- Summary of work undertaken - Collective summary of the entire program categorized by participating municipality - A summary of information required by the Annual Reporting requirements of the CWA and SPP	May each year
Program Financial Report	- Summary of funding received and program expenditures by program component - Collective summary of the entire program for all participating municipalities	May each year
Staff or council updates	Other reasonable written or verbal updates requested from time to time	As requested

Amended Schedule D - Source Protection Part IV Enforcement Transfer Agreement

Payment Schedule

Town of St. Marys

Payment	Due Date	Description	Payment Amount
1	June 1, 2026	Biannual program implementation payment	\$ 11,896.74
2	December 1, 2026	Biannual program implementation payment	\$11,896.74

3	June 1, 2027	Biannual program implementation payment	\$12,237.36
4	December 1, 2027	Biannual program implementation payment	\$12,237.36
2-Year, Total Program Cost			\$ 48,268.21

IN WITNESS WHEREOF the parties hereto have executed this Amendment No. 4 as of the day and year first written above.

UPPER THAMES RIVER CONSERVATION AUTHORITY

Chair Date

General Manager/Secretary-Treasurer Date

THE CORPORATION OF THE TOWN OF ST. MARYS

Mayor Date

Municipal Clerk Date



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Manager
Date of Meeting:	14 October 2025

TITLE

PW 52-2025 Bell Mobility Lease Agreement

EXECUTIVE SUMMARY

This report presents an update and recommendation regarding the lease agreement between the Town of St. Marys and Bell Mobility Inc. for the use of the Victoria Street water tower as a cellular communications site. Bell Mobility has requested an extension of the current lease, as well as amendments to allow for two additional five-year renewal terms, to support its long-term infrastructure investments and ensure continued service enhancements in the community. Staff recommend that Council approves the proposed amending agreement, which will ensure ongoing revenue for the Town and facilitate continued telecommunications services for residents and businesses.

RECOMMENDATION

THAT report PW 52-2025, Bell Mobility Lease Agreement be received; and,
THAT Council approves the Bell Mobility Inc. Lease Amending Agreement.

BACKGROUND

In May 2012, the Town of St. Marys entered into a lease agreement with Bell Mobility Inc. (Bell) for Bell to utilize the Town's water tower located on Victoria Street for cellular communications equipment. The lease agreement has been extended on several occasions since then utilizing renewal clauses within the agreement(s). In 2021, the Licensee exercised its option to extend the Term, which was extended from June 1, 2022 to May 31, 2027. Then in 2022, Bell approached the Town to install new equipment atop the water tower to support 5G service which was approved by By-Law 111-2022.

REPORT & ANALYSIS

Recently, Bell Mobility approached the Town to secure additional lease extensions beyond the current term, with the intention of supporting their long-term capital planning initiatives. Bell indicated that extended certainty regarding access to the water tower site is crucial for their continued investment in infrastructure upgrades, including future enhancements to cellular service. This request reflects Bell's commitment to maintaining and expanding reliable telecommunications services in the area, while allowing for strategic investments that benefit both the company and the community.

As such, Bell is looking to extend its lease (third extension term) for the water tower from June 1, 2027 through to May 31, 2032 as well as amend the agreement to allow for two (2) additional terms of five (5) years each that would be based on the same terms and conditions as currently contained in the agreement.

CONCLUSION

The proposed amending agreement with Bell Mobility Inc. will provide long-term stability for both the Town and Bell, ensuring ongoing investment in local telecommunications infrastructure. By extending the lease and outlining additional renewal options, the Town stands to benefit from continued revenue generation while supporting cellular service for residents and businesses. Staff recommend proceeding with the agreement to secure these advantages and position the Town for future growth and technological services.

FINANCIAL IMPLICATIONS

The rental of the water tower via the lease agreement would result in \$18,424.86 to be paid to the Town starting in 2027, increasing by 3% annually for the duration of the renewal term(s).

The third extension period (2027-2032) would generate \$97,820.08, with the first additional extension generating approximately \$113,400.00 and the second additional extension generating approximately \$131,462.00.

Over the duration of the third renewal term, as well as the additional extension periods should they be exercised in the future, the amending agreement could result in lease revenue to the Town up to \$342,000.00 through to 2042.

Currently, revenue generated by the lease agreement flows into the Town's general revenue to support Information Technology needs – Account No. 01-1400-4340. Consideration should be given to reallocating the lease revenue to the system asset supporting the lease agreement (i.e. the water tower) to assist with future maintenance and capital needs for 2026 budget deliberations.

STRATEGIC ALIGNMENT

Not Applicable.

OTHERS CONSULTED

Not Applicable.

ATTACHMENTS

Attachment No. 1 – Third License Confirming and Amending Agreement

THIRD LICENCE CONFIRMING AND AMENDING AGREEMENT

THIS AGREEMENT is made as of September 17, 2025.

B E T W E E N:

THE CORPORATION OF THE TOWN OF ST. MARYS

(hereinafter called the “Licensor”)

OF THE FIRST PART

- and -

BELL MOBILITY INC.

(hereinafter called the “Licensee”)

OF THE SECOND PART

RECITALS

- A. WHEREAS by a License dated May 1, 2012 between the Licensor and the Licensee (the “License”) in respect of certain space located at the property municipally known 280 Victoria Street, St. Marys, Ontario, and as more particularly described in the License (the “Licensed Premises”), the Licensor Licensed the Licensed Premises to the Licensee for and during a term of Five (5) years commencing on June 1, 2012 and expiring on May 31, 2017 (the “Term”) on the terms set out in the License. The License contained three (3) options to extend the Term for five (5) years each;
- B. AND WHEREAS by a renewal letter dated February 9, 2017 the Licensee exercised its option to extend the Term and the Term was extended from June 1, 2017 to May 31, 2022 (the “First Extended Term”) as more particularly set out therein;
- C. AND WHEREAS by a renewal letter dated September 1, 2021 the Licensee exercised its option to extend the Term and the Term was extended from June 1, 2022 to May 31, 2027 (the “Second Extended Term”) as more particularly set out therein;
- D. AND WHEREAS by the First License Amending Agreement dated December 1, 2022 the Licensor and Licensee agreed to Amend Schedule B, as more particularly described therein;
- E. AND WHEREAS the License, the First License Amending Agreement, and the Renewal Notices are hereby referred to collectively as the “License”
- F. AND WHEREAS The Licensor and the Licensee have agreed amend the License on the terms and conditions set out herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of Two Dollars (\$2.00) now paid by each party hereto to the other and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the Licensor and the Licensee covenant and agree as follows:

- 1. The parties hereto hereby acknowledge, confirm and agree that the foregoing recitals are true in substance and in fact.

2. The Licensor and Licensee hereby agree that the Licensor has exercised its right to extend the Term of the License for a further period of Five (5) years (the “Third Extended Term”), commencing June 1, 2027 and ending May 31, 2032, upon the same conditions as contained in the License, except that the Rent shall be Eighteen Thousand Four Hundred and Twenty-Four Dollars and Eighty-Six Cents (\$18,424.86) (exclusive of any Sales Tax which the Licensee is required to pay by law), per year, paid by the Licensee to the Licensor and increasing by three percent (3%) annually.
3. Notwithstanding Section 3 of the License, the Licensor hereby grants and agrees that immediately following the expiration of the current extension term, the Licensee, upon receipt of written notice, shall be entitled to extend the Agreement for two (2) additional terms of five (5) years each, (the “First Additional Extension” and the “Second Additional Extension”), on the same terms and conditions as contained in the License, including the rent which shall increase annually by three percent (3%).
4. Except where inconsistent with the foregoing provisions of this Agreement, all of the provisions of the License shall apply, mutatis mutandis, to this Agreement. The parties hereto acknowledge, confirm and agree that in all other respects the terms and conditions of the License remain in full force and effect, unchanged and unmodified, except in accordance with this Agreement.
5. Except as specifically stated in this Agreement, any term which is defined in the License, shall, unless the context otherwise requires, have the same meaning when used in this Agreement.
6. The parties agree to execute such further and other agreements from time to time as may be reasonably necessary in order to give effect to this Agreement.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date first above written.

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

Per: _____
Name:
Title:

Per: _____
Name:
Title:

I/We have authority to bind the corporation.

BELL MOBILITY INC.

Per: _____
Name:
Title:

I have authority to bind the corporation.



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Manager
Date of Meeting:	14 October 2025

TITLE

PW 55-2025 Water Leak Forgiveness Policy

EXECUTIVE SUMMARY

This report presents Council with a draft Water Leak Forgiveness Policy for consideration that is designed to address unexpected or severe increases in water bills resulting from leaks within private plumbing systems. The proposed policy follows direction provided at the Strategic Priorities Committee (SPC) meeting on June 17, 2025, where the Committee expressed support for a program that assists residents facing unforeseen water loss. Staff have examined best practices from other municipalities and reviewed key considerations such as eligibility and ineligibility, application processes, and financial impacts to develop the proposed Policy framework. Council is asked to consider endorsing the policy to provide a means of financial relief for affected customers.

RECOMMENDATION

THAT report PW 55-2025, Water Leak Forgiveness Policy be received; and

THAT Council approves the Water Leak Forgiveness Policy to address adjustments to water bills resulting from severe or unexpected water usage caused by leaks; and

THAT Council consider By-law 55-2025 being a by-law to authorize the Water Leak Forgiveness Policy.

BACKGROUND

At the Strategic Priorities Committee (SPC) meeting held on June 17, 2025, SPC discussed the potential implementation of a Water Leak Forgiveness program. During the meeting, SPC expressed support for such an initiative, recognizing its value in assisting residents who experience unforeseen water loss due to leaks. Through discussions with staff, the Committee thoroughly reviewed key program considerations, including eligibility criteria, application processes, financial implications, and other program mechanisms.

Following the discussion, SPC provided direction to staff to further investigate and develop a proposed framework for a Water Leak Forgiveness program tailored to the needs of the community. Various frameworks and best practices from other municipalities were explored to inform the development of a local program.

This report presents the draft Policy to Council for consideration.

REPORT & ANALYSIS

Throughout the Town of St. Marys, the average residential customer will use 13 cubic metres of water per month. This currently equates to a utility bill of approximately \$80-\$85/month. However, when leaks eventually occur within a private plumbing system, it doesn't take much to see a relatively modest bill significantly increase. Through previous Council and Committee discussions, it was identified that there is a desire to create a program / Policy that would offer some level of financial support to residents when water leaks occur.

Through the SPC discussions on June 17, 2025, the Committee generally responded favourably to the following key policy considerations (*specific policy details have been included in italics*):

- A budget allowance should be identified and included in future annual budgets to support and fund a water leak forgiveness Policy;
 - *A \$15,000.00 allocation has been included in the 2026 Water System Operating budget for Council's consideration during budget deliberations.*
- Setting a reasonable timeframe for when leaks need to be reported for program consideration;
 - *Initially proposed at 60-days, SPC was concerned this was too short based on billing cycles, and the time between bill receipts. As such, a 90-day limit has been incorporated to allow sufficient time for bills to be received, reviewed and qualifying leaks reported*
- A requirement to demonstrate the leak has been repaired and there has been a return to normal water usage on the account;
 - *The Policy identifies this would be completed by either supplying the next available bill, or by water meter reads following the repair(s)*
- A requirement for supporting documentation to be submitted to support and substantiate the leak;
 - *The Policy requires pictures, material receipts, invoices, etc. to be submitted along with the "Water Leak Forgiveness Form".*
- A clear list of ineligible conditions
 - *The Policy clearly identifies vacant or unattended properties, previous program use in the last 5-years, insurance coverage, neglect and various outdoor water usage as ineligible conditions.*
- Which properties should be eligible under the Policy
 - *The Policy identifies Residential and Not-for-Profit properties with a 1" or less water service line as eligible.*
- Frequency in which the program can be used
 - *The Policy clarifies that the Water Leak Forgiveness Program can only be used once every 5-years for the same account holder at the same municipal address*
- Who is responsible for identifying leaks
 - *The Policy identifies that the account holder is ultimately responsible for identifying and repairing water leaks on private plumbing systems. The Town / Billing Contractor will use best efforts to identify and notify account holders to the potential of leaks when higher than normal water use is identified.*
- A minimum value should be identified to prevent small / nuisance claims under the program.

- *The Policy identifies a minimum bill value of \$250.00*
- A maximum reimbursement credit limit should be identified and included to keep some level of responsibility on account holders to monitor and maintain their private plumbing systems
 - *An upper limit threshold of 50% of the excess water usage caused by the leak, up to a maximum of \$1000.00 has been incorporated into the Policy framework.*
- Payment Plans
 - *Payment plan options for both eligible and non-eligible high-water usage has been detailed to provide additional support to account holders.*

Staff have developed the proposed Water Leak Forgiveness Policy which aims to outline clear eligibility criteria, defines the application and appeals process, and sets minimum and maximum thresholds per incident. It also includes provisions for deferred payment plans for eligible and ineligible claims.

A copy of the draft Policy is attached to this report for consideration.

CONCLUSION

Staff recommended that Council endorse the Water Leak Forgiveness Policy as presented. This policy allows staff to administer future requests efficiently and transparently, ensuring a fair and accountable process for residents affected by unexpected water leaks. By offering partial financial relief, the policy supports system users who may otherwise face significant financial burdens due to unforeseen water loss, while also maintaining fiscal responsibility for the municipality. Adoption of this policy will provide meaningful assistance to the community and streamline processes for both staff and residents moving forward.

FINANCIAL IMPLICATIONS

Eligible leak forgiveness requests will be funded from existing water reserves, which will reduce the amount available for transfer to reserve at the end of the year. Beginning in 2026, a dedicated budget line item of \$15,000 has been added to the water system budget for Council's consideration, ensuring ongoing funding for future leak forgiveness requests.

STRATEGIC ALIGNMENT

Not Applicable

OTHERS CONSULTED

Not Applicable

ATTACHMENTS

Attachment No. 1 – Water Leak Forgiveness Policy [PW4308]

Attachment No. 2 – Water Leak Forgiveness Form [PW4308F]

Water Leak Forgiveness Policy

Policy Statement

This policy is designed to provide a structured and transparent framework for addressing adjustments to water bills resulting from severe or unexpected water usage caused by leaks. The Policy aims to ensure customers have access to a fair, efficient, and timely resolution process, while safeguarding the integrity of the billing system. By establishing clear guidelines, the Town of St. Marys seeks to enhance customer trust and maintain billing accountability.

Under this Policy, customers can request adjustments to water and wastewater consumption charges after the accidental leak has been repaired by completing the *“Water leak Forgiveness Form”*.

Purpose

Though the customer is responsible for repairing leaks on service plumbing, it is recognized that a high water and wastewater bill resulting from an unintentional water leak can present financial hardship. This Policy provides limited financial relief to eligible customers to address abnormally high water and wastewater bills associated with accidental plumbing failures. By offering a structured framework for adjustments to water bills, the policy aims to mitigate the financial burden caused by such incidents while upholding the accuracy and transparency of billing practices to maintain trust in the systems serving the community.

Scope

This policy applies to residential account holders and not-for-profit properties connected to the Town of St. Marys water and / or wastewater system(s) serviced with a 1 inch or less water supply line.

Definitions

Account refers to a unique account created by the Water Billing Company / Contractor that stores and records current and historical water and wastewater billing and contact information for each premise in the Town.

Not for profit property use refers to properties utilized by organizations or entities whose primary purpose is not to generate profit but to serve public, charitable, educational, or community-focused objectives. These organizations may include charities, religious institutions, or community centers, and are incorporated under the Ontario Corporations Act as an organization that carry on activities without the purpose of gain for its members and any profits to the corporation.

Rental property refers to a property that is owned by an individual, group, or entity and is rented or leased to tenants for a specified period. The primary purpose of a rental property is to generate income for the owner through rent payments made by tenants.

Vacant or Unattended property refers to a residence, building, or unit that remains unoccupied and without any person present for a continuous period exceeding 72 hours. This definition specifically

excludes properties where someone checks in on the premises routinely or at regular intervals for maintenance, security, or other purposes; it applies only to those properties left entirely unattended during the stated timeframe.

Water account holder refers to an individual, group, or entity that is legally responsible for an active water service connection within the Town of St. Marys. This includes managing the account associated with the property's water and/or wastewater services, ensuring timely payment of invoices, and addressing any discrepancies or disputes related to the billing process. Account holders can be tenants of a rental property as defined herein.

Water leak refers to the unintended escape or seepage of water from pipes, fixtures, or other components of the water service infrastructure on the private side of the water meter. Leaks can occur due to damage, corrosion, improper installation, or wear and tear over time. They can lead to increased water usage, higher billing costs, and potential property damage if not promptly identified and repaired. Leaks do not include higher water usage resulting from pools, hot tubs, irrigation systems, exterior water use, or water use caused by negligence.

Water meter is a device used to measure the volume of water consumed by a household, business, or industrial facility. It is typically installed on service lines connecting the municipal supply to the property and ensures accurate tracking of water usage for billing purposes. The Town retains ownership of the water meter. This means that the town is responsible for the installation, maintenance, and replacement of the meter as needed to ensure accurate recording of water usage. Customers are responsible for protecting the meter from damage and ensuring its accessibility for readings, inspections, or servicing by town personnel.

Water service refers to the infrastructure and provisions that deliver potable water from the municipal supply to a customer's property. This typically includes service lines, meters, and any associated equipment necessary to ensure the safe and reliable delivery of water for residential, commercial, or industrial use.

Wastewater service refers to the infrastructure and provisions that facilitate the transfer of wastewater from a customer's property to the municipal wastewater treatment system. This includes service lines and any associated equipment necessary to ensure the safe and effective transport and management of wastewater for residential, commercial, or industrial use.

General Information

An adjustment in accordance with this Policy may occur only after all leaks have been repaired and verified with an actual water meter read either by the Town or water billing contractor.

Reasonable efforts (including hiring a plumber) to locate the leak and initiate repairs must be taken by or on behalf of the customer within 7-days after receiving the water bill indicating the leak or through initial notification of increased water usage provided to the customer by the billing contractor. Where possible, and on the best effort basis, the Town's billing contractor will attempt notifications through a courtesy call, email or physical mail based on available account details to the customer to advise and discuss higher than normal water consumption.

The Customer must complete in full the “*Water Leak Forgiveness Form*” and provide documentation of repairs made prior to being approved for an adjustment within 120 calendar days after the date of final repairs.

There is no extension of the due date or the time for paying water and wastewater bills because of a pending adjustment request. Customers are advised to pay the entire amount due within the normal payment period or enter into a payment arrangement with the billing contractor for the excessive amount in order to remain in good standing on all current bills.

Reimbursements will only occur when a leak forgiveness request is granted. Reimbursements will be issued as a credit to the account in question.

Program Eligibility

Under this program, the Town of St. Marys has identified eligibility criteria as a means to ensure consistent administration of the program, while minimizing unwarranted requests. By providing clear guidelines, the criteria maintain conformity to the program’s objectives and offer a structured context for its equitable implementation.

Qualifying Criteria for the Town of St. Marys Leak Forgiveness Program are as follows:

- **Recent Leak Occurrence:** The plumbing failure or leak must have occurred and been repaired within the last 90 days.
- **Reduced Water Usage:** Applicants must demonstrate that their water usage has decreased following the repairs, indicating the resolution of the leak.
- **Eligible Property:** The property must be a residential dwelling or Not-for-Profit property equipped with a water service line of one inch or less.
- **Account Holder:** Applicants must be the account holder responsible for water and wastewater bills associated with the property.
- **Program Use History:** The applicant must not have utilized the Water Leak Forgiveness Program for the same property address within the past five years.
- **Minimum Bill Amount:** The excess water and wastewater charges resulting from the leak must have resulted in a minimum bill of \$250 to qualify.
- **The Maximum forgiveness eligibility shall be 50% of the excess amount of water / wastewater over the average bill for the account holder, up to a maximum dollar value of \$1,000.00**
- **Application Form and Documentation:** A completed application form must be submitted along with all required supporting documentation, including proof of repairs and water usage records.

Adhering to these criteria ensures that the program remains effective, fair, and accessible to households facing unexpected plumbing failures and associated financial challenges.

Program Ineligibility

These ineligibility conditions are in place to ensure that the program remains focused on genuine and unforeseen plumbing failures rather than preventable issues or circumstances that fall outside of

residential responsibility. Disqualifying Criteria for the Town of St. Marys Leak Forgiveness Program are as follows:

- Vacant or Unattended Properties: Leaks occurring while the property was vacant or unattended for more than 72 hours.
- Previous Qualifying Leak: Account holders with a previous qualifying leak within the past five years for the same address.
- Costs Covered by a Third Party: Leak costs that are covered by a third party, such as insurance or another reimbursement program.
- Unexplained Damage or Neglect: Leaks caused by deliberate damage or neglect, including failure to maintain plumbing systems properly.
- Outdoor Water Usage: Leaks or high usage stemming from outdoor water usage, such as pools, hot tubs, hoses, irrigation systems, or neglect of private plumbing (e.g., failure to winterize outdoor taps).

By enforcing these criteria, the program ensures accountability and fairness while prioritizing genuine cases of plumbing failures that pose financial burdens to households.

Credit Determination

Should the leak qualify, the allowable reimbursement credit would be 50% of the excess amount of water / wastewater bill over the average bill for the account holder, based on the 12-month average water usage, up to a maximum reimbursement of \$1,000.00. If the application is approved, a credit will be issued to the account holder's water and wastewater account by the Town's bill provider which would be reflected on the next available billing cycle.

Payment Options for Non-Qualifying Water Usage

If a leak does not qualify for the Water Leak Forgiveness Program, customers may still be eligible for a deferred payment plan. This plan allows for a payment deferral of one month for every \$100 increment of the outstanding balance, providing additional flexibility for managing water and wastewater bills.

Appeals

Within 30-days of being given notice of decision on any water leak adjustment, customers whom are not satisfied with the decision may submit a request for appeal to the Town. Appeals must be submitted in writing indicating the reason(s) why there is a disagreement with the adjusted amount.

Appeals should be sent to:

Town of St. Marys – Director of Public Works
Attention: Water Leak Appeal
Email: publicworks@town.stmarys.on.ca

Appeals will be reviewed by the Director of Public Works and the Director of Corporate Services (or their delegates) to ensure any adjusted amount(s) were applied as prescribed in this Policy.

A written response advising of the Town's decision will be sent to the account holder. This decision shall be considered final and no subsequent appeals will be considered.

Communication

The Town of St. Marys will develop and maintain a proactive communications plan that will include a public education component. Communications will include personal approaches and be integrated across multiple online and offline channels.

References

1. Town of St. Marys Water Supply By-Law, 46 of 2014

Approval

This Policy was endorsed on October 14, 2025.

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
1.0	October 14, 2025	Policy Creation	DB	JK	Council



WATER LEAK FORGIVNESS FORM

The Corporation of the Town of St. Marys

Public Works Department / Environmental Services

FORM

General Information			
Owner Name(s):			
Address:			
Town:		Postal Code:	
Email:		Telephone:	()-()-()
Provide a brief description of the issue that required the repair and how it occurred.			
Date Notified of High Water Usage (YYYY/MM/DD)			
Date of Repair (YYYY/MM/DD)			
Property Status During Leak: ☐ Occupied ☐ Being Monitored / Inspected ☐ Vacant			
Mandatory Supporting Documents for Submission: ☐ Copy of Water / Wastewater Bill(s) to be considered for water bill adjustments ☐ Copy of receipts / invoices for repairs ☐ Copy of Water / Wastewater Bill following repairs demonstrating return to normal water usage I solemnly declare that the statements made and information provided in and with this application are true			
Print Name:	Signature:	Date (YYYY/MM/DD)	

For Office Use Only	
Date Received:	Received By:

Residential customers who experience a severe plumbing failure inside their homes can apply for a credit for a portion of the excess water and wastewater usage charges on their bill in accordance with the Town's Water Leak Forgiveness Policy.

The account holder shall submit the "Application Form" for the Town of St. Marys Water Leak Forgiveness Program to the Town for review. The "Application Form" shall be submitted via email to: publicworks@town.stmarys.on.ca Subject: Water Leak Forgiveness Program

Under this program, the Town of St. Marys has identified eligibility criteria as a means to ensure consistent administration of the program, while minimizing unwarranted requests. By providing clear guidelines, the criteria maintain conformity to the program's objectives and offer a structured context for its equitable implementation.

Qualifying Criteria for the Town of St. Marys Leak Forgiveness Program are as follows:

- Recent Leak Occurrence: The plumbing failure or leak must have occurred and been repaired within the last 90 days.
- Reduced Water Usage: Applicants must demonstrate that their water usage has decreased following the repairs, indicating the resolution of the leak.
- Residential Property: The property must be a residential dwelling equipped with a water service line of one inch or less.
- Account Holder: Applicants must be the account holder responsible for water and wastewater bills associated with the property.
- Program Use History: The applicant must not have utilized the Water Leak Forgiveness Program for the same property address within the past five years.
- Minimum Bill Amount: The excess water and wastewater charges resulting from the leak must have resulted in a minimum bill of \$250 to qualify.
- The Maximum forgiveness eligibility shall be 50% of the bill up to a maximum dollar value of \$1,000.00
- Application Form and Documentation: A completed application form must be submitted along with all required supporting documentation, including proof of repairs and water usage records.

Adhering to these criteria ensures that the program remains effective, fair, and accessible to households facing unexpected plumbing failures and associated financial challenges.

These ineligibility conditions are in place to ensure that the program remains focused on genuine and unforeseen plumbing failures rather than preventable issues or circumstances that fall outside of residential responsibility. Disqualifying Criteria for the Town of St. Marys Leak Forgiveness Program are as follows:

- Vacant or Unattended Properties: Leaks occurring while the property was vacant or unattended for more than 72 hours.
- Previous Qualifying Leak: Account holders with a previous qualifying leak within the past five years for the same address.
- Costs Covered by a Third Party: Leak costs that are covered by a third party, such as insurance or another reimbursement program.
- Unexplained Damage or Neglect: Leaks caused by deliberate damage or neglect, including failure to maintain plumbing systems properly.
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By enforcing these criteria, the program ensures accountability and fairness while prioritizing genuine cases of plumbing failures that pose financial burdens to households.

Should the leak qualify, the allowable reimbursement credit would be 50% of the excess amount of water / wastewater bill, based on the 12-month average water usage, up to a maximum reimbursement of \$1,000.00. If the application is approved, a credit will be issued to the account holder's water and wastewater account by the Town's bill provider which would be reflected on the next available billing cycle.

If a leak does not qualify for the Water Leak Forgiveness Program, customers may still be eligible for a deferred payment plan. This plan allows for a payment deferral of one month for every \$100 increment of the outstanding balance, providing additional flexibility for managing water and wastewater bills.

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If customers have questions about the program or its eligibility criteria, they can contact the Environmental Services Manager for the Town of St. Marys, for further assistance.



WATER LEAK FORGIVNESS FORM

The Corporation of the Town of St. Marys

Public Works Department / Environmental Services

FORM

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- Minimum Bill Amount: The excess water and wastewater charges resulting from the leak must have resulted in a minimum bill of \$250 to qualify.
- The Maximum forgiveness eligibility shall be 50% of the bill up to a maximum dollar value of \$1,000.00
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Adhering to these criteria ensures that the program remains effective, fair, and accessible to households facing unexpected plumbing failures and associated financial challenges.

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Appeals will be reviewed by the Director of Public Works and the Director of Corporate Services (or their delegates) to ensure any adjusted amount(s) were applied as prescribed in this Policy. A written response advising of the Town's decision will be sent to the account holder. This decision shall be considered final and no subsequent appeals will be considered.

If customers have questions about the program or its eligibility criteria, they can contact the Environmental Services Manager for the Town of St. Marys, for further assistance.



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Dave Blake, Environmental Services Manager
Date of Meeting:	14 October 2025

TITLE

PW 53-2025 Consideration for Water Leak Forgiveness

EXECUTIVE SUMMARY

This report addresses a request for water leak forgiveness submitted by a resident of 100 Church Street North, following a significant leak caused by a failed water heater. While no formal water leak forgiveness program is currently in place, Council has recently endorsed the development of such a program to provide clear guidance and equitable relief for affected residents. The report outlines the circumstances of the leak, details the absence of a floor drain resulting in environmental discharge, and evaluates the request against proposed eligibility criteria of the draft Water Forgiveness Program.

Council is asked to approve financial relief for the applicant and direct staff to coordinate with Festival Hydro for the necessary billing adjustments, supporting the Town's commitment to community assistance and responsible water management.

RECOMMENDATION

THAT report PW 53-2025, Consideration for Water Leak Forgiveness be received; and

THAT Council approve the water leak forgiveness request for 100 Church Street North in the amount of \$594.09; and,

THAT Council direct staff to coordinate with Festival Hydro to apply the necessary credit to the water account.

BACKGROUND

Currently, the Town of St. Marys does not have a formally endorsed water leak forgiveness program in place to address unanticipated and costly water leaks experienced by residents. However, at the June 17, 2025 Strategic Priorities Committee meeting, the Committee endorsed the development of such a program to better support affected residents and to provide staff with clear direction regarding eligibility criteria and program administration. The initiative aims to establish a consistent and transparent framework for evaluating requests and offering financial relief where appropriate, aligning with the broader goals of community support and responsible water stewardship.

This report provides information for Council's consideration in regards to a request for water leak forgiveness while the formal program / policy remains under development pending Council's future consideration.

REPORT & ANALYSIS

On September 11, 2025 the Town received a request for water leak forgiveness, related to the residential property at 100 Church Street North in St. Marys. As noted in the request, a failed water heater (tank) leaked in the crawl space of the residential dwelling. With no floor drain in the crawl space, excess water leaked through the foundation footings into the environment and did not enter the sanitary sewer collection system.

The following section presents an analysis of the water leak forgiveness request submitted by the account holder. The request has been evaluated against the proposed eligibility criteria of the draft Water Forgiveness Program and supported by documentation to ensure transparency and consistency in the review of the request.

Criteria Assessment:

- **Leak Occurrence and Repair:** The applicant reported a water leak that was identified and repaired within the last 90 days. Supporting documentation, including repair invoices and photographs, confirm the timely resolution of the issue.
- **Water Usage Reduction:** Post-repair billing records indicate a substantial reduction in water usage, demonstrating that the leak was successfully addressed and normal consumption patterns have resumed.
- **Residential Property Eligibility:** The property in question is a residential dwelling with a water service line not exceeding one inch in diameter, in accordance with proposed program requirements.
- **Account Holder Verification:** The applicant is verified as the account holder for the address, as confirmed by utility account records.
- **Program Use History:** Records show that the applicant has not previously requested water leak forgiveness for this address within the past five years.
- **Minimum Bill Threshold:** The excess charges resulting from the leak have led to a minimum additional bill of \$250, meeting the financial threshold for consideration.
- **Application Documentation:** The applicant submitted all requested supporting documentation, including proof of repair and water bills before and after the incident.

Based on the evidence provided, the applicant has met the proposed program eligibility criteria. The documentation supports the claim of an unintentional leak, timely repair, and financial impact exceeding the proposed program threshold.

Determining Leak Forgiveness Value:

Policy direction from the June SPC meeting identified that a forgiveness program should still require some level of responsibility for the account holder to monitor their water use and internal plumbing systems. Additionally, a maximum of \$1,000.00 was identified as an upset limit for any rebates through a policy. Applying these parameters, the leak forgiveness amount would be as follows:

Parameter		Value(s)
Water Usage Incurred		325 cubic metres
Typical Usage		7 cubic metres
Increased usage from Leak		318 Cubic Metres
Value of Bill as a result of Leak		\$1,188.18
Rebate @ 50% to a Maximum of \$1,000.00	-	\$594.09
Rebate Credit to be Applied to Account		\$594.09

The account holder would be responsible for bill payment with Festival Hydro with the credit value of \$594.09 being applied.

Approving the forgiveness request would provide direct financial relief to the affected resident without imposing undue operational burden on the municipality. The request aligns with the intent of the program currently under consideration to assist residents facing unforeseen and documented water loss, while maintaining the integrity and fiscal responsibility of the water billing system.

CONCLUSION

While a formally endorsed water leak forgiveness program is not currently in place for the Town of St. Marys, Council has provided direction and guidance to staff to draft such a policy for their future consideration. The direction received provides a clear framework to allow requests to be reviewed for eligibility. In this instance, the requestor has demonstrated compliance with all proposed program criteria and provided sufficient evidence of both the leak occurrence and subsequent repair. Approving this request while the official leak forgiveness policy remains under development would uphold the principles of fairness and accountability but also supports residents coping with unexpected water-related expenses. It is recommended that Council approve the water leak forgiveness request as presented.

FINANCIAL IMPLICATIONS

Should Council endorse the water leak forgiveness request as noted by staff in the amount of a \$594.09 credit it will result in a corresponding reduction in potential revenue for the water / wastewater systems. The adjustment will also slightly decrease the amount available for transfer to reserves for each system, reflecting the direct financial impact of the recommended forgiveness on municipal funds.

STRATEGIC ALIGNMENT

Not Applicable

OTHERS CONSULTED

Not Applicable

ATTACHMENTS

Resident's request is listed under Correspondence in the October 14, 2025 agenda package

Q3 Board of Directors Meeting Highlights Bluewater Recycling Association MRF September 18th 2025



Operational Update

Budget Update

As you know, our waste and disposal agreements remain tied to the September CPI, with adjustments to bin counts effective January 1 of each year. The only component outside of these agreements is ICI recycling. At our Board meeting yesterday, the Directors approved an increase to the ICI recycling charge effective January 2026, also tied to the September CPI.

With the regulatory changes currently underway, it is clear that the cost of servicing ICI customers will rise. However, given the strong commodities markets throughout 2024 and 2025, the Association has resolved to absorb these additional costs through 2026. This approach provides stability for our members while allowing us the necessary time to refine and confirm the true cost of ICI recycling on a per-bin basis.

Our plan is to bring forward detailed costing in Q1 of 2026. This will ensure municipalities and business owners have clarity and adequate time to plan for changes anticipated in 2027. By doing so, we aim to support informed decision-making well in advance, rather than requiring rushed adjustments at the end of 2025.

Regulatory Changes

Ontario has finalized the amendments to the Blue Box Regulation include the following key provisions:

- Preserving existing recovery targets for paper, glass, metal, and rigid plastic, with increases deferred until 2032.

- Gradually introducing recovery targets for flexible plastics, beginning at 10% in 2026–27, rising to 15% for 2028–31, and reaching 25% from 2032 onward.
- Eliminating the “away from home” requirement for beverage containers, with target increases postponed to 2032.
- Mandating “best efforts” to achieve targets in 2026 and 2027, requiring all collected materials to be sent to registered processors, and instructing Producer Responsibility Organizations (PROs) and processors to submit a mid-2027 report to the Resource Productivity and Recovery Authority (RPRA) to evaluate progress toward diversion objectives.
- Postponing expanded collection services for multi-residential buildings, schools, and certain long-term care and retirement homes—those not previously served by municipal Blue Box programs—until 2031.
- Removing the requirement to expand collection in public spaces.
- Permitting up to 15% of a producer’s management obligation to be fulfilled through energy recovery from residuals of the recovery process, under specific circumstances.
- Clarifying technical requirements, including definitions for multi-unit residential buildings, providing depot collection access for residents of unorganized territories, establishing regulatory timelines, and specifying print and French language requirements for promotional and educational materials.

The Resource Recovery and Circular Economy Act, 2016 (RRCEA) assigns responsibility for operating and collecting Blue Box programs for paper, packaging, and single-use items at end-of-life to producers, including brand holders, importers, and retailers.

Given higher-than-anticipated costs, Ontario is proposing changes to the RRCEA to reinforce the Blue Box program by enhancing transparency, cost disclosure, and material collection. These proposed amendments aim to make the producer responsibility framework more adaptable to business needs and to identify cost-saving opportunities.

Summary of Proposed Legislative Amendments

Information Gathering for System Effectiveness

Stakeholders have advocated for revisions to the Blue Box Regulation to ensure its long-term viability and effectiveness. To adequately understand system challenges and implement appropriate changes, the Ministry requires additional data on Blue Box system design, operations, and associated costs—information that is currently lacking. Addressing this gap is essential to evaluating regulation efficacy and proposing amendments that promote cost containment while sustaining resident services.

The proposed amendments would authorize the Minister to instruct the Resource Productivity and Recovery Authority to collect specified information from designated parties. The amendments delineate the types of documents, data, and information the Minister may request. Furthermore, any information provided under a Minister's order would be exempt from the Freedom of Information and Protection of Privacy Act, safeguarding commercially sensitive data.

This approach aims to equip the Minister with the necessary information to assess the effectiveness of the Act and its regulations and to evaluate potential reforms.

Enhancing Cost Transparency and System Data

Producers have requested greater transparency to facilitate informed decision-making when engaging Producer Responsibility Organizations (PROs) and to better understand invoicing and cost structures. Insufficient information impedes producers' ability to oversee service providers and advocate for cost reductions.

To address these concerns, the proposed legislative amendments would empower regulations to require certain parties to provide information to RPRA, the public, or other entities involved in agreements under the Act. This would enable the government to mandate that PROs supply comprehensive billing, invoicing, and annual reporting on system design, operations, and costs to RPRA.

Maintaining Recycling Collection for Small Businesses

The Ministry has received feedback indicating that some small businesses may lose recycling services following the full transition to the Blue Box system in 2026. These locations were previously excluded from producer funding under the former cost-sharing model, with municipalities bearing the expense. While PROs have continued collection during the transition, they plan to discontinue services for small businesses once the transition is complete.

Municipal representatives have highlighted that establishing separate collection for these limited locations is neither environmentally nor financially sustainable, nor is it affordable for many communities.

To address this issue, the proposed amendments would allow the government to enact regulations requiring PROs to offer collection services for small businesses to municipalities or other specified entities. Regulations will outline the circumstances, terms, conditions, and requirements of such offers. The intent is to maintain the current approach, wherein municipalities and PROs negotiate commercial agreements for Blue Box collection at municipal expense.

Common Collection System (CCS) Update

The administrator of the CCS has issued proposed rules regarding the co-collection of certain ineligible materials related to the proposed amendments above. Their approach is highly stringent, including requirements such as:

- Ineligible stops must account for less than 2% of single-family households.
- Collection must occur in the same container as curbside recycling.
- Each stop is limited to one 95-gallon recycling bin, consistent with the average for a single-family home.

These are representative examples. Additionally, charges extend beyond collection and processing to encompass nearly all program aspects, while tonnage remains integral to their targets and sales. Cost details have yet to be provided, and agreements are expected to be signed by October 15th.

Material Recovery Facility Update

The MRF is operating efficiently; we are now fully staffed and able to process all materials as required under our contract with the CM, without issues.

Fleet Update

While delivery of trucks originally expected in 2025 has been delayed, we anticipate receiving six units in Q4. Refuse body manufacturers currently report a 24-month lead time from order to delivery, a consequence of increased demand stemming from producers' contractual obligations.

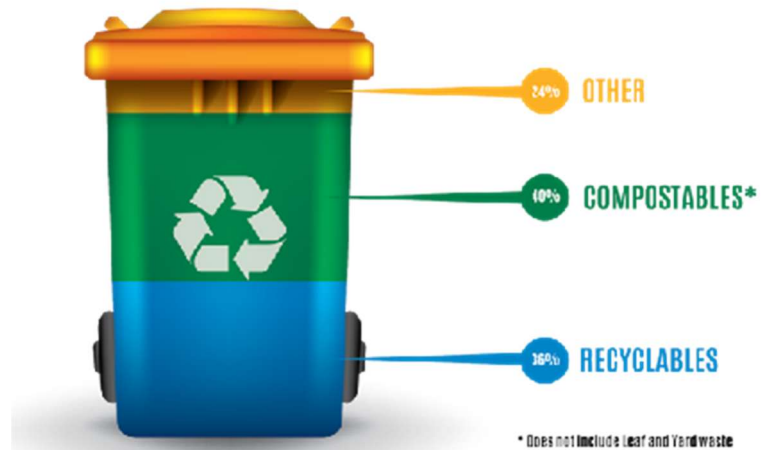
We will have the opportunity to test an electric truck on our routes at the end of September. Commercial Truck Company will provide a demonstration Volterra ZSL for one week. Although our electrification study indicates that an electric truck could presently service only about 10% of our routes daily, we are enthusiastic about evaluating its performance on some of our more demanding routes.

We are also considering an upgrade to our CNG fueling station, which, at over ten years old, is nearing capacity as our fleet transitions almost entirely to CNG. Planning is underway, with installation targeted for April 2026.

Overall, fleet operations are proceeding smoothly, with full staffing enabling us to meet all contractual obligations without difficulty.

Organics Update

We have been engaging with local municipalities, initiating discussions at both staff and council levels regarding opportunities and options for organic waste collection. Many municipalities have requested cost estimates for inclusion in their 2026 budgets. At present, we offer organics collection in a 65-gallon locking lid wheelie bin, with material processing handled by Try Recycling, which permits the comingling of leaf and yard waste with household kitchen waste.



Industry Update

1. Circular Economy Innovations

Blenheim Palace Reusable Cup Scheme



Blenheim Palace, a renowned UNESCO World Heritage Site in Oxfordshire, England, has taken substantial strides toward sustainability by introducing a deposit return scheme (DRS) for reusable cups. This initiative has not only resulted in a remarkable 50% reduction in beverage packaging costs but also diverted 320,000 single-use cups from landfill within a single year. Utilizing RFID-enabled cups, the DRS allows for seamless digital tracking and facilitates rapid refunds for visitors, enhancing user convenience and trust in the system. The accumulated data has proven invaluable in optimizing operations and informing ongoing improvements. Key pillars of the program's success include dynamic consumer education campaigns, robust staff engagement efforts, commitment to frictionless user experience, inclusivity in program design, well-calibrated incentives, and a strong emphasis on data-driven management.

2. Clean Transportation and Hydrogen Initiatives

Elemental Trucks Hydrogen Truck Launch

Elemental Trucks, based in Ontario, introduced an innovative heavy-haul hydrogen fuel cell truck tailored for Canadian logistics and industrial needs. With a gross vehicle weight rating (GVWR) of 63 tonnes and a 360 kW powertrain, this vehicle exemplifies cutting-edge green technology, offering zero tailpipe emissions and the capability to operate under demanding conditions. The initial rollout is set to target major provinces—British Columbia, Alberta, Ontario, and Quebec—demonstrating a clear commitment to national decarbonization objectives. Ontario has further catalyzed hydrogen sector growth through initiatives such as pilot electricity rate programs designed to reduce energy costs for hydrogen production, expanded funding to encourage innovation, and regulatory exploration for establishing dedicated hydrogen pipelines. The province views hydrogen technology not just as an environmental imperative but as a catalyst for job creation and a cornerstone of Canada's broader economic transition toward sustainability and resilience.

Federal Support for Hydrogen Trucks

Natural Resources Canada has underscored the federal commitment to clean transportation by investing \$1.5 million in Elemental Trucks. This funding supports the development of North America's first commercially viable 63.5-tonne hydrogen-powered truck, a project expected to have wide-ranging implications across freight, construction, and public service sectors. The truck is specifically engineered to meet diverse vocational requirements, ensuring robust performance for long-haul freight, construction, and operation in extreme Canadian weather conditions. This initiative aligns with Canada's strategy to bolster domestic innovation, promote the adoption of low-carbon transportation solutions, and assert Canadian leadership in the rapidly evolving field of hydrogen mobility.

3. Labour Developments in Transportation and Waste

DHL Express Canada Labour Resolution

Following a three-week strike and lockout that significantly disrupted logistics operations across the nation, more than 2,100 DHL Express Canada workers have now voted to ratify a four-year collective agreement. The new contract secures a 15.75% wage increase over four years, alongside enhanced pension provisions, improved disability and mental health



benefits, stronger severance packages, and updated policies regarding artificial intelligence and remote work. The dispute was historically notable as the first major test of Canada's new federal anti-scab legislation, setting a precedent for future labour relations in the logistics and delivery sector and signaling the increasing importance of technology policy and well-being in collective bargaining.

Teamsters Strikes at Republic Services

Labour unrest at Republic Services facilities in Massachusetts and Illinois, organized by the Teamsters union, has led to large-scale disruptions in waste collection for hundreds of thousands of residents. The striking workers are demanding meaningful improvements in wages, benefits, and workplace protections, reflecting broader trends of labour activism across North America's waste management sector. With the potential for coordinated nationwide action, these strikes spotlight growing concerns over job quality and the need for updated industry standards. Republic Services has emphasized a preference for continued negotiations, asserting that their compensation and benefits packages remain competitive, but the risk of escalation remains significant as the standoff continues.

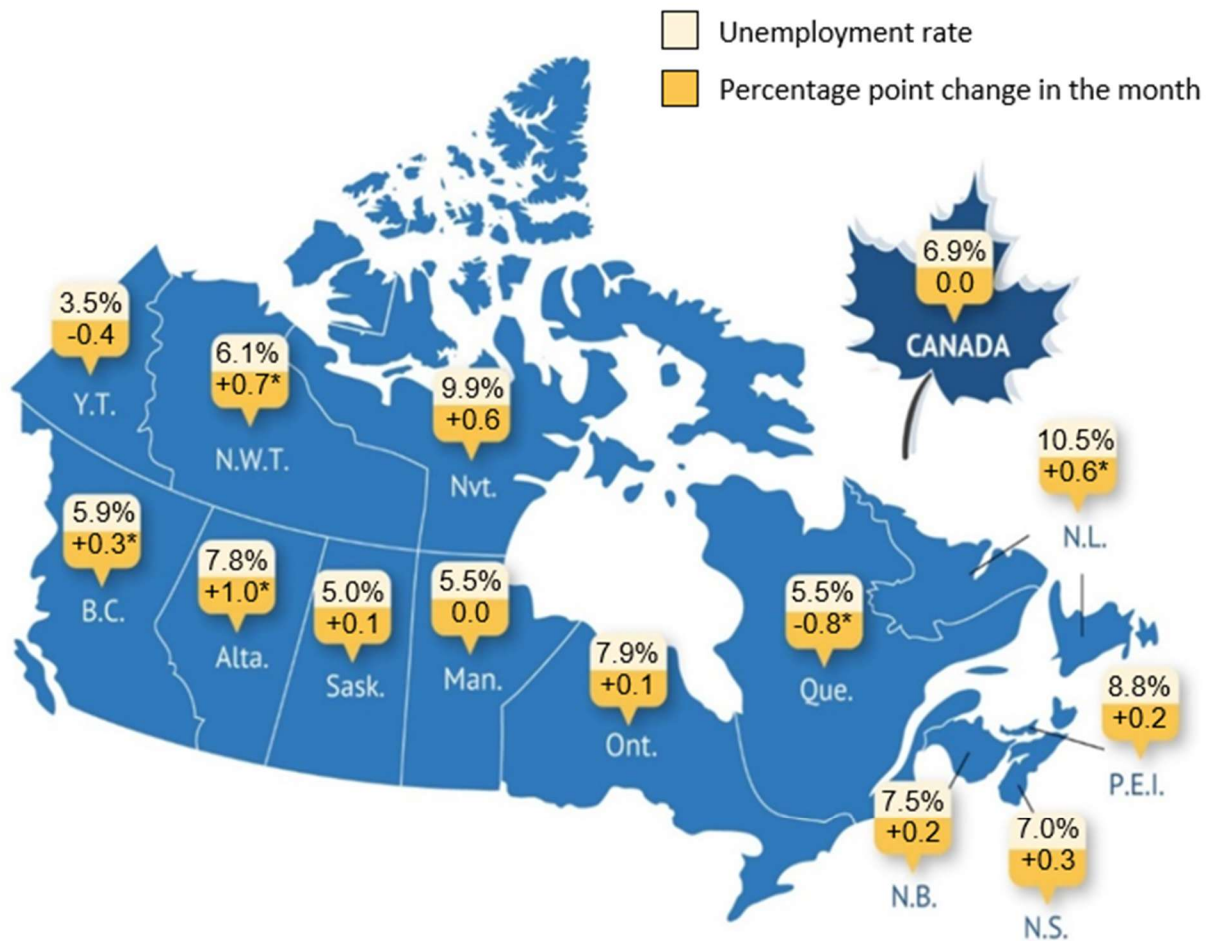
Philadelphia City Workers Strike

In Philadelphia, over 9,000 municipal employees—including critical waste management and recycling staff—initiated a strike focusing on wage disputes, resulting in the suspension of most residential waste and recycling collection services. This action not only underscores the essential nature of municipal waste services but also highlights persistent tensions around salary stagnation, inflation, and the cost of living that are driving unionized workers to demand stronger compensation frameworks. The strike has contributed to a growing national conversation around worker rights and the evolving expectations of public sector employment.

4. Canadian Labour Market and Economic Trends

Canada's labour market is exhibiting signs of fragility, evidenced by declining employment—especially among young workers—and a rising unemployment rate. Forecasts indicate a potential acceleration in wage growth as net immigration slows, intensifying competition for skilled talent in certain sectors. Despite these wage pressures, real wage growth continues to lag behind inflation, intensifying concerns over the rising cost of living and household financial resilience. Employers are expected to offer modest salary increases, but ongoing economic uncertainty, global trade pressures, and slower hiring forecasts are dampening business confidence. Recent workforce surveys reveal a widening gap between employer optimism and employee anxieties about job security, with many anticipating the possibility of a recession. To strengthen resilience, experts advocate

for investments in employee training, transparent communication, and organizational agility so that both workers and employers can adapt to fluctuating conditions.



Note(s): Statistically significant changes denoted with * symbol. Data are seasonally adjusted. Data for the territories are three-month moving averages and are not directly comparable with the provinces.

Source(s): Labour Force Survey (3701), tables 14-10-0287-02 and 14-10-0292-02.

5. Waste Management, Recycling, and Circular Economy Developments

Convertus Group Expansion and Permitting



Convertus Group's acquisition of AIM Environmental Group marks a significant expansion of its organic waste processing capabilities across Canada and North America. The company has also secured permitting for a new state-of-the-art anaerobic digestion (AD) and biofuels facility in York Region, Ontario. This facility is projected to process up to 200,000 tonnes of organic waste annually, converting it into renewable natural gas (RNG) and nutrient-rich fertilizer. The facility is expected to play a vital role in reducing regional CO₂ emissions, diverting waste from landfill, supporting local agricultural cycles, and furthering municipal circular economy objectives. The move signals increasing investment in advanced waste treatment infrastructure and a shift toward closed-loop resource recovery models in the Canadian waste sector.

Cleaner Transportation Fuels Regulation

To strengthen domestic industry competitiveness, Ontario is soliciting feedback on a new bio-based content requirement for diesel fuel, intended as a temporary measure while the province navigates aggressive U.S. subsidies supporting American biodiesel producers. The initiative seeks to boost local biofuel production, reduce reliance on fossil fuels, and reinforce circular economy goals by valorizing local agricultural byproducts and waste as feedstocks for cleaner transportation fuels.

AI and Data-Driven Innovations

Artificial intelligence and digital tools are increasingly being leveraged to drive improvements in recycling rates and waste management efficiency. Technologies such as smart bins and AI-based sorting assistants—exemplified by Oscar Sort Billy Bishop Toronto City Airport—are successfully reducing contamination rates, increasing material recovery, and improving user engagement through real-time feedback and gamified education. The adoption of data-driven approaches is enabling municipalities operators to optimize collection schedules, improve sorting accuracy, and deliver more targeted public education, all of which are essential for maximizing the effectiveness of recycling programs.



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Plastics Treaty Developments and Industry Impact

Ongoing negotiations for a global plastics treaty remain at an impasse, with key divides between proponents of strict production limits and those advocating for mandatory recycled content. Canada continues to advocate for a comprehensive approach



addressing the entire lifecycle of plastics, seeking to align packaging sector strategies with global best practices. Industry groups, for their part, prefer regulatory models favouring recycled content over caps on new production, while environmental advocates urge more ambitious supply- and demand-side measures to curb plastic pollution. The outcome of these talks will have lasting implications for the circular

economy, packaging innovation, and the regulatory environment for Canadian businesses.

6. Technology and Safety in Recycling

Lithium-Ion Battery Recycling and Fire Safety

The Indigenous-led Aki Battery Recycling joint venture is at the forefront of closed-loop battery material recovery in Canada. The initiative addresses critical gaps in the domestic supply chain for clean energy technologies by enabling the recovery and reuse of valuable

materials from lithium-ion batteries. Aki will process lithium-ion battery end-of-life and manufacturing scrap in a pre-processing facility to produce high-grade copper, aluminum, and steel products through a battery pack and module dismantling process. The remaining material is then put through a shredding process to generate a high value intermediate product known as black mass.

As the proliferation of battery-powered devices rises, so does the risk of fires during storage, handling, and processing. The industry has responded with tailored fire suppression systems and rigorous contamination management protocols. Ongoing operator training and knowledge-sharing are highlighted as essential for minimizing long-term risk and ensuring the safe, sustainable recycling of emerging waste streams such as batteries and electronics.



7. General Industry Updates

Plastics Manufacturing and Recycling

Onward Plastics has expanded its operations in Ontario, upgrading its equipment to better process recycled materials and qualify for energy rebates, thereby supporting job creation and supply chain resilience in the region. Labour market projections indicate that roles in plastics manufacturing—particularly in engineering, technical support, and machinery maintenance—will see substantial growth over the next decade, reflecting both increased demand for recycled content and evolving regulatory requirements.

European Recyclate Market Trends

Market analysts expect European recycled PET (rPET) prices to rebound in September, driven by strong demand and reinforced by supportive regulatory frameworks. In contrast, prices for other recycled plastics, such as HDPE and LDPE, remain under pressure from low-cost imports and an oversupply of virgin materials. These trends are likely to influence global supply chains and the competitiveness of recycled versus virgin plastics in packaging and manufacturing.

8. Consumer and Market Trends

Sustainable Packaging and Consumer Preferences

Recent studies reveal that 37% of North American consumers actively avoid products with unsustainable packaging, creating considerable market pressure for brands to adopt more sustainable practices. Businesses are responding by investing in improved recycling and recovery systems and innovating new packaging formats—such as foil-free aseptic cartons—that lower environmental footprints and enhance recyclability. These shifts indicate a growing recognition that sustainability is not only an environmental imperative but also a competitive differentiator in the marketplace.

MINUTES
St. Marys Business Improvement Area Committee
Regular Meeting

September 8, 2025
6:00pm
Municipal Operations Centre

Committee Present: Councillor Aylward
Megan Feeney
Lisa Fewster
Alexandra Pritchard O'Shea
Jan Scott
Dan Troyer
Angela MacPherson
Staff Present: Kelly Deeks Johnson, Tourism & Economic Development Manager
Jenna McCartney, Clerk
Sarah Bradford, Social Media and Marketing Coordinator
Sue Griffiths, Staff

1. CALL TO ORDER

The chair called the meeting to order at 6:00pm.

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Jan Scott

Seconded By Lisa Fewster

THAT the September 8, 2025 St. Marys Business Improvement Area Board meeting agenda be approved as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the following St. Marys Business Improvement Area Board meeting minutes be approved: July 7, 2025 and August 18, 2025.

CARRIED

5. DELEGATIONS

5.1. Stratford Walking Tours – Lauri Leduc

Lauri presented an overview of her business concept for ghost tours in St. Marys.

5.2. Heritage Festival Debrief (2025)

Kelly Deeks Johnson presented an overview of the 2025 Heritage Festival.

Moved By Jan Scott

Seconded By Angela MacPherson

THAT COR 26-2025 Heritage Festival Debrief report is received; and

THAT the Business Improvement Area Board support the staff recommendation to review the Stonetown Heritage Festival event and to explore further collaboration with local partners for Summerfest.

CARRIED

6. CORRESPONDENCE

6.1. Daytripping Request

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the St. Marys Business Improvement Area Board does not support the advertising initiative through Daytripping for the 2025 Merchants Christmas Weekend.

CARRIED

6.2. Verbal Feedback about BIA

Megan Feeney shared feedback that she has received from some members, they appreciate more personal delivery of information and not as much on a digital newsletter.

The Board discussed alternative ways to deliver information to all of the membership.

7. TREASURER'S REPORT

Moved By Jan Scott

Seconded By Lisa Fewster

THAT the August Treasurer's report be received.

CARRIED

8. REPORTS

8.1. September Council Monthly Report to the BIA

Moved By Lisa Fewster

Seconded By Dan Troyer

THAT the Council monthly report be received.

CARRIED

8.2. Halloween Event - J. Scott

The event will be held on Saturday, October 25, 2025 with an update to the timing. Communication will be shared with the membership.

8.3. Giving Tuesday 2025

8.4. Utility Box Wraps

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the Business Improvement Area Board allocations \$10,000 for the completion of 4 more utility box wraps.

CARRIED

8.5. Unveiling of Utility Boxes

A tentative event date of October 25, 2025 has been set with some follow up required of the artists. More details to follow.

8.6. Marketing and Communication - S. Bradford

Moved By Dan Troyer

Seconded By Jan Scott

THAT the marketing and communication report be received.

CARRIED

8.7. Beautification Report – L. Fewster

The Working Group has been working towards two fall décor areas this year; at the selfie station and at the former Buck or Two business. The street pots will not be left out this year.

The Town has approved the placement of poppies on the Church Street bridge in honour of Remembrance Day. Lisa will have additional poppies available at her store for pick up.

9. UPCOMING MEETINGS

October 6, 2025 - 6:00pm, Municipal Operations Centre

10. ADJOURNMENT

Moved By Councillor Aylward

Seconded By Dan Troyer

THAT this meeting of the St. Marys Business Improvement Area Board be adjourned at 7:55pm.

CARRIED

Chair

Committee Secretary

MINUTES
St. Marys Business Improvement Area Committee
Regular Meeting

October 6, 2025
6:00pm
Municipal Operations Centre

Committee Present: Councillor Aylward
Megan Feeney
Lisa Fewster
Alexandra Pritchard O'Shea
Jan Scott
Dan Troyer
Angela MacPherson
Staff Present: Kelly Deeks Johnson, Tourism & Economic Development Manager
Jenna McCartney, Clerk
Sarah Bradford, Social Media and Marketing Coordinator

1. CALL TO ORDER

The Chair called the meeting to order at 6:00pm.

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the October 6, 2025 St. Marys Business Improvement Area Board meeting agenda be approved as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the September 8, 2025 St. Marys Business Improvement Area Board meeting minutes be approved by the Board and signed by the Chair and the Secretary.

CARRIED

5. TREASURER'S REPORT

The Board acknowledged the recent resignation of Sue Griffiths and identified the new vacancy in the role of treasurer.

Moved By Lisa Fewster

Seconded By Jan Scott

THAT Dan Troyer be appointed the Business Improvement Area Treasurer effective October 6, 2025 until the end of this Board's term (November 2026).

CARRIED

6. CORRESPONDENCE

6.1. Quilt Canada – Funding Support Request

Moved By Jan Scott

Seconded By Lisa Fewster

THAT the correspondence from Quilt Canada regarding a funding request for marketing support be received; and

THAT the BIA donates \$500 for the 2026 quilt show in St. Marys from the sponsorship budget line.

CARRIED

7. COUNCIL REPORT

7.1. Council Report

Moved By Dan Troyer

Seconded By Jan Scott

THAT the Council monthly report be received.

CARRIED

8. OTHER BUSINESS

8.1. Marketing and Social Media Report – S. Bradford

Moved By Jan Scott

Seconded By Councillor Aylward

THAT the marketing report be received.

CARRIED

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the Board approve procurement of Facebook advertisement for no more than \$500 from the marketing budget.

CARRIED

Moved By Jan Scott

Seconded By Lisa Fewster

THAT the Board approve procurement of lighting and decor as planned by the Merchants Open House / Christmas Working Group for no more than \$1,500 from the reserve fund.

CARRIED

Moved By Lisa Fewster

Seconded By Jan Scott

THAT the Board approve procurement of production of postcards highlighting extended hours for downtown merchants in the winter months for no more than \$250 from the marketing budget.

CARRIED

8.2. Light it Up 2025

The event takes place on October 16 in recognition of National Disability Employment Awareness Month.

8.3. Beautification Report

Moved By Jan Scott

Seconded By Lisa Fewster

THAT the St. Marys Business Improvement Area Board approve the allocation of \$15,000 from the BIA reserve for the purchase of self-watering pots which will be installed in 2026.

CARRIED

Moved By Dan Troyer
Seconded By Lisa Fewster

THAT the St. Marys Business Improvement Area Board support the utilization of talent by Heather Poechman and Liz Emirzian for the downtown street banner proposal; and

THAT the Board financially contribute in a 50/50 partnership with the Town up to \$3,000 funded from the reserve fund.

CARRIED

8.4. Hometown Take Over – L. Fewster

Lisa Fewster asked for an update from the staff liaison regarding a recent application to the HGTV Hometown Take Over television program.

9. UPCOMING MEETINGS

November 10, 2025 - 6:00pm, Municipal Operations Centre

10. ADJOURNMENT

Moved By Lisa Fewster
Seconded By Dan Troyer

THAT this meeting of the St. Marys Business Improvement Area Board be adjourned at 7:30pm.

CARRIED

Chair

Committee Secretary



MINUTES
Community Policing Advisory Committee

September 17, 2025
9:00 am
Municipal Operations Centre

Committee Members Present: Tony Winter
 Mayor Strathdee
 Councillor Luna
 Councillor Edney

Committee Members Absent: Jacqueline Hibbert
 Robert Zensner

Stratford Police Present: Chief Skinner
 Constable Mounfield

Staff Present: Brent Kittmer, Chief Administrative Officer
 Jenna McCartney, Clerk

1. CALL TO ORDER

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

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Mayor Strathdee

Seconded By Councillor Luna

THAT the September 17, 2025 Community Policing Advisory Committee meeting agenda be approved as presented.

Carried

4. ACCEPTANCE OF MINUTES

Moved By Councillor Edney

Seconded By Councillor Luna

THAT the June 18, 2025 Community Policing Advisory Committee meeting minutes be approved by the Committee and signed by the Chair and the Secretary.

Carried

5. REPORTS

Moved By Councillor Luna

Seconded By Councillor Edney

THAT the monthly policing statistic reports and the Crime Stoppers report be received.

Carried

5.1. June Policing Report

5.2. July Policing Report

5.3. August Policing Report

5.4. June Crime Stoppers Report

During receipt of the monthly reports, the following points were noted:

- Near miss incidents are not included in the monthly report
- The Community Resources Unit is working towards monthly education sessions at the Pyramid Recreation Centre. October's focus is scheduled to relate to fraud awareness.

6. UPCOMING MEETINGS

November 12, 2025 – Municipal Operations Centre

9. ADJOURNMENT

Moved By Councillor Luna

Seconded By Councillor Edney

THAT this meeting of the Community Policing Advisory Committee be adjourned at 9:35am.

Carried

Tony Winter, Chair

Jenna McCartney, Clerk



MINUTES
Green Advisory Committee

September 18, 2025
5:30 PM
Municipal Operations Centre

Committee Present: Lynette Geddes
Katherine Moffat (video conference)
Teresa Barresi
Steve Vivian (video conference)
Fred Stam
Councillor Aylward

Staff Present: Jed Kelly, Director of Public Works
Thomas Redman, Public Works Coordinator
Amanda Blake, Deputy Clerk

1. CALL TO ORDER

The Chair called the meeting to order at 5:30pm.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Fred Stam

Seconded By Teresa Barresi

THAT the September 18, 2025 Green Advisory Committee meeting agenda be accepted as presented.

Carried

4. ACCEPTANCE OF MINUTES

Moved By Teresa Barresi

Seconded By Steven Vivian

THAT the March 20, 2025 Green Advisory Committee meeting minutes be approved as amended by the Committee and signed by the Chair and the Deputy Clerk.

Carried

5. REPORTS

5.1. PW 45-2025 Green Advisory Committee Quarterly Update

Moved By Fred Stam

Seconded By Katherine Moffat

THAT PW 45-2025 Green Advisory Committee Quarterly Update report be received for information.

Carried

6. UPCOMING MEETINGS

November 20, 2025

9. ADJOURNMENT

Moved By Councillor Aylward

Seconded By Steve Vivian

THAT this meeting be adjourned at 6:30 pm.

Carried

Lynette Geddes, Chair

Amanda Blake, Deputy Clerk



MINUTES
Heritage and Culture Advisory Committee

September 10, 2025
6:00pm
Municipal Operations Centre

Committee Present: Stephen Habermehl, Chair
Councillor Lucas
Sherri Winter-Gropp
Julian Francoeur
Trevor Schram
Karen Ballard
Andrea Macko

Committee Regrets: Mayor Strathdee
Clive Slade

Staff Present: **In-Person**
Amy Cubberley, Cultural Services Manager
Amanda Blake, Deputy Clerk

1. CALL TO ORDER

The chair called the meeting to order at 6:00pm.

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Julian Francoeur

Seconded By Andrea Macko

THAT the September 10, 2025 Heritage and Culture Advisory Committee meeting agenda be approved as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Councillor Lucas

Seconded By Karen Ballard

THAT the August 13, 2025 Heritage and Culture Advisory Committee minutes be approved by the Committee and signed by the Chair and the Deputy Clerk.

CARRIED

5. REPORTS

5.1. DEV 25-2025 84 Water St. S Sign Permit

Moved By Sherri Winter-Gropp

Seconded By Trevor Schram

THAT DEV 25-2025 84 Water St. S Sign Permit report be received; and
THAT the Heritage and Culture Advisory Committee support the sign permit.

CARRIED

5.2. DEV 26-2025 174 Queen St. E (16 Church St. S) Sign Permit

Moved By Sherri Winter-Gropp

Seconded By Julian Francoeur

THAT DEV 26-2025 174 Queen St. E (16 Church St. S) Sign Permit report be received; and
THAT the Heritage and Culture Advisory Committee support the window sign permit.

CARRIED

5.3. DCS 53-2025 September Monthly Report (Museum and Archives)

Moved By Trevor Schram

Seconded By Sherri Winter-Gropp

THAT DCS 53-2025 September Monthly Report (Museum and Archives) report be received.

CARRIED

5.4. Council Report

Moved By Karen Ballard
Seconded By Andrea Macko

THAT the verbal report from Councillor Lucas be received.

CARRIED

5.5. Downtown Service Location Review Committee – A. Macko

Moved By Sherri Winter-Gropp
Seconded By Councillor Lucas

THAT the verbal report about the Downtown Service Location Review Committee be received.

CARRIED

6. UPCOMING MEETINGS

Wednesday, October 8, 2025 - 6:00pm

7. ADJOURNMENT

Moved By Andrea Macko
Seconded By Julian Francoeur

THAT this meeting be adjourned at 6:19pm.

CARRIED

Chair

Deputy Clerk

Huron Perth Public Health
BOARD OF HEALTH

West Gore Site
Multipurpose Rooms

September 12, 2025
9:30 am

MINUTES

Membership Present: Marg Anderson (Deputy Mayor Central Huron and Councillor, Huron County)
Lesley Biehn (Councillor, City of Stratford)
Sheryl Feagan (Provincial Representative)
George Finch (Mayor South Huron and Councillor, Huron County)
Marg Luna (Councillor, Town of St Marys)*
Bernie MacLellan, Chair (Mayor Huron East and Councillor, Huron County)
Bob Parker (Provincial Representative)
Jared Petteplace (Provincial Representative)*
Paul Robinson (Provincial Representative)
Cody Sebben (Councillor, City of Stratford)
Bill Vanstone (Deputy Mayor Ashfield-Colbourne-Wawanosh and Councillor, Huron County)
Adam Waxman (Provincial Representative)
Robert Wilhelm (Councillor, Perth South and Councillor, Perth County)

Membership Regrets: Todd Kasenberg, Vice-Chair (Mayor of North Perth and Councillor Perth County)

Staff Invited: Dr. Lauren Hayward, Physician Consultant
Dr. Miriam Klassen, MOH and CEO
Julie Pauli, Director of Corporate Services and Secretary to the Board of Health
Melissa Rintoul, Executive Assistant to the Medical Officer of Health (Recorder)
Tanya Sangster, Director of Community and Family Health
Christina Taylor, Director of Health Protection

Media in attendance: Nicole Beswitherick, Listowel Banner

*Joined via Zoom

Note: Finance and Personnel Committee (F&P) and Risk and Governance Committee (R&G) are operationalized as committees of the whole as per BOH motions January 2024 and January 2025.

1. **Land Acknowledgement ~ Paul Robinson**

"We acknowledge that the land where we gather today is the traditional territory of the Anishinaabe, Haudenosaunee, Neutral, and Wendat peoples. We acknowledge and recognize our roles and shared responsibilities as treaty people committed to moving forward in the spirit of reconciliation, gratitude, and respect with all Indigenous, First Nation, Métis and Inuit people."

2. **Approval of the Agenda**

Motion for Consideration:

That the Board of Health approves the Agenda for the September 12, 2025, meeting as circulated.

Motion made by: George Finch
Seconded by: Marg Anderson
Carried.

3. **Declarations of Pecuniary Interest ~ None**

4. **Closed Session**

Motion for Consideration:

That the Board of Health enter into CLOSED session for discussions pertaining to Labour Relations and Personal Matters involving identifiable individuals.

Motion made by: George Finch
Seconded by: Bob Wilhelm
Carried.

The Board of Health returned to OPEN session at 9:51am

Reporting Out

The Board of Health:

- ratified the CUPE collective agreement as presented.

Labour Relations – CUPE Mandate (Finance and Personnel) – Julie Pauli

Julie Pauli, Director of Corporate Services, provided a summary of the proposed new CUPE Collective Agreement.

Motion for Consideration

That the Board of Health ratify the CUPE 2025-2027 Collective Agreement as presented by Julie Pauli, Director of Corporate Services.

Motion made by: Bob Parker
Seconded by: George Finch
Carried;

- received an update regarding identifiable individuals;
- provided staff with direction regarding an identifiable individual.

5. **Director of Corporate Services Report – Julie Pauli**

a. Statement of Accounts – July 2025

Motion for Consideration:

That the Board of Health approves the Statement of Accounts for the period ending July 31, 2025.

Motion made by: Bob Wilhelm
Seconded by: Paul Robinson
Carried.

b. **Financial Transactions – May 1 – July 31, 2025**

Motion for Consideration

That the Board of Health approves the Financial Transaction Reports for the period of May 1-July 31, 2025, in total amount of \$4,719,082.64.

Motion made by: George Finch
Seconded by: Bob Wilhelm
Carried.

6. **MOH Report – Dr Miriam Klassen**

Motion for Consideration

That the Board of Health receive the Report of the Medical Officer of Health for information purposes.

Motion made by: Bill Vanstone
Seconded by: Marg Anderson
Carried.

7. **Business Arising ~ none**

8. **New Business**

a. **Staff Report –Enterprise Risk Management**

Dr Miriam Klassen, Medical Officer of Health and CEO presented the staff report on the Enterprise Risk Management Plan.

Motion for Consideration

That the Board of Health approves the Enterprise Risk Management plan as presented:

Motion made by: George Finch

Seconded by: Bob Wilhelm

Carried.

b. **1.03.110 Employee Recognition Policy**

Julie Pauli, Director of Corporate Services, presented the updated BOH policy 1.03.110 Employee Recognition.

Motion for Consideration

That the Board of Health approves the updated Board of Health policy 1.03.110 Employee Recognition as presented.

Motion made by: Bill Vanstone

Seconded by: Lesley Biehn

Carried.

c. **1.03.120 Unpaid Leave of Absence Policy and Procedure**

Julie Pauli, Director of Corporate Services presented the updated BOH policy and procedure 1.03.120 Unpaid Leave of Absence.

Motion for Consideration

That the Board of Health approves the updated Board of Health policy 1.01.120 Unpaid Leave of Absence Policy and Procedure as presented.

Motion made by: George Finch

Seconded by: Sheryl Feagan

Carried.

9. **Other Business**

10. **Correspondence**

a. WECHU letter re Addressing Opioid and Substance Harms Resolution - Federal

b. alPHA Infobreak - Summer newsletter

Motion for Consideration:

That the Board of Health receives correspondence items for information purposes.

Motion made by: Bill Vanstone

Seconded by: Marg Anderson

Carried.

11. **Approval of the Minutes of September 12, 2025, Board of Health meeting**

Motion for Consideration:

That the Board of Health approves the minutes of September 12, 2025, Board of Health meeting as presented.

Motion made by: George Finch
Seconded by: Paul Robinson
Carried.

12. **Date of Next Meeting**

The date of the next meeting will be held on **Friday, October 10, 2025.**

13. **Adjournment**

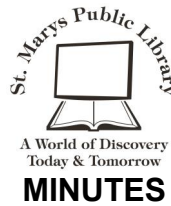
Motion for Consideration:

That the meeting of the Huron Perth Public Health Board of Health be adjourned as of 10:22 am.

Motion made by: Bill Vanstone
Seconded by: Bob Parker
Carried.

14. **Public Announcements**

15. **Education Session:** HPPH Anabaptist Community Programs presented by Julie VanBakel, PHN, Melissa Purdy, NP, and Lindsey Ferguson, PHN



**St. Marys Public Library Board
Regular Meeting**

September 4, 2025
6:45pm
15 Church Street North, St. Marys

Committee Present: Cole Atlin
Barb Tuer
Councillor Aylward
Colin Coburg
Councillor Pridham
Sylvain Robichaud
Carol Robinson Todd
Mayor Strathdee

Staff Present: Sarah Andrews, Library CEO
Caroline Robichaud, Library Public Service Coordinator
Nicole Carradine, Adult Learning Program of Perth Coordinator

1. CALL TO ORDER

The chair called the meeting to order at 6:49pm.

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Barb Tuer

Seconded By Councillor Pridham

THAT the agenda for the September 4, 2025 regular meeting of the St. Marys Public Library Board be approved as presented.

CARRIED

4. CONSENT AGENDA

Moved By Colin Coburg

Seconded By Sylvain Robichaud

THAT consent agenda items 4.1 through 4.3 be approved as presented.

CARRIED

4.1. Acceptance of Minutes

4.2. LIB 16-2025 September Monthly Report (Library)

4.3. LIB 17-2025 September Monthly Report (Adult Learning)

5. NEW BUSINESS

5.1. LIB 18-2025 Draft 2026 Library and Adult Learning Budgets

Moved By Councillor Aylward

Seconded By Sylvain Robichaud

THAT LIB18-2025 Draft 2026 Library and Adult Learning Programs of Perth Budget be received; and

THAT The Library Board approve the Library Board Budget; and

THAT The Library Board approve the Adult Learning Program of Perth Budget.

CARRIED

5.2. LIB 19-2025 Library Policy Review

Moved By Councillor Pridham

Seconded By Colin Coburg

THAT LIB 19-2025 Library Policy Review report be received; and

THAT the revision listed in this report for both policies be approved; and

THAT the Board tasks the Library CEO to update the policies accordingly.

CARRIED

6. ROUND TABLE DISCUSSION

7. FRIENDS OF THE LIBRARY REPORT

Caroline Robinson-Todd provided an update to the Board.

8. UPCOMING MEETINGS

October 2, 2025 - 6:45pm

9. ADJOURNMENT

Moved By Barb Tuer

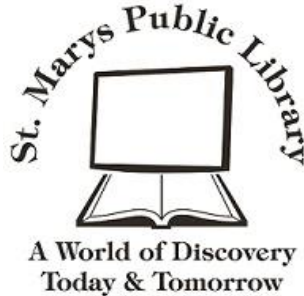
Seconded By Councillor Pridham

THAT regular meeting of the St. Marys Public Library Board be adjourned at 7:35 pm.

CARRIED

Chair

Committee Secretary



MINUTES
St. Marys Public Library Board
Regular Meeting

October 2, 2025
6:45pm
15 Church Street North, St. Marys

Committee Members Present: Cole Atlin
Barb Tuer
Councillor Aylward
Councillor Pridham
Carol Robinson Todd

Committee Members Absent: Mayor Strathdee
Colin Coburn
Sylvain Robichaud

Staff Present: Sarah Andrews, Library CEO
Caroline Robichaud, Library Service Coordinator
Nicole Carradine, Adult Learning Program of Perth
Coordinator

1. CALL TO ORDER

The Chair called the meeting to order at 6:47pm.

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Carol Robinson Todd

Seconded By Councillor Pridham

THAT the agenda for the October 2, 2025 regular meeting of the St. Marys Public Library Board be approved as presented.

Carried

4. CONSENT AGENDA

Moved By Councillor Pridham

Seconded By Councillor Aylward

THAT consent agenda items 4.1 and 4.2 be approved as presented with item 4.3 October Monthly Report (Adult Learning) pulled for discussion under new business item 5.5.

Carried

4.1. Acceptance of Minutes

4.2. LIB 20-2025 October Monthly Report (Library)

5. NEW BUSINESS

5.1. LIB 23-2025 Strategic Plan Update

Moved By Councillor Pridham

Seconded By Councillor Aylward

THAT LIB 23-2025 Quarterly Strategic Plan Update report be received; and
THAT LIB 23-2025 Quarterly Strategic Plan Update report be approved.

Carried

5.2. LIB 24-2025 Year Three Governance Update

Moved By Carol Robinson Todd

Seconded By Councillor Aylward

THAT LIB 24-2025 Year Three Governance Update report be received; and
THAT LIB 24-2025 be approved.

Carried

5.3. LIB 25-2025 Holiday Schedule

Moved By Carol Robinson Todd

Seconded By Councillor Aylward

THAT LIB 25-2025 Holiday Schedule report be received; and
THAT LIB 25-2025 Holiday Schedule report be approved.

Carried

5.4. LIB 26-2025 Striking an AD-HOC Committee for Fundraising Oversight.

Moved By Councillor Pridham

Seconded By Councillor Aylward

THAT LIB 26-2025 Striking an AD-HOC Committee for Fundraising Oversight report be received; and

THAT the Library Board appoint Carol Robinson Todd and Barb Tuer to the AD-HOC Committee for Fundraising Oversight; and

THAT the Board recommends membership to Colin Coburn and/or Sylvain Robichaud subject to their consent; and

THAT the Library Board committee members work with the Friends of the Library and Town staff liaisons to establish the committee membership; and

THAT the Library Board task the Ad-HOC committee to report back to the Library Board at the December Library Board meeting with developments on fundraising initiatives.

Carried

5.5. LIB 21-2025 October Monthly Report (Adult Learning)

Moved By Barbara Tuer

Seconded By Councillor Aylward

THAT LIB 21-2025 October Monthly Report (Adult Learning) report be received; and

THAT the Library Board approve the contingency plan to allocate funds from the Adult Learning funds in reserve to cover the costs of computer replacement should the funding application to the Ministry not be approved.

Carried

6. ROUND TABLE DISCUSSION

7. FRIENDS OF THE LIBRARY REPORT

8. UPCOMING MEETINGS

December 4, 2025 - 6:45pm

9. ADJOURNMENT

Moved By Barbara Tuer

Seconded By Councillor Aylward

THAT the regular meeting of the St. Marys Public Library Board be adjourned at 8:06 pm.

Carried

Chair

Committee Secretary



MINUTES
Planning Advisory Committee

September 15, 2025
6:00 pm
Municipal Operations Centre

Committee Present: Bill Galloway
Don Van Galen
Councillor Craigmile
Councillor Lucas

Committee Absent: Mike Bolton

Staff Present: Grant Brouwer, Director of Building and Development
Mark Stone, Planner (video conference)
Amanda Blake, Deputy Clerk

1. CALL TO ORDER

The Chair called the meeting to order at 6:00pm.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Bill Galloway

Seconded By Councillor Craigmile

THAT the September 15, 2025 Planning Advisory Committee agenda be accepted as presented.

Carried

4. ACCEPTANCE OF MINUTES

Moved By Councillor Lucas

Seconded By Bill Galloway

THAT the July 21, 2025 Planning Advisory Committee meeting minutes be approved and signed by the Chair and the Deputy Clerk.

5. REPORTS

5.1. Procedural Comments

The Chair outlined the proceedings of this evening's meeting.

5.2. DEV 28-2025 Application for Zoning By-law Amendment (Z03-2025) for 178 Thomas Street by Zelinka Priamo Ltd. For 2398315 Ontario Limited (c/o Scott McIntosh)

Mark Stone, Town Planner, presented an overview of the planning application.

5.3. Presentation (Applicant and Agent)

Aliyah Richards, agent for the applicant, presented an overview of the planning application.

5.4. Public Comments

Three pieces of correspondence were received in advance of publishing the agenda which were included in staff report DEV 28-2025.

5.4.1. Additional Comments

Comments received in advance of the meeting but after the agenda was published.

- Upper Thames River Conservation Authority
 - No objections to the proposed severance.

During the meeting, the following comments were made from individuals in attendance.

- Pat D'agostino, 184 Thomas Street, asked the following questions related to the garage location:
 - Seeking clarification on where the driveway would be located.
 - Location of the garage either behind or beside the existing dwelling.

5.5. Committee Comments

Councillor Lucas asked for clarification regarding the lot sizes of both the retrained and severed lot. Mark Stone and the agent identified the lot sizes

were based on the garage location but will be discussed further with the applicant and agent.

Moved By Bill Galloway

Seconded By Councillor Craigmile

THAT DEV 28-2025 Application for Zoning By-law Amendment (Z03-2025) by Zelinka Priamo Ltd. for 2398315 Ontario Limited (c/o Scott McIntosh) for 178 Thomas Street, be received;

THAT the Planning Advisory Committee endorse the Application, in principle; and,

THAT the Planning Advisory Committee recommend to Council:

THAT Council proceed with a public meeting to consider the Application for Zoning By-law Amendment (Z03-2025) for 178 Thomas Street.

Carried

8. UPCOMING MEETINGS

TBD

9. ADJOURNMENT

Moved By Bill Galloway

Seconded By Councillor Lucas

THAT this meeting of the Planning Advisory Committee be adjourned at 6:38 pm.

Carried

Chair

Deputy Clerk

SPRUCE LODGE
Board of Management Meeting
June 18th, 2025

Present: *Peter Bolland, David Schlitt, Jennifer Facey*

Councillors: *Lesley Biehn, Dave Lucas, Marg Luna, Sue Orr, Jerry Smith, Geza Wordofa.*

Regrets:

Guests:

➤ *Councillor Luna brought the meeting to order.*

Moved by Councillor Biehn
Seconded by Councillor Orr

That the agenda dated May 21st, 2025 be approved as presented.

CARRIED

➤ Declaration of pecuniary interest. *(None noted.)*

Approval of Minutes:

Moved by Councillor Smith
Seconded by Councillor Lucas

That the minutes of the May 21st, 2025 be approved as presented.

CARRIED

Business Arising: *None noted.*

New Business:

Ratification of Accounts:

Moved by Councillor Biehn
Seconded by Councillor Lucas

That the May 2025 accounts in the amount of \$644,867.99 be ratified.

CARRIED

Financial Report:

The Business Manager presented the Spruce Lodge Home for the Aged Financial Statement for four (4) months ending April 30th, 2025 for review and discussion. Building and property remain over budget. Occupancy was at 97.4% for April 2025 and 99.8% for May 2025.

Moved by Councillor Orr
Seconded by Councillor Wordofa

**To accept the Spruce Lodge Financial Report for the 4 months ending
April 30th, 2025 as presented.**

CARRIED

SPRUCE LODGE - Continued

Board of Management Meeting

June 18th, 2025

Administrator's Report:

Municipal Meeting:

The Administrator and Business Manager have a meeting scheduled with the Municipality next week. We are expecting to hear about the results of the ARR repayment review.

Staffing:

Spruce Lodge is in a good position with all lines filled.

Compliance Visit:

The Administrator distributed the compliance visit summary:

The three (3) compliance orders have been addressed.

Moved by Councillor Biehn

Seconded by Councillor Orr

To enter closed session at 5:58 p.m. to discuss bargaining.

CARRIED

Moved by Councillor Smith

Seconded by Councillor Orr

To enter open session at 6:12 p.m.

CARRIED

Moved by Councillor Biehn

Seconded by Councillor Orr

That the Administrator's report be accepted as presented.

CARRIED

Other Business:

Municipal Meeting:

The Municipality has requested to meet with the Spruce Lodge Board, possibly regarding the Community Support Services program.

Correspondence: None presented.

Moved by Councillor Lucas

That the meeting be adjourned.

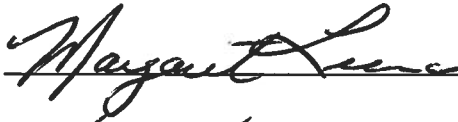
CARRIED

SPRUCE LODGE - Continued
Board of Management Meeting
June 18th, 2025

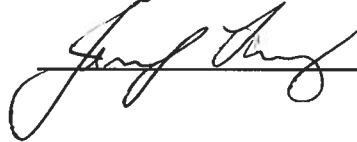
Date & Time of Next Meeting:

Wednesday, September 17th, 2025 @ 5:30 p.m. – Conference Room #2

Councillor Marg Luna
Chairperson



Jennifer Facey
Secretary



Date Sept 17/25

Minutes

Upper Thames River Conservation Authority (UTRCA)

Board of Directors Meeting

9:30am Tuesday, August 26, 2025 at 1424 Clarke Rd, London
(Hybrid Meeting)

Dean Trentowsky, UTRCA Board Chair, called the meeting to order at 9:37am.

Members Present:

Peter Cuddy - Online

Skylar Franke

Anna Hopkins

Sandy Levin

Hugh McDermid - Online

Paul Mitchell

Harj Nijjar

Brian Petrie

Mark Schadenberg

Dean Trentowsky – Chair

George Way

Scotty Zehr – Online

Regrets: Jean Coles, Jim Craigmile, Tom Heeman

Staff Present:

Jenna Allain

Tracy Annett

Amy Bumbacco

Mike Funk – Online

Eric Gaskin - Online

Huda Ghadhbhan

Joe Gordon

Eleanor Heagy

Mark Helsten

Teresa Hollingsworth

Christine Saracino

Chris Tasker

Brent Verscheure

Michelle Viglianti – Recorder

1. Territorial Acknowledgement

The Chair read the territorial acknowledgement.

2. Modifications to the Agenda

The Chair noted closed session item 7.1 was being removed from the August agenda.
The item will appear on a future agenda.

Mover: Brian Petrie

Seconder: Skylar Franke

THAT the Board of directors be adopted as amended.

Draft

Carried.

3. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

4. Delegations/Presentations

There were no delegations or presentation.

5. Administrative Business

5.1. Approval of Minutes of Previous Meeting: June 24, 2025

Mover: Mark Schadenberg

Seconder: George Way

THAT that the Upper Thames River Conservation Authority Board of Directors approves the Board of Directors' minutes, including any closed session minutes, dated June 24, 2025.

Carried.

5.2. Business Arising from the Minutes

There was no business arising from the minutes.

5.3. Correspondence

5.3.1. Ministry of the Environment, Conservation and Parks

Mover: Sandy Levin

Seconder: Scotty Zehr

THAT the Board of Directors receive the correspondence for information.

Carried.

The Chair read out the following email he received from Nicholas Vink, a rate payer and participant in the Reduced Tillage Cover Crop and Phosphorus programs:

Good afternoon,

I wanted to take a moment to express my appreciation for both the Reduced Tillage Cover Crop and Phosphorus Program, as well as the excellent work by your team at Upper Thames. For me this is the second year I have applied and this program has been running straightforward, efficient, and effective.

Draft

From receiving the application notice, to completing a simple online form, to getting feedback and approval within a week—the entire process was seamless. I wish all government ag programs operated with this level of clarity and efficiency. Beyond the smooth administration, the environmental benefits of the program are also commendable.

Thank you for your efforts in making this such a positive experience.

Nicholas

6. Reports – For Consideration

6.1. R.T Orr and Lake Victoria Drawdown

The Members discussed the cost allocation of the work and the ongoing debris issue.

Staff confirmed a follow-up report with recommendations would be presented to the Board for consideration at a future meeting.

Mover: Harj Nijjar

Seconder: Paul Mitchell

THAT the Board of Directors receive this report for information and direct staff to implement the items identified in the next steps section of this report.

Carried.

6.2. 2026 Preliminary Draft Budget

The General Manager provided an overview presentation of the 2026 Preliminary Draft Budget.

A member requested staff share the UTRCA communication that will be sent to the City of London regarding the fulfillment of their budget request with the Board members.

Members discussed the Province's ability to direct funds from land sales. Staff confirmed getting that direction from the province prior to the completion of the land sale is not an option.

A member noted that the Non-Residential Building Construction Price Index would have a bigger impact on capital projects than the Consumer Price Index.

Members discussed the recent reductions/elimination of work from home arrangements across sections and the current status of the UTRCA work from home policy.

Members discussed the Current Value Assessment (CVA), noting the CVA is still calculated based on the 2016 Municipal Property Assessment Corporation (MPAC)

Draft

assessment. Members shared the concerns around the outdated MPAC assessment being raised in the agricultural community during the Rural Ontario Municipal Association (ROMA) conference and Association of Municipalities of Ontario (AMO) meetings.

Mover: Skylar Franke

Seconder: Brian Petrie

THAT the Board of Directors receive the 2026 Preliminary Draft Budget and direct staff to prepare the 2026 Draft Budget.

Carried.

7. Reports – In-Camera

There were no reports to consider in-camera.

8. Reports – For Information

8.1. 2025 Mid-Year Financial Update and Revised Budget

Mover: George Way

Seconder: Harj Nijjar

THAT the Board of Directors receive the report for information.

Carried.

8.2. Strategic Plan Update

The General Manager provided an overview presentation of the draft Strategic Plan.

A member voiced concerns, feeling there was some clarification needed to make the document more understandable to the general public. It was suggested that the following terms be clarified: watershed health, eco systems and conservation lands. They also felt the document could provide more clarity on the mandatory versus non-mandatory programs.

Mover: Anna Hopkins

Seconder: Skylar Franke

THAT the Board of Directors receive the report for information.

Carried.

8.3. Administration and Enforcement – Section 28 Status Report

Members asked clarification questions regarding the tables in the body of the report.

Draft

Mover: Mark Schadenberg

Seconder: Paul Mitchell

THAT the Board of Directors receives the report for information.

Carried.

8.4. Administrative Review Officers (ARO) Discretionary Policy Decisions - Quarterly Report

Mover: Anna Hopkins

Seconder: Harj Nijjar

THAT the Board of Directors receive the report for information.

Carried.

8.5. Hazard Mapping Consultation Update

It was clarified that this update covers the area along the Thames River within the City of London and does not include the Dingman creek screening area.

Members discussed the distribution of updated information to the homeowners affected by the mapping updates and the impact on insurance rates.

Peter Cuddy left the meeting 11:30am.

Mover: Brian Petrie

Seconder: Scotty Zehr

THAT the Board of Directors receive the report for information.

Carried.

8.6. Project Status Update

A member had questions about the status of the Hydro Plant repairs and requested the project be added back into the project status update table for a future update report.

Mover: Sandy Levin

Seconder: George Way

THAT the Board of Directors receives the report for information.

Carried.

8.7. Thames River Current – August Edition

The August edition of the Thames River Current was presented for the members' information.

9. Reports – Committees

9.1. Finance and Audit Committee – June 24, 2025 Meeting

Finance and Audit Committee Chair Sandy Levin shared a concern of the Committee coming out of the June meeting over the potential significant affect parts of the American Big Beautiful Bill would have on UTRCA investments. S.Levin reported that since the June meeting, the parts of the Bill that would affect some UTRCA investments had been pulled.

Mover: Skylar Franke

Seconder: Brian Petrie

THAT the Board of Directors receives the report for information.

Carried.

9.2. Hearing Committee

The next meeting of the Hearing Committee will take place at 12:00pm today.

10. Notices of Motion

There were no notices of motion.

11. Chair's Comments

The Chair thanked Vice-Chair Mark Schadenberg for filling in on short notice as Chair at the June meeting.

The Chair complemented staff on the amount of work accomplished over the summer, including the 2026 preliminary draft budget, draft strategic plan, and progress on the mapping updates while dealing with various emergencies and keeping on top of daily operations.

The Chair noted that two years ago the Board was concerned about a pending deficit, and while the picture is improving and progress is being made, there are still challenges with reserves and capital spending.

Draft

The Chair commended staff for their work and the General Manager for her leadership.

12. Member's Comments

There were no comments from members.

13. General Manager's Comments

The General Manager shared that over 120 people attended the recent Friends and Family Event for the Southern Ontario At Risk Reptiles (SOARR) program. Municipal councillors and Municipal staff will be attending a similar presentation and lab tour tomorrow. The success of the SOARR turtle program also made front page news in London Free Press.

The General Manager attended a virtual General Managers meeting hosted by Conservation Ontario. She noted the focus was on materials to be provided to Federal politicians to promote the work and role of Conservation Authorities and the role they play in delivering some Federal programs.

14. Adjournment

There being no further business, the meeting was adjourned at 11:47am on a motion by Skylar Franke, seconded by Brian Petrie.

Tracy Annett, General Manager
/mv

BY-LAW 53-2025

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to amend By-law 100-2022 for the purpose of appointing persons to committees, advisory committees, ad-hoc committees, special purpose committees, boards, commissions and other organizations as deemed appropriate for The Corporation of the Town of St. Marys for the Term 2022-2026

WHEREAS: The Council of The Corporation of the Town of St. Marys has the authority under Section 238 of *Municipal Act, 2001, S.O. 2001, c.25*, as amended, and Procedure By-law No. 20-2016 to appoint members to advisory committees and boards as deemed appropriate;

AND WHEREAS: The Council of the Corporation of the Town of St. Marys deems it expedient to amend By-law 100-2022;

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

- 1.** That By-law 100-2022 be amended to remove Councillor Lucas from Schedule 17 – Stratford Perth Chamber of Commerce.
- 2.** That Schedule 17 –Stratford Perth Chamber of Commerce be updated to include Councillor Pridham as an appointee.
- 3.** This by-law comes into force on the final passing thereof.

Passed in Open Council this 14th day of October, 2025.

Al Stratthdee, Mayor

Jenna McCartney, Clerk

By signing this by-law on October 14, 2025, Mayor Al Stratthdee will not exercise the power to veto this By-law.

BY-LAW 54-2025

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to appoint deputy division registrars for the Town of St. Marys

- WHEREAS:** The *Vital Statistics Act*, Chap. V.4, R.S.O. 1990, as amended, states that the Registrar General shall direct a uniform system of registration of births, marriages, deaths, still-births, adoptions, divorces and changes of name in Ontario, and is charged with the enforcement of the provisions of this Act;
- AND WHEREAS:** The Clerk of every municipality is, by virtue of office, division registrar of the registration division formed by the municipality and any territory thereto attached unless the Lieutenant Governor in Council appoints some other person as a division registrar in his or her stead;
- AND WHEREAS:** A division registrar may, with the approval of the Registrar General, appoint one or more deputy division registrars to act for him or her and any such deputy while acting has all the powers and duties of the division registrar who appointed the deputy;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys enacts as follows;
1. That Brent Kittmer, Amanda Blake, and Lori Jackson shall be appointed as Deputy Division Registrars for the Town of St. Marys.
 2. That should these employees vacate employment with the Town of St. Marys for any reason, their appointment is automatically repealed and will not have any authority under this by-law to issue said licenses or records.
 3. That By-law 61-2017 be repealed.
 4. This by-law comes into force on the final passing thereof.

Passed in Open Council this 14th day of October 2025.

Al Stratthdee, Mayor

Jenna McCartney, Clerk

By signing this by-law on October 14, 2025, Mayor Al Stratthdee will not exercise the power to veto this By-law.

BY-LAW 55-2025

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to adopt the Water Leak Forgiveness Policy

- WHEREAS:** Subsection 5(3) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended (“Municipal Act, 2001”) provides that a municipal power shall be exercised by by-law;
- AND WHEREAS:** Council for The Corporation of the Town of St. Marys deems it expedient to approve the Town of St. Marys Water Leak Forgiveness Policy;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows;
1. That the Water Leak Forgiveness Policy attached hereto as “Schedule A” is hereby adopted and shall form part of this by-law.
 2. This by-law comes into force in the final passing thereof.

Passed in Open Council this 14th day of October, 2025.

Al Strathdee, Mayor

Jenna McCartney, Clerk

By signing this by-law on October 14, 2025, Mayor Al Strathdee will not exercise the power to veto this By-law.

Water Leak Forgiveness Policy

Policy Statement

This policy is designed to provide a structured and transparent framework for addressing adjustments to water bills resulting from severe or unexpected water usage caused by leaks. The Policy aims to ensure customers have access to a fair, efficient, and timely resolution process, while safeguarding the integrity of the billing system. By establishing clear guidelines, the Town of St. Marys seeks to enhance customer trust and maintain billing accountability.

Under this Policy, customers can request adjustments to water and wastewater consumption charges after the accidental leak has been repaired by completing the *“Water leak Forgiveness Form”*.

Purpose

Though the customer is responsible for repairing leaks on service plumbing, it is recognized that a high water and wastewater bill resulting from an unintentional water leak can present financial hardship. This Policy provides limited financial relief to eligible customers to address abnormally high water and wastewater bills associated with accidental plumbing failures. By offering a structured framework for adjustments to water bills, the policy aims to mitigate the financial burden caused by such incidents while upholding the accuracy and transparency of billing practices to maintain trust in the systems serving the community.

Scope

This policy applies to residential account holders and not-for-profit properties connected to the Town of St. Marys water and / or wastewater system(s) serviced with a 1 inch or less water supply line.

Definitions

Account refers to a unique account created by the Water Billing Company / Contractor that stores and records current and historical water and wastewater billing and contact information for each premise in the Town.

Not for profit property use refers to properties utilized by organizations or entities whose primary purpose is not to generate profit but to serve public, charitable, educational, or community-focused objectives. These organizations may include charities, religious institutions, or community centers, and are incorporated under the Ontario Corporations Act as an organization that carry on activities without the purpose of gain for its members and any profits to the corporation.

Rental property refers to a property that is owned by an individual, group, or entity and is rented or leased to tenants for a specified period. The primary purpose of a rental property is to generate income for the owner through rent payments made by tenants.

Vacant or Unattended property refers to a residence, building, or unit that remains unoccupied and without any person present for a continuous period exceeding 72 hours. This definition specifically

excludes properties where someone checks in on the premises routinely or at regular intervals for maintenance, security, or other purposes; it applies only to those properties left entirely unattended during the stated timeframe.

Water account holder refers to an individual, group, or entity that is legally responsible for an active water service connection within the Town of St. Marys. This includes managing the account associated with the property's water and/or wastewater services, ensuring timely payment of invoices, and addressing any discrepancies or disputes related to the billing process. Account holders can be tenants of a rental property as defined herein.

Water leak refers to the unintended escape or seepage of water from pipes, fixtures, or other components of the water service infrastructure on the private side of the water meter. Leaks can occur due to damage, corrosion, improper installation, or wear and tear over time. They can lead to increased water usage, higher billing costs, and potential property damage if not promptly identified and repaired. Leaks do not include higher water usage resulting from pools, hot tubs, irrigation systems, exterior water use, or water use caused by negligence.

Water meter is a device used to measure the volume of water consumed by a household, business, or industrial facility. It is typically installed on service lines connecting the municipal supply to the property and ensures accurate tracking of water usage for billing purposes. The Town retains ownership of the water meter. This means that the town is responsible for the installation, maintenance, and replacement of the meter as needed to ensure accurate recording of water usage. Customers are responsible for protecting the meter from damage and ensuring its accessibility for readings, inspections, or servicing by town personnel.

Water service refers to the infrastructure and provisions that deliver potable water from the municipal supply to a customer's property. This typically includes service lines, meters, and any associated equipment necessary to ensure the safe and reliable delivery of water for residential, commercial, or industrial use.

Wastewater service refers to the infrastructure and provisions that facilitate the transfer of wastewater from a customer's property to the municipal wastewater treatment system. This includes service lines and any associated equipment necessary to ensure the safe and effective transport and management of wastewater for residential, commercial, or industrial use.

General Information

An adjustment in accordance with this Policy may occur only after all leaks have been repaired and verified with an actual water meter read either by the Town or water billing contractor.

Reasonable efforts (including hiring a plumber) to locate the leak and initiate repairs must be taken by or on behalf of the customer within 7-days after receiving the water bill indicating the leak or through initial notification of increased water usage provided to the customer by the billing contractor. Where possible, and on the best effort basis, the Town's billing contractor will attempt notifications through a courtesy call, email or physical mail based on available account details to the customer to advise and discuss higher than normal water consumption.

The Customer must complete in full the “*Water Leak Forgiveness Form*” and provide documentation of repairs made prior to being approved for an adjustment within 120 calendar days after the date of final repairs.

There is no extension of the due date or the time for paying water and wastewater bills because of a pending adjustment request. Customers are advised to pay the entire amount due within the normal payment period or enter into a payment arrangement with the billing contractor for the excessive amount in order to remain in good standing on all current bills.

Reimbursements will only occur when a leak forgiveness request is granted. Reimbursements will be issued as a credit to the account in question.

Program Eligibility

Under this program, the Town of St. Marys has identified eligibility criteria as a means to ensure consistent administration of the program, while minimizing unwarranted requests. By providing clear guidelines, the criteria maintain conformity to the program’s objectives and offer a structured context for its equitable implementation.

Qualifying Criteria for the Town of St. Marys Leak Forgiveness Program are as follows:

- **Recent Leak Occurrence:** The plumbing failure or leak must have occurred and been repaired within the last 90 days.
- **Reduced Water Usage:** Applicants must demonstrate that their water usage has decreased following the repairs, indicating the resolution of the leak.
- **Eligible Property:** The property must be a residential dwelling or Not-for-Profit property equipped with a water service line of one inch or less.
- **Account Holder:** Applicants must be the account holder responsible for water and wastewater bills associated with the property.
- **Program Use History:** The applicant must not have utilized the Water Leak Forgiveness Program for the same property address within the past five years.
- **Minimum Bill Amount:** The excess water and wastewater charges resulting from the leak must have resulted in a minimum bill of \$250 to qualify.
- **The Maximum forgiveness eligibility shall be 50% of the excess amount of water / wastewater over the average bill for the account holder, up to a maximum dollar value of \$1,000.00**
- **Application Form and Documentation:** A completed application form must be submitted along with all required supporting documentation, including proof of repairs and water usage records.

Adhering to these criteria ensures that the program remains effective, fair, and accessible to households facing unexpected plumbing failures and associated financial challenges.

Program Ineligibility

These ineligibility conditions are in place to ensure that the program remains focused on genuine and unforeseen plumbing failures rather than preventable issues or circumstances that fall outside of

residential responsibility. Disqualifying Criteria for the Town of St. Marys Leak Forgiveness Program are as follows:

- Vacant or Unattended Properties: Leaks occurring while the property was vacant or unattended for more than 72 hours.
- Previous Qualifying Leak: Account holders with a previous qualifying leak within the past five years for the same address.
- Costs Covered by a Third Party: Leak costs that are covered by a third party, such as insurance or another reimbursement program.
- Unexplained Damage or Neglect: Leaks caused by deliberate damage or neglect, including failure to maintain plumbing systems properly.
- Outdoor Water Usage: Leaks or high usage stemming from outdoor water usage, such as pools, hot tubs, hoses, irrigation systems, or neglect of private plumbing (e.g., failure to winterize outdoor taps).

By enforcing these criteria, the program ensures accountability and fairness while prioritizing genuine cases of plumbing failures that pose financial burdens to households.

Credit Determination

Should the leak qualify, the allowable reimbursement credit would be 50% of the excess amount of water / wastewater bill over the average bill for the account holder, based on the 12-month average water usage, up to a maximum reimbursement of \$1,000.00. If the application is approved, a credit will be issued to the account holder's water and wastewater account by the Town's bill provider which would be reflected on the next available billing cycle.

Payment Options for Non-Qualifying Water Usage

If a leak does not qualify for the Water Leak Forgiveness Program, customers may still be eligible for a deferred payment plan. This plan allows for a payment deferral of one month for every \$100 increment of the outstanding balance, providing additional flexibility for managing water and wastewater bills.

Appeals

Within 30-days of being given notice of decision on any water leak adjustment, customers whom are not satisfied with the decision may submit a request for appeal to the Town. Appeals must be submitted in writing indicating the reason(s) why there is a disagreement with the adjusted amount.

Appeals should be sent to:

Town of St. Marys – Director of Public Works
Attention: Water Leak Appeal
Email: publicworks@town.stmarys.on.ca

Appeals will be reviewed by the Director of Public Works and the Director of Corporate Services (or their delegates) to ensure any adjusted amount(s) were applied as prescribed in this Policy.

A written response advising of the Town's decision will be sent to the account holder. This decision shall be considered final and no subsequent appeals will be considered.

Communication

The Town of St. Marys will develop and maintain a proactive communications plan that will include a public education component. Communications will include personal approaches and be integrated across multiple online and offline channels.

References

1. Town of St. Marys Water Supply By-Law, 46 of 2014

Approval

This Policy was endorsed on October 14, 2025.

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
1.0	October 14, 2025	Policy Creation	DB	JK	Council

THE CORPORATION OF THE TOWN OF ST. MARYS

BY-LAW NO. Z161-2025

Being a By-law pursuant to the provisions of Section 34 of the Planning Act to amend By-law No. Z1-1997, as amended, which may be cited as “The Zoning By-law of the Town of St. Marys”, affecting lands located at 178 Thomas Street in the Town of St. Marys.

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

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

1. The area shown on the attached map, Schedule “A”, and municipally known as 178 Thomas Street in the Town of St. Marys shall be removed from the “Residential Zone Two (R2-1)” of By-law No. Z1-1997 and shall be placed in the “Residential Zone Two (R2-11A)” and “Residential Zone Two (R2-11B)” of By-law No. Z1-1997, in accordance with Key Map 11 of Schedule “A” to By-law No. Z1-1997, as amended.
2. That Section 8.7 of By-law No. Z1-1997 is hereby amended by adding the following special provisions:
 - 8.7.2.11 R2-11A and R2-11B
 - (a) Location: 178 Thomas Street, Key Map 12
 - (b) Notwithstanding the provisions of Sections 5 and 8.2, the following provisions shall apply on those lands zoned “R2-11A”:
 - i. Minimum Lot Area (corner lot) 488.5 square metres
 - ii. Minimum Lot Frontage (corner lot) 17.6 metres
 - iii. Minimum Lot Depth 27.7 metres
 - iv. Minimum Front Yard 2.1 metres
 - v. Minimum Exterior Side Yard 2.8 metres
 - vi. Recognize the encroachment of the existing dwelling in the required daylight/sight triangle (10.8 x 10.8 metres)
 - (c) Notwithstanding the provisions of Section 8.2, the following provisions shall apply on those lands zoned “R2-11B”:
 - i. Minimum Lot Area (interior lot) 317.6 square metres
 - ii. Minimum Lot Depth 17.6 metres
 - iii. Minimum Front Yard 5.5 metres
 - iv. Minimum Rear Yard 5.0 metres
 - v. Minimum Gross Floor Area 97.9 square metres
3. All other provisions of By-law No. Z1-1997, as amended, shall apply.

4. The Clerk is hereby authorized and directed to proceed with the giving of notice of the passing of this By-law in accordance with the Planning Act, as amended, and to Regulations thereunder.
5. When no notice of appeal is filed pursuant to the provisions of the Planning Act, this By-law shall be deemed to have come into force on the day it was passed.

Read a first, second and third time this 14th day of October, 2025.

Mayor Al Strathdee

Jenna McCartney, Clerk

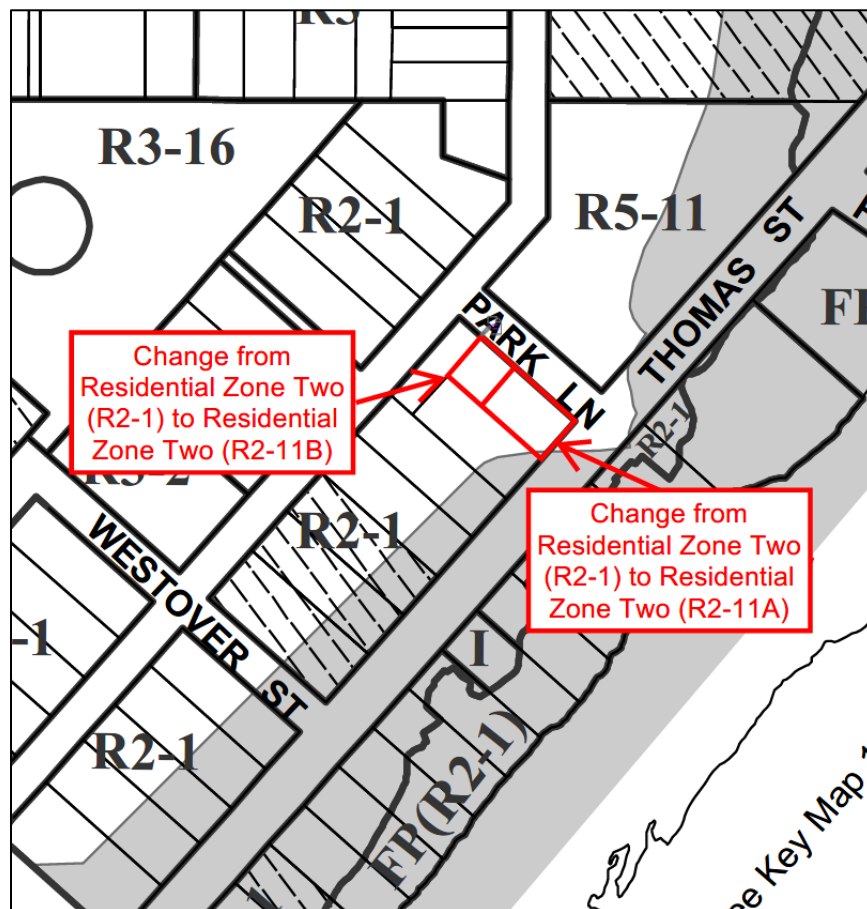
By signing this by-law on October 14, 2025, Mayor Al Strathdee will not exercise the power to veto this By-law.

THIS IS SCHEDULE "A"
TO BY-LAW NO. Z161-2025
OF THE CORPORATION OF THE TOWN OF ST. MARYS
PASSED THIS 14th DAY OF OCTOBER, 2025

Al Stratthdee, Mayor

Jenna McCartney, Clerk

AREA AFFECTED BY THIS BY-LAW



BY-LAW 56-2025

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 October 14, 2025

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 October 14, 2025, in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Town of St. Marys at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Town of St. Marys are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Corporation of the Town of St. Marys.
3. The Mayor and the Municipal Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the Town of St. Marys.
4. For the purposes of the exercise of the authority of the head of council to veto a by-law in accordance with section 284.11 of the Municipal Act, 2001, as amended, this Confirming By-law shall be deemed to be separate Confirming By-laws for each item listed on the meeting agenda.

Passed in Open Council this 14th day of October, 2025.

Al Stratthdee, Mayor

Jenna McCartney, Clerk

By signing this by-law on October 14, 2025, Mayor Al Stratthdee will not exercise the power to veto this By-law.