



AGENDA

Regular Council

Tuesday, October 28, 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**

RECOMMENDATION:

THAT the October 28, 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. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS**

- 5.1. LIB 32-2025 New Community Commons Capital Fundraising Campaign**

RECOMMENDATION:

THAT LIB 32-2025 New Community Commons Capital Fundraising Campaign report be received for information.

[LIB 32-2025 New Community Commons Capital Fundraising Campaign](#)

(Page 7)

- 6. ACCEPTANCE OF MINUTES**

RECOMMENDATION:

THAT the following meeting minutes be approved by Council: October 14, 2025 regular Council, and October 21, 2025 special Council.

[10 14 2025 Regular Council Minutes.docx](#) (Page 9)

[10 21 2025 Special Council Minutes.docx](#) (Page 19)

7. CORRESPONDENCE

8. REPORTS

8.1. ADMIN 49-2025 October Monthly Report (Administration)

RECOMMENDATION:

THAT ADMIN 49-2025 October Monthly Report (Administration) report be received.

[ADMIN 49-2025 October Monthly Report \(Administration\)](#) (Page 24)

8.2. ADMIN 50-2025 Proclamation Request for Youth Homelessness Awareness Day

RECOMMENDATION:

THAT ADMIN 50-2025 Proclamation Request for Youth Homelessness Awareness Day report be received; and

THAT Council proclaim November 17, 2025, as Youth Homelessness Awareness Day in St. Marys.

[ADMIN 50-2025 Proclamation Request for Youth Homelessness Awareness Day](#) (Page 28)

[Youth Homelessness Awareness Day Proclamation Request](#) (Page 30)

8.3. COR 36-2025 October Monthly Report (Corporate Services)

RECOMMENDATION:

THAT COR 36-2025 October Monthly Report (Corporate Services) report be received.

[COR 36-2025 October Monthly Report \(Corporate Services\)](#) (Page 31)

8.4. DEV 29-2025 October Monthly Report (Building and Development)

RECOMMENDATION:

THAT DEV 29-2025 October Monthly Report (Building and Development) report be received.

[DEV 29-2025 October Monthly Report \(Building and Development\)](#) (Page 38)
[Attachment A](#) (Page 42)

8.5. DEV 31-2025 Zoning Bylaw Project RFP Award

RECOMMENDATION:

THAT DEV 31-2025 Zoning Bylaw Project RFP report be received; and

THAT Council awards the Zoning Bylaw project to NPG Planning Solutions Inc. for the proposed price of \$91,338.01, inclusive of taxes; and

THAT Council approves a project contingency of \$17,747.30 for a total project upset limit of \$100,000.00.

[DEV 31-2025 Zoning Bylaw Project RFP Award](#) (Page 43)
[Attachment A](#) (Page 45)

8.6. DCS 56-2025 October Monthly Report (Community Services)

RECOMMENDATION:

THAT DCS 56-2025 October Monthly Report (Community Services) report be received.

[DCS 56-2025 October Services Monthly Report \(Community Services\)](#) (Page 46)

8.7. DCS 55-2025 Swimming Quarry Services

RECOMMENDATION:

THAT DCS 55-2025 Swimming Quarry Services report be received; and

THAT Council direct staff to proceed with negotiating an updated lease agreement with Super Splash at the end of the current contract, ensuring enhanced terms.

[DCS 55-2025 Swimming Quarry Services](#) (Page 50)

8.8. FD 12-2025 October Monthly Report (Emergency Services)

RECOMMENDATION:

THAT FD- 12-2025 October Monthly Report (Emergency Services) report be

received for information.

[FD 12-2025 October Monthly Report \(Emergency Services\)](#) (Page 54)

8.9. HR 14-2025 October Monthly Report (Human Resources)

RECOMMENDATION:

THAT HR 14-2025 October Monthly Report (Human Resources) report be received.

[HR 14-2025 October Monthly Report \(Human Resources\)](#) (Page 58)

8.10. PW 58-2025 October Monthly Report (Public Works)

RECOMMENDATION:

THAT PW 58-2025 October Monthly Report (Public Works) report be received.

[PW 58-2025 October Monthly Report \(Public Works\)](#) (Page 60)

8.11. PW 57-2025 Queen Street West Culvert Tender Award

RECOMMENDATION:

THAT PW 57-2025 Queen Street West Culvert Tender Award report be received; and

THAT Council awards the Queen Street West culvert replacement project to Nichols Excavating Inc. for the tender price of \$597,935.10, inclusive of taxes and contingencies.

[PW 57-2025 Queen Street West Culvert Tender Award](#) (Page 63)

[Tender Summary](#) (Page 65)

8.12. PW 59-2025 Winter Sand Procurement Sole Source Award

RECOMMENDATION:

THAT PW 59-2025 Winter Sand Procurement Sole Source Award report be received; and

THAT Council authorize a sole source contract with Bossence & McCann Incorporated o/a Bosco Pool and Spa for the purchase of winter maintenance sand for the procured price of \$40,962.50 inclusive of all taxes and contingencies.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

12. UPCOMING MEETINGS

November 18, 2025 - 9:00am, Special Council (budget), Council Chambers

November 25, 2025 - 6:00pm, Regular Council, Council Chambers

13. CLOSED SESSION

RECOMMENDATION:

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, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

13.1. CLOSED Minutes

13.2. FD 13-2025 CONFIDENTIAL Fire Prevention Services Review

14. RISE AND REPORT

RECOMMENDATION:

THAT Council rise from a closed session at ____ pm.

15. CONFIRMATORY BY-LAW

RECOMMENDATION:

THAT By-law 58-2025, being a by-law to confirm the proceedings of the October 28, 2025 regular Council meeting, be approved by Council.

[58-2025 Confirming October 28.docx](#)

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16. ADJOURNMENT

RECOMMENDATION:

THAT this regular meeting of Council be adjourned at _____ pm.



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	28 October 2025

TITLE

LIB 32-2025 New Community Commons Capital Fundraising Campaign

EXECUTIVE SUMMARY

The Town of St. Marys is advancing the 14 Church St. project to the next developmental stage. This project, entitled "The New Community Commons at 14 Church St." will provide the Library with additional spaces to provide programs and services to the community. This project will benefit Town departments as well, including the Friendship Centre and the Museum, which have also identified the need for additional programming spaces.

There will be capital costs associated with this project which the Library Board needs to prepare for. The Library Board is going to take the lead on developing both an AD-HOC Fundraising Advisory Team and a Capital Campaign Committee to communicate the project to the community and to begin to raise philanthropic

RECOMMENDATION

THAT LIB 32-2025 New Community Commons Capital Fundraising Campaign report be received for information.

BACKGROUND

The Downtown Service Location review project kicked off in 2023 with a goal of determining how the Town could efficiently deliver various services in and around the downtown core. With the passage of time, and various Council decisions, the project scope was narrowed down to how the Town will use 14 Church Street North.

Since December 18, 2024, the project consultant, DSLR Committee and staff refined a space needs review into a draft design concept for 14 Church Street. A design concept proposing a multi-generational community hub was developed by the DSLR Committee and was been recommended to Council.

At the August 26 meeting, the project consultants (A+Link Architecture and Angela Brayham) and staff presented all project materials to Council for consideration. Council approved the master plan for 14 Church Street, and staff were directed to begin seeking capital construction grants for the 14 Church Street community hub project. Council also indicated informally asked staff to consider a community fundraising campaign for the project.

REPORT & ANALYSIS

At the October 4, 2025 Library Board meeting, an AD-HOC Fundraising Advisory Committee was struck to begin planning a community fundraising campaign for 14 Church Street. This committee is

comprised of Library Board and Friends for the Library representatives who will provide the foundation for a Capital campaign committee. This committee is working on Terms of Reference for the AD-HOC Committee and the Capital Campaign committee, will make recommendations on the development of a Donations Policy, and act as a conduit for information between the Library Board and the Capital Campaign Team.

The first meeting of the Capital Campaign Committee is November 27th at 6:30 pm at the Library. The Library Board encourages community members who wish to see this project advance and are willing to help champion donations to this project to attend. The Campaign committee will be comprised of Library Board members, Friends of the Library representatives, and community member representatives, with Town staff liaisons. They will craft a campaign to fundraise for the Commons at 14 Church St. Fundraising will be an important component of this project to demonstrate resident, service club and local business support and commitment to this project.

CONCLUSION

The creation of a Capital Campaign Committee will champion a capital campaign to support the new Community Commons at 14 Church St. and demonstrate community support for this project. Interested community members are encouraged to attend the first meeting November 27th at 6:30 pm at the Library.

FINANCIAL IMPLICATIONS

None.

STRATEGIC ALIGNMENT

The recommendation in this report is supported by the Library Board's strategic directions to build strong community, and offer diverse, accessible and dynamic programs and services that offer lifelong learning opportunities to our community.

OTHERS CONSULTED

None.

ATTACHMENTS

None.



MINUTES Regular Council

October 14, 2025
6:00pm
Town Hall, Council Chambers

Council Present: Mayor Strathdee
Councillor Aylward
Councillor Edney
Councillor Lucas
Councillor Pridham

Council Regrets: Councillor Craigmile
Councillor Luna

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Jed Kelly, Director of Public Works
Dave Blake, Environment Services Manager
Kelly Deeks Johnson, Tourism and Economic Development Manager

Conference Line
Grant Brouwer, Director of Building and Development
Jennifer Knechtel, Director of Human Resources
Mark Stone, Planner

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2025-10-14-01

Moved By: Councillor Aylward

Seconded By: Councillor Edney

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

CARRIED

4. PUBLIC INPUT PERIOD

None.

5. PUBLIC MEETING - 178 THOMAS STREET

5.1. Procedural Comments

Mayor Strathdee opened the public meeting and informed the public that if they wished to be notified of Council's decision related to the planning application, to contact the Clerk.

Jenna McCartney, Clerk, advised how notice was provided to the public.

5.2. Planner Presentation - M. Stone

Mark Stone, Planner, presented an overview of the planning application.

5.3. Agent / Applicant Presentation

The applicant and their agent provided an overview of the planning application.

5.4. Public Comments

No comments made

5.5. Council Comments

No comments related to the zoning by-law amendment

6. ACCEPTANCE OF MINUTES

Resolution 2025-10-14-02

Moved By: Councillor Aylward

Seconded By: Councillor Edney

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

CARRIED

7. CORRESPONDENCE

7.1. Scott Layland regarding Water Bill

Resolution 2025-10-14-03

Moved By: Councillor Lucas

Seconded By: Councillor Aylward

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

CARRIED

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

Resolution 2025-10-14-04

Moved By: Councillor Pridham

Seconded By: Councillor Edney

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.

CARRIED

7.3. ICI Recycling Collection

Resolution 2025-10-14-05

Moved By: Councillor Aylward

Seconded By: Councillor Pridham

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.

CARRIED

8. REPORTS

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

Resolution 2025-10-14-06

Moved By: Councillor Aylward

Seconded By: Councillor Edney

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:

- Placement of pavilion and dugouts to preserve as much green space as possible
- solar lighting along the pedestrian pathway
- basketball court
- communication board with tourism information

CARRIED

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

Resolution 2025-10-14-07

Moved By: Councillor Edney

Seconded By: Councillor Pridham

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.

CARRIED

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

Resolution 2025-10-14-08

Moved By: Councillor Aylward

Seconded By: Councillor Pridham

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.

CARRIED

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

Resolution 2025-10-14-09

Moved By: Councillor Lucas

Seconded By: Councillor Aylward

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.

CARRIED

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

Resolution 2025-10-14-10

Moved By: Councillor Edney

Seconded By: Councillor Pridham

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

CARRIED

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

Resolution 2025-10-14-11

Moved By: Councillor Lucas

Seconded By: Councillor Aylward

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.

CARRIED

8.7. PW 52-2025 Bell Mobility Lease Agreement

Resolution 2025-10-14-12

Moved By: Councillor Pridham

Seconded By: Councillor Edney

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

CARRIED

8.8. PW 55-2025 Water Leak Forgiveness Policy

Resolution 2025-10-14-13

Moved By: Councillor Pridham

Seconded By: Councillor Edney

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.

CARRIED

8.9. PW 53-2025 Consideration for Water Leak Forgiveness

Resolution 2025-10-14-14

Moved By: Councillor Edney

Seconded By: Councillor Aylward

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.

CARRIED

9. COUNCILLOR REPORTS

Resolution 2025-10-14-15

Moved By: Councillor Pridham

Seconded By: Councillor Aylward

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.

CARRIED

- 9.1. Bluewater Recycling Association - Coun. Craigmile**
- 9.2. Business Improvement Area - Coun. Aylward**
- 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**
- 9.6. Downtown Service Location Review Committee**
- 9.7. Green Advisory Committee - Coun. Aylward**
- 9.8. Heritage and Culture Advisory Committee - Coun. Lucas**
- 9.9. Huron Perth Public Health - Coun. Luna**
- 9.10. Library Board - Mayor Strathdee, Couns. Aylward, Pridham**
- 9.11. Municipal Shared Services Committee - Mayor Strathdee, Coun. Edney**
- 9.12. Planning Advisory Committee - Coun. Craigmile, Lucas**
- 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**
- 9.18. Upper Thames River Conservation Authority - Coun. Craigmile**

10. EMERGENT OR UNFINISHED BUSINESS

None.

11. NOTICES OF MOTION

None.

12. BY-LAWS

Resolution 2025-10-14-16

Moved By: Councillor Edney

Seconded By: Councillor Lucas

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

CARRIED

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

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

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

12.4. Z161-2025 178 Thomas Street Zoning Amendment

Council took a brief break at 7:50pm.

Mayor Stratthdee called the meeting back to order at 7:55pm.

13. CLOSED SESSION

Resolution 2025-10-14-17

Moved By: Councillor Pridham

Seconded By: Councillor Lucas

THAT Council move into a session that is closed to the public at 7:55pm as authorized under the Municipal Act, 2001, as amended, Section 239(2) (d) labour relations or employee negotiations.

CARRIED

13.1. CLOSED Minutes

13.2. PW 54-2025 CONFIDENTIAL Parks Service Delivery

14. RISE AND REPORT

Resolution 2025-10-14-18

Moved By: Councillor Lucas

Seconded By: Councillor Aylward

THAT Council rise from a closed session at 8:12pm.

CARRIED

Mayor Stratthdee reported that a closed session was held with one matter being discussed. Council will consider a motion related to the matter.

14.1. Parks Service Delivery

Resolution 2025-10-14-19

Moved By: Councillor Aylward

Seconded By: Councillor Edney

THAT Council rejects all bid submissions for PW-28-2025-RFT; and,

THAT, in an effort to avoid annual contract cost increases estimated at \$100,000 per year, Council supports in principle an internalized service delivery model for Town parks operations, turf management, and beautification services with a projected annual savings of \$16,200 as compared to 2025, to be deliberated during the 2026 budget discussion; and

THAT Council approves pre-budget approval of \$165,000 for the procurement of the necessary equipment to implement the internalization of turf maintenance and beautification services for 2026 and recommends the Mayor to issue a mayoral decision to implement this pre-budget approval; and

THAT Council waives its rights under O. Reg. 530/22 to make a budget amendment or override the Mayor's budget decision as it relates to the possibility of a mayoral decision regarding pre budget approval of \$165,000 to procure the necessary equipment to implement the internalization of turf maintenance and beautification services for 2026; and

THAT, contingent upon pre budget approval from the Mayor, and subject to the review and approval of the CAO, and subject to a budget limit of \$165,000, the Director of Public Works be authorized to sole-source and

negotiate, as necessary, the procurement of equipment to implement the internalization of turf maintenance and beautification services for 2026.

CARRIED

15. UPCOMING MEETINGS

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

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

November 11, 2025 to be cancelled in recognition of Remembrance Day

16. CONFIRMATORY BY-LAW

Resolution 2025-10-14-20

Moved By: Councillor Pridham

Seconded By: Councillor Aylward

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

CARRIED

17. ADJOURNMENT

Resolution 2025-10-14-21

Moved By: Councillor Lucas

Seconded By: Councillor Aylward

THAT this regular Council meeting be adjourned at 8:17pm.

CARRIED

Al Strathdee, Mayor

Jenna McCartney, Clerk



MINUTES Special Council

October 21, 2025

9:00am

Town Hall, Council Chambers

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

Staff Present: **In-Person**
Brent Kittmer, Chief Administrative Officer
Jenna McCartney, Clerk
Grant Brouwer, Director of Building and Development
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Spencer Steckley, Interim Treasurer

Conference Line

Sarah Andrews, Library CEO
Jennifer Knechtel, Director of Human Resources
Phil West, Director of Emergency Services / Fire Chief
Dave Blake, Environmental Services Manager
Joannah Campbell, Recreation Manager
Ray Cousineau, Facilities Manager
Amy Cubberley, Cultural Services Manager
Kelly Deeks Johnson, Tourism and Economic Development Manager
Brad Hynes, IT Manager
Doug LaPointe, Recreation Operations Manager
Jen Lewis, Child Care Manager
Jenny Mikita, Senior Services Manager
Andrea Slade, Aquatics Manager
Jeff Wolfe, Asset Management Manager

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2025-10-21-01

Moved By: Councillor Craigmile

Seconded By: Councillor Aylward

THAT the October 21, 2025 special meeting of Council agenda be accepted as presented.

CARRIED

4. INTRODUCTION TO STAFF'S PROPOSED 2026 CAPITAL AND OPERATING BUDGET

4.1. Chief Administrative Officer Comments

4.2. Interim Treasurer Comments

5. REVIEW OF STAFF'S PROPOSED 2026 CAPITAL PROJECTS

Council took a brief break at 10:31am.

Mayor Strathdee called the meeting back to order at 10:44am.

5.1. COR 34-2025 Downtown Beautification Plan

Resolution 2025-10-21-02

Moved By: Councillor Aylward

Seconded By: Councillor Edney

THAT COR 34-2025 Downtown Beautification report be received; and

THAT Council supports Capital Project #44 "Downtown St. Marys Beautification – Phase 1"; and

THAT Council directs staff to update the 10-year capital plan reflecting 10-year Downtown Beautification Plan presented in COR 34-2025.

CARRIED

5.2. Capital Budget Pre Approval Consideration

Resolution 2025-10-21-03

Moved By: Councillor Luna

Seconded By: Councillor Pridham

THAT Council approves pre-budget approval for the following items and recommends that the Mayor consider issuing a mayoral decision to implement this pre-budget approval;

- Capital item 7 – blue pad roof maintenance;
- Capital item 8 – replacement of Friendship Centre flat roof;
- Capital item 13 – PRC replace building automation controls software; and
- Capital item 15 – welcome area upgrades; and

THAT Council waives its rights under O. Reg. 530/22 to make a budget amendment or override the Mayor's budget decision as it relates to the possibility of a mayoral decision regarding pre budget approval for the items listed above.

CARRIED

6. REVIEW OF STAFF'S PROPOSED 2026 OPERATING BUDGET

6.1. Administration

Council took a brief break at 11:57am.

Mayor Stratthdee called the meeting back to order at 12:30pm.

6.2. Building and Development

6.3. Community Services

6.4. Culture, Tourism, and Economic Development

6.5. Finance

6.6. Fire

6.7. Human Resources

6.8. Public Works

6.9. Self Funded (water, wastewater, landfill)

6.10. Library

7. SERVICE LEVEL REQUESTS

7.1. ADMIN 48-2025 Supplemental Information Regarding Staffing Changes Included in the 2026 Budget

Resolution 2025-10-21-04

Moved By: Councillor Lucas

Seconded By: Councillor Craigmile

THAT ADMIN 48-2025 Supplemental Information Regarding Staffing Changes Included in the 2026 Budget report be received for information; and

THAT, as identified in ADMIN 48-2025 report, Council recommends that the Mayor consider including the staffing change of a part-time custodian based on a 12 month contract in the Mayor's 2026 budget; and

THAT, as identified in ADMIN 48-2025 report, Council recommends that the Mayor consider including the staffing change of an engineering summer co-op in the Mayor's 2026 budget.

CARRIED

8. PUBLIC INPUT PERIOD

8.1. COR 35-2025 Pre-Budget 2026 Public Engagement

Resolution 2025-10-21-05

Moved By: Councillor Aylward

Seconded By: Councillor Luna

THAT COR 35-2025 Pre-Budget 2026 Public Engagement report be received.

CARRIED

9. NEXT STEPS

Brent Kittmer presented next steps towards the Mayor tabling their budget on November 11, 2025.

10. UPCOMING MEETINGS

Mayor may table budget week of November 10-14

November 18, 2025 - 9:00am, Special Council (budget), Council Chambers

11. CONFIRMATORY BY-LAW

Resolution 2025-10-21-06

Moved By: Councillor Edney

Seconded By: Councillor Aylward

THAT By-law 57-2025, being a by-law to confirm the actions of the October 21, 2025 special meeting of Council be approved.

CARRIED

12. ADJOURNMENT

Resolution 2025-10-21-07

Moved By: Councillor Craigmile

Seconded By: Councillor Luna

THAT this special meeting of Council be adjourned at 1:45pm.

CARRIED

Al Stratheed, Mayor

Jenna McCartney, Clerk



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Administration

Date of Meeting: 28 October 2025

TITLE

ADMIN 49-2025 October Monthly Report (Administration)

RECOMMENDATION

THAT ADMIN 49-2025 October Monthly Report (Administration) report be received.

DEPARTMENTAL HIGHLIGHTS

1. CAO

Strategic Priorities and Projects

- 14 Church Street Community Hub
 - Community fundraising campaign being developed by the Library
 - Informal meeting with MPP Rae to determine if there are any current grants that fit the project. At present there is not, but he indicated to review the fall economic statement by the province as that is where new grant funds will be announced.
- Serviced Land Review – 90 Carling Street
 - Weekly progress meetings are continuing.
 - Target is for a planning submission for this project in Q1 2026.
 - Informal meeting with MPP Rae to determine if there are any current grants that fit the project. At present there are no grants that would support the development of the property from the lens of economic development. His advice was to view the project through the lens of how it can help housing immediately.
- Milt Dunnell Park Rejuvenation
 - Council received the inventory of improvements and the planned next steps at the October 10, 2025 meeting.
 - Moving forward, progress updates will be provided at Strategic Priorities Committee as major components of the project move forward (i.e. pavilion, ring road changes, new parking, etc.)
- Public Transportation
 - PC Connect:
 - Transit Needs Assessment & 2027 Service Level

- The 2027 service level will be determined by Council as the Transportation Needs Assessment recommendations are reviewed and understood.
- At this point in the project, Dillon is leaning to a recommended transportation model that leverages PC Connect to add additional in-town stops at key locations identified through public consultation and proposes an expanded partnership with St. Marys Mobility.
- A final report is forecasted for January 2026 and it is the staff team's goal that the Transportation Needs Assessment and its findings will be leveraged and add weight to a pending Ontario Transportation Infrastructure Funding (OTIF) application in Q1 2026
- The goal is to create a compelling application to secure additional multi-year funding for both regional and local public transportation.

▪ Ridership:

Funding Period	Route A: Perth County North	Route 1: KW to Listowel	Route 2: KW to St. Marys	Route 3: London to Stratford	TOTALS	Same Period 2024	+/-
Funding Year Nov 2020-Mar 2021	342	55	186	94	764		
Funding Year Apr 2021-Mar 2022	1116	872	978	1127	4671		
Funding Year April 2022 – Mar 2023	2715	4865	3513	2229	11,363		
Funding Year April 2023 – Mar 2024	5356	5209	5441	4092	20,878		
Funding Year April 2024 – Mar 2025	8,142	5,547	5,777	4,939	24,585		
April 2025	Ended	447	417	403	1267	1336	-69
May 2025	Ended	427	374	483	1284	1367	-83
June 2025	Ended	408	407	437	1252	1320	-68
July 2025	Ended	425	511	412	1348	1511	-163
August 2025	Ended	399	443	427	1269	1613	-344
September 2025	Ended	312	451	504	1267	1405	-138

2. Community Outreach and Community Wellness

- New Referrals: 3 new individual referrals; continue to provide ongoing case management to open files, including individuals on the By-Named-List (comprehensive list of individuals experiencing homelessness updated in real time for St. Marys).
- Public Education: Beginning on the week of October 13th we will be releasing our 90 second clips to the Town Facebook page to educate the public on the role of outreach and some of the local services offered in our community

- The “Meet the Outreach Worker” event at the Friendship Center went well. There were 20 attendees who asked some insightful questions. Overall, this event was well received.
- Women’s Self-Love Program: The Self-love program will be discontinued due to conflicting schedules of those who were participating, however we would like to make note that the program was successful over the summer and there may be opportunity to conduct a program like this in the future

3. Clerks

Animal Control

- Notice to be sent to existing pet owners in November with renewal details for 2026.
- Will prepare communication campaign to inform residents with pets the process for seeking a pet licence

Animal Control Stats – January – September 2025

Case Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Ttl.
Welfare Check	0	0	0	0	0	0	0	0	1				1
DOA	0	0	0	0	1	0	0	0	1				2
Enforcement	1	1	0	4	3	0	1	1	2				13
Misc.	0	0	0	0	0	0	0	0	0				0
Seizure, Police, Prov. Asst.	0	0	0	0	0	0	0	0	0				0
Stray	0	0	0	0	0	1	2	1	0				4
Transport	0	0	0	0	0	0	0	0	0				0
Wildlife	1	0	2	6	7	3	6	4	6				35
Total	2	1	2	10	11	4	9	6	10				55
Stray Intake	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Ttl.
Dog	0	0	0	0	0	0	2	0	1				3
Cat	1	0	1	0	2	4	4	5	0				17
Rabbit	0	0	0	0	0	0	0	0	0				0
Guinea Pig	0	0	0	0	0	0	0	0	0				0
Bird	0	0	0	0	0	0	0	0	0				0
Reptile	0	0	0	0	0	0	0	0	0				0
Rodent	0	0	0	0	0	0	0	0	0				0
Wildlife	0	0	1	3	4	2	4	2	3				19
Total	1	0	2	3	6	6	10	7	4				39

Freedom of Information Requests

- 6 FOI requests were received this month. Yearly total is currently 38 requests.

Marriage Licence Modernization

- The number of licence applications and civil ceremony requests has been slowing down to approximately 5 per week.

Municipal Election

- Nomination period begins Friday, May 1
- Nomination Day is Friday, August 21
- Election Day is Monday, October 26
- New term of office is Sunday, November 15

Parking Enforcement

- Overnight parking ban to be in effect as of November 1st from 2:00am – 6:00am on all municipal roads
- Communication will be shared with the public in advance of ban implementation

By-Law Complaints Received By Stratford Police Service (2025)					
Month	Parking	Noise	Animal	Other	Total
January	7	4	1	0	12
February	6	3	0	1	10
March	4	4	0	1	9
April	3	8	2	0	13
May	0	4	1	0	5
June	3	4	1	0	8
July	9	5	2	1	17
August	6	12	0	0	18
September	4	4	0	1	9

Parking Permits

- Parking permit applications opened on October 6th for existing permit holders
- As of October 15th, the application is available to all residents
- To date, 38 applications have been received and are currently being reviewed

Records Management

- Onboarding new staff member and working towards resuming record reviews

SPENDING AND VARIANCE ANALYSIS

None



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Amanda Blake, Deputy Clerk
Date of Meeting:	28 October 2025

TITLE

ADMIN 50-2025 Proclamation Request for Youth Homelessness Awareness Day

EXECUTIVE SUMMARY

The Town of St. Marys has a commemoration policy that outlines the current commemoration programs available to the Town. A request has been received from Shelterlink Youth Services asking that Council proclaim November 17th as Youth Homelessness Awareness Day.

RECOMMENDATION

THAT ADMIN 50-2025 Proclamation Request for Youth Homelessness Awareness Day report be received; and

THAT Council proclaim November 17, 2025, as Youth Homelessness Awareness Day in St. Marys.

BACKGROUND

Town Council adopted a Commemoration Policy in May of 2023 that provides a comprehensive list of the Town's current commemoration programs and the criteria for evaluating these requests. As outlined in the policy, proclamation requests are received through the Clerk's Department to be reviewed and included in the agenda for Council's review and consideration.

REPORT & ANALYSIS

Shelterlink Youth Services is an organization located in Stratford that provides support to youth experiencing homelessness, or at-risk of experiencing homelessness, through prevention, advocacy, shelter and community connection services. Within the correspondence Shelterlink has identified that youth homelessness is a pressing issue in our region and recognizing a local awareness day would provide an important platform to raise public awareness and reduce stigma.

As outlined in the policy, the Town will consider requests that promote:

- A local, national or international awareness issue that builds community or is related to community health
- Diversity, equity and inclusion and/or creating conversations surrounding societal issues such as discrimination, cultural exclusions, and other challenges faced by historically disadvantaged peoples.

As this proclamation request aligns with the policy, staff are recommending that Council proclaim November 17, 2025 as Youth Homelessness Awareness Day.

CONCLUSION

Shelterlink Youth Services has submitted a request to Council to proclaim November 17, 2025 as Youth Homelessness Awareness Day in St. Marys. As this request aligns with the Town's current Commemoration Policy, staff are recommending that Council approve the proclamation request.

FINANCIAL IMPLICATIONS

None

STRATEGIC ALIGNMENT

N/A

OTHERS CONSULTED

N/A

ATTACHMENTS

Youth Homelessness Awareness Day Proclamation Request



September 26, 2025

Subject: Support for a Youth Homelessness Awareness Day Proclamation

Dear Mayor Al Stratthdee and Members of Council,

On behalf of Shelterlink Youth Services, I am writing to request The Town of St. Marys proclaim November 17th as Youth Homelessness Awareness Day.

Youth homelessness is a pressing issue in our region and recognizing a local awareness day would provide an important platform to raise public awareness, reduce stigma, and advance meaningful dialogue on solutions that ensure all young people have safe and stable housing.

A day of recognition would also be a meaningful step in affirming the importance of addressing youth homelessness and demonstrating municipal leadership on this issue. While timelines may be tight for recognition in November, we urge you to move this proclamation forward as soon as possible

In addition, we respectfully request that a letter of support be circulated to your local Member of Parliament, the Minister of Housing and Infrastructure, and the Secretary of State for Children and Youth that November 17th be Federally proclaimed National Youth Homelessness Awareness Day.

Thank you for your consideration and for your ongoing commitment to supporting youth and addressing homelessness in our region.

Sincerely,
Cate Trudeau
Executive Director
Shelterlink Youth Services
519-272-2294 ext. 107
catet@shelterlink.org

Join us in transforming futures! 

130 Youngs Street – 3rd Floor, Stratford, ON N5A 1J7 | 519.272.2294 | www.shelterlink.org

Charitable Business Number: 13656 5702 RR0001



MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Corporate Services

Date of Meeting: 28 October 2025

TITLE

COR 36-2025 October Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 36-2025 October Monthly Report (Corporate Services) report be received.

DEPARTMENTAL HIGHLIGHTS

1. Corporate Communications

MEDIA RELATIONS		
Total # of Media Releases	Total # of Media Mentions	Total # of Media Outlets
12	23	7
TRADITIONAL ADVERTISING		
Total # of Print Ads/Publications		Total # of Radio Ads
1		0
SOCIAL MEDIA ADVERTISING		
Total # of Ads	Total # of Views	Total # of Reach
0	-	-
WEBSITE (TOWNOFSTMARYS.COM)		
Total # Website Visits	Most Visited Pages	
49,329	1. Applications, Licences and Permits 2. Homepage 3. Jobs & Volunteer Opportunities 4. Library 5. Events	
Platform - Owner	Total # of New Followers	Total Followers
Facebook – Town of St. Marys	40	7,804
Facebook – Pyramid Rec Centre	6	4,117
X – Town of St. Marys	-1	2,385
LinkedIn – Town of St. Marys	3	431
Instagram – Town of St. Marys	42	4,612
Instagram – St. Marys Youth Centre	-2	359

Current/Ongoing Projects

- Website upgrade
 - Town website and Tourism (Discover) website are now fully migrated to GHD
 - Staff remain in contact with GHD to troubleshoot migration bugs and tweak the new live website
- Supporting departments with a range of projects/initiatives, including:
 - Aquatics – Pool renovation update
 - Clerks – Flag raisings, proclamation announcements
 - EarlyON – Promotion of programs and website updates
 - Finance – Canada Post National Strike, Budget Engagement, Community Grants
 - Fire Department – Firefighter of the Month, Fire Prevention Week, Fire Department Open House
 - Friendship Centre – Meet you community outreach worker event, Scrapbooking garage sale
 - HR – Promotion of employment positions
 - Library – Promotion of internal programming (ie. Satin Ribbon Showcase, Booksale, etc.)
 - PRC – Recreation Fair
 - Public Works – Road Closure and Maintenance notices, Road Safety Awareness Month, Leaf & Yard Waste notices, Tree Power Program
 - Tourism & Events – National Day for Truth and Reconciliation

2. Finance

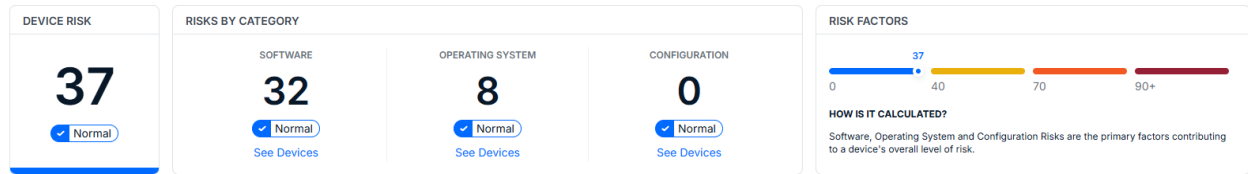
- Payments: \$1,858,462.87 (Cheques \$52,549.32 (33), EFTs \$1,805,913.55 (133))
- Property Tax Arrears: \$303,596.87 (non-current) – decrease of \$12,784 from prior month
- Supplemental Property Taxes: \$10,972 (5th run of 2025)
- Procurement
 - 1 Request for Proposal (RFP) posted
 - 1 Tender and 1 Request for Quotation (RFQ) closed
 - 1 RFQ awarded: total \$48,110.09 (net of HST rebate) (budget - \$35,000)
 - 1 RFQ awarded: total \$20,173.92 (net of HST rebate) (budget – N/A)
- ServiceOntario
 - 595 Transactions (average of 31 visits/day)

Other Notes:

- Staff have been working with Catalis (ERP provider) over the past couple of months to revamp the tax bill in order to allow for electronic transmission going forward. This would result in considerable savings related to paper and postage expenses as well as staff time. Next steps are to coordinate with IT and begin testing. Goal is to have paperless billing implemented by mid-2026.

3. IT

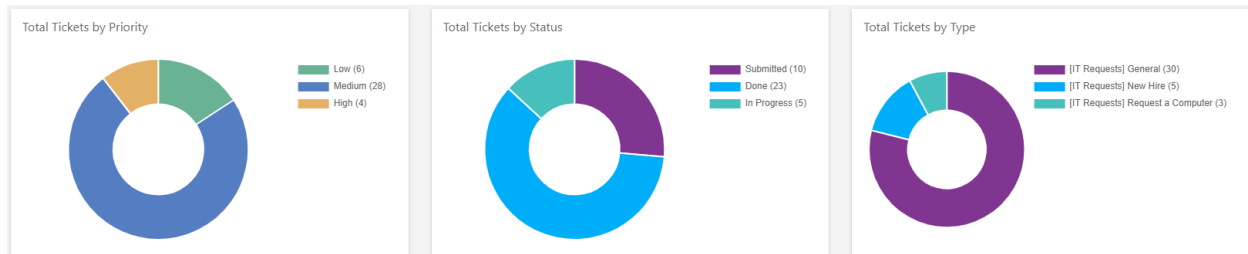
Risk Score:



Successful Device Logins:



Tickets Submitted in Last 30 Days:



Adult Learning	1
Aquatics	2
Clerks	5
Cultural Services	2
Early Learning	4
Facilities	1
Finance	7
IT	3
Library	4
Public Works	3
Recreation	5
Senior Services	4

Including:

- Finished upgrading all corporate joined workstations from Windows 10 to Windows 11

- Installed an additional access point (Wi-Fi) in Council chambers
- Replaced all public computers at the Library
- Worked with Bell to repair broken phone line at PRC
- Created a shared workstation at the MOC for public works staff

4. Tourism and Economic Development

- Presented at the Rotary Club's monthly meeting to discuss Heritage Festival and potential partnership opportunities with the club.
- Hosted the RTO4 DMO Day (Direct Marketing Organizations) at Riverwalk Commons. The group includes all municipalities within the RTO4. We meet quarterly to discuss challenges, opportunities, and hear from RTO4 on how they can support our work. The RTO4 includes St. Marys, Stratford, Perth County, Huron County, Waterloo Region, Wellington County (including Guelph and Elora). This was the first time St. Marys has hosted.

Ongoing projects

- Downtown Beautification – staff are working with Public Works to develop a 10-year forecast of items needed to enhance the beautification of downtown St. Marys. The BIA beautification working group has been consulted on the plan. Report presented Oct. 21 during budget deliberations.
- Milt Dunnell Field – a staff working group has been brought back together to review what next for this project with the inclusion of both ball diamonds and the ring road. A preliminary budget assessment was developed to refresh the current structures needed for use at the park. These include the bleachers, accessibility of the children's play park and the pavilion.
- Planning for Heritage Festival 2026 and partnership with the Kinsmen for Summerfest.
- Working on a plan to have a "local influencer" through the holiday shopping season to help generate local shopping and educate our community on the excellent shopping we have here. The Town is taking the lead on this for the inclusion of those not in our downtown area such as The Hitching Post, The Golf Course, Museum gift shop, etc. We will look to have a partnership with the BIA on this initiative as well.

Events

- Promoted activities and learning opportunities for the National Day for Truth and Reconciliation and planned and executed *"From Standingstone to Stonetown"* Storytime with Patsyanne Day.
- Began coordinating with the Kinsmen to plan the WinterLights Night Market.
- Organizing logistics for both Remembrance Week and Howl-O-Ween Pet Parade & Costume Contest.
- Collaborated with the communications department on final details for the launch of the *Discover St. Marys* tourism website.
- Continued sharing tourism promotions across all social media platforms.

September Discover St. Marys Instagram insights:

Account insights

Views ⓘ

61,228

Views

Followers 58.6%

Non-followers 41.4%

Accounts reached 9,435

By content type

- All
- Followers
- Non-followers

Posts 68.7%

Stories 29.7%

Reels 1.6%

Videos 0.0%

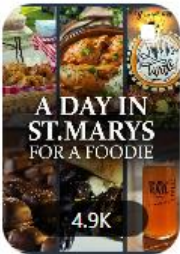
Followers Non-followers

Top content based on views

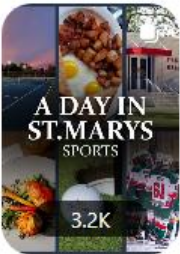
See all



Sep 25



Sep 26



Oct 9



Sep 18



Oct 2

Interactions ⓘ

1,399

Interactions

Followers	82.3%
Non-followers	17.7%

Accounts engaged	754
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By content interactions

Posts	99.1%
Reels	0.6%
Stories	0.4%

● Followers and non-followers

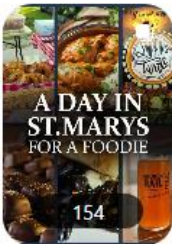
Top content based on interactions

[See all](#)



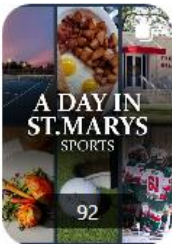
606

Sep 25



154

Sep 26



92

Oct 9



56

Oct 2



53

Sep 29

Profile ⓘ

573

Profile activity

Profile visits	558
External link taps	15

Followers ⓘ

4,612

Total followers

Most active times



● Followers

Train Operations

St. Marys Train Station VIA usage for September:

- Total Phone Calls and Other Travel Inquiries = 21
- Total VIA passengers Travelling = 287 (154 departing, 133 arriving)
- Total VIA Tickets Sold and/ or Printed = 0

Other Notes:

Trains 84 and 87 were replaced by bus service on the weekends of Sep. 6 / Sep. 7 and Sep. 20 / Sep. 21. Typically, fewer passengers will choose to travel on those days. No data was recorded for the evenings of Sep. 7 and Sep. 21 due to the late arrival of the bus from Toronto after the station had closed. As a result, the number of passengers arriving is likely an underestimate of the true number.

Several passengers have arrived at the station requesting changes to their travel arrangements. We are unfortunately unable to make those changes; these customers were directed to contact VIA at the 1-888 number for assistance with those changes.

SPENDING AND VARIANCE ANALYSIS

N/A



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Building and Development

Date of Meeting: 28 October 2025

TITLE

DEV 29-2025 October Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 29-2025 October Monthly Report (Building and Development) report be received.

DEPARTMENTAL HIGHLIGHTS

Building

Please see Attachment A for the building permit information.

There were 110 appointments made this month by the Building Department.

- The Building Department presently has 4 permits waiting for payment.
- The Building Department presently has 2 permits under review.
- The Building Department presently has 5 new permit applications.
- The Building Department presently has 2 permits for pools.
- The Building Department presently has 104 old permit inspections.

Planning-Applications

Pre-Consultation	
• No new application for Pre-Consultation was received by the Development Committee.	
Minor Variances	
	No new applications.
Consent	
	2 applications have been received; we are currently reviewing them for completeness.
Official Plan (OPA) and Zoning By-law (ZBLA) Amendments	

178 Thomas St	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 Statutory Public Meeting was held on October 14, 2025, and was approved. Currently waiting for the appeal period to be completed.
Site Plan Agreement	
	No new applications.
Subdivision Agreements / Draft Plan of Condominium	
Thames Crest Farms (STM 01-2019)	Phase 2 Engineering plans review completed and preparation of subdivision agreement underway.
275 James Street South (DPC 01-2023)	Application for Draft Plan of Condominium (DPC) approved by Council. Notice of Decision has been issued, and Draft Conditions provided to the Applicant. No appeals received.
428 Queen St W (DPC01-2025)	Application for Draft Plan of Condominium (DPC) approved by Council. Notice of Decision has been issued, and Draft Conditions provided to the Applicant. No appeals received.
Community Improvement Plan (CIP)	
The CIP's funding for 2025 has been exhausted. Will consider further applications in 2025 that align with Council Strategic Plan.	
Miscellaneous	
RFP, DEV-05-2025-RFP - Zoning By-Law Review Project has closed and 7 proposals were received.	

Facilities-Operations

- Municipal Operations Centre – Facility Staff have met with a consultant about mitigating sound travel in the Municipal Operations Centre office area. This project will be added to 2026 Capital list.
- Milt Dunnell Field Washrooms – Washrooms were shut down on September 29th due to washrooms backing up. The sewage pump was not working, back up pump was installed on October 2nd.
- Quarry – Moved all Aquatics equipment into storage and prepared building for hand over to the Curling Association. Also changed out front sign to the Curling Club sign.
- Cadzow Pavilion – Issues with the timer which controls the washroom door. Staff are awaiting delivery of new timer.
- Cadzow Bath House (old changeroom building) – Lock on main door has been repaired. Several lights on the interior were replaced.
- Kin Pavilion – Lock on storage door repaired.
- MOC – New AED and cabinet installed, and staff trained on maintenance of the unit.

- Museum – New AED and cabinet installed, and staff trained on maintenance of the unit.
- Fire Hall – Generator maintenance and test performed by Total Power.
- MOC – Washroom drains backed up, had Cubberley Plumbing snake the drains.
- MOC – HVAC control issue, replaced 2 bypasses in ductwork and control board in HVAC #1.
- Fire Hall - HVAC unit in the office area was making noise. Fan fasteners were tightened.
- Lind Sportsplex – A water fountain/bottle fill station has been installed beside the canteen window.
- 2026 Budget (Operational and Capital) prepared with the Finance Department.
- Capital Projects 2026 – draft capital project list completed for Council review.

Facilities-Capital

- 408 James Street South – Municipal Operations Shop concrete repairs
 - Project is completed
- 175 Queen Street East – Town Hall Queen Street East Porch Pointing
 - DEV-34-2025 RFQ closes on October 15 2025
- 408 James Street East- Municipal Operations Salt Shed Siding and Roof Repairs
 - Project has been completed.
- 15 Church Street North- Library Drainage
 - BM Ross is starting preliminary planning for drainage

Capital Project	Budget	Number of Vendors	Low Bid
Museum Kitchen Renovation	\$20,000	4	\$10,107.24
Cemetery Chapel Roof and Painting	\$15,000	15	\$11,187.00
Child Care Center Painting	\$25,000	17	\$5,537.00
Lind Sportsplex Lounge Floor	\$18,000	3	\$16,876.55
Museum Carpet Replacement	\$10,000	3	\$3,700.75
MOC Concrete Slab Repairs	\$20,000	4	\$33,551.96
MOC Salt Shed Roof & Siding Repairs	\$45,000	4	\$18,817.89

SPENDING AND VARIANCE ANALYSIS

MOC Concrete Repairs - \$12,271.68

Lind Sportsplex Fountain installation - \$5,434.29

MOC AED & Cabinet - \$2,650

Museum AED & Cabinet - \$2,650



Attachment A: Building Department Monthly Summary

Building and Development Services Department

Table 1. Monthly Totals (as of September 30, 2025)

Yearly Dwelling Unit Break Down

Year	Building Permits	Year to Date	Dwelling Units for the Month	Year to Date	Single Family Dwelling	Semi Detached	Townhouse Unit	Accessory Dwelling Units	Apartment unit
2025	9	95	1	54	7	0	6	7	34
2024	130	130	0	42	9	1	5	6	21
2023	122	122	0	28	4	8	10	5	0
2022	144	144	0	55	17	4	28	3	3
2021	162	162	0	72	20	4	42	6	0

Table 2. Annual Totals

Year	Building Permits	Dwelling Units	Construction Value
2025	95	54	\$ 22,774,704.00
2024	130	42	\$ 41,679,754.00
2023	122	28	\$ 52,579,854.00
2022	144	55	\$ 33,148,700.00
2021	162	72	\$ 42,174,405.00
2020	166	72	\$ 38,801,203.00
2019	134	52	\$ 16,751,000.00
2018	172	53	\$ 22,875,651.00
2017	168	36	\$ 18,825,719.00
2016	120	38	\$ 14,244,002.00



PROCUREMENT AWARD

To: Mayor Stratthdee and Members of Council

Prepared by: Grant Brouwer, Director of Building and Development

Date of Meeting: 28 October 2025

TITLE

DEV 31-2025 Zoning Bylaw Project RFP Award

PROJECT DETAILS

The Town of St. Marys Building and Development Department issued RFP-DEV-05-2025 inviting proposals for the provision of consulting services to develop a new Zoning By-law to replace the current and in effect Zoning By-law Z1-1997, as amended. The objectives of the project are to update the existing Zoning By-law to implement the new Town of St. Marys Official Plan (MMAH approved October 2024); increase the clarity, intent and ease of understanding of the Zoning By-law; to update the land use zones and performance standards; provide new mapping; and to address emerging themes and trends in land use planning and development.

RECOMMENDATION

THAT DEV 31-2025 Zoning Bylaw Project RFP report be received; and

THAT Council awards the Zoning Bylaw project to NPG Planning Solutions Inc. for the proposed price of \$91,338.01, inclusive of taxes; and

THAT Council approves a project contingency of \$17,747.30 for a total project upset limit of \$100,000.00.

PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Procurement Title:	DEV-05-2025-RFP
Tender Closing Date:	Wednesday, October 8, 2025
Number of Bids Received:	Seven (7)
Successful Proponent:	NPG Planning Solutions Inc.
Approved Project Budget:	\$100,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$91,338.01
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$82,252.70

As this procurement was administered as a request for proposal, it is to be awarded to the firm who scored highest on the evaluation matrix listed in the procurement document. All proposals received were reviewed by a bid evaluation team consisting of three staff, and the Town's contract planner (Mark Stone). The result of the evaluation is shown below:

Company	Score	Price Net of HST	Price Including HST	Price Net HST Rebate
NPG	84.1	\$ 80,830.09	\$91,338.00	\$82,252.70
Nethery	79.4	\$ 86,615.00	\$97,874.95	\$88,139.42
JL-Richards	79.1	\$ 87,218.25	\$98,556.62	\$88,753.29
Fotenn	78.1	\$ 86,186.00	\$97,390.18	\$87,702.87
GSP	74.8	\$ 88,485.00	\$99,988.05	\$90,042.34
Planscape	72.1	\$ 88,114.00	\$99,568.82	\$89,664.81
HBC	71.9	\$ 85,350.00	\$96,445.50	\$86,852.16

Based on a comprehensive evaluation of three different staff members all submitted proposals, staff recommends NPG Planning Solutions Inc. as the preferred consultant for the Town of St. Marys Zoning By-law Review. NPG demonstrated a strong understanding of the Town's unique planning context, including its small-town character, heritage features, and status as a separated municipality. Their proposal includes a well-structured and realistic work plan supported by a robust team of six dedicated staff members, including specialists in zoning implementation, GIS mapping, and accessible public engagement. NPG has committed to a total of 16 meetings, including 7 in-person and 9 virtual sessions, ensuring consistent engagement with staff, Council, and the public throughout the process. Their use of real-time feedback tools, accessible materials, and a clear QA/QC framework adds further value at no additional cost.

Overall, the procurement document submitted by the NPG Planning Solutions Inc. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project.

FINANCIAL IMPLICATIONS

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

Capital Reserve (budgeted)	\$ 35,000.00
Development Charges (budgeted)	\$ 47,252.70
Contingency Fund	\$ 17,747.30
Total	\$100,000.00

STRATEGIC PLAN

The recommendation in this report is supported by St. Marys Strategic Plan, Strategic Pillar 5 Economic Development, Strategic Priority Industrial Strategy- Assess available industrial land with a view to zoning and development.

OTHERS CONSULTED

Mark Stone, MLS Planning

Ray Cousineau, Facilities Manager

ATTACHMENTS

Attachment A - Bid Summary

BID SUMMARY OPENING SHEET

CONTRACT NO: DEV-05-2025-RFP

CLOSING DATE: Wednesday, October 8th 2025 at 2:30pm

TITLE: Zoning By-Law Review Project

[illegible]



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Community Services

Date of Meeting: 28 October 2025

TITLE

DCS 56-2025 October Services Monthly Report (Community Services)

RECOMMENDATION

THAT DCS 56-2025 October Monthly Report (Community Services) report be received.

DEPARTMENTAL HIGHLIGHTS

Community Partnerships:

- EarlyON ran a Play & Browse program at the St. Marys Community Closet in late September. They were accepting donations of men's and children's winter clothing as well as new underwear and socks.
- EarlyON welcomed Jaclyn Sebach, a local Pelvic Floor Physiotherapist, to a baby time program, this was an information session for parents.

Facilities/Projects:

Facilities Updates:

- Regular ice season has started with the user groups' ice allocation determined for weekly use; some prime-time ice times are still available but are not the most ideal time for customers having to travel from out of town.
- HVAC units serviced in preparation for colder weather.
- Roof leak repaired over the Blue pad. Prior repairs have caused problems due to improper application of materials causing new leaks.

Aquatics Centre Updates:

- Scaffolding has been removed from pool shell and shell has been swept and washed.
- Visual inspection by the architect of pool identified one area of concern which is being addressed before beginning the process of refilling the pool. A 1-foot strip spanning the width of the pool will be replaced the week of October 27, then the pool will be filled once everything checks out and the new tile/grout has had the correct cure time. Other tile work on the deck and knee-high wall around the windows is ongoing at the same time. All this tile work should conclude before the end of the month.
- The HVAC issue resolution proposed by an engineer has been approved by all parties involved, with the mechanical subcontractor scheduled for the week of October 20th to complete the necessary work.

- Polishing of stainless steel has begun.
- Site cleaning has been started in areas ready for cleaning.
- Project Consultant has requested a new schedule from Elgin Contracting to reflect remaining work and a completion date. The current indication is that tile work on the deck will be the last remaining aspect of work needing to be completed prior to final cleaning.

Programming:

Aquatics:

- The Quarry was closed for the season, with all equipment and supplies inventoried to ensure a smooth start next summer.
- Conducting a fee structure comparison with neighbouring aquatic facilities.
- Sourcing quotes for equipment and supplies in preparation for pool reopening.
- Recruiting internal Head Lifeguards, as well as lifeguards and swim instructors, to support full programming at reopening.
- Updated signage is being redesigned for the pool area and change rooms. Where possible, pictograms are being incorporated.
- Held a corporate Standard First Aid with CPR C course, 10 in attendance.

Child Care/EarlyON:

- EarlyON ran a Nature Adventure program at Rotary Park on Sept 20.
- EarlyON brought back their popular evening program Run, Jump and Climb!, after taking a break for the summer.
- Back to school went smoothly for our Before and After school programs at Little Falls and Holy Name. All programs are full with a waitlist.
- Child Care Centre transitioned 10 new children into our programs, and they are doing a great job settling into routines and making new friends.

Cultural Services:

- Fall outreach programming resumed with programs at Kingsway Lodge and St. Marys VON during the week of September 8.
- Fall speaker series launched on September 18 with a presentation on local bridges. The presentation was sold out.
- Staff led a talk on the making of the Rotary 100 exhibit for the Friends of the Library on October 8.
- Museum supported National Day for Truth and Reconciliation by handing the orange handprint banner, installing Talking About Treaty 29 exhibit, and hosting Patsyanne Day for her story of "From Standing Stone to Stonetown". Approximately 20 people attended the program.
- Museum supporting the Rotary Centennial Dinner on October 15 by temporarily relocating the Rotary 100 exhibit from the Museum to the event venue. The Curator Assistant will also be giving a presentation on the history of Rotary.
- Registration has opened for a Cemetery Walking Tour on Saturday, October 25, planned as part of Scaretacular St. Marys.

Recreation/Youth Services:

- Staff training for our Recreation Attendants working in the Youth Centre and PRC Canteen was hosted in early September to set us up for success with our transition to fall programs
- The Youth Centre opened for the season on September 8 and has operated after school from 3:30 – 6:00 pm daily since.
- Fall indoor recreation programs at DCVI have started for the season. In partnership with local service organizations the following activities are available in the second school gymnasium:
 - Mondays – St. Marys Minor Soccer
 - Tuesdays – St. Marys Pickleball Association
 - Wednesdays – St. Marys Badminton Club
 - Thursdays – St. Marys Minor Basketball

Senior Services:

- The department hosted a Chinese takeout picnic in the Friendship Centre in September in place of a Dine in with Friends
- Hosted “How to Prepare Healthy Grains” with Happy Valley FHT Registered Dietician.
- Delivered a “Memory & Aging” session in partnership with the Alzheimer Society Huron-Perth.
- The “Staying Safe in Your Home” session with Stratford Police has been postponed.
- Arranged for Perth County Paramedics to speak to the Pepperama group on how to call 911, what an AED machine is and how it is used.
- Other upcoming education sessions include learning about and recognizing addictions and available resources as well as understanding the value of collectibles.
- The Friendship Centre hosted Community Outreach worker Jade Orquin in early October for a “Meet your Community Outreach Worker” session. Over 20 people attended with a variety of questions. Overall, the session was well received.
- The Friendship Centre is partnering to offer a free Learn the Ukulele in November.
- The Friendship Centre will host a Craft Show on November 15. The event is fully booked, with more than 20 vendors on the waiting list.

Impact/Feedback:

“I just wanted to thank you and your team for hosting Patsyanne yesterday to share her story From Standingstone to Stonetown. It was the most moving afternoon. I appreciate your efforts very much. “When we know better, we do better””- program participant

“You were all so welcoming and made me feel comfortable asking all my silly questions, so thank you!” -visiting researcher

“Thank you for the amazing support you have showed my family in our desperate time of need. My grandson enjoyed the program tremendously and we are going to miss this warm environment every day” - caregiver of a child in the child care centre

“All I have to say is the educators are magical, there is no other way to describe how incredible they are with my daughter” - parent of a child in the child care centre

“Thanks for all the help on this project, it sure makes a difference.” -Heritage Property Grant recipient

Program Statistics:

Child Care/EarlyON:

- Child Care Waitlist:
 - 240 Infants
 - 118 Toddlers
 - 100 Preschoolers
- EarlyON total participants for September: 722
- EarlyON highest attended program: Grandparent Day Celebration with 102 participants
- Early ON ran 9 unique programs in September

Cultural Services:

- Museum continues to experience a strong tourist presence, with out-of-town visits up 65% from September 2025.
- There were 726 visits from 555 individual users to the Picture St. Marys website in September.

Recreation/Youth Services:

- Participation in the youth centre has been slowly building since first opening for the academic year in the second week of September.
- Staff have developed a new system for membership pass scanning that has resulted in tabulation inconsistencies for the first couple of weeks. All logistics are now confirmed, and numbers are growing!
- A total of 315 visits were logged at the youth centre through September 2025. This was a notable decrease when compared to September 2024. It is believed that this is due to a combination of adjusted accounting practices as well as unseasonably warm and dry weather which resulted in more members choosing to spend time outdoors after school.

Senior Services:

Stats were not available at the time of reporting.



FORMAL REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: Stephanie Ische, Director of Community Services

Date of Meeting: 28 October 2025

TITLE

DCS 55-2025 Swimming Quarry Services

EXECUTIVE SUMMARY

This report outlines the available options for the next steps at the Quarry when the current lease for the aqua park with Super Splash ends on October 1, 2026.

Super Splash has leased space from the Town and operated an aqua park at the swimming Quarry since 2022. The partnership has increased annual foot traffic by 10,000 visitors, a 50% rise, boosting tourism and local economic activity. With the current contract expiring October 1, 2026, staff explored the owner's intent and Council's direction to consider renewal options.

Three options are presented:

1. **Renew Super Splash Contract:** Negotiate a new agreement to maintain operational continuity, leveraging proven success and minimizing transition risks. Staff recommend updated terms to enhance community access, safety, and performance metrics.
2. **Issue RFP for New Operator:** Open a competitive process post-contract, potentially improving terms but risking operational disruption and lower-quality proposals.
3. **Town-Owned Inflatable:** Acquire and operate a new water park structure after contract expiry, offering customization and control but introducing new operational complexities and financial planning needs.

Staff recommend renewing the Super Splash contract with improved terms, aligning with Council's vision for maximizing recreational tourism and ensuring the Quarry remains a vibrant community destination.

RECOMMENDATION

THAT DCS 55-2025 Swimming Quarry Services report be received; and

THAT Council direct staff to proceed with negotiating an updated lease agreement with Super Splash at the end of the current contract, ensuring enhanced terms.

BACKGROUND

In 2022, Super Splash began operations at the St. Marys Quarry. Since then, the amenity has proven highly successful, increasing foot traffic by an average of 10,000 people per year—a 50% increase—and drawing significant numbers of tourists to the area.

In 2024, staff presented Council with a review of current operations and options for future management at an in-camera meeting. In addition, Council received a delegation from a competitor of Super Splash

(Ontario Adventure Parks Inc asking to have the opportunity to bid on the contract for the inflatables in the future. At the December 10, 2024, Council meeting, Council directed staff to report back in fall 2025 with recommendations regarding the renewal of the aqua park contract:

THAT the delegation from Ontario Adventure Parks Inc. regarding the renewal of the aqua park contract be received; and

THAT the proposal be referred to staff for consideration and report back during the review of the Super Splash contract in the fall of 2025

This report outlines the available options for the next steps at the Quarry when the current lease with Super Splash ends on October 1, 2026.

REPORT & ANALYSIS

The Super Splash partnership has demonstrated that adding amenities to the Quarry is possible and can create an even greater draw. It is staff's view that having some form of a water park at the Quarry is integral to Council's future vision and strategy of maximizing the tourism potential of the Water Street South corridor.

The relationship with Super Splash has grown over the last several years. The Aquatics Department staff, being aquatic experts, and Super Splash, with its business vision, have closely entwined operations. The past few years have been exceptionally successful, largely due to the Town's oversight of day-to-day operations, including lifeguard management.

Super Splash's contract is set to expire on October 1, 2026. With this in mind, staff approached the current owner to understand his intentions with the business. At this time, the owner would like to renew his agreement and continue to operate this amenity for the foreseeable future.

After a careful review of the operations, staff have developed several options for Council's consideration for moving forward after October 1, 2026:

Option 1 – Renew Super Splash Contract

Under this option, a new contract would be negotiated with Super Splash to continue operations at the St. Marys Quarry beyond October 1, 2026. Since Super Splash began operations in 2022, the partnership has resulted in a 50% increase in foot traffic, an average of 10,000 additional visitors per year and has significantly boosted tourism and local economic activity.

The operational partnership between Town staff and Super Splash has proven highly effective, with seamless day-to-day management and a shared commitment to safety and customer service. Maintaining this relationship will ensure continuity of service, preserve current revenue streams, and avoid the disruption and risks associated with transitioning to a new provider.

To maximize community benefit and address any operational challenges identified over the past contract term, staff recommend that any renewal include updated terms. These may include:

- Lease fees.
- Clear performance metrics and reporting requirements.
- Enhanced community access or programming.
- Provisions to address any operational or safety concerns.

Renewing the contract directly supports Council's long-term vision for the Water Street South corridor, ensuring that the Quarry remains a vibrant destination for residents and visitors alike. This approach minimizes risk, maintains momentum, and aligns with the Town's strategic priorities.

Option 2 – Once contract has ended send out RFP for competitive process

Under this option, the Town would issue a Request for Proposals (RFP) after the current contract with Super Splash expires, inviting competitive bids for the operation of the aqua park. This process is transparent and aligns with municipal procurement best practices, potentially resulting in improved terms for the Town, such as better lease fees, enhanced programming, or innovative operational models. By opening the opportunity to a wider pool of vendors, the Town may benefit from fresh ideas and approaches that further maximize the Quarry's tourism and community value.

However, transitioning to a new provider introduces risks. The current partnership has established strong operational synergies and seamless day-to-day management. A change in operator could disrupt these efficiencies, create challenges during the handover period, and impact service quality or customer experience during the initial transition period. There is also a risk of receiving low-quality proposals if the RFP does not attract strong vendors, which could affect the amenity's reputation and financial performance. Regardless of the operator selected, the Town would continue to bear liability and risk for the property and would need to manage these risks effectively with any integrated team.

While an RFP is fair and transparent, it may not be the best route at this time given the risk profile and the seamless operations currently in place. This option remains available should Council wish to explore alternatives or if circumstances change in the future.

Option 3 –Buy Our Own Inflatable

Under this option, the Town would wait until the current contract expires and then purchase a new inflatable water park structure. This approach offers the opportunity to acquire customized equipment with a longer lifespan, potentially enhancing operational efficiency and increasing revenue generation. While there would be an initial capital investment and ongoing maintenance costs, deferring the purchase allows for thorough financial planning and budgeting.

Operating the inflatable in-house would require the Town to assume responsibility for staffing, training, insurance, and risk management. However, this model has been successfully implemented by other municipalities and Conservation Areas, providing proven examples to follow. By adopting best practices from these organizations, the Town could develop a sustainable and community-focused operation. It is also important to note we already have 5 years of experience running a seamless operation alongside of Super Splash.

This option aligns with Council's long-term vision for the Water Street corridor by ensuring continued access to a water park amenity, while also providing greater control over programming and community benefit. However, it introduces new operational complexities and risks that would need to be carefully managed. Additionally, there would be a financial component related to the initial purchase and ongoing maintenance of the equipment.

While acquiring and operating a Town-owned inflatable water park would provide greater control over programming and community benefit, this option introduces new operational complexities, risks, and financial commitments that may not be justified given the current success and stability of the Super Splash partnership. At this time, staff do not recommend pursuing this option; however, it remains a viable alternative should the current owner choose not to renew their agreement or withdraw from operating the amenity in the future. This approach would allow the Town to maintain continued access to a water park amenity and adapt to changing circumstances if needed.

CONCLUSION

Staff recommend renewing the Super Splash contract because this partnership has consistently delivered strong results for the Town and community. Since 2022, Super Splash operations have increased annual Quarry attendance by 10,000 visitors—a 50% rise—driving significant tourism and economic benefits. The collaboration between Town staff and Super Splash has ensured seamless day-to-day management, high safety standards, and excellent customer service. Renewing the contract will maintain operational continuity, minimize risks associated with transitioning to a new provider, and preserve current revenue streams.

By negotiating updated terms, the Town can further enhance community access, safety, and performance metrics, directly supporting Council's long-term vision for maximizing recreational tourism along the Water Street South corridor. This approach aligns with strategic priorities, sustains momentum, and ensures the Quarry remains a vibrant destination for residents and visitors. In summary, renewal offers the best balance of proven success, minimized risk, and alignment with Council's goals.

FINANCIAL IMPLICATIONS

Renewing the Super Splash contract is not expected to introduce any new financial impacts beyond the existing operational arrangements. The partnership has consistently delivered strong attendance and revenue, and the recommended renewal maintains current financial commitments. No additional capital investment or significant changes to the Town's budget are anticipated at this time. Any updates to contract terms, such as lease fees or performance metrics, will be negotiated to ensure continued value for the Town and community.

STRATEGIC ALIGNMENT

Culture and Recreation and Economic Development

- Pillar # 4
 - Outcome: Actively explore additional amenities and modifications that could take place to maximize the recreational tourism potential of the Swimming Quarry location.
- Pillar #5
 - Marketing the Town's unique events, businesses, characteristics

OTHERS CONSULTED

Super Splash

ATTACHMENTS

None



MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Emergency Services / Fire Department

Date of Meeting: 28 October 2025

TITLE

FD 12-2025 October Monthly Report (Emergency Services)

RECOMMENDATION

THAT FD- 12-2025 October Monthly Report (Emergency Services) report be received for information.

DEPARTMENTAL HIGHLIGHTS

Interviewing has taken place to hire another firefighter as we are down one with former Chief Anderson's departure and then we plan on staff promotions to fill officer roles.

Fire Prevention week was a hit, with the grocery store event, safety messaging in the newspaper, social media, and our open house we were able to reach a good number of the community. Open house had well over 200 in attendance. St. Marys Fire Department had a great crowd for vehicle extrication and our activity stations including being on the end of an attack hose line.

CALLS FOR SERVICE

During the month of (September 13, 2025 – October 17, 2025) the Fire Department responded to 16 emergency responses:

	St.Marys	Perth South
MVC with Vehicle Fire		1
Outdoor Fires	2	2
Indoor fires	1	
MVC	1	
Smoke Alarm Activation	5	1
CO Call	1	
Alarm panel malfunction	1	
Riser/flow alarm	1	

Average attendance of firefighters – 16

Note - Chief and a firefighter went to 2 alarm calls with no symptoms together.

1 call was small outdoor fire, small team of 5 including Chief attended

St. Marys Fire Department has responded to 133 calls for service (01 January – October 17, 2025) compared to 118 calls (01 January – October 17, 2024).

FIRE PREVENTION

We are focusing on inspecting business that have not had an inspection in a while. FPO and Fire Chief looking to get more business to complete a Fire Safety Plan.

During the period of September 13, 2025 – October 17, 2025 Chief Fire Prevention Officer accomplished the following:

Inspections

- Complaint - 1
- Licensing
- Follow up and ongoing - 13
- Safety concern - 2
- Routine - 13
- Total 29

EVENTS

- September 13th Perth County water games in Mitchell
- September 18th Mutual aid meeting in Milverton, guest speaker said Ismail Origin and cause investigator on electrical and lithium-ion battery fires.
- We assisted Legion installing banner on Sept 28th and plan to help take them down on November 16th.
- Firefighter Rib and Pigtail annual dinner was Thursday Oct 9th.
- Fire Prevention at the Independent Grocer on Thursday Oct 9th.
- October 16 Mutual aid meeting Kelly Stone from City of Stratford Social Housing. Community housing and the "ARC Team", a community-based initiative in Perth County, that includes a Community Paramedic and an Intensive Housing and Community Outreach Coordinator.
- Fire Dept Open House was on Saturday October 11th.



UPCOMING EVENTS

- Town of St. Marys Emergency exercise

TRAINING

- Ropes and highline training
- Farm safety and tour
- Annual Hose testing

CHAPLAIN'S REPORT (April 01st, 2025 to October 15th, 2025)

Since my last report in March, I have been available to support the health and wellness of our firefighters and their families by accommodating and supporting the human aspects of the fire services through spiritual and emotional care.

Accomplishments:

- Attended meeting and training nights.
- Attended Town Volunteer Luncheon at the Pyramid Centre
- Participated/assisted with Pump Ops DCVI/All Roads
- Provided approx. 12 hrs for “sessions” outside the Department
- Ongoing resource for personnel and family members who are seeking assistance and other wellness initiatives.
- Averaged 14.75 hrs. plus each month onsite – office
- Hosted and assisted with Chief Anderson’s retirement and awards night
- Buddy system with the Firefighters still going well
- SMFD Peer Support Team Meeting x 2 – will meet quarterly going forward
- Meeting with Ted Leck, Ontario Fire Chaplains Platoon Meeting at SMFD
- Assisted with setup/dinner and take down for the Pig tail/Rib dinner
- Arranged for SMFD Firefighters to see ORNGE at London Airport hanger
- Orientation night for new SMFD hires – PTSD/Acc. Stressors and Mental Illness training
- Assisted with Ambulance orientation
- Being available as a resource to the Fire Chief

Duties performed:

- Record keeping of hours worked at the office and at home
- Sessions (meetings, listening ear, either at work or outside office with firefighter or family members)
- Organizing meetings and keeping of minutes for Peer Support
- Attending the monthly Wednesday night meetings/training
- Video/pictures taken on training nights for debriefs and resource

Goals in the next few months:

- Have Town Council integrate the Strategic Plan for PTSD/Accumulative Stressors for Council. (Updated a year and half ago – this is 9 years old now)
- Sessions continue when required/needed

SPENDING AND VARIANCE ANALYSIS

- Backup generator service \$1440.75



MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Human Resources

Date of Meeting: 28 October 2025

TITLE

HR 14-2025 October Monthly Report (Human Resources)

RECOMMENDATION

THAT HR 14-2025 October Monthly Report (Human Resources) report be received.

DEPARTMENTAL HIGHLIGHTS

Recruitment:

The following positions were active (in process) during the month of September:

- Ongoing from August:
 - Volunteer Firefighter
 - Records Management Assistant
- New in September:
 - Guest Services Attendant
 - Arena Assistant
 - Educator Assistant
 - Senior Services Program Coordinator (internal posting)
 - Facilities Operator B
 - Director of Finance/ Treasurer (posting extended to October 21st)
 - Head Lifeguard (internal posting)
 - Lifeguard

At the start of October an internal posting went live for the role of Director of Cultural Services, Tourism and Economic Development. This posting has since closed and is expected that the role will be filled by mid to late November.

At this time last year, we had posted 47 roles (some with multiple vacancies) as compared to this year's total of 58.

Health & Safety / Training:

- JHSSC Meeting September 10 – update shared that AED machines are now installed at the Museum and Municipal Operations Centre
- JHSC (MOC) September 18

- New Hire Orientation – September 29

Committee Engagement:

- STEAM Meeting September 25

Payroll and Benefits:

- Completed and submitted Report on Hiring to Service Canada for September 2025
- Generated Records of Employment for balance of end of summer contract employees
- Completed Super Splash/Inflatable data audit and final invoice/billing of PP16-19, 2025
- Year-end preparations begin
- Balancing and applying applicable taxable benefit adjustments to pay period 22 (3rd pay period of October)

SPENDING AND VARIANCE ANALYSIS

None



MONTHLY REPORT

To: Mayor Stratthdee and Members of Council

From: Public Works

Date of Meeting: 28 October 2025

TITLE

PW 58-2025 October Monthly Report (Public Works)

RECOMMENDATION

THAT PW 58-2025 October Monthly Report (Public Works) report be received.

DEPARTMENTAL HIGHLIGHTS

General Administration

- 2026 Operational Budget Submission Completed
- Special event road occupancy requests
- Municipal tree inspection / maintenance requests
- Streetlight service repair requests
- Reviewed driveway ramp permit applications
- Egan Ave service level adjustments implemented
- Assisted with Rotary peace pole installation
- Assisted with UTRCA 'Tree Power' day
 - 150 trees sold to local residents
- Communicated road closures to residents for long-term construction projects
- Road Safety Plan
 - Presented a road safety assembly to Little Falls Public School in collaboration with Stratford Police
 - Speed radar signs on Station St to James St N
 - Ongoing review of collision reports with Stratford Police
 - Continuing to partner with internal departments on road safety initiatives
- Completed trench training alongside OCWA staff
- Winter lights
 - Continued to order parts for repairs / upgrades
 - Repairs and upgrades commenced

Environmental Services

- Landfill fall environmental monitoring program completed
- Wood and brush grinding services completed by contractor for both landfill and MOC stockpiles
- Targeted leachate system flushing of landfill completed
- Leaf and Yard Waste composting pad improvements completed by contractor
- WPCP Clarifier Weir upgrades completed
- VFD replacements at the WPCP completed
- Well No. 3 VFD replaced due to life cycle failure
- Further updates related to the Blue Box PRO transition and serviceability of small IC&I properties were received. PROs have determined that it is not possible to provide curbside collection to IC&I locations in municipalities as of January 1, 2026 however they will allow the blending of eligible source and IC&I materials at depots with producers and municipalities assuming operational and financial responsibility. Updates from Bluewater Recycling Association (BRA) related to existing small IC&I properties within the Town is that service will continue uninterrupted through 2026 with the following changes as all parties adapt to the new framework:
 - Separate collection trucks will be used to service non-eligible IC&I bins, independent from existing municipal routes
 - Red lids will be installed on IC&I properties so they can be easily distinguished for collection routes
 - Collection days and frequency for IC&I may change, which will be determined over the new month.
 - BRA will visit all impacted locations over the coming months to switch container lids and confirm with properties their updated collection schedules
 - Updated costs per bin for non-eligible locations will be provided to the Town in early to mid-2026 once the full impacts of this transition are known. 2026 pricing will increase by September CPI with BRA absorbing any additional costs while member municipalities made decisions on long term service viability to IC&I locations.

Parks, Trails, Tree Management, and Beautification

- Collaborating with BIA and staff liaison on downtown beautification plan for 2026
 - Considerations for 2026 capital budget
- Tree trimming at various locations across Town
- Summer operations continued through Thanksgiving weekend
 - Weekly grass cutting
 - Trail grooming
 - Conducted splash pad inspections
 - Cadzow splash pad closed Oct. 17
 - Relocating picnic tables for various community grant / Town events
 - Weekly and monthly playground inspections
 - Routine garbage collection at parks and on trails
- Watered newly planted trees

- Assisting with grooming baseball diamonds as required
- Watered flowers in several locations across Town

Public Works Operations

- Sink hole and pothole repairs
- Continued street sweeping across town
- Relocated radar signs as required
- Asphalt patching and repairs ongoing
- Asphalt crack sealing ongoing
- Gravel shouldering following resurfacing work
- Sanitary lateral repair excavation
- Road patrols
- Assisted with cemetery operations
- Continued tall grass rough cut flail mowing
- Trimmed tree limbs near sidewalks and road signs
- Ongoing road patrols for MMS compliance
- Assisted with accessible dock removal for end of season

Cemetery

- 7 cremations
 - 6 burials
 - 1 in the columbarium
- 1 columbarium niche sold

Infrastructure Services

- Tendered Queen St W Culvert project
- Pelissier St. sidewalk preparations underway. Sidewalk to be poured late October early November.
- Emergency Management Plan development
- Elgin Street Reconstruction project complete for 2025. Topcoat asphalt and deficiency corrections in spring 2026.
- Asphalt resurfacing work complete. Some deficiencies still to be corrected by contractor. Further detail to come under separate report late 2025.
- Design underway for 2026 Reconstruction project (Thomas, Jones, Ontario)
- Reviewed various municipal consents with utilities
- OSIM Bridge inspection report received.
- Continued development of data for TOARC partnership

SPENDING AND VARIANCE ANALYSIS

None to report

PROCUREMENT AWARD

To: Mayor Stratthdee and Members of Council

Prepared by: Jeff Wolfe, Infrastructure Services Manager

Date of Meeting: 28 October 2025

TITLE

PW 57-2025 Queen Street West Culvert Tender Award

PROJECT DETAILS

This project involves the replacement of the Bolton Drain culvert on Queen Street West. The existing culvert was inspected by the Town's municipal drainage engineer in the summer of 2025. The culvert was discovered to be in very poor condition and in need of immediate replacement. The existing culvert was found to be undersized, so the replacement culvert is a larger concrete box culvert. The work necessitates the lowering of a section of watermain under the structure and relocation of an existing hydro pole owned by Festival Hydro. Residents on Queen St. W west of the culvert will have a day without water as the new watermain is connected as well as a day (up to 8 hours) where hydro will be out as the new pole is installed further away from the culvert. The road will be closed for up to four weeks to accommodate the work. During that time motorists will need to detour either north on County Road 163 to Line 10 and 14 to the north end of St. Marys or around Line 5 to Thomas Street. The work is anticipated to start in mid November and stretch into mid December.

RECOMMENDATION

THAT PW 57-2025 Queen Street West Culvert Tender Award report be received; and

THAT Council awards the Queen Street West culvert replacement project to Nichols Excavating Inc. for the tender price of \$597,935.10, inclusive of taxes and contingencies.

PROCUREMENT SUMMARY

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

Procurement Information	Details and Results
Procurement Title:	PW-31-2025-RFT
Tender Closing Date:	Wednesday, October 22, 2025
Number of Bids Received:	Six (6)
Successful Proponent:	Nichols Excavating Inc.
Approved Project Budget:	\$602,500.00
Cost Result – Successful Bid (Inclusive of HST):	\$597,935.10
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$538,459.08
Other Costs (Engineering, Signage, Hydro-pole)	\$82,500
Project Over-budget (Net of HST)	\$18,459.08

The procurement document submitted by Nichols Excavating Inc. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, the project engineer (Spriet and Associates) and staff recommends award of the project.

FINANCIAL IMPLICATIONS

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

Queen St W Culvert Capital Project (Approved Jul 22, 2025)	\$602,000
Project over-budget	\$18,459.08
Transfer from Water Reserve account	\$18,459.08

The project will incur a variance of \$18,459.08 from the 2025 amended capital budget. The variance will be transferred from the Water Reserve Account.

STRATEGIC PLAN

The recommendation in this report is supported by Asset Management Plan.

OTHERS CONSULTED

Brandon Widner, P.Eng. – Spriet Associates

ATTACHMENTS

Bid Summary

October 22, 2025

Jeff Wolfe, C.Tech., PMP
Infrastructure Services Manager
Public Works
Town of St. Marys



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS
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Tel. (519) 672-4100
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E-mail: mail@spriet.on.ca
www.spriet.on.ca

Re: Bolton Drain Culvert
Our Reference No. 225162

Tenders were closed on the Bolton Drain Culvert on October 22, 2025, the results of which are summarized below:

Vendor	Contract Value (including HST)
Nichols Excavating Inc	\$597,935.10
McCann Redi-Mix	\$626,360.13
Lavis Contracting Co. Limited	\$741,205.99
Amico Infrastructures Inc.	\$788,911.44
Kurtis Smith Excavating	\$814,052.00
Cox Construction Ltd	\$992,449.19

Accordingly, the low tender is Nichols Excavating Inc of \$597,935.10 (including HST) and we found the tender to be in order.

I trust the above is sufficient for your needs, however, please do not hesitate to contact the undersigned if you have any questions.

Yours truly,

SPRIET ASSOCIATES LONDON LIMITED

B. Widner, P. Eng.



FORMAL REPORT

To: Mayor Stratthdee and Members of Council

Prepared by: Jed Kelly, Director of Public Works

Date of Meeting: 28 October 2025

TITLE

PW 59-2025 Winter Sand Procurement Sole Source Award

EXECUTIVE SUMMARY

Staff are seeking approval for sole source procurement of winter sand from Bossence & McCann Incorporated.

RECOMMENDATION

THAT PW 59-2025 Winter Sand Procurement Sole Source Award report be received; and

THAT Council authorize a sole source contract with Bossence & McCann Incorporated o/a Bosco Pool and Spa for the purchase of winter maintenance sand for the procured price of \$40,962.50 inclusive of all taxes and contingencies.

BACKGROUND

Public Works winter operations require the application of de-icing materials to control ice buildup on municipal sidewalks and roadways. St. Marys typically uses a blend of a 50/50 mix of salt and sand. The Town has a covered salt and sand storage facility located at the Municipal Operation Centre on James St. South. Salt is procured throughout the winter months and supplied directly from Sifto Goderich Mine which is stockpiled in Vanastra for road authority supply. The Town participates in a group buy procurement program with the County of Perth and its lower tier municipalities. In a typical year, Public Works places an initial bulk order of salt in the fall but then relies on a few deliveries throughout the winter months to maintain a 2-3 week operational inventory depending on winter events.

Unlike salt supply, just in time delivery of sand is not available in the winter months as St. Marys has been using a washed sand. Washed sand could be described as its named, the silt fines and vegetation material has been removed leaving only the coarser sand. This is preferable in application, creates less clogs in the sander equipment, and cleanup in the urban environment is easier, creating less dust and reducing spring cleanup efforts. Due to road elevations in St. Marys, Public Works generally relies on a higher sand content in our winter material application to provide instant traction for motorists.

Generally, the vendor loads the Town's storage facility with the washed sand each fall (approximately 2500 tonnes). The supplying vendor is required to annually arrange for scheduled trucking, bring a mobile conveyor system to the St. Marys storage facility and are required to pickle the sand with minimal salt content to prevent freezing. The sand delivery would provide an inventory of material for 2-4 winter seasons. The Town last stockpiled washed sand in late 2023. In 2024 and 2025 the Town did not require the delivery of additional materials.

REPORT & ANALYSIS

Historically, the Town issued a tender document for the procurement of sand. Typically, the procurement was not competitive, and the Town only received one bid, from Bossence & McCann Incorporated. Given this, Town staff recommend to sole source the procurement of washed sand directly from Bossence & McCann Incorporated (o/a Bosco Pool and Spa). Which was done previously in 2023. Currently Bossence & McCann Incorporated is engaged in similar type of contract scopes throughout Huron and Perth County, restocking municipal sand & salt sheds in preparation for the winter.

CONCLUSION

Staff are seeking sole source approval for procurement of approximately 1000-1500tns of winter sand material to be supplied by Bossence & McCann Incorporated (o/a Bosco Pool and Spa) for a unit rate of \$17.50tn, total cost not to exceed \$29,662.50 including HST.

FINANCIAL IMPLICATIONS

As noted above, staff are expecting the sand inventory to last 2-3 years depending on the winter events occurring in the coming years. Based on previous years, staff are estimating that 1000-1500tn would be required to re-stock the sand inventory. Bosco has provided a unit price of \$17.50 per tn which is a 20 percent increase over the 2023-unit rate, due to the rising cost of sand. In staff's opinion, the quotation costing is quite acceptable given the other increases observed to various contracted services in recent years. The total projected cost is expected to be approximately \$26,250 excluding HST.

	Unit Rate	QTY	Extended
Washed Sand, Stockpiled to 408 James St. South	\$17.50	1500 tns	\$26,250.00
		HST	\$3,412.50
		Total Including HST	\$29,662.50
		Total Net HST	\$26,712.00

Costs will be paid from 01-3210-5235, which will incur an operational variance, but will be adjusted at year end by finance into a balance sheet as a floating inventory of materials as all sand will not be consumed in the current fiscal year

BY-LAW 58-2025

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 28, 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 28, 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 28th day of October, 2025.

Al Stratthdee, Mayor

Jenna McCartney, Clerk

By signing this by-law on October 28, 2025, Mayor Al Stratthdee will not exercise the power to veto this By-law.