



AGENDA
Regular Council Meeting

March 28, 2017

6:00 pm

Council Chambers, Town Hall

Pages

1. CALL TO ORDER

2. DECLARATIONS OF PECUNIARY INTEREST

3. AMENDMENTS AND APPROVAL OF AGENDA

THAT the March 28, 2017 regular Council meeting agenda be accepted as presented.

4. PUBLIC INPUT PERIOD

(Information provided during the Public Input Period shall be directed by the public to Council members and shall deal with matters specific to Agenda business. A maximum of two (2) minutes per person is allotted for questions, and the maximum time allotted for the Public Input Period as a whole is ten (10) minutes)

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

5.1 Renee Hornick, Ontario Clean Water Agency re: 4th quarter reporting

9

THAT the delegation by the Ontario Clean Water Agency be received.

6. ACCEPTANCE OF MINUTES

- 6.1 Regular Council - March 21, 2017 32

THAT the March 21, 2017 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

7. CORRESPONDENCE

- 7.1 Business Improvement Area re: 2017 Operating Budget 50

THAT Council approve the Business Improvement Area 2017 budget; and,

THAT Staff be directed to bring back to Council at a future meeting the associated by-law.

- 7.2 Lynn Hainer re: Cadzow Park Playground Flooring 53

THAT the correspondence from Lynn Hainer regarding Cadzow Park Playground Flooring be received.

8. STAFF REPORTS

- 8.1 Administration and Human Resources

- 8.1.1 CAO 11-2017 March Monthly Report (Administration & HR) 54

THAT CAO 11-2017 March Monthly Report (Administration & Human Resources) be received for information.

- 8.2 Corporate Services

- 8.2.1 COR 13-2017 March Monthly Report (Corporate Services) 58

THAT COR 13-2017 March Monthly Report (Corporate Services) be received as information.

8.2.2	COR 12-2017 Designation of 96 Robinson Street	62
	THAT Council enact Bylaw 26-2017 to designate the property at 96 Robinson Street as a place of architectural and historical value in accordance with Section 29, Part IV of the Ontario Heritage Act.	
8.2.3	COR 14-2017 Vote Counting Equipment or Alternative Voting	64
	THAT COR 14-2017 Vote Counting Equipment and Alternative Voting report be received; and,	
	THAT Council direct staff to bring forward a Bylaw on Vote Counting Equipment and Alternative Voting Option _____ to the April 11 Council meeting.	
8.2.4	COR 16-2017 Amendment to Heritage Grant Bylaw	71
	THAT By-law 27-2017, being a bylaw to amend the Heritage Grant bylaw to include a statement limiting the awarding of funds under all eligible programs to a maximum grant of 50% of all eligible costs, be approved.	
8.3	Finance	
8.3.1	FIN 07-2017 March Monthly Report (Finance Department)	73
	THAT FIN 07-2017 March Monthly Report (Finance Department) be received for information.	
8.3.2	FIN 08-2017 Treasurer 2016 Annual Reports	74
	THAT FIN 08-2017 Treasurer 2016 Annual Reports be received.	
8.4	Fire and Emergency Services	
8.4.1	FD 04-2017 March Monthly Report (Emergency Services Department)	79
	That FD 04-2017 March Monthly Report (Emergency Services Department) be received for information.	

8.5 Building and Development Services

- 8.5.1 DEV 03-2017 March Monthly Report (Building and Development) 82

THAT DEV 03-2017 March Monthly Report (Building and Development) be received as information.

- 8.5.2 DEV 04-2017 Cadzow Park Playground Tender Award 84

THAT DEV 04-2017 regarding Cadzow Park Playground Tender Award be received; and,

THAT the procurement for Cadzow Park Playground Tender be awarded to Playworld Option 1 for the procured price of \$137,305.00, inclusive of all taxes and contingencies; and,

THAT By-Law 29-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

- 8.5.3 DEV 05-2017 Procurement of Planning Services 102

THAT DEV 05-2017 regarding Procurement of Planning Services be received; and,

THAT the Procurement of Planning Services be awarded to MLS Planning Consulting;

THAT By-Law 30-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

- 8.5.4 DEV 06-2017 Sign Permit - Hall of Fame Banner 105

THAT Council approve the variance for the sign permit for the installation of the Canadian Baseball Hall of Fame Induction Weekend Banner from May 1st to June 30th 2017 as stated on the sign permit application.

8.6 Community Services

- 8.6.1 DCS-08-2017 March Monthly Report (Community Services) 109

THAT DCS-08-2017 March Monthly Report (Community Services) be received as information.

8.6.2	DCS-07-2017 Cadzow Pavilion Redesign	118
	<p>THAT Council approve a partnership with the Lions Club for the Cadzow Park pavilion project; and,</p> <p>THAT staff be directed to add a pavilion to the capital budget to deliver this project for consideration in the 2018 capital budget; and,</p> <p>THAT staff be directed to negotiate a partnership with the Lions Club.</p>	
8.7	Public Works	
8.7.1	PW 20-2017 March Monthly Report (Public Works)	121
	<p>THAT PW 20-2017 March Monthly Report (Public Works) be received as information</p>	
8.7.2	PW 15-2017 Avon Trail Marker Placement Request	124
	<p>THAT PW 15-2017 Avon Trail Marker Placement Request be received; and,</p> <p>THAT Council authorize the Director of Public Works to assist representatives of the Avon Trail for the installation of trail blaze markers and trail head marker stones.</p>	
8.7.3	PW 16-2017 2016 Summary Report of the Water System	129
	<p>THAT Council receive report PW 16-2017 regarding the annual summary report of the drinking water system as information; and,</p> <p>THAT Council acknowledge receipt of the 2016 annual summary report for the Town of St. Marys Water Supply and Distribution system in the form of a Resolution.</p>	
8.7.4	PW 17-2017 2016 Summary Report of the Wastewater System	178
	<p>THAT PW 17-2017 2016 Summary Report of the Wastewater System be received for information.</p>	

8.7.5	PW 18-2017 Landfill Annual Monitoring Report	196
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THAT PW 18-2017 Landfill Annual Monitoring Report be received for information.

8.7.6	PW 19-2017 Repeal of the Richardson Foods Industrial Waste Surcharge Agreement	198
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THAT PW 19-2017 regarding the Repeal of the Richardson Foods Industrial Waste Surcharge Agreement be received as information; and,

THAT Council approve By-Law 25-2017 authorizing the repeal of By-Law 33-2006 and the Industrial Waste Surcharge Agreement.

9. EMERGENT OR UNFINISHED BUSINESS

10. NOTICES OF MOTION

11. BY-LAWS

11.1	By-Law 25-2017 Repeal By-Law 33-2006 Industrial Waste Surcharge Agreement with Richardson Foods	201
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THAT By-Law 25-2017, being a by-law to repeal by-law 33-2006, Richardson Foods Industrial Waste Surcharge Agreement, be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

11.2	By-Law 26-2017 Designation of 96 Robinson Street	202
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THAT By-Law 26-2017, being a by-law to designate 98 Robinson Street to be of architectural, associative and historic value or interest be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

11.3	By-Law 27-2017 Amend By-Law 53-2009	208
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THAT By-Law 27-2017, being a by-law to amend by-law 53-2009, To Establish a Heritage Grant Program for designated properties within the Town's Central Commercial District be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

11.4	By-Law 29-2017 Authorize an Agreement with Playword	209
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THAT By-Law 29-2017, being a by-law to authorize the Mayor and the Clerk to sign an agreement with Playworld be read a first, a second, or third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

11.5	By-Law 30-2017 Authorize an Agreement with MLS Planning Consulting	210
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THAT By-Law 30-2017, being a by-law to authorize the Mayor and the Clerk to enter into an agreement with MLS Planning Consulting be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

12. UPCOMING MEETINGS

April 11, 2017 - 6:00pm, Regular Council, Council Chambers

April 18, 2017 - 6:00pm, Strategic Priorities Committee, Council Chambers

April 25, 2017 - 6:00pm, Regular Council, Council Chambers

13. CLOSED SESSION

THAT Council move into a session that is closed to the public at _____pm as authorized under the Municipal Act, Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

13.1 Minutes of March 21, 2017 Closed Session

13.2 DEV 07-2017 45 Thames Road Land Sale

14. RISE AND REPORT

THAT Council rise from a closed session at _____ pm.

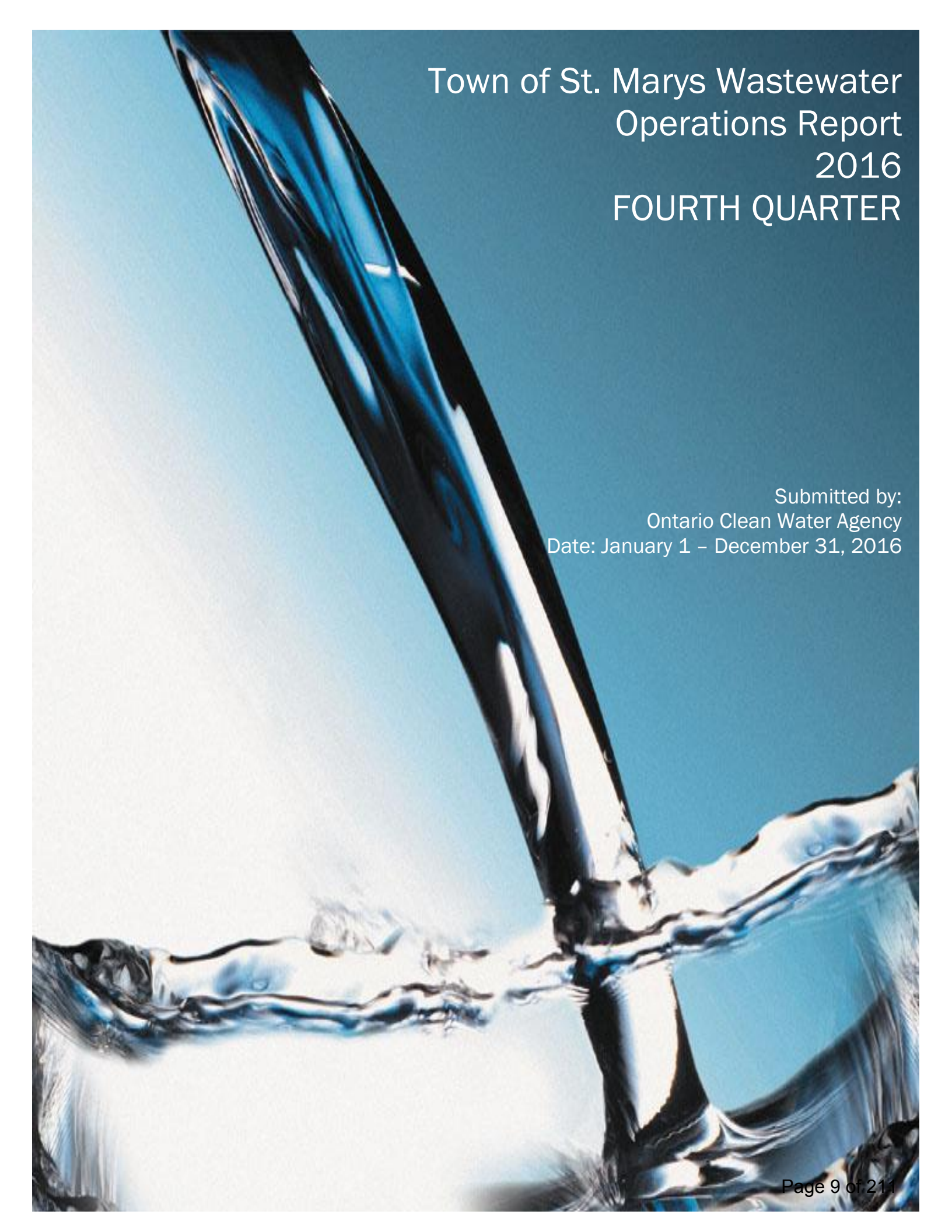
15. CONFIRMATORY BY-LAW

211

THAT By-Law 31-2017, being a by-law to confirm the proceedings of the March 28, 2017 regular Council meeting be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

16. ADJOURNMENT

That this regular meeting of Council adjourn at _____ p.m.



Town of St. Marys Wastewater Operations Report 2016 FOURTH QUARTER

Submitted by:
Ontario Clean Water Agency
Date: January 1 – December 31, 2016

Facility Description

Facility Name: St. Marys Wastewater Treatment Plant & Collection System
Operations Manager: Renee Hornick (519) 274-0997
Business Development Manager: Jackie Muller (519) 643-8660
Facility Type: Municipal
Classification: Class 2 Wastewater Treatment & Collection System
Title Holder: The Corporation of the Town of St. Marys

Service Information

Area(s) Serviced: Separated Town of St. Marys
Population Serviced: 6,800

Capacity Information

Total Design Capacity: 5,560 (m³/day)
Total Annual Flow (2015 Data): 1,374,753 (m³/year)
Average Day Flow (2015 Data): 3,764 (m³/day)
Maximum Day Flow (2015 Data): 9,102 (m³/day)

Operational Description

Treatment Process

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

Inlet Works:

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

Anoxic Tanks:

Sewage is split between two circular tanks with submersible mixers.

Aeration Tanks:

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

Phosphorus Removal:

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

Secondary Clarifiers:

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

Disinfection and Discharge:

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

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

Sludge Handling:

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

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

COMPLIANCE AND EXCEEDANCES SUMMARY:

FIRST QUARTER

The final effluent phosphorus at the St. Marys WWTP daily limit was exceeded on March 30, 2016. The result was 1.42 mg/l and the daily limit is 1 mg/l.

This can be related to the high flows above the average daily rated capacity that have been occurring for a period of 7 days.

Flows from March 1 – 2 and March 25 – March 31 are shown below indicating consistently high flows over the average daily rated capacity.

Date	Raw Sewage Flow
March 1	5,776
March 2	5,581
March 25	8,120
March 26	10,318
March 27	8,923
March 28	6,419
March 29	7,541
March 30	7,757
March 31	6,836

The phosphorus removal system is currently not flow-paced which resulted in the daily phosphorus being exceeded.

SECOND QUARTER

There were no exceedances or non-compliances this quarter.

THIRD QUARTER

The final effluent phosphorus at the St. Marys WWTP daily limit was exceeded on July 29, 2016. The result was 2.26 mg/l and the daily limit is 1 mg/l. The aluminum sulphate dosage has been increased which rectified the issue.

The total ammonia nitrogen at the St. Marys WWTP daily limit was exceeded on September 27, 2016. The result was 9.00 mg/l and the daily limit is 6 mg/l. This was a result of the blower not running due to a power failure. Air was restored and the system recovered.

FOURTH QUARTER

There were no exceedances or non-compliances this quarter.

OCCUPATIONAL HEALTH & SAFETY:

There have been no health and safety issues reported to date.

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

General maintenance includes monthly generator tests, greasing equipment and preventative maintenance.

FIRST QUARTER

January

5: Turner Plumbing was onsite to perform a camera inspection at 142 Queen Street East and 178 Queen Street East.

11:

- OCWA electrician installed wiring to the heat circulation pump in the boiler room. The electrician unseized the motor, tested the pump, and put it back into service.
- Konecranes was onsite to complete the annual inspection of the lifting devices
- Mobile Fire & Safety was onsite to do the annual inspection of the fire extinguishers from the plant and pumping stations

13: Operational staff checked the manholes on South Service Road as there was a report of sewer gas inside, everything was ok.

14: OCWA electrician was onsite to install a new light pole cover and cable support for the hot water heater cable. This was completed as per a request from the ESA (Electrical Safety Authority). A 600 volt disconnect cover was installed for the boiler room circulation pump.

15: OCWA operational staff put return activated sludge pump #5 back into service after the mechanical seal and impeller were replaced.

18: OCWA operational staff, management, and town staff were onsite for the commissioning of the new Robinson Street Pumping Station emergency generator. Training of the generator was provided by Forman Electric.

28: OCWA electrician and operations staff installed a new detritor rake arm and put it into service. The old detritor arm had corroded and had broken at the shaft of the equipment.

February

1: Operator installed a new polymer injector for the chemical pump used to pump polymer to the Rotating Drum Thickener (RDT).

2: OCWA operational staff checked the manhole in the vicinity of Glass Street and Trailside Court for possible methane leak – none detected.

3: OCWA electrician onsite at the Queen Street Pumping Station due to pump #2 not running. Electrician identified fault starter as the problem. Electrician installed a new starter for the pump with no issues and put back into service.

19: Operator installed rebuilt return activated sludge (RAS) pump #3 and put back into service. The pump had a new wear ring and impeller installed.

22: Operational staff repaired the sanitary line at 110 Ontario Street North. Damage was caused by directional boring.

23: Forman Electric onsite to install a light over the Robinson Street Pumping Station control panel and emergency generator.

29: Operations staff reinstalled a part of the grit rake arm assembly which was sent away for repair. Equipment was installed and the grit rake arm was put back into service.

March

1: Operational staff removed RAS #4 base for repairs. Wired and tested Thomas Street emergency generator alarms.

3: Operations staff repaired spool between pump to waste activated sludge tank.

4: Hetek was on-site to replace faulty gas sensor in bar screen room.

9: OGI hauled 10 loads of sludge to Maple Leaf Foods (approximately 380 m3).

10: One tote of poly was delivered. There was a very small diesel spill from the delivery truck, cleaned up and advised SAC of spill.

11: Operational staff installed new impeller and put RAS pump #4 back into service. Gerber removed foam from F. clarifier diversion chamber.

14:

- Operational staff worked with the Town of St. Marys vac truck to flush sanitary on Widder Street West from above William Street, to Robinson Street pumping station to locate a broken piece from the power router. Staff was unable to find the broken piece.
- OCWA staff took RAS pump #5 out of service for repairs.

15: Pump p404 was jammed due to a plunger stuck inside. OCWA staff removed the plunger and put the pump back in service.

23: OCWA Electrician ran new conduit to outdoor odour control unit fan.

28: There was a power outage at the plant due to bad weather. Genset was running and all three pumps in wet well were pumping. The outage lasted from 01:00-07:00. Operational staff ran centrifugal blower after outage for the day due to turbo not starting.

30: Operational staff completed conduit and pulled wire for odour control unit. RAS pump #1 faulted out, putting #2 into service. OCWA staff received a high level alarm in wet well.

31: Operational staff noticed headworks high level float issue due to blown fuse in CP, later sourced and replaced. The odour control fan feeds meggered fan back in service. RAS pump #2 water line was repaired and the roof drain was unclogged.

SECOND QUARTER

April

1: Bartels were onsite hauling sludge.

1: Repaired waterline to #2 RAS pump.

4: Operator discovered a hole in the bottom of RAS sink causing mixed liquor to spill onto the surrounding area this was repaired same day with piece of steel.

11: Operator repaired leaking gearbox on old clarifier.

12: Operator replaced solenoid valve in Lystek building.

18: Operator replaced backflow preventer in aeration building basement due to it leaking.

21: Replaced solenoid valve on muffin monster.

25: RAS pumps were off due to power outage. They reset and went back into service. Operator pumped out both small clarifiers.

27: Relocated raw composite sampler plug and exchanged two MCC brackets in Lystek electrical room to comply with ESA defects.

28: Operator ran new wire to sludge storage tank for a temporary mixer to assist with pumping thick sludge.

29: Installed new temporary mixer in cell #1 of sludge storage tank.

May

3: Pulled supernate pump to remove blockage.

6 & 9: Bartels were onsite hauling sludge.

10: Pulled sludge pump and changed the oil.

12: Changed VFD parameters on return activated sludge pump to see if this will resolve issues with pumps shutting off on low voltage.

19: Repaired waterline on the internal recirculation pump.

24: Pumped out aeration tank for cleaning.

25: Worked on cleaning anoxic tanks.

26: Pulled both mixer pumps.

30: Isolated aeration tank #1 and began pumping down to clean.

June

2: Fixed leak in aeration drain pump.

3: Installed new belts on odour control unit for sludge tank

6: Continuing to clean out anoxic tanks

8: Shut down aeration cell #1 for repair on air leak in the cell.

9: Replaced couplers for 8" air pipe in aeration cell and cleaned out transfer structure between aeration cells and 4 final clarifiers.

17: Changed ballast in UV lamps.

21: Replaced fuse in supernate pump.

27: Pulled and replaced mixer #1 in anoxic tank – sent in for rebuild

28: Disconnected raw sewage pump #2 for repairs.

29: Worked with OCWA IT to resolve communication fault for raw sewage pumps.

THIRD QUARTER

July

- 12:** Camera work at 139 King Street North due to sink hole in driveway.
- 14:** Replaced ballast on UV lights for disinfection.
- 19:** Pumped down anoxic tank to do repairs to the support beams for the walkway.
- 25:** Replaced leaking backflow preventer in WAS (waste activated sludge) equalization building.

August

- 8:** Waterloo Manufacturing on-site to replace blow-off valve on steam and gas boilers.
- 9:** Replaced fuse in UV system. Annual generator maintenance serviced by Sommers
- 12:** Installed raw sewage pump #2 that had servicing done on it
- 16:** Annual milltronics calibrations done by Pierce Services. Site inspection by electrical engineer from Runge & Associates for sludge pump upgrades.
- 25 & 29:** Bartels hauling sludge to land and applying to field.

September

- 1 & 2:** Annual manhole inspections performed.
- 6:** RAS pump #3 faulted out due to rage – removed rags and placed back into service.
- 9:** Camera inspection for 106 Water Street North sewage back-up.
- 15:** Repairs to leaking pipe for Muffin Monster.
- 21:** Set-up level indicator for alum tank.
- 26:** Turbo blower not running due to internal faults. Blower may have been off over the weekend causing the plant upset due to no oxygen in the aeration tank. This has been rectified by creating an alarm for when the blower fails.
- 27:** Faulty UPS for headworks building. Rewired the system to run without the UPS – new UPS was installed on September 30th.
- 28:** Old compressor on top of the building was removed with a crane by the roofers.
- 30:** New UPS installed at headworks building

FOURTH QUARTER

October

- 3:** Fixed air lock in recirculation pump.
- 11:** Sludge storage odour control unit not working – replaced belt – all ok.
- 12:** Turbo blower did not alarm out during routine testing – worked with OCWA SCADA department and is now working.
- 12:** Bartels hauling Lystek to farmers' field.
- 14:** Bartels hauling Lystek to farmers' field.
- 18:** Backflow preventer for internal recirculation pumps leaking – replaced with new backflow preventer.
- 24:** Installed re-built exhaust fan unit for Raw Sewage building.
- 28:** Digester building exhaust unit not working – replaced belt – all ok.

November

- 10:** Hetek on-site doing calibrations for gas monitoring equipment.
- 14:** Return Activate Sludge Pump plugged with rags – took out of service to remove and put back in service.

December

- 13:** Hetek on-site to check faulty sensors for gas monitoring equipment
- 19:** Issues with Turbo Blower freezing at the intake – took screen off and is now working fine

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
76	80	76	75	73	91	69	85	72	78	78	39	892

All work orders were completed on schedule.

ALARMS / CALL-INS:

FIRST QUARTER

February

2: Operator was called in for a possible methane leak in the Trailside and Glass intersection area. Operators checked several manholes and took gas meter readings. No gas levels were found from the readings by the operators. Event took place after normal operating hours.

March

17: RAS Pump alarm – Both RAS pumps failed due to power flicker, reset VFD's and alarms on SCADA.

24: Operators received a high level in wet well alarm due to high flows caused by heavy rains.

25: Operators received a high level in wet well alarm due to high flows caused by heavy rains.

SECOND QUARTER

April

4: Operator received a high level alarm at Emily Street pump station.

June

20: Operator received a call for a sewer back up at 223 Station Street.

THIRD QUARTER

August

13: Operator received a high level alarm at Robinson Street pump station.

24: Operator received a call for a sanitary blockage at 17 Industrial Road.

FOURTH QUARTER

There were no alarms or call-ins to report this quarter.

COMPLAINTS & CONCERNS:

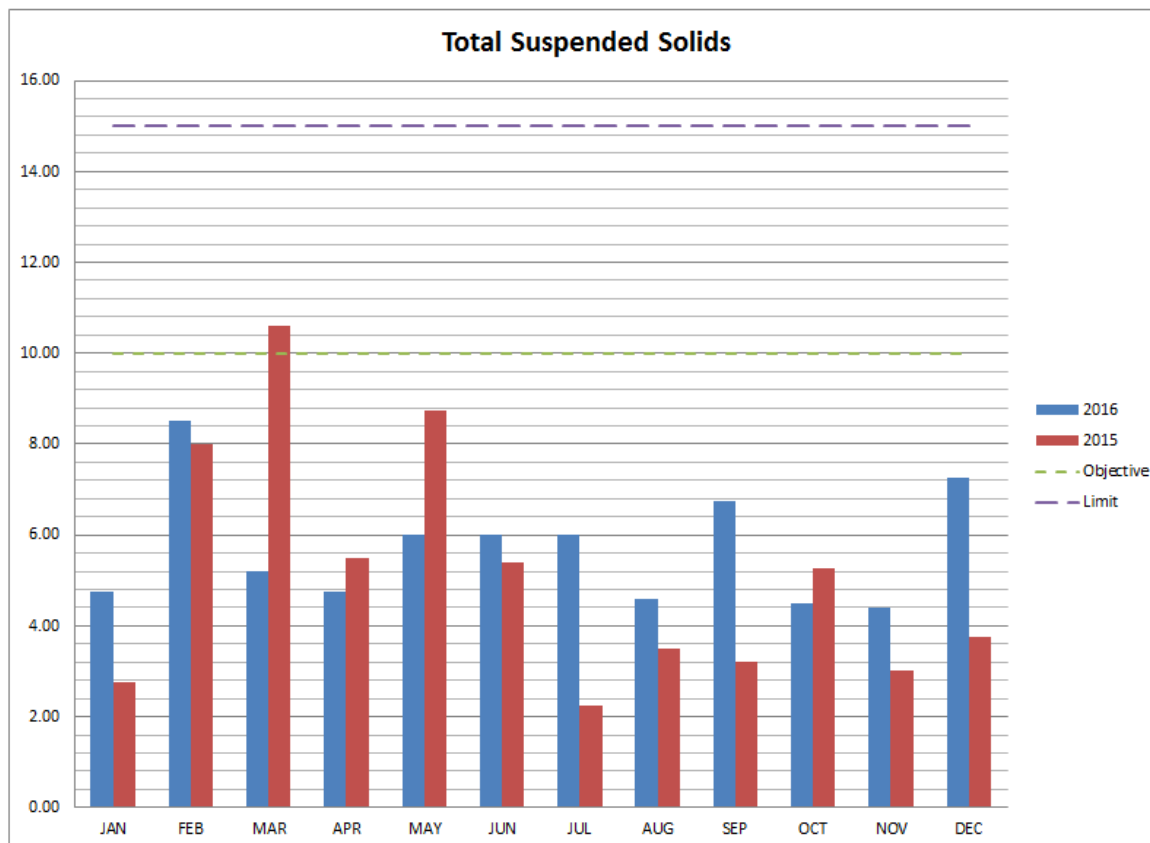
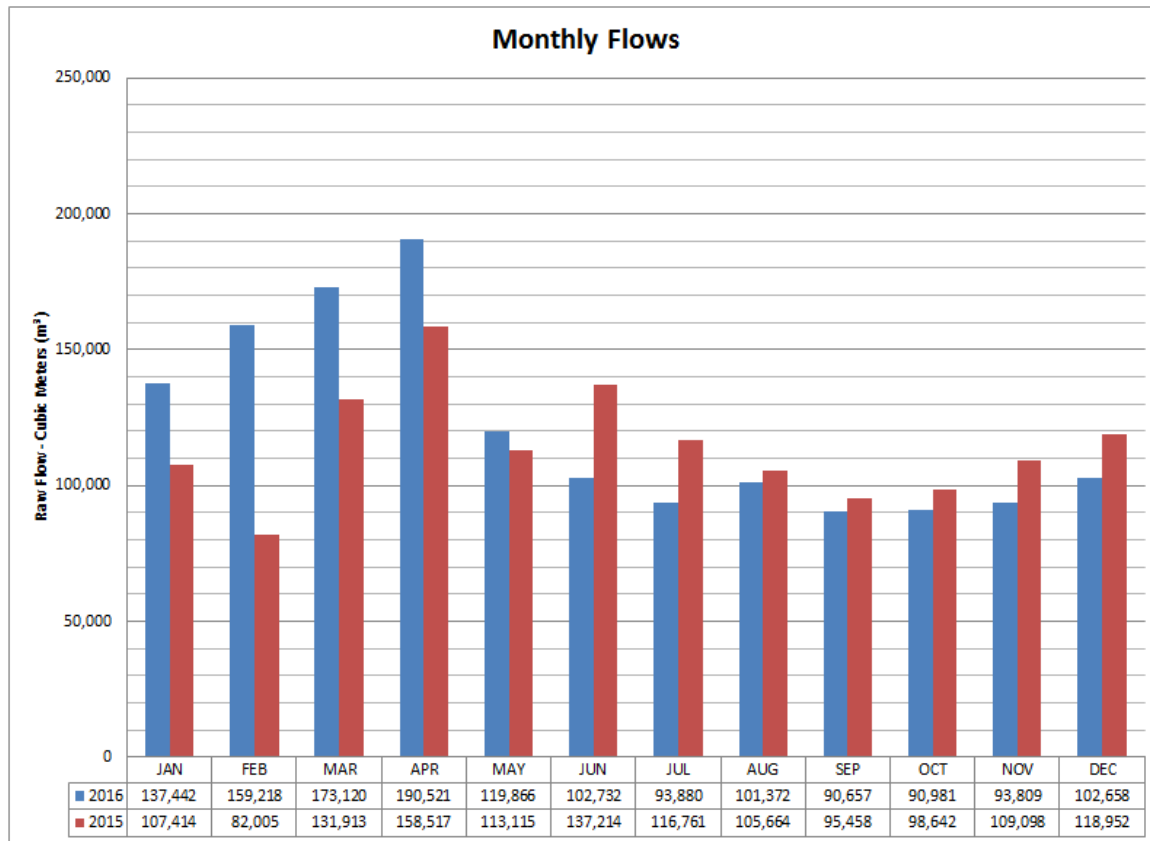
There have been no complaints or concerns reported to date.

REGULATORY INSPECTIONS:

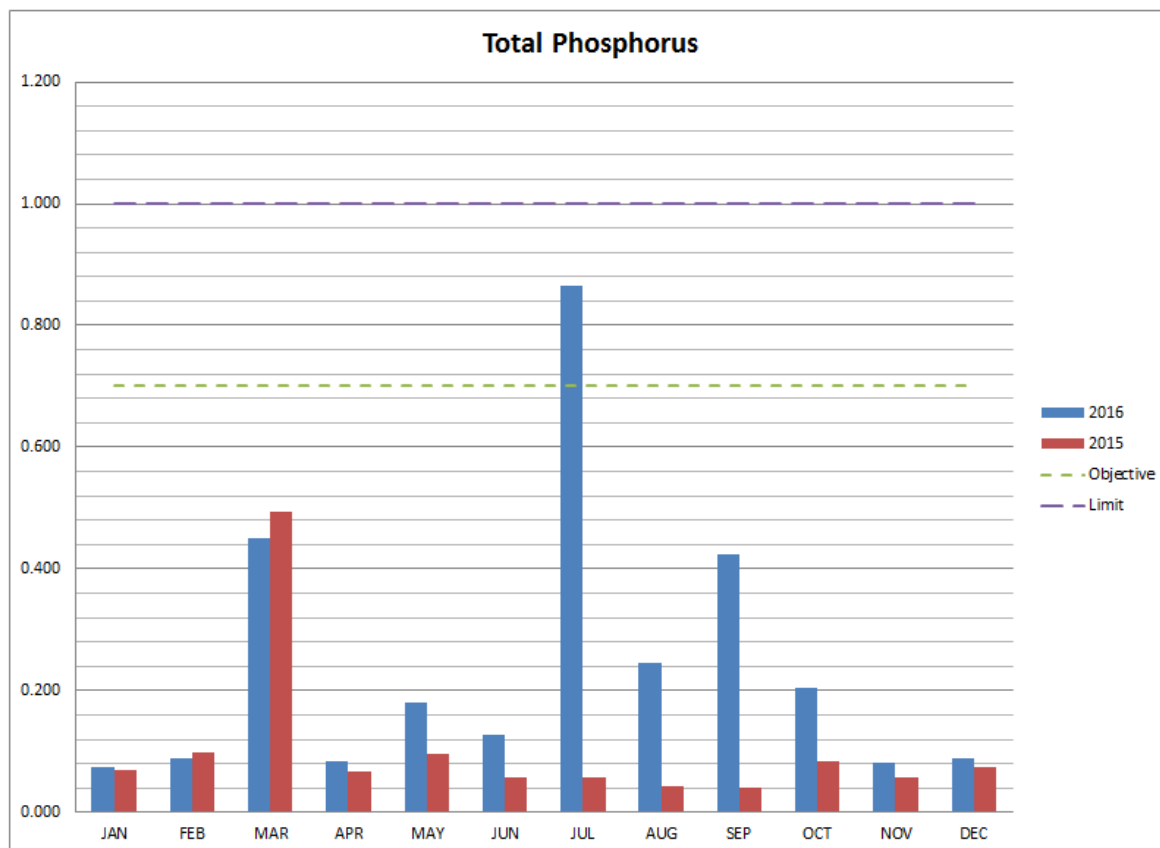
The last MOECC Inspection occurred on July 4, 2012.

PERFORMANCE ASSESSMENT REPORT:

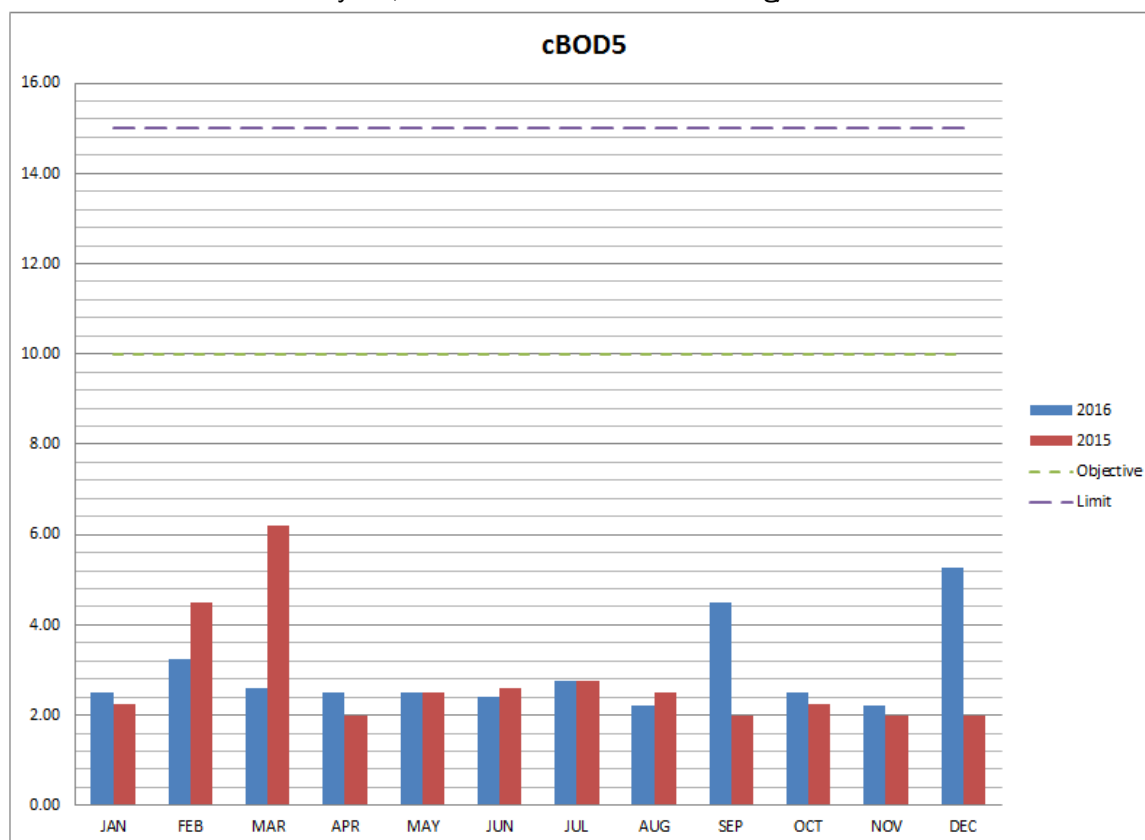
The average daily flow in 2016 for the January to December reporting period is 3987 m³/day.



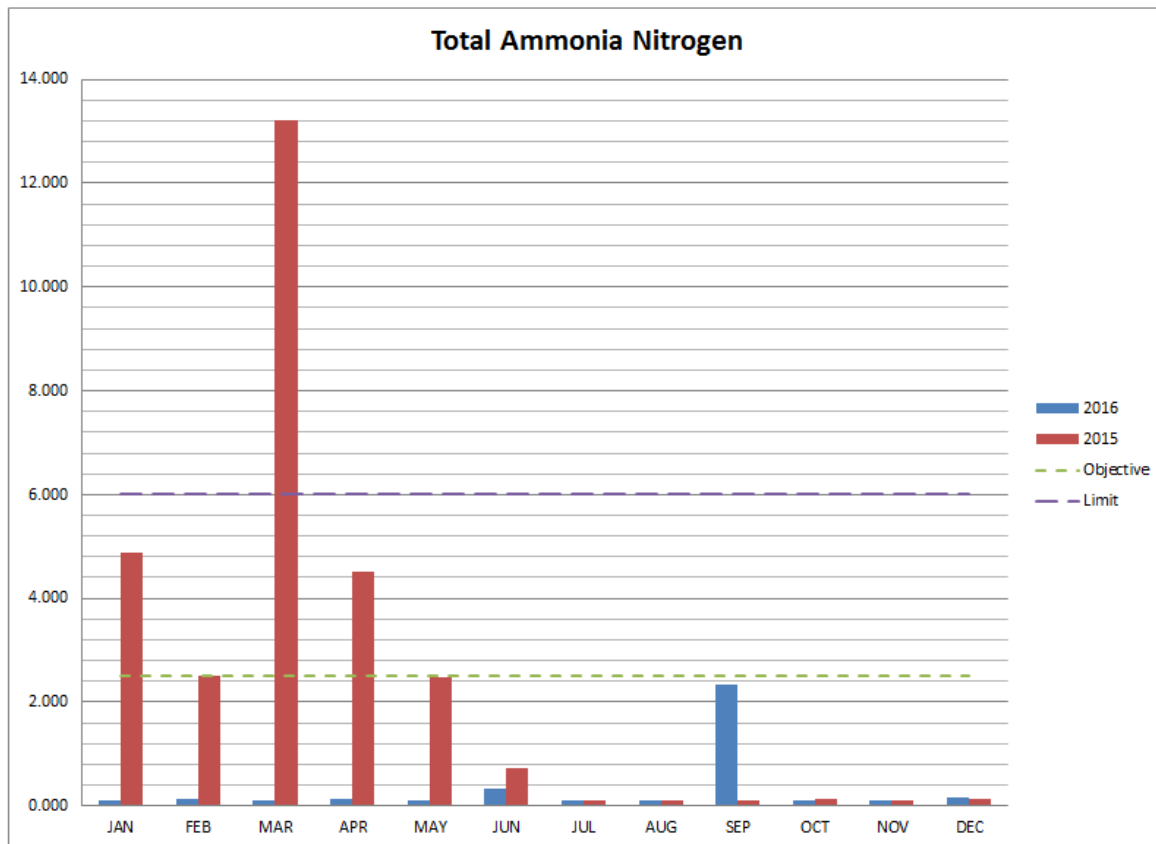
The monthly average suspended solids are in compliance for the fourth quarter.



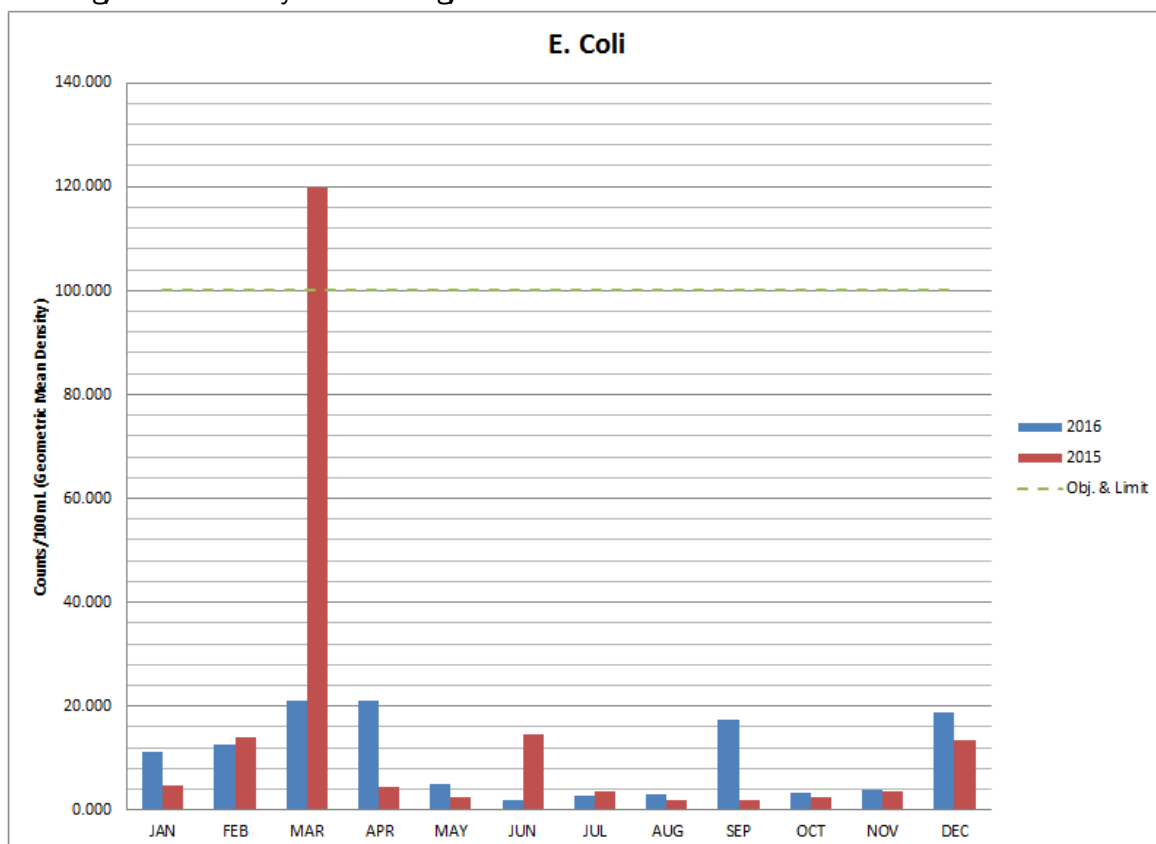
The monthly average for total phosphorus was not exceeded although the final effluent phosphorus daily limit was exceeded on March 30, 2016. The result was 1.42 mg/l and the daily limit is 1 mg/l. It was also exceeded on July 29, 2016 with a result of 2.26 mg/l.



The monthly average cBOD5 is in compliance for the fourth quarter.



The monthly average for total ammonia nitrogen was not exceeded although the total ammonia nitrogen at the St. Marys WWTP daily limit was exceeded on September 27, 2016. The result was 9.00 mg/l and the daily limit is 6 mg/l.



The monthly geometric mean is in compliance for the fourth quarter.

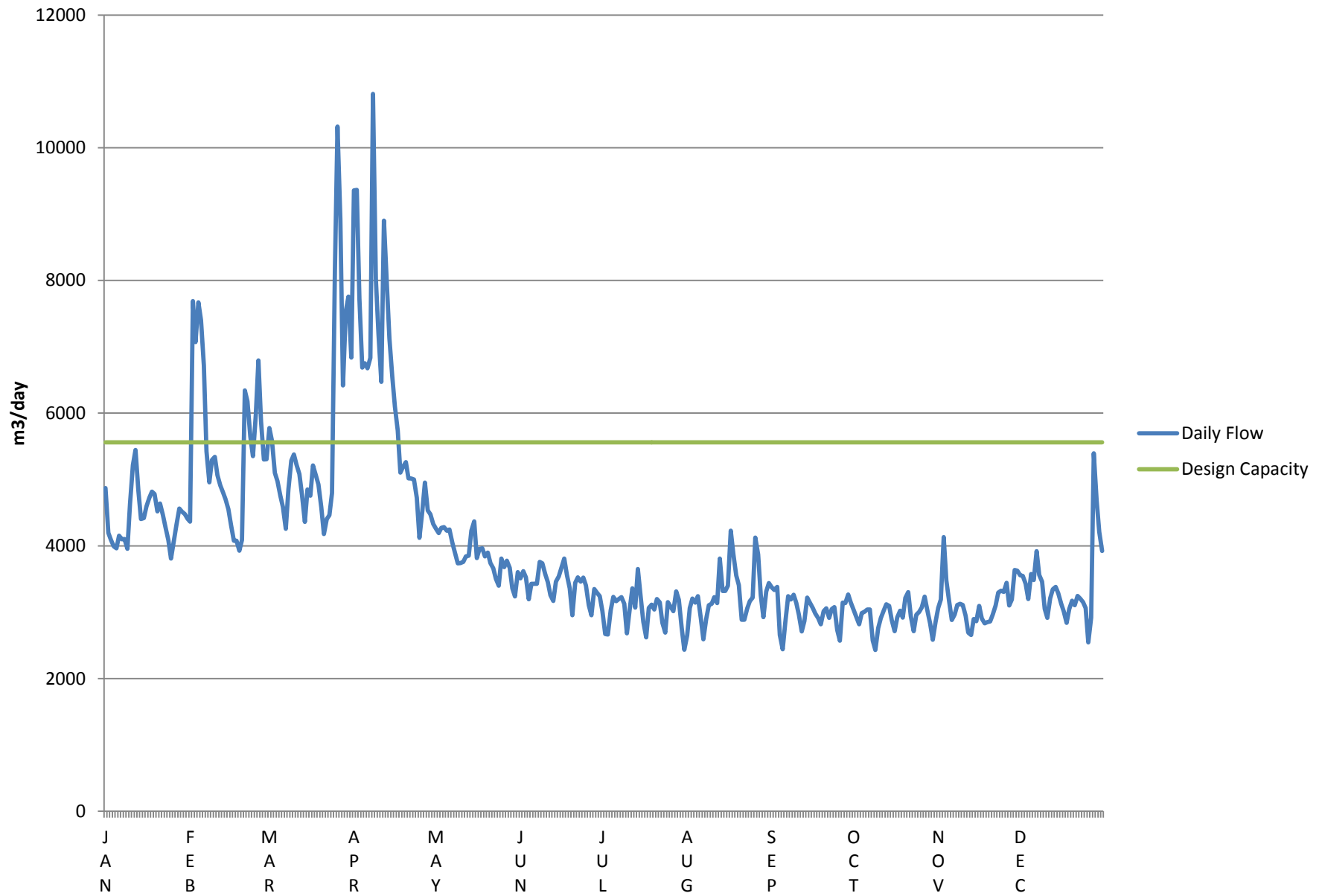
APPENDIX A – FLOW REPORT:

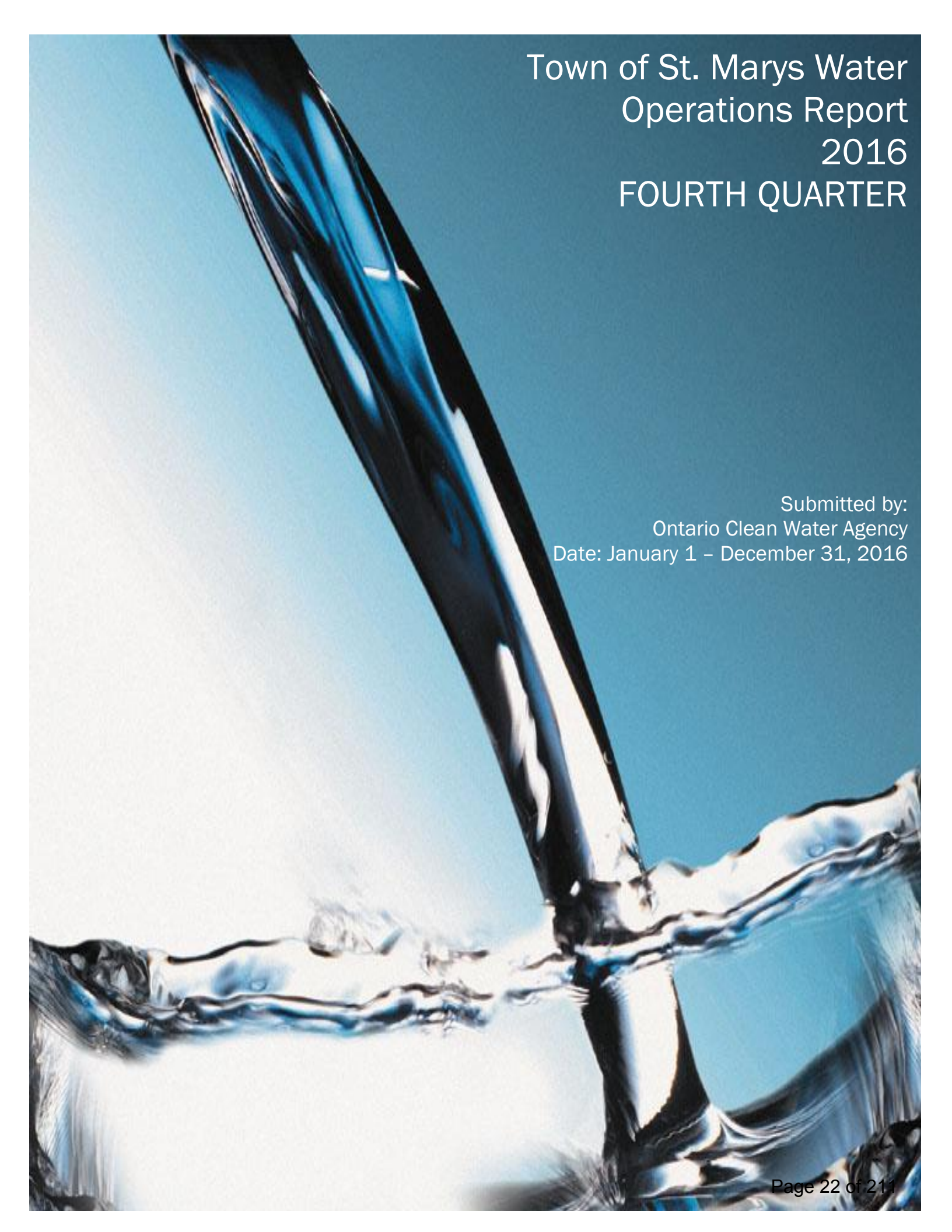
See attached.

APPENDIX A

FLOW REPORT

2016 Flows





Town of St. Marys Water Operations Report 2016 FOURTH QUARTER

Submitted by:
Ontario Clean Water Agency
Date: January 1 – December 31, 2016

Facility Description

Facility Name: St. Marys Water Treatment Plant
Operations Manager: Renee Hornick (519) 274-0997
Business Development Manager: Jackie Muller (519) 643-8660
Facility Type: Municipal
Classification: Class 2 Water Distribution and Supply
Title Holder: The Corporation of the Town of St. Marys

Service Information

Area(s) Served: Separated Town of St. Marys
Population Served: 6,800

Capacity Information – Well No. 1

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2015 Data): 356,733.8 (m³/year)
Average Day Flow (2015 Data): 1,243.01 (m³/day)
Maximum Day Flow (2015 Data): 3,504.15 (m³/day)

Capacity Information – Well No. 2A

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2015 Data): 420,380.4 (m³/year)
Average Day Flow (2015 Data): 1,464.74 (m³/day)
Maximum Day Flow (2015 Data): 3,249.25 (m³/day)

Capacity Information – Well No. 3

Total Design Capacity: 5,184 (m³/day)
Total Annual Flow (2015 Data): 326,164.2 (m³/year)
Average Day Flow (2015 Data): 1,144.44 (m³/day)
Maximum Day Flow (2015 Data): 3,379.62 (m³/day)

Operational Description

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

COMPLIANCE AND EXCEEDANCES SUMMARY:

There have been no compliance or exceedance issues to date.

OCCUPATIONAL HEALTH & SAFETY:

There have been no health and safety issues to date.

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

General maintenance includes monthly generator tests, greasing equipment and preventative maintenance.

FIRST QUARTER

January

6: Curney Mechanical was onsite at all well houses to complete the annual inspection of backflow preventing devices.

8: OCWA operational staff replaced a section of ½" copper line at Well #1 which provides water to lubricate the well pump packing.

11: Well #2 – Operational staff noticed water dripping between well pump and pipe, fixed the issue by tightening up bolts between fittings.

19: Curney Mechanical was onsite at Well #1 to complete the annual inspection on two (2) temporary backflow preventing devices used at the Baseball Hall of Fame.

22: Well #2 - Unable to connect to SCADA, contacted IT department and they were able to fix issue remotely.

February

10: Well #3 – Operational staff replaced ball valve on CL2 analyzer line due to pinhole leak.

11: Well #2 – Curney Mechanical was on site replacing backflow as current one that is leaking could not be fixed.

March

1: Well #3 – Operational staff noticed a ground fault on well pump. OCWA Electrician called in to look at and replaced fuse, rubber taped power feeds.

3: Booster station set off by an industry- testing fire alarm.

8: Well #2 – Operational staff changed both UV sensors.

14: Well #2 – Operational staff had a plumber repair copper analyzer line due to pinhole.

14: Well #2 – Verbatim started going into random checks. Pierce Services was contacted and is looking at fixing issue.

15: Well #3 – OCWA Electrician was on site to troubleshoot pump fault issue and found faulty patch cord.

16: Well #3 – VFD solutions were on site troubleshooting pump fault issue. Changed ground fault sensitivity and changed patch cord.

24: Well #3 – OCWA Electrician was on site trouble shooting pump fault issue again.

28: Water Tower generator was running due to power outage.

SECOND QUARTER

April

4: Well #3 – Operator noticed Cl2 alarm not working properly, contacted OCWA IT and later tested through SCADA.

5: Well #1 – H2Flow was on site to perform annual UV maintenance of cleaning sleeves and checking seals.

5: Well #2 –Pierce Services was onsite to install temporary verbatim until the other one is fixed. H2Flow performed their annual maintenance on the UV system (cleaning sleeves and looking at seals). Tested verbatim by creating false alarm on SCADA.

5: Well #3 – H2Flow was on site to perform annual UV maintenance of cleaning sleeves and checking seals.

11: Well #3 – Noticed higher than normal chlorine due to high back pressure caused by closed valve on Queen Street. The well was back flushed causing the low pressure in the West end of town.

11: Booster – Booster was running due to issues at a south end industry. Issue was fixed within one hour and booster turned back on afterwards.

12: Well #2 – Operator adjusted valve due to back pressure caused by broken valve on Queen Street. Operator adjusted chlorine feed rate to compensate for higher than normal flows due to broken valve and watermain on Pellisier Street. Feed rate was adjusted back to normal operating dose by end of day. Operators received multiple alarms due to issues caused by watermain break on Water Street.

12: Well #3 – Operator noticed low chlorine level due to closing the valve on Queen Street and after the watermain break on Pellisier Street. Operator adjusted chlorine feed rate due to pressure issue from closed valve on Queen Street.

12: Booster – Booster was running due to issues at a south end industry. Booster was able to reset right away.

18: Well #3 – Performed alarm testing with OCWA IT due to chlorine not shutting down at set point.

21: Booster – Booster station was shut off for Georgian Bay flow testing. Booster turned back on within one hour.

27: Well #2 – Pierce Services was onsite to install repaired verbatim.

28: Well #2 – Discovered a blown bulb for the UV disinfection replaced both bulbs.

May

9: Well #3 – Well manually shut down when chlorine reached 0.50, main valve closed. No alarm received, OCWA IT was contacted and issue was resolved.

17: Well #2 – Cubberly plumbing fixed copper line for analyzer.

17: Well #3 – Received UV alarm due to power outage. Original chlorine injection line hooked back up and put into service. Alarm was received due to chamber being drained causing a drop in pressure and low water alarm.

18: Well #3 – Well was back flushed before start up as a precaution due to chlorine injection line installation.

19: Well #2 – Replaced UPS for PLC panel due to current one being faulty. Operator also received an alarm for UV failure and turbidity due to UPS failing. Well was not running at time of failure.

19: Well #3 – Replaced chlorine injection line and small section of wire with schedule 80 pipe.

24: Well #3 – Replaced fittings on chlorine gas injection line.

26: Well #3 – Discovered a crack in chlorine gas vacuum line – fixed immediately.

June

8: Well #2 – Well tried to start but unable due to low rate start up. Tried resetting VFD drive by turning off the power causing an alarm. Pierce Services contacted to resolve issue.

9: Well #1 – IWS performed a flow test for future maintenance.

9: Well #2 – Troubleshooting well start up issues. Required multiple starts and stop due to maintenance.

10: Well #1 – Pierce Services onsite looking at flow meter issue. Changed low rate on SCADA from 86 to 87 and high rate from 92 to 94. Flow rate issue believe to be a SCADA issue.

10: Well #2 – Pierce Services and electrician onsite with VFD specialist to analyze well start up issues. Multiple alarms received while troubleshooting. Faulty drive found and fixed.

20: Well #3 – Rebuilt injection unit. Received alarm due to UV failure upon start up due to number two bulb failure. H2Flow contacted.

22: Well #3 – H2Flow on site to review UV bulb issue, found water in sleeve, replaced seal. UV and pressure alarm received during maintenance. Received low chlorine alarm and an alarm due to UPS fail issue now believed to be electrical problem. Operator discovered blown fuse inside PLC panel, fuse and cap were replaced.

24: Well #3 – Chlorine heads cleaned due to low chlorine issue. Received alarm due to low chlorine.

28: Well #3 – Replaced broken diaphragm and fitting, chlorine now working as it should. UV sensor reference check performed, received minor UV alarm due to check.

- 29: Service repair at 106 Peel Street South
30: Well #1 – Re-sampled for raw and treated due to Purolator shipping error.

THIRD QUARTER

July

- 4: Valve replacement at Queen Street East and Thames Street
5: Valve replacement at Queen Street East and Thames Street – East side of Thomas Street
11: Service repair at 23 Millson Crescent
14: Capped “T” for old hydrant lead at Queen Street East off of James Street
23: Well #2 – Received UV failure alarm – new VFD is currently on order to resolve the issue
25: Valve replacement at Queen Street East and Water Street South
26: Well #3 – Received a UV alarm/pump fail to start alarm reset UV alarm
27: Well #3 – Alarm received due to power failure, reset alarm – all ok
27: Valve repair at Queen Street East and Wellington Street
29: Well #3 – Received VFD fault alarm – all ok

August

- 5: Well #3 – Pierce Services electrical contractor onsite replacing the reactor which may be related to the ground fault alarms
8: Well #2 – New VFD installed
9: Well #3 – Received pump fault alarm – all ok
11: Well #3 – Received pump fault alarm – all ok. Festival Hydro investigated the transformer that is onsite to see if this is related to the pump faults. They confirmed everything is ok.
12: Well #3 – Forman Electric onsite checking grounding, volts, capacitors etc. to see if this is related to the pump faults.
13: Well #3 – Forman Electric onsite to install new capacitors to see if this will resolve the issue of pump faults
19: Tie-in of two (2) watermains at Queen Street West to Thomas Street
23: Well #2 – Adjustments to singer valve made to regulate flow through the system
25: Well #2 – Installed VFD filter
29: Well #3 – Repairs to pinhole leak in chlorine analyzer
30: Valve repair at 190 Widder Street East

September

- 7: Well #2 – Repaired small leak on chlorine suction line
12: Well #1, #2 and #3 – H2Flow onsite to do annual maintenance on UV system
13: Well #2 – Replaced UPS
16: Well #1 – Installed fuses for VFD filter
16: Well #2 – Replaced capacitors and blown fuse for VFD
16: Service repair at 424 Queen Street East
16-20: Well #1 – Well taken offline for IWS for well inspection including videoing the well and inspecting the well pump
21: Well #3 – Received pump fault alarm – all ok.
23: Received UV alarm related to low flow issue. Cleaned singer valve parts as low flow may be the issue for the alarm.
29: Well #3 – Received low flow alarm related to singer valve not opening. A new valve is on order.
30: Well #1 - Replaced UPS for SCADA

FOURTH QUARTER

October

- 4: Well #1 – Well chlorinated after well inspection completed
5: Two (2) valves repaired on Queen Street East
7: Well #1 – Pump fault issue – related to SCADA issue that has been resolved
11: Well #2 – Replaced fuse for UV Trojan touch screen

12: Well #3 – Alarm received due to VFD fault – reset all ok
13: Well #3 – Installed cooling fans in VFD cabinet
20: Well #3 – Installed rented well motor to see if ground fault issues are due to motor
20: Well #3 – Installed new UPS
27: Valve replacement on St. John Street and Queen Street East
27: New service installation on 23 St. George Street at empty lot

November

6: ¾" copper service repair on 5 Millson Crescent
7: Well #1 – Replaced CI2 injector
14: Well #2 – High chlorine alarm caused by lower flow rate
15: Service replacement at 190 Widder Street East
16-17: Bell on-site to do repairs to telephone line
21: New watermain testing from Emily Street to James Street
21: New 1" service installed at 299 Queen Street West
30: Valve replacement on Park Street and Church Street

December

8: Valve replacement on North valve at Tracy Street and Park Street
12: Well #3 – Currently using reference check sensor for UV system as primary sensor has failed
12: New "T" and valve installed at Ardmore Street and Westover Street
15: Well #1 – Sommers onsite doing annual generator maintenance
21-22: Took samples for Ardmore Street and Westover Street for final connection

PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
59	55	53	57	56	90	55	52	50	56	54	23	660

All work orders were completed on schedule.

WATERMAIN BREAKS:

Location	Date
Watermain repair on Wellington and Queen Street – 133 Queen Street	January 7, 2016
Watermain repair at 113 Jones Street West	February 22, 2016
Watermain repair at 113 Queen Street	April 1, 2016
Watermain repair on Pellisier Street	April 12, 2016
Watermain repair on Water Street South and Jones Street	April 13, 2016
Watermain repair at 270 Jones Street	June 27, 2016
Watermain break at 106 Peel Street South	June 29, 2016
Watermain repair at 190 Widder Street	December 16, 2016

ALARMS / CALL-INS:

FIRST QUARTER

February

20: Well #1 – Operational staff were called out to a door alarm. Operator checked security and found all was ok.

23: Well #1 – Operational staff received a UV alarm at 07:00 hrs.

23: Well #3 – Operational staff were called out at 20:00 hrs due to ground fault alarm.

26: Well # 3 – Operational staff received an alarm due to ground fault. OCWA electrician was notified and on site at 13:00 hrs to investigate the issue. A blown fuse in the line filter cap was found.

March

23: Well #3 – Received a call our at 02:20 hrs due to ground fault, alarms were reset and well restarted. At 12:45 hrs well alarmed out again do to ground fault and OCWA electrician was notified.

SECOND QUARTER

April

6: Received a call due to discoloured water at 35 Wellington Street N property.

8: Received a call due to water leak at 186 Ardmore – Lang owned property.

11: Well #2 – Received a high chlorine alarm due to broken valve on Queen Street. Well was back flushed and residuals were taken from distribution system.

12: Well #1 – Received low chlorine alarm caused by broken valve on Queen Street. Operator started to backflush contact chamber at hydrant out front to increase residuals. Adjusted feed rate to compensate for higher than normal flow rate due to broken valve.

12: Received booster station alarm – reset, all ok.

12: Well #3 – Received alarm due to low chlorine.

14: Well #2 – Received multiple UV alarms. Upon inspection, discovered that singer valve was not opening – adjusted valves and UV operating as it should.

14: Emergency locates requested for 580 James Street South.

24: Well #2 – Operator received UV alarm due to low dosage.

24: Well #1 – Operator received a low battery alarm for UPS.

May

4: Well #3 – Received alarm due to UV failure.

18: Received a call for low water pressure at the Cheese shop.

20: Well #3 – Received alarm due to chlorine gas leak. Well was not running at the time, operator turned chlorine tanks off for the night.

31: Well #3 – Received alarm due to UV failure.

June

8: Received a call to shut off the water on Church Street for Lavis Construction.

10: Well #3 – Received an alarm due to pump fault and UV failure.

11: Booster Station – Received a booster pump running alarm because the Fire Department was using water for fire at an industry.

13: Well #3 – Received an alarm on well start up. The electrical department was on site to look at the issues with the pump fault alarms.

21: Well #3 – UV alarm received due to failing UPS in the PLC panel. Town of St. Marys contacted to replace the UPS.

THIRD QUARTER

July

8: Operator called in to turn on valves for Turner Plumbing.

9: Operator called in to shut off water at 477 Jones Street East & turn back online.

9: Operator received a call due to a sink hole in home owners driveway at 139 King Street North.
10: Well #2 – UV failure alarm
23: Well #2 – VFD failure alarm
28: Well #3 – UV and VFD pump fault alarms

August

8: Well #3 – Pump fault alarm
15: Service repair at 23 Millson Street
20: Operator received a call for Widder Street East – no water – this is related to an internal issue

September

10: Service leak at 224 Thomas Street
21: Well #3 VFD and UV fault alarms
24: Well #1 pump fault alarm

FOURTH QUARTER

October

7: Well #1 – UV alarm
16: Well #1 – UV alarm
17: Booster station alarm
23: Booster station alarm

November

9: Operator called out to Stone Willow Inn due to discoloured water – all ok.
13: Well #2 – High Cl2 alarm
15: Well #3 – Major UV alarm
17: Booster station alarm
18: Booster station alarm

December

No alarms or call-ins for the month of December.

COMPLAINTS & CONCERNS:

There have been no complaints or concerns reported to date.

DWQMS UPDATE:

Management Review – May 11, 2016
Internal Audit – April 28, 2016
External Audit – September 15, 2016
Accreditation Status – Full Scope Entire Accreditation Expires November 2017

REGULATORY INSPECTIONS:

The last MOECC Inspection occurred on September 7, 2016.

APPENDIX A – PERFORMANCE ASSESSMENT REPORT:

See attached.

APPENDIX A

PERFORMANCE ASSESSMENT REPORT

Ontario Clean Water Agency
Performance Assessment Report Water
From: 01/01/2016 to 31/12/2016

Facility: [1262] ST MARYS DRINKING WATER SYSTEM
Works: [1262] ST MARYS DRINKING WATER SYSTEM

	01/2016	02/2016	03/2016	04/2016	05/2016	06/2016	07/2016	08/2016	09/2016	10/2016	11/2016	12/2016	<--Total-->	<--Avg-->	<--Max-->
Flows:															
Raw Flow: Monthly Total - Well #1 (m³)	31450.4	29643.71	36740.79	56399.41	47644.47	68434.94	63128.33	66450.8	18595.78	28153.03	28117.34	16332.67	491091.67		
Raw Flow: Monthly Avg - Well #1 (m³/d)	1497.64	1347.44	1469.63	2255.98	1905.78	2359.83	2338.09	2215.03	1690.53	1340.62	1338.92	1020.79		1731.69	
Raw Flow: Monthly Max - Well #1 (m³/d)	2637.51	3152.07	3149.58	3332.66	3463.86	3873.41	3692.93	3504.8	2917.26	2813.86	3017.77	2017.73			3873.41
Raw Flow: Monthly Total - Well #2 (m³)	34374.18	29037.42	33228.82	17994.64	34727.63	31112.16	30512.01	8288.68	58342.68	51566.76	48065.81	52456.54	429707.33		
Raw Flow: Monthly Avg - Well #2 (m³/d)	1432.26	1451.87	1748.89	1058.51	1736.38	1481.53	1695.11	1036.09	2083.67	2062.67	1780.22	1748.55		1609.64	
Raw Flow: Monthly Max - Well #2 (m³/d)	2503.2	3194.87	2730	2823.13	3274.85	3595.11	3500.27	1857.54	3337.21	3141.26	2777.44	3156.98			3595.11
Raw Flow: Monthly Total - Well #3 (m³)	23710.13	24272.04	22922.4	19709.66	18590.24	11685.18	13578.11	30193.89	16766.68	9356.08	9081.56	12469.23	212335.2		
Raw Flow: Monthly Avg - Well #3 (m³/d)	1030.88	1277.48	1146.12	938.56	929.51	730.32	714.64	1312.78	986.28	719.7	567.6	692.74		920.55	
Raw Flow: Monthly Max - Well #3 (m³/d)	2901.84	2863.25	2754.5	2220.71	2970.93	2630.52	2462.92	2685.52	2315.17	1258.33	1462.32	1746.15			2970.93
Raw Flow: Monthly Total - Total Raw Flow (m³)	89534.71	82953.17	92892.01	79369.01	95220.98	100010.97	72373.58	48625.04	35904.48	53874.99	82347.2	78934.22	912040.36		
Raw Flow: Monthly Avg - Total Raw Flow (m³/d)	2888.22	2860.45	2996.52	3174.76	3283.48	3704.11	3618.68	3241.67	3264.04	2835.53	2839.56	2631.14		3111.51	
Raw Flow: Monthly Max - Total Raw Flow (m³/d)	3734.59	3537.94	3591.02	4185.49	3947.94	4285.75	4208.43	3700.38	3594.23	3371.89	3492.2	3156.98			4285.75
Chemical Parameters:															
Treated: Max Nitrite - Treated Water #1 (mg/L)	< 0.003			< 0.003			< 0.003			< 0.003				< 0.003	
Treated: Max Nitrate - Treated Water #1 (mg/L)	1.59			3.72			0.992								3.72
Treated: Max Nitrite - Treated Water #2 (mg/L)	< 0.003			< 0.003			< 0.003			< 0.003				< 0.003	
Treated: Max Nitrate - Treated Water #2 (mg/L)	0.402			1.25			0.633								1.25
Treated: Max Nitrite - Treated Water #3 (mg/L)	< 0.003			< 0.003			< 0.003			0.004					0.004
Treated: Max Nitrate - Treated Water #3 (mg/L)	0.408			1.02			0.616			0.265					1.02
Distribution: Max THM - Distribution System (µg/l)	18			17			22			26					26
Bacti Samples Collected:															
Raw Bacti: # of samples - Well #1	4	5	4	4	5	4	4	5	2	3	5	4	49		
Treated Bacti: # of samples - Treated Water #1	4	5	4	4	5	4	4	5	2	3	5	4	49		
Raw Bacti: # of samples - Well #2	4	5	4	4	5	4	3	3	4	4	5	4	49		
Treated Bacti: # of samples - Treated Water #2	4	5	4	4	5	4	3	3	4	4	5	4	49		
Raw Bacti: # of samples - Well #3	4	4	5	4	5	4	4	5	4	5	5	4	53		
Treated Bacti: # of samples - Treated Water #3	4	4	5	4	5	4	4	5	4	3	5	4	51		
Dist Bacti: # of samples - Distribution System	18	20	15	26	20	15	16	26	16	22	20	16	230		
Treated Bacti: # of TC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0		
Treated Bacti: # of EC exceedances - Treated Water #1	0	0	0	0	0	0	0	0	0	0	0	0	0		
Treated Bacti: # of TC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0		
Treated Bacti: # of EC exceedances - Treated Water #2	0	0	0	0	0	0	0	0	0	0	0	0	0		
Treated Bacti: # of TC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0		
Treated Bacti: # of EC exceedances - Treated Water #3	0	0	0	0	0	0	0	0	0	0	0	0	0		
Dist Bacti: # of TC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0		
Dist Bacti: # of EC exceedances - Distribution System	0	0	0	0	0	0	0	0	0	0	0	0	0		



MINUTES
Regular Council

March 21, 2017
9:00am
Council Chambers, Town Hall

Council Present: Mayor Strathdee
Councillor Osborne
Councillor Van Galen
Councillor Winter
Councillor Pope
Councillor Craigmile

Council Regrets: Councillor Hainer

Staff Present: Brent Kittmer, CAO / Clerk
Trisha McKibbin, Director of Corporate Services / Deputy Clerk
Richard Anderson, Director of Emergency Services / Fire Chief
Grant Brouwer, Director of Building and Development
Jim Brown, Director of Finance
Stephanie Ische, Director of Community Services
Jed Kelly, Director of Public Works
Jeff Wolfe, Asset Management and Engineering Specialist
Jenna McCartney, Corporate Administrative Coordinator

1. CALL TO ORDER

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

2. DECLARATIONS OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Resolution 2017-03-21-01

Moved By Councillor Osborne

Seconded By Councillor Van Galen

THAT the February 16, 2017 "Councillor Reports" be lifted from the table; and,

THAT the February 16, 2017 "Councillor Reports" be considered with the March 21, 2017 agenda; and,

THAT the March 21, 2017 regular Council meeting agenda be accepted as presented.

CARRIED

4. PUBLIC INPUT PERIOD

Frank Doyle asked why the St. Marys Lincolns were not able to hold a Chase the Ace event when Leamington was able to hold a similar event.

Trisha McKibbin stated that the St. Marys Lincolns are ineligible to apply for a Lottery License based on the requirements of the Alcohol and Gaming Commission of Ontario.

5. DELEGATIONS, PRESENTATIONS, AND PUBLIC MEETINGS

None presented.

6. ACCEPTANCE OF MINUTES

6.1 Regular Council - February 28, 2017

Resolution 2017-03-21-02

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the February 28, 2017 regular Council meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

6.2 121 Ontario Street RFP Evaluation Committee - March 2, 2017

Resolution 2017-03-21-03

Moved By Councillor Winter

Seconded By Councillor Osborne

THAT the March 2, 2017 121 Ontario Street RFP Evaluation Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

6.3 Strategic Priorities Committee - March 7, 2017

Resolution 2017-03-21-04

Moved By Councillor Van Galen

Seconded By Councillor Pope

THAT the March 7, 2017 Strategic Priorities Committee meeting minutes be approved and signed and sealed by the Mayor and the Clerk.

CARRIED

7. CORRESPONDENCE

7.1 St. Marys Heritage Committee re: Sign By-law Enforcement

Resolution 2017-03-21-05

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the correspondence from St. Marys Heritage Committee regarding Sign By-law Enforcement be received.

Amendment:

Resolution 2017-03-21-06

Moved By Councillor Pope

Seconded By Councillor Osborne

THAT Council amend resolution 2017-03-21-05 to include;

THAT staff report back with an education campaign of the sign by-law enforcement.

CARRIED

Resolution 2017-03-21-05

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the correspondence from St. Marys Heritage Committee regarding Sign By-law Enforcement be received; and,

THAT staff report back with an education campaign of the Sign By-law Enforcement.

CARRIED

7.2 Christopher Evans re: Animal Control Bylaw Review

Resolution 2017-03-21-07

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT the correspondence from Christopher Evans regarding Animal Control Bylaw Review be received.

CARRIED

7.3 Autism Ontario re: World Autism Awareness Day

Resolution 2017-03-21-08

Moved By Councillor Pope

Seconded By Councillor Winter

THAT the correspondence from Autism Ontario regarding World Autism Awareness Day be received.

Amendment:

Resolution 2017-03-21-09

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT Council amend resolution 2017-03-21-08 to include;

THAT Council proclaim April 2, 2017 as World Autism Awareness Day.

CARRIED

Resolution 2017-03-21-08

Moved By Councillor Pope

Seconded By Councillor Winter

THAT the correspondence from Autism Ontario regarding World Autism Awareness Day be received; and,

THAT Council proclaim April 2, 2017 as World Autism Awareness Day.

CARRIED

7.4 Municipal Property Assessment Corporation re: Assessing Properties in Proximity to Industrial Wind Turbines

Resolution 2017-03-21-10

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the correspondence from the Municipal Property Assessment Corporation regarding Assessing Properties in Proximity to Industrial Wind Turbines be received.

CARRIED

7.5 Municipal Property Assessment Corporation re: 2017 Municipal Stakeholder Research

Resolution 2017-03-21-11

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the correspondence from the Municipal Property Assessment Corporation regarding 2017 Municipal Stakeholder Research be received.

CARRIED

8. STAFF REPORTS

8.1 Corporate Services

8.1.1 COR 15-2017 Army, Navy, and Air Force Request

Trisha McKibbin spoke to COR 15-2017 and responded to questions from Council.

Resolution 2017-03-21-12

Moved By Councillor Winter

Seconded By Councillor Osborne

THAT Council approve the Army, Navy, and Air Force's request to extend their licensed establishment to their parking lot on the following dates; June 17; July 7, 8, and 9; August 12; and September 30, 2017; and,

THAT Council authorize the Clerk to prepare a Letter of Non-Objection addressed to the Alcohol and Gaming Commission of Ontario stating that the Town does not object to the events; and,

THAT an exemption to the Noise By-law be approved for the Army, Navy, and Air Force for July 7 and 8, 2017.

CARRIED

8.2 Finance

8.2.1 FIN 06-2017 2017 Budget, Tax Ratios and Rates

Jim Brown spoke to FIN 06-2017 and responded to questions from Council.

Resolution 2017-03-21-13

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT FIN-06 2017 Budget, Tax Ratios and Rates be received;
and,

THAT the 2017 Operating and Capital Budget summarized in Schedule A & B to proposed By-law 22 of 2017 resulting in an estimated total tax levy of \$11,444,694 and a total expenditure plan for capital and operating of \$30,033,234 generating a tax levy increase of \$268,194 be approved; and,

THAT the 2017 Tax Ratios as per proposed By-law 21 of 2017 being unchanged from the prior year with the exception of the Multi-residential which is in its final year of phase-in to a ratio of 1.1 be approved; and,

THAT the Tax Rates as per Schedule C of proposed By-law 22 of 2017 be approved.

CARRIED

8.3 Fire and Emergency Services

8.3.1 FD 03-2017 Spring Cleanup

Fire Chief Richard Anderson presented FD 03-2017 and responded to questions from Council.

Resolution 2017-03-21-14

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT FD 03-2017 Spring Cleanup be received for information.

CARRIED

8.4 Community Services

8.4.1 DCS 09-2017 Authorize an Agreement with Employment and Social Development Canada

Stephanie Ische spoke to DCS 09-2017 and responded to questions from Council.

Resolution 2017-03-21-15

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT Council authorize the Mayor and the Clerk to sign an agreement with Employment and Social Development Canada for the purpose of accepting the Article of Agreement for one-time funds through the New Horizons for Seniors Grant program.

CARRIED

8.5 Public Works

8.5.1 PW 14-2017 Emily Street Tender Award

Jed Kelly spoke to PW 14-2017 with input from Jeff Wolfe and responded to questions from Council.

Resolution 2017-03-21-16

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT PW 14-2017 Emily Street Tender Award be received; and,

THAT the Emily Street construction tender be awarded to Elgin Construction for the tendered price of \$2,941,642.71 inclusive of all taxes and contingencies; and,

THAT Development Charge Reserves be utilized to pay for the proportionate share of actual costs as outlined in the 2011 Development Charges Bylaw, currently estimated at \$732,693.54; and,

THAT Wastewater Reserves be utilized to cover the unbudgeted wastewater proportion of the project, estimated at \$7,256.00; and,

THAT By-law 20-2017 authorizing the Mayor and the Clerk to sign the associated contract agreement be approved.

CARRIED

9. COUNCILLOR REPORTS

9.1 Operational and Board Reports

9.1.1 Bluewater Recycling Association - Coun. Craigmile

Councillor Craigmile spoke to the meeting highlights and responded to questions from Council.

Resolution 2017-03-21-17

Moved By Councillor Osborne

Seconded By Councillor Van Galen

THAT the January 19, 2017 BRA Board of Directors meeting highlights be received.

CARRIED

Resolution 2017-03-21-18

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the February 16, 2017 BRA Board of Directors meeting highlights be received.

CARRIED

9.1.2 Library Board - Coun. Osborne, Winter

Councillor Osborne spoke to the recent meetings of the Library Board and responded to questions from Council.

9.1.3 Municipal Liaison Committee - Mayor Strathdee, Coun. Winter

Councillor Winter spoke to the minutes of the meeting and responded to questions from Council.

Resolution 2017-03-21-19

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the February 16, 2017 Municipal Liaison Committee meeting draft minutes be received.

CARRIED

9.1.4 Perth District Health Unit - Coun. Osborne

Councillor Osborne spoke to the Board minutes and responded to questions from Council.

Resolution 2017-03-21-20

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT the December 7, 2016 Perth District Health Unit Board minutes be received.

CARRIED

9.1.5 Police Services Board - Mayor Strathdee, Coun. Van Galen

Councillor Van Galen spoke to the recent minutes of the Board and responded to questions from Council.

Resolution 2017-03-21-21

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the January 25, 2017 Police Services Board meeting minutes be received.

CARRIED

Resolution 2017-03-21-22

Moved By Councillor Osborne

Seconded By Councillor Van Galen

THAT the February 22, 2017 Police Services Board meeting draft minutes be received.

CARRIED

9.1.6 Spruce Lodge Board - Coun. Pope, Van Galen

Councillor Pope spoke to the minutes of the Board and responded to questions from Council.

Resolution 2017-03-21-23

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the December 21, 2016 Spruce Lodge Board of Management meeting minutes be received.

CARRIED

Resolution 2017-03-21-24

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the January 18, 2017 Spruce Lodge Board of Management meeting minutes be received.

CARRIED

9.1.7 Upper Thames River Conservation Authority

Resolution 2017-03-21-25

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the December 8, 2016 Upper Thames River Conservation Authority Board of Directors' meeting minutes be received.

CARRIED

Resolution 2017-03-21-26

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT the January 24, 2017 Upper Thames River Conservation Authority Board of Directors' meeting minutes be received.

CARRIED

9.2 Advisory and Ad-Hoc Committee Reports

9.2.1 Accessibility Advisory Committee - Coun. Hainer

Councillor Craigmile spoke to recent meetings of the Committee and responded to questions from Council.

Resolution 2017-03-21-27

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT the November 14, 2016 Accessibility Advisory Committee meeting draft minutes be received.

CARRIED

Resolution 2017-03-21-28

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the December 13, 2016 Accessibility Advisory Committee special meeting draft minutes be received.

CARRIED

Resolution 2017-03-21-29

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT the January 31, 2017 Accessibility Advisory Committee special meeting draft minutes be received.

CARRIED

Resolution 2017-03-21-30

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the February 13, 2017 Accessibility Advisory Committee regular meeting draft minutes be received.

CARRIED

9.2.2 Business Improvement Area - Coun. Pope

Councillor Pope spoke to a recent meeting of the Committee and responded to questions from Council.

9.2.3 CBHFM - Coun. Hainer

Resolution 2017-03-21-31

Moved By Councillor Winter

Seconded By Councillor Pope

THAT the December 23, 2016 Board of Director's meeting minutes be received.

CARRIED

Resolution 2017-03-21-32

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT the January 27, 2017 Board of Director's meeting minutes be received.

CARRIED

9.2.4 Committee of Adjustment

Resolution 2017-03-21-33

Moved By Councillor Van Galen

Seconded By Councillor Craigmile

THAT the January 18, 2017 Committee of Adjustment meeting draft minutes be received.

CARRIED

Resolution 2017-03-21-34

Moved By Councillor Winter

Seconded By Councillor Pope

THAT the March 1, 2017 Committee of Adjustment meeting draft minutes be received.

CARRIED

9.2.5 Economic Development Committee - Coun. Pope

Councillor Pope spoke to the recent meeting of the Committee.

9.2.6 Heritage St. Marys - Coun. Pope

Councillor Pope spoke to the recent meetings of the Committee and responded to questions from Council.

Resolution 2017-03-21-35

Moved By Councillor Van Galen

Seconded By Councillor Osborne

THAT the January 14, 2017 Heritage St. Marys meeting minutes be received.

CARRIED

Resolution 2017-03-21-36

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT the February 11, 2017 Heritage St. Marys meeting draft minutes be received.

CARRIED

9.2.7 Museum Board - Coun. Winter

Councillor Winter spoke to the recent minutes of the Board and responded to questions from Council.

Resolution 2017-03-21-37

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the January 12, 2017 Museum Board meeting draft minutes be received.

CARRIED

Resolution 2017-03-21-38

Moved By Councillor Pope

Seconded By Councillor Craigmile

THAT the March 2, 2017 Museum Board meeting draft minutes be received.

CARRIED

9.2.8 Planning Advisory Committee - Coun. Craigmile, Van Galen

Councillors Van Galen and Craigmile spoke to the recent minutes of the Committee and responded to questions from Council.

Resolution 2017-03-21-39

Moved By Councillor Pope

Seconded By Councillor Van Galen

THAT the March 6, 2017 Planning Advisory Committee meeting draft minutes be received.

CARRIED

9.2.9 Heritage Conservation District Advisory Committee - Coun. Winter

Councillor Winter spoke to the recent minutes of the Committee and responded to questions from Council.

Resolution 2017-03-21-40

Moved By Councillor Pope

Seconded By Councillor Osborne

THAT the December 12, 2016 Heritage Conservation District Advisory Committee meeting draft minutes be received.

CARRIED

Resolution 2017-03-21-41

Moved By Councillor Winter

Seconded By Councillor Pope

THAT the January 9, 2017 Heritage Conservation District Advisory Committee meeting draft minutes be received.

CARRIED

Resolution 2017-03-21-42

Moved By Councillor Craigmile

Seconded By Councillor Winter

THAT the February 13, 2017 Heritage Conservation District Advisory Committee meeting draft minutes be received.

CARRIED

9.2.10 Senior Services Board - Coun. Craigmile

Councillor Craigmile spoke to the recent minutes of the Board and responded to questions from Council.

Resolution 2017-03-21-43

Moved By Councillor Pope

Seconded By Councillor Osborne

THAT the January 17, 2017 Senior Services Board meeting draft minutes be received.

CARRIED

Resolution 2017-03-21-44

Moved By Councillor Craigmile

Seconded By Councillor Osborne

THAT the February 17, 2017 Senior Services meeting draft minutes have been received.

CARRIED

**9.2.11 Huron Perth Healthcare Local Advisory Committee - Coun.
Hainer**

Nothing to report at this time.

10. EMERGENT OR UNFINISHED BUSINESS

Mayor Strathdee wanted to thank the senior staff of the municipality for their work on the recent budget.

11. NOTICES OF MOTION

12. BY-LAWS

12.1 By-Law 20-2017 Authorizing an Agreement with Elgin Construction

Resolution 2017-03-21-45

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT By-Law 20-2017, being a by-law to authorize the Mayor and the Clerk to enter into an agreement with Elgin Construction be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

12.2 By-Law 21-2017 Tax Ratio

Resolution 2017-03-21-46

Moved By Councillor Craigmile

Seconded By Councillor Van Galen

THAT By-Law 21-2017, being a by-law to set Tax Ratios for prescribed property classes for municipal purposes for the year 2017, be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

12.3 By-Law 22-2017 Tax Levy

Resolution 2017-03-21-47

Moved By Councillor Winter

Seconded By Councillor Craigmile

THAT By-Law 22-2017, being a by-law to establish the 2017 rates of taxation, be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

12.4 By-Law 23-2017 Authorizing an Agreement with Employment and Social Development Canada

Resolution 2017-03-21-48

Moved By Councillor Pope

Seconded By Councillor Osborne

THAT By-Law 23-2017, being a by-law to authorize the Mayor and the Clerk to enter into an agreement with Employment and Social Development Canada be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

13. UPCOMING MEETINGS

Mayor Strathdee viewed the upcoming meetings as presented in the agenda.

Councillor Winter sends his regrets for April 25, 2017.

Councillor Osborne will be away April 11, 2017.

Councillor Pope will be away April 18 and 25, 2017.

Council took a brief recess at 10:25am.

Mayor Strathdee called the meeting back to order at 10:29am.

14. CLOSED SESSION

Resolution 2017-03-21-49

Moved By Councillor Van Galen

Seconded By Councillor Winter

THAT Council move into a session that is closed to the public at 10:30am as authorized under the *Municipal Act*, Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, and Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

- 14.1 Minutes of February 28, 2017 Closed Session**
- 14.2 Minutes of March 2, 2017 Closed Session**
- 14.3 CAO 09-2017 Legal Advice for an Employment Matter**
- 14.4 CAO 10-2017 RFP Evaluation (Phase 2) for the Sale of 121 Ontario Street**
- 14.5 Solicitor Advice - Fire Inspection Follow-Up**
- 14.6 Rise and Report**

Resolution 2017-03-21-50

Moved By Councillor Pope

Seconded By Councillor Osborne

THAT Council rise from a closed session at 11:58am.

CARRIED

Mayor Strathdee reported that a closed session was held. One matter was considered in regards to the RFP for 121 Ontario Street South. Council will now consider the following resolution:

Resolution 2017-03-21-51

Moved By Councillor Van Galen

Seconded By Councillor Osborne

THAT the CAO be directed to cancel the RFP process for 121 Ontario Street South; and,

THAT the CAO be directed to report back to Council at an upcoming closed session of Council regarding amending conditions of the RFP for 121 Ontario Street South.

CARRIED

15. CONFIRMATORY BY-LAW

Resolution 2017-03-21-52

Moved By Councillor Craigmile

Seconded By Councillor Pope

THAT By-Law 24-2017, being a by-law to confirm the proceedings of the March 21, 2017 regular Council meeting be read a first, second, and third time; and be finally passed and signed and sealed by the Mayor and the Clerk.

CARRIED

16. ADJOURNMENT

Resolution 2017-03-21-53

Moved By Councillor Van Galen

Seconded By Councillor Pope

That this regular meeting of Council adjourn at 12:00p.m.

CARRIED

Al Strathdee, Mayor

Brent Kittmer, CAO / Clerk

March 20, 2017

To: St. Marys Town Council
From: St. Marys BIA
RE: 2017 Budget

At our BIA Board Meeting on Monday, March 13, 2017 we passed our draft 2017 budget. A copy of that budget is attached. We request approval from Council on this attached budget.

If you have any questions or comments please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Julie Docker Johnson". The signature is written in dark ink and is positioned above the printed name and title.

Julie Docker Johnson
Chairperson, St. Marys BIA

519-284-1391
johnsonjulie@rogers.com

c.c. Sue Hyatt Griffiths, Treasurer

Revenue

Source	Amount
Levy from Membership	\$45,000.00
Interest	
Donations	
Other	

Project	Proposed 2017 Budget
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1. Providing Member Support & Engagement

Policies & Procedures

Repeal Vacant Space Rebate	\$0.00
20% Heritage Tax Rebate	\$0.00

Networking for Members

Networking Social	\$200.00
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Town of St. Marys Holiday Business Open House & Networking (participate in Town's event)	\$0.00
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Perth County & Huron County BIA Networking/Information/Education event	\$0.00
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Welcome & Recognition for Members

New Businesses

Business Anniversaries (start recognizing at 5 years in business)	\$250.00
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Business Milestones & Key Accomplishments (expansions, launch of new product, award, launch online business)

Member Communications & Education

Customer Service Training & Information	tbd
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Keep Contact List Updated	\$0.00
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BIA Information on Town Website	\$300.00
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Regular Communications with Members	tbd
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Product & Service Awareness Campaigns	tbd
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\$750.00

2. Strategic Planning

Board Education (conferences, seminars)	tbd
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OBIAA Conference	\$2,000.00
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Developing a Vision for Downtown St. Marys

Facilitated workshop led by OMAFRA and L. Davies Snyder open to all BIA Members	\$225.00
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Governance Training	\$1,000.00
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Business Recruitment	tbd
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\$3,225.00

3. Improving Public Space

Making Downtown Green & Alive

Flowers	\$4,000.00
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Lighting

Christmas lights on poles	tbd
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New Light Standard Shades	capital fund
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Pole Recoating	capital fund
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Public Art / Interactive Features

Murals	\$10,000.00
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Interactive (e.g. Chess Boards)

other art project

Seating	\$0.00
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Public Washrooms	\$0.00
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Public Space	\$0.00
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\$14,000.00

4. Bringing People Downtown

Back Alley Activities	\$0.00
Promotions, Advertising, Communications	
Messaging and promotion re: downtown awareness	tbd
Bus ads	\$4,000.00
Daytripper - page header - annual cost	\$750.00
Stratford Tourism Alliance (STA) guide	\$509.00
Product & Service Awareness Campagins	\$1,000.00
Brochure Racks in stores	\$0.00
Social Media	\$0.00
Canada's 150th	\$1,750.00
Christmas is Golden	\$5,000.00
Downtown Play Day	\$1,000.00
Celebrating St. Marys History	
Stories of Memories of St. Marys	\$500.00
Ghost Walks	\$250.00
Heritage Festival	\$1,600.00
Induction weekend	\$750.00
Fall Decoration	\$500.00
Car Show	\$0.00
Santa Claus Parade	
Donation to Kinsman	\$1,000.00
BIA Float	\$0.00
Customer Appreciation	\$250.00
	\$18,859.00

5. Keeping the Downtown Clean & Safe

Snow Clearing so people can safely walk on the sidewalks & cross the roads	\$0.00
Lighting	\$0.00
Education about Property Standards	\$0.00
	\$0.00

6. Running an Effective, Efficient & Responsible Organization

Memberships	
Ontario Business Improvement Area Association (OBIAA)	\$250.00
Stratford Tourism Alliance	tbd
Annual General Meeting (AGM)	\$250.00
Administrative Support	\$5,000.00
Bank Fees	\$50.00
Internet	\$300.00
Audit	\$950.00
Non-Recoverable GST	\$700.00
Miscellaneous Office Supplies	\$250.00
	\$7,750.00

TOTAL: \$44,584.00

Jenna McCartney

From: Lynn Hainer
Sent: Monday, March 20, 2017 8:52 AM
To: Jenna McCartney
Cc: Cyndi Vink; Donna Kurchak; Janet Thompson; Nichole Everitt; Jim Craigmile; Jason Silcox; Grant Brouwer; Brent Kittmer
Subject: Correspondence for: Re: 03 20 2017 AAC agenda package

AAC Committee,

Please include this as correspondence and forward to Council.

Sorry I am not able to attend this am; I wanted to share with you my most pressing concern.

The budget of this playground was to ensure that this was a premium playground for all.

The use of solid surfacing is the preferred surfacing for true accessibility for playgrounds (whether that be poured or tile product). The introduction of wood chips (or similar) reduces the ability for those with mobility and vision issues to use that part of the playground. And in fact, the transition between the 2 surfaces becomes unsafe for these and many other users.

The current design will make the swings unreachable by those in wheelchairs or other mobility devices. To validate this, have any children or families with children with disabilities been sought for their opinions on this element of the playground. As I represent one such family, this is my personal experience. If unsure, do a test down at East Ward park with an occupied wheelchair, stroller or walker.

The code may say that this material is acceptable for accessible use, but in practice, it is not.

My recommendation is that a solid surface be used under the complete playground area. This is the only way, in my opinion, to meet Council's original goal of a premier, fully accessible playground.

Respectfully,

Lynn Hainer
Councillor
AAC Member

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	28 March 2017
Subject:	CAO 11-2017 March Monthly Report (Administration & HR)

RECOMMENDATION

THAT CAO 11-2017 March Monthly Report (Administration & Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Strategic Planning

- Have begun documenting existing Town services and programs within the implementation plan to demonstrate how the strategic plan is currently being achieved. Each staff report and new program/policy/service proposal is reviewed to ensure alignment with Council's strategic priorities. Plan is to prepare first draft of the implementation plan for presentation to the Strategic Priorities Committee in the first half of 2017.

Intergovernmental Relations

- Shared Services: No new update. The Town is waiting on the City and the County to advance in their specific negotiations. All agreements have been put to final draft with minor revisions resulting from final vetting by legal. St. Marys is in a position to approve the agreements, pending the decision of the other two partners on an outstanding roads agreement matter.
- Perth South: Perth South continues to be an excellent regional partner. Staff have developed a plan to move forward jointly on the Perth4Youth project, and to reestablish a joint economic development committee. Fire Services reporting has been agreed to be on a quarterly basis. Lastly, we will be meeting to review the potential for working collaboratively on Source Water Protection Services.
- UTRCA: Meeting held with the UTRCA March 22 to review Town concerns regarding budget, development issues, the Wellington Street bridge project, Source Water Protection services and Wildwood dam operation. Follow-up meetings are pending.

Policy Development

- Code of Conduct: No new update. Drafting of the Code will be completed in the first quarter of 2017 now that the Strategic Plan and Policing alternatives review have progressed.

- Revised Community Grant Policy: No new update. This project is currently in the research stage. Templates have been collected from other municipalities with this type of program to compare against the Town's current program requirements. Target for a draft policy to be reviewed by Council is first half of 2017.

Communications and Citizen Engagement

- Truck Traffic Ad-Hoc Committee: Staff are progressing on a number of the outstanding initiatives to be investigated in 2017. Meeting with Council's ad-hoc committee planned for later in the spring of 2017.
- St. Marys Cement Citizens' Concerns: Met with representatives of St. Marys Cement on February 7, March 1, and March 24. The company is establishing a community engagement committee to review concerns and provide information about plan operations directly to residents. Company representatives have confirmed that the plant has not exceeded any regulatory limits for their discharge and are well below all regulatory limits.

Land Sales

- SGD Land Sale: Mutual drain agreement is in final draft form and is being reviewed by each respective legal counsel. Plan to have agreement finalized by end of March.
- McDonald House: Registration of the designation by-law is pending. Expect the land sale process will happen in second quarter of 2017.
- 121 Ontario Street: The RFP for this sale has closed with 6 submissions from 4 different development companies. Shortlisting to Phase 2 of the process occurred March 2, 2017 and financial submissions closed March 10, 2017. To date none of the proposals have met the Town's requirements and the current process has been cancelled and a new RFP will be issued in 2-3 weeks.
- Park/Thomas Street: Offer to purchase received and presented to Council. Offer requires 21 days' notice to adjacent property owner and this period lapses March 24, 2017. Once the notice period has lapsed the Town can proceed with the sale.

Other Projects

- CBHFM Operating Agreement: Legal counsel is currently revising the agreement based on Staff's review. A deadline has been established for legal Counsel to have the agreement finalized for the start of baseball operations in 2017.
- Library CEO Transition: CEO transition plan has been developed by the Board Chair, Human Resources, Library staff and the CAO. A work plan has been developed to address day to day operations and projects so there will be no impact to the public. Plan is to move forward with the CEO recruitment process. As a part of the CAO's current dual role, I plan to spend Wednesday afternoons and Friday mornings working out of the library.
- Police Service Delivery Review: The Town's submission to the Ontario Civilian Police Commission (OCPC) was sent on January 12, 2017. A status update was requested from Commission on March 14, 2017 in regards to timeline and the reply was that the Town would have a decision within the next 30 days (By April 14, 2017).

- Residential Hospice Grant Request: The Southwest LHIN has approved the Residential Hospice project, and the Town has been asked to make a \$300,000 contribution to the project over a time period that the Town is agreeable to. This grant request was deemed to be outside of the annual grant program and a report specifically considering the request will be brought forward in April 2017.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for the Events Assistant in the Corporate Communications department.
- Ongoing selection and interviewing of candidates for various seasonal positions.
- Working in conjunction with the Library Board's Personnel Committee to recruit a new Library CEO.

Corporate Training

- Ongoing policy review with the Senior Leadership Team.

Health and Safety

- Attended a working/information session with the Fire Chief and continue to draft a Post-Traumatic Stress Disorder Prevention Plan to be submitted to the Ministry of Labour.
- Conducting analysis of all 2016 Health and Safety Incidents (including First Aids, Medicals and Lost time Incidents) to identify trends and possible improvements.
- Continuing work on the workplace violence assessment survey. Joint Health and Safety Steering Committee members will be reaching out to all functional areas of the organization to seek staff input.

Staff Engagement

- Planning Spring All-Staff meetings to be held April 3, 2017.
- Reviewing employee recognition and engagement ideas with the STEAM committee.

HR Systems and Processes

- Worked in conjunction with the CAO and the Library Services Coordinator to create and implement a Library CEO transition plan.

Payroll

- InfoHR/Easy Pay: working with programmer on mapping attendance records to interface with payroll system.
- 2018 Payroll Budget sheet preparations.

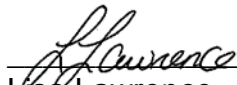
OUTSTANDING ISSUES AND PROJECT LIST

As above.

SPENDING AND VARIANCE ANALYSIS

None to date

Respectfully submitted,



Lisa Lawrence
Human Resources Manager



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	28 March 2017
Subject:	COR 13-2017 March Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 13-2017 be received as information.

DEPARTMENTAL HIGHLIGHTS

Clerks Department

- Lottery Licenses
 - Reviewing numerous Final Reports of Licensee's from 2016 issued licenses
- Accessibility
 - Committee provided feedback on the Cadzow Park playground design concept as it pertains to accessibility
- Municipal Election 2018
 - Planning and collaborating with local municipalities on meeting requirements resulting from changes to the Municipal Elections Act.

Corporate Communications

- Corporate Communications Strategy
 - The final plan has been delivered to Communications staff and will be brought forward to Council at the April 18 Strategic Priorities Committee meeting.
- Media Relations
 - Sent out 10 media releases between mid-February and mid-March
 - Releases resulted in 24 media stories from 4 media outlets (St. Marys Journal Argus, St. Marys Independent, Stratford Beacon Herald, My Stratford Now)
 - 40 "unsolicited" news stories about St. Marys also appeared in various media outlets (unsolicited news stories are those that were not prompted by a formal media release)
- Social Media (since February 17):
 - Facebook:
 - 445 page views
 - 62 new likes (up 100%)
 - 21,816 users reached (down 35%)
 - 10,816 post engagements (up 35%)
 - Twitter
 - 19 new followers
 - 110 link clicks
 - 19 retweets

- 18 likes
 - 3 replies
- Publications
 - 2017 Spring & Summer Programs and Services Guide
 - 700 copies available at select municipal facilities on March 8
 - 3,500 copies distributed by the St. Marys Independent the week of March 13
 - Digital version available online
- Advertising & Promotional Campaigns
 - Advertisements placed for:
 - Emily St Reconstruction Open House, Volunteering (Huron-Perth Boomer magazine), St. Marys/Exeter Times/Stratford Gazette Bridal Edition combined rentals and civil ceremonies ad
 - Recreation and Leisure Services Master Plan promotional campaign
 - Cadzow Park playground survey development and promotion in collaboration with Building and Development team

Events

- Canada 150
 - Developed website content and promotional banner for the event
 - Communications campaign rolled out early late February/early March
 - Internal and External committees met in February and March
- Heritage Festival
 - Researched and booked signature performers for the event (Ultimutts Dog Show, the Fire Guy) and confirmed a number of other entertainers/vendors/activities (Katie the Great, Willie B Ballooning, Grand River Inflatables, etc.)
 - Researching options for opening act for Street Dance
 - Sponsorship package distributed to attendees at BIA meeting and posted online week of March 13
 - Website content updated

Information Technology

- 26 Support Tickets Closed
- Lind Sportsplex and Landfill fiber splicing complete
- Fixed issue with Card access logging.
- Disabled obsolete encryption and re-issued SSL certificates for town sites that are no longer supported by current browsers.
- Mail server outage for ½ day due to inadequate backup resources. 2017 capital project will correct the issue.

Geographic Information Systems (GIS)

- Selling excess inventory from the old child care centre on govdeals.ca
- Scheduling 35 pickups for old child care centre
- Front line IT support for multiple departments
- Ongoing GIS work and updates
- Creation of mailing lists for Town staff
- 24 Locates for February up 26% from last February
- Creation of multiple maps for various departments
- Work on resetting Youth Centre computers

Economic Development

- Partnership Development
 - Ontario Ministry of Agriculture & Rural Affairs (OMAFRA): Continued to work with Vicki Lass to move the Perth4Youth project forward and develop a Strategic Planning training program for the BIA.
 - Stratford & Area Chamber of Commerce: Continued to request a meeting and/or attendance at a Board Meeting to discuss and develop a strategy for how to best work together to support businesses in 2017.
- Labour Force
 - Perth4Youth Project:
 - Survey: Worked with St. Marys Core Team to finalize and distribute the survey.
 - Attended the Core Team Training Session #2 in Stratford, and with Ciaran Brennan, Supervisor of Recreation & Youth Services, attended two youth-related community meetings to promote participation in the Perth4Youth Project.
 - In collaboration with Perth South, designed, implemented, and facilitated a Perth4Youth Open House & Discussion on March 8 at the PRC to get input into the project from the St. Marys community.
- Business Attraction, Retention & Expansion
 - Coordinated and facilitated an interdepartmental consultation meeting with potential purchasers of a downtown building.
 - Conducted a site visit of a new downtown business to assess progress and provide information on signage.
 - Worked with a start-up business owner on their Business Plan to get it ready for a funding application.
 - Consulted with a start-up business owner to discuss developing a Business Plan, getting involved in local business events, and developing a network in St. Marys.
 - Coordinated a location and date for the St. Marys March Business Networking Breakfast, and for a future business training session, to be managed by the Stratford Perth Centre for Business.
- Downtown St. Marys
 - St. Marys Business Improvement Area (BIA):
 - Created the February 2017 and March 2017 Agenda Packages and Meeting Minutes for the BIA Board (temporary role while the BIA was hiring an Administrative Assistant).
 - Assisted BIA with understanding applicable legislation, policies, and procedures.
 - Met with the BIA's new Administrative Assistant to provide information on key issues, processes, and tasks.
 - Developed the program and contents for the BIA Strategic Planning Session, to be delivered in collaboration with Vicki Lass, Ontario Ministry of Agriculture & Rural Affairs (OMAFRA) at the BIA's April 10 meeting.
- Program Management & Development
 - VIA Services:
 - Worked with Bethany Kearsley, Museum Team Member & VIA Attendant, to review historic VIA files and create a new system for organizing information.
 - Created a postcard to communicate St. Marys Train Station hours, where people can purchase tickets in St. Marys, and key contact information.
 - Economic Development Advisory Committee (EDAC):

- Organized and chaired March 2017 EDAC meeting; the session focused on identifying the tools and information we need to develop to be perceived as “investment ready”.
 - Worked with Perth South Staff to create an Agenda for a joint Economic Development Committee meeting.
- Sector and Issue-Specific Projects
 - Tourism:
 - Hosted the Executive Director and Tourism & Member Services Manager from the Stratford Tourism Alliance (STA) in St. Marys. Visited their current Members and introduced them to potential Members.
 - Met with the Perth County Tourism Specialist to discuss potential collaboration.
 - Created an advertisement for the STA Shopping Guide.
 - Met with a representative from the Journal Argus to discuss collaborating on the 2017 St. Marys Visitors’ Guide produced by the Journal Argus.
 - Art & Culture: Worked with the St. Marys Station Gallery group to coordinate upcoming exhibits and develop a Contract.

OUTSTANDING ISSUES AND PROJECT LIST

Clerks Department

- Research, amend or write dated or missing bylaws.
- 2018 Elections planning – creation of policies and procedures, acquisition of equipment contracts (RFPs), etc.

Corporate Communications

- Corporate Communications Strategy roll-out – Spring 2017

IT

- Configure switches and install hardware for Landfill and Lind Sportsplex to complete dark fiber conversion.
- Install IP phone set at Landfill with internal extension number.
- Investigate additional Fiber connection to create redundant network links for main sites/scada (water) communications

Economic Development

- Perth4Youth Project
- Formalization of Business Consultation Program and materials

SPENDING AND VARIANCE ANALYSIS

Nothing to Report.

Respectfully submitted,



Trisha McKibbin
Director of Corporate Services/Deputy Clerk



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
From:	Trisha McKibbin, Director of Corporate Services / Deputy Clerk
Date of Meeting:	28 March 2017
Subject:	COR 12-2017 Designation of 96 Robinson Street

PURPOSE

This report accompanies Bylaw 26-2017 regarding the designation of 96 Robinson Street under Part IV of the Ontario Heritage Act.

RECOMMENDATION

THAT Council enact Bylaw 26-2017 to designate the property at 96 Robinson Street as a place of architectural and historical value in accordance with Section 29, Part IV of the Ontario Heritage Act.

BACKGROUND

Staff brought forward a report in January 10, 2017 regarding the request by the property owners at 96 Robinson Street to have their property designated under Part IV of the Ontario Heritage Act. At that meeting Council made the following motion.

Resolution 2017-01-10-20

Moved By Councillor Osborne

Seconded By Councillor Winter

THAT Council proceed to designate the property at 96 Robinson Street as a place of architectural and historical value in accordance with Section 29, Part IV of the Ontario Heritage Act, and;

THAT a Notice of Intention to designate the property at 96 Robinson Street be published and also sent to the owners of the property and to the Ontario Heritage Trust.

CARRIED

REPORT

Staff proceeded with the Notice of Intention to designate, and as required under the legislation notified the Ontario Heritage Trust, the property owner and published notice in the local newspapers. No objections to the designation were received by the Clerks Department and as such, the Bylaw to designate the property is before Council for consideration.

SUMMARY

At the request of its current owners, the property at 96 Robinson Street was recommended for designation under Part IV of the Ontario Heritage Act.

As approved by Council, a Notice of Intention to designate the property at 96 Robinson Street was published and also sent to the owners of the property and to the Ontario Heritage Trust. As no objections were filed with the municipality within 30 days of publication of the Notice of Intention the designation bylaw is before Council for consideration.

FINANCIAL IMPLICATIONS

Cost of publication of Notice of Intention to Designate; legal costs to register designation and designation plaque - estimate: \$500 - \$800. These costs fall within the 2017 budget for the Heritage Committee.

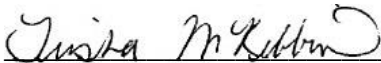
OTHERS CONSULTED

St. Marys Heritage Committee
Owners of 96 Robinson Street

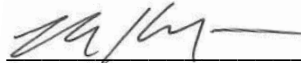
ATTACHMENTS

None

Respectfully submitted,



Trisha McKibbin
Director of Corporate Services/Deputy Clerk



Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
From:	Trisha McKibbin, Director of Corporate Services / Deputy Clerk
Date of Meeting:	28 March 2017
Subject:	COR 14-2017 Vote Counting Equipment and Alternative Voting

PURPOSE

To provide information to Council on Vote Counting Equipment and Alternative Voting methods available for the 2018 municipal election.

RECOMMENDATION

THAT COR 14-2017 Vote Counting Equipment and Alternative Voting report be received; and

THAT Council direct staff to bring forward a Bylaw on Vote Counting Equipment and Alternative Voting Option _____ to the April 11 Council meeting.

BACKGROUND

The next regular municipal election will take place on Monday October 22, 2018. The *Municipal Elections Act*, 1996, S.O. 1996, c. 32 regulates the conduct of municipal and school board elections in Ontario. In addition to providing regulation of candidates and electors, the *Act* also sets out roles for municipal Clerks and Councils.

Municipal Clerks must ensure that elections are conducted that adhere to the following principles:

- the secrecy and confidentiality of the voting process;
- the election shall be fair and non-biased;
- the election shall be accessible to the voters;
- the integrity of the process shall be maintained throughout the election;
- there is to be certainty that the results of the election reflect the votes cast;
- voters and candidates shall be treated fairly and consistently; and
- that proper majority vote governs by ensuring that valid votes be counted and invalid votes be rejected so far as reasonably possible

The *Municipal Elections Modernization Act*, 2016, or Bill 181, makes changes to the *Municipal Elections Act*, 1996.

Pursuant to Section 42 (1) of the *Municipal Elections Act*, the council of a local municipality may pass a by-law authorizing the method of voting and the use of vote-counting equipment and for electors to use an alternative voting method. The by-law must be passed on or before May 1st in the year before election year. For the 2018 election, the due date for the by-law is May 1, 2017.

The Province of Ontario defines alternative voting technology as “a means of both casting and counting votes electronically, involving the transmission of ballots and votes via telephones, private computer networks, or the internet.”

During the 2014 election, the Town of St. Marys used the following types of voting technology:

- Optical Scan Vote Tabulators
- Voter List Management Software

For the 2018 election Council will need to decide by May 1, 2017 if they wish to use an alternate form of voting technology. Several options are presented in the “Report” section below. Two of the key considerations related to the type of voting methodology to be used are its impact on voter turnout, and the cost to run the election. Further information on these considerations are provided below before Council considers its options:

Voter Turnout

There has been much discussion on alternative voting technology as a method to increase voter participation. The academic literature supports the suggestion that there are inconclusive results about the impact of network voting on voter turnout. Voter turnout is influenced by a number of factors, many which are difficult to quantify. These include, for example, the competitiveness of the election, candidate campaign mobilization efforts, issues at stake, voter fatigue, and the weather, among other elements that may vary from one election to the next in the same jurisdiction. While conducting research for this report some municipalities saw an increase to their voter turnout when they utilized a new alternative voting technology, while other municipalities saw their voter turnout remain static.

Costs of Previous Elections

Costs of the 2006, 2010 and 2014 elections are as follows:

2006 Election - \$18,373.19 - \$22,873.19 with included staff time (\$4.57 per elector)

- Advertising – \$948.88 (8%)
- Labour (32 Staff) - \$7,425 (62.5%)
- Supplies - \$3,499.31 (29.5%)
- Administrative/IT Support – \$6,500 to \$11,000 (estimated)

2010 Election - \$17,820.96 - \$22,320.96 with included staff time (\$4.46 per elector)

- Advertising – \$1,943.31 (17%)
- Labour (30 Staff) - \$6,485.49 (57%)
- Supplies - \$2,892.16 (25%)
- Administrative/IT Support – \$6,500 to \$11,000 (estimated)

2014 Election - \$30,200 - \$32,200 with included staff time (\$6.44 per elector)

Optical scan tabulators and the voter’s list management software both base their costs on the size of the population of electors. Based on 5,000 electors, the total 2014 election costs were:

- Advertising - \$2,605.00
- Labour (Poll Clerk/Deputy Returning Officers) – \$7,414
- Optical scan tabulators (equipment, software, professional services) - \$11,950.00
- Electronic Voter List Management - \$3,500

- Supplies – \$1,523.00
- Administrative - \$4,296

REPORT

There are several alternative voting technology methods available for use in the 2018 municipal election. Below is a description of each of these methods available for Council's consideration:

Option #1 – Status Quo (Voting Polls with Optical Scan Tabulation Equipment)

This is the most traditional and familiar method of vote casting. Voting stations are located within the municipality and electors cast a physical paper ballot. With the use of optical scan tabulation equipment, voters present their voting card, which is scanned by the voting clerk. This "scan" is linked electronically to the "real-time" voters list. All computers in all voting stations are linked to this one master voting list. Once a registered elector votes, the system prevents the same voter from voting a second time.

Electors fill out their paper ballot and the ballot is inserted by staff in the feeder of the optic scanning equipment. The vote is immediately processed and the elector is advised by the machine operator whether their vote is "counted", or deemed to have an error or over-voted. The elector then has the option to correct their ballot and attempt to have it scanned again. This is an important feature as, with the traditional method of voting and manual counting, there was no way to advise the voter if the vote had an error or would not be counted.

These machines allow for dual-sided scanning, flexible ballot sizes, and have the capability to store ballot images for fast and accurate post-event assessment or for a potential recount. In the event of a power failure, existing election data will not be compromised and voting can continue through an auxiliary ballot compartment on the ballot box. These optical tabulators are compact in size, lightweight, portable and durable, making them perfect for poll-level deployments with a high frequency of voters.

Another important feature is that results can be tabulated quickly after the voting location closes which allows for quick election result announcements.

Costs:

The Town utilized this alternative voting technology for the first time during the 2014 municipal election. The cost for the optical scan tabulators (equipment, software, professional services) was \$11,950.00 and the Electronic Voter List Management software was \$3,500. Additional costs would include advertising, supplies, administration and labour for a projected election cost of up to \$35,000 using the 2014 election costs as a baseline.

Option #2 - Vote-by-Mail

This non electronic alternative voting method closely resembles a traditional election model as paper ballots are still used. This voting method has been in use for many years, and is most commonly used by rural and/or sparsely-populated jurisdictions with larger geographic areas. The voting process begins with a package being mailed to every qualified elector on the voters' list containing instructions, a ballot and a voter declaration form. Within the defined voting period, voters are asked to return mail their completed ballot and declaration form to the municipality each within a separate prepaid postage envelope. The declaration forms are reviewed in an independent manner in order to cross voters off the voters' list. At the end of the day on voting day, a Returning Officer will then either hand count the returned ballots or tabulate them using a central count scanner/tabulator (they can be scanned prior to election day, just not tabulated). The majority of municipalities who used a vote-by-mail solution have implemented it as the sole method of voting. Perth South utilizes this method of alternative voting.

Concerns with vote-by-mail voting include errors that can occur as a result of the mail distribution process, voters returning their ballots improperly marked (thus spoiling their ballots), voters inadvertently disclosing their identity by returning their declaration form and ballot in the same envelop (thus spoiling their ballots), and the potential for significant postage costs incurred by the Town.

Costs:

Approximately \$2.00 per voter kit (outer envelope, return envelope, secrecy envelop, ballot, voter declaration)

Postage costs (includes mailing out of voter kit, and pre-postage for return of ballot)

Additional costs would include advertising, supplies, administration and labour.

Option #3 - Telephone Voting

Telephone voting is a method of alternative voting that is often used in conjunction with remote Internet voting. Telephone voting allows voters to cast their ballot remotely from anywhere they have access to a phone line at any time within a defined voting period. Qualified electors on the voters' list receive a voter information package containing instructions on how to dial in to access the system as well as how to navigate the audio ballot. Most interactive telephone voting systems rely on the voter to interact with the audio ballot by way of dialling on the key pad in relation to response requests, however, the potential exists to use voice activated responses to navigate and complete an audio ballot. After voting selections have been made for each office, the voter is prompted to review their decisions and continue on. Once the ballot is completely "marked" by the voter, he/she is then asked to review their selections prior to submission. Once submitted, the respective data is transferred to a secure server which effectively separates the voters' identity data (name, phone number etc.) from their ballot data. The former serves as the master voters' list identifying, in real-time, those electors who have voted and the latter represents pending results which are not tabulated until the end of voting day.

Concerns with Telephone voting include the significant amount of time it takes to navigate through and complete an audio ballot. Depending on the number of selections and the review options, a lengthy audio ballot may disengage and confuse voters. There are also some operational concerns with telephone voting as network congestion on the host telecommunications system must be able to support call volumes.

Option #4 - Internet Voting

The most common form of an alternative voting method is remote Internet voting, which allows an elector to cast an electronic ballot from their personal computer, tablet or smartphone. For this method, a municipality will provide security credentials to electors on the voters' list by way of the voter notification card. Based on research conducted by The Centre for e-Democracy & The University of Toronto, in 2014, 97 municipalities utilized internet voting. It is believed that this number will increase for the 2018 election.

Within a one-step process: the voter uses the credentials to access a ballot during the voting period. Prior to accessing the ballot, however, the voter is normally asked to authenticate his or her identity by answering a question based on information contained in the voters' list.

Within a two-step process: the voter notification card credentials are used by the elector to complete an online registration process. At the time of registration, an elector may also be asked to answer additional questions to establish a personalized access code in order to help authenticate their identity prior to accessing the online ballot. Following registration, additional credentials are forwarded

to the elector either by a secondary postal mail out or by way of email. The voter would then use both sets of credentials along with their personalized access code in order to validate their identity and access the online ballot during the voting period.

In a remote Internet voting election, voters can access their online ballot during the voting period from any computer, provided it is connected to the internet and the internet browser meets the minimum technical security requirements. Most products also allow voters to access ballots from their tablets or smart phones. Online ballots commonly mirror that of traditional paper ballots and must subscribe to legislated requirements with respect to formatting and appearance. Internet voting can be designed to fully verify voter intent by disallowing unintentional spoiled ballots and, if so desired, providing warning prompts in relation to offices which may be under-voted or left blank. Completion of an online ballot is similar to marking a hard copy ballot, voters simply click on the check box next to the candidate or selection of their choosing and navigate to vote for each office appearing on the ballot. Upon completion, the voter has an opportunity to review his/her selections and make changes. When the ballot has been submitted, the voting data is stored in a secure database and is not tabulated until the end of voting day. This database is designed to encrypt the voting data in order to ensure there is no way to link a voter with his/her ballot after the electronic ballot has been submitted. It can also be managed to restrict access to designated Election Officials.

Potential benefits of remote Internet voting include:

- Increased choice for electors in how and when they cast their ballot
- Voting is more accessible to electors with disabilities.
- Voting is more accessible to electors who live outside the jurisdiction, such as military voters, students and snowbirds.
- Fast and accurate tabulation is often made possible by network
- Reductions in the number of election workers and voting locations.
- Cost reductions may be achieved, particularly by jurisdictions that eliminate paper ballots.
- Environmental benefits may result from reduced travel by electors and election officials and less paper is required for poll materials, ballots and staff training materials.

Potential risks and limitation of remote Internet voting include:

- Perception of security concerns - security breaches that could jeopardize the integrity of the voting process.
- Voter identification
- The possibility of denial of service –whether deliberate or inadvertent.
- Lack of transparency, including for a vote audit or for recount purposes, due to the lack of a paper trail.
- The digital divide – some electors or subgroups of electors do not have equal access to the internet.
- Costs to administer – can be less costly than traditional methods when employed as a single voting channel

Costs:

Based on research on the use of internet voting by surrounding municipalities' projected total costs for internet/telephone voting ranges between \$2.65 per elector - \$3.08 per elector - \$14,310 - \$16,632. Additional costs would include advertising, supplies, administration and Labour for a projected election costs of \$28,010-\$30,332.

Option #5 – Polls with Optical Scan Tabulation Equipment + Internet Voting (Advanced Polls)

If Council wished to incorporate two different alternative voting methods, the most common is either 1) Internet and Telephone voting or 2) polling stations utilizing optical scan tabulation equipment and Internet voting for advanced polls.

This option may be viewed as a way to increase voter turnout. However it has been noted in research completed by the City of Markham and the City of Peterborough that overall voter turnout did not increase. Advance polls in the City of Markham and the City of Burlington did see significant increase to voter turnout with the implementation of Internet voting. This same research also shows that internet ballots are most frequently used by established voters (35-64), not youth/young people. If it is Council's direction to move forward with internet voting, it would be staff's recommendation that the target market for communication and education for the use of internet voting be for those 50 years of age and older.

Another concern with this hybrid approach is election costs. The use of two alternative voting technology methods would see the municipality incur the costs of both voting methods. It is estimated that total election costs would double and could include the following expenditures:

Optical Scan Tabulation Equipment - \$11,950.00

Internet Voting - \$14,310-\$16,632

Additional costs would include advertising, supplies, administration and Labour for a projected election costs of approximately \$48,960 – \$51,282.

SUMMARY

This report contains information on alternative voting methods and vote counting equipment that may be utilized in conducting the 2018 municipal elections. Options include optical scan tabulation equipment, vote-by-mail, telephone voting, internet voting or a combination of multiple methods.

Based on the research conducted, it is staff's recommendation that Council select either Option #1 (polls with optical scan tabulating equipment) or Option #4 (internet voting).

At a surface level consideration, Option #5 (hybrid of polls and internet voting) lends itself to an assumption that it would increase voter turnout and options for voters. Based on staff's research, the hybrid approach has not been shown to increase voter turnout, and the costs are approximately double when compared to either of the two recommended options above.

FINANCIAL IMPLICATIONS

A cost comparison of the recommended options is:

Option #1 (polls with optical scan tabulating equipment)	\$35,000
Option #4 (internet voting)	\$30,332
Option #5 (hybrid of polls and internet voting)	\$51,282

Election costs are funded through the Town's election reserve.

OTHERS CONSULTED

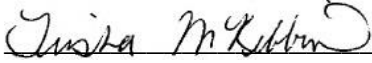
Jim Brown, Director of Finance

Report: Analysis of Alternative Voting Methods, Blair Labelle, City Clerk, City of Guelph, 2013.
Report: Alternative Voting Technologies Report, Chief Electoral Officer's Submission to the
Legislative Assembly, 2013.

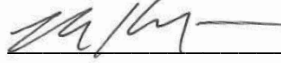
ATTACHMENTS

None

Respectfully submitted,



Trisha McKibbin
Director of Corporate Services/Deputy Clerk



Brent Kittmer
CAO / Clerk



FORMAL REPORT

To: Mayor Stratthdee and Members of Council

From: Trisha McKibbin, Director of Corporate Services / Deputy Clerk

Date of Meeting: 28 March 2017

Subject: **COR 16-2017 Amendment to Heritage Grant Bylaw**

PURPOSE

This report accompanies Bylaw 27-2017 that amends the Heritage Grant Bylaw to limit the awarding of funds under all eligible programs to a maximum grant of 50% of all eligible costs.

RECOMMENDATION

THAT By-law 27-2017, being a bylaw to amend the Heritage Grant bylaw to include a statement limiting the awarding of funds under all eligible programs to a maximum grant of 50% of all eligible costs, be approved.

BACKGROUND

As part of the 2016 Council discussions surrounding the Heritage Property Tax Relief Program, the funding of the Heritage Grant program and the Community Improvement Plan grant for Façade Improvements were discussed.

At the September 20, 2016 Strategic Priorities Committee the Committee passed a resolution, which was then approved by Council, to limit the maximum grant funds awarded to one project in the case where both grant programs were awarded.

Resolution 2016-09-20-04

Moved By: Councillor Van Galen

Seconded By: Councillor Osborne

THAT staff be directed to amend the existing grant programs to limit the maximum grant to 50% under all eligible programs.

CARRIED

REPORT

The Town offers two financial incentive programs to eligible properties located within the Central Commercial District and the Heritage Conservation District. The Town has supported the Façade Improvement Grant Program under the Community Improvement Plan (CIP) since 2007 and the Designated Heritage Property Grant program since 2009. A change to the Façade Improvement Grant Program under the Community Improvement Plan (CIP) to prevent either the stacking of grants

or to consolidate the programs is deemed by the Ministry of Municipal Affairs and Housing to be a change integral to the award of grant monies. This would require an Amendment to the Façade Improvement CIP under the *Ontario Planning Act*. An amendment of the CIP would be significant, and would require a Public Open House, a Public Meeting and resources of approximately \$1,500 for advertising to meet legislation. For that reason, it was determined that an amendment to the Designated Heritage Grant would be the most practical and convenient method to fulfill Council's direction because the amendment process is simply a by-law amendment.

An amendment to the Designated Heritage Properties grant would limit total funding received from both grants simultaneously up to a total amount of 50% of all eligible project costs. This amendment would enable the grant funding provided by the Town to be utilized by a greater number of properties, while still providing significant financial support and incentive.

SUMMARY

This report provides information on Bylaw 27-2017 which amends the Heritage Property Grant to limit the maximum grant dollars awarded to a project under all eligible programs (Façade Improvement Grant and Heritage Grant) to 50% of total eligible project costs.

FINANCIAL IMPLICATIONS

None

OTHERS CONSULTED

Susan Luckhardt, Planning Coordinator
Grant Brouwer, Director of Building & Development

ATTACHMENTS

None

Respectfully submitted,



Trisha McKibbin
Director of Corporate Services/Deputy Clerk



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Finance
Date of Meeting:	28 March 2017
Subject:	FIN 07-2017 March Monthly Report (Finance Department)

RECOMMENDATION

THAT FIN 07-2017 March Monthly Report (Finance Department) be received for information.

DEPARTMENTAL HIGHLIGHTS

- Management group held first meeting with Watson and Associates to begin the development charge background study project. Data is now be gathered on growth forecasts, current service standards and future capital projects having growth components. Consultants will carry out a preliminary review of the materials with Council in workshop format on July 18th.
- The setup for the eSolutions bids & tenders is nearing completion. The first tender posting will take place in April as phase 1 with only paper submission of bids being accepted. A joint vendor meeting with Perth South is being planned with eSolutions to provide training to those vendors who are not already bids & tender subscribers. The conversion to solely electronic bid submission, being phase 2, will likely be 6 months from now.
- A number of vendors have provided their banking information which has been entered into the payables system. The implementation of EFT to reduce the number of cheques having to be issued and mailed will begin in April.


OUTSTANDING ISSUES AND PROJECT LIST


- Complete 2016 year end financials, asset management additions/disposals, FIR and audit.
- Investigate vacancy rebate options including what other municipalities are doing.
- Implement new budgeting software.
- Completion of DC study and by-law.

SPENDING AND VARIANCE ANALYSIS

- No known issues at this time.

Respectfully submitted,



Jim Brown
Director of Finance

Brent Kittmer
CAO / Clerk

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
From:	Jim Brown, Director of Finance
Date of Meeting:	28 March 2017
Subject:	FIN 08-2017 Treasurer 2016 Annual Reports

PURPOSE

To present to Council the 2016 annual reports of Council Remuneration, Statement of Development Charges and Statement of Investments.

RECOMMENDATION

THAT FIN 08-2017 Treasurer 2016 Annual Reports be received.

BACKGROUND

The following reports are required on an annual basis as prescribed by legislation:

Council Remuneration – Municipal Act s. 284(1)

The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement of remuneration and expenses paid in the previous year.

Statement of Development Charges – Development Charges Act s. 43(1)

The treasurer of a municipality shall each year on or before such date as the council of the municipality may direct, give the council a financial statement relating to development charge by-laws and reserve funds established.

Statement of Investments – Ontario Regulation 438/97 s. 8(1)

If a municipality has an investment in a security prescribed under this Regulation, the council of the municipality shall require the treasurer of the municipality to prepare and provide to the council, each year or more frequently as specified by the council, an investment report.

REPORT

Each of these annual reports are attached to this staff report.

SUMMARY

The Town is in compliance with the management and annual reporting of the above regulations.

FINANCIAL IMPLICATIONS

None.

OTHERS CONSULTED

None.

ATTACHMENTS

1. 2016 Council Remuneration
2. 2016 Annual Treasurer's Statement of Development Charge Reserve Funds
3. 2016 Statement of Investments

Respectfully submitted,



Jim Brown
Director of Finance



Brent Kittmer
CAO / Clerk

**Town of St. Marys
Council Remuneration
2016**

Name	Annual Remuneration			Expenses			2016 Totals
	Salary	Spruce Lodge	PSB Meetings	Cell Phones	Mileage	Conferences	
Mayor A. Strathdee	27,999.96		1,000.00	0.00	138.33	1,578.98	30,717.27
Councilor L. Hainer	14,499.96			0.00	0.00	0.00	14,499.96
Councilor J. Craigmile	14,499.96			813.60	0.00	33.90	15,347.46
Councilor B. Osborne	14,499.96			0.00	0.00	0.00	14,499.96
Councilor C. Pope	14,499.96	800.00		0.00	0.00	0.00	15,299.96
Councilor D. Van Galen	14,499.96	440.00	1,166.66	611.39	174.24	0.00	16,892.25
Councilor T. Winter	14,499.96			0.00	42.40	0.00	14,542.36
TOTAL	114,999.72	1,240.00	2,166.66	1,424.99	354.97	1,612.88	121,799.22

Note: PSB = members of the Police Services Board.

Town of St. Marys
Annual Treasurer's Statement of Development Charge Reserve Funds
For the Year Ended December 31, 2016

Description	Services to which the Development Charge Relates							Total
	Non-Discounted Services				Discounted Services			
	Public Works	Water Services	Wastewater Services	Fire Protection Services	Recreation Services	Library Services	Administration	
Opening Balance, January 1, 2016	698,275.71	30,704.01	233,099.78	13,348.47	192,332.64	20,782.26	121,810.81	1,310,353.68
Plus:								
Development Charge Collections	47,699.47	15,615.40	60,277.11	1,041.02	20,120.82	5,256.32	20,649.86	170,660.00
Accrued Interest	7,392.80	459.04	2,907.44	142.60	2,105.47	258.05	1,411.81	14,677.21
Sub-Total	55,092.27	16,074.44	63,184.55	1,183.62	22,226.29	5,514.37	22,061.67	185,337.21
Less:								
Amount Transferred to Capital (or Other) Funds	21,973.00		61,294.00			4,988.00	15,776.00	104,031.00
Sub-Total	21,973.00	0.00	61,294.00	0.00	0.00	4,988.00	15,776.00	104,031.00
Closing Balance, December 31, 2016	731,394.98	46,778.45	234,990.33	14,532.09	214,558.93	21,308.63	128,096.48	1,391,659.89

Amount Transferred to Capital or Other Funds

Capital Fund Transactions	DC Reserve Fund Draw	DC Debt Financing	Other Reserve / Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Gross Capital Cost
Services Related to Public Works							
Queen Street Signalization	21,973.00		58,809.00				80,782.00
Services Related to Wastewater							
Wastewater Treatment Plant Optimization	61,294.00				49,988.00		111,282.00
Services Related to Library							
Library Collection	4,988.00		262.00				5,250.00
Services Related to Administration							
Strategic Plan	8,602.00			20,365.00			28,967.00
Official Plan	7,174.00			4,379.00			11,553.00
Total	104,031.00	0.00	59,071.00	24,744.00	49,988.00	0.00	237,834.00

Town of St. Marys
Statement of Investments
Year Ending December 31, 2016

INVESTMENT TYPE	Fund: Acct #	<30> Cemetery	01 Operating	<51> PUC	<63> Fed Gas Tax	<54> DC's	Total
RBC Securities:							
Opening Balances	588-24573-1-9		3,006,064.87			600,244.11	3,606,308.98
	645-15001-1-1-7			1,254,883.78			1,254,883.78
Interest Earned			45,014.75	26,557.76		9,655.89	81,228.40
Total RBC Securities			3,051,079.62	1,281,441.54		609,900.00	4,942,421.16
One Fund:							
Opening Balances							
One Fund - Money Market	281-80					86,304.27	86,304.27
One Fund - Money Market	282-60		38,732.98				38,732.98
One Fund - Money Market	305-50				189,006.84		189,006.84
One Fund - Bond	281-80					593,198.05	593,198.05
One Fund - Bond	283-40	457,942.60					457,942.60
One Fund - Bond	284-20			1,605,396.47			1,605,396.47
Redemption					(191,955.35) (1)		(191,955.35)
Interest Earned		3,115.13	194.81	10,928.18	2,948.51	4,471.73	21,658.36
Total One Fund		461,057.73	38,927.79	1,616,324.65	--	683,974.05	2,800,284.22
TOTAL INVESTMENTS		461,057.73	3,090,007.41	2,897,766.19	--	1,293,874.05	7,742,705.38
As per GL:							
Investments	1010		3,051,709.62	1,281,441.54		609,900.00	4,943,051.16
Investment One Fund	1011	461,057.73	38,297.79	1,616,324.65		683,974.05	2,799,654.22
Total GL		461,057.73	3,090,007.41	2,897,766.19		1,293,874.05	7,742,705.38

All investments have been made in accordance with the Town's Investment Policy.

Notes:

(1) Redemption require to fund Queen St. Core Area Reconstruction Project



MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Emergency Services / Fire Department
Date of Meeting:	28 March 2017
Subject:	FD 04-2017 March Monthly Report (Emergency Services Department)

RECOMMENDATION

That FD 04-2017 March Monthly Report (Emergency Services Department) be received for information.

DEPARTMENTAL HIGHLIGHTS

During the month of March the fire department responded to seven emergency calls most notably:

- 2 Motor Vehicle Accident – 375 Queen St West, Water St. S near Front St.
- 3 Activated alarms – INOAC, Stone Willow Inn (2)
- 1 Motor Vehicle Accident – Oxford County
- 1 Lift assist – 109 Wellington St.

This year to date 01 Jan 16 – 17 Mar 17 we have had 21 emergency response calls compared to 20 response calls last year from 01 Jan 16 to 17 Mar 16.

Tammy DeGraw, our Fire Prevention Officer, has conducted 13 fire inspections, eight follow up inspections, 3 Public Education sessions during the month of March 2017.

The Fire Department sent two firefighters to attend the NFPA 106 Ice Rescue Technician Level I & II Courses. The two candidates were successful and we are now looking at conducting the Ice Rescue Training in St. Marys if the weather permits. However, if the weather does not permit our two Water Rescue Instructors we will be conducting Water Rescue training for the members of the St. Marys Fire Department this coming Spring.

OUTSTANDING ISSUES AND PROJECT LIST

- I have been approved to replace our old and outdated Self Contained Breathing Apparatus. The fire department is currently conducting testing of the top 3 name brands in the market. Phase one consisted of having the top three manufacturers and representatives (MSA, Scott and Dragger) providing theory and practical demonstrations of their equipment. Phase two is completed as the firefighters tested all of the equipment and reported on which models they preferred. I am currently drafting an RFP.
- Town of St. Marys Spring Clean-up. – It has been decided that the Town of St. Marys Spring Clean-up will be conducted on Saturday the 29th of April 2017. Firefighters will be volunteering

their time and effort to pick up any unwanted metal with all proceeds being presented to Muscular Dystrophy.

- The Fire Department will be conducting a “Door to Door” Fire Prevention Public Education campaign on the 29th of March 2017 from 6-9 pm. This initiative is to deliver information to the citizens of St. Marys. Firefighters will be delivering information on “It’s the law” smoke alarm, “Beat the silent killer” carbon monoxide and “Plan your escape” a home fire escape plan. To date there have been 22 fire fatalities in Ontario and most of these deaths have been associated with people not having working smoke and CO alarms.
- I am continuing to research and procure various types of rescue equipment for water and ice rescue operations. I hope to have a majority of the equipment purchased in the next few weeks.
- I am currently developing a Live Ex - Town wide live Mass Casualty/Hazardous Materials exercise to be conducted on Wednesday the 31st of May 2017 from 0900 – 1200 hrs. The various agencies that will be involved, but not limited to, are the St. Marys Fire Department, OPP, Perth County Paramedics, St. John Ambulance, St. Marys District Collegiate and Vocational Institute (DCVI) and the standing up of the St. Marys Emergency Operations Centre. This Ex will take place on the corner of James St. North and Station St, St. Marys, Ontario and will be supported by the various outside agencies previously mentioned. It will allow stakeholders to participate in a real life situation, test the Town’s emergency response Plan as well it will provide an Emergency Services Command & Control capabilities confirmation. Richard “Andy” Anderson Fire Chief / Director of Emergency services will act as the primary POC and liaison to ensure exercise objectives are met.
- Ceremonial Fire Truck Ride for the “St. Marys Snipers U12 Provincial Petite team sponsored by Jackson's Pharmacy”. The team won the McCarthy Division of the Provincial U12. This event was hosted by Forest Xtreme Ringette from March 2nd to 5th, where 29 teams from across the province came to compete in five divisions. At the time of drafting this report all personnel and agencies involved with the organizing of this parade (Fire Department, OPP and the St. Marys Snipers U12 team) were satisfied with what is to transpire on Sunday the 19th of March 2017.
- I am currently getting an Active 911 App on every firefighter’s Smart Phone/Device. Having the Active 911 App on our Smart Phone/Device allows firefighters to receive a fire response notification from Stratford Fire Dispatch in addition to our pagers. This system does not necessarily replace our Pagers as there are certain applications that firefighters need to carry a pager i.e. work locations. It will enhance our current Pager system by having the option of receiving the alert on our Smart Phones/Devices. When the notification is received the firefighter will acknowledge the call by pressing either Responding, Not Responding or Cancel. Once this is completed they conduct this procedure the firefighter will be able to look at a map on their Smart Phone/Device. The Map will indicate their present location and the location of where they are responding too. As well when everyone acknowledges Responding I will be able to see how many are or are not responding to the call. Where everyone is located and if they are responding to the address of the call or to the fire hall. So far the one month trialed that was conducted was a huge success. This is why we are moving forward with this initiative.
- We are currently working with various businesses and nursing homes to deliver a Portable Fire Extinguisher training program in the near future. These courses will be taught by the Fire Prevention Officer and I, providing a theory lecture and practical live fire extinguisher exercise. This same training could be provided to Town employees. Projections are that if this is successful it could prove to be a good source of revenue for the fire department.

SPENDING AND VARIANCE ANALYSIS

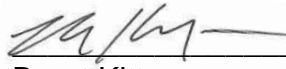
The Fire Department has purchased the following items:

- 6 Rescue Drysuits, 6 Rescue PFD's, 6 Rescue Helmets, 5 Throw bags, 6 Carabiners & Ice Picks - Total price \$2,145.49
- Hose Storage Racks \$1,351

Respectfully submitted,



Richard Anderson
Director of Emergency Services/Fire Chief



Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Building and Development
Date of Meeting:	28 March 2017
Subject:	DEV 03-2017 March Monthly Report (Building and Development)

RECOMMENDATION

THAT DEV 03-2017 March Monthly Report (Building and Development) be received as information.

DEPARTMENTAL HIGHLIGHTS

Building:

A total of 7 permits were issued in February 2017 compared to 3 the previous year.

There were zero new dwelling units issued this month compared to 1 the previous year.

The total construction values were \$128,350 compared to \$336,000 in the previous year.

The total permit fees were \$1380.21 compared to \$2457.45 the previous year.

A total of 22 appointments were provided by the Building Department for this time period.

There were no heritage permits issued for this period.

Planning:

Meeting with proponents to review proposed revisions to development plan for 151 Water St N.

Public Hearing for A02-2017 affecting 256 Church St S (request for relief to permit a third unit in a converted dwelling) – Committee of Adjustment deferred the application for 8 weeks, seeking further information regarding a parking plan from the proponent. Follow-up meeting has been held with the proponent to discuss issues.

Public Hearing for A04-2017 affecting 539 Queen St E (request relief to permit a second unit as a converted dwelling). Committee of Adjustment denied the application due to parking issues. Appeal period lapses April 4, 2017.

Review meeting for Z01-2017 affecting 236 Queen St E (request for zoning to permit a third unit in a converted dwelling) – Planning Advisory committee deferred the application, seeking further information from the proponent.

Meeting with owner of 3 Robinson Street regarding two units for the property and also sanitary sewer connection. Staff following up regarding sanitary connection.

Façade Improvement and Designated Heritage Grant applications being accepted – total of 4 applications to date for 2017. These are reviewed and held in queue pending final budget approval.

Facilities:

Performance reviews have been completed

Repaired Town hall lower level Church Street door (sticking not closing properly)

Firehall Sign RFQ sent out to vendors

Sent AAC Capital Project list to start process of meeting accessible needs with our 2017 projects

Lind Sportsplex Roof repair tender closed, over budget, modified scope, re-issued tender

Co-op student from DCVI volunteering at the PRC

Cemetery – replacing old flood lights with new LED fixtures and installing fixture to give light at office door

Working on summer work schedule for arena staff

Working with staff on the re-development of Cadzow Park

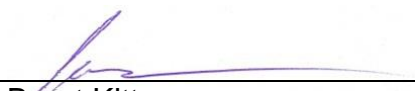
OUTSTANDING ISSUES AND PROJECT LIST

The Official Plan

SPENDING AND VARIANCE ANALYSIS

As per budget.

Respectfully Submitted,



Brent Kittmer
Director of Building and
Development



Brent Kittmer
CAO/Clerk



PROCUREMENT AWARD

To:	Mayor Strathdee and Members of Council
From:	Grant Brouwer, Director of Building and Development
Date of Meeting:	28 March 2017
Subject:	DEV 04-2017 Cadzow Park Playground Tender Award

PROJECT DETAILS

In 2014, the transformation of Cadzow Park began with the removal of the old Youth Centre/Friendship Centre Building. In 2015 extensive planning went into developing a plan for the future use of the park space. A consultant was retained and proposed four different concepts. After a public review process, Council voted on the four designs and decided to incorporate "Concept D". Concept D's features include a splash pad, new multi-generational playground (ages 2-12), pavilion, band shell, a larger parking lot, a patio area, and a trail system connecting all of the features. In 2016, Cadzow Pool was removed to allow the Town to proceed with building the new park concept. Step one of the re-development is to build the new playground. Town Council has pre-approved \$150,000.00 for the project within the 2017 capital budget.

RECOMMENDATION

THAT DEV 04-2017 regarding Cadzow Park Playground Tender Award be received; and,

THAT the procurement for Cadzow Park Playground Tender be awarded to Playworld Option 1 for the procured price of \$137,305.00, inclusive of all taxes and contingencies; and,

THAT By-Law 29-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

PROCUREMENT SUMMARY

Staff met with the Accessibility Advisory Committee (AAC) on Thursday January 26, 2017 to confirm their requirements for the project. Staff was comfortable with the comments and recommendations from the AAC and incorporated them into the RFP. The RFP stated that we had a maximum budget \$140,000.00 which allowed a contingency of \$10,000.00. If the contingency is not required it will be put back into the park as either another element to the playground or furniture for the park. When the RFP closed it was graded in two different stages. Stage One: 12 members of Town staff (Early Childhood Educators, recreation programmers, accessibility representatives and the building and development team) graded each submission. A total of 12 staff members and 2 Accessibility Representatives took part in the grading of the concept and design. Both the Director of Building and Development and the Manager of Facilities graded the remaining criteria.

Proposal	Company	Experience, Qualification s. Project	Budget and Cost	Design Concept	Reference s	Warranty	Total	\$ -
		10 points	30 Points	40 Points	10 points	10 points	100	Cost
6	Playworld Opt 1	6	25.70	35.83	8	9	84.53	\$137,305.00
8	Play Power Opt 1	10	25.70	27.27	8	8	78.97	\$137,696.70
9	Play Power Opt 2	10	25.70	27.16	8	8	78.86	\$139,944.35
2	ABC Opt 1	9	25.70	24.24	8	10	76.94	\$136,478.81
1	Active Playground	8	25.06	28.75	8	7	76.81	\$139,935.00
3	ABC Opt 2	9	25.70	24.09	8	10	76.79	\$135,965.46
10	Open Space Solutions Opt 1	5	25.70	21.06	8	9	68.76	\$131,924.98
7	Playworld Opt 2	6	25.70	16.14	8	9	64.83	\$125,925.00
11	Open Space Solutions Opt 2	5	25.70	17.05	8	9	64.74	\$116,905.89
5	Play KSL Opt 2	7	25.70	10.98	9	7	59.68	\$138,083.00
4	Play KSL Opt 1	7	25.70	7.42	9	7	56.12	\$127,661.00

Staff took the four (4) submissions with the highest marks and worked with the Communications Department to create a social media survey for the Public to vote on the playground of their choice. The Top 4 submissions were Play Power Option 1 & 2, ABC Recreation Option 1 and Play World Option 1. Town Staff visited the local schools to have the children who will use the playground see the four designs and choose which one they would like to have built. The students supplied energetic responses and suggestions for the playground designs. The results from the social media survey as well as the schools placed Playworld Option 1 as the choice with 45% of the votes.

Option	Holy Name	Little Falls	Online Survey	Final tally
Playworld Opt 1	31	158	83	272
ABC Opt 1	67	63	32	162
Play Power Opt 3	20	65	29	114
Play Power Opt 2	1	32	16	49
Spoiled	2	2	n/a	4
Total respondents	121	320	160	601

The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

Procurement Information

Approved Project Budget:

Tender Closing Date:

Number of Bids Received:

Cost Result – High Score (Inclusive of HST):

Cost Result – Low Bid (Inc. Net of HST rebate):

Successful Proponent:

Details and Results

\$150,000.00

Thursday, March 2, 2017

Nine (9)

\$137,305.00

\$123,647.41

Playworld Opt 1

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

FINANCIAL IMPLICATIONS

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

01-9123-0000	\$150,0000.00
Total	\$150,000.00

Cost Breakdown:

Playworld	\$137, 305.00
Contingency	\$ 12,695.00
Total 2017 Project Cost	\$150,000.00

OTHERS CONSULTED

Brent Kittmer- CAO /Clerk

Jim Brown – Treasurer

Stephanie Ische – Director of Community Services

Ray Cousineau – Manager of Facilities

Students of Little Falls Public School

Students of Holy Name of Mary Catholic School

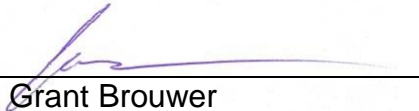
Strategic Plan: this initiative is supported by the following priorities, outcomes, and tactics in the Plan:

- Pillar #4 Culture and Recreation: Strategic Priority for “A Focused Parks Strategy”
 - *Outcome:* St. Marys’ parks are not only a prized asset, they are also a natural gathering place that can be optimized and incorporated into enhancing the cultural profile of St. Marys.
 - *Tactic(s):* Perform an initial assessment of necessary improvements (beautification, accessibility, etc.). Preserve Cadzow Park as a quiet, residential, family-oriented park. Continue investments in Cadzow Park as a family-oriented public space.

ATTACHMENTS

1. List of features.
2. Site plan, along with proposed layout
3. Correspondence from Lynn Hainer regarding Flooring

Respectfully Submitted,



Grant Brouwer
Director of Building and
Development



Brent Kittmer
CAO/Clerk



Cadzow Park

St. Mary's, ON

17-0753A

Sales Representative



Equipment Manufacturer



POST & COMPONENT	ROTOMOLD PLASTIC	SHEET PLASTIC	ECO-ARMOR
Dark Brown	Chartreuse	Beige	Gray
Chartreuse	Graystone	Green	
Sand		Beige-Gray	
		ROPE , BOULDERS & SHADE	



Cadzow Park

St. Mary's, ON

17-0753A

Sales Representative



Equipment Manufacturer





Cadzow Park

St. Mary's, ON

Sales Representative

Equipment Manufacturer





Cadzow Park

St. Mary's, ON

17-0753A

Sales Representative



Equipment Manufacturer





Cadzow Park

St. Mary's, ON

Sales Representative



Equipment Manufacturer





Cadzow Park

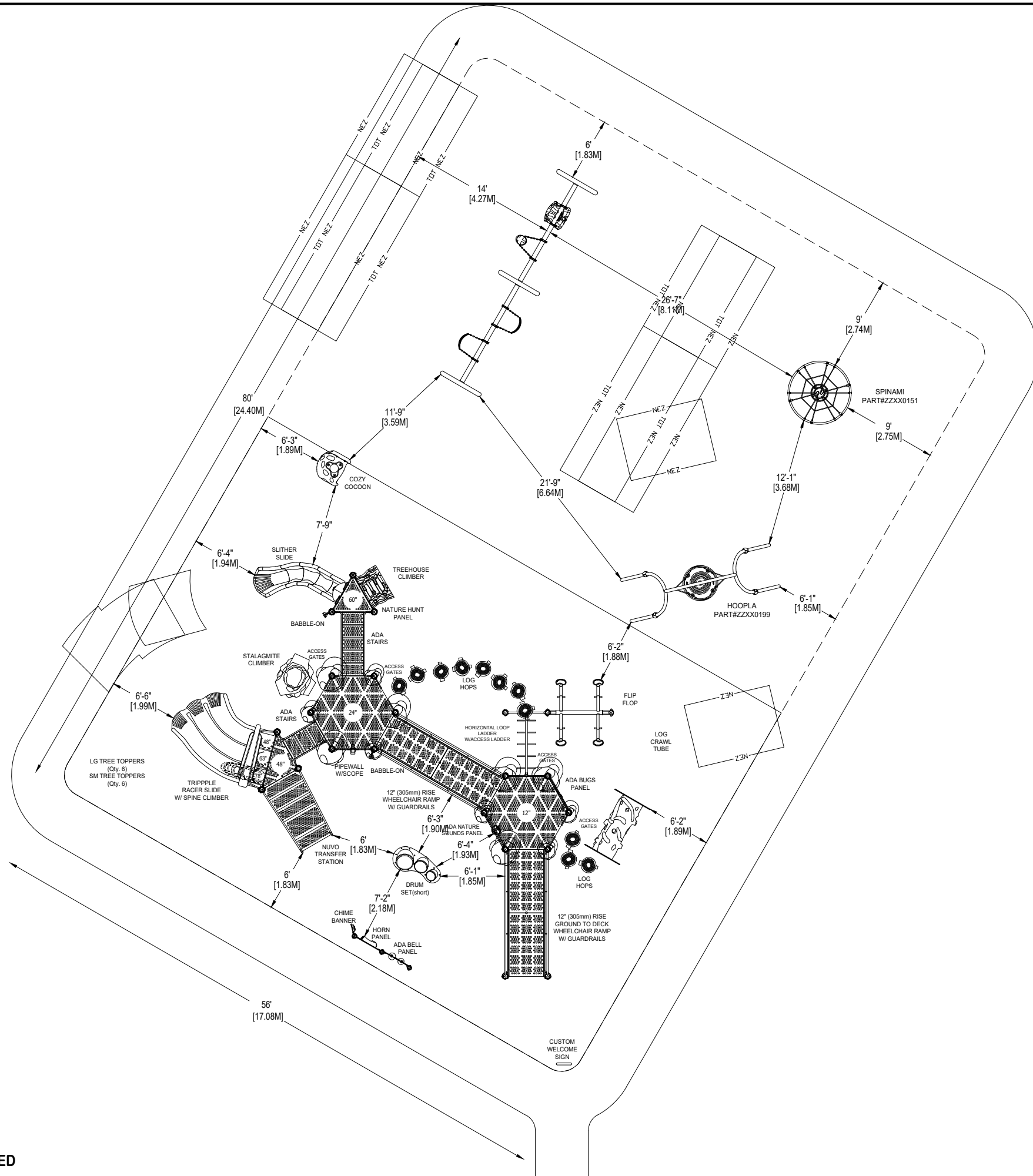
St. Mary's, ON

17-0753A

Sales Representative

Equipment Manufacturer





*PLAYGROUND SUPERVISION REQUIRED



NEW WORLD PARK SOLUTIONS
42 Woodway Trail
Brantford, ON N3R 6G7

EQUIPMENT SIZE:
47'5" x 39'2" x 6'6"

USE ZONE:
80' x 56'

AREA: 4480 SqFt. PERIMETER: 272 Ft.

FALL HEIGHT:
9 Ft. 8 In.

USER CAPACITY: 104 AGE GROUP: 5-12

ADA SCHEDULE	Total Elevated Play Activities: 10		
	Total Ground-Level Play Activities: 17		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
	Required	5	3
	Provided	10	5

✓ CSA Z614-14

PROJECT NO: 17-0753A	SCALE: 3/32"=1'-0"
DRAWN BY: I. PERKINS	Paper Size B
DATE: 28-FEB-17	



Design Description

Having read the criteria set out in your RFP Document we have come up with the enclosed designs. A component list is attached along with the designs.

Both Options was designed using Playworld's *Inclusive Play Design Guide*. This tool is a comprehensive guide which was created to assist designers, landscape architects, parks maintenance staff and the general public etc. with planning an inclusive play space. Inclusive playground success is not just about putting thoughtful, accessible equipment in a play space (ie. The "old school" idea of accessibility of including a ramp and sticking interesting products together), but being aware of the impact of decisions on the entire experience including: guidelines and laws, planning and preparation, layout and access, play richness, and site amenities.

Much thought and planning has gone into our designs using this guide and we'd like to outline just a few of the main features we've included and the reasons for them. Play Richness at all heights is a key factor when creating inclusion where children of all abilities can grow, learn and play together through physical, sensory, and social experiences. This design meets and exceeds the requirements of CAN/CSA-Z614 Annex H, and AODA requirements.

Our Option 1 design begins with our top of the line Playmakers 5" OD post and platform system. We have configured this system in a way that nicely fits your space and accents the surrounding area. This Nature Themed design includes all the desired components and some desirable added features while still providing access to all. The ramps, transfer stations and stairs provide users of all ages and abilities ease of access throughout the play space and to elevated play events. We have chosen components that have varying degrees of challenge for the 2 to 5 and 5 to 12 user age groups. The many ground level play events will also stimulate and encourage group play and inclusion.

Option 2 is designed using our new Unity connect series of play components. This nontraditional approach to play area design creates a unique visual appeal different from any other playground. This design also provides stimulating play and access to play components for users and care givers of all ages and abilities. Also included is our multi-user Unity Teeter Tunnel which is the only play event of its kind in the industry and has received rave reviews since its launch in 2015.

Both Options include a custom sign which can be used to identify park rules, donors or whatever you would like.

The following is a breakdown of the play components and the categories which they fall under taken from our inclusive play design guide.

Physical (Sliding): Stimulates a child's vestibular and visual sensory systems, allows a child to work on balance, offers the experience of a modified fall through space and the thrill of perceived risk.

- Tripple Racer Slide
- Slither Slide
- Adventure Slither Slide

Physical (Climbing, Crawling & Strengthening): Improve motor skills such as power balance, coordination, strength, and dexterity.

- Stalagmite Climber
- Treehouse Climber
- Spine Climber
- Log Crawl Tube
- The Grid
- The Wave
- Crater Wall
- The Low Arch
- The Wall
- Duplex Climber
- Oval Crater Wall
- Oval Crater Arch

Physical (Upper Body): Strength training is important for everyone, including children with motor control challenges such as cerebral palsy.

Increases muscle strength and endurance, helps protect muscles and joints from injury, strengthens bones, helps promote healthy blood pressure and cholesterol levels, and boosts metabolism.

- Horizontal Loop Ladder
- Sky Arch

Physical (Balancing): Balance is considered to fall into the same category as flexibility, core strength, and mobility as an essential ambulatory skill.

- Log Hops
- The Stump Jump
- Teeter Tunnel
- Flip Flop
- Wacky Log

Physical (Motion Play): All the benefits of motion should not be restricted to typically-developing families which include stimulating the vestibular system, helping to regulate anxiety, and developing muscle tone.

Teeter Tunnel

- Flip Flop
- Spinami
- Hoopla Swing
- Cozy Cocoon
- Swings

Sensory (Tactile): The tactile system is the largest sensory system in the body and plays a vital role in human behavior and physical movement. Tactile input helps the brain organize information for developing visual and auditory systems.

- ADA Bugs Panel
- ADA Bell Panel
- Chime Banner
- Drum Kit
- Horn Panel
- Log hops and crawl tunnel
- Stalagmite Climber

- Nature Hunt Panel
- Molded shapes underneath the slides

Sensory (Auditory and Visual Perception): All children enjoy music and other noises at some level and they especially enjoy sounds that they control. Use of the visual sensory system strengthens the eye muscles, the ability to focus on something, and the ability to see differences between objects that are similar.

- ADA Bell Panel
- Ground to Ground Babble On
- KPE Rhythm Spinner Panel
- KPE Nature Sounds
- ADA Horn Panel
- Balcony w/scope

Social (Cooperative Play, Social Interaction, Dramatic Play): In co-operative play, children share a common activity and work toward a goal together. Dramatic play assists children in expanding their awareness of self in relation to others and their social environment, learn language, cognitive and social skills.

- Ground to Ground Babble On
- Nature Hunt Panel
- Spinami
- Flip Flop
- Teeter Tunnel
- Cozy Cocoon
- Hoopla Swing

The following is a **CSA Annex H matrix** for each design:

Option 1 Play Area:

Accessible Routes present throughout via PIP EPDM rubber, engineered wood fibre, ramps and transfer stairs.

Elevated Play Components	10
Ground Level Play Components	17
Different Types of GL Components	5

Annex H compliance requirements: Minimum 3 GL components with 3 different types.

100% of all elevated components are accessible via ramps and transfer stairs.

Annex H compliance requires 50%. This design exceeds all requirements.

Option 2 Play Area:

Accessible Routes present throughout via PIP EPDM rubber and engineered wood fibre

Elevated Play Components	0
Ground Level Play Components	23
Different Types of GL Components	9

Annex H compliance requirements: Minimum 0 GL components with 0 different types. This design exceeds all requirements.

More information on our inclusive play design guide available upon request.

Cadzow Park

Design Number: 17-0753A - Compliance and Technical Data

Reference Document: CAN/CSA-Z614-14

Ref. No.	Part No.	Qty.	Description	Unit CSA Status	Total Weight (lbs)	Pre- Consumer Recycled Content (lbs)	Post- Consumer Content (lbs)	CO2e Footprint (kgs)	Users	Install Hours	Concrete (Yds3)	Active Play Events
1	ZZXX0151	1	SPINAMI	Certified	342.66			1,908	7	6.00	0.33	1
2	ZZXX0155	1	CUSTOM SIGN	N/A	42.75			235	0	1.50	0.07	0
3	ZZXX0199	1	UNITY HOOPLA SWING	Certified	324.59			2,001	6	4.00	0.52	1
4	ZZXX0224	1	ACCESSIBLE SWING SEAT w/SILVER SHIELD CHAIN TO 8ft TOP RAIL	Certified	29.92			275	1	0.50	0.00	1
5	ZZXX0260	2	BELT SEAT W/SILVER SHIELD CHAIN FOR 8ft TOP RAIL	Certified	17.60			108	2	0.50	0.00	2
6	ZZXX0265	1	INFANT SEAT W/SILVER SHIELD FOR 8ft TOP RAIL	Certified	11.31			90	1	0.25	0.00	1
7	ZZXX0287	1	5in OD 2-UNIT ALUMINUM ARCH SWING W-8ft TOP RAIL	Certified	213.00			1,166	0	3.00	0.52	0
8	ZZXX0370	1	5in OD ALUMINUM ARCH SWING 2-UNIT ADD-A-BAY	Certified	145.40			773	0	3.00	0.26	0
9	ZZXX0483	1	COZY COCOON - SPINNING	Certified	132.00			834	3	1.50	0.13	1
10	ZZCH0356	3	3.50in x 88in STEEL POST w/CAP	Certified	89.13			119	0	3.00	0.39	0
11	ZZPM0006	2	5in OD X 96in STEEL POST W/ RIVETED CAP	Certified	108.42			163	0	2.00	0.26	0
12	ZZPM0026	4	5in OD X 132in STEEL POST W/ RIVETED CAP	Certified	296.84			434	0	4.00	0.48	0
13	ZZPM0027	3	5in OD X 132in STEEL POST W/O CAP	Certified	229.23			298	0	3.00	0.39	0
14	ZZPM0036	3	5in OD X 144in STEEL POST W/ RIVETED CAP	Certified	242.73			352	0	3.00	0.39	0
15	ZZPM0037	3	5in OD X 144in STEEL POST W/O CAP	Certified	236.43			325	0	3.00	0.39	0
16	ZZPM0046	1	5in OD X 156in STEEL POST W/ RIVETED CAP	Certified	87.71			126	0	1.00	0.13	0
17	ZZPM0047	6	5in OD X 156in STEEL POST W/O CAP	Certified	511.86			705	0	6.00	0.78	0
18	ZZPM0056	1	5in OD X 168in STEEL POST W/ RIVETED CAP	Certified	92.51			136	0	1.00	0.13	0
19	ZZPM0617	1	TRIANGULAR COATED DECK ASSEMBLY	Certified	46.40			169	2	1.00	0.00	0
20	ZZPM0619	2	HEX COATED DECK ASSEMBLY	Certified	457.44			1,275	16	4.00	0.00	0
21	ZZPM0639	1	45 DEGREE TRI COATED DECK ASSEMBLY	Certified	57.90			206	3	1.00	0.00	0



Cadzow Park

Design Number: 17-0753A - Compliance and Technical Data

Reference Document: CAN/CSA-Z614-14

Ref. No.	Part No.	Qty.	Description	Unit CSA Status	Total Weight (lbs)	Pre- Consumer Recycled Content (lbs)	Post- Consumer Recycled Content (lbs)	CO2e Footprint (kgs)	Users	Install Hours	Concrete (Yds3)	Active Play Events
22	ZZPM0678	1	NUVO- 48in TRANSFER STATION	Certified	350.34			609	2	3.50	0.12	0
23	ZZPM7537	1	GROUND TO DECK WHEELCHAIR RAMP W/ GUARDRAILS (12in RISE)	Certified	388.84			782	4	3.00	0.00	0
24	ZZPM7539	1	DECK TO DECK WHEELCHAIR RAMP W/ GUARDRAILS (12in RISE)	Certified	379.30			737	4	3.00	0.00	0
25	ZZUN9390	1	6in WHEELCHAIR RAMP CENTER SUPPORT	Certified	7.93			10	0	0.50	0.06	0
26	ZZUN9400	1	18in WHEELCHAIR RAMP CENTER SUPPORT	Certified	10.79			13	0	0.50	0.06	0
27	ZZPM1374	1	TRIPPPLE RACER SLIDE	Certified	767.03			2,117	6	6.50	0.09	1
28	ZZPM3206	1	SLITHER SLIDE 2.0 ENTRANCE & EXIT	Certified	97.18			449	2	2.00	0.03	1
29	ZZUN3207	1	SLITHER SLIDE 2.0 (STRAIGHT SECTION)	Certified	19.59			128	0	0.25	0.00	0
30	ZZUN3209	2	SLITHER SLIDE 2.0 (LEFT SECTION)	Certified	39.18			267	0	0.50	0.00	0
31	ZZUN3256	1	SLITHER SLIDE 2.0 SUPPORT LEG 2ft-6in	Certified	12.81			59	0	0.25	0.03	0
32	ZZPM0599	2	WHEELCHAIR CURB FOR HALF PANELS	Certified	15.74			50	0	0.50	0.00	0
33	ZZPM4408	1	ACCESSIBLE BUGS PANEL	Certified	42.96			269	1	1.00	0.00	1
34	ZZPM4549	1	NATURE HUNT PANEL (GROUND LEVEL)	Certified	53.57			470	2	2.00	0.00	1
35	ZZPM4637	1	NATURE SOUNDS HALF PANEL	Certified	35.30			908	2	0.50	0.00	1
36	ZZUN4439	1	TELESCOPE - PIPE WALL MOUNT WITH LENS (PM)	Certified	13.33			219	1	0.50	0.00	1
37	ZZUN5197	1	NATURE FREESTANDING 6' LOG CRAWL TUBE	Certified	136.91			980	3	4.00	0.12	1
38	ZZPM4090	1	CENTERLINE PIPE WALL BARRIER	Certified	37.22			95	0	0.50	0.00	0
39	ZZPM4288	4	ACCESS GATE	Certified	137.52			366	0	2.00	0.00	0
40	ZZPM6817	1	TREE HOUSE CLIMBER (60in DECK)	Certified	138.23			902	2	2.00	0.06	1
41	ZZPM8346	1	SPINE CLIMBER TO TRIPPPLE RACER SLIDE	Certified	50.66			203	2	1.00	0.03	1
42	ZZUN8396	7	12in LOG HOP	Certified	356.79			753	7	7.00	0.21	7
43	ZZUN8428	4	16in LOG HOP	Certified	215.76			466	4	4.00	0.12	4
44	ZZUN8246	1	ROCKBLOCKS STALAGMITE CLIMBER	Certified	144.00			540	3	1.75	0.09	1
45	ZZPM5780	1	6ft HORIZONTAL LOOP LADDER	Certified	60.60			139	2	1.00	0.00	1
46	ZZPM6906	1	FLIP FLOP	N/A	266.82			697	4	2.00	0.00	1



Cadzow Park

Design Number: 17-0753A - Compliance and Technical Data

Reference Document: CAN/CSA-Z614-14

Ref. No.	Part No.	Qty.	Description	Unit CSA Status	Total Weight (lbs)	Pre- Consumer Recycled Content (lbs)	Post- Consumer Content (lbs)	CO2e Footprint (kgs)	Users	Install Hours	Concrete (Yds3)	Active Play Events
47	ZZCH4409	1	ACCESSIBLE BELL PANEL	Certified	22.16			211	1	0.50	0.00	1
48	ZZCH4608	1	CHIME BANNER	Certified	26.43			260	2	0.75	0.00	1
49	ZZCH4611	1	HORN PANEL GROUND LEVEL	Certified	43.14			482	2	1.00	0.00	1
50	ZZPM4467	1	GROUND TO GROUND BABBLE-ON	Certified	45.47			248	2	1.50	0.00	1
51	ZZUN5049	1	DRUM KIT (20in HEIGHT)	Certified	121.18			394	2	3.00	0.22	1
52	ZZPM9806	6	SMALL TREE TOPPER	Certified	84.36			551	0	3.00	0.00	0
53	ZZPM9807	6	LARGE TREE TOPPER	Certified	180.18			953	0	3.00	0.00	0
54	ZZPM9170	1	24in ACCESSIBLE STEPPED PLATFORM (DECK TO DECK)	Certified	174.86			374	1	2.00	0.00	0
55	ZZPM9177	1	36in ACCESSIBLE STEPPED PLATFORM (DECK TO DECK)	Certified	286.99			640	2	1.50	0.00	0
56	ZZCHGUID	1	CHALLENGER GUIDELINES	N/A	0.00			1	0	0.25	0.00	0
57	ZZPMGUID	1	PLAYMAKER GUIDELINES	N/A	0.00			1	0	0.25	0.00	0
58	ZZUN9910	2	SURFACING WARNING LABEL KIT	Certified	0.10			1	0	0.50	0.00	0
59	ZZUN9930	2	PIPE SYSTEMS MAINTENANCE KIT W/ AEROSOL	N/A				180				
60	ZZXX0112	1	CSA AGE GROUP LABELS	N/A				1				
Totals:					8,479.10	1,074	2,204	28,216	104	119.25	6.41	35
					3,815.60 Kg	483 Kg	992 Kg	28 Metric Tons	4.87 m3			



Cadzow Park

Design Number: 17-0753A - Compliance and Technical Data

Reference Document: CAN/CSA-Z614-14

Ref. No.	Part No.	Qty.	Description	Unit CSA Status	Total Weight (lbs)	Pre- Consumer Recycled Content (lbs)	Post- Consumer Recycled Content (lbs)	CO2e Footprint (kgs)	Users	Install Hours	Concrete (Yds3)	Active Play Events
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CAN/CSA-Z614-14

The lay-out for this custom playscape, design number 17-0753A, has been configured to meet the requirements of the CAN/CSA-Z614-14 standard. In addition, each of the above components listed as "Certified" have been tested and are IPEMA certified. Components listed as "Not Applicable" do not fall within the scope of the CAN/CSA-Z614-14 standard and have not been tested. IPEMA certification can be verified on the IPEMA website, www.ipema.org. In the interest of playground safety, IPEMA provides a Third Party Certification Service which validates compliance.

Installation Times

Installation times are based on one experienced installer. A crew of three experienced individuals can perform the installation within the given time, each member working 1/3 of the given hours. [Eg. Installation Time = 30 hours. For a crew of three, each member will work 10 hours on the installation for a total of 30 hours on the project.]

Carbon Footprint

The CO2e (carbon footprint given in Kilograms and Metric Tons) listed above is a measure of the environmental impact this play structure represents from harvesting raw materials to the time it leaves our shipping dock. Playworld Systems nurtures a total corporate culture that is focused on eliminating carbon producing processes and products, reducing our use of precious raw materials, reusing materials whenever possible and recycling materials at every opportunity. Playworld Systems elected to adopt the Publicly Available Specification; PAS 2050 as published by the British Standards Institute and sponsored by Defra and the Carbon Trust. The PAS 2050 has gained international acceptance as a specification that measures the greenhouse gas emissions in services and goods throughout their entire life cycle.

Pre-Consumer Recycle Content

A measurement, in pounds, that qualifies the amount of material that was captured as waste and diverted from landfill during an initial manufacturing process and is being redirected to a separate manufacturing process to become a different product. E.g. 100% of our Aluminum Tubing is made from captured waste material during the manufacturing process of extruded Aluminum products such as rods, flat bars and H-channels.

Post-Consumer Recycle Content

A measurement, in pounds, that qualifies the amount of material that was once another product that has completed its lifecycle and has been diverted from a landfill as a solid waste through recycling and is now being used in a Playworld Systems' product. E.g. **20% to 40% of the steel in our steel tubing and sheet steel have been diverted from landfills. Automobiles are scrapped and recyclable steel is purchased by the steel mill that produces our raw product.

** The amount of Post-Consumer recycled steel fluctuates daily based on the availability of the recycled steel.





PROCUREMENT AWARD

To: Mayor Stratthdee and Members of Council

From: Grant Brouwer, Director of Building and Development

Date of Meeting: 28 March 2017

Subject: **DEV 05-2017 Procurement of Planning Services**

PROJECT DETAILS

On January 25, 2017, Staff released a RFP for Planning Services with a closing date of March 01, 2017. The Town received nine submissions in response to the RFP. Currently the Town has an informal and legally non-binding agreement with Perth County for Planning Services. The Town has been notified that this agreement will end effective March 31, 2017.

RECOMMENDATION

THAT DEV 05-2017 regarding Procurement of Planning Services be received; and,

THAT the Procurement of Planning Services be awarded to MLS Planning Consulting;

THAT By-Law 30-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

PROCUREMENT SUMMARY

		40 points						
		15 points	10 points	15 points				
Proposal	Company	Experience	Qualifications	Project Management	Fee Structure	References	Conflict	Total
9	MLS	10	10	15	30	25	5	95
4	Monteith Brown	15	10	15	14.4	25	5	84.4
2	Zelinka Priamo	15	10	15	13.85	25	4	82.85
7	MHBC	15	10	15	12.41	25	5	82.41
6	Gary Blazak	14	10	15	12.86	25	5	81.86
5	Labreche Patterson and Associates	15	10	15	11.25	25	5	81.25
8	Harrington McvAvan Ltd	15	10	15	9.73	25	5	79.73
3	GSP Group	15	10	15	9.47	25	5	79.47
1	IBI Group	15	10	15	9	25	5	79

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

Approved Project Budget:

Tender Closing Date:

Number of Bids Received:

Cost Result – High Score (Inclusive of HST):

Details and Results

\$50,000.00

Wednesday, March 1, 2017

Nine (9)

\$60.00 per/hr

Successful Proponent:

MLS Planning Consulting

Key highlights of the proposal submitted by MLS include:

- Committed timelines for various planning applications, and fixed hourly rates of \$60/hour for a planner and \$40/hour for a GIS technician should the Town commit to a 2 year contract.
- Above, MLS was docked 5 points in their experience ranking simply because they have only been established as a consulting firm for less than 2 years. However, the principal planner of the company (Mark Stone) has excellent municipal planning experience. The principal planner is a registered professional planner with 22 years' experience: 12 years of experience as a senior planner for a municipality, 3 years of experience managing land use planning applications for a large private retail firm, and 7 years' experience as a municipal planning consultant working for a consulting firm. As a part of the RFP review process staff asked Mr. Stone to prepare planning reports on one pending and one historic planning report and we have found his planning reports to be nothing short of excellent.
- One area that was initially thought to be a concern would be the distance from St. Marys to the successful proponent's location as MLS Planning Consulting is located in Aurora ON. We have met with Mark Stone, the owner of MLS Planning Consulting and he has assured us that this will not be an issue; he will attend all planning related meetings as required and we will be able to find ways to accommodate all meeting requests with developers. From a costing perspective, the distance will not be an added cost to the Town as there is a flat fee for attendance at meetings (\$225).

The procurement document submitted by MLS Planning Consulting was found to be complete, meets all terms of the RFP document, is contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to MLS Planning Consulting.

FINANCIAL IMPLICATIONS

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

01-8100-6990 Planning and Zoning Contracted
Services

\$50,000.00

Total

\$50,000.00

OTHERS CONSULTED

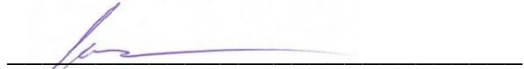
Brent Kittmer, CAO/Clerk

Jim Brown, Director of Finance/Treasurer

ATTACHMENTS

None

Respectfully submitted,



Grant Brouwer

Director of Building and Development



Brent Kittmer

CAO / Clerk



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
From:	Grant Brouwer, Director of Building and Development
Date of Meeting:	28 March 2017
Subject:	DEV 06-2017 Sign Permit - Hall of Fame Banner

PURPOSE

This report is to provide information to Council to approve a variance for a sign permit for the Canadian Baseball Hall of Fame Induction Weekend Banner.

RECOMMENDATION

THAT Council approve the variance for the sign permit for the installation of the Canadian Baseball Hall of Fame Induction Weekend Banner from May 1st to June 30th 2017 as stated on the sign permit application.

BACKGROUND

Induction Weekend will be held June 22 – 25 2017.

St.Marys Sign By-law No.33-2005 Section 21.0 Temporary Signs – states that temporary signs shall be installed no sooner than 30 days before the event and be removed no more than 2 days after the event.

St.Marys Sign By-law No.33-2005 Section 24.0 Variances – Allows Council to consider variances to sections of this by-law.

REPORT

The Building Department received application for a sign permit, and heritage permit from the Canadian Baseball Hall of Fame on February 15, 2017. The Canadian Baseball Hall of Fame has requested to install the induction week banner. The Canadian Baseball Hall of Fame has made this same application over the past many years. It is propose for the same location, being attached from 118 Queen St. E. to 121 Queen St. E.

The applicant has stated that the temporary banner to be installed from May 1 to June 30, 2017. This would not comply with the Town of St.Marys Sign By-law No.33-2005.

The Heritage Committee has reviewed the application and approved the sign application with the condition that it is installed as per the Town of St.Marys Sign By-Law Section 21.0 *“Temporary Signs. The by-law states that temporary signage can’t be erected sooner than 30 days prior to the event and must be remover no more than 2 days after the event.”*

The Heritage District Committee has reviewed and approved the application.

The Town of St. Marys has received consent letters from the property owners at 118 Queen St E and 121 Queen St E for the attachment of the banner.

SUMMARY

The appicate has requested a time table of 53 days before the event to install the banner and 5 days after the event to remove it. In the past the banner has been installed with similar time frames. I would recommend approving the application as it has been submitted.

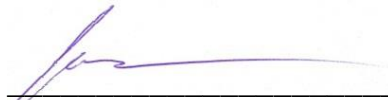
OTHERS CONSULTED

Jed Kelly, Director of Public Works
Heritage Committee
Heritage District Committee

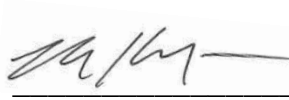
ATTACHMENTS

1. Picture of banner sign

Respectfully submitted,



Grant Brouwer
Director of Building and Development



Brent Kittmer
CAO / Clerk





MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Community Services
Date of Meeting:	28 March 2017
Subject:	DCS-08-2017 Community Services Monthly Report

RECOMMENDATION

THAT DCS-08-2017 March Monthly Report (Community Services) be received as information.

DEPARTMENTAL HIGHLIGHTS

Aquatics:

- 3880 swimmers through the Aquatics Centre in February
- Middlesex Swim Club hosted a swim meet February 11, over 150 swimmers attended.
- Family Day a 2 for 1 public swim held, 115 swimmers attended, RBC sponsored skate 100 attended.

Community Services:

- The Recreation and Leisure Master Plan on-line survey is closed. There were 586 surveys received. The consultants are reviewing all data collected to date. Next steps: steering committee meeting, collection of participant statistics and plan development.
- Met with the Lions Club regarding their proposal for the pavilion at Cadzow Park.
- Local Jump Start meeting, distribution of funds are at the highest this past season with an increase of 272 children benefiting from this program.
- February events included the Lung Association, Push for Change Campaign, Kinettes and a Buck and Doe.

Child Care:

- Early Learning Services hosted a full week full day kindergarten program over March break.
- The licensed program follows the emergent curriculum the children and staff work together to design the activities. This year the children were able to participate in skating and swimming in town owned facilities. This supports the communities' knowledge of other services available, the children and families were very excited about these different opportunities.
- The Child Care Centre is continuing to develop their environment. The children and staff have edited a number of items, and are excited about new items that will enhance the learning.
- Staff have been participating in monthly Professional Learning groups to further improve the quality of service to families. They have been developing their understanding of importance of pedagogical documentation, this allows staff to reflect on why the learning was important to

record how to bring additional learning to the children. Another area of importance is nutrition, with new guidelines released staff have updated the menu. Staff and children have been enthusiastic about the changes.

Museum:

- A seminar on the history of timekeeping was led by Reed Needles on February 17. The seminar was sold out with 22 people in attendance.
- The 21st annual Heritage Fair was held at the PRC on Friday, February 24. There were 25 exhibits and approximately 200 people in attendance.
- Volunteers logged 167 on-site hours of service in February.

Recreation:

- Staff is participating in training by Stephanie Lee of Community Living. Stephanie will be going through inclusion for all and how to lead activities.
- ParticipAction grant awarded for \$500 to run sports at the PRC on Canada Day 150.

Senior Services:

- Senior Services was successful in obtaining \$15,000.00 through the New Horizon for seniors grant programs to replace the existing east entrance door. The grant will allow for an additional door to be added creating a foyer that will help to control drafts in the winter months. The current door would have been added to the capital budget for replacement in 2018 if the grant was not received.
- Senior Services has applied to the Ontario Senior Secretariat grant programs to support and enhance education based programs through arts, technology and nutrition.
- Better Blood Sugar, Better Health is a new program that will be hosted in partnership with Happy Valley Family Health Team.
- Staff continue work with the Alzheimer Society of Perth County to offer bi-weekly rental space within the Friendship Centre to offer more service to the residents of St. Marys. The Alzheimer's Society has expanded their needs within the Pyramid Centre to offer an 8 week program for caregivers and those living with dementia. This joint rental agreement/partnership allows us to offer more services to the residents in St. Marys.
- Planning for Volunteer Appreciation is currently underway. The breakfast event will be held on May 3rd.
- The Friendship Centre staff and a committee of scrapbooking participants are planning for the first annual Spring Scrap-a-thon. This event currently has 70 participants registered for the daylong event with some travelling from around the region to attend.
- The Friendship Centre Elderly Person Centre Budget is due March 17th.
- Staff are submitting an application to the Ontario Senior Secretariat for funding through the special grant program to review and redesign the Friendship Centre newsletter and increase accessibility of the publication.

Youth Services:

- Applied for \$4,100 via the Stratford Community Partners grant. If successful the grant will allow us to run a 4 week water safety course for everyone in the youth centre. Approx. 140 youth.

- The new equipment has arrived from Flag house and Canadian Tire. The equipment was funded through the Jumpstart community partner's grant. Total \$4,719
- The youth centre is opening to grade 3-10 after March break. The program is currently only for children in grades 4-6

OUTSTANDING ISSUES AND PROJECT LIST

Aquatics:

- Promoting spring advanced aquatics and swim lessons
- Planning for the Water Safety Course pending the successful Stratford Community Partners grant
- Holding a spring Bronze Instructors course for lifeguards, training to teach the Bronze Cluster awards.

Community Services:

- Continue working with the consultants on the Recreation Master Plan.
- Meeting with the VON to discuss facility space and needs.

Child Care:

- Early Learning Services is very excited to be working with the Avon Maitland School Board in surveying South Perth School for a possible before and after school program that could begin September 2017. Following expectations set out by the Ministry of Education, if a school has a significant interest the school board is required to offer, as the community partner we will work through this process.

Museum:

- Canada 150 planning with the Corporate Communications/Events Manager
- A quilt exhibit, in support of the Quilt Squared project will be installed in March.
- Policy Updates for the Community Museum Operating Grant 2017

Recreation:

- Canada 150 planning for town wide dodgeball and street hockey tournament at PRC.
- Promoting all new activities starting after March break to the summer.
- Research new grants to accommodate additional activities for youth and adults.
- Arrange community open day/night about all Recreation opportunities on offer.

Senior Services:

- Data sharing agreements between the Senior Services Home Support programs and OneCare Home and Community Support.
-

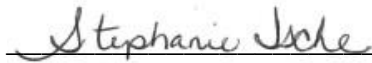
Youth Services:

- Design new membership form with Communications Manager including new terms and conditions.
- Record usage of new children using the centre
- Develop growth record of the youth centre and see how/if it has increased.
- Approach Best Buy about their Sponsorship package to get the Youth Centre new up to date consoles and potentially iPads.
- Arrange community open house event day/night so parents can see the youth centre and ask any questions they may have.

SPENDING AND VARIANCE ANALYSIS

Nothing at this time

Respectfully submitted,

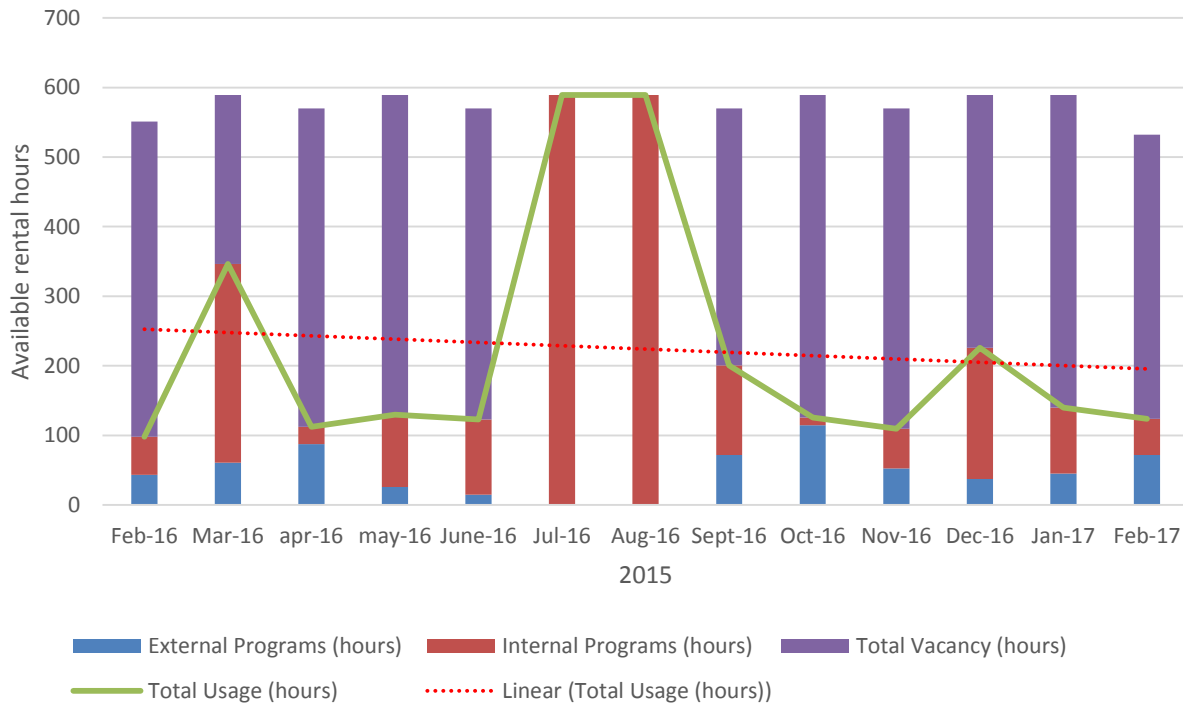


Stephanie Ische
Director of Community Services

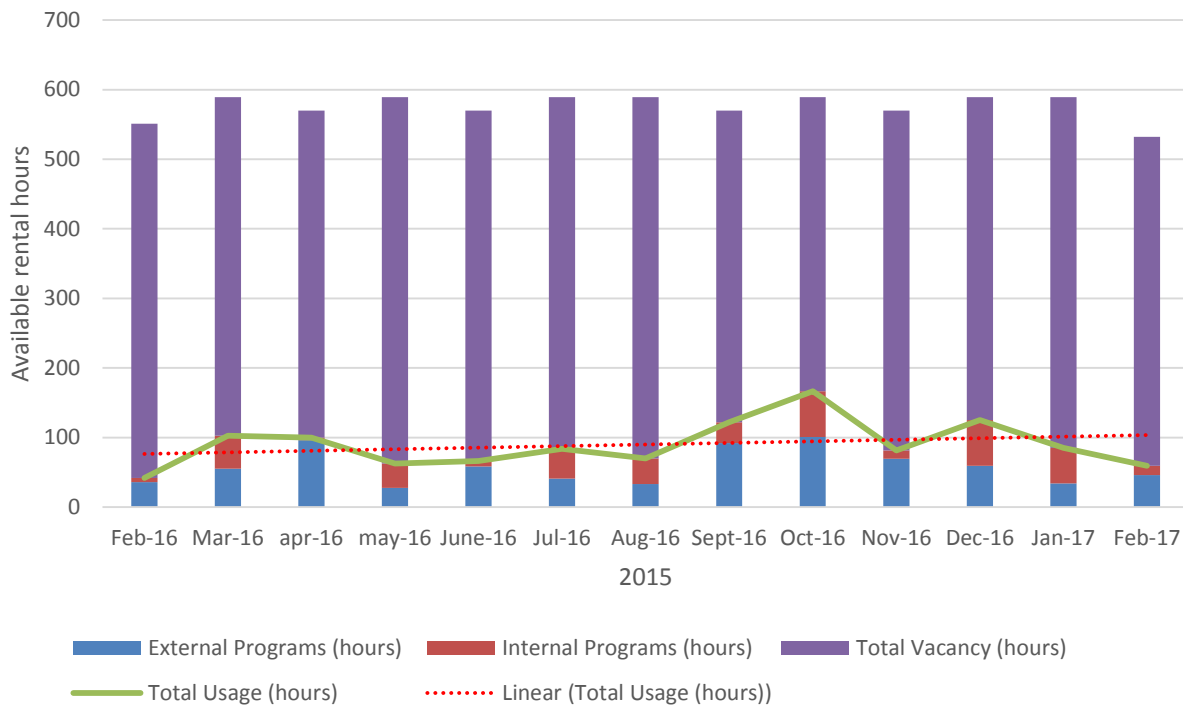


Brent Kittmer
CAO / Clerk

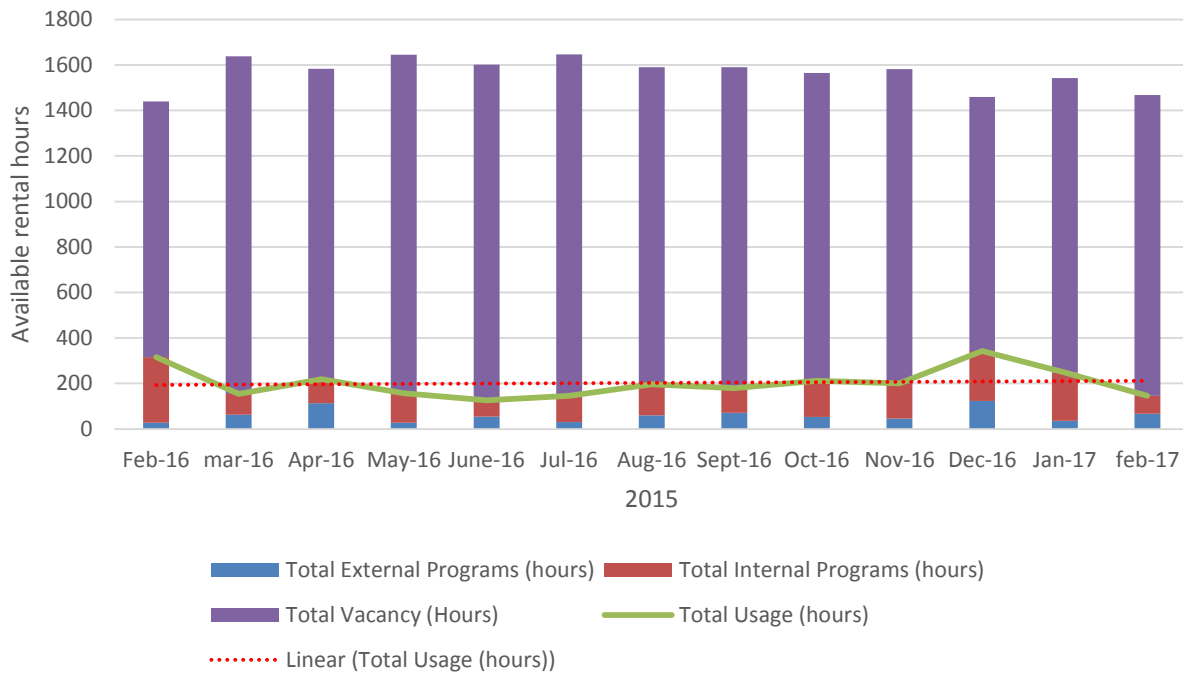
Endzone Room Total Usage



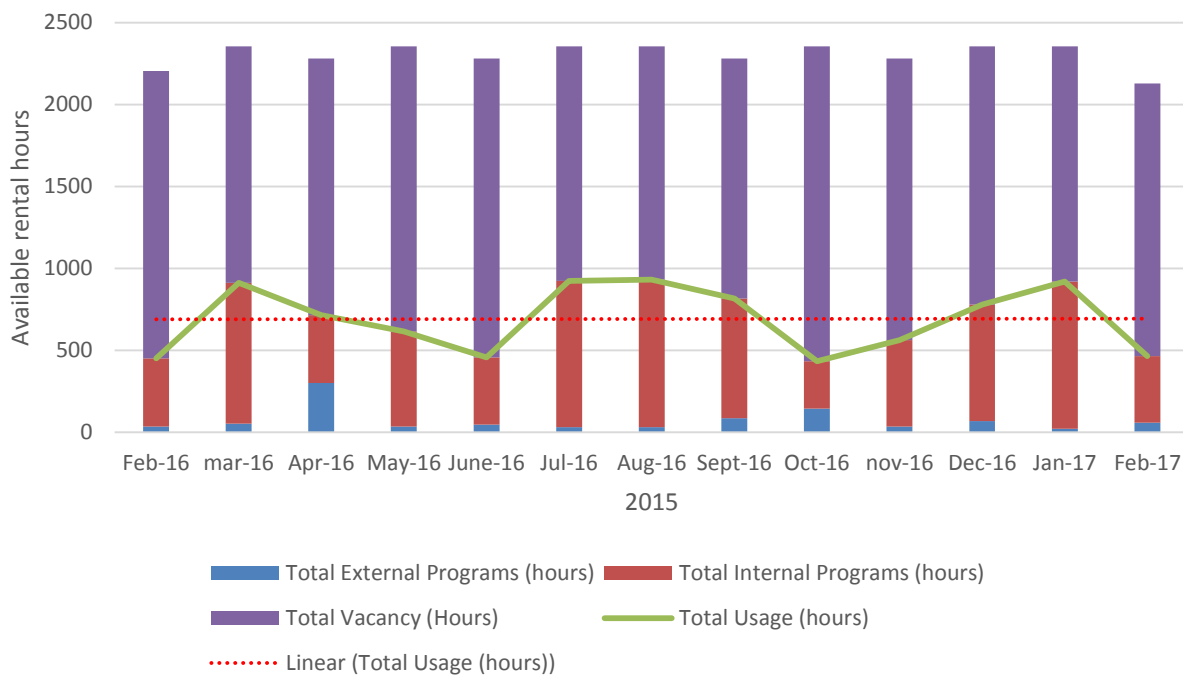
Meeting Room D Total Usage



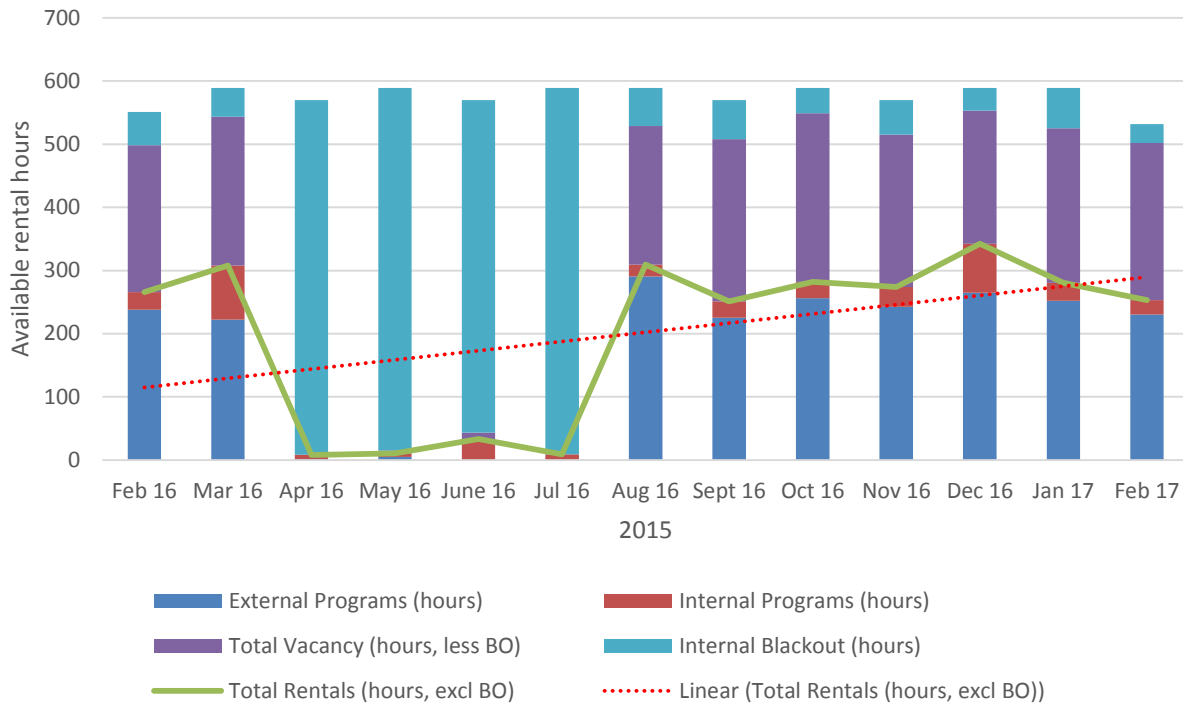
Community Centre Total Hall Usage (Includes 1/3, 2/3, and Full hall)



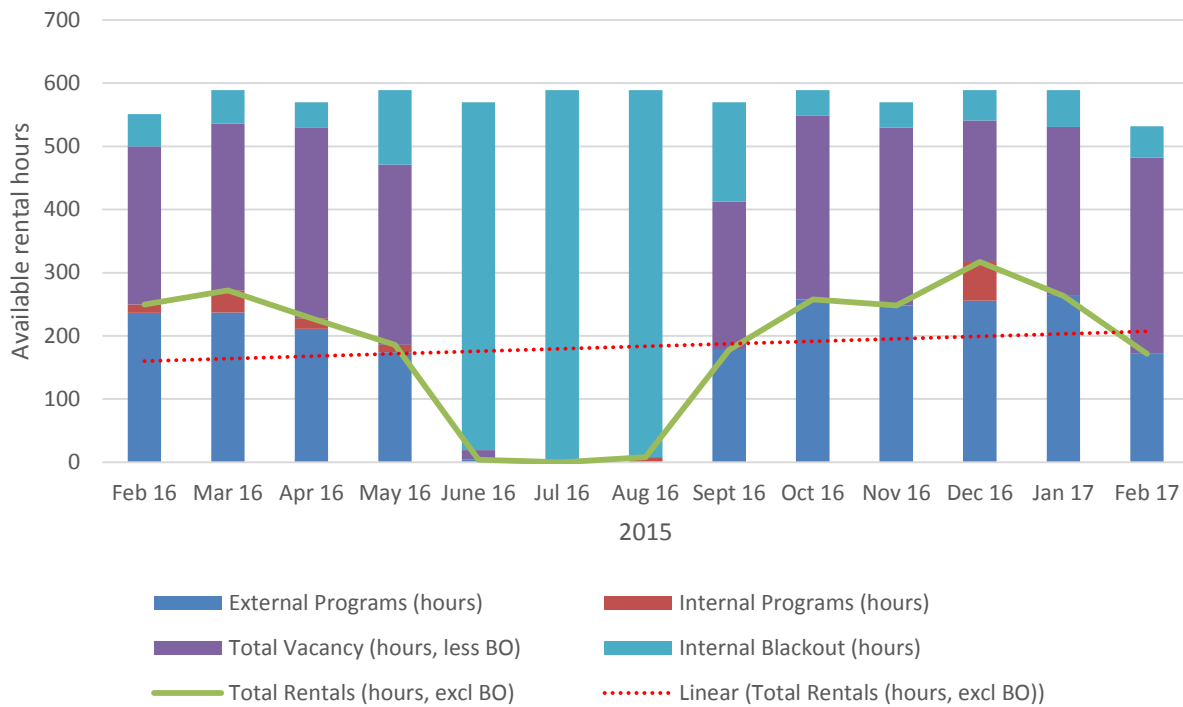
Fiendship Centre Total Usage (Multi Purpose Room, Main hall, Meeting Rooms A, B & C)



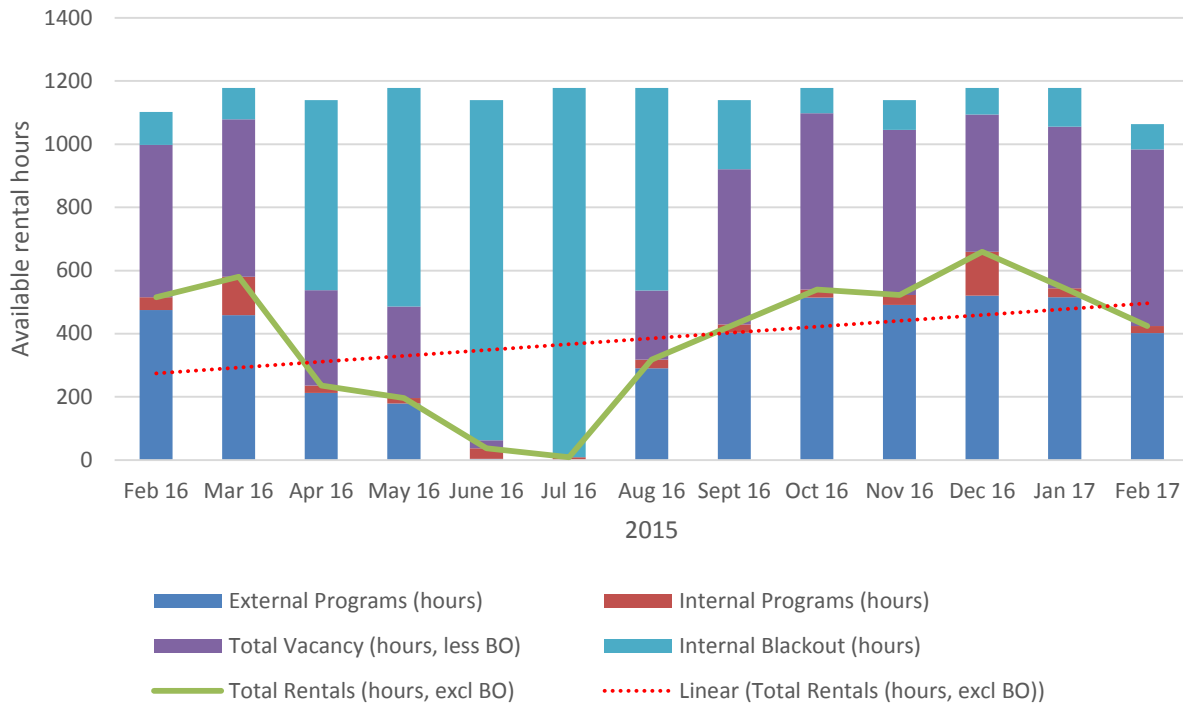
Blue Rink Total Usage



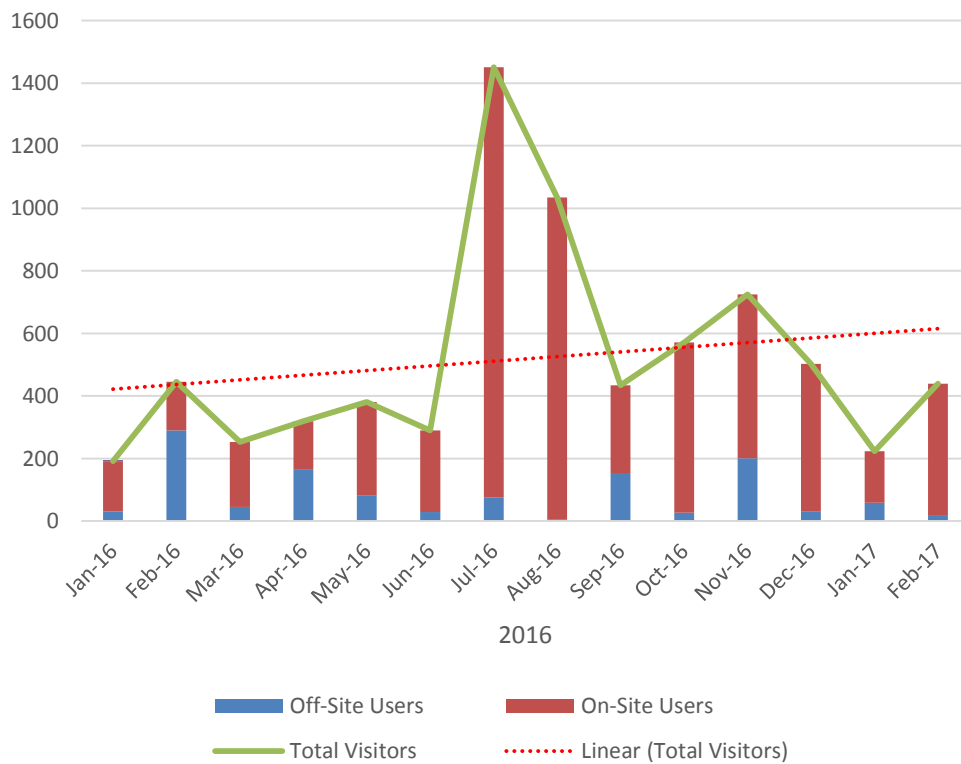
Rock Rink Total Usage



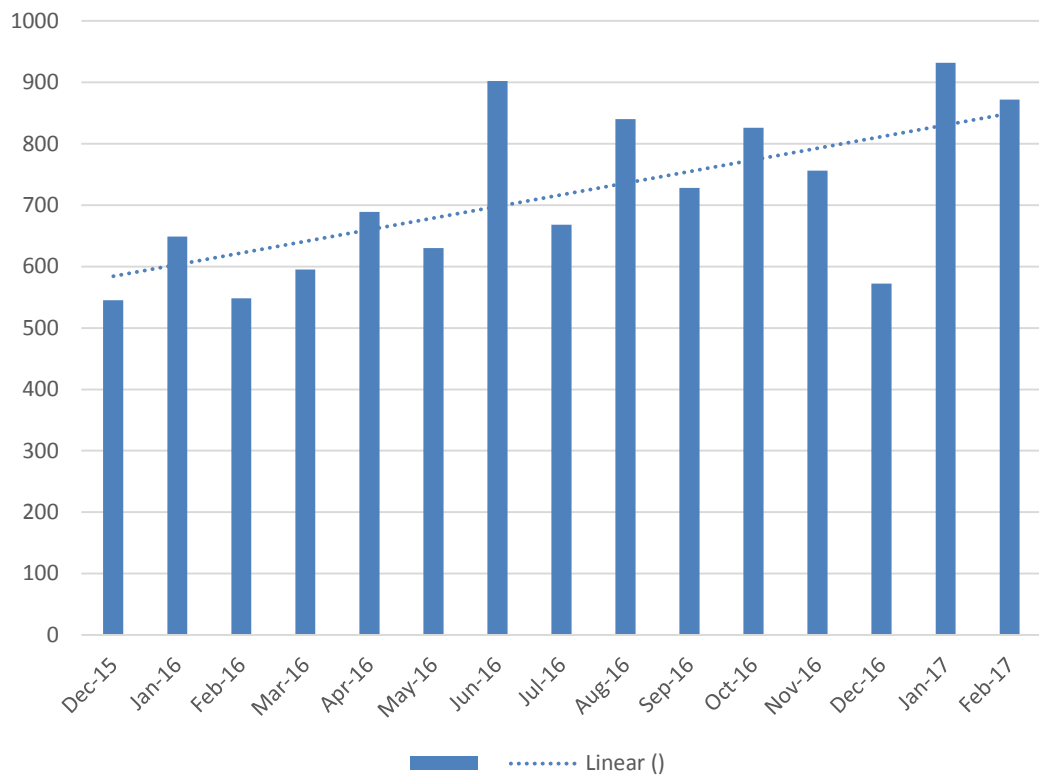
Consolidated Ice Usage - Both Rinks



St. Marys Museum Visitors



Picture St. Marys Visits



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
From:	Stephanie Ische, Director of Community Services
Date of Meeting:	28 March 2017
Subject:	DCS-07-2017 Cadzow Pavilion Redesign

PURPOSE

The purpose of this report is to present information to Council on further discussions with the Lions Club in regards to the Cadzow Pavilion project.

RECOMMENDATION

THAT Council approve a partnership with the Lions Club for the Cadzow Park pavilion project; and

THAT staff be directed to add a pavilion to the capital budget to deliver this project for consideration in the 2018 capital budget; and

THAT staff be directed to negotiate a partnership with the Lions Club.

BACKGROUND

The Lions Club sent a letter to Council on January 20, 2017 regarding their proposed partnership and financial commitment to support in principle a new pavilion at the Cadzow Park location for up to \$20,000, inclusive of the money already raised and deposited with the town at this time. Council passed a resolution at the February 16, 2017 meeting:

Resolution 2017-02-16-22

Moved By Councillor Winter

Seconded By Councillor Van Galen

THAT the correspondence from the St. Marys Lions Club be received; and

THAT Council supports the proposal to partner with the Lions Club on the Cadzow Park Shelter Project in principle; and

THAT staff be directed to meet with representatives of the St. Marys Lions Club to further discuss the details of the proposed partnership and report back to Council no later than March 28, 2017.

CARRIED

REPORT

Upon direction from Council staff have met with the Lions Club to begin discussions and plan for the pavilion. Details from the Lion's Club proposal are:

- In consultation with the Club it is agreed that this project will not be completed until 2018.
- The Club would like a shelter/pavilion, design and size to be worked on in partnership between the Club and Town.
- A commitment by the Town in the form of a partnership agreement will need to be negotiated.
- The Club is willing to contribute \$20,000 to be paid in full.
- As part of the partnership, the Club has requested the Town cover the remainder of the cost of a pavilion. At this time staff are unsure of the full cost of a pavilion. Once a design is chosen costs can be presented to Council.
- The Club has requested that their contribution be recognized with naming rights for the project.

SUMMARY

In summary, this report provided Council with an update on the partnership between the Lions Club of St. Marys and the Town of St. Marys in building a new pavilion at Cadzow Park.

If Council provides approval of the project the next steps include:

- Negotiating an agreement with the Club for final approval by Council;
- Design;
- Tender and construction 2018.

FINANCIAL IMPLICATIONS

This project will be constructed in 2018 and budgeted as a capital item. The Town's contribution towards this project is unknown at this time. Once specifications and a design are selected costs will be presented to Council. Based on current operations repairs and maintenance for a pavilion are speculated to be roughly \$1,000 annually.

OTHERS CONSULTED

Grant Brouwer, Director of Building & Development

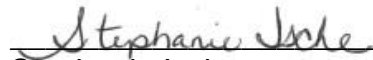
Strategic Plan: this initiative is supported by the following priorities, outcomes and tactics in the Plan:

Pillar #4 Culture and Recreation: Strategic Priority for "A Focused Parks Strategy"

- Outcome: St. Marys' parks are not only a prized asset, they are also a natural gathering place that can be optimized and incorporated into enhancing the cultural profile of St. Marys.
- Tactic(s): Perform an initial assessment of necessary improvements (beautification, accessibility, etc.). Preserve Cadzow Park as a quiet, residential, family-orientated park. Continue investments in Cadzow Park as a family-oriented public space.

ATTACHMENTS

Respectfully submitted,

Handwritten signature of Stephanie Ische in black ink, written over a horizontal line.

Stephanie Ische
Director of Community Services

Handwritten signature of Brent Kittmer in black ink, written over a horizontal line.

Brent Kittmer
CAO / Clerk

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Public Works
Date of Meeting:	28 March 2017
Subject:	PW 20-2017 March Monthly Report (Public Works)

RECOMMENDATION

THAT PW 20-2017 March Monthly Report (Public Works) be received as information

DEPARTMENTAL HIGHLIGHTS

- **Water, Waste Water Storm water (Environmental Services)**
 - Leaf and Yard Waste collection contract tender closed
 - Confirming contractor requirements
 - Preliminary costing shows program could be expanded with existing budget
 - Once contract prerequisites are confirmed, pickup dates will be communicated through all available media
 - Annual Reporting Water & Wastewater
 - License and Permit negotiations with MOECC for Drinking Water System
 - Erosion and Sediment Control Workshop - UTRCA
 - Water meter maintenance
 - Reader Errors
 - Subdivision Design Review
 - Watermain final commissioning for Westover Place Subdivision
- **Solid Waste Collection, Management & Landfill**
 - No Odor or Dust complaints in February
 - Ongoing cover application as per MOECC recommendations
 - Some difficulties surrounding operation of cell with legacy compactor & lack of freeze conditions in winter season
 - Cover placement completed during break in weather
 - Outside contract dozer utilized
 - Landfill Annual Reporting completed
- **Cemetery**
 - 2 Interments in (1-cremations, 1 traditional burials)
 - 4 Interment Rights sold – (1 niche, 6-plots)
 - Ongoing digitization of burial records on keystone.
 - General Spring cleanup, topping up graves as needed
 - Snowplowing as needed
- **General Public Works Operations – Roads, Sidewalks**

- Excavation Services for OCWA
 - 1 Sanitary lateral
 - Hydro Excavation 1 Valve Box
- Winter maintenance schedule ongoing, Early patrol shifts ongoing
- Repair of Street light distribution demark at Homefield Crt
- Pothole cold patching as required – 2 rounds of town completed
- Preformed 2 test holes on Emily St. for tender process
- Installed “No Parking on Grass” signs on Southvale
- Temporary Repair to manhole structure at James S and Queen St.
- Started street sweeping due to break in weather
 - 1 complete round of town done
- Maintenance Repairs to J-90 & J-50 completed

- **Parks, Trails & Tree Management**
 - Winter Snow removal as required.
 - Assist Cemetery & Roads operations as required
 - Trail inspections Completed
 - Perform tree trimming as required
 - Quotation ongoing for Capital small tool replacements
 - Spring tree planting list & location planning ongoing
 - Annual flower planting program planning ongoing
 - Downtown & Parks garage pickup
 - Spot tree trimming around signage & sidewalks specific areas
 - Ongoing hiring of summer students
 - Assisted with Road Supervisor duties as required
 - Avon Trail signage blaze request

- **Engineering, Asset Management & Capital Projects**
 - Queen Street East Widening
 - Project complete, some boulevard restoration work still outstanding for spring.
 - Ardmore/Westover St – Westover Place construction
 - Construction ongoing, progressing slowly
 - Westover St. opened and maintained by Public Works,
 - Ardmore Ave & Long St. to remain closed for winter months
 - Issues with winter maintenance in regards to safety
 - Recycled asphalt installed for road surface temporarily this winter
 - Asphalt, curb and sidewalk will be installed next spring
 - Warner St & Jones St.
 - Tender awarded to Birnam Excavating
 - Contractor developing construction schedule
 - Anticipating early to mid-April construction start pending haul route availability
 - Emily Street Reconstruction
 - Tender closed. Award report to March 21 Council Meeting
 - Anticipating late March/early April construction start
 - Public Open House held on Wednesday March 8, good attendance
 - Wellington Street Bridge
 - Completing Final design, UTRCA approvals pending
 - Anticipating late March/early April tender release
 - Pickup truck tender
 - Joint tender with Perth County released
 - Closing March 21st

- Concrete Grinding Tender
 - Contractor confirms April 1 start date
 - Material required for 2017 road reconstruction
- Tender for replacement Asphalt roller released
 - Closing pricing within budget
 - Refurbishment of existing trailer performed in house, cost savings

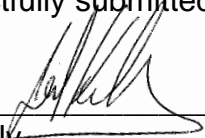
OUTSTANDING ISSUES AND PROJECT LIST

- **General Public Works Operations – Roads, Sidewalks**
 - Offline GPS logging systems,
 - Research into affordable alternatives to existing paper based logging
 - T30 Replacement Truck
 - Delivery ETA April 2017
- **Parks, Trails & Tree Management**
 - Development of Sparling Bush Management Plan

SPENDING AND VARIANCE ANALYSIS

- **General Public Works Operations – Roads, Sidewalks**
 - Catch basin cleaning tender closed
 - Approximately 2K above 2017 projection
 - No account variance to date
 - Other program departmental budget lines to be review closely to maintain 2017 projection

Respectfully submitted,



 Jed Kelly
 Director of Public Works



 Brent Kittmer
 CAO / Clerk



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
From:	Jed Kelly, Director of Public Works
Date of Meeting:	28 March 2017
Subject:	PW 15-2017 Avon Trail Marker Placement Request

PURPOSE

To approve the installation by the Avon Trail Association of trail blaze markers along the Avon Trail within the existing St. Marys trail network, and also two trail head information markers to be installed at the transition points from the Avon Trail to the St. Marys trail network.

RECOMMENDATION

THAT PW 15-2017 Avon Trail Marker Placement Request be received; and,

THAT Council authorize the Director of Public works to assist representatives of the Avon Trail for installation of trail blaze markers and trail head marker stones.

BACKGROUND

The Avon Hiking Trail was created by a small group of outdoor enthusiasts over 40 years ago. The Avon Trail has grown to include more than 110km across 93 different properties and is one of approximately 25 legacy trails in Ontario, linking the Thames Valley Trail to the Grand Valley Trail beginning in St. Marys and ending in Conestogo. Due to the length of the trail rural roads and urban pedestrian pathways are included as part of the system at some locations.

Ongoing maintenance is a voluntary non-profit effort with both land owners and volunteers working to maintain and improve the trail. They have created a foot path through woodlots, along the edge of fields, streams and river valleys stretching approximately 110km.

The Avon Trail begins where the Thames Valley Trail ends on the Riverview Walkway near the tennis courts on Water Street South. To complete the link through St. Marys, the Avon Trail directs hikers along the Riverview Walkway and crosses Queen Street to the east of the Victoria Bridge adjacent to the downtown core. North of Queen Street the Avon Trail follows the millrace heading north and crosses the Water Street bridge following the water course through Milt Dunnell park and finally connecting to the Grand Trunk Trail where it shifts direction to the east, extending to James Street North and then following Glass Street out of Town.

The Avon Trail has several established user guidelines, which include: no motorized vehicles; stay on path; no camping or fires; no climbing of fences; no littering; keep dogs on leash; and,, do not disturb vegetation. These user guidelines are keeping with the Town's own acceptable trail use guidelines.

REPORT

Representatives of the Avon Trail are requesting to have blazer markers along the Riverview Walkway and also a portion of the Grand Trunk trail. They are also requesting engraved trail head stone markers at some transition points. The blaze trail markers are a white painted rectangular shape approximately 2"x5". Generally markers are located at turning points and spaced so the next marker is visible from any other marker along the trail. Some legacy markers are still visible on various trees and sign post markers throughout the existing St. Marys trail network.

In discussions with staff, the logical location for trail blaze markers along the Riverview Walkway is on the existing light post standards. This also appears to be the best approach as trees along this section of the trail generally are not adjacent to the walkway in a consent enough manner. Additional post installations would be required if existing lighting poles could not be utilized, representing greater capital cost and future maintenance concerns. Placement of trail blaze markers along the Grand Trunk Trail sections would be on trees adjacent to the trail. The trail blaze markers are passive in design and are intended to not interfere with or damage existing physical elements. Generally speaking trail blaze markers are often dismissed by local trail users unless they are following the Avon Trail and are actively monitoring their placement for wayfinding.

Placement of trail head marker stones at transition points are also requested. Until recently there was an Avon Trail head marker stone near the tennis courts identifying the connection link. This marker stone vandalized and will require replacement with a marker of another construction material. Representative are hoping to replace this marker in the existing location and place an additional marker in the Glass Street area.

SUMMARY

Avon Trail representatives are requesting the placement of engraved stone trailhead markers and installation of painted blaze markers to further enhance the Avon Trail visibility of linkage through St. Marys. All installation and future maintenance costs will be the responsibility of the group. Placement on existing Town infrastructure does not appear to represent any issues moving forward. Trail representatives will work with Town staff to ensure proper placements.

The group is organizing a multi-day 150km hiking event called Canada 150 Challenge in celebration of Canada's sesquicentennial. The event is scheduled beginning June 10th through June 16th with a terminus location of St. Marys. If approved the group would have all markers and trail head markers in place by June 10th prior to their own event and well before the sesquicentennial on July 1, 2017.

FINANCIAL IMPLICATIONS

There are no direct financial implications to be noted; the trail sections detailed above are under the direct care of the St. Marys Public Work Department. Trails are maintained to a level beyond the Avon Trail standard, the costs having been included within the 2017 operating budget. All installation and maintenance costs of the trail blaze markers and the trail head marker stones will be covered by the Avon Trail Association.

The Avon Trail directs its users into the St. Marys downtown core area, potentially providing an indirect economic benefit to the downtown merchants.

OTHERS CONSULTED

John Hahn, Parks Operator A, Public Works Department
Terry Aitken, Landowner Relations, Avon Trail Association

Bernard Goward, President, Avon Trail Association

Strategic Plan: This program is supported by the following priorities, outcomes and tactics in the Plan:

- Pillar #1 A focused parks strategy
 - Outcome: St. Marys' parks are not only a prized asset, they are also a natural gathering place that can be optimized and incorporated into enhancing the cultural profile of St. Marys.
 - Tactic(s): Tie the Grand Trunk Trail to Milt Dunnell Park.
- Pillar #1 Waterways Integration
 - Outcome: Part of a recreation services master plan will involve and integrate the natural asset of the waterfront.
 - Tactic(s): Create seamless linkages between the downtown and waterfront.

ATTACHMENTS

Trail blaze marker sample pictures

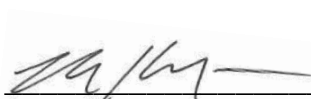
Sample trail head marker stone engraving

Avon Trail overview map http://www.avontrail.ca/hikes_canada150.html

Respectfully submitted,



Jed Kelly
Director of Public Works

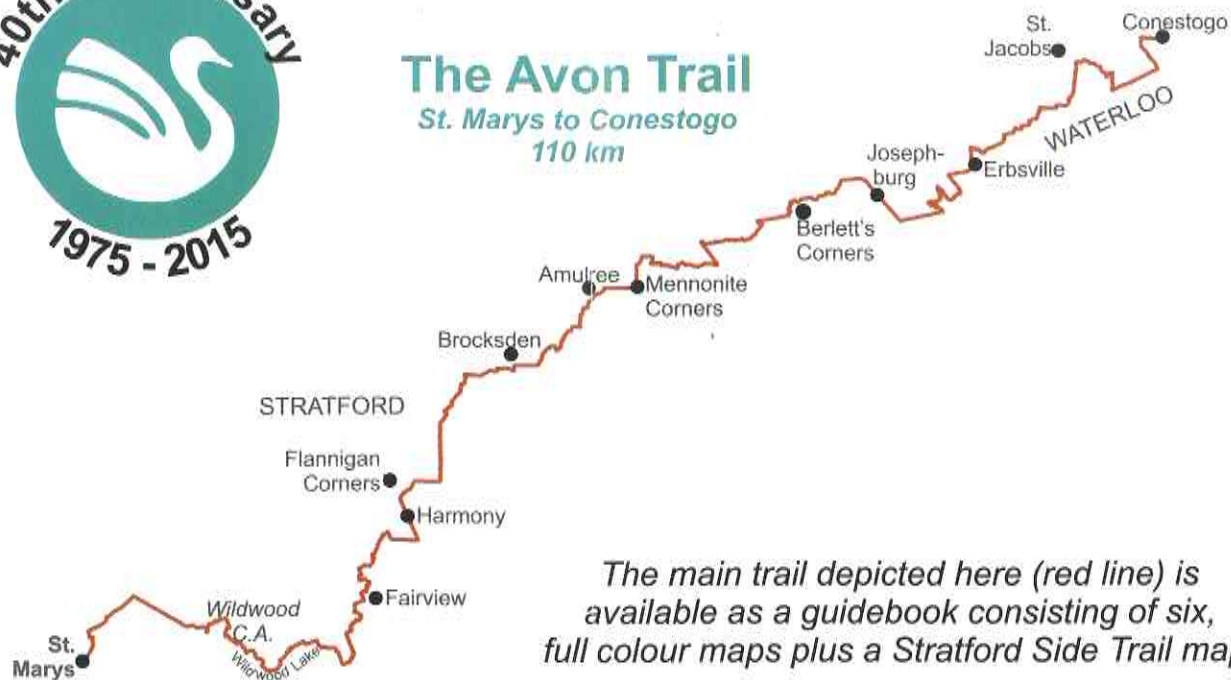


Brent Kittmer
CAO / Clerk



The Avon Trail

St. Marys to Conestogo
110 km



The main trail depicted here (red line) is available as a guidebook consisting of six, full colour maps plus a Stratford Side Trail map.

The Avon Trail - a 110 km trail from St. Marys to Conestogo

The Avon Trail is a hiking trail linking the Thames Valley Trail and the Grand Valley Trail.

Starting where the Thames Valley Trail terminates in St. Marys, the Avon Trail continues on to Wildwood Lake and then in an easterly direction towards Harrington. It takes a north-easterly direction to Stratford

and follows the banks of the Avon River and Silver Creek to Amulree.

It continues through rolling farmland to the area below Bamberg. After skirting the edge of Waterloo, it ends in the village of Conestogo where it meets the Grand Valley Trail.

The Avon Trail is an important link in the fine network of walking paths in southern Ontario. It is possible to walk from the beginning of the Elgin Trail on Lake Erie to either Tobermory or Niagara Falls.

Trail User's Guide

No motorized vehicles.

Hike only along marked routes
(Do not take short cuts)

Do not climb fences or open gates. Use the stiles.

Respect the privacy of people living along the trail.

Leave flowers and plants for others to enjoy. Protect trees and shrubs. Never strip off bark.

Protect and do not disturb wildlife and farm animals. Keep dogs on leash, especially on or near farmlands.

Leave the trail cleaner than you found it. Carry out all litter.

No camping or fires permitted.

Leave only your thanks, take only photographs.

JUNCTION
AVON TRAIL →
THAMES VALLEY
← **TRAIL**
1976



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
From:	Jed Kelly, Director of Public Works
Date of Meeting:	28 March 2017
Subject:	PW 16-2017 2016 Summary Report of the Water System

PURPOSE

This report advises Council as to the completion of the annual summary report for the drinking water system within the Town of St. Marys in compliance with Ontario Regulation 170/03 and the Safe Drinking Water Act, 2002. This report also allows Council to acknowledge receipt of the annual summary report.

RECOMMENDATION

THAT Council receive report PW 16-2017 regarding the annual summary report of the drinking water system as information; and,

THAT Council acknowledge receipt of the 2016 annual summary report for the Town of St. Marys Water Supply and Distribution system in the form of a Resolution.

BACKGROUND

As of June 2003, Municipalities throughout Ontario have been required to comply with Ontario Regulation (O.Reg.) 170/03 made under the Safe Drinking Water Act (SDWA, 2002). This Act stemmed from the recommendations made by Commissioner O'Conner after the Walkerton Inquiry. The Act's purpose is to protect human health through the control and regulation of drinking water systems. O.Reg. 170/03 specified drinking water testing for microbiological parameters, chemical parameters, use of licensed laboratories, treatment requirements and reporting requirements.

REPORT

The purpose of this report is to advise Council as to the completion of the 2016 Annual Summary Report for the Drinking Water System for the Town of St. Marys. By completing the Annual Summary Report and having it acknowledged by Council prior to March 31, 2017, the Town of St. Marys will be in compliance with the reporting requirements set forth in O.Reg. 170/03, regarding the Annual Summary Report.

The 2016 Annual Summary Report contains summary information in accordance with Ministry Regulations, and includes summaries and statistical data relevant to water quality, flow rates and water quantity. Comparative data and other pertinent information are also provided for council's insight / direction as the registered "owner" of the Drinking Water System.

A copy of the 2016 Annual Summary Report is appended herein.

SUMMARY

The annual summary report on the drinking water system has been completed in accordance with Ontario Regulation 170/03, Schedule 22 and the Safe Drinking water Act, 2002. The summary report is being presented to Council in advance of the March 31st deadline, and by acknowledging receipt of the report, Council will ensure compliance objectives are satisfied with regards to Schedule 22 of Ontario Regulation 170/03.

FINANCIAL IMPLICATIONS

There are no financial implications related to the completion of the Annual Summary Report. Staff resources required to complete this work was allocated in the annual Operating Budget.

OTHERS CONSULTED

Jed Kelly, Director of Public Works, Town of St. Marys
Brent Kittmer, Chief Administrative Officer, Town of St. Marys
Renee Hornick, Operations Manager, Ontario Clean Water Agency

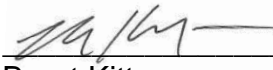
ATTACHMENTS

1. 2016 Annual Summary Report on the Drinking Water System

Respectfully submitted,



Dave Blake, C.E.T.
Environmental Services Supervisor



Brent Kittmer
CAO / Clerk



THE CORPORATION OF THE TOWN OF ST. MARYS

2016 SUMMARY REPORT FOR THE DRINKING WATER SYSTEM

MUNICIPAL DRINKING WATER SYSTEM NO. 220000521

Report Prepared for the:

Reporting Period of January 1, 2016 through December 31, 2016

Report Prepared By:

Renee Hornick, Operations Manager

Ontario Clean Water Agency on behalf of the Town of St. Marys

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TABLES:

Table 1 – Flow Rate Summaries

Table 2 – Annual Flow Report

Table 3 – Chlorine Gas Summary and Flow – Well No. 1

Table 4 – Chlorine Gas Summary and Flow – Well No. 2A

Table 5 – Chlorine Gas Summary and Flow – Well No. 3

APPENDICIES:

Appendix A: 2016 Annual Drinking Water Report

1.0 INTRODUCTION

The delivery of potable drinking water in Ontario is regulated by the Ministry of the Environment and Climate Change (MOECC) under the Safe Drinking Water Act (SDWA, 2002). Ontario Regulation (O.Reg.) 170/03 came into effect on June 1, 2003 which detailed requirements for owners and operators of municipal drinking water systems. Schedule 22 of O. Reg. 170/03 prescribes the need for all owners of a licensed drinking water system to produce annual Summary Reports.

The Summary Report for the reporting period must be provided to members of the Municipal Council no later than March 31 of the following year.

1.1 BACKGROUND / OVERVIEW

The raw source water supply for the Town of St. Marys is drawn from three drilled wells, referred to as Production Wells No. 1, 2A and 3. All three wells are collectively referred to as the St. Marys Well Supply under water works number #220000521.

The Water Supply and Distribution System operates under a Municipal Drinking Water Licence (No. 056-101, issued October 15, 2014), Drinking Water Works Permit (No. 056-201, issued September 30, 2014) and a Permit to Take Water (PTTW) (No. 5303-AASQEC).

1.2 LEGISLATED REQUIREMENTS

Municipalities throughout Ontario have been required to comply with Ontario Regulation (O.Reg.) 170/03 made under the Safe Drinking Water Act (SDWA, 2002) since June of 2003. This act was enacted following the recommendations made by Commissioner O'Connor after the Walkerton Inquiry.

The Safe Drinking Water Act's purpose is to protect human health through the control and regulation of drinking-water systems. O.Reg. 170/03 specifies drinking water testing for microbiological parameters, chemical parameters, the use of licensed laboratories, treatment requirements and reporting requirements.

Summary Reports for Municipalities, as stated in "Schedule 22" of O.Reg. 170/03 requires Annual Reports be submitted to the owners of Large Municipal Residential Systems and Small Municipal Systems. The Summary Reports are required to be submitted to members of Council no later than March 31 of each year. The Summary Report must list the requirements of the SDWA, 2002, the regulations, the system's approval as well as any order that the system failed to meet at any time during the reporting period covered, including the duration of the failure, and the measures taken to correct the failure, if any.

The annual Summary Report for Council is one requirement under O.Reg.170/03. In addition, an annual report for the Ministry of the Environment and Climate Change (MOECC) Drinking Water Information System is also required and must be made available to the Public. Both the annual and Summary Reports for the Town of St. Marys are available at the Municipal Operations Center, and on the Town of St. Marys official website.

1.3 ANNUAL REPORTING REQUIREMENTS

For the Town of St. Marys Drinking Water System, the MOECC requires four different reports as detailed in the following table:

Drinking Water System Annual Reporting Requirements			
Report Name	Description	Legislation or Regulation	Submitted to:
Summary Report for Municipalities (Schedule 22)	<ul style="list-style-type: none"> Summary well information Description of any failure to meet requirements of an Act, regulations or the system's approval 	O. Reg. 170/03, Schedule 22	Council and available for inspection by the public @ MOC & Website
Annual Report (Section 11)	<ul style="list-style-type: none"> Description of system Water quality test results Adverse test results and corrective action Major expenses to repair, replace or install equipment 	O. Reg. 170/03, Schedule 11	Posted on the Town of St. Marys Website & MOC
Water Taking Report	<ul style="list-style-type: none"> Electronic submission of water taking data 	O. Reg. 387/04	Ministry of the Environment and Climate Change
Industrial and Commercial water usage report	<ul style="list-style-type: none"> Electronic submission of water usage data for industrial and commercial users 	O. Reg. 450/07	Ministry of the Environment and Climate Change

Table A: Town of St. Marys Drinking Water System Annual Reports

The annual Summary Report is required to list the requirements of the Act (SDWA, 2002), the requirements of the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report. In addition, for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure. (O.Reg. 170/03 s 22 (2)).

The report is also required to include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

- A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flow rates; and,
- A comparison of the summary referred to in Paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

2.0 DESCRIPTION OF WATER WORKS

2.1 OVERVIEW

The Corporation of the Town of St. Marys is the owner and operator of a “Large, Municipal, Drinking Water System” supplied by a ground water source. The system provides potable water to approximately 3,100 residential, industrial, institutional and commercial users. A total of three (3) bedrock wells are connected to the water distribution system, each equipped with pumping, treating and monitoring components. The MOECC has classified all three wells as “GUDI” (Groundwater Under the Direct Influence of Surface Water) with effective in-situ filtration. The remainder of the system consists of a booster pump station (used only during a fire emergency) and one elevated water storage tank facility for system pressure regulation.

2.2 MUNICIPAL WELLS

The drinking water system for the Town of St. Marys is serviced by three bedrock groundwater wells. The wells are identified as Well No. 1, Well No. 2A and Well No. 3, respectively.

2.2.1 WELL NO. 1

According to Well Record #5001709, Production Well # 1 (“PW1” – identified as Well No. 1) was drilled on March 1, 1971 by International Water Supply Ltd. Well No. 1 is located south of the Trout Creek watercourse and east of St. George Street within the Town of St. Marys, Ontario. Well No. 1 is located within the 100 year flood plain of Trout Creek.

The Well Record indicates that a steel casing was installed and cemented within the borehole annulus to a depth of approximately 12.3 metres below ground surface. Below the 12.3 m steel casing, the borehole was left open within the limestone bedrock. In 2005, a Pumphouse was constructed around Well No. 1, at which time the well was extended to an elevation approximately 2 metres above the 100 year flood plain of Trout Creek.

A Hydrogeological Investigation entitled “*Town of St. Marys, Ontario, Perth County – Hydrogeologic Investigation, 2001-2002*”, prepared by International Water Consultants Ltd. and International Water Supply Ltd., dated July 19, 2002 (referred to herein as “Hydrogeologic Investigation”) was prepared for the Town of St. Marys.

The Hydrogeologic Investigation indicated that Production Well # 1 (Well No. 1) is periodically under the influence of surface water, and has partially effective in-situ filtration. According to the conclusions of the Peer Review document entitled “*Town of St. Marys Water Supply System – GUDI Evaluation*” (Peer Review) prepared by Jagger Hims Limited on behalf of the Ministry of the

Environment and Climate Change, dated January 10, 2003, Well No. 1 is considered to be a GUDI well without effective filtration. A final technical evaluation of the Hydrogeologic Investigation and the Peer Review was conducted by the MOECC and it was concluded that Well No. 1 is groundwater under the direct influence ("GUDI") of surface water with effective in-situ filtration.

Well No. 1 Component Appurtenances

The following is a summary of the appurtenances for Well No. 1:

- A 406 millimetre (mm) diameter, 45.5 m deep drilled groundwater production well is located east of the intersection of Timms Lane and St. George Street, immediately south of Trout Creek (NAD83: UTM Zone 17: 0489966 m East, 4789866 m North). The well is equipped with a line-shaft type vertical turbine well pump with variable frequency drive and pump-to-waste functionality. It is rated at a maximum flow of 3,600 litres per minute (L/min), with a 200 mm discharge line connected to the well pump header in the Pumphouse described below;
- A well Pumphouse, housing Well No. 1 and the following treatment and control facilities, including:
 - A 200 mm diameter pump header from the well, with check valve, air relief valve, raw water flow meter, shutoff valves, and raw water and treated water sampling tap;
 - A 100 mm line to waste;
 - A 200 mm diameter treated water header having a continuous chlorine analyzer and turbidity analyzer complete with automatic shutdown of well pump capability, connected to a 200 mm diameter feeder-main supplying the distribution system
- A treatment facility located approximately 20 m north of the well Pumphouse (inside former reservoir building), housing treatment and control facilities including:
 - One (1) ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm² of 254 nm wavelength complete with well pump shutdown on lamp failure;
 - Gas chlorination disinfection system, rated at 24 kg/day, consisting of one dual cylinder scale, one chlorine booster pump, and duplex automatic switchover regulator;
 - 78 m of 600 mm diameter watermain, followed by 26 m of 300 mm diameter watermain to provide chlorine contact prior to first customer;

2.2.2 WELL NO. 2A

According to the Well Record (A011221), Production Well #2A (PW2A, Identified as Well No. 2A) was drilled on September 29, 2005 by International Water Supply Ltd. Well No. 2A is located to the south of the Trout Creek watercourse and west of the Wellington Street Right-of-Way (ROW) within the 100 year flood plain of Trout Creek. As such, the casing for Well No. 2A has been significantly extended above the grade of the surrounding land to account for possible flooding issues.

According to information presented on the Well Record, the well is 365 mm in diameter and was drilled to a depth of approximately 46 metres. The Well Record indicates that a steel casing was installed and sealed with bentonite and sand cement grout within the borehole annulus to a depth of approximately 18 metres below grade. Below the 18 metres in depth, the borehole was left open within the limestone bedrock. Well No. 2A is classified as a GUDI well.

Well No. 2A Component Appurtenances

The following is a summary of the appurtenances for Well No. 2A:

- A 305 mm diameter, 44.5 m deep drilled groundwater production well located between the Wellington and Water Street Right-of-Ways (ROWs), north of the Queen Street ROW and immediately south of the Trout Creek watercourse (NAD 83: UTM Zone 17: 0488390 m East, 4789710 m North). Well No. 2A is equipped with a line-shaft type vertical turbine well pump, rated at 3,636 L/min at 89.2 m Total Dynamic Head (TDH), with a 200 mm discharge line connected to the well pump header in the Pumphouse described below.
- A well Pumphouse, housing treatment and control facilities including:
 - A 200 mm diameter pump header from the well, with check valve, air relief valve, raw water flow meter, shutoff valves, and raw and treated water sampling tap;
 - A 100 mm line to waste;
 - A gas chlorination disinfection system, consisting of one dual cylinder scale, one chlorine booster pump, one chlorine regulator, rated at 22.7 kg/day with feed line discharging into the common well pump header in the Pumphouse, and one continuous chlorine residual analyzer;
 - One ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm² of 254 nm wavelength complete with pump shutdown on lamp failure;
 - A 200 mm diameter treated water header having a continuous chlorine analyzer and turbidity analyzer complete with automatic shutdown of well pump capability, connected to a 200 mm diameter feeder-main supplying the distribution system.
 - 79 metres of 600 mm diameter watermain to provide chlorine contact time prior to the first customer.

2.2.3 WELL NO. 3

According to Well Record #5003118, Production Well # 3 (PW3, identified as Well No. 3) was drilled on June 10, 1984 by International Water Supply Ltd. This well is located within approximately 50 metres of the western bank of the Thames River, located to the east of Thomas Street and to the north and south of Westover Street and Park Street respectively. The well is within the confines of Pumphouse #3. According to the information presented within the Engineer's Report, the well is 406 mm in diameter and was drilled to a depth of approximately 47.4 m. The Well Record indicates that a steel casing was installed and sealed with grout within the borehole annulus to a depth of approximately 12.3 metres below grade, below which the borehole was left open within the limestone bedrock.

The Hydrogeologic Investigation concluded that Well No. 3 is not considered to be a GUDI well, and is receiving effective in-situ filtration. The author of the Hydrogeologic Investigation did indicate that this conclusion is tempered by a lack of particle count data during significant precipitation events and more elevated total coliforms in 2002. The Peer Review that was conducted assessed Well No. 3 to be a GUDI well with effective in-situ filtration. It is inferred that the Peer Review reclassification of Well No. 3 to a GUDI well was based on a lack of particle count data during significant precipitation events.

Well No. 3 Component Appurtenances

A 406 mm diameter, 47.4m deep drilled groundwater production well located on the southeast side of Thomas Street, southwest of Park Street, adjacent to the Thames River (NAD 83: UTM Zone 17: 0488010 East, 4789040 North). Well No. 3 is equipped with a line-shaft type vertical turbine well pump with variable frequency drive and pump-to-waste functionality. Well No. 3 is rated at a maximum flow of 3,636 L/min at 89.2 TDH, with a 200 mm discharge line connected to the well pump header in the Pumphouse described below;

- A well Pumphouse, housing treatment and control facilities including:
 - A 200 mm diameter pump header from the well, with check valve, air relief valve, raw water flow meter, shutoff valves and raw water and treated water sampling taps;
 - A 200 mm discharge to waste line with pressure relief valve and orifice plate for flow measurement;
 - One (1) ultraviolet disinfection system capable of providing a minimum dosage of 40 mJ/cm² of 254 nm wavelength complete with well pump shut down on lamp failure;
 - Gas chlorination disinfection system, rated at 24 kg/day, consisting of one (1) dual cylinder scale, one (1) chlorine booster pump and duplex automatic switchover regulator;
 - 171 m of 400 mm diameter watermain, followed by 40 m of 300 mm diameter watermain to provide chlorine contact prior to first customer.

- A 200 mm diameter treated water header having a continuous chlorine analyzer and turbidity analyzer complete with automatic shutdown of well pump capability, connected to a 200 mm diameter feeder main supplying the distribution system.

2.3 ELEVATED WATER STORAGE FACILITY

The St. Marys elevated water storage facility is located on the Southern side of the Victoria Street ROW, approximately 250 m west of James Street South in the Town of St. Marys, Ontario. It has a storage capacity of 1,820 cubic meters (m³) and was constructed in 1986 and put into service in 1987. The static water head from the ground level to the overflow is 37.9 m. The facility includes a valve chamber, yard piping and tele-metering control system.

2.4 JAMES STREET BOOSTER STATION

The James Street Booster Station provides additional system pressure to the south industrial lands when private fire systems are activated. It has a rated capacity of 154L/s at 52 m TDH. This facility serves industrial lands within the southeast area of the Town.

2.5 DISTRIBUTION SYSTEM

The distribution system has been constructed with a combination of materials including ductile iron (main material), cast iron, small amounts of asbestos cement piping, and more recently, polyvinyl chloride (PVC) pipe. There are approximately 2,800 residential connections, 33 industrial / institutional connections and 187 commercial connections on the system which serves approximately 6,800 individuals.

3.0 ANNUAL DATA SUMMARY FOR 2016

3.1 FLOW DATA

The Town of St. Marys utilizes continuous monitoring equipment at each Pumphouse for flow measurements. The flow measuring devices are monitored by the Supervisory Control and Data Acquisition (SCADA) System and include remote system monitoring and data storage. In addition, these units are calibrated in accordance with the manufacturer's specifications at a minimum of once per year. Operations staff monitors the SCADA flow trends and review the flow and volume data for compliance with system approvals every 72 hours (as required by O.Reg. 170/03, Schedule 6; (1)).

3.1.1 DAILY FLOW RATES

In accordance with Permit to Take Water (PTTW) No. 5303-AASQEC, Section 3.0, the Town of St. Marys drinking water system shall not exceed the rated capacity for the maximum flow rates into the treatment system, trains or stages set out at 60 Litres per second (L/sec). There were 2 flow exceedences during the 2016 reporting period. The first event occurred on April 13, 2016 at Well #3 for less than 15 minutes and was related to a watermain break that occurred on Pellisier Street. The second event occurred on June 9, 2016 at Well #1 and was related to flow testing by International Water Supply (IWS).

3.1.2 DAILY WATER TAKING

In accordance with PTTW No. 8158-7P6SFJ and PTTW No. 5303-AASQEC which came into effect on May 4, 2016, Condition 3.2, Table A, the Town of St. Marys drinking water system shall not be operated to exceed the rated capacity of 5,184 cubic metres per day (m³/day) per well. The maximum total combined taking from any combination of Well No 1, 2A and 3 shall not exceed 10,368 m³/day. The quantity of water which was supplied both combined and individually during the 2016 reporting period remained below the terms and conditions of the PTTW provision.

The maximum daily volume per individual well for 2016 was 3,873.41 m³/day which was reported for Well No. 1. This was approximately 74.7% of the maximum daily volume (in m³/day) allowed under the PTTW. The annual average of daily flow was approximately 2,969.43 m³/day for all three wells or 29% of the maximum volume. More specifically, Well No. 1 was reported to have an annual average of 1,798.87 m³/day, (32% of maximum allowed daily water volume), Well No. 2A was reported to have an annual average of 1,672.01 m³/day (28% of maximum allowed daily water volume) and Well No. 3 was reported to have an annual average of 943.71 m³/day (18% of maximum allowed daily water volume)

A summary and graphical representation of the maximum and average daily flows per well may be referenced in Table 1 for the 2016 calendar year.

The maximum combined daily volume for the calendar year of 2016 was 4,285.75 m³/day on June 21, 2016. This represents approximately 41% of the maximum combined allowable usage for the Town of St. Marys.

A summary and graphical representation of the maximum and average combined daily flows may be referenced in Table 1 for the 2016 calendar year.

3.2 REGULATORY SAMPLE RESULTS SUMMARY

The Town of St. Marys is required to complete mandatory water sampling and testing throughout the course of a year as required by O.Reg. 170/03. Sample requirements consist of both chemical and microbiological parameters in addition to distribution checks. The frequencies at which the samples and distribution checks are completed are set by the MOECC.

3.2.1 MICROBIOLOGICAL TESTING

Microbiological testing is conducted under Schedule 10, 11 or 12 of O.Reg. 170/03. The following is a summary of testing completed during the 2016 reporting period. This information is also provided in the Annual Report provided to the MOECC as required by O.Reg. 170/03. A copy of the Annual Report, as submitted to the MOECC for the reporting period of 2016 may be referenced in Appendix A.

The Town of St. Marys collected 150 raw water samples in 2016. Of those 151 samples, E. Coli was reported to range from 0 – 1 Colony Forming Unit (CFUs) per 100 ml. Total Coliform was reported to range from 0 – 44 cfu/100ml. Raw water samples are collected by the Town to assess source water quality and results indicated above are for water which had not be subjected to treatment applications.

The Town also collected 149 treated samples in 2016. Of those samples collected and analyzed, E. Coli and Total Coliforms were not reported in any of the treated samples. The Town also analyzes treated water samples for Heterotrophic Plate Count (HPC) analysis. Results reported in 2016 indicated a range from 0 – 10 cfu/100ml. HPC analysis is an indicator test completed by the Town for water quality purposes, and is not utilized for water safety.

In addition, the Town also collected 230 distribution samples in 2016. Of those samples collected and analyzed, E. Coli and Total Coliforms were not reported in any of the distribution samples. The Town also analyzes distribution water samples for Heterotrophic Plate Count (HPC) analysis. Results reported in 2016 indicated a range from less than 0 – 220 cfu/1ml.

A summary review of microbiological testing for the 2016 calendar year may be referenced in Appendix A in the Annual Report.

3.3 ADVERSE TEST RESULTS

In accordance with Schedule 16 of O.Reg. 170/03, all required notifications of adverse water quality incidents were provided to the Spills Action Centre (SAC) and to the Medical Officer of Health (MOH). In 2016, there was two adverse test results/incidents which was reported to SAC and the MOH.

For more details regarding the adverse events, please refer Appendix A - 2016 Annual Drinking Water Report.

3.3.1 SODIUM

Sodium in the Town of St. Marys water supply is naturally occurring and is mostly attributed to the nature of the deep bedrock wells. The levels of sodium in the water are of interest because at higher levels it can impart a salty taste to the water and persons on sodium reduced diets need to know the sodium levels in the drinking water so that they can monitor their sodium intake. Specifically, the *Technical Support Document for Ontario Drinking Water – Standards, Objectives and Guidelines*, Ministry of the Environment and Climate Change, June 2003, indicates the following regarding sodium:

“The aesthetic objective for sodium in drinking water is 200 mg/L at which it can be detected by a salty taste. Sodium is not toxic. Consumption of sodium in excess of 10 grams per day (g/day) by normal adults does not result in any apparent adverse health effects. In addition, the average intake of sodium from water is only a small fraction of that consumed in a normal diet. A maximum acceptable concentration for sodium in drinking water has, therefore, not been specified. Persons suffering from hypertension or congestive heart disease may require a sodium restricted diet, in which case, the intake of sodium from drinking water could become significant. It is therefore recommended that the measurement of sodium levels be included in routine monitoring programs of water supplies. The local Medical Officers of Health should be notified when the sodium concentration exceeds 20 mg/L, so that this information may be passed on by local physicians. Softening using a domestic water softener increases the sodium level in drinking water and may contribute to a significant percentage to the daily sodium intake for a consumer on a sodium restricted diet. It is recommended that a separate unsoftened supply be retained for cooking and drinking purposes.”

Sodium is a principal chemical in bodily fluids, and it is not considered harmful at normal levels of intake from combined food and drinking water sources. However, increased intake of sodium in drinking water may be problematic for people with hypertension, heart disease or kidney problems that require them to follow a low sodium diet. Residents of the Town of St. Marys on sodium

restricted diets may want to discuss concerns related to sodium intake from drinking water with their doctor.

The latest available analytical results for sodium were conducted in January 2015. The results indicated that sodium concentrations ranged from 33.6 mg/L to 61.1 mg/L.

3.4 TREATMENT CHEMICALS

The Town of St. Marys employs a two stage primary disinfection process consisting of UV light (UV reactor's 254nm – equivalent UV pass through dose of at least 20 mJ/cm²) combined with chemical disinfection so as to provide an overall 4.0 log inactivation of viruses.

Chlorine gas is released from a liquid chlorine cylinder by a pressure reducing and flow control valve operating at a pressure less than atmospheric. The gas is led to an injector in the water supply pipe where highly pressurized water is passed through a venture orifice creating a vacuum that draws the chlorine into the water stream. Adequate mixing and contact time is provided after injection to ensure complete disinfection of remaining pathogens. Secondary disinfection introduces and maintains chlorine residual in the drinking water distribution system. Given the operational benefits of secondary disinfection, operators should strive to maintain a chlorine residual throughout the system to control regrowth and to provide an indication of system integrity. Overall, a chlorine residual in the distribution system provides three main benefits:

1. It can limit the growth of biofilm within the distribution system and its associated taste and odour problems (LeChevallier, 1998; White, 1999).
2. It may provide some protection in the event of microbial contamination in the distribution system, depending on the magnitude of the event and the susceptibility of the containing microorganisms to chlorine.
3. Most importantly, a rapid drop in disinfectant residual may provide an immediate indication of treatment process malfunction or a break in the integrity of the distribution system (LeChevallier, 1998; Health Canada, 2002).

Chlorine gas usage and rates are monitored throughout the course of the year so as to provide information regarding the use and quantity being used within the treatment and distribution system.

A summary of chlorine gas (Cl₂) used during both the primary and secondary processes for Well No. 1, 2A and 3 may be referenced in Tables 3, 4 and 5, respectively. In addition, average water level and monthly precipitation data are included. Also detailed in the tables is the approximate volume (cubic metres) of water which is being produced per kg of chlorine within the treatment and distribution system.

4.0 SYSTEM FAILURES AND CORRECTIONS

Every year, the MOECC conducts a full system inspection for the water system for the Town of St. Marys. At such time, the MOECC conducts on-site inspections of the various components of the municipal water system as well as reviewing all system documents and records for the previous year to verify that the Town of St. Marys is operating the water system in compliance to MOECC regulations.

4.1 SUMMARY OF NON-COMPLIANCE ITEMS

Schedule 22 of Ontario Regulation 170/03 requires that all non-compliance with applicable legislation be discussed in the Summary Report. The MOECC carried out their annual system inspection on September 2, 2016.

There were one non-compliance to report for the 2016 reporting period.

During the inspection period, it was found that log records entries made by the operators lacked clarity, and unambiguous identification of each entry made at the time by the operator.

The Operating Authority shall conduct a review of O. Reg. 128/04, "Certification of Drinking Water System Operators and Water Quality Analyst" and provide a training/coaching session to each Operator to ensure compliance with all prescribed regulatory record keeping requirements. From herein log records entries made by the Operators (OIC) shall be completed in chronological order with clarity, and unambiguously distinguish each entry made at the time by the Operator. Additionally, the Operator must be diligent, and make certain that recording of events in the logbook is conducted within a timeframe that is as close as possible to the occurrence to ensure accurate record keeping is maintained.

Staff has been trained on the requirements of logbook entry and now understand their legal responsibility to meet regulatory compliance with all record keeping.

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5.0 COMMUNITY LEAD TESTING PROGRAM

In 2007, the MOECC amended the Drinking Water Systems Regulation (O.Reg. 170/03) made under the Safe Drinking Water Act, 2002 and introduced the new Community Lead Testing Program (Schedule 15.1 of the Regulation).

Under this program, all municipal and non-municipal drinking water systems are required to collect additional samples from private residences, non-residential buildings as well as the distribution system to check for lead in the drinking water.

Under the community Lead Testing Program, samples are collected during the period from December 15 to April 15 (under winter conditions) and June 15 to October 15 (under summer conditions). Following the community Lead Testing Program completed in 2009, the Town of St. Marys applied, and was granted regulatory relief for reduced sampling requirements for the community Lead Testing Program.

By obtaining regulatory relief regarding the community Lead Testing Program, the sample frequency was reduced to two consecutive periods (“winter” and “summer”) of semi-annual testing, completed once every three years.

2012 marked the return of the community lead testing program for the Town of St. Marys, with sample rounds being completed in both the “Winter” and “Summer” periods, under reduced sampling requirements. The community lead testing program was a voluntary program for residents within the Town, however enough residents participated in the program to successfully meet the Town’s sampling requirements.

Both sampling rounds in 2012 reported that no more than 10 percent (%) of plumbing samples exceeded the MOECC standard of 10 µg/L. As such, given the positive results observed during two consecutive sample rounds, the Town of St. Marys is now exempt from future plumbing sample requirements. Future lead monitoring within the drinking water system will be completed according to O.Reg. 170/03, Section 15.1-5 (10).

TABLE 1

Flow Rate Summaries



TABLE 1
2016 FLOW RATE SUMMARY (MUNICIPAL DRINKING WATER WELLS NO. 1, 2A AND 3)

PAGE 1 OF 4

Month	Well No. 1		Well No. 2A		Well No. 3	
	Average Flow	Maximum Flow	Average Flow	Maximum Flow	Average Flow	Maximum Flow
	(Litres/Sec)	(Litres/Sec)	(Litres/Sec)	(Litres/Sec)	(Litres/Sec)	(Litres/Sec)
January	46.67	50.49	44.65	49.28	43.17	48.75
February	43.55	51.64	45.90	50.52	44.15	49.85
March	48.95	51.96	43.76	50.87	43.88	50.39
April	51.51	55.40	44.52	52.90	46.69	81.66
May	47.51	51.99	46.95	52.59	42.47	52.20
June	48.11	60.11	43.84	54.32	35.50	49.07
July	47.62	50.50	44.32	48.23	40.53	47.21
August	47.01	50.99	39.41	47.68	41.79	47.95
September	47.51	52.02	43.35	47.95	40.33	47.39
October	46.95	53.89	43.98	47.61	40.36	47.14
November	49.62	53.91	41.91	47.85	38.08	53.09
December	50.88	55.72	44.14	47.90	41.59	48.16

NOTES:

Average Flow - Average flow recorded at the well during the month

Maximum Flow - Maximum flow recorded at the well during the month

L/Sec - Litres per Second

Approved Rated Capacity - 60 litres per second

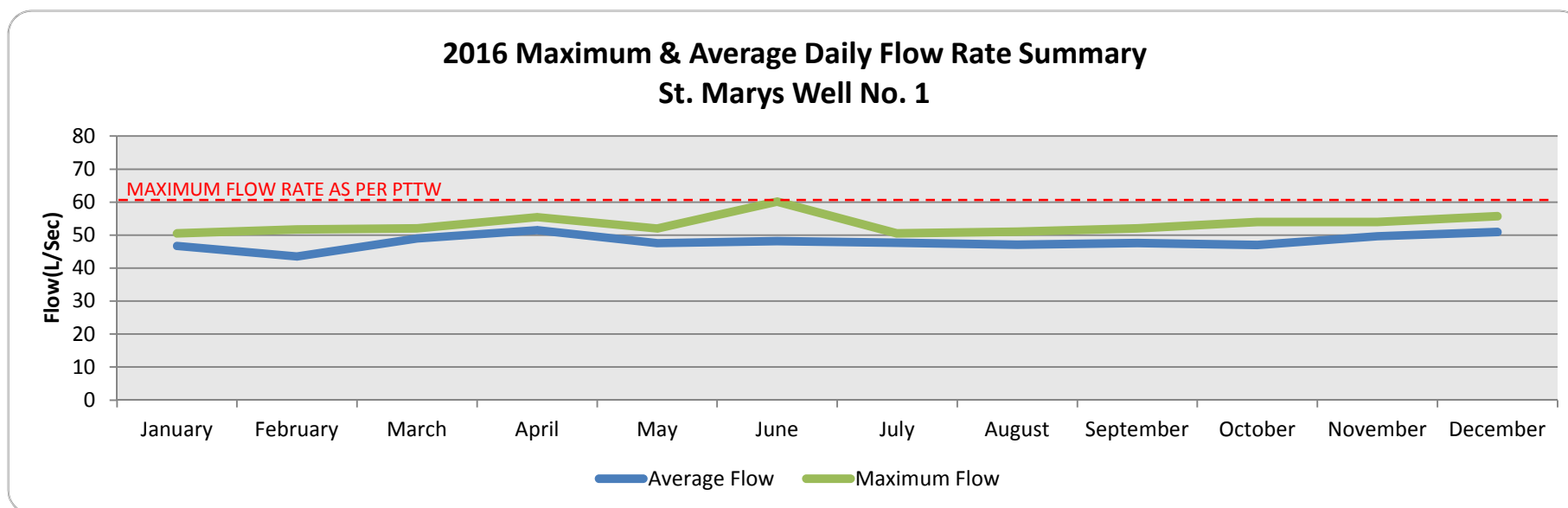
TABLE 1

2016 FLOW RATE SUMMARY (MUNICIPAL DRINKING WATER WELLS NO. 1, 2A AND 3)

PAGE 2 OF 4

MUNICIPAL DRINKING WATER WELL NO. 1 - FLOW COMPARISON

Month	January	February	March	April	May	June	July	August	September	October	November	December
Average	46.67	43.55	48.95	51.51	47.51	48.11	47.62	47.01	47.51	46.95	49.62	50.88
Maximum	50.49	51.64	51.96	55.4	51.99	60.11	50.5	50.99	52.02	53.89	53.91	55.72



NOTES:

Average Flow - Average flow recorded at the well during the month

Maximum Flow - Maximum flow recorded at the well during the month

L/Sec - Litres per Second (Values presented on this page are expressed in litres per second)

Approved Rated Capacity - 60 litres per second

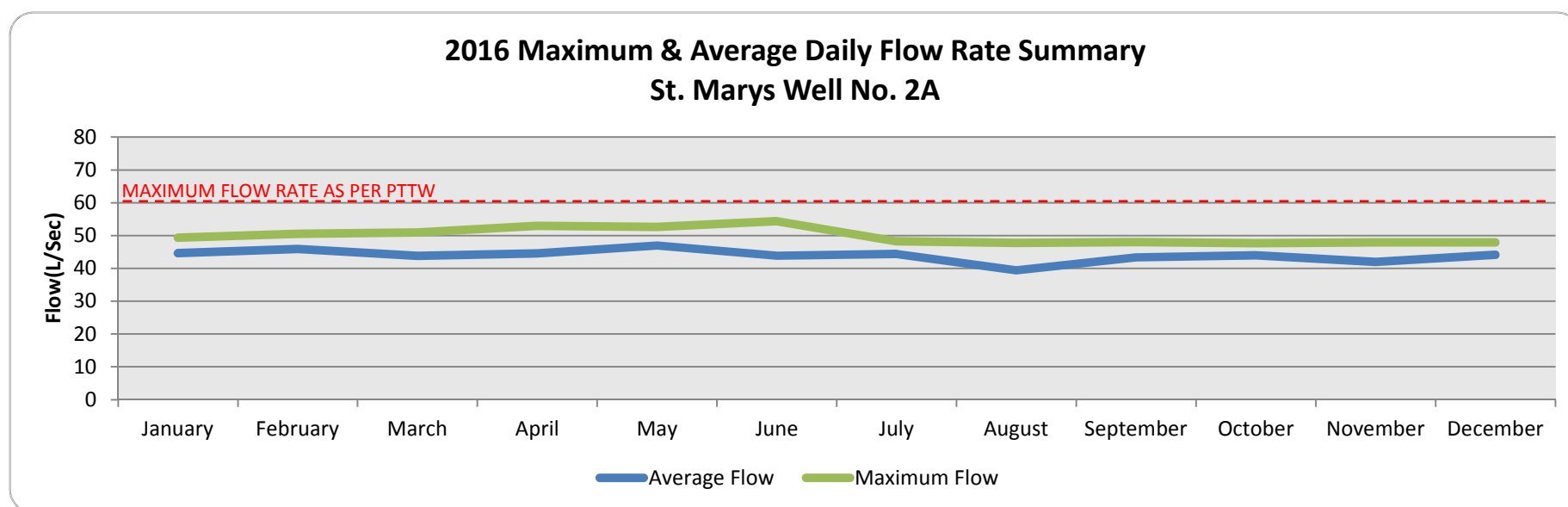
TABLE 1

2016 FLOW RATE SUMMARY (MUNICIPAL DRINKING WATER WELLS NO. 1, 2A AND 3)

PAGE 3 OF 4

MUNICIPAL DRINKING WATER WELL NO. 2A - FLOW COMPARISON

Month	January	February	March	April	May	June	July	August	September	October	November	December
Average	44.65	45.9	43.76	44.52	46.95	43.84	44.32	39.41	43.35	43.98	41.91	44.14
Maximum	49.28	50.52	50.87	52.9	52.59	54.32	48.23	47.68	47.95	47.61	47.85	47.9



NOTES:

Average Flow - Average flow recorded at the well during the month

Maximum Flow - Maximum flow recorded at the well during the month

L/Sec - Litres per Second (Values presented on this page are expressed in litres per second)

Approved Rated Capacity - 60 litres per second

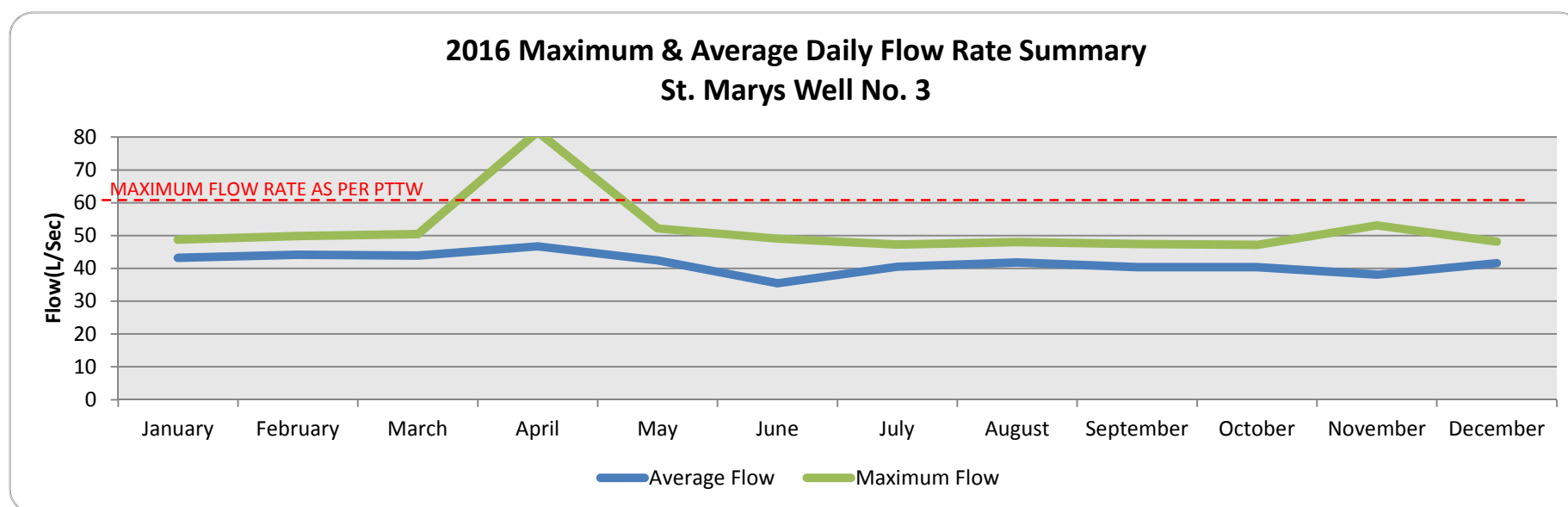
TABLE 1

2016 FLOW RATE SUMMARY (MUNICIPAL DRINKING WATER WELLS NO. 1, 2A AND 3)

PAGE 4 OF 4

MUNICIPAL DRINKING WATER WELL NO. 3 - FLOW COMPARISON

Month	January	February	March	April	May	June	July	August	September	October	November	December
Average	43.17	44.15	43.88	46.69	42.47	35.5	40.53	41.79	40.33	40.36	38.08	41.59
Maximum	48.75	49.85	50.39	81.66	52.2	49.07	47.21	47.95	47.39	47.14	53.09	48.16



NOTES:

Average Flow - Average flow recorded at the well during the month

Maximum Flow - Maximum flow recorded at the well during the month

L/Sec - Litres per Second (Values presented on this page are expressed in litres per second)

Approved Rated Capacity - 60 litres per second



TABLE 2

Annual Flow Report

Ontario Clean Water Agency



Facility Works Number: 220000521
 Facility Name: ST MARYS DRINKING WATER SYSTEM
 Facility Classification: Class 2 Water Distribution and Supply
 Service Population: 6293.0
 Total Design Capacity: 5184.0 m3/day

	01/2016	02/2016	03/2016	04/2016	05/2016	06/2016	07/2016	08/2016	09/2016	10/2016	11/2016	12/2016	Total	Avg	Max
Well #1 / Flow - m³/d															
Maximum	2,637.51	3,152.07	3,149.58	3,332.66	3,463.86	3,873.41	3,692.93	3,504.80	2,917.26	2,813.86	3,017.77	2,017.73			3,873.41
Mean	1,497.64	1,347.44	1,469.63	2,255.98	1,905.78	2,359.83	2,338.09	2,215.03	1,690.53	1,340.62	1,338.92	1,020.79		1,798.87	
Minimum	154.37	93.01	324.99	851.60	44.34	345.69	372.13	359.94	484.40	158.28	72.78	260.87			
Total	31,450.40	29,643.71	36,740.79	56,399.41	47,644.47	68,434.94	63,128.33	66,450.80	18,595.78	28,153.03	28,117.34	16,332.67	491,091.67		
Well #1 / Flush to Waste: Total - m3/day	674.0	696.0	702.0	1,320.0	714.0	993.0	654.0	803.0	274.0	1,944.0	636.0	499.0			
Well #2 / Flow - m³/d															
Maximum	2,503.20	3,194.87	2,730.00	2,823.13	3,274.85	3,595.11	3,500.27	1,857.54	3,337.21	3,141.26	2,777.44	3,156.98			3,595.11
Mean	1,432.3	1,451.9	1,748.9	1,058.5	1,736.4	1,481.5	1,695.1	1,036.1	2,083.7	2,062.7	1,780.2	1,748.6		1,672.01	
Minimum	117.68	60.07	33.24	48.63	272.92	217.83	304.73	46.42	33.39	240.36	41.17	572.65			
Total	34,374.2	29,037.4	33,228.8	17,994.6	34,727.6	31,112.2	30,512.0	8,288.7	58,342.7	51,566.8	48,065.8	52,456.5	429,707.33		
Well #2 / Flush to Waste: Total - m3/day	626.0	603.0	613.0	516.0	255.0	180.0	63.0	127.0	381.0	286.0	464.0	656.0			
Well #3 / Flow - m³/d															
Maximum	2,901.84	2,863.25	2,754.50	2,220.71	2,970.93	2,630.52	2,462.92	2,685.52	2,315.17	1,258.33	1,462.32	1,746.15			2,970.93
Mean	1,030.88	1,277.48	1,146.12	938.56	929.51	730.32	714.64	1,312.78	986.28	719.70	567.60	692.74		943.71	
Minimum	70.92	61.40	143.08	233.23	25.66	2.05	51.36	153.54	185.67	122.81	5.11	85.68			
Total	23,710.13	24,272.04	22,922.40	19,709.66	18,590.24	11,685.18	13,578.11	30,193.89	16,766.68	9,356.08	9,081.56	12,469.23	212,335.20		
Well #3 / Flush to Waste: Total - m³/d	147.00	191.00	215.00	330.00	114.00	107.00	78.00	118.00	125.00	113.00	139.00	167.00	1,842.08		
Total of Well #1, Well 2A and Well #3 - m3/month	89,534.71	82,953.17	92,892.01	94,103.71	100,962.34	111,232.28	107,218.45	104,933.37	93,705.14	89,075.87	85,264.71	81,258.44	1,133,134.20		111,232.28

TABLE 3

Chlorine Gas Summary and Flow Well #1



TABLE 3
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 1
JANUARY 1 - DECEMBER 31, 2016

PAGE 1 OF 3

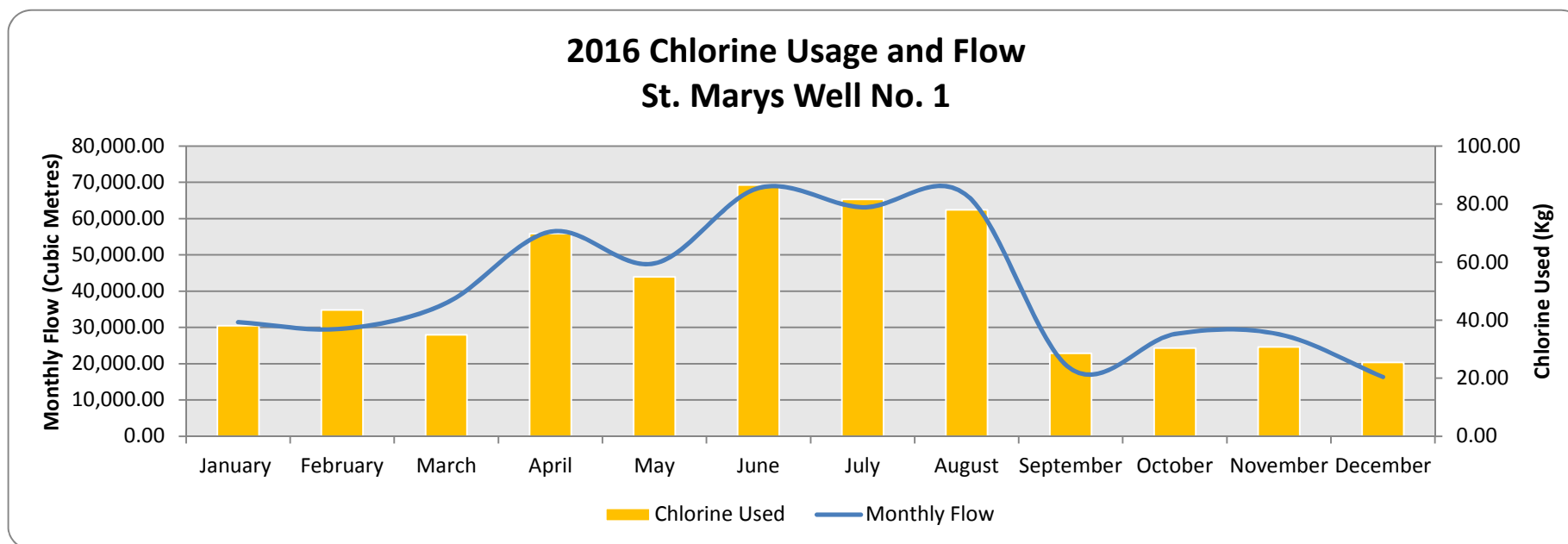
Month	Total Flow (Treated) (m ³)	Cl ₂ Used (Kgs)	m ³ produced per Kg/Cl ₂	Avg. Cl ₂ Feed Rate (Kg/Day)	Avg. Cl ₂ Residual (mg/L)	Average Water Levels		Precipitation (Estimated) (mm)
						Static (ft)	Dynamic (ft)	
January	31,450.40	38.10	825.47	6.4	1.1	55.22	62.75	104.00
February	29,643.71	43.54	680.84	6.4	1.06	52.64	57.11	67.00
March	36,740.79	34.92	1052.14	6.4	1.06	49.40	55.90	123.50
April	56,399.41	69.90	806.86	6.7	1.08	42.00	47.07	66.00
May	47,644.47	54.88	868.16	6.8	1.2	48.50	65.60	47.90
June	68,434.94	86.60	790.24	6.8	1.2	63.00	64.70	49.10
July	63,128.33	81.65	773.16	6.8	1.27	63.00	72.00	48.20
August	66,450.80	78.00	851.93	6.8	1.31	67.23	79.60	113.90
September	18,595.78	28.60	650.20	6.7	1.32	64.00	72.00	40.70
October	28,152.03	30.40	926.05	6.6	1.1	63.33	72.60	61.00
November	28,117.34	30.80	912.90	7	1.22	62.29	73.54	70.60
December	16,332.67	25.40	643.02	7.2	1.12	59.25	70.20	114.70
Minimum	16,332.67	25.40	643.02	6.4	1.06	42.00	47.07	40.70
Maximum	68,434.94	86.60	1052.14	7.2	1.32	67.23	79.60	123.50
Average	40,924.22	50.23	815.08	7	1.17	57.49	66.09	75.55
Totals	491,090.67	602.79						

NOTES: m³ - Cubic Metres
 Cl₂ - Chlorine
 Kg - Kilogram
 L - Litre
 ft - Feet
 mm - Milimetre

TABLE 3
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 1
WELL NO. 1 - CHLORINE GAS USAGE AND FLOW

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	31,450.40	29,643.71	36,740.79	56,399.41	47,644.47	68,434.94	63,128.33	66,450.80	18,595.78	28,153.03	28,117.34	16,332.67
Cl ₂ Used	38.1	43.54	34.92	69.9	54.88	86.6	81.65	78	28.6	30.4	30.8	25.4

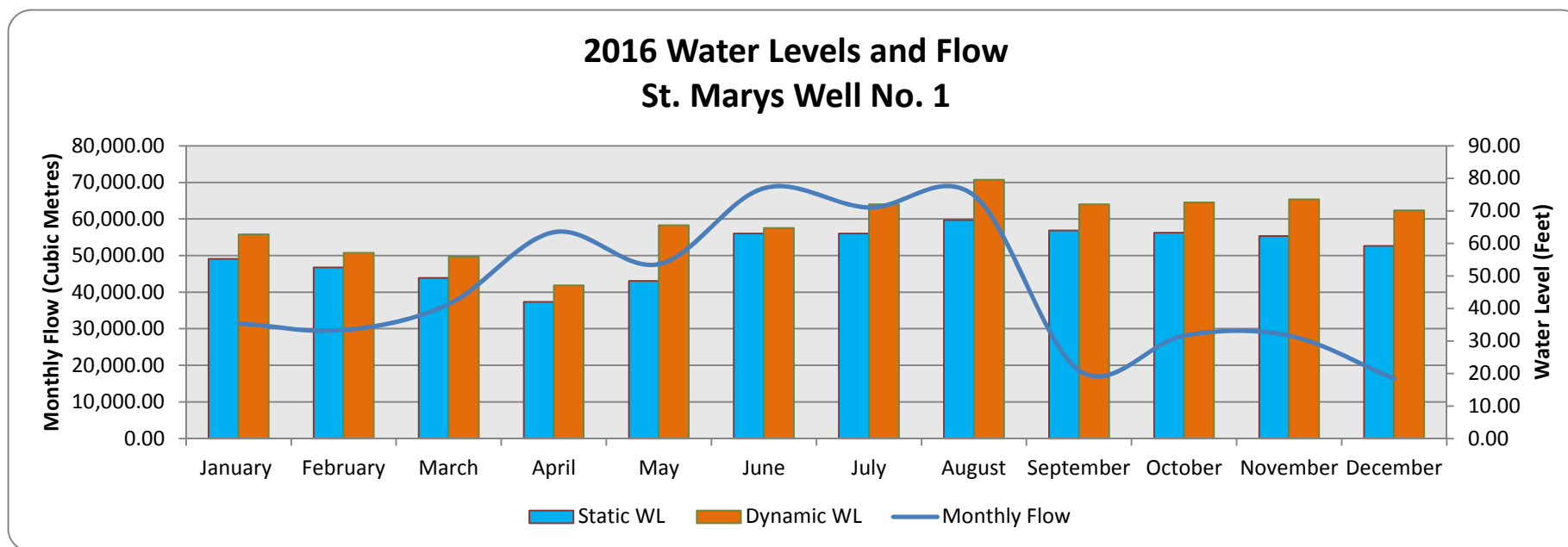


NOTES:
Monthly Flow - Total flow volume from the well as recorded by the flow meter
Chlorine Used - Total amount (Kg) of Chlorine used during each month at the well

TABLE 3
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 1
WELL NO. 1 - WATER LEVELS AND FLOW

PAGE 3 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	31,450.40	29,643.71	36,740.79	56,399.41	47,644.47	68,434.94	63,128.33	66,450.80	18,595.78	28,152.03	28,117.34	16,332.67
Static Level	55.22	52.64	49.4	42	48.5	63	63	67.23	64	63.33	62.29	59.25
Dynamic Level	62.75	57.11	55.9	47.07	65.6	64.7	72	79.6	72	72.6	73.54	70.2



NOTES:

- Monthly Flow** - Total flow volume from the well as recorded by the flow meter
- Static Level** - Groundwater Level when pump is not running
- Dynamic Level** - Groundwater Level when the pump is running

TABLE 4

Chlorine Gas Summary and Flow Well #2A



TABLE 4
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 2A
JANUARY 1 - DECEMBER 31, 2016

PAGE 1 OF 3

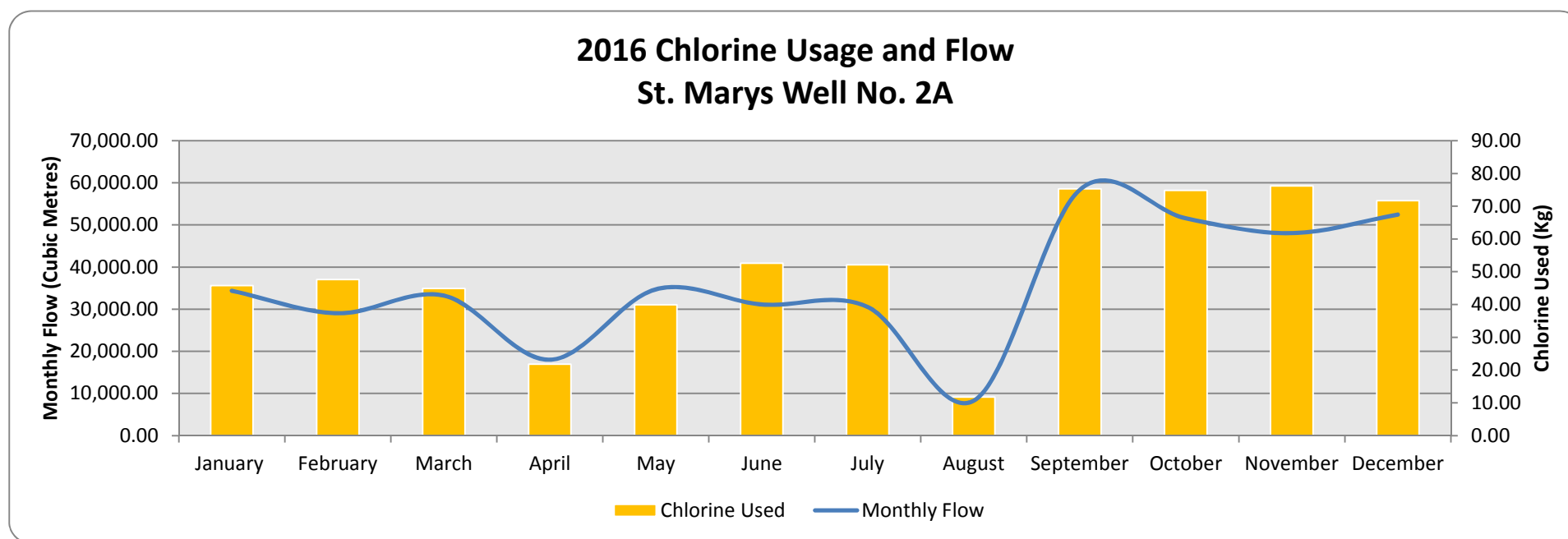
Month	Total Flow (Treated)	Cl ₂ Used	m ³ produced per	Avg. Cl ₂ Feed Rate	Avg. Cl ₂ Residual	Average Water Levels		Precipitation (Estimated)
	(m ³)	(Kgs)	Kg/Cl ₂	(Kg/Day)	(mg/L)	Static (ft)	Dynamic (ft)	(mm)
January	34,374.18	45.80	750.53	7.8	1.16	56.36	62.00	104.00
February	29,037.42	47.60	610.03	16.1	1.24	54.15	61.86	67.00
March	33,228.82	44.91	739.90	16.33	1.21	49.88	60.80	123.50
April	17,994.64	21.77	826.58	16.5	1.14	41.46	50.25	66.00
May	34,727.63	39.91	870.15	16	1.22	46.93	58.71	47.90
June	31,112.16	52.62	591.26	15.88	1.19	64.50	66.00	49.10
July	30,512.01	52.16	584.97	16.14	1.26	57.90	68.00	48.20
August	8,288.68	11.79	703.03	16.29	1.31	56.64	68.86	113.90
September	58,342.68	75.30	774.80	16.1	1.32	63.67	71.25	40.70
October	51,566.76	74.84	689.03	16.1	1.24	60.46	69.44	61.00
November	48,065.81	76.20	630.78	15.8	1.27	58.00	70.40	70.60
December	52,456.54	71.67	731.92	15.5	1.21	60.57	71.00	114.70
Minimum	8,288.68	11.79	584.97	7.8	1.14	41.46	50.25	40.70
Maximum	58,342.68	76.20	870.15	16.5	1.32	64.50	71.25	123.50
Average	35,808.94	51.21	708.58	15	1.23	55.88	64.88	75.55
Totals	429,707.33	614.57						

NOTES:
 m³ - Cubic Metres
 Cl₂ - Chlorine
 Kg - Kilogram
 L - Litre
 ft - Feet
 mm - Milimetre

TABLE 4
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 2A
WELL NO. 2A - CHLORINE GAS USAGE AND FLOW

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	34,374.18	29,037.42	33,228.82	17,994.64	34,727.63	31,112.16	30,512.01	8,288.68	58,342.68	51,566.76	48,065.81	52,456.54
Cl₂ Used	45.8	47.6	44.91	21.77	39.91	52.62	52.16	11.79	75.3	74.84	76.2	71.67



NOTES:

Monthly Flow - Total flow volume from the well as recorded by the flow meter

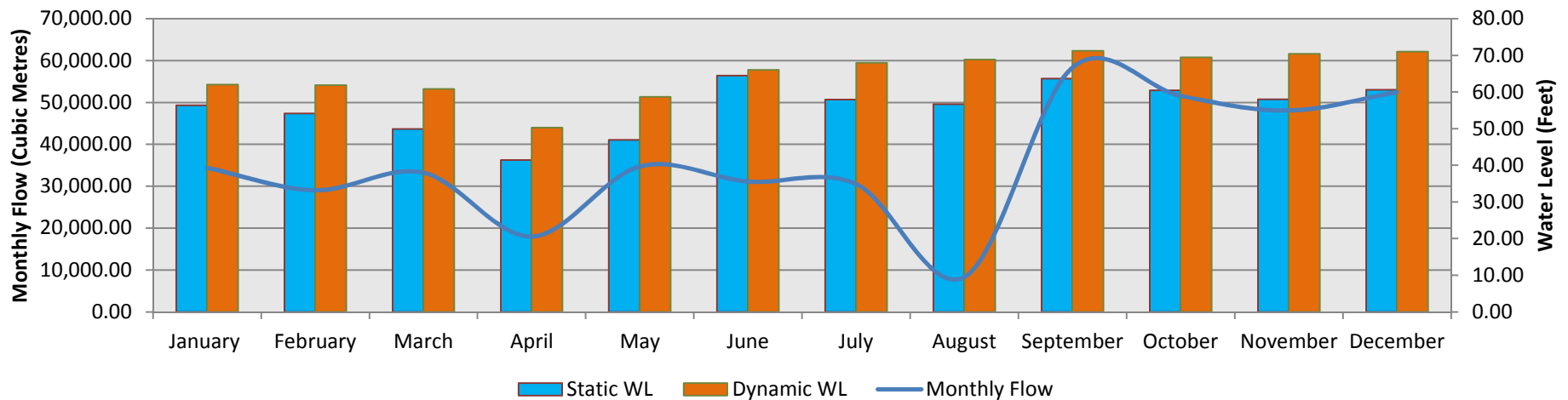
Chlorine Used - Total amount (Kg) of Chlorine used during each month at the well

TABLE 4
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 2A
WELL NO. 2A - WATER LEVELS AND FLOW

PAGE 3 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	34,374.18	29,037.42	33,228.82	17,994.64	34,727.63	31,112.16	30,512.01	8,288.68	58,342.68	51,566.76	48,065.81	52,456.54
Static Level	56.36	54.15	49.88	41.46	46.93	64.5	57.9	56.64	63.67	60.46	58	60.57
Dynamic Level	62	61.86	60.8	50.25	58.71	66	68	68.86	71.25	69.44	70.4	71

2016 Water Levels and Flow
St. Marys Well No. 2A



NOTES:

- Monthly Flow** - Total flow volume from the well as recorded by the flow meter
- Static Level** - Groundwater Level when pump is not running
- Dynamic Level** - Groundwater Level when the pump is running

TABLE 5

Chlorine Gas Summary and Flow Well #3



TABLE 5
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 3
JANUARY 1 - DECEMBER 31, 2016

PAGE 1 OF 3

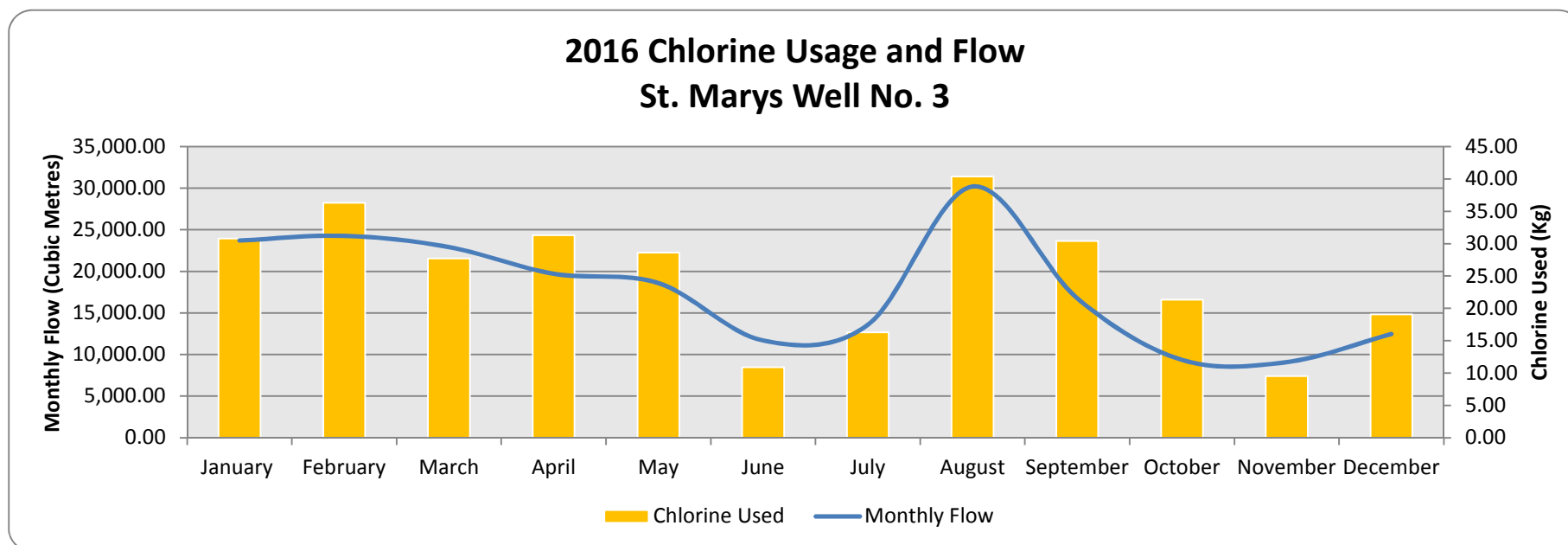
Month	Total Flow (Treated) (m ³)	Cl ₂ Used (Kgs)	m ³ produced per Kg/Cl ₂	Avg. Cl ₂ Feed Rate (Kg/Day)	Avg. Cl ₂ Residual (mg/L)	Average Water Levels		Precipitation (Estimated) (mm)
						Static (ft)	Dynamic (ft)	
January	23,710.13	30.80	769.81	6.00	1.22	62.00	70.40	104.00
February	24,272.04	36.30	668.65	6.20	1.05	52.60	66.64	67.00
March	22,922.40	27.70	827.52	6.30	1.16	50.64	62.30	123.50
April	19,709.66	31.30	629.70	6.30	1.22	51.66	55.50	66.00
May	18,590.24	28.60	650.01	6.20	1.15	48.00	58.67	47.90
June	11,685.18	10.90	1072.03	6.40	1.06	54.71	62.29	49.10
July	13,578.11	16.30	833.01	7.20	1.23	56.86	69.67	48.20
August	30,193.89	40.40	747.37	7.20	1.41	58.83	67.60	113.90
September	16,766.68	30.40	551.54	7.00	1.43	62.10	70.09	40.70
October	9,356.08	21.32	438.84	6.60	1.24	57.80	69.67	61.00
November	9,081.56	9.53	952.94	6.50	1.23	52.83	67.00	70.60
December	12,469.23	19.05	654.55	6.40	1.35	52.50	66.91	114.70
Minimum	9,081.56	9.53	438.84	6.00	1.05	48.00	55.50	40.70
Maximum	30,193.89	40.40	1072.03	7.20	1.43	62.10	70.40	123.50
Average	17,694.60	25.22	733.00	6.53	1.23	55.04	65.56	75.55
Totals	212,335.20	302.60						

NOTES:
m³ - Cubic Metres
Cl₂ - Chlorine
Kg - Kilogram
L - Litre
ft - Feet
mm - Milimetre

TABLE 5
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 3
WELL NO. 3 - CHLORINE GAS USAGE AND FLOW

PAGE 2 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	23,710.13	24,272.04	22,922.40	19,709.66	18,590.24	11,685.18	13,578.11	30,193.89	16,766.68	9,356.08	9,081.56	12,469.23
Cl ₂ Used	30.8	36.3	27.7	31.3	28.6	10.9	16.3	40.4	30.4	21.32	9.53	19.05

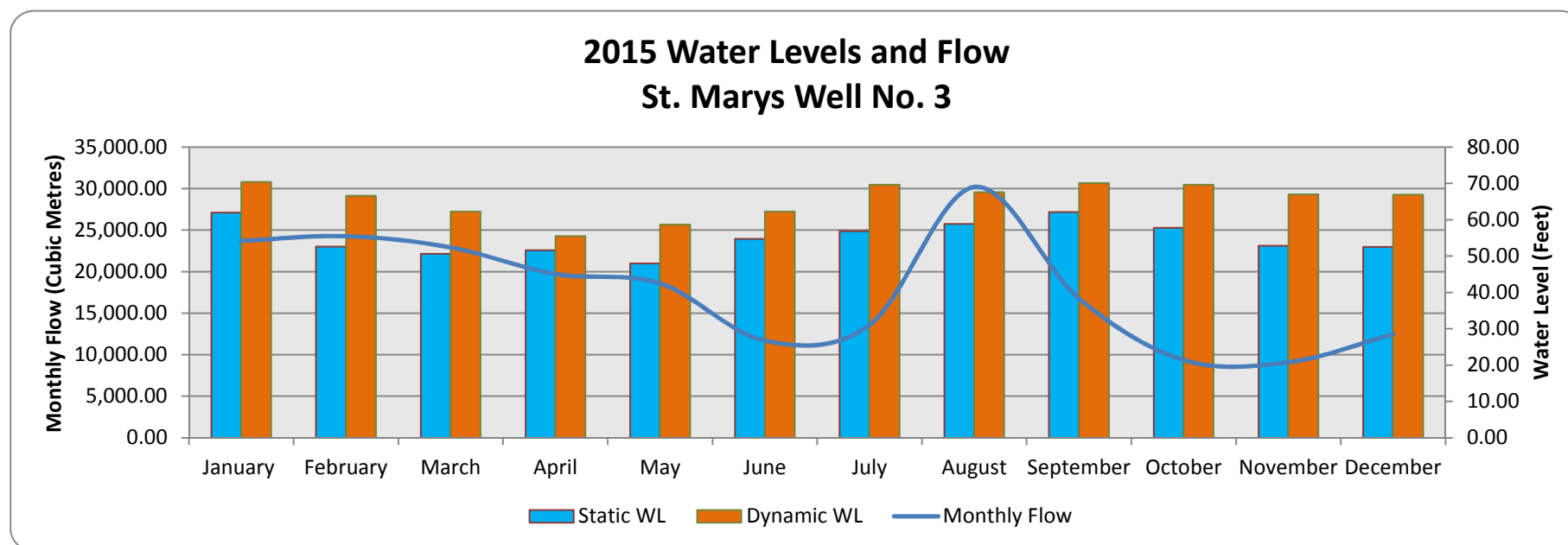


NOTES: **Monthly Flow** - Total flow volume from the well as recorded by the flow meter
Chlorine Used - Total amount (Kg) of Chlorine used during each month at the well

TABLE 5
CHLORINE GAS USAGE AND WATER LEVELS - WELL NO. 3
WELL NO. 3 - WATER LEVELS AND FLOW

PAGE 3 OF 3

Month	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Flow	23,710.13	24,272.04	22,922.40	19,709.66	18,590.24	11,685.18	13,578.11	30,193.89	16,766.68	9,356.08	9,081.56	12,469.23
Static Level	62	52.6	50.64	51.66	48	54.71	56.86	58.83	62.1	57.8	52.83	52.5
Dynamic Level	70.4	66.64	62.3	55.5	58.67	62.29	69.67	67.6	70.09	69.67	67	66.91



NOTES:

- Monthly Flow** - Total flow volume from the well as recorded by the flow meter
- Static Level** - Groundwater Level when pump is not running
- Dynamic Level** - Groundwater Level when the pump is running



APPENDIX A

2016

Annual Drinking Water Report

APPENDIX A - 2016 ANNUAL REPORT – TOWN OF ST. MARYS

Drinking-Water System Number:	220000521
Drinking-Water System Name:	St. Marys Well Supply
Drinking-Water System Owner:	The Corporation of the Town of St. Marys
Drinking-Water System Category:	Large, Municipal, Residential
Period being reported:	January 1, 2016 to December 31, 2016

<p>Does your Drinking-Water System serve more than 10,000 people? No</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <p>Municipal Operations Center, 408 James Street South</p> <p>www.townofstmarys.com</p>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: 0</p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? n/a</p> <p>Number of Interested Authorities you report to:</p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? n/a</p>
--	---

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:
n/a

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water? n/a

Indicate how you notified system users that your annual report is available, and is free of charge.

- ☒ [X] Public access/notice via the web
- ☐ [] Public access/notice via Government Office
- ☐ [] Public access/notice via a newspaper
- ☒ [X] Public access/notice via Public Request
- ☐ [] Public access/notice via a Public Library
- ☒ [X] Public access/notice via other method - Municipal office

Describe your Drinking-Water System

Each of the pump houses #1, 2A and 3 house a vertical turbine pump, each rated at 60 L/s capacity. These draw water from all three wells. Water passes air release valves, a backflow check valve, pressure gauges, the primary UV light disinfection unit, flow meter, the chlorine gas injection point and actuator control valve and then into the contact chamber piping located underground.

List all water treatment chemicals used over this reporting period

Chlorine gas for primary and secondary disinfection

Were any significant expenses incurred to:

- ☐ Install required equipment
- ☒ Repair required equipment
- ☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred:

New Water Services on Queen Street East from Water Street to Peel Street - \$291,000

Queen Street E Widening - \$46,000

Glass Street Extension - \$171,000

Variable Frequency Drive replacement for Well #2 - \$29,600.00

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
Apr. 13/16	Potential contamination – stones in main during watermain repair	Visual of stones in watermain	n/a	Flushed the area and took bacti samples	Apr. 19/16
Dec. 9/16	Low chlorine due to dead-end line at 74 Edison Street	0.00 mg/l chlorine residual	mg/l	Flushed watermain until residual of 0.50 mg/l was achieved. (approx. 15 mins)	Dec. 9/16

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli or Fecal Results (min -max) cfu/100ml	Range of Total Coliform Results (min -max) cfu/100ml	Number of HPC Samples	Range of HPC Results (min –max) cfu/1mL spread plate
Raw	151	0 – 1	0 – 44	1	1
Treated	150	0 – 0	0 – 0	150	0 - 10
Distribution	230	0 – 0	0 – 0	66	0 – 220

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results min -max	Unit of Measure
Turbidity	8760*	Well 1 0.06 – 2.00 Well 2A 0.08 – 0.13 Well 3 0.08 – 0.61	NTU
Chlorine	8760*	Well 1 0.61 – 1.56 Well 2A 0.69 – 1.92 Well 3 0.40 – 1.50	mg/L
Fluoride (If the DWS provides fluoridation)	N/A	N/A	N/A

*- continuous monitoring

Additional testing carried out in accordance with the requirement of an approval, order or other legal instrument.

Treated Water	Sample Date (mm/dd/yyyy)	Sample Result
UV Transmittance % - TW1	1/5/2016	95.0
UV Transmittance % - TW1	4/16/2016	93.7
UV Transmittance % - TW1	7/4/2016	95.1
UV Transmittance % - TW1	10/11/2016	94.4
UV Transmittance % - TW2A	1/5/2016	91.4
UV Transmittance % - TW2A	4/16/2016	94.5
UV Transmittance % - TW2A	7/4/2016	93.9
UV Transmittance % - TW2A	10/04/2016	93.6
UV Transmittance % - TW3	1/5/2016	95.8
UV Transmittance % - TW3	4/13/2016	95.5
UV Transmittance % - TW3	7/4/2016	95.7
UV Transmittance % - TW3	10/04/2016	96.1

Schedule 24 - Inorganic parameters

Treated Water	Sample Date (mm/dd/yyyy)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Antimony: Sb (ug/L) - TW1	1/12/2016	0.02	6.0	No	No
Antimony: Sb (ug/L) - TW2A	1/12/2016	<MDL 0.02	6.0	No	No
Antimony: Sb (ug/L) - TW3	1/12/2016	0.06	6.0	No	No
Arsenic: As (ug/L) - TW1	1/12/2016	0.3	25.0	No	No

Arsenic: As (ug/L) - TW2A	1/12/2016	0.3	25.0	No	No
Arsenic: As (ug/L) - TW3	1/12/2016	<MDL 0.2	25.0	No	No
Barium: Ba (ug/L) - TW1	1/12/2016	134	1000.0	No	No
Barium: Ba (ug/L) - TW2A	1/12/2016	83.6	1000.0	No	No
Barium: Ba (ug/L) - TW3	1/12/2016	102	1000.0	No	No
Boron: B (ug/L) - TW1	1/12/2016	34.3	5000.0	No	No
Boron: B (ug/L) - TW2A	1/12/2016	45.8	5000.0	No	No
Boron: B (ug/L) - TW3	1/12/2016	47.5	5000.0	No	No
Cadmium: Cd (ug/L) - TW1	1/12/2016	0.094	5.0	No	No
Cadmium: Cd (ug/L) - TW2A	1/12/2016	0.022	5.0	No	No
Cadmium: Cd (ug/L) - TW3	1/12/2016	0.037	5.0	No	No
Chromium: Cr (ug/L) - TW1	1/12/2016	<MDL 0.03	50	No	No
Chromium: Cr (ug/L) - TW2A	1/12/2016	<MDL 0.03	50	No	No
Chromium: Cr (ug/L) - TW3	1/12/2016	<MDL 0.03	50	No	No
Mercury: Hg (ug/L) - TW1	1/12/2016	<MDL 0.01	1.0	No	No
Mercury: Hg (ug/L) - TW2A	1/12/2016	<MDL 0.01	1.0	No	No
Mercury: Hg (ug/L) - TW3	1/12/2016	0.01	1.0	No	No
Selenium: Se (ug/L) - TW1	1/12/2016	0.84	10.0	No	No
Selenium: Se (ug/L) - TW2A	1/12/2016	0.51	10.0	No	No
Selenium: Se (ug/L) - TW3	1/12/2016	0.62	10.0	No	No
Uranium: U (ug/L) - TW1	1/12/2016	1.30	20.0	No	No
Uranium: U (ug/L) - TW2A	1/12/2016	1.82	20.0	No	No
Uranium: U (ug/L) - TW3	1/12/2016	2.47	20.0	No	No
Additional Inorganics					
Fluoride (mg/L) - TW1	1/21/2015	0.97	1.5	No	No
Fluoride (mg/L) - TW2A	1/21/2015	1.23	1.5	No	No
Fluoride (mg/L) - TW3	1/21/2015	1.14	1.5	No	No
Nitrite (mg/L) - TW1	1/5/2016	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	4/13/2016	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	7/4/2016	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW1	10/11/2016	<MDL 0.003	1.0	No	No

Nitrite (mg/L) - TW2A	1/5/2016	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2A	4/16/2016	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2A	7/4/2016	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW2A	10/4/2016	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	1/5/2016	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	4/13/2016	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	7/4/2016	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW3	10/4/2016	0.004	1.0	No	No
Nitrate (mg/L) - TW1	1/5/2016	1.59	10.0	No	No
Nitrate (mg/L) - TW1	4/13/2016	3.72	10.0	No	No
Nitrate (mg/L) - TW1	7/4/2016	0.992	10.0	No	No
Nitrate (mg/L) - TW1	10/11/2016	0.49	10.0	No	No
Nitrate (mg/L) - TW2A	1/5/2016	0.402	10.0	No	No
Nitrate (mg/L) - TW2A	4/16/2016	1.25	10.0	No	No
Nitrate (mg/L) - TW2A	7/4/2016	0.633	10.0	No	No
Nitrate (mg/L) - TW2A	10/4/2016	0.348	10.0	No	No
Nitrate (mg/L) - TW3	1/5/2016	0.408	10.0	No	No
Nitrate (mg/L) - TW3	4/13/2016	1.02	10.0	No	No
Nitrate (mg/L) - TW3	7/4/2016	0.616	10.0	No	No
Nitrate (mg/L) - TW3	10/4/2016	0.265	10.0	No	No
Sodium: Na (mg/L) - TW1	1/21/2015	33.6	20*	Yes	Yes
Sodium: Na (mg/L) - TW2A	1/21/2015	61.1	20*	Yes	Yes
Sodium: Na (mg/L) - TW3	1/21/2015	50.6	20*	Yes	Yes

Summary of lead testing under Schedule 15.1 during this reporting period

Location Type	Date Sampled	Number of Samples	pH Range	Range of Alkalinity (min – max) mg/L	Range of Lead Results (min – max) ug/L	Number of Exceedances
Distribution	Feb. and August 2016	6	6.55 – 7.25	256 - 279	0.25 – 1.57	0

Schedule 23 - Organic parameters

Treated Water	Sample Date (mm/dd/yyyy)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Alachlor (ug/L) - TW1	1/12/2016	<MDL 0.02	5.00	No	No
Alachlor (ug/L) - TW2A	1/12/2016	<MDL 0.02	5.00	No	No
Alachlor (ug/L) - TW3	1/12/2016	<MDL 0.02	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW1	1/12/2016	0.03	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW2A	1/12/2016	<MDL 0.01	5.00	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW3	1/12/2016	<MDL 0.01	5.00	No	No
Azinphos-methyl (ug/L) - TW1	1/12/2016	<MDL 0.05	20.00	No	No
Azinphos-methyl (ug/L) - TW2A	1/12/2016	<MDL 0.05	20.00	No	No
Azinphos-methyl (ug/L) - TW3	1/12/2016	<MDL 0.05	20.00	No	No
Benzene (ug/L) - TW1	1/12/2016	<MDL 0.32	5.00	No	No
Benzene (ug/L) - TW2A	1/12/2016	<MDL 0.32	5.00	No	No
Benzene (ug/L) - TW3	1/12/2016	<MDL 0.32	5.00	No	No
Benzo(a)pyrene (ug/L) - TW1	1/12/2016	<MDL 0.004	0.01	No	No
Benzo(a)pyrene (ug/L) - TW2A	1/12/2016	<MDL 0.004	0.01	No	No
Benzo(a)pyrene (ug/L) - TW3	1/12/2016	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW1	1/12/2016	<MDL 0.33	5.00	No	No
Bromoxynil (ug/L) - TW2A	1/12/2016	<MDL 0.33	5.00	No	No
Bromoxynil (ug/L) - TW3	1/12/2016	<MDL 0.33	5.00	No	No
Carbaryl (ug/L) - TW1	1/12/2016	<MDL 0.05	90.00	No	No
Carbaryl (ug/L) - TW2A	1/12/2016	<MDL 0.05	90.00	No	No
Carbaryl (ug/L) - TW3	1/12/2016	<MDL 0.05	90.00	No	No
Carbofuran (ug/L) - TW1	1/12/2016	<MDL 0.01	90.00	No	No
Carbofuran (ug/L) - TW2A	1/12/2016	<MDL 0.01	90.00	No	No
Carbofuran (ug/L) - TW3	1/12/2016	<MDL 0.01	90.00	No	No
Carbon Tetrachloride (ug/L) - TW1	1/12/2016	<MDL 0.16	5.00	No	No

Carbon Tetrachloride (ug/L) - TW2A	1/12/2016	<MDL 0.16	5.00	No	No
Carbon Tetrachloride (ug/L) - TW3	1/12/2016	<MDL 0.16	5.00	No	No
Chlorpyrifos (ug/L) - TW1	1/12/2016	<MDL 0.02	90.00	No	No
Chlorpyrifos (ug/L) - TW2A	1/12/2016	<MDL 0.02	90.00	No	No
Chlorpyrifos (ug/L) - TW3	1/12/2016	<MDL 0.02	90.00	No	No
Diazinon (ug/L) - TW1	1/12/2016	<MDL 0.02	20.00	No	No
Diazinon (ug/L) - TW2A	1/12/2016	<MDL 0.02	20.00	No	No
Diazinon (ug/L) - TW3	1/12/2016	<MDL 0.02	20.00	No	No
Dicamba (ug/L) - TW1	1/12/2016	<MDL 0.20	120.00	No	No
Dicamba (ug/L) - TW2A	1/12/2016	<MDL 0.20	120.00	No	No
Dicamba (ug/L) - TW3	1/12/2016	<MDL 0.20	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW1	1/12/2016	<MDL 0.41	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW2A	1/12/2016	<MDL 0.41	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW3	1/12/2016	<MDL 0.41	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW1	1/12/2016	<MDL 0.36	5.00	No	No
1,4-Dichlorobenzene (ug/L) - TW2A	1/12/2016	<MDL 0.36	5.00	No	No
1,4-Dichlorobenzene (ug/L) - TW3	1/12/2016	<MDL 0.36	5.00	No	No
1,2-Dichloroethane (ug/L) - TW1	1/12/2016	<MDL 0.35	5.00	No	No
1,2-Dichloroethane (ug/L) - TW2A	1/12/2016	<MDL 0.35	5.00	No	No
1,2-Dichloroethane (ug/L) - TW3	1/12/2016	<MDL 0.35	5.00	No	No
1,1-Dichloroethylene (ug/L) - TW1	1/12/2016	<MDL 0.33	14.00	No	No
1,1-Dichloroethylene (ug/L) - TW2A	1/12/2016	<MDL 0.33	14.00	No	No
1,1-Dichloroethylene (ug/L) - TW3	1/12/2016	<MDL 0.33	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW1	1/12/2016	<MDL 0.35	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW2A	1/12/2016	<MDL 0.35	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW3	1/12/2016	<MDL 0.35	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW1	1/12/2016	<MDL 0.15	900.00	No	No
2,4-Dichlorophenol (ug/L) - TW2A	1/12/2016	<MDL 0.15	900.00	No	No
2,4-Dichlorophenol (ug/L) - TW3	1/12/2016	<MDL 0.15	900.00	No	No

2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW1	1/12/2016	<MDL 0.19	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW2A	1/12/2016	<MDL 0.19	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW3	1/12/2016	<MDL 0.19	100.00	No	No
Diclofop-methyl (ug/L) - TW1	1/12/2016	<MDL 0.40	9.00	No	No
Diclofop-methyl (ug/L) - TW2A	1/12/2016	<MDL 0.40	9.00	No	No
Diclofop-methyl (ug/L) - TW3	1/12/2016	<MDL 0.40	9.00	No	No
Dimethoate (ug/L) - TW1	1/12/2016	<MDL 0.03	20.00	No	No
Dimethoate (ug/L) - TW2A	1/12/2016	<MDL 0.03	20.00	No	No
Dimethoate (ug/L) - TW3	1/12/2016	<MDL 0.03	20.00	No	No
Diquat (ug/L) - TW1	1/12/2016	<MDL 1	70.00	No	No
Diquat (ug/L) - TW2A	1/12/2016	<MDL 1	70.00	No	No
Diquat (ug/L) - TW3	1/12/2016	<MDL 1	70.00	No	No
Diuron (ug/L) - TW1	1/12/2016	<MDL 0.03	150.00	No	No
Diuron (ug/L) - TW2A	1/12/2016	<MDL 0.03	150.00	No	No
Diuron (ug/L) - TW3	1/12/2016	<MDL 0.03	150.00	No	No
Glyphosate (ug/L) - TW1	1/12/2016	<MDL 1	280.00	No	No
Glyphosate (ug/L) - TW2A	1/12/2016	<MDL 1	280.00	No	No
Glyphosate (ug/L) - TW3	1/12/2016	<MDL 1	280.00	No	No
Malathion (ug/L) - TW1	1/12/2016	<MDL 0.02	190.00	No	No
Malathion (ug/L) - TW2A	1/12/2016	<MDL 0.02	190.00	No	No
Malathion (ug/L) - TW3	1/12/2016	<MDL 0.02	190.00	No	No
2-Methyl-4-chlorophenoxyacetic acid MCPA (mg/L) - TW1	1/12/2016	<MDL 0.00012	0.10	No	No
2-Methyl-4-chlorophenoxyacetic acid MCPA (mg/L) - TW2A	1/12/2016	<MDL 0.00012	0.10	No	No
2-Methyl-4-chlorophenoxyacetic acid MCPA (mg/L) - TW3	1/12/2016	<MDL 0.00012	0.10	No	No
Metolachlor (ug/L) - TW1	1/12/2016	<MDL 0.01	50.00	No	No
Metolachlor (ug/L) - TW2A	1/12/2016	<MDL 0.01	50.00	No	No
Metolachlor (ug/L) - TW3	1/12/2016	<MDL 0.01	50.00	No	No
Metribuzin (ug/L) - TW1	1/12/2016	<MDL 0.02	80.00	No	No

Metribuzin (ug/L) - TW2A	1/12/2016	<MDL 0.02	80.00	No	No
Metribuzin (ug/L) - TW3	1/12/2016	<MDL 0.02	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW1	1/12/2016	<MDL 0.3	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW2A	1/12/2016	<MDL 0.3	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW3	1/12/2016	<MDL 0.3	80.00	No	No
Paraquat (ug/L) - TW1	1/12/2016	<MDL 1	10.00	No	No
Paraquat (ug/L) - TW2A	1/12/2016	<MDL 1	10.00	No	No
Paraquat (ug/L) - TW3	1/12/2016	<MDL 1	10.00	No	No
PCB (ug/L) - TW1	1/12/2016	<MDL 0.04	3.00	No	No
PCB (ug/L) - TW2A	1/12/2016	<MDL 0.04	3.00	No	No
PCB (ug/L) - TW3	1/12/2016	<MDL 0.04	3.00	No	No
Pentachlorophenol (ug/L) - TW1	1/12/2016	<MDL 0.15	60.00	No	No
Pentachlorophenol (ug/L) - TW2A	1/12/2016	<MDL 0.15	60.00	No	No
Pentachlorophenol (ug/L) - TW3	1/12/2016	<MDL 0.15	60.00	No	No
Phorate (ug/L) - TW1	1/12/2016	<MDL 0.01	2.00	No	No
Phorate (ug/L) - TW2A	1/12/2016	<MDL 0.01	2.00	No	No
Phorate (ug/L) - TW3	1/12/2016	<MDL 0.01	2.00	No	No
Picloram (ug/L) - TW1	1/12/2016	<MDL 1	190.00	No	No
Picloram (ug/L) - TW2A	1/12/2016	<MDL 1	190.00	No	No
Picloram (ug/L) - TW3	1/12/2016	<MDL 1	190.00	No	No
Prometryne (ug/L) - TW1	1/12/2016	<MDL 0.03	1.00	No	No
Prometryne (ug/L) - TW2A	1/12/2016	<MDL 0.03	1.00	No	No
Prometryne (ug/L) - TW3	1/12/2016	<MDL 0.03	1.00	No	No
Simazine (ug/L) - TW1	1/12/2016	<MDL 0.01	10.00	No	No
Simazine (ug/L) - TW2A	1/12/2016	<MDL 0.01	10.00	No	No
Simazine (ug/L) - TW3	1/12/2016	<MDL 0.01	10.00	No	No
Terbufos (ug/L) - TW1	1/12/2016	<MDL 0.01	1.00	No	No
Terbufos (ug/L) - TW2A	1/12/2016	<MDL 0.01	1.00	No	No
Terbufos (ug/L) - TW3	1/12/2016	<MDL 0.01	1.00	No	No

Tetrachloroethylene (ug/L) - TW1	1/12/2016	<MDL 0.35	30.00	No	No
Tetrachloroethylene (ug/L) - TW2A	1/12/2016	<MDL 0.35	30.00	No	No
Tetrachloroethylene (ug/L) - TW3	1/12/2016	<MDL 0.35	30.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW1	1/12/2016	<MDL 0.20	100.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW2A	1/12/2016	<MDL 0.20	100.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW3	1/12/2016	<MDL 0.20	100.00	No	No
Triallate (ug/L) - TW1	1/12/2016	<MDL 0.01	230.00	No	No
Triallate (ug/L) - TW2A	1/12/2016	<MDL 0.01	230.00	No	No
Triallate (ug/L) - TW3	1/12/2016	<MDL 0.01	230.00	No	No
Trichloroethylene (ug/L) - TW1	1/12/2016	<MDL 0.44	50.00	No	No
Trichloroethylene (ug/L) - TW2A	1/12/2016	<MDL 0.44	50.00	No	No
Trichloroethylene (ug/L) - TW3	1/12/2016	<MDL 0.44	50.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW1	1/12/2016	<MDL 0.25	5.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW2A	1/12/2016	<MDL 0.25	5.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW3	1/12/2016	<MDL 0.25	5.00	No	No
Trifluralin (ug/L) - TW1	1/12/2016	<MDL 0.02	45.00	No	No
Trifluralin (ug/L) - TW2A	1/12/2016	<MDL 0.02	45.00	No	No
Trifluralin (ug/L) - TW3	1/12/2016	<MDL 0.02	45.00	No	No
Vinyl Chloride (ug/L) - TW1	1/12/2016	<MDL 0.17	2.00	No	No
Vinyl Chloride (ug/L) - TW2A	1/12/2016	<MDL 0.17	2.00	No	No
Vinyl Chlorine (ug/L) - TW3	1/12/2016	<MDL 0.17	2.00	No	No
Trihalomethanes – farthest point in the distribution system (ug/L)	Running average	20.75	100	No	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards. n/a



INFORMATION REPORT

To:	Mayor Stratthdee and Members of Council
From:	Jed Kelly, Director of Public Works
Date of Meeting:	28 March 2017
Subject:	PW 17-2017 2016 Summary Report of the Wastewater System

INFORMATION

To update Council regarding the recent submission of the 2016 Annual Wastewater Treatment Plant report to the Ministry of Environment and Climate Change (MOECC) and to summarize key aspects within the annual report for Council.

RECOMMENDATION

THAT PW 17-2017 2016 Summary Report of the Wastewater System be received for information.

BACKGROUND

The Town is required to submit an annual report to the MOECC prior to March 31 of each year for the previous year's plant operations. Each year this report is prepared by Ontario Clean Water Agency (OCWA) and submitted to the MOECC on the Town's behalf.

REPORT

In 2016, the St. Marys Wastewater Treatment Plant (WWTP) provided effective wastewater treatment. The following is a summary of information presented within the annual report:

- The annual average daily flow was 3,994.84 m³/day, or 72% of the plant's rated design capacity of 5,560m³/day;
- The total flow treated at the plant in 2016 was 1,459,176 m³;
- Flows treated by the treatment plant increased approximately 4% compared to 2015;
- Operational Difficulties were encountered in 2016 due to high strength effluent loadings;
- 3,894 m³ of biosolids were hauled from the plant and applied to agricultural lands or to storage;
- Biosolids analysis showed that the biosolids met the quality criteria specified in the Ontario Guidelines for Sewage Biosolids Utilization on Agricultural lands;
- There were no primary or secondary bypass events which took place in 2016;
- There were no formal odour complaints with regards to plant operations received in 2016.
- ECA Discharge limits were met at the facility in 2016 with the exception of the following:
 - March 30, 2016 – Phosphorus of 1.42 mg/L compared to a limit of 1.0 mg/L;
 - July 28, 2016 – Phosphorus of 2.26 mg/L compared to a limit of 1.0 mg/L;
 - September 27, 2017 – Daily Ammonia of 9.0 mg/L compared to a limit of 6.0 mg/L.

- One (1) spill occurred at the facility on April 4, 2016 where an estimated 1 cubic metre of mixed liquor was released to the surrounding ground. Leak was the result of a hole in the bottom of the return activated sludge tank.

SUMMARY & IMPLICATIONS

There are no implications related to the submission and review of the 2016 Annual Report for the Wastewater Treatment Plant. Staff time allocated for the preparation and review of the report was allocated for as part of the 2017 annual budget.

Exceedances reported in 2016 were related to a variety of conditions such as high flows, equipment failures, etc. It is the Town's responsibility to operate and maintain the works such that concentrations do not exceed the discharge limits. Municipal by-law discharge limits assist the Town in maintaining the facility but need to be verified for compliance and subsequent enforcement, if necessary.

OTHERS CONSULTED

Jed Kelly, Director of Public Works – Town of St. Marys
Brent Kittmer, CAO / Clerk – Town of St. Marys
Renee Hornick, Operations Manager – Ontario Clean Water Agency

ATTACHMENTS

1. 2016 Summary Report for the Wastewater Treatment Plant

Respectfully submitted,



Dave Blake, C.E.T.
Supervisor of Environmental Services



Brent Kittmer
CAO / Clerk



THE CORPORATION OF THE TOWN OF ST. MARYS

2016 SUMMARY REPORT FOR THE WASTEWATER SYSTEM

WASTEWATER TREATMENT AND COLLECTION

Report Prepared for the:

Reporting Period of January 1, 2016 through December 31, 2016

Report Prepared By:

Renee Hornick, Operations Manager

Ontario Clean Water Agency on behalf of the Town of St. Marys

Date: March 2017

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Appendix A: Monitoring Data

PLANT FACTS

<i>Facility:</i>	Anoxic/Oxic Biological Nutrient Removal (A/O BNR) System with Integrated Sludge Management
<i>Design Capacity:</i>	5,560 m3/day - rated capacity 14,250 m3/day - Peak Flow Rate
<i>Receiving Water:</i>	Thames River
<i>Certificate of Approval:</i>	7828-9VLLLP (issued April 22, 2015)
<i>Plant Classification:</i>	Wastewater Treatment 2 (WWT2) Wastewater Collection 2 (WWC2)

Section 1: Overview of System

The St. Marys Wastewater Treatment Plant completed a Sludge Management Upgrade in 2010. The upgrade included conversion of the existing extended aeration activated sludge type system to anoxic/oxic biological nutrient removal system with integrated sludge management. The system consists of the following:

Raw Sewage Pumping Station:

Raw sewage typically flows by gravity throughout the system to the wastewater treatment plant. Where gravity flow is not possible due to elevation restrictions, raw sewage flows by gravity to each of the three pump stations that service the Town of St. Marys and from there is pumped to the wastewater treatment plant. The three pump stations are located as follows:

Emily Street Pump Station consisting of 2 30 HP pumps controlled by floats with high level float alarm.

Robinson Street Pump Station consisting of 2 7.5 HP pumps controlled by milltronics with high level float alarm and an emergency back-up generator.

Queen Street Pump Station consisting of 2 10 HP pumps controlled by milltronics with high level float alarm and an emergency back-up generator.

Inlet Works:

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

Anoxic Tanks:

Sewage is split between two round tanks with submersible mixers.

Aeration Tanks:

Sewage enters an inlet chamber where flows are split to three distribution chambers which feed three aeration basins operating in parallel. In 2015 there was a 150 hp turbo blower installed to provide a minimum 2,506 m³ of air/hour to replace one of the centrifugal blowers.



Aeration Tanks

Secondary Clarifiers:

Sewage is split in to four centre feed round clarifiers, two of which are presently in operation. During high flow conditions the other two clarifiers are put into service. Return activated sludge collected here can be transferred from the clarifiers to the aeration or waste activated equalization tanks which are the holding tanks for the sludge thickening process.

Disinfection and Discharge:

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

Final effluent is discharged via pipe to the outfall on the bank of the Thames River.

Sludge Handling

Waste activated sludge is pumped from the WASEQ tanks (waste activated sludge equalization) into two sludge storage tanks that were previously used as digesters. Supernate is taken off the top of the storage tanks to thicken the sludge. The sludge from these storage tanks is then dosed with polymer and then processed through the centrifuge. The dewatered sludge produced by the centrifuge is then run through the Lystek process. Sludge is mixed with potassium hydroxide in a heated mixing tank and processed.

Product from the mixing tank is pumped to a mixed storage tank equipped with an activated carbon odour control system. Sludge is loaded to the tanker from an overhead hose. The loading area is equipped with curbing and graded to catch basins tied into the Works.



Lystek Process



Lystek Chemical Feed System

Phosphorus Removal:

One phosphorus removal system capable of processing internal recycle streams consisting of one polymerized aluminum sulphate feed system consisting of two chemical feed pumps discharging into the channel of the outlet of the aeration tanks.

Standby Power

The wastewater treatment plant has an automatic standby generator which will operate the plant when there is a power failure. This allows for manual running of the plant when power outages occur.

Section 2: Summary of Monitoring Data

The St. Marys Wastewater Treatment Plant was monitored as per the Environmental Compliance Approval #7828-9VLLLP.

Detailed monitoring data is supplied in Appendix A.

Wastewater Monitoring

The raw wastewater is monitored for BOD₅, total suspended solids, total phosphorus, total ammonia nitrogen, alkalinity and total kjeldahl nitrogen weekly by composite sample. E-coli is monitored weekly by a grab sample. Dissolved oxygen, PH and temperature are monitored daily Monday to Friday. The plant was designed based on typical raw water characteristics.

Effluent is sampled on a weekly basis and tested for CBOD₅, suspended solids, total phosphorus and total ammonia nitrogen as a composite sample. A grab sample is taken weekly and tested for E. coli. Unionized ammonia is calculated weekly. These parameters specified in the ECA were analyzed by SGS Lakefield; which is an accredited laboratory in Ontario.

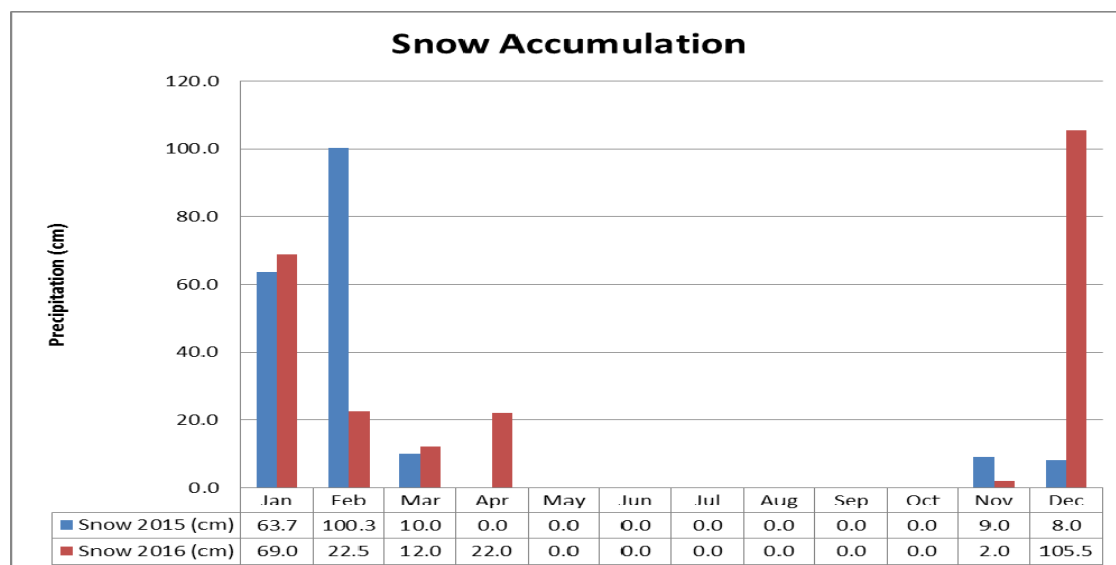
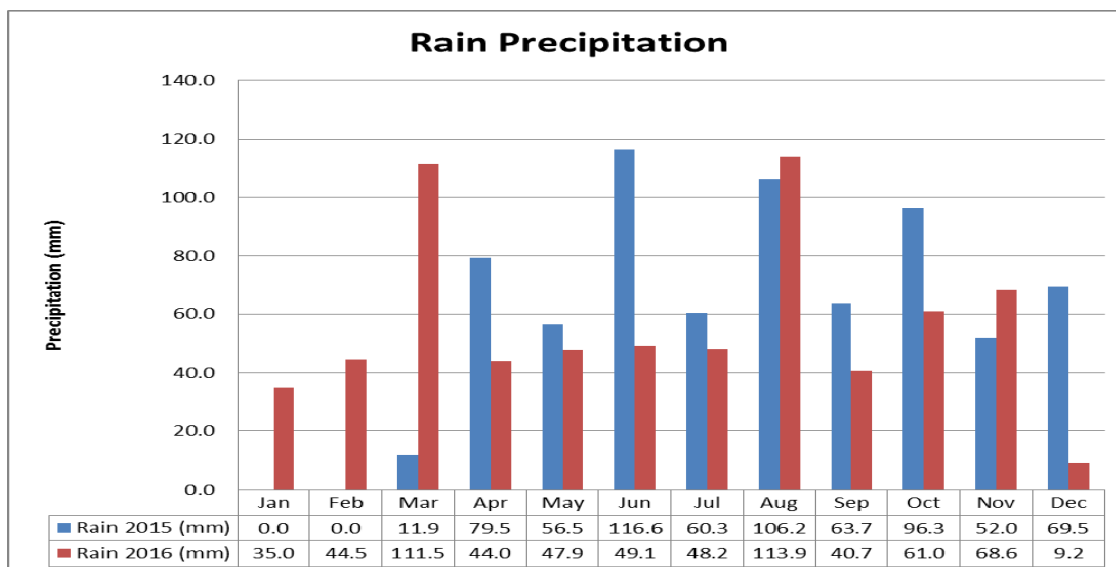
In-house tests are conducted by licensed operators for monitoring purposes using Standard Methods and the data generated from these tests is used to determine the treatment efficiency while maintaining process control; these include pH, temperature and DO which is mandatory Monday to Friday as well as phosphorus, ammonia, total suspended solids and settling tests.

Refer to Appendix A for more detailed monthly results.

The total flow treated at the treatment plant was 1,459,176 m³. The average daily flow for raw wastewater was 3,994.84 m³/d. This represents 72% of the design capacity of 5,560 m³/d. The maximum daily flow was 10,812 m³ which occurred on April 8, 2016.

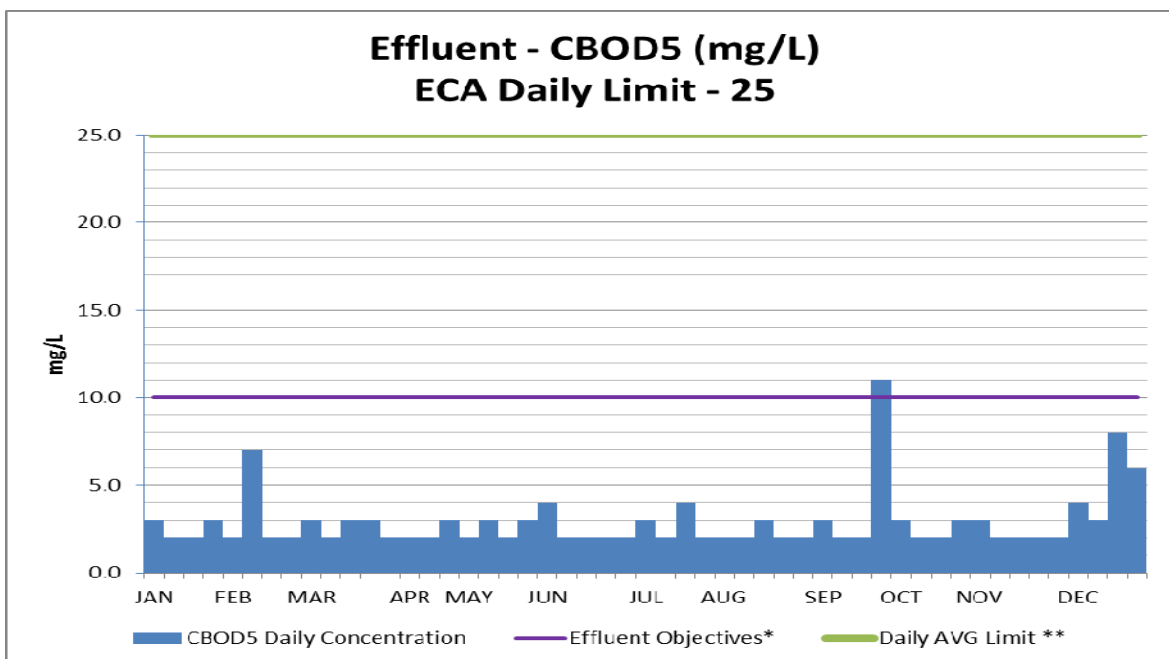
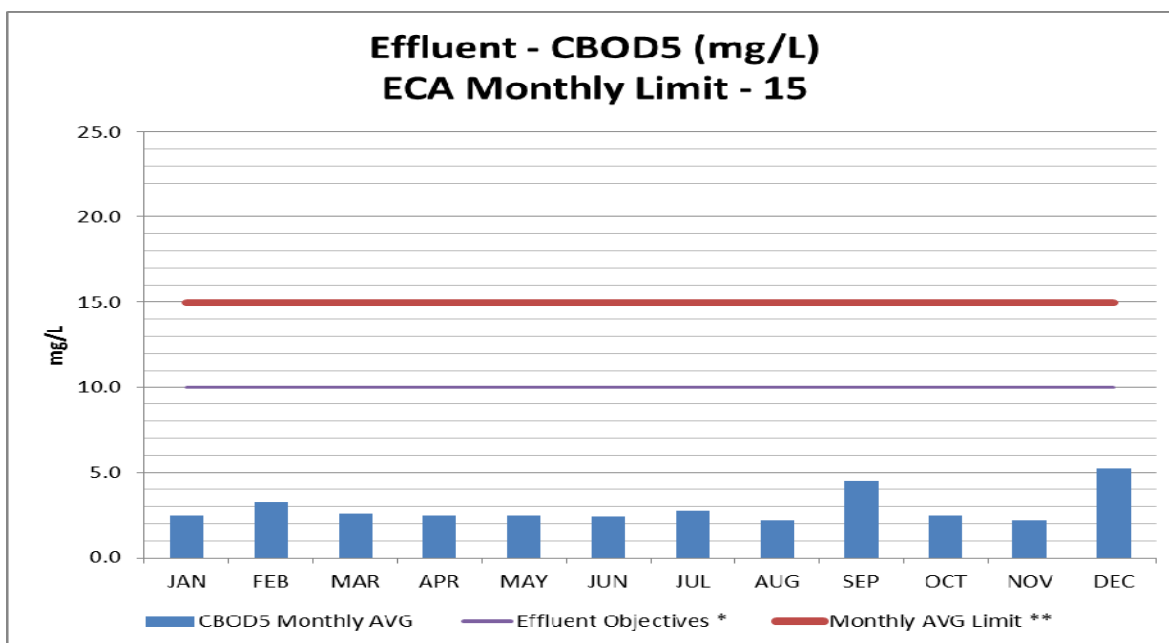
There were 27 instances where the rated capacity of 5,560 m³/day was exceeded, these occurred in the months of February, March and April and were related to wet weather conditions. The peak flow rate of 14,250 m³ was not exceeded in 2016.

According to the Stratford weather station in 2016, there was a total of 633.6 mm of rain and 712.5 mm in 2015. Total snow in 2016 was 233 cm and 191 cm in 2015.



Refer to Appendix A for more detailed monthly results.

The annual average raw sewage BOD₅ concentration to the plant was 334.4 mg/L with a maximum daily concentration of 736 mg/L. The annual average final effluent CBOD₅ concentration was 2.93 mg/L with a maximum daily concentration of 11 mg/L.

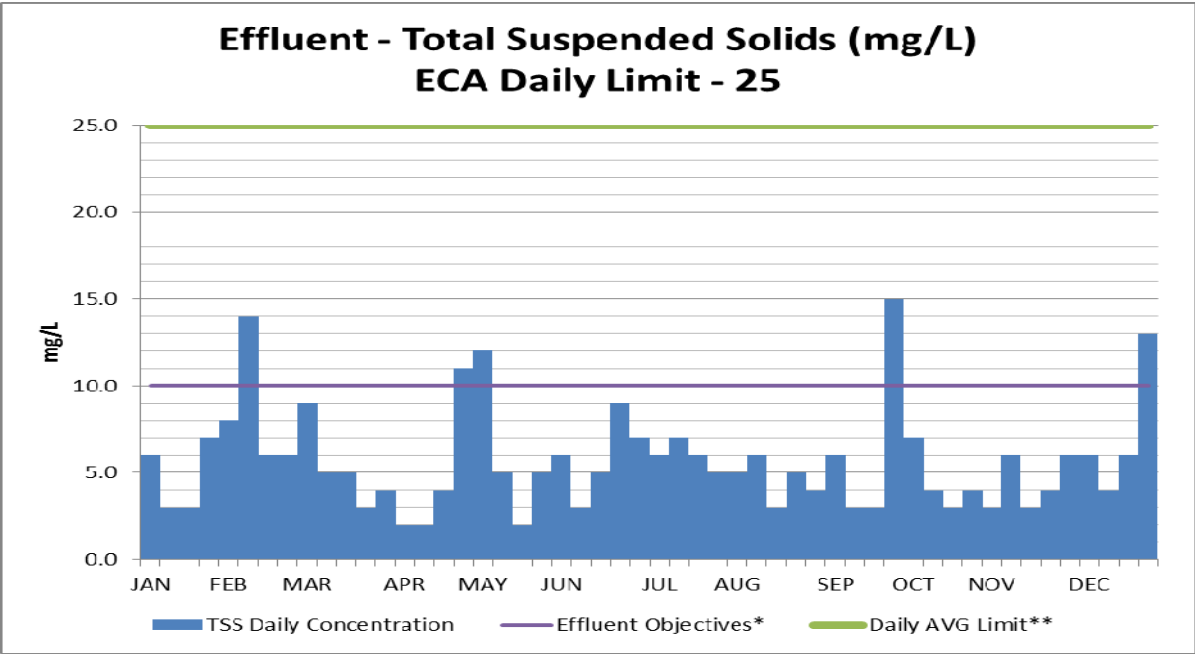
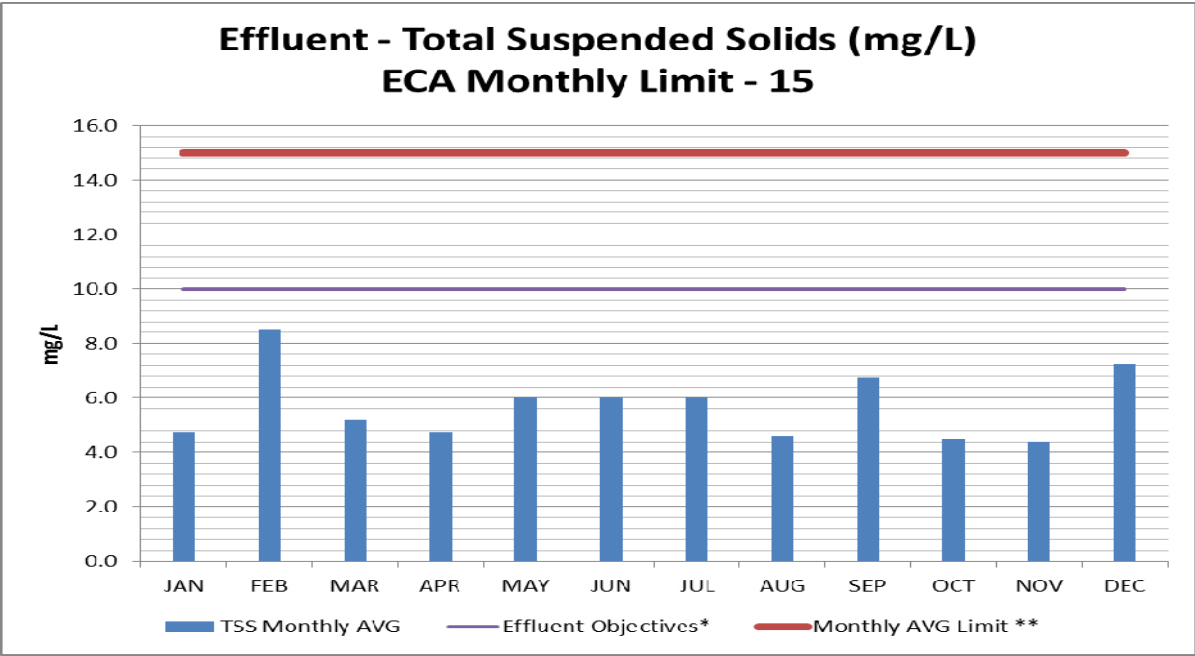


The Wastewater Treatment Plant (WWTP) is designed to handle a soluble BOD of 100 mg/L and a total BOD of 300 mg/L. The BOD loading to the WWTP in 2016 averaged 334.4 mg/l which is more than the designed loading, and can be attributed to the local industry within the Town.

*Objectives – The owner shall use best effort to operate the works with in the objectives

**Limits – The owner shall operate and maintain the works such that the concentrations of the parameters are not exceeded in the effluent

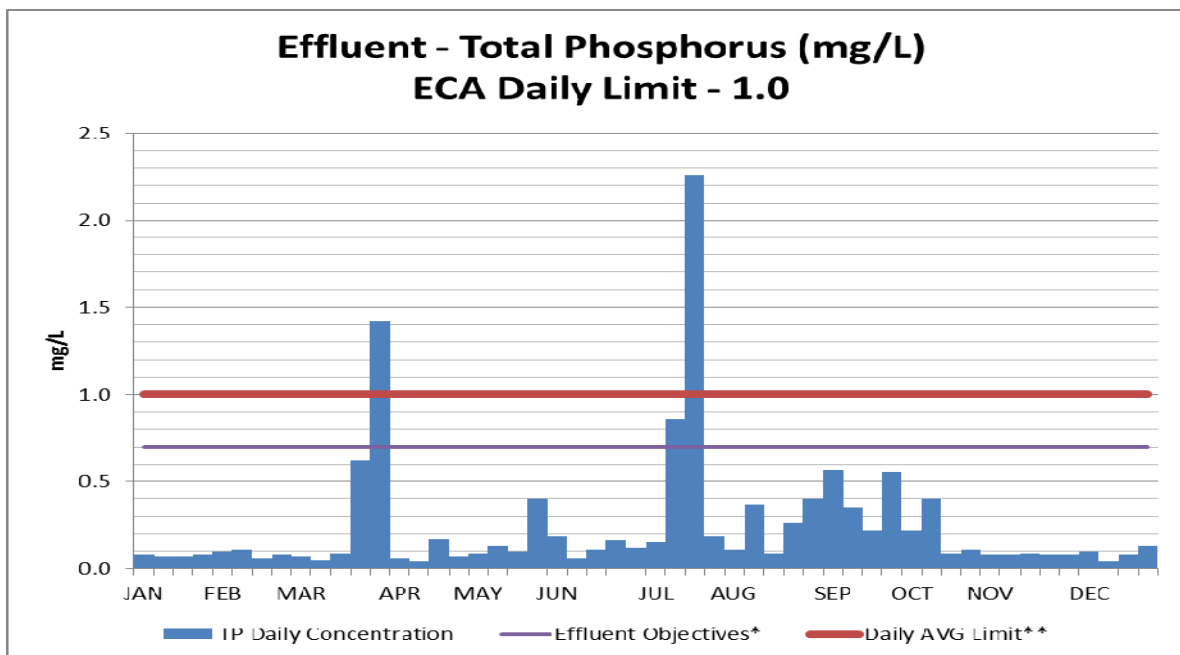
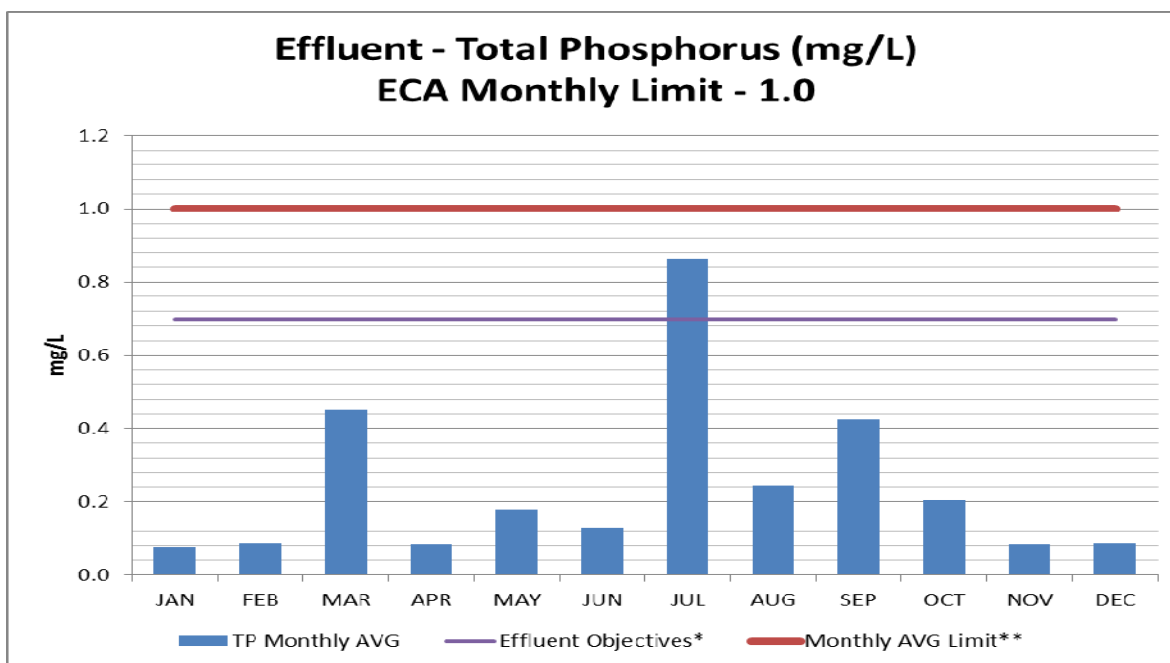
The annual average raw sewage total suspended solids (TSS) concentration to the plant was 230.78 mg/L, with a maximum daily concentration of 529 mg/L. The annual average final effluent TSS concentration was 5.7 mg/L with a maximum concentration of 15 mg/L.



*Objectives – The owner shall use best effort to operate the works with in the objectives

**Limits – The owner shall operate and maintain the works such that the concentrations of the parameters are not exceeded in the effluent

The annual average raw sewage total phosphorus (TP) concentration to the plant was 3.94 mg/L with a maximum daily concentration of 10.4 mg/L. The annual average final effluent TP concentration was 0.24 mg/L with the maximum being 2.26 mg/L.



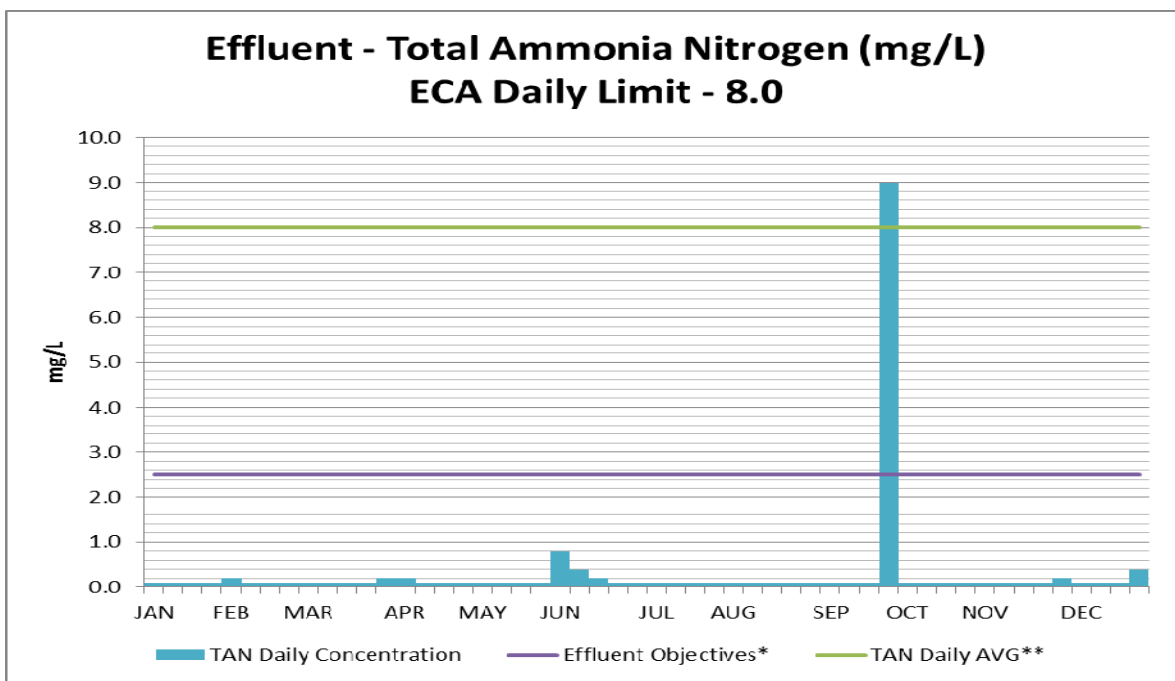
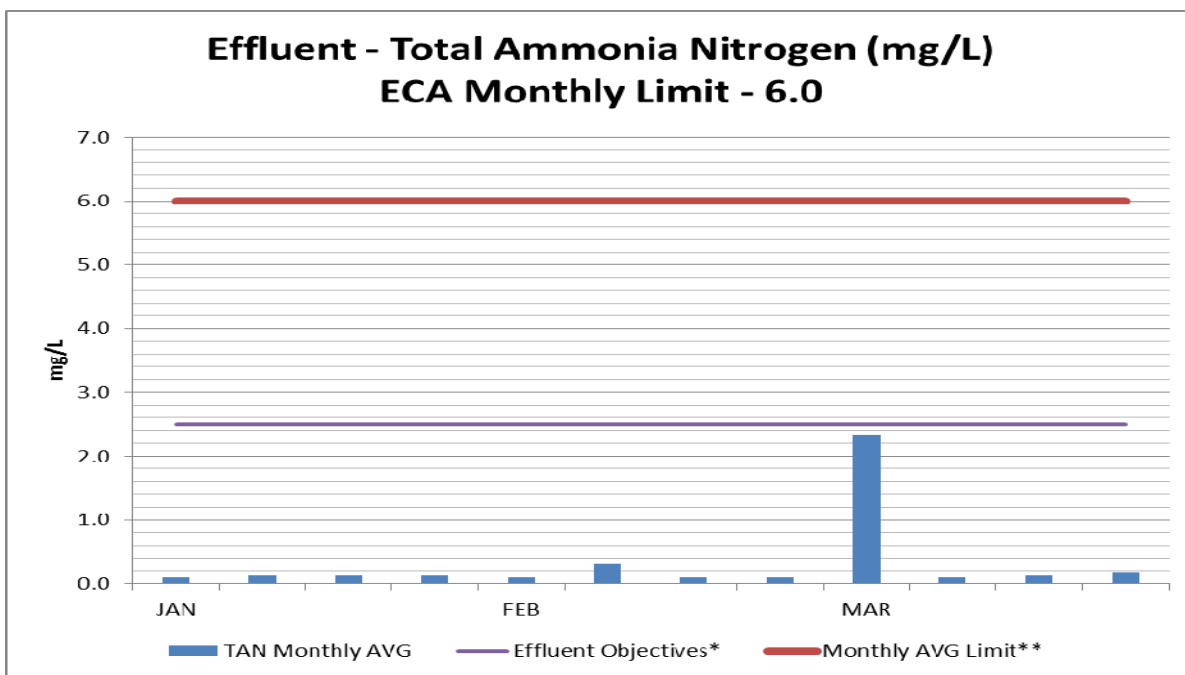
There were two exceedances of the daily Total Phosphorus for the 2016 reporting period. The first was on March 30, 2016 and was 1.42 mg/l and the second was July 28, 2016 and was 2.26 mg/l. The daily ECA limit is 1.0 mg/l.

For further information please refer to Section 8 - Summary of all By-Pass, Spill or Abnormal Discharge Events.

*Objectives – The owner shall use best effort to operate the works with in the objectives

**Limits – The owner shall operate and maintain the works such that the concentrations of the parameters are not exceeded in the effluent

The annual average raw sewage total ammonia nitrogen concentration to the plant was 28.4 mg/L with a maximum daily concentration of 31.3 mg/L. The annual final effluent total ammonia nitrogen concentration was 0.32 mg/L with a maximum daily concentration of 9 mg/L.



For a sample taken on September 27, 2016 there was a daily exceedance of 9.0 mg/l for Ammonia+Ammonium. The daily ECA limit is 8 mg/l.

For further information please refer to Section 8 - Summary of all By-Pass, Spill or Abnormal Discharge Events.

*Objectives – The owner shall use best effort to operate the works with in the objectives

**Limits – The owner shall operate and maintain the works such that the concentrations of the parameters are not exceeded in the effluent

There were no odour complaints in 2016 however, the Town of St. Marys is aware of odour issues associated with the WWTP and is currently investigating options to reduce odour sources.

There were no Ministry of Environment and Climate Change Inspections in 2016.

Section 3: Effluent Quality Assurance

Effluent quality assurance is evaluated by monitoring parameters and changes throughout the plant processes. The operators monitor the basins by performing tests on the mixed liquor. These tests include dissolved oxygen, pH, temperature, settling tests, Mixed Liquor Suspended Solids (MLSS). As well, monitoring of the aluminum sulfate dosages and wasting volumes are completed. Data collected from these tests provide valuable information to the operator to make the appropriate adjustments in the treatment process and take corrective actions before the plant reaches its effluent limits.

All in-house monitoring equipment is calibrated based on the manufacturer's recommendations.

Annually a facility sampling schedule calendar is prepared and reviewed with operational staff; the sampling schedule calendar identifies sample collection dates to meet regulatory requirements of the ECA.

Section 4: Maintenance Activities Planned/Unplanned

Regular scheduled monthly preventative maintenance is assigned and monitored using the Workplace Management System (WMS) program. The Work Management System (WMS) provides the framework of how OCWA manages and plans work such as maintenance and operational activities, and is the framework which is supported within our CMMS. (Computerized Maintenance Management System)

A method to prioritize maintenance requests is required to ensure that the top priority work is being pursued at all times. A method has been developed that balances risk, safety, environmental, customer, operations, financial and urgency factors. This method can be used by maintenance request initiators, maintenance planners and workers to ensure that the right work is being completed at the right time.

The result of this maintenance work prioritization is a plan for which resources can be prepared and allocated in an efficient manner.

OCWA's WMS uses data to support how work orders are scheduled. Work orders are prioritized according to the following three classifications:

1. **Emergency work** usually involves safety hazards, environmental concerns or major interruption of service. Repairs are generally initiated without waiting for work orders to be processed.
2. **Routine/Preventive maintenance work** does not require prioritizing, as it is always scheduled.
3. **Breakdown/Corrective maintenance work** is prioritized, planned and scheduled into the regular preventive maintenance program.

The preventive maintenance requirement is built into the regular work schedule and corrective maintenance work requests are added to the schedule according to the priority and workload of staff and availability of outside contractors. The following are the work orders generated and completed in 2016.

Preventative Maintenance Work Orders Generated											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
59	55	53	57	56	90	55	52	50	56	54	23

The following is a summary of maintenance performed other than WMS work orders:

- Electrical repairs to the odour control unit for the sludge storage tank
- Re-built anoxic tank mixer
- Replaced wet well hatches for Robinson St. Pump Station and Queen St. Pump Station
- Replaced ballasts in UV System
- Installed guard rail for grit removal unit
- Re-built raw sewage pump #1
- Replace and/or repaired roofs
- Repairs to waste and return activated sludge sink
- Repairs to detritor rake arm
- Replaced leaking backflow preventer
- Installed temporary mixer in sludge tank to assist with pumping thick sludge
- Repairs to 8" air pipe in aeration cell
- Repairs support beams for anoxic tank walkway
- Re-built exhaust fan unit in digester building

Section 5: Future Alterations

The Town of St. Marys, in collaboration with Ontario Clean Water Agency are investigating potential future alterations, such as, but not limited to:

- Sludge loading pump replacement
- Replace diesel generator to run the sewage plant and administration building
- Replace the diesel generator at the Queen Street Pump Station

Section 6: Calibration and Maintenance Procedures

In 2016 calibrations were completed by Pierce Services and Solutions Inc. for the flow meters at the facility. Pierce also calibrated all hand held and laboratory equipment. The backflow preventers were done by Turner Plumbing and Heating. Kone Cranes did the inspection of all lifting equipment/devices. Hetek Solutions Inc. calibrated all gas monitoring equipment. Sommers did the inspection of the emergency generator. Mobile Fire and Safety completed the inspection of all fire extinguishers. In-house meters for pH and dissolved oxygen are calibrated by OCWA operators as per manufacturer's instructions.

Section 7: Sludge Generated

Biosolids produced at the St. Marys WWTP are from the Lystek System. All bio-solids sample analysis was carried out by SGS Lakefield Research Ltd. Bartel Environmental Services has been contracted to haul and land apply all biosolids produced at the WWTP. A total of 3,894 m³ was land applied or taken to storage facilities.

Based on the information, the hauled bio-solids volume for 2017 is estimated to be in the range 4,000 m³.

Section 8: Summary of all By-Pass, Spill or Abnormal Discharge Events

Daily Phosphorus Exceedance – March 30, 2016

This can be related to high flows above the average daily rated capacity that had occurred over a 7 day period.

The phosphorus was 1.42 mg/l and the daily limit required as per the ECA is 1.00 mg/l.

Spill of Mixed Liquor – April 4, 2016

A leak was discovered on the bottom of the 250 litre return activated sludge tank. An estimate of less than 1 m³ leaked onto the adjacent ground and covered an approximate area of 20 ft. X 20 ft. The area was cleaned using the pumper truck to vacuum the area. The area of the leak was repaired by welding a patch. This event was report to the MOECC -Spills Action Centre.

Daily Phosphorus Exceedance – July 28, 2016

The source of the exceedance was not able to be determined. All in-house operations were normal during this time. Locations were sampled and nothing out of the ordinary was found. The operator increased the aluminum sulphate dosage to rectify the issue.

The phosphorus was 2.26 mg/l and the daily limit required as per the ECA is 1.00 mg/l.

Daily Ammonia Exceedance – September 27, 2016

There was a blower failure that did not register on the alarm system due to the fact that it was a very quick power flicker. The blower did not restart automatically. The blowers have now been programmed to start automatically in the event of a failure.

The ammonia was 9.0 mg/l and the daily limit required as per the ECA is 6.0 mg/l.

Section 9: Discussion

Removal rates for CBOD₅, TSS, and Total Phosphorus were all 97% or better for 2016.

Removal rates were as follows: CBOD₅ (99%), TSS (98.7%) and Total Phosphorus (98%).

REPORT PREPARED BY:

Renee Hornick
Operations Manager
Ontario Clean Water Agency

APPENDIX A

Monitoring Data

**Ontario Clean Water Agency
Performance Assessment Report - St. Marys WPCP
January - December 2016**

	01/2016	02/2016	03/2016	04/2016	05/2016	06/2016	07/2016	08/2016	09/2016	10/2016	11/2016	12/2016	<-Total-->	<-Avg-->	<-Max-->
Flows:															
Raw Flow: Total - Raw Sewage (m³)	137,442.00	159,218.00	173,120.00	190,521.00	119,866.00	102,732.00	93,880.00	101,372.00	90,657.00	90,981.00	93,809.00	105,578.00	1,459,176.00		
Raw Flow: Avg - Raw Sewage (m³/d)	4,433.61	5,490.28	5,584.52	6,350.70	3,866.65	3,424.40	3,028.39	3,270.06	3,021.90	2,934.87	3,126.97	3,405.74		3,994.84	
Raw Flow: Max - Raw Sewage (m³/d)	5,446.00	7,690.00	10,318.00	10,812.00	4,370.00	3,808.00	3,652.00	4,228.00	3,383.00	3,301.00	4,132.00	5,395.00			10,812.00
Eff. Flow: Total - Final Effluent (m³)	156,220.00	175,604.00	177,999.00	182,962.00	133,850.00	147,121.00	140,605.00	117,972.00	115,905.00	108,754.00	108,051.00	120,420.00	1,685,463.00		
Eff. Flow: Avg - Final Effluent (m³/d)	5,039.35	6,055.31	5,741.90	6,098.73	4,317.74	4,904.03	4,535.65	3,805.55	3,863.50	3,508.19	3,601.70	3,884.52		4,613.02	
Eff. Flow: Max - Final Effluent (m³/d)	8,352.00	8,063.00	10,201.00	7,647.00	5,075.00	5,569.00	6,050.00	5,021.00	7,520.00	3,761.00	4,373.00	7,349.00			10,201.00
Carbonaceous Biochemical Oxygen Demand: CBOD:															
Eff: Avg cBOD5 - Final Effluent (mg/L)	< 2.50	< 3.25	2.60	< 2.50	< 2.50	< 2.40	< 2.75	< 2.20	< 4.50	< 2.50	< 2.20	5.25		< 2.93	5.25
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52		
Loading: cBOD5 - Final Effluent (kg/d)	< 12.60	< 19.68	14.93	< 15.25	< 10.79	< 11.77	< 12.47	< 8.37	< 17.39	< 8.77	< 7.92	20.39		< 13.36	20.39
Biochemical Oxygen Demand: BOD5:															
Raw: Avg BOD5 - Raw Sewage (mg/L)	244.00	213.00	168.60	227.75	271.75	314.00	319.50	> 472.00	462.50	545.00	499.40	275.25		> 334.40	545.00
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52		
Eff: Avg BOD5 - Final Effluent (mg/L)	< 3.00	3.75	3.80	3.00	< 2.25	< 3.40	< 3.00	< 2.60	< 4.50	< 2.25	< 2.60	5.25		< 3.28	5.25
Loading: BOD5 - Final Effluent (kg/d)	< 15.12	22.71	21.82	18.30	< 9.72	< 16.67	< 13.61	< 9.89	< 17.39	< 7.89	< 9.36	20.39		< 15.24	22.71
Percent Removal: BOD5 - Raw Sewage (mg/L)	98.77	98.24	97.75	98.68	99.17	98.92	99.06	> 99.45	99.03	99.59	99.48	98.09			99.59
Total Suspended Solids: TSS:															
Raw: Avg TSS - Raw Sewage (mg/L)	158.00	121.75	121.40	179.25	221.50	230.20	177.00	292.40	298.50	352.25	330.80	286.25		230.78	352.25
Raw: # of samples of TSS - Raw Sewage (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52		
Eff: Avg TSS - Final Effluent (mg/L)	4.75	8.50	5.20	< 4.75	6.00	6.00	6.00	4.60	6.75	4.50	4.40	7.25		< 5.73	8.50
Eff: # of samples of TSS - Final Effluent (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52		
Loading: TSS - Final Effluent (kg/d)	23.94	51.47	29.86	< 28.97	25.91	29.42	27.21	17.51	26.08	15.79	15.85	28.16		< 26.68	51.47
Percent Removal: TSS - Raw Sewage (mg/L)	96.99	93.02	95.72	97.35	97.29	97.39	96.61	98.43	97.74	98.72	98.67	97.47			98.72
Total Phosphorus: TP:															
Raw: Avg TP - Raw Sewage (mg/L)	2.93	2.43	2.34	2.37	2.95	3.26	3.75	5.56	5.27	6.57	4.78	5.05		3.94	6.57
Raw: # of samples of TP - Raw Sewage (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52		
Eff: Avg TP - Final Effluent (mg/L)	0.08	0.09	0.45	0.09	0.18	0.13	0.87	0.25	0.43	0.21	0.08	0.09		0.24	0.87
Eff: # of samples of TP - Final Effluent (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52		
Loading: TP - Final Effluent (kg/d)	0.38	0.53	2.58	0.52	0.78	0.63	3.92	0.94	1.64	0.72	0.30	0.34		1.11	3.92
Percent Removal: TP - Raw Sewage (mg/L)	97.44	96.39	80.75	96.42	93.90	96.07	76.92	95.58	91.93	96.88	98.29	98.27			98.29
Nitrogen Series:															
Raw: Avg TKN - Raw Sewage (mg/L)	20.68	18.43	17.06	15.30	25.78	24.34	33.18	36.78	42.63	32.98	38.10	35.40		28.39	42.63
Raw: # of samples of TKN - Raw Sewage (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52		
Eff: Avg TAN - Final Effluent (mg/L)	< 0.10	< 0.13	< 0.12	< 0.13	< 0.10	< 0.32	< 0.10	< 0.10	< 2.33	< 0.10	< 0.12	< 0.18		< 0.32	< 2.33
Eff: # of samples of TAN - Final Effluent (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52		
Loading: TAN - Final Effluent (kg/d)	< 0.50	< 0.76	< 0.69	< 0.76	< 0.43	< 1.57	< 0.45	< 0.38	< 8.98	< 0.35	< 0.43	< 0.68		< 1.33	< 8.98
Eff: Avg NO3-N - Final Effluent (mg/L)	4.51	3.97	4.15	3.59	5.21	4.27	4.00	3.70	3.86	4.47	6.27	5.97		4.50	6.27
Eff: # of samples of NO3-N - Final Effluent (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52		
Eff: Avg NO2-N - Final Effluent (mg/L)	< 0.03	< 0.13	< 0.07	< 0.14	< 0.08	< 0.06	< 0.03	< 0.10	< 0.19	< 0.03	< 0.03	< 0.10		< 0.08	< 0.19
Eff: # of samples of NO2-N - Final Effluent (mg/L)	4	4	5	4	4	5	4	5	4	4	5	4	52		
Disinfection:															
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	11.25	12.71	21.06	20.98	4.90	2.00	2.63	3.03	17.30	3.19	3.84	18.67		10.13	21.06
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	4	4	5	4	4	5	4	5	4	4	5	4	52		
Final Effluent / Dissolved Oxygen: DO - mg/L															
Max IH	20.26	16.76	18.99	15.64	16.64	15.48	13.51	13.46	16.62	14.39	14.08	16.75			20.26
Mean IH	16.988	15.038	16.32	8.238	11.088	13.312	11.994	11.667	12.079	12.138	12.674	13.33		12.875	
Min IH	11.08	9.58	12.26	4.01	4.04	9.66	10.34	10.04	7.53	10.57	10.50	9.57			
Final Effluent / Temperature - °C															
Max IH	15.00	16.00	15.00	15.00	19.00	23.00	23.00	24.80	24.00	21.80	18.00	16.90			24.80
Min IH	12	10	10	9.56	13	16	20	21.1	18	16	14	11.1			
Final Effluent / pH															
Max IH	7.93	7.86	7.95	7.69	7.77	7.81	8.65	7.85	7.93	7.81	7.91	8.15			8.65
Mean IH	7.33	7.07	7.33	7.18	7.42	7.41	7.76	7.50	7.39	7.42	7.64	7.54		7.42	
Min IH	6.86	6.56	6.85	6.76	7.15	6.72	7.35	7.08	6.99	6.83	7.41	7.2			



INFORMATION REPORT

To:	Mayor Stratthdee and Members of Council
From:	Jed Kelly, Director of Public Works
Date of Meeting:	28 March 2017
Subject:	PW 18-2017 Landfill Annual Monitoring Report

INFORMATION

To update Council regarding the submission of the 2016 Annual Monitoring Report for the St. Marys Landfill Site to the Ministry of Environment and Climate Change (MOECC) and to summarize key aspects within the annual monitoring report for Council.

RECOMMENDATION

THAT PW 18-2017 Landfill Annual Monitoring Report be received for information.

BACKGROUND

The Town is required to submit an annual report to the MOECC prior to March 31 of each year for the previous year's site operations. Each year this report is prepared by Engineering Consultants and submitted to the MOECC on the Town's behalf.

REPORT

In 2016, the St. Marys landfill site was operated by the Town of St. Marys and supplied successful waste disposal and diversion needs to residents and businesses within the Town. The following is a summary of information presented within the annual report:

- Annual landfill volume utilization increased slightly in 2016 but remains below the annual design utilization rate for the Site;
- Approximately 11,457 m³ of landfilling capacity was utilized in 2016. This is approximately a 3.5% increase over the prior year's filling rate;
- The 2016 volumetric fill rate represents a 3,543 m³ savings over the annual design fill rate of 15,000 m³ per year for Phase II/III;
- In 2016, approximately 5,943 tonnes of waste was placed for final disposal at the landfill Site. This equates to an in-situ density of approximately 519 kg/m³;
 - The 2016 in-situ density was an increase of approximately 25% when compared to the prior year. This can be attributed to improved site management and operations;
- It is estimated that approximately 3,437 m³ of daily cover was placed within the active cells in 2016 (included in above volumetric fill utilizations);
- Environmental Compliance Approval Amendment (Notice No. 3) approved additional interim capacity for the Site up to a total of 307,950 m³. The estimated remaining volume available for refuse (including daily cover) is 21,364 m³, as of December 2016;
- The landfill's remaining approved site life is estimated to be approximately 1.8 years as of December 2016. The Town is required to submit a request for additional interim approval in mid-2017;
- Chloride and several other parameters in groundwater were noted to be elevated or rising at several monitoring stations. Chloride is a potential indicator of landfill impact, however can also be related to

other means and activities. The site's dust control product is believed to be the source of the elevated chloride;

- Investigative work was completed on several wells in 2016 which identified several defects which may be a contributing factor.
- Manhole B (MHB) was added to the sampling program in 2016 and reported several elevated parameters indicative of landfill impact.
 - Monitoring will continue in 2017 to aid in determining a trend or potential impact
- No operational issues related to treating leachate were identified by the Wastewater Treatment Plant;
- There were two (2) odour related complaints received from the public in 2016.
- The Town saw significant diversion efforts related to the various programs offered and administered at the landfill, consisting of, but not limited to, recycling, leaf collection, yard waste collection, E-Waste Depots, Household Hazardous Waste Depots, etc.

General Notes

An Environmental Assessment to determine future solid waste disposal needs for the Town of St. Marys was commenced on February 9, 2015 and continued throughout 2016. Draft submission is anticipated to be completed in early to mid-2017.

The Town of St. Marys will be applying to the MOECC in the coming months for continued interim capacity approval to continue operations while the EA is finalized, submitted and subsequently reviewed.

SUMMARY & IMPLICATIONS

The above information has been summarized from the Annual Monitoring Report for 2016. The landfill site continues to provide effective and efficient solid waste disposal for the Town. Groundwater quality at the Site remains relatively good with several results to be further investigated in 2017. Surface water quality was reported to be within acceptable limits within 2016.

Several wells within the site's monitoring network were identified to have various defects. Repair and / or replacement works on the monitoring wells to address these defects is estimated to cost approximately \$10,000.00.

There was approximately 1.8 years of approved filling remaining at the landfill as of December 2016. The Town is required to submit an application in mid-2017 for additional interim capacity approval at the Site while the EA is completed and reviewed. Should interim approval not be granted, the Town would be required to find alternative means of waste disposal until such time as additional capacity could be approved.

OTHERS CONSULTED

Jed Kelly, Director of Public Works – Town of St. Marys
R.J. Burnside and Associates – Consulting Engineers

ATTACHMENTS

None

Respectfully submitted,



Dave Blake, C.E.T.
Supervisor of Environmental Services



Brent Kittmer
CAO / Clerk



FORMAL REPORT

To:	Mayor Strathdee and Members of Council
From:	Jed Kelly, Director of Public Works
Date of Meeting:	28 March 2017
Subject:	PW 19-2017 Repeal of the Richardson Foods Industrial Waste Surcharge Agreement

PURPOSE

The Kraft-Heinz facility (formerly Richardson Foods) located at 25 South Service Road ceased operation in mid-January 2017. This report presents information for Council regarding the Industrial Waste Surcharge Agreement (IWSA) for the facility, notice received by the Town indicating the Agreement is no longer required and subsequent repeal of the IWSA.

RECOMMENDATION

THAT PW 19-2017 regarding the Repeal of the Richardson Foods Industrial Waste Surcharge Agreement be received as information; and,

THAT Council approve By-Law 25-2017 authorizing the repeal of By-Law 33-2006 and the Industrial Waste Surcharge Agreement.

BACKGROUND

The Town of St. Marys has long operated a wastewater collection (sanitary) program, when capacities permit, aimed at accommodating industrial operations by permitting the discharge of higher strength effluent loadings above municipal by-law limits, but within agreed upon limits.

In 2006, the Town of St. Marys enacted By-Law 33-2006 authorizing the signing of an Industrial Waste Surcharge Agreement between the Town and then Richardson Foods Ltd. This Agreement has remained in effect since 2006.

On March 7, 2017, Public Works staff brought report PW 11-2017 Repeal of the Richardson Foods Industrial Waste Surcharge Agreement to the Strategic Priorities Committee to discuss the Agreement, and its termination.

The following Recommendation was made at the Strategic Priorities Committee:

“THAT PW 11-2017 regarding the repeal of the Richardson Foods Industrial Waste Surcharge Agreement be received for discussion”.

In addition, the Town has received a letter from Kraft-Heinz (formerly the Richardson Foods facility) dated January 18, 2017 indicating that the Industrial Waste Surcharge Agreement was no longer required for the facility.

REPORT

Industrial Waste Surcharge Agreements (IWSA) is a program administered by the Town permitting higher strength sanitary discharges for specified parameters. These Agreements are non-transferrable and occupant specific. With the closure of the Kraft-Heinz facility in Late January 2017, the Agreement, and committed loading capacity for the occupant are no longer required.

Town Staff met with representatives from the Kraft-Heinz facility in early January 2017 to discuss the fate of the IWSA. It was at this time that the Town was notified that the IWSA would no longer be warranted for the facility and that it could be terminated. Town Staff and representatives from Kraft-Heinz reviewed the IWSA and methods for termination. Kraft-Heinz agreed to provide the Town a letter in accordance with Section 8 of the Agreement.

The letter was subsequently received by the Town on January 18, 2017 (Attachment No. 1).

SUMMARY

Based on the information detailed above, Staff recommends that Council repeal the Industrial Waste Surcharge Agreement, by By-Law for the Kraft-Heinz Facility, formerly Richardson Foods. Repeal of the Agreement will allow the Town to regain committed loading capacity for the Wastewater Treatment Plant that has historically been allocated to the facility.

FINANCIAL IMPLICATIONS

There are no known financial implications related to the repeal of the Industrial Waste Surcharge Agreement.

Surcharges administered and subsequently recovered by the Town through this program ceased when production within the facility was terminated.

OTHERS CONSULTED

Jed Kelly, Director of Public Works – Town of St. Marys
Eric Kaufold, Kraft-Heinz Company
Strategic Priorities Committee – Town of St. Marys

ATTACHMENTS

Attachment No. 1 – Kraft-Heinz Letter, dated January 18, 2017

Respectfully submitted,



Dave Blake, C.E.T.
Supervisor of Environmental Services



Brent Kittmer
CAO / Clerk



January 18, 2017

Via Drop off Courier and Electronic

Re: Industrial Waste Surcharge Agreement

Dear Dave Blake:

Per our conversation and given the termination section of the Industrial Waste Surcharge Agreement, this letter shall serve as notice that Kraft Heinz Company has elected to terminate the Agreement, effective January 18, 2017 due to the factory closing and no longer using the waste water treatment facility.

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Kaufold".

Thank you,

Eric Kaufold

PMO Lead of Footprint

Eric.Kaufold@KraftHeinzCompany.com

BY-LAW 25 OF 2017
THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to repeal By-law 33 of 2006, A By-law to Authorize the Signing of an Industrial Waste Surcharge Agreement between The Corporation of the Town of St. Marys and Richardson Foods Ltd.

WHEREAS: The Council of the Town of St. Marys authorized the Mayor and the Clerk to sign an agreement with Richardson Foods Ltd. through by-law 33 of 2006 for the purpose of an Industrial Surcharge Agreement;

AND WHEREAS: Richardson Foods Ltd. became a division of Kraft-Heinz throughout its exist and is now known as Kraft-Heinz Co.;

AND WHEREAS: The Corporation of the Town of St. Marys is in receipt of a letter requesting from Kraft-Heinz Co. that the Industrial Waste Surcharge Agreement be terminated effective January 18, 2017 due to a factory closing and no longer using the wastewater treatment facility;

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

1. That By-law 33 of 2006 A By-Law to Authorize the Signing of an Industrial Surcharge Agreement between The Corporation and the Town of St. Marys and Richardson Foods Ltd. be repealed; and further,
2. This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 28th day of March, 2017.

Read a third and final time and passed this 28th day of March, 2017.

Mayor Al Stratheed

Brent Kittmer, CAO/Clerk

BY-LAW NUMBER 26 OF 2017

CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to designate a property at 96 Robinson Street, Town of St. Marys, to be of architectural, associative and historic value or interest.

WHEREAS: Section 29 (4) of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended, authorizes the Council of a municipality to enact bylaws to designate real property, including all buildings and structures thereon, to be of architectural, associative and historic value or interest;

AND WHEAREAS: The Council of the Corporation of the Town of St. Marys has caused to be served on the owner of aforesaid real property and on the Ontario Heritage Trust notice of intention to so designate this property and has caused such notice of intention to be published in a local newspaper having general circulation in the municipality;

AND WHEREAS: No notice of objection to the proposed designation has been served on the Chief Administrative Officer / Clerk of the municipality;

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

1. There is designated as being of architectural, associative and historic value and interest in the real property known as 96 Robinson Street, more particularly described in Schedule "A" attached hereto.
2. The municipal solicitor is hereby authorized to cause a copy of this bylaw to be registered against the property described in Schedule "A" attached hereto in the proper land registry office;
3. The Chief Administrative Officer / Clerk is hereby authorized to cause a copy of this bylaw to be served on the Ontario Heritage Trust and to cause notice of the passing of this bylaw to be published in a local newspaper having general circulation in the municipality.

Read a first and second time this 28th day of March 2017.

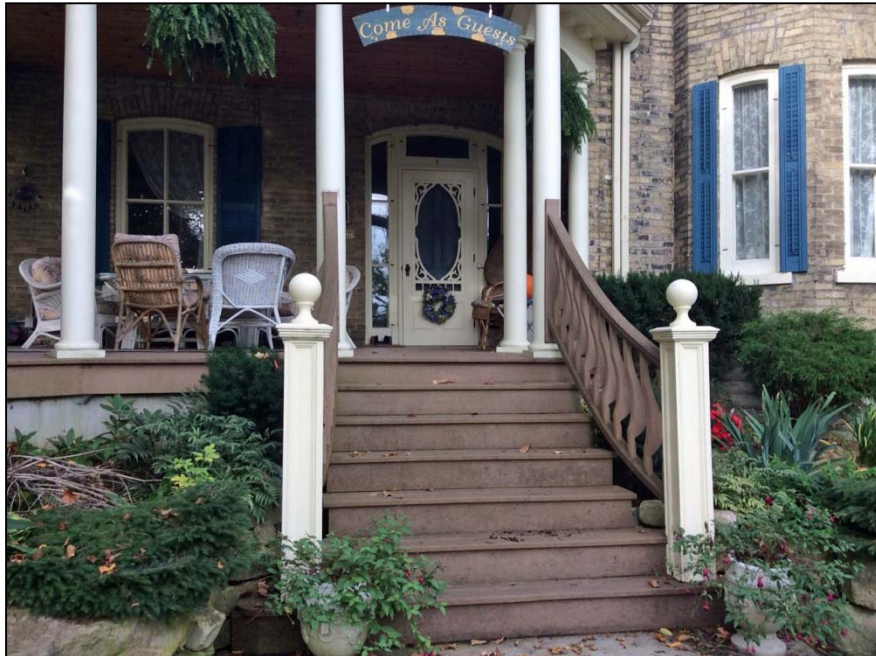
Read a third and final time and passed this 28th day of March 2017.

Mayor Al Strathdee

Brent Kittmer, CAO/Clerk

Designation Statements

96 Robinson Street, St. Marys, Ontario
Lot 10, Block L, Plan 216



96 Robinson Street, September 2016

Prepared by Heritage St. Marys
for St. Marys Town Council
Autumn 2016

Identification of Property

This property is situated at 96 Robinson Street (Lot 10, Block L, Plan 216.) The house on the property is a storey-and-a-half white brick villa, built in 1875 as the home of Leon and Eunice Clench and their two daughters, Mary and Nora. Clench would have selected and adapted the design and, as a gifted woodworker, taken an active part in the construction of this home for his family.

From the high west bank of the Thames River, the property looks eastward over the north and south wards of St. Marys. When the house was built, it was one of only a handful in this section of the west ward. To the north and west was undeveloped countryside. The design of the house and its location near the end of Robinson Street immediately made it a landmark, a distinction it has retained to this day.

Cultural Heritage Value

Criteria for determining cultural heritage value or interest according to *Ontario Regulation 9/06* are:

The property has **design value or physical value;**

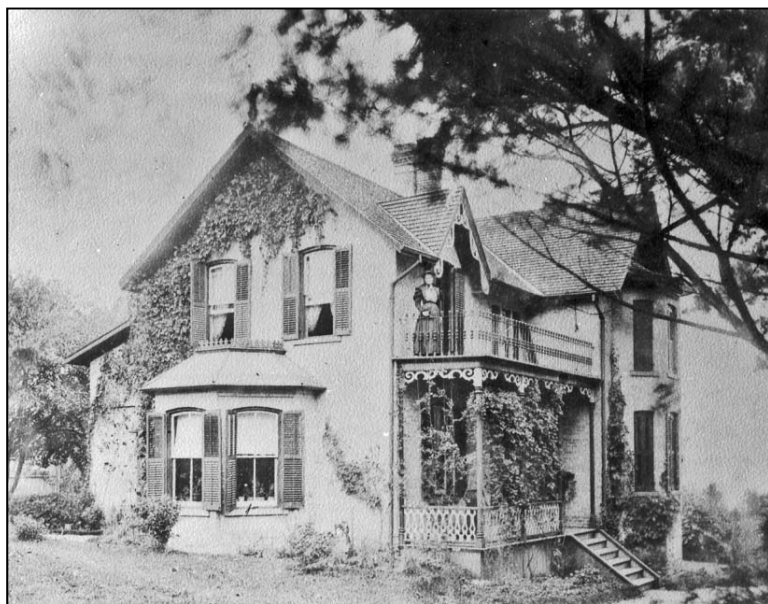
The property has **historic value or associative value;**

The property has **contextual value.**

Design or Physical Value

The house at 96 Robinson Street, as originally built, was an excellent example of an L-shaped Ontario house from the mid-Victorian period. Examples of floor plans and elevations for this popular and versatile style of house can be found in reference material at the St. Marys Museum.

Leon Clench adapted basic pattern book designs to suit himself and his family. He placed a doorway from the second storey leading out onto a balcony over the front entrance – in effect, creating a two level veranda. His windows to the south and east all had shutters. The shutters on the south side were split into upper and lower sections so that they could be



opened and closed in a variety of combinations to keep the house warmer in the winter and cooler in the summer.

Even the earliest photographs of the house taken from the south show that there was also a small storey-and-a-half portion to the rear with brick walls and a shed roof sloping to the west. This held the kitchen on the main floor and a box room upstairs.

Clench house, ca 1880

With the passage of years and with changes in ownership, some of the house's original features have been lost or altered. The surviving features of heritage value are identified:

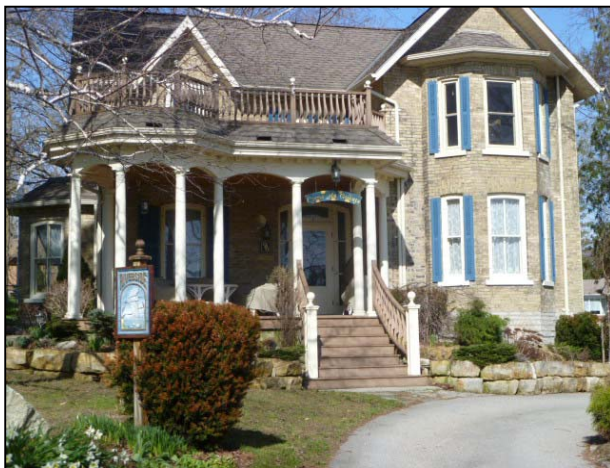
- The Clench house remains a good example of L-shape design. The north portion of the house runs full length from east to west with gable ends.
- The east façade includes bay windows on both lower and upper storeys.
- The portion that makes it L-shaped is built to the south and also has a bay window.



- An alcove in the southeast corner is designed to accommodate a veranda that shelters the front door.
 - The front door has a cambered top, echoing the windows, with a transom, sidelights, and door fitted into an elaborate frame.
 - A door from the second storey that opens onto the upper level of the veranda remains.
 - The veranda, although a recent addition, has been architecturally designed and is listed. (See note below.)
- The second level of the house is built into the slope of the gabled roofline; therefore it is officially a storey-and-a-half rather than a two-storey house. To maximize space, the second storey goes up as far as possible under the gables.
 - All the window openings on the east and south facades retain their original appearance with cambered lintels; some have the original two-over-two lights although some of the upstairs glass has been changed from two-over-two to single pane.
 - Some of the original functional shutters remain (and are listed) while others do not. Overall, the fenestration does remain consistent with Clench's design.



In the years following the death of Eunice Clench, who survived her husband, subsequent owners modified the veranda and then removed it. The current owners have recreated a sympathetic, contemporary version of the original veranda that provides additional outdoor living space during warm weather. Although a recent feature, it deserves to be listed along with the original features.



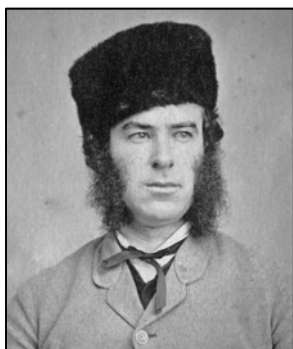
For their Bed and Breakfast business, in 2015 the current owners added a spacious wing to the northwest, designed with an accessible entrance from Ontario Street. This addition has been placed so as not to affect the historic view of the house from Robinson Street.

96 Robinson Street, current views

Historic Value or Associative Value

Few properties in St. Marys have a stronger historic/associative value than 96 Robinson Street. Leon Clench (1830-1883) was, by profession, a barrister and solicitor. Relocating from nearby London to St. Marys in the mid-1850s, he was the first lawyer to practise in the village. He was also a talented musician and established the first town band. He had a creative mind that teemed with many ideas, projects and enthusiasms.

Among his many talents he was a skilled woodworker, his projects ranging from violins to fine cabinetry to entire houses. And he was an inventor. In a work shed behind his home on Robinson Street he drafted plans and constructed prototypes. His projects included a telescopic sight for rifles, a vacuum pump and a silent, oscillating feed attachment for sewing machines. Clench filed a number of patent applications but never achieved the financial rewards he hoped might come from these endeavours.



He had highest hopes for an invention he called the Atmospheric Car Brake – the way to use compressed air to slow or stop a train of railway cars safely. However, this important invention was patented in 1872 by the dynamic American, George Westinghouse. The Clench family always believed that Leon's idea had been stolen.

Clench was something of a showman and promoter. He heard about work being done in Europe to produce a pedal-operated wheeled vehicle and according to the St. Marys Argus, February 19, 1869, "...hundreds of curious townspeople visited the Miller Carriage Factory to see a velocipede constructed from a photograph by our ingenious and versatile Mr. Leon M. Clench."

In 1857, he married Eunice Cruttenden, a daughter of Lauriston Cruttenden, one of the earliest settlers and a man whose interests in milling, property development and municipal affairs helped shape the community. Arriving in the early 1840s, Cruttenden established himself in St. Marys and then brought his family from Oxford County in 1855 to his new brick home on Ontario Street. He owned considerable property in the West Ward and transferred the deed to nearby 96 Robinson Street to his daughter, Eunice Clench, in 1862.

Leon and Eunice Clench had two daughters: Mary born in 1859 and Leonora (Nora), born in 1867. Both were musical: Mary was an accomplished pianist but Nora was a prodigy. Leon Clench was first to identify his daughter's musical gift. He was her first teacher and the maker of her first violin. He did everything he could to support and further her career.

With her family's support, Nora began performing on stage as a young child. She went on to study music at academies in Ontario and then in Leipzig, Germany, and in her early 20s had won recognition internationally as a concert violinist. At the beginning of the 20th century, she was the most famous person to have been born in St. Marys.



The property's association with the Cruttenden and Clench families, especially Nora Clench, gives 96 Robinson Street a unique place in the history of this community.

Contextual Value

The Clench house is an essential part of the Robinson Street neighbourhood, overlooking the Thames River. One of a handful of properties facing this portion of the street (a cul de sac,) it currently provides the main reason for travellers to take this road – many looking for their Bed and Breakfast destination.

But long before that, the Clench house was a gathering place. It was visited by Leon's associates, by Mary and Nora's friends as they were growing up and above all by members of the extended Cruttenden family. Eunice Clench (1838-1923) was a steady centre at the sometimes turbulent lives of her brothers and sisters and her nieces and nephews.

Closer to Queen along Robinson Street are a number of other houses identified as having been designed and built by Leon Clench. They exhibit his versatility and skill and provide additional context to appreciate and understand the house he built for his family – 96 Robinson Street.

Recommendation

The design, historic / associative and contextual values of the property identified as 96 Robinson Street, St. Marys, Ontario, have been assessed by Heritage St. Marys. This property's cultural heritage value is high for all three criteria. Designation is recommended for the entire property. The original features, noted with bullets in the Design/Physical Value section of these statements, are specifically protected by this designation.

Background Documentation

On file in the archives of the St. Marys Museum:

- Complete history of the ownership of this property with information from sources that include: the land registry abstract, municipal assessment rolls, census documents and contemporary newspaper articles. This record expands on the historical and cultural significance to St. Marys of this property and of its owners.
- Cruttenden / Clench fonds: An extensive collection (photographs, letters, programs, art work, diaries, newspaper clippings, music, ephemera) is held in the R. Lorne Eedy Archives at the St. Marys Museum. There are several files relating to Leon Clench.
- The collection includes an unpublished history of the Cruttenden / Clench family by a neighbour and local historian Burnie McLay.
- Early St. Marys (1979), by L. W. Wilson and L. R. Pfaff, provides a useful summary of the activities of these two families.
- Architectural books and periodicals in the reference section of the St. Marys Museum contain drawings, elevations and floor plans that explain the L-shaped house.



BY-LAW 27 OF 2017

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to amend by-law 53-2009, a by-law to establish a Heritage Grant Program for designated properties located within the Town's Central Commercial District.

- WHEREAS:** The Council of the Corporation of the Town of St. Marys is authorized pursuant to subsection 11(3) of the *Municipal Act*, 2001, S.O. 2001, c.25, to pass by-laws within the following sphere of jurisdiction; Culture, parks, recreation and heritage;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys is authroized, pursuant to subsection 39(1) and section 45 of the *Ontario Heritage Act*, R.S.O. 1990, c.O.18 ("Act"), to pass by-laws providing for the making of a grant or loan to the owner of property designation under Part IV of the Act or located in a Heritage Conservation District designated under Part V of the Act for the purpose of paying for the whole or any part of the cost of alteration of such property on such terms and conditions as Council may prescribe;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it advisable and in the public interest to create a Heritage Grant Program on the terms set out in this by-law whereby landowners may obtain grants to assist with offsetting the costs associated with the care and maintenance of properties located within the Central Commercial District and designated under Part IV of the Act, and / or, found in Heritage Conservation Districts designed under Part V of the Act;
- AND WHEREAS:** The Council of the Corporation of the Town of St. Marys deems it expedient to amend By-Law 53-2009;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the total maximum funds awarded from multiple grant programs to one project by the Town of St. Marys shall not exceed 50% of total eligible project costs paid by the grant recipient.
 2. This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 28th day of March, 2017.

Read a third and final time and passed this 28th day of March, 2017.

Mayor Al Stratthdee

Brent Kittmer, CAO / Clerk

BY-LAW 29 OF 2017
THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between the Corporation of the Town of St. Marys and Playworld for the purpose of designing and installing playground equipment at Cadzow Park.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFP for the design and installation of playground equipment at Cadzow Park (the "Project");
- AND WHEREAS:** The proposal for the Project was submitted by Playworld which was subsequently approved by Council on March 28, 2017;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with Playworld for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
1. That the Mayor and the Clerk are authorized to execute the Agreement on behalf of the Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and Playworld; and further,
 2. That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-law; and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
 3. This By-Law comes into force and takes effect on the final passing thereof.

Read a first and second time this 28th day of March, 2017.

Read a third and final time and passed this 28th day of March, 2017.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 30 OF 2017
THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to authorize the signing of an agreement between the Corporation of the Town of St. Marys and MLS Planning Consulting for the provision of planning services.

- WHEREAS:** The Corporation of the Town of St. Marys released a RFP for planning services (the “Project”);
- AND WHEREAS:** A proposal for the Project was submitted by MLS Planning Consulting which was subsequently approved by Council on March 28, 2017;
- AND WHEREAS:** The Corporation of the Town of St. Marys deems it expedient to enter into an Agreement with MLS Planning Consulting for the purpose of clarifying and delineating the respective rights, obligations, payments and billing arrangements of and for the delivery of the Project;
- NOW THEREFORE:** The Council of the Corporation of the Town of St. Marys hereby enacts as follows:
- 1.** That the Mayor and the Clerk are authorized to execute the Agreement on behalf of the Corporation of the Town of St. Marys between The Corporation of the Town of St. Marys and MLS Planning Consulting.
 - 2.** That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-law; and to affix thereto the corporate seal of the Corporation of the Town of St. Marys.
 - 3.** This by-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 28th day of March, 2017.

Read a third and final time and passed this 28th day of March, 2017.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk

BY-LAW 31-2017

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 March 28, 2017.

WHEREAS: The *Municipal Act, 2001*, S.O. 2001, c.25, as amended, Section 5(3), as amended 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;

THEREFORE: The Council of the Town of St. Marys enacts:

- 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 28th day of March, 2017 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
- 2.** This by-law comes into force on the final passing thereof.

Read a first and second time this 28th day of March, 2017.

Read a third and final time and passed this 28th day of March, 2017.

Mayor Al Strathdee

Brent Kittmer, CAO / Clerk